

Preparation:

- Create two similar sets of text in content and structure, but different formatting (i.e., font, size, emphasis) in a Google Doc.
- Create a title page with “Google Docs: Using Paint Format.”
- Create a table with four or more cells, with at least three different fonts, sizes, and or emphasis.
- Close all tabs in your browser.
- Close all windows on your screen except for your Google Doc with the above items.
- Adjust capture screen so only the Google Doc is captured, and nothing else, leaving an area to rest your cursor when not actively using it to highlight or select.

Slide/Image	Action	Narration	Notes
Title page, <i>Google Docs: Using Paint Format</i>	None	Using Google Paint Format is a wonderful tool for simplifying formatting and achieving a unified and crisp look when working with content from different documents.	Make sure cursor is off the screen
	Pause		For video editing
	Scroll to next page		Make sure cursor is off the screen
	Pause		For video editing
Content samples	Go to <i>Edit</i> > <i>Select all</i> , then select <i>Arial</i> from the font selection menu and <i>11 pts</i> for the size.	When not using a template, one might right click or go to Edit, then Select All, before choosing the font, size or other emphasis to make the document look more uniform.	Smooth mouse movements, and after selection, rest the mouse outside the screen capture.
	At end of statement, use Ctrl Z to undo changes to original format	But what if you want different formatting for titles? What if you decide you like the formatting of a selection, but you don't know or don't care to look up the font, size or emphasis?	
	Pause		For video editing
		Using Paint Format, one can match all the formatting of one section to another with a few clicks.	
	Highlight first heading.	First, select the content you would like to replicate.	
	Click paint roller icon	Then click the paint roller icon next to Spell Check.	
	Highlight second heading (underlined)	Now highlight the content you want changed.	Move cursor off screen after highlighting.
	Pause		For video editing

		But what if you want to change several sections at a time?	
	Highlight <i>Apple</i> in the table	To change multiple sections, highlight the content you want to replicate.	
	Double-click paint roller.	Then, this time, double click the paint roller.	
	Highlight <i>Donkey, Elephant, and Fox</i> in a row	Next, select the content you want to change. You can select a group, like <i>Donkey, Elephant, and Fox</i> .	
	Highlight <i>Carrot</i>	Or a single element like <i>Carrot</i> .	
	Highlight paragraph starting with Integer	Or a complete paragraph.	Move cursor off screen
Closing slide		Paint formatting can be a very useful tool for making a piecemeal document look cohesive.	