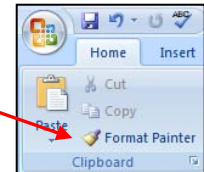


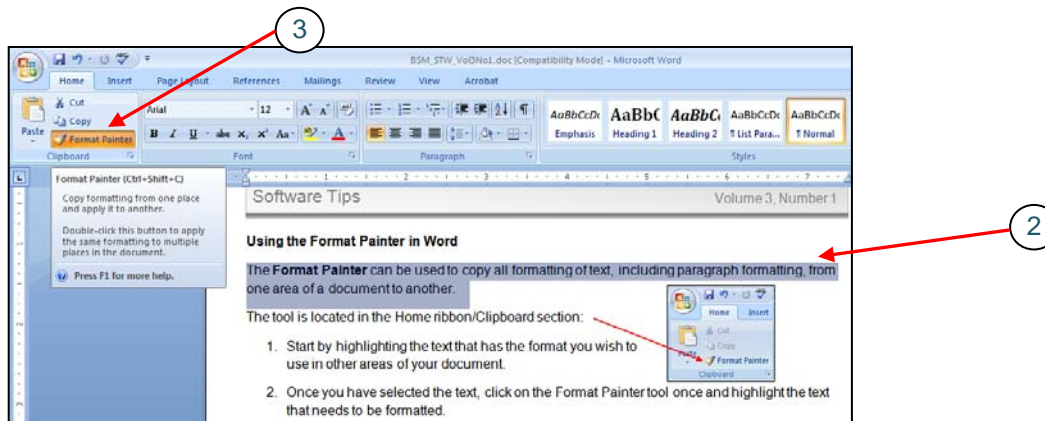
Using the Format Painter in Word

The **Format Painter** can be used to copy all formatting of text, including paragraph formatting, from one area of a document to another. When working in large documents, this tool can save you a lot of time.

1. The **Format Painter** is located in the Home ribbon/Clipboard section.



2. Start by highlighting the text that has the format you wish to use in other areas of your document.
3. Click on the Format Painter tool once and highlight the text that needs to be formatted. This will then copy over the format to the new text.



4. To apply formatting to multiple areas of a document, double click the **Format Painter** rather than single click. This will hold the format until you unclick the tool.
5. This tool can also be used in the same manner for copying the format of shapes, tabs, pictures, bullets, etc.