

Getting Started

To-Do List v. 1.16 is a freeware program available online through <http://members.tripod.com/~todolist/>

To get started with To-Do List:

1. Download To-Do List v. 1.16
 2. Locate the file on your computer
 3. Unzip the install file to open it
 4. Run setup.exe to install To-Do List on your computer
 5. You're there!
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Creating a to-do list

Once you have To-Do List installed, you will want to begin managing your tasks right away, right? Here's how you do it!

Managing Tasks

Managing your tasks is as easy as: adding a task, editing a task, or removing a task. These task management tools are located under the **Edit** menu.



Add Task

Adding Tasks

1. Under the **Edit** Menu choose **Add Task**.

This brings up the Add Task dialog box, which you see below. This box will be the same box used to edit your tasks. You may also bring up the Add New Task window by clicking the add task icon.

2. Type in the name of the task in the **Task** field.



Calendar

3. Insert the **Due Date** either by typing in the date in the field provided, or clicking on the calendar icon to the right of the field and selecting the day on the calendar.

To-Do List v. 1.16 User Guide

4. The **Requested By** field can be used to insert the name of the professor or supervisor who assigned the task.
5. **Priority** can be assigned by entering a number into the field provided. Prioritized tasks are color coded by the color assigned in **Preferences** under the **File** menu. *More information can be found on this under Putting your list in order: Prioritizing.*
6. **Notes** can be made about the task by clicking the notes icon. Doing so brings down a window which allows you to insert any additional information on the task. Clicking the icon a second time will hide the notes window. A 🎵 symbol will appear next to the title of the task in your list to indicate there are notes for that task.
7. Click **OK** to save the task or **Cancel** to not add or make changes to the task.



Notes



Edit
Task

Editing Tasks

The process of editing a task is almost the same as adding a task, the only differences are:

1. Click on the task you wish to edit in your list.
2. Click **Edit** and choose **Edit Task** or click the edit task icon to open the **Edit Task** window.

Follow the steps under **Adding Tasks** to edit the task. Click **OK** to save the changes made to your task or **Cancel** to not make any changes and leave the task as it was.



Remove
Task

Removing Tasks

When you remove a task, you are removing it from the list of tasks only.

1. Click the title of the task on the list.
2. Click **Edit** and choose **Remove Task** or click the remove task icon.
3. Click **OK** delete the task or **Cancel** to leave the task on the list.

Putting your list in order: Prioritizing

To-Do List allows you to order your tasks by priority in several ways: by numerical priority, Task title, Date Due, and Owner.

The first way is to prioritize your list is by assigning a number to indicate priority. Tasks with no numerical priority will be moved to the top or bottom of the list.

To-Do List v. 1.16 User Guide

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To assign a numerical priority to a task already entered

1. Select the task from the list by clicking on the title.
2. Click the edit task icon to edit the task.
3. In the **Priority** field, give your task a number.
4. Click **OK**.

To assign priority by Task title, Date Due or Owner

Simply click the top of the column you want to organize your tasks by: Task, Date Due, or Owner. Tasks organized by Task title and Owner will be alphabetized. Tasks organized by Date Due will be listed by the Date Due. Remember, tasks with no numerical priority will be moved to the top or bottom of the list.

Possible Uses

Owner: This would be a great way to give the kids their list of chores or sort a list of duties by committee member in a school organization.

Completed Tasks: Checking and Unchecking Tasks



Check

To check or uncheck a completed task

1. Click **Edit**
2. Choose **Check/Uncheck Task**

You may also do this by simply choosing the task in your list and clicking the check icon.

Checking a task will allow the task to be removed from the list and moved into the completed task log. Once a task is moved into the completed task log, the task cannot be removed. You must re-enter the task as a new task by adding a task.

Logging Completed Tasks

Once tasks have been completed, and a check has been placed next to the task to indicate completion, tasks may be logged into a completed tasks log. Think of this as a way to mark things off your list.

To-Do List v. 1.16 User Guide



Task Log

To add a task to the completed tasks log

1. Click **E**dit
2. Choose **L**og Completed Tasks

You may also do this by clicking the task log icon.



View
Task
History

Viewing Completed Tasks History Log

To view the tasks you have logged

1. Click **E**dit
2. Choose **V**iew Task History

You may also view the task history by clicking the view task history icon. Once in the task history, clicking the X icon will exit the Task History list. Clicking the pencil eraser icon will clear the entire task history list.




Prefer-
ences

Setting Preferences

Preferences are set under the **F**ile menu. The preferences are simply a list of options (indicated by the bolded text) which you may check or uncheck. They are listed under the categories of General, Editing, and Task Colorizing. Preferences may also be accessed by clicking the preferences icon.

General

- Start program minimized** will open the program in your system tray at the bottom right corner of your screen (where your clock is). 
The icon for the program is a clipboard, which will look like this.
- Save screen position** will open the program where it is on your screen now the next time you open the program.
- Log completed tasks on startup** will log all completed (checked) tasks to the Task History each time you start the program.
- Number of tasks visible** will set how many tasks show in the list at one time.

Editing

- Turn off all confirmations** will turn off the pop-up windows which allow you to select OK or Cancel before doing something such as deleting a task or clearing the Task History. *I wouldn't recommend this! If for example, you delete a task on accident you don't have a second chance, you have to add the task to the list again!*
- Display "day" in tray icon** will display a number for the day.
- Flyover hints on tasks** simply shows a little flyover (or pop-up) that shows the title of the task when you put your mouse over the title of the task.
- Move task to top after edit** simply moves the last task you edited to the top of your list.

Task Colorizing

This section allows you to customize the color you want displayed for tasks assigned Priority 1, Priority 2, and Priority 3, and a fourth color for **all others**.

Shortcuts: Hot Keys

Once you get familiar with To-Do List you may want a quick shortcut to perform various tasks. Listed below are the shortcuts, or Hot Keys, available in To-Do List. Some shortcuts have more than one key combination possible.

Alt-X	Exit Program
Alt-M	Minimize to System Tray
Alt-A Alt-Insert Alt-+	Add Task
Alt-R Alt-Delete Alt- -	Remove Task
Alt-C Alt-Space	Check/Uncheck Task
Alt-E	Edit Task
Alt-L	Log Completed Tasks
Alt-V	View Task History
Alt-P	Preferences

To-Do List v. 1.16 User Guide



Minimize

Additional Notes

Clicking the minimize icon will minimize the program to your system tray.



Exit

Clicking the exit icon will exit the program.

Overview of Icons

Icon	Name	Function
+	Add Task	Opens the Add Task window.
	Calendar	Opens the Calendar in the Edit menu.
	Check	Checks or Unchecks a task in the list.
	Edit Task	Opens the Edit Task window.
	Exit	Exits the program.
	Minimize	Minimizes the program to the system tray.
	Notes	Opens the Notes section of the Add Task or Edit Task window.
	Preferences	Opens the preferences window.
-	Remove Task	Removes a task from your list.
	Task Log	Adds a task to the Task Log
	View Task History	Opens the Task History Log.