

Basic Operations

Step by step workflows

Select One or More Figures

- Using the Select tool, click on a figure. Select additional figures by holding ⌘ (Command) or use the Shift key to select a range of figures in a collection. Or use the Edit > Select All menu item to select all figures on the idea space or within the active collection figure.

Adjust a Figure Location

1. Simply drag the figure using the mouse to the new location on the idea space.
2. Or use the arrow keys to move figures around. Hold Shift to move in greater increments. If an idea space grid is active then the figures will move based on the grid spacing.
3. Or use the Geometry inspector to set a specific value.

Adjust a Figure Size

1. Drag on the handles that appear around the border of a selected figure.
2. Or use the Geometric inspector to set a specific height or width.
3. If a scaled image figure then you can press the N key or click the Natural Size in the Geometry inspector to reset the image to its unscaled size.
4. If an image figure then by default resizing is proportional. This can be toggled in the Geometry inspector or by holding down the Shift key while resizing.

Rotation

1. Hold ⌘ (Command) while dragging a resize handle to rotate the figure.
2. Or, to quickly rotate a figure in 45° increments, simply press the R key (hold down the Shift key to rotate the figure in a clockwise direction).
3. To quickly set the rotation angle of a figure to 0°, press the Z key.
4. You can exert more control over the exact rotation angle and rotate multiple figures at once by using the controls of the Geometry Inspector.

Image Flipping

1. Select an image figure.
2. In the Geometry inspector, in the Arrange panel, click the “Flip Horizontal” or “Flip Vertical” button.

Moving a Figure in Front to Back Ordering

1. Select the figure.
2. Choose Arrange > Send Backward or Arrange > Bring Forward to move a figure one position closer to the front or back of the stack. Choose Arrange > Send to Back or Arrange > Bring to Front to move a figure to the very bottom or top of the stack. Toolbar buttons are also available for this via Customize Toolbar.

Grouping and Ungrouping Figures

1. Select the figures you wish to group.
2. Choose Arrange > Group from the main menu.
3. To ungroup figures, select the group and choose Arrange > Ungroup from the main menu.

Locking and Unlocking Figures

1. Select the figures you wish to lock.
2. Choose Arrange > Lock from the main menu.
3. You can still double-click to select the text of a locked figure, but to edit or move a locked figure, you must first unlock it by choosing Arrange > Unlock from the main menu.

Using Snap Guides

- Choose Arrange > Show Snap Guides from the main menu. You can toggle the appearance of edge and center snap guides independently by choosing Arrange > Edge Snap and Arrange > Center Snap from the main menu.

Align Figures

1. Select the figures you wish to align.
2. Choose one of the alignment options from the Arrange > Align submenu.
3. If only a single figure is selected then it will be aligned within the idea space itself.

Distribute Figures

1. Select the figures you wish to distribute.
2. Choose one of the distribution options from the Arrange > Distribute submenu.