

Using Master Templates

Step by step workflows

Create a Master Template

1. Right-click on an idea space and choose Save as Master Template, or...
2. In the Masters Organizer, you can create a new master template using the Add toolbar button. With this technique you can create a master template based on another master template, thus nesting the templates. Changing a “parent” master will reflect those changes down the line to other masters (recursively), and then refresh all impacted idea spaces that use those masters.
3. In the Masters Organizer, you can duplicate an existing master template via the Edit > Duplicate menu item. The result is another master which is an exact copy of the original master.

Editing a Master Template

1. Hold Option and double-click the idea space instance in the Organizer, or...
2. Right-click on the idea space instance in the Organizer and choose Edit, or...
3. Click the Masters button in the Organizer header to find and edit the template manually.
4. The Organizer will switch to the Masters Organizer where you can edit your master idea space template.
5. Once you are done, simply click the Done button in the Masters Organizer header to save and broadcast the changes throughout the project to any instances.

Deleting a Master Template

1. Go to the Masters Organizer by clicking the Masters button on the Organizer header area.
2. Select the master template you wish to delete and press the Delete key. Note that all uses of this master will still remain intact in your project.

Sharing a Master Template

- In the add idea space gallery, right-click on the template and choose Send to Friend or choose Send to Zengobi if you’d like to share your template with other Curio customers.

Copying a Master Template into Your Personal Repository

1. If you create a master template that you’d like to use in other projects then you need to copy it into your personal repository.
2. In the add idea space gallery, right-click on the style and choose Copy to Personal.

Disconnecting from a Master Template

- If you want to disconnect a master template instance from its master then right-click and choose Disconnect from Master. After confirmation, the idea space will be independent and no longer receive updates from its former master template.

Assigning Identifiers to Figures to Support Change Master

1. When editing a master template, select a figure and click the Info inspector bar button to bring up the Info inspector popover.
2. There you can enter an identifier such as *title*, *subheading*, or *body*.
3. Curio uses identifiers with the same names across different masters to support the Change Master functionality.

Changing to a Different Master

1. You can change an idea space so it adopts a different master either by right-clicking on the idea space in the Organizer and choose Change to Master, or click on the new master at the top of the inspector shelf.
2. Note this list of master templates you can change to is filtered to only include other masters which support figures with identifiers that the user has changed in the current idea space. Therefore if, in your instance, you have changed the "title" figure then only other masters that contain a "title" figure will available. That way you can't switch to a master that wouldn't support your changed figure.

Creating a Reusable Set of Master Templates for Use in Creating New Projects

1. Go to the Masters Organizer by clicking the Masters button on the Organizer header area.
2. Select all the masters you wish to want to include in the set.
3. Right-click and choose Save to Tagged Set.
4. Enter a new tag or choose an existing tag to add to an existing set.

Using a Tagged Set of Masters When Creating a New Project

1. Choose the File > New menu item to bring up the new project gallery.
2. On the far left, expand the list of templates available under the Personal repository.
3. Select the name of your personal tag set then click the *Use Tagged Set as Masters* button.
4. A new project will be created with all the idea spaces in that tagged set preloaded as master idea space templates.