

## *An integrated journal to track daily activities*

Curio Standard and Professional include an integrated journalling 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.

### 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.