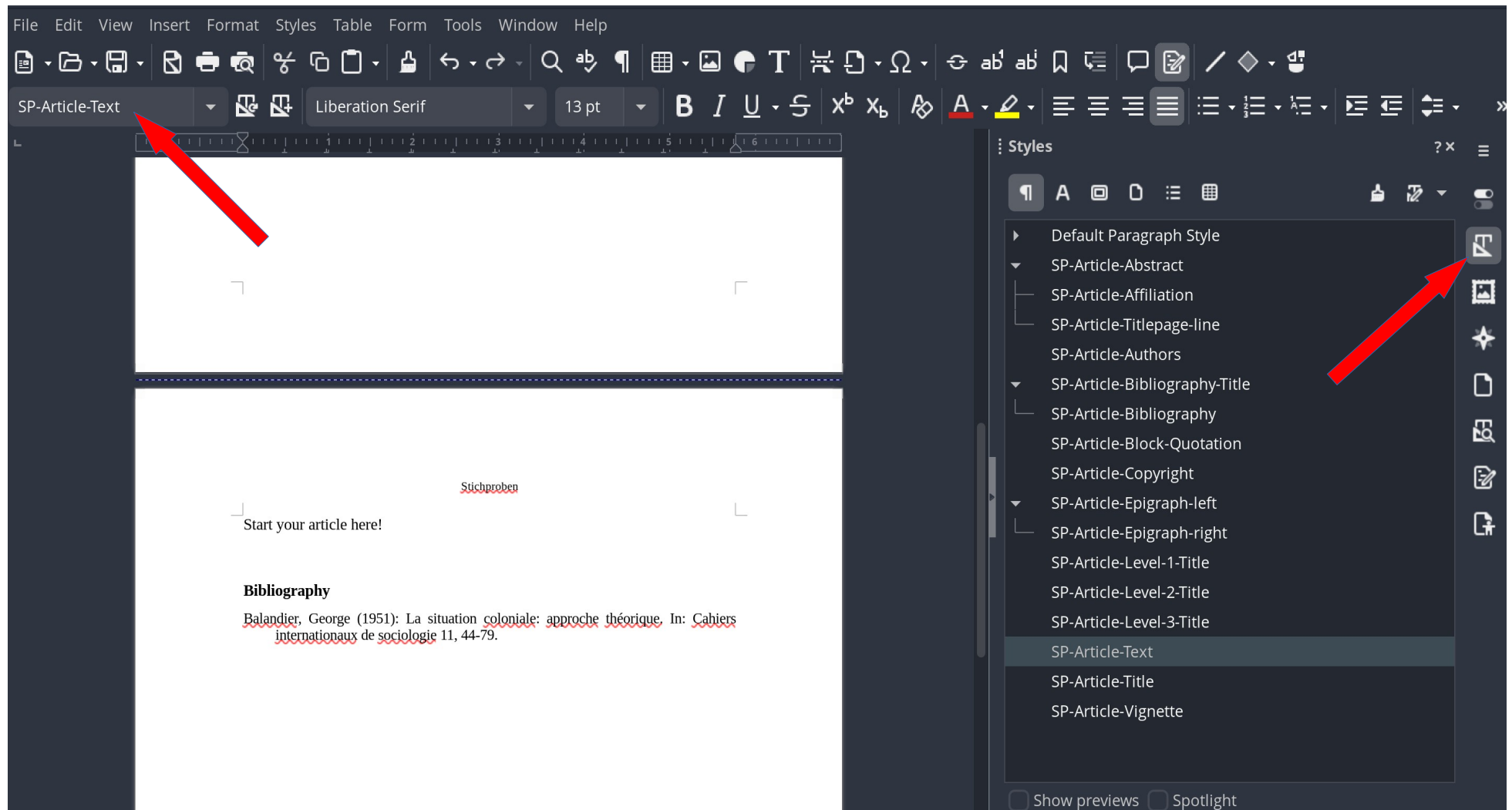


1. Using Styles

Select the different styles for main text, (long) block quotes, etc. from the style menu. The 'location' of the style menu may vary between different text editing programmes. Below is an example from Libre Writer.



2. Using Emphasis

Select a word or phrase and right-click to access the text-menu. Navigate to Character and select the type of emphasis. ‘Emphasis’ usually results in italicized text and ‘Strong Emphasis’ results in bold text.

