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 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.

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<th>macOS equivalent</th>
<th>Effect</th>
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<td>LibreOffice &gt; Preferences</td>
<td>Access setup options</td>
</tr>
<tr>
<td>Right-click</td>
<td>Control+click or right-click depending on computer setup</td>
<td>Open a context menu</td>
</tr>
<tr>
<td>Ctrl (Control)</td>
<td>⌘ (Command)</td>
<td>Used with other keys</td>
</tr>
<tr>
<td>F11</td>
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<td>Open the Styles deck in the Sidebar</td>
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Documentation for LibreOffice is available at https://documentation.libreoffice.org/en/
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Introduction

In Impress there are several toolbars available to help in creating a presentation. Each toolbar has a default set of tools and the option to add additional tools to a toolbar.

Note

The icons displayed in the Impress toolbars 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.

Using toolbars

Displaying toolbars

To display and make a toolbar active go to View > Toolbars on the Menu bar. A submenu opens with an alphabetical list of toolbars available for creating presentations in LibreOffice Impress. Click on a toolbar name to 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
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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.

Closing toolbars

To close a toolbar, use one of the following methods:

• Go to View > Toolbars on the Menu bar and deselect the toolbar.
• Right-click on an icon on a toolbar and select Close Toolbar from the context menu.
• Click on the X in the right corner of the title bar of a floating toolbar.
Moving toolbars

Docked toolbars
By default, some toolbars are docked into position in the Impress main window. For example, the Standard toolbar is docked at the top of the main window. Docked toolbars can be undocked and moved to a new docked position on the main window or left as a floating toolbar.

1) Move the 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.
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**.

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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
2) Sphere
3) Cylinder
4) Cone
5) Pyramid
6) Torus
7) Shell
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
2) Tilt Down
3) Tilt Up
4) Tilt Left
5) Tilt Right
6) Depth
7) Direction
8) Lighting
9) Surface
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**

<table>
<thead>
<tr>
<th>1) Left</th>
<th>2) Centered</th>
<th>3) Right</th>
<th>4) Top</th>
<th>5) Center</th>
<th>6) Bottom</th>
</tr>
</thead>
</table>

![Align Objects toolbar](image)

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**

<table>
<thead>
<tr>
<th>1) Comment (Ctrl+Alt+C)</th>
<th>2) Previous Comment (Ctrl+Alt+PgUp)</th>
<th>3) Next Comment (Ctrl+Alt+PgDown)</th>
<th>4) Delete Comment</th>
<th>5) Delete All Comments</th>
</tr>
</thead>
</table>

![Comments toolbar](image)

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**

<table>
<thead>
<tr>
<th>1) Horizontally Left</th>
<th>2) Horizontally Center</th>
<th>3) Horizontally Spacing</th>
<th>4) Horizontally Right</th>
<th>5) Vertically Top</th>
<th>6) Vertically Center</th>
<th>7) Vertically Spacing</th>
<th>8) Vertically Bottom</th>
</tr>
</thead>
</table>

![Distribute Selection toolbar](image)

Figure 7: Distribute Selection toolbar
**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  
2) Zoom & Pan  
3) Zoom  
4) Text Box (F2)  
5) Vertical Text  
6) Insert Fontwork  
7) Line Color  
8) Fill Color  
9) Line  
10) Rectangle  
11) Ellipse  
12) Line Ends with Arrow  
13) Lines and Arrows  
14) Curves and Polygons  
15) Connectors  
16) Basic Shapes  
17) Symbol Shapes  
18) Block Arrows (Arrow Shapes in Visible Buttons))  
19) Flowchart (Flowchart Shapes in Visible Buttons)  
20) Callouts (Callout Shapes in Visible Buttons)  
21) Stars and Banners (Star Shapes in Visible Buttons)  
22) 3D Objects  
23) Position and Size (F4)  
24) Rotate  
25) Flip  
26) Align Objects  
27) Arrange  
28) Select at least three objects to distribute (Distribution in visible Buttons)  
29) Shadow  
30) Crop Image (Crop in Visible Buttons)  
31) Filter  
32) Points F8 (Edit Points (F8) in Visible Buttons)  
33) Show Glue Points Function (Glue Points in Visible Buttons)  
34) To Curve  
35) To Polygon  
36) To 3D  
37) T0 3D Rotation Object  
38) Toggle Extrusion  
39) Insert  
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
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 (F8) 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

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 (Ctrl+H)
4) Find Next

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

**Available tools from left to right**

1) Select  
2) Control Properties  
3) Form Properties  
4) Position and Size (F4)  
5) Form Navigator  
6) Activation Order  
7) Add Field  
8) Automatic Control Focus  
9) Bring to Front (Ctrl+Shift++)  
10) Send to Back (Ctrl+Shift+-)  
11) Group (Ctrl+Shift+G)  
12) Ungroup (Ctrl+Alt+Shift+G)  
13) Enter Group (F3)  
14) Exit Group (Ctrl+F3)
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
2) Record
3) Absolute Record
4) Text -> Record
5) Total No. of Records
6) First Record
7) Previous Record
8) Next Record
9) Last Record
10) New Record
11) Save Record
12) Undo: Data entry
13) Delete Record
14) Refresh
15) Refresh Control
16) Sort
17) Sort Ascending
18) Sort Descending
19) AutoFilter
20) Apply Filter
21) Form-Based Filters
22) Reset Filter/Sort
23) 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.

Available tools from left to right
1) Insert Glue Point
2) Exit Direction Left
3) Exit Direction Top
4) Exit Direction Right
5) Exit Direction Bottom
6) Glue Point Relative
7) Glue Point Horizontal Left
8) Glue Point Horizontal Center
9) Glue Point Horizontal Right
10) Glue Point Vertical Top
11) Glue Point Vertical Center
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 (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) Filter
24) Image Mode
25) Crop
26) Vertically
27) Horizontally
28) Transformations
29) Transparency
30) Color
31) Line
32) Area
33) Animation
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 (Ctrl+M)
2) Floating Frame
3) Insert Page from File
4) Table
5) Image
6) Insert Audio or Video (Media in Visible Buttons)
7) Formula Object (Ctrl+Alt+=)
8) Chart
9) OLE Object

Figure 27: Insert toolbar

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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

**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

**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 30: Line and Filling toolbar**

**Figure 31: Master View toolbar**

**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) Snap to Snap Guides  
11) Snap to Page Margins  
12) Snap to Object Borders  
13) Snap to Object Points  
14) Snap to Snap Guides  
15) Snap to Page Margins

**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)

![Slide Sorter toolbar](image)

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

![Slide View toolbar](image)

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)  
39) Vertical Text  
40) Insert Fontwork Text  
41) Insert Hyperlink ($\text{Ctrl}+K$) (Hyperlink in Visible Buttons)  
42) Show Draw Functions (Draw Functions in Visible Buttons)  
43) Interaction  
44) LibreOffice Help  
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 ($\text{Ctrl}+\text{N}$) | 30) Curves and Polygons |
| 2) Open ($\text{Ctrl}+\text{O}$) | 31) Connectors |
| 3) Save ($\text{Ctrl}+\text{S}$) | 32) Basic Shapes |
| 4) Export Directly as PDF | 33) Symbol Shapes |
| 5) Print ($\text{Ctrl}+\text{P}$) | 34) Block Arrows (Arrow Shapes in Visible Buttons) |
| 6) Print Preview ($\text{Ctrl}+\text{Shift}+\text{O}$) | 35) Flowchart (Flowchart Shapes in Visible Buttons) |
| 7) Undo ($\text{Ctrl}+\text{Z}$) | 36) Callouts (Callout Shapes in Visible Buttons) |
| 8) Redo ($\text{Ctrl}+\text{Y}$) | 37) Stars and Banners (Star Shapes in Visible Buttons) |
| 9) Find and Replace ($\text{Ctrl}+\text{H}$) | 38) 3D Objects |
| 10) Clone Formatting (Clone in Visible Buttons) | 39) Position and Size ($\text{F}4$) |
| 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 ($\text{Ctrl}+\text{Shift}+\text{G}$) |
| 17) Slide Layout | 46) Ungroup ($\text{Ctrl}+\text{Alt}+\text{Shift}+\text{G}$) |
| 18) Display Views | 47) Enter Group ($\text{F}3$) |
| 19) Text Box ($\text{F}2$) | 48) Exit Group ($\text{Ctrl}+\text{F}3$) |
| 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 ($\text{F}5$) |
| 25) Insert Fontwork | 54) Start from Current Slide ($\text{Shift}+\text{F}5$) |
| 26) Insert Line (Line in visible Buttons) | |
| 27) Rectangle | |
| 28) Ellipse | |
| 29) Lines and Arrows | |
**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 (Ctrl+Shift+S)  
2) Edit Mode (Ctrl+Shift+M)  
3) Read Only Mode  
4) Attach to Email (Email in Visible Buttons)  
5) Export Directly as PDF  
6) EPUB  
7) Print Directly  
8) Print (Ctrl+P)  
9) Copy (Ctrl+C)  
10) Find and Replace (Ctrl+H)  
11) Zoom  
12) Start from First Slide (F5)

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

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

![Figure 42: Text toolbar](image)

**Available tools from left to right**

1. Insert Text Box (F2) (Text Box in Visible Buttons)
2. Fit Text in Textbox Size
3. Callouts
4. Insert Vertical Text (Vertical Text in Visible Buttons)
5. Fit Vertical Text to Frame
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.

![Figure 43: Text Formatting toolbar](image)

**Available tools from left to right**

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

6) Distort  
7) Interactive transparency tool (Transparency tool in Visible Buttons)  
8) Interactive gradient tool (Gradient tool in Visible Buttons)

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  
2) Zoom Out  
3) 100%  
4) Zoom Previous  
5) Zoom Next  
6) Entire Page  

7) Page Width  
8) Optimal View (Optimal in Visible Buttons)  
9) Object Zoom  
10) Zoom & Pan  
11) Shift

Figure 46: Zoom toolbar
Figure 46: Zoom toolbar