Working with Layers

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The Layer Palette in VivaDesigner works in similar ways to the Layer Palettes in other well-known layout, illustration and photo editing programs, but offers additional and innovative features. The palette itself consists of two sections. The upper section displays the layers, each of which is displayed in a different color. The lower section displays all the objects on the working area that are stored on the current (selected) layer. The Layer Palette is only available in licensed editions of VivaDesigner and NOT in the Free Edition. The extensive functionality of the Layer Palette provides you with a large number of benefits when working with VivaDesigner. The functionality and some benefits are listed below:

Layer Management

- Create an unlimited number of layers and give them individual names for greater clarity.

- Edit layers and assign personalized colors to them.

- Change the layer hierarchy at any time.

- Place text objects in different languages on different layers. This enables the storage of several languages in one document and avoids potential editing errors in the layout.

- Switch layers containing graphics, logos or images on or off to output different versions of the same document.

- Lock layers with a password so that the objects contained on them cannot be edited. This enables you to prevent another user from changing or deleting your work as he can only work on the layers that you have not locked.

- Make layers "non-printable" – objects placed on these layers will not be output. This is particularly useful in designing packaging documents as you can put the punch outline on a non-printable layer.

Object Management

- Arrange objects on different layers for improved object management (i.e. text on layer 1, images on layer 2, logos on layer 3, etc.)

- Change the object hierarchy within a layer.

- Move objects from layer to layer. Move objects to a password-protected layer to prevent them from being edited.

- Delete objects from page using the object section of Layer Palette and the Context Menu.

- Keep run around functionality of objects on layers or switch this option off as required.

New Layers

Every new document always has Layer 1 as default.

Create New Layer:

1. Move the mouse pointer to the upper section of the Layer Palette, which should already display the default Layer 1 with a light blue color. If the palette is not visible, select the option Layer Palette in the View menu.

2. Right click to open the Context Menu and choose the command New Layer.

The new layer will be created and displayed in a default color above the existing layer. At the same time the new layer is activated for the creation of new objects, which is shown by the pencil symbol on the right of the palette.

You can repeat the operation to create the number of new layers needed at any time. All new layers are created at the top of the list, on top of the existing layers.

Remove Layers

Layers that are no longer needed may be removed very simply.

Remove Layer:

1. Select the layer you wish to remove.

2. Right click to open the Context Menu and choose the command Remove Layer.

3. Confirm the action by clicking the Yes button in the Warning dialog.

Manage Layers

Edit Layers

Once you have created your new layer, you can edit it with the Layer Options dialog.

Edit Layer:

1. Select the layer you wish to edit.

2. Right click to open the Context Menu and choose the command Edit Layer.

3. Choose the options you need from the Layer Options dialog:

    -   Give the Layer an individual name by entering it in the Name field.

    -   Choose a different color by clicking the default color. The Select Color dialog opens to allow you to select a new color.

    -   Click the checkbox Show Layer on or off. The eye symbol disappears from the Layer Palette when the layer is switched off, but it can be switched on again at any time.

- Click the checkbox Print Layer on or off according to requirements. The option Print Layer is activated as default. The layer will however ONLY be printed/output if the option Show Layer is also switched on.

- Click the checkbox Lock Layer to activate the function. If the layer is locked, no new objects may be created on it. You can however move objects from another layer to this layer, which locks their current position and makes them unselectable as long as the layer is locked.

- Click the checkbox Password Protection. Enter the password in both fields of the Define Password dialog. You can check it by activating the checkbox Make visible.

- The default option Keep Run Around is always activated in a new layer. If you do not need runaround effects for objects on the layer you have selected, you may switch this option off.

Switch Layers on and off

If your document has a large number of layers (e.g. different languages, different graphics/ images for different markets, etc., you will want to switch off layers which you do not want to output. It is not necessary to edit the layer each time – just as with other applications that work with layers, you can switch the individual layers off by clicking the eye symbol on the left side of the Layer Palette. To switch the layer on again, click the left hand side of the palette on the point where the eye symbol should be.

Layer Hierarchy

When structuring your document, you may realize that due to the layer hierarchy objects on one layer are covered by those of another layer. You can change the layer hierarchy in the Layer Palette quite easily.

Change Layer Hierarchy:

1. Click on the color symbol of the layer you want to move.

2. With the mouse button held down, drag the layer to its new position and release the mouse button when the warning symbol disappears.

Manage Objects on Layers

You can now draw objects on the new layer. For further information on the creation of objects, please see the chapter **Working with Objects**.

Create an object on the new layer:

1. Ensure that the required layer is active for creating objects:

   - Click the right hand side of the Layer Palette to select the layer. The pencil symbol will be displayed for the selected layer.

2. Create an object of your choice, for example a rectangular text object. You will see that the sizing handles and the virtual frame are displayed in the color of the layer. At the same time the object will be displayed in the object section of the Layer Palette with the appropriate object symbol, the name (e.g. *Rectangular Text Object*) and a colored square showing the color applied to the layer.

An object may be moved to another layer at any time.

Move the object to Layer 1:

1. Choose one of the following options:

   - Click the color symbol of the layer with the object you want to select. The layer will be selected and highlighted. Select the required object in the object section of the Layer Palette. Hold down the mouse button and drag the object to Layer 1.

   - Select the object on the page using the methods described in the chapter **Working with Objects**. Click the object symbol in the object section of the Layer Palette. Hold down the mouse button and drag the object to Layer 1.

The second option is quite useful if you already have a lot of objects on the page, as then the selected object will be marked in the object section of the Layer Palette.

The object is moved to Layer 1 and the color of its sizing handles and virtual frame changes accordingly. Switching to Layer 1 displays the object in the object section of the Layer Palette with the appropriate color symbol.

Duplicating, Copying and Pasting Objects on Layers

Objects are duplicated using the command Duplicate as described in the chapter **Working with Objects**. The duplicates are placed on the same layer as the original and may be moved to other layers as described above. You can also copy or cut an object from one layer and paste to the active layer without changing layers.

Copy an object and paste to the active layer:

1. Ensure that the layer to which you want to paste the copied object is selected and that the pencil symbol is displayed in the Layer Palette.

2. Select the object on the page that you want to copy. The layer on which the object is placed and the object itself will be shown in the appropriate sections of the Layer Palette.

3. Use the Copy command to copy the object.

4. Without making any other changes, use the Paste command to paste the object to the active layer.

Cut an object and paste to the active layer:

1. Ensure that the layer to which you want to paste the cut object is selected and that the pencil symbol is displayed in the Layer Palette.

2. Select the object you want to cut from the layer. The layer on which the object is placed and the object itself will be shown in the appropriate sections of the Layer Palette.

3. Use the Cut command to cut the object.

4. Use the Paste command to paste the object to the active layer.

After you have practiced for a while you may find that you now have a large number of objects on your document page that you do not want or need.

Remove an individual object:

1. Select the object.

2. Delete the object:

   – Delete the object using the Del key or the Backspace key in the usual way.

   – Select the object in the object section of the Layer Palette. Right click and choose the command Remove Object(s) from the Context Menu.

Remove several objects from two or more layers:

1. Select the objects to be removed. The layers on which the objects are placed will be selected and ALL the objects on those layers will be displayed in the object section of the Layer Palette with the selected objects highlighted.

2. Delete the objects:

   – Delete the objects using the Del key or the Backspace key in the usual way.

   – Move the mouse pointer over one of the objects in the object section of the Layer Palette. Right click and choose the command Remove Object(s).

   – Create a new layer, move the relevant objects to it and delete the layer.

Naming objects on layers

You have already learned that layers may be given individual names to achieve greater clarity in complex documents. All objects have default names which are translated into the program interface language, insofar as such translations are known. With text objects, as soon as some text is typed, the standard object name will be replaced by the first (maximum) 32 characters of the text. If a picture object contains a picture, the standard object name will be replaced by the picture file name. If the picture file name or the 32 characters of cryptic text do not achieve the required clarity, you can name the picture or text objects in the Layer Palette according to preference.

Name objects on layers:

1. Select the object in question and click the name of the object in the object section of the Layer Palette.

2. Rename the object by marking the existing name and typing a new one.

3. Click elsewhere to confirm your new definition.

Grouping Objects on Layers

All the principles explained about grouping objects in the chapter **Working with Objects** apply, but when working with layers the following additional points must be noted:

− The new group will be created on the active layer shown with the pencil symbol in the Layer Palette. The group can then be moved to another layer if required.

− The new group will be displayed in the object section of the Layer Palette with the default name Group, which may also be changed if required.

− The new group is shown with a plus sign (+) before it. Clicking the plus sign enables you to open the group to see which objects it contains.

− The command Ungroup leaves the objects on the same layer. They may then be moved to other layers if required.

− You can repeat the grouping operation to bring further objects or groups into your new group.

− You can completely remove/delete objects in a group.

Managing and editing grouped objects on layers

In the Layer Palette you can also select objects belonging to a group, and change their graphic attributes using the Module Palette, ALTHOUGH the Group Mode is activated in the Object menu. We will demonstrate this functionality with a simple exercise.

Changing attribute of a grouped object:

1. Create 2 Graphic objects: a square and a circle.

2. Group the objects.

3. Open the group with a click on the Plus sign in the object section of the Layer Palette.

4. Select the circle.

5. Go to the Module Palette and change some of the object's attributes (e.g. X/Y coordinates, fill color, frame, etc.).

Tips & Tricks for working with layers

–   Name your layers according to the object(s) placed on them (e.g. Punch, Logos, Barcode, etc.), the text language for a translator, alternative CI, etc.

–   Name your objects for greater clarity and ease of work.

–   To remove a large number of objects from the document, create a new layer, move all the objects you want to delete to the layer and then remove the layer.

–   Lock layers with a password so that they cannot be edited by mistake.

–   In Facing Page mode all objects placed on all the pages in the spread as well as all those in the working area will be displayed in the object section of the Layer Palette.

–   If you are using automatic text objects to make a text chain, renaming the text objects on the Alias page(s) will NOT have any effect. You can however apply a name, page by page, to the text objects as a page reference for the text. Objects on the Alias page that are not linked in the text chain such as the page number may be renamed and their names will be taken over and displayed in document page mode.

–   Use a non-printable layer and place colored opaque objects on it that cover the text objects to be edited. This can help the user to see where he must enter his text. The non-printable layer must be locked and password-protected so that the user cannot access it.