

Application:Microsoft WordPlatform:WindowsVersion:2013, 2010, 2007Activity:Presets, Building<br/>Blocks, Add Blocks

Immediate, Expert TECHNICAL SUPPORT of Off-the-Shelf Software and Mobile Devices

# **Issue Details:**

Application	Version	Description of issue
Microsoft Word	Office 2013	When creating a new document, the need often arises to use content from
	Office 2010	other existing documents such as headers, footers, disclaimers, etc. This tech
	Office 2007	note will show you how to set up those common parts as Building Blocks

# Solution:

#### How to save a part of a document as a Building Block:

- 1. Highlight the content you wish to save as a building block.
- 2. Switch to the **Insert** tab and click on **Quick Parts** as shown in Exhibit 1.
- 3. Choose **Save Selection to Quick Part Gallery...** as shown in Exhibit 2.
- 4. You will be presented with a popup window shown in Exhibit 3.
  - a. Give your custom block a name in the **Name** section.
  - b. Choose what type of block is it by selecting the appropriate Gallery.
    Tip: you may place all your building blocks inside a custom Gallery that can later be added as an extra button on your ribbon. See the tech note about customizing your ribbon for more information.
  - c. You may create a new Category if you wish to organize multiple building blocks.
  - d. You may optionally enter a **Description**.
  - e. Keep the default settings for Save In.
  - f. In **Options** you may choose the building block to be inserted on a new paragraph or on a new page.
  - g. Click **OK** when done.

*Tip: You can go to the Insert tab, click on Quick Parts and choose Building Blocks Organizer as shown in Exhibit 4. From this popup window you can manage all custom and built-in Building Blocks in Word.* 

#### How to insert a Building Block into a document:

- Place the text cursor where you want to insert a building block. Note: The steps needed to insert a building block you've previously created depend entirely on the chosen Gallery. You insert Cover Pages, Quick Tables, Headers, Footers, Text Boxes, AutoTexts and Equations through the Insert tab. For a Watermark, use the Page Layout tab. For a Table of Contents, use the References tab.
- 2. Click on the appropriate tab.
- 3. Click on the type of block you wish to insert. Exhibits 5 and Exhibit 6 highlight all options.
- 4. You will be presented with a gallery of building blocks arranged alphabetically. Find yours and click on it.



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# **Illustration:**

## Exhibit 1: Insert and Quick Parts.

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## Exhibit 2: Save Selection to Quick Part Gallery.



#### Exhibit 3: Creating a new Building Block.

Create New I	Create New Building Block										
Name:	Custom Header										
Gallery:	Headers										
Category:	General										
Description:											
Save in:	Building Blocks										
Options:	Insert content only										
	OK Cancel										

## Exhibit 4: Building Blocks Organizer.

🦁	AutoText	Exhibit 5: Table of Contents (1, 2) and Watermark (3, 4)
	 Field	Image: State of concernes (1, 2) and watering (0, 1)    Image: State of concernes (1, 2) and watering (0, 1)    Image: State of concernes (1, 2) and watering (0, 1)    Image: State of concernes (1, 2) and watering (0, 1)    Image: State of concernes (1, 2) and watering (0, 1)    Image: State of concernes (1, 2) and watering (0, 1)    Image: State of concernes (1, 2) and watering (0, 1)    Image: State of concernes (1, 2) and watering (1, 2)    Image: State of concernes (1, 2)
	Building Blocks Organizer	Add Text * Table of Contents Add Text * Add Text *

## Exhibit 6: Cover Page (1); Quick Table (2); Header (3); Footer (4); Text Box (5); AutoText (6); Equations (7)

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