

Saving and Inserting Heading / Footers to Quick Parts

Quick Parts is used to speed up the process of using predesigned items. This command is a standard tool with Word, but we have placed it on the Master View Ribbon because of its use with commonly used items such as Headers, Footers, Restricted Data Notices, Cover Pages, etc... By saving commonly used items to the Library, you can quickly add these items to other documents. Format and Remove Page Numbers are helpful when you need to edit the page numbering for your proposal.



Steps to **Save the** Header or Footer to **Building Blocks**

Double-click the footer area to activate it.

Push Ctrl + A to select everything in the footer.



Click the Quick Parts command and choose Save Selection to the Quick Part Gallery

TIP: You can also save a Header or Footer directly to the gallery relating to them by clicking the Header or Footer command.

Give the Header or Footer the name that it is relevant to your Proposal.

Test it: start a New Word document (Ctrl + N) and insert the footer you just made. Go to the Insert tab, Headers & Footers group, click Footer, and choose yours from the list.

Just click the Quick Parts button and select the Header and Footer that you want.



IMPORTANT: When you exit Word, it will display a message about You have modified styles, building blocks... click Yes to save the footer as part of the Building Blocks.

