

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.

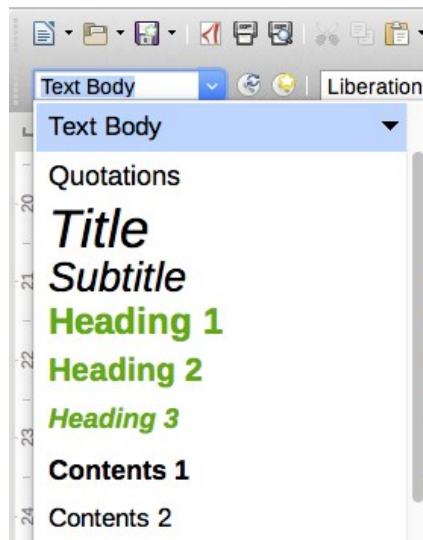


Figure 172: The Set Paragraph Style list on the Formatting bar

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.