



# Creating or modifying a layout

Create a new layout or open an existing layout or layout preset, and edit the settings as needed. Layout files are stored with the `.cta` file name extension.

## Creating a new layout and modifying the setup options


1. Use one of these methods to create a new layout:
  - From the **File** menu, select **New Layout** (Ctrl+N or Command+N).
  - On the toolbar, click **New Layout** .
2. If desired, [edit the default layout setup options](#).
3. [Add TIFF files to the layout](#).
4. Arrange the files manually or [automatically](#).
5. On the toolbar, click **Save**.
6. In the Save Layout dialog box, browse to the desired location and type a name for the layout.
7. Click **Save**.

## Opening an existing layout

1. On the toolbar, click **Open** .
2. In the Open dialog box, locate and select the desired layout file (`.cta`), and click **Open**.
3. If desired, [edit the layout setup options](#).

## Opening a layout preset

A layout preset contains a set of predefined parameters.

1. Use one of these methods to start creating a new layout based on an existing layout preset:
  - Select **File > Layout Setup**.  
The left pane of the Layout Setup dialog box lists the existing presets. **Bold text** indicates the current default preset.
  - On the toolbar, click **Select Layout** .
2. Select a preset.

## Modifying a layout preset

See [Managing presets for layouts and planning](#).