



LibreOffice
Community



Draw Guide 7.2

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 January 2022. Based on LibreOffice 7.2 Community.

Other versions of LibreOffice may differ in appearance and functionality.

Using LibreOffice on macOS

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

<i>Windows or Linux</i>	<i>macOS equivalent</i>	<i>Effect</i>
Tools > Options menu selection	LibreOffice > Preferences	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

Draw provides several toolbars to help in creating drawings. Each toolbar has a default set of tools and the option to add additional tools.

Note

The icons displayed in the Draw toolbars illustrated in this appendix may differ from what is displayed on a computer screen. Toolbar icons depend on the computer operating system being used and how LibreOffice has been set up. For more information on customizing LibreOffice and the toolbars, see the *Getting Started Guide*.

Using toolbars

Displaying toolbars

To display a toolbar and make it active, go to **View > Toolbars** on the Menu bar. A submenu opens with a list of available toolbars for Draw. Click on a toolbar name to display it and make it active. Active toolbars are indicated by highlighting or a check mark next to the name.

Impress toolbars available

- | | |
|-------------------------|------------------------------|
| 1) 3D-Objects | 16) Legacy Circles and Ovals |
| 2) 3D-Settings | 17) Legacy Rectangles |
| 3) Align Objects | 18) Line and Filling |
| 4) Comments | 19) Master View |
| 5) Distribute Selection | 20) Media Playback |
| 6) Drawing | 21) Options |
| 7) Edit Points | 22) Redaction |
| 8) Find | 23) Standard |
| 9) Fontwork | 24) Standard (Single Mode) |
| 10) Form Controls | 25) Standard (Viewing Mode) |
| 11) Form Design | 26) Table |
| 12) Form Navigation | 27) Text Formatting |
| 13) Glue Points | 28) Transformations |
| 14) Image | 29) Zoom |
| 15) Insert | |

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 drawing. For example, the Image toolbar only displays when an image is selected.

Closing toolbars

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

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



Figure 1: Toolbar handles

Moving toolbars

Docked toolbars

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

- 1) Move the mouse cursor over the small vertical handle at the left end of the toolbar as shown in Figure 1. The mouse cursor changes to a moving cursor 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 Draw 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 Draw main window for it to function.

Floating sub-toolbars

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

- 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 triangle ▼ in the sub-toolbar title bar and select **Close Toolbar** from the context menu.

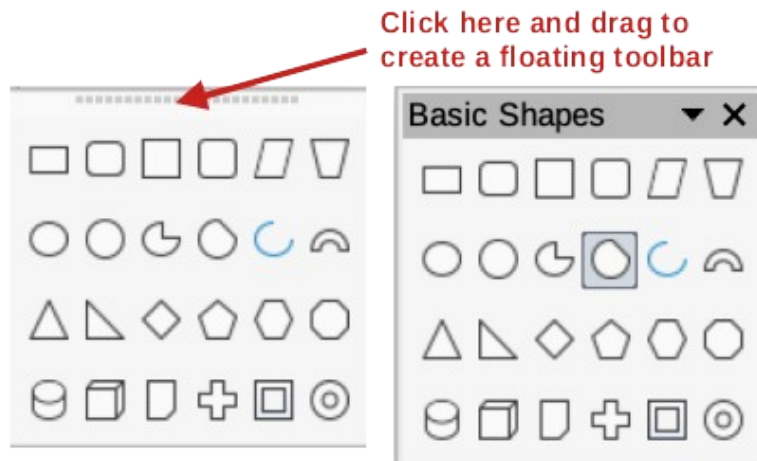


Figure 2: Creating floating sub-toolbar

Docking a floating toolbar

To dock a floating toolbar, use one of the following methods:

- Click on the title bar and drag it to the top, bottom, left side, or right side of the main window. When the toolbar reaches a docking position, a hashed border appears at the docked position. Release the 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 Draw main window, the toolbar can also be locked into position preventing the toolbar from becoming a floating toolbar.

- To lock a toolbar into a docked position, right-click in a blank area on the toolbar and select **Lock Toolbar Position** in the context menu. A check mark appears against this option indicating the toolbar is now locked.
- To unlock a toolbar, right-click in a blank area on the toolbar and click on **Lock Toolbar Position** in the context menu. The check mark next to this option disappears indicating the toolbar is now unlocked. A small vertical or horizontal bar appears at the left end or top of the toolbar indicating that the toolbar is unlocked. This bar is also used to move the toolbar.

✓ Note

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

Locking sub-toolbars

To prevent sub-toolbars from becoming floating sub-toolbars, sub-toolbars have to be locked as follows:

- 1) Save any drawing that is open in Draw.

- 2) Go to **View > Toolbars** on the Menu bar and select **Lock Toolbars** from the context menu.
- 3) Select **Restart Now** in the Restart LibreOffice dialog that opens to activate the **Lock Toolbars** option.
- 4) To unlock sub-toolbars so they can become floating sub-toolbars, repeat Steps 1 thru 3. The **Lock Toolbars** option is an on/off switch.

Note

Using **Lock Toolbars** option affects all sub-toolbars available in LibreOffice modules.

Editing toolbars

When LibreOffice is installed on a computer, it includes a set of toolbars suitable for each LibreOffice component. Each toolbar has a default set of visible tools. You can add tools, delete tools, and customize toolbars.

Adding tools

- 1) Right-click in a blank area on a toolbar, or click on the triangle ▼ on the right of the toolbar title bar.
- 2) Select **Visible Buttons** from the context menu to display a list of available tools.
- 3) Click on the tool required and the tool appears in the toolbar. The list of available tools closes automatically. A highlight or check mark next to the tool indicates that the tool is already installed on the toolbar.

Note

When adding tools using **Visible Buttons**, the tool is added to the toolbar at the same position as the tool appears in the **Visible Buttons** list. That is, the top tool in **Visible Buttons** appears at the left end of the toolbar and the bottom tool appears at the right end of the toolbar. Tool positions cannot be changed using **Visible Buttons**.

Deleting tools

- 1) Right-click in a blank area on a toolbar, or click on the triangle ▼ on the right of the toolbar title bar.
- 2) Select **Visible Buttons** from the context menu to display a list of available tools.
- 3) Click on the tool no longer required and the tool is removed from the toolbar. The highlight or check mark next to the tool is also removed. The list of available tools closes automatically.

Customizing toolbars

Extra tools and commands that are not available in **Visible Buttons** can be added to a toolbar using customization. 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 tools installed on a toolbar are normally indicated in **Visible Buttons** either by the tool icon being highlighted or by a check mark. However, this install indication depends on computer setup and computer operating system being used.

✓ Note

On some toolbars, the icons have a small downward pointing triangle ▼ to the right of an icon. Click on this triangle to open further options that are available for use.

✓ Note

Some of the tools in the toolbars also have the option of using a keyboard shortcut instead of clicking on the tool. For a full list of keyboard shortcuts that are available in Draw, see Appendix A, Keyboard Shortcuts.

3D-Objects

The 3D-Objects toolbar (Figure 3) provides tools to create 3D objects in a slide. It is activated by going to **View > Toolbars > 3D-Objects** on the Menu bar. Alternatively, click on the triangle ▼ next to the **3D-Objects** icon displayed on the Drawing toolbar to open a submenu giving access to the available 3D objects.

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

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

Align Objects

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

Available tools from left to right

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

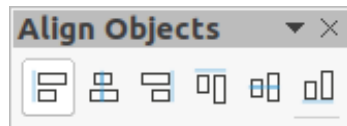


Figure 5: Align Objects toolbar

Comments

The Comments toolbar (Figure 6) provides tool for adding, deletion, and navigation of comments in a drawing. To use comments, it is recommended to add the name and initials of all users in **Tools > Options > LibreOffice > User Data** so that comments can be easily identified.

Available tools from left to right

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

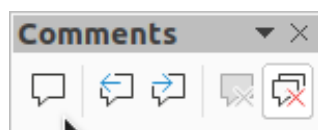


Figure 6: Comments toolbar

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 majority of the tools normally used to create graphic objects in a drawing.

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



Figure 8: Drawing toolbar

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

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

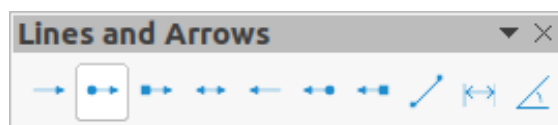


Figure 9: Lines and Arrows sub-toolbar

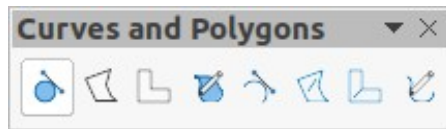


Figure 10: Curves and Polygons sub-toolbar



Figure 11: Connectors sub-toolbar



Figure 12: Basic Shapes sub-toolbar



Figure 13: Symbol Shapes sub-toolbar



Figure 14: Block Arrows sub-toolbar

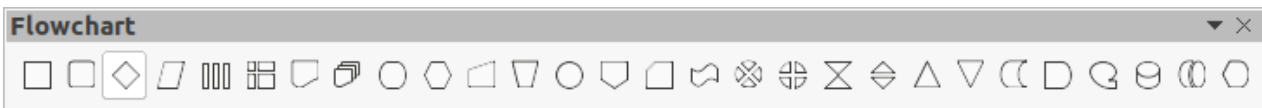


Figure 15: Flowchart sub-toolbar



Figure 16: Callouts sub-toolbar



Figure 17: Stars and Banners sub-toolbar



Figure 18: 3D-Objects sub-toolbar

Edit Points

The Edit Points toolbar (Figure 19) provides tools for editing the points of a curve or an object that has been converted to a curve. The toolbar only becomes active when an object is selected and one of the following methods is used to open the toolbar:

- Click on **Edit Points** on the Drawing or Standard toolbar.
- Use the keyboard shortcut *F8*.

Available tools from left to right

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



Figure 19: Edit Points toolbar

Find

The Find toolbar (Figure 20) opens by default in the bottom left corner of the Draw main window. This toolbar is normally docked at the bottom left of the Draw main window above the Status bar. However, it can be undocked and made into a floating toolbar.

Available tools from left to right

- 1) Close Find Bar
- 2) Find Text
- 3) Find Previous
- 4) Find Next
- 5) Find All
- 6) Match Case
- 7) Find and Replace (*Ctrl+H*) (macOS $\text{⌘}+\text{⌘}+F$)



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 drawing has been selected.

Available tools from left to right

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

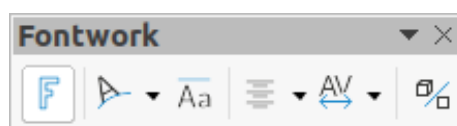


Figure 21: Fontwork toolbar

Some tools on the Fontwork toolbar have a triangle ▼ to the right of the tool. Click on the triangle to open a pop-up toolbar or drop-down option list.

- **Fontwork Shape** – select the required shape for the Fontwork graphical text object from the options available.
- **Fontwork Alignment** – select the paragraph alignment from the options available.
- **Fontwork Character Spacing** – select the required character spacing from the options available.

Form Controls

The Form Controls toolbar (Figure 22) provides the tools required to create an interactive form. This allows controls to be added to a form in a text, drawing, spreadsheet, presentation, or HTML document (for example a button that opens another drawing or document).

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 Control 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 | 11) Group (<i>Ctrl+Shift+G</i>) (macOS ⌘+Shift+G) |
| 2) Control Properties | 12) Ungroup (<i>Ctrl+Alt+Shift+G</i>) (macOS ⌘+⇧+Shift+G) |
| 3) Form Properties | 13) Enter Group (<i>F3</i>) |
| 4) Position and Size (<i>F4</i>) | 14) Exit Group (<i>Ctrl+F3</i>) (macOS ⌘+F3) |
| 5) Form Navigator | 15) Align Objects |
| 6) Activation Order | 16) Open in Design Mode |
| 7) Add Field | 17) Display Grid |
| 8) Automatic Control Focus | 18) Snap to Grid |
| 9) Bring to Front (<i>Ctrl+Shift++</i>) (macOS ⌘+Shift++) | 19) Helplines While Moving |
| 10) Send to Back (<i>Ctrl+Shift+-</i>) (macOS ⌘+Shift+-) | |

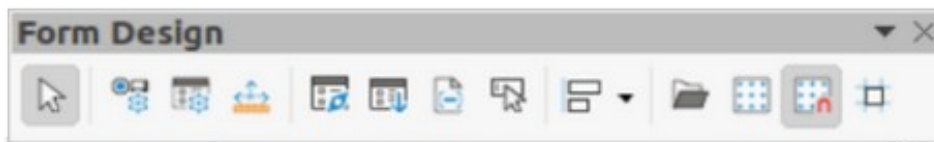


Figure 23: Form Design toolbar

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 |

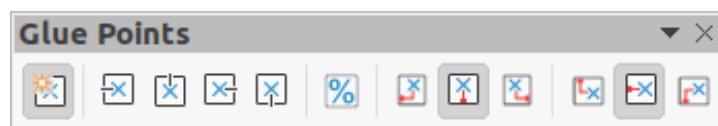


Figure 25: Glue Points toolbar

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

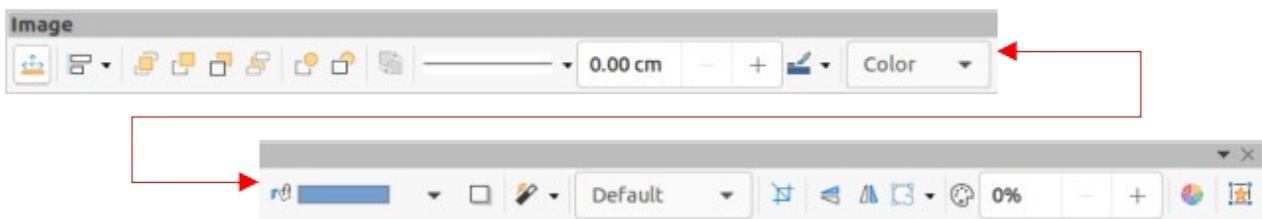


Figure 26: Image toolbar

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

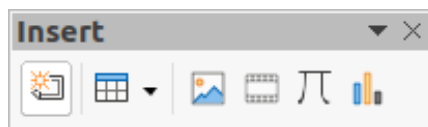


Figure 27: Insert toolbar

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 | 3) Ellipse Pie |
| 2) Circle | 4) Circle Pie |

- | | |
|--------------------------|-------------------------------|
| 5) Ellipse Segment | 10) Circle Pie, Unfilled |
| 6) Circle Segment | 11) Ellipse Segment, Unfilled |
| 7) Ellipse, Unfilled | 12) Circle Segment, Unfilled |
| 8) Circle, Unfilled | 13) Arc |
| 9) Ellipse Pie, Unfilled | 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 | 5) Rectangle, Unfilled |
| 2) Square | 6) Square, Unfilled |
| 3) Rectangle, Rounded | 7) Rounded Rectangle, Unfilled |
| 4) Rounded Square | 8) Rounded Square, Unfilled |

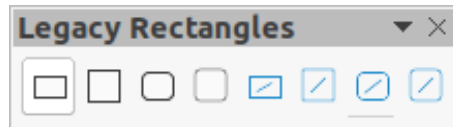


Figure 29: Legacy Rectangles toolbar

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 (<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) Arrow Style |
| 7) Center | 24) Vertically |
| 8) Bottom | 25) Horizontally |
| 9) Arrange | 26) Transformations |
| 10) Bring to Front (<i>Ctrl+Shift++</i>) (macOS ⌘+Shift++) | 27) Line |
| 11) Bring Forward (<i>Ctrl++</i>) (macOS ⌘++) | 28) Area |
| 12) Send Backward (<i>Ctrl+-</i>) (macOS ⌘+-) | 29) 3D Effects |
| 13) Send to Back (<i>Ctrl+Shift+-</i>) (macOS ⌘+Shift+-) | 30) Image Map |
| 14) In Front of Object | 31) Animation |
| 15) Behind Object | 32) Interaction |
| 16) Reverse | 33) Show the Styles Sidebar (<i>F11</i>) |
| 17) Line Style | 34) Display Grid |
| | 35) Helplines While Moving |

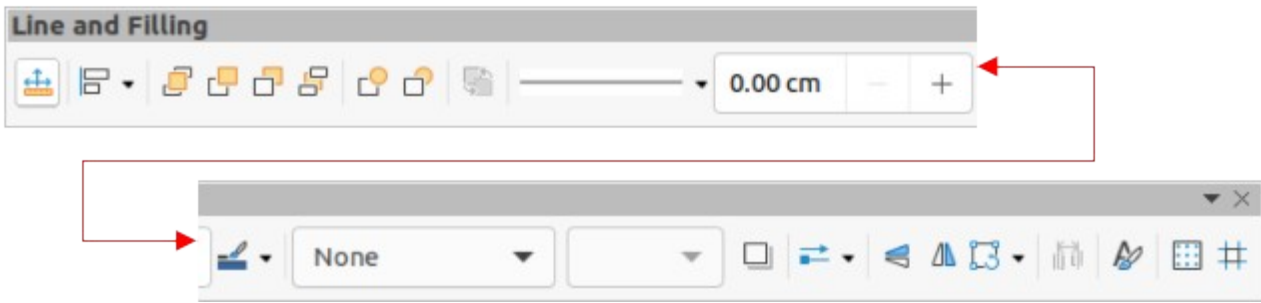


Figure 30: Line and Filling toolbar

Master View

The Master View toolbar (Figure 31) provides tools to create a new master page, rename a master page, delete a master page, and close master view. This toolbar is only active when Draw is in master view.

Available tools from left to right

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

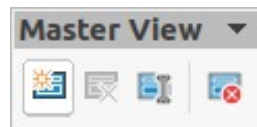


Figure 31: Master View toolbar

Media Playback

The Media Playback toolbar (Figure 32) provides the standard tools required to insert, view, play, and listen to audio and video files. The toolbar only becomes active when an audio or video file is selected. Draw supports many different media formats depending on the computer operating system being used.

Available tools from left to right

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

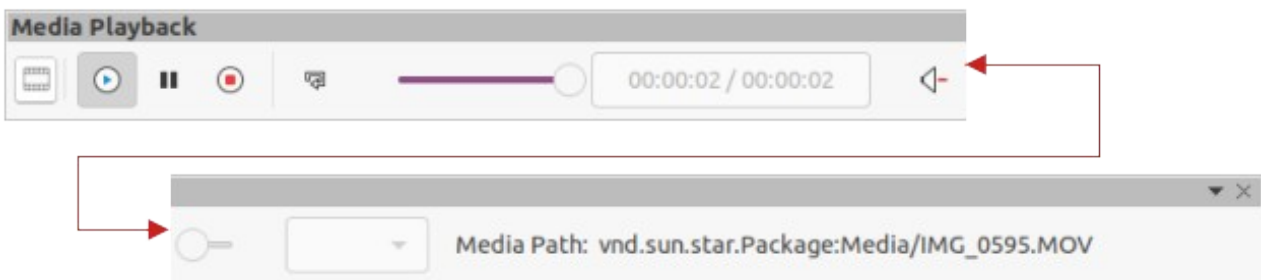


Figure 32: Media Playback toolbar

Options

The Options toolbar (Figure 33) provides tools for editing various settings for newly created drawings, for example how objects snap to the grid when being moved or resized.

Available tools from left to right

- | | |
|--|-----------------|
| 1) Rotation Mode after Clicking Object | 2) Display Grid |
|--|-----------------|

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



Figure 33: Options toolbar

Redaction

The Redaction toolbar (Figure 34) is used to block portions of a drawing protecting sensitive information and helps enterprises and organizations to comply with regulations on confidentiality or privacy.

When a redacted drawing is exported to a new drawing, any redacted portions are removed from the new drawing and replaced by redaction blocks of pixels. This prevents any attempt to restore or copy the original contents. A redacted drawing is often exported to PDF for publication or sharing.

Available tools from left to right

- | | |
|----------------------------|----------------------------|
| 1) Rectangle | 4) Redacted Export (Black) |
| 2) Freeform | 5) PDF |
| 3) Redacted Export (White) | |



Figure 34: Redaction toolbar

Standard

The Standard toolbar (Figure 35) is common to all LibreOffice components and provides the most common tools when creating and editing documents using LibreOffice. The Standard toolbar differs between LibreOffice components to allow for different toolsets used in creating the different types of documents.

Available tools from left to right

- | | |
|---|---|
| 1) Load URL | 17) Clone Formatting (Clone in Visible Buttons) |
| 2) New (<i>Ctrl+N</i>) (macOS ⌘+N) | 18) Clear (<i>Ctrl+Shift+M</i>) (macOS <i>Shift+M</i>) |
| 3) Templates (<i>Ctrl+Shift+N</i>) (macOS ⌘+ <i>Shift+N</i>) | 19) Undo (<i>Ctrl+Z</i>) (macOS ⌘+Z) |
| 4) Open (<i>Ctrl+O</i>) (macOS ⌘+O) | 20) Redo (<i>Ctrl+Y</i>) (macOS ⌘+Y) |
| 5) Open Remote | 21) Spelling (<i>F7</i>) |
| 6) Save (<i>Ctrl+S</i>) (macOS ⌘+S) | 22) Auto Spellcheck (<i>Shift+F7</i>) |
| 7) Save As (<i>Ctrl+Shift+S</i>) (macOS ⌘+ <i>Shift+S</i>) | 23) Display Grid (Grid in Visible Buttons) |
| 8) Email | 24) Helplines While Moving |
| 9) Edit Mode (<i>Ctrl+Shift+M</i>) (macOS ⌘+ <i>Shift+M</i>) | 25) Zoom & Pan |
| 10) Export | 26) Object Zoom |
| 11) Export Directly as PDF | 27) Zoom |
| 12) Print Directly | 28) Table |
| 13) Print (<i>Ctrl+P</i>) (macOS ⌘+P) | 29) Insert Image (Image in Visible Buttons) |
| 14) Cut (<i>Ctrl+X</i>) (macOS ⌘+X) | 30) Insert Chart (Chart in Visible Buttons) |
| 15) Copy (<i>Ctrl+C</i>) (macOS ⌘+C) | 31) Insert Text Box (<i>F2</i>) (Text Box in Visible Buttons) |
| 16) Paste (<i>Ctrl+V</i>) (macOS ⌘+V) | |

- | | |
|--|---|
| 32) Insert Special Characters (Symbol in Visible Buttons) | 45) Edit Points (F8) |
| 33) Vertical Text | 46) Glue Points |
| 34) Insert Fontwork Text | 47) Toggle Extrusion |
| 35) Insert Hyperlink (Ctrl+K) (macOS ⌘+K) (Hyperlink in Visible Buttons) | 48) Show Draw Functions (Draw Functions in Visible Buttons) |
| 36) Transformations | 49) LibreOffice Help |
| 37) Flip | 50) What's That |
| 38) Position and Size (F4) | 51) Go to First Page |
| 39) Align Objects | 52) Go to Previous Page |
| 40) Distribution | 53) Go to Next Page |
| 41) Shadow | 54) Go to Last Page |
| 42) Crop | 55) Move Page to Start |
| 43) Filter | 56) Move Page Up |
| 44) 3D Effects | 57) Move Page Down |
| | 58) Move Page to End |

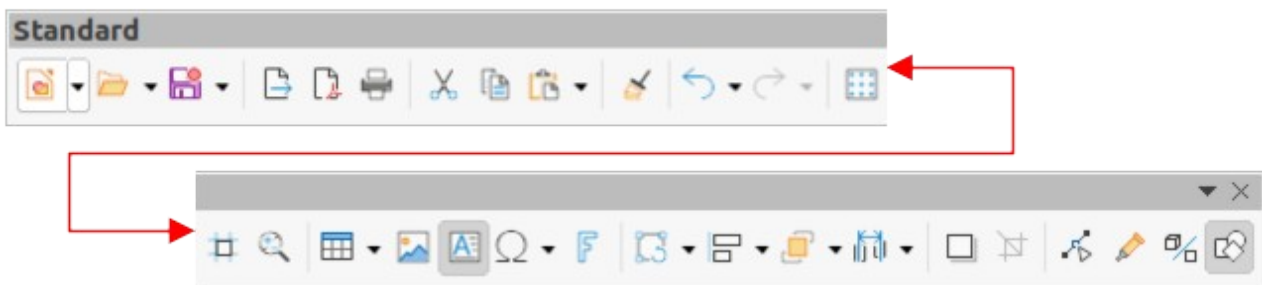


Figure 35: Standard toolbar

Standard (Viewing Mode)

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

Available tools from left to right

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

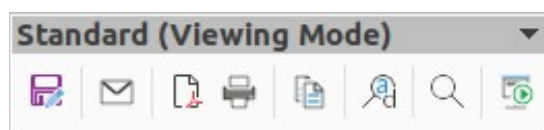


Figure 36: Standard (Viewing Mode) toolbar

Table

The Table toolbar (Figure 37) provides tools and options to edit and format a table placed in a drawing. This toolbar only becomes active when a table is selected.

Available tools from left to right

- | | |
|---------------------------------|---|
| 1) Table | 8) Split Cells |
| 2) Border Style | 9) Optimize |
| 3) Border Color | 10) Align Top (Top in Visible Buttons) |
| 4) Borders (Shift to overwrite) | 11) Center Vertically (Center in Visible Buttons) |
| 5) Area Style/Filling | 12) Align Bottom (Bottom in Visible Buttons) |
| 6) Fill Color | 13) Insert Row Above |
| 7) Merge Cells | 14) Insert Row Below |

- | | |
|--------------------------|----------------------|
| 15) Insert Column Before | 20) Select Table |
| 16) Insert Column After | 21) Select Column |
| 17) Delete Row | 22) Select Row |
| 18) Delete Column | 23) Table Design |
| 19) Delete Table | 24) Table Properties |

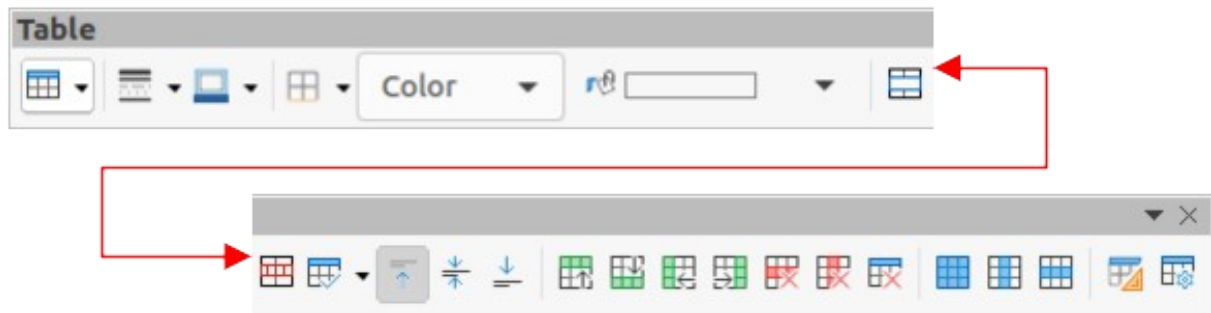


Figure 37: Table toolbar

Text Formatting

The Text Formatting toolbar (Figure 38) provides tools for formatting text and alignment commands. This toolbar becomes active when text in a text box or graphic object has been selected and it automatically replaces the Line and Filling toolbar.

Available tools from left to right

- | | |
|--|--|
| 1) Font Name | 22) Toggle Ordered List (Ordered List in Visible Buttons) |
| 2) Font Size | 23) Outline Format |
| 3) Increase Font Size (<i>Ctrl+I</i>) (macOS ⌘+I)
(Increase in Visible Buttons) | 24) Align Left (<i>Ctrl+L</i>) (macOS ⌘+L) (Left in Visible Buttons) |
| 4) Decrease Font Size (<i>Ctrl+J</i>) (macOS ⌘+J)
(Decrease in Visible Buttons) | 25) Align Center (<i>Ctrl+E</i>) (macOS ⌘+E) (Center in Visible Buttons) |
| 5) Bold (<i>Ctrl+B</i>) (macOS ⌘+B) | 26) Align Right (<i>Ctrl+R</i>) (macOS ⌘+R) (Right in Visible Buttons) |
| 6) Italic (<i>Ctrl+I</i>) (macOS ⌘+I) | 27) Justified (<i>Ctrl+J</i>) (macOS ⌘+J) |
| 7) Underline (<i>Ctrl+U</i>) (macOS ⌘+U) | 28) Align Top (Top in Visible Buttons) |
| 8) Double Underline | 29) Center Vertically (Center in Visible Buttons) |
| 9) Strikethrough | 30) Align Bottom (Bottom in Visible Buttons) |
| 10) Overline | 31) Set Line Spacing (Line Spacing in Visible Buttons) |
| 11) Superscript (<i>Ctrl+Shift+P</i>) (macOS ⌘+Shift+P) | 32) Character Spacing |
| 12) Subscript (<i>Ctrl+Shift+B</i>) (macOS ⌘+Shift+B) | 33) Increase Paragraph Spacing (Increase in Visible Buttons) |
| 13) Toggle Shadow (Shadow in Visible Buttons) | 34) Decrease Paragraph Spacing (Decrease in Visible Buttons) |
| 14) Apply outline attribute to font (Outline Font Effect in Visible Buttons) | 35) Text direction from left to right |
| 15) Clear (<i>Ctrl+Shift+M</i>) (macOS ⌘+Shift+M) | 36) Text direction from top to bottom |
| 16) lowercase | 37) Left-To-Right |
| 17) UPPERCASE | 38) Right-To-Left |
| 18) SMALL CAPITALS | 39) Select All (<i>Ctrl+A</i>) (macOS ⌘+A) |
| 19) Font Color | 40) Character |
| 20) Character Highlighting Color | 41) Paragraph |

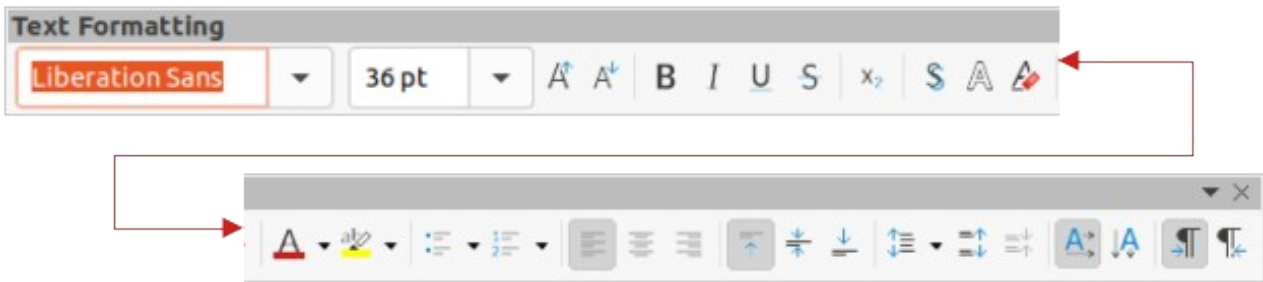


Figure 38: Text Formatting toolbar

Transformations

The Transformations toolbar (Figure 39) 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) | |

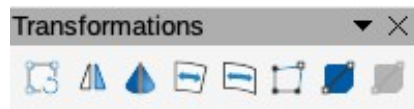


Figure 39: Transformations toolbar

Zoom

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

Available tools from left to right

- | | |
|------------------|--|
| 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 40: Zoom toolbar