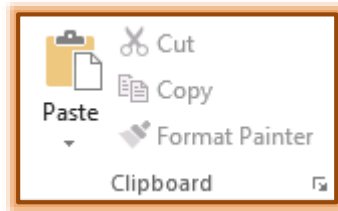


COPY FORMATTING USING THE FORMAT PAINTER BUTTON

An alternative way to create 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 **Home Tab**.
- ✦ In the **Clipboard Group**, click the **Format Painter** button (see illustration below).



- ✦ Drag the **Format Painter** pointer across the text that is to be formatted.

Apply 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.