**Graphic Design and Desktop Publishing**
Managing Layers

Objective:
- ♦ **I can use layering techniques to manage layers.**

When creating complex artwork, it's a challenge to keep track of all the items in your document window. Small items get hidden under larger items, and selecting artwork becomes difficult. Layers provide a way to manage all the items that make up your artwork.

- Illustrator assigns a unique color to each layer in the Layers panel. The color displays next to the layer name in the panel. The same color displays in the illustration window in the bounding box, path, anchor points, and center point of a selected object. You can use this color to quickly locate an object's corresponding layer in the Layers panel, and you can change the layer color to suit your needs.
- Target column - indicates whether items are targeted for application of effects and edit attributes in the Appearance panel. When the target button appears as a double ring icon (either ⊚ or ⊚), the item is targeted; a single ring icon indicates that the item is not targeted.
- Selection column - indicates whether items are selected. A color box appears when an item is selected. If an item, such as a layer or group, contains some objects that are selected and other objects that are unselected, a smaller selection color box appears next to the parent item. If all of the objects within the parent item are selected, the selection color boxes are the same size as the marks that appear next to selected objects.
- To move an object to a different layer, drag the selected art indicator to the layer you want.
- To select all objects on a given layer, click the Target button of that layer.
- Pressing Ctrl while clicking the New Layer button creates a new layer at the top of the list.
- Duplicate a layer by using the Layers menu or dragging the layer to be duplicated to the New Layer button.
- Hold down Ctrl as you click to select nonadjacent layers or sublayers; hold down Shift as you click to to select adjacent layers or sublayers.
- Layer options are available by double clicking the layer (rename, layer color, template, dim, print, preview).
- Additional options are available in the Layers Menu.
- When merging layers (Layers Menu), all the artwork from one or more layers moves onto the layer that was last selected before the merge.

Layers panel