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Introduction

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.

Using 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 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

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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.

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.
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.

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.

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-tools**

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.
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 is 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 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.
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.

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

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.

![3D-Objects toolbar](image)

*Figure 3: 3D-Objects toolbar*

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

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

![3D-Settings toolbar](image)

*Figure 4: 3D-Settings toolbar*

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

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

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
2) Centered
3) Right
4) Top
5) Center
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
2) Previous Comment
3) Next Comment
4) Delete Comment
5) Delete All Comments

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
2) Horizontally Center
3) Horizontally Spacing
4) Horizontally Right
5) Vertically Top
6) Vertically Center
7) Vertically Spacing
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.
Available Drawing tools numbered position from left to right

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

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.
Curves and Polygons numbered position from left to right
1) Curve, Filled  
2) Polygon, Filled  
3) Polygon (45°), Filled  
4) Freeform Line, Filled  
5) Curve  
6) Polygon  
7) Polygon (45°)  
8) Freeform Line

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

Basic Shapes numbered position from left to right
1) Rectangle  
2) Rectangle, Rounded  
3) Square  
4) Square, Rounded  
5) Parallelogram  
6) Trapezoid  
7) Ellipse  
8) Circle  
9) Circle Pie  
10) Circle Segment  
11) Arc  
12) Block Arc  
13) Isosceles Triangle  
14) Right Triangle  
15) Diamond  
16) Regular Pentagon  
17) Hexagon  
18) Octagon  
19) Cylinder  
20) Cube
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
3) Flowchart: Decision        8) Flowchart: Multidocument
4) Flowchart: Data            9) Flowchart: Terminal
5) Flowchart: Predefined Process 10) Flowchart: Preparation
11) Flowchart: Manual Input
12) Flowchart: Manual Operation
13) Flowchart: Connector
14) Flowchart: Off-page Connector
15) Flowchart: Card
16) Flowchart: Punched Tape
17) Flowchart: Summing Junction
18) Flowchart: Or
19) Flowchart: Collate
20) Flowchart: Sort
21) Flowchart: Extract
22) Flowchart: Merge
23) Flowchart: Stored Data
24) Flowchart: Delay
25) Flowchart: Sequential Access
26) Flowchart: Magnetic Disc
27) Flowchart: Direct Access Storage
28) Flowchart: Display

![Callouts sub-toolbar](image1)

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

![Stars and Banners sub-toolbar](image2)

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

![3D-Objects sub-toolbar](image3)

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*. 
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.

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.

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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).

![Form Controls toolbar]

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

1) Select
2) Design Mode
3) Toggle 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 (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**.

![Form Design toolbar]

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

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

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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 inactivate 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.

![Form Navigation toolbar](image)

**Figure 24: Form Navigation toolbar**

Form Navigation tools numbered position from left to right

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

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.

![Gluepoints toolbar](image)

**Figure 25: Gluepoints toolbar**

Gluepoint tools numbered position from left to right

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

![Image toolbar](image.png)

**Figure 26: Image toolbar**

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

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

**Insert**

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

![Insert toolbar](image.png)

**Figure 27: Insert toolbar**

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

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

![Legacy Circles and Ovals toolbar]

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

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

Legacy Rectangles

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

![Legacy Rectangles toolbar]

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

1) Insert Rectangle  
2) Square  
3) Rectangle, Rounded  
4) Rounded Square  
5) Rectangle, Unfilled  
6) Square, Unfilled  
7) Rounded Rectangle, Unfilled  
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.

![Line and Filling toolbar]

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

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

**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.

![Master View toolbar](image)

**Figure 31: Master View toolbar**

**Master View tools from numbered position left to right**
1) New Master
2) Rename Master
3) Delete 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.

![Media Playback toolbar](image)

**Figure 32: Media Playback toolbar**

**Media Playback tools numbered position from left to right**
1) Insert Audio or Video
2) Play
3) Pause
4) Stop
5) Repeat
6) Position
7) Mute
8) Volume
9) View
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.

![Options toolbar](image)

**Figure 33: Options toolbar**

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

1) Rotation Mode after Clicking Object  
2) Display Grid  
3) Display Snap Guides  
4) Helplines While Moving  
5) Snap to Grid  
6) Snap to Snap Guides  
7) Snap to Page Margins  
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

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.

![Redaction toolbar](image)

**Figure 34: Redaction toolbar**

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

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

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.

![Standard toolbar](image)

**Figure 35: Standard toolbar**
Available Standard tools numbered position from left to right

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

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
2) Toggle Edit Mode (Edit Mode in Visible Buttons)
3) Toggle Read Only Mode (Read Only Mode in Visible Buttons)
4) Attach to Email (Email in Visible Buttons)
5) Export Directly as PDF
6) Export as EPUB (EPUB in Visible Buttons)
7) Print Directly
8) Print
9) Copy
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](image)

<table>
<thead>
<tr>
<th>Table tools numbered position from left to right</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Table</td>
</tr>
<tr>
<td>2) Border Style</td>
</tr>
<tr>
<td>3) Border Color</td>
</tr>
<tr>
<td>4) Borders (Shift to overwrite)</td>
</tr>
<tr>
<td>5) Area Style/Filling</td>
</tr>
<tr>
<td>6) Fill Color</td>
</tr>
<tr>
<td>7) Merge Cells</td>
</tr>
<tr>
<td>8) Split Cells</td>
</tr>
<tr>
<td>9) Optimize</td>
</tr>
<tr>
<td>10) Align Top (Top in Visible Buttons)</td>
</tr>
<tr>
<td>11) Center Vertically (Center in Visible Buttons)</td>
</tr>
<tr>
<td>12) Align Bottom (Bottom in Visible Buttons)</td>
</tr>
<tr>
<td>13) Insert Row Above</td>
</tr>
<tr>
<td>14) Insert Row Below</td>
</tr>
<tr>
<td>15) Insert Column Before</td>
</tr>
<tr>
<td>16) Insert Column After</td>
</tr>
<tr>
<td>17) Delete Row</td>
</tr>
<tr>
<td>18) Delete Column</td>
</tr>
<tr>
<td>19) Delete Table</td>
</tr>
<tr>
<td>20) Select Table</td>
</tr>
<tr>
<td>21) Select Column</td>
</tr>
<tr>
<td>22) Select Row</td>
</tr>
<tr>
<td>23) Table Design</td>
</tr>
<tr>
<td>24) Table Properties</td>
</tr>
</tbody>
</table>

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](image)

<table>
<thead>
<tr>
<th>Available Text Formatting tools numbered position from left to right</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Font Name</td>
</tr>
<tr>
<td>2) Font Size</td>
</tr>
<tr>
<td>3) Increase Font Size (Increase in Visible Buttons)</td>
</tr>
<tr>
<td>4) Decrease Font Size (Decrease in Visible Buttons)</td>
</tr>
<tr>
<td>5) Bold</td>
</tr>
<tr>
<td>6) Italic</td>
</tr>
<tr>
<td>7) Underline</td>
</tr>
<tr>
<td>8) Double Underline</td>
</tr>
<tr>
<td>9) Strikethrough</td>
</tr>
<tr>
<td>10) Overline</td>
</tr>
<tr>
<td>11) Superscript</td>
</tr>
<tr>
<td>12) Subscript</td>
</tr>
<tr>
<td>13) Toggle Shadow (Shadow in Visible Buttons)</td>
</tr>
<tr>
<td>14) Apply outline attribute to font. Not all fonts implement this attribute. (Outline Font Effect in Visible Buttons)</td>
</tr>
</tbody>
</table>
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  
2) Flip  
3) In 3D Rotation Object  
4) Set in Circle (perspective)  
5) Set to circle (slant)  
6) Distort  
7) Interactive transparency tool (Transparency tool in Visible Buttons)  
8) Interactive gradient tool (Gradient tool in Visible Buttons)

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