LAYER PANEL

DIRECTIONS:

Use the What a Mess Layer in the Layers Panel in order to group and rearrange the objects in order to make your image match mine ----> Start by going to the Layers Panel.

1. You have some objects in a Layer called Uh Oh that need to be a part of What a Mess...to merge these 2 layers start by holding down Cmmd and selecting the 2 layers, they will now be blue. In the top right hand corner of the Layers Panel, click the Panel Menu (3 lines) > select **Merge Selected**.

2. Find the Object called Sketch and let's move that into it's own layer. Click the + at the bottom of the panel, and then drag the Sketch object into your new layer. Reame it **Sketch** and select then go to Layer > Layer Panel Menu > Change to a **Template**. What changed? Explain below:

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3. Next we will work on the stems of the pumpkin. Select the top center piece > go to the **Select Menu**> **Same** > **Fill Color** to select all of the stem pieces. Then Group the stems together.

4. Then you will start **Grouping** objects together that go together. Be careful to make sure you get all the layers group together so all things are visible. Then put all the shapes and paths in the correct order (stacking order) to make your image match my image above!
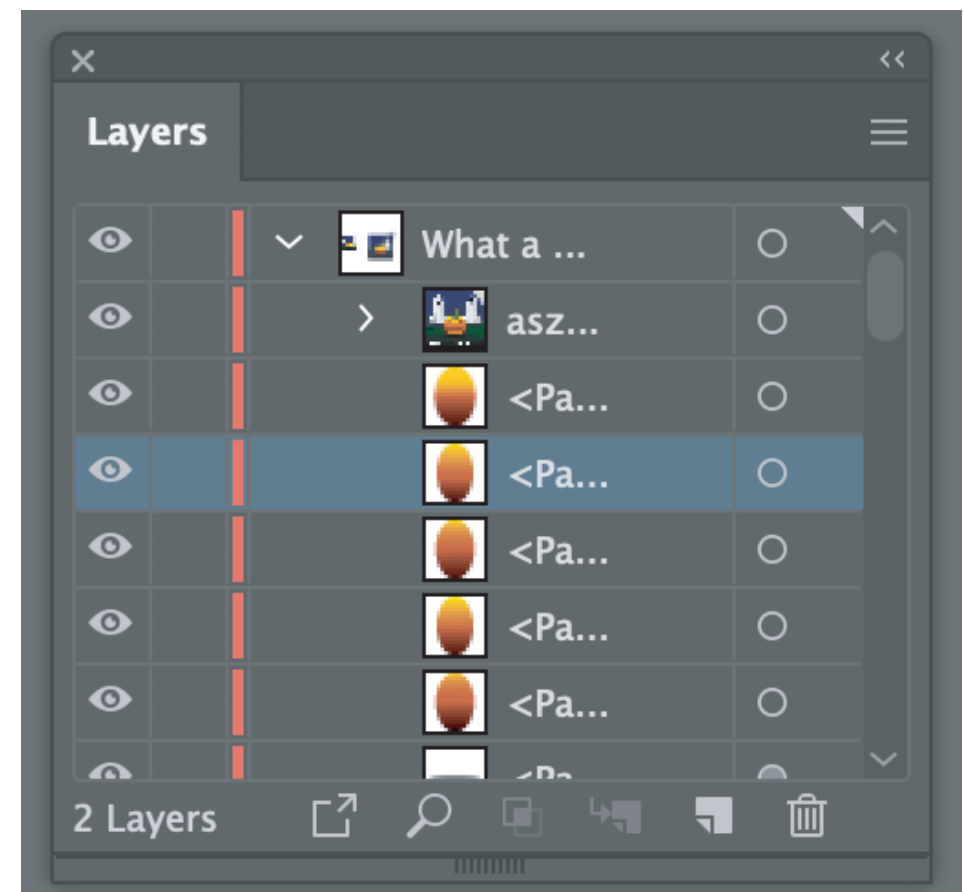
    Create GROUPS & rename each group as:
        1. Kind Ghost
        2. Mean Ghost
        3. Jack-o-latern
        4. Background

5. Next, rename the Layer name Happy Halloween and change the layer color to **GREEN** > Select the Layer > go to Layer Panel Menu and select Options for

6. Now you may have noticed that there are several **Stray points** that don't belong with your design, so le't get rid of thoses! Go to Select > Object > Stray Points and then delete what is now selected!

7. Last, you need to make sure that the instructions layer don't print! Select the Locked Layer > go to the Layer Panel Menu > Selection Options for Locked and turn of the **Print** option off.

COMMANDS:

To Group:
   While holding down SHIFT, select all the items you want to Group.
   Cmmd/Ctrl + G

To Ungroup:
   Select the Grouped Item
   Cmmd/Ctrl + Shift + G

To Reorder Objects:
   In the Layers Panel, select the object so that the enter line is highlighted and then just drag and drop.