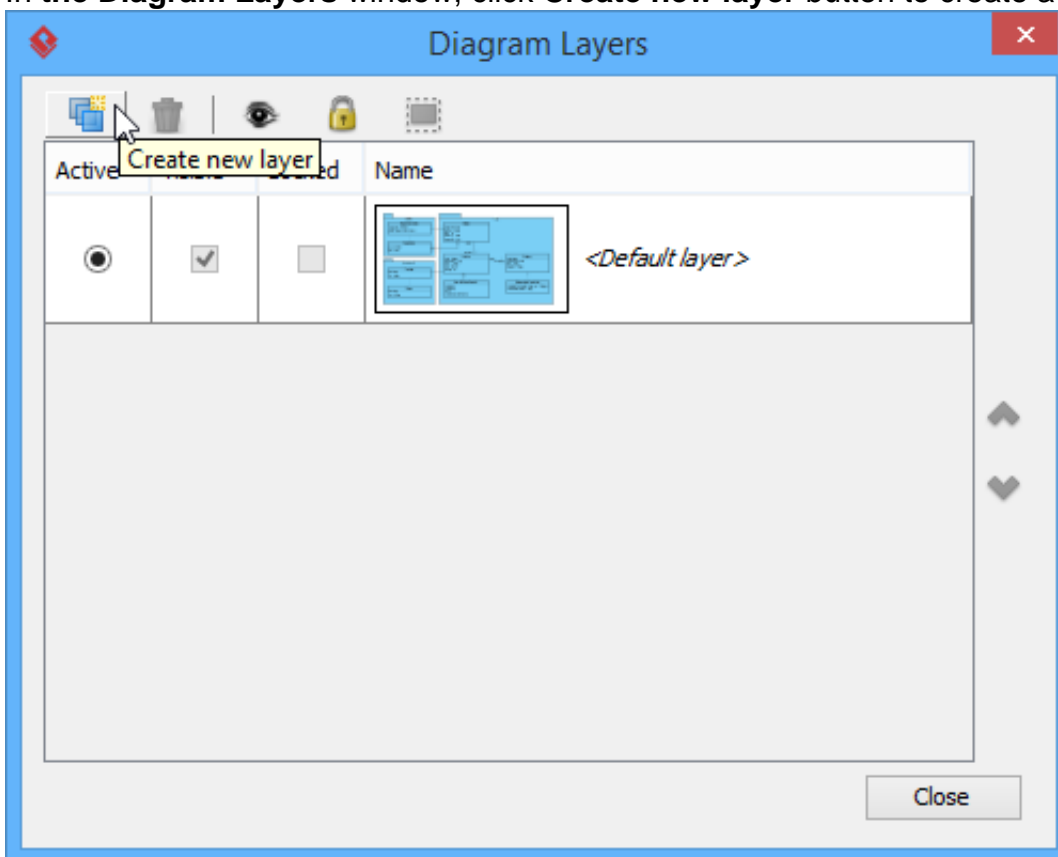

Using Layers

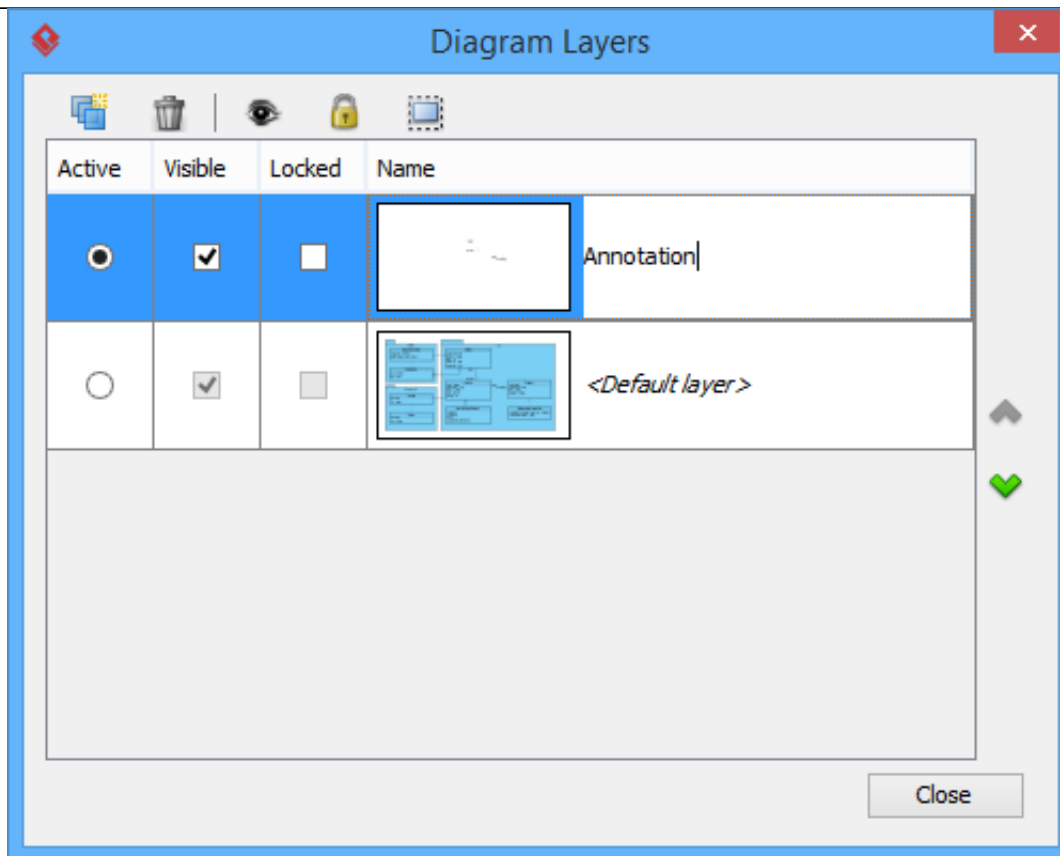
If you have ever experienced how hard it is to deal with a number of shapes, try the application of multi-layers. Visual Paradigm supports multi-layers to help you manage different shapes efficiently. The functions of layer assist you in assigning different shapes into different layers, hiding unnecessary shapes, locking shapes and selecting shapes in shortcut.

Creating a layer

1. Click on **View > Layers** from the toolbar, or select **Layers** from the action bar on the right of the diagram.
2. In the **Diagram Layers** window, click **Create new layer** button to create a new layer.



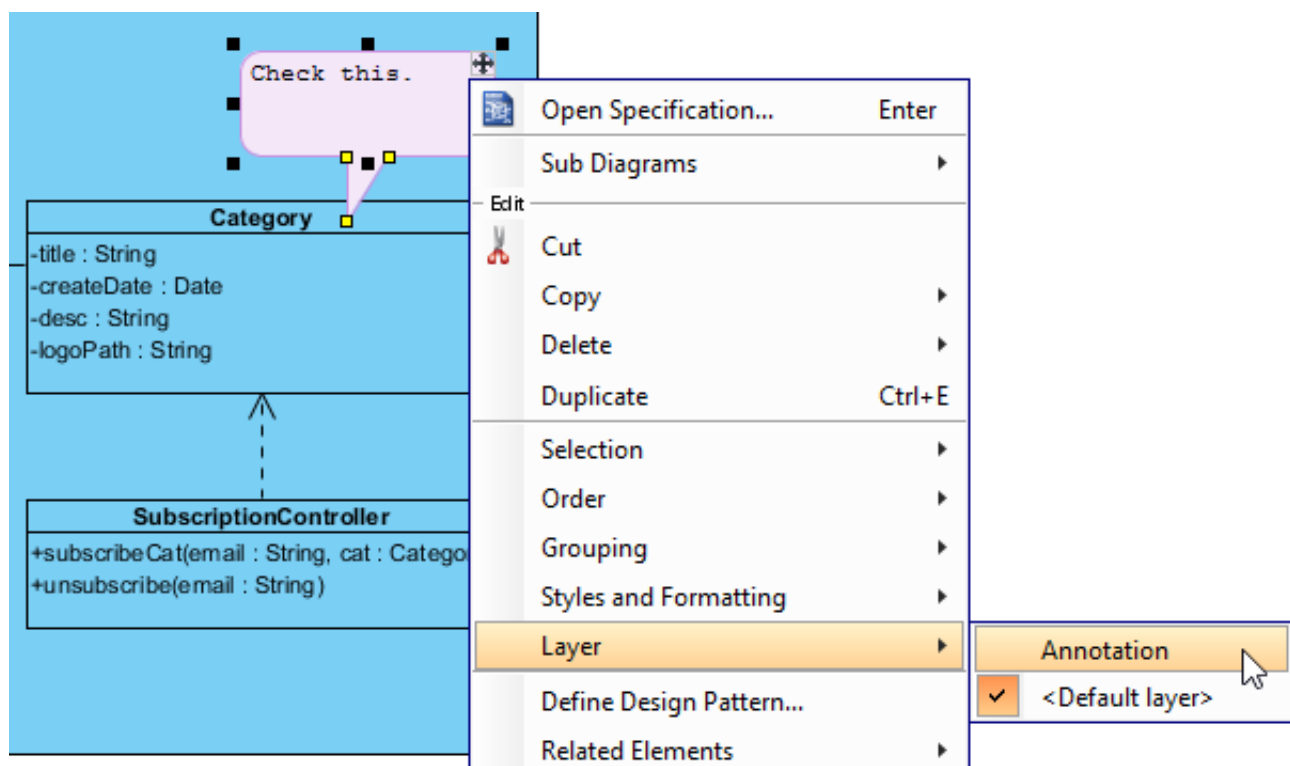
3. Finally, define the name for the newly created layer.



Sending shapes to a layer

The existing shapes are kept in default layer. However, both existing shapes and the newly created shapes on diagram can be sent to a new layer.

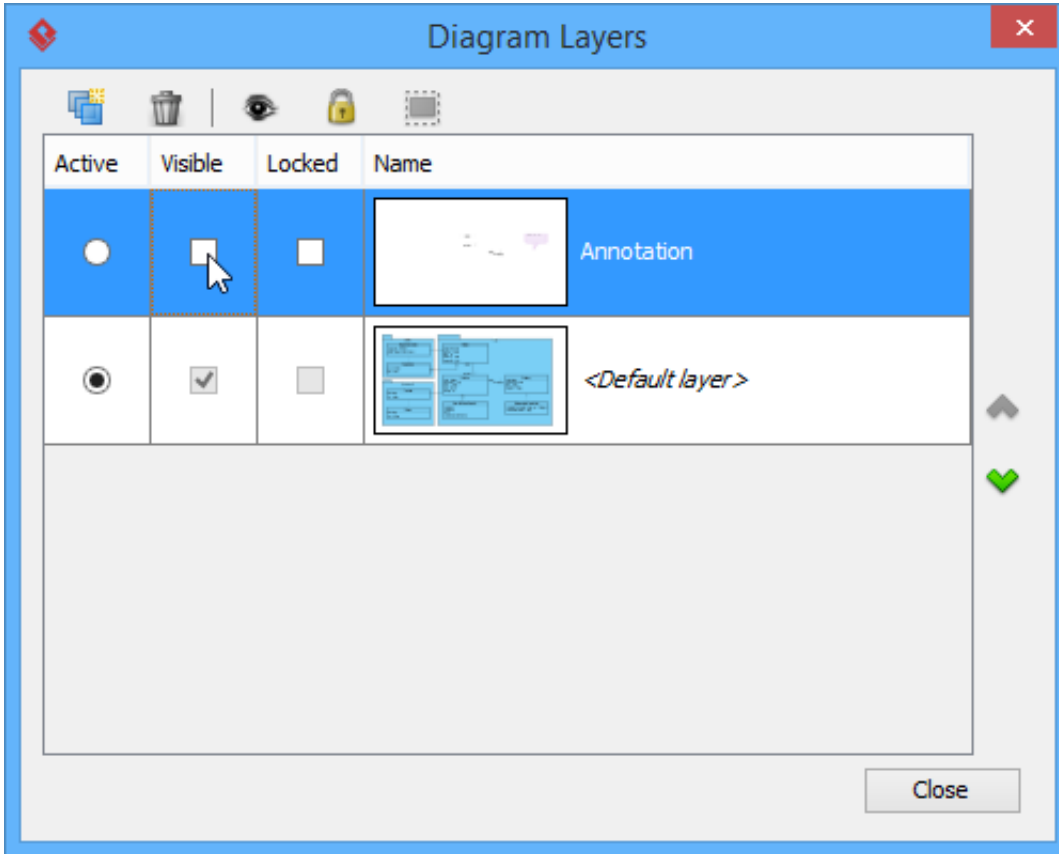
Create a new layer is just like the steps of previous section. Right click on a shape and select **Layers**, and then select the new layer you have created.



As a result, the shape you selected will be sent to the new layer.

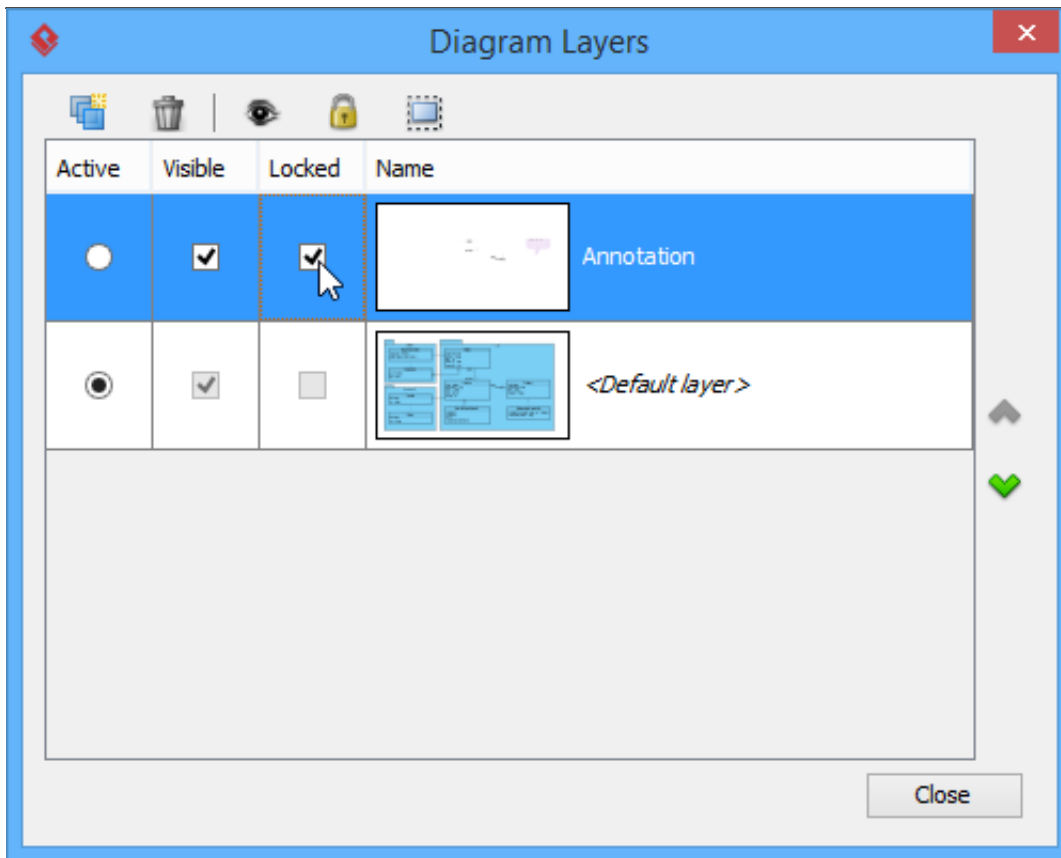
Hiding shapes on a layer

In the **Diagram Layers** window, you can make a layer invisible on diagram. To do so, uncheck **Visible** of the layer.



Locking shapes on a layer

In the **Diagram Layers** window, check **Locked** to make all shapes in that layer immovable and non-editable while uncheck **Locked** to make them movable and editable.



Selecting shapes on a layer

You can also select all shapes of the selected layer. To do so, click **Select shapes in selected layers** button in **Diagram Layers** window.

