How to use Lettering Worksheets in Procreate

Download & Open File
1. First download the Procreate file, you may need to save it to a cloud service such as iCloud Drive or Dropbox.

* If you’re using the iPad to click on the download link, and it opens a new window that has an option to open the file in Procreate, choose this option. You can skip the next step.

2. Open the Procreate app. While in the Gallery screen, click on “Import”. Search for the Procreate file, it should be imported into the app once you click on the file.

Layers & Layers Groups
1. When you click the layers icon on the top right, a window will pop up and in this window there will be a layer named “Write here” and underneath this layer there will be layers group(s) (e.g. “Lowercase Letters” and “Uppercase Letters”).

![Layers window in Procreate](image-url)
Layers & Layers Groups (continued)

2. Layers groups contain multiple layers. To open the group, click on the > symbol found next to the check mark box. See image below.

3. After you open the layers group, you will see all the layers that are part of that group. There will be some layers “hidden” or “invisible”. Layers that have their box unchecked are invisible. Just click the box to make the layer visible.
Layers & Layers Groups (continued)

4. To make groups invisible/visible, it’s the same concept as making a layer invisible/visible. Just uncheck/check the box next to the arrow of the group you want to make invisible/visible.