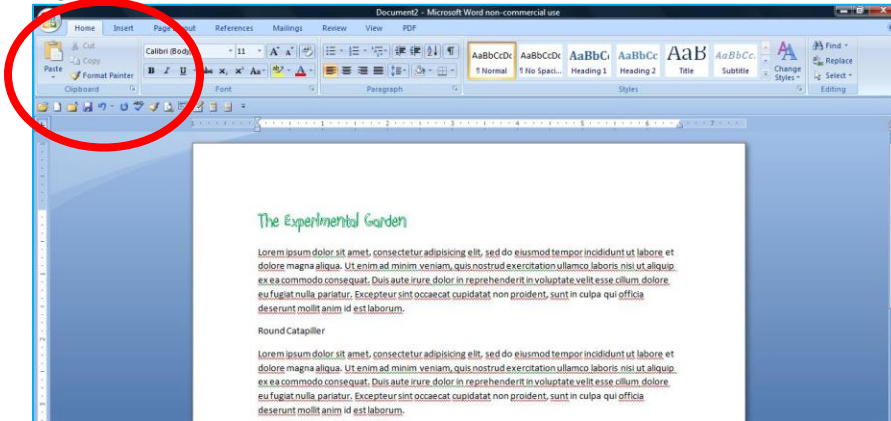


Word 2007: Using the Format Painter

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?

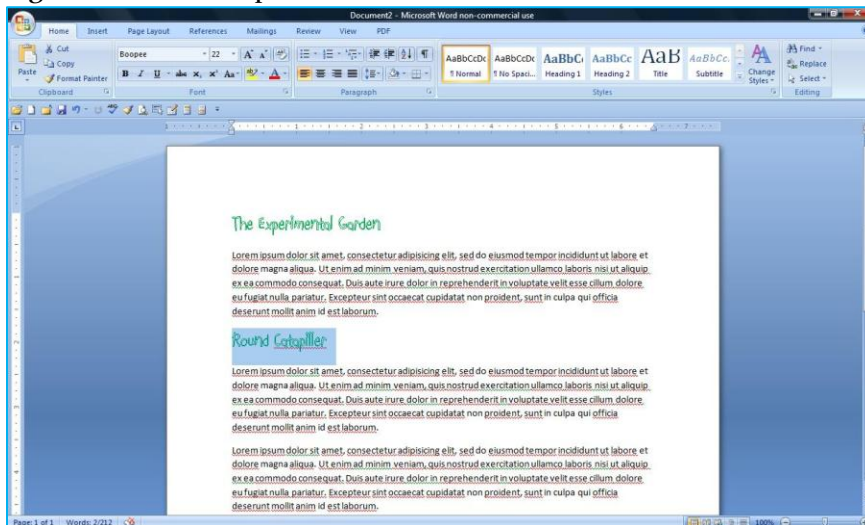
Formatting Text

Figure 1: Word Document



1. Place your cursor on the text whose format you wish to repeat.
2. From the **Home Tab, Clipboard Group**, LEFT click the **Format Painter** icon. **Note:** To repeat the format more than once, double-LEFT click the **Format Painter**.

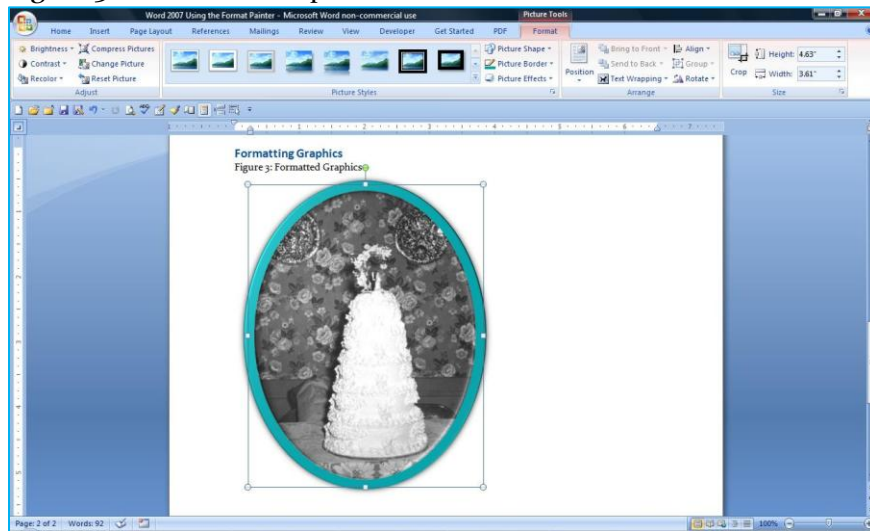
Figure 2: Format Repeated



3. Notice that the cursor becomes a paint brush. Highlight the text to be reformatted.

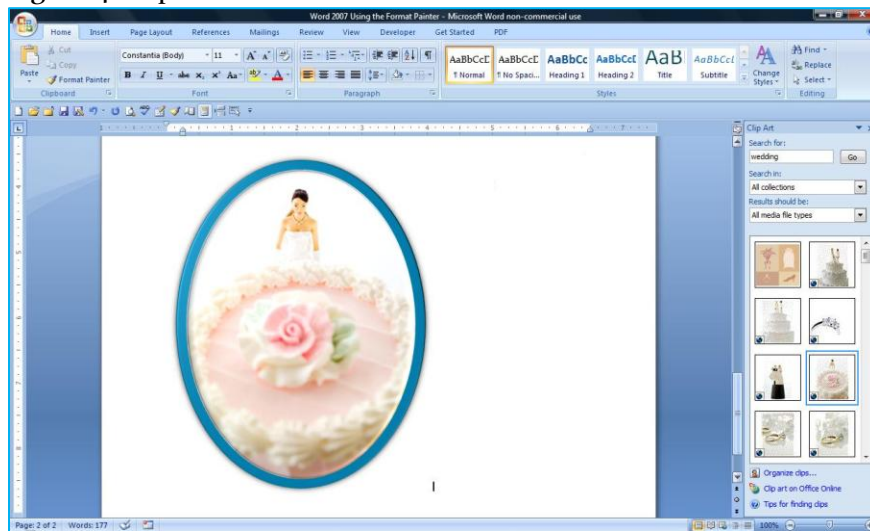
Formatting Graphics

Figure 3: Formatted Graphic



1. Format a graphic using **Picture Tools**. **Picture Tools** appears each time a graphic is selected.
2. To select a graphic, click it with the LEFT mouse button. Handles and a line appear around a graphic when it is selected.
3. From the **Home Tab**, **Clipboard Group**, LEFT click the **Format Painter** icon.

Figure 4: Repeat the Format



4. The cursor will look like a paint brush; click the graphic you wish to format. The format will be repeated.

Note: The graphic will not be resized. To resize the graphic, click it. When the handles appear around it, move the cursor to a diagonal handle. The cursor appears to be a two-headed arrow. Hold down the LEFT mouse button and drag up to enlarge and down to decrease the graphic's size.