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Word - Quick Parts

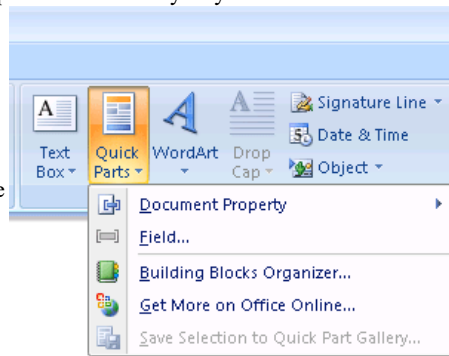
Depending on your business, there are times when creating documents requires the same text or graphic, for instance a signature line, a legal statement, logo, or address. You could recreate it each time, find an existing document that contains that information or you can use Quick Parts to insert it into your document.

Quick Parts lets you store, use and edit reusable pieces of content, including text, graphics, and document properties such as title and author, and fields. The saved "blocks" are contained in a gallery for you to choose from in the future.

To use – with your pointer where you want to insert the block – go to Insert on the menu ribbon and choose Quick Parts. The most recently saved block appears in the Gallery. If you want to choose a different one – click on Building Blocks Organizer.

To create a block for reuse - highlight the text/graphics you want to record – then click Insert on the ribbon and click on Quick Parts (arrow) and Save Selection to Quick Parts Gallery. A window will pop up that allows you further define information about the part:

- Name - Type a unique name for the building block.
- Gallery - Select the gallery that you want the building block to show up in.
- Category - Select a category, such as General or Built-In, or create a new category.
- Description - Type a description of the building block.
- Save in - Click the name of the template in the drop-down list.



NOTE: If you want to maintain paragraph formatting — including indentation, alignment, line spacing, and pagination — with the entry, include the paragraph mark (To view paragraph marks, on the Home tab, in the Paragraph group, click Show/Hide) in the selection.

To edit or delete the block from the Gallery – return to Insert on the Ribbon and Quick Parts. Right click on the current block to edit . If the block you need is not showing in the current view then choose Building Blocks Organizer. In the Building Blocks Organizer you can view all the existing blocks, insert or delete one or more.

Other options available in the Quick Parts is the ability to insert Document Properties (such as file name, author, description, etc) or Fields (field codes can provide automatically updated information, such as the time, page numbers, etc.).

Save and distribute building blocks with a template - you can access and reuse building blocks at any time. You can also distribute building blocks with templates. For example, you can create building blocks in a template and distribute the template to other users, who can save the template to the building blocks folder and use the building blocks you created. (Note: After you save the building block to a gallery, you can delete the content from the template. The content will remain associated with the building block.)

If you have a project coming up that requires Word contact me at info@aapk.com I have years of experience and can help you.

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Amy's Biz Tips are

SEO Simple Tips

Do you want to get better search engine results? Then use these simple tips in your web site to increase your presence.

Title Tag – This is the title of your web site or page. It gets put into the header area of page code. It's used by the search engines to describe your site when it comes up in a search – so you want to be sure it includes the information a user will need. If you are a local business (for instance a dentist) definitely be sure to include your phone number in the Title Tags (your title might look like this: Dentist Your City | 719-555-5555 | Tooth Implants, Crowns, Root Canal.

Alt-Tag – The Alt-Tag is a text value that can be assigned to a graphic to describe that graphic. In the early days of the web, this was used as a way to show a something in case the graphic did not appear – or the user had graphics turned off. Now, it is used by the search engines to identify graphic content. If you don't put in text in the Alt-Tag it will default to the graphic file's name. I tend to save my graphic files with a name that describes the graphic and then also use the Alt-Tag to further add in key words.

Anchors – generally anchors in web pages are used to create internal links within a page, but they are also an easy way to increase your ranking. Use keywords to create anchors in your site. When you create links with anchors within a page you get double the results – the anchor and the link both will show in your HTML code.

Content writing – As I have mentioned before, writing your content to your customer and with key words is key to success. Refer to this issue for how to write for your customers - http://www.aapk.com/amys_biz_tips_041014.html#customers (Note, the #customers in the URL is an anchor)

To learn more about SEO tips – see this article that demystifies SEO - <http://searchenginewatch.com/article/2339605/SEO-Your-Website-You-5-Myths-10-Tips>.

If you need help promoting your web presence, let me know I can help! Contact me at info@aapk.com.

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Funny Video: Osprey takes over Maryland traffic cam - <http://www.cnn.com/video/data/2.0/video/us/2014/04/24/erin-pkg-moos-osprey-vs-camera.cnn.html>

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