File Organization

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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

Ehnance Collaboration

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

Navigating the File

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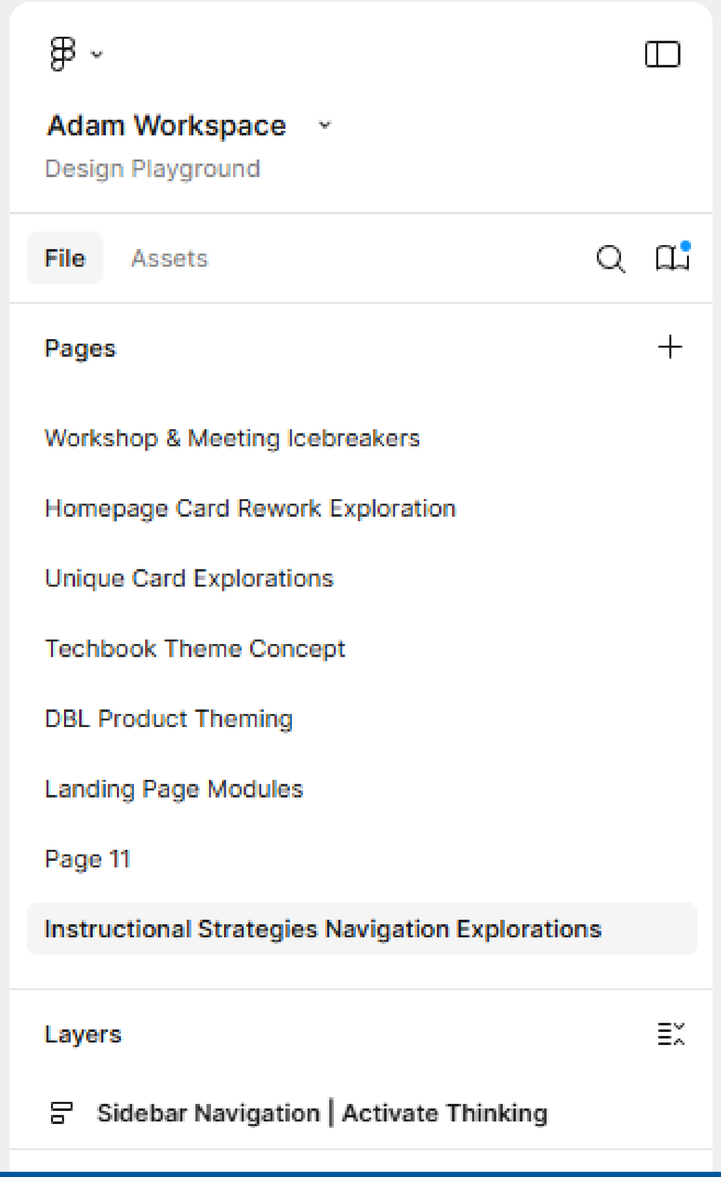
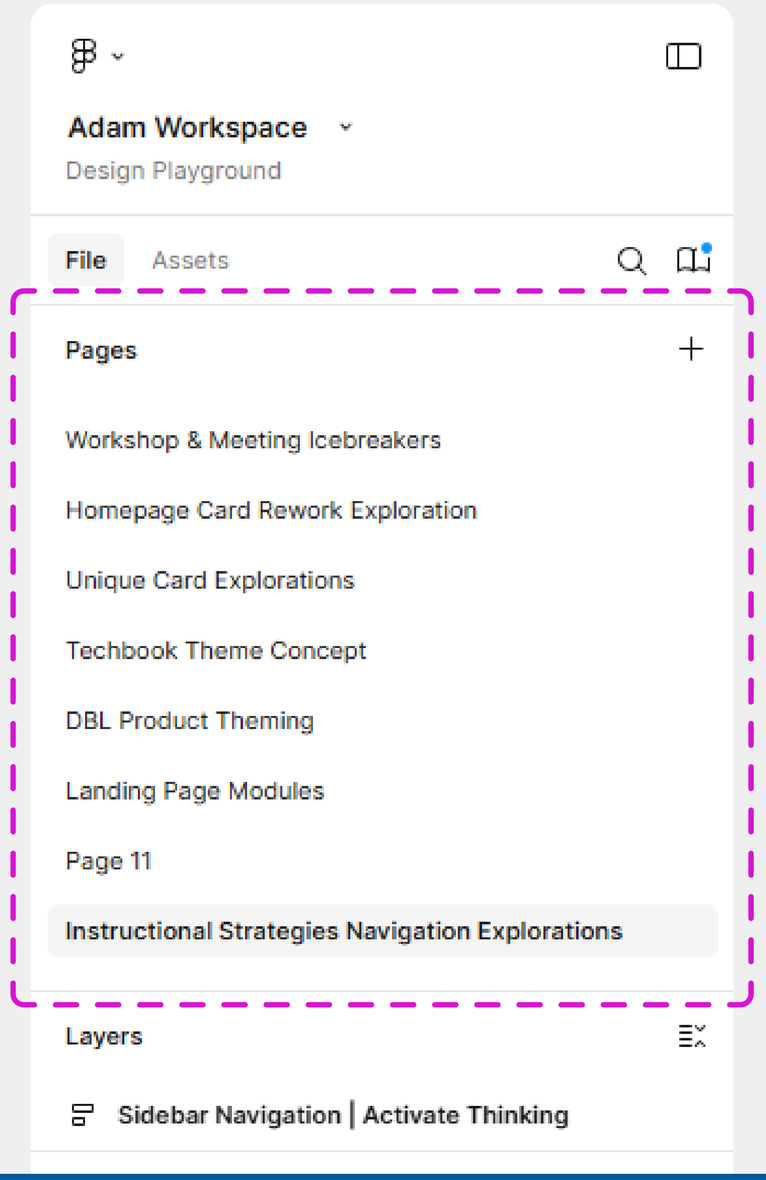
The Left Sidebar

- 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



Pages Panel

- Each page has it’s 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 purposed



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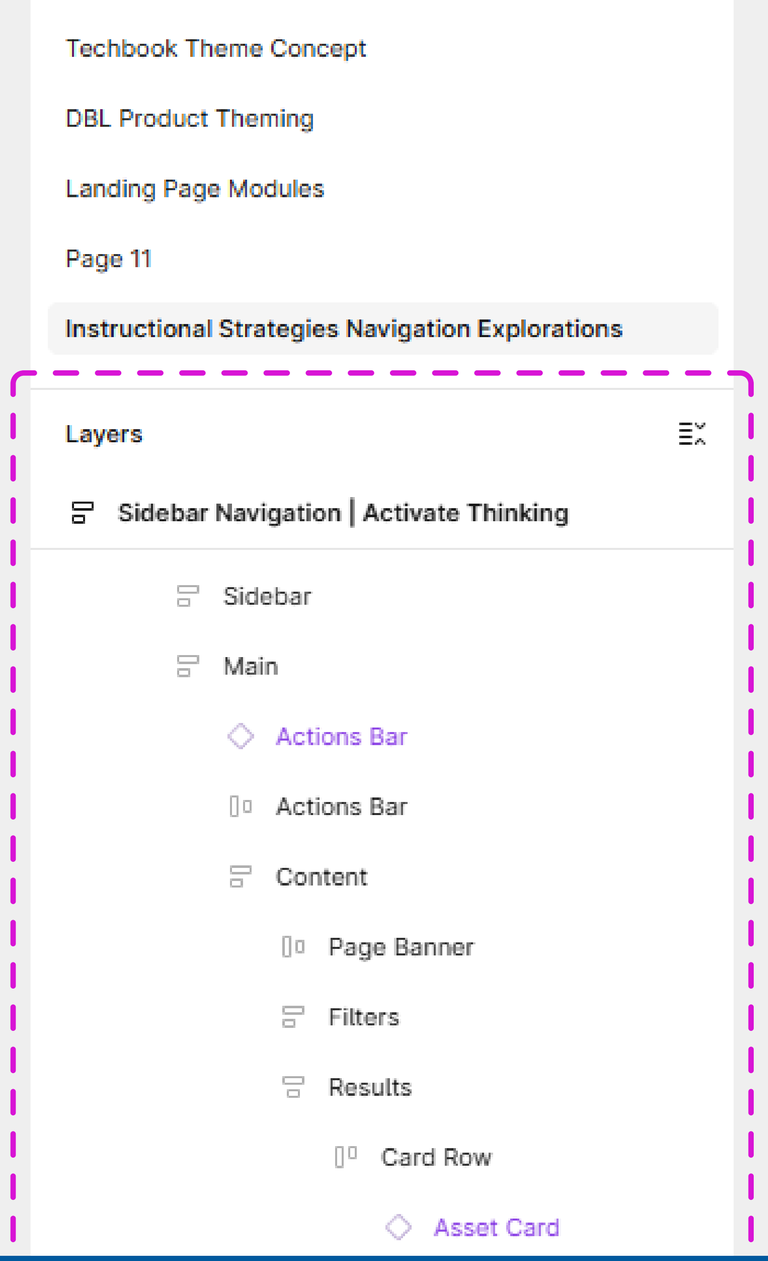
Layers Panel

- 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



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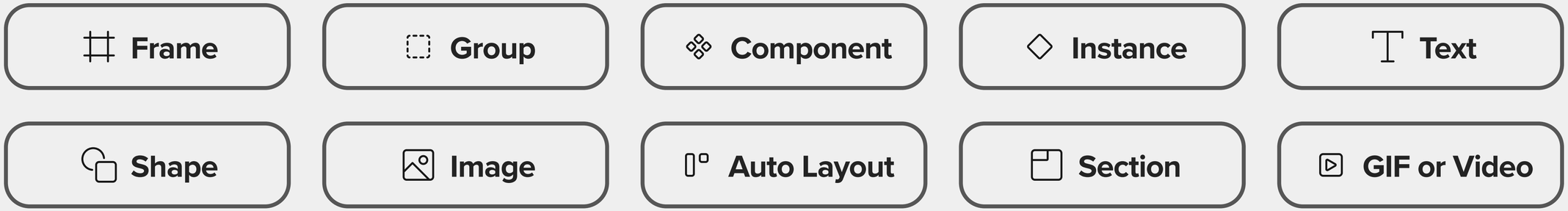
Layer Types


Frame
Group
Component
Instance
Text
Shape
Image
Auto Layout
Section
GIF or Video

Why use Sections?

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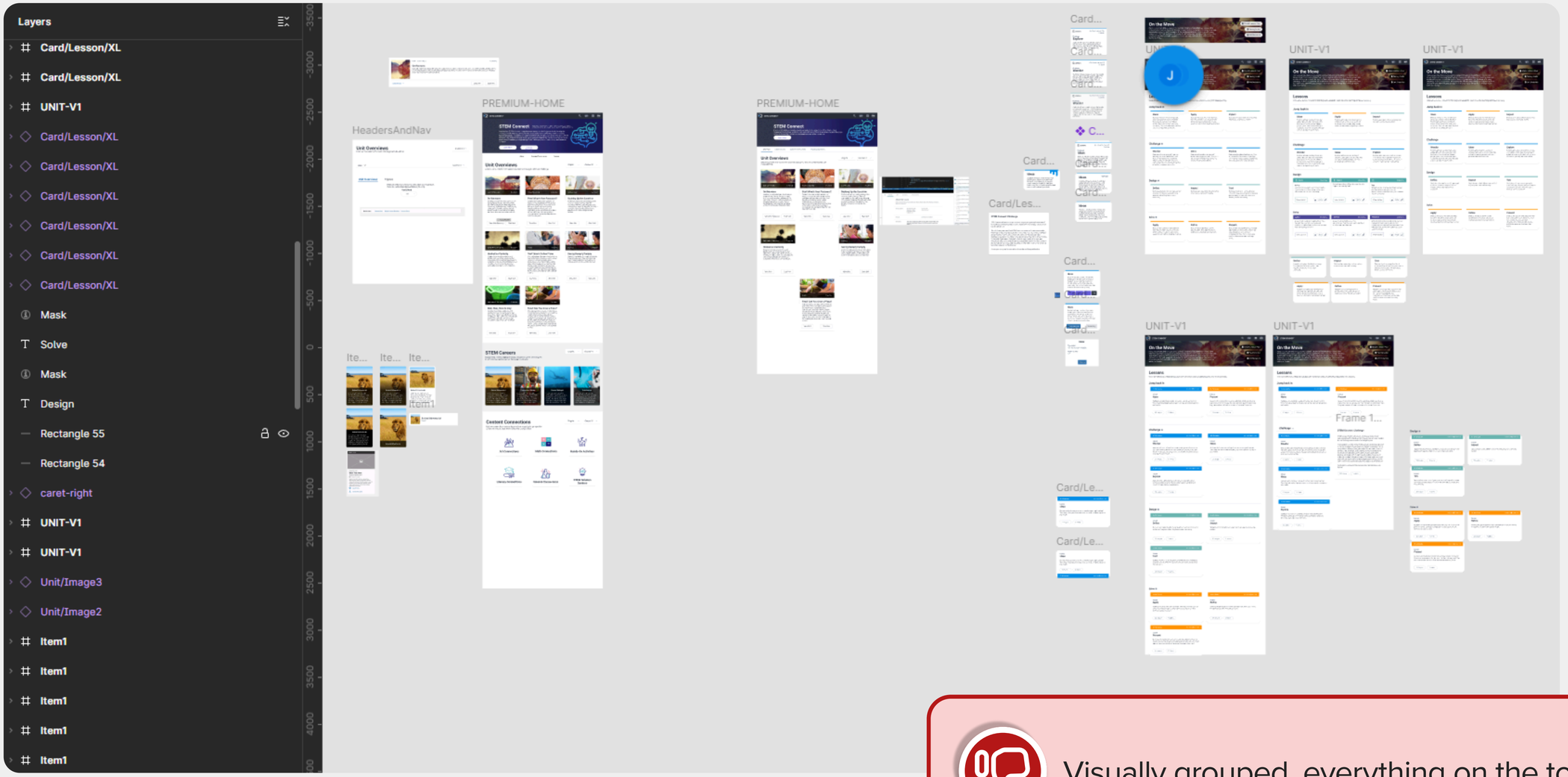

Visually grouped, everything on the top level

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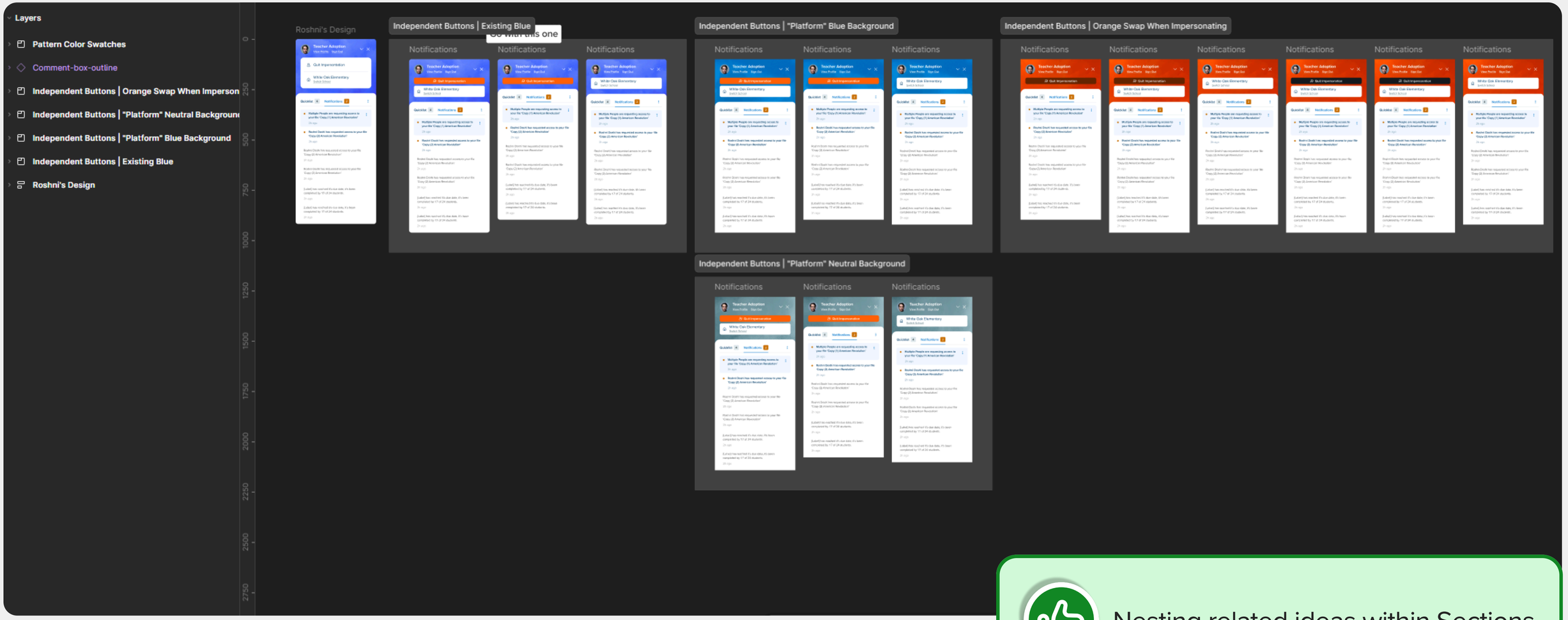

Nesting related ideas within Sections

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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

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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

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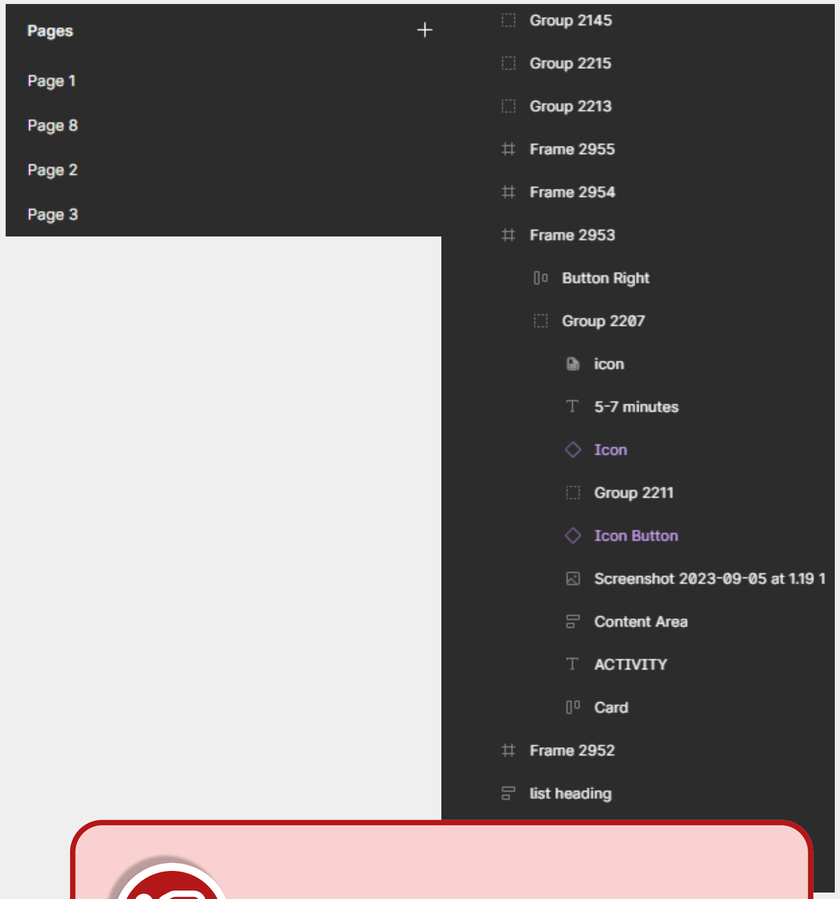
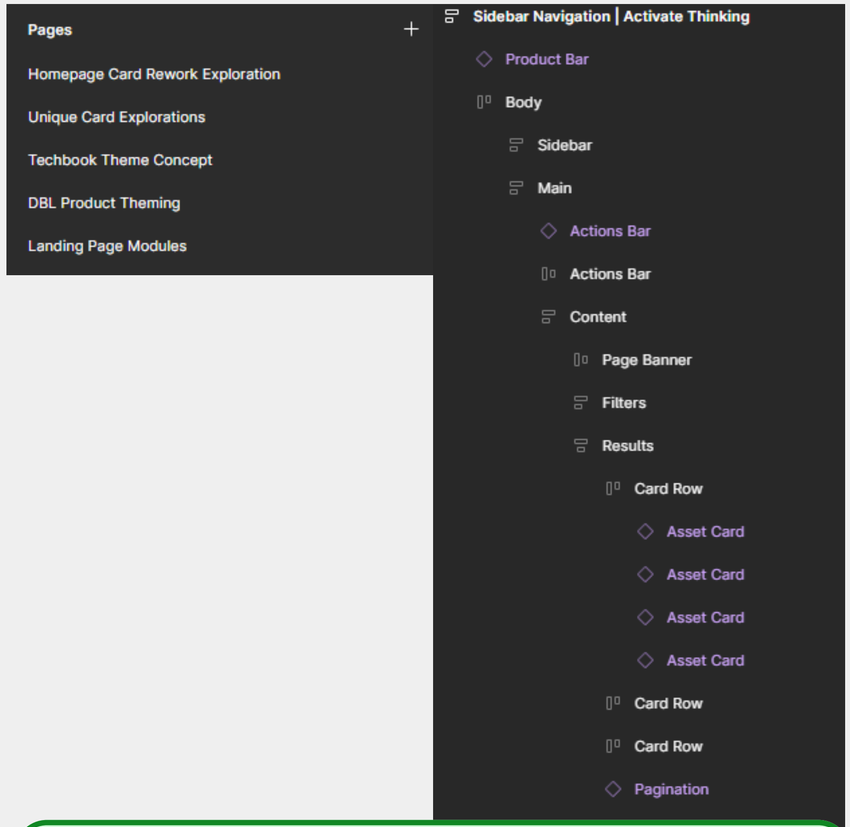


Default or ambiguous names



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 patent and child relationships between elements

Collaborating in a File

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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

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