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|---|-----------|----|--------------------|----|---------------------------------------|
| 1 | Font Name | 6 | Strikethrough | 11 | Highlight Color |
| 2 | Font Size | 7 | Toggle Shadow | 12 | Clear Direct Formatting |
| 3 | Bold | 8 | Increase Font Size | 13 | Set Character Spacing |
| 4 | Italic | 9 | Decrease Font Size | 14 | Superscript |
| 5 | Underline | 10 | Font Color | 15 | Subscript |
| | | | | 16 | More Options – opens Character dialog |

Figure 74: Character panel in the Properties deck of the Sidebar

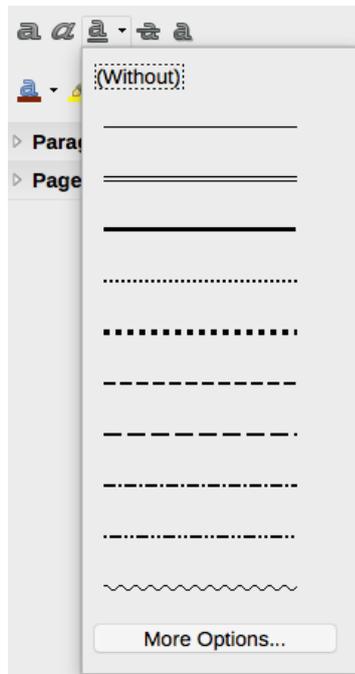


Figure 75: Selecting the line style for the Underline effect

To change characters into **subscripts or superscripts** (using the default values for size and position), select them and click the relevant buttons on the Formatting toolbar or the Character panel in the Sidebar. For more control, use the Character dialog.

To quickly change the **spacing between characters**, select them and choose from the Character Spacing drop-down menu in the Sidebar (Figure 76).