



**LibreOffice**  
Community



## Impress Guide 7.2

### *Appendix B* *Toolbars*

## Copyright

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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 November 2021. Based on LibreOffice 7.2.

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>
<b>Tools &gt; Options</b> menu selection	<b>LibreOffice &gt; Preferences</b>	Access setup options
Right-click	<i>Control</i> +click or right-click depending on computer setup	Open a context menu
<i>Ctrl</i> (Control)	⌘ (Command)	Used with other keys
<i>F11</i>	⌘+T	Open the Styles deck in the Sidebar

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## Introduction

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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 may differ from what is displayed on a screen. Toolbar icons depend on the computer system being used and how a LibreOffice has been setup. For more information on customizing LibreOffice and the toolbars, see the *Getting Started Guide*.

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## Using toolbars

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### 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 make it active. Depending on the computer setup and operating system, active toolbars are indicated by a check mark or highlighting next to the name.

#### Impress toolbars available

- |                              |                             |
|------------------------------|-----------------------------|
| 1) 3D-Objects                | 18) Line and Filling        |
| 2) 3D-Settings               | 19) Master View             |
| 3) Align Objects             | 20) Media Playback          |
| 4) Comments                  | 21) Options                 |
| 5) Distribute Selection      | 22) Outline                 |
| 6) Drawing                   | 23) Presentation            |
| 7) Edit Points               | 24) Slide Sorter            |
| 8) Find                      | 25) Slide View              |
| 9) Fontwork                  | 26) Standard                |
| 10) Form Controls            | 27) Standard (Single Mode)  |
| 11) Form Design              | 28) Standard (Viewing Mode) |
| 12) Form Navigation          | 29) Table                   |
| 13) Gluepoints               | 30) Text                    |
| 14) Image                    | 31) Text Formatting         |
| 15) Insert                   | 32) Transformations         |
| 16) Legacy Circles and Ovals | 33) TSCP Classification     |
| 17) Legacy Rectangles        | 34) 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 the presentation. For example, the Image toolbar only displays when an image is selected.

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### 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.



Figure 1: Toolbar handles

## 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 mouse 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 hold down the mouse button 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 mouse button when the required position is reached.

### ✓ Note

If the small vertical bar is not visible at the left end of a docked toolbar, then the toolbar is locked into position. A docked toolbar must be unlocked before it can be moved to a new position in the Impress main window.

### 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 small triangle ▼ to the right of the tool indicating that more tools are available on a sub-toolbar, for example **Basic Shapes** on the Drawing toolbar. Sub-toolbars can be turned into floating toolbars and moved into a new position as follows:

- 1) Move the mouse 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.



Figure 2: Creating floating sub-toolbar

- 2) Click and hold down the mouse button and drag the toolbar to a new location to create a floating sub-toolbar.
- 3) Release the mouse button when the required position is reached.
- 4) To close the floating sub-toolbar, right-click on the small triangle ▼ in the sub-toolbar title bar and select **Close Toolbar** from the context menu.

### Docking toolbars

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 mouse button 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** 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 any 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, a default set of toolbars suitable for each LibreOffice module are also installed. Each toolbar also has a default set of tools to provide the necessary tools for creating LibreOffice documents.

### Adding tools

- 1) Right-click in a blank area on a toolbar, or click on the small downward 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 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 small downward 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 small 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.

### Available tools from left to right

- |             |                |
|-------------|----------------|
| 1) Cube     | 5) Pyramid     |
| 2) Sphere   | 6) Torus       |
| 3) Cylinder | 7) Shell       |
| 4) Cone     | 8) Half Sphere |



Figure 3: 3D-Objects toolbar

## 3D-Settings

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

### Available tools from left to right

- |                     |              |
|---------------------|--------------|
| 1) Toggle Extrusion | 6) Depth     |
| 2) Tilt Down        | 7) Direction |
| 3) Tilt Up          | 8) Lighting  |
| 4) Tilt Left        | 9) Surface   |
| 5) Tilt Right       | 10) 3D Color |



Figure 4: 3D-Settings toolbar

The following tools on the 3D-Settings toolbar have a small 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**.
- **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.

### Available tools from left to right

- |             |           |
|-------------|-----------|
| 1) Left     | 4) Top    |
| 2) Centered | 5) Center |
| 3) Right    | 6) Bottom |

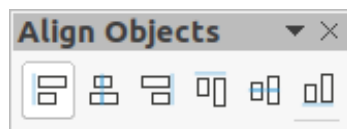


Figure 5: Align Objects toolbar

## 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** so that comments can be easily identified.

### Available tools from left to right

- |  |                        |
|--|------------------------|
| 1) Comment ( <i>Ctrl+Alt+C</i> )             | 4) Delete Comment      |
| 2) Previous Comment ( <i>Ctrl+Alt+PgUp</i> ) | 5) Delete All Comments |
| 3) Next Comment ( <i>Ctrl+Alt+PgDown</i> )   |                        |

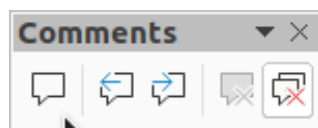


Figure 6: Comments toolbar

## 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.

### Available tools from left to right

- |                         |                       |
|-------------------------|-----------------------|
| 1) Horizontally Left    | 5) Vertically Top     |
| 2) Horizontally Center  | 6) Vertically Center  |
| 3) Horizontally Spacing | 7) Vertically Spacing |
| 4) Horizontally Right   | 8) Vertically Bottom  |



Figure 7: Distribute Selection toolbar

## Drawing

The Drawing toolbar (Figure 8) provides the tools used to create graphic objects on slides in a presentation.

### Available tools from left to right

- |   |   |
|---|---|
| 1) Select   | 21) Stars and Banners (Star Shapes in Visible Buttons)                            |
| 2) Zoom & Pan                                       | 22) 3D Objects  |
| 3) Zoom   | 23) Position and Size (F4)  |
| 4) Text Box (F2)                                    | 24) Rotate  |
| 5) Vertical Text                                    | 25) Flip  |
| 6) Insert Fontwork                                  | 26) Align Objects   |
| 7) Line Color                                       | 27) Arrange   |
| 8) Fill Color                                       | 28) Select at least three objects to distribute (Distribution in visible Buttons) |
| 9) Line   | 29) Shadow  |
| 10) Rectangle                                       | 30) Crop Image (Crop in Visible Buttons)  |
| 11) Ellipse   | 31) Filter  |
| 12) Line Ends with Arrow                            | 32) Points F8 (Edit Points (F8) in Visible Buttons)                               |
| 13) Lines and Arrows                                | 33) Show Glue Points Function (Glue Points in Visible Buttons)                    |
| 14) Curves and Polygons                             | 34) To Curve  |
| 15) Connectors                                      | 35) To Polygon  |
| 16) Basic Shapes                                    | 36) To 3D   |
| 17) Symbol Shapes                                   | 37) TO 3D Rotation Object   |
| 18) Block Arrows (Arrow Shapes in Visible Buttons)) | 38) Toggle Extrusion  |
| 19) Flowchart (Flowchart Shapes in Visible Buttons) | 39) Insert  |
| 20) Callouts (Callout Shapes in Visible Buttons)    | 40) Controls  |

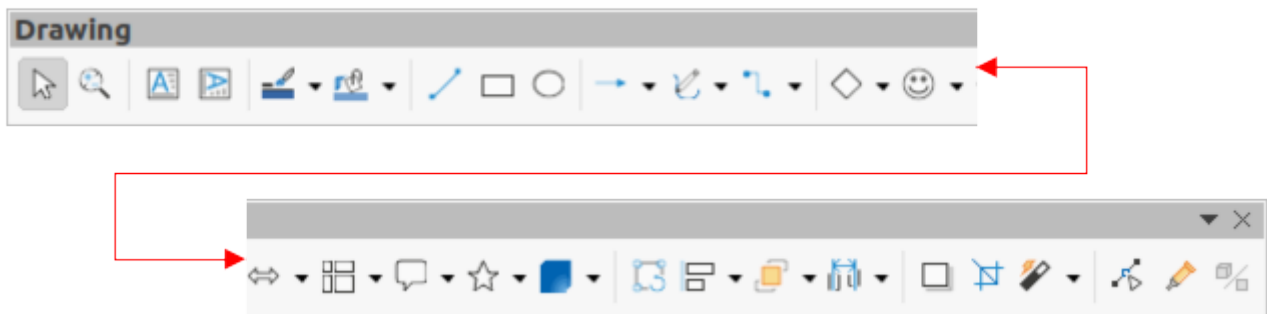


Figure 8: Drawing toolbar

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

- Click on the small 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

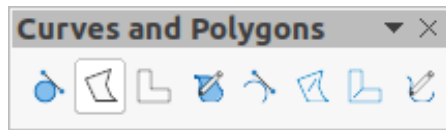


Figure 10: Curves and Polygons sub-toolbar



Figure 11: Connectors sub-toolbar

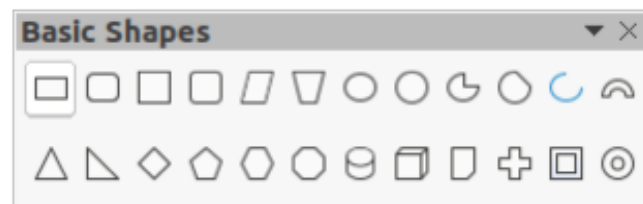


Figure 12: Basic Shapes sub-toolbar



Figure 13: Symbol Shapes sub-toolbar



Figure 14: Block Arrows sub-toolbar

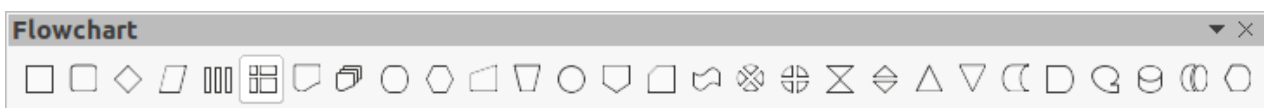


Figure 15: Flowchart sub-toolbar

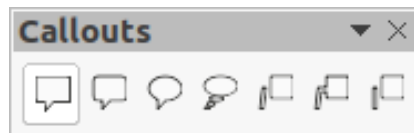


Figure 16: Callouts sub-toolbar

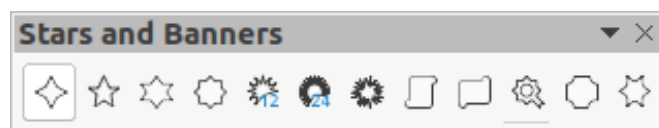


Figure 17: Stars and Banners sub-toolbar

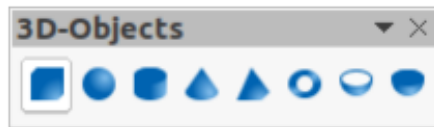


Figure 18: 3D-Objects sub-toolbar

## 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*.

### Available tools from left to right

- |                              |                          |
|------------------------------|--------------------------|
| 1) Edit Points ( <i>F8</i> ) | 7) Split Curve           |
| 2) Move Points               | 8) Corner Point          |
| 3) Insert Points             | 9) Smooth Transition     |
| 4) Delete Points             | 10) Symmetric Transition |
| 5) Convert to Curve          | 11) Eliminate Points     |
| 6) Close Bezier              |                          |



Figure 19: Edit Points toolbar

## 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.

### Available tools from left to right

- |                   |                                       |
|-------------------|---------------------------------------|
| 1) Close Find Bar | 5) Find All                           |
| 2) Find Text      | 6) Match Case                         |
| 3) Find Previous  | 7) Find and Replace ( <i>Ctrl+H</i> ) |
| 4) Find Next      |                                       |

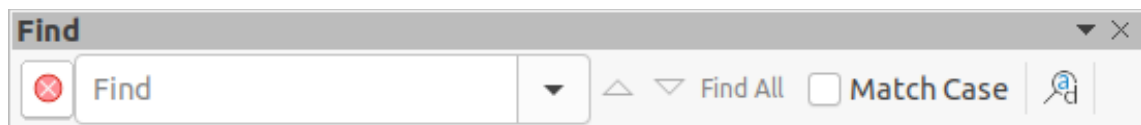


Figure 20: Find toolbar

## Fontwork

The Fontwork toolbar (Figure 21) is used to create graphical text objects in a drawing and provide the tools for editing the graphical text object. This toolbar only becomes active when a Fontwork graphical text object in the presentation has been selected.

### Available tools from left to right

- |                                 |                               |
|---------------------------------|-------------------------------|
| 1) Insert Fontwork Text         | 4) Fontwork Alignment         |
| 2) Fontwork Shape               | 5) Fontwork Character Spacing |
| 3) Fontwork Same Letter Heights | 6) Toggle Extrusion           |

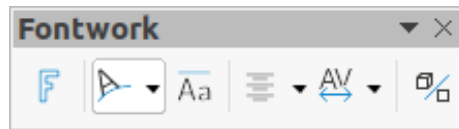


Figure 21: Fontwork toolbar

Some tools on the Fontwork toolbar have a small 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).

### Available tools from left to right

- |                                |                     |
|--------------------------------|---------------------|
| 1) Select                      | 15) Formatted Field |
| 2) Design Mode                 | 16) Date Field      |
| 3) Toggle Form Control Wizards | 17) Numerical Field |
| 4) Form Design                 | 18) Group Box       |
| 5) Control Properties          | 19) Time Field      |
| 6) Form Properties             | 20) Currency Field  |
| 7) Label                       | 21) Pattern Field   |
| 8) Text Box                    | 22) Table Control   |
| 9) Check Box                   | 23) Navigation Bar  |
| 10) Option Button              | 24) Image Control   |
| 11) List Box                   | 25) File Selection  |
| 12) Combo Box                  | 26) Spin Button     |
| 13) Push Button                | 27) Scrollbar       |
| 14) Image Button               |                     |



Figure 22: Form Controls toolbar

## 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**.

### Available tools from left to right

- |                                    |   |
|------------------------------------|---|
| 1) Select                          | 8) Automatic Control Focus                |
| 2) Control Properties              | 9) Bring to Front ( <i>Ctrl+Shift++</i> ) |
| 3) Form Properties                 | 10) Send to Back ( <i>Ctrl+Shift+-</i> )  |
| 4) Position and Size ( <i>F4</i> ) | 11) Group ( <i>Ctrl+Shift+G</i> )         |
| 5) Form Navigator                  | 12) Ungroup ( <i>Ctrl+Alt+Shift+G</i> )   |
| 6) Activation Order                | 13) Enter Group ( <i>F3</i> )             |
| 7) Add Field                       | 14) Exit Group ( <i>Ctrl+F3</i> )         |

- 15) Align Objects
- 16) Open in Design Mode
- 17) Display Grid

- 18) Snap to Grid
- 19) Helplines While Moving

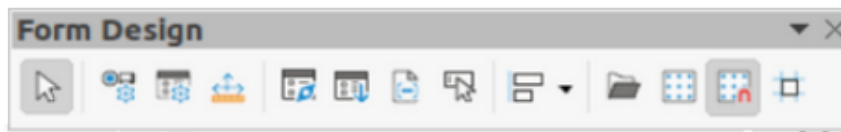


Figure 23: Form Design toolbar

## 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.

### Available tools from left to right

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



Figure 24: Form Navigation toolbar

## 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.

### Available tools from left to right

- |                          |                                 |
|--------------------------|---------------------------------|
| 1) Insert Glue Point     | 7) Glue Point Horizontal Left   |
| 2) Exit Direction Left   | 8) Glue Point Horizontal Center |
| 3) Exit Direction Top    | 9) Glue Point Horizontal Right  |
| 4) Exit Direction Right  | 10) Glue Point Vertical Top     |
| 5) Exit Direction Bottom | 11) Glue Point Vertical Center  |
| 6) Glue Point Relative   | 12) Glue Point Vertical Bottom  |

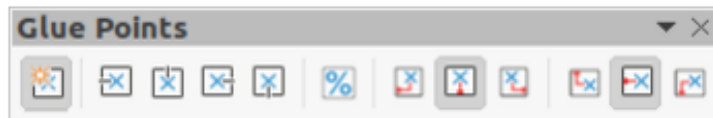


Figure 25: Glue Points toolbar

## 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.

### Available tools from left to right

- |  |                        |
|--|------------------------|
| 1) Position and Size ( <i>F4</i> )         | 18) Line Width         |
| 2) Align Objects                           | 19) Line Color         |
| 3) Left                                    | 20) Area Style/Filling |
| 4) Centered                                | 21) Fill Color         |
| 5) Right                                   | 22) Shadow             |
| 6) Top                                     | 23) Filter             |
| 7) Center                                  | 24) Image Mode         |
| 8) Bottom                                  | 25) Crop               |
| 9) Arrange                                 | 26) Vertically         |
| 10) Bring to Front ( <i>Ctrl+Shift++</i> ) | 27) Horizontally       |
| 11) Bring Forward ( <i>Ctrl++</i> )        | 28) Transformations    |
| 12) Send Backward ( <i>Ctrl+-</i> )        | 29) Transparency       |
| 13) Send to Back ( <i>Ctrl+Shift+-</i> )   | 30) Color              |
| 14) In Front of Object                     | 31) Line               |
| 15) Behind Object                          | 32) Area               |
| 16) Reverse                                | 33) Animation          |
| 17) Line Style                             | 34) Interaction        |

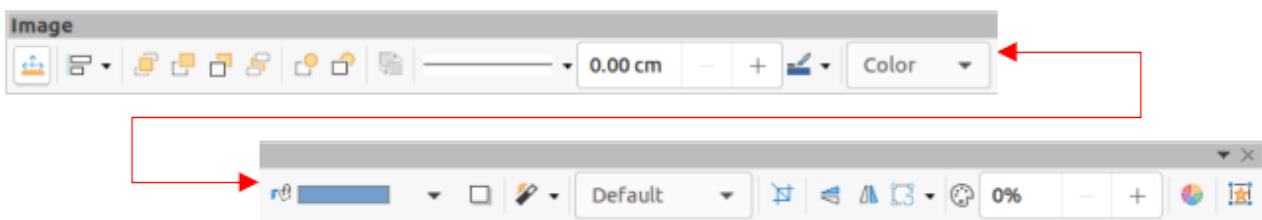


Figure 26: Image toolbar

## Insert

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

### Available tools from left to right

- |                               |   |
|-------------------------------|---|
| 1) New Page ( <i>Ctrl+M</i> ) | 6) Insert Audio or Video (Media in Visible Buttons) |
| 2) Floating Frame             | 7) Formula Object ( <i>Ctrl+Alt+=</i> )             |
| 3) Insert Page from File      | 8) Chart  |
| 4) Table                      | 9) OLE Object                                       |
| 5) Image                      |   |

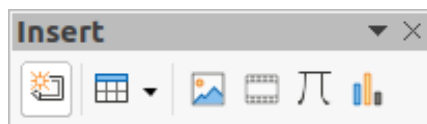


Figure 27: Insert toolbar



## 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.

### Available tools from left to right

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



Figure 28: Legacy Circles and Ovals toolbar

## Legacy Rectangles

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

### Available tools from left to right

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

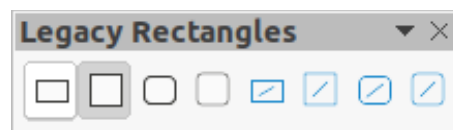


Figure 29: Legacy Rectangles toolbar

## 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.

### Available tools from left to right

- 1) Position and Size (F4)
- 2) Align Objects
- 3) Left
- 4) Centered
- 5) Right
- 6) Top
- 7) Center
- 8) Bottom
- 9) Arrange
- 10) Bring to Front (Ctrl+Shift++)
- 11) Bring Forward (Ctrl++)
- 12) Send Backward (Ctrl+-)
- 13) Send to Back (Ctrl+Shift+-)
- 14) In Front of Object
- 15) Behind Object
- 16) Reverse
- 17) Line Style
- 18) Line Width
- 19) Line Color
- 20) Area Style/Filling
- 21) Fill Color
- 22) Shadow
- 23) Arrow Style
- 24) Vertically
- 25) Horizontally
- 26) Transformations
- 27) Line
- 28) Area

- 29) 3D Effects
- 30) Image Map
- 31) Animation
- 32) Interaction

- 33) Show the Styles Sidebar (F11)
- 34) Display Grid
- 35) Helplines While Moving

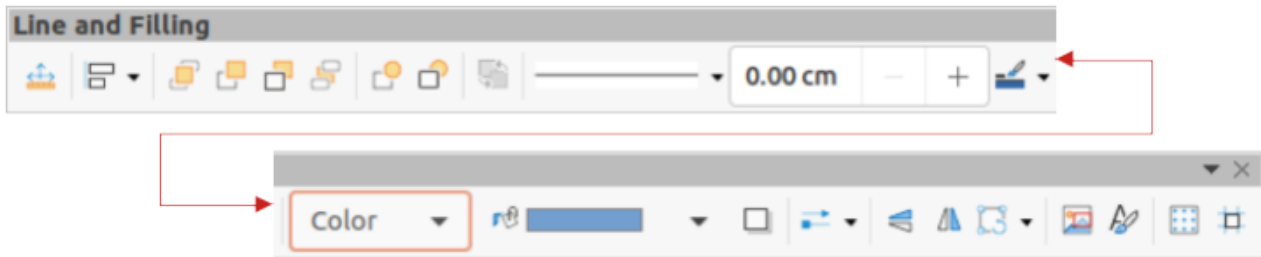


Figure 30: Line and Filling toolbar

## 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.

### Available tools from left to right

- 1) New Master
- 2) Rename Master
- 3) Delete Master
- 4) Close Master View

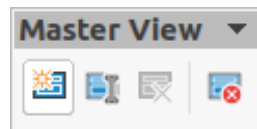


Figure 31: Master View toolbar

## 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.

### Available tools from left to right

- 1) Insert Audio or Video
- 2) Play
- 3) Pause
- 4) Stop
- 5) Repeat
- 6) Position
- 7) Mute
- 8) Volume
- 9) View

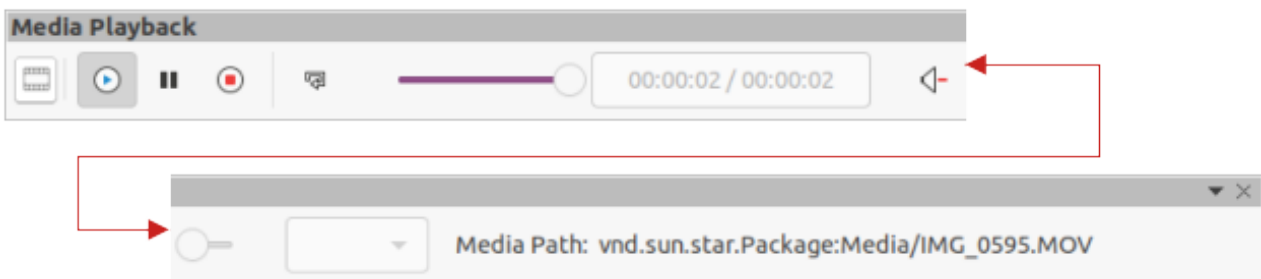


Figure 32: Media Playback toolbar

## 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.

### Available tools from left to right

- 1) Rotation Mode after Clicking Object
- 2) Display Grid
- 3) Display Snap Guides
- 4) Helplines While Moving
- 5) Snap to Grid
- 6) Snap to Snap Guides
- 7) Snap to Page Margins
- 8) Snap to Object Borders
- 9) Snap to Object Points
- 10) Allow Quick Editing
- 11) Select Text Area Only
- 12) Double-click to edit Text
- 13) Modify Object with Attributes
- 14) Exit All Groups



Figure 33: Options toolbar

## Outline

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

### Available tools from left to right

- 1) Demote (*Alt+Shift+Right*)
- 2) Promote (*Alt+Shift+Left*)
- 3) Move Down (*Alt+Shift+Down*)
- 4) Move Up (*Alt+Shift+Up*)
- 5) Show Formatting
- 6) Black & White View
- 7) Show Only First Level
- 8) Show All Levels
- 9) Hide Subpoints
- 10) Show Subpoints



Figure 34: Outline toolbar

## Presentation

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

### Available tools from left to right

- 1) New Slide
- 2) Duplicate Slide
- 3) Rename Slide
- 4) Delete Slide
- 5) Slide Layout
- 6) Change Slide Master
- 7) Expand Slide
- 8) Go to First Slide
- 9) Go to Previous Slide
- 10) Go to Next Slide
- 11) Go to Last Slide
- 12) Move Slide to Start
- 13) Move Slide Up
- 14) Move Slide Down
- 15) Move Slide to End

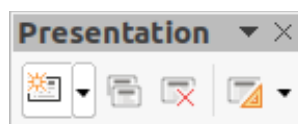


Figure 35:  
Presentation toolbar

## Slide Sorter

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

### Available tools from left to right

- 1) Select
- 2) Start from First Slide (*F5*)



Figure 36:  
Slide  
Sorter  
toolbar

## 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.

### Available tools from left to right

- 1) Rehearse Timings
- 2) Show Slide
- 3) Hide Slide
- 4) Slides per Row

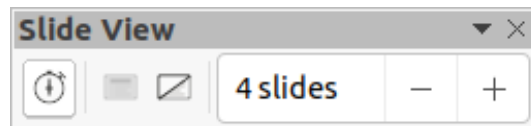


Figure 37: Slide View toolbar

## 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.

### Available tools from left to right

- 1) Load URL
- 2) New (*Ctrl+N*)
- 3) Templates (*Ctrl+Shift+N*)
- 4) Open (*Ctrl+O*)
- 5) Open Remote
- 6) Save (*Ctrl+S*)
- 7) Save As (*Ctrl+Shift+S*)
- 8) Email
- 9) Edit Mode (*Ctrl+Shift+M*)
- 10) Export Directly as PDF
- 11) Print Directly
- 12) Print (*Ctrl+P*)
- 13) Cut (*Ctrl+X*)
- 14) Copy (*Ctrl+C*)
- 15) Paste (*Ctrl+V*)
- 16) Clone Formatting (Clone in Visible Buttons)
- 17) Clear (*Ctrl+Shift+M*)
- 18) Undo (*Ctrl+Z*)
- 19) Redo (*Ctrl+Y*)
- 20) Find and Replace (*Ctrl+H*)
- 21) Spelling (*F7*)
- 22) Auto Spellcheck (*Shift+F7*)
- 23) Zoom & Pan
- 24) Zoom
- 25) Display Grid (Grid in Visible Buttons)
- 26) Helplines While Moving
- 27) Display Views
- 28) Views Tab Bar
- 29) Format Slide
- 30) Master Slide
- 31) Start from First Slide (*F5*)
- 32) Start from Current Slide (*Shift+F5*)
- 33) Table
- 34) Insert Image (Image in Visible Buttons)
- 35) Insert Audio or Video (Media in visible Buttons)
- 36) Insert Chart (Chart in Visible Buttons)
- 37) Text Box (*F2*)

- |   |   |
|---|---|
| 38) Insert Special Characters (Symbol in Visible Buttons)             | 42) Show Draw Functions (Draw Functions in Visible Buttons) |
| 39) Vertical Text   | 43) Interaction   |
| 40) Insert Fontwork Text  | 44) LibreOffice Help  |
| 41) Insert Hyperlink ( <i>Ctrl+K</i> ) (Hyperlink in Visible Buttons) | 45) What's That   |

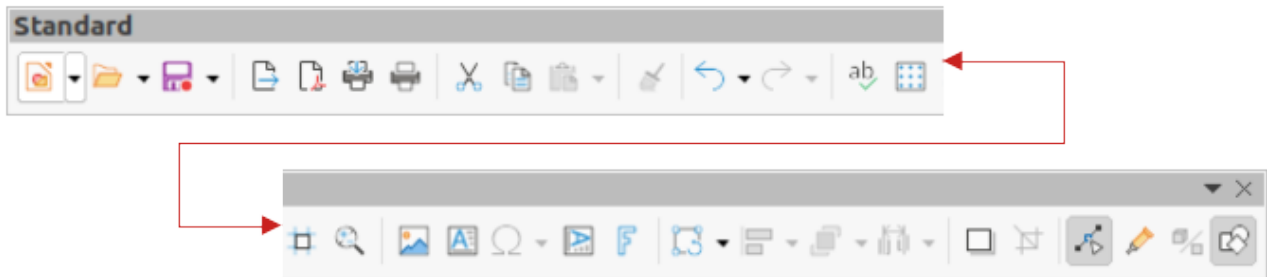


Figure 38: Standard toolbar

## 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.

### Available tools from left to right

- |  |   |
|--|---|
| 1) New ( <i>Ctrl+N</i> )                             | 30) Curves and Polygons   |
| 2) Open ( <i>Ctrl+O</i> )                            | 31) Connectors  |
| 3) Save ( <i>Ctrl+S</i> )                            | 32) Basic Shapes  |
| 4) Export Directly as PDF                            | 33) Symbol Shapes   |
| 5) Print ( <i>Ctrl+P</i> )                           | 34) Block Arrows (Arrow Shapes in Visible Buttons)                                |
| 6) Print Preview ( <i>Ctrl+Shift+O</i> )             | 35) Flowchart (Flowchart Shapes in Visible Buttons)                               |
| 7) Undo ( <i>Ctrl+Z</i> )                            | 36) Callouts (Callout Shapes in Visible Buttons)                                  |
| 8) Redo ( <i>Ctrl+Y</i> )                            | 37) Stars and Banners (Star Shapes in Visible Buttons)                            |
| 9) Find and Replace ( <i>Ctrl+H</i> )                | 38) 3D Objects  |
| 10) Clone Formatting (Clone in Visible Buttons)      | 39) Position and Size ( <i>F4</i> )   |
| 11) Spelling   | 40) Rotate  |
| 12) Entire Page                                      | 41) Flip  |
| 13) New Slide  | 42) Align Objects   |
| 14) Duplicate Slide                                  | 43) Arrange   |
| 15) Rename Slide                                     | 44) Select at least three objects to distribute (Distribution in Visible Buttons) |
| 16) Delete Slide                                     | 45) Group ( <i>Ctrl+Shift+G</i> )   |
| 17) Slide Layout                                     | 46) Ungroup ( <i>Ctrl+Alt+Shift+G</i> )   |
| 18) Display Views                                    | 47) Enter Group ( <i>F3</i> )   |
| 19) Text Box ( <i>F2</i> )                           | 48) Exit Group ( <i>Ctrl+F3</i> )   |
| 20) Vertical Text                                    | 49) Select  |
| 21) Insert Image (Image in Visible Buttons)          | 50) Entire Page   |
| 22) Insert Audio or Video (Media in visible Buttons) | 51) Zoom & Pan  |
| 23) Insert Chart (Chart in Visible Buttons)          | 52) Zoom  |
| 24) Table  | 53) Start from First Slide ( <i>F5</i> )  |
| 25) Insert Fontwork                                  | 54) Start from Current Slide ( <i>Shift+F5</i> )                                  |
| 26) Insert Line (Line in visible Buttons)            |   |
| 27) Rectangle  |   |
| 28) Ellipse  |   |
| 29) Lines and Arrows                                 |   |

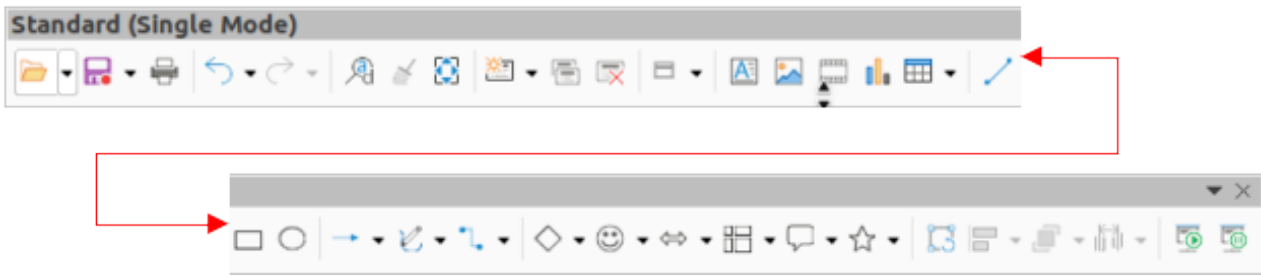


Figure 39: Standard (Single Mode) toolbar

## Standard (Viewing Mode)

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

### Available tools from left to right

- |   |  |
|---|--|
| 1) Save As ( <i>Ctrl+Shift+S</i> )            | 7) Print Directly                        |
| 2) Edit Mode ( <i>Ctrl+Shift+M</i> )          | 8) Print ( <i>Ctrl+P</i> )               |
| 3) Read Only Mode                             | 9) Copy ( <i>Ctrl+C</i> )                |
| 4) Attach to Email (Email in Visible Buttons) | 10) Find and Replace ( <i>Ctrl+H</i> )   |
| 5) Export Directly as PDF                     | 11) Zoom                                 |
| 6) EPUB                                       | 12) Start from First Slide ( <i>F5</i> ) |

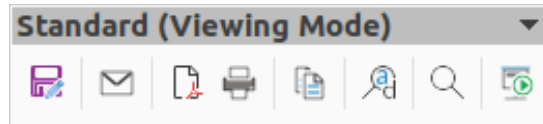


Figure 40: Standard (Viewing Mode) toolbar

## Table

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

### Available tools from left to right

- |   |                          |
|---|--------------------------|
| 1) Table  | 13) Insert Row Above     |
| 2) Border Style                                   | 14) Insert Row Below     |
| 3) Border Color                                   | 15) Insert Column Before |
| 4) Borders (Shift to overwrite)                   | 16) Insert Column After  |
| 5) Area Style/Filling                             | 17) Delete Row           |
| 6) Fill Color                                     | 18) Delete Column        |
| 7) Merge Cells                                    | 19) Delete Table         |
| 8) Split Cells                                    | 20) Select Table         |
| 9) Optimize                                       | 21) Select Column        |
| 10) Align Top (Top in Visible Buttons)            | 22) Select Row           |
| 11) Center Vertically (Center in Visible Buttons) | 23) Table Design         |
| 12) Align Bottom (Bottom in Visible Buttons)      | 24) Table Properties     |

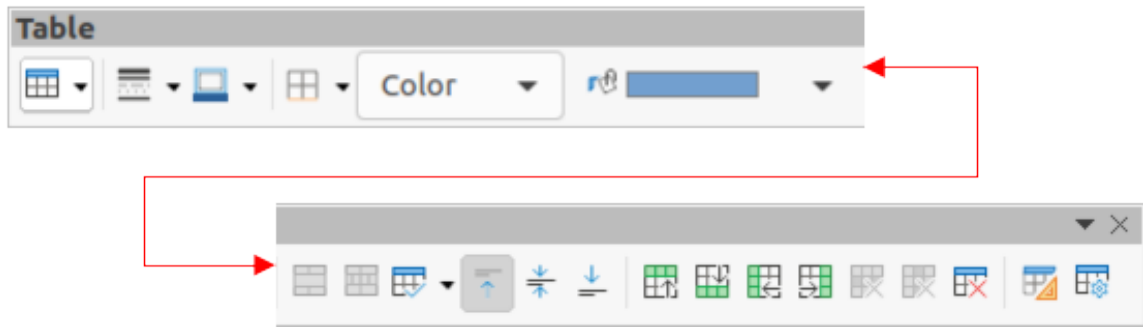


Figure 41: Table toolbar

## 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

- |  |  |
|--|--|
| 1) Insert Text Box ( <i>F2</i> ) (Text Box in Visible Buttons) | 4) Insert Vertical Text (Vertical Text in Visible Buttons) |
| 2) Fit Text in Textbox Size                                    | 5) Fit Vertical Text to Frame                              |
| 3) Callouts  | 6) 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.

### Available tools from left to right

- |  |  |
|--|--|
| 1) Font Name   | 20) Character Highlighting Color                               |
| 2) Font Size   | 21) Toggle Unordered List (Unordered List in Visible Buttons)  |
| 3) Increase Font Size ( <i>Ctrl+J</i> ) (Increase in Visible Buttons)          | 22) Toggle Ordered List (Ordered List in Visible Buttons)      |
| 4) Decrease Font Size ( <i>Ctrl+I</i> ) (Decrease in Visible Buttons)          | 23) Outline Format   |
| 5) Bold ( <i>Ctrl+B</i> )  | 24) Align Left ( <i>Ctrl+L</i> ) (Left in Visible Buttons)     |
| 6) Italic ( <i>Ctrl+I</i> )  | 25) Align Center ( <i>Ctrl+E</i> ) (Center in Visible Buttons) |
| 7) Underline ( <i>Ctrl+U</i> )   | 26) Align Right ( <i>Ctrl+R</i> ) (Right in Visible Buttons)   |
| 8) Double Underline  | 27) Justified ( <i>Ctrl+J</i> )                                |
| 9) Strikethrough   | 28) Align Top (Top in Visible Buttons)                         |
| 10) Overline   | 29) Center Vertically (Center in Visible Buttons)              |
| 11) Superscript ( <i>Ctrl+Shift+P</i> )  | 30) Align Bottom (Bottom in Visible Buttons)                   |
| 12) Subscript ( <i>Ctrl+Shift+B</i> )  | 31) Set Line Spacing (Line Spacing in Visible Buttons)         |
| 13) Toggle Shadow (Shadow in Visible Buttons)                                  | 32) Character Spacing  |
| 14) Apply outline attribute to font (Outline Font Effect in Visible Buttons)   | 33) Increase Paragraph Spacing (Increase in Visible Buttons)   |
| 15) Clear Direct Formatting ( <i>Ctrl+Shift+M</i> ) (Clear in Visible Buttons) | 34) Decrease Paragraph Spacing (Decrease in Visible Buttons)   |
| 16) lowercase  | 35) Text direction from left to right                          |
| 17) UPPERCASE  | 36) Text direction from top to bottom                          |
| 18) SMALL CAPITALS   |  |
| 19) Font Color   |  |

- 37) Left-To-Right
- 38) Right-To-Left
- 39) Select All (*Ctrl+A*)

- 40) Character
- 41) Paragraph

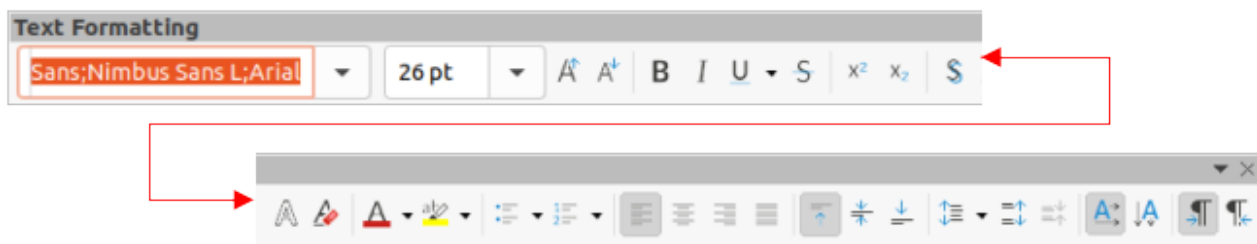


Figure 43: Text Formatting toolbar

## Transformations

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

### Available tools from left to right

- |                                |   |
|--------------------------------|---|
| 1) Rotate                      | 6) Distort  |
| 2) Flip                        | 7) Interactive transparency tool (Transparency tool in Visible Buttons) |
| 3) In 3D Rotation Object       | 8) Interactive gradient tool (Gradient tool in Visible Buttons)         |
| 4) Set in Circle (perspective) |   |
| 5) Set to circle (slant)       |   |

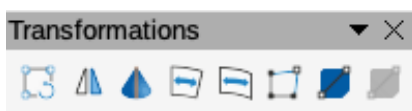


Figure 44: Transformations toolbar

## 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.

### Available tools from left to right

- |  |                                   |
|--|-----------------------------------|
| 1) Apply document classification (Level) | 2) Manage Document Classification |
|--|-----------------------------------|



Figure 45: TSCP Classification toolbar

## Zoom

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

### Available tools from left to right

- |                  |  |
|------------------|--|
| 1) Zoom In       | 7) Page Width                                |
| 2) Zoom Out      | 8) Optimal View (Optimal in Visible Buttons) |
| 3) 100%          | 9) Object Zoom                               |
| 4) Zoom Previous | 10) Zoom & Pan                               |
| 5) Zoom Next     | 11) Shift                                    |
| 6) Entire Page   |  |





Figure 46: Zoom toolbar