

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.

A Note About Adornments

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.
- **Tag Image Adornment.** Option-click to display the tags mini popover. If the tag set is “only one tag in set can be active” then if the tag is in a set with 3 or fewer tags within then clicking the tag adornment will cycle through the tags. If more than 3 then a handy popup will appear so you can choose one of the other tags.
- **Start/Due Date Adornment.** Option-click to display the start/due date mini popover.
- **Rating Stars Adornment.** Option-click to cycle through the ratings.
- **Priority Adornment.** Option-click to cycle through the priorities.
- **Bookmark Adornment.** Option-click to cycle through the bookmark colors.
- **Jump Action Adornment.** Click to perform the jump action.
- **Note Adornment.** Click to display the Notes window.