



Quick Parts: Save a Clause Once, Insert It Forever

Stop hunting through old documents to steal the same paragraph again

Here is a workflow every lawyer knows and nobody admits to. You need your standard governing-law clause, or your signature block, or the notary acknowledgment. So you open an old document that had it, scroll around, copy the paragraph, paste it into the new one, and clean up the formatting. You just did document archaeology to reuse text you have typed a hundred times.

Quick Parts kill that. A Quick Part is a named chunk of content, a clause, a block, a whole formatted table, that you save once and drop into any document from a menu. Build a library of them and your boilerplate stops living inside old files you have to go dig up.

What a Quick Part actually is

Think of it as a personal clipboard that never gets overwritten and never forgets. Normal copy-paste holds one thing until you copy the next. A Quick Part holds a clause forever, under a name you choose, ready to insert anytime. Word calls these Building Blocks; Quick Parts and AutoText are the two galleries you will use.

Save one

Select the content you want to reuse, the whole clause, formatting and all.

Insert tab, Quick Parts (in the Text group), then "Save Selection to Quick Part Gallery." Give it a clear name; that name is how you will find it later. Click OK. The clause is now in your library, formatting intact.

Insert one

Two ways, depending on how fast you want to be.

The menu: Insert tab, Quick Parts, click the block you want. It drops in at your cursor.

The fast way is AutoText. Save the block to the AutoText gallery instead (same menu, "AutoText," then "Save Selection to AutoText Gallery"), and Word gives you a two-keystroke insert: type the name, or even the first few letters, and press F3. The text expands in place.

Save selection as AutoText	Alt+F3
Insert a saved block by name	type the name, then press F3

Type "notary" then F3 and your full notary block appears. That is the whole point: the clause you used to hunt for is now three keystrokes away.

Where they live, and how to edit them

Insert tab, Quick Parts, "Building Blocks Organizer." This is the master list of everything you have saved. From here you can preview a block, insert it, edit its properties (rename, recategorize), or delete the ones you no longer use. When a saved clause needs updating, delete the old one and save the new version under the same name.

Why this matters for a legal practice

Your practice runs on repeated language: signature blocks, notary acknowledgments, governing-law and severability clauses, standard engagement paragraphs, the certificate of service. Every one of those is a Quick Part waiting to exist. Build them once, correctly, and every document you assemble uses the same vetted language instead of whatever you happened to copy from the last matter. That is consistency and speed at the same time, and it is the manual, in-Word version of the clause library that document-assembly systems automate later.

The trap: they live on your machine

Quick Parts save to your Word templates on your computer (Building Blocks.dotx, and AutoText usually in Normal.dotm). They do not travel with the document, and they do not reach your staff by magic. If you want your paralegal or assistant to have the same clause library, you share the template file, not just the document. Know this before you build fifty blocks and wonder why the new laptop is empty.

Using AI to help with this. Have it draft the clause before you save it: "Give me a clean Missouri notary acknowledgment block for an individual, formatted as plain paragraphs I can paste into Word and save as a Quick Part." You get vetted boilerplate to store once and reuse everywhere.