



**LibreOffice**  
The Document Foundation

## Writer Guide

# *Chapter 10*

## *Working with Templates*

## Copyright

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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.

<b>Windows or Linux</b>	<b>Mac equivalent</b>	<b>Effect</b>
<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 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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## Introduction

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A template is a 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. If you do not specify 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 blank template for text documents that is installed with LibreOffice. See "Setting a default template" on page 9 for more information.

## Using a template to create a document

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To use a template to create a document:

- 1) From the menu bar, choose **File > New > Templates and Documents** to open the Templates and Documents dialog box.

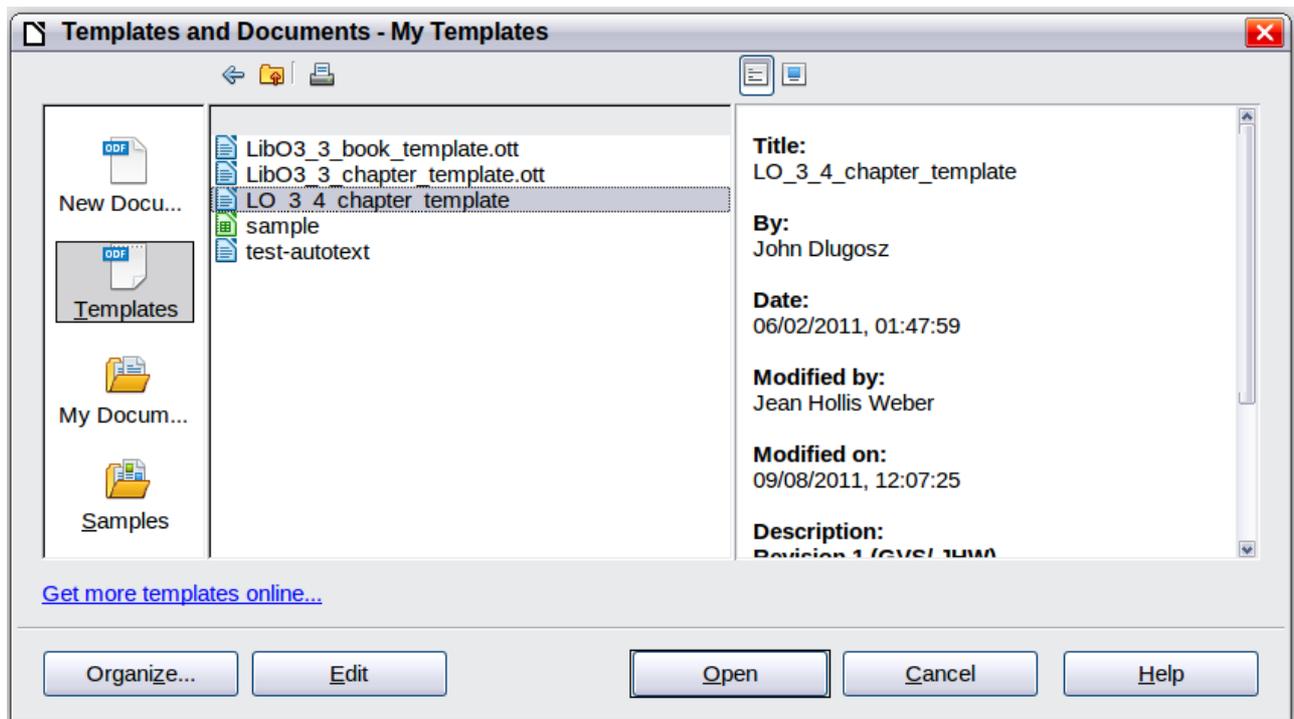


Figure 1. Templates and Documents dialog box

- 2) In the box on the left, click the **Templates** icon if it is not already selected. A list of template folders appears in the center box.
- 3) Double-click the folder that contains the template that you want to use. A list of all the templates contained in that folder appears in the center box (as shown in Figure 1).
- 4) Select the template that you want to use. You can either preview the selected template or view its properties:
  - To preview the template, click the **Preview** icon . A preview of the template appears in the box on the right.

- To view the template's properties, click the **Document Properties** icon . The template's properties appear in the box on the right.
- 5) Click **Open**. The Templates and Documents dialog box closes and a new document based on the selected template opens in Writer. You can then edit and save the new document just as you would any other document.

## Creating a template

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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:

- 1) Open a new or existing document that you want to make into a template.
- 2) Add the content and styles that you want.
- 3) From the menu bar, choose **File > Templates > Save** to open the Templates dialog box (see Figure 2).
- 4) In the **New template** field, type a name for the new template.
- 5) In the **Categories** list, select the category to which you want to assign the template. The category is simply the template folder in which you want to save the template. Choosing an appropriate category makes it easier to find the template when you want to use it. For example, to save the template in the *My Templates* folder, click the **My Templates** category. If you have a lot of templates, you might want to set up separate folders for different projects or purposes.  
To learn more about template folders, see "Organizing templates" on page 11.
- 6) Click **OK** to save the new template.

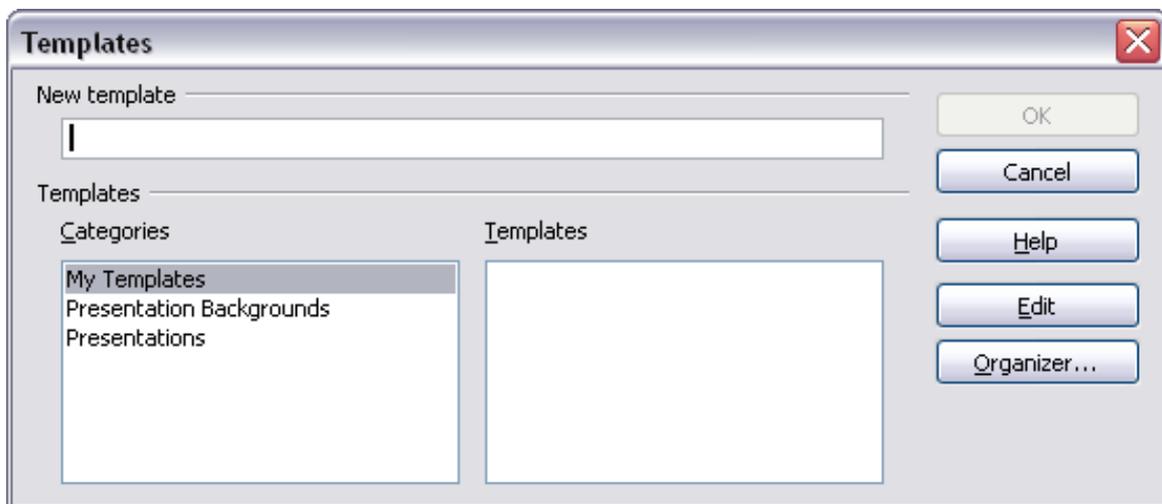


Figure 2. Saving a new template

Any settings that can be added to or modified in a document can be saved in 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 as a 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 16, Customizing Writer, for more information.

## Creating a template using a wizard

You can use wizards to create Writer 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) From the menu bar, choose **File > Wizards > [type of template required]**.

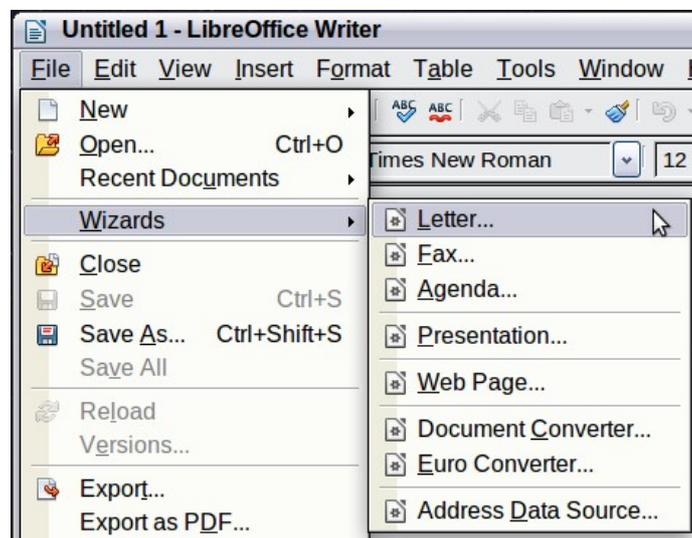


Figure 3: Creating a template using a wizard

- 2) Follow the instructions on the pages of the wizard. This process is slightly different for each type of template, but the format is similar for all of them.
- 3) In the last section of the wizard, you can specify the name and location for saving the template. The default location is your user templates directory, but you can choose a different location if you prefer.
- 4) Finally, you have the option of creating a new document from your template immediately, or manually changing the template. For future documents, you can re-use the template created by the wizard, just as you would use any other template.

## 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 earlier from that template. Note that this only applies to styles. If you change the content of a template, other than headers and footers, the change cannot be applied retrospectively to existing documents.

To edit a template:

- 1) From the menu bar, choose **File > Templates > Edit** to open a standard file browser window.
- 2) Select and open the template that you want to edit.
- 3) Edit the template just as you would any other document. To save your changes, choose **File > Save** from the menu bar.

## 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.

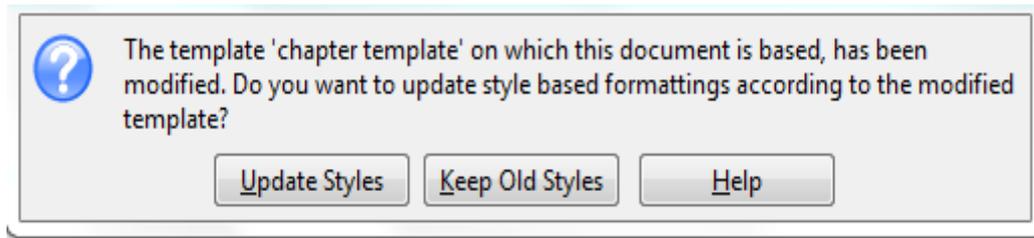


Figure 4. Update styles message

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 4, 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.

You can also use the Template Changer extension (see page 10) to reactivate the template.

### 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.

Next time when you open this document you will have the update from template feature back.

## 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 12.

#### 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 Writer, select **Tools > Extension Manager** from the menu bar. In the Extension Manager dialog box (Figure 5), click **Add** to open a file browser window.

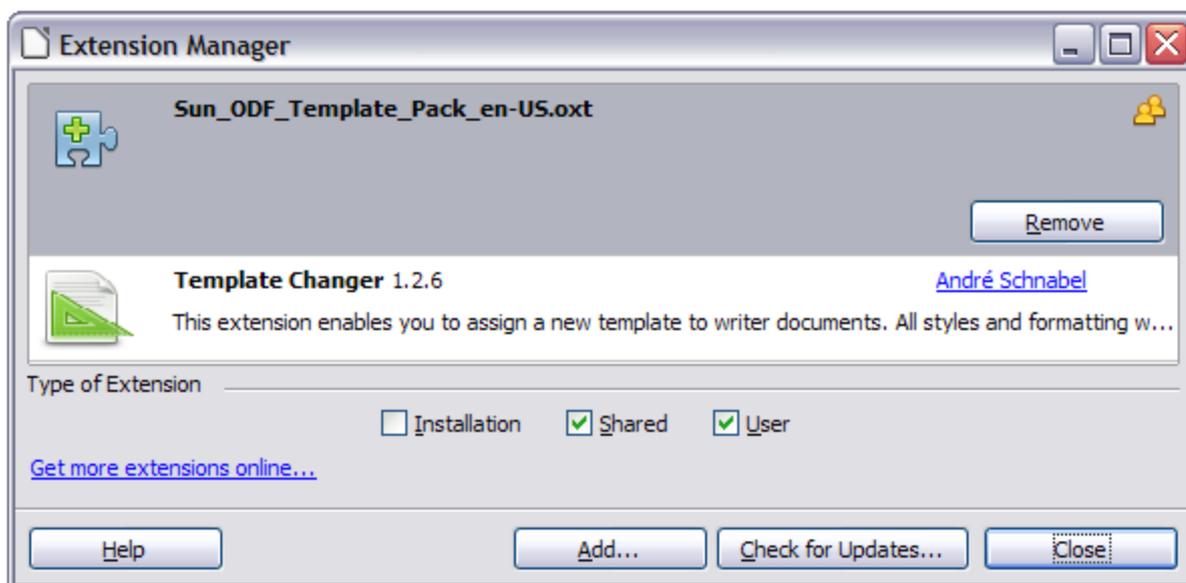


Figure 5: Installed template package viewed with bundled templates not showing

- 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 Documents** and the extension is listed in the Extension Manager.

Extension packages may also be installed by double-clicking the file, and then accepting the installation and any license agreement which is requested.

See Chapter 16, Customizing Writer, for more about the Extension Manager.

## Setting a default template

If you create a document by choosing **File > New > Text Document** from the menu bar, Writer creates the document from the default template for text documents. 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 Management window. If necessary, you can add the template to a folder as described in “Importing a template” on page 12.

To set a custom template as the default:

- 1) From the menu bar, choose **File > Templates > Organize** to open the Template Management dialog box.
- 2) In the box on the left, select the folder that contains the template that you want to set as the default, then select that template.
- 3) Click the **Commands** button and choose **Set As Default Template** from the drop-down menu.

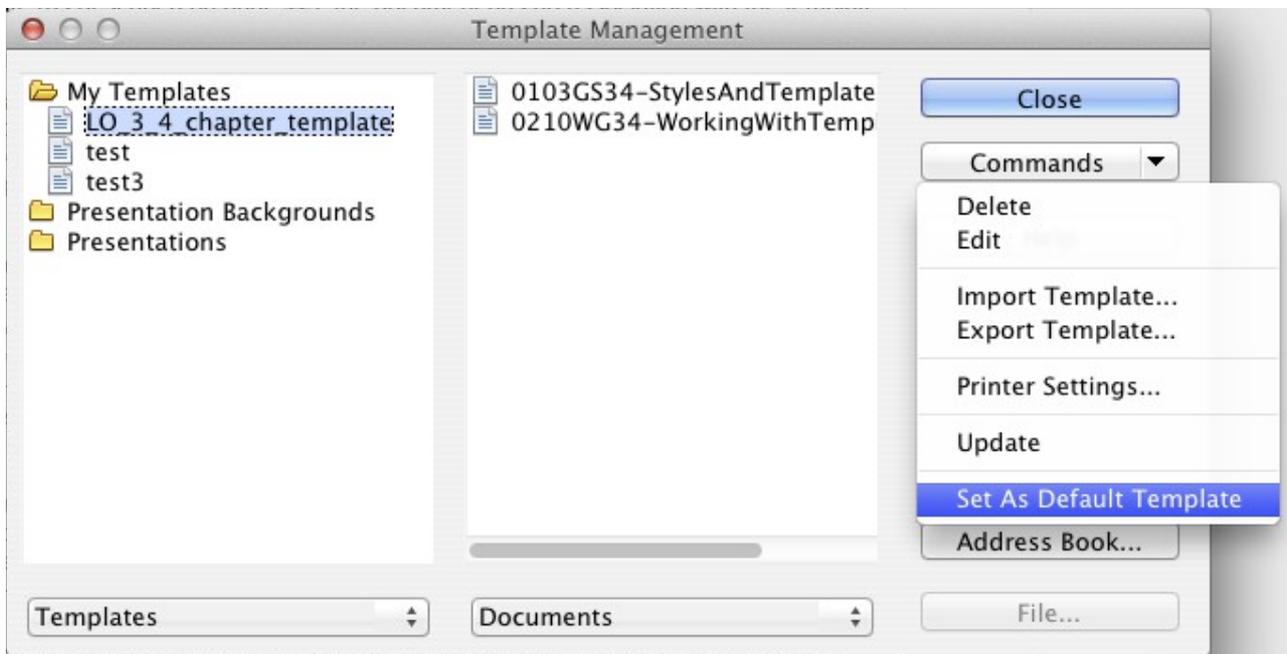


Figure 6: Setting a default template using the Template Management dialog box

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

Although many important settings can be changed in the Options dialog box (see Chapter 2, *Setting up Writer*), 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 Writer's default template as the default

To re-enable Writer's default template as the default:

- 1) In the Template Management dialog box (Figure 6), select any folder in the box on the left.
- 2) Click the **Commands** button and choose **Reset Default Template** from the drop-down menu. This command does not appear unless a custom template has previously been set as the default, as described in the previous section.

The next time that you create a document by choosing **File > New > Text Document**, the document will be created from Writer's default template.

## Associating a document with a different template

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At times you might want to associate a document with a different template, or perhaps you're 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 in Chapter 7, *Working with Styles*. If you update styles by loading a new set of styles from a different template (as described in Chapter 7), 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.

You can do this in two ways. For best results in both cases, 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 3, *Working with Text*, for more about replacing styles using Find & Replace.

### Method 1

This method includes any graphics and wording (such as legal notices) that exist in the new template, as well as including styles. If you don't want this material, you need to delete it.

- 1) Use **File > New > Templates and Documents**. Choose the template you want. A new file is created from the template. If the template has unwanted text or graphics in it, delete them from this new file.
- 2) Open the document you want to change. (It opens in a new window.) Press *Control+A* to select everything in the document. Paste into the blank document created in step 1.
- 3) Update the table of contents, if there is one. Save the file.

### Method 2

This method does not include any graphics or text from the new template, except material in headers and footers; it simply includes styles from the new template and establishes an association between the template and the document.

- 1) Open the document whose template you want to change. Choose **File > Templates > Assign Template (current document)**.
- 2) In the Select Template window, find and select the required template and click **Open**.
- 3) Save the document. If you now look in **File > Properties**, you will see the new template listed at the bottom of the **General** page.

## Note

If you do not see **Assign Template (current document)** or **Assign Template (folder)** under **File > Templates**, you need to download the Template Changer extension from <http://extensions.libreoffice.org/extension-center/template-changer>, manually add the .oxt extension to the downloaded file, and install it as described on page 8. Then close and reopen LibreOffice to activate the extension.

## Organizing templates

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Writer can only use templates that are in LibreOffice template folders. You can, however, 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 > Templates > Organize** from the menu bar to open the Template Management dialog box (Figure 6).

## Note

All the actions in the **Commands** drop-down menu in the Template Management dialog box are accessible by right-clicking on a template or a folder.

## Creating a template folder

To create a template folder:

- 1) In the Template Management dialog box, select any folder.
- 2) Click the **Commands** button and choose **New** from the drop-down menu. A new folder called `Untitled` appears.
- 3) Type a name for the new folder, and then press *Enter*. Writer saves the folder with the name that you entered.

## Deleting a template folder

As an ordinary user, you cannot delete template folders supplied with LibreOffice or installed using the Extension Manager; you can only delete template folders that you have created. (If you have administrator privileges, you can delete any folder.)

To delete a template folder:

- 1) In the Template Management dialog box, select the folder that you want to delete.
- 2) Click the **Commands** button and choose **Delete** from the drop-down menu. A message box appears, asking you to confirm the deletion. Click **Yes**.

## Moving a template

To move a template from one template folder to another:

- 1) In the Template Management dialog box, double-click the folder that contains the template that you want to move. A list of all the templates contained in that folder appears underneath the folder name.
- 2) Click the template that you want to move and drag it to the desired folder. If you do not have the authority to delete templates from the source folder, this action *copies* the template instead of moving it.

## Deleting a template

As an ordinary user, you cannot delete templates supplied with LibreOffice or installed using the Extension Manager; you can only delete templates that you have created. (If you have administrator privileges, you can delete any template.)

To delete a template:

- 1) In the Template Management dialog box, double-click the folder that contains the template that you want to delete. A list of all the templates contained in that folder appears underneath the folder name.
- 2) Click the template that you want to delete.
- 3) Click the **Commands** button and choose **Delete** from the drop-down menu. 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 a LibreOffice template folder.

To import a template into a template folder:

- 1) In the Template Management dialog box, select the folder into which you want to import the template.
- 2) Click the **Commands** button and choose **Import Template** from the drop-down menu. A standard file browser window opens.
- 3) Find and select the template that you want to import, and then click **Open**. The file browser window closes and the template appears in the selected folder.
- 4) If you want, enter a new name for the template, and then press *Enter*.

## Exporting a template

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

- 1) In the Template Management dialog box, double-click the folder that contains the template that you want to export. A list of all the templates contained in that folder appears underneath the folder name.
- 2) Select the template that you want to export.
- 3) Click the **Commands** button and choose **Export Template** from the drop-down menu to open the **Save As** window.
- 4) Find the folder into which you want to export the template and click **Save**.

## Printing a list of styles defined in a template or document

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To print a list of the styles defined in a template:

- 1) In the Template Management dialog, double-click the folder that contains the template.
- 2) Double-click the required template. *Styles* appears below it. Click *Styles* to select it.
- 3) Click the **Commands** button and choose **Print** from the drop-down menu. The Print dialog opens. From here you can print to a file or to a printer as usual. For more about the Print dialog, see Chapter 10.

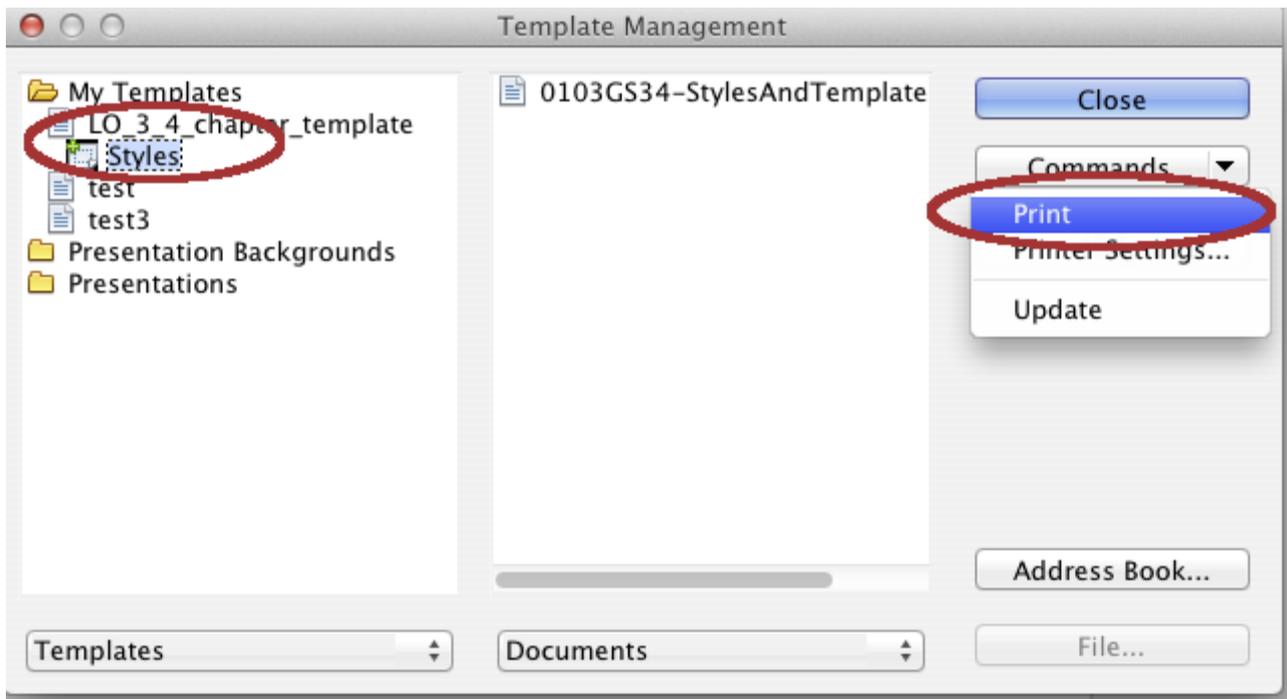


Figure 7: Printing a list of styles in a template

**Tip**

To print a list of styles in a document, double-click on the document's name in the middle column to display *Styles*, and then use **Commands > Print**.