

- 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
- Formatting (Styles) toolbar (Figure 173); limited to common styles
- Fill Format Mode icon on the Styles deck on the Sidebar
- Keyboard shortcuts *Ctrl+1* to *Ctrl+5* (Heading 1 to Heading 5)

### Using the Styles deck on the Sidebar

Put the cursor in the paragraph and double-click the name of the style in the Paragraph Styles tab of the Styles deck on the Sidebar. You can select more than one paragraph and apply the same style to all of them at the same time.

### Using the Styles menu

The Styles menu on the Menu bar (Figure 170) provides the most commonly used paragraph, character, and list styles, plus quick links to create, edit, and manage styles. You can add styles to the Styles menu; see Chapter 20, Customizing Writer.

To apply a paragraph style, put the cursor in the paragraph and click **Styles > [name of paragraph style]** on the Menu bar. The other choices on this menu are described later in this chapter.

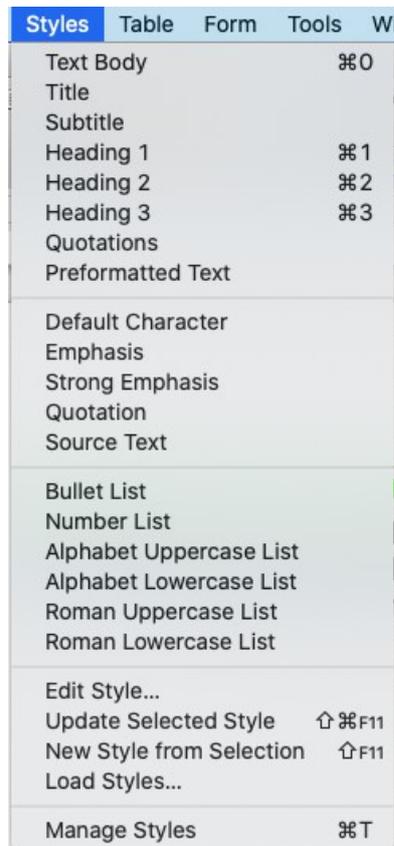


Figure 170: The Styles menu

### Using the context (right-click) menu

Right-click anywhere in a paragraph to open the context menu. Choose **Paragraph**. The submenu (Figure 171) includes some commonly used paragraph styles. You can add paragraph styles to this submenu; see Chapter 20, Customizing Writer.