

## Introduction

ToDo List was designed with a single goal in mind — to provide a convenient, fast and compact way to keep lists of things. It won't schedule your meetings for you or sound an alarm when an event is supposed to happen, but by focusing on a single task, ToDo List is easy to use, small and fast. It uses very little memory, so you can leave it in the background all day.

ToDo List requires System 7.0 or greater and is compatible with all Apple Macintosh models. ToDo List is distributed as a “fat application”, which means that the application includes machine instructions to run “native” on both the original 680x0-based Macintoshes and the new Power Macintoshes. If you only have one type of Macintosh and want a smaller application, ToDo List has built-in support for removing either the 68K or Power PC code (see the About ToDo List... menuitem.)

With item dates displayed, you can use ToDo List to keep track of future events, or as a handy diary. If you put an alias to ToDo List into the Startup Items folder, in the System Folder, it will run automatically when your Macintosh starts up and always be a mouse click away. Some of the unique features of ToDo List include:

### Multiple Categories

ToDo List lets you organize your items into multiple categories by simply creating several documents. The number of ToDo List documents is limited only by available memory. ToDo List can also remember and automatically reopen all documents you had open the last time you used it. The automatic saving of your documents is also available.

### Dated Items

ToDo List will organize items by date if desired, and will take care of carrying forward unfinished items automatically. It will also optionally provide a miniature calendar across the top of any window. Dates are displayed using the international facilities built in to the Macintosh, so they should appear correctly for the current country.

### Import and Export Functionality

ToDo List lets you: import/export to do items between any application that can work with tab-delimited text files, create a world wide web page and synchronize a ToDo List document to the to do items on a Newton PDA. You can even automatically create a list of visted Web pages.

### Speech Support

If the Speech Manager is installed, ToDo List can speak all of the items in a list or just the current day's unfinished items.

### Recorded Memos

If you have a microphone, ToDo List will let you record audio memos.

### Direct Manipulation

To make maintaining your lists of things to do as easy and fast as possible, ToDo List takes advantage of direct manipulation with the mouse wherever possible. In addition to menu commands for all actions, you can also usually produce the same effect by directly clicking on an item in the list. For instance, to play the sound for an item, just click on the speaker icon.

### Drag and Drop

ToDo List also includes full support for Apple's Drag and Drop (part of System 7.5 and available for earlier System 7's). You can drag items within a list to change their order, select items and drag them between document windows or to other Drag and Drop-enabled applications. Items can also be dragged to the desktop to make "clippings" files.

### AppleScript Support

ToDo List 2.0 offers extensive AppleScript support. A couple of sample scripts are included to show you how you might use these new events to get ToDo List to read a list of items, and a complete guide to scripting ToDo List can be found in Chapter 6. Since AppleScripts can be placed in your Startup Items folder, you can place a script there that will run ToDo List, open some documents and speak today's items.

### Balloon Help

Balloon help is provided for all of the menu items and windows.

### Full Undo Support

ToDo List includes complete support for undo and redo.