



INTRODUCTION TO TEMPLATES

A template can be used to open a new text document. The new text document will have all the specific formatting, text, and graphics as determined by the template.

Templates can provide the following advantages;

- save a huge amount of time
- provide consistency
- eliminate errors
- allow a person to do something that he/she could not do without the template
- can predetermine just about anything in a document.

The Following Tutorials Have Information About Templates:

To do any of these tutorials, we suggest you download the OpenOffice version of that tutorial and then read and follow the step-by-step instructions in the printout.

Create A Template

This tutorial has miscellaneous information about templates. It includes instructions to make your own default template.

Click [here](#) to see this tutorial on the Web. (when done, you can return here by clicking on your browser return arrow)

Click [here](#) to download the OpenOffice version of this tutorial

Manage Templates

This tutorial explains the management of templates. Subjects covered include Importing, Editing, and Deleting templates.

Click [here](#) to see this tutorial on the Web. (when done, you can return here by clicking on your browser return arrow)

Click [here](#) to download the OpenOffice version of this tutorial

Template For A Simple Letter

This tutorial has basic information about templates. A template is created and saved then the template is used to create a simple letter.

Click [here](#) to see this tutorial on the Web. (when done, you can return here by clicking on your browser return arrow)

Click [here](#) to download the OpenOffice version of this tutorial

Ready-made Templates

This file has links to many ready-made templates.

Click [here](#) to see this file. (When done you can return here by clicking on your browser return arrow)

NOTE

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