

# List

## Introducing the list collection

### Working with Lists

Making to-do lists and outlining ideas is a natural part of brainstorming. Curio's List tool makes it a breeze to generate lists and outlines of any kind right on an idea space. And Curio's lists can contain more than just text; you can add images, documents, movies, sound clips, and any other type of figure that Curio supports.

### Context Menu

Right-clicking on a list or a list item will show a context menu with lots of frequent operations so be sure to check it out!

#### Create a List

- Use the Insert popover to create a list via its style and stencil gallery, or use the Insert menu.

#### Insert a New Text Figure as a Next Sibling

1. Select a list item.
2. Insert a next sibling by choosing Insert > Text Next Sibling or typing Command-Return. However, following a convention used in other outliners, if the selected item has a child then this will actually create a new first child.
3. As a shortcut, if you are current editing a list item, you can simply type Return to create a new next sibling. If you want to actually insert a carriage return within the edited text figure, then type Option-Return.

#### Insert a New Text Figure as a Previous Sibling

1. Select a list item.
2. Insert a previous sibling by choosing Insert > Text Previous Sibling or typing Command-Shift-Return.
3. As above, you can simply type Shift-Return to create a new previous sibling.

#### Insert a New Text Figure as a Child

1. Select a list item.
2. Insert a new first child by choosing Insert > Text Child or typing Command-Option-Return.

#### Remove List Items

1. Select the list items you wish to remove.
2. Press the Delete or Backspace key or choose Edit > Delete.
3. Any children will automatically be removed as well.

#### Indenting List Items Via Keyboard

1. Select one or more list figures.
2. Press the Tab key to indent the figures one level.
3. To move a set of figures contained by a list figure to a higher level in the hierarchy, follow the same steps listed above but press Shift-Tab on the keyboard.
4. If you want to actually insert a tab within an edited text figure, then type Option-Tab.

#### Rearranging List Items Via Keyboard

1. Select or edit an item.
2. Press ^⇧↑ or ^⇧↓ to move the item up or down through its siblings.

#### Rearranging List Items Via Drag-And-Drop

1. Select one or more list figures and begin to drag them.
2. As you drag the items around, a line will appear showing you where they will be placed in the list, including their hierarchical level. Notice that rearranging an item with children also moves the children.
3. Release the mouse button to drop the items into the list. If the Option key was held down during the drag then a copy of the selected figures will be created.

#### Sort List Items

1. By default, you can manually rearrange the child nodes of a list parent via drag-and-drop as described above.
2. However, you can also tell Curio to keep those children 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 one or more sibling items in a list then use the list inspector to select a primary and secondary sort option.

#### Select Multiple Figures Within the List

- 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 list and dragging a rubber band selection region around figures.

#### Collapse or Expand a List

1. Select the list itself or a branch in the list.
2. Do a quick tap of the spacebar to collapse or expand the list. Alternatively, for branches, you can also click the little expand/collapse widget.