

**REMINDER:** Emailed to a group account. Do NOT reply using the email group account.

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WHAT's New?

**Outlook Quick Parts**

Quick Parts is a new feature in MS Outlook and Word 2007 that allows you to save text snippets and images in a gallery for repeated use in email and documents.

This feature would be useful if you find yourself entering the same things in your email messages and keep on retyping them over and over again.

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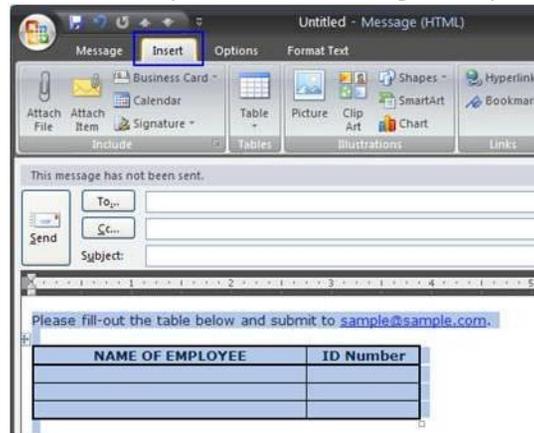
OK    Cancel

## OUTLOOK QUICK PARTS

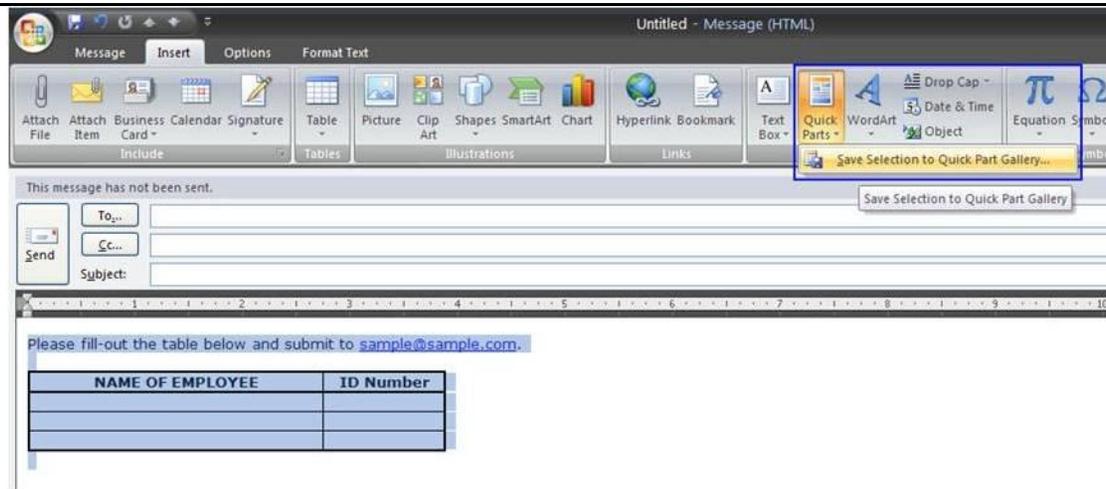
### Creating Quick Parts

The first step in creating Quick Parts is to draft or select the content that you want to reuse. You can draft a new mail message or select the content of an existing message by replying or forwarding the selected email.

To save a new Quick Part, highlight the content that you want to use repeatedly, and then click the **Insert** tab in the ribbon.



Click **Quick Parts** from the Text group and select *Save Selection to Quick Part Gallery...*

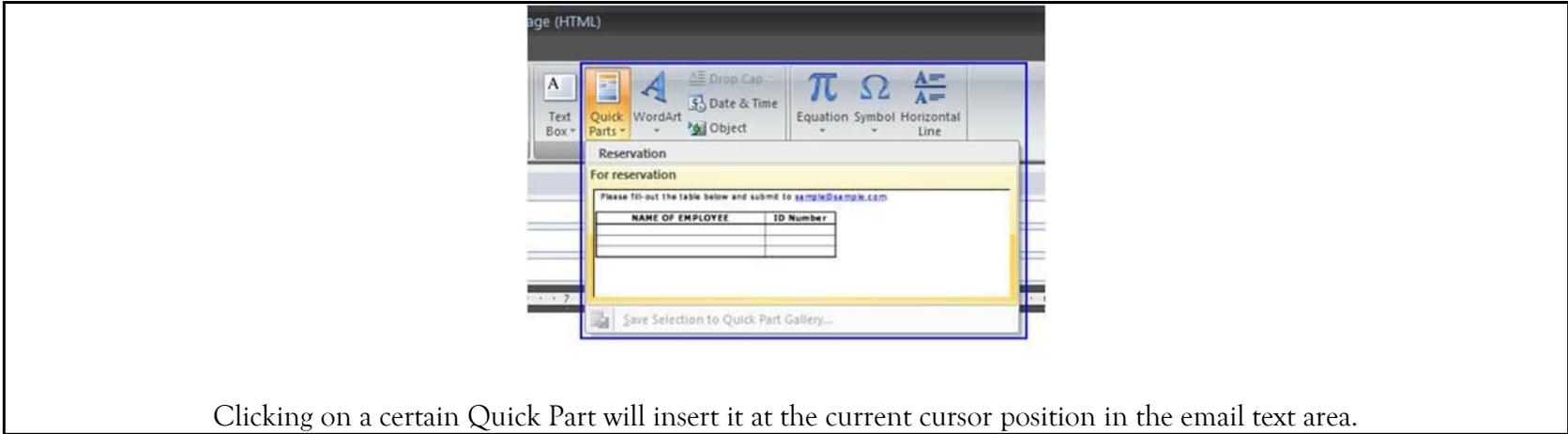


When **Create New Building Block** window appears, provide a *Name* for the content and click **OK**. You can also add other details such as *Category* and *Description* of the Quick Part.



### Using Quick Parts

Whenever you want to use your Quick Part, click on the **Insert** tab in the ribbon and choose **Quick Parts**. You will see a gallery with all your saved Quick Parts.



Clicking on a certain Quick Part will insert it at the current cursor position in the email text area.

