

Create a PERSONALISED Word/OpenOffice Template

Create a personalised template in Microsoft Word

- Start a new blank document in Word
- Create the template, for example your personal letterhead, and make any changes that you want to the fonts, margins, spacing, and other settings in the ribbon menus
- When you have finished, go *File > Save as > Browse* (or otherwise get the file save window up).
In *Save as type*: choose *Word Template (*.dotx)*, give your template a name, click *Save*. Note that the file is automatically saved in *Documents > Custom office templates* – it must be stored in this location otherwise it won't be recognised

To use your new Word customized template:

Open Word

Go *File > New*

In the page of templates, click *Personal*. Then click on your custom template.

To modify your Word customized template

Open a new document using your template, change it, then *Save as* a Dotx document (as above) with a different file name. Then close Word and delete the old template file

To delete a Word customized template

CLOSE ALL WORD DOCUMENTS, Open File Explorer, navigate to *Documents > Custom office templates*, delete any you no longer need.

Create a personalised template in Apache OpenOffice Writer

The procedure in OpenOffice is (1) Create and save a template, then (2) Import that template to OpenOffice

- Start a new blank document in OpenOffice Writer
- Create your template, for example your personal letterhead, and make any changes that you want to the fonts, margins, spacing, and other settings in the menus
- Go *File > Save as*. In *Save as type*: choose *ODF Text Document Template (OTT, *OTT)*.
Give your template a name. Save it to your Desktop (or anywhere you choose)
- From the main Writer menu, choose *File > Templates > Organize*. Alternatively, choose *Templates* in the OpenOffice splash screen. The *Template Management* window opens
- In the list of folders on the left, click on *My Templates*
- Click the *Commands* button > *Import Template*
- Locate the template you saved > *Open*

To use your new OpenOffice customized template:

If Writer is open, from the main Writer menu, choose *File > New > Templates and Documents*, then click on your personalised template. If writer is not open, you can alternatively, choose your customised template in the OpenOffice splash screen > *Templates*.

• To modify your OpenOffice customized template

Choose your template as above but click *Edit*. Save the document using *File > Save*. Note that this will only modify the imported version of your template, not the original one you saved on the desktop.

To delete an OpenOffice customized template

- From the main Writer menu, choose *File > Templates > Organize*. Alternatively, choose *Templates* in the OpenOffice splash screen. The *Template Management* window opens
- In the list of folders on the left, double-click on *My Templates*, click on the template you want to delete
- Click the *Commands* button > *Delete*

Change the DEFAULT Word/OpenOffice Template

Change the default template in Microsoft Word

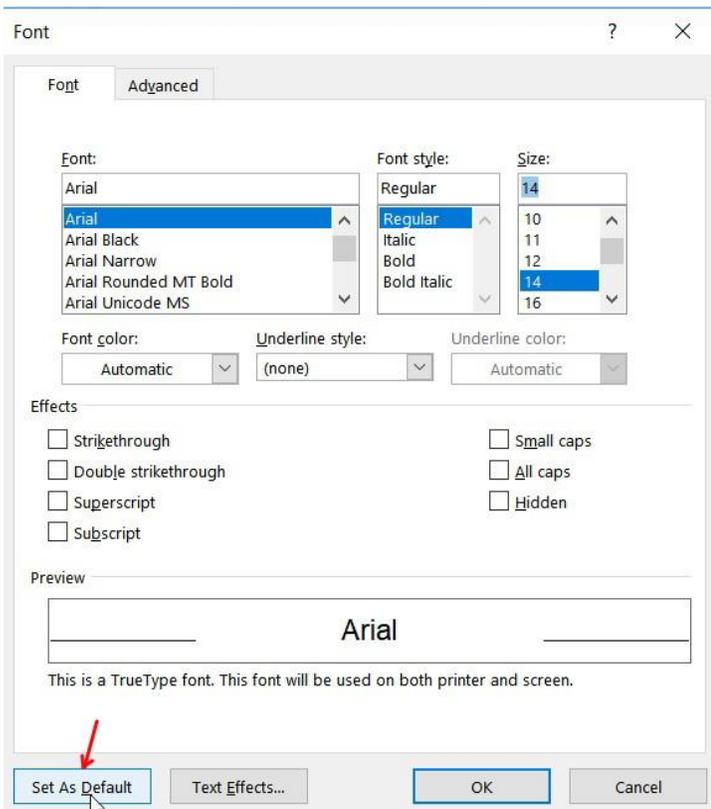
Open Word

First, set the Font that you want.

On the *Home* ribbon, open the *Font* window

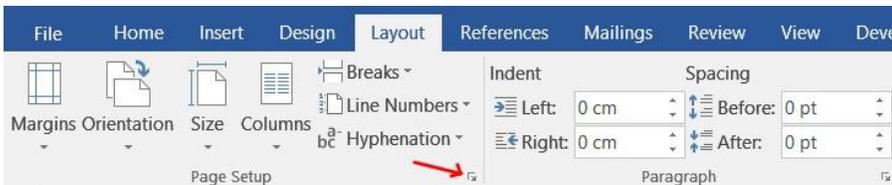


Change the font, style, and size to what you want then click *Set as default*

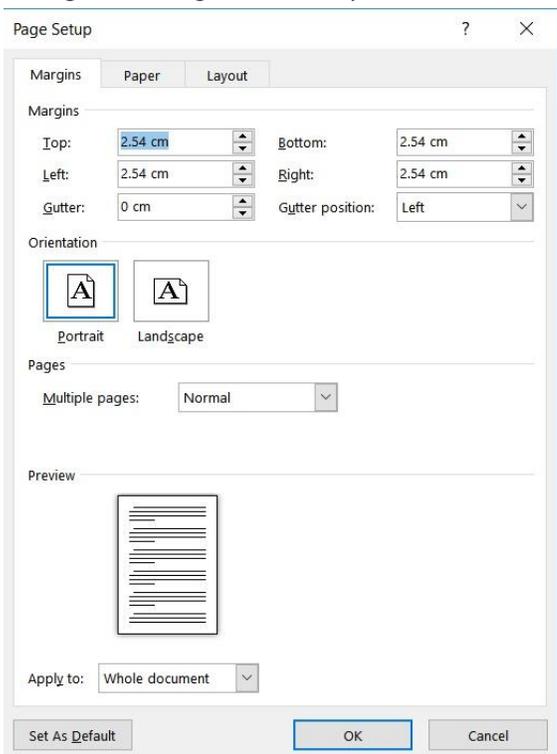


Then change the Page settings to what you want.

On the *Layout* ribbon, open the *Page Setup* window

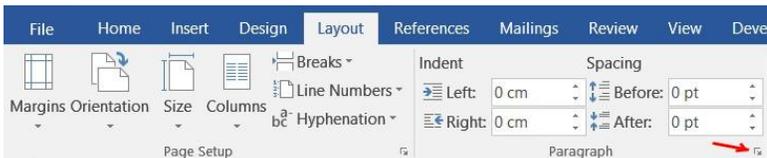


Change the *Margins* to what you want, then click *Set as default*. Do the same for *Paper* and *Layout*.

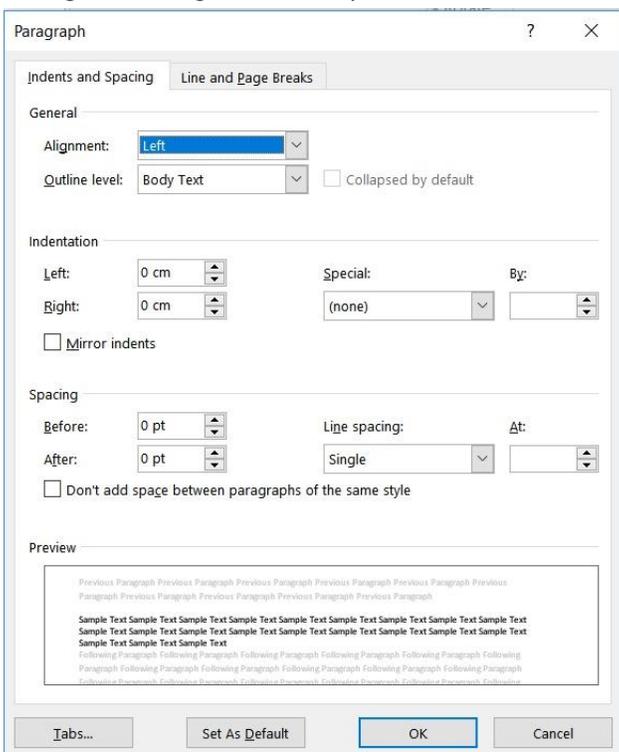


Then change the Page settings to what you want.

On the Layout ribbon, open the *Paragraph* window



Change the *Margins* to what you want, then click *Set as default*. Do the same for *Paper* and *Layout*



Now, when you start a new Word document, Word will use the modified default template

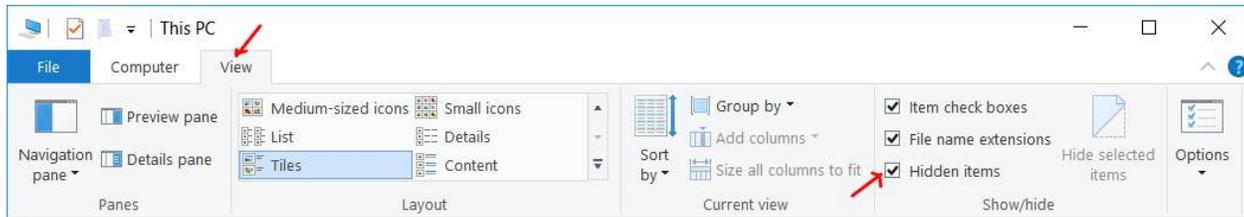
Reset the original default template in Microsoft Word

Change all the settings back again using the *Set as default* buttons.

If you have forgotten what you changed and you want to revert Word to the original default template, you need to locate the file Normal.dotm and delete it:

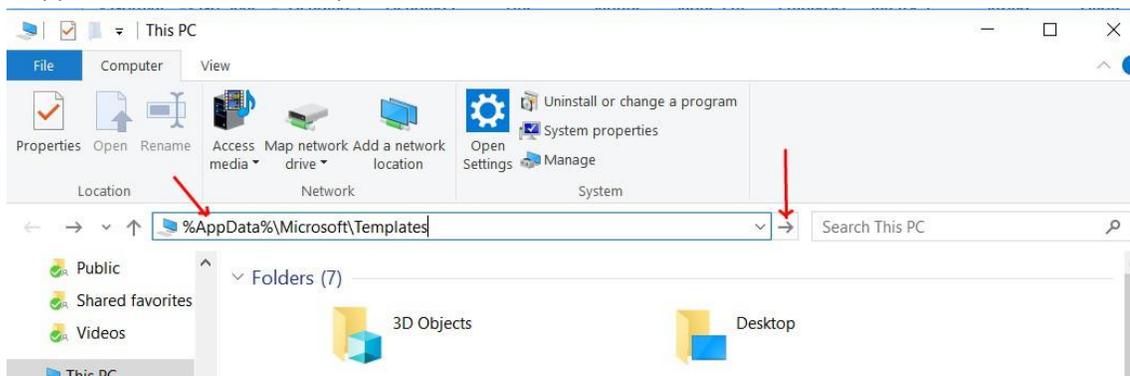
First, CLOSE ALL OPEN WORD DOCUMENTS

Open *File explorer* and make sure *View > Hidden items* is ticked



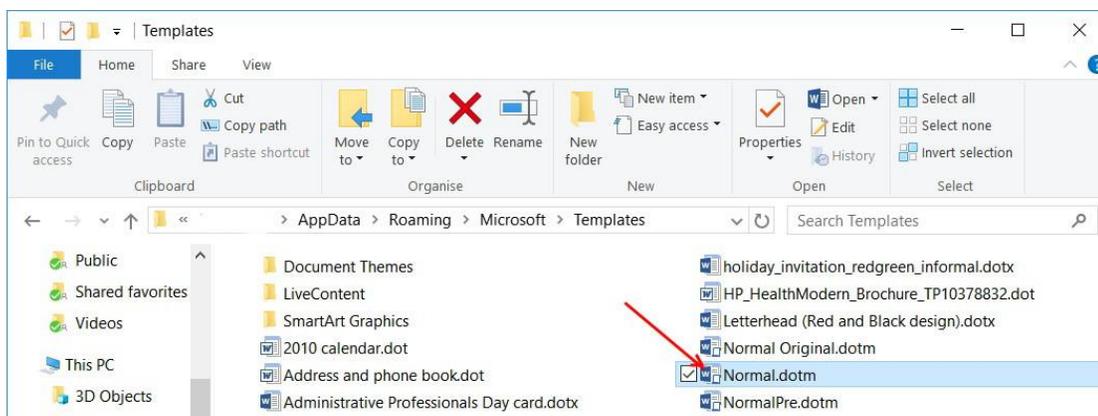
In File Explorer, enter the following in the location bar, then press enter or click on the right arrow:

`%appdata%\Microsoft\Templates`



You should now see the folder containing the default Word template Normal.dotm

Delete the file *Normal.dotm*



Start Word, since it can't find its default template, it will create a new one with the original default settings

Change the default template in Apache OpenOffice Writer

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

To save a template in one of these folders:

- Create and save the template as described in *Create a personalised template in Apache OpenOffice Writer*
- Import the template into the desired folder as described in *Create a personalised template in Apache OpenOffice Writer*
- From the main Writer menu, choose *File > Templates > Organize*. Alternatively, choose *Templates* in the OpenOffice splash screen. The Template Management window opens
- In the box on the left, double-click *My Templates*
- Click the template that you want to set as default
- Click the *Commands* button
- From the drop-down menu, choose *Set as Default Template*

The next time that you start a new text document, it will be created from this template.

Reset the original Default template in Apache OpenOffice Writer

- Open Writer, from the main menu, choose *File > Templates > Organize*. Alternatively, choose *Templates* in the OpenOffice splash screen. The Template Management window opens.
- In the box on the left, click any folder
- Click the *Commands* button.
- From the drop-down menu, choose *Reset Default Template > Text Document*.

The next time that you start a new text document, it will use Writer's Default template.

John Allen

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