

The Organizer

Manage all the project notes and docs

What's the Organizer?

Your Curio project can contain hundreds of idea spaces and documents all neatly organized in the Organizer. Curio allows you to organize your idea spaces and other Organizer documents hierarchically. You can also group items into lightweight folders or heavyweight project sections for maximum flexibility.

Terminology

Curio’s Organizer contains the main “pages” of your project notebook.

There are two main types of items the Organizer can store and organize:

- 1) An *idea space* is like an amazingly magical piece of paper that can contain notes, files, sketches, images, movies, mind maps, tables, and much, much more.
- 2) An *Organizer document* is a file dragged in from the Finder, thus turning the Organizer into a versatile binder of notes and documents.

These two types of Organizer items can be arranged, grouped, and hierarchically organized using the Organizer.

Show or Hide the Organizer

- Click the Organizer toolbar button to toggle the display of the Organizer.

Create a New Item in the Organizer

- Click the Add Organizer Item toolbar button and, from the popup that appears, choose whether you want:
 - a blank idea space,
 - a new idea space using the same style or template as the current idea space,
 - an idea space from the Idea Space Gallery,
 - a blank rich text document (technically RTFD so it can contain graphics, too),
 - a folder, used as a lightweight grouping of other Organizer items,
 - a section, used as a heavyweight division within your project [Standard] [Pro],
 - an instance of a master idea space template [Pro].

Instantly Create an Idea Space with the Same Style as the Current Item

- Hold Shift and press the New Organizer Item toolbar button, or choose Organizer > New Idea Space With Current Style, or right-click in the Organizer and choose New Idea Space With Current Style.

Instantly Create a Blank Idea Space

- Choose Organizer > New Blank Idea Space, or right-click in the Organizer and choose New Blank Idea Space.

Rename an Organizer Item

- Within the Organizer, double-click on the item, or select an item and press Return, or right-click and choose Rename.

Create a Duplicate of an Existing Organizer Item

- There are many ways to duplicate an existing item: Choose Edit > Duplicate, right-click on the Organizer item and choose Duplicate, Copy/Paste, or hold down the Option key while drag-and-dropping Organizer items.

Create an Organizer Alias to an Existing Organizer Item

- Drag-and-drop a selection of Organizer items (e.g. idea spaces, Organizer documents, Organizer folders) to another location within the Organizer while holding down the ⌘ (Option-Command) keys on your keyboard. When you release the mouse, aliases for all of those items will be created at the drop location. Here are some notes on Organizer aliases:
 - You'll know it's an alias because its title is italicized and its preview icon has a little alias curl in the corner.
 - The title of the alias can be renamed to anything you wish and it will not change the original.
 - Everything else is linked to the original: preview, color label, tags, notes, etc. If you change either the original or an alias then they all change.
 - You can right-click on an alias and jump to the original.
 - Duplicating an alias creates another alias to the original, it doesn't create an alias to the alias.
 - You can hierarchically organize aliases just as you would any other Organizer item, including adding idea spaces as children under the alias.
 - You can delete an alias and this will not impact the original.
 - However, if you attempt to delete the original, Curio will warn you that aliases exist and will be broken if you continue. Curio will not auto-remove aliases because they themselves might have children. The alert will also give you the option of jumping to the alias so you can delete it manually.

Delete an Organizer Item

- Within the Organizer, press the Delete key to delete the idea space, or right-click and choose Delete.

Rearrange Organizer Items

- Simply drag-and-drop idea spaces around within the Organizer to re-organize them.

Indent or Outdent an Organizer Item

- Select the idea space within the Organizer and press the Tab key to indent the item or Shift-Tab to outdent. You may also drag-and-drop the idea space into position. You can have any number of hierarchical levels within the Organizer.

Expand or Collapse Organizer Item Hierarchies

- Click the disclosure triangle to expand or collapse an idea space hierarchy or use the Organizer menu’s Expand, Expand All, Collapse, and Collapse All menu items.

Open an Organizer Item in the Secondary View

- Option-click on the item or right-click and choose Open in Secondary View. The secondary view can be placed to the side or under the primary view. Use the View > Secondary View Below / Secondary View On Side menu to configure its placement. You can also Option-click on the splitter control in the Navigator Bar to do this.

Display Options

- Change the size of the Organizer’s displayed previews by right-clicking in the Organizer and choosing a new size. This new preview size can be global across the entire project or just for the current section.
- Sort Organizer items by right clicking on an item then choosing a sort method from under the Sort Siblings By submenu.