

# How to use the Format Painter in Microsoft Word

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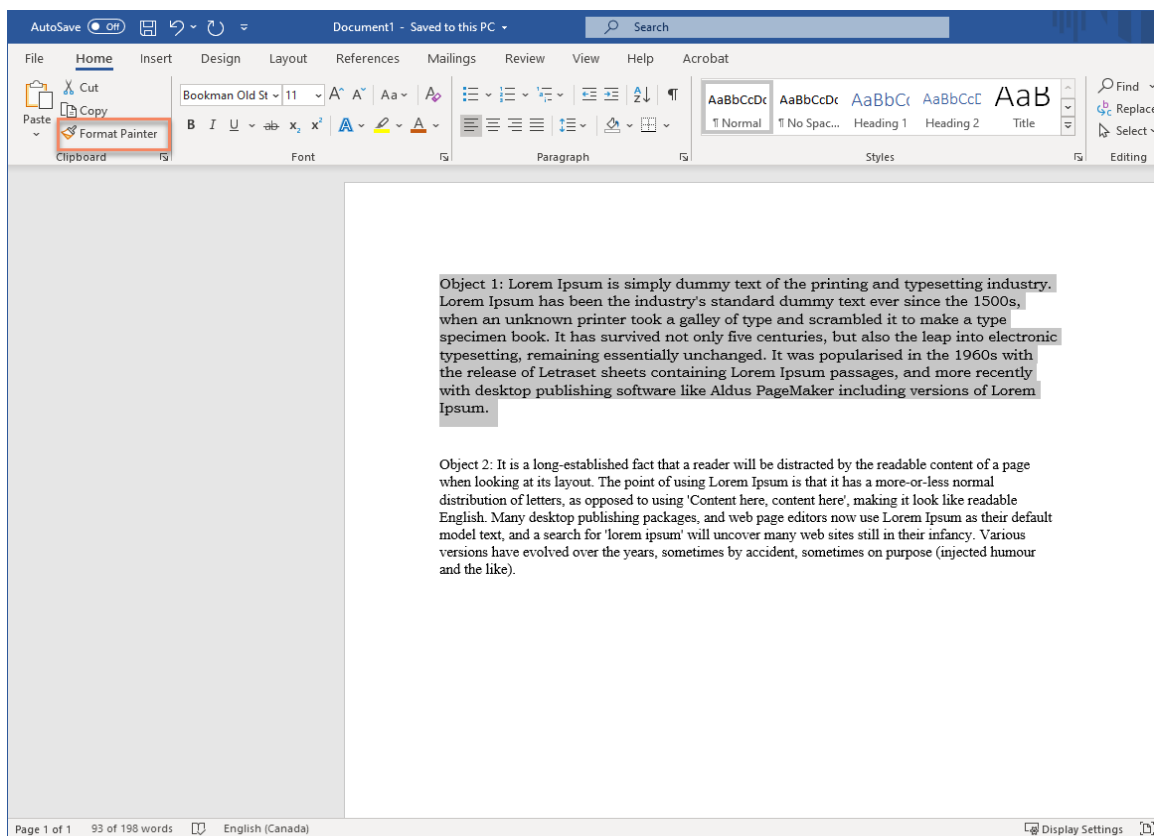
# Short Description

The **Format Painter** on the **Home** tab allows you to inherit formatting from one object and apply it to another one. Formatting properties such as font style, font size, color, border style etc. can be quickly inherited between two entities. The **Format painter** allows you to perform this task for text and images.

## Procedure

### To use Format Painter:

1. Select the text or image that has the formatting that you want to copy.
2. Click on the **Home** tab and Select **Format Painter** .

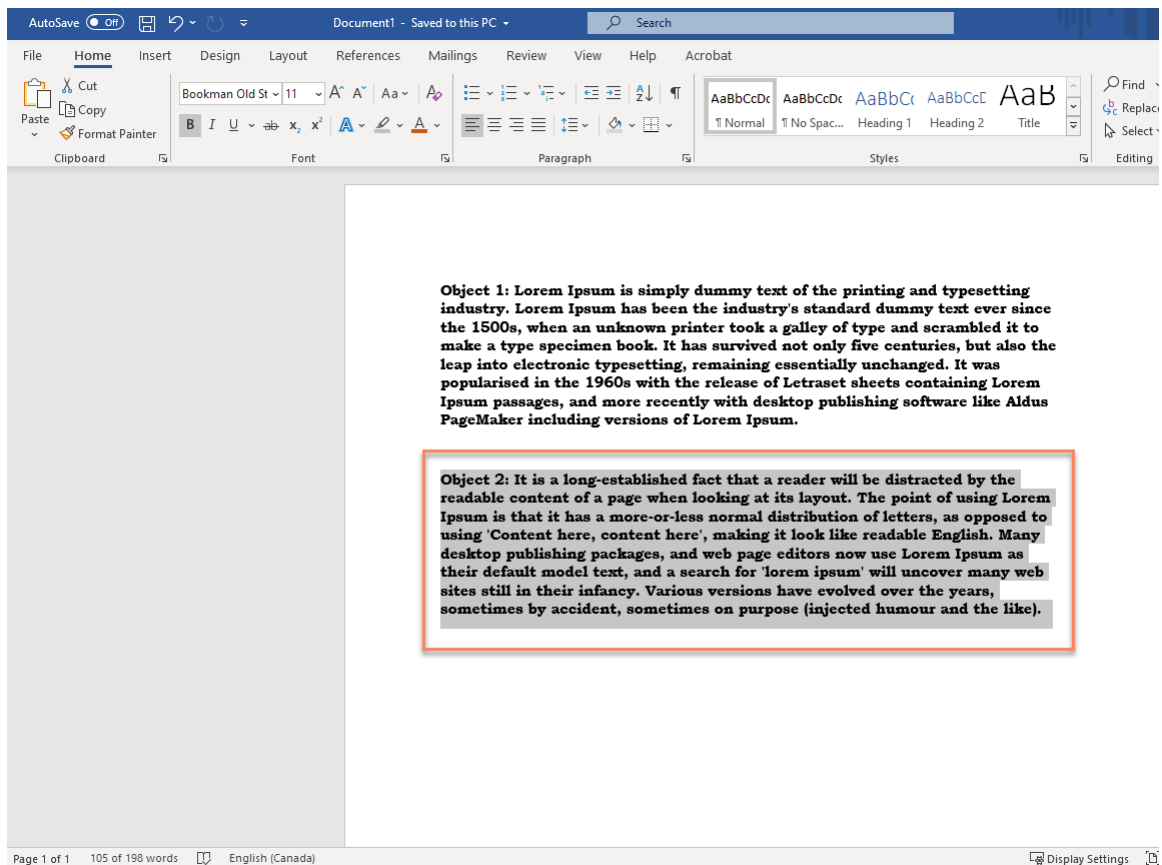


The Mouse pointer changes to brush icon.

3. Use the brush to *paint* or highlight the section to apply the formatting.

**Tip:** The *Select* and *apply* feature for **Format Painter** works only once. To apply formatting to multiple sections, you must double-click the **Format Painter** and highlight the desired text sections.

4. The highlighted text is now formatted as the source text.



5. To stop formatting after text selection, press **ESC**.