# Part 1: Introduction

Organizer Filter

Click the filter button on the top-right of the Organizer to reveal or hide the handy filter bar. A small pane appears under the Organizer where you can filter the contents of the Organizer by one or more criteria:

✓ **No Date Filter**

Today
Since Yesterday
Since Start of Week
Within Past Week
Within Past 2 Weeks
Within Past Month
Within Past 2 Months

✓ 📄 **None**

📄 Hot
📄 Needs Work
📄 Waiting for Client Data
📄 In Progress
📄 Cool
📄 Under Peer Review
📄 Inactive

✓ **No Tag Filter**

Local Project Tags ▶
Flags ▶
Context ▶
GTD ▶
Months ▶
Evernote Notebooks ▶
Evernote Tags ▶
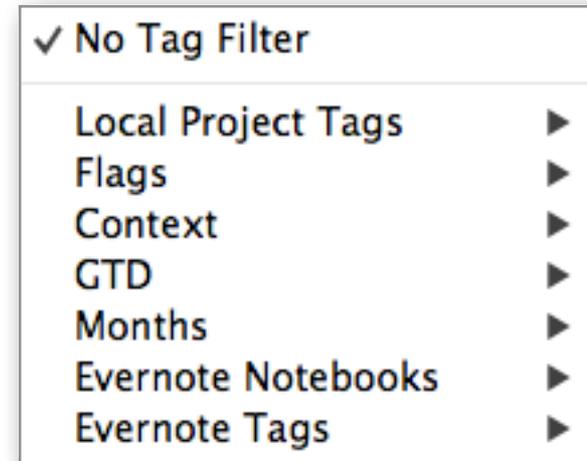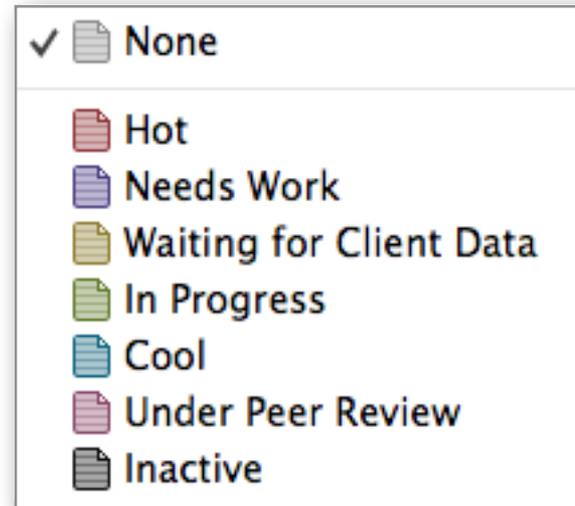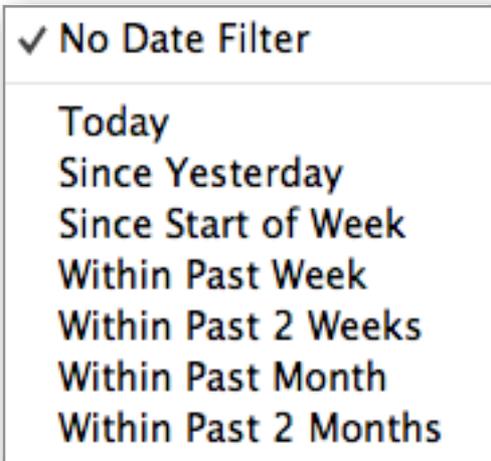
For instance, you can use the filter bar to show all idea spaces modified in the past 2 weeks; or all with a the label "Needs Client Approval"; or tagged with the "Important" tag; or with a title containing the word "lecture".

While a filter is active many Organizer options such as drag-and-drop moving are temporarily disabled until the filter is cleared.