

## From the Menu bar, toolbar, or keyboard

When Writer is open, you can also start a new Writer document in one of these ways:

- Press the *Ctrl+N* keys.
- Choose **File > New > Text Document** on the Menu bar.
- Click the **New** icon on the Standard toolbar.

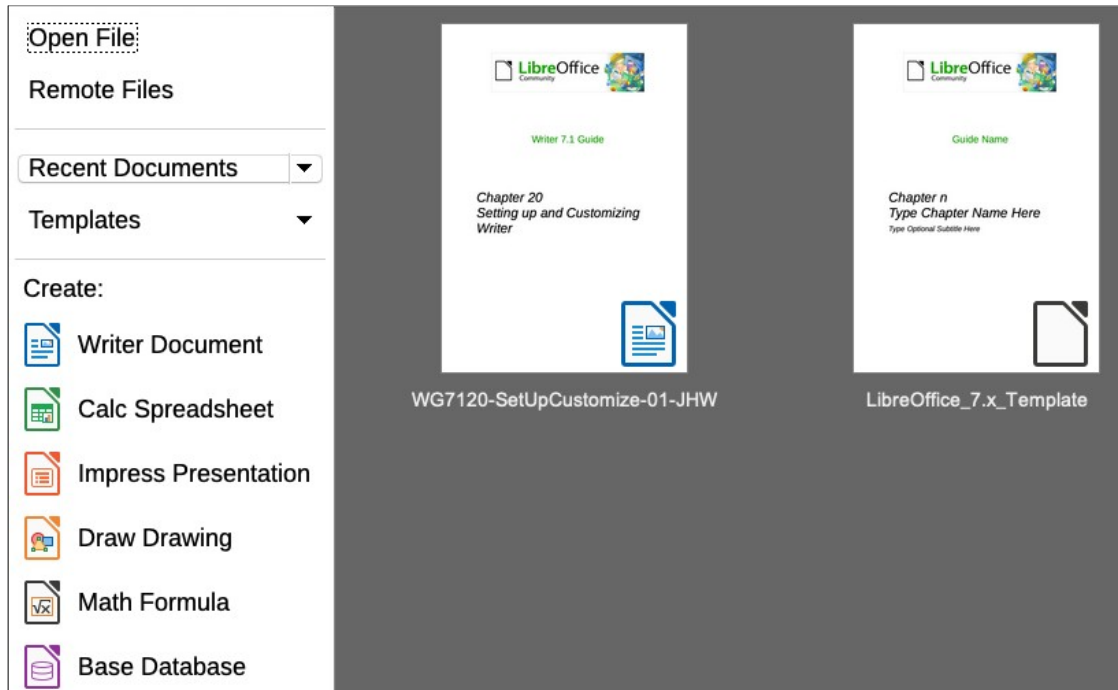


Figure 11: LibreOffice Start Center

## From a template

A template is a set of predefined styles and settings that is used to create a new document. Templates enable the easy creation of multiple documents with the same default settings. For example, all the chapters of the *Writer Guide* are based on the same template. As a result, all the chapters look alike; they have the same headers and footers, use the same fonts, and so on.

A new LibreOffice installation may contain only a few templates, but you can create your own or download more from <https://extensions.libreoffice.org/> and other websites. See Chapter 10, Working with Templates.

To open the Template dialog, where you can choose the template you want to use for creating your document, do one of the following:

- Press the *Ctrl+Shift+N* keys.
- Choose **File > Templates > Manage Templates** on the Menu bar.
- Choose **File > New > Templates** on the Menu bar.
- Click the arrow next to the **New** icon on the Standard toolbar and select **Templates** in the drop-down list.

The example shown in Figure 12 highlights a template in the **Documents** folder. Double-click the desired template to create a new document based on the that template. You can also click one of the templates and then click **Open**. For more about the Templates dialog, see Chapter 10, Working with Templates.