

- Commands that open further submenus. These are indicated by a right-pointing arrow following a command, such as **Toolbars** and **Zoom**, in the **View** menu. Moving the cursor onto one of these items causes its submenu to open.

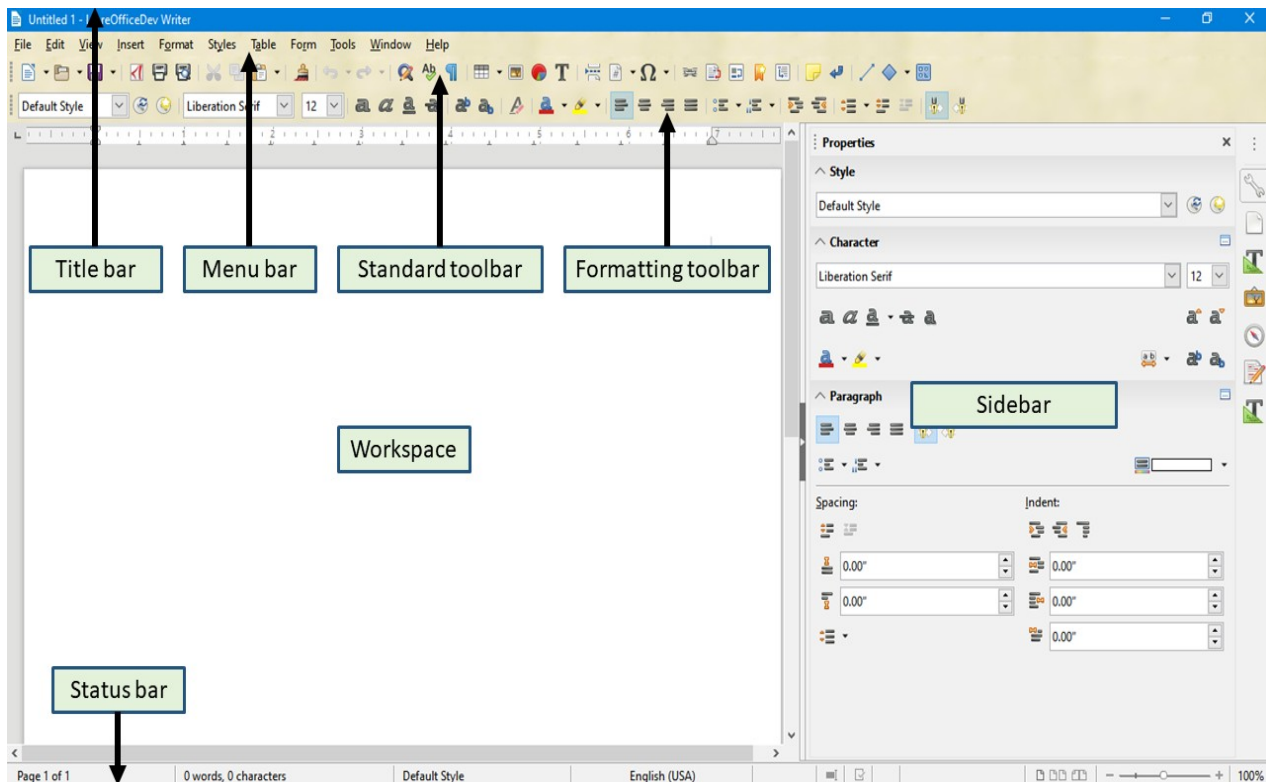


Figure 1: Parts of the main Writer window

Sidebar

The Sidebar is normally open by default on the right side of the Writer window, as shown in Figure 1. If necessary, select **View > Sidebar** on the Menu bar to display it. The Sidebar also has a **Hide/Show** icon, as shown in Figure 2. When the Sidebar is closed, it can be opened by clicking this icon, which will be on the far right side of the window.

The Writer Sidebar contains six decks by default: *Properties*, *Page*, *Styles* (also shown as *Styles and Formatting* in some installations), *Gallery*, *Navigator*, and *Style Inspector*. Each deck can be opened by clicking its corresponding icon on the Tab bar to the right of the sidebar.

Two additional decks are available when **Experimental Features** is enabled in **Tools > Options > LibreOffice > Advanced: Manage Changes and Design**. These decks are not covered in this book.

Each deck consists of a title bar and one or more content panels. A panel is like a combination of toolbar and dialog. Toolbars and Sidebar panels share many functions. For example, the icons for making text bold or italic exist in both the Formatting toolbar in the main Writer window and the Character panel of the Properties deck.

Some panels contain a **More Options** button, which opens a dialog with additional editing controls. When the dialog is open, the document is locked for other editing.

To adjust the width of the Sidebar, place the cursor on its left edge. When a double-headed arrow appears, click and drag to right or left. When the *Properties* deck is open, you cannot make the Sidebar smaller than a certain width. When any other deck is open, the Sidebar can be collapsed to the width of its Tab bar.