



**LibreOffice**  
Community



## Draw Guide 7.4

### *Appendix B, Toolbars*

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## Publication date and software version

Published January 2023. Based on LibreOffice 7.4 Community.  
Other versions of LibreOffice may differ in appearance and functionality.

# Contents

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<b>Copyright.....</b>	<b>2</b>
Contributors.....	2
Feedback.....	2
Publication date and software version.....	2
<b>Introduction.....</b>	<b>5</b>
<b>Using toolbars.....</b>	<b>5</b>
Draw toolbars available.....	5
Closing toolbars.....	5
Moving toolbars.....	5
Docked toolbars.....	5
Floating toolbars.....	6
Floating sub-toolbars.....	6
Docking a floating toolbar.....	7
Locking toolbars.....	7
Docked toolbars.....	7
Locking toolbars and sub-toolbars.....	7
Editing toolbars.....	8
Adding tools.....	8
Deleting tools.....	8
Customizing toolbars.....	8
<b>Toolbars.....</b>	<b>8</b>
3D-Objects.....	9
3D-Settings.....	9
Align Objects.....	9
Comments.....	10
Distribute Selection.....	10
Drawing.....	10
Edit Points.....	14
Find.....	15
Fontwork.....	15
Form Controls.....	16
Form Design.....	16
Form Navigation.....	17
Gluepoints.....	17
Image.....	18
Insert.....	18
Legacy Circles and Ovals.....	19
Legacy Rectangles.....	19
Line and Filling.....	19
Master View.....	20
Media Playback.....	20
Options.....	21
Redaction.....	21
Standard.....	21

Standard (Viewing Mode).....	22
Table.....	23
Text Formatting.....	23
Transformations.....	24
Zoom.....	24

## Introduction

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Draw provides several toolbars to help in creating drawings. Each toolbar has a default set of tools and the option to add additional tools.

### Note

The icons displayed in the Draw toolbars illustrated in this appendix may differ from what is displayed on a computer screen. Toolbar icons depend on the computer operating system being used and how LibreOffice has been set up. For more information on customizing LibreOffice and the toolbars, see the *Getting Started Guide*.

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## Using toolbars

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To display and make a toolbar active, go to **View > Toolbars** on the Menu bar. A submenu opens with an alphabetical list of toolbars available for creating drawings in LibreOffice Draw. Click on a toolbar name to display it and make it active. Active toolbars are indicated by highlighting or a check mark next to the name.

### Draw toolbars available

3D-Objects	Form Design	Options
3D-Settings	Form Navigation	Redaction
Align Objects	Gluepoints	Standard
Comments	Image	Standard (Viewing Mode)
Distribute Selection	Insert	Table
Drawing	Legacy Circles and Ovals	Text
Edit Points	Legacy Rectangles	Text Formatting
Find	Line and Filling	Transformations
Fontwork	Master View	Zoom
Form Controls	Media Playback	

### Note

Some toolbars, although selected in **View > Toolbars** on the Menu bar, will not display until an object of the correct type is selected in a drawing. For example, the Image toolbar only displays when an image is selected.

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## Closing toolbars

To close a toolbar, use one of the following methods:

- Go to **View > Toolbars** on the Menu bar and deselect the toolbar.
- Right-click on a tool on a toolbar and select **Close Toolbar** from the context menu.
- Click on the **X** in the right corner of the title bar of a floating toolbar.

## Moving toolbars

### *Docked toolbars*

By default, some toolbars are docked into position in the Draw main window. For example, the Standard toolbar is docked at the top of the main window. Docked toolbars can be undocked and moved to a new docked position on the main window or left as a floating toolbar. Before moving a toolbar, the toolbar must be unlocked.

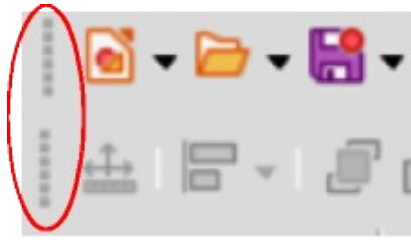


Figure 1: Toolbar handles highlighted

- 1) Move the cursor over the small vertical handle at the left end of the toolbar (highlighted in Figure 1). The cursor changes to a moving cursor for the computer system and setup.
- 2) Click and drag the toolbar to a new location. This can be a new docked position or a floating toolbar. A hashed border appears around the toolbar indicating the toolbar position as it is dragged.
- 3) Release the cursor when the required position is reached.

### ✓ Note

If the small vertical bar is not visible at the left end of a docked toolbar, then the toolbar is locked into position. A docked toolbar must be unlocked before it can be moved to a new position in the Draw main window. See “Locking toolbars” on page 7 for more information.

### Floating toolbars

To move a floating toolbar, click on its title bar and drag it to a new floating location. Release the cursor when the toolbar is in the required position. A floating toolbar does not have to be positioned on the Draw main window for it to function.

### Floating sub-toolbars

Some tools on a toolbar have a triangle ▼ to the right of the tool indicating that more tools are available on a sub-toolbar, for example **Basic Shapes** on the Drawing toolbar. Sub-toolbars can be turned into floating toolbars and moved into a new position as follows:

- 1) Move the cursor over the horizontal handle at the top of the toolbar (highlighted in Figure 2). The cursor changes to the moving cursor used for the computer system and setup.
- 2) Click and drag the toolbar to a new location to create a floating sub-toolbar.
- 3) Release the cursor when the required position is reached.
- 4) To close the floating sub-toolbar, right-click on the triangle ▼ in the sub-toolbar title bar and select **Close Toolbar** from the context menu.

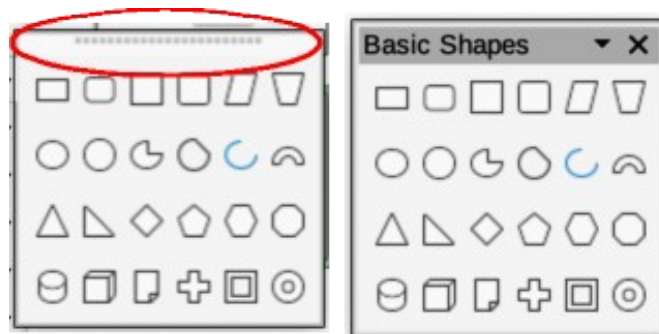


Figure 2: Creating floating sub-toolbar

## Docking a floating toolbar

To dock a floating toolbar, use one of the following methods:

- Click on the title bar and drag it to the top, bottom, left side, or right side of the main window. When the toolbar reaches a docking position, a hashed border appears at the docked position. Release the cursor and the toolbar is docked.
- Right-click on the toolbar and select **Dock Toolbar** from the context menu. The toolbar moves into a docked position. If the position is not suitable, move the toolbar to a new docked position.
- To dock all floating toolbars that are active, right-click on the toolbar and select **Dock All Toolbars** from the context menu.

## Locking toolbars

### Docked toolbars

When a toolbar has been docked into position on the Draw main window, the toolbar can also be locked into position preventing the toolbar from becoming a floating toolbar.

- To lock a toolbar into a docked position, right-click in a blank area on the toolbar and select **Lock Toolbar Position** in the context menu. A check mark appears against this option indicating the toolbar is now locked.
- To unlock a toolbar, right-click in a blank area on the toolbar and click on **Lock Toolbar Position** in the context menu. The check mark next to this option disappears indicating the toolbar is now unlocked. A small vertical or horizontal bar appears at the left end or top of the toolbar indicating that the toolbar is unlocked. This bar is also used to move the toolbar.

### Note

Some toolbars cannot be docked or locked into position. This is indicated by the options **Dock Toolbar** and/or **Lock Toolbar Position** being grayed out, making the options unavailable.

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### Locking toolbars and sub-toolbars

To prevent toolbars and sub-toolbars from becoming floating toolbars, all toolbars and sub-toolbars have to be locked as follows:

- 1) Save the drawing that is open in Draw.
- 2) Go to **View > Toolbars** on the Menu bar and select **Lock Toolbars** from the context menu.
- 3) Select **Restart Now** in the Restart LibreOffice dialog that opens to activate the **Lock Toolbars** option.
- 4) To unlock toolbars and sub-toolbars so they can become floating sub-toolbars, repeat Steps 1 thru 3. The **Lock Toolbars** option is an on/off switch.

### Note

Using the **Lock Toolbars** option affects all toolbars and sub-toolbars available in LibreOffice modules.

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## Editing toolbars

When LibreOffice is installed on a computer, it includes a set of toolbars suitable for each LibreOffice component. Each toolbar has a default set of visible tools. Tools can be added or deleted, and toolbars can be customized.

### Adding tools

- 1) Right-click in a blank area on a toolbar, or click on the triangle ▼ on the right of the toolbar title bar.
- 2) Select **Visible Buttons** from the context menu to display a list of available tools.
- 3) Click on the tool required and the tool appears in the toolbar. The list of available tools closes automatically. A highlight or check mark next to the tool indicates that the tool is already installed on the toolbar.

#### Note

When adding tools using **Visible Buttons**, the tool is added to the toolbar at the same position as the tool appears in the **Visible Buttons** list. That is, the top tool in **Visible Buttons** appears at the left end of the toolbar and the bottom tool appears at the right end of the toolbar. Tool positions cannot be changed using **Visible Buttons**.

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### Deleting tools

- 1) Right-click in a blank area on a toolbar, or click on the triangle ▼ on the right of the toolbar title bar.
- 2) Select **Visible Buttons** from the context menu to display a list of available tools.
- 3) Click on the tool no longer required and the tool is removed from the toolbar. The highlight or check mark next to the tool is also removed. The list of available tools closes automatically.

### Customizing toolbars

Extra tools and commands that are not available in **Visible Buttons** can be added to a toolbar using customization (**View > Toolbars > Customize** on the Menu bar). Customization also allows the creation of new toolbars if a specific set of tools are required for a specific task. For information on customizing toolbars, see the *Getting Started Guide*.

## Toolbars

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The available tools listed for each toolbar below are all available for installation on a toolbar when **Visible Buttons** is opened in the context menu for each toolbar. The tools already installed on a toolbar are indicated in **Visible Buttons** either by the tool icon being highlighted or by a check mark. This install indication depends on computer setup and computer operating system being used.

On some toolbars, the icons have a triangle ▼ to the right of an icon. Click on this triangle to open further options that are available for use.

Some of the tools in the toolbars also have the option of using a keyboard shortcut instead of clicking on the tool. For a full list of keyboard shortcuts that are available in Draw, see Appendix A, Keyboard Shortcuts.



## 3D-Objects

The 3D-Objects toolbar (Figure 3) provides tools to create 3D objects in a slide. It is activated by going to **View > Toolbars > 3D-Objects** on the Menu bar. Alternatively, click on the triangle ▼ next to the **3D-Objects** icon displayed on the Drawing toolbar to open a submenu giving access to the available 3D objects.



Figure 3: 3D-Objects toolbar

### 3D-Objects tools numbered position from left to right

- |             |                |
|-------------|----------------|
| 1) Cube     | 5) Pyramid     |
| 2) Sphere   | 6) Torus       |
| 3) Cylinder | 7) Shell       |
| 4) Cone     | 8) Half Sphere |

## 3D-Settings

The 3D-Settings toolbar (Figure 4) and its tools only become active when an object has been converted to 3D using the tool **Toggle Extrusion** and the converted object is then selected.



Figure 4: 3D-Settings toolbar

### 3D-Settings tools numbered position from left to right

- |                     |              |
|---------------------|--------------|
| 1) Toggle Extrusion | 6) Depth     |
| 2) Tilt Down        | 7) Direction |
| 3) Tilt Up          | 8) Lighting  |
| 4) Tilt Left        | 9) Surface   |
| 5) Tilt Right       | 10) 3D Color |

The following tools on this toolbar have a triangle ▼ on the right of the icon. Click on this triangle to open a drop-down menu giving access to various options as follows:

- **Depth** — 3D extrusion depth – *0cm; 1cm; 2.5cm; 5cm; 10cm; Infinity; Custom*. The measurement unit depends on the settings in **Tools > Options > LibreOffice Draw > General** (macOS **LibreOffice > Preferences > LibreOffice Draw > General**).
- **Direction** — 3D extrusion direction and type – *Parallel; Perspective*.
- **Lighting** — lighting direction and lighting level of 3D extrusion – *Bright; Normal; Dim*.
- **Surface** — surface type of 3D extrusion – *Wire Frame; Matt; Plastic; Metal*.
- **3D Color** — color of 3D extrusion. Select a color from one of the available color palettes.

## Align Objects

The Align Objects toolbar (Figure 5) provides tools for aligning several objects in a drawing to improve the visual impact of a drawing.



Figure 5: Align Objects toolbar

**Align Objects tools numbered position from left to right**

- |             |           |
|-------------|-----------|
| 1) Left     | 4) Top    |
| 2) Centered | 5) Center |
| 3) Right    | 6) Bottom |

## Comments

The Comments toolbar (Figure 6) provides tool for adding, deletion, and navigation of comments in a drawing. To use comments, it is recommended to add the name and initials of all users in **Tools > Options > LibreOffice > User Data** (macOS **LibreOffice > Preferences > LibreOffice > User Data**) so that comments can be easily identified.

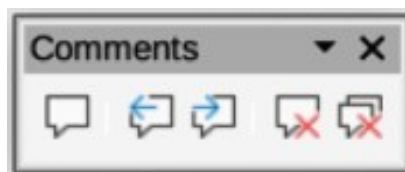


Figure 6: Comments toolbar

**Comments tools numbered position from left to right**

- |                     |                        |
|---------------------|------------------------|
| 1) Comment          | 4) Delete Comment      |
| 2) Previous Comment | 5) Delete All Comments |
| 3) Next Comment     |                        |

## Distribute Selection

The Distribute Selection toolbar (Figure 7) provides tools to distribute three or more selected objects evenly along the horizontal axis or vertical axis. Also, the spacing between objects can be evenly distributed.



Figure 7: Distribute Selection toolbar

**Distribute Selection tools numbered position from left to right**

- |                         |                       |
|-------------------------|-----------------------|
| 1) Horizontally Left    | 5) Vertically Top     |
| 2) Horizontally Center  | 6) Vertically Center  |
| 3) Horizontally Spacing | 7) Vertically Spacing |
| 4) Horizontally Right   | 8) Vertically Bottom  |

## Drawing

The Drawing toolbar (Figure 8) provides the majority of the tools normally used to create graphic objects in a drawing. By default, this toolbar is normally docked on the left side of the Workspace.

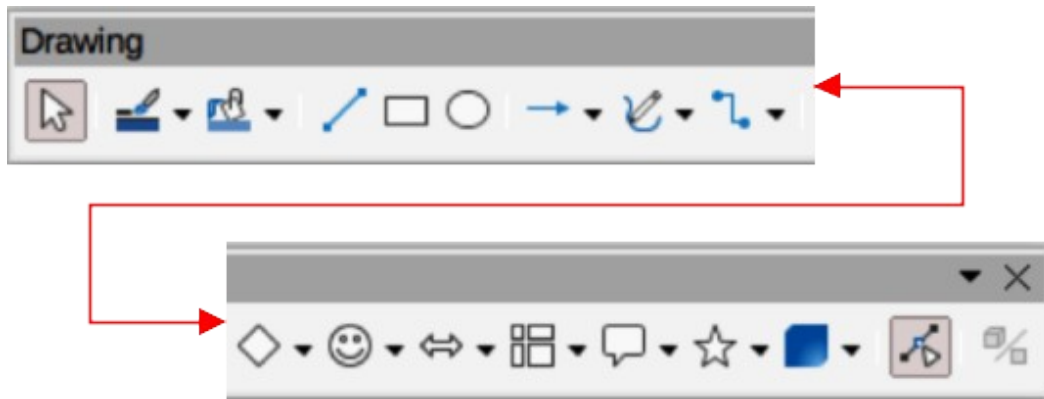


Figure 8: Drawing toolbar

**Available Drawing tools numbered position from left to right**

- |   |   |
|---|---|
| 1) Select   | 21) Stars and Banners (Star Shapes in Visible Buttons)                            |
| 2) Zoom & Pan                                       | 22) 3D Objects  |
| 3) Zoom   | 23) Rotate  |
| 4) Text Box   | 24) Flip  |
| 5) Vertical Text                                    | 25) Align Objects   |
| 6) Insert Fontwork                                  | 26) Arrange   |
| 7) Line Color                                       | 27) Select at least three objects to distribute (Distribution in visible Buttons) |
| 8) Fill Color                                       | 28) Shadow  |
| 9) Line   | 29) Crop Image (Crop in Visible Buttons)  |
| 10) Rectangle                                       | 30) Filter  |
| 11) Ellipse   | 31) Points (Edit Points in Visible Buttons)                                       |
| 12) Line Ends with Arrow                            | 32) Show Gluepoints Function (Gluepoints in Visible Buttons)                      |
| 13) Lines and Arrows                                | 33) To Curve  |
| 14) Curves and Polygons                             | 34) To Polygon  |
| 15) Connectors                                      | 35) To 3D   |
| 16) Basic Shapes                                    | 36) T0 3D Rotation Object   |
| 17) Symbol Shapes                                   | 37) Toggle Extrusion  |
| 18) Block Arrows (Arrow Shapes in Visible Buttons)  | 38) Insert  |
| 19) Flowchart (Flowchart Shapes in Visible Buttons) | 39) Controls  |
| 20) Callouts (Callout Shapes in Visible Buttons)    |   |

Some tool shapes on the Drawing toolbar change depending on the last tool that had previously been selected and used.

- Click on the triangle ▼ to the right of a tool to open a pop-up toolbar. Select the required shape to add to a drawing.
- To create a sub-toolbar, click and drag at the top of the pop-up toolbar to an empty area on the main window. The sub-toolbars for each object type and the various shapes available are shown in Figures 9 to 18.



Figure 9: Lines and Arrows sub-toolbar

**Lines and Arrows numbered position from left to right**

- |                           |                           |
|---------------------------|---------------------------|
| 1) Line Ends with Arrow   | 4) Line with Arrows       |
| 2) Line with Circle/Arrow | 5) Line Starts with Arrow |
| 3) Line with Square/Arrow | 6) Line with Arrow/Circle |

- |                           |                   |
|---------------------------|-------------------|
| 7) Line with Arrow/Square | 9) Dimension Line |
| 8) Line                   | 10) Line (45°)    |



Figure 10: Curves and Polygons sub-toolbar

**Curves and Polygons numbered position from left to right**

- |                          |                  |
|--------------------------|------------------|
| 1) Curve, Filled         | 5) Curve         |
| 2) Polygon, Filled       | 6) Polygon       |
| 3) Polygon (45°), Filled | 7) Polygon (45°) |
| 4) Freeform Line, Filled | 8) Freeform Line |

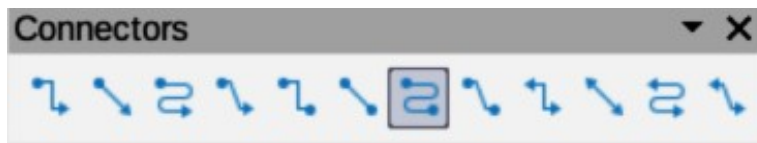


Figure 11: Connectors sub-toolbar

**Available Connectors numbered position from left to right**

- |  |   |
|--|---|
| 1) Connector Ends with Arrow             | 15) Curved Connector Starts with Arrow    |
| 2) Straight Connector Ends with Arrow    | 16) Line Connector Starts with Arrow      |
| 3) Curved Connector Ends with Arrow      | 17) Connector Ends with Circle            |
| 4) Line Connector Ends with Arrow        | 18) Straight Connector Ends with Circle   |
| 5) Connector                             | 19) Curved Connector Ends with Circle     |
| 6) Straight Connector                    | 20) Line Connector Ends with Circle       |
| 7) Curved Connector                      | 21) Connector Starts with Circle          |
| 8) Line Connector                        | 22) Straight Connector Starts with Circle |
| 9) Connector with Arrows                 | 23) Curved Connector Starts with Circle   |
| 10) Straight Connector with Arrows       | 24) Line Connector Starts with Circle     |
| 11) Curved Connector with Arrows         | 25) Connector with Circles                |
| 12) Line Connector with Arrows           | 26) Straight Connector with Circles       |
| 13) Connector Starts with Arrow          | 27) Curved Connector with Circles         |
| 14) Straight Connector Starts with Arrow | 28) Line Connector with Circles           |



Figure 12: Basic Shapes sub-toolbar

**Basic Shapes numbered position from left to right**

- |                       |                        |
|-----------------------|------------------------|
| 1) Rectangle          | 11) Arc                |
| 2) Rectangle, Rounded | 12) Block Arc          |
| 3) Square             | 13) Isosceles Triangle |
| 4) Square, Rounded    | 14) Right Triangle     |
| 5) Parallelogram      | 15) Diamond            |
| 6) Trapezoid          | 16) Regular Pentagon   |
| 7) Ellipse            | 17) Hexagon            |
| 8) Circle             | 18) Octagon            |
| 9) Circle Pie         | 19) Cylinder           |
| 10) Circle Segment    | 20) Cube               |

- |                   |           |
|-------------------|-----------|
| 21) Folded Corner | 23) Frame |
| 22) Cross         | 24) Ring  |



Figure 13: Symbol Shapes sub-toolbar

**Symbol Shapes numbered position from left to right**

- |                   |                    |
|-------------------|--------------------|
| 1) Smiley Face    | 10) Square Bevel   |
| 2) Heart          | 11) Octagon Bevel  |
| 3) Sun            | 12) Diamond Bevel  |
| 4) Moon           | 13) Double Bracket |
| 5) Cloud          | 14) Left Bracket   |
| 6) Lightning Bolt | 15) Right Bracket  |
| 7) Flower         | 16) Double Brace   |
| 8) Prohibited     | 17) Left Brace     |
| 9) Puzzle         | 18) Right Brace    |



Figure 14: Block Arrows sub-toolbar

**Block Arrows numbered position from left to right**

- |                         |                                  |
|-------------------------|----------------------------------|
| 1) Right Arrow          | 14) Pentagon                     |
| 2) Left Arrow           | 15) Striped Right Arrow          |
| 3) Down Arrow           | 16) Up, Right and Down Arrow     |
| 4) Up Arrow             | 17) Notched Right Arrow          |
| 5) Left and Right Arrow | 18) Up and Right Arrow           |
| 6) Up and Down Arrow    | 19) Right Arrow Callout          |
| 7) Circular Arrow       | 20) Left Arrow Callout           |
| 8) S-shaped Arrow       | 21) Down Arrow Callout           |
| 9) Split Arrow          | 22) Up Arrow Callout             |
| 10) Right or Left Arrow | 23) Left and Right Arrow Callout |
| 11) 4-way Arrow         | 24) Up and Down Arrow Callout    |
| 12) Corner Right Arrow  | 25) 4-way Arrow Callout          |
| 13) Chevron             | 26) Up and Right /Arrow Callout  |



Figure 15: Flowchart sub-toolbar

**Flowchart symbols numbered position from left to right**

- |                                  |                                |
|----------------------------------|--------------------------------|
| 1) Flowchart: Process            | 6) Flowchart: Internal Storage |
| 2) Flowchart: Alternate Process  | 7) Flowchart: Document         |
| 3) Flowchart: Decision           | 8) Flowchart: Multidocument    |
| 4) Flowchart: Data               | 9) Flowchart: Terminal         |
| 5) Flowchart: Predefined Process | 10) Flowchart: Preparation     |

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| 11) Flowchart: Manual Input       | 20) Flowchart: Sort                  |
| 12) Flowchart: Manual Operation   | 21) Flowchart: Extract               |
| 13) Flowchart: Connector          | 22) Flowchart: Merge                 |
| 14) Flowchart: Off-page Connector | 23) Flowchart: Stored Data           |
| 15) Flowchart: Card               | 24) Flowchart: Delay                 |
| 16) Flowchart: Punched Tape       | 25) Flowchart: Sequential Access     |
| 17) Flowchart: Summing Junction   | 26) Flowchart: Magnetic Disc         |
| 18) Flowchart: Or                 | 27) Flowchart: Direct Access Storage |
| 19) Flowchart: Collate            | 28) Flowchart: Display               |

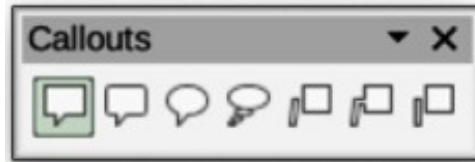


Figure 16: Callouts sub-toolbar

**Callouts numbered position from left to right**

- |                                |                   |
|--------------------------------|-------------------|
| 1) Rectangular Callout         | 5) Line Callout 1 |
| 2) Rounded Rectangular Callout | 6) Line Callout 2 |
| 3) Round Callout               | 7) Line Callout 3 |
| 4) Cloud                       |                   |

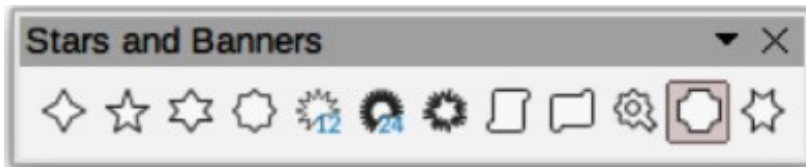


Figure 17: Stars and Banners sub-toolbar

**Stars and Banners numbered position from left to right**

- |                  |                           |
|------------------|---------------------------|
| 1) 4-Point Star  | 7) Explosion              |
| 2) 5-Point Star  | 8) Vertical Scroll        |
| 3) 6-Point Star  | 9) Horizontal Scroll      |
| 4) 8-Point Star  | 10) Signet                |
| 5) 12-Point Star | 11) Doorplate             |
| 6) 24-Point Star | 12) 6-Point Star, Concave |



Figure 18: 3D-Objects sub-toolbar

**3D-Objects numbered position from left to right**

- |             |                |
|-------------|----------------|
| 1) Cube     | 5) Pyramid     |
| 2) Sphere   | 6) Torus       |
| 3) Cylinder | 7) Shall       |
| 4) Cone     | 8) Half-Sphere |

**Edit Points**

The Edit Points toolbar (Figure 19) provides tools for editing the points of a curve or an object that has been converted to a curve. The toolbar only becomes active when an object is selected and one of the following methods is used to open the toolbar:

- Click on **Edit Points** on the Drawing toolbar.
- Use the keyboard shortcut *F8*.

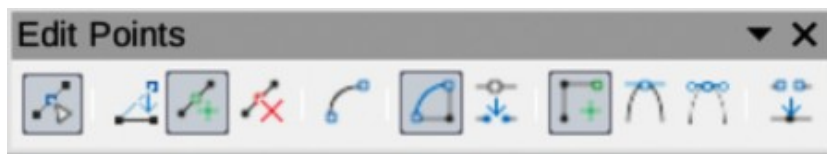


Figure 19: Edit Points toolbar

#### Edit Points tools numbered position from left to right

- |                     |                          |
|---------------------|--------------------------|
| 1) Edit Points      | 7) Split Curve           |
| 2) Move Points      | 8) Corner Point          |
| 3) Insert Points    | 9) Smooth Transition     |
| 4) Delete Points    | 10) Symmetric Transition |
| 5) Convert to Curve | 11) Eliminate Points     |
| 6) Close Bezier     |                          |

## Find

The Find toolbar (Figure 20) opens by default in the bottom left corner of the Draw main window. This toolbar is normally docked at the bottom left of the Draw main window above the **Status Bar**. However, it can be undocked and made into a floating toolbar.

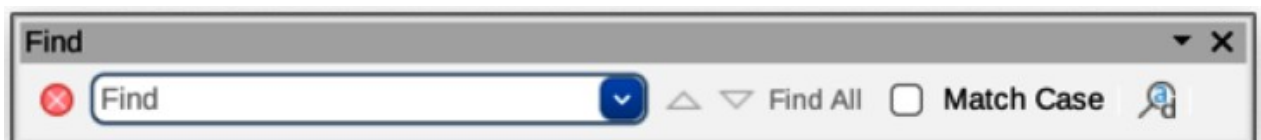


Figure 20: Find toolbar

#### Find tools numbered position from left to right

- |                   |                               |
|-------------------|-------------------------------|
| 1) Close Find Bar | 5) Find All                   |
| 2) Find Values    | 6) Match Case                 |
| 3) Find Previous  | 7) Find and Replace           |
| 4) Find Next      | 8) [place holder for message] |

## Fontwork

The Fontwork toolbar (Figure 21) is used to create graphical text objects in a drawing and provide the tools for editing the graphical text object. This toolbar only becomes active when a Fontwork graphical text object in the drawing has been selected.

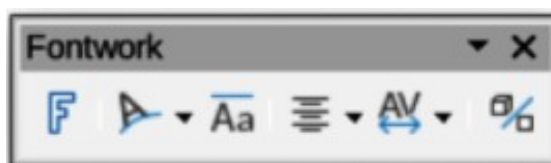


Figure 21: Fontwork toolbar

#### Fontwork tools numbered position from left to right

- |                                 |                               |
|---------------------------------|-------------------------------|
| 1) Insert Fontwork Text         | 4) Fontwork Alignment         |
| 2) Fontwork Shape               | 5) Fontwork Character Spacing |
| 3) Fontwork Same Letter Heights | 6) Toggle Extrusion           |

Some tools on the Fontwork toolbar have a triangle ▼ to the right of the tool. Click on the triangle to open a pop-up toolbar or drop-down option list.

- **Fontwork Shape** — select a shape for the Fontwork graphical text object from available options.
- **Fontwork Alignment** — select paragraph alignment from available options.
- **Fontwork Character Spacing** — select character spacing from available options.



## Form Controls

The Form Controls toolbar (Figure 22) provides the tools required to create an interactive form. This allows controls to be added to a form in a text, drawing, spreadsheet, presentation, or HTML document (for example a button that opens another drawing or document).

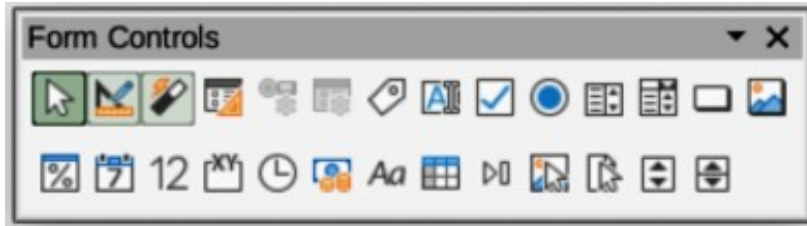


Figure 22: Form Controls toolbar

### Form Controls tools numbered position from left to right

- |                                |                     |
|--------------------------------|---------------------|
| 1) Select                      | 15) Formatted Field |
| 2) Design Mode                 | 16) Date Field      |
| 3) Toggle Form Control Wizards | 17) Numerical Field |
| 4) Form Design                 | 18) Group Box       |
| 5) Control Properties          | 19) Time Field      |
| 6) Form Properties             | 20) Currency Field  |
| 7) Label                       | 21) Pattern Field   |
| 8) Text Box                    | 22) Table Control   |
| 9) Check Box                   | 23) Navigation Bar  |
| 10) Option Button              | 24) Image Control   |
| 11) List Box                   | 25) File Selection  |
| 12) Combo Box                  | 26) Spin Button     |
| 13) Push Button                | 27) Scrollbar       |
| 14) Image Button               |                     |

## Form Design

The Form Design toolbar (Figure 23) opens a form in **Design Mode** so that it can be edited. Controls of the form cannot be activated, or its contents edited, when in **Design Mode**. However, the position and size of the controls can be changed, other properties edited, and added or deleted controls in **Design Mode**.

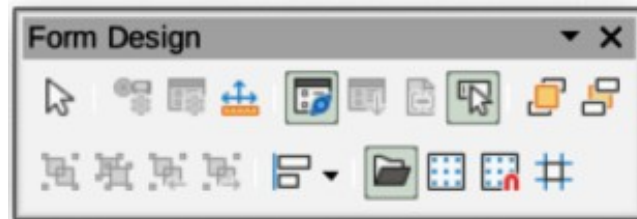


Figure 23: Form Design toolbar

### Form Design tools numbered position from left to right

- |                            |                            |
|----------------------------|----------------------------|
| 1) Select                  | 11) Group                  |
| 2) Control Properties      | 12) Ungroup                |
| 3) Form Properties         | 13) Enter Group            |
| 4) Position and Size       | 14) Exit Group             |
| 5) Form Navigator          | 15) Align Objects          |
| 6) Activation Order        | 16) Open in Design Mode    |
| 7) Add Field               | 17) Display Grid           |
| 8) Automatic Control Focus | 18) Snap to Grid           |
| 9) Bring to Front          | 19) Helplines While Moving |
| 10) Send to Back           |                            |



## Form Navigation

The Form Navigation toolbar (Figure 24) provides tools to edit a database table or control the data view. It is normally displayed at the bottom of a document that contains fields linked to a database. Also, it is only active when forms are connected to a database and an inactive toolbar is shown in Figure 24.

The Form Navigation toolbar also allows movement within records as well as inserting and deleting records. If data is saved in a form, the changes are transferred to the database. This toolbar also provides tools providing sort, filter, and search functions for data records.



Figure 24: Form Navigation toolbar

### Form Navigation tools numbered position from left to right

- |                         |                          |
|-------------------------|--------------------------|
| 1) Find Record          | 13) Delete Record        |
| 2) Record               | 14) Refresh              |
| 3) Absolute Record      | 15) Refresh Control      |
| 4) Text -> Record       | 16) Sort                 |
| 5) Total No. of Records | 17) Sort Ascending       |
| 6) First Record         | 18) Sort Descending      |
| 7) Previous Record      | 19) AutoFilter           |
| 8) Next Record          | 20) Apply Filter         |
| 9) Last Record          | 21) Form-Based Filters   |
| 10) New Record          | 22) Reset Filter/Sort    |
| 11) Save Record         | 23) Data source as Table |
| 12) Undo: Data entry    |                          |

## Gluepoints

The Gluepoints toolbar (Figure 25) provides tools to insert a gluepoint or modify the properties of a gluepoint. A gluepoint is a point where a connector is attached to an object. By default, LibreOffice automatically places a gluepoint at the center of each side of the bounding rectangle for every object created.



Figure 25: Gluepoints toolbar

### Gluepoint tools numbered position from left to right

- |                          |                                |
|--------------------------|--------------------------------|
| 1) Insert Gluepoint      | 7) Gluepoint Horizontal Left   |
| 2) Exit Direction Left   | 8) Gluepoint Horizontal Center |
| 3) Exit Direction Top    | 9) Gluepoint Horizontal Right  |
| 4) Exit Direction Right  | 10) Gluepoint Vertical Top     |
| 5) Exit Direction Bottom | 11) Gluepoint Vertical Center  |
| 6) Gluepoint Relative    | 12) Gluepoint Vertical Bottom  |

## Image

The Image toolbar (Figure 26) provides tools to edit, modify, align, reposition and resize images. The toolbar only becomes active and available when an image is selected in a drawing. The Image toolbar automatically replaces the Line and Filling toolbar when it becomes active.

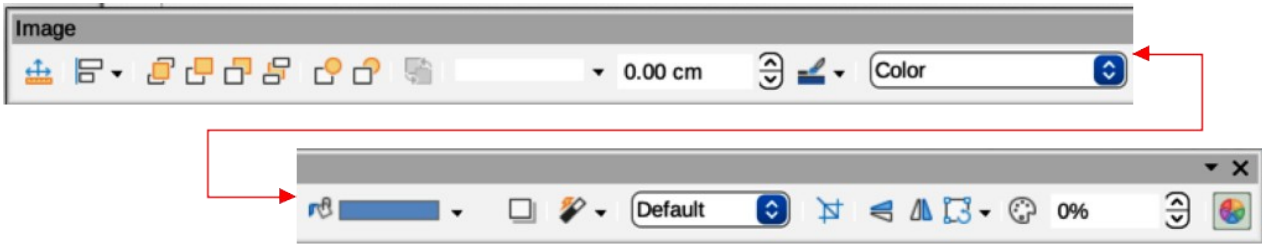


Figure 26: Image toolbar

### Available Image tools numbered position from left to right

- |                        |                        |
|------------------------|------------------------|
| 1) Position and Size   | 17) Line Style         |
| 2) Align Objects       | 18) Line Width         |
| 3) Left                | 19) Line Color         |
| 4) Centered            | 20) Area Style/Filling |
| 5) Right               | 21) Fill Color         |
| 6) Top                 | 22) Shadow             |
| 7) Center              | 23) Filter             |
| 8) Bottom              | 24) Image Mode         |
| 9) Arrange             | 25) Crop               |
| 10) Bring to Front     | 26) Vertically         |
| 11) Bring Forward      | 27) Horizontally       |
| 12) Send Backward      | 28) Transformations    |
| 13) Send to Back       | 29) Transparency       |
| 14) In Front of Object | 30) Color              |
| 15) Behind Object      | 31) Line               |
| 16) Reverse            | 32) Area               |

## Insert

The Insert toolbar (Figure 27) provides tools to insert different types of objects into a drawing.

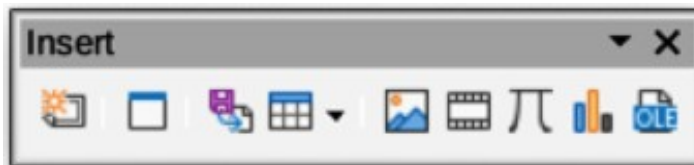


Figure 27: Insert toolbar

### Insert tools numbered position from left to right

- |                          |   |
|--------------------------|---|
| 1) New Page              | 6) Insert Audio or Video (Media in Visible Buttons) |
| 2) Floating Frame        | 7) Formula Object                                   |
| 3) Insert Page from File | 8) Chart  |
| 4) Table                 | 9) OLE Object                                       |
| 5) Image                 |   |

## Legacy Circles and Ovals

The Legacy Circles and Ovals toolbar (Figure 28) provides tools to insert different types of circles and ovals into a drawing.

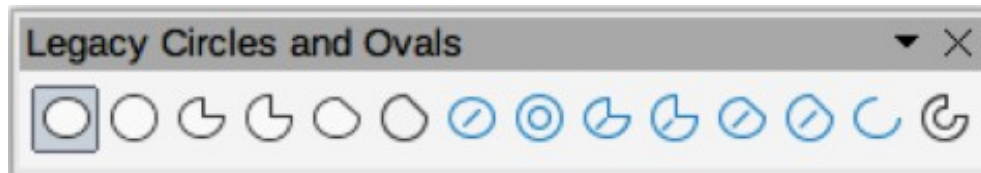


Figure 28: Legacy Circles and Ovals toolbar

### Legacy Circles and Ovals tools numbered position from left to right

- |                      |                               |
|----------------------|-------------------------------|
| 1) Insert Ellipse    | 8) Circle, Unfilled           |
| 2) Circle            | 9) Ellipse Pie, Unfilled      |
| 3) Ellipse Pie       | 10) Circle Pie, Unfilled      |
| 4) Circle Pie        | 11) Ellipse Segment, Unfilled |
| 5) Ellipse Segment   | 12) Circle Segment, Unfilled  |
| 6) Circle Segment    | 13) Arc                       |
| 7) Ellipse, Unfilled | 14) Circle Arc                |

## Legacy Rectangles

The Legacy Rectangles toolbar (Figure 29) provides tools to insert different types of rectangles and squares into a drawing.

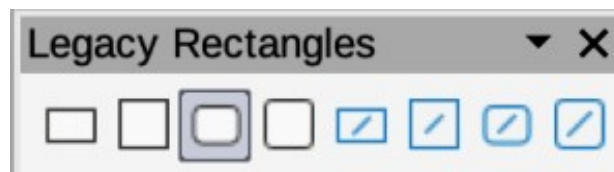


Figure 29: Legacy Rectangles toolbar

### Legacy Rectangles tools numbered position from left to right

- |                       |                                |
|-----------------------|--------------------------------|
| 1) Insert Rectangle   | 5) Rectangle, Unfilled         |
| 2) Square             | 6) Square, Unfilled            |
| 3) Rectangle, Rounded | 7) Rounded Rectangle, Unfilled |
| 4) Rounded Square     | 8) Rounded Square, Unfilled    |

## Line and Filling

The Line and Filling toolbar (Figure 30) provides tools and drop-down lists for editing lines, arrows, and object borders. The tools available vary depending on the type of object selected for editing.

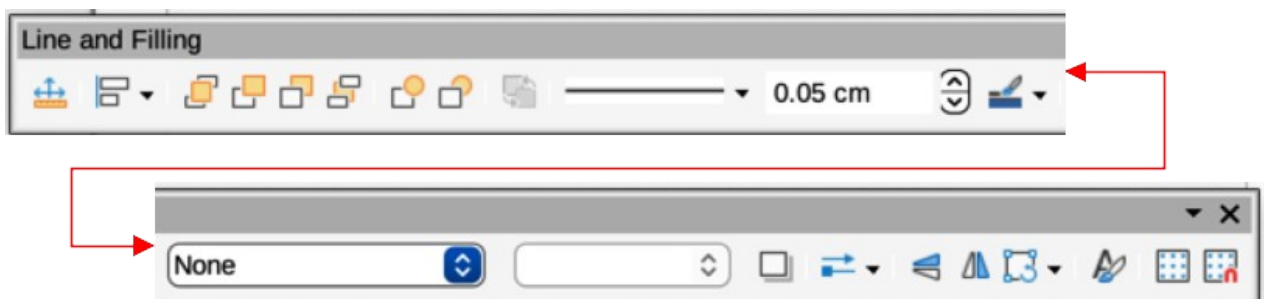


Figure 30: Line and Filling toolbar

### Available Line and Filling tools numbered position from left to right

- |                      |             |
|----------------------|-------------|
| 1) Position and Size | 3) Left     |
| 2) Align Objects     | 4) Centered |

- |                        |                             |
|------------------------|-----------------------------|
| 5) Right               | 21) Fill Color              |
| 6) Top                 | 22) Shadow                  |
| 7) Center              | 23) Arrow Style             |
| 8) Bottom              | 24) Vertically              |
| 9) Arrange             | 25) Horizontally            |
| 10) Bring to Front     | 26) Transformations         |
| 11) Bring Forward      | 27) Line                    |
| 12) Send Backward      | 28) Area                    |
| 13) Send to Back       | 29) 3D Effects              |
| 14) In Front of Object | 30) Image Map               |
| 15) Behind Object      | 31) Animation               |
| 16) Reverse            | 32) Interaction             |
| 17) Line Style         | 33) Show the Styles Sidebar |
| 18) Line Width         | 34) Display Grid            |
| 19) Line Color         | 35) Helplines While Moving  |
| 20) Area Style/Filling |                             |

## Master View

The Master View toolbar (Figure 31) provides tools to create a new master page, rename a master page, delete a master page, and close master view. This toolbar is only active when Draw is in master view.

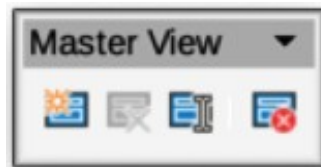


Figure 31: Master View toolbar

### Master View tools from numbered position left to right

- |                  |                      |
|------------------|----------------------|
| 1) New Master    | 3) Delete Master     |
| 2) Rename Master | 4) Close Master View |

## Media Playback

The Media Playback toolbar (Figure 32) provides the standard tools required to insert, view, play, and listen to audio and video files. The toolbar only becomes active when an audio or video file is selected. Draw supports many different media formats depending on the computer operating system being used.

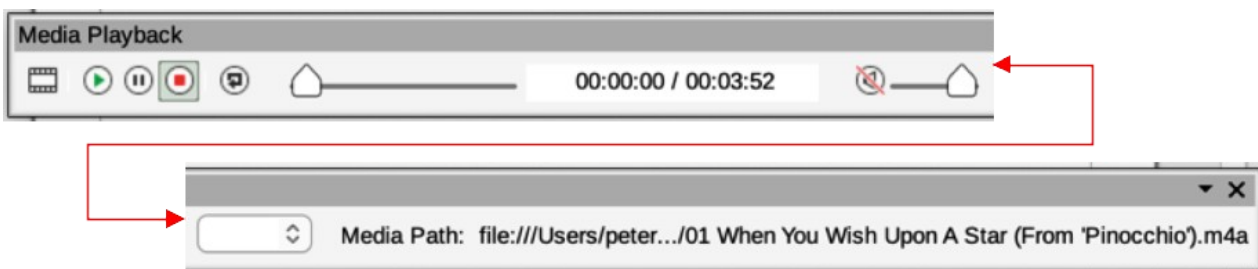


Figure 32: Media Playback toolbar

### Media Playback tools numbered position from left to right

- |                          |             |
|--------------------------|-------------|
| 1) Insert Audio or Video | 6) Position |
| 2) Play                  | 7) Mute     |
| 3) Pause                 | 8) Volume   |
| 4) Stop                  | 9) View     |
| 5) Repeat                |             |

## Options

The Options toolbar (Figure 33) provides tools for editing various settings for newly created drawings, for example how objects snap to the grid when being moved or resized.

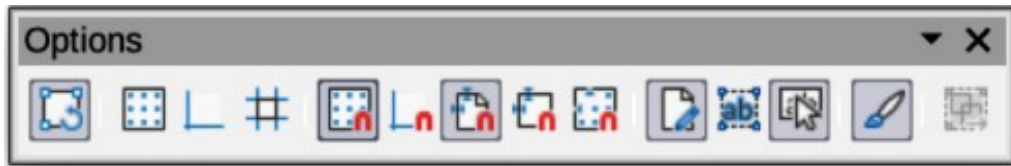


Figure 33: Options toolbar

### Options tools numbered position from left to right

- |  |                                   |
|--|-----------------------------------|
| 1) Rotation Mode after Clicking Object | 8) Snap to Object Borders         |
| 2) Display Grid                        | 9) Snap to Object Points          |
| 3) Display Snap Guides                 | 10) Allow Quick Editing           |
| 4) Helplines While Moving              | 11) Select Text Area Only         |
| 5) Snap to Grid                        | 12) Double-click to edit Text     |
| 6) Snap to Snap Guides                 | 13) Modify Object with Attributes |
| 7) Snap to Page Margins                | 14) Exit All Groups               |

## Redaction

The Redaction toolbar (Figure 34) is used to block portions of a drawing protecting sensitive information and helps enterprises and organizations to comply with regulations on confidentiality or privacy.

When a redacted drawing is exported to a new drawing, any redacted portions are removed from the new drawing and replaced by redaction blocks of pixels. This prevents any attempt to restore or copy the original contents. A redacted drawing is often exported to PDF for publication or sharing.

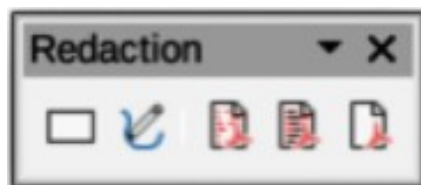


Figure 34: Redaction toolbar

### Redaction tools numbered position from left to right

- |                            |                            |
|----------------------------|----------------------------|
| 1) Rectangle               | 4) Redacted Export (Black) |
| 2) Freeform                | 5) PDF                     |
| 3) Redacted Export (White) |                            |

## Standard

The Standard toolbar (Figure 35) is common to all LibreOffice components and provides the most common tools when creating and editing documents using LibreOffice. The Standard toolbar differs between LibreOffice components to allow for different toolsets used in creating the different types of documents.

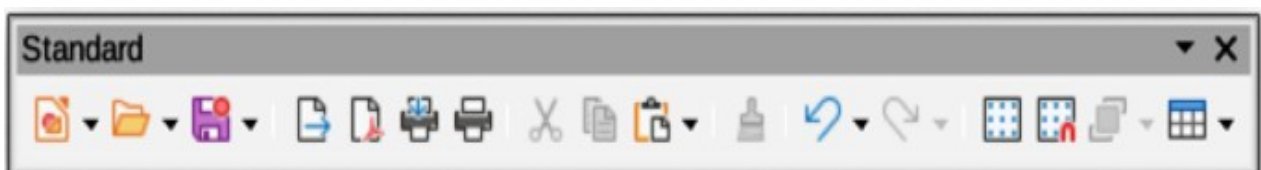


Figure 35: Standard toolbar

**Available Standard tools numbered position from left to right**

- |   |   |
|---|---|
| 1) Load URL                                     | 31) Insert Text Box (Text Box in Visible Buttons)           |
| 2) New  | 32) Insert Special Characters (Symbol in Visible Buttons)   |
| 3) Templates                                    | 33) Vertical Text   |
| 4) Open   | 34) Insert Fontwork Text                                    |
| 5) Open Remote                                  | 35) Insert Hyperlink (Hyperlink in Visible Buttons)         |
| 6) Save   | 36) Transformations   |
| 7) Save As                                      | 37) Flip  |
| 8) Email  | 38) Position and Size                                       |
| 9) Edit Mode                                    | 39) Align Objects   |
| 10) Export                                      | 40) Distribution  |
| 11) Export Directly as PDF                      | 41) Shadow  |
| 12) Print Directly                              | 42) Crop  |
| 13) Print                                       | 43) Filter  |
| 14) Cut   | 44) 3D Effects  |
| 15) Copy  | 45) Edit Points   |
| 16) Paste                                       | 46) Gluepoints  |
| 17) Clone Formatting (Clone in Visible Buttons) | 47) Toggle Extrusion  |
| 18) Clear                                       | 48) Show Draw Functions (Draw Functions in Visible Buttons) |
| 19) Undo  | 49) LibreOffice Help  |
| 20) Redo  | 50) What's That   |
| 21) Spelling                                    | 51) Go to First Page  |
| 22) Auto Spellcheck                             | 52) Go to Previous Page                                     |
| 23) Display Grid (Grid in Visible Buttons)      | 53) Go to Next Page   |
| 24) Helplines While Moving                      | 54) Go to Last Page   |
| 25) Zoom & Pan                                  | 55) Move Page to Start                                      |
| 26) Object Zoom                                 | 56) Move Page Up  |
| 27) Zoom  | 57) Move Page Down  |
| 28) Table                                       | 58) Move Page to End  |
| 29) Insert Image (Image in Visible Buttons)     |   |
| 30) Insert Chart (Chart in Visible Buttons)     |   |

**Standard (Viewing Mode)**

The Standard (Viewing Mode) toolbar (Figure 36) provides tools to save, edit, and distribute a drawing.

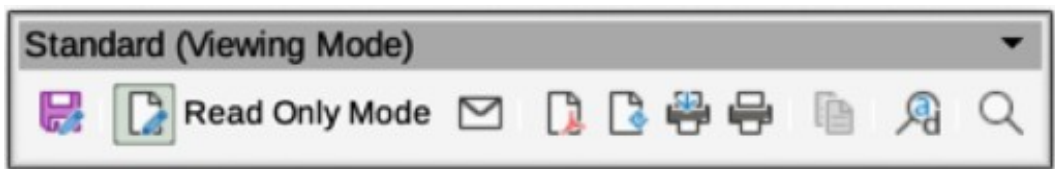


Figure 36: Standard (Viewing Mode) toolbar

**Standard (Viewing Mode) tools numbered position from left to right**

- |  |   |
|--|---|
| 1) Save As   | 6) Export as EPUB (EPUB in Visible Buttons) |
| 2) Toggle Edit Mode (Edit Mode in Visible Buttons)           | 7) Print Directly                           |
| 3) Toggle Read Only Mode (Read Only Mode in Visible Buttons) | 8) Print                                    |
| 4) Attach to Email (Email in Visible Buttons)                | 9) Copy                                     |
| 5) Export Directly as PDF                                    | 10) Find and Replace                        |
|  | 11) Zoom                                    |

## Table

The Table toolbar (Figure 37) provides tools and options to edit and format a table placed in a drawing. This toolbar only becomes active when a table is selected.

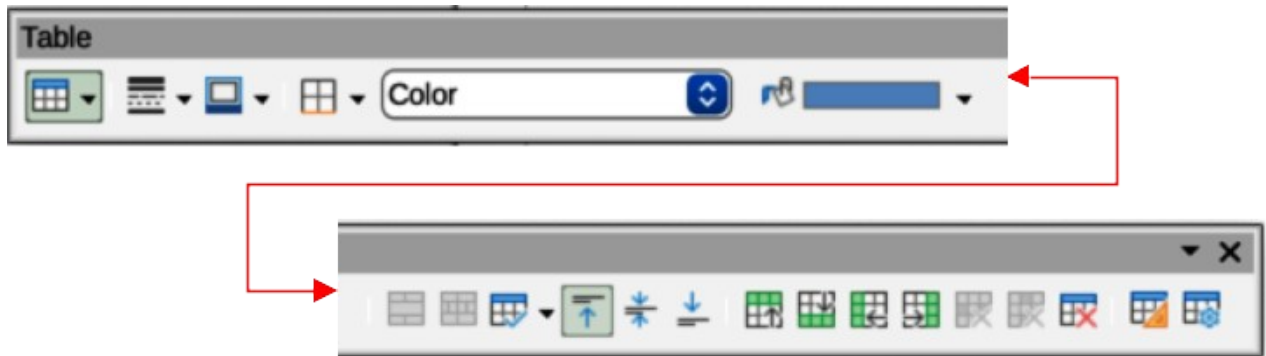


Figure 37: Table toolbar

### Table tools numbered position from left to right

- |   |                          |
|---|--------------------------|
| 1) Table  | 13) Insert Row Above     |
| 2) Border Style                                   | 14) Insert Row Below     |
| 3) Border Color                                   | 15) Insert Column Before |
| 4) Borders (Shift to overwrite)                   | 16) Insert Column After  |
| 5) Area Style/Filling                             | 17) Delete Row           |
| 6) Fill Color                                     | 18) Delete Column        |
| 7) Merge Cells                                    | 19) Delete Table         |
| 8) Split Cells                                    | 20) Select Table         |
| 9) Optimize                                       | 21) Select Column        |
| 10) Align Top (Top in Visible Buttons)            | 22) Select Row           |
| 11) Center Vertically (Center in Visible Buttons) | 23) Table Design         |
| 12) Align Bottom (Bottom in Visible Buttons)      | 24) Table Properties     |

## Text Formatting

The Text Formatting toolbar (Figure 38) provides tools for formatting text and alignment commands. This toolbar becomes active when text in a text box or graphic object has been selected and it automatically replaces the Line and Filling toolbar.

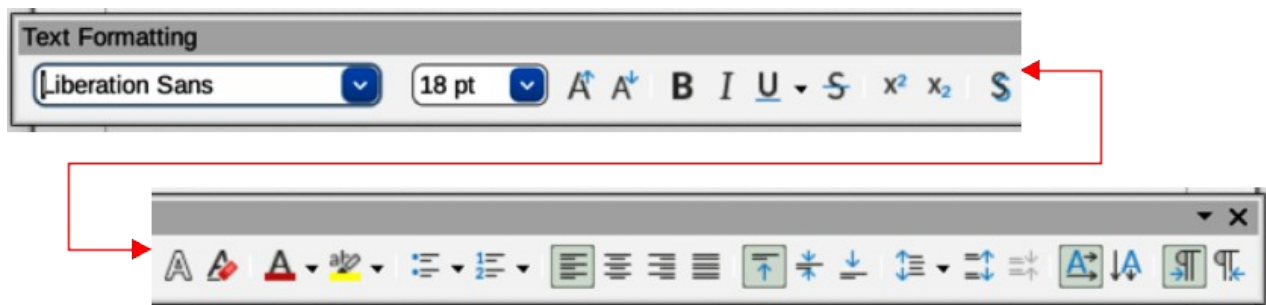


Figure 38: Text Formatting toolbar

### Available Text Formatting tools numbered position from left to right

- |   |   |
|---|---|
| 1) Font Name  | 8) Double Underline   |
| 2) Font Size  | 9) Strikethrough  |
| 3) Increase Font Size (Increase in Visible Buttons) | 10) Overline  |
| 4) Decrease Font Size (Decrease in Visible Buttons) | 11) Superscript   |
| 5) Bold   | 12) Subscript   |
| 6) Italic   | 13) Toggle Shadow (Shadow in Visible Buttons)   |
| 7) Underline  | 14) Apply outline attribute to font. Not all fonts implement this attribute. (Outline Font Effect in Visible Buttons) |



- |   |  |
|---|--|
| 15) Clear   | 29) Center Vertically (Center in Visible Buttons)            |
| 16) lowercase   | 30) Align Bottom (Bottom in Visible Buttons)                 |
| 17) UPPERCASE   | 31) Set Line Spacing (Line Spacing in Visible Buttons)       |
| 18) Small capitals  | 32) Character Spacing  |
| 19) Font Color  | 33) Increase Paragraph Spacing (Increase in Visible Buttons) |
| 20) Character Highlighting Color                              | 34) Decrease Paragraph Spacing (Decrease in Visible Buttons) |
| 21) Toggle Unordered List (Unordered List in Visible Buttons) | 35) Text direction from left to right                        |
| 22) Toggle Ordered List (Ordered List in Visible Buttons)     | 36) Text direction from top to bottom                        |
| 23) Outline Format  | 37) Left-To-Right  |
| 24) Align Left (Left in Visible Buttons)                      | 38) Right-To-Left  |
| 25) Align Center (Center in Visible Buttons)                  | 39) Select All   |
| 26) Align Right (Right in Visible Buttons)                    | 40) Character Paragraph                                      |
| 27) Justified   | 41) Paragraph  |
| 28) Align Top (Top in Visible Buttons)                        |  |

## Transformations

The Transformations toolbar (Figure 39) provides tools to modify the shape, orientation, or fill of selected objects.

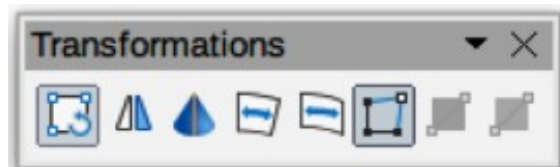


Figure 39: Transformations toolbar

### Transformations tools numbered position from left to right

- |                                |   |
|--------------------------------|---|
| 1) Rotate                      | 6) Distort  |
| 2) Flip                        | 7) Interactive transparency tool (Transparency tool in Visible Buttons) |
| 3) In 3D Rotation Object       | 8) Interactive gradient tool (Gradient tool in Visible Buttons)         |
| 4) Set in Circle (perspective) |   |
| 5) Set to circle (slant)       |   |

## Zoom

The Zoom toolbar (Figure 40) provides tools to reduce or enlarge the screen display of the current drawing.



Figure 40: Zoom toolbar

### Zoom tools numbered position from left to right

- |                  |  |
|------------------|--|
| 1) Zoom In       | 7) Page Width                                |
| 2) Zoom Out      | 8) Optimal View (Optimal in Visible Buttons) |
| 3) 100%          | 9) Object Zoom                               |
| 4) Zoom Previous | 10) Zoom & Pan                               |
| 5) Zoom Next     | 11) Shift                                    |
| 6) Entire Page   |  |