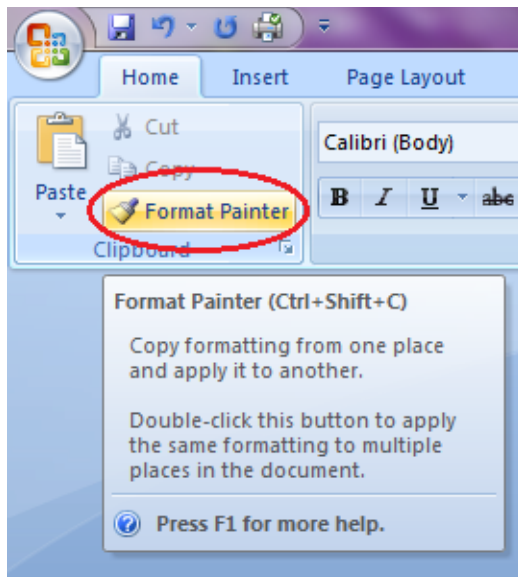**Using the Format Painter**

- Select the text whose formatting you want to copy.
- To copy formatting to one item, click the Format Painter button in the Clipboard group on the Home tab, and then select the text you want to format. To copy a paragraph, click anywhere in the paragraph.

- To copy formatting to multiple items, double-click the Format Painter button in the Clipboard group on the Home tab, and then select, one by one, each text item you want to format (or click anywhere in paragraphs). When you are finished, click the Format Painter button again to deselect it.