

Use the Format Painter to quickly copy formatting

Save Time and Steps by Using the PowerPoint 2010 Format Painter

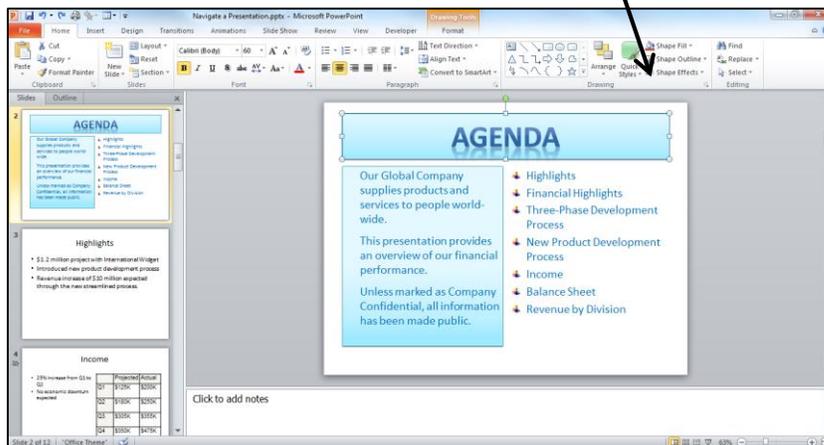
How long does it take you to format an object or a complete text block in PowerPoint?

For example: You have increased the font size, changed its color, added bullets, applied a fill color to the text box, and made it bold. Now you want to apply these same changes to several more text strings.

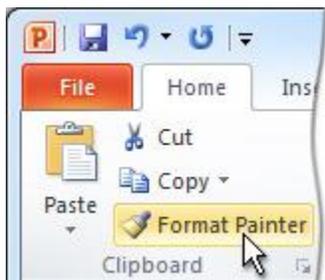
Do this with a click of the **Format Painter** tool. The Format Painter will allow you to copy all of these attributes at one time to a different text string, rather than having to apply all steps one by one. Here is how to do this:

Copy text attributes to *ONE* text string

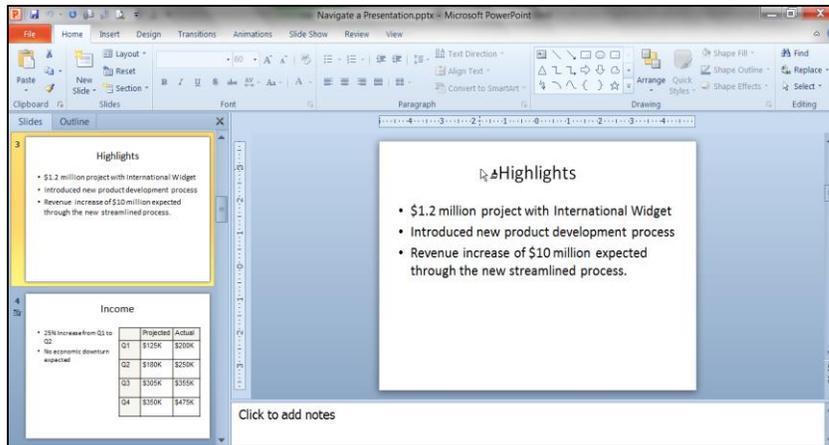
1. Select the text (you can select the entire text box by clicking on the outside edge of the text box outline) containing the formatting that you wish to copy.



2. On the **Home tab** of the ribbon, in the clipboard section, click once on the **Format Painter** button.



3. Navigate to the slide containing the object that you wish to apply this formatting to. (This could be on the same slide or on a different slide.)
4. Select the object to which you wish to apply this formatting. (You will see a paint brush at the end of your mouse cursor.)



5. The formatting of the first object is applied to this second object.



To Copy formatting to *MORE THAN ONE* object:

1. Select the object containing the formatting that you wish to copy.
2. On the **Home tab** of the ribbon, **double click** on the **Format Painter** button. Double clicking on the button will allow you to apply the formatting to more than one object.



3. Navigate to the first slide containing the text that you wish to apply this formatting to. (This could be on the same slide or on a different slide.)
4. Select the text or text box to which you wish to apply this formatting.
5. The formatting of the first object is applied to this second object
6. Continue to apply the formatting to as many objects as necessary.
7. When you have applied the formatting to all objects, click once again on the **Format Painter** button (or press the **esc key** on the keyboard) to turn the feature off.