

# Insert Popover

*The most common method to insert a figure*

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## The Insert Popover

The insert popover can appear in one of two ways:

1. Click the Insert toolbar button.
2. Press the i key on your keyboard.

## Using the Insert Popover

In the popover that appears Curio shows you all the types of figures you can insert into your idea space.

You can select an item with the mouse or trackpad, or use the arrow keys to move around, or press the first letter of the item (note that some items have different key shortcuts, like Stack = k, due to conflicts with other entries).

Some of the figure types will show you a gallery of options, others may show a pick list of choices, or a field to fill in.

## Basic Shapes

A gallery appears showing off many of the basic figure shapes that can be inserted including simple text figures, lines, and various geometric shapes.

Clicking an item will insert a shape of that style into the idea space.

Double-click the resulting text or geometric figure to add text.

## Styled Shape or Stencil

A gallery appears with all figure styles and stencils available within your personal repository, Curio's bundled repository, and any shared repositories you have configured in Preferences.

Double-clicking a style or simple stencil will insert that figure into your idea space, or you can select the item and click the Insert button.

Complex stencils, which are stencils that contains multiple figures, are displayed in the gallery with the number of figures it contains in parentheses. Selecting a complex stencil and clicking the Insert button will insert the entire stencil into your idea space. However, double-clicking will drill down into the stencil so you can choose a specific figure within the stencil to insert. You can click the Back button to come back out. For example, say you have a landscaping complex stencil with figures for various types of trees, plants, and hardscape. You can insert the entire stencil where all of the figures are inserted, or you can double-click and drill down to choose a specific tree figure to insert.

Regarding stencils, see more information about the Stencils Library, detailed below, if you're a frequent user of figure stencils.

## List / Mind Map / Table / Index Card / Album / Pinboard

A gallery appears with all appropriate styles and stencils available within your personal repository, Curio's bundled repository, and any shared repositories you have configured in Preferences.

Clicking an item will insert that figure into your idea space.

These specific Insert choices have a sneaky feature. If, in the list that appears when you click the Insert toolbar button, you click on the icon next to the item name (like "List" or "Mind Map") then Curio will instantly insert the appropriate collection with its default styling without showing the gallery.

Note that your toolbar can also have a dedicated button for a specific collection type. For instance, a List button that brings you instantly to the List gallery. Right-click on the toolbar and choose Customize to add or remove these toolbar buttons.