

Working with Stacks

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 Command-Return to create a next sibling or Shift-Command-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.