

# Insert Menu

*For quick access to popular items*

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## Using the Insert Menu

To quickly insert certain types of figures without going through a gallery window you should check out the Insert menu in the main menu bar.

With the menu, as opposed to the Insert popover, you won't see a gallery. Instead the figure will be inserted instantly into the idea space with its default styling.

There are options for the collection figures such as lists and mind maps, as well as menu items for Web Views and Google Docs views. Plus submenus for variables and date/time options.