Tutorials For OpenOffice

# Manage Templates

Table of Contents

This tutorial has information about managing templates. You can save templates in any folder of your choice. For this tutorial, the **My Documents** and **My Templates** folders will be used.

How to Create a New Default Template

You will want to save your preferences for the page layout to replace the default template that was in effect when you first downloaded OpenOffice.

1. Create a document with the content, formatting styles, the font name and the font size of your choice.

2. Click **File > Templates > Save.**

3. In the **New template** box, type a name for the new template.
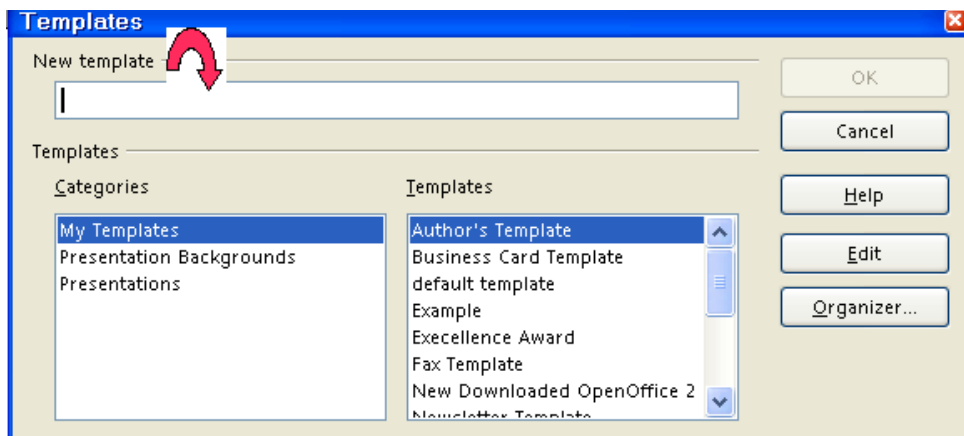
4. Click **Organizer.** (The "Organizer" button is the last button on the right.)

5. Double-click on **My Templates**. (A list of the saved templates appears.)

6. Right-click on the template that you created and choose **Set as Default Template**.

7. Click **Close**. (The "Templates" window closes.)

8. When you click on <u>**N**</u>**ew** > <u>**T**</u>**ext Document**, the choices you made in **Step 1** will be in effect.
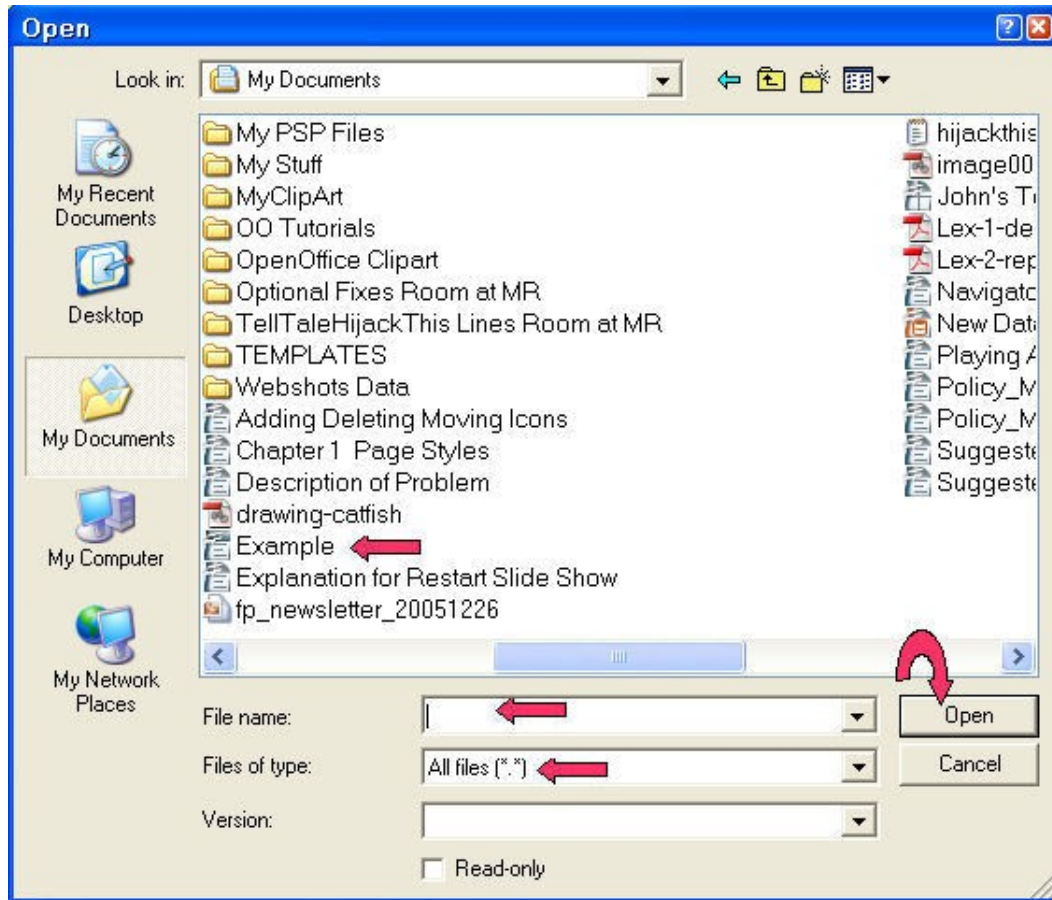
Save A Template In The "My Documents" Folder

1. Click <u>**F**</u>**ile** > <u>**N**</u>**ew** > <u>**T**</u>**ext Document.**   (🗎 Untitled1 - OpenOffice.org Writer appears.)

2. Type **I am learning to manage Templates.**

3. Click <u>**F**</u>**ile** > **Save** <u>**A**</u>**s**. (The "Save As" window appears. Only the documents with the template extension (.ott) will appear in the list below the "Save In:" box.) In the **Save in:** pull-down menu box, click **My Documents** (if it is not already selected). In the **Save as type:** pull-down menu box, click **OpenDocument Text Template (.ott)**.
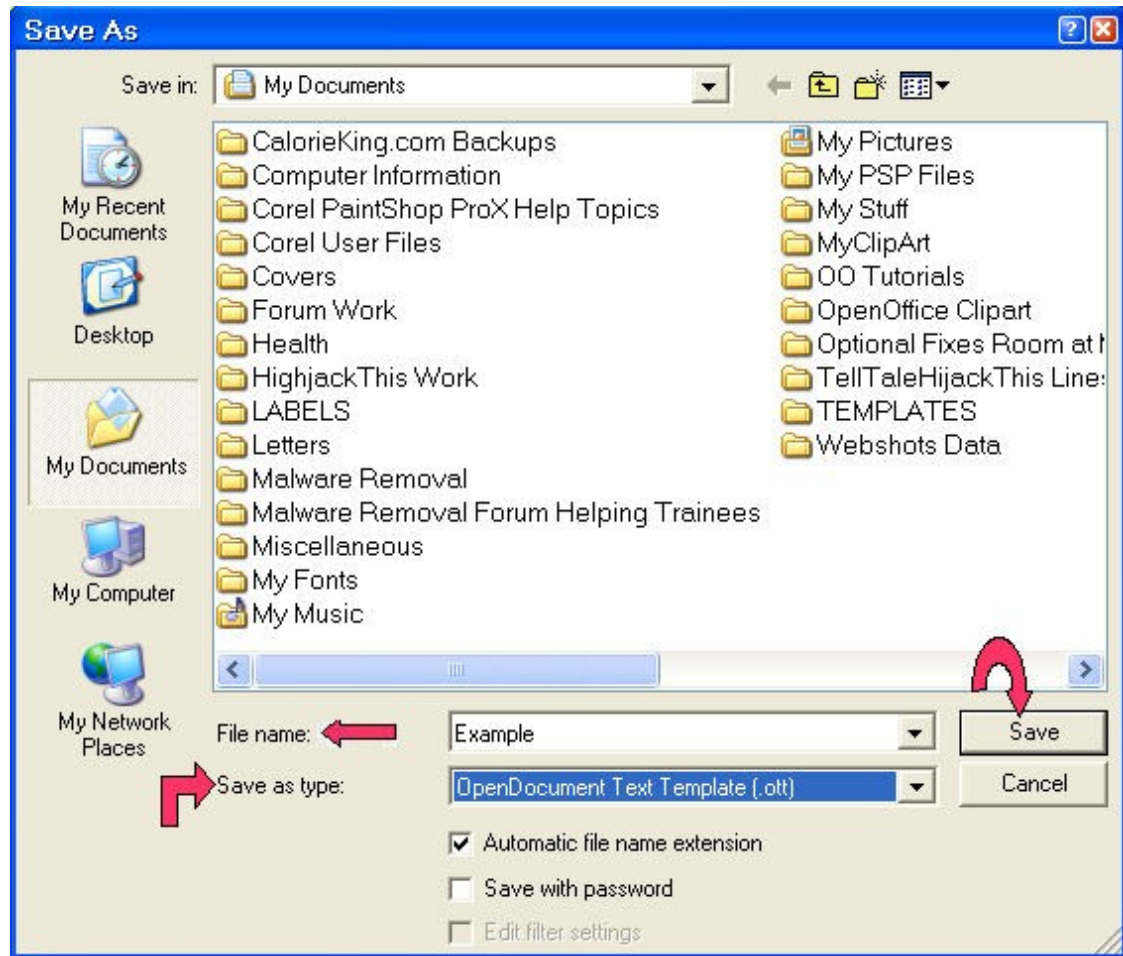

4. In **File name:** box, type **Example**.   (The name of the file will be "Example".)

5. Click on the **Save** button. (The document is still active on the screen.)

6. Click <u>**F**</u>**ile** > <u>**C**</u>**lose.** (The document is not on the screen.)

Edit A Template Saved In The "My Documents" Folder

1. Click **File > Templates > Edit**.   (The "Open" window appears.)

2. In the **Look in:** dialog box, click on the ▼ and scroll until you can click the **My Documents** folder (if it is not already there).   (In the "Files of type:" menu box, you will see "All files [*.*]")

3. Click on the file, **Example**. Click the **Open** button. Change the features of your choice. (The name of the file appears in the "File name:" pull-down menu box. The template appears on the screen.)

4. On the menu bar, click **File > Close. > Save**. (You will get the message below.)
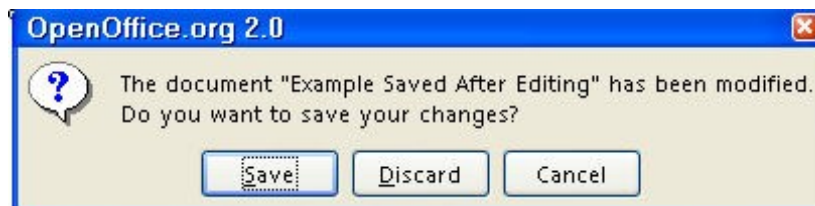

5. When you click **Save**, the **Save As** window will appear. Follow the directions for **Save A Template In The "My Documents" Folder** in the previous exercise. You may save the template with the same name or you may choose another name for the edited template.

Organize Templates / Import A Template From The "My Documents" Folder

1. Click **File > Templates > Organize**.   (The "Template Management" window appears.)

2. In the **Template Management** menu**,** double-click **My Templates**. In the left "Templates" column there are three folders: "My Templates", "Presentation Backgrounds", and "Presentations". In the right "Documents" column, when a new Text Document is opened, the file "Untitled1" appears. Click **Commands.** In the **Commands** pull-down menu.   Click **Import template**.
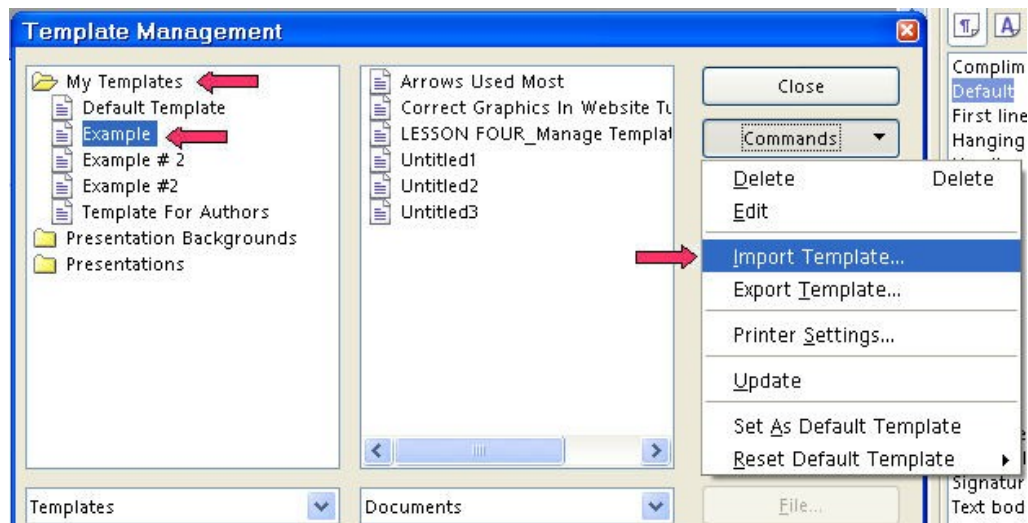

3. In the "**Look in:**" box, select **My Documents**. (The "Open" window appears. In the "Files of type:" menu box, you will see "Templates [*.ott;*.stw;*.ots;*.stc;*.otp;*sti;*.otg;]". These are the three letter extensions that indicate different types of template files.)
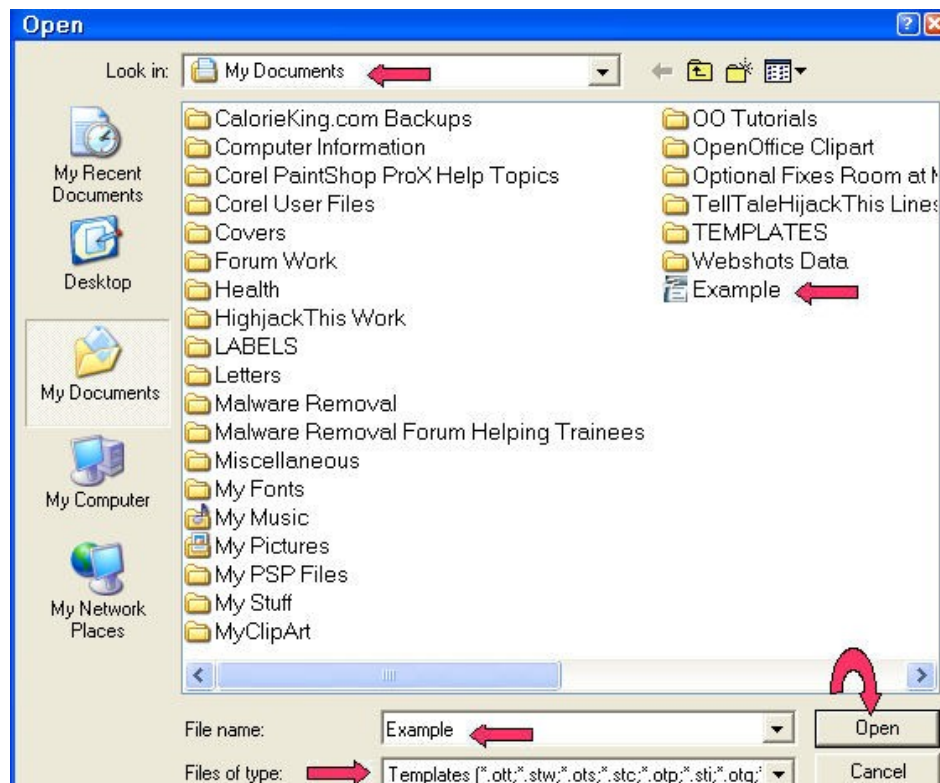
4. In the **My Documents** folder, click on the template named **Example**. Click the **Open** button. (You will see in the "My Templates" folder that the imported file, "Example". is there.)

5. Click **Close**. (The "Example" template is now in the "My Templates" folder. The same name that was used in the "My Documents" folder will be used here. The "original" template is still in the "My Documents" folder.)
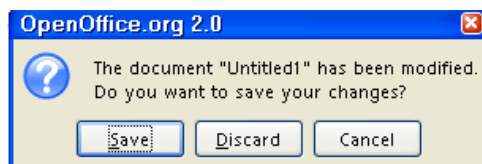
Save A Template in the "My Templates" Folder

1. Click **File > New > Text Document.** (Untitled1 - OpenOffice.org Writer appears.)

2. Type **You can also save the template in the "My templates" folder.**

3. Click **File > Templates > Save.** (The "Templates" window appears.)

4. In "New template" box, type **Example #2**. (The name of the template will be "Example #2".)
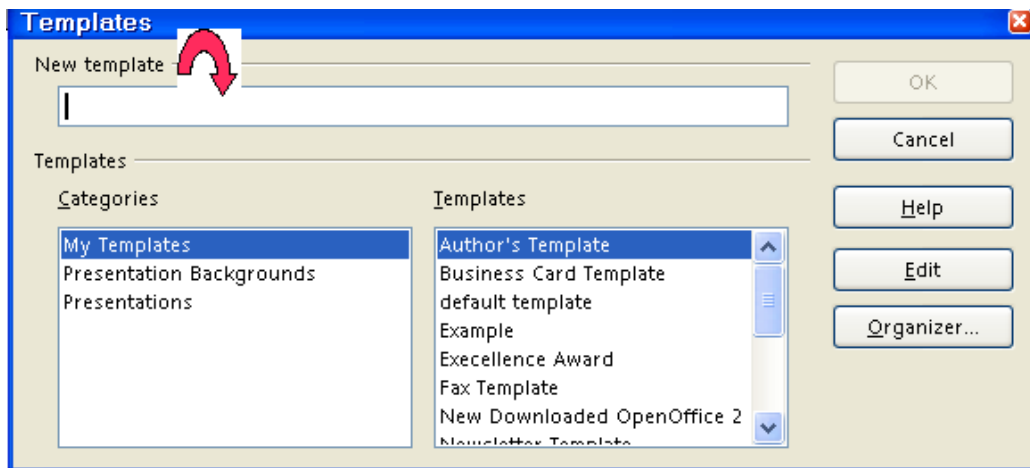
5. Under categories, click "**My Templates**" (if it is not already selected). Click **OK.** (The "Example #2" is no longer on your screen.)

Edit A Template Saved In The "My Templates" Folder

1. Click **File > Templates > Organize**. (The "Template Management" window appears.)

2. Double-click **My Templates**. (A list of templates appears below "My Templates".)

3. Click on the template that is to be edited. Click **Commands** on the right (The "Commands" menu appears.) In the pull-down menu, click **Edit**.

4. Change the features of your choice.

5. Click **Close.**   (You will get the message below.)

6. Click **> Save.** (The changes made are saved in the template and will be present when you use the template again.)

Delete A Template

## In The My Documents Folder

1. For templates saved in the "My Documents" folder: click **File > Open.** (The "Open" window appears).   Click **My Documents** (In the "Files of type" menu box, you will see "All files [*.*]".) Right-click on the name of the template file that is to be deleted, **Example**, then click **delete.**   (The "Confirm File Delete" window appears.)

2. Click **Yes.**

In The My Templates Folder

1. For templates saved in the My Templates folder, click **File > Templates > Organize**. (The "Template Management" window appears.)

2. Double-click **My Templates**.

3. Click on the template that is to be deleted. Open the **Commands** pull-down menu. Click **Delete** (You will get the message below.)
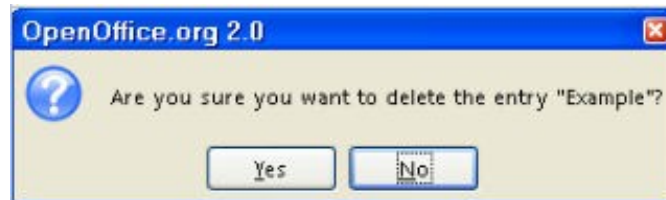
4. Click **Yes > Close.** (The Template Management window closes.)

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Edited by Sue Barron and George Hans