

✓ Note

To apply a character style to more than a single word, you need to select all of the text to be changed. To apply the style to a single word, you only have to place the cursor in the word. In contrast, paragraph styles are applied to the whole of the paragraph in which the cursor is placed.

Using the context (right-click) menu

Select the block of text, or put the cursor into the single word, then right-click to open the context menu. Choose **Character**. The submenu (Figure 174) includes some commonly used character styles. You can add character styles to this submenu; see Chapter 20, Customizing Writer.

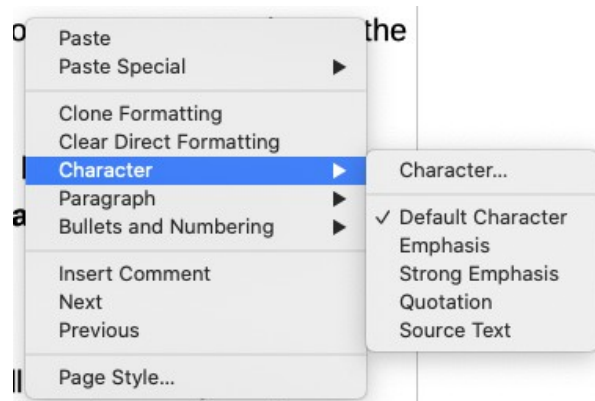


Figure 174: Context menu, Character submenu

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 character style, select the text or put the cursor in a word and click the relevant icon on the toolbar. You can add styles to the this toolbar; see Chapter 20, Customizing Writer.

Removing or replacing character styles

To remove the character style formatting from some text, or change the character style to a different style, do this:

- 1) Select the text.
- 2) On the Styles deck in the Sidebar, click the **Character Styles** icon in the top bar.
- 3) Double-click the required character style, or double-click **Default Character Style** to remove the character style.

Applying frame styles

When you insert an object (such as a graphic) into a document, it will automatically have an invisible frame around it. Some designers like to add frame styles to introduce variety. For example, you could have one frame style for photographs and a different frame style for other graphics such as line drawings. The one for photographs might have a border with a drop shadow, while the one for drawings might have only a border.

To apply a style to a frame:

- 1) Select the frame.
- 2) On the Styles deck in the Sidebar, click the **Frame Styles** icon in the top bar.
- 3) Double-click the frame style you want.