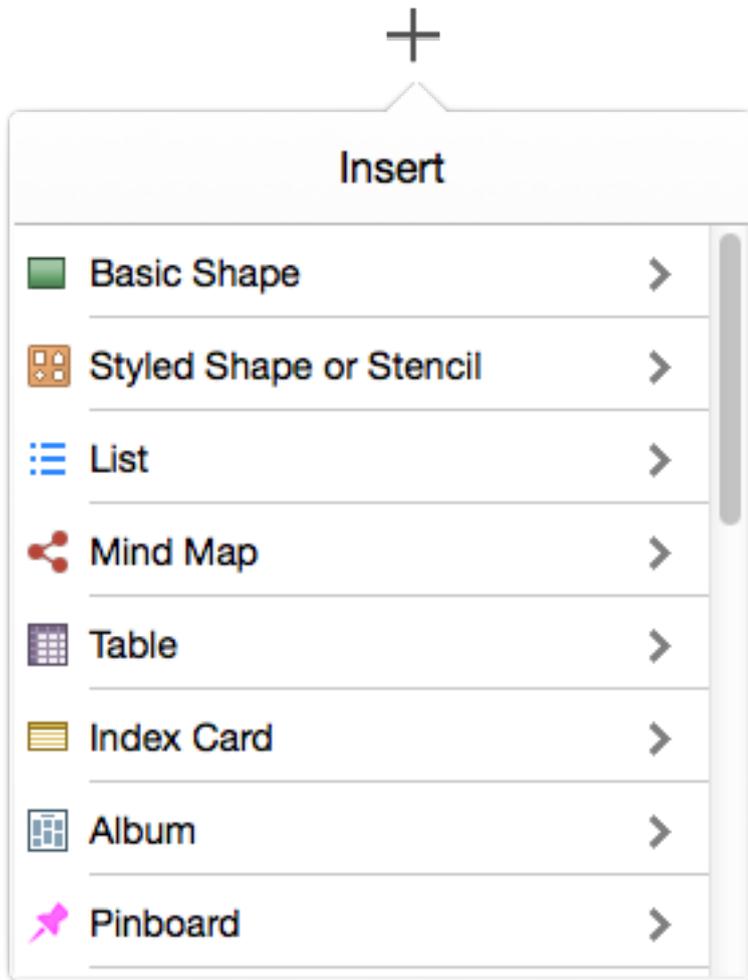


# Part 2: Working with Figures

## Inserting a Figure



Click the Insert toolbar button to insert a figure into your idea space.

With a single click you can see everything that Curio can add to an idea space: basic shapes, figures, mind maps, video recordings, etc. Scroll this popup to see all the various figures that can be inserted.

Many of the items drill down into a gallery window allowing you easily see available styles and templates. Others drill down to reveal applicable options such as the input settings used for a new video recording. It's extremely easy to use for beginners yet powerful enough for the experts.

A *style* defines the look of the figure and can be applied to existing items. A *stencil* defines the look and includes boilerplate text items to help you get started.

### Quick Inserts

As a shortcut, you can just press **i** on the keyboard to bring up the Insert popup. You can then press the first letter of the item you wish to insert to instantly see that gallery. For example, quickly press **i** then **m** to immediately see the Insert > Mind Maps gallery.



You can also customize the toolbar and add a Mind Map button, for example, for even quicker access. You can also Option-click on the Mind Map button to create a standard mind map with the default style. Or use the Insert main menu and keyboard shortcuts.