

Setting a default template

If you create a document by choosing **File > New > Text Document** on the Menu bar, or by clicking the **Text Document** button in the Start Center, Writer creates the document from the default template for text documents. You can, however, set a custom template to be the default. You can reset the default later, if you choose.

Setting a template as the default

Many default settings, such as page size and margins, font choices, line spacing, and so on, can be changed, but those changes apply only to the document you are working on. To make the changes the default settings for that document type, you need to replace the default template supplied with LibreOffice with a new one that you create.

You can set any template in the Templates dialog to be the default for that document type:

- 1) Open the Templates dialog as described on page 209.
- 2) In the Templates dialog, open the category containing the template that you want to set as the default, then select the template.
- 3) Right-click the selected template and select **Set as Default** from the context menu (Figure 225). An icon marks the template as the default (Figure 229).

The next time that you create a document of that type by choosing **File > New**, the document will be created from this template.



Figure 229: Default template icon

Resetting Writer's default template as the default

To re-enable Writer's original default template as the default:

- 1) Open the Templates dialog as described on page 209.
- 2) In the Templates dialog, click the **Settings** icon on the bottom left (Figure 230).
- 3) Point to **Reset Default Template** in the drop-down menu, and click **Text Document**.

This choice does not appear unless a custom template had been set as the default, as described in the previous section.

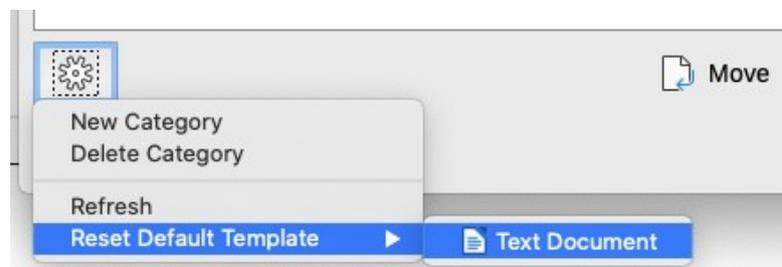


Figure 230: Resetting the default template for text documents