

Labels

Visually organize with color

To view label associated with the selected Organizer item either click the Meta button in the inspector bar, or see the Meta tab in the Inspector shelf. You can also right-click on the Organizer item to make a quick label assignment.

Using Labels

Similar to the Finder's Label feature, you can associate a label and color with your idea spaces, Organizer documents, sections, and folders. When an item is labeled, the preview or icon displayed in the Organizer displays a border using the label color. This allows you to visually flag certain idea spaces, sections, or folders.

Remember you can also use the Organizer filter to display only Organizer items with an associated label color.

Use the label inspector panel to work with labels.

Assigning Labels

Click on a label row to set the selected Organizer item to that label. A checkmark will appear next to the label associated with the selected Organizer item.

Changing Label Color

Click on the label color well to change the color.

Changing Label Text

Double-click on the label text to change the text.

Defaults

Click "Copy to Defaults" to make these labels the new global defaults.

Click "Restore Defaults" to restore this project's labels using the global settings.