

Outlook 2007

Inserting Boilerplate (static) Text in an e-mail



Overview

There are many emails you will create in a given day that are repeats of previous emails. For example, if you frequently contact students to remind them to submit their work in Blackboard or if you are a supervisor who sends a weekly email reminding your staff to submit their timesheets—Outlook’s “Quick Parts” feature can help you do repetitive tasks efficiently. This feature allows you to create and store “boilerplate text” that can easily be inserted into an email message.

Summary

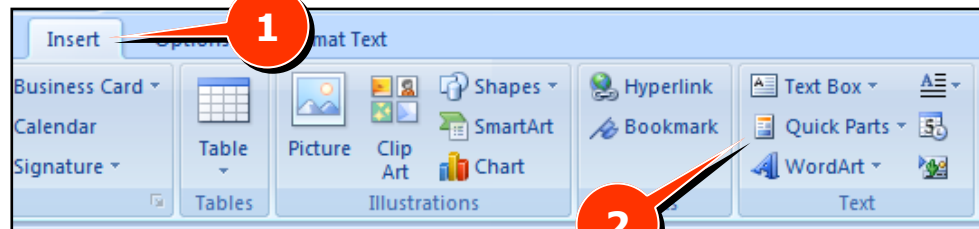
Overview

Creating Quick Parts

Inserting Quick Parts

Creating Quick Parts

1. Open **Outlook 2007**.
2. From the **File** menu select **New > Mail Message**.
3. In the text area of the message, type the text you’d like to use as your boilerplate text.
4. Apply any formatting to your text.



5. Highlight the text passage.
6. Click the **Insert** tab on the ribbon (Figure 1, 1).
7. Click **Quick Parts** *Figure 1* from the Text group (Figure 1, 2).
8. Select **Save Selection to Quick Part Gallery...**
9. Provide a name for your Building Block in the **Create New Building Block** dialog (Figure 2).

Pay close attention to the Name: field. You want to choose a good, brief descriptive name you can remember.

10. Add other information such as a Category and a Description.
11. Click **OK**.

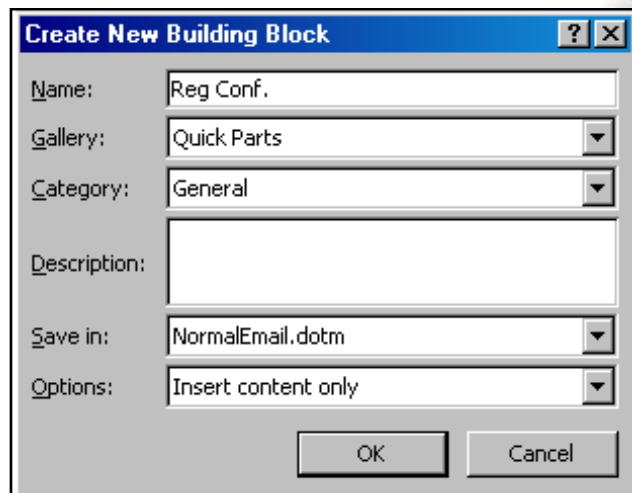


Figure 2

Reusing Quick Parts

1. Create a new message.
2. Click in the message field.
3. Type the first few letters of the building block name and press **F3**. The saved boilerplate text is inserted.
4. Alternatively, click in the message field and choose the building block name from the **Quick Parts dropdown list** (Figure 3, 1) on the **Insert** tab.

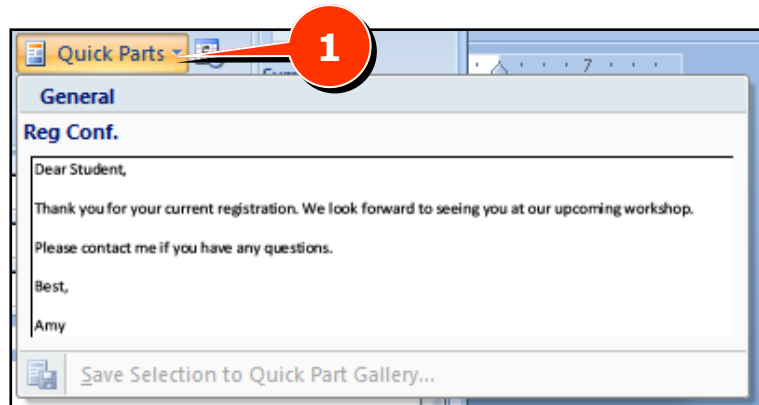


Figure 3