

Format Painter

Format Painter "paints" selected formats onto new text. This helps keep consistency in the document and saves time.



To use the **Format Painter**, :

1. Select the text containing the formats you want to apply elsewhere.
2. Click on the **Format Painter** button. Your mouse now carries a paint brush with it.
3. Select the text that you want to contain the same formats by clicking and dragging your mouse over the text.
4. Release the mouse - the formatting is applied and the paint brush goes away.

If you want to apply the formats to more than one location, double-click the **Format Painter** button in Step 2. The paint brush stays with the mouse until you turn it off by choosing the **Format Painter** button again.

Another helpful tool is to press **F4** to repeat the last action you commanded the computer to do.