The top layer, by default, stores all annotations. They will appear on top of any other objects on the page. This allows you to write over an image or shape.

An annotation is anything that is written or drawn. The following, by default, show up as annotations...
- pen
- highlighter
- eraser

The middle layer, by default, stores all objects. They will appear below anything on the top layer, such as annotations, and on top of anything located on the bottom or background layers.

The following show up as objects, by default, on the middle layer...
- images
- text
- connectors
- shapes and lines

The bottom layer is by default left empty. You must move objects to the bottom layer. You can use this layer to hide objects behind things in the middle layer. It is another organizational option for you.

The background layer is always located below all other items. Backgrounds can be images, grids, or color. Some examples are shown above. Any object can be moved to the background layer. Anything on the background layer is automatically locked. It cannot be moved, even if you are in design mode.

The object browser is a great tool to use when reordering or changing layers of objects. Click on an object on the page or in the browser. You can then move an object by clicking on the object name in the browser and dragging it to the place you would like it to rest. You can choose to move it forward or backward on its existing layer or change layers entirely.

You can also hide objects and lock them in this browser.

Another way for you to change the layer or level an object appears is to right-click on the object. From the menu, select “Reorder”. You will have options to send the object forward or backward on the current layer, bring to front or send to back of the current layer, or move to a different layer entirely.

Use the clear tool in the main toolbox to clear annotations, objects, the grid, the background, or the entire page.