A list of building blocks galleries

You can find document parts, or building blocks as we've called them, in galleries. And you can find galleries filled with headers and footers, watermarks, tables of contents, cover pages, and even boilerplate text, throughout the tabs on the Ribbon. Each gallery contains many built-in designs.

Here is a complete list of the building blocks galleries you can find in Microsoft® Office Word 2007:

* Cover Page
* Header
* Footer
* Page Number
* Text Box
* Quick Part
* Watermark
* Table of Contents
* Bibliography

Building blocks made simple

You can think of a completed Word document as a file made up of regular content, such as plain text, pages, and photos or other document objects, and other optional building blocks that you can add to complete a professional-looking document. Adding, changing, and managing building blocks can be mastered with a few basic procedures.

Add a building block to a document

1. Double-click inside your document.
2. Click a tab, and click the name of the document part that you want to add to your document. For example, on the **Insert** tab, click **Page Number** in the **Header & Footer** group.
3. Click the design that you want to add to your document.

Notice how the building block you clicked has been added to your document.

**Tip**   You can easily swap one building block design for another by clicking the new design you want to add to your document. The new building block that you clicked replaces the previous building block design in your document.

Add boilerplate text to a gallery

1. Double-click inside your document.
2. Select the text you want to save to a gallery by clicking to the left of the text.
3. On the **Insert** tab, click **Quick Parts** in the **Text** group, and then click **Save Selection to Quick Part Gallery**.
4. The **Create New Building Block** dialog box opens. This is where you'll define this building block for future reference and use.
   * Begin by giving the building block a name that makes sense to you. The building block name is going to show up in the gallery and in the **Building Blocks Organizer**, where you can sort on it.
   * You can save a building block to any gallery you want.
   * The category title is an organizing element in the galleries. The **Quick Part Gallery** has only a **General** category. You might want an entire category for reusable text, so you can add a boilerplate category by clicking **Create New Category** and typing **Boilerplate**.
   * Type a description if you want. For example, you might provide guidelines for using the text.
   * Click **Building Blocks.dotx** in the **Save in** box.
   * Finally, if you want this piece of text to appear only in its own paragraph whenever you choose the text from the gallery, click **Insert content in its own paragraph**.
5. Click **OK**.

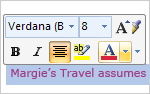
Click the building block gallery you specified when you created the boilerplate text. The selected text appears at the top of the gallery under the category **Boilerplate**.

**Important**  For building block changes to persist after you close your Word document, you must click **Yes** when Word asks you whether you want to save changes to Building Blocks.dotx.

Reformat a building block

This procedure outlines the steps for reformatting a piece of boilerplate text you've already formatted and saved to the **Quick Part Gallery**. You can reformat any building block and save it to a gallery.

1. Select the text you want to reformat.
2. On the floating Mini toolbar that appears next to the text selection, click the formatting options you want to change. For example, click the arrow next to the **Font Color** button, and click a color to change the color of the text.



1. With the text still selected, click the **Insert** tab, and then click **Quick Parts** in the **Text** group.
2. Click **Save Selection to Quick Part Gallery**.
3. The **Create New Building Block** dialog box opens. This is where you'll define this building block for future reference and use.
   * Give the building block a name that makes sense to you. You want this piece of reformatted text to replace the previous boilerplate you created, so give it the same name as the text you saved before.
   * You can save a building block to any gallery you want. In this case, you want to save this selection to a gallery you can view, so you'll click **Quick Parts** in the **Gallery** list.
   * The category title is an organizing element in the galleries. You saved the text to a category called **Boilerplate** before. You can also add a boilerplate category by clicking **Create New Category** and typing **Boilerplate**.
   * Type a description if you want. For example, you might provide guidelines for using the text in your description.
   * Click **Building Blocks.dotx** in the **Save in** box.
   * Finally, you want this piece of text to appear only in its own paragraph whenever you choose the text from the **Quick Part Gallery**, so click **Insert content in its own paragraph** in the **Options** list.
4. Click **OK**, and then click **Yes** to redefine the building block entry you created before.

Click **Quick Parts** in the **Text** group, where you'll find a representation of your newly formatted text.

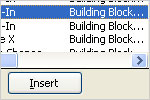
**Important**  For building block changes to persist after you close your Word document, you must click **Yes** when Word asks you whether you want to save changes to Building Blocks.dotx.

Find, insert, or delete a building block from the Building Blocks Organizer

1. On the **Insert** tab, click **Quick Parts** in the **Text** group, and then click **Building Blocks Organizer**.

You can also get to the **Building Blocks Organizer** by right-clicking any building block in a gallery and clicking **Organize and Delete** to open the **Building Blocks Organizer**.

1. Scroll through the available building blocks, or click a column heading to sort and find a specific building block. Click any entry in the **Building Blocks Organizer** to view the preview on the right.
2. Do either of the following:
   * Click the **Insert** button at the bottom of the **Building blocks** list to insert the building block in the document.



* + Click the **Delete** button at the bottom of the **Building blocks** list, click **Yes**, and then click **Close** to delete the building block from Word.

The building block you deleted is no longer available in a gallery or in the **Building Blocks Organizer**.

**Important**  For building block changes to persist after you close your Word document, you must click **Yes** when Word asks you whether you want to save changes to Building Blocks.dotx.

Advanced tips

If you want to make sure that a new building block you've created appears at the top of the list in the **Building Blocks Organizer**, use a symbol or a blank space at the beginning of the name to send it to the top of the list.

To make changes to building blocks properties, including the name, gallery, category, and description, right-click a building block in any gallery, and click **Edit Properties**.

When you swap out building blocks, you can lose certain content if a new design includes different content controls. For example, if you used a cover page design with an abstract and the new cover page design doesn't have an abstract, your abstract content won't appear on the new cover page.

To find more document building blocks, on the **Insert** tab, click **Quick Parts** in the **Text** group, and then click **Get More on Office Online**. You can also reuse elements in templates that you find online by saving those parts of the template to any gallery you choose.

Some building blocks galleries, such as tables of contents, bibliographies, and cover pages, are designed with document placement in mind. For example, cover pages are automatically inserted at the beginning of a document unless you specify a different option by right-clicking the cover page building block you want to use.

The **Quick Part Gallery** does not include an option to remove a Quick Parts building block from a document. To remove a building block that you added from the **Quick Part Gallery**, you must remove the building block from the document manually by selecting each instance of the building block in the document, right-clicking it, and then clicking **Delete**.

Track Changes

On the **Review** tab, in the **Tracking** group, click **Track Changes**. The background of the **Track Changes** button changes color, which tells you it's on; any changes you make will be marked as revisions until you turn Track Changes off by clicking the button again.

After you turn Track Changes on, work in Word as you normally do. As you insert or delete text, or move text or graphics around, each change appears with **markup**, marks such as colors and lines that show where each revision is and what it is.

You delete the text "with hard work and clear thinking." The deleted text is put in a **balloon** in the document margin. It says "Deleted" in the balloon to make it clear why the text is in the balloon. A dotted line leads from where the text was deleted to the balloon, so that everyone can see the location the text was deleted from.

When more than one person reviews a document, you might want to know what changes were made by which reviewer. Here are some ways to tell who did what.

Move the pointer over the inserted text in the document, or over the deleted text balloons in the document margin. For each revision, you'll see a ScreenTip that lists the name of the reviewer and the type of the revision, such as "deleted" or "inserted." The ScreenTip also displays the deleted or inserted text.

Another way to distinguish one reviewer from another is by color. Word automatically assigns each reviewer a markup color, which you see as soon as you make your first revision or enter your first comment. For example, your color might be blue, and the color for another reviewer might be green. To find your own changes and comments, you would look for blue markup throughout the document.

As noted in the last section, you can tell who made comments by the reviewer initials in each comment balloon.

In case you wondered, turning Track Changes off does **not** delete tracked changes (or comments).

Here's what it does do: All tracked changes already made up to that point *remain* in your document, even though Track Changes is turned off. Any revisions you go on to make will **not** be marked as revisions.

To remove tracked changes, you accept or reject them. To remove comments, you delete them.

When the revisions are done, someone must review them and then accept or reject them. The reviewer can deal with revisions one at a time or all at once, and can read the comments and then delete them.

To get rid of markup, use the **Accept** or **Reject** buttons on the **Review** tab, in the **Changes** group, or right-click in the document to accept or reject changes and delete comments. You can try both of these methods in the practice session.

As changes are accepted or rejected and comments are deleted, the markup that indicates the changes and comments is removed from the document. Accepted changes become part of the document when it is saved.

The only way to get rid of tracked changes is to accept or delete them. The only way to get rid of comments is to delete or reject them. After you've checked to ensure that all revisions and comments are displayed, and before you distribute a document, do what the professionals do, automatically and every time.

On the **Review** tab, in the **Changes** group, use the buttons (or the right-click method mentioned earlier) to look for revisions and comments from one end of the document to the other.

Remove any changes by accepting or rejecting them, and delete any comments.

**Tip**    Another way to see if a document contains hidden tracked changes or comments is to click any of the buttons in the **Comments** or **Changes** group on the **Review** tab. If you get a message that says "All comments and tracked changes are currently hidden," click **Show All** to display revisions and comments.

As a final step, you can use the Document Inspector. It checks for tracked changes, comments, hidden text, and other personal information. See the Quick Reference Card to learn how to use the inspector.

**you can find out if revisions and comments are hidden**

If you open the Reviewing Pane, it will say "Filtered" at the top of the pane if revisions or comments are hidden in the document. Or, if you click Next or Previous in the Changes group on the Review tab, you'll get the message that there are hidden changes or comments in the document.

Find hidden markup

You may forget that a document contains hidden revision marks and comments. To find out, click the **Previous** Button imageor **Next** Button imagebutton in the **Changes** group on the **Review** tab. If there's any hidden markup, you'll get a message telling you so. You can click **Show all**, and then you can accept or reject the markup.

Another way to see if there is hidden markup is to use the Reviewing Pane. On the **Review** tab, in the **Tracking** group, click **Reviewing Pane** Button image. If it says "(filtered)" at the top of the pane Button image, you know that the document contains hidden markup.

You can also use the Document Inspector to find markup, whether hidden or not. Click the **Microsoft Office Button**Button image, point to **Prepare**, and then click **Inspect Document**. In the **Document Inspector** dialog box, click **Inspect**. Review the inspection results. If the Document Inspector finds comments and tracked changes, you are prompted to click **Remove All** next to **Comments, Revisions, Versions, and Annotations**. Click **Reinspect** or **Close**.