![Massey University logo] **MASSEY UNIVERSITY**
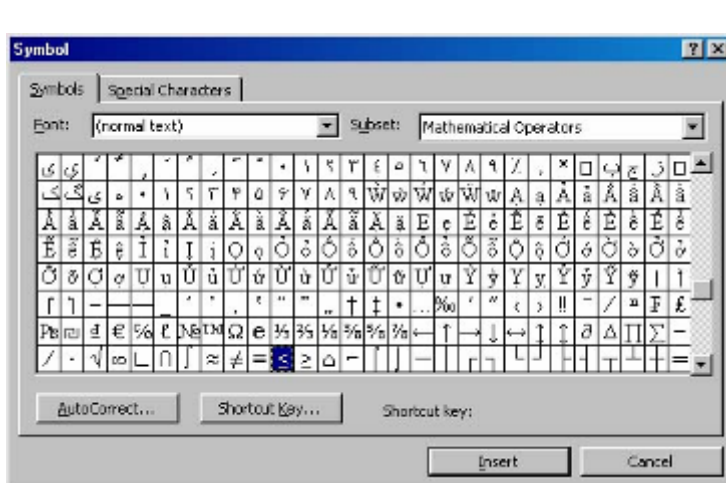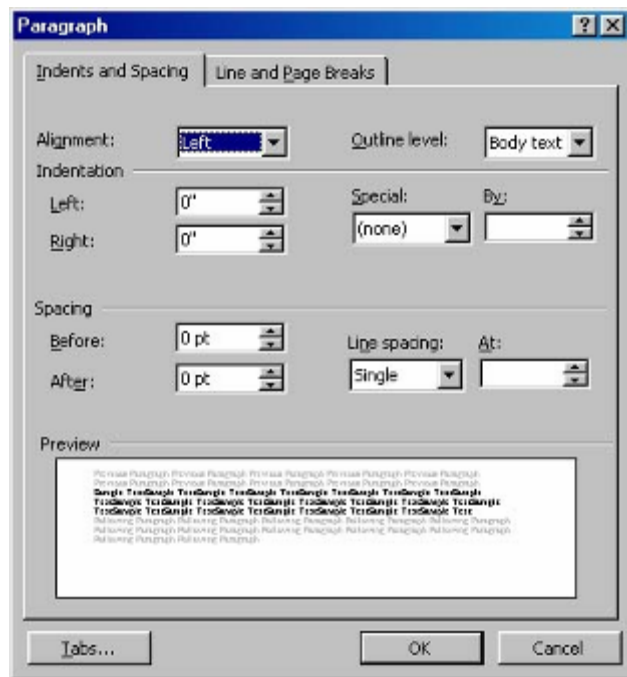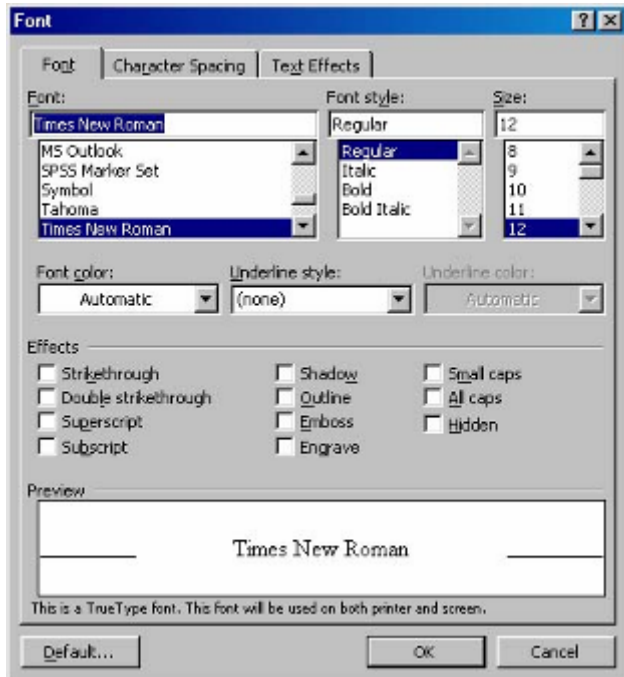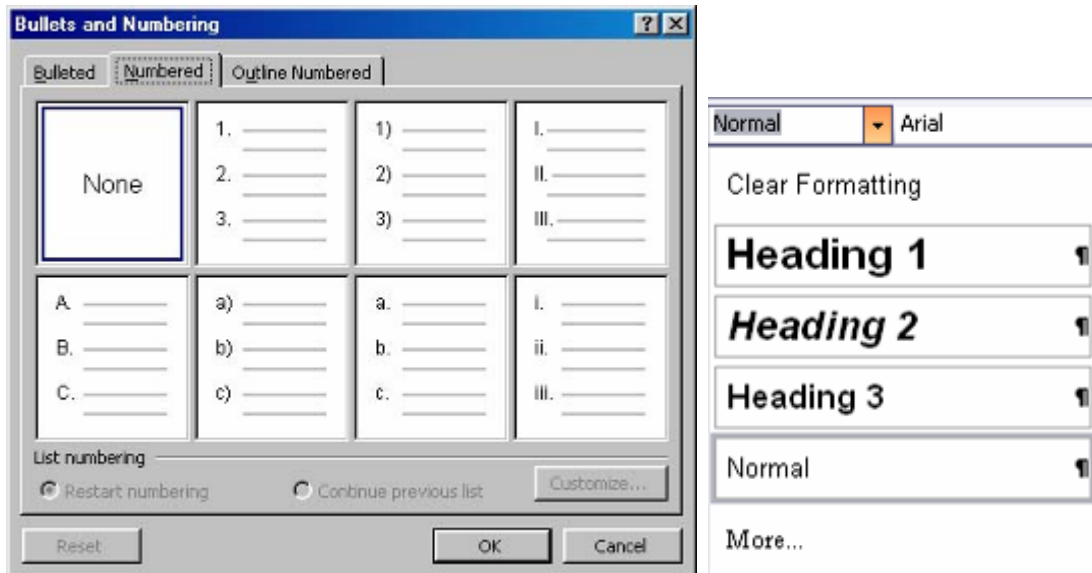
Format painter

Microsoft Word 2003

Format painter is the one of the best tools available in Microsoft Office! It copies the format. It is extremely effective if you have a large amount to format as it saves time.

Format Painter

Format Painter copies all of the following formats and styles.

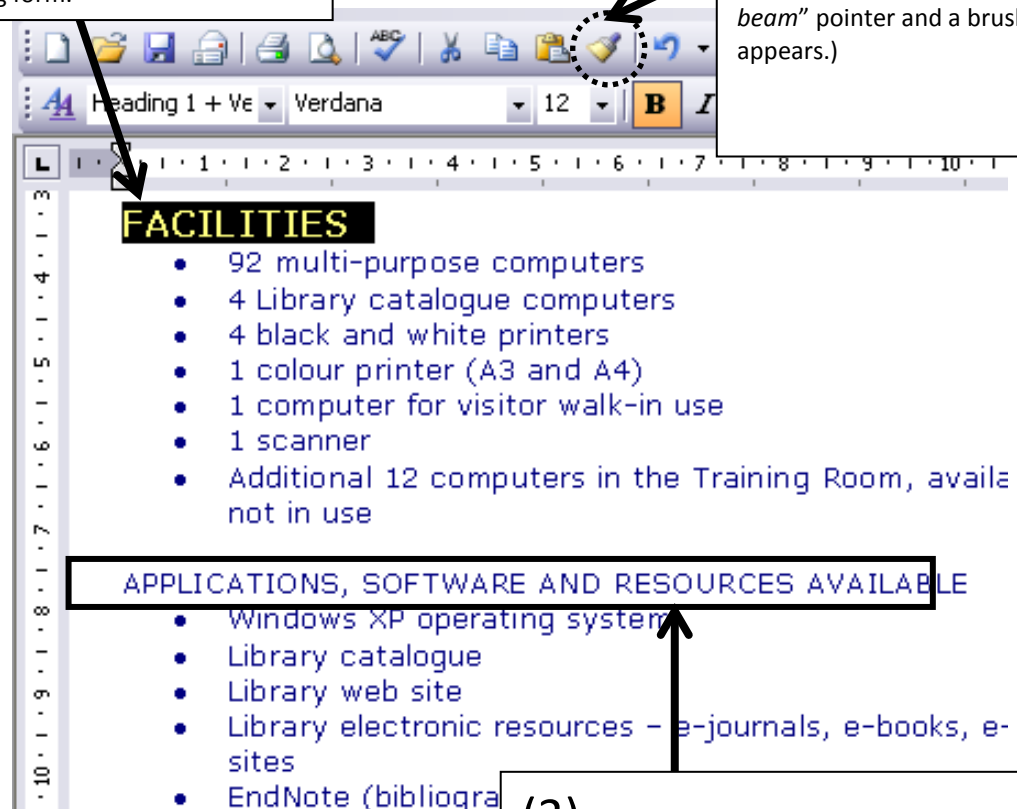Produced by Massey University Library Information Commons
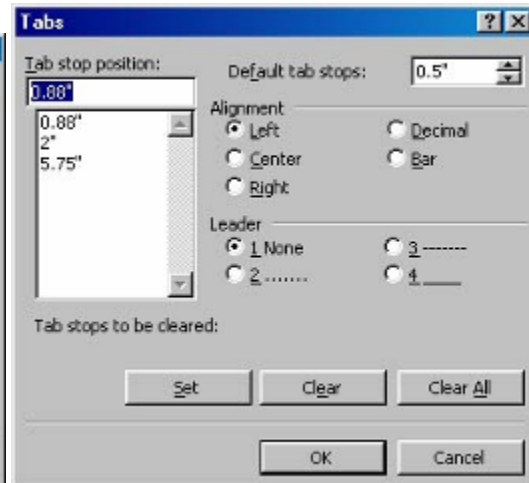
To copy the format once

(1) Select the text that you wish to copy the formatting form.

(2) Click the **Format Painter.** (The mouse pointer will change to a "*I beam*" pointer and a brush icon appears.)

(3) Select the text you want to apply the format.

To copy the same format more than once

1. **Double-click** on the Format Painter icon (it will remain active until you turn it off.)
2. Apply the format
3. When you finish, click the Format Painter icon or press the **Escape** key on the key board.

Esc