

# Status - Projects

*Using the projects area of the Status shelf*

## Change the Scope

- Use the Projects In popup to determine what projects to display either based on a smart category or custom category. See the Open Project Gallery section described earlier for more details regarding project sections.

## Change the Sorting

- Use the Sort By popup to change how the projects are listed: by status, title, last modified date, or date created.

## Adding Projects

1. Drag a project from the Finder into the list to add it to the current custom category.
2. Note this only works with custom categories as the projects listed within smart categories, such as “Recently Opened Projects”, are determined automatically.

## Deleting Projects

- Select a project and press the Delete key to remove a project from a category. Curio can also send the project to the Trash if you wish.

## Ignoring Projects

1. You may want to ignore tasks in specific projects that are either on hold or simply no longer actively used. You don't want to remove those projects from their respective categories but you *really* don't want tasks from those projects cluttering up your Status shelf results or live exports.
2. Right-click on the project in the projects list at the top of the Status shelf and toggle the *Ignore Tasks In Project* setting.
3. An ignored project’s tasks will no longer appear in the Status task results area or in live exports.
4. You can control whether ignored projects are displayed in the projects list at the top of Status using the the *Projects In* actions menu’s filtering options.

## Assigning Categories to Projects

1. Right-click on a project to associate or disassociate categories with the selected project.
2. Or, use the actions button menu to add the current project or a specified project to the current category.

## Creating, Modifying, and Deleting Categories

- Use the actions menu to create, rename, or remove project categories.

## Switching to a Project

- Click on the project to load it within the current window.

## Opening a Project in a New Window

- Option-click on a project to open it in a new window.

## Finder Tags

1. As mentioned above in the overview of the Project Gallery, any project categories you associate with your projects will also have corresponding project category Finder tags as well.
2. For instance, if you associate a project with the categories Active and Personal, then Curio will create “Curio Active” and “Curio Personal” Finder tags and associate them with the projects.
3. With category Finder tags, you can now search for categories of projects in the Finder, outside of Curio.
4. Just enter the search tag, such as Curio Active in a Finder window search field and you'll find all projects associated with that category.
5. Click the Save button in the Finder window to save the search and even add it to your sidebar for one-click access to those projects.