

# Table Import/Export

## *Getting data into and out of a table*

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### 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.