

## Layers

Arrange (Object>Arrange) is good for shuffling objects within a single layer, but sometimes you need to be able to separate parts of your design.

Invisible (hidden) layer

Layer is visible click to hide

Layer is locked. Artwork can't be moved or edited.

Layer color. Can be changed by double-clicking. All items on that layer will have bounding boxes in the layer's color.

Layer can be worked on. If layer is locked, pen will appear with a / through it.

Layer has a selected object on it.

Named layer. Others are unnamed

New layer, delete layer. Drag a layer to the new button to copy it.

Double-clicking on layers allows you to lock guides on just that layer, to keep a layer from printing by unchecking its box, to turn off text-wrap, etc.

The palette options button allows you to duplicate layers, delete unused layers, and show and hide multiple layers simultaneously.

# The Layers Palette in InDesign