


From: Gilinson, Randi D rgilinson@uabmc.edu 
Subject: Computer Tip of the Week -- Format Painter (Encore)
Date: September 23, 2021 at 3:14 PM
To: DOPM All Users DOPMAIUsers@uabmc.edu

RG

Format Painter

This is an **encore** Tip of the Week.
Re-sending it because it's potentially
so useful to so many people.

Brought to you by
Lisa Schwaiger
- DOPM HelpDesk Triage
and Computer Tech in MT-
403



SITUATION/QUESTION:

What does "Format Painter" do?
It's the little icon that looks like a paint brush



SOLUTION/ANSWER:

It can be helpful if you have:

- text that is formatted the way you want (let's call it "good")
- and other text that you want to be formatted that same way (let's call it "bad")

You can *Paint* this "good" format onto the "bad" text.

I have exaggerated these examples, just to make it clear. But it can be as simple as just the font type or font size or color.

Directions:

1. highlight the "good" text
2. click the Format Painter
3. highlight the "bad" text.

good **bad**
becomes
good bad

Option if you have **multiple** instances of "bad" text:

1. highlight the "good" text
2. click the Format Painter **TWICE**
3. highlight each "bad" text
4. click the Format Painter again to turn it off.

good **bad** ...text you don't want to change ... bad
becomes
good bad ...text you don't want to change ... bad

Here is a 1 minute video: <https://www.youtube.com/watch?v=klwtyG1Ma2M>

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week:
<http://www.uab.edu/medicine/dopm/help/totw>