You can also reset the default template as follows:

1) Go to the Templates dialog and open the category containing the template you set as default. It is indicated by a green check mark.

2) Right-click on this template and select **Reset Default** in the context menu.

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

Organizing templates

LibreOffice can manage only those templates that are in its template categories, although you can create a document from a template that is not in one of these folders. You can create new template categories and use them to organize your templates. For example, you might have one category for report templates and another for letter templates. You can also import and export templates.

To begin, choose **File > Templates > Manage Templates** to open the Templates dialog.

Creating a template category

To create a template category:

1) Click the **Settings** icon on the lower left of the Templates dialog.

2) Click **New category** in the context menu (Figure 231).

3) In the pop-up dialog, type a name for the new category and click **OK**. The new category now appears in the list of categories.
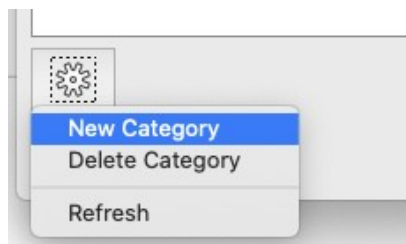
Figure 231: Creating a new template category

Deleting a template category

You cannot delete template categories supplied with LibreOffice. Nor can you delete categories added by the Extension Manager unless you first remove the extension that installed them.

However, you can delete a category that you created. Open the Templates dialog, click the **Settings** icon, and select Delete Category in the pop-up menu (Figure 231). On the Delete Category dialog, select the category to be deleted and then click **OK**. When a message box appears asking you to confirm the deletion, click **Yes**.

Moving a template

To move a template from one template category to another, select it in the Templates dialog, and click the **Move** icon near the bottom of the dialog (Figure 232). In the Select Category dialog, select the destination category and click **OK**. The selected template is moved to the folder. You can also create a new category into which to move the template.