

# Part 2: Working with Figures

## Inserting Space

### Adding Space to the Bottom or to the Right of the Idea Space

If no figures are selected then the Insert menu items will show options for adding space to the overall idea space.

Space at Bottom of Idea Space	⌘⌥⌘↓
Space to the Right of Idea Space	⌘⌥⌘→

### Adding Space Below or to the Right of Selected Figures

If one or more figures are selected then the Insert menu items will change to show space will be added below or to the right of the selected figures.

Space Below Selected Figures	⌘⌥⌘↓
Space to the Right of Selected Figures	⌘⌥⌘→

### Adding Space Directly Below or to the Right of Selected Figures

If one or more figures are selected and the Shift key is held down then the Insert menu will change to show that only the area directly underneath or to the right of the selected figures will be moved.

Space Directly Below Selected Figures	⌘⇧⌥⌘↓
Space Directly to the Right of Selected Figures	⌘⇧⌥⌘→

Select this and press ⌘⇧⌥⌘↓

This will move since it's directly under it.

This won't move.

Neither will this. But if you had pressed ⌘⌥⌘↓ then these would have moved as well.

So will this.