



**LibreOffice**



## Getting Started Guide

# *Chapter 3* *Styles and Templates*

*Using consistent formatting in your documents*

## Copyright

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## Contributors

### To this edition

Jean Hollis Weber

Kees Kriek

Felipe Viggiano

### To previous editions

Jean Hollis Weber

Steve Fanning

Kees Kriek

Paul Figueiredo

Olivier Hallot

Dave Barton

## Feedback

Please direct any comments or suggestions about this document to the Documentation Team's mailing list: [documentation@global.libreoffice.org](mailto:documentation@global.libreoffice.org)

### Note

Everything you send to a mailing list, including your email address and any other personal information that is written in the message, is publicly archived and cannot be deleted.

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## Publication date and software version

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## Using LibreOffice on macOS

Some keystrokes and menu items are different on macOS from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this document. For a detailed list, see the application Help.

<i>Windows or Linux</i>	<i>macOS equivalent</i>	<i>Effect</i>
<b>Tools &gt; Options</b> menu selection	<b>LibreOffice &gt; Preferences</b>	Access setup options
Right-click	<i>Control</i> +click or right-click depending on computer setup	Open a context menu
<i>Ctrl</i> (Control)	⌘ (Command)	Used with other keys
<i>F11</i>	⌘+T	Open the Styles deck in the Sidebar

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## Introduction

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There are two basic ways to format text and other elements. Understanding these two alternatives is essential for unlocking the power of LibreOffice:

### Direct (or manual) formatting

Applies formatting directly to specific paragraphs, characters, pages, frames, lists, tables, cells, and other elements. For example, you can select a word, then click on a button on the Formatting toolbar to format the text as bold or italic.

### Styles

Bundles formatting options under one name. For example, a paragraph style defines numerous settings for options such as font type and size, whether paragraphs should be indented, the space between lines, how paragraphs should be aligned on the page, and many others.

## Using styles is highly recommended

LibreOffice is a styles-based program. It may work somewhat differently from other programs you are familiar with. Using styles effectively requires some planning, but the time spent in planning can save time and effort over the longer term.

Because styles apply whole groups of formats at the same time, you can easily format a document consistently and change the formatting of an entire document with minimal effort. Styles are used by LibreOffice for many processes, even if you are not aware of them. For example, Writer relies on heading styles (or other styles you specify) when it compiles a table of contents. Some common uses of styles are given in “Examples of style use” on page 22.

## What are styles?

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A style is a set of formats that you can apply to selected elements such as pages, text, frames, cells, and others in a document to quickly set or change their appearance. Applying a style often means applying a group of formats at the same time.

Many people manually format paragraphs, words, tables, page layouts, and other parts of their documents without paying any attention to styles. They are accustomed to manually applying attributes such as the font family, font size, and any formatting such as bold or italic.

Using styles means that instead of applying “font size 14pt, Times New Roman, bold, centered” you can apply (for example) a “Title” style, because you have defined the “Title” style to have those characteristics. In other words, using styles means that you shift the emphasis from what the text (or page, or other element) looks like, to what the text is.

### Note

Direct formatting overrides styles. You cannot remove manual formatting by applying a style to it. To remove direct formatting, select the text, right-click, and choose **Clear Direct Formatting** from the context menu. Alternatively you can clear direct formatting from selected text by pressing *Ctrl+M* (*Ctrl+Shift+M* in Impress), by selecting **Format > Clear Direct Formatting** on the Menu bar, by selecting the **Clear Direct Formatting** icon on Writer’s Formatting toolbar, or by selecting the **Clear Direct Formatting** icon on Calc’s Standard toolbar.

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## Types of styles in LibreOffice

LibreOffice supports the following types of styles:

- **Page styles** include margins, headers and footers, borders and backgrounds. In Calc, page styles also define the sequence for printing sheets.
- **Paragraph styles** control all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting.
- **Character styles** affect selected text within a paragraph, such as the font and size of text, or bold and italic formats.
- **Table styles** apply predefined formats to tables and table elements in a text document.
- **Frame styles** are used to format graphic and text frames, including text wrap, borders, backgrounds, and columns.
- **List styles** allow you to select, format, and position numbers or bullets in lists.
- **Cell styles** include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection.
- **Drawing styles** in drawings and presentations include line, area, shadowing, transparency, font, connectors, dimensioning, and other attributes.
- **Presentation styles** include attributes for font, indents, spacing, alignment, and tabs.

Different styles are available in the various components of LibreOffice, as listed in Table 1. Details are given in the user guide for each component.

LibreOffice comes with many predefined styles. You can use the styles as provided, modify them, or create new ones, as described in this chapter.

Table 1. Styles available in LibreOffice components

Style Type	Writer	Calc	Draw	Impress
Page	X	X		
Paragraph	X			
Character	X			
Frame	X			
List	X			
Table	X			
Cell		X		
Presentation			X	X
Drawing			X	X

## Applying styles

---

LibreOffice provides several ways for you to select and apply styles:

- Styles deck in the Sidebar
- Fill Format Mode
- Styles menu (Writer and Calc)
- Set Paragraph Style list (Writer) and Apply Style list (Calc) on the Formatting toolbar
- Keyboard shortcuts

## Styles deck in the Sidebar

The Styles deck includes the most complete set of tools for styles. To use it for applying styles:

- 1) Select **View > Styles** or **Styles > Manage Styles** on the Menu bar, or press *F11* ( $\text{⌘}+T$  on a Mac), or click the **Styles** tab on the Sidebar (**View > Sidebar** to open it).

The Styles deck optionally shows previews of the styles available. Figure 1 shows the panel for Writer, with Paragraph Styles visible and with previews off.

- 2) Select one of the buttons at the top left of the Styles deck to display a list of styles in that category.
- 3) To apply an existing style, position the insertion point in the paragraph, frame, page, or word, and then double-click the name of the style in one of these lists. To apply a character style to more than one word, select the characters first.

### Tip

At the bottom of the Styles deck is a drop-down list where you can select what styles will be listed in the Styles panel. In Figure 1 the list shows *All Styles* defined for the document. It could show *Applied Styles* (only the styles used in the document) or other groups of styles, for example *Custom Styles*.

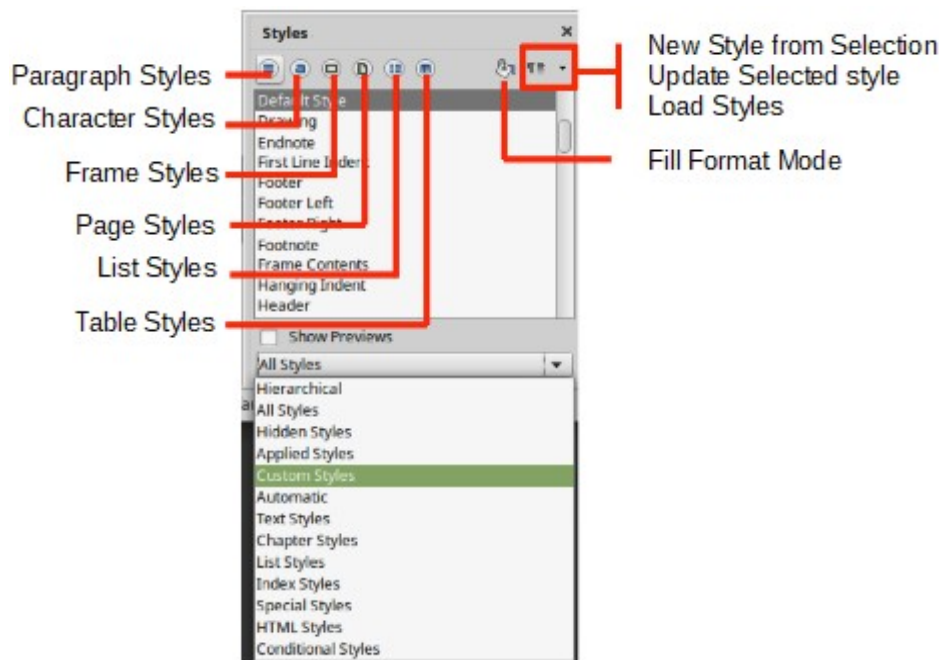


Figure 1: The Styles deck for Writer, showing paragraph styles and filter

## Fill Format mode

Use Fill Format mode to apply a style to many different areas quickly without having to go back to the Styles deck and double-click every time. This method is quite useful when you need to format many scattered paragraphs, cells, or other items with the same style:

- 1) Open the Styles deck and select the style you want to apply.
- 2) Click the **Fill Format Mode** button at the top of the Styles deck.
- 3) To apply a paragraph, page, or frame style, hover the mouse over the paragraph, page, or frame and click.  
To apply a character style, hold down the mouse button while selecting the characters. Clicking a word applies the character style for that word.

- 4) Repeat step 3 until you have applied that style everywhere you desire.
- 5) To quit Fill Format mode, click the **Fill Format Mode** button again or press the *Esc* key.

## Styles menu (Writer and Calc)

In Writer, the Styles menu has the most commonly used paragraph, character, and list styles for text documents, as well as entries for style management. The Styles menu does not have styles for frames, pages, or tables.

To apply a paragraph style, position the cursor anywhere in the paragraph, and then select one of the paragraph styles in the Styles menu. To apply a character style to several characters or more than one word, select the characters first and apply the character style from the menu.

In Calc, the Styles menu has cell styles and style management entries. To apply a cell style, select the cell or group of cells to be formatted, and then select the required style.

## Set Paragraph Style list (Writer) and Apply Style list (Calc)

In Writer, after you have used a paragraph style at least once in a document, the style name appears in the **Set Paragraph Style** list at the left-hand end of the Formatting toolbar.

In Calc, after you have used a cell style at least once in a spreadsheet, the style name appears in the **Apply Style** list at the left-hand end of the Formatting toolbar. If the **Apply Style** list is not visible, you can enable it using one of the methods given in “Customizing toolbars” in Chapter 1, Introducing LibreOffice.

You can open this list and click the style you want, or you can use the up and down arrow keys to move through the list and then press *Enter* to apply the highlighted style.

### Tip

Select **More Styles** at the bottom of the list to open the Styles deck on the Sidebar.

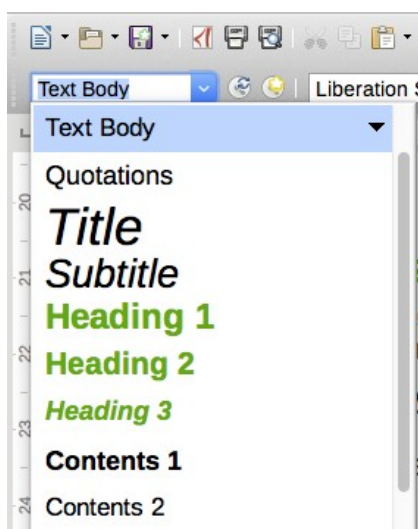


Figure 2: The Set Paragraph Style list in Writer

## Keyboard shortcuts

Some keyboard shortcuts for applying styles are predefined. For example, in Writer *Ctrl+0* applies the Text Body style, *Ctrl+1* applies the Heading 1 style, and *Ctrl+2* applies the Heading 2 style. You can modify these shortcuts and create your own; see Chapter 14, Customizing LibreOffice, for more details.



## Creating and modifying styles

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LibreOffice includes some predefined styles, but you can also create custom styles. You can modify both predefined and custom styles in several ways:

- Change a style using the Styles deck
- Update a style from a selection
- Use AutoUpdate (paragraph and frame styles only)
- Load styles from another document or template

### Note

Any changes you make to a style are effective only in the current document. To change styles in more than one document, you need to change the template.

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## Changing a style using the Styles deck

To change an existing style using the Styles deck on the Sidebar, right-click on the required style and select **Modify** in the context menu.

A Style dialog is displayed with title, content, and layout dependent on the type of style selected. Each variant of the dialog has several tabs. See the chapters on styles in the component user guides for more information.

### Tip

You can also access the relevant Style dialogs through the Set Paragraph Style (Writer) and Apply Style (Calc) lists. Click the arrow at the right of the entry for the style to be modified and select **Edit Style** in the context menu. You can access the appropriate Style dialog for the style of the current selection by going to **Styles > Edit Style** on the Menu bar.

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## Updating a style from a selection

To update a style from a selection:

- 1) Open the Styles deck on the Sidebar.
- 2) In the document, select an item that has the format you want to adopt as a style.

### Caution

When updating a paragraph style, make sure that the selected paragraph contains unique properties. If it mixes font sizes or font styles, those mixed properties will remain the same as before.

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- 3) On the Styles deck, select the style to update, then click on the arrow next to the **Styles actions** icon and select **Update Selected Style** (Figure 3).

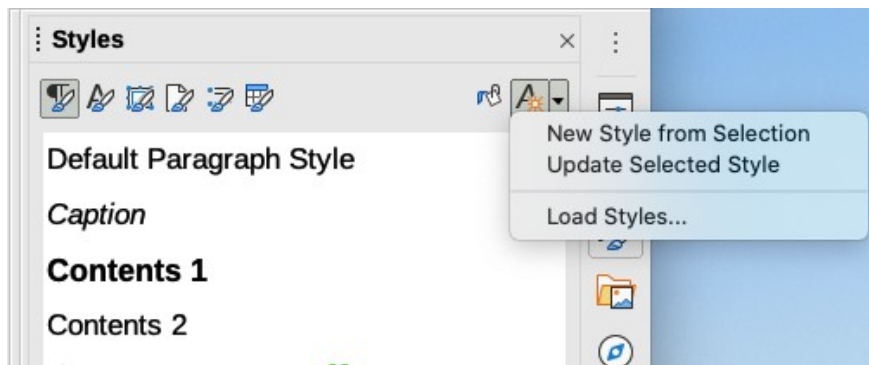


Figure 3: Updating a style from a selection

### **i** Tip

Other ways to modify the current style include pressing *Ctrl+Shift+F11* (Writer), selecting **Styles > Update Selected Style** on the Menu bar (Writer and Calc), or pressing the **Update Selected Style** icon on the Formatting toolbar (Writer).

You can also modify a style through the **Set Paragraph Style** (Writer) and **Apply Style** (Calc) lists. Click the arrow at the right of the entry for the style to be modified and select **Update to Match Selection** from the drop-down menu (see Figure 4).

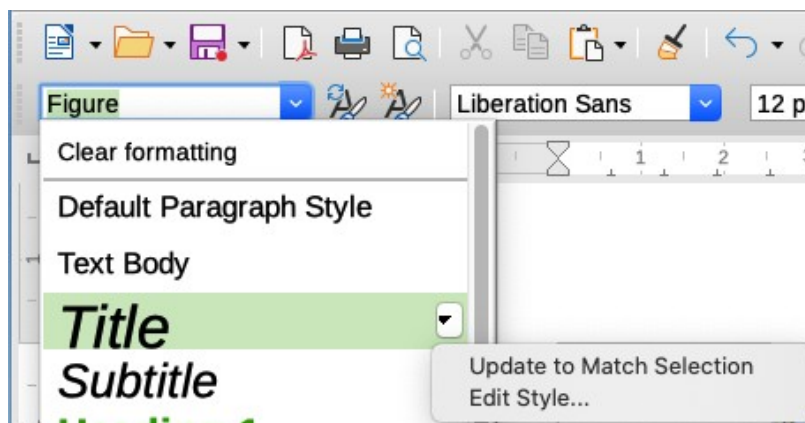


Figure 4: Modifying a style from the Set Paragraph Style list

## Using AutoUpdate (Writer)

AutoUpdate applies to paragraph and frame styles only. If the **AutoUpdate** option is selected on the *Organizer* page of the Paragraph Style or Frame Style dialog, applying direct formatting to a paragraph or frame using this style in the document automatically updates the style itself.

### **i** Tip

If you are in the habit of manually overriding styles in your document, be sure that AutoUpdate is **not** enabled.

## Creating new (custom) styles

---

You may want to add some new styles. You can do this by using the Style dialog, or the New Style from Selection tool, or by dragging and dropping, as explained below.

### Creating a new style using the Style dialog

To create a new style using the Style dialog, open the Sidebar Styles deck and select the category of the style you wish to create by clicking one of the icons at the top of the deck. Then right-click on any style name and select **New** in the context menu.

The new style will inherit characteristics from the style that you selected. If you later change the base style (for example, by changing the font from Times to Helvetica), all the linked styles will change as well. Sometimes this is exactly what you want; other times you do not want the changes to apply to all the linked styles. You can change any of those characteristics using the Style dialog.

The dialogs and choices are the same for defining new styles and for modifying existing styles. See the chapters on styles in the user guides for details.

### Creating a new style from a selection

You can create a new style by copying an existing manual format. This new style applies only to this document; it will not be saved in the template.

- 1) Open the Styles deck on the Sidebar and choose the category of style you want to create.
- 2) In the document, select the item you want to save as a style.
- 3) On the Styles deck, click on the **Styles actions** icon and click the **New Style from Selection** menu item in Writer or the **New Style from Selection** icon in Calc, Draw, and Impress.
- 4) In the Create Style dialog, type a name for the new style. The list shows the names of existing custom styles of the selected category. Click **OK** to save the new style.

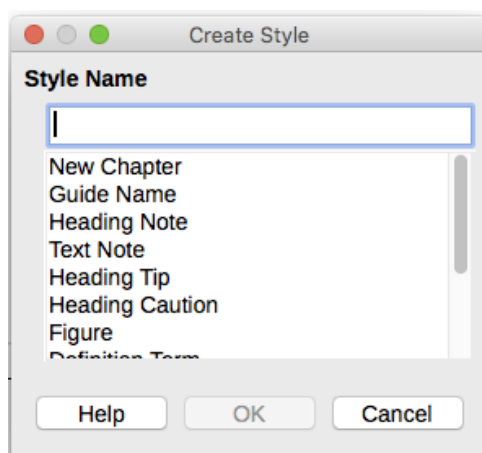


Figure 5: Naming a new style created from a selection

#### Tip

You can also create a new style from a selection by pressing *Shift+F11* (Writer), by selecting **Styles > New Style from Selection** (Writer, Calc), or by clicking the **New Style from Selection** icon on the Formatting toolbar (Writer).

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## Dragging and dropping to create a style

You can drag and drop a selection into the Styles deck to create a new style. The element to drag depends upon the LibreOffice application.

### Writer

Select some text and drag it to the Styles deck to open the Create Style dialog. If Paragraph Styles are active, the paragraph style will be added to the list. If Character Styles are active, the character style will be added to the list.

### Calc

Drag a cell selection to the Styles deck to open the Create Style dialog and create a cell style. (*Click and then Shift+Click to select the cell.*)

## Adding table styles in Writer

Table styles are stored in the LibreOffice user profile, and are available to all Writer documents. You can define new table styles following these steps:

- 1) Create a table and apply formatting for cells, backgrounds, borders, and more.
- 2) Select the whole table.
- 3) Drag the table and drop it in the Table Styles category of the Styles deck in the Sidebar.

Alternatively:

- 1) Create a table and apply formatting for cells, backgrounds, borders, and more.
- 2) Click in the table and select **Table > AutoFormat Styles** on the Menu bar. On the AutoFormat dialog (Figure 6), click the **Add** button.
- 3) In the pop-up dialog, enter a name for the new table style, and then click **OK**.
- 4) The new table style is now listed in the left pane of the AutoFormat dialog. Click **OK** again to close the dialog.

The new table style can be applied to tables as described in “Applying styles” on page 6.

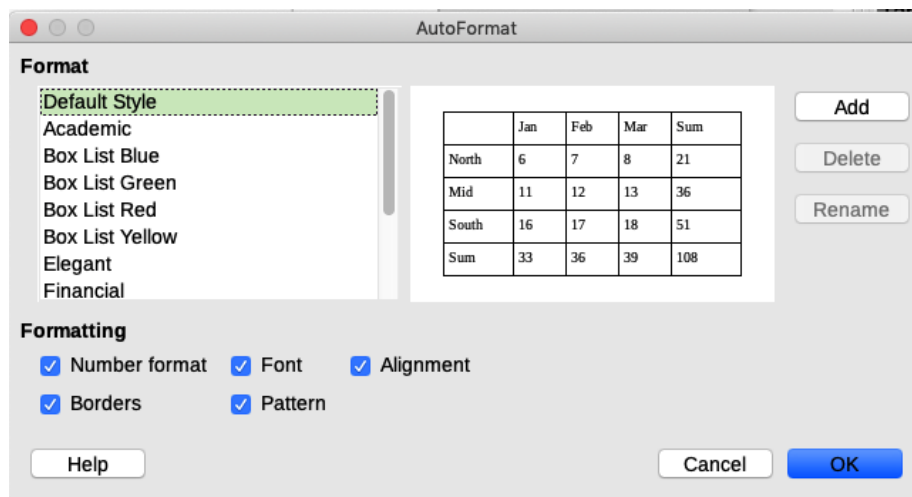


Figure 6: Table AutoFormat dialog

## Copying styles from a template or document (Writer)

In LibreOffice Writer, you can copy styles into a document by loading them from a template or from another document:

- 1) Open the document you want to copy styles into.
- 2) On the Styles deck, click the **Style actions** icon, and then select **Load Styles**.

- 3) On the Load Styles dialog (Figure 7), find either a template or an ordinary document from which to copy styles. To select the required document, click the **From File** button to open a file selection dialog.
- 4) Select the categories of styles to copy from the checkboxes at the bottom of the Load Styles dialog.
- 5) Select **Overwrite** if you want to replace styles in the original document that have the same name as styles in the document from which you are importing styles. If this box is not selected, you will only copy styles whose names are not used in the original document.
- 6) Click **OK** to copy the styles.

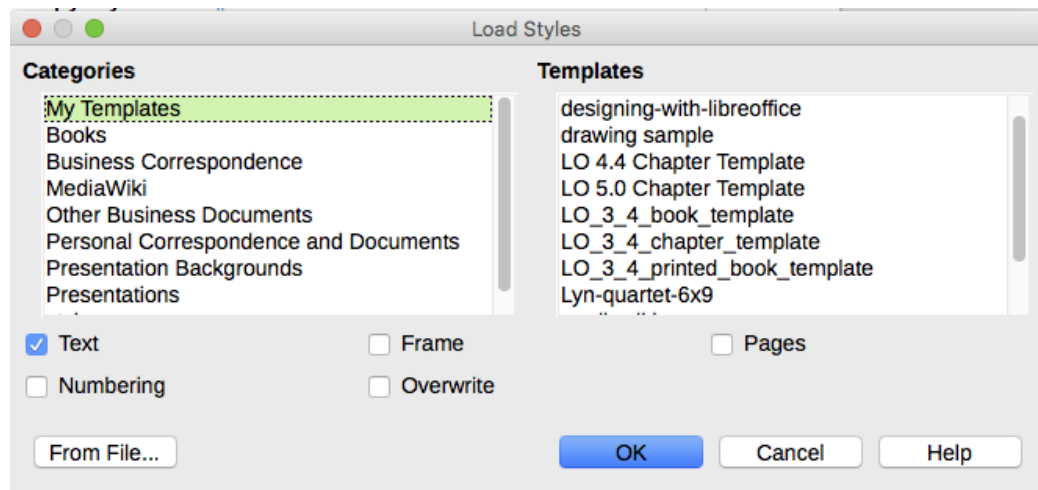


Figure 7: Copying styles from a template into the open document

### Tip

You can also access the Load Styles dialog by selecting **Styles > Load Styles** on the Menu bar.

## Deleting styles

You cannot delete any of LibreOffice's predefined styles from a document or template, even if they are not in use.

You can delete any user-defined (custom) styles; but before you do, you should make sure the styles are not in use in the current document.

To delete any unwanted styles, on the Styles deck select each one to be deleted (hold down the *Control* key while selecting multiple styles), and then right-click on a selected style and select **Delete** in the context menu.

If the style is not in use, it is deleted immediately without confirmation. If the style is in use, you receive a warning message asking you to confirm deletion. Select **Yes** to continue with the deletion.

### Caution

If you delete a style that is in use, all objects with that style will return to the default style.

## What are templates? Why use them?

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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 always 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 specify a template as the default for each type of document (text, spreadsheet, drawing, presentation). If you do not choose a template when you start a new document, then the new document is based on the default template for that type of document. If you have not specified a default template, LibreOffice uses the blank template for that type of document that is installed with LibreOffice. See "Setting a default template" on page 19 for more information.

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

## Creating a document from a template

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A new installation of LibreOffice may not include many templates, but you can create your own (see "Creating a template" on page 15) or install templates obtained from other sources (see "Adding templates from other sources" on page 17).

To create a document from a template:

- 1) Select **File > New > Templates** on the Menu bar, or select **File > Templates > Manage Templates** on the Menu bar, or press *Ctrl+Shift+N*, or click on the small arrow next to the **New** icon on the Standard toolbar and select **Templates** from the drop-down menu, or select **Templates > Manage Templates** in the Start Center. The Templates dialog opens.
- 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. All the templates contained in that folder are listed on the page (as shown in Figure 8).
- 3) Select the required template and click **Open**, or double-click on the selected template. A new document based on the template opens in LibreOffice.

### Tip

You can also open a template by double-clicking it in the system's file explorer window.

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The template the document is based upon is listed in **File > Properties > General**. The connection between the template and the document remains until the template is modified and, the next time that the document is opened, you choose not to update it to match the template.

### Tip

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

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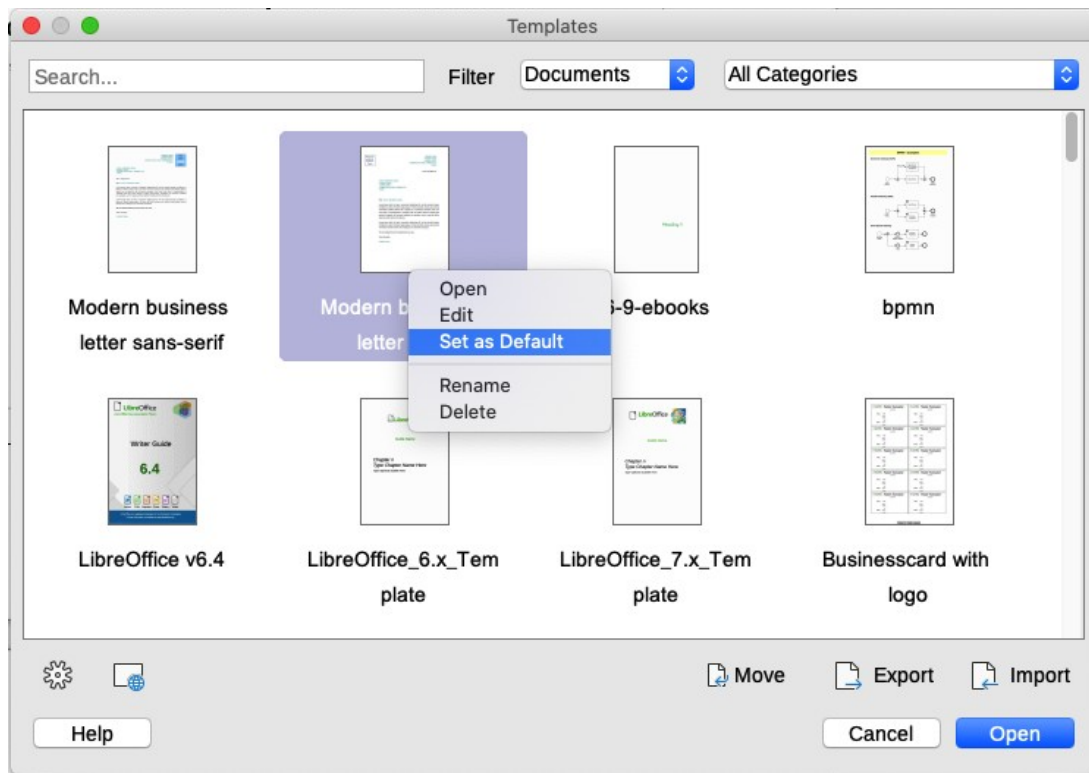


Figure 8: Templates dialog, showing context menu for a selected template

## Creating a template

You can create templates by saving a document as a template or (in Writer) 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, you can also save printer settings, and general behaviors set from **Tools > Options**, such as paths and colors.

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.

You can also save menu and toolbar customization in templates; see Chapter 14, Customizing LibreOffice, for more information.

To create a template from a document:

- 1) Open a new or existing document of the type you want to make into a template (text document, spreadsheet, drawing, or presentation).
- 2) Add any content that you want to appear in any document you create from the new template, for example company logo, copyright statement, and so on.
- 3) Create or modify any styles that you want to use in the new template.
- 4) On the Menu bar, choose **File > Templates > Save as Template**. The Save As Template dialog (Figure 9) opens, displaying the existing categories and a name box.
- 5) Optionally select a Template category, such as *My Templates* or *Business Correspondence*. You can also set this template as a default template at this time or do it later.
- 6) Click **Save**. The template is saved and the dialog closes.

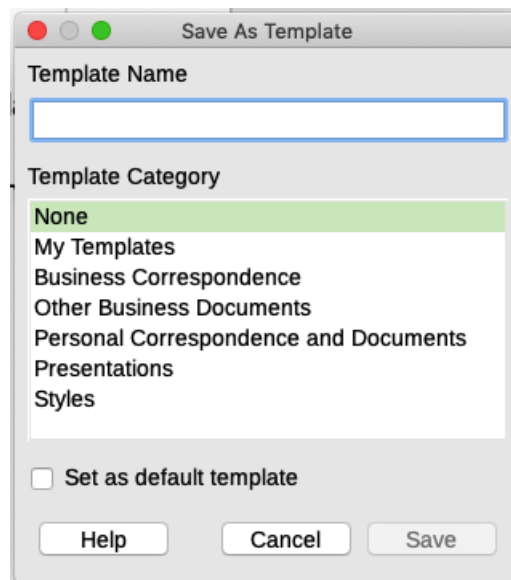


Figure 9: Save As Template dialog

## Creating a template using a wizard

You can use wizards to create templates for letters, faxes, and agendas.

For example, the Fax Wizard guides you through the following choices:

- Type of fax (business or personal)
- Document elements like the date, subject line (business fax), salutation, and complimentary close
- Options for sender and recipient information (business fax)
- Text to include in the footer (business fax)

To create a template using a wizard:

- 1) On the Menu bar, choose **File > Wizards > [type of template required]** (see Figure 10).
- 2) Follow the instructions on the pages of the wizard. This process is slightly different for each type of template, but the format is very similar.

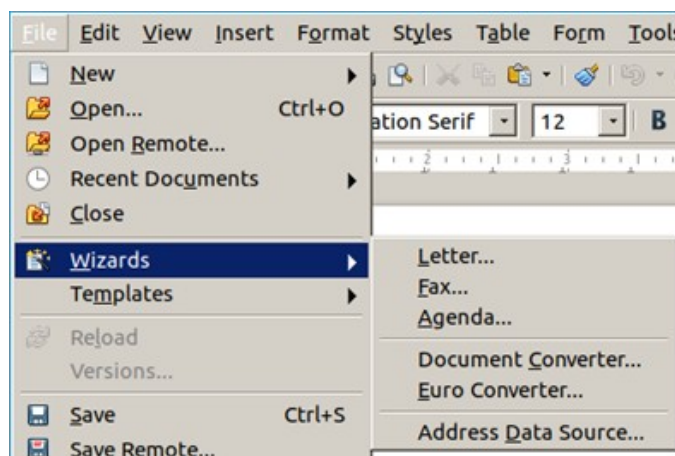


Figure 10: Creating a template using a wizard

- 3) In the last section of the wizard, you can specify the template name that will show in the Templates dialog, and also the name and location for saving the template. The two names can be different but this may later cause confusion. The default location is your user templates directory, but you can choose a different location.



- 4) To set the file name or change the directory, select the **Path** button (the three dots to the right of the location). The Save As dialog opens. Make your selections and click **Save** to close the dialog.
- 5) Finally, you can choose whether to create a new document from the template immediately, or manually change the template, and then click **Finish** to save the template. For future documents, you can re-use the template created by the wizard, just like any other template.

## Adding templates from other sources

LibreOffice refers to sources for templates as repositories. A repository can be local (a directory on your computer to which you have downloaded templates) or remote (a URL from which you can download templates).

To get to the official template repository, click the **Browse online templates** button in the lower left of the Templates dialog, as shown in Figure 11, or type <https://extensions.libreoffice.org/> in your browser's address bar.



Figure 11: Getting more templates for LibreOffice

On the Extensions web page, in the *Search* section (Figure 12), click the **Templates** tag filter. You can narrow your search by also choosing other tag filters, such as **Writer**. After setting the filters, click the **Search** button. In the search results, find the required template and click on its name to display a page with details; click the **Download** button to put the template anywhere on your computer. Proceed to “Installing templates” below.

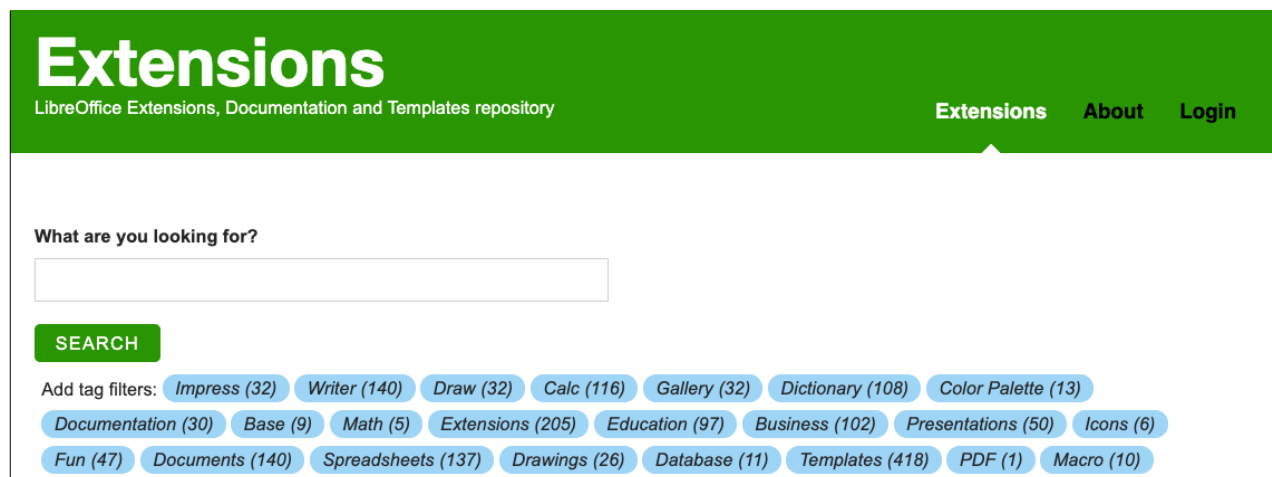


Figure 12: Searching for templates in the repository

On other websites, you may find collections of templates that have been packaged into extension (.OXT) files.

## Installing templates

You can install templates using either the Templates dialog or the Extension Manager dialog.

To install templates using the Templates dialog:

- 1) Download the template or package and save it anywhere on your computer.

- 2) In the Templates dialog, click the **Import** button on the bottom right (see Figure 11). The Select Category dialog appears.
- 3) Select the category where you want to import the template and click **OK**. A standard file browser window opens.
- 4) Find and select the template that you want to import and click **Open**. The file browser window closes and the template is imported and appears in the selected category.

To install templates using the Extension Manager:

- 1) Download the template or package and save it anywhere on your computer.
- 2) In LibreOffice, select **Tools > Extension Manager** on the Menu bar. In the Extension Manager dialog, click **Add** to open a file browser window.
- 3) Find and select the template or package of templates you want to install and click **Open**. The package begins installing. You may be asked to accept a license agreement.
- 4) When the package installation is complete, restart LibreOffice. The templates are available for use through the Templates dialog and the extension is listed in the Extension Manager.

See Chapter 14, Customizing LibreOffice, for more information about the Extension Manager.



### Tip

You can manually copy new templates into the template folders. The location varies with your computer's operating system. To learn where the template folders are stored on your computer, go to **Tools > Options > LibreOffice > Paths**.

## Editing a template

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You can edit a template's styles and content, and then, if you wish, you can reapply the template's styles to documents that were created from that template. You cannot reapply content.

To edit a template:

- 1) Open the Templates dialog, as described in step 1 of "Creating a document from a template" on page 14.
- 2) In the Templates dialog, find the template that you want to edit. Right-click on it and then click **Edit** in the context menu (see Figure 8). The template opens in LibreOffice.
- 3) Edit the template and save your changes as you would for any other document.

## Updating a document from a changed template

If you make any changes to a template and its styles, the next time you open a document that was created from the template before the changes, a confirmation message is displayed.

To update the document:

- 1) Click **Update Styles** to apply the changed styles in the template to the document.
- 2) Select **Keep Old Styles** if you do not want to apply the changed styles in the template to the document (but see the Caution notice below).



### Caution

If you choose **Keep Old Styles**, the document is no longer connected to the template, even though the template is still listed under **File > Properties > General**. To connect the document to the template again, use the procedure described in "Changing the template assigned to a document" below.

## Changing the template assigned to a document

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You can change the template assigned to a document, or reconnect a document to a template, in two ways: manually or using the Template Changer extension to LibreOffice.

To change or reassign a template manually, first create a new, blank document from the required template, as described on page 14. Then copy the contents of the old document into the new document.

To use the Template Changer extension, first you need to download and install it, then restart LibreOffice to activate it. After that, you can open the document and use **File > Templates > Change template (current document)** from the Menu bar.

The Template Changer extension works with Writer, Calc, Draw, and Impress.

## Setting a default template

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If you create a Writer, Calc, Impress, or Draw document by choosing **File > New > [Type of Document]** on the Menu bar, or by selecting one of the buttons in the *Create* area of the Start Center, LibreOffice creates the document from the default template for that type of document. You can, however, change the default whenever you choose.

### Setting a template as the default

Most default settings, such as page size and page margins, can be changed in **Tools > Options**, but those changes apply only to the document you are working on. To make those changes the default settings for that document type, you need to replace the default template with a new one.

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

- 1) Open the Templates dialog, as described in step 1 of “Creating a document from a template” on page 14.
- 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 on the selected template and click **Set as Default** in the context menu (see Figure 8).

The default template is indicated by a green tick mark. The next time that you create a document of that type by choosing **File > New** (or equivalent), the document will be created from this template.

### Resetting the default template

To re-enable LibreOffice’s original default template for a document type as the default for that type:

- 1) In the Templates dialog, click the **Settings** icon on the bottom left (Figure 13).
- 2) Point to **Reset Default Template** in the drop-down menu, and click **Text Document** (or other required template type).

These choices do not appear unless a custom template has been set as the default, as described in the previous section.

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** (or equivalent), the document will be created from the original default template for the document type.

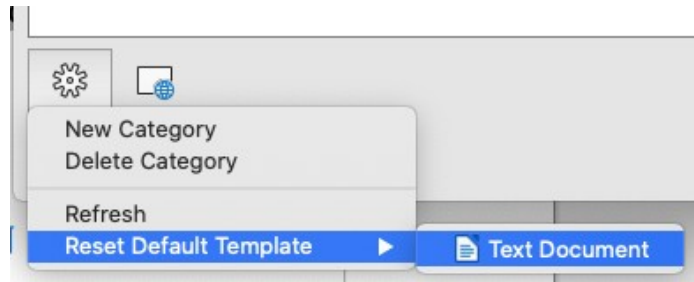


Figure 13: Resetting the default template for text documents

## Organizing templates

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LibreOffice can manage only those templates that are in its template folders (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 template category for report templates and another for letter templates. You can also import and export templates.

To begin, open the Templates dialog as described in step 1 of “Creating a document from a template” on page 14.

### Creating a template category

To create a template category:

- 1) Click the **Settings** button in the lower left of the Templates dialog.
- 2) Click **New Category** on the context menu (see Figure 14).
- 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.

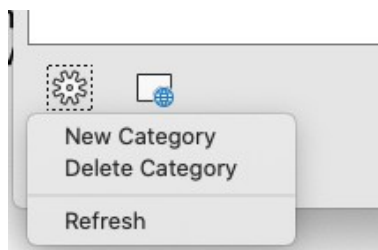


Figure 14: Creating a new template category

### Deleting a template category

You cannot delete template categories supplied with LibreOffice. Nor can you delete any 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** button and select **Delete Category** in the pop-up menu (see Figure 14). On the Delete Category dialog, select the category to be deleted and press the **OK** button. 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** button near the bottom of the dialog. In the Select Category dialog (Figure 15), 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.

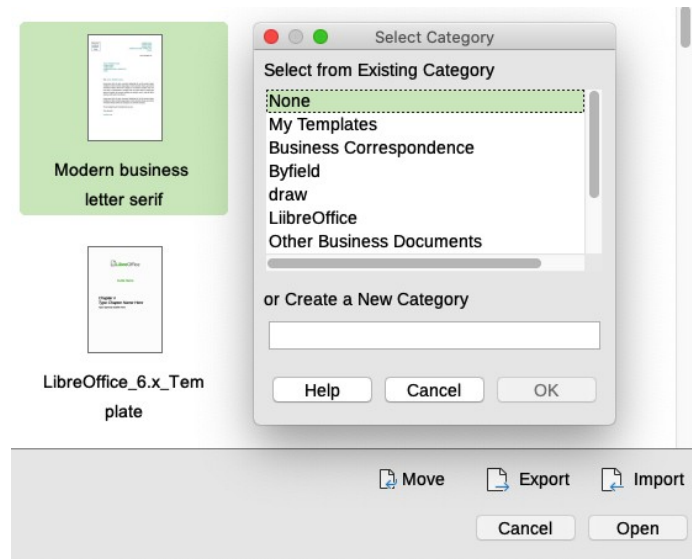


Figure 15: Moving templates to another category

## Renaming a template

You can also rename a template if the current name does not match its purpose. To rename a template, right-click a template and select **Rename** in the pop up menu. The Enter New Name dialog opens. Type a name in the Enter New Name text box and click OK.

## Deleting a template

You cannot delete templates supplied with LibreOffice. Nor can you delete any templates installed by the Extension Manager except by removing the extension that installed them.

However, you can delete templates that you have created or imported:

- 1) In the *Filter* drop-down lists at the top of the Templates dialog, select the category that contains the template you want to delete.
- 2) Select the template to delete.
- 3) Right-click on the template to open the context menu and click **Delete** (Figure 8).
- 4) A message box appears and asks you to confirm the deletion. Click **Yes**.

### Tip

You can also press the **Delete** button on the keyboard to delete the selected template on the Templates dialog.

## Exporting a template

To export a template from a template category to another location in your computer or network:

- 1) In the Templates dialog, locate the category that contains the template to export.
- 2) Select the template that you want to export.

- 3) Click the **Export** button in the bottom right of the dialog. The Select Folder or Select Path dialog opens.
- 4) Find the folder into which you want to export the template and select **Select Folder** or **OK**.
- 5) Click **OK** on the displayed information dialog.

### ✓ Note

Exporting a template does not remove it from the Templates dialog. The action places a copy of the template in the location you specify.

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## Examples of style use

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The following examples of common use of page and paragraph styles are taken from Writer. There are many other ways to use styles; see the guides for the various components for details.

### Defining a different first page for a document

Many documents, such as letters and reports, have a first page that is different from the other pages in the document. For example, the first page of a letterhead typically has a different header, or the first page of a report might have no header or footer, while the other pages do. With LibreOffice, you can define the page style for the first page and specify the style for the following pages to be applied automatically.

As an example, we can use the First Page and Default Style page styles that come with LibreOffice. Figure 16 shows what we want to happen: the first page is to be followed by the default page, and all the following pages are to be in the default page style. Details are in Chapter 5, Formatting Pages: Basics, in the *Writer Guide*.

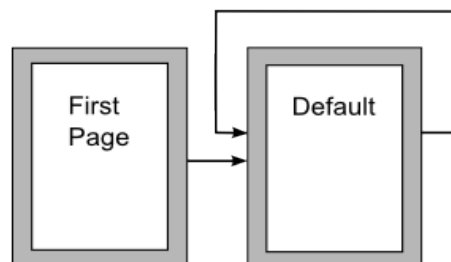


Figure 16: Flow of page styles

### Dividing a document into chapters

In a similar way, you can divide a document into chapters. Each chapter might start with the First Page style, with the following pages using the Default Style page style, as above. At the end of the chapter, insert a manual page break and specify the next page to have the First Page style to start the next chapter, as shown in Figure 17.

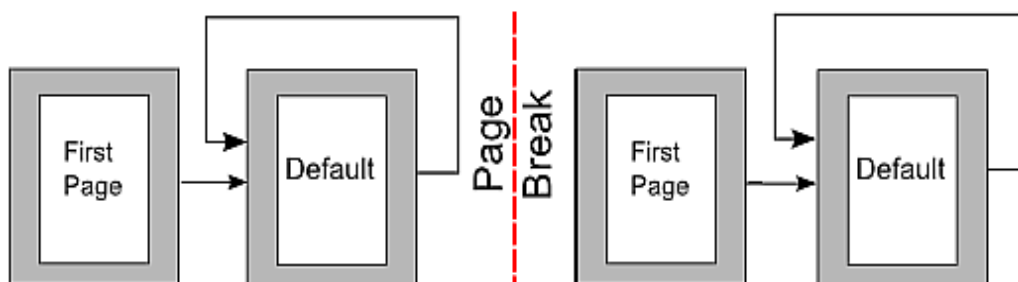


Figure 17: Dividing a document into chapters using page styles

## Changing page orientation within a document

A Writer document can contain pages in more than one orientation. A common scenario is to have a landscape page in the middle of a document, where the other pages are in a portrait orientation. This setup can also be created with page breaks and page styles.

To insert a landscape page in the middle of your document, position the cursor at the point where you want to start the new (landscape) page. Click **Insert > More Breaks > Manual Break** on the Menu bar. In the Insert Break dialog, select **Page Break** under *Type*, and select a page style with landscape orientation in the *Page Style* list. Click **OK** to insert the page. To go back to the portrait page style, insert another page break and select the portrait page style you are using (which may be Default Page Style, if you haven't selected or created a different one). See the *Writer Guide* for more information.

## Controlling page breaks automatically

Writer automatically flows text from one page to the next. If you do not like the default settings, you can change them. For example, you can require a paragraph to start on a new page or column and specify the style of the new page. A typical use is for chapter titles to always start on a new right-hand (odd-numbered) page.

## Compiling an automatic table of contents

To compile an automatic table of contents, first apply styles to the headings you want to appear in the contents list, then use **Tools > Chapter Numbering** to tell Writer which styles go with which level in the table of contents. By default, tables of contents use Heading styles, but you can use whatever combination of styles you prefer. See Chapter 4 in this guide for more information.

## Defining a sequence of paragraph styles

You can set up one paragraph style so that when you press *Enter* at the end of that paragraph, the following paragraph automatically has the style you wish applied to it. For example, you could define a Heading 1 paragraph to be followed by a Text Body paragraph. A more complex example would be: Title followed by Author followed by Abstract followed by Heading 1 followed by Text Body. By setting up these sequences, you can usually avoid having to apply styles manually.