

# Part 2: Working with Figures

## Text Figures



If the Select tool in the toolbar is active then just double-click anywhere on the idea space to create a text figure. You can also double-click and, before releasing the mouse, drag to create a new text figure of a specific width.



Alternatively, if the Text tool in the toolbar is active then you can click once anywhere on the idea space to create a text figure. As above, you can click and drag to define a create a new text figure of a specific width.



**To edit an existing text figure, just double-click it. Press the Escape key to stop editing.**



When editing text the inspector bar changes to show you controls related to text editing. Here you can change the font; font size; text color; highlight color; toggle bold, italic, underline, strikethrough, superscript, subscript; show shadow options; and show paragraph options.

You can also right-click on a text figure to quickly change paragraph alignment options.



### Quick Highlighting

Hold Shift and click on the highlight color and it will automatically apply the last-used highlight color to the selected text.



### Natural Size

With any figure selected, hit the n key on your keyboard to instantly reset it to its natural size.