

Microsoft Word - Format Painter



Format Painter

At times you might want to copy the formatting of text and apply it to other text. This can be done by using the Format Painter. The Format Painter is on the Clipboard group of the Home Ribbon.

1. Select some text that has the format you wish to copy.
2. Click on the Format Painter
3. Highlight the text to have the copied format.

If the same format is to be used several times

1. Select some text that has the format you wish to copy.
2. Click double click on the Format Painter
3. Highlight the text to have the copied format.
4. Repeat the highlight process as many times as necessary.
5. Hit the Escape key to stop the Format Painter