

You can access a toolbar's customization options by right-clicking in an empty space between the icons on the toolbar to open a context menu. Then choose among the following options:

- To show or hide icons defined for the selected toolbar, click **Visible Buttons** on the context menu. Visible icons on a toolbar are indicated by an outline around the icon (Figure 6) or by a check mark beside the icon, depending on your operating system. Select or deselect icons to hide or show them on the toolbar.
- Click **Customize Toolbar** to open the Customize dialog. See Chapter 20, Customizing Writer, for more information.

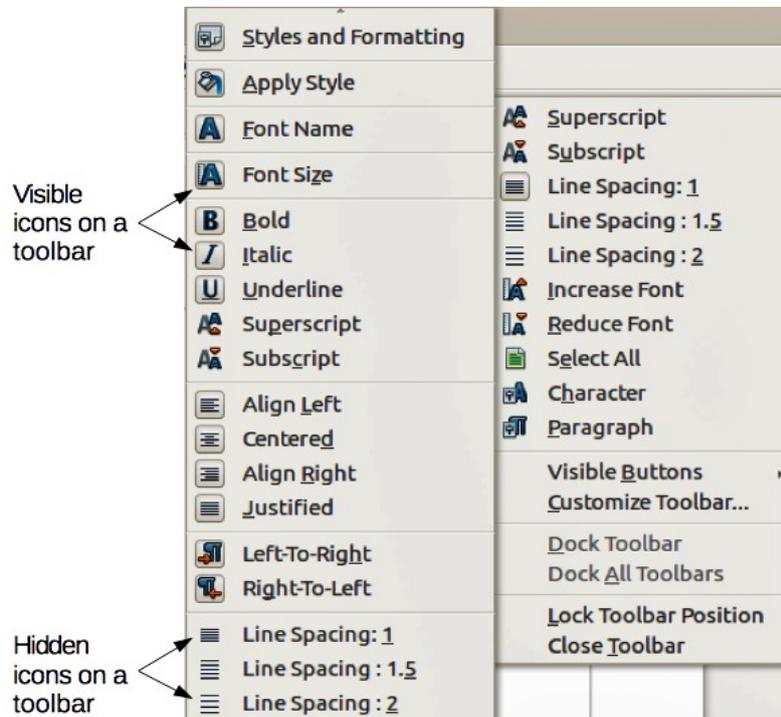


Figure 6: Toolbar *context menu* and selection of visible toolbar icons

## Rulers

The horizontal ruler across the top of the workspace is visible by default but the vertical ruler on the left is hidden by default. To enable the vertical ruler, choose **View > Rulers > Vertical Ruler** on the Menu bar, or choose **Tools > Options > LibreOffice Writer > View**. To quickly show or hide both rulers, use the key combination *Ctrl+Shift+R*.

### Tip

The horizontal ruler has a comments button on its right end; click this to quickly show or hide any comments.

## Status bar

The Writer Status bar is located at the bottom of the workspace. It provides information about the document and convenient ways to quickly change some document features. It can be hidden by deselecting it in the View menu.