

## ✓ Note

Exporting a template does not remove it from the Templates dialog. The action places a copy of the template in the location you specify.

## Adding locations to the Templates dialog

You can include locations (folders) of your choice in the list of template folders that LibreOffice uses to populate the Templates dialog. To add folders to the list:

- 1) Go to **Tools > Options > LibreOffice > Paths** (Figure 233). Select **Templates** and click **Edit**.
- 2) On the Edit Paths: Templates dialog (Figure 234), click **Add**. A file browser window opens. Find and select the folder you wish to add, and click **Select**. The file browser closes and the selected folder appears in the list on the Edit Paths: Templates dialog.
- 3) (Optional) Mark the newly-added path as the default location for new template files.
- 4) Click **OK** to return to the *Paths* page of the Options dialog (Figure 233). Click **OK** to close the Options dialog.
- 5) Close LibreOffice and reopen it, to activate the new path.

When you next open the Templates dialog, you will find that any templates stored in the new location now appear in the dialog.

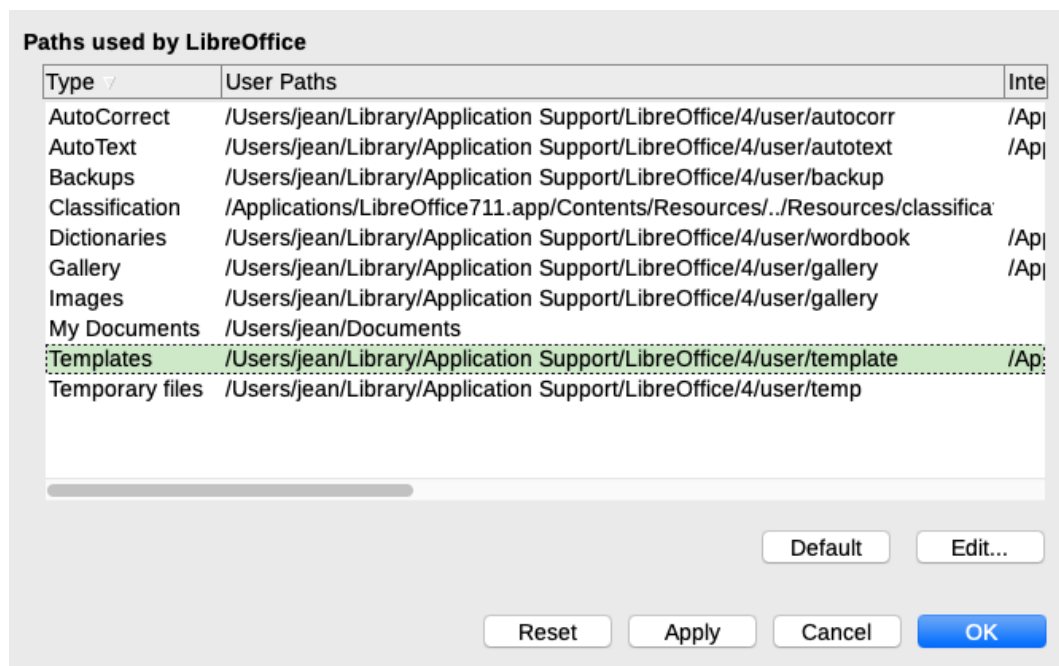


Figure 233: Paths options in LibreOffice