

# Idea Space Templates

STANDARD

PRO

*Includes styling info plus placeholder figures*

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## Working with Idea Space Templates

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

### Create a New Idea Space Template

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

### Create a Brand New Idea Space Based on an Existing Template

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

### Managing Idea Space Templates in the Idea Space Gallery

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