

From: Glazier, Billie A. baglazier@uabmc.edu
Subject: Computer Tip of the Week – Quick Parts
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To: DOPM All Users DOPMAILUsers@uabmc.edu

BG

Quick Parts

Brought to you by
Lisa Schwaiger
- DOPM HelpDesk Triage
and Computer Tech in MT-
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SITUATION/QUESTION:

I have some common sentences (or phrases or paragraphs) that I use often in emails messages I write.

Such as:

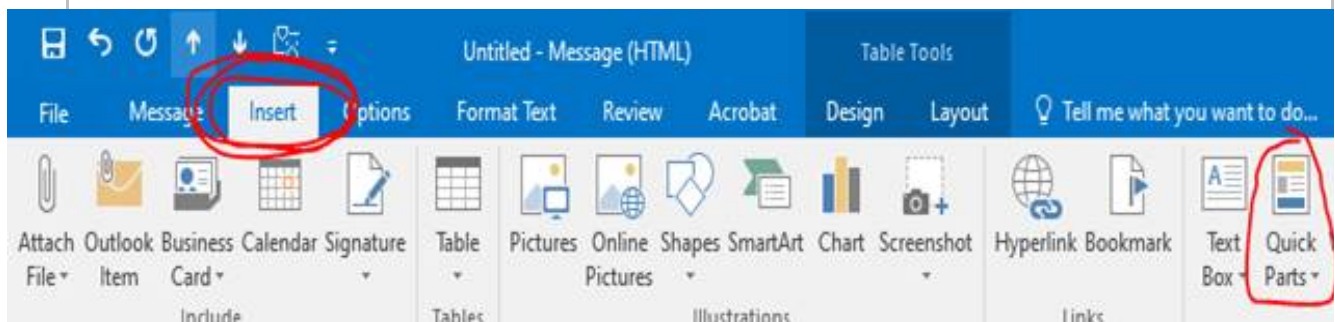
- “If you have any concerns or questions, please do not hesitate to reach out to group at....”
- “Thank you for your interest; here is the information you requested....”
- “Here are the instructions you’ll need ...”

I get tired of typing the same stuff over and over, or wasting time looking for it (in some other email) and then copy and pasting.
Surely there must be a better way.

SOLUTION/ANSWER:

Yes, this is called a “Quick Part”

1. Basically, in an email message;
 - a. Highlight the sentence (or phrase or paragraph) you want to turn into a Quick Part
 - b. Insert Tab >> Quick Parts (shown here circled in red)
 - c. [Save Selection to Quick Part Gallery] – which is at the bottom of that drop down
 - d. In the “Name” field give it a meaningful short name, such as **directions**
 - e. [OK]
2. Now going forward (using this example), every time you type directions and then [F3] that text will insert itself.



Here are video instructions if interested:

- Short (2 minutes): <https://www.youtube.com/watch?v=L-PZt5tBlj8>

- More detailed with fancy options: <https://www.youtube.com/watch?v=zjl61yhndRU>

NOTE:

- It will insert anything you want: formatted text, image, table, a single word, a thousand words
- Quick Parts are also doable in Word

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: <https://www.uab.edu/medicine/dopm/dopm-it>