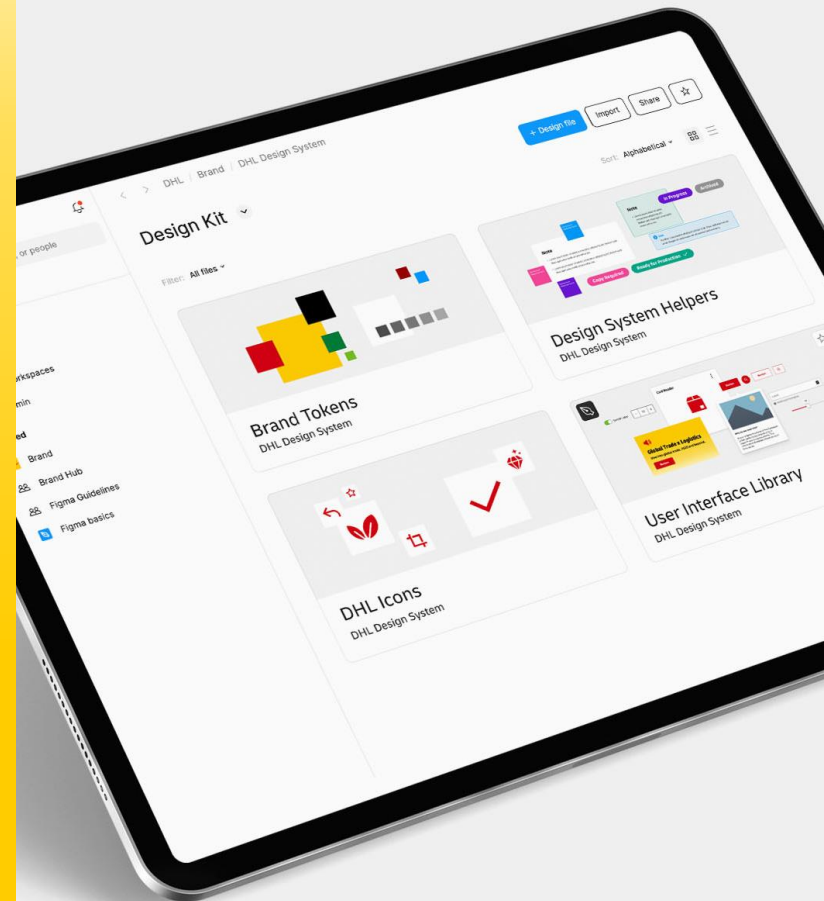


FIGMA ESSENTIALS

TRAINING DECK

April 2024

DHL CSI – EXCELLENCE. SIMPLY DELIVERED.

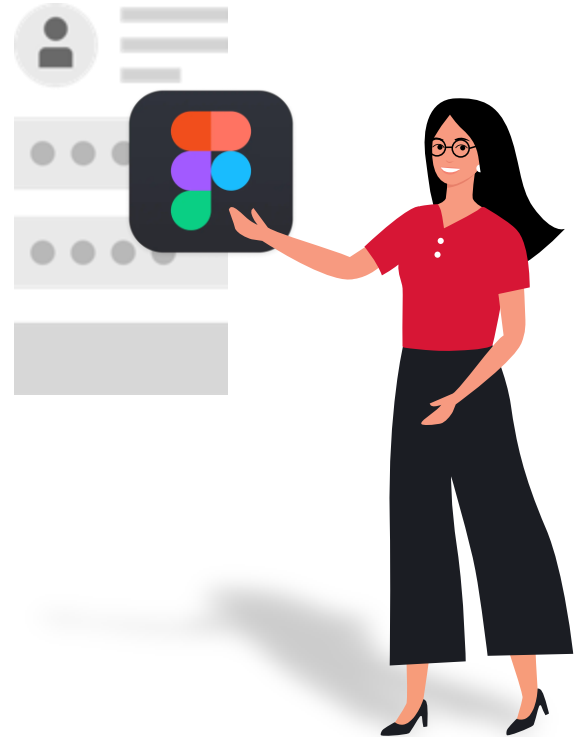


Welcome to Figma Essentials Training!

You have arrived here ready to supercharge your creative process and collaboration skills with a fresh learning experience.

Throughout this presentation, we'll walk you through everything you need to start using our innovative design tool: **Figma**.

So, get comfortable, stay engaged, and let's plunge into the exciting world of Figma together!



Agenda

1 Intro to Figma

- What happened to our current design tools?
- What is Figma?
- What types of access does Figma offer?
- How to get access / setting up your account

2 Figma essentials for everyone

- Our workflow with Figma
- Finding teams and files in Figma
- How to navigate within a Figma file
- How to leave comments on designs
- How to share a Figma file with others or embed it in other tools
- Other useful features when collaborating in Figma

3 Figma essentials for Content Authors

- Introduction to the AEM Design Kit
- Design Blueprints

4 Figma essentials for Dev & QA

- Getting started
- Basic Inspect Mode Features
- Introduction to Dev Mode
- Training recommendations for Dev & QA

5 Figma essentials for creatives

- Getting started
- Introduction to the DHL Design System
- Introduction to the DXP AEM Design Kit
- What are design tokens?
- How to add annotations
- Tips for a seamless design review and developer handoff
- Training recommendations for creatives

1. INTRO TO FIGMA

WHAT IS FIGMA, HOW DO I ACCESS IT, WHY DID WE SWITCH

What happened to our current design tools?

Shifting from Sketch, Abstract and InVision to Figma marked a significant step forward in our design workflow.

InVision will end its service in 2024 and the workflow between Sketch and Abstract has created multiple issues in the past.

Figma offers unparalleled advantages in terms of collaboration, as multiple team members can work on the same file simultaneously, fostering real-time feedback and iteration.

Moreover, Figma's cloud-based nature enables seamless access and updates from anywhere, eliminating version control issues.

With its robust prototyping capabilities integrated directly into the design environment, Figma streamlines the entire design process, from conception to execution. Embracing Figma ensures enhanced efficiency, smoother workflows, and ultimately, greater success in your design endeavors.



What is Figma?



Accessible by everyone

Runs seamlessly on desktop and browsers, accessible anywhere.



Real-time collaboration

Enables easy sharing, reviewing and sign-off, fostering collaboration.



Efficient workflows & single source of truth

Speeds up workflows and removes extra steps, e.g. for exporting designs into other tools.



Version Control Made Easy

Includes built-in version history for easy tracking and reverting.



Streamlined Component Management

Allows centralized component management, streamlining consistency and efficiency.



Seamless handoff experience

Provides seamless design-to-development handoff with Dev Mode feature.

Figma is the leading collaborative design tool for building meaningful products.



[Watch the video to learn more](#)

What types of access does Figma offer?

Free

Viewer

The Viewer license is free for everybody. It allows you to:

- View files you've been given access to
- View, leave and reply to comments
- Basic inspect mode of elements
- Export text and assets
- Embed files or designs in other tools

Approval needed

Developer

The Developer license includes all features of the Viewer license plus:

- Dev Mode access
- Advanced inspect options
- Code Connect feature
- Explore component variants
- MS VS Code integration
- Advanced annotation

Approval needed

Editor

The Editor license includes all features of the other two licenses plus:

- Full editing capabilities
- Library set up, sync and analytics
- Version history
- Prototyping
- Design Token management
- ... and much more

How to get access to Figma / setting up your account



STEP 1

Create an account

Install the native Figma app or access it via a web browser on www.figma.com

Register for a free Figma “Viewer” account **using your DHL email** if you have one.

- Single sign-on is currently not yet supported
- A DHL email address is required if you need an Editor or Developer license. Reach out to your project lead if you don't have one.



STEP 2

DHL Workspace access

Contact Dennis Appelrath or Tim Zähres to get added to the wider DHL Figma workspace or speak to your creative team so they can invite you to the relevant design files.



STEP 3

License assignment

If you're a Frontend Developer or a UX/Visual Designer you should be have access to an Editor or Developer license.

Speak to your project lead and Dennis Appelrath once you've created your account so the correct license can be allocated.

2. FIGMA ESSENTIALS FOR EVERYONE

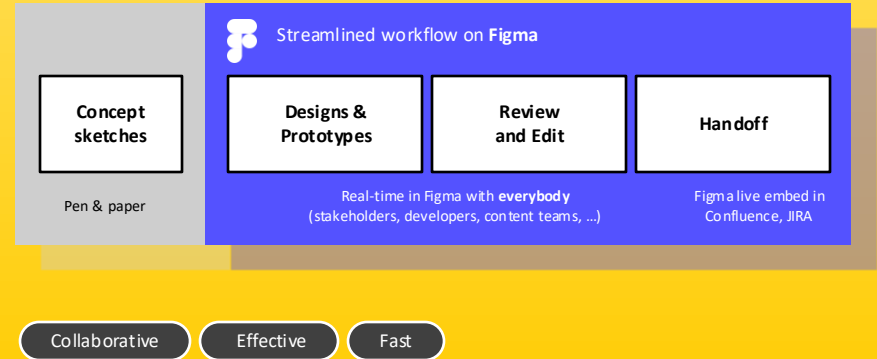
GETTING THE MOST OUT OF FIGMA

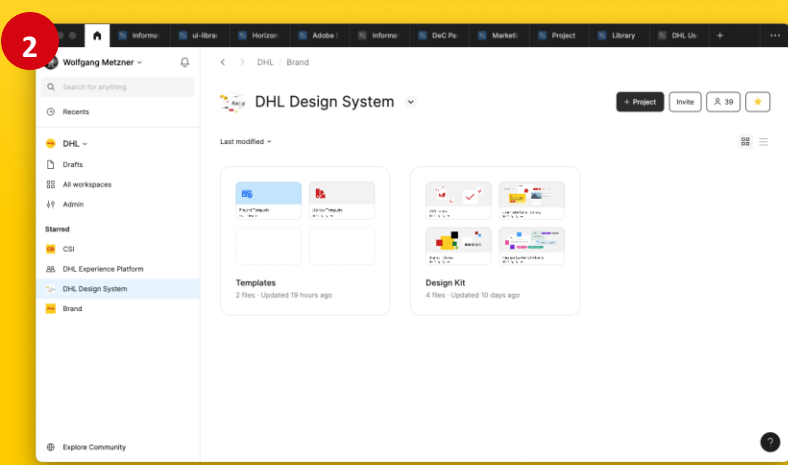
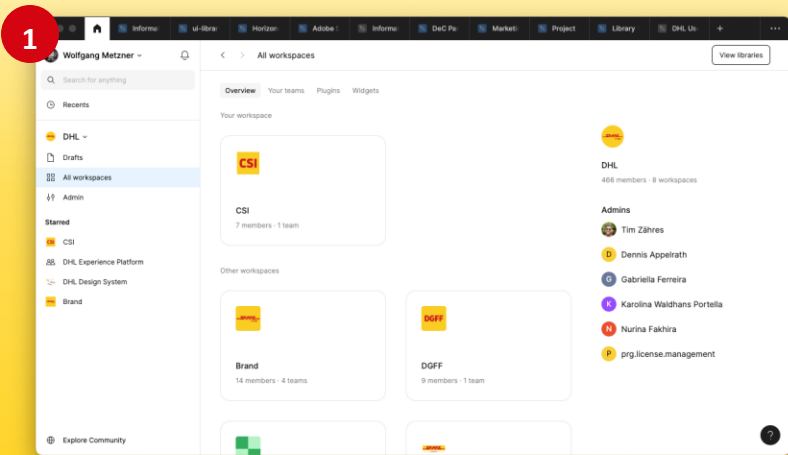
Our workflow with Figma

Unlike our previous workflow, Figma has enabled us to consolidate and centralize all parallel workflows into a single source of truth.

Hence, a Figma file serves as the foundation for our three primary endeavours:

- **Designs & Prototypes:** Fully Centralized!
Craft and manage designs collaboratively in real-time within the cloud.
- **Review & Edit:** Completely Real-time!
Enable easy sharing and commenting on designs for seamless collaboration and feedback.
- **Handoff:** Utterly Seamless!
Streamline the handoff process, effortlessly connecting design with development.





Finding teams and files in Figma

The DHL Figma account is split into separate **Workspaces (1)**, one for each BU.

You can select a workspace as your primary one but you can view and work across all other spaces.

Each workspace is split into **Teams** which in turn manage a number of **Projects (2)** which I turn include a number of project files and libraries.

By default most teams are closed and you will need to request access to view all projects and files which you can do directly in Figma.

Teams, projects and file access is managed by the creative lead of each team.

If you need a new workspace or team to be set up, please reach out to Dennis Appelrath or Tim Zähres.

How to navigate within a Figma file

In a project file, use the left toolbar to navigate between different pages. Typically, there'll be an overview page where designers share general project information as well as other pages for research, concepts, prototypes and handover.

Each team might have their own file structure. We've created template files to give teams a starting point and create consistency.

Within the main design area press the spacebar key and click and drag the cursor to pan around the page.

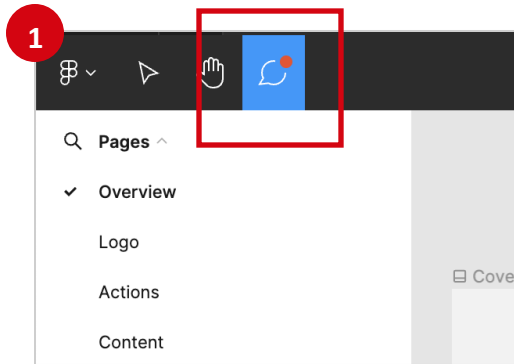
To zoom in our out simply press Command (MacOS) or Ctrl (Windows) and use the scroll-wheel on your mouse. Alternatively, you can also pinch in or out on your trackpad.



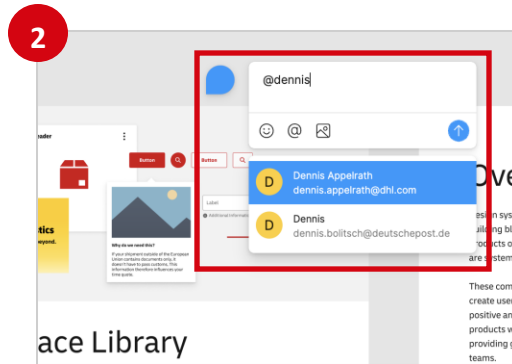
Watch the video to learn more

How to leave comments on designs

Commenting is instrumental in giving feedback with the team. In Figma it's super easy to leave a comment on pages or specific elements of a design:



Click on the comment icon from the top toolbar. You're now in comment mode, simply click on an element or space where you'd like to leave a comment.



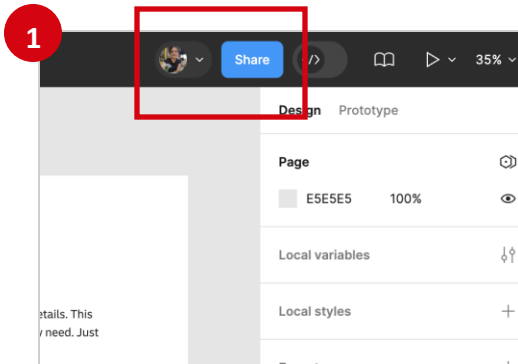
You can address a specific team member, mention their name by entering @ + name or just write your comment.



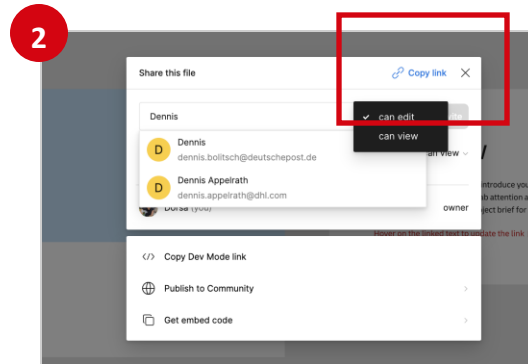
 Watch the video to learn more

How to share a Figma file with others or embed it in other tools

It's easy to invite or share whole files or specific design frames with others. You can also embed designs in other applications, such as JIRA or Confluence, which automatically update with any changes made in Figma, staying true to source.



You can invite people or share the whole file or a specific element or a selected design frame by clicking on the share button on the top right of the file.



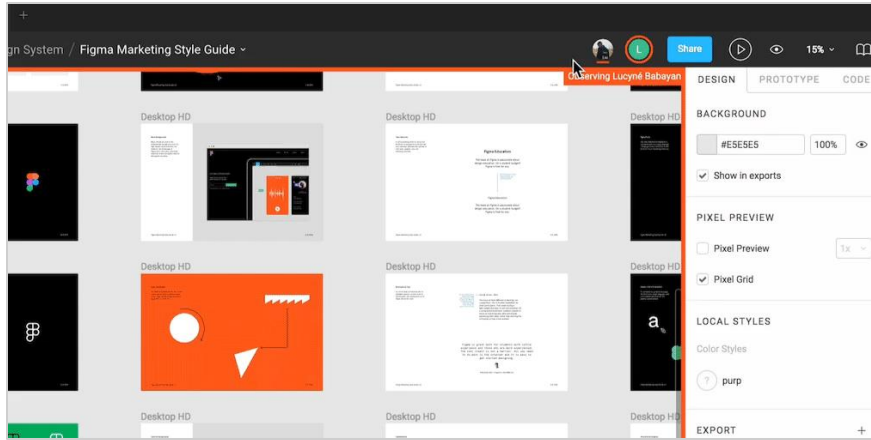
Invite individuals by entering their email address or copy the share-link.

You can also embed any design frame in other applications via the embed code. If there are any updates to the design in the future, the embeds will automatically update



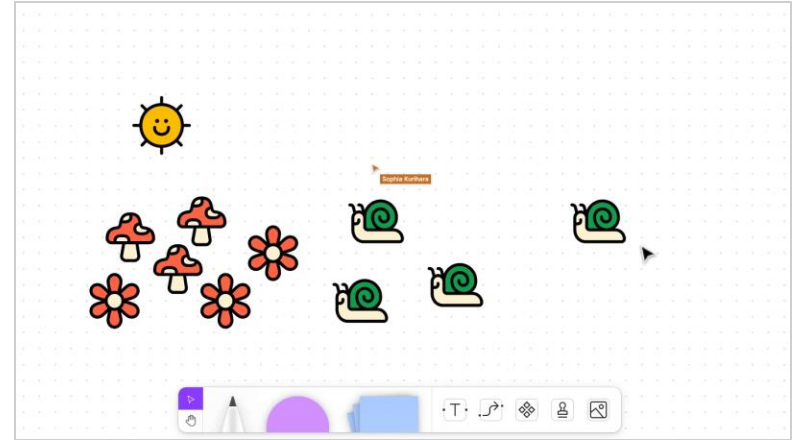
Watch the video to learn more

Other useful features when collaborating in Figma



Observation Mode

You can use observation mode to catch up with your team members. Simply click on their avatar in the top right and follow along and see what they see. It's great for review sessions or to present work.



Cursor Chat

Do you want to give instant feedback without having to write a comment?

Hit “/” on your keyboard and start typing your message. The text follows your cursor on the screen.

3. FIGMA ESSENTIALS FOR AUTHORS

DESIGN BLUEPRINTS & COMPONENTS

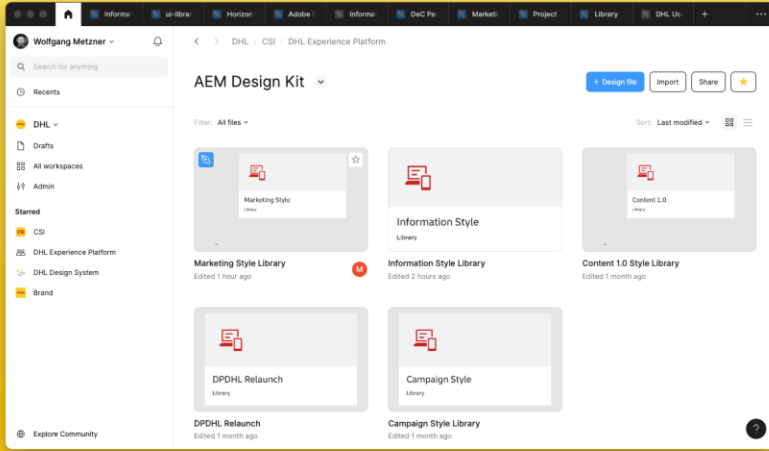
Introduction to the AEM Design Kit

If you're working on the DHL Experience Platform, which forms the foundation for the main DHL.com website and its wider ecosystem, you should be using the DXP AEM components to build page designs and user journeys.

DESIGN KIT

The AEM Design Kit consists of three component library files that follow the three design styles used across the DXP. These libraries build upon the DHL Design System libraries, e.g. Brand Tokens, Icons, etc.

- **Information Style Library**
- **Marketing Style Library**
- **Campaign Style Library**



Learn more about the DXP AEM Design Kit:

<https://dcihub.dhl.com/global-en/home/dhl-content-community-hub/content-hub/design-library.html>

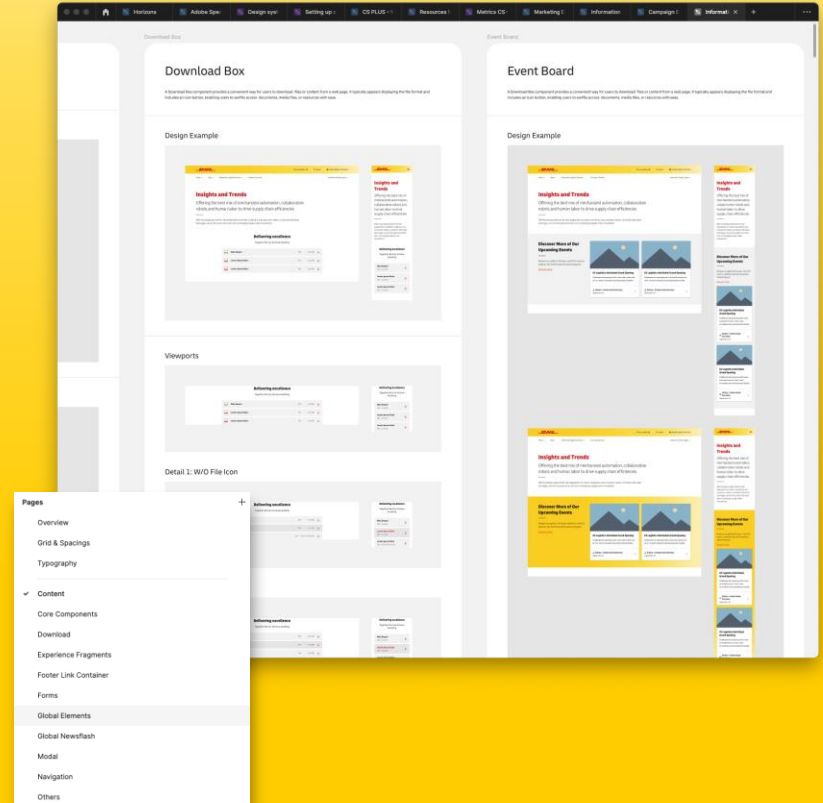
What do the library files contain?

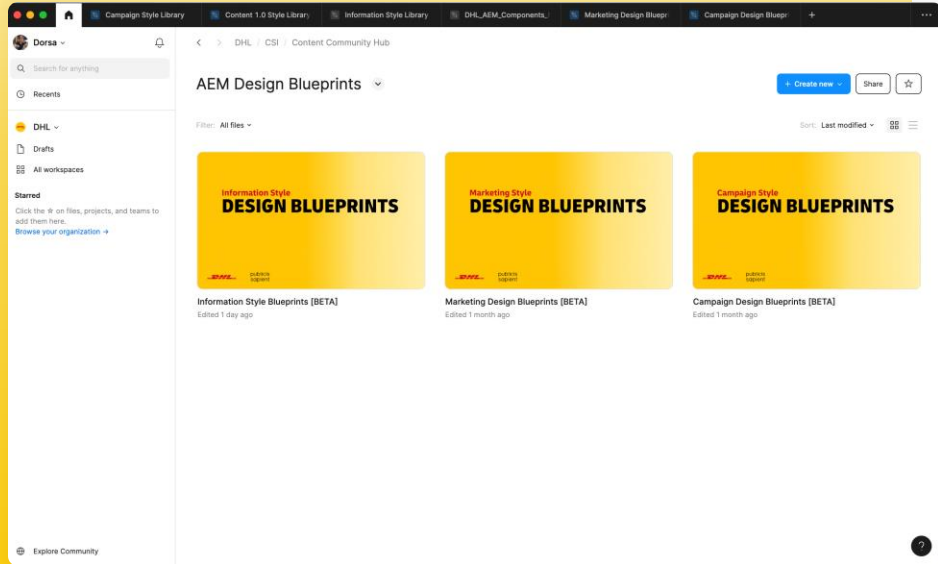
Each AEM Component Library file within the Design Kit contains all relevant components for each design style.

The components are grouped based on the current AEM component categories, e.g. “Content”, “Form”, “Experience Fragments”, ...

Components are ordered alphabetically so they’re easy to find and each component includes an in-situ example, as well as the possible layout configurations, hover states, right-to-left type variant, etc. This should make it easy to understand the component’s feature at a glance.

In the future we also want to include detailed annotations and guidelines, e.g. around usage but also character limits, image dimensions, etc. accompanying the information already present in the CCH.





Where can I find the blueprints?

DESIGN BLUEPRINTS

In addition to the component libraries each of the design styles include a set of design blueprints that map to specific page types and should be used as starting point for content creation.

Learn more about the DXP AEM Design Kit:

<https://dcihub.dhl.com/global-en/home/dhl-content-community-hub/content-hub/design-library.html>

4. FIGMA ESSENTIALS FOR DEV & QA

INSPECT FEATURES AND DEV MODE

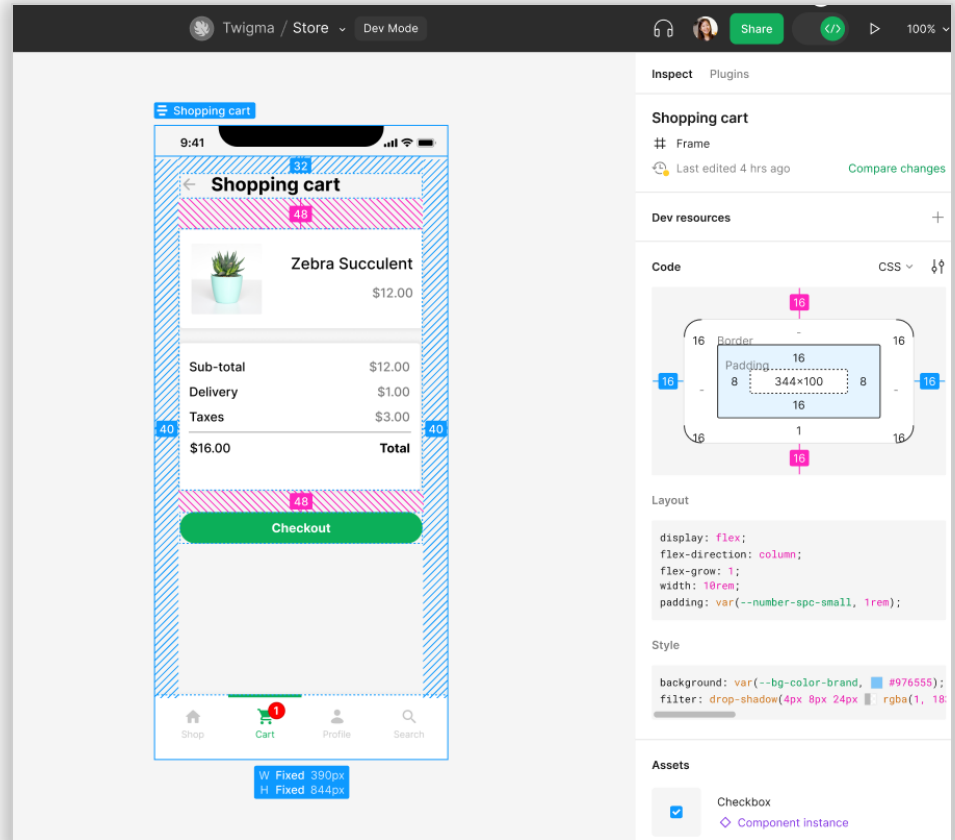
Getting started

It's all about “Less handoff, more high fives!”

Figma facilitates efficient collaboration between designers and developers, benefiting developers with seamless early collaboration, real-time access to designs, and features such as code generation.

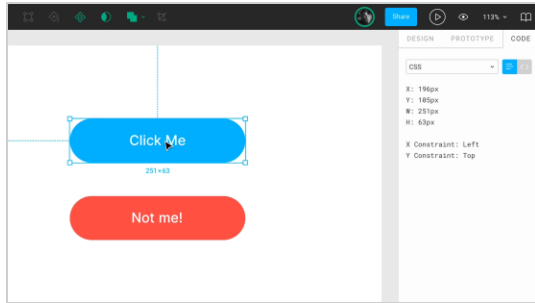
Figma offers a basic set of inspect mode functionality for the standard “Viewer” license and recently launched a comprehensive **Dev Mode** feature that includes an additional number of tools and functionalities to bring design and development closer together.

Dev Mode requires a Figma “Dev Mode” license. Speak to your team lead if you require one.



Basic Inspect Mode Features

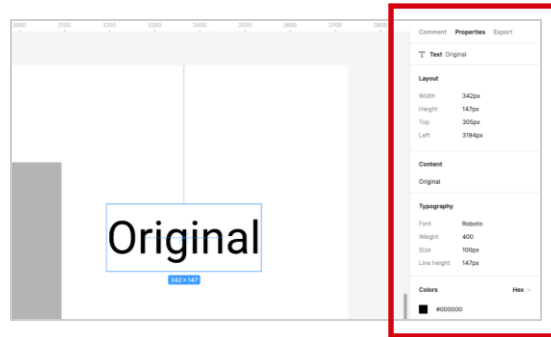
With the standard “Viewer” license you can access a basic inspect mode, allowing you to view the main properties of elements.



Measure distances and elements

You can measure distances between objects, even if they are nested within frames, groups, or components.

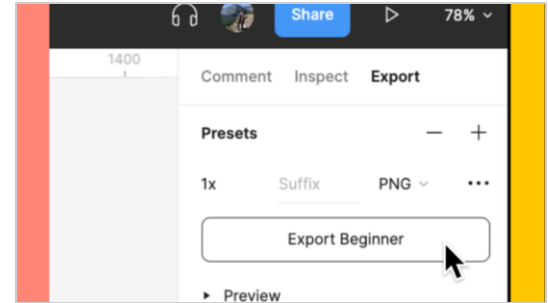
1. Select the first object on the canvas.
2. Hold down the modifier key (Mac: `⌘` Option, Windows: `Alt`)
3. Hover over the second object.



View properties and copy code

You can view an objects' properties and copy auto-generated code snippets for CSS, iOS, or Android.

1. Select an object on the canvas.
2. Right-click on the object and select Copy/Paste as > Copy as code.
3. Select the code option that suits your needs.



Export objects

Select the object(s) you want to export, then go to the “Export” section in the right-hand toolbar. You can export items using the the settings in the Export section.

You can export multiple items or complete design frames in a various of formats.

Introduction to Dev Mode: Figma's handoff experience

Dev Mode is the premium developer feature from Figma. **It's not available in the standard "Viewer" license but requires a separate "Dev Mode license".** Currently these licenses are for FE devs only.

In Dev Mode, the left sidebar provides an easy way to navigate between designs and identify which sections are ready for development.

Here are some of the many Dev Mode features:

- **Detailed Inspect Mode:** Compare changes, component variations, etc.
- **Code Connect:** When inspecting a component with connected code snippets, you'll see the code from your own repos instead of auto-generated code
- **MS Visual Studio integration:** Pull in the designs directly into MS Visual Studio Code and compare them to your coded version



[Watch the video](#)

| [Read the article](#)

Training recommendations for Developers & QA teams



 **Figma Basics**



 **Dev Mode & Handover**



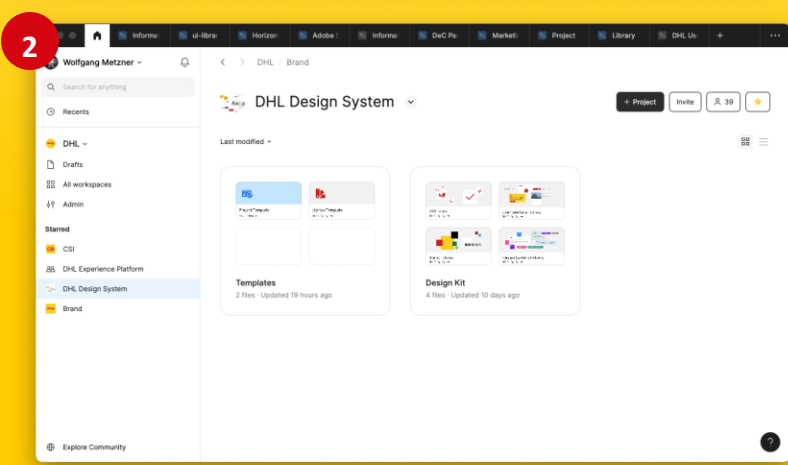
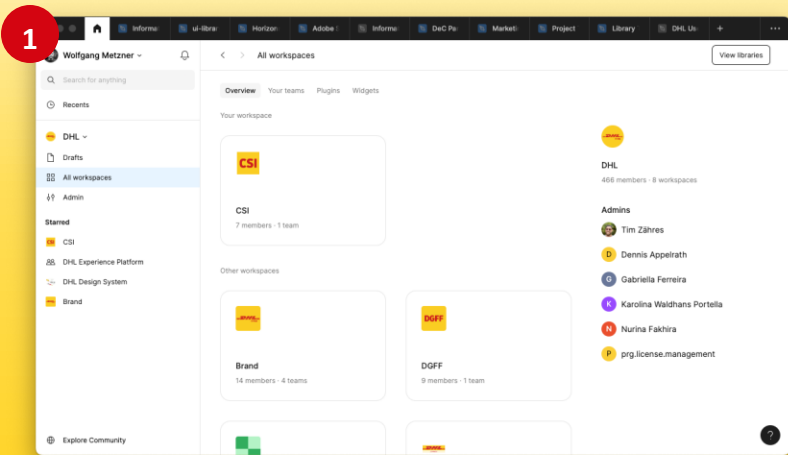
 **Introduction to Design Systems**



 **Intro to Variables**

5. FIGMA ESSENTIALS FOR CREATIVES

COMPONENTS, LIBRARIES, FURTHER LEARNING



Getting started

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You can select a workspace as your primary one but you can view and work across all other spaces.

Each workspace is split into **Teams** which in turn manage a number of **Projects (2)** which I turn include a number of project files and libraries.

By default most teams are closed and you will need to request access to view all projects and files which you can do directly in Figma.

Teams, projects and file access is managed by the creative lead of each team as well as Dennis Appelrath and Tim Zähres.

Introduction to the DHL Design System

Our DHL Design System equips teams with a comprehensive Design Kit for creating high-quality and accessible digital experiences and products.

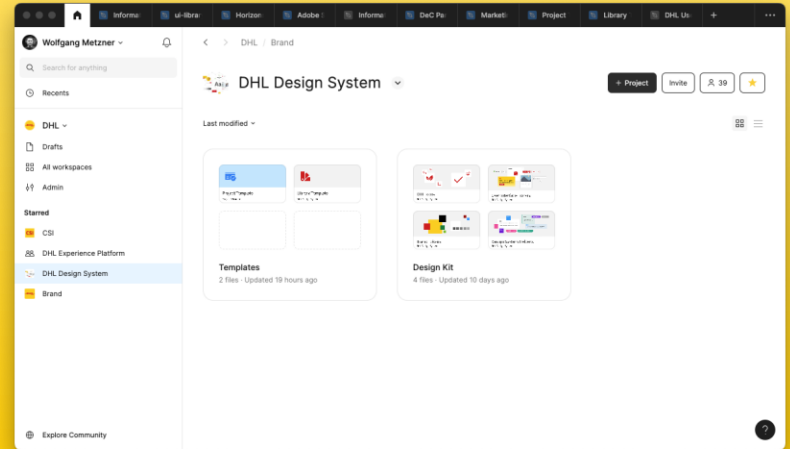
DESIGN KIT

The Design Kit consists of four Figma library files:

- **Brand Tokens Library** (primitive design tokens)
- **Icons Library**
- **User Interface Library** (DUIL components, semantic tokens, typography styles)
- **Design System Helpers Library** (annotation of files)

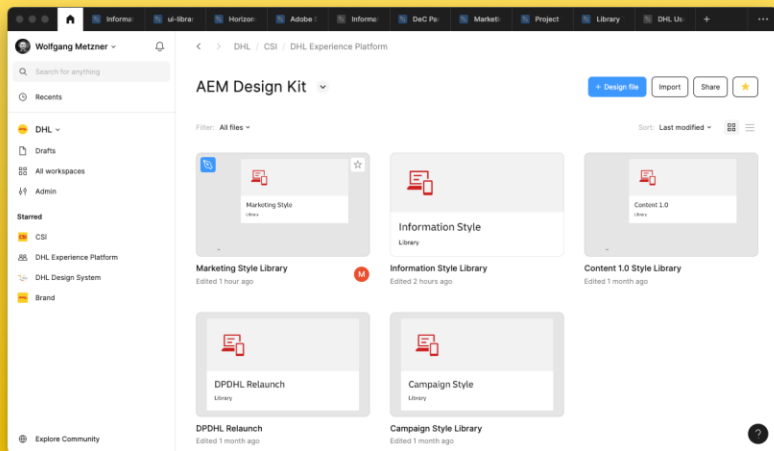
TEMPLATES

There are two template files that help you get started with your project or library and help us create consistency across projects. They include a basic structure and information on naming conventions, etc.



Learn more about the DHL Design System:

<https://docs.uilibrary.dhl/getting-started/designers>



Learn more about the DXP AEM Design Kit:

<https://dcihub.dhl.com/global-en/home/dhl-content-community-hub/content-hub/design-library.html>

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- **Information Style Library**
- **Marketing Style Library**
- **Campaign Style Library**

DESIGN BLUEPRINTS

In addition to the component libraries each of the design styles include a set of design blueprints that map to specific page types and should be used as starting point for content creation.

What are design tokens?

Design tokens are a crucial element of any design system, as they help **establish a baseline and consistency** across different elements within a user interface, from colors, spacing, size to typography, etc.

PRIMITIVE TOKENS

The Brand Tokens library includes the core set of tokens that map directly to values, e.g. hex-values.

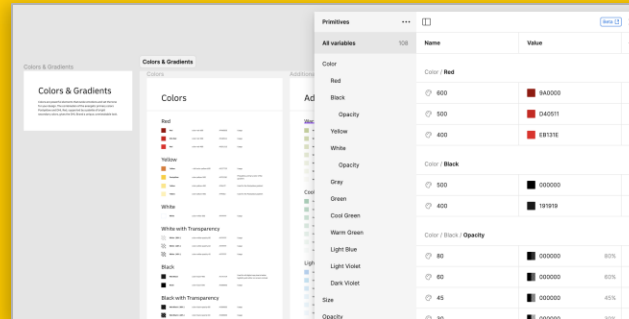
SEMANTIC TOKENS

These tokens should be used in your designs and are applied in the various component libraries. They reference primitive tokens indirectly and allow multiple values, for examples for light / dark mode, different viewports, etc.

Tokens are called “Variables” in Figma and we encourage you to learn all about them as they’re the core building blocks that map directly to code.



Watch the video



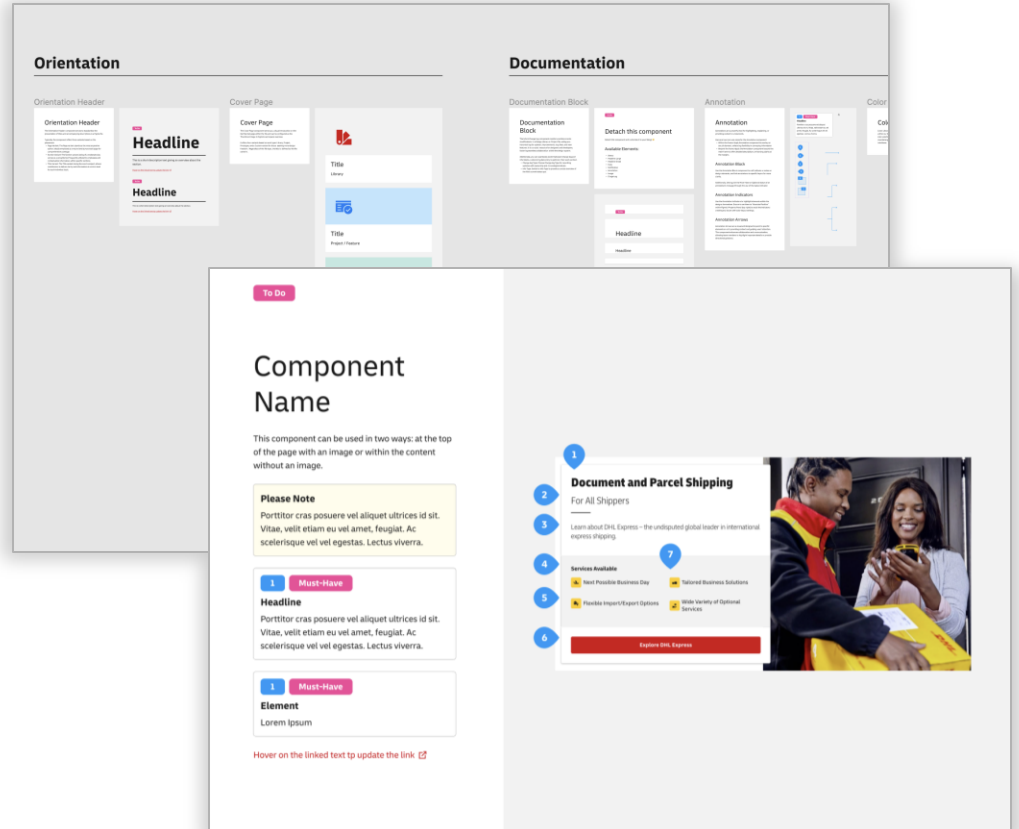
How to add annotations?

To facilitate collaboration and communication among teams there are two ways to add annotations for development handover in Figma:

1. **Figma built-in annotations** – this is a straight forward way to add annotations but they're only really accessible by other Editors or developers who have access to Dev Mode so won't work for most teams.
2. Therefore, we created the **Design System Helpers Library** as part of the DHL Design System. Use these components to add annotations to elements, areas, pages, etc.

In any case make sure you talk your team through every design aspect in person.

Always ensure accessibility requirements are part of your handover and documentation.



Tips for a seamless design review and developer handoff

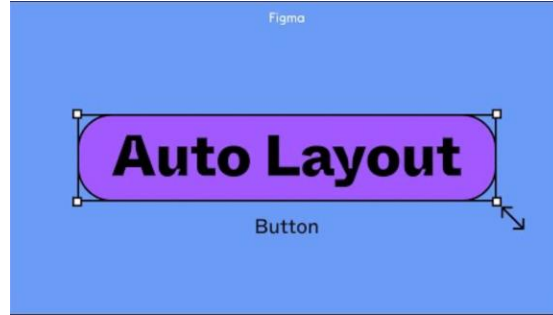
To prepare for a Figma handoff effectively, it's essential to embrace collaboration early on with developers to streamline the process and enhance transparency. Here are five key steps:

- **Organize Design Files:**
Structure your Figma files meticulously, utilizing clear naming conventions and well-organized layers to facilitate easy navigation and understanding for developers.
 - **Document Design Specifications:**
Provide comprehensive design documentation outlining specifications such as colors, typography, spacing, and interactions to ensure clarity and alignment with development requirements.
 - **Utilize Tokens, Components and Styles**
Leverage Figma's components and styles features to create reusable design elements, ensuring consistency across the design and simplifying implementation for developers.
 - **Prepare Design Assets**
Add an export preset to any asset that should be exported in Figma, so the appropriate format is preselected. Additional export and compile them into a separate folder for easy access, ensuring that developers have all the necessary resources at their disposal.
 - **Create Interactive Prototypes**
Develop interactive prototypes within Figma to demonstrate the flow and functionality of the design, enabling developers to visualize the user experience and understand design intentions effectively.
- Learn more about Figma hand off on** <https://www.figma.com/best-practices/guide-to-developer-handoff/#getting-your-developers-started-with-figma>

Training recommendations for Creatives



 **Figma Basics**



 **Autolayout**



 **Introduction to Design Systems**



 **Jump into Design Systems**



 **Intro to Variables**



 **Dev Mode & Handover**

THANK YOU

For questions, suggestions or if you have any problem in getting set up, please contact us via the following channels or reach out to us directly.

Join us on our MS Teams Channel:

[DHL User Interface Library](#)

Contact us directly:

dennis.appelrath@dhl.com

tim.zaehres@dhl.com

mansi.grover@dhl.com