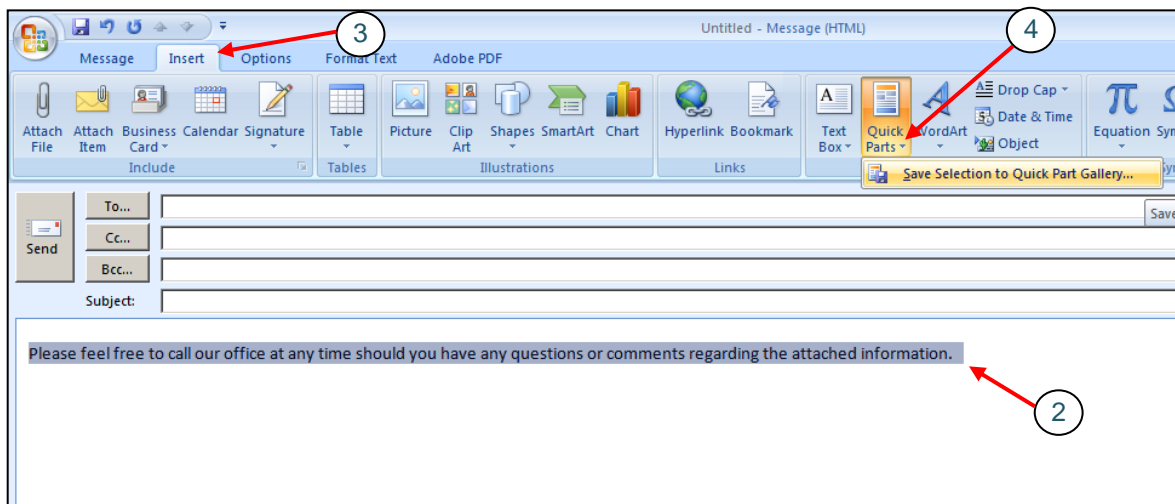


## Save Time Using Quickparts

Quick Parts is a tool that can be found in both Outlook and Word 2007. If you repeatedly use the same links, images or blocks of text in your emails or word documents, Quick Parts can save you a lot of typing time.

You can begin using the Quick Parts feature by following these steps:

1. Open a new email window.
2. In the body of the email, type in or insert the frequently used text or content.
3. Highlight the desired text or content and click on the **Insert** tab.
4. Select the **Quick Parts** button and then the **Save Selection to Quick Part Gallery** option.



5. The **“Create New Building Block”** dialog box will appear. Enter the descriptive information you would like to use in the available areas and select **OK**. Your information will now be saved as a new building block.
6. The added block of content can be used by opening a new email and selecting the **Insert** tab and then the **Quick Parts** button. The preview window will open for you to choose between saved quick parts.

