Select the **Show previews** option at the bottom of the deck to display the style names as examples of their formatting.
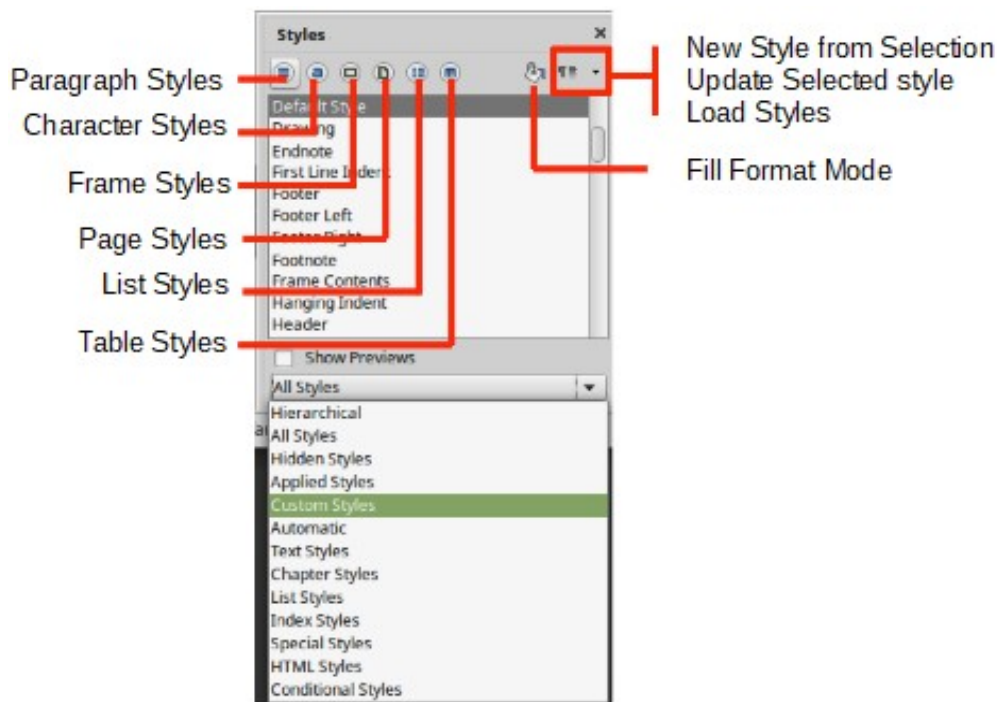

Figure 169: The Styles deck, showing paragraph styles and filter

Filtering the visible styles

At the bottom of the Styles deck, use the drop-down menu to select a filter for the list of styles. Normally, you will need only a few styles in any document, so it's useful to have only these styles shown.

At the beginning of the writing process, you may want to have access to all the available styles (by selecting **All Styles**), and then hide some of them (*Ctrl+click* to select each style to be excluded and finally right-click one of these styles and select **Hide** in the context menu). As the document develops, it is quicker to reduce the list displayed to only the styles already in use (by selecting **Applied Styles**). If you work on a document where you want to apply custom styles only, select instead **Custom Styles**. The **Hierarchical** view is most useful when modifying styles as it reveals which styles are linked together. This topic is discussed in Chapter 9, Working with Styles.

In the **Paragraph Styles** view, the drop-down menu contains several more filtering options so you can view, for example, only Text Styles, Special Styles, and so on.

Applying styles

Styles can be applied easily using the Styles deck on the Sidebar. In addition, you can apply certain styles using other methods, as explained in this section.

Applying paragraph styles

Paragraph styles can be applied in several ways:

- Paragraph Styles tab of the Styles deck on the Sidebar
- **Styles** menu on the Menu Bar (limited to common styles)
- Right-click context menu (limited)