

The library of reusable figure stencils

Using the Stencil Library

Of course, you can use the Insert toolbar button to bring up the Figure Styles and Stencils gallery and click to insert a stencil. However, if you use a lot of stencils, having a shelf where you can very easily drag-and-drop stencils from the shelf to your idea space is invaluable.

Note that, like the Insert popover's stencil gallery, the stencil library shelf will display both simple and complex stencils, for single figure and multiple figure stencils, respectively. The title of the complex stencil will show the number of contained figures within in parentheses. You can either drag the entire complex stencil into your idea space or double-click to drill into the complex stencil and drag figures within the complex stencil out.

Context Menu

Right-click on an asset to perform one of these actions:

- ***tag name*** — choose a checked or unchecked tag to toggle the tags associated with this stencil.
- **Edit Stencil** — to edit the stencil.
- **Send to Friend** — to email the stencil to a friend.
- **Send to Zengobi** — to email the stencil to Zengobi if you'd like us to be able to share it with others..

Show the Stencils Library

- Click the Library shelf toolbar button, then click the Stencils tab at the top of the shelf.

Filter the Results by Repository

- Click the Repository popup to change where to find Stencils. By default Curio will look at bundled figure stencils but you can choose personal stencils or a stencils in an external repository specified in Curio's preferences. Curio Professional users can choose to see Master stencils, as well.

Filter the Results by Tag

- Click the Tag popup to see only those figure stencils associated with specific tags. You can use the actions menu next to this popup to create new stencil tags. Then right-click on the stencils themselves to associate them with one or more tags. Note that tags can only be created within your Personal repository.

Change the Sort Order

- Click the Sort By popup to change the sort: title, most recently used, or date added to the repository

Add a Stencil Via the Stencils Library

1. You can drag-and-drop an idea space from the Organizer directly to the Stencils shelf to save the entire contents of the idea space as a figure stencil.
2. This is in addition to the other methods of creating a stencil such as by right-clicking on a figure and choosing Save as Figure Stencil.

Delete a Personal or Master Stencil from the Stencils Library

- Select the stencil then press the Delete key.