Figure 173: Formatting (Styles) toolbar

Using Fill Format Mode

You can use Fill Format Mode to apply a style to many areas quickly without having to go back to the Styles deck and double-click each time. This method is useful for formatting scattered paragraphs, words, or other items with the same style, and it may be easier to use than making multiple selections first and then applying a style to all of them.

1) Open the Styles deck on the Sidebar (Figure 169) and select a style.

2) Select a style to copy, and then click the **Fill Format Mode** icon.

3) To apply a paragraph, page, or frame style, hover the mouse over the paragraph, page, or frame and click. To apply a character style, hold down the mouse button while selecting the characters. Clicking on a word applies the character style to that word.

4) Repeat step 3 until you have made all the changes for that style.

5) To quit Fill Format mode, click the icon again or press the *Esc* key.

Using keyboard shortcuts

Some keyboard shortcuts for applying styles are predefined. For example, *Ctrl+0* applies the Text body style, *Ctrl+1* applies the Heading 1 style, and *Ctrl+2* applies the Heading 2 style. You can modify these shortcuts and create your own; see Chapter 21, Customizing Writer, for instructions.

Applying character styles

To apply a character style, select the characters or words and apply the character style from any of the following:

- Styles menu on the Menu bar (limited)
- *Character Styles* tab of the Styles deck on the Sidebar
- Right-click context menu (limited)
- Formatting (Styles) toolbar (Figure 173)

> **ⓘ Tip**
>
> You may need to remove direct formatting before applying character styles. Select the text, then choose **Format > Clear Direct Formatting** on the Menu bar, or right-click and choose **Clear Direct Formatting** from the context menu, or press *Ctrl+M*.

Using the Styles menu

The Styles menu on the Menu bar (Figure 170) provides the most commonly used paragraph, character, and list styles, plus quick links to create and edit styles. To apply a character style, select the characters and click **Styles > [name of character style]**. You can add styles to the Styles menu; see Chapter 20, Customizing Writer.

Using the Styles deck on the Sidebar

Open the Styles deck and click the Character Styles icon at the top. The list of available character styles is displayed. To apply a character style:

1) Select the block of text, or put the cursor into the single word, where you wish to apply the style.

2) Double-click the appropriate character style on the Styles deck.