



Figure 232: Moving templates to another category

Renaming a template

You can also rename a template, for example if the current name is not informative. To rename a template, select it in the Templates dialog, right-click it and select **Rename** in the context menu. In the small dialog that opens, type a name in the *Enter New Name* text box and click **OK**. This action changes the Title on the Description tab of the template's document properties. It does not change the file name of the template.

Deleting a template

You cannot delete templates supplied with LibreOffice. Nor can you delete any templates installed by the Extension Manager except by removing the extension that installed them.

However, you can delete templates that you have created or imported:

- 1) (Optional) In the *Filter* drop-down lists at the top of the Templates dialog, select the category that contains the template you want to delete.
- 2) Select the template to delete.
- 3) Right-click to open the context menu of the template and click **Delete**. A message box appears and asks you to confirm the deletion. Click **Yes**.

Tip

You can also press the **Delete** key on the keyboard to delete the selected template on the Templates dialog.

Exporting a template

To export a template to another location on your computer or network:

- 1) In the Templates dialog, select the template that you want to export.
- 2) Click the **Export** icon in the bottom right of the dialog. A file browser window opens.
- 3) Find the location where you want to export the template and select **Select Folder** or **OK**.
- 4) Click **OK** on the displayed information dialog.