

# Filter

## *Searching the Organizer*

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### The Organizer Filter

You can quickly search the Organizer for specific items using the Organizer Filter.

The filter panel appears at the bottom of the Organizer and allows you to enable one or more filtering criteria to the items displayed in the Organizer.

For instance, you can use the filter bar to show all idea spaces modified in the past 2 weeks; or all with a the label Needs Client Approval; or tagged with the Important tag; or with a title containing the word lecture.

### Search Shelf vs Organizer Filter

The Search shelf can search figures and idea space titles. Use the Filter to filter the list of displayed items in the Organizer.

#### Show the Organizer Filter

- Click the filter button at the top of the Organizer table, or choose View > Show Filter.

#### Hide/Clear the Organizer Filter

- Click the Filter button in the Organizer header area, or choose View > Hide Filter. This will also clear any specified filter criteria.

#### Set Filter Criteria

1. Date — click the Date icon to filter the Organizer by when they were last modified.
  - a. You can also select or create a project milestone, like “First Client Demo”, to filter using a specific date.
  - b. Those same project milestones can be selected or created in the Search shelf’s date modified popup, as well.
2. Label — click the Label icon to filter the Organizer by label color.
3. Tag — click the Tag icon to filter the Organizer by tag.
4. Title — enter some text to filter the Organizer by title.