

Don't blow up your computer!



## Creating a Quick Part

What if you have a design or logo you use often and don't want to have to insert it as a picture? For example my Ask Diane logo. I have saved it to my quick part gallery and can easily insert it into any Word document.

1. The first time you use it insert it into your document.
2. Click on the insert tab and select the object.
3. Click on the Quick Part Gallery Button in the Text section on the Insert tab.
4. You will be given the option to Save Selection to Quick Part Gallery.
5. You will name it and select OK.
6. When you leave Word you will be given the option to keep the changes you made to the Quick Part Gallery. If you save it then you will be able to use it with any word document. You can also do the same thing in Outlook.
7. The last shot is how it looks when I use it in Word or Outlook. I just click on the one I want and it is inserted into the document where the cursor is.

