Appendix B, Toolbars
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Using LibreOffice on macOS

Some keystrokes and menu items are different on macOS from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this document. For a detailed list, see the application Help.

<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>Ô and/or Cmd or Command</td>
<td>Used with other keys</td>
</tr>
<tr>
<td>Alt</td>
<td>⌘ and/or Alt or Option</td>
<td>Used with other keys</td>
</tr>
<tr>
<td>F11</td>
<td>Ô+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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4 | Appendix B, Toolbars
**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
- 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
- Redaction
- Standard
- Standard (Single Mode)
- Standard (Viewing Mode)
- Table
- Text
- Text Formatting
- Transformations
- 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 is used to move the toolbar.

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

Locking 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.

![3D-Objects toolbar](image)

Figure 3: 3D-Objects toolbar

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

3D-Settings

The 3D-Settings toolbar (Figure 4) and its tools only become active when an object has been converted to 3D using the tool Toggle Extrusion and the converted object is then selected.

![3D-Settings toolbar](image)

Figure 4: 3D-Settings toolbar

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

The following tools on this toolbar have a triangle ▼ on the right of the icon. Click on this triangle to open a drop-down menu giving access to various options as follows:

- **Depth** — 3D extrusion depth – 0cm; 1cm; 2.5cm; 5cm; 10cm; Infinity; Custom. The measurement unit depends on the settings in Tools > Options > LibreOffice Draw > General (macOS LibreOffice > Preferences > LibreOffice Draw > General).
- **Direction** — 3D extrusion direction and type – Parallel; Perspective.
- **Lighting** — lighting direction and lighting level of 3D extrusion – Bright; Normal; Dim.
- **Surface** — surface type of 3D extrusion – Wire Frame; Matt; Plastic; Metal.
- **3D Color** — color of 3D extrusion. Select a color from one of the available color palettes.
Align Objects

The Align Objects toolbar (Figure 5) provides tools for aligning several objects in a drawing to improve the visual impact of a drawing.

![Align Objects toolbar](image)

**Figure 5: Align Objects toolbar**

**Available tools from left to right**

<table>
<thead>
<tr>
<th>Left</th>
<th>Centered</th>
<th>Right</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top</td>
<td>Center</td>
<td>Bottom</td>
</tr>
</tbody>
</table>

Comments

The Comments toolbar (Figure 6) provides tools 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.

![Comments toolbar](image)

**Figure 6: Comments toolbar**

**Available tools from left to right**

<table>
<thead>
<tr>
<th>Comment</th>
<th>Previous Comment</th>
<th>Next Comment</th>
<th>Delete Comment</th>
<th>Delete All Comments</th>
</tr>
</thead>
</table>

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**

<table>
<thead>
<tr>
<th>Horizontally Left</th>
<th>Horizontally Right</th>
<th>Vertically Spacing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horizontally Center</td>
<td>Vertically Top</td>
<td>Vertically Bottom</td>
</tr>
<tr>
<td>Horizontally Spacing</td>
<td>Vertically Center</td>
<td></td>
</tr>
</tbody>
</table>
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.

![Drawing toolbar](image)

**Figure 8: Drawing toolbar**

**Available tools from left to right**
- Select
- Zoom & Pan
- Zoom
- Text Box
- Vertical Text
- Insert Fontwork
- Line Color
- Fill Color
- Line
- Rectangle
- Ellipse
- Line Ends with Arrow
- 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
- Rotate
- Flip
- Align Objects
- Arrange
- Select at least three objects to distribute (Distribution in visible Buttons)
- Shadow
- Crop Image (Crop in Visible Buttons)
- Filter
- Points (Edit Points in Visible Buttons)
- Show Glue Points Function (Glue Points in Visible Buttons)
- To Curve
- To Polygon
- To 3D
- To 3D Rotation Object
- Toggle Extrusion
- Insert
- Controls

Some tool shapes on the Drawing toolbar change depending on the last tool that had previously been selected and used.

- Click on the triangle ▼ to the right of a tool to open a pop-up toolbar. Select the required shape to add to a drawing.
- To create a sub-toolbar, click and drag at the top of the pop-up toolbar to an empty area on the main window. The sub-toolbars for each object type and the various shapes available are shown Figures 9 to 18.

![Lines and Arrows sub-toolbar](image)

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

![Curves and Polygons sub-toolbar](image)

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

![Connectors sub-toolbar](image)

**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*.

### Available tools from left to right

<table>
<thead>
<tr>
<th>Tool</th>
<th>Tool</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Points</td>
<td>Convert to Curve</td>
<td>Smooth Transition</td>
</tr>
<tr>
<td>Move Points</td>
<td>Close Bezier</td>
<td>Symmetric Transition</td>
</tr>
<tr>
<td>Insert Points</td>
<td>Split Curve</td>
<td>Eliminate Points</td>
</tr>
<tr>
<td>Delete Points</td>
<td>Corner Point</td>
<td></td>
</tr>
</tbody>
</table>

**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

**Figure 19**: Edit Points toolbar
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.

![Find toolbar](image)

*Figure 20: Find toolbar*

**Available tools from left to right**

<table>
<thead>
<tr>
<th>Close Find Bar</th>
<th>Find Text</th>
<th>Find Previous</th>
<th>Find Next</th>
<th>Find All</th>
<th>Match Case</th>
<th>Find and Replace</th>
</tr>
</thead>
</table>

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.

![Fontwork toolbar](image)

*Figure 21: Fontwork toolbar*

**Available tools from left to right**

<table>
<thead>
<tr>
<th>Insert Fontwork Text</th>
<th>Fontwork Same Letter Heights</th>
<th>Fontwork Character Spacing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fontwork Shape</td>
<td>Fontwork Alignment</td>
<td>Toggle Extrusion</td>
</tr>
</tbody>
</table>

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).

![Form Controls toolbar](image)

*Figure 22: Form Control toolbar*

**Available tools from left to right**

<table>
<thead>
<tr>
<th>Select</th>
<th>Control Properties</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Mode</td>
<td>Form Properties</td>
<td>Option Button</td>
</tr>
<tr>
<td>Toggle Form Control Wizards</td>
<td>Label</td>
<td>List Box</td>
</tr>
<tr>
<td>Form Design</td>
<td>Text Box</td>
<td>Combo Box</td>
</tr>
</tbody>
</table>
Form Design

The Form Design toolbar (Figure 23) opens a form in Design Mode so that it can be edited. Controls of the form cannot be activated or its contents edited when in Design Mode. However, the position and size of the controls can be changed, other properties edited, and added or deleted controls in Design Mode.

![Form Design toolbar](image)

**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.

![Form Navigation toolbar](image)

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

<table>
<thead>
<tr>
<th>Insert Glue Point</th>
<th>Exit Direction Bottom</th>
<th>Glue Point Horizontal Right</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exit Direction Left</td>
<td>Glue Point Relative</td>
<td>Glue Point Vertical Top</td>
</tr>
<tr>
<td>Exit Direction Top</td>
<td>Glue Point Horizontal Left</td>
<td>Glue Point Vertical Center</td>
</tr>
<tr>
<td>Exit Direction Right</td>
<td>Glue Point Horizontal Center</td>
<td>Glue Point Vertical Bottom</td>
</tr>
</tbody>
</table>

### Image

The Image toolbar (Figure 26) provides tools to edit, modify, align, reposition and resize images. The toolbar only becomes active and available when an image is selected in a drawing. The Image toolbar automatically replaces the Line and Filling toolbar when it becomes active.

![Image toolbar](image)

**Figure 26: Image toolbar**

**Available tools from left to right**

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

### Insert

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

![Insert toolbar](image)

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

![Master View toolbar](image)

*Figure 31: Master View toolbar*

**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.

![Media Playback toolbar](image)

*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 drawings, for example how objects snap to the grid when being moved or resized.
Available tools from left to right
Rotation Mode after Clicking | Snap to Grid | Allow Quick Editing
Object | Snap to Snap Guides | Select Text Area Only
Display Grid | Snap to Page Margins | Double-click to edit Text
Display Snap Guides | Snap to Object Borders | Modify Object with Attributes
Helplines While Moving | 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.

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.

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
Standard (Viewing Mode)

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

**Available tools from left to right**
- Save As
- Export Directly as PDF
- Copy
- Edit Mode
- EPUB
- Find and Replace
- Read Only Mode
- Print Directly
- Zoom
- Attach to Email (Email in Visible Buttons)
- Print
- Go to First Page
- Start from First Slide
- Move Page to Start
- Move Page Up
- Move Page Down
- Move Page to End
- Move Page to End

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.

**Available tools from left to right**
- 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 Previous Page
- Go to Next Page
- Go to Last Page
- Move Page to Start
- Move Page Up
- Move Page Down
- Move Page to End
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.

![Text Formatting toolbar](image)

**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
- 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)
- Insert Top (Top in Visible Buttons)
- Insert Bottom (Bottom in Visible Buttons)
- Insert Unordered List (Unordered List in Visible Buttons)
- Insert Ordered List (Ordered List in Visible Buttons)
- Insert Outline Format
- Insert Align Left (Left in Visible Buttons)
- Insert Align Center (Center in Visible Buttons)
- Insert Align Right (Right in Visible Buttons)
- Insert Justified
- Insert Align Top (Top in Visible Buttons)
- Insert Center Vertically (Center in Visible Buttons)
- Insert Bottom (Bottom in Visible Buttons)
- Insert Text Direction from Left to Right
- Insert Text Direction from Top to Bottom
- Insert Left-To-Right
- Insert Right-To-Left
- Select All
- Character
- Paragraph
- 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 39) provides tools to modify the shape, orientation, or fill of selected objects.
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)

Zoom

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

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