

## COPYING FORMATTING USING THE FORMAT PAINTER BUTTON

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An alternative way to creating styles is to use the Format Painter. If a number of formatting settings have been set that need to be applied to other text in the publication, use the Format Painter to copy the formatting. This is a fast way to apply multiple formatting settings to text throughout the publication.

### Apply Formatting to a Single Text Entry

- ❖ Select the text that is already formatted in the desired style.
- ❖ Click the **Format Painter** button on the **Standard** toolbar (see illustration at right).
- ❖ Drag the **Format Painter** pointer across the text that is to be formatted.



### Applying Formatting to Multiple Text Entries

It is possible to apply copied formatting to more than one text entry with the Format Painter. To do this:

- ❖ Select the text whose formatting is to be copied.
- ❖ Double-click on the **Format Painter** button.
- ❖ Apply the copied formatting to as many text lines as desired, on as many pages as desired.
- ❖ When done applying the formatting, click the **Format Painter** button once to turn off the feature.