

Part 8: 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.

A screenshot of the "Search" shelf interface. At the top, there is a search bar with a magnifying glass icon. Below it, there are several sections with checkboxes and radio buttons. The "Text" section is checked. The "Tasks" section is checked, and the "Ignore checked state" radio button is selected. The "Tags" section is checked, and a list of tags is shown, including "Local Project Tags", "Flags", "Exclamation Point", "Questionmark", "Flag Red", "Flag Orange", "Flag Yellow", "Flag Purple", and "Flag Green". The "Resources", "Rating", "Priority", "Asset Type", "Modified", "Start Date", and "Due Date" sections are unchecked. At the bottom, there are two buttons: "Begin Search" and "Cancel Search". Below these buttons is a dropdown menu labeled "Choose a saved search" and a gear icon.