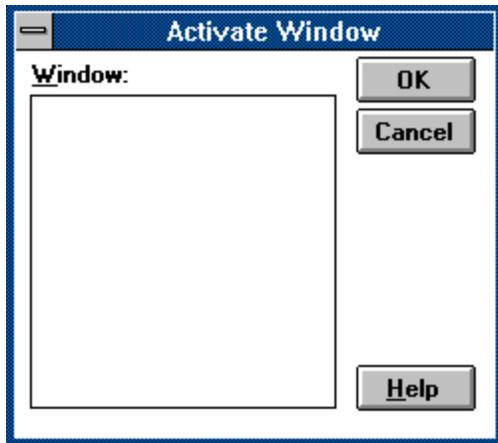


## Activate Window Dialog

---

The Activate Window dialog allows you to activate the main application window or a detached Day Glance, Calendar, or Week Planner window.



### How to use the Activate Window dialog:

- 1) Select the window to be activated in the Window listbox.
- 2) Choose OK.

**Window Listbox**

Displays a list of all Calendar, Day Glance, and Week Planner windows, allowing you to select the window to be activated. The Main Window is able to be chosen when a Calendar, Day Glance, or Week Planner window is active.

**OK Button**

Closes the dialog and activates the window chosen in the Window listbox.

**Cancel Button**

Closes the dialog and leaves the current window active.

**Help Button**

Displays the help panel for this dialog.

## Block Out Dates Dialog

---

The Block Out Dates dialog allows you to specify which dates are to be blocked out.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

How to use the Block Out Dates dialog:

- 1) Select a month from the Month combobox.
- 2) Select a year from the Year combobox.
- 3) Choose those dates of the month to be blocked out by clicking on the appropriate Day buttons.
- 4) Repeat steps 1-3 for any other months.
- 5) Optionally, set the titles for the blocked out dates by pressing the Titles button.
- 6) Choose OK.

**Month Combobox**

Allows you to specify the month on the date(s) you wish to block out. When you change the month, the Day buttons are changed to reflect the days of that month.

**Year Combobox**

Allows you to specify the year of the dates you wish to block out.

## **Day Buttons**

Allows you to specify which days of the specified month and year will be blocked out. To block out a day, simply press the button for that day. The button will toggle down to show that the day has blocked out. To unblock a day, click the button again so that it is no longer toggled down.

**OK Button**

Closes the dialog and blocks out all of the specified dates.

**Cancel Button**

Closes the dialog and does not change any blocked out dates.

**Help Button**

Displays the help panel for this dialog.

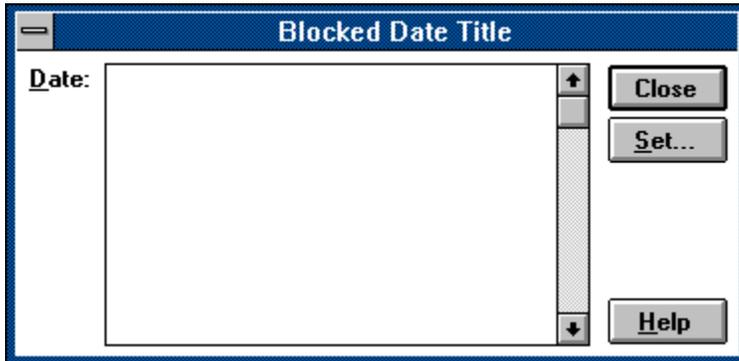
**Titles Button**

Allows you to specify titles for the blocked out dates.

## Blocked Out Date Titles Dialog

---

The Blocked Out Date Titles dialog allows you to view and set the title for one or more blocked out dates.



### How to use the Blocked Out Date Titles dialog:

- 1) Select the date(s) in the Date listbox for which you wish to set the title.
- 2) Press the Titles button.
- 3) Set the title using the Set Titles Dialog.
- 4) Repeat steps 1-3 for each title you wish to set.
- 5) Press the Close button.

**Date Listbox**

Allows you to specify which date(s) for which to set the title. The list displays all blocked out dates as well as the current title for each date.

**Close Button**

Closes the dialog.

**Set Button**

Displays the Set Titles Dialog allowing you to set the title for all selected dates.

**Help Button**

Displays the help panel for this dialog.

## Clear Date Dialog (Folder windows only)

---

The Clear Date dialog allows you to specify the date used when deleting tasks from a folder whose due date is earlier on equal to the date specified.



How to use the Clear Date dialog:

- 1) Enter the date into the Date field.
- 2) Choose OK.

**Date Field**

Allows you to enter the date used when deleting tasks from the folder.

**OK Button**

Closes the dialog and sets the date used when clearing the tasks from the folder.

**Cancel Button**

Closes the dialog and does clear tasks from the folder.

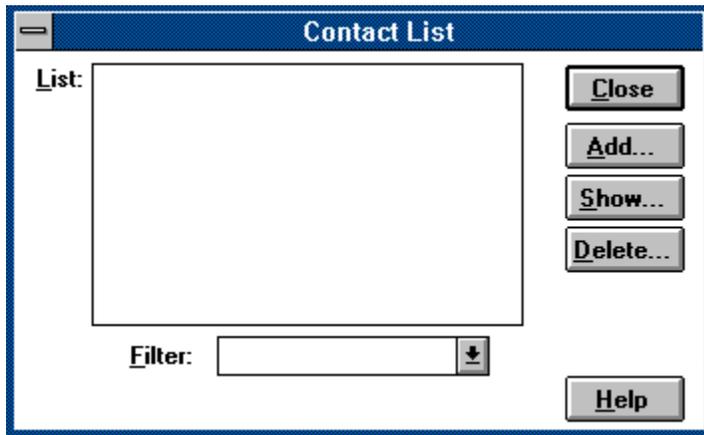
**Help Button**

Displays the help panel for this dialog.

## Contact List Dialog

---

The Contact List dialog allows you add, modify, and delete contacts.



### How to use the Contact List dialog:

- 1) Select the Add button to add a contact.
- 2) Choose a contact from the Contact Listbox and select the Show button to modify the selected contact.
- 3) Choose a contact from the Contact Listbox and select the Delete button to delete the selected contact.
- 2) Choose Close when finished.

**Contact Listbox**

Displays all contacts, sorted by the criteria specified in the Filter combobox. The contacts will be shown with the information from the filtered field and the name of the contact.

**Filter Combobox**

Allows you to select the field by which the contacts in the Contact listbox will be sorted. Any contacts with no information in the given field will not be displayed in the Contact listbox.

**Add Button**

Displays the Contact Dialog allowing you to add a new contact.

**Show Button**

Displays all of the information for the contact specified in the Contact listbox allowing you to modify the contact information.

**Delete Button**

Deletes the contact specified in the Contact listbox.

**Close Button**

Closes the dialog.

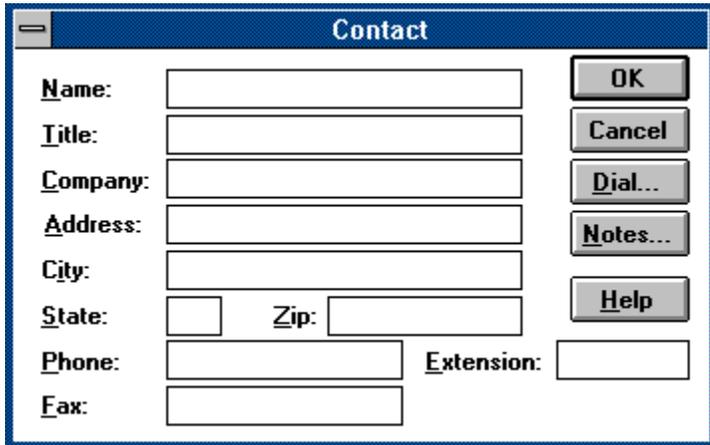
**Help Button**

Displays the help panel for this dialog.

## Contact Dialog

---

The Contact dialog allows you to view and edit the information for a specified contact.



The image shows a screenshot of a software dialog box titled "Contact". The dialog has a blue header bar with a minus sign icon on the left and the title "Contact" in the center. Below the header, there are several input fields and buttons. The input fields are arranged in a vertical column on the left, with labels: "Name:", "Title:", "Company:", "Address:", "City:", "State:", "Zip:", "Phone:", and "Fax:". The "State:" field is a small dropdown menu, and the "Zip:" field is a separate input box. The "Phone:" field is a larger input box, and the "Extension:" field is a smaller input box to its right. On the right side of the dialog, there are five buttons: "OK", "Cancel", "Dial...", "Notes...", and "Help".

### How to use the Contact dialog:

- 1) Fill in the name of the contact in the Name field.
- 2) Fill in any or all remaining fields with information for this contact.
- 3) Choose OK.

**Name Field**

Displays for editing the name of the contact.

**Title Field**

Displays for editing the title of the contact.

**Company Field**

Displays for editing the company name of the contact.

**Address Field**

Displays for editing the street address of the contact.

**City Field**

Displays for editing the city where the contact is located.

**State Field**

Displays for editing the state where the contact is located.

**Zip Field**

Displays for editing the ZIP code of the contact.

**Phone Field**

Displays for editing the phone number of the contact.

**Extension Field**

Displays for editing the phone extension number of the contact.

**Fax Field**

Displays for editing the phone number of the fax machine (or any other secondary number) of the contact.

**OK Button**

Closes the dialog and sets the information for the contact.

**Cancel Button**

Closes the dialog and does not update the information for the contact.

**Help Button**

Displays the help panel for this dialog.

**Dial Button**

Dials a phone attached to a modem with the phone number of this contact.

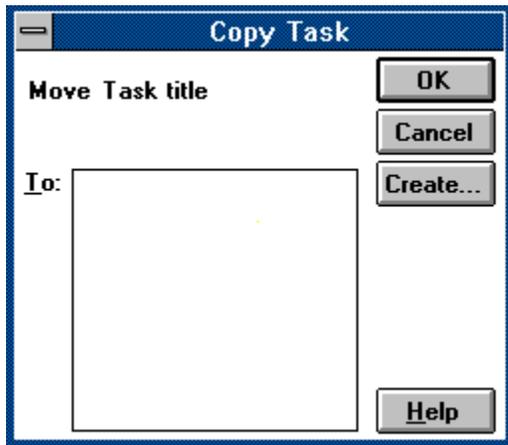
**Notes Button**

Allows you to add or edit notes for this contact.

## Copy Task Dialog

---

The Copy Task dialog allows you to place a copy the selected tasks into the specified list window.



### How to use the Copy Task dialog:

- 1) Select the list window where the tasks are to be copied in the To listbox.
- 2) Choose OK.

**To Listbox**

Displays a list of all list windows where you can copy the task(s).

**OK Button**

Closes the dialog and copies the task(s) to the folder chosen in the To listbox.

**Cancel Button**

Closes the dialog and does not copy the task(s).

**Help Button**

Displays the help panel for this dialog.

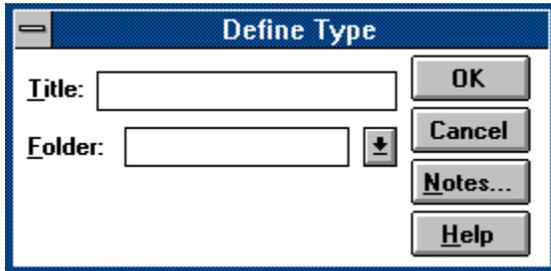
**Create Button**

Allows you to create a new folder..

## Define Type Dialog

---

The Define Type dialog allows you to enter and edit the attributes of a specified type.



### How to use the Define Type dialog:

- 1) Fill in the title of the type in the Title field.
- 2) Optionally, In the Folder combobox, selected the folder where a task of this type will be moved if it is placed in the Router.
- 3) Choose OK.

**Title Field**

Displays for editing the title of the type.

**Folder ComboBox**

Displays a list of folders which can be selected as the destination of a task assigned to specified type that is placed in the Router.

**OK Button**

Closes the dialog and sets the information for the type.

**Cancel Button**

Closes the dialog without adding or modifying the type.

**Help Button**

Displays the help panel for this dialog.

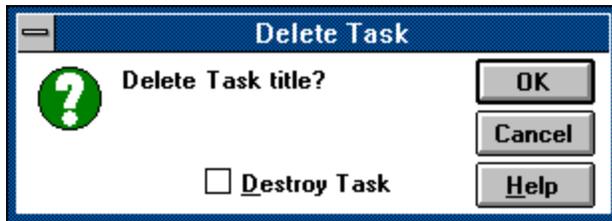
**Notes Button**

Allows you to add or edit notes for this type.

## Delete Task Dialog

---

The Delete Task dialog is displayed to verify that you want to delete the specified task(s). You are also able to decide whether a task(s) is to be completely destroyed or just moved to the Trash Can.



### How to use the Delete Task dialog:

- 1) Click the Destroy Task button if you wish the task(s) to be destroyed.
- 2) Choose OK.

**Destroy Task Button**

Allows you to decide whether a task(s) is to be destroyed or moved to the Trash Can. If the button is checked, the task(s) is destroyed. If the button is not checked, the task(s) are moved to the Trash Can where they may recur.

**OK Button**

Closes the dialog and allows the task(s) to be deleted.

**Cancel Button**

Closes the dialog and does not delete the task(s).

**Help Button**

Displays the help panel for this dialog.

## Dial Dialog

---

The Dial dialog allows you specify the phone number an attached modem is to dial as well as any settings the modem is to use.

The image shows a Windows-style dialog box titled "Dial". It has a blue title bar with a minus sign on the left. The main area contains the following elements:

- Number:** A text input field.
- Prefix:** A text input field.
- Use Prefix**
- OK** button
- Cancel** button
- Help** button
- Settings >>** button
- Phone Type** section with two radio buttons:  **Tone** and  **Pulse**.
- Port:** A dropdown menu showing "COM1".
- Baud Rate:** A dropdown menu showing "9600".
- Save Settings** button at the bottom.

### How to use the Dial dialog:

- 1) Enter the phone number in the Number field.
- 2) Choose any other settings that are appropriate.
- 3) Choose OK.

**Number Field**

Enables you to enter the phone number to be dialed.

**Prefix Field**

Enables you to add a prefix that will sent to the modem before the phone number. The prefix is only used if the Use Prefix button is checked.

**Use Prefix Button**

Specifies that the number in the Prefix field is to be sent to the modem before the phone number.

**Settings Button**

Expands the dialog to display the controls used to change the settings used by the modem.

**Tone Phone Button**

Specifies that the modem is to dial the phone as if it were a touch-tone phone.

**Pulse Phone Button**

Specifies that the modem is to dial the phone as if it were a pulse or rotary dial phone.

**Port Combobox**

Specifies that COM port where the modem is attached.

**Save Settings Button**

Saves the settings of this dialog so that they will be the default whenever the dialog is presented.

**Baud Rate Combobox**

Specifies the baud rate for the modem.

**OK Button**

Closes the dialog and dials the number.

**Cancel Button**

Closes the dialog and does not dial the number.

**Help Button**

Displays the help panel for this dialog.

## **Edit Menu (List Windows Only)**

---

Commands:

Copy  
Paste  
Select All

**See also:**

Shortcuts

## Edit Copy

---

Copies all the selected tasks in the active list window to the clipboard so that they can be pasted into any other list window. The data for the tasks is also copied in text form so that it can be pasted into any application.

**See also:**

[Shortcuts](#)

## Edit Paste

---

Pastes any tasks copied to the clipboard into the active list window.

If the clipboard contains text data, then the Paste command creates new tasks in the active list window with the text on the clipboard. Each line of text on the clipboard will be used as the title of a new task. If a TAB is inserted in the line, then any text after the TAB will be copied as the note for the task.

**See also:**

[Shortcuts](#)

## Edit Select All

---

Selects all tasks within the active list window.

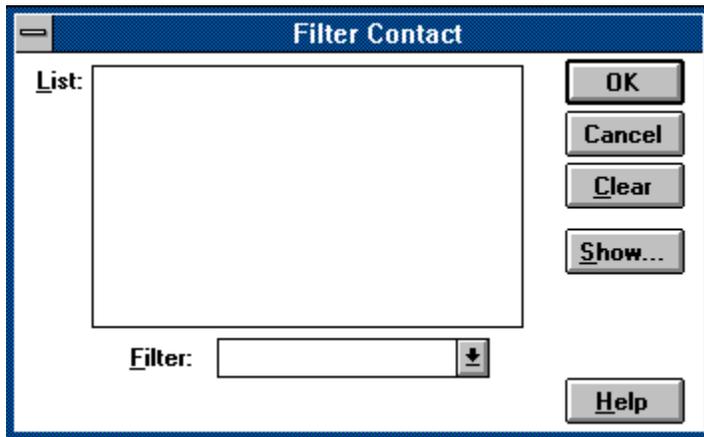
**See also:**

[Shortcuts](#)

## Filter Contact Dialog

---

The Filter Contact dialog allows you to specify the contact used in the view filter of a list window.



### How to use the Filter Contact dialog:

- 1) Select the contact desired from the Contact listbox.
- 2) Choose OK.

**Contact Listbox**

Displays all contacts, sorted by the criteria specified in the Filter combobox. The contact will be shown with the information from the filtered field and the name of the contact.

**Filter Combobox**

Allows you to select the field by which the contacts in the Contact listbox will be sorted. Any contacts without information in the specified field will not be displayed in the Contact listbox.

**Clear Button**

Clears the current contact filter set.

**Show Button**

Displays all the information for the contact specified in the Contact listbox.

**OK Button**

Closes the dialog and sets the contact filter to the contact specified in the Contact listbox.

**Cancel Button**

Closes the dialog and does not change the contact filter.

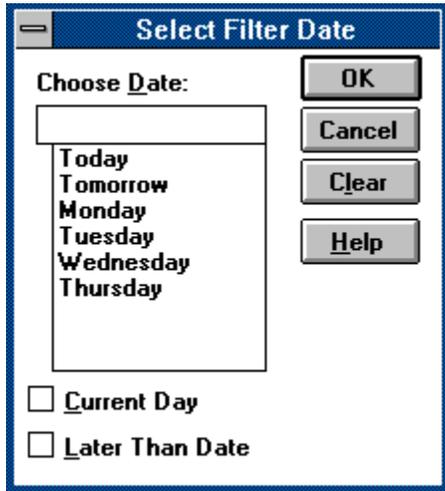
**Help Button**

Displays the help panel for this dialog.

## Filter Date Dialog

---

The Filter Date dialog allows you to specify a date used in the view filter of a list window.



### How to use the Filter Date dialog:

- 1) Enter the date for the filter into the edit field of the Date combobox or select a date from the listbox.
- 2) Choose OK.

**Date Combobox**

Allows you to enter the date for the filter. You can either type a date into the edit field portion of the combobox or select a date from the listbox portion.

**Clear Button**

Clears the current date filter set.

**OK Button**

Closes the dialog and sets the date filter to the date entered in the Date combobox.

**Cancel Button**

Closes the dialog and does not change the date filter.

**Help Button**

Displays the help panel for this dialog.

**Current Day Button**

Sets the date filter to the current day.

**Later Than Date Button (Folder Windows only)**

Specifies that tasks in the folder whose dates are later than the date specified will be displayed. If the button is not chosen, then the tasks that are earlier than the date specified will be displayed.

## File Menu

---

Commands:

- [New](#)
- [Open](#)
- [Save](#)
- [Save As](#)
- [Print](#)
- [Print Contact List](#)
- [Printer Setup](#)
- [Import File](#)
- [Export File](#)
- [Empty Trash](#)
- [Exit](#)

See also:

- [Shortcuts](#)

## **File New**

---

Creates a new list file, closing the one currently open. If the current list file has not been saved since it was loaded, you are first asked if you wish to save the file.

## **File Open**

---

Opens a list file previously saved to the disk, closing the list file currently open. To open a list file, select the file you want from the Open File dialog and press the Ok button. If the list file you are currently editing has not been saved since it was loaded, you are asked if you wish to save this file. The file you selected is then loaded.

## **File Save**

---

Saves the current list file to disk. If the list file has been saved previously, the current file will overwrite the previously saved file. If the file has not been saved previously, then a dialog box asking for the name of the file is presented. If you wish to change the name of a previously saved file, you must use the File SaveAs command.

**See also:**

Shortcuts

## **File Save As**

---

Saves the current list file under a new filename. A dialog box is presented asking you for the new name of the file. The file that was previously saved is unaffected.

## **File Empty Trash**

---

Deletes all tasks in the Trash Can and the Router. Recurring tasks are returned to the To Do List. Single-event tasks are deleted.

**Note:** This function is equivalent to selecting Delete All for the Trash Can.

## File Print

---

Prints the information in the active window. If the active window is a list window, then the Print dialog is used to select what report to use. If the active window is a Day Glance or Week Planner window, then the entire contents of the window are printed. If the active window is a Calendar window, then the Print Calendar dialog is used to select what task data is to be printed on the calendar.

**Note:** any tasks that have been placed in the Trash Can or Router will not appear in any printout, even if the task is recurring. You must use the File Empty Trash command or save the list file before printing for these tasks to appear.

If you want to change which printer used, use the Printer Setup command.

**See also:**

Shortcuts

Reports

## **File Print Contact List**

---

Prints the information for your contacts. The Print Contact List dialog is used to select which contact(s) are printed.

If you want to change which printer used, use the Printer Setup command.

## **File Printer Setup**

---

Sets the printer to be used when printing a list. Refer to the *Microsoft® Windows™ User's Guide* for instructions on how to use the dialog.

## **File Import File**

---

Creates new tasks or contacts with information stored in a tab or comma delimited text file.

**See also:**

[Importing A File](#)

## **File Export File**

---

Writes information about selected task or contacts to a tab or comma delimited text file.

**See also:**

[Exporting A File](#)

## **File Exit**

---

Quits the 2Do application. If the current list file being edited has not been saved, you are asked if you wish to save it before the application terminates.

## Open File Dialog

---

The dialog allows you to enter the name of the file you wish to open. Refer to the *Microsoft® Windows™ User's Guide* for instructions on how to use the dialog.

## Save File Dialog

---

The dialog allows you to enter the name of the file where the list will be saved. Refer to the *Microsoft® Windows™ User's Guide* for instructions on how to use the dialog.

## Printer Setup Dialog

---

The dialog allows you to change the printer used when printing a list and to specify the settings used when printing. Refer to the *Microsoft® Windows™ User's Guide* for instructions on how to use the dialog.

## Choose Font Dialog

---

The dialog allows you to select the font to use for the specified attribute. Refer to the *Microsoft® Windows™ User's Guide* for instructions on how to use the dialog.

## Filter Menu

---

Commands:

Date

Type

Priority

String

Contact

All

Current Day

Reset

Recurring Tasks

Single Event Tasks

UnScheduled Tasks

**Note:** Some commands do not appear when certain list windows are active.

## Filter Type

---

Displays only those tasks that have been assigned to a specified type.

### See also:

[Filter Type Dialog](#)

[Filter All](#)

[Filter Reset](#)

[Shortcuts](#)

## **Filter Priority**

---

Displays only those tasks that have been assigned one of the specified priorities.

**Note:** this command only appears when the To Do List is active.

**See also:**

[Filter Priority Dialog](#)

[Filter All](#)

[Filter Reset](#)

[Shortcuts](#)

## Filter Date

---

Displays those tasks whose due date is equal to or earlier than the date specified. This function allows you to view only those tasks which are due on a certain day so as not clutter your list with tasks that are not pressing.

If the list window is a Folder, then you can specify that the tasks later than the specified date be displayed.

If the Weekdays Only Preference has been set and the Filter Date is a Friday, then all tasks due on the weekend will be displayed.

### See also:

[Filter Date Dialog](#)

[Filter All](#)

[Filter Reset](#)

[Shortcuts](#)

## [Filter String](#)

---

Displays only those [tasks](#) whose [titles](#) or [notes](#) contain the specified string.

### See also:

[Filter String Dialog](#)

[Filter All](#)

[Filter Reset](#)

[Shortcuts](#)

## **Filter Contact**

---

Displays only those tasks that have been assigned to the specified contact.

**Note:** this command only appears when the To Do List is active.

**See also:**

[Filter Contact Dialog](#)

[Filter All](#)

[Filter Reset](#)

[Shortcuts](#)

## Filter All

---

Displays all the tasks in the active list window, removing any previously set filters.

### See also:

[Filter Reset](#)

[Shortcuts](#)

## [Filter Current Day](#)

---

Sets the [date filter](#) of the active [list window](#) to the [current day](#).

### See also:

[Filter All](#)

[Filter Reset](#)

[Shortcuts](#)

## Filter Reset

---

Rests the filters of the active list window to those that were set when the window was last saved.

### See also:

[Filter All](#)  
[Shortcuts](#)

## **Filter Recurring Tasks**

---

Specifies that recurring tasks in the current list window are to be displayed. If this option is turned off, then no recurring tasks will be displayed.

**See also:**

[Filter Reset](#)

## **Filter Single Event Tasks**

---

Specifies that single event tasks in the current list window are to be displayed. If this option is turned off, then no single event tasks will be displayed.

**See also:**

[Filter Reset](#)

## **Filter Unscheduled Tasks**

---

Specifies that unscheduled tasks in the current list window are to be displayed. If this option is turned off, then no unscheduled tasks will be displayed.

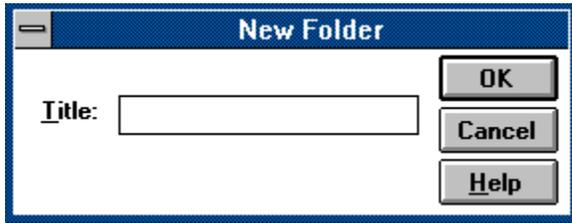
**See also:**

[Filter Reset](#)

## Folder Dialog

---

The Folder dialog allows you to create or rename a folder.



### How to use the Folder dialog:

- 1) Enter the name for the folder in the Title field.
- 2) Choose OK.

**Title Field**

Allows you to enter the title for the folder.

**OK Button**

Closes the dialog and creates the folder with the specified title or changes the title of the folder to the specified folder.

**Cancel Button**

Closes the dialog and does not create or rename the folder.

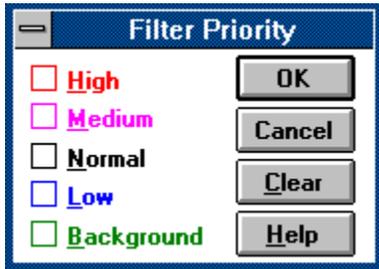
**Help Button**

Displays the help panel for this dialog.

## Filter Priority Dialog

---

The Filter Priority dialog allows you to specify the priorities used in your filter.



### How to use the Filter Priority dialog:

- 1) Select the priority(ies) to be included in the filter.
- 2) Choose OK.

**High Priority Button**

Setting this button will include High priority tasks in the filter. Clearing the button will exclude any High priority tasks.

**Medium Priority Button**

Setting this button will include Medium priority tasks in the filter. Clearing the button will exclude any Medium priority tasks.

**Normal Priority Button**

Setting this button will include Normal priority tasks in the filter. Clearing the button will exclude any Normal priority tasks.

**Low Priority Button**

Setting this button will include Low priority tasks in the filter. Clearing the button will exclude any Low priority tasks.

**Background Priority Button**

Setting this button will include Background priority tasks in the filter. Clearing the button will exclude any Background priority tasks.

**Clear Button**

Clears the current priority filter set.

**OK Button**

Closes the dialog and sets the priority filter to the priority(ies) specified.

**Cancel Button**

Closes the dialog and does change the priority filter.

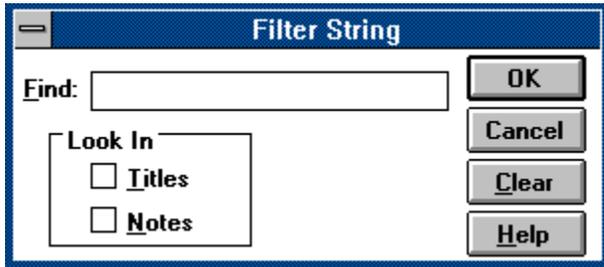
**Help Button**

Displays the help panel for this dialog.

## Filter String Dialog

---

The Filter String dialog allows you to specify the string used in your filter.



### How to use the Filter String dialog:

- 1) Enter the string to be used for the filter into the Find String field.
- 2) If you want the string to be searched for in the title of the tasks in the list, select the Titles button.
- 3) If you want the string to be searched for in the notes of the tasks in the list, select the Notes button.
- 4) Choose OK.

**Find String Field**

Allows you to enter the string for the filter.

**Titles Button**

If set, the string is searched for in the titles of the tasks in the list window.

**Notes Button**

If set, the string is searched for in the notes of the tasks in the list window.

**OK Button**

Closes the dialog and sets the string filter to the string entered in the Filter String field.

**Cancel Button**

Closes the dialog and does change the string filter.

**Help Button**

Displays the help panel for this dialog.

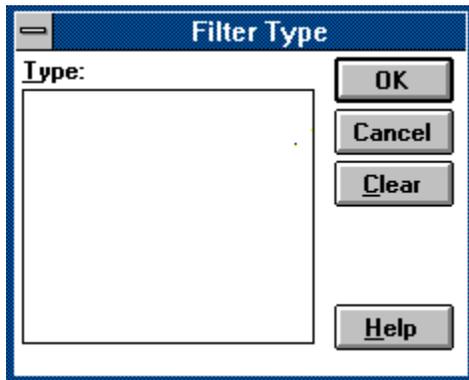
**Clear Button**

Clears the current string filter.

## Filter Type Dialog

---

The Filter Type dialog allows you to specify the type used in your filter.



### How to use the Filter Type dialog:

- 1) Select the type for the filter in the Type listbox.
- 2) Choose OK.

**Type Listbox**

Displays all types, allowing you to select the one for the filter.

**Clear Button**

Clears the current type filter set.

**OK Button**

Closes the dialog and sets the type filter to the one selected in the Type listbox.

**Cancel Button**

Closes the dialog and does change the type filter.

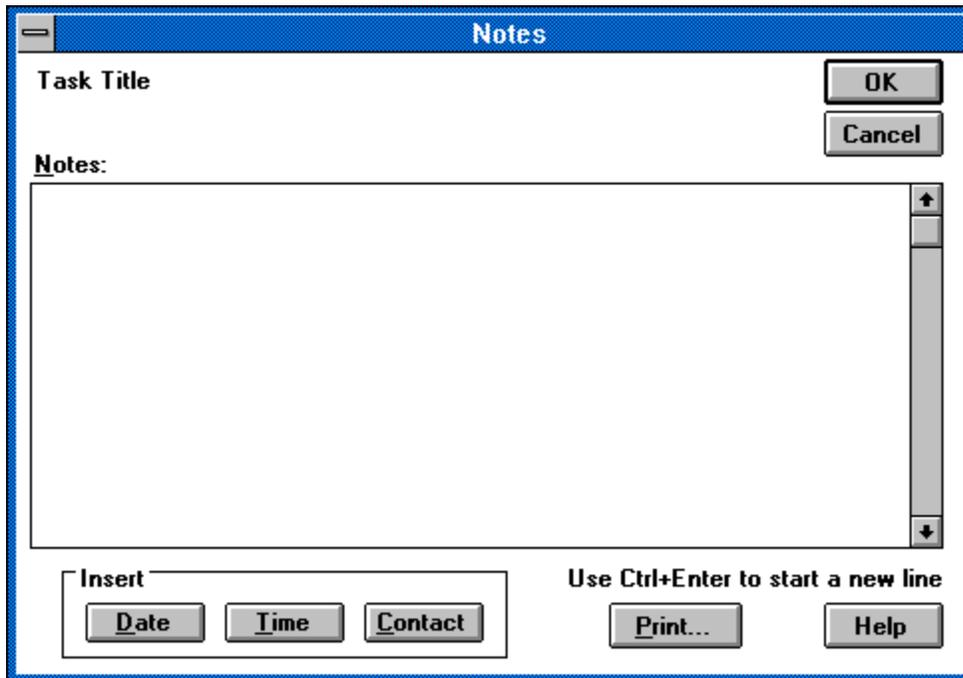
**Help Button**

Displays the help panel for this dialog.

## Notes Dialog

---

The notes dialog allows you to add or modify a note to a task, contact, or type.



The image shows a dialog box titled "Notes". At the top, there is a "Task Title" label and a text input field. To the right of the input field are two buttons: "OK" and "Cancel". Below the "Task Title" field is a "Notes:" label and a large, empty text area with a vertical scrollbar on the right side. At the bottom of the dialog, there is an "Insert" section containing three buttons: "Date", "Time", and "Contact". To the right of the "Insert" section is the text "Use Ctrl+Enter to start a new line" and two more buttons: "Print..." and "Help".

### How to use the Notes dialog:

- 1) Enter the note text into the Notes field.
- 2) Choose OK.

**Notes Field**

Where you enter you notes. You can break a line by entering Ctrl+Enter and you can cut, copy, and paste to the clipboard by using the Windows editing keyboard shortcuts.

**Title Label**

This is where the title of the task or type, or name of the contact that the note is attached to is displayed.

**Insert Date Button**

Inserts the current date into the Notes field.

**Insert Time Button**

Inserts the current time into the Notes field.

**Insert Contact Button (task notes only)**

Inserts selected information of the contact associated with the task. The [Insert Contact Info Dialog](#) is presented, allowing you to select which fields of data to be inserted.

**Print Button**

Prints the notes to the currently selected printer using the Page Setup Preferences.

**OK Button**

Closes the dialog and saves the note.

**Cancel Button**

Closes the dialog and does not save the note.

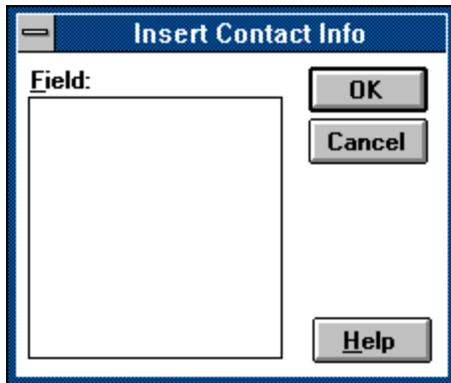
**Help Button**

Displays the help panel for this dialog.

## Insert Contact Info Dialog

---

The Insert Contact Info dialog allows you to select what data of the contact attached to the task will be inserted into the note for that task.



### How to use the Insert Contact Info dialog:

- 1) Select data field(s) to be inserted from the Fields listbox.
- 2) Choose OK.

**Fields Listbox**

The listbox displays all of the data fields of a selected contact. For each field you select in the listbox, the corresponding data for the task's contact will be inserted into the note.

**OK Button**

Closes the dialog and inserts the selected data.

**Cancel Button**

Closes the dialog and does not change the note.

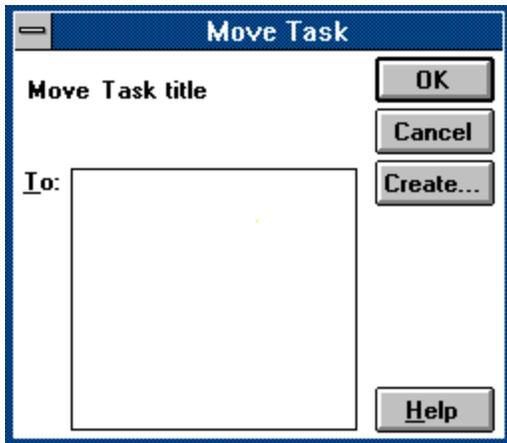
**Help Button**

Displays the help panel for this dialog.

## Move Task Dialog

---

The Move Task dialog allows you to move the selected tasks in the active list window to another list window.



### How to use the Move Task dialog:

- 1) Select the list window where the tasks are to be moved in theTo listbox.
- 2) Choose OK.

**To Listbox**

Displays a list of all list windows where you can move the task(s).

**OK Button**

Closes the dialog and moves the task(s) to the window chosen in the To listbox.

**Cancel Button**

Closes the dialog and does not move the task(s).

**Help Button**

Displays the help panel for this dialog.

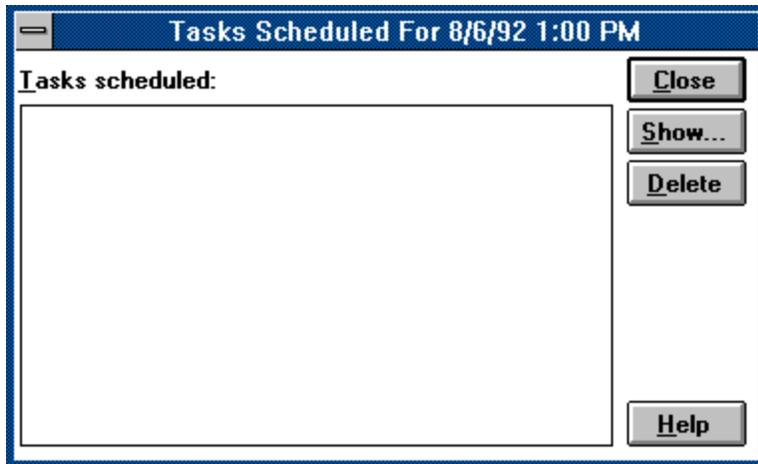
**Create Button**

Allows you to create a new folder.

## Tasks At Date Dialog

---

The Tasks At Date dialog displays all tasks that are scheduled during the specified date and time. The dialog allows you to view, remove or reschedule all or some of the tasks.



### How to use the Tasks At Date dialog:

- 1) Select a task to modify.
- 2) Choose the Show button to show the task data.
- 3) Change the task data in the Task Dialog.
- 4) Repeat steps 1-4 for each task you want to modify.
- 5) Press the Close button when finished.

### Shortcut



You may change the date and time of a task by dragging the task directly from the Task listbox to a Calendar, Day Glance, or Week Planner window. You can delete tasks by dragging them to the Trash Can or the Router, or you can move them to a folder.

**Task Listbox**

Displays all tasks scheduled for the date and time specified. You can choose to modify a task by double-clicking on it or by dragging the task to another window or folder.

**Show Button**

Shows the Task Dialog with the information for the task specified in the Task listbox, allowing you to modify the the task.

**Close Button**

Closes the dialog.

**Delete Button**

Deletes the specified task(s).

**Help Button**

Displays the help panel for this dialog.

## Preferences Dialog - Priority Options Panel

---

The Priority Options panel of the Preferences dialog allows you to specify the title and color used in the priority levels.

	<u>Title</u>	<u>Color</u>
1:	<input type="text"/>	<input type="text"/> 
2:	<input type="text"/>	<input type="text"/> 
3:	<input type="text"/>	<input type="text"/> 
4:	<input type="text"/>	<input type="text"/> 
5:	<input type="text"/>	<input type="text"/> 

See also:

[Preferences Dialog](#)

**Priority 1 Title Field**

Allows you to set the title used for the highest Priority.

**Priority 2 Title Field**

Allows you to set the title used for the second highest Priority.

**Priority 3 Title Field**

Allows you to set the title used for the standard or normal level Priority.

**Priority 4 Title Field**

Allows you to set the priority used for the second lowest Priority.

**Priority 5 Title Field**

Allows you to set the title used for the lowest Priority.

**Priority 1 Color Combobox**

Allows you to set the color used to display the highest Priority tasks.

**Priority 2 Color Combobox**

Allows you to set the color used to display the second highest Priority tasks.

**Priority 3 Color Combobox**

Allows you to set the color used to display standard or normal Priority tasks.

**Priority 4 Color Combobox**

Allows you to set the color used to display the second lowest Priority tasks.

**Priority 5 Color Combobox**

Allows you to set the color used to display the lowest Priority tasks.

## Preferences Dialog - Alarm Options Panel

---

The Alarm Options panel of the Preferences allows you to select preferences relating to task alarms.

**Sound**

**S**ound On

Number Of **R**ings:

Sound **F**ile:  

**Settings**

Ring Every **M**inute

**I**ntrusive Alarm

Snooze Alarm Interval:

**E**arly Ring Duration:

See also:

[Preferences Dialog](#)

**Sound Button**

If selected, sound is used to alert you when an alarm has gone off. If not selected, no sound is used.

**Number of Rings Field**

Allows you to set the number of times the selected sound is played for each occurrence of an alarm. This option is only valid if sound is enabled for the alarm.

**Sound File Combobox**

Displays a list of .WAV files in your Windows directory which will be played for the alarm. The field is only valid if you are running Windows version 3.1 or later or have an earlier version with the Multimedia Extensions installed. If None is selected, a beep from the system speaker is played.

**Ring Every Minute Button**

Causes the alarm to ring every minute until the alarm dialog box is closed. The option allows you to be continually reminded that an alarm has gone off.

**Intrusive Alarm Button**

If selected, any alarm will be displayed immediately when it goes off, even if 2Do is not the active window. If not selected, then 2Do will wait until it is selected before displaying alarms, although the selected sound will play and the 2Do window will flash.

**Snooze Alarm Interval Field**

Allows you to specify the default value of the Snooze Minutes field of the Alarm dialog, which specifies the number of minutes an alarm waits before ringing again after the snooze button is pressed.

**Early Ring Duration Field**

Allows you to enter the number of minutes before the scheduled time an alarm should ring.

## How Do I...?

---

### Working with files

[Create a new file?](#)  
[Open an existing file?](#)  
[Save my file?](#)  
[Save my file with a different name?](#)  
[Print a list?](#)  
[Select a printer?](#)

### Working with Tasks

[Change the data of an existing task?](#)  
[Change when a task is due?](#)  
[Change which tasks are displayed?](#)  
[Copy task information to the clipboard?](#)  
[Create a new task?](#)  
[Create new tasks from data on the clipboard?](#)  
[Create new tasks from data in a text file?](#)  
[Delete a task?](#)  
[Delete old tasks in a folder?](#)  
[Place a copy of a task in another list?](#)  
[Quickly move tasks to folder?](#)  
[Set the order in which tasks are displayed?](#)  
[Set what information for each task is displayed?](#)  
[Temporarily change the duration of a task?](#)  
[Temporarily reschedule a recurring task?](#)

### General Topics

[Activate a detached window?](#)  
[Change the colors and icons used in the list windows?](#)  
[Change the default settings used when adding a task?](#)  
[Change the icon used in the program manager?](#)  
[Get phone support for my questions?](#)  
[Make my data file smaller?](#)  
[Print all tasks for the month?](#)  
[Print lists for use in my pocket datebook?](#)  
[Schedule a day off, vacation or holiday?](#)

### See also:

[Tutorial](#)  
[Features](#)  
[Procedures](#)  
[Shortcuts](#)  
[Alarm Preferences](#)  
[Contact Preferences](#)  
[Display Preferences](#)  
[Desktop Preferences](#)  
[Page Setup Preferences](#)  
[Priority Preferences](#)  
[Task Preferences](#)  
[Warnings Preferences](#)  
[Registration](#)

## Creating A File

---

You can create a new list file by choosing the File New command.

## Opening An Existing File

---

You can open a new list file by choosing the File Open command.

You can also open a file by specifying the filename on the command line when you run 2Do. If no extension is specified, the 2DO extension is appended. For example, if you run 2Do with the command

```
2Do myfile
```

then 2Do is run and the file MYFILE.2DO is loaded.

{mouse.bmp} If you are running version 3.1 or later of *Microsoft Windows*®, you can also open a new file by dragging the file from the File Manager and dropping it onto the 2Do window.

## **Saving A File**

---

You can save the current list file by choosing the File Save command. You will be prompted for a file name if you have not saved the file before.

**See also:**

[Saving a file with a new name](#)

[Shortcuts](#)

## **Saving A File With A New Name**

---

You can save the current list file to a different file by choosing the File SaveAs command. You will be prompted for the new file name and the list will be saved under the new name. The old file will not be deleted so you can reopen it later.

## Printing A List

---

You can print the information in the active window by choosing the File Print command.

**See also:**

[Selecting a printer](#)

[Reports](#)

[Shortcuts](#)

## Selecting A Printer

---

Normally, the printer used when printing a list is the default Windows printer. You can change the printer used as the default with the Control Panel application. Refer to the *Microsoft® Windows™ User's Guide* for instructions on how to use the Control Panel.

You can also have 2Do print using a printer that is not the default Windows printer. You set the printer used by 2Do with the File Printer Setup command.

## Copying Task Information To The Clipboard

---

To copy the information for some task(s) in a list window, you first select those tasks whose information you want to copy. You then choose the Edit Copy command to copy the information to the clipboard. Not only is a copy of the tasks placed onto the clipboard, but so is the text that was displayed in the list window. You can paste this text into any application within Windows that supports pasting text.

**See also:**

[Shortcuts](#)

## Creating Tasks From Data On The Clipboard

---

You can create tasks in the active list window with information from the clipboard by choosing the Edit Paste command.

**See also:**

Shortcuts

## Creating Tasks

---

You can create tasks in the active list window by choosing the Task Add command.



You can create a task at a specific time and date by double clicking on the desired time in a Day Glance or Week Planner window, or by Control+double clicking in a Calendar window.

**See also:**

[Adding a task](#)

[Creating tasks with data from the clipboard](#)

[Shortcuts](#)

## Changing Task Information

---

You can modify an existing task in the active list window by choosing the Task Show command.



Double clicking on the task in the list window or Day Glance window also enables you to modify the task.

**See also:**

[Modifying a task](#)

[Shortcuts](#)

## Deleting a Task

---

You can delete an existing task in the active list window by choosing the Task Delete command.



You can delete a task by dragging the task from the list window or Day Glance window to the Trash Can or Router.

**See also:**

[Deleting a task](#)

[Task Delete All](#)

[Shortcuts](#)

## Deleting Old Tasks From A Folder

---

You can delete old tasks in a folder by choosing the Task DeleteByDate command.

## Changing When A Task Is Due

---

You can change the date of a task by modifying the task data. See the modifying a task procedure for more information.



You can also change the due date of a task by dragging the task to the specified date on a Calendar window or specified time on a Day Glance or Week Planner window. Note that if the task is recurring, this method changes the due date or time for this occurrence of the task only. To permanently change a recurring task's date or time, use the Task Show command.

## **Rescheduling A Recurring Task**

---

To reschedule one occurrence of a recurring task, drag the task to the desired date and time on a Calendar, Day Glance or Week Planner window. This occurrence of the task will be scheduled to the specified time and date, but once you delete the task, the next occurrence will be scheduled to the next date in the sequence. If you wish to permanently change the recursion, use the Task Show command.

## Placing A Copy Of A Task Into A List

---

To place a copy of a task into another list window, use the Task Copy command.

You can also copy the tasks to the clipboard using the Edit Copy command and then paste them into the destination window using the Edit Paste command.



You can also copy a task by using the mouse. Just drag the task to the destination window and then hold down the Control key when you release the button.

**See also:**

[Shortcuts](#)

## Specifying Which Tasks Are Displayed

---

You can specify which tasks are displayed in a list window by setting the filters for that window. By specifying one or more filters, you restrict which tasks are displayed by requiring that only those tasks whose attributes match the parameters specified in the filters are shown. For example, you could set the filters so that only those tasks whose due date is today and have a High priority are displayed.

To set and clear filters, use the Filter Menu.

**See also:**

Shortcuts

## Specifying How Tasks Are Sorted

---

You can specify the order in which tasks in a list window are displayed by picking the sorting criteria from the View Menu. You can sort tasks by:

<u>Due Date</u>	Use the <u>By Date</u> command
<u>Priority</u>	Use the <u>By Priority</u> command
<u>Title</u>	Use the <u>By Title</u> command
<u>Type</u>	Use the <u>By Type</u> command

Note that the parameter you specify is the primary sort criteria. If two or more tasks have the same primary criteria, then these tasks are sorted again by title. For example, if task *F*, *D*, and *A* have a priority of High, and tasks *G*, *E*, and *B* have a Normal priority, then if the window has the By Priority order set, then the tasks will be displayed in the following order:

*A*  
*D*  
*F*  
*B*  
*E*  
*G*

**See also:**

Shortcuts

## Specifying What Information Is Displayed

---

You can specify what information of for each tasks in a list window is displayed by picking the view criteria from the View Menu. You can display any or all of the following parameters:

<u>Priority</u>	Use the <u>Show Priority</u> command
<u>Weekday of due date</u>	Use the <u>Show Weekday</u> command
<u>Due Date</u>	Use the <u>Show Date</u> command
<u>Time</u>	Use the <u>Show Time</u> command
<u>Type</u>	Use the <u>Show Type</u> command

Note that the title of a task will always be displayed.

You can also specify whether the alarm icon, note icon, or item icon is displayed by using the Display Preferences.

**See also:**

Shortcuts

## Routing Tasks To Folders

---

You can use the Router window to quickly move finished tasks to specified folders. To use the Router, simply place the task in the Router when it has been finished instead of placing it in the Trash Can. When the File Empy Trash command is chosen or the list file is saved, the tasks in the Router are moved to their designated folders.

The folder to which a task is moved is determined by the type associated with the task. Each type can be assigned a folder to which all tasks of that type will be moved when placed in the Router. If no type is specified for a task or no folder is specified for the task's type, then the task is deleted.

Note that if a task placed in the Router is a recurring task and its type has an associated folder, then the task will be placed into the folder and so will not longer recur. If the task's type does not have a folder assigned to it, then the task will recur like normal.

## Temporarily Changing The Duration Of A Task

---

You can use a Day Glance window to temporarily change the duration of a task. To change the duration:

- move the mouse to the line at the bottom of the task. Notice that the mouse cursor changes to the sizing cursor



 click and hold the mouse. There is now a tracking border drawn around the task. This is a graphical representation of the size of the task.



drag the bottom of the rectangle until it is within the appropriate ending time.



release the mouse button.

The task's duration has now been changed. Note that if the task is a recurring task, the duration is changed for this occurrence only. To change the duration of the task permanently, see modifying a task.

## Activating A Detached Window

---

To activate a detached Calendar , Day Glance, or Week Planner window:



Click on the window to be activated.



Choose the Window Activate command.

**See also:**

Shortcuts

## Scheduling A Day Off

---

You can schedule a vacation, holiday, or any other full day event two different ways.

First, you can create a task for the given event and give it the largest duration possible so that the task will be scheduled for the entire day. The task will then appear on your To Do List and you can assign it a priority (including Automatic) and any other attributes a task can have. This task will not prohibit other tasks from being scheduled for that day, although if you have the Conflicting Task Warning of the Warnings Preferences set, you will be warned if you attempt to schedule a task for this day.

Second, you can block out the date of the event, specifying the date as a blocked out date. A blocked out date will not appear on the To Do List but is signified in the Calendar, Day Glance, and Week Planner windows. No tasks will be allowed to be scheduled for a blocked out date and any tasks currently scheduled for that day will be deleted.

## Printing Tasks For The Month

---

To print a listing of all tasks due for a particular month:



Create a Calendar window and set the Calendar to the month desired.



Select the File Print command.

## Printing Lists For A Pocket Datebook

---

Sometimes you want to be able to use your printouts from 2Do in a pocket datebook or scheduler, but the paper used by your printer is too large. 2Do allows you to specify the width and height of the area used in printing so you can have the printout match the size of the pages of your datebook. To enable 2Do to print its lists in a smaller print area, change the page attributes in the Page Setup dialog of the list you want to print.

## Changing The Icon Used In The Program Manager

---

2Do includes a few extra icons that you can use in place of the standard application icon in the Program Manager. You can specify the icon to use by using the Change Icon dialog of the file Properties function of Program Manager. Consult the *Microsoft Windows User's Guide* for more information.

## Compacting A List File

---

If your list file is getting large, you can compact it by using the COMPACT.EXE utility installed with 2Do. To run COMPACT, double click on the icon installed in the 2Do program group in Program Manager.

Once in COMPACT:



choose the Compact command from the File menu.



in the Source File dialog that appears, specify the name of the file to compact and press OK.



in the Destination File dialog that appears, enter the name of the new data file to be created. The destination file must be different than the source file you specified. Press OK.

Compact will now compact the data from the source file into a new list file you specified as the destination file. The source file is unchanged.

**Note:** the COMPACT utility is only available to registered users of the program.

## Preferences Dialog - Contact Options Panel

---

The Contact Options panel of the Preferences dialog allows you to select preferences relating to contacts.

**Contact List Dialog Settings**

Default Filter:  

**Dial Options**

Prefix:

Use Prefix When Dialing

Add Extension To Phone Number

Pulse Phone

See also:

[Preferences Dialog](#)

**Default Filter Combobox**

Allows you to set the default value for the Filter Field of the Filter Contact and Set Contact dialogs.

**Prefix Field**

Allows you to set the prefix to be dialed on the phone before the phone number. Such a prefix could be the number 9 to obtain an outside line or a long distance phone carrier routing number.

**Use Prefix Button**

Specifies whether the Use Prefix button of the Dial dialog should be set whenever the Dial dialog is displayed.

**Add Extension To Phone Number Button**

Specifies whether the number in the Extension field of a contact should be appended to the phone number when placed in the Dial dialog.

**Pulse Phone**

Specifies whether the Pulse Phone button of the Dial dialog should be set whenever the Dial dialog is displayed.

## Preferences Dialog - Desktop Options Panel

---

The Desktop Options panel of the Preferences dialog allows you to select preferences relating to what controls are displayed in the application and what default values used by all windows.

<b>Controls</b> <input type="checkbox"/> <b>C</b> ommand Bar <input type="checkbox"/> <b>S</b> tatus Bar <input type="checkbox"/> <b>R</b> outer	<b>Automate</b> <input type="checkbox"/> <b>E</b> mpy Trash <input type="checkbox"/> <b>A</b> rrange <b>I</b> cons
<b>Work Day</b> <b>B</b> egin: <input type="text"/> <b>E</b> nd: <input type="text"/> <input type="checkbox"/> <b>W</b> eekdays <b>O</b> nly	
<b>Attributes</b> <b>D</b> uration Interval: <input type="text"/> 	

See also:

[Preferences Dialog](#)

**Command Bar Button**

Allows you to show or hide the Command Bar. If the button is checked, the Command Bar is displayed.

**Status Bar Button**

Allows you to show or hide the Status Bar. If the button is checked, the Status Bar is displayed.

**Router Button**

Allows you to show or hide the Router. If the button is checked, the Router is displayed.

### **Automatic Empty Trash Button**

Allows you to instruct 2Do to automatically empty the Trash Can and Router whenever a task is placed in them. If the button is checked, the Trash Can and Router are automatically emptied. If it is not checked, the Trash Can and Router are only emptied when the File Empty Trash command is chosen or the file is saved.

**Automatic Arrange Icons Button**

Allows you to instruct 2Do to automatically rearrange any icons whenever the window is resized. If the button is checked, the icons are automatically arranged in the lower left of the window. If it is not checked, the icons are left in their current position when the window is resized.

**Work Day Begin Hour Field**

Allows you to specify the beginning hour of your work day.

**Work Day End Hour Field**

Allows you to specify the ending hour of your work day.

**Weekdays Only Button**

Allows you to set the Weekdays Only preference.

**Duration Interval Combobox**

Allows you to set the Duration Interval preference.

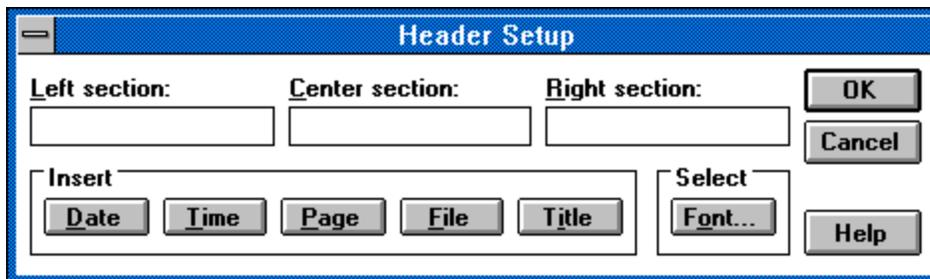
## Header Dialog

---

The Header dialog allows you to specify the content and format of the page header.

The Header dialog contains three edit fields labelled Left, Center, and Right. These edit fields will contain the information that is printed on the header line. Which field you enter the information in will determine where on the page it will be printed; information entered in the Left field will be printed at the left margin, information entered in the Center field will be centered on the page, and that entered in the Right field will be right justified along the right margin.

In these edit fields you can enter boilerplate text that will be printed verbatim or you can enter a header code that will be replaced with the value of the corresponding attribute during printing. You can enter these codes directly or you can press the button in the Insert section that corresponds to the attribute. For example, if you press the Date button, then the code specifying the the current date (&D) will be inserted in the active edit field. When printing, the code will be replaced with the date the report is printed.



### How to use the Header dialog:

- 1) Enter the text or header codes into the three print sections.
- 2) Choose OK.

**Left Section Field**

Specifies the boilerplate text and header codes that will be printed on the left margin of the header.

**Right Section Field**

Specified the boilerplate text and header codes that will be printed right justified against the right margin of the header.

**Center Section Field**

Specified the boilerplate text and header codes that will be printed centered in the header.

**Date Button**

Inserts the header code specifying the current date into the active field.

**Time Button**

Inserts the header code specifying the current time into the active field.

**File Button**

Inserts the header code specifying the name of the list file into the active field.

**Page Button**

Inserts the header code specifying the page numbers of the report into the active field.

**Title Button**

Inserts the header code specifying the title of the list window into the active field.

**Font Button**

Allows you to set the font used when printing the header text.

**OK Button**

Closes the dialog and creates a header with the specified text and font.

**Cancel Button**

Closes the dialog and does not change the header.

**Help Button**

Displays the help panel for this dialog.

## Utility Menu

---

Commands:

- [Define Type](#)
- [Contact List](#)
- [Set Blocked Dates](#)
- [Report Editor](#)
- [Create Folder](#)
- [DeleteFolder](#)
- [Rename Folder](#)
- [Calendar](#)
- [Day Glance](#)
- [Week Planner](#)
- [Preferences](#)

**Note:** Some commands do not appear when certain [list windows](#) are active.

**See also:**

- [Shortcuts](#)

## Utility Define Type

---

Allows you to add, modify, and delete types.

### See also:

[Adding a type](#)

[Modifying a type](#)

[Deleting a type](#)

[Shortcuts](#)

## Utility Contact List

---

Allows you to add, modify, and delete contacts.

**See also:**

[Creating a contact](#)

[Modifying a contact](#)

[Deleting a contact](#)

[Shortcuts](#)

## Utility Set Blocked Dates

---

Allows you to set, modify, or delete blocked dates.

## Utility Report Editor

---

Allows you to set, modify, or delete reports.

## Utility Create Folder

---

Creates a new folder.

**See also:**

[Shortcuts](#)

## Utility Delete Folder

---

Deletes the active folder.

## Utility Rename Folder

---

Renames the active folder.

## Utility Calendar

---

Creates a new Calendar window. If you select the Utility menu while pressing the Shift key, the Calendar will be created detached.

**See also:**

Shortcuts

## Utility Day Glance

---

Creates a new Day Glance window. If you select the Utility menu while pressing the Shift key, the Day Glance will be created detached.

**See also:**

Shortcuts

## Utility Week Planner

---

Creates a new Week Planner window. If you select the Utility menu while pressing the Shift key, the Week Planner will be created detached.

**See also:**

Shortcuts

## Utility Preferences

---

Allows you to set various display and desktop settings as well as specifying various default attributes for your tasks and contacts.

### Preference Categories

[Alarm Preferences](#)

[Contact List Preferences](#)

[Desktop Preferences](#)

[Display Preferences](#)

[Page Setup Preferences](#)

[Priority Preferences](#)

[Task Preferences](#)

[Warnings Preferences](#)

## Utility Calendar (Detached)

---

Creates a detached Calendar window.

**See also:**

Shortcuts

## Utility Day Glance (Detached)

---

Creates a detached Day Glance window.

**See also:**

Shortcuts

## Utility Week Planner (Detached)

---

Creates a detached Week Planner window.

**See also:**

[Shortcuts](#)

## Preferences Dialog - Warnings Options Panel

---

The Warnings Options panel of the Preferences dialog enables you to set the attributes of various warnings and notifications that 2Do can perform.

<b>Add Task Dialog</b>	
<input type="checkbox"/>	Warn If No <u>D</u> ate Entered
<input type="checkbox"/>	Warn If No <u>T</u> ime Entered
<input type="checkbox"/>	Warn If No <u>T</u> ype Specified
<b>Date Conflicts</b>	
<input type="checkbox"/>	Warn If Dates <u>C</u> onflict
# Check <u>R</u> ecursions:	<input type="text"/>
<b>Hour Chimes</b>	
<input type="checkbox"/>	<u>H</u> our <u>S</u> ound: <input type="text"/> 
<input type="checkbox"/>	<u>H</u> alf- <u>H</u> our <u>S</u> ound: <input type="text"/> 

See also:

[Preferences Dialog](#)

**Warn If No Date Entered Button**

Specifies that 2Do will warn you if you create a task with no date specified.

**Warn If No Time Entered Button**

Specifies that 2Do will warn you if you create a task with no time specified.

**Warn If No Type Entered Button**

Specifies that 2Do will warn you if you create a task with no type specified.

**Warn If Dates Conflict Button**

Specifies that 2Do will warn you if the task created overlaps another scheduled task.

### **Check Recursions Field**

Allows you to specify how many recursions of a recurring task will be performed to determine if the task's due date and time conflict with another task. If the task's initial due date and time don't conflict, then the next occurrence of the task will have its due date and time checked for conflicts. This pattern will be repeated until either the task's finish date is reached or the number of Check Recursions specified here are done. The more Check Recursions attempted the more likely a conflict will be found and the more likely that conflict will be far in the future. For example, a task scheduled for every third Monday and one scheduled for every fourth day will eventually conflict given enough recursions, but that conflict may be months away. By limiting the number of recursions you will restrict the search for a conflict to the near future.

**Hour Chimes Button**

Allows you to have 2Do play a sound every hour on the hour. If this button is set, the sound specified in the Hour Sound Field field will be played each hour on the hour.

**Hour Sound Field**

Specifies the WAV sound file to be used for the Hour Chimes. If no file is specified, two notes are played from the system speaker.

**Half-hour Chimes Button**

Allows you to have 2Do play a sound every hour on the half-hour. If this button is set, the sound specified in the Half-hour Sound Field will be played each hour on the half hour.

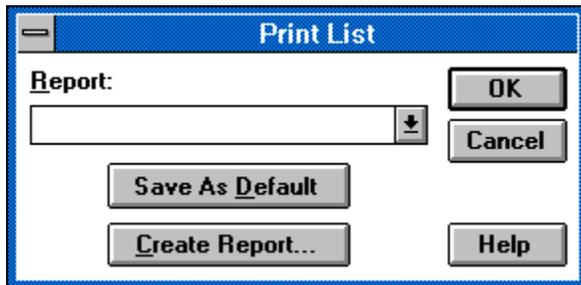
**Half-Hour Sound Field**

Specifies the WAV sound file to be used for the Half-hour Chimes. If no file is specified, two notes are played from the system speaker.

## Print Dialog

---

The Print dialog allows you to specify which report to use when printing the tasks of the active list window.



### How to use the Print dialog:

- 1) Select the report you wish to print from the Report combobox.
- 2) Choose OK.

### See also:

[Creating a report](#)

**Reports Combobox**

Enables you to select the report to use when printing the list. The reports listed are those in your 2Do directory. By selecting the "<Other Report...>" item you can select a report in another directory.

**Save As Default Button**

Specifies that the report displayed in the Reports Combobox will be the default report displayed whenever the Print Dialog is run.

**Create Report Button**

Runs the [Report Editor](#) allowing you to create a new report.

**See also:**

[Creating a report](#)

**OK Button**

Closes the dialog and prints the list using the specified report.

**Cancel Button**

Closes the dialog and does not print the list.

**Help Button**

Displays the help panel for this dialog.

## Tasks

Tasks represent the jobs or chores on your to do list. Tasks enable you to assign priorities, dates, and other attributes to your jobs.

**List Window**

List windows are the document windows which contain a list of tasks. These windows include the To Do List, Trash Can, Router, or a folder.

## **Router**

The Router window is a window that allows you to quickly and automatically move completed tasks to folders. Tasks placed in the Router are automatically moved to the folder specified in the task's type. If the task's type has no folder assigned or the task has no type, then the task is moved to the Trash Can. The Router is an optional accessory and can be turned on or off using the Desktop Preferences.

### **See also:**

[Routing Tasks To Folders](#)

## Trash Can

The Trash Can is the list window which contains all tasks to be deleted. Tasks are placed in the trash when their associated job has been finished. Tasks are removed from the Trash Can when the list file is saved or the File Empty Trash command is used.

**To Do List**

The To Do List window is the list of tasks still to be finished.

## Recurring Task

A recurring task is a task that is repeated over a specified interval of time. Rather than being set to a specific date, the date attribute of the task is set to a date code that specifies the frequency that the task is repeated. Whenever a task has been completed and deleted, 2Do automatically resurrects the task with a due date set to the next date in the cycle.

### See also:

Recur To Next Occurrence

**Single-Event Task**

A Single-Event task that has a single, absolute due date. When the task is finished, it is destroyed.

**Unscheduled Task**

A task which has no date or time set.

**List File**

A list file is a file on disk that stores the data for the to do list and its associated folders.

## **Status Bar**

The status bar is the window across the bottom of the main window which displays information about each menu item and Command Bar button, informs you as to the next action to take, notifies you of actions that the application is performing, displays the title of the task selected in the Week Planner window, and displays the current date and time.

## Shortcuts

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The following keyboard shortcuts are available::

<b>Key</b>	<b>Function</b>
F1	Brings up help
F2	<a href="#">Utility Calendar</a>
F3	<a href="#">Utility Day Glance</a>
F4	<a href="#">Utility Week Planner</a>
F5	<a href="#">Filter Date</a>
F6	<a href="#">Filter Type</a>
F7	<a href="#">Filter Priority</a>
F8	<a href="#">Filter String</a>
F9	<a href="#">Filter Contact</a>
F10	<a href="#">Filter All</a>
Shift+F1	Brings up help
Shift+F2	<a href="#">Utility Calendar (detached)</a>
Shift+F3	<a href="#">Utility Day Glance (detached)</a>
Shift+F4	<a href="#">Utility Week Planner (detached)</a>
Shift+F5	<a href="#">Edit Select All.</a>
Shift+F6	Sets the <a href="#">list date filter</a> to <a href="#">current day</a>
Shift+F7	Clears the <a href="#">list date filter</a> for the window
Shift+F8	<a href="#">File Empty Trash</a>
Shift+F9	<a href="#">File Print</a>
Shift+F10	<a href="#">Filter Reset</a>
Ctrl+F5	<a href="#">Window Activate</a>
Ctrl+F6	Activates the next MDI window
Alt+F4	<a href="#">File Exit</a>
Ctrl+A	<a href="#">Task Add</a>
Ctrl+B	<a href="#">View By Class</a>
Ctrl+C	<a href="#">Edit Copy</a>
Ctrl+D	<a href="#">View Show Date</a>
Ctrl+E	<a href="#">View By Date</a>
Ctrl+F	<a href="#">Utility Create Folder</a>
Ctrl+I	<a href="#">Utility Contact List</a>
Ctrl+L	<a href="#">View By Title</a>
Ctrl+M	Toggles the <a href="#">alarm</a> for the selected tasks
Ctrl+N	<a href="#">Task Notes</a>
Ctrl+O	<a href="#">View By Priority</a>
Ctrl+P	<a href="#">View Show Priority</a>
Ctrl+Q	<a href="#">Task Contact</a>
Ctrl+R	<a href="#">Task Priority</a>
Ctrl+S	<a href="#">File Save</a>
Ctrl+T	<a href="#">View Show Time</a>
Ctrl+V	<a href="#">Edit Paste</a>
Ctrl+W	<a href="#">View Show Weekday</a>
Ctrl+Y	<a href="#">View Show Type</a>
Ctrl+Z	<a href="#">Utility Define Type</a>
Numpad '+'	Increments the active <a href="#">list window's date filter</a> by one day.
Numpad '-'	Decrements the active <a href="#">list window's date filter</a> by one day.
Enter	<a href="#">Task Show</a>
Ctrl+Insert	<a href="#">Edit Copy</a>
Shirt+Insert	<a href="#">Edit Paste</a>

Delete Moves all selected tasks to the [Trash Can](#).  
Shift+Delete Moves all selected tasks to the [Router](#)



The following mouse shortcuts are available in a [list window](#):

<b><u>Mouse action</u></b>	<b><u>Function</u></b>
Left button click	Selects a task in the list, de-selecting any previous selections.
Ctrl+left button	Selects a task, adding it to the current selection. If the task is already selected, it is de-selected.
Shift+left button	Selects all tasks between the currently selected one and the task clicked.
Left button drag	Moves a task to the window over which the mouse button was released. If the window is a <a href="#">list window</a> then the task is moved to that window. If you hold down the Control key when you release the button, a copy of the task is placed in the window. If the window is a <a href="#">Calendar</a> window, the task's <a href="#">due date</a> is set to the date on the Calendar where the mouse was released. If the destination window is a <a href="#">Day Glance</a> or <a href="#">Week Planner</a> window, then the task's date and <a href="#">time</a> are set to the date and time where the mouse was released.
Left button double click	<a href="#">Task Show</a>
Right button click	Brings up a popup menu that allows you to quickly choose commands that manipulate the selected tasks.

**See also:**

[Command Bar](#)

[Calendar Shortcuts](#)

[Day Glance Shortcuts](#)

[Week Planner Shortcuts](#)

**Current Day**

When set to Current Day, the date used will always be the current date (i.e. Today).

**Alarm**

Attribute of a task in which a reminder will be given when the time and due date specified for the task is reached.

**Automatic Priority**

A task whose priority level will increase as the due date or time of the task approaches.

**See also:**

[Automatic Priority Interval](#)

**List Filter Date**

The date filter set for a list window that determines which tasks are displayed. If the due date of a task is earlier than or equal to the filter date, then the task is displayed.

### **Weekdays Only Preference**

Only weekdays (Monday through Friday) are used for calculating the priority level for an Automatic Priority task. Weekends still count when determining the next occurrence of a recurring task, but any task whose due date falls on a weekend will have its due date rescheduled to the preceding Friday.

The Weekdays Only Preference is set through the Desktop Preferences.

## Item Icon



The item icon is a visual clue to assist you when moving a task with the mouse. As you drag the task, the pointer turns into the task cursor  and the icon is removed from the list.

## Note Icon



The note icon is an indicator that a task has a note attached to it.

## Alarm Icon



The alarm icon is an indicator specifying that the alarm for a task has been set.

## Contact

A contact is a person whom you need to work with in order to accomplish your [task](#). 2Do allows you to keep a list of these people and attach one to a task.

### See also:

[Creating a contact](#)

[Adding a task](#)

**Filter**

Allows you to restrict which tasks are shown in a list window. Filters are set using the Filter Menu Commands.

**Duration Interval Preference**

Specifies the default duration of a new task.

**Main Window**

The main 2Do application window where all the list windows are located.

**Title Bar**

A bar along the top a list window that provides a header to each column of data. The title bar can be hidden by setting the appropriate Display Preference.

## Calendar Window Shortcuts

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The following keyboard shortcuts are available in a Calendar window:

<b>Key</b>	<b>Function</b>
F1	Brings up help
Right	Sets the Calendar's date to the next month
Shift+Right	Sets the Calendar's date to three months ahead
Left	Sets the Calendar's date to the previous month
Shift+Left	Sets the Calendar's date to the third previous month
PageUp	Sets the Calendar's date to the next year
PageDown	Sets the Calendar's date to the previous year
Home	Sets the Calendar's date to the current month and date
Keypad '+'	Sets the Calendar's date to the next month
Keypad '-'	Sets the Calendar's date to the previous month.
Shift+Keypad '+'	Sets the Calendar's date to three months ahead
Shift+Keypad '-'	Sets the Calendar's date to the third previous month



The following mouse shortcuts are available in a Calendar window:

<b>Mouse action</b>	<b>Function</b>
Left button double click	Creates a <u>Day Glance</u> window for the date specified.
Shift+Left double click	Creates a <u>detached Day Glance</u> window for the date specified.
Control+Left double click	Displays the <u>Task Dialog</u> allowing you to create a task scheduled for the specified date.
Shift+Left double click in title bar	Moves the Calendar to the slot position.

## Day Glance Window Shortcuts

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The following keyboard shortcuts are available in a Day Glance window:

<b>Key</b>	<b>Function</b>
F1	Brings up help
Up	Scrolls the Day Glance window up one line.
Down	Scrolls the Day Glance window down one line.
PageUp	Scrolls the Day Glance window one page up.
PageDown	Scrolls the Day Glance window one page down.
Left	Scrolls the Day Glance window to the left.
Right	Scrolls the Day Glance window to the right.
Home	Sets the Day Glance date to the current day.
Keypad +	Sets the Day Glance date to the next day
Keypad -	Sets the Day Glance date to the previous day.
Shift+Keypad +	Sets the Day Glance date one week ahead
Shift+Keypad -	Sets the Day Glance date to the previous week.



The following mouse shortcuts are available in a Day Glance window:

<b>Mouse action</b>	<b>Function</b>
Left button double click in <u>task area</u>	Shows the <u>task</u> scheduled for the specified time. If no task is scheduled, then the <u>Task Dialog</u> is presented allowing you to create a task scheduled for the specified time.
Left button drag in <u>task area</u>	Moves the task(s) specified to the window where the mouse is released.
Left button double click in <u>time area</u>	Presents the <u>Task Dialog</u> allowing you to create a task scheduled for the specified time.
Left button drag in <u>time area</u>	Sets the window where the mouse was released to the day and time where the drag began.
Shift+Left double click in title bar	Moves the Day Glance to the slot position.

## Task Area

The area of a Day Glance or Week Planner window where an action performed will affect the task(s) scheduled for that time. The cursor will change into the Task Arrow Cursor  when the mouse pointer is over the task area.

## Time Area

The area of a Day Glance or Week Planner window where an action performed will use the day and time specified. The cursor will change into the Time Arrow Cursor  when the mouse pointer is over the time area. Note that if there are no tasks scheduled for a specified time, then the whole area for that time is included in the time area.

**Blocked Out Date**

A blocked out date is date which can have no tasks assigned to it. Blocked out dates are useful for scheduling vacations, holidays, or any other day you are not available for tasks. Any recurring task that recurs on a blocked out date will automatically recur to the next occurrence.

**Blocked Out Date Title**

The title or description of a blocked out date, such as "vacation" or "Labor Day". Specifying a title for a blocked out date is optional.

## Week Planner Window Shortcuts

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The following keyboard shortcuts are available in a Week Planner window:

<b>Key</b>	<b>Function</b>
F1	Brings up help
Up	Scrolls the Week Planner window one line up.
Down	Scrolls the Week Planner window one line down.
PageUp	Scrolls the Week Planner window one page up.
PageDown	Scrolls the Week Planner window one page down.
Left	Sets the starting date one week later.
Right	Sets the starting date one week earlier.
Shift+Left	Sets the starting date one month later.
Shift+Right	Sets the starting date one month earlier.
Home	Sets the starting date to the current day.
Keypad +	Sets the starting date to next week
Keypad -	Sets the starting date to the previous week.
Shift+Keypad +	Sets the starting date to next month.
Shift+Keypad -	Sets the starting date to the previous month.

Note: the '+' and '-' keys behave identically to the left and right keys.



The following mouse shortcuts are available in a Week Planner window:

<b>Mouse action</b>	<b>Function</b>
Left button click in <u>task area</u>	Displays the <u>title</u> of the <u>task</u> scheduled for the specified date and time in the <u>Status Bar</u> .
Left button double click in <u>task area</u>	Shows the <u>task</u> scheduled for the specified date and time. If no task is scheduled, then the <u>Task Dialog</u> is presented allowing you to create a task scheduled for the specified time.
Left button drag in <u>task area</u>	Moves the task(s) specified to the window where the mouse is released.
Left button double click in <u>time area</u>	Presents the <u>Task Dialog</u> allowing you to create a task scheduled for the specified time.
Left button drag in <u>time area</u>	Sets the window where the mouse was released to the day and time where the drag began.
Left double click on date header	Launches a <u>Day Glance</u> window for the specified date.
Shift+left double click	<u>Task Dialog</u> is presented allowing you to create a task scheduled for the specified date and time.
Control+left double click	Sets the starting date to today.

## Cursors

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The following cursors are used within 2Do:

<u>Cursor</u>	<u>Usage</u>
	The cursor is pointing to the <u>time area</u> of a <u>Day Glance</u> or <u>Week Planner</u> window.
	The cursor is pointing to the <u>task area</u> of a <u>Day Glance</u> or <u>Week Planner</u> window.
	The <u>task</u> being dragged can be dropped on the window that the pointer is currently over.
	Same as the previous cursor except more than one task is being dragged.
	The window the cursor is over will not accept the task being dragged.
	Same as the previous cursor except more than one task is being dragged.
	A copy of the task being dragged will be placed in the window under the cursor.
	Same as the previous cursor except more than one task is being dragged.
	The date selected in the <u>Calendar</u> window can be dropped on the window under the cursor.
	The window under the cursor will not accept the date being dragged.
	The time selected in the <u>Day Glance</u> or <u>Week Planner</u> window can be dropped on the window under the cursor.
	The window under the cursor will not accept the time being dragged.
	The <u>duration</u> of the task selected in the <u>Day Glance</u> is being changed.

## Reports

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Reports allow you to specify what components of the tasks of the active list window will be printed as well as what page formatting will be used for that print out. Reports are created using the Report Editor and can be used with any list or list file.

Reports give you great flexibility in printing task information by allowing you to create reports that contain different sets of data and different page formatting. For instance, you can create one report that will print only the titles of your tasks and one that will print the Titles and due dates. Since you can also specify different page layouts for your reports, you can also create a report that will print the titles and times of all tasks in a page size that would fit inside your pocket datebook so that you could take your task list on the road.

**See also:**

[Creating A Report](#)

## **Page Attributes**

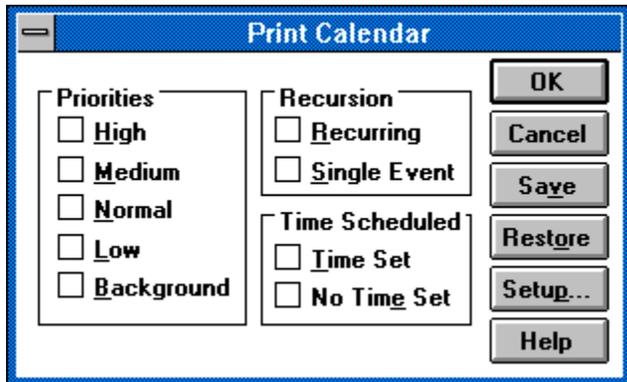
The attributes or format of the report on the printed page. Attributes that can be set include:

- size of the page (full page or part of the page)
- margins
- header and footer
- fonts used for the title and data

## Print Calendar Dialog

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The Print Calendar dialog allows you to specify which tasks of the To Do List will be included when the active Calendar window is printed. You can specify that only tasks of specific priorities are printed, as well as whether recurring and/or single-event tasks or those tasks with a time set are printed. Only those tasks that satisfy all of the criteria set will be included in the printout.



### How to use the Print Calendar dialog:

- 1) Select which criteria of tasks to be printed.
- 2) Choose OK.

**High Priority Button**

Specifies that any task with a priority of High will be printed.

**Medium Priority Button**

Specifies that any task with a priority of Medium will be printed.

**Normal Priority Button**

Specifies that any task with a priority of Normal will be printed.

**Low Priority Button**

Specifies that any task with a priority of Low will be printed.

**Background Priority Button**

Specifies that any task with a priority of Background will be printed.

**Recurring Button**

Specifies that any task that is recurring will be printed.

**Single Event Button**

Specifies that any task that is a single-event task will be printed.

**Time Set Button**

Specifies that any task with a time specified will be printed.

**No Time Set Button**

Specifies that any task with no time specified will be printed.

**Save Button**

Saves the settings of this dialog so that they will be the default whenever the dialog is presented.

**Restore Button**

Restores the settings of the dialog to the last saved settings.

**Page Setup Button**

Allows you to specify the page attributes for the printout.

**OK Button**

Closes the dialog and prints the Calendar with the specified settings.

**Cancel Button**

Closes the dialog and does not print the Calendar.

**Help Button**

Displays the help panel for this dialog.

## Alarm Dialog

---

The Alarm dialog is presented whenever the alarm of a task rings.



How to use the Alarm Window dialog:

- 1) Choose OK to close the dialog.

See also:

[Alarm Preferences](#)

**Title**

Displays the title for the task.

**Close Button**

Closes the dialog and moves the task to the Trash Can or Router if the appropriate button is checked.

**Notes Button**

Displays the notes for this task.

**Contact Button**

Displays the Contact for this task.

**Move to Trash Can Button**

Specifies that the task will be moved to the Trash Can when the dialog is closed.

**Move to Router Button**

Specifies that the task will be moved to the Router when the dialog is closed.

**Snooze Button**

Closes the dialog and rings the alarm again in the number of minutes specified in the Snooze Minutes field.

**Snooze Minutes Field**

Specifies the number of minutes the alarm will snooze if the Snooze Button is pressed.

**See also:**

[Alarm Preferences](#)

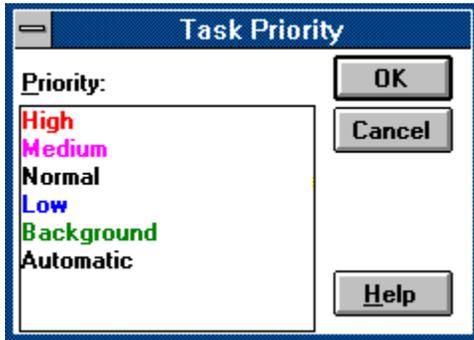
**Help Button**

Displays the help panel for this dialog.

## Priority Dialog

---

The Priority dialog allows you to change the priority of the selected task(s).



### How to use the Priority dialog:

- 1) Select the priority to set in the Priority listbox.
- 2) Choose OK.

**Priority Listbox**

Displays a list of all priorities, allowing you to select the priority for the selected task(s).

**OK Button**

Closes the dialog and sets the tasks' priority to the one specified in the Priority listbox.

**Cancel Button**

Closes the dialog and does not set the priority.

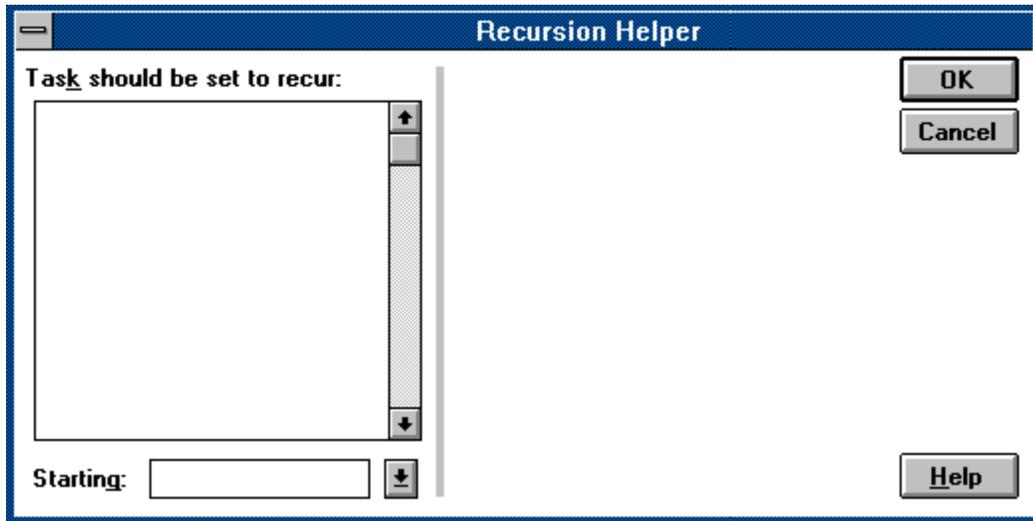
**Help Button**

Displays the help panel for this dialog.

## Recursion Helper Dialog

---

The Recursion Helper dialog helps you set the Date Code for a recurring task. The dialog allows you to specify the interval of recursion you wish and then allows you to set the specific dates or values for that interval. Once you have specified the recursion, the proper Date Code is entered into the Date field of the Task Dialog.



### How to use the Recursion Helper dialog:

- 1) Choose the recursion interval desired from the Recursion listbox.
- 2) Select any days/dates for that recursion if applicable from the date panel presented.
- 3) Choose OK to insert the specified recursion into the Date Field.

**Recursion Listbox**

Displays a list of types of recursion intervals that can be set. When you select an item in the listbox, the appropriate date panel is displayed for that type.

**Date Panel**

A mini dialog box displayed within the Recursion Helper dialog that contains controls for allowing you to set the days or dates applicable to the type of recursion you selected in the Recursion listbox. Note that some recursion types do not have any applicable extra information and so do not display a Date Panel.

**Start Date Combobox**

Enables you to set the start date for the recursion. You may enter a date in the edit field or select one from the combobox. This date will be placed in the Start Date combobox of the Task Dialog.

**OK Button**

Closes the dialog and inserts the appropriate Date Code into the Date field of the Task dialog.

**Cancel Button**

Closes the dialog and ignores any settings.

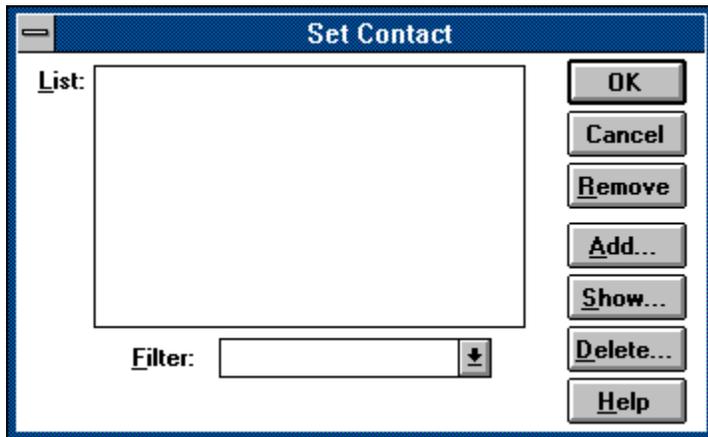
**Help Button**

Displays the help panel for this dialog.

## Set Contact Dialog

---

The Set Contact dialog allows you to specify a contact to be attached to a task.



### How to use the Set Contact dialog:

- 1) Select the contact from the Contact listbox.
- 2) Choose OK.

**Contact Listbox**

Displays all contacts, sorted by the criteria specified in the Filter combobox. The contacts will be shown with the information from the field specified in the filter and the name of the contact.

**Filter Combobox**

Allows you to select the field by which the contacts in the Contact listbox will be sorted. Any contacts with no information in the given field will not be displayed in the Contact listbox.

**Remove Button**

Removes the contact that is currently attached to the task.

**Add Button**

Displays the Contact Dialog enabling you to add a new contact.

**Show Button**

Displays all of the information for the contact specified in the Contact listbox.

**Delete Button**

Deletes the contact specified in the Contact listbox.

**OK Button**

Closes the dialog and sets the contact of the task to the contact specified in the Contact listbox.

**Cancel Button**

Closes the dialog and does change the contact assigned to the task.

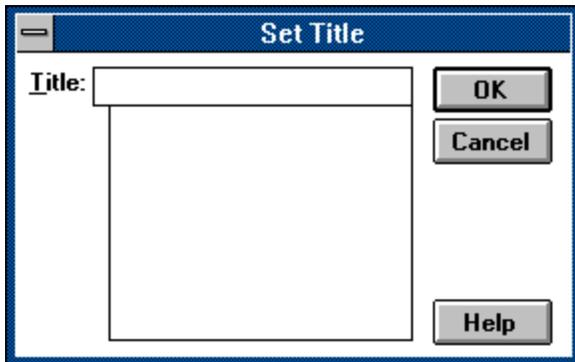
**Help Button**

Displays the help panel for this dialog.

## **Set Blocked Date Title Dialog**

---

The Set Blocked Date Title dialog allows you to enter the title for the blocked dates, selected in the Blocked Date Title dialog.



### **How to use the Set Blocked Date Title dialog:**

- 1) Enter the title for the blocked dates specified in the edit field of the Title combobox or select a title from the list of titles.
- 2) Choose OK.

**Title Combobox**

Allows you to enter the title for the blocked date. The listbox portion of the combobox contains the titles that have been already been assigned to blocked dates. You can choose one of these or enter a new one.

**OK Button**

Closes the dialog and sets the title of the selected blocked dates.

**Cancel Button**

Closes the dialog and does not set the title.

**Help Button**

Displays the help panel for this dialog.

## Task Menu

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Commands:

- [Add](#)
- [Show](#)
- [Move](#)
- [Copy](#)
- [Delete](#)
- [Delete All](#)
- [Delete By Date](#) (Folder Windows only)
- [Notes](#)
- [Priority](#)
- [Contact](#)
- [Alarm](#)

**Note:** Some commands do not appear when certain [list windows](#) are active.

**See also:**

- [Shortcuts](#)
- [Adding a task](#)
- [Modifying a task](#)
- [Deleting a task](#)

## Task Add

---

Creates a new task.

### See also:

[Adding a task](#)

[Shortcuts](#)

## Task Show

---

Displays the task selected in the current list window. The task information is displayed in the same dialog box used to create the task. You can modify the task by changing the information contained in the dialog.

**See also:**

[Modifying a task](#)

[Shortcuts](#)

## Task Move

---

Moves the selected tasks to another list window. The destination list window is chosen from a list of all windows presented in the Move Task dialog.

**See also:**

Moving a task

## Task Copy

---

Places a copy of the selected tasks into another list window. The destination list window is chosen from a list of all windows presented in the Copy Task dialog.

## Task Delete

---

Removes the selected tasks from the active list window and moves them to the Trash Can. If the active list window is the Trash Can, then any recurring tasks are moved to the To Do List with their due date set to the next occurrence within the recursion while any single-event tasks are destroyed.

**See also:**

[Deleting a task](#)

[Shortcuts](#)

## Task Delete All

---

Deletes all tasks in the active list window by moving the tasks to the Trash Can. If the active list window is the Trash Can, then any recurring tasks are moved to the To Do List with their due date set to the next occurrence within the recursion while any single-event tasks are destroyed.

**See also:**

[Deleting a task](#)

## **Task Delete By Date (Folder Windows only)**

---

Deletes all tasks in the current folder whose finish date is earlier or equal to the date specified. These tasks are moved to the Trash Can.

## Task Notes

---

Allows you to add, modify, or delete the notes for the selected task.

**See also:**

[Shortcuts](#)

## Task Priority

---

Allows you to set the priority for the selected tasks.

**See also:**

[Shortcuts](#)

## Task Contact

---

Allows you to set the contact for the selected task.

**See also:**

Shortcuts

## Task Alarm

---

Allows you to turn on or off the alarm for the selected tasks.

**See also:**

[Shortcuts](#)

## Task Alarm On

---

Allows you to turn on the alarm for the selected tasks.

**See also:**

[Shortcuts](#)

## Task Alarm Off

---

Allows you to turn off the alarm for the selected tasks.

**See also:**

[Shortcuts](#)

## Preferences Dialog - Task Options Panel

---

The Task Options panel of the Preferences dialog allows you to set the default values used in the fields of the [Task Dialog](#) when you [add a task](#).

<b>Default</b>	
Type:	<input type="text"/> ↓
Duration:	<input type="text"/> ↓
Automatic Priority Interval:	<input type="text"/>
Set to current: <input type="checkbox"/> <u>D</u> ate <input type="checkbox"/> <u>T</u> ime	
<b>Settings</b>	
<input type="checkbox"/>	<u>A</u> larm On
<input type="checkbox"/>	<u>S</u> kip Blocked Dates
<input type="checkbox"/>	<u>R</u> ecur To Next Occurrence

See also:

[Preferences Dialog](#)

**Type Combobox**

Allows you to set the type that will be initially placed in the type field of the Task Dialog.

**Duration Combobox**

Allows you to set the default value placed in the Task Dialog's duration combobox.

**Automatic Priority Interval Field**

Allows you to set the initial value for the Task Dialog's Auto. Priority Interval field.

**Current Date Button**

Places the current date into the Task Dialog's Date field.

**Current Time Button**

Places the current time into the Task Dialog's Time field.

**Alarm On Button**

Specifies that the Task Dialog's Set Alarm button will be checked.

**Recur To Next Occurrence Button**

Specifies that the Task Dialog's Recur To Next Occurrence button will be checked.

**Skip Blocked Out Dates Button**

Specifies that the Task Dialog's Skip Blocked Out Dates button will be checked.

## Task Dialog

---

The Task dialog allows you set information for a task.

The 'New Task' dialog box is a standard Windows-style window with a blue title bar. It contains the following elements:

- Title:** A text input field.
- Date:** A date selection field with a dropdown arrow and a help icon.
- Time:** A time selection field with a dropdown arrow.
- Duration:** A duration selection field with a dropdown arrow.
- Priority:** A priority selection dropdown menu.
- Set Alarm:** A checkbox.
- Type:** A task type selection dropdown menu.
- Buttons:** OK, Close, Notes..., Contact..., Options >>, Day Glance..., Calendar..., Define Type..., New Contact..., Skip Blocked Dates, Auto. Priority Interval, and Help.
- Recursion Settings:** A section containing Start Date, Finish Date, Begin Time, End Hour, and a checkbox for Recur to Next Occurrence.

### How to use the Task dialog:

- 1) Enter the title for the task in the Title field.
- 2) Choose any other settings that are appropriate.
- 3) Choose OK.

**Title Field**

Enables you to enter the title of the task.

**Date Combobox**

Enables you to enter a date for the task. You can either type the date directly into the field or select one from the listbox.

**See also:**

[Date Field Codes](#)

**Recursion Help Button**

Brings up the Recursion Helper dialog which helps in setting the Date combobox for a recurring task.

**Time Combobox**

Enables you to enter a time for the task. You can either type the time directly into the field or select one from the listbox.

**See also:**

[Time Field Codes](#)

**Duration Combobox**

Allows you to select the duration of the task.

**Priority Combobox**

Allows you to select the priority of the task.

**Type Combobox**

Allows you to assign a type to the task.

**Set Alarm Button**

Enables you to turn on or off the alarm of the task. If the box is checked the alarm is on.

**Notes Button**

Enables you to attach notes to the task.

**Contact Button**

Displays the contact attached to the task. You set the contact with the Set Task Contact button.

**Options Button**

Expands the dialog to show those controls that allow you to set the more advanced attributes of the task.

**Start Date Combobox**

Allows you to enter the Start Date for the task. You can either type the date directly into the field or select one from the combobox.

**See also:**

[Start Date Field Codes](#)

**Finish Date Combobox**

Allows you to enter the Finish Date for the task. You can either enter the date directly into the field or select one from the combobox. The valid Codes for this field are the same as those in the Start Date Combobox.

**See also:**

[Start Date Field Codes](#)

**Begin Time Combobox**

Allows you to enter the Begin Time for the task. You can either type the time directly into the edit field or select one from the combobox.

**End Hour Field**

Allows you to enter the End Hour for the task. The valid entry is an hour followed by AM or PM.

**Recur To Next Occurrence Button**

Sets the Recur To Next Occurrence attribute of the task.

**Calendar Button**

Creates a Calendar window.

**Day Glance Button**

Creates a Day Glance window.

**Define Type Button**

Displays the Define Type dialog, allowing you to create a new type.

**New Contact Button**

Enables you to attach a contact to this task.

**Automatic Priority Interval Field**

Allows you to specify the number of days for the task's Automatic Priority Interval.

**Skip Blocked Out Dates Button**

Sets the Skip Blocked Out Dates attribute of the task.

**OK Button**

Closes the dialog and sets the task data.

**Cancel Button**

Closes the dialog and does not set the task data.

**Help Button**

Displays the help panel for this dialog.

## Date Field Codes

---

The following codes are valid in the Date field:

<b>Today</b>	Task will be due today.
<b>Tomorrow</b>	Task will be due tomorrow.
<b>Monday</b>	Task will be due on the next Monday. For example, if today is Thursday the 10th, the task will be due Monday the 14th.
<b>Tuesday</b>	Task will be due on the next Tuesday.
<b>Wednesday</b>	Task will be due on the next Wednesday.
<b>Thursday</b>	Task will be due on the next Thursday.
<b>Friday</b>	Task will be due on the next Friday.
<b>Saturday</b>	Task will be due on the next Saturday.
<b>Sunday</b>	Task will be due on the next Sunday.
<b>First ??</b>	Task will be due on the first occurrence of the weekday specified each month. For example, First Tuesday will set the task to be due the first Tuesday of every month.
<b>Second ??</b>	Task will be due on the second occurrence of the weekday specified each month..
<b>Third ??</b>	Task will be due on the third occurrence of the weekday specified each month.
<b>Fourth ??</b>	Task will be due on the fourth occurrence of the weekday specified each month.
<b>Fifth ??</b>	Task will be due on the fifth occurrence of the weekday specified each month. If the month does not have a fifth occurrence of a weekday, then the task will come due on the fourth.
<b>On ##</b>	Task will be due on the dates specified each month. For example, On 1,15 will make the task due on the first and fifteenth of each month. The dates must be separated by a comma and there is a maximum of four dates per month. Setting a task to <i>On 31</i> will make the task come due at the end of every month, regardless of the number of days in the month.
<b>Each ??</b>	Task will be due each day of week specified. For example, Each Friday will make the task come due every Friday. You may specify up to four days each week and each day must be separated by a comma
<b>Every ##</b>	Task will be due every number of days specified. For example, Every 4 will have the task due every fourth day. Note that if the <u>Weekdays Only Preference</u> is set, then weekends are ignored when calculating the next occurrence of a task.
<b>BiMonthly</b>	Task will be due once every two months.
<b>Quarterly</b>	Task will be due once every quarter (three months).
<b>Semi-Annually</b>	Task will be due once every six months.
<b>Annually</b>	Task will be due once a year.

If one of the recurring options is set, then the recursion begins on the date specified in the Start Date field.

You may also enter a date directly into the edit field. The date must be the short date format specified in Control Panel for your locale. For example, in the United States, the default date format is mm/dd/yy. If a year is not specified, the current year is used.

If you need help in setting the Date Code of a recurring task, press the Recursion Help button.

## Start Date Field Codes

---

The following codes are valid in the Start Date field:

<b>Today</b>	Task will start today.
<b>Tomorrow</b>	Task will start tomorrow.
<b>Monday</b>	Task will start on the next Monday. For example, if today is Thursday the 10th, the task will start Monday the 14th.
<b>Tuesday</b>	Task will start on the next Tuesday.
<b>Wednesday</b>	Task will start on the next Wednesday.
<b>Thursday</b>	Task will start on the next Thursday.
<b>Friday</b>	Task will start on the next Friday.
<b>Saturday</b>	Task will start on the next Saturday.
<b>Sunday</b>	Task will start on the next Sunday.

You may also enter a date directly into the edit field. The date must be the short date format specified in Control Panel for your locale. For example, in the United States, the default date format is mm/dd/yy. If a year is not specified, the current year is used.

## Time Field Codes

---

The following codes are valid in the Time field:

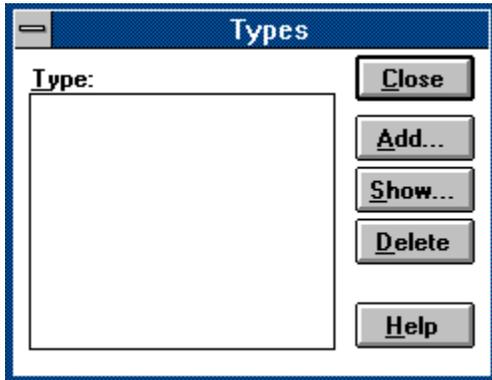
<b>EndOfDay</b>	Task will be due at the time specified in the <u>End Hour</u> attribute.
<b>COB</b>	The same as <b>EndOfDay</b> .
<b>StartOfDay</b>	Task will be due at the hour specified in the <u>Begin Time</u> attribute.
<b>Current</b>	Task time will be set to the current time.
<b>Recur #</b>	Task will be initially come due on the <u>Begin Time</u> specified but will then come due again every x hours, where x is the number specified after the <b>Recur</b> keyword. If x is not specified, the recursion interval will be one.

You may also enter a time in the short time format specified in Control Panel for your locale. For example, in the United State, the time format is hh:mm AM/PM.

## Type Dialog

---

The Type dialog allows you add, modify, and delete types.



### How to use the Type dialog:

- 1) Select the Add button to add a type.
- 2) Select the Show button to modify a type.
- 3) Select the Delete button to delete a type.
- 4) Choose Close when finished.

**Type Listbox**

Displays all types, allowing you to select one to modify or delete.

**Add Button**

Displays the Define Type Dialog enabling you to add a new type.

**Show Button**

Displays all of the information for the type specified in the Type listbox, allowing you to modify the type information.

**Delete Button**

Deletes the type specified in the Type listbox.

**Close Button**

Closes the dialog.

**Help Button**

Displays the help panel for this dialog.

## View Menu

---

Commands:

[By Priority](#)  
[By Date](#)  
[By Title](#)  
[By Type](#)  
[Show Priority](#)  
[Show Weekday](#)  
[Show Date](#)  
[Show Time](#)  
[Show Type](#)

**Note:** Some commands do not appear when certain [list windows](#) are active.

**See also:**

[Shortcuts](#)

## **View By Date**

---

Sorts the tasks displayed in the active list window by their due date. The tasks with the earliest dates are listed first.

**See also:**

[Shortcuts](#)

## **View By Priority**

---

Sorts the tasks displayed in the active list window by their priority. The tasks with the highest priority are listed first.

**See also:**

[Shortcuts](#)

## View By Title

---

Sorts the tasks displayed in the active list window alphabetically by their titles.

**See also:**

[Shortcuts](#)

## **View By Type**

---

Sorts the tasks displayed in the active list window by type.

**See also:**

[Shortcuts](#)

## **[View Show Priority](#)**

---

Displays the priority of a task in the list window.

**See also:**

[Shortcuts](#)

## **[View Show Weekday](#)**

---

Displays the weekday of the due date of a task in the list window.

**See also:**

[Shortcuts](#)

## **View Show Date**

---

Displays the due date of a task in the list window.

**See also:**

[Shortcuts](#)

## View Show Time

---

Displays the time of a task in the list window.

**See also:**

[Shortcuts](#)

## View Show Type

---

Displays the type of a task in the list window.

**See also:**

[Shortcuts](#)

## Window Menu

---

Commands:

- [Cascade](#)
- [Tile](#)
- [Arrange Icons](#)
- [Minimize](#)
- [Restore](#)
- [Save Position](#)
- [Activate](#)
- [Window List](#)

**See also:**

- [Shortcuts](#)

## **Window Cascade**

---

Arranges all windows in an overlapping style.

## Window Tile

---

Resizes and moves all windows into a checkerboard pattern so that they are all visible on the screen.

## **Window Arrange Icons**

---

Repositions all the minimized windows into orderly rows on the bottom of the main window.

## Window Save Position

---

Allows you to save the size and position of the main window. The main window will be moved and sized whenever you open your file.

## Window Activate

---

Allows you to activate a detached window.

**See also:**

Shortcuts

## **Window Minimize**

---

Allows you to minimize all of the folder, Calendar, Day Glance, or Week Planner windows.

## Window Minimize Folders

---

Minimizes all folder windows.

## Window Minimize Calendars

---

Minimizes all Calendar windows.

## **Window Minimize Day Glances**

---

Minimizes all Day Glance windows.

## **Window Minimize Week Planners**

---

Minimizes all Week Planner windows.

## **Window Minimize All**

---

Minimizes all Calendar, Day Glance, and Week Planner windows.

## Window Restore

---

Allows you to restore all minimized folder, Calendar, Day Glance, and Week Planner windows.

## Window Restore Folders

---

Restores all folder windows.

## Window Restore Calendars

---

Restores all Calendar windows.

## Window Restore Day Glances

---

Restores all Day Glance windows.

## Window Restore Week Planners

---

Restores all Week Planner windows.

## **Window Restore All**

---

Restores all Calendar, Day Glance, and Week Planner windows.

## **Window Window List**

---

Activates the window specified and brings it to the top of all other windows. If the window is minimized, it is restored.

## Help Menu

---

Commands:

[Contents](#)  
[Procedures](#)  
[Shortcuts](#)  
[Commands](#)  
[How Do I...?](#)  
[Tutorial](#)  
[Registration](#)  
[Using Help](#)  
[About](#)

**See also:**

[Shortcuts](#)

## [Help Contents](#)

---

Displays an index of help topics.

## Help Shortcuts

---

Displays information on the available keyboard and mouse shortcuts.

## Help Commands

---

Displays help on the menu commands.

## Help Procedures

---

Displays help on using the various features of the program.

## [Help How Do I...?](#)

---

Displays answers to common questions on using 2Do.

## [Help Tutorial](#)

---

Displays a tutorial demonstrating the basic functionality of 2Do.

## Help Registration

---

Displays registration information.

## Help Using Help

---

Displays help on using the Help Manager.

## [Help About](#)

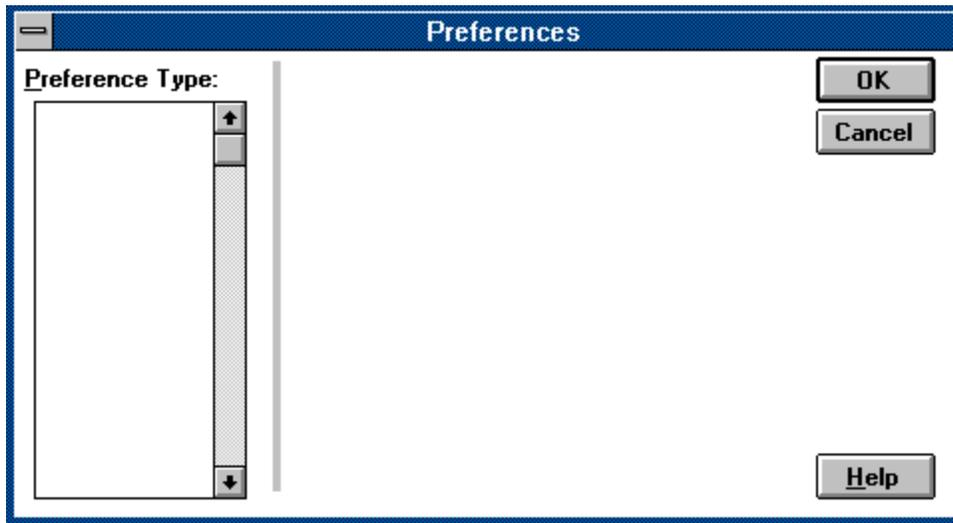
---

Displays version and copyright information about the program.

## Preferences Dialog

---

The Preferences dialog allows you to tailor the look and functionality of 2Do.



### How to use the Preferences dialog:

- 1) Choose a category from the Preference Category listbox.
- 2) Specify all preferences you wish from the options panel displayed for that category.
- 3) Repeat steps 1 and 2 for all categories. Note that the preferences you set on any previous panels will be remembered.
- 4) Choose OK to set the preferences specified on all the panels.

### Preference Categories

[Alarm Preferences](#)  
[Contact List Preferences](#)  
[Desktop Preferences](#)  
[Display Preferences](#)  
[Page Setup Preferences](#)  
[Priority Preferences](#)  
[Task Preferences](#)  
[Warnings Preferences](#)

**Preference Category Listbox**

Displays a list of categories for which preferences can be set. When you select an item in the listbox, the appropriate options panel is displayed for that category.

**Options Panel**

A mini dialog box displayed within the Preferences Dialog that contains controls that allow you to set the preferences relating to the category you selected in the Preferences Category listbox.

**OK Button**

Closes the dialog and sets all selected preferences, even those on panels that are not currently displayed.

**Cancel Button**

Closes the dialog and does not set any preferences.

**Help Button**

Displays the help panel for this dialog.

## Display Preferences

---

Display preferences are the attributes of the visual display of 2Do and its windows. These attributes include:



whether color should be used when drawing information.



whether the Title Bar of a list window window should be displayed.



the font used in the list windows.



the color used to represent a task's duration in a Day Glance or Week Planner window.



whether the Item, Note, or Alarm icons should be displayed.

You set these preferences through the Display Panel of the Preferences dialog.

### See also:

Priority Preferences

## Desktop Preferences

---

Desktop preferences are the attributes of your working environment. These attributes include:



whether the Command Bar or Status Bar should be displayed



whether the Router should be used



whether the Trash Can and Router should be emptied automatically when a task is placed in it



whether all icons should be rearranged within the main window whenever the window is resized



the beginning and ending of your work day



whether or not to include weekends when scheduling tasks



the interval of time used in your scheduling

You set these preferences through the Desktop Panel of the Preferences dialog.

## Task Preferences

---

Task preferences specify the default values placed in the fields of the [Task Dialog](#) when you add a task. These defaults include:



which type will be placed in the Type combobox.



the default duration.



the default Automatic Priority Interval.



whether the current date will placed in the Date field.



whether the current time will placed in the Time field.



whether the Alarm button will be checked.



whether the Skip Blocked Out Dates button will be checked.



whether the Recur To Next Occurrence button will be checked.

You set these preferences through the [Task Panel](#) of the [Preferences dialog](#).

### See also:

[Warnings Preferences](#)

## Warnings Preferences

---

Warnings preferences specify the occasions when 2Do will warn you of action you need to take or that a specific event has occurred. These warnings include:



a task is being created with no date specified.



a task is being created with no time specified.



a task is being created with no type specified.



a task is being created with a date that conflicts with the due date of another task.



a notification at the top of every hour.



a notification at half past every hour.

You set these preferences through the Warnings Panel of the Preferences dialog.

## Priority Preferences

---

Priority preferences are the display attributes of the priority levels assigned to the tasks. These attributes include:



the title of the priority.



the color used to display tasks of that priority.

You set these preferences through the Priority Panel of the Preferences dialog.

### See also:

Display Preferences

## Page Setup Preferences

---

Page Setup preferences specify the dimensions and attributes of the printed page. These settings include include:



the dimensions of the page. You can use the full page or specify a smaller page size so that the printout will fit within a pocket datebook.



the margins of the page.



header/footer of the page.



fonts used for the title and body text.



a notification at the top of every hour.



a notification at half past every hour.

You set these preferences through the Page Setup Panel of the Preferences dialog.

## Alarm Preferences

---

Alarm preferences specify the attributes used when ringing an alarm. These attributes include:



whether an audio warning will be given when the alarm rings.



whether a Multimedia WAV file will be played or the system speaker will be used.



how many times the alarm sound will ring when the alarm is triggered.



whether the alarm should be rung every minute until the alarm box has been closed or should only be rung once at the time it was triggered.



whether the alarm should be intrusive and interrupt any task you are doing, or should only ring when the 2Do application is active.



the number of minutes that will elapse before the alarm is rung again when the Snooze button is pressed.



the number of minutes before the scheduled time that the alarm will be rung.

You set these preferences through the Alarm Panel of the Preferences dialog.

## Contact Preferences

---

Contact preferences specify the default values used in [Contact List](#), [Filter Contact](#), [Set Contact](#), and [Dial](#) dialogs. These defaults include:



the default filter used in the contact dialogs.



the prefix used when dialing a phone number and whether it should be used every time you dial the phone.



whether the extension number of the contact should be appended.



whether the phone used is a pulse or rotary dial phone.

You set these options through the [Contact Panel](#) of the [Preferences dialog](#).

## Contents

---

- [Overview](#) - a basic introduction into how to use 2Do.
- [Tutorial](#) - a tutorial showing how to use the basic functionality.
- [Procedures](#) - step by step instructions on how to use key features.
- [Commands](#) - a reference on the menu commands.
- [Shortcuts](#) - keyboard and mouse shortcuts for executing commands.
- [Display](#) - shows the components of the display.
- [Cursors](#) - shows the cursors that will be used in 2Do.
- [Features](#) - list of some of 2Do's features.
- [How do I...](#) - answers to standard questions about using 2Do.
- [Registration](#) - information on registering your copy of 2Do.
- [Disclaimer - Agreement](#) - use agreement and disclaimer of liability.

## Procedures

---

[Adding a task](#)

[Modifying a task](#)

[Deleting a task](#)

[Defining a type](#)

[Modifying a type](#)

[Deleting a type](#)

[Defining a contact](#)

[Modifying a contact](#)

[Deleting a contact](#)

[Importing a file](#)

[Exporting a file](#)

[Creating a report](#)

### See also:

[How Do I?](#)

## Commands

---

[File Menu](#)  
[Edit Menu](#)  
[Task Menu](#)  
[Filter Menu](#)  
[View Menu](#)  
[Utility Menu](#)  
[Window Menu](#)  
[Help Menu](#)

### See also:

[Command Bar](#)  
[Shortcuts](#)

## Registering 2Do

---

2Do is a shareware program. If you like this program, then a registration fee is required. The benefits of registering include:



automatic update to the latest version of the program



COMPACT utility for compacting list files



free phone customer support for questions



notification of updates and other products



discounts on updates and other products published by the author



ombudsman support through Association of Shareware Professionals.

To register, fill in the registration form and send the completed form and a check for \$30 US to:

William Anderson  
13020 N. E. 71st Court  
Kirkland, WA 98033-8317  
USA

You may also register with a credit card.

If you have questions about the registration process or the program itself, either mail your question to the address above, mail it via CompuServe Mail to me at 71662,545, or call me between 6:00 PM and 10:00 PM Pacific Time at (206)828-3675.

Thank you for your patronage.

**See also:**

Disclaimer - Agreement

## 2Do Registration Form

---

You can use this form in one of two ways. You can print the form using the File Print Topic command and fill it out on paper, or you can use the Edit Copy command to copy the form to the clipboard, paste the form into Notepad, fill it out, and print out the completed form on your printer.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

CompuServe Address (if applicable): \_\_\_\_\_

Version number (found using the Help About command): \_\_\_\_\_

Windows Version number: \_\_\_\_\_

Place of purchase: \_\_\_\_\_

Send the completed form plus a check for \$30 US to:

William Anderson  
13020 N. E. 71st Court  
Kirkland, WA 98033-8317  
USA

**About Box**

The dialog box containing the copyright and version information for the program. You access the About Box with the Help About command.

## What Is Shareware?

---

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register. Individual programs differ on details -- some request registration while others require it, some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it.

**See also:**

[Disclaimer - Agreement](#)

[Registering 2Do](#)

[ASP Ombudsman](#)

## Disclaimer - Agreement

---

Users of the 2Do Personal Task Manager must accept this disclaimer of warranty:

*2Do is supplied as is. The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose. The author assumes no liability for damages, direct or consequential, which may result from the use of 2Do.*

2Do is a "shareware program" and is provided at no charge to the user for evaluation. Feel free to share it with your friends, but please do not give it away altered or as part of another system. The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products. If you find this program useful and find that you are using 2Do and continue to use 2Do after a reasonable trial period, you must make a registration payment of \$30 to William P. Anderson. The \$30 registration fee will license one copy for use on any one computer at any one time. You must treat this software just like a book. An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another. Just as a book cannot be read by two different persons at the same time.

Commercial users of 2Do must register and pay for their copies of 2Do within 30 days of first use or their license is withdrawn. Site-License arrangements may be made by contacting William P. Anderson.

Anyone distributing 2Do for any kind of remuneration must first contact William P. Anderson at the address listed in the registration information for authorization to distribute the program. Distribution authorization is automatically granted to distributors recognized by the Association of Shareware Professionals as adhering to its guidelines for shareware distributors so such distributors may begin offering 2Do immediately. Such distributors are still required to notify William P. Anderson of their intent to distribute 2Do.

You are encouraged to pass a copy of 2Do along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it. All registered users will receive a copy of the latest version of the 2Do system.

Should you have any problem regarding the support you receive after registering this product, contact the Association of Shareware Professionals Ombudsman.

**See also:**

Registering 2Do



## **ASP Ombudsman Statement**

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This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

## Registering With A Credit Card

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You may also register your copy of 2Do using a credit card. Credit Card registration is handled through Public (software) Library, an independent shareware vendor. You can register with MasterCard, Visa, American Express, or Discover by calling PsL at 800-242-4775 or 713-524-6394. PsL will also take orders by FAX at 713-524-6398 or by CIS Email at 71355,470. You can also mail credit card orders to:

PsL  
P. O. Box 35705  
Houston, TX 77235-5705

**The above numbers are for registration only.** Please do not call PsL with questions. Any questions about the status of the shipment of the order, registration information, product details, technical support, volume discounts, dealer pricing, site licenses, etc., must be directed to me at 206-828-3675.

## Preferences Dialog - Display Options Panel

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The Display Options panel of the Preferences dialog allows you to select preferences for the display of data.

<b>General</b> <input type="checkbox"/> <u>C</u> olors <input type="checkbox"/> <u>T</u> itle Bar <input type="button" value="Font..."/>
<b>Day Glance Colors</b> <u>I</u> tem: <input type="text"/> <input type="button" value="↓"/> <u>C</u> urrent: <input type="text"/> <input type="button" value="↓"/>
<b>List Window Icons</b> <input type="checkbox"/> <u>I</u> tem <input type="checkbox"/> <u>N</u> ote <input type="checkbox"/> <u>A</u> larm

See also:

[Preferences Dialog](#)

**Display Colors Button**

Enables or disables the use of color in the display. If checked, then color is used, otherwise all text is displayed in the default window text color.

**Title Bar Button**

Allows you to show or hide the Title Bar of the window. If the button is checked, the Title Bar is displayed.

**Font Button**

Allows you to specify the font used in the list windows.

**Day Glance Item Color Combobox**

Allows you to set the background color used to display a task in the Day Glance or Week Planner windows.

**Day Glance Current Item Color Combobox**

Allows you to set the background color used to display a task in a Day Glance or Week Planner window that has been scheduled for the current time.

**List Window Item Icon Button**

Allows you to specify whether the item icon for each task in a list window should be displayed.

**List Window Alarm Icon Button**

Allows you to specify whether the alarm icon for each task in a list window should be displayed.

**List Window Note Icon Button**

Allows you to specify whether the note icon for each task in a list window should be displayed.

## Overview

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The 2Do™ application is a Personal Task Manager™ enabling you to create, display, and manage your "to do list".

The 2Do application works with tasks. Each task has a title, and can be assigned a due date, time, and priority. Tasks can also be grouped by types, be assigned a contact, and even ring an alarm when they come due. You can be assign as much or as little detail to any task as is necessary for that task.

The tasks are listed in the To Do List window. You can specify the order in which the tasks are displayed by setting the sorting criteria in the View Menu. You can also specify which tasks to display and which to hide by setting a filter for the window.

Once a task has been completed, the task is thrown away in the Trash Can. Once the trash can is emptied, any tasks which are recurring are returned to the To Do List with their due date set to the next occurrence of the recursion. If the task is not recurring, the task is removed permanently.

Finished tasks may also be placed into a folder which allows you to keep a record of all finished tasks.

Other scheduling programs require you to use day and time as the primary object you work with, attaching events to a particular time. You are required to specify a time and then enter the title of the event scheduled for that time. While this method allows you to organize events for a day, it lacks the flexibility to shift tasks to other times and the ability to easily reschedule those items that need to be postponed. Similarly, if the task is not completed at the specified time and you do not reschedule the task in your calendar, it is lost.

In 2Do, the primary object is the task itself, which is more consistent with the way most people work. You usually think of the things you have to do rather than what is scheduled for the current time of day. You check off the items on your to-do-list as you complete them and any that are not finished by the end of the day stay on the list for tomorrow. 2Do works that way. All tasks remain on your list until completed, even if they were originally scheduled for a previous day. You can also easily reschedule a task by changing when the task is due, rather than having to change the tasks assigned to a time like in most calendar programs.

### See also:

- [Tutorial](#)
- [Components of a Task](#)
- [Display](#)
- [Procedures](#)
- [Commands](#)
- [Cursors](#)
- [Features](#)
- [Alarm Preferences](#)
- [Contact Preferences](#)
- [Display Preferences](#)
- [Desktop Preferences](#)
- [Page Setup Preferences](#)
- [Priority Preferences](#)
- [Task Preferences](#)
- [Warnings Preferences](#)
- [Registration](#)

## Folders

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A folder is list window you create to store your tasks. Like the To Do List, the folder resides in the workspace of your application window. Folders look and work much like the To Do List window.

Folders are used to keep track of finished tasks for a common job. For example, a folder can be created for all tasks that will be listed on a monthly status report. As these tasks are completed, they are placed into the folder window. At the end of the month, the contents of the folder is examined and the status report is prepared.

The date of every task placed in a folder will be set to the date they were finished; the date they were placed in the folder. Tasks which are recurring will be changed to single event tasks. Priorities are also meaningless in a folder and so all tasks will have their priority levels stripped. In essence, tasks become dead when they are placed in a folder as they will not recur nor will their alarms sound.

**See also:**

[Routing Tasks To Folders](#)

## **Titles**

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Each task is assigned a title. The title of a task is any sequence of characters or numbers up to 50 characters in length. Tasks will be displayed sorted by their titles if the By Title command from the View menu is selected.

**See also:**

[Adding a task](#)

## Priorities

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Tasks can be assigned one of five different priority levels which aid in determining which tasks are to be completed before other tasks. The five priority levels, in order from highest to lowest, are:

-  High
-  Medium
-  Normal
-  Low
-  Background

**Note:** these are the default names for the priority levels. Eventhough you can change the text used by each priority via the [Desktop Preferences](#), the default names will be used throughout the manual.

On color displays, the task information printed in the [list window](#) will be drawn in the color corresponding to the task's priority. You can set the color used for each priority or disable the use of all colors with the [Desktop Preferences](#).

You can sort the tasks in your [To Do List](#) by priority by using the [View By Priority](#) command. You can choose to only view the tasks of certain priority levels with the [Filter Priority](#) command. You can choose to have the priority names displayed or hidden through the [Display Preferences](#).

There is one other special priority level, Automatic. A task created with an Automatic priority will have its priority level automatically increased as its [due date](#) approaches. Such a task will initially be assigned a priority of Background. When the number of days between the due date for the task and the [filter date](#) of the list is equal to twice the [Automatic Priority Interval](#) of the task, then the task's priority will be upgraded to Normal. When the due date is within the automatic priority interval of the filter date, the task is upgraded to Medium priority. When the task's due date is equal to or later than the filter date of the list, then the task is assigned a High priority. Note that if the [Weekdays Only Preference](#) has been set, then Saturdays and Sundays are ignored when calculating the date interval.

If a task has been assigned a [time](#), then the task with Automatic Priority will have its priority upgraded in the same manner with respect to the current time, with the automatic priority interval being the number of hours between the time and the current time.

**See also:**

- [Adding a task](#)
- [Utility Preferences](#)
- [View Show Priority](#)

## Types

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Task types are a means of grouping together tasks pertaining to a common objective. For example you may wish to create a type for each project so you can gauge how much work that project will require.

You create a task type by using the Define Type command. Tasks in a list window may be sorted by types with the View By Type command. You can display only those tasks that have been assigned a particular type with the Filter Type command. The type of a task may be displayed using the Display Preferences. Assigning a type to a task is optional.

Types are also used to specify which folder a task will be placed when finished. You assign the desired folder to the type, and then any tasks of that type that are placed in the Router will be moved to the specified folder.

### See also:

[Adding a task](#)

[Modifying a type](#)

[Deleting a type](#)

[Routing Tasks To Folders](#)

## Date

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A task may be assigned a date which is used to determine when the task is due to be finished (i.e. its due date). If the task is a single-event task, then the date entered is the date the task is due. If the task is a recurring task, then the date entered is a Date Code which will identify when and how often the task is to recur. The due date for the task will then be set to the first occurrence of the recursion after the start date. Whenever the task is deleted, then the due date will be set to the next occurrence of the recursion until the finish date is reached.

## Due Date

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Each task that has been assigned a date will have a due date. For a single-event task, the due date is the same as the date set. For a recurring task, the due date is the next occurrence of the recurring date; the next date in which a task is to come due.

Tasks can be sorted by their due date by choosing the View By Date command. Dates can also be used to filter tasks by setting the filter date for a list window. The due date of a task can be viewed by choosing the View Show Date command.

Dates are also used by the Automatic priority to set the priority level of the task.

**See also:**

[Adding a task](#)

## Start Date

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The start date is the date where the recursion specified in the task's date begins. For example, suppose today is the 5th of the month, you want to create a task that comes due every three days, and the first date you want the task to be due is the 12th. You would need to set the start date for the 12th.

A start date is also used by single-event tasks as the date where any relative Date Code (i.e. non absolute date, such as 'Tomorrow' or 'Monday') is based. For example, if today is the 5th, you set the start date to the 7th, and set the date to 'Tomorrow', the due date of the task will be the 8th (the 'tomorrow' of the start date).

**See also:**

[Adding a task](#)

## Finish Date

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The finish date is the date when a task is scheduled to be completed. If the task is recurring, then the task will not recur past the finish date. If the task has been deleted and the next occurrence of the recursion is later than the finish date, the task is destroyed. If the task is a single-event task, then the due date and finish date are the same.

**See also:**

[Adding a task](#)

## Time

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A task can be assigned a time when it is due. Tasks will be sorted by time after all other sort criteria have been applied. Times are also used by the Automatic priority to set the priority level of a task.

A time can be set to a specific time or the task can be set to recur every specified number of hours. This recursion begins at the begin time and finishes when the end hour is reached. For example, with a task begin time of 9:00 AM and an end hour of 5 PM, **Recur 3** will cause the task to come due every three hours, 9:00, 12:00, and 3:00. The task is recurring.

**See also:**

[Adding a task](#)

[View Show Time](#)

[Time Codes](#)

## **Begin Time**

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The Begin Time of a task is the time which a recurring task is set to start its recursion. For example, if a task was to occur every two hours starting at noon, the start time would need to be set to 12:00 PM.

## End Hour

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The Begin Time of a task is the time which a recurring task is set to end its recursion. For example, if a task was to occur every two hours ending at 5:00 PM, the end hour would need to be set to 5 PM.

The end hour is inclusive, so the last task will be the one whose time is within or less than the end hour.

## Duration

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The length of time needed to complete the task.

## **Automatic Priority Interval**

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The automatic priority interval specifies the rate at which the priority of a task created with a priority of Automatic will increase in level. If the task has a recurring date, then the interval is the number of days between upgrades of the priority. If the task has a recurring time, the interval is in hours.

## **Recur To Next Occurrence**

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Specifies that when a recurring task is deleted, the due date for the task should be set to the date in the recursion cycle that is nearest to the current date. Even though this may cause some occurrences of the recursion to be skipped, this option ensures that this task will automatically be set to the most recent occurrence.

## Notes

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Notes are text of any length which can be used to store more information about a [task](#), [type](#), or [contact](#).  
Notes are optional.

### See also:

[Adding a task](#)

[Defining a type](#)

[Creating a contact](#)

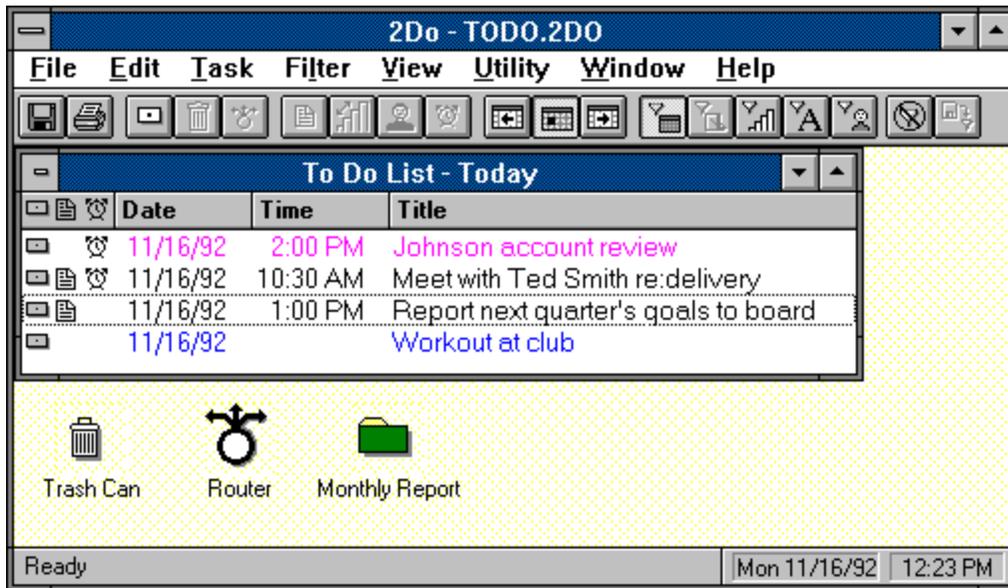
## Skip Blocked Out Dates

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Specifies what due date a recurring task should be set if its next scheduled occurrence is a blocked out date. If the Skip Blocked Out Dates attribute is set, then the blocked out date is skipped and the task's due date will be set to the next occurrence. If the Skip Blocked Out Dates attribute is not set, then the due date is set for the previous valid date.

For example, a task set to recur the first of every month. On June 1, you finish and delete the task. The next date it would come due would normally be July 1. Suppose, though, that you will be at a seminar on July 1 so you've blocked out July 1. If you've set the Skip Blocked Out Dates attribute for the task, it would then be rescheduled for August 1, its next occurrence; the July 1 occurrence would be skipped. If the Skip Blocked Out Dates attribute is not set, then the task will be scheduled for the previous day, June 30. If June 30 is not a valid date (e.g. has been blocked out or is a weekend and the Weekdays Only Preference is set), then the previous date would be tried and so on until a valid date was found. In our example, June 30 is a Sunday, the task would finally be scheduled for Friday, June 28.

## Display



See also:

[Cursors](#)

**Display Command Bar**

Command Bar

**Display Folder**

Folder

## Command Bar

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The Command Bar is the bar across the top of the main window that contains buttons allowing you to quickly access some of the most commonly used commands.



You can choose to hide the Command Bar through the Desktop Preferences.

## Save Button



Invokes the File Save command.

## Print Button



Invokes the File Print command.

## Add Task Button



Invokes the Task Add command.

## Trash Task Button



Moves all selected tasks to the Trash Can.

## Rout Task Button



Moves all selected tasks to the [Router](#).

## Task Notes Button



Displays and allows you to modify the notes for the selected task.

## Task Priority Button



Sets the priority for the selected task(s).

## Task Contact Button



Displays the contact for the selected task.

## Task Alarm Button



Sets or clears the alarm of the selected task(s).

## Previous Day Filter Button



Sets the filter date of the list window to the day prior to the current filter date.

## Current Day Filter Button



Sets the filter date of the list to the current day.

## Next Day Filter Button



Sets the filter date of the list window to the day following the current filter date.

## Date Filter Button



Sets or removes the date filter.

## Type Filter Button



Sets or removes the type filter.

## Priority Filter Button



Sets or removes the priority filter.

## String Filter Button



Sets or removes the string filter.

## Contact Filter Button



Sets or removes the contact filter.

## Clear Filter Button



Removes all filters.

## Restore Filter Button



Restores the filters to those set when the file was last saved.

## Calendar

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A Calendar is a window that displays the days of a month. The days of the specified month are displayed in black, days of the previous and next month are displayed in dark gray.(not displayed on a EGA or monochrome monitor), and any blocked out dates are displayed in blue.

To create a Calendar window, choose the Utility Calendar command. The Calendar may be created detached by holding down the Shift key when choosing the command.

The month the Calendar displays can be changed by clicking on the buttons at top of the window. The



button changes the month displayed to the previous month; the



button changes the month to the next month, and the



button will change the month to the current month. If you hold the Shift key down when you click on a button, the date changes by three months in the direction you chose.

A Calendar may be used to change the due date of a task. Simply drag the task from the list window to the appropriate date on the Calendar window and release the button. If the task is recurring, then the date set is for that occurrence only; the next occurrence of the task will have the next date in the sequence. To change the recursion sequence, use the Task Show command.

Double clicking with the left button on a date will create a Day Glance window for that date. Holding the Shift key down when you double click will create the Day Glance detached. If the control key is down when you double click, then the Task Dialog is presented to allow you to create a new task due on the specified date.

A Calendar may be used to set the dates in any dialog box that takes a date. Simply click on the date you want and drag it to the dialog box and release the button. For example, you can set the date of a task by bring up the Task Dialog and dragging a date onto the dialog. You may also change the filter date of a window by dragging a date onto the window. Dates may also be inserted into an edit field in any application by dragging the date to the edit field and releasing the mouse.

A Calendar window's month and position are saved when you save your list file. The month saved is relative to the current month, so a Calendar that currently shows the current month will always show the current month while a Calendar that was saved showing the next month will always show the next month. For example, if this is July and your Calendar is showing August, then in August the same Calendar window would show the days of the month for September.

While the current position of the Calendar window is saved, there is one special position a Calendar can be placed. Called the *slot*, a Calendar placed here will always be shown in the lower right corner of the window (or screen if the Calendar is detached) regardless of the window's size. A Calendar window is initially created in the slot position, but one that has subsequently been moved can be placed in the slot again by double clicking upon the Calendar's title bar with the Shift key down.

You can print the Calendar window using the File Print command. The printout will be the Calendar for the month showing the tasks due that month.

### See also:

[Calendar Shortcuts](#)

[Cursors](#)

[Shortcuts](#)

## Day Glance

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A Day Glance is a window that displays your schedule for a specified day. To create a Day Glance window, choose the Utility Day Glance command. A Day Glance may be created detached by holding down the Shift key when choosing the command. You can also create a Day Glance using a Calendar or Week Planner window.

The day the Day Glance displays can be changed by clicking on the buttons on top of the window. The



button changes the day displayed to the previous day; the



button to the next day, and pressing the



changes the day to the current day. If you hold the Shift key down when you click on a button, the day changes by a week. If the day displayed has been blocked out, then the entire Day Glance window is filled with black.

A Day Glance may be used to change the due date and time of a task. Simply drag the task to the time on the Day Glance window and release the button. If the task is recurring, then the time set is for that occurrence only; the next occurrence of the task will have the next date and time in the sequence. To change the recursion sequence, use the Task Show command.

A Day Glance window has two sections. The first, called the Time Area, is the area where the times for the day are displayed. The other, called the Task Area is the area where task information is displayed. Any part of the Task Area where no tasks are scheduled is also considered part of the Time Area.

Double clicking in the Time Area will launch the Task dialog with the specified date and time defaulted, enabling you to quickly create a task scheduled for that time. Double clicking in the Task Area will allow you to modify the task scheduled for that time. If more than one task is scheduled, then the Tasks At Date dialog is displayed showing the tasks due for that time.

A Day Glance may be used to set the date and time in any dialog box that takes a time. Simply click on the Time Area for the time you want and drag it to the dialog box and release the button. For example, you can set the date and time of a task by bring up the Task Dialog and dragging the required time onto the dialog.

You may also move tasks shown in the Day Glance window to other windows. Just click on the Task Area with the task you want and drag the task to the desired window. You can also change a task's due date by dragging the task to a Calendar, Week Planner, or the same or another Day Glance window.

You can change the duration of a task using the Day Glance window.

A Day Glance window's date and position are saved when you save your list file. The date saved is relative to the current day. A Day Glance that shows the current day will always show the current day while a Day Glance that was saved showing the next day will always show the next day. For example, if this is July 8th and your Day Glance is showing July 9th, then on July 26th the same Day Glance window would show the schedule for July 27th.

While the current position of the Day Glance window is saved, there is one special position a Day Glance can be placed. Called the slot, a Day Glance placed here will always be shown in the upper right corner of the main window (or screen if the Day Glance is detached), regardless of the size of the window. A Day Glance window is initially created in the slot position, but one can be placed there by double clicking upon the Day Glance's title bar with the Shift key down.

You can print the Day Glance window using the File Print command.

**See also:**

[Day Glance Shortcuts](#)

[Cursors](#)

## Week Planner

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A Week Planner is a window that displays a chart of all tasks scheduled for the next few weeks. To create a Week Planner window, choose the [Utility Week Planner](#) command. A Week Planner may be created [detached](#) by holding down the Shift key when choosing the command.

The beginning day of the Week Planner display can be changed by clicking on the horizontal scroll bar on the bottom of the window. Clicking on the arrows causes the starting date to change by one week while clicking on the scroll bar area will change the date to the next or previous month.

A Week Planner may be used to change the [due date](#) and [time](#) of a [task](#). Simply drag the task to the square representing the date and time desired on the Week Planner window and release the button. If the task is [recurring](#), then the time set is for that occurrence only; the next occurrence of the task will be the next in the sequence. To change the recursion sequence, use the [Task Show](#) command.

Clicking on a square will display the [title](#) of the task scheduled for that time in the [Status Bar](#). Double clicking on a square will display the [Tasks At Date dialog](#) showing all tasks scheduled for that time. If there are no tasks scheduled, then the [Add Task Dialog](#) will be displayed with the specified date and time defaulted, enabling you to quickly create a task scheduled for that time.

A Week Planner may be used to set the date and time in any dialog box that takes a time. Simply click on the [Time Area](#) specifying the date and time you want and drag it to the dialog box and release the button. For example, you can set the date and time of a task by bring up the [Task Dialog](#) and dragging a time onto the dialog.

You may also move tasks shown in the Week Planner window to other windows. Just click on the [Task Area](#) of the display and drag the task to the desired window. You can also drag the task to a new time within the current Week Planner if you want to change the time of a task.

The Week Planner window's starting date and position are saved when you save your [list file](#). The date saved is relative to the current day. A Week Planner that currently begins the current week will always begin with the current week while a Week Planner that was saved beginning last week will always begin with the previous week. For example, if this is November 12th and your Week Planner is begins with November 9th, then on November 25th the same Week Planner window would start on November 23rd.

You can print the Week Planner window using the [File Print](#) command.

### See also:

[Week Planner Shortcuts](#)  
[Cursors](#)

## Detached

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A [Calendar](#), [Day Glance](#), or [Week Planner](#) window can be created so that it is not included within the [main window](#). A detached window is a top-level window that sits on top of and can overlap the main window.

You can create a detached window by holding the Shift key down when you create the window. For example, to create a detached Calendar, hold the shift key down and select [Utility Calendar](#). Note the menu title has changed to reflect the fact that a detached window will be created.

Detached windows are top-level windows so that are not hidden when the main window is minimized. So, you can have a detached Calendar window displayed even when the rest of the application is not. Detached windows are destroyed when the application is closed.

### See also:

[Activating a detached window](#)

[Shortcuts](#)

## Components of a Task

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A task can be given the following attributes:

Title (required)

Type

Date

Time

Duration

Alarm

Priority

Notes

Contact

Start Date

Finish Date

Begin Time

End Hour

Recur To Next Occurrence setting

Skip Blocked Out Dates setting

Automatic Priority Interval

## Features

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Here is a brief description of the features you will find in 2Do:



Allows you to work with tasks; not times, working more like you do.



Robust task recursion settings that can be set in a wide variety of styles, for example Annually, Every Wednesday, On the 1st and 15th of each month, or each third Monday of the month.



Recursion Helper dialog that makes setting any recursion simple and quick.



User definable Types for categorizing your tasks.



Recurring tasks can be temporarily set to another date without disrupting the recursion pattern, i.e. Monday's meeting can be rescheduled for Tuesday this week, but will still be due on Monday next week.



Five customizable priority levels and an Automatic priority level that will raise the priority of a task as it becomes due.



Warning alarms that can be set to ring when a task is due, or on every hour or half hour. Alarms have a snooze button and can be made intrusive to any window.



To Do List, Calendar, Day Glance, and Week Planner views.



Detachable Calendar, Day Glance, and Week Planner windows that can remain visible in the corner of the screen even when the main application window is hidden, providing a constant reminder of your tasks while not taking up a lot of screen space.



Folders for storing finished tasks in a logical grouping.



Router window that will automatically move finished tasks to specified folders.



Contact List manager that allows you to keep track of your important contacts.



Blocked Out dates that prevent any tasks from being scheduled for dates you aren't available.



Robust drag and drop, allowing you to modify, delete, and reschedule tasks easily and quickly with the mouse. Drag a task to a date on a Calendar window, and it is rescheduled for that date!



Filters that allow you to view tasks of certain criteria: dates, types, text, priority, or contacts.



View options that allow you to determine the criteria by which the tasks in the list are sorted and what data of each task is displayed.



Auto-dial feature that will automatically dial the number of any contact while allowing you to specify prefixes and extensions.



Tasks can be created by pasting text via the clipboard, or by double clicking on a date and time in a Calendar, Day Glance, or Week Planner.



Command Bar for quick access to the most common functions.



User definable workspace, allowing you to change many of the colors, settings, and values used.



Import and export of task and contact data to tab or comma delimited text files.



Robust print settings, allowing you to specify exactly what data is to be printed, what fonts to use for the data and titles, as well as the dimensions and margins of the page.



Customizable page sizes so you can tailor printouts to fit within any pocket scheduler.



Popup menu that allows you to quickly access those commands that act on tasks by pressing the right mouse button.



Uses Multimedia sound files for alarms and hour/half-hour chimes.



Microsoft Windows for Pen Computing capable.

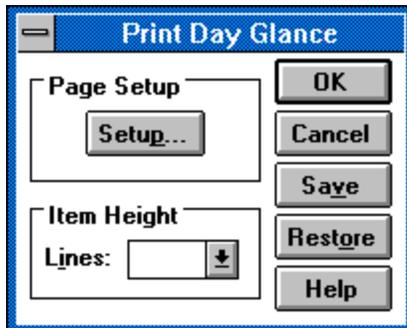


Context sensitive on-line help via the F1 key.

## Print Day Glance Dialog

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The Print Day Glance dialog allows you to specify the page attributes, fonts, and line height of the printout.



### How to use the Print Day Glance dialog:

- 1) To change the page attributes, click on the Setup button
- 2) Specify the line height in the Lines combobox.
- 3) Choose OK.

**Line Item Height Combobox**

Specifies the height of each line representing an item.

**Save Button**

Saves the settings of this dialog so that they will be the default whenever the dialog is presented.

**Restore Button**

Restores the settings of the dialog to the last saved settings.

**Page Setup Button**

Allows you to specify the page attributes for the printout.

**OK Button**

Closes the dialog and prints the Calendar with the specified settings.

**Cancel Button**

Closes the dialog and does not print the Calendar.

**Help Button**

Displays the help panel for this dialog.

## Export Contact Dialog

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The Export Contact dialog allows you to specify which contacts to export to a text file.



### How to use the Export Contact dialog:

- 1) Select which contact(s) you wish to export in the Contact listbox.
- 2) Choose OK.

**Contact Listbox**

Displays all contacts, sorted by the criteria specified in the Filter combobox. The contacts will be shown with the information from the filtered field and the name of the contact. The contact(s) selected in this box will be exported.

**Filter Combobox**

Allows you to select the field by which the contacts in the Contact listbox will be sorted. Any contacts with no information for the given field will not be displayed in the Contact listbox.

**Select All Button**

Selects all of the contacts in the Contact Listbox.

**OK Button**

Closes the dialog and prints the contacts specified in the Contact listbox.

**Cancel Button**

Closes the dialog and does not print the list.

**Help Button**

Displays the help panel for this dialog.

## Adding a Task

---

To add a task to the active list window:

1. Select the Task Add command.
2. In the Task Dialog, enter the title of the task into the Title field.
3. If you wish to set a date for the task, enter the appropriate date or Date Code into the Date combobox.
4. If you wish to set a time for the task, enter the appropriate time or Time Code into the Time combobox.
5. If you have set a time for the task, then select the Duration for the task in the Duration combobox.
6. Select the Alarm button if you want the alarm for the task to be set.
7. Select the priority for the task from the Priority combobox.
8. If you wish to assign a type to the task, select the desired type from the Type combobox.
9. If you want to write some notes for the task, press the Notes button and enter the notes in the Notes dialog.
10. If you wish to assign more data to you task, click the Options button, otherwise proceed to step 18.
11. If you are creating a recurring task, then enter the Start Date of the recursion in the Start Date combobox.
12. If you are creating a recurring task, then enter the Finish Date of the recursion in the Finish Date combobox.
13. If you are creating a recurring task that will recur hourly, then enter the Begin Time of the recursion in the Begin Time combobox.
14. If you are creating a recurring task that will recur hourly, then enter the End Hour of the recursion in the End Hour combobox.
15. If you are creating a recurring task and you want the Recur To Next Occurrence property set, then select the Recur To Next Occurrence button.
16. If you wish to assign a contact to the task, press the Set Task Contact button and select the desired contact from the Set Contact dialog.
17. If you are creating a recurring task and you want the Skip Blocked Out Dates property set, then select the Skip Blocked Out Dates button.
18. If you are creating a task with a priority of Automatic, then enter the Automatic Priority Interval of the task in the Auto. Priority Interval field.
19. Press the Ok button when all of the task information is correct. The task will be added to the active list window.

**See also:**

[Components of a Task Tutorial](#)

## Modifying a Task

---

To modify a task:

1. Select the task you want to modify.
2. Select the Task Show command.
3. The Task Dialog now appears with the current task information. Edit the fields that you wish to change.
4. Press the Ok button when all of the task information is correct.

**See also:**

Components of a Task

Task Notes

Task Priority

Task Contact

Task Alarm

## Deleting a Task

---

To delete a task, move the task to the Trash Can. The task will remain in the trash until the trash is emptied, the list file is saved, or you quit the application.

Once the trash is emptied, the task is deleted. If the task is recurring, the task is returned to the To Do List with its due date DueDate set to the next occurrence in the recursion sequence. To permanently delete a recurring task, use the Task Delete command.

**See also:**

[Moving a task](#)

[Empty Trash](#)

[Task Delete](#)

[Task Delete All](#)

[Shortcuts](#)

## Moving a Task

---

A task is moved from one list window to another by using the Task Move command. You can also move a task by clicking the mouse on the task you want to move, dragging the task to the list window you want to move it to, and releasing the mouse button.

**See also:**

[Shortcuts](#)

## Defining a Type

---

To define a new task type:

1. Select the Utility Define Type command.
2. The Type Dialog is presented showing all types that have been created. Select the Add button.
3. The Define Type Dialog is presented. Enter the title of the new type into the Title field.
4. If you wish to specify a folder where all tasks assigned to this type will be moved when the tasks are placed in the Router, specify the folder in the Folder combobox..
5. Press the Ok button when all of the type information is correct.
6. To add another type, repeat steps 2-5.
7. When finished adding types, select the Close button.

### See also:

[Modifying a type](#)

[Deleting a type](#)

[Routing Tasks To Folders](#)

## Modifying a Type

---

To modify a type:

1. Select the Utility Define Type command.
2. The Type Dialog is presented showing all of the types you've created. Choose the type you want to modify from the listbox and press the Show button.
3. The Define Type Dialog is presented with the controls filled in with the current information for the type. Edit those field you wish to change.
4. Press the Ok button when all of the type information is correct.
5. To modify another type, repeat steps 2-4.
6. When finished modifying types, select the Close button.

## Deleting a Type

---

To delete a type:

1. Select the Utility Define Type command.
2. The Type Dialog is presented showing all of the types you've created. Choose the type you want to delete from the listbox and press the Delete button.
3. To delete another type, repeat step 2.
4. When finished deleting types, select the Close button.

## Creating a Contact

---

To create a new contact:

1. Select the Utility Contact List command.
2. The Contact List Dialog is presented. Select the Add button.
3. In the Contact Dialog, enter the name of the contact in the Name field.
4. Fill any or all remaining fields in the dialog with information for this contact. All of the remaining fields are optional.
5. If you wish to attach a note to this contact, press the Notes button and enter the note in the Notes Dialog.
6. Press the Ok button when all of the contact information is correct.
7. To add another contact, repeat steps 2-6.
8. When finished adding contacts, select the Close button.

**See also:**

[Modifying a contact](#)

[Deleting a contact](#)

## Modifying a Contact

---

To modify a contact:

1. Select the Utility Contact List command.
2. The Contact List Dialog is presented showing all contacts that have been created. Choose the contact you want to modify from the listbox and press the Show button.
3. The Contact Dialog is presented with the controls filled in with the current information for the contact. Edit those field you wish to change.
4. Press the Ok button when all of the contact information is correct.
5. To modify another contact, repeat steps 2-4.
6. When finished modifying contacts, select the Close button.

## Deleting a Contact

---

To delete a contact:

1. Select the Utility Contact List command.
2. The Contact List Dialog is presented showing all contacts that have been created. Choose the contact you want to delete from the listbox and press the Delete button.
3. To delete another contact, repeat step 2.
4. When finished deleting contacts, select the Close button.

## Importing A File

---

You can create new tasks or contacts from data contained in a tab or comma delimited text file. The text file is "imported" into the 2Do and the data is extracted.

The text file must be set up as follows:

Each line represents a single task or contact

Each attribute of the task or contact is separated by a tab or comma

Any attribute that contains a tab or comma must be enclosed in quotes ("")

You must include the same number of columns for each task or contact. Columns with no data can be left blank but there must be a tab or comma for it

Once you have created your import file, you then follow the following steps:

1. Activate the list window to where you want the tasks imported.
2. Select the File Import File command.
3. Choose whether you are importing contacts or tasks from the Import Dialog.
4. If you want to specify which the attribute is specified by each column, press the Setup button. The Import/Export Options Dialog is presented allowing you to specify the order of the columns in the file.
5. Press the OK button
6. Select the file in the Import File dialog and press the OK button

**Note:** while 2Do can import files of up to 32000 lines in length, your import will be much faster if you break up large text files into smaller files of no more than 500 lines each.

## Exporting A File

---

Exporting a file creates a tab or comma delimited text file with data from tasks or contacts.

To export task or contact data to a text file:

1. Select the File Export File command.
2. Choose whether you are exporting contacts or tasks from the Export Dialog.
3. If you want to specify which attributes to export and the order they will be placed in the file, press the Setup button. The Import/Export Options Dialog is presented allowing you to specify the order of the columns in the file.
4. Press the Ok button
5. Enter the filename in the Export File dialog and press the OK button

## Creating A Print Report

---

Reports are created with the Report Editor. You access the Report Editor with the Utility Report Editor command.

The Report Editor is a small application that allows you to create and modify reports. The application works like most Windows applications in that you can create, open and save reports. The difference is that each report is not a complete file, rather it contains set of codes that tells 2Do what components of the tasks in the list to print as well as how to format the pages of the printout.

To create a new report



Run the Report Editor by choosing the Utility Report Editor command.



Choose the File New command.

First you need to enter a title for the report. The title will help you will identify this report when printing a list.



Enter "Test Report" into the Title field.

Now you want to specify what information you wish to place on the title line. The title line is the first line of task data which contains the title of the task. You will notice that the Title Line section of the Report Editor contains three edit fields labelled Left, Center, and Right. These edit fields will contain the information that is printed on the title line and which field you enter the information in will determine where on the page it will be printed. Information entered in the Left field will be printed at the left margin, information entered in the Center field will be centered on the page, and that entered in the Right field will be right justified along the right margin.

In these edit fields you can enter boilerplate text that will be printed for every task or you can enter a report code that will be replaced with the value of the appropriate component of the task being printed. You can enter these codes directly or you can press the button in the Insert section that corresponds to the component. For example, if you press the Date button, then the code specifying the due date of the task will be inserted in the active edit field. The Title Line section has its own insert button too, Insert Title, which will insert the code specifying the title of a task.



Enter "Title: " into the Left field.



Press the Insert Title button.

The Left field will now have the text "Title: &L" which is the text "Title: " and the report code for Task Title. When a list is printed with this report, the code (&L) will be replaced with the title of each task.



Click on the Right field.



Press the Priority button.

The Right field now contains the report code for the priority of the task. The title line as printed will now have text "Title: " followed by the task's title on the left margin and the priority of the task on the right.

Now that you have setup what data you want to print on the line, you can now choose what font you want to use for the line. Since this is the title line, you may want to make this line printed in a bold or italic font. You choose the font by pressing the Font button in the Title Line section and choosing the font from the Font dialog.



Press the Font button.



In the Font dialog, choose a bold font.



Press OK.

You now enter information to print on the data line. The data line is the line of task data that appears below the title line. The Data Line section contains the same three fields as the Title Line section which are used exactly like their counterparts in the Title Line. There is also a Font button which will set the font used when printing the data line. The difference in the data line is that the Insert Title button has been replaced by the Include Notes checkbox. If the Include Notes box is checked, then the notes of the task is printed following the data line in the same font as the line.



Click on the Left field of the Data Line section.



Click on the Date Code button.

In our sample, the date code will be placed on the left margin.

This report will be printed using the default page attributes specified in the Page Setup Preferences. If you wish to specify a different page layout for a report, such as a different header or footer, choose the File Page Setup command and enter the new page attributes in the Page Setup dialog.

Once you are finished creating the report, you save it to disk.



Choose the File Save command to save the file.



Enter "TEST.2RT" in the name field and press OK.

As long as you save the file in your 2Do directory, the title of the report will appear in the Print dialog when you choose to print a list.

When you want to print your report:



Activate the To Do List window.



Choose the File Print command.

The Print dialog is displayed with a list of the titles of all reports in the Report listbox. To use a report, select the title in the listbox and press OK.



Select "Test Report" from the Report listbox.



Choose OK.

The tasks of your To Do List are now printed in the format of the report you created.

## Tutorial

---

This topic is a quick tutorial describing how to perform some of the basic operations in 2Do. It is recommended that you print this topic and refer to it while you run 2Do. It is also recommended that you read the [Overview](#) section before running this tutorial.



Launch 2Do.

You now have an empty To Do List, which will be where your tasks will be placed. Let's create some basic tasks:



Select the Add command from the Task menu.



In the Title field, type "Test Task".



Press the OK button.

You now notice the task "Test Task" is in the To Do List. Notice also that there is no date or time assigned to this task. This task is referred to *unscheduled*. Now we'll create some tasks assigned to a date:



Select the Add command from the Task menu.



In the Title field, type "Today's Task".



In the Date field, type "Today".



Press the OK button.



Select the Add command from the Task menu.



In the Title field, type "Tomorrow's Task".



Drop the listbox of the Date combobox and choose "Tomorrow".



Press the OK button.

The Date field allows you to type in the date you want (such as 11/7/93) or to enter a *Date Code* which allows you to quickly specify a particular day without having to remember the actual date. We used two Date Codes in the previous example: *today* and *tomorrow*. There are others that assign dates to the next date of a specific day of the week (e.g. the code *Tuesday* sets the date to next Tuesday). Notice that while you can type the Date Code directly into the date field, you can also choose one from the listbox.

You now have two more tasks in the To Do List window, one scheduled for today and one scheduled for tomorrow. These tasks are single-event tasks in that they are due once on a specific day.

Now that you have some tasks on your list, you can use the View commands to change the order they are displayed. For example, you can show the tasks sorted by their due date:



Select the By Date command from the View menu.

Note that now "Today's Task" is now the first task in the list because the list is sorted with the tasks with the earliest dates listed first. Any task with no date is listed at the bottom.

You can also use filters to restrict which tasks are viewed. For example, you can choose to only display those tasks that are due today:



Select the Date command from the Filter menu.



Click the Current Day button.



Press the OK button.

Now the task "Tomorrow's Task" is gone. This is because only those tasks due on the or earlier than the filter date (which in this case is today) are displayed. The task "Test Task" is still displayed because tasks with no due date are treated as if they are due every day.

Now let's clear the filter:



Select the All command from the Filter menu.

Now we will modify "Test Task" to be due next Monday:



Double click on "Test Task".



Type "Mon" in the date field.



Press the OK button.

"Test Task" is now due on Monday. Note that we didn't have to type in the entire Date Code "Monday"; we only need to enter enough of the word so that 2Do can differentiate it from the other Codes.

Let's now look at a quick way to reschedule a task by using a Calendar window:



Select the Calendar command from the Utilities menu.



Click on the "Test Task" and drag it onto a date in the Calendar window.



Release the mouse button.

"Test Task" is now rescheduled for the date you specified in the Calendar window. Try dragging a task onto a Day Glance or Week Planner window and you will see similar results except that both of these windows also set the time that a task is due.

You can also use a Calendar window to set the date field in the New Task dialog:



Select the Add command from the Task menu.



Type "Another Test Task" in the Title field.



Click on a date in the Calendar window and drag the date over the New Task dialog. Be careful not to drag the mouse onto a control within the dialog, just drag somewhere within the dialog itself.



Release the mouse button. Notice that the date selected in the Calendar has been entered into the Date field.



Press the OK button

You now have a new task "Another Test Task" that is scheduled for the date you specified. Day Glance and Week Planner windows behave similarly, except that they also set the time in the time field.

Note that if you want to enter the date in a field other than the Date field, drag the date into the field you want. For example, to set the Start Date of a task with a date from the calendar:



Select the Add command from the Task menu.



Click on the Options button to expand the dialog.



Click on a date in the Calendar window and drag the date onto the Start Date combobox.



Release the mouse button.

Note that the date has been filled into the Start Date field. You can also drag the date to any edit field in any application and the date will be inserted into that edit field.



Click on the Cancel button to close the Task dialog.

Once you are finished with a task, you place it in the Trash Can and it is deleted.



Click on the task "Test Task" and drag it to the Trash Can.



Release the mouse button.

In addition to single-event tasks, 2Do allows you create tasks that will come due multiple on occasions. Called recurring tasks, these tasks are created with a Date Code that specified a period of recursion, or the interval of time over which a task will come due. Recursion intervals that can be set include everything from a certain number of days to the same weekday every week, to the same days of every month, to once every year.

Suppose you want a task to recur the same day every week. In this case, you need to enter the *Each Date Code* into the date field, followed by the day(s) of the week the recursion is to occur:



Select the Add command from the Task menu.



Type "Task Due Each Monday" in the Title field.



Type "Each Monday" into the Date field.



Press OK.

The task "Task Due Each Monday" is now due the next Monday. Now assume we are done with the task:



Drag the task "Task Due Each Monday" to the Trash Can.

Notice that the even though the task is set to be scheduled for each Monday, it has not reappeared on the list. That is because it is still in the Trash Can. If you want it to recur, you need to empty the Trash Can. The Trash Can is emptied automatically whenever you save your file, or you can manually do it:



Select the Empty Trash command from the File menu.

Now "Task Due Each Monday" has reappeared on the To Do List, with its date scheduled for a week later. It has recurred to the next Monday.

2Do supports many types of recursion, and knowing which Date Code to use for the desired recursion is daunting. Luckily, 2Do includes a dialog called the Recursion Helper that is designed to allow you to quickly and easily set a recurring task:



Select the Add command from the Task menu.



Type "Tasks Due First Thursday".



Press the "?" button next to the Date field.

The Recursion Helper dialog is displayed. In the left listbox are the types of recursion that 2Do supports. We want to set a task that will be due the first Thursday of every month, so:



Choose the "First occurrence of a weekday every month" in the listbox.

Now on the right are buttons representing each weekday.



Click on the Thursday button.



Press the OK button.

Note that the Date field of the New Task dialog has been set to "First Thursday". The Recursion Helper has filled in the date field with the proper Date Code for the chosen recursion.



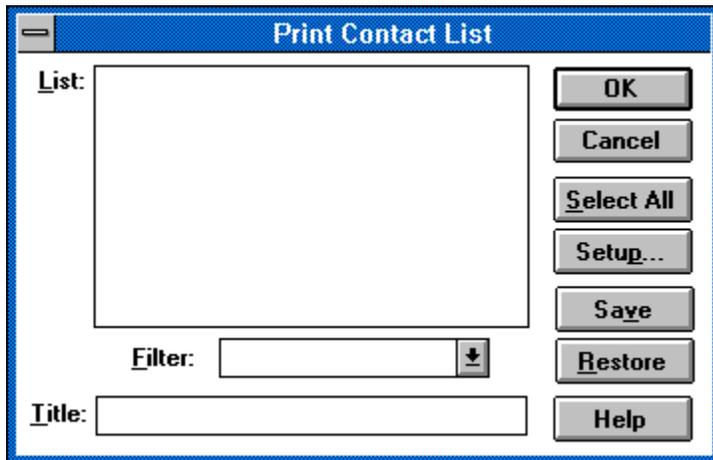
Press the OK button.

That's it for the tutorial. Please take this time now to register your program. For further instruction on how to use the key features of the program, refer to the Procedures section. For answers to common use questions, refer to the How Do I topic. You can also look at those topics dealing with the features you want to explore further, such the other components of tasks and what else you can do with the Calendar, Day Glance, and Week Planner windows.

## Print Contact List Dialog

---

The Print Contact List dialog allows you to specify which contacts to print.



### How to use the Print Contact List dialog:

- 1) Select which contact(s) you wish to print in the Contact listbox.
- 2) Choose OK.

**Contact Listbox**

Displays all contacts, sorted by the criteria specified in the Filter combobox. The contacts will be shown with the information from the filtered field and the name of the contact. The contact(s) selected in this box will be printed.

**Filter Combobox**

Allows you to select the field by which the contacts in the Contact listbox will be sorted. Any contacts with no information for the given field will not be displayed in the Contact listbox.

**Select All Button**

Selects all of the contacts in the Contact Listbox.

**Title Field**

Allows you to specify the title of the printed list. The title will appear on the top of every page.

**Save Button**

Saves the settings of this dialog so that they will be the default whenever the dialog is presented.

**Restore Button**

Restores the settings of the dialog to the last saved settings.

**Page Setup Button**

Allows you to specify the page attributes for the printout.

**OK Button**

Closes the dialog and prints the contacts specified in the Contact listbox.

**Cancel Button**

Closes the dialog and does not print the list.

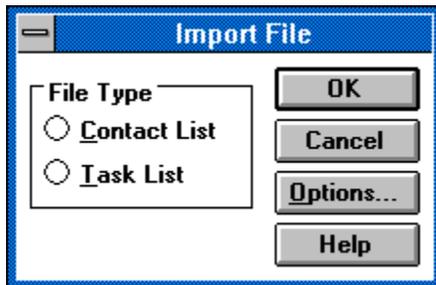
**Help Button**

Displays the help panel for this dialog.

## Import Dialog

---

The Import dialog allows you to specify what type of data to import from a text file.



### How to use the Import dialog:

- 1) Select the type of data to import.
- 2) Choose OK.

**Contact List Button**

Specifies that data from the text file will create new contacts.

**Task List Button**

Specifies that data from the text file will create new tasks in the active list window.

**Options Button**

Runs the Import/Export Options dialog allowing you to select what data to import and specify the format of the file.

**OK Button**

Closes the dialog and selects the file type and any options set.

**Cancel Button**

Closes the dialog and cancels the import operation.

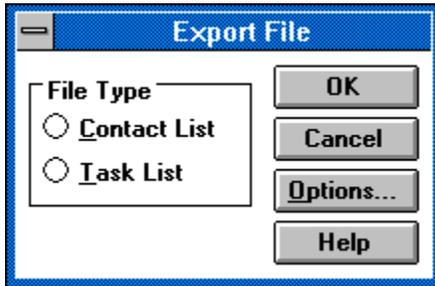
**Help Button**

Displays the help panel for this dialog.

## Export Dialog

---

The Export dialog allows you to specify what type of data to export to a text file.



### How to use the Export dialog:

- 1) Select the type of data to export.
- 2) Choose OK.

**Contact List Button**

Specifies that data from the contact list will be exported.

**Task List Button**

Specifies that data from the tasks in the active list window will be exported.

**Options Button**

Runs the Import/Export Options dialog allowing you to select what data to export and specify the format of the file.

**OK Button**

Closes the dialog and selects the file type and any options set.

**Cancel Button**

Closes the dialog and cancels the export operation.

**Help Button**

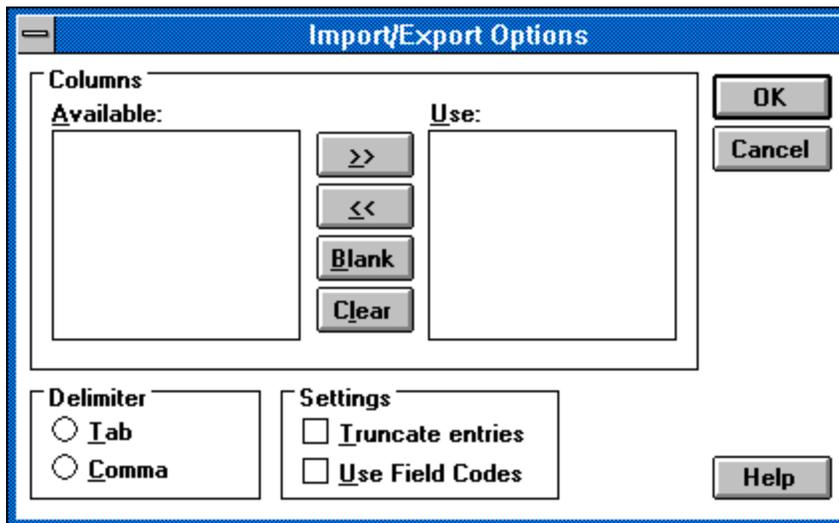
Displays the help panel for this dialog.

## Import/Export Options Dialog

---

The Import/Export Options dialog allows you to type and order the columns of data in the text file. You can also specify whether the columns should be delimited by a tab or comma character and whether or not the export should write the codes for the appropriate fields or the import should truncate the data in the columns to fit the field it is importing to.

The import or export action will use the columns listed in the Use listbox. The first field in the Use listbox corresponds to the first column of the data file, the second field to the second column, etc. On import, the components of the tasks being created will be read from the specified fields in the data file. For example, if the Title component is listed first in the Use listbox, then the first column of the data file will contain the title of the tasks being created. Similarly, if Title is the first component listed, then on export the titles of the tasks will be placed in the first column of the text file.



### How to use the Import/Export Options dialog:

- 1) Select field(s) you wish to use in the Available listbox.
- 2) Press the >> button to add them to the Use listbox.
- 3) Repeat steps 1 and 2 for all columns you wish.
- 4) Choose OK.

**Available Listbox**

Displays available fields that can be imported or exported.

**Use Listbox**

Specifies the fields that will be imported or exported.

**Add (>>) Button**

Adds the selected field(s) from the Available listbox to the Use listbox.

**Remove (<<) Button**

Removes the selected fields from the Use listbox.

**Clear Button**

Removes all fields from the Use listbox.

**Blank Column Button**

Adds a blank column to the Use listbox. On importing, a column specified as blank is ignored. On exporting, a blank column is inserted.

**Tab Delimiter Button**

Specifies that a TAB character will be used to divide the columns of the file.

**Comma Button**

Specifies that a comma (,) character will be used to divide the columns of the file.

**Truncate Entries Button**

Specifies that if the text of an imported column is too wide for the field it is being entered into, it will be truncated to fit. If the box is cleared, then such a case will generate an error.

**Use Field Codes Button**

Specifies that the code of a task component will be exported instead of the value where appropriate. For example, if the box is checked, then the date code of the task will be written, whereas if the box is not, then the due date will be written instead.

**OK Button**

Closes the dialog and sets the options specified.

**Cancel Button**

Closes the dialog and does change the options.

**Help Button**

Displays the help panel for this dialog.

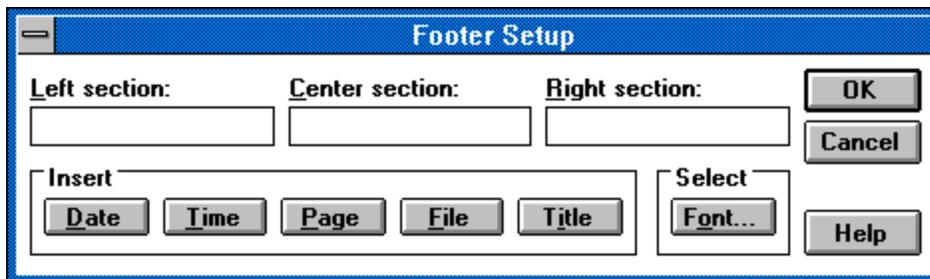
## Footer Dialog

---

The Footer dialog allows you to specify the content and format of the page footer.

The Footer dialog contains three edit fields labelled Left, Center, and Right. These edit fields will contain the information that is printed on the footer line. Which field you enter the information in will determine where on the page it will be printed; information entered in the Left field will be printed at the left margin, information entered in the Center field will be centered on the page, and that entered in the Right field will be right justified along the right margin.

In these edit fields you can enter boilerplate text that will be printed verbatim or you can enter a footer code that will be replaced with the value of the corresponding attribute during printing. You can enter these codes directly or you can press the button in the Insert section that corresponds to the attribute. For example, if you press the Date button, then the code specifying the the current date (&D) will be inserted in the active edit field. When printing, the code will be replaced with the date the report is printed.



### How to use the Footer dialog:

- 1) Enter the text or footer codes into the three print sections.
- 2) Choose OK.

**Left Section Field**

Specifies the boilerplate text and footer codes that will be printed on the left margin of the footer.

**Right Section Field**

Specified the boilerplate text and footer codes that will be printed right justified against the right margin of the footer.

**Center Section Field**

Specified the boilerplate text and footer codes that will be printed centered in the footer.

**Date Button**

Inserts the footer code specifying the current date into the active field.

**Time Button**

Inserts the footer code specifying the current time into the active field.

**File Button**

Inserts the footer code specifying the name of the list file into the active field.

**Page Button**

Inserts the footer code specifying the page numbers of the report into the active field.

**Title Button**

Inserts the footer code specifying the title of the list window into the active field.

**Font Button**

Allows you to set the font used when printing the footer text.

**OK Button**

Closes the dialog and creates a footer with the specified text and font.

**Cancel Button**

Closes the dialog and does not change the footer.

**Help Button**

Displays the help panel for this dialog.

## Header/Footer Codes

---

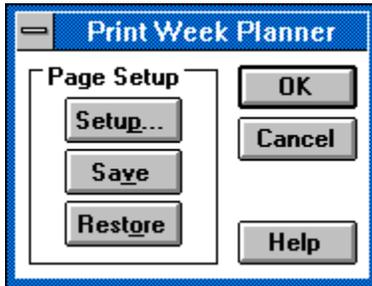
The following codes are valid in a section field of a header or footer dialog:

<b>&amp;D</b>	Specifies the current date.
<b>&amp;T</b>	Specifies the current time.
<b>&amp;P</b>	Specifies the page number of the report.
<b>&amp;F</b>	Specifies the name of the <u>list file</u> .
<b>&amp;L</b>	Specifies the title of the <u>list window</u> .

## Print Week Planner Dialog

---

The Print Week Planner dialog allows you to specify the page attributes of the printout.



### How to use the Print Week Planner dialog:

- 1) To change the page attributes, click on the Setup button
- 2) Choose OK to print the Week Planner.

**Save Button**

Saves the settings of this dialog so that they will be the default whenever the dialog is presented.

**Restore Button**

Restores the settings of the dialog to the last saved settings.

**Page Setup Button**

Allows you to specify the page attributes for the printout.

**OK Button**

Closes the dialog and prints the Week Planer with the specified settings.

**Cancel Button**

Closes the dialog and does not print the Week Planner.

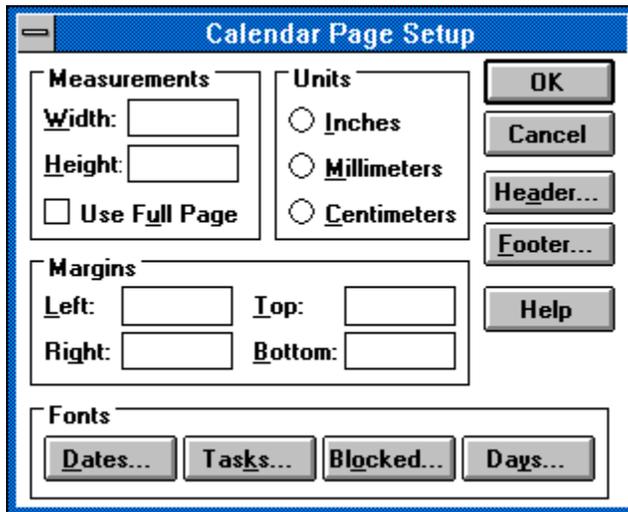
**Help Button**

Displays the help panel for this dialog.

## Calendar Page Setup Dialog

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The Calendar Page Setup dialog allows you to set the margins, header, footer, and fonts to use when printing the Calendar. You can also set the dimensions of the area on the paper used when printing. Normally you would want the printout to be printed on the entire page, but there are occasions when you want a smaller printout. This dialog allows you to specify the smaller area of the page to use in those circumstances. For example, suppose you want the printout to fit in your pocket date book. You enter the dimensions of the pages of your date book enter the Width and Height field and then the printout will fit within your book.



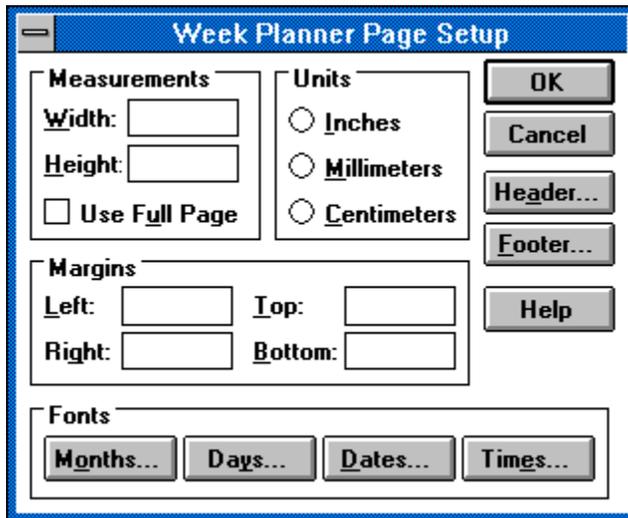
### How to use the Calendar Page Setup dialog:

- 1) Select the units you wish to use for the measurements.
- 2) Enter the width of the page in the appropriate units.
- 3) Enter the height of the page in the appropriate units.
- 4) Enter the margins for the page.
- 5) Define a header, footer, and/or fonts by pressing the appropriate buttons and using the appropriate dialog.
- 6) Choose OK.

## Week Planner Page Setup Dialog

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The Week Planner Page Setup dialog allows you to set the margins, header, footer, and fonts to use when printing the Week Planner. You can also set the dimensions of the area on the paper used when printing. Normally you would want the printout to be printed on the entire page, but there are occasions when you want a smaller printout. This dialog allows you to specify the smaller area of the page to use in those circumstances. For example, suppose you want the printout to fit in your pocket date book. You enter the dimensions of the pages of your date book enter the Width and Height field and then the printout will fit within your book.



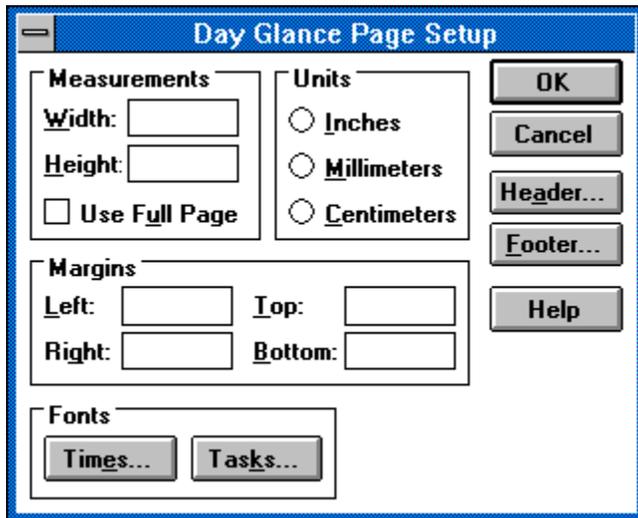
### How to use the Week Planner Page Setup dialog:

- 1) Select the units you wish to use for the measurements.
- 2) Enter the width of the page in the appropriate units.
- 3) Enter the height of the page in the appropriate units.
- 4) Enter the margins for the page.
- 5) Define a header, footer, and/or fonts by pressing the appropriate buttons and using the appropriate dialog.
- 6) Choose OK.

## Day Glance Page Setup Dialog

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The Day Glance Page Setup dialog allows you to set the margins, header, footer, and fonts to use when printing the Day Glance. You can also set the dimensions of the area on the paper used when printing. Normally you would want the printout to be printed on the entire page, but there are occasions when you want a smaller printout. This dialog allows you to specify the smaller area of the page to use in those circumstances. For example, suppose you want the printout to fit in your pocket date book. You enter the dimensions of the pages of your date book enter the Width and Height field and then the printout will fit within your book.



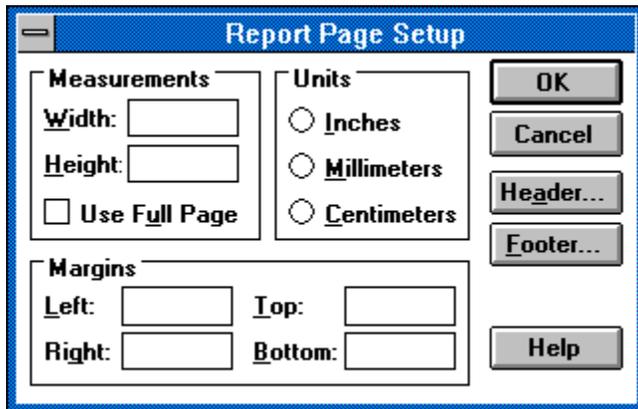
### How to use the Day Glance Page Setup dialog:

- 1) Select the units you wish to use for the measurements.
- 2) Enter the width of the page in the appropriate units.
- 3) Enter the height of the page in the appropriate units.
- 4) Enter the margins for the page.
- 5) Define a header, footer, and/or fonts by pressing the appropriate buttons and using the appropriate dialog.
- 6) Choose OK.

## Report Page Setup Dialog

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The Report Page Setup dialog allows you to set the margins, header, footer, and fonts to use when printing a Report. You can also set the dimensions of the area on the paper used when printing. Normally you would want the printout to be printed on the entire page, but there are occasions when you want a smaller printout. This dialog allows you to specify the smaller area of the page to use in those circumstances. For example, suppose you want the printout to fit in your pocket date book. You enter the dimensions of the pages of your date book enter the Width and Height field and then the printout will fit within your book.



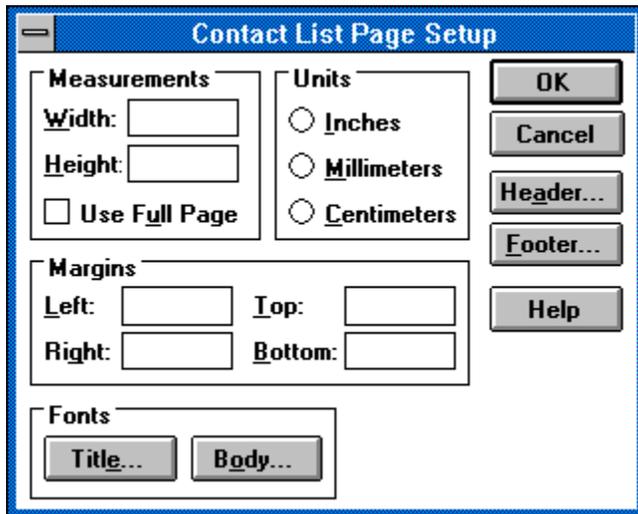
### How to use the Report Page Setup dialog:

- 1) Select the units you wish to use for the measurements.
- 2) Enter the width of the page in the appropriate units.
- 3) Enter the height of the page in the appropriate units.
- 4) Enter the margins for the page.
- 5) Define a header, footer, and/or fonts by pressing the appropriate buttons and using the appropriate dialog.
- 6) Choose OK.

## Contact List Page Setup Dialog

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The Contact List Page Setup dialog allows you to set the margins, header, footer, and fonts to use when printing the list of contacts. You can also set the dimensions of the area on the paper used when printing. Normally you would want the printout to be printed on the entire page, but there are occasions when you want a smaller printout. This dialog allows you to specify the smaller area of the page to use in those circumstances. For example, suppose you want the printout to fit in your pocket date book. You enter the dimensions of the pages of your date book enter the Width and Height field and then the printout will fit within your book.



### How to use the Contact List Page Setup dialog:

- 1) Select the units you wish to use for the measurements.
- 2) Enter the width of the page in the appropriate units.
- 3) Enter the height of the page in the appropriate units.
- 4) Enter the margins for the page.
- 5) Define a header, footer, and/or fonts by pressing the appropriate buttons and using the appropriate dialog.
- 6) Choose OK.

## Preferences Dialog - Page Setup Options Panel

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The Page Setup Options panel of the Preferences dialog allows you to specify the default page attributes used when printing.

<b>Measurements</b> <b>W</b> idth: <input type="text"/> <b>H</b> eight: <input type="text"/> <input type="checkbox"/> Use <b>F</b> ull Page	<b>Units</b> <input type="radio"/> <b>I</b> nches <input type="radio"/> <b>M</b> illimeters <input type="radio"/> <b>C</b> entimeters
<b>Margins</b> <b>L</b> eft: <input type="text"/> <b>T</b> op: <input type="text"/> <b>R</b> ight: <input type="text"/> <b>B</b> ottom: <input type="text"/>	
<b>Default Fonts</b> <input type="button" value="Title..."/> <input type="button" value="Body..."/> <input type="button" value="Header..."/> <input type="button" value="Footer..."/>	

See also:

[Preferences Dialog](#)

**Width Field**

Enables you to enter the width of the page.

**Height Field**

Enables you to enter the height of the page.

**Use Full Page Button**

Resets the page size to the full size of the paper.

**Inches Button**

Specifies that the width, height, and margins will be entered in inches.

**Millimeters Button**

Specifies that the width, height, and margins will be entered in millimeters.

**Centimeter Button**

Specifies that the width, height and margins will be entered in centimeters.

**Left Margin Field**

Enables you to enter the margin for the left side of the page.

**Top Margin Field**

Enables you to enter the margin for the top of the page.

**Right Margin Field**

Enables you to enter the margin for the right side of the page.

**Bottom Margin Field**

Enables you to enter the margin for the bottom of the page.

**OK Button**

Closes the dialog and sets the page width, height, and margins to the specified values.

**Cancel Button**

Closes the dialog and does not change the page dimensions.

**Help Button**

Displays the help panel for this dialog.

**Header Button**

Allows you to specify a header for each page of the printout.

**Footer Button**

Allows you to specify a footer for each page of the printout.

**Title Font Button**

Allows you to specify the default font for the titles of printouts. This is the font used if a specific font is not chosen in the Page Setup dialog for a specific printout or report.

**Body Font Button**

Allows you to specify the default font for the body text of printouts. This is the font used if a specific font is not chosen in the Page Setup dialog for a specific printout or report.

**Dates Font Button**

Allows you to specify the font used when printing the date in each cell of the calendar.

**Tasks Font Button**

Allows you to specify the font used when printing task information in each cell of the calendar.

**Blocked Out Dates Font Button**

Allows you to specify the font used when printing the title of a blocked out date in the cell of a calendar.

**Days Font Button**

Allows you to specify the font used when printing the weekdays along the top of the calendar.

**Title Font Button**

Allows you to specify the font used for the labels of the contact data.

**Body Font Button**

Allows you to specify the font used for the contact data.

**Times Font Button**

Allows you to specify the font used for the time column.

**Tasks Font Button**

Allows you to specify the font used for the task titles.

**Months Font Button**

Allows you to specify the font used when printing the month in column header of the printout.

**Days Font Button**

Allows you to specify the font used when printing the weekday in the column header of the printout.

**Dates Font Button**

Allows you to specify the font used when printing the day of the month in the column header of the printout.

**Times Font Button**

Allows you to specify the font used when printing the times of the day as the row header of the printout.

## Report Editor

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The Report Editor allows you to create and edit reports.



### How to use the Report Editor:

- 1) Enter a title into the Title field.
- 2) Enter the text or report codes into the print sections.
- 3) Choose File Save to save the report.
- 4) Enter the name of the report in the Save dialog box.

**Title Left Section Field**

Specifies the boilerplate text and report codes that will be printed on the left margin of the title line.

**Title Right Section Field**

Specified the boilerplate text and report codes that will be printed right justified against the right margin of the title line.

**Title Center Section Field**

Specified the boilerplate text and report codes that will be printed centered in the title line.

**Data Left Section Field**

Specifies the boilerplate text and report codes that will be printed on the left margin of the data line.

**Data Right Section Field**

Specified the boilerplate text and report codes that will be printed right justified against the right margin of the data line.

**Data Center Section Field**

Specified the boilerplate text and report codes that will be printed centered in the data line.

**Insert Date Button**

Inserts the report code specifying the due date of the task into the active field.

**Insert Time Button**

Inserts the report code specifying the time of the task into the active field.

**Insert Priority Button**

Inserts the report code specifying the priority of the task into the active field.

**Insert Type Button**

Inserts the report code specifying the type of the task into the active field.

**Insert Alarm Button**

Inserts the report code specifying to print the alarm icon if the alarm of the task is set.

**Insert Date Code Button**

Inserts the report code specifying the date code of the task into the active field.

**Insert Time Code Button**

Inserts the report code specifying the time code of the task into the active field.

**Insert Priority Code Button**

Inserts the report code specifying the priority of the task into the active field. If the priority of the task is Automatic, then it is printed as Automatic and not its current level.

**Insert Title Button**

Inserts the report code specifying the title of the task into the active field.

**Include Notes Button**

Specifies that the notes of the task will be printed.

**Title Font Button**

Allows you to set the font used when printing the title line.

**Data Font Button**

Allows you to set the font used when printing the data line.

**Title Field**

Specifies the title of the report, which is displayed in the Report combobox of the Print dialog.when you choose a report to print.

## Report Codes

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The following codes are valid in a section field of the Report Editor:

<b>&amp;D</b>	Specifies the <u>due date</u> of the task.
<b>&amp;C</b>	Specifies the <u>date code</u> entered for the date of the task.
<b>&amp;T</b>	Specifies the <u>time</u> of the task.
<b>&amp;M</b>	Specifies the <u>time code</u> entered for the time of the task.
<b>&amp;R</b>	Specifies the <u>priority</u> of the task.
<b>&amp;Q</b>	Specifies the <u>priority</u> of the task except that if the priority is Automatic, then the "Automatic" is printed.
<b>&amp;Y</b>	Specifies the <u>type</u> of the task.
<b>&amp;L</b>	Specifies the <u>title</u> of the task.
<b>&amp;A</b>	Prints the <u>alarm icon</u> if the <u>alarm</u> of the task is set.

