

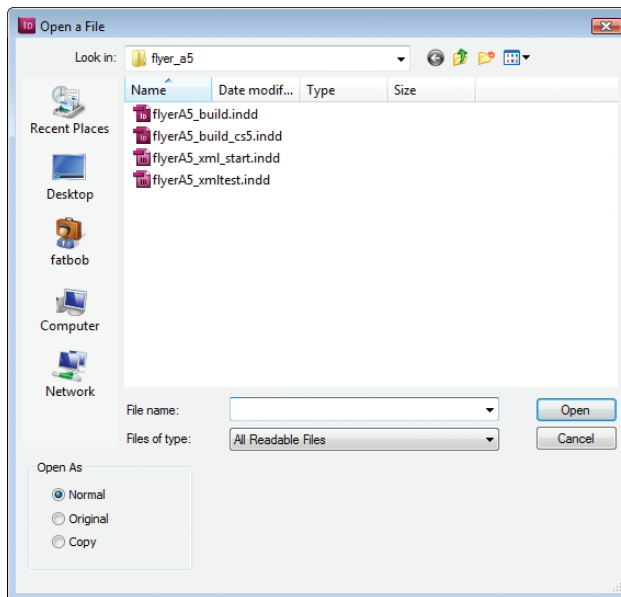
**Hot tip**

InDesign documents have the extension .indd. InDesign templates have the extension .indt.

# Opening Documents

As well as creating new InDesign documents, you will often need to open existing documents. If you open an InDesign document created by an earlier version of the software, InDesign converts the document to the version you are using and adds “[Converted]” to the document tab. When you save a converted file you are prompted to perform a Save As to save an updated copy of the file using the newer version of the software.

- 1 To open an existing document, choose File>Open.
- 2 Use standard Windows/Mac techniques to navigate to the file you want to open.



- 3 Click the file name to select it. Click the Open button.
- 4 In the Open a File dialog box, click the Copy radio button to open a copy of the file – the file opens as an untitled document.
- 5 When you want to edit an InDesign template, in the Open a File dialog box, click on the template file name and then select the Original radio button before you click Open.