

Formatting characters directly

You can apply many formats to characters using the buttons on the Formatting toolbar and by using the Characters panel of the Properties deck of the Sidebar. Not all toolbar buttons are visible in a standard installation, but you can customize the toolbar to include those you use regularly; see Chapter 1, *Introducing Writer*. These formats include:

- Font Name, Font Size
- Bold, Italic, Underline, Double Underline, Overline, Strikethrough, Outline
- Superscript, Subscript
- Uppercase, Lowercase
- Increase Font Size, Decrease Font Size
- Font Color (with a palette of colors)
- Background Color (with a palette of colors)
- Highlighting (with a palette of colors)

To change the characteristics of an entire paragraph (for example the font name, size, or color), and for many other purposes, it is highly recommended that you use styles rather than manually formatting characters. For information on styles and how to use them, see Chapters 8 and 9. Applying styles is quick and easy using the Styles and Formatting deck of the Sidebar.

Figure 74 shows the Character panel in the Properties deck of the Sidebar. Clicking the down-arrow next to a button opens the control for further choices, such as font color or character spacing. The appearance of the buttons may vary with your operating system and the selection of icon size and style in Tools > Options > LibreOffice > View.

Click the More Options button (15) to open the Character dialog, which includes more choices than are available through the Formatting toolbar or the Sidebar.

Note

Just as direct paragraph formatting overrides the current paragraph style, applying direct character formatting to characters overrides the current character style formatting.

Font name, size, and effects

To change the **font name and size** used for selected characters, you can use the drop-down menus on the Formatting toolbar, the Character panel in the Sidebar, or the Character dialog.

Similarly, you can apply **bold**, **italics**, **underline**, **strikethrough**, or **shadow effects** to selected characters from the Formatting toolbar, the Character panel in the Sidebar, or the Character dialog. The Underline effect has a drop-down menu of line types (Figure 75). The Formatting toolbar includes other effects that are not in the Sidebar: **overline** and **double underline**; these buttons may not be visible in a default installation.

To choose the **color of the font or its highlighting**, open the appropriate color palette (10 or 11; similar to the one shown in Figure 66). The highlighting selection over-rides any background color that has been applied to the paragraph.

To **increase or decrease the font size** of selected characters, you can click the relevant buttons on the Formatting toolbar or the Character panel in the Sidebar; however, you have no control over the amount of the increase or decrease, which is usually 2 points. For finer control, use the Font Size drop-down list instead.