

## Use "quick parts"

Do you have text or graphics that you insert often into email messages but not every time you send an email? You can use "Quick Parts" to create a gallery of text and/or images that you can add into email messages as needed.

To use it, do the following:

1. Create a new e-mail message.
2. Write the text or insert the graphic (or both) you want to reuse.
3. Highlight the text and/or graphic and click the Insert tab.
4. In the "text" pane, select Quick Parts.
5. Click on "Save Selection to Quick Part Gallery."
6. In the "Create New Building Block" screen:
  - type in a descriptive name for the text or graphic in the Name field.
  - Type in a description of the Quick Part in the Description field.
  - Don't change any other fields.
  - Click OK.
7. When you want to insert the Quick Part into an e-mail message, click the Insert tab, select "Quick Parts" from the text pane.
  - scroll to the Quick Part you want to insert, and click it.

This same process works for MS Word. Note that Quick Parts are not shared between Word and Outlook, so you have to create separate ones for each application.

To view a video of this tip, click here:

<http://screencast.com/t/1z66zustLAS>