

# Meta - Checks

*Customize your figure's meta properties*

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To change your figure's meta properties either click the Meta button on the inspector bar, or see the Meta tab in the Inspector shelf.

## Checkmarks

Toggle the display of checkboxes using the on/off switch. Click the adornment itself to check or uncheck the figure.

## Percent Complete

You can set a percent complete value from 0% to 100%. Use the stepper arrows to increment/decrement by 1, or hold Shift and click to change by 5.

Checking is a shortcut to setting a percent complete of 100%. Likewise, unchecking is the same as a 0% completion.

## Child Figures

By default if the figure has children under it, like in a list or mind map, then its percent complete value is automatically computed using the percent complete values of its children.

## Resources

If the figure has assigned resources then you can specify that the percent complete value is computed using the percent complete value assigned to each individual resource in the Resources tab.