



Figure 234: Edit Paths: Templates dialog after adding a location

## Other ways to manage templates

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You can create and use templates without using the Templates dialog. However, some results are different from those described earlier in this chapter.

### Creating a document from a template

You can create a document from a template by double-clicking the template in your computer's file browser window.

The resulting document is not associated with (linked to) the template from which it was created. The template is not listed in the document's properties and any changes to the template cannot be directly applied to the document. For many purposes, such as writing a letter, this may be what you want.

### Creating a template from a document

You can create a template from a document using **File > Save As** and selecting *ODF Text Document Template (.ott)* as the file type, then saving it anywhere you want, for example in a project folder.

The resulting template will not be visible in the Templates dialog, unless you import it or add the project folder to the locations shown in the Templates dialog (see "Adding locations to the Templates dialog" on page 218).