Win2do - A program by: D.T.Hamilton

INTRODUCTION

Win2do is a utility written for MS-Windows version 3.0. This program is a simple "To Do" list that will allow you to enter up to 25 Items that can each have a 40 character description, a priority from 1 to 6 or Hold and a Due Date. Some of Win2do's features include: an optional Date and Time display under the main Win2do window, a special feature called 'Auto-Remind' which can notify you of To Do Items that are approaching their Due Dates, the ability to Sort your list by three different criteria and your list can be Printed on an attached printer.

SHAREWARE NOTICE

This program is Shareware. If you use this program for more than a 30 day evaluation period you must register it by sending $10 to:

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The $10 registration fee covers a single machine only. Companies or Network administrators wishing to use this program on more than a single machine should contact me for a Site license.

NOTE: This is the FULL version of the program. It is not crippled in any way and has no nag boxes. Please don't use this as an excuse to not register the program.

INSTALLATION

You will need the following files to successfully install and use Win2do:

WIN2DO.EXE
WIN2DO.WRI

Both these files should be copied into your Windows directory using standard DOS copy commands. You can then invoke Windows and Add Win2do to the Program Manager by selecting New from the File Menu, Program Item from the Dialog Box, and then Browse. Locate the Win2do.exe file and then Click OK (if you have any trouble with this you can find better directions in your Windows User's Guide).

USAGE

Simply Double-Click the Win2do Icon to bring up the Main Item Display Window. If there are more items than can fit into the window or if an item is too long to be displayed in the window Scroll Bars will automatically be displayed. When finished viewing items Win2do can be 'Iconized' using normal Windows procedures. Done items in the List are displayed in Blue Text in the Main Item Display Window. Items which are "Over-Due" are displayed in Red Text in the Main Item Display Window. All other Items will be displayed in Black Text in the Main Item Display Window. In addition to the Menu Bar there is a Button Strip which has buttons that can invoke most of Win2do's functions. They are explained below:

Add Item to List - This button invokes the Add Item Dialog Box and allows you to add a New item to the To Do List. This button will be Disabled if you already have 25 Items in the List. On the Add Item Dialog Box click one of the Radio Buttons from 1 to 6 or Hold (the one marked Done is only Enabled when Editing an item as explained below) to set your Priority, type the desired Date into the Date Field and finally type in a text Description of up to 40 characters in length. Click the OK button to Add the item or Cancel if you don't want to Add the item.

Edit Item in List - This button will invoke the Edit Item Dialog Box and allows you to Edit an existing item in the To Do List. This button will be Disabled until you select an item to be edited by clicking on it with the Left Mouse Button. As a shortcut Double-Clicking the Left Mouse Button on an item will automatically bring it up into the Edit Item Dialog Box without having to push the Edit Item button. Edit any fields desired and Click the OK button to accept your changes or Cancel if you don't want to save them. If you mark an item as Done by Clicking the Done Radio Button and then the OK button the Due Date field will be changed to Todays date so you will know what day the Item was completed.

Delete Item from List - This button will delete the currently selected item from the To Do List. This button will be Disabled until you select an item as described above. If the "Confirm Delete Requests" option described in Preferences below is Set a Message Box will be displayed asking if its OK to delete the selected item. Click OK to go ahead and delete it or Click Cancel if you don't want to delete it.

Save List to Disk - This button will cause Win2do to save the current contents of your To Do List onto the Hard Disk into a file called WIN2DO.DAT which is in your default Windows directory. This button will be Disabled if Win2do is unable to find/create or open its data file when the program is first loaded into memory.

Sort List - This button will sort your To Do List based on the current Sort criteria that is set using the Preferences Dialog Box described below. This button will be Disabled if you have less than 1 item in your To Do List.

New List - This button will allow you to completely Erase your To Do List and start a New Empty one. A Message Box will be displayed asking you to confirm your intent to start a New List. Click the OK button to start a New List or Cancel to keep your Old List. This button will be Disabled if your list is Empty.

Print List - This button will Print your list to the current Default Printer for your system. Once printing starts a Dialog Box will be displayed that will allow you to Cancel printing of the To Do List. The Print button will be Disabled if your list is Empty.

The Menu Bar for Win2do contains three Catagories: "File", "Edit" and "Options" which in addition to a matching entry for all the buttons above there are a couple of other entries all of which are detailed below:

      1) File - New List = Same as the New List button described above.

      2) File - Save List = Same as the Save List to Disk button described above.

      3) File - Print List = Same as the Print List button described above.

      4) File - Exit Program = Allows you to Exit the Program. If you have not Saved your List and it has been Modified a Message Box will be displayed asking if you want to Save your current changes. Click YES to save your changes and exit, Click NO to not save your changes and exit and Click Cancel to not save your changes and not exit the Win2do program.

      5) File - About Win2do... = This will display the Authors Credits with Version number and Licensing Information. Click the OK button to remove the about box.

      6) Edit - Add Item... = Same as the Add Item to List button described above.

      7) Edit - Edit Item... = Same as the Edit Item in List button described above.

      8) Edit - Delete Item = Same as the Delete Item from List button described above.

      9) Options - Sort List = Same as the Sort List button described above.

      10) Options - Save Size/Position - Selecting this option will cause the current Size and Position of the Win2do window to be written into your WIN.INI file. The next time you load Win2do these settings will be read in and the window will appear in the same position and will have the same size as when you saved it.

      11) Options - Preferences... - Selecting this option invokes the Preferences Dialog Box which allows you to customize the performance of Win2do (see the Preferences section below).

PREFERENCES

      The Preferences Dialog Box is used to select options that change the manner in which Win2do performs. Some of these options can be toggled On or Off by Single-Clicking the LEFT mouse button inside the box next to the text describing the option. A box with an 'X ' in it means that the option is On, an empty box means the option is Off. The options available are explained below:

      1) Auto-Remind - Selecting this option will cause the Win2do program to examine the Due Date fields of any items not marked Done or Hold and compare them to Todays date. If any items are "Past Due" or are within the number of days specified (setting the number of days is explained below) Win2do will display a MessageBox with the Description of the item and if it is "Past Due" or "Approaching its Due Date". Auto-Reminders are generated when Win2do is first loaded and if the Date changes while Win2do is running.

      2) Days before due date - Enter the number of days before the Due Date of an

item that you wish to be Reminded by the Auto-Remind feature described above.

3) Confirm delete requests - Selecting this option will cause a Message Box to appear asking you to confirm your action when you go to Delete an item from the To Do List.

4) Display current date and time - Selecting this option will cause a Date/Time strip to be displayed at the Bottom of the Main Item Display Window.

5) Sort by - Click on one of the Radio Buttons to select the criteria that your list will be sorted by when using the Sort Feature described above. There are three criteria that you can sort by: "Priority", "Date" and "Description".

When done selecting the Preferences of your choice, Click OK to save them into your WIN.INI file or Click Cancel if you don't want to change any of your Preferences.

CREDITS

Thanks to David Marks, Laura Beck and Walter Goad for their efforts in Beta testing this program and providing me feedback.

DISCLAIMER

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