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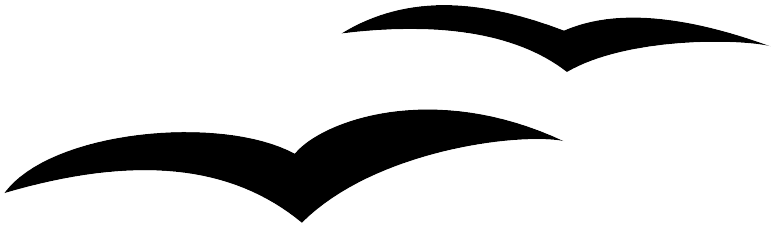
Working with Templates:

Using templates in OOo Writer



Title:	Working with Templates: Using templates in OOo Writer
Version:	1.0
First edition:	January 2005
First English edition:	January 2005

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Overview

This chapter describes how to create, use, and organize templates for text documents using OpenOffice.org Writer 1.1.X.

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Feedback

Please direct any comments or suggestions about this document to: authors@user-faq.openoffice.org.

Acknowledgments

Thanks to Sophie Gautier, author of the French native-language document, *Comment Créer, Utiliser Et Gérer les Modèles,* which I used as a reference.

Modifications and updates

Version	Date	Description of Change
1.0	7 January 2005	First published edition

Creating and using templates

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, and formatting styles. Writer comes with several predefined templates that you can use, and you can also create your own templates.

This chapter shows you how to:

- Create documents from a template.
- Create templates.
- Edit templates.
- Set a default template.

Creating documents from a template

To create a document from a template, follow these steps:

1) From the main menu, choose **File > New > Templates and Documents.** The Templates and Documents window opens. (See Figure 1.)
2) In the box on the left, click the **Templates** icon if it isn't 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.
4) Click the template that you want to use. You can preview the selected template or view the template's properties:
   - To preview the template, click the Preview icon. (For the location of the Preview icon, see Figure 1.) A preview of the template appears in the box on the right.
   - To view the template's properties, click the Properties icon. (For the location of the Properties icon, see Figure 1.) The template's properties appear in the box on the right.
5) Click **Open.** The Templates and Documents window 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.

Figure 1. Templates and Documents window

Creating templates

You can create your own templates and save them in a template folder. (To learn about template folders, see the section "Organizing templates" on page 6.)

To create a template, follow these steps:

1) From the main menu, choose **File > New > Text Document.** A new document opens.
2) Add the content and styles that you want.
3) From the main menu, choose **File > Templates > Save.** The Templates window opens.
4) In the **New template** field, enter a name for the new template.
5) In the **Categories** list box, click 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. For example, to save the template in the Default folder, click the **Default** category.)
6) Click **OK.** Writer saves the new template and the Templates window closes.

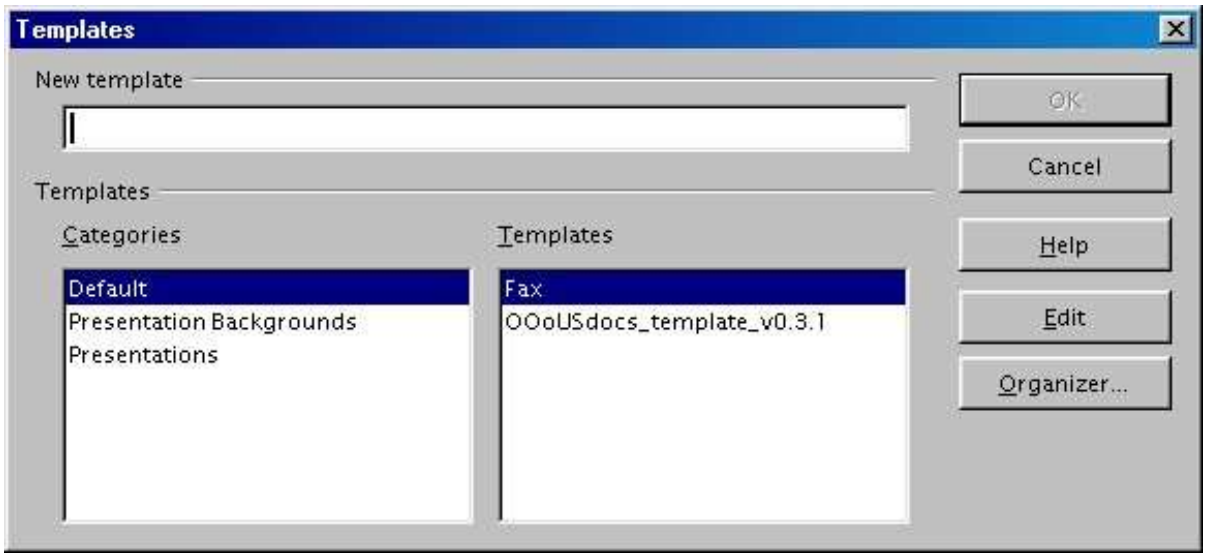

Figure 2. Saving a new template

Any content that can be added or modified about a document can then be saved in the format of a template. For example, below are some of the settings (although not exhaustive) that can be included in a Writer document and then saved as a template for later use:

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

Editing templates

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, follow these steps:

1) From the main menu, choose **File > Templates > Organize.** The Template Management window opens. (See Figure 3.)
2) In the box on the left, double-click the folder that contains the template that you want to edit. A list of all the templates contained in that folder appears underneath the folder name.
3) Click the template that you want to edit.
4) Click the **Commands** button. The context menu appears.
5) From the context menu, choose **Edit.** The Template Management window closes and the selected template opens in Writer.
6) Edit the template just as you would any other document. To save your changes, choose **File > Save** from the main menu.

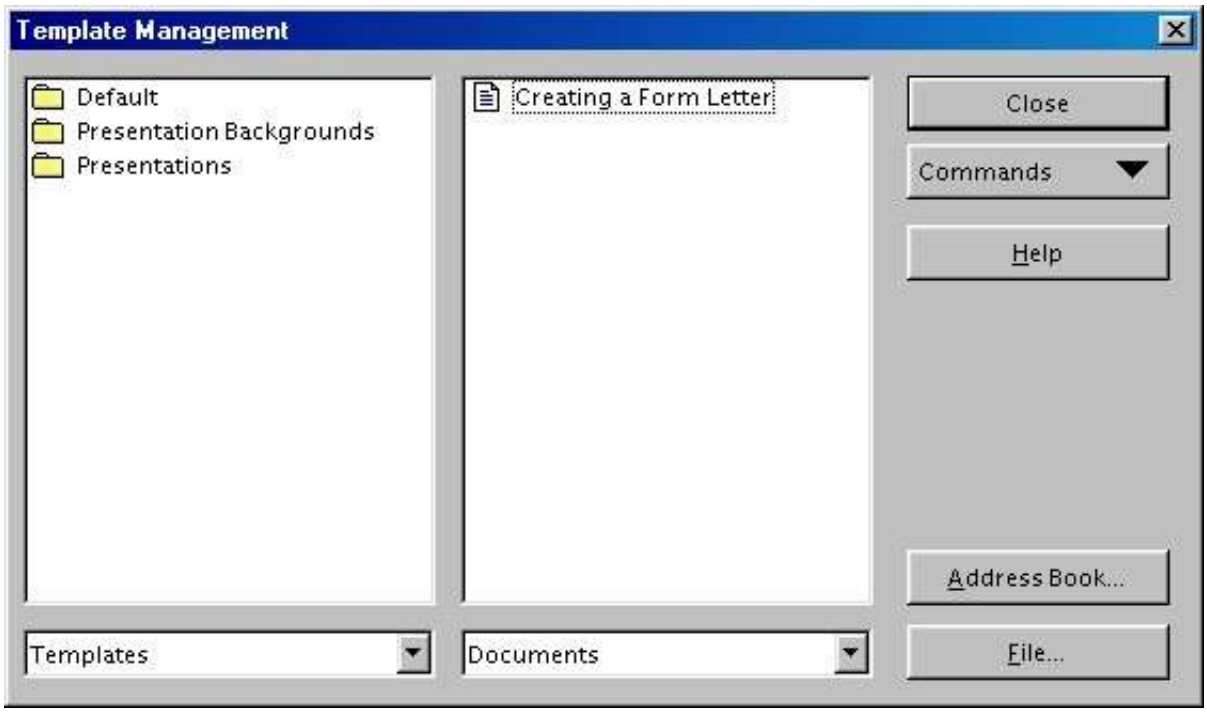

Figure 3 Template management window

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

Figure 4. Apply current styles message

Click **Yes** to apply the template's changed styles to the document. Click **No** if you don't want to apply the template's changed styles to the document. Whichever option you choose, the message box closes and the document opens in Writer.

Setting a default template

If you create a document by choosing **File > New > Text Document** from the main menu, Writer by default creates the document from the Default template. You can, however, set a custom template to be the default. You can reset the default later if you choose.

Setting a custom template as the default

You can set any template to be the default, but the template that you choose must be in the Default template folder. To save a template in the Default folder, do one of the following:

- Create the template as described in "Creating templates" on page 2 and save it in the Default category.
- Move the template to the Default folder as described in "Moving templates" on page 7.
- Import the template into the Default folder as described in "Importing templates" on page 7.

To set a custom template as the default, follow these steps:

1) From the main menu, choose **File > Templates > Organize.** The Template Management window (Figure 3) opens.
2) In the box on the left, double-click the **Default** folder.
3) In the **Default** folder, click the template that you want to set as the default.
4) Click the **Commands** button. The context menu appears.
5) From the context menu, choose **Set as Default Template.** The next time that you create a document by choosing **File > New > Text Document,** the document will be created from this template.

Resetting Writer's Default template as the default

To reset Writer's Default template as the default, follow these steps:

1) From the main menu, choose **File > Templates > Organize.** The Template Management window (Figure 3) opens.
2) In the box on the left, click any folder.
3) Click the **Commands** button. The context menu appears.
4) From the context menu, choose **Reset Default Template.** The next time that you create a document by choosing **File > New > Text Document,** the document will be created from Writer's Default template.

Organizing templates

Writer can only use templates that are in OpenOffice.org template folders. You can, however, create new OpenOffice.org 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. This chapter shows you how to:

- Create template folders.
- Delete template folders.
- Move templates from one template folder to another.
- Delete templates.
- Import templates into template folders.
- Export templates from template folders.

Creating template folders

To create an OpenOffice.org template folder, follow these steps:

1) From the main menu, choose **File > Templates > Organize.** The Template Management window (Figure 3) opens.
2) In the box on the left, click any folder.
3) Click the **Commands** button. The context menu appears.
4) From the context menu, choose **New.** A new folder called Untitled appears.
5) Type a name for the new folder and then press the *Enter* key on your keyboard. Writer saves the folder with the name that you entered.
6) To close the Template Management window, click **Close.**

Deleting template folders

To delete an OpenOffice.org template folder, follow these steps:

1) From the main menu, choose **File > Templates > Organize.** The Template Management window (Figure 3) opens.
2) In the box on the left, click the folder that you want to delete.
3) Click the **Commands** button. The context menu appears.
4) From the context menu, choose **Delete.** A dialog box appears and asks you to confirm the delete.
5) Click **Yes.** The dialog box closes and the selected folder is deleted.

Moving templates

To move a template from one OpenOffice.org template folder to another, follow these steps:

1) From the main menu, choose **File > Templates > Organize.** The Template Management window (Figure 3) opens.
2) In the box on the left, 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.
3) Click the template that you want to move and drag it to the desired folder.

Deleting templates

To delete a template, follow these steps:

1) From the main menu, choose **File > Templates > Organize.** The Template Management window (Figure 3) opens.
2) In the box on the left, 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.
3) Click the template that you want to delete.
4) Click the **Commands** button. The context menu appears.
5) From the context menu, choose **Delete.** A dialog box appears and asks you to confirm the delete.
6) Click **Yes.** The dialog box closes and the selected template is deleted.

Importing templates

Writer can only use templates that are in OpenOffice.org template folders. If the template that you want to use is in a different location, you must import it into an OpenOffice.org template folder.

To import a template into an OpenOffice.org template folder, follow these steps:

1) From the main menu, choose **File > Templates > Organize.** The Template Management window (Figure 3) opens.
2) In the box on the left, double-click the folder into which you want to import the template.
3) Click the **Commands** button. The context menu appears.
4) From the context menu, choose **Import Template**. The Open Templates window opens.

5) Find the template that you want to import and click **Open.** The Open Templates window closes and the template appears in the selected folder.

6) If you want, type a new name for the template and then press the Enter key on your keyboard.

Exporting templates

To export a template from an OpenOffice.org template folder to another location, follow these steps:

1) From the main menu, choose **File > Templates > Organize.** The Template Management window (Figure 3) opens.

2) In the box on the left, 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.

3) Click the template that you want to export.

4) Click the **Commands** button. The context menu opens.

5) From the context menu, choose **Export Template**. The Save Templates window opens.

6) Find the folder into which you want to export the template and click **Save.** Writer exports the template to the selected folder, and the Save Templates window closes.