



**LibreOffice**  
Community



## Impress Guide 7.4

# *Chapter 12, User Interface Variants*

## Copyright

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## Feedback

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### Note

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## Publication date and software version

Published October 2022. Based on LibreOffice 7.4 Community.  
Other versions of LibreOffice may differ in appearance and functionality.

## Using LibreOffice on macOS

Some keystrokes and menu items are different on macOS from those used in Windows and Linux. The table below gives some common substitutions used in this document. For a detailed list, see LibreOffice Help.

<i>Windows or Linux</i>	<i>macOS equivalent</i>	<i>Effect</i>
<b>Tools &gt; Options</b> menu selection	<b>LibreOffice &gt; Preferences</b>	Access setup options
Right-click	<i>Control</i> +click, <i>Ctrl</i> +click, or right-click depending on computer setup	Open a context menu
<i>Ctrl</i> or <i>Control</i>	⌘ and/or <i>Cmd</i> or <i>Command</i> , depending on keyboard	Used with other keys
<i>Alt</i>	⌥ and/or <i>Alt</i> or <i>Option</i> depending on keyboard	Used with other keys
<i>F11</i>	⌘+T	Open the Styles deck in the Sidebar

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## Introduction

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By default, commands and tools used in LibreOffice Impress are grouped in a user interface consisting of cascading menus and toolbars. The functions and use of these cascading menus and toolbars are described in previous chapters of this user guide.

This chapter describes the user interface variants that are available for LibreOffice Impress. A user then has the option to select the user interface that suits their requirements and methods of creating presentations in LibreOffice Impress.

### ✓ Note

When changing the user interface, the variant can be applied only to LibreOffice Impress, or applied to all the modules in LibreOffice.

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## Selecting a user interface

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To select a user interface variant or switch between the user interface variants:

- 1) Go to **View > User Interface** on the Menu bar to open the Select Your Preferred User Interface dialog (Figure 1).
- 2) In **UI variants**, select one of the variants. An example of the selected variant is shown in the **Preview** box, along with a short description.
- 3) Click on **Apply to Impress** to immediately apply the variant selection to LibreOffice Impress only, or click on **Apply to All** to immediately apply the user interface variant to all the LibreOffice modules. The LibreOffice window changes to match the selected variant.
- 4) Click on **Close** to close the dialog.

### ✓ Note

If the option **Enable experimental features** has been selected in the **Tools > Options > Advanced** dialog (macOS **LibreOffice > Preferences > LibreOffice > Advanced**), several more variants appear in UI variants. Being experimental, these variants are not described in this user guide.

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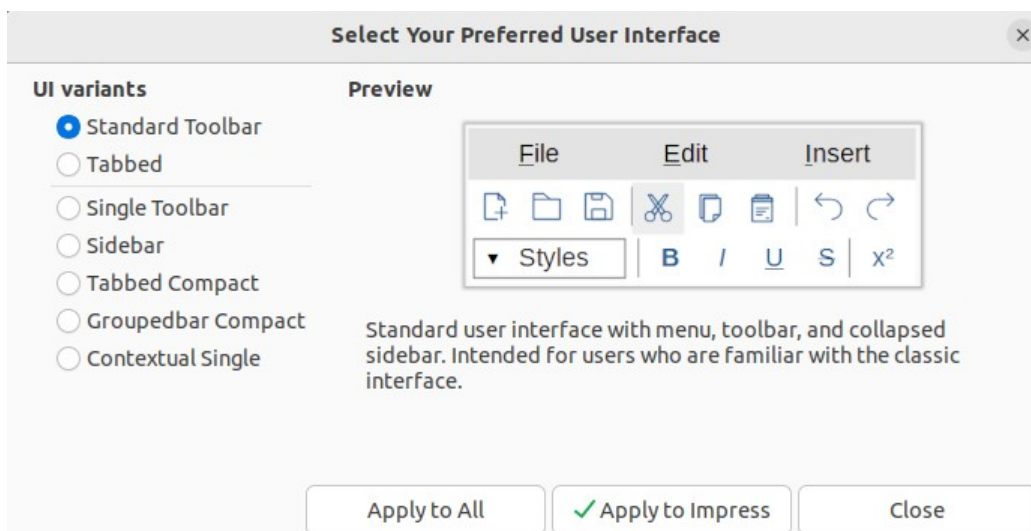


Figure 1: Select Your Preferred User Interface dialog

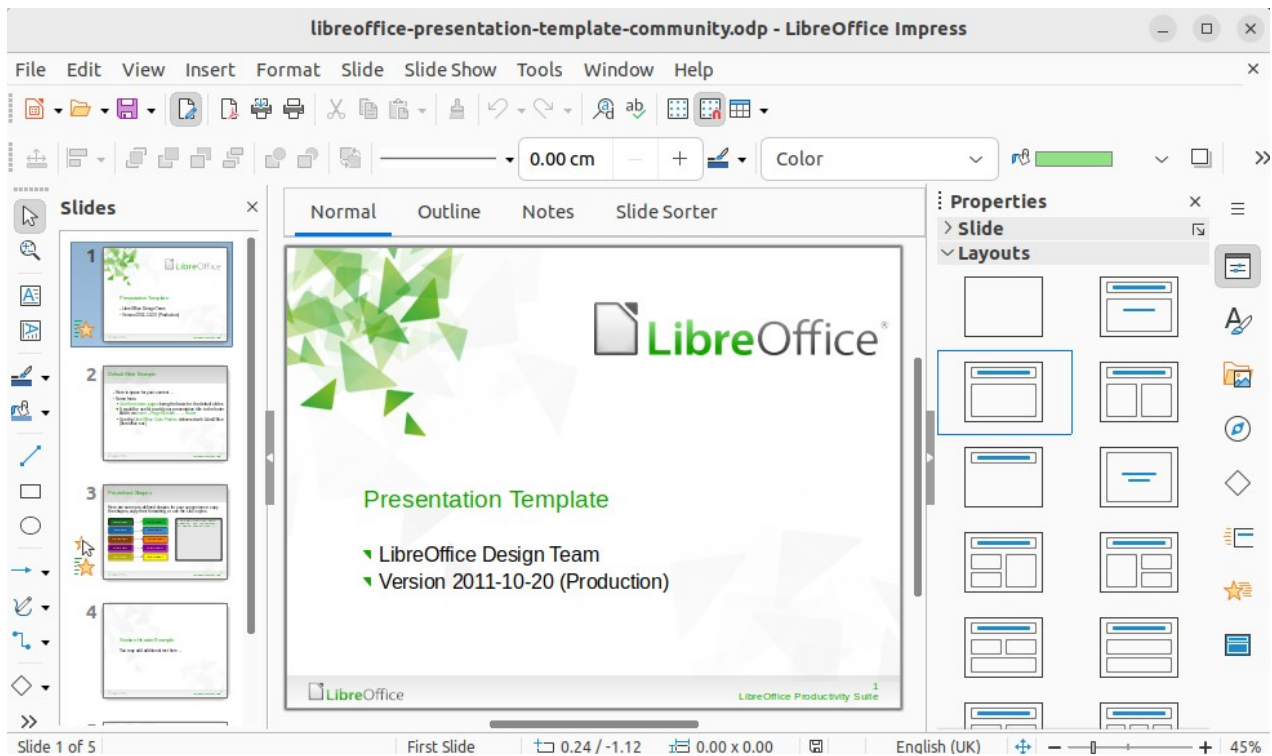


Figure 2: Standard Toolbar UI for LibreOffice Impress

## Standard Toolbar

The **Standard Toolbar** user interface is the default view when LibreOffice is installed and the Workspace opened for the first time. For more information on the Impress Workspace, see Chapter 1, Introducing Impress. Figure 2 shows an example of the default Workspace view in LibreOffice Impress consisting of the following:

- Menu bar at the top of the Workspace.
- Standard and Line and Filling toolbars positioned below the Menu bar.
- Drawing toolbar positioned vertically on the left of the Workspace.
- Sidebar on the right of the Workspace.

## Tabbed

The **Tabbed** user interface provides a familiar interface for users coming from proprietary office suites, for example, Microsoft Office. Every tab within this user interface consists of a set of tools grouped by context. The context changes automatically depending on the LibreOffice module and the object selected.

It includes a Menu bar, a Tab bar, and tool icons grouped in context that would be normally used in LibreOffice Impress. If the tool icons on a tab page do not fit into the width of the Impress window, a double chevron >> appears at the right end of the row. Click on the double chevron >> to display more commands.

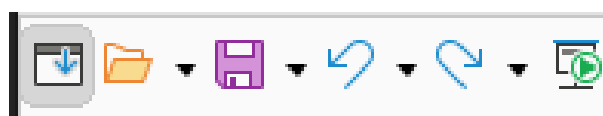


Figure 3: Icon bar on Menu bar

At the left end of the Tab bar, an Icon bar (Figure 3) is available giving access to some commonly used tools — **Menu**bar; **Open (Ctrl+O)**; **Save (Ctrl+S)**; **Undo (Ctrl+Z)**; **Redo (Ctrl+Y)**; **Start from First Slide (F5)**. In Windows and Linux operating systems, the Menu bar can be hidden or displayed by clicking on **Menu**bar at the left end of the Tab bar.

On the right of the Tab bar, a quick menu (Figure 4), indicated by 3 horizontal lines (≡), is available giving access to some commonly used commands and links. Some of the quick menu items have submenus, indicated by a triangle ► or a single chevron > on the right. The quick menu is the same for all tabs.

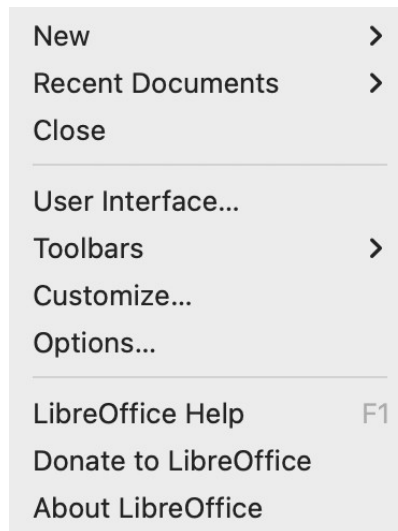


Figure 4: Quick menu for Tabbed UI

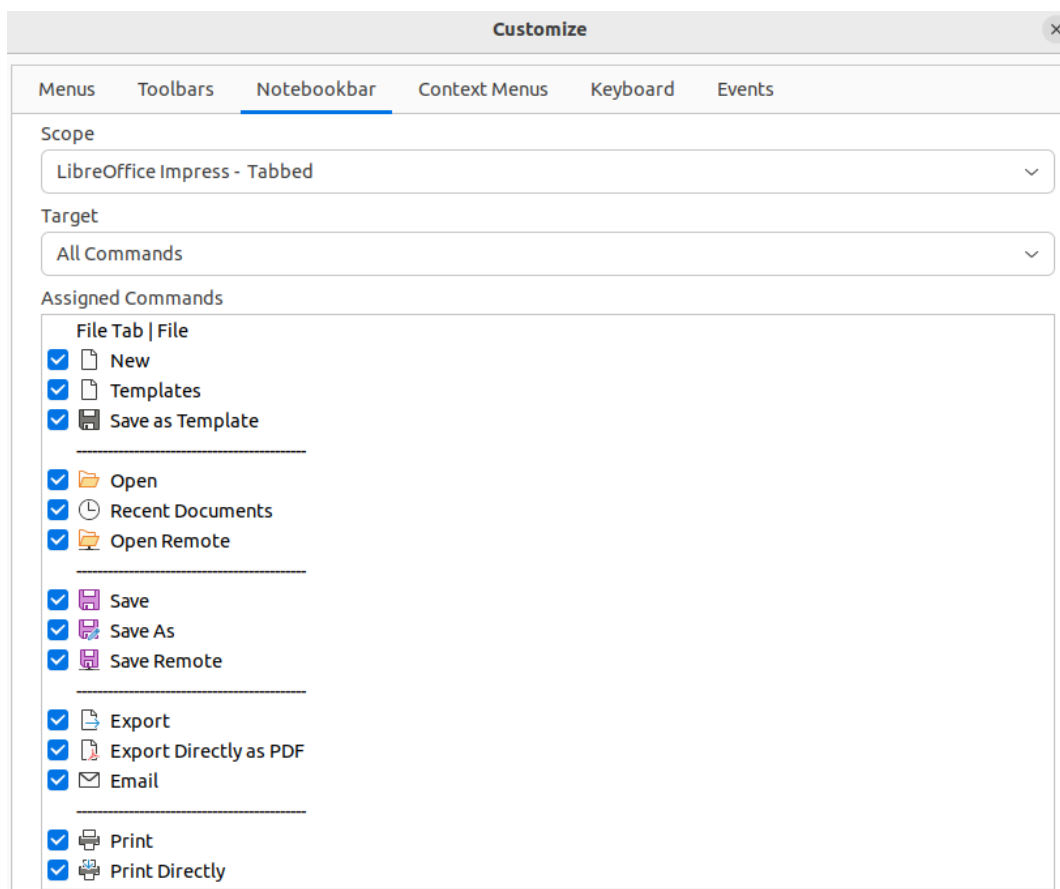


Figure 5: Customize dialog - Notebookbar page

The **Tabbed** user interface can be customized using the **Notebookbar** page of the Customize dialog (Figure 5) to show or hide the individual tools on the various tabs. For more information on customization of LibreOffice, see the *Getting Started Guide* and the *Writer Guide*.

### ✓ Note

When using the **Tabbed** user interface, the Impress toolbars are no longer visible. If necessary, it is possible to open toolbars by going to **View > Toolbars** on the Menu bar or select **Toolbars** on the quick menu.

## Fixed tabs

### File tab

The **File** tab (Figure 6) is a fixed tab providing commands to create new documents; open, save, print, and close documents; manage templates; export to PDF and EPUB; display document properties; add a digital signature; and sign an existing PDF. The **File** tab has two menus (Figures 7 and 8): **File** and **Help**. The **File** tab menu contains the same commands as the tools available on the tab. The **Help** tab menu provides links to a variety of resources.

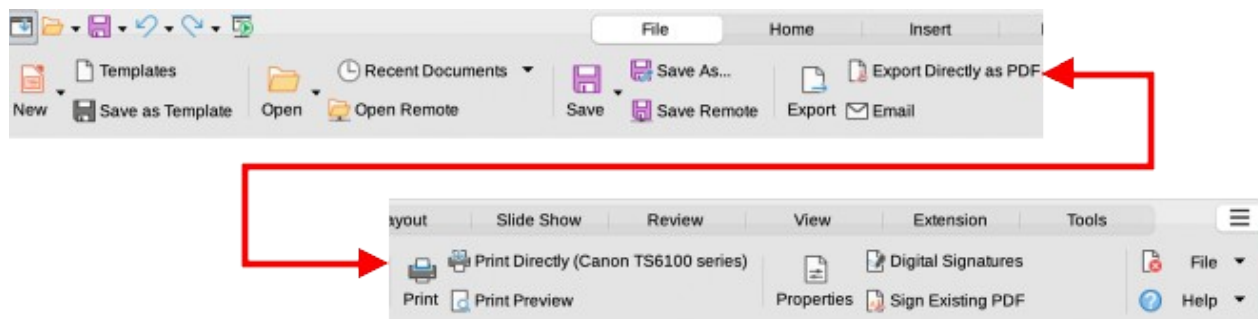


Figure 6: Tabbed user interface - File tab

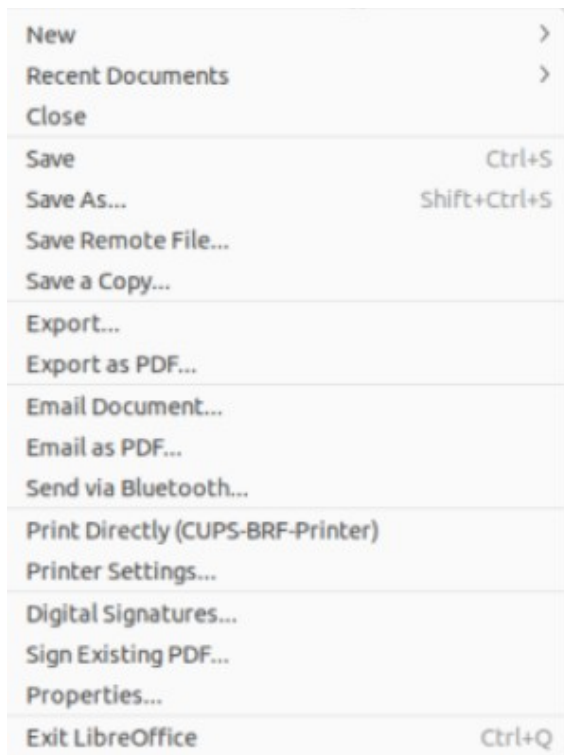


Figure 7: File tab - File menu

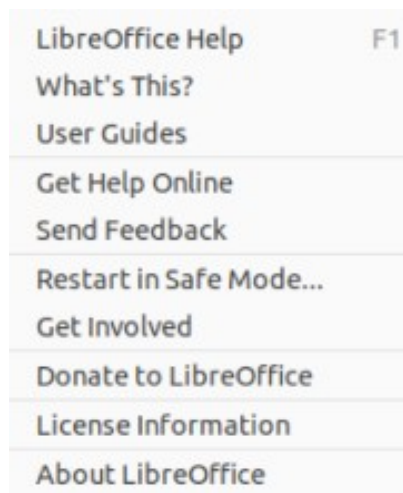


Figure 8: File tab - Help menu

### Home tab

The **Home** tab (Figure 9) is a fixed tab providing commands to cut, copy, paste, and format text; insert common items (for example images, tables, charts); apply, update, and edit drawing styles; and so on. The **Home** tab menu (Figure 10) at the right end of the **Home** tab bar provides additional tools that are not on the tab.

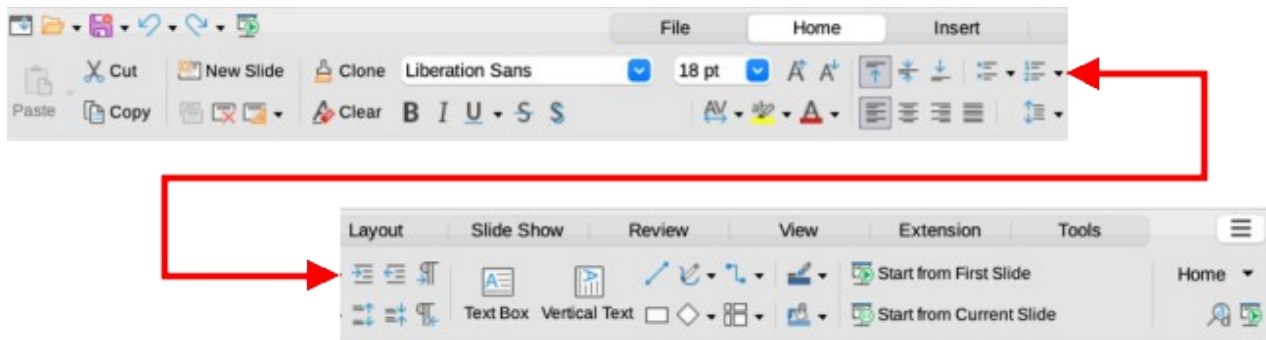


Figure 9: Tabbed user interface - Home tab

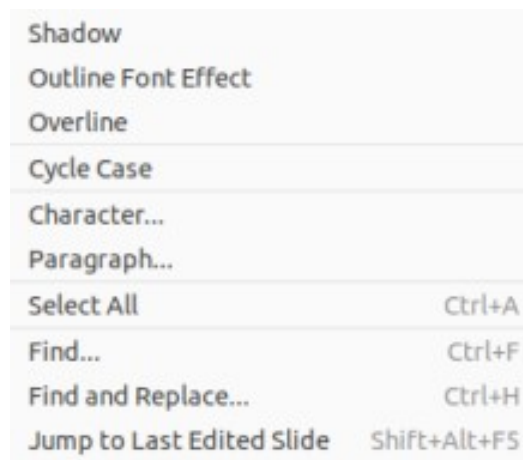


Figure 10: Home tab - Home menu

### Insert tab

The **Insert** tab (Figure 11) is a fixed tab providing tools to insert many commonly used items. The **Insert** menu (Figure 12) at the right end of the **Insert** tab bar provides some of the same tools.

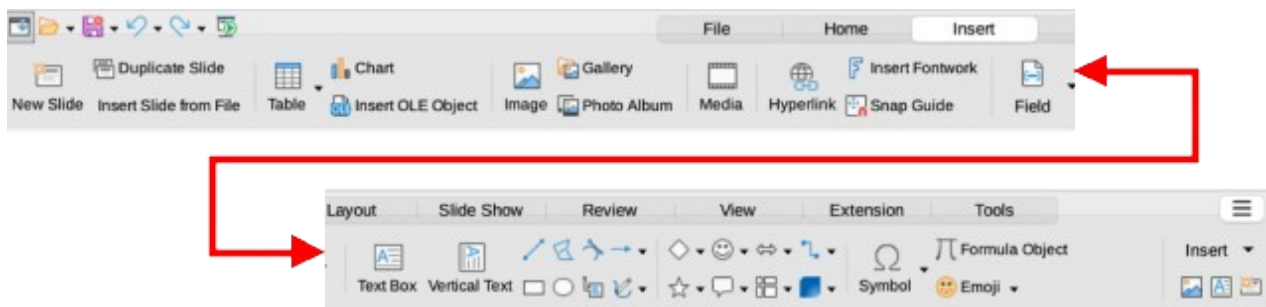


Figure 11: Tabbed user interface - Insert tab



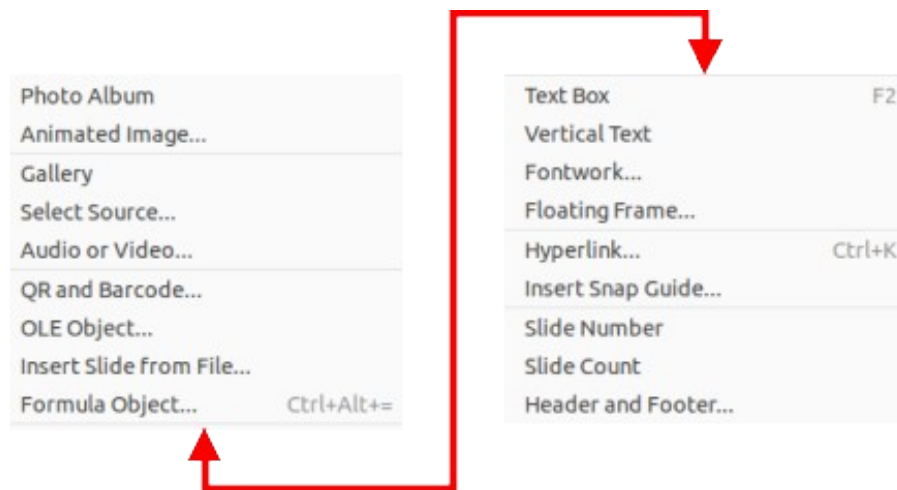


Figure 12: Insert tab - Insert menu

### Layout tab

The **Layout** tab (Figure 13) is a fixed tab providing tools to create a slide layout. The **Layout** menu (Figure ) at the right end of the **Layout** tab bar provides some of the same tools.

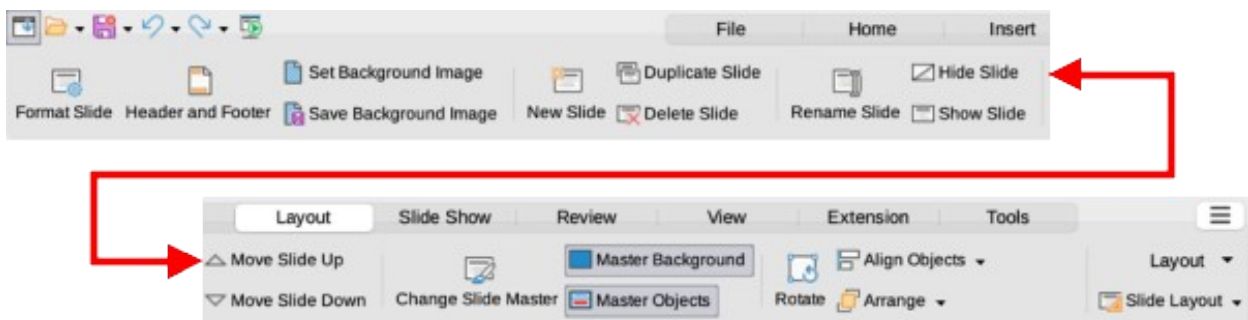


Figure 13: Tabbed user interface - Layout tab



Figure 14: Layout tab - Layout menu

### Slide Show tab

The **Slide Show** tab (Figure 15) is a fixed tab providing tools for creating a slide show. The **Slide Show** menu (Figure 16) at the right end of the **Slide Show** tab bar provides some of the same tools.

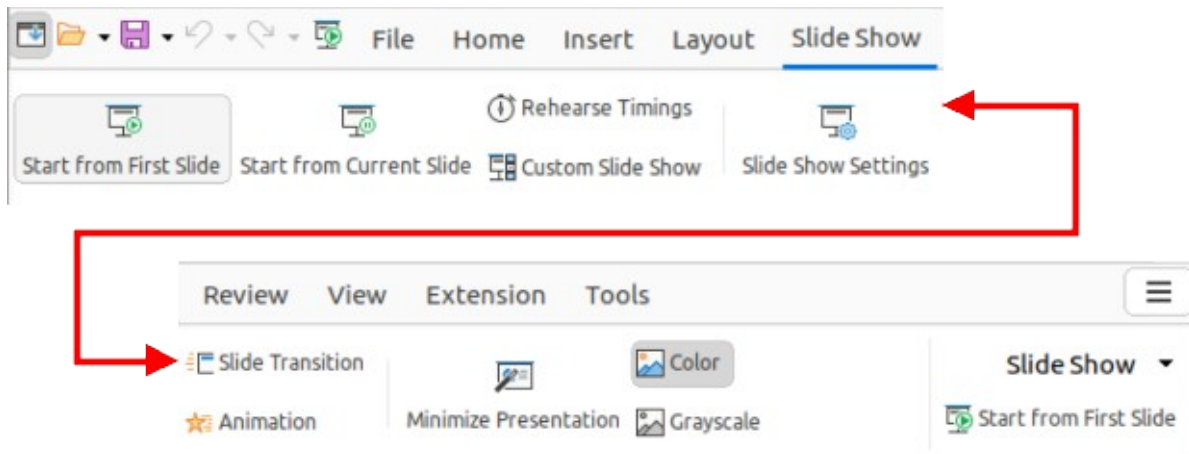


Figure 15: Tabbed user interface - Slide Show tab

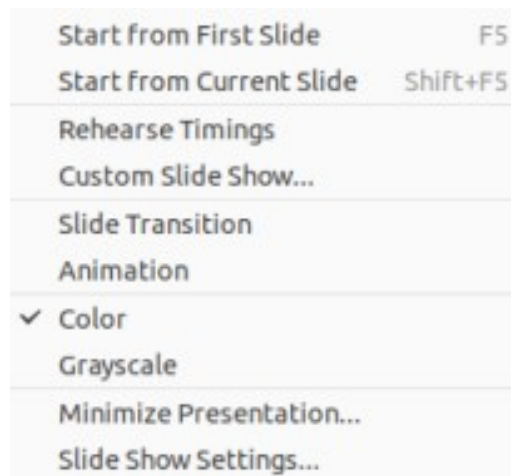


Figure 16: Slide Show tab - Slide Show menu

### Review tab

The **Review** tab (Figure 17) is a fixed tab providing tools for reviewing a slide show. The **Review** menu (Figure 18) provides additional text editing tools. Some of these tools appear only if *Asian* or *Complex Text Layout* are selected in LibreOffice options.

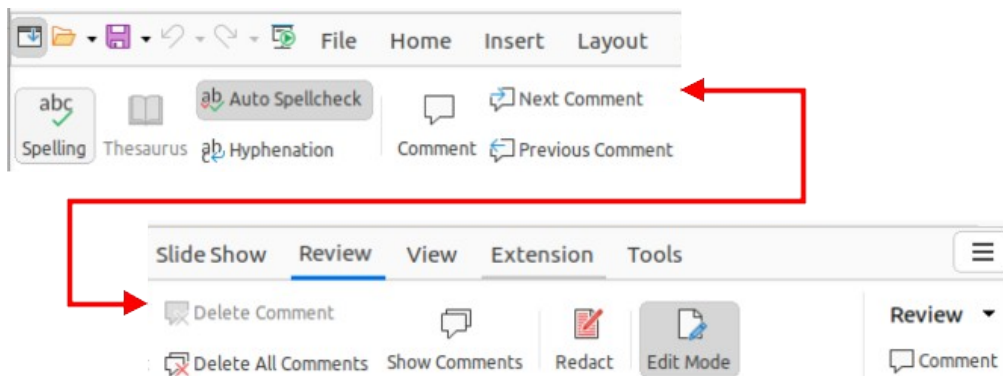


Figure 17: Tabbed user interface - Review tab

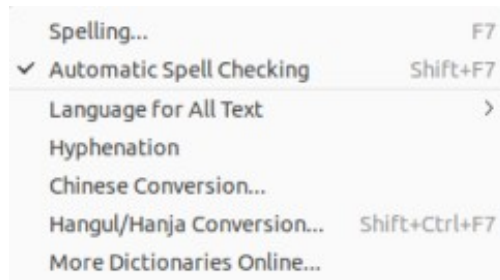


Figure 18: Review tab - Review menu

### View tab

The View tab (Figure 19) is a fixed tab providing tools to control the display of slides on a screen. The View menu (Figure 20) provides additional tools relating to the display of slides on a screen.

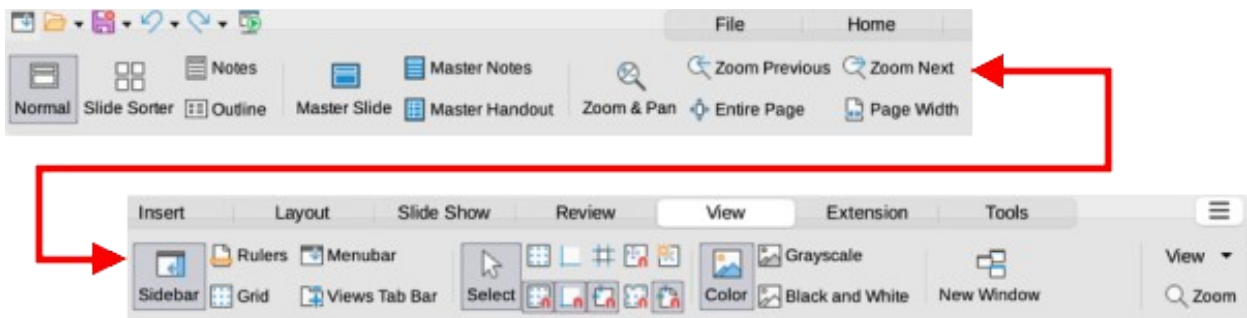


Figure 19: Tabbed user interface - View tab

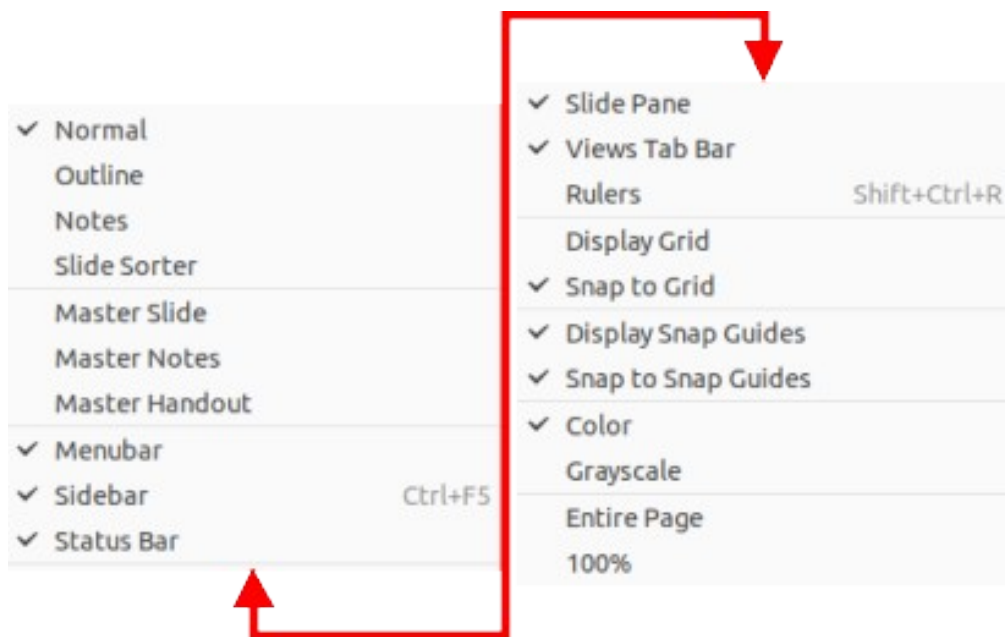


Figure 20: View tab - View menu

### Extension tab

The **Extension** tab is a fixed tab containing only the Extension Manager tool. When selected, this tool opens the Extension Manager dialog allowing for installation and deletion of extensions that are compatible with LibreOffice.

## Tools tab

The **Tools** tab (Figure 21) is a fixed tab providing several tools for macros; color replacer; media player; and so on. The **Tools** menu (Figure 22) provides some of the same tools, plus extra tools for organizing, for example, macros and dialogs; image map; data sources; and so on.

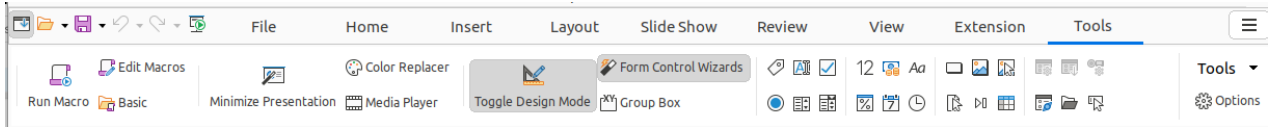


Figure 21: Tabbed user interface - Tools tab

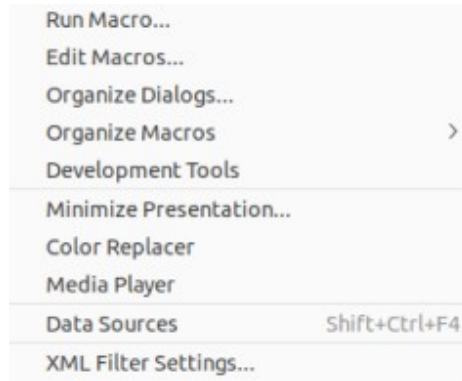


Figure 22: Tools tab - Tools menu

## Additional tabs

Additional tabs appear between the **View** and **Extension** tabs when an applicable object in Impress is selected.

## Draw tab

The **Draw** tab (Figure 23) becomes available when a drawing object is selected in a slide. It provides tools for editing, transforming, grouping, aligning, and distributing draw objects. The **Draw** tab menu (Figure 24) provides some of the tools required for editing, transforming and converting drawing objects.

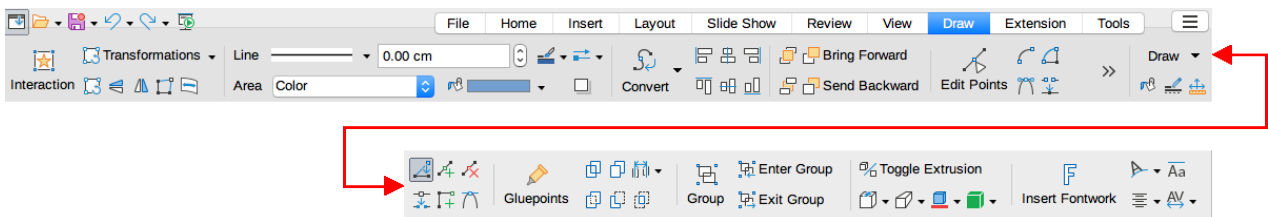


Figure 23: Tabbed user interface - Draw tab

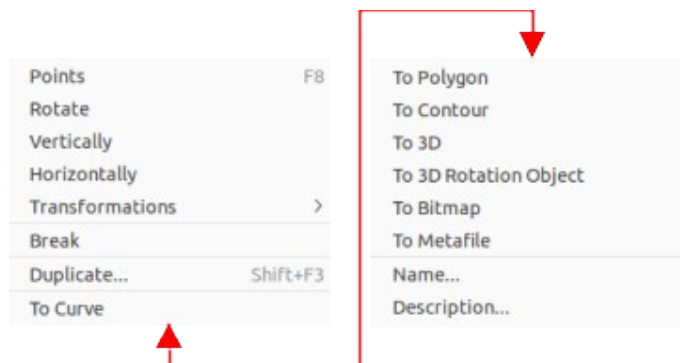


Figure 24: Draw tab - Draw menu

### Image tab

The **Image** tab (Figure 25) becomes available when an image is selected in a slide, for example a photograph. It provides tools for working with images, such as cropping, borders, area styles, colors, and so on. The **Image** tab menu (Figure 26) provides links to dialogs for working with images.

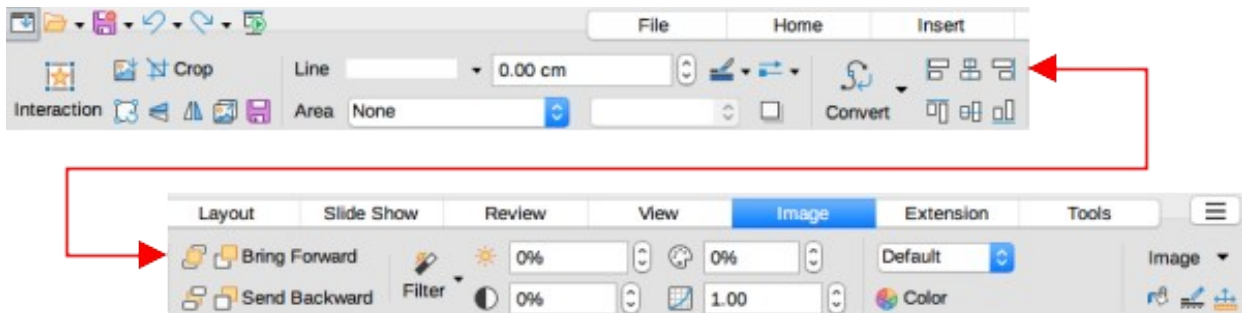


Figure 25: Tabbed user interface - Image tab

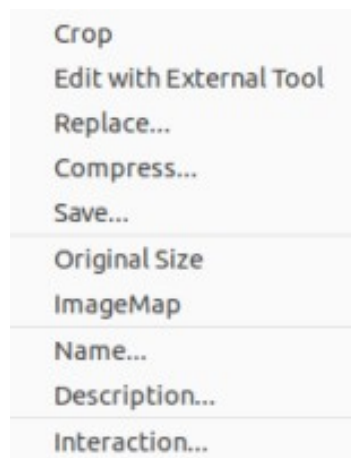


Figure 26: Image tab - Image menu

### Object tab

The **Object** tab (Figure 27) becomes available when an object, such as a chart, is selected. It provides tools to position, resize, choose colors, and so on for the selected object. The **Object** tab menu provides two extra tools to name and describe the object.

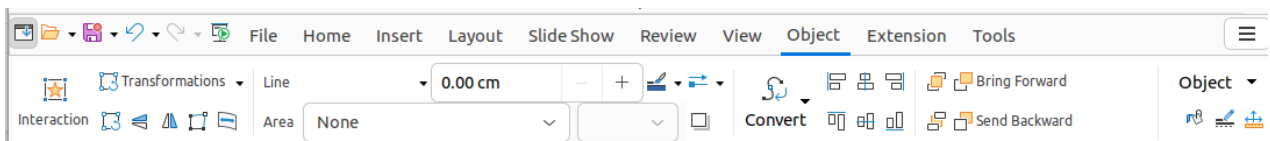


Figure 27: Tabbed user interface - Object tab

### Table tab

The **Table** tab (Figure 28) becomes available when a table is selected in a slide. It provides tools to format a table to the presentation requirements. The **Table** tab menu (Figure 29) includes extra tools for editing a table.

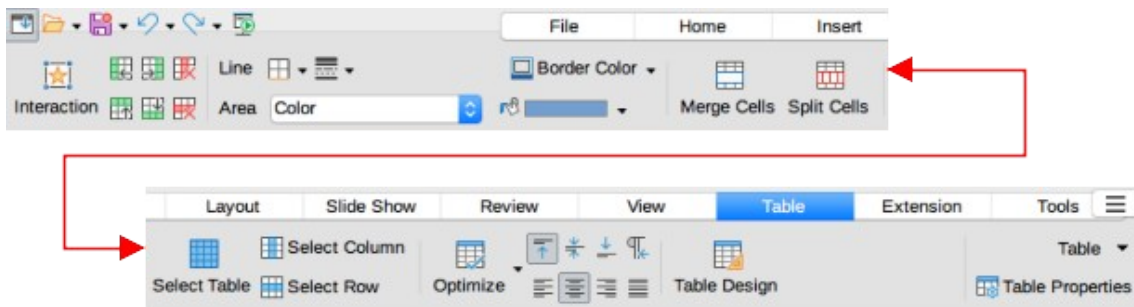


Figure 28: Tabbed user interface - Table tab



Figure 29: Table tab - Table menu

### Media tab

The **Media** tab (Figure 30) only becomes available when a media object is selected in a slide. It provides tools for positioning and running an audio or video file. The **Media** tab menu (Figure 31) includes extra tools for editing a media object.

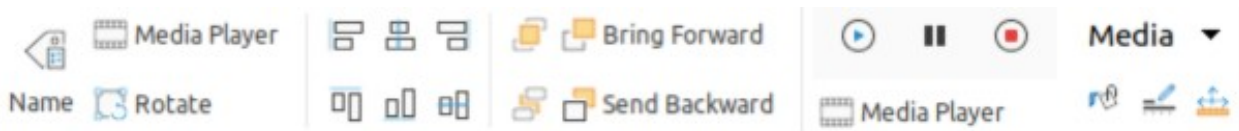


Figure 30: Tabbed user interface - Media tab



Figure 31: Media tab - Media menu

## Single Toolbar

When selected, the **Single Toolbar** user interface only shows the Menu bar and the Standard (Single Mode) toolbar, as shown in Figure 32. However, toolbars can be added to the user interface by going to **View > Toolbars** on the Menu bar and selecting the required toolbar from the options available. For more information on toolbars, see Appendix B, Toolbars in this guide and the *Getting Started Guide*.

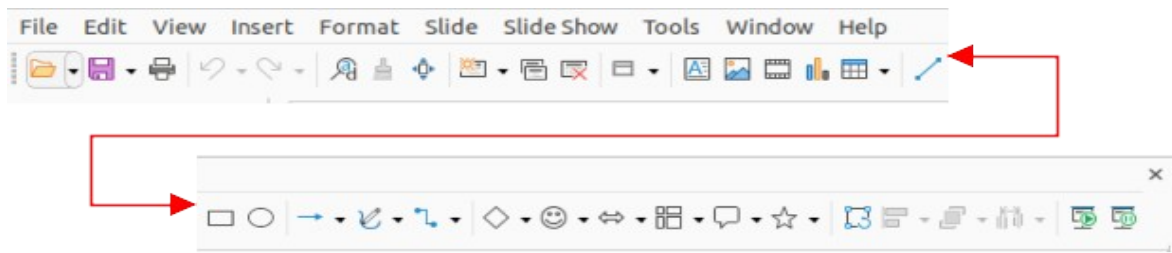


Figure 32: Single Toolbar user interface

## Sidebar

When selected, the **Sidebar** user interface only show the Menu bar with no toolbars. However, toolbars can be added to the user interface by going to **View > Toolbars** on the Menu bar and selecting the required toolbar from the options available. For more information on toolbars, see Appendix B, Toolbars in this guide and the *Getting Started Guide*.

## Tabbed Compact

The **Tabbed Compact** user interface has the same tabs as the **Tabbed** user interface, but the tools on each tab are arranged as a single row of tools. Some of these tools have drop-down menus with extra options. The tab menu on the right of the **Tabbed Compact** user interface provides the same options as the tab menus in the **Tabbed** user interface, see “Tabbed” on page 5 for more information.

## Groupedbar Compact

The **Groupedbar Compact** user interface is divided into groups that contain commands organized as sets of tools and menus. The tools and menus that are available change to suit the type of object selected. Clicking on the double chevron >> displays more tools for editing an object. Figure 33 shows an example of **Groupedbar Compact** user interface when a basic shape object is selected.

The **Menu** (Figure 34) on the right-hand end of the **Groupedbar Compact** interface provides extra tools for working with LibreOffice Impress, including convenient ways to change the user interface and access toolbars.

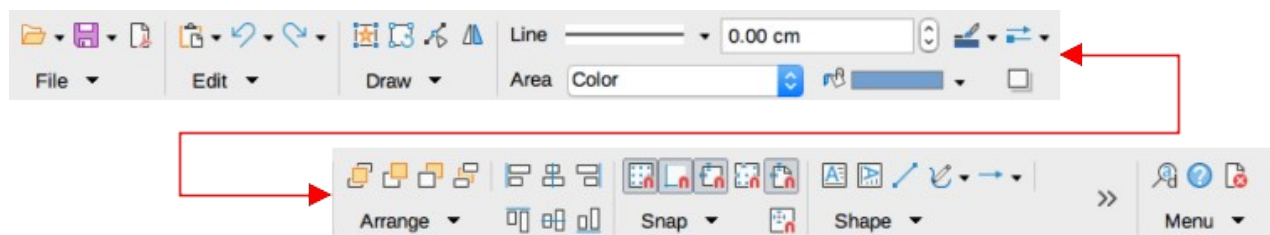


Figure 33: Example of Groupedbar Compact user interface with basic shape object selected

Menubar	
✓ Sidebar	Ctrl+F5
User Interface...	
Toolbars	>
Options...	Alt+F12
Extension Manager...	Ctrl+Alt+E
Run Macro...	
Organize Macros	>
LibreOffice Help	F1
About LibreOffice	

Figure 34: Menu for Groupedbar Compact

## Contextual Single

The **Contextual Single** user interface displays a single toolbar to suit the type of object that has been selected. Clicking on the double chevron >> displays more tools for editing an object. Figure 35 shows an example of a **Contextual Single** user interface when a basic shape object is selected.

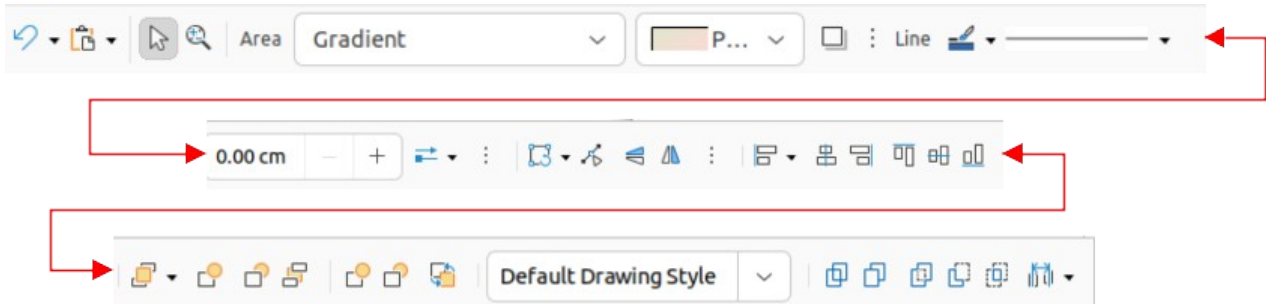


Figure 35: Example of a Contextual Single user interface