

# Basic Shapes

*Shapes for flowcharting or other creative uses*

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If you want to draw some basic geometric shape figures you have some options.

## Shapes via the Insert Popover

You can click the Insert toolbar button and then choose one of the many shapes in the huge Basic Shape gallery. The selected shape will be placed on your idea space for positioning.

## Shapes via the Shapes Drawing Tool

Alternatively, you can click the shape in the toolbar's drawing tools. If you hold down the mouse button when clicking you can choose a specific shape. Then click and drag on the idea space to draw out the shape with a specific size.

## Adding Text

Double-click a geometric shape to add text to it.

## Changing the Shape

Use the figure's inspector to change the shape to a different geometric shape.

