

# LAYERS: STAYING ORGANIZED IN PHOTOSHOP



When working on a team, managing and organizing files is very important since multiple designers often work on the same project.

Whether you're new to Photoshop or have been working with it for decades, it is easy for files to get messy. This document has been created to help inform designers how to manage their layers which helps when making changes or converting files later on.

## 1. START WITH STRUCTURE

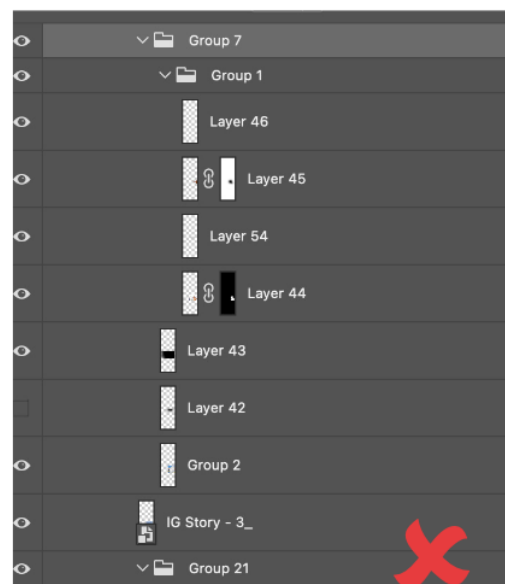
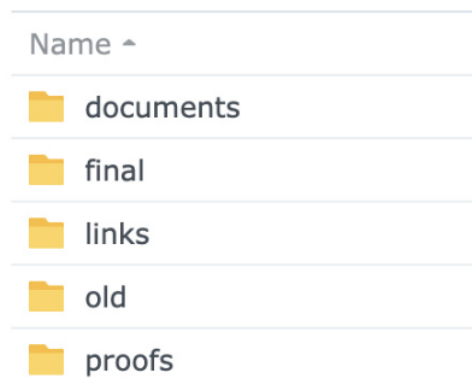
Start with good file structure to manage your assets. Follow the pre-determined Cornett structure and make sure to place all images and assets in the links folder.

## 2. NAME ALL LAYERS

Naming layers is a quick and easy way to start to organize. Type layers name themselves, but shapes, smart objects or new layers should be renamed otherwise you'll have a bunch of layers named "rectangle 1" or "vector smart object" and you will have to click through each layer to find that particular item you would like to edit. Additionally, masks and shading layers pile up and are better managed when they're labeled correctly.

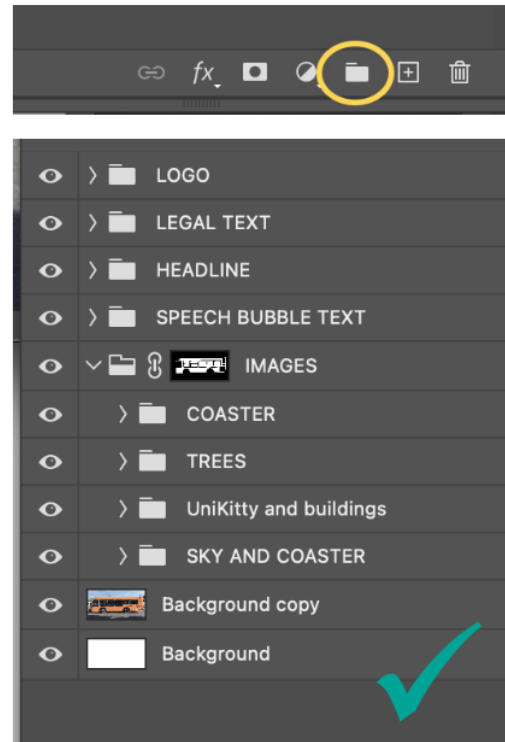


**To rename a layer,  
double click its name  
and start typing.**



### 3. GROUPS, GROUPS, GROUPS

Once your layers are named, files with more than a few layers will need to have sections or objects grouped together. For example, if you're working on a digital ad that has a background image or shape, button and text, or a footer you can group the background, the CTA button, etc. Groups become even more important when working with larger projects to help you or another designer find a particular section of the design quicker. The button to group layers can be found at the bottom of the layer palette or you can right click the layers you want to group and select "group from layers".



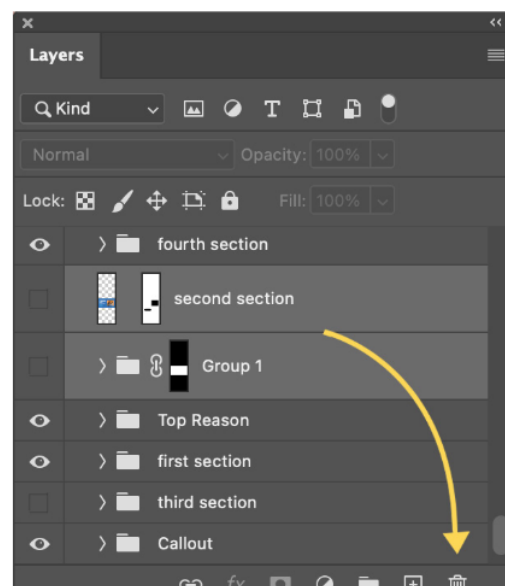
### 4. ORDER YOUR LAYERS WITHIN THE LAYER PANEL

You have labeled and grouped your layers! Next, make sure they are layered in a way that makes sense. Elements that are on top visually should be above other elements in the group order. An example of this could be in a website design mock-up, a header should be grouped and above the main body while the footer should be grouped at the bottom of the layers. Altogether this type of organization will keep your file easy to navigate.



### 5. TIDY UP

Lastly, delete unnecessary layers. When creating multiple ideations/versions, it is incredibly easy to have layers pile up. Once your design is in a more solid state, go through and delete old designs and unused layers, especially if there are embedded images causing the file size to be bloated. If you need to keep those miscellaneous designs as options, group them together and label them appropriately to indicate that these elements aren't part of the final design, though I highly recommend removing them entirely.



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