

# Organizer Documents

*Collect other materials in the Organizer*

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## What's an Organizer Document?

Normally the Organizer contains idea spaces, however it can also act as a flexible binder containing any document type. Simply drag files from the Finder directly to the Organizer to make it available for viewing and editing (if appropriate) within the full bounds of the Curio window.

### **RTF, RTFD, or plain text documents**

Upon viewing, the inspector bar will reveal the appropriate font and text controls. As mentioned above, an RTFD document can also be added via the Add Organizer Item toolbar button.

### **Image files**

Such as JPEG and PNG.

### **PDF files**

Upon viewing, the inspector bar will reveal PDF page and annotation controls.

### **Web links**

Drag them in from your browser, upon viewing, the inspector bar will reveal web surfing controls. Note that Curio from the Mac App Store does not support viewing remote, insecure `http` links in the Organizer.

### **All other document types**

Will be displayed using a Quick Look viewer which will pull in the appropriate plugin as necessary. For instance, iWork files are displayed so that you can easily browse their contents directly within Curio.

## Embed or Alias

By default a copy of the dragged-in file will be embedded into your project. If you hold Command down then the original file will be removed thus moving the file into your project. If Option is held then an alias to the original file is stored instead.

## Saving Changes

Changes made to editable documents will be saved automatically when you switch to another item in the Organizer or when you close the project. Renaming the title in the Organizer will rename the underlying file as well, if embedded.

## Searching

For Organizer text documents and Organizer web views, pressing `⌘F` will bring up a Find bar so you can search within the document.

## Exporting, Printing, and Presenting

One important note is that these Organizer documents cannot be exported or presented from within Curio. The Organizer is simply acting as a binder to collect these documents in your project. However, you can right-click on the item in the Organizer to open or reveal the file in the Finder using the context menu. Curio can selectively print specific Organizer documents via right-click or File > Print Document. Curio will then launch the documents using the applications appropriate for the selected document types, and direct those applications to immediately print.