

## Formatting paragraphs using styles

---

Styles can be applied to paragraphs in several ways, as described in Chapter 8, Introduction to Styles:

- *Set Paragraph Style* drop-down list at the left end of the Formatting toolbar and the Formatting (Styles) toolbar
- *Set Paragraph Style* drop-down list at the top of the Properties deck of the Sidebar
- *Paragraph* tab of the Styles deck on the Sidebar
- **Styles** menu on the Menu Bar (limited to common styles)
- Keyboard shortcuts *Ctrl+1* to *Ctrl+5* (paragraph styles Heading 1 to Heading 5)
- Formatting (Styles) toolbar using **View > Toolbars > Formatting (Styles)**; see Figure 59.



Figure 59: Formatting (Styles) toolbar

## Formatting paragraphs directly

---

You can apply many formats to paragraphs using the icons on the Formatting toolbar and on the Paragraph panel of the Sidebar's Properties deck (View > Sidebar) or commands on the Format menu on the Menu bar. Other formatting options are provided in the Paragraph dialog (page 83).

### Formatting toolbar

On the Formatting toolbar, the icons and formats include:

- Set Paragraph Style (drop-down list)
- Align Left, Align Center, Align Right, Justified
- Align Top, Center Vertically, Align Bottom
- Toggle Bulleted List (with a palette of bullet types)
- Toggle Numbered List (with a palette of numbering types)
- Set Outline List Style (with a palette of outline types)
- Set Line Spacing (choose from 1, 1.15, 1.5, 2, or custom spacing)
- Increase Paragraph Spacing, Decrease Paragraph Spacing
- Increase Indent, Decrease Indent, Hanging Indent
- Paragraph (to open the Paragraph dialog)
- Set Line Spacing

Not all toolbar icons are visible in a standard installation, but you can customize the toolbar to include those you use regularly (see Chapter 1, Introducing Writer).

### Sidebar Properties deck

The Sidebar Properties deck (Figure 60) includes panels for applying styles, manually formatting characters, and manually formatting paragraphs. click the expansion symbol (+ or triangle) to open the panels if necessary.

#### Style panel

Includes the Set Paragraph Style drop-down list and icons for Clone Formatting, Update Selected Style, and New Style from Selection. These are described in Chapter 8, Introduction to Styles.