

# MS Office: Quick Parts

## Use the Filename of a document in the contents of MS Word file

Do you use documents that need to have the filename appear within the contents of a document (or visa versa)? How many times have you forgotten to do this?

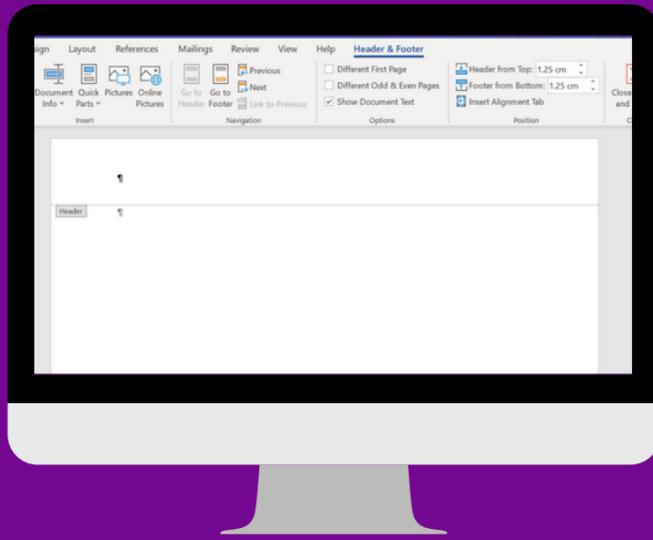
Below I show you 5 easy steps to automate this process. Once the document is setup, all you need to do is save the file and MS Word will automatically update it within your document.



1

If the title needs to appear in the Header or Footer of your document, double click in the relevant section.

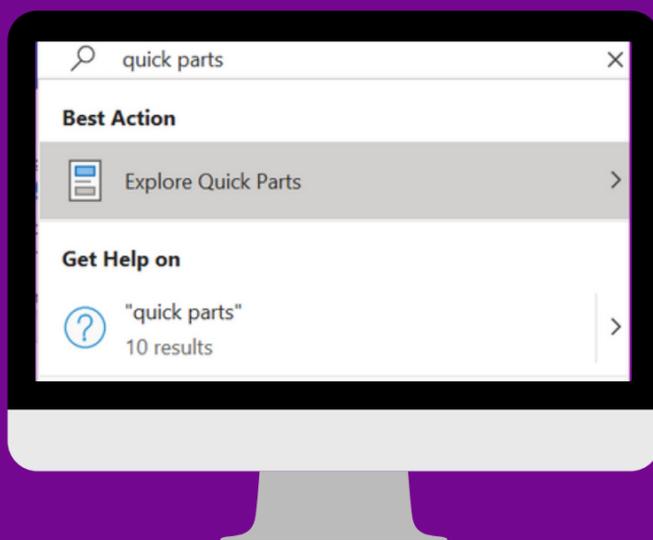
Align your cursor to where you want the filename to appears



2

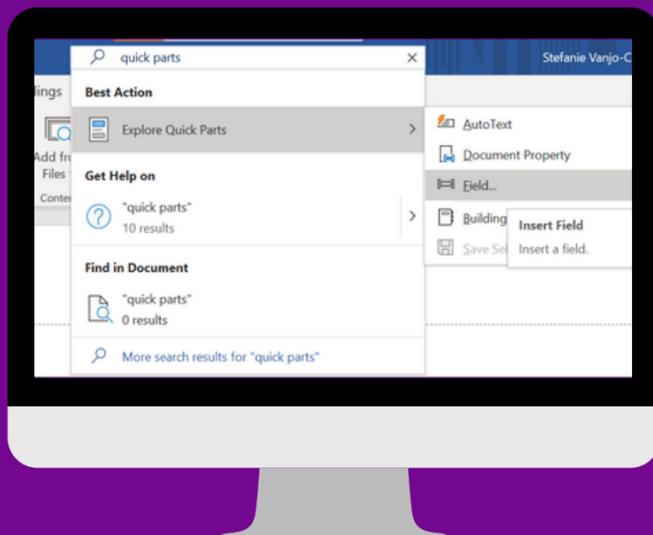
In the search bar at the top of the page, type "Quick Parts". MS Word will automatically suggest the correct option to use. This saves having to hunt for the right button to press.

\*Prefer using the button? It can be found under the "Text" section of the "Insert" tab and the icon looks like this: 



3

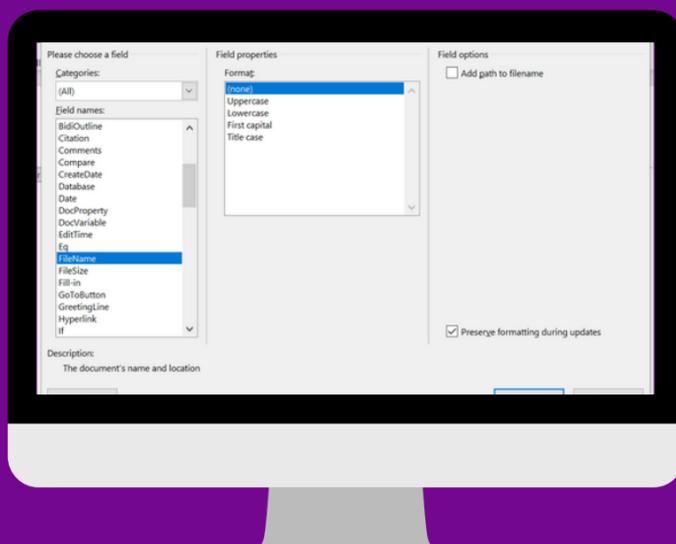
Select "Field" from the drop-down menu.



4

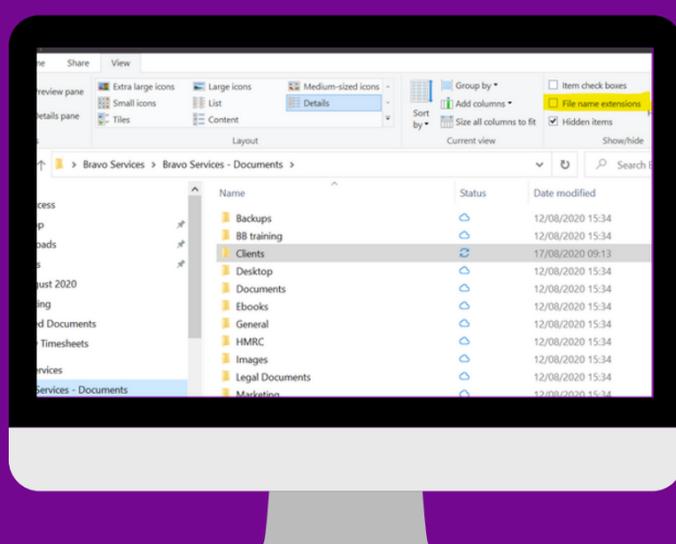
You should now see the field dialogue box. In the first column is a list of fields that you can use within your word document. These fields will automatically update as required and are really helpful to save time and ensures accuracy. For this guide, we are looking for "FileName".

In the next column, you can set the formatting of the field and in the final column, you have options to include the path (the location where the file is saved) and tell MS Word whether or not to preserve formatting during updates.



5

If you prefer not to have the file extension at the end of the file name, you need to deselect "File Name Extensions" under View -> Show/Hide in Windows File Explorer



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