

- *Paragraph*: Modify a paragraph's alignment, background color, indent, and spacing, and toggle numbered or bulleted lists.

When a *graphic* is selected, these panels appear:

- *Area*: Modify the fill mode and transparency of the background.
- *Image*: Modify the graphic's brightness, contrast, color mode, or transparency.
- *Wrap*: Modify the position of the graphic relative to surrounding text, where these modifications are available.
- *Position and Size*: Modify width, height, rotation, or flip.

When a *drawing object* is selected, these panels appear:

- *Area*: Modify the fill mode and transparency of the background.
- *Effect*: Add and adjust a Glow or Soft Edge effect to the object.
- *Line*: Modify arrows, line style, width, color, or transparency.
- *Position and Size*: Modify width, height, rotation, or flip.

When a *frame* is selected, these panels appear:

- *Area*: Modify the fill mode and transparency of the background.
- *Wrap*: Modify the position of the graphic relative to surrounding text, where these modifications are available.

Page deck: Contains tools for directly formatting the page. It has four panels:

- *Format*: Modify the size, width, height, orientation, and margins of the page.
- *Styles*: Modify the page numbering style, background, layout, and number of columns.
- *Header*: Activate/deactivate the header and modify its margins, spacing, and contents.
- *Footer*: Activate/deactivate the footer and modify its margins, spacing, and contents.

Caution

Be aware that by changing the options on the Page deck, you will change the page style in use, modifying not only the current page but all pages using the same page style in this document.

Styles deck: (may be shown as *Styles and Formatting* on some installations) Manage the styles used in the document, apply existing styles, create new styles, or modify them. For more information, see Chapter 8, Introduction to Styles, and Chapter 9, Working with Styles.

Gallery deck: Shows images and diagrams included in the Gallery themes. The Gallery has two sections: the first lists the themes by name (Arrows, Bullets, Diagrams, and so on) and the second displays the images in the selected theme. For more information on using the Gallery to add images to a document, create new themes and add your own images, see Chapter 11, Images and Graphics.

Navigator deck: Browse the document and reorganize its content by selecting content categories, such as headings, tables, frames, images, and so on. For more information, see “Using the Navigator” on page 32.

Style Inspector deck: Displays all the attributes of paragraph styles, character styles, and manual (direct) formatting for selected text. For more information, see Chapter 7, Working with Styles.