



Figure 225: Templates dialog, showing context menu for a selected template

✓ Note

The connection between a template and a document remains until the template is modified and you do not update the document to match the template.

If you copy or move the document to a different computer which does not have a copy of that template installed, the connection is broken even though it continues to be listed in the document's properties. See "Changing the template assigned to a document" on page 214 for a way to reconnect a template to a document.

Creating a template

You can create templates in two ways: by saving a document as a template or by using a wizard.

Creating a template from a document

In addition to formatting, any settings that can be added to or modified in a document can be saved within a template. For example, printer settings; general behaviors set from **Tools > Options**, such as paths and colors; menu and toolbar customizations, described in Chapter 20, Customizing Writer.

Templates can also contain predefined text, saving you from having to type it every time you create a new document. For example, a letter template may contain your name, address, and salutation.

To create a template from a document:

- 1) Open a new or existing text (Writer) document.
- 2) Add any content that you want to appear in any document you create from the new template, for example company logo or a copyright statement.
- 3) Create or modify any styles that you want to use in the new template.