Appendix B, 
Toolbars
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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 May 2022. Based on LibreOffice 7.3 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 for the instructions in this document. For a detailed list, see the application Help.

<table>
<thead>
<tr>
<th>Windows or Linux</th>
<th>macOS equivalent</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tools &gt; Options on Menu bar</td>
<td>LibreOffice &gt; Preferences on Menu bar</td>
<td>Access to setup options</td>
</tr>
<tr>
<td>Right-click</td>
<td>Ctrl+click and/or right-click depending on computer setup</td>
<td>Opens a context menu</td>
</tr>
<tr>
<td>\Ctrl or \Control</td>
<td>\⌘ and/or \Cmd or \Command</td>
<td>Used with other keys</td>
</tr>
<tr>
<td>Alt</td>
<td>\Alt and/or Alt or Option</td>
<td>Used with other keys</td>
</tr>
<tr>
<td>F11</td>
<td>\⌘+T</td>
<td>Open the Styles deck in the Sidebar</td>
</tr>
</tbody>
</table>

Documentation for LibreOffice is available at https://documentation.libreoffice.org/en/
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Appendix B, Toolbars
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 name.

Impress toolbars available

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

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 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

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.

![Figure 1: Toolbar handles](image)

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

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 required position. 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:

![Click here and drag to create a floating toolbar](image)

![Figure 2: Creating floating sub-toolbar](image)
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.

**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.

**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 context menu.

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 **Lock Toolbars** option affects all 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. 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**

**Note**

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.

**Note**

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 small triangle ▼ next to the 3D-Objects icon displayed on the Drawing toolbar to open a submenu giving access to the available 3D objects.

Available tools from left to right
Cube | Cone | Shell
Sphere | Pyramid | Half Sphere
Cylinder | Torus |

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.

Available tools from left to right
Toggle Extrusion | Tilt Right | Surface
Tilt Down | Depth | 3D Color
Tilt Up | Direction |
Tilt Left | 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.

![Align Objects toolbar](image)

**Figure 5: Align Objects toolbar**

Available tools from left to right:
- Left
- Centered
- Right
- Top
- Center
- 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.

![Comments toolbar](image)

**Figure 6: Comments toolbar**

Available tools from left to right:
- Comment
- Previous Comment
- Next Comment
- Delete Comment
- 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.

![Distribute Selection toolbar](image)

**Figure 7: Distribute Selection toolbar**

Available tools from left to right:
- Horizontally Left
- Horizontally Center
- Horizontally Spacing
- Horizontally Right
- Vertically Top
- Vertically Center
- Vertically Spacing
- Vertically Bottom
- Vertically Bottom

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.

![Drawing toolbar](image)

**Figure 8: Drawing toolbar**
**Figure 8: Drawing toolbar**

**Available tools from left to right**


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 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 Figures 9 to 18.

**Figure 9: Lines and Arrows sub-toolbar**

**Figure 10: Curves and Polygons sub-toolbar**

**Figure 11: Connectors sub-toolbar**
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 or Standard toolbar.
- Use the keyboard shortcut **F8**.

**Edit Points**

![Figure 19: Edit Points toolbar](image-url)
Find
The Find toolbar (Figure 20) opens by default in the bottom left corner of the Impress main window. This toolbar is normally docked at the bottom left of the Impress main window above the Status bar. However, it can be undocked and made into a floating toolbar.

![Find toolbar](image)

**Figure 20: Find toolbar**

Fontwork
The Fontwork toolbar (Figure 21) 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.

![Fontwork toolbar](image)

**Figure 21: Fontwork toolbar**

Fontwork

Available tools from left to right

- **Insert Fontwork Text**
- **Fontwork Shape**
- **Fontwork Same Letter Heights**
- **Fontwork Alignment**
- **Fontwork Character Spacing**
- **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 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 presentation or slide).
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 Navigation

The Form Navigation toolbar (Figure 24) 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; 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.

**Available tools from left to right**

- Select
- Design Mode
- Toggle Form Control Wizards
- Form Design
- Control Properties
- Form Properties
- Label
- Text Box
- Check Box
- Option Button
- List Box
- Combo Box
- Push Button
- Image Button
- Formatted Field
- Date Field
- Numerical Field
- Group Box
- Time Field
- Currency Field
- Pattern Field
- Table Control
- Navigation Bar
- Image Control
- File Selection
- Spin Button
- Scrollbar

**Available tools from left to right**

- Select
- Control Properties
- Form Properties
- Position and Size
- Form Navigator
- Activation Order
- Add Field
- Automatic Control Focus
- Bring to Front
- Send to Back
- Group
- Ungroup
- Enter Group
- Exit Group
- Align Objects
- Open in Design Mode
- Display Grid
- Snap to Grid
- Helplines While Moving
Find Record | Last Record | Sort Ascending
---|---|---
Record | New Record | Sort Descending
Absolute Record | Save Record | AutoFilter
Text -> Record | Undo: Data entry | Apply Filter
Total No. of Records | Delete Record | Form-Based Filters
First Record | Refresh | Reset Filter/Sort
Previous Record | Refresh Control | Data source as Table
Next Record | Sort |

**Glue Points**

The Glue Points toolbar (Figure 25) 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.

![Glue Points toolbar](image)

*Figure 25: Glue Points toolbar*

**Available tools from left to right**
- Insert Glue Point
- Exit Direction Left
- Exit Direction Top
- Exit Direction Right
- Glue Point Relative
- Glue Point Horizontal Left
- Glue Point Horizontal Center
- Glue Point Horizontal Right
- Glue Point Vertical Top
- Glue Point Vertical Center
- Glue Point 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 presentation. The Image toolbar automatically replaces the Line and Filling toolbar when it becomes active.

![Image toolbar](image)

*Figure 26: Image toolbar*

**Available tools from left to right**
- Position and Size
- Align Objects
- Left
- Centered
- Right
- Top
- Center
- Bottom
- Arrange
- Bring to Front
- Bring Forward
- Send Backward
- Send to Back
- In Front of Object
- Behind Object
- Reverse
- Line Style
- Line Width
- Line Color
- Area Style/Filling
- Fill Color
- Shadow
- Filter
- Image Mode
- Crop
- Vertically
- Horizontally
- Transformations
- Transparency
- Color
- Line
- Area
- Animation
**Insert**

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

![Insert toolbar](image)

**Available tools from left to right**

<table>
<thead>
<tr>
<th>New Page</th>
<th>Table</th>
<th>Formula Object</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floating Frame</td>
<td>Image</td>
<td>Chart</td>
</tr>
<tr>
<td>Insert Page from File</td>
<td>Insert Audio or Video (Media in Visible Buttons)</td>
<td>OLE Object</td>
</tr>
</tbody>
</table>

**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](image)

**Available tools from left to right**

<table>
<thead>
<tr>
<th>Insert Ellipse</th>
<th>Circle Segment</th>
<th>Ellipse Segment, Unfilled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circle</td>
<td>Ellipse, Unfilled</td>
<td>Circle Segment, Unfilled</td>
</tr>
<tr>
<td>Ellipse Pie</td>
<td>Circle, Unfilled</td>
<td>Arc</td>
</tr>
<tr>
<td>Circle Pie</td>
<td>Ellipse Pie, Unfilled</td>
<td>Circle Arc</td>
</tr>
<tr>
<td>Ellipse Segment</td>
<td>Circle Pie, Unfilled</td>
<td></td>
</tr>
</tbody>
</table>

**Legacy Rectangles**

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

![Legacy Rectangles toolbar](image)

**Available tools from left to right**

<table>
<thead>
<tr>
<th>Insert Rectangle</th>
<th>Rounded Square</th>
<th>Rounded Rectangle, Unfilled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Square</td>
<td>Rectangle, Unfilled</td>
<td>Rounded Square, Unfilled</td>
</tr>
<tr>
<td>Rectangle, Rounded</td>
<td>Square, Unfilled</td>
<td></td>
</tr>
</tbody>
</table>
**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](image)

**Available tools from left to right**
- Position and Size
- Align Objects
- Left
- Centered
- Right
- Top
- Center
- Bottom
- Arrange
- Bring to Front
- Bring Forward
- Send Backward
- Send to Back
- In Front of Object
- Reverse
- Behind Object
- Line Style
- Line Width
- Line Color
- Area Style/Filling
- Fill Color
- Shadow
- Arrow Style
- Vertically
- Horizontally
- Transforms
- Line
- Area
- 3D Effects
- Image Map
- Animation
- Interaction
- Show the Styles Sidebar
- Display Grid
- Helplines While Moving

**Master View**

The Master View toolbar (Figure 31) 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.

![Master View toolbar](image)

**Available tools from left to right**
- New Master
- Rename Master
- Delete Master
- Close Master View
Media Playback

The Media Playback toolbar (Figure 32) 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.

![Media Playback toolbar](image)

**Figure 32: Media Playback toolbar**

**Available tools from left to right**
- Insert Audio or Video
- Play
- Pause
- Stop
- Repeat
- Position
- Mute
- Volume
- View

Options

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

![Options toolbar](image)

**Figure 33: Options toolbar**

**Available tools from left to right**
- Rotation Mode after Clicking Object
- Display Grid
- Display Snap Guides
- Helplines While Moving
- Snap to Grid
- Snap to Snap Guides
- Snap to Page Margins
- Snap to Object Borders
- Snap to Object Points
- Allow Quick Editing
- Select Text Area Only
- Double-click to edit Text
- Modify Object with Attributes
- Exit All Groups

Outline

The Outline toolbar (Figure 34) provides tools for working with outlines.

![Outline toolbar](image)

**Figure 34: Outline toolbar**

**Available tools from left to right**
- Demote
- Promote
- Move Down
- Move Up
- Show Formatting
- Black & White View
- Show Only First Level
- Show All Levels
- Hide Subpoints
- Show Subpoints
Presentation

The Presentation toolbar (Figure 35) provides tools for working with presentations.

![Presentation toolbar](image)

**Figure 35:**
Presentation toolbar

Available tools from left to right

<table>
<thead>
<tr>
<th>New Slide</th>
<th>Change Slide Master</th>
<th>Go to Last Slide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duplicate Slide</td>
<td>Expand Slide</td>
<td>Move Slide to Start</td>
</tr>
<tr>
<td>Rename Slide</td>
<td>Go to First Slide</td>
<td>Move Slide Up</td>
</tr>
<tr>
<td>Delete Slide</td>
<td>Go to Previous Slide</td>
<td>Move Slide Down</td>
</tr>
<tr>
<td>Slide Layout</td>
<td>Go to Next Slide</td>
<td>Move Slide to End</td>
</tr>
</tbody>
</table>

Slide Sorter

The Slide Sorter toolbar (Figure 36) allows selection of slides in the current presentation and start a presentation from the first slide.

![Slide Sorter toolbar](image)

**Figure 36:**
Slide Sorter toolbar

Available tools from left to right

| Select | Start from First Slide |

Slide View

The Slide View toolbar (Figure 37) 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.

![Slide View toolbar](image)

**Figure 37:**
Slide View toolbar

Available tools from left to right

<table>
<thead>
<tr>
<th>Rehearse Timings</th>
<th>Hide Slide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Slide</td>
<td>Slides per Row</td>
</tr>
</tbody>
</table>
Standard

The Standard toolbar (Figure 38) 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.

![Standard toolbar](image)

**Available tools from left to right**
- Load URL
- New
- Templates
- Open
- Open Remote
- Save
- Save As
- Email
- Edit Mode
- Export Directly as PDF
- Print Directly
- Print
- Cut
- Copy
- Paste
- Clone Formatting (Clone in Visible Buttons)
- Clear
- Undo
- Redo
- Find and Replace
- Spelling
- Auto Spellcheck
- Zoom & Pan
- Zoom
- Display Grid (Grid in Visible Buttons)
- Helplines While Moving
- Display Views
- Views Tab Bar
- Format Slide
- Master Slide
- Start from First Slide
- Start from Current Slide
- Table
- Insert Image (Image in Visible Buttons)
- Insert Audio or Video (Media in Visible Buttons)
- Insert Chart (Chart in Visible Buttons)
- Text Box
- Insert Special Characters (Symbol in Visible Buttons)
- Vertical Text
- Insert Fontwork Text
- Insert Hyperlink (Hyperlink in Visible Buttons)
- Show Draw Functions (Draw Functions in Visible Buttons)
- Interaction
- LibreOffice Help
- What’s That

**Standard (Single Mode)**

The Standard (Single Mode) toolbar (Figure 39) 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.

![Standard (Single Mode) toolbar](image)

**Available tools from left to right**

<table>
<thead>
<tr>
<th>Load URL</th>
<th>New</th>
<th>Templates</th>
<th>Open</th>
<th>Open Remote</th>
<th>Save</th>
<th>Save As</th>
<th>Email</th>
<th>Edit Mode</th>
<th>Export Directly as PDF</th>
<th>Print Directly</th>
<th>Print</th>
<th>Cut</th>
<th>Copy</th>
<th>Paste</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undo</td>
<td>Redo</td>
<td>Find and Replace</td>
<td>Spelling</td>
<td>Auto Spellcheck</td>
<td>Zoom &amp; Pan</td>
<td>Zoom</td>
<td>Display Grid (Grid in Visible Buttons)</td>
<td>Helplines While Moving</td>
<td>Display Views</td>
<td>Views Tab Bar</td>
<td>Format Slide</td>
<td>Master Slide</td>
<td>Start from First Slide</td>
<td>Start from Current Slide</td>
</tr>
<tr>
<td>Insert Image (Image in Visible Buttons)</td>
<td>Insert Audio or Video (Media in Visible Buttons)</td>
<td>Insert Chart (Chart in Visible Buttons)</td>
<td>Text Box</td>
<td>Insert Special Characters (Symbol in Visible Buttons)</td>
<td>Vertical Text</td>
<td>Insert Fontwork Text</td>
<td>Insert Hyperlink (Hyperlink in Visible Buttons)</td>
<td>Show Draw Functions (Draw Functions in Visible Buttons)</td>
<td>Interaction</td>
<td>LibreOffice Help</td>
<td>What’s That</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
New
Open
Save
Export Directly as PDF
Print
Print Preview
Undo
Redo
Find and Replace
Clone Formatting (Clone in Visible Buttons)
Spelling
Entire Page
New Slide
Duplicate Slide
Rename Slide
Delete Slide
Slide Layout
Display Views
Text Box
Vertical Text
Insert Image (Image in Visible Buttons)
Insert Audio or Video (Media in visible Buttons)
Insert Chart (Chart in Visible Buttons)
Table
Insert Fontwork
Insert Line (Line in visible Buttons)
Rectangle
Ellipse
Lines and Arrows
Curves and Polygons
Connectors
Basic Shapes
Symbol Shapes
Block Arrows (Arrow Shapes in Visible Buttons)
Flowchart (Flowchart Shapes in Visible Buttons)
Callouts (Callout Shapes in Visible Buttons)
Stars and Banners (Star Shapes in Visible Buttons)
3D Objects
Position and Size
Rotate
Flip
Align Objects
Arrange
Select at least three objects to distribute (Distribution in Visible Buttons)
Group
Ungroup
Enter Group
Exit Group
Select
Entire Page
Zoom & Pan
Zoom
Start from First Slide
Start from Current Slide

**Standard (Viewing Mode)**

The Standard (Viewing Mode) toolbar (Figure 40) provides tools to save, edit and distribute a document.

![Standard (Viewing Mode) toolbar](image)

**Available tools from left to right**

<table>
<thead>
<tr>
<th>Save As</th>
<th>Export Directly as PDF</th>
<th>Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Mode</td>
<td>EPUB</td>
<td>Find and Replace</td>
</tr>
<tr>
<td>Read Only Mode</td>
<td>Print Directly</td>
<td>Zoom</td>
</tr>
<tr>
<td>Attach to Email (Email in Visible Buttons)</td>
<td>Print</td>
<td>Start from First Slide</td>
</tr>
</tbody>
</table>

*Figure 40: Standard (Viewing Mode) toolbar*
Table
The Table toolbar (Figure 41) provides tools and options to edit and format a table placed on a slide. This toolbar only becomes active when a table is selected.

![Table toolbar](image)

**Figure 41: Table toolbar**

**Available tools from left to right**
- Table
- Border Style
- Border Color
- Borders (Shift to overwrite)
- Area Style/Filling
- Fill Color
- Merge Cells
- Split Cells
- Optimize
- Align Top (Top in Visible Buttons)
- Center Vertically (Center in Visible Buttons)
- Align Bottom (Bottom in Visible Buttons)
- Insert Row Above
- Insert Row Below
- Insert Column Before
- Insert Column After
- Delete Row
- Delete Column
- Delete Table
- Select Table
- Select Column
- Select Row
- Table Design
- Table Properties

Text
The Text toolbar (Figure 42) provides tools to insert text boxes and callouts into a slide.

![Text toolbar](image)

**Figure 42: Text toolbar**

**Available tools from left to right**
- Insert Text Box (Text Box in Visible Buttons)
- Fit Text in Textbox Size
- Callouts
- Insert Vertical Text (Vertical Text in Visible Buttons)
- Fit Vertical Text to Frame
- Vertical Callouts

Text Formatting
The Text Formatting toolbar (Figure 43) 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.

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Figure 43: Text Formatting toolbar

Available tools from left to right

- Font Name
- Font Size
- Increase Font Size (Increase in Visible Buttons)
- Decrease Font Size (Decrease in Visible Buttons)
- Bold
- Italic
- Underline
- Double Underline
- Strikethrough
- Overline
- Superscript
- Subscript
- Toggle Shadow (Shadow in Visible Buttons)
- Apply outline attribute to font (Outline Font Effect in Visible Buttons)
- Clear Direct Formatting (Clear in Visible Buttons)
- lowercase
- UPPERCASE
- SMALL CAPITALS
- Font Color
- Character Highlighting Color
- Toggle Unordered List (Unordered List in Visible Buttons)
- Toggle Ordered List (Ordered List in Visible Buttons)
- Outline Format
- Align Left (Left in Visible Buttons)
- Align Center (Center in Visible Buttons)
- Align Right (Right in Visible Buttons)
- Justified
- Align Top (Top in Visible Buttons)
- Center Vertically (Center in Visible Buttons)
- Align Bottom (Bottom in Visible Buttons)
- Set Line Spacing (Line Spacing in Visible Buttons)
- Character Spacing
- Increase Paragraph Spacing (Increase in Visible Buttons)
- Decrease Paragraph Spacing (Decrease in Visible Buttons)
- Text direction from left to right
- Text direction from top to bottom
- Left-To-Right
- Right-To-Left
- Select All
- Character
- Paragraph

Transformations

The Transformations toolbar (Figure 44) provides tools to modify the shape, orientation, or fill of selected objects.

Figure 44: Transformations toolbar

Available tools from left to right

- Rotate
- Flip
- In 3D Rotation Object
- Set in Circle (perspective)
- Set to circle (slant)
- Distort
- Interactive transparency tool (Transparency tool in Visible Buttons)
- Interactive gradient tool (Gradient tool in Visible Buttons)
**TSCP Classification**

The TSCP Classification toolbar (Figure 45) 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.

![Figure 45: TSCP Classification toolbar](image)

**Available tools from left to right**
- Apply document classification (Level)
- Manage Document Classification

**Zoom**

The Zoom toolbar (Figure 46) provides tools to reduce or enlarge the screen display of the current presentation.

![Figure 46: Zoom toolbar](image)

**Available tools from left to right**
- Zoom In
- Zoom Out
- 100%
- Zoom Previous
- Zoom Next
- Entire Page
- Page Width
- Optimal View (Optimal in Visible Buttons)
- Object Zoom
- Zoom & Pan
- Shift