Part 1: Introduction

Organizer

The Organizer contains all your project notes, including idea spaces and even documents dragged directly to the Organizer.

Items can be hierarchically organized via drag-and-drop or using Tab/Shift-Tab. You can also create folders to group common items together.

Using the buttons at the top of the Organizer, you can show your project sections which are basically mini-projects contained within your project, and you can show or hide the Organizer Filter.

The Filter, displayed at the bottom of the Organizer, allows you to quickly filter the Organizer based on dates, labels, tags, and titles.

Right-click within the Organizer to see more options.

Click on an item in the Organizer to open it. Option-click an item to open it in a secondary split view. The secondary view can be configured to open below or to the side via the View > Set Secondary View Below menu item.

Organizer: Click this toolbar button to hide or show the Organizer

Add: Click this toolbar button to add a new item to the Organizer