

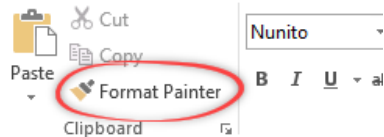


What is the 'Format Painter'?

The 'Format Painter' is a quick way of copying text formatting between different pieces of text.

How do I use the 'Format Painter'?

1. Click within the text containing the formatting you wish to copy.
2. In the 'Home' ribbon click the 'Format Painter' button in the toolbar once.
3. Drag the cursor over the text you wish to copy the formatting to.
4. On releasing the mouse button the formatting is copied and the format painter is switched off.



To copy the formatting to more than one piece of text:

1. Double click the 'Format Painter' button in step (3).
2. Drag the cursor over each piece of text you wish to copy the formatting to.
3. Press <Esc> or click the button again to switch it back off again when done.



For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.