Chapter 12
User Interface Variants
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 menu</td>
<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>
<td>⌘+T</td>
<td>Open the Styles deck in the Sidebar</td>
</tr>
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</table>

Documentation for LibreOffice is available at https://documentation.libreoffice.org/en/
Introduction

By default, commands and tools used in LibreOffice Impress are grouped in a user interface consisting of cascading menus and toolbars. The functions and use of these cascading menus and toolbars are described in previous chapters of this user guide.

This chapter describes the user interface variants that are available for LibreOffice Impress. A user then has the option to select the user interface that suits their requirements and methods of creating presentations in LibreOffice Impress.

Selecting user interface

To select a user interface variant or switch between the user interface variants:

1) Go to View > User Interface on the Menu bar to open the Select Your Preferred User Interface dialog (Figure 1).

2) In UI variants, select one of the variants. An example of the selected variant is shown in the Preview box, along with a short description.

3) Click on Apply to Impress to apply the variant selection to LibreOffice Impress only, or click on Apply to All to apply the user interface variant to all the LibreOffice modules. The LibreOffice window changes to match the selected variant.

4) Click Close to close the dialog.

Note

If the option Enable experimental features has been selected in the Tools > Options > Advanced dialog, several more variants appear in UI variants. Being experimental, these variants are not described in this user guide.

Figure 1: Select Your Preferred User Interface Variant dialog
Figure 2: Standard Toolbar user interface in LibreOffice Impress

**Standard Toolbar user interface**

The Standard Toolbar user interface is the default view when LibreOffice is installed and the Workspace opened for the first time. Figure 2 shows an example of the default Workspace view in LibreOffice Impress consisting of the following:

- Menu bar at the top of the Workspace.
- Standard toolbar positioned below the Menu bar.
- Drawing toolbar positioned vertically on the left of the Workspace.
- Sidebar on the right of the Workspace.

For more information on the Impress Workspace, see Chapter 1, Introducing Impress.

**Tabbed user interface**

The Tabbed user interface provides a familiar interface for users coming from proprietary office suites, for example, Microsoft Office. Every tab within this user interface consists of a set of tools grouped by context. The context changes automatically depending on the LibreOffice module and the object selected.

If the tool icons on a tab page do not fit into the width of the Impress window, a double chevron `>>` appears at the right end of the row. Click the double chevron `>>` to display more commands.

On Windows and Linux operating systems, the Menu bar can be hidden or displayed by clicking on **Menubar** at the left end of the Tab bar.

On the right of the Tab bar, a Quick menu `≡` (Figure 3) is available giving access to some commonly used commands and links. Some of the Quick menu items have submenus, indicated by a small triangle `►` on the right. The Quick menu is the same for all tabs.
On the left of the Tab bar, an Icon bar (Figure 4) is available giving access to some commonly used tools – MenuBar, Open (Ctrl+O); Save (Ctrl+S); Undo (Ctrl+Z); Redo (Ctrl+Y); Start from First Slide (F5).

The Tabbed user interface can be customized as follows:

1) Click on Quick menu and select Customize from the submenu to open the Customize dialog.
2) Click on Notebookbar to open the Notebookbar page in the Customize dialog.
3) Select or deselect the various tools in Assigned Commands.
4) Click OK to save the changes and close the Customize dialog.

For more information on the customization of LibreOffice, see the Getting Started Guide and the Writer Guide.

Note

When using the Tabbed user interface, the Impress toolbars are no longer visible. If necessary, it is possible to open toolbars by going to View > Toolbars on the Menu bar or Quick menu > Toolbars.

Fixed tabs

File tab

The File tab (Figure 5) is a fixed tab providing a default set of tools, for example, to create new documents; open, save, print, and close documents; manage templates and so on. The File tab has a File menu (Figure 6) and a Help menu (Figure 7) providing links to a variety of resources and containing the same tools as the tools available on the tab.

File tab tools from left to right

1) New
2) Open Templates Manager (Shift+Ctrl+N)
3) Save as Template
4) Open (Ctrl+O)
5) Recent Documents
6) Open Remote File
7) Save (Ctrl+S)
8) Save
9) Save Remote File
10) Export
11) Export Directly as PDF
12) Attach to Email
13) Print (Ctrl+P)
14) Print Directly
15) Toggle Print Preview (Shift+Ctrl+O)
16) Properties
17) Digital Signatures
18) Sign Existing PDF

**Home tab**

The **Home** tab (Figure 8) is a fixed tab providing a default set of tools, for example, to cut, copy, paste, and format text; insert common items; and so on. The **Home** menu (Figure 9) at the right end of the **Home** tab bar provides additional tools that are not on the tab.

**Home tab tools from left to right**

1) Paste (Ctrl+V)
2) Cut (Ctrl+X)
3) Copy (Ctrl+C)
4) New Page (Ctrl+M)
5) Duplicate Page
6) Delete Page
7) Slide Layout
8) Clone Formatting (double click for multi-selection)  30) Toggle Ordered List
9) Clear Direct Formatting (Shift+Ctrl+M)  31) Set Line Spacing
10) Font Name  32) Increase Indent
11) Bold (Ctrl+B)  33) Increase Paragraph Spacing
12) Italic (Ctrl+I)  34) Decrease Indent
13) Underline (Ctrl+U)  35) Decrease Paragraph Spacing
14) Strikethrough  36) Left-To-Right
15) Toggle Shadow  37) Right-To-Left
16) Font Size  38) Insert Text Box (F2)
17) Set Character Spacing  39) Insert Vertical Text
18) Character Highlighting Color  40) Insert Line
19) Increase Font Size (Ctrl+)  41) Rectangle
20) Decrease Font Size (Ctrl-1)  42) Curves and Polygons
21) Font Color  43) Basic Shapes
22) Align Top  44) Connectors
23) Align Left (Ctrl+L)  45) Flowchart
24) Center Vertically  46) Line Color
25) Align Center (Ctrl+E)  47) Fill Color
26) Align Bottom  48) Start from First Slide (F5)
27) Align Right (Ctrl+R)  49) Start from Current Slide (Shift+F5)
28) Toggle Unordered List  50) Find and Replace (Ctrl+H)
29) Justified (Ctrl+J)  51) Start from First Slide (F5)

The **Insert tab** (Figure 10) is a fixed tab providing a default set of tools to insert many commonly used items. The **Insert menu** (Figure 11) at the right end of the **Insert tab** bar provides some of the same tools.
**Insert tab tools from left to right**

1) New Page (Ctrl+M)  
2) Duplicate Page  
3) Insert Page from File  
4) Table  
5) Insert Chart  
6) OLE Object  
7) Insert Image  
8) Open Clip Art and Media Gallery  
9) Photo Album  
10) Insert Audio or Video  
11) Insert Hyperlink (Ctrl+K)  
12) Insert Fontwork Text  
13) Insert Snap Guide  
14) Field  
15) Insert Text Box (F2)  
16) Insert Vertical Text  
17) Insert Line  
18) Rectangle  
19) Polygon  
20) Ellipse  
21) Curve  
22) Callouts  
23) Lines and Arrows  
24) Curves and Polygons  
25) Basic Shapes  
26) Stars and Banners  
27) Symbol Shapes  
28) Callouts  
29) Block Arrows  
30) Flowchart  
31) Connectors  
32) 3D Objects  
33) Insert Special Characters  
34) Insert Formula Object (Ctrl+Alt+=)  
35) Insert Emoji  
36) Insert Image  
37) Insert Text Box (F2)  
38) New Page (Ctrl+M)

*Figure 10: Tabbed user interface - Insert tab*
The **Layout** tab (Figure 12) is a fixed tab providing a default set of tools to create a slide layout. The **Layout** menu (Figure 13) at the right end of the **Layout** tab bar provides some of the same tools.

**Layout tab tools from left to right**

1) Page Properties  
2) Header and Footer  
3) Set Background Image  
4) Save Background Image  
5) New Page (Ctrl+M)  
6) Duplicate Page  
7) Delete Page  
8) Rename Page  
9) Hide Slide  
10) Show Slide  
11) Page Up (Shift+Ctrl+Up)  
12) Page Down (Shift+Ctrl+Down)  
13) Change Slide Master  
14) Master Background  
15) Master Objects  
16) Rotate  
17) Align Objects  
18) Arrange  
19) Slide Layout

*Figure 12: Tabbed user interface - Layout tab*
The Slide Show tab (Figure 14) is a fixed tab providing a default set of tools for creating a slide show. The Slide Show menu (Figure 15) at the right end of the Slide Show tab bar provides some of the same tools.

**Slide Show tab tools from left to right**

1) Start from First Slide (F5)  
2) Start from Current Slide (Shift+F5)  
3) Rehearse Timings  
4) Custom Slide Show  
5) Slide Show Settings  
6) Slide Transition  
7) Animation  
8) Minimize Presentation  
9) Color  
10) Grayscale  
11) Start from First Slide (F5)

*Figure 14: Tabbed user interface - Slide Show tab*
Review tab

The Review tab (Figure 16) is a fixed tab providing a default set of tools for reviewing a slide show. The Review menu (Figure 17) provides additional text editing tools. Some of these tools appear only if Asian or Complex Text Layout are selected in Tools > Options > Language Settings > Languages.

Review tab tools from left to right

1) Spelling (F7)
2) Thesaurus (Ctrl+F7)
3) Toggle Automatic Spell Checking (Shift+F7)
4) Hyphenation
5) Comment (Ctrl+Alt+C)
6) Next Comment (Ctrl+Alt+Page Down)
7) Previous Comment (Ctrl+Alt+Page Up)
8) Delete Comment
9) Delete All Comments
10) Comments
11) Redact Document
12) Toggle Edit Mode (Shift+Ctrl+M)
13) Comment (Ctrl+Alt+C)

Figure 15: Slide Show tab - Slide Show menu

Figure 16: Tabbed user interface - Review tab
The **View** tab (Figure 18) is a fixed tab providing a default set of tools to control the display of slides on a screen. The **View** menu (Figure 19) provides additional tools relating to the display of slides on a screen.

**Top row, left to right**

1) Normal
2) Slide Sorter
3) Notes
4) Outline
5) Master Slide
6) Master Notes
7) Master Handout
8) Zoom & Pan (Ctrl to Zoom Out, Shift to Pan)
9) Zoom Previous
10) Entire Page
11) Zoom Next
12) Page Width
13) Sidebar (Ctrl+F5)
14) Rulers (Shift+Ctrl+F5)
15) Display Grid
16) Menubar
17) Toggle View Bars Visibility
Extension tab

The Extension tab (Figure 20) is a fixed tab containing only the tool to access the Extension Manager allowing the installation of extensions that are compatible for use in LibreOffice.

Tools tab

The Tools tab (Figure 21) is a fixed tab providing a default set of tools for working with, for example, macros; color replacer; media player; and so on. The Tools menu (Figure 22) provides some of the same tools, plus extra tools for organizing, for example, macros and dialogs; image map; data sources; and so on.
**Tools tab tools from left to right**

1) Run Macro
2) Basic (Alt+F11)
3) Edit Macros
4) Minimize Presentation
5) Color Replacer
6) Media Player
7) Design Mode
8) Toggle Form Control Wizards
9) Group Box
10) Label
11) Option Button
12) Text Box
13) List Box
14) Check Box
15) Combo Box
16) Numerical Field
17) Formatted Field
18) Currency Field
19) Date Field
20) Pattern Field
21) Time Field
22) Push Button
23) File Selection
24) Image Button
25) Navigation Bar
26) Image Control
27) Table Control
28) Form Properties
29) Form Navigator
30) Activation Order
31) Open in Design Mode
32) Control Properties
33) Automatic Control Focus
34) Options (Alt+F12)

*Figure 21: Tabbed user interface - Tools tab*

*Figure 22: Tools tab - Tools menu*
Additional tabs

Additional tabs appear between the View and Extension tabs when an object in Impress is selected.

Draw tab

The Draw tab (Figure 23) becomes available when a drawing object is selected in a slide. It provides tools for editing, transforming, grouping, aligning, and distributing draw objects. The Draw tab menu (Figure 24) provides some of the tools required for editing, transforming and converting drawing objects.

Draw tab tools from left to right

1) Interaction 27) Symmetric Transition
2) Transformations 28) Close Bézier
   Rotate 29) Eliminate Points
   Set to Circle (Slant) 30) Move Points
   Flip 31) Split Curve
   Distort 32) Insert Points
   In 3D Rotation Object 33) Corner Point
   Interactive transparency tool 34) Delete Points
   Set in Circle (perspective) 35) Smooth Transition
3) Rotate 36) Show Glue Points Functions
4) Flip Vertically 37) Combine (Shift+Ctrl+K)
5) Flip Horizontally 38) Merge
6) Distort 39) Split (Shift+Ctrl+Alt+K)
7) Set to circle (slant) 40) Subtract
8) Line Style 41) Select at least three objects to distribute
9) Area 42) Intersect
10) Area Style/Filling 43) Group (Shift+Ctrl+G)
11) Line Color 44) Enter Group (F3)
12) Arrow Style 45) Exit Group (Ctrl+F3)
13) Shadow 46) Toggle Extrusion
14) To Curve 47) Depth
15) Left 48) Direction
16) Top 49) 3D Color
17) Centered 50) Surface
18) Center 51) Insert Fontwork Text
19) Right 52) Fontwork Shape
20) Bottom 53) Fontwork Alignment
21) Bring to Front (Shift+Ctrl++) 54) Fontwork Same Letter Heights
22) Send to Back (Shift+Ctrl+-) 55) Fontwork Character Spacing
23) Bring Forward (Ctrl++) 56) Area
24) Send Backward (Ctrl+-) 57) Line
25) Points (F8) 58) Position and Size (F4)
26) Convert to Curve

Figure 23: Tabbed user interface - Draw tab
The 

Image tab (Figure 25) becomes available when an image is selected in a slide, for example a photograph. It provides tools for working with images, such as cropping, borders, area styles, colors, and so on. The Image tab menu (Figure 26) provides links to dialogs for working with images.

Image tab tools from left to right

1) Interaction
2) Compress
3) Rotate
4) Crop Image
5) Flip Vertically
6) Flip Horizontally
7) Replace
8) Save
9) Line
10) Area
11) Line Style
12) Area Style/Filling
13) Line Width
14) Line Color
15) Arrow Style
16) Shadow
17) To Curve
18) Left
19) Top
20) Centered
21) Center
22) Right
23) Bottom
24) Bring to Front (Shift+Ctrl++)
25) Send to Back (Shift+Ctrl+-)
26) Bring Forward (Ctrl++)
27) Send Backward (Ctrl+-)
28) Filter
29) Brightness
30) Contrast
31) Transparency
32) Gamma
33) Image Mode
34) Color
35) Area
36) Line
37) Position and Size (F4)
Object tab

The **Object tab** (Figure 27) becomes available when an object, such as a chart, is selected. It provides tools to position, resize, choose colors, and so on for the selected object. The **Object tab menu** (Figure 28) provides extra tools matching the type of object selected.

**Object tab tools from left to right**

1) Interaction

2) Transformations

3) Rotate Flip Vertically

4) Flip Horizontally

5) Distort

6) Set to circle (slant)

7) Line

8) Area

9) Line Style

10) Area Style/Filling

11) Line Width

12) Line Color

13) Arrow Style

14) Shadow

15) To Curve

16) Left

17) Top

18) Centered

19) Center

20) Right

21) Bottom

22) Bring to Front (\(\text{Shift}+\text{Ctrl}++\))

23) Send to Back (\(\text{Shift}+\text{Ctrl}+-\))

24) Bring Forward (\(\text{Ctrl}++\))

25) Send Backward (\(\text{Ctrl}+-\))

26) Area

27) Line

28) Position and Size (\(F4\))

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Figure 26: Image tab - Image menu

Figure 27: Tabbed user interface - Object tab
Table tab

The Table tab (Figure 29) becomes available when a table is selected in a slide. It provides tools to format a table to the presentation requirements. The Table tab menu (Figure 30) includes extra tools for editing a table.

Table tab tools from left to right

1) Interaction  
2) Insert Column Before  
3) Insert Row Above  
4) Insert Column After  
5) Insert Row Below  
6) Delete Column  
7) Delete Row  
8) Insert Line  
9) Area  
10) Borders (Shift to overwrite)  
11) Border Style  
12) Area Style/Filling  
13) Border Color  
14) Fill Color  
15) Merge Cells  
16) Split Cells  
17) Select Table  
18) Select Column  
19) Select Row  
20) Optimize  
21) Align Top  
22) Align Left (Ctrl+L)  
23) Center Vertically  
24) Align Center (Ctrl+E)  
25) Align Bottom  
26) Align Right (Ctrl+R)  
27) Right-to-Left  
28) Justified (Ctrl+J)  
29) Table Design  
30) Table Properties

Media tab

The Media tab (Figure 31) only becomes available when a media object is selected in a slide. It provides tools for positioning and running an audio or video file. The Media tab menu (Figure 32) includes extra tools for editing a media object.
Media tab tools from left to right

1) Name
2) Media Player
3) Rotate
4) Left
5) Top
6) Centered
7) Center
8) Right
9) Bottom
10) Bring to Front (Shift+Ctrl++)
11) Send to Back (Shift+Ctrl+-)
12) Bring Forward (Ctrl++)
13) Send Backward (Ctrl+-)
14) Play
15) Pause
16) Stop
17) Repeat
18) Media Player
19) Area
20) Line
21) Position and Size (F4)

Figure 31: Tabbed user interface - Media tab

Single Toolbar & Sidebar user interfaces

When selected, the Single Toolbar and Sidebar user interfaces only show the Menu bar with no toolbars. However, toolbars can be added to either of these user interfaces by going to View > Toolbars on the Menu bar and selecting the required toolbar from the options available. For more information on toolbars, see Appendix B, Toolbars in this guide and the Getting Started Guide.

Tabbed Compact user interface

The Tabbed Compact user interface has the same tabs as the Tabbed user interface, but the tools on each tab are arranged as a single row of tools. Some of these tools have drop-down menus with extra options. Figure 33 shows an example of the File tab in the Tabbed Compact user interface.

The tab menu on the right of the Tabbed Compact user interface provides the same options as the tab menus in the Tabbed user interface, see “Tabbed user interface” on page 5 for more information.
Groupedbar Compact user interface

The **Groupedbar Compact** user interface is divided into groups that contain commands organized as sets of tools and menus. The tools and menus that are available change to suit the type of object selected. Clicking on the double chevron $\gg$ displays more tools for editing an object. Figure 34 shows an example of **Groupedbar Compact** user interface when a basic shape object is selected.

The **Groupedbar Compact** menu (Figure 35) on the right-hand end of this interface provides extra tools for working with LibreOffice Impress, including convenient ways to change the user interface and access toolbars.

Contextual Single user interface

The **Contextual Single** user interface displays a single toolbar to suit the type of object that has been selected. Clicking on the double chevron $\gg$ displays more tools for editing an object. Figure 36 shows an example of a **Contextual Single** user interface when a basic shape object is selected.
Figure 36: Example of Contextual Single user interface with a basic shape selected