

SELECTIVELY REFORMAT PARAGRAPHS IN A WORD DOCUMENT

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 that's hidden on the formatting ribbon 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 that you are working on.
2. Now that you have found the formatting that you want 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.