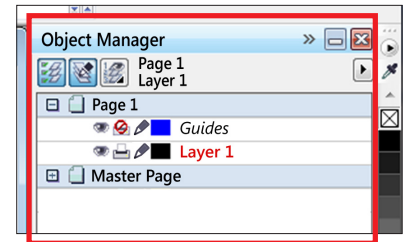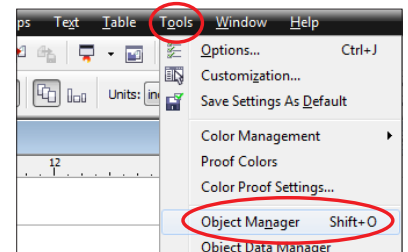# TECH TIP

USING THE OBJECT MANAGER TOOL IN CORELDRAW

The Object Manager docker lets you add, move and delete layers in a document. You can set up layers before you begin working on a document, or can add them as needed and then move existing objects to the newly added layers.

To open the Object Manager docker, click on **Tools>Object Manager**. A window will dock on the right side of the drawing page. The shortcut key to open this tool is **Shift+O**

The **Object Manager** docker displays the current status of the document structure, making it easy to manage the layers and objects.
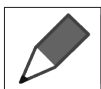
The layer property buttons next to the name of each layer lets you manage the properties of that layer.

Eye icon indicates the visibility of the layer. Enabling the eye icon makes the layer objects visible; disabling it hides the objects on that layer.

Printer icon toggles the printability of the layer. Enabling the printer icon lets you print and export the objects on the layer; disabling it blocks all objects on that layer from being printed and exported.

Pencil icon toggles the editing ability of the layer. Enabling the pencil icon lets you select and edit the objects on the layer; disabling it locks the objects and prevents them from being selected or edited.

A locked icon will have a red slash circle over it. To unlock or lock this function simply click on that icon. This removes or adds this red slash circle.

layer will not print

layer is locked

layer is hidden & will not print