

Search

Find figures in your project

Accessing the Search Shelf

You can access the search shelf by clicking on the Search toolbar button or press **⌘F**. Go ahead and do it now so you can look at it while we go over some things.

Note that the search shelf can only search for figures in your project. If you want to search idea space or other Organizer items then use the [Organizer Filter](#).

Search Criteria

You can choose a saved search from the popup located at the bottom of the search shelf, or perform a new search by filling out one or more of the search criteria. Checking on the criteria checkbox will expand that panel to show its options.

Text

Text specified will be used to perform a case-insensitive search. Figure content, filenames, tag names, and even some asset content will be searched. Note that Apple’s SearchKit cannot search within every type of asset, but appears to work very well with plain text, RTF, RTFD, HTML, and PDF files.

Tasks

You can choose to search for only unchecked or checked items.

Tags

All available tags are displayed, organized by tags local to this project or by global tag set name. Select one or more tags that must be associated with each returned result.

You can also use text search field to search for tags if you preface it with a **#**. For example, searching for **#legal** will do a search for a tag named legal. On a related note, the Curio Spotlight importer has been updated to include any assigned tags within the project's scanned metadata with and without the **#** prefix. This means you can use Spotlight to search for legal or **#legal**.

Rating

Select a star rating, plus choose whether an item must have rating equal to, less than or equal to, or greater than or equal to the specified rating.

Priority

Select a priority, plus choose whether an item must have priority equal to, less than or equal to, or greater than or equal to the specified priority.

Asset Type

Narrow your search down to a specific type of asset.

Last Modified

Select a date range for when matching items were last modified. You can also create and select project milestones so you can see all figures changes since a particular milestone. For instance, create a milestone for the first time you demonstrated your product during a client visit. Then you can use the Search shelf to easily find all figures modified since that visit.

Resources

Select one or more resources that must be associated with each returned result.

Start Date

Select a date range for when matching items will need to start as specified by their start date meta data.

End Date

Select a date range for when matching items will be due as specified by their due date meta data.

Search Scope

Choose a search scope to indicate whether you want to search the entire project, the current section, the current section tree (meaning this section and any child sections), the current idea space, the current idea space tree (meaning any child items as well), the project Archive, or the project Trash.

Note that the Archive and Trash are only searched if that scope item is selected.

Search!

Once you have set all of the options you wish to search for, click the Begin Search button. A list of the matching figures within the current Project will be displayed. You can group the matching figures by a number of options by choosing the appropriate option from the Group By popup menu. You can even group the results by a specified tag set.

To jump to a specific result, simply click on the item in the result list. The figure will be momentarily highlighted within its idea space. Non-matching figures are automatically faded into the background so that the matching figures stand out better.

Saving Search Criteria

Use the actions button at the very bottom of the search shelf to save search criteria to use so you can easily reuse it again.

Canceling the Search

Click the “Cancel Search” button in the search shelf, or press **⌘F** again, or press the Search toolbar button again which will also close the Search shelf.