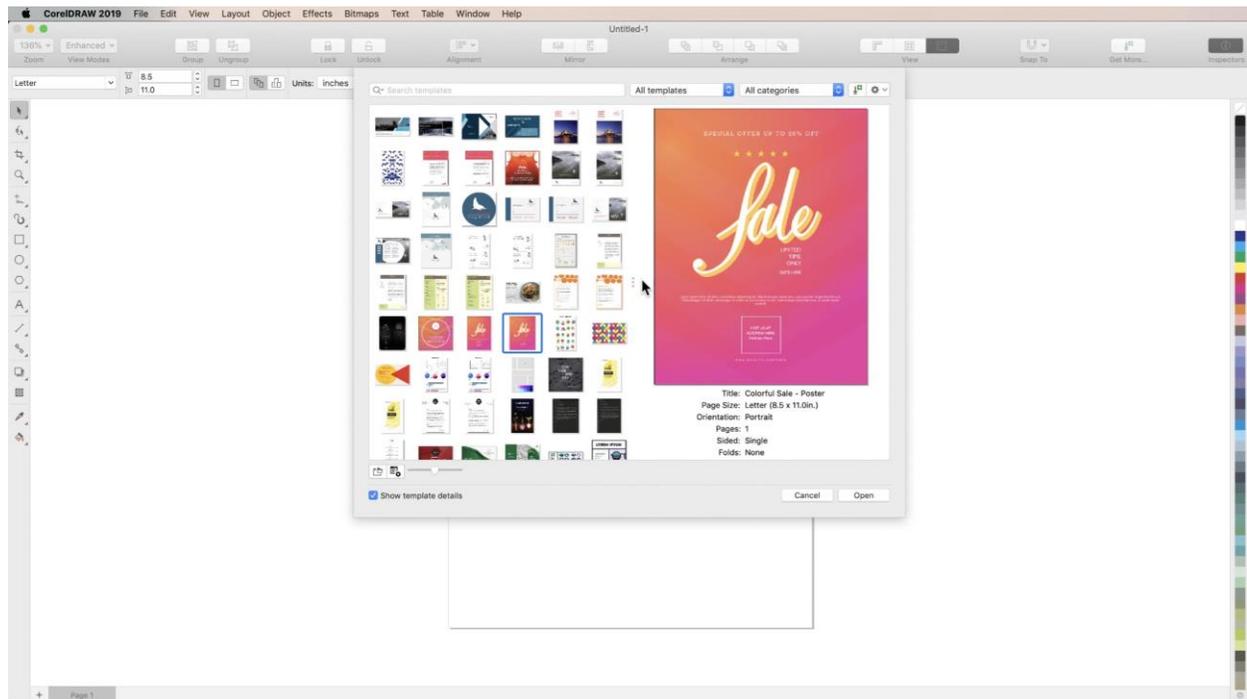# How to Work with Templates

CorelDRAW comes equipped with a number of templates preloaded, from business cards, to resumes, to social media designs, and there are over 100 more available for **free download**. In this tutorial we will show you how to manage and work with templates.

Step 1: Navigating Templates

To open a template, go to **File > New From Template**. Click on any thumbnail to see a preview of the template on the right, along with some information about the document properties.
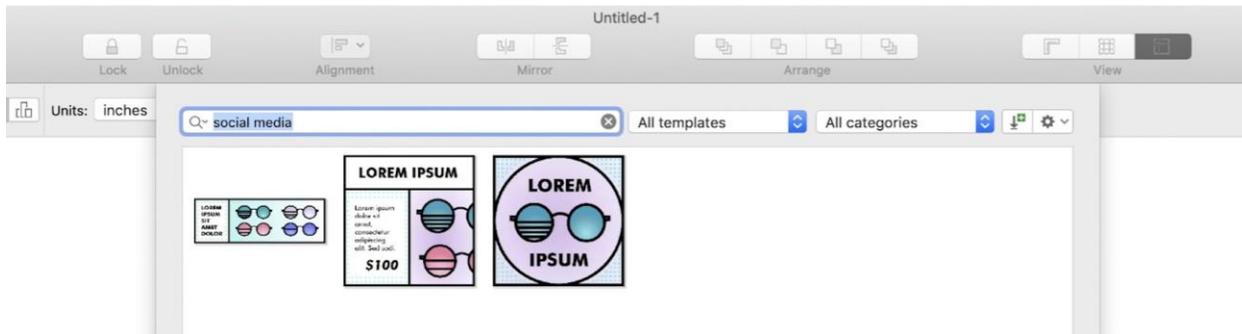

Use the **slider** at the bottom of the templates dialogue box to change thumbnail sizes for easier viewing.

Right-click on a thumbnail and choose **Properties** to change the template's Title, Keywords, Category, and more. You can do the same thing by selecting a thumbnail and clicking the **Properties** button on the bottom left of the dialogue.

Click the **folder** icon next to the **Properties** button to locate a template's folder in the **Finder**.
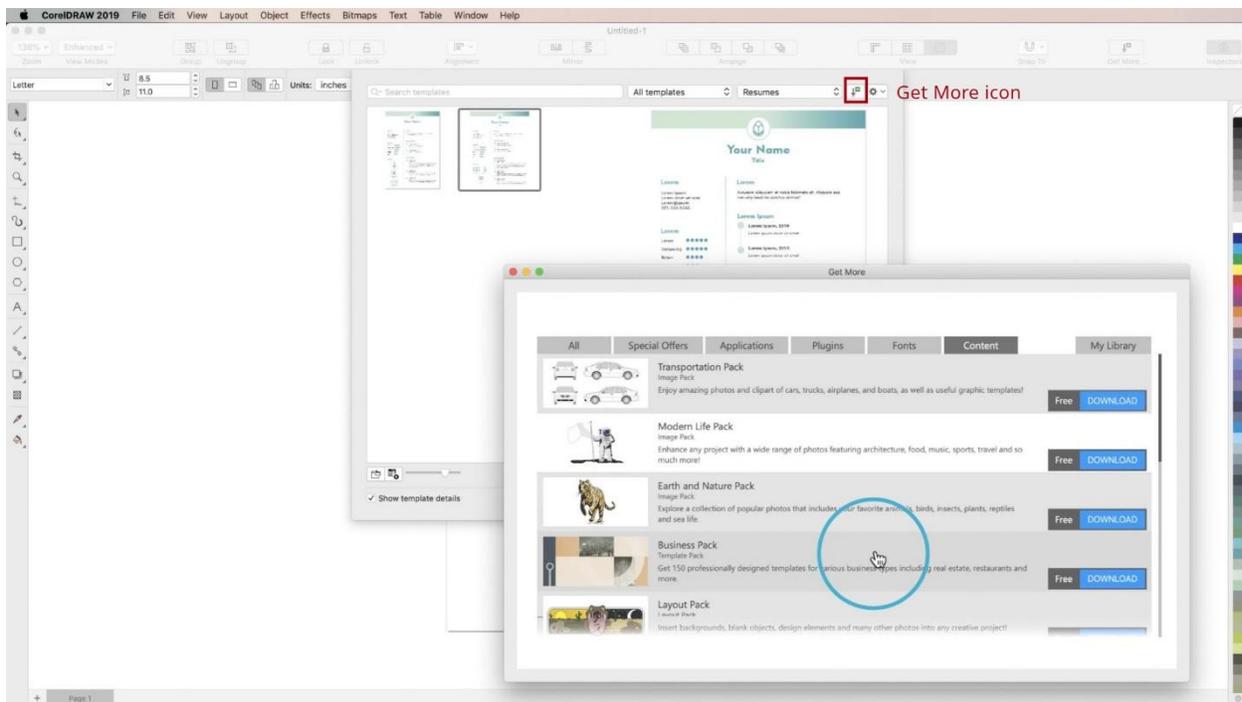
Find templates easily by entering **keywords** in the **search bar** at the top of the dialogue box, or by selecting a **category** from the dropdown menu.

Step 2: Downloading More FREE Templates

To add CorelDRAW's **Free Template Pack** of 150 templates to your program, click the **Get More** icon at the top right of the templates dialogue box. This will open the **Get More** window.

On the **Content** tab, scroll down until you find the **Business Pack. C**lick **Download**, then **Install**. When the pack is done downloading, the new templates will automatically appear in your template library.

*NOTE: You can also access the Business Pack and other free content by navigating to **Help > Welcome…** and choosing **Get More** from the sidebar.*

Step 3: Working in Templates

From the templates dialogue box, select a template thumbnail and click **Open.**

Templates provide a great jumping off point for your designs, but the best part about them is that every feature is customizable.
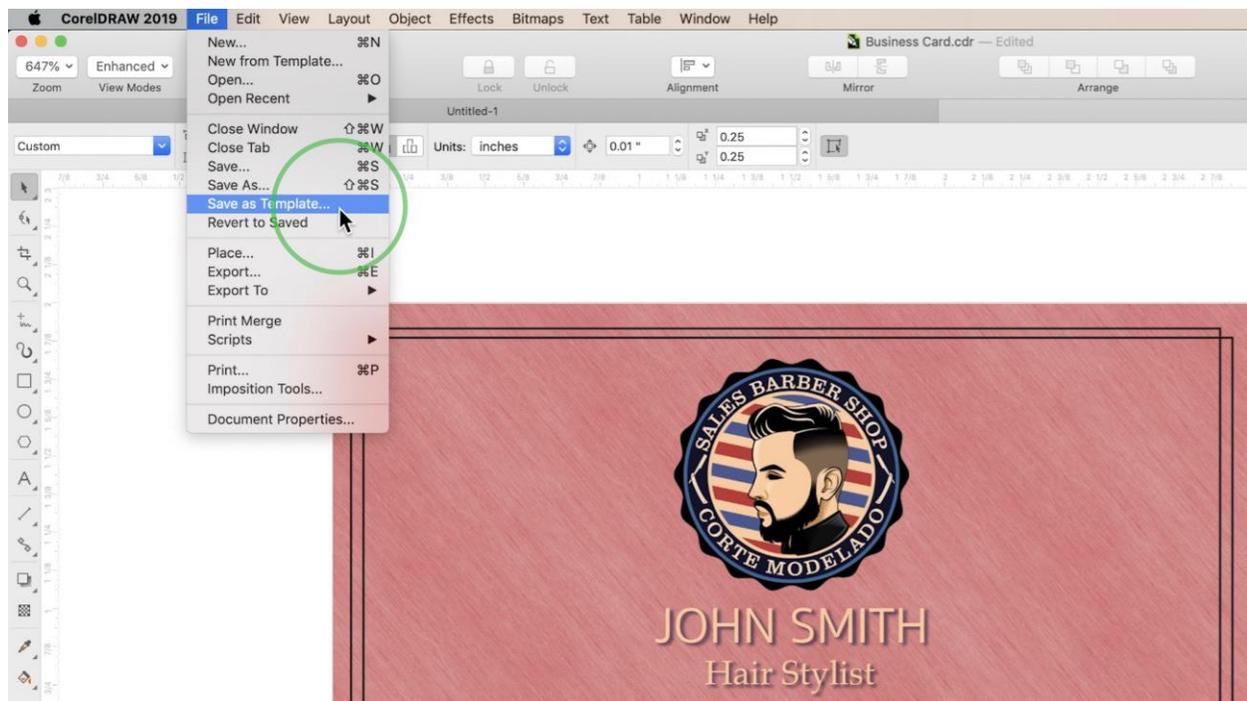
Go to **Window > Inspectors** and open both the **Objects** and **Text** Inspectors so that you can easily view the different elements of your template.

Then alter whatever elements of the template you wish: background, font, colors; even place other artwork into it to create your own unique design.

Step 4: Create Your Own Templates

Any CorelDRAW document can be saved as a **Template**, which can save you a lot of time creating duplicate designs with only slight alterations to information or image.

Go to **File > Save as Template…** and name your template. By default, your save dialogue will open to the **default Template folder**. Saving your template here will make it automatically available in your templates library.
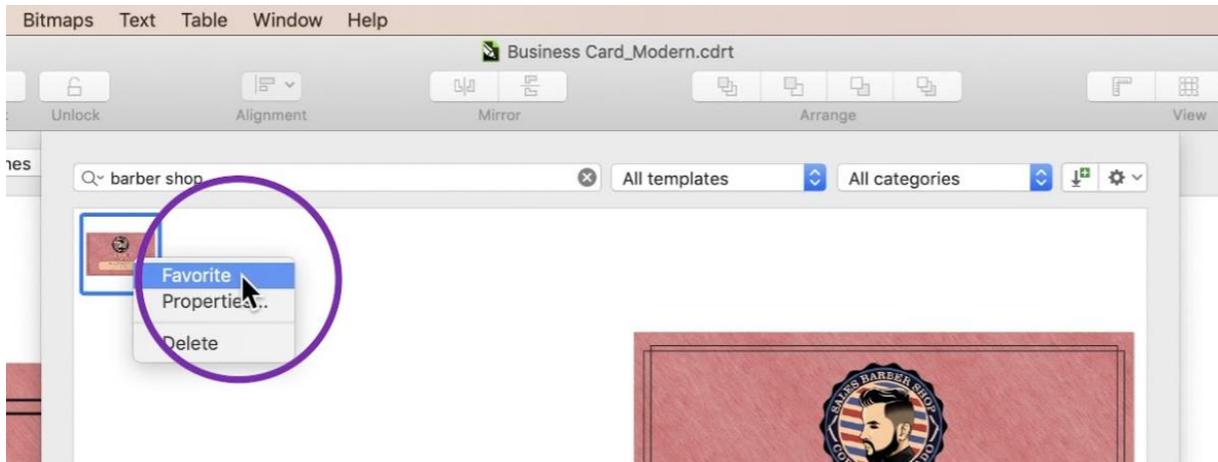

Click **Save**, then add a few **keywords** and choose an appropriate **Category** in the **properties pop-up**.

To find your template, go to **File > New from Template** and search one of the **keywords** or **category** you chose to instantly pull up your custom template.
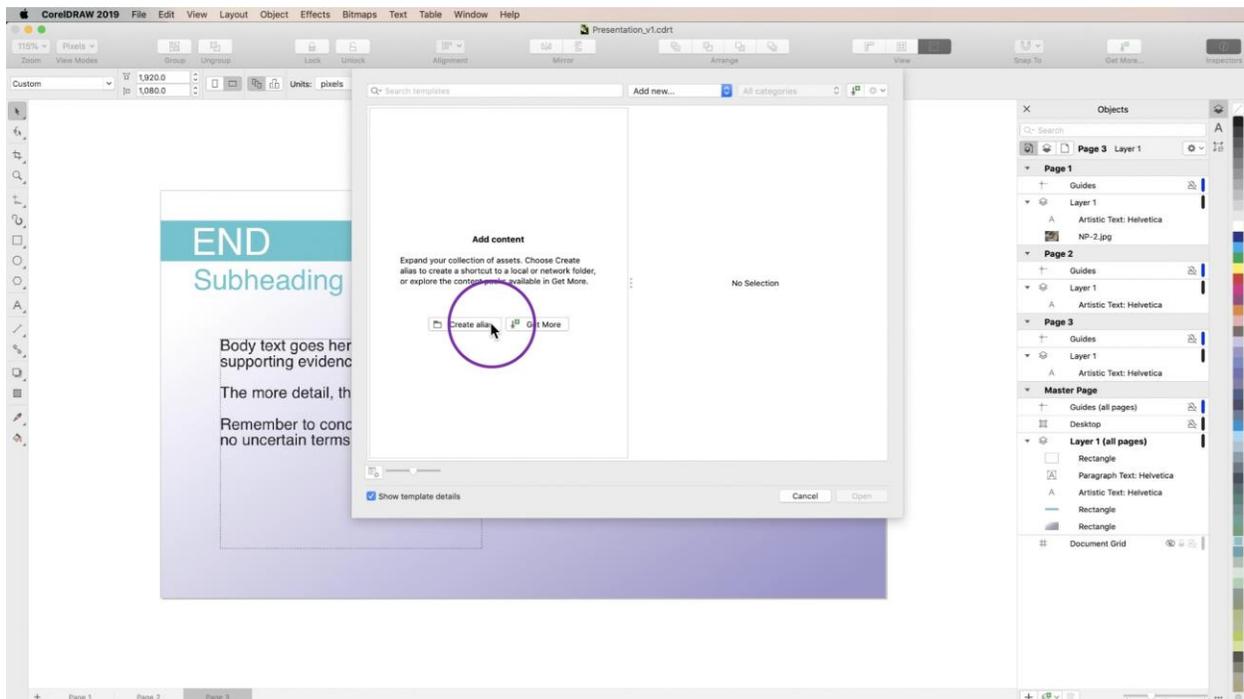
Step 5: Organizing Templates

You can keep track of commonly used templates by marking them as **Favorites**. Just **right-click** a template thumbnail and choose **Favorite**. Then if you open the dropdown menu that reads **"All templates"** you can select **Favorites** from that list to pull them up.

If you choose **"My templates"** from the dropdown menu, you will find any templates you created and saved in the default folder.
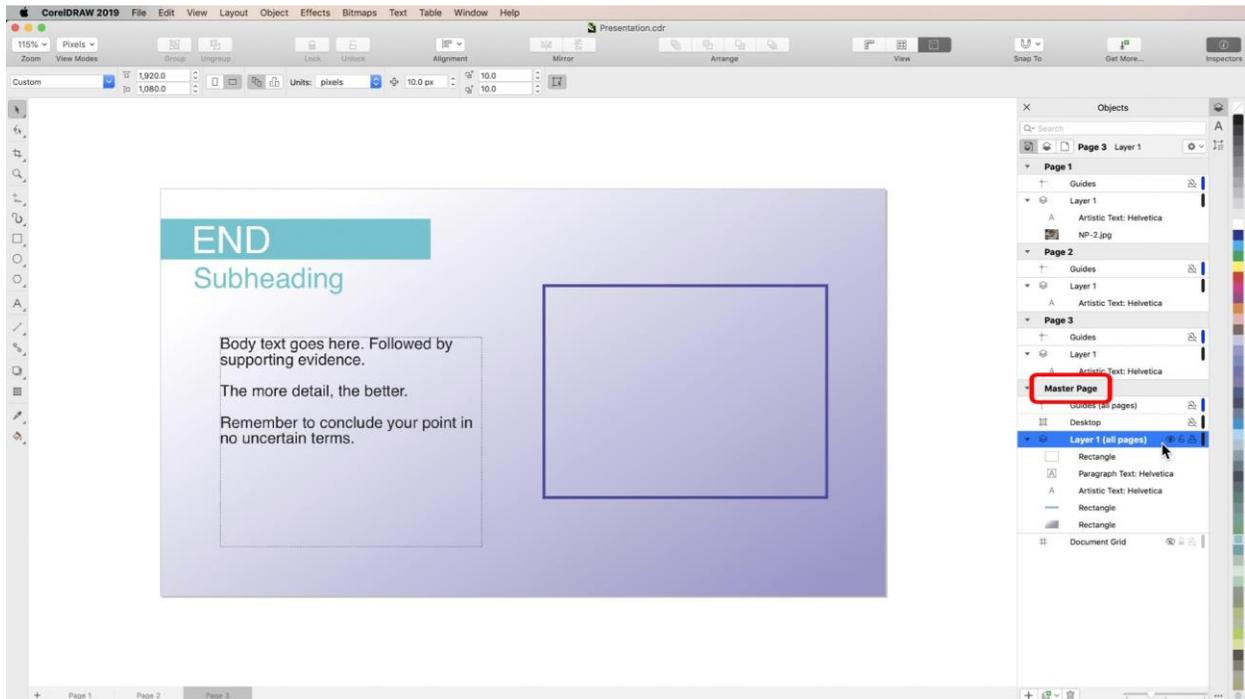
If you save a template somewhere else and want to add it to your template library in CorelDRAW, choose **"Add new…"** from the dropdown menu, then **click Create alias** and select the folder in which you saved your template.

When you click **Open**, any templates contained in that folder will appear in your library, and you will find that the folder name has been added to the dropdown menu.

Step 6: Working with Multi-Page Templates

To create **multi-page templates** with consistent formatting, use the **Objects** inspector to place elements onto your **Master Page**. These elements will be repeated on every new page you create, so you don't have to worry about copy/pasting items you want to use more than once.

Now that you know how to find and work with CorelDRAW templates, try them out for yourself and see how helpful they can be when starting a new project.