

Figure Stencils

Curio Standard and Curio Professional users can easily create new figure stencils that define not only the look of the figure but can also contain placeholder or boilerplate text or figure items.

Recall that a **simple figure stencil** is one that includes a single figure. Even a single collection figure such as a mind map which can in turn contain multiple figures within it is considered a single figure.

On the other hand a **complex figure stencil** is a stencil made up of multiple top-level figures. A perfect example is a landscaping stencil where flowers, shrubs, and trees are represented by individual figures, images, or grouped figures. Those figures aren’t contained within a collection, they exist directly on the idea space.

Create a New Simple Figure Stencil

1. Select a single figure or a single collection figure in an idea space which you would like to copy as a stencil.
2. Right-click on the figure then choose “Save As Style”.
3. In the dialog that appears give the stencil a name and press the Save button.

Create a New Complex Figure Stencil

1. In an idea space, carefully arrange all the figures you would like to have in the resulting stencil. The stencil will be stored and displayed with the figures in these exact positions. So, in the landscaping example described above, you might place the flowers on one area of the idea space, trees in another, and shrubs in another.
2. Select one or more figures from the idea space.
3. Right-click and choose “Save As Complex Stencil”.
4. In the dialog that appears give the stencil a name and press the Save button.

Create a New Complex Figure Stencil Using All Figures in an Idea Space

1. If you want to grab all of the figures in an idea space, carefully position them as described above then right-click on the idea space in the Organizer then choose “Save Contents As Figure Stencils”.
2. In the dialog that appears give the stencil a name and press the Save button.

Inserting a Stencil

1. Click the Insert toolbar button and choose either *Styled Shape or Stencil*, for general figure stencils, or for collection-specific stencil click on that collection type like *List* or *Mind Map* and you will find those stencils within that gallery. More information below in the “Using the Stencils Gallery Window” topic.
2. Drag and drop stencils from the Stencils Library shelf, which is discussed in detail below.
3. Use the Insert main menu menu where you will find submenus for *Bundled Stencil*, *Personal Stencil*, and *Master Stencil*. Then choose the stencil to insert.

Using the Stencils Gallery Window

1. You can easily manage your stencils from within the Gallery window (accessible via Insert toolbar button, then click the appropriate gallery you wish to see, like the List gallery) you can perform a number of operations to better manage your figure stencils.
2. Create personal stencil tags by right-clicking in the Personal area in the repositories list on the left and choosing “Add Tag”. These tags are unique to the figure stencils repository and won’t conflict with tags created for idea spaces in the templates repository, for example. These tags are available to all types of stencils including collection stencils (lists, mind maps, etc.) and other simple and complex stencils.
3. Organize your personal stencils by drag-and-dropping them into different tags. A template can be associated with more than one tag. So, a template can be in your “Favorites” and “Work” tagged collections.
4. You can also associate or disassociate a personal stencil with a tag by right-clicking on the template and choosing a tag in the menu that appears.
5. Rename a personal stencil tag by double-clicking it and entering a new name.
6. Delete a personal stencil tag by selecting it and pressing the Delete key.
7. Copy a stencil from another repository simply by drag-and-dropping it into your personal collection.
8. Edit a personal stencil by right-clicking on the stencil and choosing Edit Stencil.
9. Delete a personal stencil by selecting the template and pressing the Delete key.
10. Share a personal stencil by right-clicking on the template and choosing Send to Friend or Send to Zengobi.

Using the Stencils Library Shelf

- The Stencils library shelf perfect for power users of stencils, where you can easily drag-and-drop stencils from the shelf to your idea space. Read more in the Stencil library section below.