

# Adobe® InDesign Working with Templates

## How Templates Work

A template is a file that contains standing elements for use in each issue. Templates help save time because you do not have to place these elements every time you create a new issue. Templates also help keep the publication's style consistent.

You can save any InDesign file as a template. When you save a file as a template, a new document is created that has a .INDT file extension instead of the .INDD file extension that regular InDesign documents have.

To use a template, simply double-click on the template icon. This will create a new file that is an exact copy of the template. You can then make any changes or additions to that file without affecting the original template.

To make changes to a template, create a new file from the template, make the changes, and save the file as a template.

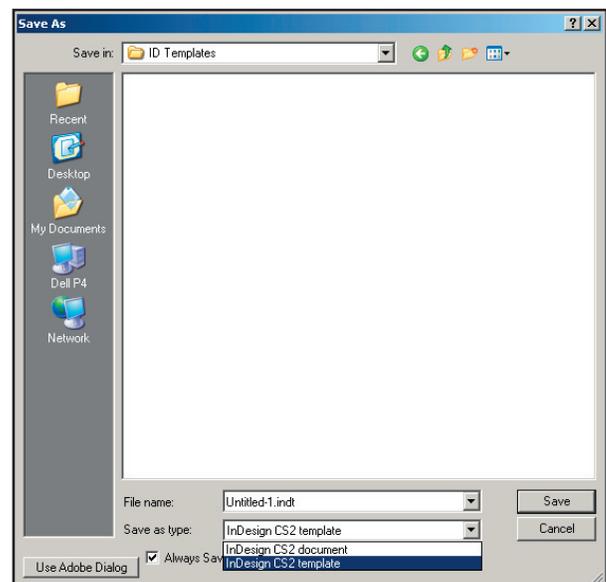
If you use the same file name and save it in the same location, InDesign will ask if you want to replace the original template before you can save it. If you are creating a replacement or updated template, click Yes.

## How to Create a Template

**1** To create a template, open InDesign and select **File>New**. Enter the desired information in the Document Setup window.

**2** Then, add the elements you use in every issue to the document. For example, the masthead, staff box, page numbers and page headers are good items to include in the template.

**3** When you are done, select **File>Save As**. From the Save As Type drop-down menu, select InDesign Template.



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## How to Create a Template

Once you have created your template, you will notice that the file extension and file icon are slightly different than a normal InDesign file. Here is what it will look like:



*Note that icons may differ depending on the version of InDesign that you are using. The file extension will be .indt in all versions.*

To create a new file from the template, simply double-click the template icon. When you do this, InDesign will create a new file that is an exact copy of the template. You can make any changes or additions you want to the new file without affecting the template.

## Important

If your template contains images of any kind, you *must* make sure the links are preserved. Then, when you are ready to send the files to the printer, the images from the template will be included to ensure high quality printing.

The best way to preserve image links is to create a folder for the template. In the folder, save the template and all of the images used in it. Be sure to put the images in the folder *before* you place them on the page. If an image is moved or re-named after you place it on the page, the image link will be broken.

**For step-by-step instructions on how to correct a broken image link, please see our TechKnow Lesson: Working with Images.**

## How to Edit a Template

To edit a template, create a new file from the template, make the changes and save the file as a template.

If you give it the same name and save it in the same location, InDesign will ask if you want to replace the original template or not before you can save it. If you are creating a replacement or updated template, click **Yes**.