

## Magical meta for easy searching

Meta is additional, searchable information associated with a figure or idea space. Curio supports several types of meta information including tags, priority, and ratings.

You will primarily use the Meta inspector to associate meta information with the selected idea space or figure. However, Notes has its own button on the inspector bar which reveals a resizable, free-floating window.

Organizer Meta	Definition	Example	Setting	Visible?
Tags	A word or phrase akin to the tags feature in the Finder.	Simple local keywords like "garden" or "work". Or members of a global tag set such as Tasks > Started.	Use the Meta inspector.	No
Labels	A word-color combination akin to the labels supported by the Finder	"Hot" = bright red "On Hold" = brown	Use the Meta inspector to specify label colors and text, and associated with the current idea space. Right-click in the Organizer to quickly make this association.	Yes, the border of the item in the Organizer will change to reflect the label's coloring.
Notes	Freeform notes with support for rich text and images.	"December 2016 sales meeting"	Click the Notes icon in the inspector bar and enter notes in the floating window that appears.	No



### Searching Organizer Meta

Use the Organizer filter via the magnifying glass icon in the Organizer header.

Figure Meta	Definition	Example	Setting	Visible?
Tags	A word or phrase akin to the tags feature in the Finder.	Simple local keywords like "garden" or "work". Or members of a global tag set such as Tasks > Started.	Use the Meta inspector; or press the comma key and a mini popup will appear for quick tag entry.	Yes, if the tag has an associated image it is displayed as an adornment next to the figure. Option-click to bring up tag mini popup.
Checkmarks	Shows completion state via empty, partially filled, or checked checkbox.	Unchecked state would mean the task has not been started. A checkmark 50% filled means 50% completed. Checked means 100% completed.	Use the Meta inspector; press Shift-X to toggle on/off checkmark visibility; press X to toggle check; press period to use mini popup to choose percentage complete.	Yes, the checkmark is displayed as an adornment next to the figure. Click to check or uncheck.
Notes	Freeform notes with support for rich text and images.	"December 2016 sales meeting"	Click the Notes icon in the inspector bar and enter notes in the floating window that appears.	Yes, a note adornment appears next to the figure. Click to display note.
Dates	Start date, due date, and duration can be specified for a figure which represents a task.	Task is due 2016-12-25.	Use the Meta inspector; press D to toggle start date; press Shift-D to toggle due date; press Option-D to increase duration; press Option-Shift-D to decrease duration; press slash (/) to use mini popup to enter dates.	Yes, a date adornment appears. Option-click to bring up date mini popup.
Priority	A priority ranking.	"Urgent" is a priority 1. "Very low" is a priority 5.	Use the Meta inspector; press Option 1-5; press Option-0 to clear the priority.	Yes, the priority rating number adornment appears next to the figure. Option-click to cycle through the priorities.
Rating	A star rating.	5 stars 2 stars	Use the Meta inspector; press 1-5 on the keyboard; press 0 to clear the rating.	Yes, the set number of stars appears as an adornment next to the figure. Option-click to cycle through the number of stars.
Resources	A person.	"George", "Greg".	Use the Meta inspector.	If the resource has an associated image then it will appear as an adornment next to the figure.



### Searching Figure Meta

Use the Search shelf via the Search toolbar button.



### Meta Adornments

Use the Meta inspector to control the size and position of the adornments that appear alongside a figure. You can also control whether the adornments are within the figure's bounds or drawn outside the bounds.

This item is assigned to both George, who is 25% done, and Greg, who is 75% done. Thus Curio auto-computes this item as 50% done.

Meta adornments can be outside the figure.

Meta adornments can be within the figure.

Meta adornments can be below the figure.



**Build House**

1. 11/30 - 12/9 | Plans
2. 12/9 - 12/16 | Permits
- ▼ 3. 12/16 - 2/17 | Construction
  - a. 12/16 - 1/6 | Framing
  - b. 1/6 - 1/20 | Plumbing
  - c. 1/20 - 2/17 | Electrical

Curio can perform automatic date calculations and percentage complete rollups based on sibling and child arrangements in lists and mind maps.

Use the Meta inspector to experiment by changing the start date for "Plans" or change the durations of other items and watch the dates recalculate.

Note that Curio can also handle work days and work hours as specified in the Meta inspector as well; automatically skipping days as necessary.