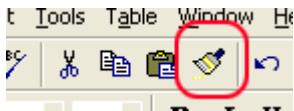


# REFORMATTING A DOCUMENT'S TEXT SELECTIVELY

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Have you ever found yourself constantly applying the same formatting options over and over again within a Word document? Maybe you want to change a font size, or boldface or underline several non-contiguous words or lines. You can make these formatting changes one at a time, but it can become a very frustrating series of steps.

There is a two-click solution. The answer rests with a button on the formatting bar called the **Format Painter button**. The icon looks like a wide paint brush with yellow paint.



The Format Painter takes the formatting from a previously highlighted section of text and applies just the formatting to another section of text that you select. Here's how:

1. Format some of the text in the current document you are working on.
2. Now that you have found the formatting to copy, **highlight the text bearing that format.**
3. With the text highlighted, click the **Format Painter button.**
4. Highlight the text to which you want the formatting applied.
5. You should now have reformatted text with just one button and a couple of clicks. The Format Painter has turned itself off, so you're instantly on your way!
6. What if you have more than one non-contiguous word or section to format?
7. In order to use the **Format Painter** on multiple items, simply **double click** the button. This will turn the Format Painter on for as long as you need it.
8. When you are ready to turn off the Format Painter, simply **click the Format Painter button again** or hit the **Esc key.**