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

Issue Details:

Application	Version	Description of issue
Microsoft Word	Office 2013 Office 2010 Office 2007	When creating a new document, the need often arises to use content from other existing documents such as headers, footers, disclaimers, etc. This tech 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:

1. 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.

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

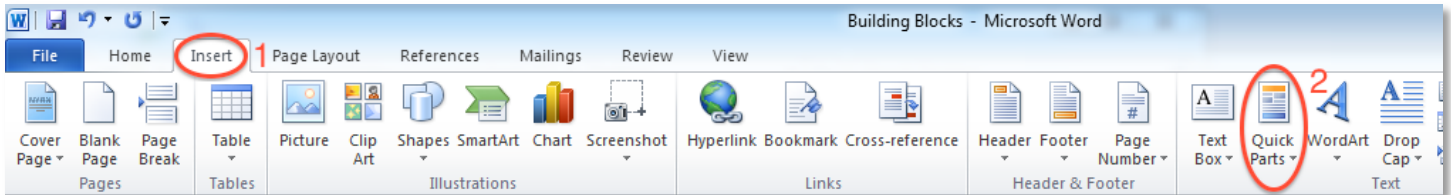## Illustration:

Exhibit 1: Insert and Quick Parts.

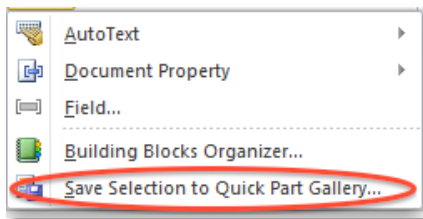Exhibit 2: Save Selection to Quick Part Gallery .

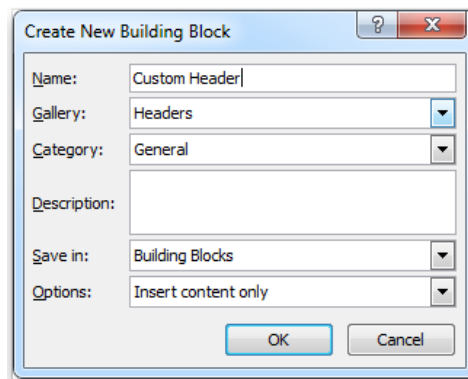Exhibit 3: Creating a new Building Block.
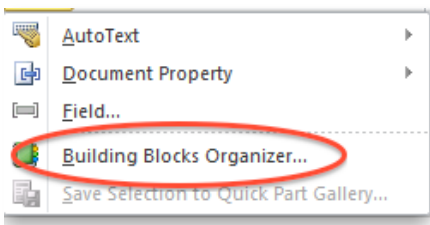

Exhibit 4: Building Blocks Organizer.

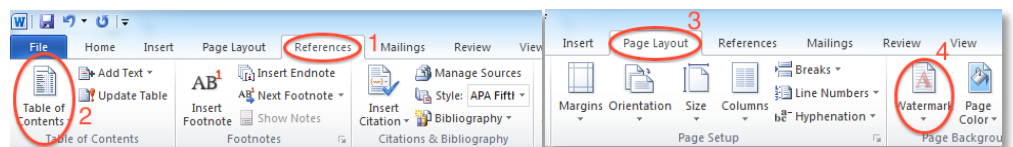Exhibit 5: Table of Contents (1, 2) and Watermark (3, 4)

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