# Tips & Tricks

## Advanced Tips

Pressing Shift-X when a figure is selected will show or hide a checkbox. Pressing X will check or uncheck it.

Pressing D when a figure is selected will give the figure a start date. Press Shift-D to give it a due date. Press Option-D to increase the duration. Shift-Option-D will decrease the duration.

More keyboard shortcuts can be found via the Help > Curio Keyboard Shortcuts menu.

Pasting or dropping text from your WebKit-based browser, like Safari, into your idea space will automatically add a attribution line so you know where it came from.

Press and hold the Q key to go into Quick Zoom mode where you can see everything, select and move items, then release Q to zip back to wherever your mouse pointer is.

Check out the Help > Curio Advanced Settings menu item!

Use ⌥⌘C and ⌥⌘V to copy and paste a figure's style and format to other figures.