



# Format Painter

Technology for Classroom Teachers

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You can quickly copy formatting from one item to another.  
Use the **Format Painter** on the **Standard** toolbar!



**Select** the text whose formatting you want to copy.

On the Standard toolbar, click **Format Painter**.

**Select** the text you want to apply the formatting to. Ta da!

If you want to apply the same formatting to more than one item, **select** the formatting you want, then **double click** the **Format Painter**. When you're finished, press **Esc**.