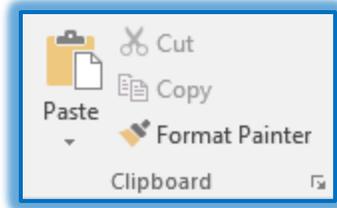# Format Painter

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 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 you must 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.