

Meta

Customize your figure's meta properties

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.

Adornments

An adornment is a little image that appears next to your figure. It may represent a tag, or a due date, or a checkbox.

Size and Position

Set the size of the adornment images. Tip: press the Option-[or Option-] keys on your keyboard to decrease or increase the current adornment flag size for the selected figure.

Use the radial spinner to position the adornments all around the selected figures. You can also indicate that the adornments should be displayed inside or outside the figure's border. Note that some collection figures may force the position of adornments.

Adornment Actions

Many of the adornments displayed next to figures can be clicked-on and changed:

Checkmark Adornment

Click to check/uncheck.

Option-click to display the percent complete mini popover.

Command-click an unchecked item with a due date to check it and change its due date to today.