Figure 12: Creating a document from a template

Opening an existing document

You can open an existing document in several ways.

When no document is open:

- Click **Open File** or **Remote files** in the Start Center.
- Choose **File > Open** or **File > Open Remote** on the Menu bar.
- Press *Ctrl+O* on the keyboard.
- Click the **Open** icon on the Standard toolbar.
- Double-click a thumbnail of recently opened documents displayed in the Start Center. You can scroll up or down in the Start Center to locate a recently opened document.

If a document is already open:

- Click the **Open** icon on the Standard toolbar and select the additional document to be opened in the Open dialog.
- Click the small triangle to the right of the **Open** icon and select from a list of recently opened documents.
- Use **File > Recent Documents** to make a selection.
- Choose **Open Document** on the Quickstarter.

When using the Open dialog, navigate to the folder you want, select the file you want, then click **Open**. If a document is already open in LibreOffice, the second document opens in a new window.

You can reduce the list of files in the Open dialog by selecting the type of file you are looking for. For example, if you choose Text documents as the file type, you will only see documents Writer can open. This method opens Word (`.doc` and `.docx`) files and other formats as well as OpenDocument (`.odt`).