Basics 1: How to Open a Document

In this introductory chapter, we're going to show you the many ways you can open a new document and get started in Designer. The creators of Affinity Designer have made starting in this program quite simple. Now, it's our job to show you how.

There are three ways we can open a new document in Designer and six additional methods of starting a new project. We'll first list these for you and then walk you through on how to do each.

The first three in this list are how to open a new document and the following six are how to start a new project after a blank document has already been opened.

1. *Press* **New Document** from the opening screen
2. *Go* to the **Menu bar - File - New**
3. *Press* **Ctrl**/**Cmd+N**
4. *Go* to the **Menu bar - File - New From Clipboard**
5. *Go* to the **Menu bar - File - Open**...
6. *Go* to the **Menu bar - File - Open Recent**
7. *Right click* on an image to open in Designer
8. *Click* on the **Stock Images** tab.
9. *Click* & *drag* **from computer** or **website**

Now that you've seen the list, let's start the lesson.

The simplest way to open a new document is found on the opening screen when you first start Designer. You'll be greeted in the center of the screen with Serif Affinity Designer's official company's introductory page. This page highlights the most recent updates and features for the current update the software has to offer.

**1.** *Press* **New Document** from the opening screen

To open a new document, *click* on the **New Document** button in the lower right corner of the below image (see yellow rectangle).
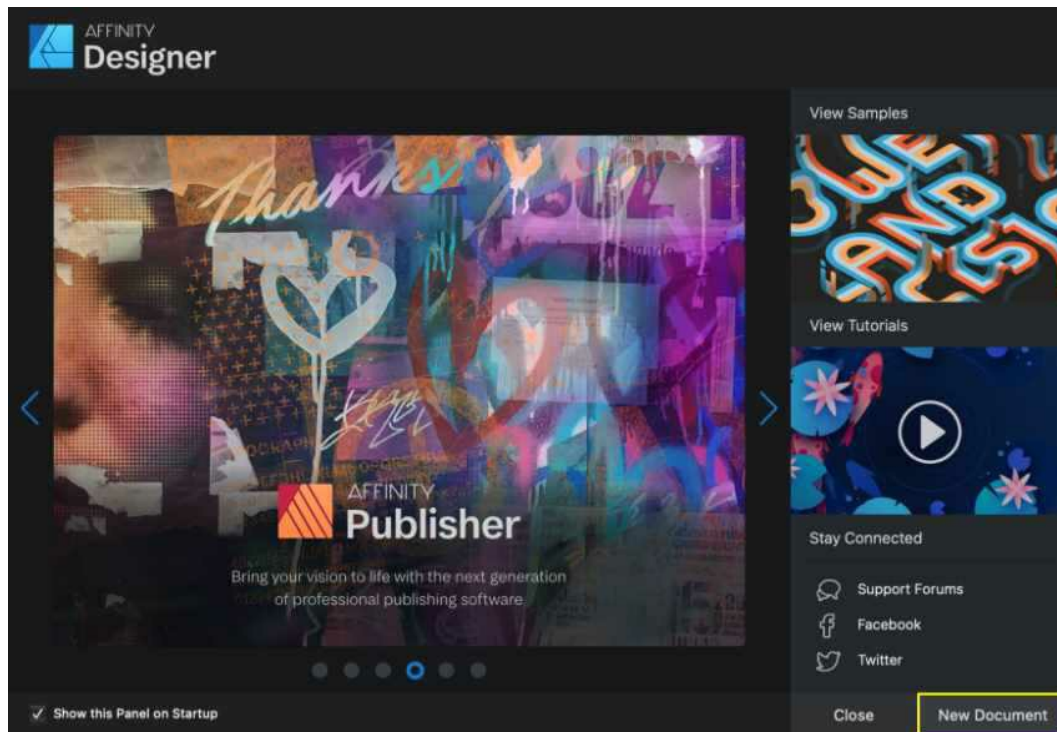
When you click on the New Document button, you'll be shown the New Document page. We'll show you that after we tell you the 2nd and 3rd way to open a new document.

2. The second way to open a New Document is this...

  Go to the **Menu bar** - **File** - **New**. This is the way we write in order to keep this command as short and sweet as possible. Here is a screenshot showing you what to do. When you *click* on the **New** button (image below), you'll also be greeted with the New Document page.
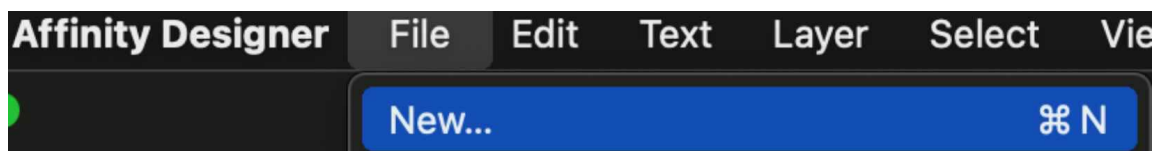
3. The third way to open a New Document is our favorite because it's so simple.

  Press **Ctrl**/**Cmd**+**N**. We write it like this for both Windows/Mac computer users.

If you have a Windows computer, you'll *press* **Ctrl**+**N**.
If you have a Mac, you'll *press* **Cmd**+**N**.

Done. Those are the three ways you can open a new document in Designer.

Now that we've told you the three ways to open a New Document, let's look at its pop-out window. We've added some colored rectangles to the parts of this page that are important for this book.
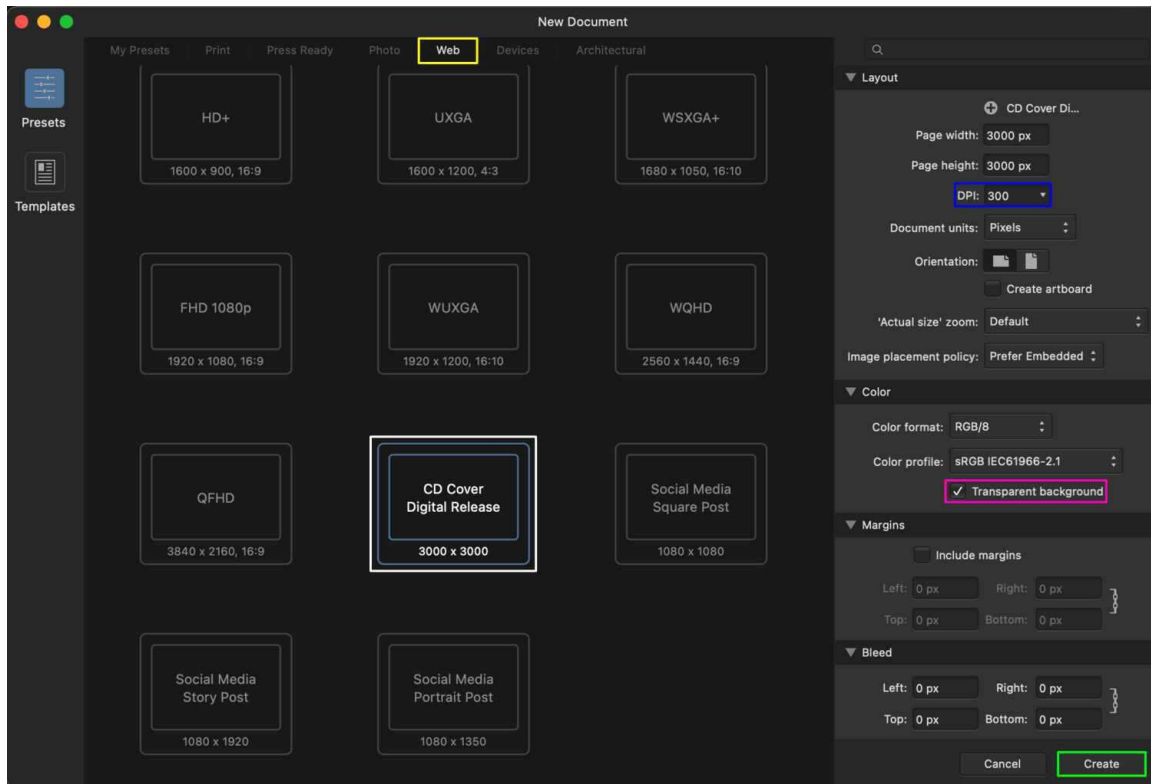
As you start new lessons in this book, we'll ask you to open a New Document with specific properties. Here is an example of what you'll typically see:

Create a **New Document** with these specifics (**Ctrl/Cmd**+**N** is the shortcut):

- **Web - CD Digital Release**
- **Transparent Background** (*checked*)

Let's explain. We'll be using the above screenshot to explain what we want you to pay attention to.

1. *Click* on the **Web preset** (yellow rectangle). There are seven presets to choose from. Each has its own preset types. Take some time and click on each of these to learn about them. The most important two to know about are Web and Print. The Web preset

uses the color format of RGB and the Print preset uses the color format of CMYK.

2. *Click* on the **CD Digital Release** preset type (see white rectangle). This is what we'll use for most of the lessons in this book. This is because we like the dimensions of 3000 pixels x 3000 pixels. We feel bigger is better when creating a new document. It's easier to lower resolution than it is to increase it. This preset type has a DPI of 300 px (see blue rectangle). We always work with this setting.
3. *Click* on the **Transparent Background** checkmark (see pink rectangle). This is an important box to check if you want a background document that is white or transparent.
4. *Click* on **Create** (see green rectangle).

Now that we've shown you the three ways to open a New Document and how to open a new document the way we want you too, let's discuss the other six ways we can start working in a new document.

These other six methods of starting a new project are possible if a new document is currently on the screen. Did you understand that? A new document needs to be on the canvas before you'd do any of these operations.

Here are the six methods listed:

1. *Go* to the **Menu bar - File - New From Clipboard**
2. *Go* to the **Menu bar - File - Open**...
3. *Go* to the **Menu bar - File - Open Recent**
4. *Click* on the **Stock Images** tab.
5. *Click* & *drag* a **file** from your computer or website
6. *Right click* on an **image** to open in Designer

Before we start, let us explain why we write "Menu bar - File - Open" for example. What we mean to say is this: Please go to the Menu bar and then click on File and then click on New. This seems too tedious for us, so we've shortened this to: **Menu bar - File - Open**.

So, let's start with the first option.

**1.** *Go* to the **Menu bar - File - New From Clipboard**.
This option is used when you want to transfer, say, a screenshot from one

program to another. We have never used this feature, but it is here for you to use if you need it.
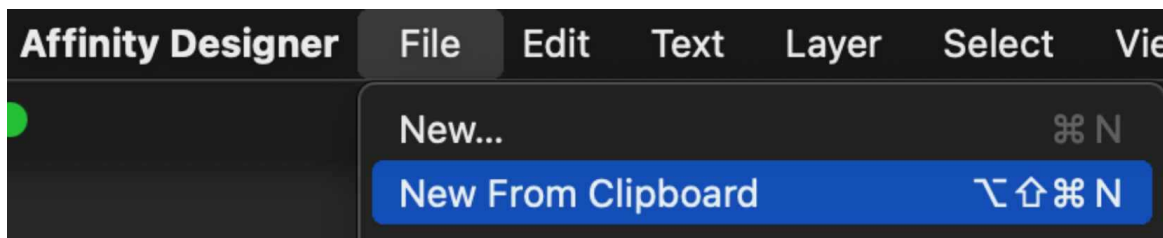

2. *Go* to the **Menu bar** - **File** - **Open**...
This will open your most recently opened folder where you can choose to upload an image to the document. You don't necessarily need to have a document open already, but we always do. Why? Because we use this option to add a vector shape or image to an existing document. For example, we use this method in Lesson 13 where we add a photo to a text shape.
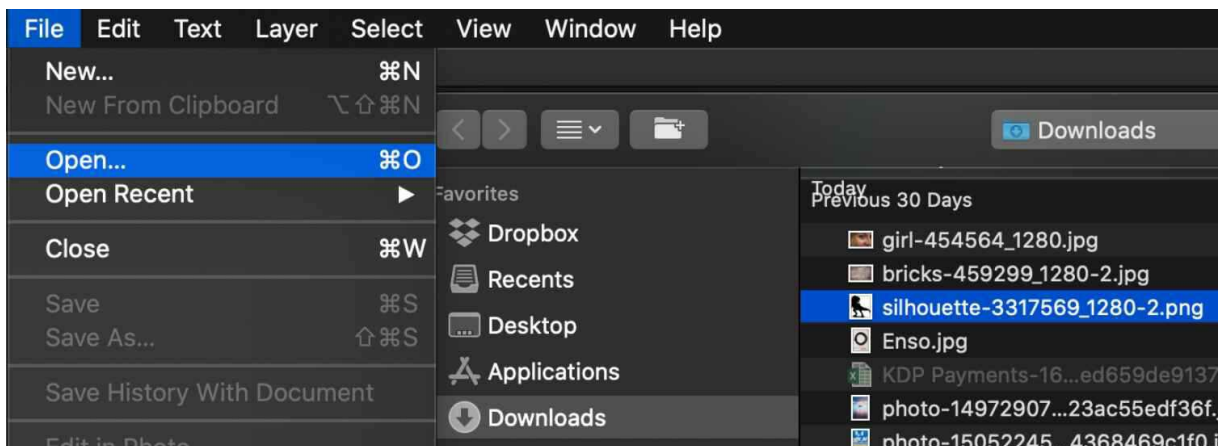
3. Open Recent
This opens a list of your most recent documents. We use this the most often when we use Affinity Photo because it allows us to quickly find images we recently used and let's up re-upload them to the canvas. In Designer, we rarely use this method.
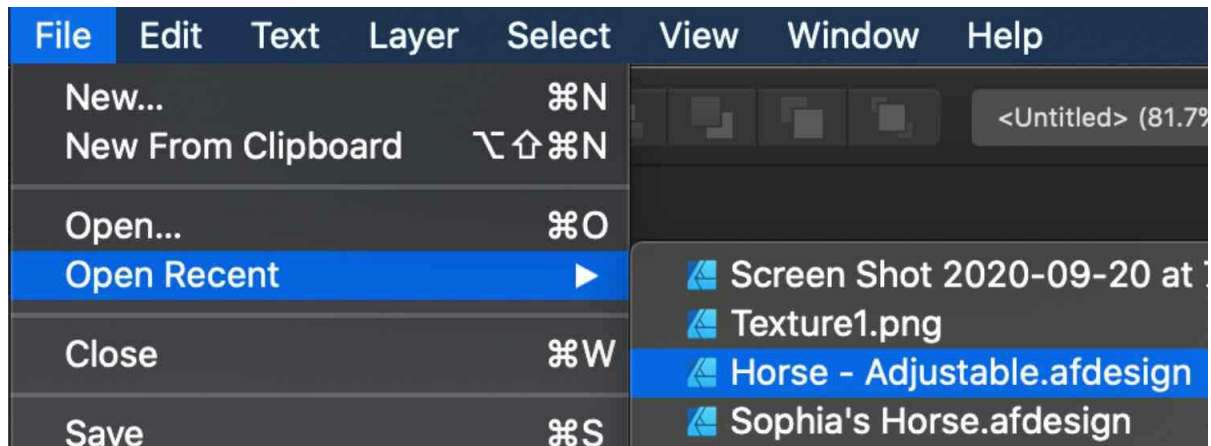
4. Stock Images

This is a convenient way to add a stock image from inside the program directly to your opened document. We'll walk you through how this works. We added colorful rectangles to the image below as a reference for these points.

Click on the **Stock** tab (see the blue rectangle).

Select **Pixabay** from three choices for stock photos (see the yellow rectangle). Pixabay is our favorite.

Type **tree** in the search bar (see the white rectangle).

Check the **Vector** shape checkbox (see the pink rectangle).

Select a **tree image** to use and then use a *click & drag* **motion** to move the tree image from the right-side stock photo area to the canvas (see the black arrow for this action).
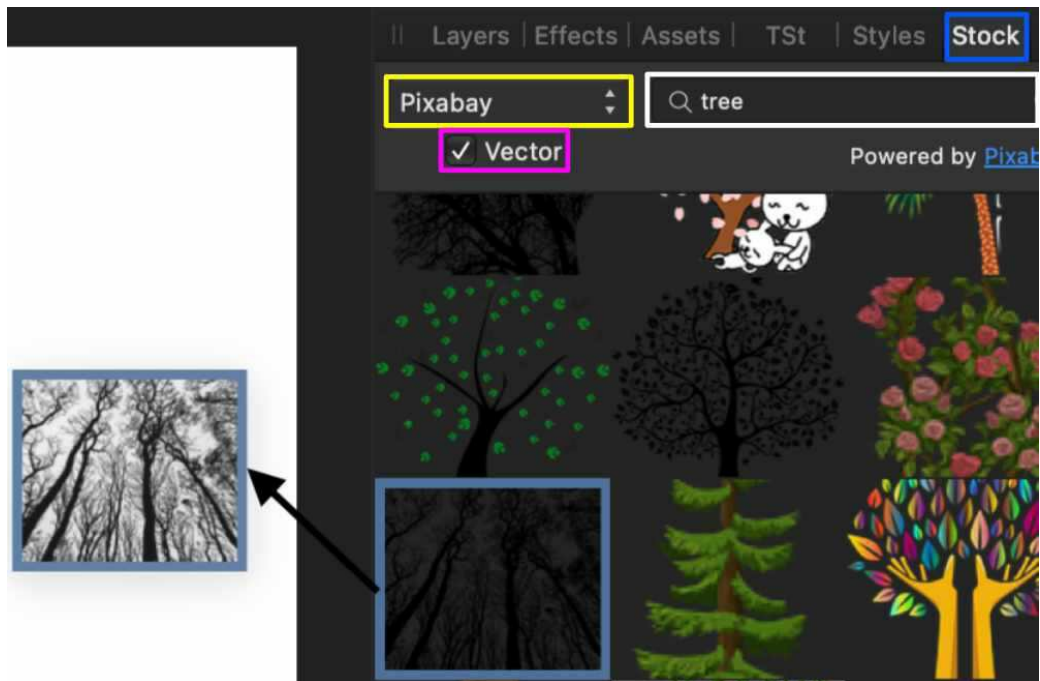
This is what the document looks like now with the tree vector shape added to it. Looks impressive, doesn't it? It'll look better on your computer screen. Sorry for the fuzziness.

**5.** *Click* & *drag* a **file** from your computer or website
This is a method most people already understand. If the Designer screen is open, all you have to do is find an image on your computer's screen and click

& drag it onto Designer's screen. Immediately it will be there.

We recommend you have an existing document open before you do this. Otherwise, you'll have an image on Designer's screen you won't know what to do with. But, fiddling around is sometimes the best form of practice.

Note: If you use images from websites, make sure these are not copyrighted images. If they are, you'll need written permission from their owners before you use them.

Here is a screenshot of us moving an image from a folder named 'Affinity Designer' and adding it to Designer's screen. It's basically the same method as using Stock Images. Notice how we already have a white background document opened before we used this click & drag method.
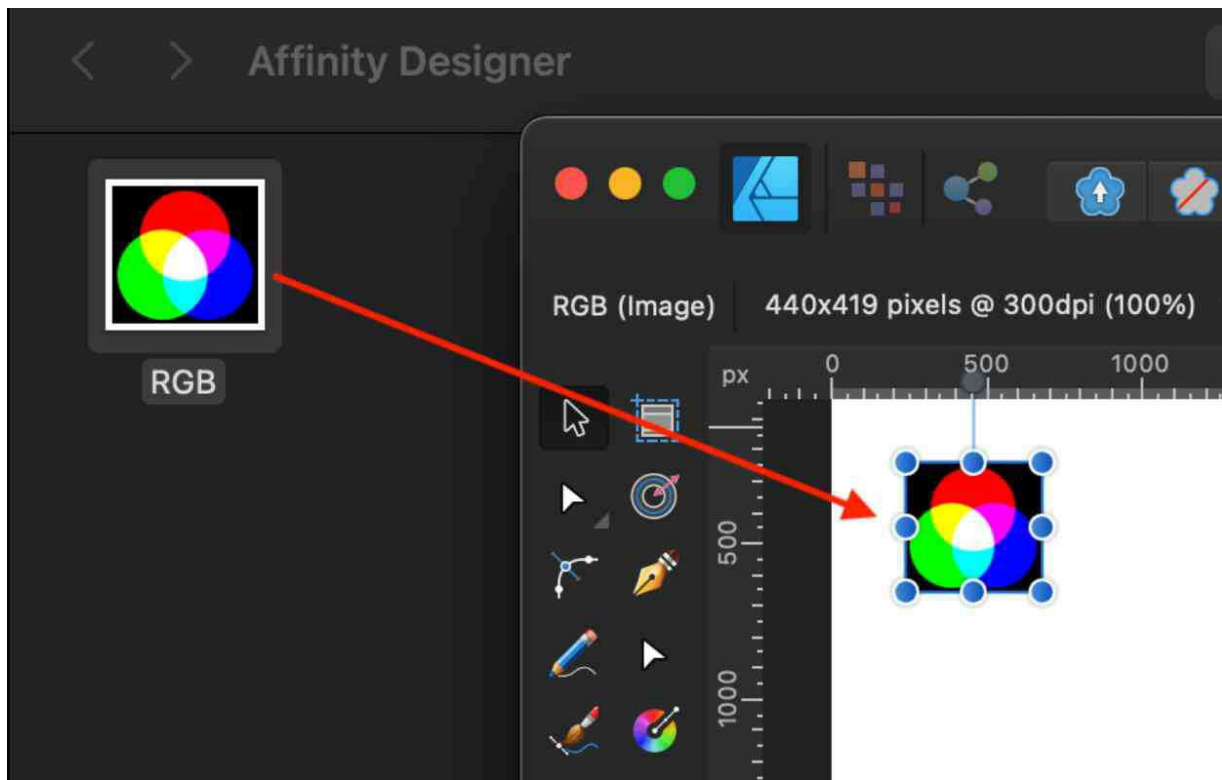

6. *Right click* on an **image** to open in Designer
Designer makes adding images and files to the canvas simple. All you have to do is *right-click* on any **image** in your computer and *select* **Open With** - **Affinity Designer**.

Check out this image below. Here is what we did:

- *Opened* the folder **Designer Images**
- *Right clicked* on the **Einstein** vector graphic
- *Clicked* on **Open With - Affinity Designer**. After doing this, immediately the image will appear on Designer's screen.
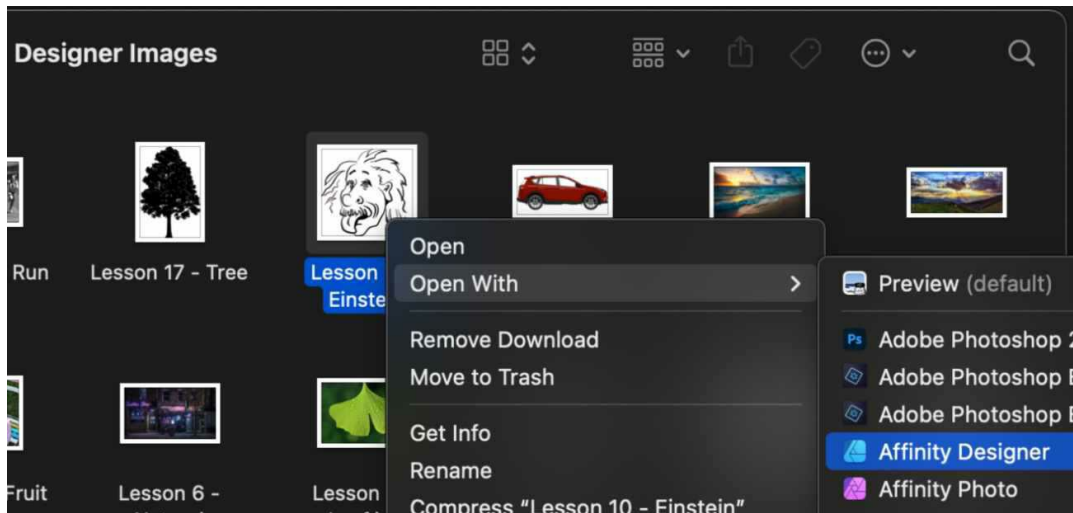
Done. Now you know how the three methods of creating a New Document and the six additional ways of starting a new project.

Finished. This ends this lesson.