

## Using Format Painter in Word Documents

This guide will demonstrate how to achieve uniform style within a Word document by copying formatting from one piece of text in the document to another.

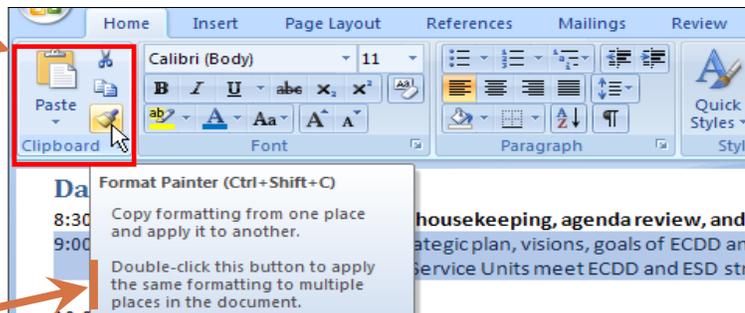
1.) In the compiled text example at right, different points aren't labeled consistently, nor are they in the same font, color or size. All of these discrepancies could be changed individually. Using the Format Painter, however, I can adjust all these factors at the same time.

<b>Day One</b>	
8:30-9:00 am	<b>Introductions, housekeeping, agenda review, and materials</b>
9:00-10:00 a.m.	Objectives, strategic plan, visions, goals of ECDD and ESD; How Business Service Units meet ECDD and ESD strategies
10:00-10:15 AM	BREAK
10:15 - 11:15 A.M.	<i>How Business Service Units meet ECDD and ESD strategies</i> <i>Central Office performance expectations</i>
11:15-11:45 a.m.	Overview: WDAs, WDCs, Partners, ESD, Labor Exchange, WIA, and
11:45-1:00 p.m.	Lunch

2.) First, I use my mouse to select an *exemplar*, a section of text which has the formatting I want to copy:

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3.) Now I go to the **Clipboard** section, in the **Home** tab of the **Office Ribbon**, and click on the **Format Painter** icon. Since I'll be applying the Format Painter to text both above and below my exemplar, I double-click, as the legend suggests.



4.) I left-click at the start of the first line of text I want to change, drag the paintbrush cursor to the end of the line, and release.

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9:00-10:00 a.m.	Objectives, strategic plan, visions, goals of ECDD and ESD; How Business Service Units meet ECDD and ESD strategies

5.) The text formatting immediately changes to that of my exemplar.

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9:00-10:00 a.m.	Objectives, strategic plan, visions, goals of ECDD and ESD; How Business Service Units meet ECDD and ESD strategies
10:00-10:15 AM	BREAK
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Now I'm using the same process on the next continuous section of text that needs reformatting.

6.) My completely-reformatted text appears below. Among the text irregularities removed with these simple steps were different fonts and sizes, blue color, italics, “SMALL CAPS” formatting and **bold print**.

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7.) Note that there are still discrepancies above regarding:

- Different terms used to show morning or afternoon times on the left margin (e.g., “a.m.” in the exemplar);
- Variations in spacing within these hourly designations; and
- The distribution of additional blank lines throughout this selection.

These remaining differences are instructional, though. They remain unchanged because these text areas represent *compositional choices*, not *formatting options*, and are thereby not affected by the Format Painter process. (For example, whereas “**AM**” or “**a.m.**” would be specific time formatting options within Excel cells, in Word they’re just different consciously-chosen ways of saying the same thing.)

For techniques that address the problem of standardizing such compositional variations in existing text, see the Quick Guide on **Finding & Replacing Text**.



