

To install templates using the Extension Manager:

- 1) Download the template or package and save it anywhere on your computer.
- 2) In LibreOffice, select **Tools > Extension Manager** on the Menu bar. In the Extension Manager dialog, click **Add** to open a file browser window.
- 3) Find and select the template or package of templates you want to install and click **Open**. The package begins installing. You may be asked to accept a license agreement.
- 4) When the package installation is complete, restart LibreOffice. The templates are available for use through the Templates dialog and the extension is listed in the Extension Manager.

See Chapter 20, Customizing Writer, for more about the Extension Manager.

### Tip

You can manually copy new templates into the template folders. The location varies with your computer's operating system. To learn where the template folders are stored on your computer, go to **Tools > Options > LibreOffice > Paths**. See "Adding locations to the Templates dialog" on page 218 for more information.

## Editing a template

You can edit a template's styles and content and then, if you wish, reapply the template's styles to documents that were created from that template. You cannot reapply content.

To edit a template:

- 1) Open the Templates dialog, as described on page 209.
- 2) In the Templates dialog, find the template that you want to edit. Right-click on it to open the context menu (see Figure 225), then click **Edit**. The template opens in Writer.
- 3) Edit the template as you would edit any other document. To save your changes, choose **File > Save** on the Menu bar.

## Updating a document from a changed template

If you make any changes to a template and its styles, a confirmation message is displayed the next time you open a document that was created from the template before the changes.

To update the document:

- 1) Select **Update Styles** to apply the changed styles in the template to the document.
- 2) Select **Keep Old Styles** if you do not want to apply the changed styles in the template to the document (but see the Caution notice below).

### Caution

If you choose **Keep Old Styles**, the document is no longer connected to the template, even though the template is still listed under **File > Properties > General**. To reconnect the document to the template, use the procedure described in "Changing the template assigned to a document" below.