

Welcome to "ITS Technology Tips," where we bring you some useful information about the technology here at Loyola and effective ways to use the technology. Remember to visit the weekly [Tech Tips Blog](#) for the latest tips and the [Technology Tips Archive](#), to find all Tech Tips in PDF format, categorized for easy access.

## A Microsoft Word Timesaving Tech Tip: Format Painter!

Have you ever wondered what that paintbrush icon on your toolbar in any of your Microsoft Office applications actually does? Most likely, you've never used it. This little paintbrush icon is one of the most underutilized, time-saving features in Microsoft Word. It's called **Format Painter**. **Format Painter** allows you to copy the formatting from one part of your text to another with a single click. Format includes such things as font, size, font styles (italics, bold, underline), color, effects, shading, borders, indents, bullets, etc. **Format Painter** is very helpful in documents that have many different styles because it eliminates the need to make the changes to the formatting manually, step-by-step, one-by-one.

### How to Use Format Painter

1. Select the word or text with formatting you wish to copy.
2. Click the **Format Painter Tool** once. This will copy the formatting of the text you have selected.



3. Move your cursor to the text you wish to apply the new formatting to and click and drag over this text. Click once and you will see the text take on the new formatting.
4. If you want to apply the same formatting to more than one item, select the text with the formatting you want and double-click on the **Format Painter** button. You will then be able to select multiple words, sentences, and paragraphs in different parts of your documents. Click once after each selection. When you are done making all of your formatting selections, hit the **ESC** key.

**Note:** You can also find **Format Painter** in PowerPoint and Excel!

That's our technology tip for this week. If you have found the information helpful, please drop us a line at [Training@luc.edu](mailto:Training@luc.edu). If you'd like to go back to our archive of technology tips, please visit us on the Web at <http://www.luc.edu/its/techtips.shtml>.