

DIGITAL DOCUMENTATION (ADVANCED)

Class X , UNIT 1: DIGITAL DOCUMENTATION
(ADVANCED)

(IT #402)

Session 3: CREATE AND USE TEMPLATE

By: GITASHREE NAYAK

Mob No.:9439656911

CHANGING YOUR TOMORROW

DIGITAL DOCUMENTATION (ADVANCED)

SESSION 1: CREATE AND APPLY STYLES IN THE DOCUMENT

SESSION 2: INSERT AND USE IMAGES

SESSION 3: CREATE AND USE TEMPLATE

SESSION 4: CREATE AND CUSTOMIZE TABLE OF CONTENTS

SESSION 5: IMPLEMENT MAIL MERGE

CHANGING YOUR TOMORROW

Learning Outcome of this session

- Student will able to **CREATE AND USE TEMPLATE**

CHANGING YOUR TOMORROW

What is Template?

A template is a model that you use to create other documents. For Example, If your school makes your school worksheets which have same layout in all with its logo and address. How hard it would be to clone it again and again in the file with same changes. So here you can use Template which will give the logo and basic information to all the files.

CHANGING YOUR TOMORROW

Creating a Template :

Creating a Template

You can create your own templates in two ways: from a document, and using a wizard.

Creating A Template From A Document

To create a template from a document:

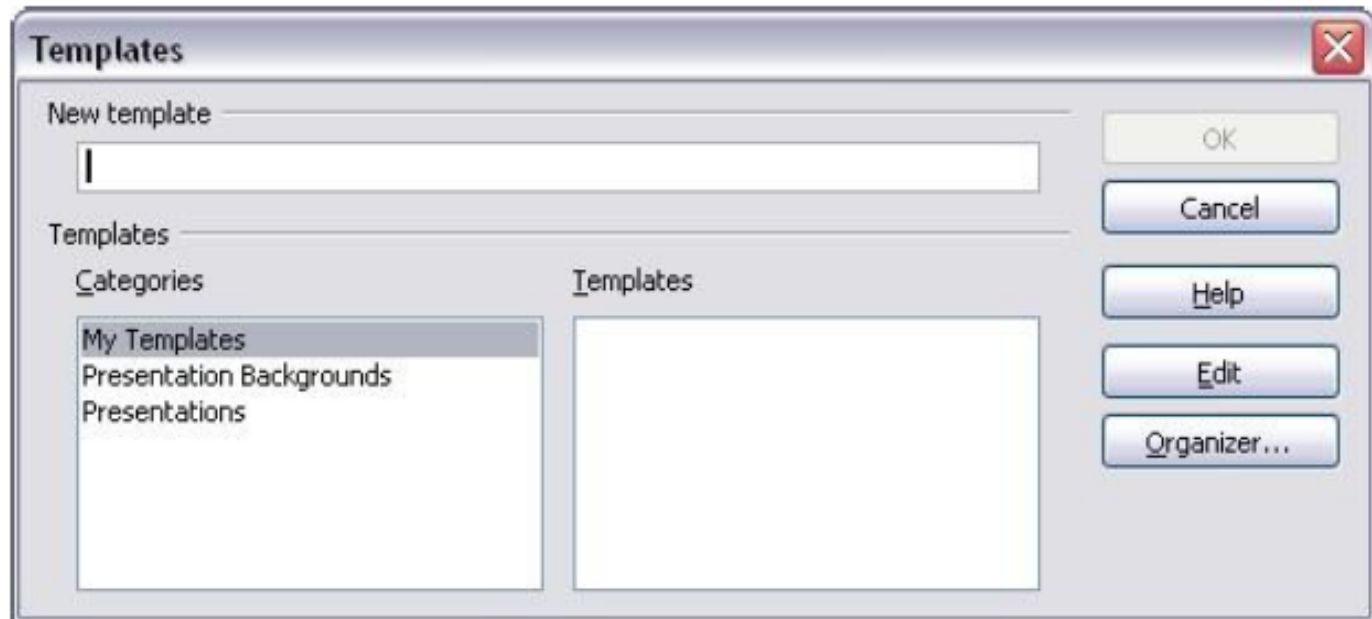
1. Open a new or existing document of the type you want to make into a template (text document, spreadsheet, drawing, presentation).
2. Add the content and styles that you want.
3. From the main menu, choose

File > Templates > Save.

CHANGING YOUR TOMORROW

Creating a Template :

Template Dialog



CHANGING YOUR TOMORROW

Creating a Template :

1. In the New template field, type a name for the new template.
2. In the Categories list, click the category to which you want to assign the template. The category you choose has no effect on the template itself; it is simply the folder in which you save the template. Choosing an appropriate category makes it easier to find the template when you want to use it. For example, you might save Impress templates under the Presentations category.
3. Click OK to save the new template.

Any settings that can be added to or modified in a document can be saved in a template. For example, below are some of the settings that can be included in a Writer document and then saved as a template for later use:

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

Templates can also contain predefined text, saving you from having to type it every time you create a new document. For example, a letter template may contain your name, address and salutation.

CHANGING YOUR TOMORROW

Creating a Template :

Creating A Template Using A Wizard

You can use wizards to create templates for letters, faxes, agendas, presentations, and Web pages. For example, the Fax Wizard guides you through the following choices:

1. Type of fax (business or personal)
2. Document elements like the date, subject line (business fax), salutation, and complementary close
3. Options for sender and recipient information (business fax)
4. Text to include in the footer (business fax)

Creating a template using a wizard:

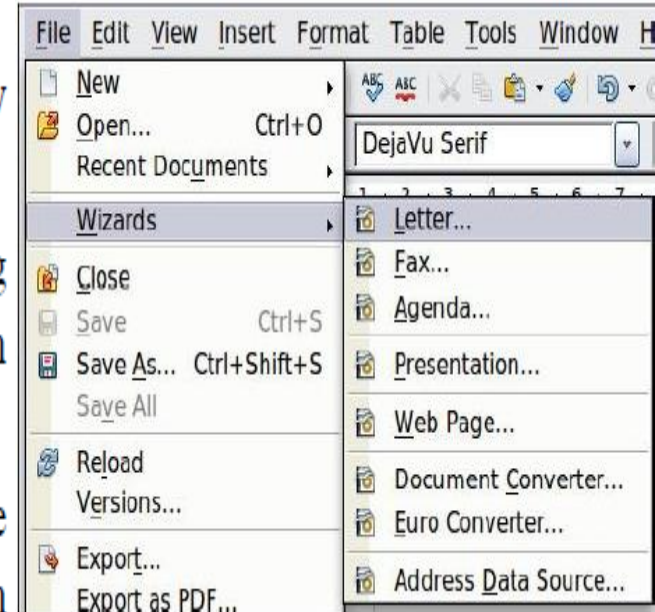
1. From the main menu, choose **File > Wizards > [type of template required]**

CHANGING YOUR TOMORROW

Creating a Template :

1. Follow the instructions on the pages of the wizard. This process is slightly different for each type of template, but the format is very similar.
2. In the last section of the wizard, you can specify the name and location for saving the template. The default location is your user templates directory, but you can choose a different location if you prefer.
3. Finally, you have the option of creating a new document from your template immediately, or manually changing the template. For future documents, you can reuse the template created by the wizard, just as you would use any other template.

Creating a template using a wizard



CHANGING YOUR TOMORROW

Set up a custom default template.

Setting A Default Template

If you create a document by choosing **File > New > Text Document (or Spreadsheet, Presentation, or Drawing)** from the main menu, Open Office creates the document from the Default template for that type of document. 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, as long as it is in one of the folders displayed in the Template Management dialog.

To set a custom template as the default:

1. From the main menu, choose **File > Templates > Organize**. The Template Management dialog opens.
2. In the box on the left, select the folder containing the template that you want to set as the default, then select the template.
3. Click the Commands button and choose Set As Default Template from the drop-down menu.

The next time that you create a document by choosing **File > New**, the document will be created from this template.

Creating a Template :

Resetting the default template

To re-enable Open Office's Default template for a document type as the default:

1. In the Template Management dialog, click any folder in the box on the left.
2. Click the Commands button and choose Reset Default Template from the drop-down menu.

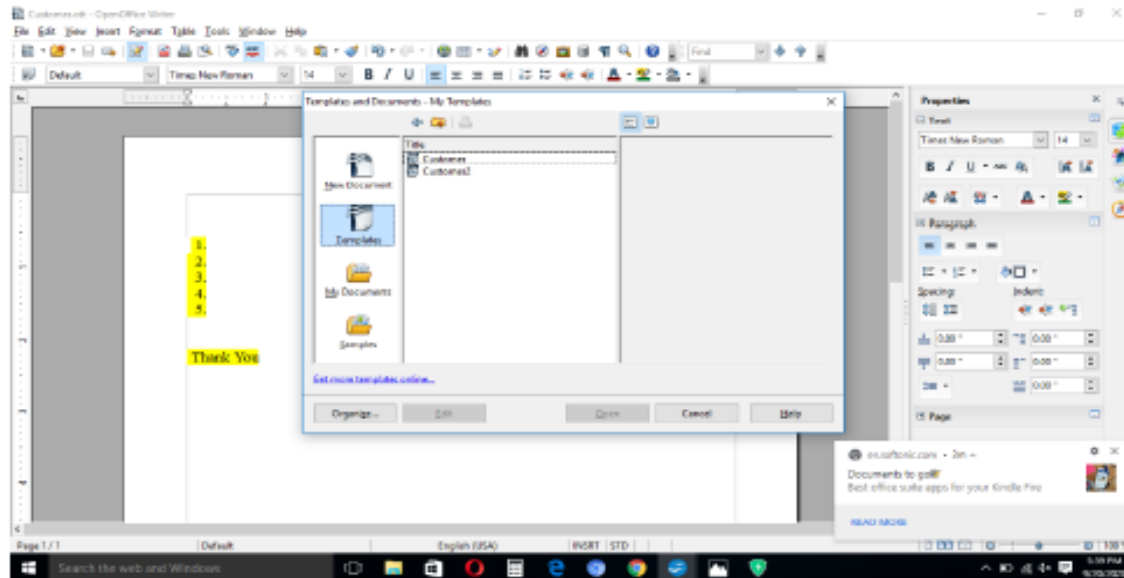
The next time that you create a document by choosing **File > New**, the document will be created from Open Office's Default template for that document type.

CHANGING YOUR TOMORROW

Use the Template

Using The Template

To use a particular template, choose *File > New > Templates and Documents*. You'll see the templates window and your templates; if you don't, select the *Templates* icon at the left.

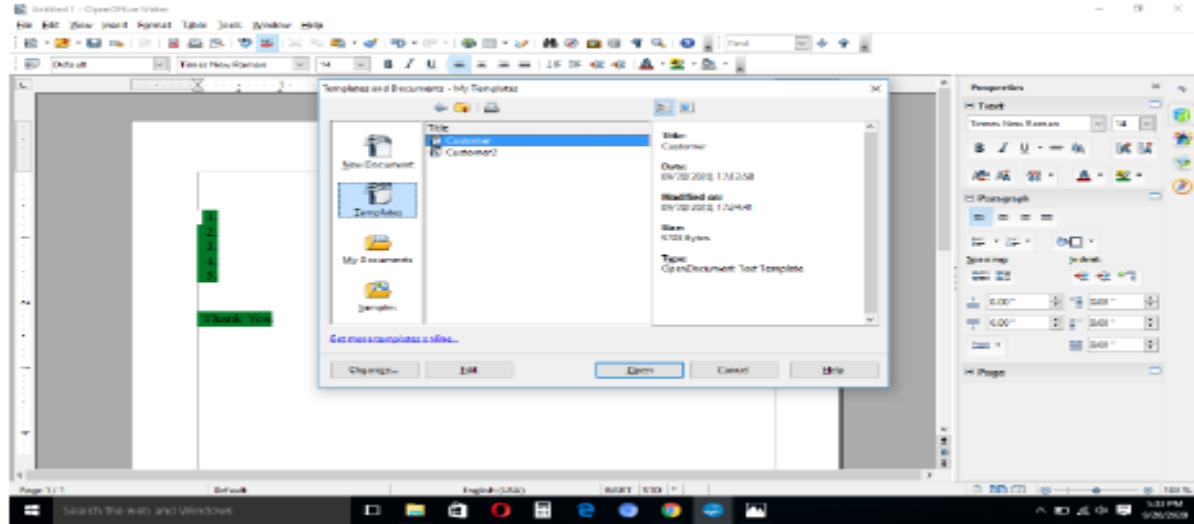


Opening templates

CHANGING YOUR TOMORROW

Creating a Template :

Select the template you want. Any information about the template will be displayed.



Using a template

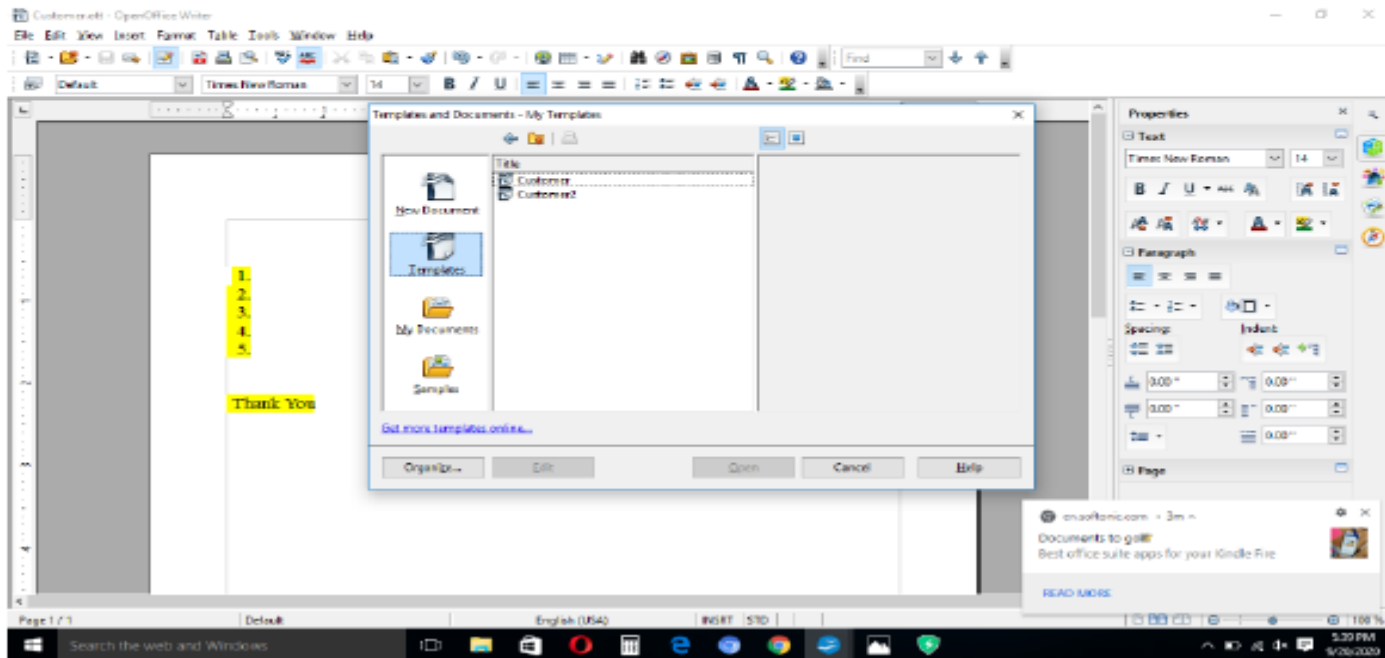
Double-click the template or click on open to open it. Now you can use the template according to your choice.

CHANGING YOUR TOMORROW

Change to a different template.

Changing To A Different Template

To change to a different template, choose *File > New > Templates and Documents*. You'll see the templates window and your templates; if you don't, select the *Templates* icon at the left.

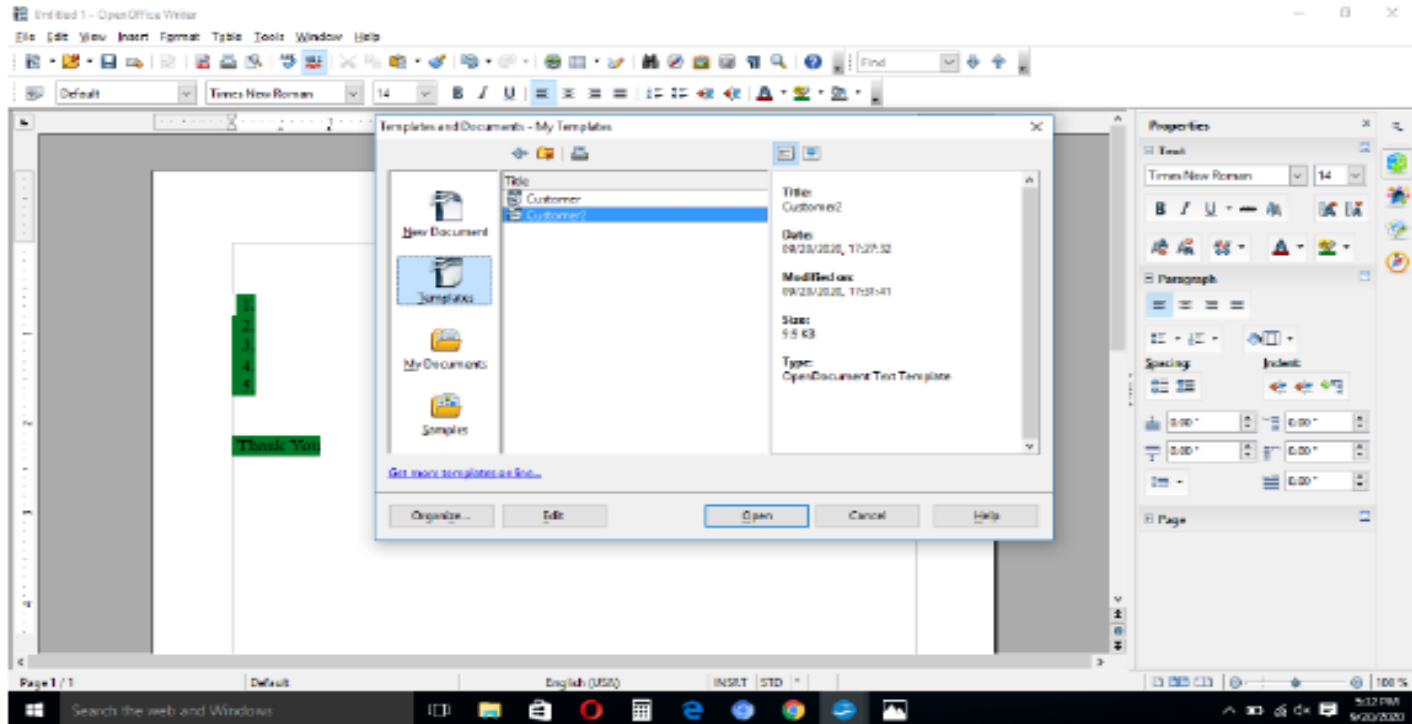


Opening templates

CHANGING YOUR TOMORROW

Change to a different template.

Select the template you want. Any information about the template will be displayed.



Changing to a different template

Double-click the template or click on open to open it. Now you can use the template according to your choice.

CHANGING YOUR TOMORROW

Updating a Document

To update a document simply goto File → Save As and all changes made to the document will be saved.

CHANGING YOUR TOMORROW

Home Assignment

PRACTICAL ACTIVITY

1. Create your own template for any topic of your subject.

QUESTIONS

1. What are templates? What are the advantages of using templates?
2. What is the difference between styles and templates?
3. Explain different ways of creating a template.

CHANGING YOUR TOMORROW

THANKING YOU

ODM EDUCATIONAL GROUP