

# Curio 16 Documentation

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# Introducing Curio

Curio provides an innovative, freeform, notebook-like environment with all the integrated tools you need to take notes, brainstorm ideas, collect research, and organize your tasks and documents.

Curio's intuitive interface and tools encourage effective note gathering, research, and creative exploration. Its freeform, open environment encourages you to more easily visualize, associate, and recall information.

All of this within a single application so you can be more productive, more creative, and focus on getting things done.

## Curio Editions

Curio is available in three different product editions to match your feature requirements.

### Curio Core

We start with Curio Core. As its name implies, it contains all of Curio's core functionality including its amazing idea spaces; text, image, multimedia, and file figures; numerous collections such as lists and mind maps; and much more. Core is a great way to get started with the world of Curio.

#### Mac App Store Restriction

Note that the Core edition is only available from the Zengobi website and not from the Mac App Store.

### Curio Standard

Next step up is Curio Standard. Dive into more features to really help you take your productivity to the next level with reusable stencils and templates; brushes & pens for quick sketching; more advanced PDF features; Calendar and Reminder syncing; Evernote integration; and our Sleuth internet assistant.

#### Note

If a feature is only available in Curio Standard then it will be marked in this documentation with **STANDARD**.

### Curio Professional

For our power-users, we proudly offer Curio Professional. Truly a premiere product with figure layers; cross-references; master styles, stencils, and templates; consolidated task tracking with the Status shelf; presentation mode; regular expression support in the Search shelf; project password and advanced settings; plus much more.

#### Note

If a feature is only available in Curio Professional then it will be marked in this documentation with **PRO**.

# Availability

Curio is available from Zengobi's website, with traditional licenses, and Apple's Mac App Store, as a subscription.

## Curio From the Zengobi Website

Curio traditional licenses are available from the [Zengobi website](#). Clicking the download link will cause your browser to download the Curio application to your *Downloads* folder.

### License Agreement / Privacy Policy

Curio purchased from the Zengobi website is covered by this [License Agreement](#).

Our [Privacy Policy](#) details what personal information we collect, why we collect it, and how we use it.

### Important

The Zengobi website version of Curio only works with traditional license keys, not subscriptions.

### Frequently Asked Questions

We invite you to check out our [Curio Traditional Licenses FAQ](#) to learn everything about traditional licenses.

## Installing

Once downloaded, drag the Curio application from your browser's *Downloads* folder to your Mac's *Applications* folder to install. Optionally, to create a shortcut on your Dock, drag Curio from your Applications folder to the Dock to create the shortcut.

### Important

You must use the Finder to drag Curio from *Downloads* to *Applications*, as only the Finder can clear the macOS Gatekeeper check. Otherwise, macOS will launch Curio from a randomized, read-only location created on-the-fly, which will prevent Curio from being able to update itself if updates are available.

## Trials and Purchasing

Curio initially launches as a 2-week, fully functioning trial with all features enabled (aka the Professional edition). On the very first launch, the bundled *Welcome to Curio* project will automatically open with a guided tour and sample gallery showing off Curio's amazing features.

At any time before or after the trial expires, you can purchase a license key from our [online store](#) to activate your installation using Curio's License dialog.

## Reader Mode

If you decide not to purchase a license, you can continue using Curio as for read-only browsing, printing, presenting, and exporting of Curio project files. The toolbar and interface will change to reflect this simplified functionality. At any time you can still purchase and enter a Professional, Standard, or Core license key and the interface will refresh itself to enable the appropriate functionality.



## Updates

When you purchase a license, you get **one free year of app updates** including major and minor features, fixes, and updates for macOS compatibility. Curio will notice the available update and download and install the new release automatically.

At the end of this period, your Curio app continues working normally – **it does not expire or deactivate** – however, you will no longer receive app updates. Whenever you wish, you can purchase an upgrade license to update to the latest version and receive another year of app updates.

Learn more about the year of free updates in our [Curio Traditional Licenses FAQ](#).

### Note

In the future when you decide to purchase an upgrade, Curio will notice your existing license has been extended and update itself to the latest release if necessary. There's no need to download or install anything or even type in a new license key. It will all happen automatically.

## License Dialog

The License dialog (via the Curio > License menu):

- Shows your current trial state (if in a trial),
- Allows you to enter or paste a purchased license key to activate your installation,
- Shows your current license details.

### Entering Your License Key

After entering your license key, Curio's features and functionality may change as appropriate for the entered key. For example if you purchase a Curio Standard license then Professional features will be removed from the interface. Likewise, entering a Curio Core license will remove Standard and Professional functionality. As a note, you can always purchase a crossgrade license if you wish to upgrade your Curio edition.

### License Details

If a licensed installation, the License dialog shows your current license details including the last date for free updates and the number of installations using your license (plus the ability to deactivate those installations and retrieve an updated license if something seems amiss).

### Available Free Updates

The License dialog will let you know if your license allows you to freely update to a newer version of Curio on your current macOS or even on a newer macOS.

### Available Updates If You Upgrade

And, if you're beyond your free updates end date, it will report what Curio versions are available, both on your current macOS and on a more recent macOS, if you were to purchase an upgrade to extend your license.

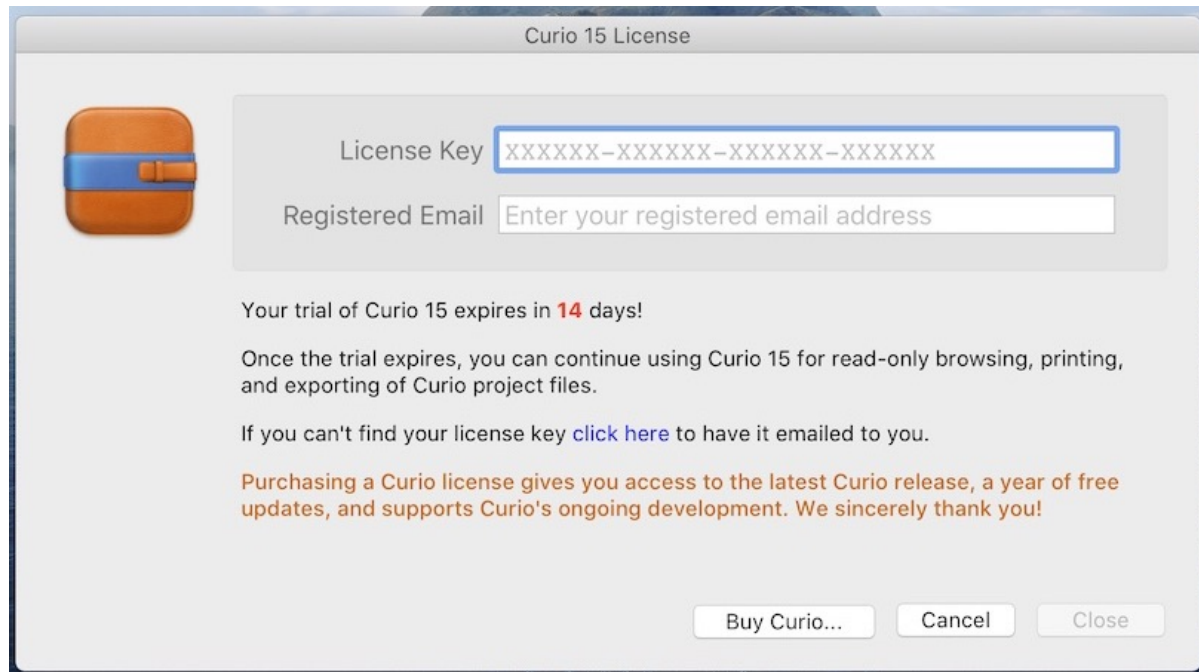
## Activating

When you enter a license key into Curio, or click the instant activation link on the purchase page, Curio activates your installation by confirming your license with Zengobi's server and retrieves the properties associated with your license such as edition (e.g. Pro vs Standard) and free updates end date. It will also send you an email letting you know that a new installation was activated with this license.


On every launch, in the background, Curio tries to check in again with the Zengobi server to see if new updates to Curio are available or if your license has been updated, perhaps giving you access to a different edition of Curio or extending your date for free updates if you've recently purchased an upgrade. If it can't reach the server, it simply uses the results from the last successful query.

## Sample License Dialogs

Here are some sample License dialogs demonstrating the types of information you might see:



Curio 15 License



License Key

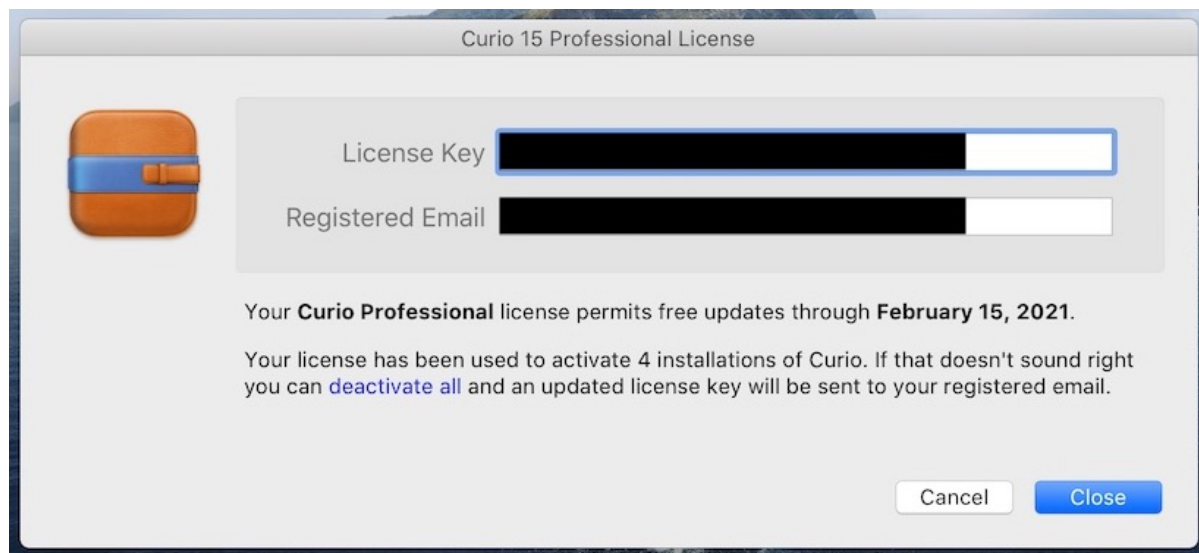
Registered Email

Your trial of Curio 15 expires in **14** days!


Once the trial expires, you can continue using Curio 15 for read-only browsing, printing, and exporting of Curio project files.

If you can't find your license key [click here](#) to have it emailed to you.

Purchasing a Curio license gives you access to the latest Curio release, a year of free updates, and supports Curio's ongoing development. We sincerely thank you!



Curio 15 Professional License

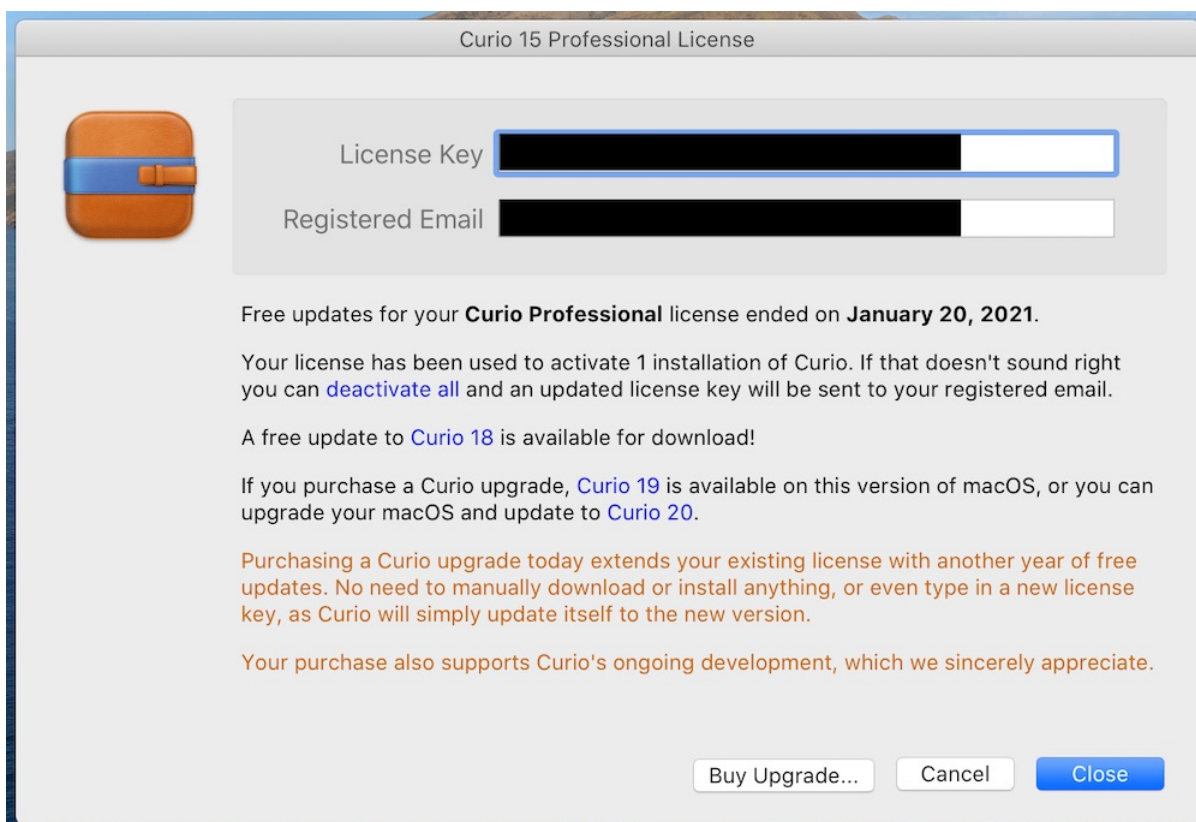
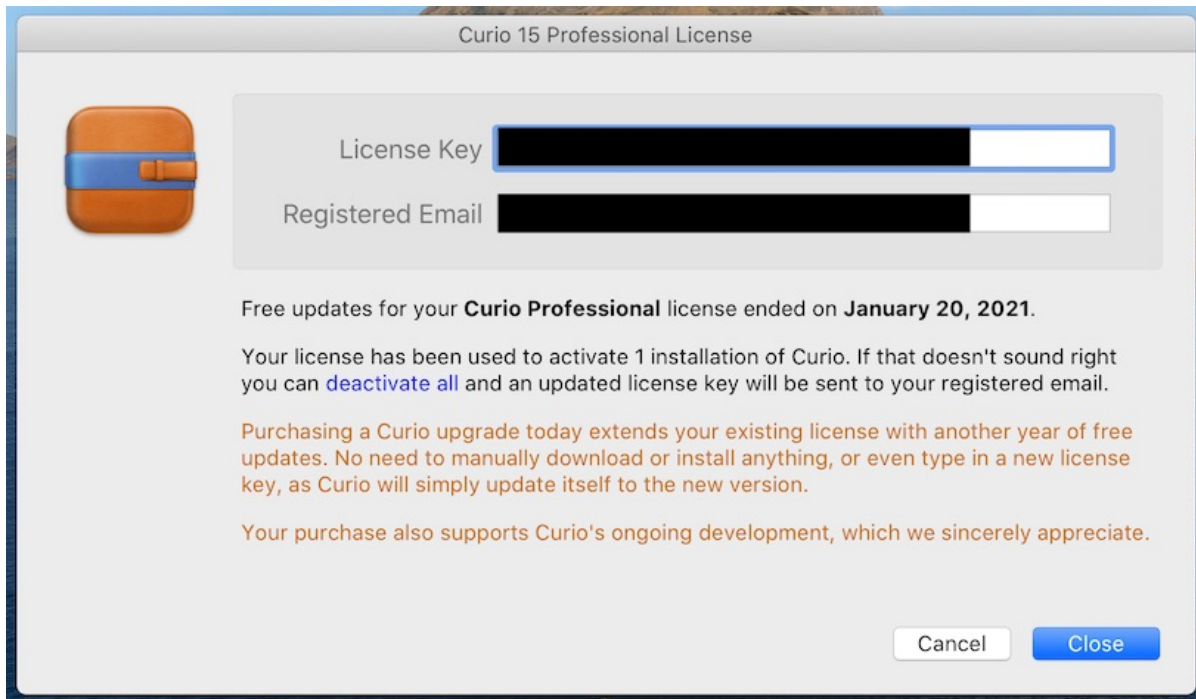


License Key

Registered Email

Your **Curio Professional** license permits free updates through **February 15, 2021**.

Your license has been used to activate 4 installations of Curio. If that doesn't sound right you can [deactivate all](#) and an updated license key will be sent to your registered email.



## Curio From the Mac App Store

You can install Curio from the [Mac App Store](#) and use it for free without a subscription in a read-only mode to view, export, and print existing projects, including our bundled *Welcome to Curio* project which automatically opens on first launch and provides a guided tour and sample gallery showing off Curio's amazing features.

**License Agreement / Privacy Policy**

Curio purchased from the Mac App Store is covered by Apple's standard [License Agreement](#).

Apple's [Privacy Policy](#) details what personal information they collect, why they collect it, and how they use it. You may also want to read Zengobi's [Privacy Policy](#) which details what personal information we collect, why we collect it, and how we use it.

**Important**

The Mac App Store version of Curio only works with subscriptions, not traditional license keys.

**Frequently Asked Questions**

We invite you to check out our [Curio Subscriptions FAQ](#) to learn everything about subscriptions.

## Trials and Purchasing

Then, when you're ready to dive in and create your own projects, start a 2 week free trial by subscribing to a Standard or Professional monthly or yearly plan from within Curio, which instantly unlocks the appropriate features.

## Updates

The Mac App Store app will make sure the Curio application is always up to date, downloading and installing major and minor updates silently in the background.

## Expired Subscription

If you haven't subscribed or your subscription expires without renewal, then Curio will go into a read-only mode. In this mode you can only view, export, and print existing projects. You cannot create new projects or modify existing projects.

Note that your Curio app will still continue to be auto-updated by macOS, receiving not only bug fixes and macOS compatibility updates, but also new features and enhancements ready for you to use if you later decide to renew your subscription.

## Reader Mode

It's worth noting that this functionality means you can easily share Curio projects with friends and colleagues that don't own Curio, as they can simply download Curio for free from the Mac App Store and view your projects in read-only mode.

# Getting Help

The Help menu in Curio provides one-click access to more information:

## What's New in Curio

See what's new in the current major version release of Curio.

## Keyboard Shortcuts

Choose the Help > Curio Keyboard Shortcuts menu item to see all of Curio's shortcuts.

## Zengobi's Blog

Choose the Help > Zengobi Blog menu item or visit [blog.zengobi.com](http://blog.zengobi.com) to read the latest news from Zengobi.

## Zengobi's Forums

Choose the Help > Zengobi Forums or visit [forums.zengobi.com](http://forums.zengobi.com) to chat and share with other Curio customers.

## Zengobi on Social Networks

Choose the Help > Zengobi on Twitter or Help > Zengobi on Facebook menu item or visit [www.twitter.com/zengobi](https://www.twitter.com/zengobi) or [www.facebook.com/zengobi](https://www.facebook.com/zengobi) to check us out on Twitter or Facebook, respectively.

## Contacting Zengobi

Lastly, at the end of the Help menu you can send Zengobi [feedback](#) or ask us a [question](#). We'll write back as quickly as possible!

You may also want to visit [www.zengobi.com/support](http://www.zengobi.com/support) for more information.

# Curiota

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Curiota is a free companion app, available via the [Mac App Store](#), that opens up even more productivity with Curio. Curiota runs silently in the background, consumes very little memory, and has a minimal user interface: you just see a simple icon up in the menu bar. Click on that icon to create quick notes, or drag files and links to the icon to quickly add files.

The most important thing is that Curiota uses an open system for storing notes and files. There's no proprietary file format or database that could be corrupted. It's your data and you will be always able to access it, even outside of Curiota, for decades to come.

Curiota also supports print services (so you can “print” to Curiota), works as an macOS Share extension, is accessible via your Services menu, and is easily scriptable. All of the submitted notes and files are accessible and searchable using Curio's Local library shelf, discussed below. More information about Curiota can be found at [www.zengobi.com/curiota](http://www.zengobi.com/curiota).

[Visit our website](#) to learn more about Curiota.

# Projects

A real-world project is your class, your thesis, your ad campaign, your next product release, your lab experiment, or your next sermon. Your Curio project is the same thing on your Mac. It contains everything related to your project including notes, sketches, files, web links, images, brainstormings, ..., everything!

With a Curio project you keep all that *stuff* in one easy-to-manage file in the Finder. *Everything* is stored within that file package. This means backups are a piece of cake and you don't have to hunt all of your hard disk looking for all the related items.

## Create a New Curio Project with an Initial Idea Space

1. Choose File > New, or hold Shift and click the Projects toolbar button.
2. Choose a personal or bundled idea space style or template to use as your initial idea space.
3. Click the Choose button.

## Create a New Curio Project with a Blank Initial Idea Space

- Choose File > New Blank Project, or choose File > New and choose the blank bundled idea space style or click the Blank button.

## Create a New Curio Project Which Is Absolutely Empty

1. Choose File > New.
2. Hold the Option key and the Blank button will change to Empty. Click the Empty button.

## Create a New Curio Project Based on a Project Template

1. Choose File > New From Project Template, or hold Shift-Option and click the Projects toolbar button. This New Project From Template Gallery is described in detail below.
2. Choose a personal or bundled project template. Or choose the Blank template to create a project with a blank initial idea space.
3. Click the Choose button. Alternatively you can click the Blank Project button to create a project with a blank initial idea space.

## Create a New Curio Project with Master Idea Space Templates PRO

1. Choose File > New.
2. Select a template tag name and click the \*Use Tagged Set as Masters- button.
3. A new project will be created where all of the idea spaces in the tagged set will be added to the project as master idea space templates.

## Open an Existing Curio Project

1. Click the Projects button and choose a previous project. When choosing a project from the Projects popup menu it will be opened in place of the current project, thus acting as a fast project switcher. Hold Option when choosing a project to open it in a separate tab within the current project window.
2. Choose File > Open menu to see the standard Open dialog. The project will be opened into a new tab or window depending on your System Preferences > Dock > "Prefer tabs when opening projects" setting.
3. Choose File > Open Recent to instantly choose a recently-opened project. The project will be opened into a new tab or window depending on your System Preferences > Dock > "Prefer tabs when opening projects" setting.

4. Choose File > Open From Gallery or click the Projects toolbar button to see Curio's Open Project Gallery, which is explained in detail below. The project will be opened into a new tab or window depending on your System Preferences > Dock > "Prefer tabs when opening projects" setting.

## Save a Curio Project

- Your projects will save themselves automatically using the macOS native autosave feature, however you can also choose File > Save at any time to save your project immediately.

## Save a Curio Project as a Project Template

- Choose File > Save As Project Template.

## Delete a Curio Project

- Within the Finder, drag the Curio project from wherever you saved it to the Trash.

## Archive a Curio Project

1. Choose the File > Create Archive menu item.
2. This will create a copy of your current project with all aliased assets converted into embedded assets, suitable for backup or storage.

# Project Gallery

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The project gallery is where you can manage and organize all of your Curio projects.

## Using the Project Gallery

To reveal the project gallery, click the Projects toolbar button and choose Open From Project Gallery, or choose File > Open From Gallery.

- Your projects can be categorized in one or more custom categories located along the left side of the window.
- Then, on the right side of the window, you will find the projects within the selected category.

## Notes

- Smart Categories automatically list projects based on various criteria. For example, the \*Recently Opened- smart category lists all projects you've opened recently which are also listed in the File > Open Recent menu.
- You can magically turn the Open Project Gallery into the New Project Gallery by clicking the button on the bottom left corner of the window.
- The project gallery window displays useful information about your project under its title. By default it will display the date it was last modified but, if status information about the project exists, it will tell you if a project has a task which is due soon.

## Project Categories and Finder Tags

Any projects that you associate with categories will automatically have associated Finder tags as well. For instance, if you associate a project with the categories Active and Personal, then Curio will create “Curio Active” and “Curio Personal” Finder tags and associate them with the projects as well.

With category Finder tags, you can now search for categories of projects in the Finder, outside of Curio. Just enter the search tag, such as Curio Active in a Finder window search field and you'll find all projects associated with that category. Click the Save button in the Finder window to save the search and even add it to your sidebar for one-click access to those projects. See the “Finding Tagged Files” section on Apple's site for more information on using Finder tags.

## Working with the Open Project Gallery

Details on how to use the project gallery.

### Show the Open Project Gallery Window

1. Choose the File > Open From Gallery menu, or...
2. Hold Option and click the Projects button on the toolbar.

### Open a Project

- Double-click the project in the gallery window, or select it and click Open.

### See a Quick View of a Project

- Select the project in the gallery window then press spacebar.

### Open a Project Not Listed in the Gallery

- Click the Open Other button to show the normal macOS open dialog.

### Create a New Project Category

- Right-click in the category list and choose Add Category.

### Rename a Project Category

- Double-click the category in the list and rename it. All affected projects will be associated with the renamed category Finder tag as well.

### Delete a Project Category

- Select a category in the list and press the Delete key. This will remove the category but not delete the projects within that category. The corresponding category Finder tag will be dissociated with those projects as well.

### Associate a Project with a Project Category

1. Select the category then drag-and-drop a file from the Finder to the right side of the window, or...
2. Drag a project listed in another category (such as the Recently Opened category) and drop it on top of the target category on the left side of the window, or...



3. Right-click on the project as shown on the right side of the window and choose the target category from the popup menu that appears.

## Disassociate a Project from a Project Category

1. Right-click on the project itself and choose the category that the project should be removed from, or...
2. Select the project and press Delete on your keyboard. You will then be asked if it should be simply disassociated from the current category or if it should be sent to your computer's Trash.

## Change How Projects Are Sorted in Gallery

- Right-click on the background of the right side of the window and choose a sort order from any of the following: status, title, last modified date, or date created.

## See the Category Finder Tags Associated with a Project

- Right-click on the the project in the gallery and choose Display Category Finder Tags. From the alert that appears you can also remove or reapply those tags.

## Add Missing Project Categories to the Gallery

- Right-click in the category list and choose Add Categories Via Category Finder Tags. Curio will use Spotlight to find all Curio projects, checking each for any associated category Finder tags, and then re-add any missing categories and re-associate the projects associated with each category. This is useful if you installed Curio on a brand new machine and didn't bring the Application Support folder from your old machine.

# The New Project Gallery

When creating a new project via File > New, the gallery that appears supports a number of organization features.

## Copying Styles and Templates

- You can drag-and-drop styles and templates to your Personal repository or, if using Curio Professional, the Master repository.

## Organizing Idea Space Templates with Tags

1. Right-click in the Personal repository area on the Personal > Templates item and choose Add Tag.
2. Enter a collection tag name. For example, you might organize your idea space templates into "Favorites", "Work", and "School".

# Projects Toolbar Button

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The Projects toolbar button can be used to quickly access your organized projects.

- Clicking the Projects toolbar button shows a quick pick list of all your projects organized into categories.
- You also have options to bring up the open project gallery, where you can create and organize your project categories, or create a new project with a blank idea space, an initial idea space from the idea space gallery, or from a project template.
- For Curio Professional users, the Status shelf will organize your projects with the same categories.

## Project Templates

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You can create and reuse your own project templates.

### Save the Current Project as a Project Template

- Choose File > Save As Project Template.

### Create a New Project from a Project Template

- Choose the File > New From Project Template menu, or...
- Click the Projects button on the toolbar then click the Switch To New Project Gallery button, or...
- Option-Shift-Click the Projects button on the toolbar.

### See a Quick View of a Project Template

- Select the project template in the gallery window then press the Spacebar.

### Create a Personal Template Folder

- Right-click in the template list and choose Add Template Folder. Curio will create an actual folder on your hard disk with the given name within the ~/Library/Application Support/Curio/Version XX/Repository/Project Templates directory. This is where your templates will be stored on disk.

### Rename a Personal Template Folder

- Double-click the template folder in the list and rename it.

### Delete a Personal Template Folder

- Select the template folder in the list and press the Delete key. After confirming the template folder and any templates it contains will be sent to the Trash.

### Copy a Template to a Personal Template Folder

- Drag a template from another template folder and drop it on the target folder.

### Delete a Project Template

- Select a template then press the Delete key to send the template to the Trash.

# Inspector

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To view the project inspector panel, click on the background of the current idea space then either:

- Click the little briefcase icon in the inspector bar, or
- Click the Inspector toolbar button to open the inspector shelf then look at the Project tab.

## Idea Space Margins

Set the top, left, bottom, and right margins for your idea spaces.

You can also check to use the smallest margins possible, given the specified printer in Page Setup. Certain printers may have a minimum margin where they can't print.

## Project Image

Set an optional image for your project by copying an image and pasting into the provided image well. This image will be used as the project thumbnail in the Finder, the Open Project Gallery window, and the Status shelf.

Next to the image well is a helpful "image assistants" popup menu. Here you will find quick access to popular textures and sample images via Google Image Search which you can drag and drop into the project image. Then you can use the assistance popup menu to apply a binder or journal appearance to the image.

Alternatively, the assistants popup also includes a number of template icons you can use for your project image. A color control sits alongside the assistants popup which you can use to tint the template to any color you wish.

## Calendar Sync STANDARD PRO

If you're running Curio Standard or Professional you can sync your Curio tasks with the Calendar and Reminders apps, allowing you to manage your tasks even on iOS devices.

## Enable Sync

Enable the synchronization of project tasks with your Calendar and Reminders apps by clicking the on/off checkbox.

## Pick a Calendar and Reminder List

**In the Events popup** choose a calendar to sync your event tasks to. By default, an event task is a figure in Curio that has a start date and, optionally, a due date. You need to create the calendar via Calendar app's New Calendar menu. You can create and use an iCloud-based calendar if you wish.

**In the To Dos popup** choose a reminder list to sync your to-do tasks to. By default, a to-do task is a figure in Curio that only has a due date or simply a checkbox item with no dates at all. You need to create the calendar via Reminder app's New Reminder List menu. You can create and use an iCloud-based list if you wish.

As you noticed the Calendars and Reminders apps require type-specific calendars. This means one calendar for events and one for to-do's (aka reminders). You cannot use the same calendar for both types of data.

The event and to-do calendars you create must have different names. In other words they can't both be called "Curio". Instead perhaps "Curio" for your events and "Curio Tasks" for your reminders. You can either share a calendar list and reminder list between all your projects or create and use a separate list for each of your projects, it's up to you.

## Alerts

**For calendar event alerts** check the "Enable event alert before start date" checkbox and select when the alarm should go off.

**For reminder task alerts** check the "Enable to-do alert before due date" checkbox and select when the alarm should go off.

## Advanced Options

Click the actions button to see a popup menu appear with various options.

- **Reset Events and To Dos** will remove then re-create all events and to-do items associated with the project in the selected calendar and reminder lists.
- **Remove Events and To Dos** this will remove all events and to-do items associated with the project in the selected calendar and reminder lists.
- **Figures with start dates map into** will determine what these types of figures will turn into. Calendar Events is the default.
- **Else figures with only due dates map into** will determine what these types of figures will turn into. Reminders is the default.
- **Sync unchecked figures with no start or due dates** will create reminder tasks for checked items that have no start or due dates.
- **Prefix each synced item with project name** will prefix the name of your project in front of the title of each synced item. Thus the task "Finish UI design" in the "Cool App" project will become "Cool App: Finish UI design" in Calendar/Reminders. This is a useful feature if you share a common calendar/reminder lists with all your Curio projects.

### Important

For safety, you will need to manually remove older files and folders from the PDF mirror location if you change preferences or export options.

## Additional Notes

If the Curio figure has a start and/or due date but is checked — that is, completed — then it is not synchronized to Calendar.

When syncing if an event begins and ends at 12:00 midnight then it is considered an all-day event, otherwise the specific times are used when creating the event.

All times are considered floating times, therefore they are time zone independent. This means that a task ending at 4:00 PM will end at that time regardless of where you were when you created the task or where you are currently.

## When Does the Sync Occur?

Changes made within Curio will be synchronized only when the project is saved or autosaved.

However, when you first open a project, it will immediately synchronize to retrieve any changes made from within Calendar/Reminders. And while the project is open, if changes continue to be made in Calendar/Reminders, Curio will immediately reflect those changes within the project.

# PDF Mirror

STANDARD

PRO

Curio can publish a mirror or replica of your project in PDF form to a specified location.

This is very different than a normal PDF export in that each idea space is converted into an unscaled PDF image, with no page breaks or fit-to-page scaling, then all the resulting images are merged into a single PDF document. In addition, this published PDF can include clickable file links as any embedded or aliased assets can optionally be exported into a folder hierarchy alongside the PDF document.

This publishing event can occur either manually via a File > Update PDF Mirror command, or automatically every time an updated project is closed.

This can be useful for several reasons including for backup purposes or, if published to a Dropbox or similar synced folder, a method for you to access your project while on your iPad, iPhone, or another computer.

## Important

Please note that the resulting PDF mirror is not password protected even if your project is password protected.

## Enable PDF Mirror

Enable the PDF mirror feature by clicking the on/off checkbox.

## Location

Specify the folder location for the resulting PDF by clicking the Choose button. This location is where Curio will create a single PDF for each section in your project, if you have multiple sections enabled.

The form of the file names for the resulting PDF's is *ProjectName-SectionName.pdf* file, where the section name is only appended if necessary. Curio will create a manifest file alongside each PDF file so it can track what's inside each PDF.

## Options

- Enable the exporting of embedded and aliased assets into a folder alongside the resulting PDF. Curio will also modify the PDF so that clicking or tapping on the asset figure on the PDF will launch and view the exported asset. However, this is highly dependent upon the abilities of the PDF viewer you use so see below for additional notes.
- Normally all idea spaces are mirrored but you can direct Curio to obey the idea space's exporting privacy restriction if you wish so that some idea spaces are not exported when mirroring. This restriction can be enabled for individual idea spaces via the Options panel of the Info inspector.
- Enable automatic publishing when a changed project is closed (or Curio is quit).

You can click the Publish Now button to instantly publish your project or use the File > Update PDF Mirror menu item to publish.

## Advanced Options

Click the actions button to see a popup menu appear with various options. Note that if you change any preferences you will need to manually remove any previously published files. We don't do this automatically for safety reasons.

- **Compress resulting PDF**

By default Curio will perform a compression on the resulting PDF, although not as extreme as Apple's Reduce File Size PDF compressor. You can also create your own compressor using the ColorSync application and an advanced preference.

- **Keep prior PDF as backup**

Curio can optionally make a copy of a preceding day's PDF as a backup which is useful if you make a catastrophic change and need to recapture that information.

- **Modify file link paths**

The file paths for published asset files can be modified to strip out characters that may interfere with certain PDF viewers, as discussed below.

- **URL encode**

This is a standard technique for encoding spaces, international characters, and other symbols so they turn into numerical codes preceded with a percent sign. Some PDF viewers (like Acrobat) work with URL encoded file path names but others don't. Ideally all would support this and we wouldn't need the other character conversions at all.

- **Strip all potentially unsafe characters**

Remove any characters from the file name that might not be cross platform such as slashes.

- **Convert characters to ASCII only**

Changes foreign characters to their simple ASCII equivalents such as á to a. File links with simple characters don't need to be escaped (such as percent-encoded) which provides greater compatibility with various PDF viewers.

- **Convert spaces to underscores**

Converts a spacebar character into the \_ underscore character.

- **Remove spaces**

simple removes any spaces from the file name.

- **Prefix asset links with file:// scheme**

Technically Curio creates relative links paths, which means paths to the asset files are relative to the location of the PDF file itself. Relative paths shouldn't need a scheme but some PDF viewers require it.

- **When exporting assets**

You can optionally include aliased assets (enabled by default) and image assets (disabled by default). Image assets are normally not exported since the images themselves are visible within the PDF itself so probably will not need the actual standalone image files exported.

## Additional Details

### Embedded PDF Outline

The PDF generated by PDF Mirror includes embedded PDF document outline for easy navigation using PDF viewers that support that standard PDF feature. In Apple's Preview app, for example, choose View > Table of Contents to see the PDF's hierarchical document outline.

The PDF outline is part of the PDF standard so most standards-following PDF readers should support it. Zengobi has tested it with the macOS Preview and Adobe Reader apps as well as the following iOS apps: Dropbox, Readdle's PDF Export and PDF Viewer, Good.iWare's GoodReader, Branchfire's iAnnotate PDF, and LiquidText.

## Clickable Links

When you export idea spaces via Export as PDF or PDF Mirror, the resulting PDF will have clickable links for:

- Weblink figures, like a URL dropped from a browser into an idea space.
- Figures with URL actions.
- Weblinks and figure URL actions that are inner project hyperlinks (ex: curio:///ideaspace=062...).
- Idea space links to other inner project idea spaces.
- Jump anchors to inner project locations.
- Figures with jump actions to inner project locations.
- Figures with first, last, previous, or next idea space jump directions.
- For PDF Mirror, you have the option of exporting assets as well, such as images and documents, so those figures would have links to their corresponding exported asset files. See the note below for compatibility details.

## Limitations

Curio doesn't generate PDF links for a selection of text within a text figure that has a link attribute. This is a tricky one to solve as (a) Curio would have to scan all text figures when exporting to find any `NSLinkAttribute` attributes which could be very slow, (b) the resulting selection may consist of wrapped lines of text complicating the generation of potential PDF annotation link(s).

## Supported PDF Viewers

The generated PDF's have been tested using a number of PDF viewers on both macOS and iOS. Here are some notes regarding their ability to handle various PDF features.

- **Text.** In general, all PDF viewers, regardless of platform, should display the PDF itself just fine, with text being rendered beautifully. Text should be searchable and selectable allowing you to quickly find and access information anywhere in your project.
- **Figure Notes.** All PDF viewers should also provide some ability to view figure note annotations usually via a hover, click, or tap of the figure's note adornment. In Preview, for example, you can hover over a note adornment or bring up the Inspector window (via Tools > Show Inspector) then click the Annotations tab to see all note annotations.
- **Web Links.** Likewise, all PDF viewers should allow you to launch any web links associated with Curio web link figures or web link actions.
- **Clickable Asset Links.** Producing clickable assets is a bit tricky. The file links within the PDF are relative links, which means they are relative to the current location of the PDF document itself and should continue to work even if the document is moved to another location/platform either manually or via sync.
  - **Mac Apps**
    - [PDF Viewer](#) from PSPDFKit works very well with file links.
    - [PDF Expert](#) from Readdle works very well with file links.
    - [Acrobat Reader](#) supports relative file links. You may need the following modify file link paths preferences: URL encode. Alternatively, if you wish to also be compatible with iOS readers which don't support URL encoding yet you may use these instead: Strip all potentially unsafe characters, Convert characters to ASCII only, Convert spaces to underscores. For images they will open in a browser window, otherwise Acrobat simply reveals the file in a Finder window. Presumably for security purposes it doesn't automatically launch the file.
    - Apple Preview on the Mac doesn't appear to support file links of any kind, perhaps for security reasons.
  - **iOS Apps**
    - [PDF Expert](#) from Readdle works very well with file links *if* you store files in their iCloud app-specific folder, called "Documents by Readdle", as they auto-sync the entire folder hierarchy ensuring access to all linked-to files.
    - Otherwise, iOS apps which have adopted Apple's "document browser" API introduced in iOS 11 to access synced services such as Dropbox, iCloud Drive, Box, etc, may have some issues:
      - Apple's API currently [doesn't](#) give developers access to easily sync a folder hierarchy which is required to handle file links.
      - Previously a workaround was to use the File app to copy the PDF file and the subfolder containing the linked-to files into "On My iPad" or "On My iPhone".
      - Then, you could use an app such as PDF Viewer to look into "On My iPad" and open the PDF file and the links would work!
      - However, now it seems they either do nothing or show a "no handler found" error.
      - So we may need to wait until Apple expands the API with the additional support developers need.

## Reference Types PRO

References are detailed in the section on creating [reference links](#).



## Custom Variables PRO

Curio Professional users can create their own global and per-project custom variables, such as *Author* and *Class*, which can then be used within Curio using the variable markup syntax when editing, such as `{{Author}}`. Those variables are then replaced dynamically when rendered.

### Custom Variables vs Custom Data

A related feature is [custom figure data](#). In short:

- **Custom variables** are text replacements for variables you create and use throughout your project. For example, you can create a custom variable named *Author* and give it a value of *George*, then use the `{{Author}}` variable markup syntax in your project's text figures.
- **Custom data** allows you to create project-wide formatted keys, such as *Price* or *Score*, and then assign values to those keys *for each figure*, adding custom meta data to every figure for searching and export purposes.

### Viewing Custom Variables

Use the scope popup to view and create custom variables that are just for this specific project, or that are globally available for all projects.

The variables are always displayed sorted by name.

### Adding a Custom Variable

1. Choose the scope of the variable: either just for this project, or globally available for all projects.
2. Click the Add Variable button and type in a variable name.
3. Press Tab to move to the value field and then enter its value.

Custom Variables

Show this project's custom variables

Key	Value
Class	Computer Science 101
ClassYear	2021
Semester	Fall

Add Variable

Delete Variable

Custom Variables

Show the custom variables available to all projects

Key	Value
Author	George
School	Butternut College

Add Variable
Delete Variable

### Naming Conventions

Local project variables will take precedence over globals that have the same. For example, a project variable named `Author` will override a global `Author` variable, created in the past or even in the future. This precedence can come in handy if you want to override a global on purpose for a specific project, essentially making the global a default value. However, if you use a lot of global variables that you don't want to accidentally override, then you may want to come up with a naming convention to make sure those are distinct.

## Editing a Custom Variable

To edit a custom variable's name or value, double-click its name or value field, change the text, and press Return.

### Important

Note that changing a variable's name does not replace any uses of that variable in your project or in other projects. You would still need to manually change those text figures as necessary.

## Deleting a Custom Variable

To delete a custom variable, select the variable and click Delete Variable or press the Delete key.

### Warning

You cannot undo the deletion of a custom variable, although you can simply re-create it. Any uses of that variable in text figures in this project or other projects will still remain in place.

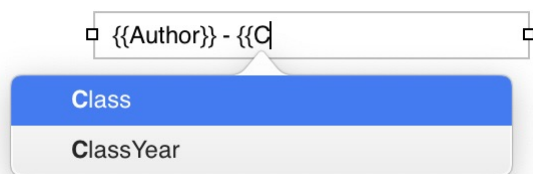
## Using a Custom Variable

You can use your custom variables in several locations within Curio.

### Within Text Figures

When editing a text figure use the `{{VariableName}}` syntax such as `{{Author}}`.

Helpfully Curio will show you an autocomplete popover as you start typing within a Curio text figure. For example type `{{a` and the popover will show all the custom variables that start with `a` such as `Author`. Use the arrow keys to choose one and press Return and the word is autocompleted for you and the ending `}}` appended if necessary.



### Insert > Custom Variable

You can also select the variable from the Insert > Custom Variable main menu submenu, which will insert the syntax for you, creating a new text figure if one is not currently being edited.

## Within Print Headers and Footers

Simply use the `{{VariableName}}` syntax such as `{{Author}}`. Note that autocomplete doesn't assist here.

## Within Idea Space Template Titles

You can also use the `{{VariableName}}` syntax in personal and master idea space template titles which are then replaced when you add an idea space to your project using one of those templates. They aren't replaced dynamically after that point, however.

## Optional Formatting Extras

You can optionally append one of the following formatting extras to the variable preceded by a `/` symbol:

- uppercase
- lowercase
- capitalize

For example, `{{Class/uppercase}}` will result in `COMPUTER SCIENCE 101`.

# Advanced Project Options PRO

## Project Password

Set a password for your project so that it cannot be opened unless the password is re-entered. The contents of your idea spaces and many ancillary files within the project package are then encrypted and decrypted using the AES-128 algorithm.

Note when a project is encrypted you cannot see the status of the project in the Projects Gallery or Status shelf until the project is opened, or use Quick Look in the Finder to see a preview or thumbnail, or use Spotlight to search for items in the project.

Encrypting and decrypting a large project will take a few moments to complete, do not force quit Curio when this is occurring!

### Warning

Any embedded assets, including documents, images, and audio and video recordings, will not be encrypted. If you need to encrypt everything in your Curio project — including all embedded assets — we'd recommend using either a volume protected with FileVault, or an encrypted disk image that you use to store your Curio projects (perhaps one disk image per client, for example). Alternatively, you can use an application such as Knox which can automate the creation and sizing of encrypted disk images.

**If you forget your password, your data will be lost. Zengobi cannot decrypt the project.**

## Project Backups

Override the global backup settings specified in Curio's preferences so this project has unique backup properties. For instance, you might specify that an especially large project is backed up every 3 days.

## Asset Library Location

You can tell Curio to use an external asset library folder so it can be indexed by Spotlight.

Normally embedded assets are stored within a file folder located within the project file package, which you can see if you right-click on the project file in the Finder and choose Show Package Contents. However, Spotlight cannot index within package files therefore you can't use Spotlight to search their contents.

You can choose whether Curio should store your project's asset library within the project file or external to the project file, in a .curioLibrary folder which sits alongside your .curio project file. ↵

Operations within Curio automatically support external library folders such as File > Save As, Save To, Duplicate, and Rename, File > Create Archive, Quick Look, and the automatic project backup feature described elsewhere. ↵

### Important

You must make sure both the .curio and .curioLibrary files have the same file name and are kept together, otherwise Curio will be unable to open the project file.

## Lock File

A project lock file is useful when sharing a project using a service such as Dropbox or a network file server to make sure more than one person doesn't attempt to make changes to the project at the same time.

When set to automatic Curio will determine on its own if a lock file should be created. Alternatively, you can force a lock file to be used or not used if you wish.

### Mac App Store Restriction

Note that due to sandboxing restrictions both the external asset library and lock file features are only supported for projects stored in the Projects folder specified in Curio's Preferences.

# The Organizer

Your Curio project can contain hundreds of idea spaces and documents all neatly organized in the Organizer. Curio allows you to organize your idea spaces and other Organizer documents hierarchically. You can also group items into lightweight folders or heavyweight project sections for maximum flexibility.

Curio's Organizer contains the main “pages” of your project notebook.

There are two main types of items the Organizer can store and organize:

1. An **idea space** is like an amazingly magical piece of paper that can contain notes, files, sketches, images, movies, mind maps, tables, and much, much more.
2. An **Organizer document** is a file dragged in from the Finder, thus turning the Organizer into a versatile binder of notes and documents.

These two types of Organizer items can be arranged, grouped, and hierarchically organized using the Organizer.

## Show or Hide the Organizer

- Click the Organizer toolbar button to toggle the display of the Organizer.

## Create a New Item in the Organizer

Click the Add Organizer Item toolbar button and, from the popup that appears, choose whether you want:

1. A blank idea space,
2. A new idea space using the same style or template as the current idea space,
3. An idea space from the Idea Space Gallery,
4. A blank rich text document (technically RTFD so it can contain graphics, too),
5. A folder, used as a lightweight grouping of other Organizer items,
6. A section, used as a heavyweight division within your project STANDARD PRO,
7. An instance of a master idea space template PRO.

## Instantly Create an Idea Space with the Same Style as the Current Item

- Hold Shift and press the New Organizer Item toolbar button, or choose Organizer > New Idea Space With Current Style, or right-click in the Organizer and choose New Idea Space With Current Style.

## Instantly Create a Blank Idea Space

- Choose Organizer > New Blank Idea Space, or right-click in the Organizer and choose New Blank Idea Space.

## Rename an Organizer Item

- Within the Organizer, double-click on the item, or select an item and press Return, or right-click and choose Rename.

## Create a Duplicate of an Existing Organizer Item

- There are many ways to duplicate an existing item: Choose Edit > Duplicate, right-click on the Organizer item and choose Duplicate, Copy/Paste, or hold down the Option key while drag-and-dropping Organizer items.

## Create an Organizer Alias to an Existing Organizer Item

Drag-and-drop a selection of Organizer items (e.g. idea spaces, Organizer documents, Organizer folders) to another location within the Organizer while holding down the  $\text{⌘}$  (Option-Command) keys on your keyboard. When you release the mouse, aliases for all of those items will be created at the drop location. Here are some notes on Organizer aliases:

1. You'll know it's an alias because its title is italicized and its preview icon has a little alias curl in the corner.
2. The title of the alias can be renamed to anything you wish and it will not change the original.
3. Everything else is linked to the original: preview, color label, tags, notes, etc. If you change either the original or an alias then they all change.
4. You can right-click on an alias and jump to the original.
5. Duplicating an alias creates another alias to the original, it doesn't create an alias to the alias.
6. You can hierarchically organize aliases just as you would any other Organizer item, including adding idea spaces as children under the alias.
7. You can delete an alias and this will not impact the original.
8. However, if you attempt to delete the original, Curio will warn you that aliases exist and will be broken if you continue. Curio will not auto-remove aliases because they themselves might have children. The alert will also give you the option of jumping to the alias so you can delete it manually.

## Delete an Organizer Item

- Within the Organizer, press the Delete key to delete the idea space, or right-click and choose Delete.

## Rearrange Organizer Items

- Simply drag-and-drop idea spaces around within the Organizer to re-organize them.

## Indent or Outdent an Organizer Item

- Select the idea space within the Organizer and press the Tab key to indent the item or Shift-Tab to outdent. You may also drag-and-drop the idea space into position. You can have any number of hierarchical levels within the Organizer.

## Expand or Collapse Organizer Item Hierarchies

- Click the disclosure triangle to expand or collapse an idea space hierarchy or use the Organizer menu's Expand, Expand All, Collapse, and Collapse All menu items.

## Open an Organizer Item in the Secondary View

- Option-click on the item or right-click and choose Open in Secondary View. The secondary view can be placed to the side or under the primary view. Use the View > Secondary View Below / Secondary View On Side menu to configure its placement. You can also Option-click on the splitter control in the navigation area of the inspector bar to do this.

## Display Options

1. Change the size of the Organizer's displayed previews by right-clicking in the Organizer and choosing a new size. This new preview size can be global across the entire project or just for the current section.
2. Sort Organizer items by right clicking on an item then choosing a sort method from under the Sort Siblings By submenu.

# Idea Spaces

We'll go into great detail on how idea spaces work [here](#).

## Organizer Documents

Normally the Organizer contains idea spaces, however it can also act as a flexible binder containing any document type. Simply drag files from the Finder directly to the Organizer to make it available for viewing and editing (if appropriate) within the full bounds of the Curio window.

### RTF, RTFD, or plain text documents

Upon viewing, the inspector bar will reveal the appropriate font and text controls. As mentioned above, an RTFD document can also be added via the Add Organizer Item toolbar button.

- **Image files.** Such as JPEG and PNG.
- **PDF files.** Upon viewing, the inspector bar will reveal PDF page and annotation controls.
- **Web links.** Drag them in from your browser, upon viewing, the inspector bar will reveal web surfing controls. Note that Curio from the Mac App Store does not support viewing remote, insecure `http` links in the Organizer.
- **All other document types.** Will be displayed using a Quick Look viewer which will pull in the appropriate plugin as necessary. For instance, iWork files are displayed so that you can easily browse their contents directly within Curio.

### Embed or Alias

By default a copy of the dragged-in file will be embedded into your project. If you hold Command down then the original file will be removed thus moving the file into your project. If Option is held then an alias to the original file is stored instead.

### Saving Changes

Changes made to editable documents will be saved automatically when you switch to another item in the Organizer or when you close the project. Renaming the title in the Organizer will rename the underlying file as well, if embedded.

### Searching

For Organizer text documents and Organizer web views, pressing ⌘F will bring up a Find bar so you can search within the document.

### Exporting, Printing, and Presenting

One important note is that these Organizer documents cannot be exported or presented from within Curio. The Organizer is simply acting as a binder to collect these documents in your project. However, you can right-click on the item in the Organizer to open or reveal the file in the Finder using the context menu. Curio can selectively print specific Organizer documents via right-click or File > Print Document. Curio will then launch the documents using the applications appropriate for the selected document types, and direct those applications to immediately print.

# Sections STANDARD PRO

To reflect a real-world metaphor, if a Curio project is a binder, then a Curio section is a tabbed section within that binder. However, unlike a real-world section, a Curio section can be arranged into a limitless hierarchy.

For example, let’s say you have a Curio project called “Biology” for a class in college. You could create the following sections to organize your project:

Classes
Labs
Papers

For a more complex example, let’s say you are a product manager in charge of “Super Product”. You could create the following section hierarchy to organize your project:

General Notes
Development
    Meetings
    Specs
    Focus Groups
QA
    Meetings
    Resources
Marketing
    Meetings
    Analysis
Sales
    Meetings
    Data
Support
    Meetings
    Customer Feedback

An important point to consider is that you can’t print or export multiple sections simultaneously. A section really is like a mini-project within your overall project. Even child sections are independent of their parents.

You will see the section name in several places within Curio such as the title bar, the Status shelf task list, and the Search shelf’s result list. You can search within the entire project or just a specific section.

Working with sections listed in the Organizer is just like working with other Organizer items. Thus renaming, deleting, rearranging, indenting, etc, are managed in the same way.

## Display the Sections Panel of the Organizer:

- Click the sections icon on the top of the Organizer (it looks like little tabbed notebook) or choose View > Show Sections. The Sections panel will appear in a split view at the top part of the Organizer. To hide the Sections panel simply click the sections icon again.

## Create a New Section

- Use the Add Organizer Item toolbar button and choose Section, or choose the Organizer > New Section menu, or right-click in the Sections panel and choose New Section.



## Open a Section

- Click on the section within the Sections panel. The Organizer will refresh itself and display the idea spaces and folders contained in the selected section.

## Moving or Copying Items into a Section

- You can use cut/copy/paste to move Organizer items into a section. You can also drag-and-drop those items into a section, holding Option down if you wish to create copies. If you release a drag on top of section then the dropped items will be appended to the end of the section. However, if you pause while hovering over the section then it will automatically open allowing you to place the dropped items into a specific location within that section's idea space hierarchy.

# Folders

To continue the real-world metaphor started above, if a Curio project is a binder and a Curio section is a tabbed section within that binder, then a Curio folder is a folder within a section.

So, if a section is a heavyweight division of your project and is displayed in Status and Search results, a folder is extremely lightweight and is essentially invisible outside of the Organizer.

For example, use a folder to group a series of meeting note idea spaces created on a given day. Or to collect several idea spaces that reflect rough design drafts.

Clicking on a folder won't display anything within the idea space view because there's nothing to display. And, if you click on a folder to print or export it, Curio will automatically assume you want to print or export the contents of the folder.

Working with sections listed in the Organizer is just like working with other Organizer items. Thus renaming, deleting, rearranging, indenting, etc, are managed in the same way.

## Create a New Folder

- Use the Add Organizer Item toolbar button and choose Folder, or choose the Organizer > New Folder menu, or right-click in the Organizer and choose New Folder or New Folder From Selection.

## Moving or Copying Items into a Folder

- You can use cut/copy/paste to move idea spaces or other folders into a folder. You can also drag-and-drop those items into a folder, holding Option down if you wish to create copies.

# Trash

When you select and delete any item from the Organizer, including sections, idea spaces, Organizer documents, and folders, they will be moved to a new Trash section in the Organizer. Items in the Trash will be automatically discarded when the project is closed.

### Important

The Trash will automatically empty when you close your project. It is only a temporary Trash for the current editing session.

The purpose of this temporary, session Trash is for quick recovery of idea spaces or sections that you may have inadvertently deleted.

## Why Not Undo?

When you delete an item from the Organizer, Curio asks you to confirm the deletion, then deletes the item. This is not an undoable action because Curio's undo systems are independently managed by each idea space. That way you can undo actions performed in one idea space without undoing actions made in another. There is no "global" undo manager. (This is identical to the way Xcode operates, for those familiar with that app.)

Apple's Keynote app, on the other hand, offers a single, global undo stack. This means undoing will step you back in time changing items in the current slide, other slides, plus slide creations, rearrangements, and deletions. It's all one big undo stack so you can't undo only the slide arrangement changes, or only changes to a specific slide, without undoing unrelated actions.

## Our Solution

The session Trash is Curio's solution to this issue. It offers the flexibility of giving the user a way to "undo" a mistaken deletion while still maintaining independent undo stacks for each idea space.

It is important to note this isn't an ever-growing Trash, like the Finder's, that would quickly bloat your project requiring you to periodically remember to empty it. Nor is it one that automatically deletes items that are more than x days old, as that adds a number of complexities. For that you might want to learn more about the new Archive section discussed below.

Its purpose is simply for the recovery of Organizer items inadvertently deleted during this session.

## Delete Items from the Organizer and Send Them to the Trash

1. Select the items you wish to delete then press the Delete key. Alternatively, you can also drag items directly to the Trash section.
2. A confirmation alert will appear so you can confirm the deletion, noting that the selected items and any any child items will be moved to the Trash then permanently deleted when you close the project. In this alert you can choose to move items to the Archive section instead, which is discussed below.
3. If you confirm the deletion then the items are moved to the Trash and both the Trash icon in the Organizer header area and the Trash section icon will become tinted red to indicate that the Trash now contains items.

## Recovering Items from the Trash

1. Click the Trash button in the Organizer header area to open the sections display and automatically select the Trash section.
2. Drag items out of the Trash and into any section of your project. While dragging you can hover over a section to jump into the section for more precise placement within that section's contents.

## Characteristics of Items in the Trash

1. The Search shelf will ignore items in the Trash unless you specifically choose the Trash via the Search shelf's scope popup.
2. The Project Library shelf will ignore items in the Trash unless you specifically choose the Trash via the Library shelf's scope popup.
3. Trashed items are not listed in the Navigator bar's popup list of project idea spaces.
4. Trashed items are not exported or synced along with other project items.
5. Trashed items cannot be rearranged, renamed, assigned a color label, or deleted within the section or Organizer areas.
6. New Organizer items cannot be created in the Trash.

## What Happens to Items in the Trash?

- When you close the project, the project Trash is automatically emptied and everything is sent to the Finder Trash.

## Emergency Recovery

- In emergency situations where you've deleted idea spaces, confirmed the deletion, and closed the project so the project Trash is emptied, you can now drag an idea space .curioAsset file from the Finder Trash into the Organizer and Curio will be able to restore the idea space and any text figures. However, any other asset figures that existed on the idea space, such as files or images, cannot be restored, as they are not a part of that single .curioAsset file (unless they still exist in the project if another existing idea space references them), but you can drag them out of the Finder Trash as well if you wish.

# Archive

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Curio includes a special Archive section which can be used for long term storage of items that you may have been tempted to delete but want to hold onto just in case.

The Archive is a perfect long term storage place for items you want to keep around, just in case you need to reference them, but they aren't active components of your project and therefore don't need to turn up in searches, exports, etc.

## Move Items to the Archive

1. Right-click on selected Organizer items and choose Move to Archive.
2. Or, drag one or more Organizer items directly to the Archive section.
3. Or, press the Delete key then click the Move to Archive button in the confirmation dialog that appears.

## Characteristics of Items in the Archive

1. Archive items are not loaded into memory on project load but only as needed.
2. The Search shelf will ignore items in the Archive unless you specifically choose the Archive via the Search shelf's scope popup.
3. The Project Library shelf will ignore items in the Archive unless you specifically choose the Archive via the Library shelf's scope popup.
4. Archived items are not listed in the Navigator bar's popup list of project idea spaces.
5. Archived items are not exported or synced along with other project items

# Filter

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You can quickly search the Organizer for specific items using the Organizer Filter.

The filter panel appears at the bottom of the Organizer and allows you to enable one or more filtering criteria to the items displayed in the Organizer.

For instance, you can use the filter bar to show all idea spaces modified in the past 2 weeks; or all with a the label Needs Client Approval; or tagged with the Important tag; or with a title containing the word lecture.

## Search Shelf vs Organizer Filter

The Search shelf can search figures and idea space titles. Use the Filter to filter the list of displayed items in the Organizer.

## Show the Organizer Filter

- Click the filter button at the top of the Organizer table, or choose View > Show Filter.

## Hide/Clear the Organizer Filter

- Click the Filter button in the Organizer header area, or choose View > Hide Filter. This will also clear any specified filter criteria.

## Set Filter Criteria

1. **Date.** Click the Date icon to filter the Organizer by when they were last modified.
  - You can also select or create a project milestone, like “First Client Demo”, to filter using a specific date.
  - Those same project milestones can be selected or created in the Search shelf’s date modified popup, as well.
2. **Label.** Click the Label icon to filter the Organizer by label color.
3. **Tag.** Click the Tag icon to filter the Organizer by tag.
4. **Title.** Enter some text to filter the Organizer by title.

# Navigation Controls

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At the far right corner of the inspector bar you’ll find a series of navigation controls to help you move around your project and manage what you see in the main content area of the window.

## The Splitter Button

- The splitter button is used to open up or close the secondary idea space split view. Option-click on this button to switch the secondary view between the side-by-side and above-below layouts

## The Bookmarks Button

1. The bookmarks popup button can be used to create bookmarks to easily jump to points within your project. You can either create a bookmark to an Organizer item such as an idea space, or you can create a bookmark figure. A bookmark figure is a positionable figure which is placed into the current idea space and is useful if you want to mark a specific location within an idea space.
2. Both bookmarks and bookmark figures can be named and assigned one of eight colors for quick identification. All bookmarks are listed in the bookmarks popup in the navigator bar and can either be sorted by name or color
3. To jump to a bookmark or a bookmark figure simply select the item in the bookmarks popup.
4. Option-clicking a bookmark figure’s adornment will cycle through the available bookmark colors.
5. To remove a bookmark, choose Remove Bookmark from the bookmarks menu. To remove a bookmark figure, select it on the idea space and press Delete.

## The Navigator Button

- The navigator is a popup display showing the complete hierarchy of the current section or project so you can select and instantly jump to another Organizer item. In many cases you can leave the Organizer hidden and simply use the Navigator popup instead.

## The Back/Forward Buttons

- The back/forward buttons are available to move back in history, to the idea space or Organizer item you were recently viewing, or forward in history. Just like a browser's back/forward buttons. You can also hold Option while swiping left/right with your mouse or trackpad.

## The Previous/Next Buttons

1. The previous/next buttons are available to move to the previous or next item in the Organizer. You can also swipe left/right with your mouse or trackpad.
2. If you hold Command down then the buttons change to indicate that clicking will move you to the first or last item in the Organizer.

# Inspector

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To view the inspector panel for the selected Organizer item, make sure a figure on the idea space isn't selected (click on the background of the current idea space if necessary) then either:

- Click an appropriate icon in the inspector bar, or
- Click the Inspector toolbar button to open the inspector shelf.

## Tags

To view the tags associated with the selected item either click the Meta button in the inspector bar, or see the Meta tab in the inspector shelf.

Tags are words or phrases that you can define and associate with your items as searchable meta information. A tag can be local to a particular project, and used perhaps like a handy keyword, or it can be a global tag set available for use within all of your projects.

For instance, if you have a project for a research paper, then you may use local project tags to quickly tag and find documents, notes, and images you bring into your Curio project.

On the other hand, you may create a tag set titled "Tasks" containing tags such as "Possible", "On Hold", "Started", "Working On", and "Completed", that you use to tag items in all of your projects. Then you can use the Status shelf to quickly search across all of your projects to see what figures are "On Hold", for example.

## Sharing Global Tags with Others via Extracted Tags

On a related note, if you share a project you created with others then obviously those users would have access to the local tags, but what about your global tags?

Fortunately, Curio will embed an “extract” of any global tag sets you have referenced in the project so your colleagues will see those same tag associations. When they view the Meta inspector on their Macs those extracted tag sets will be available but grayed out to indicate they cannot delete or otherwise modify those tag sets. However, they can change tag associations from that set — for example, they can change a figure from “On Hold” to “Working On”.

## Assign Tags via Typing with Tag Name Completion

You can associate tags with the selected items simply by typing the tag name. A completion list will appear as you type so you can choose an existing tag, or you can continue typing and press the Return key to create an on-the-fly local project tag.

## Assign Tags via Hierarchical List or Image

You can also associate tags using the tags hierarchical list or click the button to turn it into a handy matrix showing only those tags with images.

## Working with Tag Sets and Tags

Use the action button and tag properties at the bottom of the inspector to modify or create new tag sets and tags. These tags can either be local to your project or global and available across projects and for grouping purposes in the Status shelf.

- Create a new tag set or tag in the current tag set using the action button.
- Tag sets and tags within a tag set can be arranged in a specific ordering, or you can use action button to sort them.
- Change a tag name by double-clicking it.
- To delete a tag, select it and press the Delete key.
- Use the action button to sort the tag sets and tags within the current set. You can also import an extracted tag set from a foreign project into your own shareable global tag sets. For instance, from the example above, if you’re viewing a colleague’s project with that “Tasks” extracted tag set then you can select it and use the action button to import it into your own global tag sets. All internal identifiers are kept the same so you can continue to share projects with your colleagues that use that same tag set.
- Click the ‘Click to Record’ field to record a keyboard shortcut to quickly apply certain tags to figures. All shortcuts must include Control-Shift to avoid conflicts with existing Curio shortcuts.
- Assign an emoji or character symbol to a tag by clicking in the emoji field and pressing Control-Command-Space to bring up the standard macOS Character Viewer. Double-click on an emoji or text symbol and instantly it will be entered as the “image” for the tag. Emoji are great because they’re perfectly scalable and consume very little disk space for the project. If you choose a text symbol then use the little color well next to the emoji field to specify a tinting color for the symbol. This way you can turn a boring black down arrow symbol into a noticeable red down arrow.
- Alternatively you can drag in or paste an actual image into the tag’s image well. As a note, you can drag multiple images (icns, png, or jpg) from the Finder into the tags panel to add lots of image tags to an existing tag set, where their tag names are derived from their file names. Download perfect tag images from sites like IconFinder or search SmashingBuzz or Google for icon sets for more recommendations.
- When a tag has an image (emoji or actual) then it is displayed as an adornment next to the figure’s other adornments. Use the adornment size slider to change its size.

## One Tag Active

When a tag set is selected, note the ‘only one tag in the tag set can be active’ checkbox. Checking this option is perfect for those tag sets which represent a specific state or status. Choosing a tag in this set will automatically turn off the previously associated tag from this set.

For example, with the Detailed Tasks tag set you are specifying a GTD-style state for that task like pending, active, or done. If the current state of a figure is active then setting a tag of done will automatically turn off active.

These types of tag sets have a couple of extra ways to assign tags to a figure:

- If your tag set has 3 or fewer tags with images then clicking the tag's image adornment will cycle through the tags in the set.
- If your tag set has more than 3 tags, then clicking the tag's image adornment reveals a popup so you can quickly choose the new tag.

## Labels

To view label associated with the selected Organizer item either click the Meta button in the inspector bar, or see the Meta tab in the inspector shelf. You can also right-click on the Organizer item to make a quick label assignment.

Similar to the Finder's Label feature, you can associate a label and color with your idea spaces, Organizer documents, sections, and folders. When an item is labeled, the preview or icon displayed in the Organizer displays a border using the label color. This allows you to visually flag certain idea spaces, sections, or folders.

Remember you can also use the Organizer filter to display only Organizer items with an associated label color.

Use the label inspector panel to work with labels.

### Assigning Labels

- Click on a label row to set the selected Organizer item to that label. A checkmark will appear next to the label associated with the selected Organizer item. You can also assign a label by right-clicking on an Organizer item and choosing one from the Labels submenu.

### Changing Label Color

- Click on the label color well to change the color.

### Changing Label Text

- Double-click on the label text to change the text.

### Defaults

- Click "Copy to Defaults" to make these labels the new global defaults.
- Click "Restore Defaults" to restore this project's labels using the global settings.

## Notes

To view the notes associated with the selected Organizer item or figure click the Notes button in the inspector bar.

The notes inspector allows you to enter miscellaneous notes that will be associated with the selected item.

## Entering a Note

The notes inspector window allows you to enter any rich text, with full support for multiple fonts, sizes, colors, paragraph formatting, and even images.

## Note Adornment

When a note is associated with a figure then a little note adornment is displayed next to the figure. If you click the adornment, the notes inspector window will appear allowing you to change notes. If you remove all the contents of the note then the note is deleted entirely and the adornment is removed.

## Searching Notes

For figures, notes are searched when using the Search shelf. For Organizer items, notes are searched when using the filter.

## Printing Figure Notes

You can print the notes associated with the selected figure via the File > Share menu or Share toolbar button. Note the Include Figure Notes When Copying/Sharing Text item in the Share menu which is useful when you want to include notes with copied or exported figures.

# Info

To view info associated with the selected Organizer item or figure click the Info button in the inspector bar.

Organizer items and figures can have various miscellaneous bits of info that Curio collections under the info inspector.

## Title

View and edit the title of the selected Organizer item or asset figure.

## Identifier

A identifier that you can assign to the item. Currently its only use is with the Master Templates feature in Curio Professional, but we more plans in the future.

## Filename and Location

If the item has an underlying file then its name and location appears here.

## Date Stats

View the date the item was created, added to Curio, and last modified.

## Action Button

The action button allows you open or reveal the underlying asset file using the Finder. If the asset is an alias then you can choose to convert the asset into an embed asset by copying the original file into the project's internal asset library. You can also choose to swap the underlying file with a new file which you will choose using a standard Mac open dialog.



## Restrictions

Specify restrictions such as whether a folder, idea space, or figure is printed, exported, or presented.

Restrictions are automatically inherited by the children of Organizer folders and idea spaces.

For example, say you have an Organizer folder with the “exporting allowed” checkbox unchecked. Any idea spaces or folders hierarchically contained within that folder will automatically inherit that restriction as well. And, since they inherit that restriction, and cannot override it, the restriction checkbox is disabled in their Info inspector.

As another example, if you have an idea space with a “no presenting” restriction, then any child idea spaces hierarchically under that idea space will also be skipped when presenting.

This makes it very easy to quickly restrict or un-restrict an entire hierarchy of items just by nesting the items appropriately.

## Advanced Options

An advanced option is whether the underlying file is copied or shared when the asset figure is copied. Normally Curio will share the underlying file thus you can have ten references or instances of a giant Photoshop image file scatter throughout your project, but the underlying file will exist only once within the asset library.

On the other hand, you could specify that when the figure is copied then a unique copy of the underlying file should also be made, thus you’d end up with ten separate copies of the Photoshop file stored internally.

# The Idea Space

The Curio idea space is the most flexible and magical notebook page you've ever used. Idea spaces are wonderfully freeform and allow you to place anything anywhere on the page.

## Terminology

An idea space is just a blank canvas. Like a giant whiteboard, you can write or draw anything anywhere within an idea space. However, unlike a whiteboard, you can also add images, documents, web links, movies, sounds, contacts, mail messages, and calendar events.

The key feature is the amazing, freeform environment supported by Curio's idea spaces. An idea space can be as structured or messy as you wish emphasizing that it's your project notebook and it can look exactly the way you like it.

An **idea space style** defines just the look of the idea space. You can apply a style to a new or existing idea space. The style includes color and grid information, for example, but does not include boilerplate text or other figure elements.

On the other hand, an **idea space template** is a re-usable idea space that defines the look and includes boilerplate figure elements, such as text figures, collections, and images. You cannot apply a template to an existing idea space, as that would wipe out your existing figures. When you use a template you are creating a copy of that original template.

If you change or update the original style or template Curio does not change any instances either in the current project or in projects stored on your hard disk. The change will only be reflected in new instances that you create or apply in the future. However, Curio Professional users have access to **master styles** and **master templates** that allow this functionality which we discuss [here](#).

## Working with Idea Spaces

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Since an idea space is simply an item in the Organizer, [see that section](#) in the Documentation for more information on adding, deleting, and managing idea spaces in the Organizer.

## Idea Space Styles

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You can easily create new idea space styles containing its background color, texture, and notepaper or grid settings.

### Create a New Personal Idea Space Style

1. Click on an idea space in the Organizer.
2. Configure its attributes how you want them using its inspectors. For example, change the background color, grid settings, etc.
3. Right-click on the idea space in the Organizer or on the idea space background then choose "Save As Idea Space Style". Alternatively, you can also do this by choosing the Organizer > Save As Idea Space Style menu item.
4. In the dialog that appears give the style a name. If you save a style with the same name as an existing style then it will simply be replaced.

5. If you then make more changes to the idea space you can right-click and choose Update Style or you can create a new style if you wish.

## Apply a Style to an Existing Idea Space

1. Select an idea space in the Organizer to open it.
2. Click the style button in the far left side of the the inspector bar to see the style gallery, or choose a style from the inspector shelf, or right-click on the idea space background and choose Apply Idea Space Style to bring up style gallery.

## Create a Brand New Idea Space Based on an Existing Style

1. Click the Add Organizer Item toolbar button then choose Idea Space Gallery.
2. Choose a style from the gallery window that appears.

## Managing Idea Space Styles Within the Idea Space Gallery

1. Copy a style simply by drag-and-dropping it into your Personal or, for Professional users, their Master repository.
2. Delete a personal or master style by selecting the style and pressing the Delete key.
3. Share or copy a personal or master style via the right-click context menu.

# Idea Space Templates STANDARD PRO

Curio Standard and Curio Professional users can easily create new idea space templates containing not only its look but also placeholder or boilerplate items such as text figures, mind maps, lists, and images. You can create new idea spaces based on a template.

## Create a New Idea Space Template

1. Click on an an idea space in the Organizer which you would like to copy as a template.
2. Right-click on the idea space in the Organizer or on the idea space background then choose “Save As Idea Space Template”. Alternatively, you can also do this by choosing the Organizer > Save As Idea Space Template menu item.
3. In the dialog that appears give the template a name.

## Create a Brand New Idea Space Based on an Existing Template

1. Click the Add Organizer Item toolbar button then choose Idea Space Gallery.
2. Choose a template from the gallery window that appears.

## Managing Idea Space Templates in the Idea Space Gallery

1. Create personal template tags by right-clicking in the Personal area in the repositories list on the left and choosing “Add Tag”. These tags are unique to the idea space templates repository and won’t conflict with tags created for figures in the stencils repository, for example.
2. Organize your personal templates by drag-and-dropping them into different tags. A template can be associated with more than one tag. So, a template can be in your “Favorites” and “Work” tagged collections.
3. Curio Professional users will also see their project’s master repository of templates.
4. You can also associate or disassociate a personal template with a tag by right-clicking on the template and choosing a tag in the menu that appears.
5. Rename a personal or master template tag by double-clicking it and entering a new name.

6. Delete a personal or master template tag by selecting it and pressing the Delete key.
7. Copy a template from another repository simply by drag-and-dropping it into your personal or master collection.
8. Edit a personal or master template by right-clicking on the template and choosing Edit Template.
9. Delete a personal or master template by selecting the template and pressing the Delete key.
10. Share a personal or master template by right-clicking on the template and choosing Send to Friend or Send to Zengobi.

# Zooming

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Curio has many way to zoom in and out of the idea space.

## With the Zoom Popup

- The default toolbar has a zoom popup which you can use to pick a specific zoom level.

## With the Zoom Slider

1. Right-click and customize the toolbar to add the zoom slider.
2. Double-clicking or Option-clicking the slider will zoom to Actual Size.
3. While hovering over the slider use the scroll area of your mouse to zoom.

## With the Menu Bar

1. The View menu offers several menu items with keyboard shortcuts to control idea space zoom.
2. If you hold down the Option key and then click the View menu you'll notice that Zoom to Fit, Zoom to Width, and Actual Size dynamically change to Zoom All to Fit, Zoom All to Width, and Zoom All to Actual Size, respectively, so you can easily change the zoom of all your idea spaces in the current section.

## With a Mouse

- Zoom with the mouse by pressing and holding the Option-Command key and then scrolling your mouse or trackpad up and down over the idea space area.

## With a Trackpad

- Use the standard pinch gesture.

## Via Smart Zoom

- If not currently at Actual Size then a double-tap on your Magic Mouse or a 2-finger double-tap on a trackpad will zoom to Actual Size. Otherwise, if already Actual Size, that double-tap will zoom such that the current contents of the idea space fill the display, subtracting out any blank whitespace and centering the view on those contents. Note that you have to have Smart Zoom enabled in your System Preferences Mouse and/or Trackpad settings.

## With the Keyboard

1. Like Photoshop, you can press the Spacebar and Command keys simultaneously and then click the mouse to zoom in.
2. To zoom out, press the Spacebar and Option keys simultaneously and then click the mouse to decrease the zoom level.
3. The pointer will change to a magnifying glass with either a plus sign or a minus sign to indicate whether you're increasing or decreasing the zoom level.

## Quick Zoom

1. You can also quickly zoom to fit the idea space within the view by holding down the Q key.
2. When you release the Q key, the view will return to its previous zoom level centered where the mouse was last positioned.
3. This mechanism provides a quick way to navigate a large idea space.

# Gestures

The following gestures can be performed on a trackpad:

- Pinch/expand zooms the idea space (as does `⌘`Scroll with mouse or trackpad).
- If not currently at Actual Size then a double-tap on your Magic Mouse or a 2-finger double-tap on a trackpad will zoom to Actual Size. Otherwise, if already Actual Size, that double-tap will zoom such that the current contents of the idea space fill the display, subtracting out any blank whitespace and centering the view on those contents. Note that you have to have Smart Zoom enabled in your System Preferences Mouse and/or Trackpad settings.
- 3-finger swipe up/down goes to the previous/next Organizer item.
- 3-finger swipe left/right goes backwards/forwards in history.

Note that you'll need to make a change in System Preferences > Trackpad > More Gestures so that Curio can actually receive 3-finger swipes, otherwise the Mac's system receives them instead.

# Inserting Space

In addition to the Dimensions inspector, described below, you can quickly add space to your idea space.

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

- With no figures selected choose either "Space at Bottom of Idea Space" or "Space to the Right of Idea Space" from the Insert menu.

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

1. Select one or more figures then choose either "Space Below Selected Figures" or "Space to the Right of Selected Figures" from the Insert menu.
2. With these options, Curio will add some space to the bottom or right side of the selected figures pushing all figures on the idea space that are located below or to the right of the selected figures. This is useful when you want to add a big gap in the middle of a complex idea space, scooting everything down starting at this location

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

1. Select one or more figures then *while holding the Shift key* choose either "Space Directly Below Selected Figures" or "Space Directly to the Right of Selected Figures" from the Insert menu.
2. Now Curio will add some space to the bottom or right side of the selected figures pushing only those figures directly affected (recursively) by moving the selected figures below or to the right of the selected figures. For example, if you just want to scoot figures directly below the selected figures down, leaving figures to the sides as-is, then hold down Shift and choose the menu item.

# Inspector

---

To view the inspector panel for the selected idea space, make sure a figure on the idea space isn't selected (click on the background of the current idea space if necessary) then either:

- Click an appropriate icon in the inspector bar, or
- Click the Inspector toolbar button to open the inspector shelf.

## Background

To change the background properties of the selected idea space either click the Background button on the inspector bar, or see the Background tab in the inspector shelf.

## Style

From a simple white background, to a piece of notebook or grid paper, to a colorful textured backdrop, you can completely customize the look of your idea space. You can even save these looks as personal styles to use them again and again.

At the far left of inspector bar you'll find a Style button which displays a quick, popup gallery for the current idea space. Simply click on a style to update the look of your idea space.

You can also use the mini style gallery at the top of the inspector shelf to do the same thing. And, lastly, you can right-click on an idea space and choose Apply Style to choose a style from the gallery that appears.

All of these interfaces give you an opportunity to choose either a bundled or personal style that you have created. Curio Professional users can also select a master style.

## Color

Set the fill color with the Solid, Gradient, or Radial gradient button.

- For solid fills, click on the color well to choose a color from the matrix that appears. Or, Option-click on the color well to go directly to the standard color chooser.
- For linear gradient fills, drag the color stops to adjust the gradient ramping. Double-click on a color stop to edit its color. Double-click on the gradient to insert a new color stop. Drag a color stop down and off the gradient control to remove the stop from the gradient. The resulting gradient will be rendered along the angle specified by the angle slider.
- For radial gradient fills, drag the color stops to adjust the gradient ramping. Double-click on a color stop to edit its color. Double-click on the gradient to insert a new color stop. Drag a color stop down and off the gradient control to remove the stop from the gradient. The resulting gradient will be rendered with a center point located as specified in the point locator control.

You can change the color used to display page breaks by clicking on the page break color well and choosing a new color. To show page breaks, choose View > Show Page Breaks.

## Image

Paste or drop an image into the image control or choose an image or texture from the image collection browser. Curio includes several bundled textures, or you can choose one of your system's desktop pictures, or select a custom folder for Curio to search for images. Curio now includes a sampling of textures from SubtlePatterns.com, as well. Thanks to Subtle Patterns for allowing us to include some of their textures within Curio.

You can adjust the opacity of the selected background image using the opacity slider. That way the image can appear on top of a solid or gradient background color.

You can also change the way the background image is scaled. You can choose to have the image tiled over the whole idea space, centered within each page of idea space, or stretched to fit each page of the idea space either proportionally or not.

## Grid

Your idea spaces can have visible (or hidden) lined or dotted grids. Adjust the spacing and colors of the major and minor grid lines or dots. You can also independently toggle the visibility and snapping of the vertical and horizontal grid lines.

## Transitions PRO

For Curio Professional customers, via the Curio > Preferences window you can specify a default transition to use when stepping through idea spaces during presentation mode.

However, this can be customized for a specific idea space if you wish using the transition inspector.

Choose the type of transition you'd like to use, or none if you don't want any animation between slides. Your choices include Apple's standard Core Animation transitions.

Once you choose the type the available transitions will be displayed so you can choose the desired transition.

## Dimensions

The idea space dimension inspector allows you to set the size of the idea space and control whether the idea space can automatically adjust its size for its content.

## Orientation

By default the portrait versus landscape orientation for the idea space is inherited from the setting specified in the Page Setup dialog. This orientation is used when printing or exporting to PDF. You can override the default and force either portrait or landscape.

## Margins

The margins button will bring you to the project inspector so you can specify the margins used on your idea spaces when printing or exporting to PDF. These margins are global for all idea spaces in the project.

## Units

At the top you can choose the units used to display the dimensions. You can choose either points, printed pages, or screens.

## Width and Height

Enter a width and height and, when you press Return, they will immediately take effect.

You can also use the stepper control next to each field to increase or decrease the value. The stepper generally moves in increments of 1 but, if the units are set to points, you can hold Option to increment by 10, or hold Option+Shift to increment by 100.

Click **Resize to Contents** to reduce the size of the idea space to its minimum values based on the content currently displayed in the idea space. This calculation takes into consideration the chosen unit of measurement. For example, if you choose **Pages** as your unit of measurement, then **Shrink to Minimum** will reduce the idea space to the fewest whole number of pages required to display the current content..

If an idea space is set to automatically grow in size, then as content is placed beyond the current borders of the idea space, it will automatically grow to accommodate it. If you do not wish for the idea space to grow automatically then set both the vertical and horizontal popups to **Manually**.

## Defaults

Click **Restore Defaults** to reset the current dimensions to their default settings. Click **Copy to Defaults** to save the current dimensions and automatic resizing options as your new defaults for future idea spaces in this project and other projects.



# Figures

In Curio, anything placed on an idea space is a figure. It can represent a basic flowcharting shape such as a square or octagon. Or more complex items such as text, images, web links, movies, music, or any type of document. A figure can also represent a collection of contained figures. For example, a mind map or a list outline.

With any type of figure, not only can you specify its look through fonts and colors, you can also specify meta information such as tags, and start/due dates.

## Terminology

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A **figure** is the most basic entity within Curio such as a text figure, an image figure, a document figure, and a line figure.

A **collection figure** is a special type of figure that contains, manages, and positions figures within it. Examples include Curio's list, mind map, table, index card, pinboard, and album collection figures. While a collection figure can contain other figures it cannot contain another collection. For example, you can't place a table into a mind map or an index card into a list.

A **figure style** defines the look of the figure including properties such as color, border, font, and shading. You can apply a style to a new or existing figure.

On the other hand, a **figure stencil** is a re-usable figure that can include richer data such as placeholder or boilerplate text. You create a copy of a stencil.

A **simple figure stencil** is a stencil that is a single figure. Even if that figure itself is a collection figure such as a mind map or list it and therefore contains figures within it, the collection figure itself is just a single figure, thus it is a simple figure stencil.


A **complex figure stencil** is a stencil made up of multiple figures. A perfect example is a landscaping stencil where flowers, shrubs, and trees are represented by individual figures, images, or grouped figures.

If you change or update the original style or stencil Curio does not change any instances either in the current project or in projects stored on your hard disk. The change will only be reflected in new instances that you create or apply in the future. However, Curio Professional users have access to **master styles** and **master stencils** that allow this functionality which we'll discuss [here](#).



## Insert Popover

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The insert popover can appear in one of two ways:

1. Click the Insert toolbar button.
2. Press the  key on your keyboard.

In the popover that appears Curio shows you all the types of figures you can insert into your idea space.

You can select an item with the mouse or trackpad, or use the arrow keys to move around, or press the first letter of the item such as  for mind maps (note that some items have different key shortcuts, like Stack = , due to conflicts with other entries).

## Basic Shapes

A gallery appears showing off many of the basic figure shapes that can be inserted including simple text figures, lines, and various geometric shapes.

Clicking an item will insert a shape of that style into the idea space.

Double-click the resulting text or geometric figure to add text.

## Styled Shape or Stencil

A gallery appears with all figure styles and stencils available within your personal repository, Curio's bundled repository, and any shared repositories you have configured in Preferences.

Double-clicking a style or simple stencil will insert that figure into your idea space, or you can select the item and click the Insert button.

## Complex Stencils

Complex stencils, which are stencils that contains multiple figures, are displayed in the gallery with the number of figures it contains in parentheses.

Selecting a complex stencil and clicking the Insert button will insert the entire stencil into your idea space. However, double-clicking will drill down into the stencil so you can choose a specific figure within the stencil to insert. You can click the Back button to come back out.

For example, say you have a landscaping complex stencil with figures for various types of trees, plants, and hardscape. You can insert the entire stencil where all of the figures are inserted, or you can double-click and drill down to choose a specific tree figure to insert.

## Stencils Library

If you're a frequent user of figure stencils you should definitely check out the [Stencils Library](#) shelf module.

## List / Mind Map / Table / Index Card / Album / Pinboard

These are all of Curio collection figures which we go into great detail [here](#).

A gallery appears with all appropriate styles and stencils available within your personal repository, Curio's bundled repository, and any shared repositories you have configured in Preferences.

Clicking an item will insert that figure into your idea space.

These specific Insert choices have a sneaky feature. If, in the list that appears when you click the Insert toolbar button, you click on the icon next to the item name (like "List" or "Mind Map") then Curio will instantly insert the appropriate collection with its default styling without showing the gallery.

Note that your toolbar can also have a dedicated button for a specific collection type. For instance, a List button that brings you instantly to the List gallery. Right-click on the toolbar and choose Customize to add or remove these toolbar buttons.

## Audio Recording

A panel appears where you can configure the audio input and check the audio input level.

Click the Insert button to begin recording.

To stop and play the recording use the media controls in the inspector bar.

## Video Recording

A panel appears where you can configure the audio and video inputs and check the audio input level.

Click the Insert button to begin recording.

While recording a floating video preview window will appear so you can see what is being recorded. You can position or close that preview window. Curio will restore the last-saved preview position the next time you record.

To stop and play the recording use the media controls in the inspector bar.

## YouTube / Vimeo Video

A panel appears where you can paste in the URL to a YouTube or Vimeo video (such as <https://www.youtube.com/watch?v=NQ7kqwbqeil> or <https://vimeo.com/35396305>) and then click Insert.

Curio will then parse the URL to extract out the actual movie name then turn it into an embed URL. A web view with a nice default size is then created, the embed URL is set, and the resulting web view is placed on your idea space ready for viewing.

### Note

For faster embedded videos, simply drag-and-drop a YouTube or Vimeo URL from your browser directly to the Curio idea space and Curio can instantly turn that into an embedded video figure.

## Resizing and Moving

You can resize the resulting embedded video by dragging on the figure's selection handles. The figure will resize proportionally maintaining the video's aspect ratio.

Since clicks within the video bounds are processed by the embedded video controller, it's a bit tricky to move the figure, so here are some tips:

- You can move the video if you click and drag on the very edge of the frame, or
- First click *Stop Playing* in the inspector bar, which deactivates the embedded playback control, and then you can click and drag from anywhere in the figure bounds. Click *Start Playing* or double-click the figure to activate the video player again.

## Instant Document

A panel appears where you can choose a personal or bundled instant document for inserting. An instant document is a blank or boilerplate document for another application that you can create and install within Curio. Examples include Word documents, OmniGraffle diagrams, or Photoshop drawings. See [more details](#) below.

## Equation STANDARD PRO

An equation editor appears so you can enter your equation using either LaTeX, AsciiMath, or MathML and see an instant, real-time preview. Pressing the Insert button places a high-resolution, resizable PDF rendering of the equation on your idea space.

## Web View

A new web view is instantly inserted into your idea space. Use the controls on the inspector bar to surf within the web view, and to specify and save a specific URL for the new web view.

### Resizing and Moving

You can resize the resulting embedded web view by dragging on the figure's selection handles. The figure will resize proportionally maintaining the video's aspect ratio.

Since clicks within the web view bounds are processed by the embedded web content, it's a bit tricky to move the figure, so here are some tips:

- You can move the web view if you click and drag on the very edge of the frame, or
- First click *Stop Browsing* in the inspector bar, which deactivates the embedded web view control, and then you can click and drag from anywhere in the figure bounds. Click *Start Browsing* or double-click the figure to activate the web view control again.

## Google Doc

A new web view is instantly inserted into your idea space going directly to the Google Docs web URL. Use the web surfing inspector bar to specify and save a specific URL if you wish to point to a specific document within Google Docs.

See above for tips on resizing and moving this web view control.

## Date and Time

A panel appears where you can choose a pre-formatted date and time. The selected item will appear as a new text figure or inserted into an existing text figure being edited.

# Variable

A panel appears where you can choose a special variable which will be dynamically filled out by Curio. For instance, you can insert a variable for the current project name, idea space name, and its last modified date and time. A variable can be inserted as a new text figure or into an existing text figure being edited.

The resulting variable looks like `{%IdeaSpaceTitle}` in your text.

One item of note is the Organizer Container Title variable. It will output the title of the parent containing item that contains the current idea space. This could be a parent idea space, a containing folder, or the current section. If the current section is simply the default section and no other sections exist then the title of the project itself will be output.

Another useful variable is the Figure Tag Name which will be dynamically replaced with the tag associated with a figure. One use for this is to construct Stack figure titles which dynamically change based on what tag is associated with the title figure.

## Note

Curio Professional customers can create their own [custom variables](#)!

## Optional Date Styles

You can optionally append one of the following styles to the date and time related variables:

- Short
- Medium
- Long
- Full

These correspond to the Short, Medium, Long, and Full styles found in the Dates and Times tabs in System Preferences > Language & Region > Advanced.

For example, `{%IdeaSpaceDateAddedLong}` might result in `June 1, 2021`.

## Optional Formatting Extras

You can optionally append one of the following formatting extras to the variable preceded by a `/` symbol:

- uppercase
- lowercase
- capitalize

For example, `{%IdeaSpaceTitle/uppercase}` might result in `MY ITINERARY`.

# List/Mind Map/Table From File

A standard Mac open panel will appear allowing you to select a file which will be converted into a native Curio list, mind map, or table collection figure, as appropriate. You can also perform this conversion simply by drag-and-dropping a file into your idea space from the Finder.

The import formats currently supported are as follows:

- Lists: OPML.
- Mind Maps: OPML, Mindjet MindManager, iThoughts, MindNode, iMindMap.
- Tables: CSV.

Curio can also export collections in those same formats. Collection import and export conversions are discussed in greater detail in that collection's section later in this documentation.

## File

A standard Mac open panel will appear allowing you to select a file to insert into your idea space. Use the popup at the bottom of the dialog to specify whether Curio should:

- Copy and embed the selected files into your project,
- Store aliases to the selected files in your project,
- Move and embed the selected files into your project.

As mentioned below, you can also simply drag files from the Finder into an idea space, which will *copy and embed* by default. Hold `⌘` while dragging to *store an alias*. Hold `⌘` while dragging to *move and embed*.

## Insert Menu

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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.

## Insert Other Content

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### From the Finder

You can drag files from the Finder or your Desktop directly to your Curio idea space.

By default Curio **copies the file and embeds it** within your project's internal asset library. Then appropriate asset figures are created on the idea space itself, like an image asset figure if you drag in an image file.

If you hold `⌘` (Command) down while dragging you will **move the file** into your project, therefore removing the file from its original location.

If you hold down the `⌘` (Option) key while dragging then Curio will **create an alias** to the original file. When you later double-click the file to open it on the idea space you will be opening the original file, not an embedded copy. You can always convert aliases to embedded files at a future date using the Info inspector.

If the dragged-in file has a `csv` extension Curio will ask if it should be converted into a native Curio table. If the extension is `opml`, Curio can convert it to a list or mind map. For Curio Standard and Professional customers, if the extension is `md` or `markdo`wn, Curio can handle it as a markdown insert. If the extension is a popular mind mapping file format then Curio can convert it into a mind map. More details on supported mind map import files are in the mind map section of this manual.

## From Curiota

Curiota is a *free* companion app from Zengobi that opens up even more productivity with Curio.

Curiota runs silently in the background, consumes very little memory, and has a minimal user interface: you just see a simple icon up in the menu bar. Click on that icon to create quick notes, or drag files and links to the icon to quickly add files.

Curiota also supports print services (so you can “print” to Curiota), works as an macOS Share extension, is accessible via your Services menu, and is easily scriptable.

All of the submitted notes and files are accessible and searchable using Curio’s Local library shelf, discussed below. More information about Curiota can be found at [www.zengobi.com/curiota](http://www.zengobi.com/curiota).

## From the Web

If you are running Safari or another web browser you can select images and text and drag them to your Curio idea space. In most cases, especially for Safari, Curio can determine where the selection came from so we can associate that web URL with the text or image. In the case of text, Curio will add an attribution line at the bottom of the text stating the source URL for the text.

For images, you can right-click on the image and choose Open URL with Browser to jump to its source location. If you drag in a YouTube or Vimeo video URL from the browser to your idea space, Curio will ask if an embedded video figure should be created for easy playback.

You can also drag in selections from Sleuth, Curio’s built-in internet research assistant, as it uses Safari’s same web rendering engine (WKWebView).

## From Mail

You can drag in a message from Mail to embed a copy of the message into your project. When you double-click the message it will be opened and viewed with Mail. Currently you can’t drag in multiple messages at the same time.

Generally what Curio receives is a file with an eml extension. If you are having problems with the mail client app that opens the message, say you’d like it to be Outlook for example, then drag a message to your Desktop, use the Finder to Get Info on it and make sure the Open With selection is set to your mail client. Click *Change All* so that all files with that extension are opened with the appropriate client app.

The IBM Notes email client is a bit odd so we have a workaround. First drag the mail message to your Desktop and a dialog will appear asking if you want the full file or a link. Choose a link which will create a inetloc file on your Desktop. Then hold down the Command key and drag that file into Curio which will move the item from your Desktop into your project.

## From Contacts

You can drag in people and other contacts from Contacts (or Lion's Address Book) to embed copies of the contact information into your project. When you double-click the contact it will be found and viewed within Contacts, if not found then Contacts will ask if you want to add it.

## From Calendar

You can drag in events from Calendar and copies of the event will be embedded into your Curio project.

Curio will maintain a link to the original event in Calendar, if possible. Double-click the Calendar event figure to open Calendar and display details about the event. If Calendar cannot find the event, it will offer to add it as a new event. This is useful if you want to share events with other users by sending your Curio project to them.

Note that Calendar entries are found via the event name. To ensure correct operation, entries in Calendar that are added to Curio should have unique event names. Once added to Curio you can rename the title of the figure Curio creates to anything you want, but the event in Calendar must keep its original name.

## From a LinkBack Application

You can paste content copied from any application that supports LinkBack, such as OmniGraffle, directly into your idea space. The content will be displayed in the idea space as it would appear in the other application and when you double-click the figure, Curio will automatically launch the other application to allow you to edit the content.

In the LinkBack-enabled application, copy the content you wish to add to an idea space. then, in Curio, choose Edit > Paste from the main menu to paste the content into the selected idea space of the active project.

The LinkBack data was passed in on the clipboard and is stored with the figure itself —there is no file to import or export.

A visual representation of the content will be added to the idea space. Double-click on the figure to launch the other application and edit the related-content. When you save your changes within the other application, they will automatically be reflected within your idea space.

## From an Equation/Formula Editor

In addition to Curio's [integrated equation editor](#) STANDARD PRO, there are many popular equation and formula editors that work quite well with Curio.



## Grapher

/Applications/Utilities/Grapher.app - Grapher is actually bundled with macOS and does a very good job creating equations as well as 2D and 3D graphs. Enter equations into the main formula area of the Grapher window. Use the Equation Palette (via the Window menu) to assist with this process, and choose Help > Grapher Help > Shortcuts to learn about their handy equation-entering keyboard shortcuts. Once you have entered your equation you can select the equation itself and copy it to the clipboard where it is stored as a PDF image. Paste that PDF image into Curio and you have a perfectly rendered equation which can be scaled to any size while maintaining full legibility. You can also graph your equation in Grapher, of course, and then copy that as PDF and place that into your Curio idea space, as well.

## LaTeXiT <https://www.chachatelier.fr/latexit/>

LaTeXiT uses the LaTeX engine to generate equations. Simply generate your equation in LaTeXiT and use Edit > Copy to copy it to the clipboard then paste it into Curio. The result is actually a PDF image so it resizes cleanly to any dimension. LaTeXiT supports LinkBack so you can double-click your equation in Curio to continue editing it in LaTeXiT and save the equation to automatically update its rendering within Curio. Note that drag-and-dropping the equation from LaTeXiT into Curio does not include the LinkBack information.

## MathType <https://www.dessci.com/en/products/mathtype/>

MathType can copy PDF renderings of the equation which can be pasted into Curio. The free MathType Lite can generate PNG images for pasting, although resizing isn't as clean as PDF.

# From OneNote

Curio can create lists and mind maps from lists copied in from Microsoft's popular OneNote product via Curio's Paste As > List and Paste As > Mind Map. To do this, Curio's parser carefully strips out OneNote's existing prefixes so you end up with just the list items themselves.

For example, if you copy a numbered list from OneNote that used with roman numerals surrounded by parentheses, like `(iii)`, then Curio's Paste As > List will now cleanly remove those prefixes so that Curio's list code can take over the enumeration.

## Supported OneNote List Prefix Format #1

**Examples:** `1., 1), (1), 1st, 1-`

**Rule:** An optional "(" then a 1 to 3 digit number then an optional "st", "nd", "rd", or "th", then an optional ")" or "." or "-" then whitespace.

## Supported OneNote List Prefix Format #2

**Examples:** `i., iv), (X), xxviii.`


**Rule:** An optional "(" then a 1 to 6 digit roman numeral then an optional ")" or "." then whitespace.

## Supported OneNote List Prefix Format #3

**Examples:** `a., b), (C), DD.`

**Rule:** An optional "(" then a 1 to 3 digit letter then an optional ")" or "." then whitespace.

## Supported OneNote List Prefix Format #4

**Examples:** 

**Rule:** A single punctuation then whitespace.

## From TaskPaper STANDARD PRO

There are a couple of ways to bring TaskPaper tasks into Curio.

### Import a TaskPaper File

Drag-and-drop a TaskPaper file directly into Curio Standard or Professional and it can be converted into a list or mind map, or simply inserted as a file asset figure, including any meta tags as mentioned in Importing Meta. In addition, any TaskPaper line entries that aren't tasks (that is, don't start with a -) will be considered as figure notes for the previous line item.

### Dragging in a TaskPaper Project Outline

In TaskPaper, drag a project line's dot (located on the left side of the project's title) directly into your Curio idea space to instantly create a Curio to-do list, akin to importing a TaskPaper file described above. You can optionally right-click on the list to turn it into a mind map, if you wish.

### Pasting a TaskPaper List

You can also do this via copy and paste. In TaskPaper, simply copy a list of task items then paste into Curio using Edit > Paste As > List. If a project line is copied then it will become the title of the resulting list, and task items will turn into Curio list items. Any meta tags will be handled automatically.

### OmniFocus Tip

OmniFocus supports TaskPaper integration so that means it plays well with Curio's new TaskPaper features as well!

Specifically, if you use OmniFocus's Copy as TaskPaper feature to copy a selection of tasks as TaskPaper tasks, then Curio will parse the @defer tag as an alternate to the usual @start tag.

### Exporting as TaskPaper

Note that Curio can export to TaskPaper as well! More details below.

## From OmniOutliner STANDARD PRO

Drag an OmniOutliner-generated OPML export file into your Curio idea space and it can be converted into a list or mind map figure.

### OmniOutliner Pro Super Powers

OmniOutliner Pro supports custom named columns and, when exported as OPML, those turn into data fields that Curio can import!

Curio will look for specifically named columns in that OPML export and convert that info into meta data.

- Curio also parses OmniOutliner's `_status="checked"` entry that indicates a checked figure.
- Each column name can be customized by clicking on its link below.
- Specified tags and resources must already exist in the project. They will not be automatically added.
- The default date format is the “short” format listed in System Preferences > Language & Region > Advanced > Dates, thus like 12/25/18 for US but 25/12/18 for Europe, but can be [customized](#). A time is optional, but the default time format is the 24-hour format like 15:45, but can be [customized](#) via Advanced Settings.
- Duration abbreviations for [year](#), [month](#), [week](#), [day](#), [hour](#), [minute](#) can also be customized via Advanced Settings.

Column Name	Values	Description
<a href="#">Progress</a>	A number from 0 to 100.	The figure's percent complete. As a note, if a node has children then Curio ignores its Progress value and instead rolls it up from the Progress values set to its child nodes.
<a href="#">Rating</a>	A number from 1 to 5.	The figure's rating value (number of stars).
<a href="#">Priority</a>	A number from 1 to 5.	The figure's priority value from 1 meaning urgent priority to 5 meaning very low priority.
<a href="#">Start</a>	A date with or without time value.	The figure's start date.
<a href="#">Due</a>	A date with or without time value.	The figure's due date.
<a href="#">Duration</a>	A duration string, like 2w.	The figure's duration.
<a href="#">Tags</a>	A comma separated list of tags.	The figure's tags. Tag name only or with tag set prefix: Like, Context.Home, detailed tasks.in flight.
<a href="#">Resources</a>	A comma separated list of resources.	The figure's resources. First or full name: george, steve jobs

## Insert from Library

Files stored in Library shelf can be dragged into your idea space, as well.

### Project Library

When dragging items in from the Project library, the result will be another asset figure instance of the dragged asset, that is the asset will only exist once in the project's internal library and your new asset figure will simply point to it.

## Local Library

When dragging items in from the Local library, the file is copied into your idea space. If you hold down the ⌘ (Command) key while dragging then the file will be moved into your idea space, therefore removed from its original location.

## Sleuth Library STANDARD PRO

Once you complete a search in the Sleuth library you may be able to drag the results, say an image or some text, into your idea space, depending on the site being searched.

## Evernote Library STANDARD PRO

When dragging items in from the Evernote cloud library, the file is downloaded and copied into your local asset library. If you hold down the ⌘ (Command) key while dragging then the file will moved into your idea space, therefore removed from the Evernote cloud. If you hold ⌥ (Option) while dragging then an alias to the Evernote note will be created such that double-click the alias will open the note within the Evernote Mac app.

# Meta Import STANDARD PRO

---

Special meta text tags are now parsed and extracted when:

- Importing markdown lists and tables via .markdown files or the Edit > Paste As Markdown > menu ([disable](#)).
- Pasting any type of non-markdown text as lists, mind maps, or tables via the Edit > Paste As > menu ([disable](#)).

While a meta tag can appear anywhere in the text, a space must prefix each @meta item!

For example, if you Edit > Paste As > List some text that looks like this:

Dev Tasks

Code product. @progress(75) @priority(1) @due(2018-02-28) @resources(George)

Meta Output	Values	Description
@progress(50)	A number from 0 to 100	The figure's percent complete.
@done	None	From TaskPaper, indicates the task is 100% complete ( <a href="#">enable</a> ).
@done(2018-04-25)	A date with or without a time value	The figure's done date.
@rating(3)	A number from 1 to 5	The figure's rating value (number of stars).
@priority(1)	A number from 1 to 5	The figure's priority value from 1 meaning urgent priority to 5 meaning very low priority.
@start(2018-04-15)	A date with or without a time value	The figure's start date (custom <a href="#">date</a> and <a href="#">time</a> format). Note that @defer is also supported as an alternate for OmniFocus support. The date determination is set to <i>manually specified</i> since you are specifying a specific date.
@due(2018-04-25 20:00)	A date with or without a time value	The figure's due date (same customizations). The date determination is set to manually specified since you are specifying a specific date.
@duration(2w)	A duration string	The figure's duration. Normally the duration is simply extracted out of the text and not used to set the duration value, since Curio usually uses the start and due dates to automatically determine durations. However you can <a href="#">enable durations</a> and the duration will be set for the figure. The abbreviations for <a href="#">year</a> , <a href="#">month</a> , <a href="#">week</a> , <a href="#">day</a> , <a href="#">hour</a> , <a href="#">minute</a> can all be customized.
@tags(Home, NextAction)	A comma separated list of tags	The figure's tags. You can specify a tag either with just its name (Home), and Curio will find it, or the tag set and the tag name (Context.Home). Curio ignores case when searching. Note that tags must already exist and will not be added dynamically. You can also enable tag parsing for @-signed tags like <a href="#">@Home @NextAction</a> or #-signed tags like <a href="#">#Home #NextAction</a> . However note that no spaces are allowed in a tag so you need to concatenate them together, like @DetailedTasks.InFlight.

Meta Output	Values	Description
@resources(George, Greg)	A comma separated list of resources	<p>The figure's resources. You can enter your resource names either with just first names or full names, with or without spaces or underscores, and Curio ignores case when searching, so all of these would work: george, george_browning, George Browning, GeorgeBrowning.</p> <p>Note that resources must already exist and will not be added dynamically. You can also enable tag parsing for @-signed tags like <a href="#">@George</a> <a href="#">@Greg</a>. However note that no spaces are allowed in a name so concatenate or use an underscore.</p>

## Spread PDF STANDARD PRO

Curio Standard and Professional have a special feature you can use with PDF assets called Spread PDF. If you have a multipage PDF file that you would like to spread across a single idea space or across multiple idea spaces, Curio makes it super simple. This feature is mainly used when taking notes alongside slides or annotating the slides in a PDF presentation.

You can spread a PDF across a single idea space. This is useful when spreading a short PDF or only the first few pages of a longer PDF to prepare it for spreading across multiple idea spaces.

You can also continue a spread across multiple idea spaces if you have an especially long PDF.

### Spread PDF Within This Idea Space

1. Create a new idea space or use an existing idea space.
2. Drag the PDF into the idea space.
3. Resize and position the PDF figure any way you wish. If you wish, create a text figure for text annotations and/or a list figure for key points or questions then place those next to the PDF with some placeholder text.
4. Select those figures then right-click on the selected figures and choose Spread PDF Within This Idea Space.
5. You can then enter in how many columns and rows of the pages you'd like to create, plus the spacing gap between those columns and rows.
6. Curio will duplicate the figures and spread them across then down the idea space, growing the idea space as necessary, where each PDF figure instance shows the subsequent page in the PDF document. After the process is completed you can move the figures around manually if you wish.

### Spread PDF Across Idea Spaces

1. Begin just like spreading a PDF file across a single idea space, as described above. Note that this idea space you create will be used as a template when creating the subsequent idea spaces. Any other figures that you add to this idea space will be replicated on all the other idea spaces.
2. Right-click on the idea space in the Organizer and choose Spread PDF Across Idea Spaces.
3. Curio will generate a copy of the idea space as many times as needed to show all the pages in the PDF.

# Instant Document Templates

---

You can insert new documents of any type from within an idea space using document templates. This comes in handy when you want to quickly expand upon some ideas in a new TextEdit document or perform some advanced drawing in a new Photoshop document.

## Create a New Instant Document in an Idea Space

1. Choose the document you wish to create from the Insert > Instant Document submenu.
2. A copy of the chosen template document is automatically embedded in your project and added to the current idea space. Simply double-click the document to launch it in its native application.

## Add Custom Entries to the Instant Document Menu

1. You first need to create a document that you wish to use as a template. Launch the appropriate application, such as Photoshop or Word, then create a new document and save it anywhere on your hard disk. The name of this file will be used as the template name later in step #3. Alternatively, if there's an existing document you wish to use as a template then you can skip this step.
2. Choose Insert > Instant Document > Add File as Instant Document from the main menu.
3. In the Open dialog, locate and select the document you wish to add as a template and click the Add button.
4. A copy of the document you selected is created in your Home directory's Library/Application Support/Curio/External Document Templates folder. The document's name is also added to the document templates submenu.
5. You can create multiple template documents of the same type, but make sure they have descriptive names so you can tell them apart in the document templates submenu.

## Remove Custom Entries from the Instant Document Menu

- Choose Insert > Instant Document > Remove Instant Document from the main menu, and then choose the template to remove and click Remove.

# Tools Palette

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In the toolbar you'll find a small palette of tools, appropriately labeled "Tools". This palette contains the toolbar you'll use to manipulate figures on the idea space and easily create a few new items as well.

## The Select Tool

The select button looks like a standard mouse pointer. This is the default tool and is automatically chosen if you press the Escape key on your keyboard.

With the select tool you can click on figures and select them for modification.

## Selecting a Figure

- With the Select tool active simply click on a figure. A glow will appear around the figure and resizing handles will appear on the figure if appropriate.



## Selecting Multiple Figures

1. Generally you can hold down the ⌘ (Command) key while selecting items.
2. If you have a collection with a series of items, like the siblings in a list or mind map, then you can select one then hold Shift and select another and you will select the range between the first and last selected item.

## Drag Selecting Figures

- Normally when you drag out a region with the select tool Curio will select both figures and any sketches you made with the brushes or pens. However, if you hold the ⌥ (Option) key then only figures will be selected. Hold both ⌘ (Command) and ⌥ (Option) and then only sketches will be selected in the resulting region.

## Insert a New Text Figure Using the Select Tool

- Double-click anywhere in the idea space to create an automatically sized text figure, or double-click-drag the mouse to define a specific width for the new figure. Press Escape when you're done editing the text figure.

## Edit an Existing Text Figure Using the Select Tool

- Double-click on the text figure to begin editing. Press Escape when you're done editing the text figure.

# The Text Tool

In the toolbar you'll find a small palette of tools, appropriately labeled "Tools". This palette contains the toolbar you'll use to manipulate figures on the idea space and easily create a few new items as well.

The text tool button looks like a little 'A'. You can press the T key on your keyboard to quickly choose this tool.

While the Select tool can be used to edit figure, if you plan to edit lots of text figures using the text tool may be more convenient as you only need to click once to create and edit text figures.

## Session Styles

If, after clicking the text tool but before clicking on the idea space, you change any text attributes using the various inspectors then those attributes will be stored in-memory as the session style for the text tool.

For example, click the text tool then use the inspector to make the text bold with a red color. Then when you click on the idea space you'll create a new bold-red text figure. Later, when you use the text tool again, you can create another bold-red text figure.

These style changes are just for the current session of Curio, they aren't stored to disk. To make permanent styles you should use Curio's figure style feature.

## Insert a New Text Figure Using the Text Tool

- Click anywhere in the idea space to create an automatically sized text figure, or click and drag the mouse to define a specific width for the new figure.

## Edit an Existing Text Figure Using the Text Tool

- Click on the text figure to begin editing. Press Escape when you're done editing the text figure or click on another to begin editing that figure.

# The Line Tool

The line tool button looks like an angled line. Click and hold on the line tool button to bring up a quick list of common lines including nondirectional, unidirectional, and bidirectional. You can press the L key on your keyboard to quickly choose the line tool; repeatedly press L to cycle through the line choices.

Use the line tool to go into a line drawing mode useful when drawing lots of lines, for example when connecting several figures together with the sticky lines feature.

## Drawing a Line

1. Click on the Line tool in the toolbar.
2. Change any attributes such as color or arrowhead shape that you wish to make the default for this line using the Shape inspector, discussed below.
3. Click and drag an area on the idea space to draw the line.
4. Repeat step 3 to draw multiple lines using the same style.

## Drawing a Multipoint Line

1. Draw a line as described above, however, before you release the mouse button hold down the  $\text{⌘}$  (Option) key. When you release the mouse you'll find that you've dropped a midpoint and now you're placing a new endpoint. Continue holding down Option to keep dropping midpoints as you release the mouse. If you're done, just release the Option key before you drop your last point.
2. Repeat step 1 to draw multiple multipoint lines using the same style.

## Adding and Removing Midpoints

- Right-click on a line to quickly add a midpoint at the given click location. Right-click on a midpoint to remove it.

## Styling a Line

1. Use the Shape inspector to change the pen color (aka border color) and pen pattern.
2. Use the Line inspector with more options specific to lines such as scaling, and head and tail arrowheads.
3. Right-clicking on a line allows you to quickly change multipoint lines between straight, curved, and orthogonal line styles.

## Sticky Lines

1. Make sure Sticky Lines is checked in the Arrange menu. If not, select it to enable the sticky lines feature.
2. Drag the endpoint or midpoint on the line.

3. As you hover that point over another figure, the figure will glow. The glow determines how the line will stick:

**1. Closest Connection Point**

If you hover the point near the edge of the figure, you'll see the figure glow purple and the connection points for that figure will be displayed along the edges. Releasing the mouse will dynamically connect the line to the closest connection point even if the figure is rotated or moved.

**2. Specific Connection Point**

Hover over a specific connection point to stick it directly to that point even if the figure is rotated or moved.

**3. Towards the Center**

If you hover the point closer to the center of the figure, it will glow green indicating that the line will be connected against the edge of the figure pointing towards the figure's center.

**4. Specific Position**

If you press the Command key while hovering the point over the figure, it will glow orange and you can connect the line to a specific position on the figure. Note the position will scale appropriately if the figure itself is scaled. Also note that if you stick a line to a position on another line it will also scale if the line is scaled.

**5. Non-Sticky Point**

If you press the Control key the figure will stop glowing and the line will not stick to the figure at all. The Control key temporarily disables the sticky feature.

4. As described above for multipoint lines, if you also hold down the  $\surd$  (Option) key during the creation of a new line then you can create a multipoint line on-the-fly where any of the points on that line can be stuck to other figures using the normal sticky techniques. Note this Option key trick only works when dragging out brand new lines, not editing existing lines.

## Adding a Label to a Line

1. Double-click on a line figure to create one or more text figures which can act as line labels. These text figures are just like regular Curio text figures, thus they support the same formatting features, but they are stuck to the line.
2. You can slide a text figure up and down along the line using the mouse or the arrow keys to reposition it. Using the arrow keys on the keyboard is generally more accurate especially for curved lines. You can also hold Shift while pressing the arrow keys to move the label in larger steps.
3. To remove the label, select it and press the Delete key.

## The Shapes Tool

The shape tool button looks a geometric shape. You can press the F key on your keyboard to quickly choose this tool.

With the shape tool you can easily create figures such as rectangles, rounded rectangles, circles, octagons, hexagons, trapezoids, brackets, vertical brackets, triangles, diamonds, semicircles, ovals, underline, speech bubbles, and clouds.

Using the shape inspector you can always change a shape to any other geometric figure, as we'll detail in the sections ahead.

The shape tool on the toolbar has an arrow located in the lower right portion of the button. When you click and hold the mouse on the button a menu displays the list of predefined shapes you can choose. Once you choose a shape, your choice is reflected by the button's image. Simply clicking the button will reselect the displayed shape.

## Adding Text

You can add text to a shape simply by double-clicking it. Note that these figures are considered freeform shapes where you control the width and height. Therefore text can be clipped if the figure dimensions are not large enough. Any contained text is centered both horizontally and vertically within the shape. You can toggle off the freeform sizing using the figure's right-click context menu or the the Paragraph inspector.

## Additional Shapes

As you'll learn more about later, the shape inspector allows you to modify a corners attribute of the figure. For a rectangle, this turns it into a rounded rectangle. But for other shapes the change may be more dramatic. More details later when we discuss the shape inspector.

## Drawing a Shape

1. Click on the Shape tool in the toolbar (hold the button down to display a popup menu of shape choices).
2. Change any style attributes that you wish to make the default for this shape using the Shape inspector.
3. Click and drag an area on the idea space to draw the shape.
4. Repeat step 3 to draw multiple shapes using the same style.

## The Scribble Tools STANDARD PRO

These brush and pen tools are covered in greater detail in the section on Scribbles.

# Working with Figures

---

## Select One or More Figures

- Using the Select tool, click on a figure. Select additional figures by holding ⌘ (Command) or use the Shift key to select a range of figures in a collection. Or use the Edit > Select All menu item to select all figures on the idea space or within the active collection figure.

## Adjust a Figure Location

1. Simply drag the figure using the mouse to the new location on the idea space.
2. Or use the arrow keys to move figures around. Hold Shift to move in greater increments. If an idea space grid is active then the figures will move based on the grid spacing.
3. Or use the Geometry inspector to set a specific value.

## Adjust a Figure Size

1. Drag on the handles that appear around the border of a selected figure.
2. Or use the Geometric inspector to set a specific height or width.
3. If a scaled image figure then you can press the N key or click the Natural Size in the Geometry inspector to reset the image to its unscaled size.
4. If an image figure then by default resizing is proportional. This can be toggled in the Geometry inspector or by holding down the Shift key while resizing.

## Rotation

1. Hold ⌘ (Command) while dragging a resize handle to rotate the figure.
2. Or, to quickly rotate a figure in 45° increments, simply press the R key (hold down the Shift key to rotate the figure in a clockwise direction).
3. To quickly set the rotation angle of a figure to 0°, press the Z key.
4. You can exert more control over the exact rotation angle and rotate multiple figures at once by using the controls of the Geometry Inspector.

## Image Flipping

1. Select an image figure.
2. In the Geometry inspector, in the Arrange panel, click the “Flip Horizontal” or “Flip Vertical” button.

## Moving a Figure in Front to Back Ordering

1. Select the figure.
2. Choose Arrange > Send Backward or Arrange > Bring Forward to move a figure one position closer to the front or back of the stack. Choose Arrange > Send to Back or Arrange > Bring to Front to move a figure to the very bottom or top of the stack. Toolbar buttons are also available for this via Customize Toolbar.

## Grouping and Ungrouping Figures

1. Select the figures you wish to group.
2. Choose Arrange > Group from the main menu.
3. To ungroup figures, select the group and choose Arrange > Ungroup from the main menu.

## Locking and Unlocking Figures

1. Select the figures you wish to lock.
2. Choose Arrange > Lock from the main menu. This will lock both the content and position by default.
3. Alternatively, you could choose a subitem — Content or Position — to lock just one of those attributes.
4. When a figure with any lock attribute is selected it will have a thin, gray glow. If only the text content is locked, it will show selection handles as well, since the figure can still be moved and resized.
5. To unlock a figure choose Arrange > Unlock to remove all lock restrictions.

## Using Snap Guides

- Choose Arrange > Show Snap Guides from the main menu. You can toggle the appearance of edge and center snap guides independently by choosing Arrange > Edge Snap and Arrange > Center Snap from the main menu.

## Align Figures

1. Select the figures you wish to align.
2. Choose one of the alignment options from the Arrange > Align submenu, or use the buttons in the Geometry inspector.
3. If only a single figure is selected then it will be aligned within the idea space itself.

## Distribute Figures

1. Select the figures you wish to distribute.
2. Choose one of the distribution options from the Arrange > Distribute submenu, or use the buttons in the Geometry inspector.

# Text Figures

---

## Create a Text Figure

1. With the Select tool, double-click anywhere in the idea space to create an automatically sized text figure, or double-click-drag the mouse to define a specific width for the new figure.
2. Or, with the Text tool, single click anywhere in the idea space to create an automatically sized text figure, or click-drag the mouse to define a specific width for the new figure.

## Style a Text Figure

1. Using the controls on the inspector bar or inspector shelf to style your figure.
2. You can also set options such as enabling a minimum height or freeform sizing.

## Stop Editing a Text Figure

- Press Escape or click on the Select tool when you're done editing the text figure.

## Access the macOS Ruler

- While editing text figures you can use the standard macOS ruler for additional options. Toggle the ruler visibility using the View > Show Ruler menu item. The ruler includes tab stops and controls for text styles, alignment, spacing, and simple text lists.

# Markdown STANDARD PRO

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Curio's standard text figures support a number of markdown syntax elements. While editing the text figure you will see the raw markdown syntax, but when you finish editing Curio will render it on the fly.

This rendering feature is enabled if the markdown button on the inspector bar or text inspector panel is enabled. If disabled, then no markdown rendering will occur.

## Automatic Markdown Detection

Beginning in Curio 15, Curio will automatically detect markdown syntax when you finish editing a text figure or paste text as a new figure and enable the markdown rendering property automatically.

If a specific figure shouldn't be rendered as markdown you can manually turn off markdown rendering for that figure by toggling the markdown button in the inspector bar.


Alternatively, you can turn off automatic markdown detection entirely via the Edit > Automatic Markdown Detection menu item or its corresponding [advanced preference](#).

## Mixing Markdown and Rich Text

Within a text figure you can mix markdown syntax with normal attributed text. The latter comes in handy when you'd like to use attributes not supported by markdown, such as text and background coloring.

# Rich Text Syntax

Curio supports on-the-fly rendering of the following markdown rich text syntax:

Attribute	Example	Markdown Rendering Enabled
Italic	<code>*italic*</code> or <code>_italic_</code>	<i>italic</i> or <i>italic</i>
Bold	<code>**bold**</code>	<b>bold</b>
Bold and Italic	<code>***bold and italic***</code> or <code>___bold and italic___</code>	<b><i>bold and italic</i></b>
Underline	<code>__underline__</code>	<u>underline</u>
Strikethrough	<code>~~strikethrough~~</code>	<del>strikethrough</del>
Highlight	<code>==highlight==</code> or <code>^^highlight^^</code> or <code>::highlight::</code>	highlight
Monospace	<code>`monospace`</code>	<code>monospace</code>
Inline Links	Visit [Zengobi](https://www.zengobi.com)!	Visit <a href="https://www.zengobi.com">Zengobi</a> !
Images	![Curiota icon](https://www.zengobi.com/images/curiota32x32.png)	
Headers	# header 1	header 1
	## header 2	header 2
	### header 3	header 3
	#### header 4	header 4
	##### header 5	header 5
	##### header 6	header 6

## Escaping Markdown

The backslash character can be used to escape text so it won't be interpreted as markdown syntax. So, for example, `\*this will not be in italics\*`.

## Markdown Emoji

While editing a markdown text figure, you can type in over 800 markdown emoji cheat codes, such as `:laughing:` and `:heart_eyes_c` and many of the others published at the [Emoji Cheat Sheet](#) they'll be converted into the appropriate emoji character, like 😂 and 🥰 when you finish editing.

Helpfully Curio will show you an autocomplete popover as you start typing. For example type `:s` and the popover will show all the markdown emojis codes that start with `s`, type an `m` after, so you've typed `:sm`, and you'll see options like `smile` and `smiley_cat`. Use the arrow keys to choose one and press Return and the word is autocompleted for you and the ending `:` appended if necessary.

## Markdown Images

Curio supports markdown's image syntax like this:

```
![Curiota icon](https://www.zengobi.com/images/curiota32x32.png)
```

When you finish editing your markdown, the specified image references are rendered into the resulting rich text figure that appears on the idea space.

### Mac App Store Restriction

Only secure `https` links are supported for images as insecure `http` links are not allowed.

## Image Size

While there isn't an official standard method for overriding an image's size in markdown, Curio supports this popular syntax:

- `![title|20x50](image.png)` = size the image to 20x50
- `![title|20](image.png)` = proportionally size the image to a 20 pixel width
- `![title|x50](image.png)` = proportionally size the image to a 50 pixel height

The following is an incomplete list of other markdown image size syntaxes that some markdown renderers support. **Curio doesn't support these other syntaxes** but we're always welcome to feedback:

- `![title](image.png =20x50)`
- `![title](image.png |20x50)`
- `![title](image.png){width=20 height=50}`
- `![title](image.png){: width=20 height=50}`
- `![title](image.png){: style="width:20px;height:50px;"}`

## Image Retrieval

It is important to note that a text figure's markdown syntax is parsed and rendered *dynamically* by Curio when it loads an idea space or when the text content is changed. Any referenced markdown images are retrieved during rendering, as there are *no embedded images* within the text figure.

This retrieval is a synchronous action, with a [15 second timeout](#), as it could impact the layout of other figures on the idea space, and needs to be completed before exporting, printing, or presenting, as well. You can [remove the timeout](#) to wait indefinitely, or set a [negative timeout](#) if you don't want it to retrieve any images.

Curio uses a standard shared [URLCache](#) configured with a [10MB memory cache](#) and [50MB disk cache](#) to minimize repeated downloads from the internet. For markdown image retrieval Curio uses the [default caching policy](#), thus paying attention to HTTP caching and expiry headers from the server, although there are [other options](#) which you can [set](#). You can [enable logging](#) to learn more.



If you wish to statically store an embedded image into a Curio text figure, instead of dynamically retrieving it via a markdown image URL, then it would be better to simply copy the image from a browser page or elsewhere and then paste it into text figure, permanently embedding it within the stored rich text.

## Markdown Lists

Curio text figures support inline markdown lists, like these:

```
#### Simple
- Flight tickets
  - Are we on Southwest this time?
- Hotel confirmation number
  - `83729293`
- Don't forget *passports*!

#### A Mixed List
1. Pack bags
  1. Get new swimsuit
  1. Sunscreen
1. Reserve rental car
  * Ask Dan for suggestions
  * Get a convertible!
1. Put newspaper and mail on hold.
```

And here are the results when rendered:

### Simple

- Flight tickets
  - Are we on Southwest this time?
- Hotel confirmation number
  - `83729293`
- Don't forget *passports*!

### A Mixed List

1. Pack bags
  1. Get new swimsuit
  2. Sunscreen
2. Reserve rental car
  - Ask Dan for suggestions
  - Get a convertible!
3. Put newspaper and mail on hold.

## Markdown Block Quotes

Markdown formatted block quotes using the greater than sign (“>”) is also supported.

```
> Stay hungry, stay foolish.
```

And here are the results when rendered:

Stay hungry, stay foolish.

## Master Style Customization PRO

If you have Curio Professional you can customize the style of block quotes via these entries in Format > Edit Master Markdown Style:

```
> = font-color:#338888; font-italic:1; first-line-head-indent:36; head-indent:36; tail-indent:-36;
```

## Limitations

Curio's blockquote styling has some limitations compared to HTML/CSS renderers due to its reliance on the Mac's internal rich text framework. For instance, the rich text system doesn't support a left or right border. Also we've been unable to figure out a way of supporting text which is both indented *and* background colored. The text system doesn't want to color the first indent so the result looks odd.

## Markdown Code Blocks

Using a 3-backtick code fence you can define code blocks:

```
...
// Hello world!
import Swift
print("Hello world!")
...
```

And here are the results when rendered:

```
// Hello world!
import Swift
print("Hello world!")
```

## Text Figure Markdown Limitations

1. Curio's text figures cannot render inline markdown tables. However, as detailed below, Curio can import a markdown table directly into a native Curio table collection figure, and when exporting, markdown for Curio's native tables will be generated automatically.
2. Curio's link parsing cannot handle URL's with parentheses, as those are nested within markdown's link syntax parentheses.
  - This is a complex problem to resolve as inner parens may not be paired - that is, you could have an uneven number of left vs. right parens - and regex parsers can't handle this very easily. A workaround is to escape the left and right parenthesis with %28 and %29, respectively. Thus instead of this markdown:

```
[Set] (https://en.wikipedia.org/wiki/Set_(mathematics))
```

You would do this instead:

```
[Set] (https://en.wikipedia.org/wiki/Set_%28mathematics%29)
```

**Note**

Please note that Curio's text figures are not meant to be a replacement for a full-featured markdown editor like [Marked](#) and [MultiMarkdown Composer](#). Those apps can convert much more complex markdown into HTML, apply customizable CSS style sheets, and render the results in a web view, as opposed to a text view.

## Text Figure Attachments

---

You can attach a file to a text figure which can be useful in a number of situations, such as associating a Microsoft Excel document file with a mind map text node.

If the file attachment is an image file type, then the resulting attachment will be displayed as a preview image, otherwise for other file types a thumbnail icon will be displayed for the attachment image. The size of the image or icon is controlled using the Icon Size slider in the Shape inspector popover's Options tab.

As with preview captions, the attachment is an actual component of the text figure, not a trick using a grouped figure. This feature is particularly useful in mind maps where an attachment can be associated with an existing node in the mind map instead of added as a separate child node.

### Attach an External File Located on Your Hard Disk to a Text Figure

- Right-click on a text figure and choose Attach File then choose a file from anywhere on your hard disk in the dialog that appears. This file can be copied or moved into the project as an embedded asset or referenced as an alias.

### Attach an Image from Outside of Curio to a Text Figure

1. Copy an image from outside of Curio, perhaps from Safari for example.
2. Right-click on a text figure and choose Paste As > Attachment For Selected Text Figure. The image will be added as a new asset to your project and will be displayed as an attachment for the text figure.

### Attach a Existing Asset to a Text Figure

1. Select an existing asset figure on an idea space or an asset in the Library and copy it to the clipboard.
2. Right-click on a text figure and choose Paste As > Attachment For Selected Text Figure. Here the attachment will simply reference the same underlying asset.

### Change the Size of the Attachment Icon

- Use the icon size slider in the Display panel of the shape popover inspector.

### Remove a Text Figure Attachment

- Right-click on a text figure and choose Remove Attachment.

## Multimedia Figures

---

You can play back videos, music, and sounds directly within an idea space.

## Playing a Video or Audio Multimedia Figure

1. Double-click the figure to begin playback, or click the Play button on the media bar.
2. To stop playback, click the Stop button on the media bar.

## Media Controls

When you click on a multimedia figure notice media controls appear on the right side of the inspector bar next to the navigator controls.

These media controls can be used to control playback of the multimedia figure with common operations like play, pause, fast forward, and rewind. If you need more control of the playback then right-click and choose Open With Finder to open the media file in QuickTime Player.

### Action Button

The media controls includes an action button with additional functionality in its popup menu:

- **Start Time.** ↵  
During playback of a movie or audio file, pause the playback then, if necessary, use the time scrubber (or arrow keys) in the media player's overlay controls to find a precise moment. Then set the current time as the new starting time for the media file.
- **Stop Time.** ↵  
Similarly you can specify a stop time for the movie or sound file.
- **Loop.** ↵  
You can specify that the media playback continuously loops during playback.
- **Poster Frame.** ↵  
You can set a new poster frame for a movie, which is displayed before the movie begins playing.
- **Copy Frame.** ↵  
Grab the current frame of a movie as an image for pasting within your idea space or elsewhere.

## During Playback

If the media asset figure is rotated, then it will automatically change to a 0° angle of rotation for playback, then return to its original rotation angle when playing stops.

## Inline Movie Controls

Inline movie controls appear briefly on top of the media playback when it first starts and if you move the mouse over it. You can use these controls to scrub to a specific location.

## Web Figures

Curio supports simple weblink figures, which launch to your browser, as well as full web views so you can surf within Curio itself.

## Weblink Figures

Drag a weblink from your browser's location bar directly to an idea space to create a weblink figure.

By default it is displayed with the website's icon and title.

### Content Menu Options

Right-click on the weblink figure and you some special options:

- **Covert to Web View**

You can convert the weblink figure to a live web view of the site. More details below.

- **Open URL in Browser**

You can choose to open the weblink your default browser. This might be handy if you need a full, large browser experience for a specific site.

- **Grab Web Archive**

For customers on macOS Big Sur or above, you can download the contents of the weblink as a paginated PDF, a PDF image, or a web archive (which can be opened with Safari). Curio is unable to grab a web archive for sites that require a user name and password entered via popup dialog. Also note that Curio from the Mac App Store doesn't support remote, insecure `http` web links when retrieving web archives.

## Web View Figures

If a weblink figure is displayed as a web view then Curio will construct a live web browser embedded within the idea space render the web content and permit browsing. If a web view figure is selected, the inspector bar displays the appropriate web browsing controls.

Note: The following is for web view figures that exist on an idea space. If you drag a URL to the Organizer then the browsing tools on the inspector bar are always available as the web view completely fills the content area of the Curio window. For more information, see the section on Organizer Documents.

### Deactivated state

Normally the web view displays a slightly faded preview of the web URL so you realize that it's not a live connection to the web site. The preview was generated and stored the last time you surfed to that location.

When in this mode it acts as a normal figure where it can be easily moved, resized, and various figure attributes can be changed in the inspectors.

### Activated state

After clicking the *Start Browsing* button or by double-clicking the web view, the web view is activated and the view is rendered live. You can now interact with the web site by clicking, dragging, and typing within the web view.

You are able to browse around within the live web view and even surf to different locations. However, the default URL associated with the web view will stay as-is unless you click the *Save URL* button in the inspector bar.

Click *Stop Browsing* when you are done. This will happen automatically if you go to another idea space or close the project.

## Resizing and Moving

You can resize the resulting embedded web view by dragging on the figure's selection handles. The figure will resize proportionally maintaining the video's aspect ratio.

Since clicks within the web view bounds are processed by the embedded web content, it's a bit tricky to move the figure, so here are some tips:

- You can move the web view if you click and drag on the very edge of the frame, or
- First click *Stop Browsing* in the inspector bar, which deactivates the embedded web view control, and then you can click and drag from anywhere in the figure bounds. Click *Start Browsing* or double-click the figure to activate the web view control again.

## Notes

- You can right-click on the web view and choose Open URL in Browser to launch the URL in your default web browsing application.

### Mac App Store Restriction

Remote, insecure `http` connections are not supported in embedded web view figures, as Organizer documents, as Sleuth sites, or during web archive or favicon retrieval. However, you can create insecure `http` web link figures and figure actions, which will open in your default browser.

# PDF Figures

When you drag a PDF file to your idea space Curio will construct a PDFView to render the PDF and permit annotation. If a PDF figure is selected, the inspector bar displays the appropriate PDF navigation and annotation controls.

Note: The following is for PDF figures that exist on an idea space. If you drag a PDF to the Organizer then the annotation tools on the inspector bar are always available as the PDF completely fills the content area of the Curio window. For more information, see the section on Organizer Documents in this user manual.

## Deactivated State

Normally the PDFView displays the contents of the PDF but the annotation tools in the inspector bar are not enabled. When in this mode it acts as a normal figure where it can be easily moved, resized, and various figure attributes can be changed in the inspectors.

## Activated State

After clicking the *Start Annotating* button (or Option-double-clicking) the PDFView is activated and the annotation controls become available in the inspector bar. By carefully grabbing the border area the PDFView can still be moved and resized. However, you can now interact with the PDF by clicking and dragging within the PDFView.

Click *Stop Annotating* or press the Escape key when you are done annotating the page and the updated PDF will be saved to disk.

## Annotation Tools

Select text within the PDF and use the annotation tools in the inspector to apply highlighting colors, strikethrough, or underline.

Only the PDF annotation tools on the inspector bar can create annotations that are embedded within the PDF itself. Anything you create on top of or around the PDF figure using any other Curio features — such as text figures, images, scribbles, lists, mind maps, etc. — are not stored within the PDF and only exist on the idea space.

If you need more annotation tools than what Curio offers you can double-click on the PDF figure to launch the PDF file in your default PDF viewing application. After annotations are made, returning back to Curio will cause the PDF to refresh itself on the idea space to reveal those new annotations.

## Resizing and Moving

You can resize the resulting embedded PDFView by dragging on the figure's selection handles. The figure will resize proportionally maintaining the video's aspect ratio.

Since clicks within the PDF view bounds are processed by the embedded PDFView, it's a bit tricky to move the figure, so here are some tips:

- You can move the PDF view if you click and drag on the very edge of the frame, or
- First click *Stop Annotating* in the inspector bar, which deactivates the embedded PDFView control, and then you can click and drag from anywhere in the figure bounds. Click *Start Annotating* or double-click the figure to activate the PDF view control again.

# Equation Figures STANDARD PRO

Curio Professional and Standard customers can create and edit equations using LaTeX, AsciiMath, or MathML syntax. Previews are instantly rendered as you type your equation. The final high quality and scalable PDF rendering occurs instantly on macOS Big Sur or above. If running on older macOS releases the final PDF rendering occurs in just a few seconds via a secure process running on Zengobi's server.

## Inserting an Equation

To insert an equation into the current idea space:

- Choose the Insert > Equation menu item (⌘E).
- Or click the Insert toolbar button then choose the Equation item.

The equation editor will then appear for you to enter your new equation. As you type, the preview area instantly updates with a quick rendering of your equation. Use the Help button in the equation editor to see examples and browse references.

## Supported Syntaxes

Curio renders your typed equations using MathJax, the de facto standard in web-based equation typesetting for mathematics, science, and engineering. MathJax allows you to type that in one of three standard equation syntaxes:

- **LaTeX**

```
x=\frac{-b\pm\sqrt{b^2-4ac}}{2a}
```

- **AsciiMath**

```
x=-b+- sqrt(b^2-4ac)/(2a)
```

- **MathML**

```
<math ...</math>
```

Of the three, LaTeX is the most popular by far and MathML is the most verbose.

## Delimiters

Curio will assume an entered equation is LaTeX unless it finds one of the following in your typed equation:

- `$$`

Thus it assumes a LaTeX (technically TeX) equation of the format `$$ ... $$`

- `\[` or `\(`

Thus it assumes a LaTeX equation of the format `\[ ... \]` or `\( ... \)`

- ```

Thus it assumes an AsciiMath equation of the format `` ... ``

- `<math`

Thus it assumes a MathML equation of the format `<math ... </math>`

## Inline Equations

To enter an inline equation use the newer `\( ... \)` syntax like this:

```
When \((a \neq 0)\), there are two solutions to \((ax^2 + bc + c = 0)\) and they are ...
```

## Final Rendering

When you click to insert or update the equation on your idea space the equation is instantly rendered in PDF form on macOS Big Sur or above.



## Remote Rendering

Otherwise, for customers on older macOS releases, the equation is quickly and securely broadcast to a complimentary service running on Zengobi's server to perform the final PDF rendering and then inserted into your idea space. Some key points about this procedure:

- This requires a connection to the Internet.
- This is generally very fast, like 1 or 2 seconds, although depends on your connection speed, equation complexity, etc.
- All communication occurs over a secure, encrypted https connection.
- After processing your equation is not stored on the server.

## Editing an Equation

Simply double-click your equation on the idea space to bring it back into the equation editor. Then click the Update button when you finish your changes.

## Help with Equations

Click the help button in the equation editor window to see the popup menu displayed here. It includes several examples in LaTeX, AsciiMath, and MathML form, and includes links to several useful websites for more information.

## Table of Contents Figure STANDARD PRO

---

Curio Professional and Standard customers can now insert a Table of Contents as a native Curio list or mind map collection. This collection is dynamically generated and dynamically updates if changes are made to your project's Organizer hierarchy.

### Dynamic Content

It's important to remember that the information in the Table of Contents is dynamic and not a static snapshot. If you modify any items within the Table of Contents or their expand/collapse states then this will be reset the next time it has to regenerate.

If you drag the idea space containing the Table of Contents to a different location in the Organizer it will regenerate itself based on its new placement. Similarly, a duplicate or copy/paste of the idea space containing the Table of Contents will regenerate based on its new placement.

Of course, the specified Table of Contents style will be kept between regenerations.

### Create a Table of Contents Figure

1. Insert a Table of Contents either via the Insert main menu or the Insert toolbar button.
2. A list or mind map collection is inserted into the current idea space and automatically populated. The collection is comprised of idea space link figures, displayed in icon mode, to all Organizer items after the idea space that contains the Table of Contents itself.
3. Clicking a link will jump to that idea space in your project. If you export your project as PDF, then clicking a link in the exported Table of Contents will jump to the appropriate page within the PDF.

## Managing the Contents of the Table of Contents

The hierarchy included in the Table of Contents is based on where its containing idea space is located in the Organizer:

1. If the next Organizer item after this idea space is a child, thus this idea space is a parent, then the Table of Contents is of those children, recursively. This option, in particular, is useful if you'd like to create multiple Table of Contents within the same project or section.
2. Else the Table of Contents is made up of the siblings that come after this idea space and the children of those siblings, recursively.

## Styling the Table of Contents

1. Table of Contents collection is made up of standard idea space link figures, displayed in icon mode. The containing list or mind map collection can be styled with any bundled or personal list or mind map style simply by choosing the style from the inspector style galleries.
2. You can also customize the collection then use Format > Set as Default Style to store that as the new default style. For example, choosing Format > Set as Default Style for List (Table of Contents) Figure will make it the new default for list Table of Contents.

## Updating the Table of Contents

1. The titles and previews of the idea space link figures which make up the Table of Contents will update automatically if changes are made to their destination idea spaces.
2. And, when the Table of Contents idea space is revisited, either manually or when exported or printed, the Table of Contents will automatically determine if it contains an out of date hierarchy and regenerate itself, if necessary.
3. You can also press the Regenerate button in the Table of Contents inspector to force a regeneration.

## Table of Contents Inspector

Select a Table of Contents then click its inspector icon in the inspector bar to change the following attributes.

- **Text Only Starting at Level**

By default, Curio includes previews until hierarchical level 3 when it switches to text only entries.

- **Collapse at Level**

By default, Curio automatically collapses the 2nd hierarchical level in the Table of Contents. If you'd like to see more, simply click a parent's expand widget to see those child items.

- **Include up to Level**

By default, Curio includes the first 3 hierarchical levels in the Table of Contents. For complex projects, reducing the number of levels can make generation faster. Note that Curio may throttle the specified value if a massive number of entries would be created, see below for more details.

The Table of Contents detects when it needs to be regenerated automatically, but you can click a button here to force a refresh.

## Idea Graphs

Sometimes you need more flexibility than a mind map. Fortunately Curio makes it incredibly easy to quickly create a flowchart or freeform graph of connected figures.

Create a text figure, hold ⌘ and click to a blank area on your idea space, and instantly a new text figure will be created at that location with an automatic sticky line between the previous and new text figures.

These automatically created lines are true Curio line figures so you can change the line color, dash pattern, width, and arrowheads using the inspector controls. You can also double-click on a line to add line labels, or right-click on a line and add one or more midpoints to make it a curved or orthogonal line.

## Create a New Figure Automatically Connected to a Selected Figure

1. Edit or select an existing figure.
2. Click on the idea space background while pressing one of the following modifier key combinations:
  - ⌘ (Command): directional line (one arrowhead, →)
  - ⌘⇧ (Command-Shift): bidirectional line (two arrowheads, ↔)
  - ⌘⌥ (Command-Option): nondirectional line (no arrowheads, —)
  - ⌘⌥⇧ (Command-Option-Shift): nondirectional dashed line (no arrowheads, - -)
3. A new figure will be created and joined to the currently selected figure with the appropriate line

## To Instantly Connect Two Existing Figures with a Line (Non-Collections Only)

1. Drag figure A on top of figure B and, while dragging, press and hold one of the following modifier key combinations:
  - ⌘ (Command): directional line (one arrowhead, →)
  - ⌘⇧ (Command-Shift): bidirectional line (two arrowheads, ↔)
  - ⌘⌥ (Command-Option): nondirectional line (no arrowheads, —)
  - ⌘⌥⇧ (Command-Option-Shift): nondirectional dashed line (no arrowheads, - -)
2. Release the mouse and figure A will move back to its original position and the appropriate line will be created connecting figure A to figure B.

## Collection Figures

Note that if the Select tool is active in the toolbar, and the currently selected item is a collection figure (such as a list, mind map, table, or index card), then the created connected figure will be that same type of collection. Using this technique you can quickly create a connected graph of index cards, for example.

However, if the Text tool is active instead then the created connected figure will always be a text figure. This way you can easily create a text figure connected to a collection.

# Linking Figures

Curio has several methods for linking figures together including jump actions, jump anchors, idea space links, hyperlinks, and references.

## Jump Actions

You can assign a jump action to a figure so that double-clicking that figure can navigate to a specific idea space or even a specific figure — even in another project! The figure will also get a little jump image adornment so it's clear that a jump action is associated with the item. You can use the Actions inspector to hide this adornment if you wish.

## Set a Jump Action for a Figure

1. Select your jump destination: either a target figure within an idea space or a target idea space within the Organizer.
2. Choose Edit > Copy from the main menu.
3. Select the figure(s) to which you wish to assign the jump action.
4. Choose Edit > Paste As > Jump Action to set the jump action.
5. If the figure is moved, Curio will still be able to find it and jump to its new location.

## Clear a Jump Action for a Figure

1. Remove a jump action by using the Actions inspector and click “Restore Default”.
2. This will remove the jump target action and allow the figure to operate like normally (that is, if an image figure double-clicking would open the image, etc).

## Jump Anchors

As an alternative to assigning a figure a jump action, you can use a jump anchor to jump to different locations. A jump anchor is a simple icon you can place anywhere on an idea space. When double-clicked the user will jump to the destination location.

### Add a Jump Anchor

1. Select your jump destination: either a target figure within an idea space or a target idea space within the Organizer.
2. Choose Edit > Copy from the main menu.
3. Go to the idea space where you want to place the anchor.
4. Choose Edit > Paste As > Jump Anchor from the main menu.
5. Curio will create a jump anchor figure. You can click and drag this figure anywhere. You can also copy & paste it, duplicate it, or change its attributes in the Inspector.

## Idea Space Link Figures

You can also create links between idea spaces even from different projects by adding an idea space link figure. When double-clicked the user will go to the destination idea space.

The new figure will display a preview of the represented idea space unless the represented idea space is the same as the idea space on which it was placed or is from a different Curio project. If the represented idea space is the same as the idea space on which it was placed, Curio will display a distinctive “you are here” icon. If the represented idea space is from a different Curio project, Curio will display a distinctive “external project” icon.

### Add an Idea Space Link Figure

1. Drag the idea space from the Organizer of a project window and drop it onto an idea space.
2. A new idea space link figure will be created with a preview of the represented idea space.
3. You can right-click on the resulting figure and choose “Show As Icon” then give the figure an appropriate title like “Click here to learn more”.
4. The icon or preview image will automatically update as the destination idea space changes.
5. When displayed as icon, the title automatically reflects the idea space’s title and dynamically updates if that title is changed. You are able to manually override the figure’s title with your own text if you wish and Curio won’t replace it. Later,

if you'd like it to reflect that actual idea space title again, simply remove all text from the figure's title and Curio will replace it.

## Hyperlinks

You can easily create hyperlinks to figures or idea spaces within a Curio project for use outside of Curio, for example in a browser web page or another application. These are of the form "curio://". If you have text selected within the selected text or PDF figure then the hyperlink will deep link to that selection. Similarly if you're playing back a video or audio figure then the hyperlink will deep link to that start location.

Clicking the resulting hyperlink, whether it's in Curio or another application, will tell Curio to jump to that project, that idea space, and that figure, then set the selection of that text figure or PDF figure, or start playing back the media at that location.

If the hyperlink is used within the same project then it's a relative link. Otherwise if used in another project or anywhere outside of Curio then the hyperlink encodes the path to the project within the link. This is done in such a way as to maximize Curio's ability to re-find the project even if you move your Projects folder or switch machines. However, if Curio can't find the project, it will ask you to locate it then store a prior path to new path mapping so it won't ask you for the new location in the future.

If you use a Curio hyperlink within the same project then it will store a relative hyperlink without project path information.

### Create a Hyperlink to an Idea Space or Figure

1. Select an idea space in the Organizer or figure within an idea space and choose Edit > Copy As > Hyperlink. You can also select a range of text within a text figure or PDF figure, or start playing an video or audio figure, and the link will deep link to that selection or playback location.
2. The hyperlink will be added to your clipboard.
3. Use it outside of Curio or even within Curio by selecting text and using the Format > Text > Add Link menu (⌘K). If you use it within a text figure in the same project then the project path is removed automatically turning it into relative link so it will work even if the project is moved or renamed.

### See All References to a Jump Destination

1. Right-click on the jump destination: either the target figure within an idea space or the target idea space within the Organizer.
2. In the context menu, look within the Jumps From submenu to see all originating source figures. These are listed by their name but they also include, parenthetically, the figure type, owning idea space title, and, if necessary, section path information.
3. Choose one of those referencing figures and you will promptly jump to that figure within the project.
4. Note these references won't include hyperlinks since those can be placed anywhere even outside of Curio.

## Deep Hyperlinks

Copy As > Hyperlink can actually encode deeper link information about the selected figure. Specifically:

- If you've selected a range of text in a text figure, or
- If you've selected a range of text on a page in a PDF figure, or
- If you're playing back a video or audio figure on the idea space,

... then when you choose Copy As > Hyperlink, the link will include those specific details.

Clicking the resulting hyperlink, whether it's in Curio or another application, will tell Curio to jump to that project, that idea space, and that figure, then set the selection of that text figure or PDF figure, or start playing back the media at that location.

## AppleScript

Hyperlinks created using our AppleScript interface will automatically pick up these deeper link details if the selected figure is being edited or played.

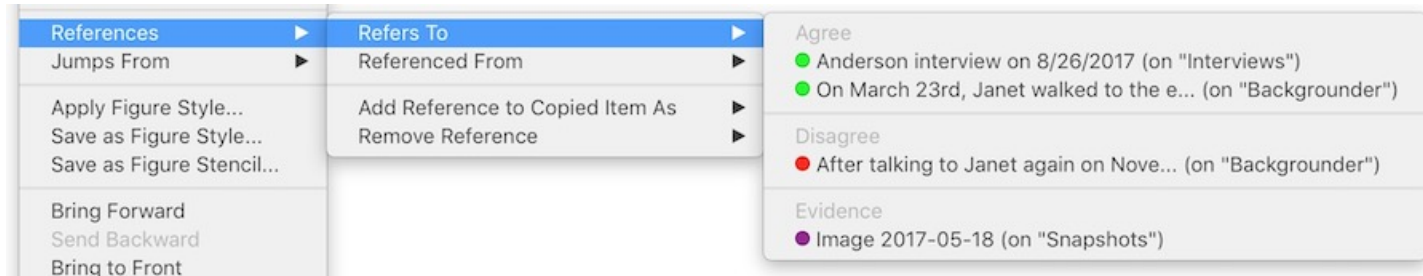
By default the popular Hook utility only creates “hooked” links to the current Curio project. If you'd like to create a true `curio://` hyperlink to a specific idea space or figure, or even a deep hyperlink into selected text in a text figure or PDF then you need to enable [Hook's Curio AppleScript integration](#).

## Reference Links PRO

Curio Professional customers can create cross references from Curio figures and Organizer items to other Curio figures, Organizer items, and even web sites using a sophisticated new feature we call references.

These reference connections can be of a specified type, such as a *Rebuttal* or *Evidence*, allowing you to create a number of typed connections between your Curio items, even if they're scattered throughout a project or in different projects.

Compared to regular jumps, a reference is much more advanced, where instead of a simple one-way jump, you can create multiple types of connections between figures and even Organizer items, creating a graph of typed connections.



## Sample Use Case

For example, say you're using Curio to take notes on a research paper detailing a lab experiment. You can use references to associate your text figures detailing your experiment, to various image figures located elsewhere in the project, with a *Experiment Snapshot* reference type. They may also link to other notes which describe the results of prior experiments via *Prior Data* reference type.

Then, at any time, you can view a figure's references, via the new *References* adornment or context menu item. It lists all figures this figure *refers* to so you can jump to them with just a click. If within the same project, you can even see all figures to point to it, thus are *referrals* to this figure. (Note that a remote reference in a different project can't see all the references that point to it.)

A single figure might have references to multiple figures such as two *Source* figures, three *Rebuttal* figures, and one *Example* figure. Likewise, a figure can have multiple figures that all point to it, such as a figure which is an *Agree* reference for some figures (thus a support for those statements), and *Disagree* reference for others (thus a counterargument).

## Reference Type Scopes

Using the inspector shelf, click the Project tab and then use the new Reference Types inspector panel to see all the available reference types.

### The Scope

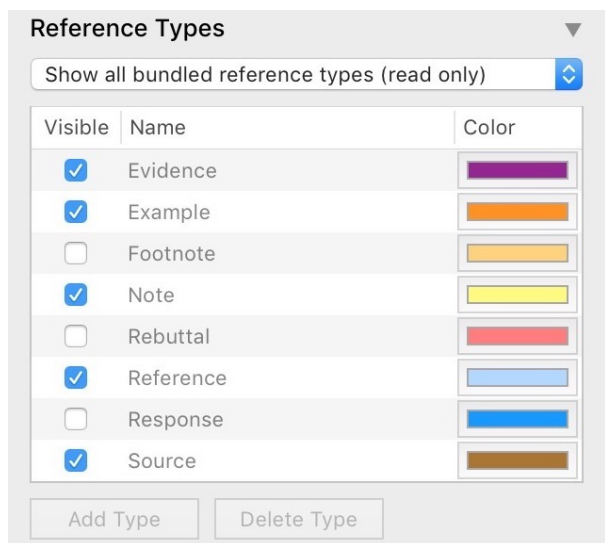
There's a popup at the top of this inspector panel where you can choose whether to view and modify:

- Bundled reference types that are included with Curio.
- Custom reference types for all projects.
- Custom reference types for a specific project.

When you first launch Curio you won't have any project or personal types, so let's begin by looking at the bundled types.

### Bundled Reference Types

Click the popup at the top to show all the bundled types. The list underneath will reveal the global reference types available to all projects including Agree, Disagree, and Example, among many others. Each type is color coded for quick identification, such as green for Agree and red for Disagree.



#### Editing

Bundled reference types are read-only, however, if there are types you don't think you'll ever use you can uncheck the visible checkbox and they won't clutter your interface when creating references. They can be re-enabled at any time in the future if you change your mind.


#### Example

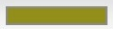

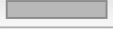

As an author of mystery novels, you might decide that you'll never need the bundled Footnote, Rebuttal, and Response types so you uncheck them so they aren't listed as choices when you make a reference association.

### Custom Types for All Projects

At the top, switch the popup so you're looking at the the custom types you've created and made available to all projects. This list is empty by default, of course, so you'll need to add some types to get started.

**Reference Types** ▼

Show your custom types available to all projects 

Visible	Name	Color
<input checked="" type="checkbox"/>	Clue	
<input checked="" type="checkbox"/>	Enemy	
<input checked="" type="checkbox"/>	Foreshadow	
<input checked="" type="checkbox"/>	Friend	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

### Example

Continuing the example above, let's say you create a handful of custom global reference types that you'll use as you brainstorm and organize your novels: Clue, Enemy, Foreshadow, and Friend. You can use these to quickly link notes together as you work on your latest mystery. These custom types will be available to all of your Curio projects.


### Editing


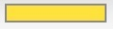
As custom types you can edit these names and colors at any time. Uncheck a type if you no longer want it to be available for new references, or delete it via the Delete key or Delete Type button to remove it permanently.

## Custom Types for This Project

And finally, switch the popup at the top so you can see the custom reference types you've created for this specific project.

**Reference Types** ▼

Show this project's custom reference types 

Visible	Name	Color
<input checked="" type="checkbox"/>	Persona	
<input checked="" type="checkbox"/>	Scene	

### Example

To continue our earlier example, in this particular project you're working on a novel that could use a couple of project-specific types, Persona and Scene, which you can use to help associate certain notes with specific notes and image figures which describe important themes.

### Editing

As custom types you can edit these names and colors at any time. Uncheck a type if you no longer want it to be available for new references, or delete it via the Delete key or Delete Type button to remove it permanently.

## Defining Reference Types

1. Using the inspector shelf, click the Project tab and then use the new Reference Types inspector panel to see all the available reference types.



2. At the top use the popup to specify whether you want to view and modify (a) bundled reference types that are included with Curio and available to all projects, (b) custom reference types for all projects, or (c) custom reference types for this project, specifically.
3. Bundled reference types are read-only, however, if there are types you don't think you'll ever use you can uncheck the visible checkbox and they won't clutter your interface when creating references.
4. With custom types you can edit these names and colors at any time. Uncheck a type if you no longer want it to be available for new references, or delete it via the Delete key or Delete Type button to remove it permanently.

## Adding a Reference

1. Select and copy the figure or Organizer item you want to reference. This is the item you want to refer to.
2. Next select one or more other figures where you want to add a new reference which points to that copied item. Right-click, and in the context menu that appears choose a reference type in the Add Reference to Copied Item As submenu to create your new reference.
3. The reference connection has now been created, and a reference adornment will then appear beside both the source and destination figure, if within the same project.

## Adding a URL Reference

1. In your browser:
  - Right-click on a link and choose Copy Link, which should also give Curio the title of the page.
  - Or copy the URL location itself (ex: [www.zengobi.com/support](http://www.zengobi.com/support)).
2. Next select one or more other figures where you want to add a new reference which points to that copied URL. Right-click, and in the context menu that appears choose a reference type in the Add URL Reference As submenu to create your new reference.

## Viewing an Item's References

1. If a figure either has references or is a reference (in the same project) then it will have a special references link adornment. Clicking it will list all references, grouped and color coded by reference type, and allow you to add or remove references.
2. Alternatively, right-click on a figure or an Organizer item which either has references or is a reference and its context menu will contain a References submenu identical to the one displayed when clicking an adornment.
3. If you select a reference either referred to or referenced from then you will instantly jump to that figure or Organizer item.

## Removing a Reference

1. Click on the references adornment or right-click and choose the References submenu.
2. Within that menu you should see a Remove Reference option so you can select a reference to remove.

## Search References

1. You can use the Search shelf to find all figures which include any reference or just those with a specific reference type, such as *Agree*.
2. When you use the export button on the search results screen, any references associated with a figure are included in the resulting rich text, markdown, or CSV export.
3. By default, references are included in CSV exports under named columns such as "Agree Reference" and "Disagree Reference". As each figure's row entry is exported, if the figure includes one or more references of that type then those jump URLs are exported in that column. The search results export button also has a new menu option, Export Resulting References as CSV, which can be used to export only figure reference information to a separate CSV file with reference named columns.

# Focus STANDARD PRO

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When working within Curio Professional or Standard sometimes you'd like to focus on a specific branch in a mind map or list, or perhaps a particular figure on a busy idea space such as an album or text figure.

With Curio's View > Focus feature this is easy to do.

## Using Focus

1. Select one or more figures and choose View > Focus or press  $\uparrow \mathbb{F}$ .
2. All other figures on the idea space will become transparent. If the selected figures are parent figures in a hierarchical collection such as a list or mind map then any existing or new child nodes inherit focus as well.
3. To turn off focus simply choose View > Focus or press  $\uparrow \mathbb{F}$  again. If you switch to another idea space or re-open your project focus is restored as well.

## Related Features

1. All editions of Curio support the ` (backtick) feature. Simply press ` to instantly hide or show both the Organizer and Shelf which quickly declutters the interface.
2. Likewise all editions of Curio support the standard macOS full screen mode toggled via the View menu or by pressing  $\wedge \mathbb{F}$ .

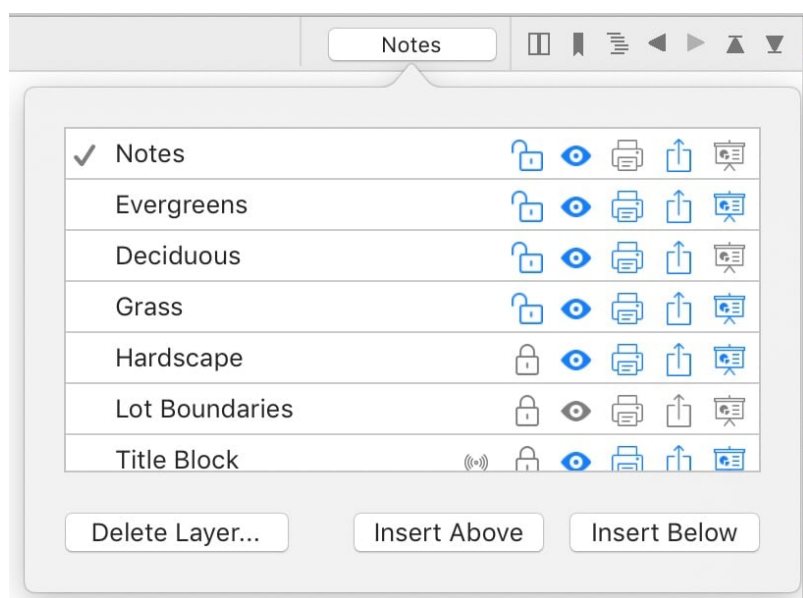
# Figure Layers PRO

---

Figure layers are incredibly useful with more complex idea spaces where you want to neatly separate figure content into separately manageable layers arranged in z-order.

**Figures on top of Figures:** On your idea space you have one or more figures, which are arranged and drawn in a back-to-front order. For example, with two rectangle figures, you can drag one and it will either drag behind or in front of the other. You can use the methods like the Arrange > Send to Back menu to rearrange this figure ordering.

**Layers (of Figures) on top of Layers (of Figures):** All of those figures currently exist on a single, default "foreground" layer on your idea space. With layers in Curio Professional, your idea space supports multiple independent layers, themselves arranged in a back-to-front order, each containing their own figures in back-to-front order.



## Example

For example, say you have a Background layer which is located under a Foreground layer. Curio will draw all the Background figures first in back-to-front order, then it will draw the Foreground figures in back-to-front order.

You could have a much more complex example, with a dozen layers that you use to encapsulate and order information. Layers can be visible or hidden, or perhaps visible in general but not printed or presented.

## The Active Layer

A key aspect of layers is that only one layer at a time can be active. The active layer receives all mouse clicks and user interactions, essentially ignoring the other layers. This means you can select, create, delete, rearrange, and modify figures only on the active layer, which safeguards your other layers from accidental changes.

## Layers Popup Menu

Curio has a quick access popup menu to switch layers, just hold Option (⌘) and click the Layers button to see the layers menu instead of the popover.

## Activating a Layer

1. Click the Layers popover button located in the far-right area of the inspector bar. This button may be titled “Layer 1” as that’s the default layer in all idea spaces.
2. In the popover that appears, click the layer to switch to. This will be the new active layer and you can now create and modify figures on that layer.

## Renaming a Layer

1. Click the Layers popover button located in the far-right area of the inspector bar.
2. Double-click on a layer to rename it, type in the new name, then press Return.
3. Note you cannot rename a layer inherited from a master template. It can only be renamed in the master itself. An icon alongside the layer name indicates if it is inherited from a master template.

## Inserting Layers

1. Click the Layers popover button located in the far-right area of the inspector bar.
2. Click either the Insert Above or Insert Below button to insert a new layer above or below the current, active layer.

## Deleting the Active Layer

1. Click the Layers popover button located in the far-right area of the inspector bar.
2. Click the Delete Layer button to delete the layer. Or, with a touchpad or Magic Mouse, you can swipe a layer's entry in the list to delete it.
3. Note you cannot delete a layer inherited from a master template. It can only be deleted in the master itself. An icon alongside the layer name indicates if it is inherited from a master template.

## Rearranging Layers



1. Click the Layers popover button located in the far-right area of the inspector bar.
2. Drag-and-drop to rearrange the front-to-back ordering of your layers.

## Locking Layers

1. Click the Layers popover button located in the far-right area of the inspector bar.
2. Click the lock icon to lock a layer so its figures cannot be edited.

## Changing the Visibility of Layers

1. Click the Layers popover button located in the far-right area of the inspector bar.
2. Click the visible icon to hide or show a layer. Note hiding a layer acts as an override forcing the layer to be hidden when printing, exporting, or presenting regardless of the restrictions discussed below.

Like Photoshop, the Layer popover inspector supports -clicking the visibility icon for a layer to instantly hide all other layers. -click the same visibility icon again and all other layers will be made visible once again.

## Using Restrictions to Control the Visibility of Layers

1. Click the Layers popover button located in the far-right area of the inspector bar.
2. Assuming the layer is normally visible, you can restrict a specific layer from printing, exporting, or presenting by toggling the appropriate icon.

## Moving Figures Between Layers

1. Select and cut the figures in their current layer.
2. Activate the layer where you wish to place them.
3. Paste the figures into this layer. They will be pasted in the same location as they were in their original layer.

## Master Templates and Layers

1. Layers that are inherited from a master idea space template will show a special masters icon.
2. This indicates the layer cannot be renamed or deleted, although you can still rearrange, hide, or change its permissions.
3. Changes made to that layer in the master template will automatically be reflected in all idea spaces that inherit that master.
4. If you change to a different master template (via Change Masters) then any layers inherited from the current master will be removed and the new master layers added.
5. Any layers that were created just for this idea space, thus not inherited, will remain as-is.

- Any edited figures that came from the previous master that have identifiers (via the Info inspector) will be copied over to figures with the same identifiers in the new master. So if you changed a figure identified as *title* from the old master then its content will be moved to a figure from the new master with the same identifier.

## Figure Styles

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As mentioned earlier, a figure style defines the look of the figure including properties such as color, border, font, and shading. You can apply a style to a new or existing figure.

Curio organizes figure styles based on one of these core figure types:

- Basic Figure
- Image (technically, an asset figure displayed as a preview instead of an icon)
- Line
- List
- Mind Map
- Table
- Index Card
- Pinboard
- Album
- Stack

You can easily create new figures styles containing all of its display attributes.

### Styles with Sizes

When you save certain types of figure styles, sizing information will automatically be saved as well. These figure types include images, albums, index cards, pinboards, stacks, and tables.

For image figures, Curio will then apply the style's size if you save the style as a default for image figures (Format > Save as Default Image Style) and then drag in a new image, or if you apply a style to an existing image figure that you haven't sized yet.

For the collection figures (albums, index cards, pinboards, stacks, and tables) these sizes be used when you create a new collection using that style, or if you apply a style to a collection that doesn't have any content in it yet.

### Create a New Figure Style

- Select a figure in an idea space.
- Configure the attributes how you want them.
- Right-click on the figure then choose "Save As FigureType Style" where FigureType will be replaced by the type of figure that is selected such as "Basic Figure" or "Line" or "Mind Map".
- In the dialog that appears give the style a name and press the Save button.

### Apply a Style to a Selected Figure

- Click on the Style inspector button or right-click on the figure and choose "Apply Style" to bring up the Style Gallery for that type of figure.

2. The style popup menu will only display the named figure styles appropriate for the selected figure. For example, if you have selected an image figure, then only the image styles will be displayed.

Curio will also show the bundled, personal, and master styles in handy submenus under the Format menu, based on the selected figures or the idea space itself if no figures are selected.

## Create a Brand New Non-Collection Figure Based on an Existing Style

1. Click the Figures button on the toolbar.
2. The Gallery containing basic text figure styles and all non-collection stencils will appear.
3. Choose a style then click the Choose button. You may also simply double-click the style.
4. Some boilerplate text will automatically be added to your new text figure so you can see the effects of the style more easily.

## Create a Brand New Collection Figure Based on an Existing Style

1. Click the appropriate collection button on the toolbar. For instance, click the List, Mind Map, Table, or Index Card toolbar button.
2. The Gallery for that collection figure will appear.
3. Choose a style then click the Choose button. You may also simply double-click the style.

## Managing Figure Styles with the Gallery

1. Within the Idea Space Style Gallery you can perform a number of operations to better manage your idea space styles.
2. Copy a style simply by drag-and-dropping it into your Personal collection.
3. Delete a Personal style by selecting the style and pressing the Delete key.
4. Share a Personal style by right-clicking on the style and choosing Send to Friend or Send to Zengobi.

## Default Figure Style

You can change the default look for several types of figures. For instance, you want all new text figures to be 10 point Times or new web link figures should be 14 point Helvetica with a curved, bordered, and gradient-shaded outline.

Default styles can be overridden for each of the following figure types independently:

- Text
- Each of the various geometric shapes including rectangle, rounded rectangle, triangle, circle, trapezoid, speech, cylinder, house, etc, available from the *Drawing Tools* popup or the *Basic Shapes* gallery.
- Lines
- Mind map relationship lines
- Images
- PDF documents
- Movies
- Music and sound
- Web links
- Documents
- Groups
- Lists
- Mind maps
- Tables
- Index Cards
- Pinboards
- Albums
- Stacks

Attributes included in the style include text attributes, border shape, color, thickness, and pattern, fill color and style, interior margin, opacity value, corners value, the visibility of shadows, to-do checkboxes, and ratings, and icon size.

Note if you're using Curio Professional then if a master figure is selected when following the steps below then you are defining a default master style for the current project (since masters are local to the project) instead of a global default.

## Save a New Default Style for a Figure Type

1. Select a figure of the appropriate type in an idea space.
2. Change its look using the inspector, or apply an existing personal or bundled figure style from a Style popup. This is an important point as you can simply change the attributes directly without using a saved style if you don't want to.
3. Choose Format > Save as Default Style for Figure from the main menu.
4. Any new figures of the given type will be created using the default style you set.

## Restore the Factory Default Style for a Figure Type

1. Select a figure of the appropriate type in an idea space.
2. If you've overridden its default styling then the Format > Restore Default Style for Figure menu will be available.
3. Choose that menu item and the styling override will be removed from your preferences and factory default styling for that figure type will be restored.
4. Any new figures of the given type will be created using the factory default styling, and that factory styling is applied to the currently selected figure, as well.

## Apply the Default Format for a Figure Type

1. Select one or more unlocked figures on the idea space.
2. Choose Format > Apply Default Style for Figure from the main menu.

3. The appropriate default styling (whether that be the factory default or a user-overridden default) will be applied to all selected figures.

## Figure Stencils STANDARD PRO

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Curio Standard and Curio Professional users can easily create new figure stencils that define not only the look of the figure but can also contain placeholder or boilerplate text or figure items.

Recall that a simple figure stencil is one that includes a single figure. Even a single collection figure such as a mind map which can in turn contain multiple figures within it is considered a single figure.

On the other hand a complex figure stencil is a stencil made up of multiple top-level figures. A perfect example is a landscaping stencil where flowers, shrubs, and trees are represented by individual figures, images, or grouped figures. Those figures aren't contained within a collection, they exist directly on the idea space.

### Create a New Simple Figure Stencil

1. Select a single figure or a single collection figure in an idea space which you would like to copy as a stencil.
2. Right-click on the figure then choose "Save As Style".
3. In the dialog that appears give the stencil a name and press the Save button.

### Create a New Complex Figure Stencil

1. In an idea space, carefully arrange all the figures you would like to have in the resulting stencil. The stencil will be stored and displayed with the figures in these exact positions. So, in the landscaping example described above, you might place the flowers on one area of the idea space, trees in another, and shrubs in another.
2. Select one or more figures from the idea space.
3. Right-click and choose "Save As Complex Stencil".
4. In the dialog that appears give the stencil a name and press the Save button.

### Create a New Complex Figure Stencil Using All Figures in an Idea Space

1. If you want to grab all of the figures in an idea space, carefully position them as described above then right-click on the idea space in the Organizer then choose "Save Contents As Figure Stencils".
2. In the dialog that appears give the stencil a name and press the Save button.

### Inserting a Stencil

1. Click the Insert toolbar button and choose either *Styled Shape or Stencil*, for general figure stencils, or for collection-specific stencil click on that collection type like *List* or *Mind Map* and you will find those stencils within that gallery. More information below in the "Using the Stencils Gallery Window" topic.
2. Drag and drop stencils from the Stencils Library shelf, which is discussed in detail below.
3. Use the Insert main menu menu where you will find submenus for *Bundled Stencil*, *Personal Stencil*, and *Master Stencil*. Then choose the stencil to insert.



## Using the Stencils Gallery Window

1. You can easily manage your stencils from within the Gallery window (accessible via Insert toolbar button, then click the appropriate gallery you wish to see, like the List gallery) you can perform a number of operations to better manage your figure stencils.
2. Create personal stencil tags by right-clicking in the Personal area in the repositories list on the left and choosing “Add Tag”. These tags are unique to the figure stencils repository and won’t conflict with tags created for idea spaces in the templates repository, for example. These tags are available to all types of stencils including collection stencils (lists, mind maps, etc.) and other simple and complex stencils.
3. Organize your personal stencils by drag-and-dropping them into different tags. A template can be associated with more than one tag. So, a template can be in your “Favorites” and “Work” tagged collections.
4. You can also associate or disassociate a personal stencil with a tag by right-clicking on the template and choosing a tag in the menu that appears.
5. Rename a personal stencil tag by double-clicking it and entering a new name.
6. Delete a personal stencil tag by selecting it and pressing the Delete key.
7. Copy a stencil from another repository simply by drag-and-dropping it into your personal collection.
8. Edit a personal stencil by right-clicking on the stencil and choosing Edit Stencil.
9. Delete a personal stencil by selecting the template and pressing the Delete key.
10. Share a personal stencil by right-clicking on the template and choosing Send to Friend or Send to Zengobi.

## Using the Stencils Library Shelf

- The Stencils library shelf perfect for power users of stencils, where you can easily drag-and-drop stencils from the shelf to your idea space. Read more in the Stencil library section below.

# Figure Inspectors

To view the inspector panel for the selected figure then either:

- Click an appropriate icon in the inspector bar, or
- Click the Inspector toolbar button to open the inspector shelf.

## Style

---

The style information for a figure includes coloring, borders, fill, font, and much more. With just a click the look of your figure can change completely. You can even save these looks as personal styles to use them again and again.

### Inspector Bar

At the far left of inspector bar you'll find a Style button which displays a quick, popup gallery for the currently selected figure. Simply click on a style to update its look.

### Inspector Shelf

You can also use the mini style gallery at the top of the Shape inspector shelf to do the same thing.

And, lastly, you can right-click on a figure and choose Apply Style to choose a style from the gallery that appears.

All of these interfaces give you an opportunity to choose either a bundled or personal style that you have created. Curio Professional users can also select a master style.

## Text

---

Curio has loads of text options for you to tweak!

### Inspector Bar

If the figure contains text then you'll find several controls on the inspector bar itself for fast access to popular attributes.

#### Font and Font Size

Select a font for the selected figure.

Select or directly enter a font size. Tip: you can also use the standard Command+ and ⌘ keys to increase or decrease the font size.

#### Text Color

Specify a text color. Clicking will show a quick color chooser while `⌘`Clicking will display the standard Apple Color picker.

## Highlight/Background Color

Specify a text highlight/background color. This color control remembers the last used color even between launches.

Clicking will show a quick color chooser while  $\text{⌘}$ Clicking will display the standard Apple Color picker. Hold the Shift key and the color well will show that previously-used color, the default is a nice light-yellow color, and then click the color well to apply that color to the selected text for instant highlighting.

## Character Attributes

Specify attributes such as bold, italic, underline, strikethrough, superscript, and subscript.

## Markdown STANDARD PRO

Enable markdown syntax parsing and rendering. Click [here](#) for more markdown details.

## Shadow

Click the shadow button to display a popover allowing you to customize the shadow applied to the figure's text. Note this is different that the shadow which can be applied to the overall figure itself as specified in the Shape inspector.

## Paragraph Attributes

Click the paragraph button to display a popover for setting several paragraph properties. You can also set many of these options by right-clicking on the text figure and using the context menu that appears.

## Minimum Height

A text figure can have a minimum height which is used when empty or when it contains very little text. As more text is added, it will automatically grow in height as necessary to fit the new text. As text is removed, it will shrink down to that minimum height. This feature is very useful if creating forms or templates and would like to use text blocks for certain areas. After enabling this feature, just resize the figure using the selection handles to set the minimum height. This feature is also useful in combination with the maintain spacing feature in the Geometry inspector so that neighboring figures will push away or pull back as content is changed.

## Freeform

If a text figure is freeform then that means you are in complete control of its width and height, clipping any text vertically if necessary. If not freeform then Curio will automatically grow a text figure's height as necessary to hold its contents.

## Line Height

If you have an idea space with only a horizontal grid, like a notebook paper grid, then the line height can be set to match the grid's spacing. Or the line height can be determine automatically based on font size.

# Inspector Shelf

The inspector shelf includes the same controls described above for the inspector bar, plus more since there's more room available in the shelf:

## Typeface

Select a specific font typeface, such as "Light" or "Medium Oblique".

## Automatic Capitalization

If a figure is selected, not just selected text within a figure, then you can select an automatic capitalization such as lowercase, uppercase, sentence, capitalize, and titlecase. Your text is stored as you entered it but will be transformed right before display with the specified capitalization.

- **None** - Leave as-is.

Ex: “the new macos sierra for iMAC and MACBOOK Pro integrates with IOS devices.”

- **Uppercase** - Uppercase all letters.

Ex: “THE NEW MACOS SIERRA FOR IMAC AND MACBOOK PRO INTEGRATES WITH IOS DEVICES.”

- **Lowercase** - Lowercase all letters.

Ex: “the new macos sierra for imac and macbook pro integrates with ios devices.”

- **Sentence** - Lowercase all except first word and products.

Ex: “The new macOS Sierra for iMac and MacBook Pro integrates with iOS devices.”

- **Capitalize** - Capitalize each word except products.

Ex: “The New macOS Sierra For iMac And MacBook Pro Integrates With iOS Devices.”

- **Titlecase** - Capitalize in general but lowercase certain words like ‘for’ and ‘and’, etc.

Ex: “The New macOS Sierra for iMac and MacBook Pro Integrates with iOS Devices.”

## Shape

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To change your figure’s shape properties either click the Shape button on the inspector bar, or see the Shape tab in the inspector shelf.

## Inspector Bar


The Shape button on the inspector bar brings up the Shape inspector popover, which contains the same inspector panels as those found in the inspector shelf described below.

## Inspector Shelf

### Shape

The figure shape inspector allows you to change visual properties such as coloring and border style.

### Color

Set the color of the figure stroke. In the case of a geometric figure this is the color of the border; in the case of a line this is the line color. Simply click on the color well to see a quick color matrix, or  Click on the color well to see the standard Mac OS Color Picker.

### Geometric Shape

Set the geometric shape of the figure such as Rectangle, Triangle, Hexagon, or Cloud.

## Dash Pattern

Set the stroke dash pattern.

## Width

Set the stroke width. Tip: press the [ or ] keys on your keyboard to decrease or increase the current thickness of the selected shape figure or line figure.

## Corner

Set the corner value which determines the radius of certain shapes, like rounded rectangles, or the complexity of other shape, like clouds. In particular, the Left and Right Signpost shapes and the Underline shape will change their look substantially as you change the corners value.

Tip: press the { or } keys on your keyboard to decrease or increase the current corner value of the selected figure.

## Margin

Set the margin which determines the distance between a shape's edge and its contents.

Tip: press the \{ or \} keys on your keyboard to decrease or increase the current margin value of the selected figure.

## Smart Coloring

Several smart options can be specified.

The fill color can be determined automatically by Curio so that it matches your selected stroke color. Likewise, the figure's text color can be determined automatically as appropriate based on the fill color. Curio will automatically choose a white text color when the fill is dark, else a black text color for lighter fill colorings.

## Fill

You can fill the interior of the figure shape with a color or gradient.

### None

None will allow the figure to be transparent.

### Solid

For solid fills, click on the color well to choose a color from the matrix that appears. Or, \Click on the color well to go directly to the standard color chooser.

### Simple Gradient

For simple gradient fills, click on the color well to choose a color from the matrix that appears. Or, \Click on the color well to go directly to the standard color chooser. Curio will then make a smooth gradient using that color.

### Bowed Gradient

For bowed gradient fills, click on the color well to choose a color from the matrix that appears. Or, \Click on the color well to go directly to the standard color chooser. Curio will then make a smooth bowed gradient using that color.

## Linear Gradient

For linear gradient fills, drag the color stops to adjust the gradient ramping. Double-click on a color stop to edit its color. Double-click on the gradient to insert a new color stop.

Drag a color stop down and off the gradient control to remove the stop from the gradient.

The resulting gradient will be rendered along the angle specified by the angle slider.

## Radial Gradient

For radial gradient fills, drag the color stops to adjust the gradient ramping. Double-click on a color stop to edit its color. Double-click on the gradient to insert a new color stop.

Drag a color stop down and off the gradient control to remove the stop from the gradient.

The resulting gradient will be rendered with a center point located as specified in the point locator control.

## Glossy Fill

For glossy fills, you choose just a single color and Curio will automatically construct the appropriate gradient styling to render a glossy shape.

## Effects

### Shadow

Enable a shadow for the figure. The shadow can be customized by specifying the color, blur, and x/y offsets. ↵

By default, if the figure is filled, then the shape's shadow attributes are applied to the shape itself, otherwise if the figure is unfilled, then those shadow attributes are applied to its text.

You can control whether the shape shadow is automatically used as a text shadow. By controlling this feature you can specify a shadow for the shape and a different shadow style for the text itself, using the text inspector. ↵

### Shadow Effects

Enable a shadow special effect:

- A **pinched shadow** looks like the figure has been placed on a tabletop where only the bottom corners of the figure are slightly raised from the surface, like you're pinching the edges and lifting them up.
- A **bulged shadow** is the opposite of a pinch: here the bottom center of the figure is slightly raised from the surface, like you're creating a bulge in the center of the photo.

These effects are only available for filled, rectangular shapes with no curved corners.

## Opacity

Set the shape opacity making the entire shape more or less transparent. Note that this effects the entire figure uniformly.

For more advanced transparency effects, in lieu of setting the overall opacity, you can specify a specific opacity for the shape's fill, gradient, and stroke colors within the standard Mac Color Picker.

## Auto Inflate

Normally certain shapes are set to auto inflate automatically to minimize the amount of clipping that would occur to its content whether that be text or an image.

For example, the Cloud shape automatically inflates itself a few pixels so the bumps of the cloud don't crowd or clip the content. The result is a nicer looking resulting shape without you having to fidget with margins. You can turn this off if you wish to have more direct control over your shape.

## Preview vs Icon

For figures representing files, you can set whether the figure is displayed with the file's icon & title, like the Finder, or if the figure simply exists as an image preview.

As a tip, you can also right-click on a figure to change its display mode between icon and preview and, when in preview mode, you can toggle the display of the preview caption.

If displayed as an **icon** then:

- An icon size slider will appear so you can specify its size. Up through a size of 128x128 the default icon for that document type is used, continuing up to 256x256 a Quick Look thumbnail of the file is used for the icon instead. Note that this icon size slider is also used for text figure attachments if one has been attached to a given figure.
- You can change the icon's title but note that Curio will also rename the underlying asset file's name as well, to keep them in sync. When setting the file name Curio will automatically strip any invalid characters from the title text so macOS doesn't complain.

Else, if displayed as a **preview** then:

- If an image file, Curio will simply display that image, else Quick Look is used to grab a preview of the file. Previews can be displayed with an optional caption which is displayed under the preview image.
- Your previews can have captions if you wish. By default, these captions are placed inside the overall shape border, or you can specify that captions should be displayed outside the border. Captions can also be enabled via right-clicking on the figure. Initially the caption will be the same as the underlying asset file's name. However, you can change this to anything you wish and the asset file's name will not be changed, thereby allowing long, detailed captions if you'd like.
- Alternatively you can tell Curio to clip the preview image to a specified mask. This is useful when you want your overall figure to have one shape — and perhaps it contains other contents such as text, fill color, and adornments — but you still want your image preview to be clipped to a specific shaped mask, such as a circle.

# Geometry

## Bounds

The bounds defines the figure's size and position in the idea space.

## X, Y, Width, Height

Set the figure's x, y location and the width and height.

## Natural Size

When the Natural Size button is clicked or the N shortcut is pressed, then a text figure or image figure will grow to its natural size, but remain constrained by the current width of the idea space. If the Shift key is held when clicking Natural Size or pressing N then it will grow to its unconstrained natural size, and the idea space will expand if necessary.

## Constrain Proportions

Set whether the figure is resized proportionally which is enabled by default for images and asset figures displayed as previews. For non-image figures you can resize proportionally on-the-fly by holding Shift and resizing with the figure's selection handles.

## Rotation

Specify the rotation of the figure, or zero the rotation. Tip: use the R and ⌘R keys to rotate a figure in increments either clockwise or counterclockwise. The Z key can be used to zero the rotation.

## Auto Layout

The layout control is a method for defining how a figure should automatically position and size itself if the idea space changes size.

## Springs and Struts

Curio uses the “springs and struts” method for laying out items. The smaller, inner box represents a figure, which is contained in a larger box which represents the idea space itself. The red and green lines determine whether its position or size is fixed (a strut, represented by a red line) or flexible (a spring, represented by a green arrow).

### Examples

For example, give a figure a flexible width and a flexible top margin and you've created a footer figure. Place it down at the bottom of your idea space and as the idea space changes size the figure will remain stuck and centered at the bottom of the idea space.

At the top of this page, click on the subheading (“Set the figure's geometry..”) and look at its layout. It's set to remain stuck to the right side of the idea space while its width is allowed to change.

## Automatic Layout via Idea Space Guidelines

Idea space guidelines provide a helpful margin around an idea space you can drag and resize items so they snap against the margin or even against the edge of the idea space itself. You can toggle them via the Arrange > Idea Space Guidelines menu.

Start moving or resizing a single figure then hold down the Control key. You'll notice, as you bump against a guideline, the guideline is drawn with red! This indicates that you have set a new strut as a layout constraint and, indeed, if you watch the Geometry inspector as you do this you'll notice springs and struts appearing automatically.

Thanks to this feature you can quickly position and size a figure along with setting appropriate auto layout rules, all without touching the layout control.



## Maintain Spacing

You can tell Curio to maintain the spacing of figures closely underneath the selected figure. This means that this figure is resized, either manually or by changing styles or content, then the figures closely underneath (within 50 pixels) will automatically scoot down or back up as the figure's size changes. By setting this attribute, which can be saved with custom figure styles, you can have figures shift themselves down and up as figure contents change!

- The figure being resized must have the auto spacing property enabled.
- Only resizing an auto space figure impacts lower figures, not moves.
- Only those figures within the 50 pixel boundary will be moved up or down. If those figures also have auto spacing enabled, then Curio looks below those figures as well, and below those, etc...
- Moving a figure completely away doesn't collapse the figures. It's simply no longer impacting those figures previously underneath it. It still has the auto space property, of course, so now it will impact figures in its new location when it resizes.
- Moving a figure from elsewhere into an area close to another figure doesn't automatically scoot everything down. Curio allows you to place things where you want it to go.
- Again, resizing is what triggers the auto spacing. This means you can still manually move and position figures anywhere you wish, maintaining the unrestricted, freeform nature of the idea space environment.

## Arrange

Drag the slider to bring the selected figures as a group either closer to the top of the figure stack or further back.

If multiple figures are selected then those items are moved independently up and down the figure stack, keeping their same relative stacked distance away from each other. In other words, bringing forward figures placed at 5 and 10 in the figure stack will move them to place 4 and 9, where 0 is at the top of the figure stack.

You can also click on the icons on the far left and right sides of the slider to move the items back or forward in steps. If the Option key is held down while clicking those back/front icons the selected figures are moved together in figure stack as a group. That means they are grouped together into the same stack placement then moved up and down en masse.

## Flip

Click the flip buttons to flip an image figure vertically or horizontally.

## Align & Distribute

Use the align and distribute buttons to quickly arrange multiple selected figures.

# Meta

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## Inspector Bar

The Meta button on the inspector bar brings up the Meta inspector popover, which contains the same inspector panels as those found in the inspector shelf described below.

# Inspector Shelf

## Adornments

An adornment is a little image that appears next to your figure. It may represent a tag, or a due date, or a checkbox.

### Size and Position

Set the size of the adornment images. Tip: press the `⌘[` or `⌘]` keys on your keyboard to decrease or increase the current adornment flag size for the selected figure. -

Use the radial spinner to position the adornments all around the selected figures. You can also indicate that the adornments should be displayed inside or outside the figure's border. Note that some collection figures may force the position of adornments.

### Clicking on the Adornments

Many of the adornments displayed next to figures can be clicked-on and changed:

- **Checkmark Adornment**

Click to check/uncheck. `⌘`Click to display the percent complete mini popover. `⌘`Click an unchecked item with a due date to check it and change its due date to today.

- **Tag Image Adornment**

`⌘`Click to display the tags mini popover. If the tag set is “only one tag in set can be active” then if the tag is in a set with 3 or fewer tags within then clicking the tag adornment will cycle through the tags. If more than 3 then a handy popup will appear so you can choose one of the other tags.

- **Start/Due Date Adornment**

`⌘`Click to display the start/due date mini popover.

- **Rating Stars Adornment**

Click to display the ratings popover. `⌘`Click to cycle through the ratings. `⇧`Click to cycle in reverse order.

- **Priority Adornment**

Click to display the priorities popover. `⌘`Click to cycle through the priorities. `⇧`Click to cycle in reverse order.

- **Bookmark Adornment**

Click to display the bookmark colors popover. `⌘`Click to cycle through the bookmark colors. `⇧`Click to cycle in reverse order.

- **Jump Action Adornment**

Click to perform the jump action.

- **Note Adornment**

Click to display the Notes window.

## Checkmarks

Toggle the display of checkboxes using the on/off switch. Click the adornment itself to check or uncheck the figure.

## Percent Complete

You can set a percent complete value from 0% to 100%. Use the stepper arrows to increment/decrement by 1, or hold Shift and click to change by 5.

Checking is a shortcut to setting a percent complete of 100%. Likewise, unchecking is the same as a 0% completion.

## Child Figures

By default if the figure has children under it, like in a list or mind map, then its percent complete value is automatically computed using the percent complete values of its children.

## Resources

If the figure has assigned resources then you can specify that the percent complete value is computed using the percent complete value assigned to each individual resource in the Resources tab.

### Tip

Press ⌘X to toggle the visibility of a checkmark for the selected figure. Press X to check or uncheck it.

## Mini Popover

Curio has a handy mini popover for setting percent complete which can be handy when you don't want to bring up the inspector.

- **To show the percent complete mini popover:** ⌘Click an existing checkmark adornment, or press the Period key. As a hint to remember this keyboard shortcut, think of a long line of dots indicating progress being made. Use the stepper arrows to increment/decrement by 1, or hold Shift and click to change by 5.
- **To hide the percent complete mini popover:** Press the Escape key, or click its little close button.

## Tags

To view the tags associated with the selected item either click the Meta button in the inspector bar, or see the Meta tab in the inspector shelf.

Tags are words or phrases that you can define and associate with your items as searchable meta information. A tag can be local to a particular project, and used perhaps like a handy keyword, or it can be a global tag set available for use within all of your projects.

For instance, if you have a project for a research paper, then you may use local project tags to quickly tag and find documents, notes, and images you bring into your Curio project.

On the other hand, you may create a tag set titled "Tasks" containing tags such as "Possible", "On Hold", "Started", "Working On", and "Completed", that you use to tag items in all of your projects. Then you can use the Status shelf to quickly search across all of your projects to see what figures are "On Hold", for example.

## Sharing Global Tags with Others via Extracted Tags

On a related note, if you share a project you created with others then obviously those users would have access to the local tags, but what about your global tags?

Fortunately, Curio will embed an "extract" of any global tag sets you have referenced in the project so your colleagues will see those same tag associations. When they view the Meta inspector on their Macs those extracted tag sets will be available but grayed out to indicate they cannot delete or otherwise modify those tag sets. However, they can change tag associations from that set — for example, they can change a figure from "On Hold" to "Working On".

## Assign Tags via Typing with Tag Name Completion

You can associate tags with the selected items simply by typing the tag name. A completion list will appear as you type so you can choose an existing tag, or you can continue typing and press the Return key to create an on-the-fly local project tag.

## Assign Tags via Hierarchical List or Image

You can also associate tags using the tags hierarchical list or click the button to turn it into a handy matrix showing only those tags with images.

## Working with Tag Sets and Tags

Use the action button and tag properties at the bottom of the inspector to modify or create new tag sets and tags. These tags can either be local to your project or global and available across projects and for grouping purposes in the Status shelf.

- Create a new tag set or tag in the current tag set using the action button.
- Tag sets and tags within a tag set can be arranged in a specific ordering, or you can use action button to sort them.
- Change a tag name by double-clicking it.
- To delete a tag, select it and press the Delete key.
- Use the action button to sort the tag sets and tags within the current set. You can also import an extracted tag set from a foreign project into your own shareable global tag sets. For instance, from the example above, if you're viewing a colleague's project with that "Tasks" extracted tag set then you can select it and use the action button to import it into your own global tag sets. All internal identifiers are kept the same so you can continue to share projects with your colleagues that use that same tag set.
- Click the 'Click to Record' field to record a keyboard shortcut to quickly apply certain tags to figures. All shortcuts must include Control-Shift to avoid conflicts with existing Curio shortcuts.
- Assign an emoji or character symbol to a tag by clicking in the emoji field and pressing Control-Command-Space to bring up the standard macOS Character Viewer. Double-click on an emoji or text symbol and instantly it will be entered as the "image" for the tag. Emoji are great because they're perfectly scalable and consume very little disk space for the project. If you choose a text symbol then use the little color well next to the emoji field to specify a tinting color for the symbol. This way you can turn a boring black down arrow symbol into a noticeable red down arrow.
- Alternatively you can drag in or paste an actual image into the tag's image well. As a note, you can drag multiple images (icns, png, or jpg) from the Finder into the tags panel to add lots of image tags to an existing tag set, where their tag names are derived from their file names. Download perfect tag images from sites like IconFinder or search SmashingBuzz or Google for icon sets for more recommendations.
- When a tag has an image (emoji or actual) then it is displayed as an adornment next to the figure's other adornments. Use the adornment size slider to change its size.

## One Tag Active

When a tag set is selected, note the 'only one tag in the tag set can be active' checkbox. Checking this option is perfect for those tag sets which represent a specific state or status. Choosing a tag in this set will automatically turn off the previously associated tag from this set.

For example, with the Detailed Tasks tag set you are specifying a GTD-style state for that task like pending, active, or done. If the current state of a figure is active then setting a tag of done will automatically turn off active.

These types of tag sets have a couple of extra ways to assign tags to a figure:

- If your tag set has 3 or fewer tags with images then clicking the tag's image adornment will cycle through the tags in the set.
- If your tag set has more than 3 tags, then clicking the tag's image adornment reveals a popup so you can quickly choose the new tag.

## Assign Figure Tags via Context Menu

Right-click on a figure and choose a tag from the context menu that appears to toggle the tag association.

## Assign Figure Tags via Mini Popover

Curio has a handy mini popover for setting tags which can be handy when you don't want to bring up the inspector.

- **To show the tags mini popover:** Option-click an existing tag adornment, or press the Comma key when a figure is selected. As a hint to remember this keyboard shortcut, think of a comma-separated list of tags. When the mini popover appears type in a tag name. A completion list will appear as you type to help you choose an existing tag if you wish.
- **To hide the tags mini popover:** Press the Escape key, or click its little close button.

# Dates

Your figures can have assigned dates for easy task planning. Curio even supports automatic date calculations in collections such as lists and mind maps so that tasks can have precedence ordering.

## Start Date

Enable start dates with the on/off checkbox. Then you can set a start date. The date can be entered directly or you can click the little calendar button to pick a date.

Optionally Curio can automatically calculate the start date if you wish. Curio's pretty smart about this and will check to see if it should be determined by you manually entering a date, or based on when a previous sibling (in a list or mind map) ends, or based on when a previous sibling starts, or when a parent starts. Or you can directly choose one of those options if you wish. For example, if an item is the first child in a list then Curio would automatically choose 'based on when parent starts'. If the item is a middle child then Curio's chooses 'based on when previous sibling ends'.

## Due Date

Enable due dates with the on/off checkbox. Then you can set a due date. The date can be entered directly or you can click the little calendar button to pick a date.

As with start date, Curio can automatically calculate the due date if you wish. In this case, the due date can be determined by you manually entering a date, or automatically determined when this figure's children have all ended, or based on the start date plus an entered duration. ↵

↵  
If the due date is at midnight then the due date adornment next to the figure reports the day before. For example, say in the date inspector for a figure you set the start date to June 6th at midnight and the due date to June 8th at midnight, thus it a 2-day duration. The resulting adornment will show "6/6 - 6/7" since that looks more appropriate (i.e. you have to work on the 2-day task on 6/6 and 6/7). This change was made so it matches what is displayed in applications such as Calendars where the task would be displayed from 6/6 to 6/7.

## Start/Due Date Action Button Menus

Note both the start and due date areas have action button menus which allow you to specify if 'manually' should always be used as the default.

Via the action button you can also specify your project work schedule including work days and work hours. Curio will use this work schedule to automatically determine task end dates based on start dates and durations within the current project. For instance, click to turn off Saturdays and Sundays if you want Curio to ignore weekends when calculating due dates and durations. This same work schedule is taken under consideration when using the +1 Day, +1 Week, and +1 Month buttons.

The start date action button also allows you to specify what time should be used: either midnight, the current time, or the workday start.

## Duration

Specify a duration for the figure in minutes, hours, days, weeks, months, or years.

Curio can use these durations when computing start and due times for siblings and parents figures in a hierarchical collection such as a list or mind map.

Note that if the due date is determined by some means other than Start Date + Duration then the duration and most appropriate duration units will automatically be determined and displayed.

## Done Date

The done date is completely independent of a figure's specified end date. You can think of the former as when the task was actually done, while the latter is when the task needs to be done.

By default the done date is automatically set when a figure is checked or marked as 100% completed. The reverse is also true, if you set a done date Curio will make sure the figure is marked as 100% completed and checked if the figure checkmark is visible.


The done date also has an action button menu where you can fine-tune the done date's automatic setting, and also specify how the done date time should be reported: start of the day, the end-of-work day as specified by the Workday Schedule (set via the dates meta actions menu), or the end of day.

## Added Date

The added date is set by Curio automatically when you add a figure to an idea space. However, we allow you to change the date if you're trying to mark a specific date of entry for note-taking or research purposes.

## Mini Popover

Curio has a handy mini popover for setting dates which can be handy when you don't want to bring up the inspector.

- **To show the date mini popover:**  Click an existing date adornment, or press the Slash ("/") key. As a hint to remember this keyboard shortcut, think of a slash used in a date such as 12/25/2013.
- **To hide the date mini popover:** Press the Escape key, or click its little close button.

# Resources

Assign resources to your figures and Curio can perform more advanced task tracking.

## Adding Resources to the Project

You can specify a name, email address, and image for each resource either manually or by drag-and-dropping contacts from the macOS Contacts app directly to the Resources inspector panel.

## Deleting Resources

Select one or more resource items then click the Remove button to remove them.

## Assigning Resources

Click the resource's checkbox to actually assign a resource to a figure.

Here you can also double-click the '% Complete' field to enter that person's percentage complete value for this task. Curio can use all of these assigned completion values to determine the figure's overall completion value as noted above in the Meta tab discussion above.

The resource's image will be displayed next to figures as an adornment. ↵

In a hierarchical collection, such as a mind map or list, you assign resources to child nodes and the parent nodes automatically inherit them. You cannot assign resources to a parent node directly unless you uncheck the inherit from children checkbox in the resources inspector.

# Actions

The figure actions inspector can be used to specify what happens when a figure is double-clicked within the idea space.

## Setting an Action

Choose the desired action from the popup menu at the top of the inspector. The choices of action include:

- **Default**

Do the default double-click action for this figure. For example, for an image figure it would open the image, a URL would go to the web location in the browser, an asset figure would open the asset file.

- **Go to Idea Space**

Choose an absolute item like first or last; a relative item like next or previous; or backward or forward in history.

- **Open URL**

Enter a URL that should be opened.

- **Create Mail Message**

Enter a default 'to' and 'subject' field. Note that the message will be created and displayed but not actually sent.

- **Open File**

Choose a file that should be opened.

- **Go to Jump Target**

Begin by copying a figure or idea space so its jump location will be on the clipboard. then click Retrieve from Clipboard here to retrieve it.

- **Run AppleScript**

When you click the Edit button the script associated with the action is dumped to a temp file then Script Editor is launched to edit it and save to that location. When you click the Update with Edits button Curio retrieves the contents of that temp file and stores it back into the figure's action data.

- **Do Nothing**

Handy when you want to override the default so nothing happens when this figure is double-clicked.

## Adornment

By default Curio will show a little adornment next to a figure that has an assigned action. You can specify whether that adornment is displayed or not.

### Mac App Store Restriction

Curio from the App Store is unable to support AppleScript actions.

## Custom Data PRO

Curio Professional users can create their own per-project custom data keys, such as *Cost* and *Effort*, and then enter figure values for those keys.

Automatic formatting plus prefixes and suffixes are supported as well.



## Custom Data vs Custom Variables

A related feature is [custom variables](#). In short:

- **Custom data** allows you to create project-wide formatted keys, such as *Price* or *Score*, and then assign values to those keys *for each figure*, adding custom meta data to every figure for searching and export purposes.
- **Custom variables** are text replacements for variables you create and use throughout your project. For example, you can create a custom variable named *Author* and give it a value of *George*, then use the `{{Author}}` variable markup syntax in your project's text figures.

## Creating Custom Data Keys

Select any figure then, using the Custom Data inspector panel in the Meta inspector, click the actions button menu (or right-click in the custom data list) and choose Add Key.

The dialog for creating a custom data key has the following fields and options:

- Name:** Cost
- Prefix:** We owe
- Suffix:** !
- Style:** Currency (dropdown menu)
- ☒ **Thousands separator**
- Decimals:** 2 (dropdown menu)

Preview text: 1234.567  
We owe \$1,234.57!

Buttons: Cancel, Update

You can specify an optional prefix and/or suffix, which is prepended/appended to the formatted value, respectively.

In addition to simply treated entered values as text, Curio can perform automatic *localized* formatting with the following formats:

- Number: 1,234.567
- Percentage: 50%
- Scientific: 1.23E3
- Currency: \$1,234.57
- Currency (Plural): 1,234.57 US dollars
- Currency (ISO Code): USD 1,234.57
- Currency (Accounting): (\$1,234.57)
- Spell Out: one thousand two hundred thirty-four
- Ordinal: second

Localization of the thousands separator symbol, currency symbol, decimal separator, etc, are all automatically handled by the macOS locale specified via System Preferences > Language & Region settings.

## Modifying Custom Data Keys

Select any figure then, using the Custom Data inspector panel in the Meta inspector, select an existing key then click the actions button menu (or right-click in the custom data list) and choose Modify Key.

## Deleting Custom Data Keys

Select any figure then, using the Custom Data inspector panel in the Meta inspector, select an existing key then click the actions button menu (or right-click in the custom data list) and choose Delete Key.

### Warning

If you confirm the deletion of a custom data key, any key values associated with figures in the project will be removed as well. This cannot be undone!

## Editing a Figure's Custom Data Value

Select the figure then, using the Custom Data inspector panel in the Meta inspector, right-click on the item and choose Edit Value, or double-click on the value for that key.

Custom Data ▼	
<input type="checkbox"/> Show only modified entries	⚙️
Key	Value
Contractor	George
Cost	We owe \$10.50!
Effort	6 hours
Rating	70%

Note you're editing the "raw" value for that key; don't type commas or dollar signs or prefixes/suffixes. Once you finish editing Curio will show the formatted value using the key's specified formatter settings.

So if editing a percentage value enter the raw number, like ".8", and the formatter will turn that into "80%" when you finish editing. Similarly, entering a price as "2.5" will turn into "\$2.50" when you finish editing.

### Custom Data Adornment

When a figure has a custom data value it will display a special adornment alongside the figure. Hovering over the adornment will display a tooltip with all the custom data keys and values.

## Clear a Figure's Custom Data Value

Select the figure then, using the Custom Data inspector panel in the Meta inspector, right-click on the item and choose Clear Value, or double-click on the value for that key and press the Delete key.

## Importing/Exporting Custom Keys

You can easily copy custom keys between projects via the actions button menu:

- Choose *Import Keys From Another Project*, and then choose the project in the dialog that appears.
- Choose *Export Keys To File* to export your keys to a specified file.
- Choose *Import Keys From File* to import keys from an export file.

### Note

Copying idea spaces or figures from one project to another will *not* automatically construct custom data keys for you in that other project. You can use the *Import Keys From Another Project* feature to create those keys, then copy/pasted figures between projects will reveal those custom data values.

## Using Custom Data Keys in Search

The Search shelf support custom data keys as well as a number of operators:

- For text values: Equals, Not Equals
- For numeric values: =, <, <=, >, >=

For example, you can search for where `Price > 10` or `Completed < 50`.

Note that for percentage values you can search for the percentage (like `50`), not the raw decimal value (`.5`).

### Search Exports

When exporting Search results your custom data values are also exported in rich text, markdown, and csv. If csv then the raw value is output, else the formatted value.

## Custom Data Variables

New `{%FigureCustomData}` and `{%FigureCustomDataDelimited}` variables can be used within a figure to insert the formatted contents of the figure's custom data.

The former, `{%FigureCustomData}`, shows them all as a block:

```
Price: $5.00
Pet: Butternut
Country: US
```

The latter, `{%FigureCustomDataDelimited}`, shows them all as a single line with each key/value pair delimited by [a semicolon by default](#):

```
Price: $5.00;Pet: Butternut;Country: US
```

You can also output a specific variable like this: `{%FigureCustomData:Price}` and it will be replaced with the variable's formatted value.

## Exporting Custom Meta

If exporting meta is enabled during figure export via Share (or Copy) then custom data is included with that export. Exporting figures as plain and rich text exports include the formatted values for custom data, while markdown output will show the raw values: `#Price="123456789.258" #Name="Santa Claus"`.

## Importing Custom Meta

Curio will import meta parsed during paste as list or mind map. Matches existing keys with case insensitive search and stripped spaces.

Example formats supported:

- Hello there @data(KeyOne="Value One", KeyTwo="Value Two")
- Hello there #KeyThree="Value Three" #KeyFour="Value Four"

Note keys must have no spaces, but will match existing custom keys with spaces, and values have to have quotes.

Custom data keys will be created if a suitable key is not found. If custom data keys were created, you can always modify them later to change casing or add spaces. This automatic key creation auto detects numbers and will set as a decimal number type of custom data key, although you may have to fine tune the number of decimals and thousands setting. Otherwise created as a key with text values.

## Hierarchical Sum-Ups

In hierarchical collections like lists and mind maps, custom data numeric fields will automatically sum up into parent items.

For example, if you have custom data such as `Effort=4`, `Cost=25.50`, etc, then those values will bubble up to their parent nodes.

Negative numbers are allowed, for example to offset an effort or cost.

You can disable this sum-up ability [if you wish](#).

## Technical

- Internally if a key has text values then items are stored as strings. Otherwise, if a number format, then a high precision number ( `NSDecimalNumber` ) is used.
- This means entering and viewing numbers will automatically localize as appropriate: 1.234 in the US vs 1,234 in Germany.
- If you switch a key type from text to number then Curio will do its best as it works with existing values to convert on the fly (it asks the macOS `NSNumberFormatter` class to convert it on the fly based on current locale). However, ideally you should stick with either text or a number from the get-go before entering values everywhere.
- Known issue: parent items do not clear sum-up values if you delete all children. This gets messy as the parent nodes don't know if you previously had children and now you don't or if you never had children.

# Line

If the selected figure is a line figure then you'll find more options available to you.

## Type

Specify how multi-point lines should be drawn:

- Straight
- Curved
- Orthogonal

## Midpoints

Add one or more midpoints to your line. Note you can also right-click on the line to add a midpoint at that location.

To remove a midpoint, right-click on it and choose to remove it.

To move the midpoint, you can drag it although, especially with curved or orthogonal lines, you may find using the keyboard arrow keys more reliable. Hold Shift when using the arrow keys to take greater steps.

## Tail and Head Arrows

From the two lists you can choose a tail and/or head arrow decoration.

## Scale

Set the scale of the arrow decoration which will increase or decrease their size.

# Collection Figures

As mentioned above, a collection figure is a special type of figure that contains, manages, and positions figures within it. Curio includes several bundled collection figures such as list, mind map, table, index card, pinboard, and album collections.

While a collection figure can contain other figures it cannot contain another collection. For example, you can't place a table into a mind map or an index card into a list.

## Default Styling

Items created, dropped, or pasted within or into a collection will adopt the style appropriate for destination as determined by the collection figure. For example, a table style's information will include the style associated with body cells vs header cells. Likewise, a mind map style will include stylings for the various hierarchical levels in the mind map. If you drag an item from one location in the mind map to another location, then it will adopt the styling appropriate for that location.

However, if you want the items to keep their existing styling then hold Shift while dropping or pasting.

See the Help > Curio Advanced Settings if you'd like to change this default styling logic. For example, you can make it so dragging within a table keeps existing styling but dragging items into a table, from elsewhere, will adopt the appropriate styling.

## Lists

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Making to-do lists and outlining ideas is a natural part of brainstorming. Curio's List tool makes it a breeze to generate lists and outlines of any kind right on an idea space. And Curio's lists can contain more than just text; you can add images, documents, movies, sound clips, and any other type of figure that Curio supports.

### Context Menu

Right-clicking on a list or a list item will show a context menu with lots of frequent operations so be sure to check it out!

### Create a List

- Use the Insert popover to create a list via its style and stencil gallery, or use the Insert menu.

### Insert a New Text Figure as a Next Sibling

1. Select a list item.
2. Insert a next sibling by choosing Insert > Text Next Sibling or typing ⌘Return. However, following a convention used in other outliners, if the selected item has a child then this will actually create a new first child.
3. As a shortcut, if you are current editing a list item, you can simply type Return to create a new next sibling. If you want to actually insert a carriage return within the edited text figure, then type ⌘Return.

### Insert a New Text Figure as a Previous Sibling

1. Select a list item.
2. Insert a previous sibling by choosing Insert > Text Previous Sibling or typing ⌘⇧Return.
3. As above, you can simply type ⇧Return to create a new previous sibling.

## Insert a New Text Figure as a Child

1. Select a list item.
2. Insert a new first child by choosing Insert > Text Child or typing ⌘⇧Return.

## Remove List Items

1. Select the list items you wish to remove.
2. Press the Delete or Backspace key or choose Edit > Delete.
3. Any children will automatically be removed as well.

## Indenting List Items Via Keyboard

1. Select one or more list figures.
2. Press the Tab key to indent the figures one level.
3. To move a set of figures contained by a list figure to a higher level in the hierarchy, follow the same steps listed above but press ⇧Tab on the keyboard.
4. If you want to actually insert a tab within an edited text figure, then type ⇧Tab.

## Rearranging List Items Via Keyboard

1. Select or edit an item.
2. Press ^⇧↑ or ^⇧↓ to move the item up or down through its siblings.

## Rearranging List Items Via Drag-And-Drop

1. Select one or more list figures and begin to drag them.
2. As you drag the items around, a line will appear showing you where they will be placed in the list, including their hierarchical level. Notice that rearranging an item with children also moves the children.
3. Release the mouse button to drop the items into the list. If the Option key was held down during the drag then a copy of the selected figures will be created.

## Sort List Items

1. By default, you can manually rearrange the child nodes of a list parent via drag-and-drop as described above.
2. However, you can also tell Curio to keep those children automatically sorted by title, creation date, modification date, due date, start date, start date or end date if already started, percent completed, priority, or rating, in either ascending or descending order. You can specify a secondary sort as well. Make a change to a figure and instantly the figures rearrange based on the sorting rule.
3. Select one or more sibling items in a list then use the list inspector to select a primary and secondary sort option.

## Select Multiple Figures Within the List

- Either use the Shift or Command click to click on individual items, or hold Shift or Command and select a range of figures by clicking and holding on the background of the list and dragging a rubber band selection region around figures.

## Collapse or Expand a List

1. Select the list itself or a branch in the list.
2. Do a quick tap of the spacebar to collapse or expand the list. Alternatively, for branches, you can also click the little expand/collapse widget.

# List Import/Export

## Add New Items to a List Via Drag-And-Drop

1. Select figures from elsewhere in Curio, the Finder, or another application and drag them into Curio onto the list figure.
2. As you drag the items around a line will appear showing you where they will be placed in the list, including their hierarchical level.
3. Release the mouse button to drop the items into the list. If the drag began within Curio, and the Option key was held down during the drag, then a copy of the selected figures will be created.
4. List figures also support cut, copy, paste, and duplicate for adding and removing figures.

## Collect a Selection of Figures into a List

1. Select one or more unlocked figures.
2. Choose Arrange > Collect Into > List, or hold the Option key down while pressing the List toolbar button.
3. A new list figure containing the selected figures will be created and centered in the visible portion of the idea space.

## Convert a Mind Map into a List

1. Select the list figure.
2. Choose Arrange > Convert Into > List.

## Prune off a Branch in the List into a Brand New Linked-To List

1. Right-click on a figure in the list and choose Prune To Linked Collection.
2. Curio will then create a new list, of the same style as the current list, where the selected parent becomes the title of the new list and all of its children will be hierarchically arranged underneath.
3. The children of the original parent are then removed and the original parent itself becomes a jump action which, when clicked, will zip you to the new collection. The new collection can remain on the current idea space or it can be cut and pasted onto a different idea space, and the jump action will still track it down. The root of the new collection will automatically gain a jump action to jump you back to the parent collection when clicked.

## Import a Markdown File as a Curio List STANDARD PRO

1. If you drag in a markdown file containing *only* a markdown list into your Curio idea space and Curio will ask if it should be converted into a native list or mind map figure.
2. Choose Insert > File, or drag-and-drop a `.md` or `.markdown` file from the Finder into Curio.
3. Curio will ask you if you which to convert the file into a list figure. Click the “Convert to List” button; otherwise Curio will simply treat the file as a normal document asset.

## Import an OPML File as a Curio List

1. If you are working with a 3rd party outlining application, such as OmniOutliner, you can bring a list into Curio as a list collection via OPML import.
2. Choose Insert > File, or drag-and-drop an OPML file from the Finder into Curio.
3. Curio will ask you if you which to convert the file into a list figure. Click the “Convert to List” button; otherwise Curio will simply treat the file as a normal document asset.

## Paste a Text List from the Clipboard as a Curio List

1. Within the 3rd party application, select one or more lines of text and choose Edit > Copy.



2. Within Curio, choose Edit > Paste As > List. When parsing the list Curio will assume carriage-returns separate items and tabs indent items.

## Export a Curio List as an OPML, Mind Map Format, Text, or Rich Text File

1. Make sure the list figure itself is selected, not a figure within the list.
2. Use the Share toolbar button and choose to export the selected figure as OPML, one of several supported 3rd party mind mapping formats, text, or RTF. For text and RTF Curio will use carriage-returns and tabs to separate and indent items.

## Copy a Curio List as Carriage Return Delimited, Tab-Indented Text

1. Make sure the list figure itself is selected, not a figure within the list.
2. Choose Edit > Copy As > Text. Both RTF and plain text versions of the text are placed onto the clipboard.

# List Inspector Bar

When a list is selected, the inspector bar will reveal new controls so you can customize the look of your list.

- **List**

Click this button to display the list inspector popover. The same panels are available in the List tab in the inspector shelf.

- **Insert Child**

Click this button to insert a child text figure under the current figure.

- **Insert Sibling**

Click this button to insert a next sibling after the current figure. Note if you hold the Option key down the button will change subtly to indicate that clicking will insert a previous sibling before the current figure.

# List Inspector

When a list figure is selected, the inspector shelf will reveal a new List tab:

## Layout

Lists can be bulleted, numbered, or with no prefixes whatsoever.

## Format

Set the bullets & numbering format for the list and the indented children it contains. By specifying this single property, Curio can neatly enumerate all the items within your list, regardless of hierarchical level.

## Level

The current level of the currently selected items is based on how many steps away it is from the root. Immediate children of the central node is at level 1, their children are at level 2. You can specify certain options of all items that exist at a hierarchical level.

## Line Spacing

You can increase or decrease the line spacing between siblings. Note that if the list itself is selected then spacing changes impacts all items in the list. If, however, you have an item within the list selected then the spacing changes will only impact list items at that hierarchical level.

## Custom Numbering/Bullet Format

You can enable a custom number or bullet format for a specific level if you wish. This will override the default. You can enter an optional prefix character, like a left-parenthesis or bracket, then choose the bullet or number element, then enter a suffix character, like a right-parenthesis, bracket, or period.

## Options

### Title

The title for the list is displayed by default but you can turn this off if you wish.

## Expanding/Collapsing

Child hierarchical levels can normally be expanded or collapsed via handle disclosure triangles. Those can be disabled as well whereby the list is always displayed fully expanded.

## Siblings

### Styling

Select a item within the list then you can copy that selected figure's style to all of its siblings under the same parent. You can also perform this action via the right-click context menu on a list item.

Alternatively you can specify that the selected figure's style should be applied to all figures at this hierarchical level (meaning the selected figure's siblings and cousins). This means all items at the same hierarchical level will instantly have the same style. You can also perform this action via the right-click context menu on a node.

As a note, if you wish to manually style the list items don't forget about the very handy Format > Copy Style and Format > Paste Style menu items. This is a quick way to selectively apply a style to one or more figures.

## Start Number

Select one or more siblings and you can then specify the number that should start these nodes under the current parent.

## Sorting

You can specify that siblings should be sorted by title, creation date, modification date, due date, start date, start date or end date if already started, done date, added date, percent completed, priority, or rating.

You can optionally specify a secondary sort criteria, as well.

If you check the "recursively" checkbox then children of the children will sort themselves with the same sort criteria.

Note, however, if any figure uses a Start Date calculation based on a sibling then sorting will not occur with those children. Why? If, based on sorting rules, figures jumped around based on title or priority, then it could have an unintended consequence on all your figure dates! Basically, we're assuming you placed those figures in specific precedence ordering — buy groceries then make dinner — and we don't want an automatic sorting to spontaneously ruin that ordering.

## Children

### Colors

Select an item within the list then you can copy that selected figure's colorings to all of its children. This means the rest of the child's style, like the shape borders and font size, will all stay the same but the border color, fill color, and font color will all be replaced with the colors of its parent. This is a wonderfully quick way to make an entire branch of nodes all have the same color.

You can mark a child item so that it will automatically update its colors if its parent changes at any time. So, unlike the manual color copying above, this will happen automatically if the parent changes.

Alternatively, if you have a parent selected, you can click a checkbox to make it so children of the selected parent automatically inherit the colors of their parent. Basically the same effect as #2 above but instead of marking a specific child you can instantly mark all children, and future children that you add to that parent. Uncheck this option to disable this functionality. You can also perform this action via the right-click context menu on a list item.

### Spread Color Palette

Curio can instantly spread a color palette across all main branches, so that each branch has its own color. Curio includes several palettes of colors to make it fun to experiment with various palettes. See more notes below regarding branch coloring.

You can also use the actions menu to import and manage color palette files such as Adobe Swatch Exchange ( `.ase` ) swatch files from [Adobe Color](#) or [ColourLovers](#).

While Adobe Color requires a free Adobe account, once you've created the account you can use their site to create, manage, and download color swatches.

You'll need to register with ColourLovers, as well, if you'd like to download created color palettes from their site.

The color swatches popup also supports a Curio Color Swatch ( `.curioColorSwatch` ) file with a carriage-return delimited list of hex color values (like `#aa22ff` ) that you can create if you'd like.

## Branch

A branch is the current node and all of its children, grandchildren, etc.

### Apply Default Style to Selected Branch

Re-apply the default style information to the selected figure and to all of its children with just a single click. Useful if a branch has a mix of styles and formatting.

### A Note about Branch Coloring

Your saved list styles can include branch coloring!

If you apply branch colors to the top branches (the main branches under the title) of your list using the list inspector's automatic child coloring controls, for example perhaps you spread a color palette, then that branch information will now be stored as a part of the collection's style.

After creating new list styles which include branch colors, you can then apply those styles to your existing lists or to new lists and the top branches will be colored appropriately.

When branch coloring is part of the style, the order of the branch coloring is maintained as you insert or delete top branches. So if the branches should be red, green, blue, and orange — in that order — then those colors will be enforced as you modify the number and ordering of branches under the central topic.

# Mind Maps

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Mind mapping is a wonderful technique for discovering connections between words and ideas, and encourages an easy brainstorming approach starting with just one idea. This one idea — be it a word, phrase, or image — is expanded upon by adding associated ideas in a radial fashion around the central idea. You then take each of those associated phrases and list ideas associated with them.

A mind map's central figure is called the **central topic**. This is the main idea or focus of the mind map.

Surrounding the central topic, are the **main branches**. These are your initial, primary topics or ideas that come to mind when thinking about the central topic. For example, if the central topic is “Apple” then the branches surrounding it might include “Mac”, “iPad”, and “iPhone”.

In general, you want to have only a few main branches under the central topic. If you have over a dozen main branches then consolidating them into 4 to 10 branches would make the resulting mind map much more readable and organized and allow Curio to optimize the mind map's layout.

Subtopics can have subtopics, and those can have subtopics, etc, so your resulting branches can be quite large.

Topics and subtopics within Curio can be almost anything, not simply text. For example: images, videos, files, web links, audio recordings, Mail messages, and more! And, like any figure within Curio, each figure within a mind map can include one or more tags and other meta data information.

## Context Menu

Right-clicking on a mind map or a mind map item will show a context menu with lots of frequent operations so be sure to check it out!

## To Create a Mind Map:

- Use the Insert popover to create a mind map via its style and stencil gallery, or use the Insert menu.

## To Insert a New Text Figure as a Next Sibling:

1. Select a list item.
2. Insert a next sibling by choosing Insert > Text Next Sibling or typing ⌘Return. However, following a convention used in other outliners, if the selected item has a child then this will actually create a new first child.
3. As a shortcut, if you are current editing a list item, you can simply type Return to create a new next sibling. If you want to actually insert a carriage return within the edited text figure, then type ⌘Return.

## To Insert a New Text Figure as a Previous Sibling:

1. Select an item in the mind map.
2. Insert a previous sibling by choosing Insert > Text Previous Sibling or by typing ⌘⇧Return.
3. As above, you can simply type ⇧Return to create a new previous sibling.

## To Insert a New Text Figure as a Child:

1. Select an item in the mind map.
2. Insert a new last child by choosing Insert > Text Child or by typing ⌘⇧Return.

## To Add New Sibling Items to a Mind Map Via Keyboard:

1. Select an item in the mind map.
2. Press the ⌘Return key to create a new next sibling or ⌘⇧Return to create a previous sibling of the selected figure. If you are currently editing an existing figure then you can just press Return or ⇧Return.

## To Add New Child Items to a Mind Map Via Keyboard:

1. Select an item in the mind map.
2. Press the Tab key to create a new child of the selected figure.

## To Add New Items to a Mind Map Via Drag-And-Drop:

1. Select figures from elsewhere in Curio, the Finder, or another application and drag them into Curio onto the mind map figure.
2. As you drag the items around the guides described above will appear showing you where they will be placed in the mind map.
3. Release the mouse button to drop the items into the mind map. If the drag began within Curio, and the Option key was held down during the drag, then a copy of the selected figures will be created.
4. Mind Map figures also support cut, copy, paste, and duplicate for adding and removing figures.

## To Remove Mind Map Items:

1. Select the mind map items you wish to remove.
2. Press the Delete or Backspace key or choose Edit > Delete.
3. Any children will automatically be removed as well.

## To Select Multiple Figures Within the Mind Map:

- Either use the Shift or Command click to click on individual items, or hold Shift or Command and select a range of figures by clicking and holding on the background of the mind map and dragging a rubber band selection region around figures.

## Rearranging Mind Map Items Via Keyboard

1. Select or edit an item.
2. Press ^⇧↑ or ^⇧↓ to move the item up or down through its siblings.

## Rearranging Mind Map Items Via Drag-And-Drop:

1. Select one or more mind map figures and begin to drag them.

2. As you drag the items around, and hover over an existing figure, guides will help you determine where they (and their children) will be placed.
  - If you hover the mouse near the top of an existing figure, any red line will appear indicating that, if you drop the items, they will be inserted as previous siblings to this figure.
  - If you hover the mouse near the bottom of an existing figure, a red line will appear indicating that, if you drop the items, they will be inserted as next siblings to this figure.
  - If you hover over the middle of an existing figure, it will glow to indicate that, if you drop the items, they will be added as new children to this figure.
3. Release the mouse button to drop the items into the mind map. If the Option key was held down during the drag then a copy of the selected figures will be created.
4. As mentioned in the collection figures overview, when moving figures around they will adopt the styling appropriate for that location by the collection figure's style information. If you wish to keep a figure's existing styling then hold Shift before dropping the figure.

## Working with Transparent Mind Maps

1. If your mind map has no fill color, Curio supports a kind of transparent selection so you can directly manipulate the mind map nodes more easily.
2. If either the mind map is unselected or if a node within the mind map is selected, then you can now directly click and drag on the background of the mind map to "rubber band-select" a range of nodes.
3. If you click and release within the mind map figure but not on a node, then the mind map figure itself will be selected. Once selected you can then change its inspector properties, or copy it, or drag it, etc.
4. You can now directly click and drag on a node, even if the mind map itself was not already selected, and just start dragging to immediately move it to a new location.
5. Another way to move the entire mind map is to click and drag the central topic node.

## Rearranging List Items Via Keyboard

1. Select or edit an item.
2. Press  $\wedge \uparrow$  or  $\wedge \downarrow$  to move the item up or down through its siblings.

## Sort Mind Map Items

1. By default, you can manually rearrange the child nodes of a mind map parent via drag-and-drop as described above.
2. However, you can also tell Curio to keep those children automatically sorted by title, creation date, modification date, due date, start date, start date or end date if already started, percent completed, priority, or rating, in either ascending or descending order. You can specify a secondary sort as well. Make a change to a figure and instantly the figures rearrange based on the sorting rule.
3. Select one or more sibling items in a mind map then use the mind map inspector to select a primary and secondary sort option.

## Manually Positioning Branches Via Drag-And-Drop:

1. In Curio you can manually position the top, main branches of a radial mind map. That is, those nodes directly under the central topic. However, Curio will automatically control the positioning of the nodes under each branch.
2. Select the topic figure at the top of a branch under the central topic and drag it.
3. As you drag the item around a target symbol will appear showing you where it will be manually positioned in the mind map. Other branches that remain as automatically positioned items will automatically adjust their placement to ensure no overlap occurs.

## To Add an Attachment to an Existing Mind Map Text Figure:

1. Right-click on a text figure within your mind map and choose Attach File then choose a file from anywhere on your hard disk in the dialog that appears. This file can be copied or moved into the project as an embedded asset or referenced as an alias.
2. More information can be found in the Text Figure Attachments section.

## To Add a Caption to an Existing Mind Map Image or Asset Figure:

1. Right-click on an asset figure displayed as a preview within your mind map and choose Show Caption.
2. More information can be found in the Display panel of the figure shape inspector section.

## To Show a Relationship Line Between Two Different Figures in the Mind Map:

1. Select a figure in the mind map then press ⌘ (Command) and select a second figure in the mind map.
2. Right-click and choose Add Relationship Line, or click the Add Relationship Line button in the mind map popover.
3. A new line — a true Curio line figure in fact — will connect the two figures. This line will be set with a handy midpoint and have a curved line style so you can grab that midpoint and move it around to bend it any way you wish. As a real line figure you can completely customize its style using the inspectors.
4. Once you have styled the relationship line the way you like you can create a saved style for it by right-clicking on the line and choosing Save As Line Style. You can also make this the default relationship line style via the Format > Save as Default Style for Relationship Line Figure menu item.
5. You can also double-click the line to give it a line label. Don't forget, the easiest and most accurate way to move a relationship line label is using the arrow keys on your keyboard. Hold Shift with the arrow keys to move in greater steps.

# Mind Map Import/Export

Curio supports several mind mapping file formats for easy import/export.

Note that formatting and layout information such as fonts, shapes, coloring, and positions are not imported or exported. Instead a default Curio mind map style is applied and the mind map is automatically laid out.

## iThoughts

iThoughts is available for both iOS and macOS and Curio supports its `.itmx` file format. Curio supports many iThoughts properties including title, note, flags (at least the ones that map to Curio flags), checkmark, percent complete, priority, start date, due date, and hyperlinks. Curio will also import or export images or other files attached to mind map nodes. Currently, Curio doesn't support iThoughts floating topics.

After exporting from Curio into iThoughts, you may need to force a re-layout by tapping the Gear icon > Map Layout then tapping Vertical then Horizontal.

## Mindjet MindManager

Mindjet MindManager's `.mmap` format is one of the most popular mind mapping formats and supported by most 3rd party mind mapping apps on macOS, iOS, and Windows. Curio supports MindManager properties including title, link, note, flags (at least the ones that map to Curio flags), checkmark, percent complete, priority, start date, due date, and duration. Currently Curio doesn't import or export asset files (aka attachments).

## MindNode

MindNode is available for both iOS and macOS and Curio supports its `.mindnode` file format. As of this writing, the MindNode file format only includes the title of the nodes which Curio can import and export. Currently Curio doesn't import or export images or other asset files (aka attachments).

After exporting from Curio into MindNode, you will need to force a re-layout by selecting the central topic node and clicking the Fold toolbar button then the Unfold button.

## iMindMap

iMindMap is available for both iOS and macOS and Curio supports its `.imx` file format. Curio can import iMindMap title, start/due date, percent complete, and priority information. Curio can export title, start/due date, and a handful of flags. Currently Curio doesn't import or export images or other asset files (aka attachments).

After exporting from Curio into iMindMap, you will need to force a re-layout by clicking the Clean Up button in the toolbar.

## MindMeister and FreeMind

While these formats are not supported directly, there are some techniques you can use discussed below to import and export into those applications.

## Markdown STANDARD PRO

You can drag a `.md` or `.markdown` file containing *only* a markdown list into your Curio idea space and Curio will ask if it should be converted into a native list or mind map figure.

## OPML

Most 3rd party outlining applications, such as OmniOutliner, can export to the simple OPML format. Curio's import process can retrieve the title, note, and checkmark.

## Import a Mind Map File as a Curio Mind Map

1. Choose Insert > File, or drag-and-drop a supported mind map or outlining file format from the Finder into Curio.
2. Curio will ask you if you which to convert the file into a mind map figure. Click the "Convert to Mind Map" button; otherwise Curio will simply treat the file as a normal document asset.

## Import a Carriage-Return Separated and Tab-Indented List from the Clipboard as a Curio Mind Map

1. Within the 3rd party application, select one or more lines of text and choose Edit > Copy.
2. Within Curio, choose Edit > Paste As > Mind Map.

## Export a Curio Mind Map

1. Make sure the mind map figure itself is selected, not a figure within the mind map.
2. Use the Share toolbar button and choose to export the selected figure as OPML, Mindjet MindManager, iThoughts, MindNode, iMindMap, text, or RTF. For text and RTF Curio will use carriage-returns and tabs to separate and indent items.

## Collect a Selection of Figures into a Mind Map

1. Select one or more unlocked figures.



2. Choose Arrange > Collect into Mind Map, or hold the Option key down while pressing the Mind Map toolbar button.
3. A new mind map figure containing the selected figures will be created and centered in the visible portion of the idea space.
4. If only one figure was selected, then the new mind map will use that figure as the central topic. If more than one figure was selected, then the new mind map will have a placeholder text figure as the central topic, and all selected figures will be added as children to that central figure.

## Convert a List into a Mind Map

1. Select the mind map figure.
2. Choose Arrange > Convert Into > Mind Map.

## Prune off a Branch in the Mind Map into a New Mind Map

1. Right-click on a figure in the mind map and choose Prune To Linked Collection.
2. Curio will then create a new mind map, of the same style as the current mind map, where the selected parent becomes the central topic of the new mind map and all of its children will be hierarchically arranged underneath.
3. The children of the original parent are then removed and the original parent itself becomes a jump action which, when clicked, will zip you to the new collection. The new collection can remain on the current idea space or it can be cut and pasted onto a different idea space, and the jump action will still track it down. The root of the new collection will automatically gain a jump action to jump you back to the parent collection when clicked.

## Import a MindMeister Mind Map

1. In MindMeister, right-click on a node and choose Copy As > Text then select the text outline that appears in the popup dialog then Edit > Copy that into the clipboard.
2. In Curio, use the Edit > Paste As > Mind Map or Edit > Paste As > List to paste in a new mind map or list, respectively. Note that you can select a node in an existing collection and use this same technique to paste the outline as a new branch.

## Export a Curio Mind Map or List into MindMeister

1. In Curio, use the Share toolbar to export a text file containing the selected collection.
2. In MindMeister, click the Import on the main screen and choose the file you created on your hard disk.

## Import a FreeMind Mind Map

1. In FreeMind, click on a node and choose Edit > Copy which will place a text outline of the branch hierarchy into the clipboard.
2. In Curio, use the Edit > Paste As > Mind Map or Edit > Paste As > List to paste in a new mind map or list, respectively. Note that you can select a node in an existing collection and use this same technique to paste the outline as a new branch.

## Export a Curio Mind Map or List into FreeMind

1. In Curio, use the Edit > Copy As > Text to copy a mind map or list hierarchy into the clipboard as a text outline.
2. In FreeMind, click on a node and choose Edit > Paste which will paste the hierarchy as a new branch in your FreeMind mind map.

# Mind Map Inspector Bar

When a mind map is selected, the inspector bar will reveal new controls so you can customize the look of your mind map.

- **Mind Map**

Click this button to display the mind map inspector popover. The same panels are available in the Mind Map tab in the inspector shelf.

- **Insert Child**

Click this button to insert a child text figure under the current figure.

- **Insert Sibling**

Click this button to insert a next sibling after the current figure. Note if you hold the Option key down the button will change subtly to indicate that clicking will insert a previous sibling before the current figure.

## Mind Map Inspector

When a mind map figure is selected, the inspector shelf will reveal a new Mind Map tab:

### Layout

Curio mind maps can have very different arrangement and line styles.

### Arrangement

Set the arrangement of the mind map. Curio currently supports radial maps, right maps, left maps, bottom-up, top-down, and org charts. You can also switch the arrangement by right-clicking on the mind map.

### Lines

Choose how the lines should be drawn between nodes: straight, curved, elbow, or rounded elbow.

### Add Relationship Line

Click the Add Relationship Line button to create a line pointing from a first selected figure to a second selected figure.

### Reset Layout

Click the Reset Layout button to reset the entire layout in case you've dragged branch nodes around into odd locations.

### Siblings

#### Styling

Select a item within the mind map then you can copy that selected figure's style to all of its siblings under the same parent. You can also perform this action via the right-click context menu on a mind map item.

Alternatively you can specify that the selected figure's style should be applied to all figures at this hierarchical level (meaning the selected figure's siblings and cousins). This means all items at the same hierarchical level will instantly have the same style. You can also perform this action via the right-click context menu on a mind map item.

As a note, if you wish to manually style the mind map items don't forget about the very handy Format > Copy Style and Format > Paste Style menu items. This is a quick way to selectively apply a style to one or more figures.

## Sorting

You can specify that children should be sorted by title, creation date, modification date, due date, start date, start date or end date if already started, done date, added date, percent completed, priority, or rating.

You can optionally specify a secondary sort criteria, as well.

If you check the “recursively” checkbox then children of the children will sort themselves with the same sort criteria.

Note, however, if any child figure uses a Start Date calculation based on a sibling then sorting will not occur with those children. Why? If, based on sorting rules, figures jumped around based on title or priority, then it could have an unintended consequence on all your figure dates! Basically, we’re assuming you placed those figures in specific precedence ordering — buy groceries then make dinner — and we don’t want an automatic sorting to spontaneously ruin that ordering.

## Children

### Colors

Select an item within the mind map then you can copy that selected figure’s colorings to all of its children. This means the rest of the child’s style, like the shape borders and font size, will all stay the same but the border color, fill color, and font color will all be replaced with the colors of its parent. This is a wonderfully quick way to make an entire branch of nodes all have the same color.

You can mark a child item so that it will automatically update its colors if its parent changes at any time. So, unlike the manual color copying above, this will happen automatically if the parent changes.

Alternatively, if you have a parent selected, you can click a checkbox to make it so children of the selected parent automatically inherit the colors of their parent. Basically the same effect as #2 above but instead of marking a specific child you can instantly mark all children, and future children that you add to that parent. Uncheck this option to disable this functionality. You can also perform this action via the right-click context menu on a node.

### Spread Color Palette

Curio can instantly spread a color palette across all main branches, so that each branch has its own color. Curio includes several palettes of colors to make it fun to experiment with various palettes. See more notes below regarding branch coloring.

You can also use the actions menu to import and manage color palette files such as Adobe Swatch Exchange ( `.ase` ) swatch files from [Adobe Color](#) or [ColourLovers](#).

While Adobe Color requires a free Adobe account, once you’ve created the account you can use their site to create, manage, and download color swatches.

You’ll need to register with ColourLovers, as well, if you’d like to download created color palettes from their site.

The color swatches popup also supports a Curio Color Swatch ( `.curioColorSwatch` ) file with a carriage-return delimited list of hex color values (like `#aa22ff` ) that you can create if you’d like.

## Branch

A branch is the current node and all of its children, grandchildren, etc.

## Branch Boundary

You can enable a boundary region to be drawn around the selected mind map parent and around its children. A boundary is a wonderful way to highlight a particular branch or sub-branch of your mind map. The color of the boundary is automatically determined based on the color of the parent figure itself.

Note that boundaries can contain other boundaries if you wish.

## Apply Default Style to Selected Branch

Re-apply the default style information to the selected figure and to all of its children with just a single click. Useful if a branch has a mix of styles and formatting.

## A Note about Branch Coloring

You can create mind map styles that include branch coloring!

If you apply branch colors to the top branches (the main branches under the central topic) of your mind map using the mind map inspector's automatic child coloring controls, for example perhaps you spread a color palette, then that branch information will now be stored as a part of the collection's style.

After creating new mind map styles which include branch colors, you can then apply those styles to your existing mind maps or to new mind maps and the top branches will be colored appropriately.

When branch coloring is part of the style, the order of the branch coloring is maintained as you insert or delete top branches. So if the branches should be red, green, blue, and orange — in that order — then those colors will be enforced as you modify the number and ordering of branches under the central topic.

# Tables

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Curio's table feature is an excellent way to show a grid or matrix of data. The data could be several text figures, numbers, or even complex figures such as images and movies. When you need to show tabular data, tables are the answer.

## Context Menu

Right-clicking on a table or a table cell will show a context menu with lots of frequent operations so be sure to check it out!

## Create a Table

- Use the Insert popover to create a table via its style and stencil gallery, or use the Insert menu.

## Edit a Figure Cell

- Double-click the cell or select it and press the Return key.

## Move Between Figure Cells

- Press Tab or ⬆Tab or move forwards or backwards. You can also use the arrow keys on your keyboard to navigate around the cells.

## Select Specific Figure Cells

1. Select the first cell then hold Shift while clicking the last cell and all the cells within the rectangular region defined by those two cells will be selected.
2. Or, click on the first cell, then hold Command while clicking other cells to select a disjointed number of cells.

## Select Specific Rows or Columns

1. Select the figure cells in the rows or columns you wish to select.
2. Right-click and choose Select Row or Select Column, as appropriate.

## Resize Rows or Columns

1. Select the table — or specific rows and columns — and enter values into the Column Width and Row Height fields in the table Inspector if you want all row and columns to have the same sizing. You can also use the Fit and Distribute to fit or distribute sizes for selected rows or columns, or for the entire table.
2. Or, hover the mouse over the row and column separating lines such that the mouse pointer becomes a resize pointer. Then click and drag to resize that row or column. When you resize a row or column using the mouse by default the table itself is resized as well. However, if you hold the Option key down while resizing, the table will maintain its size and just the individual row or column will be resized.
3. Or, click on the table then drag one of its resize handles. While the table resizes all rows and columns will resize proportionally. Note that certain cells may have minimum sizes due to the display of adornments such as checkboxes and tags.

## Fit and Distribute

1. Use the Fit buttons to size the row height or column width to the minimum necessary to show the content on that row or column.
2. Use the Distribute buttons to make all rows heights or column widths the same.
3. Check the automatically adjust row heights checkbox if you'd like Curio to adjust row heights as necessary to avoid clipping cell content

## Add Rows or Columns

1. Select the table.
2. Use the table inspector to change the number of rows or columns in a table. By default Curio will maintain the table's current size. However, if you hold the Shift key while clicking the steppers to change the number of rows or columns, Curio will allow the table to grow or shrink as needed

## Insert Rows or Columns

1. Select the figure cells in the rows or columns you wish the insert to occur.
2. Right-click and choose Add Row Above, Add Row Below, Add Column Before, or Add Column After, as appropriate.
3. As a note, you can also use the `⌘ArrowKey` to insert rows and columns if a cell is selected (although not being actively edited), where ArrowKey is the up, down, left, or right arrow keys on your keyboard. Hold the Shift key as well to modify the table size during the insertion, as described above.

## Delete the Contents of Figure Cells

1. Select the figure cells you wish to clear.
2. Press the Delete or Backspace key or choose Edit > Delete.

## Delete Specific Rows or Columns

1. Select the figure cells in the rows or columns you wish to delete.
2. Right-click and choose Delete Row or Delete Column, as appropriate.
3. When the deletion occurs the remaining row/columns will increase in size to fill the existing table dimensions. However, if you hold down the Shift while when choosing the context menu option then Curio will shrink the table figure itself instead.

## Table Import/Export

### Add New Items to a Table or Rearranging Table Items Via Drag-And-Drop

1. Select figures from elsewhere in Curio, the Finder, or another application and drag them into Curio onto the table figure.
2. As you drag the items around the table, the current cell you are hovering over will highlight so you know where the dropped items will be placed. Note you will be replacing the contents of the hovered-over item with the dropped figures or data.
3. Release the mouse button to drop the items into the table. If the drag started from this table or another table then the added items will retain their same row and column separation from each other, and Curio will automatically increase the number of rows or columns as necessary to fit the newly placed items.
4. If the drag started from figures selected on the idea space or from the Finder, then Curio will ask if the items should be filled into a single column (adding rows as needed), a single row (adding columns as needed), or spread across and then down (adding rows as needed).
5. Table figure cells also support cut, copy, paste, and duplicate for adding and removing figures.
6. As mentioned in the collection figures overview, when moving figures around they will adopt the styling appropriate for that location by the collection figure's style information. For tables this means moving items will adopt the appropriate default cell style based on the cell type: body, header, etc. If you wish to keep a figure's existing styling then hold Shift before dropping the figure.

### Drag a Figure out of the Table

- Simply drag the figure out of the table and you can drop it on the idea space or directly into another collection such as a list or mind map. The table cell is cleared and replaced with a boilerplate text figure unless Option is held down in which a copy was generated.

### Import a CSV File as a Curio Table

1. You can import tabular data from Apple Numbers, Microsoft Excel, or many other 3rd party applications, directly into Curio as a table collection.
2. Just use that application's export to CSV (Comma Separated Value) functionality to create an export file, which Curio can import.
3. Choose Insert > File, or drag-and-drop a CSV file from the Finder into Curio.
4. Curio will ask you if you which to convert the file into a table figure. Click the "Convert to Table" button; otherwise Curio will simply treat the file as a normal document asset.

### Paste a Tab Delimited Information from the Clipboard into a Curio Table

1. Within the 3rd party application, select a range of rows and columns and choose Edit > Copy.
2. Within Curio, choose Edit > Paste As > Table to paste into the currently selected table or it can automatically create a new table.

## Export a Curio Table

1. Make sure the table figure itself is selected, not a figure within the table.
2. Click the Share toolbar button then, under Share Selected Figure, choose the export format you wish to use, such as text or CSV.

## Copy a Curio Table as Tab Delimited Text

1. Make sure the table figure itself is selected, or a range of cells within the table is selected.
2. Choose Edit > Copy.

# Table Inspector Bar

When a table is selected, the inspector bar will reveal new controls so you can customize the look of your table.

- **Table**

Click this button to display the table inspector popover. The same panels are available in the Table tab in the inspector shelf.

- **Insert Row**

Click this button to insert a row above the current row, keeping the table size as-is. Press ⬆️ Click to insert above and grow the table size as necessary. Press ⌘ Click to insert below the current row. Press ⌘ ⬆️ Click to insert below and grow the table size as necessary.

- **Insert Column**

Click this button to insert a column before the current column, keeping the table size as-is. Press ⬅️ Click to insert above and grow the table size as necessary. Press ⌘ Click to insert below the current column. Press ⌘ ⬅️ Click to insert below and grow the table size as necessary.

- **Delete Row**

Click this button to delete the current row.

- **Delete Column**

Click this button to delete the current column.

# Table Inspector

When a table figure is selected, the inspector shelf will reveal a new Table tab:

## Dimensions

Change the number of rows and columns in the current table, keeping the size-as is. If you hold Shift when making the change then the table will grow as needed.

## Sizing

Set the size of the selected rows or columns.

Click Fit to resize the selected rows (or columns) so their heights (widths) match the cell with the tallest (widest) content.

Click Distribute to distribute the selected row heights (or column widths) so each has the same height (width).

Click the *Automatic adjust row height checkbox* if you'd like the rows to automatically and dynamically update their heights based on their content.

## Show Headers & Footers

Click on the appropriate buttons to toggle the visibility of optional header and footer rows and columns.

## Cell Style

Select a table cell which has the style you'd like to replicate, then click the appropriate button to replicate that style to certain types of cells, like all body cells or all header row cells.

This styling information is then saved as part of the table's overall style definition, thus will be recorded if you save the table style in your personal style repository.

# Index Cards

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Curio's index cards are a fantastic new way to create snippets of ideas, thoughts, and notes. You can even place images and other asset figures on an index card.

Note that an index card is resizable but not scrollable. This means any text that grows past its bounds will be automatically clipped when it's not being edited.

This was done on purpose in the design of the index card feature. The strength of the real-world index card is its static size, in contrast to a multipage notebook. It forces you to make brief notes and think concisely, then to review and arrange your thoughts with the resulting stack of cards.

## Create an Index Card

- Use the Insert popover to create an index card via its style and stencil gallery, or use the Insert menu.

## Edit an Index Card Title or Body Figure

- Double-click the figure within the index card. You can press tab to jump between the title and body areas.

## Replace the Contents of an Index Card

- You can drag-and-drop or paste another figure into the body area of an index card. Using this technique an index card can contain images or any other type of asset figure.

## Collapse or Expand an Index Card

1. Select the index card figure.
2. Do a quick tap of the spacebar to collapse or expand the index card.

## Export a Curio Index Card

1. Make sure the index card figure itself is selected, not a figure within the index card.
2. Click the Share toolbar button then, under Share Selected Figure, choose the export format you wish to use.



## Copy a Curio Index Card as Text

1. Make sure the index card figure itself is selected, not a figure within the index card.
2. Choose Edit > Copy As > Text.

## Index Card Inspector Bar

When a index card is selected, the inspector bar will reveal new controls so you can customize the look of your index card.

- **Index Card**

Click this button to display the index card inspector popover. The same panels are available in the Index Card tab in the inspector shelf.

## Index Card Inspector

When a index card figure is selected, the inspector shelf will reveal a new Index Card tab:

### Automatic Resize

You could enable automatic resizing of the index card so it automatically grows and shrinks as necessary to hold its content.

### Line Coloring

Set the color of the line drawn under the index card title. If you set a none color in the popup color palette then no title line will be drawn.

Set the color of the lines drawn in the body area of the index card. If you set a none color in the popup color palette then no body lines will be drawn.

Note you can set other properties such as fonts, font colors, fill colors, etc, using the other inspectors. The index card is made up of two distinct figures which you can style using the various inspectors: a title figure and a body figure.

## Albums

Curio's albums are a great way to create flexible collections of image figures and other asset figures displayed as previews, such as PDF's. With the new preview caption feature mentioned above your images can have notes and other annotations directly under the image or preview feature is an excellent way to show a grid or matrix of data.

An album lays out all contained items in fixed-width columns. Unlike a table which has fixed-height rows, albums simply stack items within the columns based on the height of each item. The number of columns is based on the overall width of the album collection figure. As you resize the album figure, the number of columns will be dynamically changed and items will wrap accordingly.

### Create an Album

- Use the Insert popover to create an album via its style and stencil gallery, or use the Insert menu.

## Convert a Selection of Figures into an Album

1. Select one or more figures on the idea space.
2. Choose Arrange > Collect Into > Album.

## Edit a Figure Within an Album

- Double-click the figure or select it and press the Return key.

## Move Between Figures Within an Album

- Use the arrow keys on your keyboard to navigate around the album.

## Add New Items to an Album or Rearranging Items Via Drag-And-Drop

1. Select figures from elsewhere in Curio, the Finder, or another application and drag them into Curio onto the album figure.
2. As you drag the items around the album, a red drop indicator will indicate whether the items will be placed before or after the current item.
3. Release the mouse button to drop the items into the album.
4. Items within albums also support cut, copy, paste, and duplicate for adding and removing figures.

## Drag a Figure out of the Album

- Simply drag the figure out of the album and you can drop it on the idea space or directly into another collection such as a list or mind map.

## Change the Number of Columns

- Simply resize the album figure itself and the number of columns will dynamically change to accommodate the new width of the album.

## Delete the Items Within an Album

1. Select the figures you wish to delete.
2. Press the Delete or Backspace key or choose Edit > Delete.

## Toggle the Display of an Album Title

- Select the album — or an item within the album — and use the album Inspector to turn on or off the album title.

## Change the Column Size or Spacing

- Select the album — or an item within the album — and use the album Inspector to modify those properties.

# Album Inspector Bar

When an album is selected, the inspector bar will reveal new controls so you can customize the look of your album.

### • Album

Click this button to display the album inspector popover. The same panels are available in the Album tab in the inspector shelf.

# Album Inspector

## Album Arrangement

Choose either:

1. **Columns:** a packed columns of images. You specify a column width and the contained figures are proportionally sized to that width then arranged into a packed layout, similar to Pinterest's.
2. **Columns (unpacked):** Unpacked columns of images. Like Columns you specify a column width, but instead of packing the contained figures, each row's height is based on the tallest item in that row. The result is more like a matrix of images in tidy columns and rows.
3. **Rows:** Packed rows of images. You specify a row height and the contained figures are proportionally sized to that height then arranged into a packed layout. This works very well with uncaptioned images, but can be a bit finicky with captioned images as text wrapping can jump items between sizes, although Curio attempts to counter this via iterative refinement.

## Column Width

Set the width of the pinboard columns. Curio will then flow the contents as needed.

## Gaps

Set the horizontal and vertical gap spacing between items within the album.

## Show Title

Toggle the visibility of the album title.

## Copy This Figure Style to All

Select an item in the album, then click this button to copy that figure's style to all other figures contained within the album.

# Pinboards

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Think of a pinboard as a container of figures where no layout or style is imposed on the figures within the collection. You can place items anywhere within the collection and the collection itself will automatically grow, if necessary, to handle dropped or pasted figures. It's almost like a free-floating mini idea space in terms of flexibility. And it's more flexible than a group figure since you can move and resize the contained figures freely and the collection will simply resize to hold the new items.

Pinboards really shine when used during brainstorming sessions. You and your team will quickly produce dozens of ideas, perhaps created using Curio's sticky note figure styles. Afterwards, or during breaks, collect common ideas together in pinboard collections to quickly organize and visualize the results of your brainstorm. You can even add ratings, tags, and priorities or use color coding to quickly identify key ideas.

A pinboard is a collection figure, like a list, mind map, or table collection figure. It's important to remember that a collection cannot contain another collection.

## Create a Pinboard

- Use the Insert popover to create a pinboard via its style and stencil gallery, or use the Insert menu.

## Convert a Selection of Figures into a Pinboard

1. Select one or more figures on the idea space.
2. Choose Arrange > Collect Into > Pinboard.

## Edit a Figure Within a Pinboard

- Double-click the figure or select it and press the Return key.

## Create a Text Figure Within a Pinboard

- Double-click the background of the pinboard.

## Add New Items to a Pinboard or Rearranging Items Via Drag-And-Drop

1. Select figures from elsewhere in Curio, the Finder, or another application and drag them into Curio onto the pinboard figure.
2. As you drag the items around the pinboard, you can see exactly where the items will be placed.
3. Release the mouse button to drop the items into the pinboard.
4. Items within pinboard also support cut, copy, paste, and duplicate for adding and removing figures.
5. The pinboard will automatically expand if necessary to accommodate the added items, unless you disable this feature in the inspector.

## Select Multiple Figures Within the Pinboard

- Either use the Shift or Command click to click on individual items, or hold Shift or Command and select a range of figures by clicking and holding on the background of the pinboard and dragging a rubber band selection region around figures.

## Insert a New Figure into a Pinboard

- Use the Insert toolbar button to insert a new figure such as a Styled Shape directly into the pinboard. Note, like all collection figures, a collection figure cannot contain another collection figure. So you can't add a list to a pinboard, for example.

## Drag a Figure out of the Pinboard

- Simply drag the figure out of the pinboard and you can drop it on the idea space or directly into another collection such as a list or mind map.

## Delete the Items Within a Pinboard

1. Select the figures you wish to delete.
2. Press the Delete or Backspace key or choose Edit > Delete.

## Collapse or Expand a Pinboard

1. Select the pinboard figure.
2. Do a quick tap of the spacebar to collapse or expand the pinboard. Note that the pinboard has to have a title to be able to collapse it.

## Toggle the Display of a Pinboard Title

- Select the pinboard — or an item within the pinboard — and use the pinboard Inspector to turn on or off the pinboard title.

## Toggle the Pinboard Auto Resize

- Select the pinboard — or an item within the pinboard — and use the pinboard Inspector to toggle pinboard automatic resize.

## Pinboard Inspector Bar

When a pinboard is selected, the inspector bar will reveal new controls so you can customize the look of your pinboard.

### • Pinboard

Click this button to display the pinboard inspector popover. The same panels are available in the Pinboard tab in the inspector shelf.

## Pinboard Inspector

When a pinboard figure is selected, the inspector shelf will reveal a new Pinboard tab:

### Show Title

Toggle the visibility of the pinboard title.

### Automatic Resize

You could enable automatic resizing of the pinboard so it automatically grows and shrinks as necessary to hold its content.

### Copy This Figure Style to All

Select an item in the pinboard, then click this button to copy that figure's style to all other figures contained within the pinboard.

## Stacks

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A stack collection collects all of its contained figures in a neat, vertical stack which is perfect for organizing tasks in a visual manner.

The widths of all contained figures will be increased to the width of the stack, appropriately sizing images proportionally. If you resize the stack, the widths of all figures within will resize as well.

Stacks are best suited for organizing text, image, and file asset figures.

### Smart Tag Inheritance on Search and Status

Stacks have two special, very important characteristics when tasks are viewed on the Search and Status shelf:

1. Curio will ignore stack titles in the Status shelf (when grouping by tag) or on the Search shelf (when searching for tags).
2. On both the Status and Search shelves, items within the stack will automatically inherit the title's tags.

This means you can construct a series of stacks, where the title of the stack has an associated tag, and simply drag-and-drop items from one stack to another. Those items will instantly inherit the title's tag and appear in the Status shelf with the correct associations.

## Create a Stack

- Use the Insert popover to create a stack via its style and stencil gallery, or use the Insert menu.

## Convert a Selection of Figures into a Stack

1. Select one or more figures on the idea space.
2. Choose Arrange > Collect Into > Stack.

## Edit a Figure Within a Stack

- Double-click the figure or select it and press the Return key.

## Create a Text Figure Within a Stack

- Double-click the background of the stack or select an existing figure and press ⌘Return to create a next sibling or ⌘⇧Return to create a previous sibling.

## Move Between Figures Within a Stack

- Use the arrow keys on your keyboard to navigate around the stack.

## Add New Items to a Stack or Rearranging Items Via Drag-And-Drop

1. Select figures from elsewhere in Curio, the Finder, or another application and drag them into Curio onto the stack figure.
2. As you drag the items around the stack, you can see exactly where the items will be placed. Note that if the stack is sorted, see below, then you won't be able to place an item precisely in the stack as it will be automatically sorted into place once you release the mouse.
3. Release the mouse button to drop the items into the stack.
4. Items within stack also support cut, copy, paste, and duplicate for adding and removing figures.
5. The stack will automatically expand if necessary to accommodate the added items.

## Select Multiple Figures Within the Stack

- Either use the Shift or Command click to click on individual items, or hold Shift or Command and select a range of figures by clicking and holding on the background of the stack and dragging a rubber band selection region around figures.

## Insert a New Figure into a Stack

- Use the Insert toolbar button to insert a new figure such as a Styled Shape directly into the stack. Note, like all collection figures, a collection figure cannot contain another collection figure. So you can't add a list to a stack, for example.

## Drag a Figure out of the Stack

- Simply drag the figure out of the stack and you can drop it on the idea space or directly into another collection such as a list or mind map.

## Delete the Items Within a Stack

1. Select the figures you wish to delete.
2. Press the Delete or Backspace key or choose Edit > Delete.

## Collapse or Expand a Stack

1. Select the stack figure.
2. Do a quick tap of the spacebar to collapse or expand the stack. Note that the stack has to have a title to be able to collapse it.

## Toggle the Display of a Stack Title

- Select the stack — or an item within the stack — and use the stack Inspector to turn on or off the stack title.

## Change the Stack Sorting

1. By default, you can manually rearrange items in the stack. Just drag items up and down the stack to arrange them in any order you wish.
2. However, you can also tell Curio to keep the stack automatically sorted by title, creation date, modification date, due date, start date, start date or end date if already started, percent completed, priority, or rating, in either ascending or descending order. You can specify a secondary sort as well. Make a change to a figure and instantly the figures rearrange based on the sorting rule.
3. Select the stack — or an item within the stack — then use the stack Inspector to select a primary and secondary sort option.

## Export a Curio Stack

1. Make sure the stack figure itself is selected, not a figure within the stack.
2. Click the Share toolbar button then, under Share Selected Figure, choose the export format you wish to use, such as text, OPML, or a mind map format.

# Stack Inspector Bar

When a stack is selected, the inspector bar will reveal new controls so you can customize the look of your stack.

### • Stack

Click this button to display the stack inspector popover. The same panels are available in the Stack tab in the inspector shelf.

# Stack Inspector

When a stack figure is selected, the inspector shelf will reveal a new Stack tab:

## Show Title

Toggle the visibility of the stack title.

## Automatically Size

The stack will automatically grow as you add new items, but via this option it can automatically shrink as items are removed.

## Sorting

Change the automatic sort ordering. By default, you can manually rearrange items in the stack. Just drag items up and down the stack to arrange them in any order you wish.

However, you can also tell Curio to keep the stack automatically sorted by title, creation date, modification date, due date, start date, start date or end date if already started, done date, added date, percent completed, priority, or rating. You can specify a secondary sort as well.

## Copy This Figure Style to All

Select an item in the stack, then click this button to copy that figure's style to all other figures contained within the stack.



# Shelf

The Curio shelf is a popup area located on the right side of the Curio window. Curio includes several shelf modules that run within that area to help you while you're working on your project such as the Search shelf to find information.

## Inspector

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### Accessing the Inspector Shelf

You can access the inspector shelf by clicking on the Inspector toolbar button. Go ahead and do it now so you can look at it while we go over some things.

#### Context Sensitive

The inspector shelf shows properties of the selected figure or idea space. The inspector panels that appear within the shelf are context sensitive so, based on what's selected, the available panels and tabs may change.

For instance, select a text figure and you will see certain tabs at the top of the inspector shelf. Click on a list and a tab titled "List" will appear with more options. Click on the background of the idea space so no figures are selected and the inspector content will change to show properties of the idea space, such as background color and dimensions.

### Inspector Popovers

As mentioned earlier in this document, you can access many of the same panels via buttons on the inspector bar. In many cases, those buttons will reveal popovers that appear so you can make property changes, then dismiss the popover when you're done. Sometimes popovers are more convenient than the inspector shelf, especially for small laptop screens, because they only take up room temporarily.

#### Detachable Popovers

Inspector popovers can also be detached by clicking and dragging on their background to "tear" them off the inspector bar and turn them into free floating windows. You can drag these small windows anywhere on the screen, or even to a separate screen attached to your Mac.

Relaunching Curio will automatically restore those same detached popovers.

## Search

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You can access the search shelf by clicking on the Search toolbar button or press ⌘F. Go ahead and do it now so you can look at it while we go over some things.

On a related note, if you want to filter the display of Organizer items based on various criteria then check out the Organizer Filter.

# Search Criteria

You can choose a saved search from the popup located at the bottom of the search shelf, or perform a new search by filling out one or more of the search criteria. Checking on the criteria checkbox will expand that panel to show its options.

## Text

Text specified will be used to perform a case-insensitive search. When searching Curio will look at all text associated with a figure including text figure content, figure notes, asset figure file name, figure tag names, etc. Curio will also search idea space asset and other Organizer item assets by searching their titles.

## File Content

You can optionally include the file content of your asset figures in the text search. Note that Apple's SearchKit cannot search within every type of asset, but appears to work very well with plain text, RTF, RTFD, HTML, and PDF files.

For Pro users that have external asset libraries enabled via the Project inspector, those file assets will be searched using Spotlight instead of SearchKit so any Spotlight plugins you have installed will help Curio look into 3rd party application documents, as well.

## Boolean Expressions

You may use simple boolean expressions to search such as `zengobi or curio`, which will find any figure with the word `zengobi` or `curio` associated with it (as whole words), while `zengobi and curio` will return those figures that have both words somewhere in the figure's text. Note that currently you can't mix or and and expressions.

## Special Prefixes

You can also use special prefixes, described below, so a search for `zengobi and #work` will find items with the text `zengobi` and the tag of `work`. Another example, `#work or #home` find figures with either of those tags. And `#zengobi or @george or curio` will return all figures with the `zengobi` tag, the `george` resource, or the word `curio`.

## Tasks

You can choose to search for only unchecked or checked items.

## Tags

All available tags are displayed, organized by tags local to this project or by global tag set name. Select one or more tags that must be associated with each returned result.

You can also use text search field to search for tags if you preface it with a #. For example, searching for `#legal` will do a search for a tag named legal.

On a related note, the Curio Spotlight importer has been updated to include any assigned tags within the project's scanned metadata with and without the # prefix. This means you can use Spotlight to search for `legal` or `#legal`.

## Custom Data PRO

You can choose a custom tag key, an operator, and enter a value.

For example, you can search for where `Price > 10` or `Completed < 50`.

Note that for percentage values you can search for the percentage (like `50`), not the decimal value (`0.50`).

## References PRO

You can search for figures which has references to a specific reference type, or to *any* reference type. See below for a note on how to export a CSV report of all cross references.

## Resources

Select one or more resources that must be associated with each returned result.

You can also use the text search field to search for resources if you preface it with a @. For example,  will find figures associated with the resource named . Note that the @ prefix can search based on partial matches.

## Rating

Select a star rating, plus choose whether an item must have rating equal to, less than or equal to, or greater than or equal to the specified rating.

## Priority

Select a priority, plus choose whether an item must have priority equal to, less than or equal to, or greater than or equal to the specified priority.

## Kind

Narrow your search down to a specific kind of asset. This can be general, like *movies*, or specific like *Excel Spreadsheets*.

## Added Date

Select a date range for when matching items were added to the idea space as specified by their added date meta data.

## Last Modified Date

Select a date range for when matching items were last modified. You can also create and select project milestones so you can see all figures changes since a particular milestone. For instance, create a milestone for the first time you demonstrated your product during a client visit. Then you can use the Search shelf to easily find all figures modified since that visit.

## Start Date

Select a date range for when matching items will need to start as specified by their start date meta data.

## Due Date

Select a date range for when matching items will be due as specified by their due date meta data.

## Done Date

Select a date range for when matching items were actually completed as specified by their done date meta data.

## Search Scope

Choose a search scope to indicate whether you want to search the entire project, the current section, the current section tree (meaning this section and any child sections), the current idea space, the current idea space tree (meaning any child items as well), the project Archive, or the project Trash.

Note that the Archive and Trash are only searched if that scope item is selected.

## Begin Search

Once you have set all of the options you wish to search for, click the Begin Search button. A list of the matching figures within the current Project will be displayed. You can group the matching figures by a number of options by choosing the appropriate option from the Group By popup menu. You can even group the results by a specified tag set.

To jump to a specific result, simply click on the item in the result list. The figure will be momentarily highlighted within its idea space. Non-matching figures are automatically faded into the background so that the matching figures stand out better.

## Saving Search Criteria

Use the actions button at the very bottom of the search shelf to save search criteria to use so you can easily reuse it again.

## Canceling Search

Click the “Cancel Search” button in the search shelf, or press ⌘F again, or press the Search toolbar button again which will also close the Search shelf.

## Exporting Search Results

Between the “Refine Search” and “Cancel Search” buttons you’ll find an export icon. Click that to copy your result as rich text, or export your search results in rich text, markdown **STANDARD** **PRO**, or CSV format. You can also export a CSV report of all figure cross references **PRO** in those results, see References for more details.

## Regular Expressions **PRO**

For Curio Professional users, the Search shelf text field supports regular expressions (Regex).

Internally Curio uses the Mac’s built-in `NSRegularExpression` class for searching so it uses that syntax. For more information see this [tutorial](#) and [Apple’s guide](#).

Here are some examples:

### Search

`curio`

`^curio`

`\bcurio`

`zengobi|curio`

`\bzengobi\b|\bcurio\b`

`zengobi.*curio|curio.*zengobi`

`\bzengobi\b.*\bcurio\b|\bcurio\b.*\bzengobi\b`

### Description

A normal search; matches figures with `curio` anywhere even if within another word, like `zengobicurio` or `curiosity`.

Matches figures only if `curio` is the first word.

Matches figures only if `curio` begins a word thus matches `curiosity` but not `zengobicurio`.

Matches figures with either `zengobi` or `curio` anywhere, even if within another word.

Matches figures with either `zengobi` or `curio` as whole words.

Matches figures with both `zengobi` and `curio` anywhere, even if within another word.

Matches figures with both `zengobi` and `curio` as whole words.

## Library

You can access the search shelf by clicking on the Library toolbar button. Go ahead and do it now so you can look at it while we go over some things.

## Library Modules

Based on the edition of Curio you own, you will find several installed library modules listed with tabs at the top of the library shelf.

Let's begin our tour of the available library modules...

## Project

Every project has an internal asset library which manages all aliased and embedded files dragged into Curio.

Generally you use the project library to see what assets are in your library and re-use existing assets. When you use the same asset more than once in your project it is actually only stored as a single underlying file in the asset library.

To use an asset simply drag-and-drop it out of the library and drop it onto the idea space. This will create an appropriate asset figure to be associated with the dragged asset. Again, you can use this technique to create numerous asset figures of the same asset and Curio will efficiently use the same single underlying asset file.

If you select and delete an asset using the Delete key the file will be removed and any asset figure instances of it on any idea spaces will be removed from your project. You have to confirm the removal of an asset since this cannot be undone.

## Context Menu

Right-click on an asset to perform one of these actions:

- **Open**  
Launch the asset file using the Finder.
- **Open With**  
Choose a specific application to open the asset file.
- **Open URL in Browser**  
If a URL is associated with the asset then it will be opened in the default browser such as Safari.
- **Reveal in Finder**  
Reveal the asset file within a Finder window.
- **Reveal in Idea Space**  
Show where the asset is instantiated in one or more idea spaces.
- **Embed within Project**  
Replace an alias to a file into an embedded copy of that file.
- **Copy to Curiota**  
Copy the asset file to the Curiota companion app.
- **Copy to Desktop**  
Copy the asset file to the Desktop.
- **Mail as Attachment**  
Create a new mail message with the selected file as an attachment. If more than one asset is selected then a zip of all the selected assets will be added as a single attachment.
- **Duplicate**  
Create a copy of the asset and store it in the project library.

## Show the Project Library

1. Click the Library shelf toolbar button, then click the Project tab at the top of the shelf.
2. You can also right-click on an asset figure on an idea space and choose Reveal in Library to see the associated asset in the project library.

## Add New Files to the Project Library

- Drag-and-drop one or more files from the Finder to the Project Library view. By default a *copy* of each file will be embedded in your project asset library. If Command is held during the drag then the files will be *moved* to the library. If Option is held then an *alias* to each file will be added to the library.

## Search the Project Library

- Enter a search phrase in the Search field and press Return.

## Filter the Results by Scope

1. Click the Scope popup to change the search scope: the entire project, the current section, the current section tree (meaning this section and any child sections), the current idea space, the current idea space tree (meaning any child items as well), the project Archive, the project Trash, only unused (orphaned) assets that aren't in use in any idea space.
2. Note that the Archive and Trash are only searched if that scope item is selected.

## Filter the Results by File Type

- Click the Kind popup to see only certain types of files. These can include general types such as document, images, or movies, or specific types such as PDF or Adobe Photoshop files.

## Filter the Results by Last Modified Date

- Click the Modified popup to filter the results based on when they were last modified.

## Change the Sort Order

- Click the Sort By popup to change the sort: title, last modified, date added to Curio, file size.

## Duplicate an Asset

- Select the asset and choose Edit > Duplicate. The new asset will be selected and the word “copy” will be appended to the end of its name.

# Local

The Local library uses the power of Spotlight to quickly find files on your hard disk using a number of criteria including text, tags, modification date, and kind of file. When searching for text Curio can search just file titles or also include the actual content of the files. The results can be sorted by file title, last modified date, creation date, or file size.

For example, use Local to find all images modified in the past 2 weeks. Or all files with a tag “School” created in the past month.

### Important

Since the Local shelf uses Spotlight to conduct the searches only files and folders indexed by Spotlight can be found. If you restrict or disable Spotlight in System Preferences then certain locations may not be searchable.

You can direct Local to search your entire Mac, or restrict the scope to your Home folder and any folders it contains. Even better, you can extend this with additional custom scope folders. For example, you might add your Dropbox folder, your Google Drive folder, and a special project folder that you use a personal “inbox” for files and snippets to peruse later.

Assuming you have installed Curiota, the Local scope popup will also list your Curiota Inbox and any Curiota collections, including your pre-Curio 10 Scrapbook repository which was automatically converted into a Curiota “Scrapbook” collection. More information regarding Curiota can be found at [www.zengobi.com/curiota](http://www.zengobi.com/curiota).

To use a file simply drag-and-drop it out of the Local library and drop it onto the idea space. Doing this will embed a copy of the file into your project. Hold Option while dragging the file to create an alias to the original file, or hold Command to move the file into your project (therefore removing it from its original location).

If you select and delete a file from Local using the Delete key the file will be moved to the Trash.

You can double-click a file in Local results to open it, right-click to open it with a selected app or reveal it in the Finder, or press Spacebar to get a Quick Look preview.

## Context Menu

Right-click on an asset to perform one of these actions:

- Open — will launch the asset file using the Finder.
- Open With — where you can choose a specific application to open the asset file.
- Reveal in Finder — will reveal the asset file within a Finder window.

## Show the Local Library

- Click the Library shelf toolbar button, then click the Local tab at the top of the shelf.

## Search the Local Library

- Enter a search phrase in the Search field, or change some of the other search criteria such as scoping, file kind, and modification date.

## Filter the Results by Scope

- Click the Scope popup to change where Local will search for files. You can use the actions button next to this popup to add custom search folders, such as Dropbox. Note that the scoping is normally recursive meaning that folders within the specified folder will also be searched, although you can disable this if you wish using the checkbox located below the Scope popup.

## Filter the Results by File Type

- Click the Kind popup to see only certain types of files. These can include general types such as document, images, or movies, or specific types such as PDF or Adobe Photoshop files.

## Filter the Results by Last Modified Date

- Click the Modified popup to filter the results based on when they were last modified.

## Change the Sort Order

- Click the Sort By popup to change the sort: title, last modified, file size.

# DEVONthink

Many Curio customers also use the very popular DEVONthink application to manage vast collections of notes and links.

You can now search your DEVONthink data using Curio's Local Library shelf which uses Spotlight to scan for results. Curio keeps an eye out for DEVONthink data specifically in the returned results to better display those result entries to you.

By default Curio's Local search looks for all files which match the entered criteria, so you may end up with a mix of normal files and DEVONthink data files. However, if you really want to narrow down your search specifically to DEVONthink, you can choose "DEVONthink" from the Kind popup.



# Stencils STANDARD PRO

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Of course, you can use the Insert toolbar button to bring up the Figure Styles and Stencils gallery and click to insert a stencil. However, if you use a lot of stencils, having a shelf where you can very easily drag-and-drop stencils from the shelf to your idea space is invaluable.

Note that, like the Insert popover's stencil gallery, the stencil library shelf will display both simple and complex stencils, for single figure and multiple figure stencils, respectively. The title of the complex stencil will show the number of contained figures within in parentheses. You can either drag the entire complex stencil into your idea space or double-click to drill into the complex stencil and drag figures within the complex stencil out.

## Context Menu

Right-click on an asset to perform one of these actions:

- **tag name**  
Choose a checked or unchecked tag name to toggle the tags associated with this stencil.
- **Edit Stencil**  
To edit the stencil.
- **Send to Friend**  
To email the stencil to a friend.
- **Send to Zengobi**  
To email the stencil to Zengobi if you'd like us to be able to share it with others.

## Show the Stencils Library

- Click the Library shelf toolbar button, then click the Stencils tab at the top of the shelf.

## Filter the Results by Repository

- Click the Repository popup to change where to find Stencils. By default Curio will look at bundled figure stencils but you can choose personal stencils or a stencils in an external repository specified in Curio's preferences. Curio Professional users can choose to see Master stencils, as well.

## Filter the Results by Tag

- Click the Tag popup to see only those figure stencils associated with specific tags. You can use the actions menu next to this popup to create new stencil tags. Then right-click on the stencils themselves to associate them with one or more tags. Note that tags can only be created within your Personal repository.

## Change the Sort Order

- Click the Sort By popup to change the sort: title, most recently used, or date added to the repository

## Add a Stencil Via the Stencils Library

1. You can drag-and-drop an idea space from the Organizer directly to the Stencils shelf to save the entire contents of the idea space as a figure stencil.
2. This is in addition to the other methods of creating a stencil such as by right-clicking on a figure and choosing Save as Figure Stencil.

## Delete a Personal or Master Stencil from the Stencils Library

- Select the stencil then press the Delete key.

## Sleuth **STANDARD** **PRO**

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The Sleuth library is a new, more accessible method for quickly conducting research while working on your Curio project.

It provides a subset of the sites the primary Sleuth window supports, that work well within the more compact width of the shelf. Currently there's no way to customize the available Sleuth sites that appear in the Sleuth library shelf as they require a bit of testing to insure smooth operations in that slim area.

To use the Sleuth library simply type in a search term and quickly find images, definitions, synonyms, videos, and much more. Then drag-and-drop results from the Sleuth shelf directly to your idea space.

### Show the Sleuth Library

1. Click the Library shelf toolbar button, then click the Sleuth tab at the top of the shelf.
2. Or, ↑ Click on the Sleuth toolbar button or press `⌘F` (or Edit > Search in Sleuth Shelf).
  - The shelf will open if necessary and the Sleuth library will immediately become active.
  - Any text that was selected or if a selected figure contains text will immediately become the search phrase for the Sleuth library and the search will begin.
  - This is an incredibly fast way to search for phrases on the internet.

### Change the Search Site

- Click the site popup to change where Sleuth is searching, or click the stepper to walk through the available Sleuth sites.

## Evernote **STANDARD** **PRO**

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Curio integrates seamlessly with Evernote so you can quickly search for snippets you've collected outside of Curio and easily drag and drop those items into your idea spaces.

## What Is Evernote?

[Evernote](#) is a multi-platform product and service from Evernote Corporation which allows you to easily capture information in any environment using whatever device or platform you find most convenient, and makes this information accessible and searchable at any time, from anywhere.

Evernote has client applications for macOS, iOS, Microsoft Windows, Windows Mobile, and even a web-based solution. Data collected on any of these clients are automatically synchronized between each other via the evernote.com service.

All clients are free and the service is free with some restrictions, although incredibly full-featured for a free product. Users can also upgrade to a premium service plan for more features. To learn more about Evernote go to <https://www.evernote.com>.

## Yinxiang Biji / 印象笔记 / Evernote China

Curio should connect to Yinxiang Biji, Evernote's China-based service, automatically using the user's (a) China-based IP address, and (b) Chinese locale setting in System Preferences > Language & Region.

If this isn't working then check Curio's Help > Curio Advanced Settings on ways to force the connection.

## Evernote Business

Curio currently does not work with Evernote Business accounts due to complexities in dealing with these types of accounts.

## Get an Evernote Account

- If you don't already have an Evernote account, visit their website <https://www.evernote.com>

## Log into Curio's Evernote Shelf

1. Once you have your Evernote account click on the Evernote shelf icon within Curio.
2. Enter your Evernote username and password. If requested, this information can be remembered for quick access in the future.
3. Click the Login button to log into Evernote.

## Search for Evernote Items

1. All search terms are optional but can include one or more of the following: search text, notebook, tag, kind, and last modified date. Search text is wildcarded at the end (so searching for the word `ever` will find `evernote`, for example) unless the phrase is quoted.
2. You can also specify how the results should be sorted when displayed and what zoom level should be used for the resulting preview images.
3. The results are automatically refreshed as you make your selection changes. You may also click the Refresh button to force a refresh.

## Add an Evernote Note to an Idea Space

- Drag the note from the Evernote shelf and drop it into an idea space. When dragging an Evernote note out of the shelf into your idea space, it is normally copied into your project. You can hold down the Command key while dragging to move it to your project, automatically removing it from the Evernote cloud.

## Add a Link to an Evernote Note to an Idea Space

- Hold down the Option key and drag the note from the Evernote shelf and drop it into an idea space. This will create an "evernote://" link that, when clicked, will launch the Evernote Mac client and open the referenced note within that application.

## Use Quick Look on an Evernote Note

- Press the Spacebar to activate Quick Look on the selected Evernote note.

## Open an Evernote Note

- Double-click an Evernote note in the shelf to open it with the Finder.

## Delete an Evernote Note

- Select an Evernote note and press the Delete key to delete it from the Evernote cloud.

## Automatic Meta Import

When bringing Evernote notes into Curio certain meta fields are automatically captured.

### Tags

Your Evernote tags and notebook names are automatically synchronized into Curio with two special Curio global tag sets: “Evernote Tags” and “Evernote Notebooks”. These new tag sets can be found in Meta inspector’s Tags panel.

Then, when a note is dragged from the Evernote shelf into the idea space, the Evernote tags and containing notebook names are mapped their Curio tag counterparts.

This tag mapping feature allows you to use the Curio inspector bar or Search shelf to quickly find figures on your idea spaces collected via Evernote.

### Character Recognition Data

The Evernote service will automatically scan any images for handwritten or typed words.

When an image note is dragged into Curio, that character recognition information is embedded as meta data in the resulting Curio asset figure. This feature allows you to use Curio’s Search shelf to find those images on your idea spaces using the same search phrases.

### Source URL

If an Evernote note item has a source URL associated with it then the resulting figure will automatically be associated with that URL as well. Simply double-click the figure in the idea space to open the URL. If the note is a file, like an image file, then right-click and choose Open File With Finder to open it with the Finder.

## Limitations of the Evernote Shelf

The Evernote shelf is currently unidirectional so you cannot make changes to any of your Evernote notes from within Curio. Please use one of their free clients to make any changes.

## Evernote's 3rd Party App Rate Limits

Evernote imposes rate limits on all 3rd party apps which limit the number of calls an app can make to the Evernote cloud within a 1-hour period. Therefore several changes were made to Curio's Evernote shelf so we greatly reduce the number of calls made to the Evernote cloud.

- Curio will no longer automatically download all notes in the selected notebook to the local cache.
- Instead we will only auto-download the first 5 notes in the resulting list. There is now an advanced setting if you wish to increase this value, although don't make it too high or you could hit the rate limit.
- When you select any note in the result list, if it isn't already local, Curio will then immediately download it from the cloud. Related to this, you can only select a single note at a time to ensure that we only download precisely what the user needs and we minimize our connections to the Evernote servers.
- A note will now clearly indicate if it is on the Evernote cloud, is being downloaded, or is in the local cache.
- Instead of downloading the note's resources and recognition data as separate calls to the cloud the entire note is grabbed with a single call which is much more efficient.
- Once a note is local you can hit spacebar to preview it, double-click to open it, or drag it to an idea space to embed a copy of the note in your project.

Evernote hasn't provided any specifics so we don't know exactly what these limits are or if the limits are the same for regular vs. premium users. However, with these changes we have optimized Curio's Evernote integration as much as possible to greatly reduce the chance that you'll hit the limit within 1-hour periods.

## Advanced Evernote Customizations

The Evernote shelf supports a few advanced customizations which you can read about in [Help > Curio Advanced Settings](#).

## Status PRO

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You can access the status shelf by clicking on the Status toolbar button. Go ahead and do it now so you can look at it while we go over some things.

Curio's Status shelf view packs a lot of information into a compact display.

### Getting Things Done (GTD)

"Getting Things Done" is a popular method of task management in use today. Using Curio's built-in GTD tags, you can very easily implement the "Getting Things Done" methodology within your Curio projects.

For example, you may have several days of meeting notes spread over multiple idea spaces within a project. At each meeting, you made a list of action items and tagged them appropriately. Some you may have tagged as *active*, others *nextAction*, and still others *waitingOn*.

Using the Search shelf view, you can easily find a list of all the items you tagged *active*. But even better, you can use the Status shelf view and group your tasks by the GTD tag set. In a single list, you'll see all the items you tagged with GTD tags, broken down into each category appropriately. You'll instantly know what your current active items are, what your next actions are, and what items are on hold, waiting for input from an external source.

You can use Curio's tagging system, Search shelf, and Status shelf to implement a wide variety of task management methodologies.

## Projects Panel

The top panel of the Status shelf shows your projects grouped in to the same categories that you created either in the Open Project Gallery described earlier or by using the Add New Category action menu selection.

Under each project title in the top pane, you will see a count of a subset of your tasks in the project. The subset is defined as tasks that have a start date and you have not yet started or that have a due date and have you have not yet completed. When you start a task (by setting or completing it to a certain percent) or complete a task, it is not counted in this list. When no tasks are yet to be started or due on a project, Curio will indicate in the top panel by a statement that *No tasks to start or due*. The count of tasks in the top panel is therefore different than what you will see in the bottom pane, where tasks can appear regardless of whether they have start or due dates and regardless of whether they have been started.

Finally, a color coded jewel to the left of the project title indicates the status of each project. Red indicates tasks are late to begin or are overdue, magenta indicates a task is starting or due today, purple indicates a task is starting tomorrow, brown indicates a task is starting or is due within a week, blue indicates a task is starting or is due within a month and green indicates either no tasks or a task is starting or is due beyond a month.

## Tasks Panel

At the bottom you'll find all the tasks due in either the current project or a category of projects. These tasks can be grouped by start/due dates, priority, rating, or even a tag set such as flag or GTD state. Each task is displayed with a color-coded status jewel and a checkmark indicating its current completion date.

Note that a task, as currently defined, is a figure with either (a) a checkbox, (b) a start or due date, or (c) an assigned tag. A tagged item is considered a task primarily for GTD or Kanban task tracking workflows.

## Toolbar Icon

The Status shelf icon displayed on the toolbar has a color-coded indicator dot as well showing the status of the current project. If green then all's well, but other colors would alert you so you can click the button to display the Status shelf and see what task needs your attention.

# Projects Panel

How to use the projects panel area of the Status shelf.

## Change the Scope

- Use the Projects In popup to determine what projects to display either based on a smart category or custom category. See the Open Project Gallery section described earlier for more details regarding project sections.

## Change the Sorting

- Use the Sort By popup to change how the projects are listed: by status, title, last modified date, or date created.

## Adding Projects

1. Drag a project from the Finder into the list to add it to the current custom category.

2. Note this only works with custom categories as the projects listed within smart categories, such as “Recently Opened Projects”, are determined automatically.

## Deleting Projects

- Select a project and press the Delete key to remove a project from a category. Curio can also send the project to the Trash if you wish.

## Ignoring Projects

1. You may want to ignore tasks in specific projects that are either on hold or simply no longer actively used. You don’t want to remove those projects from their respective categories but you *really* don’t want tasks from those projects cluttering up your Status shelf results or live exports.
2. Right-click on the project in the projects list at the top of the Status shelf and toggle the *Ignore Tasks In Project* setting.
3. An ignored project’s tasks will no longer appear in the Status task results area or in live exports.
4. You can control whether ignored projects are displayed in the projects list at the top of Status using the the *Projects In* actions menu’s filtering options.

## Assigning Categories to Projects

1. Right-click on a project to associate or disassociate categories with the selected project.
2. Or, use the action button menu to add the current project or a specified project to the current category.

## Creating, Modifying, and Deleting Categories

- Use the actions menu to create, rename, or remove project categories.

## Switching to a Project

- Click on the project to load it within the current window.

## Opening a Project in a New Window

- `⌘`click on a project to open it in a new window.

## Finder Tags

1. As mentioned above in the overview of the Project Gallery, any project categories you associate with your projects will also have corresponding project category Finder tags as well.
2. For instance, if you associate a project with the categories Active and Personal, then Curio will create “Curio Active” and “Curio Personal” Finder tags and associate them with the projects.
3. With category Finder tags, you can now search for categories of projects in the Finder, outside of Curio.
4. Just enter the search tag, such as Curio Active in a Finder window search field and you’ll find all projects associated with that category.
5. Click the Save button in the Finder window to save the search and even add it to your sidebar for one-click access to those projects.

# Tasks Panel

How to use the tasks panel area of the Status shelf.

## Change the Scope

- Use the Tasks In popup to determine what projects should be searched for tasks.

## Changing the Grouping

Choose the desired task grouping from the Group By popup:

1. Date. You can group tasks by “Action Items” (tasks with a start and/or due date assigned to them, or items that have a checkbox next to them), by “Start Date”, or by “Due Date”.
2. Rating
3. Priority
4. Tag Set. For example, you might choose to group tasks by the GTD (“Getting Things Done”) tag set, in which case any tasks that have been tagged with one or more of the GTD tags will appear under the appropriate tags.
5. Local Project Tags. Only available if Tasks In is set to Only This Project.
6. Local Project Resources. Only available if Tasks In is set to Only This Project.

## Changing the Sorting

1. Choose the desired task sorting from the Sort By popup:
  - Action Date
  - Start Date
  - Due Date
  - Title
  - Percent Complete
  - Rating
  - Priority
2. If a project category or *All Categorized Projects* is selected then sorting by project name is also available as a sort option.

## Jump to a Task

1. Click on a task to jump to its location in the project. If the task is from a different project, Curio will automatically switch to that project.
2. Hold down the Option key while clicking on the task if you want Curio to open the project in a separate window.

## Changing Task Properties (For Tasks in the Opened Project Only)

1. Right-click on the task in the Status shelf and change the item’s associated tags, its percent complete value, its rating, and its priority.
2. If you’re grouping your tasks by rating, priority, resource, or global/local tag set then you can drag-and-drop tasks between groups. With resources and tags, Curio will disassociate the figure from the task’s prior grouping and associate it with its new grouping

## Action Button Menu Options

1. Copy all the displayed tasks as text or to export the tasks as an RTF document to disk. This is a very easy way to share assignments with other team members.
2. Export all task information as markdown for display in a markdown-compatible viewing app.
3. Export all raw task information as CSV file perfect for importing into Apple Numbers or Microsoft Excel. The following fields are exported: Task Title, Project, Section, Idea Space, Start Date, Due Date, Duration, Duration Units, Percent Complete,



Priority, Rating, Tags, Resources. Duration units are specified using a numeric code: seconds=0, minutes=1, hours=2, days=3, weeks=4, months=5, years=6.

4. By default, Curio will include items with checkmarks (aka to-do items) which are unchecked but have no start or due dates. If you want to only include to-do items that have start or due dates then uncheck the “Include items with no start or due dates” item in the actions menu.
5. By default, Curio will alert you of tasks that have a start date associated with them and it is currently past the start date and the completion percentage of the task is zero percent. If you don’t want to be warned in this event then uncheck the “Include items late in starting that are 0% done” item in the actions menu.
6. By default, Curio doesn’t include untagged tasks when you group by tag set or local tags. However, you can enable this by checking the “Include grouping for untagged tasks” item in the actions menu.

## Live Export

Curio can export task reports in real time as you change data within the project.

### Setting up Live Export

1. Use the Status shelf’s *Tasks In* actions menu to manage live export.
  1. Enable live export by specifying the folder where the live export reports should be saved.
  2. Click the menu again to enable each type of live export you wish to produce. RTF and HTML exports are enabled by default.
  3. Use the same menu to specify the category of projects to export and how they should be grouped.
2. In the background, the Status shelf will keep those live export files automatically up-to-date as tasks and projects are changed. The export files created in the specified live export folder are named `Curio Status.rtf`, `Curio Status.csv`, and `Curio Status.html`. If you specify a synced folder, like Dropbox, or a network folder, then those updates will be available to everyone with access to that folder.

### Customizing the HTML Export

1. The resulting HTML is standard, compact, cross-platform, self-contained... and generated using a bundled template file which you can customize!
2. You can find the template in `/Applications/Curio.app/Contents/Resources/Repository/Status Templates/Status Board.html`.
3. The template includes placeholder variables which filled out with figure data and the result is then dynamically constructed and rendered with Javascript.
4. You can create your own `Status Board.html` at `~/Library/Application Support/Curio/Version XX/Repository/Status Templates/` to completely change the look of the report and Curio will use that instead.

# Sleuth **STANDARD** **PRO**

Curio includes Sleuth, its integrated research assistant to make finding anything on the web fast and fun.

Sleuth can help you research ideas by giving you easy access to almost any search engine available on the Internet. You can quickly look up images, definitions, rhyming words, translations, and general information related to any topic. You only have to fill in the search field once, and then visit the sites that most interest you. When you find something you want to remember, simply drag and drop it into an idea space.

## Searching in Sleuth

1. Reveal the Sleuth window by clicking the Sleuth toolbar button or choosing the Window > Show Sleuth menu item.
2. Type a word or phrase in the search field located at the top of the Sleuth window.
3. Press Return to perform the search on the currently selected website, or choose a different site from the site popup menu located to the right of the search field.
4. The search results will be displayed in the bottom part of the Sleuth window. You can explore your search results as you would any website.
5. You can use the back and forward arrows at the top of the Sleuth window to navigate web pages.

## Importing Sleuth Content into Curio

1. Drag images, selected text, and web links from the Sleuth window to any idea space or the project library to save the results you like.
2. Or right-click on an content in the Sleuth window and choose Send to Active Idea Space.
3. You can grab the URL of the currently displayed page by dragging it from the status area located at the bottom of the Sleuth window.

## Changing the Sleuth Site

1. To see search results for the same word or phrase on a different site, click on the site menu and choose another site.
2. You can also click on the up and down arrows next to the site menu to perform the same search on the previous and next sites within a category respectively.

## Make the Sleuth Window Always Appear on Top of All Other Windows

- Click the On Top toolbar button on the Sleuth window. Click again to turn off this feature.

## Make the Sleuth Window Transparent so You Can See Through It

- Click the Transparency toolbar button on the Sleuth window. Click again to turn off this effect.

## Add or Edit Sleuth Sites

- Click the Customize toolbar button on the Sleuth window, and follow the steps detailed on the next idea space.

# Customizing Sleuth

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Sleuth comes with built-in support for a number of the most popular Internet search sites. It also supports a flexible architecture that allows you to add additional Internet search sites to its list of supported sites.

Adding your own websites to Curio's Sleuth tool can be as simple as drag and drop. It all depends on how search information is sent to the site's server.

Note that Curio from the Mac App Store does not support remote, insecure `http` Sleuth sites.

## GET or POST

An HTML form uses one of two methods to send information via HTTP to the server: GET or POST. When the GET method is used, all of the search criteria are passed to the server via the request URL. This makes it easy for Sleuth to extract the information needed directly from the request URL and automatically create a new site.

When the POST method is used, most of the search criteria are passed to the server in the body of the HTTP request. In this situation, Sleuth is unable to extract the necessary information from the resulting request URL to automatically create a new site. However, if you're familiar with HTML and you have access to the HTML code for the search form you want to add to Sleuth, you can easily create a new site manually.

## Add a New Search Site Based on the GET Method

1. In Sleuth's main window, click on the Customize button (the one with the pencil icon) to switch over to the Sleuth configuration view.
2. Choose a collection from the list located along the left side of the window.
3. In a web browser of your choosing, go to the desired website's search page and execute a search for the word "Fish". Searching for the word "fish" will allow you to skip step 5.
4. After the search results are returned, drag the resulting URL from your web browser's address field and drop it into the list of sites on the right side of the Sleuth window. You can position exactly where you'd like the new site to appear in the list.
5. If Sleuth cannot automatically determine your search phrase, a dialog will appear asking you to select which word or phrase for which you searched. Select the word from the popup menu and click Choose. If your search phrase does not appear in the list, click None of the Above.
6. The site information form will be displayed with the information Sleuth was able to extract. Type the name you want to give this site in the Name field.
7. Click Save.

## Add a New Search Site Based on the POST Method

1. In Sleuth's main window, click on the Customize button (the one with the pencil icon) to switch over to the Sleuth configuration view.
2. Choose a collection from the list located along the left side of the window.
3. Click the "+" button located under the list of sites on the right side of the window to add a new site.
4. In the site information dialog, type a name for the site, type the action URL, select POST from the method popup menu, and add the necessary input parameters for this search engine.
5. Click Save.
6. The value for the search phrase input parameter should always be set to "%PHRASE%". Sleuth will automatically replace this value with your search phrase when you execute a search. Take a look at how other sites are configured by double-clicking on them in the sites list for other examples.

## Delete a Custom Sleuth Site

- You can delete the selected site by pressing the Delete key.

## Adding Search Site Collections

1. In Sleuth's main window, click on the Customize button (the one with the pencil icon) to switch over to the Sleuth configuration view.
2. Click the "+" button located under the list of collections on the left side of the window to add a new collection.
3. Type the name for the new collection.
4. You can populate your new collection by creating new Sleuth sites or by dragging sites from another collection and dropping them onto your new collection.
5. You can delete the selected collection by pressing the Delete key.

## Enabling and Disabling Search Sites and Collections

- Click the checkbox next to the item in the list.

# KidSafe Sleuth

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Curio's amazing Sleuth internet research assistant is a quick and easy way to find images, videos, definitions, and other information on the internet. Since Sleuth can be configured to search specific sites and the user simply enters the search phrase, it's a wonderful way to restrict access to what a child can see.

Curio has a hidden option which will allow even more restrictive access via a KidSafe setting, which is perfect for school and home environments.

These restrictions include:

- Only show KidSafe sites in its sites popup, such as Google Images with SafeSearch instead of the normal Google Images.
- Disallow Sleuth site customization.
- Block any query phrase which contains profanity.
- Block any query results which contain profanity.

## To Enable KidSafe Sleuth

1. Make sure Curio is not running then launch Applications > Utilities > Terminal and type the following and press Return:  
defaults write com.zengobi.curio "Sleuth Is KidSafe" -bool yes
2. Or you can just click [on this](#) and relaunch.

# Scribbles

STANDARD

PRO

For Curio Standard and Professional customers, the tools palette includes a brush and eraser tool so you can sketch out an idea or drawing.

Inevitably, while brainstorming or thinking through an idea, you may need to sketch something out when the keyboard just won't do. Fortunately, Curio has a scribble mode with sketching tools built right in, so you don't have to stop and launch another application when inspiration strikes.

Curio comes with several pens and brushes to use when drawing, including a pencil, ballpoint, felt tip, paint brush, and highlighter. Each stylus has different settings for color, line thickness, and opacity that have been configured to mimic the real world object that it represents. Using the inspector you can change the color, brush thickness, and opacity of any stylus.

Many of the styluses are also fully pressure-sensitive when used with an iPad with Apple Pencil connected via the macOS Sidecar feature, or a graphics tablet such as those made by Wacom, whereby the brush size and color saturation may change while you are drawing based on the pressure applied to the pen.

Curio also supports iPad sketching via [Luna](#) and [Duet](#) although you need to set a [different pressure sensitivity multiplier](#). And if you use an [XP-Pen tablet](#) then you may need to tweak [this setting](#).

You can press the B key on your keyboard to quickly choose the brush tool. Press E to choose the eraser.

## The Scribble “Onionskin”

While sketching, your scribbles will appear on top of all other figures and items on the idea space. The scribble layer acts as an onionskin appearing on top of your idea space's figures.

### Note

If you have Curio Pro this means your scribbles appear top of *all* your figure layers. Curio doesn't currently support a scribbles per figure layer as the current architecture would make this far too memory intensive.

## Draw with a Pen or Brush

1. Click on the Brush tool in the toolbar and choose the brush or pen you want to use. Note for super-responsive mouse handling the idea space will temporarily go into Quick Render mode where shadows are hidden and text rendering is optimized.
2. You can quickly choose a color from the narrow color palette in the inspector bar or the much larger color palette in the inspector shelf. On the far left of the inspector bar's color palette, or at the top of the inspector shelf's palette, you can see the current, active color. If you click that color control then you can bring up Apple's standard color picker to choose any color.
3. Begin drawing in the idea space. While in scribble mode, you can continue to change the brush attributes or choose a different brush or pen from the inspector bar.

## Erase a Portion of Your Drawing

1. Click on the Eraser tool in the toolbar or inspector bar and “draw” where you want to erase. You can even change the size of the eraser using the inspector.

2. Alternatively, you can use the Select tool in the toolbar to drag-select a region then press the Delete key to delete it. You can hold down the  $\text{⌘}$  (Option) and  $\text{⌘}$  (Command) keys while dragging to select only your scribble and not any figures or other items on the idea space.
3. Lastly, if you are using a graphics tablet that has a pen with an eraser tip, you can simply turn the pen over to erase a portion of your drawing.

## Convert a Scribble to an Image Figure

1. Using the Select tool in the toolbar drag-select a region. You can hold down the  $\text{⌘}$  (Option) and  $\text{⌘}$  (Command) keys while dragging to select only your scribble and not any figures or other items on the idea space.
2. Choose Edit > Convert Selection to Image Figure.
3. You now have an image figure that you can treat as a normal figure on the idea space: give it a border, move it above or below other figures, or even add it to a list or mind map.

## Convert a Figure to a Scribble

1. Using the select tool in the toolbar (looks like a mouse arrow pointer) select one or more figures.
2. Choose Edit > Convert Selection to Scribble.
3. You can now use the scribble layer's pens, brushes, and eraser to modify the figure.

# Scribble Inspector

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When in scribble mode the inspector bar and inspector shelf changes to reveal handy controls for working with the pens and brushes.

## Brush Palette

Click a brush to activate it. Each brush's color and inspector settings are independent from each other.

## Brush Color

Displays the current brush color. Click to bring up the standard Mac Colors picker.

## Color Palette

The scribble inspector displays the full, large-sized 13x10 matrix displaying 10 shades each of grays and colors. The inspector bar shows a more compact strip with only 5 shades each of grays and colors.

## Brush Size, Opacity, and Pressure Sensitivity

Set the size and opacity of the currently selected brush.

### Tip

You can change the brush size on-the-fly with the [ and ] keys on your keyboard.

If you're using a pen-based graphics tablet, like a Wacom tablet or an iPad with Apple Pencil connected via the macOS Sidecar feature, then the brush size and color can be pressure-sensitive if those toggles are enabled. In that case the specified brush size and opacity is the maximum size given a maximum amount of pressure.

Click the Reset Brush to reset the selected brush to its factory defaults.

## Restrictions

You can choose whether the scribble on an idea space is printed, exported, or presented.

# Journal STANDARD PRO

Curio Standard and Professional include an integrated journaling feature. Curio's project journal feature allows you to log meetings, make class notes, keep a journal or diary, and much more! All neatly organized, sorted, and managed by Curio with automatic year and month groupings.

## Automatic Year/Month Folders and Sorting

Your Journal section is automatically sorted and arranged by Curio, with year and month folders added or removed as necessary for your entries. Years are displayed in descending order (2021, 2020, 2019), months within each year are in ascending order (January, February), and entries within each month are in ascending order as well (May 1, May 2, May 3).

## Viewing the Journal

1. To begin, click the Journal icon in the Organizer header bar to switch to Journal mode, creating the Journal section automatically, if necessary.
2. Your project's Journal section appears under your normal sections but above the Archive and Trash sections.
3. You can only have a single Journal section per project.

## Adding New Journal Entries

1. With Journal mode active, click the Add button to create a new journal entry. Bundled, personal, and master journal templates are automatically listed within the Add button's popup or you can choose from the gallery or a blank idea space.
2. Your new journal entry will default to today. You can use the date chooser in the inspector bar to change the journal entry to a different date.
3. Within the Journal Organizer, Curio automatically creates and titles the encapsulating year and month folders, and the idea space entries.

## Changing Entry Dates

- To change the date associated with a Journal entry, use the date chooser in the inspector bar.

## Working with the Journal Section

1. You can rename your Journal section if you'd like, perhaps calling it *Class Notes*, *Lab Observations*, or *Meetings* if that makes more sense for your project.
2. You can associate a color label via the right-click context menu.
3. You are allowed to delete the Journal section, unlike the special Archive and Trash sections. Select the Journal section and press the Delete key to delete it.
4. You can also rearrange the Journal section among your other sections, although it can't be a child under another section nor can another section be a child of it, and like other sections it has to stay above the Archive and Trash.
5. You can't rearrange the idea space entries within the Journal section, since they are automatically sorted by the entry date. Instead, if you'd like to change the date associated with a Journal entry, use the date chooser in the inspector bar.
6. You can drag journal idea space entries and folders from the Journal of one project to the Journal of another, but you can't drag the actual Journal section from one project to another.

## Journal Entry Titles

1. You can change the date format for Journal entries displayed in the Organizer by right-clicking and choosing a new date format from the Journal Date Format submenu.



2. Many popular date formats are included, plus the standard short, medium, long, and full date formats from System Preferences > Language & Region > Advanced > Dates. There are also advanced options to make your own date formats as detailed via Help > Curio Advanced Settings.
3. Note if an Organizer filter is active then a different date format is used since you won't see the encapsulating year and month folders. For example, if the entry is normally titled "March 1" then that may not help in a collection of filter results. So, when a filter is active a more verbose date format is displayed for the entry titles, such as "Sun, Mar 1, 2020". You can right-click and override that date format as well via the Journal Date Format submenu or directly then relaunch.
4. You can edit an entry's title in the Organizer by pressing Return on the item, type in a title, then press Return to stop editing. The resulting custom title will be appended to the formatted date text.
5. To remove a custom entry title, simply edit the title again and delete the title text. When you press Return to end editing the entry's title will revert back to only the formatted date.

## Saving Custom Journal Templates

1. To create your own journal templates, go into Journal mode, select an existing journal idea space entry that you'd like to save as a template, then right-click and choose Save As Idea Space Template.
2. Like normal templates, it can be stored as a personal and/or a master template (the latter only if you're on Curio Professional).
3. A "Journal" template gallery collection will be created automatically for the new template, if necessary, to help keep them organized in the idea space gallery. All personal and master journal templates in their respective "Journal" collections will appear directly in the Add button popup for quick access.
4. As a tip, you may want to use a variable such as IdeaSpaceDateAddedFull instead of IdeaSpaceTitle for your headings within your journal entry idea spaces if you'd like a specific date format there, instead of one tied to the Organizer's setting.

# Masters PRO

In Curio you've been able to create your own reusable figure styles & stencils and idea space styles & templates. You can save these in your personal repository and use them across all of your projects.

You are able to update a style and re-save it to your personal repository. You can then use the updated style with new figures and apply it to existing figures. Likewise you can update a saved personal stencil or template and then create new instances which will reflect those changes.

However, existing figures or idea spaces that used one of those personal styles, stencils, or templates aren't spontaneously updated throughout all of your projects, as that could get quite messy.

## Master Styles, Stencils, and Templates

This changes in Curio Professional with master styles, stencils, and templates. These are private to a specific project which means Curio can support dynamic updates across all the idea spaces in that project.

Create a "Heading" master figure style, use it across your project. Later change the style to a larger point size and color and the style change is instantly reflected across all uses of the figure style.

Create a master figure stencil for an web site interface prototype and use it throughout a project, then later update that stencil with a different fill color and font choices and instantly the change is reflected across the project.

Lastly, create a master idea space template with headings, subheading, and positioned body text. Use it as a basis for dozens of idea spaces in your project. Later, change the master with additional elements, changed fonts, or repositioned figures, and the changes is reflected across your project.

## Master Styles

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A master style is one that is private to your project and, if the master style is updated, then those changes are immediately broadcast and applied to all idea spaces or figures that adopt that style. A master style can be created from scratch or from an existing style found in a personal, bundled, or external repository.

If you're familiar with Pages, Word, or even css then master styles are similar to the style support you see in those apps, where you can change a style, say for "Heading 1", and throughout your document all "Heading 1" text items are updated to reflect the new style.

Note that a style only defines the look of the idea space or figure. It doesn't include any boilerplate text or images.

## Sample Workflow

1. Create a text figure that you'll use for a heading on an idea space and use the inspector to style it the way you wish with appropriate colorings, fonts, etc.
2. Right-click on the figure and save the style as a master style named "Heading".
3. Use the "Heading" style with other text figure instances scattered on idea spaces throughout your project.

4. If you want to change its look, click on an instance, change any properties you wish using the inspector such as font size and text color, then click the Update button in the Styles inspector. Or, if you wish, you can right-click on the instance and choose update style from its context menu. You could also choose to reapply the style if you didn't mean to change its look.

Instantly the style change is broadcast and applied to all figures that adopted that style.

## Using the Style Inspector Shelf

The Style inspector now includes a Masters option in the repository popup so you can see the styles available in that pseudo-repository.

Other style inspector shelf changes related to masters include: - Copy to Masters -

Right-click on a style that isn't a master style and choose to Copy to Master to copy the style into a master style and then associate the selected idea space or figure with that new style. - Delete / Mail -

Right-click on a master style to delete it, or mail it to a friend or Zengobi. - Update -

A new Update button allows you to instantly update a changed a master or even a personal style with changes. Note that this performs the same action as right-clicking on the figure or idea space background and choosing Update Style.

## Using the Galleries

Within the various idea space and figure galleries you'll find a new Masters pseudo-repository there which contains all applicable master styles (and stencils/templates).

Other gallery changes related to masters include:

- **Copy to Masters**

Right-click on an idea space template, figure stencil, or style that's not in the Masters repository and choose Copy to Masters.

- **Drag and Drop**

Drag-and-drop an idea space template, figure stencil, or style from another repository into the Masters repository folder to make a copy. You can also drag from Masters to Personal if you wish.

- **Delete**

Right-click on an idea space template, figure stencil, or style in Masters repository and choose Delete. You may also simply press the Delete key. Existing instances of a template or stencil will remain as-is.

- **Edit**

Right-click on a master idea space template or stencil and choose Edit Template / Edit Stencil to switch the Organizer to masters, select the appropriate master item, and display the template or stencil in the main viewing area for editing. Click the Done button in the Organizer header area to end editing.

## Using Master Styles

### Create a Master Style

1. Right-click on an idea space in the Organizer, the idea space's background, or on a figure within an idea space and choose Save as Style.

2. In the dialog that appears choose whether to create a personal style, a master style, or both a personal and a master style. Choosing both will allow you to use the style as a master in this project, but also places it into your personal repository so you can use it in other projects.

## Updating a Master Style

1. Make changes to the appearance of your idea space or figure.
2. Right-click on the idea space or figure and choose Update Style or click the Update button on the Style panel in the inspector shelf.

## Reverting or Reapplying an Original Master Style

- If you make changes to an idea space or figure and want to reapply the original master styling for that object then right-click and choose Reapply Style.

## Deleting a Master Style

- In the Style panel of the inspector shelf, right-click on the style and choose Delete Style.

## Sharing a Master Style

- In the Style panel of the inspector shelf, right-click on the style and choose Send to Friend or choose Send to Zengobi if you'd like to share your style with other Curio customers.

## Copying a Master Style into Your Personal Repository

1. If you create a master style that you'd like to use in other projects then you need to copy it into your personal repository.
2. In the Style panel of the inspector shelf, right-click on the style and choose Copy to Personal.

# Master Figure Stencils

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A master stencil is one that is private to your project and, if the master stencil is updated, then those changes are immediately broadcast and applied to instances of the stencil.

If you're familiar with the app Sketch then master stencils are similar to that app's symbol support, where you can change a symbol, say for an elaborate UI component, and throughout your document all instances of that component are updated to reflect the new changes.

Note that while a style only defines the look of a figure, a stencil can be made up of several figures and include text and images, as well as the style information associated with each item. When you use a stencil then you are essentially creating and using an exact copy of the original figure stencil.

## Sample Workflow

1. Create a text figure that you'll use as a note figure with a special flag adornment, coloring, font, freeform size, and placeholder text.
2. Right-click on the figure and save the stencil as a master stencil named "Note".

3. Using the Stencils shelf or the Insert > Styled Shape or Stencil gallery, insert that Note stencil onto idea spaces throughout your project.
4. Edit the stencil either by right-clicking on an instance of the stencil on the idea space, or on the stencil itself in the Stencils shelf or insert gallery, or by finding the stencil in the new Masters Organizer, discussed below.
5. Change the look and contents of the stencil then click Done at the top of the Masters Organizer.

Instantly the changes to the stencil are broadcast throughout the project to any instances.

## Overrides

You can make some changes to your stencil instance and they won't be replaced when you change the master.

- **Figure Position**

Changes made to the positions of individual figures within a complex master stencil are not broadcast to instances.

- **Figure Size**

Changes made to the size of a master stencil are broadcast and applied to instances, unless you manually change the size of an instance. This is handy if you need to change the size of an instance to accommodate more text, for example.

- **Figure Text**

Changes made to the text contents of figures on the master stencil are broadcast to instances, unless you manually change the text of an instance.

- **Figure Style**

Changes made to the style of figures on the master stencil are broadcast to instances, unless you manually change the style of an instance including font and font size.

## Limitations

While figure stencils are quite powerful they do have some limitations:

- If you delete a figure from a complex master stencil then instances are removed elsewhere in the project. However, if top-level figures are added to the master then those new figures do not suddenly appear elsewhere in the project.
  - **Key Exception:** If you delete a figure within a grouped figure then that change is reflected elsewhere.
- Newly added or removed items found within collection figure stencils, such as nodes within a mind map, will not be broadcast to instances.
  - **Key Exception:** If you add a figure within a grouped figure then that change is reflected elsewhere.

## Using the Masters Organizer

Click the new Masters button in the Organizer header to view the Masters Organizer. The Masters button looks like a broadcast symbol since changes to a master are broadcast throughout your project.

The header area will change so you see the blue masters header and Done button. Underneath is pair of buttons you can use to switch between your master idea space templates and your master figure stencils.

You can make changes to any of your stencils then click the Done button when you're ready to broadcast the changes throughout your project.

In general working in the Masters Organizer is similar to the normal Organizer, but here are some notes:

- Master templates and stencils can be rearranged, renamed, and deleted, but they cannot be indented or color-coded.
- Right-click to copy, paste, duplicate, rename, or delete a selected item.

## Using the Stencils Shelf

The Masters option also appears in the Stencils shelf so you can see the stencils available in that pseudo-repository.

Other style inspector shelf changes related to masters include:

- **Copy to Masters**

Right-click on a stencil that's not in the Masters repository and choose Copy to Master Stencils.

## Using the Galleries

When you click the Insert toolbar button and go into the various figure galleries, you'll find a Masters pseudo-repository there which contains all master styles and stencils. Select a master stencil and click the Insert button to insert a new instance of that master into your idea space. If you later update the stencil then this instance will be updated as well.

Other gallery changes related to masters include:

- **Copy to Masters**

Right-click on an idea space template, figure stencil, or style that's not in the Masters repository and choose Copy to Masters.

- **Drag and Drop**

Drag-and-drop an idea space template, figure stencil, or style from another repository into the Masters repository folder to make a copy. You can also drag from Masters to Personal if you wish.

- **Delete**

Right-click on an idea space template, figure stencil, or style in Masters repository and choose Delete. You may also simply press the Delete key. Existing instances of a template or stencil will remain as-is.

- **Edit**

Right-click on a master idea space template or stencil and choose Edit Template / Edit Stencil to switch the Organizer to masters, select the appropriate master item, and display the template or stencil in the main viewing area for editing. Click the Done button in the Organizer header area to end editing.

## Using Master Stencils

### Create a Master Stencil

1. Right-click on a figure within an idea space and choose Save as Figure Stencil.
2. In the dialog that appears choose whether to create a personal stencil, a master stencil, or both a personal and a master stencil. Choosing both will allow you to use the stencil as a master in this project, but also places it into your personal repository so you can use it in other projects.

## Editing a Master Stencil

1. Right-click on an instance of the stencil on the idea space and choose Edit, or...
2. Right-click on the master stencil itself in the Stencils shelf and choose Edit, or...
3. Click the Masters button in the Organizer header to find and edit the stencil manually.
4. The Organizer will switch to the Masters Organizer and you will then edit your stencil within an idea space view. Once you are done, simply click the Done button in the Masters Organizer header to save and broadcast the changes throughout the project to any instances.

## Deleting a Master Stencil

- In the stencil gallery or shelf, right-click on the stencil and choose Delete Stencil.

## Sharing a Master Stencil

- In the stencil gallery or shelf, right-click on the stencil and choose Send to Friend or choose Send to Zengobi if you'd like to share your stencil with other Curio customers.

## Copying a Master Stencil into Your Personal Repository

1. If you create a master stencil that you'd like to use in other projects then you need to copy it into your personal repository.
2. In the stencil gallery or shelf, right-click on the style and choose Copy to Personal.

# Master Idea Space Templates

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A master idea space template is one that is private to your project and, if the master template is updated, then those changes are immediately broadcast and applied to instances of the template.

If you're familiar with Keynote or PowerPoint then master idea space templates are similar to the master slide feature in those apps, where you can change a particular master slide and throughout your presentation all slides based on that master are updated to reflect the new changes.

Note that while a style only defines the look of an idea space, an idea space template includes style information and any figures located on the idea space. When you use a template then you are essentially creating and using an exact copy of the original idea space template.

## Sample Workflow

1. Create an idea space with an appearance and containing the boilerplate figures you would like to use repeatedly throughout your project.
2. Right-click on the idea space in the Organizer and choose "convert to master" to instantly save the idea space as a master template and then automatically convert the selected idea space into an instance of that master. Alternatively you can do the same thing via the "save as template" option from the context menu to show the standard save template dialog.
3. Note that the icon for idea space instance now has a little master-broadcast icon so you know it inherits changes from a master template.
4. Add new figures to this idea space instance, as you would work with a normal idea space.

5. When you want to create another instance simply click the Add toolbar button and choose the master from the pick list where all masters are listed at the bottom with the little masters icon, or drill down in the idea space gallery and choose it from the masters repository.
6. To edit an idea space's master template, you can
  - Hold Option and double-click the idea space in the Organizer to zip right to it, or
  - Right-click on the Organizer item and choose "edit master", or
  - Click the Masters button on the Organizer header and find the master to edit it.
7. Change the look and contents of the master idea space template then click Done at the top of the Masters Organizer.

Instantly the changes to the template are broadcast throughout the project to any instances, which could include other master templates that are based on this master template.

## Overrides

You can make some changes to your idea space instance and they won't be replaced when you change the master.

- **Idea Space Dimensions**

Changes made to the dimensions of a master idea space are broadcast and applied to instances, unless you manually change the dimensions of an instance. Note that width and height are tracked separately so you can grow the idea space instance vertically and still inherit the width from the master, for example.

- **Figure Position**

Changes made to the positions of figures on the idea space master are broadcast and applied to instances, unless you manually change the size of an instance. This is handy if you need to change the size of an instance to accommodate more text, for example.

- **Figure Size**

Changes made to the size of figures on the idea space master are broadcast and applied to instances, unless you manually change the size of an instance. This is handy if you need to change the size of an instance to accommodate more text, for example.

- **Figure Text**

Changes made to the text contents of figures on the idea space master are broadcast to instances, unless you manually change the text of an instance.

- **Figure Style**

Changes made to the style of figures on the idea space master are broadcast to instances, unless you manually change the style of an instance including font and font size.

## Limitations

While master idea space templates are quite powerful they do have some limitations:

- Newly added or removed items found within collection figures, such as nodes within a mind map, will not be broadcast to instances.



**Warning**

While working on a master template it is very important to remember if you delete a top-level figure, or move a top-level figure into a collection, then when you commit the changes those figures that have not been edited will be deleted from all idea spaces that inherit from the master. If the inherited figure has been edited then it will remain on the idea space, even if the figure on the master was deleted, in order to prevent accidental deletion of important data.

## Using the Masters Organizer

Click the new Masters button in the Organizer header to view the Masters Organizer. The Masters button looks like a broadcast symbol since changes to a master are broadcast throughout your project.

The header area will change so you see the blue masters header and Done button. Underneath is pair of buttons you can use to switch between your master idea space templates and your master figure stencils.

You can make changes to any of your templates then click the Done button when you're ready to broadcast the changes throughout your project.

In general working in the Masters Organizer is similar to the normal Organizer, but here are some notes:

- Master templates and stencils can be rearranged, renamed, and deleted, but they cannot be indented or color-coded.
- Right-click to copy, paste, duplicate, rename, or delete a selected item.

## Adding a Master Template Instance

To add an instance of a master template to your project, click the Add toolbar button you'll notice that any master templates are listed at the very bottom of the popup, with the masters "broadcast" symbol on the right side. Choose one and a new idea space instance of that master template will be added to your project.

Notice when you use a master template to create an idea space, the preview image for the new idea space in the Organizer will show a little masters broadcast symbol in its lower-right corner. This way you know it's based on a master template.

## Nested Masters

You can create a master template which is itself based on a master template.

Switch over to the Masters Organizer, then create a new master based on an existing master using the Add toolbar button. That new master will inherit changes made to its "parent" master. You can continue this process so that changes to Master A go to Master B go to Master C go to...

This might be useful if you define a "Background" idea space master then create duplicates that define "Chapter" and "Slide" masters. Change the background of Background and instantly all masters change and thus all instances of all of those masters change.

## Using the Galleries

When you click the Add toolbar button and go into the idea space gallery, you'll find a Masters pseudo-repository there which contains all master idea space styles and templates. Select a master template and click the Choose button to add a new instance of the master to your project. If you later update the master template then this instance will be updated as well.

Other gallery changes related to masters include:

- **Copy to Masters**

Right-click on an idea space template, figure stencil, or style that's not in the Masters repository and choose Copy to Masters.

- **Drag and Drop**

Drag-and-drop an idea space template, figure stencil, or style from another repository into the Masters repository folder to make a copy. You can also drag from Masters to Personal if you wish.

- **Delete**

Right-click on an idea space template, figure stencil, or style in Masters repository and choose Delete. You may also simply press the Delete key. Existing instances of a template or stencil will remain as-is.

- **Edit**

Right-click on a master idea space template or stencil and choose Edit Template / Edit Stencil to switch the Organizer to masters, select the appropriate master item, and display the template or stencil in the main viewing area for editing. Click the Done button in the Organizer header area to end editing.

## Tagged Sets of Master Idea Space Templates

If you create a whole series of master idea spaces for a project and want to re-use them it's super easy! Just select all the master idea spaces in the Masters Organizer, right-click and choose to save them to a named tagged set in your personal repository, such as "Portfolio". You can choose an existing tag or enter a new name.

Later when you want to use that set, simply choose File > New, select the name of your personal tag set, "Portfolio" in this case, and click the Use Tagged Set as Masters button. A new project will be created with all the idea spaces in that tagged set preloaded as master idea space templates.

## Master Styles via Master Templates

Say you define that "Heading" master figure style then you apply it to figures on several master idea space templates. Change the master style and then all master templates update and thus all instances of those master templates update.

Next, say you save your master idea space as a personal idea space template (or perhaps as a tagged set in your personal repository) then you use that template in another project. If that template becomes a master template then any master styles embedded within the template will be automatically recovered and available as master styles in the new project.

Note this only happens if the idea space template becomes a master again, simply inserting an instance of the personal template into your Organizer won't recover the master styles. You could do this via tagged sets, described above, or the convert to master idea space template right-click option in the Organizer.

# Using Master Templates

## Create a Master Template

1. Right-click on an idea space and choose Save as Master Template, or...
2. In the Masters Organizer, you can create a new master template using the Add toolbar button. With this technique you can create a master template based on another master template, thus nesting the templates. Changing a “parent” master will reflect those changes down the line to other masters (recursively), and then refresh all impacted idea spaces that use those masters.
3. In the Masters Organizer, you can duplicate an existing master template via the Edit > Duplicate menu item. The result is another master which is an exact copy of the original master.

## Editing a Master Template

1. Hold Option and double-click the idea space instance in the Organizer, or...
2. Right-click on the idea space instance in the Organizer and choose Edit, or...
3. Click the Masters button in the Organizer header to find and edit the template manually.
4. The Organizer will switch to the Masters Organizer where you can edit your master idea space template.
5. Once you are done, simply click the Done button in the Masters Organizer header to save and broadcast the changes throughout the project to any instances.

## Deleting a Master Template

1. Go to the Masters Organizer by clicking the Masters button on the Organizer header area.
2. Select the master template you wish to delete and press the Delete key. Note that all uses of this master will still remain intact in your project.

## Sharing a Master Template

- In the add idea space gallery, right-click on the template and choose Send to Friend or choose Send to Zengobi if you’d like to share your template with other Curio customers.

## Copying a Master Template into Your Personal Repository

1. If you create a master template that you’d like to use in other projects then you need to copy it into your personal repository.
2. In the add idea space gallery, right-click on the style and choose Copy to Personal.

## Disconnecting from a Master Template

- If you want to disconnect a master template instance from its master then right-click and choose Disconnect from Master. After confirmation, the idea space will be independent and no longer receive updates from its former master template.

## Assigning Identifiers to Figures to Support Change Master

1. When editing a master template, select a figure and click the Info inspector bar button to bring up the Info inspector popover.
2. There you can enter an identifier such as *title*, *subheading*, or *body*.
3. Curio uses identifiers with the same names across different masters to support the Change Master functionality.

## Changing to a Different Master

1. You can change an idea space so it adopts a different master either by right-clicking on the idea space in the Organizer and choose Change to Master, or click on the new master at the top of the inspector shelf.
2. Note this list of master templates you can change to is filtered to only include other masters which support figures with identifiers that the user has changed in the current idea space. Therefore if, in your instance, you have changed the “title” figure then only other masters that contain a “title” figure will be available. That way you can’t switch to a master that wouldn’t support your changed figure.

## Creating a Reusable Set of Master Templates for Use in Creating New Projects

1. Go to the Masters Organizer by clicking the Masters button on the Organizer header area.
2. Select all the masters you wish to want to include in the set.
3. Right-click and choose Save to Tagged Set.
4. Enter a new tag or choose an existing tag to add to an existing set.

## Using a Tagged Set of Masters When Creating a New Project

1. Choose the File > New menu item to bring up the new project gallery.
2. On the far left, expand the list of templates available under the Personal repository.
3. Select the name of your personal tag set then click the *Use Tagged Set as Masters* button.
4. A new project will be created with all the idea spaces in that tagged set preloaded as master idea space templates.

## Change Masters

Normally you can’t apply an idea space template to an existing idea space, since Curio wouldn’t know what to do with the existing figures. However, this is indeed possible with master templates and a new figure identifier property.

Recall that a master template defines the style of the idea space and contains boilerplate figures. In many instances you may want those boilerplate figures to be placeholders (perhaps with “lorem ipsum...” text) that you’ll edit and fill in with real data in the instance of the template.

For instance, you may have master templates with “title” and “body” placeholder text figures but where the figures are positioned and styled very differently. Perhaps these templates also contain other figures unique to themselves in addition to those placeholder items. If you create an instance of one of these masters, edit and replace all the placeholders, then realize you wish you had used a different master, it would be nice if you can click to switch it to the stylings of the other, without having to recreate the whole thing from scratch.

## Identifier

Using the new figure Identifier field, accessible via the figure’s Info inspector, this is now possible. Curio has what it needs to map placeholder figures from one master to another.

Edit your master templates and give the figures that represent placeholder items appropriate identifier values, such as “title” and “body”.

## Identifier Glow

When you edit an idea space that has figures with locally defined identifiers (that is, not inherited from a master) then those figures will glow green instead of blue and their tooltips will show their identifiers. This is helpful when you want to quickly make sure appropriate figures have set identifiers.

## Change Master

Click Done to exist editing masters, then create a new instance of one of those masters.

Edit and change the placeholder text as necessary. If you decide you want to change to the different master, notice that the normal styles area of the inspector shelf shows master templates for the idea space instead. Just click on a different master in the inspector, or right-click on the idea space in the Organizer and choose Change Master, to instantly change to that master.

Behind the scenes, Curio will style the idea space to match the new master's style, use the identifiers to map figures from the old master to the new master thus keeping their contents intact, remove any figures that were unique to the old master, add any figures that are a part of the new master, and leave any figures you added on your own to the instance in place, as is.

As a note, this list of master templates you can change to is filtered to only include other masters which support figures with identifiers that the user has changed in the current idea space. Therefore if, in your instance, you have changed the "title" figure then only other masters that contain a "title" figure will be available. That way you can't switch to a master that wouldn't support your changed figure.

# Master Markdown Styles

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Heavy users of markdown will appreciate Curio's support for master markdown styles.

Using a specified style file, Curio can apply styling attributes to certain markdown elements within a project, specifically the six markdown headers (#, ..., #####).

Here's a portion of a sample master markdown style file:

```
# = font-family:Helvetica Neue UltraLight;font-size:32;font-color:#376098;
## = font-family:Helvetica;font-size:28;font-color:#ff00ff;font-bold:1;
```

It's a pretty simple text file format:

- Each header element (`#`, `...`, `#####`) is defined on its own line.
- The font attributes are a semicolon-delimited collection of key/value pairings each separated by a colon.
- Spaces before and after the `=`, `:`, and `;` are ignored.

Since Curio's markdown is rendered within a rich text view, instead of a web view, our file format is a bit different than markdown styles created using css. However, many of the same features are supported.

When the style file is changed, the updated style changes will be broadcast throughout your project instantly updating all text figures which use those markdown elements.

You can also create a global master markdown style file for use in all projects.

Attribute Example	Description
font-family:Helvetica	The specific font face like “Helvetica Neue UltraLight” or general font family like “Helvetica”.
font-size:32	The font size.
font-color:#ffff00	The color for the font, in hex syntax.
font-bold:1	Enable bold. Useful if a general font family is specified instead of specific font face.
font-italic:1	Enable italics. Useful if a general font family is specified instead of specific font face.
font-underline:1	Enable underline.
font-strikethrough:1	Enable strikethrough.
line-height-multiple:1.2	The natural line height will be multiplied by this value (default is 1).
line-spacing:5	The additional distance in points between lines (default is 0).
paragraph-spacing-before:5	The distance in points before this header (default is 5).
paragraph-spacing-after:2	The distance in points after this header (default is 2).

## Edit a Project’s Master Markdown Style File

1. Use the Format > Edit Master Markdown Style File menu item to edit your project’s master style file in the default editor for .txt files, such as TextEdit.
2. When you save your changes and switch back to Curio, Curio will automatically notice the updates and re-render your visible idea spaces and queue up preview regeneration for all project idea spaces just in case they contain markdown as well.
3. If you remove the contents of the style file then the file itself will be automatically removed from the project package when you switch back to Curio.

## Import a Master Markdown Style File

- Alternatively, if you have an existing markdown style file you wish to use, choose the Format > Import Master Markdown Style File menu item and the file will be copied into your project and then stylings applied throughout.

## Global Master Markdown Style File

- If you place a Markdown Styles.txt in your ~/Library/Application Support/Curio/Version XX/Repository folder (where XX is your Curio version, like 12) then it will be used to define default master markdown styles for all Curio projects. Styles defined in that file will be read first, then you can override or add more styles with your project specific master markdown styles.

# Sharing

There are many ways to share, export, print, or present your project data with others.

## Copying

The most basic way to extract data is the simple Copy command.

### The Copy menu

The standard Edit > Copy command is useful in copying figures around your idea spaces. It will also place useful formats based on the selected figure such as text, image, and link.

It also comes in handy if you want to copy a figure or idea space to use as a jump destination. Then use one of the Edit > Paste As options such as Jump Action for Selected Figure, Idea Space Link, or Jump Anchor. More info can be found in the Linking Figures idea space.

If you copy an image figure or image asset from the Library, then you can select another figure and choose Paste As > Attachment for Selected Text Figure and the image will be displayed as a small attachment above the text figure. More info in the Text Figure Attachments idea space.

### The Copy As menu

Curio's Edit > Copy As menu has many more options so you can copy precisely what you want to the clipboard, including:

- Plain Text
- Rich Text
- Markdown STANDARD PRO — more info [here](#).
- PDF
- PNG
- JPG
- Hyperlink — useful when you want a curio:// hyperlink to a figure or idea space to use elsewhere, even outside of Curio.
- Parent Figure Only — normally when you copy a parent node, in a list or mind map, you can children as well.

The various text copying varieties have some preferences you can set in this Copy As menu:

- **Include Notes With Text** — when copying figures, any associated figure notes will be copied as well.
- **Include Meta With Text** — when copying figures, any meta data is included. This is detailed on the next idea space.
- **Include Images With Rich Text** — when copying figures, any images found in image figures will be copied to as well.

Here's an example of a figure with its notes and meta copied:

Simple figure (25% complete; ★★★★★☆; urgent priority; Feb 14, 2018 - Mar 15, 2018 3:00 PM; duration 20 days; Love, Home; Kat, George) (Some notes for this figure.)

# Including Meta in Text Exports

If you have enabled copying or exporting figure meta (via the Edit > Copy As menu or the export dialog, respectively) then Curio will export meta entries in your plain and rich text exports.

For example:

Simple figure (25% complete; ★★☆☆☆; urgent priority; Feb 14, 2018 - Mar 15, 2018 3:00 PM; duration 20 days; Love, Home; Kat, George) (Some notes for this figure.)

Here's the meta output Curio supports:

Meta Output	Values	Description
50% complete	A number from 0 to 100	If checkmarks visible, the figure's percent complete.
★★★☆☆	A number of stars	The figure's rating value (number of stars).
urgent priority	Description of priority	The figure's priority from urgent priority to very low priority.
start 2018-04-15	A date with or without a time value	The figure's start date (custom <a href="#">date</a> and <a href="#">time</a> format).
due 2018-04-25 20:00	A date with or without a time value	The figure's due date (same customizations).
2 weeks	A duration string	The figure's duration is normally not exported, but can be <a href="#">enabled</a> .
Home, NextAction	A comma separated list of tags	The figure's tags. Choose to export just the tag or tag set and tag: <a href="#">Home</a> or <a href="#">Context.Home</a> .
George, Greg	A comma separated list of resources	The figure's resources. Choose how much of the resource name to export: <a href="#">George</a> , or <a href="#">GeorgeBrowning</a> , or <a href="#">George Browning</a> , or <a href="#">George Browning</a> .

## Sharing

There are two main method for sharing Curio content with others:

1. The Share toolbar button.
2. The File > Share menu item.



Both show the same popup submenu with sharing options separated into three different sections:

1. Project (or currently selected section),
2. Selected idea spaces,
3. Selected figures.

## Sharing the Project

The first options you see listed are for the currently selected section or project:

- Exporting all idea spaces as individual plain text, RTF, or image files, as an HTML or PDF export. More information on HTML exporting is below.
- Mail all idea spaces as a Curio project extract or a PDF file.
- Print all idea spaces. More information on printing is below.
- Begin a slideshow presentation. More information on presentation mode is below.

## Sharing Selected Idea Spaces

The next options you see listed are for the currently selected idea spaces:

- The same export options mentioned above.
- Mail the selected idea spaces as a Curio project extract or a PDF file. You can also select to mail the idea space's style or template to a friend or to Zengobi.
- Print the selected idea spaces. More information on printing is below.

## Sharing Selected Figures

The last options you see listed are for the currently selected figures:

- You can export the selected figures as a text or RTF file, or a combined JPEG, PNG, or non-paginated PDF image. Based on the types of figures selected you may see additional options such as CSV exporting for tables and OPML, MindManager, and iThoughts for mind maps
- Mail the selected figures as a combined JPEG, PNG, or non-paginated PDF image. You can also select to mail the figure's style or stencil to a friend or to Zengobi.
- Share the selected figures as text to any of the configured macOS sharing services such as via Email, Messages, Twitter, or Facebook.
- Share the selected figures as an image to any of the configured macOS sharing services such as via Email, Messages, AirDrop, Twitter, Facebook, or Flickr.
- Print the selected figures or the selected figure's notes. More information on printing is below.

**Mac App Store Restriction**

Curio from the Mac App Store is required to use the macOS sharing service to support mailing from within Curio. While this works very well with Apple's Mail app, it may not be compatible with all 3rd party mail clients as they have to support the NSSharingServiceNameComposeEmail sharing service feature. As a workaround you can export to your Desktop and add the attachment to a manually composed email.

Non-sandboxed Curio supports a customizable AppleScript technique for working directly with most major mail clients.

## Dragging

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There are several ways to drag items out of Curio to another application.

### Drag Assets out of Curio's Project Library

- Select one or more assets from the Library and drag them directly to another application.

### Drag an Asset Figure out of Curio's Idea Space

1. Begin by selecting a single asset figure on the idea space.
2. Hold **⌘** (Command) and click and begin dragging the already-selected figure. Notice that instead of dragging the figure itself around the idea space you are now dragging a file representation of that figure.
3. Now that you've started dragging **release those keys** then continue dragging and drop it anywhere on your Desktop, a Finder window, or any other application.
4. The sole purpose of that magic 3-key combination is to tell Curio to place the asset figure's file URL on the dragging clipboard, instead of tracking a normal figure movement.

**Important**

It's important to release those keys after you've started the drag operation but while you're still dragging, otherwise the destination application will try to interpret those keys as a forced move, alias, or copy of the file but Curio only supports a copy of the file out of the project.

## Printing

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Curio supports printing your idea spaces, your figures, and your figure notes.

### Print Idea Spaces

1. Use the Share toolbar button or choose the File > Print menu then choose whether you want all the idea spaces in the current section or only the selected idea spaces.

2. Modify your print options in the standard Print dialog that appears.
  - Set whether your idea spaces should be scaled to fit a single printed page.
    - Optionally rotating the orientation of the page automatically to minimize scaling.
    - In the case of very large idea spaces, you can also tell Curio that if the scaling to fit to a single page would result in a scaling of less than 50% then it should automatically expand to additional pages until it crosses that threshold so the results aren't too small.
  - Set whether Curio should print the idea space background and grid.
  - Specify a header or footer that should appear on the top of each page, see the notes above for those variable options.
  - Enter values for the top, left, bottom and right print margins, or click "Use smallest margins possible" to make your margins as small as possible, for your printer, and maximize your idea space work area.
3. Pressing the Print button will then send the job to the printer.

## Print Organizer Documents

1. Select the documents in the Organizer you wish to print.
2. Choose the File > Print Document menu or right-click and choose Print Document.
3. The application responsible for editing those file types are launched and instructed to immediately print the documents.
4. The method above immediately prints the document in that application.
  - If you wish to see that application's Print dialog first before printing then you need to follow these steps instead:
    1. Right-click on the Organizer Document in the Organizer.
    2. Choose Open with Finder.
    3. Within the launched application choose the File > Print menu item.

## Print Figures

1. Select which figures you would like to print.
2. Click the Share toolbar button then choose Print from the Share Selected Figures section of the popup menu.
3. Pressing the Print button will then send the job to the printer.

## Print Figure Notes

1. Select one or more figures that have associated notes.
2. Click the Share toolbar button then choose Print Notes from the Share Selected Figures section of the popup menu.

## Print Figure Notes from the Notes Window

1. To make the Notes window appear for a figure you can select the figure and click the Notes button in the inspector bar. Alternatively you can just click directly on the Notes adornment on the figure itself and the Notes window will appear.
2. Click within the Notes window to make sure it has focus.
3. Choose the File > Print Notes menu item.
4. Pressing the Print button will then send the job to the printer.

## Print Figure as Text

1. You may want to print a selection of figures as text, instead of an image representation. This can come in handy if you have a figure that contains a lot of text and you don't want to print it as a graphical figure, where it may not paginate nicely onto pages.
2. Select one or more figures.

- Click the Share toolbar button then choose Print Figure as Text from the Share Selected Figures section of the popup menu. This menu item pays attention to the checked state of the *Include Figure Notes When Copying/Sharing Text* and will therefore include any figure notes with the printout.

## Customizing Print Headers and Footers

When printing idea spaces the Print dialog offers several custom Curio options you can apply. Of note is an optional header footer that can appear at the top and bottom of the printed pages, respectively.

By default the header is:

```
{ %IdeaSpaceTitle }
```

Anything within {% and } is considered a variable by Curio. In this case, this variable is dynamically replaced with the title of the idea space. You can add your own text anywhere outside of that variable string.

By default the footer is:

```
- {%IdeaSpaceNumberWithSheetInfo} -
```

This variable is dynamically replaced with the idea space number and optional sheet information. For example, if idea space #26 spans onto 9 sheets of paper then the 3rd sheet would show 26 (3 / 9) as its footer. If only one sheet was required then that parenthetical information is not printed.

In addition to those two variables there are a few others which may be of interest:

- `{%IdeaSpaceNumber}` - in the example above: 26, as in #26 out of the total count of idea spaces
- `{%IdeaSpaceSheetNumber}` - in the example above: 3, as in the 3rd sheet of paper necessary to output the current idea space
- `{%IdeaSpaceNumberOfSheets}` - in the example above: 9, as in this idea space needs 9 sheets of paper to output its content
- `{%IdeaSpaceCount}` - this represents the total count of idea spaces that could be printed

So now you can see that If the idea space fits on a single page then `{%IdeaSpaceNumberWithSheetInfo}` is simply replaced with `{%IdeaSpaceNumber}`. But, if the idea space spans across multiple sheets it is replaced with: `{%IdeaSpaceNumber} ({%IdeaSpaceSheetNumber} / {%IdeaSpaceNumberOfSheets})`.

## PDF Export

Curio supports exporting all or a selection of idea spaces to PDF.

### Export Idea Spaces to PDF

- Use the Share toolbar button or choose the File > Share menu then choose whether you want export the idea spaces in the current section or only the selected idea spaces.

2. Modify your PDF export options in the Print dialog that appears.

1. Set whether your idea spaces should be scaled to fit a single printed page.
  - Optionally rotating the orientation of the page automatically to minimize scaling.
  - In the case of very large idea spaces, you can also tell Curio that if the scaling to fit to a single page would result in a scaling of less than 50% then it should automatically expand to additional pages until it crosses that threshold so the results aren't too small.
2. Set whether Curio should include the idea space background and grid.
3. Specify a header or footer that should appear on the top of each page, see the notes in the Printing documentation for those variable options.
4. Enter values for the top, left, bottom and right print margins, or click "Use smallest margins possible" to make your margins as small as possible, for your printer, and maximize your idea space work area.

3. Press the Export button to begin the export.

## Options

The same options seen when printing discussed above are available in the PDF export dialog as well.

## PDF Outline STANDARD PRO

For Curio Professional and Standard, the PDF's generated using Export as PDF now have an embedded PDF document outline for easy navigation using PDF viewers that support that standard PDF feature. In Apple's Preview app, for example, choose View > Table of Contents to see the PDF's hierarchical document outline.

The PDF outline is part of the PDF standard so most standards-following PDF readers should support it. Zengobi has tested it with the macOS Preview and Adobe Reader apps as well as the following iOS apps: Dropbox, Readdle's PDF Export and PDF Viewer, Good.iWare's GoodReader, Branchfire's iAnnotate PDF, and LiquidText.

## Clickable Links

When you export idea spaces via Export as PDF the resulting PDF will have clickable links for:

- Weblink figures, like a URL dropped from a browser into an idea space.
- Figures with URL actions.
- Weblinks and figure URL actions that are inner project hyperlinks (ex: `curio://?ideospace=062...`).
- Idea space links to other inner project idea spaces.
- Jump anchors to inner project locations.
- Figures with jump actions to inner project locations.
- Figures with first, last, previous, or next idea space jump directions.

## Limitations

Curio doesn't generate PDF links for a selection of text within a text figure that has a link attribute. This is a tricky one to solve as (a) Curio would have to scan all text figures when exporting to find any `NSLinkAttribute` attributes which could be very slow, (b) the resulting range of text may consist of wrapped lines of text complicating the generation of potential PDF annotation link regions.

## Note Open PDF in Preview

If instead of exporting as PDF you choose to print then click the print dialog's button to Open PDF in Preview then Curio isn't given that temporary filename so is unable to modify the generated PDF to include the PDF outline or PDF links. So either use print to a PDF file and then open it, or use export as PDF.

# HTML Export

When it's time to share your ideas with coworkers, clients, or friends, you can export your idea spaces to HTML files which can be viewed using a web browser.

## The Resulting Output

The result is a single `index.html` file in the specified folder along with `Contents` and `Documents` subfolders. The former contains full-size images and thumbnail images for each exported idea space. The latter contains any exported assets.

Curio uses an image and accompanying image map to represent each idea space so they will render correctly regardless of platform, browser, installed fonts, etc. The image maps support jump actions between idea spaces, web link action URLs, and exported asset files.

The default HTML template Curio uses for exporting works beautifully with the latest Safari, Chrome, Firefox, and Internet Explorer browsers on both Mac and Windows platforms. Navigation controls appear when the mouse is moved or the device is tapped. These same controls automatically hide after a few seconds of inactivity. You can also use the arrow keys to step through the slideshow. The integrated popup navigator allows you to quickly choose a specific idea space in the hierarchy.

The resulting HTML also works perfectly with Safari on your iPad and iPhone devices. Use your fingers to pinch and zoom or pan around larger idea spaces. Simply tap on an asset figure to open the asset itself. Tap anywhere to show the navigation controls.

If you've exported these idea spaces to the same location before, only the modified or new idea spaces and assets will be exported. This significantly reduces the time it takes to update a previously exported project.

## Publish Your Idea Spaces as an HTML Project

1. Optionally select specific idea spaces in the Organizer that you wish to publish.
2. Choose File > Export As > HTML.
3. Click on Export All if you want to export all idea spaces, else click Export Selected to only export the selected idea spaces.
4. Choose a location to export the idea spaces. Since exporting to HTML will result in creating multiple files it's best to create a new folder for the exported files.
5. Choose the template to use.
6. Choose the image type and select whether idea spaces should be scaled to a max width. For JPEG files, you can also choose the quality of the resulting images. The better the quality, the larger the file size.
7. Click Export.

## Customizing HTML Templates

1. To create your own HTML template for exporting, check out the bundled HTML templates which can be found within the app itself: `/Applications/Curio.app/Contents/Resources/Repository/HTML Export Templates`.
2. Copy one of the bundled templates to help you get started. Open the `index.html` file in your favorite text editor and check out the code. Note variables that start with {curio which are dynamically replaced when the template is exported with data.

Currently we're only using two: `{curio_project_title}` and `{curio_slides_array}`. The former is replaced with the project title, the latter with a big JavaScript array of the resulting slides.

3. Now to really understand how this works, do a Curio HTML export of a simple project and check out the resulting exported `index.html` file. See how the project title is replaced and the array of slides is generated?
4. For your copy of the `index.html` template file you can change something simple, such as the CSS style information at the very top of the file. Or perhaps you want to dig deep and modify both the CSS and JavaScript. It's all in this `index.html` and you can do whatever you want with the output arrays.
5. When you're ready to test out your template you need to place it into a specific folder so Curio can find it. Look in your `~/Library/Application Support/Curio/Version XX/Repository` folder and create a new folder inside called "HTML Export Templates". Then, within that folder, create a subfolder and call it something that will identify your new template such as "Awesome Export". Then place your custom `index.html` file into that subfolder.
6. When you restart Curio, the HTML Export dialog will find your custom folder and allow you to choose one of your custom templates.
7. As a note, we store the templates with that Repository subfolder because you could share a repository with your entire company or school.

## Keynote Export

---

While Curio doesn't support a direct export to Keynote, you can easily create a Keynote presentation using exported images.

### Export Your Idea Spaces to Keynote

1. In Curio, click the Share toolbar button then choose Export As > Image. Choose to export JPG images and also create a new folder for the output. This is also where you might want to specify a scaled size for each exported image. Then click the Export button to fill your new folder with image versions of your idea spaces.
2. Launch Keynote and choose the White theme and an appropriate slide size in the window that appears when it launches.
3. In the Finder, select all of the images that Curio exported and drag-and-drop them to the Slides area on the left side of the Keynote window. Drop them just above that initial blank slide that Keynote automatically created for you.
4. Click on the first slide in the Slides area and then choose Edit > Select All to select all the slides and then click the Change Master button in the Format inspector and choose Blank.
5. Scroll down to the very bottom of the Slides area and select the last slide, which is that initial blank slide auto-created by Keynote, and press the Delete key to remove it.

## PowerPoint Export

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While Curio doesn't support a direct export to PowerPoint, we can use an Automator helper script to assist with the process.

Previously we were able to use an Automator helper script to do this. However, it looks like Apple's sandboxing restrictions make this a pain because PowerPoint has to ask you to grant access to every imported image! If you have 100 slides then it'd ask you 100 times for permission!

So, in lieu of that, until they can get this resolved, use this workaround:

1. Follow the 5 steps on the previous idea space to export your Curio project as a Keynote slideshow.
2. Use Keynote to export as PowerPoint.

That's it!

Hopefully Microsoft can adjust their Create PowerPoint Picture Slide Shows Automator action to support selecting a folder instead of multiple files and then you'd only have to grant permission once. But in the meantime you'll need to go through Keynote.

# TaskPaper Export STANDARD PRO

Via the Share menu or toolbar button, you can export a selected list, stack, or mind map as a TaskPaper document. Figure meta information is automatically exported as well.

Note that `@done` is output for any completed items, and `@progress()` for all other items. This includes 0% done, so you will see a `@progress(0)` for unchecked items, so you can perform `@progress` searches in TaskPaper, as described below. You can turn this off if you'd rather only see this tag when progress has been made. If the Done Date meta information is set then that date is output with the form `@done(YYY-MM-DD)`.

## TaskPaper Meta Search Tips

Curio will output meta information to TaskPaper using the markdown-style syntax described in Exporting Meta. Thus `@progress(25)` to indicate a task is 25% done and `@resources(George, Greg)` to indicate resources.

TaskPaper supports advanced searching queries that can dive into this meta information.

- `@progress >[n] 20`  
Find all tasks more than 20% completed (that aren't done, which would have a `@done` tag instead of `@progress`).
- `@tags contains[1] home`  
Find all tasks with a tag of Home.
- `@resources contains[1] george`  
Find all tasks assigned to George.
- `@due < [d] 2018-06`  
Find all tasks due before June 2018 (more date tips here and here).
- `@due <[d] next week and @progress =[n] 0`  
Find all tasks due in the next week that haven't been started.
- `@due <[d] next week except @done`  
Find all tasks due in the next week that aren't done.

## Export a List, Mind Map, or Stack as TaskPaper

1. Select the list, mind map, or stack figure.
2. Choose the Share button or File > Share menu, then under selected figure choose Export As > TaskPaper.

## Importing from TaskPaper

- Click [here](#) to learn how to import from TaskPaper.



# Markdown Export STANDARD PRO

Curio can export an entire project, selected idea spaces, or specific selected figures as markdown!

The result is pretty awesome: a single markdown file (and optional accompanying assets folder) where your Curio text figures turn in markdown rich text blocks, your Curio lists, mind maps, and stacks turn into markdown list blocks, Curio tables into markdown tables, Curio image figures into inline markdown images, asset figures into markdown file links, link figures into markdown links, etc.

You can then view the exported markdown file with your favorite markdown app like [Marked](#) or [MultiMarkdown Composer](#).

## Export Your Project, Selected Idea Spaces, or Selected Figures as Markdown

1. In Curio, select what you want to export then click the Share toolbar button then choose Export As > Markdown.
2. In the dialog that appears you can choose the location for the export and give it a file name for your export. Note that a single .markdown file will be created with that name containing everything you selected to export.
3. In that same dialog you can optionally specify if you want figure notes and meta exported.
4. You can also specify that images and files should be exported as well. If so, Curio will create folder alongside your markdown export file which will contain those images and files stored within uniquely named subfolders.
5. Click the Export button and your export will be generated.

## Markdown Text

Curio's markdown converter will convert your rich text figures directly into markdown! Curio uses each figure's markdown setting in the text inspector is to determine how to perform this conversion:

### • Markdown Rendering is Off

If the markdown inspector button is off then this is a figure which doesn't contain any entered markdown. So Curio will automatically convert any rich text attributes to the supported markdown rich text syntax described earlier. For example, if Curio finds bold text it is turned into **\*\*bold\*\***. As a note, to determine if a line of rich text should be a markdown header (ex: "# header 1") Curio looks for text where the entire line is bold and of a certain font size. Headers 1 through 6 (i.e. #, ##, ###, ####, #####, #######) will be created with bold text of size 32, 24, 18, 16, 13, 11, respectively.

### • Markdown Rendering is On

If you set the markdown inspector button is on then Curio will take the text figure's text and leave any existing markdown that you entered as-is, but it will also conveniently convert any attributed text it finds to markdown's rich text syntax. So, if a text figure contains the following text: "This is a mix of *\*italicized\** markdown syntax and **bold** attributed text." then will take that italicized markdown as-is but convert the bold text to **\*\*bold\*\***.

## Markdown Lists

Curio exports hierarchical data such as lists, mind maps, and stacks as markdown lists, with the following considerations:

- While basic markdown doesn't support nested lists, many extensions such as MultiMarkdown and CommonMark use tab indentions to indicate nesting, so Curio supports this as well.
- Markdown only supports simple bullets (via the \* markup) and numbering (via the 1. 2. 3. markup) so Curio's extensive per-level prefixing is automatically narrowed to those two available options during export.
- The individual text figures that make up the Curio collection figure are converted into markdown's rich text syntax as described above.
- If a list item has line breaks within then those are merged into a single text line for the export.
- Curio will output the \* as the list marker for bullets. You can optionally [change this to the - marker](#) if you wish.
- List titles have to be output with a blank line between the title and the actual markdown list, as per markdown rules. Personally I wish it didn't need this but, if it's not there, then lists won't render correctly.

## Markdown Tables

Curio exports its tables as markdown tables, with the following considerations:

- While basic markdown doesn't support tables, many extensions such as MultiMarkdown support a common syntax for markdown tables which Curio uses.
- Markdown only supports a header row, so Curio's footer row and header & footer columns are simply rendered in markdown as normal cells.
- Markdown column alignment syntax is not output since Curio's can be individually specified per cell.
- Each row has a leading and trailing pipe ("|"), which some markdown viewers require, but can be [disabled](#).

## Markdown Links

In the markdown export dialog you can choose whether to export images and other figure assets. These are exported to a folder created alongside the resulting markdown file. Each exported figure asset will be contained within uniquely named subfolder to avoid file name collisions.

By default this assets folder will be named based on the markdown file name. For example, if you specified "Project" for the exported markdown file, then the assets folder will be named "Project Assets". You can [customize this format string](#), where a %@ token in the format string, if found, is replaced with the markdown file's name.

Note the resulting markdown links, like `[An image] (Project%20Assets/7832-3982/Notes.pages)`, will reference this folder location so you can't rename it in the Finder later! Instead you will need to delete the previous export and re-export.

### Inline Image Links

For simple image types (png, jpg, etc, but *not* pdf), Curio will use the `![[title] (path)]` markdown syntax to show the image inline on the markdown page (note the exclamation point prefix). Or, if you don't want to see the inline image, you can [export as a normal markdown link](#) instead. Curio will scale the exported image so it's the same size as rendered on the idea space, but you can [export the full size image](#) if you wish.

## File and URL Links

For all other asset types, Curio will use the `[title](path)` markdown link syntax thus creating a clickable link to the asset. Of course weblink figures use the `[title](path)` markdown link syntax as well thus creating a clickable link to the site.

## Compatibility

The ability to render and handle these links depends on your markdown viewer, although [Marked](#) and [MultiMarkdown Composer](#) seem to handle them beautifully.

## Limitations

Note that this feature works for images and files that exist as asset figures. Curio will not parse, extract, and export images that exist within the rich text content of a Curio text figure.

# Markdown Footnotes

If you have enabled copying or exporting figure notes (via the Edit > Copy As menu or the export dialog, respectively) then Curio will export those notes as markdown inline footnotes that MultiMarkdown supports.

For example:

```
This is a figure.[^And this is its note as an inline footnote.]
```

# Markdown Meta Tags

If you have enabled copying or exporting figure meta (via the Edit > Copy As menu or the export dialog, respectively) then Curio will export meta data in some tag-like entities.

For example:

```
Simple figure[^Some notes for this figure.] @progress(25) @rating(4) @priority(1) @start(2018-02-14) @due(2018-03-15 15:00)
@duration(20d) @tags(Love, Home) @resources(Kat, George)
```

Optionally, when exporting markdown, you can specify that the normal plain text output is used for meta if you'd rather use the normal text formatting for meta export as detailed in the Including Meta in Text Exports idea space. So the export text above would look like this instead:

```
Simple figure (25% complete; ★★★★★☆; urgent priority; Feb 14, 2018 - Mar 15, 2018 3:00 PM; duration 20 days; Love, Home;
Kat, George) (Some notes for this figure.)
```

Here's the meta output Curio supports:

Meta Output	Values	Description
@progress(50)	A number from 0 to 100	If checkmarks visible, the figure's percent complete (or @done for 100% if <a href="#">enabled</a> ).
@rating(3)	A number from 1 to 5	The figure's rating value (number of stars).
@priority(1)	A number from 1 to 5	The figure's priority value from 1 meaning urgent priority to 5 meaning very low priority.
@start(2018-04-15)	A date with or without a time value	The figure's start date (custom <a href="#">date</a> and <a href="#">time</a> format).
@due(2018-04-25 20:00)	A date with or without a time value	The figure's due date (same customizations).
@duration(2w)	A duration string	The figure's duration is normally not exported, but can be <a href="#">enabled</a> . The abbreviations for <a href="#">year</a> , <a href="#">month</a> , <a href="#">week</a> , <a href="#">day</a> , <a href="#">hour</a> , <a href="#">minute</a> can all be customized, note that month uses "x" by default like TaskPaper.
@tags(Home, NextAction)	A comma separated list of tags	The figure's tags. Choose to export just the tag or tag set and tag: <a href="#">Home</a> or <a href="#">Context.Home</a> . You can also choose the format: <a href="#">@tags(Home, NextAction)</a> , or <a href="#">@Home @NextAction</a> , or <a href="#">#Home #NextAction</a> .
@resources(George, Greg)	A comma separated list of resources	The figure's resources. Choose how much of the resource name to export: <a href="#">George</a> , or <a href="#">GeorgeBrowning</a> , or <a href="#">George Browning</a> , or <a href="#">George Browning</a> . You can also choose the format: <a href="#">@resources(George, Greg)</a> or <a href="#">@George @Greg</a> .

## Presentations PRO

You can show your idea spaces on your computer's display, or use a projector to share it with a large group. Curio's integrated presentation mode with custom transitions is perfect for group brainstorming sessions.

## Begin the Presentation

Begin by clicking the Presentation toolbar button, the View > Begin Presentation menu, or using the Share toolbar button.

## Begin the Presentation in Window

Choose the View > Begin Presentation in Window menu to begin the presentation in a separate, resizable window, instead of taking over your entire screen. This is useful if sharing a window with others via Zoom or other conferencing software.

### Tip

If you right-click on the toolbar you will find an optional *Present in Window* toolbar button that you can drag into your toolbar if you use this feature frequently.

## End the Presentation

Press the Escape key.

## Context Menu

Right-click on the idea space to show the presentation mode context menu.

There you can switch to a different active layer, perhaps to select figures on that layer, or toggle the visibility of a layer. Choosing an already active layer will hide it, choosing one that isn't active but hidden will make it active and visible. The visibility toggles only persist while showing that slide. Moving forward or back, or restarting the slideshow will restore visibility to their normal values.

## Presenting to an iPad via Sidecar

Apple's [Sidecar](#) feature allows you to present from Curio directly to your iPad! Some tips:

1. [Make sure](#) you have the combination of Mac and iPad that work with the Sidecar feature.
2. Use the AirPlay/Sidecar icon menu bar control to connect to your iPad.
3. From that same menu set "Use As Separate Display".
4. In Curio's Preferences, under the Presentation icon, make sure "Show on secondary display (when connected)" is checked.
5. Begin your presentation in Curio and it will then appear on your iPad's screen.

Curio's presentation mode Touch Bar controls will appear on the bottom of the iPad display so you can easily navigate through the slides by tapping:



If you don't see them then make sure they are not hidden via the AirPlay/Sidecar menu bar menu.

You can tap on figures within the idea space during presentation mode to expand/collapse collections or highlight items, however you have to use your Apple Pencil to do this, not your finger.

**Note**

You can use Sidecar's "mirror display" instead of "separate display", and then uncheck the "show on secondary display" option in Curio's Preferences. However, there seems to be a common macOS bug for some combinations of Mac model, macOS version, iPad model, and iPadOS version that can result in Touch Bar controls being unresponsive to taps.

## Working with Other Apps

If you'd like to work with apps such as [EpicPen](#) and sketch on top of a presentation using the Pencil via Sidecar, then we've noticed that a presentation in a window filled to the screen size works more reliably than an actual full-screen presentation.

In Curio's Preferences, under the Presentation icon, make sure "Present in window fills secondary display (when connected)" is checked. Then when you begin a presentation in a window, Curio will make sure that window is on the secondary display – your iPad display via Sidecar – and fills the screen.

You can then use EpicPen's tool palette:

- Use EpicPen's pointer tool to select figures in Curio and use the Touch Bar controls to skip through slides.
- Use EpicPen's brush tool to draw on the screen using their brushes.

## Keyboard Shortcuts

Action	Key
End Presentation	Esc
Next idea space	Right Arrow, Down Arrow, Page Down, Spacebar, Swipe Down (see gesture handling notes below)
Previous idea space	Left Arrow, Up Arrow, Page Up, Swipe Up (see gesture handling notes below)
First idea space	Home
Last idea space	End
Back in history	[, Backspace, Cmd-Left Arrow, Swipe Left
Forward in history	], Cmd-Right Arrow, Swipe Right
Toggle scaling on and off	S
Select a figure	Click (when pointer is visible)
Toggle the expand/collapse of a selected mind map branch.	Quick Spacebar Tap
Toggle the expand/collapse of a branch and its children.	Quick ⌘Spacebar Tap
Toggle the expand/collapse all branches at this level.	Quick ⇧Spacebar Tap
Open a figure's asset or perform the figure's action	Double-Click (when pointer is visible)
Set a rating	0 through 5 (when a figure is selected)
Scroll the idea space	Click and drag the background (when pointer is visible)

# Gestures

While presenting, the following gestures can be performed on a trackpad:

- Pinch/expand enables or disables scaling.
- 3-finger swipe up/down goes to the previous/next Organizer item.
- 3-finger swipe left/right goes backwards/forwards in history.

Note that you'll need to make a change in System Preferences > Trackpad > More Gestures so that Curio can actually receive 3-finger swipes, otherwise the Mac's system receives them instead.

# Project Backups

We have thousands of Curio customers around the world who use Curio for their important notebooks: work projects, personal projects, client designs, doctoral dissertations, class notes, and much, much more. We couldn't be more thrilled and proud at what you're able to create and achieve with Curio.

With such important data please be sure to create project backups. Accidents happen, laptops are dropped or stolen, lightning can strike, bugs exist, and disk drives do die. Backups are easy to do, take only 5 minutes to implement, and are quite inexpensive for the peace of mind they provide. Please check out one or more of the options below.

## Curio Automatic Backups STANDARD PRO

Curio Standard and Professional customers should take advantage of its built-in support for automatic backups. After setup, backups are stored in the destination folder of your choice.

## Curio PDF Mirroring STANDARD PRO

Curio Standard and Professional support a feature called PDF Mirror which will create an automatic, cross-platform PDF representation of your entire project and store it in a specified destination folder. This special publishing feature can even optionally include all embedded and aliased assets.

## Time Machine

For years macOS has supported a wonderfully integrated backup solution called Time Machine. Every hour all your important documents and applications are backed up to an external drive which is useful if your primary drive dies.

## Whole Disk Backups

You can also implement a whole-disk backup plan with either [Carbon Copy Cloner](#) or [SuperDuper](#). Either application can create a bootable backup disk on an external drive which gives you an exact, up-to-date copy of your internal drive.

## Cloud Backups

A remote, cloud backup service is inexpensive and easy to configure, for example [BackBlaze](#).

## Sync Services

A syncing service such as [iCloud Drive](#), [Dropbox](#), or [Google Drive](#) can be useful as well.

Please note that these are syncing services, not backups, so if you delete a project or if a project is corrupted on one machine they will sync the deletion or corruption to your other machines.

If you intend to store your projects on a synced folder then we strongly encourage you to [view these tips](#).

One technique that you may want to consider is storing your projects locally but setting Curio's folder for automatic backups, described above, to a location on a synced service. For example, your projects folder could be `~/Documents/Curio` and your backups could be set to `~/Dropbox/Curio`.



# Syncing

You can use sync services, such as Dropbox and iCloud, to sync your Curio project files between your machines. However, you should follow some guidelines to minimize the chance of conflicts or partial syncs.

## Backgrounder

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First some definitions to provide more details on how syncing works.

### Sync Services

By far the most popular sync services used by Curio customers are Dropbox and iCloud. However, there many other popular options such as Google Drive, Microsoft OneDrive, Box Sync, which customers may use to sync their files between machines.

These services work by watching for local file changes and then silently uploading those changes to their cloud servers. They will also receive notifications from the cloud when file changes are detected there, perhaps from one of your other machines, so the files can be downloaded to your local machine.

If a problem occurs during this process or if changes are made on multiple computers between syncs then the result is a conflict, where the service can't determine how the file should be reconstructed locally.

### Curio Package Files

A Curio project file is technically a macOS *package* file. It may look like normal file, however it's a actually a special kind of folder containing dozens, hundreds, or even thousands of files and subfolders. Everything contained in your project is organized neatly within this hidden file hierarchy.

You can carefully explore within a Curio project package by right-clicking on a Curio project file in the Finder and choosing *Show Package Contents* to see what's inside. Just be sure not to change any files you find within.

When considering syncing, this means that all of these files in your project package need to be completely synced when changes are made. Most operations, such as editing a text figure, or deleting an idea space, might only impact a couple of files within the project package hierarchy.

However, if the entire sync doesn't complete then you could end up with a few of the operations synced, but others not synced. This can lead to problems when you then try to download those changes on a different machine.

## Avoiding Issues

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Fortunately there are some steps you can follow to minimize the chance of lost content due to incomplete syncs:

**On Machine #1**

1. Make sure to quit Curio so all changes are saved and committed to disk.
2. Allow your sync service time to synchronize changes to the cloud *before* disconnecting from the Internet. For Dropbox, simply wait for its icon in the menu bar to stop animating. For iCloud, you can open a Finder window and see if the iCloud Drive sidebar item has an animating sync icon or if the status text indicates that changes are uploading. Essentially don't immediately disconnect from the Internet, give your Mac a few moments to finish the sync.

Note that if you have a large number of changes or added large assets to your project then it may take a few seconds for those changes to sync up the cloud.

**On Machine #2**

1. Login and connect to the Internet.
2. Allow your sync service time to synchronize changes from the cloud *before launching Curio*. This means waiting for that animating icon to finish. It is very important to wait for all changes to sync down before opening your project.
3. Launch Curio and open your project.


**Important**


In short, the key is to make sure everything completely uploads and downloads with the syncing service before disconnecting from the internet or opening the project. You do **not** want a partial upload or download sync or corruption can occur.

## Dropbox Sync Indicators


More information about Dropbox syncing can be found [here](#).


**When Dropbox is syncing...**

Its menu bar icon will show an animating icon: 

And the icon next to the file being synced looks like this: 

**When Dropbox has finished syncing...**

Its menu bar icon looks like this: 

And the icon next to the file being synced looks like this: 

## iCloud Sync Indicators

More information about iCloud syncing can be found [here](#).

**When iCloud is syncing...**

The iCloud Drive item in the Finder sidebar will show an animating icon:



And the Finder status bar (View > Show Status Bar) will show you additional details:



1 of 10 selected, 46.54 GB available on iCloud, uploading 1 item

**When iCloud has finished syncing...**

The icon in the sidebar simply goes away.

## Offloaded Files

Dropbox's [Smart Sync](#) and iCloud's [Optimized Mac Storage](#) both support offloaded files. An offloaded file or folder has been removed from your local computer and therefore only exists on the cloud.

Sync services will indicate this offloaded status with a little cloud icon next to the file name in the Finder, like Dropbox's  icon and iCloud's .

Other service providers have similar features such as Google Drive for Business's [Google Drive File Stream](#) and Microsoft OneDrive's [On-Demand](#).

### Problems with Offloaded Files

Generally this is considered a space-saving feature so that older content is automatically removed if you haven't needed it in a while. However, it can cause problems if you go to access that data and either don't have access to the internet at the moment, or the content requires a long time to download.

#### Important

We strongly encourage making sure an entire project is downloaded locally before attempting to open it.

Since Curio's project package files are technically directory hierarchies, if a sync service decided to offload items *within* the hierarchy then that could cause corruption problems.

To force the service to download a Curio project file you can follow these steps:

- On Dropbox, right-click on the project file and choose Smart Sync > Local.
- On iCloud, right-click on the project file and choose Download Now.

The cloud service will download the project file and then you can double-click to open it in Curio.

# No Sync

---

You can actually direct both Dropbox and iCloud to *not* sync a specific folder, even if located in normally synced folder hierarchy, like Dropbox's `~/Dropbox` folder, or iCloud's `~/Documents` folder. Perhaps you want to make this change temporarily, because you're going on a trip, or you wish to turn it off permanently.

- For Dropbox, go into its Preferences > [Selective Sync](#) and uncheck the folder.
- For iCloud, you can rename the folder so it has a `.nosync` extension such as `~/Documents/Curio.nosync` and iCloud will no longer sync its contents. You can even use this trick to avoid syncing a specific file such as `Vacation.curio` to `Vacation.nosync.curio`.

Of course, if you really wish to make this a permanent change then simply drag your `Curio` project documents folder elsewhere, such as right off the home folder: `~/Curio`.

# Continuity

Recent macOS releases have introduced a series of “[Continuity](#)” features allowing you to use your iOS device with your Mac. Many of these features are useful with Curio!

There are lots of specifics including Mac and iOS device compatibility plus Bluetooth and Wi-Fi requirements found in the links below.

## [Continuity Camera](#)

Introduced with macOS Mojave, [Continuity Camera](#) is a fast way to take a photo directly into Curio.

Via Curio’s Insert main menu or the right-click idea space context menu you can choose **Take Photo** with your iPhone or iPad, take the picture using that device, and it will appear, almost magically, as an image figure in your idea space.

Alternatively, you can choose **Scan Documents** instead, which converts the captured photo into a PDF, which is then plopped into your idea space. In macOS Big Sur, Continuity Camera gains an [enhanced scanning](#) features for clearer scans and automatic cropping.

## [Continuity Sketch](#)

Introduced with macOS Catalina, [Continuity Sketch](#) is another useful service.

Via the same Insert or right-click context menu, you can choose **Add Sketch**, then sketch out an idea using your iPhone or iPad. With an iPad you can use your nifty Apple Pencil if you have one. When you tap Done the result is instantly dropped into your idea space as an image figure.

## [Continuity Markup](#)

Introduced with macOS Catalina, [Continuity Markup](#) is very useful if you work on PDF documents.

However one key limitation is that it *only* works with Quick Look from the Finder.

1. To do this with a PDF in Curio you have to perform a quick initial first step: right-click on the PDF figure in Curio and choose Reveal in Finder.
2. Then in the Finder you can press Spacebar to bring up Quick Look, tap the Markup button, then the Annotate button to choose your device.
3. Now you can add highlights, draw arrows, sketch notes, type text, add a signature, and more!
4. As you work the changes appear live within the Quick Look preview on the Mac.
5. When you tap Done on your iOS device, then Done in the Quick Look window, then switch back to Curio, your PDF image figure will automatically refresh to show those new annotations.

## [Sidecar](#)

Introduced with macOS Catalina, [Sidecar](#) allows your iPad+Pencil to mimic a high-end pressure-sensitive graphics tablet such as a Wacom tablet.

This feature allows you to use your iPad+Pencil to sketch directly into your Curio notebook using Curio’s [scribble](#) mode. As far as Curio’s concerned, it thinks you’ve plugged a graphics tablet directly into your Mac.

# Preferences

Curio's preferences can be found via the Curio > Preferences menu.

## Tip

In addition to these basic preferences there are scores of advanced settings which you can find via the Help > Curio Advanced Settings menu item!

## General

### Appearance

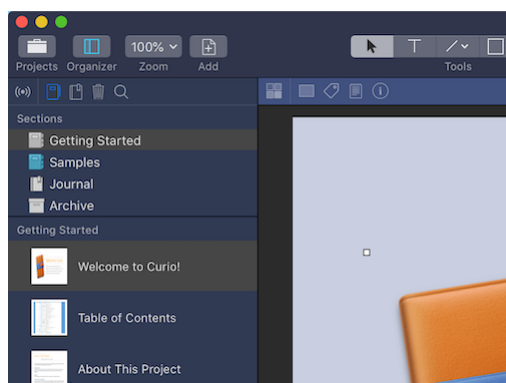
Curio's window chrome, toolbar, inspectors, shelf, Organizer and other interface elements can dynamically change their appearance based on the dark mode setting in System Preferences > General. You can however, override the system setting here within Curio's Preferences and force a light or dark appearance.

## Important

Your idea space content will still abide by the specified coloring and styles set for your idea spaces and figures. Those styles won't invert or change on-the-fly based on the dark mode setting

## Themes STANDARD PRO

In addition to the simple dark and light mode toggle, Curio Standard and Professional include support for appearance themes, allowing you to change the look of the Curio user interface even further.



In the same appearance popup button allowing you to choose dark or light mode, you will find several color themes that come bundled with Curio. Change the interface to a palette of blues, bright shades of yellow, or dark shades of black for midnight workaholics.

## Customizing Themes PRO

Curio Professional kicks it up a notch, allowing you to create your own custom themes by combining display properties such as dark mode; window, Organizer, inspector bar, and shelf background coloring; Organizer text coloring; and even idea space content background coloring!

## How it Works

Curio's theme support takes advantage of the native macOS light and dark mode automatic coloring, including support for appropriate text font colors.

For example, you might create a theme that starts with a dark mode style, then replaces the default dark gray coloring with a dark blue coloring instead. You get the automatic inversion of text colors, thanks to macOS dark mode, combined with custom background coloring.

Alternatively, begin with a light mode style, then change certain backgrounds to lighter pastels that work with the light mode's text coloring.

## Creating a Theme

Begin by choosing an interface element or property to modify from the first popup. Many of these are hierarchical in nature so properties can be inherited.

For example you can choose the `dark` element and that allows you to toggle the window's dark mode setting, including any views within that window. Or you can choose `dark.Organizer` and that allows you to toggle just the dark mode setting for the Organizer view.

Similarly the `fill` property controls the background fill of the window and all views found within, while `fill.Shelf` controls the background fill of just the Shelf.

Depending on the property that you're changing you will either see a checkbox or color control appear alongside. For example, `dark` is a toggle thus you'll see a checkbox, while `fill` will show a color control so you can choose a background color.

To get rid of a specified value, set a checkbox to mixed (not unchecked or checked; it has a dash through it) or a color to transparent. That property will then revert to its default or inherited value.

### Content Background Color

Like Pages, Keynote, and other content authorizing apps, Curio's idea space content does not change based on light/dark mode setting. Its background is white, by default, with black text coloring, unless overridden by Curio's many styles.

The `fill.Content` property is unique as we wanted to make sure our themes did not inadvertently impact the visibility of your idea space content, therefore it does *not* inherit the global `fill` property.

Since content text coloring will not change dynamically, if you wish to customize `fill.Content` you should choose a light color that works well with your content.

Note this background coloring replaces the default white coloring only when viewing content for editing, but not when printing, exporting, or presenting.

And of course if your idea space background has a color or image set via its style or inspector controls then that color is used instead.

## Saving a Theme

Click the Save button to save a theme with a specified name. If a current theme is active then its name will be suggested as the name for the new theme allowing you to easily edit and update existing themes.

## Delete a Theme

Click the Delete button to delete the current custom theme.

## Limitations

Curio's themes were designed to compliment, not replace, the native macOS light/dark modes, as we suspect Apple will release more appearance modes in the future. So some potential features, such as fine-grained color selections, are not offered.

Also note that dialogs, alerts, popup inspectors, popovers, and others simply abide by the `dark` mode setting. Only the colors of the main Curio projects windows and some views within can be customized.

# Product Updates

Curio downloaded from the Zengobi website periodically checks in with Zengobi's server to see if there are any app updates available, given your license's free updates end date.

You can optionally sign up for early access preview releases if you want to get an insiders peek of what new features are being developed. These early releases may have the occasional bug, **so backups are a must**, but it's a great way to check out new functionality and provide early feedback before the official release.

Of course, if your license's end date for free updates is before the expected release date of an upcoming release, then you will not have early access to it until you are able to purchase an upgrade to extend your license with another year of free updates.

### Mac App Store Restriction

Updates for Curio obtained from the Mac App Store are handled by macOS. Due to that restriction, you will only have access to the normal release stream of updates, not the early access previews.

## Default Projects Folder

Specify a default folder used when saving Curio projects. The default is `~/Documents/Curio`.

### Mac App Store Restriction

Sandboxed Curio is unable to automatically set a default projects folder so you must specify it manually by clicking the *Choose* button. Note that Curio will have access to all files in the folder you choose.

If you have Curio Professional, then certain advanced feature like external asset libraries and project lock files are only supported in this default projects folder because Curio needs full access to the files in the folder to support these features.

## Backups **STANDARD** **PRO**

Curio Standard and Professional can make automatic backups of your Curio projects! This feature can be enabled in the Preferences window, where you can also specify the frequency of the backups and the location where the backups are placed.

If this is enabled then projects found in the specified Projects Folder will be automatically backed up.



During project load Curio will see if the backup needs to be refreshed and, if so, copy the current project to the backup folder.

## Location of the Backups

By default the backups are stored within a Backups subfolder created under the Curio projects folder. The default Curio projects folder is ~/Documents/Curio therefore the resulting default folder for backups is ~/Documents/Curio/Backups.

However, you can tell Curio to use a specific backup folder if you wish. This may be handy if you wish to create backups in a very different location, like a Dropbox folder, for instance.

## Per Project Override PRO

Curio Professional customer can override the backup settings for a particular project via its project properties inspector. For instance, you might have a particularly large project that only needs a backup every 7 days. Or perhaps you have automatic backups disabled and instead you enable it only for specific projects, even those not located in the standard Projects folder.

## Application Support and Personal Repository Folders

Curio will now automatically make periodic backups of its application support and personal repository folders, to ensure the safety of your styles, stencils, templates, project lists, custom Sleuth sites, saved searches, and much more.

By default this will occur every 5 days although you can change this frequency via the Backup App Support Frequency advanced setting (see the Help > Curio Advanced Settings menu item). If set to 0 then no backups will occur.

Assuming you're using the default ~/Library/Application Support/Curio/Version XX location then the backup will be named ~/Library/Application Support/Curio/Version XX Backup.

If you have overridden the application support folder location and/or personal repository folder, using their respective advanced settings, then Curio will still make sure those folders are backed up, as well.

### Mac App Store Restriction

Sandboxed Curio is unable to set a default project backups folder so you must specify it manually by clicking the *Choose* button. Note that Curio will have access to all files in the folder you choose.

## Repositories PRO

Curio supports a powerful, extensible shared repository system.

A repository is a folder structure that contains resources such as project templates, idea space templates & styles, figure stencils & styles, color swatches, external document templates (for Insert > Instant Document), HTML export templates, and Sleuth modules.

Curio includes a bundled repository and your personal repository is automatically created in ~/Library/Application Support/Curio/Version XX/Repository as you create and save personal styles and templates.

Copying your repository to a publicly available server, such as a using a public Dropbox folder or a network file server, allows you to share your resources with others. They simply need to add an entry pointing to that repository in their Preferences window, re-launch Curio, and all of your styles and templates will appear in the appropriate galleries and popups.

## Adding a Repository

1. Click the plus button to add a new repository.
2. Select a repository and press the Delete key to delete it.
3. Double-click a repository to edit its path.
4. Rearrange the order of the list repositories via drag-and-drop.
5. Clicking the Reveal button will display the repository in a Finder window.
6. All changes to the repositories require a relaunch to take effect.

# Presentation PRO

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To customize the operation of Curio Professional's presentation mode you can use the options here.

## Scaling Options

Choose whether the idea spaces should be scaled to fit the screen, or if scroll bars should appear as needed to scroll around the window. If the mouse pointer is visible then you can click anywhere in the idea space to scroll around, as well. You can toggle this on-the-fly during the presentation by pressing the S key.

Check "Use minimum idea space bounds" if the unused bottom and right portions of the idea space should be cropped off when the idea space is displayed. If unchecked, then the entire idea space is displayed including unused portions.

## When Done Options

Check "Exit presentation after last slide" if the presentation should immediately end if you try to progress past the last slide, otherwise the presentation will remain on the last slide.

## Selection Options

Click the color well to change the selection color that is used to highlight any selected figures (note that the pointer must be visible to select figures).

## Transition Options

You can specify a default transition to use between idea spaces during the presentation. This can be overridden for specific idea spaces using the idea space's Transition inspector.

## Advanced Options

Curio can automatically pre-collapse mind maps before displaying an idea space in a slideshow presentation. If this would be of interest to you check out the Presentation PreCollapse Mind Maps setting via Curio's Help > Curio Advanced Settings menu.

# Advanced Preferences

Curio's default settings should be fine for most customers; however, for you power-users out there, Curio has a number of advanced preferences you can explore.

You can access this page from within Curio via the Curio > Advanced Preferences menu item.

## Important

Most preference settings may require a Curio relaunch before they take effect! 🚀

## How to Change Preferences

### 1. Via Clickable Links (Recommended)

Curio supports a special URL scheme ( `curio://` ) for changing or deleting preferences.

So, in the examples you find below, if you see a setting you'd like to change, simply click on the link!

Curio will confirm and give you a chance to modify the setting's new value if you wish. If you wish to restore the setting, click the link again and click the *Restore Default* button.

### 2. Via Terminal

Quit Curio, then launch Applications > Utilities > Terminal.

In the Terminal window that appears you can copy/paste or type a series of commands to change or delete a default preference.

To change a setting use the `defaults write` command:

```
defaults write com.zengobi.curio "General Open Previous Project" -bool no
```

A value can be a whole integer number ( `-int` ), boolean ( `-bool` ), floating point number ( `-float` ), or string ( `-string` ).

To delete an overridden setting you use the `defaults delete` command:

```
defaults delete com.zengobi.curio "General Open Previous Project"
```

To delete *all* Curio preferences do the following, which will reset Curio to a true, default state.

```
defaults delete com.zengobi.curio
```

## Potential Issues

If you've installed both Curio from the Zengobi website **and** Curio from the Mac App Store then the `defaults` command can sometimes get confused.

It will prioritize the preferences associated with the sandboxed, Mac App Store Curio, even if you've later delete that Curio app! So, to force `defaults` to change the preferences for the Curio installed from the Zengobi website you may have to do this:

```
defaults write ~/Library/Preferences/com.zengobi.curio "General Open Previous Project" -bool no
```

This tells it to change the normal preferences location, not the sandboxed preferences.

Alternatively, don't use Terminal and the `defaults` command! Just click on the links as described above as that will make sure the correct Curio is making the correct preference change.

# General

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## Open Untitled

You can prevent Curio from opening a new, untitled project on start-up by changing this setting.

[defaults write com.zengobi.curio "General Open Untitled" -bool no](#)

## Open Previous Project

You can tell Curio to not open previously projects, assuming system-wide window restoration is not enabled in System Preferences > General, by changing this setting.

[defaults write com.zengobi.curio "General Open Previous Project" -bool no](#)

## Center Contents

Normally Curio centers all idea spaces and other Organizer documents in the main content area. If you'd like them placed towards the top-left corner instead change this setting.

[defaults write com.zengobi.curio "Center Contents" -bool no](#)

## Disable Scroll Elasticity

Normally Curio will show a *bounce back effect* when you scroll beyond the bounds of your idea space. If you wish you can turn this off this setting.

[defaults write com.zengobi.curio "Disable Scroll Elasticity" -bool yes](#)

## Project Auto Lockfile Prefixes

When opening a project file located in a specific tree hierarchy, Curio can automatically use a lock file as necessary to ensure that only a single person has write access to the file at a time. The following setting can be used to specify a semicolon delimited list of path prefixes that require lock files.

[defaults write com.zengobi.curio "Project Auto Lockfile Prefixes" -string "~/Dropbox;~/SyncService/"](#)

## Projects Button Open QuickPick

Normally clicking the Projects toolbar button will show the open project quick pick list, and holding Option while clicking will show the open project gallery. However, you can reverse this mapping with this setting.

[defaults write com.zengobi.curio "Projects Button Open QuickPick" -bool no](#)

## Use Old Image Pasteboard Types

Curio is using the modern `[NSImage imageTypes]` call to detect images pasted from the clipboard. If you're having problems pasting in images from an older application then you may need to tell us to use the older, deprecated `[NSImage imagePasteboardTypes]` method.

[defaults write com.zengobi.curio "Use Old Image Pasteboard Types" -bool yes](#)

## Preview Releases

Curio sold via the Zengobi website automatically checks to see if updates are available, for its major version, on application launch or via Curio > Check for Updates menu item. You can request access to preview releases, for example if you're on Curio 11 and you want early access to Curio 11.1 then. You can do this either by (a) renaming your Curio application so the word "Preview" is the suffix (e.g. `Curio Preview`, or `Curio 11 Preview`), or (b) via the following configuration setting.

[defaults write com.zengobi.curio "Appcast Get Preview Updates" -bool yes](#)

## Add Tab Option

Choose View > Show Tab Bar menu item if the tab bar isn't already visible. There's a + sign at the end of the tab bar so you can easily add new projects.

By default clicking that button will mimic the File > New menu item (thus new from idea space gallery).

- Hold Option and click the + button for File > New Blank Project,
- Hold Option+Shift and click the + button for File > New From Project Template

Or change this setting to:

- 1 for new blank by default, then Option=new from idea space gallery, Option+Shift=new from project template,
- 2 for new from project template, then Option=new blank, Option+Shift=new from idea space gallery,
- 3 for new empty, then Option=new blank, Option+Shift=new from idea space gallery.

[defaults write com.zengobi.curio "Add Tab Option" -int 0](#)

# Figures

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## Text Auto Detect Markdown

Curio auto-detects markdown syntax when you finish editing a text figure and enables the markdown rendering property automatically.

If a specific figure shouldn't be rendered as markdown you can manually turn off markdown rendering for that figure by toggling the markdown button in the inspector bar.

Alternatively, you can turn off automatic markdown detection entirely via the Edit > Automatic Markdown Detection menu item or this setting:

[defaults write com.zengobi.curio "Text Auto Detect Markdown" -bool no](#)

## Markdown Support Emoji

By default Curio's markdown support looks for markdown emoji syntax like `:laughing:` and replaces it with the appropriate emoji character when rendered. You can disable this functionality if you'd like.

[defaults write com.zengobi.curio "Markdown Support Emoji" -bool no](#)

## Image Figures

When Curio loads the image for an image figure from disk, it uses the Mac's Core Graphics method to retrieve an image for a given file no larger than 1500 × 1500, proportionally sized.

For example, given a 4032 × 3024 12 MP HEIC from your iPhone camera, Core Graphics will load and cache a 1500 × 1125 image instead, allowing much faster initial rendering and reduced memory usage, while still being perfectly suitable for use on idea spaces.

If you resize the image figure to a size larger than that, Curio will simply scale that initially loaded image. Resizing to a smaller size will cause Curio to re-render from that initial image, consuming even less memory.

Of course, double-clicking the image figure opens the full-sized image in the appropriate application.

You can customize that 1500 × 1500 size — smaller sizes for faster performance, larger sizes for better large scaling — or even set it to zero if you always want the full-sized image loaded, but keep in mind this may slow down idea space performance when first loading or resizing.

[defaults write com.zengobi.curio "Asset Figure Preview Thumbnail Size" -string "{1500,1500}"](#)

[defaults write com.zengobi.curio "Asset Figure Preview Thumbnail Size" -string "{0,0}"](#)

### *Huge Images*

To better handle super huge images, Curio will first ask Core Graphics if the size of the image is more than 8000 × 8000. If so, Curio gives Core Graphics permission to return a lower resolution thumbnail than the size requested if one is found embedded within the image file. This is particularly handy with large camera RAW files and other very high resolution files which may have a smaller embedded thumbnail for fast retrieval. So Curio will use that thumbnail instead of forcing Core Graphics to load the entire file just to get a 1500 × 1500 preview. You can customize that 8000 × 8000 cutoff or even set to zero if nothing is too big.

[`defaults write com.zengobi.curio "Asset Figure Preview Too Huge Size" -string "{8000,8000}"`](#)

[`defaults write com.zengobi.curio "Asset Figure Preview Too Huge Size" -string "{0,0}"`](#)

## Asset Figure Image Size Constraint

Constrain the size of an image dragged onto a Curio idea space to no bigger than the given width and height. That is, once the image is loaded as described above, Curio can proportionally resize it to an image figure with a specific size if you wish, so it doesn't overwhelm your idea space. If set to zero then no resizing is performed.

[`defaults write com.zengobi.curio "Asset Figure Image Size Constraint" -string "{ 600.0, 400.0 }"`](#)

[`defaults write com.zengobi.curio "Asset Figure Image Size Constraint" -string "{ 0.0 }"`](#)

## Asset Figure Preview Size Constraint

Constrain the size of non-image asset figures displayed as previews dragged onto a Curio idea space to no bigger than the given width and height.

[`defaults write com.zengobi.curio "Asset Figure Preview Size Constraint" -string "{ 400.0, 400.0 }"`](#)

## Asset Figure Preview Size In Collection Constraint

Constrain the size of non-image asset figures displayed as previews dragged into a Curio collection to no bigger than the given width and height.

[`defaults write com.zengobi.curio "Asset Figure Preview Size In Collection Constraint" -string "{ 250.0, 250.0 }"`](#)

## Asset Figure Preview Alias Icon

Curio shows a tiny superimposed alias icon on asset figures displayed as preview if they are at least 64 points in height and width, are simple rectangular shapes, and aren't rotated. It can also optionally resize itself if the preview image gets bigger or smaller.

[`defaults write com.zengobi.curio "Asset Figure Preview Alias Icon" -bool no`](#)

[`defaults write com.zengobi.curio "Asset Figure Preview Alias Icon Size" -string "{64, 64}"`](#)

[`defaults write com.zengobi.curio "Asset Figure Preview Alias Icon Resizes" -bool no`](#)

## Jump Anchor Size

A jump anchor has a default size of 16 x 16. You can change this using the following setting.

[defaults write com.zengobi.curio "Jump Anchor Size" -string "{32, 32}"](#)

## Mail Messages

When you drag a message from Mail into Curio we include a special title for the created asset figure with the message's subject, from, and date. You can control what we put in the title this setting.

[defaults write com.zengobi.curio "Include Mail Subject" -bool yes](#)

[defaults write com.zengobi.curio "Include Mail From" -bool yes](#)

[defaults write com.zengobi.curio "Include Mail Date" -bool yes](#)

## Promised Files Delay

Dragging a message from Mail into Curio uses a clipboard operation called a promised file. If you have problems with a particular message with a large attachment that you drag into Curio then you may need to increase our timeout in accessing that file (which Mail will place in a temp folder for copying purposes). That will ask Curio to retry for the file after a 1 second pause. If it still doesn't work try 2 seconds and that should definitely take care of it. (The default is a 0.1 second delay.)

[defaults write com.zengobi.curio "Promised Files Delay" -float 1.0](#)

## Min Distribution Gap

When horizontally or vertically distributing figures via the Arrange menu, Curio will normally leave no gap between the figures. If you want a gap then enter a value here.

[defaults write com.zengobi.curio "Min Distribution Gap" -float 10.0](#)

## Asset Figure Text Width Constraint

Constrain the width of a text figure as you start typing on an idea space or within a mind map.

[defaults write com.zengobi.curio "Asset Figure Text Width Constraint" -float 600.0](#)

[defaults write com.zengobi.curio "Asset Figure Text Width Constraint Mindmap" -float 250.0](#)

## List Title

The default title for a list.

[defaults write com.zengobi.curio "List Title" -string "My List"](#)

## List Title Is Visible

Determines whether a new list has a title. This is also set if you choose Format > Save As Default Style for List Figure.

[defaults write com.zengobi.curio "List Title Is Visible" -bool yes](#)



## Import Collapsed

By default after importing a mind map or list and converting into a native collection Curio shows the result fully expanded. You can make them collapsed by default if you wish.

[`defaults write com.zengobi.curio "Import Mind Map Collapsed" -bool yes`](#)

[`defaults write com.zengobi.curio "Import List Collapsed" -bool yes`](#)

## Index Card Widget Expand Brings to Front

If you use the index card's expand/collapse widget to expand, it can be automatically be brought to the front.

[`defaults write com.zengobi.curio "Index Card Widget Expand Brings to Front" -bool yes`](#)

## SuperSubscript Percentage

The percentage used to reduce the current character font size when generating a super or subscript. The default is 0.75, thus 75% of the font's current size.

[`defaults write com.zengobi.curio "SuperSubscript Percentage" -float 0.75`](#)

## Priority

You can override the default text displayed for tooltips and in the Status shelf for priorities.

[`defaults write com.zengobi.curio "Priority None" -string "None"`](#)

[`defaults write com.zengobi.curio "Priority Very Low" -string "Very Low"`](#)

[`defaults write com.zengobi.curio "Priority Low" -string "Low"`](#)

[`defaults write com.zengobi.curio "Priority Medium" -string "Medium"`](#)

[`defaults write com.zengobi.curio "Priority High" -string "High"`](#)

[`defaults write com.zengobi.curio "Priority Urgent" -string "Urgent"`](#)

## Instant Insert Figure Popover

This setting will make it so the Insert Figure popover doesn't animate between the galleries.

[`defaults write com.zengobi.curio "Instant Insert Figure Popover" -bool yes`](#)

## Enter Ends Editing

Normally hitting the Enter key on the numeric keypad (not the main Return key) will end editing of the current text figure. You can disable that feature via this setting.

[`defaults write com.zengobi.curio "Enter Ends Editing" -bool no`](#)

## Text Blinking Cursor

If you have a weird issue when editing text figures where the blinking text cursor disappears then you may want try this option:

[defaults write com.zengobi.curio "Text Editing Draw Into Layer" -bool no](#)

This rare issue has cropped up for some customers especially if on a non-Retina display and/or at certain idea space zoom settings. See [this forums post](#) for more details.

## Default Styling for Figures Dropped/Pasted Into Collections

When pasting or dropping items within or into a collection, Curio will default to adopt the styling appropriate for placement in the destination collection.

However, the Shift key can be used to reverse this logic. That is, simply hold Shift while dropping, or press Command-Shift-V, or hold Shift when choosing Edit > Paste, and Curio will keep the figure's styling as-is instead of adopting the destination's default styling.

### Examples

- If you move a list or mind map branch — via cut/copy/paste or drag-and-drop — from level 5 to level 1 then it will adopt that level 1 styling to show off its promotion.
- Moving a figure from a mind map's "orange branch" to the "green branch" will force the node to adopt the green branch styling.
- Moving a figure from one mind map styled with *Chiclets* to a different mind map styled with *Chalkboard* will adopt that destination's styling.
- Dragging figures from the idea space or bringing in data from outside of Curio into a collection will adopt the destination's styling.
- But, if you cut a table cell and then hold down Shift while pasting then it will keep its styling, instead of adopting the styling for that destination table cell.
- Likewise if you drag a branch in a mind map and, before releasing, you hold Shift, then the branch will keep its coloring as-is instead of adopting the default level or branch style.

### Overrides

You can override the default adopt vs. keep value based on (a) whether you're dropping/pasting *within* the same collection vs. *into* another collection, (b) the specific collection type such as List, Mind Map, or Table.

For example, this will make it so anything you drag *into* or *within* a mind map will not adopt the styling and thus keep its existing styling:

[defaults write com.zengobi.curio "Adopt Style Into Mind Map" -bool no](#)  
[defaults write com.zengobi.curio "Adopt Style Within Mind Map" -bool no](#)

And this will make it so anything you do *within* the table will not adopt, but dragging items *into* a table will still adopt:

[defaults write com.zengobi.curio "Adopt Style Within Table" -bool no](#)

## Override the Overrides

Don't forget: even your override can be overridden on-the-fly by simply holding down the Shift key.

## Mind Map Arrangement

The default arrangement for a new mind map. 1=radial, 2=right, 3=left, 4=bottom-up, 5=top-down, 6=org chart. This is also set if you choose Format > Save As Default Style for Mind Map Figure.

[defaults write com.zengobi.curio "Mindmap Arrangement" -int 1](#)

## Mindmap Rebalance After Collapsing

Normally a mind map will rebalance itself after you collapse a node. Turning this off will leave the mind map as-is after collapsing nodes.

[defaults write com.zengobi.curio "Mindmap Rebalance After Collapsing" -bool no](#)

## Mindmap Gaps and Offsets

These are low-level gaps and offsets that Curio's mind map algorithm uses.

[defaults write com.zengobi.curio "Mindmap Line Length To Top Branches" -float 30](#)

[defaults write com.zengobi.curio "Mindmap Gap Between Top Branches" -float 20](#)

[defaults write com.zengobi.curio "Mindmap Gap Between Children" -float 10](#)

[defaults write com.zengobi.curio "Mindmap Gap Between Parent And Children" -float 30](#)

[defaults write com.zengobi.curio "Mindmap Sibling Border Test Amount Min" -float 3](#)

[defaults write com.zengobi.curio "Mindmap Sibling Border Test Amount Max" -float 20](#)

[defaults write com.zengobi.curio "Mindmap OrgChart Vertical Gap Between Root And Top Branches" -float 40](#)

[defaults write com.zengobi.curio "Mindmap OrgChart Horizontal Gap Between Top Branches" -float 25](#)

[defaults write com.zengobi.curio "Mindmap OrgChart Horizontal Gap Between Parent And Children" -float 25](#)

[defaults write com.zengobi.curio "Mindmap OrgChart Vertical Gap Between Parent And Children" -float 30](#)

[defaults write com.zengobi.curio "Mindmap OrgChart Vertical Gap Between Children" -float 10](#)

## Table Initial Headers and Footers

Determines whether headers and footers are displayed when creating a new table.

[defaults write com.zengobi.curio "Table Initial Header Row" -bool yes](#)

[defaults write com.zengobi.curio "Table Initial Header Column" -bool yes](#)

[defaults write com.zengobi.curio "Table Initial Footer Row" -bool yes](#)

[defaults write com.zengobi.curio "Table Initial Footer Column" -bool yes](#)

## Table Return Edits Next Row

Normally when you press Return in a table cell Curio simply inserts the return into the cell, much like how Keynote's tables work. If you'd rather edit the cell in the next row, more like Numbers or Excel, then you can use this setting.

[defaults write com.zengobi.curio "Table Return Edits Next Row" -bool yes](#)

## Stack Return Creates Sibling

Normally when you press Return in a Stack cell Curio creates a new sibling underneath, much like how mind maps and lists work. If you'd rather insert the return into the current figure then you can use this setting.

[defaults write com.zengobi.curio "Stack Return Creates Sibling" -bool no](#)

## Figure Show Complete Bounds

The figure Geometry inspector now shows the figure bounds without inflating those bounds for enclosed adornments or captions, as it did prior to Curio 11. If you wish to see those "complete bounds" instead you can use this setting.

[defaults write com.zengobi.curio "Figure Show Complete Bounds" -bool yes](#)

## Figure Show Bounds Origin

The figure Geometry inspector shows the minimum (smallest) X and minimum (smallest) Y coordinate for the selected figure. Thus if you rotate a figure it will be the smallest X and smallest Y, as measured from the top/left corner of the idea space, of that rotated object. If you'd rather see the actual internal origin of the figure, regardless of rotation, then use this setting.

[defaults write com.zengobi.curio "Figure Show Bounds Origin" -bool yes](#)

## GrabWebArchive Format

Normally Curio will create a PDF when you right-click on a web link figure and choose Grab Web Archive. You can customize this this setting in Terminal where 0=paginated pdf, 1=pdf image, 2=webarchive.

[defaults write com.zengobi.curio "GrabWebArchive Format" -int 0](#)

## Pinboard Auto Resizes

Normally Curio automatically resizes pinboards as you add more content. You can turn this off if you wish.

[defaults write com.zengobi.curio "Pinboard Auto Resizes" -bool no](#)

## Stack Auto Size

Normally Curio expands a stack collection as you add more, but it doesn't automatically shrink it when you remove items. You can tell Curio to shrink as well via this setting.

[defaults write com.zengobi.curio "Stack Is Auto Size" -bool yes](#)

## Collapse To Title

Normally when you collapse a list or mind map figure (by selecting the collection figure itself and hitting spacebar) it collapses but keeps the parent nodes under the title still visible. You can tell Curio to collapse all the way to the title with these settings.

[defaults write com.zengobi.curio "List Collapse To Title" -bool yes](#)

[defaults write com.zengobi.curio "Mind Map Collapse To Title" -bool yes](#)

## Direct Click

When working with collection figures, the first click selects the collection itself and, now that the collection is active, subsequent clicks will select items with the collection. Some collection layouts support direct clicking on contained items even if the collection itself is not active. If the click doesn't hit an item within then the collection itself is selected, as usual.

[defaults write com.zengobi.curio "List Allows Direct Click" -bool yes](#)

[defaults write com.zengobi.curio "Mindmap Allows Direct Click" -bool yes](#)

[defaults write com.zengobi.curio "Album Allows Direct Click" -bool yes](#)

[defaults write com.zengobi.curio "Pinboard Allows Direct Click" -bool yes](#)

[defaults write com.zengobi.curio "Stack Allows Direct Click" -bool yes](#)

## Link Color and Underline

By default Curio will no longer force a link color which means links will match the figure's text color although still underlined.

You can force a specific color, if you wish, either with a hex code like `#ff0000` or a friendly name like `link`, which is the shade of blue that Apple uses for links, or `blue`, which is the true blue (aka #0000ff) that Curio previously used.

[defaults write com.zengobi.curio "Link Color" -string "#ff0000"](#)

[defaults write com.zengobi.curio "Link Underline" -bool no](#)

Note that you can disable link coloring by setting it to the clear color:

[defaults write com.zengobi.curio "Link Color" -string "rgba\(0,0,0,0\)"](#)

## Locked Figures Allow Adornment Clicks

Normally Curio ignores clicks on adornments associated with locked figures. You can change this with this setting.

[defaults write com.zengobi.curio "Locked Figures Allow Adornment Clicks" -bool yes](#)

## Shift Bypasses Galleries

Normally if you click on a collection toolbar button, such as List or Mind Map, then see the gallery for that collection, while holding Shift and clicking on the toolbar button will instantly insert that collection with the default style. This setting will reverse that Shift logic.

[defaults write com.zengobi.curio "Shift Bypasses Galleries" -bool no](#)

## Connected Figures

When using Curio's [connected figures](#) feature to automatically connect figures together with lines, the default line color is black and the default line dash pattern (when Command+Shift+Option is pressed) is a 2 (meaning 2 pixels on, 2 pixels off, repeat). These values can be overridden. The dash pattern is of the format: pixelsOn{pixelsOff,pixelsOn,pixelsOff}, such as "5,3,2,3,2,3"

You can also change whether the head or tail decoration is filled or hollow, and determine which decoration is used for the head or tail. The choice of decorations are: "Winged", "Arrow", "Triangle", "Box", "Circle", "Stop".

[defaults write com.zengobi.curio "Connected Line Color" -string "#ff0000"](#)

[defaults write com.zengobi.curio "Connected Dash Pattern" -string "2,3"](#)

[defaults write com.zengobi.curio "Connected Line Head Filled" -bool no](#)

[defaults write com.zengobi.curio "Connected Line Tail Filled" -bool no](#)

[defaults write com.zengobi.curio "Connected Line Head Decoration" -string "Winged"](#)

[defaults write com.zengobi.curio "Connected Line Tail Decoration" -string "Triangle"](#)

## Shapes

You can redefine the ordering of shapes in the toolbar, inspector, and Basic Shapes gallery shown within Curio. Here's the default.

[defaults write com.zengobi.curio "Shapes" -string](#)

["Rectangle,RoundedRect,Octagon,Hexagon,Pentagon,House,Underline,Brackets,VerticalBrackets,Trapezoid,TrapezoidFlipped,Semicircle"](#)

## Figure Style Gallery Light

To accurately render previews for figure styles, the various figure galleries (the figure mini-gallery in the inspector shelf, the larger Apply Style (via right-click on figure) gallery, and the Insert figure galleries) are all forced to have a light-mode background, to better match the idea space itself which is also a forced light-mode background. You can disable this so the galleries use a dark mode background if your system is dark mode with this setting.

[defaults write com.zengobi.curio "Figure Style Gallery Light" -bool no](#)

## Shadow Color

By default the shadow color in Curio is black at 75% opacity. You can set this to a different default value using a `rgba(hexRed, hexGreen, hexBlue, opacityFraction)` value. Note the hex values *do not* have preceding # signs.

[defaults write com.zengobi.curio "Shadow Color" -string "rgba\(aa,bb,cc,0.2\)"](#)

## Jagged Shape Replacement

Since support for the Jagged shape was removed in Curio 8 it is dynamically replaced with another shape. In Curio 8 we replaced it with the Cloud shape but this could conflict with any existing true Cloud shapes in a diagram or flowchart. So in Curio 11 we're replacing it with the brand new House shape. You can customize the shape using any of the following values: Rectangle, RoundedRectangle, Octagon, Hexagon, Pentagon, House, Underline, Brackets, VerticalBrackets, Trapezoid, TrapezoidFlipped, Semicircle, Oval, Capsule, TriangleLeft, TriangleRight, Triangle, TriangleFlipped, Diamond, Cloud, Speech, ArrowLeft, ArrowRight, ArrowUp, ArrowDown, ArrowLeftRight, ArrowUpDown, Cross, SignpostLeft, SignpostRight, Parallelogram, SlopedRect, Cylinder, Document, Note.

[defaults write com.zengobi.curio "Jagged Shape Replacement" -string "House"](#)

## YouTube Size

You can change the default, initial size for inserted YouTube videos with this setting.

[defaults write com.zengobi.curio "YouTube Size" -string "{ 640.0, 360.0 }"](#)

## Vimeo Size

You can change the default, initial size for inserted Vimeo videos with this setting.

[defaults write com.zengobi.curio "Vimeo Size" -string "{ 640.0, 360.0 }"](#)

## Dim Video WebView Poster Images

Normally video WebViews, like Vimeo and YouTube videos, are dimmed, like all other WebViews, when the WebView itself is not active. You can make it so the placeholder image isn't dimmed with this option.

[defaults write com.zengobi.curio "Dim Video WebView Poster Images" -bool no](#)

## Movie Controller Style

For normal media files, Curio will display inline controls overlaid on the media viewer to control playback with a handy scrubber. You can customize this with this setting where 0=none, 1=inline (default), 2=floating, 3=minimal.

[defaults write com.zengobi.curio "Movie Controller Style" -int 0](#)

## Movie Poster Percentage

Curio will show the poster frame if one is specified via the Media actions menu, else an offset into the movie based on the start and end of the movie (which can be overridden via the Media actions menu). You can specify the percentage (from 0 to 100) which is used, along with the start and end times, to determine the frame to use as the poster: 0=start frame (default), 25=25% of the way through the movie, 50=middle frame, 100=last frame.

[defaults write com.zengobi.curio "Movie Poster Percentage" -int 50](#)

## Media Playback Timer

Normally Curio uses a 0.01 second timer when updating the media playback counter. For those wanting to control this value manually you can use this setting.

[defaults write com.zengobi.curio "Media Playback Timer" -float 0.03](#)

## Auto Inflate

Normally certain shapes (Cloud, Diamond, Hexagon, Octagon, Oval, Semicircle, Speech, Trapezoid, TrapezoidFlipped, Triangle, TriangleFlipped, TriangleLeft, TriangleRight) are set to auto inflate their bounds automatically to minimize the amount of clipping that could occur to any text or image within the shape. The result is a nicer looking resulting shape without you having to fidget with margins or things like that. This can be toggled off and back on within the Shape inspector. However, you can also set the *default* to be off for a specific shape for those that like absolute control of the shape from the get-go. Note that you can still toggle it on in the inspector if you wish.

[defaults write com.zengobi.curio "Auto Inflate Triangle" -bool no](#)

You can also turn it off by default for *all* shapes that support auto inflate.

[defaults write com.zengobi.curio "Auto Inflate" -bool no](#)

## Meta

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### Tasks Completed Strikethrough

Checkmarked tasks in Curio which have been completed are now displayed with strikethrough and slightly dimmed.

[defaults write com.zengobi.curio "Tasks Completed Strikethrough" -bool no](#)

[defaults write com.zengobi.curio "Tasks Completed Dim" -bool no](#)

[defaults write com.zengobi.curio "Tasks Completed Dim Opacity" -float 0.5](#)

### Figure Percent Complete To From Children

Normally percentage complete (checkmarks) automatically propagate changes to and from children. You can change this if you change this setting.

[defaults write com.zengobi.curio "Figure Percent Complete To From Children" -bool no](#)



## Figure Percent Complete From Resources

Normally if a figure has assigned resources with percentages then those percentages determine the percentage complete for the figure itself. You can change this if you change this setting.

[defaults write com.zengobi.curio "Figure Percent Complete From Resources" -bool no](#)

## Rating Shortcuts

Normally pressing 0, 1, 2, 3, 4, 5 will assign that rating to the selected figures. You can disable this shortcut via this setting.

[defaults write com.zengobi.curio "Rating Shortcuts" -bool no](#)

## Clear All Meta

By default the new Format > Clear All Meta menu item resets all meta fields. This can be customized by changing this setting.

[defaults write com.zengobi.curio "Clear All Meta Leaves Percent Complete" -bool yes](#)

[defaults write com.zengobi.curio "Clear All Meta Leaves Checkmark" -bool yes](#)

[defaults write com.zengobi.curio "Clear All Meta Leaves Rating" -bool yes](#)

[defaults write com.zengobi.curio "Clear All Meta Leaves Priority" -bool yes](#)

[defaults write com.zengobi.curio "Clear All Meta Leaves Start Date" -bool yes](#)

[defaults write com.zengobi.curio "Clear All Meta Leaves Due Date" -bool yes](#)

[defaults write com.zengobi.curio "Clear All Meta Leaves Duration" -bool yes](#)

[defaults write com.zengobi.curio "Clear All Meta Leaves Resources" -bool yes](#)

[defaults write com.zengobi.curio "Clear All Meta Leaves Tags" -bool yes](#)

[defaults write com.zengobi.curio "Clear All Meta Leaves Actions" -bool yes](#)

[defaults write com.zengobi.curio "Clear All Meta Leaves Notes" -bool yes](#)

[defaults write com.zengobi.curio "Clear All Meta Leaves Decorations" -bool yes](#)

## Display Year In Adornment

Normally Curio does not show a year in the date adornment. If you wish to show the year then enter this.

[defaults write com.zengobi.curio "Display Year In Adornment" -bool yes](#)

## Display Time In Adornment

Normally if either the start or due date have a non-midnight time Curio will show the time in the date adornment. You can disable this if you'd like.

[defaults write com.zengobi.curio "Display Time In Adornment" -bool no](#)

## Date Adornment Format

Or you can simply override the date adornment format entirely using a [date format string](#). For example, this will format it like Mon

4/8/14 .

[defaults write com.zengobi.curio "Date Adornment Format" -string "E d/M/yy"](#)

## Date Adornment Font Fixed Pitch

Normally Curio uses the standard macOS “user” font (Helvetica, usually) for the start/due date adornment on figures. Alternatively you can switch to a fixed pitch font.

[defaults write com.zengobi.curio "Date Adornment Font Fixed Pitch" -bool yes](#)

## Start Date Now

Normally the start date is today, meaning today at midnight (00:00). But you can specify that the current date including the current hour and minute are used instead.

[defaults write com.zengobi.curio "Start Date Now" -bool yes](#)

## Display Actual Due Date

Normally if the due date for a figure is at midnight (00:00:00) then Curio will show the due date adornment with the previous day since you have that entire previous day to complete the task, as it's due precisely at midnight. This is similar to how an app like Calendar shows dates so the displayed adornment matches what you see if you have Calendar syncing enabled. If, however, you want to see the actual set due date in the adornment then use this setting.

[defaults write com.zengobi.curio "Display Actual Due Date" -bool yes](#)

## Reminder Due Date Midnight Adjust

If a figure has a due date at midnight on a date then normally the synced task in Reminders has that same date and time. However, you can use this setting to ask Curio to adjust the resulting Reminders task to 23:59:59 the previous day if you wish.

[defaults write com.zengobi.curio "Reminder Due Date Midnight Adjust" -bool yes](#)

## Start Date Technique

The default start date technique unit is automatic. You can change this to another value: 0=automatic, 1=manual, 2=after previous sibling due, 3=parent start, 4=previous sibling start.

[defaults write com.zengobi.curio "Start Date Technique" -int 0](#)

## Due Date Technique

The default due date technique unit is automatic. You can change this to another value: 0=automatic, 1=manual, 2=from children, 3=start+duration.

[`defaults write com.zengobi.curio "Due Date Technique" -int 0`](#)

## Duration Units

The default duration unit is days. You can change this to another value: minutes=1, hours=2, days=3, weeks=4, months=5, years=6.

[`defaults write com.zengobi.curio "Duration Units" -int 3`](#)

## Search Asset Types

You can enter any custom asset file extension types that will be made available in the Search shelf.

[`defaults write com.zengobi.curio "Search Asset Types" -string "XCode files;.m;.h;.xcodproj;iMovie movies;.iMovieProject"`](#)

## Embed Tags Extract File

Normally Curio embeds a copy of any global tag sets that you reference within the project package. This way other colleagues, that wouldn't have access to your global tags, can see and change tag associations. You can disable this functionality if you wish.

[`defaults write com.zengobi.curio "Embed Tags Extract File" -bool no`](#)

## Notes Window Color

The Notes window normally has a slight yellow coloring to look like a yellow notepad. You can change this color with this setting.

[`defaults write com.zengobi.curio "Notes Window Color" -string "#ffffff"`](#)

## Notes Window Inset

The Notes window has a slight inset to text isn't crammed into the top-left corner. You can adjust this inset with this setting.

[`defaults write com.zengobi.curio "Notes Window Inset" -string "{ 50.0, 50.0 }"`](#)

## More Notes Window Options

Here are several more options for the Notes window. You will need to relaunch Curio for these to take effect.

[`defaults write com.zengobi.curio "Notes Window Check Spelling As You Type" -bool yes`](#)

[`defaults write com.zengobi.curio "Notes Window Check Grammar With Spelling" -bool no`](#)

[`defaults write com.zengobi.curio "Notes Window Correct Spelling Automatically" -bool no`](#)

[defaults write com.zengobi.curio "Notes Window Text Replacement" -bool yes](#)  
[defaults write com.zengobi.curio "Notes Window Smart Quotes" -bool yes](#)  
[defaults write com.zengobi.curio "Notes Window Smart Links" -bool yes](#)  
[defaults write com.zengobi.curio "Notes Window Smart Dashes" -bool yes](#)  
[defaults write com.zengobi.curio "Notes Window Show Ruler" -bool yes](#)

## Contacts Access

Curio no longer asks for Contacts access unless you drag in or launch a vCard file. In addition, Curio no longer automatically adds you as an available Resource in new projects. Likewise your full name is no longer added to the Dropbox lock file (instead we just use your OS username). You can override those defaults with these settings.

[defaults write com.zengobi.curio "Add Me To New Projects" -bool yes](#)  
[defaults write com.zengobi.curio "Lockfile Uses Me" -bool yes](#)

## Idea Space

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### Insert Space

When you choose Insert > Space, Curio will create the given number of pixels of empty space around the selected figures or around the idea space if nothing is selected.

[defaults write com.zengobi.curio "Insert Space Around Selection" -int 100](#)  
[defaults write com.zengobi.curio "Insert Space" -int 500](#)

### Idea Space Spacebar QuickLook Sensitivity

If a figure is selected an idea space and you quickly tap on the spacebar then we show a Quick Look preview. If you hold down the spacebar we turn the mouse pointer into a Photoshop-like scrolling hand. You can change how quickly you must tap but adjusting this timeout given in seconds.

[defaults write com.zengobi.curio "Idea Space Spacebar QuickLook Sensitivity" -float 0.15](#)

## Ruler Measurement Units

Normally the ruler in Curio (visible via View > Show Ruler) shows dimensions in points. You can optionally set the ruler to a different measurement unit such as inches or centimeters. You can also set a ruler measurement unit specifically for text editing. To change the units enter a case-sensitive unit such as Inches, Centimeters, or Points.

[defaults write com.zengobi.curio "Ruler Units" -string "Inches"](#)  
[defaults write com.zengobi.curio "Editing Units" -string "Inches"](#)

## Gesture Customizations

You can turn off Curio's support for double-tap Smart Magnify zooms. You can also tell Curio to ignore magnify (pinch to zoom) gestures and swipe gestures. Normally Curio ignores pinch gestures for zooming if they are too subtle. You can change how sensitive Curio is to zooming (0.008 is the default, make very slightly larger like to 0.01 for even less sensitive) or even turn it off entirely if you change this setting. Possible values for Idea Space Swipe Handler are 0 which means left/right swiping will now go previous/next in sequence and if Shift or Command is held then swipes left/right will go back/forward in history, 1 means left/right swiping will now go back/forward in history and if Shift or Command is held then swipes left/right will go previous/next in sequence.

[`defaults write com.zengobi.curio "Idea Space Ignore Smart Magnify" -bool yes`](#)

[`defaults write com.zengobi.curio "Idea Space Ignore Swipe Gesture" -bool yes`](#)

[`defaults write com.zengobi.curio "Idea Space Ignore Magnify Gesture" -bool yes`](#)

[`defaults write com.zengobi.curio "Idea Space Magnify Gesture Minimum Sensitivity" -float 0.003`](#)

[`defaults write com.zengobi.curio "Idea Space Swipe Handler" -int 0`](#)

## Zoom Customizations

When zooming with the scrollwheel or pinch gesture Curio steps through the tiny 1% increments below 125%, then 10% increments to just under 200%, then 10% at 200% and beyond. If you wish to fine tune these increments then you can do so here.

[`defaults write com.zengobi.curio "Zoom Tiny Increment" -float 0.01`](#)

[`defaults write com.zengobi.curio "Zoom Small Increment" -float 0.1`](#)

[`defaults write com.zengobi.curio "Zoom Big Increment" -float 0.1`](#)

[`defaults write com.zengobi.curio "Zoom Small Start" -float 1.25`](#)

[`defaults write com.zengobi.curio "Zoom Big Start" -float 2.0`](#)

## Inline PDF Annotations

Normally double-clicking on a PDF launches it in your PDF viewer, like Preview. Holding Option while double-clicking will go into annotation mode right there on the idea space. If you wish double-clicking to go into annotations mode directly you can change this setting.

[`defaults write com.zengobi.curio "Double Click Inline PDF Annotations" -bool no`](#)

## Ignore Bundled Instant Document Templates

If you don't want Curio to show bundled instant document templates then apply this setting.

[`defaults write com.zengobi.curio "Ignore Bundled Instant Document Templates" -bool yes`](#)

## Ideaspace Print Auto Expand Threshold

When printing Curio can fit the current idea space to page and rotate the idea space to minimize scaling. It can also auto expand to additional pages if necessary to further minimize scaling if the resulting scaling value is too small (which can happen with especially large idea spaces). The default threshold scaling factor is 50%, where any scaling less than that amount will add additional pages, but you can change this this setting setting.

[defaults write com.zengobi.curio "Ideaspace Print Auto Expand Threshold" -int 50](#)

## Show Info Tooltips

Normally Curio displays a handy info tooltip when hovering over a figure. If you don't wish to see those tooltips you can use this setting.

[defaults write com.zengobi.curio "Ideaspace Show Info Tooltips" -bool no](#)

## Show Manipulation Tooltips

Normally Curio displays a handy tooltip when resizing and moving figures around. If you don't wish to see those tooltips you can use this setting.

[defaults write com.zengobi.curio "Ideaspace Show Manipulation Tooltips" -bool no](#)

## Clipview Background Color

If an idea space is smaller than the size of the window you see a neutral background coloring outside the idea space area. You can customize this coloring if you wish. You must relaunch for it to take effect.

[defaults write com.zengobi.curio "Clipview Background Color" -string "#fff1e4"](#)

## Idea Space Previews

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### Preview Extension

If PDF Mirror is enabled then Curio will always use the PDF format. However, when PDF Mirror is not enabled Curio automatically determines the best format to use based on an idea space's contents. You can however, force a preview extension instead, either "pdf" or "jpg".

[defaults write com.zengobi.curio "Preview Extension" -string jpg](#)

## Preview Cropped Side

Normally when generating a preview, Curio will crop everything past 5000 pixels to right or below. In other words, you only see the top-left 5000x5000 portion of the idea space. You can make this smaller (to save disk space) or larger (to see more of the preview) as you wish.

[defaults write com.zengobi.curio "Preview Cropped Side" -int 1000](#)

## Preview Test Override PDF with JPEG KB

After generating a PDF preview, if larger than 100 KB, Curio will quickly see if a JPEG version is more compact. You can change this cutoff with this setting.

[defaults write com.zengobi.curio "Preview Test Override PDF with JPEG KB" -int 100](#)

## Preview Use PDF for Bitmap

If Curio has a PDF preview then it normally generates the JPEG directly from that PDF data. You can tell it to regenerate it from scratch if you wish.

[defaults write com.zengobi.curio "Preview Use PDF for Bitmap" -bool no](#)

## Preview Test Override PDF with JPEG Percentage

After generating that test JPEG, Curio will use it instead of the PDF only if the resulting JPEG file size is at least 70% of the size of the PDF file.

[defaults write com.zengobi.curio "Preview Test Override PDF with JPEG Percentage" -int 70](#)

## Preview Scaled Percent

If Curio generates a JPEG preview, you can force it to scale to a given percent value. Otherwise, the default is Curio will calculate the percentage on the fly based on the size of the idea space and the settings below.

[defaults write com.zengobi.curio "Preview Scaled Percent" -int 50](#)

## Preview Scaled Min Side Upper

Curio will scale the resulting JPEG preview so it has a minimum width or height of 1024 pixels. For example, 1024x1356 or 2352x1024. You can change that minimum side if you wish, for instance 512 would create smaller previews.

[defaults write com.zengobi.curio "Preview Scaled Min Side Upper" -int 512](#)

## Preview Scaled Percent Ceiling

Once it scales it to a minimum side, you can make Curio scale it further if you wish. For instance, if an idea space is already close to 1024 in width or height then it wouldn't scale very much. You can tell Curio to at least scale it by 70% this setting.

[defaults write com.zengobi.curio "Preview Scaled Percent Ceiling" -int 70](#)

## Preview Scaled Percent Floor

If a calculated JPEG scaling factor is too small then Curio imposes a floor scaling, which is 20% by default. We didn't want a calculated scaling value to get too tiny.

[defaults write com.zengobi.curio "Preview Scaled Percent Floor" -int 20](#)

## Preview Output Retina

Curio normally creates non-Retina previews as they're just fine for a preview. If you have a Retina Mac and really want Retina previews, which will greatly increase the size of the resulting preview images, then you can enable this.

[defaults write com.zengobi.curio "Preview Output Retina" -bool yes](#)

## Preview JPEG Compression Factor

When generating a JPEG idea space preview file Curio uses a 0.5 compression factor. You can choose a less aggressive value closer to 1.0, like 0.8, or a more aggressive compression closer to 0.0, like 0.3, this setting.

[defaults write com.zengobi.curio "Preview JPEG Compression Factor" -float 0.5](#)

## Preview Compress PDF

If Curio is generating PDF's they are normally compressed with a simple ColorSync filter. You can ask Curio to not perform this PDF compression this setting.

[defaults write com.zengobi.curio "Preview Compress PDF" -bool no](#)

## Preview Background Refresh

Curio normally updates the preview for the active idea space in the background even while you are editing the idea space. Generally these previews are very quick to generate and, if they are slow for a particular idea space, Curio will automatically refresh the preview much less frequently. This is key because, for a very brief moment, interactions with the idea space are locked so the preview can complete. However, if you regularly construct very complex idea spaces you can disable background refresh entirely. If disabled the only time Curio will force a preview generation is when you leave the idea space and go to another or close the project.

[defaults write com.zengobi.curio "Preview Background Refresh" -bool no](#)



## Preview Immediately Store Thumbnails If None

Back in Curio 10.3, Curio began storing a tiny, compressed JPEG thumbnail of the idea space within the idea space's data file so it can be used to quickly render the Organizer display. If the thumbnail is not there, Curio has to read the potentially large PDF preview file for the idea space and generate the thumbnail on the fly. The embedded thumbnail is automatically updated when you save changes to an idea space. By default, older projects will also stored updated thumbnails for their idea spaces when the project is loaded even if the user doesn't manually touch a particular idea space, unless you turn off this feature this setting setting.

[defaults write com.zengobi.curio "Preview Immediately Store Thumbnails If None" -bool no](#)

## Preview Generator On Load

Curio scans your entire project when it is loaded to see if any idea spaces have out-of-date previews and then generates them on a background thread. If you would like to disable this then change this setting.

[defaults write com.zengobi.curio "Preview Generator On Load" -bool no](#)

## Preview Generator Force Update

You can force Curio to regenerate all the previews for a project by setting this preference then opening a project. Use in combination with Preview Generator Log to watch the preview generation background progress in Console but it should only take a few seconds to complete. Then close the project and turn off this preference.

[defaults write com.zengobi.curio "Preview Generator Force Update" -bool yes](#)

## Preview Generator Log

If you would like to see what the idea space preview generator is doing in the background then change this setting. Log messages are sent to Applications > Utilities > Console.

[defaults write com.zengobi.curio "Preview Generator Log" -bool yes](#)

# Organizer

---

## Idea Space Title

The idea space title can be *Untitled* (which is the default), a custom string, a date, or a custom date format ([date format string](#)).

If *Idea Space Title* is 0 then it will be either the default text ("Untitled") or custom text if *Idea Space Title Text* is also set.

If *Idea Space Title* is 1 then it will be either the default date format (the *long* format defined in System Preferences) or a custom date format if *Idea Space Title Date Format* is also set.

[defaults write com.zengobi.curio "Idea Space Title" -int 0](#)  
[defaults write com.zengobi.curio "Idea Space Title Text" -string "Ideas"](#)  
[defaults write com.zengobi.curio "Idea Space Title" -int 1](#)  
[defaults write com.zengobi.curio "Idea Space Title Date Format" -string "E d/M/yy h:mm a"](#)

## Folder Title

The folder title can be *Untitled*, a custom string, a date (which is the default), or a custom date format ([date format string](#)).

If *Folder Title* is 0 then it will be either the default text ("Untitled") or custom text if *Folder Title Text* is also set.

If *Folder Title* is 1 then it will be either the default date format (the *long* format defined in System Preferences) or a custom date format if *Folder Title Date Format* is also set.

[defaults write com.zengobi.curio "Folder Title" -int 0](#)  
[defaults write com.zengobi.curio "Folder Title Text" -string "Ideas"](#)  
[defaults write com.zengobi.curio "Folder Title" -int 1](#)  
[defaults write com.zengobi.curio "Folder Title Date Format" -string "E d/M/yy h:mm a"](#)

## Rename New Idea Space

After creating a new idea space it is, by default, not ready for editing so you can quickly put items into your newly created idea space. If you'd like to be immediately placed into edit mode then do the following. This feature is most useful when using the Add button's power-user modifiers: hold Option when clicking Add to create a blank idea space, or hold Shift when clicking Add to create an idea space with the same style/template as the current idea space.

[defaults write com.zengobi.curio "Organizer Rename New Idea Space" -bool yes](#)

## Rename New Folder

After creating a new folder you are placed in edit mode so you can instantly rename it. You can turn this off if you wish.

[defaults write com.zengobi.curio "Organizer Rename New Folder" -bool no](#)

## Organizer PDF Display Mode

If you drag a PDF file into the Organizer it normally scrolls in single-page continuous mode. If you wish you can set it to single-page at a time by setting this value to 0.

[defaults write com.zengobi.curio "Organizer PDF Display Mode" -int 1](#)

## Organizer Display HTML In WebView

Normally if a local HTML file is dragged to the Organizer as an Organizer Document then the raw source text will be displayed within an editable text editor. If you wish to render the HTML in a WebView instead, which is how web URLs are shown, then change this setting.

[defaults write com.zengobi.curio "Organizer Display HTML In WebView" -bool yes](#)

## Organizer Display Non Text Extensions

Normally any plain or rich text document added to the Organizer is opened for editing directly within Curio. If you wish certain file types, such as doc or docs, to be opened as a Quick Look view instead (to insure that no formatting is lost) then specify a comma-separated list of extensions that Curio should skip.

[defaults write com.zengobi.curio "Organizer Display Non Text Extensions" -string "doc,docx"](#)

## Organizer Display Read Only Text Extensions

You may want Curio to only provide read-only access to certain text file extensions dragged to the Organizer, like if you use Nisus which has custom RTF stylings which the Mac's built-in framework for RTF editing (which Curio uses) would strip out.

[defaults write com.zengobi.curio "Organizer Display Read Only Text Extensions" -string "rtf"](#)

## Font Size

This is the size of the font the Organizer area uses for item titles. The default is 12.

[defaults write com.zengobi.curio "Organizer Font Size" -int 12](#)

This is the size of the font the Sections area uses for item titles. The default is 13.

[defaults write com.zengobi.curio "Sections Font Size" -int 13](#)

## RTF View Color

The RTF Organizer document view normally has a white background. You can change this color with this setting.

[defaults write com.zengobi.curio "RTF View Color" -string "#ffffff"](#)

## RTF View Inset

The RTF Organizer document has a slight inset to text isn't crammed into the top-left corner. You can adjust this inset with this setting.

[defaults write com.zengobi.curio "RTF View Inset" -string "{ 50.0, 50.0 }"](#)

# Search

---

## Search Hash Is Tag Prefix

Normally if you search for a word with a # (aka hash or pound sign) prefix then it assumes the text is a tag name and searches for tags. If you don't want the has prefix to represent a tag then this feature can be disabled.

[defaults write com.zengobi.curio "Search Hash Is Tag Prefix" -bool no](#)

## Use SearchKit

If you don't want Curio to search the contents of your project assets then change this setting.

[defaults write com.zengobi.curio "Use SearchKit" -bool no](#)

## SearchKit Ignore Extensions

SearchKit normally scans most file types but you can add additional file extensions that it should ignore via a comma-separated list.

[defaults write com.zengobi.curio "SearchKit Ignore Extensions" -string "nb,sib"](#)

## SearchKit Log

If you have problems searching within asset contents then turn on SearchKit logging.

[defaults write com.zengobi.curio "SearchKit Log" -bool yes](#)

## Search Into PDF Pages

If you don't want Curio to search the within the PDF pages to find out specifically which pages match the query text then change this setting.

[defaults write com.zengobi.curio "Search Into PDF Pages" -bool no](#)

## Search Tags Inherit Idea Space Tags

Prior to Curio 12, figures on an idea space would automatically inherit tags associated with the idea space itself. This no longer occurs since this inheritance was not obvious.

[defaults write com.zengobi.curio "Search Tags Inherit Idea Space Tags" -bool no](#)

# Assets

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## Asset Resolve Alias

If you don't want Curio to ask you to resolve every broken alias in your project then change this setting.

[defaults write com.zengobi.curio "Asset Resolve Alias" -bool no](#)

## Embed Assets

Normally we embed files dragged into Curio, unless Option is held down during the drag. If you'd like to reverse this logic then change this setting.

[defaults write com.zengobi.curio "Embed Assets" -bool no](#)

## Force Alias To Folders

Normally if you drag a folder into Curio we insert it as an alias, regardless of whether the Option key is pressed or not. We do this primarily to reduce confusion: while an embedded or aliased folder is considered an asset in Curio, the contents of the folder are not, so you cannot tag, search, or do anything with those contained files within Curio but only via the Finder instead. By forcing folders to be an alias, the folder truly lives outside of Curio and it makes sense that the contained files are not true Curio assets. If, however, you wish to allow embedded folders and understand that while the folder and its contents exist within your Curio project's package the contents are not true assets, and where, like dragged-in files, they will be added as embedded copies by default and aliases only if Option is held down during the drag, then change this setting.

[defaults write com.zengobi.curio "Force Alias To Folders" -bool no](#)

## Asset Default Title Show Extension

When you drag a file into Curio its default title is normally the file name without its extension. You can make titles include the file extension if you wish.

[defaults write com.zengobi.curio "Asset Default Title Show Extension" -bool yes](#)

## Non-Media File Extensions

Normally Curio asks QuickTime via Apple's QTKit if a given file dragged into Curio is a media file. On some rare systems, QTKit appears to be a bit too aggressive for unknown reasons so Curio may believe a boring text file dropped into Curio is a movie file. If you want to add extensions for Curio to treat as non-media files then change this setting.

[defaults write com.zengobi.curio "Additional Non Media Files" -string "nb.config"](#)

## Asset Max File Name Length

When renaming the title of an asset or asset figure, Curio will try to rename the underlying asset file as well. It filters out non-OS-safe characters, of course, but we can also clip it to a max file name length. By default this max length is 255 characters, which is the max supported by OS X, but you can set it to a smaller value if you need those asset files to work with other 3rd party applications or services that may not work with such long file names.

[defaults write com.zengobi.curio "Asset Max File Name Length" -int 50](#)

## Delete Last Use Action

Normally when you delete an asset figure in Curio, if it is not being used by any other figure within your project, then Curio will automatically send that item to the Trash since it is no longer needed. However, using the following setting you can tell Curio to ask you before discarding the asset (value=0), leave it in your Library as an Unused Asset (value=1), or move it to the Trash (value=2).

[defaults write com.zengobi.curio "Delete Last Use Action" -int 2](#)

## AssetLibrary Log Level

Watch what the internal asset library is doing. Log messages are sent to Applications > Utilities > Console. The value of 3 is the max detail log level.

[defaults write com.zengobi.curio "AssetLibrary Log Level" -int 3](#)

## Extensions Ignore Title Changes

Normally if you rename the title of an asset figure on an idea space or asset in the library, Curio will also rename the underlying file, thus keeping the title and file name in sync. However, you can specify a comma separated list of file extensions that don't rename when the title is renamed.

[defaults write com.zengobi.curio "Extensions Ignore Title Changes" -string "mov,mp4"](#)

# Library

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## Library Autorefresh

Curio's project library shelf allows you to view assets in the current section or idea space. Normally the results are not refreshed automatically if you change to a different section or Organizer item in case you want to drag a resulting item from the Library to a different area of your project. You can force a refresh by clicking the refresh icon on the library shelf or you can tell Curio to autorefresh automatically based on section changes or Organizer changes using these settings.

[defaults write com.zengobi.curio "Section Selects Autorefresh Library" -bool yes](#)

[defaults write com.zengobi.curio "Organizer Selects Autorefresh Library" -bool yes](#)

# Curiota

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## Curiota Note Prepend Title

Curio normally automatically prepends the Curiota note title (if it exists) onto the note body if dragged in from the Local shelf.

[defaults write com.zengobi.curio "Curiota Note Prepend Title" -bool no](#)

## Curiota Note Bold Title

If prepending the note title, as mentioned above, then Curio normally makes that title a bold version of the same font used in the note itself.

[defaults write com.zengobi.curio "Curiota Note Bold Title" -bool no](#)

## Curiota Extensions to Text Figures

If you drag a Curiota Note into Curio via the Local library shelf, Curio will convert that note (technically a RTF or RTFD file) into a native Curio text figure. But if you drag in other types of files that you've stored within Curiota, Curio creates file asset figures instead. However, you can tell Curio to treat certain file extensions differently when dragged in from Curiota and text figures will be created instead.

[defaults write com.zengobi.curio "Curiota Extensions to Text Figures" -string "rtf,rtfd,txt,m"](#)

# Scribble

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## Scribble Pressure Multiplier

You can now customize the multiplier Curio applies to any pressures via a tablet or iPad connected via Catalina. We've noticed, that at least with our iPad Pro and Pencil 1, that a value of 5 is perfect for sketching via Sidecar, while a value of 1.3 is better for sketching via Luna or Duet. You may need to fine tune this value given your specific hardware setup.

[defaults write com.zengobi.curio "Scribble Pressure Multiplier" -float 5](#)

[defaults write com.zengobi.curio "Scribble Pressure Multiplier" -float 1.3](#)

## Brush Crosshair

Curio will use the crosshair cursor when scribbling with brushes 2 pixels wide or smaller. You can now change that by changing this setting.

[defaults write com.zengobi.curio "Use Crosshair For Small Brush" -bool no](#)

[defaults write com.zengobi.curio "Brush Crosshair At Size" -float 2.0](#)

## Brush Log Level

You can enable brush logging if you are having some odd issues with the scribble tools.

[defaults write com.zengobi.curio "Brush Log Level" -int 1](#)

## Table of Contents

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### ToC Text Only At Level

By default, Curio includes previews until hierarchical level 3 when it switches to text only entries.

[defaults write com.zengobi.curio "ToC Text Only At Level" -int 3](#)

### ToC Text Only At Max Children

If a Table of Contents parent node has a max number of children or more, then those children will be text only. For example, if a particular parent has 75 children then perhaps text-only is fine, but another with only 12 children can show icons. If 0, the default, then this check is not performed.

[defaults write com.zengobi.curio "ToC Text Only At Max Children" -int 50](#)

### ToC Collapse At Level

By default, Curio automatically collapses the 2nd hierarchical level in the Table of Contents. If you'd like to see more, simply click a parent's expand widget to see those child items.

[defaults write com.zengobi.curio "ToC Collapse At Level" -int 2](#)

### ToC Stop At Level

By default, Curio includes the first 3 hierarchical levels in the Table of Contents. For complex projects, reducing the number of levels can make generation faster. Note that Curio may throttle the specified value if a massive number of entries would be created, see below for more details.

[defaults write com.zengobi.curio "ToC Stop At Level" -int 3](#)

### ToC Stop At Level At Max Figures

As a safety catch, regardless of what the user has specified in the inspector, to avoid generating a massively large list or mind map, Curio will automatically reduce the included levels to try to bring the number of entries in the entire collection to no more than 200 entries, which is the default. So if 3 levels has 350 entries, and pruning to 2 still leaves 220, then will prune back to level 1 (the minimum). If 0, then all levels are included regardless of how large the resulting collection becomes. Keep in mind, 200 entries at roughly 40 pixels tall per entry, the resulting list would be roughly 8,000 pixels tall!



[defaults write com.zengobi.curio "ToC Stop At Level At Max Figures" -int 200](#)

## ToC Title

The title of the Table of Contents is the dynamic variable `{%IdeaSpaceTitle}`, by default, so it reflects the title of its containing idea space.

[defaults write com.zengobi.curio "ToC Title" -string "{%IdeaSpaceTitle}"](#)

## Spread PDF

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### Spread PDF Limit

Spreading a PDF within an idea space normally limits the number of pages in the PDF to 20 so that the resulting idea space isn't too large, mainly for memory reasons. You can change this limit if you change this setting.

[defaults write com.zengobi.curio "Spread PDF Limit" -int 20](#)

### Spread PDF Horizontal and Vertical Gap

Spreading a PDF within an idea space normally uses a gap of 50 points between duplicated figures in the horizontal and vertical directions. You can change this limit if you change this setting.

[defaults write com.zengobi.curio "Spread PDF Horizontal Gap" -int 50](#)

[defaults write com.zengobi.curio "Spread PDF Vertical Gap" -int 50](#)

## Import, Export, & Sync

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### Colored Rich Text

Normally the coloring of text is maintained when you copy or export rich text. That way if you copy red text, it will paste as red text in another application. However if the text was white, perhaps because it was in a mind map node that was a dark color, then, by default, Curio will change its coloring on the clipboard to black so it's visible when you paste it into another application (which presumably has a white background, like TextEdit, Word, or Pages). You can turn off this feature if you wish, you can also tell Curio to always force a black coloring for copied text.

[defaults write com.zengobi.curio "Copy Rich Text Force Black Text If White" -bool no](#)

[defaults write com.zengobi.curio "Copy Rich Text Force Black Text" -bool yes](#)

## Import CSV Encoding

Importing a table as CSV is currently done with `NSMacOSRomanStringEncoding` (30) which seems to be the most reliable. There are a [number of other encodings](#) you can try if you're having difficulties with a certain CSV file.

[defaults write com.zengobi.curio "Import CSV Encoding" -int 30](#)

## Export CSV UTF16LittleEndianBOM

Table exporting as CSV usually outputs everything in the Unicode UTF-8 standard. However, Microsoft Excel apparently has problems with that format and international characters may not appear correctly. You can change Curio's export format to UTF-16 which works with Excel if you change this setting.

[defaults write com.zengobi.curio "Export CSV UTF16LittleEndianBOM" -bool yes](#)

## Image Export Retina

On Retina Macs Curio will create 144 DPI image exports so they are optimized for those systems, instead of regular 72 DPI images. Image exports will appear to be large on non-Retina systems unless the image viewer honors the image's DPI setting. If you wish to force Curio to output non-Retina (72 DPI) images on Retina systems then change this setting.

[defaults write com.zengobi.curio "Image Export Retina" -bool no](#)

## HTML Image Export Retina

On Retina Macs Curio will create 144 DPI HTML imagemap exports and image exports so they are optimized for those systems, instead of regular 72 DPI images. The HTML imagemap will still look extremely good on non-Retina systems thanks to the HTML `img` height and width tags added to the HTML export templates and the browser's built-in scaling. Image exports will appear to be large on non-Retina systems unless the image viewer honors the image's DPI setting. If you wish to force Curio to output non-Retina (72 DPI) images on Retina systems then change this setting.

[defaults write com.zengobi.curio "HTML Image Export Retina" -bool no](#)

## Curio to Reminder Syncing

During Curio to Reminder syncing, make the Reminder note the figure's note instead of an URL link to the Curio figure.

[defaults write com.zengobi.curio "Reminders Sync Notes" -bool yes](#)

## Export ASCII Filenames

Make the filenames generated via image and HTML export safe, ASCII (7-bit) characters by changing this setting.

[defaults write com.zengobi.curio "Export ASCII Filenames" -bool yes](#)

## Copy Text Outline Note Keep CRLF

Normally the mind map and list text outline exporters strip carriage returns contained in figure notes. However, you can tell Curio to leave them in by changing this setting.

[defaults write com.zengobi.curio "Copy Text Outline Note Keep CRLF" -bool yes](#)

## MindNode Exports As Package

Normally Curio will export a mind map as a MindNode file in zipped format. Alternatively you can ask Curio to export as an OS X package file if you wish. In both cases the resulting file extension is .mindnode.

[defaults write com.zengobi.curio "MindNode Exports As Package" -bool yes](#)

## AV Session Preset

By default Curio will use the AVCaptureSessionPresetMedium internal setting for making audio and video recordings which is medium quality and size. You can tell Curio to use a different preset, such as a higher-resolution preset for larger video and better quality audio.

[defaults write com.zengobi.curio "AV Session Preset" -string "AVCaptureSessionPresetHigh"](#)

## Default Mail Client

Normally Curio determines the default mail client by asking the system. The official way to set your mail client is to launch Mail, choose Mail > Preferences and change the *Default mail reader*. Alternatively you can tell Curio to use a specific client, assuming we support it. Currently we support the following mail clients using AppleScript: Mail, Outlook, Entourage, Eudora, Postbox, Airmail, and MailMate.

[defaults write com.zengobi.curio "Use Mail App" -string "Postbox"](#)

## Custom Mail Script

As mentioned above, Curio uses AppleScript to communicate with mail clients that it supports. You can supply a custom script if you wish by placing a `Scripts/CreateMessage.applescript` file in your Curio application support folder and then setting the following. You can see Curio's bundled scripts in `/Applications/Curio.app/Contents/Frameworks/GGCore.framework/Versions/A/Resources/Scripts`.

[defaults write com.zengobi.curio "Custom Mail Scripts" -bool yes](#)

## Presentation Mode

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### Presentation PreCollapse Mind Maps

Before Curio displays an idea space during presentation mode it can pre-collapse all mind maps if you wish.

[defaults write com.zengobi.curio "Presentation PreCollapse Mind Maps" -bool yes](#)

# Evernote

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## Evernote Assign Notebook Tag

Normally Curio will create a global tag set called "Evernote" and create and assign a tag that matches the Evernote notebook the note originated from and any tags associated with the note. If you don't want Curio to do this then change this setting.

[defaults write com.zengobi.curio "Evernote Assign Notebook Tag" -bool no](#)

[defaults write com.zengobi.curio "Evernote Assign Note Tags" -bool no](#)

## Evernote Results Limit

Normally Curio will only return up to 500 matches in an Evernote notebook, based on the entered search and sorting criteria.

[defaults write com.zengobi.curio "Evernote Results Limit" -int 500](#)

## Evernote Results Limit

Normally Curio will only automatically download and cache the first 5 notes in a result set, in order to minimize the number of requests hitting Evernote's server. We will also download any note when it is selected. To increase the download limit use this setting but don't make it too high or you could hit Evernote's 3rd Party App Rate Limits.

[defaults write com.zengobi.curio "Evernote Auto Download Limit" -int 5](#)

## Evernote Request Thumbnails

Curio will normally request note thumbnails from the Evernote cloud. Set this to no if you only want local icons instead.

[defaults write com.zengobi.curio "Evernote Request Thumbnails" -bool no](#)

## Evernote Note URL

Curio will normally add an attribution line to any text dragged in from the Evernote shelf so you can easily get back to the original note in the Evernote Mac client. However, this attribute line addition can be disabled if you wish.

[defaults write com.zengobi.curio "Evernote Note URL" -bool no](#)

## Evernote Force Host

This setting can be used to force a connection to the app.yinxiang.com service, instead of www.evernote.com, if the automatic mechanism for doing so (based on IP address and locale) is not working.

[defaults write com.zengobi.curio "Evernote Force Host" -string "app.yinxiang.com"](#)

## Evernote Log Level

Watch what the Evernote shelf is doing. Log messages are sent to Applications > Utilities > Console. The value of 2 is the max detail log level.

[defaults write com.zengobi.curio "Evernote Log Level" -int 2](#)

## Sleuth

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### Sleuth Is KidSafe

If you wish Sleuth to only show kid-safe websites and enable the built-in profanity filter then change this setting.

[defaults write com.zengobi.curio "Sleuth Is KidSafe" -bool yes](#)

### Sleuth History Size

Specify the number of entries in Sleuth's history by changing this setting.

[defaults write com.zengobi.curio "Sleuth History Size" -int 10](#)

## Support Folders

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Applicable only in Curio from Zengobi's website, not from the Mac App Store due to sandboxing restrictions.

### Personal Repository Folder

By default your Curio personal repository of tags, idea space templates, stencils, etc, is at `~/Library/Application Support/Curio/Repository`. However, if you would like to change this to something else, like a synced Dropbox folder, then move it over there and change this setting.

Note that if you want the Curio Spotlight plugin to find your tags and include them in its index generation then it needs to be pointed to the new location as well.

1. Quit Curio on all of your Macs that you intend to sync.
2. On Your Main Mac:
  1. In the Finder, choose Go > Go to Folder and paste this in: `~/Library/Application Support/Curio`.
  2. Open another Finder window and go to your Dropbox folder.
  3. Create a folder in Dropbox named “Curio”, thus its path is `~/Dropbox/Curio`.
  4. Drag-and-drop the Repository folder from within the `~/Library/Application Support/Curio/Version XX/` folder to the Dropbox’s Curio folder, thereby creating `~/Dropbox/Curio/Repository`.
  5. Launch Applications > Utilities > Terminal and type this: `defaults write com.zengobi.curio "Personal Repository Folder" -string "~/Dropbox/Curio/Repository"`
  6. When you relaunch Curio it will automatically migrate your repository files into a Version XX subfolder within the Repository folder then connect to the files.
3. On your other Macs launch Applications > Utilities > Terminal and type this: `defaults write com.zengobi.curio "Personal Repository Folder" -string "~/Dropbox/Curio/Repository"`

That’s it! Now all your Macs are pointing to the same personal repository folder which exists on Dropbox instead of the default location.

Note that the repository override should point to the Repository folder itself, not a Version XX subfolder. Curio will look for and manage the Version XX folder automatically so that Curio 11 looks within Version 11 and Curio 12 will look within Version 12.

## Sharing Your Personal Repository Folder with Others

1. Follow the steps above to relocate your personal repository folder to Dropbox.
2. In the Finder, right-click on the Repository folder in Dropbox and choose Share. You will be taken to Dropbox’s website where you can invite others to have access to that folder.
3. When others accept your share invitation they will see a new shared folder titled “Repository” appear within their Dropbox folder.
4. They are able to rename and even move this folder elsewhere within their Dropbox folder hierarchy. For example, if your name is Tom then perhaps they rename “Repository” to “Tom” and move it into a `~/Dropbox/Shared Repositories folder`. Even though the folder has been renamed and moved it is still connected to and syncing with with Tom’s original Repository folder.
5. Next, they launch Curio and bring up the Preferences window and add a new external repository by choosing the `~/Dropbox/Shared Repositories/Tom` folder.
6. When they relaunch Curio, your styles, stencils, and templates will now be available on your friend’s machine. As you add new styles and stencils they will sync to everyone sharing your repository.

## Application Support Folder

By default your personal Curio application support folder is at `~/Library/Application Support/Curio`. However, if you would like to change this to something else, like a synced Dropbox folder, then move it over there and change this setting.

**Warning**

This is more drastic than just overriding the *Personal Repository Folder* as described above, since you'd be sharing everything that goes into Curio's app support folder including project gallery and Status shelf project categories and lists, temporary documents, and other items. The *Personal Repository Folder* may be a better choice for most users.

Note that if you want the Curio Spotlight plugin to find your tags and include them in its index generation then it needs to be pointed to the new location as well.

1. Quit Curio on all of your Macs that you intend to sync.
2. On Your Main Mac:
  1. In the Finder, choose Go > Go to Folder and paste this in: `~/Library/Application Support`.
  2. Open another Finder window and go to your Dropbox folder.
  3. Create a folder in Dropbox named "Application Support", thus its path is `~/Dropbox/Application Support`.
  4. Drag-and-drop the Curio folder from Library's Application Support folder to the Dropbox's Application Support folder, thereby creating `~/Dropbox/Application Support/Curio`.
3. Launch Applications > Utilities > Terminal and type this:
 

```
defaults write com.zengobi.curio "Application Support Folder" -string "~/Dropbox/Application Support/Curio"
```
4. On your other Macs launch Applications > Utilities > Terminal and type this:
 

```
defaults write com.zengobi.curio "Application Support Folder" -string "~/Dropbox/Application Support/Curio"
```
5. That's it! Now all your Macs are pointing to the same application support folder which exists on Dropbox instead of the default location.
6. Note that the application support override should point to the Curio folder itself, not a Version XX subfolder. Curio will look for and manage the Version XX folder automatically so that Curio 11 looks within Version 11 and Curio 12 will look within Version 12.

## Network Installations

Applicable only in Curio from Zengobi's website, not from the Mac App Store due to sandboxing restrictions.

### The Network Folder

Curio finds its support files on the network via the network path settings in your Curio preferences.

The default network support folder for Curio is: `/Network/Library/Application Support/Curio/Version XX`

(Where `Version XX` is replaced with the current major version number like `Version 11` or `Version 12`.)

To begin, copy your `/Library/Application Support/Curio/Version XX` folder on the administrator's hard disk to that network location. It will contain the license registration information necessary for the clients to validate their installation.

You should configure all client Macs to automatically mount that folder as a network share point. macOS Server includes helpers such as autofs to make automatically mounting share points for clients easier. The details are specific to your network and macOS version so check with your network administrator and Apple's documentation to set this up.

To specify a different network install folder (note that Version XX is automatically appended to any specified path):

```
defaults write com.zengobi.curio "Network Application Support Folder" -string "/Network/Library/Application Support/Curio/"
```

## Additional Settings for Network Installs

### To disable automatic Curio update checks

By default Curio checks Zengobi's servers every day to see if an update is available. This can be disabled this setting:

```
defaults write com.zengobi.curio "SUEnableAutomaticChecks" -bool no
```

### To modify the days left warning for expiring license keys

If you enter an expiring license key such as an annual site license then at launch Curio will warn you when the license will be expiring soon, and thus when Curio will stop working. The default is when there are 60 days left before expiring. You can change that value if you feel you need more or less time to get purchase approval and acquire an updated license key.

```
defaults write com.zengobi.curio "License Days Left Warning" -int 60
```

### To enable KidSafe Sleuth

As described earlier, Sleuth can be restricted specifically for school and home environments:

```
defaults write com.zengobi.curio "Sleuth Is KidSafe" -bool yes
```

After enabling Sleuth will:

- Only show KidSafe sites in its search sites popup, such as Google Images with SafeSearch instead the normal Google Image search.
- Disallow Sleuth site customization.
- Block any query phrase which contain profanity.
- Block any query results which contain profanity.



# Keyboard Shortcuts

In addition to standard menu shortcuts, such as ⌘S to save, Curio supports a large number of keyboard shortcuts you can use to be more productive.

⌘ = Command, ⌥ = Option, ^ = Control, ⇧ = Shift, ⌫ = Delete, ↵ = Return, ⌵ = Escape

## Views

Action	Shortcut
Show/Hide Organizer	⇧⌘0 (zero)
Show/Hide Shelf	⌥⌘0 (zero)
Show/Hide Organizer and Shelf	⌥⇧⌘0 (zero) or ` (backtick)
Show idea space at actual size	⌘0 or double-click zoom slider if in toolbar
Quick zoom to fit	Hold down Q
Dismiss an open inspector popover	⌵ (Escape)
Zoom both split views	Hold ⇧ and use the zoom popup toolbar control, the zoom toolbar slider, or the <i>Zoom to Actual Size</i> , <i>Zoom to Fit</i> , or <i>Zoom to Width</i> menu items to zoom both the primary view and the secondary view.
Zoom both split views to actual size	Hold ⇧ while double-clicking or ⌥-clicking the zoom slider will set both the primary view and the secondary view to actual size.

## Mouse

Action	Shortcut
Pan	Scroll with mouse or trackpad; or hold down Spacebar then click and drag to pan
Zoom in	Outward pinch gesture with trackpad; or ⌥⌘Scroll Up; or hold down Spacebar, then hold down ⌘, then click to zoom
Zoom out	Inward pinch gesture with trackpad; or ⌥⌘Scroll Down; or hold down Spacebar, then hold down ⌥, then click to zoom
Zoom in within gallery windows	Outward pinch gesture with trackpad; or ⌥⌘Scroll Up
Zoom out within gallery windows	Inward pinch gesture with trackpad; or ⌥⌘Scroll Down

# Files

---

Action	Shortcut
Embed a copy of a file into Curio	Drag file from Finder to an idea space
Move file into Curio	⌘ Drag file from Finder to an idea space
Create an alias to a file within Curio	⌘ Drag file from Finder to an idea space
Drag a copy of the asset file associated with a figure out of Curio	Select a single asset figure, ⌘ Drag the figure and notice you are now dragging its file representation, <i>release the keys while still continuing to drag</i> , then drop the file on the Finder, Desktop, or other application

# Tools

---

Action	Shortcut
Select tool	⌘ (Escape)
Figure tool	F
Text tool	T
Line tool	L
Brush tool	B
Eraser tool	E

# Figure Snapping

---

Action	Shortcut
Toggle edge snap guide	S
Toggle center snap guide	C
Toggle snap to grid	G
Show/Hide grid	⇧ G

# Figure Nudging

---

Action	Shortcut
Move object by one pixel	Arrow keys (if grid is not enabled) ⌘ Arrow or ⇧ Arrow keys (if grid is enabled)
Move object by one grid space	Arrow keys (if grid is enabled) ⌘ Arrow or ⇧ Arrow keys (if grid is not enabled)
Move object to next grid intersection	⌘ ⇧ Arrow keys

# Figure Sizing

---

Action	Shortcut
Resize object	Drag selection handle
Constrain aspect ratio when resizing object	⌘ Drag handle (note that some items, like images, default to resizing proportionally, so holding ⌘ would allow you to resize those figures non-proportionally)
Resize object to its natural size, but no wider than the right edge of the idea space	N
Resize object to its natural size, expanding the idea space if necessary	⌘ N

# Figure Rotating

---

Action	Shortcut
Rotate object	⌘ Drag selection handle
Rotate object 45°	R
Rotate object -45°	⌘ R
Rotate object 1°	⇧ R
Rotate object -1°	⇧ ⌘ R
Rotate object to 0°	Z

# Figure Selection

---

Action	Shortcut
Add (or remove) selected object to previously selected objects	⌘ Click, ⌘ Click
Add (or remove) selected range to previously selected objects	⌘ Drag, ⌘ Drag
Constrain selected range to figure layer	⇧ Drag
Constrain selected range to scribble layer	⇧ ⌘ Drag
Bring figure to front	⇧ Click

# Figure Copying

Action	Shortcut
Cut selected text or object	⌘X
Copy selected text or object	⌘C
Paste selected text or object	⌘V
Duplicate object	⇧⌘Drag or ⌘D
Delete selected object	⌘⌫

# Figure Meta

Action	Shortcut
Set rating from 0 to 5 stars	0 through 5
Set priority to none, very low, low, medium, high, urgent	Option-0 through Option-5
Set percent complete to 10% through 100% and show checkbox	Shift-1 through Shift-0
Set percent complete to 0% and hide checkbox	Option-Shift-0
Toggle checkbox	↑X
Toggle checkbox checked/unchecked state	X
Toggle start date	D
Toggle due date	↑D
Increase date duration	⇧D
Decrease date duration	⇧↑D
Increase the adornment flag size	⇧]
Decrease the adornment flag size	⇧[
Toggle notes window visibility	⌘\
Tags mini popover	, (comma; think of a comma-separated list of tags)
Percent complete mini popover	. (period; think of a long line of dots indicating progress being made)
Dates mini popover	/ (slash; think of a slash used in a date such as 12/25/2013)
When editing tag emoji field, display the standard Mac OS Character Viewer popover to insert an emoji or Unicode symbol	⌘Spacebar

# Figure Miscellaneous

---

Action	Shortcut
Open a figure's asset, go to the figure's jump target, or activate in-place browsing or editing of movies, WebViews, or PDFs	Double-Click on figure
Open the figure's asset bypassing in-place browsing	⌘ Double-Click on figure
Show Insert popover menu	I
Show Quick Look Preview	Spacebar if not a parent node in a list or mind map, else ⌘↑ Spacebar
Toggle shadow	S
Flip through a series of overlapping figures	⌘ Scroll with mouse hovering over overlapping figures
Decrease the pen size used for borders and lines	[
Increase the pen size used for borders and lines	]
Decrease the adornment flag size	⌘[
Increase the adornment flag size	⌘]
Decrease the figure corner	↑[
Increase the figure corner	↑]
Decrease the figure margin	⌘↑[
Increase the figure margin	⌘↑]

## Brush & Pens

---

Action	Shortcut
Decrease the brush size when painting [	
Increase the brush size when painting ]	

# Text Editing

---

Action	Shortcut
Create a new text figure	Click on the idea space background if the Text tool is active, else double-click if the Select tool is active
Create a new text figure with a certain width	Click and drag on the idea space background if the Text tool is active, else double-click and drag if the Select tool is active
Create text figure under selected object	⌘↵
Create text figure over selected object	⇧⌘↵
Enter a carriage return while editing	⇧↵
End text editing	⌘ (Escape)

# Idea Graphs

---

Action	Shortcut
Create a connected text figure with unidirectional line	While editing an existing text figure, ⌘Click on the idea space background
Create a connected text figure with bidirectional line	While editing an existing text figure, ⇧⌘Click on the idea space background
Create a connected text figure with nondirectional line	While editing an existing text figure, ⇧⌘Click on the idea space background
Quickly connect one figure to another with unidirectional line	Drag one figure on another while holding ⌘
Quickly connect one figure to another with bidirectional line	Drag one figure on another while holding ⇧⌘
Quickly connect one figure to another with nondirectional line	Drag one figure on another while holding ⇧⌘

# Lines

---

Action	Shortcut
Snap line to 45 degree increment	↑ (while dragging endpoint)
Add another point to a line currently being created	Hold ⇧ while releasing mouse button then click for the next point
Add another point to an existing line	Right-click on the line and choose Insert Midpoint
Stick line endpoint to a location within a target figure	⌘ (while dragging endpoint)
Freely position line endpoint (will not stick to another figure)	^ (while dragging endpoint)

# List Collections

Action	Shortcut
Edit selected item	↵
Stop editing item	⌘ (Escape)
Delete selected item	⌘ X
Create next text sibling	⌘ ↵ or ↵ if editing
Create previous text sibling	⇧ ⌘ ↵ or ⇧ ↵ if editing
Create child	⇧ ⌘ ↵
Create parent	⇧ ⇧ ⌘ ↵
Split the text at the current cursor position and make new sibling	⌘ ↵
Enter a carriage return while editing	⇧ ↵
Indent a collection figure (turn figure into a child)	→ or ⇧ ⇧ →
Outdent a collection figure (turn figure into a parent)	⇧ → or ⇧ ⇧ ←
Insert a tab while editing	⇧ →
Toggle the expand/collapse of a branch	Quick Spacebar Tap
Toggle the expand/collapse of a branch and its children	Quick ⇧ Spacebar Tap or ⇧ Click the expand/collapse widget
Toggle the expand/collapse all branches at this level	Quick ⇧ ⇧ Spacebar Tap or ⇧ ⇧ Click the expand/collapse widget
Move the selected figures above their siblings	⇧ ⇧ ↑
Move the selected figures below their siblings	⇧ ⇧ ↓
Adopt the branch style when moving nodes	Press ⇧ right before dropping
Create a connected list figure with unidirectional line	Select an existing list figure, ⌘ Click on idea space background
Create a connected list figure with bidirectional line	Select an existing list figure, ⇧ ⌘ Click on idea space background
Create a connected list figure with nondirectional line	Select an existing list figure, ⇧ ⌘ Click on idea space background





# Mind Map Collections

Action	Shortcut
Edit selected item	↵
Stop editing item	⌘ (Escape)
Delete selected item	⌘X
Create next text sibling	⌘↵ or ↵ if editing
Create previous text sibling	⇧⌘↵ or ⇧↵ if editing
Create child	→ or ⌘↵
Create parent	⇧→ or ⇧⌘↵
Split the text at the current cursor position and make new sibling	^↵
Enter a carriage return while editing	⌘↵
Indent a collection figure (turn figure into a child)	^⌘→ or ^⇧→
Outdent a collection figure (turn figure into a parent)	^⌘← or ^⇧←
Toggle the expand/collapse of a branch	Quick Spacebar Tap
Toggle the expand/collapse of a branch and its children	Quick ⌘Spacebar Tap or ⌘Click the expand/collapse widget
Toggle the expand/collapse all branches at this level	Quick ⇧Spacebar Tap or ⇧Click the expand/collapse widget
Move the selected figures above their siblings	^⇧↑
Move the selected figures below their siblings	^⇧↓
Adopt the branch style when moving nodes	Press ⇧ right before dropping
Create a connected mind map figure with unidirectional line	Select an existing mind map figure, ⌘Click on idea space background
Create a connected mind map figure with bidirectional line	Select an existing mind map figure, ⇧⌘Click on idea space background
Create a connected mind map figure with nondirectional line	Select an existing mind map figure, ⌘Click on idea space background

# Table Collections

---

Action	Shortcut
Edit selected item	
Stop editing item	⌘ (Escape)
Delete selected item	
Edit the next item	→
Edit the previous item	↑→
Enter a carriage return while editing	⌘←↵
Resize just a row or column, without resizing entire table	⌘Drag row or column divider
Add Row Above	Select cell, press ⌘Up
Add Row Above and Resize Table	Select cell, press ⌘↑Up
Add Row Below	Select cell, press ⌘Down
Add Row Below and Resize Table	Select cell, press ⌘↓Down
Add Column Before	Select cell, press ⌘Left
Add Column Before and Resize Table	Select cell, press ⌘↑Left
Add Column After	Select cell, press ⌘Right
Add Column After and Resize Table	Select cell, press ⌘↓Right
Create a connected table figure with unidirectional line	Select an existing table figure, ⌘Click on idea space background
Create a connected table figure with bidirectional line	Select an existing table figure, ⌘↑Click on idea space background
Create a connected table figure with nondirectional line	Select an existing table figure, ⌘⌘Click on idea space background

# Index Card Collections

---

Action	Shortcut
Edit selected item	↵
Stop editing item	⌘ (Escape)
Delete selected item	⌘ X
Move between the title and body fields	→, ↑→
Insert a tab while editing	⌘→
Toggle the expand/collapse of the index card	Quick Spacebar Tap (while the index card or its title is selected)
Create a connected index card figure with unidirectional line	Select an existing index card figure, ⌘Click on idea space background
Create a connected index card figure with bidirectional line	Select an existing index card figure, ↑⌘Click on idea space background
Create a connected index card figure with nondirectional line	Select an existing index card figure, ⌘Click on idea space background

# Album Collections

---

Action	Shortcut
Edit selected item	↵
Stop editing item	⌘ (Escape)
Delete selected item	⌘ X
Toggle the expand/collapse of the album	Quick Spacebar Tap (while the album is selected, note this is only possible if the pinboard has a title)
Create a connected album figure with unidirectional line	Select an existing album figure, ⌘Click on idea space background
Create a connected album figure with bidirectional line	Select an existing album figure, ↑⌘Click on idea space background
Create a connected album figure with nondirectional line	Select an existing album figure, ⌘Click on idea space background

# Pinboard Collections

---

Action	Shortcut
Edit selected item	↵
Stop editing item	⌘ (Escape)
Delete selected item	⌘ X
Toggle the expand/collapse of the pinboard	Quick Spacebar Tap (while the pinboard is selected, note this is only possible if the pinboard has a title)
Create a connected pinboard figure with unidirectional line	Select an existing pinboard figure, ⌘ Click on idea space background
Create a connected pinboard figure with bidirectional line	Select an existing pinboard figure, ⇧ ⌘ Click on idea space background
Create a connected pinboard figure with nondirectional line	Select an existing pinboard figure, ⌥ ⌘ Click on idea space background

# Stack Collections

---

Action	Shortcut
Edit selected item	↵
Stop editing item	⌘ (Escape)
Delete selected item	⌘ X
Create next text sibling	⌘ ↵, or just ↵ if editing
Create previous text sibling	⇧ ⌘ ↵, or just ⇧ ↵ if editing
Move the selected figures above their siblings	⌘ ⇧ ↑
Move the selected figures below their siblings	⌘ ⇧ ↓
Toggle the expand/collapse of the stack	Quick Spacebar Tap (while the stack is selected, note this is only possible if the stack has a title)
Create a connected stack figure with unidirectional line	Select an existing stack figure, ⌘ Click on idea space background
Create a connected stack figure with bidirectional line	Select an existing stack figure, ⇧ ⌘ Click on idea space background
Create a connected stack figure with nondirectional line	Select an existing stack figure, ⌥ ⌘ Click on idea space background

# Organizer

---

Action	Shortcut
Rename an Organizer item	↵, Enter
Indent Organizer items to the right	→
Move indented Organizer items to the left	⇧→
Extend selection to the selected Organizer item	⇧Click
Add the selected range to previously selected Organizer items	⇧Drag
Add (or remove) selected Organizer item to previously selected Organizer items	⌘Click
Select next Organizer item	↓, or ⌘↓ if the Organizer doesn't have focus
Extend selection to the next Organizer item	⇧↓
Select previous Organizer item	↑, or ⌘↑ if the Organizer doesn't have focus
Extend selection to the previous Organizer item	⇧↑
Delete selected Organizer items	⌘X
Create new blank idea space	⇧Click the Add toolbar button
Create new idea space with same style/ template as current	⇧Click the Add toolbar button
Create a copy of an Organizer item	⇧Drag the item to a destination location
Create an alias to an Organizer item	⇧⌘Drag the item to a destination location
Collapse selected Organizer item	←
Collapse selected Organizer item and all child Organizer items	⇧←
Expand selected Organizer item	→
Expand selected Organizer item and all child Organizer items	⇧→
Scroll down a “page” of Organizer items without changing the selection	Page Down
Scroll up a “page” of Organizer items without changing the selection	Page Up

# Presentation Mode

---

Action	Shortcut
End the presentation	⌘ (Escape)
Go to the next slide	→, ↓, Page Down, ⌘↓, Click when mouse cursor is hidden
Go to the previous slide	←, ↑, Page Up, ⌘↑, ⌘Click (or Right-Click) when mouse cursor is hidden
Go to the first slide	Home
Go to the last slide	End
Go back in history	[, Backspace, ⌘←
Go forward in history	], ⌘→
Toggle the expand/collapse of a selected mind map branch	Quick Spacebar Tap
Toggle the expand/collapse of a selected mind map branch and its children	Quick ⌘Spacebar Tap
Toggle the expand/collapse all selected mind map branches at this level	Quick ⌘Spacebar Tap
Toggle scaling mode	S
Scroll the idea space	Click and drag on the background
Select a figure	Click on figure
Open a figure's asset or go to the figure's jump target	Double-Click on figure
Play/pause a selected media figure	Spacebar
Set a rating	0 through 5 (when a figure is selected)