

Copying formats with the Format Painter tool:

If you have a format (i.e. outline numbering or special indentation) in one area of your document that you would like to apply to text in another area, you can use the Format Painter tool. Select the text that has the correct formatting (if it is a paragraph, just be in the paragraph). Click the Format Painter button once to turn it on. Then select the text that you want to paint the formatting to.

If you wish to use the painter on several areas of text, double-click the tool. It will stay on until you turn it off. Everything you click on will receive that format. (Don't forget to turn it off!!!)

STEPS:

1. Select the correctly formatted text.
2. Click the Format Painter tool on the Home tab in the Clipboard group.
3. Select the text that should receive the format.

