Part 4: The Curio Shelf

Search Shelf

Use the Search shelf to quickly search your project for specify text, or meta information such as tags or rating.

Hit Command-F to bring up the Search shelf then enter your search criteria. Get as specific as you want by entering text, task state, tags, assigned resources, rating, priority, asset type, and modified or start and due dates.

Begin the search and instantly see your results. With just a click on a result item, you are whisked to that section, idea space, and figure where the result is highlighted on the page.

If you perform a text search, the contents of many embedded assets will also be searched including text files and PDFs. Embedded assets which require custom Spotlight importers are not searched due to current Spotlight limitations.

If you have a search you find yourself performing frequently you can save for easy re-use.