

# Opening for the First Time

To open a *document* that is not yet presented in the current *project* use either an advanced *Open* dialog, a simple open file dialog or just drag the document to the UGENE window.

UGENE automatically detects the *format* of the *document*, but if you use the advanced dialog you can choose the format manually.

To open the advanced dialog select one of the following:

- *Add Existing document* item in the [Project View](#) context menu
- *File Open As* item in the main menu

To simply open the document select one of the following:

- *Open* item in the main toolbar
- *File Open* item in the main menu

or drag the file to the UGENE window. Also it is able to drag and drop documents (not objects) between opened UGENEs.



Documents created not by UGENE are *locked*. To be able to edit the document you should save a copy of the document and continue working with the copy.

- [Advanced Dialog Options](#)