

Copy Formatting

If you find yourself applying the same formatting over and over again, then you should familiarize yourself with the Format Painter tool. The Format Painter copies how text objects are formatted and lets you apply that formatting elsewhere.



1. Select the text with the formatting you want to copy.

The Format Painter will copy character (font color or italics) and paragraph (line spacing, indentation) formatting attributes of the selected text.


To select text that was typed directly onto the layout, click and drag across the text to highlight it. (See Figure 1)


If a text box was used to create text then click on the text you wish to copy to get the green dotted box around it. (See Figure 2)

2. Click the **Home** tab on the Ribbon and click the **Format Painter** button in the Clipboard group.

When the selected formatting is copied the pointer will change from a mouse pointer to  if copying highlighted text and to  if copying a text box.

- ✓ **Tip:** Single-click the **Format Painter** button to apply copied formatting once. Double-click the **Format Painter** button to apply copied formatting multiple times.

3. When using highlighted text click and drag the  pointer across the text to which you want to apply the copied formatting.

When using text boxes click on the text box using  to which you want to apply the copied formatting.

- ✓ **Tip:** If you double-clicked the Format Painter button in step 2, click the **Format Painter** button again to deactivate it, or press **<Esc>**.
- ✓ **Tip:** You can also use the Format Painter command to copy the formatting of an element's background fill.

Exercise

- **Exercise:** Insert a text box and with the text box selected, add a Preset color and type WELCOME. Add another text box use the format painter to format it.

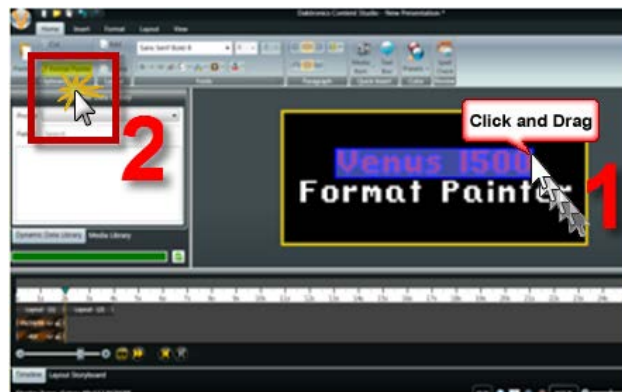


Figure 1: (1) Highlighting text typed onto layout (2) Click Format Painter



Figure 2: (1) Selecting a text box (2) double click Format Painter to apply formatting to more than one element