

Introduction

A template is a model document that you use to create other documents. For example, you can create a template for business reports that has your company's logo on the first page. New documents created from this template will all have your company's logo on the first page.

Templates can contain anything that regular documents can contain, such as text, graphics, a set of styles, and user-specific setup information such as measurement units, language, the default printer, and toolbar and menu customization.

All documents in LibreOffice are based on templates. You can create, or download and install, as many templates as you wish, and you can set a default template for each type of document (text, spreadsheet, drawing, presentation). If you do not choose a template when you start a new Writer document, then the document is based on the default template for text documents. If you have not specified a default template, Writer uses the built-in blank template for text documents that is installed with LibreOffice. See "Setting a default template" on page 215.

In Writer, you can create templates for master documents as well as for ordinary documents.

This chapter describes the use of LibreOffice's template management features. You can also use templates in other ways, but the effects are a bit different. See "Other ways to manage templates" on page 219 for more information.

Creating a document from a template

To create a document from a template:

- 1) Open the Templates dialog (Figure 225) using one of the following methods:
 - Choose **File > New > Templates** or **File > Templates > Manage Templates** on the Menu bar.
 - Press the key combination *Ctrl+Shift+N*.
 - Click the arrow next to the **New** icon on the Standard toolbar and select **Templates**.
 - Select **Templates > Manage Templates** in the Start Center (visible in LibreOffice when no document is open).
- 2) From the *Filter* lists at the top of the Templates dialog, you can select the type and category of template you want to use. The relevant templates are listed on the dialog.
- 3) Find and double-click the required template, or select the template and click **Open**. A new document based on the selected template opens in Writer. You can then edit and save the new document.

The template the document is based on is listed in **File > Properties > General**.



Tip

In the Start Center, you can click on the **Templates** button to view the available templates without opening the Templates dialog, then click on the required template to create a new document.

This method shows all the templates in all categories that are managed through the Templates dialog. You cannot filter this list as you can in the Templates dialog. If you have many templates in more than one category, you may find it easier to open the dialog and select a template there.
