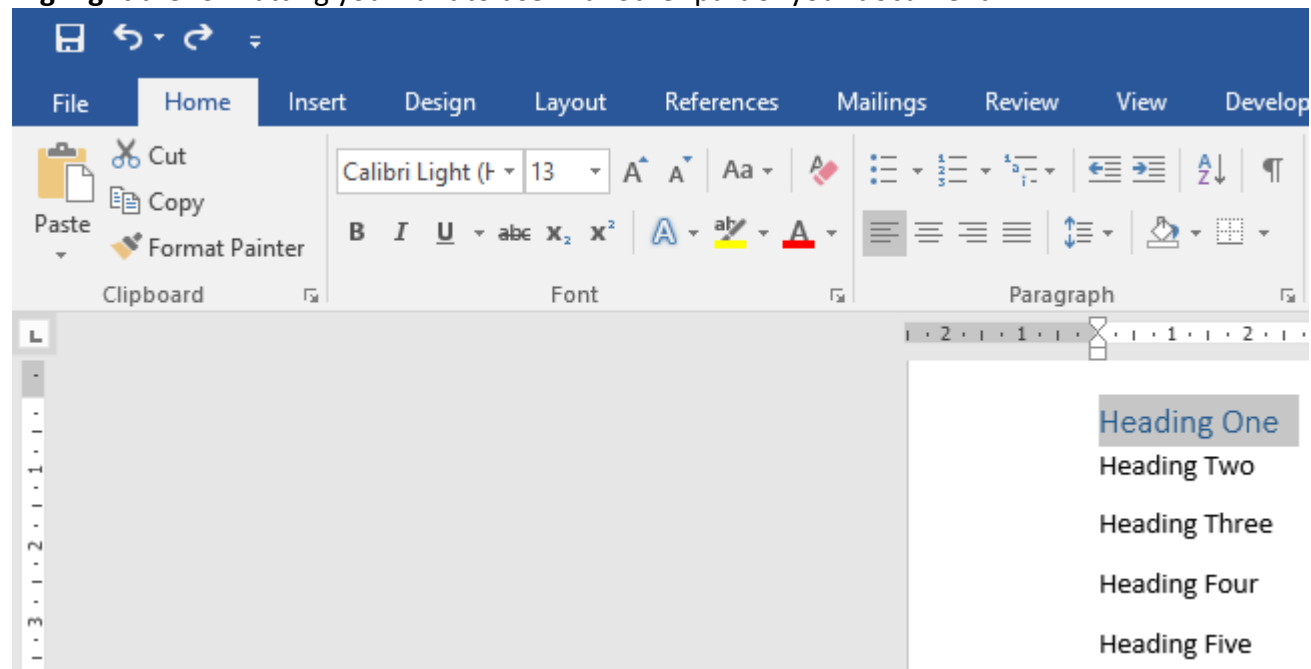


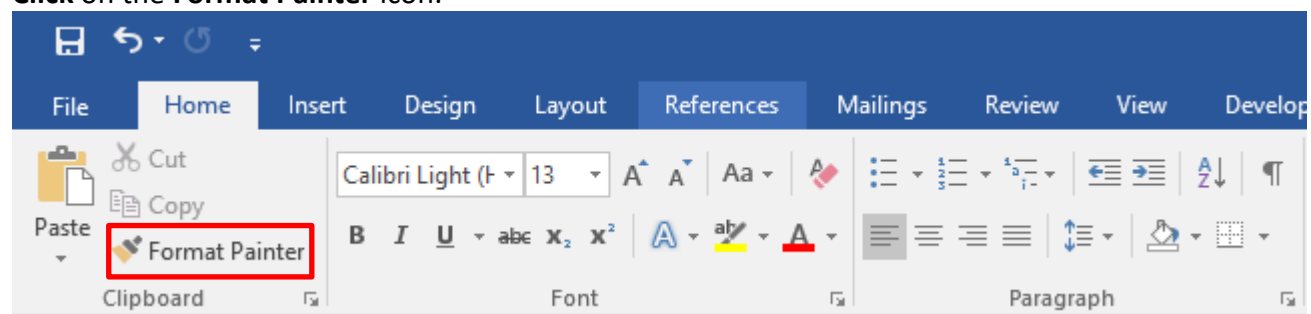
Format Painter

This is used to copy formatting from one part of your document and apply it to another part of your document.

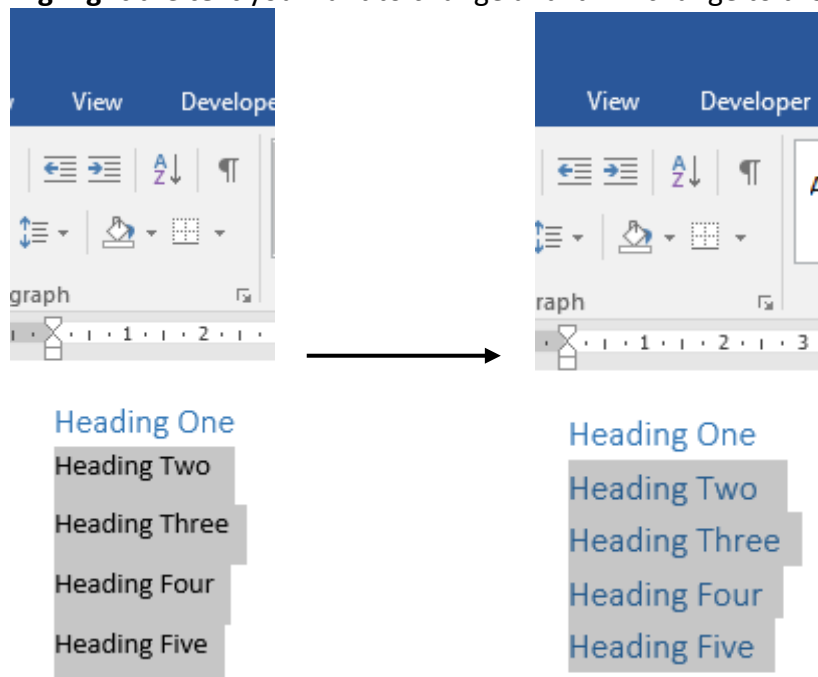
Highlight the formatting you want to use in another part of your document.



Click on the **Format Painter** icon.



Highlight the **text** you want to change and it will change to the copied format.



NB: Double click the **Format Painter** icon - it will stay **highlighted**. This allows you to apply the same formatting to multiple places in your document.

