



LibreOffice
Community



Draw Guide 7.3

*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.

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

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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

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 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

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

- 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 a moving cursor 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 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-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:

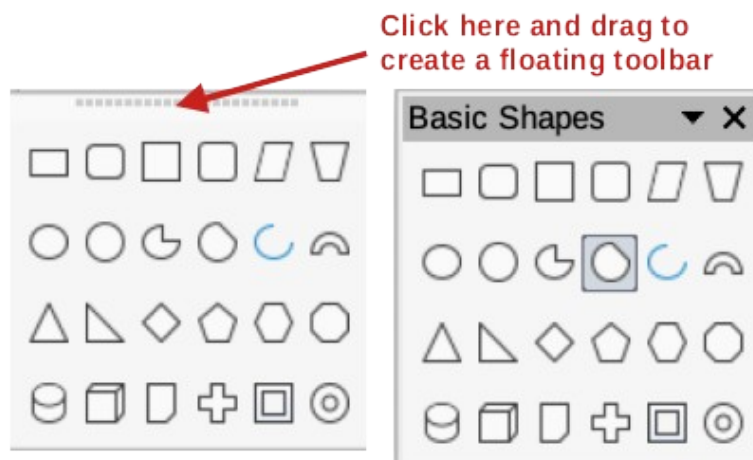


Figure 2: Creating floating sub-toolbar

- 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 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 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 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 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 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

✓ 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 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.



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 then selected.

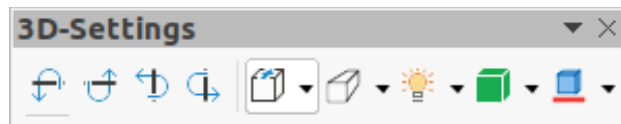


Figure 4: 3D-Settings toolbar

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 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.

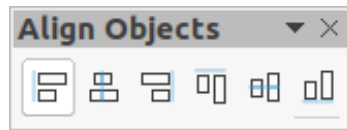


Figure 5: Align Objects toolbar

Available tools from left to right

Left	Right	Center
Centered	Top	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.

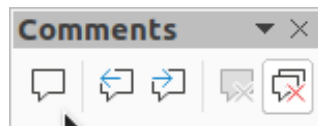


Figure 6: Comments toolbar

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 in a drawing. 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	Symbol Shapes	Shadow
Zoom & Pan	Block Arrows (Arrow Shapes in Visible Buttons))	Crop Image (Crop in Visible Buttons)
Zoom	Flowchart (Flowchart Shapes in Visible Buttons)	Filter
Text Box	Callouts (Callout Shapes in Visible Buttons)	Points (Edit Points in Visible Buttons)
Vertical Text	Stars and Banners (Star Shapes in Visible Buttons)	Show Glue Points Function (Glue Points in Visible Buttons)
Insert Fontwork	3D Objects	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		

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 Figures 9 to 18.

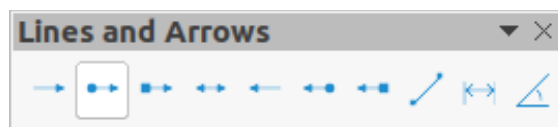


Figure 9: Lines and Arrows sub-toolbar

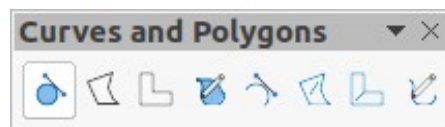


Figure 10: Curves and Polygons sub-toolbar



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 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.

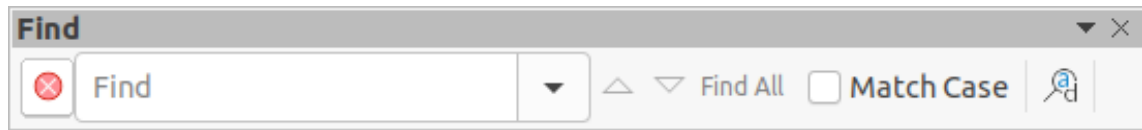


Figure 20: Find toolbar

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 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.

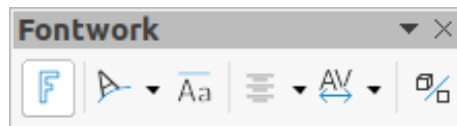


Figure 21: Fontwork toolbar

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 drawing or document).

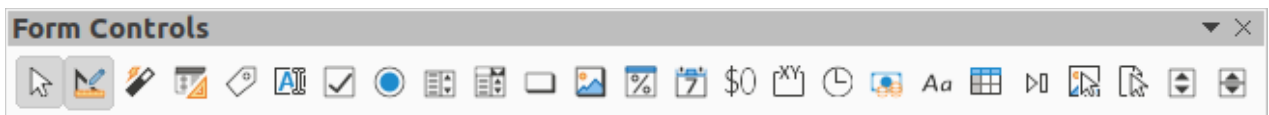


Figure 22: Form Control toolbar

Available tools from left to right

Select	Control Properties	Check Box
Design Mode	Form Properties	Option Button
Toggle Form Control Wizards	Label	List Box
Form Design	Text 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

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**.

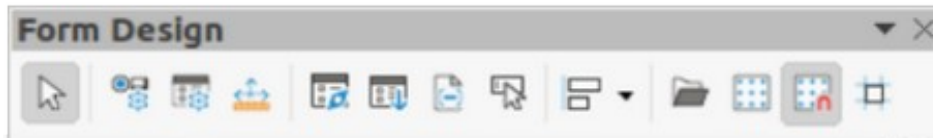


Figure 23: Form Design toolbar

Available tools from left to right

Select
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

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.



Figure 24: Form Navigation toolbar

Available tools from left to right

Find Record
Record
Absolute Record
Text -> Record
Total No. of Records
First Record
Previous Record
Next Record

Last Record
New Record
Save Record
Undo: Data entry
Delete Record
Refresh
Refresh Control
Sort

Sort Ascending
Sort Descending
AutoFilter
Apply Filter
Form-Based Filters
Reset Filter/Sort
Data source as Table

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.

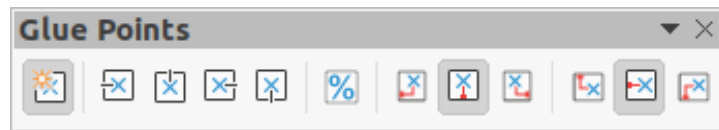


Figure 25: Glue Points toolbar

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 drawing. The Image toolbar automatically replaces the Line and Filling toolbar when it becomes active.

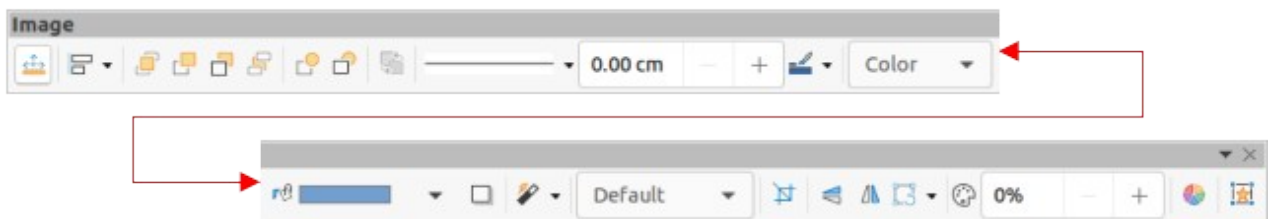


Figure 26: Image toolbar

Available tools from left to right

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

Insert

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

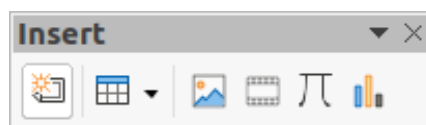


Figure 27: Insert toolbar

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 drawing.

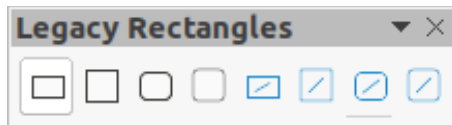


Figure 29: Legacy Rectangles toolbar

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.

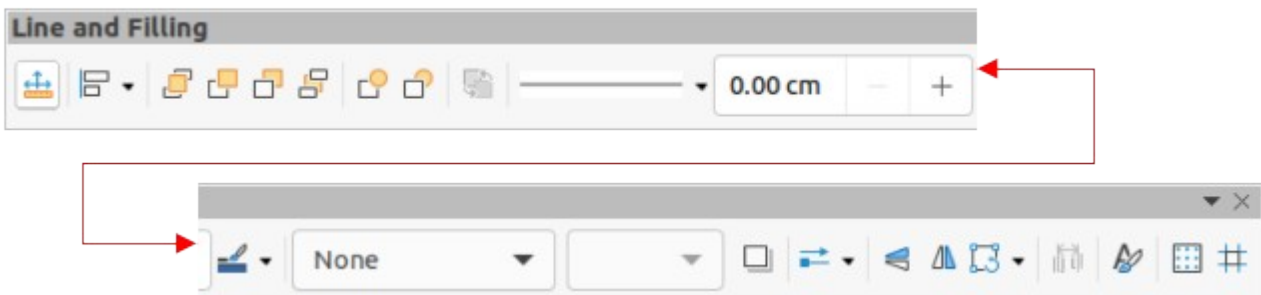


Figure 30: Line and Filling toolbar

Available tools from left to right

Position and Size
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
Arrow Style
Vertically

Horizontally
Transformations
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 page, rename a master page, delete a master page, and close master view. This toolbar is only active when Draw is in master view.

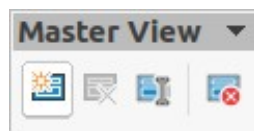


Figure 31: Master View toolbar

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 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.

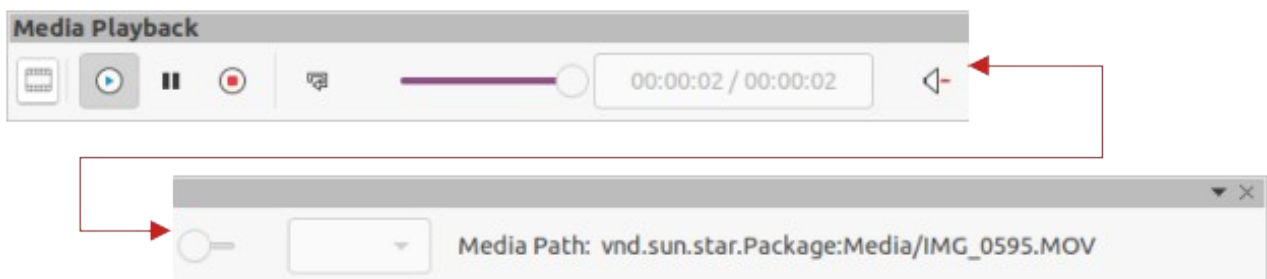


Figure 32: Media Playback toolbar

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 drawings, 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

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.



Figure 34: Redaction toolbar

Available tools from left to right

Rectangle	Redacted Export (White)	PDF
Freeform	Redacted Export (Black)	

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.

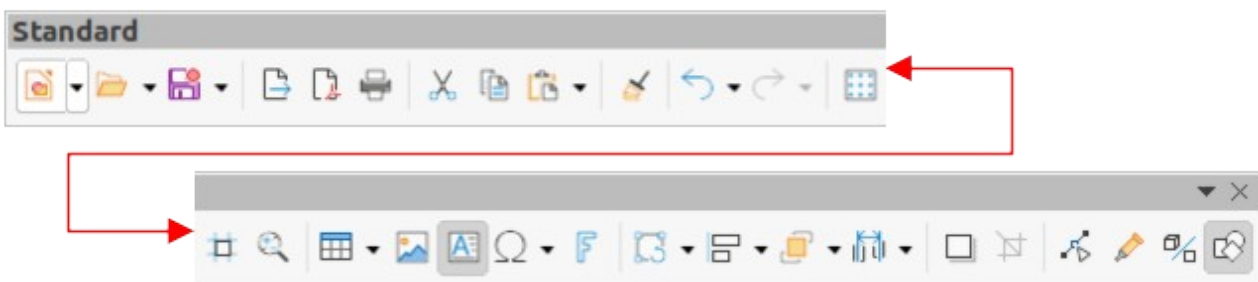


Figure 35: Standard toolbar

Available tools from left to right

Load URL	Open Remote	Edit Mode
New	Save	Export
Templates	Save As	Export Directly as PDF
Open	Email	Print Directly

Print
 Cut
 Copy
 Paste
 Clone Formatting (Clone in Visible Buttons)
 Clear
 Undo
 Redo
 Spelling
 Auto Spellcheck
 Display Grid (Grid in Visible Buttons)
 Helplines While Moving
 Zoom & Pan
 Object Zoom
 Zoom
 Table

Insert Image (Image in Visible Buttons)
 Insert Chart (Chart in Visible Buttons)
 Insert Text Box (Text Box in Visible Buttons)
 Insert Special Characters (Symbol in Visible Buttons)
 Vertical Text
 Insert Fontwork Text
 Insert Hyperlink (Hyperlink in Visible Buttons)
 Transformations
 Flip
 Position and Size
 Align Objects
 Distribution
 Shadow

Crop
 Filter
 3D Effects
 Edit Points
 Glue Points
 Toggle Extrusion
 Show Draw Functions (Draw Functions in Visible Buttons)
 LibreOffice Help
 What's That
 Go to First Page
 Go to Previous Page
 Go to Next Page
 Go to Last Page
 Move Page to Start
 Move Page Up
 Move Page Down
 Move Page to End

Standard (Viewing Mode)

The Standard (Viewing Mode) toolbar (Figure 36) provides tools to save, edit, and distribute a drawing.

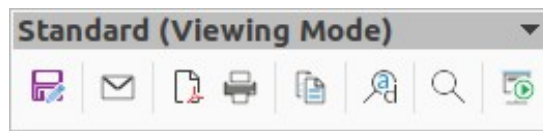


Figure 36: Standard (Viewing Mode) toolbar

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 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.

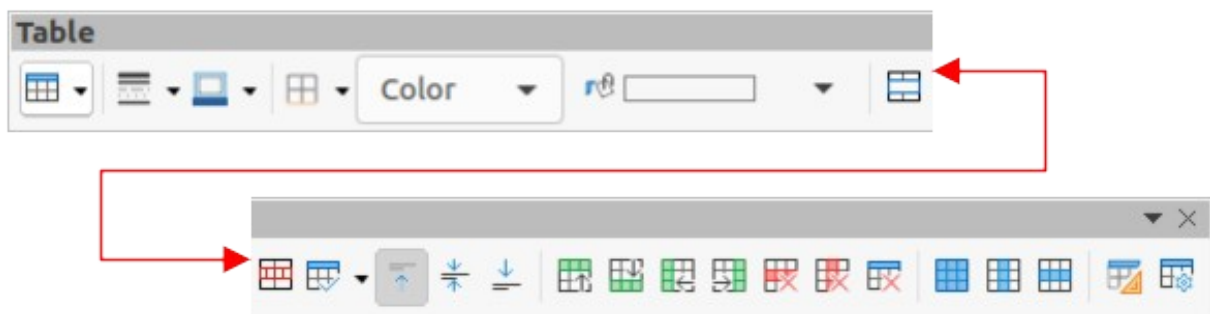


Figure 37: Table toolbar

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 (Shift 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 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.

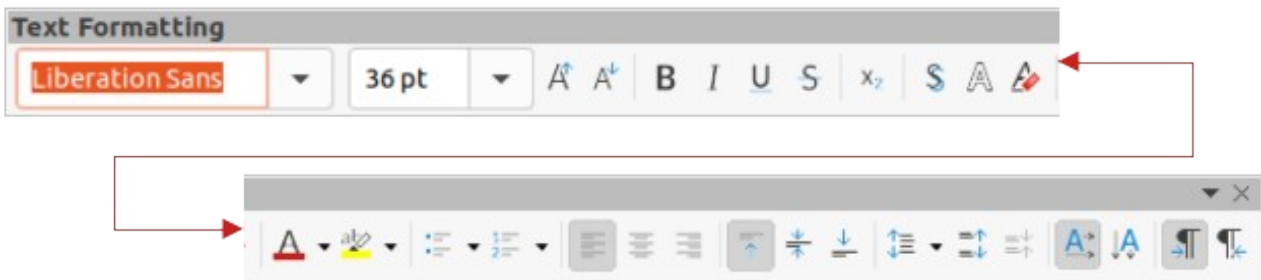


Figure 38: Text Formatting toolbar

Available tools from left to right

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

Transformations

The Transformations toolbar (Figure 39) provides tools to modify the shape, orientation, or fill of selected objects.



Figure 39: 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)		

Zoom

The Zoom toolbar (Figure 40) provides tools to reduce or enlarge the screen display of the current drawing.



Figure 40: Zoom toolbar

Available tools from left to right

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