

Changing the case of selected text

To quickly change the case of text, select it, choose **Format > Text** on the Menu bar, and then choose one of the following:

- **UPPERCASE**, where all letters are capitalized.
- **lowercase**, where no words (except proper nouns) are capitalized.
- **Cycle Case**, which cycles the selected words through uppercase, lowercase, and capitalize every word.
- **Sentence case**, where only the first word is capitalized (together with any proper nouns).
- **Capitalize Every Word**, where every word is capitalized.
- **tOGGLE cASE**, which changes every letter to the opposite case.
- **Small capitals**, which capitalizes all letters in a reduced font size.

The **Format > Text** menu also includes several manual formatting options, including bold, italic, and superscript. If Asian language support has been enabled, there are also several options that are used with Asian text: half-width, full-width, Hiragana, and Katakana.

Writer does not have an automated way to do Title Case, where all words are capitalized except for certain subsets defined by rules that are not universally standardized. However, you can use *Capitalize Every Word* and then restore those words that you do not want capitalized.

You can also change the case of text using the Character dialog or a character style. Choose **Format > Character**, click the *Font Effects* tab (Figure 40), then select the type of capitalization in the Effects – Case: box.

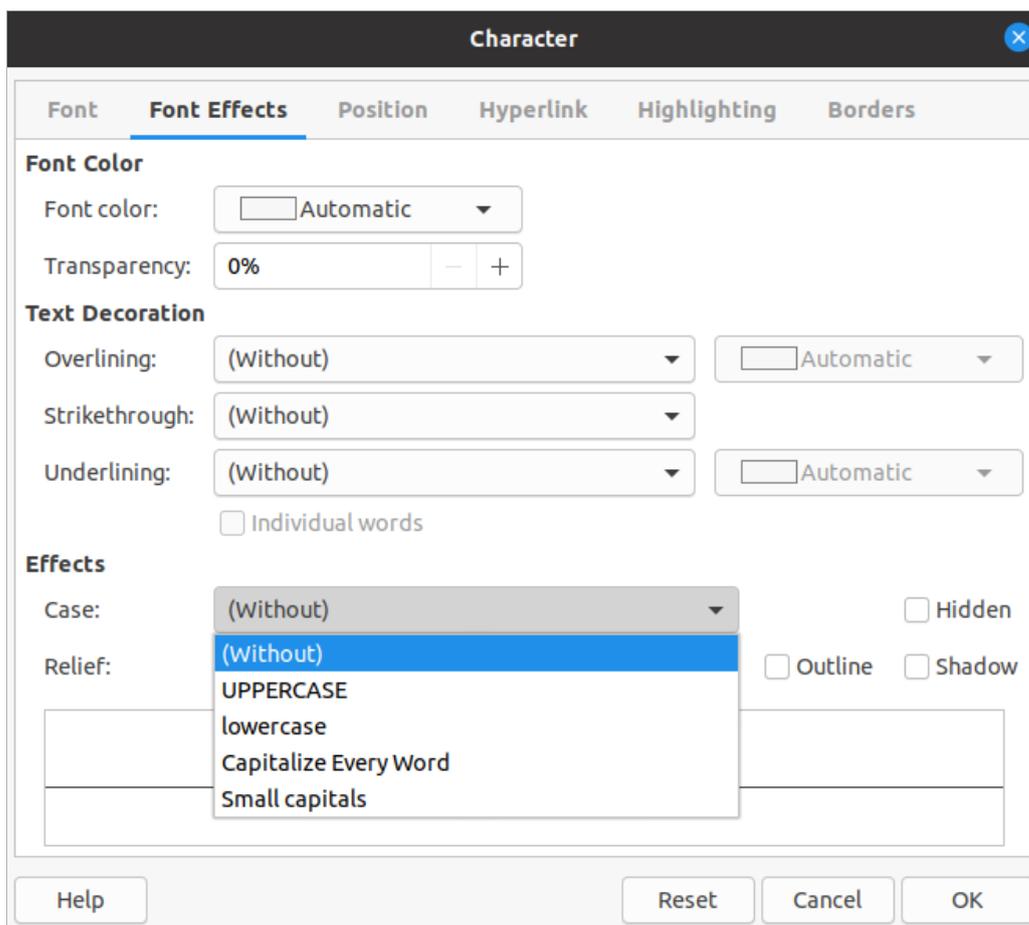


Figure 40: Changing the case using the Character dialog