

Format Painter


Format Painter is used to format a block of text with the same format that has been applied to another block of text. This is done in a simple three-step procedure.

Select the text that is the source of the formatting.

- ✦ It isn't necessary to select a whole block of text.
- ✦ You can just click in the word or in a paragraph that the source formatting is applied to.

Click the **Home Tab**.

In the **Clipboard Group**, click the **Format Painter** button.

- ✦ To apply the formatting to more than one area in the document, **double-click** the **Format Painter** button. This will allow you to apply the apply formatting to several different paragraphs without having to keep clicking the **Format Painter** button. 
- ✦ To apply the formatting to just one other word or paragraph in the document, **single-click** the **Format Painter** button. When the button is clicked just one time, it is only possible to apply the formatting to one other word or block of text.

Move to the first area that the formatting is to be applied to.

Click in the word or select the text.

When you release the mouse button, the formatting in the source text will be applied to the selected text.

Keep selecting the text throughout the document until the original format has been applied to all the desired text.

- ✦ If the formatting that is being applied is a Paragraph format, it isn't necessary to click at the beginning of the paragraph or to select a paragraph.
- ✦ All that is required is for you to click somewhere inside the paragraph.
- ✦ If the formatting is applied to characters and not a paragraph, then it is necessary for you to select the text that the formatting is being applied to.

When finished, click the **Format Painter** button again, or press **Esc** to turn this option off.

It doesn't matter where the insertion point or mouse pointer is located when you turn off the Format Painter.