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 (see illustration at right).
  † 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.