Moving toolbars

Docked toolbars can be undocked and either moved to a new docked position or left as a floating toolbar.

To undock a toolbar:

1) Move the mouse cursor over the toolbar handle, which is the small vertical bar to the left of a docked toolbar, as shown in Figure 5.
2) Hold down the left mouse button and drag the toolbar to a new location.
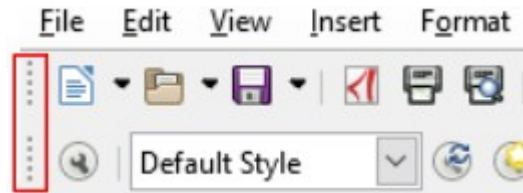3) Release the mouse button.

Figure 5: Toolbar handles

To move a floating toolbar, click its title bar and drag it to a new floating location or dock the toolbar at the top or bottom of the main window.

> ✅ **Note**
>
> You can also dock a floating toolbar by holding down the Ctrl key and double-clicking in the title bar of the toolbar.

> ℹ️ **Tip**
>
> If the toolbar handle is not displayed, its position is locked. To unlock the toolbar, right-click it and then deselect the option **Lock Toolbar Position**.

Floating toolbars

Writer includes several toolbars, whose default settings correspond to the current position of the cursor or selection (when toolbars are made active). For example, when the cursor is in a table, the Table toolbar appears, and when the cursor is in a numbered or bulleted list, the Bullets and Numbering toolbar appears. You can reposition or dock these toolbars as described in "Moving toolbars" above.

Customizing toolbars

You can customize toolbars in several ways, including choosing which icons are visible and locking the position of a docked toolbar. You can also add icons and create new toolbars, as described in Chapter 20, Customizing Writer.

To position the toolbar:

- Right-click somewhere in the floating toolbar and click **Dock Toolbar**, in the context menu, to dock the selected floating toolbar. By default, a toolbar will dock at the top of the workspace. You can reposition the toolbar to a different docked position. See "Moving toolbars" on page 20.
- Click **Dock All Toolbars** to dock all floating toolbars.
- Click **Lock Toolbar Position** to lock a docked toolbar into its docked position. Locking maintains the toolbar's position even when other toolbars on the same bar change location.
- Click **Close Toolbar** to close the selected toolbar.