



LibreOffice



Impress Guide

Appendix B *Toolbars*

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Feedback

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Note

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Publication date and software version

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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 for the instructions in this document. For a detailed list, see the application 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 or right-click depending on computer setup	Open a context menu
<i>Ctrl</i> (Control)	⌘ (Command)	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 you create an Impress 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 may differ from what you see on your screen. Toolbar icons depend on the computer system being used and how a LibreOffice has been setup.

Using toolbars

Displaying toolbars

To display and make a toolbar active go to **View > Toolbars** on the Menu bar. A context menu opens with a list of available toolbars for creating presentations in LibreOffice Impress. Click on a toolbar name to make it active. Active toolbars are indicated by a check mark next to the name as shown in Figure 1.

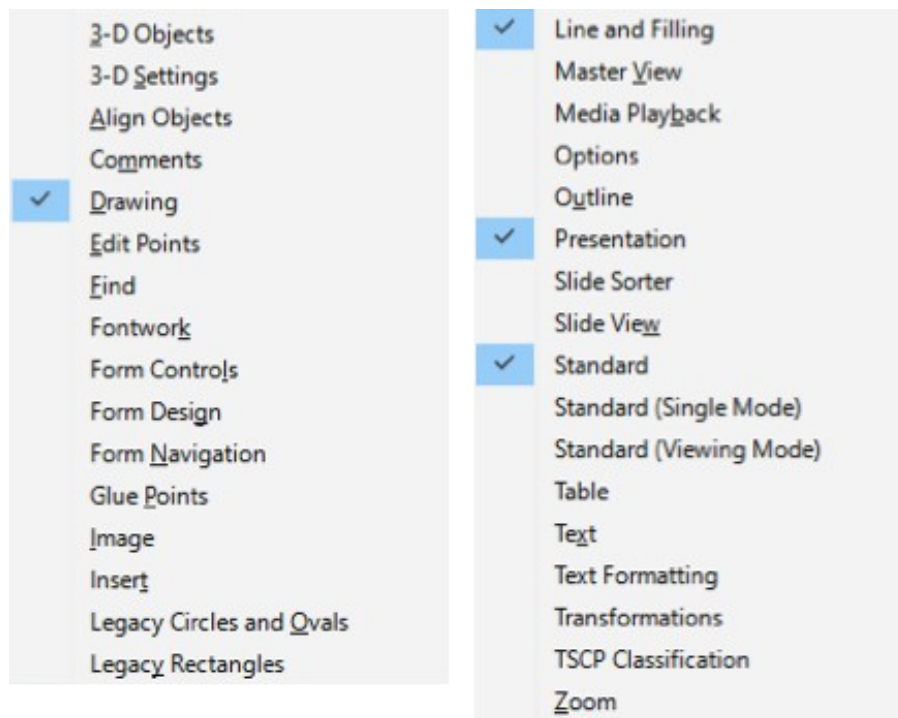


Figure 1: Impress toolbars

✓ 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 the 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 on an icon 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

Locked toolbars

When a toolbar has been docked, it can also be locked into its position on the Impress main window. A floating toolbar cannot be locked into position.

- To lock a toolbar into its docked position, right click in a blank area on the toolbar and click on **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. Also, a small vertical bar appears at the left end of the toolbar and is used to move the toolbar.

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. Before moving a toolbar, the toolbar must be unlocked.

1. Move the mouse cursor over the small vertical handle at the left end of the toolbar. The mouse cursor changes to a moving cursor for your computer system and setup.
2. Click and hold down the left mouse button 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 you drag it.
3. Release the mouse button.

Floating toolbars

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

Docking toolbars

To dock a 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 mouse button 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.

Editing toolbars

When LibreOffice is installed on your computer, a set of toolbars suitable for each LibreOffice module are also installed. Each toolbar has a default set of tools to get you started in creating LibreOffice documents.

Adding tools

Install additional tools using **Visible Buttons** as follows:

1. Right-click on a toolbar and select **Visible Buttons** from the context menu to display a list of available tools.
2. Click on the tool you want to install and the tool will appear 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; the bottom tool in **Visible Buttons** list appears at the right end of the toolbar. Tool positions cannot be changed using **Visible Buttons**.

Deleting tools

Remove tools using **Visible Buttons** from a toolbar as follows:

1. Right-click on a toolbar and select **Visible Buttons** from the context menu to display a list of available tools.
2. Click on the tool you want to remove 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 you to create new toolbars should you require a specific set of tools for a specific task. For information on customizing toolbars, see the *Getting Started Guide*.

Toolbars

✓ Note

The tools installed on a toolbar are normally indicated in **Visible Buttons** either by the tool icon being highlighted or by a check mark. However, this install indication depends on computer setup and computer operating system being used.

✓ Note

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

✓ Note

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 provides tools to create 3D objects in a presentation. It is activated either by going to **View > Toolbars > 3D-Objects** on the Menu bar or by clicking on the **3D Objects** icon on the Drawing toolbar.



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

3D-Settings

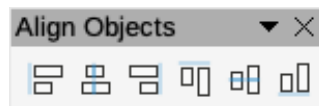
The 3D-Settings toolbar and its tools only become active when an object has been converted to 3D using the tool **Toggle Extrusion** and the converted object is then selected.



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

Align Objects

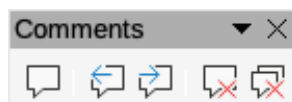
The Align Objects toolbar allows you to align several objects on a slide to improve the visual impact of a presentation.



1. Left
2. Centered
3. Right
4. Top
5. Center
6. Bottom

Comments

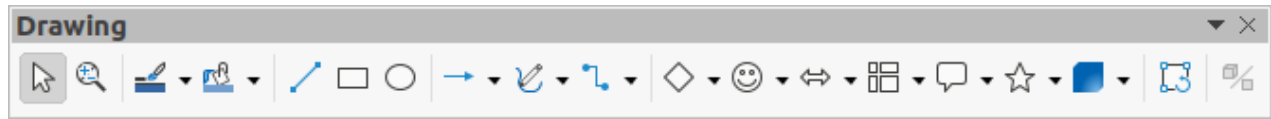
The Comments toolbar allows you to add, delete and navigate comments in a presentation. To use comments, it is recommended to add your name and initials in **Tools > Options > LibreOffice > User Data** so that comments can be easily identified.



1. Comment (*Ctrl+Alt+C*)
2. Previous Comment (*Ctrl+Alt+PgUp*)
3. Next Comment (*Ctrl+Alt+PgDown*)
4. Delete Comment
5. Delete All Comments

Drawing

The Drawing toolbar provides the majority of the tools normally used to create graphic objects on a slide. Some tool icons on this toolbar change to show the last tool selected and used.



- | | |
|--|--|
| 1. Select | 21. Stars and Banners (Star Shapes in Visible Buttons) |
| 2. Zoom & Pan | 22. 3D Shapes |
| 3. Zoom | 23. Position and Size (F4) |
| 4. Text Box (F2) | 24. Rotate |
| 5. Vertical Text | 25. Flip |
| 6. Fontwork | 26. Align |
| 7. Line Color | 27. Arrange |
| 8. Fill Color | 28. Distribution |
| 9. Line | 29. Shadow |
| 10. Rectangle | 30. Crop |
| 11. Ellipse | 31. Filter |
| 12. Line Ends with Arrow | 32. Edit Points (F8) |
| 13. Lines and Arrows | 33. Glue Points |
| 14. Curves and Polygons | 34. To Curve |
| 15. Connectors | 35. To Polygon |
| 16. Basic Shapes | 36. To 3D |
| 17. Symbol Shapes | 37. T0 3D Rotation Object |
| 18. Block Arrows (Arrow Shapes in Visible Buttons) | 38. Toggle Extrusion |
| 19. Flowchart | 39. Insert |
| 20. Callouts (Callout Shapes in Visible Buttons) | 40. Controls |

Some icon shapes shown on the Drawing toolbar depend on the last tool that had previously been selected and used.

- Click on the small downward pointing triangle ▼ to the right of an icon to open a pop up menu. Select the required shape you want to draw on a slide.
- To create a sub-toolbar, click and drag at the top of the pop up menu to an empty area on the main window. The sub-toolbars for each object type and the various shapes available are shown below.





Edit Points

The Edit Points toolbar becomes active when you select a polygon object and click **Edit Points** or use the keyboard shortcut *F8*. The tools provided allow you to edit the points of a curve or an object converted to a curve.



- | | |
|------------------------------|--------------------------|
| 1. Edit Points (<i>F8</i>) | 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 opens by default in the bottom left corner of the Impress main window. The Find toolbar cannot be undocked and made into a floating toolbar.



- | | |
|-------------------|---------------------------------------|
| 1. Close Find Bar | 5. Find All |
| 2. Find Text | 6. Match Case |
| 3. Find Previous | 7. Find and Replace (<i>Ctrl+H</i>) |
| 4. Find Next | |

Fontwork

The Fontwork toolbar is used to create graphical text objects in a presentation and provide the tools allowing you to edit the graphical text object.



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

Form Controls

The Form Controls toolbar provides tools required to create an interactive form. The toolbar adds controls to a form in a text, drawing, spreadsheet, presentation, or HTML document (for example a button that runs a macro).



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

Form Design

The Form Design toolbar opens a form in *Design Mode* so that a form can be edited. You cannot activate the controls of the form or edit contents in *Design Mode*. However, you can change the position and size of the controls, edit other properties, and add or delete controls in *Design Mode*.



1. Select
2. Control Properties
3. Form Properties
4. Position and Size (*F4*)
5. Form Navigator
6. Activation Order
7. Add Field
8. Automatic Control Focus
9. Bring to Front (*Ctrl+Shift++*)
10. Send to Back (*Ctrl+Shift+-*)
11. Group (*Ctrl+Shift+G*)
12. Ungroup (*Ctrl+Alt+Shift+G*)
13. Enter Group (*F3*)
14. Exit Group (*Ctrl+F3*)
15. Align
16. Open in Design Mode
17. Grid
18. Snap to Grid
19. Helplines While Moving

Form Navigation

The Form Navigation toolbar provides tools to edit a database table or to control the data view. The toolbar is normally displayed at the bottom of a document that contains fields that are linked to a database. The Form Navigation toolbar is only active when forms are connected to a database.

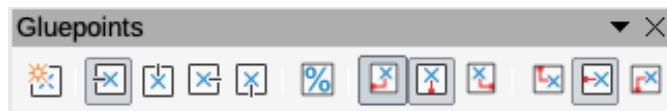
The Form Navigation toolbar allows you to move within records as well as to insert and to delete records. If data is saved in a form, the changes are transferred to the database. This toolbar also provides tools providing sort, filter, and search functions for data records.



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

Glue Points

The Gluepoints toolbar provides tools to insert a glue point or modify the properties of a glue point. A glue point is a point where you can attach a connector. By default, LibreOffice automatically places a glue point at the center of each side of the bounding rectangle for every object you create.



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

Image

The Image toolbar provides tools to edit, modify, align, reposition and resize images. The Image 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.



- | | |
|----------------------------------|------------------------|
| 1. Position and Size (F4) | 15. Reverse |
| 2. Align | 16. Line Style |
| 3. Left | 17. Line Width |
| 4. Centered | 18. Line Color |
| 5. Right | 19. Area Style/Filling |
| 6. Top | 20. Fill Color |
| 7. Center | 21. Shadow |
| 8. Bottom | 22. Filter |
| 9. Bring to Front (Ctrl+Shift++) | 23. Image Mode |
| 10. Bring Forward (Ctrl++) | 24. Crop |
| 11. Send Backward (Ctrl+-) | 25. Vertically |
| 12. Send to Back (Ctrl+Shift+-) | 26. Horizontally |
| 13. In Front of Object | 27. Transformations |
| 14. Behind Object | 28. Color |

- 29. Line
- 30. Area

- 31. Animation
- 32. Interaction

Insert

The Insert toolbar allows you to insert different types of objects into your presentation.



- | | |
|-------------------------------|---------------|
| 1. New Page (<i>Ctrl+M</i>) | 6. Media |
| 2. Floating Frame | 7. Formula |
| 3. Insert Page from File | 8. Chart |
| 4. Table | 9. OLE Object |
| 5. Image | |

Legacy Circles and Ovals

The Legacy Circles and Ovals toolbar provides tools to insert different types of circles and ovals into your presentation.



- | | |
|---------------------|------------------------------|
| 1. 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 provides tools to insert different types of rectangles and squares into your presentation.



- | | |
|----------------------|-------------------------------|
| 1. 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 lets you modify the main properties of an object. The tools and drop down lists vary according to the type of object selected.

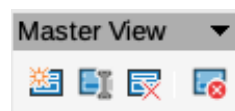


- | | |
|---------------------------|-------------|
| 1. Position and Size (F4) | 3. Left |
| 2. Align | 4. Centered |

- | | |
|--|----------------------------|
| 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 (<i>Ctrl+Shift++</i>) | 26. Transformations |
| 11. Bring Forward (<i>Ctrl++</i>) | 27. Distribution |
| 12. Send Backward (<i>Ctrl+-</i>) | 28. Line |
| 13. Send to Back (<i>Ctrl+Shift+-</i>) | 29. Area |
| 14. In Front of Object | 30. 3D Effects |
| 15. Behind Object | 31. Image Map |
| 16. Reverse | 32. Animation |
| 17. Line Style | 33. Interaction |
| 18. Line Width | 34. Styles (<i>F11</i>) |
| 19. Line Color | 35. Grid |
| 20. Area Style/Filling | 36. Helplines While Moving |

Master View

The Master View toolbar provides tools where you can create a new master slide, rename a master slide, delete a master slide, and close master slide view. This toolbar is only active when Impress is in master view.



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

Media Playback

The Media Playback toolbar provides the standard tools required to insert, view, play and listen to audio and video files. Impress supports many different media formats.



- | | |
|--------------------------|-------------|
| 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 allows you to define various settings for newly created presentation documents. For example how objects snap to the grid, object editing.



- | | |
|--|---------------------------|
| 1. Rotation Mode after Clicking Object | 5. Snap to Grid |
| 2. Grid | 6. Snap to Snap Guides |
| 3. Display Snap Guide | 7. Snap to Page Margins |
| 4. Helplines While Moving | 8. Snap to Object Borders |

9. Snap to Object Points
10. Allow Quick Editing
11. Select Text Area Only

12. Double-click to edit Text
13. Modify Object with Attributes
14. Exit All Groups

Outline

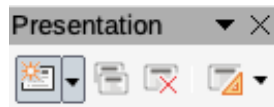
The Outline toolbar provides frequently used editing tools for working with text outlines.



- | | |
|--|--------------------------|
| 1. Demote (<i>Alt+Shift+Right</i>) | 6. Black & White View |
| 2. Promote (<i>Alt+Shift+Left</i>) | 7. Show Only First Level |
| 3. Move Down (<i>Alt+Shift+Down</i>) | 8. Show All Levels |
| 4. Move Up (<i>Alt+Shift+Up</i>) | 9. Hide Subpoints |
| 5. Show Formatting | 10. Show Subpoints |

Presentation

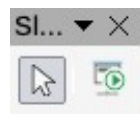
The Presentation toolbar provides frequently used tools for working with presentations.



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

Slide Sorter

The Slide Sorter toolbar allows you to select slides in the current presentation and start a presentation from the first slide.



- | | |
|-----------|---|
| 1. Select | 2. Start from First Slide (<i>F5</i>) |
|-----------|---|

Slide View

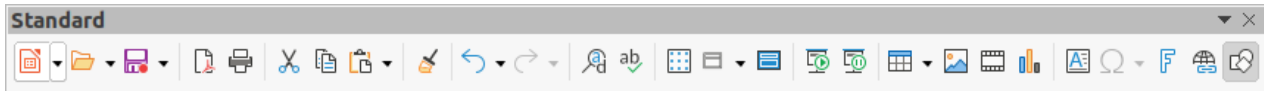
The Slide View toolbar opens with the **Slide Sorter** view.



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

Standard

The Standard toolbar is common to all LibreOffice modules and provides the most common tools when creating and editing documents using LibreOffice. The Standard toolbar will differ between the different LibreOffice modules to allow for different toolsets used in creating the different types of documents.



1. Load URL
2. New (*Ctrl+N*)
3. Templates (*Ctrl+Shift+N*)
4. Open (*Ctrl+O*)
5. Open Remote
6. Save (*Ctrl+S*)
7. Save As (*Ctrl+Shift+S*)
8. Email
9. Edit Mode (*Ctrl+Shift+M*)
10. PDF
11. Print Directly
12. Print (*Ctrl+P*)
13. Cut (*Ctrl+X*)
14. Copy (*Ctrl+C*)
15. Paste (*Ctrl+V*)
16. Close (installed)
17. Clear (*Ctrl+Shift+M*)
18. Undo (*Ctrl+Z*)
19. Redo (*Ctrl+Y*)
20. Find and Replace (*Ctrl+H*)
21. Auto Spellcheck (*Shift+F7*)
22. Zoom & Pan
23. Zoom
24. Grid
25. Helplines While Moving
26. Display Views
27. Views Tab Bar
28. Format Slide
29. Master Slide
30. Start from First Slide (*F5*)
31. Start from Current Slide (*Shift+F5*)
32. Table
33. Image
34. Media
35. Chart
36. Text Box (*F2*)
37. Symbol (toolbar name *Insert Special Characters*)
38. Vertical Text
39. Insert Fontwork
40. Hyperlink (*Ctrl+K*)
41. Draw Functions
42. Interaction
43. LibreOffice Help
44. What's That

Standard (Single Mode)

The Standard (Single Mode) toolbar becomes active when the user interface is switched to single mode. Go to **View > User Interface** on the Menu bar and select **Single Toolbar**.



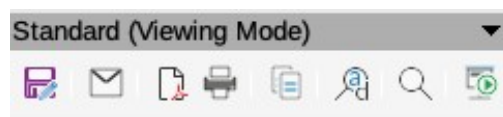
1. New (*Ctrl+N*)
2. Open (*Ctrl+O*)
3. Save (*Ctrl+S*)
4. PDF
5. Print (*Ctrl+P*)
6. Print Preview (*Ctrl+Shift+O*)
7. Undo (*Ctrl+Z*)
8. Redo (*Ctrl+Y*)
9. Find and Replace (*Ctrl+H*)
10. Clone
11. Spelling
12. Entire Page
13. New Slide
14. Duplicate Slide
15. Rename Slide
16. Delete Slide
17. Slide Layout
18. Display Views
19. Text Box (*F2*)
20. Image
21. Media
22. Chart
23. Table
24. Insert Fontwork
25. Line
26. Rectangle
27. Ellipse
28. Lines and Arrows

29. Curves and Polygons
30. Connectors
31. Basic Shapes
32. Symbol Shapes
33. Arrow Shapes
34. Flowchart Shapes
35. Callout Shapes
36. Star Shapes
37. 3D Objects
38. Position and Size (*F4*)
39. Rotate
40. Flip
41. Align

42. Arrange
43. Distribution
44. Group (*Ctrl+Shift+G*)
45. Ungroup (*Ctrl+Alt+Shift+G*)
46. Enter Group (*F3*)
47. Exit Group (*Ctrl+F3*)
48. Select
49. Entire Page
50. Zoom & Pan
51. Zoom
52. Start from First Slide (*F5*)
53. Start from Current Slide (*Shift+F5*)

Standard (Viewing Mode)

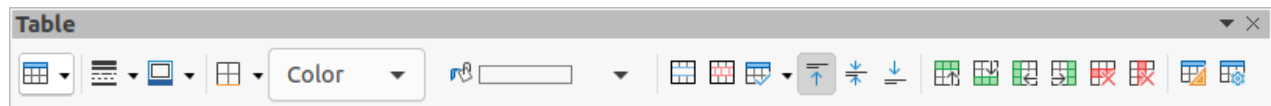
The Standard (Viewing Mode) toolbar provides tools to save, edit and distribute a document.



1. Save As (*Ctrl+Shift+S*)
2. Edit Mode (*Ctrl+Shift+M*)
3. Read Only Mode
4. Email
5. PDF
6. EPUB
7. Print Directly
8. Print (*Ctrl+P*)
9. Copy (*Ctrl+C*)
10. Find and Replace (*Ctrl+H*)
11. Zoom
12. Start from First Slide (*F5*)

Table

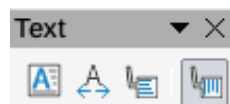
The Table toolbar provides tools to edit and format a table placed on a slide. This toolbar only becomes active when a table is selected.



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

Text

The **Text** toolbar provides tools to insert text boxes and callouts into a slide



1. Text Box (F2)
2. Fit Text in Textbox Size
3. Callouts
4. Vertical Text
5. Fit Vertical Text to Frame
6. Vertical Callouts

Text Formatting

The Text Formatting toolbar 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.



1. Font Name
2. Font Size
3. Increase (Ctrl+I)
4. Decrease (Ctrl+J)
5. Bold (Ctrl+B)
6. Italic (Ctrl+I)
7. Underline
8. Double Underline
9. Strikethrough
10. Overline
11. Superscript (Ctrl+Shift+P)
12. Subscript (Ctrl+Shift+B)
13. Shadow
14. Outline
15. Clear (Ctrl+Shift+M)
16. lowercase
17. UPPERCASE
18. SMALL CAPITALS
19. Font Color
20. Highlight Color
21. Bullets
22. Numbering
23. Outline
24. Left (Ctrl+L)
25. Center (Ctrl+E)
26. Right (Ctrl+R)
27. Justified (Ctrl+J)
28. Top
29. Center
30. Bottom
31. Line Spacing
32. Character Spacing
33. Increase
34. Decrease
35. Text direction from left to right
36. Text direction from top to bottom
37. Left-To-Right
38. Right-To-Left
39. Select All (Ctrl+A)
40. Character
41. Paragraph

Transformations

The Transformations toolbar provides tools to modify the shape, orientation or fill of selected object(s).



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

TSCP Classification

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



1. Apply document classification (Level)
2. Manage Document Classification

Zoom

The Zoom toolbar provides tools to reduce or enlarge the screen display of the current document..



1. Zoom In
2. Zoom Out
3. 100%
4. Zoom Previous
5. Zoom Next
6. Entire Page
7. Page Width
8. Optimal
9. Object Zoom
10. Zoom & Pan
11. Shift