**Business Card Back Pt. 3**

Using the Appearance Panel

* Ungroup the objects from the previous selection. Ungroup all the groups, if you had groups imbedded in groups.
* Using the Selection tool, select one of the paths. Open the Appearance panel by choosing Window -> Appearance.
* At the bottom of the Appearance panel, click the Add New Stroke button to add a second stroke to the selected path.
  + Note: The stacking order of the items in the Appearance panel is the same as the stacking order of objects in a document. The topmost items will appear in the front of the items below.
* Select the bottom stroke in the Appearance panel and then click the stroke color and change it to whatever you please.
* Change the weight value to whatever size you want.

Creating a Graphic Style

* Select the object that you applied the appearance attributes to in the previous section.
* Open the Graphic Styles panel by choosing Window -> Graphic styles. By default, the Graphic Styles panel contains a few graphic styles that you can apply to objects.
* Drag the selected object that contains the appearance attributes and drop it on the Graphic Styles panel. You’ll notice a new style has been added to the panel.
* Double-click the new graphic style that you created, and in the Graphic Style Options dialog box, change the Style Name and click OK.
* Choose Select -> All to select all of the paths in the document.
* In the Graphic Styles panel, click the graphic you just created to apply the appearance attributes defined within to the selected paths of the streets.

Updating a Graphic Style

* With the Selection tool, select one of the paths you created on the back of the business card.
* Open the Swatches panel and open the Swatch Libraries menu found in the lower-left corner of the Swatches panel.
* Choose Other Library and then navigate to the file that you saved for the front of the business card and click Open. All the swatches from that other file will appear in a new panel.
* Click the folder icon to the left of all the swatches that you just displayed in the new panel to add those swatches to the Swatches panel of the business card back file. Close the panel that you opened.
* Apply a swatch to the top stroke in the Appearance panel and apply the black swatch to the bottom stroke. Feel free to use any colors that you’d like to use for the paths.
* Open the Graphic Styles panel and while holding Alt, drag the path that contains the new appearance and drop it on the top of the graphic style in the Graphic Styles panel. You’ll notice a border appear around the graphic style, indicating that you’re updating that graphic style.

Working with Layers

* Open up the layers panel by choosing Window -> Layers.
* Create a new layer by selecting the Page Icon on the bottom of the panel.
* Double-click on the layer name to change the name of the layer.
* Select the layer by clicking the “meatball” next to the layer. This selects all of the sublayers within that layer.
* Notice once selected, a square with a color appears. You can move with square to other layers to reorganize and drop the object into a new layer.
* Click the small triangle next to Layer 1. This will create a drop down of all the sub-layers located within the layer.
* You can move layers by clicking on them and dragging them on top or bottom of each other.
* Notice the colors feature on the layer next to the layer name. These will be the colors of that paths you are working with. It will help you understand and organize which layer you are working with.
* The eyeball next to the layer will hide certain layers and sublayers of your choosing.
  + You can also click on a layer and go to Object -> Hide
  + Shortcut is Ctrl + 3
  + To make viewable: Object -> Show OR Ctrl + Alt + 3.
* The blank space next to the eyeball is the lock button.
  + You can also lock layers by going to Object -> Lock
  + Shortcut is Ctrl + 2
  + To unlock: Object -> Unlock OR Ctrl + Alt + 2