


## Chapter 2 Using Styles and Templates

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Numbered list, 3rd item:

“Repeat step 3” doesn’t make sense.

- 1) Open the Styles and Formatting deck and select the style you want to apply.
- 2) Click the **Fill Format mode** icon . The cursor shape will change to resemble the icon.  
To apply a paragraph, page, or frame style, hover the mouse over the paragraph, page, or frame and click.  
To apply a character style, hold down the mouse button while selecting the characters. Clicking on a word applies the character style to that word.
- 3) Repeat step 3 until you made all the changes for that style.
- 4) To quit Fill format mode, click the **Fill Format mode** icon again or press the *Esc* key.

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Selecting More... opens the Styles and Formatting **window**.

### Tip

Select **More...** at the bottom of the list to open the Styles and Formatting deck.

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“complementary” or perhaps “complimentary”?

## Creating a Template Using a Wizard

In Writer, you can use wizards to create templates for letters, faxes, agendas, presentations, and Web pages.

For example, the Letter Wizard guides you through the following choices:

- Type of letter (business, formal personal or personal)
- Document elements like the return address, subject line (business letter), salutation, and complementary close
- Options for sender and recipient information (business letter)
- Text to include in the footer (business letter)

