Part 3: Using Collection Figures

Index Cards

INDEX CARD

Title Line

Body Lines
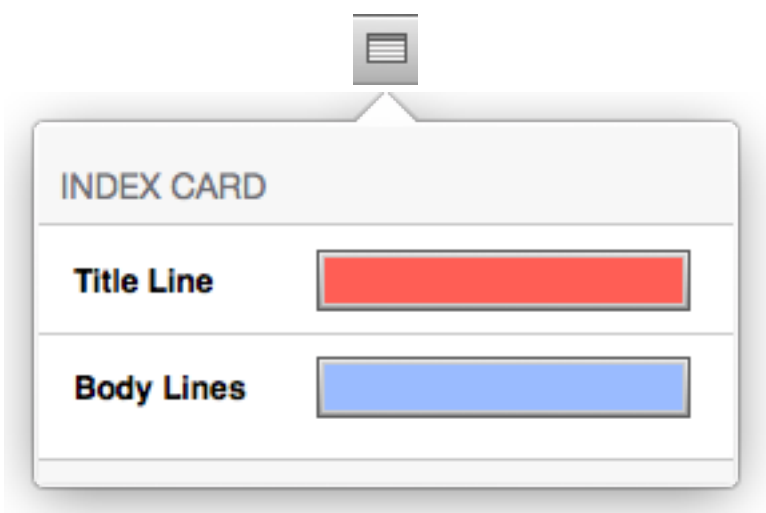
▼ Basic Index Card

Yes, this is a bit boring but you certainly know what it's an index card!

▼ Lines?

Yes, lines are optional. Text is even optional! Just copy an image from elsewhere and paste it into the body and you'll have an image notecard.

▼ An Image Notecard

▼ Attached Cards

By the way, these connected cards were created as "connected figures". If an index card is selected and you hold Command and click anywhere on the idea space then another index card with the same style will be created along with a line connecting them. Neat huh?

▼ Notes

Notice the double-arrow on the line connecting this card to the previous card. I held down the Shift and Command when clicking to create this connected index card figure.

▼ No Arrow

Hold Shift-Command-Option to get no arrows on the connecting line. The connected figure trick works with any type of collection figure including lists, mind maps, & tables.

▼ Back to Index Cards

Just right-click on any index card (that is, the index card itself and not the title or body figure within the index card) and choose Apply Index Card Style to change the look of a card.

▼ Click This Disclosure Triangle!

Did you know the spacebar works as an expand/collapse toggle? If one or more index cards are selected just hit spacebar to collapse them. This shortcut also works with list items as well.