Curio

User Documentation

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Introducing Curio

Curio provides an innovative, freeform, notebook-like environment with all the integrated tools you need to take notes, brainstorm ideas, collect research, and organize your tasks and documents.

Curio's intuitive interface and tools encourage effective note gathering, research, and creative exploration. Its freeform, open environment encourages you to more easily visualize, associate, and recall information.

All of this within a single application so you can be more productive, more creative, and focus on getting things done.

Curio Editions

Curio is available in two different product editions to match your workflow needs.

Curio Standard

Curio Standard has an amazingly vast collection of brainstorming and notetaking functionality to kickstart your productivity. View the complete feature details here on our website.

> **Note**
>
> If a feature is only available in Curio Standard then it will be marked in this documentation with STANDARD .

Curio Professional

For our power-users, we proudly offer Curio Professional which includes everything in Standard plus our most advanced features for power-users and productivity gurus. View the complete feature details here on our website. This is, by far, our most popular edition of Curio.

> **Note**
>
> If a feature is only available in Curio Professional then it will be marked in this documentation with PRO .

Curio Free?!

If your Curio application isn't licensed, doesn't have an active subscription, and isn't in a trial mode then it enters into "free" mode. In this state, it has the same features and functionality as Curio Standard however:

- You can only create and edit projects that contain up to 5 idea spaces.
- Larger projects are opened read-only for viewing, exporting, and printing.

At any time you can purchase and enter a Professional or Standard license key (if your Curio app was downloaded from our website) or begin a subscription (if your Curio was downloaded via the Mac App Store) to re-enable the appropriate functionality.

In the meantime, your Curio app can still be updated as new releases roll out. Curio downloaded from our website will ask if it should update itself, and Curio downloaded from the Mac App Store will automatically keep itself up to date silently in the background.

Curio Core (Deprecated)

In the past we offered Curio Core from our website as a starter version of Curio with a greatly simplified feature set. It was originally conceived of as an intro to Curio for customers that didn't need many bells and whistles. However, in the end it sustained a very low and ever-decreasing percentage of overall sales.

It was discontinued at the end of 2022 which allows us to simplify our offerings, code, and documentation.

Existing Curio Core customers will continue to receive updates and new features during their year of free updates. After that time customers can elect to upgrade to Curio Standard or Pro.

Availability

Curio is available in two ways:

1. From Zengobi's website, using traditional license keys and *optional* periodic license renewal upgrade purchases.
2. From Apple's Mac App Store, as a monthly or yearly subscription.

Curio From the Zengobi Website

Curio traditional licenses are available from the [Zengobi website](). Clicking the download link will cause your browser to download the Curio application to your *Downloads* folder.

> **Important**
> The Zengobi website version of Curio only works with traditional license keys, not subscriptions.

> **License Agreement / Privacy Policy**
> Curio purchased from the Zengobi website is covered by this [License Agreement]().
> Our [Privacy Policy]() details what personal information we collect, why we collect it, and how we use it.

> **Frequently Asked Questions**
> We invite you to check out our [Curio Traditional Licenses FAQ]() to learn everything about traditional licenses.

Installing

Once downloaded, drag the Curio application from your browser's *Downloads* folder to your Mac's *Applications* folder to install. Optionally, to create a shortcut on your Dock, drag Curio from your Applications folder to the Dock to create the shortcut.

> **Important**
> You **must** use the Finder to drag Curio from *Downloads* to *Applications*, as only the Finder can clear the macOS Gatekeeper check. You can't use another utility to move the application (or move the `.zip` file into *Applications* then unzip) as macOS wants to see *you* drag the application into *Applications* to ensure a user-initiated install. Otherwise, macOS will launch Curio from a randomized, read-only location created on-the-fly, which will prevent Curio from being able to update itself if updates are available.

Trials and Purchasing

Curio initially launches as a 2-week, fully functioning trial with all Professional features enabled. On the very first launch, the bundled *Welcome to Curio* project will automatically open with a guided tour and sample gallery showing off Curio's amazing features.

At any time before or after the trial expires, you can purchase a license key from our [online store](#) to activate your installation using Curio's License dialog, discussed below.

Once the trial expires, if you decide not to purchase a license, you can continue to use Curio with the Standard feature set to explore the bundled *Welcome to Curio* project and to create and edit your own projects each with up to 5 idea spaces. Larger projects are opened read-only for viewing, exporting, and printing.

At any time you can still purchase and enter a Professional or Standard license key to re-enable the appropriate functionality.

Sharing With Friends

It's worth noting that this functionality means you can easily share Curio projects with friends and colleagues that don't own Curio, as they can simply download Curio for free from our website or the Mac App Store and view your projects in read-only mode.

Updates

When you purchase a license, you get **one free year of app updates** including major and minor features, fixes, and updates for macOS compatibility. Curio will notice the available update and download and install the new release automatically.

At the end of this period, your Curio app continues working normally – **it does not expire or deactivate** – however, you will no longer receive app updates. Whenever you wish, you can purchase a license renewal to update to the latest version and receive another year of app updates.

Learn more about the year of free updates in our [Curio Traditional Licenses FAQ](#).

> **Note**
> In the future when you decide to purchase a license renewal, Curio will notice your existing license has been extended and update itself to the latest release if necessary. There's no need to download or install anything or even type in a new license key. It will all happen automatically.

License Dialog

The License dialog (via the Curio > License menu):

- Shows your current trial state (if in a trial),
- Allows you to enter or paste a purchased license key to activate your installation,
- Shows your current license details.

Entering Your License Key

After entering your license key, Curio's features and functionality may change as appropriate for the entered key. For example if you purchase a Curio Standard license then Professional features will be removed from the interface. Likewise, if you currently own Curio Standard and purchase a crossgrade to Curio Professional then Professional features will be dynamically added to the interface the next time you launch Curio.

License Details

If a licensed installation, the License dialog shows your current license details including the last date for free updates and the number of installations using your license (plus the ability to deactivate those installations and retrieve an updated license if something seems amiss).

Available Free Updates

The License dialog will let you know if your license allows you to freely update to a newer version of Curio on your current macOS or even on a newer macOS.

Available Updates If You Renew Your License

If your year of free updates has ended, it will report what Curio versions are available, both on your current macOS and on a more recent macOS, if you were to purchase a license renewal to extend your license and receive another year of free updates.

Activating

When you enter a license key into Curio, or click the instant activation link on the purchase page, Curio activates your installation by confirming your license with Zengobi's server and retrieves the properties associated with your license such as edition (e.g. Pro vs Standard) and free updates end date. It will also send you an email letting you know that a new installation was activated with this license.

On every launch, in the background, Curio tries to check in again with the Zengobi server to see if new updates to Curio are available or if your license has been updated, perhaps giving you access to a different edition of Curio or extending your date for free updates if you've recently renewed your license. If it can't reach the server, it simply uses the results from the last successful query.

Curio From the Mac App Store

You can install Curio from the Mac App Store and use it with a monthly or yearly subscription handled by Apple.

> **Important**
> The Mac App Store version of Curio only works with subscriptions, not traditional license keys.

> **License Agreement / Privacy Policy**
> Curio purchased from the Mac App Store is covered by Apple's standard License Agreement.
> Apple's Privacy Policy details what personal information they collect, why they collect it, and how they use it. You may also want to read Zengobi's Privacy Policy which details what personal information we collect, why we collect it, and how we use it.

> **Frequently Asked Questions**
> We invite you to check out our Curio Subscriptions FAQ to learn everything about subscriptions.

Trials and Purchasing

Curio can be used without a subscription with the Standard feature set to explore the bundled *Welcome to Curio* project and to create and edit your own projects each with up to 5 idea spaces. Larger projects are opened read-only for viewing, exporting, and printing.

When you're ready to dive in and create larger projects or work with Professional's features, start a 2 week free trial by subscribing to a Standard or Professional monthly or yearly plan from within Curio, which instantly unlocks the appropriate features.

Once the trial expires, if you decide not to purchase a subscription, you can continue to use Curio with the Standard feature set to explore the bundled *Welcome to Curio* project and to create and edit your own projects each with up to 5 idea spaces. Larger projects are opened read-only for viewing, exporting, and printing.

Updates

The Mac App Store app will make sure the Curio application is always up to date, even if you don't subscribe, automatically downloading and installing major and minor updates silently in the background.

Sharing With Friends

It's worth noting that this functionality means you can easily share Curio projects with friends and colleagues that don't own Curio, as they can simply download Curio for free from our website or the Mac App Store and view your projects in read-only mode.

Sandboxing

All apps from the Mac App Store are sandboxed for tighter security which can impose a few limitations. For Curio those limitations include:

- AppleScript actions cannot be assigned to figures.
- Custom app icons only appear in the Dock while Curio is running.
- Both the external asset library and lock file features are only supported for projects stored in the Projects folder specified in Curio's Settings.
- Insecure `http` connections are not supported in embedded web view figures, as Organizer documents, as Sleuth sites, or during web archive or favicon retrieval. Only secure `https` URLs can be used. However, you can create insecure `http` web link figures and figure actions, which will open in your default browser.

> **Mac App Store Restriction**
> Throughout the documentation you may notice these special "Mac App Store Restriction" notices to highlight a feature limitation due to sandboxing.

Curio Sustainers

Curio sustainers are those that have a purchased a traditional Curio license and are still within their period of free updates, or those that have an active Mac App Store subscription to Curio. These customers and their ongoing payments help support and sustain Curio's development with a reliable revenue stream that we can use to plan releases and development cycles.

If you purchased Curio from our website and your year of free updates has ended then please renew your license via the License dialog to continue sustaining Curio's development.

We sincerely thank all sustainers for their ongoing support! 🙌

Getting Help

The Help menu in Curio provides one-click access to more information:

What's New in Curio

See what's new in the current major version release of Curio.

Keyboard Shortcuts

Choose the Help > Curio Keyboard Shortcuts menu item to see all of Curio's shortcuts.

Zengobi's Blog

Choose the Help > Zengobi Blog menu item or visit blog.zengobi.com to read the latest news from Zengobi.

Zengobi's Forums

Choose the Help > Zengobi Forums menu item or visit forums.zengobi.com to chat and share with other Curio customers.

Zengobi on X

Choose the Help > Zengobi on X menu item or visit www.x.com/zengobi to check us out on X (aka Twitter).

Contacting Zengobi

Lastly, at the end of the Help menu you can send Zengobi feedback or ask us a question. We'll write back as quickly as possible!

You may also want to visit www.zengobi.com/support for more information.

Curiota

Curiota is a free companion app, available via the Mac App Store, that opens up even more productivity with Curio. Curiota runs silently in the background, consumes very little memory, and has a minimal user interface: you just see a simple icon up in the menu bar. Click on that icon to create quick notes, or drag files and links to the icon to quickly add files.

The most important thing is that Curiota uses an open system for storing notes and files. There's no proprietary file format or database that could be corrupted. It's your data and you will be always able to access it, even outside of Curiota, for decades to come.

Curiota also supports print services (so you can "print" to Curiota), works as an macOS Share extension, is accessible via your Services menu, and is easily scriptable. All of the submitted notes and files are accessible and searchable using Curio's Local library shelf, discussed below. More information about Curiota can be found at www.zengobi.com/curiota.

Visit our website to learn more about Curiota.

Feature Roundup

Curio has scores of features that you can use to maximize your productivity!

Here's a central index of all of Curio's key features with links to details elsewhere in the documentation, separated by our Standard and Professional editions.

Curio Standard

Kickstart your productivity with an amazing collection of features and functionality with projects unlimited in size.

Notebook Environment

- Project notebook environment with intuitive freeform idea spaces.
- Rich text figures with support for bundled and personal figure styles.
- Embedded and aliased files, images, PDF's, audio, videos, Mail messages, web links, web preview cards, and embedded live web views.
- Markdown rendering with rich text, emoji, images, lists, checklists, tables, block quotes, and code blocks.
- Wikilinks and backlinks, markdown links, links to selected text or embedded PDF text, jump actions, jump anchors, idea space link figures, and hyperlinks.
- Custom idea space templates and figure stencils plus Stencils shelf for quick access.
- Hierarchical Organizer sections for independent divisions in larger projects.
- Integrated Journal for a project diary, meeting notes, or class notes.
- Follow Figures and Bundle Figures for lightweight figure groupings.
- Automatic project backups for peace of mind.
- Bundled appearance themes to change the look of your Curio interface.
- Custom app icons, a fun new perk for sustainers to enjoy.

Collections

- Compositions can contain text, images, files, plus other collections like lists, mind maps, and tables, all arranged into one or more independent rows, with each row having one or more columns.
- Mind mapping with left, right, top-down, and org chart arrangements; branch boundary shading; relationship lines; date calculations.
- Lists from simple to-do's to complex hierarchical lists, numbered or bulleted, checkboxes, level styles, date calculations.
- Albums of photos or documents, such as PDFs, with optional captions.
- Index cards for organizing ideas.
- Tables with headers and footers.
- Pinboards for freeform groupings.
- Stacks for Kanban-style task tracking.
- Table of Contents list or mind map.
- Focus mode to help you concentrate on specific figures or branches.

Meta

- [Figure meta](#) including checkmarks; percent complete; local project tags, cross project tags, and nested tag sets; start, due, duration, done, plus smart date calculations; priorities; ratings; resources; notes; custom click actions.
- [Inline](#) `#tags` and `@resources`.
- [Organizer meta flags column](#)
- [Status bar](#) to view and edit figure meta data.
- [Search and Quick Find](#) to find and jump to idea spaces and figures with simple or sophisticated queries.
- Query-based [Organizer Filters](#), dynamic [Smart Filters](#), and [Pinned Organizer Items](#).

Multimedia and PDFs

- [Create and embed audio and video](#) recordings.
- [Embed YouTube and Vimeo](#) videos.
- [Resample image](#) to optimize format, compression, dimensions, and/or DPI.
- [Brush and pen](#) sketching with support for iPad+Apple Pencil via Sidecar.
- [Integrated equation editor](#) for LaTeX, AsciiMath, or MathML rendering of inline or standalone equations.
- [Spread PDF](#) to spread the pages of a PDF across multiple idea spaces for inline annotations and note-taking alongside the PDF page.

Flowcharting

- [Flowcharting shapes](#) for idea graphs, diagrams, and prototyping.
- [Sticky lines](#) with arrowhead styles; straight, curved, or orthogonal.

Research

- [Sleuth](#) window and Sleuth sidebar shelf for integrated Internet searching via popular research and image sites like Google, Wikipedia, and more.
- [AI Services](#) such as ChatGPT, Gemini, Copilot, Claude, Perplexity, Poe, and Groq are also available from within Sleuth.

Import / Export

- [Import/Export](#) as text, image, PDF, HTML, CSV, OPML, and 3rd party mind map formats.
- [Extensive markdown export and import](#).
- [PDF Mirror](#) live export of your project as a PDF to any specified location, including synced cloud services.
- [PDF Table of Contents](#) in exports.
- [Sync tasks](#) to Calendar and Reminders.
- [Local library shelf](#) to easily list, find, preview, open, and drag in files anywhere on your Mac or within custom scope folders, including support for [DEVONthink](#) items.
- [Evernote](#) integration for quick access to your notes in the cloud.
- [TaskPaper](#) import and export and [OmniOutliner Pro](#) OPML import.
- [Works with Curiota](#) our free, always available menu bar app for quickly jotting down ideas, taking notes, or collecting files when inspiration strikes.

Curio Professional

Curio's most advanced features for power-users and productivity gurus.

- Synced figure instances where copies of figures across a project share content and meta (*transclusion*) across an entire project.
- File-backed text figures display the content of embedded or aliased rich text or markdown files, located anywhere on disk, as editable text figures.
- Figure layers allow for more flexible layouts and arrangements.
- Cross references, with custom types like *Agree* and *Evidence*, can be created between figures, idea spaces, and web locations for more organized research.
- Status shelf for easy cross-project task tracking at a glance.
- Query-based collections allow you to create list, mind map, or stack collections that contain the dynamic results of a query, like `due<2w or #active`.
- Master figure styles and stencils, master idea space styles and templates, and master markdown styles for dynamic updates throughout a project.
- Presentation mode for group brainstorming sessions, plus *Present in Window* for remote window sharing.
- Custom figure data allows custom keys and formatted values to be associated with your project figures and available for search queries.
- Custom variables for use throughout your project for dynamic text replacements.
- Custom sharing actions to export data to other apps via 3rd party app URL schemes.
- Custom appearance themes to fine-tune the look of your Curio interface.
- Custom project backup settings.
- External project library to support Spotlight searching of project assets.
- External repositories for sharing styles, stencils, and templates with colleagues.
- Project password for project security.

Projects

A real-world project is your class, your thesis, your ad campaign, your next product release, your lab experiment, or your next sermon. Your Curio project is the same thing on your Mac. It contains everything related to your project including notes, sketches, files, web links, images, brainstormings, …, everything!

With a Curio project you keep all that *stuff* in one easy-to-manage file in the Finder. *Everything* is stored within that file package. This means backups are a piece of cake and you don't have to hunt all of your hard disk looking for all the related items.

Create a New Curio Project with an Initial Idea Space

1. Choose the File > New menu item, or hold Shift and click the Projects toolbar button.
2. Choose a personal or bundled idea space style or template to use as your initial idea space.
3. Click the Choose button.

Create a New Curio Project with a Blank Initial Idea Space

• Choose the File > New Blank Project menu item, or choose File > New and choose the blank bundled idea space style or click the Blank button.

Create a New Curio Project Which Is Absolutely Empty

1. Choose the File > New menu item.
2. Hold the Option key and the Blank button will change to Empty. Click the Empty button.

Create a New Curio Project Based on a Project Template

1. Choose the File > New From Project Template menu item, or hold Shift-Option and click the Projects toolbar button. This New Project From Template Gallery is described in detail below.
2. Choose a personal or bundled project template. Or choose the Blank template to create a project with a blank initial idea space.
3. Click the Choose button. Alternatively you can click the Blank Project button to create a project with a blank initial idea space.

Create a New Curio Project with Master Idea Space Templates PRO

1. Choose File > New.
2. Select a template tag name and click the *Use Tagged Set as Masters* button.
3. A new project will be created where all of the idea spaces in the tagged set will be added to the project as master idea space templates.

Open an Existing Curio Project

1. Click the Projects button and choose a previous project. When choosing a project from the Projects popup menu it will be opened in place of the current project, thus acting as a fast project switcher. Hold Option when choosing a project to open it in a separate tab within the current project window.
2. Choose the File > Open menu item to see the standard Open dialog. The project will be opened into a new tab or window depending on your System Settings > General > "Prefer tabs when opening projects" setting.
3. Choose the File > Open Recent menu to instantly choose a recently-opened project. The project will be opened into a new tab or window depending on your System Settings > General > "Prefer tabs when opening projects" setting.

4. Choose the File > Open From Gallery menu item or click the Projects toolbar button to see Curio's Open Project Gallery, which is explained in detail below. The project will be opened into a new tab or window depending on your System Settings > General > "Prefer tabs when opening projects" setting.

Save a Curio Project

- Your projects will save themselves automatically using the macOS native autosave feature, however you can also choose File > Save at any time to save your project immediately.

Save a Curio Project as a Project Template

- Choose the File > Save As Project Template menu item.

Delete a Curio Project

- Within the Finder, drag the Curio project from wherever you saved it to the Trash.

Archive a Curio Project

1. Choose the File > Create Archive menu item.
2. This will create a copy of your current project with all aliased assets converted into embedded assets, suitable for backup or storage.

Automatic Opening of Previous Projects

Normally Curio will automatically open any project windows that were up when you last quit, although this can be disabled if you wish.

However, note that macOS also has an auto open feature in System Settings > General via the *Close windows when quitting app* checkbox. So even if Curio's own setting is turned off, if this macOS feature is unchecked then macOS will tell Curio to auto open the last opened projects.

Curio and macOS will also attempt to auto open any unsaved, untitled projects that were up when the application quit either due to a system shutdown or crash.

To prevent Curio from auto opening any previously opened projects

- Hold Shift while launching Curio. This handles 99% of all cases, especially for projects that you have saved at least once.

To prevent Curio from auto opening any previously opened, *untitled* projects

These untitled projects have never been saved by the user and were perhaps up when you lost power or a crash occurred. Curio stores untitled projects in a special Application Support folder. If you want to prevent these projects from opening then you would need to drag the files in this folder to the Trash and Empty Trash:

- For Curio downloaded from the Zengobi website the folder is:
  `~/Library/Application Support/Curio/Version XX/Untitled`
- For sandboxed Curio from the Mac App Store the folder is:
  `~/Library/Containers/com.zengobi.curio/Data/Library/Application Support/Curio`

macOS itself can also store a list of any autosaved projects that were up at the time of a crash. To prevent macOS from auto opening those you'd need to drag that file to the Trash and Empty Trash:

- For Curio downloaded from the Zengobi website the file to remove is:

  `~/Library/Autosave Information/com.zengobi.curio.plist`

- For sandboxed Curio from the Mac App Store the file to remove is:

  `~/Library/Library/Containers/com.zengobi.curio/Data/Library/Autosave Information/com.zengobi.curio.plist`

Project Window

The main windows in Curio are project windows. These can either be separate windows with each window showing a separate project or, thanks to macOS, combined into a single window using window tabs.

Toolbar

Depending on your version of macOS and your screen resolution the toolbar could look very different.

By default, there are no text labels on toolbar buttons, although you can enable this by right-clicking on the toolbar and choosing *Icon and Text*.

The toolbar arrangement itself could look *unified*, with buttons right-aligned on the toolbar and a left-aligned title, or *traditional* with old-school buttons spread out all across the toolbar and the title centered at the top. The former is what Apple is moving towards with their newer macOS releases, but the latter is actually more compact for smaller displays or lots of buttons. Based on your screen resolution Curio will choose an appropriate default although you can change this via the View > Use Unified Toolbar Style menu item.
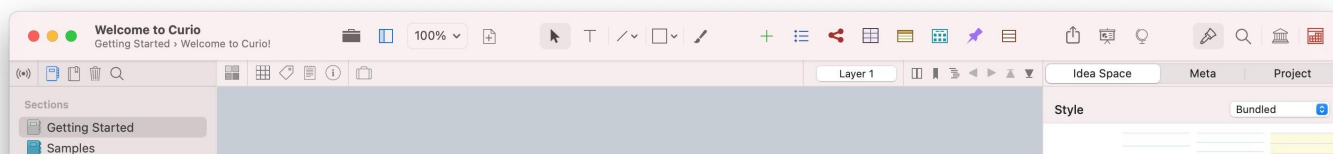
You can customize the toolbar by right-clicking on the toolbar and choosing *Customize Toolbar*. In the palette that appears you can drag-and-drop to add new items or remove existing items.

Project Gallery

The project gallery is where you can manage and organize all of your Curio projects.

Using the Project Gallery

To reveal the project gallery, click the Projects toolbar button and choose Open From Project Gallery, or choose File > Open From Gallery.

- Your projects can be categorized in one or more custom project categories located along the left side of the window. These same categories are used to organize projects in the Status shelf as well.
- Then, on the right side of the window, you will find the projects within the selected category.

Notes

- Smart Categories automatically list projects based on various criteria. For example, the *Recently Opened- smart category lists all projects you've opened recently which are also listed in the File > Open Recent menu.
- You can magically turn the Open Project Gallery into the New Project Gallery by clicking the button on the bottom left corner of the window.
- The project gallery window displays useful information about your project under its title. By default it will display the date it was last modified but, if status information about the project exists, it will tell you if a project has a task which is due soon.

Working with the Open Project Gallery

Details on how to use the project gallery.

Show the Open Project Gallery Window

1. Choose the File > Open From Gallery menu, or…
2. Hold Option and click the Projects button on the toolbar.

Open a Project

- Double-click the project in the gallery window, or select it and click Open.

See a Quick View of a Project

- Select the project in the gallery window then press spacebar.

Open a Project Not Listed in the Gallery

- Click the Open Other button to show the normal macOS open dialog.

Create a New Project Category

- Click the Add Project Category button then enter the name for your new category.

Rename a Project Category

- Double-click the category in the list and rename it. All affected projects will be associated with the renamed category Finder tag as well.

Delete a Project Category

- Select a category in the list and press the Delete key. This will remove the category but not delete the projects within that category. The corresponding category Finder tag will be dissociated with those projects as well.

Associate a Project with a Project Category

1. Select the category then drag-and-drop a file from the Finder to the right side of the window, or…
2. Drag a project listed in another category (such as the Recently Opened category) and drop it on top of the target category on the left side of the window, or…
3. Right-click on the project as shown on the right side of the window and choose the target category from the popup menu that appears.

Disassociate a Project from a Project Category

1. Right-click on the project itself and choose the category that the project should be removed from, or…
2. Select the project and press Delete on your keyboard. You will then be asked if it should be simply disassociated from the current category or if it should be sent to your computer's Trash.

Change How Projects Are Sorted in Gallery

- Right-click on the background of the right side of the window and choose a sort order from any of the following: status, title, last modified date, or date created.

See the Category Finder Tags Associated with a Project

- Right-click on the project in the gallery and choose Display Category Finder Tags. From the alert that appears you can also remove or reapply those tags.

Reapply Category Finder Tags Associated with a Project

- Right-click on the project in the gallery and choose Reapply Category Finder Tags. This will reapply appropriate Finder tags given this project's associated categories.

Add Missing Project Categories to the Gallery

This feature is very useful if you're moving to a new machine or replacing a drive for your projects.

- Right-click in the category list and choose Add Categories Via Category Finder Tags. Curio will use Spotlight to find all Curio projects, checking each for any associated category Finder tags, and then re-add any missing categories and re-associate the projects associated with each category. This is useful if you installed Curio on a brand new machine and didn't bring the Application Support folder from your old machine.

The New Project Gallery

When creating a new project via File > New, the gallery that appears supports a number of organization features.

Copying Styles and Templates

- You can drag-and-drop styles and templates to your Personal repository or, if using Curio Professional, the Master repository.

Organizing Idea Space Templates with Tags

1. Right-click in the Personal repository area on the Personal > Templates item and choose Add Tag.
2. Enter a collection tag name. For example, you might organize your idea space templates into "Favorites", "Work", and "School".

Projects Toolbar Button

The Projects toolbar button allows you to quickly create or open your organized projects. Clicking Projects reveals a popup menu with several options:

- Create a new project (with an initial idea space), or a blank project, or one based on a saved project template.
- Open a project from the Open Project Gallery.
- Quickly open a recently opened project.
- Quickly open a project categorized in your project categories such as *Active* or *Work*. You create these categories in the Open Project Gallery or in the Status shelf.

Keyboard Shortcuts When Clicking Button

The Projects button supports some shortcuts to bypass the menu and jump straight to a particular gallery:

- Click Projects: you see the normal menu choices described above.
- Click Projects while holding Option: immediately see the Open Project Gallery.
- Click Projects while holding Shift: immediately see the New Project with Initial Idea Space Gallery.
- Click Projects while holding Shift+Option: immediately see the New Project with Project Template Gallery.

You can make it so those first items reverse their Option logic via an advanced preference. After making that change the result would be:

- Click Projects: immediately see the Open Gallery.
- Click Projects while holding Option: you see the normal menu choices described above.

Keyboard Shortcuts When Selecting Project

When the Projects button menu is up there are two ways to open a selected project:

- Select a project: replaces the current project with the selected project, essentially acting as a quick project switcher.
- Select a project while holding Option: opens the project in a new window or tab, depending on your System Settings > General > "Prefer tabs when opening projects" setting.

Project Categories

Creating custom project categories, such as `Active` and `Personal`, and assigning your projects to one or more those categories is a great way to organize your projects in the Project Gallery window and the Status shelf.

Working with Project Categories

To get started, show the Project Gallery via the File > Open From Gallery menu. Next, click the Add Project Gallery button to create a new category, such as `Classes`.

A project can be associated with multiple categories. For example, you may have a *Chemistry 101* project associated with `Classes`, `Freshman Year`, and `Active`.

To associate a project with a category you can drag-and-drop a project file from the Finder into a category, or right-click on a project in the gallery and choose a category.

You can then open your projects using the File > Open From Gallery menu to see your neatly organized projects, or use the Projects Toolbar Button to open a project with a single click, or track the status of all your project categories using the Status shelf.

Learn more about creating, modifying, and deleting project categories using the Project Gallery and the Status shelf.

Categories and Finder Tags

Project categories and Finder tags can be used together to supercharge your project organization.

> **Tip**
> Project categories and automatic Finder tags for those categories can help manage your projects and your project gallery. As mentioned below, this combination can be especially useful if you're moving to a new machine or replacing a drive for your projects.

Categories → Finder Tags

Any projects that you associate with categories will automatically have associated Curio Finder tags as well.

For instance, if you associate a project with the categories `Active` and `Personal`, then Curio will create and associate the Finder tags `Curio Active` and `Curio Personal` with the project.

In addition, on launch Curio will go through all projects tracked in the Gallery and, based on their assigned project categories (`Active`), make sure they are correctly associated with their corresponding Curio Finder tags (`Curio Active`).

Finder Tags → Categories

The reverse will also work: setting Curio Finder tags via the project window title bar dropdown or the Finder itself will automatically associate project categories used in the Project Gallery and Status shelf.

On launch Curio will go through all projects tracked in the Gallery and, based on their Curio Finder tags (`Curio Active`), make sure they are correctly associated with their corresponding assigned project categories (`Active`), automatically creating categories if necessary (this can be disabled). Note this verification will not *remove* any category associations if a Finder tag is missing, just to play it safe.

In addition, during each save or autosave of a project Curio will assign or remove category associations based on any Curio Finder tags you set.

For example, here we're setting the `Curio Home` and `Curio Active` Finder tags via the title bar dropdown, which automatically associates the `Home` and `Active` categories with the project the next time we save the project.
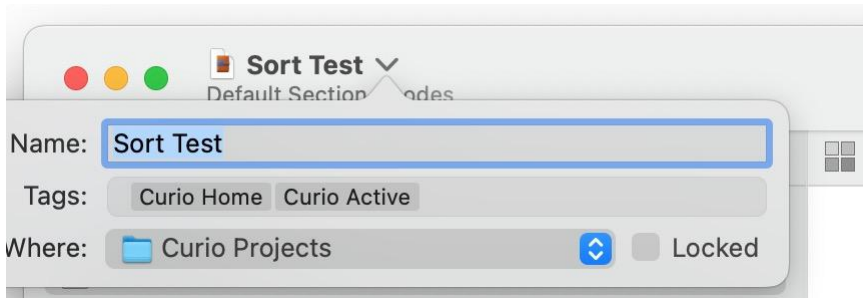
Next, we remove the `Curio Active` Finder tag and set the `Curio Hold` tag. The next time we save, the new `Hold` association is made and the `Active` one is removed (removal is disabled by default but can be [enabled](#)).
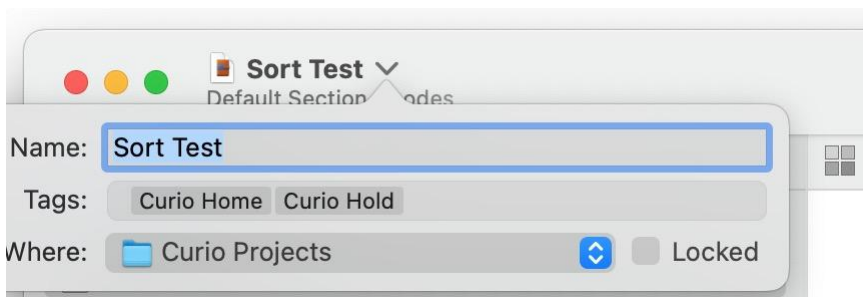
If you enter a new Curio Finder tag, like `Curio Banana`, and the corresponding `Banana` category doesn't already exist then Curio can automatically create it for you (category creation is enabled by default but can be [disabled](#)).
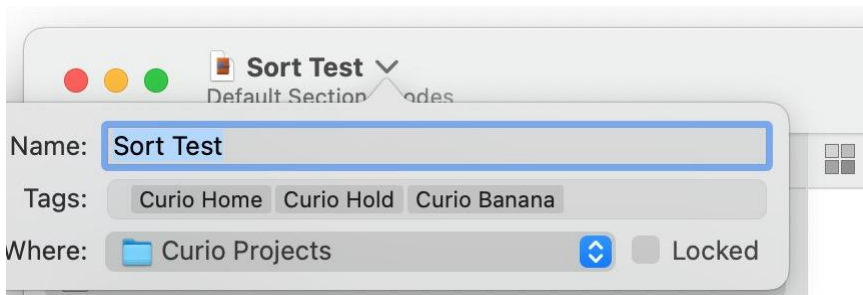
And here's what the resulting categories look like for the project in the Project Gallery.
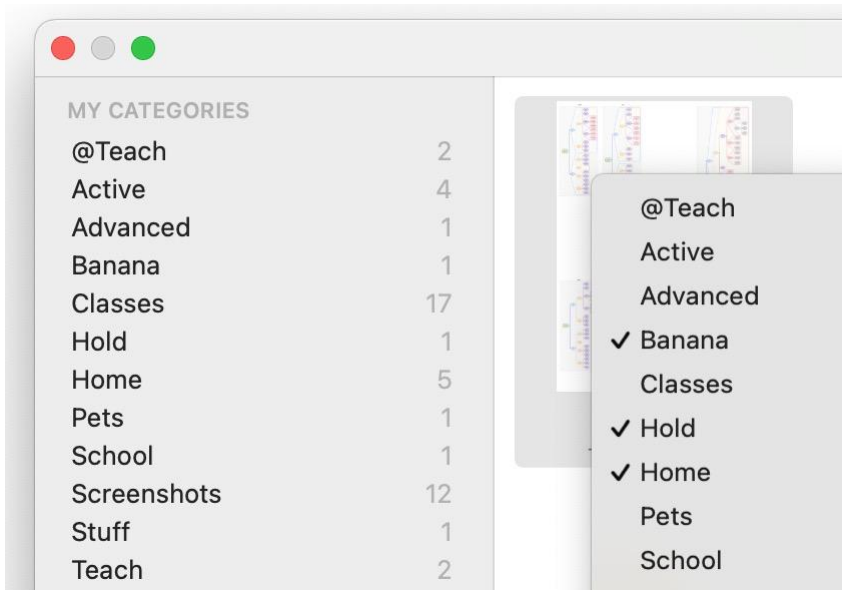
Restoring Categories and Projects

As mentioned above, the Project Gallery has a useful Add Missing Project Categories to the Gallery feature that uses automatic Finder tags for project categories to search your hard disk to re-create your project categories and project-to-category associations.

This is very useful if you're moving to a new machine or replacing a drive for your projects.

Finder Search

With category Finder tags, you can now search for categories of projects in the Finder, outside of Curio. Just enter the search tag, such as `Curio Active` in a Finder window search field and you'll find all projects associated with that category. Click the Save button in the Finder window to save the search and even add it to your sidebar for one-click access to those projects. See the use tags to organize files on Mac section on Apple's site for more information on using Finder tags.

Project Templates

You can create and reuse your own project templates.

Save the Current Project as a Project Template

- Choose File > Save As Project Template.

Create a New Project from a Project Template

- Choose the File > New From Project Template menu, or…
- Click the Projects button on the toolbar then click the Switch To New Project Gallery button, or…
- Option-Shift-Click the Projects button on the toolbar.

See a Quick View of a Project Template

- Select the project template in the gallery window then press the Spacebar.

Create a Personal Template Folder

• Right-click in the template list and choose Add Template Folder. Curio will create an actual folder on your hard disk with the given name within the ~/Library/Application Support/Curio/Version XX/Repository/Project Templates directory. This is where your templates will be stored on disk.

Rename a Personal Template Folder

• Double-click the template folder in the list and rename it.

Delete a Personal Template Folder

• Select the template folder in the list and press the Delete key. After confirming the template folder and any templates it contains will be sent to the Trash.

Copy a Template to a Personal Template Folder

• Drag a template from another template folder and drop it on the target folder.

Delete a Project Template

• Select a template then press the Delete key to send the template to the Trash.

Project Inspector

To view the project inspector panel, click on the background of the current idea space then either:

• Click the little briefcase icon in the inspector bar, or
• Click the Inspector toolbar button to open the inspector shelf then look at the Project tab.

Idea Space Margins

Set the top, left, bottom, and right margins for your idea spaces.

You can also check to use the smallest margins possible, given the specified printer in Page Setup. Certain printers may have a minimum margin where they can't print.

Project Image

Set an optional image for your project by copying an image and pasting into the provided image well. This image will be used as the project thumbnail in the Finder, the Open Project Gallery window, and the Status shelf.

Next to the image well is a helpful "image assistants" popup menu. Here you will find quick access to popular textures and sample images via Google Image Search which you can drag and drop into the project image. Then you can use the assistance popup menu to apply a binder or journal appearance to the image.

Alternatively, the assistants popup also includes a number of template icons you can use for your project image. A color control sits alongside the assistants popup which you can use to tint the template to any color you wish.

Milestones

You can create project milestones, like *Client Demo* or *Beta 1* and use those milestone names in place of dates in a [Quick Find or Search query](#) or [Organizer filter](#).

In the inspector panel:

- The popup shows the current milestones.
- Click the plus button to add a new milestone where you specify a name for the milestone and its date and optional time.
- Click the minus button to remove the currently selected milestone.

As an example, after defining the *Beta 1* milestone to the date May 1, 2023 you can enter a Quick Find query like `due < beta1` instead of typing `due < 2023-05-01`. You can also use the Organizer filter to find all modified idea spaces since that date by simply choosing that milestone from the filter popup.

Project Unique Identifier

Every Curio project has an internal unique identifier which is used for a number of purposes:

1. `curio://` [hyperlinks](#) to figures and idea spaces.
2. Cross-project [jump actions](#).
3. [Calendar/Reminders](#) syncing to uniquely identify all synced events tied to a given project.
4. When resolving a hyperlink or cross-project jump if Curio can't find the project it can use Spotlight to search for the project since that unique identifier is stored within the project's Finder meta data.
5. When resolving a hyperlink or cross-project jump if Curio can't find the project even using Spotlight then it will ask you to find it. Then Curio will store a project identifier to path mapping, so it can resolve this automatically next time.

When you create a new project or create a project based on a project template then Curio will assign the project a unique identifier automatically.

However, if you duplicate a project, either via File > Duplicate or using the Finder, then that copy will have a the same identifier as the original. In that case, you can reset the identifier in the copy using its project inspector to ensure correct linking and syncing.

Calendar Sync

If you're running Curio Standard or Professional you can sync your Curio tasks with the Calendar and Reminders apps, allowing you to manage your tasks even on iOS devices.

Enable Sync

Using the [project inspector](#), enable the synchronization of project tasks with your Calendar and Reminders apps by clicking the on/off checkbox.

Pick a Calendar and Reminder List

In the Events popup choose a calendar to sync your event tasks to. By default, an event task is a figure in Curio that has a start date and, optionally, a due date. You need to create the calendar via Calendar app's New Calendar menu. You can create and use an iCloud-based calendar if you wish.

In the To Dos popup choose a reminder list to sync your to-do tasks to. By default, a to-do task is a figure in Curio that only has a due date or simply a checkbox item with no dates at all. You need to create the calendar via Reminder app's New Reminder List menu. You can create and use an iCloud-based list if you wish.

As you noticed the Calendars and Reminders apps require type-specific calendars. This means one calendar for events and one for to-do's (aka reminders). You cannot use the same calendar for both types of data.

The event and to-do calendars you create must have different names. In other words they can't both be called "Curio". Instead perhaps "Curio" for your events and "Curio Tasks" for your reminders. You can either share a calendar list and reminder list between all your projects or create and use a separate list for each of your projects, it's up to you.

Troubleshooting

If you don't see any calendars in the popup then macOS has stuck Curio with *Add Only Access* permission to Calendar, which makes syncing rather difficult. To fix it go into Settings > Privacy & Security > Calendar, and click the Options button next to Curio to enable *Full Calendar Access*, then relaunch Curio.
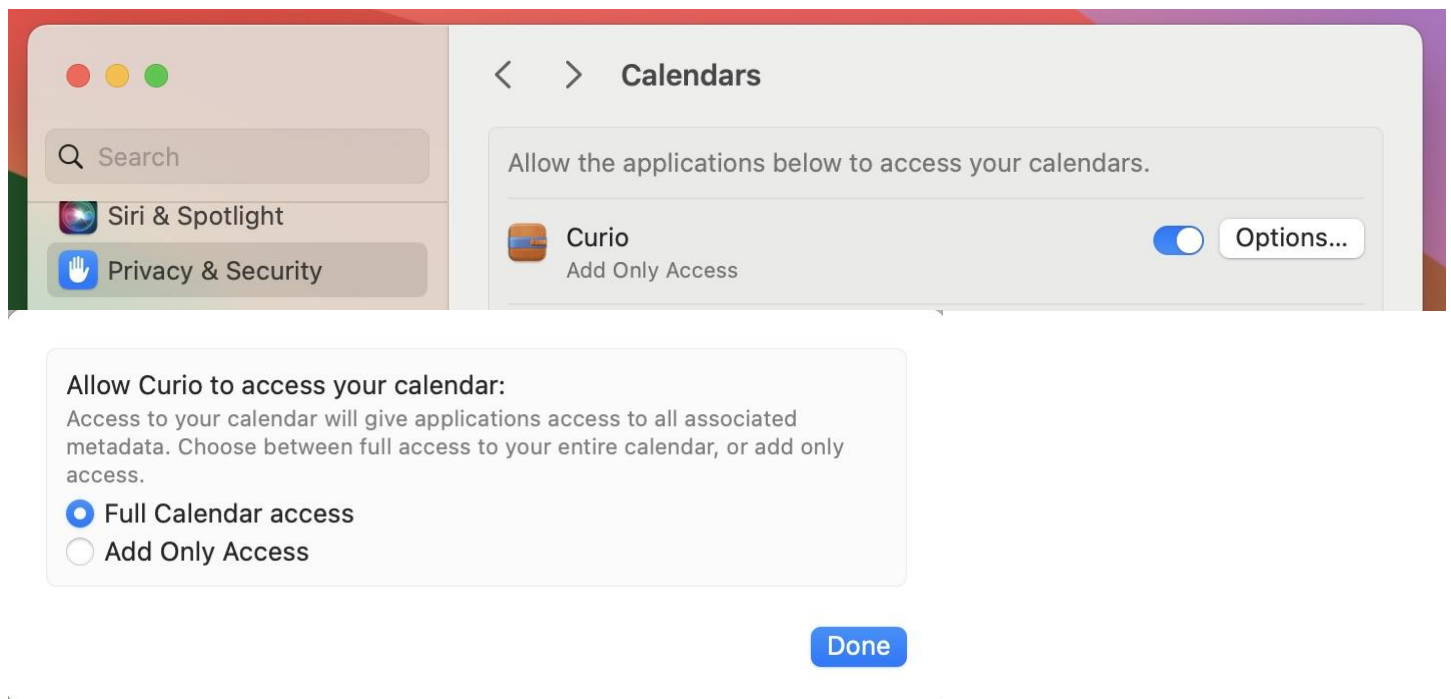
Alerts

For calendar event alerts check the "Enable event alert before start date" checkbox and select when the alarm should go off.

For reminder task alerts check the "Enable to-do alert before due date" checkbox and select when the alarm should go off.

Advanced Options

Click the action button to see a popup menu appear with various options.

- **Reset Events and To Dos** will remove then re-create all events and to-do items associated with the project in the selected calendar and reminder lists.
- **Remove Events and To Dos** this will remove all events and to-do items associated with the project in the selected calendar and reminder lists.
- **Figures with start dates map into** will determine what these types of figures will turn into. Calendar Events is the default.
- **Else figures with only due dates map into** will determine what these types of figures will turn into. Reminders is the default.
- **Sync unchecked figures with no start or due dates** will create reminder tasks for checked items that have no start or due dates.
- **Prefix each synced item with project name** will prefix the name of your project in front of the title of each synced item. Thus the task "Finish UI design" in the "Cool App" project will become "Cool App: Finish UI design" in Calendar/Reminders. This is a useful feature if you share a common calendar/reminder lists with all your Curio projects.

> **Important**
> For safety, you will need to manually remove older files and folders from the PDF mirror location if you change preferences or export options.

Additional Notes

If the Curio figure has a start and/or due date but is checked — that is, completed — then it is not synchronized to Calendar.

When syncing if an event begins and ends at 12:00 midnight then it is considered an all-day event, otherwise the specific times are used when creating the event.

All times are considered floating times, therefore they are time zone independent. This means that a task ending at 4:00 PM will end at that time regardless of where you were when you created the task or where you are currently.

When Does the Sync Occur?

Changes made within Curio will be synchronized only when the project is saved or autosaved.

However, when you first open a project, it will immediately synchronize to retrieve any changes made from within Calendar/Reminders. And while the project is open, if changes continue to be made in Calendar/Reminders, Curio will immediately reflect those changes within the project.

PDF Mirror

Curio can publish a mirror or replica of your project in PDF form to a specified location.

This is very different than a normal PDF export in that each idea space is converted into an unscaled PDF image, with no page breaks or fit-to-page scaling, then all the resulting images are merged into a single PDF document. In addition, this published PDF can include clickable file links as any embedded or aliased assets can optionally be exported into a folder hierarchy alongside the PDF document.

This publishing event can occur either manually via a File > Update PDF Mirror command, or automatically every time an updated project is closed.

This can be useful for several reasons including for backup purposes or, if published to a Dropbox or similar synced folder, a method for you to access your project while on your iPad, iPhone, or another computer.

> **Important**
> Please note that the resulting PDF mirror is not password protected even if your project is password protected.

Enable PDF Mirror

Using the [project inspector](#), enable the PDF mirror feature by clicking the on/off checkbox.

Location

Specify the folder location for the resulting PDF by clicking the Choose button. This location is where Curio will create a single PDF for each section in your project, if you have multiple sections enabled.

The form of the file names for the resulting PDF's is *ProjectName-SectionName*.pdf file, where the section name is only appended if necessary. Curio will create a manifest file alongside each PDF file so it can track what's inside each PDF.

Options

- Enable the exporting of embedded and aliased assets into a folder alongside the resulting PDF. Curio will also modify the PDF so that clicking or tapping on the asset figure on the PDF will launch and view the exported asset. However, this is highly dependent upon the abilities of the PDF viewer you use so see below for additional notes.
- Normally all idea spaces are mirrored but you can direct Curio to obey the idea space's exporting privacy restriction if you wish so that some idea spaces are not exported when mirroring. This restriction can be enabled for individual idea spaces via the Options panel of the Info inspector.
- Enable automatic publishing when a changed project is closed (or Curio is quit).

You can click the Publish Now button to instantly publish your project or use the File > Update PDF Mirror menu item to publish.

Advanced Options

Click the action button to see a popup menu appear with various options. Note that if you change any settings you will need to manually remove any previously published files. We don't do this automatically for safety reasons.

- **Compress resulting PDF**

  By default Curio will perform a compression on the resulting PDF, although not as extreme as Apple's Reduce File Size PDF compressor. You can also create your own compressor using the ColorSync application and an advanced preference.
- **Keep prior PDF as backup**

  Curio can optionally make a copy of a preceding day's PDF as a backup which is useful if you make a catastrophic change and need to recapture that information.
- **Modify file link paths**

  The file paths for published asset files can be modified to strip out characters that may interfere with certain PDF viewers, as discussed below.
- **URL encode**

  This is a standard technique for encoding spaces, international characters, and other symbols so they turn into numerical codes preceded with a percent sign. Some PDF viewers (like Acrobat) work with URL encoded file path names but others don't. Ideally all would support this and we wouldn't need the other character conversions at all.
- **Strip all potentially unsafe characters**

  Remove any characters from the file name that might not be cross platform such as slashes.
- **Convert characters to ASCII only**

  Changes foreign characters to their simple ASCII equivalents such as á to a. File links with simple characters don't need to be escaped (such as percent-encoded) which provides greater compatibility with various PDF viewers.
- **Convert spaces to underscores**

  Converts a spacebar character into the _ underscore character.
- **Remove spaces**

  simple removes any spaces from the file name.
- **Prefix asset links with file:// scheme**

  Technically Curio creates relative links paths, which means paths to the asset files are relative to the location of the PDF file itself. Relative paths shouldn't need a scheme but some PDF viewers require it.
- **When exporting assets**

  You can optionally include aliased assets (enabled by default) and image assets (disabled by default). Image assets are normally not exported since the images themselves are visible within the PDF itself so probably will not need the actual standalone image files exported.

Additional Details

Embedded PDF Outline

The PDF generated by PDF Mirror includes embedded PDF document outline for easy navigation using PDF viewers that support that standard PDF feature. In Apple's Preview app, for example, choose View > Table of Contents to see the PDF's hierarchical document outline.

The PDF outline is part of the PDF standard so most standards-following PDF readers should support it. Zengobi has tested it with the macOS Preview and Adobe Reader apps as well as the following iOS apps: Dropbox, Readdle's PDF Export and PDF Viewer, Good.iWare's GoodReader, Branchfire's iAnnotate PDF, and LiquidText.

Clickable Links

When you export idea spaces via Export as PDF or PDF Mirror, the resulting PDF will have clickable links for:

- Weblink figures, like a URL dropped from a browser into an idea space.
- Figures with URL actions.
- Weblinks and figure URL actions that are inner project hyperlinks (ex: curio://?ideaspace=062…).
- Idea space links to other inner project idea spaces.
- Jump anchors to inner project locations.
- Figures with jump actions to inner project locations.
- Figures with first, last, previous, or next idea space jump directions.
- For PDF Mirror, you have the option of exporting assets as well, such as images and documents, so those figures would have links to their corresponding exported asset files. See the note below for compatibility details.

Limitations

Curio doesn't generate PDF links for a selection of text within a text figure that has a link attribute. This is a tricky one to solve as (a) Curio would have to scan all text figures when exporting to find any NSLinkAttribute attributes which could be very slow, (b) the resulting selection may consist of wrapped lines of text complicating the generation of potential PDF annotation link(s).

Supported PDF Viewers

The generated PDF's have been tested using a number of PDF viewers on both macOS and iOS. Here are some notes regarding their ability to handle various PDF features.

- **Text**. In general, all PDF viewers, regardless of platform, should display the PDF itself just fine, with text being rendered beautifully. Text should be searchable and selectable allowing you to quickly find and access information anywhere in your project.
- **Figure Notes**. All PDF viewers should also provide some ability to view figure note annotations usually via a hover, click, or tap of the figure's note adornment. In Preview, for example, you can hover over a note adornment or bring up the Inspector window (via Tools > Show Inspector) then click the Annotations tab to see all note annotations.
- **Web Links**. Likewise, all PDF viewers should allow you to launch any web links associated with Curio web link figures or web link actions.
- **Clickable Asset Links**. Producing clickable assets is a bit tricky. The file links within the PDF are relative links, which means they are relative to the current location of the PDF document itself and should continue to work even if the document is moved to another location/platform either manually or via sync.
    - **Mac Apps**
        - [PDF Viewer](#) from PSPDFKit works very well with file links.
        - [PDF Expert](#) from Readdle works very well with file links.
        - [Acrobat Reader](#) supports relative file links. You may need the following modify file link paths preferences: URL encode. Alternatively, if you wish to also be compatible with iOS readers which don't support URL encoding yet you may use these instead: Strip all potentially unsafe characters, Convert characters to ASCII only, Convert spaces to underscores. For images they will open in a browser window, otherwise Acrobat simply reveals the file in a Finder window. Presumably for security purposes it doesn't automatically launch the file.
        - Apple Preview on the Mac doesn't appear to support file links of any kind, perhaps for security reasons.
    - **iOS Apps**
        - [PDF Expert](#) from Readdle works very well with file links *if* you store files in their iCloud app-specific folder, called "Documents by Readdle", as they auto-sync the entire folder hierarchy ensuring access to all linked-to files.
        - Otherwise, iOS apps which have adopted Apple's "document browser" API introduced in iOS 11 to access synced services such as Dropbox, iCloud Drive, Box, etc, may have some issues:
            - Apple's API currently [doesn't](#) give developers access to easily sync a folder hierarchy which is required to handle file links.
            - Previously a workaround was to use the File app to copy the PDF file and the subfolder containing the linked-to files into "On My iPad" or "On My iPhone".
            - Then, you could use an app such as PDF Viewer to look into "On My iPad" and open the PDF file and the links would work!
            - However, now it seems they either do nothing or show a "no handler found" error.
            - So we may need to wait until Apple expands the API with the additional support developers need.

Reference Types PRO

References are detailed in the section on creating [reference links](#).

Custom Variables PRO

Using the [project inspector](#), Curio Professional users can create their own global and per-project custom variables, such as *Author* and *Class*, which can then be used within Curio using the variable markup syntax when editing, such as `{{Author}}`. Those variables are then replaced dynamically when rendered.

Custom Variables vs Custom Data

A related feature is [custom figure data](#). In short:

- **Custom variables** are text replacements for variables you create and use throughout your project. For example, you can create a custom variable named *Author* and give it a value of *George*, then use the `{{Author}}` variable markup syntax in your project's text figures.
- **Custom data** allows you to create project-wide formatted keys, such as *Price* or *Score*, and then assign values to those keys *for each figure*, adding custom meta data to every figure for searching and export purposes.

Viewing Custom Variables

Use the scope popup to view and create custom variables that are just for this specific project, or that are globally available for all projects.

The variables are always displayed sorted by name.

Adding a Custom Variable

1. Choose the scope of the variable: either just for this project, or globally available for all projects.
2. Click the Add Variable button and type in a variable name.
3. Press Tab to move to the value field and then enter its value.

Key	Value
Class	Computer Science 101
ClassYear	2021
Semester	Fall

Custom Variables

Show this project's custom variables

Add Variable   Delete Variable

> **Naming Conventions**
> Local project variables will take precedence over globals that have the same. For example, a project variable named `Author` will override a global `Author` variable, created in the past or even in the future. This precedence can come in handy if you want to override a global on purpose for a specific project, essentially making the global a default value. However, if you use a lot of global variables that you don't want to accidentally override, then you may want to come up with a naming convention to make sure those are distinct.

Editing a Custom Variable

To edit a custom variable's name or value, double-click its name or value field, change the text, and press Return.

> **Important**
> Note that changing a variable's name does not replace any uses of that variable in your project or in other projects. You would still need to manually change those text figures as necessary.

Deleting a Custom Variable

To delete a custom variable, select the variable and click Delete Variable or press the Delete key.

> **Warning**
> You cannot undo the deletion of a custom variable, although you can simply re-create it. Any uses of that variable in text figures in this project or other projects will still remain in place.

Importing Custom Variables

1. From the popup choose either this project's variables or the variables available to all projects.
2. Click the Import button and choose a comma-separated value (CSV) file of variable names and values. Each `name, value` pairing must be separated by a new line. If a name or value contains a comma then enclose the text with quotes: `Course Instructor, "Al Einstein, PhD"`
3. New variable entries will be made using the contents of that file.
4. If a variable name already exists then that existing entry will be updated with the new value for that variable name from the file.
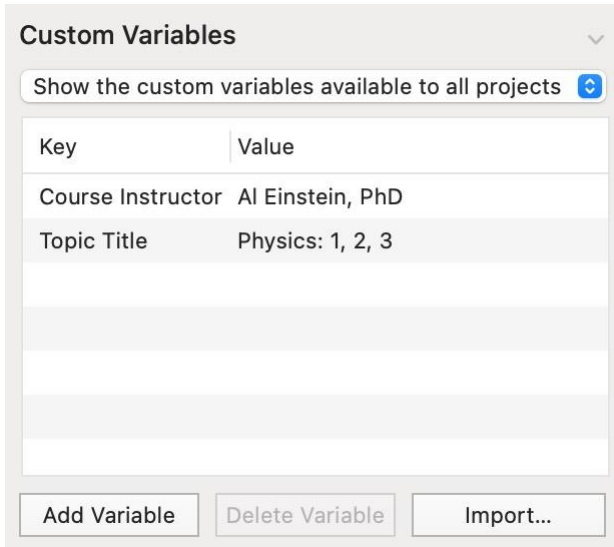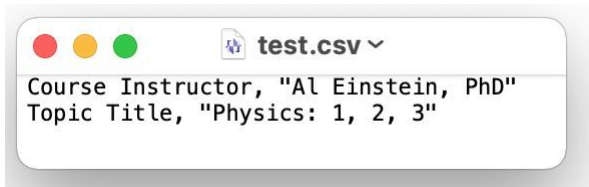
Using a Custom Variable

You can use your custom variables in several locations within Curio.

Within Text Figures

When editing a text figure use the `{{VariableName}}` syntax such as `{{Author}}`.

Helpfully Curio will show you an autocomplete popover as you start typing within a Curio text figure. For example type `{{a` and the popover will show all the custom variables that start with `a` such as `Author`. Use the arrow keys to choose one and press Return and the word is autocompleted for you and the ending `}}` appended if necessary.

Insert > Custom Variable

You can also select the variable from the Insert > Custom Variable main menu submenu, which will insert the syntax for you, creating a new text figure if one is not currently being edited.

Within Figure Notes

You can also use the `{{VariableName}}` syntax (as well as normal Curio variables like `{%IdeaSpaceName}`) in figure notes. These variables are dynamically replaced when the figure tooltip is displayed, when figure notes are copied or exported as text, and as popup tooltips in PDF exports.

Within Print Headers and Footers

Simply use the `{{VariableName}}` syntax such as `{{Author}}`. Note that autocomplete doesn't assist here.

Within Idea Space Template Titles

You can also use the `{{VariableName}}` syntax in personal and master idea space template titles which are then replaced when you add an idea space to your project using one of those templates. They aren't replaced dynamically after that point, however.

Optional Casing

You can optionally append one of the following casing extras to the variable preceded by a `/` symbol:

- uppercase
- lowercase
- capitalize

For example, `{{Class/uppercase}}` will result in `COMPUTER SCIENCE 101`.

Advanced Project Options PRO

Using the project inspector you can set up a number of advanced options for your project.

Project Password

Set a password for your project so that it cannot be opened unless the password is re-entered. The contents of your idea spaces and many ancillary files within the project package are then encrypted and decrypted using the AES-128 algorithm.

Note when a project is encrypted you cannot see the status of the project in the Projects Gallery or Status shelf until the project is opened, or use Quick Look in the Finder to see a preview or thumbnail, or use Spotlight to search for items in the project.

Encrypting and decrypting a large project will take a few moments to complete, do not force quit Curio when this is occurring!

> **Warning**
> Any embedded assets, including documents, images, and audio and video recordings, will not be encrypted. If you need to encrypt everything in your Curio project — including all embedded assets — we'd recommend using either a volume protected with FileVault, or an encrypted disk image that you use to store your Curio projects (perhaps one disk image per client, for example). Alternatively, you can use an application such as Knox which can automate the creation and sizing of encrypted disk images.
> **If you forget your password, your data will be lost. Zengobi cannot decrypt the project.**

Project Backups

Override the global backup settings specified in Curio's Settings so this project has unique backup properties. For instance, you might specify that an especially large project is backed up every 3 days.

Asset Library Location

You can tell Curio to use an external asset library folder so it can be indexed by Spotlight.

Normally embedded assets are stored within a file folder located within the project file package, which you can see if you right-click on the project file in the Finder and choose Show Package Contents. However, Spotlight cannot index within package files therefore you can't use Spotlight to search their contents.

You can choose whether Curio should store your project's asset library within the project file or external to the project file, in a .curioLibrary folder which sits alongside your .curio project file. Operations within Curio automatically support external library folders such as File > Save As, Save To, Duplicate, and Rename, File > Create Archive, Quick Look, and the automatic project backup feature described elsewhere.

> **Important**
> You must make sure both the .curio and .curioLibrary files have the same file name and are kept together, otherwise Curio will be unable to open the project file.

Lock File

A project lock file is useful when sharing a project using a service such as Dropbox or a network file server to make sure more than one person doesn't attempt to make changes to the project at the same time.

When set to automatic Curio will determine on its own if a lock file should be created. Alternatively, you can force a lock file to be used or not used if you wish.

> **Mac App Store Restriction**
> Note that due to sandboxing restrictions both the external asset library and lock file features are only supported for projects stored in the Projects folder specified in Curio's Settings.

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.

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

The Organizer sidebar toolbar button can be used to toggle the display of the Organizer or open a specific section or feature within the Organizer:

• Click the toolbar button's icon to instantly toggle the display of the sidebar.
• Click on the button's dropdown arrow to see the menu of display options.

There are also a couple of keyboard modifier shortcuts that may be useful:

• If you Option-click the Organizer sidebar toolbar button you will instantly toggle the display of sections.
• If you Shift-click the Organizer sidebar toolbar button you will instantly toggle the display of masters.

Create a New Item in the Organizer

Click the Add Organizer Item toolbar button and, from the popup that appears, choose whether you want:

1. A blank idea space,
2. A new idea space using the same style or template as the current idea space,
3. An idea space from the Idea Space Gallery,
4. A blank rich text document (technically RTFD so it can contain graphics, too),
5. A folder, used as a lightweight grouping of other Organizer items,
6. A section, used as a heavyweight division within your project,
7. 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 the 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 the Organizer > New Blank Idea Space menu item, or right-click in the Organizer and choose New Blank Idea Space.

Instantly Create and Link to an Idea Space via Text Figure

1. Right-click on an existing text figure.
2. Choose Create Linked Idea Space.
3. A new idea space will be created as a next sibling of the current idea space with the same title as the text figure.
4. A jump action to that new idea space will be created and associated with the text figure.
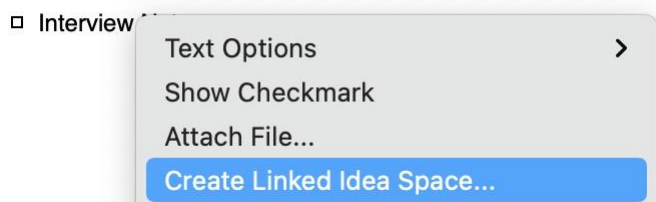
This feature supports several customizations that can be applied via advanced settings.

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.

Pinning an Organizer Item

You can pin an Organizer item so it will appear in the bundled *Pinned* Smart Filter which is always displayed at the very top of the list of Smart Filters so you can quickly see and access your pinned idea spaces and other Organizer items.

• Right-click on an item within the Organizer and choose Pin to pin the item, else Unpin to remove the pin.

When you pin an item, if the Smart Filters are not visible, the Organizer filter panel is made visible and sized so you can see your Smart Filters.

Assigning a Label

In addition to using the Labels panel in the meta inspector panel described below, you can also change the associated label via the Organizer context menu.

• Right-click on an item within the Organizer and choose a label from the Label submenu. Only one label can be associated with an Organizer item.
• You can use the Organizer filter and Smart Filters to keep track of Organizer items that are associated with specific labels.

Assigning Tags

In addition to using the Tags panel in the meta inspector panel described below, you can also change tags via the Organizer context menu.

• Right-click on an item within the Organizer and choose a tag from the Tags submenu. One or more tags can be associated with an Organizer item.
• You can use the Organizer filter and Smart Filters to keep track of Organizer items that are associated with specific tags.

Create a Duplicate of an Existing Organizer Item

• There are many ways to duplicate an existing item: Choose the Edit > Duplicate menu item, 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:

1. You'll know it's an alias because its title is italicized and its preview icon has a little alias curl in the corner.
2. The title of the alias can be renamed to anything you wish and it will not change the original.
3. 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.
4. You can right-click on an alias and jump to the original.
5. Duplicating an alias creates another alias to the original, it doesn't create an alias to the alias.
6. You can hierarchically organize aliases just as you would any other Organizer item, including adding idea spaces as children under the alias.
7. You can delete an alias and this will not impact the original.
8. 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 navigation area of the inspector bar to do this.

Display Options

1. 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.
2. Sort Organizer items by right clicking on an item then choosing a sort method from under the Sort Siblings By submenu.

Organizer Meta Flags Column

A new meta flags column will appear on the right-side of the Organizer if you associate certain meta attributes with your Organizer items including:

- The assigned label color.
- Whether the item has any associated meta notes.
- One or more tag images for any associated tags.

Clicking on a flag will allow you to change that related item:

- Clicking a label color flag allows you to choose a different label coloring.
- Clicking a note flag reveals the notes floating window for editing. Clicking the note flag again for the same item will hide the notes window.
- Clicking a tag image flag shows a popup of other tags in the same tag set so you can uncheck the current tag or choose a different tag. Holding Option when clicking the flag shows all available tag sets and tags.

The flags column can display up to 7 flags for an item and will automatically size itself as needed. You can hide the flags column via the View > Hide Organizer Meta Flags menu item.

Organizer Numbering Column

You can reveal an Organizer column which shows the numbering of the items in the Organizer. This feature, plus the Organizer > Go to Organizer Item Number menu item, is useful when you would like others to jump to a specific Organizer item number in a shared project, for example.

You can toggle the display of the count column via the View > Show/Hide Organizer Count Column menu item.

Note the displayed number is simply based on the flattened, sequential ordering of items in the Organizer. It is not based on print or export restrictions, page setup settings, printed or PDF exported idea space page spans, etc.

Idea Spaces

We'll go into great detail on how idea spaces work here.

Organizer Documents

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 with be removed thus moving the file into your project. If Option is held then an alias to the original file is stored instead.

> **Important**
> Please note that some sync servers, like Synology Cloud Station servers, do not support aliases to files so any aliases created in Curio will break!

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 to 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.

Sections

To reflect a real-world metaphor, if a Curio project is a binder, then a Curio section is a tabbed section within that binder. However, unlike a real-world section, a Curio section can be arranged into a limitless hierarchy.

For example, let's say you have a Curio project called "Biology" for a class in college. You could create the following sections to organize your project:

```
    Classes
    Labs
    Papers
```

For a more complex example, let's say you are a product manager in charge of "Super Product". You could create the following section hierarchy to organize your project:

```
    General Notes
    Development
        Meetings
        Specs
        Focus Groups
    QA
        Meetings
        Resources
    Marketing
        Meetings
        Analysis
    Sales
        Meetings
        Data
    Support
        Meetings
        Customer Feedback
```

An important point to consider is that you can't print or export multiple sections simultaneously. A section really is like a mini-project within your overall project. Even child sections are independent of their parents.

You will see the section name in several places within Curio such as the title bar, the Status shelf task list, and the Search shelf's result list. You can search within the entire project or just a specific section.

Working with sections listed in the Organizer is just like working with other Organizer items. Thus renaming, deleting, rearranging, indenting, etc, are managed in the same way.

> **Important**
> On very rare occasions, a *Recovered Items* section can appear on project load if Curio finds orphaned Organizer items (idea spaces, folders, documents) in the project's internal asset library. Generally this only occurs if a project is corrupted perhaps due to an incomplete cloud sync. You can drag items out of this section into another section so they are no longer orphaned.

Toggle the Display of the Sections Panel of the Organizer:

- Click on the dropdown arrow on the Organizer sidebar toolbar button and choose the Show Sections item in the menu that appears.
- Alternatively you can also Option-click the Organizer sidebar toolbar button to instantly toggle the display of sections.

Create a New Section

- Use the Add Organizer Item toolbar button and choose Section, or choose the Organizer > New Section menu, or right-click in the Sections panel and choose New Section.

Open a Section

- Click on the section within the Sections panel. The Organizer will refresh itself and display the idea spaces and folders contained in the selected section.

Moving or Copying Items into a Section

- You can use cut/copy/paste to move Organizer items into a section. You can also drag-and-drop those items into a section, holding Option down if you wish to create copies. If you release a drag on top of section then the dropped items will be appended to the end of the section. However, if you pause while hovering over the section then it will automatically open allowing you to place the dropped items into a specific location within that section's idea space hierarchy.

Folders

To continue the real-world metaphor started above, if a Curio project is a binder and a Curio section is a tabbed section within that binder, then a Curio folder is a folder within a section.

So, if a section is a heavyweight division of your project and is displayed in Status and Search results, a folder is extremely lightweight and is essentially invisible outside of the Organizer.

For example, use a folder to group a series of meeting note idea spaces created on a given day. Or to collect several idea spaces that reflect rough design drafts.

Clicking on a folder won't display anything within the idea space view because there's nothing to display. And, if you click on a folder to print or export it, Curio will automatically assume you want to print or export the contents of the folder.

Working with sections listed in the Organizer is just like working with other Organizer items. Thus renaming, deleting, rearranging, indenting, etc, are managed in the same way.

Create a New Folder

- Use the Add Organizer Item toolbar button and choose Folder, or choose the Organizer > New Folder menu, or right-click in the Organizer and choose New Folder or New Folder From Selection.

Moving or Copying Items into a Folder

- You can use cut/copy/paste to move idea spaces or other folders into a folder. You can also drag-and-drop those items into a folder, holding Option down if you wish to create copies.

Trash

When you select and delete any item from the Organizer, including sections, idea spaces, Organizer documents, and folders, they will be moved to a new Trash section in the Organizer. Items in the Trash will be automatically discarded when the project is closed.

> **Important**
> The Trash will automatically empty when you close your project. It is only a temporary Trash for the current editing session.

The purpose of this temporary, session Trash is for quick recovery of idea spaces or sections that you may have inadvertently deleted.

Why Not Undo?

When you delete an item from the Organizer, Curio asks you to confirm the deletion, then deletes the item. This is not an undoable action because Curio's undo systems are independently managed by each idea space. That way you can undo actions performed in one idea space without undoing actions made in another. There is no "global" undo manager. (This is identical to the way Xcode operates, for those familiar with that app.)

Apple's Keynote app, on the other hand, offers a single, global undo stack. This means undoing will step you back in time changing items in the current slide, other slides, plus slide creations, rearrangements, and deletions. It's all one big undo stack so you can't undo only the slide arrangement changes, or only changes to a specific slide, without undoing unrelated actions.

Our Solution

The session Trash is Curio's solution to this issue. It offers the flexibility of giving the user a way to "undo" a mistaken deletion while still maintaining independent undo stacks for each idea space.

It is important to note this isn't an ever-growing Trash, like the Finder's, that would quickly bloat your project requiring you to periodically remember to empty it. Nor is it one that automatically deletes items that are more than x days old, as that adds a number of complexities. For that you might want to learn more about the new Archive section discussed below.

Its purpose is simply for the recovery of Organizer items inadvertently deleted during this session.

Delete Items from the Organizer and Send Them to the Trash

1. Select the items you wish to delete then press the Delete key. Alternatively, you can also drag items directly to the special Trash section.
2. A confirmation alert will appear so you can confirm the deletion, noting that the selected items and any child items will be moved to the Trash then permanently deleted when you close the project. In this alert you can choose to move items to the Archive section instead, which is discussed below.
3. If you confirm the deletion then the items are moved to the Trash and the Trash section icon will become tinted red to indicate that the Trash now contains items.

Recovering Items from the Trash

1. Open the Trash section either by clicking its icon the sections area or by choosing the Show Trash Section from the Organizer sidebar toolbar button.
2. Drag items out of the Trash and into any section of your project. While dragging you can hover over a section to jump into the section for more precise placement within that section's contents.

Characteristics of Items in the Trash

1. The Search shelf will ignore items in the Trash unless you specifically choose the Trash via the Search shelf's scope popup.
2. The Project Library shelf will ignore items in the Trash unless you specifically choose the Trash via the Library shelf's scope popup.
3. Trashed items are not listed in the Navigator bar's popup list of project idea spaces.
4. Trashed items are not exported or synced along with other project items.
5. Trashed items cannot be rearranged, renamed, assigned a color label, or deleted within the section or Organizer areas.
6. New Organizer items cannot be created in the Trash.

What Happens to Items in the Trash?

• When you close the project, the project Trash is automatically emptied and everything is sent to the Finder Trash.

Emergency Recovery

• In emergency situations where you've deleted idea spaces, confirmed the deletion, and closed the project so the project Trash is emptied, you can now drag an idea space .curioAsset file from the Finder Trash into the Organizer and Curio will be able to restore the idea space and any text figures. However, any other asset figures that existed on the idea space, such as files or images, cannot be restored, as they are not a part of that single .curioAsset file (unless they still exist in the project if another existing idea space references them), but you can drag them out of the Finder Trash as well if you wish.

Archive

Curio includes a special Archive section which can be used for long term storage of items that you may have been tempted to delete but want to hold onto just in case.

The Archive is a perfect long term storage place for items you want to keep around, just in case you need to reference them, but they aren't active components of your project and therefore don't need to turn up in searches, exports, etc.

Move Items to the Archive

1. Right-click on selected Organizer items and choose Move to Archive.
2. Or, drag one or more Organizer items directly to the Archive section.
3. Or, press the Delete key then click the Move to Archive button in the confirmation dialog that appears.

Characteristics of Items in the Archive

1. Archive items are not loaded into memory on project load but only as needed.
2. The Search shelf will ignore items in the Archive unless you specifically choose the Archive via the Search shelf's scope popup.
3. The Project Library shelf will ignore items in the Archive unless you specifically choose the Archive via the Library shelf's scope popup.
4. Archived items are not listed in the Navigator bar's popup list of project idea spaces.
5. Archived items are not exported or synced along with other project items

Filter

Filter the items displayed in your project's Organizer with the filter panel, located at the bottom of the Organizer.

Examples:

• Everything modified in the last 2 weeks: `modified last 2 weeks`
• Everything with the label *Needs Client Approval*: `#label/NeedsClientApproval`
• Everything associated with the *Important* tag: `#important`
• Everything a title containing the word *lecture*: `lecture`

Filter Scope

By default the filter searches only the current section and will refresh the results if you choose a different section. Alternatively you can use a [scope](#) parameter to change the scope to the current section tree (`scope:s/`) or even the entire project (`scope:/`).

A more advanced option is to override the default scope for all filters so instead of the current section, it can be the [current section tree](#) or the [entire project](#).

Organizer Filter vs Search Shelf

The Organizer filter panel filters the list of displayed items in the Organizer; the [Search shelf](#) is used to search for figures and idea spaces and presents the results in a list.

Show the Filter

- Click the Organizer sidebar toolbar button dropdown arrow and choose Show Filter, or choose the View > Show Filter item from the main menu.

> **Tip**
> If the filter is not visible, press ⌥⌘F (Edit > Organizer Filter) and the filter will reveal itself, you can do a filter query, then press ⌥⌘F to clear and autohide the filter. Otherwise if the filter was already visible then ⌥⌘F simply brings focus to the filter's search field.

Cancel the Filter

- If a filter is active then click the little x in the filter search field to clear it.
- Alternatively to clear the filter and hide the filter panel click the Organizer sidebar toolbar button's dropdown arrow and choose Hide Filter, or choose the View > Hide Filter item from the main menu.

Entering Filter Criteria

- Enter your [search criteria](#) into the filter search field and press Return.
- You can also use helpful *keyboard* button next to the query field to choose meta parameters to help build your query expression.

The Organizer will refresh to display the Organizer items that match your query expression.

Smart Filters

Smart Filters are saved filter queries that you can create.

They are displayed within the filter panel under the filter query. You can resize the filter panel if necessary to reveal any Smart Filters. These Smart Filters are dynamic, constantly updating themselves as you work in your project.

Alongside each Smart Filter is the count of found items, allowing you to see at a glance how many idea spaces are labeled *Hot* (`#label/hot`), or tagged *Urgent* (`#urgent`), or modified in the last week (`modified last 1w`). With a quick click you can view those results and jump to specific idea spaces.

Smart Filters are displayed in sorted groups in this order: project-specific filters, global filters, and then bundled filters. An exception is made for the *Pinned* bundled Smart Filter which is always displayed at the very top.

Creating a Smart Filter

1. Enter your a filter query as described above and perform the search.
2. Click the + button alongside the query field to save the current filter as a Smart Filter. Give it a name and choose whether this Smart Filter is only for this project, or if it should be made available in all projects.

The filter panel will expand vertically, if necessary, to reveal your Smart Filters.

You will note that the color of the icon alongside each Smart Filter indicates if it is a project, global, or bundled Smart Filter.

Optionally, you can intermix all the Smart Filters together, or hide the bundled Smart Filters.

Revealing Smart Filters

- The Smart Filters are in the filter panel. If you can't see the filter panel click the Organizer sidebar toolbar button dropdown arrow and choose Show Filter, or choose the View > Show Filter item from the main menu.
- You can resize the filter panel upwards by dragging on its splitter to reveal the scrollable list of Smart Filters.

Using a Smart Filter

- Click a Smart Filter to make it the active filter, automatically filtering and refreshing the contents of the Organizer based on its query parameters.

Canceling a Smart Filter

- Click the little x in the filter search field to clear it.
- Alternatively to clear the filter and hide the filter panel click the Organizer sidebar toolbar button's dropdown arrow and choose Hide Filter, or choose the View > Hide Filter item from the main menu.

Editing a Smart Filter

- Double-click a Smart Filter to edit its title, query expression, or project vs. global setting.

Deleting a Smart Filter

- Select a Smart Filter and press the Delete key to delete it.

Pinned Smart Filter

Curio includes a *Pinned* Smart Filter (with a `#meta/pinned` query) which is always displayed at the very top of the list of Smart Filters so you can quickly see and access your pinned idea spaces and other Organizer items. You can pin an item in the Organizer via the right-click context menu.

By default the *Pinned* Smart Filter only searches the current section, however, you can make it show all pinned items in the entire project if you wish.

Navigation Controls

At the far right corner of the inspector bar you'll find a series of navigation controls to help you move around your project and manage what you see in the main content area of the window.

The Splitter Button

- The splitter button is used to open up or close the secondary idea space split view. Option-click on this button to switch the secondary view between the side-by-side and above-below layouts

The Bookmarks Button

1. The bookmarks popup button can be used to create bookmarks to easily jump to points within your project. You can either create a bookmark to an Organizer item such as an idea space, or you can create a bookmark figure. A bookmark figure is a positionable figure which is placed into the current idea space and is useful if you want to mark a specific location within an idea space.
2. Both bookmarks and bookmark figures can be named and assigned one of eight colors for quick identification. All bookmarks are listed in the bookmarks popup in the navigator bar and can either be sorted by name or color
3. To jump to a bookmark or a bookmark figure simply select the item in the bookmarks popup.
4. Option-clicking a bookmark figure's adornment will cycle through the available bookmark colors.
5. To remove a bookmark, choose Remove Bookmark from the bookmarks menu. To remove a bookmark figure, select it on the idea space and press Delete.

The Navigator Button

- The navigator is a popup display showing the complete hierarchy of the current section or project so you can select and instantly jump to another Organizer item. In many cases you can leave the Organizer hidden and simply use the Navigator popup instead.

The Back/Forward Buttons

- The back/forward buttons are available to move back in history, to the idea space or Organizer item you were recently viewing, or forward in history. Just like a browser's back/forward buttons. You can also hold Option while swiping left/right with your mouse or trackpad.

The Previous/Next Buttons

1. The previous/next buttons are available to move to the previous or next item in the Organizer. You can also swipe left/right with your mouse or trackpad.
2. If you hold Command down then the buttons change to indicate that clicking will move you to the first or last item in the Organizer.

Inspector

To view the inspector panel for the selected Organizer item, make sure a figure on the idea space isn't selected (click on the background of the current idea space if necessary) then either:

- Click an appropriate icon in the inspector bar, or
- Click the Inspector toolbar button to open the inspector shelf.

Tags

You can associate one or more tags with your Organizer items using the Tags inspector panel. Note you can also assign tags by right-clicking on an Organizer item and choosing one from the Tags submenu.

Working with the tags inspector for Organizer items is identical to the figure tags inspector.

After assigning tags to your Organizer items you may want to learn more about:

- The Organizer Meta Flags Column allows you to easily see which items have associated image tags.
- The Organizer filter and Smart Filters which can be used to keep track of Organizer items that are associated with specific tags.

Labels

A colored label can be associated with your Organizer items, akin to the Finder's color tags.

You can use the Label inspector to make the label association but also customize the global color and text associated with that label.

When an item is labeled, the preview or icon displayed in the Organizer displays a border using the label color. This allows you to visually flag certain idea spaces, sections, or folders.

After assigning tags to your Organizer items you may want to learn more about:

- The Organizer Meta Flags Column allows you to easily see which items have color labels.
- The Organizer filter and Smart Filters which can be used to keep track of Organizer items that are associated with specific labels.

Assigning Labels

- Click on a label row to set the selected Organizer item to that label. A checkmark will appear next to the label associated with the selected Organizer item. You can also assign a label by right-clicking on an Organizer item and choosing one from the Labels submenu.

Changing Label Color

- Click on the label color well to change the color.

Changing Label Text

- Double-click on the label text to change the text.

Defaults

- Click "Copy to Defaults" to make these labels the new global defaults.
- Click "Restore Defaults" to restore this project's labels using the global settings.

Notes

To view the notes associated with the selected Organizer item or figure click the Notes button in the inspector bar.

The notes inspector allows you to enter miscellaneous notes that will be associated with the selected item.

Entering a Note

The notes inspector window allows you to enter any rich text, with full support for multiple fonts, sizes, colors, paragraph formatting, and even images.

Note Adornment

When a note is associated with a figure then a little note adornment is displayed next to the figure. If you click the adornment, the notes inspector window will appear allowing you to change notes. If you remove all the contents of the note then the note is deleted entirely and the adornment is removed.

Searching Notes

For figures, notes are searched when using the Search shelf. For Organizer items, notes are searched when using the filter.

Printing Figure Notes

You can print the notes associated with the selected figure via the File > Share menu or Share toolbar button. Note the Include Figure Notes When Copying/Sharing Text item in the Share menu which is useful when you want to include notes with copied or exported figures.

Info

To view info associated with the selected Organizer item or figure click the Info button in the inspector bar.

Organizer items and figures can have various miscellaneous bits of info that Curio collections under the info inspector.

Title

View and edit the title of the selected Organizer item or asset figure.

Identifier

A identifier that you can assign to the item. This field has a few use cases:

- Curio Professional's Master Templates feature uses this identifier to map between figures when [changing master templates](#).
- If a text figure has an identifier of `{%IdeaSpaceTitle}` then the figure's content and the idea space's title in the Organizer will automatically stay in sync regardless of which one you change.

Filename and Location

If the item has an underlying file then its name and location appears here.

If an asset file is embedded within the project then renaming an asset figure here will rename the underlying asset file.

Date Stats

View the date the item was created, added to Curio, and last modified.

Action Button

The action button allows you open or reveal the underlying asset file using the Finder. If the asset is an alias then you can choose to convert the asset into an embed asset by copying the original file into the project's internal asset library. You can also choose to swap the underlying file with a new file which you will choose using a standard Mac open dialog.

Restrictions

Specify restrictions such as whether a folder, idea space, or figure is printed, exported, or presented.

Restrictions are automatically inherited by the children of Organizer folders and idea spaces.

For example, say you have an Organizer folder with the "exporting allowed" checkbox unchecked. Any idea spaces or folders hierarchically contained within that folder will automatically inherit that restriction as well. And, since they inherit that restriction, and cannot override it, the restriction checkbox is disabled in their Info inspector.

As another example, if you have an idea space with a "no presenting" restriction, then any child idea spaces hierarchically under that idea space will also be skipped when presenting.

This makes it very easy to quickly restrict or un-restrict an entire hierarchy of items just by nesting the items appropriately.

Advanced Options

An advanced option is whether the underlying file is copied or shared when the asset figure is copied. Normally Curio will share the underlying file thus you can have ten references or instances of a giant Photoshop image file scatter throughout your project, but the underlying file will exist only once within the asset library.

On the other hand, you could specify that when the figure is copied then a unique copy of the underlying file should also be made, thus you'd end up with ten separate copies of the Photoshop file stored internally.

The Idea Space

The Curio idea space is the most flexible and magical notebook page you've ever used. Idea spaces are wonderfully freeform and allow you to place anything anywhere on the page.

Terminology

An idea space is just a blank canvas. Like a giant whiteboard, you can write or draw anything anywhere within an idea space. However, unlike a whiteboard, you can also add images, documents, web links, movies, sounds, contacts, mail messages, and calendar events.

The key feature is the amazing, freeform environment supported by Curio's idea spaces. An idea space can be as structured or messy as you wish emphasizing that it's your project notebook and it can look exactly the way you like it.

An **idea space style** defines just the look of the idea space. You can apply a style to a new or existing idea space. The style includes color and grid information, for example, but does not include boilerplate text or other figure elements.

On the other hand, an **idea space template** is a re-usable idea space that defines the look and includes boilerplate figure elements, such as text figures, collections, and images. You cannot apply a template to an existing idea space, as that would wipe out your existing figures. When you use a template you are creating a copy of that original template.

If you change or update the original style or template Curio does not change any instances either in the current project or in projects stored on your hard disk. The change will only be reflected in new instances that you create or apply in the future. However, Curio Professional users have access to **master styles** and **master templates** that allow this functionality which we discuss here.

Working with Idea Spaces

Since an idea space is simply an item in the Organizer, see that section in the Documentation for more information on adding, deleting, and managing idea spaces in the Organizer.

Idea Space Styles

You can easily create new idea space styles containing its background color, texture, and notepaper or grid settings.

Create a New Personal Idea Space Style

1. Click on an idea space in the Organizer.
2. Configure its attributes how you want them using its inspectors. For example, change the background color, grid settings, etc.
3. Right-click on the idea space in the Organizer or on the idea space background then choose "Save As Idea Space Style". Alternatively, you can also do this by choosing the Organizer > Save As Idea Space Style menu item.
4. In the dialog that appears give the style a name. If you save a style with the same name as an existing style then it will simply be replaced.
5. If you then make more changes to the idea space you can right-click and choose Update Style or you can create a new style if you wish.

Apply a Style to an Existing Idea Space

1. Select an idea space in the Organizer to open it.
2. Click the style button in the far left side of the the inspector bar to see the style gallery, or choose a style from the inspector shelf, or right-click on the idea space background and choose Apply Idea Space Style to bring up style gallery.

Create a Brand New Idea Space Based on an Existing Style

1. Click the Add Organizer Item toolbar button then choose Idea Space Gallery.
2. Choose a style from the gallery window that appears.

Managing Idea Space Styles Within the Idea Space Gallery

1. Copy a style simply by drag-and-dropping it into your Personal or, for Professional users, their Master repository.
2. Delete a personal or master style by selecting the style and pressing the Delete key.
3. Share or copy a personal or master style via the right-click context menu.

Idea Space Templates

Curio Standard and Curio Professional users can easily create new idea space templates containing not only its look but also placeholder or boilerplate items such as text figures, mind maps, lists, and images. You can create new idea spaces based on a template.

Create a New Idea Space Template

1. Click on an idea space in the Organizer which you would like to copy as a template.
2. Right-click on the idea space in the Organizer or on the idea space background then choose "Save As Idea Space Template". Alternatively, you can also do this by choosing the Organizer > Save As Idea Space Template menu item.
3. In the dialog that appears give the template a name.

Create a Brand New Idea Space Based on an Existing Template

1. Click the Add Organizer Item toolbar button then choose Idea Space Gallery.
2. Choose a template from the gallery window that appears.

Managing Idea Space Templates in the Idea Space Gallery

1. Create personal template tags by right-clicking in the Personal area in the repositories list on the left and choosing "Add Tag". These tags are unique to the idea space templates repository and won't conflict with tags created for figures in the stencils repository, for example.
2. Organize your personal templates by drag-and-dropping them into different tags. A template can be associated with more than one tag. So, a template can be in your "Favorites" and "Work" tagged collections.
3. Curio Professional users will also see their project's master repository of templates.
4. You can also associate or disassociate a personal template with a tag by right-clicking on the template and choosing a tag in the menu that appears.
5. Rename a personal or master template tag by double-clicking it and entering a new name.
6. Delete a personal or master template tag by selecting it and pressing the Delete key.
7. Copy a template from another repository simply by drag-and-dropping it into your personal or master collection.
8. Edit a personal or master template by right-clicking on the template and choosing Edit Template.

9. Delete a personal or master template by selecting the template and pressing the Delete key.
10. Share a personal or master template by right-clicking on the template and choosing Send to Friend or Send to Zengobi.

Zooming

Curio has many way to zoom in and out of the idea space.

With the Zoom Popup

- The default toolbar has a zoom popup which you can use to pick a specific zoom level.

With the Zoom Slider

1. Right-click and customize the toolbar to add the zoom slider.
2. Double-clicking or Option-clicking the slider will zoom to Actual Size.
3. While hovering over the slider use the scroll area of your mouse to zoom.

With the Menu Bar

1. The View menu offers several menu items with keyboard shortcuts to control idea space zoom.
2. If you hold down the Option key and then click the View menu you'll notice that Zoom to Fit, Zoom to Width, and Actual Size dynamically change to Zoom All to Fit, Zoom All to Width, and Zoom All to Actual Size, respectively, so you can easily change the zoom of all your idea spaces in the current section.

With a Mouse

- Zoom with the mouse by pressing and holding the Option-Command key and then scrolling your mouse or trackpad up and down over the idea space area.

With a Trackpad

- Use the standard pinch gesture.

Via Smart Zoom

Smart Zoom is a feature supported by macOS, if enabled via System Settings > Mouse/Trackpad > Point & Click > Smart Zoom. Double-tap on your mouse or trackpad to zoom. Then double-tap again to restore the zoom.

By default, Curio will Smart Zoom to the figure you're hovering over, else the point you're hovering over, similar to how Smart Zoom works in Safari.

This can be customized in advanced settings.

With the Keyboard

1. Like Photoshop, you can press the Spacebar and Command keys simultaneously and then click the mouse to zoom in.
2. To zoom out, press the Spacebar and Option keys simultaneously and then click the mouse to decrease the zoom level.
3. The pointer will change to a magnifying glass with either a plus sign or a minus sign to indicate whether you're increasing or decreasing the zoom level.

Quick Zoom

1. You can also quickly zoom to fit the idea space within the view by holding down the Q key.
2. When you release the Q key, the view will return to its previous zoom level centered where the mouse was last positioned.
3. This mechanism provides a quick way to navigate a large idea space.

Similarly you can temporarily zoom in for a quick close-up of content under your mouse pointer:

1. Hover your mouse pointer over the figure you want to zoom into then hold down the Shift-Q key combination.
2. When you release that combination, the view will return to its previous zoom level.

Gestures

The following gestures can be performed on a trackpad:

- Pinch/expand zooms the idea space (as does ⌥⌘Scroll with mouse or trackpad).
- If not currently at Actual Size then a double-tap on your Magic Mouse or a 2-finger double-tap on a trackpad will zoom to Actual Size. Otherwise, if already Actual Size, that double-tap will zoom such that the current contents of the idea space fill the display, subtracting out any blank whitespace and centering the view on those contents. Note that you have to have Smart Zoom enabled in your System Settings Mouse and/or Trackpad settings.
- 3-finger swipe up/down goes to the previous/next Organizer item.
- 3-finger swipe left/right goes backwards/forwards in history.

Note that you'll need to make a change in System Settings > Trackpad > More Gestures so that Curio can actually receive 3-finger swipes, otherwise the Mac's system receives them instead.

Inserting Space

In addition to the Dimensions inspector, described below, you can quickly add space to your idea space.

Insert Space to the Bottom or to the Right of the Idea Space

- With no figures selected choose either "Space at Bottom of Idea Space" or "Space to the Right of Idea Space" from the Insert menu.

Insert Space Below or to the Right of the Selected Figures

1. Select one or more figures then choose either "Space Below Selected Figures" or "Space to the Right of Selected Figures" from the Insert menu.
2. With these options, Curio will add some space to the bottom or right side of the selected figures pushing all figures on the idea space that are located below or to the right of the selected figures. This is useful when you want to add a big gap in the middle of a complex idea space, scooting everything down starting at this location

Insert Space Directly Below or to the Right of the Selected Figures

1. Select one or more figures then *while holding the Shift key* choose either "Space Directly Below Selected Figures" or "Space Directly to the Right of Selected Figures" from the Insert menu.

2. Now Curio will add some space to the bottom or right side of the selected figures pushing only those figures directly affected (recursively) by moving the selected figures below or to the right of the selected figures. For example, if you just want to scoot figures directly below the selected figures down, leaving figures to the sides as-is, then hold down Shift and choose the menu item.

Inspector

To view the inspector panel for the selected idea space, make sure a figure on the idea space isn't selected (click on the background of the current idea space if necessary) then either:

- Click an appropriate icon in the inspector bar, or
- Click the Inspector toolbar button to open the inspector shelf.

Background

To change the background properties of the selected idea space either click the Background button on the inspector bar, or see the Background tab in the inspector shelf.

Style

From a simple white background, to a piece of notebook or grid paper, to a colorful textured backdrop, you can completely customize the look of your idea space. You can even save these looks as personal styles to use them again and again.

At the far left of inspector bar you'll find a Style button which displays a quick, popup gallery for the current idea space. Simply click on a style to update the look of your idea space.

You can also use the mini style gallery at the top of the inspector shelf to do the same thing. And, lastly, you can right-click on an idea space and choose Apply Style to choose a style from the gallery that appears.

All of these interfaces give you an opportunity to choose either a bundled or personal style that you have created. Curio Professional users can also select a master style.

Color

Set the fill color with the Solid, Gradient, or Radial gradient button.

- For solid fills, click on the color well to choose a color from the matrix that appears. Or, Option-click on the color well to go directly to the standard color chooser.
- For linear gradient fills, drag the color stops to adjust the gradient ramping. Double-click on a color stop to edit its color. Double-click on the gradient to insert a new color stop. Drag a color stop down and off the gradient control to remove the stop from the gradient. The resulting gradient will be rendered along the angle specified by the angle slider.
- For radial gradient fills, drag the color stops to adjust the gradient ramping. Double-click on a color stop to edit its color. Double-click on the gradient to insert a new color stop. Drag a color stop down and off the gradient control to remove the stop from the gradient. The resulting gradient will be rendered with a center point located as specified in the point locator control.

You can change the color used to display page breaks by clicking on the page break color well and choosing a new color. To show page breaks, choose View > Show Page Breaks.

Image

Paste or drop an image into the image control or choose an image or texture from the image collection browser. Curio includes several bundled textures, or select a custom folder for Curio to search for images.

You can adjust the opacity of the selected background image using the opacity slider. That way the image can appear on top of a solid or gradient background color.

You can also change the way the background image is scaled. You can choose to have the image tiled over the whole idea space, centered within each page of idea space, or stretched to fit each page of the idea space either proportionally or not.

Grid

Your idea spaces can have visible (or hidden) lined or dotted grids. Adjust the spacing and colors of the major and minor grid lines or dots. You can also independently toggle the visibility and snapping of the vertical and horizontal grid lines.

Transitions PRO

For Curio Professional customers, via the Curio > Settings window you can specify a default transition to use when stepping through idea spaces during presentation mode.

However, this can be customized for a specific idea space if you wish using the transition inspector.

Choose the type of transition you'd like to use, or none if you don't want any animation between slides. Your choices include Apple's standard Core Animation transitions.

Once you choose the type the available transitions will be displayed so you can choose the desired transition.

Dimensions

The idea space dimension inspector allows you to set the size of the idea space and control whether the idea space can automatically adjust its size for its content.

Orientation

By default the portrait versus landscape orientation for the idea space is inherited from the setting specified in the Page Setup dialog. This orientation is used when printing or exporting to PDF. You can override the default and force either portrait or landscape.

Margins

The margins button will bring you to the project inspector so you can specify the margins used on your idea spaces when printing or exporting to PDF. These margins are global for all idea spaces in the project.

Units

At the top you can choose the units used to display the dimensions. You can choose either points, printed pages, or screens.

Width and Height

Enter a width and height and, when you press Return, they will immediately take effect.

You can also use the stepper control next to each field to increase or decrease the value. The stepper generally moves in increments of 1 but, if the units are set to points, you can hold Option to increment by 10, or hold Option+Shift to increment by 100.

Click Resize to Contents to reduce the size of the idea space to its minimum values based on the content currently displayed in the idea space. This calculation takes into consideration the chosen unit of measurement. For example, if you choose Pages as your unit of measurement, then Shrink to Minimum will reduce the idea space to the fewest whole number of pages required to display the current content.

If an idea space is set to automatically grow in size, then as content is placed beyond the current borders of the idea space, it will automatically grow to accommodate it. If you do not wish for the idea space to grow automatically then set both the vertical and horizontal popups to Manually.

A small warning icon will appear next to the width or height field if your idea space is very large – more than 7200 points by default, which is over 100 inches at 72dpi. This is just a subtle warning to remind you that you can spread your work across idea spaces instead of filling a single idea space. While there's no hardcoded limit to the size of an idea space, very large idea spaces can be slow to render or work with depending on the content and your machine hardware.

Defaults

Click Restore Defaults to reset the current dimensions to their default settings. Click Copy to Defaults to save the current dimensions and automatic resizing options as your new defaults for future idea spaces in this project and other projects.

Figures

In Curio, anything placed on an idea space is a figure. It can represent a basic flowcharting shape such as a square or octagon. Or more complex items such as text, images, web links, movies, music, or any type of document. A figure can also represent a collection of contained figures. For example, a mind map or a list outline.

With any type of figure, not only can you specify its look through fonts and colors, you can also specify meta information such as tags, and start/due dates.

Terminology

A **figure** is the most basic entity within Curio such as a text figure, an image figure, a document asset figure, and a line figure.

A **collection figure** is a special type of figure that contains, manages, and positions figures within it. Examples include Curio's list, mind map, table, index card, pinboard, and album collection figures. While a collection figure can contain other figures it cannot contain another collection. For example, you can't place a table into a mind map or an index card into a list.

A **figure style** defines the look of the figure including properties such as color, border, font, and shading. You can apply a style to a new or existing figure.

On the other hand, a **figure stencil** is a re-usable figure that can includes richer data such as placeholder or boilerplate text. You create a copy of a stencil.

A **simple figure stencil** is a stencil that is a single figure. Even if that figure itself is a collection figure such as a mind map or list it and therefore contains figures within it, the collection figure itself is just a single figure, thus it is a simple figure stencil.

A **complex figure stencil** is a stencil made up of multiple figures. A perfect example is a landscaping stencil where flowers, shrubs, and trees are represented by individual figures, images, or grouped figures.

If you change or update the original style or stencil Curio does not change any instances either in the current project or in projects stored on your hard disk. The change will only be reflected in new instances that you create or apply in the future. However, Curio Professional users have access to **master styles** and **master stencils** that allow this functionality which we'll discuss here.

Selection Glow Colors

Figures will glow when selected:

- **Blue:** A normal figure.
- **Gray:** A locked figure.
- **Purple:** An original figure which has synced figure instances elsewhere in the project.
- **Pink:** A synced figure instance of an original figure.
- **Green:** A figure which has a local identifier.
- **Orange:** A leading figure.
- **Yellow:** A following figure or a bundle figure.

Insert Popover

The insert popover can appear in one of two ways:

1. Click the Insert toolbar button.
2. Press the `i` key on your keyboard.

In the popover that appears Curio shows you all the types of figures you can insert into your idea space.

You can select an item with the mouse or trackpad, or use the arrow keys to move around, or press the first letter of the item such as `m` for mind maps (note that some items have different key shortcuts, like Stack = `k`, due to conflicts with other entries).

Basic Shapes

A gallery appears showing off many of the basic figure shapes that can be inserted including simple text figures, lines, and various geometric shapes.

Clicking an item will insert a shape of that style into the idea space.

Double-click the resulting text or geometric figure to add text.

Styled Shape or Stencil

A gallery appears with all figure styles and stencils available within your personal repository, Curio's bundled repository, and any shared repositories you have configured in Settings.

Double-clicking a style or simple stencil will insert that figure into your idea space, or you can select the item and click the Insert button.

Complex Stencils

Complex stencils, which are stencils that contains multiple figures, are displayed in the gallery with the number of figures it contains in parentheses.

Selecting a complex stencil and clicking the Insert button will insert the entire stencil into your idea space. However, double-clicking will drill down into the stencil so you can choose a specific figure within the stencil to insert. You can click the Back button to come back out.

For example, say you have a landscaping complex stencil with figures for various types of trees, plants, and hardscape. You can insert the entire stencil where all of the figures are inserted, or you can double-click and drill down to choose a specific tree figure to insert.

Stencils Library

If you're a frequent user of figure stencils you should definitely check out the Stencils Library shelf module.

List / Mind Map / Table / Index Card / Album / Pinboard

These are all of Curio collection figures which we go into great detail here.

A gallery appears with all appropriate styles and stencils available within your personal repository, Curio's bundled repository, and any shared repositories you have configured in Settings.

Clicking an item will insert that figure into your idea space.

These specific Insert choices have a sneaky feature. If, in the list that appears when you click the Insert toolbar button, you click on the icon next to the item name (like "List" or "Mind Map") then Curio will instantly insert the appropriate collection with its default styling without showing the gallery.

Note that your toolbar can also have a dedicated button for a specific collection type. For instance, a List button that brings you instantly to the List gallery. Right-click on the toolbar and choose Customize to add or remove these toolbar buttons.

Audio Recording

A panel appears where you can configure the audio input and check the audio input level.

Click the Insert button to begin recording.

To stop and play the recording use the media controls in the inspector bar.

Video Recording

A panel appears where you can configure the audio and video inputs and check the audio input level.

Click the Insert button to begin recording.

While recording a floating video preview window will appear so you can see what is being recorded. You can position or close that preview window. Curio will restore the last-saved preview position the next time you record.

To stop and play the recording use the media controls in the inspector bar.

YouTube / Vimeo Video

A panel appears where you can paste in the URL to a YouTube or Vimeo video (such as https://www.youtube.com/watch?v=NQ7kqwbqeil or https://vimeo.com/35396305) and then click Insert.

Curio will then parse the URL to extract out the actual movie name then turn it into an embed URL. A web view with a nice default size is then created, the embed URL is set, and the resulting web view is placed on your idea space ready for viewing.

> **Note**
> For faster embedded videos, simply drag-and-drop a YouTube or Vimeo URL from your browser directly to the Curio idea space and Curio can instantly turn that into an embedded video figure.

YouTube Start/End Parameters

This YouTube video insertion feature supports mapping various flavors of YouTube URL start time parameters, like `t=60` or `t=60s`, to a valid embedded URL `start=` parameter, like `start=60`. You can edit the URL in the inspector bar and manually add an end time if you wish with the `end=` parameter where you specify the seconds value when playback should stop.

Resizing and Moving

You can resize the resulting embedded video by dragging on the figure's selection handles. The figure will resize proportionally maintaining the video's aspect ratio.

Since clicks within the video bounds are processed by the embedded video controller, it's a bit tricky to move the figure, so here are some tips:

- You can move the video if you click and drag on the very edge of the frame, or
- First click *Stop Playing* in the inspector bar, which deactivates the embedded playback control, and then you can click and drag from anywhere in the figure bounds. Click *Start Playing* or double-click the figure to activate the video player again.

Instant Document

A panel appears where you can choose a personal or bundled instant document for inserting. An instant document is a blank or boilerplate document for another application that you can create and install within Curio. Examples include Word documents, OmniGraffle diagrams, or Photoshop drawings. See [more details](#) below.

Equation

An equation editor appears so you can enter your equation using either LaTeX, AsciiMath, or MathML and see an instant, real-time preview. Pressing the Insert button places a high-resolution, resizable PDF rendering of the equation on your idea space or into a currently editing text figure as an inline equation.

Web View

A new web view is instantly inserted into your idea space. Use the controls on the inspector bar to surf within the web view, and to specify and save a specific URL for the new web view.

Resizing and Moving

You can resize the resulting embedded web view by dragging on the figure's selection handles. The figure will resize proportionally maintaining the video's aspect ratio.

Since clicks within the web view bounds are processed by the embedded web content, it's a bit tricky to move the figure, so here are some tips:

- You can move the web view if you click and drag on the very edge of the frame, or
- First click *Stop Browsing* in the inspector bar, which deactivates the embedded web view control, and then you can click and drag from anywhere in the figure bounds. Click *Start Browsing* or double-click the figure to activate the web view control again.

Google Doc

A new web view is instantly inserted into your idea space going directly to the Google Docs web URL. Use the web surfing inspector bar to specify and save a specific URL if you wish to point to a specific document within Google Docs.

See above for tips on resizing and moving this web view control.

> **Note**
> Google is making it a bit more difficult to embed Google docs web views so please see some of the advanced settings you may need to change depending on what Google web apps you'd like to use.

Date and Time

A panel appears where you can choose a pre-formatted date and time. The selected item will appear as a new text figure or inserted into an existing text figure being edited.

Variable

A panel appears where you can choose a special variable which will be dynamically filled out by Curio. For instance, you can insert a variable for the current project name, idea space name, and its last modified date and time. A variable can be inserted as a new text figure or into an existing text figure being edited.

The resulting variable looks like `{%IdeaSpaceTitle}` in your text.

> **Note**
> Curio Professional customers can create their own custom variables!

Optional Date Styles

You can optionally append one of the following styles to the date and time related variables:

- Short
- Medium
- Long
- Full
- ISO8601
- RFC3339

The first few correspond to the Short, Medium, Long, and Full styles found in the Dates and Times tabs in System Settings > Language & Region > Advanced.

ISO 8601 is a standard date and time format which includes time zone information, such as `2021-12-25T15:00:00-0500` indicating the -5 hour EST offset from GMT.

RFC 3339 is similar to ISO 8601 but with GMT/Zulu times such as `2021-12-25T20:00:00Z`, so it adds 5 hours to our EST example to bring it up to GMT/Zulu.

Some examples:

- `{%IdeaSpaceDateAddedShort}` → 1/25/22
- `{%IdeaSpaceDateAddedMedium}` → Jan 25, 2022
- `{%IdeaSpaceDateAddedLong}` → January 25, 2022
- `{%IdeaSpaceDateAddedFull}` → Tuesday, January 25, 2022
- `{%IdeaSpaceDateAddedISO8601}` → 2022-01-25

Dates With Time

The various date-related variables can include the phrase `WithTime` before the style and the date will include the time in the resulting output.

So, instead of using the separate `{%ProjectDateCreatedMedium}` date and `{%ProjectTimeCreatedMedium}` time variables, you can just say `{%ProjectDateCreatedWithTimeMedium}`.

Some examples:

- `{%IdeaSpaceDateAddedWithTimeLong}` → January 25, 2022 at 2:45:24 PM
- `{%FigureStartDateWithTimeISO8601}` → 2021-12-25T20:12:45-05:00

Custom Format

Curio has basic support for custom date formatting via a `Format:` style with a specified date pattern.

For example:

- `{%ProjectDateCreatedFormat:yyyy-MM-dd'T'HH:mm:ssZ}` → 2021-11-16T18:51:41-0500

Optional Casing

You can optionally append one of the following casing extras to the variable preceded by a `/` symbol:

- uppercase
- lowercase
- capitalize

For example, `{%IdeaSpaceTitle/uppercase}` might result in `MY ITINERARY`.

All Variables

Project Variables

- `{%ProjectTitle}`
- `{%ProjectURL}` - a `curio://` hyperlink to the project
- `{%ProjectFilePath}`
- `{%ProjectDateCreated}`
- `{%ProjectTimeCreated}`
- `{%ProjectDateSaved}`
- `{%ProjectTimeSaved}`

Section Variables

- `{%SectionTitle}` - the immediate section which owns this item
- `{%RootSectionTitle}` - the root, top-most section which owns this item

Folder Variables

- `{%FolderTitle}` - the immediate folder which owns this item
- `{%RootFolderTitle}` - the root, top-most folder which owns this item

Organizer Hierarchy Variables

- `{%ContainerTitle}` - the title of the parent containing item that contains the current idea space. This could be a parent idea space, a containing folder, or the current section. If the current section is simply the default section and no other sections exist then the title of the project itself will be output.

Idea Space Variables

- `{%IdeaSpaceTitle}`
- `{%IdeaSpaceURL}` - a `curio://` hyperlink to the idea space
- `{%IdeaSpaceDateAdded}`
- `{%IdeaSpaceTimeAdded}`
- `{%IdeaSpaceDateModified}`
- `{%IdeaSpaceTimeModified}`
- `{%JournalSubtitle}` - inserts a Journal entry's custom subtitle

Figure Variables

- `{%FigureURL}`
- `{%FigureDateAdded}`
- `{%FigureTimeAdded}`
- `{%FigureDateModified}`
- `{%FigureTimeModified}`
- `{%FigureStartDate}`
- `{%FigureDueDate}`
- `{%FigureDoneDate}`
- `{%FigureTagName}` - replaced with the name of the tag associated with a figure, ex: a Stack figure title which dynamically changes based on what tag is associated with the title figure
- `{%FigureTagNames}` - replaced with a comma separated list of all the associated tags (remove tag set prefix, remove spaces)
- `{%FigurePercentComplete}`
- `{%FigureCustomData}` or `{%FigureCustomData:KeyName}` - see Custom Data Variables for details
- `{%FigureCustomDataDelimited}`

Container Figure Variables

- `{%ContainerFigureItemCount}` - replaced with the number of items in the collection figure
- `{%ContainerFigureDateModified}`
- `{%ContainerFigureTimeModified}`

Asset Variables

- `{%AssetDateCreated}`
- `{%AssetTimeCreated}`
- `{%AssetDateModified}`
- `{%AssetTimeModified}`

Other Variables

- Use the [Info inspector](#) to give a figure an identifier of `{%IdeaSpaceTitle}` and the figure's content and the idea space's title in the Organizer will automatically stay in sync regardless of which one you change.
- Use the [Info inspector](#) to give a figure an identifier of `{%IdeaSpaceTagNames}` and the figure's content and the idea space's associated tags will automatically stay in sync regardless of which one you change.

List/Mind Map/Table From File

A standard Mac open panel will appears allowing you to select a file which will be converted into a native Curio list, mind map, or table collection figure, as appropriate. You can also perform this conversion simply by drag-and-dropping a file into your idea space from the Finder.

The import formats currently supported are as follows:

- Lists: OPML.
- Mind Maps: OPML, Mindjet MindManager, iThoughts, MindNode, iMindMap.
- Tables: CSV.

Curio can also export collections in those same formats. Collection import and export conversions are discussed in greater detail in that collection's section later in this documentation.

File

A standard Mac open panel will appears allowing you to select a file to insert into your idea space. Use the popup at the bottom of the dialog to specify whether Curio should:

- Copy and embed the selected files into your project,
- Store aliases to the selected files in your project,
- Move and embed the selected files into your project.

As mentioned below, you can also simply drag files from the Finder into an idea space, which will *copy and embed* by default. Hold ⌥ while dragging to *store an alias*. Hold ⌘ while dragging to *move and embed*.

> **Important**
> Please note that some sync servers, like Synology Cloud Station servers, do not support aliases to files so any aliases created in Curio will break!

Insert Menu

To quickly insert certain types of figures without going through a gallery window you should check out the Insert menu in the main menu bar.

With the menu, as opposed to the Insert popover, you won't see a gallery. Instead the figure will be inserted instantly into the idea space with its default styling.

There are options for the collection figures such as lists and mind maps, as well as menu items for Web Views and Google Docs views. Plus submenus for variables and date/time options.

Insert Other Content

From the Finder

You can drag files from the Finder or your Desktop directly to your Curio idea space.

By default Curio **copies the file and embeds it** within your project's internal asset library. Then appropriate asset figures are created on the idea space itself, like an image asset figure if you drag in an image file.

If you hold ⌘ (Command) down while dragging you will **move the file** into your project, therefore removing the file from its original location.

If you hold down the ⌥ (Option) key while dragging then Curio will **create an alias** to the original file. When you later double-click the file to open it on the idea space you will be opening the original file, not an embedded copy. You can always convert aliases to embedded files at a future date using the Info inspector.

> **Important**
> Please note that some sync servers, like Synology Cloud Station servers, do not support aliases to files so any aliases created in Curio will break!

If the dragged-in file has a `csv` extension Curio will ask if it should be converted into a native Curio table. If the extension is `opml`, Curio can convert it to a list or mind map. For Curio Standard and Professional customers, if the extension is `md` or `markdown`, Curio can handle it as a markdown insert. If the extension is a popular mind mapping file format then Curio can convert it into a mind map. More details on supported mind map import files are in the mind map section of this manual.

Image Text Recognition

Curio uses Apple's Vision framework (`VNRecognizeTextRequest`)to automatically scan imported images for text (aka OCR) which can then be searched for using Quick Find or the Search shelf. The resulting found image figures are highlighted, although the recognized text within the images are not.

All supported languages are listed for your macOS in the Image Text Recognition area of the figure's Info inspector.

Within the figure's Info inspector you can see and edit the detected text and change the language via the actions button to another supported language if you wish:
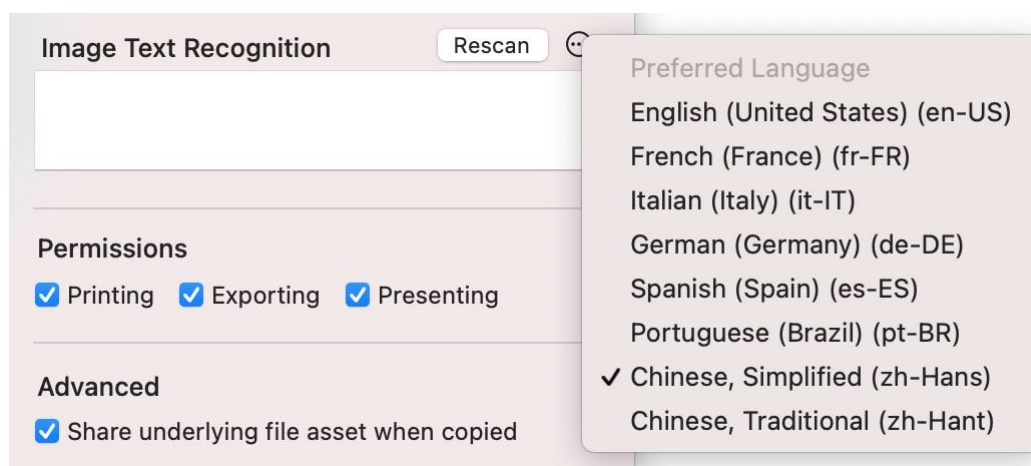
Curio will remember the selected language as the preferred language for future automatic scans when images are added to an idea space.

Experimentally it looks like very neat handwriting is recognized although isn't nearly as accurate as printed text.

As a reminder, if an image figure is selected then press the Spacebar to see the Quick Look preview. *Live Text* allows you to select and copy text directly off that image preview.

From Curiota

Curiota is a *free* companion app from Zengobi that opens up even more productivity with Curio.

Curiota runs silently in the background, consumes very little memory, and has a minimal user interface: you just see a simple icon up in the menu bar. Click on that icon to create quick notes, or drag files and links to the icon to quickly add files.

Curiota also supports print services (so you can "print" to Curiota), works as an macOS Share extension, is accessible via your Services menu, and is easily scriptable.

All of the submitted notes and files are accessible and searchable using Curio's Local library shelf, discussed below. More information about Curiota can be found at www.zengobi.com/curiota.

From the Web

If you are running Safari or another web browser you can select images and text and drag them to your Curio idea space. In most cases, especially for Safari, Curio can determine where the selection came from so we can associate that web URL with the text or image. In the case of text, Curio will add an attribution line at the bottom of the text stating the source URL for the text.

For images, you can right-click on the image and choose Open URL with Browser to jump to its source location. If you drag in a YouTube or Vimeo video URL from the browser to your idea space, Curio will ask if an embedded video figure should be created for easy playback.

You can also drag in selections from Sleuth, Curio's built-in internet research assistant, as it uses Safari's same web rendering engine (WKWebView).

From Mail

You can drag in a message from Mail to embed a copy of the message into your project. When you double-click the message it will be opened and viewed with Mail. Currently you can't drag in multiple messages at the same time.

Generally what Curio receives is a file with an eml extension. If you are having problems with the mail client app that opens the message, say you'd like it to be Outlook for example, then drag a message to your Desktop, use the Finder to Get Info on it and make sure the Open With selection is set to your mail client. Click *Change All* so that all files with that extension are opened with the appropriate client app.

The IBM Notes email client is a bit odd so we have a workaround. First drag the mail message to your Desktop and a dialog will appear asking if you want the full file or a link. Choose a link which will create a inetloc file on your Desktop. Then hold down the Command key and drag that file into Curio which will move the item from your Desktop into your project.

From Contacts

You can drag in people and other contacts from Contacts (or Lion's Address Book) to embed copies of the contact information into your project. When you double-click the contact it will be found and viewed within Contacts, if not found then Contacts will ask if you want to add it.

From Calendar

You can drag in events from Calendar and copies of the event will be embedded into your Curio project.

Curio will maintain a link to the original event in Calendar, if possible. Double-click the Calendar event figure to open Calendar and display details about the event. If Calendar cannot find the event, it will offer to add it as a new event. This is useful if you want to share events with other users by sending your Curio project to them.

Note that Calendar entries are found via the event name. To ensure correct operation, entries in Calendar that are added to Curio should have unique event names. Once added to Curio you can rename the title of the figure Curio creates to anything you want, but the event in Calendar must keep its original name.

From a LinkBack Application

You can paste content copied from any application that supports LinkBack, such as OmniGraffle, directly into your idea space. The content will be displayed in the idea space as it would appear in the other application and when you double-click the figure, Curio will automatically launch the other application to allow you to edit the content.

In the LinkBack-enabled application, copy the content you wish to add to an idea space. then, in Curio, choose Edit > Paste from the main menu to paste the content into the selected idea space of the active project.

The LinkBack data was passed in on the clipboard and is stored with the figure itself—there is no file to import or export.

A visual representation of the content will be added to the idea space. Double-click on the figure to launch the other application and edit the related-content. When you save your changes within the other application, they will automatically be reflected within your idea space.

From an Equation/Formula Editor

In addition to Curio's integrated equation editor, there are many popular equation and formula editors that work quite well with Curio.

Grapher

/Applications/Utilities/Grapher.app - Grapher is actually bundled with macOS and does a very good job creating equations as well as 2D and 3D graphs. Enter equations into the main formula area of the Grapher window. Use the Equation Palette (via the Window menu) to assist with this process, and choose Help > Grapher Help > Shortcuts to learn about their handy equation-entering keyboard shortcuts. Once you have entered your equation you can select the equation itself and copy it to the clipboard where it is stored as a PDF image. Paste that PDF image into Curio and you have a perfectly rendered equation which can be scaled to any size while maintaining full legibility. You can also graph your equation in Grapher, of course, and then copy that as PDF and place that into your Curio idea space, as well.

LaTeXiT https://www.chachatelier.fr/latexit/

LaTeXiT uses the LaTeX engine to generate equations. Simply generate your equation in LaTeXiT and use Edit > Copy to copy it to the clipboard then paste it into Curio. The result is actually a PDF image so it resizes cleanly to any dimension. LaTeXiT supports LinkBack so you can double-click your equation in Curio to continue editing it in LaTeXiT and save the equation to automatically update its rendering within Curio. Note that drag-and-dropping the equation from LaTeXiT into Curio does not include the LinkBack information.

MathType https://www.dessci.com/en/products/mathtype/

MathType can copy PDF renderings of the equation which can be pasted into Curio. The free MathType Lite can generate PNG images for pasting, although resizing isn't as clean as PDF.

From OneNote

Curio can create lists and mind maps from lists copied in from Microsoft's popular OneNote product via Curio's Paste As > List and Paste As > Mind Map. To do this, Curio's parser carefully strips out OneNote's existing prefixes so you end up with just the list items themselves.

For example, if you copy a numbered list from OneNote that used with roman numerals surrounded by parentheses, like `(iii)`, then Curio's Paste As > List will now cleanly remove those prefixes so that Curio's list code can take over the enumeration.

Supported OneNote List Prefix Format #1

Examples: `1., 1), (1), 1st, 1-`

Rule: An optional "(" then a 1 to 3 digit number then an optional "st", "nd", "rd", or "th", then an optional ")" or "." or "-" then whitespace.

Supported OneNote List Prefix Format #2

Examples: `i., iv), (X), xxviii.`

Rule: An optional "(" then a 1 to 6 digit roman numeral then an optional ")" or "." then whitespace.

Supported OneNote List Prefix Format #3

Examples: `a., b), (C), DD.`

Rule: An optional "(" then a 1 to 3 digit letter then an optional ")" or "." then whitespace.

Supported OneNote List Prefix Format #4

Examples: `-, •, ○, §, ·`

Rule: A single punctuation then whitespace.

From TaskPaper

There are a couple of ways to bring TaskPaper tasks into Curio.

Import a TaskPaper File

Drag-and-drop a TaskPaper file directly into Curio Standard or Professional and it can be converted into a list or mind map, or simply inserted as a file asset figure, including any meta tags as mentioned in Importing Meta. In addition, any TaskPaper line entries that aren't tasks (that is, don't start with a -) will be considered as figure notes for the previous line item.

Dragging in a TaskPaper Project Outline

In TaskPaper, drag a project line's dot (located on the left side of the project's title) directly into your Curio idea space to instantly create a Curio to-do list, akin to importing a TaskPaper file described above. You can optionally right-click on the list to turn it into a mind map, if you wish.

Pasting a TaskPaper List

You can also do this via copy and paste. In TaskPaper, simply copy a list of task items then paste into Curio using Edit > Paste As > List. If a project line is copied then it will become the title of the resulting list, and task items will turn into Curio list items. Any meta tags will be handled automatically.

OmniFocus Tip

OmniFocus supports TaskPaper integration so that means it plays well with Curio's new TaskPaper features as well!

Specifically, if you use OmniFocus's Copy as TaskPaper feature to copy a selection of tasks as TaskPaper tasks, then Curio will parse the @defer tag as an alternate to the usual @start tag.

Exporting as TaskPaper

Note that Curio can export to TaskPaper as well! More details below.

From OmniOutliner

Drag an OmniOutliner-generated OPML export file into your Curio idea space and it can be converted into a list or mind map figure.

OmniOutliner Pro Super Powers

OmniOutliner Pro supports custom named columns and, when exported as OPML, those turn into data fields that Curio can import!

Curio will look for specifically named columns in that OPML export and convert that info into meta data.

- Curio also parses OmniOutliner's `_status="checked"` entry that indicates a checked figure.
- Each column name can be customized by clicking on its link below.
- Specified tags and resources must already exist in the project. They will not be automatically added.
- The default date format is the "short" format listed in System Settings > Language & Region > Advanced > Dates, thus like 12/25/18 for US but 25/12/18 for Europe, but can be customized. A time is optional, but the default time format is the 24-hour format like 15:45, but can be customized via Advanced Settings.
- Duration abbreviations for year, month, week, day, hour, minute can also be customized via Advanced Settings.

Column Name	Values	Description
Progress	A number from 0 to 100.	The figure's percent complete. As a note, if a node has children then Curio ignores its Progress value and instead rolls it up from the Progress values set to its child nodes.
Rating	A number from 1 to 5.	The figure's rating value (number of stars).
Priority	A number from 1 to 5.	The figure's priority value from 1 meaning urgent priority to 5 meaning very low priority.
Start	A date with or without time value.	The figure's start date.
Due	A date with or without time value.	The figure's due date.
Duration	A duration string, like 2w.	The figure's duration.
Tags	A comma separated list of tags.	The figure's tags. Tag name only or with tag set prefix: Like, Context.Home, detailed tasks.in flight.
Resources	A comma separated list of resources.	The figure's resources. First or full name: george, steve jobs

Insert from Library

Files stored in Library shelf can be dragged into your idea space, as well.

Project Library

When dragging items in from the Project library, the result will be another asset figure instance of the dragged asset, that is the asset will only exist once in the project's internal library and your new asset figure will simply point to it.

Local Library

When dragging items in from the Local library, the file is copied into your idea space. If you hold down the ⌘ (Command) key while dragging then the file will be moved into your idea space, therefore removed from its original location.

Sleuth Library

Once you complete a search in the Sleuth library you may be able to drag the results, say an image or some text, into your idea space, depending on the site being searched.

Evernote Library

When dragging items in from the Evernote cloud library, the file is downloaded and copied into your local asset library. If you hold down the ⌘ (Command) key while dragging then the file will moved into your idea space, therefore removed from the Evernote cloud. If you hold ⌥ (Option) while dragging then an alias to the Evernote note will be created such that double-click the alias will open the note within the Evernote Mac app.

Meta Import

Special meta text tags are now parsed and extracted when:

- Importing markdown lists and tables via .markdown files or the Edit > Paste As Markdown menu ([disable](#)).
- Pasting any type of non-markdown text as lists, mind maps, or tables via the Edit > Paste As menu ([disable](#)).

While a meta tag can appear anywhere in the text, a space must prefix each @meta item!

For example, if you Edit > Paste As > List some text that looks like this:

```
Dev Tasks
    Code product. @progress(75) @priority(1) @due(2018-02-28) @resources(George)
```

Meta Output	Values	Description
@progress(50)	A number from 0 to 100	The figure's percent complete.
@done	None	From TaskPaper, indicates the task is 100% complete (enable).
@done(2018-04-25)	A date with or without a time value	The figure's done date.
@rating(3)	A number from 1 to 5	The figure's rating value (number of stars).
@priority(1)	A number from 1 to 5	The figure's priority value from 1 meaning urgent priority to 5 meaning very low priority.
@start(2018-04-15)	A date with or without a time value	The figure's start date (custom date and time format). Note that @defer is also supported as an alternate for OmniFocus support. The date determination is set to *manually specified* since you are specifying a specific date.
@due(2018-04-25 20:00)	A date with or without a time value	The figure's due date (same customizations). The date determination is set to manually specified since you are specifying a specific date.
@duration(2w)	A duration string	The figure's duration. Normally the duration is simply extracted out of the text and not used to set the duration value, since Curio usually uses the start and due dates to automatically determine durations. However you can enable durations and the duration will be set for the figure. The abbreviations for year, month, week, day, hour, minute can all be customized.
@tags(Home, NextAction)	A comma separated list of tags	The figure's tags. You can specify a tag either with just its name (Home), and Curio will find it, or the tag set and the tag name (Context.Home). Curio ignores case when searching. Note that tags must already exist and will not be added dynamically. You can also enable tag parsing for @-signed tags like @Home @NextAction or #-signed tags like #Home #NextAction. However note that no spaces are allowed in a tag so you need to concatenate them together, like @DetailedTasks.InFlight.

Meta Output	Values	Description
@resources(George, Greg)	A comma separated list of resources	The figure's resources. You can enter your resource names either with just first names or full names, with or without spaces or underscores, and Curio ignores case when searching, so all of these would work: george, george_browning, George Browning, GeorgeBrowning. Note that resources must already exist and will not be added dynamically. You can also enable tag parsing for @-signed tags like @George @Greg. However note that no spaces are allowed in a name so concatenate or use an underscore.

Spread PDF

Curio Standard and Professional have a special feature you can use with PDF assets called Spread PDF. If you have a multipage PDF file that you would like to spread across a single idea space or across multiple idea spaces, Curio makes it super simple. This feature is mainly used when taking notes alongside slides or annotating the slides in a PDF presentation.

You can spread a PDF across a single idea space. This is useful when spreading a short PDF or only the first few pages of a longer PDF to prepare it for spreading across multiple idea spaces.

You can also continue a spread across multiple idea spaces if you have an especially long PDF.

Spread PDF Within This Idea Space

1. Create a new idea space or use an existing idea space.
2. Drag the PDF into the idea space.
3. Resize and position the PDF figure any way you wish. If you wish, create a text figure for text annotations and/or a list figure for key points or questions then place those next to the PDF with some placeholder text.
4. Select those figures then right-click on the selected figures and choose Spread PDF Within This Idea Space. A single idea space has a 20 page spread limit primarily for performance reasons.
5. You can then enter in how many columns and rows of the pages you'd like to create, plus the spacing gap between those columns and rows.
6. Curio will duplicate the figures and spread them across then down the idea space, growing the idea space as necessary, where each PDF figure instance shows the subsequent page in the PDF document. After the process is completed you can move the figures around manually if you wish.

> **Tip**
> Read the tips below for more information on working with PDF figures.

Spread PDF Across Idea Spaces

1. Begin just like spreading a PDF file across a single idea space, as described above. Note that this idea space you create will be used as a template when creating the subsequent idea spaces. Any other figures that you add to this idea space will be replicated on all the other idea spaces.

2. Right-click on the idea space in the Organizer and choose Spread PDF Across Idea Spaces.

3. Curio will generate a copy of the idea space as many times as needed to show all the pages in the PDF.

Instant Document Templates

You can insert new documents of any type from within an idea space using document templates. This comes in handy when you want to quickly expand upon some ideas in a new TextEdit document or perform some advanced drawing in a new Photoshop document.

Create a New Instant Document in an Idea Space

1. Choose the document you wish to create from the Insert > Instant Document submenu.

2. A copy of the chosen template document is automatically embedded in your project and added to the current idea space. Simply double-click the document to launch it in its native application.

Add Custom Entries to the Instant Document Menu

1. You first need to create a document that you wish to use as a template. Launch the appropriate application, such as Photoshop or Word, then create a new document and save it anywhere on your hard disk. The name of this file will be used as the template name later in step #3. Alternatively, if there's an existing document you wish to use as a template then you can skip this step.

2. Choose Insert > Instant Document > Add File as Instant Document from the main menu.

3. In the Open dialog, locate and select the document you wish to add as a template and click the Add button.

4. A copy of the document you selected is created in your Home directory's `~/Library/Application Support/Curio/Version XX/Repository/External Document Templates` folder. The document's name is also added to the document templates submenu.

5. You can create multiple template documents of the same type, but make sure they have descriptive names so you can tell them apart in the document templates submenu.

Remove Custom Entries from the Instant Document Menu

• Choose Insert > Instant Document > Remove Instant Document from the main menu, and then choose the template to remove and click Remove.

Tools Palette

In the toolbar you'll find a small palette of tools, appropriately labeled "Tools". This palette contains the toolbar you'll use to manipulate figures on the idea space and easily create a few new items as well.

The Select Tool

The select button looks like a standard mouse pointer. This is the default tool and is automatically chosen if you press the Escape key on your keyboard.

With the select tool you can click on figures and select them for modification.

Selecting a Figure

- With the Select tool active simply click on a figure. A glow will appear around the figure and resizing handles will appear on the figure if appropriate.

Selecting Multiple Figures

1. Generally you can hold down the ⌘ (Command) key while selecting items.
2. If you have a collection with a series of items, like the siblings in a list or mind map, then you can select one then hold Shift and select another and you will select the range between the first and last selected item.

Drag Selecting Figures

- Normally when you drag out a region with the select tool Curio will select both figures and any sketches you made with the brushes or pens. However, if you hold the ⌥ (Option) key then only figures will be selected. Hold both ⌘ (Command) and ⌥ (Option) and then only sketches will be selected in the resulting region.

Insert a New Text Figure Using the Select Tool

- Double-click anywhere in the idea space to create an automatically sized text figure, or double-click-drag the mouse to define a specific width for the new figure. Press Escape when you're done editing the text figure.

Edit an Existing Text Figure Using the Select Tool

- Double-click on the text figure to begin editing. Press Escape when you're done editing the text figure.

The Text Tool

In the toolbar you'll find a small palette of tools, appropriately labeled "Tools". This palette contains the toolbar you'll use to manipulate figures on the idea space and easily create a few new items as well.

The text tool button looks like a little 'A'. You can press the T key on your keyboard to quickly choose this tool.

While the Select tool can be used to edit figure, if you plan to edit lots of text figures using the text tool may be more convenient as you only need to click once to create and edit text figures.

Session Styles

If, after clicking the text tool but before clicking on the idea space, you change any text attributes using the various inspectors then those attributes will be stored in-memory as the session style for the text tool.

For example, click the text tool then use the inspector to make the text bold with a red color. Then when you click on the idea space you'll create a new bold-red text figure. Later, when you use the text tool again, you can create another bold-red text figure.

These style changes are just for the current session of Curio, they aren't stored to disk. To make permanent styles you should use Curio's figure style feature.

Insert a New Text Figure Using the Text Tool

- Click anywhere in the idea space to create an automatically sized text figure, or click and drag the mouse to define a specific width for the new figure.

Edit an Existing Text Figure Using the Text Tool

- Click on the text figure to begin editing. Press Escape when you're done editing the text figure or click on another to begin editing that figure.

The Line Tool

The line tool button looks like an angled line. Click and hold on the line tool button to bring up a quick list of common lines including nondirectional, directional, and bidirectional. You can press the L key on your keyboard to quickly choose the line tool; repeatedly press L to cycle through the line choices.

Use the line tool to go into a line drawing mode useful when drawing lots of lines, for example when connecting several figures together with the sticky lines feature.

> **Tip**
> You may also want to read about Idea Graphs which use line figures to connect figures together.

Drawing a Line

1. Click on the Line tool in the toolbar.
2. Change any attributes such as color or arrowhead shape that you wish to make the default for this line using the Shape inspector, discussed below.
3. Click and drag an area on the idea space to draw the line. Repeat this step as needed to draw multiple lines using the same style.

Drawing a Multipoint Line

1. Draw a line as described above, however, before you release the mouse button hold down the ⌥ (Option) key. When you release the mouse you'll find that you've dropped a midpoint and now you're placing a new endpoint. Continue holding down Option to keep dropping midpoints as you release the mouse. If you're done, just release the Option key before you drop your last point.
2. Repeat step 1 to draw multiple multipoint lines using the same style.

> **Tip**
> Read more about line figures below.

The Shapes Tool

The shape tool button looks a geometric shape. You can press the F key on your keyboard to quickly choose this tool.

With the shape tool you can easily create figures such as rectangles, rounded rectangles, circles, octagons, hexagons, trapezoids, brackets, vertical brackets, triangles, diamonds, semicircles, ovals, underline, speech bubbles, and clouds.

Using the shape inspector you can always change a shape to any other geometric figure, as we'll detail in the sections ahead.

The shape tool on the toolbar has an arrow located in the lower right portion of the button. When you click and hold the mouse on the button a menu displays the list of predefined shapes you can choose. Once you choose a shape, your choice is reflected by the button's image. Simply clicking the button will reselect the displayed shape.

Adding Text

You can add text to a shape simply by double-clicking it. Note that these figures are considered freeform shapes where you control the width and height. Therefore text can be clipped if the figure dimensions are not large enough. Any contained text is centered both horizontally and vertically within the shape. You can toggle off the freeform sizing using the figure's right-click context menu or the the Paragraph inspector.

Additional Shapes

As you'll learn more about later, the shape inspector allows you to modify a corners attribute of the figure. For a rectangle, this turns it into a rounded rectangle. But for other shapes the change may be more dramatic. More details later when we discuss the shape inspector.

Drawing a Shape

1. Click on the Shape tool in the toolbar (hold the button down to display a popup menu of shape choices).
2. Change any style attributes that you wish to make the default for this shape using the Shape inspector.
3. Click and drag an area on the idea space to draw the shape.
4. Repeat step 3 to draw multiple shapes using the same style.

The Scribble Tools

These brush and pen tools are covered in greater detail in the section on [Scribbles](#).

Working with Figures

Select One or More Figures

- Using the Select tool, click on a figure. Select additional figures by holding ⌘ (Command) or use the Shift key to select a range of figures in a collection. Or use the Edit > Select All menu item to select all figures on the idea space or within the active collection figure.

Adjust a Figure Location

1. Simply drag the figure using the mouse to the new location on the idea space.
2. Or use the arrow keys to move figures around. Hold Shift to move in greater increments. If an idea space grid is active then the figures will move based on the grid spacing.
3. Or use the Geometry inspector to set a specific value.

Adjust a Figure Size

1. Drag on the handles that appear around the border of a selected figure.
2. Or use the Geometric inspector to set a specific height or width.

3. If a scaled image figure then you can press the N key or click the Natural Size in the Geometry inspector to reset the image to its unscaled size.

4. If an image figure then by default resizing is proportional. This can be toggled in the Geometry inspector or by holding down the Shift key while resizing.

Rotation

1. Hold ⌘ (Command) while dragging a resize handle to rotate the figure.

2. Or, to quickly rotate a figure in 45° increments, simply press the R key (hold down the Shift key to rotate the figure in a clockwise direction).

3. To quickly set the rotation angle of a figure to 0°, press the Z key.

4. You can exert more control over the exact rotation angle and rotate multiple figures at once by using the controls of the Geometry Inspector.

Image Flipping

1. Select an image figure.

2. In the Geometry inspector, in the Arrange panel, click the "Flip Horizontal" or "Flip Vertical" button.

Moving a Figure in Front to Back Ordering

1. Select the figure.

2. Choose Arrange > Send Backward or Arrange > Bring Forward to move a figure one position closer to the front or back of the stack. Choose Arrange > Send to Back or Arrange > Bring to Front to move a figure to the very bottom or top of the stack. Toolbar buttons are also available for this via Customize Toolbar.

Locking and Unlocking Figures

1. Select the figures you wish to lock.

2. Choose Arrange > Lock from the main menu. This will lock both the content and position by default.

3. Alternatively, you could choose a subitem — *Content* or *Position* — to lock just one of those attributes.

4. When a figure with any lock attribute is selected it will have a thin, gray glow. If only the text content is locked, it will show selection handles as well, since the figure can still be moved and resized.

5. To unlock a figure choose Arrange > Unlock to remove all lock restrictions.

Using Snap Guides

- Choose Arrange > Show Snap Guides from the main menu. You can toggle the appearance of edge and center snap guides independently by choosing Arrange > Edge Snap and Arrange > Center Snap from the main menu.

Align Figures

1. Select the figures you wish to align.

2. Choose one of the alignment options from the Arrange > Align submenu, or use the buttons in the Geometry inspector.

3. If only a single figure is selected then it will be aligned within the idea space itself.

Distribute Figures

1. Select the figures you wish to distribute.

2. Choose one of the distribution options from the Arrange > Distribute submenu, or use the buttons in the Geometry inspector.

Grouping Figures

A grouped figure converts a selection of several figures into a single figure. Once within a grouped figure the individual figures can no longer be selected, resized, or re-styled.

1. Select the figures you wish to group.
2. Choose Arrange > Group from the main menu.
3. To ungroup figures, select the group and choose Arrange > Ungroup from the main menu.

Groups vs Followers vs Bundles

- A **group figure** encapsulates figures within itself. You can even create nested groups. The end result is a single figure so can be used in places that take a single figure, like a mind map node. Accessing figures deep within a group hierarchy can be difficult.

- A **follow figure** is a figure that follows the movements of an assigned *leader* figure. Move the leader and all the followers move, too. Followers are otherwise completely independent and can be selected, moved, resized, styled, edited, deleted, copied, etc. A leading figure could have many followers scattered anywhere on an idea space. Right-clicking a leader or follower gives you quick access to related actions.

- A **bundle figure** is almost identical to the following figures but they all *follow each other* if any of them is moved. You can temporarily disable the bundle to move one or more then re-enable the bundle to track movements again. Right-clicking a bundled figure gives you quick access to related actions.

Following Figures

You can create a loose collection of figures which follow the movements of their assigned leading figure. The followers are independent and can be easily repositioned, edited, deleted, styled, and sized, but will move with the main figure.

Any figure on the idea space can be a leader or follower including collection figures. However, figures *within* a collection are excluded since the collection itself manages the layout of its contained items.

These are very useful in many situations:

- You want to create a bunch of annotation figures alongside a main figure, pointing out or discussing areas of interest. You can easily reposition, add, or remove annotations, yet they move with the main figure.
- You want to create a large title or caption figure above or below a main figure that can be positioned and sized independently yet moves with the main figure.

Tip
Learn more about groups vs followers vs bundles.

Video ▶
Watch a following figures demonstration video on our YouTube channel.

Follow a Figure

1. Select a figure that will act as the leading figure.
2. Hold Shift and continue selecting figures that will be the followers of that first selected figure.
3. Choose Arrange > Follow > Follow First Selected from the main menu or via the right-click context menu.
4. You can add more followers at any time by repeating this process.

When you move a leading figure, its followers will move as well. However, you can move followers independently to reposition them around the leader. All figures are independent and can be edited, selected, deleted, cut, copied, exported, printed, etc without impacting the others.

Adding More Followers

There are several ways to add more followers to an existing leading figure.

1. You can follow the steps above and select the leading figure, then the figures you wish to follow that figure, and choose Arrange > Follow > Follow First Selected.
2. You can select a mix of existing followers and figures you want to become followers and choose Arrange > Follow > Follow Same Leader.
3. You can copy/paste, duplicate, or ⌥drag an existing follower and the new created figure will also be a follower of that same leader.

Glow Colors for Leaders and Followers

• When you select a leading figure its followers will have a yellow glow.
• When you select a follower its leader will have an orange glow.

Note these associated glowing figures aren't selected, the glow is only used to indicate the leading/following relationship.

Unfollow a Figure

At any time you can specify that one or more figures should no longer follow a figure:

• Select one or more figures and choose Arrange > Follow > Unfollow from the main menu or via the right-click context menu.

Selecting Leaders and/or Followers

1. Select either the leading figure or one of the following figures.
2. Choose Arrange > Follow > Select Leader, or Arrange > Follow > Select Followers, or Arrange > Follow > Select Leader and Followers from the main menu.

Context Menu

If you right-click on figures to show the figure context menu a handy *Follow* submenu will be available to give access to common follow figure actions.

Toolbar Button

If you right-click on the toolbar and choose Customize Toolbar you can drag a *Follow* button onto your toolbar.

This button acts as a toggle based on the selected figures to easily follow or unfollow a leading figure.

Bundling Figures

Similar to the following figures described above, you can create a loose collection of figures but instead of following a single leading figure, they *follow each other*. Move *any* figure in the bundle and they all move, yet you can still resize and edit individual figures within the bundle.

So, how do you move a single item? You can temporarily toggle off the bundle (described below), reposition the figures within the bundle, then turn it back on.

Any figure on the idea space can be in a figure bundle including collection figures. However, figures *within* a collection are excluded since the collection itself manages the layout of its contained items.

> **Tip**
> Learn more about groups vs followers vs bundles.

> **Video** ▶
> Watch a bundling figures demonstration video on our YouTube channel.

Bundling a Figure

1. Select several figures.
2. Choose Arrange > Bundle > Bundle from the main menu or via the right-click context menu.
3. If any of the selected figures are already in a bundle then the unbundled figures will be added to the same bundle, else a new bundle will be created with all selected figures.

Note that if you select several figures in a mix of existing bundles then you can't bundle them together, as a safety precaution. You would first need to unbundle those figures, then bundle them in a new bundle.

When you move any figure in the bundle, all figures in the bundle will also move. Yet those individual figures can still be independently edited, resized, selected, deleted, cut, copied, exported, printed, etc without impacting the others.

Adding More Bundled Figures

There are several ways to add more figures to an existing bundle.

1. You can select a mix of existing bundled figures and figures you want to to add to the bundle and choose Arrange > Bundle > Bundle.
2. You can right-click to temporarily disable the bundle, then copy/paste, duplicate, or ⌥drag an existing bundled figure and the new created figure will also be in the same bundle. You can then right-click to re-enable the bundle via the context menu.

Glow Colors for Bundled Figures

When you select any figure in a bundle the other figures in the bundle will have a yellow glow so you know they're associated with each other.

Note these associated glowing figures aren't selected, the glow is only used to indicate the bundle relationship.

Unbundle a Figure

If you want to remove one or more figures from the bundle then:

- Select one or more figures and choose Arrange > Bundle > Unbundle from the main menu or the right-click context menu.

Select Bundle

To select all the figures in a bundle:

1. Select any figure in a bundle.
2. Choose Arrange > Bundle > Select Bundle from the main menu.

Temporarily Disable Bundle

To temporarily disable a bundle:

- Select any figure in the bundle and choose Arrange > Bundle > Temporarily Disable Bundle or via the right-click context menu.

You can now freely reposition any of the figures in the bundle.

The bundle will be re-enabled automatically if you go to another idea space or close the project, or you can manually do this by toggling toff the *Temporarily Disable Bundle* menu item or via the right-click context menu.

Context Menu

If you right-click on figures to show the figure context menu a handy *Bundle* submenu will be available to give access to common follow bundle actions.

Toolbar Button

If you right-click on the toolbar and choose Customize Toolbar you can drag a *Bundle* button onto your toolbar.

This button acts as a toggle based on the selected figures to easily create or add figures to a bundle, or unbundle the selected items.

Asset Figures

Creating Asset Figures

Drag a file [from the Finder](#) or your browser into an idea space to create an asset figure.

In general the asset figure is rendered as a simple icon and file title. If an image or video file, it is rendered in preview form so you see the image and can interact with the video.

Opening/Editing

Double-click the figure to open its corresponding asset file in the appropriate editing application.

If it's opening in the wrong application you may want to right-click and choose Reveal In Finder, then use the Finder's Get Info to see what application is associated with that file extension. Choose a more appropriate application then click the Change All button so all files with that extension open with that app.

Alternatively right-click on the asset figure and choose Open With and select an application on-the-fly.

Quick Look Preview

Press Spacebar to see a popup Quick Look preview of the file.

Show As Icon or Preview

Right-click on an asset figure and choose Show As Icon or Show As Preview, to change how the asset figure is rendered. If you choose preview then, for image types, the image itself is rendered, otherwise a Quick Look preview is retrieved and rendered.

You can set the default state for whether a file dragged into Curio shows as icon or preview via the Format > Default Figure Settings submenu.

Show As Text Figure `PRO`

(Also known as *file-backed text figures*.)

When you drag a text file into Curio it is normally displayed as an asset figure with simple icon. To get a read-only view of the contents of the file, you could press Spacebar or right-click and choose Show as Preview. To edit those contents, you have to double-click the asset figure to open the text file in its appropriate editing application.

A much more powerful feature is to right-click on the asset figure and choose Show As Text Figure. The result looks and acts like a normal Curio text figure, however instead of storing the text figure's contents in the figure's internal data, it is stored within the asset text file, thus a *file-backed text figure*.

1. Drag any text file into Curio and insert it as a normal file asset figure, displayed with its icon.
2. Right-click and choose Show As Text Figure.
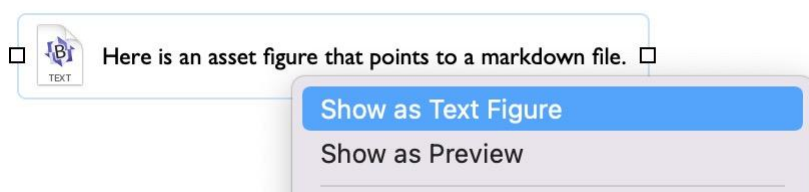
> **Important**
> If you *don't* see a normal asset figure when you drag in a markdown file then it may be that you've told Curio to always insert markdown files as text figures directly, where Curio extracts the content of the file and inserts it into a new figure. To fix this click here to reset the alert then drag a markdown figure into Curio again. This time make sure to choose "As File" from the alert that appears so it comes in as a normal embedded or aliased file. Now you should be able to right-click on it and choose Show as Text Figure.

Now the asset figure looks like a normal text figure:

Markdown: Syntax

- Overview
  - Philosophy
  - Inline HTML
  - Automatic Escaping for Special Characters
- Block Elements
  - Paragraphs and Line Breaks
  - Headers
  - Blockquotes
  - Lists
  - Code Blocks
  - Horizontal Rules

To change it back to a normal asset figure with icon:

> • Right-click on the figure and choose Show As Icon.

Plain text, rich text, markdown, and even simple HTML files are supported. If the file has a `markdown` or `md` extension then markdown rendering will automatically be enabled for the figure. For rich text, if images are added to or removed from the figure then the file will automatically be converted between `rtfd` and `rtf` formats.

> **Video** ▶
> Watch a file-backed text figures demonstration video on our YouTube channel.

Duplicates Share Contents

As with any asset figure, if you duplicate the figure, all copies share the same underlying asset file. So all copies of the figure will render and modify the contents of that same underlying file. **This means editing *any* text figure will dynamically update all the others.**

Copies of a file-backed text figure can all be styled independently. The styling associated with a figure is applied to the shared text content right before rendering.

Using File Aliases

This asset file can be an embedded file, or an aliased file that you Option-dragged into the idea space.

In the case of an alias, changing that text file *outside of Curio* will cause all the text figures that use that file to dynamically update themselves.

For instance, you could store the results of a lab experiment in a separate file elsewhere on your hard disk, and those results can be included in multiple text figures within your project.

This file, if located within a folder synced by a cloud service like iCloud or Dropbox, could even be edited on an iOS device which will then sync back to your Mac for rendering within Curio!

> **Tip**
> If focus is on Curio and you use another device to change an underlying cloud-synced text file, you may need to either go to another idea space and back or switch to another app and back to force Curio to refresh the idea space.

> **Important**
> Please note that some sync servers, like Synology Cloud Station servers, do not support aliases to files so any aliases created in Curio will break!

Opening Associated Text File

If you press and hold the Option key while double-clicking the text figure then the associated text file will be launched for editing.

Alternatively you can right-click on the text figure and choose to open the file, or open it with a specified editing application.

Styling File-Backed Text Figures

The contents of the text backing file are used as the contents of the text figure. So how is that text styled within Curio's figures?

Plain Text Files

If the text file is a plain text file, then the figure's style such as font, font size, text color, etc, is applied to that content.

Similarly markdown files, which are simply plain text files, are styled the same way, then the markdown-specific attributes, such as those for headings and list items, are then applied.

Duplicates of the figure, which share the same underlying text file, are handled by applying that figure's text syling right before rendering. Thus the same plain text content can look vastly different in various figure instances as those instances apply their figure stylings to it.

Rich Text Files

Rich text files add a wrinkle since they already contain text stylings. Characters, words, and paragraphs may already have certain fonts, font sizes, traits such as bold and italics, foreground text colorings, and background highlight colorings. And there may be duplicates of a figure, each independely styled.

How are figure styles applied to those rich text contents?

Curio tries its best to adopt as much of each figure's style to the figure without impacting the contained text using the following logic:

1. **Same Font and Font Size Throughout**
   If the entire text content shares the same font and font size (and ignoring traits like bold and italics) then the figure's font and font size are applied to those contents right before rendering. Subtext containing bold and italic attributes remain intact after applying the new font.

2. **Same Font Size Thoughout**
   Else, if the entire text content has a mix of fonts but they're all the same font size, then the figure's font size is applied to those contents right before rendering. So the mix of fonts remains intact but they all adjust in size. Bold and italic attributes also remain intact.

3. **Text Coloring**
   Curio will then apply the figure style's foreground text coloring to the text, while making sure colored subtext remains intact.

If there's a mix of fonts and sizes then Curio leaves the text formatting as-is as it doesn't want to jeopardize your rich text formatting by applying a new syling erroneously.

Lastly, after editing a figure and making changes to the text, then the reverse happens: the original font, font size, and text coloring based on the original styling from the rich text file when it was first read in, is then re-applied to the text before saving, using the same logic as detailed above. That way the figure's styling is independent of the styling saved to disk. However, if you've edited the figure and, using Curio's text inspectors, modified the text so it's a mix of fonts and sizes, then Curio will keep all of this intact when saving to disk, so it doesn't jeopardize your applied formatting.

Compared to Synced Figure Instances

Curio has a similar feature called Synced Figure Instances which you can read about below. With that feature, you can copy a text figure then paste synced instances throughout your project.

Like asset figures displayed as text figures changing the contents of any copy will be reflected to the others throughout your project. However, there are some key differences:

1. Synced figure instances store their text data within the figure data itself, not to a separate text file.
2. Synced figure instances will also sync figure meta information. Checking off or changing the due date on one will change all the others. With file-backed text figures each figure is independent and only the content is synced since they share the same underlying asset file. (Technically, for historical reasons, tags are synced between file-backed text figures as they are associated with the asset, not the figure.)
3. Synced figure instances allow you to easily jump between the original and instances of that original.

> **Cool Trick**
> You can actually create a synced figure instance of a file-backed text figure to get the best of both worlds: synced figure meta with synced text contents stored to a file which can be embedded within the projet or even aliased to a file possibly synced via a cloud service to your other Macs and devices.

Text Figures

Create a Text Figure

1. With the Select tool, double-click anywhere in the idea space to create an automatically sized text figure, or double-click-drag the mouse to define a specific width for the new figure.
2. Or, with the Text tool, single click anywhere in the idea space to create an automatically sized text figure, or click-drag the mouse to define a specific width for the new figure.

Style a Text Figure

1. Using the controls on the inspector bar or inspector shelf to style your figure.
2. You can also set options such as enabling a minimum height or freeform sizing.

Stop Editing a Text Figure

• Press Escape or click on the Select tool when you're done editing the text figure.

Access the macOS Ruler

- While editing text figures you can use the standard macOS ruler for additional options. Toggle the ruler visibility using the View > Show Ruler menu item. The ruler includes tab stops and controls for text styles, alignment, spacing, and simple text lists.

File-Backed Text Figures `PRO`

Curio also supports a powerful [file-backed text asset figure](#).

Sync Figure Text to Organizer Title

- Use the [Info inspector](#) to give a figure an identifier of `{%IdeaSpaceTitle}` and the figure's content and the idea space's title in the Organizer will automatically stay in sync regardless of which one you change.

Image Figures

Drag any image from the Finder, a browser, or an app like Photos directly into your Curio idea space.

Images can be resized, rotated, and styled using the style inspector.

Optimized Image Loads

When Curio loads the image for an image figure from disk, it uses the Mac's Core Graphics method to retrieve an image for a given file no larger than 1500 × 1500, proportionally sized, which allows much faster inital rendering and reduced memory usage.

If you resize the image figure to a size larger than that, Curio will simply scale that initially loaded image. Resizing to a smaller size will cause Curio to re-render from that initial image, consuming even less memory.

Of course, double-clicking the image figure opens the full-sized image in the appropriate application.

You can customize that [1500 × 1500](#) size via Curio's advanced settings if you'd like to retrieve full-size images no matter how large.

Natural Size

After importing the image, Curio may size the loaded image to a smaller size if going into a mind map or list, for example.

You can use the Natural Size button in the Geometry inspector (or press the N shortcut) and the image figure will grow to its natural size, but remain constrained by the current width of the idea space. If the Shift key is held when clicking Natural Size or pressing N then it will grow to its unconstrained natural size, and the idea space will expand if necessary.

Resample Image

Large jpg and png images, Retina (144 DPI) screenshots, and iOS photos in Apple's new HEIC image file format can all be slow to load and manipulate on an idea space, and consume lots of disk space in your project.

Resampling an image so it has smaller dimensions, a 72 DPI resolution, and/or a more efficient format is an easy way to boost this performance and save some disk space.

1. Right-click on a jpg, png, or heic image figure.
2. In the sheet that appears you can choose the jpg or png format, a jpg compression factor, new width and height dimensions, new DPI resolution, and optionally change its file name as well.
3. While you make changes the resulting dimensions and file size are displayed so you can see the impact.

After committing the resample you can undo the operation if you don't like the changes.

Markdown

Markdown is a simple markup language to add formatting to plain text.

For example typing this:

```
Here is a *simple* example of **markdown** with a list of pets:

- Butternut is a ***dog***.
- Marshmallow is a ***cat***.

And a numbered list:

1. The first has a link to [Zengobi](https://zengobi.com).
1. The second has `monospace` and ~~strikethrough~~.
```

Will turn into this when you're done editing:

> Here is a *simple* example of **markdown**. And here is a list:
>
> > • Butternut is a ***dog***.
> > • Marshmallow is a ***cat***.
>
> And a numbered list:
>
> > 1. The first has a link to [Zengobi](#).
> > 2. The second has `monospace` and ~~strikethrough~~.

Curio's text figures support a number of markdown syntax elements. While editing the text figure you will see the raw markdown syntax, but when you finish editing Curio will render it on the fly.

Using Markdown

By default markdown is automatically detected and rendered by Curio. This global default can be disabled, which you may want to do if you aren't a fan of markdown. You can also control whether markdown is enabled or disabled for a specific figure, regardless of the global default.

- **Global Default**
  Use the Format > Default Figure Settings > Detect Markdown menu item to toggle the global setting. This setting is applied to a figure when you first create it, so existing figures won't suddenly change if you change the global.
- **Per Figure**
  If a text figure is selected or being edited, you can use the [markdown button](#) on the inspector bar or text inspector to control markdown rendering just for this figure.

Mixing Markdown and Rich Text

Within a text figure you can mix markdown syntax with normal attributed text. The latter comes in handy when you'd like to use attributes not supported by markdown, such as text and background coloring.

Rich Text Syntax

Curio supports on-the-fly rendering of the following markdown rich text syntax:

Attribute	Example	Markdown Rendering Enabled
Italic	*italic* or _italic_	*italic* or *italic*
Bold	**bold**	**bold**
Bold and Italic	***bold and italic*** or ___bold and italic___	***bold and italic***
Underline	__underline__	<u>underline</u>
Strikethrough	~~strikethrough~~	~~strikethrough~~
Highlight	==highlight== or ^^highlight^^ or ::highlight::	highlight
Inline Code	`printf()`	`printf()`
Inline Links	Visit [Zengobi](https://www.zengobi.com)	Visit Zengobi
Images	![Curiota icon](https://www.zengobi.com/images/curiota32x32.png)	
Wikilinks	Read [[Overview]] Read [[Overview|Alt Title]]	Read Overview Read Alt Title
Headers	# header 1 ## header 2 ### header 3 #### header 4 ##### header 5 ###### header 6	# header 1 ## header 2 ### header 3 #### header 4 ##### header 5 ###### header 6

Intra-word Italics

For intra-word italics, like if you wanted to say mag*nifi*cent, use the asterisk, not the underscore. Underscores for italics can only be used at the start and end of a word. This allows you to enter text with intra-word underscores like Steven_Paul_Jobs without rendering any italics.

Escaping Markdown

The backslash character can be used to escape text so it won't be interpreted as markdown syntax. So, for example, *this will not be in italics*.

Markdown Link Limitations

Curio's link parsing cannot handle URL's with parentheses, as those are nested within markdown's link syntax parentheses. This is a complex problem to resolve as inner parens may not be paired - that is, you could have an uneven number of left vs. right parens - and regex parsers can't handle this very easily.

An easy workaround is to escape the left and right parenthesis with `%28` and `%29`, respectively.

Thus instead of this markdown:

```
[Set](https://en.wikipedia.org/wiki/Set_(mathematics))
```

You would do this instead:

```
[Set](https://en.wikipedia.org/wiki/Set_%28mathematics%29)
```

Markdown Emoji

While editing a markdown text figure, you can type in over 800 markdown emoji cheat codes, such as `:laughing:` and `:heart_eyes_cat:` and many of the others published at the [Emoji Cheat Sheet](#) they'll be converted into the appropriate emoji character, like 😆 and 😻 when you finish editing.

Helpfully Curio will show you an autocomplete popover as you start typing. For example type `:s` and the popover will show all the markdown emojis codes that start with `s`, type an `m` after, so you've typed `:sm`, and you'll see options like `smile` and `smiley_cat`. Use the arrow keys to choose one and press Return and the word is autocompleted for you and the ending `:` appended if necessary.

Markdown Images

Curio supports markdown's image syntax like this:

```
![Curiota icon](https://www.zengobi.com/images/curiota32x32.png)
```

When you finish editing your markdown, the specified image references are rendered into the resulting rich text figure that appears on the idea space.

You can also specify a local file-based image reference like this:

```
Here is an image ![Butternut](file:///Users/gbrowning/Desktop/Butternut.jpg)
```

> **Mac App Store Restriction**
>
> Only secure `https` links are supported for images as insecure `http` links are not allowed.

Image Size

While there isn't an official standard method for overriding an image's size in markdown, Curio supports this popular syntax:

- `![title|20x50](image.png)` = size the image to 20x50
- `![title|20](image.png)` = proportionally size the image to a 20 pixel width
- `![title|x50](image.png)` = proportionally size the image to a 50 pixel height

Image Retrieval

It is important to note that a text figure's markdown syntax is parsed and rendered *dynamically* by Curio when it loads an idea space or when the text content is changed. Any referenced markdown images are retrieved during rendering, as there are *no embedded images* within the text figure.

This retrieval is a synchronous action, with a 15 second timeout, as it could impact the layout of other figures on the idea space, and needs to be completed before exporting, printing, or presenting, as well. You can remove the timeout to wait indefinitely, or set a negative timeout if you don't want it to retrieve any images.

Curio uses a standard shared URLCache configured with a 10MB memory cache and 50MB disk cache to minimize repeated downloads from the internet. For markdown image retrieval Curio uses the default caching policy, thus paying attention to HTTP caching and expiry headers from the server, although there are other options which you can set. You can enable logging to learn more.

If you wish to statically store an embedded image into a Curio text figure, instead of dynamically retrieving it via a markdown image URL, then it would be better to simply copy the image from a browser page or elsewhere and then paste it into text figure, permanently embedding it within the stored rich text.

Markdown Lists

Curio text figures support bulleted and numbered inline markdown lists, like these:

```
#### Simple
— Flight tickets
    — Are we on Southwest this time?
— Hotel confirmation number
    — `83729293`
— Don't forget *passports*!

#### A Mixed List
1. Pack bags
    1. Get new swimsuit
    1. Sunscreen
1. Reserve rental car
    * Ask Dan for suggestions
    * Get a convertible!
1. Put newspaper and mail on hold.
```

And here are the results when rendered:

Simple

- Flight tickets
  - Are we on Southwest this time?
- Hotel confirmation number
  - `83729293`
- Don't forget *passports*!

A Mixed List

1. Pack bags
   1. Get new swimsuit
   2. Sunscreen
2. Reserve rental car
   - Ask Dan for suggestions
   - Get a convertible!
3. Put newspaper and mail on hold.

> **Tip**
>
> Use the handy Format > Markdown > Bulleted List / Numbered List menu to convert selected lines of text (even another type of list) into a bulleted or numbered list.

Markdown Checklists

Curio supports the markdown extended syntax for checklists as either an inline checklist within a text figure or converted into a native Curio list collection figure.

A markdown checklist looks like a normal bulleted list but uses `[ ]` and `[x]` to indicate unchecked and checked items, respectively.

```
- [ ] Checklists are fun.
- [x] A checked item.
- [ ] An unchecked item.
```

Inline Checklist

You can create a text figure which includes one or more inline checklists and Curio will render `[ ]` as ☐ and `[x]` as ☑. You can even click to toggle the rendered checkmarks and it will change the underlying markdown syntax.

Here is a *very* cool markdown text figure, with an inline checklist!

Things We Need
- [x] We need *one* dog
- [ ] Perhaps *two* cats
- [ ] *Three* fish can fit in the tank
- [x] Plus *four* chickens in the coop

Pretty nifty, huh?

→

Here is a *very* cool markdown text figure, with an inline checklist!

Things We Need
- ☑ We need *one* dog
- ☐ Perhaps *two* cats
- ☐ *Three* fish can fit in the tank
- ☑ Plus *four* chickens in the coop

Pretty nifty, huh?

Since any text figure can include an inline checklist this means nodes in a mind map figure or cells in a table figure can include checklists as well!

Checklist Shortcuts

Instead of typing `- [ ]` and `- [x]` you can type this instead:

- Begin a new line with `x` then press spacebar and it will be replaced with `- [ ]` ([disable](#)).
- Begin a new line with `[]` then press spacebar and it will be replaced with `- [ ]` ([disable](#)).
- Begin a new line with `[x]` then press spacebar and it will be replaced with `- [x]` ([disable](#)).

> **Tip**
> Use the handy Format > Markdown > Checklist menu to convert selected lines of text (even another type of list) into a checklist. There's also a menu item and shortcut to toggle the checked state of selected lines.

Limitations

- The checklist line items aren't treated as individual figures within Curio so can't be tracked by the Status shelf or synced to Calendar, but they're perfect for simple checklists mixed in with other markdown content.
- To abide by the markdown extended syntax, prefixes like bullets and numbering are ignored for checklists.

Inline Checklist Styling PRO

If you have Curio Professional you can customize the style of lists by [using master markdown styles](#).

Native List

Alternatively you can paste or import a markdown list onto the idea space and it can be converted into a native Curio list collection containing individual checked or unchecked text figures.

And, when exporting a Curio list collection figure as markdown the appopriate checklist syntax will be used for checked/unchecked items within the list.

Markdown Tables

Curio supports the [markdown extended syntax for tables](#) as either an inline table within a text figure or converted into a native Curio table collection figure.

Inline Table

You can create a text figure which includes one or more inline tables:
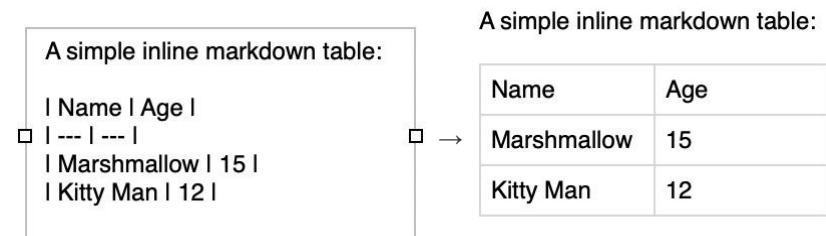
Markdown tables also support column alignments.

Here's a more sophisticated example with alignments and custom table stylings supported by Curio Professional:

An example with alignments plus a custom style:

Counter	Code	Name	Comment	Sold	Emotion
1	73630	Smogs	**Bestseller**	13	:raised_hands:
2	86853	Flogs	New release	10	:baby:
2	17497	Progs	*Fast* riser!	12	:chart_with_upwards_trend:
3	55343	Trogs	Lackluster	7	:-1:
			Total	30	

An example with alignments plus a custom style:

Counter	Code	Name	Comment	Sold	Emotion
1	73630	Smogs	**Bestseller**	13	🙌
2	86853	Flogs	New release	10	👶
2	17497	Progs	*Fast* riser!	12	📈
3	55343	Trogs	Lackluster	7	👎
			Total	**30**	

> **Tip**
>
> Use the handy Format > Markdown > Table menu to convert the selected tab-delimited lines of text into a markdown table (where columns are indicated via tabs). The first line is assumed to be a header line. This technique is a *much* easier way to create markdown tables! If already a markdown table then this menu will convert it back into tab-delimited lines of text.

Inline Table Styling PRO

If you have Curio Professional you can customize the style of tables by using master markdown styles.

For instance, here is the style sheet used to style the table above:

```
table-cell = border-color:#d4d9dd;
table-cell-odd = cell-color:#f6f8fa
table-cell-header = cell-color:#666666; border-color:#d4d9dd; font-color:#ffffff; font-size:14; font-bold:1
table-cell-footer = cell-color:#dddddd; font-bold:1
table-cell-left = cell-color:#eeeeee
table-cell-right = cell-color:#eeeeee
```

Native Table

Alternatively you can paste or import a markdown table onto the idea space and it can be converted into a native Curio table collection containing individual text figures for each cell in the markdown table.

And, when exporting a Curio table collection figure, markdown table syntax will be generated automatically.

Markdown Block Quotes

Markdown formatted block quotes using the greater than sign (">") is also supported.

```
> Stay hungry, stay foolish.
```

And here are the results when rendered:

> Stay hungry, stay foolish.

> **Tip**
> Use the handy Format > Markdown > Block Quote menu to toggle the selected lines of text into a block quote.

Block Quote Styling PRO

If you have Curio Professional you can customize the style of block quotes (>) by using master markdown styles.

Markdown Code Blocks

Using a 3-backtick code fence you can define code blocks. Type the following into a text figure:

```
// Hello world!
import Swift
print("Hello world!")
```

And here are the results when rendered:

```
// Hello world!
import Swift
print("Hello world!")
```

Note that content within code blocks and inline code syntax is not interpreted by Curio and is simply output as-is. Thus code containing asterisks, dashes, brackets, hash marks, etc, can all be safely used without worrying about inadvertently changing font attributes or creating lists, wikilinks, tags, etc.

> **Tip**
> Use the handy Format > Markdown > Code Block menu to toggle the selected lines of text into a code block.

Code Block Styling PRO

If you have Curio Professional you can customize the style of code blocks (```) and inline code (`) by using master markdown styles.

Markdown YAML Front Matter

Curio's markdown renderer ignores any [YAML front matter](#) at the beginning of your markdown.

Markdown Text Figure Limitations

While Curio's text figures have impressive support for most common markdown syntax, they are rendered as rich text, not as HTML content, so this limits Curio's ability to support markdown's more advanced features.

They aren't meant to be a replacement for a full-featured markdown apps like [Marked](#) and [MultiMarkdown Composer](#) that render markdown syntax into an HTML web view using more advanced parsers, apply customizable CSS style sheets, and support on-the-fly inline equation generation.

Markdown Previews Using Marked App

Using the View > Stream Selected to Marked menu item the contents of the selected figure(s), or the currently edited figure, or the currently edited markdown document in the Organizer, is streamed in markdown format to the [Marked](#) app for instant preview.

Text Figure Attachments

You can attach a file to a text figure which can be useful in a number of situations, such as associating a Microsoft Excel document file with a mind map text node.

If the file attachment is an image file type, then the resulting attachment will be displayed as a preview image, otherwise for other file types a thumbnail icon will be displayed for the attachment image. The size of the image or icon is controlled using the Icon Size slider in the Shape inspector popover's Options tab.

As with preview captions, the attachment is an actual component of the text figure, not a trick using a grouped figure. This feature is particularly useful in mind maps where an attachment can be associated with an existing node in the mind map instead of added as a separate child node.

Attach an External File Located on Your Hard Disk to a Text Figure

- Right-click on a text figure and choose Attach File then choose a file from anywhere on your hard disk in the dialog that appears. This file can be copied or moved into the project as an embedded asset or referenced as an alias.

Attach an Image from Outside of Curio to a Text Figure

1. Copy an image from outside of Curio, perhaps from Safari for example.
2. Right-click on a text figure and choose Paste As > Attachment For Selected Text Figure. The image will be added as a new asset to your project and will be displayed as an attachment for the text figure.

Attach a Existing Asset to a Text Figure

1. Select an existing asset figure on an idea space or an asset in the Library and copy it to the clipboard.
2. Right-click on a text figure and choose Paste As > Attachment For Selected Text Figure. Here the attachment will simply reference the same underlying asset.

Change the Size of the Attachment Icon

- Use the icon size slider in the Display panel of the shape popover inspector.

Remove a Text Figure Attachment

- Right-click on a text figure and choose Remove Attachment.

Multimedia Figures

You can play back videos, music, and sounds directly within an idea space.

Playing a Video or Audio Multimedia Figure

1. Double-click the figure to begin playback, or click the Play button on the media bar.
2. To stop playback, click the Stop button on the media bar.

Media Controls

When you click on a multimedia figure notice media controls appear on the right side of the inspector bar next to the navigator controls.

These media controls can be used to control playback of the multimedia figure with common operations like play, pause, fast forward, and rewind. If you need more control of the playback then right-click and choose Open With Finder to open the media file in QuickTime Player.

Action Button

The media controls includes an action button with additional functionality in its popup menu:

- **Start Time**.
  During playback of a movie or audio file, pause the playback then, if necessary, use the time scrubber (or arrow keys) in the media player's overlay controls to find a precise moment. Then set the current time as the new starting time for the media file.
- **Stop Time**.
  Similarly you can specify a stop time for the movie or sound file.
- **Loop**.
  You can specify that the media playback continuously loops during playback.
- **Poster Frame**.
  You can set a new poster frame for a movie, which is displayed before the movie begins playing.
- **Copy Frame**.
  Grab the current frame of a movie as an image for pasting within your idea space or elsewhere.

During Playback

If the media asset figure is rotated, then it will automatically change to a 0º angle of rotation for playback, then return to its original rotation angle when playing stops.

Inline Movie Controls

Inline movie controls appear briefly on top of the media playback when it first starts and if you move the mouse over it. You can use these controls to scrub to a specific location.

URL Figures

Curio supports URL figures which can be displayed as simple URL links with icons, as web preview figures, or as live web views so you can surf within Curio itself.

Creating URL Figures

Copy or drag an URL from your browser's location bar and place it directly on an idea space to create an URL figure.

Curio will attempt to download the referenced URL and parse out any specified OpenGraph meta information including image, description, and title.

By default Curio will automatically choose how to display the URL figure based on the information retrieved from the page. If OpenGraph meta information exists Curio will construct an image figure using the OpenGraph image with the OpenGraph description as the image caption.

If no OpenGraph image is found then a normal link figure with icon is displayed. If the site favicon can be retrieved then that is used in place of a generic URL icon.

You can turn off this automatic preview vs icon determination if you wish, then Curio will create URL icon figures by default, unless overridden with styles as described below.

Double-clicking the URL figure or right-clicking and choosing Open URL in Browser will launch the URL in your browser.

URL Figure Display Options

Generally when you drag or paste an URL into Curio it will create an asset figure in preview mode, if OpenGraph meta data is found on the page. The caption of the preview will use the OpenGraph title (no title, max length), description, and URL (no URL).

Otherwise, if no OpenGraph meta data is found it is added in icon mode.

Right-click on an URL figure to switch between icon, preview, or live web view modes.

If preview mode is specified for an URL figure with no OpenGraph meta info then a generic web icon is displayed.

◆ Zengobi Curio - Note Taking, Mind Mapping, Brainstorming

Zengobi Curio
Curio is an amazingly powerful note taking, mind mapping, brainstorming, and task management digital notebook application for macOS.
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Disabling Auto Preview Mode

If you right-click on an URL figure and switch it to icon mode Curio will remember this state as the default and future pastes or drops will also default into icon mode.

If you right-click and change an URL figure to preview mode then Curio will automatically re-enable automatic preview detection for future pastes or drops and use it if OpenGraph data is found.

You can permanently disable auto preview mode detection.

URL Figure Styles

Use the Format menu to create figure styles for URL figures shown in preview mode, including caption background color and text color. All URL figure preview styles are grouped together in their own style category.

When you set a new default style for URL figures displayed as previews Curio will also store the size of the selected figure and use that size as the new default for future URLs dragged into Curio.

Live Web Views

If an URL figure is displayed as a live web view then Curio will construct a live web browser embedded within the idea space allowing you to browse a site from within Curio. If a web view figure is selected, the inspector bar displays the appropriate web browsing controls.

Note: The following is for web view figures that exist on an idea space. If you drag a URL to the Organizer then the browsing tools on the inspector bar are always available as the web view completely fills the content area of the Curio window. For more information, see the section on Organizer Documents.

> **Tip**
> There are some advanced settings you can use to change the live web view's user agent if you wish.

Activated state

When you first create a live web view it is activated and rendered live.

If the web view is in a deactivated state then after clicking the *Start Browsing* button or by double-clicking the web view, the web view is activated and the view is rendered live.

You can now interact with the web site by clicking, dragging, and typing within the web view.

You are able to browse around within the live web view and even surf to different locations. However, the default URL associated with the web view will stay as-is unless you click the *Save URL* button in the inspector bar.

Click *Stop Browsing* when you are done. This will happen automatically if you go to another idea space or close the project.

Deactivated state

When in deactivate state, the web view displays a slightly faded preview of the web URL so you realize that it's not a live connection to the web site. The preview was generated and stored the last time you surfed to that location.

When in this mode it acts as a normal figure where it can be easily moved, resized, and various figure attributes can be changed in the inspectors.

You can right-click and choose Open URL in Browser to launch the URL in your browser.

Resizing and Moving

You can resize the resulting embedded web view by dragging on the figure's selection handles. The figure will resize proportionally maintaining the video's aspect ratio.

Since clicks within the live web view bounds are processed by the embedded web content, it's a bit tricky to move the figure, so here are some tips:

- You can move an activated, live web view if you click and drag on the very edge of the frame, or
- First click *Stop Browsing* in the inspector bar, which deactivates the live web view, and then you can click and drag from anywhere in the figure bounds. Click *Start Browsing* or double-click the figure to activate the web view control again.

Grab Web Archive

In the right-click context menu for the URL figure you can choose Grab Web Archive to download the contents of the weblink as a paginated PDF, a PDF image, or a web archive (which can be opened with Safari). This new figure will be created and placed alongside the selected URL figure.

Note that Curio is unable to grab a web archive for sites that require a user name and password entered via popup dialog. Also note that Curio from the Mac App Store doesn't support remote, insecure `http` web links when retrieving web archives.

> **Mac App Store Restriction**
> Remote, insecure `http` connections are not supported in embedded web view figures, as Organizer documents, as Sleuth sites, or during web archive or favicon retrieval. However, you can create insecure `http` web link figures and figure actions, which will open in your default browser.

PDF Figures

When you drag a PDF file to your idea space Curio will construct a PDFView to render the PDF and permit annotation. If a PDF figure is selected, the inspector bar displays the appropriate PDF navigation and annotation controls.

> **Note**
> The following is for PDF figures that exist on an idea space. If you drag a PDF to the Organizer then the annotation tools on the inspector bar are always available as the PDF completely fills the content area of the Curio window. For more information, see the section on Organizer Documents in this user manual.

> **Tip**
> You may also want to check out Curio's amazing [Spread PDF](#) feature!

Deactivated State

Normally the PDFView displays the contents of the PDF but the annotation tools in the inspector bar are not enabled. When in this mode it acts as a normal figure where it can be easily moved, resized, and various figure attributes can be changed in the inspectors.

Activated State

After clicking the *Start Annotating* button (or Option-double-clicking) the PDFView is activated and the annotation controls become available in the inspector bar. By carefully grabbing the border area the PDFView can still be moved and resized. However, you can now interact with the PDF by clicking and dragging within the PDFView.

Click *Stop Annotating* or press the Escape key when you are done annotating the page and the updated PDF will be saved to disk.

Annotation Tools

Select text within the PDF and use the annotation tools in the inspector to apply highlighting colors, strikethrough, or underline.

Only the PDF annotation tools on the inspector bar can create annotations that are embedded within the PDF itself. Anything you create on top of or around the PDF figure using any other Curio features — such as text figures, images, scribbles, lists, mind maps, etc. — are not stored within the PDF and only exist on the idea space.

If you need more annotation tools than what Curio offers you can double-click on the PDF figure to launch the PDF file in your default PDF viewing application. After annotations are made, returning back to Curio will cause the PDF to refresh itself on the idea space to reveal those new annotations.

Resizing and Moving

You can resize the resulting embedded PDFView by dragging on the figure's selection handles. The figure will resize proportionally maintaining the video's aspect ratio.

Since clicks within the PDF view bounds are processed by the embedded PDFView, it's a bit tricky to move the figure, so here are some tips:

- You can move the PDF view if you click and drag on the very edge of the frame, or
- First click *Stop Annotating* in the inspector bar, which deactivates the embedded PDFView control, and then you can click and drag from anywhere in the figure bounds. Click *Start Annotating* or double-click the figure to activate the PDF view control again.

Working with PDF Figures

Some tips when laying out and working with your PDF figures:

- Make sure to size them so they are somewhat readable, altough they don't need to be too large because you can [zoom](#) into them.
- For example, use the [Smart Zoom](#) feature so can double-tap to quickly zoom into a PDF figure for reading and annotating then double-tap again to restore your zoom.
- While PDF figures should be quick to render, keep in mind that dozens of PDF figures or PDF's with pages containing complex fonts or embedded graphs can be slow to render.
- You can extract a selection of text from a PDF figure and paste it on the idea space as a new text figure, complete with a jump action link to the original selection in the PDF, via [Copy As Jump Target](#).

Equation Figures

Create and edit equations using LaTeX, AsciiMath, or MathML syntax. Previews are instantly rendered as you type your equation. When you click to Insert or Update the equation the final high quality and scalable PDF rendering occurs instantly.

Curio renders your typed equations using MathJax, the de facto standard in web-based equation typesetting for mathematics, science, and engineering. MathJax allows you to type that in one of three standard equation syntaxes:

- **LaTeX**
  ```
  x=\frac{-b\pm\sqrt{b^2-4ac}}{2a}
  ```
- **AsciiMath**
  ```
  x=-b+- sqrt(b^2-4ac}/(2a)
  ```
- **MathML**
  ```
  <math ...</math>
  ```

Of the three, LaTeX is the most popular by far.

> **Important**
>
> Curio dynamically loads the MathJax JavaScript and style sheets via the internet and renders your equation in the equation editor's web view. **Therefore connectivity to the internet is required to render equations.** Once the images have been rendered as images and placed into the idea space the internet connection is no longer required.

Inserting an Equation Figure

To insert an equation figure:

1. Double-click a text figure to begin editing.
2. Choose the Insert > Equation menu item (⌃⌘E) or click the Insert toolbar button then choose Equation.
3. Use the equation editor to enter your equation. A preview area below shows what your equation will look like.
4. Click Insert to insert a PDF rendering of the equation on the idea space.

Edit your LaTeX, MathML, or AsciiMath equation:

```
x=\frac{-b\pm\sqrt{b^2-4ac}}{2a}
```

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

Cancel   Insert

Help with Equations

Click the help button in the equation editor window to see the popup menu displayed here. It includes several examples in LaTeX, AsciiMath, and MathML form, and includes links to several useful websites for more information.

> **Tip**
> If you have a mix of Retina and non-Retina screens then the macOS web framework has some oddities with scaling which may result in an empty inserted equation. The Equation Force Scale Local PDF advanced setting should fix it.

Equation Delimiters

Curio will assume an entered equation is LaTeX unless it finds one of the following in your typed equation:

- `$$`
  Indicates that this is a LaTeX (technically TeX) equation of the format `$$ ... $$`
- `\[` or `\(`
  Indicates that this is a LaTeX equation of the format `\[ ... \]` or `\( ... \)`
- ` `` `
  Indicates that this is an AsciiMath equation of the format `` `` ... `` ``
- `<math`
  Indicates that this is a MathML equation of the format `<math ... </math>`

Alignment

By default equations are centered when rendered, although you can choose the left, center, or right alignment buttons can be used to change this alignment.

Complex Equations

Your equation can include other text, other equations, and even special color tags as demonstrated here:

Note that in this example the `$$` delimiters were explicitly used to surround that single equation in the middle of the surrounding text so MathJax will recognize the equation.

If your equation content includes one or more inline equations mixed in with your text you should use `\( ... \)` delimiters, such as `There are two solutions to \(ax^2 + bc + c = 0\).`

Everything entered will be rendered as a single PDF image figure that can be placed on your idea space.

Editing an Equation

Simply double-click your equation on the idea space to bring it back into the equation editor. Then click the Update button when you finish your changes.

Inserting an Inline Equation

To insert an inline equation within a text figure:

1. Edit a text figure and position the text cursor where you would like to place the inline equation.
2. Choose the Insert > Equation menu item (⌃⌘E) or click the Insert toolbar button then choose Equation.
3. Use the equation editor to enter your equation. A preview area below shows what your equation will look like.
4. Click Insert to insert a PDF rendering of the equation into the text figure as an inline image.

Here is an example text figure with two inline equations:

> The Pythagorean equation can be written as an equation relating the lengths of the sides a, b and the hypotenuse c:
>
> $$a^2 + b^2 = c^2$$
>
> Solving for c we find that the hypotenuse has length of $c = \sqrt{a^2 + b^2}$ which will come in handy with the following homework problems.

Inline Equation Sizing

The size of the inline equation is based on the font size of the surrounding text. Its baseline is also set to align it with the baseline of the surrounding text.

> **Tip**
> While Curio will attempt to align the baseline as best it can, you can fine tune the baseline by selecting the equation image and using the Format > Font > Baseline > Raise/Lower menu. If you do this often you may want to set up a [keyboard shortcut](#) via System Settings > Keyboard > Shortcuts > App Shortcuts.

If you modify the figure's text size using techniques such as the following, your equation will scale its size and baseline to match automatically:

- Select the figure itself and use ⌘+ or ⌘-.
- Select a range of text within the figure and use ⌘+ or ⌘-.
- Select the figure itself and use the inspector text size control.
- Select a range of text within the figure and use the inspector text size control.

Inline Equation Limitations

- Equation rendering is not done on-the-fly so it won't discover and render inline equation syntax within existing markdown, like if using file-backed text figures synchronized with Obsidian. Curio's equation editor has to be used to create the equation image, akin to the equation editor workflow in Pages and Keynote.
- They are not rescaled if a figure style is applied or modified or a master style is modified.
- They are not scaled within a markdown text figure based on a *body* master markdown font.

Editing an Inline Equation

Double-click a text figure to begin editing its text then double-click the equation image to edit the equation.Click the Update button when you finish your changes.

Exporting Inline Equations

The inline equation is a PDF image attachment within your text figure so will be included automatically if you export as rich text. And since we're using the standard baseline attribute to adjust its vertical placement it should render correctly in other editors that adhere to that standard such as TextEdit.

If you export as markdown then instead of the image the actual MathJax equation syntax will be output within `$$` delimiters, unless your equation text includes its own delimiters. That way any markdown renderer with MathJax support will render it on-the-fly correctly.

Table of Contents Figure

Curio Professional and Standard customers can now insert a Table of Contents as a native Curio list or mind map collection. This collection is dynamically generated and dynamically updates if changes are made to your project's Organizer hierarchy.

Dynamic Content

It's important to remember that the information in the Table of Contents is dynamic and not a static snapshot. If you modify any items within the Table of Contents or their expand/collapse states then this will be reset the next time it has to regenerate.

If you drag the idea space containing the Table of Contents to a different location in the Organizer it will regenerate itself based on its new placement. Similarly, a duplicate or copy/paste of the idea space containing the Table of Contents will regenerate based on its new placement.

Of course, the specified Table of Contents style will be kept between regenerations.

Create a Table of Contents Figure

1. Insert a Table of Contents either via the Insert main menu or the Insert toolbar button.
2. A list or mind map collection is inserted into the current idea space and automatically populated. The collection is comprised of idea space link figures, displayed in icon mode, to all Organizer items after the idea space that contains the Table of Contents itself.
3. Clicking a link will jump to that idea space in your project. If you export your project as PDF, then clicking a link in the exported Table of Contents will jump to the appropriate page within the PDF.

Managing the Contents of the Table of Contents

The hierarchy included in the Table of Contents is based on where its containing idea space is located in the Organizer:

1. If the next Organizer item after this idea space is a child, thus this idea space is a parent, then the Table of Contents is of those children, recursively. This option, in particular, is useful if you'd like to create multiple Table of Contents within the same project or section.
2. Else the Table of Contents is made up of the siblings that come after this idea space and the children of those siblings, recursively.

Styling the Table of Contents

1. Table of Contents collection is made up of standard idea space link figures, displayed in icon mode. The containing list or mind map collection can be styled with any bundled or personal list or mind map style simply by choosing the style from the inspector style galleries.
2. You can also customize the collection then use Format > Set as Default Style to store that as the new default style. For example, choosing Format > Set as Default Style for List (Table of Contents) Figure will make it the new default for list Table of Contents.

Updating the Table of Contents

1. The titles and previews of the idea space link figures which make up the Table of Contents will update automatically if changes are made to their destination idea spaces.
2. And, when the Table of Contents idea space is revisited, either manually or when exported or printed, the Table of Contents will automatically determine if it contains an out of date hierarchy and regenerate itself, if necessary.
3. You can also press the Regenerate button in the Table of Contents inspector to force a regeneration.

Table of Contents Inspector

Select a Table of Contents then click its inspector icon in the inspector bar to change the following attributes.

- **Text Only Starting at Level**
  By default, Curio includes previews until hierarchical level 3 when it switches to text only entries.
- **Collapse at Level**
  By default, Curio automatically collapses the 2nd hierarchical level in the Table of Contents. If you'd like to see more, simply click a parent's expand widget to see those child items.
- **Include up to Level**
  By default, Curio includes the first 3 hierarchical levels in the Table of Contents. For complex projects, reducing the number of levels can make generation faster. Note that Curio may throttle the specified value if a massive number of entries would be created, see below for more details.

The Table of Contents detects when it needs to be regenerated automatically, but you can click a button here to force a refresh.

Line Figures

Creating Lines

Lines can be created in many ways including:

- The main menu's Insert > Line submenu,
- The Line Tool,
- Idea Graphs,
- The Insert Basic Shapes gallery.

Styling a Line

1. Use the Shape inspector to change the pen color (aka border color) and pen pattern.
2. Use the Line inspector with more options specific to lines such as scaling, and head and tail arrowheads.
3. Right-clicking on a line allows you to quickly change multipoint lines between straight, curved, and orthogonal line styles.

Sticky Lines

1. Make sure Sticky Lines is checked in the Arrange menu. If not, select it to enable the sticky lines feature.
2. Drag the endpoint or midpoint on the line.
3. As you hover that point over another figure, you can stick to specific points on the figure:
   1. **Specific Connection Point**
      If you hover and release on a *specific* connection point along the edge of the figure then it will stick to that specific connection point even if the connecting figures are rotated or moved.
   2. **Closest Connection Point**
      If you hover and release close to but not on a connection point along the edge of the figure then it will dynamically connect the line to the *closest* connection point, potentially connecting to a new connection point if the connecting figures are rotated or moved.
   3. **Towards the Center**
      Otherwise if you hover and release along the edge of the figures away from any connection points then it will connect against the edge of the figure pointing towards the figure's center.
   4. **Specific Position**
      If you hover and release anywhere else within the figure or if you hold the Command key, then it will stick to a *specific position* on the figure. Note the position will scale appropriately if the figure itself is scaled. Also note that if you stick a line to a position on another line it will also scale if the line is scaled.
   5. **Non-Sticky Point**
      If you press the Control key the figure will stop glowing and the line will not stick to the figure at all. The Control key temporarily disables the sticky feature.
4. As described above for multipoint lines, if you also hold down the ⌥ (Option) key during the creation of a new line then you can create a multipoint line on-the-fly where any of the points on that line can be stuck to other figures using the normal sticky techniques. Note this Option key trick only works when dragging out brand new lines, not editing existing lines.

Sticky Curved Lines

If you use a sticky line to connect two figures, and the line is a curved type with no midpoints then Curio will internally create the midpoints necessary to render an elegant, swoopy curved line.

If you add midpoints then Curio will curve the line through those defined points instead.

Adding and Removing Midpoints

- Right-click on a line to quickly add a midpoint at the given click location.
- Right-click on a midpoint to remove it.

You can also use the main menu's Insert > Line > Midpoint menu item to insert a midpoint into a selected line.

Adding a Label to a Line

1. Double-click on a line figure to create one or more text figures which can act as line labels. These text figures are just like regular Curio text figures, thus they support the same formatting features, but they are stuck to the line.
2. You can slide a text figure up and down along the line using the mouse or the arrow keys to reposition it. **Using the arrow keys on the keyboard is generally more accurate especially for curved lines.** You can also hold Shift while pressing the arrow keys to move the label in larger steps.
3. To remove the label, select it and press the Delete key.

Idea Graphs

Sometimes you need more flexibility than a mind map. Fortunately Curio makes it incredibly easy to quickly create a flowchart or freeform graph of figures connected together with line figures. Curio calls these *Idea Graphs*.

An Example Workflow

Create a text figure, hold ⌘ and click to a blank area on your idea space, and instantly a new text figure will be created at that location with an automatic sticky line between the previous and new text figures.

These automatically created lines are true Curio line figures so you can change the line color, dash pattern, width, and arrowheads using the inspector controls. You can also double-click on a line to add line labels, or right-click on a line and add one or more midpoints to make it a curved or orthogonal line.

Creating Idea Graphs

There are 4 ways to create idea graphs within Curio.

> **Tip**
> There are a number of advanced settings you can set for idea graph lines to change their default style including color; dash pattern; straight, curved, or orthogonal; auto added midpoint; head and tail decoration; and much more.

1. Via Insert > Line

1. Select two figures.
2. From the main menu choose a type of line under the Insert > Line submenu including nondirectional, directional, or bidirectional.
3. A sticky line will be created going from the first figure you selected to the last figure you selected.

2. Via Figure Resize Handles

1. Select an existing figure.
2. Hold ⌥ (Option) and click and drag on any resize handle.
3. This will create a directional line (one arrowhead, →) allowing you to quickly connect it via Sticky Lines to another figure.

3. Via Command Clicks

1. Edit or select an existing figure.
2. Click on the idea space background while pressing one of the following modifier key combinations:
   ◦ ⌘ (Command): directional line (one arrowhead, →)
   ◦ ⌘⇧ (Command-Shift): bidirectional line (two arrowheads, ↔)
   ◦ ⌘⌥ (Command-Option): nondirectional line (no arrowheads, —)
   ◦ ⌘⌥⇧ (Command-Option-Shift): nondirectional dashed line (no arrowheads, ⋯)
3. A new figure will be created and joined to the currently selected figure with the appropriate line.

Pinboard Exception

Technically you can make these types of connected figures within one specific type of collection: a pinboard. Just drag one figure on a pinboard on top of another figure while holding one of the key modifiers above.

The resulting line will connect the two figures and move if either figure is moved. If both figures are within the same pinboard then the line itself will be owned by the collection so moving the pinboard will move the connection line, as well.

Collection Figures

Note that if the Select tool is active in the toolbar, and the currently selected item is a collection figure (such as a list, mind map, table, or index card), then the created connected figure will be that same type of collection. Using this technique you can quickly create a connected graph of index cards, for example.

However, if the Text tool is active instead then the created connected figure will always be a text figure. This way you can easily create a text figure connected to a collection.

4. Via Drag and Drop

This drag-and-drop method will work on the idea space but not within collections:

1. Drag figure A on top of figure B and, *before dropping*, press and hold one of the following modifier key combinations and the mouse pointer change to a little curly icon:
   ◦ ⌘ (Command): directional line (one arrowhead, →)
   ◦ ⌘⇧ (Command-Shift): bidirectional line (two arrowheads, ↔)
   ◦ ⌘⌥ (Command-Option): nondirectional line (no arrowheads, —)
   ◦ ⌘⌥⇧ (Command-Option-Shift): nondirectional dashed line (no arrowheads, ⋯)
2. Release the mouse and figure A will move back to its original position and the appropriate line will be created connecting figure A to figure B.

Linking Figures

Curio has several methods for linking figures together including jump actions, jump anchors, idea space links, hyperlinks, and references.

Jump Actions

You can assign a jump action to a figure so that double-clicking that figure can navigate to a specific idea space or even a specific figure — even in another project!

The figure will also get a little jump image adornment so it's clear that a jump action is associated with the item. You can use the Actions inspector to hide this adornment if you wish.

Set a Jump Action for a Figure via the Jump Popup

1. Select the figure to which you wish to assign the jump action.
2. Choose Format > Jump or press ⌘J to bring up the jump popup.
3. The jump popup is based on the Quick Find popup which means:
   ◦ Start typing to find a figure's text or idea space's title via autocomplete then choose a result.
   ◦ [Enter a query](#) like `@george` or `due < 2w` or `#active` then choose a result.
   ◦ If you've copied a figure or idea space from the same project you can simply paste into the jump popup and the item will appear in the results so you can select it.
   ◦ If you've copied a figure or idea space *from a different project* you can simply paste the `curio://` hyperlink into the jump popup and click Set.
4. After choosing a destination for the jump the popup will be dismissed and a jump action assigned to your figure.

Set a Jump Action for a Figure via the Clipboard

1. Select your jump destination: either a target figure within an idea space or a target idea space within the Organizer.
2. Choose Edit > Copy from the main menu.
3. Select the figure(s) to which you wish to assign the jump action.
4. Choose Edit > Paste As > Jump Action to set the jump action.

Opening a Jump Action

- Click on a figure's jump action adornment.
- If the jump destination is within this project it will appear in the current view, if Option (⌥) is held when clicking it will open in the opposite split view.
- If the jump destination is in a different project, the jump will open in a separate window or tab (depending on your System Settings > Desktop & Dock tabs setting), if Option (⌥) is held when clicking it will open within the current window replacing the current project ([reverse this](#)).

Clear a Jump Action for a Figure

1. Select the figure and choose Format > Jump or press ⌘J to bring up the jump popup then clear the current destination and press Set.
2. Or, open the Actions inspector and click *Restore Default*.

Extract PDF Selection to Text Figure with Jump Action

You can extract a selection of text from a PDF figure and paste it on an idea space as a new text figure, complete with a jump action to the original selection in the PDF.

1. Option-double-click a PDF figure on your idea space to begin PDF annotations.
2. Select a region of text within the PDF.
3. Choose Edit > Copy As > Jump Target.
4. Elsewhere in the project choose Edit > Paste and a new text figure will appear containing the selected text from the PDF. A jump action to the original selection in the PDF figure will be automatically associated with the new figure. Clicking the figure's jump adornment will jump to the idea space containing that PDF and highlight that selection of text within the PDF.

Wikilinks

A wikilink is a special extension of markdown which looks like this `[[Apple iMac]]` when you're editing but turns into a clickable link to an inner-project jump destination when rendered.

Insert a Wikilink to Existing Destination

1. Edit a text figure.
2. Type `[[` and the Format > Jump (⌘J) popup will automatically appear allowing you to find and select a destination figure or idea space.
3. The jump popup is based on the Quick Find popup which means:
   ◦ Start typing to find a figure's text or idea space's title via autocomplete then choose a result.
   ◦ Enter a query like `@george` or `due < 2w` or `#active` then choose a result.
   ◦ If you've copied a figure or idea space from the same project you can simply paste into the jump popup and the item will appear in the results so you can select it.
   ◦ If you've copied a figure or idea space *from a different project* you can simply paste the `curio://` hyperlink into the jump popup and click Set.
4. After choosing a destination for the jump the popup will be dismissed and the wikilink will be inserted into your text figure.
5. Note that markdown rendering will be automatically enabled for your figure if necessary.

The automatic jump popup when you type `[[` can be disabled so you would have to press ⌘J to bring it up.

The automatic trailing bracket `]` when you type a leading bracket `[` can be disabled.

Alternative Title

Curio supports the `[[title|alternate title]]` wikilink syntax so if you don't like the default title (which can be customized) you can give it an alternate which will be displayed when rendered.

Link Storage

You might wonder where Curio is storing the hyperlink to the jump destination, after all it's not visible anywhere. When editing the hyperlink it is stored as a hidden rich text attribute across the wikilink. When rendered that attribute is turned into a standard rich text link attribute so you end up with a clickable link.

Insert a Wikilink to New Idea Space

For the wikilink you can enter an idea space title that doesn't exist yet and it will be automatically created as a sibling of the current idea space the first time you click on it.

Via Typing

1. Edit a text figure.
2. Type `[[` and the Format > Jump (⌘J) popup will automatically appear.
3. In the Jump popup, simply type a new title for your idea space and press Return or click the Set button. You don't have to choose an existing destination.
4. The title will be inserted into the wikilink brackets and the text cursor will be placed just after the wikilink.
5. Continue editing your text if you'd like then press Escape when you're done.
6. The first time you click on the wikilink Curio will see if an idea space with that title already exists as a sibling of the current idea space. If not a new idea space with that title will be created as a sibling. The wikilink's URL will then be refreshed to point to this idea space using its ID, which is more robust, and Curio will jump to that idea space.

Alternatively if you disable the automatic jump popup you can manually bring it up via ⌘J or simply type the new idea space title directly within the wikilink brackets.

Via Text Selection

1. Edit a text figure.
2. Select a range of text within the figure that you would like to turn into a wikilink.
3. Type `[` and you'll see that the selected range gets left and right brackets on either side of the selection. Press `[` again to get the second bracket to enclose the selection with the `[[wikilink]]` syntax.
4. Press Return to skip past the wikilink.
5. Continue editing your text if you'd like then press Escape when you're done.
6. The first time you click on the wikilink Curio will see if an idea space with that title already exists as a sibling of the current idea space. If not a new idea space with that title will be created as a sibling. The wikilink's URL will then be refreshed to point to this idea space using its ID, which is more robust, and Curio will jump to that idea space.

This automatic selection bracketing can be disabled. Instead you would manually enclose the text with leading `[[` and trailing `]]`.

Pressing Return within a wikilink to skip past it can also be disabled.

Edit a Wikilink

1. Edit the text figure containing the wikilink.
2. Place the text cursor anywhere within the wikilink itself and choose Format > Jump or press ⌘J to bring up the jump popup.
3. Use the jump popup to find and select a different destination.

If the text cursor is anywhere within the wikilink then pressing Return will skip past the end of the wikilink. This feature can be disabled.

Opening a Wikilink

1. If editing, move the text cursor anywhere within the wikilink and press Enter (not Return) to open the wikilink.

2. If not editing, make sure the figure is selected then click the wikilink to open it.
   ◦ If the jump destination is within this project it will appear in the current view, if Option (⌥) is held when clicking it will open in the opposite split view.
   ◦ If the jump destination is in a different project, the jump will open in a separate window or tab (depending on your System Settings > Desktop & Dock tabs setting), if Option (⌥) is held when clicking it will open within the current window replacing the current project (reverse this).

Pressing Enter within a wikilink to open it can be disabled.

Wikilink Limitations

Wikilinks in File-backed Markdown Text Figures

There are some key points to consider if you plan to use wikilink syntax within file-backed *markdown* text figures. Note this specifically applies to markdown (`.md`) backing files not rich text files.

The markdown file format is plain text which means Curio can't store wikilink URL information in rich text attributes. This imposes limitations on what kinds of wikilinks Curio can dynamically reconstruct when it needs to render the markdown.

- ✅ Wikilinks to *sibling* idea spaces will work. Curio will automatically try to find an idea space with the wikilink's title as a sibling of the current idea space. If successful, it will dynamically construct a link to that idea space. If not, a new idea space with that title will be created as a sibling when the link is clicked.

- ❌ Wikilinks to other non-sibling idea spaces in the project or to figures in the project will not work, as Curio doesn't have enough information to reconstruct the link.

- ⚠️ If syncing your file-backed markdown files with Obsidian then keep in mind Obsidian does not allow the following characters in markdown file titles: `# ^ [ ] |` . This means if you're creating a wikilink to an idea space you may not want to use those characters in the idea space's title. For example, a wikilink like `[[Curio is #1]]` to an idea space with that title wouldn't work in Obsidian because it doesn't allow you to create a markdown file named *Curio is #1.md*.

Markdown Jump Links

In contrast to a wikilink, which is a non-standard extension to the markdown syntax, you can also insert a standard markdown link for your jump links.

The format is a bit more verbose compared to wikilinks `[title](link)` where the link is a visible `curio://` hyperlink, however it is standard markdown.

Insert a Markdown Jump Link

1. Edit a text figure, markdown should be enabled if it isn't already.
2. Choose Format > Jump or press ⌘J to bring up the jump popup.
3. The jump popup is based on the Quick Find popup which means:
   ◦ Start typing to find a figure's text or idea space's title via autocomplete then choose a result.
   ◦ Enter a query like `@george` or `due < 2w` or `#active` then choose a result.
   ◦ If you've copied a figure or idea space from the same project you can simply paste into the jump popup and the item will appear in the results so you can select it.
   ◦ If you've copied a figure or idea space *from a different project* you can simply paste the `curio://` hyperlink into the jump popup and click Set.

4. After choosing a destination for the jump the popup will be dismissed and a markdown link will be inserted into your text figure.

The wikilink is of the form `[title](link)`. If you don't like the default title ([which can be customized](#)) you can easily change it by replacing the contents of the `[title]` portion.

Edit a Markdown Jump Link

1. Edit the text figure containing the markdown jump link.
2. Place the text cursor anywhere within the markdown link and choose Format > Jump or press ⌘J to bring up the jump popup.
3. Use the jump popup to find a different destination.

Rich Text Jump Links

If you prefer rich text to markdown then you can also insert standard rich text links to jump destinations.

Insert a Rich Text Jump Link

1. Edit a text figure, markdown should be [disabled](#) if it isn't already.
2. Choose Format > Jump or press ⌘J to bring up the jump popup.
3. The jump popup is based on the Quick Find popup which means:
   ◦ Start typing to find a figure's text or idea space's title via autocomplete then choose a result.
   ◦ [Enter a query](#) like `@george` or `due < 2w` or `#active` then choose a result.
   ◦ If you've copied a figure or idea space from the same project you can simply paste into the jump popup and the item will appear in the results so you can select it.
   ◦ If you've copied a figure or idea space *from a different project* you can simply paste the `curio://` hyperlink into the jump popup and click Set.
4. After choosing a destination for the jump the popup will be dismissed and a rich text link will be inserted into your text figure.

If you don't like the default title ([which can be customized](#)) you can edit the link text.

Edit a Rich Text Jump Link

1. Edit the text figure containing the rich text jump link.
2. Place the text cursor anywhere within the link text and choose Format > Jump or press ⌘J to bring up the jump popup.
3. Use the jump popup to find a different destination.

Backlinks

Once you've established a number of jumps to various destination figures or idea spaces you may wonder, given a destination, what items link to it? *Backlinks* are jumps from other items to a given item.

Viewing Backlinks

1. Right-click on a figure or Organizer item.
2. In the context menu that appears, the *Backlinks* submenu will list all originating source figures by their title and location within the project.

3. Choose one of those backlinks and you will promptly jump to that figure within the project, if Option (⌥) is held when clicking it will open in the opposite split view.

Note these only list jumps within the same project, not from other projects, and won't include hyperlinks since those can be placed anywhere even outside of Curio.

Optional Backlink Adornment

Figures with backlinks can *optionally* show a link adornment if you'd like to make figures with backlinks more obvious. Then you can click on the link adornment to quickly access backlinks, in addition to the right-click context menu technique, if Option (⌥) is held when clicking it will open in the opposite split view. If a figure has references it's already showing the link adornment so Curio will automatically show backlinks in that popup menu as well, regardless of this setting.

Renaming a Destination

If a jump destination figure or Organizer item is edited in a way that changes their link title then that change can propagate to all backlink figures that have inline links to that destination. However, the change will not be made if the inline link's title has been modified by the user.

For example, if you have an idea space titled "Butternut" then rename it to "Peanut" then here's what will happen to backlinked figures that have inline links to that idea space:

Inline Link Type	Before Rename	After Rename
Wikilink	[[Butternut]]	[[Peanut]]
Same wikilink but with modified title	[[My Dog]]	[[My Dog]]
Same wikilink with alternate display title	[[Butternut|My Dog]]	[[Peanut|My Dog]]
Markdown link	[Butternut](curio://?i=87)	[Peanut](curio://?i=87)
Same markdown link but with modified title	[My Dog](curio://?i=87)	[My Dog](curio://?i=87)
Rich text link	Butternut	Peanut
Same rich text link but with modified title	My Dog	My Dog

Jump Anchors

As an alternative to assigning a figure a jump action, you can use a jump anchor to jump to different locations. A jump anchor is a small, unassuming icon you can place anywhere on an idea space. When double-clicked the user will jump to the destination location.

Add a Jump Anchor

1. Select your jump destination: either a target figure within an idea space or a target idea space within the Organizer.
2. Choose Edit > Copy from the main menu.
3. Go to the idea space where you want to place the anchor.
4. Choose Edit > Paste As > Jump Anchor from the main menu.
5. Curio will create a jump anchor figure. You can click and drag this figure anywhere. You can also copy & paste it, duplicate it, or change its attributes in the Inspector.

Idea Space Link Figures

You can also create links between idea spaces even from different projects by adding an idea space link figure. When double-clicked the user will go to the destination idea space.

The new figure will display a preview of the represented idea space unless the represented idea space is the same as the idea space on which it was placed or is from a different Curio project. If the represented idea space is the same as the idea space on which it was placed, Curio will display a distinctive "you are here" icon. If the represented idea space is from a different Curio project, Curio will display a distinctive "external project" icon.

Add an Idea Space Link Figure

1. Drag the idea space from the Organizer of a project window and drop it onto an idea space.
2. A new idea space link figure will be created with a preview of the represented idea space.
3. You can right-click on the resulting figure and choose "Show As Icon" then give the figure an appropriate title like "Click here to learn more".
4. The icon or preview image will automatically update as the destination idea space changes.
5. When displayed as icon, the title automatically reflects the idea space's title and dynamically updates if that title is changed. You are able to manually override the figure's title with your own text if you wish and Curio won't replace it. Later, if you'd like it to reflect that actual idea space title again, simply remove all text from the figure's title and Curio will replace it.

Hyperlinks

You can easily create hyperlinks to figures or idea spaces within a Curio project for use outside of Curio, for example in a browser web page or another application. These are of the form `curio://`.

If you have text selected within the selected text or PDF figure then the hyperlink will *deep link* to that selection. Similarly if you're playing back a video or audio figure then the hyperlink will deep link to that start location.

Clicking the resulting hyperlink, whether it's in Curio or another application, will tell Curio to jump to that project, that idea space, and that figure, then set the selection of that text figure or PDF figure, or start playing back the media at that location.

Relative Hyperlinks

If the hyperlink is used within the same project then it's a relative link and doesn't include project information, as it's not necessary.

When exporting text as PDF, rich text, or markdown, local project hyperlinks, specified via rich text link attributes or markdown links or wikilinks, are converted into longer absolute hyperlinks that include project information suitable for use outside of Curio.

Create a Hyperlink to an Idea Space or Figure

1. Select an idea space in the Organizer or figure within an idea space. You can also select a range of text within a text figure or PDF figure, or start playing an video or audio figure, and the link will deep link to that selection or playback location.
2. Choose Edit > Copy As > Hyperlink.
3. Use it outside of Curio or even within Curio by selecting text and using the Format > Link menu (⌘K). If you use it within a text figure in the same project then the project path is removed automatically turning it into relative link so it will work even if the project is moved or renamed.

4. Clicking the resulting hyperlink, whether it's in Curio or another application, will tell Curio to jump to that project, that idea space, and that figure, then, if appropriate, set the selection of that text figure or PDF figure, or start playing back the media at that location.

Hyperlink Format

Here's an example Curio hyperlink:

```
curio://Biology?p=WJzoFVMoS9iltl5LziCxeQ&f=6SbyZLC1Rl6AQIQx5qdPPA
```

- All Curio project hyperlinks start with `curio://`, which is our custom URL scheme.
- Next, if this isn't a relative link within the project, is the name of the project.
- Next, if this isn't a relative link within the project, is a `p=` variable with the project's unique identifier (URL-safe base64 encoded) which is stored as a `com.apple.metadata:kMDItemIdentifier` metadata extended Finder attribute on the project file. Using that identifier we can use Spotlight to find the project if it has been moved, renamed, or is now on another volume. Note this only works if Spotlight is indexing the volume containing the project file. If you duplicate a project then it will also have the same unique identifier.
- Next there may be optional variables based on the type of link.
    ◦ `i=` the unique identifier to a specific idea space (URL-safe base64 encoded).
    ◦ `f=` the unique identifier to a specific figure (URL-safe base64 encoded).
    ◦ `n=` the page number of a PDF figure.
    ◦ `s=` the starting selection range for text or time for an audio/video recording figure.
    ◦ `e=` the ending selection range for text or time for an audio/video recording figure.

These terms may change as Curio's hyperlink capabilities evolve.

Old Hyperlink Format

Our hyperlink format from Curio 14 through Curio 27 included an encoded path to the original file:

```
curio://$Projects/Classes/Biology.curio?p=WJzoFVMoS9iltl5LziCxeQ&f=6SbyZLC1Rl6AQIQx5qdPPA
```

However, even though we used special smart variables to simplify the path, it wasn't as robust as just using the project unique ID technique described above.

Resolving Hyperlinks

If Curio is unable to find the project based on the supplied link information, it will ask you to locate it via a standard Open dialog, then remember that new location so future links to that project will work automatically.

Supporting Universal Links

In the future Apple may migrate custom URL schemes, like `curio://` links to a new type of link created by Apple called a Universal Link, such as:

```
https://www.zengobi.com/curio/link/Biology?i=y_6ticqKTl6
```

Universal links are more secure than custom URL schemes as they are tied to a registered Internet domain, instead of a programmer simply claiming a scheme potentially overriding someone else's claimed scheme.

While Apple will presumably support custom URL schemes indefinitely, so existing app links won't break, we've taken these preemptive steps in case Apple starts encouraging developers to do so:

- On Apple's developer portal, we've declared that our Curio app (with its `com.zengobi.curio` bundle ID) supports universal links and our registered domain is `zengobi.com`.
- We've added the https://www.zengobi.com/.well-known/apple-app-site-association file to our website declaring that Curio handles universal links of the form: `https://www.zengobi.com/curio/link/...`
- The Curio app itself already knows how to handle universal links of that form.
- On a user's machine, based on the apps installed, macOS periodically queries and locally caches this site association information so it immediately knows to launch Curio directly when clicking on a universal link.

Apple hasn't shifted macOS to universal links yet, as they have on iOS, but we're ready if they do!

Hookmark Integration

By default the popular Hookmark utility creates `hook://` links to the current Curio project itself, not to the selected content within the project.

However, if you want Hookmark to track `curio://` deep links to a specific idea space or figure, or even to selected range of text within a text figure or PDF figure, then you have two options:

1. Enable Hookmark's Curio AppleScript integration which will make Hookmark use Curio's AppleScript interface to retrieve `curio://` deep links for selected items.

2. Or, use Curio's Copy As > Hyperlink to place the deep link on the clipboard then use Hookmark's Focus on Link in Clipboard.

Reference Links PRO

Curio Professional customers can create cross references from Curio figures and Organizer items to other Curio figures, Organizer items, and even web sites using a sophisticated new feature we call references.

These reference connections can be of a specified type, such as a *Rebuttal* or *Evidence*, allowing you to create a number of typed connections between your Curio items, even if they're scattered throughout a project or in different projects.

Compared to normal jumps or wikilinks and backlinks, a reference link is much more advanced since it includes the type of connection made between the two figures. Therefore you know *why* the items are connected.
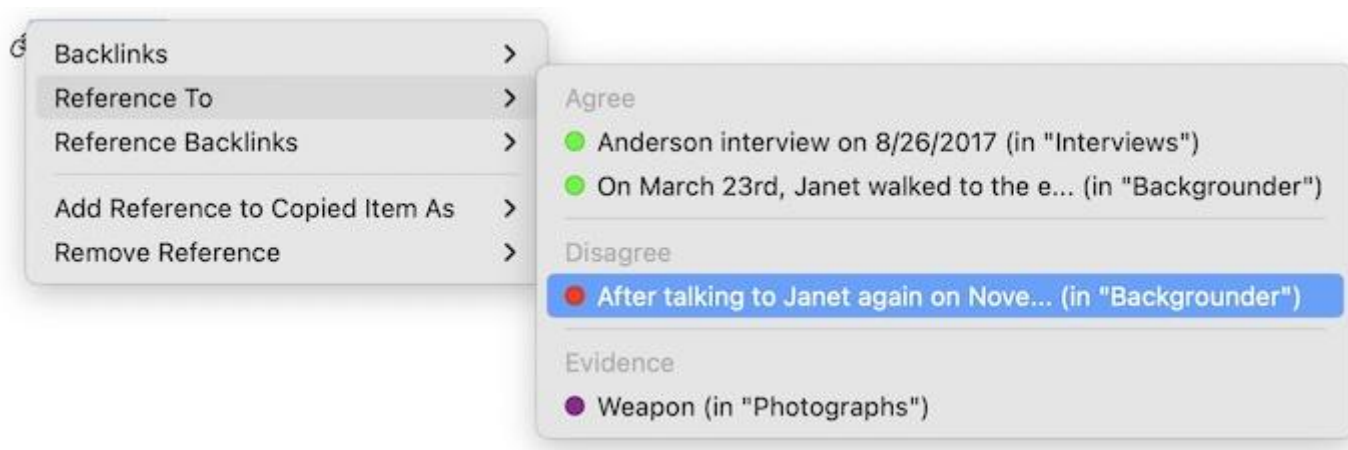
Sample Use Case

For example, say you're using Curio to take notes on a research paper detailing a lab experiment. You can use references to associate your text figures detailing your experiment, to various image figures located elsewhere in the project, with a *Experiment Snapshot* reference type. They may also link to other notes which describe the results of prior experiments via *Prior Data* reference type.

Then, at any time, you can view a figure's references, via the link adornment or context menu item. It lists all figures this figure **refers to** so you can jump to them with just a click.

If within the same project, you can even see all figures to point to it, thus are *reference backlinks* to this figure. (Note that a remote reference in a different project can't see all the references that point to it.)

A single figure might have references to multiple figures such as two *Source* figures, three *Rebuttal* figures, and one *Example* figure. Likewise, a figure can have multiple figures that all point to it, such as a figure which is an *Agree* reference for some figures (thus a support for those statements), and *Disagree* reference for others (thus a counterargument).

Reference Type Scopes

Using the inspector shelf, click the Project tab and then use the new Reference Types inspector panel to see all the available reference types.

The Scope

There's a popup at the top of this inspector panel where you can choose whether to view and modify:

- Bundled reference types that are included with Curio.
- Custom reference types for all projects.
- Custom reference types for a specific project.
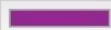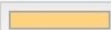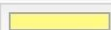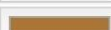
When you first launch Curio you won't have any project or personal types, so let's begin by looking at the bundled types.

Bundled Reference Types

Click the popup at the top to show all the bundled types. The list underneath will reveal the global reference types available to all projects including Agree, Disagree, and Example, among many others. Each type is color coded for quick identification, such as green for Agree and red for Disagree.

Editing

Bundled reference types are read-only, however, if there are types you don't think you'll ever use you can uncheck the visible checkbox and they won't clutter your interface when creating references. They can be re-enabled at any time in the future if you change your mind.

Example
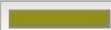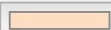
As an author of mystery novels, you might decide that you'll never need the bundled Footnote, Rebuttal, and Response types so you uncheck them so they aren't listed as choices when you make a reference association.

Custom Types for All Projects

At the top, switch the popup so you're looking at the the custom types you've created and made available to all projects. This list is empty by default, of course, so you'll need to add some types to get started.

Example

Continuing the example above, let's say you create a handful of custom global reference types that you'll use as you brainstorm and organize your novels: Clue, Enemy, Foreshadow, and Friend. You can use these to quickly link notes together as you work on your latest mystery. These custom types will be available to all of your Curio projects.

Editing

As custom types you can edit these names and colors at any time. Uncheck a type if you no longer want it to be available for new references, or delete it via the Delete key or Delete Type button to remove it permanently.

Custom Types for This Project

And finally, switch the popup at the top so you can see the custom reference types you've created for this specific project.

Reference Types	▼

Show this project's custom reference types	⇕

Visible	Name	Color
☑	Persona	🟩
☑	Scene	🟨
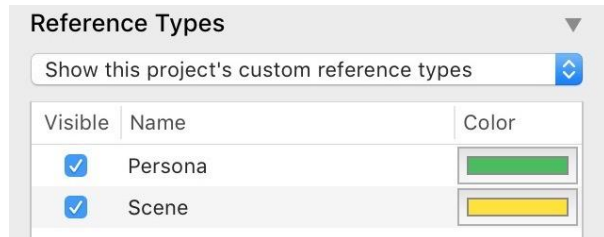
Example

To continue our earlier example, in this particular project you're working on a novel that could use a couple of project-specific types, Persona and Scene, which you can use to help associate certain notes with specific notes and image figures which describe important themes.

Editing

As custom types you can edit these names and colors at any time. Uncheck a type if you no longer want it to be available for new references, or delete it via the Delete key or Delete Type button to remove it permanently.

Defining Reference Types

1. Using the inspector shelf, click the Project tab and then use the new Reference Types inspector panel to see all the available reference types.
2. At the top use the popup to specify whether you want to view and modify (a) bundled reference types that are included with Curio and available to all projects, (b) custom reference types for all projects, or (c) custom reference types for this project, specifically.
3. Bundled reference types are read-only, however, if there are types you don't think you'll ever use you can uncheck the visible checkbox and they won't clutter your interface when creating references.
4. With custom types you can edit these names and colors at any time. Uncheck a type if you no longer want it to be available for new references, or delete it via the Delete key or Delete Type button to remove it permanently.

Adding a Reference

1. Select and copy the figure or Organizer item you want to reference. This is the item you want to refer to.
2. Next select one or more other figures where you want to add a new reference which points to that copied item. Right-click, and in the context menu that appears choose a reference type in the Add Reference to Copied Item As submenu to create your new reference.
3. The reference connection has now been created, and a reference adornment will then appear beside both the source and destination figure, if within the same project.

Adding a URL Reference

1. In your browser:
    ◦ Right-click on a link and choose Copy Link, which should also give Curio the title of the page.
    ◦ Or copy the URL location itself (ex: www.zengobi.com/support).

2. Next select one or more other figures where you want to add a new reference which points to that copied URL. Right-click, and in the context menu that appears choose a reference type in the Add URL Reference As submenu to create your new reference.

Viewing an Item's References

1. If a figure either has references or is a reference (in the same project) then it will have a special references link adornment. Clicking it will list all references, grouped and color coded by reference type, and allow you to add or remove references.
2. Alternatively, right-click on a figure or an Organizer item which either has references or is a reference and its context menu will contain a References submenu identical to the one displayed when clicking an adornment.
3. From that menu you can select an item to instantly jump to it.
   ◦ If the jump destination is within this project it will appear in the current view, if Option (⌥) is held when clicking it will open in the opposite split view.
   ◦ If the jump destination is in a different project, the jump will open in a separate window or tab (depending on your System Settings > Desktop & Dock tabs setting), if Option (⌥) is held when clicking it will open within the current window replacing the current project ([reverse this](#)).

Removing a Reference

1. Click on the references adornment or right-click and choose the References submenu.
2. Within that menu you should see a Remove Reference option so you can select a reference to remove.

Search References

Once you've connected figures together via references Curio includes a number of ways to use those connections.

- You can use the Quick Find popup or Search shelf to find all figures with which *have references of a specific type* (`^agree`), or even any reference type (`^*`).
- You can also find all items that *are references of a specific type* (`=^agree`) or any type (`=^*`).
- When you use the export button on the search results screen, any references associated with a figure are included in the resulting rich text, markdown, or CSV export.
- By default, references are included in CSV exports under named columns such as "Agree Reference" and "Disagree Reference". As each figure's row entry is exported, if the figure includes one or more references of that type then those jump URLs are exported in that column. The search results export button also has a new menu option, Export Resulting References as CSV, which can be used to export only figure reference information to a separate CSV file with reference named columns.

Synced Figure Instances PRO

You can create synced copies of a figure and Curio will sync the text contents and all meta properties (checked state, percent complete, dates, tags, resources, priority, etc.) between the original figure and all instances.

Modify the original figure *or any of the instances* and those changes will be synced to all other figures.

This means you can mark one as completed, and all will be marked as completed. Change a date, and all reflect that same date change. Modify the text context, and all have the updated text.
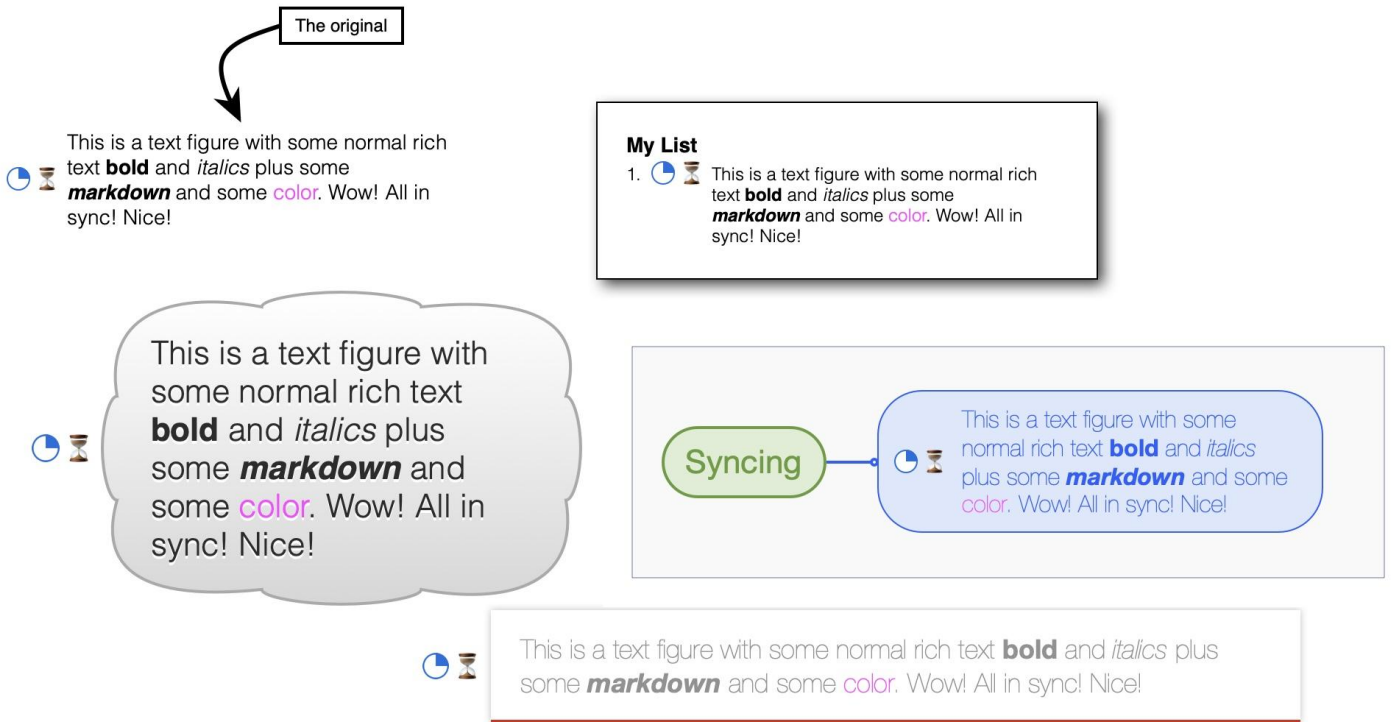
The screenshot above shows a rich text figure marked as 25% complete with an `#GTD/OnHold` tag with its associated hourglass icon, with its content and meta synced to multiple instances each styled independently.

The figure *styling* is not synced and can therefore be different between all the instances. The styling associated with a figure is applied to the shared text content right before rendering.

So you can have an instance of an original figure in a list, in a mind map, and in multiple other places on idea spaces throughout your project, each styled independently, but their content and meta are all synced.

This is a powerful feature. A few other applications have similar functionality where it may be called *transclusion* or embedded block references. Some only allow the original figure to be edited, thus all instances are read-only, while a select few allow any instances to be edited as well (like Curio).

> **Video** ▶
> Watch a synced figure instances demonstration video on our YouTube channel.

Creating a Synced Figure Instance

1. Select one or more figures and copy them.
2. Choose Paste As > Synced Figure Instance(s).

Some additional notes:

- You can paste into a collection or onto an idea space.
- Repeat the paste as synced figure instance as often as you wish.
- Item order is preserved if you copy to/from collections. For example, if you copy items in a list then paste as synced figure instances into another list then the items will be in the same order.
- If you duplicate or do a normal copy/paste of an instance then the duplicate is an instance of the *original* figure (it is *not* an instance of an instance).

Jumping to Figure Instances

- Right-click on an original figure and choose an instance from the Synced Figure Instances submenu.

Given that the instances all have the same text content, the submenu is listed based on the containing idea space title, in alphabetically sorted order.

Jumping to the Original Figure

- Right-click on a figure instance and choose Jump To Original Figure.

Disconnecting from the Original Figure

- Right-click on a figure instance and choose Disconnect From Original Figure.

Deleting the Original Figure

If you attempt to delete a figure that has instances you will be warned that the syncs will no longer work.

The existing instances will maintain their text from the last sync. They will not be deleted as this could cause cascading issues if they are parent nodes in lists, etc.

Note that you aren't warned if you delete one or more idea spaces or entire sections that happen to contain a figure within that is an original figure.

Glow Coloring

Instead of the normal blue selection glow color, you will see the following selection colors:

- Purple, for figures that have instances.
- Pink, for the instances themselves.

Note for performance reasons this is just a quick check. If you've deleted figures (or did an undo/redo of a figure deletion), or idea spaces, or sections that have original figures or instances then the quick check won't be updated until project reload.

Limitations of Synced Figure Instances

Currently you cannot create synced figure instances of grouped figures, line figures, or collection figures like lists and mind maps.

Styling Synced Figure Instances

Styling synced figures figures is quite similar to the logic applied to styling file-backed rich text figures.

When you edit a figure those changes are then broadcast to each synced instance where the text contents are transformed to that figure's styling using the following logic:

1. **Same Font and Font Size Throughout**
   If the entire text content shares the same font and font size (and ignoring traits like bold and italics) then the figure's font and font size are applied to those contents right before rendering. Subtext containing bold and italic attributes remain intact after applying the new font.

2. **Same Font Size Thoughout**
   Else, if the entire text content has a mix of fonts but they're all the same font size, then the figure's font size is applied to those contents right before rendering. So the mix of fonts remains intact but they all adjust in size. Bold and italic attributes also remain intact.

3. **Text Coloring**
   Curio will then apply the figure style's foreground text coloring to the text, while making sure colored subtext remains intact.

If there's a mix of fonts and sizes then Curio leaves the text formatting as-is as it doesn't want to jeopardize your rich text formatting by applying a new syling erroneously.

Versus File-Backed Text Figures

Curio has a similar feature called File-Backed Text Figures where an asset figure that points to a text file can be displayed as a text figure which you can read about above. With that feature, you can drag in an embedded or aliased text file then right-click on it and choose to show it as a text figure.

Since it's an asset figure, all copies of that figure will share the same underlying file asset. So changing the text contents of any of the copies will modify the shared underlying text file, thus updating all the other copies of the asset figure. This sounds much like the synced figure instance feature, right?

However, there are some key differences:

1. Synced figure instances store their text data within the figure data itself, not to a separate text file.
2. Synced figure instances will also sync figure meta information. Checking off or changing the due date on one will change all the others. With file-backed text figures each figure is independent and only the content is synced since they share the same underlying asset file. (Technically, for historical reasons, tags are synced between file-backed text figures as they are associated with the asset, not the figure.)
3. Synced figure instances allow you to easily jump between the original and instances of that original.

> **Cool Trick**
> You can actually create a synced figure instance of a file-backed text figure to get the best of both worlds: synced figure meta with synced text contents stored to a file which can be embedded within the projet or even aliased to a file possibly synced via a cloud service to your other Macs and devices.

Focus

When working within Curio Professional or Standard sometimes you'd like to focus on a specific branch in a mind map or list, or perhaps a particular figure on a busy idea space such as an album or text figure.

With Curio's View > Focus feature this is easy to do.

Using Focus

1. Select one or more figures and choose View > Focus or press ⌥⌘F.
2. All other figures on the idea space will become transparent. If the selected figures are parent figures in a hierarchical collection such as a list or mind map then any existing or new child nodes inherit focus as well.
3. To turn off focus simply choose View > Focus or press ⌥⌘F again. If you switch to another idea space or re-open your project focus is restored as well.

Related Features

1. All editions of Curio support the ` (backtick) feature. Simply press ` to instantly hide or show both the Organizer and Shelf which quickly declutters the interface.
2. Likewise all editions of Curio support the standard macOS full screen mode toggled via the View menu or by pressing ⌃⌘F.

Figure Layers PRO

Figure layers are incredibly useful with more complex idea spaces where you want to neatly separate figure content into separately manageable layers arranged in z-order.

Figures on top of Figures: On your idea space you have one or more figures, which are arranged and drawn in a back-to-front order. For example, with two rectangle figures, you can drag one and it will either drag behind or in front of the other. You can use the methods like the Arrange > Send to Back menu to rearrange this figure ordering.

Layers (of Figures) on top of Layers (of Figures): All of those figures currently exist on a single, default "foreground" layer on your idea space. With layers in Curio Professional, your idea space supports multiple independent layers, themselves arranged in a back-to-front order, each containing their own figures in back-to-front order.
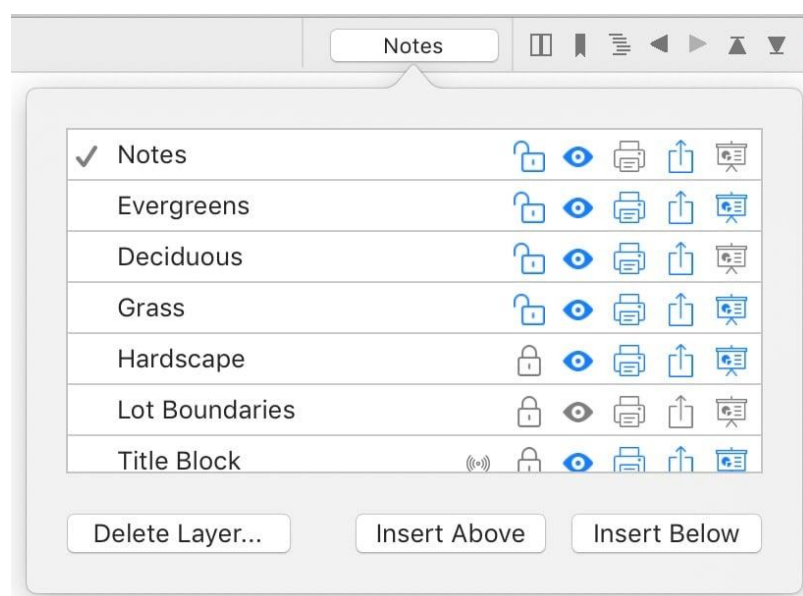
Example

For example, say you have a Background layer which is located under a Foreground layer. Curio will draw all the Background figures first in back-to-front order, then it will draw the Foreground figures in back-to-front order.

You could have a much more complex example, with a dozen layers that you use to encapsulate and order information. Layers can be visible or hidden, or perhaps visible in general but not printed or presented.

The Active Layer

A key aspect of layers is that only one layer at a time can be active. The active layer receives all mouse clicks and user interactions, essentially ignoring the other layers. This means you can select, create, delete, rearrange, and modify figures only on the active layer, which safeguards your other layers from accidental changes.

Layers Popup Menu

Curio has a quick access popup menu to switch layers, just hold Option (⌥) and click the Layers button to see the layers menu instead of the popover.

Activating a Layer

1. Click the Layers popover button located in the far-right area of the inspector bar. This button may be titled "Layer 1" as that's the default layer in all idea spaces.
2. In the popover that appears, click the layer to switch to. This will be the new active layer and you can now create and modify figures on that layer.

Renaming a Layer

1. Click the Layers popover button located in the far-right area of the inspector bar.
2. Double-click on a layer to rename it, type in the new name, then press Return.
3. Note you cannot rename a layer inherited from a master template. It can only be renamed in the master itself. An icon alongside the layer name indicates if it is inherited from a master template.

Inserting Layers

1. Click the Layers popover button located in the far-right area of the inspector bar.
2. Click either the Insert Above or Insert Below button to insert a new layer above or below the current, active layer.

Deleting the Active Layer

1. Click the Layers popover button located in the far-right area of the inspector bar.
2. Click the Delete Layer button to delete the layer. Or, with a touchpad or Magic Mouse, you can swipe a layer's entry in the list to delete it.
3. Note you cannot delete a layer inherited from a master template. It can only be deleted in the master itself. An icon alongside the layer name indicates if it is inherited from a master template.

Rearranging Layers

1. Click the Layers popover button located in the far-right area of the inspector bar.
2. Drag-and-drop to rearrange the front-to-back ordering of your layers.

Locking Layers

1. Click the Layers popover button located in the far-right area of the inspector bar.
2. Click the lock icon to lock a layer so its figures cannot be edited.

Changing the Visibility of Layers

1. Click the Layers popover button located in the far-right area of the inspector bar.
2. Click the visible icon to hide or show a layer. Note hiding a layer acts as a override forcing the layer to be hidden when printing, exporting, or presenting regardless of the restrictions discussed below.

Like Photoshop, the Layer popover inspector supports ⌥-clicking the visibility icon for a layer to instantly hide all other layers. ⌥-click the same visibility icon again and all other layers will be made visible once again.

Using Restrictions to Control the Visibility of Layers

1. Click the Layers popover button located in the far-right area of the inspector bar.
2. Assuming the layer is normally visible, you can restrict a specific layer from printing, exporting, or presenting by toggling the appropriate icon.

Moving Figures Between Layers

1. Select and cut the figures in their current layer.
2. Activate the layer where you wish to place them.
3. Paste the figures into this layer. They will be pasted in the same location as they were in their original layer.

Master Templates and Layers

1. Layers that are inherited from a master idea space template will show a special masters icon.
2. This indicates the layer cannot be renamed or deleted, although you can still rearrange, hide, or change its permissions.
3. Changes made to that layer in the master template will automatically be reflected in all idea spaces that inherit that master.
4. If you change to a different master template (via Change Masters) then any layers inherited from the current master will be removed and the new master layers added.
5. Any layers that were created just for this idea space, thus not inherited, will remain as-is.
6. Any edited figures that came from the previous master that have identifiers (via the Info inspector) will be copied over to figures with the same identifiers in the new master. So if you changed a figure identified as *title* from the old master then its content will be moved to a figure from the new master with the same identifier.

Figure Styles

As mentioned earlier, a figure style defines the look of the figure including properties such as color, border, font, and shading. You can apply a style to a new or existing figure.

Curio organizes figure styles based on the type of figure including:

- Basic Figure
- Document Icon (an asset figure displayed as icon)
- Image (an asset figure displayed as preview) with distinctions made for PDF Image and Equation subtypes
- URL (displayed as preview)
- Line
- List
- Mind Map
- Table
- Index Card
- Pinboard
- Album
- Stack

You can easily create new figures styles containing all of its display attributes.

Styles with Sizes

When you save certain types of figure styles, sizing information will automatically be saved as well. These figure types include images, albums, index cards, pinboards, stacks, and tables.

For image figures, Curio will then apply the style's size if you save the style as a default for image figures (*Format > Save as Default Image Style*) and then drag in a new image, or if you apply a style to an existing image figure that you haven't sized yet.

For the collection figures (albums, index cards, pinboards, stacks, and tables) these sizes be used when you create a new collection using that style, or if you apply a style to a collection that doesn't have any content in it yet.

Styles with Captions

If captions are enabled for a figure when a style is created then the style will include that caption state and applying that style to figure will enable captions automatically.

However, by default if a style doesn't include caption information then apply that style to a figure with existing captions will *not* hide those captions, although they can be hidden if you wish.

Create a New Figure Style

1. Select a figure in an idea space.
2. Configure the attributes how you want them.
3. Right-click on the figure then choose "Save As FigureType Style" where FigureType will be replaced by the type of figure that is selected such as "Basic Figure" or "Line" or "Mind Map".
4. In the dialog that appears give the style a name and press the Save button.

Apply a Style to a Selected Figure

1. Click on the Style inspector button or right-click on the figure and choose "Apply Style" to bring up the Style Gallery for that type of figure.
2. The style popup menu will only display the named figure styles appropriate for the selected figure. For example, if you have selected an image figure, then only the image styles will be displayed.

Curio will also show the bundled, personal, and master styles in handy submenus under the Format menu, based on the selected figures or the idea space itself if no figures are selected.

Create a Brand New Non-Collection Figure Based on an Existing Style

1. Click the Figures button on the toolbar.
2. The Gallery containing basic text figure styles and all non-collection stencils will appear.
3. Choose a style then click the Choose button. You may also simply double-click the style.
4. Some boilerplate text will automatically be added to your new text figure so you can see the effects of the style more easily.

Create a Brand New Collection Figure Based on an Existing Style

1. Click the appropriate collection button on the toolbar. For instance, click the List, Mind Map, Table, or Index Card toolbar button.
2. The Gallery for that collection figure will appear.
3. Choose a style then click the Choose button. You may also simply double-click the style.

Creating Figures via Gallery Drag

1. Click the Insert toolbar button or appropriate collection toolbar button to bring up a gallery.
2. Drag-and-drop an item from the gallery to your idea space to create a new item.
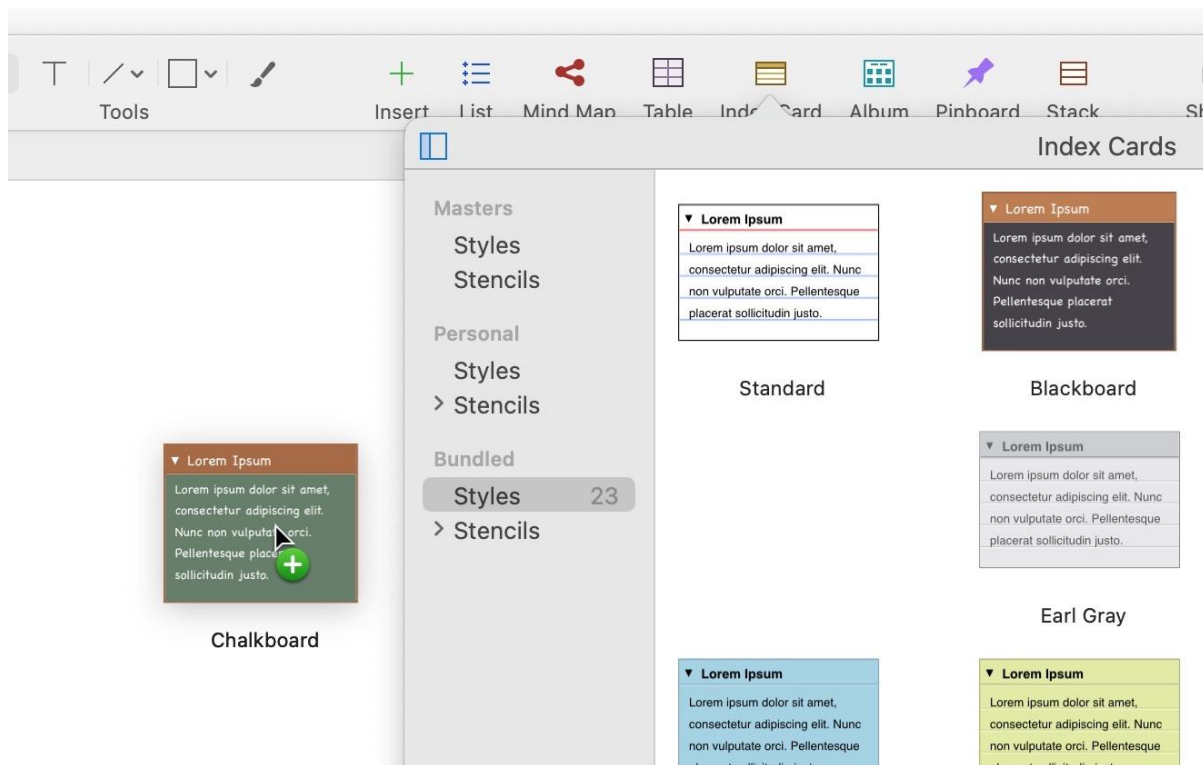
Detaching a Gallery

1. Click the Insert toolbar button or appropriate collection toolbar button to bring up a gallery.
2. Drag the gallery popover to create a free-floating gallery that you can drag-and-drop from to create new items. You can even drag the Insert popover itself to turn it into a free-floating chooser.
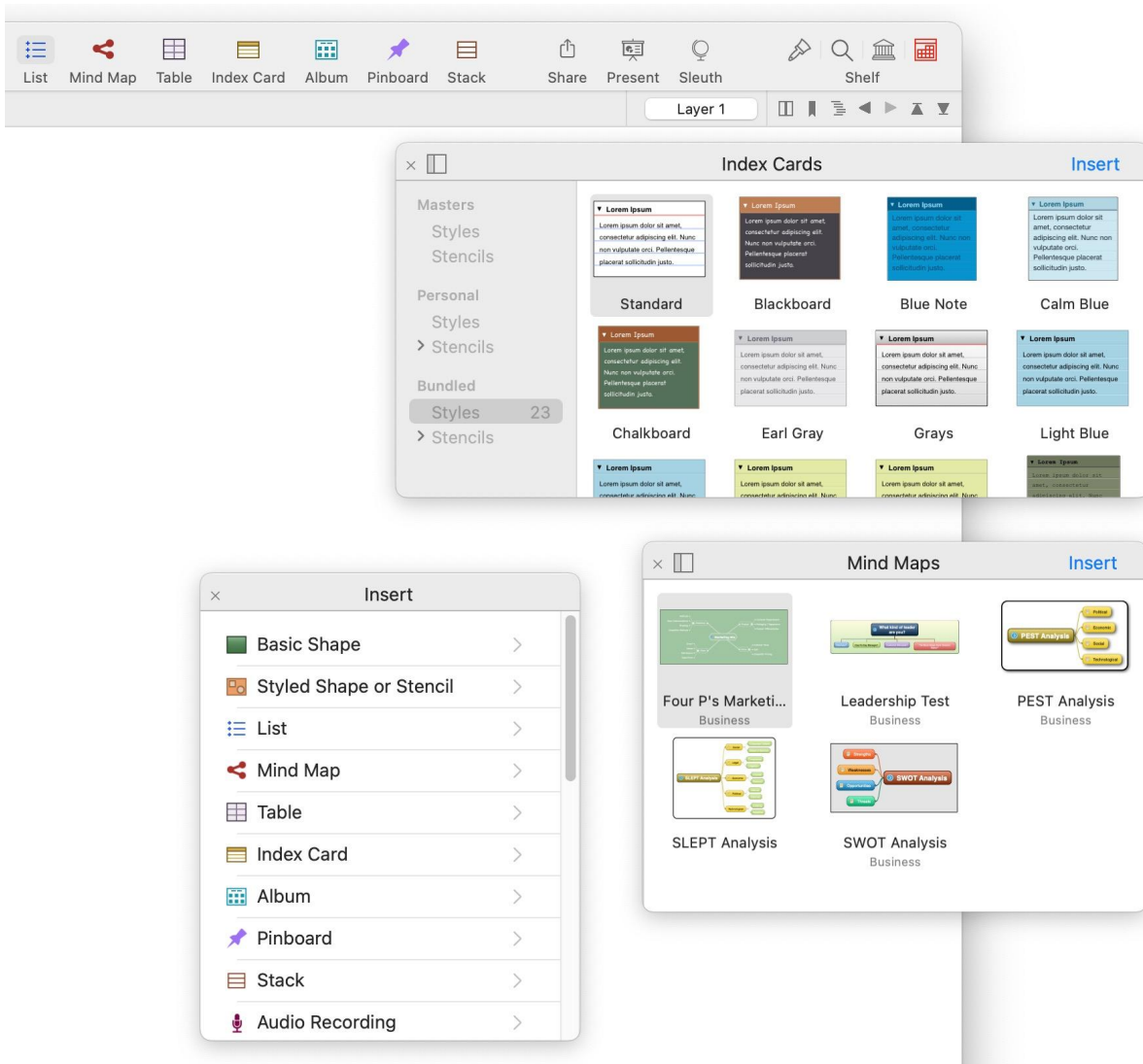
Managing Figure Styles with the Gallery

1. Within the Idea Space Style Gallery you can perform a number of operations to better manage your idea space styles.
2. Copy a style simply by drag-and-dropping it into your Personal collection.
3. Delete a Personal style by selecting the style and pressing the Delete key.
4. Share a Personal style by right-clicking on the style and choosing Send to Friend or Send to Zengobi.

Default Figure Style

You can change the default look for several types of figures. For instance, you want all new text figures to be 10 point Times or new web link figures should be 14 point Helvetica with a curved, bordered, and gradient-shaded outline.

Default styles can be overridden for each of the following figure types independently:

- Text
- Each of the various geometric shapes including rectangle, rounded rectangle, triangle, circle, trapezoid, speech, cylinder, house, etc, available from the *Drawing Tools* popup or the *Basic Shapes* gallery.
- Lines
- Mind map relationship lines
- Document Icon - any asset figure displayed as an icon
- Images and asset figures displayed as preview with distinctions made for PDF Image and Equation subtypes
- URL figures displayed as preview
- Video
- Audio
- Groups
- Lists
- Mind maps
- Tables
- Index Cards
- Pinboards
- Albums
- Stacks

All asset figures displayed as icons share the same "Document Attributes included in the stye include text attributes, border shape, color, thickness, and pattern, fill color and style, interior margin, opacity value, corners value, the visibility of shadows, to-do checkboxes, and ratings, and icon size.

Note if you're using Curio Professional then if a master figure is selected when following the steps below then you are defining a default master style for the current project (since masters are local to the project) instead of a global default.

Asset Figure Default Stylings

Normally all asset figures displayed in icon mode share the same default "Document Icon" styling, so they all look similar. This styling can be overridden via the Format > Set Default Style For Document Icon Figure menu item.

Similarly normally all images or asset figures displayed as previews share the same "Image Figure" styling, with "PDF Image" and "Equation" as the only exceptions. This styling can be overridden via the Format > Set Default Style For Image Figure menu item.

If you switch back and forth between icon and preview, via right-click Show As Icon or Show As Preview, the appropriate default styling will automatically be applied.

You can set the default state for whether a file dragged into Curio shows as icon or preview via the Format > Default Figure Settings submenu.

> **Asset Figure Default Stylings For Specific Extensions**
> You can also set default stylings for specific file extensions for preview and/or icon display modes using [advanced settings](). For example, a specific default styling for PNG files dragged in and displayed as icons or previews.

Save a New Default Style for a Figure Type

1. Select a figure of the appropriate type in an idea space.

2. Change its look using the inspector, or apply an existing personal or bundled figure style from a Style popup. This is an important point as you can simply change the attributes directly without using a saved style if you don't want to.

3. Choose Format > Save as Default Style for Figure from the main menu.

4. Any new figures of the given type will be created using the default style you set.

List and Mind Map Styles

Hierarchical collections, like lists and mind maps, store a style *per hierarchical level*.

This is important because when defining your own styles you need to make sure you style at least one figure for each hierarchical level, then save the collection style.

1. Create the list or mind map collection.
2. Quickly create a hierarchical series of child nodes: a child under the first, then a child under that child, then a child under that child, etc.
3. Go as far as you'd like but perhaps 5 or 6 levels should do it.
4. Style the child at each level the way you'd like it: border shape, color, and fill; text font, color, size; attributes like bold, italics, etc.
5. Once you finish your 5 or 6 levels select the collection figure itself.
6. Choose Format > Save as Default Style for Figure from the main menu.

Table Styles

Similarly tables store styles for each type of table cell, like a body cell vs a header cell, so you need to make sure you've defined a style to each type before saving your table style.

1. Create a table.
2. Show color or row headers and footers as you wish.
3. Select each type of node and use the table inspector to set the style for that type of cell.
4. Once you finish select the collection figure itself.
5. Choose Format > Save as Default Style for Figure from the main menu.

Restore the Factory Default Style for a Figure Type

1. Select a figure of the appropriate type in an idea space.
2. If you've overridden its default styling then the Format > Restore Default Style for Figure menu will be available.
3. Choose that menu item and the styling override will be removed from your settings and factory default styling for that figure type will be restored.
4. Any new figures of the given type will be created using the factory default styling, and that factory styling is applied to the currently selected figure, as well.

Apply the Default Format for a Figure Type

1. Select one or more unlocked figures on the idea space.
2. Choose Format > Apply Default Style for Figure from the main menu.
3. The appropriate default styling (whether that be the factory default or a user-overridden default) will be applied to all selected figures.

Figure Stencils

Curio Standard and Curio Professional users can easily create new figure stencils that define not only the look of the figure but can also contain placeholder or boilerplate text or figure items.

Recall that a simple figure stencil is one that includes a single figure. Even a single collection figure such as a mind map which can in turn contain multiple figures within it is considered a single figure.

On the other hand a complex figure stencil is a stencil made up of multiple top-level figures. A perfect example is a landscaping stencil where flowers, shrubs, and trees are represented by individual figures, images, or grouped figures. Those figures aren't contained within a collection, they exist directly on the idea space.

Create a New Simple Figure Stencil

1. Select a single figure or a single collection figure in an idea space which you would like to copy as a stencil.
2. Right-click on the figure then choose "Save As Style".
3. In the dialog that appears give the stencil a name and press the Save button.

Create a New Complex Figure Stencil

1. In an idea space, carefully arrange all the figures you would like to have in the resulting stencil. The stencil will be stored and displayed with the figures in these exact positions. So, in the landscaping example described above, you might place the flowers on one area of the idea space, trees in another, and shrubs in another.
2. Select one or more figures from the idea space.
3. Right-click and choose "Save As Complex Stencil".
4. In the dialog that appears give the stencil a name and press the Save button.

Create a New Complex Figure Stencil Using All Figures in an Idea Space

1. If you want to grab all of the figures in an idea space, carefully position them as described above then right-click on the idea space in the Organizer then choose "Save Contents As Figure Stencils".
2. In the dialog that appears give the stencil a name and press the Save button.

Inserting a Stencil

1. Click the Insert toolbar button and choose either *Styled Shape or Stencil*, for general figure stencils, or for collection-specific stencil click on that collection type like *List* or *Mind Map* and you will find those stencils within that gallery. More information below in the "Using the Stencils Gallery Window" topic.
2. Drag and drop stencils from the Stencils Library shelf, which is discussed in detail below.
3. Use the Insert main menu menu where you will find submenus for *Bundled Stencil*, *Personal Stencil*, and *Master Stencil*. Then choose the stencil to insert.

Using the Stencils Gallery Window

1. You can easily manage your stencils from within the Gallery window (accessible via Insert toolbar button, then click the appropriate gallery you wish to see, like the List gallery) you can perform a number of operations to better manage your figure stencils.
2. Create personal stencil tags by right-clicking in the Personal area in the repositories list on the left and choosing "Add Tag". These tags are unique to the figure stencils repository and won't conflict with tags created for idea spaces in the templates

repository, for example. These tags are available to all types of stencils including collection stencils (lists, mind maps, etc.) and other simple and complex stencils.

3. Organize your personal stencils by drag-and-dropping them into different tags. A template can be associated with more than one tag. So, a template can be in your "Favorites" and "Work" tagged collections.

4. You can also associate or disassociate a personal stencil with a tag by right-clicking on the template and choosing a tag in the menu that appears.

5. Rename a personal stencil tag by double-clicking it and entering a new name.

6. Delete a personal stencil tag by selecting it and pressing the Delete key.

7. Copy a stencil from another repository simply by drag-and-dropping it into your personal collection.

8. Edit a personal stencil by right-clicking on the stencil and choosing Edit Stencil.

9. Delete a personal stencil by selecting the template and pressing the Delete key.

10. Share a personal stencil by right-clicking on the template and choosing Send to Friend or Send to Zengobi.

Using the Stencils Library Shelf

- The Stencils library shelf perfect for power users of stencils, where you can easily drag-and-drop stencils from the shelf to your idea space. Read more in the Stencil library section below.

Figure Inspectors

To view the inspector panel for the selected figure then either:

- Click an appropriate icon in the inspector bar, or
- Click the Inspector toolbar button to open the inspector shelf.

Style

The style information for a figure includes coloring, borders, fill, font, and much more. With just a click the look of your figure can change completely. You can even save these looks as personal styles to use them again and again.

> **Tip**
> Learn more about figure styles.

Inspector Bar

At the far left of inspector bar you'll find a Style button which displays a quick, popup gallery for the currently selected figure. Simply click on a style to update its look.

Inspector Shelf

You can also use the mini style gallery at the top of the Shape inspector shelf to do the same thing.

And, lastly, you can right-click on a figure and choose Apply Style to choose a style from the gallery that appears.

All of these interfaces give you an opportunity to choose either a bundled or personal style that you have created. Curio Professional users can also select a master style.

Text

Curio has loads of text options for you to tweak!

Inspector Bar

If the figure contains text then you'll find several controls on the inspector bar itself for fast access to popular attributes.

Font and Font Size

Select a font for the selected figure.

Select or directly enter a font size. Tip: you can also use the standard Command+ and ⌘ keys to increase or decrease the font size.

Text Color

Specify a text color. This color control remembers the last used color even between launches.

Clicking will show a quick color chooser while ⌥Clicking will display the standard Apple Color picker. Hold the Shift key and the color well will show that previously-used color, and then click the color well to apply that color to the selected text.

Highlight/Background Color

Specify a text highlight/background color. This color control remembers the last used color even between launches.

Clicking will show a quick color chooser while ⌥Clicking will display the standard Apple Color picker. Hold the Shift key and the color well will show that previously-used color, the default is a nice light-yellow color, and then click the color well to apply that color to the selected text for instant highlighting.

Character Attributes

Specify attributes such as bold, italic, underline, strikethrough, superscript, and subscript.

Markdown

Enable markdown syntax parsing and rendering. Click here for more markdown details.

Shadow

Click the shadow button to display a popover allowing you to customize the shadow applied to the figure's text. Note this is different than the shadow which can be applied to the overall figure itself as specified in the Shape inspector.

Paragraph Attributes

Click the paragraph button to display a popover for setting several paragraph properties. You can also set many of these options by right-clicking on the text figure and using the context menu that appears.

Minimum Height

A text figure can have a minimum height which is used when empty or when it contains very little text. As more text is added, it will automatically grow in height as necessary to fit the new text. As text is removed, it will shrink down to that minimum height. This feature is very useful if creating forms or templates and would like to use text blocks for certain areas. After enabling this feature, just resize the figure using the selection handles to set the minimum height. This feature is also useful in combination with the maintain spacing feature in the Geometry inspector so that neighboring figures will push away or pull back as content is changed.

Freeform

If a text figure is freeform then that means you are in complete control of its width and height, clipping any text vertically if necessary. If not freeform then Curio will automatically grow a text figure's height as necessary to hold its contents.

Line Height

If you have an idea space with only a horizontal grid, like a notebook paper grid, then the line height can be set to match the grid's spacing. Or the line height can be determine automatically based on font size.

Placeholder Text

You can enter placeholder text for a text figure which is displayed if the content of the figure is empty. Note this placeholder text is displayed with the same text coloring as specified by the figure's style (that is, it is not grayed or dimmed) so it remains legible regardless of figure, container, or idea space background coloring or opacity.

Inspector Shelf

The inspector shelf includes the same controls described above for the inspector bar, plus more since there's more room available in the shelf:

Typeface

Select a specific font typeface, such as "Light" or "Medium Oblique".

Automatic Capitalization

If a figure is selected, not just selected text within a figure, then you can select an automatic capitalization such as lowercase, uppercase, sentence, capitalize, and titlecase. Your text is stored as you entered it but will be transformed right before display with the specified capitalization.

- **None** - Leave as-is.
  Ex: "the new macos sierra for iMAC and MACBOOK Pro integrates with IOS devices."
- **Uppercase** - Uppercase all letters.
  Ex: "THE NEW MACOS SIERRA FOR IMAC AND MACBOOK PRO INTEGRATES WITH IOS DEVICES."
- **Lowercase** - Lowercase all letters.
  Ex: "the new macos sierra for imac and macbook pro integrates with ios devices."
- **Sentence** - Lowercase all except first word and products.
  Ex: "The new macOS Sierra for iMac and MacBook Pro integrates with iOS devices."
- **Capitalize** - Capitalize each word except products.
  Ex: "The New macOS Sierra For iMac And MacBook Pro Integrates With iOS Devices."
- **Titlecase** - Capitalize in general but lowercase certain words like 'for' and 'and', etc.
  Ex: "The New macOS Sierra for iMac and MacBook Pro Integrates with iOS Devices."

Shape

To change your figure's shape properties either click the Shape button on the inspector bar, or see the Shape tab in the inspector shelf.

Inspector Bar

The Shape button on the inspector bar brings up the Shape inspector popover, which contains the same inspector panels as those found in the inspector shelf described below.

Inspector Shelf

Shape

The figure shape inspector allows you to change visual properties such as coloring and border style.

Color

Set the color of the figure stroke. In the case of a geometric figure this is the color of the border; in the case of a line this is the line color. Simply click on the color well to see a quick color matrix, or ⌥Click on the color well to see the standard Mac OS Color Picker.

Geometric Shape

Set the geometric shape of the figure such as Rectangle, Triangle, Hexagon, or Cloud.

Dash Pattern

Set the stroke dash pattern.

Width

Set the stroke width. Tip: press the [or] keys on your keyboard to decrease or increase the current thickness of the selected shape figure or line figure.

Corner

Set the corner value which determines the radius of certain shapes, like rounded rectangles, or the complexity of other shape, like clouds. In particular, the Left and Right Signpost shapes and the Underline shape will change their look substantially as you change the corners value.

Tip: press the { or } keys on your keyboard to decrease or increase the current corner value of the selected figure.

Margin

Set the margin which determines the distance between a shape's edge and its contents.

Tip: press the ⌥{ or ⌥} keys on your keyboard to decrease or increase the current margin value of the selected figure.

Smart Coloring

Several smart options can be specified.

The fill color can be determined automatically by Curio so that it matches your selected stroke color. Likewise, the figure's text color can be determined automatically as appropriate based on the fill color. Curio will automatically choose a white text color when the fill is dark, else a black text color for lighter fill colorings.

Fill

You can fill the interior of the figure shape with a color or gradient.

None

None will allow the figure to be transparent.

Solid

For solid fills, click on the color well to choose a color from the matrix that appears. Or, ⌥Click on the color well to go directly to the standard color chooser.

Simple Gradient

For simple gradient fills, click on the color well to choose a color from the matrix that appears. Or, ⌥Click on the color well to go directly to the standard color chooser. Curio will then make a smooth gradient using that color.

Bowed Gradient

For bowed gradient fills, click on the color well to choose a color from the matrix that appears. Or, ⌥Click on the color well to go directly to the standard color chooser. Curio will then make a smooth bowed gradient using that color.

Linear Gradient

For linear gradient fills, drag the color stops to adjust the gradient ramping. Double-click on a color stop to edit its color. Double-click on the gradient to insert a new color stop.

Drag a color stop down and off the gradient control to remove the stop from the gradient.

The resulting gradient will be rendered along the angle specified by the angle slider.

Radial Gradient

For radial gradient fills, drag the color stops to adjust the gradient ramping. Double-click on a color stop to edit its color. Double-click on the gradient to insert a new color stop.

Drag a color stop down and off the gradient control to remove the stop from the gradient.

The resulting gradient will be rendered with a center point located as specified in the point locator control.

Glossy Fill

For glossy fills, you choose just a single color and Curio will automatically construct the appropriate gradient styling to render a glossy shape.

Effects

Shadow

Enable a shadow for the figure. The shadow can be customized by specifying the color, blur, and x/y offsets.
By default, if the figure is filled, then the shape's shadow attributes are applied to the shape itself, otherwise if the figure is unfilled, then those shadow attributes are applied to its text.

You can control whether the shape shadow is automatically used as a text shadow. By controlling this feature you can specify a shadow for the shape and a different shadow style for the text itself, using the text inspector.

Shadow Effects

Enable a shadow special effect:

- A **normal shadow** is just a typical drop shadow.
- A **pinched shadow** looks like the figure has been placed on a tabletop where only the bottom corners of the figure are slightly raised from the surface, like you're pinching the edges and lifting them up. This effect requires a filled, rectangular shape with no curved corners.
- A **bulged shadow** is the opposite of a pinch: here the bottom center of the figure is slightly raised from the surface, like you're creating a bulge in the center of the photo. This effect requires a filled, rectangular shape with no curved corners.
- A **neumorphic shadow** has two shadows: the specified main shadow plus a second slightly smaller highlight shadow in the opposite corner from the main shadow, with values automatically calculated based on the primary shadow's values. Neumorphic shadows work best where the figure and the idea space closely match in fill color so it appears extruded from the background:
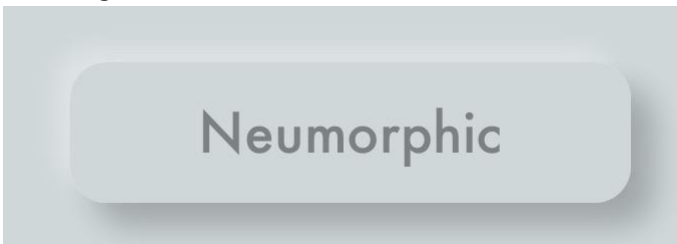
Opacity

Set the shape opacity making the entire shape more or less transparent. Note that this effect changes the opacity of the entire figure uniformly.

For more advanced transparency effects, in lieu of setting the overall opacity, you can specify a specific opacity for the shape's fill, gradient, and stroke colors within the standard Mac Color Picker.

Auto Inflate

Normally certain shapes are set to auto inflate automatically to minimize the amount of clipping that would occur to its content whether that be text or an image.

For example, the Cloud shape automatically inflates itself a few pixels so the bumps of the cloud don't crowd or clip the content. The result is a nicer looking resulting shape without you having to fidget with margins. You can turn this off if you wish to have more direct control over your shape.

Preview vs Icon

For figures representing files, you can set whether the figure is displayed with the file's icon & title, like the Finder, or if the figure simply exists as an image preview.

As a tip, you can also right-click on a figure to change its display mode between icon and preview and, when in preview mode, you can toggle the display of the preview caption.

If displayed as an **icon** then:

- An icon size slider will appear so you can specify its size. Up through a size of 128x128 the default icon for that document type is used, continuing up to 256x256 a Quick Look thumbnail of the file is used for the icon instead. Note that this icon size slider is also used for text figure attachments if one has been attached to a given figure.
- You can change the icon's title but note that Curio will also rename the underlying asset file's name as well (if embedded), to keep them in sync. When setting the file name Curio will automatically strip any invalid characters from the title text so macOS doesn't complain.

Else, if displayed as a **preview** then:

- If an image file, Curio will simply display that image, else Quick Look is used to grab a preview of the file. Previews can be displayed with an optional caption which is displayed under the preview image.
- Your previews can have captions if you wish. By default, these captions are placed inside the overall shape border, or you can specify that captions should be displayed outside the border. Captions can also be enabled via right-clicking on the figure. Initially the caption will be the same as the underlying asset file's name. However, you can change this to anything you wish and the asset file's name will not be changed, thereby allowing long, detailed captions if you'd like.
- Alternatively you can tell Curio to clip the preview image to a specified mask. This is useful when you want your overall figure to have one shape — and perhaps it contains other contents such as text, fill color, and adornments — but you still want your image preview to be clipped to a specific shaped mask, such as a circle.

Geometry

Bounds

The bounds defines the figure's size and position in the idea space.

X, Y, Width, Height

Set the figure's x, y location and the width and height.

Natural Size

When the Natural Size button is clicked or the N shortcut is pressed, then a text figure or image figure will grow to its natural size, but remain constrained by the current width of the idea space. If the Shift key is held when clicking Natural Size or pressing N then it will grow to its unconstrained natural size, and the idea space will expand if necessary.

Constrain Proportions

Set whether the figure is resized proportionally which is enabled by default for images and asset figures displayed as previews. For non-image figures you can resize proportionally on-the-fly by holding Shift and resizing with the figure's selection handles.

Rotation

Specify the rotation of the figure, or zero the rotation. Tip: use the R and ⇧R keys to rotate a figure in increments either clockwise or counterclockwise. The Z key can be used to zero the rotation.

Auto Layout

The layout control is a method for defining how a figure should automatically position and size itself if the idea space changes size.

Springs and Struts

Curio uses the "springs and struts" method for laying out items. The smaller, inner box represents a figure, which is contained in a larger box which represents the idea space itself. The red and green lines determine whether its position or size is fixed (a strut, represented by a red line) or flexible (a spring, represented by a green arrow).

Examples

For example, give a figure a flexible width and a flexible top margin and you've created a footer figure. Place it down at the bottom of your idea space and as the idea space changes size the figure will remain stuck and centered at the bottom of the idea space.

At the top of this page, click on the subheading ("Set the figure's geometry..") and look at its layout. It's set to remain stuck to the right side of the idea space while its width is allowed to change.

Automatic Layout via Idea Space Guidelines

Idea space guidelines provide a helpful margin around an idea space you can drag and resize items so they snap against the margin or even against the edge of the idea space itself. You can toggle them via the Arrange > Idea Space Guidelines menu.

Start moving or resizing a single figure then hold down the Control key. You'll notice, as you bump against a guideline, the guideline is drawn with red! This indicates that you have set a new strut as a layout constraint and, indeed, if you watch the Geometry inspector as you do this you'll notice springs and struts appearing automatically.

Thanks to this feature you can quickly position and size a figure along with setting appropriate auto layout rules, all without touching the layout control.

Autospacing With Nearby Figures

You can tell Curio to automatically scoot figures closely underneath a figure as it is being resized.

This means that as this figure is resized, either by manually resizing or by changing styles or adding/removing content, then the figures closely underneath (within 50 pixels) will automatically scoot down or back up as the figure's size changes. By setting this attribute, which can be saved with custom figure styles, you can have figures shift themselves down and up as figure contents change!

- The figure being resized must have the auto spacing property enabled.
- Only resizing an auto space figure impacts lower figures, not moves.
- Only those figures within the 50 pixel boundary will be moved up or down. If those figures also have auto spacing enabled, then Curio looks below those figures as well, and below those, etc…
- Moving a figure completely away doesn't collapse the figures. It's simply no longer impacting those figures previously underneath it. It still has the auto space property, of course, so now it will impact figures in its new location when it resizes.
- Moving a figure from elsewhere into an area close to another figure doesn't automatically scoot everything down. Curio allows you to place things where you want it to go.
- Again, resizing is what triggers the auto spacing. This means you can still manually move and position figures anywhere you wish, maintaining the unrestricted, freeform nature of the idea space environment.

Arrange

Drag the slider to bring the selected figures as a group either closer to the top of the figure stack or further back.

If multiple figures are selected then those items are moved independently up and down the figure stack, keeping their same relative stacked distance away from each other. In other words, bringing forward figures placed at 5 and 10 in the figure stack will move them to place 4 and 9, where 0 is at the top of the figure stack.

You can also click on the icons on the far left and right sides of the slider to move the items back or forward in steps. If the Option key is held down while clicking those back/front icons the selected figures are moved together in figure stack as a group. That means they are grouped together into the same stack placement then moved up and down en masse.

Flip

Click the flip buttons to flip an image figure vertically or horizontally.

Align & Distribute

Use the align and distribute buttons to quickly arrange multiple selected figures.

Meta

Curio allows an extensive array of meta data to be associated with your figures including checked state; percent complete; priority; rating; start, due, and done dates; tags; custom key-value data; resources; notes; and double-click actions.

There are many ways to associate this data with your figures, including the status bar, inspector bar, inspector shelf, context menus, figure adornments, and shortcut keys.

This meta data can be searched via Quick Find or Search shelf, collated by the Status shelf, or used to sync with Calendar/ Reminders.

Status Bar

You can use the Status Bar to view and quickly enter meta values for selected figures.

Inspector Bar

The Meta button on the inspector bar brings up the Meta inspector popover, which contains the same inspector panels as those found in the inspector shelf described below.

Inspector Shelf

Adornments

An adornment is a little image that appears next to your figure. It may represent a tag, or a due date, or a checkbox.

Size and Position

Set the size of the adornment images. Tip: press the ⌥[or ⌥] keys on your keyboard to decrease or increase the current adornment flag size for the selected figure.

Use the radial spinner to position the adornments all around the selected figures. You can also indicate that the adornments should be displayed inside or outside the figure's border. Note that some collection figures may force the position of adornments.

Clicking on the Adornments

Many of the adornments displayed next to figures can be clicked-on and changed:

- **Checkmark Adornment**

  Click to check/uncheck. ⌥Click to display the percent complete mini popover. ⌘Click an unchecked item with a due date to check it and change its due date to today.

- **Tag Image Adornment**

  ⌥Click to display the tags mini popover. If the tag set is "only one tag in set can be active" then if the tag is in a set with 3 or fewer tags within then clicking the tag adornment will cycle through the tags. If more than 3 then a handy popup will appear so you can choose one of the other tags.

- **Start/Due Date Adornment**

  ⌥Click to display the start/due date mini popover.

- **Rating Stars Adornment**

  Click to display the ratings popover. ⌥Click to cycle through the ratings. ⇧Click to cycle in reverse order.

- **Priority Adornment**

  Click to display the priorities popover. ⌥Click to cycle through the priorities. ⇧Click to cycle in reverse order.

- **Bookmark Adornment**

  Click to display the bookmark colors popover. ⌥Click to cycle through the bookmark colors. ⇧Click to cycle in reverse order.

- **Jump Action Adornment**

  Click to perform the jump action.

- **Note Adornment**

  Click to display the Notes window.

Checkmarks

Toggle the display of checkboxes using the on/off switch. Click the adornment itself to check or uncheck the figure.

Figures in Curio which have been completed are displayed with strikethrough and slightly dimmed. You can [customize](#) this behavior if you wish.

Percent Complete

You can set a percent complete value from 0% to 100%. Use the stepper arrows to increment/decrement by 1, or hold Shift and click to change by 5.

Checking is a shortcut to setting a percent complete of 100%. Likewise, unchecking is the same as a 0% completion.

Via Child Figures

By default if the figure has children under it, like in a list or mind map, then its percent complete value is automatically computed using the percent complete values of its children.

Via Resources

If the figure has assigned resources then you can specify that the percent complete value is computed using the percent complete value assigned to each individual resource in the Resources tab.

> **Tip**
> Press ⇧X to toggle the visibility of a checkmark for the selected figure. Press X to check or uncheck it.

Mini Popover

Curio has a handy mini popover for setting percent complete which can be handy when you don't want to bring up the inspector.

- **To show the percent complete mini popover:** ⌥Click an existing checkmark adornment, or press the `%` key. Use the stepper arrows to increment/decrement by 1, or hold Shift and click to change by 5. You can redefine the shortcuts if you wish.
- **To hide the percent complete mini popover:** Press the Escape key, or click its little close button.

Status Bar

You can also use the Status Bar to view and quickly enter percent complete values for the selected figures.

Priority and Rating

You can set a priority and a rating to your selected figures via the inspector shelf.

You can also use the Status Bar to view and quickly enter priority and a rating values for the selected figures.

Tags

To view the tags associated with the selected item either click the Meta button in the inspector bar, or see the Meta tab in the inspector shelf.

Tags are words or phrases that you can define and associate with your items as searchable meta information.

Local and Cross Project Tags

You can create several types of tags:

- **Local Project Tags**. These are tags that are local to the current project. Perhaps you're working on a novel so you may have a tags for *greg*, *clue*, and *background*, to help you quickly find and key figures in your project.
- **Cross Project Tags**. These are tags that can be used in all your projects. For example, common tags you may want to use across your projects could include *favorite*, *homework*, and *question*.
- **Cross Project Tag Sets**. These are tags organized in tag sets that can be used in all your projects. Curio includes several bundled tags sets like *GTD* (Getting Things Done) which contains tags like *active* and *waiting on*, plus you can create your own custom tag sets. By convention this might be written in condensed form as *GTD/active* or *GTD/WaitingOn* where the slash is used to separate the tag set from the tag name in the set. Casing and spaces are generally ignored.

Hashtags

By convention, if the tag is in a tag set then In the various tag inspectors you will see tags clearly labeled as described above like *clue*, *homework*, and *gtd/active*.

If mixed with other meta information or as inline meta tags within a body of text you may see tags as "hashtags" prefixed with a `#` hash character. This turns the above tags into `#clue` , `#homework` , and `#gtd/active` .

Tag Names

You are allowed to use any characters and numbers in your tag and tag set names. You may also use the `_` and `-` characters, which permits tags such as *united_states* and *on-hold*.

The `/` character is reserved as a nesting separator for tags within tag sets, like *GTD/active*.

Sharing Projects with Others

If you share a project you created with others then obviously those users would have access to the local project tags, but what about your global tag set tags? For instance, say you've created a global tag set named *Customer* with a contained tag of *Pepsi*, and used it in multiple projects. If you then share one of those projects, how would that colleague see that tag set tag?

Fortunately, Curio will embed an "extract" of any global tag sets you have referenced in the project so your colleagues will see those same tag associations. When they view the Meta inspector on their machines those extracted tag sets will be available but in italics to indicate they cannot delete or otherwise modify those tag sets. However, they can change tag associations from that set — for example, they can change a figure from *GTD/OnHold* to *GTD/WorkingOn*.

Assigning Tags

As you'll see below, there are a number of ways to assign tags to your figures:

1. The tags panel in the Meta inspector on the inspector bar or inspector shelf, as described in this section.
2. The right-click context menu's Tags submenu.
3. The tags mini popover via the `#` hotkey.
4. Clicking on a figure's existing image tag adornment, for a tag that's in an only one at a time tag set, so you can choose a different tag in that same tag set.
5. Typing an inline tag into a text figure (like `#special` or `#context/home`).
6. Entering a tag in the Status Bar (like `#special` or `#context/home`).
7. Dragging figures between Stack collections that have tags assigned to their title items.

Assign Tags via Typing with Tag Name Completion

You can associate tags with the selected items simply by typing the tag name. A completion list will appear as you type so you can choose an existing tag, or you can continue typing and press the Return key to create an on-the-fly local project tag, described below. You don't have to type tag set prefixes or slash prefixes to find a match. All local and global tags are searched. Separate tags nested within tag sets using a slash (`GTD/active`).

> **Creating Tags On The Fly**
> Autocomplete matching will find project tags, cross project tags, and cross project tag sets. Type an unknown tag (`clue`) and Curio will create a project tag, prefix it with a `/` (`/homework`) and it will create a cross project tag, prefix it with an existing tag set (`gtd/frozen`) and it will create a new tag in that tag set.

Assign Tags via Hierarchical Tag List

You can also associate tags using the tags list, hierarchically grouped by tag set, by clicking the checkbox next to the tag. You can click the Clear button to clear all tag associations.

Working with Tag Sets and Tags

Use the tags panel within the Meta inspector to modify or create new tag sets and tags. Tags can either be local to your project (aka "keyword tags") or global and available across projects and for grouping purposes in the Status shelf.

Adding Tag Sets and Tags

- Use the add buttons or the right-click context menu to create new tag sets and tags.

Arranging Tag Sets and Tags

The local project tags and cross project tags are always displayed in sorted order. However, tags within the tag sets can be ordered manually via drag-and-drop, or sorted by choosing Sort Tags In Set via the actions button menu.

You can rearrange the tag sets via drag-and-drop or have them sorted by choosing Sort Tag Sets via the actions button menu.

Promoting Local Tag to Cross Project

You can drag-and-drop a local tag to either the cross project tags or a tag set to promote the tag to a cross project status.

Within the current project all existing tag associations with the previously local tag now refer to the newly promoted global tag.

Note, however, that you cannot perform the opposite move: a global tag cannot become a local tag because that could break other projects that relied on that global tag.

Renaming Tag Sets and Tags

- Change a name by double-clicking it.

Deleting Tag Sets and Tags

- Select a tag set or tag and click the Delete button or press the Delete key.

Importing Tag Sets

- Use the action button or context menu to import an extracted tag set from a foreign project into your own shareable global tag sets. For instance, from the example above, if you're viewing a colleague's project with that "Tasks" extracted tag set then you can select it and use the action button to import it into your own global tag sets. All internal identifiers are kept the same so you can continue to share projects with your colleagues that use that same tag set.

Setting a Tag Emoji or Character Symbol

Assign an emoji or character symbol to a tag:

1. Select a tag.
2. Click the little Character Viewer button to bring up the standard macOS Character Viewer (or click in the text field and type ^⌘Space).
3. Double-click on an emoji or character symbol and instantly it will be entered as the "image" for the tag.

Emoji are great because they're perfectly scalable and consume very little disk space for the project.

If you choose a text symbol then use the little color control next to the text field to specify a tinting color for the symbol. This way you can turn a boring black down arrow symbol into a noticeable red down arrow.

When a tag has an emoji or symbol then it is displayed as an adornment next to the figure's other adornments. Use the adornment size slider to change its size.

To remove a tag emoji or symbol select the contents of the text field and press the Delete key then press the Return key.

Setting a Tag Image

Alternatively you can assign an image to a tag:

1. Select a tag.
2. Drag an image from the Finder to the small image control.

As a note, you can drag multiple images (icns, png, or jpg) from the Finder into the tags panel to add lots of image tags to an existing tag set, where their tag names are derived from their file names.

Download perfect tag images from sites like IconFinder or search SmashingBuzz or Google for icon sets for more recommendations.

When a tag has an image then it is displayed as an adornment next to the figure's other adornments. Use the adornment size slider to change its size.

To remove a tag image select the image control and press the Delete key.

Setting a Tag Keyboard Shortcut

All tags in Curio are displayed under the Format > Tags main menu item. This means you can use the macOS System Settings > Keyboard > App Shortcuts panel to create keyboard shortcuts to any tag, or any other Curio menu item.

For example, if you wanted to assign `^⇧A` to the `GTD/action` tag then you could use the App Shortcuts panel to create a new Curio app shortcut to the menu `Format->Tags->GTD->action` and assign it to the `^⇧A` keystroke.

Generally we recommend using `^⇧` for your shortcuts to avoid conflicts with existing Curio interface shortcuts.

More info about creating keyboard shortcuts in macOS can be found in this [Apple Support document](#).

> **Note**
> If your tag name doesn't appear as a word anywhere else in Curio's menus then you can just enter it for the match instead of the full path to the menu item. For example, `action` doesn't appear anywhere else in Curio's menus so instead of specifying the full path of `Format->Tags->GTD->action` you can just enter `action`. On the other hand, `quit` does appear elsewhere in the menus so you need to use a full menu path to a tag with that name.

> **Important**
>
> In older versions of Curio, we had our own internal method for assigning and handling tag shortcuts. That method has been deprecated for better macOS future proofing. If Curio finds older defined keyboard shortcuts then it will export those to a helpful `Curio Custom Keyboard Shortcuts.txt` file on your Desktop. You can use its contents to help you re-create your old shortcuts using the new technique.

One Tag Active

When a tag set is selected, note the 'tag set only allows one tag to be checked' checkbox. Checking this option is perfect for those tag sets which represent a specific state or status. Choosing a tag in this set will automatically turn off the previously associated tag from this set.

For example, with the Detailed Tasks tag set you are specifying a GTD-style state for that task like pending, active, or done. If the current state of a figure is active then setting a tag of done will automatically turn off active.

These types of tag sets have a couple of extra ways to assign tags to a figure:

- If your tag set has 3 or fewer tags with images then clicking the tag's image adornment will cycle through the tags in the set.
- If your tag set has more than 3 tags, then clicking the tag's image adornment reveals a popup so you can quickly choose the new tag.

Tag Set Visibility

If you have lots of global tag sets but only some are applicable to the current project, you can now easily hide them so they don't clutter up your tag choices.

There are two ways to do this:

1. You can select a single tag set and uncheck the 'tag set is visible in this project' checkbox.
2. You can select multiple tag sets, then right-click to show the context menu (or click the action button) and choose Set Selected Tag Sets as Hidden. Note you can also set multiple tag sets as visible via the same menu.

Revealing the Hidden Tag Sets

Normally hidden tag sets are not visible, of course. However, you can make them visible by clicking the *Show Hidden* checkbox or choosing the *Show Hidden Tag Sets* context menu item (or via the action button).

Note this is an in-session setting so tag sets marked as hidden will be hidden again when you re-launch.

Assign Figure Tags via Context Menu

Right-click on a figure and choose a tag from the context menu that appears to toggle the tag association.

Assign Figure Tags via Mini Popover

Curio has a handy mini popover for setting tags which can be handy when you don't want to bring up the inspector.

- **To show the tags mini popover:** Option-click an existing tag adornment, or press the `#` key when a figure is selected. You can [redefine](#) the shortcuts if you wish.
- **To hide the tags mini popover:** Press the Escape key, or click its little close button.

> **Creating Tags On The Fly**
> Autocomplete matching will find project tags, cross project tags, and cross project tag sets. Type an unknown tag (`clue`) and Curio will create a project tag, prefix it with a `/` (`/homework`) and it will create a cross project tag, prefix it with an existing tag set (`gtd/frozen`) and it will create a new tag in that tag set.

Assign Tags via Inline Tags

Inline meta detection is enabled by default. You can toggle this globally via the Format > Default Figure Settings > Detect Inline Meta menu item, or for a specific figure using the `#` button in the text inspector.

This means you can enter inline tags anywhere within the contents of a text figure using the `#` prefix, such as `#special` and `#GTD/active` and they will be matched with existing project tags. If you enter an inline tag which is unrecognized Curio will create the meta element automatically.

Note that matches are case insensitive and spaces should be removed from tag set names and tag names and, if appropriate, a slash is used to separate a tag set name from the tag name. So, for a tag named *On Hold* within the *Detailed Tasks* tag set you should enter `#DetailedTasks/OnHold` .

> Over 100 leaders representing 85% of the world's forests have pledged to end deforestation by 2030. #COP26 #GTD/active @GeorgeB
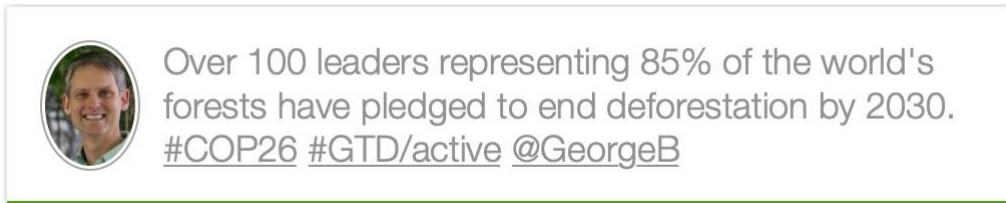
Inline tags are useful for those that want to have always visible meta tag associations. After editing, behind the scenes Curio will associate or disassociate the figure with the given tag as appropriate, as if you had selected it from an inspector.

> **Tip**
> If your unknown tag is prefixed with a `/` , like `#/homework` , then Curio will create a cross project tag, else if no prefix then a local project tag will be created.

Ignored Inline Meta

Automatic inline tag detection will not consider a number-only entity as a new tag. So `Curio is #1` will not trigger a new tag detection. However, number tags can be still created in the Status bar or the Tags inspector and then you can enter it as an inline tag where it will be detected as an existing tag. You can enable new inline number tag detection if you wish.

If you'd like to type something that shouldn't be interpreted as inline meta then you can escape it with a backslash (`\`). When rendered the backslash will be hidden:

`A popular hashtag on social media is \#winning.` → A popular hashtag on social media is #winning.

Disabling Inline Meta

You can disable inline meta detection completely for a specific figure via the `#` button on the text inspector bar or text inspector panel. You can globally disable automatic detection of inline meta via the Format > Default Figure Settings > Detect Inline Meta menu item.

You can also right-click on a meta element and via that context menu escape the item (prefixes it with a `\`), disable inline meta detection for the figure, or disable it globally by default.

Clicking Inline Meta

When you aren't editing the figure, inline meta tokens are displayed as underlined links. Clicking them will bring up Quick Find to instantly see other figures with the same meta.

Inline Tags and Renames

If you rename a tag in the tag inspector the inline tags within text figures will update themselves with the new name when the idea space is re-loaded.

Inline Tags and Adornments

Normally when a figure is associated with a tag that tag's image is placed alongside the figure as an adornment. However, for inline tags an adornment is only displayed if an image exists for the tag. You can make it so inline tags never appear as adornments via advanced settings.

Nested Inline Tags and Other Apps

Many popular apps such as Obsidian, Bear, Notejoy, and Noteplan all use `/` for nested tags. For example, `#GTD/active` and `#All-Countries/United-States` . Other apps such as Drafts support `/` but simply as part of the tag's name (thus just like a `_` or `-`), not as a true hierarchical nesting separator, but it still works.

This means you can easily exchange Curio text figure contents to or from those apps and any inline tags within those notes will map over automatically.

Unfortunately Apple Notes and Agenda don't support nested tags, and they don't support the `/` as part of a tag's name either. Fortunately Curio will automatically attempt to match existing tag sets and tag names even if different separators are used. So pasting text from Apple Notes which has the inline tags `#All-Countries-United-States` and `#Apple-iPhone-Pro` will automatically match the Curio nested tags `All-Countries/United-States` and `Apple/iPhone-Pro` . That way you can easily mimic nested tags in those apps and bring those notes into Curio text figures.

Assign Figure Tags via Status Bar

You can use the Status Bar to view and quickly associate tags with the selected figures, including creating new tags.

Dates

Your figures can have assigned dates for easy task planning. Curio even supports automatic date calculations in collections such as lists and mind maps so that tasks can have precedence ordering.

Start Date

Enable start dates with the on/off checkbox. Then you can set a start date. The date can be entered directly or you can click the little calendar button to pick a date.

Optionally Curio can automatically calculate the start date if you wish. Curio's pretty smart about this and will check to see if it should be determined by you manually entering a date, or based on when a previous sibling (in a list or mind map) ends, or based on when a previous sibling starts, or when a parent starts. Or you can directly choose one of those options if you wish. For example, if an item is the first child in a list then Curio would automatically choose 'based on when parent starts'. If the item is a middle child then Curio's chooses 'based on when previous sibling ends'.

Due Date

Enable due dates with the on/off checkbox. Then you can set a due date. The date can be entered directly or you can click the little calendar button to pick a date.

As with start date, Curio can automatically calculate the due date if you wish. In this case, the due date can be determined by you manually entering a date, or automatically determined when this figure's children have all ended, or based on the start date plus an entered duration. If the due date is at midnight then the due date adornment next to the figure reports the day before. For example, say in the date inspector for a figure you set the start date to June 6th at midnight and the due date to June 8th at midnight, thus it a 2-day duration. The resulting adornment will show "6/6 - 6/7" since that looks more appropriate (i.e. you have to work on the 2-day task on 6/6 and 6/7). This change was made so it matches what is displayed in applications such as Calendars where the task would be displayed from 6/6 to 6/7.

Start/Due Date Action Button Menus

Note both the start and due date areas have action button menus which allow you to specify if 'manually' should always be used as the default.

Via the action button you can also specify your project work schedule including work days and work hours. Curio will use this work schedule to automatically determine task end dates based on start dates and durations within the current project. For instance, click to turn off Saturdays and Sundays if you want Curio to ignore weekends when calculating due dates and durations. This same work schedule is taken under consideration when using the +1 Day, +1 Week, and +1 Month buttons.

The start date action button also allows you to specify what time should be used: either midnight, the current time, or the workday start.

Duration

Specify a duration for the figure in minutes, hours, days, weeks, months, or years.

Curio can use these durations when computing start and due times for siblings and parents figures in a hierarchical collection such as a list or mind map.

Note that if the due date is determined by some means other than Start Date + Duration then the duration and most appropriate duration units will automatically be determined and displayed.

Done Date

The done date is completely independent of a figure's specified end date. You can think of the former as when the task was actually done, while the latter is when the task needs to be done.

By default the done date is automatically set when a figure is checked or marked as 100% completed. The reverse is also true, if you set a done date Curio will make sure the figure is marked as 100% completed and checked if the figure checkmark is visible.

The done date also has an action button menu where you can fine-tune the done date's automatic setting, and also specify how the done date time should be reported: start of the day, the end-of-work day as specified by the Workday Schedule (set via the dates meta actions menu), or the end of day.

Added Date

The added date is set by Curio automatically when you add a figure to an idea space. However, we allow you to change the date if you're trying to mark a specific date of entry for note-taking or research purposes.

Assign Dates via Mini Popover

Curio has a handy mini popover for setting dates which can be handy when you don't want to bring up the inspector.

- **To show the date mini popover:** ⌥Click an existing date adornment, or press the `D` key. You can also press `⌥D` to toggle start date or `⇧D` to toggle an end date. You can [redefine](#) the shortcuts if you wish.
- **To hide the date mini popover:** Press the Escape key, or click its little close button.

Assign Dates via Status Bar

You can use the [Status Bar](#) to view and quickly associate dates and durations for selected figures.

Resources

Assign resources to your figures and Curio can perform more advanced task tracking.

Adding Resources to the Project

You can specify a name, email address, and image for each resource either manually or by drag-and-dropping contacts from the macOS Contacts app directly to the Resources inspector panel.

Deleting Resources

Select one or more resource items then click the Remove button to remove them.

Assigning Resources

Click the resource's checkbox to actually assign a resource to a figure.

Here you can also double-click the '% Complete' field to enter that person's percentage complete value for this task. Curio can use all of these assigned completion values to determine the figure's overall completion value as noted above in the Meta tab discussion above.

The resource's image will be displayed next to figures as an adornment. In a hierarchical collection, such as a mind map or list, you assign resources to child nodes and the parent nodes automatically inherit them. You cannot assign resources to a parent node directly unless you uncheck the inherit from children checkbox in the resources inspector.

Assign Resources via Inline Resources

Inline meta detection is enabled by default. You can toggle this globally via the Format > Default Figure Settings > Detect Inline Meta menu item, or for a specific figure using the `#` button in the text inspector.

This means you can enter inline resources anywhere within the contents of a text figure using the `@` prefix, such as `@george` and `@SteveJobs` and they will be matched with existing project resources. If you enter an inline resource which is unrecognized Curio will create the meta element automatically.

Note that matches are case insensitive and spaces and commas should be removed from resource names. So, for a resource named *Browning, George* you should enter `@BrowningGeorge` .

> Over 100 leaders representing 85% of the world's forests have pledged to end deforestation by 2030. #COP26 #GTD/active @GeorgeB

Inline resources are useful for those that want to have always visible meta resource associations. After editing, behind the scenes Curio will associate or disassociate the figure with the given resource as appropriate, as if you had selected it from an inspector.

Ignored Inline Meta

If you'd like to type something that shouldn't be interpreted as inline meta then you can escape it with a backslash (`\`). When rendered the backslash will be hidden:

`Definitely check out \@zengobi on twitter.` → Definitely check out @zengobi on twitter.

Disabling Inline Meta

You can disable inline meta detection completely for a specific figure via the `#` button on the text inspector bar or text inspector panel. You can globally disable automatic detection of inline meta via the Format > Default Figure Settings > Detect Inline Meta menu item.

You can also right-click on a meta element and via that context menu escape the item (prefixes it with a `\`), disable inline meta detection for the figure, or disable it globally by default.

Clicking Inline Meta

When you aren't editing the figure, inline meta tokens are displayed as underlined links. Clicking them will bring up Quick Find to instantly see other figures with the same meta.

Inline Resources and Renames

If you rename a resource in the resource inspector the inline resources within text figures will update themselves with the new name when the idea space is re-loaded.

Inline Resources and Adornments

Normally when a figure is associated with a resource that resource's image, or a generic "person" image, is placed alongside the figure as an adornment. However, for inline resources an adornment is only displayed if an image exists for the resource, thus generic "person" images won't appear. You can make it so inline resources never appear as adornments or appear even if generic, via advanced settings.

Assigning Resources via Status Bar

You can use the Status Bar to view and quickly associate resources with the selected figures, including creating new resources.

Actions

The figure actions inspector can be used to specify what happens when a figure is double-clicked within the idea space.

Setting an Action

Choose the desired action from the popup menu at the top of the inspector. The choices of action include:

- **Default**

  Do the default double-click action for this figure. For example, for an image figure it would open the image, a URL would go to the web location in the browser, an asset figure would open the asset file.
- **Go to Idea Space**

  Choose an absolute item like first or last; a relative item like next or previous; or backward or forward in history.
- **Open URL**

  Enter a URL that should be opened.
- **Create Mail Message**

  Enter a default 'to' and 'subject' field. Note that the message will be created and displayed but not actually sent.
- **Open File**

  Choose a file that should be opened.
- **Go to Jump Target**

  Begin by copying a figure or idea space so its jump location will be on the clipboard. then click Retrieve from Clipboard here to retrieve it.
- **Run AppleScript**

  When you click the Edit button the script associated with the action is dumped to a temp file then Script Editor is launched to edit it and save to that location. When you click the Update with Edits button Curio retrieves the contents of that temp file and stores it back into the figure's action data.
- **Do Nothing**

  Handy when you want to override the default so nothing happens when this figure is double-clicked.

> **Mac App Store Restriction**
> Curio from the App Store is unable to support AppleScript actions.

Adornment

By default Curio will show a little adornment next to a figure that has an assigned action. You can specify whether that adornment is displayed or not.

Editing Figure Text

If you have a figure that has an assigned action, and a visible actions adornment, then double-clicking will edit the figure's text. To perform the action you have to click the adornment.

If a figure's actions adornment is hidden the double-clicking will perform the action. To edit the figure select the figure and press Return or click-*pause*-click.

You can make it so double-clicking an adorned figure performs the action instead with this setting.

Custom Data PRO

Curio Professional users can create their own per-project custom data keys, such as *Cost* and *Effort*, and then enter figure values for those keys.

Automatic formatting plus prefixes and suffixes are supported as well.

Custom Data vs Custom Variables

A related feature is custom variables. In short:

- **Custom data** allows you to create project-wide formatted keys, such as *Price* or *Score*, and then assign values to those keys *for each figure*, adding custom meta data to every figure for searching and export purposes.
- **Custom variables** are text replacements for variables you create and use throughout your project. For example, you can create a custom variable named *Author* and give it a value of *George*, then use the `{{Author}}` variable markup syntax in your project's text figures.

Creating Custom Data Keys

Select any figure then, using the Custom Data inspector panel in the Meta inspector, click the action button menu (or right-click in the custom data list) and choose Add Key.

Name	Cost
Prefix	We owe
Suffix	!
Style	Currency
☑ Thousands separator	
Decimals	2

1234.567
We owe $1,234.57!

Cancel   Update

You can specify an optional prefix and/or suffix, which is prepended/appended to the formatted value, respectively.

In addition to simply treated entered values as text, Curio can perform automatic *localized* formatting with the following formats:

- Number: 1,234.567
- Percentage: 50%
- Scientific: 1.23E3
- Currency: $1,234.57
- Currency (Plural): 1,234.57 US dollars
- Currency (ISO Code): USD 1,234.57
- Currency (Accounting): ($1,234.57)
- Spell Out: one thousand two hundred thirty-four
- Ordinal: second

Localization of the thousands separator symbol, currency symbol, decimal separator, etc, are all automatically handled by the macOS locale specified via System Settings > Language & Region settings.

Modifying Custom Data Keys

Select any figure then, using the Custom Data inspector panel in the Meta inspector, select an existing key then click the action button menu (or right-click in the custom data list) and choose Modify Key.

Deleting Custom Data Keys

Select any figure then, using the Custom Data inspector panel in the Meta inspector, select an existing key then click the action button menu (or right-click in the custom data list) and choose Delete Key.

> **Warning**
> If you confirm the deletion of a custom data key, any key values associated with figures in the project will be removed as well. This cannot be undone!

Editing a Figure's Custom Data Value

Select the figure then, using the Custom Data inspector panel in the Meta inspector, right-click on the item and choose Edit Value, or double-click on the value for that key.

Key	Value
Contractor	George
Cost	We owe $10.50!
Effort	6 hours
Rating	70%

Note you're editing the "raw" value for that key; don't type commas or dollar signs or prefixes/suffixes. Once you finish editing Curio will show the formatted value using the key's specified formatter settings.

So if editing a percentage value enter the raw number, like ".8", and the formatter will turn that into "80%" when you finish editing. Similarly, entering a price as "2.5" will turn into "$2.50" when you finish editing.

Custom Data Adornment

When a figure has a custom data value it will display a special adornment alongside the figure. Hovering over the adornment will display a tooltip with all the custom data keys and values.

Clear a Figure's Custom Data Value

Select the figure then, using the Custom Data inspector panel in the Meta inspector, right-click on the item and choose Clear Value, or double-click on the value for that key and press the Delete key.

Importing/Exporting Custom Keys

You can easily copy custom keys between projects via the action button menu:

- Choose Import Keys From Another Project, and then choose the project in the dialog that appears.
- Choose Export Keys To File to export your keys to a specified file.
- Choose Import Keys From File to import keys from an export file.

> **Note**
> Copying idea spaces or figures from one project to another will *not* automatically construct custom data keys for you in that other project. You can use the *Import Keys From Another Project* feature to create those keys, then copy/pasted figures between projects will reveal those custom data values.

Using Custom Data Keys in Search

The Search shelf support custom data keys as well as a number of operators:

- For text values: Equals, Not Equals
- For numeric values: =, <, <=, >, >=

For example, you can search for where `Price > 10` or `Completed < 50`.

Note that for percentage values you can search for the percentage (like `50`), not the raw decimal value (`.5`).

Search Exports

When exporting Search results your custom data values are also exported in rich text, markdown, and csv. If csv then the raw value is output, else the formatted value.

Custom Data Variables

New `{%FigureCustomData}` and `{%FigureCustomDataDelimited}` variables can be used within a figure to insert the formatted contents of the figure's custom data.

The former, `{%FigureCustomData}`, shows them all as a block:

```
Price: $5.00
Pet: Butternut
Country: US
```

The latter, `{%FigureCustomDataDelimited}`, shows them all as a single line with each key/value pair delimited by [a semicolon by default](#):

```
Price: $5.00;Pet: Butternut;Country: US
```

Specific Custom Data Variable

You can also output a specific variable like this: `{%FigureCustomData:Price}` and it will be replaced with the variable's formatted value.

Exporting Custom Meta

If exporting meta is enabled during figure export via Share (or Copy) then custom data is included with that export. Exporting figures as plain and rich text exports include the formatted values for custom data, while markdown output will show the raw values:

```
#Price="123456789.258" #Name="Santa Claus"
```
.

Importing Custom Meta

Curio will import meta parsed during paste as list or mind map. Matches existing keys with case insensitive search and stripped spaces.

Example formats supported:

- `Hello there @data(KeyOne="Value One", KeyTwo="Value Two")`
- `Hello there #KeyThree="Value Three" #KeyFour="Value Four"`

Note keys must have no spaces, but will match existing custom keys with spaces, and values have to have quotes.

Custom data keys will be created if a suitable key is not found. If custom data keys were created, you can always modify them later to change casing or add spaces. This automatic key creation auto detects numbers and will set as a decimal number type of custom data key, although you may have to fine tune the number of decimals and thousands setting. Otherwise created as a key with text values.

Hierarchical Sum-Ups

In hierarchical collections like lists and mind maps, custom data numeric fields will automatically sum up into parent items.

For example, if you have custom data such as `Effort=4`, `Cost=25.50`, etc, then those values will bubble up to their parent nodes.

Negative numbers are allowed, for example to offset an effort or cost.

You can disable this sum-up ability [if you wish](#).

Technical

- Internally if a key has text values then items are stored as strings. Otherwise, if a number format, then a high precision number (`NSDecimalNumber`) is used.
- This means entering and viewing numbers will automatically localize as appropriate: 1.234 in the US vs 1,234 in Germany.
- If you switch a key type from text to number then Curio will do its best as it works with existing values to convert on the fly (it asks the macOS `NSNumberFormatter` class to convert it on the fly based on current locale). However, ideally you should stick with either text or a number from the get-go before entering values everywhere.
- Known issue: parent items do not clear sum-up values if you delete all children. This gets messy as the parent nodes don't know if you previously had children and now you don't or if you never had children.

Info

The Info inspector is shared with Organizer items so you can find more information in that [topic](#).

Line

If the selected figure is a line figure then you'll find more options available to you.

Type

Specify how multi-point lines should be drawn:

- Straight
- Curved
- Orthogonal

Midpoints

Add one or more midpoints to your line. Note you can also right-click on the line to add a midpoint at that location.

To remove a midpoint, right-click on it and choose to remove it.

To move the midpoint, you can drag it although, especially with curved or orthogonal lines, you may find using the keyboard arrow keys more reliable. Hold Shift when using the arrow keys to take greater steps.

Tail and Head Arrows

From the two lists you can choose a tail and/or head arrow decoration.

Scale

Set the scale of the arrow decoration which will increase or decrease their size.

Collection Figures

As mentioned above, a collection figure is a special type of figure that contains, manages, and positions figures within it. Curio includes several bundled collection figures such as list, mind map, table, index card, pinboard, and album collections.

While a collection figure can contain other figures in general it cannot contain another collection. For example, you can't place a table into a mind map or an index card into a list.

However, *certain* collection types, the first being Curio's composition collection, are special in that they can accept other collection figures. You can read more about composition collections below.

Default Styling

Items created, dropped, or pasted within or into a collection will adopt the style appropriate for destination as determined by the collection figure. For example, a table style's information will include the style associated with body cells vs header cells. Likewise, a mind map style will include stylings for the various hierarchical levels in the mind map. If you drag an item from one location in the mind map to another location, then it will adopt the styling appropriate for that location.

However, if you want the items to keep their existing styling then hold Shift while dropping or pasting.

See the Help > Curio Advanced Settings if you'd like to change this default styling logic. For example, you can make it so dragging within a table keeps existing styling but dragging items into a table, from elsewhere, will adopt the appropriate styling.

Compositions

Collections, like lists and mind maps, generally can't contain other collections within themselves. So you can't stick a table into a list or an index card into a mind map, for example.

However, Curio's composition collection is specifically designed to contain and organize all sorts of figures *including* collections. It's essentially an *über collection*!

This means you can arrange text, images, and asset files *plus* lists, mind maps, stacks, tables, and more in a single composition collection.

A composition is made up of 3 component types:

1. It starts with one or more independent rows.
2. Each row is made up of one or more columns.
3. Each column is made up of one or more stacked figures.

So the most basic composition is a single row, with a single column, with a single figure.

Introducing Composition Figures

A composition is made up of rows, which contain one or more columns, which contain one or more figures. For example this row has just a single column with a single figure. Rows are separated from each other with a vertical "row gap" which can be set in the inspector.

This is a new row with 3 columns.

By default column widths are automatic based on the width of the composition figure.

However you can use the inspector to enter a specific width for a column in points, if you wish.

Notice this is a single, multi-paragraph text figure.

Columns are separated from each other by a horizontal "column gap" which can be set in the inspector.

Figures within a column are separated from each other by a vertical "figure gap" which can be set in the inspector.

You can drag a figure to the left or right side of an existing column to insert a new column.
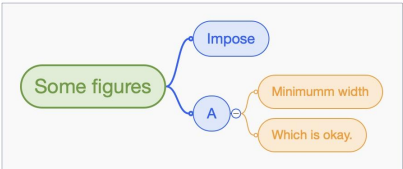
The Insert menu reveals *lots* of handy keyboard shortcuts to insert text before or after the current figure, or in a new column, or in a new row.

You can also rearrange figures anywhere within the composition via drag and drop.

Helpful guides will appear as you drag so you know if you're inserting as a row, as a column, or within a column.

My List

▼ 1. An embedded list figure.
    a. Within the composition.
    b. In a column.
  2. Pretty slick!

	Last Year	This Year
# of Smiles	823	824
# of Frowns	0	0

Use the Insert menu or toolbar button to insert a new item after the current item within the same column. Hold Option to insert as a new row.

George's To Do

☑ ~~Introduce compositions.~~
◯ Get feedback.
◯ Add more.

Some figures — Impose; A — Minimumm width; Which is okay.

And of course a text figure can have a simple markdown list like this:

1. Compositions are great.
2. Curio likes markdown.
3. Supercharged productivity!

So you can have an incredible mix of content within a composition.

Sample Use Cases

- Use a composition with just a single column in each row. As you edit, insert, or delete contained items, the composition will neatly and automatically spread them out or pull them back in. Essentially turning itself into a very smart auto spaced column.

- Use a composition to take notes or collect research. Dragging text, images, and collections alongside into additional columns as needed to create more complex column arrangements more like a newspaper or journal article. Remember each row independently manages its number of columns and their sizing so you can have one row with a single column while another might have 5 columns.

> **Video** ▶
> Watch a composition figure demonstration video on our YouTube channel.

Create a Composition

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

Dragging into an Empty Composition

As you drag figures over the empty collection, a red bar will appear so you know how your dropped items will be arranged:

• **Thin Red Horizontal Bar with Circles** means that a single new row will be created and all figures will be added as stacked siblings within single new column in that row.
• **Thin Red Vertical Bar with Circles** means that a single new row will be created and all figures will be added each as within its own column within that row.
• **Thick Red Horizontal Bar** means that new rows will be created for each dropped figure.

Working with Rows

A row spans the entire width of the composition.

The rows of a composition are separated from each other by a vertical "row gap" which can be set in the composition inspector.

Dragging into a New Row

If you drag a figure into a composition and hover between rows, a thick red bar spanning the width of the row indicates a drop will insert the figures into a new row.

Using the Row Grabber

If you hover over the left side of a row a grabber will appear which you can click to select all the figures in the row or drag-and-drop to rearrange rows. If you hold Command (⌘) when clicking you can select disparate rows or hold Shift (⇧) when clicking to select a range of rows.

Working with Columns

A row can have one or more columns. Each row is independent, so one row could have 3 columns, another 2, and another just 1.

The columns within a row are separated from each other by a horizontal "column gap" which can be set in the composition inspector.

Dragging into a New Column

If you drag a figure into a composition and hover to the left or right of a column, a thin red bar with circles spanning the height of the column indicates a drop will insert the figure into a new column.

Working with Figures

Each column can have one or more contained figures, which are neatly stacked within the column. The stack is always top-aligned, the figures cannot be sized to span the height of the row, or aligned to the center or bottom.

The figures within a column are separated from each other by a vertical "figure gap" which can be set in the composition inspector.

Dragging into a Figure Column

If you drag a figure into a composition and hover above or below a figure, a thin red bar with circles spanning the width of the column indicates a drop will insert the figure into the column figure stack.

Inserting New Text

If you have an empty composition, double-click anywhere to create a text figure (in a new column and row).

Otherwise, select or edit an existing figure within the composition and use the menu items at the very top of the Insert menu or their corresponding shortcuts:

- Inesrt Text After Selected (⌘↵)
- Inesrt Text Before Selected (⇧⌘↵)
- Inesrt Text In New Row (⌥⌘↵)
- Inesrt Text In New Column (⌥⇧⌘↵)

When editing a text figure, pressing Return (↵) inserts an actual return into the text figure allowing you to easily create figures with multiple paragraphs. If you want to create a new sibling *figure* use ⌘↵ or one of the other shortcuts mentioned above to insert the new text figure.

You can optionally tell Curio to make it so Return creates a new figure instead. In that case you could still be able to insert a return into the text figure by pressing Option-Return (⌥↵).

Inserting New Figures

Select a figure in the composition and use the Insert menu, the Insert toolbar button and gallery, or a specific collection's toolbar button (like the List toolbar button), to insert the figure *after* the currently selected figure as a sibling within the same column.

> **Tip**
> If you hold the Option (⌥) key when when you click to insert the item it will be added *as a new row* under the current row.

Note the trick with using the Shift key on a collection toolbar button, like the List toolbar button, to create an instant default styled collection bypassing the gallery also works with the composition. For example, click Shift-List to get an instant list in the same column, and click Option-Shift-List to get the list in a new row.

Collect a Selection of Figures into a Composition

1. Select one or more unlocked figures.
2. Choose Arrange > Collect Into > Composition.
3. A new composition figure containing the selected figures, one row per figure, will be created and centered in the visible portion of the idea space.

Rearranging Items Via Keyboard

1. Select one or more figures.
2. Press ⌃⇧↑ or ⌃⇧↓ to move the figures.
3. If you have a row of figures selected then the row will be moved up or down. If all the figures within a column are selected then the columns will be moved left and right. If figures within a column are selected then they will move up and down within the column.

Context Menu

Right-click an item in a composition to select all figures in that same column or row.

Navigating using Arrow Keys

You can use arrow keys to navigate between items in the columns and rows. Hold Shift to create selected ranges.

Composition Inspector

When a composition figure is selected, the inspector shelf will reveal a new Composition tab:

Composition

Certain properties are used for the entire composition.

Row Gap

Set the vertical gap between rows, in points.

Column Gap

Set the horizontal gap between columns, in points.

Figure Gap

Set the vertical gap between figures within a column, in points.

Selected Rows

Certain properties can be set for selected rows. Note this rows are has an actions button menu you can use to perform actions such as copy, paste, or clear selected row styles.

Row Color

Set a background color for the row. If a color is specified then the height of the row grows by the row gap amount so the coloring isn't tightly constrained around the row perimeter.

Row Borders

Set a top, bottom, left, and/or right border color and thickness.

Row Separator

Choose a separator to be drawn after the current row, unless it's the last row. You can also specify the color of the separator and whether the separator is the full width of the composition figure or not.

Selected Columns

Certain properties can be set for selected columns.

Column Width

Specify a width for the selected columns.

The default is *auto* where Curio proportionally distributes the available space between the columns. Alternatively you can specify an exact width for a column, in points.

When using the inspector to set a column size, if you use the spinner control it normally increases or decreases the width by 1 point. You can hold Shift when clicking for ±10 points, or hold Option for ±100 points.

At least once column must be *auto* so it can act as a flexible filler to maintain the width of the row. If no *auto* column is found then the last column will be *auto*.

If a column contains a figure with a minimum width, like a mind map, wider than the specified column width then that value will be used instead.

1. The layout algorithm will first determine specified column widths, overriding with a contained figure's minimum width if found.
2. Next it will iteratively distribute available space between all *auto* width columns, borrowing space from some that can contribute to another if it contains a figure with a minimum width requirement.
3. This iterative process ends once all available space has been distributed to each *auto* column and they all collectively fill the entire row's width.

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.

A Styled List

1) Here is a list with a different style.

2) The look of a list can be customized using the inspector.

3) Click the Inspector toolbar button to show the inspector shelf.

4) You can select the list figure itself and change its fill color, border, color, and font using the various panels under the inspector's Shape tab.

5) Click the inspector's List tab to see more options.

▼ 6) Note the Sibling Styles and Child Coloring options. These can be used to style hierarchical levels and children in your list.

   a) ◯ These items have a checkbox.

   b) ◯ And large red text.

7) Use the Tab and Shift-Tab key to indent or outdent an item in the hierarchy. When moved to another location either via Tab or drag-and-drop the item is automatically styled appropriately. To demonstrate, select this item and press Tab to indent it where it will become red with a checkbox. Press Shift-Tab to outdent it and restore the previous styling.

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 the Insert > Text Next Sibling menu item or typing ⌘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 ⌥Return.

Insert a New Text Figure as a Previous Sibling

1. Select a list item.

2. Insert a previous sibling by choosing the Insert > Text Previous Sibling menu item or typing ⌘⇧Return.

3. As above, you can simply type ⇧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 the Insert > Text Child menu item or typing ⌘⌥Return.

Remove List Items

1. Select the list items you wish to remove.

2. Press the Delete or Backspace key or choose the Edit > Delete menu item.

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 ⇧Tab on the keyboard.

4. If you want to actually insert a tab within an edited text figure, then type ⌥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.

List Import/Export

Add New Items to a List Via Drag-And-Drop

1. Select figures from elsewhere in Curio, the Finder, or another application and drag them into Curio onto the list figure.
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.
3. Release the mouse button to drop the items into the list. If the drag began within Curio, and the Option key was held down during the drag, then a copy of the selected figures will be created.
4. List figures also support cut, copy, paste, and duplicate for adding and removing figures.

Collect a Selection of Figures into a List

1. Select one or more unlocked figures.
2. Choose Arrange > Collect Into > List.
3. A new list figure containing the selected figures will be created and centered in the visible portion of the idea space.

Convert a Mind Map into a List

1. Select the list figure.
2. Choose Arrange > Convert Into > List.

Prune off a Branch in the List into a Brand New Linked-To List

1. Right-click on a figure in the list and choose Prune To Linked Collection.
2. Curio will then create a new list, of the same style as the current list, where the selected parent becomes the title of the new list and all of its children will be hierarchically arranged underneath.
3. The children of the original parent are then removed and the original parent itself becomes a jump action which, when clicked, will zip you to the new collection. The new collection can remain on the current idea space or it can be cut and pasted onto a different idea space, and the jump action will still track it down. The root of the new collection will automatically gain a jump action to jump you back to the parent collection when clicked.

Import a Markdown File as a Curio List

1. If you drag in a markdown file containing *only* a markdown list into your Curio idea space and Curio will ask if it should be converted into a native list or mind map figure.
2. Choose Insert > File, or drag-and-drop a `.md` or `.markdown` file from the Finder into Curio.
3. Curio will ask you if you which to convert the file into a list figure. Click the "Convert to List" button; otherwise Curio will simply treat the file as a normal document asset.

Import an OPML File as a Curio List

1. If you are working with a 3rd party outlining application, such as OmniOutliner, you can bring a list into Curio as a list collection via OPML import.
2. Choose Insert > File, or drag-and-drop an OPML file from the Finder into Curio.
3. Curio will ask you if you which to convert the file into a list figure. Click the "Convert to List" button; otherwise Curio will simply treat the file as a normal document asset.

Paste a Text List from the Clipboard as a Curio List

1. Within the 3rd party application, select one or more lines of text and choose Edit > Copy.
2. Within Curio, choose the Edit > Paste As > List menu item. When parsing the list Curio will assume carriage-returns separate items and tabs indent items.

Export a Curio List as an OPML, Mind Map Format, Text, or Rich Text File

1. Make sure the list figure itself is selected, not a figure within the list.
2. Use the Share toolbar button and choose to export the selected figure as OPML, one of several supported 3rd party mind mapping formats, text, or RTF. For text and RTF Curio will use carriage-returns and tabs to separate and indent items.

Copy a Curio List as Carriage Return Delimited, Tab-Indented Text

1. Make sure the list figure itself is selected, not a figure within the list.
2. Choose the Edit > Copy As > Text menu item. Both RTF and plain text versions of the text are placed onto the clipboard.

List Inspector Bar

When a list is selected, the inspector bar will reveal new controls so you can customize the look of your list.

- **List**
  Click this button to display the list inspector popover. The same panels are available in the List tab in the inspector shelf.
- **Insert Child**
  Click this button to insert a child text figure under the current figure.
- **Insert Sibling**
  Click this button to insert a next sibling after the current figure. Note if you hold the Option key down the button will change subtly to indicate that clicking will insert a previous sibling before the current figure.

List Inspector

When a list figure is selected, the inspector shelf will reveal a new List tab:

Layout

Lists can be bulleted, numbered, or with no prefixes whatsoever.

Format

Set the bullets & numbering format for the list and the indented children it contains. By specifying this single property, Curio can neatly enumerate all the items within your list, regardless of hierarchical level.

Query `PRO`

Specify a [Search-style query](#) and the list will turn into a *smart collection*, where the contents of the collection will be determined by the query itself.

For example, entering a simple query of `due < 2w` will fill the list with all figures in the project that are due within 2 weeks or a query of `#active` will show all items tagged with *active*.

Here's a more complex query:

```
group:prioriy sort:start scope:section progress < 100 and ((start > 1w due < 1m) or #active or @george)
```

That query will create a list with results hierarchically grouped by priority and sorted by start date filled with all task figures in the current section that aren't done that start more than a week from now and due within the next month or figures that are tagged with *active* or that are assigned to *George*.

Choosing a Saved Quick Find Query

Via the actions button next to the query field you can choose a saved Quick Find query. The title of the list will change to the title of the Quick Find query, if it has one. Note that this isn't a live connection to the query. If you later change the Quick Find query and re-save it, this doesn't impact any existing query-based lists.

Working with Query Collections

The list will be filled with synced figure instances that are connected to the original figures located elsewhere in the project. This way you can change a result item's text or the meta attributes, such as due dates and progress, and the changes will be pushed to the original and any other instances of that original. You can also right-click on the instance and jump to the original figure if you'd like.

You can't delete or rearrange the ordering of the items as they are both determined by the query itself.

Sorting and Grouping

By default Curio will automatically sort in the most logical method.

For example, if the query is based on due date then it will sort by due date. However, you can specify a sort if you wish, like `due < 2w sort:priority`.

Unless you specify a grouping in the query your result will be a flat list. You can specify a grouping, like `due < 2w group:due` and the result will be a 2-level hierarchical list with parent grouping nodes.

Refreshing Query Results

The results automatically refresh when the idea space is loaded. You can also right-click and choose Refresh Content, or click the actions button next to the query in the inspector and choose Refresh Results.

The results will not refresh as you are working with them. This way they don't suddenly disappear if you change a meta value. Instead they will wait until the idea space is re-loaded or you force a refresh via right-click or actions button.

Results Limit

There is a safety limit of 100 just so you don't have a collection explode with hundreds or thousands of items, but this can be overridden.

Level

The current level of the currently selected items is based on how many steps away it is from the root. Immediate children of the central node is at level 1, their children are at level 2. You can specify certain options of all items that exist at a hierarchical level.

Line Spacing

You can increase or decrease the line spacing between siblings. Note that if the list itself is selected then spacing changes impacts all items in the list. If, however, you have an item within the list selected then the spacing changes will only impact list items at that hierarchical level.

Custom Numbering/Bullet Format

You can enable a custom number or bullet format for a specific level if you wish. This will override the default. You can enter an optional prefix character, like a left-parenthesis or bracket, then choose the bullet or number element, then enter a suffix character, like a right-parenthesis, bracket, or period.

Options

Title

The title for the list is displayed by default but you can turn this off if you wish.

Expanding/Collapsing

Child hierarchical levels can normally be expanded or collapsed via handle disclosure triangles. Those can be disabled as well whereby the list is always displayed fully expanded.

List Siblings

Styling

Select an item within the list then you can copy that selected figure's style to all of its siblings under the same parent. You can also perform this action via the right-click context menu on a list item.

Alternatively you can specify that the selected figure's style should be applied to all figures at this hierarchical level (meaning the selected figure's siblings and cousins). This means all items at the same hierarchical level will instantly have the same style. You can also perform this action via the right-click context menu on a node.

As a note, if you wish to manually style the list items don't forget about the very handy Format > Copy Style and Format > Paste Style menu items. This is a quick way to selectively apply a style to one or more figures.

Start Number

Select one or more siblings and you can then specify the number that should start these nodes under the current parent.

Sorting

You can specify that siblings should be sorted by title, creation date, modification date, due date, start date, start date or end date if already started, done date, added date, percent completed, priority, or rating.

You can optionally specify a secondary sort criteria, as well.

If you check the "recursively" checkbox then children of the children will sort themselves with the same sort criteria.

Note, however, if any figure uses a Start Date calculation based on a sibling then sorting will not occur with those children. Why? If, based on sorting rules, figures jumped around based on title or priority, then at could have an unintended consequence on all your figure dates! Basically, we're assuming you placed those figures in specific precedence ordering — buy groceries then make dinner — and we don't want an automatic sorting to spontaneously ruin that ordering.

> **Note**
> Query-based lists are automatically sorted based on the query so these sorting popups aren't available if you have a query specified.

List Children

Colors

Select an item within the list then you can copy that selected figure's colorings to all of its children. This means the rest of the child's style, like the shape borders and font size, will all stay the same but the border color, fill color, and font color will all be replaced with the colors of its parent. This is a wonderfully quick way to make an entire branch of nodes all have the same color.

You can mark a child item so that it will automatically update its colors if its parent changes at any time. So, unlike the manual color copying above, this will happen automatically if the parent changes.

Alternatively, if you have a parent selected, you can click a checkbox to make it so children of the selected parent automatically inherit the colors of their parent. Basically the same effect as #2 above but instead of marking a specific child you can instantly mark all children, and future children that you add to that parent. Uncheck this option to disable this functionality. You can also perform this action via the right-click context menu on a list item.

Spread Color Palette

Curio can instantly spread a color palette across all main branches, so that each branch has its own color. Curio includes several palettes of colors to make it fun to experiment with various palettes. See more notes below regarding branch coloring.

You can also use the actions menu to import and manage color palette files such as Adobe Swatch Exchange (`.ase`) swatch files from Adobe Color or ColourLovers.

While Adobe Color requires a free Adobe account, once you've created the account you can use their site to create, manage, and download color swatches.

You'll need to register with ColourLovers, as well, if you'd like to downloaded created color palettes from their site.

The color swatches popup also supports a Curio Color Swatch (`.curioColorSwatch`) file with a carriage-return delimited list of hex color values (like `#aa22ff`) that you can create if you'd like.

Branch

A branch is the current node and all of its children, grandchildren, etc.

Apply Default Style to Selected Branch

Re-apply the default style information to the selected figure and to all of its children with just a single click. Useful if a branch has a mix of styles and formatting.

A Note about Branch Coloring

Your saved list styles can include branch coloring!

If you apply branch colors to the top branches (the main branches under the title) of your list using the list inspector's automatic child coloring controls, for example perhaps you spread a color palette, then that branch information will now be stored as a part of the collection's style.

After creating new list styles which include branch colors, you can then apply those styles to your existing lists or to new lists and the top branches will be colored appropriately.

When branch coloring is part of the style, the order of the branch coloring is maintained as you insert or delete top branches. So if the branches should be red, green, blue, and orange — in that order — then those colors will be enforced as you modify the number and ordering of branches under the central topic.

Mind Maps

Mind mapping is a wonderful technique for discovering connections between words and ideas, and encourages an easy brainstorming approach starting with just one idea. This one idea — be it a word, phrase, or image — is expanded upon by adding associated ideas in a radial fashion around the central idea. You then take each of those associated phrases and list ideas associated with them.

A mind map's central figure is called the **central topic**. This is the main idea or focus of the mind map.

Surrounding the central topic, are the **main branches**. These are your initial, primary topics or ideas that come to mind when thinking about the central topic. For example, if the central topic is "Apple" then the branches surrounding it might include "Mac", "iPad", and "iPhone".

In general, you want to have only a few main branches under the central topic. If you have over a dozen main branches then consolidating them into 4 to 10 branches would make the resulting mind map much more readable and organized and allow Curio to optimize the mind map's layout.

Subtopics can have subtopics, and those can have subtopics, etc, so your resulting branches can be quite large.

Topics and subtopics within Curio can be almost anything, not simply text. For example: images, videos, files, web links, audio recordings, Mail messages, and more! And, like any figure within Curio, each figure within a mind map can include one or more tags and other meta data information.
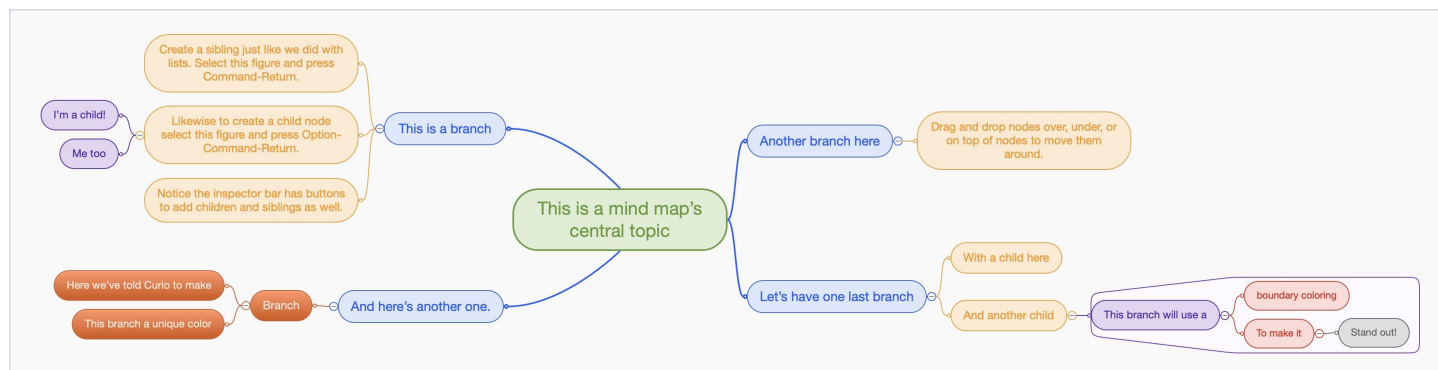
Context Menu

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

To Create a Mind Map:

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

To Insert a New Text Figure as a Next Sibling:

1. Select a list item.
2. Insert a next sibling by choosing the Insert > Text Next Sibling menu item or typing ⌘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 ⌥Return.

To Insert a New Text Figure as a Previous Sibling:

1. Select an item in the mind map.
2. Insert a previous sibling by choosing the Insert > Text Previous Sibling menu item or by typing ⌘⇧Return.
3. As above, you can simply type ⇧Return to create a new previous sibling.

To Insert a New Text Figure as a Child:

1. Select an item in the mind map.
2. Insert a new last child by choosing the Insert > Text Child menu item or by typing ⌘⌥Return.

To Add New Sibling Items to a Mind Map Via Keyboard:

1. Select an item in the mind map.
2. Press the ⌘Return key to create a new next sibling or ⌘⇧Return to create a previous sibling of the selected figure. If you are currently editing an existing figure then you can just press Return or ⇧Return.

To Add New Child Items to a Mind Map Via Keyboard:

1. Select an item in the mind map.
2. Press the Tab key to create a new child of the selected figure.

To Add New Items to a Mind Map Via Drag-And-Drop:

1. Select figures from elsewhere in Curio, the Finder, or another application and drag them into Curio onto the mind map figure.
2. As you drag the items around the guides described above will appear showing you where they will be placed in the mind map.
3. Release the mouse button to drop the items into the mind map. If the drag began within Curio, and the Option key was held down during the drag, then a copy of the selected figures will be created.
4. Mind Map figures also support cut, copy, paste, and duplicate for adding and removing figures.

To Remove Mind Map Items:

1. Select the mind map 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.

To Select Multiple Figures Within the Mind Map:

- 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 mind map and dragging a rubber band selection region around figures.

Rearranging Mind Map Items Via Keyboard

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

Rearranging Mind Map Items Via Drag-And-Drop:

1. Select one or more mind map figures and begin to drag them.
2. As you drag the items around, and hover over an existing figure, guides will help you determine where they (and their children) will be placed.
   - If you hover the mouse near the top of an existing figure, any red line will appear indicating that, if you drop the items, they will be inserted as previous siblings to this figure.
   - If you hover the mouse near the bottom of an existing figure, a red line will appear indicating that, if you drop the items, they will be inserted as next siblings to this figure.
   - If you hover over the middle of an existing figure, it will glow to indicate that, if you drop the items, they will be added as new children to this figure.
3. Release the mouse button to drop the items into the mind map. If the Option key was held down during the drag then a copy of the selected figures will be created.
4. As mentioned in the collection figures overview, when moving figures around they will adopt the styling appropriate for that location by the collection figure's style information. If you wish to keep a figure's existing styling then hold Shift before dropping the figure.

Working with Transparent Mind Maps

1. If your mind map has no fill color, Curio supports a kind of transparent selection so you can directly manipulate the mind map nodes more easily.
2. If either the mind map is unselected or if a node within the mind map is selected, then you can now directly click and drag on the background of the mind map to "rubber band-select" a range of nodes.
3. If you click and release within the mind map figure but not on a node, then the mind map figure itself will be selected. Once selected you can then change its inspector properties, or copy it, or drag it, etc.
4. You can now directly click and drag on a node, even if the mind map itself was not already selected, and just start dragging to immediately move it to a new location.
5. Another way to move the entire mind map is to click and drag the central topic node.

Rearranging List Items Via Keyboard

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

Sort Mind Map Items

1. By default, you can manually rearrange the child nodes of a mind map 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 mind map then use the mind map inspector to select a primary and secondary sort option.

Manually Positioning Branches Via Drag-And-Drop:

1. In Curio you can manually position the top, main branches of a radial mind map. That is, those nodes directly under the central topic. However, Curio will automatically control the positioning of the nodes under each branch.
2. Select the topic figure at the top of a branch under the central topic and drag it.
3. As you drag the item around a target symbol will appear showing you where it will be manually positioned in the mind map. Other branches that remain as automatically positioned items will automatically adjust their placement to ensure no overlap occurs.

To Add an Attachment to an Existing Mind Map Text Figure:

1. Right-click on a text figure within your mind map and choose Attach File then choose a file from anywhere on your hard disk in the dialog that appears. This file can be copied or moved into the project as an embedded asset or referenced as an alias.
2. More information can be found in the Text Figure Attachments section.

To Add a Caption to an Existing Mind Map Image or Asset Figure:

1. Right-click on an asset figure displayed as a preview within your mind map and choose Show Caption.
2. More information can be found in the Display panel of the figure shape inspector section.

To Show a Relationship Line Between Two Different Figures in the Mind Map:

1. Select a figure in the mind map then press ⌘ (Command) and select a second figure in the mind map.
2. Right-click and choose Add Relationship Line, or click the Add Relationship Line button in the mind map popover.
3. A new line — a true Curio line figure in fact — will connect the two figures. This line will be set with a handy midpoint and have a curved line style so you can grab that midpoint and move it around to bend it any way you wish. As a real line figure you can completely customize its style using the inspectors.
4. Once you have styled the relationship line the way you like you can create a saved style for it by right-clicking on the line and choosing Save As Line Style. You can also make this the default relationship line style via the Format > Save as Default Style for Relationship Line Figure menu item.
5. You can also double-click the line to give it a line label. Don't forget, the easiest and most accurate way to move a relationship line label is using the arrow keys on your keyboard. Hold Shift with the arrow keys to move in greater steps.

Mind Map Import/Export

Curio supports several mind mapping file formats for easy import/export.

Note that formatting and layout information such as fonts, shapes, coloring, and positions are not imported or exported. Instead a default Curio mind map style is applied and the mind map is automatically laid out.

iThoughts

iThoughts is available for both iOS and macOS and Curio supports its `.itmz` file format. Curio supports many iThoughts properties including title, note, flags (at least the ones that map to Curio flags), checkmark, percent complete, priority, start date, due date, and hyperlinks. Curio will also import or export images or other files attached to mind map nodes. Currently, Curio doesn't support iThoughts floating topics.

After exporting from Curio into iThoughts, you may need to force a re-layout by tapping the Gear icon > Map Layout then tapping Vertical then Horizontal.

Mindjet MindManager

Mindjet MindManager's `.mmap` format is one of the most popular mind mapping formats and supported by most 3rd party mind mapping apps on macOS, iOS, and Windows. Curio supports MindManager properties including title, link, note, flags (at least the ones that map to Curio flags), checkmark, percent complete, priority, start date, due date, and duration. Currently Curio doesn't import or export asset files (aka attachments).

MindNode

MindNode is available for both iOS and macOS and Curio supports its `.mindnode` file format. As of this writing, the MindNode file format only includes the title of the nodes which Curio can import and export. Currently Curio doesn't import or export images or other asset files (aka attachments).

After exporting from Curio into MindNode, you will need to force a re-layout by selecting the central topic node and clicking the Fold toolbar button then the Unfold button.

iMindMap

iMindMap is available for both iOS and macOS and Curio supports its `.imx` file format. Curio can import iMindMap title, start/due date, percent complete, and priority information. Curio can export title, start/due date, and a handful of flags. Currently Curio doesn't import or export images or other asset files (aka attachments).

After exporting from Curio into iMindMap, you will need to force a re-layout by clicking the Clean Up button in the toolbar.

MindMeister and FreeMind

While these formats are not supported directly, there are some techniques you can use discussed below to import and export into those applications.

Markdown

You can drag a `.md` or `.markdown` file containing *only* a markdown list into your Curio idea space and Curio will ask if it should be converted into a native list or mind map figure.

OPML

Most 3rd party outlining applications, such as OmniOutliner, can export to the simple OPML format. Curio's import process can retrieve the title, note, and checkmark.

Import a Mind Map File as a Curio Mind Map

1. Choose Insert > File, or drag-and-drop a supported mind map or outlining file format from the Finder into Curio.
2. Curio will ask you if you which to convert the file into a mind map figure. Click the "Convert to Mind Map" button; otherwise Curio will simply treat the file as a normal document asset.

Import a Carriage-Return Separated and Tab-Indented List from the Clipboard as a Curio Mind Map

1. Within the 3rd party application, select one or more lines of text and choose Edit > Copy.
2. Within Curio, choose the Edit > Paste As > Mind Map menu item.

Export a Curio Mind Map

1. Make sure the mind map figure itself is selected, not a figure within the mind map.
2. Use the Share toolbar button and choose to export the selected figure as OPML, Mindjet MindManager, iThoughts, MindNode, iMindMap, text, or RTF. For text and RTF Curio will use carriage-returns and tabs to separate and indent items.

Collect a Selection of Figures into a Mind Map

1. Select one or more unlocked figures.
2. Choose the Arrange > Collect into Mind Map menu item.
3. A new mind map figure containing the selected figures will be created and centered in the visible portion of the idea space.
4. If only one figure was selected, then the new mind map will use that figure as the central topic. If more than one figure was selected, then the new mind map will have a placeholder text figure as the central topic, and all selected figures will be added as children to that central figure.

Convert a List into a Mind Map

1. Select the mind map figure.
2. Choose the Arrange > Convert Into > Mind Map menu item.

Prune off a Branch in the Mind Map into a New Mind Map

1. Right-click on a figure in the mind map and choose Prune To Linked Collection.
2. Curio will then create a new mind map, of the same style as the current mind map, where the selected parent becomes the central topic of the new mind map and all of its children will be hierarchically arranged underneath.
3. The children of the original parent are then removed and the original parent itself becomes a jump action which, when clicked, will zip you to the new collection. The new collection can remain on the current idea space or it can be cut and pasted onto a different idea space, and the jump action will still track it down. The root of the new collection will automatically gain a jump action to jump you back to the parent collection when clicked.

Import a MindMeister Mind Map

1. In MindMeister, right-click on a node and choose the Copy As > Text menu item then select the text outline that appears in the popup dialog then use the Edit > Copy menu item to copy it into the clipboard.
2. In Curio, use the the Edit > Paste As > Mind Map or Edit > Paste As > List menu item to paste in a new mind map or list, respectively. Note that you can select a node in an existing collection and use this same technique to paste the outline as a new branch.

Export a Curio Mind Map or List into MindMeister

1. In Curio, use the Share toolbar to export a text file containing the selected collection.
2. In MindMeister, click the Import on the main screen and choose the file you created on your hard disk.

Import a FreeMind Mind Map

1. In FreeMind, click on a node and choose Edit > Copy which will place a text outline of the branch hierarchy into the clipboard.
2. In Curio, use the Edit > Paste As > Mind Map or Edit > Paste As > List menu item to paste in a new mind map or list, respectively. Note that you can select a node in an existing collection and use this same technique to paste the outline as a new branch.

Export a Curio Mind Map or List into FreeMind

1. In Curio, use the Edit > Copy As > Text menu item to copy a mind map or list hierarchy into the clipboard as a text outline.
2. In FreeMind, click on a node and choose the Edit > Paste menu item which will paste the hierarchy as a new branch in your FreeMind mind map.

Mind Map Inspector Bar

When a mind map is selected, the inspector bar will reveal new controls so you can customize the look of your mind map.

- **Mind Map**
  Click this button to display the mind map inspector popover. The same panels are available in the Mind Map tab in the inspector shelf.
- **Insert Child**
  Click this button to insert a child text figure under the current figure.
- **Insert Sibling**
  Click this button to insert a next sibling after the current figure. Note if you hold the Option key down the button will change subtly to indicate that clicking will insert a previous sibling before the current figure.

Mind Map Inspector

When a mind map figure is selected, the inspector shelf will reveal a new Mind Map tab:

Layout

Curio mind maps can have very different arrangement and line styles.

Arrangement

Set the arrangement of the mind map. Curio currently supports radial maps, right maps, left maps, bottom-up, top-down, and org charts. You can also switch the arrangement by right-clicking on the mind map.

Lines

Choose how the lines should be drawn between nodes: straight, curved, elbow, or rounded elbow.

Query `PRO`

Specify a [Search-style query](#) and the mind map will turn into a *smart collection*, where the contents of the collection will be determined by the query itself.

For example, entering a simple query of `due < 2w` will fill the mind map with all figures in the project that are due within 2 weeks or a query of `#active` will show all items tagged with *active*.

Full details can be [found above](#).

Add Relationship Line

Click the Add Relationship Line button to create a line pointing from a first selected figure to a second selected figure.

Reset Layout

Click the Reset Layout button to reset the entire layout in case you've dragged branch nodes around into odd locations.

Mind Map Siblings

Styling

Select an item within the mind map then you can copy that selected figure's style to all of its siblings under the same parent. You can also perform this action via the right-click context menu on a mind map item.

Alternatively you can specify that the selected figure's style should be applied to all figures at this hierarchical level (meaning the selected figure's siblings and cousins). This means all items at the same hierarchical level will instantly have the same style. You can also perform this action via the right-click context menu on a mind map item.

As a note, if you wish to manually style the mind map items don't forget about the very handy Format > Copy Style and Format > Paste Style menu items. This is a quick way to selectively apply a style to one or more figures.

Sorting

You can specify that children should be sorted by title, creation date, modification date, due date, start date, start date or end date if already started, done date, added date, percent completed, priority, or rating.

You can optionally specify a secondary sort criteria, as well.

If you check the "recursively" checkbox then children of the children will sort themselves with the same sort criteria.

Note, however, if any child figure uses a Start Date calculation based on a sibling then sorting will not occur with those children. Why? If, based on sorting rules, figures jumped around based on title or priority, then at could have an unintended consequence on all your figure dates! Basically, we're assuming you placed those figures in specific precedence ordering — buy groceries then make dinner — and we don't want an automatic sorting to spontaneously ruin that ordering.

> **Note**
> Query-based mind maps are automatically sorted based on the query so these sorting popups aren't available if you have a query specified.

Mind Map Children

Colors

Select an item within the mind map then you can copy that selected figure's colorings to all of its children. This means the rest of the child's style, like the shape borders and font size, will all stay the same but the border color, fill color, and font color will all be replaced with the colors of its parent. This is a wonderfully quick way to make an entire branch of nodes all have the same color.

You can mark a child item so that it will automatically update its colors if its parent changes at any time. So, unlike the manual color copying above, this will happen automatically if the parent changes.

Alternatively, if you have a parent selected, you can click a checkbox to make it so children of the selected parent automatically inherit the colors of their parent. Basically the same effect as #2 above but instead of marking a specific child you can instantly mark all children, and future children that you add to that parent. Uncheck this option to disable this functionality. You can also perform this action via the right-click context menu on a node.

Spread Color Palette

Curio can instantly spread a color palette across all main branches, so that each branch has its own color. Curio includes several palettes of colors to make it fun to experiment with various palettes. See more notes below regarding branch coloring.

You can also use the actions menu to import and manage color palette files such as Adobe Swatch Exchange (`.ase`) swatch files from [Adobe Color](#) or [ColourLovers](#).

While Adobe Color requires a free Adobe account, once you've created the account you can use their site to create, manage, and download color swatches.

You'll need to register with ColourLovers, as well, if you'd like to downloaded created color palettes from their site.

The color swatches popup also supports a Curio Color Swatch (`.curioColorSwatch`) file with a carriage-return delimited list of hex color values (like `#aa22ff`) that you can create if you'd like.

Branch

A branch is the current node and all of its children, grandchildren, etc.

Branch Boundary

You can enable a boundary region to be drawn around the selected mind map parent and around its children. A boundary is a wonderful way to highlight a particular branch or sub-branch of your mind map. The color of the boundary is automatically determined based on the color of the parent figure itself.

Note that boundaries can contain other boundaries if you wish.

Apply Default Style to Selected Branch

Re-apply the default style information to the selected figure and to all of its children with just a single click. Useful if a branch has a mix of styles and formatting.

A Note about Branch Coloring

You can create mind map styles that include branch coloring!

If you apply branch colors to the top branches (the main branches under the central topic) of your mind map using the mind map inspector's automatic child coloring controls, for example perhaps you spread a color palette, then that branch information will now be stored as a part of the collection's style.

After creating new mind map styles which include branch colors, you can then apply those styles to your existing mind maps or to new mind maps and the top branches will be colored appropriately.

When branch coloring is part of the style, the order of the branch coloring is maintained as you insert or delete top branches. So if the branches should be red, green, blue, and orange — in that order — then those colors will be enforced as you modify the number and ordering of branches under the central topic.

Tables

Curio's table feature is an excellent way to show a grid or matrix of data. The data could be several text figures, numbers, or even complex figures such as images and movies. When you need to show tabular data, tables are the answer.

	Test A	Test B	Test C
Amount of water	1 liter	1 liter	1 liter
Amount of oil	50 ml	50 ml	50 ml
Amount of polymer	50 g	50 g	100 g
Stirring?	None	Moderate	Vigorous
Result	No clearing	Signficant	All gone!

Context Menu

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

Create a Table

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

Edit a Figure Cell

- Double-click the cell or select it and press the Return key.

Move Between Figure Cells

- Press Tab or ⇧Tab or move forwards or backwards. You can also use the arrow keys on your keyboard to navigate around the cells.

Select Specific Figure Cells

1. Select the first cell then hold Shift while clicking the last cell and all the cells within the rectangular region defined by those two cells will be selected.
2. Or, click on the first cell, then hold Command while clicking other cells to select a disjointed number of cells.

Select Specific Rows or Columns

1. Select the figure cells in the rows or columns you wish to select.
2. Right-click and choose Select Row or Select Column, as appropriate.

Resize Rows or Columns

1. Select the table — or specific rows and columns — and enter values into the Column Width and Row Height fields in the table Inspector if you want all row and columns to have the same sizing. You can also use the Fit and Distribute to fit or distribute sizes for selected rows or columns, or for the entire table.
2. Or, hover the mouse over the row and column separating lines such that the mouse pointer becomes a resize pointer. Then click and drag to resize that row or column. When you resize a row or column using the mouse by default the table itself is resized as well. However, if you hold the Option key down while dragging any divider, with the exception of the last row or column, the table will maintain its size and just the individual row or column will be resized. (When drag resizing the last row or column the table always itself resizes to to accommodate the new column or row size.)
3. Or, click on the table then drag one of its resize handles. While the table resizes all rows and columns will resize proportionally. Note that certain cells may have minimum sizes due to the display of adornments such as checkboxes and tags.

Fit and Distribute

1. Use the Fit buttons to size the row height or column width to the minimum necessary to show the content on that row or column.
2. Use the Distribute buttons to make all rows heights or column widths the same.
3. Check the automatically adjust row heights checkbox if you'd like Curio to adjust row heights as necessary to avoid clipping cell content

Add Rows or Columns

1. Select the table.
2. Use the table inspector to change the number or rows or columns in a table. By default Curio will maintain the table's current size. However, if you hold the Shift key while clicking the steppers to change the number of rows or columns, Curio will allow the table to grow or shrink as needed

Insert Rows or Columns

1. Select the figure cells in the rows or columns you wish the insert to occur.
2. Right-click and choose Add Row Above, Add Row Below, Add Column Before, or Add Column After, as appropriate.
3. As a note, you can also use the ⌥ArrowKey to insert rows and columns if a cell is selected (although not being actively edited), where ArrowKey is the up, down, left, or right arrow keys on your keyboard. Hold the Shift key as well to modify the table size during the insertion, as described above.

Delete the Contents of Figure Cells

1. Select the figure cells you wish to clear.
2. Press the Delete or Backspace key or choose Edit > Delete.

Delete Specific Rows or Columns

1. Select the figure cells in the rows or columns you wish to delete.
2. Right-click and choose Delete Row or Delete Column, as appropriate.
3. When the deletion occurs the remaining row/columns will increase in size to fill the existing table dimensions. However, if you hold down the Shift while when choosing the context menu option then Curio will shrink the table figure itself instead.

Table Import/Export

Add New Items to a Table or Rearranging Table Items Via Drag-And-Drop

1. Select figures from elsewhere in Curio, the Finder, or another application and drag them into Curio onto the table figure.
2. As you drag the items around the table, the current cell you are hovering over will highlight so you know where the dropped items will be placed. Note you will be replacing the contents of the hovered-over item with the dropped figures or data.
3. Release the mouse button to drop the items into the table. If the drag started from this table or another table then the added items will retain their same row and column separation from each other, and Curio will automatically increase the number or rows or columns as necessary to fit the newly placed items.
4. If the drag started from figures selected on the idea space or from the Finder, then Curio will ask if the items should be filled into a single column (adding rows as needed), a single row (adding columns as needed), or spread across and then down (adding rows as needed).
5. Table figure cells also support cut, copy, paste, and duplicate for adding and removing figures.

6. As mentioned in the collection figures overview, when moving figures around they will adopt the styling appropriate for that location by the collection figure's style information. For tables this means moving items will adopt the appropriate default cell style based on the cell type: body, header, etc. If you wish to keep a figure's existing styling then hold Shift before dropping the figure.

Drag a Figure out of the Table

- Simply drag the figure out of the table and you can drop it on the idea space or directly into another collection such as a list or mind map. The table cell is cleared and replaced with a boilerplate text figure unless Option is held down in which a copy was generated.

Import a CSV File as a Curio Table

1. You can import tabular data from Apple Numbers, Microsoft Excel, or many other 3rd party applications, directly into Curio as a table collection.
2. Just use that application's export to CSV (Comma Separated Value) functionality to create an export file, which Curio can import.
3. Choose Insert > File, or drag-and-drop a CSV file from the Finder into Curio.
4. Curio will ask you if you which to convert the file into a table figure. Click the "Convert to Table" button; otherwise Curio will simply treat the file as a normal document asset.

Paste a Tab Delimited Information from the Clipboard into a Curio Table

1. Within the 3rd party application, select a range of rows and columns and choose Edit > Copy.
2. Within Curio, choose the Edit > Paste As > Table menu item to paste into the currently selected table or it can automatically create a new table.

Export a Curio Table

1. Make sure the table figure itself is selected, not a figure within the table.
2. Click the Share toolbar button then, under Share Selected Figure, choose the export format you wish to use, such as text or CSV.

Copy a Curio Table as Tab Delimited Text

1. Make sure the table figure itself is selected, or a range of cells within the table is selected.
2. Choose the Edit > Copy menu item.

Table Inspector Bar

When a table is selected, the inspector bar will reveal new controls so you can customize the look of your table.

- **Table**
  Click this button to display the table inspector popover. The same panels are available in the Table tab in the inspector shelf.
- **Insert Row**
  Click this button to insert a row above the current row, keeping the table size as-is. Press ⇧Click to insert above and grow the table size as necessary. Press ⌥Click to insert below the current row. Press ⌥⇧Click to insert below and grow the table size as necessary.
- **Insert Column**
  Click this button to insert a column before the current column, keeping the table size as-is. Press ⇧Click to insert above and grow the table size as necessary. Press ⌥Click to insert below the current column. Press ⌥⇧Click to insert below and grow the table size as necessary.
- **Delete Row**
  Click this button to delete the current row.
- **Delete Column**
  Click this button to delete the current column.

Table Inspector

When a table figure is selected, the inspector shelf will reveal a new Table tab:

Dimensions

Change the number of rows and columns in the current table, keeping the size-as is. If you hold Shift when making the change then the table will grow as needed.

Sizing

Set the size of the selected rows or columns.

Click Fit to resize the selected rows (or columns) so their heights (widths) match the cell with the tallest (widest) content.

Click Distribute to distribute the selected row heights (or column widths) so each has the same height (width).

Click the *Automatic adjust row height checkbox* if you'd like the rows to automatically and dynamically update their heights based on their content.

Alternating Row Color

Alternating rows can have an override color specified.

Table Headers & Footers

Click on the appropriate buttons to toggle the visibility of optional header and footer rows and columns.

Table Cells

Select a table cell which has the style you'd like to replicate, then click the appropriate button to replicate that style to certain types of cells, like all body cells or all header row cells.

This styling information is then saved as part of the table's overall style definition, thus will be recorded if you save the table style in your personal style repository.

Index Cards

Curio's index cards are a fantastic new way to create snippets of ideas, thoughts, and notes. You can even place images and other asset figures on an index card.

Note that an index card is resizable but not scrollable. This means any text that grows past its bounds will be automatically clipped when it's not being edited.

This was done on purpose in the design of the index card feature. The strength of the real-world index card is its static size, in contrast to a multipage notebook. It forces you to make brief notes and think concisely, then to review and arrange your thoughts with the resulting stack of cards.

> **▼ Experiment Notes**
>
> What an amazing process! As soon as the polymers were sprinkled into the contaminated water they immediately started working. Almost instantly the oil became more solidified and much easier to collect. One catch is that the polymers had to be stirred around the water otherwise the reaction wouldn't occur.

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Create an Index Card

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

Convert a Selection of Figures into Index Cards

1. Select one or more non-collection figures on the idea space.
2. Choose the Arrange > Convert Into > Index Card menu item.

The figures will be transformed into index cards, one card per selected figure.

If the converted figure is an asset figure (such as a file-backed text figure or image figure) then the default title for the index card is the underlying asset's file name at the time of the conversion. An advanced setting allows you to change the format of the title to include path info if you wish.

Edit an Index Card Title or Body Figure

- Double-click the figure within the index card. You can press tab to jump between the title and body areas.

Replace the Contents of an Index Card

- You can drag-and-drop or paste another figure into the body area of an index card. Using this technique an index card can contain images or any other type of asset figure.

Collapse or Expand an Index Card

1. Select the index card figure.
2. Do a quick tap of the spacebar to collapse or expand the index card.

Export a Curio Index Card

1. Make sure the index card figure itself is selected, not a figure within the index card.
2. Click the Share toolbar button then, under Share Selected Figure, choose the export format you wish to use.

Copy a Curio Index Card as Text

1. Make sure the index card figure itself is selected, not a figure within the index card.
2. Choose the Edit > Copy As > Text menu item.

Index Card Inspector Bar

When a index card is selected, the inspector bar will reveal new controls so you can customize the look of your index card.

- **Index Card**
  Click this button to display the index card inspector popover. The same panels are available in the Index Card tab in the inspector shelf.

Index Card Inspector

When a index card figure is selected, the inspector shelf will reveal a new Index Card tab:

Automatic Resize

You could enable automatic resizing of the index card so it automatically grows and shrinks as necessary to hold its content.

Line Coloring

Set the color of the line drawn under the index card title. If you set a none color in the popup color palette then no title line will be drawn.

Set the color of the lines drawn in the body area of the index card. If you set a none color in the popup color palette then no body lines will be drawn.

Note you can set other properties such as fonts, font colors, fill colors, etc, using the other inspectors. The index card is made up of two distinct figures which you can style using the various inspectors: a title figure and a body figure.

Albums

Curio's albums are a great way to create flexible collections of image figures and other asset figures displayed as previews, such as PDF's. With the new preview caption feature mentioned above your images can have notes and other annotations directly under the image or preview feature is an excellent way to show a grid or matrix of data.

An album lays out all contained items in fixed-width columns. Unlike a table which has fixed-height rows, albums simply stack items within the columns based on the height of each item. The number of columns is based on the overall width of the album collection figure. As you resize the album figure, the number of columns will be dynamically changed and items will wrap accordingly.

Create an Album

• Use the Insert popover to create an album via its style and stencil gallery, or use the Insert menu.

Convert a Selection of Figures into an Album

1. Select one or more figures on the idea space.
2. Choose Arrange > Collect Into > Album.

Edit a Figure Within an Album

• Double-click the figure or select it and press the Return key.

Move Between Figures Within an Album

• Use the arrow keys on your keyboard to navigate around the album.

Add New Items to an Album or Rearranging Items Via Drag-And-Drop

1. Select figures from elsewhere in Curio, the Finder, or another application and drag them into Curio onto the album figure.
2. As you drag the items around the album, a red drop indicator will indicate whether the items will be placed before or after the current item.
3. Release the mouse button to drop the items into the album.
4. Items within albums also support cut, copy, paste, and duplicate for adding and removing figures.

Drag a Figure out of the Album

• Simply drag the figure out of the album and you can drop it on the idea space or directly into another collection such as a list or mind map.

Change the Number of Columns

- Simply resize the album figure itself and the number of columns will dynamically change to accommodate the new width of the album.

Delete the Items Within an Album

1. Select the figures you wish to delete.
2. Press the Delete or Backspace key or choose Edit > Delete.

Toggle the Display of an Album Title

- Select the album — or an item within the album — and use the album Inspector to turn on or off the album title.

Change the Column Size or Spacing

- Select the album — or an item within the album — and use the album Inspector to modify those properties.

Album Inspector Bar

When an album is selected, the inspector bar will reveal new controls so you can customize the look of your album.

- **Album**
  Click this button to display the album inspector popover. The same panels are available in the Album tab in the inspector shelf.

Album Inspector

Album Arrangement

Choose either:

1. **Columns**: a packed columns of images. You specify a column width and the contained figures are proportionally sized to that width then arranged into a packed layout, similar to Pinterest's.
2. **Columns (unpacked)**: Unpacked columns of images. Like Columns you specify a column width, but instead of packing the contained figures, each row's height is based on the tallest item in that row. The result is more like a matrix of images in tidy columns and rows.
3. **Rows**: Packed rows of images. This arrangement **only** works with image figures. You specify a row height and the contained figures are proportionally sized to that height then arranged into a packed layout, similar to Flickr's. This works very well with uncaptioned images, but can be a bit finicky with captioned images as text wrapping can jump items between sizes, although Curio attempts to counter this via iterative refinement.

Column Width

Set the width of the pinboard columns. Curio will then flow the contents as needed.

Gaps

Set the horizontal and vertical gap spacing between items within the album.

Show Title

Toggle the visibility of the album title.

Copy This Figure Style to All

Select an item in the album, then click this button to copy that figure's style to all other figures contained within the album.

Pinboards

Think of a pinboard as a container of figures where no layout or style is imposed on the figures within the collection. You can place items anywhere within the collection and the collection itself will automatically grow, if necessary, to handle dropped or pasted figures. It's almost like a free-floating mini idea space in terms of flexibility. And it's more flexible than a group figure since you can move and resize the contained figures freely and the collection will simply resize to hold the new items.

Pinboards really shine when used during brainstorming sessions. You and your team will quickly produce dozens of ideas, perhaps created using Curio's sticky note figure styles. Afterwards, or during breaks, collect common ideas together in pinboard collections to quickly organize and visualize the results of your brainstorm. You can even add ratings, tags, and priorities or use color coding to quickly identify key ideas.

A pinboard is a collection figure, like a list, mind map, or table collection figure. It's important to remember that a collection cannot contain another collection.

Create a Pinboard

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

Convert a Selection of Figures into a Pinboard

1. Select one or more figures on the idea space.
2. Choose Arrange > Collect Into > Pinboard.

Edit a Figure Within a Pinboard

- Double-click the figure or select it and press the Return key.

Create a Text Figure Within a Pinboard

• Double-click the background of the pinboard.

Add New Items to a Pinboard or Rearranging Items Via Drag-And-Drop

1. Select figures from elsewhere in Curio, the Finder, or another application and drag them into Curio onto the pinboard figure.
2. As you drag the items around the pinboard, you can see exactly where the items will be placed.
3. Release the mouse button to drop the items into the pinboard.
4. Items within pinboard also support cut, copy, paste, and duplicate for adding and removing figures.
5. The pinboard will automatically expand if necessary to accommodate the added items, unless you disable this feature in the inspector.

Select Multiple Figures Within the Pinboard

• 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 pinboard and dragging a rubber band selection region around figures.

Insert a New Figure into a Pinboard

• Use the Insert toolbar button to insert a new figure such as a Styled Shape directly into the pinboard. Note, like all collection figures, a collection figure cannot contain another collection figure. So you can't add a list to a pinboard, for example.

Drag a Figure out of the Pinboard

• Simply drag the figure out of the pinboard and you can drop it on the idea space or directly into another collection such as a list or mind map.

Delete the Items Within a Pinboard

1. Select the figures you wish to delete.
2. Press the Delete or Backspace key or choose Edit > Delete.

Collapse or Expand a Pinboard

1. Select the pinboard figure.
2. Do a quick tap of the spacebar to collapse or expand the pinboard. Note that the pinboard has to have a title to be able to collapse it.

Toggle the Display of a Pinboard Title

• Select the pinboard — or an item within the pinboard — and use the pinboard Inspector to turn on or off the pinboard title.

Toggle the Pinboard Auto Resize

• Select the pinboard — or an item within the pinboard — and use the pinboard Inspector to toggle pinboard automatic resize.

Pinboard Inspector Bar

When a pinboard is selected, the inspector bar will reveal new controls so you can customize the look of your pinboard.

- **Pinboard**
  Click this button to display the pinboard inspector popover. The same panels are available in the Pinboard tab in the inspector shelf.

Pinboard Inspector

When a pinboard figure is selected, the inspector shelf will reveal a new Pinboard tab:

Show Title

Toggle the visibility of the pinboard title.

Automatic Resize

You could enable automatic resizing of the pinboard so it automatically grows and shrinks as necessary to hold its content.

Copy This Figure Style to All

Select an item in the pinboard, then click this button to copy that figure's style to all other figures contained within the pinboard.

Stacks

A stack collection collects all of its contained figures in a neat, vertical stack which is perfect for organizing tasks in a visual manner.

The widths of all contained figures will be increased to the width of the stack, appropriately sizing images proportionally. If you resize the stack, the widths of all figures within will resize as well.

Stacks are best suited for organizing text, image, and file asset figures.
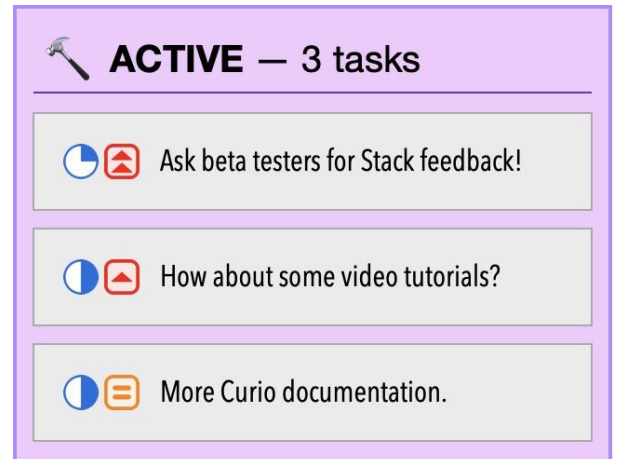
Smart Tag Inheritance on Search and Status

Stacks have two special, very important characteristics when tasks are viewed on the Search and Status shelf:

1. Curio will ignore stack titles in the Status shelf (when grouping by tag) or on the Search shelf (when searching for tags).
2. On both the Status and Search shelves, items within the stack will automatically inherit the title's tags.

This means you can construct a series of stacks, where the title of the stack has an associated tag, and simply drag-and-drop items from one stack to another. Those items will instantly inherit the title's tag and appear in the Status shelf with the correct associations.

Create a Stack

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

Convert a Selection of Figures into a Stack

1. Select one or more figures on the idea space.
2. Choose Arrange > Collect Into > Stack.

Edit a Figure Within a Stack

- Double-click the figure or select it and press the Return key.

Create a Text Figure Within a Stack

- Double-click the background of the stack or select an existing figure and press ⌘Return to create a next sibling or ⇧⌘Return to create a previous sibling.

Move Between Figures Within a Stack

- Use the arrow keys on your keyboard to navigate around the stack.

Add New Items to a Stack or Rearranging Items Via Drag-And-Drop

1. Select figures from elsewhere in Curio, the Finder, or another application and drag them into Curio onto the stack figure.
2. As you drag the items around the stack, you can see exactly where the items will be placed. Note that if the stack is sorted, see below, then you won't be able to place an item precisely in the stack as it will be automatically sorted into place once you release the mouse.
3. Release the mouse button to drop the items into the stack.
4. Items within stack also support cut, copy, paste, and duplicate for adding and removing figures.
5. The stack will automatically expand if necessary to accommodate the added items.

Select Multiple Figures Within the Stack

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

Insert a New Figure into a Stack

- Use the Insert toolbar button to insert a new figure such as a Styled Shape directly into the stack. Note, like all collection figures, a collection figure cannot contain another collection figure. So you can't add a list to a stack, for example.

Drag a Figure out of the Stack

- Simply drag the figure out of the stack and you can drop it on the idea space or directly into another collection such as a list or mind map.

Delete the Items Within a Stack

1. Select the figures you wish to delete.
2. Press the Delete or Backspace key or choose Edit > Delete.

Collapse or Expand a Stack

1. Select the stack figure.
2. Do a quick tap of the spacebar to collapse or expand the stack. Note that the stack has to have a title to be able to collapse it.

Toggle the Display of a Stack Title

- Select the stack — or an item within the stack — and use the stack Inspector to turn on or off the stack title.

Change the Stack Sorting

1. By default, you can manually rearrange items in the stack. Just drag items up and down the stack to arrange them in any order you wish.
2. However, you can also tell Curio to keep the stack 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 the stack — or an item within the stack — then use the stack Inspector to select a primary and secondary sort option.

Export a Curio Stack

1. Make sure the stack figure itself is selected, not a figure within the stack.
2. Click the Share toolbar button then, under Share Selected Figure, choose the export format you wish to use, such as text, OPML, or a mind map format.

Stack Inspector Bar

When a stack is selected, the inspector bar will reveal new controls so you can customize the look of your stack.

- **Stack**

  Click this button to display the stack inspector popover. The same panels are available in the Stack tab in the inspector shelf.

Stack Inspector

When a stack figure is selected, the inspector shelf will reveal a new Stack tab:

Show Title

Toggle the visibility of the stack title.

Automatically Size

The stack will automatically grow as you add new items, but via this option it can automatically shrink as items are removed.

Query PRO

Specify a Search-style query and the stack will turn into a *smart collection*, where the contents of the collection will be determined by the query itself.

For example, entering a simple query of `due < 2w` will fill the stack with all figures in the project that are due within 2 weeks or a query of `#active` will show all items tagged with *active*.

Full details can be [found above](#). Note that since Stacks can't show hierarchy you can't group your results, like you can with lists and mind maps.

Sorting

Change the automatic sort ordering. By default, you can manually rearrange items in the stack. Just drag items up and down the stack to arrange them in any order you wish.

However, you can also tell Curio to keep the stack automatically sorted by title, creation date, modification date, due date, start date, start date or end date if already started, done date, added date, percent completed, priority, or rating. You can specify a secondary sort as well.

> **Note**
> Query-based stacks are automatically sorted based on the query so these sorting popups aren't available if you have a query specified.

Copy This Figure Style to All

Select an item in the stack, then click this button to copy that figure's style to all other figures contained within the stack.

Shelf

The Curio shelf is a popup area located on the right side of the Curio window. Curio includes several shelf modules that run within that area to help you while you're working on your project such as the Search shelf to find information.

Inspector

Accessing the Inspector Shelf

You can access the inspector shelf by clicking on the Inspector toolbar button. Go ahead and do it now so you can look at it while we go over some things.

Context Sensitive

The inspector shelf shows properties of the selected figure or idea space. The inspector panels that appear within the shelf are context sensitive so, based on what's selected, the available panels and tabs may change.

For instance, select a text figure and you will see certain tabs at the top of the inspector shelf. Click on a list and a tab titled "List" will appear with more options. Click on the background of the idea space so no figures are selected and the inspector content will change to show properties of the idea space, such as background color and dimensions.

Inspector Popovers

As mentioned earlier in this document, you can access many of the same panels via buttons on the inspector bar. In many cases, those buttons will reveal popovers that appear so you can make property changes, then dismiss the popover when you're done. Sometimes popovers are more convenient than the inspector shelf, especially for small laptop screens, because they only take up room temporarily.

Detachable Popovers

Inspector popovers can also be detached by clicking and dragging on their background to "tear" them off the inspector bar and turn them into free floating windows. You can drag these small windows anywhere on the screen, or even to a separate screen attached to your Mac.

Relaunching Curio will automatically restore those same detached popovers.

Search

The Search shelf is discussed in great detail in [Search and Quick Find](#).

Library

You can access the search shelf by clicking on the Library toolbar button. Go ahead and do it now so you can look at it while we go over some things.

Library Modules

Based on the edition of Curio you own, you will find several installed library modules listed with tabs at the top of the library shelf.

Let's begin our tour of the available library modules…

Project

Every project has an internal asset library which manages all aliased and embedded files dragged into Curio.

Generally you use the project library to see what assets are in your library and re-use existing assets. When you use the same asset more than once in your project it is actually only stored as a single underlying file in the asset library.

To use an asset simply drag-and-drop it out of the library and drop it onto the idea space. This will create an appropriate asset figure to be associated with the dragged asset. Again, you can use this technique to create numerous asset figures of the same asset and Curio will efficiently use the same single underlying asset file.

If you select and delete an asset using the Delete key the file will be removed and any asset figure instances of it on any idea spaces will be removed from your project. You have to confirm the removal of an asset since this cannot be undone.

Show the Project Library

1. Click the Library shelf toolbar button, then click the Project tab at the top of the shelf.
2. You can also right-click on an asset figure on an idea space and choose Reveal in Library to see the associated asset in the project library.

Add New Files to the Project Library

- Drag-and-drop one or more files from the Finder to the Project Library view. By default a *copy* of each file will be embedded in your project asset library. If Command is held during the drag then the files will be *moved* to the library. If Option is held then an *alias* to each file will be added to the library.

Search the Project Library

- Enter a search phrase in the Search field and press Return.

Filter the Results by Scope

1. Click the Scope popup to change the search scope: the entire project, the current section, the current section tree (meaning this section and any child sections), the current idea space, the current idea space tree (meaning any child items as well), the project Archive, the project Trash, only unused (orphaned) assets that aren't in use in any idea space.
2. Note that the Archive and Trash are only searched if that scope item is selected.

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, date added to Curio, file size.

Duplicate an Asset

- Select the asset and choose Edit > Duplicate. The new asset will be selected and the word "copy" will be appended to the end of its name.

Rename an Asset

- You can click-click on an asset in the Library to rename it. If the asset is embedded within the project, the underlying asset file is renamed as well.

Context Menu

Right-click on an asset to perform one of these actions:

- **Open**
  Launch the asset file using the Finder.
- **Open With**
  Choose a specific application to open the asset file.
- **Open URL in Browser**
  If a URL is associated with the asset then it will be opened in the default browser such as Safari.
- **Reveal in Finder**
  Reveal the asset file within a Finder window.
- **Reveal in Idea Space**
  Show where the asset is instantiated in one or more idea spaces.
- **Embed within Project**
  Replace an alias to a file into an embedded copy of that file.
- **Copy to Curiota**
  Copy the asset file to the Curiota companion app.
- **Copy to Desktop**
  Copy the asset file to the Desktop.
- **Mail as Attachment**
  Create a new mail message with the selected file as an attachment. If more than one asset is selected then a zip of all the selected assets will be added as a single attachment.
- **Duplicate**
  Create a copy of the asset and store it in the project library.

Local

The Local library allows you to browse or search for files on your local hard disk.

You can explore everywhere or only within certain folders that you can specify, which can be useful when collecting data and files created in other applications.

The Local library can utilize Spotlight's query service 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. For example, use Local to find all images modified in the past 2 weeks. Or all files with a Finder tag *School* created in the past month.

Show the Local Library

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

Browse vs Search

The Local library allows you to either casually browse the folders and files on your hard disk, or perform a Spotlight search to quickly see a list of files that match that query.

• When the **Browse** tab is selected, the search field and popups like Scope and Kind are used to *filter* the displayed files as you browse the directory hierarchies.

• When the **Search** tab is selected, they are used to create a Spotlight *search query* and the results of the query are displayed as a list.

Browse Columns

If a Finder color has been assigned to a file or folder then that item will have a slight colored tint around it for fast recognition. If multiple colors are assigned only one will be used.

You can resize the first column and that will be the default column width for new columns, even between launches of Curio.

Optional Preview Column

This column view is very similar to the Finder's column view. However, in the Finder's column view, when you select a file a special preview column is displayed with more details about that file. The Local library doesn't normally display a preview column for a selected file, however you can [enable the preview column](), if you wish. Note in that preview column that the file size is not displayed for folders or packages.

Search Field

When you enter a search term it is used as a filter when browsing or a Spotlight query when using search.

Searches are case insensitive and are used for partial word matches, so searching for *mac* will match files named *MacBook Air* and *Global Diplomacy*.

Finder Tags

If the search phrase begins with a `#` prefix, such as `#Personal`, then you're searching for Finder tags. Remember, this is case insensitive so `#Personal` or `#personal` are the same.

Multi-Word Tags

If the Finder tag has multiple words you can use the underscore in place of spaces, such as `#Vacation_Plans`. This character can be replaced with a [different character](#), if necessary.

Finder Color Tags

Helpfully, the Finder automatically maps label colors to tags so a search for `#red` will find items with the red color label.

Combo Queries

Note your search can contain text and tag items, like `campaign results #work #projects`, which are AND'ed together in the resulting query.

Search Options

Click the magnifying glass icon within the search field to toggle special options:

- **Search Content**: Enable searching within the file contents for the entered search term. This only works when performing Spotlight searching.
- **Include Subfolders**: Enable searching the specified scope folder and recursively into subfolders, as well. This may be force enabled automatically based on the selected scope.

Scope Filter

The scope popup is used to define the "root" of the browsing hierarchy or the Spotlight search query's scope restriction.

A few folders are included in the scope popup by default including *Home* for your home directory hierarchy and *This Mac* which includes all volumes and all mounted drives connected to your Mac. For non-sandboxed Curio downloaded from the Zengobi website the popup is automatically filled with additional folders, as well.

Of course Curio can only display files and folders that are within volumes and folders the user has access to. You wouldn't have access to files for another user on the same machine, for example.

Also note the *Include Subfolders* search option mentioned above.

Custom Scope Folders

Via the scope popup you can also add your own scope folders. For example, you might add an iCloud Drive notes folder, your Dropbox folder, an Obsidian vault, and a special project folder that you use a personal "inbox" for files and snippets to peruse later.

> **Important**
> The Local library Spotlight search query feature completely relies on Spotlight, Curio *does not* perform its own file content indexing. Therefore if you restrict or disable Spotlight in System Settings then certain locations may not be searchable.

Kind Filter

Use 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.

Modified Date Filter

Use the Modified popup to filter the results based on when they were last modified. This is handy if you want to only see files modified in the past month, for example.

Sort Options

The resulting files can be sorted by file title, last modified date, creation date, or file size.

(When browsing, folders are always listed at the top of the results alphabetically so you can drill down into a subfolder to view the resulting files in that folder.)

Drag and Drop

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.

Double-Click to Open

You can double-click a file in Local results to open it.

If the file is within a Curiota collection folder, an Obsidian vault, or a DEVONthink database, then it will be opened in its respective app, as described below.

Quick Look Preview

Press Spacebar to get a Quick Look preview.

Context Menu

Right-click on an asset to perform one of these actions:

- Open — will open the file as described above.
- Open With — where you can choose a specific application to open the file.
- Reveal in Finder — will reveal the file within a Finder window.

Using Local with Other Apps

Curiota Collections

If you've installed Curiota, Curio's handy companion app, the Local scope popup will also list your Curiota Inbox and any Curiota collections you've created within a separated section giving you easy access to those notes and files.

Obsidian Vaults

You can add Obsidian vaults to the scope popup and they are displayed within a separated section within the popup and with a special icon. You can then search your Obsidian documents for strings and `#tags` from within the Local shelf.

Double-clicking a markdown file in the vault hierarchy will open the file within Obsidian.

DEVONthink

Many Curio customers use the popular [DEVONthink](#) application to manage vast collections of notes and links.

You can use the Local library's Spotlight search support to search your DEVONthink data through a clever trick.

While Spotlight is unable to index the large DEVONthink database directly, DEVONthink replicates the metadata information for every entry in the database into individual, uniquely-named metadata files (ex: E6BF05E4-82E9-4824-AE0B-6E38A01BDF6F.dt3) located in a special app support folder (~/Library/Metadata/com.devon-technologies.think3/) which Spotlight *is* able to index.

When Local uses Spotlight to search for DEVONthink files those uniquely named files are returned and Curio shows the results with friendly titles.

Additional Notes:

- Narrow your search specifically to DEVONthink files by choosing "DEVONthink" from the Kind popup.
- Double-clicking one of those results will launch the metadata file which, in turn, launches DEVONthink, and opens the appropriate entry in its database.
- Press Spacebar and a Quick Look preview will appear for the selected item, thanks to DEVONthink's Spotlight plugin.
- If you drag a result from Local into your idea space, the DEVONthink metadata file will be added as an asset figure, and given a nice title (instead of its messy unique number filename).

Stencils

Of course, you can use the Insert toolbar button to bring up the Figure Styles and Stencils gallery and click to insert a stencil. However, if you use a lot of stencils, having a shelf where you can very easily drag-and-drop stencils from the shelf to your idea space is invaluable.

Note that, like the Insert popover's stencil gallery, the stencil library shelf will display both simple and complex stencils, for single figure and multiple figure stencils, respectively. The title of the complex stencil will show the number of contained figures within in parentheses. You can either drag the entire complex stencil into your idea space or double-click to drill into the complex stencil and drag figures within the complex stencil out.

Context Menu

Right-click on an asset to perform one of these actions:

- ***tag name***
  Choose a checked or unchecked tag name to toggle the tags associated with this stencil.
- **Edit Stencil**
  To edit the stencil.
- **Send to Friend**
  To email the stencil to a friend.
- **Send to Zengobi**
  To email the stencil to Zengobi if you'd like us to be able to share it with others.

Show the Stencils Library

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

Filter the Results by Repository

- Click the Repository popup to change where to find Stencils. By default Curio will look at bundled figure stencils but you can choose personal stencils or a stencils in an external repository specified in Curio's settings. Curio Professional users can choose to see Master stencils, as well.

Filter the Results by Tag

- Click the Tag popup to see only those figure stencils associated with specific tags. You can use the actions menu next to this popup to create new stencil tags. Then right-click on the stencils themselves to associate them with one or more tags. Note that tags can only be created within your Personal repository.

Change the Sort Order

- Click the Sort By popup to change the sort: title, most recently used, or date added to the repository

Add a Stencil Via the Stencils Library

1. You can drag-and-drop an idea space from the Organizer directly to the Stencils shelf to save the entire contents of the idea space as a figure stencil.
2. This is in addition to the other methods of creating a stencil such as by right-clicking on a figure and choosing Save as Figure Stencil.

Delete a Personal or Master Stencil from the Stencils Library

- Select the stencil then press the Delete key.

Sleuth

The Sleuth library is a new, more accessible method for quickly conducting research while working on your Curio project.

It provides a subset of the sites the primary [Sleuth window](#) supports, that work well within the more compact width of the shelf. Currently there's no way to customize the available Sleuth sites that appear in the Sleuth library shelf as they require a bit of testing to insure smooth operations in that slim area.

To use the Sleuth library simply type in a search term and quickly find images, definitions, synonyms, videos, and much more. Then drag-and-drop results from the Sleuth shelf directly to your idea space.

Show the Sleuth Library

1. Click the Library shelf toolbar button, then click the Sleuth tab at the top of the shelf.
2. Or, ⇧Click on the Sleuth toolbar button or press ⌥⌘F (or Edit > Search in Sleuth Shelf).
   - The shelf will open if necessary and the Sleuth library will immediately become active.
   - Any text that was selected or if a selected figure contains text will immediately become the search phrase for the Sleuth library and the search will begin.
   - This is an incredibly fast way to search for phrases on the internet.

Change the Search Site

- Click the site popup to change where Sleuth is searching, or click the stepper to walk through the available Sleuth sites.

Changing the Page Zoom

- Choose View > Zoom In (⌘>), View > Zoom Out (⌘<), or View > Actual Size (⌘0).
- The zoom increments jump through the same percentages as Safari: 50%, 75%, 85%, 100%, 115%, 125%, 150%, 175%, 200%, 250%, 300%.
- The zoom change is only for this session. 100% actual size will be used at next launch.

Evernote

Curio integrates seamlessly with Evernote so you can quickly search for snippets you've collected outside of Curio and easily drag and drop those items into your idea spaces.

What Is Evernote?

Evernote is a multi-platform product and service from Evernote Corporation which allows you to easily capture information in any environment using whatever device or platform you find most convenient, and makes this information accessible and searchable at any time, from anywhere.

Evernote has client applications for macOS, iOS, Microsoft Windows, Windows Mobile, and even a web-based solution. Data collected on any of these clients are automatically synchronized between each other via the evernote.com service.

All clients are free and the service is free with some restrictions, although incredibly full-featured for a free product. Users can also upgrade to a premium service plan for more features. To learn more about Evernote go to https://www.evernote.com.

Yinxiang Biji / 印象笔记 / Evernote China

Curio should connect to Yinxiang Biji, Evernote's China-based service, automatically using the user's (a) China-based IP address, and (b) Chinese locale setting in System Settings > Language & Region.

If this isn't working then check Curio's Help > Curio Advanced Settings on ways to force the connection.

Evernote Business

Curio currently does not work with Evernote Business accounts due to complexities in dealing with these types of accounts.

Get an Evernote Account

- If you don't already have an Evernote account, visit their website https://www.evernote.com

Log into Curio's Evernote Shelf

1. Once you have your Evernote account click on the Evernote shelf icon within Curio.
2. Enter your Evernote username and password. If requested, this information can be remembered for quick access in the future.
3. Click the Login button to log into Evernote.

Search for Evernote Items

1. All search terms are optional but can include one or more of the following: search text, notebook, tag, kind, and last modified date. Search text is wildcarded at the end (so searching for the word `ever` will find `evernote`, for example) unless the phrase is quoted.

2. You can also specify how the results should be sorted when displayed and what zoom level should be used for the resulting preview images.

3. The results are automatically refreshed as you make your selection changes. You may also click the Refresh button to force a refresh.

Add an Evernote Note to an Idea Space

• Drag the note from the Evernote shelf and drop it into an idea space. When dragging an Evernote note out of the shelf into your idea space, it is normally copied into your project. You can hold down the Command key while dragging to move it to your project, automatically removing it from the Evernote cloud.

Add a Link to an Evernote Note to an Idea Space

• Hold down the Option key and drag the note from the Evernote shelf and drop it into an idea space. This will create an "evernote://" link that, when clicked, will launch the Evernote Mac client and open the referenced note within that application.

Use Quick Look on an Evernote Note

• Press the Spacebar to activate Quick Look on the selected Evernote note.

Open an Evernote Note

• Double-click an Evernote note in the shelf to open it with the Finder.

Delete an Evernote Note

• Select an Evernote note and press the Delete key to delete it from the Evernote cloud.

Automatic Meta Import

When bringing Evernote notes into Curio certain meta fields are automatically captured.

Tags

Your Evernote tags and notebook names are automatically synchronized into Curio with two special Curio global tag sets: "Evernote Tags" and "Evernote Notebooks". These new tag sets can be found in Meta inspector's Tags panel.

Then, when a note is dragged from the Evernote shelf into the idea space, the Evernote tags and containing notebook names are mapped their Curio tag counterparts.

This tag mapping feature allows you to use the Curio inspector bar or Search shelf to quickly find figures on your idea spaces collected via Evernote.

Character Recognition Data

The Evernote service will automatically scan any images for handwritten or typed words.

When an image note is dragged into Curio, that character recognition information is embedded as meta data in the resulting Curio asset figure. This feature allows you to use Curio's Search shelf to find those images on your idea spaces using the same search phrases.

Source URL

If an Evernote note item has a source URL associated with it then the resulting figure will automatically be associated with that URL as well. Simply double-click the figure in the idea space to open the URL. If the note is a file, like an image file, then right-click and choose Open File With Finder to open it with the Finder.

Limitations of the Evernote Shelf

The Evernote shelf is currently directional so you cannot make changes to any of your Evernote notes from within Curio. Please use one of their free clients to make any changes.

Evernote's 3rd Party App Rate Limits

Evernote imposes rate limits on all 3rd party apps which limit the number of calls an app can make to the Evernote cloud within a 1-hour period. Therefore several changes were made to Curio's Evernote shelf so we greatly reduce the number of calls made to the Evernote cloud.

- Curio will no longer automatically download all notes in the selected notebook to the local cache.
- Instead we will only auto-download the first 5 notes in the resulting list. There is now an advanced setting if you wish to increase this value, although don't make it too high or you could hit the rate limit.
- When you select any note in the result list, if it isn't already local, Curio will then immediately download it from the cloud. Related to this, you can only select a single note at a time to ensure that we only download precisely what the user needs and we minimize our connections to the Evernote servers.
- A note will now clearly indicate if it is on the Evernote cloud, is being downloaded, or is in the local cache.
- Instead of downloading the note's resources and recognition data as separate calls to the cloud the entire note is grabbed with a single call which is much more efficient.
- Once a note is local you can hit spacebar to preview it, double-click to open it, or drag it to an idea space to embed a copy of the note in your project.

Evernote hasn't provided any specifics so we don't know exactly what these limits are or if the limits are the same for regular vs. premium users. However, with these changes we have optimized Curio's Evernote integration as much as possible to greatly reduce the chance that you'll hit the limit within 1-hour periods.

Advanced Evernote Customizations

The Evernote shelf supports a few advanced customizations which you can read about in Help > Curio Advanced Settings.

Evernote Reset

If you have issues logging into to Evernote via Curio's Evernote shelf then launch Keychain Access and search for "Curio Evernote". Select the resulting item and press Delete on your keyboard to delete it. That will clear the Evernote login token so you can login anew within the Evernote shelf.

Status PRO

You can access the status shelf by clicking on the Status toolbar button. Go ahead and do it now so you can look at it while we go over some things.

Curio's Status shelf view packs a lot of information into a compact display.

Getting Things Done (GTD)

"Getting Things Done" is a popular method of task management in use today. Using Curio's built-in GTD tags, you can very easily implement the "Getting Things Done" methodology within your Curio projects.

For example, you may have several days of meeting notes spread over multiple idea spaces within a project. At each meeting, you made a list of action items and tagged them appropriately. Some you may have tagged as *active*, others *nextAction*, and still others *waitingOn*.

Using the Search shelf view, you can easily find a list of all the items you tagged *active*. But even better, you can use the Status shelf view and group your tasks by the GTD tag set. In a single list, you'll see all the items you tagged with GTD tags, broken down into each category appropriately. You'll instantly know what your current active items are, what your next actions are, and what items are on hold, waiting for input from an external source.

You can use Curio's tagging system, Search shelf, and Status shelf to implement a wide variety of task management methodologies.

Projects Panel

The top panel of the Status shelf shows your projects grouped in to the same categories that you created either in the Open Project Gallery described earlier or by using the Add New Category action menu selection.

Under each project title in the top pane, you will see a count of a subset of your tasks in the project. The subset is defined as tasks that have a start date and you have not yet started or that have a due date and have you have not yet completed. When you start a task (by setting or completing it to a certain percent) or complete a task, it is not counted in this list. When no tasks are yet to be started or due on a project, Curio will indicate in the top panel by a statement that *No tasks to start or due*. The count of tasks in the top panel is therefore different than what you will see in the bottom pane, where tasks can appear regardless of whether they have start or due dates and regardless of whether they have been started.

Finally, a color coded jewel to the left of the project title indicates the status of each project. Red indicates tasks are late to begin or are overdue, magenta indicates a task is starting or due today, purple indicates a task is starting tomorrow, brown indicates a task is starting or is due within a week, blue indicates a task is starting or is due within a month and green indicates either no tasks or a task is starting or is due beyond a month.

Tasks Panel

At the bottom you'll find all the tasks due in either the current project or a category of projects. These tasks can be grouped by start/due dates, priority, rating, or even a tag set such as flag or GTD state. Each task is displayed with a color-coded status jewel and a checkmark indicating its current completion date.

Note that a task, as currently defined, is a figure with either (a) a checkbox, (b) a start or due date, or (c) an assigned tag. A tagged item is considered a task primarily for GTD or Kanban task tracking workflows.

Toolbar Icon

The Status shelf icon displayed on the toolbar has a color-coded indicator dot as well showing the status of the current project. If green then all's well, but other colors would alert you so you can click the button to display the Status shelf and see what task needs your attention.

Projects Panel

How to use the projects panel area of the Status shelf.

Change the Scope

- Use the Projects In popup to determine what projects to display either based on a smart category or custom category. See the Open Project Gallery section described earlier for more details regarding project sections.

Change the Sorting

- Use the Sort By popup to change how the projects are listed: by status, title, last modified date, or date created.

Adding Projects

1. Drag a project from the Finder into the list to add it to the current custom category.
2. Note this only works with custom categories as the projects listed within smart categories, such as "Recently Opened Projects", are determined automatically.

Deleting Projects

- Select a project and press the Delete key to remove a project from a category. Curio can also send the project to the Trash if you wish.

Ignoring Projects

1. You may want to ignore tasks in specific projects that are either on hold or simply no longer actively used. You don't want to remove those projects from their respective categories but you *really* don't want tasks from those projects cluttering up your Status shelf results or live exports.
2. Right-click on the project in the projects list at the top of the Status shelf and toggle the *Ignore Tasks In Project* setting.
3. An ignored project's tasks will no longer appear in the Status task results area or in live exports.
4. You can control whether ignored projects are displayed in the projects list at the top of Status using the *Projects In* actions menu's filtering options.

Assigning Categories to Projects

1. Right-click on a project to associate or disassociate categories with the selected project.
2. Or, use the action button menu to add the current project or a specified project to the current category.

Creating, Modifying, and Deleting Categories

· Use the actions menu to create, rename, or remove project categories.

Switching to a Project

· Click on the project to load it within the current window.

Opening a Project in a New Window

· ⌥click on a project to open it in a new window.

Finder Tags

1. As mentioned above in the overview of the Project Gallery, any project categories you associate with your projects will also have corresponding project category Finder tags as well.
2. For instance, if you associate a project with the categories Active and Personal, then Curio will create "Curio Active" and "Curio Personal" Finder tags and associate them with the projects.
3. With category Finder tags, you can now search for categories of projects in the Finder, outside of Curio.
4. Just enter the search tag, such as Curio Active in a Finder window search field and you'll find all projects associated with that category.
5. Click the Save button in the Finder window to save the search and even add it to your sidebar for one-click access to those projects.

Tasks Panel

How to use the tasks panel area of the Status shelf.

Change the Scope

· Use the Tasks In popup to determine what projects should be searched for tasks. Or you can choose the current project or the current project's selected section, section tree, Organizer item, or Organizer item tree.

Changing the Grouping

Choose the desired task grouping from the Group By popup:

· Date. You can group tasks by "Action Items" (tasks with a start and/or due date assigned to them, or items that have a checkbox next to them), by "Start Date", or by "Due Date".
· Rating
· Priority
· Local Project Resources. Only available if Tasks In is set to Only This Project.
· Local Project Tags. Only available if Tasks In is set to Only This Project.
· Cross Project Tags. Used to group items based on your global, cross project tags.
· Tag Set. For example, you might choose to group tasks by the GTD ("Getting Things Done") tag set, in which case any tasks that have been tagged with one or more of the GTD tags will appear under the appropriate tags.

Changing the Sorting

Choose the desired task sorting from the Sort By popup:

- Action Date
- Start Date
- Due Date
- Title
- Percent Complete
- Rating
- Priority
- Tag Set (sorted by the ordering of the tags in the specified tag set)
- Project Name (if a project category or *All Categorized Projects* is selected)

Jump to a Task

1. Click on a task to jump to its location in the project. If the task is from a different project, Curio will automatically switch to that project.
2. Hold down the Option key while clicking on the task if you want Curio to open the project in a separate window.

Changing Task Properties (For Tasks in the Opened Project Only)

1. Right-click on the task in the Status shelf and change the item's associated tags, its percent complete value, its rating, and its priority.
2. If you're grouping your tasks by rating, priority, resource, or global/local tag set then you can drag-and-drop tasks between groups. With resources and tags, Curio will disassociate the figure from the task's prior grouping and associate it with its new grouping

Action Button Menu Options

1. Copy all the displayed tasks as text or to export the tasks as an RTF document to disk. This is a very easy way to share assignments with other team members.
2. Export all task information as markdown for display in a markdown-compatible viewing app.
3. Export all raw task information as CSV file perfect for importing into Apple Numbers or Microsoft Excel. The following fields are exported: Task Title, Project, Section, Idea Space, Start Date, Due Date, Duration, Duration Units, Percent Complete, Priority, Rating, Tags, Resources. Duration units are specified using a numeric code: seconds=0, minutes=1, hours=2, days=3, weeks=4, months=5, years=6.
4. By default, Curio will include items with checkmarks (aka to-do items) which are unchecked but have no start or due dates. If you want to only include to-do items that have start or due dates then uncheck the "Include items with no start or due dates" item in the actions menu.
5. By default, Curio will alert you of tasks that have a start date associated with them and it is currently past the start date and the completion percentage of the task is zero percent. If you don't want to be warned in this event then uncheck the "Include items late in starting that are 0% done" item in the actions menu.
6. By default, Curio doesn't include untagged tasks when you group by tag set or local tags. However, you can enable this by checking the "Include grouping for untagged tasks" item in the actions menu.

Live Export

Curio can export task reports in real time as you change data within the project.

Setting up Live Export

1. Use the Status shelf's *Tasks In* actions menu to manage live export.
   1. Enable live export by specifying the folder where the live export reports should be saved.
   2. Click the menu again to enable each type of live export you wish to produce. RTF and HTML exports are enabled by default.
   3. Use the same menu to specify the category of projects to export and how they should be grouped.
2. In the background, the Status shelf will keep those live export files automatically up-to-date as tasks and projects are changed. The export files created in the specified live export folder are named `Curio Status.rtf` , `Curio Status.csv` , and `Curio Status.html` . If you specify a synced folder, like Dropbox, or a network folder, then those updates will be available to everyone with access to that folder.

Customizing the HTML Export

1. The resulting HTML is standard, compact, cross-platform, self-contained… and generated using a bundled template file which you can customize!
2. You can find the template in `/Applications/Curio.app/Contents/Resources/Repository/Status Templates/Status Board.html` .
3. The template includes placeholder variables which filled out with figure data and the result is then dynamically constructed and rendered with Javascript.
4. You can create your own `Status Board.html` at `~/Library/Application Support/Curio/Version XX/Repository/Status Templates/` to completely change the look of the report and Curio will use that instead.

Search

Curio offers several ways to search your project for figures and other items.

1. The Search Shelf shows your query results as a grouped outline so you can peruse or step through several items. You can even export the results in various formats.
2. The Quick Find popup allows you to instantly find and jump to idea spaces and figures.
3. The Organizer Filter and Smart Filters can be used to filter the items displayed in your project's Organizer.

Query Expressions

All Curio search mechanisms support a powerful, extensive query language to perform searches.

Your queries can be as simple as:

```
ipad
```

Or as complex as:

```
(ipad or iphone) @SteveJ #event #2010 (start > 2010-06-25 or due < 2w) progress < 50 group:priority
```

Search Shelf

Press ⌘F to bring up the Search shelf, or click the search toolbar button.

Type in your search query, using the helpful *keyboard* button below the query field to choose meta parameters and optional query commands.

After a pause or after pressing the Return key your results appear organized below the query.

Click on a result to jump to that item in the idea space. You can also use the up and down arrow keys to step through the results jumping between the figures in their various idea spaces.

Clearing or Canceling

Click the *Clear* button to clear the query leaving the Search shelf up so you can type a different query if you'd like.

Alternatively, if you'd like to clear and dismiss the Search shelf you can press ⌘F or press the Escape key (assuming the query text field still has focus). The query will be cleared and the previously viewed shelf will be restored.

Note that if a query is active it will remain active even if you switch to another shelf. The Search button on the toolbar changes to a red color so you know a search is active. This way you can use the inspector or other shelf modules to examine found items without clearing the query results.

Saving and Reusing Queries

When you enter a new query into Search a small *Save* button becomes visible. Click it and your query is saved for easy reuse.

To reuse a saved query, click the *keyboard* button in the Search shelf to choose the query from the popup menu that appears.

If you select a previously saved query from that popup menu then a small *Delete* button appears, so you can easily delete that saved query. Or if you make changes to the query text, the button changes to *Update* so you can update its existing entry.

Exporting Search Results

Click the share button under the query field to copy your result as rich text, or export your search results in rich text, markdown, or CSV format. You can also export a CSV report of all figure cross references PRO in those results, see [References](#) for more details.

Quick Find

Press ⇧⌘F to bring up the Quick Find window, which will appear above the current Curio project window. You may also choose the Edit > Quick Find menu.
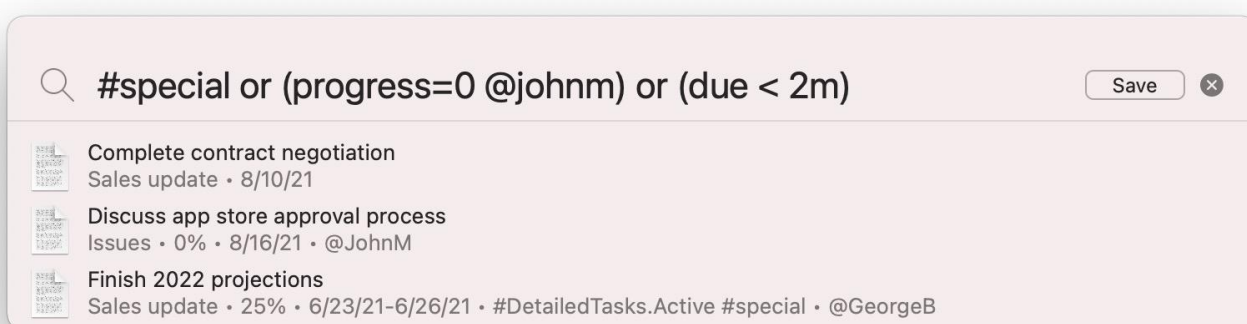
After the Quick Find window appears, type in a search query and the window expands to reveal idea spaces and/or figures that match that query.

Handy Query Pick List

Like the Search shelf there's a helpful *keyboard* button next to the Quick Find query field you can use to choose meta parameters and optional query commands.

Selecting a Search Result

You can directly click on a result or use the arrow keys to highlight a result and press Return, you will then instantly jump to the selected item. If the Option key is pressed then the item destination will be opened in the secondary split view.

Canceling the Search

Alternatively you can also press Escape or click on the idea space behind the Quick Find window to dismiss Quick Find.

Refreshing the Results

By design, if you bring up Quick Find again within a launch session it will show you the last results *without refreshing first*. This way you can make changes to found items between subsequent returns to Quick Find to jump to the next item.

To force a refresh simply press Return to force a re-query, or change the query which will automatically refresh the results.

Sending the Query to Search

Press ⌘Return to send the Quick Find query to the Search shelf if you'd like to browse through several result items.

Saving and Reusing Queries

When you enter a new query into Quick Find a small *Save* button becomes visible. Click it and your query is saved for easy reuse.

To reuse a saved query, click Quick Find's magnifying glass icon or its *keyboard* button to choose the query from the popup menu that appears.

If you select a previously saved query from that popup menu then a small *Delete* button appears, so you can easily delete that saved query. Or if you make changes to the query text, the button changes to *Update* so you can update its existing entry.

Organizer Filter

The Organizer Filter and Smart Filters can be used to filter the items displayed in your project's Organizer using the same query language as the Search shelf and Quick Find. This functionality is discussed in greater detail here.

Background

Booleans

Terms are AND'ed together by default, so searching for `#2021 #personal @GeorgeB` means that all three terms must match.

You can use `or` (case-insensitive), such as `#personal or @GeorgeB`, or the `||` symbol, if you wish.

(Technically `not` is also supported although generally not very useful. Finding all items where `not priority=3` returns a flood of results.)

Parentheses

Parentheses may be used to assist with the logic, such as `#GTD/active (#personal or @GeorgeB`). You can also nest parentheses if you wish for more complex logic.

Comparison Operators

Where appropriate the following operators are allowed: `>` , `<` , `=` , `==` , `>=` , `=>` , `<=` , `=<` , `!=` , `<>` .

And, in certain situations, specifically custom data string values, you can also use the `beginswith` and `endswith` operators such as `#FullName endswith jobs` .

Starting Prefix

Curio looks for special prefixes at the very start of the query which can come in handy:

- `-` will force the result to be sorted in descending order, ex: `- #active` .
- `+` will force the result to be sorted in ascending order, ex: `+ #active` .

Note there's a space after the prefix character before the rest of the query text.

Commands

The query can include optional commands that allow you to fine-tune the results.

Commands are in the form `command:value` such as `sort:due` .

Sort

Example: `sort:title`

By default Curio sorts the results by title, alphabetically in ascending order.

However, it tries to be smart about this. For example, if your search query includes the term `priority > 2` then Curio will will automatically sort the results by priority, and it will do it in *descending* order since you're more likely to want to see the high priority items at the top.

If you simply want to reverse the sort order you can use the special `-` or `+` starting prefix described above.

Or you can force Curio to sort by a specific meta property, even if it's not part of the query, by using the `sort` command like this: `sort:rating` or `sort:-priority` . An optional `+` or `-` value prefix before the field name can be used to force an ascending or descending sort.

Your sort options are:

- `title` - the title
- `start` - start date
- `due` - due date
- `startdue` - start date unless already started (by progress > 0) then due date
- `done` - done date
- `added` - date added
- `modified` - date last modified
- `progress` - progress (percent complete)
- `priority` - priority
- `rating` - rating
- `kind` - kind
- `organizer` - Organizer order
- `#tagsetname` - sorted by the order of the tags in the specified tag set, like `sort:#gtd` or `sort:#/` (the cross project tag set) or `sort:#.` (local project tags).

Group

Example: `group:priority`

> **Note**
>
> The grouping parameter isn't currently used by Quick Find, but can be used in the Search shelf and in [query-based *hierarchical smart collections*](#) such as lists and mind maps.

You can use the group command to organize your results into hierarchical groupings.

For example, `group:due` will organize the results into groups like *Before Today*, *Today*, *Tomorrow*, *Within Week*, etc. And `group:priority` will group items into *Urgent*, *High*, *Medium*, etc.

Your group options are:

- `title` - the title
- `start` - start date
- `due` - due date
- `startdue` - start date unless already started (by progress > 0) then due date
- `done` - done date
- `added` - date added
- `modified` - date last modified
- `progress` - progress (percent complete)
- `priority` - priority
- `rating` - rating
- `kind` - kind
- `organizer` - Organizer order
- `#tagsetname` - grouped in the order of the tags in the specified tag set, like `group:#gtd` or `group:#/` (the [cross project tag set](#)).
- `none` - forces no grouping; useful if you want to override automatic grouping normally applied to [query-based *hierarchical smart collections*](#) such as lists and mind maps.

Scope

Example: `scope:section`

By default the Quick Find and Search shelf search the entire project, while the Organizer filter searches the current section.

However, you can modify the scope if you wish using the `scope` command like this: `scope:ideaspace` or `scope:s/` .

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Your scope options are:

- `project` or `/` - the entire project
- `section` or `s` - the current section
- `section/` or `s/` - the current section and any child sections
- `ideaspace` or `i` - the current idea space
- `ideaspace/` or `i/` - the current idea space and any child idea spaces
- `journal` - the Journal section
- `archive` - the Archive section
- `trash` - the Trash section

> **Note**
> By design, searching the entire project does **not** include the *Archive* or *Trash* sections.

Limit

Example: `limit:10`

If you would like to restrict the number of returned items specify a limit value like `limit:10`.

For Quick Find, the default is unlimited which is the same as specifying `limit:0`.

For [query-based smart collections](#) there is a safety limit of 100, so you don't have a collection explode with hundreds or thousands of items, but you can override this for a specific query using the `limit` command, or it can be permanently [overridden](#).

Include

Example: `include:nocheckbox`

Normally Curio excludes certain types of result items when they wouldn't make sense to include in the results, but you can override this.

> **Important**
> The `include` command must be specified at or near the front of the query.

- `instances` - instances of synced figures are generally not included in the results, only the original figures, unless you specify `include:instances`.
- `nocheckbox` - when searching for progress (aka percent complete) such as `progress=0` or `progress<50` then because that could include figures with a 0% progress, *which is the default for all figures*, then Curio only searches those that have a visible checkbox. However, you can `include:nocheckbox` and all figures will be included, so you will want to construct query logic that includes another query element such as a required tag or resource to narrow the results.

If you want to include multiple types then use `|` to separate them: `include:instances|nocheckbox`

Query Terms

Text

Text queries are case-insensitive *contains* searches by default. This means searching for `mac` will match "**mac**intosh" and "i**Mac**" and "sto**mac**hache" as they all contain "mac".

What Text is Searched?

With figures, the figure's title or text content is included in the search, as well as any meta note text, OCR text, and the URL path if an URL is associated with the figure. Note that asset document contents are *not* included.

With Organizer items, such as idea spaces or documents dragged into the Organizer, the item title and any note text is included. The contents of Organizer documents are *not* included.

Phrases

You can search for multi-word phrases by using double-quotes, such as `"MacBook Pro"`.

Regular Expressions

You can also use case-insensitive regular expressions (regex) in your text queries, thanks to a helpful `/` prefix which tell Curio you're entering regex.

Curio will auto-remove the slash from the term before performing the query.

For example, searching for `/\bmac` will match words the start with "mac" such as "**mac**intosh" but not "iMac" or "stomachache".

Another example, searching for `/\bping[0-7]` will find all figures that contains the word that starts with "ping" followed by a numeric between 0 and 7. Thus it will match "**ping1**" and "**ping5**35" but not "ping8" or "shopping2".

Resources for regex include [Regex Tutorial](#), [Using ICU Regular Expressions](#), and [RegEx101](#).

As a final example, say you type `/steve.*jobs` as your query. It will match the text "Steve Jobs", "Steve P. Jobs", "Steve Paul Jobs", and "Steven Paul Jobs".

> **Limitation**
> Entered regex can't include a space.

> **Technical**
> Internally Curio uses your query to construct a formatted expression which it then passes to `NSPredicate` to actually perform the query. NSPredicate's `MATCHES` expression term is used to handle the regex evaluation so Curio is limited to its regex capabilities.

Text Within Asset Contents

Example: `` `zengobi curio` ``

Specify text within backticks, like `` `find me` `` and Curio will use two mechanisms to find that text within your project's assets:

1. First [SearchKit](#) will be used to search simple text and PDF asset documents *embedded* within the project.
2. Then [Spotlight](#) will be used to search your project's documents that are located outside the project's file package (since it can't look within the package):
   ◦ All *aliased* asset documents that exist outside the project.
   ◦ All assets if your project's library is located in an [external asset library folder](#).

Spotlight's mechanism is much more powerful since it can index many more types of documents thanks to its extensible plugin architecture that Apple and 3rd parties can use. However, Spotlight is limited in that it can't index any files hidden within a package folder like Curio's `.curio` project package. This is why we have to rely on Apple's rather antiquated SearchKit system to index embedded text and PDF files.

Note if your query text is multiple words the search is performed as a complete word phrase.

Tags

Example: `#cool` or `#gtd/done`

Prefix any tags with a `#`. Note that all tags and tag sets need to be entered with spaces removed, case-insensitive.

- Tags nested within a tag set will need the full tag path specified. For example, you could search for `#detailedTasks/onhold` to match a figure or idea space associated with a tag named *On Hold* within the *Detailed Tasks* tag set.
- You can also simply search for `#onhold` or `#special` and it will find all items with that tag, either as a standalone keyword tag or as a tag within a tag set.
- You can search for tag set names, like `#gtd/` (note the `/` suffix), which will find all items associated with *any* tag in that tag set. As a shortcut, if the entered tag set name doesn't coincidentally exist as a tag name you can simply enter `#gtd` if you wish.

Quick Find and Search both support autocomplete while typing a tag so you can easily find and choose one from the popup that appears.

Items With Any Tag

You can also find all items that have *any* tag with the `*` wildcard by searching for `#*`.

Pseudo Tags

Curio can, on the fly, associate one or more pseudo tags with your figures and Organizer items to provide additional searching possibilities.

Figures or Items with Notes

If a figure or Organizer item has an associated Note then it will have a `#meta/noted` pseudo tag.

Checkboxed Figures

If a figure has a visible checkbox then it could have one of the following pseudo tags:

- `#meta/unchecked` if the item is unchecked with no progress made (progress = 0)
- `#meta/checked` if the item is checked and therefore 100% done (progress = 100)
- `#meta/notchecked` if some progress has been made but it's not done yet (progress > 0 progress < 100)

Organizer Labels

If you assign an [Organizer label](#) to an idea space then a pseudo tag is associated with the item for searching.

For example, assigning *Needs Work* to an idea space will automatically associate the `#Label/NeedsWork` pseudo tag to the idea space so you can now query for those items.

Custom Data PRO

Example: `#country = us`

If you've created custom figure data, such as "Price" and "First Name", then you can build queries like `#price > 30` and `#firstname=george`.

Note the custom data field key has to begin with a `#`, with spaces removed, case-insensitive.

With text values, the query is case-insensitive. If you have a figure with a custom value of "George" then `#firstname=george` or `#firstname beginswith geo` will find it.

Quick Find and Search both support autocomplete while typing a custom data key so you can easily find and choose one from the popup that appears.

Resources

Example: `@george`

Prefix any resources with a `@`.

The full resource name must be specified, spaces removed, case-insensitive. For example, you could search for `@georgeBrowning` to match a figure associated with a resource named *George Browning*.

Quick Find and Search both support autocomplete while typing a resource so you can easily find and choose one from the popup that appears.

Items With Any Resource

You can also find all items that have *any* resource with the `*` wildcard by searching for `@*`.

Reference Types

Items Which *Have* References of Type

Find any items that have references of the given type.

Example: `^source`

For instance, if **Figure A** has a figure **NYTimesExtract** as a *Source* reference then searching for `^source` would return **Figure A**.

Prefix any reference types with a `^`.

The full reference type name must be specified, spaces removed, case-insensitive. For example, you could search for `^rebuttal or ^primaryWitness` to match a figure that has a *Rebuttal* or *Primary Witness* reference association.

Quick Find and Search both support autocomplete while typing a reference type so you can easily find and choose one from the popup that appears.

Items Which *Have* References of *Any* Type

You can also find all items that have any references with the `*` wildcard by searching for `^*`.

Items Which *Are* References of Type

You can also find items that are references of the given type.

Example: `=^source`

Note the use of the `=` prefix to indicate you're looking for items that are used as that reference type.

For instance, if **Figure A** has a figure **NYTimesExtract** as a *Source* reference then searching for `=^source` would return **NYTimesExtract**.

Items Which *Are* References of *Any* Type

And you can find items that are references of any type.

Example: `=^*`

This would return all items that are themselves any type of reference.

Rating

Example: `rating = 5`

Query for ratings, such as `rating >= 3` to find all figures with 3 or more stars.

Priority

Example: `priority < 3`

Query for priority, such as `priority = 5` to find all figures with an urgent priority. The values are as follows: very low (1), low (2), medium (3), high (4), or urgent (5) priority.

Progress

Example: `progress = 0`

You can query for figure progress (aka percent complete), such as `progress < 100`.

Note that only figures that have a visible checkbox are included when the query could include results where progress is 0 because that's the default state for all figures in Curio. If you want to include items with no visible checkbox then start your query with `include:nocheckbox` and be sure to include some other query parameter which will filter out regular figures. For example, perhaps a tag like `#gtd/` or a resource like `@george` .

Dates

Example: `due < 2w`

Curio supports several different date fields: `start` , `due` , `done` , `added` , `modified` .

Date values can be entered in standard YYYY-MM-DD format such as `due=2021-12-25` or `start>2021-01-01` .

You can also pass numeric values and Curio will compute the date for you:

- `start < 2` or `start < 2d` returns all items that start within the next 2 days.
- `modified > -2w` returns all items modified in the past 2 weeks.
- `due < 3m` returns items due within the next 3 months.
- `start < 1y` returns items that start within the next year.

Project Milestones

You can also pass a [project milestone](#) as long as it's entered without spaces. For example, if you have a milestone of *Beta 1* then you can find all figures modified after that milestone with `modified > beta1` .

Kind

Example: `kind = mindmap`

Query for asset or figure kind such as `kind = image` to find all images or `kind = url` to find all URLs. The not equals (`!=`) operator is also handy so you can search for `kind != ideaspace` for example.

Potential values include figure types such as:

- `text` , `url` , `image` , `doc` or `document` , `video` , `audio` , `webarchive` , `videorecording` , `audiorecording` , `bookmark` , `ideaspacelink` , `folder` , `list` , `mindmap` , `table` , `indexcard` , `stack` , `pinboard` , `album` .
- You can use `figure` for any type of figure.

As well as Organizer types such as:

- `ideaspace` , `odoc` or `odocument` , `ofolder` , `oalias` , `journal` .
- You can use `organizer` for any type of Organizer item.

File Extension

Example: `ext = swift`

Query for asset figure file extensions, such as `ext=pdf` to find all PDF asset figures.

Automatic Substitutions

Curio performs a number of automatic substitutions to allow more readable expressions.

Type This	Maps to This	Allowing
`on`	`=`	`due on 2021-12-25`
`in`	`>=`	`due in 2 weeks`
`last`	`>= -`	`added last 2 weeks`
`past`	`>= -`	`added past 2 weeks`
`after`	`>`	`due after 2021-12-25`
`before`	`<`	`due before 2021-12-25`
`within`	`<`	`due within 1 month`
`by`	`<=`	`due by 2021-12-25`
`x day(s)`	`xd`	`due in 2 days`
`x week(s)`	`xw`	`due in 1 week`
`x month(s)`	`xm`	`due in 6 months`
`x year(s)`	`xy`	`due in 1 year`
`today`	`0d`	`due before today`
`tomorrow`	`1d`	`due after tomorrow`
`yesterday`	`-1d`	`due before yesterday`
`starts`	`start`	`starts before 2021-12-25`
`starting`	`start`	`starting in 2 weeks`
`starts today`	`starts = today`	`starts today`
`starts tomorrow`	`starts = tomorrow`	`starts tomorrow`
`starts soon`	`starts <= 7d`	`starts soon`
`due today`	`due = today`	`due today`
`due soon`	`due <= 7d`	`due soon`
`due tomorrow`	`due = tomorrow`	`due tomorrow`
`overdue`	`due < 0`	`overdue`

URL Scheme

Curio supports a `curio://search?query=...` URL scheme which will bring up Quick Find with the given query.

Note that the query parameters have to be [URL encoded](URL%20encoded) so they are valid within the URL. Use the following mappings to convert certain special characters into their safe, encoded hex equivalents.

space	"	#	%	&	<	>	@	^
%20	%22	%23	%25	%26	%3C	%3E	%40	%5E

So, for example, you would encode the query for:

```
"financial results" #Apple/iMac-Pro @Accounting start<2
```

as

```
curio://search?query=%22financial%20results%22%20%23Apple%2FiMac-Pro%20%40Accounting%20start%3C2
```

[Online URL encoders](#) can make this easier to do.

Status Bar

Curio's Status Bar is located at the bottom of the project window and has an extensible, plugin architecture for displaying and manipulating Curio data.

Using the Status Bar

While visible by default, you can press ⌘/ to toggle the display of the Status Bar at the bottom of the project window. You may also choose the View > Show/Hide Status Bar menu.

> **Tip**
> Press / to shift keyboard focus to the status bar, revealing it if necessary.

Hover Info

Go to https://www.apple.com/watch/ • 25% done • Oct 15, 2021-Oct 29, 2021 • #Guides.Link #QandA.Correct #special • #Price=$25.99 • @GeorgeB

If you hover the mouse over a figure the Status Bar will display:

- The double-click action such as opening a file or website or navigating to a different idea space.
- Progress: `25% done`
- Start and due dates: `Oct 15, 2021-Oct 29, 2021`
- Priority: `Urgent Priority`
- Rating: ★★★☆☆
- Tags: `#GTD/active #special`
- Custom data values: `#FullName="Steve Jobs" #Price=$1,234.99`
- Resources: `@GeorgeB @SteveJ`

Move and Resize Info

If you move or resize a figure then the figure's origin or dimensions are displayed and updated in real time as you continue moving or resizing.

x: 123, y: 168

width: 176, height: 149

Meta Editing

#Guides.Link #QandA.Correct #special #Price=25.99 @GeorgeB @SteveJ

GeorgeB
JohnM
SteveJ
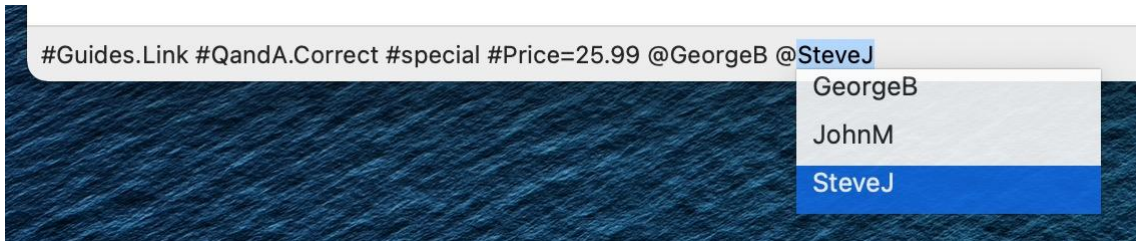
One of the more powerful modules included with Status Bar is a figure meta data editor.

Begin by selecting one or more figures, and their common meta data will be displayed in the Status Bar. You can then edit the following meta data and press Return to commit these edits:

Tags

- Specify tags: `#special #GTD/active #ProductTypes/hardware`
  - Prefix with `#`.
  - Separate tags nested within tag sets using a slash (`#GTD/active`).
  - Don't type spaces in tag sets and tag names.
  - Upper and lower casing is ignored.
  - Autocomplete will appear as you type to assist with entry. You don't have to type tag set prefixes or slash prefixes to find a match. All local and global tags are searched.
  - You can also type a new local project tag, `#details`, or global cross project tag with a slash prefix, `#/homework`, or tag for an existing tag set, `#gtd/finished` and it will be created automatically.
- Delete existing tags by backspacing over them.

Custom Data PRO

- Specify custom data expressions: `#FullName="George Browning" #price=49.99`
  - Prefix with `#`.
  - Don't type spaces in custom data keys.
  - Upper and lower casing is ignored.
  - Autocomplete will appear as you type to assist with entry.
  - Enter unformatted values, like `1234.99`. Curio will apply the custom date key's formatting automatically when displaying the values, like `$1,234.99`.
  - Use double quotes if the value has a space in it.
- Delete existing custom data assignments by backspacing over them.

Resources

- Specify resources: `@georgeB @SteveJobs @BrowningGeorge`
  - Prefix with `@`.
  - Don't type spaces or commas in resource names.
  - Upper and lower casing is ignored.
  - Autocomplete will appear as you type to assist with entry.
  - You can also type a new resource name, like `@fred`, and it will be created automatically.
- Delete existing resources by backspacing over them.

Progress

- Specify progress percent completed: `30%`
  - Suffix with `%`.
- Alternatively you can enter progress in a verbose way: `progress=30`
  - Note there is no suffix.
- Values of 0 to 100 are accepted.
- Delete an existing progress by backspacing over it.

Priority

- Specify priority: `5!`
  - Suffix with `!`.
- Alternatively you can enter priority in a verbose way: `priority=5`
  - Note there is no suffix.
- Values of 1 (very low) to 5 (urgent) are accepted.
- Alternatively you can enter 1 to 5 exclamation points such as `!`, `!!!`, `!!!!!`, or the priority text, with no spaces, such as `verylow`, `low`, `medium`, `high`, `urgent`.
- Delete an existing priority by backspacing over it.

Rating

- Specify rating: `3*`
  - Suffix with `*`.
- Alternatively you can enter rating in a verbose way: `rating=3`
  - Note there is no suffix.
- Values of 1 (★) to 5 (★★★★★) are accepted.
- Alternatively you can enter 1 to 5 asterisks or stars such as `*`, `***`, `******`, or ★, ★★★, ★★★★★.
- Delete an existing rating by backspacing over it.

Dates

The meta status bar will display figure start and due dates for editing only if they are not automatically determined based on parents, siblings, children, or durations.

If you decide to specify a start or due date then Curio will make sure the figure is set to *manually specified* for that date property as you are forcing a specified value.

Start Date

- Specify start date: `12/25/21`
  - No prefix.
  - Use either `/`, `.`, or `-` for separators: `12/25/21` or `12.25.21` or `12-25-21` are all accepted.
  - Leading zero for single digit numerals is optional: `06` or `6`.
  - The year, which is optional, can be 2 (`12/25/21`) or 4 digits (`12/25/2021`). If not specified, the current year is assumed.
  - Automatically determines US-style "month day" (`12/25`) or European style "day month" (`25/12`) format based on your System Settings > Language & Region. You may force it to "month day" or "day month" if you wish.
  - The year-month-day ISO format (`2021-12-25`) is also recognized with slashes, dashes, or dots.
  - Note that times cannot be specified, currently.

• Delete an existing start date by backspacing over it.

Due Date

- Specify due date: `-12/31/21`
  ◦ Prefix with `-` .
  ◦ Otherwise same rules as above.
- Delete an existing due date by backspacing over it.

Start and Due Dates

- Specify both a start and due date: `12/25/21-12/31/21`
  ◦ No prefix.
  ◦ Same rules as above but the separator between the start and due **must** be a dash `-` .
  ◦ Since year is optional any of these examples are valid: `12/25-12/31` , `12.25-12.31` , `12-25-12-31` .
  ◦ If you generally use a dash as a month-day-year separator then *both* start and due must either include or not include the 2 or 4 digit year. You can't have one with the year and the other without as that would lead to potential parsing mishaps.
- Delete an existing start and/or due date by backspacing over it.

Duration

If you specify a duration and the due date is not currently set to *manually specified* then setting a duration will set the due date to *computed based on start date + duration*, mirroring the functionality of the duration field in the inspector.

- Specify a duration: `3d`
  ◦ Suffix with `d` , `w` , `m` , `y` , for day, week, month, and year, respectively. These can be overridden ([day](), [week](), [month](), [year]()) and the same suffix is used in Quick Find's search queries.
  ◦ Note that durations in hours or minutes cannot be specified, currently.
- Delete an existing duration by backspacing over it.

Sleuth

Curio includes Sleuth, its integrated research assistant to make finding anything on the web fast and fun.

Sleuth can help you research ideas by giving you easy access to almost any search engine available on the Internet. You can quickly look up images, definitions, rhyming words, translations, and general information related to any topic. You only have to fill in the search field once, and then visit the sites that most interest you. When you find something you want to remember, simply drag and drop it into an idea space.

> **AI Chat Services**
> Sleuth has support for the chat-based AI services, like ChatGPT. Unlike other Sleuth sites, these services have their own conversational chat interfaces for interacting with the user so Sleuth's search field isn't used. See more notes about these services below.

Searching in Sleuth

1. Reveal the Sleuth window by clicking the Sleuth toolbar button or choosing the Window > Show Sleuth menu item.
2. Type a word or phrase in the search field located at the top of the Sleuth window.
3. Press Return to perform the search on the currently selected website, or choose a different site from the site popup menu located to the right of the search field.
4. The search results will be displayed in the bottom part of the Sleuth window. You can explore your search results as you would any website.
5. You can use the back and forward arrows at the top of the Sleuth window to navigate web pages.

Importing Sleuth Content into Curio

1. Drag images, selected text, and web links from the Sleuth window to any idea space or the project library to save the results you like.
2. Or right-click on a content in the Sleuth window and choose Send to Active Idea Space.
3. You can grab the URL of the currently displayed page by dragging it from the status area located at the bottom of the Sleuth window.

Changing the Sleuth Site

1. To see search results for the same word or phrase on a different site, click on the site menu and choose another site.
2. You can also click on the up and down arrows next to the site menu to perform the same search on the previous and next sites within a category respectively.

Changing the Page Zoom

• Choose View > Zoom In (⌘>), View > Zoom Out (⌘<), or View > Actual Size (⌘0).
• The zoom increments jump through the same percentages as Safari: 50%, 75%, 85%, 100%, 115%, 125%, 150%, 175%, 200%, 250%, 300%.
• The zoom change is only for this session. 100% actual size will be used at next launch.

Make the Sleuth Window Always Appear on Top of All Other Windows

• Click the On Top toolbar button on the Sleuth window. Click again to turn off this feature.

Make the Sleuth Window Transparent so You Can See Through It

• Click the Transparency toolbar button on the Sleuth window. Click again to turn off this effect.

Add or Edit Sleuth Sites

• Click the Customize toolbar button on the Sleuth window, and follow the steps detailed on the next idea space.

AI Chat Services

Sleuth includes support for AI chat services, like ChatGPT and Google Gemini.

Unlike other Sleuth sites, these services have their own conversational chat interfaces for interacting with the user so Sleuth's search field isn't used.

Essentially, for these types of services, Sleuth is simply a handy web view directly to their web-based site, either as a standalone Sleuth window or from within the convenient Sleuth shelf sidebar. It is not accessing the service directly via their API.

> **Important**
> • Zengobi does not have access to your queries or history.
> • Zengobi is not responsible for a service's responses or output.
> • AI responses can occasionally make up facts or "hallucinate" outputs.
> • It is important to read the *Privacy Policy* and *Terms of Use* of the AI chat service for their data use and retention policies before submitting any information to that service.
> • Unless these services state otherwise, any data you input could be used to train their AI models.
> • **Do not submit personally identifiable, confidential, or private information.**

Bundled Prompts

When using an AI chat service, the Sleuth window may reveal a small button with a keyboard icon image. When clicked, a popup menu with several bundled prompts are included that you can use for your conversations with the chatbot.

If you hold the ⌥ key when choosing some of the prompts, the selected text from your Curio idea space will be included in the prompt. This makes it handy to, for example, rewrite a selected figure's text so it sounds more formal. If editing a text figure or an Organizer text document, or annotating a PDF figure, and a range of text is selected then Curio will use that text. Else if a figure is selected then it will use that figure's text.

Sign In Via Email

Several of the services listed below have an unusual sign-in process. Instead of the typical username and password login, you enter an email address and they email you a magic login link.

The problem is clicking the emailed login link will open it in your default browser, not Sleuth.

So, once you receive that email, use the following trick to validate your login within Sleuth:

1. In the email you will find a *Sign In* or similar button. Clicking that button would open it in the browser, which doesn't help Sleuth, so instead right-click on it and choose Copy Link.
2. Go back to the Sleuth window and in the bottom-left corner replace the displayed link URL with the link URL from your clipboard then press Return.
3. You should now be signed in and validated for both Sleuth and the Sleuth shelf. Your login will be valid on subsequent re-launches of Curio as they'll reuse your stored credentials.

ChatGPT

Sleuth's bundled ChatGPT site allows you to easily access ChatGPT's extraordinarily powerful AI research assistant either via the standalone Sleuth window or the convenient Sleuth shelf sidebar. This is essentially a handy web view directly to their chat.openai.com web site.

The first time you use this Sleuth or Sleuth shelf interface you'll need to sign in with your OpenAI credentials. They offer a limited free plan or more powerful ChatGPT Plus monthly subscription plan with support for their advanced GPT-4 AI model.

> **Important**
>
> Before using OpenAI's ChatGPT services it is important to understand their policies:
> - FAQ
> - Privacy Policy
> - Terms of Use
> - Content Policy
> - Data deletion process

Google Gemini

Sleuth's bundled Google Gemini site allows you to easily access Google Gemini's extraordinarily powerful AI research assistant either via the standalone Sleuth window or the convenient Sleuth shelf sidebar. This is essentially a handy web view directly to their gemini.google.com web site.

The first time you use this Sleuth or Sleuth shelf interface you'll need to sign in with your Google credentials. They offer a limited free plan or more powerful Gemini Advanced monthly subscription plan with support for their advanced Gemini Ultra AI model.

> **Warning**
>
> This first time you login to Google Gemini it may warn you that your browser is not supported. This is because Curio uses an embedded Web View - it's not Google Chrome or Safari. You can click Try Again and Google will allow you to continue the login process.

> **Important**
>
> Before using Google Gemini services it is important to understand their policies:
> - [FAQ](#)
> - [Privacy Policy](#)
> - [Google Terms of Service](#) and [Generative AI Additional Terms of Service](#)
> - [Data deletion process](#)

Google ImageFX

Sleuth's bundled Google ImageFX site allows you to easily access [Google ImageFX](#) from [Google Labs](#), Google's destination for AI experiments. This is essentially a handy web view directly to their [aitestkitchen.withgoogle.com/tools/image-fx](#) web site.

The key difference between ImageFX and Gemini's image generator is ImageFX includes intuitive controls to fine tune the resulting images. At the time of this writing the generated images also appear to be a higher resolution than Gemini's.

At some point Google may merge this functionality into Gemini but, for now, you can try out their experimental site.

The first time you use this Sleuth or Sleuth shelf interface you'll need to sign in with your Google credentials.

> **Important**
>
> Before using Google ImageFX it is important to understand their policies:
> - [Google Labs FAQ](#)
> - [Privacy Policy](#)
> - [Google Terms of Service](#) and [Generative AI Additional Terms of Service](#)

Claude

Sleuth includes Anthropic's [Claude AI](#).

They offer a [limited free](#) plan or more powerful [Claude Pro](#) monthly subscription plan.

> **Important**
>
> Before using Anthropic services it is important to understand their policies:
> - [Privacy Policy](#)
> - [Terms of Service](#)
> - [Responsible Disclosure Policy](#)

Copilot

Sleuth includes Microsoft's [Copilot](#).

They offer a [limited free](#) plan or more powerful [Copilot Pro](#) monthly subscription plan.

> **Important**
>
> Before using Microsoft Copilot services it is important to understand their policies:
> - [FAQ](#)
> - [Privacy Policy](#)
> - [Terms of Service](#)

Perplexity

Sleuth includes two Perplexity sites: their standard [Perplexity AI](#) and their newer [Perplexity LLaMa](#) which is currently in their beta labs.

Perplexity offers a free plan and their more powerful [Perplexity Pro](#) with a monthly or yearly subscription.

You can sign into Perplexity via the site's *Continue with Google* or *Continue with Apple* buttons and that should work without issue from within Sleuth. However, you can also choose to sign into Perplexity with a manually entered email address but they email a magic login link, which would normally open in your browser, not Sleuth. So follow the steps listed in [Sign In Via Email](#) to work around this issue.

> **Important**
>
> Before using Perplexity services it is important to understand their policies:
> - [Privacy Policy](#)
> - [Terms of Service](#)

Poe

Sleuth includes Quora's [Poe](#).

They offer a [limited free](#) plan or more powerful [Poe Subscriptions](#) monthly subscription plan.

Poe is interesting because it's essentially a front-end to other AI services like ChatGPT, Claude, Llama, etc.

> **Important**
>
> Before using Quora Poe services it is important to understand their policies:
> - [About](#)
> - [Usage Guidelines](#)
> - [Privacy Policy](#)
> - [Terms of Service](#) and [Subscriber Terms of Service](#)

Groq

Sleuth includes the blazingly fast [Groq](#) service.

Groq is interesting because it's much, much faster than other services.

You can sign into Groq via the site's *Login with Google* button and that should work without issue from within Sleuth. However, you can also choose to sign into Groq with a manually entered email address but they email a magic login link, which would normally open in your browser, not Sleuth. So follow the steps listed in [Sign In Via Email](#) to work around this issue.

> **Important**
>
> Before using Groq it is important to understand their policies:
> - [About](#)
> - [Privacy Policy](#)
> - [Terms of Use](#)

Customizing Sleuth

Sleuth comes with built-in support for a number of the most popular Internet search sites. It also supports a flexible architecture that allows you to add additional Internet search sites to its list of supported sites.

Adding your own websites to Curio's Sleuth tool can be as simple as drag and drop. It all depends on how search information is sent to the site's server.

Note that Curio from the Mac App Store does not support remote, insecure `http` Sleuth sites.

GET or POST

An HTML form uses one of two methods to send information via HTTP to the server: GET or POST. When the GET method is used, all of the search criteria are passed to the server via the request URL. This makes it easy for Sleuth to extract the information needed directly from the request URL and automatically create a new site.

When the POST method is used, most of the search criteria are passed to the server in the body of the HTTP request. In this situation, Sleuth is unable to extract the necessary information from the resulting request URL to automatically create a new site. However, if you're familiar with HTML and you have access to the HTML code for the search form you want to add to Sleuth, you can easily create a new site manually.

Add a New Search Site Based on the GET Method

1. In Sleuth's main window, click on the Customize button (the one with the pencil icon) to switch over to the Sleuth configuration view.
2. Choose a collection from the list located along the left side of the window.
3. In a web browser of your choosing, go to the desired website's search page and execute a search for the word "Fish". Searching for the word "fish" will allow you to skip step 5.
4. After the search results are returned, drag the resulting URL from your web browser's address field and drop it into the list of sites on the right side of the Sleuth window. You can position exactly where you'd like the new site to appear in the list.

5. If Sleuth cannot automatically determine your search phrase, a dialog will appear asking you to select which word or phrase for which you searched. Select the word from the popup menu and click Choose. If your search phrase does not appear in the list, click None of the Above.
6. The site information form will be displayed with the information Sleuth was able to extract. Type the name you want to give this site in the Name field.
7. Click Save.

Add a New Search Site Based on the POST Method

1. In Sleuth's main window, click on the Customize button (the one with the pencil icon) to switch over to the Sleuth configuration view.
2. Choose a collection from the list located along the left side of the window.
3. Click the "+" button located under the list of sites on the right side of the window to add a new site.
4. In the site information dialog, type a name for the site, type the action URL, select POST from the method popup menu, and add the necessary input parameters for this search engine.
5. Click Save.
6. The value for the search phrase input parameter should always be set to "%%PHRASE%%". Sleuth will automatically replace this value with your search phrase when you execute a search. Take a look at how other sites are configured by double-clicking on them in the sites list for other examples.

Delete a Custom Sleuth Site

• You can delete the selected site by pressing the Delete key.

Adding Search Site Collections

1. In Sleuth's main window, click on the Customize button (the one with the pencil icon) to switch over to the Sleuth configuration view.
2. Click the "+" button located under the list of collections on the left side of the window to add a new collection.
3. Type the name for the new collection.
4. You can populate your new collection by creating new Sleuth sites or by dragging sites from another collection and dropping them onto your new collection.
5. You can delete the selected collection by pressing the Delete key.

Enabling and Disabling Search Sites and Collections

• Click the checkbox next to the item in the list.

Sleuth Download Support

Sleuth and Sleuth shelf support downloading files in these scenarios:

1. A clicked on link is using an HTML anchor `download` attribute which indicates the link URL should be downloaded and not displayed in the browser which is handy for images.
2. A clicked on link has a file extension that *could* be displayed in the browser but it's in our special extensions list so we'll download it. This list includes pdf,csv,md,zip and can be customized with the Sleuth Download Extensions setting.
3. The clicked on link can't be displayed in the browser so will trigger a download automatically.

Oddly, the right-click *Download Linked File* and *Download Image* menu items **don't** initiate a download for whatever reason. They don't even trigger a breakpoint in Curio's code.

As a note, ChatGPT can sometimes offer a link to download a generated output file. However, these links appear to be problematic even within Safari or Chrome and don't appear to work in Sleuth, either.

KidSafe Sleuth

Curio's amazing Sleuth internet research assistant is a quick and easy way to find images, videos, definitions, and other information on the internet. Since Sleuth can configured to search specific sites and the user simply enters the search phrase, it's a wonderful way to restrict access to what a child can see.

Curio has a hidden option which will allow even more restrictive access via a KidSafe setting, which is perfect for school and home environments.

These restrictions include:

- Only show KidSafe sites in its sites popup, such as Google Images with SafeSearch instead the normal Google Images.
- Disallow Sleuth site customization.
- Block any query phrase which contains profanity.
- Block any query results which contain profanity.

To Enable KidSafe Sleuth

1. Make sure Curio is not running then launch Applications > Utilities > Terminal and type the following and press Return:
   defaults write com.zengobi.curio "Sleuth Is KidSafe" -bool yes
2. Or you can just click on this and relaunch.

Scribbles

For Curio Standard and Professional customers, the tools palette includes a brush and eraser tool so you can sketch out an idea or drawing.

Inevitably, while brainstorming or thinking through an idea, you may need to sketch something out when the keyboard just won't do. Fortunately, Curio has a scribble mode with sketching tools built right in, so you don't have to stop and launch another application when inspiration strikes.

Curio comes with several pens and brushes to use when drawing, including a pencil, ballpoint, felt tip, paint brush, and highlighter. Each stylus has different settings for color, line thickness, and opacity that have been configured to mimic the real world object that it represents. Using the inspector you can change the color, brush thickness, and opacity of any stylus.

The Scribble "Onionskin"

While sketching, your scribbles will appear on top of all other figures and items on the idea space. The scribble layer acts as an onionskin appearing on top of your idea space's figures.

> **Note**
> If you have Curio Pro this means your scribbles appear top of *all* your figure layers. Curio doesn't currently support a scribbles per figure layer as the current architecture would make this far too memory intensive.

Keyboard Shortcuts

You can press the B key on your keyboard to quickly choose the brush tool. Press E to choose the eraser.

Apple Pencil

Many of the styluses are also fully pressure-sensitive when used with an iPad with Apple Pencil connected via the [macOS Sidecar](#) feature, or a graphics tablet such as those made by Wacom, whereby the brush size and color saturation may change while you are drawing based on the pressure applied to the pen.

Curio also supports iPad sketching via [Luna](#) and [Duet](#) although you need to set a [different pressure sensitivity multiplier](#). And if you use an [XP-Pen tablet](#) then you may need to tweak [this setting](#).

Draw with a Pen or Brush

1. Click on the Brush tool in the toolbar and choose the brush or pen you want to use. Note for super-responsive mouse handling the idea space will temporarily go into Quick Render mode where shadows are hidden and text rendering is optimized.
2. You can quickly choose a color from the narrow color palette in the inspector bar or the much larger color palette in the inspector shelf. On the far left of the inspector bar's color palette, or at the top of the inspector shelf's palette, you can see the current, active color. If you click that color control then you can bring up Apple's standard color picker to choose any color.
3. Begin drawing in the idea space. While in scribble mode, you can continue to change the brush attributes or choose a different brush or pen from the inspector bar.

Erase a Portion of Your Drawing

1. Click on the Eraser tool in the toolbar or inspector bar and "draw" where you want to erase. You can even change the size of the eraser using the inspector.
2. Alternatively, you can use the Select tool in the toolbar to drag-select a region then press the Delete key to delete it. You can hold down the ⌥ (Option) and ⌘ (Command) keys while dragging to select only your scribble and not any figures or other items on the idea space.
3. Lastly, if you are using a graphics tablet that has a pen with an eraser tip, you can simply turn the pen over to erase a portion of your drawing.

Convert a Scribble to an Image Figure

1. Using the Select tool in the toolbar drag-select a region. You can hold down the ⌥ (Option) and ⌘ (Command) keys while dragging to select only your scribble and not any figures or other items on the idea space.
2. Choose Edit > Convert Selection to Image Figure.
3. You now have an image figure that you can treat as a normal figure on the idea space: give it a border, move it above or below other figures, or even add it to a list or mind map.

Convert a Figure to a Scribble

1. Using the select tool in the toolbar (looks like a mouse arrow pointer) select one or more figures.
2. Choose Edit > Convert Selection to Scribble.
3. You can now use the scribble layer's pens, brushes, and eraser to modify the figure.

Scribble Inspector

When in scribble mode the inspector bar and inspector shelf changes to reveal handy controls for working with the pens and brushes.

Brush Palette

Click a brush to activate it. Each brush's color and inspector settings are independent from each other.

Brush Color

Displays the current brush color. Click to bring up the standard Mac Colors picker.

Color Palette

The scribble inspector displays the full, large-sized 13x10 matrix displaying 10 shades each of grays and colors. The inspector bar shows a more compact strip with only 5 shades each of grays and colors.

Brush Size, Opacity, and Pressure Sensitivity

Set the size and opacity of the currently selected brush.

> **Tip**
> You can change the brush size on-the-fly with the [and] keys on your keyboard.

If you're using a pen-based graphics tablet, like a Wacom tablet or an iPad with Apple Pencil connected via the macOS Sidecar feature, then the brush size and color can be pressure-sensitive if those toggles are enabled. In that case the specified brush size and opacity is the maximum size given a maximum amount of pressure.

Click the Reset Brush to reset the selected brush to its factory defaults.

Restrictions

You can choose whether the scribble on an idea space is printed, exported, or presented.

Journal

Curio Standard and Professional include an integrated journalling feature. Curio's project journal feature allows you to log meetings, make class notes, keep a journal or diary, and much more! All neatly organized, sorted, and managed by Curio with automatic year and month groupings.

Automatic Year/Month Folders and Sorting

Your Journal section is automatically sorted and arranged by Curio, with year and month folders added or removed as necessary for your entries. Years are displayed in descending order (2021, 2020, 2019), months within each year are in ascending order (January, February), and entries within each month are in ascending order as well (May 1, May 2, May 3).

Viewing the Journal

1. To begin, either select the Journal section at the top of the Organizer if already visible, or click on the dropdown arrow on the Organizer sidebar toolbar button and choose the Show Journal Section item in the menu that appears.
2. Your project's Journal section appears under your normal sections but above the Archive and Trash sections.
3. You can only have a single Journal section per project.

Adding New Journal Entries

1. With Journal mode active, click the Add button to create a new journal entry. Bundled, personal, and master journal templates are automatically listed within the Add button's popup or you can choose from the gallery or a blank idea space.
2. Your new journal entry will default to today. You can use the date chooser in the inspector bar to change the journal entry to a different date.
3. Within the Journal Organizer, Curio automatically creates and titles the encapsulating year and month folders, and the idea space entries.

Changing Entry Dates

- To change the date associated with a Journal entry, use the date chooser in the inspector bar.

Working with the Journal Section

1. You can rename your Journal section if you'd like, perhaps calling it *Class Notes*, *Lab Observations*, or *Meetings* if that makes more sense for your project.
2. You can associate a color label via the right-click context menu.
3. You are allowed to delete the Journal section, unlike the special Archive and Trash sections. Select the Journal section and press the Delete key to delete it.
4. You can also rearrange the Journal section among your other sections, although it can't be a child under another section nor can another section be a child of it, and like other sections it has to stay above the Archive and Trash.
5. You can't rearrange the idea space entries within the Journal section, since they are automatically sorted by the entry date. Instead, if you'd like to change the date associated with a Journal entry, use the date chooser in the inspector bar.
6. You can drag journal idea space entries and folders from the Journal of one project to the Journal of another, but you can't drag the actual Journal section from one project to another.

Journal Entry Titles

1. You can change the date format for Journal entries displayed in the Organizer by right-clicking and choosing a new date format from the Journal Date Format submenu.

2. Many popular date formats are included, plus the standard short, medium, long, and full date formats from System Settings > Language & Region > Advanced > Dates. There are also advanced options to make your own date formats as detailed via Help > Curio Advanced Settings.

3. Note if an Organizer filter is active then a different date format is used since you won't see the encapsulating year and month folders. For example, if the entry is normally titled "March 1" then that may not help in a collection of filter results. So, when a filter is active a more verbose date format is displayed for the entry titles, such as "Sun, Mar 1, 2020". You can right-click and override that date format as well via the Journal Date Format submenu or directly then relaunch.

4. You can edit an entry's title in the Organizer by pressing Return on the item, type in a title, then press Return to stop editing. The resulting custom title will be appended to the formatted date text.

5. To remove a custom entry title, simply edit the title again and delete the title text. When you press Return to end editing the entry's title will revert back to only the formatted date.

Journal Entry Sorting

- You can now change the Journal year sorting and, separately, the sorting of the months within each year via the right-click context menu.

Saving Custom Journal Templates

1. To create your own journal templates, go into Journal mode, select an existing journal idea space entry that you'd like to save as a template, then right-click and choose Save As Idea Space Template.

2. Like normal templates, it can be stored as a personal and/or a master template (the latter only if you're on Curio Professional).

3. A "Journal" template gallery collection will be created automatically for the new template, if necessary, to help keep them organized in the idea space gallery. All personal and master journal templates in their respective "Journal" collections will appear directly in the Add button popup for quick access.

4. As a tip, you may want to use a variable such as IdeaSpaceDateAddedFull instead of IdeaSpaceTitle for your headings within your journal entry idea spaces if you'd like a specific date format there, instead of one tied to the Organizer's setting.

Masters PRO

In Curio you've been able to create your own reusable figure styles & stencils and idea space styles & templates. You can save these in your personal repository and use them across all of your projects.

You are able to update a style and re-save it to your personal repository. You can then use the updated style with new figures and apply it to existing figures. Likewise you can update a saved personal stencil or template and then create new instances which will reflect those changes.

However, existing figures or idea spaces that used one of those personal styles, stencils, or templates aren't spontaneously updated throughout all of your projects, as that could get quite messy.

Master Styles, Stencils, and Templates

This changes in Curio Professional with master styles, stencils, and templates. These are private to a specific project which means Curio can support dynamic updates across all the idea spaces in that project.

Create a "Heading" master figure style, use it across your project. Later change the style to a larger point size and color and the style change is instantly reflected across all uses of the figure style.

Create a master figure stencil for an web site interface prototype and use it throughout a project, then later update that stencil with a different fill color and font choices and instantly the change is reflected across the project.

Lastly, create a master idea space template with headings, subheading, and positioned body text. Use it as a basis for dozens of idea spaces in your project. Later, change the master with additional elements, changed fonts, or repositioned figures, and the changes is reflected across your project.

Master Styles

A master style is one that is private to your project and, if the master style is updated, then those changes are immediately broadcast and applied to all idea spaces or figures that adopt that style. A master style can be created from scratch or from an existing style found in a personal, bundled, or external repository.

If you're familiar with Pages, Word, or even css then master styles are similar to the style support you see in those apps, where you can change a style, say for "Heading 1", and throughout your document all "Heading 1" text items are updated to reflect the new style.

Note that a style only defines the look of the idea space or figure. It doesn't include any boilerplate text or images.

Sample Workflow

1. Create a text figure that you'll use for a heading on an idea space and use the inspector to style it the way you wish with appropriate colorings, fonts, etc.
2. Right-click on the figure and save the style as a master style named "Heading".
3. Use the "Heading" style with other text figure instances scattered on idea spaces throughout your project.

4. If you want to change its look, click on an instance, change any properties you wish using the inspector such as font size and text color, then click the Update button in the Styles inspector. Or, if you wish, you can right-click on the instance and choose update style from its context menu. You could also choose to reapply the style if you didn't mean to change its look.

Instantly the style change is broadcast and applied to all figures that adopted that style.

> **Video** ▶
> [Watch a master figure style demonstration video](#) on our YouTube channel.

Using the Style Inspector Shelf

The Style inspector now includes a Masters option in the repository popup so you can see the styles available in that pseudo-repository.

Other style inspector shelf changes related to masters include: - Copy to Masters
Right-click on a style that isn't a master style and choose to Copy to Master to copy the style into a master style and then associate the selected idea space or figure with that new style. - Delete / Mail
Right-click on a master style to delete it, or mail it to a friend or Zengobi. - Update
A new Update button allows you to instantly update a changed a master or even a personal style with changes. Note that this performs the same action as right-clicking on the figure or idea space background and choosing Update Style.

Using the Galleries

Within the various idea space and figure galleries you'll find a new Masters pseudo-repository there which contains all applicable master styles (and stencils/templates).

Other gallery changes related to masters include:

- **Copy to Masters**
  Right-click on an idea space template, figure stencil, or style that's not in the Masters repository and choose Copy to Masters.
- **Drag and Drop**
  Drag-and-drop an idea space template, figure stencil, or style from another repository into the Masters repository folder to make a copy. You can also drag from Masters to Personal if you wish.
- **Delete**
  Right-click on an idea space template, figure stencil, or style in Masters repository and choose Delete. You may also simply press the Delete key. Existing instances of a template or stencil will remain as-is.
- **Edit**
  Right-click on a master idea space template or stencil and choose Edit Template / Edit Stencil to switch the Organizer to masters, select the appropriate master item, and display the template or stencil in the main viewing area for editing. Click the *Done Editing Masters* button at the bottom of the masters Organizer to end editing.

Using Master Styles

Create a Master Style

1. Right-click on an idea space in the Organizer, the idea space's background, or on a figure within an idea space and choose Save as Style.
2. In the dialog that appears choose whether to create a personal style, a master style, or both a personal and a master style. Choosing both will allow you to use the style as a master in this project, but also places it into your personal repository so you can use it in other projects.

Updating a Master Style

1. Make changes to the appearance of your idea space or figure.
2. Right-click on the idea space or figure and choose Update Style or click the Update button on the Style panel in the inspector shelf.

Reverting or Reapplying an Original Master Style

- If you make changes to an idea space or figure and want to reapply the original master styling for that object then right-click and choose Reapply Style.

Deleting a Master Style

- In the Style panel of the inspector shelf, right-click on the style and choose Delete Style.

Sharing a Master Style

- In the Style panel of the inspector shelf, right-click on the style and choose Send to Friend or choose Send to Zengobi if you'd like to share your style with other Curio customers.

Copying a Master Style into Your Personal Repository

1. If you create a master style that you'd like to use in other projects then you need to copy it into your personal repository.
2. In the Style panel of the inspector shelf, right-click on the style and choose Copy to Personal.

Master Figure Stencils

A master stencil is one that is private to your project and, if the master stencil is updated, then those changes are immediately broadcast and applied to instances of the stencil.

If you're familiar with the app Sketch then master stencils are similar to that app's symbol support, where you can change a symbol, say for an elaborate UI component, and throughout your document all instances of that component are updated to reflect the new changes.

Note that while a style only defines the look of a figure, a stencil can be made up of several figures and include text and images, as while as the style information associated with each item. When you use a stencil then you are essentially creating and using an exact copy of the original figure stencil.

Sample Workflow

1. Create a text figure that you'll use as a note figure with a special flag adornment, coloring, font, freeform size, and placeholder text.
2. Right-click on the figure and save the stencil as a master stencil named "Note".
3. Using the Stencils shelf or the Insert > Styled Shape or Stencil gallery, insert that Note stencil onto idea spaces throughout your project.
4. Edit the stencil either by right-clicking on an instance of the stencil on the idea space, or on the stencil itself in the Stencils shelf or insert gallery, or by finding the stencil in the new Masters Organizer, discussed below.
5. Change the look and contents of the stencil then click *Done Editing Masters* button at the bottom of the masters Organizer to end editing and broadcast the changes throughout the project to any instances.

Instantly the changes to the stencil are broadcast throughout the project to any instances.

> **Video** ▶
> [Watch a master figure stencil demonstration video](#) on our YouTube channel.

Overrides

You can make some changes to your stencil instance and they won't be replaced when you change the master.

- **Figure Position**
  Changes made to the positions of individual figures within a complex master stencil are not broadcast to instances.
- **Figure Size**
  Changes made to the size of a master stencil are broadcast and applied to instances, unless you manually change the size of an instance. This is handy if you need to change the size of an instance to accommodate more text, for example.
- **Figure Text**
  Changes made to the text contents of figures on the master stencil are broadcast to instances, unless you manually change the text of an instance.
- **Figure Style**
  Changes made to the style of figures on the master stencil are broadcast to instances, unless you manually change the style of an instance including font and font size.

Limitations

While figure stencils are quite powerful they do have some limitations:

- Meta data such as tags, resources, dates, percent complete, priority, rating, notes, etc., are *not* propagated to instances as merging and conflicts would be difficult to resolve.
- If you delete a figure from a complex master stencil then instances are removed elsewhere in the project. However, if top-level figures are added to the master then those new figures do not suddenly appear elsewhere in the project.
  - **Key Exception**: If you delete a figure within a grouped figure then that change is reflected elsewhere.
- Newly added or removed items found within collection figure stencils, such as nodes within a mind map, will not be broadcast to instances.
  - **Key Exception**: If you add a figure within a grouped figure then that change is reflected elsewhere.

Using the Masters Organizer

Click on the dropdown arrow on the Organizer sidebar toolbar button and choose the Show Masters item in the menu that appears. Alternatively you can also Shift-click the Organizer sidebar toolbar button to instantly show masters. The sidebar toolbar button will change itself to a highlighted broadcast symbol, which is the symbol Curio uses for masters as changes to masters are broadcast throughout your project.

The Organizer itself will change to show your project's master idea space templates. Its background coloring is blue to emphasize that you are now in a new mode and this isn't your normal Organizer. Use the tabbed button pair at the bottom to choose between master idea space templates and master figure stencils.

In general working in the Masters Organizer is similar to the normal Organizer, but here are some notes:

- Master templates and stencils can be rearranged, renamed, and deleted, but they cannot be indented or color-coded.
- Right-click to copy, paste, duplicate, rename, or delete a selected item.

We you are finished making changes to your master templates and stencils you can end editing by either:

1. Clicking the *Done Editing Masters* button at the bottom of the masters Organizer, or
2. Clicking the highlighted masters icon in the toolbar.

The Organizer toolbar button will change itself back to the standard sidebar icon and the Organizer will be restored to its previous state.

Using the Stencils Shelf

The Masters option also appears in the Stencils shelf so you can see the stencils available in that pseudo-repository.

Other style inspector shelf changes related to masters include:

- **Copy to Masters**
  Right-click on a stencil that's not in the Masters repository and choose Copy to Master Stencils.

Using the Galleries

When you click the Insert toolbar button and go into the various figure galleries, you'll find a Masters pseudo-repository there which contains all master styles and stencils. Select a master stencil and click the Insert button to insert a new instance of that master into your idea space. If you later update the stencil then this instance will be updated as well.

Other gallery changes related to masters include:

- **Copy to Masters**
Right-click on an idea space template, figure stencil, or style that's not in the Masters repository and choose Copy to Masters.
- **Drag and Drop**
Drag-and-drop an idea space template, figure stencil, or style from another repository into the Masters repository folder to make a copy. You can also drag from Masters to Personal if you wish.
- **Delete**
Right-click on an idea space template, figure stencil, or style in Masters repository and choose Delete. You may also simply press the Delete key. Existing instances of a template or stencil will remain as-is.
- **Edit**
Right-click on a master idea space template or stencil and choose Edit Template / Edit Stencil to switch the Organizer to masters, select the appropriate master item, and display the template or stencil in the main viewing area for editing. Click the *Done Editing Masters* button at the bottom of the masters Organizer to end editing.

Using Master Stencils

Create a Master Stencil

1. Right-click on a figure within an idea space and choose Save as Figure Stencil.
2. In the dialog that appears choose whether to create a personal stencil, a master stencil, or both a personal and a master stencil. Choosing both will allow you to use the stencil as a master in this project, but also places it into your personal repository so you can use it in other projects.

Editing a Master Stencil

1. Right-click on an instance of the stencil on the idea space and choose Edit, or…
2. Right-click on the master stencil itself in the Stencils shelf and choose Edit, or…
3. Click on the dropdown arrow on the Organizer sidebar toolbar button and choose the Show Masters item in the menu that appears, then find and edit the stencil manually.
4. The Organizer will switch to the Masters Organizer and you will then edit your stencil within an idea space view. Once you are done, click the *Done Editing Masters* button at the bottom of the masters Organizer to end editing and broadcast the changes throughout the project to any instances.

Deleting a Master Stencil

- In the stencil gallery or shelf, right-click on the stencil and choose Delete Stencil.

Sharing a Master Stencil

- In the stencil gallery or shelf, right-click on the stencil and choose Send to Friend or choose Send to Zengobi if you'd like to share your stencil with other Curio customers.

Copying a Master Stencil into Your Personal Repository

1. If you create a master stencil that you'd like to use in other projects then you need to copy it into your personal repository.
2. In the stencil gallery or shelf, right-click on the style and choose Copy to Personal.

Master Idea Space Templates

A master idea space template is one that is private to your project and, if the master template is updated, then those changes are immediately broadcast and applied to instances of the template.

If you're familiar with Keynote or PowerPoint then master idea space templates are similar to the master slide feature in those apps, where you can change a particular master slide and throughout your presentation all slides based on that master are updated to reflect the new changes.

Note that while a style only defines the look of an idea space, an idea space template includes style information and any figures located on the idea space. When you use a template then you are essentially creating and using an exact copy of the original idea space template.

Sample Workflow

1. Create an idea space with an appearance and containing the boilerplate figures you would like to use repeatedly throughout your project.
2. Right-click on the idea space in the Organizer and choose "convert to master" to instantly save the idea space as a master template and then automatically convert the selected idea space into an instance of that master. Alternatively you can do the same thing via the "save as template" option from the context menu to show the standard save template dialog.
3. Note that the icon for idea space instance now has a little master-broadcast icon so you know it inherits changes from a master template.
4. Add new figures to this idea space instance, as you would work with a normal idea space.
5. When you want to create another instance simply click the Add toolbar button and choose the master from the pick list where all masters are listed at the bottom with the little masters icon, or drill down in the idea space gallery and choose it from the masters repository.
6. To edit an idea space's master template, you can
    ◦ Hold Option and double-click the idea space in the Organizer to zip right to it, or
    ◦ Right-click on the Organizer item and choose "edit master", or
    ◦ Click on the dropdown arrow on the Organizer sidebar toolbar button and choose the Show Masters item in the menu that appears, then find the master to edit it.
7. Change the look and contents of the master idea space template then click *Done Editing Masters* button at the bottom of the masters Organizer to end editing and broadcast the changes throughout the project to any instances.

Instantly the changes to the template are broadcast throughout the project to any instances, which could include other master templates that are based on this master template.

> **Video** ▶
> Watch a master idea space template demonstration video on our YouTube channel.

Overrides

You can make some changes to your idea space instance and they won't be replaced when you change the master.

- **Idea Space Dimensions**
  Changes made to the dimensions of a master idea space are broadcast and applied to instances, unless you manually change the dimensions of an instance. Note that width and height are tracked separately so you can grow the idea space instance vertically and still inherit the width from the master, for example.
- **Figure Position**
  Changes made to the positions of figures on the idea space master are broadcast and applied to instances, unless you manually change the size of an instance. This is handy if you need to change the size of an instance to accommodate more text, for example.
- **Figure Size**
  Changes made to the size of figures on the idea space master are broadcast and applied to instances, unless you manually change the size of an instance. This is handy if you need to change the size of an instance to accommodate more text, for example.
- **Figure Text**
  Changes made to the text contents of figures on the idea space master are broadcast to instances, unless you manually change the text of an instance.
- **Figure Style**
  Changes made to the style of figures on the idea space master are broadcast to instances, unless you manually change the style of an instance including font and font size.

Limitations

While master idea space templates are quite powerful they do have some limitations:

- Newly added or removed items found within collection figures, such as nodes within a mind map, will not be broadcast to instances.

> **Warning**
> While working on a master template it is very important to remember if you delete a top-level figure, or move a top-level figure into a collection, then when you commit the changes those figures that have not been edited will be deleted from all idea spaces that inherit from the master. If the inherited figure has been edited then it will remain on the idea space, even if the figure on the master was deleted, in order to prevent accidental deletion of important data.

Using the Masters Organizer

Click on the dropdown arrow on the Organizer sidebar toolbar button and choose the Show Masters item in the menu that appears. The sidebar toolbar button will change itself to a highlighted broadcast symbol, which is the symbol Curio uses for masters as changes to masters are broadcast throughout your project.

The Organizer itself will change to show your project's master idea space templates. Its background coloring is blue to emphasize that you are now in a new mode and this isn't your normal Organizer. Use the tabbed button pair at the bottom to choose between master idea space templates and master figure stencils.

In general working in the Masters Organizer is similar to the normal Organizer, but here are some notes:

- Master templates and stencils can be rearranged, renamed, and deleted, but they cannot be indented or color-coded.
- Right-click to copy, paste, duplicate, rename, or delete a selected item.

We you are finished making changes to your master templates and stencils you can end editing by either:

1. Clicking the *Done Editing Masters* button at the bottom of the masters Organizer, or
2. Clicking the highlighted masters icon in the toolbar.

The Organizer toolbar button will change itself back to the standard sidebar icon and the Organizer will be restored to its previous state.

Adding a Master Template Instance

To add an instance of a master template to your project, click the Add toolbar button you'll notice that any master templates are listed at the very bottom of the popup, with the masters "broadcast" symbol on the right side. Choose one and a new idea space instance of that master template will be added to your project.

Notice when you use a master template to create an idea space, the preview image for the new idea space in the Organizer will show a little masters broadcast symbol in its lower-right corner. This way you know it's based on a master template.

Nested Masters

You can create a master template which is itself based on a master template.

Switch over to the Masters Organizer, then create a new master based on an existing master using the Add toolbar button. That new master will inherit changes made to its "parent" master. You can continue this process so that changes to Master A go to Master B go to Master C go to…

This might be useful if you define a "Background" idea space master then create duplicates that define "Chapter" and "Slide" masters. Change the background of Background and instantly all masters change and thus all instances of all of those masters change.

Using the Galleries

When you click the Add toolbar button and go into the idea space gallery, you'll find a Masters pseudo-repository there which contains all master idea space styles and templates. Select a master template and click the Choose button to add a new instance of the master to your project. If you later update the master template then this instance will be updated as well.

Other gallery changes related to masters include:

- **Copy to Masters**
  Right-click on an idea space template, figure stencil, or style that's not in the Masters repository and choose Copy to Masters.
- **Drag and Drop**
  Drag-and-drop an idea space template, figure stencil, or style from another repository into the Masters repository folder to make a copy. You can also drag from Masters to Personal if you wish.
- **Delete**
  Right-click on an idea space template, figure stencil, or style in Masters repository and choose Delete. You may also simply press the Delete key. Existing instances of a template or stencil will remain as-is.
- **Edit**
  Right-click on a master idea space template or stencil and choose Edit Template / Edit Stencil to switch the Organizer to masters, select the appropriate master item, and display the template or stencil in the main viewing area for editing. Click the *Done Editing Masters* button at the bottom of the masters Organizer to end editing.

Tagged Sets of Master Idea Space Templates

If you create a whole series of master idea spaces for a project and want to re-use them it's super easy! Just select all the master idea spaces in the Masters Organizer, right-click and choose to save them to a named tagged set in your personal repository, such as "Portfolio". You can choose an existing tag or enter a new name.

Later when you want to use that set, simply choose File > New, select the name of your personal tag set, "Portfolio" in this case, and click the Use Tagged Set as Masters button. A new project will be created with all the idea spaces in that tagged set preloaded as master idea space templates.

Master Styles via Master Templates

Say you define that "Heading" master figure style then you apply it to figures on several master idea space templates. Change the master style and then all master templates update and thus all instances of those master templates update.

Next, say you save your master idea space as a personal idea space template (or perhaps as a tagged set in your personal repository) then you use that template in another project. If that template becomes a master template then any master styles embedded within the template will be automatically recovered and available as master styles in the new project.

Note this only happens if the idea space template becomes a master again, simply inserting an instance of the personal template into your Organizer won't recover the master styles. You could do this via tagged sets, described above, or the convert to master idea space template right-click option in the Organizer.

Using Master Templates

Create a Master Template

1. Right-click on an idea space and choose Save as Master Template, or…
2. In the Masters Organizer, you can create a new master template using the Add toolbar button. With this technique you can create a master template based on another master template, thus nesting the templates. Changing a "parent" master will

reflect those changes down the line to other masters (recursively), and then refresh all impacted idea spaces that use those masters.

3. In the Masters Organizer, you can duplicate an existing master template via the Edit > Duplicate menu item. The result is another master which is an exact copy of the original master.

Editing a Master Template

1. Hold Option and double-click the idea space instance in the Organizer, or…
2. Right-click on the idea space instance in the Organizer and choose Edit, or…
3. Click on the dropdown arrow on the Organizer sidebar toolbar button and choose the Show Masters item in the menu that appears, then find and edit the template manually.
4. The Organizer will switch to the Masters Organizer where you can edit your master idea space template.
5. Once you are done, simply click the *Done Editing Masters* button at the bottom of the masters Organizer to end editing to save and broadcast the changes throughout the project to any instances.

Deleting a Master Template

1. Click on the dropdown arrow on the Organizer sidebar toolbar button and choose the Show Masters item in the menu that appears.
2. Select the master template you wish to delete and press the Delete key. Note that all uses of this master will still remain intact in your project.

Sharing a Master Template

- In the add idea space gallery, right-click on the template and choose Send to Friend or choose Send to Zengobi if you'd like to share your template with other Curio customers.

Copying a Master Template into Your Personal Repository

1. If you create a master template that you'd like to use in other projects then you need to copy it into your personal repository.
2. In the add idea space gallery, right-click on the style and choose Copy to Personal.

Disconnecting from a Master Template

- If you want to disconnect a master template instance from its master then right-click and choose Disconnect from Master. After confirmation, the idea space will be independent and no longer receive updates from its former master template.

Assigning Identifiers to Figures to Support Change Master

1. When editing a master template, select a figure and click the Info inspector bar button to bring up the Info inspector popover.
2. There you can enter an identifier such as *title*, *subheading*, or *body*.
3. Curio uses identifiers with the same names across different masters to support the Change Master functionality.

Changing to a Different Master

1. You can change an idea space so it adopts a different master either by right-clicking on the idea space in the Organizer and choose Change to Master, or click on the new master at the top of the inspector shelf.
2. Note this list of master templates you can change to is filtered to only include other masters which support figures with identifiers that the user has changed in the current idea space. Therefore if, in your instance, you have changed the "title" figure then only other masters that contain a "title" figure will available. That way you can't switch to a master that wouldn't support your changed figure.

Creating a Reusable Set of Master Templates for Use in Creating New Projects

1. Click on the dropdown arrow on the Organizer sidebar toolbar button and choose the Show Masters item in the menu that appears.
2. Select all the masters you wish to want to include in the set.
3. Right-click and choose Save to Tagged Set.
4. Enter a new tag or choose an existing tag to add to an existing set.

Using a Tagged Set of Masters When Creating a New Project

1. Choose the File > New menu item to bring up the new project gallery.
2. On the far left, expand the list of templates available under the Personal repository.
3. Select the name of your personal tag set then click the *Use Tagged Set as Masters* button.
4. A new project will be created with all the idea spaces in that tagged set preloaded as master idea space templates.

Change Masters

Normally you can't apply an idea space template to an existing idea space, since Curio wouldn't know what to do with the existing figures. However, this is indeed possible with master templates and a new figure identifier property.

Recall that a master template defines the style of the idea space and contains boilerplate figures. In many instances you may want those boilerplate figures to be placeholders (perhaps with "lorem ipsum…" text) that you'll edit and fill in with real data in the instance of the template.

For instance, you may have master templates with "title" and "body" placeholder text figures but where the figures are positioned and styled very differently. Perhaps these templates also contain other figures unique to themselves in addition to those placeholder items. If you create an instance of one of these masters, edit and replace all the placeholders, then realize you wish you had used a different master, it would be nice if you can click to switch it to the stylings of the other, without having to recreate the whole thing from scratch.

Identifier

Using the new figure Identifier field, accessible via the figure's Info inspector, this is now possible. Curio has what it needs to map placeholders figures from one master to another.

Edit your master templates and give the figures that represent placeholder items appropriate identifier values, such as "title" and "body".

Identifier Glow

When you edit an idea space that has figures with locally defined identifiers (that is, not inherited from a master) then those figures will glow green instead of blue and their tooltips will show their identifiers. This is helpful when you want to quickly make sure appropriate figures have set identifiers.

Change Master

Click Done to exist editing masters, then create a new instance of one of those masters.

Edit and change the placeholder text as necessary. If you decide you want to change to the different master, notice that the normal styles area of the inspector shelf shows master templates for the idea space instead. Just click on a different master in the inspector, or right-click on the idea space in the Organizer and choose Change Master, to instantly change to that master.

Behind the scenes, Curio will style the idea space to match the new master's style, use the identifiers to map figures from the old master to the new master thus keeping their contents intact, remove any figures that were unique to the old master, add any figures that are a part of the new master, and leave any figures you added on your own to the instance in place, as is.

As a note, this list of master templates you can change to is filtered to only include other masters which support figures with identifiers that the user has changed in the current idea space. Therefore if, in your instance, you have changed the "title" figure then only other masters that contain a "title" figure will available. That way you can't switch to a master that wouldn't support your changed figure.

Master Markdown Styles

Heavy users of markdown will appreciate Curio's support for master markdown styles.

Using a specified style file, Curio can apply styling attributes to certain markdown elements within a project.

Since Curio's markdown is rendered within a rich text view, instead of a web view, our file format is a bit different than markdown styles created using css. However, many of the same features are supported.

Here's a portion of a sample master markdown style file:

```
body = font-family:Helvetica Neue;font-size:16;font-color:#666666;
* = font-color:#ff0000;
** = font-color:#00bb00;
*** = font-color:#0000ff;
highlight = background-color:rgb(150, 0, 255, 0.10);
# = font-family:Helvetica Neue UltraLight;font-size:32;font-color:#376098;
## = font-family:Helvetica;font-size:28;font-color:#ff00ff;font-bold:1;
- = line-spacing:5; paragraph-spacing-after:20;
> = font-color:#338888; font-italic:1; first-line-head-indent:36; head-indent:36; tail-indent:-36;
` = background-color: #f1ffff; font-color: #00ff00;
``` = background-color: #fff1ff;
```

It's a pretty simple text file format:

- Each element ( `body` , `*` , `#` , ..., `######` , etc) is defined on its own line.
- The font attributes are a semicolon-delimited collection of key/value pairings each separated by a colon.
- Spaces before and after the =, :, and ; are ignored.

When the style file is changed, the updated style changes will be broadcast throughout your project instantly updating all text figures which use those markdown elements.

# Working with the Master Markdown Style File

## Edit the Global Master Markdown Style File

Hold Option when clicking the Format menu and you will see the Format > Edit Global Master Markdown Style File menu item. This allows you to edit the `Markdown Styles.txt` file in your personal repository ( `~/Library/Application Support/Curio/Version XX/ Repository folder` ).

It defines the default master markdown styles for all Curio projects. Styles defined in that file will be read first, then you can override or add more styles with your project specific master markdown styles.

## Edit a Project's Master Markdown Style File

1. Use the Format > Edit Master Markdown Style File menu item to edit your project's master style file in the default editor for .txt files, such as TextEdit.
2. When you save your changes and switch back to Curio, Curio will automatically notice the updates and re-render your visible idea spaces and queue up preview regeneration for all project idea spaces just in case they contain markdown as well.
3. If you remove the contents of the style file then the file itself will be automatically removed from the project package when you switch back to Curio.

## Import a Master Markdown Style File into a Project

- Alternatively, if you have an existing markdown style file you wish to use, choose the Format > Import Master Markdown Style File menu item and the file will be copied into your project and then stylings applied throughout.

# Markdown Style Common Attributes

Here are the attributes you can set for many of the markdown elements detailed below:

| Attribute Example | Description |
| --- | --- |
| font-family:Helvetica | The specific font face like "Helvetica Neue UltraLight" or general font family like "Helvetica". |
| font-size:32 | The font size. |
| font-color:#ffff00 | The color for the font, in hex syntax. |
| font-bold:1 | Enable bold. Useful if a general font family is specified instead of specific font face. |
| font-italic:1 | Enable italics. Useful if a general font family is specified instead of specific font face. |
| font-underline:1 | Enable underline. |
| font-strikethrough:1 | Enable strikethrough. |
| font-smallcaps:1 | Enable small caps. Note only a few fonts support small caps, see details below. |
| line-height:22 | A forced line height in points (default is 0 for automatic). |
| line-height-multiple:1.2 | The natural line height will be multiplied by this value (default is 1). |
| line-spacing:5 | The additional distance in points between lines (default is 0). |
| paragraph-spacing-before:5 | The distance in points before this header (default is 5). |
| paragraph-spacing-after:2 | The distance in points after this header (default is 2). |

## Small Caps

You can enable a small caps setting, as shown above, but note that only a few fonts actually support true small caps. Curio will not attempt to perform a fake small caps by uppercasing lowercased letters and decreasing their font size.

You can determine which fonts installed on your system support true small caps.

1. Launch TextEdit.
2. Bring up the standard macOS Fonts helper (⌘T) and then use the actions button to bring up the Typography window.
3. Then select various fonts until the *Lower Case* option appears in Typography with a *Small Capitals* value.

For example, *Avenir Next* and *SF Pro* support small caps, for example, but the very popular *Helvetica* font does not.

# Markdown Body Text

By default the markdown syntax, like bold, will be applied to whatever font is assigned to the text figure itself.

However, you can define an override body text file like this:

```
body = font-family:Helvetica Neue;font-size:16;font-color:#666666;
```

Markdown Italic and Bold Text

Italic (`*sample*`), bold (`**sample**`), and both italic and bold (`***sample***`) can be styled like this:

```
* = font-color:#ff0000;
** = font-color:#00bb00;
*** = font-color:#0000ff;
```

Markdown Header Text

The six markdown headers (`#` , …, `######`) can be styled like this:

```
# = font-family:Helvetica Neue UltraLight;font-size:32;font-color:#376098;
## = font-family:Helvetica;font-size:28;font-color:#ff00ff;font-bold:1;
```

Markdown Lists

List items (`-`) can be defined with the following additional attributes:

Attribute Example	Description
line-spacing:5	An additional distance in points between a list item's wrapped lines (default is 0).
paragraph-spacing-after:20	An additional distance in points between list items (default is 0).

Like this:

```
- = font-color:#333333; font-size:14; line-spacing:5; paragraph-spacing-after:20;
```

Markdown Tables

Table cells (`table-cell`) can be styled with the following additional attributes:

Attribute Example	Description
cell-color:#333333	The cell background color.
border-color:#ffffff	The cell border color.
border-width:1	The cell border width.
padding:5	The cell padding.

There are other related cell styles which inherit `table-cell` values by default but you can *override* specific values if you wish:

- Header row cells: `table-cell-header`
- Footer row cells: `table-cell-footer`
- Left column cells: `table-cell-left`
- Right column cells: `table-cell-right`
- Alternating row cells: `table-cell-alt`

Like this:

```
table-cell = border-color:#d4d9dd;
table-cell-alt = cell-color:#f6f8fa
table-cell-header = cell-color:#666666; border-color:#d4d9dd; font-color:#ffffff; font-size:14; font-bold:1
table-cell-footer = cell-color:#dddddd; font-bold:1
table-cell-left = cell-color:#eeeeee
table-cell-right = cell-color:#eeeeee
```

Markdown Block Quotes

The style for block quotes (`>`) can be defined with the following additional attributes:

Attribute Example	Description
first-line-head-indent:36;	The distance from the leading margin to the beginning of the paragraph's first line (default is 18).
head-indent:36	The distance from the leading margin to the beginning of lines other than the first (default is 18).
tail-indent:-36	The distance from the trailing margin (default is -18).

Like this:

```
> = font-color:#338888; font-italic:1; first-line-head-indent:36; head-indent:36; tail-indent:-36;
```

Limitations

Curio's blockquote styling has some limitations compared to HTML/CSS renderers due to its reliance on the Mac's internal rich text framework. For instance, the rich text system doesn't support a left or right border. Also we've been unable to figure out a way of supporting text which is both indented *and* background colored. The text system doesn't want to color the first indent so the result looks odd.

Markdown Code Blocks

Code blocks (```) and inline code (` ) styles can be defined with the same attributes as described above. Specifically `background-color` and `font-color` may be useful.

```
`   = background-color:#eeeeee; font-color:#338888;
``` = background-color:#eeeeee; font-color:#338888;
```

Sharing

There are many ways to share, export, print, or present your project data with others.

Copying

The most basic way to extract data is the simple Copy command.

The Copy menu

The standard Edit > Copy command is useful in copying figures around your idea spaces. It will also place useful formats based on the selected figure such as text, image, and link.

It also comes in handy if you want to copy a figure or idea space to use as a jump destination. Then use one of the Edit > Paste As options such as Jump Action for Selected Figure, Idea Space Link, or Jump Anchor. More info can be found in the Linking Figures idea space.

If you copy an image figure or image asset from the Library, then you can select another figure and choose Paste As > Attachment for Selected Text Figure and the image will be displayed as a small attachment above the text figure. More info in the Text Figure Attachments idea space.

The Copy As menu

Curio's Edit > Copy As menu has many more options so you can copy precisely what you want to the clipboard, including:

- Plain Text
- Rich Text
- Markdown — more info [here](#).
- PDF
- PNG
- JPG
- Hyperlink — useful when you want a curio:// hyperlink to a figure or idea space to use elsewhere, even outside of Curio.
- Parent Figure Only — normally when you copy a parent node, in a list or mind map, you can children as well.

The various text copying varieties have some preferences you can set in this Copy As menu:

- **Include Notes With Text** — when copying figures, any associated figure notes will be copied as well.
- **Include Meta With Text** — when copying figures, any meta data is included. This is detailed on the next idea space.
- **Include Images With Rich Text** — when copying figures, any images found in image figures will be copied to as well.

Here's an example of a figure with its notes and meta copied:

> Simple figure (25% complete; ★★★★☆; urgent priority; Feb 14, 2018 - Mar 15, 2018 3:00 PM; duration 20 days; Love, Home; Kat, George) (Some notes for this figure.)

Including Meta in Text Exports

If you have enabled copying or exporting figure meta (via the Edit > Copy As menu or the export dialog, respectively) then Curio will export meta entries in your plain and rich text exports.

For example:

> Simple figure (25% complete; ★★★★☆; urgent priority; Feb 14, 2018 - Mar 15, 2018 3:00 PM; duration 20 days; Love, Home; Kat, George) (Some notes for this figure.)

Here's the meta output Curio supports:

Meta Output	Values	Description
50% complete	A number from 0 to 100	If checkmarks visible, the figure's percent complete.
★★★☆☆	A number of stars	The figure's rating value (number of stars).
urgent priority	Description of priority	The figure's priority from urgent priority to very low priority.
start 2018-04-15	A date with or without a time value	The figure's start date (custom date and time format).
due 2018-04-25 20:00	A date with or without a time value	The figure's due date (same customizations).
2 weeks	A duration string	The figure's duration is normally not exported, but can be enabled.
Home, NextAction	A comma separated list of tags	The figure's tags. Choose to export just the tag or tag set and tag: Home or Context.Home.
George, Greg	A comma separated list of resources	The figure's resources. Choose how much of the resource name to export: George, or GeorgeBrowning, or George Browning, or George_Browning.

Sharing

There are two main method for sharing Curio content with others:

1. The Share toolbar button.
2. The File > Share menu item.

Both show the same popup submenu with sharing options separated into three different sections:

1. Project (or currently selected section),
2. Selected idea spaces,
3. Selected figures.

Recent Sharing Selections

At the very top, Curio first lists the most recent export and mail sharing selections so you can easily choose them again.
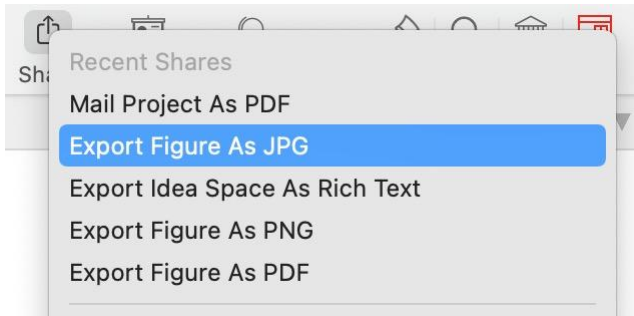
Sharing the Project

The next options you see listed are for the currently selected section or project:

- Exporting all idea spaces as individual plain text, RTF, or image files, as an HTML or PDF export. More information on HTML exporting is below.
- Mail all idea spaces as a Curio project extract or a PDF file.
- Print all idea spaces. More information on printing is below.
- Begin a slideshow presentation. More information on presentation mode is below.

Sharing Selected Idea Spaces

The next options you see listed are for the currently selected idea spaces:

- The same export options mentioned above.
- Mail the selected idea spaces as a Curio project extract or a PDF file. You can also select to mail the idea space's style or template to a friend or to Zengobi.
- Print the selected idea spaces. More information on printing is below.

Sharing Selected Figures

The last options you see listed are for the currently selected figures:

- You can export the selected figures as a text or RTF file, or a combined JPEG, PNG, or non-paginated PDF image. Based on the types of figures selected you may see additional options such as CSV exporting for tables and OPML, MindManager, and iThoughts for mind maps
- Mail the selected figures as a combined JPEG, PNG, or non-paginated PDF image. You can also select to mail the figure's style or stencil to a friend or to Zengobi.
- Share the selected figures as text to any of the configured macOS sharing services such as via Email, Messages, Twitter, or Facebook.
- Share the selected figures as an image to any of the configured macOS sharing services such as via Email, Messages, AirDrop, Twitter, Facebook, or Flickr.
- Print the selected figures or the selected figure's notes. More information on printing is below.

Mac App Store Restriction

Curio from the Mac App Store is required to use the macOS sharing service to support mailing from within Curio. While this works very well with Apple's Mail app, it may not be compatible with all 3rd party mail clients as they have to support the NSSharingServiceNameComposeEmail sharing service feature. As a workaround you can export to your Desktop and add the attachment to a manually composed email.

Non-sandboxed Curio supports a customizable AppleScript technique for working directly with most major mail clients.

Exporting Figures as Separate Images

When exporting selected figures as PNG or JPG you have the option of exporting them as separate images.

For example, if you select 3 figures, and you enter the export file name of "Result" they would be exported as "Result 1", "Result 2", "Result 3", each with an appropriate `png` or `jpg` extension.

You can also specify a string format for a file name such as "Result%03d" and they would be exported as "Result001", "Result002", "Result003".

Custom Sharing Actions PRO

Curio supports an advanced option where you can configure custom sharing actions to send selected figures directly to other applications using their app URL schemes.

Share Selected Figure

Export As	❯	
Custom Actions	❯	Drafts Append To 'Notes' Note
Mail As	❯	Obsidian Append To Personal Daily Note
Share As Text Via	❯	OmniFocus Create Task
Share As Image Via	❯	Things Create Task
Print	❯	
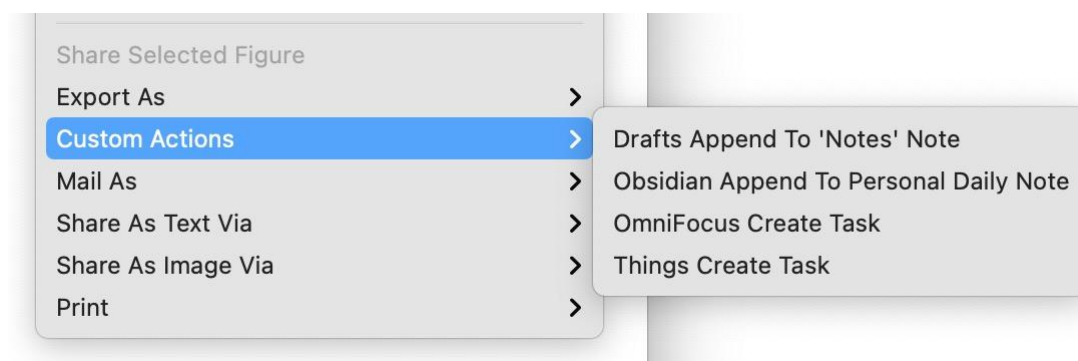
To do this you will create a special `Sharing.json` file containing entries that use templated variables and the 3rd party's URL scheme to send selected figure information to that application.

The location of your `Sharing.json` file depends on the Curio you have installed:

1. Curio from the Zengobi website:

   `~/Library/Application Support/Curio/Version XX/Sharing.json`

2. Curio from the Mac App Store:

   `~/Library/Containers/com.zengobi.curio/Data/Library/Application Support/Curio/Version XX/Sharing.json`

… where `XX` is the major version number of your Curio.

3rd Party URL Schemes

Here is a selection of URL schemes you may wish to explore:

- [OmniFocus](#)
- [Things](#)
- [Drafts](#)
- [Obsidian's Advanced URI URL scheme](#)

Example

Here is an example `Sharing.json` file which was used to produce the screenshot above:

```
{
    "custom": [
        {
            "title": "OmniFocus Create Task",
            "link": "omnifocus:///add?name={%FigureText}&note={%FigureNote}&defer={%FigureStartDateISO8601}&due={%FigureDueDa
            "info": "https://inside.omnifocus.com/url-schemes",
            "types": ["figure"]
        },
        {
            "title": "Things Create Task",
            "link": "things:///add?title={%FigureText}&notes={%FigureNote}&when={%FigureStartDateISO8601}&tags={%FigureTagNam
            "info": "https://culturedcode.com/things/support/articles/2803573/",
            "types": ["figure"]
        },
        {
            "title": "Drafts Append To 'Notes' Note",
            "link": "drafts://x-callback-url/append?uuid={{DraftsUUID}}&text={%FigureText}",
            "info": "https://docs.getdrafts.com/docs/automation/urlschemes",
            "types": ["figure"]
        },
        {
            "title": "Obsidian Append To Personal Daily Note",
            "link": "obsidian://advanced-uri?vault=Personal&daily=true&data={%FigureText}&mode=append",
            "info": "https://github.com/Vinzent03/obsidian-advanced-uri",
            "types": ["figure"]
        }
    ]
}
```

Note the use of:

- [Curio variables](), like `{%FigureText}` , `{%FigureNote}` , and `{%FigureTagNames}`
- [Curio variables with special variable formatters](), like `{%FigureDueDateISO8601}`
- [Custom project variables](), like `{{ProjectName}}` and `{{DraftsUUID}}`
- [Custom figure data values](), like `{%FigureCustomData:Context}`

> **Note**
>
> To prevent endless loops, the variables `{%FigureText}` and `{%FigureNote}` are only allowed in certain places within Curio, including here within custom sharing templates.

> **Tip**
>
> Normally the contents of the `Sharing.json` file are loaded and cached at launch. If you are making lots of changes during testing you may want Curio to [reload the file]() each time you click the Sharing menu.

Dragging

There are several ways to drag items out of Curio to another application.

Drag Assets out of Curio's Project Library

- Select one or more assets from the Library and drag them directly to another application.

Drag an Asset Figure out of Curio's Idea Space

1. Begin by selecting a single asset figure on the idea space.
2. Hold ⌥⇧⌘ (⌥⇧Command) and click and begin dragging the already-selected figure. Notice that instead of dragging the figure itself around the idea space you are now dragging a file representation of that figure.
3. Now that you've started dragging **release those keys** then continue dragging and drop it anywhere on your Desktop, a Finder window, or any other application.
4. The sole purpose of that magic 3-key combination is to tell Curio to place the asset figure's file URL on the dragging clipboard, instead of tracking a normal figure movement.

> **Important**
>
> It's important to release those keys after you've started the drag operation but while you're still dragging, otherwise the destination application will try to interpret those keys as a forced move, alias, or copy of the file but Curio only supports a copy of the file out of the project.

Printing

Curio supports printing your idea spaces, your figures, and your figure notes.

Print Idea Spaces

1. Use the Share toolbar button or choose the File > Print menu then choose whether you want all the idea spaces in the current section or only the selected idea spaces.
2. Modify your print options in the standard Print dialog that appears.
   - Set whether your idea spaces should be scaled to fit a single printed page.
     - Optionally rotating the orientation of the page automatically to minimize scaling.
     - In the case of very large idea spaces, you can also tell Curio that if the scaling to fit to a single page would result in a scaling of less than 50% then it should automatically expand to additional pages until it crosses that threshold so the results aren't too small.
   - Set whether Curio should print the idea space background and grid.
   - Specify a header or footer that should appear on the top of each page, see the notes above for those variable options.
   - Enter values for the top, left, bottom and right print margins, or click "Use smallest margins possible" to make your margins as small as possible, for your printer, and maximize your idea space work area.
3. Pressing the Print button will then send the job to the printer.

Print Organizer Documents

1. Select the documents in the Organizer you wish to print.
2. Choose the File > Print Document menu or right-click and choose Print Document.
3. The application responsible for editing those file types are launched and instructed to immediately print the documents.
4. The method above immediately prints the document in that application.
   - If you wish to see that application's Print dialog first before printing then you need to follow these steps instead:
     1. Right-click on the Organizer Document in the Organizer.
     2. Choose Open with Finder.
     3. Within the launched application choose the File > Print menu item.

Print Figures

1. Select which figures you would like to print.
2. Click the Share toolbar button then choose Print from the Share Selected Figures section of the popup menu.
3. Pressing the Print button will then send the job to the printer.

Print Figure Notes

1. Select one or more figures that have associated notes.
2. Click the Share toolbar button then choose Print Notes from the Share Selected Figures section of the popup menu.

Print Figure Notes from the Notes Window

1. To make the Notes window appear for a figure you can select the figure and click the Notes button in the inspector bar. Alternatively you can just click directly on the Notes adornment on the figure itself and the Notes window will appear.
2. Click within the Notes window to make sure it has focus.
3. Choose the File > Print Notes menu item.
4. Pressing the Print button will then send the job to the printer.

Print Figure as Text

1. You may want to print a selection of figures as text, instead of an image representation. This can come in handy if you have a figure that contains a lot of text and you don't want to print it as a graphical figure, where it may not paginate nicely onto pages.
2. Select one or more figures.
3. Click the Share toolbar button then choose Print Figure as Text from the Share Selected Figures section of the popup menu. This menu item pays attention to the checked state of the *Include Figure Notes When Copying/Sharing Text* and will therefore include any figure notes with the printout.

Customizing Print Headers and Footers

When printing idea spaces the Print dialog offers several custom Curio options you can apply. Of note is an optional header footer that can appear at the top and bottom of the printed pages, respectively.

By default the header is:

```
{%IdeaSpaceTitle}
```

Anything within {% and } is considered a variable by Curio. In this case, this variable is dynamically replaced with the title of the idea space. You can add your own text anywhere outside of that variable string.

By default the footer is:

```
— {%IdeaSpaceNumberWithSheetInfo} —
```

This variable is dynamically replaced with the idea space number and optional sheet information. For example, if idea space #26 spans onto 9 sheets of paper then the 3rd sheet would show 26 (3 / 9) as its footer. If only one sheet was required then that parenthetical information is not printed.

Header and Footer Variables

Here are all the variables you can use in the header and footer fields:

- `{%ProjectTitle}` - the project's title.
- `{%ProjectFilePath}` - the project's file path.
- `{%SectionTitle}` - the immediate section which owns the idea space.
- `{%RootSectionTitle}` - the root, top-most section which owns the idea space.
- `{%FolderTitle}` - the immediate folder which owns the idea space.
- `{%RootFolderTitle}` - the root, top-most folder which owns the idea space.
- `{%IdeaSpaceTitle}` - the idea space's title.
- `{%JournalSubtitle}` - if a journal idea space entry, then the journal entry's optional subtitle.
- `{%IdeaSpaceCount}` - this represents the total count of idea spaces that could be printed.
- `{%IdeaSpaceNumber}` - in the example above: 26, as in #26 out of the total count of idea spaces.
- `{%IdeaSpaceSheetNumber}` - in the example above: 3, as in the 3rd sheet of paper necessary to output the current idea space.
- `{%IdeaSpaceNumberOfSheets}` - in the example above: 9, as in this idea space needs 9 sheets of paper to output its content.
- `{%IdeaSpaceNumberWithSheetInfo}` - in the example above: 26 (3 / 9), as this is page 3 out of 9 for idea space #26. If the idea space fits on a single page then `{%IdeaSpaceNumberWithSheetInfo}` is simply replaced with `{%IdeaSpaceNumber}`. But, if the idea space spans across multiple sheets it is replaced with: `{%IdeaSpaceNumber} ({%IdeaSpaceSheetNumber} / {%IdeaSpaceNumberOfSheets}`).

PDF Export

Curio supports exporting all or a selection of idea spaces to PDF.

Export Idea Spaces to PDF

1. Use the Share toolbar button or choose the File > Share menu then choose whether you want export the idea spaces in the current section or only the selected idea spaces.
2. Modify your PDF export options in the Print dialog that appears.
   1. Set whether your idea spaces should be scaled to fit a single printed page.
      - Optionally rotating the orientation of the page automatically to minimize scaling.
      - In the case of very large idea spaces, you can also tell Curio that if the scaling to fit to a single page would result in a scaling of less than 50% then it should automatically expand to additional pages until it crosses that threshold so the results aren't too small.
   2. Set whether Curio should include the idea space background and grid.
   3. Specify a header or footer that should appear on the top of each page, see the notes in the Printing documentation for those variable options.
   4. Enter values for the top, left, bottom and right print margins, or click "Use smallest margins possible" to make your margins as small as possible, for your printer, and maximize your idea space work area.
3. Press the Export button to begin the export.

Options

The same options seen when printing discussed above are available in the PDF export dialog as well.

PDF Outline

For Curio Professional and Standard, the PDF's generated using Export as PDF now have an embedded PDF document outline for easy navigation using PDF viewers that support that standard PDF feature. In Apple's Preview app, for example, choose View > Table of Contents to see the PDF's hierarchical document outline.

The PDF outline is part of the PDF standard so most standards-following PDF readers should support it. Zengobi has tested it with the macOS Preview and Adobe Reader apps as well as the following iOS apps: Dropbox, Readdle's PDF Export and PDF Viewer, Good.iWare's GoodReader, Branchfire's iAnnotate PDF, and LiquidText.

Clickable Links

When you export idea spaces via Export as PDF the resulting PDF will have clickable links for:

- Weblink figures, like a URL dropped from a browser into an idea space.
- Figures with URL actions.
- Weblinks and figure URL actions that are inner project hyperlinks (ex: curio://?ideaspace=062…).
- Idea space links to other inner project idea spaces.
- Jump anchors to inner project locations.
- Figures with jump actions to inner project locations.
- Figures with first, last, previous, or next idea space jump directions.

Limitations

Curio doesn't generate PDF links for a selection of text within a text figure that has a link attribute. This is a tricky one to solve as (a) Curio would have to scan all text figures when exporting to find any `NSLinkAttribute` attributes which could be very slow, (b) the resulting range of text may consist of wrapped lines of text complicating the generation of potential PDF annotation link regions.

Note Open PDF in Preview

If instead of exporting as PDF you choose to print then click the print dialog's button to Open PDF in Preview then Curio isn't given that temporary filename so is unable to modify the generated PDF to include the PDF outline or PDF links. So either use print to a PDF file and then open it, or use export as PDF.

HTML Export

When it's time to share your ideas with coworkers, clients, or friends, you can export your idea spaces to HTML files which can be viewed using a web browser.

The Resulting Output

The result is a single `index.html` file in the specified folder along with `Contents` and `Documents` subfolders. The former contains full-size images and thumbnail images for each exported idea space. The latter contains any exported assets.

Curio uses an image and accompanying image map to represent each idea space so they will render correctly regardless of platform, browser, installed fonts, etc. The image maps support jump actions between idea spaces, web link action URLs, and exported asset files.

The default HTML template Curio uses for exporting works beautifully with the latest Safari, Chrome, Firefox, and Internet Explorer browsers on both Mac and Windows platforms. Navigation controls appear when the mouse is moved or the device is tapped. These same controls automatically hide after a few seconds of inactivity. You can also use the arrow keys to step through the slideshow. The integrated popup navigator allows you to quickly choose a specific idea space in the hierarchy.

The resulting HTML also works perfectly with Safari on your iPad and iPhone devices. Use your fingers to pinch and zoom or pan around larger idea spaces. Simply tap on an asset figure to open the asset itself. Tap anywhere to show the navigation controls.

If you've exported these idea spaces to the same location before, only the modified or new idea spaces and assets will be exported. This significantly reduces the time it takes to update a previously exported project.

Publish Your Idea Spaces as an HTML Project

1. Optionally select specific idea spaces in the Organizer that you wish to publish.
2. Choose File > Export As > HTML.
3. Click on Export All if you want to export all idea spaces, else click Export Selected to only export the selected idea spaces.
4. Choose a location to export the idea spaces. Since exporting to HTML will result in creating multiple files it's best to create a new folder for the exported files.
5. Choose the template to use.
6. Choose the image type and select whether idea spaces should be scaled to a max width. For JPEG files, you can also choose the quality of the resulting images. The better the quality, the larger the file size.
7. Click Export.

Customizing HTML Templates

1. To create your own HTML template for exporting, check out the bundled HTML templates which can be found within the app itself: `/Applications/Curio.app/Contents/Resources/Repository/HTML Export Templates` .
2. Copy one of the bundled templates to help you get started. Open the `index.html` file in your favorite text editor and check out the code. Note variables that start with {curio which are dynamically replaced when the template is exported with data. Currently we're only using two: `{curio_project_title}` and `{curio_slides_array}` . The former is replaced with the project title, the latter with a big JavaScript array of the resulting slides.
3. Now to really understand how this works, do a Curio HTML export of a simple project and check out the resulting exported index.html file. See how the project title is replaced and the array of slides is generated?
4. For your copy of the `index.html` template file you can change something simple, such as the CSS style information at the very top of the file. Or perhaps you want to dig deep and modify both the CSS and JavaScript. It's all in this `index.html` and you can do whatever you want with the output arrays.
5. When you're ready to test out your template you need to place it into a specific folder so Curio can find it. Look in your `~/ Library/Application Support/Curio/Version XX/Repository` folder and create a new folder inside called "HTML Export Templates". Then, within that folder, create a subfolder and call it something that will identify your new template such as "Awesome Export". Then place your custom `index.html` file into that subfolder.
6. When you restart Curio, the HTML Export dialog will find your custom folder and allow you to choose one of your custom templates.
7. As a note, we store the templates with that Repository subfolder because you could share a repository with your entire company or school.

Keynote Export

While Curio doesn't support a direct export to Keynote, you can easily create a Keynote presentation using exported images.

Export Your Idea Spaces to Keynote

1. In Curio, click the Share toolbar button then choose Export As > Image. Choose to export JPG images and also create a new folder for the output. This is also where you might want to specify a scaled size for each exported image. Then click the Export button to fill your new folder with image versions of your idea spaces.
2. Launch Keynote and choose the White theme and an appropriate slide size in the window that appears when it launches.
3. In the Finder, select all of the images that Curio exported and drag-and-drop them to the Slides area on the left side of the Keynote window. Drop them just above that initial blank slide that Keynote automatically created for you.
4. Click on the first slide in the Slides area and then choose Edit > Select All to select all the slides and then click the Change Master button in the Format inspector and choose Blank.
5. Scroll down to the very bottom of the Slides area and select the last slide, which is that initial blank slide auto-created by Keynote, and press the Delete key to remove it.

PowerPoint Export

While Curio doesn't support a direct export to PowerPoint, we can use an Automator helper script to assist with the process.

Previously we were able to use an Automator helper script to do this. However, it looks like Apple's sandboxing restrictions make this a pain because PowerPoint has to ask you to grant access to every imported image! If you have 100 slides then it'd ask you 100 times for permission!

So, in lieu of that, until they can get this resolved, use this workaround:

1. Follow the 5 steps on the previous idea space to export your Curio project as a Keynote slideshow.
2. Use Keynote to export as PowerPoint.

That's it!

Hopefully Microsoft can adjust their Create PowerPoint Picture Slide Shows Automator action to support selecting a folder instead of multiple files and then you'd only have to grant permission once. But in the meantime you'll need to go through Keynote.

TaskPaper Export

Via the Share menu or toolbar button, you can export a selected list, stack, or mind map as a TaskPaper document. Figure meta information is automatically exported as well.

Note that `@done` is output for any completed items, and `@progress()` for all other items. This includes 0% done, so you will see a `@progress(0)` for unchecked items, so you can perform `@progress` searches in TaskPaper, as described below. You can turn this off if you'd rather only see this tag when progress has been made. If the Done Date meta information is set then that date is output with the form `@done(YYY-MM-DD)`.

TaskPaper Meta Search Tips

Curio will output meta information to TaskPaper using the markdown-style syntax described in Exporting Meta. Thus `@progress(25)` to indicate a task is 25% done and `@resources(George, Greg)` to indicate resources.

TaskPaper supports advanced searching queries that can dive into this meta information.

- `@progress >[n] 20`
  Find all tasks more than 20% completed (that aren't done, which would have a @done tag instead of @progress).
- `@tags contains[l] home`
  Find all tasks with a tag of Home.
- `@resources contains[l] george`
  Find all tasks assigned to George.
- `@due < [d] 2018-06`
  Find all tasks due before June 2018 (more date tips here and here).
- `@due <[d] next week and @progress =[n] 0`
  Find all tasks due in the next week that haven't been started.
- `@due <[d] next week except @done`
  Find all tasks due in the next week that aren't done.

Export a List, Mind Map, or Stack as TaskPaper

1. Select the list, mind map, or stack figure.
2. Choose the Share button or File > Share menu, then under selected figure choose Export As > TaskPaper.

Importing from TaskPaper

- Click here to learn how to import from TaskPaper.

Markdown Export

Curio can export an entire project, selected idea spaces, or specific selected figures as markdown!

The result is pretty awesome: a single markdown file (and optional accompanying assets folder) where your Curio text figures turn in markdown rich text blocks, your Curio lists, mind maps, and stacks turn into markdown list blocks, Curio tables into markdown tables, Curio image figures into inline markdown images, asset figures into markdown file links, link figures into markdown links, etc.

You can then view the exported markdown file with your favorite markdown app like Marked or MultiMarkdown Composer.

Export Your Project, Selected Idea Spaces, or Selected Figures as Markdown

1. In Curio, select what you want to export then click the Share toolbar button then choose Export As > Markdown.
2. In the dialog that appears you can choose the location for the export and give it a file name for your export. Note that a single .markdown file will be created with that name containing everything you selected to export.
3. In that same dialog you can optionally specify if you want figure notes and meta exported.
4. You can also specify that images and files should be exported as well. If so, Curio will create folder alongside your markdown export file which will contain those images and files stored within uniquely named subfolders.
5. Click the Export button and your export will be generated.

Markdown Text

Curio's markdown converter will convert your rich text figures directly into markdown! Curio uses each figure's markdown setting in the text inspector is to determine how to perform this conversion:

- **Markdown Rendering is Off**

  If the markdown inspector button is off then this is a figure which doesn't contain any entered markdown. So Curio will automatically convert any rich text attributes to the supported markdown rich text syntax described earlier. For example, if Curio finds bold text it is turned into **bold**. As a note, to determine if a line of rich text should be a markdown header (ex: "# header 1") Curio looks for text where the entire line is bold and of a certain font size. Headers 1 through 6 (i.e. #, ##, ###, ####, #####, ######) will be created with bold text of size 32, 24, 18, 16, 13, 11, respectively.

- **Markdown Rendering is On**

  If you set the markdown inspector button is on then Curio will take the text figure's text and leave any existing markdown that you entered as-is, but it will also conveniently convert any attributed text it finds to markdown's rich text syntax. So, if a text figure contains the following text: "This is a mix of *italicized* markdown syntax and **bold** attributed text." then will take that italicized markdown as-is but convert the bold text to **bold**.

Markdown Lists

Curio exports hierarchical data such as lists, mind maps, and stacks as markdown lists, with the following considerations:

- While basic markdown doesn't support nested lists, many extensions such as MultiMarkdown and CommonMark use tab indentions to indicate nesting, so Curio supports this as well.
- Markdown only supports simple bullets (via the * markup) and numbering (via the 1. 2. 3. markup) so Curio's extensive per-level prefixing is automatically narrowed to those two available options during export.
- The individual text figures that make up the Curio collection figure are converted into markdown's rich text syntax as described above.
- If a list item has line breaks within then those are merged into a single text line for the export.
- Curio will output the * as the list marker for bullets. You can optionally change this to the - marker if you wish.
- List titles have to be output with a blank line between the title and the actual markdown list, as per markdown rules. Personally I wish it didn't need this but, if it's not there, then lists won't render correctly.

Mind Map Levels as Markdown Headings

By default, a mind map is exported exactly like a list for all of its hierarchical levels so you might see something like this for a typical mind map:

```
– Central Topic
    – Parent 1
        – Child
            – Grandchild
    – Parent 2
        – Child
            – Grandchild
```

However, when exporting a mind map collection figure, the export as markdown dialog will have an additional option: *Use markdown headings to mind map level* with a popup allowing you to choose a level. If a non-zero level is chosen, then hierarchies up to that level are exported as markdown headings instead of list items. A setting of 2 would result with this export:

```
# Central Topic

## Parent 1

– Child
    – Grandchild

## Parent 2

– Child
    – Grandchild
```

The other difference is for all exported nodes, figure notes are output directly after the figure's text instead of as a markdown footnote, as detailed below. For example if *Parent 1* and *Grandchild* had some notes it would look like this:

```
## Parent 1
Here are some notes.

– Child
    – Grandchild
Here are some notes.
```

Most markdown renderers would then display those notes on the same hierarchical level as the item itself.

This feature is designed to mimic the functionality that was supported in the venerable iThoughts, a popular standalone mind mapping app that has been discontinued, sadly. However, one key difference is that Curio will still output meta data as markdown tags on the same line as the figure's text, as detailed below.

Markdown Tables

Curio exports its tables as markdown tables, with the following considerations:

- While basic markdown doesn't support tables, many extensions such as MultiMarkdown and Github Flavored Markdown support a common extended syntax for markdown tables which Curio uses.
- Markdown only supports a header row, so Curio's footer row and header & footer columns are simply rendered in markdown as normal cells.
- Markdown column alignment syntax is not output since Curio's can be individually specified per cell.
- Each row has a leading and trailing pipe ("|"), which some markdown viewers require, but can be disabled.

Markdown Links

In the markdown export dialog you can choose whether to export images and other figure assets. These are exported to a folder created alongside the resulting markdown file. Each exported figure asset will be contained within uniquely named subfolder to avoid file name collisions.

By default this assets folder will be named based on the markdown file name. For example, if you specified "Project" for the exported markdown file, then the assets folder will be named "Project Assets". You can customize this format string, where a %@ token in the format string, if found, is replaced with the markdown file's name.

Note the resulting markdown links, like `[An image](Project%20Assets/7832-3982/Notes.pages)`, will reference this folder location so you can't rename it in the Finder later! Instead you will need to delete the previous export and re-export.

Inline Image Links

For simple image types (png, jpg, etc, but *not* pdf), Curio will use the `![title](path)` markdown syntax to show the image inline on the markdown page (note the exclamation point prefix). Or, if you don't want to see the inline image, you can export as a normal markdown link instead. Curio will scale the exported image so it's the same size as rendered on the idea space, but you can export the full size image if you wish.

File and URL Links

For all other asset types, Curio will use the `[title](path)` markdown link syntax thus creating a clickable link to the asset. Of course weblink figures use the `[title](path)` markdown link syntax as well thus creating a clickable link to the site.

Wikilinks

Inner project wikilinks like `[[Wikilink]]` or `[[Wikilink|Alt Title]]` are converted into standard markdown links of the form `[title](link)` during export.

Compatibility

The ability to render and handle these links depends on your markdown viewer, although Marked and MultiMarkdown Composer seem to handle them beautifully.

Limitations

Note that this feature works for images and files that exist as asset figures. Curio will not parse, extract, and export images that exist within the rich text content of a Curio text figure.

Markdown Footnotes

If you have enabled copying or exporting figure notes (via the Edit > Copy As menu or the export dialog, respectively) then Curio will export those notes as markdown inline footnotes that MultiMarkdown supports.

For example:

> This is a figure.[^And this is its note as an *inline* footnote.]

If you'd prefer the inline footnote format favored by Pandoc/Obsidian/markdown-it, like `^[This is a note]`, then you can change an advanced preference.

Markdown Meta Tags

If you have enabled copying or exporting figure meta (via the Edit > Copy As menu or the export dialog, respectively) then Curio will export meta data in some tag-like entities.

For example:

> Simple figure[^Some notes for this figure.] @progress(25) @rating(4) @priority(1) @start(2018-02-14) @due(2018-03-15 15:00) @duration(20d) @tags(Love, Home) @resources(Kat, George)

Optionally, when exporting markdown, you can specify that the normal plain text output is used for meta if you'd rather use the normal text formatting for meta export as detailed in the Including Meta in Text Exports idea space. So the export text above would look like this instead:

> Simple figure (25% complete; ★★★★☆; urgent priority; Feb 14, 2018 - Mar 15, 2018 3:00 PM; duration 20 days; Love, Home; Kat, George) (Some notes for this figure.)

Here's the meta output Curio supports:

Meta Output	Values	Description
@progress(50)	A number from 0 to 100	If checkmarks visible, the figure's percent complete (or @done for 100% if enabled).
@rating(3)	A number from 1 to 5	The figure's rating value (number of stars).
@priority(1)	A number from 1 to 5	The figure's priority value from 1 meaning urgent priority to 5 meaning very low priority.
@start(2018-04-15)	A date with or without a time value	The figure's start date (custom date and time format).
@due(2018-04-25 20:00)	A date with or without a time value	The figure's due date (same customizations).
@duration(2w)	A duration string	The figure's duration is normally not exported, but can be enabled. The abbreviations for year, month, week, day, hour, minute can all be customized, note that month uses "x" by default like TaskPaper.
@tags(Home, NextAction)	A comma separated list of tags	The figure's tags. Choose to export just the tag or tag set and tag: Home or Context.Home. You can also choose the format: @tags(Home, NextAction), or @Home @NextAction, or #Home #NextAction.
@resources(George, Greg)	A comma separated list of resources	The figure's resources. Choose how much of the resource name to export: George, or GeorgeBrowning, or George Browning, or George_Browning. You can also choose the format: @resources(George, Greg) or @George @Greg.

Presentations PRO

You can show your idea spaces on your computer's display, or use a projector to share it with a large group. Curio's integrated presentation mode with custom transitions is perfect for group brainstorming sessions.

Begin the Presentation

Begin by clicking the Presentation toolbar button, the View > Begin Presentation menu, or using the Share toolbar button.

Begin the Presentation in Window

Choose the View > Begin Presentation in Window menu to begin the presentation in a separate, resizable window, instead of taking over your entire screen. This is useful if sharing a window with others via Zoom or other conferencing software.

> **Tip**
> If you right-click on the toolbar you will find an optional *Present in Window* toolbar button that you can drag into your toolbar if you use this feature frequently.

End the Presentation

Press the Escape key.

Context Menu

Right-click on the idea space to show the presentation mode context menu.
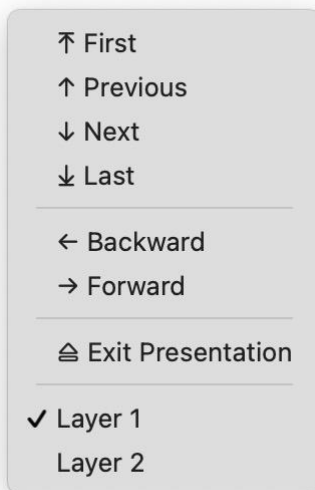
There you can switch to a different active layer, perhaps to select figures on that layer, or toggle the visibility of a layer. Choosing an already active layer will hide it, choosing one that isn't active but hidden will make it active and visible. The visibility toggles only persist while showing that slide. Moving forward or back, or restarting the slideshow will restore visibility to their normal values.

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Presenting to an iPad via Sidecar

Apple's Sidecar feature allows you to present from Curio directly to your iPad! Some tips:

1. Make sure you have the combination of Mac and iPad that work with the Sidecar feature.
2. Use the AirPlay/Sidecar icon menu bar control to connect to your iPad.
3. From that same menu set "Use As Separate Display".
4. In Curio's Settings, under the Presentation icon, make sure "Show on secondary display (when connected)" is checked.
5. Begin your presentation in Curio and it will then appear on your iPad's screen.

Curio's presentation mode Touch Bar controls will appear on the bottom of the iPad display so you can easily navigate through the slides by tapping:

If you don't see them then make sure they are not hidden via the AirPlay/Sidecar menu bar menu.

You can tap on figures within the idea space during presentation mode to expand/collapse collections or highlight items, however you have to use your Apple Pencil to do this, not your finger.

> **Note**
> You can use Sidecar's "mirror display" instead of "separate display", and then uncheck the "show on secondary display" option in Curio's Settings. However, there seems to be a common macOS bug for some combinations of Mac model, macOS version, iPad model, and iPadOS version that can result in Touch Bar controls being unresponsive to taps.

Working with Other Apps

If you'd like to work with apps such as EpicPen and sketch on top of a presentation using the Pencil via Sidecar, then we've noticed that a presentation in a window filled to the screen size works more reliably that an actual full-screen presentation.

In Curio's Settings, under the Presentation icon, make sure "Present in window fills secondary display (when connected)" is checked. Then when you begin a presentation in a window, Curio will make sure that window is on the secondary display – your iPad display via Sidecar – and fills the screen.

You can then use EpicPen's tool palette:

• Use EpicPen's pointer tool to select figures in Curio and use the Touch Bar controls to skip through slides.
• Use EpicPen's brush tool to draw on the screen using their brushes.

Keyboard Shortcuts

Action	Key
End Presentation	Esc
Next idea space	Right Arrow, Down Arrow, Page Down, Spacebar, Swipe Down (see gesture handling notes below)
Previous idea space	Left Arrow, Up Arrow, Page Up, Swipe Up (see gesture handling notes below)
First idea space	Home
Last idea space	End
Back in history	[, Backspace, Cmd-Left Arrow, Swipe Left
Forward in history	], Cmd-Right Arrow, Swipe Right
Toggle scaling on and off	S
Zoom Out (experimental)	, or <
Zoom In (experimental)	. or >
Zoom Actual Size (experimental)	/
Select a figure	Click (when pointer is visible)
Toggle the expand/collapse of a selected mind map branch.	Quick Spacebar Tap
Toggle the expand/collapse of a branch and its children.	Quick ⌥Spacebar Tap
Toggle the expand/collapse all branches at this level.	Quick ⇧Spacebar Tap
Open a figure's asset or perform the figure's action	Double-Click (when pointer is visible)
Set a rating	0 through 5 (when a figure is selected)
Scroll the idea space	Click and drag the background (when pointer is visible)

Gestures

While presenting, the following gestures can be performed on a trackpad:

- Smart Zoom (if enabled in System Settings > Mouse/Trackpad) allows you to double-tap to zoom and restore. This can be customized via advanced settings.
- Pinch/expand enables or disables scaling.
- 3-finger swipe up/down goes to the previous/next Organizer item.
- 3-finger swipe left/right goes backwards/forwards in history.

Note that you'll need to make a change in System Settings > Trackpad > More Gestures so that Curio can actually receive 3-finger swipes, otherwise the Mac's system receives them instead.

Continuity

Recent macOS releases have introduced a series of "Continuity" features allowing you to use your iOS device with your Mac. Many of these features are useful with Curio!

There are lots of specifics including Mac and iOS device compatibility plus Bluetooth and Wi-Fi requirements found in the links below.

Continuity Camera

Introduced with macOS Mojave, Continuity Camera is a fast way to take a photo directly into Curio.

Via Curio's Insert main menu or the right-click idea space context menu you can choose Take Photo with your iPhone or iPad, take the picture using that device, and it will appear, almost magically, as an image figure in your idea space.

Alternatively, you can choose Scan Documents instead, which converts the captured photo into a PDF, which is then plopped into your idea space. In macOS Big Sur, Continuity Camera gains an enhanced scanning features for clearer scans and automatic cropping.

Continuity Sketch

Introduced with macOS Catalina, Continuity Sketch is another useful service.

Via the same Insert or right-click context menu, you can choose Add Sketch, then sketch out an idea using your iPhone or iPad. With an iPad you can use your nifty Apple Pencil if you have one. When you tap Done the result is instantly dropped into your idea space as an image figure.

Continuity Markup

Introduced with macOS Catalina, Continuity Markup is very useful if you work on PDF documents.

However one key limitation is that it *only* works with Quick Look from the Finder.

1. To do this with a PDF in Curio you have to perform a quick initial first step: right-click on the PDF figure in Curio and choose Reveal in Finder.
2. Then in the Finder you can press Spacebar to bring up Quick Look, tap the Markup button, then the Annotate button to choose your device.
3. Now you can add highlights, draw arrows, sketch notes, type text, add a signature, and more!
4. As you work the changes appear live within the Quick Look preview on the Mac.
5. When you tap Done on your iOS device, then Done in the Quick Look window, then switch back to Curio, your PDF image figure will automatically refresh to show those new annotations.

Sidecar

Introduced with macOS Catalina, Sidecar allows your iPad+Pencil to mimic a high-end pressure-sensitive graphics tablet such as a Wacom tablet.

This feature allows you to use your iPad+Pencil to sketch directly into your Curio notebook using Curio's scribble mode. As far as Curio's concerned, it thinks you've plugged a graphics tablet directly into your Mac.

Project Backups

We have thousands of Curio customers around the world who use Curio for their important notebooks: work projects, personal projects, client designs, doctoral dissertations, class notes, and much, much more. We couldn't be more thrilled and proud at what you're able to create and achieve with Curio.

With such important data please be sure to create project backups. Accidents happen, laptops are dropped or stolen, lightning can strike, bugs exist, and disk drives do die. Backups are easy to do, take only 5 minutes to implement, and are quite inexpensive for the peace of mind they provide. Please check out one or more of the options below.

Curio Automatic Backups

Curio Standard and Professional customers should take advantage of its built-in support for automatic backups. After setup, projects located within the specified Projects folder are automatically backed up to the specified Backups folder.

Curio PDF Mirroring

Curio Standard and Professional support a feature called PDF Mirror which will create an automatic, cross-platform PDF representation of your entire project and store it in a specified destination folder. This special publishing feature can even optionally include all embedded and aliased assets.

Time Machine

For years macOS has supported a wonderfully integrated backup solution called Time Machine. Every hour all your important documents and applications are backed up to an external drive which is useful if your primary drive dies.

Whole Disk Backups

You can also implement a whole-disk backup plan with either Carbon Copy Cloner or SuperDuper. Either application can create a bootable backup disk on an external drive which gives you an exact, up-to-date copy of your internal drive.

Cloud Backups

A remote, cloud backup service is inexpensive and easy to configure, for example BackBlaze.

Sync Services

A syncing service such as iCloud Drive, Dropbox, or Google Drive can be useful as well.

Please note that these are syncing services, not backups, so if you delete a project or if a project is corrupted on one machine they will sync the deletion or corruption to your other machines.

If you intend to store your projects on a synced folder then we strongly encourage you to view these tips.

One technique that you may want to consider is storing your projects locally but setting Curio's folder for automatic backups, described above, to a location on a synced service. For example, your projects folder could be `~/Documents/Curio` and your backups could be set to `~/Dropbox/Curio`.

Cloud Syncing

You can use cloud sync services, such as Dropbox and iCloud, to sync your Curio project files between your machines. However, it's very important to follow the guidelines below to minimize the chance of conflicts or partial syncs.

Summary

We recommend keeping your entire Curio projects folder or specific individual project files synced and downloaded on your machine by using one of the following:

- **iCloud**: Right-click on the projects folder or project file and choose Keep Downloaded (on macOS Sequoia 15 and above) or Download Now (on earlier macOS releases).
- **Dropbox**: Right-click and choose Make Available Offline. You may also want to change the Dropbox Settings so new files are always available offline by default.
- **OneDrive**: Right-click and choose Always Keep on This Device.
- **Google Drive**: Right-click and choose Available Offline.

Most importantly make sure to give projects time to upload before disconnecting your Mac from the network, and time to download before opening Curio on your other Mac. The sync icons in the Finder help tremendously. More details below.

Backgrounder

First some definitions to provide more details on how syncing works.

Sync Services

By far the most popular sync services used by Curio customers are iCloud and Dropbox. However, there many other popular options such as Google Drive, Microsoft OneDrive, and Box Sync, which customers may use to sync their files between machines.

These services work by watching for local file changes and then silently uploading those changes to their cloud servers. They will also receive notifications from the cloud when file changes are detected there, perhaps from one of your other machines, so the files can be downloaded to your local machine.

If a problem occurs during this process or if changes are made on multiple computers between syncs then the result is a conflict, where the service can't determine how the file should be reconstructed locally.

Curio Package Files

A Curio project file is technically a macOS *package* file. It may look like normal file, however it's actually a special kind of folder containing dozens, hundreds, or even thousands of files and subfolders. Everything contained in your project is organized neatly within this hidden file hierarchy.

You can carefully explore within a Curio project package by right-clicking on a Curio project file in the Finder and choosing *Show Package Contents* to see what's inside. Just be sure not to change any files you find within.

When considering syncing, this means that all of these files in your project package need to be completely synced when changes are made. Most operations, such as editing a text figure, or deleting an idea space, might only impact a couple of files within the project package hierarchy.

> **Important**
>
> If the entire sync doesn't complete then you could end up with a mix of old and new internal project files. This can lead to problems when you then try to download those changes on a different machine. In a worse case scenario Curio could be unable to open the corrupted project.

Project Password?

If Curio is unable to open a project it assumes the project is encrypted so asks for a project password to decrypt it. However, this password dialog may also appear for non-encrypted projects if they have been corrupted due to partial sync!

If this happens, force a download and then open the project.

Avoiding Sync Issues

Fortunately there are some steps you can follow to minimize the chance of lost content due to incomplete syncs.

> **Warning**
>
> The key is to make sure everything completely uploads and downloads with the syncing service before disconnecting from the internet or opening the project. You do **not** want a partial upload or download sync or corruption can occur.

On Machine #1

1. Make sure to quit Curio so all changes are saved and committed to disk.
2. Allow your sync service time to synchronize changes to the cloud *before* disconnecting from the Internet. For Dropbox, simply wait for its icon in the menu bar to stop animating. For iCloud, you can open a Finder window and see if the iCloud Drive sidebar item has an animating sync icon or if the status text indicates that changes are uploading. Essentially don't immediately disconnect from the Internet, give your Mac a few moments to finish the sync.

Note that if you have a large number of changes or added large assets to your project then it may take a few seconds for those changes to sync up the cloud.

On Machine #2

1. Login and connect to the Internet.
2. Allow your sync service time to synchronize changes from the cloud *before launching Curio*. This means waiting for that animating icon to finish. It is very important to wait for all changes to sync down before opening your project.
3. Launch Curio and open your project.

Sync Indicators

Most cloud services have handy indicators which can let you know when it's syncing files between your local drive and the cloud, so you can wait until the sync is *completely* finished before disconnecting from the network or launching Curio.

iCloud Sync Indicators

Learn more about iCloud syncing and their icons.

When a file is *only* in the cloud and *not* on your local hard disk…

- The icon next to the file looks like this:

When iCloud is syncing…

- This icon will appear next to a file that is waiting to be synced to the iCloud for the first time:
- When a file begins syncing the icon looks like this:
- And the iCloud Drive item in the Finder sidebar will show an animating icon: iCloud Drive
- And the Finder status bar (*View > Show Status Bar*) will show you additional details:

  1 of 10 selected, 46.54 GB available on iCloud, uploading 1 item

When iCloud has finished syncing…

- The icon next to the file that has finished syncing looks like this:
- Or, if you are using the right-click *Keep Downloaded* introduced in macOS Sequoia 15, like this:
- If a file could not be synced the file icon will look like this:
- If you've run out of storage space on your iCloud the file icon will look like this:

Dropbox Sync Indicators

Learn more about Dropbox syncing and their icons.

When a file is *only* in the cloud and *not* on your local hard disk…

- The icon next to the file looks like this:

When Dropbox is syncing…

- When a file begins syncing the icon looks like this:
- And the Dropbox menu bar icon will show an animating icon:

When Dropbox has finished syncing…

- The icon next to the file that has finished syncing looks like this:
- And the Dropbox menu bar icon stops animating and looks like this:
- If there was an error syncing the file icon will look like this:

OneDrive Sync Indicators

More information about OneDrive's icons can be found here.

Google Drive Sync Indicators

More information about Google Drive syncing can be found [here](#) with details on where they show sync status information.

Offloaded Files

Many sync services support offloaded files where the file or folder existing primarily in the cloud and is only downloaded to your local computer when you try to access it.

Examples include:

- [iCloud Optimized Mac Storage](#)
- [Dropbox Smart Sync](#)
- [OneDrive Files On-Demand](#) ([more details](#)).
- [Google Drive File Stream](#)

These sync services will usually indicate this offloaded status with a little cloud icon next to the file name in the Finder, like Dropbox's ☁ icon and iCloud's ☁ icon.

Problems with Offloaded Files

Generally this is considered a space-saving feature so that older content is automatically removed if you haven't needed it in a while. However, it can cause problems if you go to access that data and either don't have access to the internet at the moment, or the content requires a long time to download.

Since Curio's project package files are technically directory hierarchies, if a sync service decided to offload items *within* the hierarchy then that could cause corruption problems.

Force Download

> **Important**
> We *strongly* encourage you to make sure an entire project is downloaded locally before attempting to open it!

To force the service to download a Curio project file you can follow these steps:

- **iCloud**: Right-click on the projects folder or project file and choose Keep Downloaded (on macOS Sequoia 15 and above) or Download Now (on earlier macOS releases).
- **Dropbox**: Right-click and choose Make Available Offline. You may also want to change the Dropbox Settings so [new files are always available offline](#) by default.
- **OneDrive**: Right-click and choose Always Keep on This Device.
- **Google Drive**: Right-click and choose Available Offline.

The cloud service will download the project file and then you can double-click to open it in Curio.

Alternatively you can simply drag-and-drop the Curio project file to a folder which is not synced such as your *Downloads* folder.

For Dropbox, we would also recommend using their Settings and setting

No Sync

You can actually direct both iCloud and Dropbox to *not* sync a specific folder, even if located in normally synced folder hierarchy, like iCloud's `~/Documents` folder or Dropbox's `~/Dropbox` folder. Perhaps you want to make this change temporarily, because you're going on a trip, or you wish to turn it off permanently.

- For iCloud, you can rename the folder so it has a `.nosync` extension such as `~/Documents/Curio.nosync` and iCloud will no longer sync its contents. You can even use this trick to avoid syncing a specific file such as `Vacation.curio` to `Vacation.nosync.curio` .
- For Dropbox, go into its Settings > Selective Sync and uncheck the folder.

Of course, if you really wish to make this a permanent change then simply drag your `Curio` project documents folder elsewhere, such as right off the home folder: `~/Curio` .

Sync Service Limitations

Some cloud services have limitations which may cause issues.

iCloud Drive Limitations

If you use iCloud Drive to share macOS folders or files with other colleagues then if those other users delete a file or folder, they are instantly removed without going into the Trash or iCloud Drive's Recently Deleted folder. There is no way to bring them back.

This means if a friend inadvertently deletes one of your shared Curio projects then it cannot be recovered so it is imperative that you keep separate backups just in case.

OneDrive Limitations

At the time of this writing, OneDrive has some limitations that *could* impact Curio projects:

- OneDrive paths can't have the vertical bar character ("|"). This could cause a problem if you have, for instance, an idea space title with a vertical bar in it, thus the underlying asset file would have the same character, and OneDrive will balk at it. Curio filters out many "bad" characters from file names (/ \ ? % * : " < >), but that character's unfortunately not one of them (we're a bit nervous to add it now as it could break some existing linkages).
- OneDrive has a max path length of 400 characters. That sounds like a lot but if you put a Curio project in a deeply nested subfolder with lots of long folder names, and Curio itself creates files with long 36-character unique ID's then you could sneak up on it.

In short, be very careful if using OneDrive.

Box Drive Limitations

While older versions of Box Drive did not support Mac package files, the latest Box Drive now supports Mac package files on macOS Big Sur and beyond, thus should now support Curio's project file format. Make sure you're on the latest version of Box Drive to ensure maximum compatibility.

Synology Cloud Station Limitations

Synology Cloud Stations do not support macOS aliases so if you create an alias to a file within your idea space, the alias will be broken when Synology syncs the file.

Settings

Curio's settings can be found via the Curio > Settings menu (was previously called Curio > Preferences).

> **Tip**
> In addition to these basic settings there are scores of advanced settings which you can find via the Help > Curio Advanced Settings menu item!

General

Appearance

Curio's window chrome, toolbar, inspectors, shelf, Organizer and other interface elements can dynamically change their appearance based on the dark mode setting in System Settings > General. You can however, override the system setting here within Curio's Settings and force a light or dark appearance.

> **Important**
> Your idea space content will still abide by the specified coloring and styles set for your idea spaces and figures. Those styles won't invert or change on-the-fly based on the dark mode setting

Themes

In addition to the simple dark and light mode toggle, Curio Standard and Professional include support for appearance themes, allowing you to change the look of the Curio user interface even further.
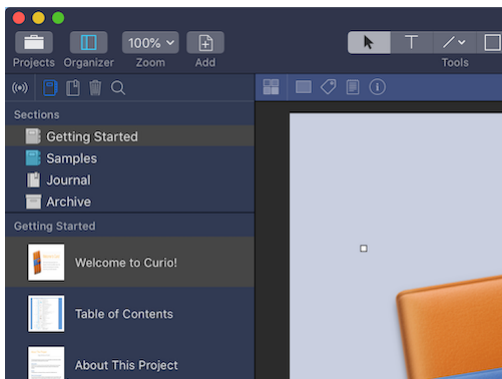
In the same appearance popup button allowing you to choose dark or light mode, you will find several color themes that come bundled with Curio. Change the interface to a palette of blues, bright shades of yellow, or dark shades of black for midnight workaholics.

Customizing Themes `PRO`

Curio Professional kicks it up a notch, allowing you to create your own custom themes by combining display properties such as dark mode; window, Organizer, inspector bar, and shelf background coloring; Organizer text coloring; and even idea space content background coloring!

How it Works

Curio's theme support takes advantage of the native macOS light and dark mode automatic coloring, including support for appropriate text font colors.

For example, you might create a theme that starts with a dark mode style, then replaces the default dark gray coloring with a dark blue coloring instead. You get the automatic inversion of text colors, thanks to macOS dark mode, combined with custom background coloring.

Alternatively, begin with a light mode style, then change certain backgrounds to lighter pastels that work with the light mode's text coloring.

Creating a Theme

Begin by choosing an interface element or property to modify from the first popup. Many of these are hierarchical in nature so properties can be inherited.

For example you can choose the `dark` element and that allows you to toggle the window's dark mode setting, including any views within that window. Or you can choose `dark.Organizer` and that allows you to toggle just the dark mode setting for the Organizer view.

Similarly the `fill` property controls the background fill of the window and all views found within, while `fill.Shelf` controls the background fill of just the Shelf.

Depending on the property that you're changing you will either see a checkbox or color control appear alongside. For example, `dark` is a toggle thus you'll see a checkbox, while `fill` will show a color control so you can choose a background color.

To get rid of a specified value, set a checkbox to mixed (not unchecked or checked; it has a dash through it) or a color to transparent. That property will then revert to its default or inherited value.

Content Background Color

Like Pages, Keynote, and other content authorizing apps, Curio's idea space content does not change based on light/dark mode setting. Its background is white, by default, with black text coloring, unless overridden by Curio's many styles.

The `fill.Content` property is unique as we wanted to make sure our themes did not inadvertently impact the visibility of your idea space content, therefore it does *not* inherit the global `fill` property.

Since content text coloring will not change dynamically, if you wish to customize `fill.Content` you should choose a light color that works well with your content.

Note this background coloring replaces the default white coloring only when viewing content for editing, but not when printing, exporting, or presenting.

And of course if your idea space background has a color or image set via its style or inspector controls then that color is used instead.

Saving a Theme

Click the Save button to save a theme with a specified name. If a current theme is active then its name will be suggested as the name for the new theme allowing you to easily edit and update existing themes.

Delete a Theme

Click the Delete button to delete the current custom theme.

Limitations

Curio's themes were designed to complement, not replace, the native macOS light/dark modes, as we suspect Apple will release more appearance modes in the future. So some potential features, such as fine-grained color selections, are not offered.

Also note that dialogs, alerts, popup inspectors, popovers, and others simply abide by the `dark` mode setting. Only the colors of the main Curio projects windows and some views within can be customized.

App Icon

This is a fun perk *only* for [Curio sustainers](#) who we sincerely thank for their ongoing support of Curio's development! 🙌

Add some energy to your workflow with a custom icon for your Curio app!

Choose a new icon from the popup and Curio's app icon will update on the Dock while the app is running and, if possible, its icon on disk will also change.

Again, this is just a fun perk for Curio sustainers akin to the free tote bag sent by your local public radio station to its sustainers.

> **Technical**
> Changing the icon on disk will only work for non-Mac App Store versions of Curio and only if we have write access to the app itself. This generally means you're an administrator user on the Mac and it's installed in the Applications folder, not simply in the Downloads folder.

> **Mac App Store Restriction**
> Sandboxing restrictions prevent us from changing the app icon on disk so the custom icon only appears in the Dock while Curio is running.

Product Updates

Curio downloaded from the Zengobi website periodically checks in with Zengobi's server to see if there are any app updates available, given your license's free updates end date.

You can optionally sign up for early access beta preview releases if you want to get an insiders peek of what new features are being developed. These early beta releases may have some bugs, **so project backups are a must**, but it's a great way to check out new functionality and provide early feedback before the official release.

Of course, if your license's end date for free updates is before the expected release date of an upcoming release, then you will not have early access to it until you are able to purchase an upgrade to extend your license with another year of free updates.

> **Mac App Store Restriction**
>
> Updates for Curio obtained from the Mac App Store are handled by macOS. Due to that restriction, you will only have access to the normal release stream of updates, not the early access previews.

Default Projects Folder

Specify a default folder used when saving Curio projects. The default is `~/Documents/Curio`.

> **Mac App Store Restriction**
>
> Sandboxed Curio is unable to automatically set a default projects folder so you must specify it manually by clicking the *Choose* button. Note that Curio will have access to all files in the folder you choose.
>
> If you have Curio Professional, then certain advanced feature like external asset libraries and project lock files are only supported in this default projects folder because Curio needs full access to the files in the folder to support these features.

Backups

Curio Standard and Professional can make automatic backups of your Curio projects! This feature can be enabled in the Settings window, where you can also specify the frequency of the backups and the location where the backups are placed.

If this is enabled then any projects opened from the specified Projects folder will be automatically backed up to the specified Backups folder.

In addition, you can optionally enable backing up projects in *any* location, not just the Projects folder.

During project load Curio will see if the backup needs to be refreshed and, if so, copy the current project to the backup folder.

> **Important**
>
> A project backup is only made during project open, not while running. So backups are not created if you've left Curio open with the project loaded for multiple days.

Location of the Backups

By default the backups are stored within a Backups subfolder created under the specified Projects folder. The default Projects folder is `~/Documents/Curio` therefore the resulting default Backups folder is `~/Documents/Curio/Backups`.

However, you can tell Curio to use a specific backup folder if you wish. This may be handy if you wish to create backups in a very different location, like a Dropbox folder, for instance.

Per Project Override PRO

Curio Professional customers can override the backup settings for a particular project via its project properties inspector. For instance, you might have a particularly large project that only needs a backup every 7 days. Or perhaps you have automatic backups disabled and instead you enable it only for specific projects, even those not located in the standard Projects folder.

Application Support and Personal Repository Folders

Curio will now automatically make periodic backups of its application support and personal repository folders, to ensure the safety of your styles, stencils, templates, project lists, custom Sleuth sites, saved searches, and much more.

By default this will occur every 5 days although you can change this frequency via the Backup App Support Frequency advanced setting (see the Help > Curio Advanced Settings menu item). If set to 0 then no backups will occur.

Assuming you're using the default ~/Library/Application Support/Curio/Version XX location then the backup will be named `~/Library/Application Support/Curio/Version XX Backup`.

If you have overridden the application support folder location and/or personal repository folder, using their respective advanced settings, then Curio will still make sure those folders are backed up, as well.

> **Mac App Store Restriction**
> Sandboxed Curio is unable to set a default project backups folder so you must specify it manually by clicking the *Choose* button. Note that Curio will have access to all files in the folder you choose.

Repositories PRO

Curio supports a powerful, extensible shared repository system.

A repository is a folder structure that contains resources such as project templates, idea space templates & styles, figure stencils & styles, color swatches, external document templates (for Insert > Instant Document), HTML export templates, and Sleuth modules.

Curio includes a bundled repository and your personal repository is automatically created in ~/Library/Application Support/Curio/Version XX/Repository as you create and save personal styles and templates.

Copying your repository to a publicly available server, such as a using a public Dropbox folder or a network file server, allows you to share your resources with others. They simply need to add an entry pointing to that repository in their Settings window, re-launch Curio, and all of your styles and templates will appear in the appropriate galleries and popups.

Adding a Repository

1. Click the plus button to add a new repository.
2. Select a repository and press the Delete key to delete it.
3. Double-click a repository to edit its path.
4. Rearrange the order of the list repositories via drag-and-drop.
5. Clicking the Reveal button will display the repository in a Finder window.
6. All changes to the repositories require a relaunch to take effect.

Presentation PRO

To customize the operation of Curio Professional's presentation mode you can use the options here.

Scaling Options

Choose whether the idea spaces should be scaled to fit the screen, or if scroll bars should appears as needed to scroll around the window. If the mouse pointer is visible then you can click anywhere in the idea space to scroll around, as well. You can toggle this on-the-fly during the presentation by pressing the S key.

Check "Use minimum idea space bounds" if the unused bottom and right portions of the idea space should be cropped off when the idea space is displayed. If unchecked, then the entire idea space is displayed including unused portions.

When Done Options

Check "Exit presentation after last slide" if the presentation should immediately end if you try to progress past the last slide, otherwise the presentation will remain on the last slide.

Selection Options

Click the color well to change the selection color that is used to highlight any selected figures (note that the pointer must be visible to select figures).

Transition Options

You can specify a default transition to use between idea spaces during the presentation. This can be overridden for specific idea spaces using the idea space's Transition inspector.

Advanced Options

Curio can automatically pre-collapse mind maps before displaying an idea space in a slideshow presentation. If this would be of interest to you check out the Presentation PreCollapse Mind Maps setting via Curio's Help > Curio Advanced Settings menu.

Advanced Settings

Curio's default settings should be fine for most customers; however, for you power-users out there, Curio has a number of advanced settings you can explore.

You can access this page from within Curio via the *Curio > Advanced Settings* menu item.

> **Important**
> Most preference settings may require a Curio relaunch before they take effect! 🚀

How to Change Advanced Settings

1. **Via Curio Using Clickable Links** (Recommended)

   Curio supports a special URL scheme (`curio://`) for changing or deleting settings.

   So, in the examples you find below, if you see a setting you'd like to change, simply click on the link!

   Curio will confirm and give you a chance to modify the setting's new value if you wish. If you wish to restore the setting, click the link again and click the *Restore Default* button.

2. **Via Curio's Help > Advanced Settings Menu**

   Within Curio, hold Option and click the Help menu, then the Advanced Settings submenu, then choose Change Advanced Settings. You can enter the key you wish to change, like *General Open Previous Project*, and its new value. Optionally you can click to restore its default setting.

3. **Via Terminal**

   Quit Curio, then launch Applications > Utilities > Terminal.

   In the Terminal window that appears you can copy/paste or type a series of commands to change or delete a default preference.

   To change a setting use the `defaults write` command:

   ```
   defaults write com.zengobi.curio "General Open Previous Project" -bool no
   ```

   A value can be a whole integer number (`-int`), boolean (`-bool`), floating point number (`-float`), or string (`-string`).

   To delete an overridden setting you use the `defaults delete` command:

   ```
   defaults delete com.zengobi.curio "General Open Previous Project"
   ```

   To delete *all* Curio settings do the following, which will reset Curio to a true, default state.

   ```
   defaults delete com.zengobi.curio
   ```

Potential Issues

If you've **ever** installed both Curio from the Zengobi website **and** Curio from the Mac App Store then the `defaults` command can sometimes get confused. In general it seems to prioritize the settings associated with the sandboxed, Mac App Store Curio, **even if you've deleted that version of Curio**!

Automatic

The easiest way to set the correct preference is to **not** use Terminal's `defaults` command! Instead just click on the links as described above as that will launch the newest Curio you have installed and that Curio will make sure the correct preference is changed.

But there is also a way to force `defaults` to change the settings for either the non-sandboxed Curio or the sandboxed Curio…

Non-Sandboxed Curio

To force `defaults` to make changes to the non-sandboxed Curio installed via our website you would do something like this:

```
defaults write ~/Library/Preferences/com.zengobi.curio "General Open Previous Project" -bool no
```

Sandboxed Curio

To force `defaults` to make changes to the sandboxed Curio installed via the Mac App Store you would do something like this:

```
defaults write ~/Library/Containers/com.zengobi.curio/Data/Library/Preferences/com.zengobi.curio.plist "General Open Previous Project" -bool no
```

General

Open Untitled

You can prevent Curio from opening a new, untitled project on start-up by changing this setting.

defaults write com.zengobi.curio "General Open Untitled" -bool no

Open Previous Project

You can tell Curio to not open previously projects, assuming system-wide window restoration is not enabled in System Settings > General, by changing this setting.

defaults write com.zengobi.curio "General Open Previous Project" -bool no

Center Contents

Normally Curio centers all idea spaces and other Organizer documents in the main content area. If you'd like them placed towards the top-left corner instead change this setting.

defaults write com.zengobi.curio "Center Contents" -bool no

Disable Scroll Elasticity

Normally Curio will show a *bounce back effect* when you scroll beyond the bounds of your idea space. If you wish you can turn this off this setting.

defaults write com.zengobi.curio "Disable Scroll Elasticity" -bool yes

Project Auto Lockfile Prefixes

When opening a project file located in a specific tree hierarchy, Curio can automatically use a lock file as necessary to ensure that only a single person has write access to the file at a time. The following setting can be used to specify a semicolon delimited list of path prefixes that require lock files.

defaults write com.zengobi.curio "Project Auto Lockfile Prefixes" -string "~/Dropbox/;~/SyncService/"

Projects Button Open QuickPick

Normally clicking the Projects toolbar button will show the open project quick pick list, and holding Option while clicking will show the open project gallery. However, you can reverse this mapping with this setting.

defaults write com.zengobi.curio "Projects Button Open QuickPick" -bool no

Project Gallery Add Categories Via Finder Tags Scope

In the Project Gallery, if you right-click in the left sidebar and choose Add Categories Via Finder Tags Curio will use Spotlight to scan for all `.curio` projects that it can find and use their Finder tags, like `Curio Active`, to create Project Gallery categories, like `Active`.

You can restrict the scope of this scan with some options:

- `home` will only search the user's home folder hierarchy.
- `computer` will search all local mounted volumes + user home (even if remote).
- *path* will search only the given path (like `/Users/gbrowning/Documents`).

defaults write com.zengobi.curio "Project Gallery Add Categories Via Finder Tags Scope" -string "home"

Use Old Image Pasteboard Types

Curio is using the modern `[NSImage imageTypes]` call to detect images pasted from the clipboard. If you're having problems pasting in images from an older application then you may need to tell us to use the older, deprecated `[NSImage imagePasteboardTypes]` method.

defaults write com.zengobi.curio "Use Old Image Pasteboard Types" -bool yes

Project Trash Old Backup

Normally Curio sends prior backups to the Trash when a new backup is copied from your Projects folder to your Backups folder. However, you can tell Curio to instantly remove that old backup instead of sending it to your Trash.

defaults write com.zengobi.curio "Project Trash Old Backup" -bool no

Windows vs Tabs

Curio follows the window vs tabs setting specified in System Settings > Desktop & Doc > Prefer tabs when opening documents. However, Apple allows you to override the global, system-wide setting by changing an app's settings directly.

For instance, perhaps for all apps in general you want additional windows to open as windows, not tabs, but in Curio you want projects to open in tabs. To do this you can set this variable to *always*. The alternative, to never open in tabs and always open is windows, is to set it to *never*.

defaults write com.zengobi.curio "AppleWindowTabbingMode" -string "always"

If Curio is running you will need to re-launch to see this change.

Add Tab Option

Choose View > Show Tab Bar menu item if the tab bar isn't already visible. There's a + sign at the end of the tab bar so you can easily add new projects.

By default clicking that button will mimic the File > New menu item (thus new from idea space gallery).

- Hold Option and click the + button for File > New Blank Project,
- Hold Option+Shift and click the + button for File > New From Project Template.

Or change this setting to:

- 1 for new blank by default, then Option=new from idea space gallery, Option+Shift=new from project template,
- 2 for new from project template, then Option=new blank, Option+Shift=new from idea space gallery,
- 3 for new empty, then Option=new blank, Option+Shift=new from idea space gallery.

defaults write com.zengobi.curio "Add Tab Option" -int 0

Shortcuts

You can override the one-key shortcuts for several items. Set to empty string if you want to disable the shortcut.

Tool Shortcuts

defaults write com.zengobi.curio "Select Tool Shortcut" -string "v"
defaults write com.zengobi.curio "Figure Tool Shortcut" -string "f"
defaults write com.zengobi.curio "Text Tool Shortcut" -string "t"

defaults write com.zengobi.curio "Line Tool Shortcut" -string "l"
defaults write com.zengobi.curio "Brush Tool Shortcut" -string "b"
defaults write com.zengobi.curio "Eraser Tool Shortcut" -string "e"

Shape Shortcuts

defaults write com.zengobi.curio "Decrease Pen Size Shortcut" -string ""
[defaults write com.zengobi.curio "Increase Pen Size Shortcut" -string "]"
defaults write com.zengobi.curio "Decrease Flag Size Shortcut" -string "^"
[defaults write com.zengobi.curio "Increase Flag Size Shortcut" -string "^]"
defaults write com.zengobi.curio "Decrease Corner Shortcut" -string "{"
defaults write com.zengobi.curio "Increase Corner Shortcut" -string "}"
defaults write com.zengobi.curio "Decrease Margin Shortcut" -string "@{"
defaults write com.zengobi.curio "Increase Margin Shortcut" -string "@}"
defaults write com.zengobi.curio "Decrease Width Shortcut" -string "^{"
defaults write com.zengobi.curio "Increase Width Shortcut" -string "^}"
defaults write com.zengobi.curio "Shadow Shortcut" -string "S"

Notice the tool shortcuts support one or more modifier key prefixes: ⌥ for the Option key, ^ for the Control key.

Layer Shortcuts

defaults write com.zengobi.curio "Next Layer Down Shortcut" -string "@"
[defaults write com.zengobi.curio "Next Layer Up Shortcut" -string "@]"

Snap Shortcuts

defaults write com.zengobi.curio "Edge Snap Shortcut" -string "s"
defaults write com.zengobi.curio "Center Snap Shortcut" -string "c"

Rotation Shortcuts

defaults write com.zengobi.curio "Rotate Counterclockwise Shortcut" -string "r"
defaults write com.zengobi.curio "Rotate Clockwise Shortcut" -string "R"
defaults write com.zengobi.curio "Zero Rotation Shortcut" -string "z"

Grid Shortcuts

defaults write com.zengobi.curio "Grid Snap Shortcut" -string "g"
defaults write com.zengobi.curio "Grid Drawn Shortcut" -string "G"

Meta Shortcuts

defaults write com.zengobi.curio "Toggle Checkbox Value" -string "x"
defaults write com.zengobi.curio "Toggle Checkbox Visibility" -string "X"
defaults write com.zengobi.curio "Mini Popover Percent Complete" -string "%"
defaults write com.zengobi.curio "Mini Popover Tags" -string "#"
defaults write com.zengobi.curio "Mini Popover Dates" -string "d"
defaults write com.zengobi.curio "Focus Status Bar" -string "/"

Misc Shortcuts

defaults write com.zengobi.curio "Insert Figure Shortcut" -string "i"

Figures

Styles and Markdown

Normally a figure's style doesn't include the state of markdown rendering unless it's enabled for the figure. That way you can apply styles to any figure and it doesn't add/remove any markdown attribute.

But if you've explicitly enabled it for a figure, and you save a style with it, then applying it to another figure will for markdown to be enabled.

But there are several ways to override this logic.

Apply Style Markdown State

This controls whether the markdown state can be modified by style info at all. By default it's `yes` so any markdown attribute is set applied but you can force it to be `no` if you don't want to touch the markdown state when applying figure styles.

defaults write com.zengobi.curio "Apply Style Markdown State" -bool no

Apply Style Reset Markdown If Not Specified

By default it'll be `no` (so it leaves markdown rendering as-is) but you can set it to be `yes` and Curio will reset the markdown rendering to the default, generally off, if the style does not include markdown info.

defaults write com.zengobi.curio "Apply Style Reset Markdown If Not Specified" -bool yes

Style Always Includes Markdown State

By default it's `no` but you can force it to be `yes` if you want to force new styles you create to store their markdown setting in the style dictionary.

defaults write com.zengobi.curio "Style Always Includes Markdown State" -bool yes

Markdown Support Emoji

By default Curio's markdown support looks for markdown emoji syntax like `:laughing:` and replaces it with the appropriate emoji character when rendered. You can disable this functionality if you'd like.

defaults write com.zengobi.curio "Markdown Support Emoji" -bool no
defaults write com.zengobi.curio "Markdown Support Emoji Autocomplete" -bool no

Image Figures

When Curio loads the image for an image figure from disk, it uses the Mac's Core Graphics method to retrieve an image for a given file no larger than 1500 × 1500, proportionally sized.

For example, given a 4032 × 3024 12 MP HEIC from your iPhone camera, Core Graphics will load and cache a 1500 × 1125 image instead, allowing much faster initial rendering and reduced memory usage, while still being perfectly suitable for use on idea spaces.

If you resize the image figure to a size larger than that, Curio will simply scale that initially loaded image. Resizing to a smaller size will cause Curio to re-render from that initial image, consuming even less memory.

Of course, double-clicking the image figure opens the full-sized image in the appropriate application.

You can customize that 1500 × 1500 size — smaller sizes for faster performance, larger sizes for better large scaling — or even set it to zero if you always want the full-sized image loaded, but keep in mind this may slow down idea space performance when first loading or resizing.

defaults write com.zengobi.curio "Asset Figure Preview Thumbnail Size" -string "{1500,1500}"
defaults write com.zengobi.curio "Asset Figure Preview Thumbnail Size" -string "{0,0}"

Huge Images

To better handle super huge images, Curio will first ask Core Graphics if the size of the image is more than 8000 × 8000. If so, Curio gives Core Graphics permission to return a lower resolution thumbnail than the size requested if one is found embedded within the image file. This is particularly handy with large camera RAW files and other very high resolution files which may have a smaller embedded thumbnail for fast retrieval. So Curio will use that thumbnail instead of forcing Core Graphics to load the entire file just to get a 1500 × 1500 preview. You can customize that 8000 × 8000 cutoff or even set to zero if nothing is too big.

defaults write com.zengobi.curio "Asset Figure Preview Too Huge Size" -string "{8000,8000}"
defaults write com.zengobi.curio "Asset Figure Preview Too Huge Size" -string "{0,0}"

Asset Figure Image Size Constraint

Constrain the size of an image dragged onto a Curio idea space to no bigger than the given width and height. That is, once the image is loaded as described above, Curio can proportionally resize it to an image figure with a specific size if you wish, so it doesn't overwhelm your idea space. If set to zero then no resizing is performed.

defaults write com.zengobi.curio "Asset Figure Image Size Constraint" -string "{ 600.0, 400.0 }"
defaults write com.zengobi.curio "Asset Figure Image Size Constraint" -string "{ 0,0 }"

Asset Figure Preview Size Constraint

Constrain the size of non-image asset figures displayed as previews dragged onto a Curio idea space to no bigger than the given width and height.

defaults write com.zengobi.curio "Asset Figure Preview Size Constraint" -string "{ 400.0, 400.0 }"

Asset Figure Preview Size In Collection Constraint

Constrain the size of non-image asset figures displayed as previews dragged into a Curio collection to no bigger than the given width and height.

defaults write com.zengobi.curio "Asset Figure Preview Size In Collection Constraint" -string "{ 250.0, 250.0 }"

Asset Figure Preview Alias Icon

Curio shows a tiny superimposed alias icon on asset figures displayed as preview if they are at least 64 points in height and width, are simple rectangular shapes, and aren't rotated. It can also optionally resize itself if the preview image gets bigger or smaller.

defaults write com.zengobi.curio "Asset Figure Preview Alias Icon" -bool no
defaults write com.zengobi.curio "Asset Figure Preview Alias Icon Size" -string "{64, 64}"
defaults write com.zengobi.curio "Asset Figure Preview Alias Icon Resizes" -bool no

Asset Figure Default Stylings For Extensions

Files dragged to the idea space can have certain default stylings when displayed as icons or previews.

Displayed as Icons

Normally all asset figures displayed in icon mode share the same default "Document Icon" styling, so they all look similar. This styling can be overridden via the Format > Set Default Style For Document Icon Figure menu item

However, you can specify that certain extensions have a different default icon styling with a comma-separated list of extensions (all lowercased!).

For example this setting will make it so png, tiff, and tif files can all have unique default icon stylings set, for example, via the Format > Set Default Style For PNG Icon Figure menu item:

defaults write com.zengobi.curio "Custom Default Icon Style Extensions" -string "png,tiff,tif"

As a note, URL's are stored as assets with `.webloc` extensions.

You can set the default state for whether a file dragged into Curio shows as icon or preview via the Format > Default Figure Settings submenu.

Displayed as Previews

Similarly normally all images or asset figures displayed as previews share the same "Image Figure" styling, with "PDF Image" and "Equation" as the only exceptions. This styling can be overridden via the Format > Set Default Style For Image Figure menu item

But this can be overridden so that certain extensions have a different default preview styling with a comma-separated list of extensions (all lowercased!).

For example this setting will make it so png, tiff, and tif files can all have unique default preview stylings set, for example, via the Format > Set Default Style For PNG Preview Figure menu item:

defaults write com.zengobi.curio "Custom Default Preview Style Extensions" -string "png,tiff,tif"

As a note, URL's are stored as assets with `.webloc` extensions.

You can set the default state for whether a file dragged into Curio shows as icon or preview via the Format > Default Figure Settings submenu.

File Backed Text Figure Icon Overlay

Curio shows a tiny superimposed text file icon on asset figures displayed as text (aka file backed text figures).

The standard icon identifier (`public.text`) for this icon can be replaced with another from here although you may need to then tweak the offset value.

defaults write com.zengobi.curio "File Backed Text Figure Icon Overlay" -bool no
defaults write com.zengobi.curio "File Backed Text Figure Icon Size" -string "{10, 10}"
defaults write com.zengobi.curio "File Backed Text Figure Icon Offset" -string "{-5, 0}"
defaults write com.zengobi.curio "File Backed Text Figure Icon Identifier" -string "public.text"

Jump Anchor Size

A jump anchor has a default size of 16 x 16. You can change this using the following setting.

defaults write com.zengobi.curio "Jump Anchor Size" -string "{32, 32}"

Mail Messages

When you drag a message from Mail into Curio we include a special title for the created asset figure with the message's subject, from, and date. You can control what we put in the title this setting.

defaults write com.zengobi.curio "Include Mail Subject" -bool yes
defaults write com.zengobi.curio "Include Mail From" -bool yes
defaults write com.zengobi.curio "Include Mail Date" -bool yes

Promised Files Delay

Dragging a message from Mail into Curio uses a clipboard operation called a promised file. If you have problems with a particular message with a large attachment that you drag into Curio then you may need to increase our timeout in accessing that file (which Mail will place in a temp folder for copying purposes). That will ask Curio to retry for the file after a 1 second pause. If it still doesn't work try 2 seconds and that should definitely take care of it. (The default is a 0.1 second delay.)

defaults write com.zengobi.curio "Promised Files Delay" -float 1.0

Min Distribution Gap

When horizontally or vertically distributing figures via the Arrange menu, Curio will normally leave no gap between the figures. If you want a gap then enter a value here.

defaults write com.zengobi.curio "Min Distribution Gap" -float 10.0

Asset Figure Text Width Constraint

Constrain the width of a text figure as you start typing on an idea space or within a mind map.

defaults write com.zengobi.curio "Asset Figure Text Width Constraint" -float 600.0
defaults write com.zengobi.curio "Asset Figure Text Width Constraint Mindmap" -float 250.0

List Title

The default title for a list.

defaults write com.zengobi.curio "List Title" -string "My List"

List Title Is Visible

Determines whether a new list has a title. This is also set if you choose Format > Save As Default Style for List Figure.

defaults write com.zengobi.curio "List Title Is Visible" -bool yes

Import Collapsed

By default after importing a mind map or list and converting into a native collection Curio shows the result fully expanded. You can make them collapsed by default if you wish.

defaults write com.zengobi.curio "Import Mind Map Collapsed" -bool yes
defaults write com.zengobi.curio "Import List Collapsed" -bool yes

Index Card Widget Expand Brings to Front

If you use the index card's expand/collapse widget to expand, it can be automatically be brought to the front.

defaults write com.zengobi.curio "Index Card Widget Expand Brings to Front" -bool yes

Convert Into Index Card Title Format

Using Arrange > Convert Into > Index Card you can convert standalone figures on the idea space into one or more index cards. If the selected figure is an asset figure then the title of the index card is the filename of the underlying asset file.

You can change this to a different format where 0=none, 1=Fred, 2=Fred.md, 3=~/Documents/Fred.md. The default is 2.

Note if the file is embedded in the project then if you request format 3 then it will only show the filename without the path, since an embedded file path is quite long.

defaults write com.zengobi.curio "Convert Into Index Card Title Format" -int 2

Fonts

By default Curio's font pickers show all *user fonts* as returned by the macOS system, which is what Apple suggests that we do by default. However, you can change this to show *all fonts* installed on your system if you wish:

defaults write com.zengobi.curio "Fonts Show All" -bool yes

By default Curio's font pickers show your fonts marked as favorites in the standard macOS font chooser (via ⌘T) at the very top of the list of fonts. You can disable that feature:

defaults write com.zengobi.curio "Fonts Show Favorites" -bool no

SuperSubscript Percentage

The percentage used to reduce the current character font size when generating a super or subscript. The default is 0.75, thus 75% of the font's current size.

defaults write com.zengobi.curio "SuperSubscript Percentage" -float 0.75

Priority

You can override the default text displayed for tooltips and in the Status shelf for priorities.

defaults write com.zengobi.curio "Priority None" -string "None"
defaults write com.zengobi.curio "Priority Very Low" -string "Very Low"
defaults write com.zengobi.curio "Priority Low" -string "Low"
defaults write com.zengobi.curio "Priority Medium" -string "Medium"
defaults write com.zengobi.curio "Priority High" -string "High"
defaults write com.zengobi.curio "Priority Urgent" -string "Urgent"

Adornment Icons

You can override the default adornment icons, such as the priority and checked icons, by placing a specifically named `pdf` or `png` replacement file in your app support folder.

For instance, to replace the `Priority1` icon which is the "very low priority" flag icon you would place either a `Priority1.pdf` or `Priority1.png` into this folder:

```
~/Library/Application Support/Curio/Version XX/Repository/Icons/
```

…where ⟨xx⟩ is your current Curio version. Curio will automatically migrate those files between subsequent major version releases.

Here are the adornment names you can replace (case sensitive): Bookmark, Checked0, Checked25, Checked50, Checked75, Checked100, Checked125, Checked375, Checked625, Checked875, CheckedMixed, CustomData, JumpAction, Note, Person, Persons, Priority1, Priority2, Priority3, Priority4, Priority5, References, Star, Tag.

Instant Insert Figure Popover

This setting will make it so the Insert Figure popover doesn't animate between the galleries.

defaults write com.zengobi.curio "Instant Insert Figure Popover" -bool yes

Enter Ends Editing

Normally hitting the Enter key on the numeric keypad (not the main Return key) will end editing of the current text figure. You can disable that feature via this setting.

defaults write com.zengobi.curio "Enter Ends Editing" -bool no

Return Ends Editing

Normally hitting the Return key on the keyboard (not the Enter key on the numeric keypad) inserts a return. You can make it so Return ends editing instead. To insert a return you'll have to type Option-Return instead.

defaults write com.zengobi.curio "Return Ends Editing" -bool yes

Text Blinking Cursor

If you have a weird issue when editing text figures where the blinking text cursor disappears then you may want try this option:

defaults write com.zengobi.curio "Text Editing Draw Into Layer" -bool no

This rare issue has cropped up for some customers especially if on a non-Retina display and/or at certain idea space zoom settings. See this forums post for more details.

Default Styling for Figures Dropped/Pasted Into Collections

When pasting or dropping items within or into a collection, Curio will default to adopt the styling appropriate for placement in the destination collection.

However, the Shift key can be used to reverse this logic. That is, simply hold Shift while dropping, or press Command-Shift-V, or hold Shift when choosing Edit > Paste, and Curio will keep the figure's styling as-is instead of adopting the destination's default styling.

Examples

- If you move a list or mind map branch — via cut/copy/paste or drag-and-drop — from level 5 to level 1 then it will adopt that level 1 styling to show off its promotion.
- Moving a figure from a mind map's "orange branch" to the "green branch" will force the node to adopt the green branch styling.
- Moving a figure from one mind map styled with *Chiclets* to a different mind map styled with *Chalkboard* will adopt that destination's styling.
- Dragging figures from the idea space or bringing in data from outside of Curio into a collection will adopt the destination's styling.
- But, if you cut a table cell and then hold down Shift while pasting then it will keep its styling, instead of adopting the styling for that destination table cell.
- Likewise if you drag a branch in a mind map and, before releasing, you hold Shift, then the branch will keep its coloring as-is instead of adopting the default level or branch style.

Overrides

You can override the default adopt vs. keep value based on (a) whether you're dropping/pasting *within* the same collection vs. *into* another collection, (b) the specific collection type of the following choices: `List` , `Mind Map` , `Table` , `Stack` , `Pinboard` , `Album` , `Index Card` .

For example, this will make it so anything you drag *into* or *within* a mind map will not adopt the styling and thus keep its existing styling:

defaults write com.zengobi.curio "Adopt Style Into Mind Map" -bool no
defaults write com.zengobi.curio "Adopt Style Within Mind Map" -bool no

And this will make it so anything you do *within* the table will not adopt, but dragging items *into* a table will still adopt:

defaults write com.zengobi.curio "Adopt Style Within Table" -bool no

Here are all the options:

defaults write com.zengobi.curio "Adopt Style Into List" -bool no
defaults write com.zengobi.curio "Adopt Style Within List" -bool no

defaults write com.zengobi.curio "Adopt Style Into Mind Map" -bool no
defaults write com.zengobi.curio "Adopt Style Within Mind Map" -bool no

defaults write com.zengobi.curio "Adopt Style Into Table" -bool no
defaults write com.zengobi.curio "Adopt Style Within Table" -bool no

defaults write com.zengobi.curio "Adopt Style Into Stack" -bool no
defaults write com.zengobi.curio "Adopt Style Within Stack" -bool no

defaults write com.zengobi.curio "Adopt Style Into Pinboard" -bool no
defaults write com.zengobi.curio "Adopt Style Within Pinboard" -bool no

defaults write com.zengobi.curio "Adopt Style Into Album" -bool no
defaults write com.zengobi.curio "Adopt Style Within Album" -bool no

defaults write com.zengobi.curio "Adopt Style Into Index Card" -bool no
defaults write com.zengobi.curio "Adopt Style Within Index Card" -bool no

Override the Overrides

Don't forget: even your override can be overridden on-the-fly by simply holding down the Shift key.

Mind Map Arrangement

The default arrangement for a new mind map. 1=radial, 2=right, 3=left, 4=bottom-up, 5=top-down, 6=org chart. This is also set if you choose Format > Save As Default Style for Mind Map Figure.

defaults write com.zengobi.curio "Mindmap Arrangement" -int 1

Mindmap Rebalance After Collapsing

Normally a mind map will rebalance itself after you collapse a node. Turning this off will leave the mind map as-is after collapsing nodes.

defaults write com.zengobi.curio "Mindmap Rebalance After Collapsing" -bool no

Mindmap Gaps and Offsets

These are low-level gaps and offsets that Curio's mind map algorithm uses.

defaults write com.zengobi.curio "Mindmap Line Length To Top Branches" -float 30
defaults write com.zengobi.curio "Mindmap Gap Between Top Branches" -float 20
defaults write com.zengobi.curio "Mindmap Gap Between Children" -float 10
defaults write com.zengobi.curio "Mindmap Gap Between Parent And Children" -float 30
defaults write com.zengobi.curio "Mindmap Sibling Border Test Amount Min" -float 3
defaults write com.zengobi.curio "Mindmap Sibling Border Test Amount Max" -float 20
defaults write com.zengobi.curio "Mindmap OrgChart Vertical Gap Between Root And Top Branches" -float 40
defaults write com.zengobi.curio "Mindmap OrgChart Horizontal Gap Between Top Branches" -float 25
defaults write com.zengobi.curio "Mindmap OrgChart Horizontal Gap Between Parent And Children" -float 25
defaults write com.zengobi.curio "Mindmap OrgChart Vertical Gap Between Parent And Children" -float 30
defaults write com.zengobi.curio "Mindmap OrgChart Vertical Gap Between Children" -float 10

🔬 Experimental setting to increase the gap between branches with more than one child:

defaults write com.zengobi.curio "Mindmap Gap Between Branches" -float 20

Table Initial Headers and Footers

Determines whether headers and footers are displayed when creating a new table.

defaults write com.zengobi.curio "Table Initial Header Row" -bool yes
defaults write com.zengobi.curio "Table Initial Header Column" -bool yes
defaults write com.zengobi.curio "Table Initial Footer Row" -bool yes
defaults write com.zengobi.curio "Table Initial Footer Column" -bool yes

Table Return Edits Next Row

Normally when you press Return in a table cell Curio simply inserts the return into the cell, much like how Keynote's tables work. If you'd rather edit the cell in the next row, more like Numbers or Excel, then you can use this setting.

defaults write com.zengobi.curio "Table Return Edits Next Row" -bool yes

Stack Return Creates Sibling

Normally when you press Return in a Stack cell Curio creates a new sibling underneath, much like how mind maps and lists work. If you'd rather insert the return into the current figure then you can use this setting.

Once you disable Return, you can still create siblings with ⌘Return or by double-clicking the background area of the Stack.

defaults write com.zengobi.curio "Stack Return Creates Sibling" -bool no

Composition Minimim Widths

When a composition determines smallest widths for items in a column it bases those minimums on the figure types. For instance, images and asset figures displayed as preview have a minimum width of 200 points. So if you try to make a column smaller than one of those internal widths the composition may override with one of those minimums.

You can override these minimums if you'd like to create very narrow columns.

defaults write com.zengobi.curio "AssetFigure Preview Min Width" -int 200
defaults write com.zengobi.curio "AssetFigure Icon Min Width" -int 200
defaults write com.zengobi.curio "TextFigure Min Width" -int 100

Note that some types of figures have their own minimum widths that cannot be overridden. For example, a mind map placed into a composition will enforce the minimumm width it needs to display the content of its contained items.

Figure Popup Inspector Tabs

You can specify the tabs that appear in the figure inspector popup window. Case sensitive choices include Style, Text, Shape, Effects, Geometry. Enter the tab labels as a comma separated list with no spaces.

defaults write com.zengobi.curio "Figure Popup Inspector Tabs" -string "Shape,Effects,Geometry"

Figure Show Complete Bounds

The figure Geometry inspector now shows the figure bounds without inflating those bounds for enclosed adornments or captions, as it did prior to Curio 11. If you wish to see those "complete bounds" instead you can use this setting.

defaults write com.zengobi.curio "Figure Show Complete Bounds" -bool yes

Figure Show Bounds Origin

The figure Geometry inspector shows the minimum (smallest) X and minimum (smallest) Y coordinate for the selected figure. Thus if you rotate a figure it will be the smallest X and smallest Y, as measured from the top/left corner of the idea space, of that rotated object. If you'd rather see the actual internal origin of the figure, regardless of rotation, then use this setting.

defaults write com.zengobi.curio "Figure Show Bounds Origin" -bool yes

GrabWebArchive Format

Normally Curio will create a PDF when you right-click on a web link figure and choose Grab Web Archive. You can customize this setting in Terminal where 0=paginated pdf, 1=pdf image, 2=webarchive.

defaults write com.zengobi.curio "GrabWebArchive Format" -int 0

Pinboard Auto Resizes

Normally Curio automatically resizes pinboards as you add more content. You can turn this off if you wish.

defaults write com.zengobi.curio "Pinboard Auto Resizes" -bool no

Stack Auto Size

Normally Curio expands a stack collection as you add more, but it doesn't automatically shrink it when you remove items. You can tell Curio to shrink as well via this setting.

defaults write com.zengobi.curio "Stack Is Auto Size" -bool yes

Collapse To Title

Normally when you collapse a list or mind map figure (by selecting the collection figure itself and hitting spacebar) it collapses but keeps the parent nodes under the title still visible. You can tell Curio to collapse all the way to the title with these settings.

defaults write com.zengobi.curio "List Collapse To Title" -bool yes
defaults write com.zengobi.curio "Mind Map Collapse To Title" -bool yes

Direct Click

When working with collection figures, the first click selects the collection itself and, now that the collection is active, subsequent clicks will select items with the collection. Some collection layouts support direct clicking on contained items even if the collection itself is not active. If the click doesn't hit an item within then the collection itself is selected, as usual.

defaults write com.zengobi.curio "List Allows Direct Click" -bool yes
defaults write com.zengobi.curio "Mindmap Allows Direct Click" -bool yes
defaults write com.zengobi.curio "Album Allows Direct Click" -bool yes
defaults write com.zengobi.curio "Pinboard Allows Direct Click" -bool yes
defaults write com.zengobi.curio "Stack Allows Direct Click" -bool yes

Link Color and Underline

By default Curio will no longer force a link color which means links will match the figure's text color although still underlined.

You can force a specific color, if you wish, either with a hex code like `#ff0000` or a friendly name like `link`, which is the shade of blue that Apple uses for links, or `blue`, which is the true blue (aka #0000ff) that Curio previously used.

defaults write com.zengobi.curio "Link Color" -string "#ff0000"
defaults write com.zengobi.curio "Link Underline" -bool no

Locked Figures Allow Adornment Clicks

Normally Curio ignores clicks on adornments associated with locked figures. You can change this with this setting.

defaults write com.zengobi.curio "Locked Figures Allow Adornment Clicks" -bool yes

Shift Bypasses Galleries

Normally if you click on a collection toolbar button, such as List or Mind Map, then see the gallery for that collection, while holding Shift and clicking on the toolbar button will instantly insert that collection with the default style. This setting will reverse that Shift logic.

defaults write com.zengobi.curio "Shift Bypasses Galleries" -bool no

Lines

(See the Idea Graphs section below for settings specific to lines used in the creation of idea graphs.)

When drawing lines, the default is a straight line. You can make it so lines are drawn as curved lines by default:

defaults write com.zengobi.curio "Insert Line Type" -int 1

Note that the line won't curve until you either:

1. Connect at least one endpoint to another figure, then Curio can internally create the midpoints necessary to render an elegant, swoopy curved line.
2. Or, right-click within the line and choose Insert Midpoint to add one or more midpoints, and Curio will curve the line through all the points.

Idea Graphs

Many of Curio's idea graph line defaults can be customized.

The default line width:

defaults write com.zengobi.curio "Connected Line Width" -int 1

The default line scale:

defaults write com.zengobi.curio "Connected Line Scale" -int 1

The default line color:

defaults write com.zengobi.curio "Connected Line Color" -string "#ff0000"

The default line type can be straight (0), curved (1), or orthogonal (2):

defaults write com.zengobi.curio "Connected Line Type" -int 1

A midpoint can be automatically added:

defaults write com.zengobi.curio "Connected Line Add Midpoint" -bool yes

The default line dash pattern (when Command+Shift+Option is pressed) is a 2 (meaning 2 pixels on, 2 pixels off, repeat). The dash pattern is of the format: pixelsOn{,pixelsOff,pixelsOn,pixelsOff}, such as "5,3,2,3,2,3".

defaults write com.zengobi.curio "Connected Line Dash Pattern" -string "2,3"

You can also change whether the head or tail decoration is filled or hollow, and determine which decoration is used for the head or tail. The choice of decorations are: "Winged", "Arrow", "Triangle", "Box", "Circle", "Stop".

defaults write com.zengobi.curio "Connected Line Head Filled" -bool no
defaults write com.zengobi.curio "Connected Line Tail Filled" -bool no
defaults write com.zengobi.curio "Connected Line Head Decoration" -string "Winged"
defaults write com.zengobi.curio "Connected Line Tail Decoration" -string "Triangle"

Idea Graph Lines From Resize Handles

If you Option-drag on a figure's resize handle Curio will generate a directional line on-the-fly allowing you to easily connect it to another figure via Sticky Lines.

The specific style (color, width, scale, etc) of the connecting line can be customized as described above.

In addition, several characteristics of this generated line can be also be customized as described below.

The line type is nondirectional with no arrowheads (0), directional with one arrowhead (1), or bidirectional with two arrowheads (2):

defaults write com.zengobi.curio "Connected Line Resize Handle Arrowheads" -int 1

As described in Sticky Lines, the line originating (tail) points towards the center of the originating figure (0), sticks to the closest connection point (1), or sticks to this specific connection point (2, the default):

defaults write com.zengobi.curio "Connected Line Resize Handle Snap" -int 0

The line is dashed:

defaults write com.zengobi.curio "Connected Line Resize Handle Dashed" -bool no

Idea Graph Lines From Insert > Line

If you select two figures then choose an option from the main menu's Insert > Line submenu, Curio will create the appropriate nondirectional, directional, or bidirectional connecting line between the two figures.

The specific style (color, width, scale, etc) of the connecting line can be customized as described above.

As described in Sticky Lines, the tail and head snap points can point towards the center of the figures (0, the default) or stick to the closest connection points (1):

defaults write com.zengobi.curio "Connected Line Menu Snap" -int 0

The line is dashed:

defaults write com.zengobi.curio "Connected Line Menu Dashed" -bool no

Shapes

You can redefine the ordering of shapes in the toolbar, inspector, and Basic Shapes gallery shown within Curio. Here's the default.

defaults write com.zengobi.curio "Shapes" -string
"Rectangle,RoundedRect,Octagon,Hexagon,Pentagon,House,Underline,Brackets,VerticalBrackets,Trapezoid,TrapezoidFlipped,Semicircle,C

Figure Style Gallery Light

To accurately render previews for figure styles, the various figure galleries (the figure mini-gallery in the inspector shelf, the larger Apply Style (via right-click on figure) gallery, and the Insert figure galleries) are all forced to have a light-mode background, to better match the idea space itself which is also a forced light-mode background. You can disable this so the galleries use a dark mode background if your system is dark mode with this setting.

defaults write com.zengobi.curio "Figure Style Gallery Light" -bool no

Shadow Color

By default the shadow color in Curio is black at 75% opacity. You can set this to a different default value using a `rgba(hexRed, hexGreen, hexBlue, opacityFraction)` value. Note the hex values *do not* have preceding # signs.

defaults write com.zengobi.curio "Shadow Color" -string "rgba(aa,bb,cc,0.2)"

Jagged Shape Replacement

Since support for the Jagged shape was removed in Curio 8 it is dynamically replaced with another shape. In Curio 8 we replaced it with the Cloud shape but this could conflict with any existing true Cloud shapes in a diagram or flowchart. So in Curio 11 we're replacing it with the brand new House shape. You can customize the shape using any of the following values: Rectangle, RoundedRect, Octagon, Hexagon, Pentagon, House, Underline, Brackets, VerticalBrackets, Trapezoid, TrapezoidFlipped, Semicircle, Oval, Capsule, TriangleLeft, TriangleRight, Triangle, TriangleFlipped, Diamond, Cloud, Speech, ArrowLeft, ArrowRight, ArrowUp, ArrowDown, ArrowLeftRight, ArrowUpDown, Cross, SignpostLeft, SignpostRight, Parallelagram, SlopedRect, Cylinder, Document, Note.

defaults write com.zengobi.curio "Jagged Shape Replacement" -string "House"

WebView User Agent

Curio's various embedded web views, while driven by Apple's WebKit framework, can mimic a specific browser for compatibility with some sites. In general Curio's custom user agent is set to the latest Safari user agent string, which seems to maximize compatibility with various sites, although this may change in a given build of Curio.

A handy reference of user agents is WhatIsMyBrowser's latest user agents on macOS.

While you hopefully don't need to tweak this user agent value, Google's sites, in particular, can show odd error messages which can cause issues. For instance, at the time of this writing:

- If Curio web views are using the Safari user agent, you can login to Google's services and use Google Docs. However, Google Sheets will show an error.
- If using the Chrome user agent then you won't be able to login to Google's services, but if you're already logged in then both Google Docs and Sheets will work just fine.
- If you set the user agent to nothing, an empty string, then no custom user agent is used. With this you can login to Google's services and use both Google Docs and Sheets, but you'll have to dismiss an innocuous but annoying warning telling you to upgrade your browser.

defaults write com.zengobi.curio "WebView User Agent" -string ""

Importantly, Apple no longer allows cookies to be shared between web views and Safari, for security reasons. Thus you can't login with Safari and expect web views within Curio to use those same cookied credentials.

Capture WebView Opacity

Normally when a live WebView is not active the placeholder screenshot image is slightly dimmed, so you know it's inactive. You can set this opacity level to anything you wish, including 1.0 if you don't want it dimmed at all.

defaults write com.zengobi.curio "Capture WebView Opacity" -float 1.0

YouTube Size

You can change the default, initial size for inserted YouTube videos with this setting.

defaults write com.zengobi.curio "YouTube Size" -string "{ 640.0, 360.0 }"

Vimeo Size

You can change the default, initial size for inserted Vimeo videos with this setting.

defaults write com.zengobi.curio "Vimeo Size" -string "{ 640.0, 360.0 }"

Dim Video WebView Poster Images

Normally video WebViews, like Vimeo and YouTube videos, are dimmed, like all other WebViews, when the WebView itself is not active. You can make it so the placeholder image isn't dimmed with this option.

defaults write com.zengobi.curio "Dim Video WebView Poster Images" -bool no

Play Media Key

For audio and video asset figures the media bar appears in the inspector bar area to control playback. Curio also supports the Play/Pause key on macOS keyboards to start or pause playback.

We didn't want to interfere with the normal Play button as that's used globally to control Apple Music or Spotify, so by default you have to hold Shift when pressing Play to trigger the play or pause within Curio.

However, you can specify one or more modifier keys to be pressed with the Play key. Modifier strings include `Command`, `Control`, `Option`, and `Shift`. They can be listed in any order, with or without delimiters like spaces or plus signs.

If you set it to nothing then the Play key without any modifiers will play/pause.

For example, here's how you would specify that Control+Command must be pressed with the Play key:

defaults write com.zengobi.curio "Play Media Modifiers" -string "Control+Command"

Movie Controller Style

For normal media files, Curio will display inline controls overlaid on the media viewer to control playback with a handy scrubber. You can customize this with this setting where 0=none, 1=inline (default), 2=floating, 3=minimal.

defaults write com.zengobi.curio "Movie Controller Style" -int 0

Movie Poster Percentage

Curio will show the poster frame if one is specified via the Media actions menu, else an offset into the movie based on the start and end of the movie (which can be overridden via the Media actions menu). You can specify the percentage (from 0 to 100) which is used, along with the start and end times, to determine the frame to use as the poster: 0=start frame (default), 25=25% of the way through the movie, 50=middle frame, 100=last frame.

defaults write com.zengobi.curio "Movie Poster Percentage" -int 50

Media Playback Timer

Normally Curio uses a 0.01 second timer when updating the media playback counter. For those wanting to control this value manually you can use this setting.

defaults write com.zengobi.curio "Media Playback Timer" -float 0.03

Auto Inflate

Normally certain shapes (Cloud, Diamond, Hexagon, Octagon, Oval, Semicircle, Speech, Trapezoid, TrapezoidFlipped, Triangle, TriangleFlipped, TriangleLeft, TriangleRight) are set to auto inflate their bounds automatically to minimize the amount of clipping that could occur to any text or image within the shape. The result is a nicer looking resulting shape without you having to fidget with margins or things like that. This can be toggled off and back on within the Shape inspector. However, you can also set the *default* to be off for a specific shape for those that like absolute control of the shape from the get-go. Note that you can still toggle it on in the inspector if you wish.

defaults write com.zengobi.curio "Auto Inflate Triangle" -bool no

You can also turn it off by default for *all* shapes that support auto inflate.

defaults write com.zengobi.curio "Auto Inflate" -bool no

Create Linked Idea Space

The Create Linked Idea Space feature supports several customizations.

By default:

- For the title of the new idea space, any returns found within the source text figure's content will be removed and length beyond 40 characters truncated.
- The new idea space will have the same style as the current idea space, alternatively it can be blank.
- A "back figure" will be created on the new idea space, titled the same as the source idea space, with an action which jumps back to the source idea space, alternatively it can jump back to the source figure on the source idea space.

defaults write com.zengobi.curio "Create Linked Idea Space Title Remove Returns" -bool yes

defaults write com.zengobi.curio "Create Linked Idea Space Title Max Length" -int 40

defaults write com.zengobi.curio "Create Linked Idea Space Blank" -bool no

defaults write com.zengobi.curio "Create Linked Idea Space Back Figure" -bool yes

defaults write com.zengobi.curio "Create Linked Idea Space Back To Source Figure" -bool no

Meta

Actions Adornment

If you have a figure that has an assigned action, and a visible actions adornment, then double-clicking will edit the figure's text. To perform the action you have to click the adornment.

If a figure's actions adornment is hidden the double-clicking will still perform the action. To edit the figure select the figure and press Return or click-pause-click.

You can make it so double-clicking an adorned figure performs the action instead with this setting:

defaults write com.zengobi.curio "Double Click Adorned Figure Edits" -bool no

Tag Adornments

If a text figure has inline tags within its content, then an adornment for that tag can be displayed:

   • Never (value of 0).
   • Only if the tag has a set image (value of 1, the default).

defaults write com.zengobi.curio "Flags Show Inline Tags" -int 1

Resource Adornments

Normally when a figure is associated with a resource that resource's image, or a generic "person" image, is placed alongside the figure as an adornment. You can turn off the display of generic icons if you wish.

defaults write com.zengobi.curio "Flags Show Generic Resource" -bool no

If a text figure has inline resources within its content, then an adornment for that resource can be displayed:

   • Never (value of 0).
   • Only if the resource has a set image (value of 1, the default).
   • If the resource has a set image else a generic image is used (value of 2). Note the global setting above can override this.

defaults write com.zengobi.curio "Flags Show Inline Resources" -int 1

Tasks Completed Strikethrough

Checkmarked tasks in Curio which have been completed are now displayed with strikethrough and slightly dimmed.

defaults write com.zengobi.curio "Tasks Completed Strikethrough" -bool no
defaults write com.zengobi.curio "Tasks Completed Dim" -bool no
defaults write com.zengobi.curio "Tasks Completed Dim Opacity" -float 0.5

Figure Percent Complete To From Children

Normally percentage complete (checkmarks) automatically propagate changes to and from children. You can change this if you change this setting.

defaults write com.zengobi.curio "Figure Percent Complete To From Children" -bool no

Figure Percent Complete From Resources

Normally if a figure has assigned resources with percentages then those percentages determine the percentage complete for the figure itself. You can change this if you change this setting.

defaults write com.zengobi.curio "Figure Percent Complete From Resources" -bool no

Rating Shortcuts

Normally pressing 0, 1, 2, 3, 4, 5 will assign that rating to the selected figures. You can disable this shortcut via this setting.

defaults write com.zengobi.curio "Rating Shortcuts" -bool no

Clear All Meta

By default the new Format > Clear All Meta menu item resets all meta fields. This can be customized by changing this setting.

defaults write com.zengobi.curio "Clear All Meta Leaves Percent Complete" -bool yes
defaults write com.zengobi.curio "Clear All Meta Leaves Checkmark" -bool yes
defaults write com.zengobi.curio "Clear All Meta Leaves Rating" -bool yes
defaults write com.zengobi.curio "Clear All Meta Leaves Priority" -bool yes
defaults write com.zengobi.curio "Clear All Meta Leaves Start Date" -bool yes
defaults write com.zengobi.curio "Clear All Meta Leaves Due Date" -bool yes
defaults write com.zengobi.curio "Clear All Meta Leaves Duration" -bool yes
defaults write com.zengobi.curio "Clear All Meta Leaves Resources" -bool yes
defaults write com.zengobi.curio "Clear All Meta Leaves Tags" -bool yes
defaults write com.zengobi.curio "Clear All Meta Leaves Actions" -bool yes
defaults write com.zengobi.curio "Clear All Meta Leaves Notes" -bool yes
defaults write com.zengobi.curio "Clear All Meta Leaves Decorations" -bool yes

Display Year In Adornment

Normally Curio does not show a year in the date adornment. If you wish to show the year then enter this.

defaults write com.zengobi.curio "Display Year In Adornment" -bool yes

Display Time In Adornment

Normally if either the start or due date have a non-midnight time Curio will show the time in the date adornment. You can disable this if you'd like.

defaults write com.zengobi.curio "Display Time In Adornment" -bool no

Date Adornment Format

Or you can simply override the date adornment format entirely using a date format string. For example, this will format it like `Mon 4/8/14`.

defaults write com.zengobi.curio "Date Adornment Format" -string "E d/M/yy"

Date Adornment Font Fixed Pitch

Normally Curio uses the standard macOS "user" font (Helevetica, usually) for the start/due date adornment on figures. Alternatively you can switch to a fixed pitch font.

defaults write com.zengobi.curio "Date Adornment Font Fixed Pitch" -bool yes

Start Date Now

Normally the start date is today, meaning today at midnight (00:00). But you can specify that the current date including the current hour and minute are used instead.

defaults write com.zengobi.curio "Start Date Now" -bool yes

Display Actual Due Date

Normally if the due date for a figure is at midnight (00:00:00) then Curio will show the due date adornment with the previous day since you have that entire previous day to complete the task, as it's due precisely at midnight. This is similar to how an app like Calendar shows dates so the displayed adornment matches what you see if you have Calendar syncing enabled. If, however, you want to see the actual set due date in the adornment then use this setting.

defaults write com.zengobi.curio "Display Actual Due Date" -bool yes

Reminder Due Date Midnight Adjust

If a figure has a due date at midnight on a date then normally the synced task in Reminders has that same date and time. However, you can use this setting to ask Curio to adjust the resulting Reminders task to 23:59:59 the previous day if you wish.

defaults write com.zengobi.curio "Reminder Due Date Midnight Adjust" -bool yes

Start Date Technique

The default start date technique unit is automatic. You can change this to another value: 0=automatic, 1=manual, 2=after previous sibling due, 3=parent start, 4=previous sibling start.

defaults write com.zengobi.curio "Start Date Technique" -int 0

Due Date Technique

The default due date technique unit is automatic. You can change this to another value: 0=automatic, 1=manual, 2=from children, 3=start+duration.

defaults write com.zengobi.curio "Due Date Technique" -int 0

Duration Units

The default duration unit is days. You can change this to another value: minutes=1, hours=2, days=3, weeks=4, months=5, years=6.

defaults write com.zengobi.curio "Duration Units" -int 3

Search Asset Types

You can enter any custom asset file extension types that will be made available in the Library > Project shelf.

defaults write com.zengobi.curio "Search Asset Types" -string "XCode files;.m,.h,.xcodeproj;iMovie movies;.iMovieProject"

Embed Tags Extract File

Normally Curio embeds a copy of any global tag sets that you reference within the project package. This way other colleagues, that wouldn't have access to your global tags, can see and change tag associations. You can disable this functionality if you wish.

defaults write com.zengobi.curio "Embed Tags Extract File" -bool no

Notes Font

The Notes window can have a default font and font size (both have to be set). This will not replace any existing note formatting.

defaults write com.zengobi.curio "Notes Font" -string "Menlo"
defaults write com.zengobi.curio "Notes Font Size" -int 15

Notes Window Color

The Notes window normally has a slight yellow coloring to look like a yellow notepad. You can change this color with this setting.

defaults write com.zengobi.curio "Notes Window Color" -string "#ffffff"

Notes Window Inset

The Notes window has a slight inset to text isn't crammed into the top-left corner. You can adjust this inset with this setting.

defaults write com.zengobi.curio "Notes Window Inset" -string "{ 50.0, 50.0 }"

More Notes Window Options

Here are several more options for the Notes window. You will need to relaunch Curio for these to take effect.

defaults write com.zengobi.curio "Notes Window Check Spelling As You Type" -bool yes
defaults write com.zengobi.curio "Notes Window Check Grammar With Spelling" -bool no
defaults write com.zengobi.curio "Notes Window Correct Spelling Automatically" -bool no
defaults write com.zengobi.curio "Notes Window Text Replacement" -bool yes
defaults write com.zengobi.curio "Notes Window Smart Quotes" -bool yes
defaults write com.zengobi.curio "Notes Window Smart Links" -bool yes
defaults write com.zengobi.curio "Notes Window Smart Dashes" -bool yes
defaults write com.zengobi.curio "Notes Window Show Ruler" -bool yes

Contacts Access

Curio no longer asks for Contacts access unless you drag in or launch a vCard file. In addition, Curio no longer automatically adds you as an available Resource in new projects. Likewise your full name is no longer added to the Dropbox lock file (instead we just use your OS username). You can override those defaults with these settings.

defaults write com.zengobi.curio "Add Me To New Projects" -bool yes
defaults write com.zengobi.curio "Lockfile Uses Me" -bool yes

Idea Space

Insert Space

When you choose an Insert > Space menu item, Curio will create the given number of pixels of empty space around the selected figures or around the idea space if nothing is selected.

defaults write com.zengobi.curio "Insert Space Around Selection" -int 100
defaults write com.zengobi.curio "Insert Space" -int 500

Idea Space Spacebar QuickLook Sensitivity

If a figure is selected an idea space and you quickly tap on the spacebar then we show a Quick Look preview. If you hold down the spacebar we turn the mouse pointer into a Photoshop-like scrolling hand. You can change how quickly you must tap but adjusting this timeout given in seconds.

defaults write com.zengobi.curio "Idea Space Spacebar QuickLook Sensitivity" -float 0.15

Ruler Measurement Units

Normally the ruler in Curio (visible via the View > Show Ruler menu item) shows dimensions in points. You can optionally set the ruler to a different measurement unit such as inches or centimeters. You can also set a ruler measurement unit specifically for text editing. To change the units enter a case-sensitive unit such as `Inches` , `Centimeters` , or `Points` .

defaults write com.zengobi.curio "Ruler Units" -string "Inches"
defaults write com.zengobi.curio "Editing Units" -string "Inches"

Selection Glow

Normally Curio shows a slight glow around selected figures including a blue glow for normal figures, pink for an instance of an original figure, purple for original figures that have instances, and gray for locked figures.

You can allow selection glows, for special cases like the pink and purple glows mentioned above, but customize the normal blue glow conditions.

The default for the normal glow is a smart mode (2) where Curio determines if a glow should automatically like if the figure is unbordered and unfilled, or is contained within a collection, otherwise no blue glow will happen for the figure and you will just see selection handles. You can set it to 1 to make it so all normal glows happen for all selected figures, or set it to 0 if no blue selection glow should happen, just selection handles.

defaults write com.zengobi.curio "Selection Normal Glow" -int 1

You can turn off **all selection glows** (even for locked figures, figure instances, etc) if you wish with this setting:

defaults write com.zengobi.curio "Selection Glow" -bool yes

Fast Render

A new rendering optimization kicks in when you:

- Drag figures to move them,
- Scribble with a brush or eraser,
- Make a rubberband selection of multiple figures,
- Pinch or scroll wheel zooming.

During those events figure shadows are suppressed until the event concludes. Shadows are one of the slowest bottlenecks during rendering. This optimization has a massive performance impact especially when working with idea spaces with numerous shadowed figures.

You can turn off fast rendering in specific modes and/or tweak the delay time before normal rendering is restored.

defaults write com.zengobi.curio "Fast Render When Scroll Zooming" -bool no
defaults write com.zengobi.curio "Fast Render When Scroll Zooming Delay" -int 1
defaults write com.zengobi.curio "Fast Render When Pinching" -bool no
defaults write com.zengobi.curio "Fast Render When Pinching Delay" -int 1
defaults write com.zengobi.curio "Fast Render When Scribbling" -bool no
defaults write com.zengobi.curio "Fast Render When Moving" -bool no
defaults write com.zengobi.curio "Fast Render When Rubberbanding" -bool no

Swipe Gesture

Possible values for Idea Space Swipe Handler are 0 which means left/right swiping will now go previous/next in sequence and if Shift or Command is held then swipes left/right will go back/forward in history, 1 means left/right swiping will now go back/forward in history and if Shift or Command is held then swipes left/right will go previous/next in sequence.

defaults write com.zengobi.curio "Idea Space Ignore Swipe Gesture" -bool yes
defaults write com.zengobi.curio "Idea Space Swipe Handler" -int 0

Zoom Customizations

Zoom Gestures

Curio supports the pinch to zoom gesture by default, but ignores pinch gestures for zooming if they are too subtle. You can change how sensitive Curio is to zooming (0.008 is the default, make very slightly larger like to 0.01 for even less sensitive) or even turn it off entirely if you change this setting.

defaults write com.zengobi.curio "Idea Space Ignore Magnify Gesture" -bool yes
defaults write com.zengobi.curio "Idea Space Magnify Gesture Minimum Sensitivity" -float 0.003

Quick Zoom

Quick Zoom can be used to zoom out so the entire idea space is scaled to fit, or zoom in so you can get a closeup of your work.

defaults write com.zengobi.curio "Quick Zoom Shortcut" -string "q"
defaults write com.zengobi.curio "Quick Zoom In Shortcut" -string "Q"
defaults write com.zengobi.curio "Quick Zoom In Factor" -float 2.0

Smart Zoom

Smart Zoom is a feature supported by macOS, if enabled via System Settings > Mouse/Trackpad > Point & Click > Smart Zoom. Double-tap on your mouse or trackpad to zoom. Then double-tap again to restore the zoom.

By default, Curio will Smart Zoom to the figure you're hovering over, else the point you're hovering over, similar to how Smart Zoom works in Safari.

defaults write com.zengobi.curio "Idea Space Ignore Smart Magnify" -bool yes
defaults write com.zengobi.curio "Idea Space Smart Magnify Zoom To Selection" -bool yes
defaults write com.zengobi.curio "Idea Space Smart Magnify Zoom To Hover Figure" -bool yes
defaults write com.zengobi.curio "Idea Space Smart Magnify Zoom To Hover Point" -bool yes
defaults write com.zengobi.curio "Idea Space Smart Magnify Zoom Max Factor" -float 4

Delta

When zooming with the scroll wheel or pinch gesture Curio steps through the tiny 1% increments below 125%, then 10% increments to just under 200%, then 10% at 200% and beyond. If you wish to fine tune these increments then you can do so here.

defaults write com.zengobi.curio "Zoom Tiny Increment" -float 0.01
defaults write com.zengobi.curio "Zoom Small Increment" -float 0.1
defaults write com.zengobi.curio "Zoom Big Increment" -float 0.1

defaults write com.zengobi.curio "Zoom Small Start" -float 1.25
defaults write com.zengobi.curio "Zoom Big Start" -float 2.0

Inline PDF Annotations

Normally double-clicking on a PDF launches it in your PDF viewer, like Preview. Holding Option while double-clicking will go into annotation mode right there on the idea space. If you wish double-clicking to go into annotations mode directly you can change this setting.

defaults write com.zengobi.curio "Double Click Inline PDF Annotations" -bool no

PDF Annotation Colors

Curio's built-in PDF annotation editor allow for some customization of colors. However, note that currently the button images used in the inspector bar highlight buttons cannot be changed so if you customize a color you might want to aim for the same family (i.e. a customized color for the yellow highlight button should ideally be yellow-ish).

defaults write com.zengobi.curio "PDF Editor Yellow Highlight Color" -string "#F7DA34"
defaults write com.zengobi.curio "PDF Editor Green Highlight Color" -string "#B2E427"
defaults write com.zengobi.curio "PDF Editor Blue Highlight Color" -string "#76A1EF"
defaults write com.zengobi.curio "PDF Editor Pink Highlight Color" -string "#EF6BB1"
defaults write com.zengobi.curio "PDF Editor Purple Highlight Color" -string "#C686ED"
defaults write com.zengobi.curio "PDF Editor Strikethrough Color" -string "#FF0100"
defaults write com.zengobi.curio "PDF Editor Underline Color" -string "#027F00"

Ignore Bundled Instant Document Templates

If you don't want Curio to show bundled instant document templates then apply this setting.

defaults write com.zengobi.curio "Ignore Bundled Instant Document Templates" -bool yes

Ideaspace Print Auto Expand Threshold

When printing Curio can fit the current idea space to page and rotate the idea space to minimize scaling. It can also auto expand to additional pages if necessary to further minimize scaling if the resulting scaling value is too small (which can happen with especially large idea spaces). The default threshold scaling factor is 50%, where any scaling less than that amount will add additional pages, but you can change this setting.

defaults write com.zengobi.curio "Ideaspace Print Auto Expand Threshold" -int 50

Figure Tooltips

Tooltips When Status Bar Hidden

Curio can display certain information in the Status Bar, if it's visible, otherwise it will display it in a tooltip unless you disable this feature as detailed below.

When hovering over a figure, a compilation of meta info is displayed.

defaults write com.zengobi.curio "Figure Tooltip Info" -bool no

When resizing a figure by dragging its resize handle, its size information is displayed.

defaults write com.zengobi.curio "Figure Tooltip Resize" -bool no

When rotating a figure by holding Command and dragging its resize handle, its rotation angle information is displayed.

defaults write com.zengobi.curio "Figure Tooltip Rotate" -bool no

Tooltips Independent of Status Bar

Some tooltips display regardless of Status Bar state, although this can be customized:

When hovering over a figure's flag adornment, like a due date adornment, the flag's tooltip is displayed. This is on by default.

defaults write com.zengobi.curio "Figure Tooltip Flags" -bool no

When dragging figures around, the position information is displayed as a tooltip. This is off by default.

defaults write com.zengobi.curio "Figure Tooltip Move" -bool no

When dragging a line endpoint or midpiont, a snap help tooltip is displayed. This is on by default.

defaults write com.zengobi.curio "Figure Tooltip Line Points" -bool no

Ideaspace Flip Tiled Image

macOS Sonoma 14 has an odd issue where tiled images used as idea space backgrounds are suddenly flipped. Apple fixed this in macOS Sequoia 15. Curio running on macOS Sonoma 14 will pre-flip the image to work around the issue. You can also control this via a new setting:

defaults write com.zengobi.curio "Ideaspace Flip Tiled Image" -bool yes

Idea Space Previews

Preview Extension

If PDF Mirror is enabled then Curio will always use the PDF format. However, when PDF Mirror is not enabled Curio automatically determines the best format to use based on an idea space's contents. You can however, force a preview extension instead, either "pdf" or "jpg".

defaults write com.zengobi.curio "Preview Extension" -string jpg

Preview Cropped Side

Normally when generating a preview, Curio will crop everything past 5000 pixels to right or below. In other words, you only see the top-left 5000x5000 portion of the idea space. You can make this smaller (to save disk space) or larger (to see more of the preview) as you wish.

defaults write com.zengobi.curio "Preview Cropped Side" -int 1000

Preview Test Override PDF with JPEG KB

After generating a PDF preview, if larger than 100 KB, Curio will quickly see if a JPEG version is more compact. You can change this cutoff with this setting.

defaults write com.zengobi.curio "Preview Test Override PDF with JPEG KB" -int 100

Preview Use PDF for Bitmap

If Curio has a PDF preview then it normally generates the JPEG directly from that PDF data. You can tell it to regenerate it from scratch if you wish.

defaults write com.zengobi.curio "Preview Use PDF for Bitmap" -bool no

Preview Test Override PDF with JPEG Percentage

After generating that test JPEG, Curio will use it instead of the PDF only if the resulting JPEG file size is at least 70% of the size of the PDF file.

defaults write com.zengobi.curio "Preview Test Override PDF with JPEG Percentage" -int 70

Preview Scaled Percent

If Curio generates a JPEG preview, you can force it to scale to a given percent value. Otherwise, the default is Curio will calculate the percentage on the fly based on the size of the idea space and the settings below.

defaults write com.zengobi.curio "Preview Scaled Percent" -int 50

Preview Scaled Min Side Upper

Curio will scale the resulting JPEG preview so it has a minimum width or height of 1024 pixels. For example, 1024x1356 or 2352x1024. You can change that minimum side if you wish, for instance 512 would create smaller previews.

defaults write com.zengobi.curio "Preview Scaled Min Side Upper" -int 512

Preview Scaled Percent Ceiling

Once it scales it to a minimum side, you can make Curio scale it further if you wish. For instance, if an idea space is already close to 1024 in width or height then it wouldn't scale very much. You can tell Curio to at least scale it by 70% this setting.

defaults write com.zengobi.curio "Preview Scaled Percent Ceiling" -int 70

Preview Scaled Percent Floor

If a calculated JPEG scaling factor is too small then Curio imposes a floor scaling, which is 20% by default. We didn't want a calculated scaling value to get too tiny.

defaults write com.zengobi.curio "Preview Scaled Percent Floor" -int 20

Preview Output Retina

Curio normally creates non-Retina previews as they're just fine for a preview. If you have a Retina Mac and really want Retina previews, which will greatly increase the size of the resulting preview images, then you can enable this.

defaults write com.zengobi.curio "Preview Output Retina" -bool yes

Preview JPEG Compression Factor

When generating a JPEG idea space preview file Curio uses a 0.5 compression factor. You can choose a less aggressive value closer to 1.0, like 0.8, or a more aggressive compression closer to 0.0, like 0.3, this setting.

defaults write com.zengobi.curio "Preview JPEG Compression Factor" -float 0.5

Preview Compress PDF

If Curio is generating PDF's they are normally compressed with a simple ColorSync filter. You can ask Curio to not perform this PDF compression this setting.

defaults write com.zengobi.curio "Preview Compress PDF" -bool no

Preview Background Refresh

Curio normally updates the preview for the active idea space in the background even while you are editing the idea space. Generally these previews are very quick to generate and, if they are slow for a particular idea space, Curio will automatically refresh the preview much less frequently. This is key because, for a very brief moment, interactions with the idea space are locked so the preview can complete. However, if you regularly construct very complex idea spaces you can disable background refresh entirely. If disabled the only time Curio will force a preview generation is when you leave the idea space and go to another or close the project.

defaults write com.zengobi.curio "Preview Background Refresh" -bool no

Preview Immediately Store Thumbnails If None

Back in Curio 10.3, Curio began storing a tiny, compressed JPEG thumbnail of the idea space within the idea space's data file so it can be used to quickly render the Organizer display. If the thumbnail is not there, Curio has to read the potentially large PDF preview file for the idea space and generate the thumbnail on the fly. The embedded thumbnail is automatically updated when you save changes to an idea space. By default, older projects will also stored updated thumbnails for their idea spaces when the project is loaded even if the user doesn't manually touch a particular idea space, unless you turn off this feature this setting.

defaults write com.zengobi.curio "Preview Immediately Store Thumbnails If None" -bool no

Preview Generator On Load

Curio scans your entire project when it is loaded to see if any idea spaces have out-of-date previews and then generates them on a background thread. If you would like to disable this then change this setting.

defaults write com.zengobi.curio "Preview Generator On Load" -bool no

Preview Generator Force Update

You can force Curio to regenerate all the previews for a project by setting this preference then opening a project. Use in combination with Preview Generator Log to watch the preview generation background progress in Console but it should only take a few seconds to complete. Then close the project and turn off this preference.

defaults write com.zengobi.curio "Preview Generator Force Update" -bool yes

Preview Generator Log

If you would like to see what the idea space preview generator is doing in the background then change this setting. Log messages are sent to Applications > Utilities > Console.

defaults write com.zengobi.curio "Preview Generator Log" -bool yes

Organizer

Idea Space Title

The idea space title can be *Untitled* (which is the default), a custom string, a date, or a custom date format (date format string).

If *Idea Space Title* is 0 then it will be either the default text ("Untitled") or custom text if *Idea Space Title Text* is also set.

If *Idea Space Title* is 1 then it will be either the default date format (the *long* format defined in System Settings) or a custom date format if *Idea Space Title Date Format* is also set.

defaults write com.zengobi.curio "Idea Space Title" -int 0
defaults write com.zengobi.curio "Idea Space Title Text" -string "Ideas"
defaults write com.zengobi.curio "Idea Space Title" -int 1
defaults write com.zengobi.curio "Idea Space Title Date Format" -string "E d/M/yy h:mm a"

Folder Title

The folder title can be *Untitled*, a custom string, a date (which is the default), or a custom date format (date format string).

If *Folder Title* is 0 then it will be either the default text ("Untitled") or custom text if *Folder Title Text* is also set.

If *Folder Title* is 1 then it will be either the default date format (the *long* format defined in System Settings) or a custom date format if *Folder Title Date Format* is also set.

defaults write com.zengobi.curio "Folder Title" -int 0
defaults write com.zengobi.curio "Folder Title Text" -string "Ideas"
defaults write com.zengobi.curio "Folder Title" -int 1
defaults write com.zengobi.curio "Folder Title Date Format" -string "E d/M/yy h:mm a"

Rename New Idea Space

After creating a new idea space it is, by default, not ready for editing so you can quickly put items into your newly created idea space. If you'd like to be immediately placed into edit mode then do the following. This feature is most useful when using the Add button's power-user modifiers: hold Option when clicking Add to create a blank idea space, or hold Shift when clicking Add to create an idea space with the same style/template as the current idea space.

defaults write com.zengobi.curio "Organizer Rename New Idea Space" -bool yes

Rename New Folder

After creating a new folder you are placed in edit mode so you can instantly rename it. You can turn this off if you wish.

defaults write com.zengobi.curio "Organizer Rename New Folder" -bool no

Journal Sort

Normally Journal years are sorted in descending order, while the months within those years are sorted in ascending order. You can override this by right-clicking on a Journal item and changing the Journal sort.

If the sort is changed for a project then this is also reflected into the global default and will override both new and existing projects. You can customize this if you wish.

defaults write com.zengobi.curio "Journal Sort Years Descending" -bool yes
defaults write com.zengobi.curio "Journal Sort Months Descending" -bool no
defaults write com.zengobi.curio "Journal Sort Set Global" -bool yes
defaults write com.zengobi.curio "Journal Sort New Match Global" -bool yes
defaults write com.zengobi.curio "Journal Sort Existing Match Global" -bool yes

Organizer PDF Display Mode

If you drag a PDF file into the Organizer it normally scrolls in single-page continuous mode. If you wish you can set it to single-page at a time by setting this value to 0.

defaults write com.zengobi.curio "Organizer PDF Display Mode" -int 1

Organizer Display HTML In WebView

Normally if a local HTML file is dragged to the Organizer as an Organizer Document then the raw source text will be displayed within an editable text editor. If you wish to render the HTML in a WebView instead, which is how web URLs are shown, then change this setting.

defaults write com.zengobi.curio "Organizer Display HTML In WebView" -bool yes

Organizer Display Non Text Extensions

Normally any plain or rich text document added to the Organizer is opened for editing directly within Curio. If you wish certain file types, such as doc or docs, to be opened as a Quick Look view instead (to insure that no formatting is lost) then specify a comma-separated list of extensions that Curio should skip.

defaults write com.zengobi.curio "Organizer Display Non Text Extensions" -string "doc,docx"

Organizer Display Read Only Text Extensions

You may want Curio to only provide read-only access to certain text file extensions dragged to the Organizer, like if you use Nisus which has custom RTF stylings which the Mac's built-in framework for RTF editing (which Curio uses) would strip out.

defaults write com.zengobi.curio "Organizer Display Read Only Text Extensions" -string "rtf"

Organizer Plain Text Document Font

When showing plain text, like markdown, as Organizer documents Curio has a default font and font size that it uses, which you can override.

defaults write com.zengobi.curio "Organizer Plain Text Document Font" -string "Menlo"
defaults write com.zengobi.curio "Organizer Plain Text Document Font Size" -int 12

Organizer Font Size

This is the size of the font the Organizer area uses for item titles. The default is 12.

defaults write com.zengobi.curio "Organizer Font Size" -int 12

This is the size of the font the Sections area uses for item titles. The default is 13.

defaults write com.zengobi.curio "Sections Font Size" -int 13

RTF View Color

The RTF Organizer document view normally has a white background. You can change this color with this setting.

defaults write com.zengobi.curio "RTF View Color" -string "#ffffff"

RTF View Inset

The RTF Organizer document has a slight inset to text isn't crammed into the top-left corner. You can adjust this inset with this setting.

defaults write com.zengobi.curio "RTF View Inset" -string "{ 50.0, 50.0 }"

Quick Find

Quick Find Typing Timeout

Normally Quick Find waits 1 second after the last keystroke before beginning a query. You can press Return to instantly begin the search, or you can change the timeout.

defaults write com.zengobi.curio "Quick Find Typing Timeout" -float 1.0

Search

Search Results Export

When exporting your search results as text or markdown you can now customize the title and specify additional header information in the output, with support for several new variables:

- `{%SearchQuery}` = the search query
- `{%SearchGrouping}` = the search grouping
- `{%CurrentDateTime}` = the current date and time
- `{%ProjectTitle}` = the project's title
- `{%ProjectURL}` = the project's URL link

defaults write com.zengobi.curio "Search Results Export Title" -string "Search Results Grouped by {%SearchGrouping}"
defaults write com.zengobi.curio "Search Results Export Text Header" -string "Project: {%ProjectTitle}\nDate: {%CurrentDateTime}\nQuery: {%SearchQuery}"
defaults write com.zengobi.curio "Search Results Export Markdown Header" -string "Project: [{%ProjectTitle}]({%ProjectURL})\nDate: {%CurrentDateTime}\nQuery: {%SearchQuery}"

Search Auto Refresh Results

While viewing search results if figures are changed, deleted, or created then the results automatically refresh. This auto refresh feature can be disabled.

defaults write com.zengobi.curio "Search Auto Refresh Results" -bool no

Search Hash Is Tag Prefix

Normally if you search for a word with a # (aka hash or pound sign) prefix then it assumes the text is a tag name and searches for tags. If you don't want the has prefix to represent a tag then this feature can be disabled.

defaults write com.zengobi.curio "Search Hash Is Tag Prefix" -bool no

Use SearchKit

If you don't want Curio to search the contents of your project assets then change this setting.

defaults write com.zengobi.curio "Use SearchKit" -bool no

SearchKit Ignore Extensions

SearchKit normally scans most file types but you can add additional file extensions that it should ignore via a comma-separated list.

defaults write com.zengobi.curio "SearchKit Ignore Extensions" -string "nb,sib"

SearchKit Log

If you have problems searching within asset contents then turn on SearchKit logging.

defaults write com.zengobi.curio "SearchKit Log" -bool yes

Search Into PDF Pages

If you don't want Curio to search the within the PDF pages to find out specifically which pages match the query text then change this setting.

defaults write com.zengobi.curio "Search Into PDF Pages" -bool no

Search Tags Inherit Idea Space Tags

Prior to Curio 12, figures on an idea space would automatically inherit tags associated with the idea space itself. This no longer occurs since this inheritance was not obvious.

defaults write com.zengobi.curio "Search Tags Inherit Idea Space Tags" -bool no

Assets

Asset Resolve Alias

If you don't want Curio to ask you to resolve every broken alias in your project then change this setting.

defaults write com.zengobi.curio "Asset Resolve Alias" -bool no

Embed Assets

Normally we embed files dragged into Curio, unless Option is held down during the drag. If you'd like to reverse this logic then change this setting.

defaults write com.zengobi.curio "Embed Assets" -bool no

Force Alias To Folders

Normally if you drag a folder into Curio we insert it as an alias, regardless of whether the Option key is pressed or not. We do this primarily to reduce confusion: while an embedded or aliased folder is considered an asset in Curio, the contents of the folder are not, so you cannot tag, search, or do anything with those contained files within Curio but only via the Finder instead. By forcing folders to be an alias, the folder truly lives outside of Curio and it makes sense that the contained files are not true Curio assets. If,

however, you wish to allow embedded folders and understand that while the folder and its contents exist within your Curio project's package the contents are not true assets, and where, like dragged-in files, they will be added as embedded copies by default and aliases only if Option is held down during the drag, then change this setting.

defaults write com.zengobi.curio "Force Alias To Folders" -bool no

Asset Default Title Show Extension

When you drag a file into Curio its default title is normally the file name without its extension. You can make titles include the file extension if you wish.

defaults write com.zengobi.curio "Asset Default Title Show Extension" -bool yes

Non-Media File Extensions

Normally Curio asks QuickTime via Apple's QTKit if a given file dragged into Curio is a media file. On some rare systems, QTKit appears to be a bit too aggressive for unknown reasons so Curio may believe a boring text file dropped into Curio is a movie file. If you want to add extensions for Curio to treat as non-media files then change this setting.

defaults write com.zengobi.curio "Additional Non Media Files" -string "nb,config"

Asset Max File Name Length

When renaming the title of an asset or asset figure, Curio will try to rename the underlying asset file as well, if it's embedded. It filters out non-OS-safe characters, of course, but we can also clip it to a max file name length. By default this max length is 255 characters, which is the max supported by OS X, but you can set it to a smaller value if you need those asset files to work with other 3rd party applications or services that may not work with such long file names.

defaults write com.zengobi.curio "Asset Max File Name Length" -int 50

Delete Last Use Action

Normally when you delete an asset figure in Curio, if it is not being used by any other figure within your project, then Curio will automatically send that item to the Trash since it is no longer needed. However, using the following setting you can tell Curio to ask you before discarding the asset (value=0), leave it in your Library as an Unused Asset (value=1), or move it to the Trash (value=2).

defaults write com.zengobi.curio "Delete Last Use Action" -int 2

AssetLibrary Log Level

Watch what the internal asset library is doing. Log messages are sent to Applications > Utilities > Console. The value of 3 is the max detail log level.

defaults write com.zengobi.curio "AssetLibrary Log Level" -int 3

Extensions Ignore Title Changes

Normally if you rename the title of an asset figure on an idea space or asset in the library, Curio will also rename the underlying file, thus keeping the title and file name in sync. However, you can specify a comma separated list of file extensions that don't rename when the title is renamed.

defaults write com.zengobi.curio "Extensions Ignore Title Changes" -string "mov,mp4"

Library

Library Autorefresh

Curio's project library shelf allows you to view assets in the current section or idea space. Normally the results are not refreshed automatically if you change to a different section or Organizer item in case you want to drag a resulting item from the Library to a different area of your project. You can force a refresh by clicking the refresh icon on the library shelf or you can tell Curio to autorefresh automatically based on section changes or Organizer changes using these settings.

defaults write com.zengobi.curio "Section Selects Autorefresh Library" -bool yes
defaults write com.zengobi.curio "Organizer Selects Autorefresh Library" -bool yes

Local Library

Dragging from the Local Library shelf normally follows that global *Embed Assets* setting mentioned above, although you can override drags specifically from the Local Library so they are aliased instead.

defaults write com.zengobi.curio "Local Library Drag Embed" -bool no

Text files dragged in from the Local Library shelf can come in as file-backed text figures.

defaults write com.zengobi.curio "Local Library Import Text Files As File Backed Text Figures" -bool no

Curiota

Curiota Note Prepend Title

Curio normally automatically prepends the Curiota note title (if it exists) onto the note body if dragged in from the Local shelf.

defaults write com.zengobi.curio "Curiota Note Prepend Title" -bool no

Curiota Note Bold Title

If prepending the note title, as mentioned above, then Curio normally makes that title a bold version of the same font used in the note itself.

defaults write com.zengobi.curio "Curiota Note Bold Title" -bool no

Curiota Extensions to Text Figures

If you drag a Curiota Note into Curio via the Local library shelf, Curio will convert that note (technically a RTF or RTFD file) into a native Curio text figure. But if you drag in other types of files that you've stored within Curiota, Curio creates file asset figures instead. However, you can tell Curio to treat certain file extensions differently when dragged in from Curiota and text figures will be created instead.

defaults write com.zengobi.curio "Curiota Extensions to Text Figures" -string "rtf,rtfd,txt,md"

Scribble

Scribble Pressure Multiplier

You can now customize the multiplier Curio applies to any pressures via a tablet or iPad connected via the macOS Continuity feature. We've noticed, that at least with our iPad Pro and Pencil 1, that a value of 5 is perfect for sketching via Sidecar, while a value of 1.3 is better for sketching via Luna, Duet, or Wacom. You may need to fine tune this value given your specific hardware setup.

defaults write com.zengobi.curio "Scribble Pressure Multiplier" -float 5
defaults write com.zengobi.curio "Scribble Pressure Multiplier" -float 1.3

Brush Crosshair

Curio will use the crosshair cursor when scribbling with brushes 2 pixels wide or smaller. You can now change that by changing this setting.

defaults write com.zengobi.curio "Use Crosshair For Small Brush" -bool no
defaults write com.zengobi.curio "Brush Crosshair At Size" -float 2.0

Brush Log Level

You can enable brush logging if you are having some odd issues with the scribble tools.

defaults write com.zengobi.curio "Brush Log Level" -int 1

Table of Contents

ToC Text Only At Level

By default, Curio includes previews until hierarchical level 3 when it switches to text only entries.

defaults write com.zengobi.curio "ToC Text Only At Level" -int 3

ToC Text Only At Max Children

If a Table of Contents parent node has a max number of children or more, then those children will be text only. For example, if a particular parent has 75 children then perhaps text-only is fine, but another with only 12 children can show icons. If 0, the default, then this check is not performed.

defaults write com.zengobi.curio "ToC Text Only At Max Children" -int 50

ToC Collapse At Level

By default, Curio automatically collapses the 2nd hierarchical level in the Table of Contents. If you'd like to see more, simply click a parent's expand widget to see those child items.

defaults write com.zengobi.curio "ToC Collapse At Level" -int 2

ToC Stop At Level

By default, Curio includes the first 3 hierarchical levels in the Table of Contents. For complex projects, reducing the number of levels can make generation faster. Note that Curio may throttle the specified value if a massive number of entries would be created, see below for more details.

defaults write com.zengobi.curio "ToC Stop At Level" -int 3

ToC Stop At Level At Max Figures

As a safety catch, regardless of what the user has specified in the inspector, to avoid generating a massively large list or mind map, Curio will automatically reduce the included levels to try to bring the number of entries in the entire collection to no more than 200 entries, which is the default. So if 3 levels has 350 entries, and pruning to 2 still leaves 220, then will prune back to level 1 (the minimum). If 0, then all levels are included regardless of how large the resulting collection becomes. Keep in mind, 200 entries at roughly 40 pixels tall per entry, the resulting list would be roughly 8,000 pixels tall!

defaults write com.zengobi.curio "ToC Stop At Level At Max Figures" -int 200

ToC Title

The title of the Table of Contents is the dynamic variable {%IdeaSpaceTitle}, by default, so it reflects the title of its containing idea space.

defaults write com.zengobi.curio "ToC Title" -string "{%IdeaSpaceTitle}"

Spread PDF

Spread PDF Limit

Spreading a PDF within an idea space normally limits the number of pages in the PDF to 20 so that the resulting idea space isn't too large, mainly for memory reasons. You can change this limit if you change this setting.

defaults write com.zengobi.curio "Spread PDF Limit" -int 20

Spread PDF Horizontal and Vertical Gap

Spreading a PDF within an idea space normally uses a gap of 50 points between duplicated figures in the horizontal and vertical directions. You can change this limit if you change this setting.

defaults write com.zengobi.curio "Spread PDF Horizontal Gap" -int 50
defaults write com.zengobi.curio "Spread PDF Vertical Gap" -int 50

Import, Export, & Sync

Markdown Text Import Convert To Figure

When you drag a markdown file into Curio it can convert it into a text figure or asset figure and asks you this via a popup alert. If you suppress the alert by checking the don't ask me again checkbox then Curio doesn't show the alert in the future and automatically performs your last chosen action.

If you want to reset this so you see the alert once again do this:

defaults delete com.zengobi.curio "Markdown Text Import Convert To Figure"

Smart Paste

Like Apple's Notes and Microsoft's Word, Curio now supports a smarter paste by default.

Now when pasting into a Curio text figure, any pasted rich text will match the surrounding text style including font, font size, and text color while still transferring specific attributes (links, bold, italics, strikethrough, baseline, attachments, superscript). This is a definite step up from pasting as plain text as you would lose all of those attributes.

You can still use Paste As > Rich Text if you want all the attributes.

Disabling Smart Paste as Default Paste

Alternatively, you can restore the normal paste operation by disabling smart paste by default and use the Smart Paste menu item under Paste As only when you need it:

defaults write com.zengobi.curio "Smart Paste" -bool no

Customizing Smart Paste

This is a bit advanced but you can also customize which attribute keys are included in smart paste.

Here are the attributes smart paste includes by default: `NSFont` , `NSAttachment` , `NSLink` , `NSBaselineOffset` , `NSStrikethrough` , `NSSuperScript` .

Some notes on those default attributes:

- You may be confused why `NSFont` is in there as the font itself is not transferred over. The reason is so Curio can get the bold and/or italics traits from the pasted text's font then apply that to the figure's font. So the font itself is not used, just the bold/italic traits.
- Image attachments and links are copied over.
- Baseline offsets help with subscript and superscript. The additional `NSSuperScript` may have been used instead of baseline so that's included, too. (There is no `NSSubScript` , just FYI.)

And here are the optional attributes you may want to add: `NSColor` , `NSBackgroundColor` , `NSUnderline` , `NSUnderlineColor` , `NSStrikethroughColor` .

Some notes on why those weren't added by default:

- The foreground text color may be hard to see with certain figure fill colors.
- The background text highlight color may be hard to see with certain figure fill colors or text colors.
- The underline related attributes may be hard to see with certain fill colors and conflict with the automatic link underlining and coloring.
- The strikethrough color may be hard to see with certain figure fill colors.

An example: if you wanted to keep text colors then you can do this:

defaults write com.zengobi.curio "Smart Paste Add Attributes" -string "NSColor"

And if you wanted to remove image attachments you could do this:

defaults write com.zengobi.curio "Smart Paste Remove Attributes" -string "NSAttachment"

Both of those customizations take a comma separated list of attributes that you want to add or remove.

Colored Rich Text

Normally the coloring of text is maintained when you copy or export rich text. That way if you copy red text, it will paste as red text in another application. However if the text was white, perhaps because it was in a mind map node that was a dark color, then, by default, Curio will change its coloring on the clipboard to black so it's visible when you paste it into another application (which presumably has a white background, like TextEdit, Word, or Pages). You can turn off this feature if you wish, you can also tell Curio to always force a black coloring for copied text.

defaults write com.zengobi.curio "Copy Rich Text Force Black Text If White" -bool no
defaults write com.zengobi.curio "Copy Rich Text Force Black Text" -bool yes

Export Rich List Uses Multi Tabs

Normally when you copy a hierarchical collection, like a list or mind map, as rich text Curio will use one or more tabs to indicate the hierarchical level of each line item.

Alternatively, Curio can always output a single tab and adjust each item's rich text ruler indention distance instead.

defaults write com.zengobi.curio "Export Rich List Uses Multi Tabs" -bool no

CSV Import Encoding

Text files can be encoded in a number of formats, such as macOS Roman and UTF-8. This encoding is key when Curio tries to import a CSV for display as a table.

The default assumed encoding is the venerable macOS Roman (`NSMacOSRomanStringEncoding`) which has a value of 30 and seems to be the most reliable. You can also try telling Curio to assume the file is UTF-8 encoded by setting this override to 4 (`NSUTF8StringEncoding`).

There are a number of other encodings you can try if you're having difficulties with a certain CSV file.

defaults write com.zengobi.curio "CSV Import Encoding" -int 30

Export CSV UTF16LittleEndianBOM

Table exporting as CSV usually outputs everything in the Unicode UTF-8 standard. However, Microsoft Excel apparently has problems with that format and international characters may not appear correctly. You can change Curio's export format to UTF-16 which works with Excel if you change this setting.

defaults write com.zengobi.curio "Export CSV UTF16LittleEndianBOM" -bool yes

Asset Image Scan OCR

Normally when images are dropped into Curio it will use Apple's Vision framework to do Optical Character Recognition on the images to extract text. Then the Search shelf and Quick Find can be used to find text that appear on your images.

The scanning of OCR data happens in the background and takes just a moment. However, you can disable this feature if you'd like with this setting.

defaults write com.zengobi.curio "Asset Image Scan OCR" -bool no

Image Export Retina

On Retina Macs Curio will create 144 DPI image exports so they are optimized for those systems, instead of regular 72 DPI images. Image exports will appear to be large on non-Retina systems unless the image viewer honors the image's DPI setting. If you wish to force Curio to output non-Retina (72 DPI) images on Retina systems then change this setting.

defaults write com.zengobi.curio "Image Export Retina" -bool no

Equation Force Scale Local PDF

When rendering equations as PDF Curio has to ask WebKit for a rendered PDF of the WebView then crop it appropriately. If your main screen is non-Retina or you have a mix of Retina and non-Retina screens then you could encounter an issue where the cropped results is a blank equation. This setting will fix that issue.

defaults write com.zengobi.curio "Equation Force Scale Local PDF" -bool yes

HTML Image Export Retina

On Retina Macs Curio will create 144 DPI HTML imagemap exports and image exports so they are optimized for those systems, instead of regular 72 DPI images. The HTML imagemap will still look extremely good on non-Retina systems thanks to the HTML img height and width tags added to the HTML export templates and the browser's built-in scaling. Image exports will appear to be large on non-Retina systems unless the image viewer honors the image's DPI setting. If you wish to force Curio to output non-Retina (72 DPI) images on Retina systems then change this setting.

defaults write com.zengobi.curio "HTML Image Export Retina" -bool no

Calendar Sync

You can set several defaults for Calendar and Reminders syncing including the default Calendar and Reminders list to sync to.

Note that you still need to manually enable syncing for a new project via the Sync inspector. However, once enabled Curio will automatically find the specified default Calendar and Reminders list to sync to.

defaults write com.zengobi.curio "Calendar Sync Default Calendar Name" -string "Curio"
defaults write com.zengobi.curio "Calendar Sync Default Reminders Name" -string "Curio Tasks"
defaults write com.zengobi.curio "Calendar Sync Prefix With Project Name" -bool yes
defaults write com.zengobi.curio "Calendar Sync Prefix With Collection Name" -bool yes
defaults write com.zengobi.curio "Calendar Sync Ignore Synced Figure Instances" -bool yes
defaults write com.zengobi.curio "Calendar Sync Name Includes Source" -bool yes

Status Shelf

The Status shelf has a few settings you can override.

defaults write com.zengobi.curio "Status Ignore Synced Figure Instances" -bool yes

Copy As Hyperlink

You can tell Curio to not include the title at all, so only the URL is copied:

defaults write com.zengobi.curio "Copy As Hyperlink Includes Title" -bool no

See Hyperlink Title below for options on how you can customize the hyperlink title.

Copy As Markdown Link

Markdown links are of the form `[title](link)`. If the title has a left or right bracket those are currently left as-is. Likewise if the link has a left or right parenthesis those are left as-is, as well.

Your preferred markdown renderer may be able to handle those just fine, however your renderer may want brackets escaped, like `\[` and `\]` and your links escaped with `\(` and `\)` or even `%28` and `%29`.

defaults write com.zengobi.curio "Markdown URL Title Escape Left Bracket" -string "["
defaults write com.zengobi.curio "Markdown URL Title Escape Right Bracket" -string "]"
defaults write com.zengobi.curio "Markdown URL Link Escape Left Paren" -string "("
defaults write com.zengobi.curio "Markdown URL Link Escape Right Paren" -string ")"

See Hyperlink Title below for options on how you can customize the hyperlink title.

Hyperlink Title

You can customize what's included in a hyperlink, wikilink, or jump link title which is normally of the form "*ProjectTitle/IdeaspaceTitle/FigureTitle*".

Customize the "/" separator between project, section, idea space, and figure:

defaults write com.zengobi.curio "Hyperlink Title Separator" -string "/"

Project's Title

Choose to not include the project title:

defaults write com.zengobi.curio "Hyperlink Title Includes Project" -bool no

Idea Space's Title

For the idea space Curio will take the entire title, including punctuation.

Figure's Title

If a figure hyperlink is getting created, choose to not include the idea space title:

defaults write com.zengobi.curio "Hyperlink Figure Title Includes Idea Space" -bool no

For the figure's title just the first sentence is grabbed by default (1), or you can change it to the first line (2), or the whole thing but new lines turned into spaces (3):

defaults write com.zengobi.curio "Hyperlink Figure Title Technique" -int 1

Any trailing punctuation are removed from the figure title by default:

defaults write com.zengobi.curio "Hyperlink Figure Title Remove Ending Punctuation" -bool yes

Any inline meta, such as `#tag` or `@resource`, are removed from the figure title by default:

defaults write com.zengobi.curio "Hyperlink Figure Title Remove Inline Meta" -bool yes

The figure title is truncated at 30 characters by default and an ellipsis is added:

defaults write com.zengobi.curio "Hyperlink Figure Title Max Length" -int 30
defaults write com.zengobi.curio "Hyperlink Figure Title Truncate Add Ellipsis" -bool yes

Export Markdown Checkmarks

If items have checkmarks Curio will export markdown such as `[ ]` and `[x]` which some extended markdown parsers support.

defaults write com.zengobi.curio "Export Markdown Checkmarks" -bool no
defaults write com.zengobi.curio "Export Markdown Unchecked" -string "[ ]"
defaults write com.zengobi.curio "Export Markdown Checked" -string "[x]"
defaults write com.zengobi.curio "Export Markdown Mixed" -string "[-]"

Export Markdown Other

If exporting for import into OmniFocus you might want Curio to use `@defer` instead of `@start` for start dates:

defaults write com.zengobi.curio "Export Markdown Use Defer" -bool yes

If exporting for import into TaskPaper you might want Curio to use `@done` instead of `@progress` for percent complete progress:

defaults write com.zengobi.curio "Export Markdown Use Done" -bool yes

Markdown Inline Footnote Format

Normally Curio outputs figure notes as markdown inline footnotes compatible with the popular MultiMarkdown renderer which is used in many apps: `[^This is a note]`.

However, you can also ask Curio to use the Pandoc/Obsidian/markdown-it format, like `^[This is a note]`.

defaults write com.zengobi.curio "Export Markdown Note Footnote Format" -int 1

Export Note Prefix and Suffix

When exporting figures, if note exporting is enabled, then notes are generally delimited with special character strings which you can override.

defaults write com.zengobi.curio "Export Text Note Prefix" -string " ("
defaults write com.zengobi.curio "Export Text Note Suffix" -string ")"

defaults write com.zengobi.curio "Export Rich Text Note Prefix" -string " ("
defaults write com.zengobi.curio "Export Rich Text Note Suffix" -string ")"

defaults write com.zengobi.curio "Export Markdown Note Prefix" -string "[^"
defaults write com.zengobi.curio "Export Markdown Note Suffix" -string "]"

Export ASCII Filenames

Make the filenames generated via image and HTML export safe, ASCII (7-bit) characters by changing this setting.

defaults write com.zengobi.curio "Export ASCII Filenames" -bool yes

Copy Text Outline Note Keep CRLF

Normally the mind map and list text outline exporters strip carriage returns contained in figure notes. However, you can tell Curio to leave them in by changing this setting.

defaults write com.zengobi.curio "Copy Text Outline Note Keep CRLF" -bool yes

MindNode Exports As Package

Normally Curio will export a mind map as a MindNode file in zipped format. Alternatively you can ask Curio to export as an OS X package file if you wish. In both cases the resulting file extension is .mindnode.

defaults write com.zengobi.curio "MindNode Exports As Package" -bool yes

AV Session Preset

By default Curio will use the AVCaptureSessionPresetMedium internal setting for making audio and video recordings which is medium quality and size. You can tell Curio to use a different preset, such as a higher-resolution preset for larger video and better quality audio.

defaults write com.zengobi.curio "AV Session Preset" -string "AVCaptureSessionPresetHigh"

Default Mail Client (Only For Non-Mac App Store Curio)

Normally Curio determines the default mail client by asking the system. The official way to set your mail client is to launch Mail, choose Mail > Settings and change the *Default mail reader*. Alternatively you can tell Curio to use a specific client, assuming we support it. Currently we support the following mail clients using AppleScript: Mail, Outlook, Entourage, Eudora, Postbox, Airmail, and MailMate.

defaults write com.zengobi.curio "Use Mail App" -string "Postbox"

Custom Mail Script (Only For Non-Mac App Store Curio)

As mentioned above, Curio uses AppleScript to communicate with mail clients that it supports. You can supply a custom script if you wish by placing a `Scripts/CreateMessage.applescript` file in your Curio application support folder and then setting the following. You can see Curio's bundled scripts in `/Applications/Curio.app/Contents/Frameworks/GGCore.framework/Versions/A/Resources/Scripts`.

defaults write com.zengobi.curio "Custom Mail Scripts" -bool yes

PDF Mirror

By default the PDF Mirror feature exports sections with the name of the form `*ProjectName*-*SectionName*.pdf`, such as `Pepsi-Sales.pdf`. However, you can customize it so it includes the section index in the resulting name like `Pepsi-001-Sales.pdf` with a minimum number of digits, which is handy if you'd like to maintain the same ordering in the Finder as you see within Curio.

defaults write com.zengobi.curio "Publish PDF Section Filename Index" -bool yes
defaults write com.zengobi.curio "Publish PDF Section Filename Index Min Digits" -int 3

Presentation Mode

Presentation PreCollapse Mind Maps

Before Curio displays an idea space during presentation mode it can pre-collapse all mind maps if you wish.

defaults write com.zengobi.curio "Presentation PreCollapse Mind Maps" -bool yes

Smart Zoom

Smart Zoom is a feature supported by macOS, if enabled via System Settings > Mouse/Trackpad > Point & Click > Smart Zoom. Double-tap on your mouse or trackpad to zoom. Then double-tap again to restore the zoom.

Smart Zoom during presentation mode will apply a multiplier to the current slide's magnification with the result constrained to a min and max scaling factor.

Note if the slide is already magnified past the max scaling factor then Smart Zoom isn't activated.

defaults write com.zengobi.curio "Presentation Ignore Smart Magnify" -bool yes
defaults write com.zengobi.curio "Presentation Smart Magnify Zoom Multiplier" -float 2
defaults write com.zengobi.curio "Presentation Smart Magnify Zoom Min Factor" -float 2
defaults write com.zengobi.curio "Presentation Smart Magnify Zoom Max Factor" -float 4

Evernote

Evernote Supported

If you really don't want to see the Evernote shelf you can turn it off.

defaults write com.zengobi.curio "Evernote Supported" -bool no

Evernote Check Installed

Before potentially allowing Evernote support Curio will see if Evernote is installed. If not then the Evernote shelf tab won't appear in Curio. You can disable this install check if you'd like.

defaults write com.zengobi.curio "Evernote Check Installed" -bool no

Evernote Assign Notebook Tag

Optionally Curio can create a global tag set called "Evernote" and create and assign a tag that matches the Evernote notebook the note originated from and any tags associated with the note. You can control this feature with these settings:

defaults write com.zengobi.curio "Evernote Assign Notebook Tag" -bool no
defaults write com.zengobi.curio "Evernote Assign Note Tags" -bool no

Evernote Results Limit

Normally Curio will only return up to 500 matches in an Evernote notebook, based on the entered search and sorting criteria.

defaults write com.zengobi.curio "Evernote Results Limit" -int 500

Evernote Results Limit

Normally Curio will only automatically download and cache the first 5 notes in a result set, in order to minimize the number of requests hitting Evernote's server. We will also download any note when it is selected. To increase the download limit use this setting but don't make it too high or you could hit Evernote's 3rd Party App Rate Limits.

defaults write com.zengobi.curio "Evernote Auto Download Limit" -int 5

Evernote Request Thumbnails

Curio will normally request note thumbnails from the Evernote cloud. Set this to no if you only want local icons instead.

defaults write com.zengobi.curio "Evernote Request Thumbnails" -bool no

Evernote Note URL

Curio will normally add an attribution line to any text dragged in from the Evernote shelf so you can easily get back to the original note in the Evernote Mac client. However, this attribute line addition can be disabled if you wish.

defaults write com.zengobi.curio "Evernote Note URL" -bool no

Evernote Force Host

This setting can be used to force a connection to the app.yinxiang.com service, instead of www.evernote.com, if the automatic mechanism for doing so (based on IP address and locale) is not working.

defaults write com.zengobi.curio "Evernote Force Host" -string "app.yinxiang.com"

Evernote Log Level

Watch what the Evernote shelf is doing. Log messages are sent to Applications > Utilities > Console. The value of 2 is the max detail log level.

defaults write com.zengobi.curio "Evernote Log Level" -int 2

Sleuth

Sleuth Is KidSafe

If you wish Sleuth to only show kid-safe websites and enable the built-in profanity filter then change this setting.

defaults write com.zengobi.curio "Sleuth Is KidSafe" -bool yes

Sleuth History Size

Specify the number of entries in Sleuth's history by changing this setting.

defaults write com.zengobi.curio "Sleuth History Size" -int 10

Support Folders

Applicable only in Curio from Zengobi's website, not from the Mac App Store due to sandboxing restrictions.

Personal Repository Folder

By default your Curio personal repository of tags, idea space templates, stencils, etc, is at `~/Library/Application Support/Curio/Repository`. However, if you would like to change this to something else, like a synced Dropbox folder, then move it over there and change this setting.

Note that if you want the Curio Spotlight plugin to find your tags and include them in its index generation then it needs to be pointed to the new location as well.

1. Quit Curio on all of your Macs that you intend to sync.
2. On Your Main Mac:
    1. In the Finder, choose Go > Go to Folder and paste this in: `~/Library/Application Support/Curio`.
    2. Open another Finder window and go to your Dropbox folder.
    3. Create a folder in Dropbox named "Curio", thus its path is `~/Dropbox/Curio`.
    4. Drag-and-drop the Repository folder from within the `~/Library/Application Support/Curio/Version XX/` folder to the Dropbox's Curio folder, thereby creating `~/Dropbox/Curio/Repository`.
    5. Launch Applications > Utilities > Terminal and type this: `defaults write com.zengobi.curio "Personal Repository Folder" -string \"~/Dropbox/Curio/Repository"`
    6. When you relaunch Curio it will automatically migrate your repository files into a Version XX subfolder within the Repository folder then connect to the files.
3. On your other Macs launch Applications > Utilities > Terminal and type this: `defaults write com.zengobi.curio "Personal Repository Folder" -string \"~/Dropbox/Curio/Repository"`

That's it! Now all your Macs are pointing to the same personal repository folder which exists on Dropbox instead of the default location.

Note that the repository override should point to the Repository folder itself, not a Version XX subfolder. Curio will look for and manage the Version XX folder automatically so that Curio 11 looks within Version 11 and Curio 12 will look within Version 12.

Sharing Your Personal Repository Folder with Others

1. Follow the steps above to relocate your personal repository folder to Dropbox.
2. In the Finder, right-click on the Repository folder in Dropbox and choose Share. You will be taken to Dropbox's website where you can invite others to have access to that folder.
3. When others accept your share invitation they will see a new shared folder titled "Repository" appear within their Dropbox folder.
4. They are able to rename and even move this folder elsewhere within their Dropbox folder hierarchy. For example, if your name is Tom then perhaps they rename "Repository" to "Tom" and move it into a `~/Dropbox/Shared Repositories folder`. Even though the folder has been renamed and moved it is still connected to and syncing with Tom's original Repository folder.
5. Next, they launch Curio and bring up the Settings window and add a new external repository by choosing the `~/Dropbox/Shared Repositories/Tom` folder.
6. When they relaunch Curio, your styles, stencils, and templates will now be available on your friend's machine. As you add new styles and stencils they will sync to everyone sharing your repository.

Application Support Folder

By default your personal Curio application support folder is at `~/Library/Application Support/Curio` . However, if you would like to change this to something else, like a synced Dropbox folder, then move it over there and change this setting.

> **Warning**
>
> This is more drastic than just overriding the *Personal Repository Folder* as described above, since you'd be sharing everything that goes into Curio's app support folder including project gallery and Status shelf project categories and lists, temporary documents, and other items. The *Personal Repository Folder* may be a better choice for most users.

Note that if you want the Curio Spotlight plugin to find your tags and include them in its index generation then it needs to be pointed to the new location as well.

1. Quit Curio on all of your Macs that you intend to sync.
2. On Your Main Mac:
3. In the Finder, choose Go > Go to Folder and paste this in: `~/Library/Application Support` .
4. Open another Finder window and go to your Dropbox folder.
5. Create a folder in Dropbox named "Application Support", thus its path is `~/Dropbox/Application Support` .
6. Drag-and-drop the Curio folder from Library's Application Support folder to the Dropbox's Application Support folder, thereby creating `~/Dropbox/Application Support/Curio` .
7. Launch Applications > Utilities > Terminal and type this: `defaults write com.zengobi.curio "Application Support Folder" -string \"~/Dropbox/Application Support/Curio"`
8. On your other Macs launch Applications > Utilities > Terminal and type this:

   `defaults write com.zengobi.curio "Application Support Folder" -string \"~/Dropbox/Application Support/Curio"`
9. That's it! Now all your Macs are pointing to the same application support folder which exists on Dropbox instead of the default location.
10. Note that the application support override should point to the Curio folder itself, not a Version XX subfolder. Curio will look for and manage the Version XX folder automatically so that Curio 11 looks within Version 11 and Curio 12 will look within Version 12.

Network Installations

Applicable only in Curio from Zengobi's website, not from the Mac App Store due to sandboxing restrictions.

The Network Folder

Curio finds its support files on the network via the network path settings in your Curio's Settings window.

The default network support folder for Curio is: `/Network/Library/Application Support/Curio/Version XX`

(Where `Version XX` is replaced with the current major version number like `Version 11` or `Version 12` .)

To begin, copy your `/Library/Application Support/Curio/Version XX` folder on the administrator's hard disk to that network location. It will contain the license registration information necessary for the clients to validate their installation.

You should configure all client Macs to automatically mount that folder as a network share point. macOS Server includes helpers such as autofs to make automatically mounting share points for clients easier. The details are specific to your network and macOS version so check with your network administrator and Apple's documentation to set this up.

To specify a different network install folder (note that Version XX is automatically appended to any specified path):

```
defaults write com.zengobi.curio "Network Application Support Folder" -string \"/Network/Library/Application Support/Curio/"
```

Additional Settings for Network Installs

To disable automatic Curio update checks

By default Curio checks Zengobi's servers every day to see if an update is available. This can be disabled this setting:

```
defaults write com.zengobi.curio "SUEnableAutomaticChecks" -bool no
```

To modify the days left warning for expiring license keys

If you enter an expiring license key such as an annual site license then at launch Curio will warn you when the license will be expiring soon, and thus when Curio will stop working. The default is when there are 60 days left before expiring. You can change that value if you feel you need more or less time to get purchase approval and acquire an updated license key.

```
defaults write com.zengobi.curio "License Days Left Warning" -int 60
```

To enable KidSafe Sleuth

As described earlier, Sleuth can be restricted specifically for school and home environments:

```
defaults write com.zengobi.curio "Sleuth Is KidSafe" -bool yes
```

After enabling Sleuth will:

- Only show KidSafe sites in its search sites popup, such as Google Images with SafeSearch instead the normal Google Image search.
- Disallow Sleuth site customization.
- Block any query phrase which contain profanity.
- Block any query results which contain profanity.

Keyboard Shortcuts

In addition to standard menu shortcuts, such as ⌘S to save, Curio supports a large number of keyboard shortcuts you can use to be more productive.

⌘ = Command, ⌥ = Option, ⌃ = Control, ⇧ = Shift, ⌫ = Delete, ↩ = Return, ↻ = Escape

> **Customizing Shortcuts**
> Some shortcuts can be customized with Curio's [Advanced Settings](#).
> In addition, you can make your own custom keyboard shortcuts to any menu item within Curio, including figures styles and stencils displayed in the Format and Insert main menus, using System Settings > Keyboard > Shortcuts > App Shortcuts. A handy tutorial can be found [here](#).

Views

Action	Shortcut
Show/Hide Organizer	⇧⌘0 (zero)
Show/Hide Shelf	⌥⌘0 (zero)
Show/Hide Organizer and Shelf	⌥⇧⌘0 (zero) or ` (backtick)
Show idea space at actual size	⌘0 or double-click zoom slider if in toolbar
Quick zoom out to fit	Hold down Q
Quick zoom in	Hold down ⇧Q
Dismiss an open inspector popover	↻ (Escape)
Zoom both split views	Hold ⇧ and use the zoom popup toolbar control, the zoom toolbar slider, or the *Zoom to Actual Size*, *Zoom to Fit*, or *Zoom to Width* menu items to zoom both the primary view and the secondary view.
Zoom both split views to actual size	Hold ⇧ while double-clicking or ⌥-clicking the zoom slider will set both the primary view and the secondary view to actual size.

Mouse/Trackpad

Action	Shortcut
Pan	Scroll with mouse or trackpad; or hold down Spacebar then click and drag to pan
Zoom in	Outward pinch gesture with trackpad; or ⌥⌘Scroll Up; or hold down Spacebar, then hold down ⌘, then click to zoom
Zoom out	Inward pinch gesture with trackpad; or ⌥⌘Scroll Down; or hold down Spacebar, then hold down ⌥, then click to zoom
Zoom in within gallery windows	Outward pinch gesture with trackpad; or ⌥⌘Scroll Up
Zoom out within gallery windows	Inward pinch gesture with trackpad; or ⌥⌘Scroll Down
Smart Zoom (if enabled in System Settings)	Double tap to zoom, double tap again to restore

Files

Action	Shortcut
Embed a copy of a file into Curio	Drag file from Finder to an idea space
Move file into Curio	⌘Drag file from Finder to an idea space
Create an alias to a file within Curio	⌥Drag file from Finder to an idea space
Drag a copy of the asset file associated with a figure out of Curio	Select a single asset figure, ⌥⇧⌘Drag the figure and notice you are now dragging its file representation, *release the keys while still continuing to drag*, then drop the file on the Finder, Desktop, or other application

Tools

Action	Shortcut
Select tool	↺ (Escape)
Figure tool	F
Text tool	T
Line tool	L
Brush tool	B
Eraser tool	E

Layers

Action	Shortcut
Change the active layer to the next layer down	⌥{
Change the active layer to the next layer up	⌥}

Figure Snapping

Action	Shortcut
Toggle edge snap guide	S
Toggle center snap guide	C
Toggle snap to grid	G
Show/Hide grid	⇧G

Figure Navigating

Action	Shortcut
Select the next figure on the idea space	⇥
If editing a figure, select the next editable figure on the idea space	⌃⇥ (or enable ⇥ and ⇧⇥)
Select the previous figure on the idea space	⇧⇥
If editing a figure, select the previous editable figure on the idea space	⌃⇧⇥ (or enable ⇥ and ⇧⇥)
If Tab is used to navigate and you want to insert a tab while editing a figure	⌥⇥

Figure Nudging

Action	Shortcut
Move object by one pixel	Arrow keys (if grid is not enabled) ⌥Arrow or ⇧Arrow keys (if grid is enabled)
Move object by one grid space	Arrow keys (if grid is enabled) ⌥Arrow or ⇧Arrow keys (if grid is not enabled)
Move object to next grid intersection	⌥⇧Arrow keys

Figure Sizing

Action	Shortcut
Resize object	Drag selection handle
Constrain aspect ratio when resizing object	⇧Drag handle (note that some items, like images, default to resizing proportionally, so holding ⇧ would allow you to resize those figures non-proportionally)
Drag out a sticky connecting line	⌥Drag selection handle
Resize object to its natural size, but no wider than the right edge of the idea space	N
Resize object to its natural size, expanding the idea space if necessary	⇧N

Figure Rotating

Action	Shortcut
Rotate object	⌘Drag selection handle
Rotate object 45°	R
Rotate object -45°	⇧R
Rotate object 1°	⌥R
Rotate object -1°	⌥⇧R
Rotate object to 0°	Z

Figure Selection

Action	Shortcut
Add (or remove) selected object to previously selected objects	⇧Click, ⌘Click
Add (or remove) selected range to previously selected objects	⇧Drag, ⌘Drag
Constrain selected range to figure layer	⌥Drag
Constrain selected range to scribble layer	⌥⌘Drag
Bring figure to front	⌥Click

Figure Copying

Action	Shortcut
Cut selected text or object	⌘X
Copy selected text or object	⌘C
Paste selected text or object	⌘V
Duplicate object	⌥Drag or ⌘D
Delete selected object	⌫

Figure Meta

Action	Shortcut
Toggle status bar visibility	⌘/
Set keyboard focus on status bar	/
Toggle checkbox	⇧X
Toggle checkbox checked/unchecked state	X
Set rating from 0 to 5 stars	0 through 5
Set priority to none, very low, low, medium, high, urgent	⌥0 through ⌥5
Set percent complete to 10% through 100% and show checkbox	⇧1 through ⇧0
Set percent complete to 0% and hide checkbox	⌥⇧0
Show the percent complete mini popover	%
Show the dates mini popover	D
Toggle start date	⌥D
Toggle due date	⇧D
Show the tags mini popover	#
When editing tag emoji field, display the standard Mac OS Character Viewer popover to insert an emoji or Unicode symbol	⌃⌘Spacebar
Toggle notes window visibility	⌘\
Increase the adornment flag size	^]
Decrease the adornment flag size	^[

Figure Miscellaneous

Action	Shortcut
Play/pause a selected media figure	⇧▶️
Open a figure's asset, go to the figure's jump target, or activate in-place browsing or editing of movies, WebViews, or PDFs	Double-Click on figure
Open the figure's asset bypassing in-place browsing	⌥Double-Click on figure
Edit the text or caption of the selected figure, else activate and play a selected video figure shown as preview or audio figure, or activate a PDF figure shown as preview, or activate a live web view figure	↵ or ⇧↵ to skip editing
Deactivate an activated video or audio figure, PDF figure, or live web view figure (if the site's not capturing keystrokes), or stop the playback of an audio media figure	↻ (Escape)
Show Insert popover menu	I
Show Quick Look Preview	Spacebar if not a parent node in a list or mind map, else ⌥⇧Spacebar
Toggle shadow	S
Flip through a series of overlapping figures	⌥Scroll with mouse hovering over overlapping figures
Decrease the pen size used for borders and lines	[
Increase the pen size used for borders and lines	]
Decrease the adornment flag size	^[
Increase the adornment flag size	^]
Decrease the figure corner	{
Increase the figure corner	}
Decrease the figure margin	⌥{
Increase the figure margin	⌥}
Decrease the figure width	^{
Increase the figure width	^}

Brush & Pens

Action	Shortcut
Decrease the brush size when painting	[
Increase the brush size when painting	]

Text Editing

Action	Shortcut
Edit the text or caption of the selected figure	↵
Create a new text figure	Click on the idea space background if the Text tool is active, else double-click if the Select tool is active
Create a new text figure with a certain width	Click and drag on the idea space background if the Text tool is active, else double-click and drag if the Select tool is active
Create text figure under selected object	⌘↵
Create text figure over selected object	⇧⌘↵
Enter a carriage return while editing	⌥↵
End text editing	↻ (Escape)

Idea Graphs

Action	Shortcut
Create a connected text figure with directional line	While editing an existing text figure, ⌘Click on the idea space background
Create a connected text figure with bidirectional line	While editing an existing text figure, ⇧⌘Click on the idea space background
Create a connected text figure with nondirectional line	While editing an existing text figure, ⌥⌘Click on the idea space background
Quickly connect one figure to another with directional line	Drag one figure on another while holding ⌘
Quickly connect one figure to another with bidirectional line	Drag one figure on another while holding ⇧⌘
Quickly connect one figure to another with nondirectional line	Drag one figure on another while holding ⌥⌘

Lines

Action	Shortcut
Snap line to 45 degree increment	⇧ (while dragging endpoint)
Add another point to a line currently being created	Hold ⌥ while releasing mouse button then click for the next point
Add another point to an existing line	Right-click on the line and choose Insert Midpoint
Stick line endpoint to a location within a target figure	⌘ (while dragging endpoint)
Freely position line endpoint (will not stick to another figure)	˄ (while dragging endpoint)

List Collections

Action	Shortcut
Edit selected item	↵
Stop editing item	↺ (Escape)
Delete selected item	⌫
Create next text sibling	⌘↵ or ↵ if editing
Create previous text sibling	⇧⌘↵ or ⇧↵ if editing
Create child	⌥⌘↵
Create parent	⇧⌥⌘↵
Split the text at the current cursor position and make new sibling	^⌥↵
Enter a carriage return while editing	⌥↵
Indent a collection figure (turn figure into a child)	⇥ or ^⇧→
Outdent a collection figure (turn figure into a parent)	⇧⇥ or ^⇧←
Insert a tab while editing	⌥⇥
Toggle the expand/collapse of a branch	Quick Spacebar Tap
Toggle the expand/collapse of a branch and its children	Quick ⌥Spacebar Tap or ⌥Click the expand/collapse widget
Toggle the expand/collapse all branches at this level	Quick ⇧Spacebar Tap or ⇧Click the expand/collapse widget
Move the selected figures above their siblings	^⇧↑
Move the selected figures below their siblings	^⇧↓
Adopt the branch style when moving nodes	Press ⇧ right before dropping
Create a connected list figure with directional line	Select an existing list figure, ⌘Click on idea space background
Create a connected list figure with bidirectional line	Select an existing list figure, ⇧⌘Click on idea space background
Create a connected list figure with nondirectional line	Select an existing list figure, ⌥⌘Click on idea space background

Mind Map Collections

Action	Shortcut
Edit selected item	↵
Stop editing item	↺ (Escape)
Delete selected item	⌫
Create next text sibling	⌘↵ or ↵ if editing
Create previous text sibling	⇧⌘↵ or ⇧↵ if editing
Create child	⇥ or ⌥⌘↵
Create parent	⇧⇥ or ⇧⌥⌘↵
Split the text at the current cursor position and make new sibling	⌃⌥↵
Enter a carriage return while editing	⌥↵
Indent a collection figure (turn figure into a child)	⌃⌘→ or ⌃⇧→
Outdent a collection figure (turn figure into a parent)	⌃⌘← or ⌃⇧←
Toggle the expand/collapse of a branch	Quick Spacebar Tap
Toggle the expand/collapse of a branch and its children	Quick ⌥Spacebar Tap or ⌥Click the expand/collapse widget
Toggle the expand/collapse all branches at this level	Quick ⇧Spacebar Tap or ⇧Click the expand/collapse widget
Move the selected figures above their siblings	⌃⇧↑
Move the selected figures below their siblings	⌃⇧↓
Adopt the branch style when moving nodes	Press ⇧ right before dropping
Create a connected mind map figure with directional line	Select an existing mind map figure, ⌘Click on idea space background
Create a connected mind map figure with bidirectional line	Select an existing mind map figure, ⇧⌘Click on idea space background
Create a connected mind map figure with nondirectional line	Select an existing mind map figure, ⌥⌘Click on idea space background

Table Collections

Action	Shortcut
Edit selected item	↵
Stop editing item	↻ (Escape)
Delete selected item	⌫
Edit the next item	⇥
Edit the previous item	⇧⇥
Enter a carriage return while editing	⌥↵
Resize just a row or column, without resizing entire table	⌥Drag row or column divider
Add Row Above	Select cell, press ⌥Up
Add Row Above and Resize Table	Select cell, press ⌥⇧Up
Add Row Below	Select cell, press ⌥Down
Add Row Below and Resize Table	Select cell, press ⌥⇧Down
Add Column Before	Select cell, press ⌥Left
Add Column Before and Resize Table	Select cell, press ⌥⇧Left
Add Column After	Select cell, press ⌥Right
Add Column After and Resize Table	Select cell, press ⌥⇧Right
Create a connected table figure with directional line	Select an existing table figure, ⌘Click on idea space background
Create a connected table figure with bidirectional line	Select an existing table figure, ⇧⌘Click on idea space background
Create a connected table figure with nondirectional line	Select an existing table figure, ⌥⌘Click on idea space background

Index Card Collections

Action	Shortcut
Edit selected item	↵
Stop editing item	↺ (Escape)
Delete selected item	⌫
Move between the title and body fields	⇥, ⇧⇥
Insert a tab while editing	⌥⇥
Toggle the expand/collapse of the index card	Quick Spacebar Tap (while the index card or its title is selected)
Create a connected index card figure with directional line	Select an existing index card figure, ⌘Click on idea space background
Create a connected index card figure with bidirectional line	Select an existing index card figure, ⇧⌘Click on idea space background
Create a connected index card figure with nondirectional line	Select an existing index card figure, ⌥⌘Click on idea space background

Album Collections

Action	Shortcut
Edit selected item	↵
Stop editing item	↺ (Escape)
Delete selected item	⌫
Toggle the expand/collapse of the album	Quick Spacebar Tap (while the album is selected, note this is only possible if the pinboard has a title)
Create a connected album figure with directional line	Select an existing album figure, ⌘Click on idea space background
Create a connected album figure with bidirectional line	Select an existing album figure, ⇧⌘Click on idea space background
Create a connected album figure with nondirectional line	Select an existing album figure, ⌥⌘Click on idea space background

Pinboard Collections

Action	Shortcut
Edit selected item	↵
Stop editing item	↺ (Escape)
Delete selected item	⌫
Toggle the expand/collapse of the pinboard	Quick Spacebar Tap (while the pinboard is selected, note this is only possible if the pinboard has a title)
Create a connected pinboard figure with directional line	Select an existing pinboard figure, ⌘Click on idea space background
Create a connected pinboard figure with bidirectional line	Select an existing pinboard figure, ⇧⌘Click on idea space background
Create a connected pinboard figure with nondirectional line	Select an existing pinboard figure, ⌥⌘Click on idea space background

Stack Collections

Action	Shortcut
Edit selected item	↵
Stop editing item	↺ (Escape)
Delete selected item	⌫
Create next text sibling	⌘↵, or just ↵ if editing
Create previous text sibling	⇧⌘↵, or just ⇧↵ if editing
Move the selected figures above their siblings	⌃⇧↑
Move the selected figures below their siblings	⌃⇧↓
Toggle the expand/collapse of the stack	Quick Spacebar Tap (while the stack is selected, note this is only possible if the stack has a title)
Create a connected stack figure with directional line	Select an existing stack figure, ⌘Click on idea space background
Create a connected stack figure with bidirectional line	Select an existing stack figure, ⇧⌘Click on idea space background
Create a connected stack figure with nondirectional line	Select an existing stack figure, ⌥⌘Click on idea space background

Organizer

Action	Shortcut
Rename an Organizer item	↵, Enter
Indent Organizer items to the right	⇥
Move indented Organizer items to the left	⇧⇥
Extend selection to the selected Organizer item	⇧Click
Add the selected range to previously selected Organizer items	⇧Drag
Add (or remove) selected Organizer item to previously selected Organizer items	⌘Click
Select next Organizer item	↓, or ⌘↓ if the Organizer doesn't have focus
Extend selection to the next Organizer item	⇧↓
Select previous Organizer item	↑, or ⌘↑ if the Organizer doesn't have focus
Extend selection to the previous Organizer item	⇧↑
Delete selected Organizer items	⌫
Create new blank idea space	⌥Click the Add toolbar button
Create new idea space with same style/template as current	⇧Click the Add toolbar button
Create a copy of an Organizer item	⌥Drag the item to a destination location
Create an alias to an Organizer item	⌥⌘Drag the item to a destination location
Collapse selected Organizer item	←
Collapse selected Organizer item and all child Organizer items	⌥←
Expand selected Organizer item	→
Expand selected Organizer item and all child Organizer items	⌥→
Scroll down a "page" of Organizer items without changing the selection	Page Down
Scroll up a "page" of Organizer items without changing the selection	Page Up

Presentation Mode

Action	Shortcut
End the presentation	↻ (Escape)
Go to the next slide	→, ↓, Page Down, ⌘↓, Click when mouse cursor is hidden
Go to the previous slide	←, ↑, Page Up, ⌘↑, ⌥Click (or Right-Click) when mouse cursor is hidden
Go to the first slide	Home
Go to the last slide	End
Go back in history	[, Backspace, ⌘←
Go forward in history	], ⌘→
Toggle the expand/collapse of a selected mind map branch	Quick Spacebar Tap
Toggle the expand/collapse of a selected mind map branch and its children	Quick ⌥Spacebar Tap
Toggle the expand/collapse all selected mind map branches at this level	Quick ⇧Spacebar Tap
Toggle scaling mode	S
Zoom Out (experimental)	, or <
Zoom In (experimental)	. or >
Zoom Actual Size (experimental)	/
Scroll the idea space	Click and drag on the background or use mouse or trackpad scrolling
Select a figure	Click on figure
Open a figure's asset or go to the figure's jump target	Double-Click on figure
Play/pause a selected media figure	Spacebar
Set a rating	0 through 5 (when a figure is selected)