

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.