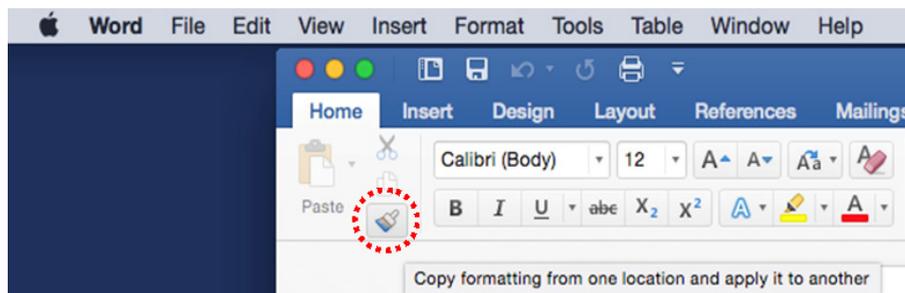


# Mac Guide: Microsoft Word 2016

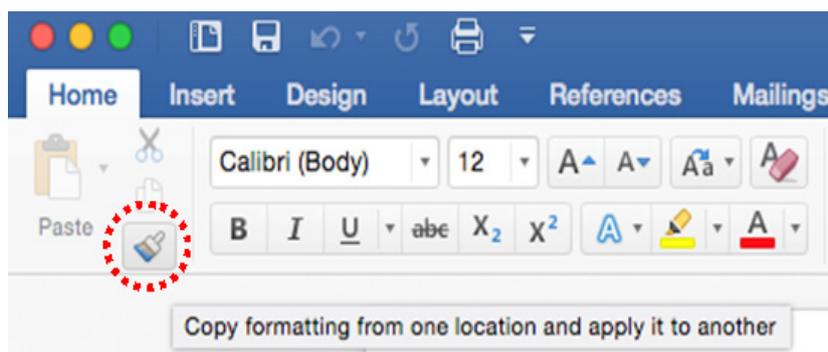
## Format Painter

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



1. Highlight the text with the formatting you want to use in another part of your document
2. Click on the Format Painter icon
3. Highlight the text you want to change, and it will change to the copied format.

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



Want more information?  
974 8000 ext 6045  
twist@eit.ac.nz