



Electronic Signature as Quick Part: For Word and Outlook

Now, more than ever, we are signing things electronically instead of with pen and paper. Most likely, you've already scanned and saved your own or others' signatures. If you find you continually need to locate these "images," how about saving them as Quick Parts?

1. Click on the signature to select the image.
2. From the **Insert** tab, click on the **Quick Parts** drop-down.



3. Select **Save Selection to Quick Part Gallery**.
4. Provide a **Name** for the Quick Part and click on **OK**.

A screenshot of the 'Create New Building Block' dialog box in Microsoft Word. The dialog has a title bar with a question mark and a close button. It contains several fields: 'Name' with the text 'John Signature', 'Gallery' with a dropdown menu set to 'Quick Parts', 'Category' with a dropdown menu set to 'General', 'Description' with an empty text box, 'Save in' with a dropdown menu set to 'Building Blocks.dotx', and 'Options' with a dropdown menu set to 'Insert content only'. At the bottom are 'OK' and 'Cancel' buttons.

5. The signature is now accessible from the **Quick Parts** gallery.



6. In fact, if you use this feature often, we recommend placing it on your Quick Access Toolbar. (Right-click on the Quick Parts command and choose **Add to Quick Access Toolbar**).