

# NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Templates [continued]

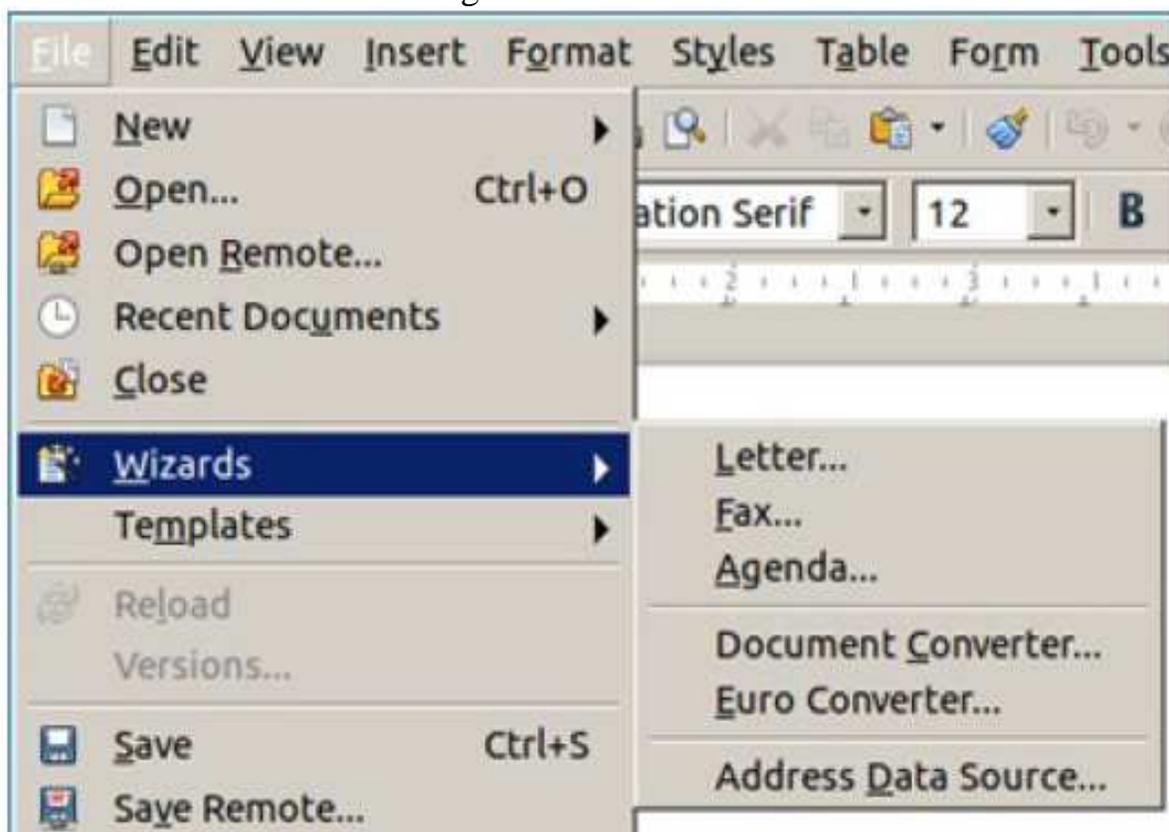
Date: 29-04-20

## Libreoffice [Writer]

### Creating a template using a wizard

We can use wizards to create templates for letters, faxes, and agendas. To create a template using a wizard:

- From the Menu bar, choose **File > Wizards >**
- Follow the instructions on the pages of the wizard.
- In the last section of the wizard, we can specify the template name and also the name and location for saving the template.
- 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.



- We can choose whether to create a new document from the template immediately, or manually change the template.
- Click Finish to save the template.

## **Editing a template**

- From the Menu bar, choose File > Templates > Manage Templates or press Ctrl+Shift+N. The Templates dialog opens. We can also open the Templates dialog from the Start Center.
- Navigate to the template that we want to edit. Click once on it to activate the file handling controls. Right-click to open the context menu click Edit. The template opens in LibreOffice.
- Edit the template as we would edit any other document. To save our changes, choose File > Save from the Menu bar.

## **Setting a template as the default**

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

- From the Menu bar, choose File > Templates > Manage Templates.
- In the Templates dialog, open the category containing the template that we want to set as the default, then select the template.
- Right-click on the selected template and click the Set as default button

## **Organizing templates**

LibreOffice can manage only those templates that are in its template folders or categories. We can create new template categories and use them to organize our templates. For example, we may have one template category for report templates and another for letter templates. We can also import and export templates.

To begin, choose File > Templates > Manage Templates to open the Templates dialog.

## **Creating a template category**

To create a template category:

- Click the Action button of the Templates dialog.
- Click New category on the context menu.
- In the pop-up dialog, type a name for the new category and click OK.

## **Deleting a template**

We 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, we can delete templates that you have created or imported:

- From the Filters drop-down lists at the top of the Templates dialog, select the category that contains the template you want to delete.
- Select the template to delete.
- Right-click on the template to open the context menu and click Delete.
- A message box appears and asks you to confirm the deletion. Click Yes.

## **Importing a template**

While it not essential to store templates in one of the folders listed for the Template path in Tools >Options > LibreOffice > Paths before you can use a template in LibreOffice, but it is the easiest and most convenient way of managing templates. To import a template:

- In the Templates dialog, click the Import button on the bottom right. The Select Category dialog appears.
- Find and select the category where we want to import the template and click OK. A standard file browser window opens.
- Find and select the template that we want to import and click Open. The file browser window closes and the template appears in the selected category.

## **Exporting a template**

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

- In the Templates dialog, locate the category that contains the template to export.
- Select the template that we want to export.
- Click the Export button in the bottom right of the dialog. The Save As window opens.
- Find the folder into which we want to export the template and select Save

## **Assignment**

- 1- How to create templates in LibreOffice writer?
- 2- How to edit and delete templates in LibreOffice writer?