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## What is ToDoWin?

**ToDoWin** is a simple To-Do manager for Windows 3.1. It was specifically designed to be easy to use, and not overblown with features that might not be required by most people.

The basic concept of **ToDoWin** is that, when you run the program, you're presented with an itemized list of things to do, or other memos, sorted by date and priority. The items at the top of the list are due today (or are overdue), while items towards the bottom of the list are due later.

Adding new items, or modifying items, becomes a very quick and easy process, with most functions available with simple keystrokes, rather than relying on a mouse like many other utilities. You can add a simple memo while talking on the phone, for example, without taking your hands off the keyboard, and without having to traverse through seemingly endless menus to accomplish the goal.

If you leave the program maximized on the screen (it takes about one sixth of the screen at standard VGA resolution), you can have an at-a-glance overview of your planned tasks. In addition, you can select some, or all, of your items to be printed in a checklist-like format, allowing you access to your To Do list while you're on the road, and the ability to check off items as they're completed.

**ToDoWin** allows you to use as many different database files as you wish. You can maintain separate work and personal lists, for example. Or, a department manager can maintain a list for each employee, adding items where required, and being able to provide each employee with a personalized, and itemized, list of things to be performed.

**ToDoWin** is released under the ShareWare concept. This means that it is not free, but it is inexpensive. See [About ToDoWin - Registration](#) for more information.

## Starting ToDoWin

You start **ToDoWin** the same as any other Windows program. You can use the "Run" command in Program Manager, double-click on TODOWIN.EXE in File Manager, or create an icon in one of your Program Manager groups.

The **ToDoWin** command line accepts one optional parameter, which is the full pathname of a specific **ToDoWin** database you'd like to open. **ToDoWin** always remembers the **last** database you had open and, if you don't specify a different one, will attempt to open that database.

In addition, **ToDoWin** also remembers its screen position when you exit the program, and will attempt to restore the screen to that position the next time you restart.

You may open several copies of **ToDoWin**, each with a different database, and each at a different screen location. When you close all of these copies, only the **last** copy to close will store its database path, but each copy will remember its own screen location. The advantage of this is that you can configure Windows to start up several copies of **ToDoWin** when you start your system, each with a different database ("Work" and "Personal", for example), and each in a different location.

When **ToDoWin** starts up, you will be presented with the Main Screen.

While you're running **ToDoWin**, you can get context-sensitive help at any time by pressing the **F1** key.

## The Main Screen

The main screen ([example](#)) displays the current date & time, a list of things to be done (called "ToDo Items" in the help file), and several control buttons. For the most part, all major functions of the program can be controlled by the buttons, with the menu items supplying some of the lesser used functions.

The Control Buttons, and their functions, as as follows:

<u>Calendar</u>	brings up a handy monthly calendar.
Add New	creates a new blank record, with today's date, and pops up the edit dialog.
<u>Edit</u>	pops up the edit dialog for the currently selected item.
<u>View</u>	pops up a view box for the currently selected item.
Del	deletes the currently selected item, after confirmation.
Done	marks the currently selected item as done.
Exit	exits <b>ToDoWin</b> , allowing you to save any changes.

The Menu Bar has three menu selections. These menus provide duplication of the main Control Buttons, as well as additional functions that you will use less often. Available main menu items are as follows:

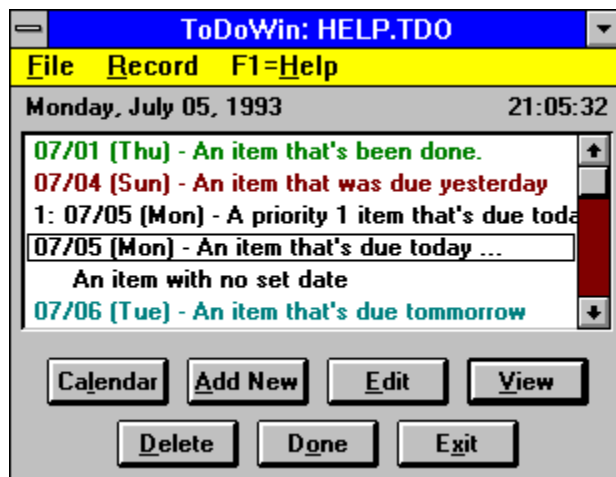
<u>File</u>	open/save files, print items, exit the program.
<u>Record</u>	duplication of the control buttons.
Help	display the help index, or the About dialog box.

The date & time is displayed according to some of the international settings in your WIN.INI file, controlled by Windows Control Panel. For specifics, see [Date & Time](#).

The title bar shows the name of the current database file (or "Untitled" if a new database is being created). Also, if you have more than one copy of **ToDoWin** running, all copies (other than the first) will have a number indicating that copy's start order. This helps you keep track of which copy is which, especially if they are all minimized.

A major feature of the Item List is the use of color to denote specific details. For the most part, the use of color is made redundant by the displaying of the item dates (where applicable), or through use of checkmarks in the Record menu, so users of non-color systems should still find the program quite useable. The main screen [example](#) illustrates the use of color.

This is an example of a main screen (your colors may vary):



## The Edit Screen

The Edit Screen ([example](#)) allows you to change any of the information related to an item, or to fill in the required information for a new item.

The date is displayed and entered according to some of the international settings in your WIN.INI file, controlled by Windows Control Panel. For specifics, see [Date & Time](#). The required formatting is shown below the date edit box, and the expanded date for your entry is shown just to its right. The date is validated before you exit this field, and a warning will be issued if the date is invalid.

In addition, pressing the [Calendar](#) button will pop up a handy monthly calendar to assist you in date selection.

If you desire, you can clear this field entirely. This will allow the item to appear without tying it to a specific date (ie. to be done "whenever"). The text "No set date" will appear instead of the expanded date.

If you wish, you can prioritize items by specifying a Priority value from 1 to 99. Prioritized items always appear before non-prioritized items in the main list, and sorted in ascending order of priority. A value of 0, or no value, indicates no priority.

The "To Do" item is a single line of text to briefly describe what's to be done. This is the line that appears in the Main Screen.

If required, this can be expanded on by entering additional information in the "Details" edit box. The maximum amount of text that can be entered as details is 64k, which should be plenty. When you have entered detail information, the Item line in the main screen will have "..." appended to it (assuming there's space) to indicate that there are additional details.

Once the information has been entered or changed, click on either the Cancel or Save buttons to return to the Main Screen. You will not be allowed to save a record with an invalid date, or with no text entered in the "To Do" box.

This is an example of an edit screen:

**Add/Edit Item**

Date:  July 05, 1993  
mm/dd/yy

Priority (1 to 99):

To Do:

Details:

## The View Screen

The View Screen ([example](#)) is similar to the edit screen, except that the information cannot be modified. The date is shown in its expanded format, and is formatted according to some of the international settings in your WIN.INI file, controlled by Windows Control Panel. For specifics, see [Date & Time](#).



This is an example of a View Screen

The screenshot shows a window titled "View Item" with a clock in the top right corner displaying "21:07:40". Below the title bar is a date field showing "Monday, July 05, 1993". Underneath is a "To Do:" section with a text box containing "An item that's due today". Below that is a "Details:" section with a larger text box containing the text "This is where you can enter free-form details. Up to 64k of text can be entered here." To the right of this text box are three vertically stacked buttons: an up arrow, a red square, and a down arrow. At the bottom of the window are two buttons: "Calendar" on the left and "OK" on the right.

## The File Menu

All of the File-related functions appear in this menu. Available functions are as follows:

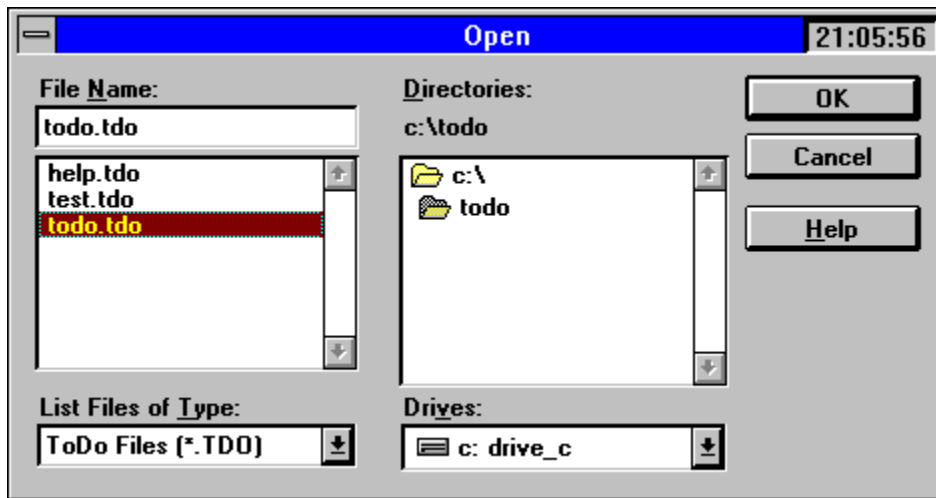
New	purges the current database (if any, and after allowing changes to be saved), and creates a new database (called "Untitled").
<u>O</u> pen...	allows you to select a new database to display. The current database is closed (if any, and after allowing changes to be saved).
Save	the current database is saved. If it does not yet have a name (ie. "Untitled"), the "Save As..." dialog will appear first, allowing you to select a name and path.
<u>S</u> ave As...	allows you to save the current database in a different location, or with a different name.
<u>C</u> alendar	brings up a handy monthly calendar for date selection.
<u>P</u> rint...	allows you to print some or all of the ToDo items.
Exit	exits <b>ToDoWin</b> , allowing you to save any changes.

## **File/Open - Opening a database file**

Selecting File/Open creates a dialog box ([example](#)) that allows you to select which database file you wish to use. Operation of the dialog box is fairly straightforward, you can use the "Directories" list to traverse your drives and directories, and use the "Files" list to choose a specific file. Optionally, you can enter a full pathname in the File edit box, if you know it.

If you specify a file name that does not exist, or an incorrect path, a warning box will appear. If you wish to create a new database, use File/New instead.

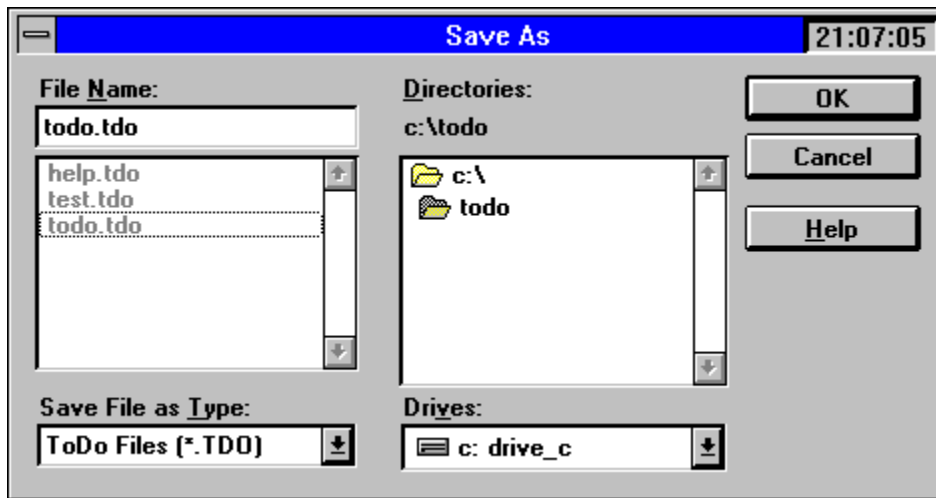
This is an example of the File/Open dialog box:



## **File/SaveAs - Saving a database file**

Selecting File/Save As creates a dialog box (example) that allows you to select a new file name or path to which to save the current file. This dialog box is very similar to the File/Open dialog box. If you specify a filename that already exists, you will be asked to confirm overwriting of the existing file.

This is an example of a File/Save As dialog box:



## The Pop-up Calendar

The Main, Edit and View windows each have a "Calendar" button. When pressed, a monthly calendar is displayed ([example](#)). If you are in View or Edit mode, the month chosen is that of the current ToDo item, with the chosen date highlighted. Otherwise, the calendar will show the current month and date (ie. today). In addition, the number of ToDo items for each day will appear in the calendar display.

You can use the arrow, page up/down keys, or the small buttons to move the highlight around by day, week, month or year. Once a desired date is highlighted, you can press RETURN to select that date.

Depending on what mode you're in, selection of a date will have one of two possible effects. If you're viewing the main ToDo list when you pop up the calendar, then selection of a date will cause the first ToDo item with that date (or the next highest, if there are none) to be selected (and scroll into view if applicable). If you're editing a ToDo item, or creating a new one, selection of a date will fill in the Date field of the Edit dialog with the selected date for you. Date selection has no function in View mode.

This is an example of the pop-up calendar:





## Printing your ToDo List

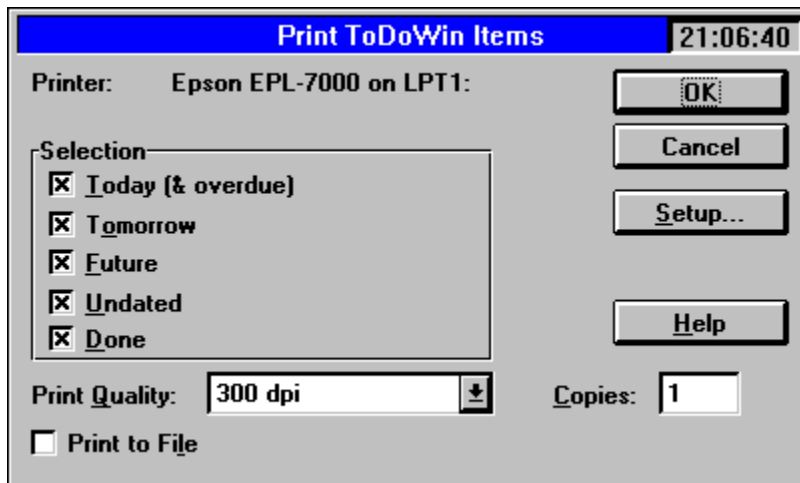
Selecting File/Print creates a dialog box ([example](#)) that allows you to select which items you wish to print. You simply select a range of items to print using the group of checkboxes. If there are no items to print that meet your selected criteria, a warning message will appear, and the print request will be cancelled.

There is a button marked "Setup..." in this dialog. Pressing this button brings up a new dialog box, allowing you to select from your list of installed printers, or to modify the configuration of the selected printer (ie. paper size). Any changes you make in your printer setup are temporary for this print job only, and are not saved as your permanent printer setup.

However, the item selections that you make **are** saved in the initialization file, so you can set up a "standard" selection list, which will become the default.

Once you press "OK", your print job will begin. An information dialog will appear, including a "Cancel" button, allowing you to abort the current print job. Print Manager (or the printer driver, if you don't use Print Manager) will handle any error conditions that may arise.

This is an example of a File/Print dialog box:



## The Record Menu

The Record Menu basically duplicates the record functions available from the buttons in a menu format, such as Add, Edit, View, Delete and Done. The "Done" menu item will also have a check mark beside it, if the currently selected item is so marked, making it possible to use ***ToDoWin*** on systems without color displays.

## Date & Time

**ToDoWin** makes use of some of the settings found in the International ([intl]) section of your WIN.INI file. These settings can be set through the International item in Control Panel. The actual settings used, and their meanings, are described below (this information taken from the WININI2.TXT file). Note that the expanded date is actually displayed using the **sShortDate** setting (rather than the **sLongDate** setting) in this version of **ToDoWin**.

### **iTime=<number>**

Purpose: Specifies whether to format time using a 12-hour clock or a 24-hour clock.

Value	Format	Meaning
-----	-----	-----
0	1:00	12-hour clock
1	13:00	24-hour clock

The actual time separator is specified by the sTime setting.

### **iTLZero=<number>**

Purpose: Specifies whether to put leading zeros in time according to the following:

Value	Format
-----	-----
0	9:15
1	09:15

The actual time separator is specified by the sTime setting.

### **s1159=<string>**

Purpose: Specifies the string that follows times before noon in the 12-hour time format.

### **s2359=<string>**

Purpose: Specifies the string that follows times after noon in the 12-hour format or that follows all times in the 24-hour format.

### **sTime=<string>**

Purpose: Specifies the character used to separate the hours, minutes, and seconds in time. An example, if the value is a colon (:), is 15:29:31.

**sLongDate=<date-picture>**  
[NOT USED IN THIS  
VERSION]

[NOT USED IN THIS  
VERSION]

Purpose: Specifies your choice for the long date format, including abbreviations for the words and different separators, according to the following:

Date Picture	Item	Format
-----	-----	-----
M	Month	1-12
MM	Month	01-12
MMM	Month	Jan-Dec
MMMM	Month	January-December
d	Day	1-31
dd	Day	01-31
ddd	Day	Mon-Sun
dddd	Day	Monday-Sunday
yy	Year	00-99
yyyy	Year	1900-2040

***sShortDate=<date-picture>***

Purpose: Specifies your choice for the short date format, including abbreviations for the words and different separators, according to the list described above in the sLongDate listing.

## About ToDoWin - Registration

*ToDoWin*, a simple TO-DO manager for Windows, is Copyright (c) 1992 by:

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This program is being released as "ShareWare". Try it out for a while. If you decide you want to use it on a regular basis, then you should pay for it. A "donation" of \$25 is suggested (see below). Free duplication and sharing of this program is permitted and encouraged. There is to be no fee to be charged for distribution of the program, other than those specifically related to duplication costs, or BBS service fees.

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When you register *ToDoWin*, you encourage the author to continue to enhance the program, and to continue to work on new utilities.

To register, mail a money order (preferably, though US or Canadian cheque will suffice) to the author at the above address. Don't forget to specify the disk size you'd like. Other distribution methods (E-mail, for example) may be available; contact the author for details.

*ToDoWin* was written entirely in C language, using the Microsoft C compiler, and the Microsoft Windows Software Developers Kit. The Borland Resource Workshop was used to create the various resources used. The help document was originally prepared using Word for Windows (1.1 and 2.0).

