



LibreOffice
Community



Impress Guide 7.3

Appendix B, Toolbars

Contents

Copyright.....	2
Contributors.....	2
Feedback.....	2
Publication date and software version.....	2
Using LibreOffice on macOS.....	2
Introduction.....	5
Using toolbars.....	5
Displaying toolbars.....	5
Closing toolbars.....	5
Moving toolbars.....	6
Docked toolbars.....	6
Floating toolbars.....	6
Floating sub-toolbars.....	6
Docking toolbar.....	7
Locking toolbars.....	7
Docked toolbars.....	7
Locking sub-toolbars.....	7
Editing toolbars.....	8
Adding tools.....	8
Deleting tools.....	8
Customizing toolbars.....	8
Toolbars.....	8
3D-Objects.....	9
3D-Settings.....	9
Align Objects.....	10
Comments.....	10
Distribute Selection.....	10
Drawing.....	10
Edit Points.....	12
Find.....	13
Fontwork.....	13
Form Controls.....	13
Form Design.....	14
Form Navigation.....	14
Glue Points.....	15
Image.....	15
Insert.....	16
Legacy Circles and Ovals.....	16
Legacy Rectangles.....	16
Line and Filling.....	17
Master View.....	17
Media Playback.....	18
Options.....	18
Outline.....	18

Presentation..... 19
Slide Sorter..... 19
Slide View..... 19
Standard..... 20
Standard (Single Mode)..... 20
Standard (Viewing Mode)..... 21
Table..... 22
Text..... 22
Text Formatting..... 22
Transformations..... 23
TSCP Classification..... 24
Zoom..... 24

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

Note

Some toolbars, 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

✓ 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:

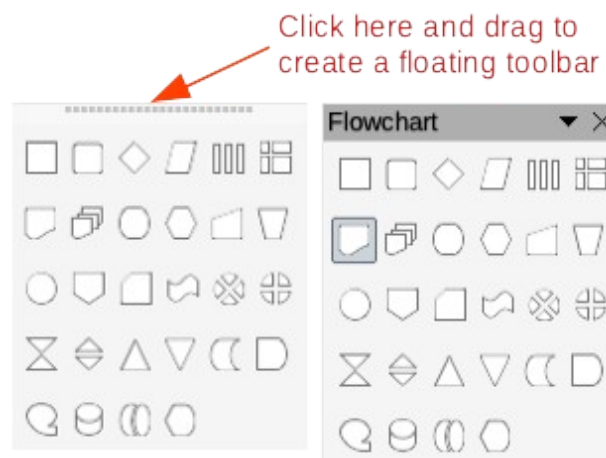


Figure 2: Creating floating sub-toolbar

- 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.

Locking toolbars

Docked toolbars

When a toolbar has been docked into position on the Impress main window, the toolbar can also be locked into position preventing the toolbar from becoming a floating toolbar.

- To lock a toolbar into a docked position, right-click in a blank area on the toolbar and select **Lock Toolbar Position** from the context menu. A check mark appears against this option indicating the toolbar is now locked.
- To unlock a toolbar, right-click in a blank area on the toolbar and click on **Lock Toolbar Position** in the context menu. The check mark next to this option disappears indicating the toolbar is now unlocked. A small vertical or horizontal bar appears at the left end or top of the toolbar indicating that the toolbar is unlocked. This bar is also used to move the toolbar.

Note

Some toolbars cannot be docked or locked into position. This is indicated by the options **Dock Toolbar** and/or **Lock Toolbar Position** being grayed out, making the options unavailable.

Locking sub-toolbars

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

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

✓ 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 (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.



Figure 3: 3D-Objects toolbar

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.



Figure 4: 3D-Settings toolbar

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.

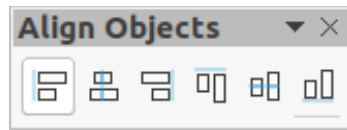


Figure 5: Align Objects toolbar

Available tools from left to right

Left	Right	Center
Centered	Top	Bottom

Comments

The Comments toolbar (Figure 6) provides tools for adding, deletion, and navigation of comments in a presentation. To use comments, it is recommended to add the name and initials of all users in **Tools > Options > LibreOffice > User Data** (macOS **LibreOffice > Preferences > LibreOffice > User Data**) so that comments can be easily identified.

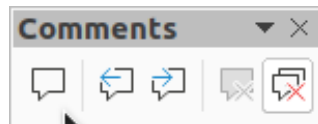


Figure 6: Comments toolbar

Available tools from left to right

Comment	Next Comment	Delete All Comments
Previous Comment	Delete Comment	

Distribute Selection

The Distribute Selection toolbar (Figure 7) provides tools to distribute three or more selected objects evenly along the horizontal axis or vertical axis. Also, the spacing between objects can be evenly distributed.

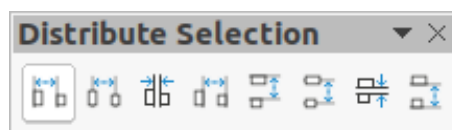


Figure 7: Distribute Selection toolbar

Available tools from left to right

Horizontally Left	Horizontally Right	Vertically Spacing
Horizontally Center	Vertically Top	Vertically Bottom
Horizontally Spacing	Vertically Center	

Drawing

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



Figure 8: Drawing toolbar

Available tools from left to right

Select	Block Arrows (Arrow Shapes in Visible Buttons))	Shadow
Zoom & Pan	Flowchart (Flowchart Shapes in Visible Buttons)	Crop Image (Crop in Visible Buttons)
Zoom	Callouts (Callout Shapes in Visible Buttons)	Filter
Text Box	Stars and Banners (Star Shapes in Visible Buttons)	Points F8 (Edit Points in Visible Buttons)
Vertical Text	3D Objects	Show Glue Points Function (Glue Points in Visible Buttons)
Insert Fontwork	Position and Size	To Curve
Line Color	Rotate	To Polygon
Fill Color	Flip	To 3D
Line	Align Objects	T0 3D Rotation Object
Rectangle	Arrange	Toggle Extrusion
Ellipse	Select at least three objects to distribute (Distribution in visible Buttons)	Insert
Line Ends with Arrow		Controls
Lines and Arrows		
Curves and Polygons		
Connectors		
Basic Shapes		
Symbol Shapes		

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

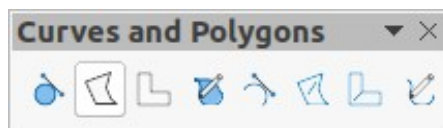


Figure 10: Curves and Polygons sub-toolbar



Figure 11: Connectors sub-toolbar



Figure 12: Basic Shapes sub-toolbar



Figure 13: Symbol Shapes sub-toolbar



Figure 14: Block Arrows sub-toolbar

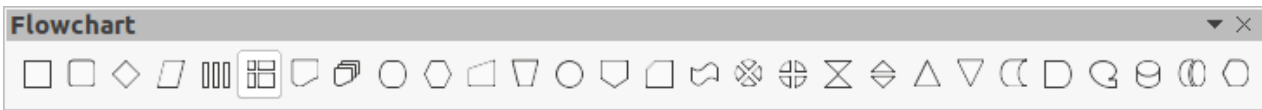


Figure 15: Flowchart sub-toolbar



Figure 16: Callouts sub-toolbar



Figure 17: Stars and Banners sub-toolbar



Figure 18: 3D-Objects sub-toolbar

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 or Standard toolbar.
- Use the keyboard shortcut *F8*.



Figure 19: Edit Points toolbar

Available tools from left to right

Edit Points	Convert to Curve	Smooth Transition
Move Points	Close Bezier	Symmetric Transition
Insert Points	Split Curve	Eliminate Points
Delete Points	Corner Point	

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.



Figure 20: Find toolbar

Available tools from left to right

Close Find Bar	Find Next	Find and Replace
Find Text	Find All	
Find Previous	Match Case	

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.

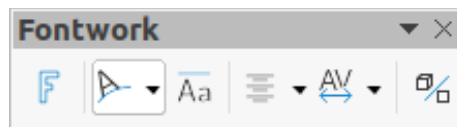


Figure 21: Fontwork toolbar

Available tools from left to right

Insert Fontwork Text	Fontwork Same Letter Heights	Fontwork Character Spacing
Fontwork Shape	Fontwork Alignment	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).

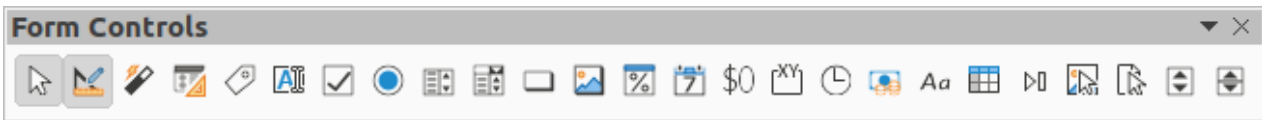


Figure 22: Form Controls toolbar

Available tools from left to right

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

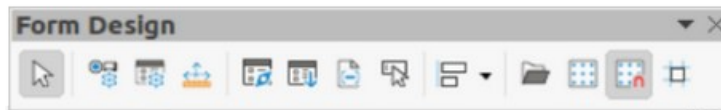


Figure 23: Form Design toolbar

Available tools from left to right

Select	Automatic Control Focus	Align Objects
Control Properties	Bring to Front	Open in Design Mode
Form Properties	Send to Back	Display Grid
Position and Size	Group	Snap to Grid
Form Navigator	Ungroup	Helplines While Moving
Activation Order	Enter Group	
Add Field	Exit Group	

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 inactive 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.



Figure 24: Form Navigation toolbar

Available tools from left to right

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.

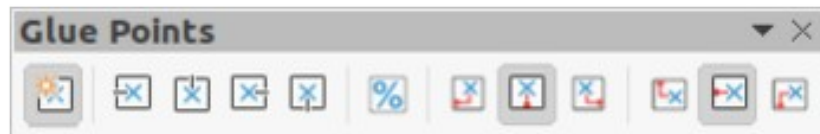


Figure 25: Glue Points toolbar

Available tools from left to right

Insert Glue Point	Exit Direction Bottom	Glue Point Horizontal Right
Exit Direction Left	Glue Point Relative	Glue Point Vertical Top
Exit Direction Top	Glue Point Horizontal Left	Glue Point Vertical Center
Exit Direction Right	Glue Point Horizontal 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.

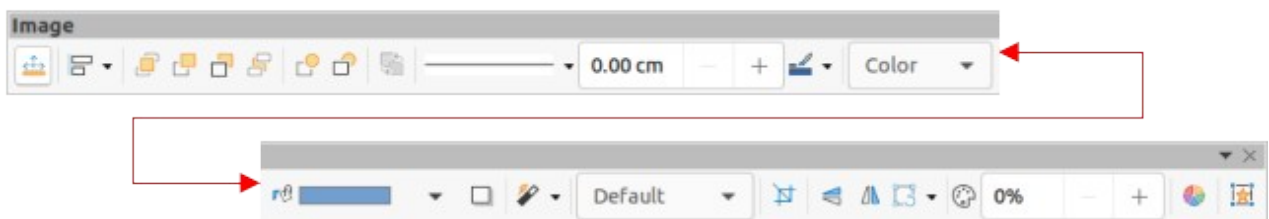


Figure 26: Image toolbar

Available tools from left to right

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

Insert

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

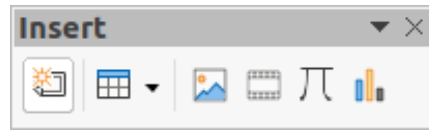


Figure 27: Insert toolbar

Available tools from left to right

New Page	Table	Formula Object
Floating Frame	Image	Chart
Insert Page from File	Insert Audio or Video (Media in Visible Buttons)	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.



Figure 28: Legacy Circles and Ovals toolbar

Available tools from left to right

Insert Ellipse	Circle Segment	Ellipse Segment, Unfilled
Circle	Ellipse, Unfilled	Circle Segment, Unfilled
Ellipse Pie	Circle, Unfilled	Arc
Circle Pie	Ellipse Pie, Unfilled	Circle Arc
Ellipse Segment	Circle Pie, Unfilled	

Legacy Rectangles

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

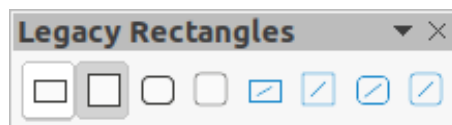


Figure 29: Legacy Rectangles toolbar

Available tools from left to right

Insert Rectangle	Rounded Square	Rounded Rectangle, Unfilled
Square	Rectangle, Unfilled	Rounded Square, Unfilled
Rectangle, 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.

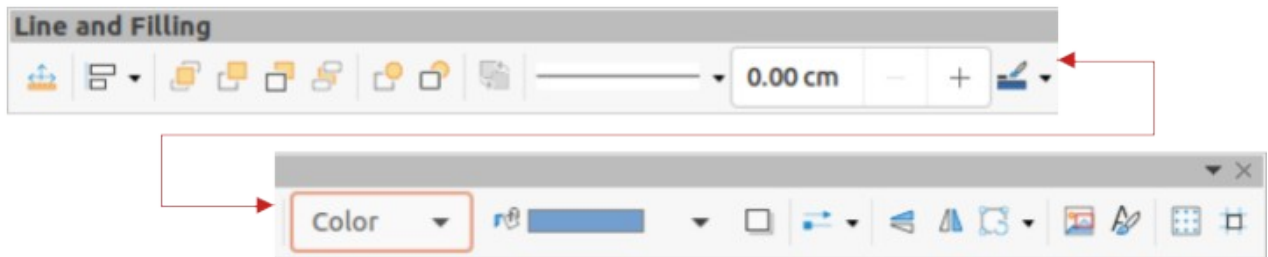


Figure 30: Line and Filling toolbar

Available tools from left to right

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

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.

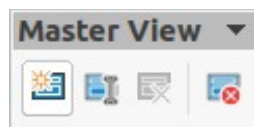


Figure 31: Master View toolbar

Available tools from left to right

New Master	Delete Master
Rename 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.



Figure 32: Media Playback toolbar

Available tools from left to right

Insert Audio or Video	Stop	Mute
Play	Repeat	Volume
Pause	Position	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.



Figure 33: Options toolbar

Available tools from left to right

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

Outline

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



Figure 34: Outline toolbar

Available tools from left to right

Demote	Show Formatting	Hide Subpoints
Promote	Black & White View	Show Subpoints
Move Down	Show Only First Level	
Move Up	Show All Levels	

Presentation

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

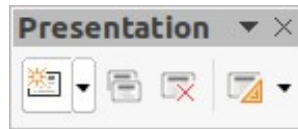


Figure 35:
Presentation toolbar

Available tools from left to right

New Slide	Change Slide Master	Go to Last Slide
Duplicate Slide	Expand Slide	Move Slide to Start
Rename Slide	Go to First Slide	Move Slide Up
Delete Slide	Go to Previous Slide	Move Slide Down
Slide Layout	Go to Next Slide	Move Slide to End

Slide Sorter

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

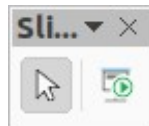


Figure 36:
Slide
Sorter
toolbar

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.



Figure 37: Slide View toolbar

Available tools from left to right

Rehearse Timings	Hide Slide
Show Slide	Slides per Row

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.

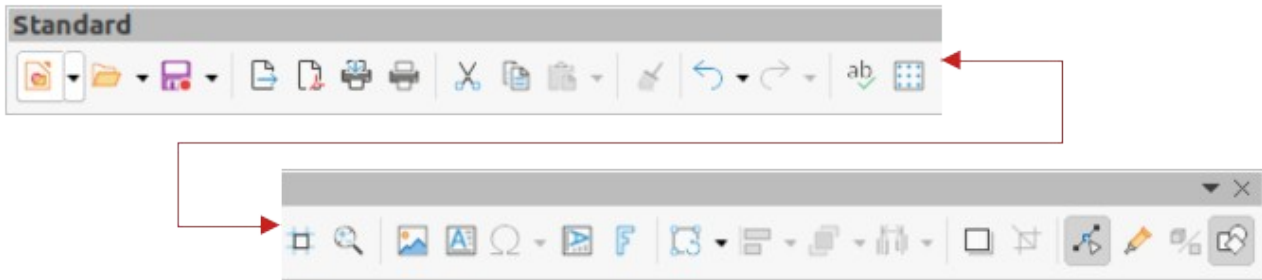


Figure 38: Standard toolbar

Available tools from left to right

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

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.

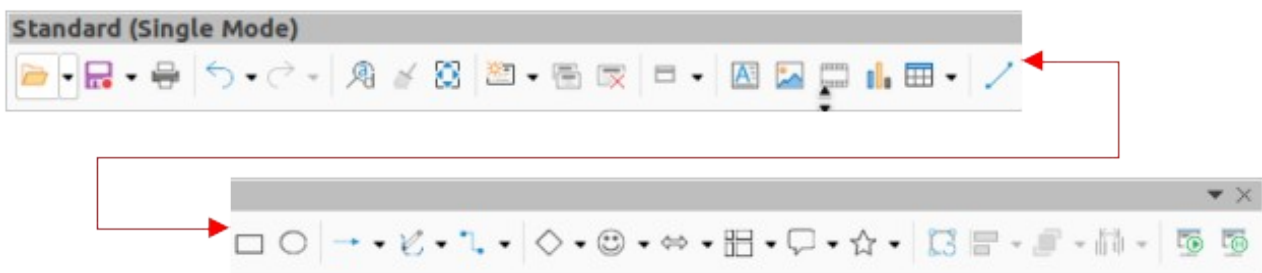


Figure 39: Standard (Single Mode) toolbar

Available tools from left to right

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.



Figure 40: Standard (Viewing Mode) toolbar

Available tools from left to right

Save As
 Edit Mode
 Read Only Mode
 Attach to Email (Email in Visible Buttons)

Export Directly as PDF
 EPUB
 Print Directly
 Print

Copy
 Find and Replace
 Zoom
 Start from First Slide

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.

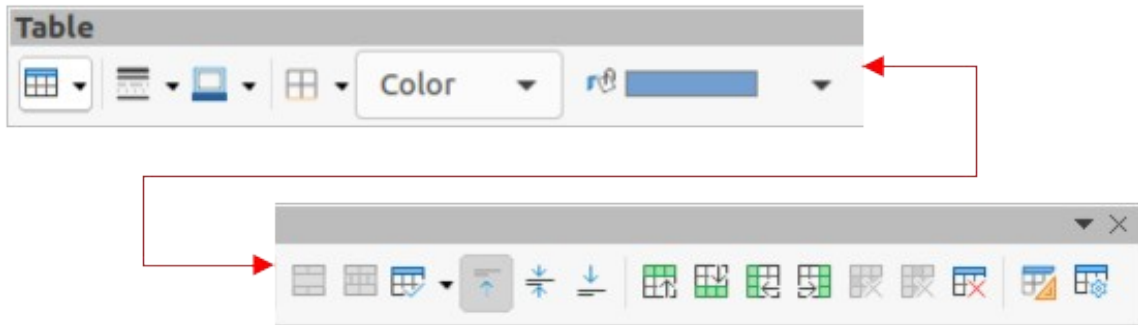


Figure 41: Table toolbar

Available tools from left to right

Table	Align Top (Top in Visible Buttons)	Insert Column After
Border Style	Center Vertically (Center in Visible Buttons)	Delete Row
Border Color	Align Bottom (Bottom in Visible Buttons)	Delete Column
Borders (<i>Shift</i> to overwrite)	Insert Row Above	Delete Table
Area Style/Filling	Insert Row Below	Select Table
Fill Color	Insert Column Before	Select Column
Merge Cells		Select Row
Split Cells		Table Design
Optimize		Table Properties

Text

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

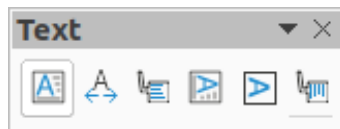


Figure 42: Text toolbar

Available tools from left to right

Insert Text Box (Text Box in Visible Buttons)	Callouts	Fit Vertical Text to Frame
Fit Text in Textbox Size	Insert Vertical Text (Vertical Text in Visible Buttons)	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.

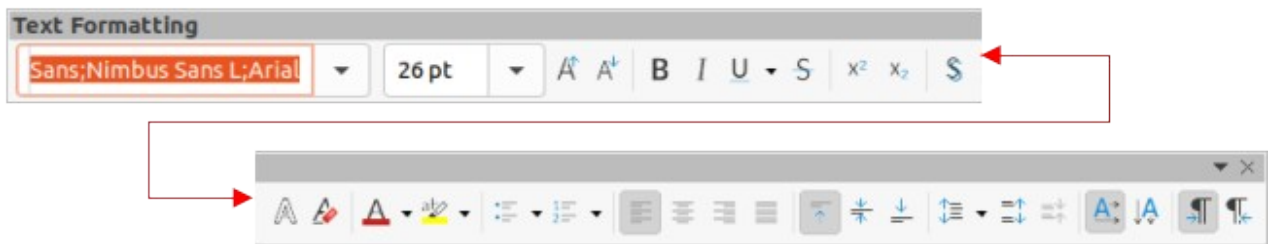


Figure 43: Text Formatting toolbar

Available tools from left to right

Font Name	Clear Direct Formatting (Clear in Visible Buttons)	Align Top (Top in Visible Buttons)
Font Size	lowercase	Center Vertically (Center in Visible Buttons)
Increase Font Size (Increase in Visible Buttons)	UPPERCASE	Align Bottom (Bottom in Visible Buttons)
Decrease Font Size (Decrease in Visible Buttons)	SMALL CAPITALS	Set Line Spacing (Line Spacing in Visible Buttons)
Bold	Font Color	Character Spacing
Italic	Character Highlighting Color	Increase Paragraph Spacing (Increase in Visible Buttons)
Underline	Toggle Unordered List (Unordered List in Visible Buttons)	Decrease Paragraph Spacing (Decrease in Visible Buttons)
Double Underline	Toggle Ordered List (Ordered List in Visible Buttons)	Text direction from left to right
Strikethrough	Outline Format	Text direction from top to bottom
Overline	Align Left (Left in Visible Buttons)	Left-To-Right
Superscript	Align Center (Center in Visible Buttons)	Right-To-Left
Subscript	Align Right (Right in Visible Buttons)	Select All
Toggle Shadow (Shadow in Visible Buttons)	Justified	Character
Apply outline attribute to font (Outline Font Effect in Visible Buttons)		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	Set to circle (slant)	Interactive gradient tool (Gradient tool in Visible Buttons)
Flip	Distort	
In 3D Rotation Object	Interactive transparency tool (Transparency tool in Visible Buttons)	
Set in Circle (perspective)		

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

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

Available tools from left to right

Zoom In	Zoom Next	Object Zoom
Zoom Out	Entire Page	Zoom & Pan
100%	Page Width	Shift
Zoom Previous	Optimal View (Optimal in Visible Buttons)	