# Part 2: Working with Figures

## Figure Properties

When one ore more figures are selected then the inspector bar shows controls related to figure properties:

**Style:** Change the style of this figure using the style gallery

**Shape:** Change the figure's border, fill, line arrowheads, and control shadows and opacity

**Meta:** Set figure meta data such as checkbox, percentage complete, tags, start/due dates, priority, and rating

**Notes:** Edit extra notes associated with this figure; notes are rich text and can include images

**Action:** Change what happens when you double-click this figure

**Info:** Show and set extra information regarding this figure

**Geometry:** Set the position, width, height, rotation, arrangement (z-order), and flipped state of the figure