

# The Organizer

*Your project notebook's table of contents*

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The Organizer contains all the idea spaces in your project, neatly organized and easy to manage. You can even drag documents and web links directly to the Organizer to track them with your project.

## Ordering

Within the Organizer, simply drag-and-drop items to change their ordering.

## Unlimited Hierarchy

You can create a parent-child relationship either with the Tab and Shift-Tab keys or by dragging so items are hierarchically under a parent idea space. This nested hierarchy is unlimited so those children can have children of their own, etc.

## Options Galore

Right-click on an item to delete it, change its color label, set preview sizes, sort items, apply styles, create templates, export and print, plus much more.

## Header

At the very top of the Organizer there's a header with small icons allowing you to see master templates, sections, your project journal, the project trash for recently deleted items, and a filter.

## Sections

Directly under the Organizer header you'll find the Sections within this project. For example, this project contains a Getting Started, Samples, and Journal sections. Think of these as tabs in a real-world notebook or binder to help you organize larger projects. Clicking on a section shows you that section's idea spaces.