



Impress Guide

Chapter 2

Using Master Slides, Styles, and Templates

OpenOffice.org

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Designing a presentation

In addition to careful planning of the content (as discussed in Chapter 1), you need to plan the appearance of the presentation. It is best to do this after you have developed an outline, because the outline will determine some of the requirements for the slides' appearance. For example:

- What color combinations (background and text) will both look good and be easy for your audience to see?
- Would a picture help your audience understand the contents better?
- Do you want a particular picture (for example a company logo) to appear on all the slides?
- Would the audience benefit from having the slides numbered so that they can quickly refer to one of them?
- Do you want a background graphic or gradient? If so, you need to pick something that does not interfere or clash with your content, for example, colors used in charts.
- Will you need one master slide or more than one? If one slide design does not suit all of the content, you might need more than one master slide.

You can change the appearance of slides as you develop the presentation, but planning ahead will save you time in the long run.

What are master slides?

A *master slide* is a slide that is used as the starting point for other slides. It is similar to a page style in Writer: it controls the basic formatting of all slides based on it. A slide show can have more than one master slide.

Note OOo uses three terms for this one concept. *Master slide*, *Slide Master*, and *Master Page*. All refer to a slide which is used to create other slides.

A master slide has a defined set of characteristics, including the background color, graphic, or gradient; objects (such as logos, decorative lines, and other graphics) in the background; headers and footers; placement and size of text frames; and the formatting of text.

All of the characteristics of master slides are controlled by *styles*. The styles of any new slide you create are inherited from the master slide from which it was created. In other words, the styles of the master slide are available and applied to all slides created from that master slide. Changing a style in a master slide results in changes to all the slides based on that master slide; it is, however, possible to modify each individual slide without affecting the master slide.

Note Although it is highly recommended to use the master slides whenever possible, there are occasions where manual changes are needed for a particular slide, for example to enlarge the chart area when the text and chart layout is used.

Master slides have two types of styles associated with them: *presentation styles* and *graphic styles*. The pre-packaged presentation styles can be modified, but new presentation styles cannot be created. However, not only can the pre-packaged graphic styles be modified, but new graphic styles can also be created.

What are styles? Why use them?

A style is a set of formats that you can apply to selected items in your presentation to quickly change their appearance. When you apply a style, you apply a whole group of formats at the same time. For example, a style defines the font, type size, indents and spacing, tab stops, and other characteristics of text; and the area fill and line style of a frame or other object.

Using styles gives you more control over the entire presentation. Although you can manually change each slide one element at a time, any manual changes you make apply only to that one slide. If you have several slides with the same elements, you would have to change those elements of each slide if you wanted your slides to have a consistent appearance. When you do this manually, how can you be sure you changed every slide that needs to be changed?

However, if you assign a style to each of the elements you add to your slides, changing the style for that element changes all the slides containing it. Thus, by using styles, you can eliminate most of the work required for changing manually created slides.

Tip Press *F11* to open the Styles and Formatting window. You can dock or undock this window by holding down the *Control* key while double-clicking the top of the window between the icons (see Figure 1). Press *F11* to close the Styles and Formatting window when you do not need it.

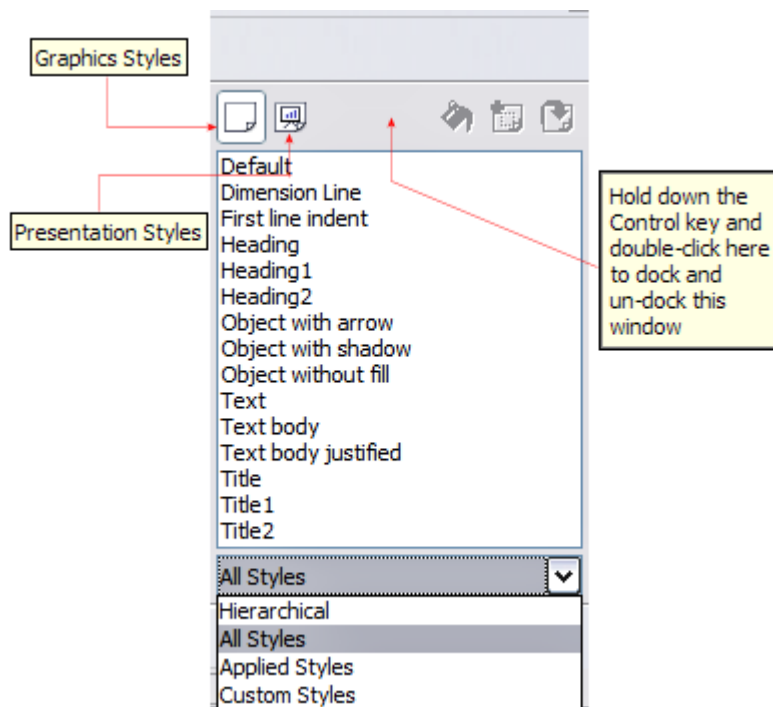


Figure 1: Styles and Formatting window

TIP At the bottom of the Styles and Formatting window is a drop-down list. You can choose to show all styles or other groups of styles, for example applied styles or (in the case of Graphics styles), custom styles.

Presentation styles

Presentation styles affect three elements of a master slide: the background, background objects (such as icons, decorative lines, and text frames), and the text placed on the slide. Text styles are further divided into *Notes*, *Outline 1* through *Outline 9*, *Subtitle*, and *Title*. The outline styles are used for the different levels of the outline to which they belong. For example, *Outline 2* is used for the subpoints of *Outline 1*, and *Outline 3* is used for the subpoints of *Outline 2*.

As described earlier, the pre-packaged presentation styles can be modified, but new presentation styles cannot be created.

Graphic styles

Graphic styles affect many of the elements of a slide. Notice that text styles exist in both the presentation and graphic style selections. What styles to use and when to use them is described later in this chapter.

There are 15 pre-packaged graphic styles to choose from. You can create additional styles or modify the pre-packaged styles.

Working with master slides

Impress comes with five pre-packaged master slides. They are shown in the Master Pages section of the Task pane (Figure 3). This section has three subsections: *Used in This Presentation*, *Recently Used*, and *Available for Use*. Click the + sign next to the name of a subsection to expand it to show thumbnails of the slides, or click the – sign to collapse the subsection to hide the thumbnails.

Each of the master slides shown in the *Available for Use* list is from a template of the same name. If you have created your own templates, or added templates from other sources, master slides from those templates will also appear in this list. See “Working with templates” on page 15 for more about templates.

Creating master slides

You can create a new master slide in a similar way to modifying the default master slide.

To start, enable editing of master slides by **View > Master > Slide Master**.

On the Master View toolbar (Figure 2), click the **New Master** icon (highlighted in the figure).

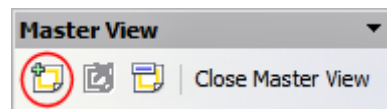


Figure 2: Master View toolbar

A second master slide appears in the Slides pane. Modify this master slide to suit your requirements. It is also recommended that you rename this new master slide. To do that, right-click on the slide in the Slides pane and select **Rename master** from the popup menu.

When you are done, close the Master View toolbar to return to normal slide editing mode.

Applying a master slide

In the Task Pane, be sure the Master Pages section is showing (Figure 3).

To apply one of the master slides to *all slides* in your presentation, click on it in the list.

To apply a different master slide to one or more *selected slides*:

- 1) In the Slide Pane, select the slides you want to change.
- 2) In the Task Pane, right-click on the master slide you want to apply to the selected slides, and click **Apply to Selected Slides** on the pop-up menu.

Loading additional master slides

Sometimes, in the same set of slides, you may need to mix multiple master slides that may belong to different templates (the use of templates is explained later in “Working with templates” on page 15). For example, you may need a completely different layout for the first slide of the presentation, or you may want to add to your presentation a slide from a different presentation (based on a template available on the hard disk).

The Slide Design dialog makes this possible. Access this dialog either from the menu bar (**Format > Slide design**) or from the pop-up menu that appears when right-clicking on a slide in the Slides pane.

The main window in the dialog shows the master slides already available for use. To add more:

- 1) Click the **Load** button.
- 2) Select in the new dialog the template from which to load the master slide. Click **OK**.
- 3) Click **OK** again to close the slide design dialog.

The master slides in the template you selected are now shown also in the Master Pages section of the task pane in the *Available for use* subsection.

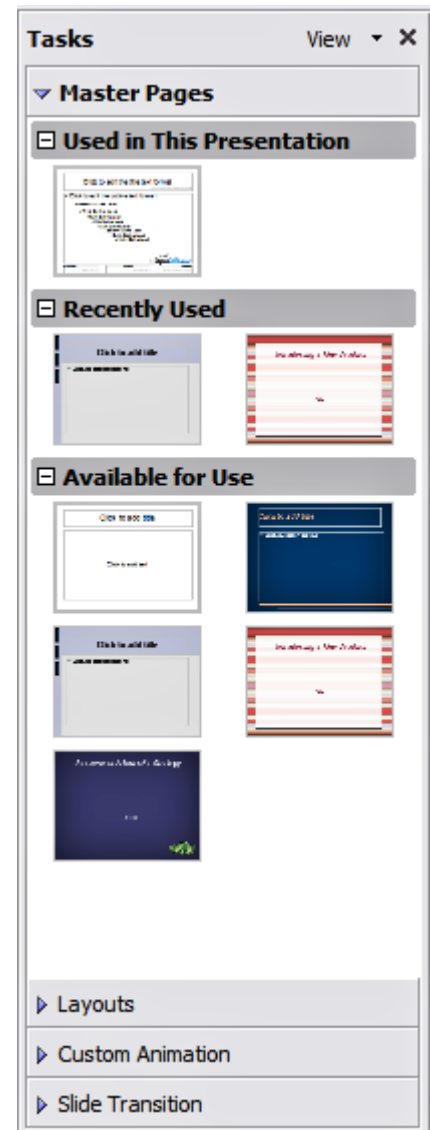


Figure 3: Available master pages (slides)

Note The master slides you have loaded will also be available the next time you load the presentation. If you want to delete the unused master slides, click the corresponding checkbox in the Slide Design dialog. Due to a bug, if the master slide was not used in the presentation, it is removed from the list of available master slides anyway.

Tip To limit the size of the presentation file, you may want to minimize the number of master slides used.

Modifying a master slide

The following items can be changed on a master slide:

- Background (color, gradient, hatching, or bitmap)
- Background objects (for example, add a logo or decorative graphics)
- Size, placement, and contents of header and footer elements to appear on every slide
- Size and placement of default frames for slide titles and content

Refer to Figure 6 for a graphical representation of many of these elements.

Before working on the master slide, make sure that the Styles and Formatting window is open. See page 2 for instructions on doing this.

To select the master slide for modification:

- 1) Select **View > Master > Slide Master** from the menu bar. This unlocks the properties of the master slide so you can edit it.
- 2) Click *Master Pages* in the Task pane. This gives you access to the pre-packaged master slides.
- 3) Click on the master slide you want to modify among the ones available (Figure 3).
- 4) Make changes as described in this chapter, then click the **Close Master View** icon on the Master View toolbar. Save the file before continuing.

Caution



Any changes made to one slide when in Master View mode will appear on *all* slides using this master slide. Always make sure you close Master View and return to Normal view before working on any of the presentation slides. Select **View > Normal** from the menu bar, or clicking **Close Master View** in the Master View toolbar to return to the normal slide view.

The changes made to one of the slides in Normal view (for example changes to the bullet point style or the color of the title area and so on...) will not be overridden by subsequent changes to the master slide. There are cases, however, where it is desirable to revert a manually modified element of the slide to the style defined in the master slide: to do that, select that element and choose **Format > Default Formatting** from the menu bar.

Sometimes you may want to try several of the available layouts to see which one is more suitable for your contents. Applying a layout only requires that you open the Layouts section of the task pane and double-click on the new layout. Alternatively you can right-click on the desired layout thumbnail and select **Apply to selected slide** from the pop-up menu.

Choosing and applying the background

Background can be applied to a number of elements in Impress: the page, a default text area, a graphic object and so on. The procedures to apply a background are always the same.

The following procedure is used to apply a background to the page.

- 1) To begin, do one of the following:
 - Select **Format > Page** from the menu bar and choose the *Background* tab.
 - Make sure the Presentation Styles icon is selected in the Styles and Formatting window (Figure 1), right-click **Background** and select **Modify** from the pop-up menu.
- 2) Select the type of fill you want for your background from the five choices, as shown in Figure 4: None, Color, Gradient, Hatching, or Bitmap.

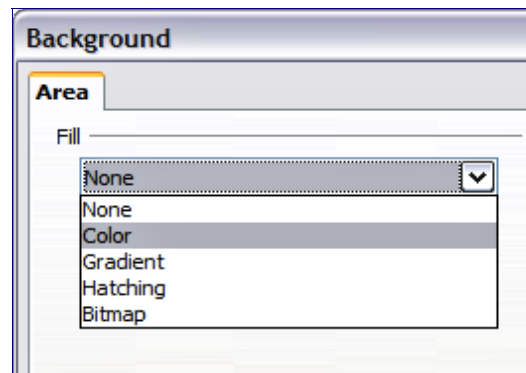


Figure 4: Background choices

A list of choices for the selected fill type then appears (see Figure 5 for an example).

- 3) Select one of the items on the list and click **OK**. The fill you have chosen is added to the master slide, replacing any previously selected fill.

Tip You can make custom additions to each type of background, with the obvious exception of *None*. After you create new fills, they are listed in the Background dialog along with the fills provided with OOo. For example, the last color in Figure 5, *Test Blue*, is a custom color. See “” on page .

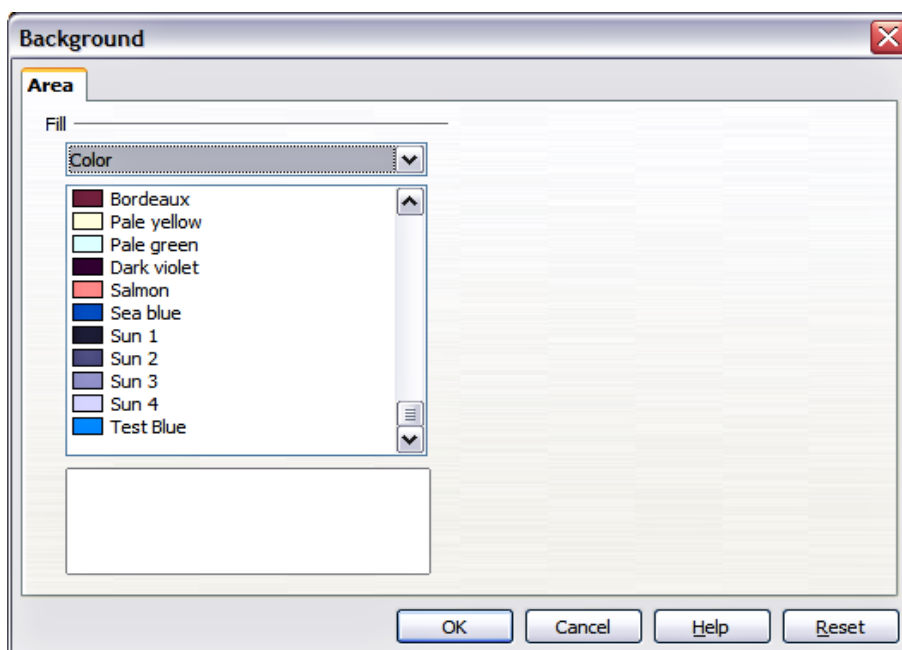


Figure 5: Background colors

Adding background objects

This section describes how to add background objects and graphic elements (such as a logo, decorative lines, and so on). OOO supports a large number of picture formats.

Whenever you want the same graphic element to appear on every slide of your presentation, the easiest and quickest solution is to use the master slide. Not only it will save time while creating the presentation, but also when you decide to either modify the graphic element or reposition it on the slide. If the graphic element was added to each slide, the same operations would have to be performed on each individual slide of the presentation.

One of the most common activities when preparing a presentation is to add a picture to the slide master. To insert a picture already available on the hard disk, follow these steps:

- 1) Choose **View > Master > Slide Master** from the menu bar.
- 2) Select from the menu bar **Insert > Picture > From File**.
- 3) Navigate to the directory where your picture is and select it. If you want to see a preview, select the corresponding checkbox in the file browser dialog.

Caution



OOo offers the option to insert a picture as a link to the file rather than embedding it in the document. This can be useful when a presentation is **not** intended to be distributed elsewhere, and where it will remain in the same hierarchical directory structure. For example, it could be created on a notebook computer, from which the presentation will be given to, typically, a group of clients.

If the presentation file is to be distributed, however, the picture should be embedded to avoid the “missing picture” syndrome when the presentation is finally given on a different computer.

Once the picture is inserted you may need to reposition it and modify its size. How to do that is explained in Chapter 4 (Working with Pictures and other Graphics).

Tip If you want the image to blend with the background, you can set the background color of the picture as transparent. Select the picture, then chose **Tools > Eyedropper** from the menu bar. Check the first checkbox and then move the mouse on the picture and click on the color you would like to make transparent. This color appears next to the checkbox. Make sure that *Replace with...* is set to **Transparent** and click **Replace**.

In addition to pictures you can add a number of other background objects, for example decorative lines, text and shapes. Figure 6 is an example of a master slide with a custom background gradient, a background picture, another picture in the top right corner, some decorative lines and some customized Presentation styles.

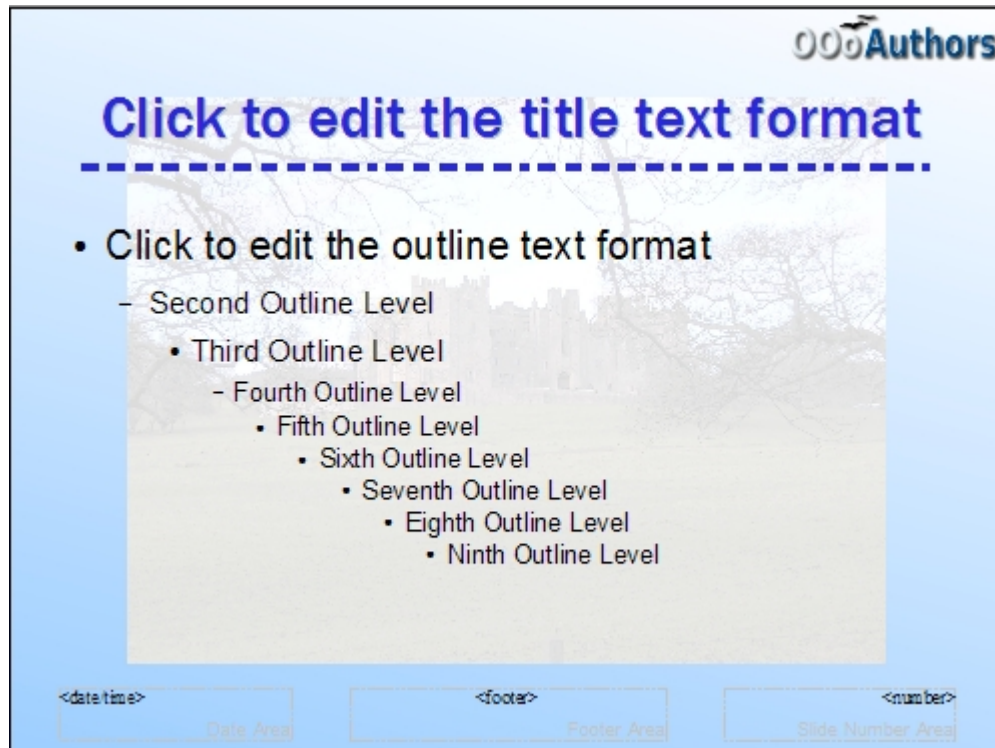


Figure 6: Example of a complex slide with several modifications

Modifying the size and shape of default text areas

When a master slide is opened for editing, it contains 5 areas, as shown in Figure 7:

- Title area for AutoLayouts
- Object area for AutoLayouts
- Date area
- Footer area
- Slide number area

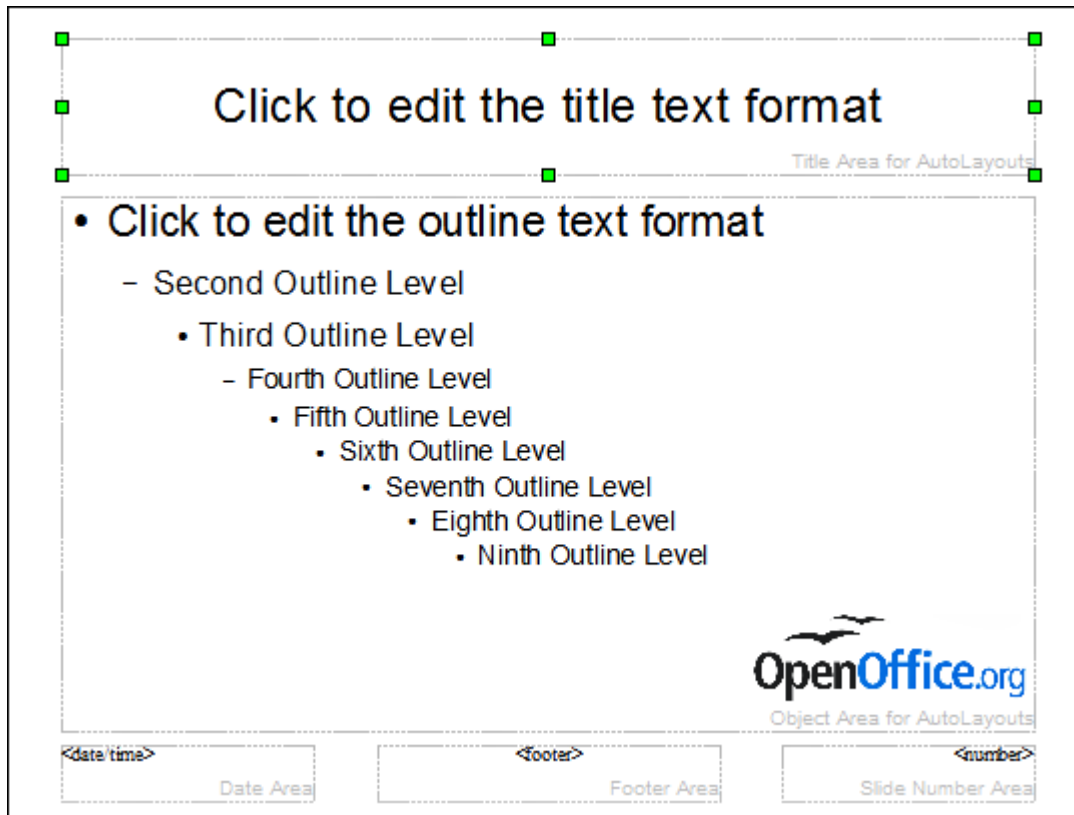


Figure 7: Master slide showing 5 editable areas

Click with the left mouse button on any of these areas to display 8 green squares (handles) around the rectangle. Use these handles to modify the size and position of the area.

- 1) To change the position, move the mouse towards one of the edges, away from the green handles, until the cursor changes shape¹, then click the left mouse button and drag the area to the desired position.
- 2) To modify the shape and size of one of the rectangular area, use one of the 8 green handles. Use the handles in the corners to modify both the sides of the rectangle simultaneously; the handles in the middle of the sides modify only one dimension at a time. The shape of the mouse cursor usually changes when over the handle, giving a clear visual indication of how it will affect the shape of the rectangular area.

Tip To keep the ratio between the sides of the rectangular area constant, move the mouse to one of the 4 green handles at the corner of the area and keep the *Shift* key pressed while dragging the handle with the mouse.

To more accurately control the shape and size as well as the position of the default text area, instead of using the mouse it is better to access the Position and Size dialog. To do that, first select the rectangular area by clicking on any point inside it, then either press *F4* or from the main menu select **Format > Position and Size**. The dialog shown in Figure 8 is displayed.

The functions of this dialog are explained in the *Draw Guide*, so only a short description of the most important fields is provided in this chapter.

¹ The shape of the cursor to move and resize objects is operating system specific, therefore no image is provided.

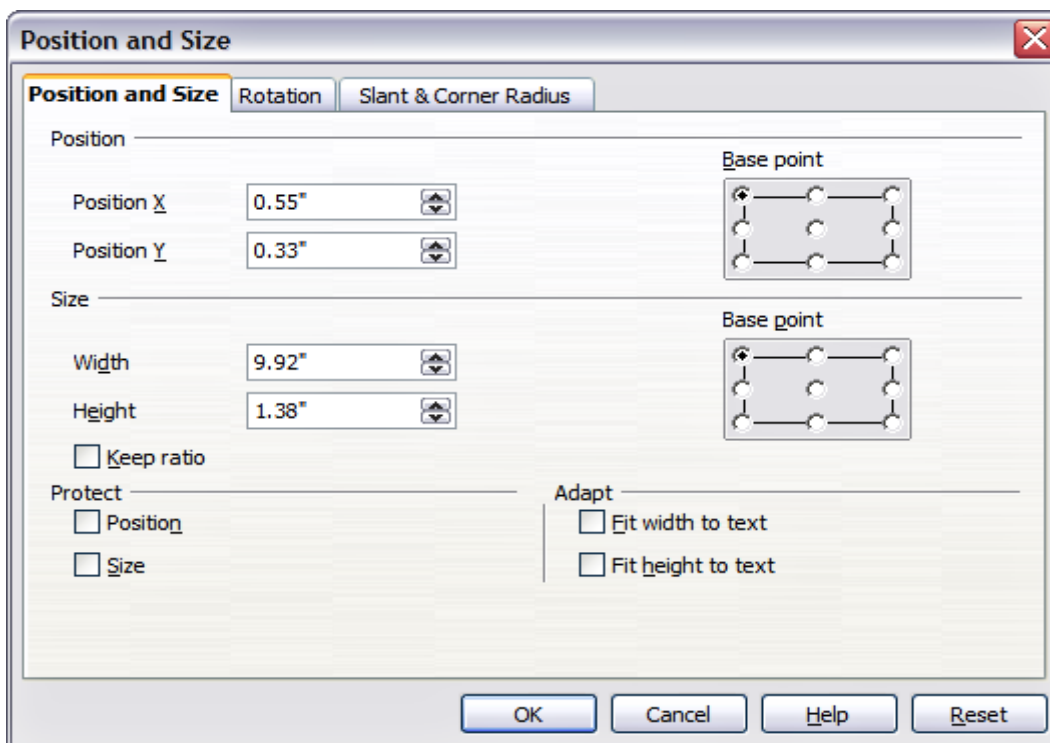


Figure 8: The Position and Size dialog

Use the *Position* section to specify the X (horizontal) and Y (vertical) position of the rectangular area. The values represent the distance of the base point (selected on the right hand side) relative to the top left corner of the slide.

Use the *Size* section to specify the width and height of the rectangular area. Select as the base point the part of the rectangular area that remains fixed. The default setting (top left corner) means that the when resizing the area, the position of the top left corner of the area will not change.

You can also use the *Rotation* tab of the dialog to rotate one of the axes by 90 degrees to obtain a modern looking layout. In general it is preferable to use only right angles for ease of editing, although the program does not impose restrictions on the values that can be used.

Further modifications to the default text areas

Besides the shape, size and position, it is also possible to modify other aspects of the 5 areas of the master slide, such as the background, add a border, alignment relative to the slide and position relative to other objects.

While background style and line style of an area can be accessed from the Format menu, in order to access the Alignment and Arrange menus you need to either open the Drawing toolbar or use the context menu. To display the Drawing toolbar (Figure 9), select it in **View > Toolbars**; to open the context menu, right-click on the edge of the rectangular area after selecting it. On the Drawing toolbar, click the arrow next to the Alignment or Arrange icon (highlighted in Figure 9) to display choices. See the *Draw Guide* for details.

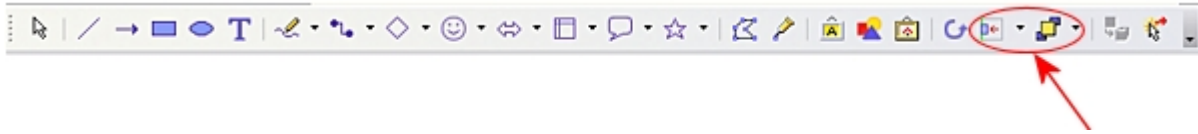


Figure 9: The Drawing toolbar

The date area, footer area, and slide number area do not automatically appear on every slide, even though you have defined them. In order to show them, you need to close the Master View and select the desired field from the menu: **Insert > Page number** or **Insert > Date and time**. This procedure is explained in detail in Chapter 7 (Formatting Slides, Notes, and Handouts).

Adding text to all slides

Some of the supplied master slides have text objects in the footer. You can add other text objects to the master page for your slides to act as a header or a footer.

- 1) Choose **View > Master > Slide Master** from the menu bar.
- 2) On the **Drawing** toolbar (see Figure 9), select the **Text** icon.
- 3) Click once and drag in the master page to draw a text object, and then type or paste your text into the object or add fields as described below.
- 4) Choose **View > Normal** when you are finished.

To add a field, such as the date or page number, to a text object in the header or footer, choose **Insert > Fields**, and select the required field from the submenu. If you want to edit a field in your slide, select it and choose **Edit > Fields**.

The fields you can use in Impress are:

- Date (fixed)
- Date (variable) —updates automatically when you reload the file
- Time (fixed)
- Time (variable)—updates automatically when you reload the file
- Author—First and last names listed in the OpenOffice.org user data
- Page number (slide number)
- File name

Tips To change the number format (1,2,3 or a,b,c or i,ii,iii, etc.) for the page number field, choose **Format > Page** and then select a format from the list in the **Layout Settings** area.

To change the author information, go to **Tools > Options > OpenOffice.org > User Data**.

Working with styles

This section describes how to create, modify, apply and delete styles in Impress. If you are familiar with styles in Writer, you will find both similarities and differences in Impress. The presentation styles are similar to paragraph styles in Writer and are used in a very similar fashion. You cannot create new presentation styles but you can fully configure the existing ones. Note that, as for the Heading styles in Writer, the Outline styles are hierarchically linked, so a change in the Outline 1 will cascade through all the other Outline levels.

In Impress you will also find the graphic styles very useful. As the name suggests, graphic styles define the characteristics of a graphic object (including a text object). If, for example, you need to create a organization chart diagram in one of the slides of your presentation, you will surely want all the boxes to have consistent appearance, meaning same line style, same font type, maybe same shadow and so on. The easiest way to achieve this result with the minimum effort is to create a graphic style for the boxes and apply it to each box. The major benefit is that if later on you decide to modify, say, the background color of the boxes, all you need to do is modify the style.

Creating graphic styles

As discussed above you cannot create new Presentation styles. You can create a new Graphic style in two ways:

- Using the Style dialog
- From a selection

Creating a new style using the Style dialog

Choose the Graphics icon at the top of the Styles and Formatting window.

To link a new style with an existing style, first select that style, and then right-click and select **New**.

When styles are linked, then when you change the base style (for example, by changing the font from Times to Helvetica), all the linked fonts 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 style dialog is shown in Figure 10. It has 14 tabs, each with several options. If you are familiar with styles in Writer you will find that you already know how to set many of these options. When you are finished making changes, click **OK** to save those changes.

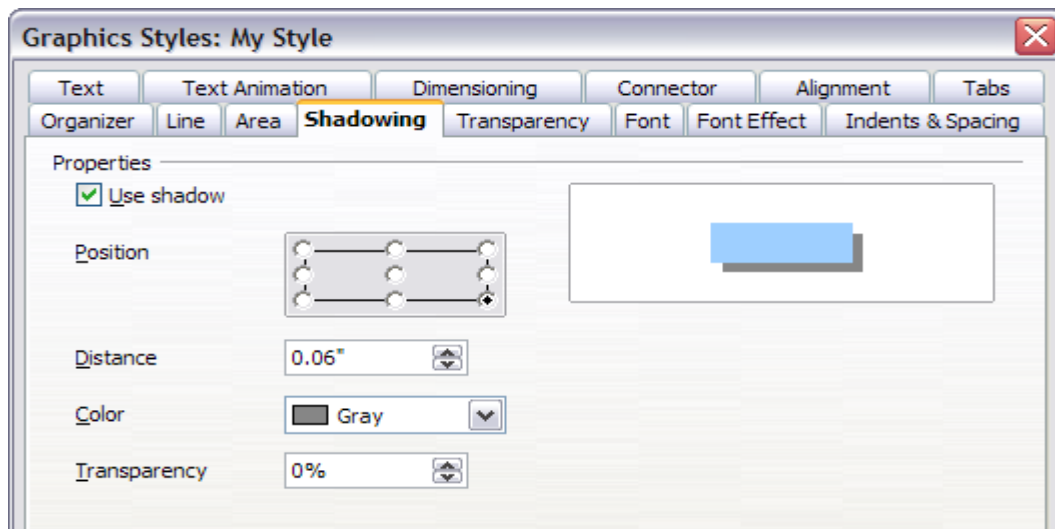


Figure 10: Dialog to create a new graphic style

Creating a new style from a selection

You can create a new style from manually formatted text or graphics:

- 1) Select the item you want to save as a style.
- 2) In the Styles and Formatting window, click the **New Style from Selection** icon, highlighted in Figure 11.

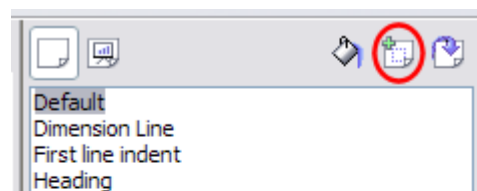


Figure 11: New Style from Selection

- 3) In the Create Style dialog (Figure 12) that pops up, 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.

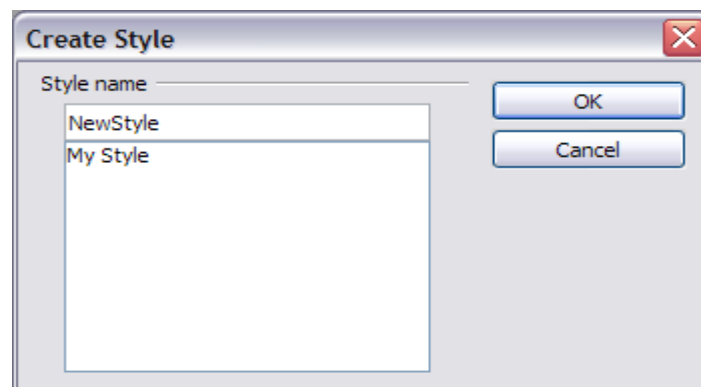


Figure 12: Naming a new style created from a selection

Modifying styles

To change an existing style, right-click on it in the Styles and Formatting window and choose **Modify** from the pop-up menu. (For Presentation styles, **Modify** is the only choice.)

The dialog for the modification of a graphic style is the same as the one for creating a graphic style (Figure 10); while the dialog for modifying a Presentation slide is simpler and more similar to the one to modify a paragraph style in Writer.

Make the required changes to the style and when finished click **OK** to save them.

Updating a style from a selection

To update a style from a selection:

- 1) Select an item that has the format you want to adopt as a style.
- 2) In the Styles and Formatting window, select the style you want to update (single-click, not double-click), and then click the **Update Style** icon (see Figure 13).

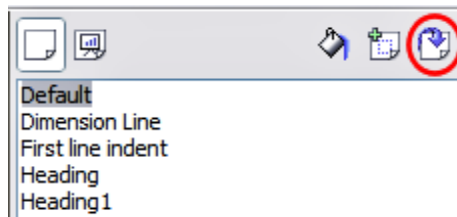



Figure 13. Updating a style from a selection

TIP Any changes you make to a style are effective only in the document on which you are working. The changes do not go into any associated template. If you want the changes to apply to more than one document, you need to change the template (see “Working with Templates” on page 15).

The Update Style button is available both for Presentation and for Graphic styles.

Applying styles

In Impress you can apply styles in two ways, both starting from the Styles and Formatting window. First click on one of the icons at the top left (Graphics Styles or Presentation Styles) to display a list of styles in the category you want. Then do one of the following:

- Position the insertion point in the paragraph or graphic and double-click on the name of the style you want to apply.
- Click the **Fill Format mode** icon . The mouse pointer changes to this icon. Position the moving icon on the paragraph to be styled and click the mouse button. This mode remains active until you turn it off, so you can apply the same style to several paragraphs. To quit Fill Format mode, click the **Fill Format mode** icon again or press the *Esc* key.

- When Fill Format 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.

TIP At the bottom of the Styles and Formatting window is a dropdown list (in Figure 1 the window shows *All*, meaning the list includes all available styles. You can choose to show all styles or other groups of styles, for example applied styles or (in the case of Graphics styles), custom styles.

Deleting styles

You cannot remove (delete) any of OOo's predefined styles, even if you are not using them.

You can remove any user-defined (custom) styles; but before you do, you should make sure the styles are not in use. 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 pop-up menu. Click **Yes** in the message box that pops up.

Assigning styles to shortcut keys

OOo provides a set of predefined keyboard shortcuts which allow you to quickly apply styles while typing in a document. You can redefine these shortcuts or define your own, as described in Appendix A (Keyboard Shortcuts).

Working with templates

All documents in OpenOffice.org (OOo) are based on templates. However, Impress is a little different from other OOo components, in that it starts with the Presentation Wizard unless you have elected to turn the Wizard off.

When you choose **File > New > Presentation** from the menu bar, if the Presentation Wizard is active, the Wizard offers several choices for a new presentation, one of which is *From template*.

If you have turned the Presentation Wizard off, when you start a new presentation by choosing **File > New > Presentation** from the menu bar, OOo uses the default presentation template. If you have not defined your own default template, OOo uses an inbuilt blank template supplied with the program.

Using templates supplied with OOo

OOo comes with five presentation templates. Two are in the *Presentations* folder and three are in the *Presentation backgrounds* folder. The difference between them is that “Presentation” templates include a series of slides with sample titles and topics, while “Presentation background” templates have only backgrounds and background objects. Both types have predefined presentation and graphics styles.

You can create a new presentation from a previously saved presentation template by choosing **File > New > Templates and Documents** from the menu bar. This opens the Templates and Documents – Templates window. To open a new presentation based on a template, double-click that template’s name in the list.

Using templates from other sources

If you have created your own templates, or imported templates from another location, they are probably stored in the My Templates folder in the Templates and Documents – Templates window. Templates installed using the Package Manager may be installed in their own folders. You can use them in the same way as the templates installed with OOo.

See page 21 for information on importing templates into OOo.

Installing templates using the Extension Manager

The Package Manager was introduced in OOo 2.0.4 and renamed the Extension Manager in OOo 2.1. This feature provides an easy way to install collections of templates, graphics, macros, or other add-ins that have been “packaged” into files with a .OXT extension.

- 1) After you download a package, select **Tools > Extension Manager** from the menu bar. In the Extension Manager dialog (Figure 14), click **Add**.

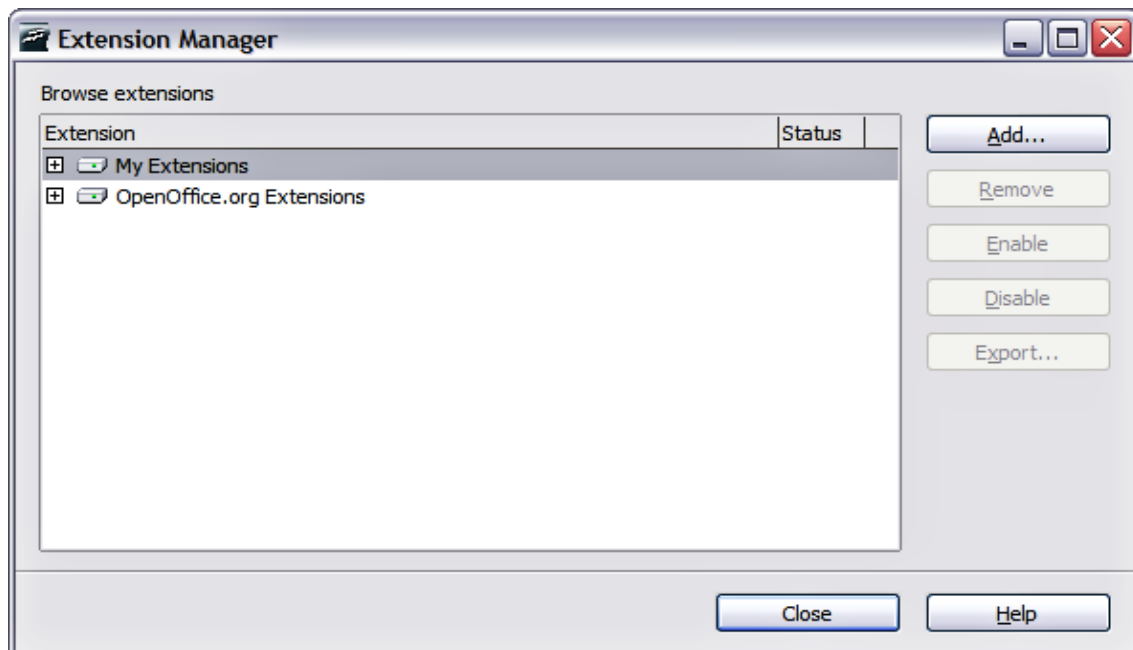


Figure 14: Installing a package of templates

- 2) A file browser window opens. Find and select the package of templates you want to install and click **Open**.
- 3) On the Extension Manager dialog (Figure 15), select the package you just added and click **Enable**.

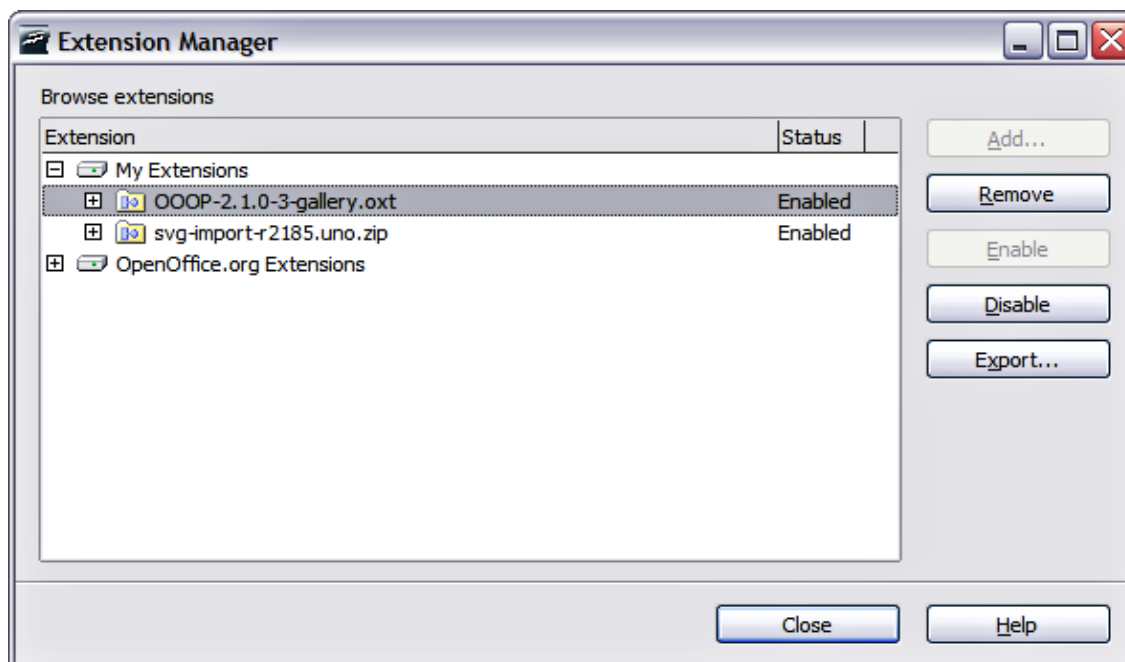


Figure 15: Enabling a newly-added package of templates

The master slides from the templates will now appear in the list of Available Master Pages in the Task Pane (Figure 3).

Setting a default template

You can set a custom presentation template to be the default template. 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, as long as it is in one of the folders displayed in the Template Management window.

To set a custom template as the default:

- 1) From the main menu, choose **File > Templates > Organize**. The Template Management window (Figure 16) opens.
- 2) In the box on the left, double-click the folder containing the template that you want to set as the default, then select the template.
- 3) Click the **Commands** button.

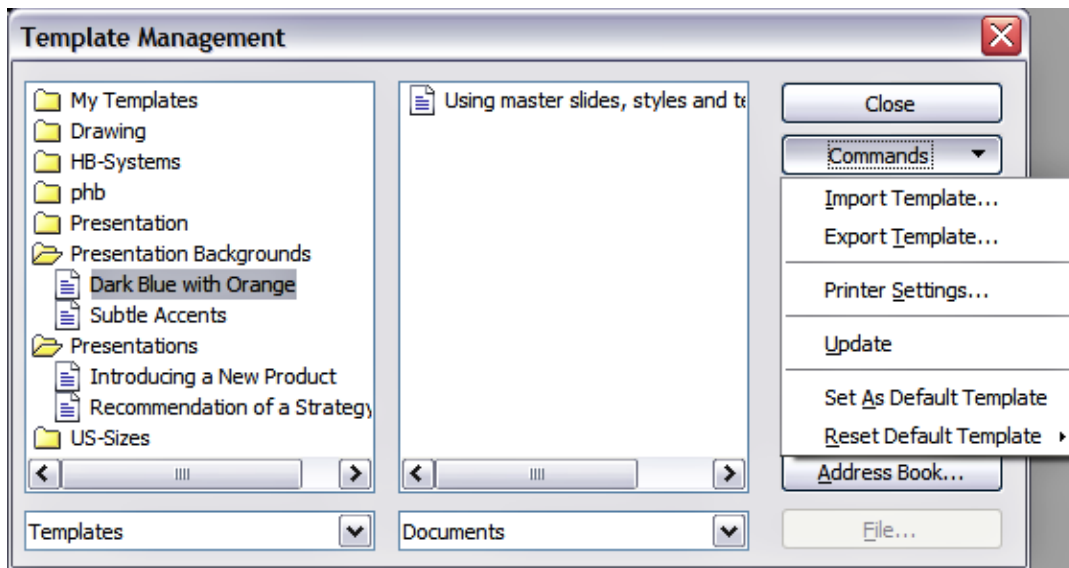


Figure 16. Template Management window

- 4) From the drop-down menu, choose **Set As Default Template**. The next time that you create a document by choosing **File > New**, the document will be created from this template.

Resetting the default to OOO's in-built Default template

To re-enable OOO's Default presentation background template as the default:

- 1) From the main menu, choose **File > Templates > Organize**. The Template Management window (Figure 16) opens.
- 2) In the box on the left, click the Presentation Backgrounds folder.
- 3) Click the **Commands** button.
- 4) From the drop-down menu, choose **Reset Default Template**.

Creating your own templates

To create a template from a presentation:

- 1) Open the presentation that you want to use for a template.
- 2) From the main menu, choose **File > Templates > Save**. The Templates window opens (see Figure 17).
- 4) In the **New template** field, type a name for the new template.
- 5) In the **Categories** list, click the folder in which you want to store the template. This is usually the My Templates folder, unless you have created other folders.

To learn more about template folders, see “Organizing templates” on page 20.

- 6) Click **OK**. OOO saves the new template and the Templates window closes.

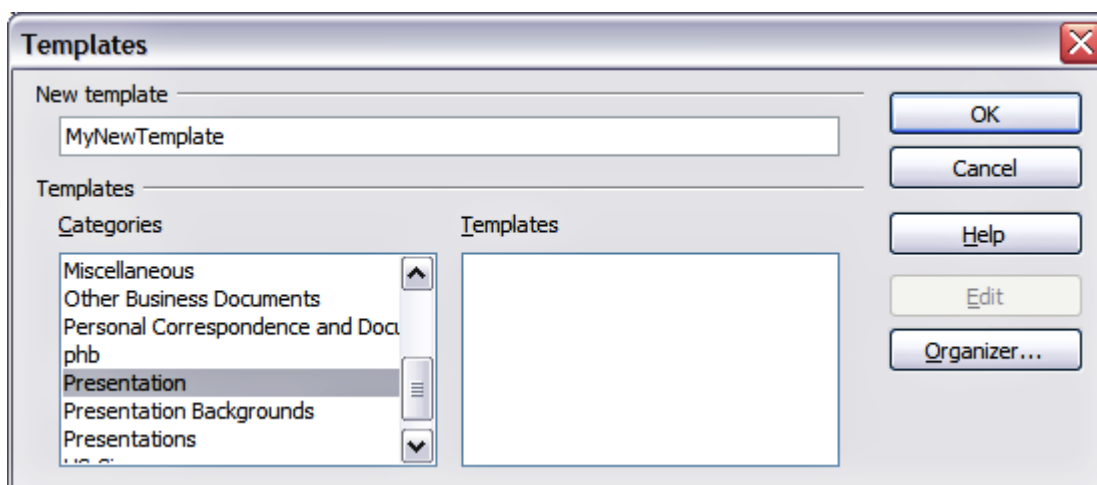


Figure 17. Saving a new template

Modifying 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 You can only reapply styles. You cannot reapply content.

To edit a template:

- 1) From the main menu, choose **File > Templates > Edit**. A standard file browser window opens.
- 2) Find and select the template that you want to edit, and then click **Open**. The selected template opens in Impress.
- 3) Edit the template just as you would any other presentation. To save your changes, choose **File > Save** from the main menu.

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

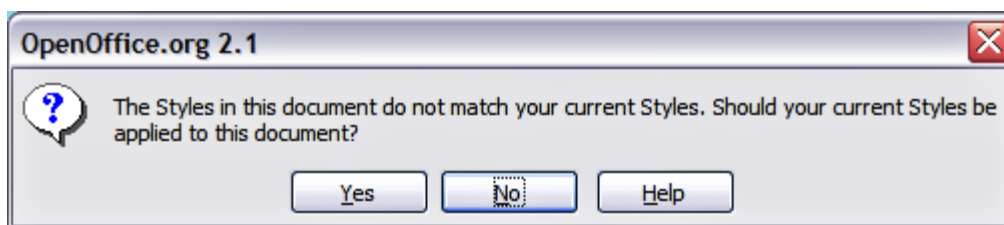


Figure 18. Apply current styles message

Click **Yes** to apply the template's changed styles to the document. Click **No** if you never want to apply the template's changed styles to the document. Whichever option you choose, the message box closes and the document opens in OOo.

Caution

If you choose **No** in the message box shown in Figure 18, 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.

Organizing templates

OOo can only use templates that are in OOo template folders. You can, however, create new OOo template folders and use them to organize your templates. For example, you might have separate template folders for templates for different purposes or projects. You can also import and export templates.

To begin, choose **File > Templates > Organize** from the main menu. The Template Management window (Figure 16) opens.

Note

All the actions made by the **Commands** button in the Template Management window can be made as well by right-clicking on the templates or the folders.

Creating a template folder

To create a template folder:

- 1) In the Template Management window, click any folder.
- 2) Click the **Commands** button.
- 3) From the drop-down menu, choose **New**. A new folder called Untitled appears.
- 4) Type a name for the new folder, and then press the *Enter* key. OOo saves the folder with the name that you entered.
- 5) To close the Template Management window, click **Close**.

Deleting a template folder

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

To delete a template folder that you have created:

- 1) In the Template Management window, click the folder that you want to delete.
- 2) Click the **Commands** button.
- 3) From the drop-down menu, choose **Delete**. A dialog box appears and asks you to confirm the delete.
- 4) Click **Yes**. The dialog box closes and the selected folder is deleted.

Moving a template

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

- 1) In the Template Management window, double-click the folder that contains the template 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

You cannot delete the templates supplied with OOo or installed using the Package Manager; you can only delete templates that you have created.

To delete a template:

- 1) In the Template Management window, double-click the folder that contains the template 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.
- 4) From the drop-down menu, choose **Delete**. A dialog box appears and asks you to confirm the deletion.
- 5) Click **Yes**. The dialog box closes and the selected template is deleted.

Importing a template

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

To import a template into a template folder from another location on your computer:

- 1) Choose **File > Templates > Organize** from the menu bar.
- 2) In the Template Management window, click the folder into which you want to import the template.
- 3) Click the **Commands** button. From the drop-down menu, choose **Import Template**. A standard file browser window opens.
- 4) 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 template folder.

Exporting a template

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

- 1) In the Template Management window, double-click the folder that contains the template you want to export. A list of all the templates contained in that folder appears underneath the folder name.
- 2) Click the template that you want to export.
- 3) Click the **Commands** button.
- 4) From the drop-down menu, choose **Export Template**. The Save As window opens.
- 5) Find the folder into which you want to export the template and click **Save**. OOo exports the template to the selected folder, and the Save As window closes.