

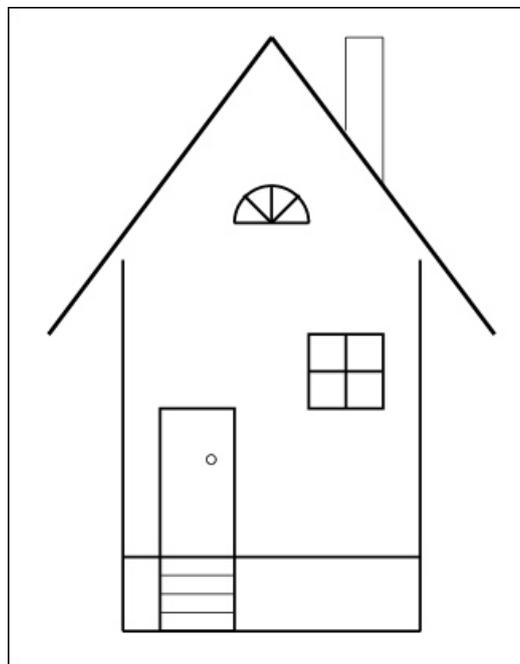
## Using Layers

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Layers are a very important part of any drawing program, particular when larger projects are undertaken. They are screen overlays that different objects can be placed into. Think of them as sheets of transparent paper stacked on top of each other.

Layers allow you to keep groups of objects separate in the one drawing. For example, if you were creating a house plan, the walls of the house can be placed in one layer, the fixtures and fittings in another layer, the measurements in a third layer and the text in a fourth layer. You can hide all but the layer you wish to work in and then display or print any combination of them.

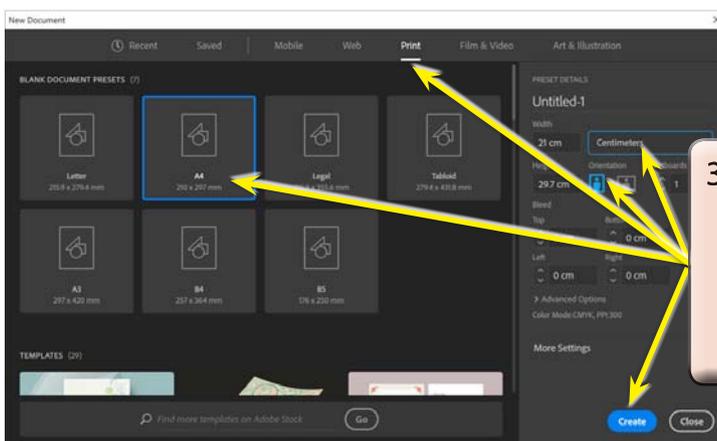
To illustrate the use of layers, the following simple sketch of a house will be created with a layer for the outside of the building, another layer for the door and two separate layers for windows.



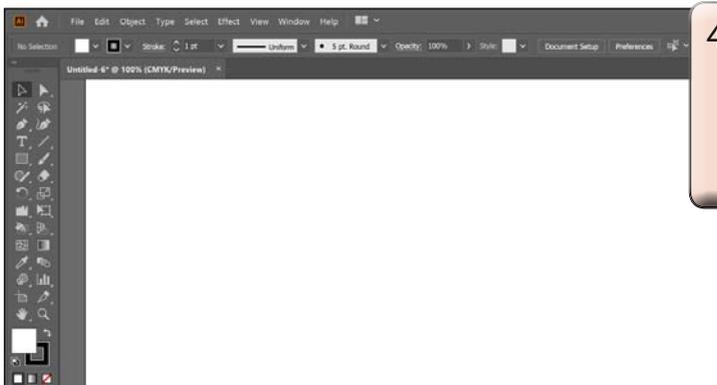
## The Layers Panel

When you start a new Illustrator document LAYER 1 is opened and all objects are placed in that layer until you create a new layer. These layers are stored in the LAYERS panel which is in the PANEL GROUP at the right of the screen.

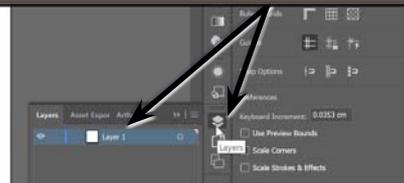
- 1 Load Adobe Illustrator CC or close the current document.
- 2 Select CREATE NEW from the WELCOME screen or NEW from the FILE menu to start a new document.



3 Select the PRINT category followed by the A4 preset (or the paper size your printer uses), set the UNITS to CENTIMETRES, the ORIENTATION to PORTRAIT and select CREATE.

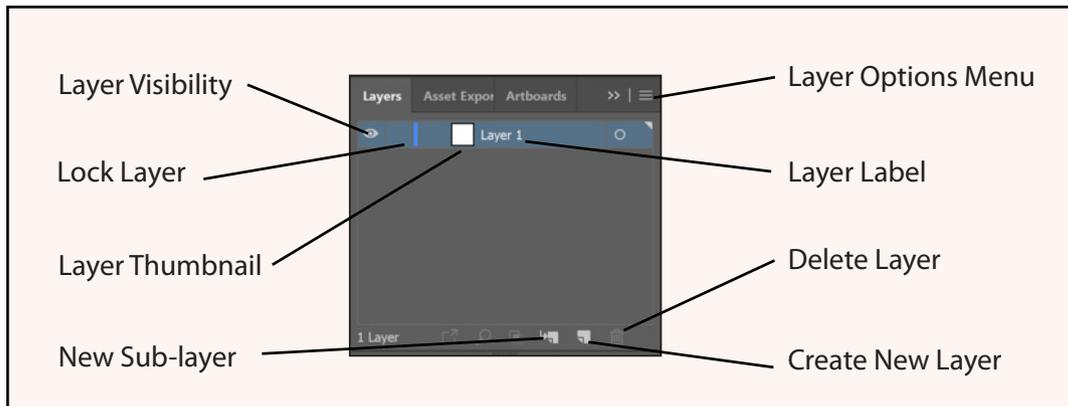


4 Set the VIEW to 100% and click on the LAYERS panel icon at the base of the PANEL GROUP to expand LAYERS panel.



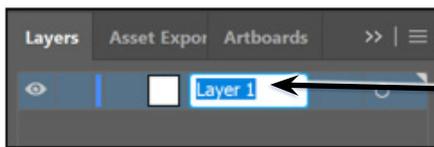
**NOTE:** If the LAYERS panel is not in the PANEL GROUP, it can be opened from the WINDOW menu and its label dragged into the PANEL GROUP to 'dock' it.

5 The following diagram labels the sections of the LAYERS panel.

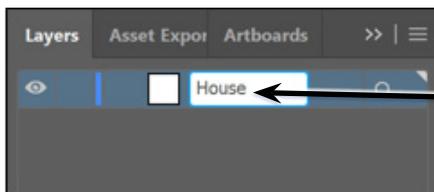


## Naming Layers

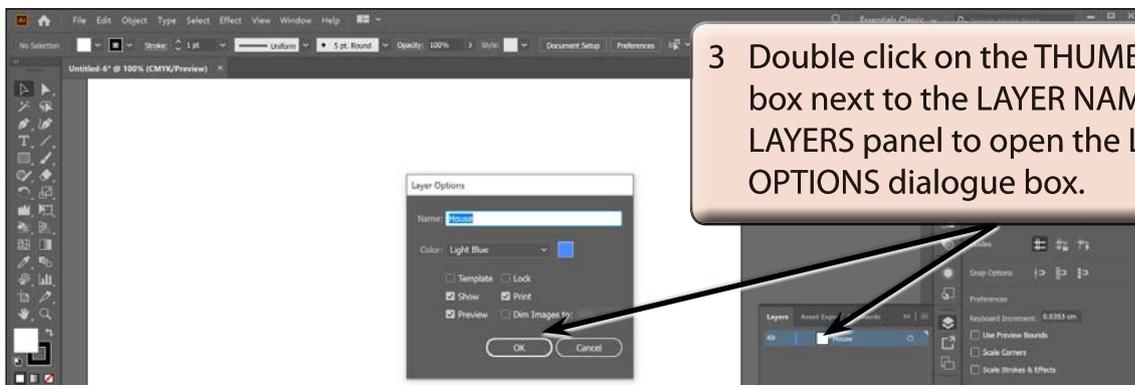
Layers should be named so that you know what content is contained within them.



1 Double click on the LAYER 1 label in the LAYERS panel to highlight the label.



2 Enter the layer name:  
House  
and press **<enter>** or **<return>**.



3 Double click on the THUMBNAIL box next to the LAYER NAME in the LAYERS panel to open the LAYER OPTIONS dialogue box.

- 4 You can change the highlight colour for the layer and adjust the layer settings in the LAYER OPTIONS dialogue box. The default selection colour for the first layer is blue.
- 5 Select CANCEL to close the LAYER OPTIONS dialogue box.

**NOTE: The LAYER OPTIONS dialogue box can also be opened by clicking on the LAYER OPTIONS MENU button at the top right of the LAYERS panel and selecting OPTIONS FOR HOUSE (LAYER 1).**

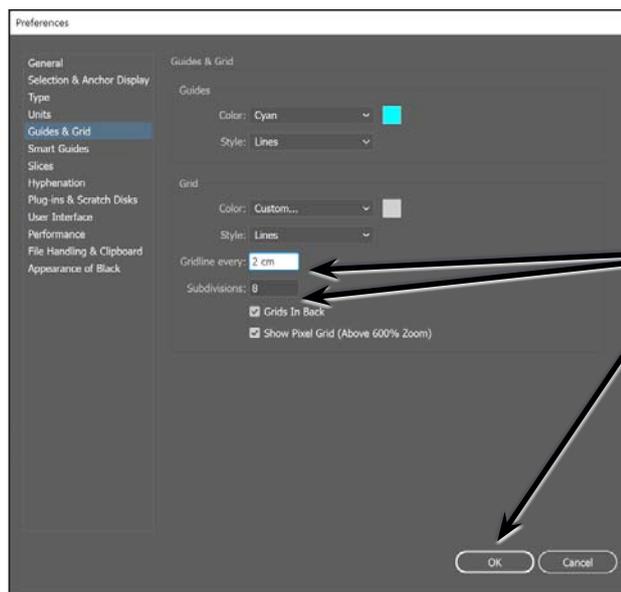
## Drawing the House Outline

The first layer will contain the outline of the house which will include the roof and chimney.

### A Turning on the Rulers and Grid

To make the drawing of the house more accurate the Rulers and Grid will be turned on.

- 1 Use the VIEW menu to turn on SHOW RULERS, SHOW GRID and SNAP TO GRID.
- 2 The grid needs to match the Ruler units. Display the EDIT menu on the Windows system or the ILLUSTRATOR menu on the Macintosh system, highlight PREFERENCES and select GUIDES & GRID.



3 Set the GRIDLINES EVERY box to 2 cm, set the SUBDIVISIONS to 8 and select OK.