

*For serious project divisions*

## 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:

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

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

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

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

## 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.

## Create a New Section

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

## Open a Section

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

## Moving or Copying Items into a Section

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