



## Tutorial: Working with templates

A template is a set of styles and page layout settings that govern the layout and appearance of a drawing. You can use the default template (blank page), choose a preset template, or create and use a custom template.

In this tutorial, you will start an engineering drawing from a preset template and learn to

- zoom in on part of the page
- use the **Object manager** Docker window to select objects in layers
- enter paragraph and artistic text
- set the default font for a drawing
- position and align text objects
- zoom back out to the full page
- save a drawing as a custom template
- start a new drawing from a custom template


### Starting a drawing from a preset template

Corel DESIGNER® has a wide variety of templates, which are organized in several categories. You'll start a drawing from a template in the **Engineering** category.

- 1 Click **File** ► **New from template**.
- 2 In the **New from template** dialog box, click the **Engineering** tab.
- 3 Choose **1 = 10**, and click **OK**.

### Zooming in on part of a drawing

To get a closer look on the part of the drawing you'll be working on, you'll zoom in on it.

- 1 In the toolbox, click the **Zoom** tool .
- 2 On the drawing page, marquee-select the title block in the lower- right corner.

To marquee-select, drag a bounding box around the area.

REVISIONS	COMPANY NAME	
	COMPANY ADDRESS	
	TITLE:	
	DRAWN BY:	
	CHECKED BY:	
	DATE:	SHEET:
	SCALE: 1" = 10'	OF SHEETS




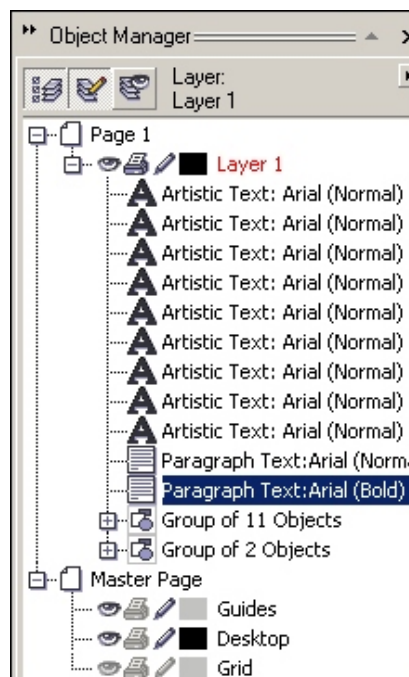
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### Selecting objects in layers

Layers are invisible planes that let you organize objects in a drawing. In this procedure, you'll expand a layer and select a text object that you will be modifying later.


- 1 Click **Window** ► **Object manager**.
- 2 In the **Object manager** Docker window, expand **Layer 1**.  
To expand a layer, click the plus icon  to the left.
- 3 Click the last **Paragraph text** object to select the text object **Company Name** in the drawing window.



### Entering paragraph and artistic text

You can use two types of text in your drawings: paragraph text and artistic text. Paragraph text can be used for larger bodies of text that have greater formatting requirements. Artistic text can be used to add short lines of text to which you can apply a wide range of effects, such as drop shadows.


Next, you'll enter paragraph text for your company's name and address, and you'll enter artistic text to specify the title of your drawing.

- 1 In the toolbox, click the **Text** tool .
- 2 In the drawing window, drag across **Company Name** to select the text.
- 3 Type your company's name.



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- 4 In the toolbox, click the **Pick** tool  .
- 5 In the **Object manager** Docker window, click the other **Paragraph text** object.  
The text object **Company Address** should be selected in the drawing window.
- 6 In the drawing window, drag the bottom center selection handle down to enlarge the text object.



- 7 In the toolbox, click the **Text** tool  .
- 8 In the drawing window, drag across **Company Address** to select the text.
- 9 Type your company's address.
- 10 With the **Text** tool, click to the right of **Title:** and type **My Drawing**.


### Changing the default font

Next, you'll change the font properties of the last text object you created, and you'll make the new font settings the default font. Then, you'll type your name using the new default font.

- 1 Drag across the text you just typed.
- 2 On the property bar, choose **Arial** from the **Font list** box, and **12** from the **Font size** list box.
- 3 Click the **Apply as defaults** button  on the property bar.
- 4 With the **Text** tool, click to the right of **Drawn by** and type your name.

### Positioning and aligning the text objects


Now you'll position and align the text objects with your name and the drawing title.

- 1 Click the text object you created for the title and move the pointer to the center.  
The pointer will change to crossed arrows:  .



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- 2 Drag the text object to position it in the **Title** box.
- 3 Click the text object with your name and position it in the **Drawn by** box.
- 4 In the toolbox, click the **Pick tool**  .
- 5 In the **Object manager** Docker window, hold down **Ctrl** and click the text object with the title.  
Both the title and name should be selected in the drawing window.
- 6 Click **Arrange** ▶ **Align and distribute** ▶ **Align left**.

You can now move both objects as if they were grouped.

REVISIONS	YOUR COMPANY'S NAME	
	YOUR COMPANY'S ADDRESS	
	TITLE:	Your drawing
	DRAWN BY:	Your name
	CHECKED BY:	
	DATE:	SHEET:
SCALE: 1" = 10'	OF SHEETS	

## Zooming to the full page

Next you'll zoom out to view the full page.

- From the **Zoom levels** list box on the standard toolbar, choose **To page**.

## Saving the drawing as a custom template

You'll save the drawing as a custom template so that you can reuse it later.

- 1 Click **File** ▶ **Save as**.
- 2 In the **File name** list box, type **First template**.
- 3 From the **Save as type** list box, choose **CDT - Corel DESIGNER template**.
- 4 Locate the folder where you want to save the template.
- 5 Click **Save**.

## Creating a new drawing from a custom template

You'll now start a new drawing from the template you just saved.



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- 1 Click **File** ► **Open**.
- 2 From the **Files of type** list box, choose **CDT - Corel DESIGNER template**.
- 3 Locate the folder where the template is stored.
- 4 Double-click **First Template**.
- 5 In the **Open** dialog box, choose the **New from template** option to create a drawing using the selected template.
- 6 Enable the **With contents** check box to load the template's styles, page layout settings, and objects for the new drawing.
- 7 Click **OK**.

### **From here...**

For more information about the topics and tools discussed in this tutorial, refer to the Help.

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