

Local

The library of files on your Mac

Using the Local Library

The Local library uses the power of Spotlight to quickly find files on your hard disk using a number of criteria including text, tags, modification date, and kind of file. When searching for text Curio can search just file titles or also include the actual content of the files. The results can be sorted by file title, last modified date, creation date, or file size.

For example, use Local to find all images modified in the past 2 weeks. Or all files with a tag “School” created in the past month.

Note: Since the Local shelf uses Spotlight to conduct the searches only files and folders indexed by Spotlight can be found. If you restrict or disable Spotlight in System Preferences then certain locations may not be searchable.

You can direct Local to search your entire Mac, or restrict the scope to your Home folder and any folders it contains. Even better, you can extend this with additional custom scope folders. For example, you might add your Dropbox folder, your Google Drive folder, and a special project folder that you use a personal “inbox” for files and snippets to peruse later.

Assuming you have installed Curiota, the Local scope popup will also list your Curiota Inbox and any Curiota collections, including your pre-Curio 10 Scrapbook repository which was automatically converted into a Curiota “Scrapbook” collection. More information regarding Curiota can be found at www.zengobi.com/curiota.

To use a file simply drag-and-drop it out of the Local library and drop it onto the idea space. Doing this will embed a *copy* of the file into your project. Hold Option while dragging the file to create an *alias* to the original file, or hold Command to *move* the file into your project (therefore removing it from its original location).

If you select and delete a file from Local using the Delete key the file will be moved to the Trash.

You can double-click a file in Local results to open it, right-click to open it with a selected app or reveal it in the Finder, or press Spacebar to get a Quick Look preview.

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.
- **Reveal in Finder** — will reveal the asset file within a Finder window.

Show the Local Library

- Click the Library shelf toolbar button, then click the Local tab at the top of the shelf.

Search the Local Library

- Enter a search phrase in the Search field, or change some of the other search criteria such as scoping, file kind, and modification date.

Filter the Results by Scope

- Click the Scope popup to change where Local will search for files. You can use the actions button next to this popup to add custom search folders, such as Dropbox. Note that the scoping is normally recursive meaning that folders within the specified folder will also be searched, although you can disable this if you wish using the checkbox located below the Scope popup.

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, file size.