

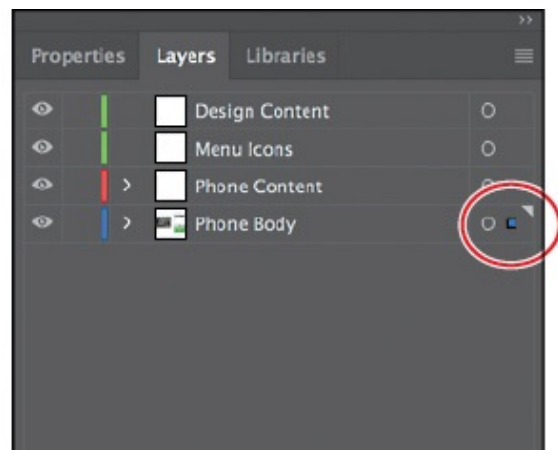
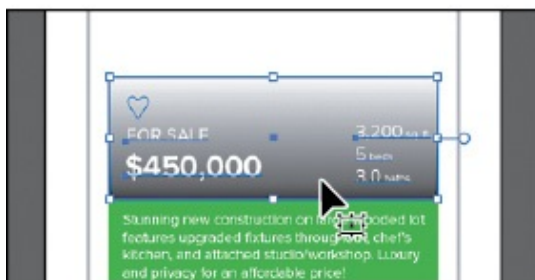
Keeping layers, sublayers, and groups collapsed is a great way to make the Layers panel less visually cluttered. The Phone Content layer and Phone Body layer are the only layers with a disclosure triangle because they're the only layers with content on them.

Moving content between layers

Next, you'll move the artwork to the different layers to take advantage of the layers and sublayers you've created.

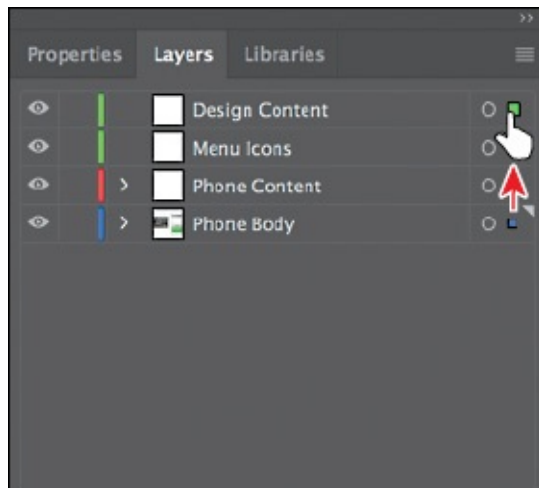
1. In the artwork, using the Selection tool (⌘), click the text "FOR SALE \$450,000" to select a group of content.

In the Layers panel, notice that the Phone Body layer name has the selected-art indicator (the color square); it's circled in the figure.



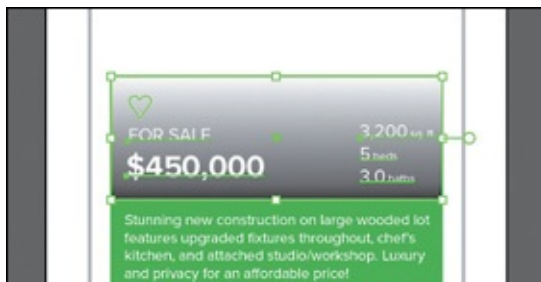
Also notice that the color of the bounding box, paths, and anchor points of the selected artwork matches the color of the layer.

If you want to move selected artwork from one layer to another, you can either drag the selected-art indicator to the right of each sublayer or drag the selected-art indicator to the right of the layer name. That's what you'll do next.



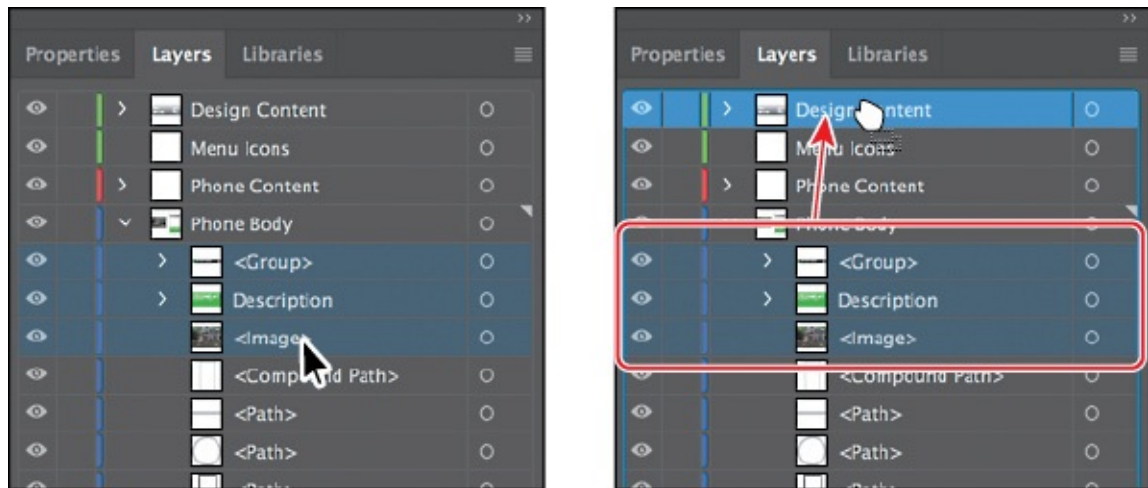
2. Drag the selected-art indicator (the little blue box) from the far right of the Phone Body layer name straight up to the right of the target icon (🎯) on the Design Content layer.

This action moves all of the selected artwork to the Design Content layer. The color of the bounding box, paths, and anchor points in the artwork changes to the color of the Design Content layer, which is green (in my case).



► **Tip:** You can also press Option (macOS) or Alt (Windows) and drag the selected-art indicator to another layer to duplicate the content. Remember to release the mouse button and then the key.

3. Choose Select > Deselect.
4. Click the disclosure triangle (▸) to the left of the Phone Body layer to show the layer content.
5. Click the top <Group> object that contains the top navigation artwork. Press the Shift key and click the <Image> object to select the <Group>, Description, and <Image> layers without selecting the artwork on the artboard.
6. Drag any of the selected objects to the Design Content layer at the top of the list. When the Design Content layer shows a highlight, release the mouse button.



● **Note:** This is another way to move artwork between layers. Any content that is dragged to another layer is automatically at the top of the layer stack on that layer.

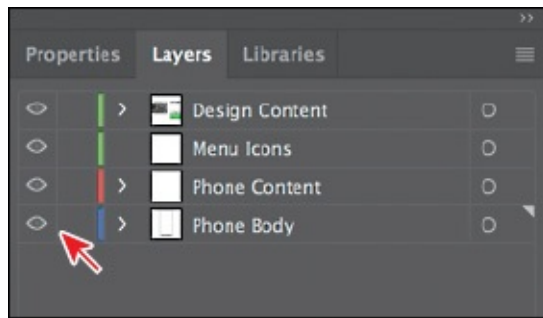
7. Click the disclosure triangle (▼) to the left of the Phone Body layer to hide the layer contents.


Viewing layers

The Layers panel lets you hide layers, sublayers, or individual objects from view. When a layer is hidden, the content on the layer is also locked and cannot be selected or printed. You can also use the Layers panel to display layers or objects individually, in either Preview or Outline mode. In this section, you'll learn how to view layers in Outline mode to make artwork potentially easier to select.





1. Choose View > Outline. This displays the artwork so that only its outlines (or paths) are visible. You should be able to see the menu icons that are hidden beneath the green shape. An arrow is pointing to them in the figure.

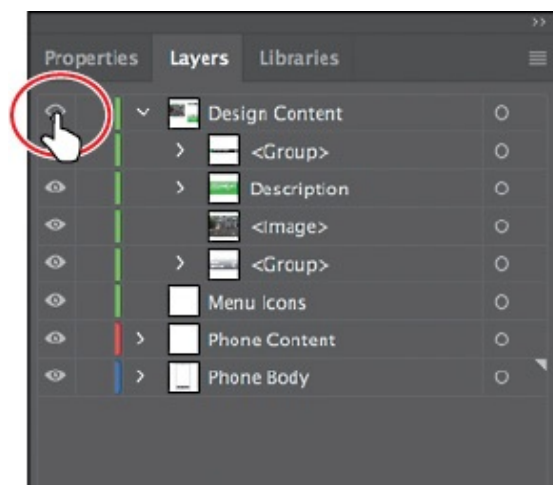


Notice the eye icons () in the Layers panel now. They indicate that the content on that layer is in Outline mode.

2. Choose View > GPU Preview or View > Preview On CPU (or Preview) if GPU Preview is not available to see the painted artwork.

Sometimes, you may want to view part of the artwork in outline mode while retaining the strokes and fills for the rest of the artwork. This can be useful if you need to see all artwork in a given layer, sublayer, or group.




3. In the Layers panel, click the disclosure triangle () for the Design Content layer to reveal the layer content. Command-click (macOS) or Ctrl-click (Windows) the eye icon () to the left of the Design Content layer name to show the content for *only that layer* in Outline mode.

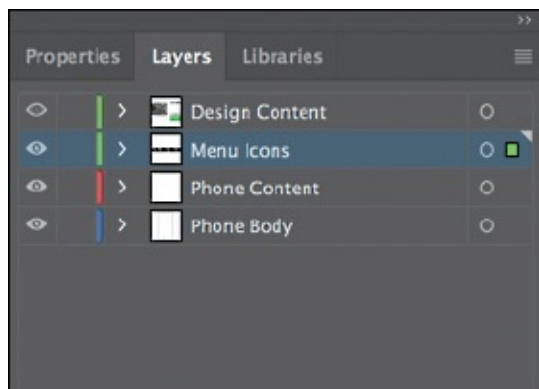


► **Tip:** To view layer artwork in Outline mode, you can also double-click either the layer thumbnail or just to the right of the layer name to open the Layer Options dialog box. You can then deselect Preview and click OK.

Displaying a layer in Outline mode is also useful for selecting the anchor points or center points on objects.



4. Select the Selection tool () and click one of the mobile icons to select the group.
5. Click the Locate Object () button at the bottom of the Layers panel to see where the selected group is in the Layers panel.
6. Choose Edit > Cut to cut the mobile icon group from the document.
Cutting content or deleting content will remove it from the Layers panel.
7. Click the disclosure triangle () to the left of the Design Content layer and the Phone Body layer to hide the layer content for each.
8. Click to select the Menu Icons layer, and choose Edit > Paste In Place to paste the group into that layer.

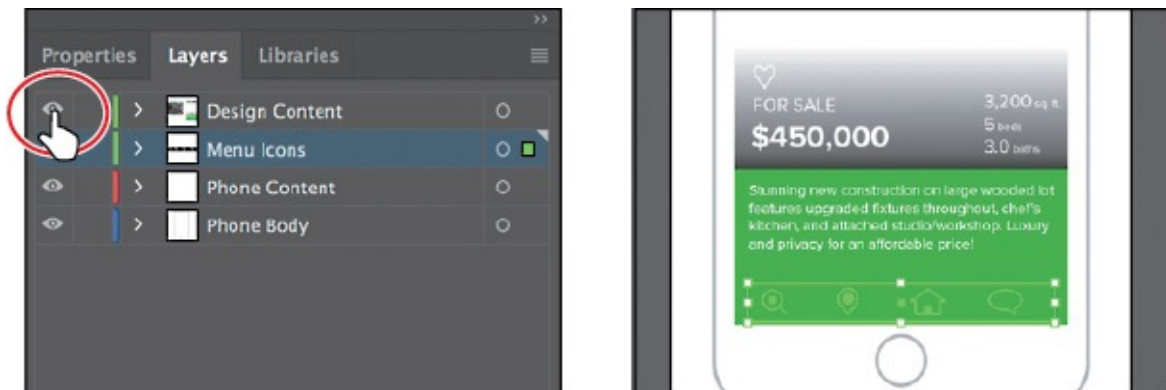


Selecting a layer before you create or paste content is something you will be doing a lot of in Illustrator. This way, you can organize content, keeping it on the layer you think is best, as you go.

● **Note:** In the figure, all of the layers are toggled closed. Yours may look different, and that's okay.

● **Note:** The Paste In Place and Paste on All Artboards commands paste artwork on the active artboard at the same position as the artboard from where the artwork is copied.

9. Command-click (macOS) or Ctrl-click (Windows) the eye icon (👁) to the left of the Design Content layer name to show the content for that layer in Preview mode again.

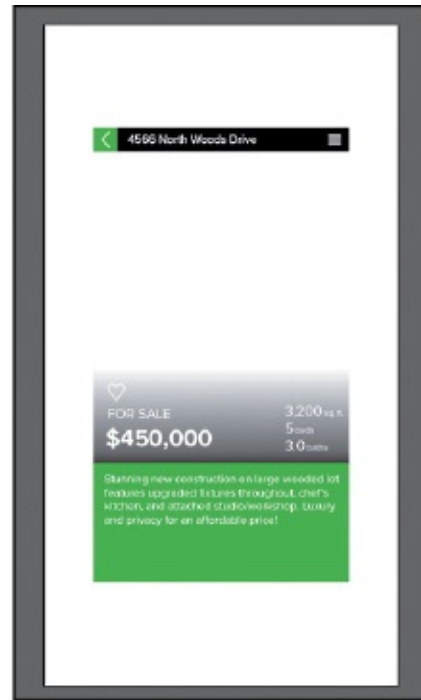
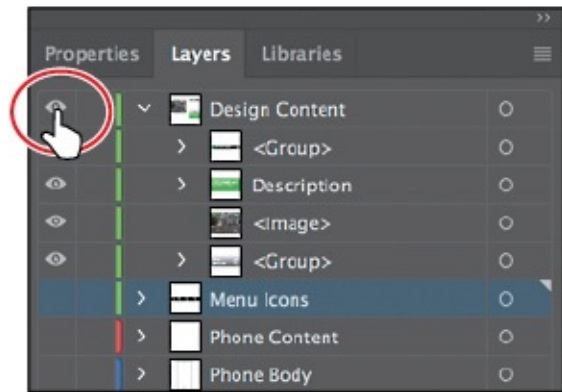


The menu icons will be behind the design content now since the Menu Icons layer is beneath the Design Content layer in the Layers panel. You'll fix that next.

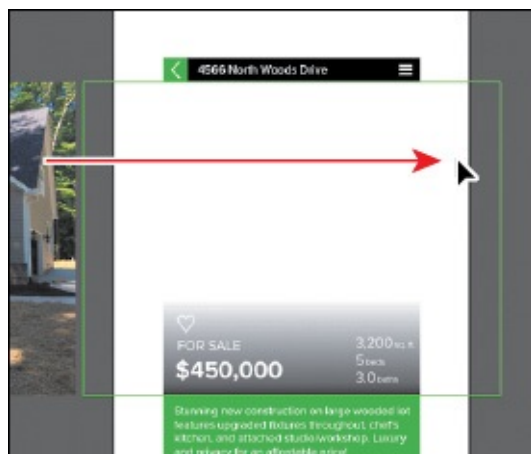
Reordering layers


In earlier lessons, you learned that objects have a stacking order, depending on when and how they were created. That stacking order applies to each of the layers in the Layers panel. By creating multiple layers in your artwork, you can control how overlapping objects are displayed. Next, you'll reorder layers to achieve a different stacking order.

1. Click the disclosure triangle (▸) to the left of the Design Content layer to show the layer content.
2. Option-click (macOS) or Alt-click (Windows) the eye icon (👁) to the left of the Design Content layer to hide the *other* layers.



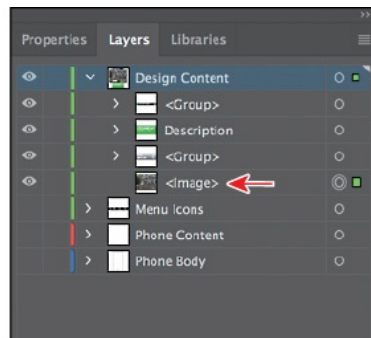
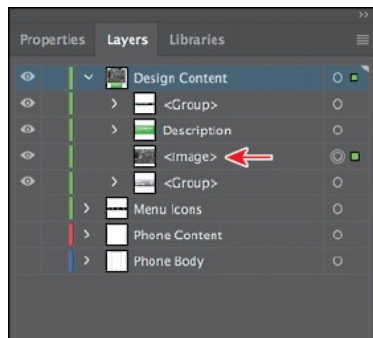
Hiding all layers except those that you want to work with can be very useful so you can focus on the content at hand.



3. With the Selection tool () selected, click in a blank area, away from artwork to deselect, if necessary. Shift-drag the image off the left edge of the artboard into the approximate center of the artboard. Release the mouse button and then the Shift key.

Notice the <Image> object in the Design Content layer in the Layers panel.

4. Choose Object > Arrange > Send To Back.

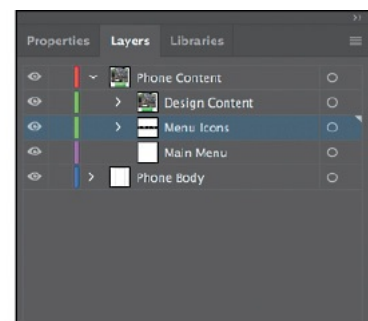
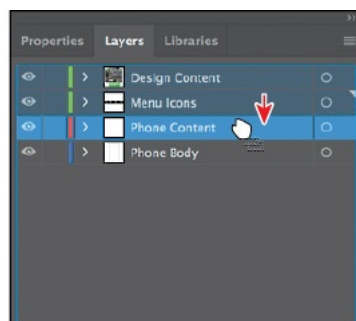
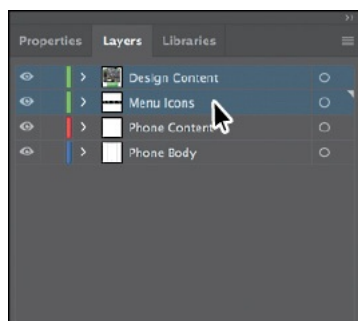


► **Tip:** You can also drag the <Image> object down below the <Group> object beneath it in the Layers panel. When a highlight line appears, release the mouse button to reorder the layers. The Arrange commands work within the layer that the selected content is on.

5. Choose Select > Deselect.
6. Click the disclosure triangle (▼) to the left of the Design Content layer to hide the layer content.

It's a good idea to get in the practice of collapsing layers in my opinion so you can more easily find content and work with layers in the Layers panel later.

7. Choose Show All Layers from the Layers panel menu (≡) or Option-click (macOS) or Alt-click (Windows) the eye icon (👁) to the left of the Design Content layer to show all layers again.
8. Click the Design Content layer to select it in the Layers panel, if necessary. Shift-click the Menu Icons layer to select both.
9. Drag either layer down on top of the Phone Content layer. When the layer is highlighted, release the mouse button to move the layers into the Phone Content layer. They are now sublayers of the parent Phone Content layer.

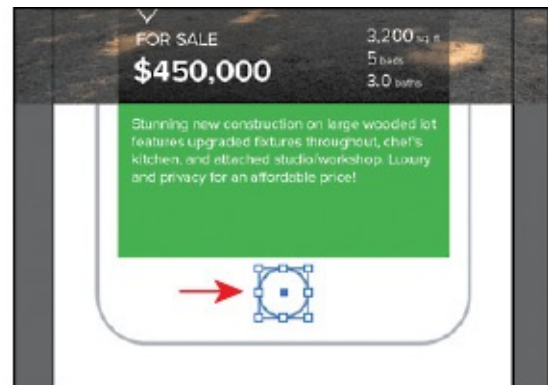
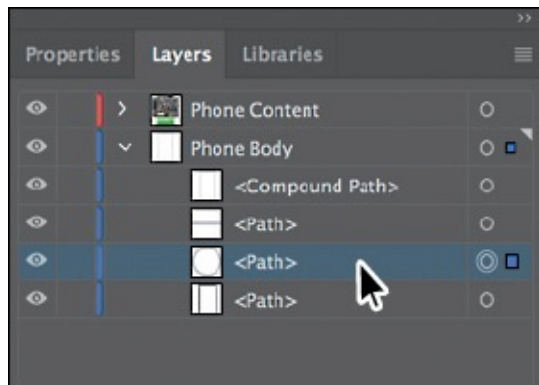


Collecting into a new layer

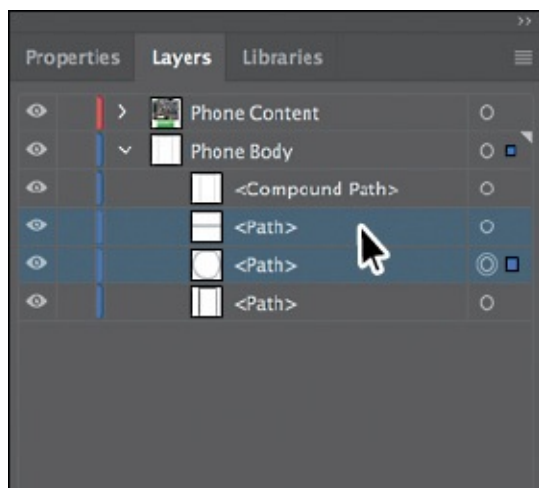
To streamline your artwork, you can merge layers, sublayers, content, or groups to combine the contents into one layer or sublayer. Note that items will

be merged into the layer or group that you selected last. Next, you will merge content into a new layer and then merge a few sublayers into one.

1. Click the disclosure triangle (▾) to the left of the Phone Content layer to hide the layer content. Click the disclosure triangle (▸) to the left of the Phone Body layer to show the layer content.
2. Press the Option (macOS) or Alt (Windows) key, and click the <Path> object that has a circle in the thumbnail to select the content on the artboard.



This can be helpful if you are looking at content in the Layers panel and need to select it or, in the least, see where it is in your document. You could also click the Selection column (where the selection indicator appears) to select content without selecting the layer.



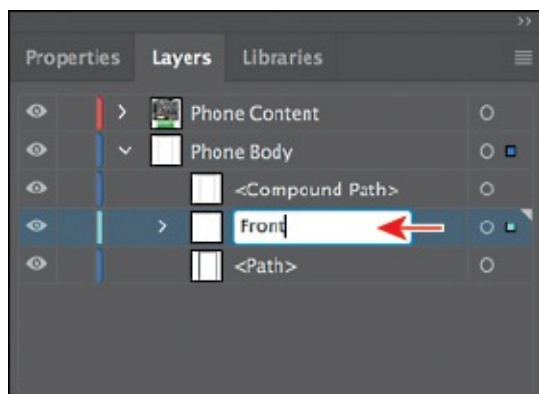
3. In the content for the Phone Body layer, with the <Path> layer selected, Shift-click the <Path> object above it to select both objects. See the figure.

► **Tip:** You can also Command-click (macOS) or Ctrl-click (Windows) layers or sublayers in the Layers panel to select multiple, nonsequential layers.

4. Click the Layers panel menu icon (☰), and choose Collect In New Layer

to create a new sublayer (in this case) and put the selected content in it. The objects in the new sublayer retain their original stacking order.

► **Tip:** Choose Merge Selected from the Layers panel menu to merge selected content into a single layer. The last layer you select determines the name and color of the merged layer. Layers can only merge with other layers that are on the same hierarchical level in the Layers panel. Likewise, sublayers can only merge with other sublayers that are in the same layer and on the same hierarchical level. Objects can't be merged with other objects.



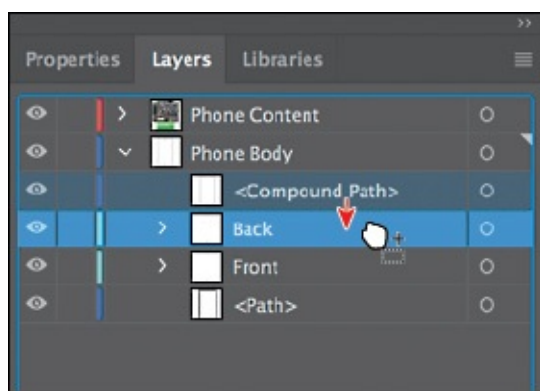
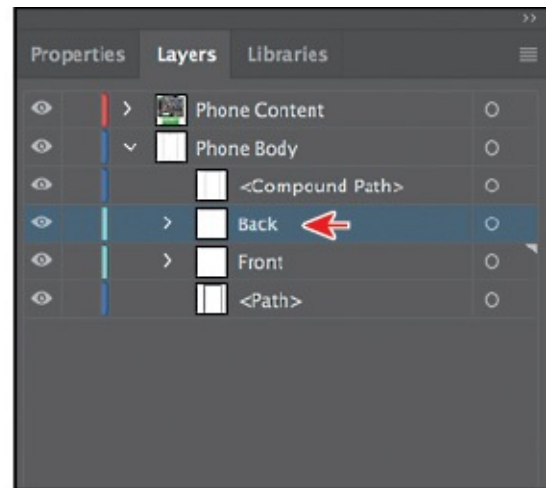
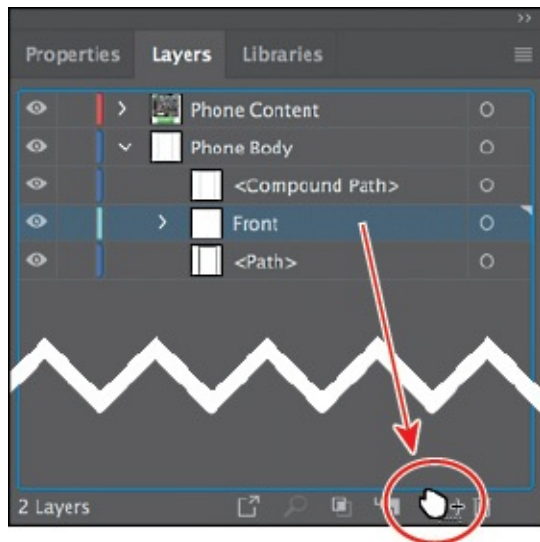
5. Double-click the new sublayer name (mine is Layer 6), and change the name to **Front**. Press Enter or Return. The layer color you see may be different from what you see in the figure and that's okay.
6. Choose Select > Deselect.
7. Choose File > Save.

Duplicating layer content

You can also use the Layers panel as another method for duplicating layers and other content. Next, you'll duplicate the Front sublayer, then move the content onto the right-hand artboard, and finally duplicate content between layers.

1. Drag the Front sublayer down to the Create New Layer button (◻) to make a copy of the layer. Double-click the new layer name (Front copy) and name it **Back**.

The <Compound Path> object at the top of the Phone Body layer also needs to be in the Front sublayer and the Back sublayer. Next, you'll drag a copy into the Back sublayer and then drag the original into the Front sublayer.



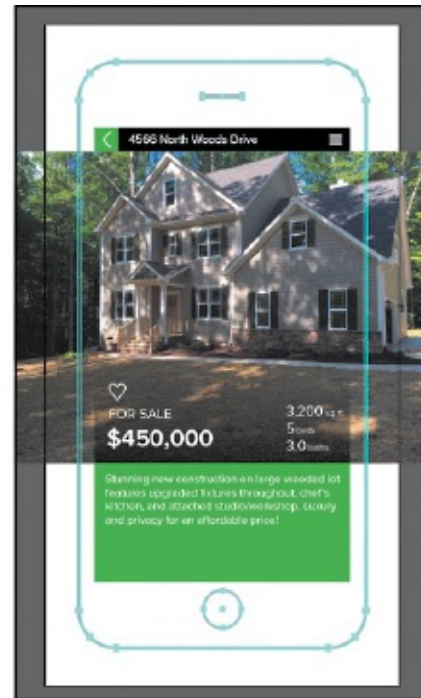
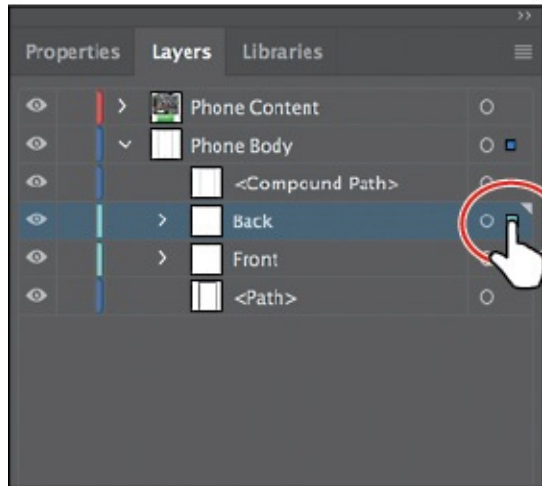
2. Click to select the <Compound Path> object. Pressing Option (macOS) or Alt (Windows), drag the object onto to the Back sublayer. When the layer is highlighted, release the mouse button and then the key.


This copies the <Compound Path> content (the shape of the phone) onto the Back sublayer. Dragging with the modifier key copies the selected content. This is the same as selecting the content on the artboard, choosing Edit > Copy, selecting the Back sublayer in the Layers panel, and then choosing Edit > Paste In Place.

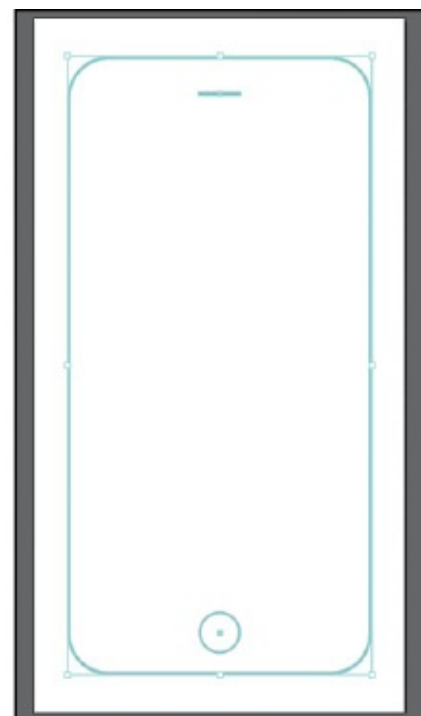
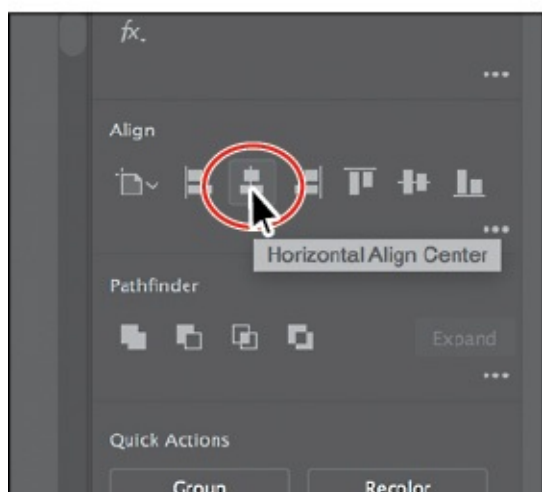
Next, you'll move the Back sublayer content onto the artboard on the right.

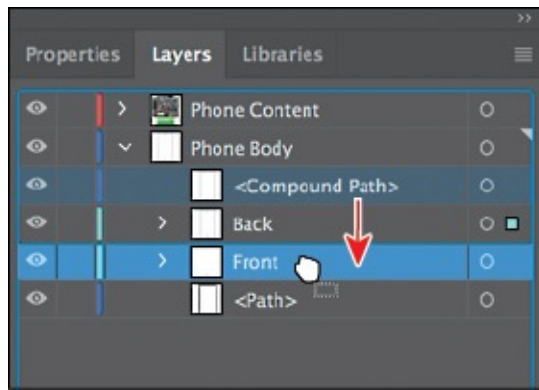
► **Tip:** You can also Option-drag (macOS) or Alt-drag (Windows) the selected-art indicator to duplicate content. You can also select the <Compound Path> row in the Layers panel and choose Duplicate "<Compound Path>" from the Layers panel menu to create a copy of the same content.

3. Click the Selection column to the far right of the Back layer name. Even if you already see a color box, click it again to select *all* content on the layer.



4. Choose 2 Phone Back from the Artboard Navigation menu in the lower-left corner of the Document window to center that artboard in the window and select it.
5. Click the Properties panel tab to open the Properties panel. Choose Align To Artboard from the Align To Selection menu in the Properties panel. Then click the Horizontal Align Center button () to align the contents of the Back sublayer to the horizontal center of the 2 Phone Back artboard.





6. Click the Layers panel tab to show the Layers panel again. Click to select the original <Compound Path> object in the Layers panel. Drag it onto to the Front sublayer to move it onto that sublayer.

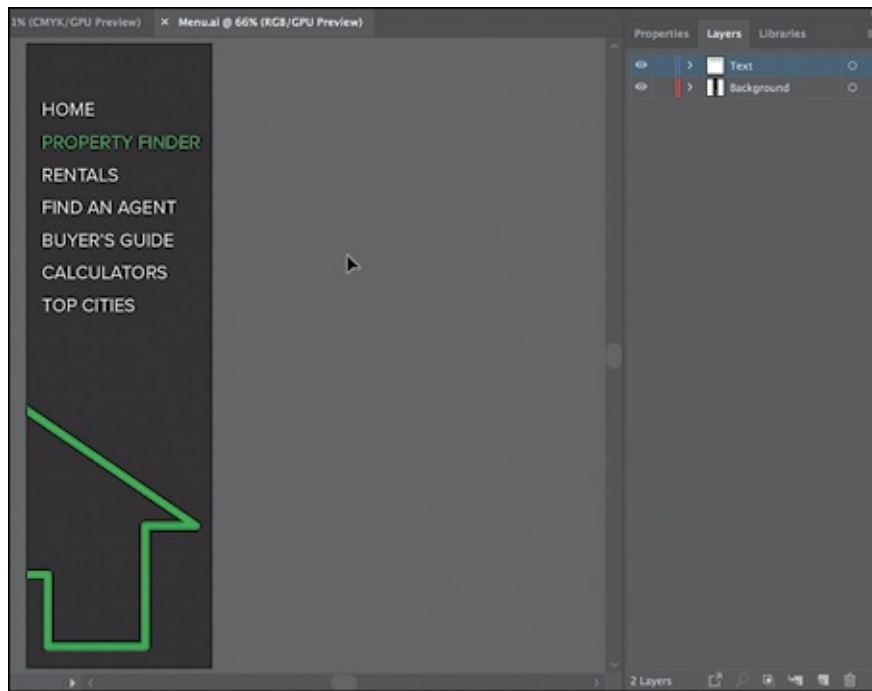
● **Note:** I dragged the left edge of the Layers panel to the left to see more of the layer names.

7. Click the disclosure triangle (▾) to the left of the Phone Body layer to hide the contents.
8. Choose View > Fit All In Window.
9. Choose Select > Deselect and then choose File > Save.

Pasting layers

To complete the app design, you'll copy and paste the remaining pieces of artwork from another file. You can paste a layered file into another file and even keep the layers intact. In this section, you'll also learn a few new things, including how to apply appearance attributes to layers and how to reorder layers.

1. Choose Window > Workspace > Reset Essentials.
2. Choose File > Open. Open the Menu.ai file in the Lessons > Lesson09 folder on your hard disk.
3. Choose View > Fit Artboard In Window.
4. Click the Layers panel tab to show the panel. To see how the objects in each layer are organized, Option-click (macOS) or Alt-click (Windows) the eye icon (👁) for one layer at a time in the Layers panel to show one layer and hide the others. You can also click the disclosure triangle (▸) to the left of each layer name to expand and collapse the layers for further inspection. When you're finished, make sure that both layers are showing and that they are collapsed.

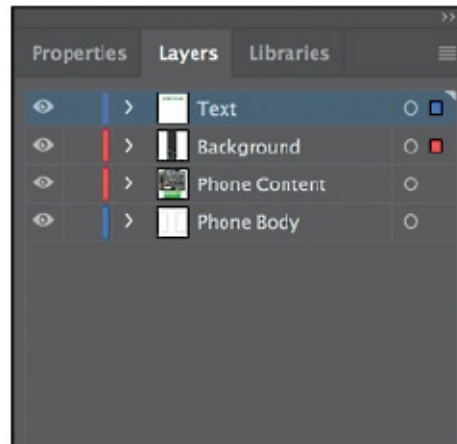


5. Choose Select > All and then choose Edit > Copy to select and copy the content to the clipboard.
6. Choose File > Close to close the Menu.ai file without saving any changes. If a warning dialog box appears, click No (Windows) or Don't Save (macOS).
7. In the RealEstateApp.ai file, choose Paste Remembers Layers from the Layers panel menu (☰). A checkmark next to the option indicates that it's selected.

When Paste Remembers Layers is selected, artwork is pasted into the layer(s) from which it was copied, regardless of which layer is active in the Layers panel. If the option is not selected, all objects are pasted into the active layer, and the layers from the original file are not pasted in.

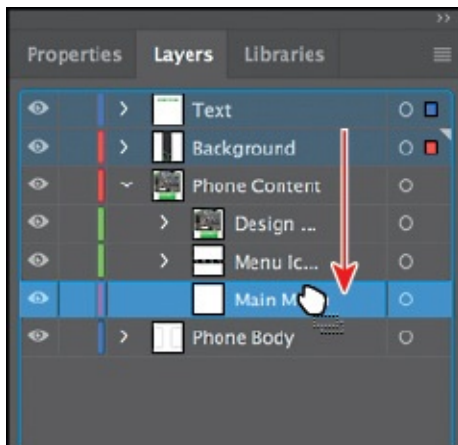
Note: If the target document has a layer of the same name, Illustrator combines the pasted content into a layer of the same name.

8. Choose Edit > Paste to paste the content into the center of the Document window.



The Paste Remembers Layers option causes the Menu.ai layers to be pasted as two separate layers at the top of the Layers panel (Text and Background). Now you'll move the newly pasted layers into the Main Menu sublayer of the Phone Content layer and then change the ordering of the layers.

9. Select the Text layer (if it's not already selected), and Shift-click the Background layer name in the Layers panel to select both layers.
0. Click the disclosure triangle (▸) to the left of the Phone Content layer to show the layer contents.



1. Drag either of the selected layers (Text or Background) down on top of the Main Menu sublayer to move the content to the new layer.

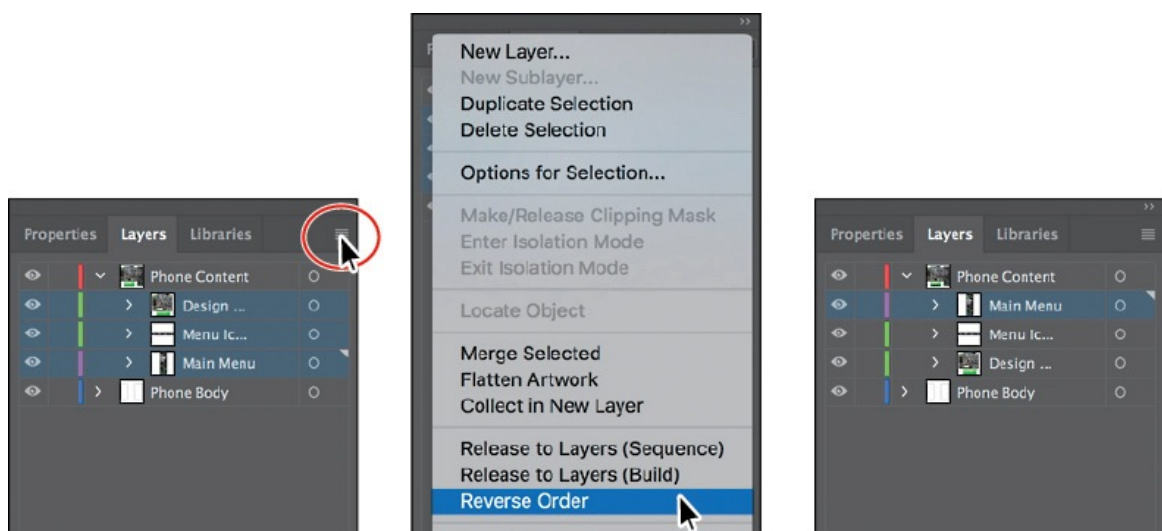
The two pasted layers become sublayers of the Main Menu sublayer. Notice that they keep their individual layer colors.

2. Choose Select > Deselect.

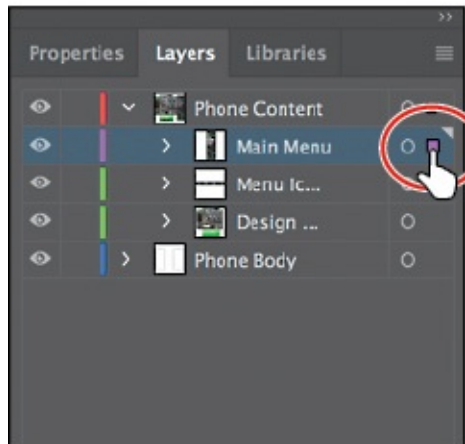
Changing layer order

As you've seen, you can easily drag layers, sublayers, groups, and other content in the Layers panel to reorganize the layer ordering. There are also several Layers panel options for commands such as reversing layer ordering and more that can make reorganizing layers easier.

1. Click the disclosure triangle (▼) to the left of the Main Menu sublayer to hide the contents.
2. Click the Design Content sublayer, and Shift-click the Main Menu sublayer name to select all three layers (Design Content, Menu Icons, and Main Menu).
3. Choose Reverse Order from the Layers panel menu (≡) to reverse the layer ordering.



4. Click the Selection column to the far right of the Main Menu layer name to select the layer content.
5. With the Selection tool selected, drag the content onto the artboard on the left.



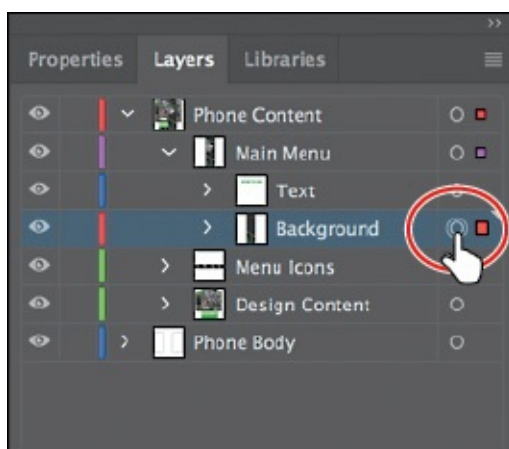
6. Choose Select > Deselect (if available).

Applying appearance attributes to layers

● **Note:** To learn more about working with appearance attributes, see [Lesson 12](#), “[Exploring Creative Uses of Effects and Graphic Styles](#).”

● **Note:** I dragged the left edge of the Layers panel to the left to make it easier to see the names.

You can apply appearance attributes, such as styles, effects, and transparency, to layers, groups, and objects, using the Layers panel. When an appearance attribute is applied to a layer, any object on that layer takes on that attribute. If an appearance attribute is applied only to a specific object on a layer, it affects only that object, not the entire layer. Next, you’ll apply an effect to artwork on one layer.



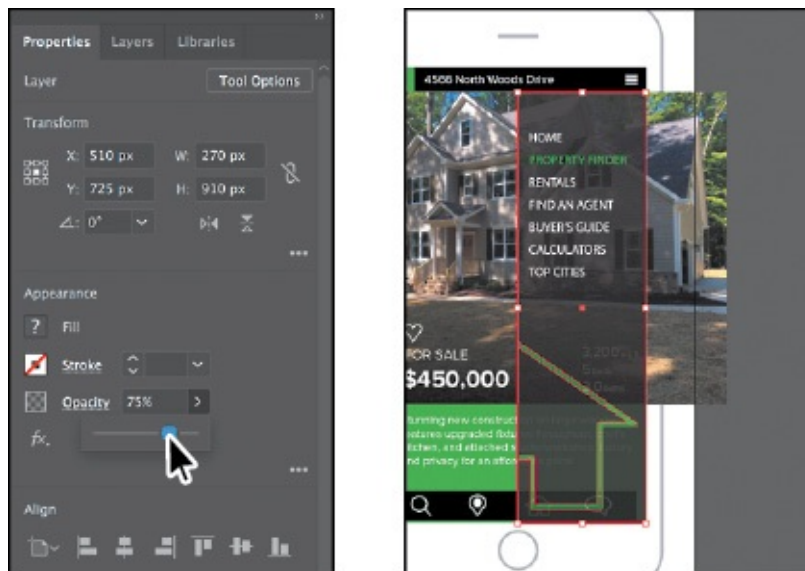
1. Click the disclosure triangle (◻) to the left of the Main Menu sublayer to

show the layer contents, if necessary. Click the target icon (🎯) to the right of the Background sublayer in the target column.

● **Note:** Clicking the target icon also selects the object(s) on the artboard. You could simply select the content on the artboard to apply an effect.

Clicking the target icon indicates that you want to apply an effect, style, or transparency change to that layer, sublayer, group, or object. In other words, the layer, sublayer, group, or object is *targeted*. The content is also selected in the Document window. 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.

2. Click the Properties panel tab to show the Properties panel. Change the Opacity to 75 in the Properties panel.



The target icon (🎯) for the Background layer in the Layers panel is now shaded, indicating that the layer has at least one appearance attribute (an opacity change) applied to it. All content on the layer has the opacity change applied.

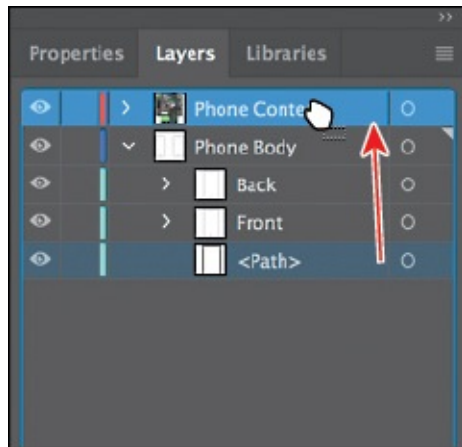
3. Choose Select > Deselect.

Creating a clipping mask

The Layers panel lets you create clipping masks to control whether artwork on a layer (or in a group) is hidden or revealed. A *clipping mask* is an object or group of objects that masks (with its shape) artwork below it in the same layer or sublayer so that only artwork within the shape is visible. In [Lesson 14](#), “[Using Illustrator CC with Other Adobe Applications](#),” you will learn

about creating clipping masks that are independent of the Layers panel. Now you'll create a clipping mask for the phone content.

1. Click the Layers panel tab to show the Layers panel. Click the disclosure triangle (▸) to the left of the Phone Body layer to show its contents, and click the disclosure triangle (▾) to the left of the Phone Content layer to hide its contents.



● **Note:** Once again, collapsing the Phone Content layer will keep the Layers panel a little neater.

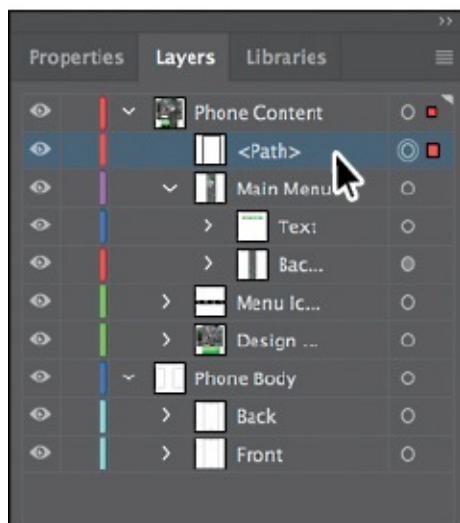
2. Drag the layer named <Path> onto the Phone Content layer to move it to that layer.

This path will be used as the clipping mask for all of the content on the layer.

3. Click the disclosure triangle (▸) to the left of the Phone Content layer to show the layer content.

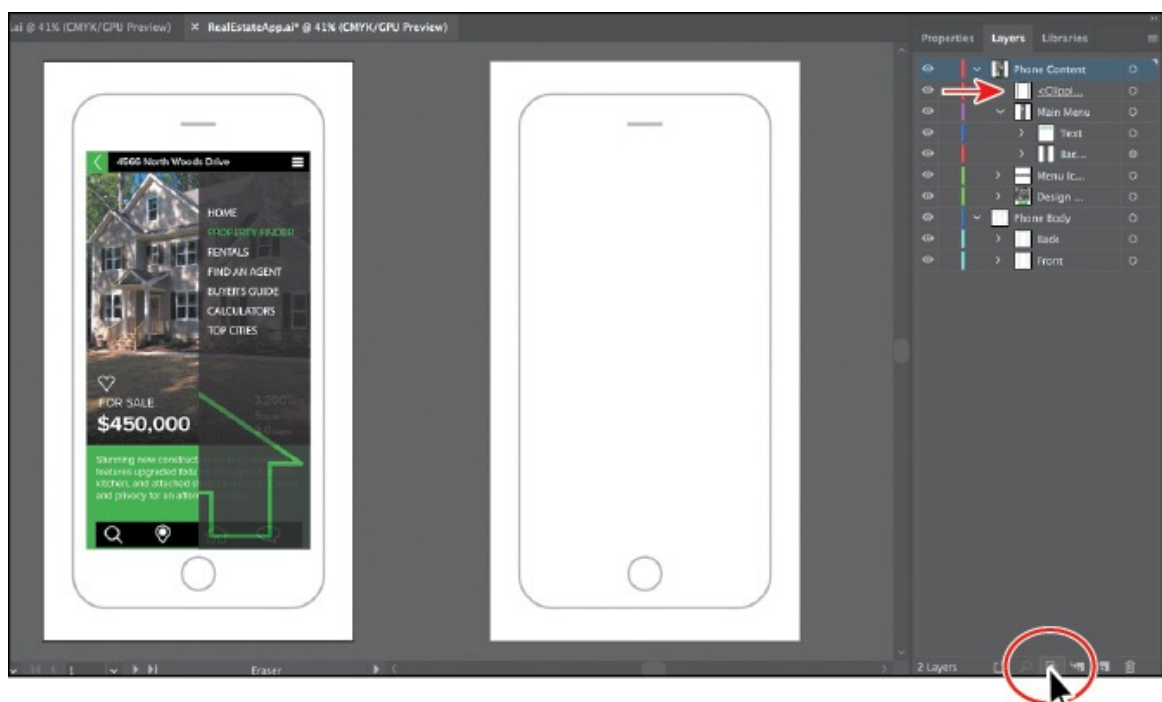
In the Layers panel, a masking object must be above the objects it masks. In the case of a layer mask, the masking object must be the topmost object on the layer. You can create a clipping mask for an entire layer, a sublayer, or a group of objects. You want to mask all of the content in the Phone Content layer, so the clipping object needs to be at the top of the Phone Content layer, which is what you just did.

4. Press the Option (macOS) or Alt (Windows) key, and click the <Path> object at the top of the Phone Content layer to select the content on the artboard.




You don't need to select the shape to make a mask. I really just wanted you to see how big it was and see where it was positioned.


5. Choose Select > Deselect.
6. Select the Phone Content layer to highlight it in the Layers panel. Click the Make/Release Clipping Mask button (⌘/⌘) at the bottom of the Layers panel.



The name of the <Path> sublayer is underlined to indicate that it is the masking shape, and it has been renamed to "Clipping Path." On the artboard, the <Path> sublayer has hidden the parts of the phone content that extended outside of the shape.

Now that the artwork is complete, you may want to combine all the layers into a single layer and then delete the empty layers. This is called *flattening* artwork. Delivering finished artwork in a single-layer file can prevent accidents, such as hiding layers or omitting parts of the artwork during printing. To flatten specific layers without deleting hidden layers, you can select the layers you want to flatten and then choose Merge Selected from the Layers panel menu (.

● **Note:** For a complete list of shortcuts that you can use with the Layers panel, see “Keyboard shortcuts” in Illustrator Help (Help > Illustrator Help).

▶ **Tip:** To release the clipping mask, you can select the Phone Content layer again and click the same Make/Release Clipping Mask button ().


7. Choose File > Save and then choose File > Close.

Review questions

1. Name at least two benefits of using layers when creating artwork.
2. Describe how to reorder layers in a file.
3. What is the purpose of changing the color for a layer?
4. What happens if you paste a layered file into another file? Why is the Paste Remembers Layers option useful?
5. How do you create a layer clipping mask?

Review answers

1. The benefits of using layers when creating artwork include organizing content, selecting content more easily, protecting artwork that you don't want to change, hiding artwork that you aren't working with so that it's not distracting, and controlling what prints.
2. You reorder layers by selecting a layer name in the Layers panel and dragging the layer to its new location. The order of layers in the Layers panel controls the document's layer order—topmost in the panel is frontmost in the artwork.
3. The color for a layer controls how selected anchor points and direction lines are displayed on a layer and helps you identify which layer an object resides on in your document.

4. The paste commands paste layered files or objects copied from different layers into the active layer by default. The Paste Remembers Layers option keeps the original layers intact when the objects are pasted.
5. Create a clipping mask on a layer by selecting the layer and clicking the Make/Release Clipping Mask button () in the Layers panel. The topmost object in the layer becomes the clipping mask.