

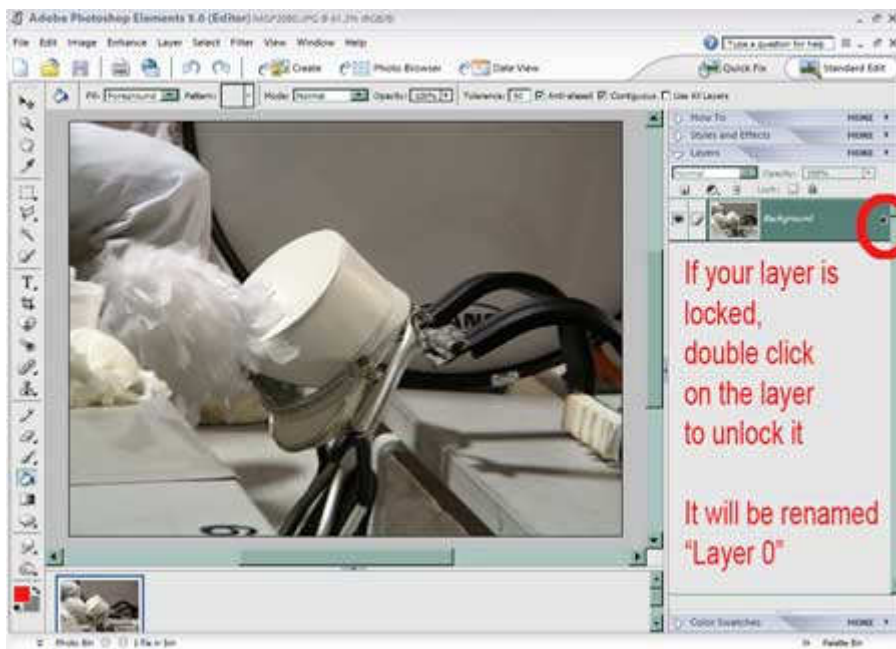
Duplicating, Deleting, and Unlocking Layers

By Hummie

The great thing about digiscrappping is that you can try something and if you do not like it, delete it and try again!

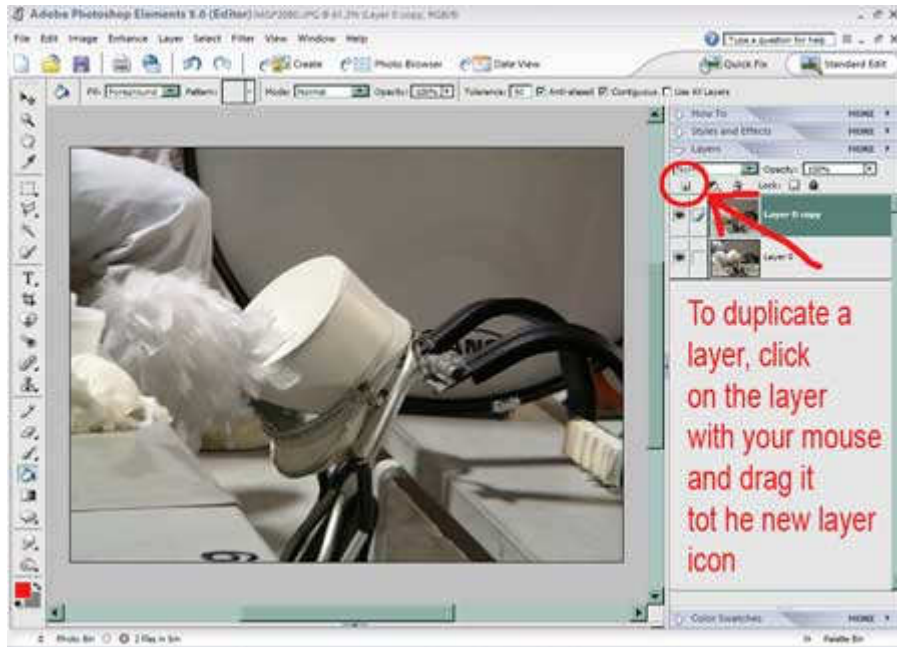
It is good to get into the practice of duplicating layers before you play with them. That way, if you do not like what you have done, you can simply delete the layer you played with and still have the original layer to work with.

As you will read me say often, there are always many ways to do the same thing. You will find a preference as you learn to work with the program.

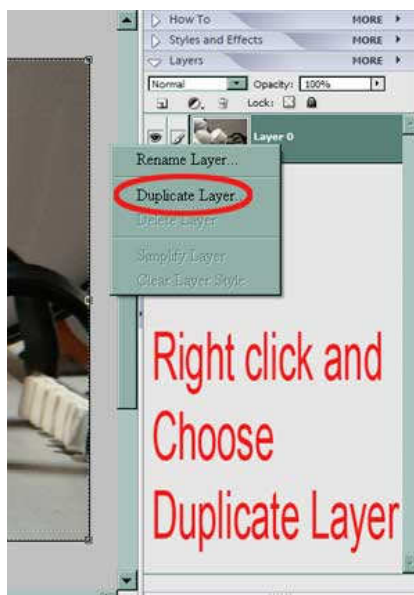


1) If your layer is locked, you will not be able to duplicate it. This should not happen if you have brought your photo into a layout, but you may sometime get caught with this problem, so it's good to learn it here. You will notice that there is a little lock icon on the layers palette if your layer is locked (as in the circle on

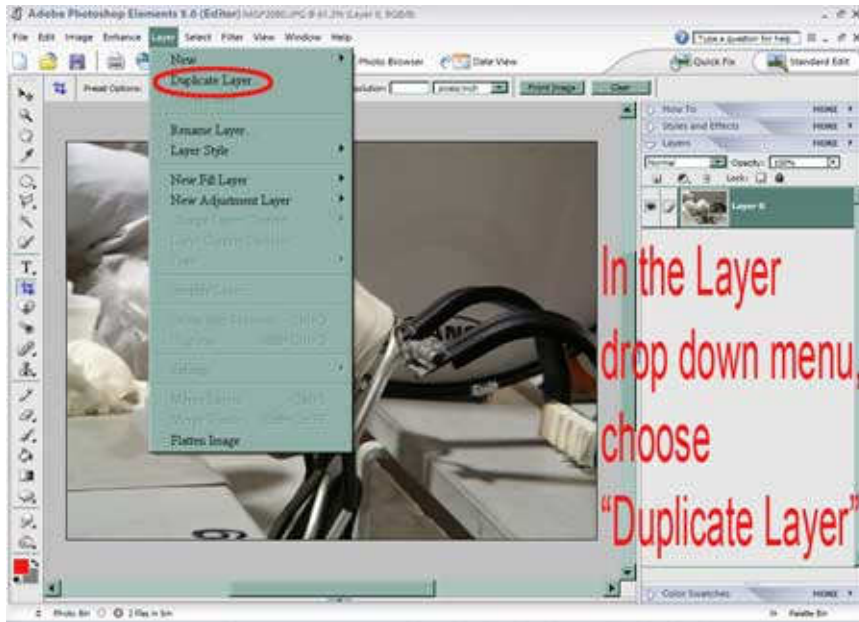
the screenshot below). **To unlock a layer**, double click on the layer. It will be renamed as "Layer 0."



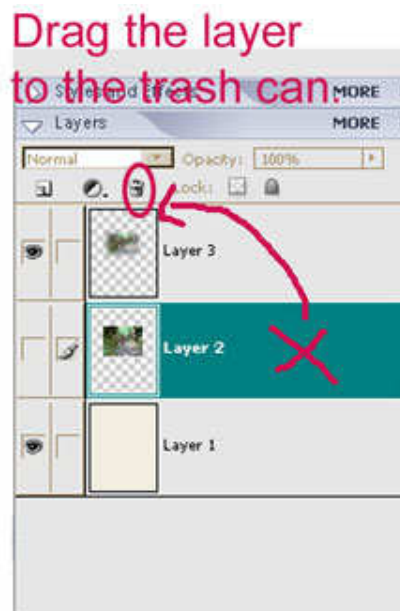
2) My preference for a **duplicating layer** is to click on the layer with my mouse and drag it to the new layer can icon.



3) You can also right click on the layer and choose "Duplicate Layer."



4) You can also go to the Layer drop down menu (with your layer as the active layer) and choose "Duplicate Layer."



Right click on the layer and choose delete layer.



Hit the delete button on your keyboard (make sure layer is active layer).

There are three ways to delete layers.

1) My most used way is to drag the layer to the trash can icon.

2) You can also right click on the layer and choose "Delete Layer."

3) With your layer as the active layer, hit the delete button on your keyboard.