

## Changing the template assigned to a document

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At times you might want to associate a document with a different template, or perhaps you're working with a document that did not start from a template or one that has become detached from its template.

You can change the template assigned to a document, or reconnect a document to a template, in two ways: manually or by using the Template Changer extension to LibreOffice.

- To change or reassign a template manually, first create a new, blank document from the required template, as described in “Manually changing the template” below. Then copy the contents of the old document into the new document.
- To use the Template Changer extension, first you need to download and install it, then restart LibreOffice to activate it. After that, you can open the document and use **File > Templates > Change template (current document)** on the Menu bar.

### Note

Changing or updating a template affects only the formatting used in styles. It does not affect any content. You may also need to manually update content, for example a logo, copyright notice, or the layout of a copyright page.

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## Manually changing the template

For best results, the names of styles should be the same in the existing document and the new template. If they are not, you may need to replace old styles with new ones. See Chapter 2, Working with Text: Basics, for more about replacing styles.

To manually associate a document with a different template:

- 1) Open the Templates dialog as described on page 209.
- 2) In the Templates dialog, double-click the template you want to use. A new document opens, containing any text or graphics that were in the template.
- 3) Delete any unwanted text or graphics from this new document. Use **File > Save As** to save the new document, but leave it open.
- 4) Open the document you want to change. (It opens in a new window.)
- 3) Use **Edit > Select All**, or press *Ctrl+A*, to select everything in the old document.
- 4) Use **Edit > Copy**, or press *Ctrl+C*, to copy the contents of the old document to the clipboard.
- 5) Click in the new document created in step 2. Use **Edit > Paste**, or press *Ctrl+V*, to paste the contents of the old document into the new one.
- 6) Update the table of contents if there is one. Save the new document using **File > Save**.
- 7) Close the old file without saving.

### Caution

Any changes recorded (tracked) in the old document will be lost during this process. The resulting document will contain only the changed text.

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