

From: dopmannouncement
Sent: Thursday, April 27, 2017 10:54 AM
To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- Quick Parts

Use Quick Parts to make it easier to add standard text/images

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SITUATION:

I regularly have to repeat the same thing in different emails.
Is there an easy way to make this faster and easier?

SOLUTION:

Yes. Use Quick Parts, which works for basically all versions of Outlook (or Word).
It uses [F3] to convert one word into whatever you want, including text and images.

For example, regularly I have to email people troubleshooting tips.
So I set it up so that in an email message in Outlook, I can type “trouble” and press [F3], to make all
the text and images for that appear, like magic. 😊

Watch this 2 minute video for how: <https://www.youtube.com/watch?v=bpd1bCT32Vs>
Or watch this slightly longer video for ways to make it even fancier/easier:
<https://www.youtube.com/watch?v=HeD3m49Q3VI>

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other
comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>