

# Project

## The library of assets in your project

### Using the Project Library

Every project has an internal asset library which manages all aliased and embedded files dragged into Curio.

Generally you use the project library to see what assets are in your library and re-use existing assets. When you use the same asset more than once in your project it is actually only stored as a single underlying file in the asset library.

To use an asset simply drag-and-drop it out of the library and drop it onto the idea space. This will create an appropriate asset figure to be associated with the dragged asset. Again, you can use this technique to create numerous asset figures of the same asset and Curio will efficiently use the same single underlying asset file.

If you select and delete an asset using the Delete key the file will be removed and any asset figure instances of it on any idea spaces will be removed from your project. You have to confirm the removal of an asset since this cannot be undone.

### Context Menu

Right-click on an asset to perform one of these actions:

- **Open** — will launch the asset file using the Finder.
- **Open With** — where you can choose a specific application to open the asset file.
- **Open URL in Browser** — if a URL is associated with the asset then it will be opened in the default browser such as Safari.
- **Reveal in Finder** — will reveal the asset file within a Finder window.
- **Reveal in Idea Space** — will show where the asset is instantiated in one or more idea spaces.
- **Embed within Project** — is used to replace an alias to a file into an embedded copy of that file.
- **Copy to Curiota** — will copy the asset file to the [Curiota](#) companion app.
- **Copy to Desktop** — will copy the asset file to the Desktop.
- **Mail as Attachment** — will create a new mail message with the selected file as an attachment. If more than one asset is selected then a zip of all the selected assets will be added as a single attachment.
- **Duplicate** — will create a copy of the asset and store it in the project library.

#### Show the Project Library

1. Click the Library shelf toolbar button, then click the Project tab at the top of the shelf.
2. You can also right-click on an asset figure on an idea space and choose Reveal in Library to see the associated asset in the project library.

#### Add New Files to the Project Library

- Drag-and-drop one or more files from the Finder to the Project Library view. By default a *copy* of each file will be embedded in your project asset library. If Command is held during the drag then the files will be *moved* to the library. If Option is held then an *alias* to each file will be added to the library.

#### Search the Project Library

- Enter a search phrase in the Search field and press Return.

#### Filter the Results by Scope

1. Click the Scope popup to change the search scope: the entire project, the current section, the current section tree (meaning this section and any child sections), the current idea space, the current idea space tree (meaning any child items as well), the project Archive, the project Trash, only unused (orphaned) assets that aren't in use in any idea space.
2. Note that the Archive and Trash are only searched if that scope item is selected.

#### Filter the Results by File Type

- Click the Kind popup to see only certain types of files. These can include general types such as document, images, or movies, or specific types such as PDF or Adobe Photoshop files.

#### Filter the Results by Last Modified Date

- Click the Modified popup to filter the results based on when they were last modified.

#### Change the Sort Order

- Click the Sort By popup to change the sort: title, last modified, date added to Curio, file size.

#### Duplicate an Asset

- Select the asset and choose Edit > Duplicate. The new asset will be selected and the word “copy” will be appended to the end of its name.