

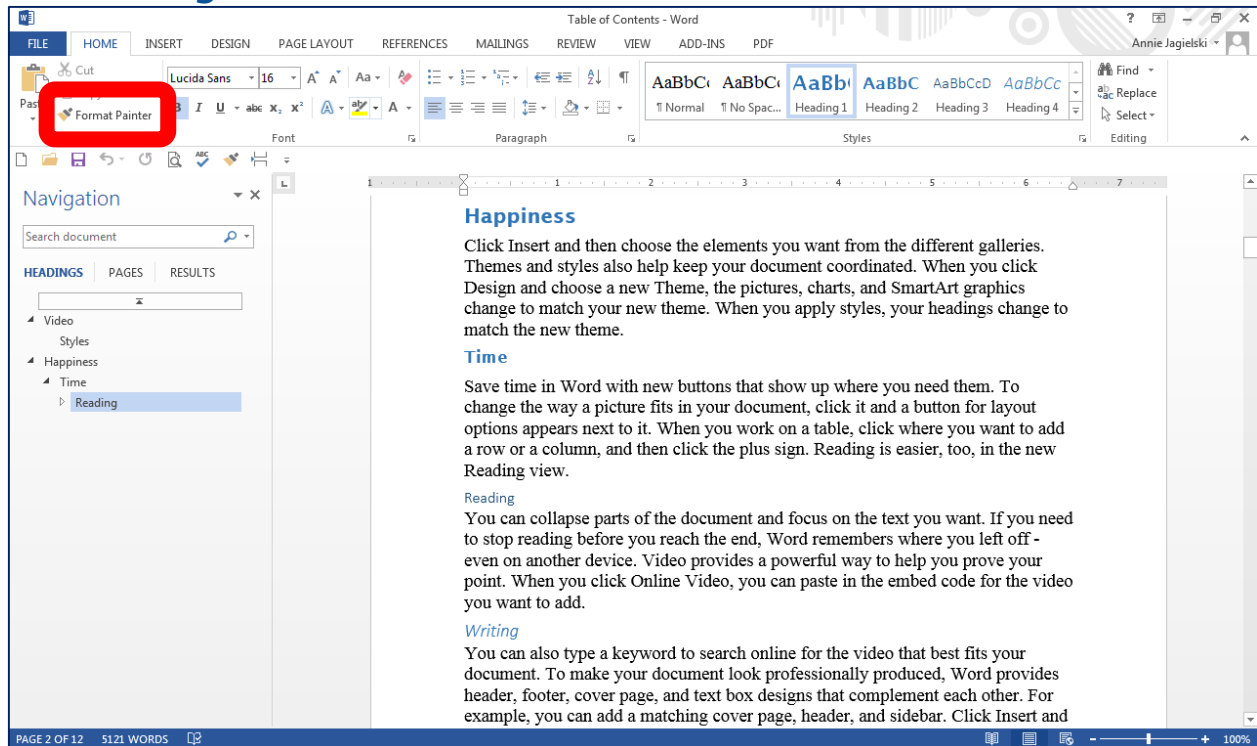
Word 2013: Using the Format Painter



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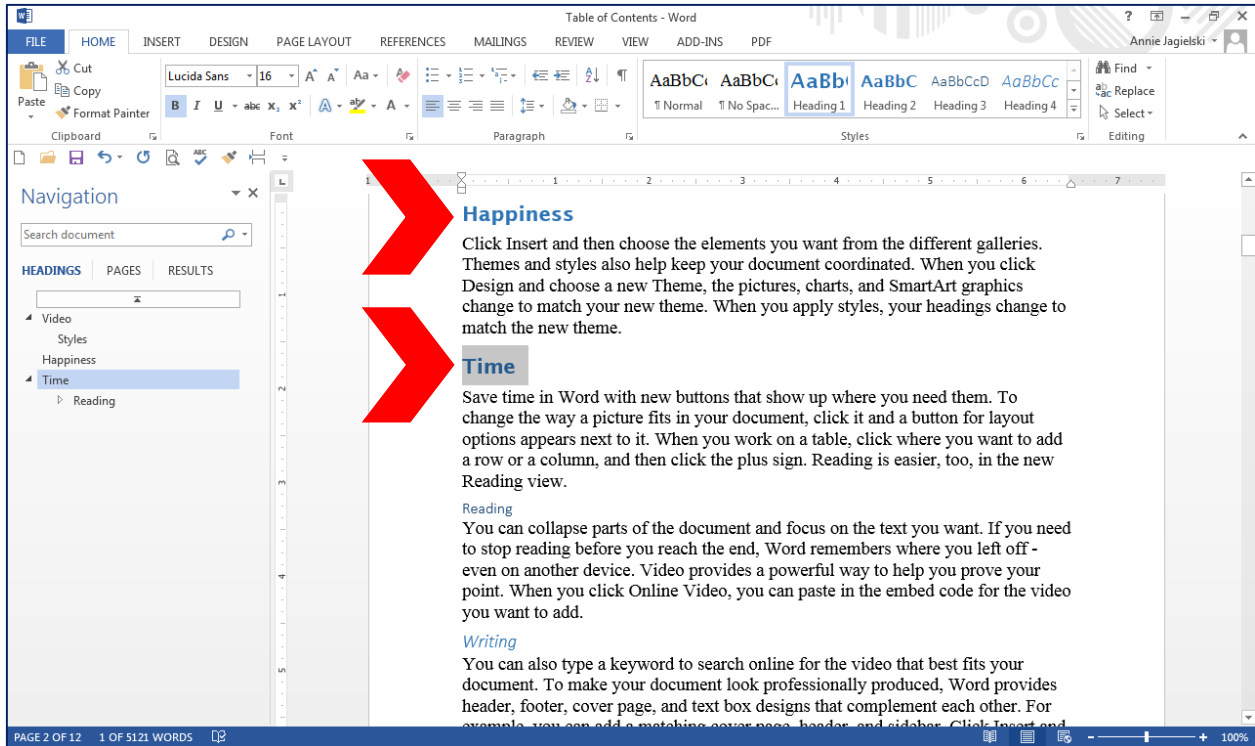
The Format Painter allows users to duplicate formatting throughout a document. The Format Painter appears on the **Home Tab, Clipboard Group** in Excel, PowerPoint and Word. Why not add the Format Painter to the **Quick Access Toolbar**, so it's always there when you need it?

Formatting Text

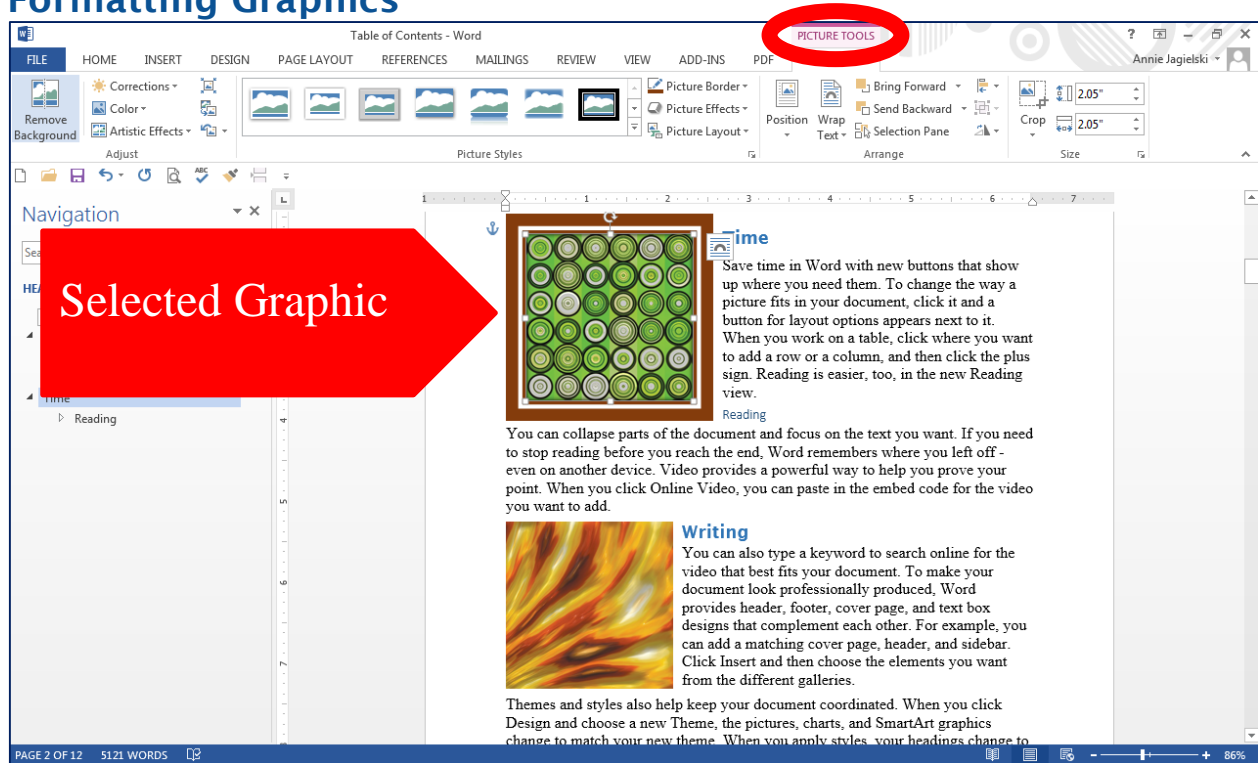




1. Place your cursor on the text whose format you wish to copy.
2. From the **Home** tab, **Clipboard** group, LEFT click the **Format Painter** 
*To repeat the format more than once, double-LEFT click the **Format Painter**.*
3. Notice that the cursor looks like a paintbrush  Highlight the text you want to reformat.

Word 2013: Using the Format Painter—continued

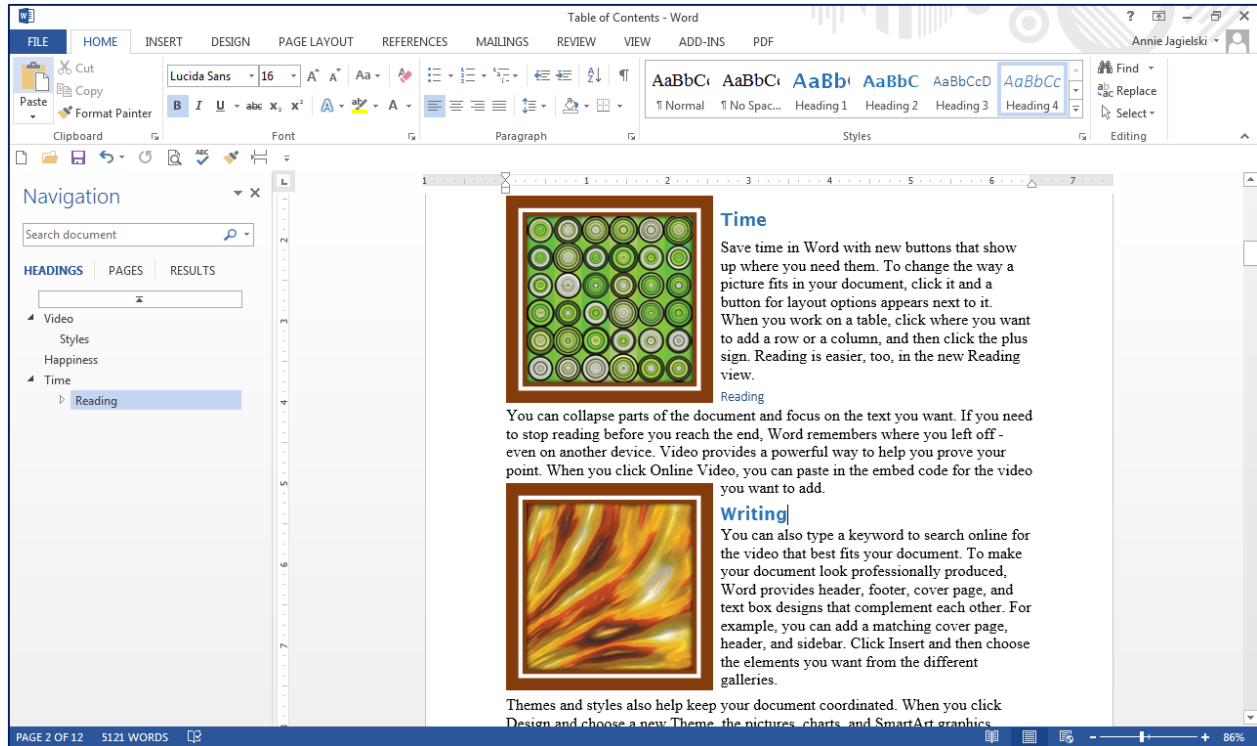


Formatting Graphics



1. Click the graphic that you formatted using **Picture Tools**. Handles will appear around the graphic and **Picture Tools** will appear on the top of the screen.
2. From the **Home** tab, **Clipboard** group, LEFT click the **Format Painter** . *To repeat the format more than once, double-LEFT click the **Format Painter**.*
3. Notice that the cursor looks like a paintbrush . Click the graphic you want to reformat.

Word 2013: Using the Format Painter—continued



*Using the Format Painter does not resize the graphic. Resize the graphic by dragging the diagonal handles on a selected graphic or RIGHT click the graphic and select **Size and Position** from the drop-down screen.*