

# Using Master Stencils

## *Step by step workflows*

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### Create a Master Stencil

1. Right-click on a figure within an idea space and choose Save as Figure Stencil.
2. In the dialog that appears choose whether to create a personal stencil, a master stencil, or both a personal and a master stencil. Choosing both will allow you to use the stencil as a master in this project, but also places it into your personal repository so you can use it in other projects.

### Editing a Master Stencil

1. Right-click on an instance of the stencil on the idea space and choose Edit, or...
2. Right-click on the master stencil itself in the Stencils shelf and choose Edit, or...
3. Click the Masters button in the Organizer header to find and edit the stencil manually.
4. The Organizer will switch to the Masters Organizer and you will then edit your stencil within an idea space view. Once you are done, simply click the Done button in the Masters Organizer header to save and broadcast the changes throughout the project to any instances.

### Deleting a Master Stencil

- In the stencil gallery or shelf, right-click on the stencil and choose Delete Stencil.

### Sharing a Master Stencil

- In the stencil gallery or shelf, right-click on the stencil and choose Send to Friend or choose Send to Zengobi if you'd like to share your stencil with other Curio customers.

### Copying a Master Stencil into Your Personal Repository

1. If you create a master stencil that you'd like to use in other projects then you need to copy it into your personal repository.
2. In the stencil gallery or shelf, right-click on the style and choose Copy to Personal.