



Figure 171: Context menu, Paragraph submenu

### Using the Set Paragraph Style list

When a paragraph style is in use in a document, the style name appears on the *Set Paragraph Style* list near the left end of the Formatting toolbar (see Figure 172), the Formatting (Styles) toolbar, and the top of the Properties deck on the Sidebar.

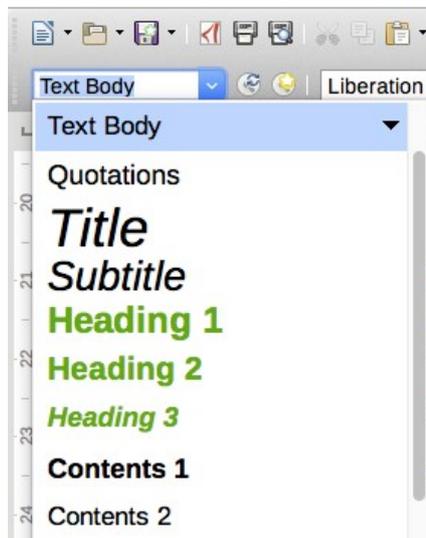


Figure 172: The Set Paragraph Style list on the Formatting bar

To apply a style from this list, put the cursor in the paragraph to change, and then click the arrow to drop down the list of styles and click the desired style; or drop down the list and use the up or down arrow keys to move through the list, then press *Enter* to apply the highlighted style.

#### Tip

If the Sidebar Styles deck is not open, you can select **More Styles** at the bottom of the list (not shown in illustration) to open it.

### Using the Formatting (Styles) toolbar

The Formatting (Styles) toolbar (Figure 173) includes common paragraph, character, and list styles. If it not visible, use **View > Toolbars > Formatting (Styles)** on the Menu bar to display it.

To apply a paragraph style, put the cursor in the paragraph and click the relevant button on the toolbar. You can add styles to the this toolbar; see Chapter 20, Customizing Writer.