Curio

User Manual



zengobi

© 2012 Zengobi, Inc. All rights reserved.

The owner or authorized user of a valid copy of Curio software may reproduce this publication for the purpose of learning to use such software. No part of this publication may be reproduced or transmitted for commercial purposes, such as selling copies of this publication or for providing paid for support services.

Every effort has been made to ensure that the information in this manual is accurate. Zengobi is not responsible for printing or clerical errors. Because Zengobi frequently releases new versions and updates to its system software, applications, and Internet sites, images shown in this book may be slightly different from what you see on your screen.

Zengobi, Curio, Sleuth, and the Zengobi logo are either registered trademarks or trademarks of Zengobi, Inc. in the United States and/or other countries.

Apple, Mac, Mac OS, iCloud, Quick Look, and Macintosh are trademarks, registered trademarks, or service marks of Apple Computer, Inc. in the United States and/or other countries.

Getting Things Done and GTD are registered trademarks of David Allen & Co. in the United States and/or other countries.

Other company and product names mentioned herein are trademarks of their respective companies. Mention of third-party products is for informational purposes only and constitutes neither an endorsement nor a recommendation. Zengobi assumes no responsibility with regard to the performance or use of these products.

Every effort has been made to ensure that the information in this document is accurate. Zengobi is not responsible for printing or clerical errors.

Contents

WELCOME 1

About This Manual 1
What's New in Curio 8 1
Getting Started 2
Release Notes 2
Keyboard Shortcuts 2
Quick Tour 3
Inspector Popovers 4

PROJECTS 5

What is a Project? 5
The Project Gallery 5
The Open Project Gallery 5
The Open Project Menu 7
The New Project Gallery 7
Working with Projects 8
Project Inspector 8

THE ORGANIZER 12

Terminology 12
Adding Organizer Items 12
Adding Organizer Documents 13
Project Sections and Folders 13
What is a Section? 13
What is a Folder? 14
Working with the Organizer 15
Organizer Filter 16
Organizer Display Options 16
Navigator Bar 17
Organizer Item Inspectors 17
The Meta Inspector 18
The Notes Inspector 18
The Info Inspector 18

THE IDEA SPACE 19

Terminology 19
Adding Idea Spaces 19
Working with Idea Spaces 19
Idea Space Styles 19
Idea Space Templates 20
Zooming In and Out 21
Idea Space Inspectors 22
The Style Inspector 22
The Background Inspector 22
The Meta Inspector 23
The Transition Inspector 23

The Notes Inspector 23
The Info Inspector 23
The Dimensions Inspector 23

FIGURES 25

TERMINOLOGY 25
USING THE INSERT POPOVER 25
Basic Shapes 25
Styled Shape or Stencil 26
List / Mind Map / Table / Index Card 26
Audio Recording 26
Video Recording 26
Screen Snapshot 26
YouTube / Vimeo Video 27
Instant Document 27
WebView 27
Google Doc 27
Date and Time 27
Variable 27
File 27
USING THE INSERT MENU 28
ADDING OTHER CONTENT 28
From the Finder 28
From the Web 28
From Mail 28
From Contacts 28
From Calendar 29
From a LinkBack Application 29
From a Multi-Page PDF 29
From the Curio Library 30
USING THE DRAWING TOOLS PALETTE 30
Select 30
Text 30
Line 31
Shape 32
Brushes and Pens 33
Eraser 33
WORKING WITH FIGURES 33
Selecting Figures 33
Adjusting the Location and Size 34
Rotating Figures 34
Flipping Images 34
Layering Figures 35
Grouping Figures 35
Locking Figures 35
Aligning Figures 35
Multimedia Figures 36
URL Figures 36
Web View Figures 37
PDF Figures 37
List Figures 38
Mind Map Figures 40
Index Card Figures 44
Table Figures 45
Attached Figures 47
Linking Figures 48
Stacks of Figures 49

Figure Styles....49
Figure Stencils....51
Changing Default Figure Formats....52
FIGURE INSPECTORS....53
The Style Inspector....53
The Shape Inspector....53
The Meta Inspector....55
The Notes Inspector....56
The Actions Inspector....56
The Info Inspector....57
The Geometry Inspector....58
The Text Inspector Controls....58
The List Inspector Controls....59
The Mind Map Inspector Controls....60
The Table Inspector Controls....62
The Index Card Inspector....63

SCRIBBLES....64

WORKING WITH SCRIBBLES....64
SCRIBBLE INSPECTOR CONTROLS....65

THE CURIO SHELF....67

STATUS SHELF....67
"Getting Things Done" in Curio....68
SEARCH SHELF....68
Performing a Search....69
Working with Saved Searches....70
LIBRARY SHELF....71
Project Library....71
Scrapbook Library....72
Evernote Library....74
Using the Evernote Shelf....74

PRESENTATION MODE....77

SLEUTH....78

Adding Search Sites to Sleuth....78
Adding Search Site Collections....79
Enabling and Disabling Search Sites and Collections....80

ADDITIONAL NOTES....81

GESTURE HANDLING....81
APPLE REMOTE SUPPORT....82
MANAGING WINDOWS....82
ADDING AND USING INSTANT DOCUMENT TEMPLATES....82
HTML EXPORT....83
IPHOTO ALBUM EXPORT....84
PRESENTATION MODE QUARTZ COMPOSER TRANSITIONS....84

CURIO PREFERENCES....86

GENERAL PREFERENCES....86
PRESENTATION PREFERENCES....86
WINDOW RESTORATION....87

APPENDIX A: NETWORK INSTALLATIONS....88

THE NETWORK FOLDER 88
ADVANCED CUSTOMIZATIONS 88
SETTING UP THE ADMINISTRATIVE AND CLIENT ACCOUNTS 89
Setting up the Curio Admin user account: 89
Setting up the Curio Client user account: 90
APPENDIX B: DROPBOX TIPS 91
APPENDIX C: KIDSAFE SLEUTH 92

Welcome

Curio is a powerful and easy-to-use brainstorming and project management application that promotes visual thinking for gathering and shaping your ideas, while managing all the notes and documents associated with your project.

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.

About This Manual

Because of it's open and freeform environment, Curio can be utilized for a variety of tasks. So instead of telling you what to do with Curio, this manual will guide you through the many features of the software so you can decide how to use them best to accomplish your goals.

What's New in Curio 8

Curio 8 contains several new features and tons of improvements. The list is really too long for us to fully cover here, so we'll just list the highlights. For all the details, choose Help > View Release Notes from Curio's main menu or visit our website.

- ★ Made For Lion and Mountain Lion
- ★ Retina Ready
- ★ Huge Factoring for Super Robust Code and Faster Performance
- ★ More Robust File Format
- ★ Simplified, Modernized, and Absolutely Gorgeous User Interface
- ★ Insert Figures Popover
- ★ Easy Sharing
- ★ Status & Library Shelf Enhancements
- ★ Evernote Enhancements Including OAuth Support
- ★ Smarter Styling for Lists, Mind Maps, Tables, and Index Cards
- ★ Better RTF Exporting of Lists and Mind Maps
- ★ Mind Map Boundary Support
- ★ Shared Repositories
- ★ Organizer Documents
- ★ Organizer Filter Bar
- ★ Idea Space Split View

- ★ Navigator Bar with Bookmarks
- ★ Project Properties Popover
- ★ Enhanced Calendar and Reminder Syncing (with iCloud support)
- ★ Improved PDF Views with Annotation Support
- ★ Improved Web Views
- ★ Insert YouTube and Vimeo Videos
- ★ Figure Stacks
- ★ Improved Audio/Video Recording
- ★ Smart Colors
- ★ Speech Shape

Getting Started

Curio includes a fantastic tour of its major features which will help you quickly dive in.

The *Getting Started* project should open automatically the first time you launch Curio, however it can also be opened manually at any time.

> We strongly encourage all Curio users to step through the *Getting Started* project to learn the basics of Curio.

To open the Getting Started project:

- Choose the Help > Open Getting Started menu item.

Release Notes

The nitty-gritty details of a specific release are all located at the Zengobi website. You can learn what features were added, what fixes were made, and pick up some nifty tricks and tips as we discuss the changes in detail.

To open the current version's release notes project:

- Choose the Help > Curio Release Notes menu item.

Be sure to step backwards in history when viewing the release notes using the navigational arrows in the top-right corner of the notes. This way you can see what was added to prior releases including the big write-ups of the major version releases.

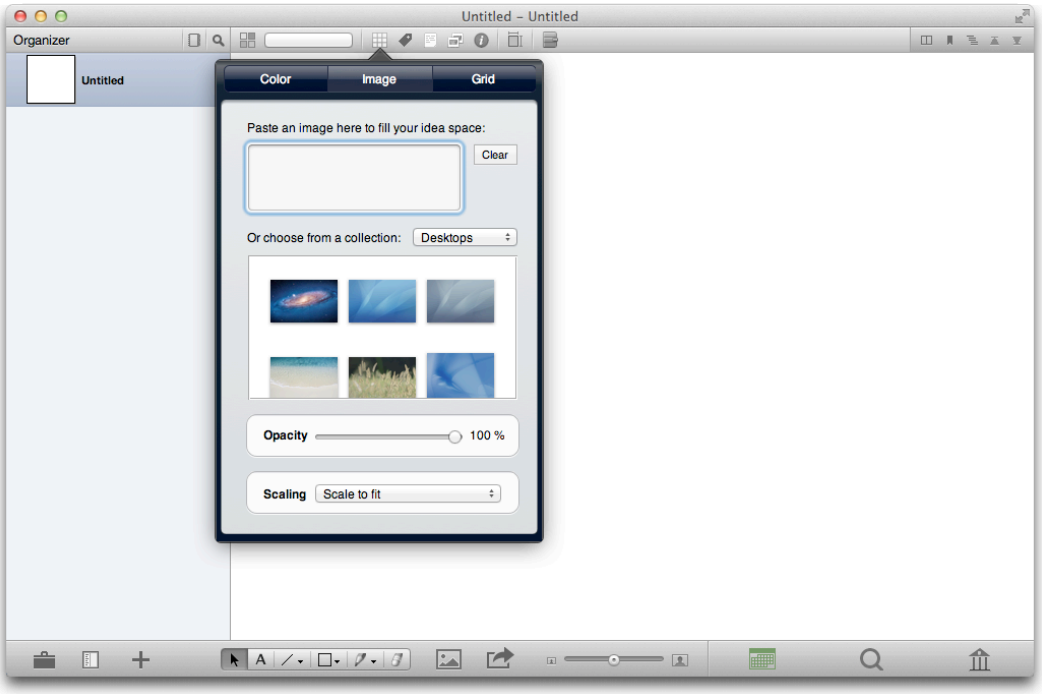
Keyboard Shortcuts

Curio includes *lots* of keyboard shortcuts.

To view keyboard shortcuts supported by Curio:

- Choose the Help > Curio Keyboard Shortcuts menu item.

Quick Tour



The user interface for Curio is designed to stay out of your way so you can concentate on your note-taking and brainstorming. Minimal use of colors means that Curio is not distracting and allows you mind to focus on the work at hand.

Let's "walk" around the screenshot above which shows a new Curio project window.

On the far left is the ***Organizer***. This contains all the idea spaces within your project. Think of an idea space as a magical piece of paper that can contain notes, images, documents, mind maps, tables, lists, and much, much more. Your idea spaces can be grouped into folders and project sections within the Organizer.

Along the top is the ***inspector bar***. Here you can work with buttons and controls that modify the attributes of the selected item or items. The inspector bar will change depending on what types of items are selected. Many inspector buttons bring up ***popovers***, as shown above, which consolidate common properties.

To the right of the inspector bar is the ***navigator bar*** which contains controls to quickly jump around within your project.

The bottom of the window contains the ***toolbar***. From left to right you see several controls including projects; show/hide Organizer; add new Organizer item; various drawing tools; the insert button to insert new figures to the current idea space; the share button to share your creations; the zoom slider; and the status, search, and library shelf buttons.

The ***shelf*** is an area on the right side of the window. In the screenshot above it is hidden but clicking one of the shelf buttons will cause that specific shelf to appear. Clicking a shelf button again will cause it to disappear.

The ***main body*** of the window shows the currently selected Organizer item, such as the blank idea space shown above. Here is where you'll spend 99% of your time.

Inspector Popovers

Curio's inspector popovers are a wonderful way to view and change attributes associated with the selected items. Here are some additional notes on how to use them.

Clicking an inspector button will cause the popover to appear. Clicking the same inspector button will cause that popover to disappear. You can also make the popover disappear by pressing the Escape key. If a popover associated with a selected figure is displayed and you then click on the background of the idea space then Curio will hide the popover, as well.

Popovers can be detached and dragged away where they'll turn into floating windows which can be placed anywhere on your screen or even a second monitor. When you quit, Curio will remember the placements of all detached popovers and restore them upon relaunch.

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, weblinks, 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.

What is a Project?

Looking to the real-world for a metaphor, a Curio project can be a simple notebook or a stuffed binder, depending on the complexity of your project.

For example, you may create a relatively simple project for a family vacation trip containing itineraries, flight and hotel details, maps, photos, web clippings, reviews, and notes.

Or, you may have a complex client design project with a project dossier and multiple sections each containing hundreds of idea spaces organized within dozens of folders.

Your project is represented in the Finder as a package file. A package file is a special type of file in Mac OS X which can contain any number of files within it. It's technically a folder or subdirectory but the Mac shows it as a normal file.

This means that your Curio project file can be stored anywhere on your hard disk or network server. The usual spot is your personal Documents folder. However, you may have a user folder on a shared network server. Or you may want to store your project in a automatically synced folder such as a Dropbox folder (see www.dropbox.com) so all changes to the project are instantly synced between multiple Macs (if so we have some important tips regarding Dropbox in Appendix B).

The Project Gallery

Curio includes a fantastic project gallery to help you create and manage your Curio projects. To show the Project Gallery click the Projects button in the bottom left corner of the toolbar.

The Open Project Gallery

After clicking the Projects toolbar button the Open Project Gallery window appears showing your existing projects. Your projects can be categorized in one or more custom categories located along the left side of the window. The projects within the selected category are displayed on the right side.

Note the Smart Categories which will 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.

Notice 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 Open 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.

To show the Open Project Gallery window:

- Choose the File > Open From Gallery menu, or...
- Click the Projects button on the toolbar.

To open a project:

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

To see a Quick View of a project:

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

To open a project not listed in the gallery:

- Click the Open Other button to show the normal Mac OS X open dialog.

To create a new project category:

- Right-click in the category list and choose Add Category.

To rename a project category:

- Double-click the category in the list and rename it.

To 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.

To associate a project with a project category:

- Select the category then drag-and-drop a file from the Finder to the right side of the window, or...
- 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...
- 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.

To disassociate a project from a project category:

- Right-click on the project itself and choose the category that the project should be removed from, or...
- 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.

To 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.

The Open Project Menu

Here's a power-user trick. If you hold Option which clicking the Projects toolbar button you'll see a project menu instantly appear showing all your existing projects, grouped by category. Simply choose a project and it will open in the existing window. If you continue to hold the Option key when you choose the project then it will open in a new window.

The New Project Gallery

The gallery window can also be used to create brand new projects. These projects can either be blank or based on a template.

The templates listed include all accessible repositories including your personal templates that you create and any bundled templates that are included with Curio.

It also lists any shared repositories which can contain project templates shared within your organization or with others across the Internet.

Your personal project templates are stored within the ~/Library/Application Support/Repository/Project Templates directory found on your hard disk.

To show the New Project Gallery window:

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

To create a new, blank project:

- Choose the File > New Blank Project menu, or...
- From the New Project Gallery window click the Blank Project button.

To see a Quick View of a project template:

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

To 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/Repository/Project Templates directory. This is where your templates will be stored on disk.

To rename a personal template folder:

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

To 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.

To copy a template to a personal template folder:

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

To remove a template to a personal template folder:

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

To save the currently opened project as a new project template:

- Choose File > Save As Project Template.

Working with Projects

To quickly create a new, blank Curio project:

- Choose File > New Blank Project.

To save a Curio project:

- Your projects will save themselves automatically using the native autosave feature introduced in Mac OS X 10.7 Lion, however you can also choose File > Save at any time to save your project immediately.

To delete a Curio project:

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

To archive a Curio project:

- Choose the File > Create Archive menu item.

This will create a copy of your current project with all aliased assets converted into embedded assets. The resulting project is then zipped for easy backup or storage.

To track your project status:

- Check out the Status shelf, discussed in this manual.

Project Inspector

Since the inspector bar displays the buttons and controls associated with the currently selected items it's important to make sure the controls associated with the project are visible.

To view the project inspector:

1. Click on the background of the idea space to make sure the inspector bar is showing the appropriate inspector buttons.
2. Click on the project inspector button located on the right side of the inspector bar.

Using the Project tab of the project inspector:

1. 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.
2. Next to the image well is a helpful actions popup menu next to the project image well. Here you will find quick access to popular textures and sample images via Google Image Search which you can copy and paste into the project image. You will also find

an option to apply a journal appearance overlay complete with black bookmark and curved corners.

3. Enter values for the top, left, bottom and right print margins. You can also click the “Use smallest margins possible” checkbox to maximize your idea space work area.

4. 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; you cannot use Quick Look in the Finder to see a preview or thumbnail; you cannot 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!

IMPORTANT NOTE: 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.

WARNING: If you forget your password, your data will be lost. Zengobi cannot decrypt the project for you.

Using the Details tab of the project inspector:

1. Set the work days and hours that Curio uses 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.

2. Specify project timestamps which are named milestones in your project’s history. Then you can use the Search shelf to find items modified since that timestamp. For example, you can easily find items modified since “Beta Release 3” or “Client Review”.

Using the Sync tab of the project inspector:

1. Enable the synchronization of project tasks with your Calendar and Reminders apps (or iCal in Lion).

2. 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 (or iCal’s New Calendar menu). You can create and use an iCloud-based calendar if you wish.

3. 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 checkboxed item with no dates at all. You need to create the calendar via Reminder app’s New Reminder List menu (or iCal’s New Reminder List menu). You can create and use an iCloud-based list if you wish.

4. As you noticed the Calendars and Reminders apps (or iCal under Lion) now require separate calendars for events and for to-do’s (aka reminders), see this BusyMac blog post for more information.

5. The calendar and reminder list you create must have different names. In other words they can't both be called "Curio". Instead perhaps "Curio" for your events and "Curio Reminders" 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.
6. For calendar event alerts, check the "Enable event alert before start date" checkbox and select when the alarm should go off.
7. For reminder task alerts, check the "Enable to-do alert before due date" checkbox and select when the alarm should go off.
8. Click the actions button to see a popup menu appear with various options.
    a. Reset Events and To Dos — this will remove then re-create all events and to-do items associated with the project in the selected calendar and reminder lists.
    b. 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.
    c. Figures with start dates map into — choosing Calendar Events or Reminders will determine what these types of figures will turn into. Calendar Events is the default.
    d. Else figures with only due dates map into — choosing Calendar Events or Reminders will determine what these types of figures will turn into. Reminders is the default.
    e. Sync unchecked figures with no start or due dates — this will create reminder tasks for checked items that have no start or due dates.
    f. Prefix each synced item with project name — this 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.

Additional sync notes

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

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.

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.

Floating events

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.

Curio communicates with Calendar/Reminders through Apple's CalendarStore framework. Apparently the current system time zone is forced upon events coming over via CalendarStore and there's no way to change it to floating programmatically, even though it supports floating events via the Calendar user interface. This means that if you set a Curio figure to a 4:00 PM floating due date and you happend to be in the Eastern Standard Time zone then it will be created as 4:00 PM **EST** in Calendar. If you fly to California and change your Mac's time zone to Pacific Standard Time then the Calendar event will suddenly be due at 1:00 PM. If you frequently change your computer's time zones then you may need to use the Reset Events and To Dos option to force Calendar to adjust to the correct times.

The Organizer

Your Curio project can contain hundreds of idea spaces and documents all neatly organized in the Organizer.

Curio allows you to organize your idea spaces and other Organizer documents hierarchically. You can also group items into lightweight folders or heavyweight project sections for maximum flexibility.

Terminology

Curio's Organizer contains the main "pages" of your project notebook. There are two main types of items the Organizer can store and organize:

1. An **idea space** is like an amazingly magical piece of paper that can contain notes, files, sketches, images, movies, mind maps, tables, and much, much more.
2. A **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.

Adding Organizer Items

There are a number of ways to add items to your project Organizer.

To create a new item in the Organizer:

- Click the Add Organizer Item button on the toolbar.

The Add Organizer Item popover will appear giving you several options of what you can insert into the Organizer, including:

- ➡ A blank idea space.
- ➡ An idea space with the same style or template as the current idea space.
- ➡ An idea space via the Idea Space Gallery.
- ➡ A blank rich text document (technically RTFD so it can contain graphics, too),
- ➡ A folder, used as a lightweight grouping of other Organizer items.
- ➡ A section, used as a heavyweight division within your project.

To instantly create an idea space with the same style as the current item:

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

To instantly create a blank idea space:

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

Adding Organizer Documents

Drag one of the following 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.
- Image files such as JPEG, PNG, and TIFF files.
- PDF files — Upon viewing, the inspector bar will reveal PDF page and annotation controls.
- Web links dragged in from your browser — Upon viewing, the inspector bar will reveal web surfing controls.

All dragged-in files will be embedded unless Option is held forcing the creation of an alias.

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.

One important note is that these Organizer documents cannot be printed, 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.

Project Sections and Folders

While you can indent or outdent Organizer items into a hierarchical order, as described above, Curio also provides two more advanced methods for grouping: sections and folders.

What is a Section?

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:

My 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.

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.

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.

To display the Sections panel of the Organizer:

- Click the sections icon on the top of the Organizer (it looks like little tabbed notebook) or choose View > Show Sections.

The Sections panel will appear in a split view at the top part of the Organizer. To hide the Sections panel simply click the sections icon again.

To 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.

To 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.

What is a Folder?

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.

To 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.

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.

Working with the Organizer

To show or hide the Organizer:

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

To 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.

To delete an Organizer item:

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

To rearrange Organizer items:

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

To 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.

To expand or collapse Organizer item hierarchies:

- Simple 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.

To open an Organizer item in the secondary view:

- Option-click on the item or right-click and choose Open in Secondary View.

As necessary, the main window will split to show a secondary view area which will then be loaded with the chosen Organizer item.

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

To copy Organizer items:

- Select one or more Organizer items and choose Edit > Copy to copy it. If a selected item contains children and the parent is collapsed the children are automatically copied as well, if expanded then only the parent is copied.
- Select an Organizer item and choose Edit > Paste to paste the copied items under the selected item. Note you can copy and paste between projects.
- You can also choose Edit > Duplicate to instantly create a copy of the selected Organizer item.
- You can also hold down the Option key while drag-and-dropping Organizer items to create copies.

Organizer Filter

You can quickly search the Organizer for specific items using the Organizer Filter.

The filter panel appears at the bottom of the Organizer and allows you to enable one or more filtering criteria to the items displayed in the Organizer.

For instance, you can use the filter bar to show all idea spaces modified in the past 2 weeks; or all with a the label *Needs Client Approval*; or tagged with the *Important* tag; or with a title containing the word *lecture*.

While a filter is active many Organizer options such as drag-and-drop moving are temporarily disabled until the filter is cleared.

To show the Organizer Filter:

- Click the filter button at the top of the Organizer table, or choose View > Show Filter.

To hide/clear the Organizer Filter:

- Click the filter button at the top of the Organizer table, or choose View > Hide Filter. This will also clear any specified filter criteria.

To change the filter criteria:

- Date — click the Date icon to filter the Organizer by when they were last modified.
- Label — click the Label icon to filter the Organizer by label color.
- Tag — click the Tag icon to filter the Organizer by tag.
- Title — enter some text to filter the Organizer by title.

Organizer Display Options

Normally the Organizer displays little previews of the idea spaces and documents stored within the Organizer. However, you can customize or even disable those previews.

To change the size of the Organizer's idea space previews:

- Right click on an idea space in the Organizer and choose a new size from the Previews submenu.

Navigator Bar

In the upper-right corner of the window you'll find a navigator bar for viewing and navigating through the Organizer items in your project.

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 previous/next button:

- The previous/next buttons are available to move to the previous or next item in the Organizer. 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. If you hold Option down then the buttons change to indicate clicking will move you backwards or forwards in history if you've been jumping around your project in non-sequential order.

Organizer Item Inspectors

Since the inspector bar displays the buttons and controls associated with the currently selected items it's important to make sure the controls associated with the current Organizer Item are visible.

To show Organizer item buttons and controls in the inspector bar:

- Click the Organizer item in the Organizer to make sure the inspector bar is refreshed with buttons for the Organizer item, and not for a selected figure, for example.

The Meta Inspector

Organizer items can have various meta data associated with them, which can useful when visually identifying or filtering the Organizer contents.

Using the Tags tab of the Organizer item meta inspector:

To avoid duplication of information see *The Meta Inspector* in the figures section below.

Using the Labels tab of the Organizer item meta inspector:

Similar to the Finder's Label feature, you can associate a label and color with your idea spaces, Organizer documents, sections, and folders. 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.

1. 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.
2. Click on the label color well to change the color.
3. Double-click on the label text to change the text.
4. Click "Copy to Defaults" to make these labels the new global defaults.
5. Click "Restore Defaults" to restore this project's labels using the global settings.

The Notes Inspector

To avoid duplication of information see *The Notes Inspector* in the figures section below.

The Info Inspector

The Organizer item info inspector allows you to see some of the low-level information regarding this item and its underlying asset.

Using the Info tab of the Organizer item info inspector:

1. View and edit the title of the Organizer item.
2. View the name of the file which represents the Organizer item asset on disk.
3. View the date the asset was created, added to Curio, and last modified.
4. The actions button menu 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.

Using the Options tab of the idea space info inspector:

1. For idea spaces, you can specify restrictions such as whether it is printed, exported, or presented.

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 include 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.

Adding Idea Spaces

Full details on how to add idea spaces to your project is discussed in the section above titled *The Organizer*.

The most direct way it to click on the Add Organizer Item toolbar button then click the Idea Space Gallery button in the window that appears. Within the gallery window you can choose from the styles and templates you have on your system. You can also choose to create a blank idea space if you want to start with a fresh slate.

Working with Idea Spaces

Idea Space Styles

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

To create a new idea space style:

1. Click on an an idea space in the Organizer.
2. Configure its attributes how you want them using the inspectors.
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, after giving your confirmation.

To apply a style to an existing idea space:

1. Select an idea space in the Organizer to open it.
2. Click the idea space’s style inspector button or right-click on the idea space background and choose Apply Idea Space Style to bring up the Idea Space Style Gallery.

To 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 with the Gallery:

Within the Idea Space Style Gallery you can perform a number of operations to better manage your idea space styles.

- Copy a style simply by drag-and-dropping it into your Personal collection.
- Delete a Personal style by selecting the style and pressing the Delete key.
- Share a Personal style by right-clicking on the style and choosing Send to Friend or Send to Zengobi.

Idea Space Templates

You 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.

To create a new idea space template:

1. Click on an 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.

To 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 with the Gallery:

Within the Idea Space Template Gallery (accessible via the Add Organizer Item toolbar button) you can perform a number of operations to better manage your idea space templates.

- 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.
- 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.
- 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.
- Rename a personal template tag by double-clicking it and entering a new name.
- Delete a personal template tag by selecting it and pressing the Delete key.
- Copy a template from another repository simply by drag-and-dropping it into your personal collection.
- Edit a personal template by right-clicking on the template and choosing Edit Template.
- Delete a personal template by selecting the template and pressing the Delete key.
- Share a personal template by right-clicking on the template and choosing Send to Friend or Send to Zengobi.

Zooming In and Out

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

To zoom in or out:

- Use the slider at the bottom of the window to zoom in or out. **Double-clicking the slider will quickly restore the zoom to Actual Size**. Zooming all the way out will place it into “Fit to Size” mode where the current contents will be scaled to fit the current window bounds.
- Choose a zoom setting from the View menu.
- Press and hold the Option key and scroll your mouse up and down.
- Use your trackpad and the pinch gesture.
- Like Photoshop, you can press the Spacebar and Command keys simultaneously and then click the mouse to increase the zoom level. To zoom out using the mouse, press the Spacebar and Option keys simultaneously and then click the mouse to decrease the zoom level. 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.

To perform a quick zoom in or out:

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

Sometimes when you're fleshing out ideas it helps to zoom in on an idea space for more detailed work or to zoom out so you can see the whole picture at once.

Idea Space Inspectors

Since the inspector bar displays the buttons and controls associated with the currently selected items it's important to make sure the controls associated with the current idea space are visible.

To show idea space buttons and controls in the inspector bar:

- Click the background of the idea space to make sure the inspector bar is refreshed with buttons for the idea space, and not for a selected figure, for example.

The Style Inspector

You can change the style of the current idea space using the style inspector.

To change the style of the current idea space:

1. Click the style gallery button on the far left of the inspector bar, or you can right-click on the idea space background and choose Apply Idea Space Style.
2. The gallery window will appear allowing you to select a style to apply to the current idea space.

The Background Inspector

The idea space background inspector allows you to change many of the visual aspects of the current idea space.

The inspector is separated into three tabs: Color, Image, and Grid.

Using the Color tab of the idea space background inspector:

1. Set the fill color with the Solid, Gradient, or Radial gradient button.
    a. 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.
    b. For gradient fills, you must choose a start and end gradient color. You can optionally choose a 2nd and 3rd stop point color and position for your gradient. The resulting gradient will be rendered along the angle specified by the angle slider.
    c. For radial fills, you must choose a start and end gradient color. You can optionally choose a 2nd and 3rd stop point color and position for your gradient. The resulting gradient will be rendered with a center point located as specified in the point locator control.
2. 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.

Using the Image tab of the idea space background inspector:

1. Paste an image into the image well at the top of the inspector.

2. Alternative you can use the image collection list to choose an image or texture. Curio includes several bundled textures, or you can choose one of your system's desktop pictures, or select a custom folder for Curio to search for images.
3. 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.
4. 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.

Using the Grid tab of the idea space background inspector:

1. Adjust the spacing and colors of the major and minor grid lines.
2. Independently toggle the visibility and snapping of the vertical and horizontal grid lines.

The Meta Inspector

This inspector is discussed above in the Organizer section since idea spaces use the same meta inspector as other Organizer items.

The Transition Inspector

The idea space transition inspector allows you to specify what style of animated transition should be used when moving between idea spaces during presentation mode.

Each idea space can have its own custom slide transition when being displayed in presentation mode, or it can share the default as specified in Preferences.

Using the idea space transition inspector:

1. Choose the type of transition you'd like to use, or none if you don't want any animation between slides.
2. Then choose the desired transition from the list that appears.

The Notes Inspector

To avoid duplication of information see *The Notes Inspector* in the figures section below.

The Info Inspector

To avoid duplication of information see *The Info Inspector* in the figures section below.

The Dimensions Inspector

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.

Using the Info tab of the idea space info inspector:

1. Adjust the size of the idea space in pixels, printed pages, or screens by either typing in the new value or using the stepper to the right of the current value. Then click Set to apply the changes.
2. Control whether the idea space can automatically increase in size as needed by pixels, pages, or screens. Vertical and horizontal preferences can be set separately. 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.

3. Click Shrink to Minimum to reduce the size of the idea space to its minimum values based 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.
4. Click Restore Defaults to reset the current dimensions to their default settings. Click Copy to Defaults to save the current dimensions as your new default idea space size.

Since Curio's brushes and pens treat the entire idea space as a large bitmap for scribbling in, Curio will report the amount of memory that will be required if you decide to enable those tools and sketch on the idea space.

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 **collection figure** is a special type of figure that contains, manages, and positions figures within it. Examples include Curio's list, mind map, table, and index card collection figures.

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.

Using the Insert Popover

The best way to insert a figure into the current idea space is the Insert popover.

To insert a new figure using the Insert popover:

- Click the Insert button on the toolbar, or press the I ("i") key on your keyboard.

The Insert popover will appear with a list of what can be inserted into an idea space. These options will be covered in detail below.

Basic Shapes

A gallery appears showing off many of the basic figure shapes that can be inserted included 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 Preferences.

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, 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.

List / Mind Map / Table / Index Card

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 Preferences.

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.

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 Bar 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 Bar in the inspector bar.

Screen Snapshot

A panel appears where you can specify what area of the screen you'd like to take a snapshot picture.

You can specify either the entire window or a specific area of the screen that you can drag out with the mouse. If the latter, then you can optionally press the spacebar to have the capture tool grab the window the mouse is hovering over.

When the snapshot is taken then the resulting image can either be placed onto the clipboard, or automatically inserted into the current idea space, or added to your Curio Scrapbook library.

Lastly, you can specify whether the Curio window itself should be automatically minimized to get out of the way before taking the snapshot.

Once you click the Insert button you will go into snapshot capture mode. Click the mouse to take the picture or press the Escape key to cancel the capture.

YouTube / Vimeo Video

A panel appears where you can paste in the URL to a YouTube or Vimeo video and specify a size for the resulting WebView.

Click the Insert button to begin recording.

Curio will then parse the URL to extract out the actual movie name then turn it into an embed URL. A WebView of the correct size is then created, the embed URL is set, and the resulting WebView is placed on your idea space ready for viewing.

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 the *Adding and Using Instant Document Templates* section below for details.

WebView

A new WebView is instantly inserted into your idea space. Use the web surfing inspector bar to specify and save a specific URL for the new WebView.

Google Doc

A new WebView 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.

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.

File

A standard Mac open panel will appears allowing you to select a file to insert into your idea space. By default a copy of the file you select will be embedded into the project.

However, you can select the checkbox at the bottom of the dialog to direct Curio to create an alias to the selected file instead.

Using the 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.

Adding Other Content

From the Finder

You can drag files from the Finder or your Desktop directly to your Curio idea space. When this occurs copies of the files are embedded into your project's internal asset library and appropriate asset figures are created on the idea space itself.

If you hold down the Option key while dragging in files then Curio will create aliases to the original files. 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.

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. If the extension is mmap, Curio can convert it into a mind map.

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.

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

From Mail

You can drag in messages from Mail to embed copies of the messages into your project. When you double-click the message it will be opened and viewed with Mail.

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.

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 (or iCal in Lion) 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: Calendar entries are found via the event name. To insure 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 a Multi-Page PDF

Curio has a special feature you can use with PDF assets called Spread PDF. If you have a multi-page PDF file that you would like to spread across multiple idea spaces each displaying a different page of the PDF, Curio makes it super simple.

To spread a PDF file across multiple idea spaces:

1. Create a new idea space or use an existing idea space. This idea space 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. Drag the PDF into the idea space.
3. Resize and position the PDF figure any way you wish. Then, optionally, you can select and duplicate the figure and specify subsequent pages of the PDF. For example, perhaps you want to show 2 pages of the PDF per idea space with a nice text area next to each page. To do this have the first PDF figure set to page 1 and set the duplicate of that figure to page 2, then position handy text areas next to each PDF figure.
4. Right-click on the idea space in the Organizer and choose Spread PDF.

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

From the Curio Library

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

When dragging items in from the Project library, the result will be another instance of the dragged asset, that is the asset will only exist once in the project's internal library and this is just another instance of it.

When dragging items in from the global Scrapbook library, the asset is copied into your local asset library.

When dragging items in from the Evernote cloud library, the file is downloaded and copied into your local asset library.

Using the Drawing Tools Palette

The Curio toolbar contains a palette of drawing tools which allow you to add content to your idea space.

Here we'll detail each button in the palette as they appear in the interface, from left to right.

Select

The select button looks 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.

Drag-selecting

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.

To 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 and drag the mouse to define a specific width for the new figure.

To 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.

Text

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

Use the text tool to go into a text editing mode useful when editing lots of figures.

To 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.

To 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.

Temporary tool style

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.

Line

The line tool button looks an angled line. You can press the L key on your keyboard to quickly choose this tool.

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 lines.

The line 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 tool a menu displays a quick list of common lines including nondirectional, unidirectional, and bidirectional. Once you choose a line type, your choice is reflected by the button's image. Simply clicking the button will reselect the displayed line.

To draw 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.
4. Repeat step 3 to draw multiple lines using the same style.

To draw 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.

To connect a line endpoint or midpoint to a figure:

1. Drag the endpoint or midpoint on the line.
2. As you hover that point over another figure, the figure will glow. The glow determines how the line will stick:
    a. *Closest Connection Point*: If you hover the point near the edge of the figure, you'll see the figure glow purple and the connection points for that

figure will be displayed along the edges. Releasing the mouse will dynamically connect the line to the closest connection point even if the figure is rotated or moved.

b. *Specific Connection Point*: If you can hover over a specific connection point to stick it directly to that one and remain stuck to that specify connection point even if the figure is rotated or moved.

c. *Towards the Center*: If you hover the point closer to the center of the figure, it will glow green indicating that the line will be connected against the edge of the figure pointing towards the figure's center.

d. *Specific Position*: If you press the Command key while hovering the point over the figure, it will glow orange and you can connect the line 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.

e. *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.

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.

Shape

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.

To draw 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.

Double click on the shape to add text.

Note these figures are considered *freeform* shapes where you control the width and height and 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 freeform sizing using the Paragraph inspector popover, described below.

Brushes and Pens

Next comes Curio's brushes and pens. You can press the B key on your keyboard to quickly choose this tool.

Use Curio's brushes and pens to sketch out ideas or take some handwritten notes.

More details regarding this feature is in *Sketching* section below.

Eraser

Finally we get to the eraser tool. You can press the E key on your keyboard to quickly choose this tool.

The eraser is used to erase sketches made with the brush and pen tools described above.

More details regarding this feature is in *Sketching* section below.

Working with Figures

Anything you add to an idea space, with the exception of scribbles created using the brush tools, is a figure. There are several different types of figures that can be created including mind maps, lists, images, shapes, text figures, boxed note text figures, sticky note text figures, PDF figures, movies, music figures, web links, figure groups, and documents.

Selecting Figures

Before you can do anything with a figure in an idea space, you need to select it first. When you select a figure, it appears surrounded by a blue highlight and possibly selection handles (tiny squares that you can use to size and rotate the figure with your mouse).

To select a figure:

1. Click on the Select tool in the toolbar (the button with an arrow on it).
2. Click on the figure you wish to select.

You can select multiple figures by holding down the Shift or Command key while clicking on additional figures.

You can also select a group of figures by selecting a region of the idea space canvas. Press and hold the mouse button down on the idea space background, then drag the mouse to create the selection region. Any figures or sketches in the region will be selected. By holding down the Option key while dragging, only figures will be selected. By holding down the Command and Option keys while dragging, only sketches will be selected.

You can select all figures and sketches within an idea space by choosing Edit > Select All from the main menu.

If a figure within a list is currently selected, then choosing Edit > Select All will select all of the figures within the list.

Adjusting the Location and Size

You can change the location and size of any figure on an idea space.

To change the location of a figure:

- Simply drag the figure using the mouse to the new location on the idea space.

For more exact control over the location of a figure, you can use the controls of the Geometry Inspector.

To change the size of a figure:

1. Select the figure.
2. Use the mouse to drag one of the figure's selection handles (tiny squares located around the edge of the selected figure). If you have the size tool tip preference turned on, then Curio will display the current width and height of the figure as you change its size.

To resize a figure proportionally, hold down the Shift key while you drag the selection handle. To quickly restore a figure to its natural size, press the N key.

Note that image figures are automatically assumed to be proportional by default. Therefore the Proportional checkbox in the Geometry inspector will be checked by default.

For more exact control over the size of a figure, you can use the controls of the Geometry inspector.

Rotating Figures

You can rotate any figure, except for collection figures like lists and mind maps, to any angle on the idea space.

To rotate a figure:

1. Select the figure.
2. Hold down the Command key, and then use the mouse to drag one of the figure's selection handles. If you have the rotational tool tip preference turned on, then Curio will display the current angle of rotation to you as you rotate the figure.

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

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

Flipping Images

You can flip any image figure either vertically or horizontally to create a mirror image of that figure.

To flip an image figure:

1. Select the figure.
2. In the Geometry inspector, click on one of the green arrowed buttons next to the Natural Size button to flip the image either horizontally or vertically. If you hover the

mouse over the button, a tooltip will be displayed which tells you which button flips in which direction.

So to create a mirror image of a figure, you'd first create a copy of the image and then flip the copy either vertically or horizontally.

Layering Figures

Each figure on the idea space is on its own level, so if two figures overlap, one of them will cover the other. You can adjust which figure lies on top of the other by moving figures forward or back in the stack of figures.

To move a figure forward or back:

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.

Grouping Figures

Once you have placed figures on the idea space canvas in the order and arrangement that you like, you can group them together so that they can be moved, rotated, or copied and pasted as a single unit. If the group of figures does not contain a text figure, you can also resize the group as a single unit. A group of figures can also contain other groups.

To group figures:

1. Select the figures you wish to group. Hold down the Command key to select multiple figures.
2. Choose Arrange > Group from the main menu.

To ungroup figures, select the group and choose Arrange > Ungroup from the main menu.

Locking Figures

You can lock figures on an idea space so that they will not be accidentally moved as you continue to work.

To lock a figure:

- Select the figure and choose Arrange > Lock from the main menu.

To edit or move a locked figure, you must first unlock it by choosing Arrange > Unlock from the main menu.

Aligning Figures

Curio provides several tools to help you align figures neatly on an idea space. Snap guides appear whenever you drag a figure into alignment with another figure on the idea space. You can choose to have snap guides show when the edges of figures align and when the centers of figures align. You can also turn them off. Snap guides also appear when you resize a figure that hasn't been rotated by non-right angles.

To show or hide 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.

To change the color of the snap guides:

1. Choose Curio > Preferences from the main menu.
2. Click on Idea Space in the Preference window to display the idea space preferences.
3. Choose a new color for the snap guides using the Snap Guide color well.

To automatically align figures:

1. Select the figures you wish to align.
2. Choose one of the alignment options from the Arrange > Align submenu.

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

To evenly distribute figures:

1. Select the figures you wish to distribute.
2. Choose one of the distribution options from the Arrange > Distribute submenu.

Multimedia Figures

You can play back QuickTime movies, VR animations, music, and sounds directly within an idea space.

To play a QuickTime or sound asset:

- Double-click the asset figure in the idea space to activate the QuickTime viewer in place.
- Or press the play button in the Media Bar area of the inspector.

The Media Bar can be used to control playback of the media asset. If you need more control of the playback then right-click and choose Open With Finder to open the media file in QuickTime Player.

When playing within the idea space if the asset figure was originally displayed at an angle, the it will automatically change to a 0º angle of rotation then return to its original rotation when playing stops.

URL Figures

Drag an URL from your browser's location bar directly to an idea space to create an URL figure.

By default it is displayed with the website's icon and title. You can right-click to show it as a WebView instead.

You can also right-click and choose to grab a web archive of the website. This is a great way to archive the contents of a site for future reference. The image displayed is the thumbnail representation of the web archive. Double-clicking the web archive will open it in Safari as most other browsers don't support the .webArchive file format.

Web View Figures

A WebView is a live web browser embedded within your idea space, or in the case of an URL dragged directly to the Organizer, the web browser fills the entire content area of the Curio window.

When a WebView is selected the inspector bar displays several web browsing controls.

Deactivated state

Normally the WebView 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.

Activated state

After clicking the Start Browsing button or by double-clicking the WebView, the WebView is activated and the view is rendered live. By carefully grabbing the border area the WebView can still be moved and resized. However, you can now interact with the web site by clicking, dragging, and typing *within* the WebView. Click Stop Browsing when you are done surfing to the site, this will happen automatically if you go to another idea space or close the project.

Notes

You are able to browse around within the live WebView and even surf to different locations. However, the default URL associated with the WebView will stay as-is unless you click the Save URL button in the inspector bar.

You can right-click on the WebView and choose Open URL in Browser to launch the URL in your default web browsing application.

PDF Figures

A PDFView is a PDF viewer and annotator embedded within your idea space, or in the case of an PDF file dragged directly to the Organizer, the viewer fills the entire content area of the Curio window.

When a PDFView is selected the inspector bar displays several viewer navigation controls and annotation controls.

Viewing 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 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 pressing the Escape key when you are done annotating the page and the updated PDF will be saved to disk.

Notes

You can right-click on the PDFView and choose Open File with Finder to launch the PDF file in your default PDF viewing application.

List Figures

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.

Like all collection figures, clicking once will select the list itself allowing you to easily drag it, resize it, or change its properties via inspectors. Clicking again on an item within the collection “activates” the collection allowing you to edit and drag items around within the collection.

To create a list:

- Use the Insert popover to create a list 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 Insert > Text Next Sibling or typing Command-Return. However, following a convention used in other outliners, if the selected item has a child then this will actually create a new first child.

As a shortcut, if you are current editing a list item, you can simply type Return to create a new next sibling. If you want to actually insert a carriage return within the edited text figure, then type Option-Return.

To insert a new text figure as a previous sibling:

1. Select a list item.
2. Insert a previous sibling by choosing Insert > Text Previous Sibling or typing Command-Shift-Return.

As above, you can simply type Shift-Return to create a new previous sibling.

To insert a new text figure as a child:

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

To remove list items:

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

Indenting list items via keyboard:

1. Select one or more list figures.
2. Press the Tab key to indent the figures one level.

To move a set of figures contained by a list figure to a higher level in the hierarchy, follow the same steps listed above but press Shift-Tab on the keyboard.

If you want to actually insert a tab within an edited text figure, then type Option-Tab.

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.

To 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.

List figures also support cut, copy, paste, and duplicate for adding and removing figures.

To prune off a branch in the list into a brand new linked-to list:

- Right-click on a figure in the list and choose Prune To Linked Collection.

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.

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.

To collect a selection of figures into a list:

1. Select one or more unlocked figures.
2. Choose Arrange > Collect Into > List, or hold the Option key down while pressing the List toolbar button.

A new list figure containing the selected figures will be created and centered in the visible portion of the idea space.

To convert a mind map into a list:

1. Select the list figure.
2. Choose Arrange > Convert Into > List.

To import an OPML file as a Curio list:

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.

1. Choose Insert > File, or drag-and-drop an OPML file from the Finder into Curio.
2. 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.

To 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 Edit > Paste As > List. When parsing the list Curio will assume carriage-returns separate items and tabs indent items.

To *export* a Curio list as an OPML, MMAP, 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, MMAP, text, or RTF. For text and RTF Curio will use carriage-returns and tabs to separate and indent items.

To *copy* a Curio list as carriage return delimited, tab-indented text:

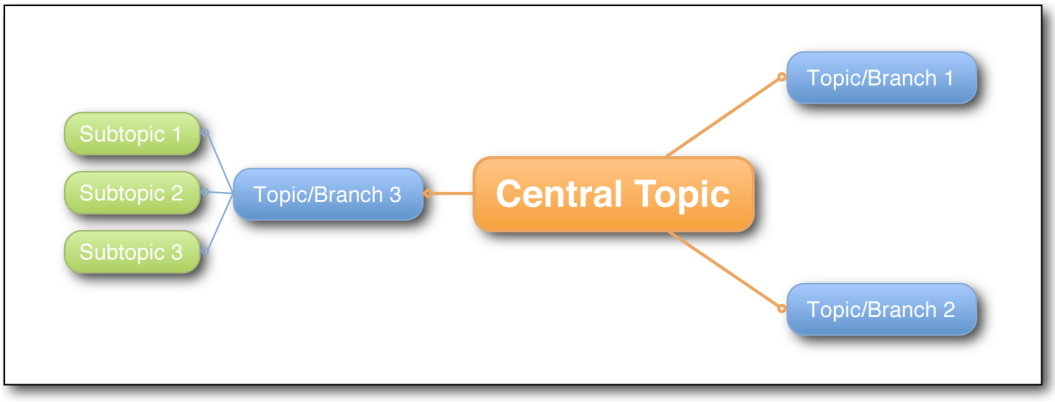
1. Make sure the list figure itself is selected, not a figure within the list.
2. Choose Edit > Copy As > Text. Both RTF and plain text versions of the text are placed onto the clipboard.

Mind Map Figures

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

Terminology

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, in a circular fashion, are the **main topics or 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”, “iPod”, and “iPhone”.

Subtopics appear under the branch in a linear fashion. For example, for the “iPod” branch you might include “Music”, “Videos”, and “Games” as subtopics.

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, iCal events, 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.

The **arrangement** of the mind map defines the layout, such as a radial map, left/right maps, or an org-chart.

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 mind map item.
2. Insert a next sibling by choosing Insert > Text Next Sibling or typing Command-Return.

As a shortcut, if you are current editing a mind map item, you can simply type Return to create a new next sibling. If you want to actually insert a carriage return within the edited text figure, then type Option-Return.

Note that the root figure cannot have a sibling, so a new last child will be created instead.

To insert a new text figure as a previous sibling:

1. Select a mind map item.
2. Insert a previous sibling by choosing Insert > Text Previous Sibling or typing Command-Shift-Return.

As above, you can simply type Shift-Return to create a new previous sibling.

To insert a new text figure as a child:

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

To add new *sibling* items to a mind map via keyboard:

1. Select a mind map figure.
2. Press the Command-Return key to create a new next sibling or Command-Shift-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 Shift-Return.

To add new *child* items to a mind map via keyboard:

1. Select a mind map figure.
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.

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.

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.
    a. If you hover the mouse near the *top* of an existing figure, a red line will appear indicating that, if you drop the items, they will be inserted as previous siblings to this figure.
    b. 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.
    c. 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.

Manually positioning branches via drag-and-drop:

In Curio you can manually position the top branches under the central topic. However, Curio will automatically control the positioning of the nodes under each branch.

1. Select the topic figure at the top of a branch under the central topic and drag it.
2. 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 collect a selection of figures into a mind map:

1. Select one or more unlocked figures.
2. Choose Arrange > Collect into Mind Map, or hold the Option key down while pressing the Mind Map toolbar button.

A new mind map figure containing the selected figures will be created and centered in the visible portion of the idea space.

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.

To convert a list into a mind map:

1. Select the mind map figure.
2. Choose Arrange > Convert Into > Mind Map.

To import an MMAP or OPML file as a Curio mind map:

If you are working with a 3rd party mind mapping application, such as Mindjet MindManager or iThoughtsHD on the iPad, you can use that application's export to MMAP (MindManager Map) functionality to create an MMAP export file, which Curio can import.

Alternatively, if you are working with a 3rd party outlining application, such as OmniOutliner, you can use that application's export to OPML (Outline Processor Markup Language) functionality to create an OPML export file, which Curio can import.

3. Choose Insert > File, or drag-and-drop an MMAP or OPML file from the Finder into Curio.
4. 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.

To paste 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 Edit > Paste As > Mind Map.

To *export* a Curio mind map as an OPML, MMAP, text, or rich text file:

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, MMAP, text, or RTF. For text and RTF Curio will use carriage-returns and tabs to separate and indent items.

To prune off a branch in the mind map into a new mind map:

- Right-click on a figure in the mind map and choose Prune To Linked Collection.

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.

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.

To import a MindMeister mind map:

1. In MindMeister, right-click on a node and choose Copy As > Text then select the text outline that appears in the popup dialog then Edit > Copy that into the clipboard.
2. In Curio, use the Edit > Paste As > Mind Map or Edit > Paste As > List 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.

To 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.

To 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 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.

To export a Curio mind map or list into FreeMind:

1. In Curio, use the Edit > Copy As > Text to copy a mind map or list hierarchy into the clipboard as a text outline.
2. In FreeMind, click on a node and choose Edit > Paste which will paste the hierarchy as a new branch in your FreeMind mind map.

Index Card Figures

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 muti-page notebook. It forces you to make brief notes and think concisely, then to review and arrange your thoughts with the resulting stack of cards.

To create a an index card:

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

To 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.

To 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.

To *export* 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 File > Export Selected Figures As > Text and enter a file name.

To *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 Edit > Copy As > Text.

Table Figures

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

To create a table:

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

To edit a figure cell:

- Double-click the cell or select it and press the Return key.

To move between figures cells:

- Press Tab or Shift-Tab or move forwards or backwards. You can also use the arrow keys on your keyboard to navigate around the cells.

To 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 currently 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. If the drag started from figures selected on the idea space or from the Finder, then the table's column count will remain fixed but Curio will expand the number of rows as necessary to linearly place all the items dropped.

Table figure cells also support cut, copy, paste, and duplicate for adding and removing figures.

To 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.

To 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.

When the insertion occurs the remaining row/columns will decrease in size to make room for the new cells within the existing table dimensions. However, if you hold down the Shift while when choosing the context menu option then Curio will increase the size of the table figure itself instead.

As a note, you can also use the Option-*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.

To 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.

To 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.

To 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.

To 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.

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.

To 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.
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.

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.

To import a CSV file as a Curio table:

You can tabular data from Apple Numbers, Microsoft Excel, or many other 3rd party applications, directly into Curio as a table collection.

Just use that application's export to CSV (Comma Separated Value) functionality to create an export file, which Curio can import.

5. Choose Insert > File, or drag-and-drop a CSV file from the Finder into Curio.
6. 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.

To 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 Edit > Paste As > Table to paste into the currently selected table or it can automatically create a new table.

To *export* a Curio table as a CSV file:

1. Make sure the table figure itself is selected, not a figure within the table.
2. Choose File > Export Selected Figures As > CSV and enter a file name.

To *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 Edit > Copy.

Table Context Menu

Right-clicking on the table will show a context menu with lots of frequent table operations which you can quickly activate. The context menu is smart and will show you only those operations permissible based on the selected cells within the table.

Attached Figures

You can quickly create a flowchart of connected figures using Curio's attached figures feature.

By holding down a modifier key and clicking on the idea space background Curio will create a new figure connected to the currently selected figure with a sticky line. The line can be unidirectional (one arrowhead), bidirectional (two arrowheads), or nondirectional (no arrowheads).

If the currently selected item is a collection figure—a list, mind map, table, or index card — then the created attached figure will be that same type. Otherwise, a text figure will be created and attached.

Note this technique will only work if the normal Select tool (looks like a mouse pointer) is chosen in the toolbar. If the Text tool is selected then the created attached figure will *always* be a new text figure instead of an index card figure.

To create an attached figure with a *unidirectional* connecting line:

1. Edit or select an existing index card figure.
2. Click on the idea space background while pressing the Command key.

To create an attached index card figure with a *bidirectional* connecting line:

1. Edit or select an existing index card figure.
2. Click on the idea space background while pressing the Command+Shift keys.

To create an attached index card figure with a *nondirectional* connecting line:

1. Edit or select an existing index card figure.
2. Click on the idea space background while pressing the Command+Option key.

Linking Figures

Curio has several methods for linking figures together including jump actions, jump anchors, idea space links, and hyperlinks.

To set a jump action for a figure:

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!

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.

If the figure is moved, Curio will still be able to find it and jump to its new location.

To add a jump anchor:

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 simple icon you can place anywhere on an idea space. When double-clicked the user will jump to the destination location.

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.

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.

To add an idea space link figure:

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.

- Drag the idea space from the Organizer of a project window and drop it onto an 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.

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”.

Creating a hyperlink to an idea space or figure:

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.

- Select an idea space in the Organizer or figure within an idea space and choose Edit > Copy As > Hyperlink.

An URL of the form “curio://projectPath/ideaspace=uuid/figure=uuid” will be added to the clipboard for pasting elsewhere.

You can even use that URL within Curio in two ways:

1. Simply paste the URL to create an URL asset figure. You can rename the figure and the underlying URL will remain in place — you can see it via the Action inspector under the Extras tab.

or...

2. You can create a text hyperlink within Curio by selecting some text and choosing Format > Text > Add Link and pasting the URL into the dialog that appears.

Please note that since the project path is included in that URL then renaming a project or moving it into a different directory structure will break any hyperlinks.

Stacks of Figures

Curio allows you to quickly flip through a stack of figures, such as index cards, arranged on the idea space.

Hold the Command-Option keys down and use your mouse scroll wheel to quickly scan through the stack of figures under the mouse pointer. Note the figures don’t even have to be selected beforehand.

Curio first determines what is the stack by looking at all figures under the mouse pointer and expands that set to include all figures those figures themselves overlap. Then, based on the scroll wheel direction, will flip the figures in their z-order so items are rotated from top to bottom or bottom to top.

Figure Styles

Curio organizes figure styles based on one of these core **figure types**:

1. Basic Figure
2. Image (aka an asset figure displayed as a preview instead of an icon)
3. Line
4. List
5. Mind Map

6. Table
7. Index Card

You can easily create new figures styles containing all of its display attributes.

To 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.

To apply a style to a selected figure:

- Click on the Style inspector button or right-click on the figure and choose “Apply *FigureType* Style” to bring up the Style Gallery for that type of figure.

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.

To 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.

Some boilerplate text will automatically be added to your new text figure so you can see the effects of the style more easily.

To 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.

Managing figure styles with the Gallery:

Within the Idea Space Style Gallery you can perform a number of operations to better manage your idea space styles.

- Copy a style simply by drag-and-dropping it into your Personal collection.
- Delete a Personal style by selecting the style and pressing the Delete key.
- Share a Personal style by right-clicking on the style and choosing Send to Friend or Send to Zengobi.

Figure Stencils

You 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 from the *Terminology* section 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.

To 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 *FigureType* Style" where *FigureType* will be replaced by the type of figure that is selected such as "Basic Figure" or "Line" or "Mind Map".
3. In the dialog that appears give the stencil a name and press the Save button.

To 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.

To 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.

Managing figure stencils with the Gallery:

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.

- 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.
- 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.

- 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.
- Rename a personal stencil tag by double-clicking it and entering a new name.
- Delete a personal stencil tag by selecting it and pressing the Delete key.
- Copy a stencil from another repository simply by drag-and-dropping it into your personal collection.
- Edit a personal stencil by right-clicking on the stencil and choosing Edit Stencil.
- Delete a personal stencil by selecting the template and pressing the Delete key.
- Share a personal stencil by right-clicking on the template and choosing Send to Friend or Send to Zengobi.

Changing Default Figure Formats

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.

You can set a default formatting for each of the following types of figure:

- Text
- Images
- PDF documents
- Movies
- Music and sound
- Web links
- Documents
- Groups
- Lists
- Mind maps
- Tables
- Index Cards

Attributes included in the format definition include all 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.

To set the default format for a figure type:

1. Select a figure of the appropriate type in an idea space.
2. Configure its formatting attributes how you want them either manually or by selecting a predefined figure style from a Style popup. This is an important point as you can simply change the attributes directly without going through the hassle of creating a saved style if you don't want to.
3. Choose Format > Set as Default Format for Figure from the main menu.

Any new figures of the given type will be created using the default format you set.

Figure Inspectors

Since the inspector bar displays the buttons and controls associated with the currently selected items it's important to make sure the controls associated with the selected figures are visible.

To show figure buttons and controls in the inspector bar:

- Click on one or more figures on the idea space to make sure the inspector bar is refreshed with buttons for figures, and not for the current idea space, for example.

The Style Inspector

You can change the style of the selected figures of similar type using the style inspector.

To change the style of the selected figures:

1. Click the style gallery button on the far left of the inspector bar, or you can right-click on the idea space background and choose Apply Figure Style.
2. The gallery window will appear allowing you to select a style to apply to the selected figures.

The Shape Inspector

The figure shape inspector allows you to change visual properties such as coloring and border style.

Using the Color tab of the figure shape inspector:

1. Set the color of the shape 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 Option-click on the color well to see the standard Mac OS Color Picker.
2. Set options such as smart fill and text coloring. With smart fill coloring, the fill color will be automatically determined by Curio based on your selected stroke color. With smart text coloring, Curio will automatically choose a white text color when the fill is dark, else a black text color for lighter fill colorings.
3. Choose the type of fill.
    a. No fill will allow the figure to be transparent.
    b. 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.
    c. For simple gradient 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. Curio will then make a smooth gradient using that color.
    d. For bowed gradient 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. Curio will then make a smooth bowed gradient using that color.
    e. For linear gradient fills, you must choose a start and end gradient color. You can optionally choose a 2nd and 3rd stop point color and position for your gradient. The resulting gradient will be rendered along the angle specified by the angle slider.

f. For radial fills, you must choose a start and end gradient color. You can optionally choose a 2nd and 3rd stop point color and position for your gradient. The resulting gradient will be rendered with a center point located as specified in the point locator control.

g. For glossy fills, you choose just a single color and Curio will automatically construct the appropriate gradient styling to render a glossy shape.

Using the Shape tab of the figure shape inspector:

1. Set the desired shape button, such as the Triangle, Hexagon, or Cloud.
2. Set the shape border thickness. Tip: press the [or] keys on your keyboard to decrease or increase the current thickness of the selected figure.
3. Set the corner value which determines the radius of certain shapes, like rounded rectangles, or the complexity of other shape, like clouds.
4. Set the margin which determines the distance between a shape's edge and its contents.
5. Set the shape's border dash pattern.

Using the Line tab of the figure shape inspector:

These controls are only available if you have line figures selected.

1. Specify how multi-point lines should be drawn: either straight, curved, or orthogonal. Here you can also add midpoints which can be repositioned on the line. More control over midpoint placement and removal can be made by right-clicking on the line.
2. Set the scale of the arrowheads which can increase or decrease their size.
3. Choose a starting and ending arrowhead.

Using the Effects tab of the figure shape inspector:

1. Enable a shadow for the figure. The shadow can be customized by specifying the color, blur, and x/y offsets.
2. The figure's shadow attributes are applied to the shape itself if the figure is filled and, by default, they are applied to any text within if the figure is unfilled. 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.
3. Enable a shadow special effect: pinched or bulged. 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. 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. These effects are only available for filled, rectangular shape with no curved corners.
4. Set the shape opacity making the entire shape more or less transparent. Note that this effects 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.

The Meta Inspector

Figures can have various meta data associated with them, which can useful when visually identifying or searching for specific figures in your project. Curio can even use certain meta data to determine the status of your tasks.

Using the Meta tab of the figure meta inspector:

1. Set the size of the adornment flags that can appear next to figures, such as tag images, checkboxes, and start/due dates. 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.
2. Toggle the display of checkboxes using the on/off switch. You can set a percent complete value from 0% to 100%. 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. Likewise, 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.
3. Set the priority and rating of the selected figures.
4. Set a decoration adornment by pasting an image into the decoration image well. These decorations aren't searchable, unlike tags you create in the Tags tab, but this is handy way to quickly associate an image with your figure.

Using the Tags tab of the figure meta inspector:

1. You can associate tags with the selected figures simply by typing the tag name of an existing tag then choose it from the completion list that appears, or continue typing and press the Return key to create an on-the-fly local project tag.
2. You can also associate tags with figures using the tags hierarchical list or click the button to turn it into a handy matrix showing only those tags with images.
3. Use the actions menu and tag properties at the bottom of the inspector to modify or create new tag set and tags. These tags can either be local to your project or global and available across projects and for grouping purposes in the Status shelf. Change a tag name by double-clicking it, or select and press Delete to delete it. You can also use the actions menu to sort the tag sets and tags within the current set. Click the 'Click to Record' field to record a keyboard shortcut to quickly apply certain tags to figures. All shortcuts must include Control-Shift to avoid conflicts with existing Curio shortcuts. You can paste an image into the tag's image well. When a tag has an image then it is displayed as an adornment next to the figure's other adornments. Lastly, 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.

Using the Dates tab of the figure meta inspector:

1. Enable and 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'.

2. Enable and 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.
3. Note both the start and due date areas have actions menus which allow you to specify if 'manually' should always be used as the default.
4. 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.
5. Check out the Project inspector if you'd like to specify the work days and times for your project. These values are used for the automatic date calculations so that Curio can automatically skip weekends and non-working times as necessary.

Using the Resources tab of the figure meta inspector:

1. Add, modify, or delete resource to make them assignable to figures within this project. You can also drag-and-drop contacts from the Contacts app (or Lion's Address Book), then they become available to your project. You can specify a name, email address, and image for each contact. These fields will be gathered automatically from a dragged-in contact from Contacts if possible. The image will be displayed next to figures as an adornment.
2. Click the checkbox to assign a resource to a figure. 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 Notes Inspector

The figure notes inspector allows you to enter miscellaneous notes that will be associated with the selected figure. These notes will also be searched when using the Search shelf.

Using the figure notes inspector:

1. The notes inspector window allows you to enter any rich text, with full support for multiple fonts, sizes, colors, paragraph formatting, and even images.
2. When a note is associated with a figure then a little note adornment is displayed.
3. If you remove all the contents of the note then the note is deleted entirely and the adornment is removed.

The Actions Inspector

The figure actions inspector can be used to specify what happens when a figure is double-clicked within the idea space.

Using the figure actions inspector:

1. Choose the desired action from the popup menu at the top of the inspector.

2. Based on the chosen action, fill out the remaining fields.
    a. None — nothing should happen when double-clicked.
    b. Go to Idea Space — choose an absolute item like first or last; a relative item like next or previous; backward or forward in history; or a specific idea space that you can choose.
    c. Open URL — then enter a URL that should be opened.
    d. Create Mail Message — then enter a default 'to' and 'subject' field. Note that the message will be created and displayed but not actually sent.
    e. Open File — choose a file that should be opened.
    f. Jump Target — simply copying a figure or idea space will store a jump location on the clipboard so you can click 'Retrieve from Clipboard' to retrieve it.
    g. Run AppleScript — then enter the script itself and click Compile to check it for errors or Execute to launch the script for testing purposes.
3. Click Set to set the action for the selected figure. You can restore its default double-click behavior by clicking Restore.
4. 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.

The Info Inspector

The figure info inspector allows you to see some of the low-level information regarding this item and its underlying asset, if appropriate.

Using the Info tab of the figure info inspector:

1. View and edit the title of the Organizer item.
2. View the name of the file which represents the Organizer item asset on disk.
3. View the date the asset was created, added to Curio, and last modified.
4. The actions button menu 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.

Using the Options tab of the figure info inspector:

1. Specify restrictions such as whether the figure is printed, exported, or presented.
2. 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. In the case of the icon, you can also 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. For previews, Curio will use Quick Look to generate the image.
3. 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 Geometry Inspector

You can specify precise positions, sizes, and orientation for your figures using the geometry inspector.

Using the Geometry tab of the figure geometry inspector:

1. Set the x, y location and the width and height of the selected figures.
2. Clicking Natural Size will restore the figure to its natural, native size. Tip: as a shortcut you can just hit the N key at any time to restore a selected figure to its natural size.
3. Set whether the figure is resized proportionally which is enabled by default for images and asset figures displayed as previews.
4. Specify the rotation of the figure, or zero the rotation. Tip: use the R and Shift-R keys to rotate a figure in increments either clockwise or counterclockwise. The Z key can be used to zero the rotation.

Using the Arrange tab of the figure geometry inspector:

1. Drag the slide to bring the selected figures as a group either closer to the top of the figure stack or further back.
2. Click the flip buttons to flip an image figure vertically or horizontally.

The Text Inspector Controls

For text figures Curio shows an inspector bar with a series of controls for quickly changing common text and paragraph attributes.

Using the figure text inspector controls:

1. Select a font for the selected figure.
2. Select or directly enter a font size. Tip: you can also use the standard Command+ and Command- keys to increase or decrease the font size.
3. Specify a text color. Clicking will show a quick color chooser while Option-clicking will display the standard Apple Color picker.
4. Specify a text highlight/background color. This color well remembers the last used color even between launches. 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. As always clicking the color well without holding Shift will show the normal color matrix so you can pick a standard color, and Option-clicking the color well will reveal the Apple Colors picker.
5. Specify attributes such as bold, italic, underline, strikethrough, superscript, and subscript.
6. Click the shadow button to display a popover allowing you to customize the shadow applied to the figure's text. Note this is different that the shape shadow which can be specified in the Shape inspector's Effects tab.
7. Click the paragraph button to display a popover for setting several paragraph properties including: horizontal alignment, vertical alignment, freeform sizing, and line

height. 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. 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.

The List Inspector Controls

When a list collection figure is selected the inspector will display controls useful in configuring and managing your list.

The controls displayed, from left to right, include:

- List inspector
  Click to display the list inspector, detailed below.
- Insert child
  Click to insert a text figure as a child of the selected item.
- Insert sibling
  Click to insert a text figure as a **next** sibling of the selected item.
  Hold Option and click to insert a **previous** sibling.

Using the List tab of the list inspector:

1. Set the bullets & numbering format for the list and the indented children it contains. By specifying this one format property can neatly enumerator all the items within your list, regardless of hierarchical level.
2. 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.
3. The title for the list is displayed by default but you can turn this off if you wish.
4. 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.
5. Click the Apply Default Style To Selected Branch button to re-apply the default style information to the selected figure and to all of its children.

Using the Siblings tab of the list inspector:

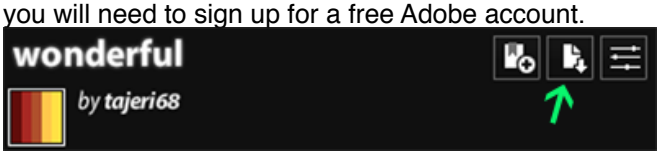
1. Select a item within the list then you can copy that selected figure's style to all of its siblings under the same parent.
2. Alternatively you can that selected figure's style to all of its siblings to all of its sibling and its cousins (children of its parent's siblings). This means all items at the same hierarchical level will instantly have the same style.
3. 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.

Using the Children tab of the list inspector:

1. Select a 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.

2. 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.
3. Alternatively, if you have a parent selected, you can click a button indicating that all children of the selected parent should automatically inherit their colors from it. 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.
4. 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.
5. You can also use the actions menu to import and manage color palette files such as Adobe Swatch Exchange (.ase) swatch files from Kuler or ColourLovers.
    a. From Kuler (http://kuler.adobe.com), you'll want to click on the little document icon that has a downwards-pointing arrow to download the ASE file as shown in the screenshot below where the green arrow is pointing to the download icon. Please note that to see this download icon you will need to sign up for a free Adobe account.



    b. From ColourLovers (http://www.colourlovers.com), you'll need to register with their site then you can click on the ASE button next to a color palette to download it.
6. 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.

The Mind Map Inspector Controls

When a mind map collection figure is selected the inspector will display controls useful in configuring and managing your mind map.

The controls displayed, from left to right, include:

- Mind Map inspector
  Click to display the mind map inspector, detailed below.
- Insert child
  Click to insert a text figure as a child of the selected item.
- Insert sibling
  Click to insert a text figure as a **next** sibling of the selected item.
  Hold Option and click to insert a **previous** sibling.

Using the Mind Map tab of the mind map inspector:

1. Set the arrangement of the mind map. Curio currently supports radial maps, right maps, left maps, and org charts. You can also switch the arrangement by right-clicking on the mind map.

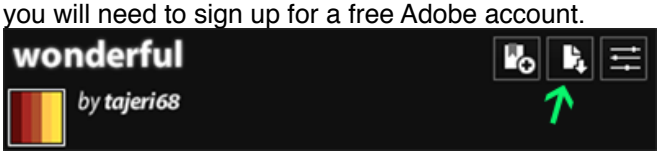
2. Choose how the lines should be drawn between nodes: straight, curved, elbow, or rounded elbow.
3. Click the Reset Layout button to reset the entire layout in case you've dragged branch nodes around into odd locations.
4. Click the Apply Default Style To Selected Branch button to re-apply the default style information to the selected figure and to all of its children.

Using the Siblings tab of the mind map inspector:

1. Select a item within the mind map then you can copy that selected figure's style to all of its siblings under the same parent.
2. Alternatively you can that selected figure's style to all of its siblings to all of its sibling and its cousins (children of its parent's siblings). This means all items at the same hierarchical level will instantly have the same style.
3. 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.

Using the Children tab of the mind map inspector:

1. Select a 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.
2. 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.
3. Alternatively, if you have a parent selected, you can click a button indicating that all children of the selected parent should automatically inherit their colors from it. 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.
4. 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.
5. You can also use the actions menu to import and manage color palette files such as Adobe Swatch Exchange (.ase) swatch files from Kuler or ColourLovers.
    a. From Kuler (http://kuler.adobe.com), you'll want to click on the little document icon that has a downwards-pointing arrow to download the ASE file as shown in the screenshot below where the green arrow is pointing to the download icon. Please note that to see this download icon you will need to sign up for a free Adobe account.



    b. From ColourLovers (http://www.colourlovers.com), you'll need to register with their site then you can click on the ASE button next to a color palette to download it.

6. 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.
7. 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.

The Table Inspector Controls

When a table collection figure is selected the inspector will display controls useful in configuring and managing your table.

The controls displayed, from left to right, include:

- Table inspector
  Click to display the table inspector, detailed below.
- Insert row
  Click to insert a row **above** the selected item, keeping table size constant.
  Hold Shift and click to insert a row **above**, growing table size as needed.
  Hold Option and click to insert a row **below**, keeping table size constant.
  Hold Option+Shift to insert a row **below**, growing table size as needed.
- Insert column
  Click to insert a column **before** the selected item, keeping table size constant.
  Hold Shift and click to insert a column **before**, growing table size as needed.
  Hold Option and click to insert a column **after**, keeping table size constant.
  Hold Option+Shift to insert a column **after**, growing table size as needed.
- Remove row
  Click to remove the selected row.
- Remove column
  Click to remove the selected column.

Using the Table tab of the table inspector:

1. Set the number of rows and columns are in the body of the table. These are the cells not including the headers and footers that can be displayed.
2. Set the height of the selected rows or the width of the selected columns to a specific common value. You can also drag the lines of the table to resize a row or column with the mouse.

Using the Headers tab of the table inspector:

1. Enable or disable the display of the header row and header column, and the footer row and footer column.

Using the Cells tab of the table inspector:

1. Specify that the style of the selected cell should be copied and applied to all cells of a certain type. For example, you could style a cell in your header row then click a single button so that same style is applied to all cells in the header row.
2. As a note, if you wish to manually style the cells 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 cells.

The Index Card Inspector

The index card inspector is available when an index card collection figure is selected.

Using the index card inspector:

1. Set the color of the line drawn under the index card title.
2. Set the color of the lines drawn in the body area of the index card.
3. 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.

Scribbles

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. For example, a pencil typically draws a thin grey line which is somewhat opaque, whereas a highlighter pen draws a much thicker line which is more transparent and typically light green or yellow. You can change the color, brush thickness, and opacity of any stylus.

Many of the styluses are also fully pressure-sensitive when used with a graphics tablet whereby the brush size and color saturation may change while you are drawing based on the pressure applied to the pen.

Working with Scribbles

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.

To 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 see the available brush types, colors, sizes, and other controls on the Inspector Bar. The shelf, Organizer, and Library will automatically hide to maximize your work area (you can disable this auto-hide feature in Curio's Preferences). These views will reappear when you select a non-drawing tool from the toolbar.
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.

To erase a portion of your drawing:

There are several ways to erase something in your scribble layer.

1. Use the select tool in the toolbar (looks like a mouse arrow pointer) to 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. Press the delete or backspace key on your keyboard, or choose Edit > Delete.

or

- 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.

or

- 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.

To convert a scribble to an image figure:

1. Using the select tool in the toolbar (looks like a mouse arrow pointer) 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.

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.

To convert a figure to a scribble:

1. Using the select tool in the toolbar (looks like a mouse arrow pointer) select or more figures.
2. Choose Edit > Convert Selection to Scribble.

You can now use the scribble layer’s pens, brushes, and eraser to modify the figure.

Scribble Inspector Controls

When in scribble mode the inspector will display controls relating to brushes and pens.

The controls displayed, from left to right, include:

- Scribble inspector
  Click to display the scribble inspector, detailed below.
- Brush palette
  Click a brush to activate it. Each brush’s color and inspector settings are independent from each other.
- Brush color
  Click to change the color of the selected brush with a handy color matrix. Hold Option and click to bring up the standard Mac Colors picker.
- Brush color palette
  Click to change the color of the selected brush. This palette can be customized by double-clicking on a color. The set colors are then saved and restored on re-launch.
- Recent colors
  Click to change the color of the selected brush. This palette shows the most recently-used colors and is very handy if you find yourself switching between certain colors frequently.

Using the Brush tab of the scribble inspector:

1. 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. Note that if the brush is pressure-sensitive then this size is the maximum size given a maximum amount of pressure.

2. If you’re using a pen-based graphics tablet, like a Wacom Intuos, then the brush size and color can be pressure-sensitive.
3. Click the Reset Brush to reset the selected brush to its factory defaults.

The Curio Shelf

Curio's shelf is instantly available with useful resources and awesome helpers.

Curio includes several bundled shelf modules to help you while you're working on your project.

Status Shelf

Curio's Status shelf view packs a lot of information into a compact display.

The top of the Status shelf you'll find all your projects grouped into the same categories you created in the Project Gallery described earlier. A color-coded jewel indicates that status of each project so you can see at a glance if a project needs your attention.

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.

The Status shelf icon displayed on the toolbar is color-coded as well indicating 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.

To use the project area of Status:

- Use the Projects In popup to determine what projects to display either based on a smart category or custom category. See the Project Gallery section described earlier for more details regarding project sections.
- Use the Sort By popup to change how the projects are listed: by status, title, last modified date, or date created.
- Drag a project from the Finder into the list to add it to the current custom category. Note this only works with custom categories as the projects listed within smart categories, such as "Recently Opened Projects", are determined automatically.
- 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.
- Right-click on a project to modify what categories it is associated with.
- Use the actions menu to create, rename, or remove project categories. This menu can also be used to add a new project to the current category.
- Click on the project to load it within the current window. Option-click to open the project in a new window.

To use the task area of Status:

- Use the Tasks In popup to determine what projects should be searched for tasks.
- 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
    - 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.
- 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. Hold down the Option key while clicking on the task if you want Curio to open the project in a separate window.
- Use the actions menu to 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.
- 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.
- 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.

“Getting Things Done” in Curio

“Getting Things Done” is a popular method of task management in use today. Using the Meta Inspector discussed in the chapter titled “The Idea Space” and 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.

Search Shelf

When searching for the specified text, Curio will search an asset's title, URL, associated tags and notes.

Using Mac OS X's Spotlight technology, Curio will also search the content of your project's assets for matching words. Content searching is case-insensitive and only

matches whole words. Building the search term index is generally very quick and documents are only re-scanned if a change is detected.

Performing a Search

To search a project:

1. Choose Edit > Show Search from the main menu (or press Command-F), or simply click on the Search toolbar button.
2. You can choose a saved search from the popup located at the bottom of the search shelf, or perform a custom search by filling out one or more of the search criteria below. Checking on the criteria checkbox will expand that panel to show its options. Criteria choices include:
    a. Text — Text specified will be used to perform a case-insensitive search.
    b. Tasks — You can choose to search for only unchecked or checked items.
    c. Tags — All available tags are displayed, organized by tags local to this project or by global tag set name. Select one or more tags that must be associated with each returned result.
    d. Rating — Select a star rating, plus choose whether an item must have rating equal to, less than or equal to, or greater than or equal to the specified rating.
    e. Priority — Select a priority, plus choose whether an item must have priority equal to, less than or equal to, or greater than or equal to the specified priority.
    f. Asset Type — Narrow your search down to a specific type of asset.
    g. Modified — Select a date range for when matching items were last modified. If available, you can also choose a predefined project timestamp. With named project timestamps, defined in the project inspector, you can easily find items modified since “Beta Release 3” or “Client Review”.
    h. Resources — Select one or more resources that must be associated with each returned result.
    i. Start Date — Select a date range for when matching items will need to start as specified by their start date meta data.
    j. End Date — Select a date range for when matching items will be due as specified by their due date meta data.

Once you have set all of the options you wish to search for, click the Begin Search button. A list of the matching figures within the current Project will be displayed. You can group the matching figures by a number of options by choosing the appropriate option from the Group By popup menu. You can even group the results by a specified tag set.

To jump to a specific result, simply click on the item in the result list. The figure will be momentarily highlighted within its idea space. Non-matching figures are automatically faded into the background so that the matching figures stand out better.

To cancel a search:

- Click the “Cancel Search” button in the Search shelf, or press Command-F again, or press the Search toolbar button again which will also close the Search shelf.

Search tips:

- If you use the Search shelf to search for some text that starts with a pound sign (#) then we'll look for the word as a tag. Thus, searching for `#legal` will do a search for a tag named `legal`. Note that normally text searching for just `legal` would return any results which contain that word in the figure's text, asset contents, notes, and tag. Thus, prefacing it with a pound sign is a fast shortcut to choosing it from the Search shelf's Tags list since it will only return an exact tag match.
- The Curio Spotlight importer has been updated to include any used tags and #tags with a project's scanned metadata. This means if the tag `legal` was used in a project then `legal` and `#legal` will be in the resulting Spotlight metadata.
- All of those changes means that if you use Spotlight to search for `#legal`, you'll see all projects that use the Curio tag `#legal`, and if you then choose one of those projects from Spotlight's results list, Curio will launch and open that project and automatically do a tag search for `legal`.
- If you search for some text in the Search shelf, find some results, and then double-click on an asset figure in the idea space to launch it, the search text will be sent to the launched application. This means if you search for the word `fisherman` using the Search shelf, and find that it's in one of your embedded PDFs, then you can double-click the PDF and the `fisherman` search phrase will get passed to Preview so it will automatically search for `fisherman` upon opening the PDF.

Working with Saved Searches

If you frequently find yourself performing the same search, Curio allows you to save that search criteria for easy reuse.

To use a saved search:

1. Choose Edit > Show Search from the main menu (or press Command-F), or simply click on the Search icon at the top of the Shelf.
2. Choose a saved search from the popup near the top of the Search shelf.

To save your search criteria:

1. Choose Edit > Show Search from the main menu (or press Command-F), or simply click on the Search icon at the top of the Shelf.
2. Fill out the Search shelf with your search criteria.
3. Click on the Actions button to the right of the saved searches popup, it looks like a little gear, and choose the Save As menu item and then specify a name that describes this search criteria. If you are refining an existing saved search, then you can choose the Save menu item instead.

To remove your search criteria:

1. Choose Edit > Show Search from the main menu (or press Command-F), or simply click on the Search icon at the top of the Shelf
2. Choose a saved search from the popup near the top of the Search shelf.
3. Click on the Actions button to the right of the saved searches popup, it looks like a little gear, and choose the Remove menu item.

Library Shelf

Your Curio project contains a library of assets. You may also have a global Scrapbook of shared assets that you can use across projects. Lastly, you may have a cloud-based library in the form of an Evernote account where assets and notes are shared between devices.

Project Library

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.

You can also drag files using the Finder directly to the project library if you wish.

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.

To show the Project Library:

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

To search the Project Library:

- Enter a search phrase in the Search field and press Return.

To change the search scope:

- Click the Scope popup to change the search scope: the entire project, the current idea space, the current idea space and its children, or only unused (orphened) assets that aren't in use in any idea space.

To 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.

To filter the results by last modified date:

- Click the Modified popup to filter the results based on when they were last modified.

To change the sort order:

- Click the Sort By popup to change the sort: title, last modified, date added to Curio, file size.

Right-click on an asset to perform one of these actions:

- Open — will launch the asset file using the Finder.

- Open With — where you can choose a specific application to open the asset file.
- Open URL in Browser — if an URL is associated with the asset then it will be opened in the default browser such as Safari.
- Reveal in Finder — will reveal the asset file within a Finder window.
- Reveal in Idea Space — will show where the asset is instantiated in one or more idea spaces.
- Embed within Project — is used to replace an alias to a file into an embedded copy of that file.
- Copy to Scrapbook — will copy the asset to the global Scrapbook (see next section). When you perform this action a confirmation chirp will sound so you know it worked.
- Copy to Desktop — will copy the asset file to the Desktop.
- Mail as Attachment — will 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 — will create a copy of the asset and store it in the project library.

Scrapbook Library

Curio's Scrapbook is a cross-project repository for assets you frequently use, such as commonly referenced images, standard contracts, and idea inspiring websites. The Scrapbook is available from within any project window via the Scrapbook shelf view. You can group your Scrapbook assets into any number of custom categories for easy lookup.

You can have more than one Scrapbook thanks to the magic of Shared Repositories explained elsewhere in this manual. For example, you may have a personal Scrapbook, a department Scrapbook, a corporate Scrapbook, and one or more Scrapbooks shared across the internet using a public Dropbox folder.

To use an asset simply drag-and-drop it out of the library and drop it onto the idea space. An important distinction is that a *copy* of this asset will be placed into your idea space, unlike dragging from the project's own library where an instance is created. Thus changing the contents of the original file in the Scrapbook doesn't magically change all copies of the asset used throughout your projects.

You can drag files using the Finder directly to your personal Scrapbook library if you wish.

If you select and delete an asset from your personal Scrapbook library using the Delete key the file will be removed from the Scrapbook. However, since you have copies of that asset in your various projects they are not effected.

As a shortcut, if you hold Option while dragging a file from the Scrapbook then it will be *moved* into your idea space and automatically removed from the Scrapbook.

To show the Scrapbook Library:

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

To search the Scrapbook Library:

- Enter a search phrase in the Search field and press Return.

To change the Scrapbook repository:

- Click the Repository popup to change which repository is used for this Scrapbok: the Scrapbook in your personal repository, or perhaps a Scrapbook found in a corporate or shared repository across the internet.

To 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.

To filter the results by last modified date:

- Click the Modified popup to filter the results based on when they were last modified.

To change the sort order:

- Click the Sort By popup to change the sort: title, last modified, date added to the Scrapbook, file size.

Right-click on an asset to perform one of these actions:

- Open — will launch the asset file using the Finder.
- Open With — where you can choose a specific application to open the asset file.
- Open URL in Browser — if an URL is associated with the asset then it will be opened in the default browser such as Safari.
- Reveal in Finder — will reveal the asset file within a Finder window.
- Embed within Scrapbook — is used to replace an alias to a file into an embedded copy of that file.
- Copy to Desktop — will copy the asset file to the Desktop.
- Mail as Attachment — will 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.

Printing outside of Curio directly to your personal Scrapbook:

- From within any application that supports printing, choose File > Print from the main menu. Then click the PDF button located at the bottom of the Print dialog, and choose Save PDF to Curio Scrapbook from the popup menu.

Your document will be saved as a PDF file and stored in Curio's Scrapbook repository as an uncategorized asset.

Grabbing a web page outside of Curio directly to your personal Scrapbook:

1. Create a bookmark with the following address:

```
javascript:window.location='curiocommand://grabWebArchive/url='+escape(window.location);
```

2. Next time you surf to a web page you wish to archive in Curio, simply click the newly created bookmark and a WebArchive will be generated and placed into your Scrapbook as an uncategorized asset. You will hear the familiar Snippet "chirp" sound when it is finished.

Your document will be saved as a PDF file and stored in Curio's Scrapbook repository as an uncategorized asset.

Firefox and the bookmarklet

Firefox sometimes has problems with bookmarklets that launch custom URL handlers. If the Curio bookmarklet is still not working for you then do this:

1. Type about:config into the Firefox address bar and press Enter.
2. Right-click then choose New -> Boolean and enter `network.protocol-handler.external.curiocommand` for its name then set its value to `true`
3. Right-click then choose New -> String and enter `network.protocol-handler.app.curiocommand` for its name then set its value to `/Users/`*`username`*`/Library/Services/Curio.app` but replace *username* with your user account name on your Mac.
4. Right-click then choose New -> Boolean and enter `network.protocol-handler.expose.curiocommand` for its name then set its value to `true`
5. Choose the Firefox > Preferences menu item, then click the Applications icon, scrolled to the curioservice Content Type, then make sure its Action is set to “Use Curio”.

Whew! If Firefox still doesn’t like the bookmarklet then visit Zengobi’s forums (www.zengobi.com/forums) and we’ll try to figure out what’s going on.

Evernote Library

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 Mac OS X, iPhone and iPod Touch, 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 http://www.evernote.com.

Using the Evernote Shelf

To log into the Evernote service:

1. Once you have your Evernote account established through their website, http://www.evernote.com, 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.

To 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.

The results are automatically refreshed as you make your selection changes. You may also click the Refresh button to force a refresh.

To 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 Option key while dragging to move it to your project, automatically removing it from the Evernote cloud.

To use Quick Look on an Evernote note:

- Press the Spacebar to activate Quick Look on the selected Evernote note.

To open an Evernote note:

- Double-click an Evernote note in the shelf to open it with the Finder.

To delete an Evernote note:

- Select an Evernote note and press the Delete key to delete it from the Evernote cloud.

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 the Curio Preferences > Tags window.

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 unidirectional 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.

Advanced Evernote Customizations

The Evernote shelf supports a few advanced customizations. Open Terminal (found in Applications > Utilities) and type one or more of the following preference modifications and relaunch Curio.

To enable basic logging:

```
defaults write com.zengobi.curio "Evernote Log Level" -int 1
```

To enable verbose logging:

```
defaults write com.zengobi.curio "Evernote Log Level" -int 2
```

To disable all logging:

```
defaults delete com.zengobi.curio "Evernote Log Level"
```

To disable automatically associating a Curio tag which represents the note's Evernote notebook when the note is dragged into Curio:

```
defaults write com.zengobi.curio "Evernote Assign Notebook Tag" -bool no
```

To disable automatically associating one or more Curio tags which represent the note's Evernote tags when the note is dragged into Curio:

```
defaults write com.zengobi.curio "Evernote Assign Note Tags" -bool no
```

The maximum number of notes which can be displayed in a notebook:

```
defaults write com.zengobi.curio "Evernote Results Limit" -int 500
```

Presentation Mode

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.

To show a presentation:

1. Choose the View > Show Presentation menu or choose Begin Presentation via the Share toolbar button.
2. Use the arrow keys to navigate through your idea spaces.

Navigating your projects during a presentation is easy and flexible.

To navigate or interact with your presentation:

Action	Key
End Presentation	Esc
Next idea space	Right Arrow, Down Arrow, Page Down, Spacebar, Mouse-Click (when pointer is hidden)
Previous idea space	Left Arrow, Up Arrow, Page Up, Option-Mouse-Click (when pointer is hidden)
First idea space	Home
Last idea space	End
Back in history	[, Backspace, Cmd-Left Arrow
Forward in history	], Cmd-Right Arrow
Toggle scaling on and off	S
Select a figure	Mouse-Click (when pointer is visible)
Open a figure's asset or perform the figure's action	Mouse-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)

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.

To use Sleuth:

1. Click on Sleuth in the toolbar.
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.

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. You can use the back and forward arrows at the top of the Sleuth window to navigate web pages. 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. 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.

To see search results for the same word or phrase on a different site, click on the site menu and choose another site. 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.

To see search results for a different word or phrase on the same site, type a new word or phrase into the search field and press the return key.

Click on the magnifying glass in the search field to display a menu of previous words or phrases for which you have searched. Choose a word or phrase from the history menu to repeat the search on the selected site.

Adding Search Sites to 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.

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.

Note that Curio may have parental controls enabled that prevent Sleuth customization. Please see the *Appendix C*: KidSafe Sleuth for more details.

To 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.

Creating a Sleuth site manually is a relatively simple task as well. It all depends on how easy it is to determine the various input parameters required by the search site.

To 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.

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.

You can delete the selected site by pressing the Delete key.

Adding Search Site Collections

You can add your own collections to Sleuth, too. You can even rearrange the existing collections and move search sites from one collection to another.

To add a new search site collection:

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.

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.

You can delete the selected collection by pressing the Delete key.

Enabling and Disabling Search Sites and Collections

The list of searchable sites available through Sleuth can get lengthy. You may wish to trim down the list of sites displayed by Sleuth to only those sites that most interest you. Curio allows you to enable and disable sites on an individual or collection basis.

To enable or disable a search site:

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. Enable or disable a search site or collection by clicking the checkbox next to the item in the list.

Additional Notes

We're not done yet.

Curio includes more tools and functionality to make it the best project notebook ever.

Gesture Handling

Curio can support several different type of trackpad gestures.

In Gallery Windows:

- Pinch/expand zooms the gallery (as does Option-ScrollWheel).

In Idea Spaces:

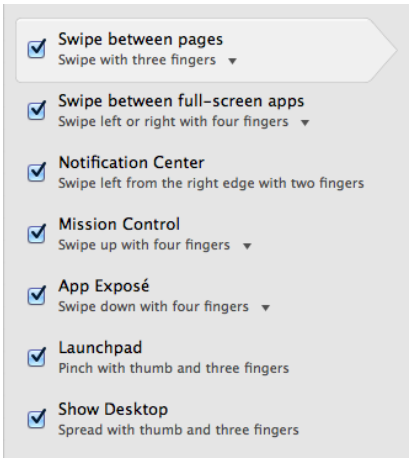
- Pinch/expand zooms the idea space (as does Option-ScrollWheel).
- 3-finger swipe up/down goes to the previous/next Organizer item.
- 3-finger swipe left/right goes backwards/forwards in history.

In Presentation Mode:

- 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.

System Preferences

You'll need to make a change in System Preferences so that Curio can actually receive 3-finger swipes, otherwise the Mac's system receives them instead. Go into System Preferences > Trackpad > More Gestures and make sure your settings match those shown here.



Apple Remote Support

If you have one of Apple's iMac or MacBook models that includes a 6-button remote control, then you can enjoy added benefits through Curio.

To use an Apple Remote while in Presentation Mode:

- Press the previous or next buttons to go to the previous or next idea space, or press the minus or plus buttons to go backwards or forwards in history.
- Press the play/pause button to toggle scaling mode.
- Press the menu button to stop the slideshow.

Managing Windows

Curio has several tricks to help you manage your windows all via the Window main menu.

To instantly resize and position the active window:

- Center Window (^⌥⌘C) centers and expands the window on the screen.
- Left Half (^⌥⌘←) resizes the window so it's half the width of the screen then scoots it to the left side of the screen.
- Right Half (^⌥⌘→) resizes the window so it's half the width of the screen then scoots it to the right side of the screen.
- Top Half (^⌥⌘↑) resizes the window so it's half the height of the screen then scoots it to the top of the screen.
- Bottom Half (^⌥⌘↓) resizes the window so it's half the height of the screen then scoots it to the bottom of the screen.

To place the active window above or below all other windows:

- Window On Top (^⌥⌘T) makes the window always on top of all other windows, even other application windows.
- Window On Bottom makes the window always underneath all other windows, even other application windows.

Adding and Using Instant Document Templates

You can create 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.

To create a new instant document in an idea space:

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

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.

You can add your own document templates to the Insert > Instant Document submenu.

To add a new instant document template:

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.

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

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.

To remove a custom template, choose Insert > Instant Document > Remove Instant Document from the main menu, and then choose the template to remove and click Remove.

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.

To 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. If you are only exporting one idea space, also supply a filename to use. Otherwise, since exporting an idea space to HTML will result in creating multiple files, it's best to create a new folder in which to locate the exported files.
5. Choose the template to use.
6. If you want Curio to generate a frameset which mimics Curio's project window's appearance, check the box titled "Generate frameset".
7. 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.
8. Click Export.

An image of each idea space will be created along with an HTML file which references that image and contains an image map referencing each asset in the idea space. Any assets contained by an exported idea space will be copied into an "Assets" folder under the location you specified.

Also, if you exported more than one idea space, an index file will be created which contains a link to each idea space's HTML file along with a thumbnail image of the idea space.

Finally, if requested, a frameset will be generated which contains the index file in the left frame and the first exported idea space in the right frame. As you click on the links in the index file, the contents of the right frame will update to display the appropriate idea space page.

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.

The reason we use an image to represent each idea space is that it will render correctly regardless of platform, browser, installed fonts, etc. Note, however, that some mobile platforms may have problems viewing very large images due to internal memory constraints.

iPhoto Album Export

You can export your idea spaces to an iPhoto album.

To export your idea spaces to an iPhoto album:

1. Optionally select specific idea spaces in the Organizer that you wish to export.
2. Use the Share toolbar button or choose File > Export As > iPhoto.
3. Choose an iPhoto album or type the name of an album to create.
4. If you want Curio to remove all of the existing pictures in the specified album before importing the new images, check Remove current contents of album. *Warning*: Images are removed from the album and from the iPhoto Library.
5. 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.
6. Click Export.

Each idea space will be exported as an image file then imported into iPhoto and added to the album you specified.

Images that Curio removes from an album will appear in iPhoto's trash in case you need to retrieve them.

Presentation Mode Quartz Composer Transitions

Quartz Composer is an application from Apple which allows users to create amazing graphical effects. It is included with Apple’s developer tools which are available on your Mac OS X install disks.

Curio comes bundled with several built-in Quartz Composer transitions. You can even create your own custom Quartz Composer transitions and place them in your ~/Application Support/Curio/Transitions directory and they'll be available within Curio.

Your Quartz Composer composition will be passed three parameters from Curio:

1. source — the source image (the idea space you are navigating to)
2. destination — the destination image (the idea space you are navigating to)

3. isGoingBackwards — a Boolean indicating if the user is going back or forward to that destination. This may influence the type of transition direction you want to show.

More information about Quartz Composer can be found here:

http://developer.apple.com/graphicsimaging/quartz/quartzcomposer.html

Curio Preferences

General Preferences

To access Curio's general preferences choose the Curio > Preferences menu item, then click on the General icon.

- Specify a default folder used when saving Curio projects. The default is ~/Documents/Curio.

Setting up repositories:

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/Repository as you create and save personal styles and templates.

Copying your repository to a publicly available server, such as a shared Dropbox folder or network server, allows you to share your resources with others. They simply need to add an entry pointing to that repository in their Preferences window, re-launch Curio, and all of your styles and templates will appear in the appropriate galleries and popups.

- Click the plus button to add a new repository.
- Select a repository and press the Delete key to delete it.
- Double-click a repository to edit its path.
- Rearrange the order order of the list repositories via drag-and-drop.
- Clicking the Reveal button will display the repository in a Finder window.
- All changes to the repositories require a relaunch to take effect.

Presentation Preferences

To access Curio's presentation mode preferences choose the Curio > Preferences menu item, then click on the Presentation icon.

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).

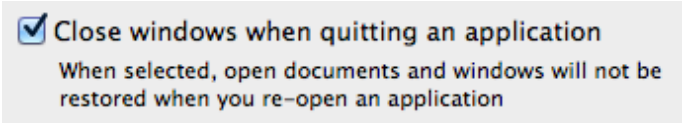
Transition options:

- You can take advantage of native, Core Image Filter, and Quartz Composer transitions when using presentation mode. You can even create your own custom Quartz Composer compositions and place them in your ~/Application Support/Curio/Transitions directory and they'll be available within Curio, see the section above on *Presentation Mode Quartz Composer Transitions* for details. The set transition will be used between all slides of the presentation.

Window Restoration

Curio is now using the standard Mac OS X method to determine if window states should be saved and restored between launches.

You can enable or disable application window restoration via System Preferences > General then look at the Restore windows when quitting a re-opening apps checkbox in Lion or Close windows when quitting an application checkbox in Mountain Lion.



On-The-Fly

You can change this option on-the-fly when quitting Curio by holding down the Option key when choosing Quit. Notice that the Quit menu item changes to either Quit and Close All Windows if window restoration is normally enabled by default, or Quit and Keep Windows if window restoration is normally disabled.

Per Application

Fortunately, if you want window restoration off everywhere except for Curio you can do that as well by quitting Curio then typing the following into Applications > Utilities > Terminal:

```
defaults write com.zengobi.curio NSQuitAlwaysKeepsWindows -bool YES
```

Appendix A: Network Installations

Curio is quite network savvy.

Curio is designed with network installations in mind to make site-wide installations a snap. It includes several methods for sharing resources and managing license keys.

The Network Folder

Curio finds its support files on the network via the network path settings in your Curio preferences.

The default network support folder for Curio is:

/Network/Library/Application Support/Curio

To begin, copy your /Library/Application Support/Curio 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, specifically as a Shared Library folder. This is explained in the *Mac OS X File Server Administration* guide which can be downloaded from http://www.apple.com/server/macosx/resources/documentation.html. The section titled "Automatically Mounting Share Points for Clients" has all the details. Make sure all client users will have read-only access to this network folder.

To specify a different network install folder:

```
defaults write com.zengobi.curio "Network Application Support Folder" -string "/Network/Library/Application Support/Curio"
```

Advanced Customizations

Curio supports several advanced settings which you can customize via Terminal (found in Applications > Utilities) using the `defaults` command line tool then relaunching Curio. These customizations will be stored in the ~/Library/Preferences/com.zengobi.curio.plist file under your home folder.

To disable automatic Curio update checks:

By default Curio checks Zengobi's servers every day to see if an update is available. You can turn off that check with the following.

```
defaults write com.zengobi.curio "SUEnableAutomaticChecks" -bool no
```

To disable local replication of license key information:

By default if the license key is found on the network then it will automatically replicate that information to the local hard disk so Curio can work even if the network is unavailable at launch time. You can turn that off with the following.

```
defaults write com.zengobi.curio "License Skip Network To Local" -bool yes
```

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 30 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 in Appendix C, 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.

Setting Up the Administrative and Client Accounts

You will want to set up your administrative account with different preferences than your client account. The former is the account you will use, the latter is the account that you will replicate to all client installations.

The easiest way to do this may be on a single machine using the Mac's support for Fast User Switching. For the purposes of this document, we'll call the administrative account the user named "Curio Admin" and the client account is the user named "Curio Client".

Setting up the Curio Admin user account:

This is the account you will use to manage Curio.

1. Login to your Curio Admin account.
2. Make the following configuration changes as appropriate:
   ```
   defaults write com.zengobi.curio "License Days Left Warning" -int 60
   ```
3. Download and install Curio from www.zengobi.com into your /Applications folder.
4. Launch Curio.
5. Enter your license key information via the Curio > License menu item.
6. Configure the Network Folder via the Curio > Preferences menu item.
7. Quit Curio.
8. Copy your ~/Library/Application Support/Curio folder to the network's /Network/Library/Application Support directory. Make sure all client users have read-only access to this network folder.

Setting up the Curio Client user account:

This is the account you will replicate to all client Macs. It should be configured to automatically mount the Shared Library share point as described above.

1. Login to your Curio Client account.
2. Make the following configuration changes as appropriate:
```
defaults write com.zengobi.curio "SUEnableAutomaticChecks" -bool no
defaults write com.zengobi.curio "License Skip Network To Local" -bool yes
defaults write com.zengobi.curio "License Days Left Warning" -int 0
```
3. Download and install Curio from www.zengobi.com into your /Applications folder, if necessary.
4. Launch Curio.
5. If the default network folder (/Network/Library/Application Support/Curio) is valid then Curio should instantly find and recognize the valid installation.
6. Go into Curio's Preferences and add any Repositories you wish the user to have access to. See the General Preferences section above for information on creating shared repositories which is a quick and easy way to share styles, templates, stencils, and much more with everyone in your Organization.
7. Quit Curio.

Next you want to distribute the Curio application and these preferences to all client machines. We recommend using an application such as Apple's Remote Desktop which makes this kind of distribution extremely easy.

Distribute the following from the Curio Client to each client Mac in the same folder location
/Applications/Curio
~/Library/Preferences/com.zengobi.curio.plist

When you launch Curio on any of the replicated accounts they should immediately find and use those same preferences and therefore find and use the same network folder.

Remember for this to work seamlessly all clients must auto-mount the network folder as a share point as described above.

Appendix B: Dropbox Tips

Some tips for working with Dropbox.

A Curio project file is actually saved as a package file. On the Mac this appears as a single file, however it's a actually a special kind of folder containing files (such as project assets) and other folders. Package files are natively supported by Mac OS X and is a technique used by many other applications as well. In the Finder, right-click on a Curio project file and choose Show Package Contents to see what's inside.

When customers have had errors with Curio and Dropbox in the past it was generally due to some of the files within the project package file weren't completely synced. Thus some files within the project package were new while others were a previous save.

Here are some guidelines to follow when storing your Curio files to Dropbox:

1. Make sure you're running the latest Dropbox Mac client. It should update itself automatically but it doesn't hurt to check. To find our what version you have click on the Dropbox menu icon, choose Preferences, then click on Account. You can grab the latest Dropbox client at https://www.dropbox.com/install. Their latest release notes are listed at https://www.dropbox.com/release_notes.
2. Never, *ever* open the same Curio project on more than one computer at a time. One day we'll add simultaneous editing support but it's not there, yet!
3. Completely quit Curio on one machine before opening it on another to guarantee that all file changes have been committed to disk.
4. Make sure Dropbox has an opportunity to completely sync the changes up to the cloud. If you made lots of changes, added large assets, or have a huge project then this can take a while. The Dropbox icon in the menu bar will show an incredibly tiny animating graphic when it is syncing changes to the cloud. Wait for it to finish animating before putting your machine to sleep or shutting it down.
5. Do *not* open the project before your Dropbox folder is fully synced. When you start your machine or wake it from sleep make sure Dropbox is done syncing the changes back down from the cloud. Once again, just watch their little animating menu icon before launching Curio and opening your projects.

Appendix C: KidSafe Sleuth

Making Curio's Sleuth more family friendly.

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 enviornments.

To enable KidSafe Sleuth:

Make sure Curio is not running then launch Applications > Utilities > Terminal and type the following:

```
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.