

# Word 2019 with JAWS

## Using the Format Painter



### What is the Format Painter?

The **Format Painter** feature in Word 2019 allows you to copy the formatting of a selected portion of text and then apply that formatting to text elsewhere in your document using keyboard shortcuts. This is a great way of ensuring that all of the sub-headings in a document have exactly the same formatting attributes.

To copy the formatting of selected text and then apply to text elsewhere in your document, follow these suggested steps:

1. Open a document which contains a number of sub-headings.
2. Format the first sub-heading to be a different font and a larger point size from the remainder of the text. For example, **Times New Roman, Bold** and size **16pt**.
3. Select the first sub-heading in your document.
4. Press **SHIFT and CTRL and C**. Upon doing this, the formatting attributes will be copied to the clipboard. JAWS will say "Copying format to clipboard".
5. Now select the second sub-heading in your document and press **SHIFT and CTRL and V**. Upon doing this, the second sub-heading will be formatted exactly the same as the first sub-heading. JAWS will say "Applied format from clipboard".

To check that the formatting has been applied, press the JAWS command **INSERT and F**. JAWS should announce "bold, 16 point, Times New Roman", followed by other formatting attributes, including paragraph line spacing and alignment.

6. Select each of the remaining sub-headings and apply the formatting using **SHIFT and CTRL and V**. Remember, to check the formatting has been applied, press the JAWS command **INSERT and F**.

That's it, all of the headings in your document will now look exactly the same, thanks to the Format Feature feature!