



LibreOffice
Community



Impress Guide 7.4

Appendix B, Toolbars

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Feedback

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Note

Everything sent to a mailing list, including email addresses and any other personal information that is written in the message, is publicly archived and cannot be deleted.

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>
Tools > Options menu selection	LibreOffice > Preferences	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

In Impress there are several toolbars available to help in creating a presentation. Each toolbar has a default set of tools and the option to add additional tools to a toolbar.

Note

The icons displayed in the Impress 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*.

Using toolbars

Displaying toolbars

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 presentations in LibreOffice Impress. 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 toolbar name.

Impress toolbars available

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

Note

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

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 in a blank area 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.

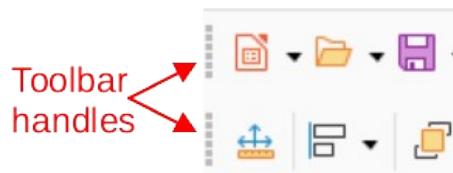


Figure 1: Toolbar moving handles

Moving toolbars

Docked toolbars

By default, some toolbars are docked into position in the Impress 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.

- 1) Move the cursor over the small vertical handle at the left end of the toolbar, as shown in Figure 1. The cursor changes to the moving cursor used 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 Impress main window. See “Locking toolbars” on page 7 for more information.

Floating toolbars

- 1) To move a floating toolbar, click on its title bar and drag it to a new floating location.
- 2) Release the cursor when the toolbar is in the required position.

✓ Note

A floating toolbar does not have to be positioned on the Impress 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, as shown 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, or click on the **X** at the right end of the sub-toolbar title bar.

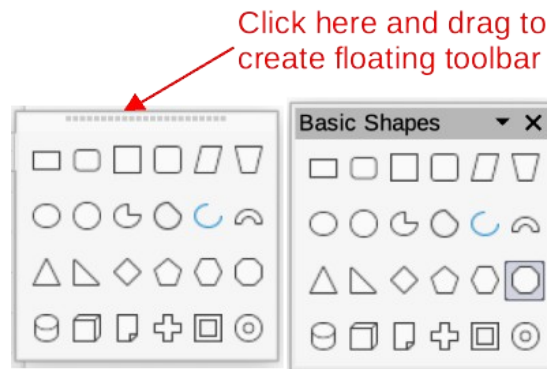


Figure 2: Creating floating toolbar

Docking 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 Impress 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** from 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.

Locking sub-toolbars

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

- 1) Save the presentation that is open in Impress.
- 2) Go to **View > Toolbars** on the Menu bar and select **Lock Toolbars** from the submenu.

- 3) Select **Restart Now** in the Restart LibreOffice dialog that opens to activate the **Lock Toolbars** option.
- 4) To unlock 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 all LibreOffice modules.

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. If there is a highlight or check mark next to the tool, then that 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**.

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. 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

✓ Notes

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 Impress, 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

Available tools numbered from left to right

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

✓ Note

The 3D-Objects toolbar is also available as a sub-toolbar on the Drawing toolbar. See "Drawing" on page 11 for more information.

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 selected.



Figure 4: 3D-Settings toolbar

Available tools numbered from left to right

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

The following tools on the 3D-Settings 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 ruler settings in **Tools > Options > LibreOffice Impress > General** (macOS **LibreOffice > Preferences > LibreOffice Impress > 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 slide to improve the visual impact of objects on a slide.

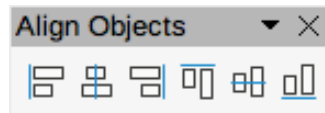


Figure 5: Align Objects toolbar

Available tools numbered from left to right

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

Comments

The Comments toolbar (Figure 6) provides tools for adding, deletion, and navigation of comments in a presentation. 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.

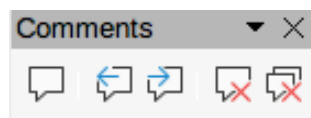


Figure 6: Comments toolbar

Available tools numbered from left to right

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

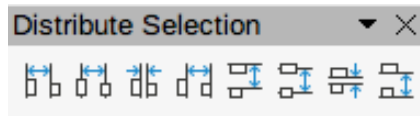


Figure 7: Distribute Selection toolbar

Available tools numbered from left to right

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

Drawing

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

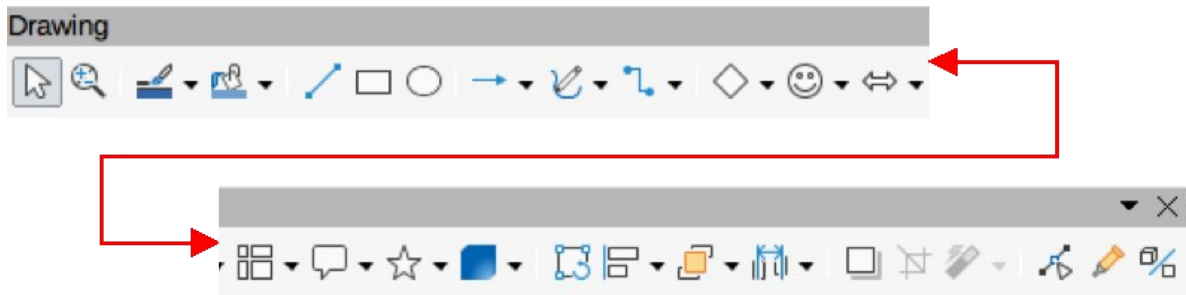


Figure 8: Drawing toolbar

Available tools numbered from left to right

- | | | |
|--------------------------|---------------------------------|-------------------------------|
| 1) Select | 18) Block Arrows (Arrow | 29) Shadow |
| 2) Zoom & Pan | Shapes in Visible Buttons)) | 30) Crop Image (Crop in |
| 3) Zoom | 19) Flowchart (Flowchart | Visible Buttons) |
| 4) Text Box | Shapes in Visible Buttons) | 31) Filter |
| 5) Vertical Text | 20) Callouts (Callout Shapes in | 32) Points F8 (Edit Points in |
| 6) Insert Fontwork | Visible Buttons) | Visible Buttons) |
| 7) Line Color | 21) Stars and Banners (Star | 33) Show Glue Points Function |
| 8) Fill Color | Shapes in Visible Buttons) | (Glue Points in Visible |
| 9) Line | 22) 3D Objects | Buttons) |
| 10) Rectangle | 23) Position and Size | 34) To Curve |
| 11) Ellipse | 24) Rotate | 35) To Polygon |
| 12) Line Ends with Arrow | 25) Flip | 36) To 3D |
| 13) Lines and Arrows | 26) Align Objects | 37) T0 3D Rotation Object |
| 14) Curves and Polygons | 27) Arrange | 38) Toggle Extrusion |
| 15) Connectors | 28) Select at least three | 39) Insert |
| 16) Basic Shapes | objects to distribute | 40) Controls |
| 17) Symbol Shapes | (Distribution in visible | |
| | Buttons) | |

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

- Click on the triangle ▼ to the right of a tool to open a sub-toolbar. Select the required shape to add to a drawing.
- To create a floating 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 these object types and the various shapes available are shown in Figures 9 to 16.



Figure 9: Lines and Arrows sub-toolbar

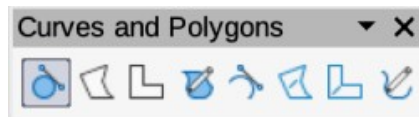


Figure 10: Curves and Polygons sub-toolbar



Figure 11: Basic Shapes sub-toolbar



Figure 12: Symbol Shapes sub-toolbar



Figure 13: Block Arrows sub-toolbar



Figure 14: Flowchart sub-toolbar



Figure 15: Stars and Banners sub-toolbar



Figure 16: 3D-Objects sub-toolbar

Note

The 3D-Objects sub-toolbar is the same as the 3D-Objects toolbar, which is available at **View > Toolbars** on the Menu bar.

Edit Points

The Edit Points toolbar (Figure 17) 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 or Standard toolbar.
- Use the keyboard shortcut *F8*.



Figure 17: Edit Points toolbar

Available tools numbered from left to right

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

Find

The Find toolbar (Figure 18) opens by default and is docked in the bottom left corner of the Impress main window above the Status bar. However, it can be undocked and made into a floating toolbar.



Figure 18: Find toolbar

Available tools numbered from left to right

- | | | |
|-------------------|---------------|---------------------|
| 1) Close Find Bar | 4) Find Next | 7) Find and Replace |
| 2) Find Text | 5) Find All | |
| 3) Find Previous | 6) Match Case | |

Fontwork

The Fontwork toolbar (Figure 19) is used to create graphical text objects in a slide and provide the tools for editing the graphical text object. This toolbar only becomes active when a Fontwork graphical text object in a slide has been selected.

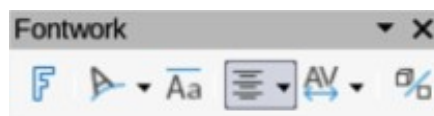


Figure 19: Fontwork toolbar

Available tools numbered from left to right

- | | | |
|-------------------------|---------------------------------|-------------------------------|
| 1) Insert Fontwork Text | 3) Fontwork Same Letter Heights | 5) Fontwork Character Spacing |
| 2) Fontwork Shape | 4) Fontwork Alignment | 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 the required shape for the Fontwork graphical text object from the options available.

Fontwork Alignment

Select the paragraph alignment from the options available.

Fontwork Character Spacing

Select the required character spacing from the options available.

Form Controls

The Form Controls toolbar (Figure 20) 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 presentation or slide).



Figure 20: Form Controls toolbar

Available tools numbered from left to right

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

Form Design

The Form Design toolbar (Figure 21) 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 21: Form Design toolbar

Available tools numbered from left to right

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

Form Navigation

The Form Navigation toolbar (Figure 22) provides tools to edit a database table or control the data view. The toolbar is normally displayed at the bottom of a document that contains fields that are linked to a database. This toolbar is only active when forms are connected to a database, which is why an inactivate toolbar is shown in Figure 22.

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 22: Form Navigation toolbar

Available tools numbered from left to right

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

Glue Points

The Gluepoints toolbar (Figure 23) provides tools to insert a glue point or modify the properties of a glue point. A glue point is a point where a connector is attached to an object. By default, LibreOffice automatically places a glue point at the center of each side of the bounding rectangle for every object created.

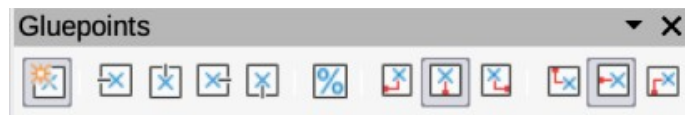


Figure 23: Gluepoints toolbar

Available tools numbered from left to right

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

Image

The Image toolbar (Figure 24) provides tools to edit, modify, align, reposition and resize images. The toolbar only becomes active and available when an image is selected in a presentation. The Image toolbar automatically replaces the Line and Filling toolbar when it becomes active.

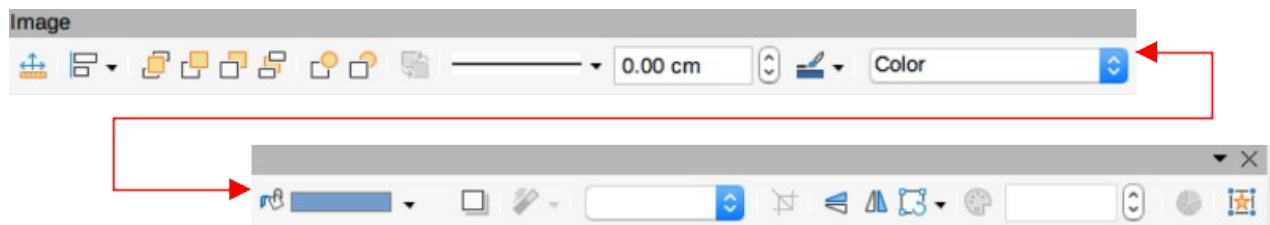


Figure 24: Image toolbar

Available tools numbered from left to right

- | | | |
|----------------------|--------------------|------------------------|
| 1) Position and Size | 6) Top | 11) Bring Forward |
| 2) Align Objects | 7) Center | 12) Send Backward |
| 3) Left | 8) Bottom | 13) Send to Back |
| 4) Centered | 9) Arrange | 14) In Front of Object |
| 5) Right | 10) Bring to Front | 15) Behind Object |

- | | | |
|------------------------|---------------------|-----------------|
| 16) Reverse | 23) Filter | 30) Color |
| 17) Line Style | 24) Image Mode | 31) Line |
| 18) Line Width | 25) Crop | 32) Area |
| 19) Line Color | 26) Vertically | 33) Animation |
| 20) Area Style/Filling | 27) Horizontally | 34) Interaction |
| 21) Fill Color | 28) Transformations | |
| 22) Shadow | 29) Transparency | |

Insert

The Insert toolbar (Figure 25) provides tools to insert different types of objects into a slide.

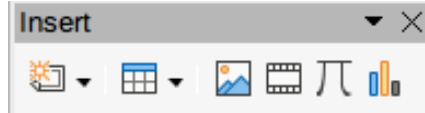


Figure 25: Insert toolbar

Available tools numbered from left to right

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

Legacy Circles and Ovals

The Legacy Circles and Ovals toolbar (Figure 26) provides tools to insert different types of circles and ovals into a drawing.

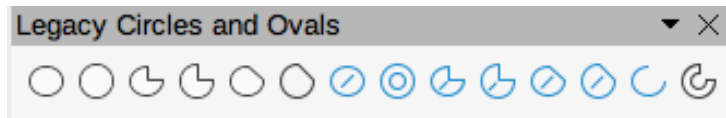


Figure 26: Legacy Circles and Ovals toolbar

Available tools numbered from left to right

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

Legacy Rectangles

The Legacy Rectangles toolbar (Figure 27) provides tools to insert different types of rectangles and squares into a slide.

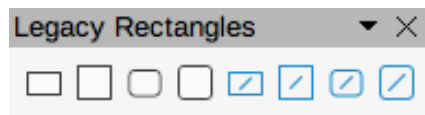


Figure 27: Legacy Rectangles toolbar

Available tools numbered from left to right

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

Line and Filling

The Line and Filling toolbar (Figure 28) 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.

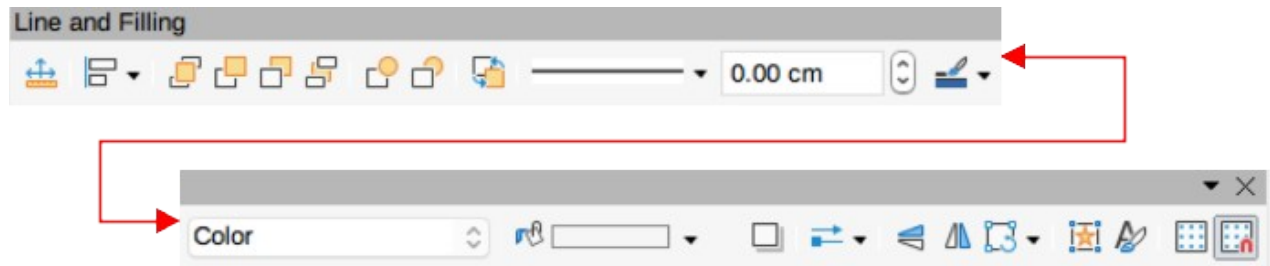


Figure 28: Line and Filling toolbar

Available tools numbered from left to right

- | | | |
|----------------------|------------------------|-----------------------------|
| 1) Position and Size | 13) Send to Back | 25) Horizontally |
| 2) Align Objects | 14) In Front of Object | 26) Transformations |
| 3) Left | 15) Behind Object | 27) Line |
| 4) Centered | 16) Reverse | 28) Area |
| 5) Right | 17) Line Style | 29) 3D Effects |
| 6) Top | 18) Line Width | 30) Image Map |
| 7) Center | 19) Line Color | 31) Animation |
| 8) Bottom | 20) Area Style/Filling | 32) Interaction |
| 9) Arrange | 21) Fill Color | 33) Show the Styles Sidebar |
| 10) Bring to Front | 22) Shadow | 34) Display Grid |
| 11) Bring Forward | 23) Arrow Style | 35) Helplines While Moving |
| 12) Send Backward | 24) Vertically | |

Master View

The Master View toolbar (Figure 29) provides tools to create a new master slide, rename a master slide, delete a master slide, and close master view. This toolbar is only active when Impress is in master view.



Figure 29: Master View toolbar

Available tools numbered from left to right

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

Media Playback

The Media Playback toolbar (Figure 30) provides the 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. Impress supports many different media formats depending on the computer operating system being used.

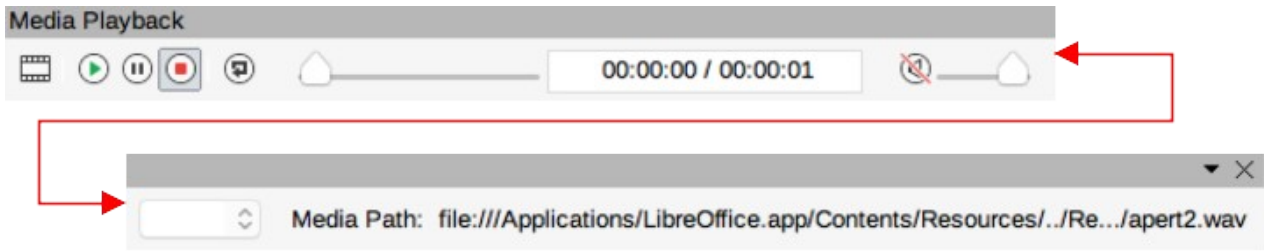


Figure 30: Media Playback toolbar

Available tools numbered from left to right

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

Options

The Options toolbar (Figure 31) provides tools for editing various settings for newly created presentations, for example how objects snap to the grid when being moved or resized.

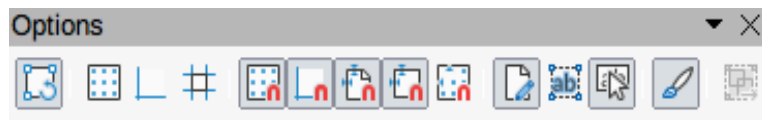


Figure 31: Options toolbar

Available tools numbered from left to right

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

Outline

The Outline toolbar (Figure 32) provides tools for working with outlines.

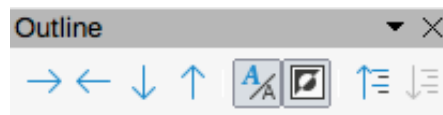


Figure 32: Outline toolbar

Available tools numbered from left to right

- | | | |
|--------------|--------------------------|--------------------|
| 1) Demote | 5) Show Formatting | 9) Hide Subpoints |
| 2) Promote | 6) Black & White View | 10) Show Subpoints |
| 3) Move Down | 7) Show Only First Level | |
| 4) Move Up | 8) Show All Levels | |

Presentation

The Presentation toolbar (Figure 33) provides tools for working with presentations.

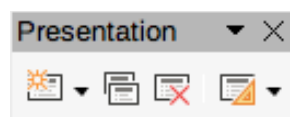


Figure 33: Presentation toolbar

Available tools numbered from left to right

- | | | |
|--------------------|-------------------------|-------------------------|
| 1) New Slide | 6) Change Slide Master | 11) Go to Last Slide |
| 2) Duplicate Slide | 7) Expand Slide | 12) Move Slide to Start |
| 3) Rename Slide | 8) Go to First Slide | 13) Move Slide Up |
| 4) Delete Slide | 9) Go to Previous Slide | 14) Move Slide Down |
| 5) Slide Layout | 10) Go to Next Slide | 15) Move Slide to End |

Slide Sorter

The Slide Sorter toolbar (Figure 34) allows selection of slides in the current presentation and start a presentation from the first slide.

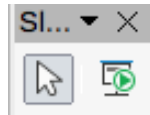


Figure 34: Slide Sorter toolbar

Available tools numbered from left to right

- | | |
|-----------|---------------------------|
| 1) Select | 2) Start from First Slide |
|-----------|---------------------------|

Slide View

The Slide View toolbar (Figure 35) opens with the **Slide Sorter** view and provides tools to rehearse timings of a slide show; hide and show slides, and change the number of slides displayed in **Slide Sorter** view.

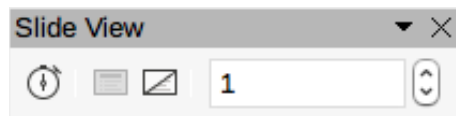


Figure 35: Slide View toolbar

Available tools numbered from left to right

- | | |
|---------------------|-------------------|
| 1) Rehearse Timings | 3) Hide Slide |
| 2) Show Slide | 4) Slides per Row |

Standard

The Standard toolbar (Figure 36) is common to all LibreOffice modules and provides tools for creating and editing documents using LibreOffice. The Standard toolbar differs between different LO modules to allow for different toolsets used in creating the different types of documents.



Figure 36: Standard toolbar

Available tools numbered from left to right

- | | | |
|----------------------------|---|--|
| 1) Load URL | 12) Print | 22) Auto Spellcheck |
| 2) New | 13) Cut | 23) Zoom & Pan |
| 3) Templates | 14) Copy | 24) Zoom |
| 4) Open | 15) Paste | 25) Display Grid (Grid in Visible Buttons) |
| 5) Open Remote | 16) Clone Formatting (Clone in Visible Buttons) | 26) Helplines While Moving |
| 6) Save | 17) Clear | 27) Display Views |
| 7) Save As | 18) Undo | 28) Views Tab Bar |
| 8) Email | 19) Redo | 29) Format Slide |
| 9) Edit Mode | 20) Find and Replace | 30) Master Slide |
| 10) Export Directly as PDF | 21) Spelling) | 31) Start from First Slide |
| 11) Print Directly | | |

- | | | |
|--|---|---|
| 32) Start from Current Slide | 37) Text Box | 42) Show Draw Functions (Draw Functions in Visible Buttons) |
| 33) Table | 38) Insert Special Characters (Symbol in Visible Buttons) | 43) Interaction |
| 34) Insert Image (Image in Visible Buttons) | 39) Vertical Text | 44) LibreOffice Help |
| 35) Insert Audio or Video (Media in visible Buttons) | 40) Insert Fontwork Text | 45) What's That |
| 36) Insert Chart (Chart in Visible Buttons) | 41) Insert Hyperlink (Hyperlink in Visible Buttons) | |

Standard (Single Mode)

The Standard (Single Mode) toolbar (Figure 37) can be used instead of the Standard toolbar if necessary. The Standard (Single Mode) toolbar is normally used when the user interface is switched to single mode. For more information on selecting and using user interface variants, see Chapter 12, User Interface Variants.

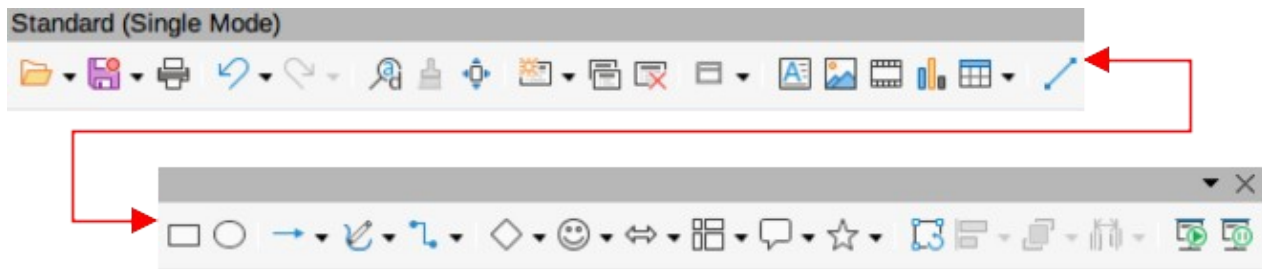


Figure 37: Standard (Single Mode) toolbar

Available tools numbered from left to right

- | | | |
|--|---|---|
| 1) New | 26) Insert Line (Line in visible Buttons) | 47) Enter Group |
| 2) Open | 27) Rectangle | 48) Exit Group |
| 3) Save | 28) Ellipse | 49) Select |
| 4) Export Directly as PDF | 29) Lines and Arrows | 50) Entire Page |
| 5) Print | 30) Curves and Polygons | 51) Zoom & Pan |
| 6) Print Preview | 31) Connectors | 52) Zoom |
| 7) Undo | 32) Basic Shapes | 53) Start from First Slide |
| 8) Redo | 33) Symbol Shapes | 54) Start from Current Slide |
| 9) Find and Replace | 34) Block Arrows (Arrow Shapes in Visible Buttons) | 55) Standard (Viewing Mode) |
| 10) Clone Formatting (Clone in Visible Buttons) | 35) Flowchart (Flowchart Shapes in Visible Buttons) | 56) The Standard (Viewing Mode) toolbar (Figure 40) provides tools to save, edit and distribute a document. |
| 11) Spelling | 36) Callouts (Callout Shapes in Visible Buttons) | 57) Available tools numbered from left to right |
| 12) Entire Page | 37) Stars and Banners (Star Shapes in Visible Buttons) | 58) Save As |
| 13) New Slide | 38) 3D Objects | 59) Edit Mode |
| 14) Duplicate Slide | 39) Position and Size | 60) Read Only Mode |
| 15) Rename Slide | 40) Rotate | 61) Attach to Email (Email in Visible Buttons) |
| 16) Delete Slide | 41) Flip | 62) Export Directly as PDF |
| 17) Slide Layout | 42) Align Objects | 63) EPUB |
| 18) Display Views | 43) Arrange | 64) Print Directly |
| 19) Text Box | 44) Select at least three objects to distribute (Distribution in Visible Buttons) | 65) Print |
| 20) Vertical Text | 45) Group | 66) Copy |
| 21) Insert Image (Image in Visible Buttons) | 46) Ungroup | 67) Find and Replace |
| 22) Insert Audio or Video (Media in visible Buttons) | | 68) Zoom |
| 23) Insert Chart (Chart in Visible Buttons) | | 69) Start from First Slide |

Standard (Viewing Mode)

The Standard (Viewing Mode) toolbar (Figure 38) provides tools to save, edit and distribute a document.

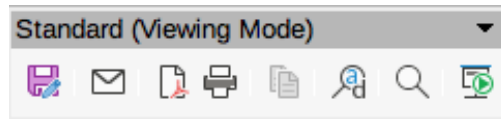


Figure 38: Standard (Viewing Mode) toolbar

Available tools from left to right

- | | | |
|---|---------------------------|----------------------------|
| 1) Save As | 5) Export Directly as PDF | 10) Find and Replace |
| 2) Edit Mode | 6) EPUB | 11) Zoom |
| 3) Read Only Mode | 7) Print Directly | 12) Start from First Slide |
| 4) Attach to Email (Email in Visible Buttons) | 8) Print | |
| | 9) Copy | |

Table

The Table toolbar (Figure 39) provides tools and options to edit and format a table placed on a slide. This toolbar only becomes active when a table is selected.

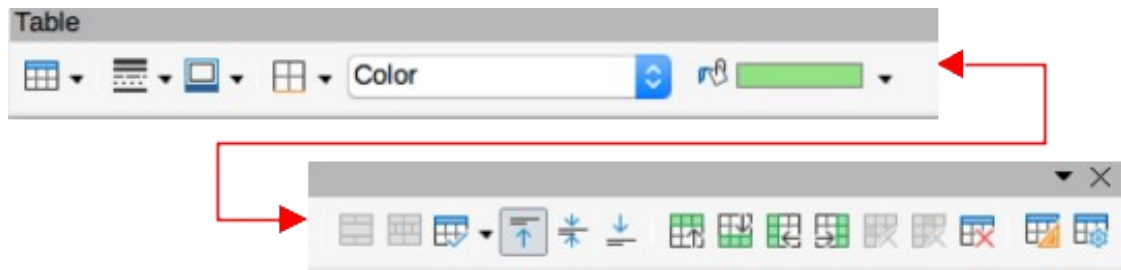


Figure 39: Table toolbar

Available tools numbered from left to right

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

Text

The Text toolbar (Figure 40) provides tools to insert text boxes and callouts into a slide.



Figure 40: Text toolbar

Available tools numbered from left to right

- | | | |
|--|--|-------------------------------|
| 1) Insert Text Box (Text Box in Visible Buttons) | 3) Callouts | 5) Fit Vertical Text to Frame |
| 2) Fit Text in Textbox Size | 4) Insert Vertical Text (Vertical Text in Visible Buttons) | 6) Vertical Callouts |

Text Formatting

The Text Formatting toolbar (Figure 41) 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.

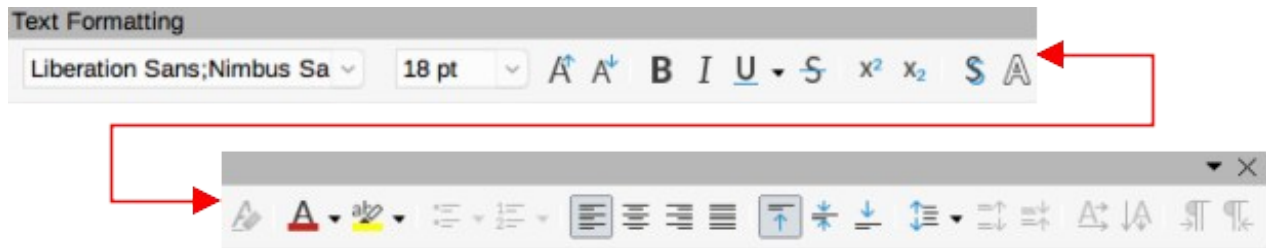


Figure 41: Text Formatting toolbar

Available tools numbered from left to right

- | | | |
|--|---|--|
| 1) Font Name | 16) lowercase | 29) Center Vertically (Center in Visible Buttons) |
| 2) Font Size | 17) UPPERCASE | 30) Align Bottom (Bottom in Visible Buttons) |
| 3) Increase Font Size (Increase in Visible Buttons) | 18) small capitals | 31) Set Line Spacing (Line Spacing in Visible Buttons) |
| 4) Decrease Font Size (Decrease in Visible Buttons) | 19) Font Color | 32) Character Spacing |
| 5) Bold | 20) Character Highlighting Color | 33) Increase Paragraph Spacing (Increase in Visible Buttons) |
| 6) Italic | 21) Toggle Unordered List (Unordered List in Visible Buttons) | 34) Decrease Paragraph Spacing (Decrease in Visible Buttons) |
| 7) Underline | 22) Toggle Ordered List (Ordered List in Visible Buttons) | 35) Text direction from left to right |
| 8) Double Underline | 23) Outline Format | 36) Text direction from top to bottom |
| 9) Strikethrough | 24) Align Left (Left in Visible Buttons) | 37) Left-To-Right |
| 10) Overline | 25) Align Center (Center in Visible Buttons) | 38) Right-To-Left |
| 11) Superscript | 26) Align Right (Right in Visible Buttons) | 39) Select All |
| 12) Subscript | 27) Justified | 40) Character |
| 13) Toggle Shadow (Shadow in Visible Buttons) | 28) Align Top (Top in Visible Buttons) | 41) Paragraph |
| 14) Apply outline attribute to font (Outline Font Effect in Visible Buttons) | | |
| 15) Clear Direct Formatting (Clear in Visible Buttons) | | |

Transformations

The Transformations toolbar (Figure 42) provides tools to modify the shape, orientation, or fill of selected objects.

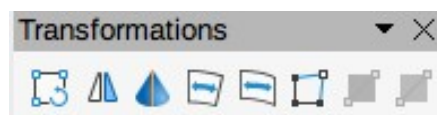


Figure 42: Transformations toolbar

Available tools numbered from left to right

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

TSCP Classification

The TSCP Classification toolbar (Figure 43) provides tools to help in selecting the security of a document. LibreOffice adds custom fields in the document properties (**File > Properties > Custom Properties** on the Menu bar) to store the classification policy as document metadata. TSCP stands for Transglobal Secure Collaboration Participation.

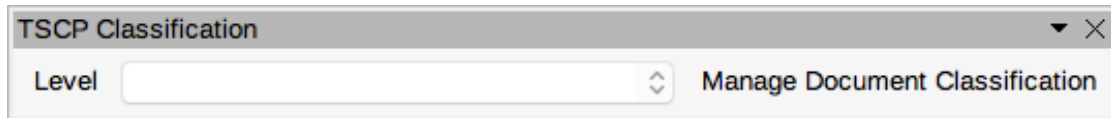


Figure 43: TSCP Classification toolbar

Available tools numbered from left to right

- | | |
|--|-----------------------------------|
| 1) Apply document classification (Level) | 2) Manage Document Classification |
|--|-----------------------------------|

Zoom

The Zoom toolbar (Figure 44) provides tools to reduce or enlarge the screen display of the current presentation.



Figure 44: Zoom toolbar

Available tools numbered from left to right

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