

Using the Format Painter

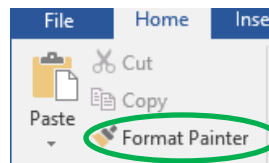
The format painter has been around for a while, but not everyone knows about it. It's a tool for quickly copying formatting from one place to another. Let's say you want to make this look like

THAT.

You could remove the underline and italics, change the font, font color, font size, and make it bold in separate steps. You could also do it more quickly with the following steps.

1. Select the text that contains the formatting you want to copy.

2. Click the format painter screen.



at the top-left of your

3. Select the text you want to change and you're done.