

# Folders

## *Easy grouping of Organizer contents*

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### What is a Folder?

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.