

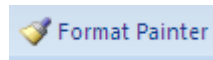
Format Painter

Hints and Tips

The Format Painter is a great tool for copying formatting from one part of a document to another. So if you have spent ages working out just how you want a heading to look, and then realise you want to copy the formatting to another part of your document, the Format Painter will do this in a trice.

Windows

1. Select the text which has formatting you wish to copy
2. Click the Format Painter toolbar button



3. Then select the text that you wish to apply the formatting to

Macintosh

1. Select the text which has formatting you wish to copy
2. Click the Format Painter Toolbar Button



3. Then select the text that you wish to apply the formatting to

Hey Presto your text has changed!

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