To undock the Sidebar and make it floating, and to dock a floating Sidebar, use the drop-down list in the Sidebar Settings above the Tab bar (see Figure 3). From the same list, you can use the **Customization** menu to choose which tabs you want to include in the Sidebar.
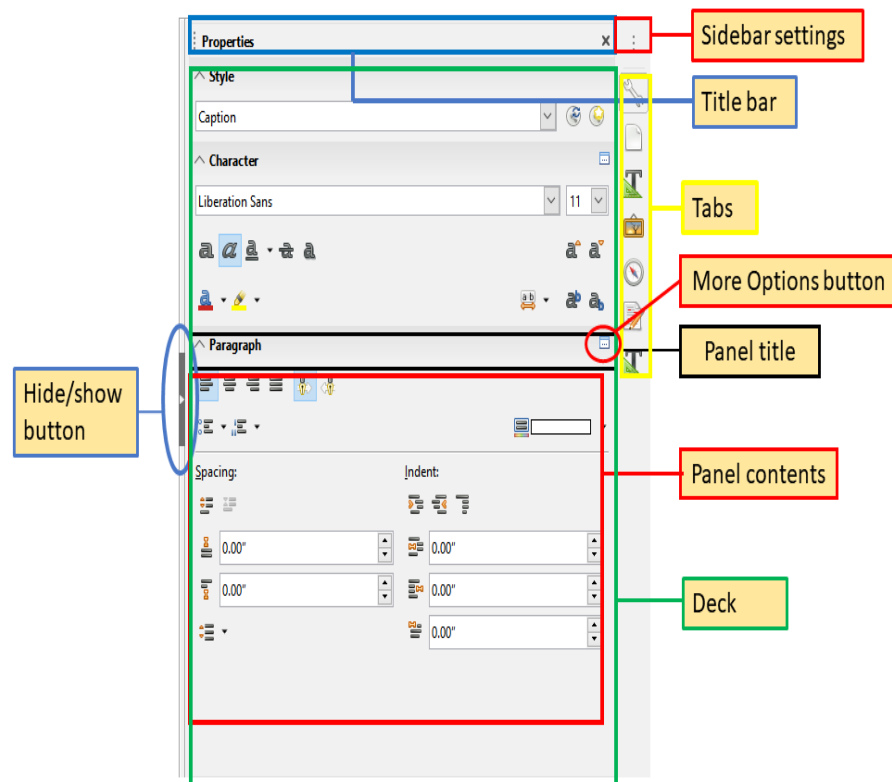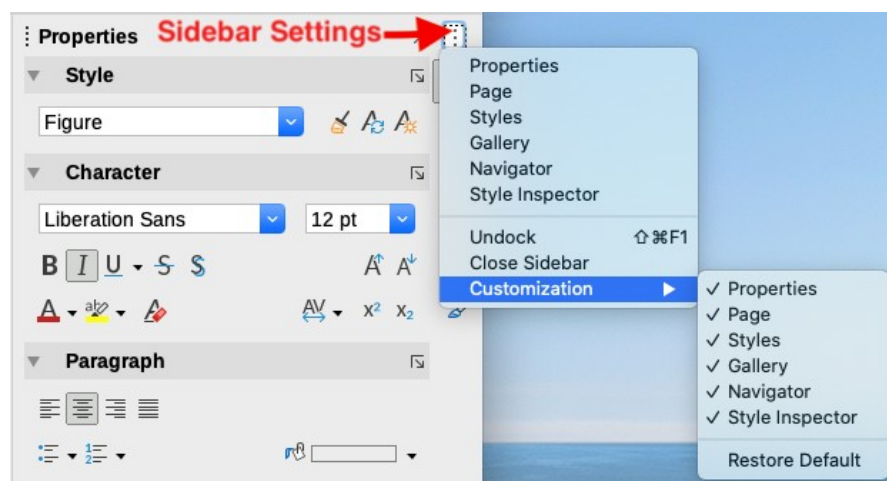

Figure 2: Properties deck of Sidebar

Figure 3: Sidebar Settings menu

Sidebar decks

The decks contained in the Sidebar are described below.

Properties deck: Contains tools for directly formatting content.

When *text* is selected, these panels appear:

– *Style:* Apply, create, or update a paragraph style.

– *Character:* Modify text properties such as the font name, size, color, weight, or character spacing.