

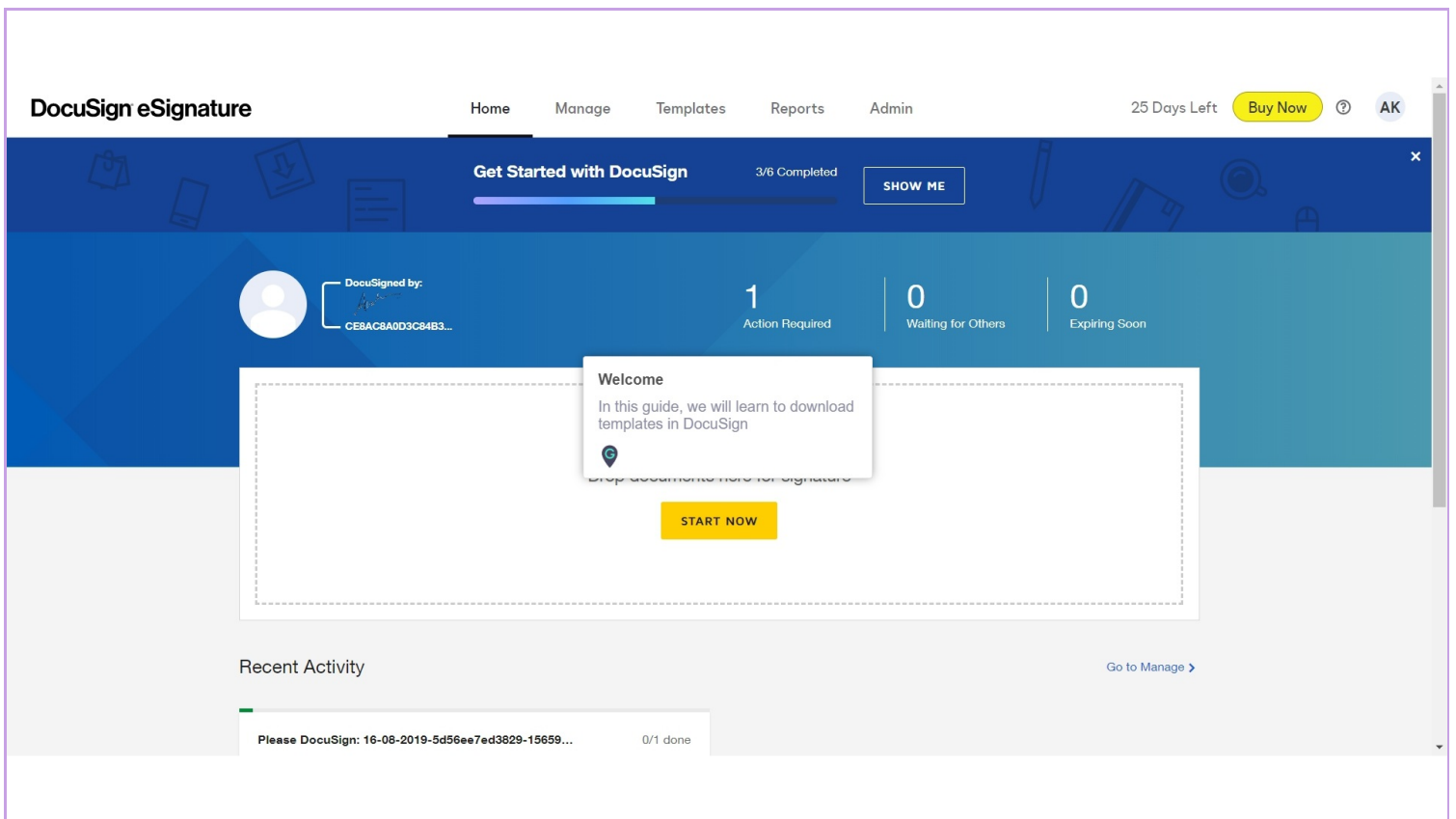


## How to Download Templates in DocuSign

# Step: 01

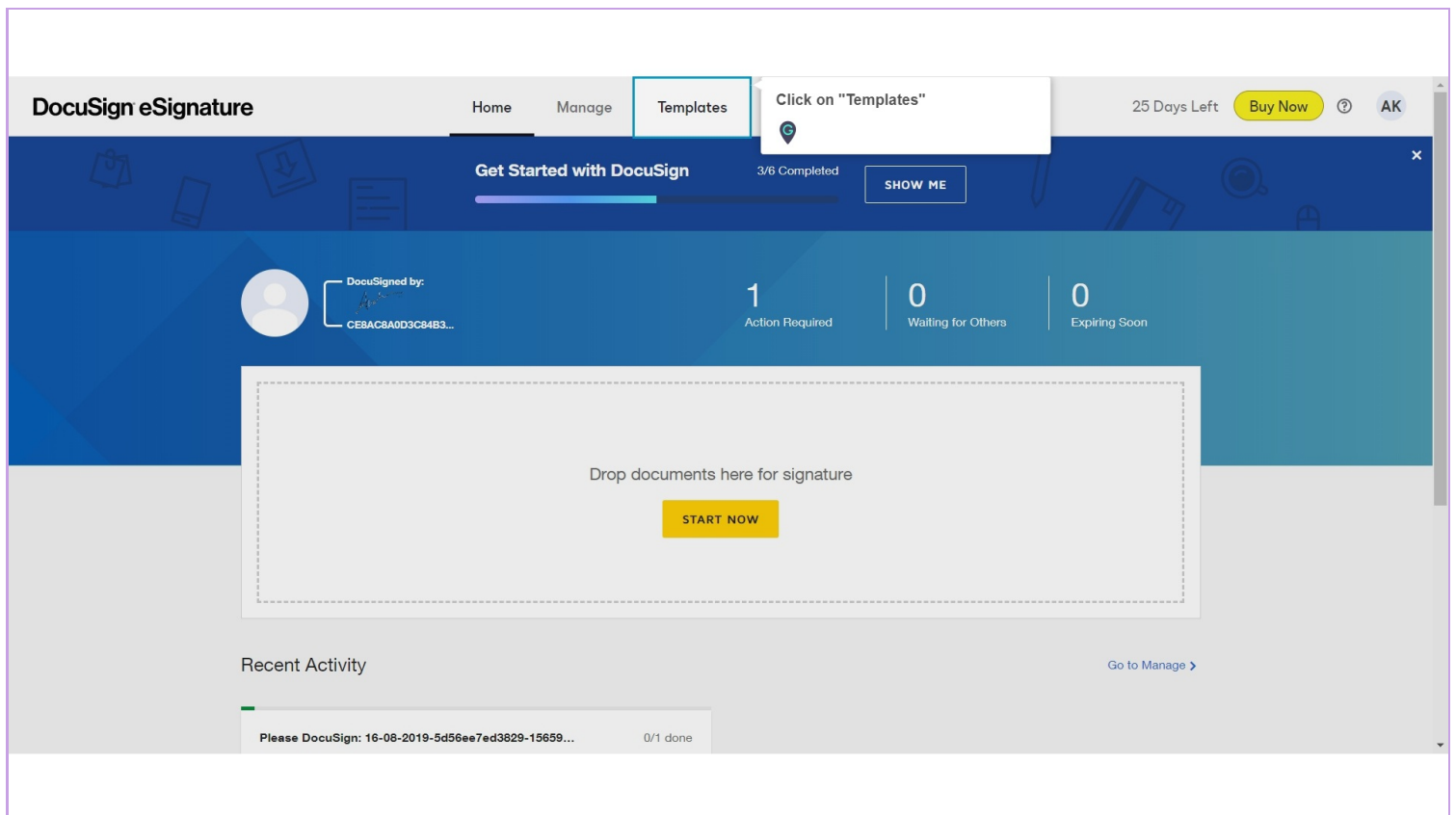
## Welcome

In this guide, we will learn to download templates in DocuSign



## Step: 02

### Click on "Templates"



# Step: 03

## Locate the template you wish to download

The screenshot displays the DocuSign eSignature interface. At the top, there is a navigation bar with 'Home', 'Manage', 'Templates', 'Reports', and 'Admin'. A 'Buy Now' button and a user profile 'AK' are also visible. Below this is a blue banner for 'Get Started with DocuSign' showing '3/6 Completed' and a 'SHOW ME' button. The main content area is titled 'My Templates' and includes a search bar and a 'FILTERS' button. A table lists templates with columns for Name, Owner, Created Date, Last Change, and Folders. A callout box is overlaid on the table with the text 'Locate the template you wish to download' and a location pin icon.

Name	Owner	Created Date	Last Change	Folders
[Untitled]	Aishwarya	2/13/2020 03:41:01 pm	2/13/2020 03:41:02 pm	USE

# Step: 04

Click the Template actions menu

**DocuSign eSignature** Home Manage **Templates** Reports Admin 25 Days Left Buy Now ? AK

Get Started with DocuSign 3/6 Completed SHOW ME

CREATE TEMPLATE My Templates Search

Name	Owner	Created Date	Last Ch
[Untitled]	Aishwarya Karanjkar	2/13/2020 03:41:01 pm	2/13/2020 03:41:02 pm

Click the Template actions menu

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# Step: 05

Click on "Download"

The screenshot shows the DocuSign eSignature interface. At the top, there is a navigation bar with 'Home', 'Manage', 'Templates', 'Reports', and 'Admin'. A 'Buy Now' button and user initials 'AK' are also visible. Below this is a blue banner for 'Get Started with DocuSign' with a progress indicator at 3/6 Completed and a 'SHOW ME' button. The main content area is titled 'My Templates' and features a search bar and a 'FILTERS' button. On the left, there is a sidebar with 'CREATE TEMPLATE' and a list of templates including 'My Templates', 'Shared with Me', 'All Templates', 'Favorites', and 'Deleted'. Below the sidebar are 'FOLDERS' and 'SHARED FOLDERS' sections. The main table lists templates with columns for Name, Owner, Created Date, Last Change, and Folders. A single template named '[Untitled]' is listed, owned by 'Aishwarya Karanjkar', created on 2/13/2020 at 03:41:01 pm, and last changed on 2/13/2020 at 03:41:02 pm. A 'USE' dropdown menu is open for this template, showing options: Edit, Move, Share to Folders, Create a Copy, Delete, Download (highlighted), and Share with Users. A callout box with a location pin icon points to the 'Download' option and contains the text 'Click on "Download"'. The footer contains language settings (English (US)), legal links (Powered by DocuSign, Contact Us, Terms of Use, Privacy, Intellectual Property, xDTM Compliant), and copyright information (Copyright © 2020 DocuSign, Inc. All rights reserved.).

# Step: 06

A .ZIP file containing a copy of the template in JSON format will get saved to your Downloads folder

**DocuSign eSignature** Home Manage **Templates** Reports Admin 25 Days Left Buy Now ? AK

Get Started with DocuSign 3/8 Completed SHOW ME

**CREATE TEMPLATE** My Templates Search My Templates FILTERS

Name	Owner	Created Date	Last Change	Folders
[Untitled]	Aishwarya Karanjkar	2/13/2020 03:41:01 pm	2/13/2020 03:41:02 pm	USE

- Edit
- Move
- Share to Folders
- Create a Copy
- Delete
- Download
- Share with Users

A .ZIP file containing a copy of the template in JSON format will get saved to your Downloads folder

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DocuSignTemplate....zip Show all X

# Thank You!

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