

# The Format Painter Tool

The Format Painter tool is used to copy and paste character and paragraph formats to existing text. This tool, used in conjunction with styles, can make organizing and reformatting documents easier and more efficient.



To use the Format Painter tool:

1. Select the text that has the formatting you want to copy.
2. Click once on the Format Painter tool.
3. Select the text you want to apply the formatting to. The characteristics will be applied automatically.

## NOTES:

- ◆ To copy the selected formatting to several groups of text, double click on the Format Painter tool in step 2. Now the tool will stay active until you are finished applying the formatting to all the text you want. To disengage the tool, click on Format Painter again.
- ◆ If a paragraph format is being copied, the cursor can simply be placed within the paragraph; selection of the entire paragraph is not necessary. Paragraph formats include: alignment, indentation, line spacing, tabs, borders, shading, bullets and numbers.