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Sent: Thursday, May 24, 2018 5:07 PM
To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- Format Painter

Format Painter

Brought to you by Lisa
Schwaiger
- HelpDesk Triage and Computer
Tech (now in MT-403)



SITUATION:

What's this "Format Painter" do?

It's the little icon that looks like a paint brush  **Format Painter**

SOLUTION:

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** ... *bad*
becomes
good **bad** ... **bad**

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