

## ✓ 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.

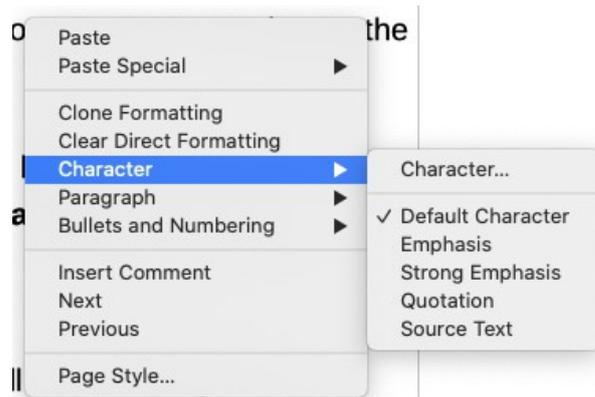


Figure 174: Context menu, Character submenu

### 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.