

File Organization

Organizational Goals

Organize Logically

Use pages and sections to organize your files based on features, components, or status

Name Descriptively

Label elements, layers, frames, components, and properties clearly and consistently

Enhance Collaboration

Use Figma's built in functionality to enhance collaboration with the team and stakeholders



Navigating the File

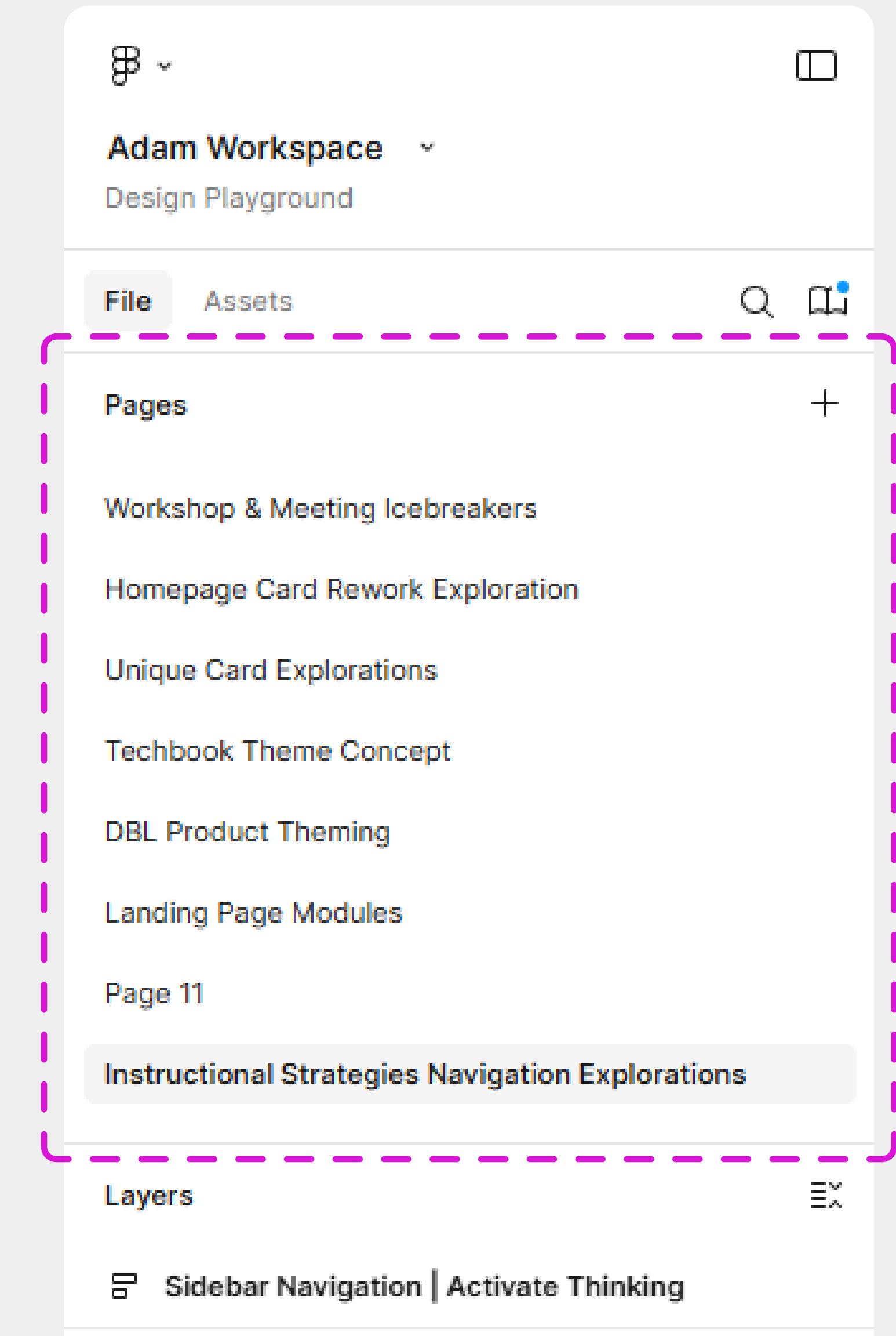
The Left Sidebar

- File and Navigation Information
- File name, settings menu, and location are displayed at the top
- Pages and layers sections are resizable and scrollable based on contents

A screenshot of a design application interface, likely Figma, illustrating the features of the left sidebar. The sidebar includes a header with the workspace name "Adam Workspace" and a dropdown arrow, a file navigation bar with "File" selected, a search bar, and a plus sign for creating new pages. The main area shows a list of pages: "Workshop & Meeting Icebreakers", "Homepage Card Rework Exploration", "Unique Card Explorations", "Techbook Theme Concept", "DBL Product Theming", "Landing Page Modules", "Page 11", and "Instructional Strategies Navigation Explorations". The last item is highlighted with a light gray background. Below the page list is a "Layers" section with a dropdown arrow and a link to "Sidebar Navigation | Activate Thinking".

Pages Panel

- Each page has its own canvas
- Use pages for high-level organization such as components, flow explorations, or prototypes
- “Spacer” pages (----- as a name) can be created to create more distinct separation between pages with related purposes



Layers Panel

- Frames, groups, or objects added to the canvas are visible in the layers panel
- Child objects are nested within their parent group or frame. These parents can be expanded or collapsed to view nested children
- Layers have unique icons associated with them based on whether they are a frame, group, or a specific type of object

DBL Product Theming

Landing Page Modules

Page 11

Instructional Strategies Navigation Explorations

- Layers
 - Sidebar Navigation | Activate Thinking
 - Sidebar
 - Main
 - Actions Bar
 - Actions Bar
 - Content
 - Page Banner
 - Filters
 - Results
 - Card Row
 - Asset Card



Layer Types

Frame

◻ Group

❖ Component

◇ Instance

T Text

□ Shape

IMAGE Image

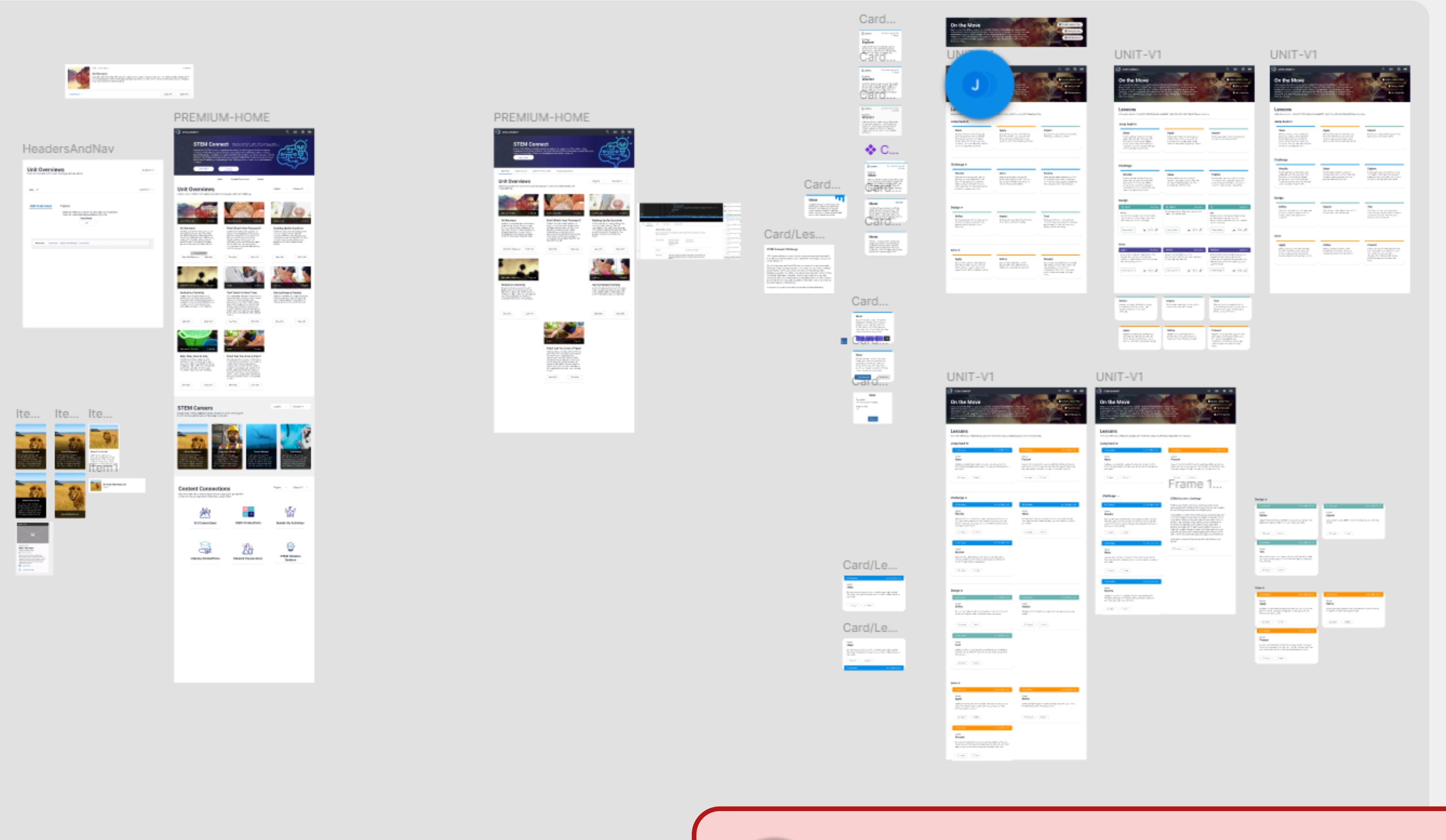
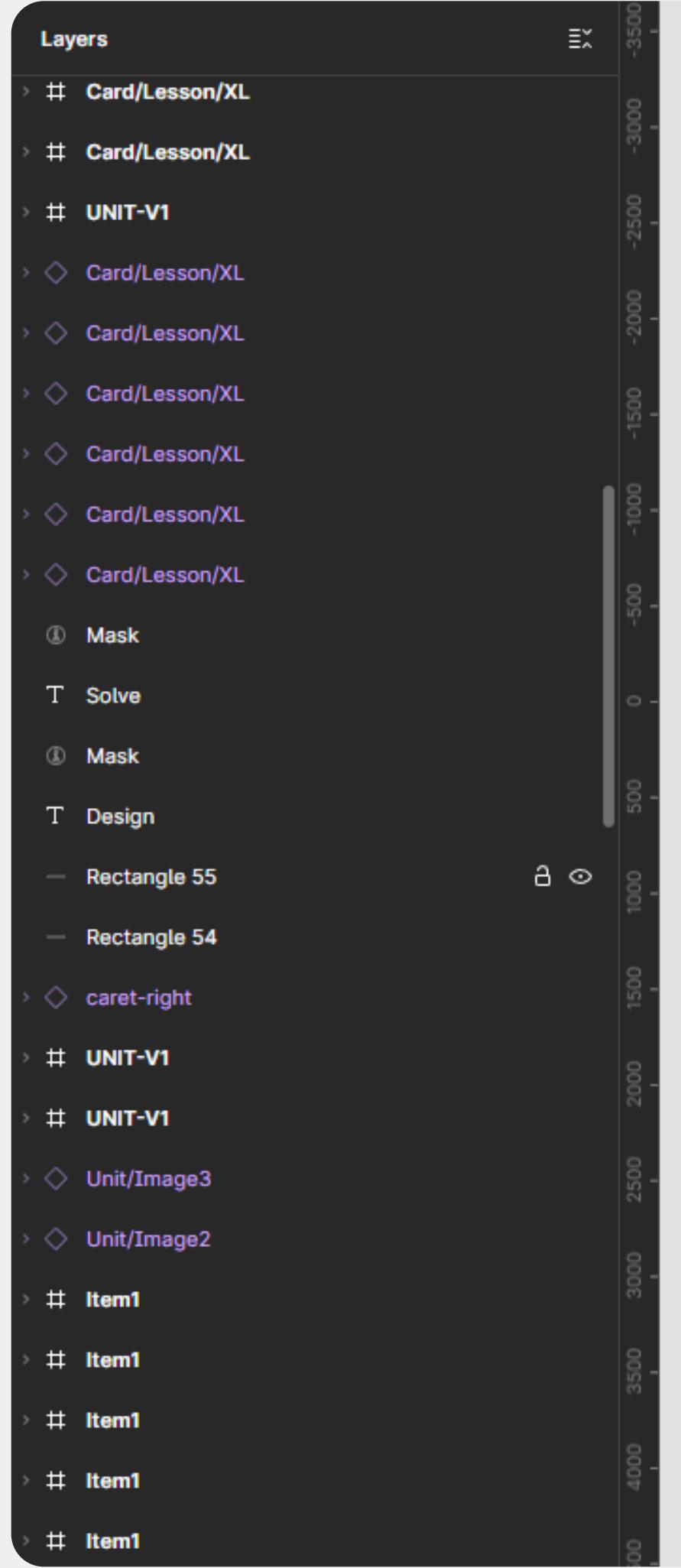
0° Auto Layout

□ Section

▶ GIF or Video



Why use Sections?



Visually grouped, everything on the top level



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Layers

- Pattern Color Swatches
- Comment-box-outline
- Independent Buttons | Orange Swap When Impersonating
- Independent Buttons | "Platform" Neutral Background
- Independent Buttons | "Platform" Blue Background
- Independent Buttons | Existing Blue
- Roshni's Design

Independent Buttons | Existing Blue

Independent Buttons | "Platform" Blue Background

Independent Buttons | Orange Swap When Impersonating

Independent Buttons | "Platform" Neutral Background



Nesting related ideas within Sections



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Why use Sections?

Without Sections

- Related elements are positioned near each other or manually visually organized
- Layer panel organization may not reflect the visual layout of the page
- No native ability to indicate what should be getting worked on by engineering partners

With Sections

- Sections provide a visual bounding as well as create a containing element within the layer panel to organize layers and elements
- Sections ensure the layer panel organization reflects the visual organization within the page
- Synced functionality with dev mode to indicate when sections are ready for dev to work on

Group and Frames

Groups & Frames

- Basic containers for housing objects
- Ensure the audience is right for the stage of feedback you're looking for.
- Send out file(s) and feedback request to be reviewed prior to meeting.

Groups vs Frames

◻ Groups

- Solely “groups” elements within the layers panel
- Bounds are defined by the dimensions of the child elements
- Nested elements automatically scale when resizing

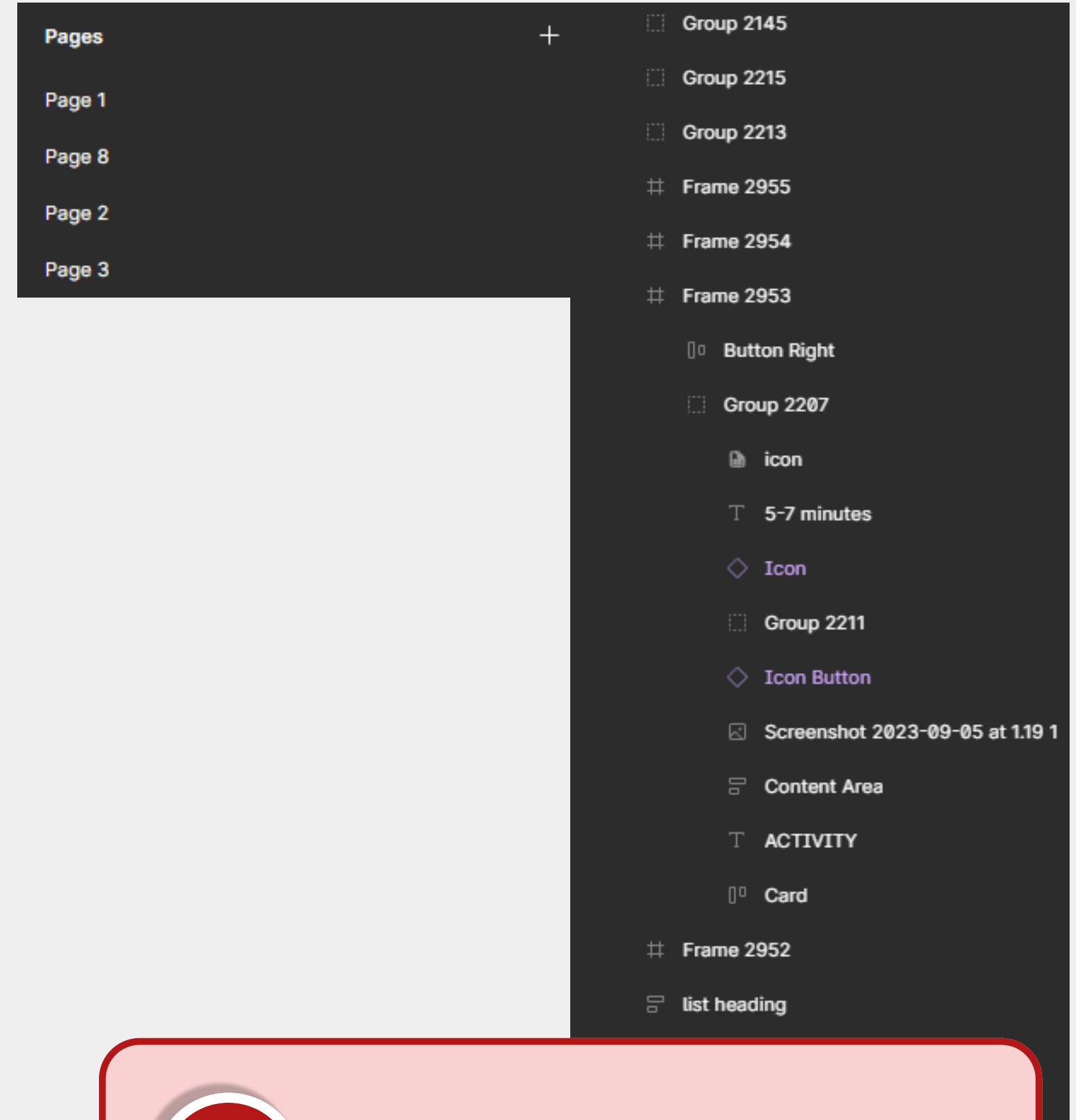
Frames

- Creates a parent object within the layers panel
- Resizable independent of child elements
- Overflow content, constraints, and layout grids
- Does not impose behavior on child elements
- **Required** for auto layout functionality

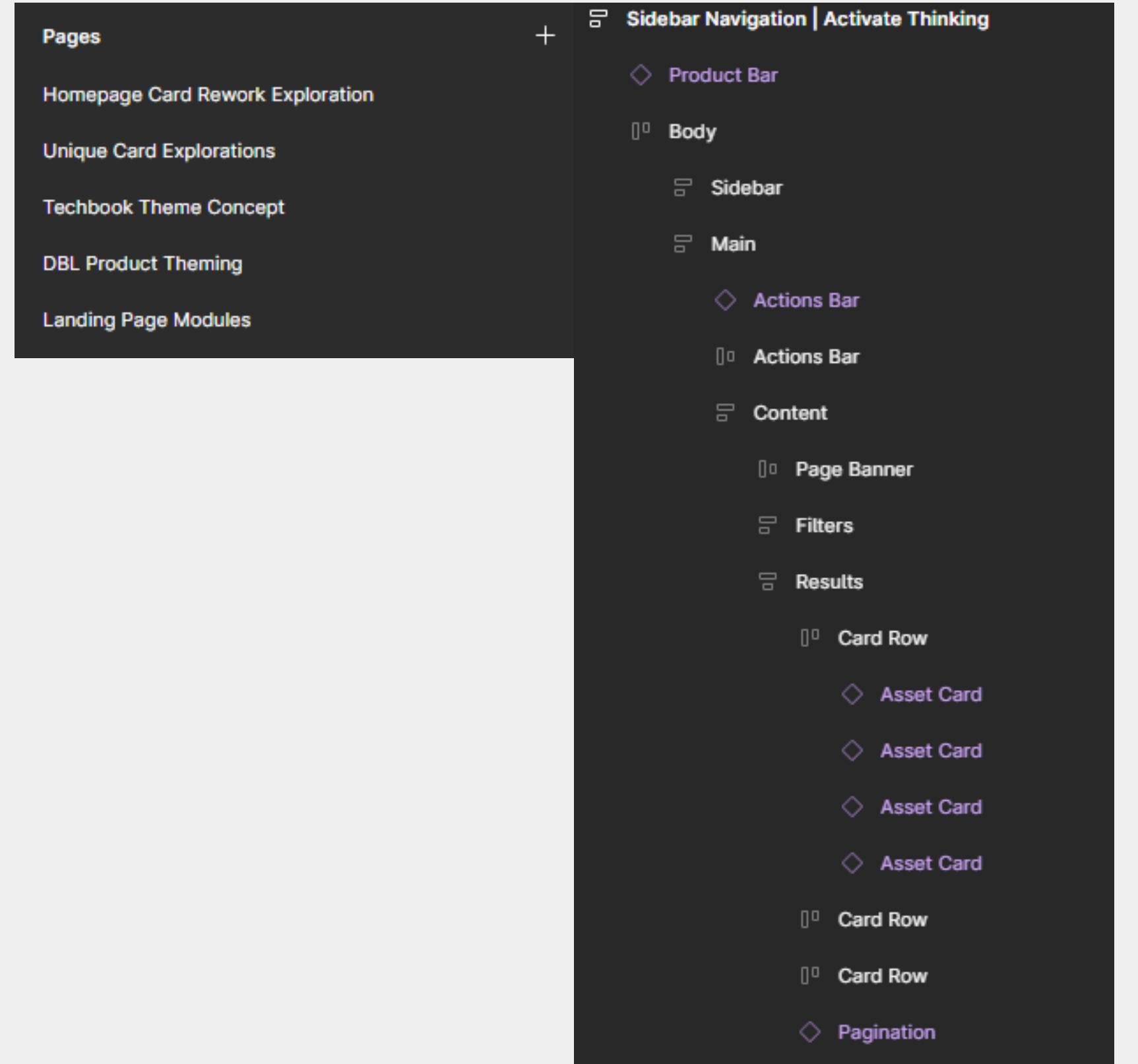
Additional Reading from Figma: <https://www.figma.com/best-practices/groups-versus-frames/#groups>



How to Name



Default or ambiguous names



Descriptive page and layer names



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How to Name

Default or Ambiguous Naming

- Causes confusion when trying to navigate
- Often results in unnecessary containers or other random elements being included
- Relational and functional purpose of elements is unclear

Descriptive Naming

- Facilitates quick navigation through pages and layers panels
- Allows a quick understanding of what is being viewed or selected
- Assists in understanding of parent and child relationships between elements

Collaborating in a File

Collaborating in a File

Multiplayer

Multiple individuals can be in a file, viewing or editing at the same time. Multiplayer is useful to real-time review and collaboration, especially in remote environments.

Comments

Comments allow conversations to take place within a file asynchronously. Comments can contain mentions and have individual responses.

“Ready for Dev” Sections

By using sections you gain the ability to mark a section as “ready for dev”. This creates a new indication on the section in the canvas, within the pages panel, and create the dev “focus mode.”

Dev Focus Mode

This view is oriented towards collaboration with engineering partners. When work is completed it can be marked as such, and this new status will display on the section

