

**LibreOffice**

The Document Foundation

## Getting Started Guide

### *Chapter 3*

### *Using Styles and Templates*

## Copyright

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## Contributors

Jean Hollis Weber  
Ron Faile Jr.  
Hazel Russman  
John A Smith

## Feedback

Please direct any comments or suggestions about this document to:  
[documentation@global.libreoffice.org](mailto:documentation@global.libreoffice.org)

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Jean Hollis Weber  
Daniel Carrera  
Gary Schnabl

Michele Zarri  
Peter Hillier-Brook  
Janet Swisher

Agnes Belzunce  
Peter Kupfer

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## Note for Mac users

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

<i>Windows or Linux</i>	<i>Mac equivalent</i>	<i>Effect</i>
<b>Tools &gt; Options</b> menu selection	<b>LibreOffice &gt; Preferences</b>	Access setup options
<i>Right-click</i>	<i>Control+click</i>	Opens context menu
<i>Ctrl</i> ( <i>Control</i> )	⌘ ( <i>Command</i> )	Used with other keys
<i>F5</i>	<i>Shift+⌘+F5</i>	Opens the Navigator
<i>F11</i>	⌘+T	Opens Styles and Formatting window

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## What is a template?

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A *template* is a document model 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 a specific template for any document type (text, spreadsheet, drawing, presentation). If you do not specify a template when you start a new document, then the 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.

LibreOffice 4.0 supplies one user-selectable text template, MediaWiki, as an alternative to the default in documents (Writer). Note that German is the default document language in the MediaWiki template. This can be changed on the **Languages** page in **Tools > Options > Language Settings**.

Ten colored backgrounds are supplied for presentations (Impress). No alternative templates are supplied for drawings (Draw) or spreadsheets (Calc).

## What are styles?

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A *style* is a set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance. When you apply a style, you apply a whole 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 used to writing documents according to *physical* attributes. For example, you might specify the font family, font size, and any formatting such as bold or italic.

Styles are *logical* attributes. Using styles means that you stop saying “font size 14pt, Times New Roman, bold, centered”, and you start saying “Title” because you have defined the “Title” style to have those characteristics. In other words, styles means that you shift the emphasis from what the text (or page, or other element) looks like, to what the text *is*.

Styles help improve consistency in a document. They also make major formatting changes easy. For example, you may decide to change the indentation of all paragraphs, or change the font of all titles. For a long document, this simple task can be prohibitive. Styles make the task easy.

In addition, 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 examples of style use are given in “Examples of style use” on page 22.

LibreOffice supports the following types of styles:

- *Page styles* include margins, headers and footers, borders and backgrounds. In Calc, page styles also include 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.

- *Frame styles* are used to format graphic and text frames, including wrapping type, borders, backgrounds, and columns.
- *Numbering styles* apply similar alignment, numbering or bullet characters, and fonts to numbered or bulleted lists.
- *Cell styles* include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection.
- *Graphics 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.

LibreOffice comes with many predefined styles. You can use the styles as provided, modify them, or create new styles, 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			
Numbering	X			
Cell		X		
Presentation			X	X
Graphics	(included in Frame styles)		X	X

## Applying styles

LibreOffice provides several ways for you to select styles to apply.

### Using the Styles and Formatting window

- 1) Click the **Styles and Formatting** icon located at the left-hand end of the formatting toolbar, or click **Format > Styles and Formatting**, or press *F11*. The Styles and Formatting window shows the types of styles available for the LibreOffice component you are using. Figure 1 shows the window for Writer, with Page Styles visible.  
You can move this window to a convenient position on the screen or dock it to an edge (hold down the *Ctrl* key and drag it by the title bar to where you want it docked).
- 2) Click on one of the icons at the top left of the Styles and Formatting window to display a list of styles in a particular category.
- 3) To apply an existing style, position the insertion point in the paragraph, frame, page or word, and then double-click on 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 and Formatting window is a drop-down list. In Figure 1 the window shows *Automatic*, meaning the list includes only styles applied automatically by LibreOffice. You can choose to show all styles or other groups of styles, for example only custom styles.

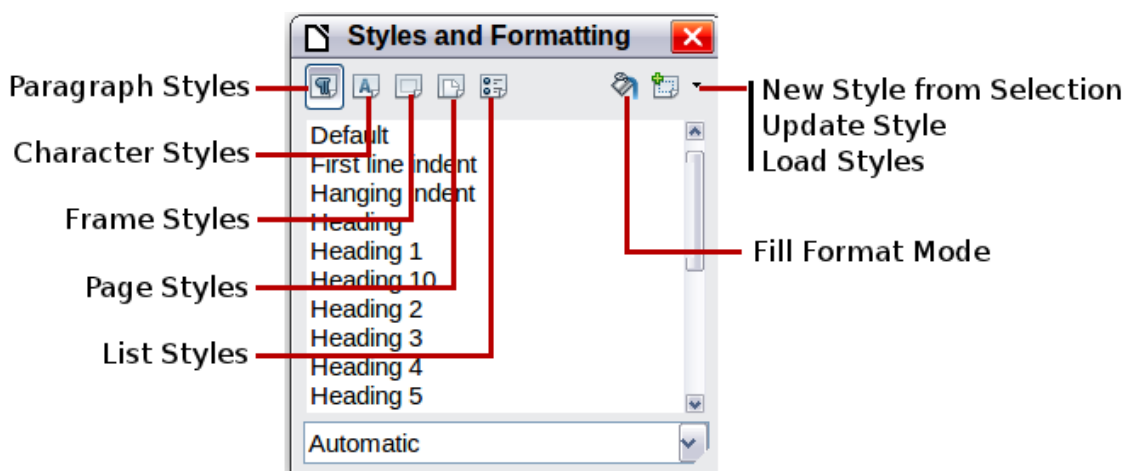



Figure 1: The Styles and Formatting window for Writer, showing paragraph styles

## Using Fill Format Mode

Use Fill Format to apply a style to many different areas quickly without having to go back to the Styles and Formatting window 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 and Formatting window and select the style you want to apply.
- 2) Click the **Fill Format Mode** icon .
- 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 on a word applies the character style for that word. Repeat step 3 until you have made all the changes for that style.
- 4) To quit Fill Format mode, click the **Fill Format Mode** icon again or press the *Esc* key.

## Caution



When this mode is active, a right-click anywhere in the document undoes the last Fill Format action. Be careful not to accidentally right-click and thus undo actions you want to keep.

## Using the Apply Style list

After you have used a style at least once in a document, the style name appears on the Apply Style list at the left-hand end of the Formatting toolbar, next to the Styles and Formatting icon.

You can open this list and click once on 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** at the bottom of the Apply Style list to open the Styles and Formatting window.

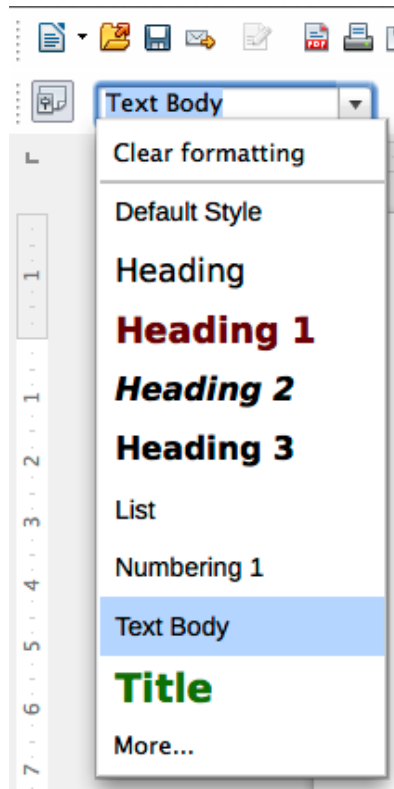


Figure 2: The Apply Style list on the Formatting toolbar

## Using 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 instructions.

### Caution



Manual formatting (also called *direct formatting*) overrides styles, and you cannot get rid of the manual formatting by applying a style to it.

To remove manual formatting, select the text, right-click, and choose **Clear Direct Formatting** from the context menu, or use *Ctrl+M* after selecting the text.

## Modifying styles

LibreOffice provides several ways to modify styles (both the predefined styles and any custom styles that you create):

- Changing a style using the Style dialog
- Updating a style from a selection
- Use AutoUpdate (paragraph and frame styles only)
- Load or copy 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 or copy the styles into the other documents as described on page 11.

## Changing a style using the Style dialog

To change an existing style using the Style dialog, right-click on the required style in the Styles and Formatting window and select **Modify** from the pop-up menu.

The Style dialog displayed depends on the type of style selected. Each style dialog has several tabs. See the chapters on styles in the user guides for details.

## Updating a style from a selection

To update a style from a selection:

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

### Caution



Make sure that there are unique properties in this paragraph. For example, if there are two different font sizes or font styles, that particular property will remain the same as before.

- 3) In the Styles and Formatting window, select the style you want to update (single-click, not double-click), then click on the arrow next to the **New Style from Selection** icon and click on **Update Style**.

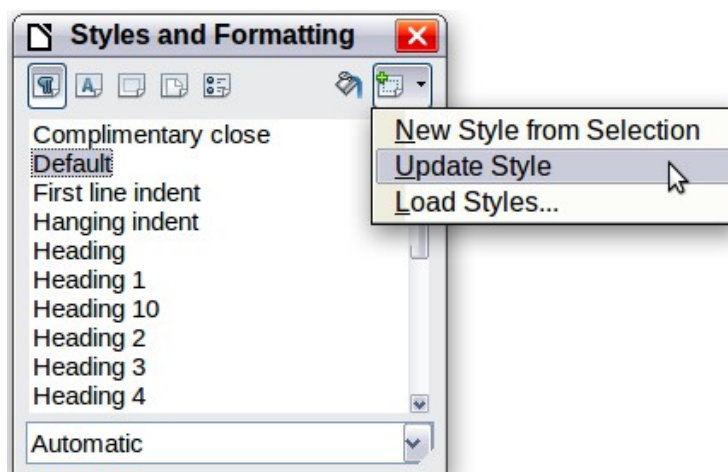


Figure 3: Updating a style from a selection

## Using AutoUpdate

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 your document automatically updates the style itself.

### Tip

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

## Updating styles from a document or template

You can update styles by copying or loading them from a template or another document. See “Copying styles from a template or document” on page 11.

## Creating new (custom) styles

---

You may want to add some new styles. You can do this in two ways:

- Creating a new style using the Style dialog
- Creating a new style from a selection

### Creating a new style using the Style dialog

To create a new style using the Style dialog, right-click in the Styles and Formatting window and select **New** from the pop-up menu.

If you want your new style to be linked with an existing style, first select that style and then right-click and select **New**.

If you link styles, then when you 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. It pays to plan ahead.

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 and Formatting window and choose the type of style you want to create.
- 2) In the document, select the item you want to save as a style.
- 3) In the Styles and Formatting window, click on the **New Style from Selection** icon.
- 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 type. Click **OK** to save the new style.

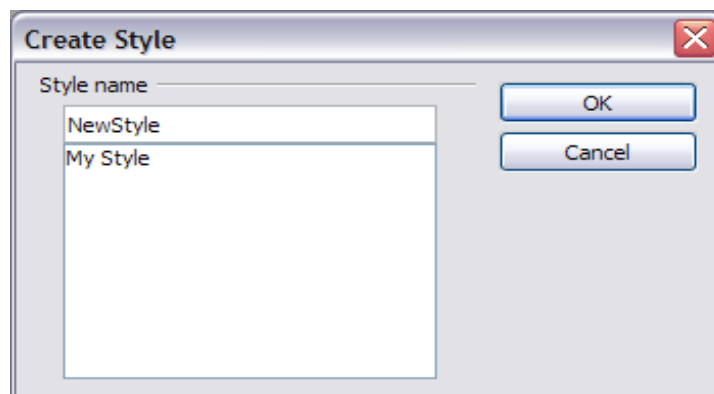


Figure 4: Naming a new style created from a selection

### Dragging and dropping to create a style

You can drag and drop a text selection into the Styles and Formatting window to create a new style.

#### Writer

Select some text and drag it to the Styles and Formatting window. 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 and Formatting window to create cell styles.

## Draw/Impress

Select and drag drawing objects to the Styles and Formatting window to create graphics styles.

## Copying styles from a template or document

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) In the Styles and Formatting window, click on the arrow next to the **New Style from Selection** icon, and then click on **Load Styles** (see Figure 3).
- 3) Select the categories of styles to be copied. Select **Overwrite** if you want the styles being copied to replace any styles of the same names in the document you are copying them into.
- 4) On the Load Styles dialog (Figure 5);
  - To copy the styles from a template, find and select the template.
  - To copy the styles from another document, click the **From File** button to open a window from which you can select the required document.

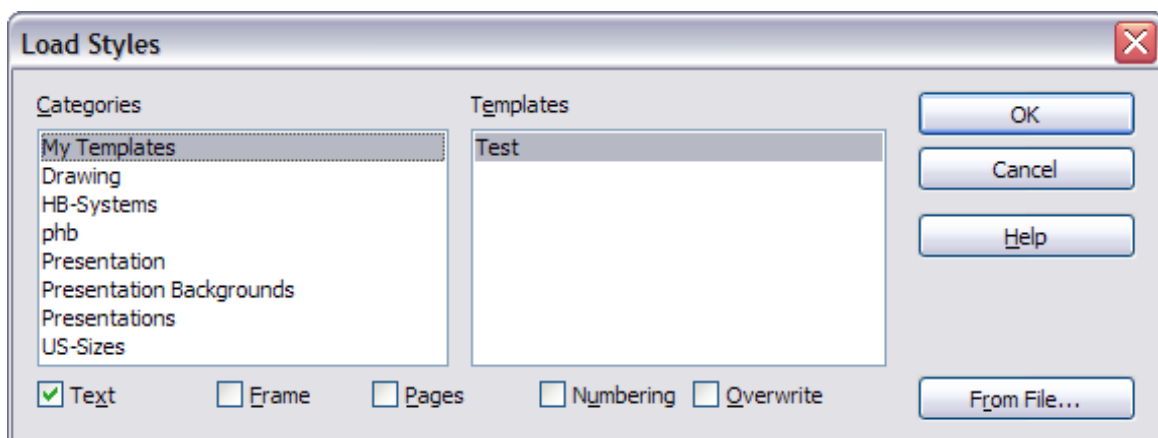


Figure 5. Copying styles from a template into the open document

- 4) Click **OK** to copy the styles. You will not see any change on screen.

### Caution



If your document has a table of contents, and if you have used custom styles for headings, the heading levels associated with outline levels in **Tools > Outline Numbering** will revert to the defaults of Heading 1, Heading 2, and so on when you load styles. You will need to change these back to your custom heading styles.

## Deleting styles

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

You can remove any user-defined (custom) styles; but before you do, you should make sure the styles are not in use in the current document. If an unwanted style is in use, you will want to replace it with a substitute style.

To delete unwanted styles, right-click on them (one at a time) in the Styles and Formatting window and click **Delete** on the context menu.

If the style is not in use, you receive a confirmation message; click **Yes** to delete the style. If the style is in use, you receive a warning message asking you to confirm deletion.

### Caution



Make sure the style is not in use before deletion. Otherwise, all objects with that style will return to the default style and retain their formatting as manual formatting.

## Using a template to create a document

To use a template to create a document:

- 1) From the main menu, choose **File > New > Templates**. The Template Manager dialog opens.
- 2) From the tabs at the top of the dialog, select the category (type) of template you want to use. Folders containing templates are listed in category page of the dialog. If no folders are visible, there are no templates available.
- 3) Double-click the folder that contains the template that you want to use. All the templates contained in that folder are listed on the page (as shown in Figure 6).

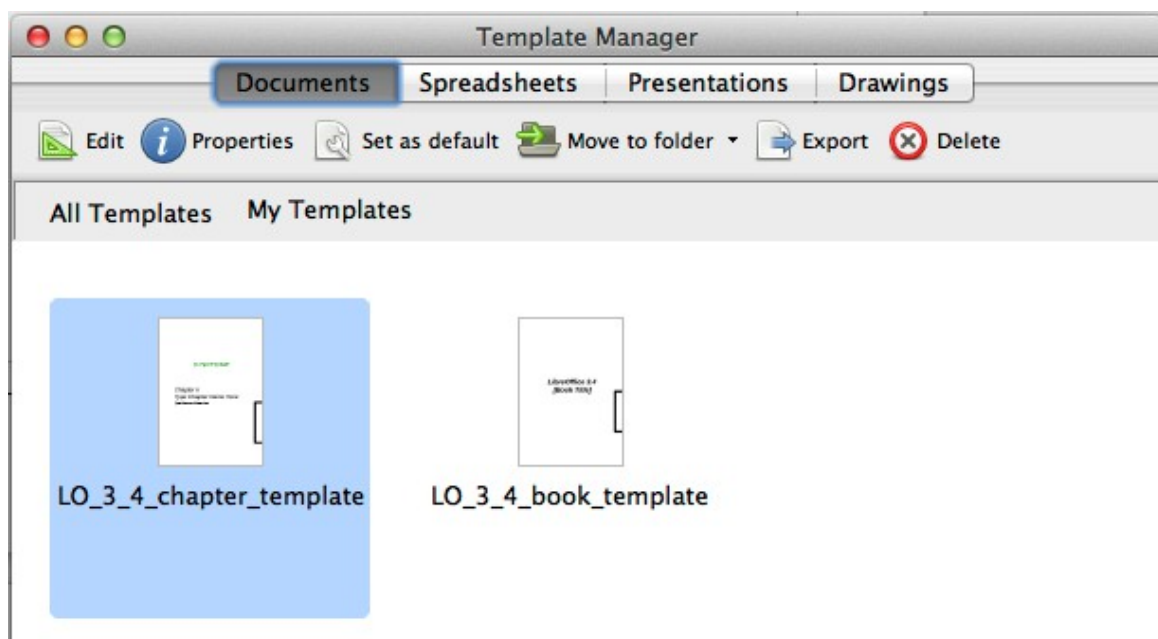


Figure 6: Template Manager dialog

- 4) Select the template that you want to use. If you wish to view the template's properties, click the **Properties** button above the list of templates. The template's properties appear in a pop-up window. Click **Close** to close this pop-up window.
- 5) Double-click on the required template. A new document based on the selected template opens in LibreOffice.

## Creating a template

### Note

In a new installation, only the MediaWiki folder in Documents, and the Presentation Backgrounds folder in Presentations are visible. Other folders become visible only when content is added (My Templates, for example). If this is the case when you come to save your template, follow the instructions in [Saving a template to a hidden folder on page 14](#), to save your template to one of these folders, or to another user folder. In an upgrade, other folders will be visible if you had other than the default installation templates saved.

You can create your own templates in two ways: from a document or using a wizard.

## Creating a template from a document

To create a template from a document and save it to My Templates:

- 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 the content and styles that you want.
- 3) From the Menu bar, choose **File > Save As Template**. The Template Manager dialog opens at the **Documents** page.
- 4) If the My Templates folder is visible, select it. If it is not, from the tabs at the top of the dialog, select a category in which the folder is visible and select it.

### Note

It does not matter which tab is selected. The object is to select a My Documents folder. The template will be automatically saved into the My Documents folder in the correct page (tab), according to the meta-data stored in the properties of the file. To learn more about template folders, see [“Organizing templates” on page 20](#).

- 5) Click **Save**.
- 6) In the dialog that opens, type a name for the new template and click **Accept**. You can view the My Templates folder on the relevant page to confirm the template is correctly located.
- 7) Close the Template Manager dialog.

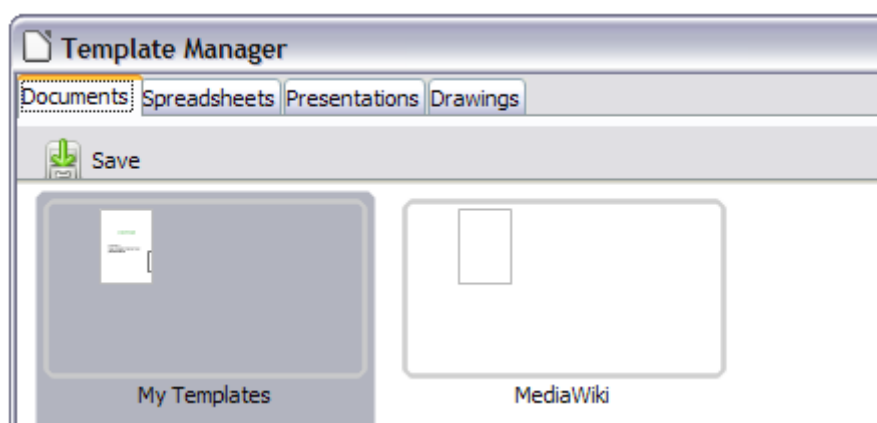


Figure 7: Saving a new template

Any settings that can be added to or modified in a document can be saved within a template. For example, below are some of the settings (although not a full list) that can be included in a Writer document and then saved in the template for later use:

- Printer settings: which printer, single-sided or double-sided printing, paper size, and so on
- Styles to be used, including character, page, frame, numbering and paragraph styles
- Format and settings regarding indexes, tables, bibliographies, table of contents

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 customizations in templates; see Chapter 14, Customizing LibreOffice, for more information.

## Saving a template to a hidden folder

This procedure is for an installation that has yet to have any user installed templates in place. Because empty template folders are hidden in the Template Manager, a work-around is necessary to save the first template into a My Templates folder.

### Tip

You can also import a template into a hidden folder by using a similar technique.

It does not matter what document type you are saving as a template, text, spreadsheet, drawing or presentation, follow this procedure. In this example we will save a drawing document which we will title Floor Plan, as a template. Selecting the Drawings tab before starting shows a completely empty category listing (this is our **first** save).

- 1) Choose **File > Save As Template**. The Template Manager **Save** dialog opens at the **Documents** page. Click once on the MediaWiki folder to select it.
- 2) Click **Save**, specify the template name in the pop-up dialog (for example, Floor Plan), and click **Accept**. The template is saved into the MediaWiki folder. This appears in the MediaWiki folder in the category of the file type being saved (in our example Drawings).

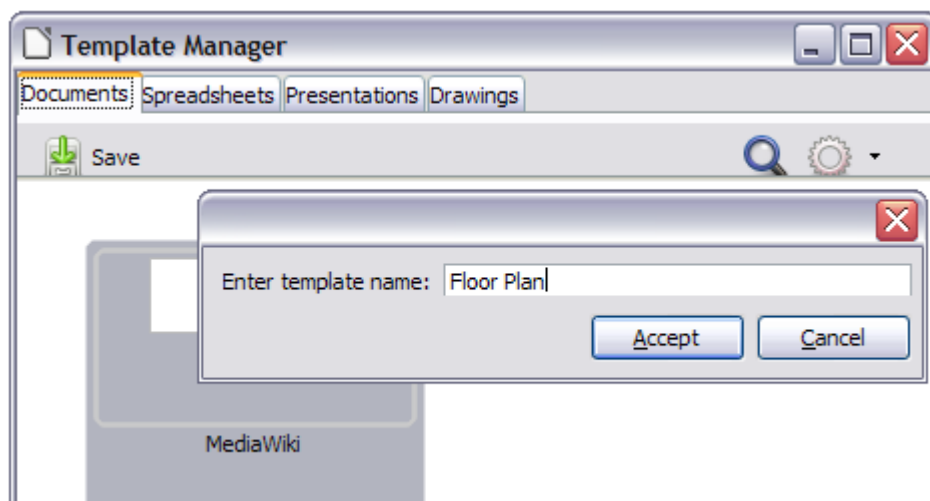


Figure 8: Saving into MediaWiki in Documents

- 3) Close the Template Manager Save dialog. Open the Template Manager and select the category tab of the template type just saved (**Drawings** in the example). Double-click the **MediaWiki** folder to open it. Select the template you just added. The file handling controls are displayed.

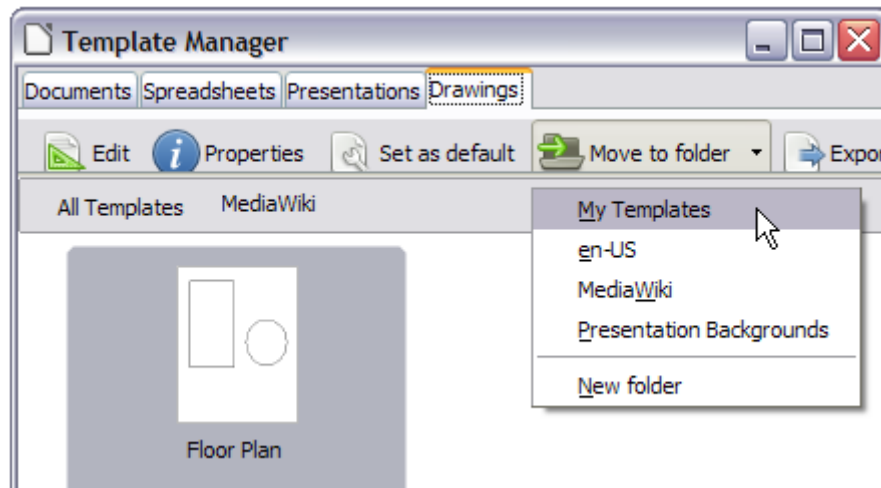


Figure 9: Moving a file to My Templates

- 4) Click on **Move to folder** to open a menu of destination folders. Select a destination folder for the template. In the example above, **My Templates** is selected. The file is moved.
- 5) Now click on **All Templates**. The **My Templates** folder is no longer hidden and shows the Floor Plan template file in the folder.

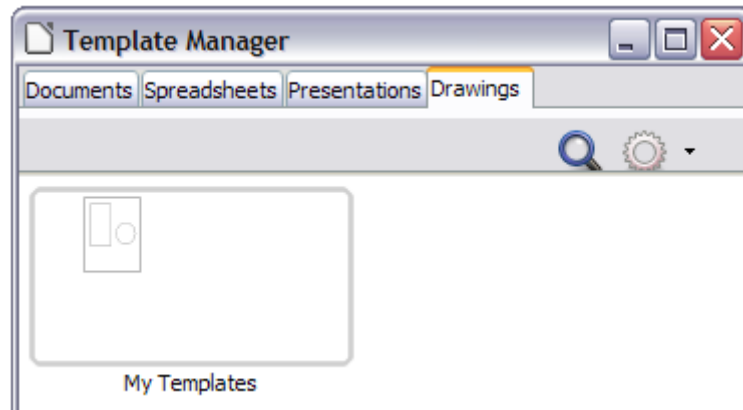


Figure 10: My Templates folder is no longer hidden

### Note

The procedure outlined above could also have been carried out using the Presentations Backgrounds folder as the starting folder.

## Creating a template using a wizard

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

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 complementary 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) From the main menu, choose **File > Wizards > [type of template required]**.

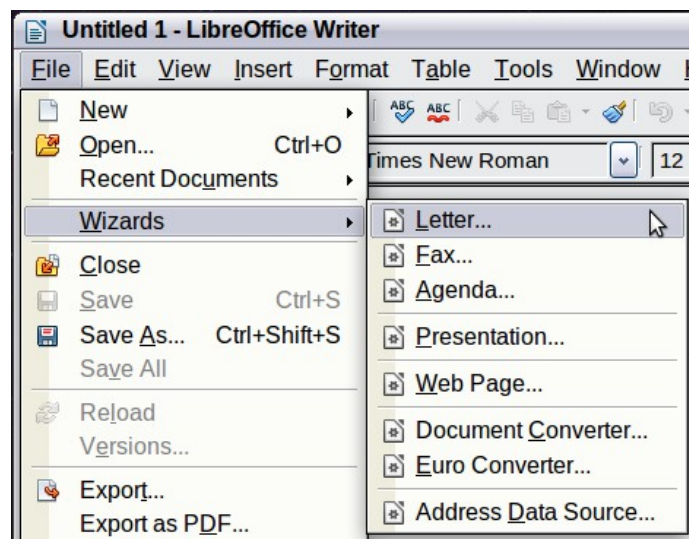


Figure 11. Creating a template using a wizard

- 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.
- 3) In the last section of the wizard, you can specify the template name which will show in the Template Manager, and also the name and location for saving the template. The two names can be different but may cause you confusion if you choose two different names. The default location is your user templates directory, but you can choose a different location if you prefer.
- 4) Selecting the **Path** button to set the file name, and perhaps change the directory, causes the **Save As** dialog to open. Setting the file name and clicking **Save** closes the dialog.
- 5) Finally, you have the option of creating a new document from your template immediately, or manually changing the template by clicking **Finish**. For future documents, you can re-use the template created by the wizard, just as you would use any other template.

You may have to open the Template Manager and click **Refresh** on the **Action** menu to have any new templates appear in the listings.

### Note

Clicking **Finish** reopens the Save As dialog in which you set the file name. Clicking **Save** at this point causes the file to be saved and the template to open. It was not saved in Step 4.

## Editing a template

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. (Note that you can only reapply styles. You cannot reapply content.)

To edit a template:

- 1) From the main menu, choose **File > New > Templates**. The Template Manager dialog opens.
- 2) Navigate to the template that you want to edit. Click once on it to activate the file handling controls (see Figure 9). Click **Edit**. The template opens in LibreOffice.

- 3) Edit the template just as you would any other document. To save your changes, choose **File > Save** from the main menu.

## Updating a document from a changed template

The next time you open a document that was created from the changed template, the following message appears.

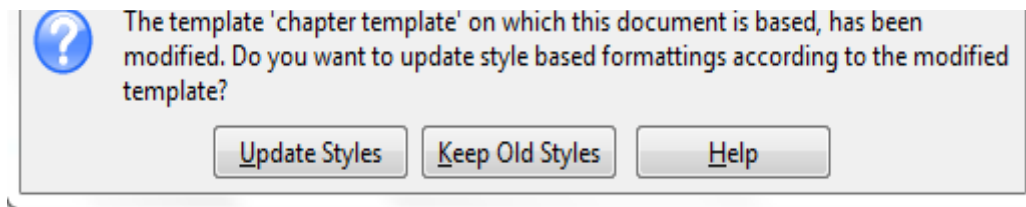


Figure 12. Update styles message

Click **Update Styles** to apply the template's changed styles to the document. Click **Keep Old Styles** if you do not want to apply the template's changed styles to the document (but see the Caution notice below).

### Caution



If you choose **Keep Old Styles** in the message box shown in Figure 12, that message will not appear again the next time you open the document after changing the template it is based on. You will not get another chance to update the styles from the template, although you can use the macro given in the Note below to re-enable this feature.

### Note

To re-enable updating from a template:

- 1) Use **Tools > Macros > Organize Macros > LibreOffice Basic**. Select the document from the list, click the expansion symbol (+ or triangle), and select **Standard**. If **Standard** has an expansion symbol beside it, click that and select a module.
- 2) If the **Edit** button is active, click it. If the **Edit** button is not active, click **New**.
- 3) In the Basic window, enter the following:  

```
Sub FixDocV3
  ' set UpdateFromTemplate
  oDocSettings = ThisComponent.createInstance( _
    "com.sun.star.document.Settings" )
  oDocSettings.UpdateFromTemplate = True
End Sub 'FixDocV3
```
- 4) Click the **Run BASIC** icon, then close the Basic window.
- 5) Save the document.

The next time you open this document, you will be prompted to update the styles from the modified template.

## Adding templates obtained from other sources

You can download templates for LibreOffice from many sources, including the official template repository at <http://templates.libreoffice.org/>, and install them on your computer. On other websites you may find collections of templates that have been packaged into extension (OXT) files. These are installed a little differently, as described below.

## Installing individual templates

To install individual templates:

- 1) Download the template and save it anywhere on your computer.
- 2) Import the template into a template folder by following the instructions in “Importing a template” on page 22.

### Tip

(For advanced users) If you know the location of LibreOffice template folders, you can manually copy new templates into them. 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**.

## Installing collections of templates

The Extension Manager provides an easy way to install collections of templates that have been packaged as extensions. Follow these steps:

- 1) Download the extension package (.OXT file) and save it anywhere on your computer.
- 2) In LibreOffice, select **Tools > Extension Manager** from the menu bar. In the Extension Manager dialog (Figure 13), click **Add** to open a file browser window.



Figure 13: Newly-added package of templates

- 3) Find and select the 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, the templates are available for use through **File > New > Templates** and the extension is listed in the Extension Manager.

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

## Setting a default template

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If you create a document by choosing **File > New > Text Document** (or **Spreadsheet**, **Presentation**, or **Drawing**) from the main menu, LibreOffice creates the document from the default template for that type of document. You can, however, set a custom template to be the default. You can reset the default later if you choose.

### Note for Windows users

You may know that Microsoft Word employs a `normal.dot` or `normal.dotx` file for its default template and how to regenerate it.

LibreOffice does not have a similar default template file; the “factory defaults” are embedded within the software.

## Setting a custom template as the default

You can set any template to be the default, as long as it is in one of the folders displayed in the Template Manager dialog.

To set a custom template as the default:

- 1) From the main menu, choose **File > New > Template**.
- 2) In the Template Management dialog, open the folder containing the template that you want to set as the default, then select the template.
- 3) Click the **Set as default** icon above the list of templates (see Figure 9).

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

Although many important settings can be changed in the **Tools > Options** dialog (see Chapter 2) for the default template, for example default fonts and page size, more advanced settings (such as page margins) can only be changed by replacing the default template with a new one.

## Resetting the default template

To re-enable LibreOffice's default template for a document type as the default:

- 1) In the Template Manager dialog, click the **Action Menu** icon on the right
- 2) Point to **Reset Default Template** on the drop-down menu, and click **Text Document** (or other template type).

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

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

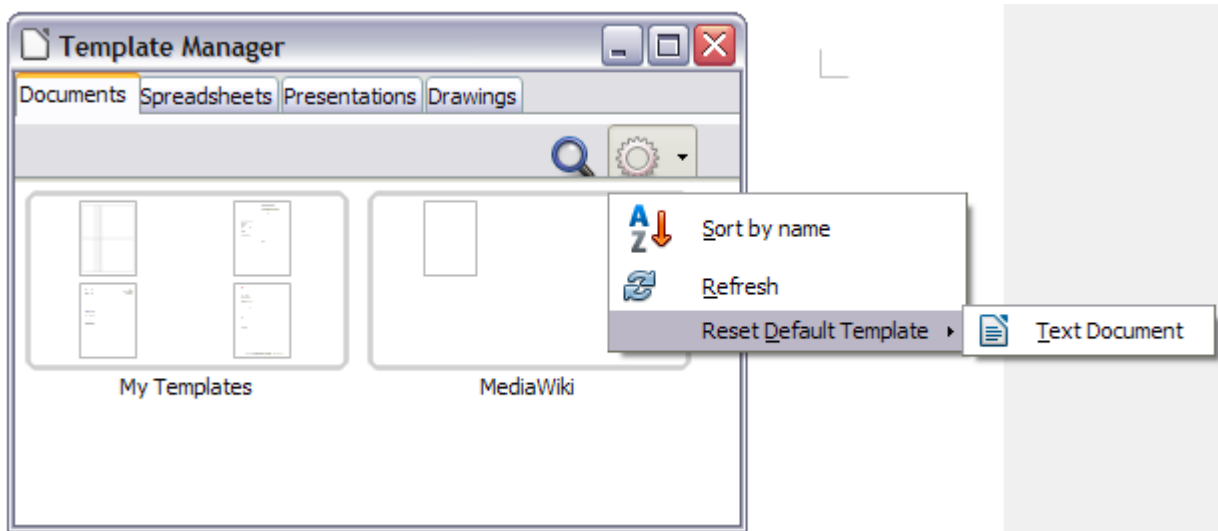


Figure 14: Resetting the default template for text documents

## Associating a document with a different template

At times you might want to associate a document with a different template, or perhaps you are working with a document that did not start from a template.

One of the major advantages of using templates is the ease of updating styles in more than one document, as described on page 17. If you update styles by loading a new set of styles from a different template (as described on page 11), the document has no association with the template from which the styles were loaded—so you cannot use this method. What you need to do is associate the document with the different template.

### Note

In LibreOffice 3.x, you could use the Template Changer extension to simplify this process. Unfortunately, this extension does not work in LibreOffice 4.0.

For best results, the names of styles should be the same in the existing document and the new template. If they are not, you will need to use **Edit > Find & Replace** to replace old styles with new ones. See Chapter 4, Getting Started with Writer, for more about replacing styles using Find & Replace.

- 1) Use **File > New > Templates**. In the Template Manager dialog, double-click the template you want to use. A new document opens, containing any text or graphics that were in the template. Delete any unwanted text or graphics from this new document.
- 2) Open the document you want to change. (It opens in a new window.) Press **Ctrl+A** to select everything in the document. Click in the blank document created in step 1. Press **Ctrl+V** to paste the content from the old document into the new one.
- 3) Update the table of contents, if there is one. Use **Save As** to save this file with the name of the file from which content was taken. Close the old file without saving.

## Organizing templates

LibreOffice can only use templates that are in LibreOffice template folders. You can create new LibreOffice template folders and use them to organize your templates. For example, you might have one template folder for report templates and another for letter templates. You can also import and export templates.

To begin, choose **File > New > Templates** to open the Template Manager dialog.

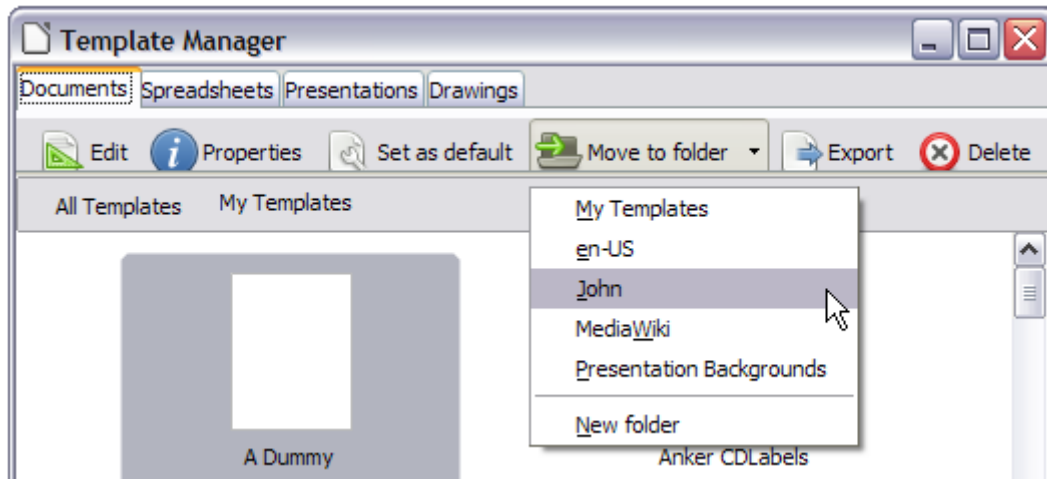


Figure 15: Template file handling icons

## Creating a template folder

To create a template folder:

- 1) In the Template Manager dialog, double-click any folder, then click any template to activate the row of icons above the list of templates (see Figure 15).
- 2) Click the **Move to folder** button and choose **New folder** from the drop-down menu.
- 3) In the pop-up dialog, type a name for the new folder and click **Accept**.

## Deleting a template folder

You cannot delete template folders supplied with LibreOffice or installed using the Extension Manager; you can only delete template folders that you have created.

To delete a template folder that you have created:

- 1) In the Template Manager dialog, select the folder that you want to delete.
- 2) In the row of icons above the list of folders, click the **Delete** button. A message box appears, asking you to confirm the deletion. Click **Yes**.

### Caution



Folders which contain no files are hidden. If the folder is visible, ensure that you want to delete the files that are inside. You may have to put a dummy template into an empty folder in order to delete it (just select **File > Save As Template** for any file you have opened, move it into the folder to be deleted, and then delete the folder; see Figure 15).

## Moving a template

To move a template from one template folder to another template folder:

- 1) In the Template Manager dialog, double-click the folder that contains the template you want to move.
- 2) Click the template that you want to move and click the **Move to folder** button above the list of templates (see Figure 15).

## Deleting a template

You cannot delete templates supplied with LibreOffice or installed using the Extension Manager; you can only delete templates that you have created or imported.

To delete a template:

- 1) In the Template Manager dialog, double-click the folder that contains the template you want to delete.
- 2) Click the template that you want to delete.
- 3) Click the **Delete** button above the list of templates. A message box appears and asks you to confirm the deletion. Click **Yes**.

## Importing a template

If the template that you want to use is in a different location, you must import it into an LibreOffice template folder.

To import a template into a template folder:

- 1) In the Template Manager dialog, select the folder into which you want to import the template.
- 2) Click the **Import** button above the list of template folders. A standard file browser window opens.
- 3) Find and select the template that you want to import and click **Open**. The file browser window closes and the template appears in the selected folder.

## Exporting a template

To export a template from a template folder to another location:

- 1) In the Template Manager dialog, double-click the folder that contains the template you want to export.
- 2) Click the template that you want to export.
- 3) Click the **Export** button above the list of template folders. The Save As window opens.
- 4) Find the folder into which you want to export the template and click **Save**.

## 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* 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 4, Formatting Pages, in the *Writer Guide*.

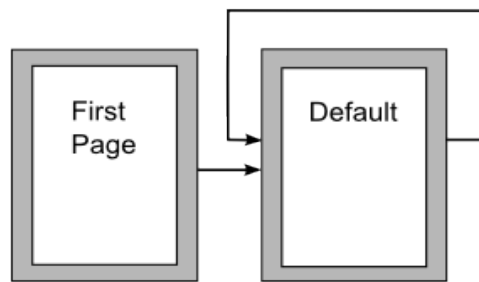


Figure 16: Flow of page styles

## 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* 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.

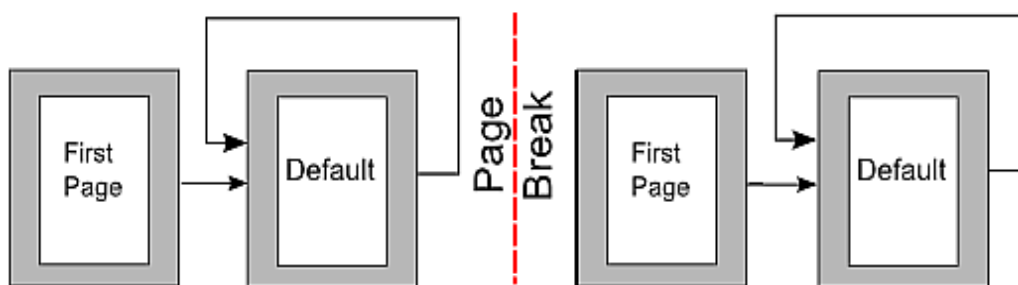


Figure 17: Dividing a document into chapters using page styles

## 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, whereas the other pages are in a portrait orientation. This can also be done with page breaks and page styles.

## Different headers on right and left pages

Page styles can be set up to have the facing left and right pages *mirrored* or only right (first pages of chapters are often defined to be right-page only) or only left. When you insert a header on a page style set up for mirrored pages or right-and-left pages, you can have the contents of the header be the same on all pages or be different on the right and left pages. For example, you can put the page number on the left-hand edge of the left pages and on the right-hand edge of the right pages, put the document title on the right-hand page only, or make other changes.

## 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 > Outline Numbering** to tell Writer which styles go with which level in the table of contents. See Chapter 4 for more information.

## Defining a sequence of 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 avoid manually applying styles in most cases.