




# Stacks


## *A new way to organize to-do's*


A stack is an awesome way to manage tasks! Any figures added to the stack will be sized to fit the width of the stack automatically, with images resizing proportionally. Stacks are best suited for organizing text, image, and file asset figures.


 **IDEAS** — 2 tasks


 World peace.


 Walk dog

 **ACTIVE** — 3 tasks


 1 Ask beta testers for Stack feedback!

 2 How about some video tutorials?

 3 More Curio documentation.

 **DONE** — 2 tasks

This stack is manually sorted so I can drag items anywhere in the stack.

 Clean room (it's the little things).



### Expand / Collapse

Select the stack and press Spacebar to instantly collapse or expand it.



### Special Power! Automatic Tag Associations via Drag-and-Drop

If the stack has a title that has an associated tag with it then any figures added to that stack will automatically be associated with that same tag. This means you can simply move items between stacks to associate them with different tags. In this way stacks are akin to task tracking services like [Trello](#).



### Adding New Items

If no items are currently in the stack then select the stack and use the Insert toolbar button or menu item to create a new figure, which will automatically be added within the stack collection. Or simply double-click within the stack to create a new text figure. If an existing figure is in the stack the hit Command-Return to create a new item underneath, or Command-Shift-Return to create a new item above.



### Automatic Sorting

By default, you can manually rearrange items in the stack. Just drag items up and down the stack to arrange them in any order you wish. However, you can also tell Curio to keep the stack automatically sorted by title, creation date, modification date, due date, start date, start date or end date if already started, percent completed, priority, or rating. You can specify a secondary sort as well