Format painter

Microsoft Word

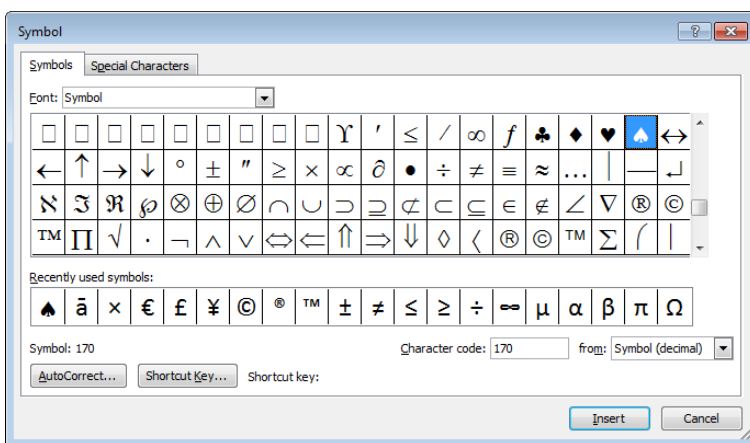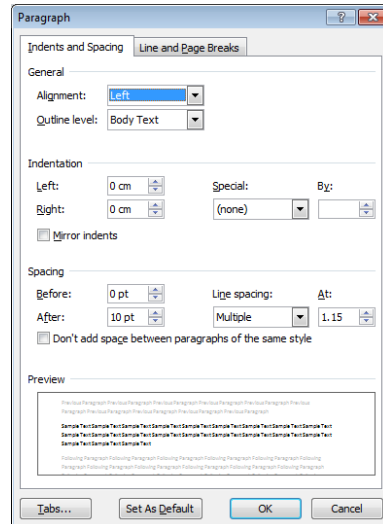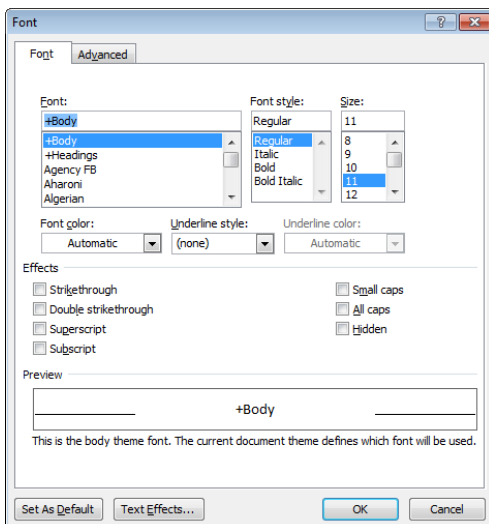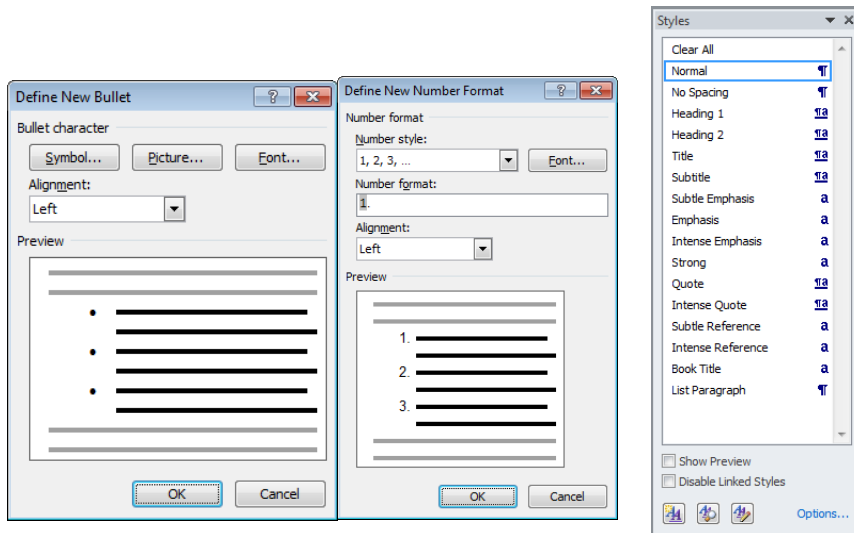Format painter is the one of the best tools available in Microsoft Office! It copies the format. It is extremely effective if you have a large amount to formatting to do as it saves time.
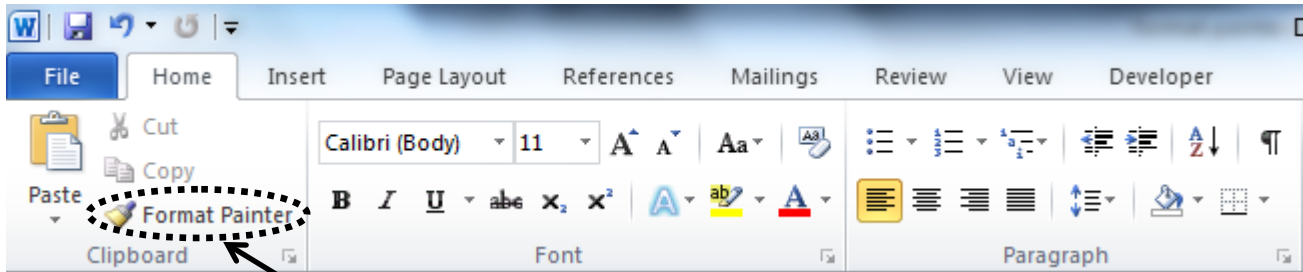
Format Painter

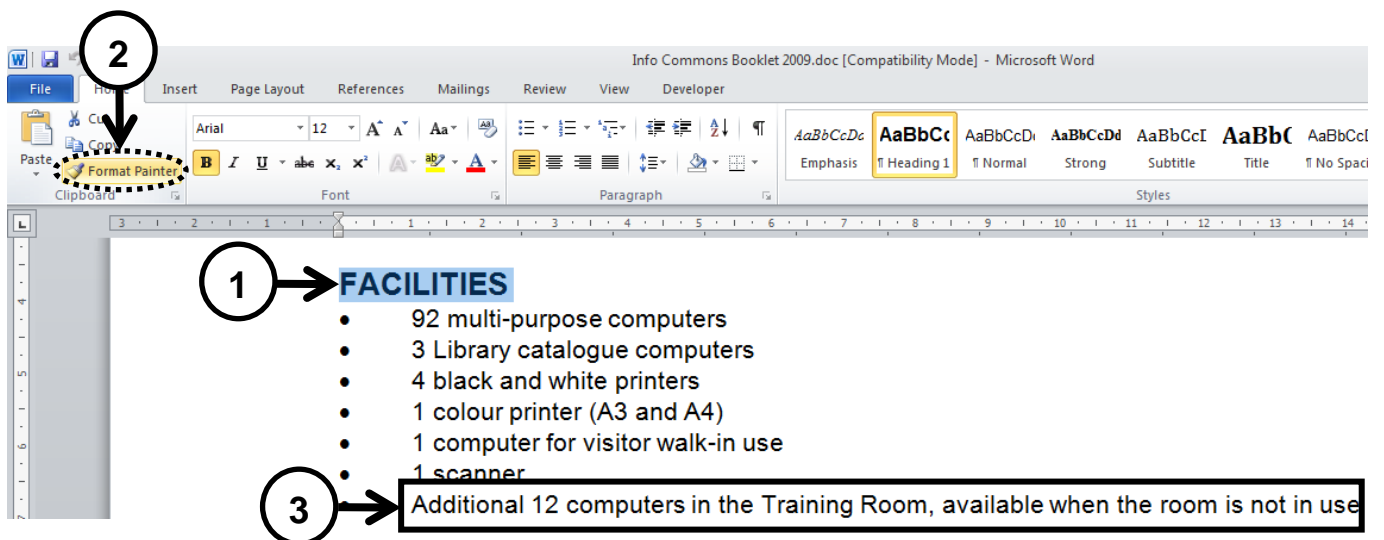Format Painter copies all of the following formats and styles.
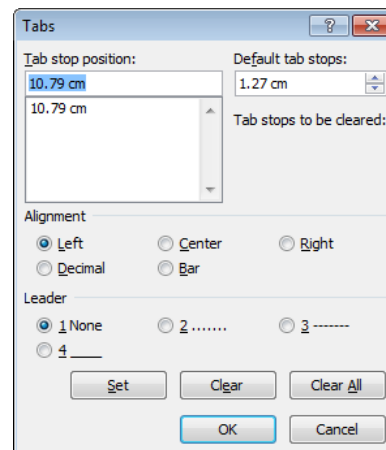
To copy the format once

1. Highlight text that you wish to copy the formatting from
2. Click the Format Painter
3. Select text to be applied the format

(The mouse pointer will change to an "I *beam*" pointer and a brush icon appears.)

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. Highlight text to be applied the format

3. When you finish, **click the Format Painter** icon or press the **Escape** key on the key board.

Esc