

DESIGN
THINKING
SERIES

UX Design with Figma

User-Centered Interface Design
and Prototyping with Figma

—
Tom Green · Kevin Brandon

Apress®

Design Thinking

Design Thinking is a set of strategic and creative processes and principles used in the planning and creation of products and solutions to human-centered design problems.

With design and innovation being two key driving principles, this series focuses on, but is not limited to, the following areas and topics:

- User Interface (UI) and User Experience (UX) Design
- Psychology of Design
- Human-Computer Interaction (HCI)
- Ergonomic Design
- Product Development and Management
- Virtual and Mixed Reality (VR/XR)
- User-Centered Built Environments and Smart Homes
- Accessibility, Sustainability and Environmental Design
- Learning and Instructional Design
- Strategy and best practices

This series publishes books aimed at designers, developers, storytellers and problem-solvers in industry to help them understand current developments and best practices at the cutting edge of creativity, to invent new paradigms and solutions, and challenge Creatives to push boundaries to design bigger and better than before.

More information about this series at <https://link.springer.com/bookseries/15933>.

UX Design with Figma

**User-Centered Interface Design
and Prototyping with Figma**

**Tom Green
Kevin Brandon**

Apress®

UX Design with Figma: User-Centered Interface Design and Prototyping with Figma

Tom Green
Etobicoke, ON, Canada

Kevin Brandon
Georgetown, ON, Canada

ISBN-13 (pbk): 979-8-8688-0323-9
<https://doi.org/10.1007/979-8-8688-0324-6>

ISBN-13 (electronic): 979-8-8688-0324-6

Copyright © 2024 by Tom Green and Kevin Brandon

This work is subject to copyright. All rights are reserved by the Publisher, whether the whole or part of the material is concerned, specifically the rights of translation, reprinting, reuse of illustrations, recitation, broadcasting, reproduction on microfilms or in any other physical way, and transmission or information storage and retrieval, electronic adaptation, computer software, or by similar or dissimilar methodology now known or hereafter developed.

Trademarked names, logos, and images may appear in this book. Rather than use a trademark symbol with every occurrence of a trademarked name, logo, or image we use the names, logos, and images only in an editorial fashion and to the benefit of the trademark owner, with no intention of infringement of the trademark.

The use in this publication of trade names, trademarks, service marks, and similar terms, even if they are not identified as such, is not to be taken as an expression of opinion as to whether or not they are subject to proprietary rights.

While the advice and information in this book are believed to be true and accurate at the date of publication, neither the authors nor the editors nor the publisher can accept any legal responsibility for any errors or omissions that may be made. The publisher makes no warranty, express or implied, with respect to the material contained herein.

Managing Director, Apress Media LLC: Welmoed Spahr
Acquisitions Editor: James Robinson-Prior
Development Editor: James Markham
Editorial Assistant: Gryffin Winkler

Cover designed by eStudioCalamar

Distributed to the book trade worldwide by Springer Science+Business Media New York, 1 New York Plaza, Suite 4600, New York, NY 10004-1562, USA. Phone 1-800-SPRINGER, fax (201) 348-4505, e-mail orders-ny@springer-sbm.com, or visit www.springeronline.com. Apress Media, LLC is a California LLC and the sole member (owner) is Springer Science + Business Media Finance Inc (SSBM Finance Inc). SSBM Finance Inc is a **Delaware** corporation.

For information on translations, please e-mail booktranslations@springernature.com; for reprint, paperback, or audio rights, please e-mail bookpermissions@springernature.com.

Apress titles may be purchased in bulk for academic, corporate, or promotional use. eBook versions and licenses are also available for most titles. For more information, reference our Print and eBook Bulk Sales web page at <http://www.apress.com/bulk-sales>.

Any source code or other supplementary material referenced by the author in this book is available to readers on GitHub. For more detailed information, please visit <https://www.apress.com/gp/services/source-code>.

If disposing of this product, please recycle the paper

To Jim Babbage

—Tom Green

I would like to dedicate this book with my deep appreciation to family, friends, and students who have encouraged, challenged, and inspired me and laughed at my jokes.

—Kevin Brandon

Table of Contents

About the Authors	xvii
About the Technical Reviewer	xix
Acknowledgments	xxi
Introduction	xxiii
Chapter 1: Learning the Figma Interface	1
Figma and the UX Process	3
The Figma Dashboard.....	4
Creating a Team in Figma	8
Access the Figma Community	12
Getting Help	14
The Figma Workspace	16
Adding Frames	19
Changing Frame Properties	23
Using the Properties Panel	24
Using the Color Picker	26
Gradients	29
Strokes	31
Using the Polygon Tool.....	32
Using the Layers Panel	35
Testing Your Work	39
Community Resources and Templates	40

TABLE OF CONTENTS

Sharing46

Dev Mode.....50

Conclusion.....51

Chapter 2: Adding Content to Figma Screens.....53

Vectors and Bitmaps54

Bitmaps and Figma56

Scaling Factors61

SVG Images and Figma64

Figma and Video66

Preparing Video for Figma.....68

Typography and Figma.....73

 Text Properties.....78

 Font Pairing79

 Adding and Formatting Text in Figma.....81

Your Turn84

 Adding a Grid86

 Adding the Header87

 Create the Hero Image.....89

 Creating the Explore Section of the Site.....92

 Adding Cards to the Design94

 Adding a Text File in Figma.....97

 Creating the Social Media Section97

 Adding the Images.....99

 Finishing the Web Page102

You Have Learned104

Chapter 3: Figma and the UX Process	107
What Exactly Is a Prototype	108
Determining the Platform.....	113
Building a Team in Figma.....	115
Creating a Team Project.....	118
Sharing and Collaboration.....	121
Figma and User Testing.....	126
Usability Testing vs. User Testing	127
Usability Testing Requires Context	129
Iteration and the “Messy” UX Design Process	132
Accessibility and Inclusion in Figma.....	136
Adding Plug-ins in Figma.....	138
Using the Accessibility Plug-ins.....	143
Using the Adee Color Contrast Tool.....	148
Explore Inclusion with Cards for Humanity.....	151
You Have Learned	153
Chapter 4: Creating UX Design Documentation	155
Using the Figma Presentation Mode	157
Brainstorming with FigJam.....	159
How to Use FigJam AI.....	163
Using the FigJam Drawing Tools	165
Using the Connector Tool	166
Adding Text to FigJam Objects	168
Adding Comments to a FigJam File.....	169
How to Add a FigJam File to Figma.....	171
Creating Personas.....	172
Create a Persona Using a Template.....	174
Editing a Persona Template	176

TABLE OF CONTENTS

- Creating a User Journey Map 180
- Adding Touchpoints 185
- Creating a User Flow Diagram 188
- Feedback and Iteration 195
 - Your Turn: Create a User Flow Diagram in FigJam 197
 - Build the Chart in Figma 201
 - Add the Chart to Figma..... 201
- You Have Learned 203
- Chapter 5: Building Low-Fidelity Prototypes 205**
- What Is a Low-Fidelity Wireframe? 206
- The Case for and Against Wireframing..... 208
 - Creating Wireframes..... 209
- Wireframing and the UX Design Process 212
 - What Is a Content Wireframe? 213
- From Content Wireframe to Lo-Fi Wireframe 219
 - Creating a Low-Fidelity Wireframe in Figma 221
 - Creating a Team Library..... 224
 - A Quick Word About Shared Libraries 228
 - Build the Wireframe Using a Shared Library 229
- Create Wireframes Using a Wireframing Kit..... 232
 - Use the Wireframer Library 234
- The Interactive Wireframe..... 241
 - Add Interactivity to a Wireframe 243
 - Testing an Interactive Wireframe..... 248
- Your Turn: Wireframe a Login Sequence Using FigJam..... 250
- You Have Learned 256

Chapter 6: Building Medium-Fidelity Prototypes.....	257
Lean UX.....	258
Agile.....	259
Straight to Code.....	259
What Is a Medium-Fidelity Prototype.....	259
Choosing a Platform.....	262
Graphics and Figma.....	266
Installing and Using Imaging Plug-ins in Figma.....	273
Color Correcting Images in Figma.....	276
Manipulating Image Content in Figma.....	277
Masking in Figma.....	283
Fonts and Figma.....	285
Color and Figma.....	286
Create a Scrim Using a Gradient.....	290
Adding Effects to Graphics.....	297
Apply a Drop Shadow.....	297
Apply an Inner Shadow to Create a 3D Effect.....	299
Applying Blur Effects.....	301
Applying a Blend Mode to a Layer.....	302
Create a Mesh Gradient in Figma.....	304
Using Auto Layout in Figma.....	306
Your Turn: Create a Medium-Fidelity Mobile App Location Card.....	314
Create the Top Search Bar.....	317
Creating the Location Card.....	318
You Have Learned.....	325

TABLE OF CONTENTS

Chapter 7: Interactivity Fundamentals327

- The Basics of Adding Interactivity in Figma..... 331
 - Create a Drag Interaction 335
 - Create a Hover Interaction..... 336
 - Create a While Pressing Interaction..... 337
 - Create a Component in Figma 338
 - Add States by Creating Variants 341
 - Adding Interactivity to a Component 344
 - Create Interactivity Using a Component 346
- Your Turn: Create Interactivity Using Components and Variants 350
 - Create a Component for the Home Button and Create a Text Property..... 351
 - Create the Variant States for the Main Navigation Button 353
 - Design Each of the Three States for the Main Navigation Home Button 354
 - Apply Interactions to Each of the Three Button States 355
 - Add the Main Navigation Button to the Header of the Swiss - Home Page 357
 - Creating the Main Navigation Buttons..... 358
 - Adding the Header Navigation to the Adventures Page..... 360
- You Have Learned 362

Chapter 8: Microinteractions in Figma363

- Interactivity and Motion 365
- Playing with Time and Motion in Figma 371
 - Microinteractions Overview..... 372
- The Principles of UX in Motion 373
 - Easing and Smart Animate 374
 - The Eases Available in Figma 376
 - Editing an Ease..... 378

Applying the Transformation Principle in Figma	381
Create a Dissolve Transformation.....	382
Create a Move Transition	384
Create a Complex Interaction Using Smart Animate.....	386
Create a Scrolling Behavior.....	389
Create Scrolling Content.....	390
Create a Scrolling Loop Animation	392
Create a Scroll Control.....	395
Applying the Obscuration Principle	397
Using a Blur to Obscure the Image.....	400
Your Turn	402
Create an Overlay Side Menu Interaction	403
Style the Overlay Side Menu Interaction	404
Create a Card Template Area Using Auto Layout	407
Create the Card Component Variants.....	408
Apply an Accordion Microinteraction to the Card Component.....	410
Add Content to the Card Instance.....	411
Add a Second Card	413
You Have Learned	415
Chapter 9: Design System Fundamentals.....	417
The Single Source of Truth.....	418
Where Do You Start?	421
Take Stock of What You Have	422
The Pattern Inventory	428
The Color Inventory	430
The Typography Inventory.....	432
The Asset Inventory	434

TABLE OF CONTENTS

Figma Design Tokens.....	436
Creating a Component Token.....	440
Figma Design Tokens and Variables	442
Organize the Variables.....	446
Applying Variables	449
You Have Learned	451
Chapter 10: Building Stuff	453
Building an Image Carousel	455
Create a Complex Carousel.....	460
Create a Spinning Carousel	465
Create Video Controls.....	470
Create Interactive Video Controls	476
Create a Progress Bar.....	481
Create a Shopping Cart with Local Variables, Conditions, and Expressions	485
Bonus Round: Create a Boolean Variable	500
Animations Using LottieFiles.....	503
Using Aninix to Create a Lottie Animation Using Figma.....	507
Converting an Aninix Animation to a Lottie File	512
Add Diversity with the Humaaans for Figma Plug-in	514
You Have Learned	518
Chapter 11: Developer Handoff.....	519
Handoff Starts with User Testing	520
Device Preview Using the Figma Mobile App.....	522
Using the Figma Presentation Mode for Sign-Off	528
What Is a Handoff?.....	532

TABLE OF CONTENTS

Preparing Assets for Handoff535

The X Factor of Raster Images..... 542

Code Introspection 544

The Design/Build Iteration Cycle 551

You Have Learned 553

Conclusion 553

Index.....555

About the Authors



Tom Green is an Emeritus Professor of Interactive Multimedia through the School of Media Studies and IT at the Humber College Institute of Technology & Advanced Learning in Toronto, Canada. He has created over a dozen UX-based courses for LinkedIn Learning. One course – UX Design for Non-Designers

released two years ago – has been completed by over 35,000 learners throughout the world. Tom has written numerous books on UX Design for Apress, Que, Pearson Education, and New Riders. Along with his work with LinkedIn Learning, Tom has developed video-based training courses for Infinite Skills, Envato, Video2Brain, and others. He was the Graphics Software expert with About.com and has written hundreds of articles and tutorials for a variety of magazines and websites over the past 20 years.

Tom has spoken and lectured at conferences around the world and universities throughout China and the United States including the University of Wisconsin, the Central Academy of Fine Arts in Beijing, the Wuhan Institute of Technology, and Shenzhen Polytechnic. In his spare time, you can catch him hiking a local trail or paddling across a lake in Northern Ontario.

ABOUT THE AUTHORS



Kevin Brandon started his career in the print industry and then transitioned into web design and user experience design. After completing a Master of Arts in Professional Communication, he entered higher education as a full-time professor at Humber College Institute of Technology & Advanced Learning in Toronto, Canada. Kevin has taught in various programs such as Graphic Design, Advertising, Multimedia, and Film and Television. He is an active Adobe Education

Leader, collaborating with fellow educators around the world and learning about upcoming technologies. As a consultant Kevin has provided professional development sessions for teachers through Edge Gain Ltd. Kevin is married and has three sons. When not at work, you can find him enjoying walks with his family and his dog.

About the Technical Reviewer



Judy Wood is an experienced Graphic and Multimedia Design Specialist, with more than three decades of helping clients and students creatively develop user experiences. She has extensive experience in higher education and instructional design and holds a master's in Learning and Technology. A staunch proponent of lifelong learning, Judy embraces cutting-edge technology to ignite her students.

Acknowledgments

Tom, thank you for inviting me to write this book with you. It wouldn't have happened without your experience and hard work, and I am grateful.

—Kevin

Working with a co-author can be a tricky business. It is a lot like a marriage. Everything is wonderful when things are going well, but you really never discover the strength of a relationship until you get deep into it. Working with Kevin over the past several months has been an absolute joy.

Kevin and I first crossed paths 20 years ago when we first met each other as faculty members of Humber College's Faculty of Media and Creative Arts. As we moved through our careers, we were constantly leaning on each other to try new ways of preparing our students to enter into a Digital Media industry that was constantly undergoing fundamental change. I also discovered he has some serious design chops and took full advantage of his knowledge and skills over the years. It was only natural that I bring him in as co-author.

Sowmya Thodur, our Apress production editor, is also due a huge acknowledgment. It is her job to babysit the authors and ensure the manuscript is delivered on time. I don't use the term "babysitting" in the pejorative sense. Sowmya kept us on track and, when things got tough, was a shoulder to cry on.

Finally, writing a book of this size and complexity means I hole up in my home office and generally become moody and difficult to live with as I mull over an exercise or order of a chapter. How my wife and life partner, Keltie, puts up with it I'll never know, but it does work out in the end.

—Tom

Introduction

When we are asked to define the term “UX,” our normal response is: “What do you want it to mean?” This is not us being facetious. Ask ten people involved in the industry that same question, and the odds are pretty good you will get 15 different answers. Ask these same ten people what tool they use, and the answer is always Figma.

Having been involved in Digital Design since the mid-1980s, we have seen new tools appear, and after a few years, the profession settles around a tool. That tool – think Photoshop – then becomes a standard in the industry, and its competitors fight over a small slice of the market.

Figma has become the UX Design standard application. The fascinating aspect of that is the proposed acquisition of Figma by Adobe was scuttled due to worries that it would reduce competition. When Adobe and Figma agreed to stop the acquisition, Figma came out on top. Adobe killed its UX Design tool – Adobe XD – which meant Figma’s major competitor had left the market. As a result Figma shrugged and moved on.

Figma’s strength has never really been its tool. Figma’s strength is its rabidly loyal community of designers and developers. The reason for that loyalty is Figma is equally as rabid in listening to its users. When it rolls out a new feature such as the new Dev Mode, it doesn’t just drop it into the app with a cheery “Here you go.” Dev Mode was a beta feature of Figma for a while, and not only did Figma pay close attention to how it was being used but the Figma Community provided feedback on the strengths and weaknesses of Dev Mode. When it was finally released, it was in the context of “Thanks for the feedback. Hope this is what you were looking for.”

INTRODUCTION

This book’s genesis started with a simple question that Figma also asks: “What’s missing?” For us, the answer was “Something that explains where Figma fits in the UX process.”

A common misconception is that Figma is a UX Design tool that churns out the interactive apps which land in our browsers, devices, and tablets. This simply is not the case. Figma is a collaborative tool whose features span the entire UX process from concept to upload. The UX process has been considered a “team sport” where multiple skills are involved to create a project. This explains why this book is not your typical “Here’s how to create cool stuff in Figma” book. We follow the process, pointing out where the various features of Figma fit or can be used at each stage of the process and where the team fits.

One other aspect of this book is that we had a huge amount of fun developing the exercises and examples in this book. The word “fun” is important because if learning is fun, what you learn will stay with you.

Book Structure and Flow

This is not a typical software book. There is no common project that runs throughout the book. Instead, each chapter contains a number of exercises and examples designed to give you experience with the core concepts and features of Figma. Then, in several chapters, we turn you loose with a “Your Turn” exercise. To take full advantage of the exercises, you will need to have, at a minimum, a Professional Figma account.

The first two chapters walk you through the Figma interface and how content is added to your Figma projects. For example, we spend a lot of time in Chapter 1 explaining how teams are created and how to invite collaborators to join the team before we dig into the Figma interface. UX is a team sport and you never start work without a team. In the second chapter, we not only explain the various types of content that can be added to Figma but also how to prepare that content in other applications for use in Figma.

Chapter 3 is an in-depth look at the UX process with an emphasis on where Figma fits and what features of Figma are designed to support each step of the process. The key takeaway from this chapter is UX Design is a messy process requiring the team to constantly test and iterate the hypothesis. We also get into User Testing, Accessibility, and Inclusion as a project moves through multiple iterations.

Having been exposed to the fundamentals of Figma's role in the UX process, the rest of the book focuses on specific aspects of the process. Chapter 4 is an in-depth look at where Figma fits into the Documentation process. Chapter 5 deals with low-fidelity prototypes such as wireframes and ends with you being asked to wireframe a login sequence using FigJam. Chapter 6 is an in-depth look at how the boxes and arrows of a wireframe become a medium-fidelity prototype as the content is added and the project starts coming to life.

The next three chapters – 7, 8, and 9 – explore the most popular features of Figma: Interactivity, Motion, and Design Systems. We show how interactivity and motion are added using Prototype mode. These are demonstrated using practical examples and how to share your ideas and subject them to User Testing.

Chapter 9 deals with a topic that is all the rage these days: Design Systems. We don't explain how to create one because they are, quite frankly, complicated. Instead, we focus on the features of a Design System such as Design Patterns, Components, Typography, and Color. We also dig deeply into Figma Variables and the creation of design tokens. Hopefully you will come out of this chapter understanding the creation of a Design System is a methodical and time-consuming process that, when implemented, turbocharges the design process and makes life easier for the developers as they incorporate the tokens and assets into their work.

Chapter 10 is named Building Stuff. The reason behind the word "Stuff" is less intimidating than Practical Projects for Figma. In this chapter, the intention is to give you the opportunity to put everything you have learned to this point to practical use and to further expand

INTRODUCTION

your knowledge. This will become evident as you learn how to create a shopping cart using local variables, expressions, and conditionals to move values from one component to the next. We also show how to create a custom video controller, a video progress bar for a video destined to Instagram, how to swap components with each other, and where Boolean operations fit.

The final chapter covers off what you need to know when the prototype is handed off to the development team.

Finally, we are no different than you in that we are constantly learning more about what you can and cannot do with Figma. The constant stream of updates and feature additions to Figma makes this a pretty exciting time for all of us as we discover where Figma fits into the app and web design fields.

Our final bit of advice for you is

“The amount of fun you can have with Figma should be illegal. We’ll see you in jail.”

CHAPTER 1

Learning the Figma Interface

What is UX?

Let's consider this scenario. You push the glass door to enter a store and almost crash into it because it should be pulled to open it. It is not a good start to your shopping expedition. You have just had a bad user experience. Whether you know it or not, you have also formed a negative impression of the store before entering it.

Here's another we have all had. You are purchasing an item from a company's website or app. You reach the end of the process, but the process fails as you finish entering the required credit card information. You enter it again. Same failure. You give it one more try. Same failure. At this point, you give up and leave your full shopping cart sitting there and move to another site or app. You have just had a bad user experience, and the company lost a customer and a sale.

How about entering an elevator in your hotel (Figure 1-1) and figuring out how to get to your floor?

Each of those bad experiences has a simple solution that turns it into a good experience. The door could have a small, noticeable sign above the handle that reads, "Pull." The website's shopping cart could indicate it requires dashes between the credit card numbers and the expiration date in the form of "m/y."

Those three examples are common UX issues.



Figure 1-1. Which floor, please?

UX is user experience, and those not in the UX field instinctively understand its meaning. Many of those in the business of UX tend to dilute the term to the point where whenever asked, “What is UX?”, our response is, “What do you want it to mean?” The reason behind this facetious response is the term has become confused with job titles for everyone involved, ranging from Researchers to Graphic Artists and Developers. So “What is UX?”

There are two aspects to user experience. As Louie Morais of Wayfair explains, “User experience is composed of two parts: the Mission and the Process.” The Mission focuses on the User who will use the product. The whole purpose of the Mission is to make life easier for that individual to have that user continue to take advantage of the product, service, website, or app.

The Process answers the next obvious question: “How do we do that?” The answer is the workflow from initial research to upload to the Apple App Store, the Google Play Store, or a web server. This process requires a lot of planning, brainstorming, software tools, user testing, and so on, with all of that moving straight to the final product with multiple changes and iterations. This explains why we regard the UX Process as a Team Sport.

The space where the Mission and the Process intersect is where collaboration happens, and this is where prototyping software like Figma enters the discussion.

Figma and the UX Process

Figma is not a design tool. Figma fits squarely into that space where the Mission and the Process intersect. It is a prototyping and collaboration tool, and that will become glaringly obvious throughout the balance of this book. Collaboration is the heart and soul of Figma, and collaboration does not infer “design by committee.” In a collaborative environment, Figma encourages a constant flow of communication between all members of the team and the stakeholders.

The UX process brings together a team of researchers, designers, and developers who apply their knowledge to creating an app or website. They each use their unique skill set to provide users with a positive experience by meeting the needs identified during the Research phase of the project, designing an interface that is both intuitive and easy to use and developed to make interactions both speedy and smooth.

To accomplish this, everyone involved needs to be on the same page and have access to the same material. Figma contains many features that do just that. FigJam, which we get into in Chapter 4, is designed to be a collaborative whiteboard where any team member can participate in the ideation phase of the project. Any page or project can be shared with any team member, and those team members can provide feedback

on any aspect of what they are looking at. Dev Mode provides developers and designers a common area to reduce the friction between these two disciplines. Thanks to this feature in Dev Mode, developers can quickly identify which sections of a project are ready for development.

When it comes to documentation, many templates, plug-ins, and features make creating such items as Flowcharts, Journey Maps, Personas, and other documents produced during the Research phase a simple process. This documentation can be posted to FigJam, included in the Team Folder or both.

Figma is also available in both desktop and browser versions, so you are not locked into a browser. You can work on your Figma file on a Mac or PC, and any changes made will instantly appear in the file located in the Figma Dashboard – no upload required. Let’s take a look at the Figma Dashboard.

The Figma Dashboard

Whether you are working on the desktop version or in the browser, you first need to log into Figma. When you do, the first screen you see (Figure 1-2) is the Figma Dashboard.

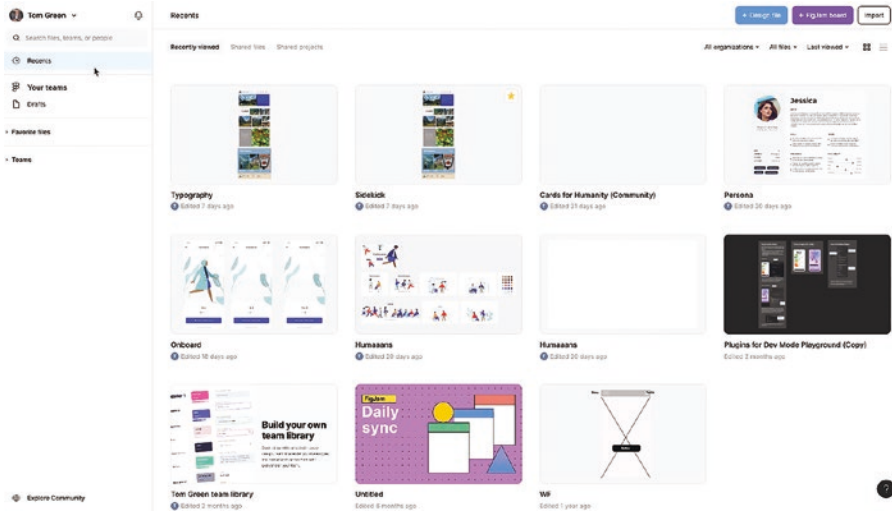


Figure 1-2. *The Figma Dashboard*

The Figma Dashboard shows you all the files you are working on or have worked on. There are three ways of viewing these files:

- **Recently Viewed:** All the files you have worked on or looked at are shown. To open one, double-click the file.
- **Shared Files:** This view only shows the individual files shared with the entire team or individual team members.
- **Shared Projects:** All files in a project that have been shared with the team are shown.

Moving to the right on the menu bar, there are three other ways of viewing the Dashboard:

- **All Organizations:** This feature is only available to Enterprise subscriptions where workspaces are assigned. Workspaces are where teams, people, and resources are collected and set. For example, XYZCorp

could create organizational workspaces for Teams, departments such as Marketing, Cost Centers, or other administrative units. Once that is defined, admins are appointed to create the workspace and assign team members or others to that workspace.

- **All Files:** This pop-down allows you to filter what you see on the Dashboard. All files are the default, but you can also select Design files, FigJam files, or Prototypes, and only those files will be shown.
- **Last Viewed:** This is another way of filtering your view options. The pop-down lets you view the files either alphabetically, by Creation Date, or by using default, Last Viewed. There are two other options for bringing order to the Dashboard. You can rearrange them by Oldest or Newest first.

The two buttons on the far right change the view from grid view (shown) or list view.

If you right-click on the file, a drop-down menu (Figure 1-3) opens and offers you several ways to manage the selected file. They are all self-explanatory, but one you will most likely use is Delete. Select this, and the file is permanently deleted from the Dashboard. This feature is handy for creating Figma files to work out no longer-needed ideas.

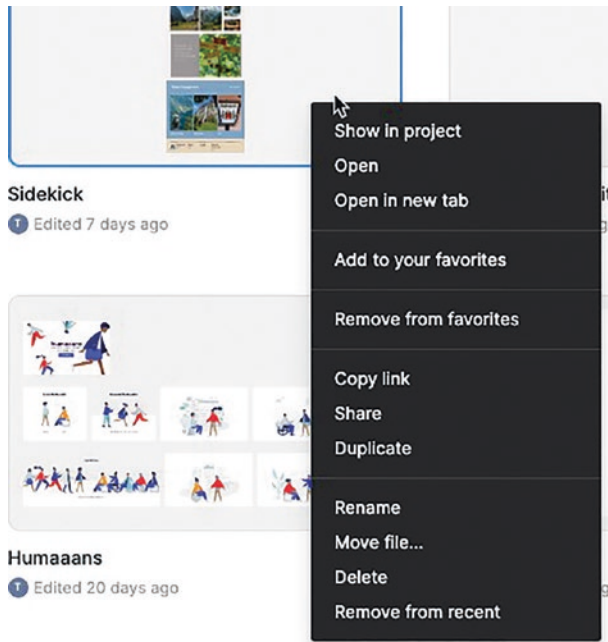


Figure 1-3. *There are several ways to manage individual files in the Figma Dashboard*

Let's now turn our attention to the panel on the left, commonly called the Left Sidebar. This panel is where the magic happens. Your avatar at the top is where you can manage your Figma account, and that little bell will sport a red dot when a notification regarding a file has been sent to you. This could be something like a comment attached to a particular file.

The file area of the Dashboard can become a pretty crowded place, and scrolling through all of them to find just the one you need can be time-consuming. This explains why there is a Search area right at the top of the panel. You can quickly locate files, teams, and even members of a team by entering the name of the file, team, or individual.

The next item is Your Teams. Before we get into that, it is important for you to understand there are two types of teams when it comes to Figma that depends upon your Figma subscription. If you are trying out the free