



Welcome to Curio!

Click through the idea spaces listed in the Organizer on the left (or press ⌘↓) to learn more about the most amazing app for note taking, brainstorming, and creative exploration.

About This Project

Enjoy this tour of Curio!

This *Welcome* document provides a brief overview of Curio's amazing features, but we didn't want to overwhelm you so the information is carefully grouped for easy consumption.

Getting Started

In the top-left corner of the window you'll find an area which divides this *Welcome* project into several sections. Currently you're in the *Getting Started* section which provides an overview of Curio's interface and main functionality.

Documentation

The *Documentation* section provides more details on key elements within Curio. Most importantly it will also include embedded live web views to video pages on the Zengobi website. This way as we add video tutorials you can immediately access them via these dynamic pages.

Samples

Lastly, the *Samples* section is a fun showcase of what you can create with Curio. Definitely check it out!

Introduction

What is 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 emphasizes a concept called *visual thinking* where you can intuitively gather, associate, and recall all your information naturally and visually.
- Curio provides all of this within a single application so you can be more productive, more creative, and focus on getting things done.

Use Cases

So, what can you do with Curio?

Writers brainstorm plot and character development **Students** take notes, annotate handouts, and collect research **Parents** organize the next family vacation **Scientists** gather lab results and images **Web Developers** collect ideas and create site prototypes **Videographers** plan shots and scenes **Teachers** demonstrate how to collect notes, images, and videos **Product Managers** gather competitor images, features, and notes **Gardeners** lay out the spring garden **Project Leads** track tasks, timelines, and feature checklists **Programmers** plan new product features, sketch prototypes, and track competitors **Lawyers** gather information, organize ideas and prepare cases **Entrepreneurs** mind map ideas and plan new companies **Musicians** develop song lyrics and collect inspirations **Professors** create and present lesson plans and assignments

*What will **you** do with Curio?*

Curio Projects

Curio is your project based über notebook

The Real World...

You have work projects and home projects, school classes to manage and book reports to research, vacations to plan and novels to write, web sites to design and lab results to organize. You currently use a collection of notebooks, your office whiteboard, scraps of sticky notes, oodles of browser bookmarks, and multiple documents scattered around your hard disk. You're juggling it all, but organizing this information should be easier.

A Better World!

In Curio, create a project to represent your real-world project, then fill it with *everything* related to that project including notes, images, documents, web links, and much, much more. Use Curio's integrated collections, such as lists and mind maps, to organize all of this information or just place it anywhere on Curio's freeform pages, which we call *idea spaces*.

Anything placed into Curio can be associated with tags, flags, checkboxes, priorities, ratings, and start/due dates and durations, for fast and easy searching and task management.

The best part is you are in complete control over your idea spaces. Make them sloppy or organized, freeform or in a grid — this is your project notebook. Curio's emphasis on visual thinking perfectly mirrors your real-world notebooks and whiteboards so you are instantly comfortable in Curio's intuitive environment.

Thousands of customers around the world, in a surprisingly diverse range of occupations, use and rely on Curio for information gathering, brainstorming, and creative exploration.

Editions

Curio is available with the features you need

In this project, features only available in certain editions will have a colored tags, like those to the right, positioned in the top-right corner of the idea space or next to the applicable feature.

STANDARD

PRO

Curio Core includes all of these great features:

Curio's amazing freeform, place anything anywhere idea spaces.

Rich text figures with support for bundled and custom styles

Embedded and aliased images, PDF's, files, multimedia, Mail messages, web links, and live WebViews

Mind map, list, table, index card, album, pinboard, and stack collections

Flowcharting shapes for idea graphs and diagrams, plus straight, curved, and orthogonal sticky lines

Integrated audio and video recording, plus screen capture support

Searchable meta: checkmarks, percent complete, start/due/duration & automatic date calculations, tags, priorities, ratings, resources, notes, actions

Export as text, image, PDF, HTML, CSV, OPML, and numerous mind map formats

Curio Standard takes Core and adds:

Personal idea space templates, figure stencils, and the Stencils shelf

Brushes and pens for freeform sketching with pressure-sensitive graphics tablet support

Spread PDF, to instantly spread the pages of a PDF across multiple idea spaces

Organizer sections, to help manage larger projects with independent divisions

Sync tasks to Calendar & Reminders, plus PDF mirror for a constantly updated export of your project

Evernote integration so you can search for and drag in notes from within Curio

Sleuth and the new Sleuth shelf, for one-click Internet research and inspiration

Curio Professional takes Standard and adds:

Master styles, stencils, and idea space templates, for dynamic updates throughout a project

Status shelf, for easy cross-project task tracking at a glance

Presentation mode with transitions, for quick sharing to a group

Project password, automatic project backup, external project library

External repository support, for sharing styles, stencils, and templates with colleagues

Interface Tour

The core components of Curio's interface




Organizer

Your Curio project can contain hundreds of idea spaces and documents all neatly organized here in the Organizer.



Idea Space

What you're looking at is an idea space, Curio's freeform notebook page.

Everything you find on an idea space is a figure of some type. A figure can be text, an image, a PDF or Pages file, a live WebView, or even a movie.

It could also be a type of figure we call a *collection figure* such as a list or mind map. These are figures that contain and lay out other figures within itself.



The Shelf



You can't see it now but there's a handy utility Shelf available here.

Take a quick peek by clicking the Inspector toolbar button .

We'll discuss the Shelf in detail later so click the Inspector toolbar button again to hide it for now.

Quick Tips

Some helpful tips to use within Curio



Quick Zoom

Press and hold the **q** key to quickly zoom out and see the entire idea space.

Hover your mouse pointer over a particular area and when you release the **q** key your view will be restored centered in that area.



Right Click

Curio uses context menus throughout the interface so be sure to **right-click** on figures, idea spaces, items in the shelf, the various galleries, and much more to see what quick options you have available to you.



Find

Press **⌘F** to bring up the search shelf if you need to find a figure on an idea space. Press it again to cancel the search and close the search shelf.



Escape

The **Escape** key is used for many things within Curio. Tap it to end text figure editing, to dismiss an inspector popover, to select a collection figure if an item within is selected.

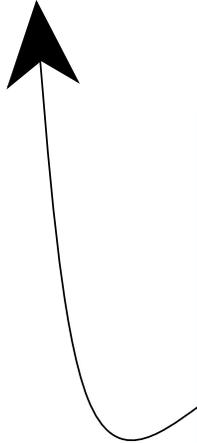


Navigation

The top right corner of the inspector bar, just under the toolbar, shows a small navigation bar you can use to navigate within the project. The two small up and down arrows go to the previous or next idea space in the Organizer and have the **⌘↓** and **⌘↑** keyboard shortcuts. The two small left and right arrows go backwards and forwards in history, like in your browser, and have the **⌘←** and **⌘→** keyboard shortcuts.

Idea Spaces

Adding pages to your project notebook



See the Add button up there in the toolbar? That's what you'll use to add an idea space to your project.

Click the Add button and a popup will appear showing the various options.

You might want a completely blank idea space, or one that is based on the same style or template as the current idea space.

You can also pick the gallery view which shows off all the styles and templates that come bundled with Curio. Eventually you'll create your own and even share with others.



Keyboard Shortcuts

Hold the Option key when clicking Add to add a blank idea space.

Hold the Shift key when clicking Add to add a new idea space which matches the same style or template as the current idea space.

The Organizer

More than your notebook's table of contents

Ordering

Within the Organizer, simply drag-and-drop idea spaces to change their ordering.

Unlimited Hierarchy

You can create a parent-child relationship either with the Tab and Shift-Tab keys or by dragging so items are hierarchically under a parent idea space. This nested hierarchy is unlimited so those children can have children of their own, etc.

Options Galore

Right-click on an idea space to delete an item, change its color label, set preview sizes, sort items, apply styles, create templates, export and print, plus much more.

Filter

Click the little magnifying glass in the Organizer's header area at the top to see the Organizer's filter view appear. Here you can filter the contents of the Organizer based on the title, or by date, label, or assigned tag.

Project Sections

STANDARD

PRO

Organizing larger projects

While you can indent or outdent Organizer items into a hierarchical order, as described above, Curio also provides two more advanced methods for grouping: sections and folders. First, we'll discuss sections.

What is a Section?

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 the sections listed on the right to help organize your project.

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:

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.

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.

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.

"Biology" Sections

- Classes
- Labs
- Papers

"Super Product" Sections

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

Styles and Templates

Define the look or create a boilerplate

As you noticed in the Add button's gallery, and the Organizer's right-click context menu, Curio supports reusable idea space *styles* and *templates*. What's the difference?

Styles

A *style* defines the look of the idea space with no included content. You can apply a bundle, personal, or shared style to an existing idea space or when creating a new idea space. When you create custom styles they go into your personal repository so you can use them in other projects, as well. Changing a style and re-saving it to your personal repository does not change the look of any idea spaces you created with that style in the past.

Templates [STANDARD] [PRO]

A *template* defines the look and includes boilerplate figures and other content to help you get started. A template can be used only when you first create an idea space, you can't apply a template to an existing idea space. Custom templates also go into your personal repository for use in other projects. And, like styles, you can edit and re-save a template but that doesn't impact existing templates in any of your projects.

Master Styles [PRO]

A master style is like a normal style but private to a specific project and can support dynamically updating all uses of the style throughout a project! Change the master style's background coloring, and instantly all idea spaces that use that style throughout the project are updated with the change.

Master Templates [PRO]

Likewise master templates are like normal templates but private to a project and can therefore support dynamic updating throughout a project. These can be extremely handy when working on large projects. For instance, this *Welcome to Curio* project is based on a handful of master templates, so its very easy to change the look and layout of the entire project.

Organizer Documents

Using the Organizer as a document binder

As you may have noticed in that Add popup, the Organizer also permits rich text documents, as well. In addition, you can actually drag in any sort of document from the Finder or even web links from your browser, to the Organizer.

For Organizer text files, Curio can permit editing. For PDF files, Curio supports annotating. For web links, you can surf within Curio. However other file types, such as Numbers and Pages files, can only be previewed from within Curio. We actually use the Mac's Quick Look system to render the preview so it should support many popular document formats.

Note that the Organizer is simply acting as a binder to collect these documents in your project. These items are not printed, exported, or published with your project's idea spaces. However, you can double-click or right-click on the document item in the Organizer to open, print, or reveal the file in the Finder using the context menu.

Idea Space Properties

Working with the inspector shelf

Click the Inspector button on the toolbar to show the inspector shelf.

The inspector shows you the properties of whatever's selected. Click on the background of this idea space to the right of this arrow (to make sure no figures are selected) and the inspector will show the idea space's properties.

At the top of the inspector you'll find several bundled styles you can choose. Go ahead and try them out! Or you can customize its look using the color and image controls. You can also enable grid snapping and change the dimensions of the idea space using the inspector.

Click the Inspector button on the toolbar again to hide the shelf.

Figures

Everything (on an idea space) is a figure

What is a Figure?

In Curio, everything on an idea space is a figure: text, lines, images, documents, Mail messages, videos, and even images and text dragged in from your browser.

Selecting Figures

With the Select tool active, you simply click a figure to select it, or drag out a selection rectangle on the background of the idea space to select several items.

Moving

Drag the figures around with the mouse or the arrow keys on your keyboard.

Resizing and Rotating

You can resize a selected figure using the selection handles on the sides of the figure. If you hold down Command the handles can be used to rotate the figure.

Deleting

Press the Delete key to remove a figure from your idea space.

Here is a nice, styled text figure.



 Zengobi

 An embedded TextEdit file



Meet Peanut! Watch how the arrow sticks by dragging her photo around. Even resizing and rotating can't break the connection.

Inserting Figures

Figures? Curio's got figures!

Click the Insert button on the toolbar and see what Curio has to offer.

Curio supports lots of different types of figures:

- Dozens of geometric shapes,
- Text,
- Lines,
- Images,
- PDF documents,
- Movies,
- Music and sound files,
- Web links,
- Web Views including Google Docs views,
- YouTube and Vimeo embedded views,
- Documents,
- Lists,
- Mind maps,
- Tables,
- Index cards,
- Pinboards,
- Albums,
- Stacks,
- Screen capture,
- Integrated video and audio recording,
- Biggerplate mind maps,
- Plus more!



Keyboard Shortcuts

As a shortcut, you can just press i on the keyboard to bring up the Insert popup, then press the first letter of the gallery you wish to view.



Customize the Toolbar

If you use a certain figure type frequently, such as mind map, right-click on the toolbar and add figure-specific buttons to your toolbar.

Styles and Stencils

Reusable figure styles and stencils

Styles

A *style* defines the look of the figure with no included content. You can apply a bundle, personal, or shared style to an existing figure or when creating a new figure. When you create custom styles they go into your personal repository so you can use them in other projects, as well. Changing a style and re-saving it to your personal repository does not change the look of any figures you created with that style in the past.

Stencils [STANDARD] [PRO]

A *stencil* defines the look and includes boilerplate contents to help you get started. A stencil can be used only when you first create a figure, you can't apply a stencil to an existing figure. Custom stencils also go into your personal repository for use in other projects. And, like styles, you can edit and re-save a stencil but that doesn't impact existing stencils in any of your projects.

Master Styles [PRO]

A master style is like a normal style but private to a specific project and can support dynamically updating all uses of the style throughout a project! Change the master style's coloring or font, and instantly all uses of that style throughout the project are updated with the change.

Master Stencils [PRO]

Likewise master stencils are like normal stencils but private to a project and can therefore support dynamic updating throughout a project.

Text Figures

The most basic yet most important figure

It's pretty safe to say that every Curio project will have at least one text figure.

You'll use these figures to make notes, create lists, and much, much more.

Let's create your first text figure. Just double-click in the area below and start typing. Press the Escape key when you're done.

Creating and editing text figures

- ▼ Double-click on the idea space background.
 - This will create a text figure that will automatically grow in width and height.
- Alternatively you can double-click and, while the mouse is still pressed, immediately drag to define a specific width that the text will wrap to.
- Press the Escape key when you're done typing.
- If you want to edit the text figure again just double-click on it.



The Text Drawing Tool

Alternatively you can click the text drawing tool in the toolbar and then single-click onto the idea space or into an existing text figure.

Attaching a File

Easily associate a file with a text figure

While you can drag any file into Curio directly to the idea space and create a file asset figure, you can also associate a file with a text figure as a *file attachment*.



An ordinary text figure with an attachment copied from the project's Library.

Adding an Attachment

1. Right-click on a text figure and choose Attach File then choose a file from anywhere on your hard disk. This file can be copied or moved into the project as an embedded asset or referenced as an alias.
2. Or, copy an existing asset figure or asset within your project and choose Paste As > Attachment For Selected Text Figure. Here the attachment will simply reference the same underlying asset.

The resulting attachment will be displayed as a preview image, if the file is an image, else a thumbnail icon for all other file types.

The size of the image or icon is controlled using the Icon Size slider in the shape inspector.

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.



Removing an Attachment

To remove the attachment, right-click and choose Remove Attachment.

Figure Properties

Introducing the inspector shelf

Now let's show you how to change a figure's properties.

You can do this with Curio's inspector bar (located right under the toolbar) or the inspector shelf. Let's use the shelf for now.

Click the Inspector toolbar button to reveal the inspector shelf.

Next click on this text figure and we'll change its properties.



Click on this figure to select it and change its properties!

Exercises

1. Let's do something simple. First, with the text figure on the left selected, use the text area of the inspector to change the font size from 21 point to 14.
2. Now go to the stroke area in the inspector and click on the shape color control to give the figure a border.
3. Scroll down a bit in the inspector and you'll find options for fill colors and gradients and much more.
4. You can even click on a predefined style at the very top to set lots of options all at once. Eventually you'll create and share your own styles!

Inspector Bar

Another way to change properties

You've been working with the inspector shelf but now let's try something different. If the inspector shelf is still open go ahead and close it by clicking the Inspector toolbar button.

Inspector Bar

Curio also supports popup inspectors via the inspector bar which is located right under the toolbar. As an example, select this text figure then click the shape button on the inspector bar to see its popup appear. It looks like a gray rectangle next to a tag icon. Using the inspector bar is handy if you'd like to maximize your screen real estate and just need the occasional use of an inspector panel. Clicking the shape inspector bar button again or pressing the Escape key will hide the popup.

Detachable Popovers!

You can also "tear off" the inspector popup by dragging on its background. The result is a free-floating window you can place anywhere on your screen or even a secondary screen.

Asset Figures

Add assets to your project notebook

Any type of file can be dragged into a Curio idea space where they can be displayed either as simple figures with icon and title, or as preview image figures where a Quick Look preview of the file is displayed.

From the Finder

When dragging in a file from the Finder, a copy of the file will be embedded in your project. Alternatively, if you hold the Command key while dragging in a file then the original will be moved into your project. If you hold the Option key then an alias to the original will be created (make sure to begin dragging first then press and hold the Option key, otherwise the Finder may hide the active application).

Some files, such as csv, opml, and many popular mind map file formats can be converted directly into native Curio tables, lists, or mind maps.

From the Web

Drag in selected text and/or images directly to your idea space. Curio will automatically include an attribution line to any dragged-in text so you can jump to the source; right-click on images to jump to their source URL as well.

From Mail

Mail messages can be dragged into Curio where a copy of the message itself will be embedded into your project. Double-clicking it will render the message, and decode any message attachments, in your default mail application.

Basic Shapes

Shapes for flowcharting or other creative uses

If you want to draw some basic geometric shape figures you have some options.

Shapes via the Insert Popover

You can click the Insert toolbar button and then choose one of the many shapes in the Basic Shape gallery. The selected shape will be placed on your idea space for positioning.

Shapes via the Shapes Drawing Tool

Alternatively, you can click the shape in the toolbar's drawing tools. If you hold down the mouse button when clicking you can choose a specific shape. Then click and drag on the idea space to draw out the shape with a specific size.

Adding Text

Double-click a geometric shape to add text to it.

Shape Corners

Sneaky extra shapes!

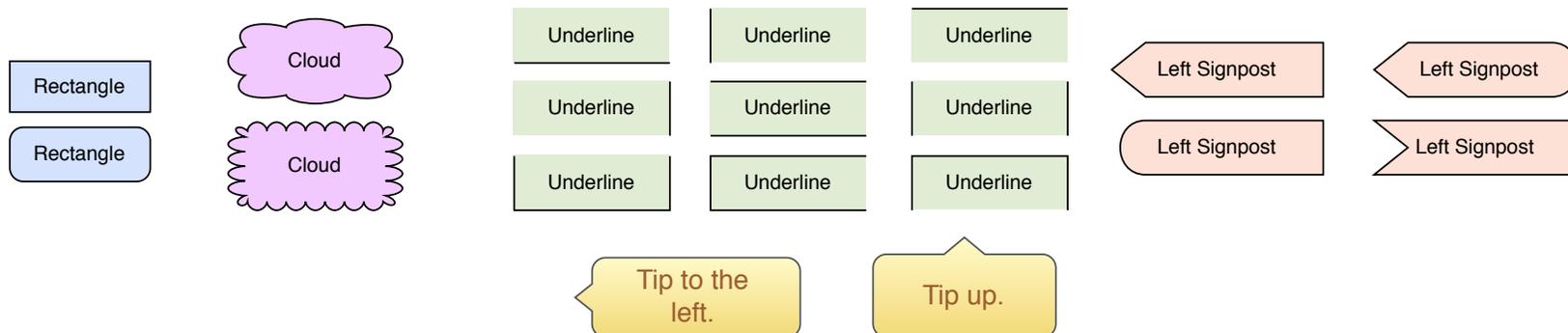
Many shapes can be customized by using the Corners slider which can be tweaked using the Shape inspector or the new, incredibly handy { and } keyboard shortcuts.

Left Signpost and Right Signpost

The Left Signpost and Right Signpost shapes are special and actually contain 4 different shapes (each) depending on the Corner value. Here is the Left and Right Signpost morphing between their 4 shapes based on increasing Corner value.

Underline

The Underline shape is also special and contains 10 different shapes depending on the Corner value, as shown below.



Geometry

The shape of your shape

Let's start by selecting this figure then click the Inspector toolbar button, then click the Geometry tab on the far right.

At the top you see the x and y location of this figure, along with its width and height. The proportional checkbox is automatically checked for images which means when you resize an image the width and height keep the same proportionals.

The natural size (shortcut is to just tap the n key) will restore a text or image figure to its natural size instead of wrapping text or manually sizing an image to a different size.

You can rotate the selected figure here or hold ⌘ while dragging on the figure's resize handles.

Using the red struts and green springs within the layout control you can determine how the figure will move or resize with the idea space. You can stick a figure to the top right corner of the idea space or have it centered at the bottom, resizing and repositioning as the idea space sizes.

The distribution controls can be used to move the figure from back to front, flip an image upside down, align edges, or distribute across an idea space.

Image Figures

Yep, more Peanut pictures!

Drag in an image file from the Finder or a browser and, by default, it's displayed as a preview which can be easily resized and rotated. Right-click on the image and apply a cool style or make your own!

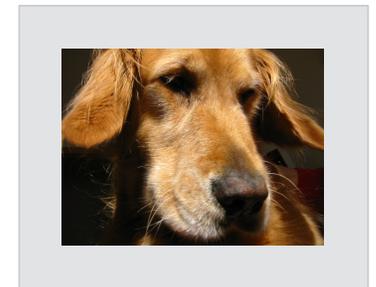
Via the right-click menu, or the shape inspector, you can add a caption to the preview, or elect to display it as an icon instead. Curio has lots of options!



Here is a caption for Peanut!

A different type of caption is under this image. Note that only one Peanut image file is in the project's asset library. These are all different instances of the same underlying asset file!

The inspector was used to give the image its own clipping mask, and make it so the caption was displayed outside the image's border.



PDF Figures

A special kind of image

If you drag in a PDF file, either to the Organizer or to the idea space, the inspector bar changes to permit navigation and simple annotations.

Annotations

To make annotations to the PDF, click the Start Annotating button in the inspector bar or hold Option and double-click the figure. Then select text in the PDF and click the new highlight, strikethrough, and underline buttons. These annotations are stored within the PDF document itself and visible in other apps such as Preview. When done, click the Stop Annotating button or press Escape.

Quick Look and Opening

Like other asset figures, you can press spacebar to view a Quick Look of the PDF figure, or double-click to launch it into Preview.

Image Styles

As an image figure, you can apply all the available image styles to your PDF.

Spread PDF

STANDARD

PRO

Perfect for taking notes in class

Curio Standard and Professional have a slick way to spread the pages of a PDF across an idea space then across multiple idea spaces as necessary. This is perfect

We'll demonstrate here with a quick example.

On the next idea space you'll find a PDF that we dragged into Curio, then we placed a text figure alongside for note-taking. Here's what you'll need to do:

Spread PDF on a Single Idea Space

Go to the next idea space which is called "Notes".

Select both the PDF and the text figure you find there.

Right-click and choose Single Page Spread PDF.

In the dialog that appears enter a 2 for the number of pages and press the Spread PDF button.

Curio will create copies of the PDF and text figure and spread them down the idea space with each PDF figure showing the next subsequent page. In the end you should see page 1, page 2, and page 3 of the PDF, each with a handy text field alongside for notes.

This is fine for short PDF's, and is limited to just 20 pages max, but what about longer PDF documents? Curio can continue the spread across other idea spaces!

Spread PDF across Multiple Idea Spaces

Next, in the Organizer, right-click on that "Notes" idea space and choose Spread PDF.

Curio will create copies of the original "Notes" idea space and tweak each PDF figure to show the next appropriate page in the sequence.

In the end you'll have 3 "Notes" idea spaces, each showing the next 3 pages of the PDF.

One Underlying PDF File

Recall, back with all of those Peanut puppy pictures, that each duplicate image figure refers to the same underlying image file. So there's only one Peanut in the project's asset library.

Likewise, all of these Spread PDF-generated figures point to the same PDF file which means annotations you make to the PDF all reside in that one file, as well.

The screenshot shows the top navigation bar of the zengobi website with links for curio, blog, forums, support, and company, along with social media icons for YouTube, Facebook, and Twitter. The main heading is "Curio 4.0 Release Notes" with a yellow navigation bar above it containing "← Previous Release (3.2.4)" and "Next Release (4.0.1)→". The page content includes sections for "Release Date" (June 26, 2007), "Requirements" (Curio 4 runs on OS X Tiger (10.4) on Intel or PowerPC Macs. OS X Panther (10.3) is no longer supported!), "Editions" (Unless otherwise specified any features listed are in all editions of Curio. Features only available in certain editions will be listed with color-coded words like this [ProK12Home]. So, for example, [ProK12], means that the feature is available only in the Professional and K-12 editions of Curio.), and "New File Format" (If you open a Curio project file created with earlier versions of Curio, you will be asked if it can be updated for Curio 4. This is required to take advantage of Curio 4's new features and capabilities. Once converted to Curio 4 format, you cannot open it with an older version of Curio, so make a backup first if necessary.).

Replace these notes with new notes for each page.

You can also Option-double-click the PDF itself to annotate it using the inspector bar annotation tools.

Lines

Supercharged sticky lines!

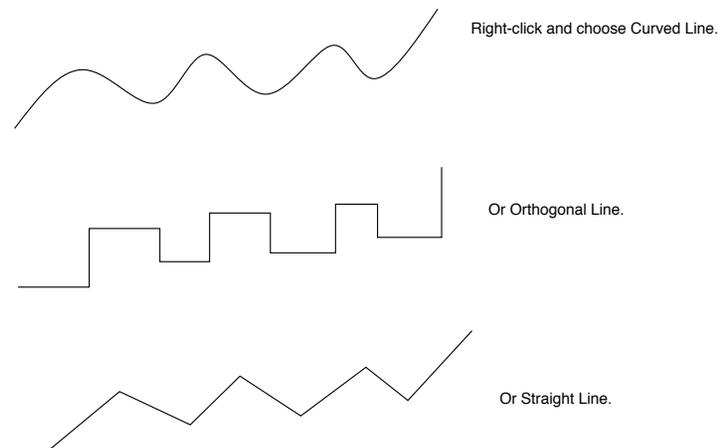
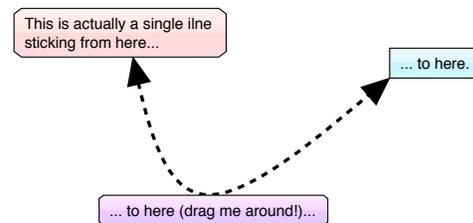
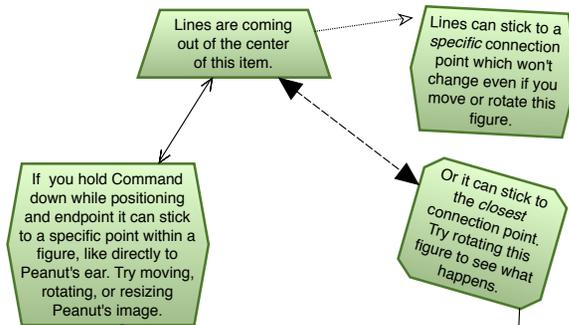
Draw a line using the line drawing tool from the toolbar, or select a line figure from the Insert toolbar button's Basic Shapes gallery. You can control its coloring, dash pattern, thickness, and arrowhead choices via the shape inspector.

Midpoints

Right-click on a line to add one or more midpoints. The same context menu can be used to change a multipoint line so it's curved or orthogonal. You can also draw a line and then hold down the Option key before releasing. You can then click to create as many midpoints as you want. Before your last click release the Option key and then click to create your last endpoint.

Sticky

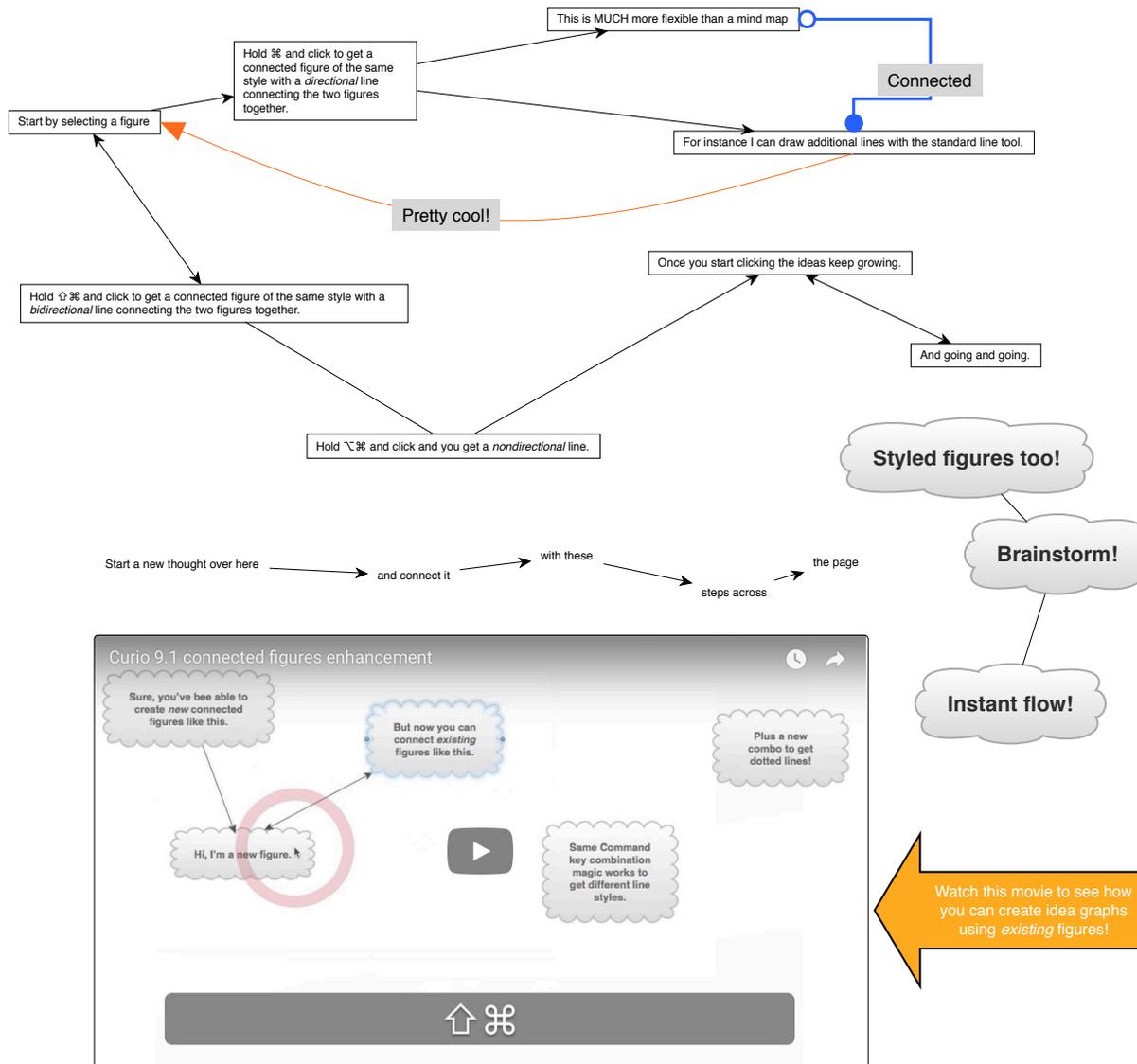
Normally lines in Curio are sticky so they connect towards the center of a figure, or to a specific connection point around the edge of a figure, or to the closest connection point, or to a specific point within the figure. You can enable or disable sticky lines via the Arrange > Sticky Lines menu item.



Idea Graphs

Less structured, freeform brainstorming

While mind maps are the ultimate collection to use for brainstorming, sometimes you want something less structured, less hierarchical. A freeform idea graph is just the ticket!



Web Views and Google Docs

Bring some live content to your notebooks

Via the Insert toolbar button you can insert a web view figure to your idea space which can be used to load any website. You can also insert a Google Doc web view specifically if you wish.

Activating a Web View

Double-clicking a web view activates it and begins the web browsing session within the web view figure. The inspector bar changes to show you typical browser controls.

Stop Browsing

Click the Stop Browsing button in the inspector bar to end the browsing session. The web view will be replaced with a static image of the web site, slightly dimmed to indicate it is inactive.



Interactive Notebooks

Popular browser-based interactive notebooks created using services such as [Distill](#), [Observable](#), [Jupyter](#), and [Colaboratory](#) can be embedded in your Curio project as web view figures.

Alternatively, drag notebook links to the Organizer to browse them in a larger, full window environment.

YouTube and Vimeo

Add external, web-based videos

The easiest way to insert a video from YouTube or Vimeo is to simply drag the video URL from your browser directly to an idea space. Curio will create a resizable, video figure configured for playback.

Alternatively, you can use the Insert button on the toolbar and choose either a YouTube Video or Vimeo Video. Then paste in the URL to the video. This should be the URL to the video, not the embed code.



Sleuth and Sleuth Shelf

If you have Curio Standard or Professional you can use Curio's integrated Sleuth and Sleuth shelf to easily search YouTube or Vimeo for videos and simply drag-and-drop results to your idea space.

Multimedia Files

Play back audio and video within Curio

Click on the video file below and notice a special media bar appears on the far right side of the inspector bar to help you with playback.

Controls within the media bar allow you to fast forward and rewind 5 seconds at a time, hold Option when clicking to go 1 minute, hold Command to jump to the end or beginning. Or use the scrubber when playing to go to a specific location.

The media bar actions button allows you to control looping, specify a new start time, stop time, and poster frame, or copy the current frame as an image.



Audio Video Recordings

Make recordings directly within Curio

Starting a Recording

Use the Insert button on the toolbar and choose either an Audio Recording or Video Recording.

You will then be able to choose input devices and check levels. Clicking the Insert button will begin the recording.

While Recording

When making a video recording a tiny Preview Monitor window appears so you can see what the camera sees.

While recording you can go anywhere else in your project and continue to take notes. Note that if you close the project the recording will stop.

To Stop Recording

Use the Media Bar at the top of the window to stop your recording.

Inserting Space

Here's something a real notebook can't do

Generally an idea space will automatically grow in height and width as figures approach the edge. However, there are times you want to add space manually.

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

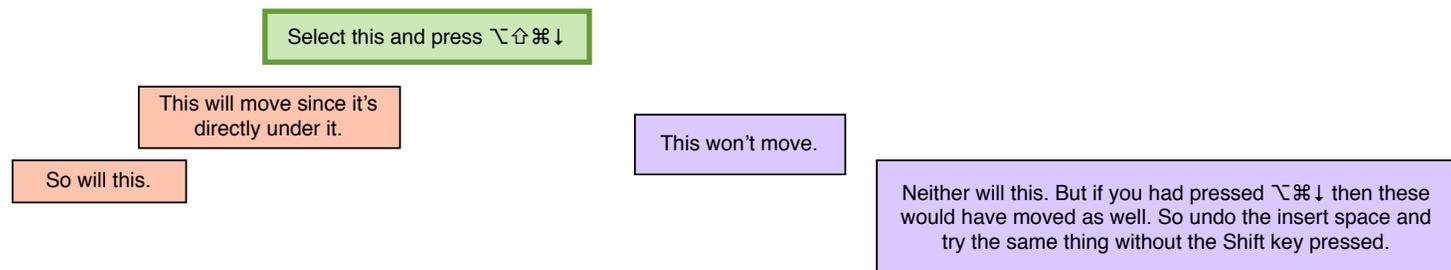
If no figures are selected then the Insert menu shows items for inserting blank space on the bottom or right side of the idea space.

Adding Space Below or to the Right of Selected Figures

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

Adding Space Directly Below or to the Right of Selected Figures

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



Collection Figures

This is what makes Curio truly unique

So far what you've seen is that Curio is an amazing notebook app with support for text, multimedia, flowcharting, web views, PDF annotation, and documents. Pretty simple, right? 😊

Now let's kick it up a bit. Introducing collection figures.

What's a Collection Figure?

A collection figure is a container of other figures and manages the layout of those contained figures. Examples include list and mind map collections, but Curio has much more. A collection figure can contain any sort of figure — text, images, files, web views, PDF's, etc... — but cannot contain another collection (e.g. a list can't contain a mind map).

Let's begin the tour of Curio's collection figures....

Lists

Task lists, hierarchical to-dos, and much more

Making to-do lists and outlining ideas is a natural part of brainstorming. Curio's list collection figure 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. Plus meta attributes like checkboxes, tags, percent complete, and more.

Here is a default list

1. The default style is a numbered list, although you can change this in the list inspector to show more advanced numbering styles or bulleted lists.
2. But this list looks a bit drab. Select this list figure and use the style gallery in the inspector shelf, or click the style button on the far left side of the inspector bar, click through the various styles.
3. Next, let's add a new list item.
4. Click on this item here to select it then press the Command-Return keyboard shortcut, or choose the Insert > Next Text Sibling menu item.
5. If you followed the previous step you should have inserted a text figure before this item. Well done! Type in some text for that item then press Escape to stop editing.
6. Now let's add a child to turn this into a hierarchical list. Select this item and press Option-Command-Return, or choose the Insert > Text Child menu item.
7. That's it for this quick tour!

A Styled List

- 1) Here is a list with a different style.
- 2) The look of a list can be customized using the inspector.
- 3) Click the Inspector toolbar button to show the inspector shelf.
- 4) You can select the list figure itself and change its fill color, border, color, and font using the various panels under the inspector's Shape tab.
- 5) Click the inspector's List tab to see more options.
- 6) Note the Sibling Styles and Child Coloring options. These can be used to style hierarchical levels and children in your list.
 - a) These items have a checkbox.
 - b) And large red text.
- 7) Use the Tab and Shift-Tab key to indent or outdent an item in the hierarchy. When moved to another location either via Tab or drag-and-drop the item is automatically styled appropriately. To demonstrate, select this item and press Tab to indent it where it will become red with a checkbox. Press Shift-Tab to outdent it and restore the previous styling.

My List

1. Don't forget that lists can also contain images or other figures.



a.

b. So mix it up!

2. Also, as you probably noticed, you can have lots of lists on the same idea space. 😊



Keyboard Shortcut

With any figure selected you can press Shift-X to toggle the display of a checkbox.



Export / Import

Select a list then click the Share toolbar button and you can export your list as text, PDF, or OPML, an industry standard for outlines.

When importing, drag in an OPML file and Curio will ask if a list figure should be constructed.

Alternatively, if you have a text list on the clipboard then you can choose Edit > Paste As > List and Curio will interpret line breaks as new items and tabs as child indentations.



Markdown Export / Import **[Standard]** **[Pro]**

To export a list as markdown, select the list then use the markdown options in the Share menu. To import, simply drag in a .markdown list or use the Edit > Paste As Markdown > List command. Special meta tags are also parsed so dates, % complete, and other data are imported for each item.



TaskPaper Export / Import **[Standard]** **[Pro]**

To export a list as a TaskPaper project, select the list then use the TaskPaper option in the Share menu. Special meta tags will be exported as well for use in TaskPaper.

To import, either drag in a TaskPaper file or drag the "dot" alongside the project's title into an idea space. Special meta tags are also parsed so dates, % complete, and other data are imported for each item.



Import OneNote Lists

Copy a OneNote list then use Paste As > List to bring it into Curio.



Drag and Drop

You can drag items around the list to easily move them into new groupings.

When pasting or dropping items within a collection or between collections Curio will default to adopting the list's defined style appropriate for that drop location. This may mean that a different font, figure border, or coloring is applied to your dropped items to match others at that level.

If, however, you wish to keep the existing styling for your items, 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.



Expand / Collapse

Select a list figure or a parent item within a list and press Spacebar to instantly collapse or expand the figure.

Dossiers

Special bundled lists to jump start a project

Curio includes several bundled list stencils which we call *dossiers*. These dossiers can be inserted into any idea space via the Insert toolbar button. They include questions or topics for you to consider when beginning a project or assignment.

For example, Curio includes a very popular Creative Brief dossier with all the questions you should ask your client before starting a design job. Likewise the Essay dossier will help you begin writing a college essay.

Try it out: Click the Insert toolbar button, choose Lists, then look in the Bundled stencils and you'll see a grouping called Dossiers which includes several useful lists to get you going. Choose one and it will be inserted into this idea space so you can check it out.

Mind Maps

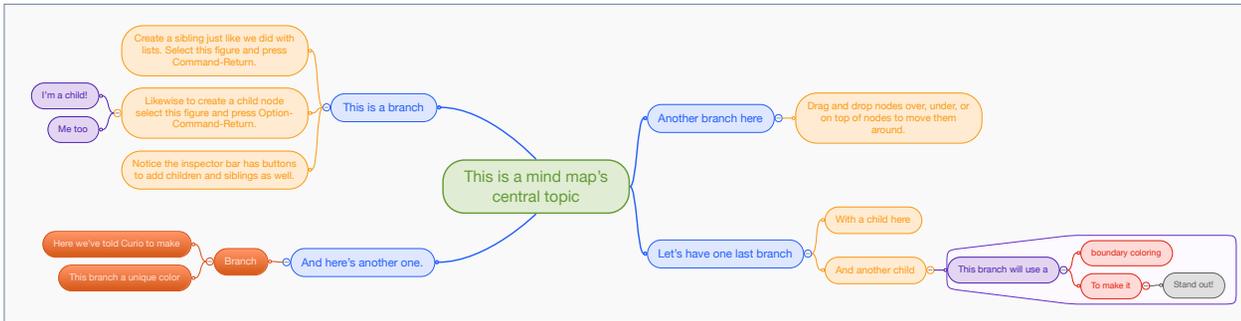
The ultimate brainstorming tool

Mind maps are an incredibly popular way to take notes, brainstorm with word associations, analyze a topic, or manage a complete hierarchy of tasks. Curio includes an incredibly powerful, integrated mind mapper with full support for advanced features such as automatic date and percentage complete calculations.

Currently the mind map below is using a radial arrangement. Either use the inspector or right-click on it and change the arrangement to other options such as right map, left map, top-down map, bottom-up map, or org chart.

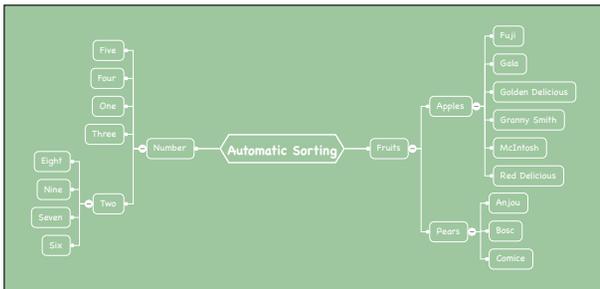
Note you can also change the line style from straight to curvy or elbowed.

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.



Topics and subtopics within Curio can be almost anything, not simply text. For example: images, videos, files, web links, audio recordings, Mail messages, Calendar events, 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.

On a related note, you may want to [see the section on Text Figure Attachments](#) where you can attach an external file or project asset to text figures in your mind map.



Import OneNote Lists
Copy a OneNote list then use Paste As > Mind Map to bring it into Curio.

Expand / Collapse

Select a mind map figure or a parent item within a mind map and press Spacebar to instantly collapse or expand the figure.

Export / Import

Select a mind map then click the Share toolbar button and you can export your mind map as text, PDF, OPML (an industry standard for outlines), or one of several supported mind mapping formats. At the time of this writing that includes iThoughts, MindJet MindManager, MindNode, and iMindMap.

When importing, drag in an OPML or one of the above mind map file formats and Curio will ask if a mind map figure should be constructed.

Note for some of those mind mapping formats only the text for the elements are supported but you can read more details about mind map export/import in the Documentation section of this project.

Drag and Drop

You can drag items around the mind map to easily move them into new groupings.

When pasting or dropping items within a collection or between collections Curio will default to adopting the mind map's defined style appropriate for that drop location. This may mean that a different font, figure border, or coloring is applied to your dropped items to match others at that level.

If, however, you wish to keep the existing styling for your items, 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.

TaskPaper Export / Import [Standard] [Pro]

To export a mind map as a TaskPaper project, select the mind map then use the TaskPaper option in the Share menu. Special meta tags will be exported as well for use in TaskPaper.

To import, either drag in a TaskPaper file or drag the "dot" alongside the project's title into an idea space. Special meta tags are also parsed so dates, % complete, and other data are imported for each item.

Markdown Export / Import [Standard] [Pro]

To export a mind map as markdown, select the mind map then use the markdown options in the Share menu. To import, simply drag in a .markdown list or use the Edit > Paste As Markdown > Mind Map command. Special meta tags are also parsed so dates, % complete, and other data are imported for each item.

Tables

Facts and figures in tabular form

Curio's table figure 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.

Double click, or select and press Return, to edit a cell.

Move between cells with the Tab and Shift-Tab keys.

Resize rows and columns by dragging on the borders and the table will resize to accommodate the changed size. If you hold Option while dragging then the table will keep its size and only the row or column size will be changed.

Right-click on a cell or use the table buttons in the inspector bar to insert or delete columns or rows. Normally the table keeps its size or hold Shift and the table will grow or shrink as necessary.

Use the table inspector to change properties like row heights and row or column headers and footers.

The table inspector is also used to define the cell styles. For example, you can define a common body cell style, and header style. With the inspector this is very easy to do and then save the resulting table as your own style.

This	is	a	header	row
This	These	cells	in	This
is a	the	middle	are	is a
header column	called	body	cells	footer column
This	is	a	footer	row

This	is	a	header	row
This	These	cells	in	This
is a	the	middle	are	is a
header column	called	body	cells	footer column
This	is	a	footer	row

This	is	a	header	row
This				This
is a	the			is a
header column	called	body		footer column
This	is	a	footer	row

Export / Import

Select a table then click the Share toolbar button and you can export your table as text, PDF, or CSV, an industry standard for tabular data.

When importing, drag in a CSV file and Curio will ask if a table figure should be constructed.

You can also use the Edit > Paste As > Table to turn tabular data on the clipboard into a new table or add to an existing table. Curio will automatically add rows or columns as necessary.

Drag and Drop

You can drag cells around the table to move them into new locations.

When pasting or dropping items within a table or between tables Curio will default to adopting the defined style appropriate for that cell. This may mean that a different font, figure border, or coloring is applied to your dropped items to match others at that level.

If, however, you wish to keep the existing styling for your cells, 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 cell's default styling.

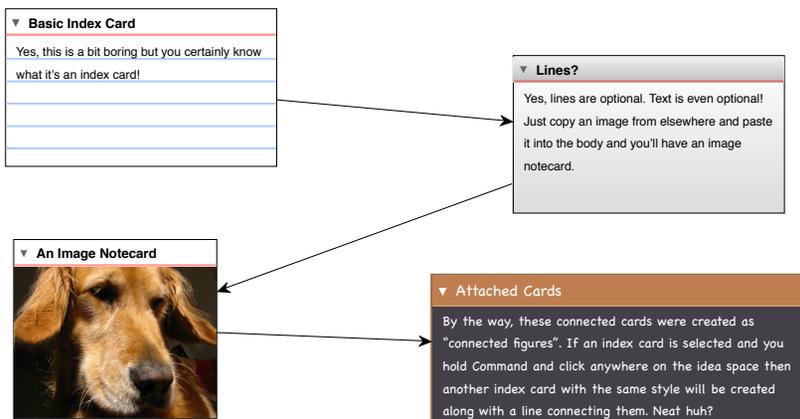
Index Cards

The original note organization device

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.



Expand / Collapse

Select an index card and press Spacebar to instantly collapse or expand the figure.



Export

When you select multiple figures on an idea space and export them as text, via the Share toolbar button, Curio will go through the figures in left to right, top to bottom order. This makes it very easy to export the text from several index cards placed around an idea space for use in another program such as a word processing app.



Quick Spin

If you have a stack of index cards then this tip may be of use. Curio allows you to quickly flip through an overlapping stack of figures, such as index cards, arranged on the idea space. Hold the Option key down and use your mouse scroll wheel or scroll on your trackpad to quickly scan through the stack of figures under the mouse pointer. Note the figures don't even have to be selected beforehand.

Albums

Show off images or documents

An album is a great way to create a flexible collection of figures, such as images or other assets. With the preview caption feature your images can have notes and other annotations directly under the image or preview.

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 change and items will wrap accordingly. Rearrange or add new items easily via drag and drop.



These are image figures with captions. To enable captions simply right-click on an image and choose Show Caption. You can also enable captions via the Display tab in the Shape inspector.



Expand / Collapse

Select the album and press Spacebar to instantly collapse or expand it.

Pinboards

A freeform collection canvas

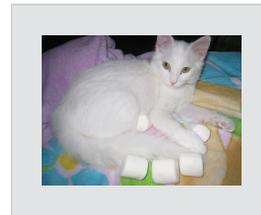
Think of a pinboard as a container of figures where no layout or style is imposed on the figures within the collection. You can place items anywhere within the collection and the collection itself will automatically grow, if necessary, to handle dropped or pasted figures.

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.

Protagonists and Setting



These characters live around an abandoned factory and help the other animals in the area find food and shelter.



Most of the action takes place in late summer.



Little did they know that they had super powers!

Any other types of pets?

Stacks

A new way to organize to-do's

A stack is an awesome way to manage tasks! Any figures added to the stack will be sized to fit the width of the stack automatically, with images resizing proportionally. Stacks are best suited for organizing text, image, and file asset figures.

 **IDEAS** — 2 tasks

★★★★★ World peace.

★★ Walk dog

 **ACTIVE** — 3 tasks

 1 Ask beta testers for Stack feedback!

 2 How about some video tutorials?

 3 More Curio documentation.

 **DONE** — 2 tasks

This stack is manually sorted so I can drag items anywhere in the stack.

 Clean room (it's the little things).



Expand / Collapse

Select the stack and press Spacebar to instantly collapse or expand it.



Special Power! Automatic Tag Associations via Drag-and-Drop

If the stack has a title that has an associated tag with it then any figures added to that stack will automatically be associated with that same tag. This means you can simply move items between stacks to associate them with different tags. In this way stacks are akin to task tracking services like [Trello](#).



Adding New Items

If no items are currently in the stack then select the stack and use the Insert toolbar button or menu item to create a new figure, which will automatically be added within the stack collection. Or simply double-click within the stack to create a new text figure. If an existing figure is in the stack the hit Command-Return to create a new item underneath, or Command-Shift-Return to create a new item above.



Automatic Sorting

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 if already started, percent completed, priority, or rating. You can specify a secondary sort as well

Meta

Magical meta for easy searching

Meta is additional, searchable information associated with a figure or idea space. Curio supports several types of meta information including tags, priority, and ratings.

You will primarily use the Meta inspector to associate meta information with the selected idea space or figure. However, Notes has its own button on the inspector bar which reveals a resizable, free-floating window.

Organizer Meta	Definition	Example	Setting	Visible?
Tags	A word or phrase akin to the tags feature in the Finder.	Simple local keywords like "garden" or "work". Or members of a global tag set such as Tasks > Started.	Use the Meta inspector.	No
Labels	A word-color combination akin to the labels supported by the Finder.	"Hot" = bright red "On Hold" = brown	Use the Meta inspector to specify label colors and text and associated with the current idea space. Right-click in the Organizer to quickly make this association.	Yes, the border of the item in the Organizer will change to reflect the label's coloring.
Notes	Freeform notes with support for rich text and images.	"December 2016 sales meeting"	Click the Notes icon in the inspector bar and enter notes in the floating window that appears.	No



Searching Organizer Meta

Use the Organizer filter via the magnifying glass icon in the Organizer header.

Organizer Meta	Definition	Example	Setting	Visible?
Tags	A word or phrase akin to the tags feature in the Finder.	Simple local keywords like "garden" or "work". Or members of a global tag set such as Tasks > Started.	Use the Meta inspector or press the comma key and a mini popup will appear for quick tag entry.	Yes, if the tag has an associated image it is displayed as an adornment next to the figure. Option-click to bring up tag mini popup.
Checkmarks	Shows completion state via empty, partially filled, or checked checkbox.	Unchecked state would mean the task has not been started. A checkmark 50% filled means 50% completed. Checked means 100% completed.	Use the Meta inspector; press Shift-X to toggle on/off checkmark visibility; press X to toggle check; press period to use mini popup to choose percentage complete.	Yes, the checkmark is displayed as an adornment next to the figure. Click to check or uncheck.
Notes	Freeform notes with support for rich text and images.	"December 2016 sales meeting"	Click the Notes icon in the inspector bar and enter notes in the floating window that appears.	Yes, a note adornment appears next to the figure. Click to display note.
Dates	Start date, due date, and duration can be specified for a figure which represents a task.	Task is due 2016-12-25.	Use the Meta inspector; press D to toggle start date; press Shift-D to toggle due date; press Option-D to increase duration; press Option-Shift-D to decrease duration; press slash (/) to use mini popup to enter dates.	Yes, a date adornment appears. Option-click to bring up date mini popup.
Priority	A priority ranking.	"Urgent" is a priority 1. "Very low" is a priority 5.	Use the Meta inspector; press Option 1-5; press Option-0 to clear the priority.	Yes, the priority rating number-adornment appears next to the figure. Option-click to cycle through the priorities.
Rating	A star rating.	5 stars 2 stars	Use the Meta inspector; press 1-5 on the keyboard; press 0 to clear the rating.	Yes, the set number of stars appears as an adornment next to the figure. Option-click to cycle through the number of stars.
Resources	A person.	"George"; "Greg".	Use the Meta inspector.	If the resource has an associated image then it will appear as an adornment next to the figure.



Searching Figure Meta

Use the Search shelf via the Search toolbar button.



Meta Adornments

Use the Meta inspector to control the size and position of the adornments that appear alongside a figure. You can also control whether the adornments are within the figure's bounds or drawn outside the bounds.

This item is assigned to both George, who is 25% done, and Greg, who is 75% done. Thus Curio auto-computes this item as 50% done.

Meta adornments can be outside the figure.

Meta adornments can be within the figure.

Meta adornments can be below the figure.



Build House

- 1190 - 1299 Plans
- 109 - 1216 Permits
- 1216 - 217 Construction
 - 1216 - 18 Framing
 - 18 - 180 Plumbing
 - 180 - 217 Electrical

Curio can perform automatic date calculations and percentage complete rollups based on sibling and child arrangements in lists and mind maps.

Use the Meta inspector to experiment by changing the start date for "Plans" or change the durations of other items and watch the dates recalculate.

Note that Curio can also handle work days and work hours as specified in the Meta inspector as well, automatically skipping days as necessary.

Markdown

STANDARD

PRO

A popular language for plain text editing

Markdown is a very easy to use markup language for creating formatted text via plain text.

For example, in markdown you can make a word bold by enclosing it between two asterisks, like `**bold**`, and it will be rendered as a bolded word, like **bold**.

You can enable markdown rich text syntax support for a Curio text figure using a new markdown button in the inspector.

Curio supports 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>	bold
Bold and Italic	<code>***bold and italic***</code> or <code>___bold and italic___</code>	<i>bold and italic</i> or <i>bold and italic</i>
Underline	<code>__underline__</code>	<u>underline</u>
Strikethrough	<code>~~strikethrough~~</code>	strikethrough
Inline Links	<code>[Zengobi](https://www.zengobi.com)</code>	Zengobi
Headers	<code># header 1</code> <code>## header 2</code> <code>### header 3</code> <code>#### header 4</code> <code>##### header 5</code> <code>##### header 6</code>	header 1 header 2 header 3 header 4 header 5 header 6

Master Markdown Styles

Define your own styles for your project

As mentioned earlier, Curio Professional has support for master styles, master stencils, and master idea space templates. When a master item is changed, those changes are broadcast throughout the project to dynamically update all items based on those masters.

We've extended that master functionality with master markdown styles. Using a specified style file, Curio can apply styling attributes to certain markdown elements, specifically the six markdown headers (`#`, `...`, `#####`).

Using the Format > Edit Master Markdown Style File menu item, you can edit a project's master 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;
```

Once saved, 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. More details in the Documentation section.

Exporting Markdown

STANDARD

PRO

Share your ideas as markdown with others

Curio can export your project, selected idea spaces, or selected figures as markdown!

Markdown syntax that you entered within Curio's text figures are simply exported as-is. However Curio will also *automatically* generate markdown syntax based on any rich text it finds thus automatically converting **bold** to **`**bold**`** for example.

Curio lists, mind maps, and stacks will export as markdown list blocks. Curio tables export as markdown tables. Curio image figures export as inline markdown images. Curio asset figures export as markdown file links. Curio link figures export as markdown links.

Even figure meta information such as tags, dates, and notes can be included in the export as well.

The result is a single markdown file, and optional accompanying assets folder if requested, which contains the content of your idea spaces, including figure text, notes, meta, images, and files. **This is arguably Curio's most complete, platform independent export format, ever.**

You can then view the exported markdown file with your favorite markdown app like [Marked](#) or [MultiMarkdown Composer](#) or share it with others.

In addition, you can select one or more figures and choose Edit > Copy As > Markdown to place the markdown on the clipboard for instant pasting into another app.



Markdown Generation

A key point to emphasize is that you don't have to know markdown to export your project as markdown! Curio will completely handle exporting your rich text, lists, mind maps, images, links, etc, in the markdown syntax!

Importing Markdown

Bring markdown into Curio

You can drag a `.markdown` file into Curio and it will be parsed:

- If the markdown file contains a single markdown list, either with or without a list title, then Curio will ask if it should be converted into a Curio list figure, mind map figure, or the file itself is simply inserted into the idea space.
- If the markdown file contains a single markdown table, then Curio will ask if it should be converted into a Curio table or the file itself is simply inserted into the idea space.
- Otherwise Curio will ask if it should be converted into a markdown text figure, or inserted as a file into the idea space.

Figure Meta

When importing markdown lists or tables Curio can also parse out figure meta information, so an item that looks like this:

```
Important task. @progress(75) @priority(1) @due(2018-02-28) @resources(George)
```

Will convert into an actual list item with set meta values.

Figure Actions

Make your figure an active participant

Using the Actions popover found in the inspector bar you can make your figures more dynamic!

Figure Actions

- Navigate to the first, last, next, previous, or even a specific idea space.
- Open an URL.
- Open an file.
- Create a mail message.
- Go to a jump target.
- Run some AppleScript.

When you assign an action to a figure they get a nifty jump adornment that you can click on. Alternatively you can double-click the figure itself to activate the action.

➤ Click the jump adornment to go to the next idea space!

➤ Click me to go the Zengobi website!

Editing Figures with Actions

If you double-click a figure with an action then it activates the action so.... how do you edit the figure text? Just do a slower click-click, like you'd do in the Finder to rename a file. You can also tap the Return key to edit the selected figure.

i

Jump Targets?

These are discussed in more detail in the next idea space. Essentially these are jump actions to specific idea spaces or even specific figures in the current project or a different project.

i

Linking Figures

Connect your thoughts together!

Curio has several methods for linking to figures or idea spaces. These links even work across projects!

Jump Actions

Modifies an existing figure so double-clicking it will jump to the destination.

Edit > Copy the jump destination, either an idea space or a specific figure.

Select the figure to assign the action and choose Edit > Paste As > Jump Action.

Remove a jump action by using the Actions inspector and click "Restore Default". 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

A handy jump graphic that when double-clicked jumps to the destination.

Edit > Copy the jump destination, either an idea space or a specific figure.

Choose Edit > Paste As > Jump Anchor to create a jump anchor figure.

Idea Space Links

A simple link to another idea space with its preview.

Drag the idea space from the Organizer of a project window and drop it onto the current idea space.

Hyperlinks

A true "curio://" hyperlink which can even be used in other apps.

Edit > Copy As > Hyperlink the jump destination, either an idea space or a specific figure.

Select text anywhere (even another app) and choose Format > Text > Add Link then paste.

The link includes the project's path location. If the project is moved or renamed, then Curio will ask for you to relocate the project.

Pens & Brushes

STANDARD

PRO

A scribble mode when the keyboard won't do

Better than a cocktail napkin, use Curio's integrated sketching tools to draw with pens and brushes.

Click the Pen tool in the toolbar area to activate sketching mode. Click and hold the mouse to select a specific pen or brush. You can also change your brush while in sketching mode from the inspector bar area.

Click the Eraser tool to erase a portion of your sketch. Or use the Select tool to drag out a region and press the Delete button to remove it.

Press the Escape key to end sketching or just click the Select tool in the Drawing Tools area of the toolbar.



Select Tool Tricks

Hold Command-Option while selecting a region to just select sketchings; hold just Option to select only figures.



Graphics Tablet Pressure Sensitivity

If you have a Wacom or other supported tablet then Curio's brushes will change their saturation and size based on how hard you press a your tablet pen.



Converting to an Image Figure

Select a region with the Select tool then use the Edit > Convert Selection to Image Figure menu item to turn the sketching into a normal Curio image figure. You can also turn an image figure into a scribble region if you wish.

Presentation

A slideshow feature to showcase your ideas

Use the Present toolbar button to begin a slideshow of your idea spaces. Perfect for showing off your work with colleagues or a class of students. The presentation is interactive in that you can select figures, play multimedia, open documents, and use jump actions to move around the project.

Use the arrow keys to zip around the slideshow. Press Escape when you're ready to exit the presentation.

If evaluating items with a group you can press 0 through 5 to change the rating associated with a selected figure.

A default transitions can be set in the preferences. You can also set a specific transition for an idea space using the Transitions inspector.



Scaling

Toggle scaling by pressing the S key. When unscaled the idea space is displayed actual size, simply click and drag on background of the idea space to move around.



Preferences

Curio has a number of presentation options you can set in its preferences.

Sleuth

STANDARD

PRO

Find inspiration on the web, fast!

Curio Standard and Professional include. Two handy assistants which 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, YouTube and Vimeo videos, 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, simply drag and drop it into an idea space.

Click the Sleuth toolbar button to instantly bring up the free-floating, Sleuth search window.

Or Shift-click the Sleuth toolbar button to bring up the Sleuth shelf with any selected text pre-filled into the search field. This can be either selected text within a text figure or the entire contents of a text figure if the figure itself is selected.

For example, select the figure to the right, with the word 'fish' in it and Shift-click the Sleuth toolbar button.

Select the word here and
Shift-click the Sleuth
toolbar button



Sleuth

The sites available in the Sleuth window can be customized with its built-in editor. You can also use the window's handy toolbar button to keep the Sleuth window on top of all other windows, or make it transparent.

Inspector Shelf

Change properties for the selected item

In Curio you have several options available if you want to change the properties for the selected Organizer item or figure. You can use the inspector bar to reveal popovers as needed. Or you can detach one of those popovers to turn it into a floating utility window which you can place anywhere on any of your screens. Or you can use the inspector shelf.

The inspector shelf is especially handy if you have a wide screen and want to keep inspector panels constantly accessible. You've already worked with the inspector shelf earlier in this Getting Started guide, but here's a quick refresher.

Click the Inspector toolbar button to toggle the display of the inspector shelf.

The inspector will change based on what's selected. If an idea space, then panels appropriate for idea space properties will appear. If a figure, then it will refresh to show panels appropriate for the type of figure selected. It can even get more specific, for example showing additional inspector panels if you have a table or mind map selected.

To close the inspector shelf simply click the Inspector toolbar button again.



Inspector Flexibility

You can use any combination of inspector shelf, inspector popovers, and detached inspector popovers as you wish.

Search Shelf

Find that needle in the haystack

You're going to collect lots and lots of information with Curio. Your Curio project may turn out to contain hundreds of idea spaces and dozens of embedded documents. Use Curio's search shelf to find the information you need, instantly.

Click the Search toolbar button or press ⌘F to toggle the display of the search shelf.

Your search criteria can get as specific as you wish by entering text, task state, tags, assigned resources, rating, priority, asset type, and modified or start and due dates.

Begin the search and instantly see your results. With just a click on a result item, you are whisked to that section, idea space, and figure where the result is highlighted on the page.



Asset Searching

If you perform a text search, the contents of any embedded assets will also be searched including text files and PDFs.

However, assets which require custom Spotlight importers are not searched due to current Spotlight limitations.



Saved Searches

If you have a search you find yourself performing frequently you can save for easy re-use.



Search Shelf vs Organizer Filter

The search shelf will search through your figures and idea space titles. You may also want to learn more about the Organizer's filter for filtering Organizer items by text, date, or tag.

Library Shelf

This is no ordinary library...

Curio has an incredibly powerful library shelf. It's divided into tabs so we're going to give you a tour.

Let's start by clicking the Library toolbar button. Once the library shelf appears you'll notice tabs along the top showcasing the available libraries.

The **Project** asset library shows all assets within your current project. You can search for a particular asset based on file name or use the popups at the top to filter out the displayed assets. Drag items out into your idea space, or right-click on items for more information.

The **Local** file 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. You can also set up custom scope folders such as your Dropbox folder. If you install the free [Curiota](#) companion app then it integrates with Curio via the Local library, as well.

The **Stencils** figure library **[STANDARD]** **[PRO]** shows all available figure stencils so you can easily and quickly drag-and-drop stencils into your idea space. An invaluable resource for power stencil users.

The **Sleuth** library **[STANDARD]** **[PRO]** is your view into the internet for one click searching of popular reference and image sites.

The **Evernote** library **[STANDARD]** **[PRO]** allows easy access to your Evernote cloud so you can quickly search for snippets you've collected outside of Curio and drag and drop those items into your idea spaces.

Status Shelf

Cross project task tracking... Curio style!

Curio's Status shelf view packs a lot of information into a compact display.

Let's start by clicking the Status toolbar button.

The top of the Status shelf you'll find all your projects. These can be grouped into the project categories, such as "Personal" and "Work", if you wish. Add project files via the actions button or by dragging in from the Finder. A color-coded jewel indicates the status of each project so you can see at a glance if a project needs your attention.

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.

Click on a task to jump to it, even if within another project. If the task is within the current project then you can right-click on it and make changes to its associated meta data such as tags or percentage complete.



Much More

The Status shelf is incredibly powerful so see the Documentation to dive into the details.

Live Export

Powerful real-time task reports

The Curio Status shelf is incredibly useful and, while the task results area supports RTF and CSV exports via its actions menu, they're a static snapshot of your task progress.

However, with the Status shelf's Live Export feature you can get a constantly updated report of your tasks in RTF, CSV, and even cross-platform HTML. These export files will be automatically updated as tasks and projects are changed. Perfect for sharing with colleagues via shared/synced folder.

[Click here to see a sample HTML export.](#)

See the *Documentation* for more details on how to configure and even customize Curio's live export feature.

Project Properties

Supercharge your project

Let's start by clicking the Inspector toolbar button to reveal the inspector.

On the far right side you should see a Project tab. If not click the background of this idea space and then you'll see the Project tab.

Within the Project tab you'll find lots of options for power users.

At the top you can choose an **Image** for your project file. This image will be displayed for your project in the Finder and in various spots within Curio. The popup has some quick options for template images and a color control exists so you can tint those templates. You can also use the popup to find suitable images from the web that you can drag to the image control.

Next, the **Calendar Sync** panel [\[STANDARD\]](#) [\[PRO\]](#) allows you to sync your figure events and to do's with the Mac's Calendar and Reminders apps. Simply choose a calendar and reminder list for each and you'll have instance, bidirectional syncing of items between your Mac and iOS devices.

The **PDF Mirror** feature [\[STANDARD\]](#) [\[PRO\]](#) will keep a PDF export of your project up-to-date in the destination location. Sync to a Dropbox folder and you have access to your project contents using supported iOS apps (see the Documentation for more details).

Under the **Advanced** panel [\[PRO\]](#) you can password protect your project; override backup settings (specified in Preferences) on a per-project basis; specify that the internal asset library should exist as an external, Spotlight-accessible folder which sits alongside your project; and determine whether a lock file is created for your project for easier project sharing.

Enjoy!

We could go on and on and on...

We hope you've enjoyed this quick tour of Curio's amazing features.

As you tell, Curio has a ton of features and we could go on for hours, but now it's time for you to explore!

Sample Gallery

Next we recommend that you check out the [Samples](#) section, up there in the top left of the Organizer. There you'll find several idea spaces from representative projects that show off what's possible in Curio.

Documentation

Curio's complete documentation is in the [Documentation](#) section which you'll also find in the Organizer, if you'd like to learn more details about Curio's features.

Visit the Forums

We are fortunate to have friendly and dynamic forums at our website. Visit and ask questions if you'd like to hear how others are using Curio or if you have any questions you'd like to ask the community.

Talk to Us

And, of course, if you have any questions at all please feel free to [send us an email](#). We're here for you!

Welcome to the world of Curio! Enjoy! 😊