

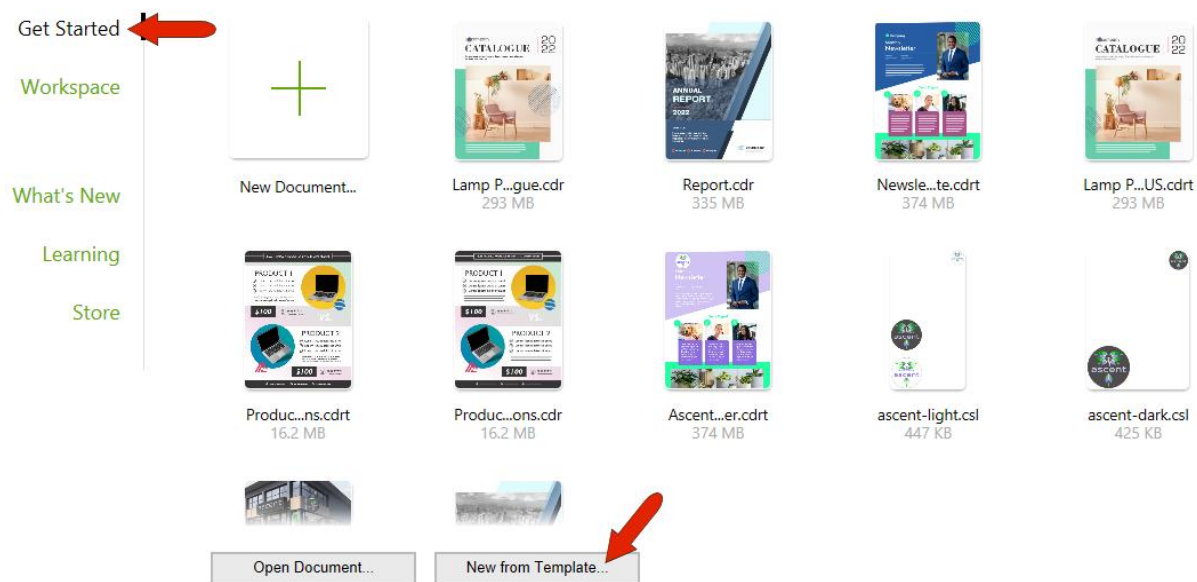
How to Use CorelDRAW Templates

When you could use a little help getting started with a CorelDRAW project, it's sometimes nice to start with a template. In this tutorial, you'll learn how to find pre-installed CorelDRAW templates, where to find more templates, how to use templates, and how to save your own templates.

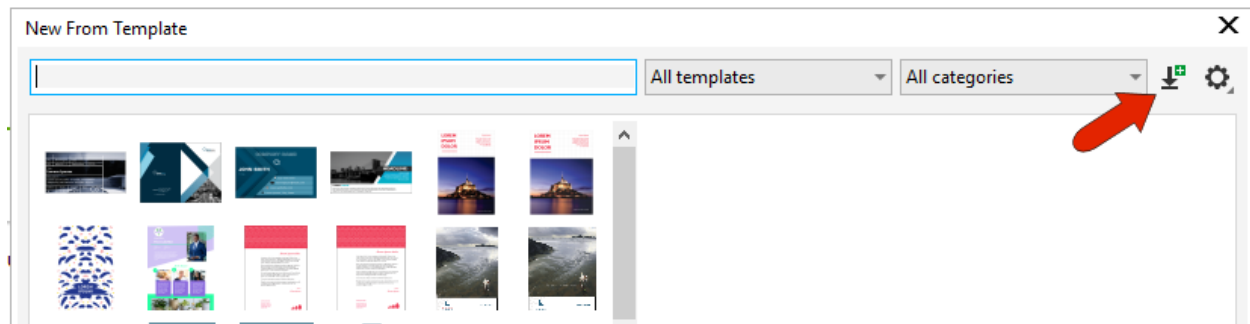
In this tutorial, we are using the CorelDRAW March 2022 Subscriber Update version. This update includes dozens of premium templates that are available free for subscribers only.

How to Access Templates

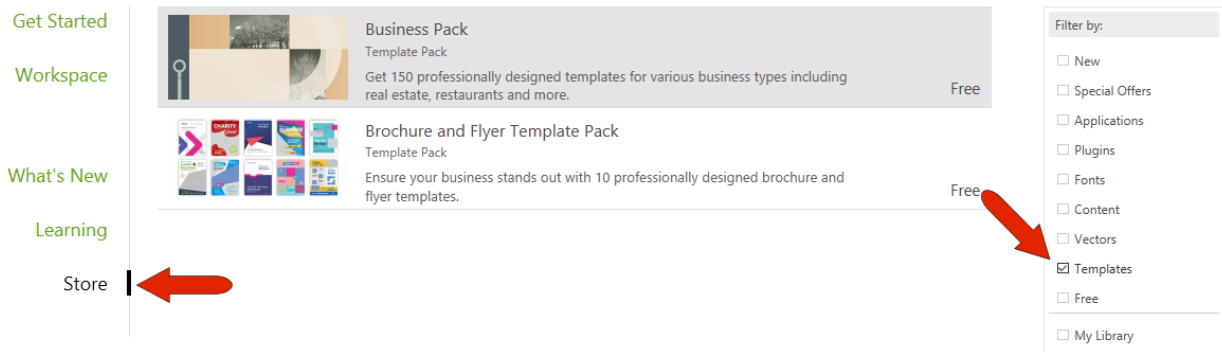
To start a new document from a template, you can choose **File > New from Template**, or start in the Welcome Screen and click **New from Template** in the **Get Started** tab.



The **New from Template** window includes a small selection of templates as a starter pack, but there are many more templates available for download. To find more templates, click the **Get More** icon.



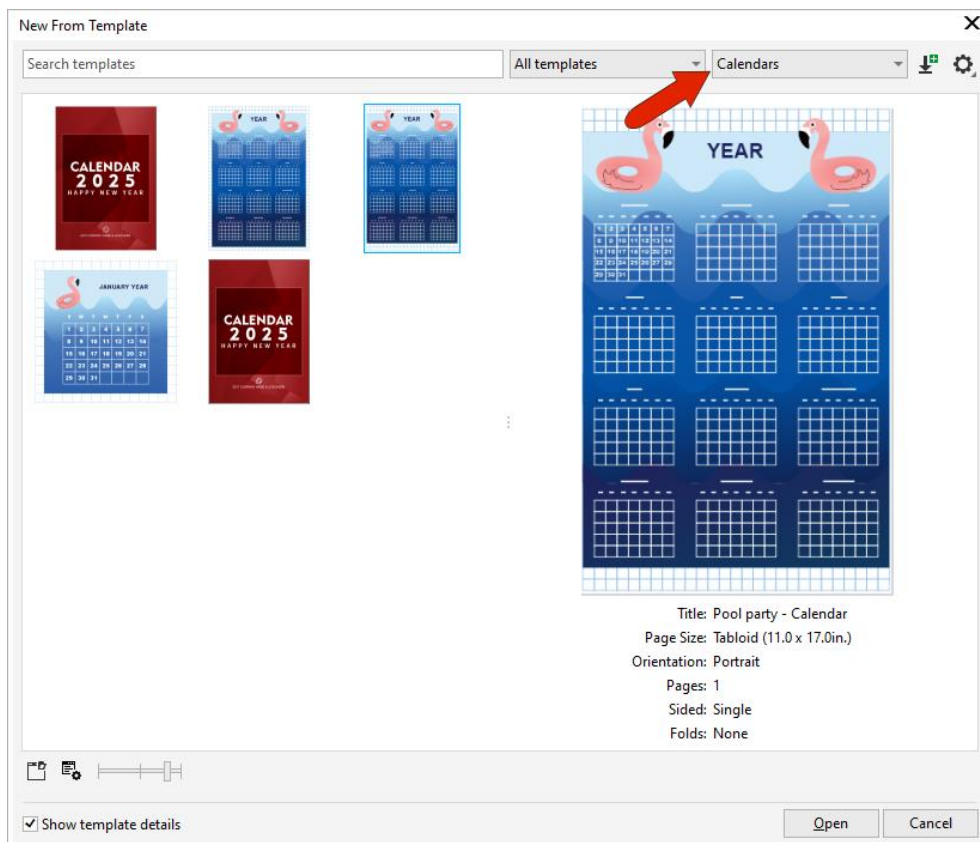
You can also access more templates from the Welcome Screen, by opening the **Store** tab and filtering the list for templates.



The Business Pack is a great place to start. Select it, click **Download**, then **Install**.

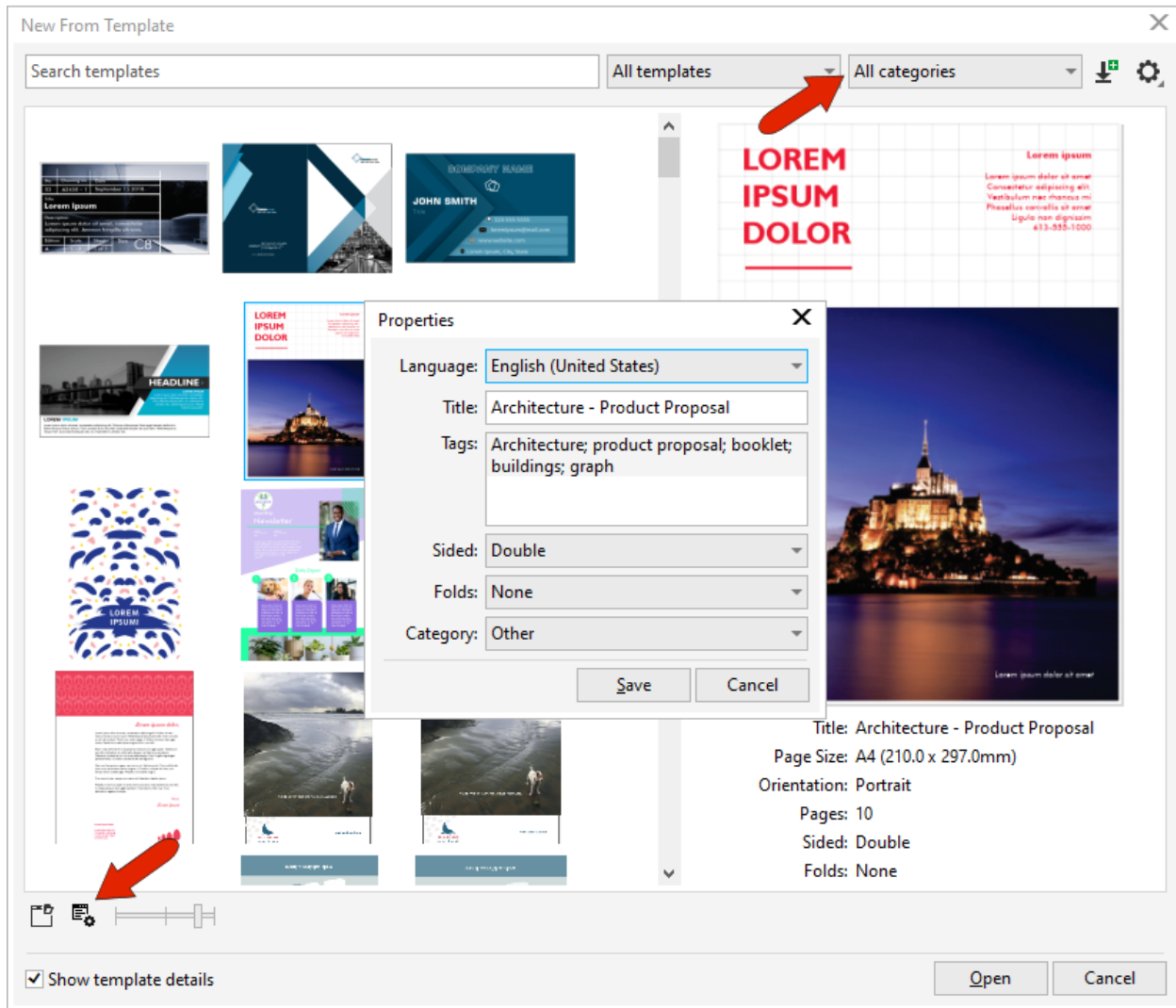
CorelDRAW subscribers will also see numerous premium templates available for free, and these templates are available for purchase for non-subscribers.

After installing the Business Pack, the **New from Template** window will have hundreds of templates, organized into several different categories, including book covers, business cards, calendars, and much more. You can adjust the size of the template thumbnails with the slider at the bottom of the window and adjust the preview area size as well. Clicking a thumbnail displays the enlarged version, with title, size, and other page details. For some templates, multiple standard sizes are provided.

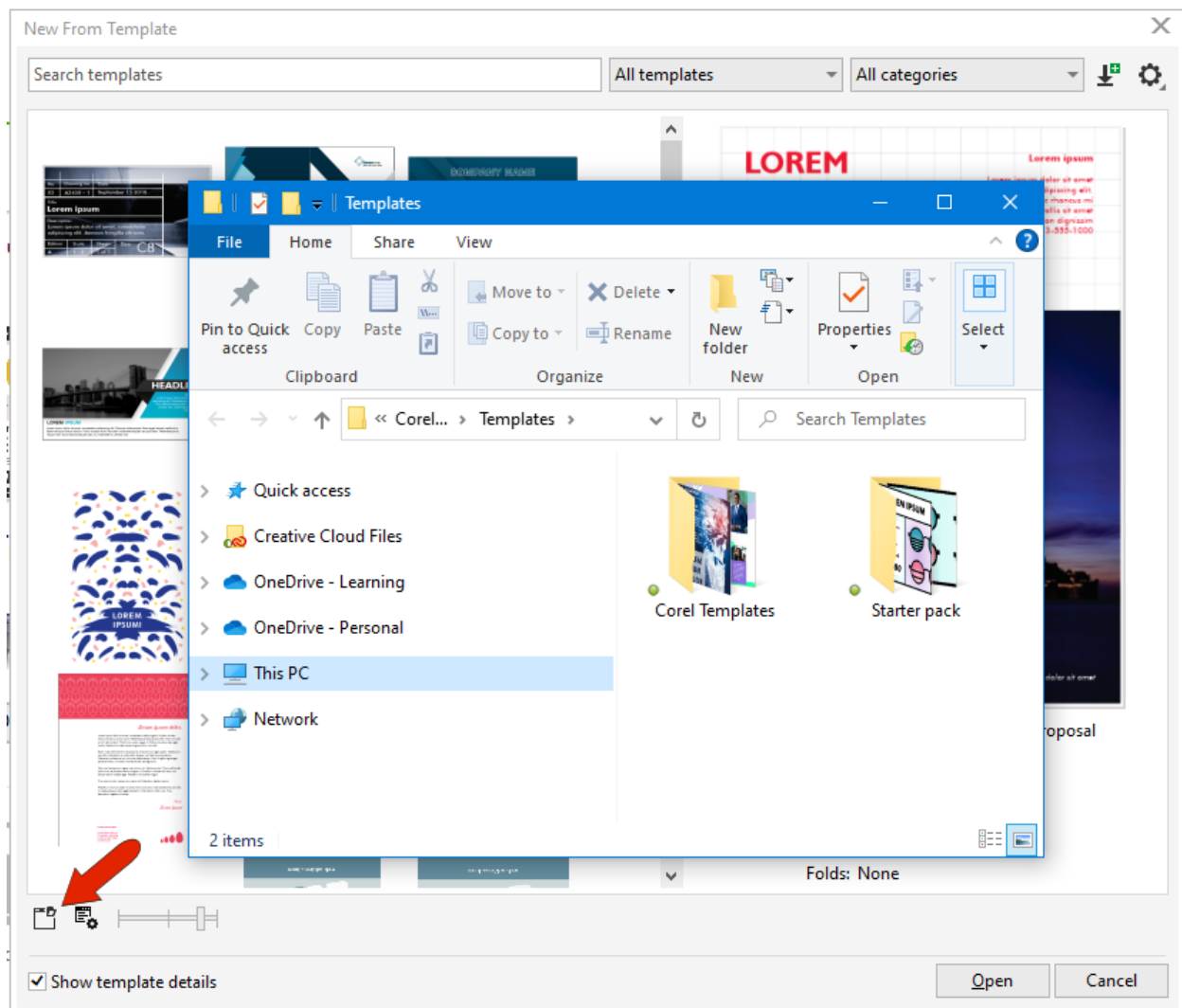


Returning to **All categories** brings back the entire list.

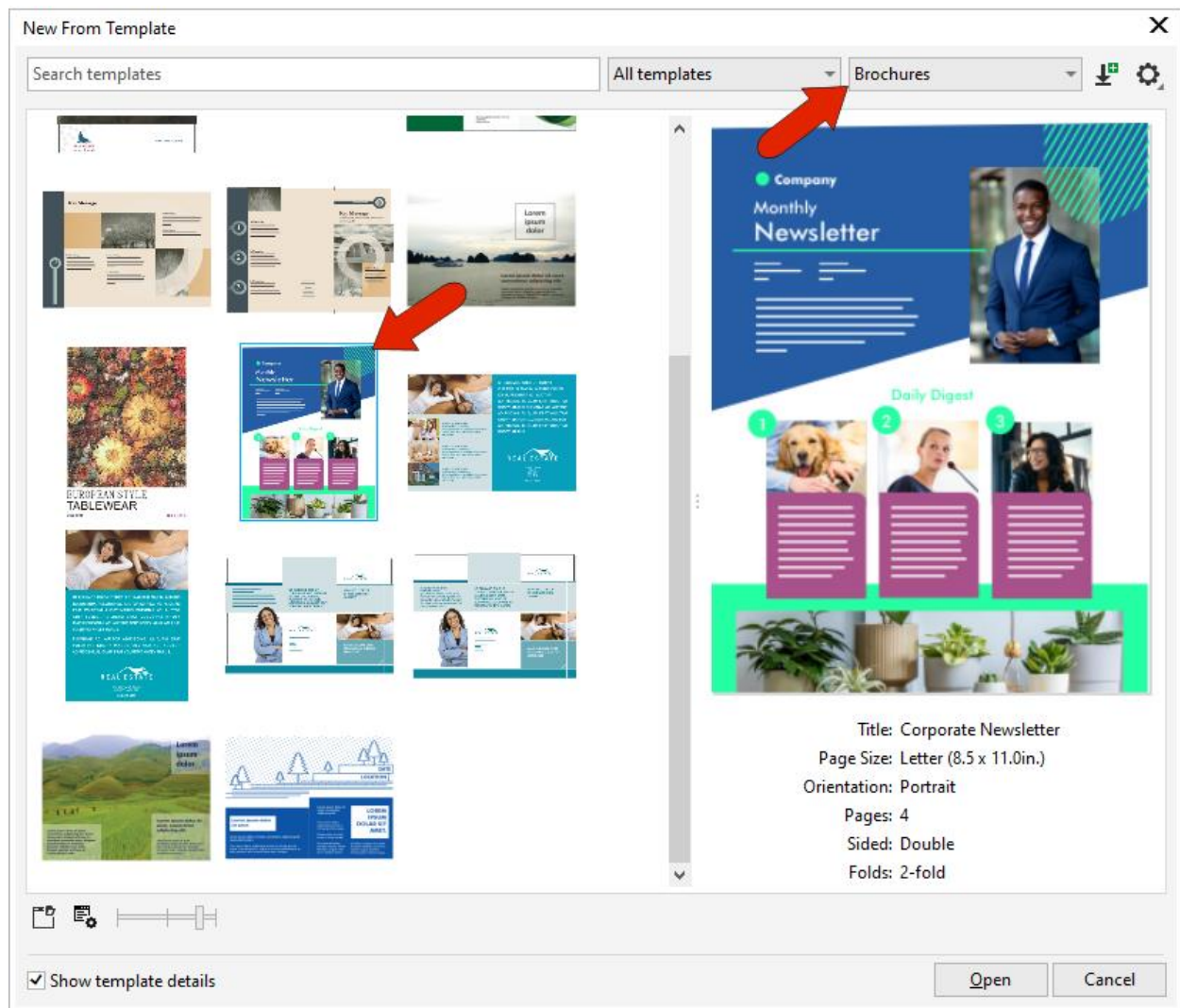
A template's category is defined in its **Properties**, which you can access by selecting a template and clicking the **Properties** icon. The **Properties** window display the template title, tags which are used for searching, template layout details, and category.



Clicking the **Open folder location** icon opens the folder where these Corel templates are placed. Templates can be placed in other folders as well, which we'll see farther on.



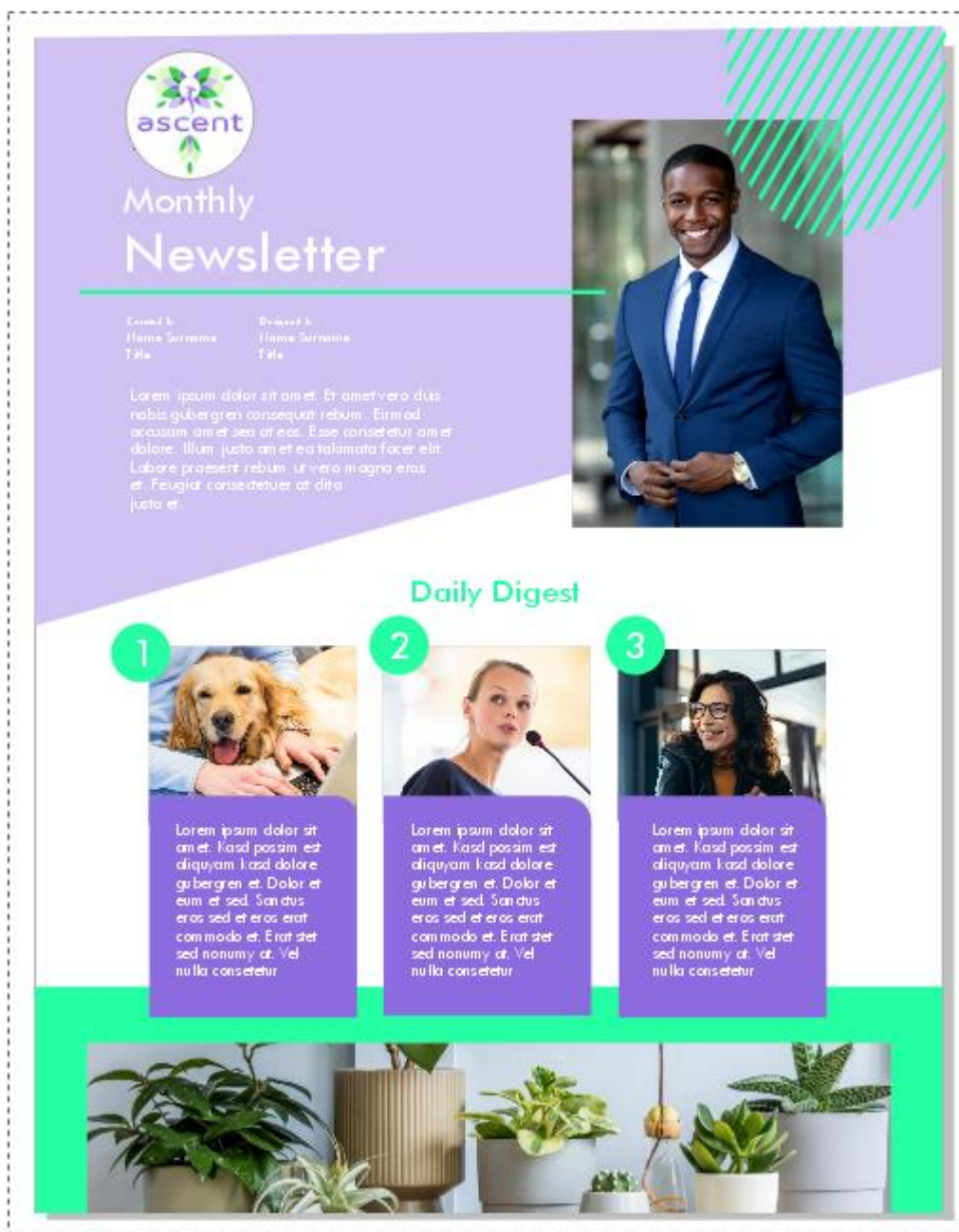
For our first example, start a document from a template, open the **Brochures** category, and find this monthly newsletter template.



To open the template, you can double-click its thumbnail, or click **Open**.

How to Modify and Save Templates

If you want to use this template as a basis for your own company newsletter, you can make edits such as adding your company logo and changing the fill colors of objects. You can make similar changes to the other pages of this document.



To save this document as a new template, choose **File > Save as Template**, and place it in the Corel Templates folder.

In the **Template Properties** window, assign a template title, and enter tags that will make it easy to find this template, separated by semi-colons. The template in this example is already in the **Brochures** category, but you could assign a different category, or create a new category.

Template Properties

X

Language:

English (United States)

Title:

Ascent Monthly Newsletter

Tags:

bi-fold;corporate;newsletter;blue;green;minimal;ascent;monthly

Sided:

Double

Folds:

2-fold

Category:

Brochures

Save

Cancel

When you start a new document from a template, the template you saved will be in its category. You can also find a by searching for tags, or any part of the template's file name.

New From Template

X

Search templates

All templates

Brochures

Download

Settings

1

2

3

Ascent Monthly Newsletter

Title: Ascent Monthly Newsletter

Page Size: Letter (8.5 x 11.0in.)

Orientation: Portrait

Pages: 4

Sided: Double

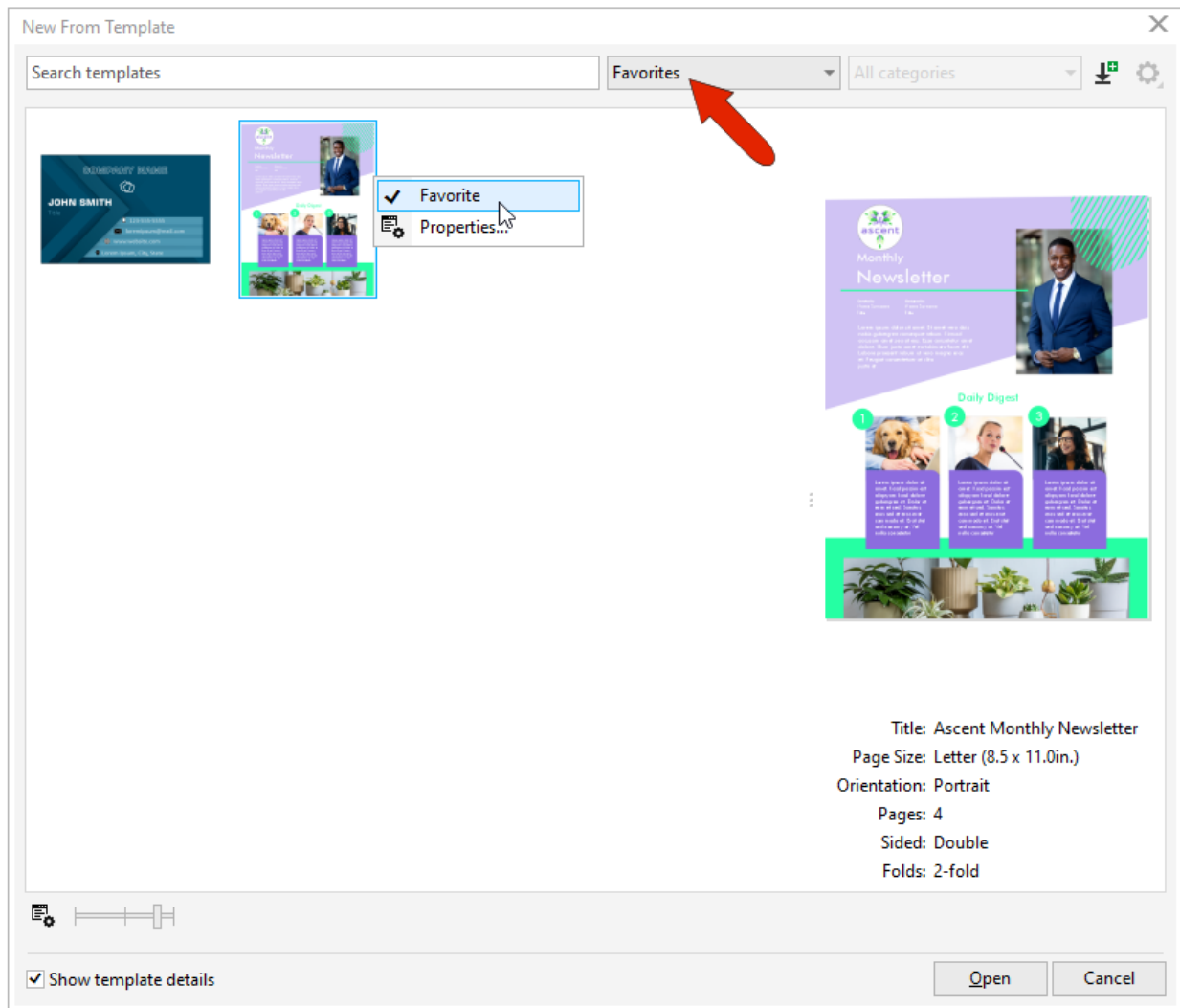
Folds: 2-fold

☒ Show template details

Open

Cancel

If you have a template you want to access often, right-click on it and choose **Favorite**. Now the template appears when you choose **Favorites** from the templates drop down.



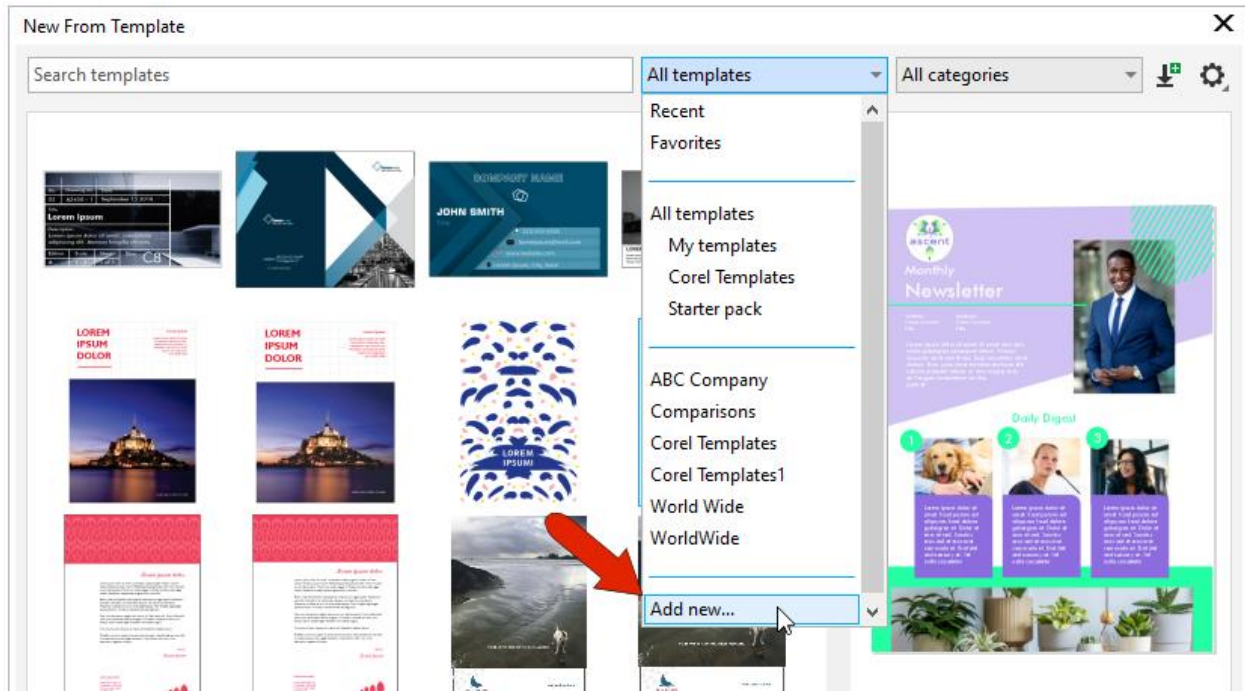
Saving Templates in a Different Folder

Now say you have a CorelDRAW file that you want to use as a template, but you don't want to save the template with the other Corel templates. When you use **File > Save as Template**, save it to the folder or location you want.

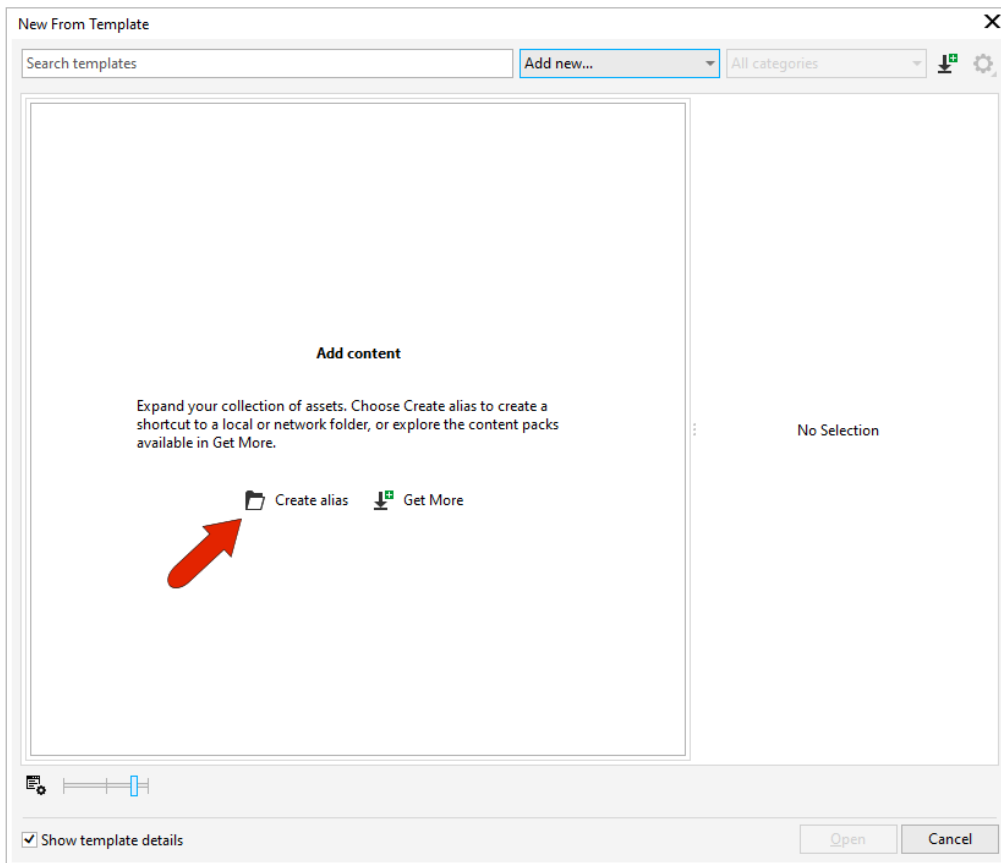
Now when you start a new document from a template, you'll need to find the correct folder in the **New from Template** window.

You could do this by clicking the **Open folder location** icon and finding the folder, but you would have to do this each time you need the template. Or you could click the **Options** icon and choose **Browse**, but this would make the new folder the default for opening templates, which you may not want.

The way to make this folder easily findable is to click the **All templates** drop down and choose **Add new**.

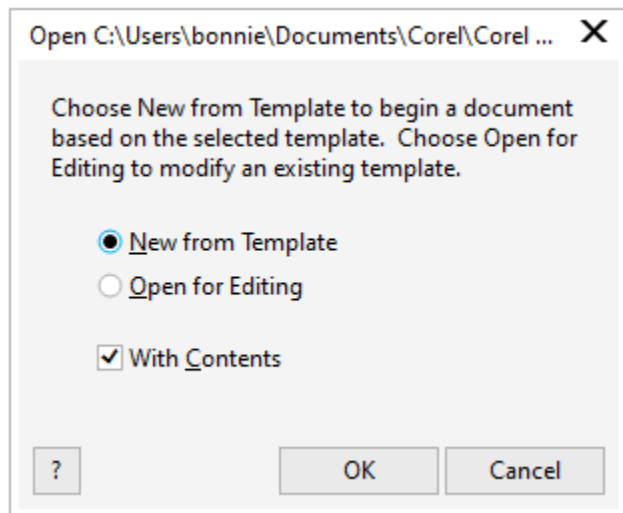


Click **Create Alias**, browse to the folder, and select it.



Now for future documents, you can find this folder in the templates drop down.

Finally, whereas CorelDRAW files are saved with the CDR extension, template files have the extension CDRT. If you use **File > Open** instead of **New from Template**, and open a template file, you'll be asked whether you want to create a new document based on this template, or open the template itself to edit it.



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.