# How to Use CorelDRAW Templates

When you could use a little help getting started with a CorelDRAW project, it's sometimes nice to start with a template. In CorelDRAW 2019, the templates interface has been redesigned to make it easier for you to find templates, save your own templates, and install a large collection of ready-made templates directly from Corel.

How to Access Templates

When you first open CorelDRAW, and the **Get Started** space is showing in the Welcome Screen, click the **New from Template** button at the bottom. If the Get Started screen is not displayed, go to **File** > **New from Template**.
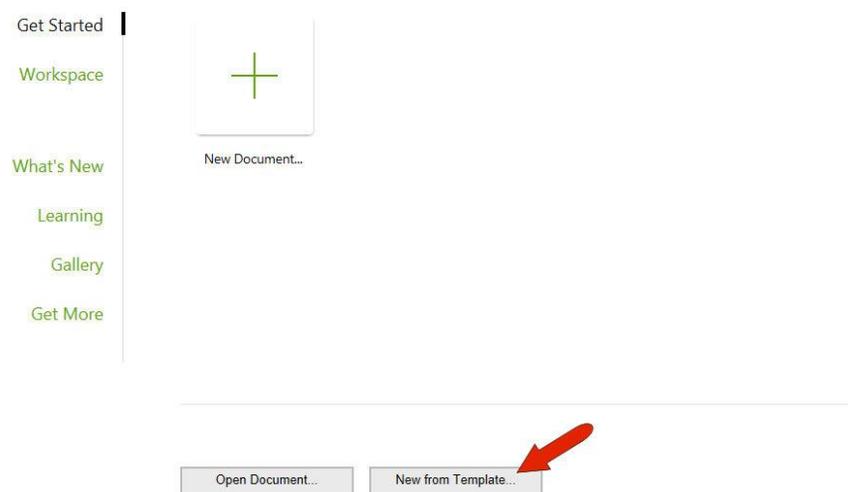

CorelDRAW includes a small selection of templates as a starter pack, but there are more available to download, as we'll see in a bit. Click on a thumbnail to see an enlarged image of the template, along with some information about the template such as page size and orientation.

In the bottom left corner of the window you have:

- A slider to adjust the size of the template thumbnails.

- The **Properties** icon, which you can click on to see additional details about the template such as tags and category.

- The **Open folder location** icon, which you can click on to see the folder location where the template is stored.

In the top right corner of the window you will find the **Get More** icon. Click on this to open the **Get More** window and browse through the selection of free content available to download, including the **Business Pack** of 150 free templates.

Once you have installed the Business Pack, the new templates will be available in the **New from Template** window.
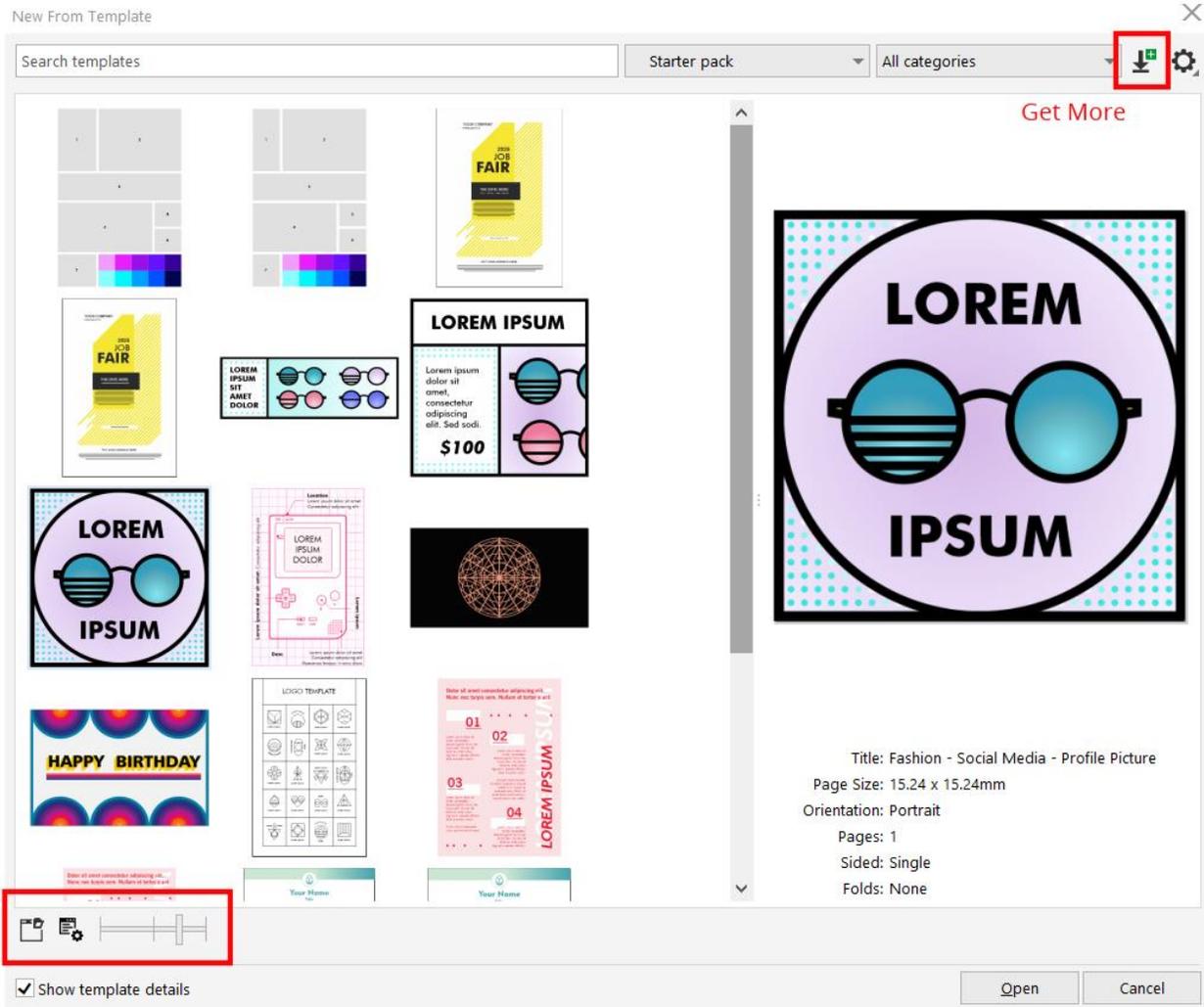
How to Modify and Save Templates

In this example we are using a business card template. We'll open the template and use it as the basis to create a new business card template.

Go to **Window** > **Dockers** and enable the **Objects** docker. This will allow you to see and easily access the various text and graphic components you can modify or replace.
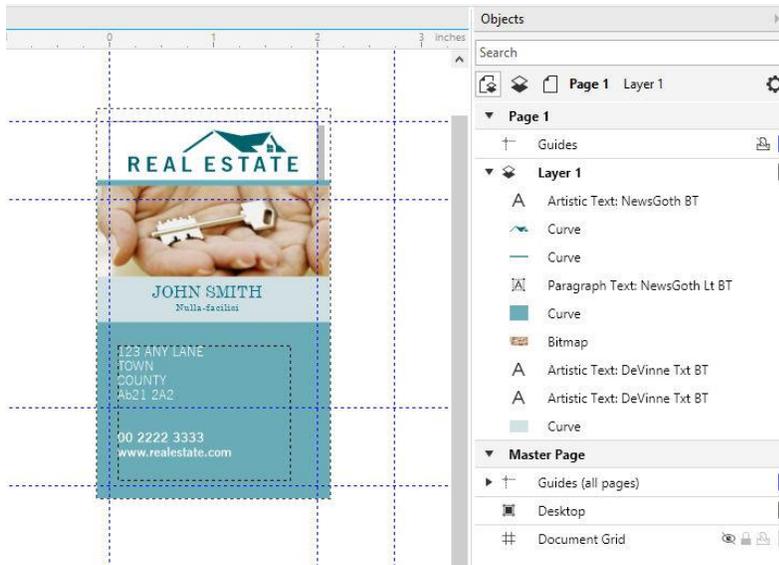
Experiment with making a few changes to the graphics, curves, fills and text. In this example, we added a color gradient, changed the contact and address information, and altered the name and logo at the top.
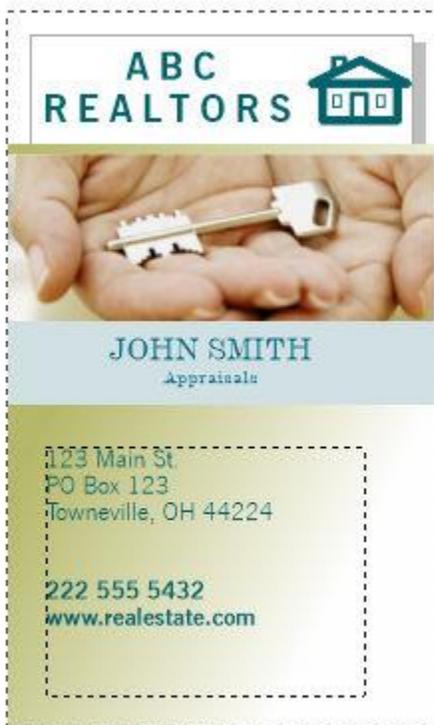
Once you have customized the template you can save it as a new template to use in the future.

Go to **File > Save as Template**. We are going to save it in the default **Templates** folder to save it, but you can also save templates in other folders if you wish. Assign the template a file name and click **Save**.

The **Template Properties** window will now pop up. Change the title and enter tags to make it easier to search for this template. For this example, our tags are ABC and the address. We will leave the category as Business Cards. Click **Save**.

*NOTE: if you have a lot of templates you can use the **search window** to search for one of the templates tags, or the **Content Source** and **Filter content** dropdowns to make it easier to find your new template.*


If you wish to save your customized new template to a folder location other than the default **Templates** folder, you will need to browse to this other folder when starting a **New from Template** document. To do this, click on the **Options** icon in the top right of the **New from Template** window and select **Browse**.
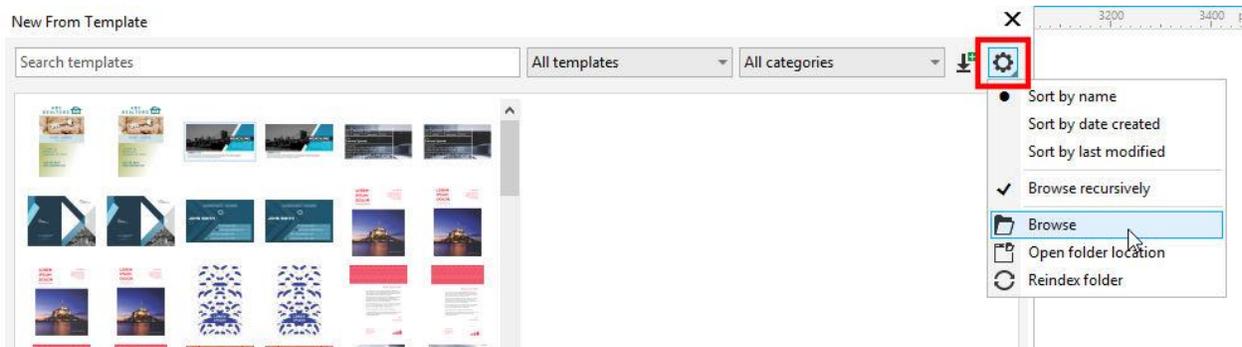
When you browse and find the presentation template folder, you would be making this folder the new default for opening templates. But if you don't want to change the default, click **No**.

You could also find the template by clicking the **Open Folder location** icon, though you'd have to do this each time, assuming you're not changing the default template location.

What you can do to make this presentation easily findable is to add the folder to the **Templates** dropdown. Open the **All Templates** dropdown and choose **Add New**.
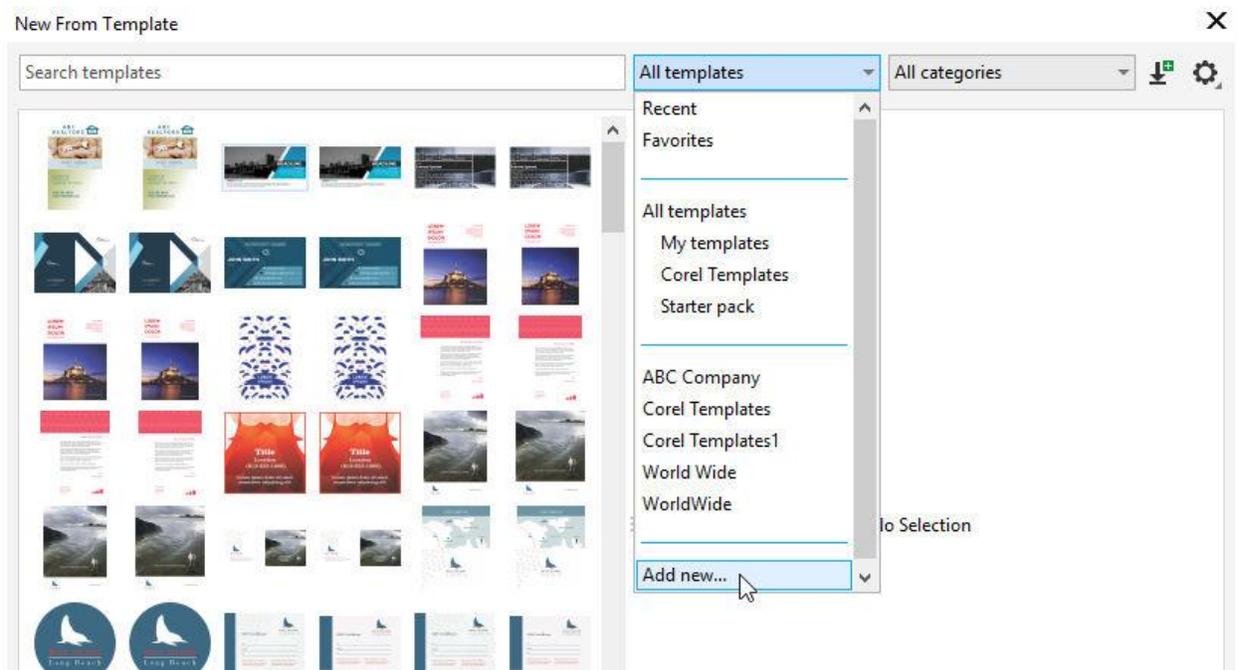
Click **Create Alias**, browse and select the folder where you saved your new template. For future documents, you'll be able to click the same dropdown and find the folder.

You can also right-click on a template and mark it as a **favorite**. Then for future documents, you can choose **Favorites** from the dropdown to find this template. For any template listed under **Favorites**, you can also right-click again and remove its favorite status.

Now that you know how to use and manage templates, you can begin using them to speed up your design workflow and create new documents with ease.