

Toolbars

LibreOffice has two types of toolbar locations: docked (fixed in place) or floating. Docked toolbars can be moved to different locations (for example, top, bottom, or side of the workspace) or made to float. Floating toolbars can be docked.

Displaying or hiding toolbars

To display or hide toolbars, go to **View > Toolbars** on the Menu bar, then click the name of a toolbar in the drop-down list. An active toolbar shows a check mark beside its name. Note that toolbars created from tool palettes are not listed in the View menu.

To hide a toolbar, go to **View > Toolbars** on the Menu bar and deselect the toolbar, or right-click in an empty space between the icons on a toolbar and select **Close toolbar** in the context menu.

Most-used toolbars

In a default LibreOffice installation (Figure 1), the top toolbar, just under the Menu bar, is called the *Standard* toolbar.

The second toolbar at the top is the Formatting toolbar. It is context-sensitive; that is, it shows the tools relevant to the current position of the cursor or the selected object. For example, when the cursor is in text, the Formatting toolbar provides tools for formatting text. When the cursor is on a graphic (image), the tools are for formatting images.

To free more space for the document, you can choose a single-toolbar alternative containing the most-used commands. To activate it, enable **View > Toolbars > Standard (Single Mode)** and also disable **View > Toolbars > Standard** and **View > Toolbars > Formatting**.

Other toolbars are available at **View > Toolbars**. They are discussed in the relevant chapters of this book.

Sub-menus and tool palettes

Toolbar icons with a small triangle to their right will display sub-menus, tool palettes, or other methods of selecting items, depending on the icon.

A tool palette is a pop-up collection of tools attached to a single tool in a toolbar. The palette can be made into a floating toolbar, as shown in Figure 4. Once removed from the parent toolbar, it displays a Title bar. Tool palettes can be floating or docked along an edge of the screen or in one of the existing toolbar areas.

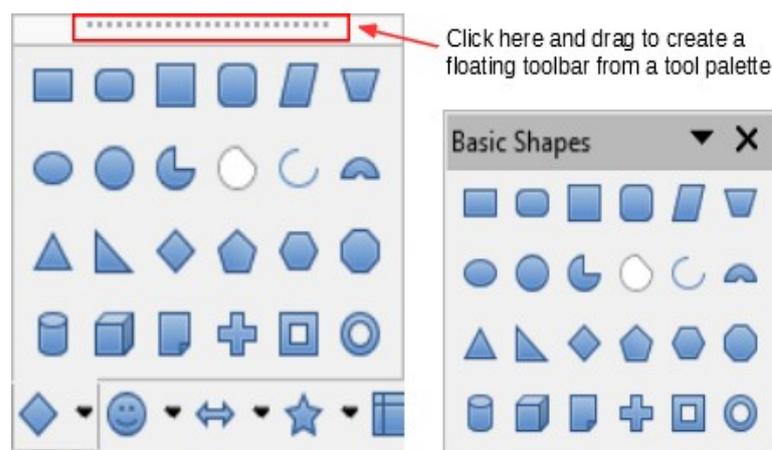


Figure 4: Example of tearing off a tool palette