**Character panel**

See Figure 74 on page 88 and the description starting on page 87.

Paragraph panel

Contains most of the formatting controls, including several that are not found on the Formatting toolbar. Clicking the down-arrow by a button opens the control for further choices, such as fixed line spacing or color palette.

Each panel's title bar has a More Options button on the right, which opens the relevant dialog (Paragraph Style, Character, or Paragraph) containing additional settings. Changing the values of any of these settings affects only the paragraph where the cursor is located, or several paragraphs if more than one are selected. If you wish to change the values for many paragraphs of that type, you should use a paragraph style.
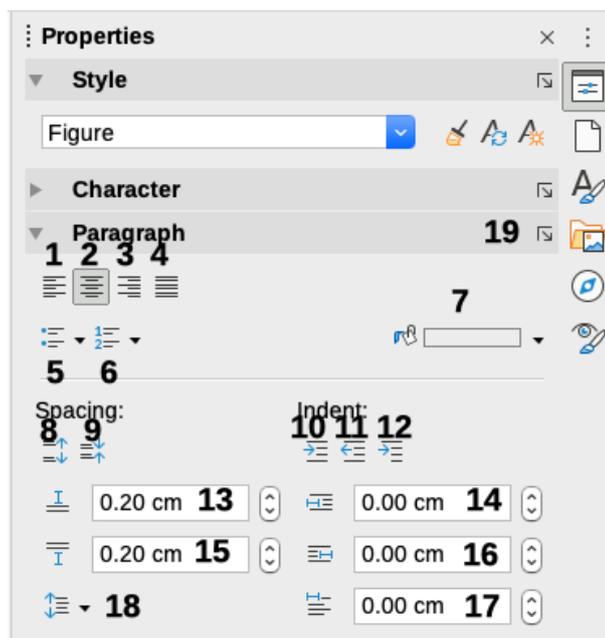
1	Align Left	8	Increase Spacing	15	Indent From Left
2	Align Center	9	Decrease Spacing	16	Indent From Right
3	Align Right	10	Increase Indent	17	Indent First Line
4	Align Justified	11	Decrease Indent	18	Line Spacing
5	Bullets	12	Hanging Indent	19	More Options – opens relevant dialog
6	Numbering	13	Above Paragraph Spacing		
7	Background Color	14	Below Paragraph Spacing		

Figure 60: Style and Paragraph panels of the Properties deck in the Sidebar

Alignment options

You can use the buttons labelled 1–4 in Figure 60 to choose the alignment of a paragraph: Left, Right, Centered, or Justified. Figure 61 shows examples of the alignment options applied to text.
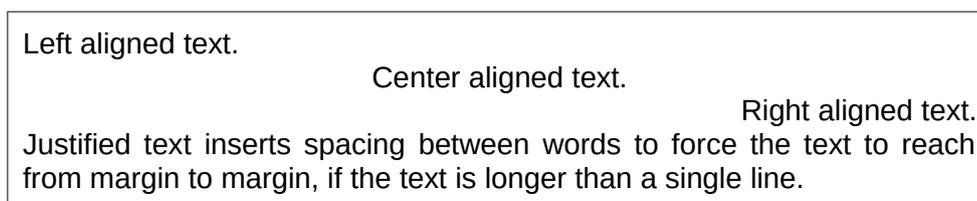
Figure 61: Text alignment options

When using justified text, the last line is by default aligned to the left. However, you can also align the last line to the center of the paragraph area or justify it so that spaces are increased between