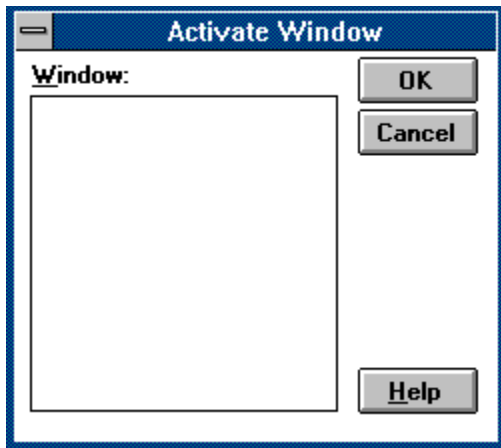## Activate Window Dialog

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.
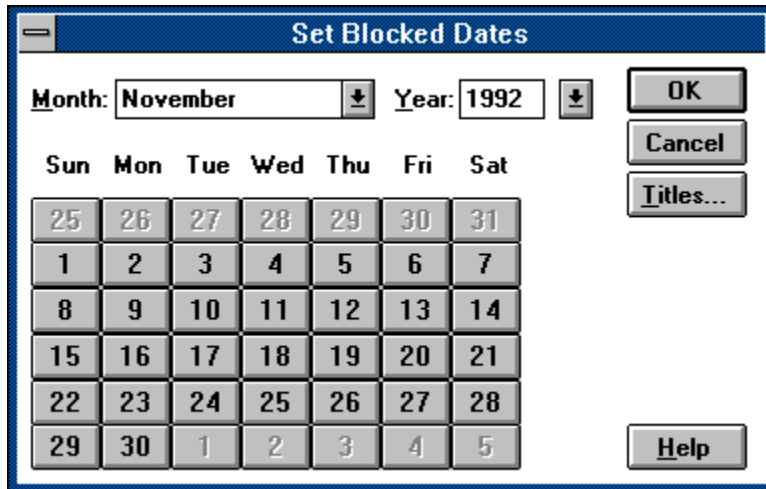
Cancel Button

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 <u>blocked out</u>.

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 <u>titles</u> 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

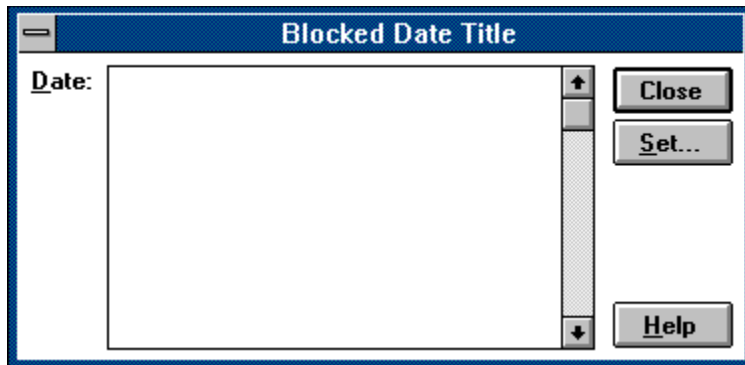Closes the dialog and does not change any blocked out dates.

Help Button

Displays the help panel for this dialog.

Titles Button

Allows you to specify <u>titles</u> for the blocked out dates.

Blocked Out Date Titles Dialog

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

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 <u>Set Titles Dialog</u>.
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
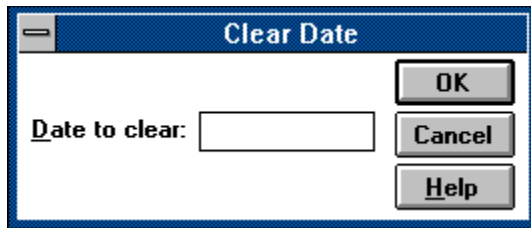
Closes the dialog.

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 <u>tasks</u> from a <u>folder</u> whose <u>due date</u> 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.
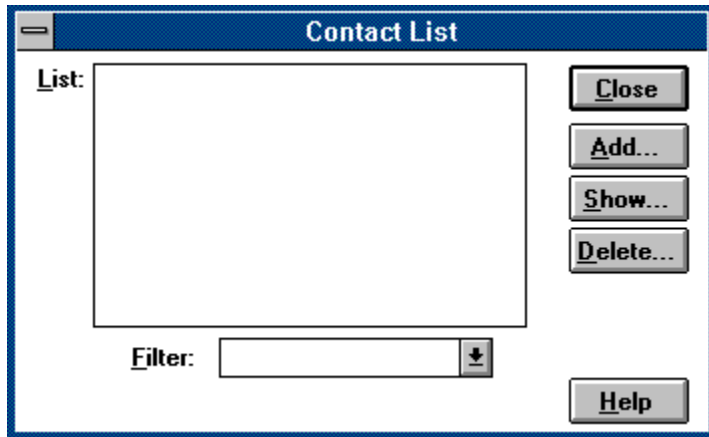
Cancel Button

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 <u>contacts</u>.

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

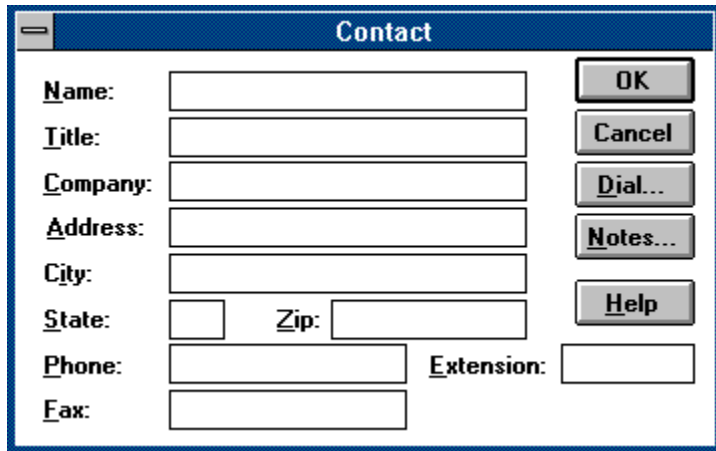Closes the dialog.

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 <u>contact</u>.

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 <u>tasks</u> into the specified <u>list window</u>.
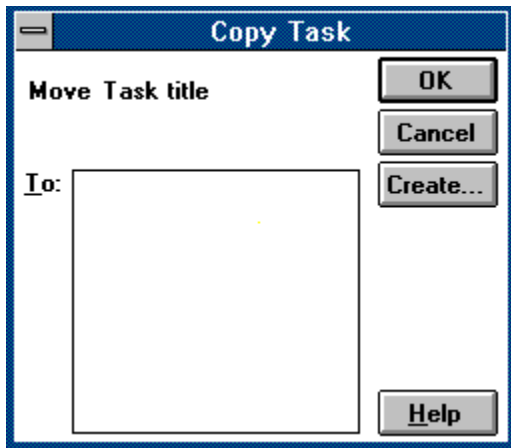
How to use the Copy Task dialog:

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 <u>list windows</u> 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 <u>folder</u>..

Define Type Dialog

The Define Type dialog allows you to enter and edit the attributes of a specified <u>type</u>.
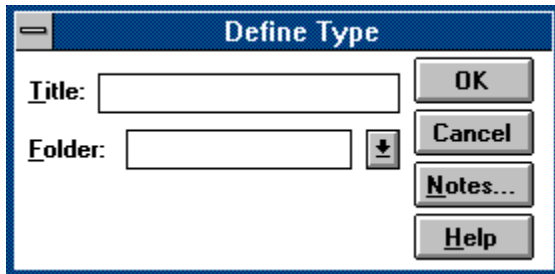
How to use the Define Type dialog:

1)   Fill in the title of the type in the Title field.
2)   Optionally, In the Folder combobox, selected the <u>folder</u> where a <u>task</u> of this type will be moved if it is placed in the <u>Router</u>.
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.
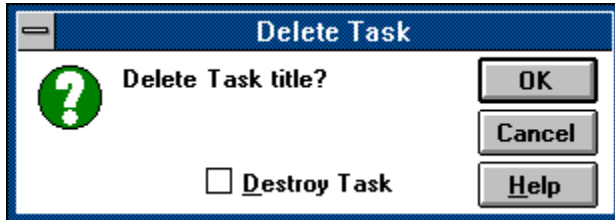
How to use the Delete Task dialog:

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 <u>Trash Can</u>.   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.
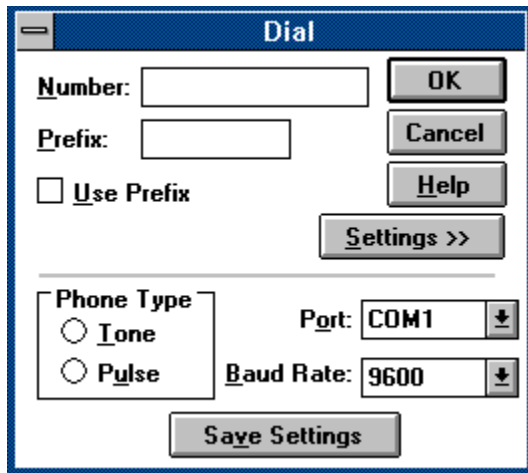
How to use the Dial dialog:

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 <u>list window</u> 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:
>   <u>Shortcuts</u>

Edit Paste

Pastes any <u>tasks</u> copied to the clipboard into the active <u>list window</u>.

If the clipboard contains text data, then the Paste command creates new <u>tasks</u> in the active <u>list window</u> with the text on the clipboard.   Each line of text on the clipboard will be used as the <u>title</u> 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:
<u>Shortcuts</u>

Edit Select All

Selects all <u>tasks</u> within the active <u>list window</u>.

See also:
> <u>Shortcuts</u>

Filter Contact Dialog

The Filter Contact dialog allows you to specify the <u>contact</u> used in the <u>view filter</u> of a <u>list window</u>.
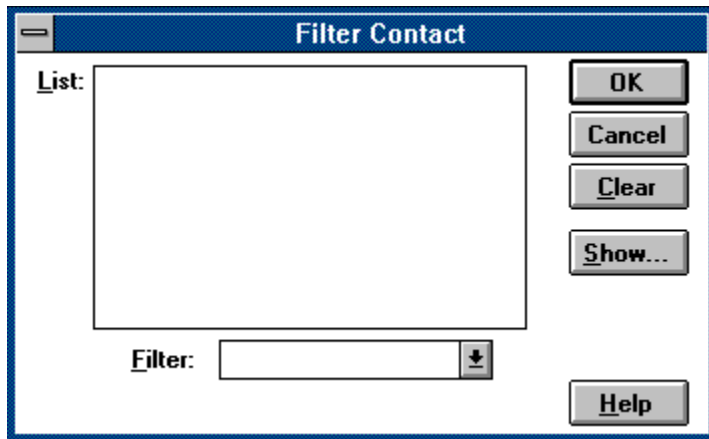
How to use the Filter Contact dialog:

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 <u>view filter</u> of a <u>list window</u>.
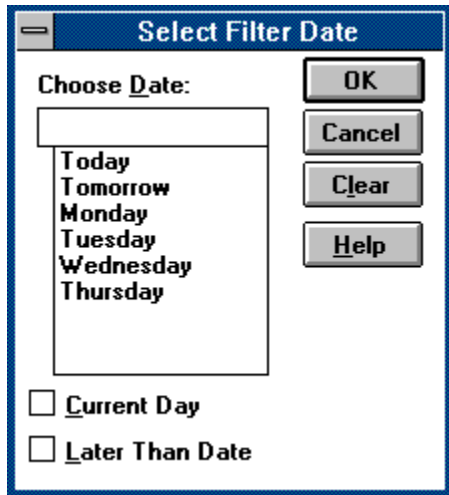
How to use the Filter Date dialog:

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 <u>current day</u>.

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
Compact File
Exit

See also:

Shortcuts

File New

Creates a new <u>list file</u>, 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 <u>list file</u> 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 Oᴋ 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 <u>list file</u> 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 <u>File SaveAs</u> command.

See also:
<u>Shortcuts</u>

File Save As

Saves the current <u>list file</u> 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 <u>tasks</u> in the <u>Trash Can</u> and the <u>Router</u>.   <u>Recurring</u> tasks are returned to the <u>To Do List</u>.   <u>Single-event</u> tasks are deleted.

Note: This function is equivalent to selecting <u>Delete All</u> for the Trash Can.

File Print

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

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

If you want to change which printer used, use the <u>Printer Setup</u> command.

See also:
> <u>Shortcuts</u>
> <u>Reports</u>

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*TM *User's Guide* for instructions on how to use the dialog.

File Import File

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

See also:
> <u>Importing A File</u>

File Export File

Writes information about selected <u>task</u> or <u>contacts</u> to a tab or comma delimited text file.

See also:
    <u>Exporting A File</u>

File Compact File

Compacts a list file that has gotten large.   You will normally not need to ever use this function.   You will only need to compact a file if you have recently deleted a lot of task or contacts.

The Compact File command is active only when you are able to compact a file.   You may only compact a file when when you have just saved your file and have not yet made any changes.   Once you make changes, you will have to save the file again before you can compact it.

File Exit

Quits the 2Do application.   If the current <u>list file</u> 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 <u>tasks</u> that have been assigned to a specified <u>type</u>.

See also:
<u>Filter Type Dialog</u>
<u>Filter All</u>
<u>Filter Reset</u>
<u>Shortcuts</u>

Filter Priority

Displays only those <u>tasks</u> that have been assigned one of the specified <u>priorities</u>.

Note: this command only appears when the <u>To Do List</u> is active.

See also:
<u>Filter Priority Dialog</u>
<u>Filter All</u>
<u>Filter Reset</u>
<u>Shortcuts</u>

Filter Date

Displays those <u>tasks</u> whose <u>due date</u> 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 <u>list window</u> is a <u>Folder</u>, then you can specify that the tasks later than the specified date be displayed.

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

See also:
><u>Filter Date Dialog</u>
<u>Filter All</u>
<u>Filter Reset</u>
<u>Shortcuts</u>

Filter String

Displays only those <u>tasks</u> whose <u>titles</u> or <u>notes</u> contain the specified string.

See also:
> <u>Filter String Dialog</u>
> <u>Filter All</u>
> <u>Filter Reset</u>
> <u>Shortcuts</u>

Filter Contact

Displays only those <u>tasks</u> that have been assigned to the specified <u>contact</u>.

Note: this command only appears when the <u>To Do List</u> is active.

See also:
>   <u>Filter Contact Dialog</u>
>   <u>Filter All</u>
>   <u>Filter Reset</u>
>   <u>Shortcuts</u>

Filter All

Displays all the <u>tasks</u> in the active <u>list window</u>, removing any previously set <u>filters</u>.

See also:
> <u>Filter Reset</u>
> <u>Shortcuts</u>

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 <u>filters</u> of the active <u>list window</u> to those that were set when the window was last saved.

See also:
>><u>Filter All</u>
>><u>Shortcuts</u>

Filter Recurring Tasks

Specifies that underlined 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

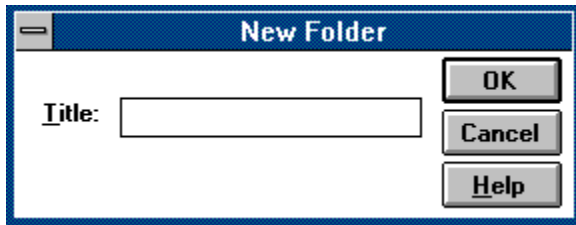## Filter Unscheduled Tasks

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 <u>folder</u>.

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.
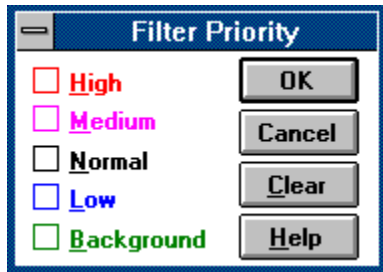
Cancel Button

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 <u>priorities</u> used in your <u>filter</u>.

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.
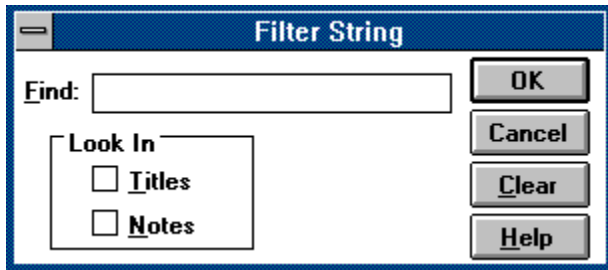
Cancel Button

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 <u>filter</u>.

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 <u>title</u> of the <u>tasks</u> in the list, select the Titles button.
3)   If you want the string to be searched for in the <u>notes</u> of the <u>tasks</u> 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 <u>type</u> used in your <u>filter</u>.
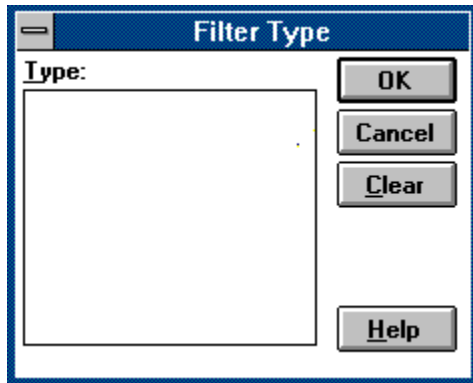
How to use the Filter Type dialog:

    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

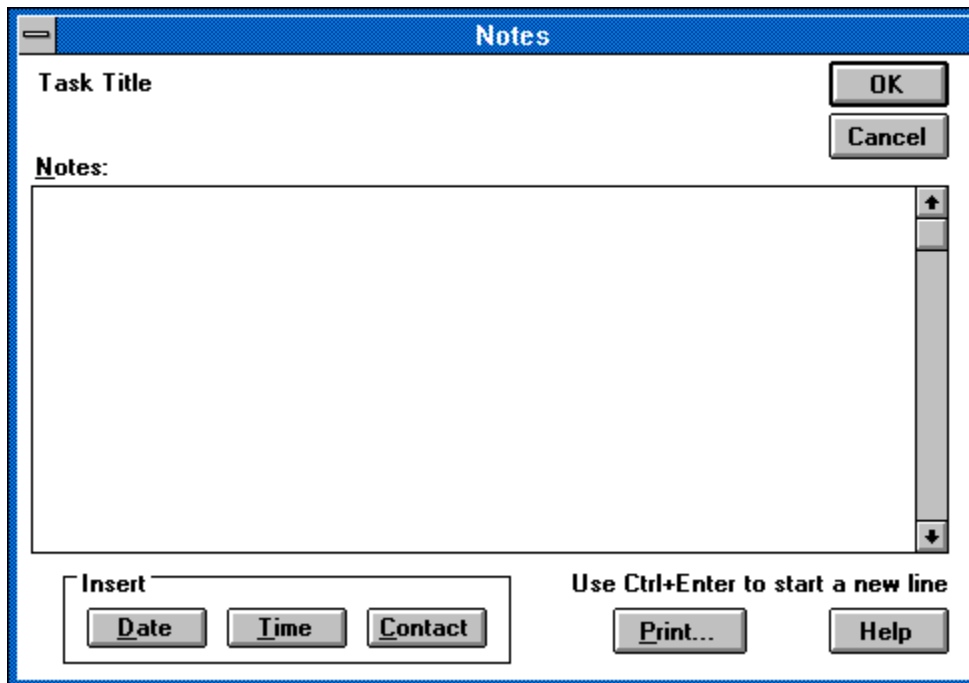Closes the dialog and does change the type filter.

Help Button

Displays the help panel for this dialog.

Notes Dialog

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

Notes

Task Title   OK

                                              Cancel

<u>N</u>otes:

Insert   Use Ctrl+Enter to start a new line

<u>D</u>ate   <u>T</u>ime   <u>C</u>ontact   <u>P</u>rint...   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 <u>Insert Contact Info Dialog</u> 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 <u>contact</u> attached to the <u>task</u> will be inserted into the note for that task.
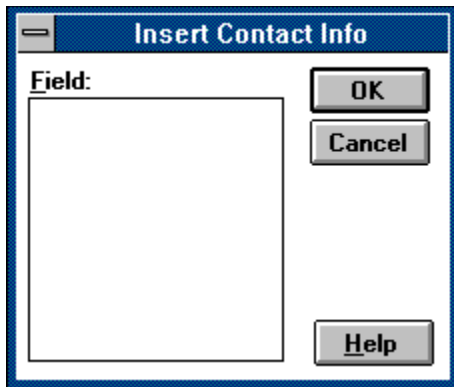
How to use the Insert Contact Info dialog:

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 <u>contact</u>.   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 <u>tasks</u> in the active <u>list window</u> to another list window.
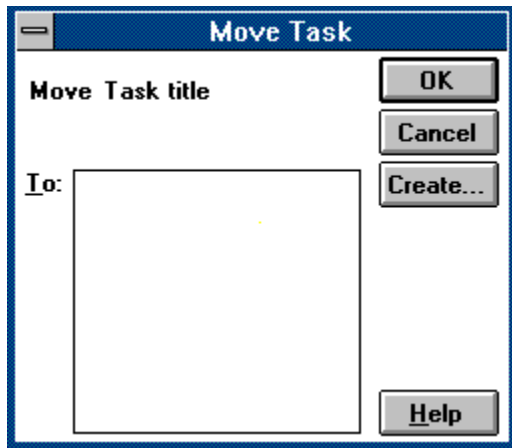
How to use the Move Task dialog:

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

To Listbox

Displays a list of all <u>list windows</u> 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 <u>folder</u>.

Tasks At Date Dialog

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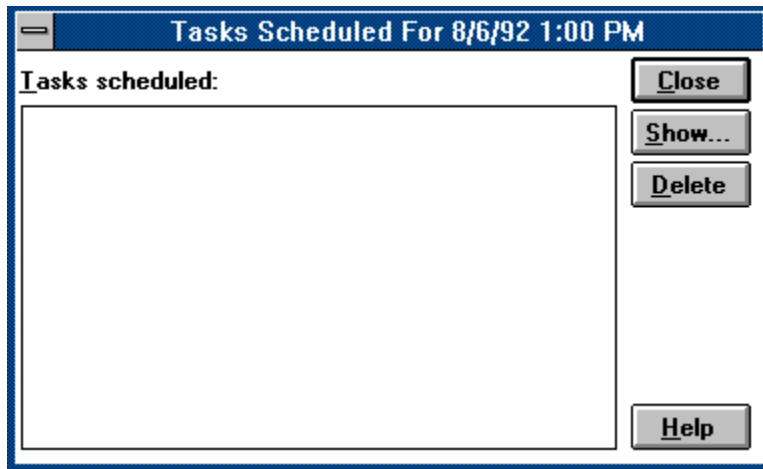
How to use the Tasks At Date dialog:

1)	Select a task to modify.
2)	Choose the Show button to show the task data.
3)	Change the task data in the <u>Task Dialog</u>.
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 <u>Calendar</u>,<u>Day Glance</u>, or <u>Week Planner</u> window.   You can delete tasks by dragging them to the <u>Trash Can</u> or the <u>Router</u>, or you can move them to a <u>folder</u>.

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.

Title	Color
1:	
2:	
3:	
4:	
5:	

See also:

Preferences Dialog

Priority 1 Title Field

Allows you to set the title used for the highest <u>Priority</u>.

Priority 2 Title Field

Allows you to set the title used for the second highest <u>Priority</u>.

Priority 3 Title Field

Allows you to set the title used for the standard or normal level <u>Priority</u>.

Priority 4 Title Field

Allows you to set the priority used for the second lowest <u>Priority</u>.

Priority 5 Title Field

Allows you to set the title used for the lowest <u>Priority</u>.

Priority 1 Color Combobox

Allows you to set the color used to display the highest <u>Priority</u> <u>tasks</u>.

Priority 2 Color Combobox

Allows you to set the color used to display the second highest <u>Priority</u> <u>tasks</u>.

Priority 3 Color Combobox

Allows you to set the color used to display standard or normal <u>Priority</u> <u>tasks</u>.

Priority 4 Color Combobox

Allows you to set the color used to display the second lowest <u>Priority</u> <u>tasks</u>.

Priority 5 Color Combobox

Allows you to set the color used to display the lowest <u>Priority</u> <u>tasks</u>.

Preferences Dialog - Alarm Options Panel

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

Sound

☐ Sound On

Number Of Rings: [ ]

Sound File: [   ] [▼]

Settings

☐ Ring Every Minute

☐ Intrusive Alarm

Snooze Alarm Interval: [ ]

Early 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 is 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 <u>Alarm dialog</u>, which specifies the number of minutes an alarm waits before ringing again after the <u>snooze</u> 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 <u>list file</u> by choosing the <u>File New</u> command.

Opening An Existing File

You can open a new <u>list file</u> by choosing the <u>File Open</u> 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 <u>list file</u> to a different file by choosing the <u>File SaveAs</u> 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 <u>File Print</u> command.

See also:
> <u>Selecting a printer</u>
> <u>Reports</u>
> <u>Shortcuts</u>

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 <u>File Printer Setup</u> command.

Copying Task Information To The Clipboard

To copy the information for some task(s) in a <u>list window</u>, you first select those tasks whose information you want to copy.   You then choose the <u>Edit Copy</u> 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:
> <u>Shortcuts</u>

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 <u>tasks</u> in the active <u>list window</u> by choosing the <u>Task Add</u> command.

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

See also:

<u>Adding a task</u>
<u>Creating tasks with data from the clipboard</u>
<u>Shortcuts</u>

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 <u>tasks</u> in a <u>folder</u> by choosing the <u>Task DeleteByDate</u> command.

Changing When A Task Is Due

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

 You can also change the <u>due date</u> of a task by dragging the task to the specified date on a <u>Calendar</u> window or specified time on a <u>Day Glance</u> or <u>Week Planner</u> window.   Note that if the task is <u>recurring</u>, 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 <u>Task Show</u> 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 <u>task</u> into another <u>list window</u>, use the <u>Task Copy</u> command.

You can also copy the tasks to the clipboard using the <u>Edit Copy</u> command and then paste them into the destination window using the <u>Edit Paste</u> 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:
<u>Shortcuts</u>

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 <u>tasks</u> in a <u>list window</u> are displayed by picking the sorting criteria from the <u>View Menu</u>.   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:
<u>Shortcuts</u>

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:

Priority	Use the Show Priority command
Weekday of due date	Use the Show Weekday command
Due Date	Use the Show Date command
Time	Use the Show Time command
Type	Use the Show Type 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 Empty 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 <u>Day Glance</u> window to temporarily change the <u>duration</u> of a <u>task</u>.   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 <u>recurring task</u>, the duration is changed for this occurrence only.   To change the duration of the task permanently, see <u>modifying a task</u>.

Activating A Detached Window

To activate a <u>detached</u> <u>Calendar</u> , <u>Day Glance</u>, or <u>Week Planner</u> window:

Click on the window to be activated.

Choose the <u>Window Activate</u> command.

See also:

    <u>Shortcuts</u>

Scheduling A Day Off

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

First, you can create a <u>task</u> for the given event and give it the largest <u>duration</u> possible so that the task will be scheduled for the entire day.   The task will then appear on your <u>To Do List</u> and you can assign it a <u>priority</u> (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 <u>Warnings Preferences</u> 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 <u>blocked out date</u>. A blocked out date will not appear on the To Do List but is signified in the <u>Calendar</u>, <u>Day Glance</u>, and <u>Week Planner</u> 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 <u>tasks</u> due for a particular month:

Create a <u>Calendar</u> window and set the Calendar to the month desired.

Select the <u>File Print</u> 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.

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 <u>Filter Contact</u> and <u>Set Contact</u> dialogs.

Prefix Field

Allows you to set the prefix to be dialed on the phone before the phone number.   Such a prefix could be 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 <u>contact</u> should be appended to the phone number when placed in the <u>Dial dialog</u>.

Pulse Phone

Specifies whether the Pulse Phone button of the <u>Dial dialog</u> 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.

```
┌─Controls──────┐  ┌─Automate────────┐
│ ☐ Command Bar │  │ ☐ Empty Trash   │
│ ☐ Status Bar  │  │ ☐ Arrange Icons │
│ ☐ Router      │  └─────────────────┘
└───────────────┘
┌─Work Day──────────────────┐
│ Begin: [      ]  End: [      ] │
│ ☐ Weekdays Only           │
└───────────────────────────┘
┌─Attributes────────────────┐
│ Duration Interval:  [    ▼] │
└───────────────────────────┘
```

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;   infomation 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.
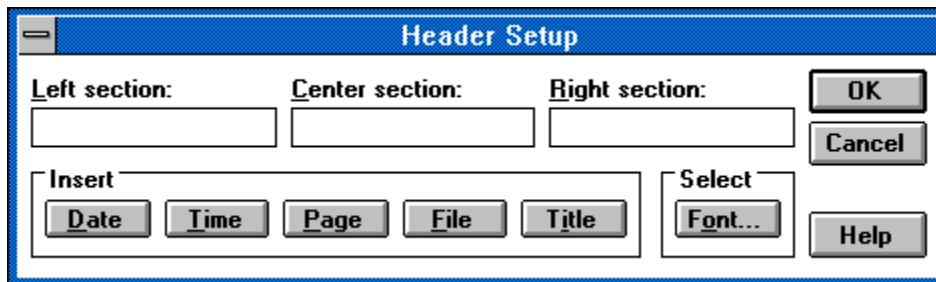
How to use the Header dialog:

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

Left Section Field

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

Right Section Field

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

Center Section Field

Specified the boilerplate text and <u>header codes</u> that will be printed centered in the header.

Date Button

Inserts the <u>header code</u> specifying the current date into the active field.

Time Button

Inserts the <u>header code</u> specifying the current time into the active field.

File Button

Inserts the <u>header code</u> specifying the name of the <u>list file</u> into the active field.

Page Button

Inserts the <u>header code</u> specifying the page numbers of the report into the active field.

Title Button

Inserts the <u>header code</u> specifying the title of the <u>list window</u> 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 <u>contacts</u>.

See also:

<u>Creating a contact</u>
<u>Modifying a contact</u>
<u>Deleting a contact</u>
<u>Shortcuts</u>

Utility Set Blocked Dates

Allows you to set, modify, or delete <u>blocked dates</u>.

Utility Report Editor

Allows you to set, modify, or delete <u>reports</u>.

Utility Create Folder

Creates a new <u>folder</u>.

See also:
> <u>Shortcuts</u>

Utility Delete Folder

Deletes the active <u>folder</u>.

Utility Rename Folder

Renames the active <u>folder</u>.

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 <u>Week Planner</u> window.   If you select the Utility menu while pressing the Shift key, the Week Planner will be created <u>detached</u>.

See also:
     <u>Shortcuts</u>

Utility Preferences

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

Preference Categories

> <u>Alarm Preferences</u>
> <u>Contact List Preferences</u>
> <u>Desktop Preferences</u>
> <u>Display Preferences</u>
> <u>Page Setup Preferences</u>
> <u>Priority Preferences</u>
> <u>Task Preferences</u>
> <u>Warnings Preferences</u>

Utility Calendar (Detached)

Creates a <u>detached</u> <u>Calendar</u> window.

See also:
> <u>Shortcuts</u>

Utility Day Glance (Detached)

Creates a detached Day Glance window.

See also:

      Shortcuts

Utility Week Planner (Detached)

Creates a <u>detached</u> <u>Week Planner</u> window.

See also:
>   <u>Shortcuts</u>

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.

```
┌─Add Task Dialog──────────────┐
│  ☐ Warn If No Date Entered    │
│  ☐ Warn If No Time Entered    │
│  ☐ Warn If No Type Specified  │
├─Date Conflicts───────────────┤
│  ☐ Warn If Dates Conflict     │
│  # Check Recursions: [____]   │
├─Hour Chimes──────────────────────┐
│  ☐ Hour      Sound: [_____ ▼] │
│  ☐ Half-Hour Sound: [_____ ▼] │
└──────────────────────────────────┘
```

See also:

Preferences Dialog

Warn If No Date Entered Button

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

Warn If No Time Entered Button

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

Warn If No Type Entered Button

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

Warn If Dates Conflict Button

Specifies that 2Do will warn you if the <u>task</u> 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 <u>report</u> to use when printing the <u>tasks</u> of the active <u>list window</u>.

Print List

Report:

OK
Cancel
Save As Default
Create Report...
Help
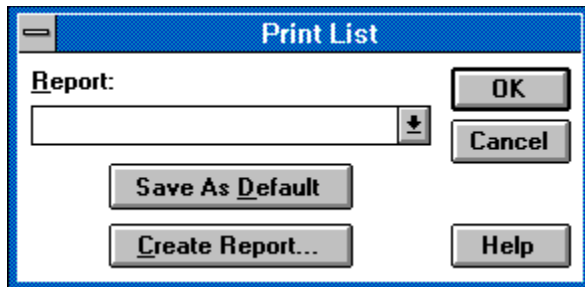
How to use the Print dialog:

1)   Select the <u>report</u> you wish to print from the Report combobox.
2)   Choose OK.

See also:

<u>Creating a report</u>

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 <u>priorities</u>, <u>dates</u>, and other attributes to your jobs.

List Window

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

Router

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

See also:
      <u>Routing Tasks To Folders</u>

Trash Can

The Trash Can is the <u>list window</u> 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 <u>list file</u> is saved or the <u>File Empty Trash</u> 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 <u>due date</u>.   When the task is finished, it is destroyed.

Unscheduled Task

A <u>task</u> which has no <u>date</u> or <u>time</u> 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 <u>main window</u> which displays information about each menu item and <u>Command Bar</u> button, informs you as to the next action to take, notifies you of actions that the application is performing, displays the title of the <u>task</u> selected in the <u>Week Planner</u> window, and displays the current date and time.

Shortcuts

The following keyboard shortcuts are available::

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

Shirt+Insert   Edit Paste
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:

Mouse action	**Function**
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 list window 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 Calendar window, the task's due date is set to the date on the Calendar where the mouse was released. If the destination window is a Day Glance or Week Planner window, then the task's date and time are set the to the date and time where the mouse was released.
Left button double click	Task Show
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 <u>time</u> and <u>due date</u> specified for the <u>task</u> is reached.

Automatic Priority

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

See also:
> <u>Automatic Priority Interval</u>

List Filter Date

The date <u>filter</u> set for a <u>list window</u> that determines which tasks are displayed.   If the <u>due date</u> 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 <u>task</u> has a <u>note</u> attached to it.

Alarm Icon

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

Contact

A contact is a person whom you need to work with in order to accomplish your <u>task</u>.   2Do allows you to keep a list of these people and attach one to a task.

See also:
><u>Creating a contact</u>
><u>Adding a task</u>

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 <u>duration</u> 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

The following keyboard shortcuts are available in a <u>Calendar</u> window:

Key	Function
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:

Mouse action	Function
Left button double click	Creates a <u>Day Glance</u> window for the date specified.
Shift+Left double click	Creates a <u>detached</u> <u>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

The following keyboard shortcuts are available in a <u>Day Glance</u> window:

| Key	Function
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:

Mouse action	Function
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 <u>Day Glance</u> or <u>Week Planner</u> 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 <u>Day Glance</u> or <u>Week Planner</u> 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 <u>tasks</u> assigned to it.   Blocked out dates are useful for scheduling vacations, holidays, or any other day you are not available for tasks. Any <u>recurring</u> 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 <u>blocked out date</u>, such as "vacation" or "Labor Day".   Specifying a title for a blocked out date is optional.

Week Planner Window Shortcuts

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

Key	Function
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:

Mouse action	Function
Left button click in task area	Displays the title of the task scheduled for the specified date and time in the Status Bar.
Left button double click in task area	Shows the task scheduled for the specified date and time. If no task is scheduled, then the Task Dialog is presented allowing you to create a task scheduled for the specified time.
Left button drag in task area	Moves the task(s) specified to the window where the mouse is released.
Left button double click in time area	Presents the Task Dialog allowing you to create a task scheduled for the specified time.
Left button drag in time area	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 Day Glance window for the specified date.
Shift+left double click	Task Dialog 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

The following cursors are used within 2Do:

Cursor   **Usage**

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

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

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 <u>due dates</u>. 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:
> <u>Creating A Report</u>

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

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.
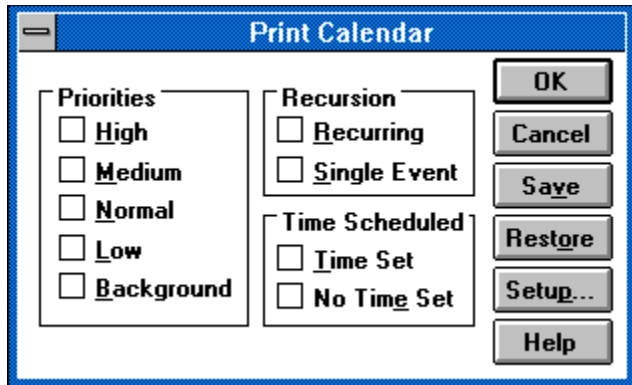
How to use the Print Calendar dialog:

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 <u>recurring</u> 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 <u>time</u> 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 <u>alarm</u> of a <u>task</u> rings.
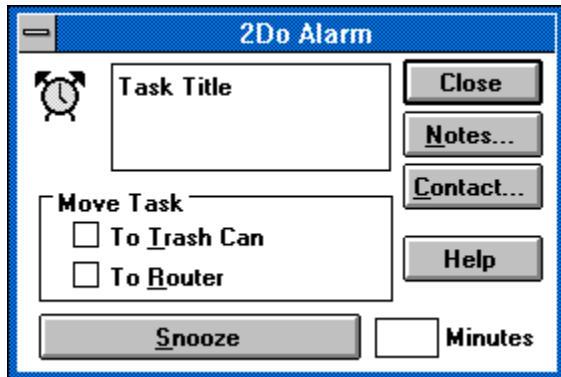
How to use the Alarm Window dialog:

      1)   Choose OK to close the dialog.

See also:

      <u>Alarm Preferences</u>

Title

Displays the title for the task.

Close Button

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

Notes Button

Displays the <u>notes</u> for this <u>task</u>.

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

Specifieds 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 <u>priority</u> of the selected <u>task(s)</u>.
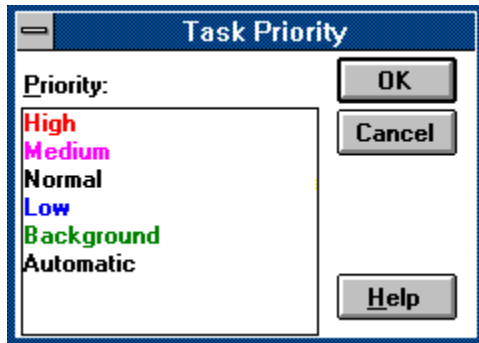
How to use the Priority dialog:

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

Priority Listbox

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

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 <u>Date Code</u> for a <u>recurring</u> <u>task</u>.   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 <u>Task Dialog</u>.
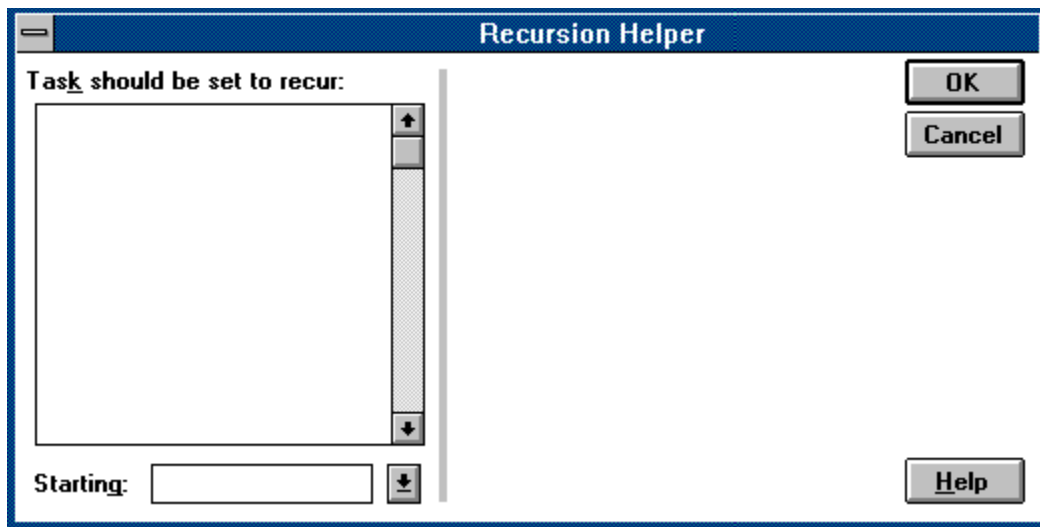
How to use the Recursion Helper dialog:

1)   Choose the recursion interval   desired from the Recursion listbox.
2)   Select any days/dates for that recursion if applicable from the <u>date panel</u> 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 <u>date panel</u> 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 <u>start date</u> 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:
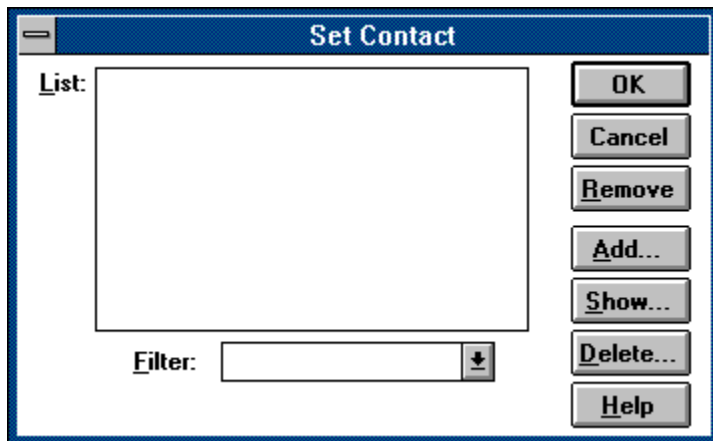
How to use the Set Contact dialog:

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.
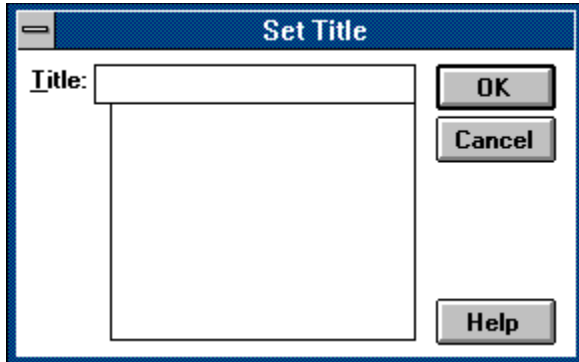
How to use the Set Blocked Date Title dialog:

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

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 <u>list windows</u>. 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 <u>tasks</u> to another <u>list window</u>.   The destination list window is chosen from a list of all windows presented in the <u>Move Task dialog</u>.

See also:

      <u>Moving a task</u>

Task Copy

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

Task Delete

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

See also:
> <u>Deleting a task</u>
> <u>Shortcuts</u>

Task Delete All

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

See also:
> <u>Deleting a task</u>

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 <u>notes</u> for the selected <u>task</u>.

See also:
>> <u>Shortcuts</u>

Task Priority

Allows you to set the priority for the selected tasks.

See also:
      Shortcuts

Task Contact

Allows you to set the <u>contact</u> for the selected <u>task</u>.

See also:
>   <u>Shortcuts</u>

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 <u>alarm</u> for the selected <u>tasks</u>.

See also:
> <u>Shortcuts</u>

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.

See also:

Preferences Dialog

Type Combobox

Allows you to set the <u>type</u> 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 inital 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.

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 <u>title</u> of the task.

Date Combobox

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

See also:
      <u>Date Field Codes</u>

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 <u>time</u> for the task.   You can either type the time directly into the field or select one from the listbox.

See also:
        <u>Time Field Codes</u>

Duration Combobox

Allows you to select the <u>duration</u> of the task.

Priority Combobox

Allows you to select the <u>priority</u> of the task.

Type Combobox

Allows you to assign a <u>type</u> to the task.

Set Alarm Button

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

Notes Button

Enables you to attach <u>notes</u> to the task.

Contact Button

Displays the <u>contact</u> attached to the task.   You set the contact with the <u>Set Task Contact button</u>.

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 <u>Start Date</u> for the task.   You can either type the date directly into the field or select one from the combobox.

See also:
<u>Start Date Field Codes</u>

Finish Date Combobox

Allows you to enter the <u>Finish Date</u> 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:
<u>Start Date Field Codes</u>

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 <u>End Hour</u> for the task.   The valid entry is an hour followed by AM or PM.

Recur To Next Occurrence Button

Sets the <u>Recur To Next Occurrence</u> attribute of the task.

Calendar Button

Creates a <u>Calendar</u> window.

Day Glance Button

Creates a <u>Day Glance</u> window.

Define Type Button

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

New Contact Button

Enables you to attach a <u>contact</u> to this task.

Automatic Priority Interval Field

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

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:

Today	Task will be due today.
Tomorrow	Task will be due tomorrow.
Monday	Task will be due on the next Monday. For example, if today is Thursday the 10th, the task will be due Monday the 14th.
Tuesday	Task will be due on the next Tuesday.
Wednesday	Task will be due on the next Wednesday.
Thursday	Task will be due on the next Thursday.
Friday	Task will be due on the next Friday.
Saturday	Task will be due on the next Saturday.
Sunday	Task will be due on the next Sunday.
First ??	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.
Second ??	Task will be due on the second occurrence of the weekday specified each month..
Third ??	Task will be due on the third occurrence of the weekday specified each month.
Fourth ??	Task will be due on the fourth occurrence of the weekday specified each month.
Fifth ??	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.
On ##	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 *On 31* will make the task come due at the end of every month, regardless of the number of days in the month.
Each ??	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
Every ##	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.
BiMonthly	Task will be due once every two months.
Quarterly	Task will be due once every quarter (three months).
Semi-Annually	Task will be due once every six months.
Annually	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 <u>Start Date</u> 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 <u>Recursion Help</u> button.

Start Date Field Codes

The following codes are valid in the Start Date field:

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

EndOfDay	Task will be due at the time specified in the <u>End Hour</u> attribute.
COB	The same as **EndOfDay**.
StartOfDay	Task will be due at the hour specified in the <u>Begin Time</u> attribute.
Current	Task time will be set to the current time.
Recur #	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 **Recur** 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 <u>types</u>.
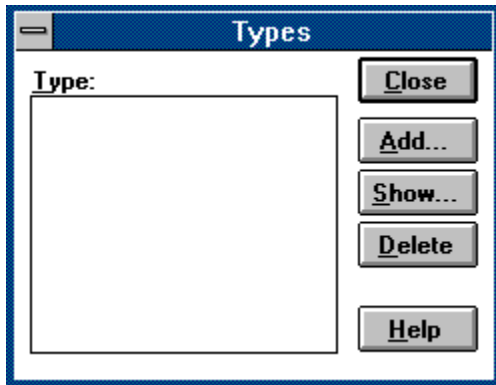
How to use the Type dialog:

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 <u>Define Type Dialog</u> 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 <u>tasks</u> displayed in the active <u>list window</u> by their <u>due date</u>.   The tasks with the earliest dates are listed first.

See also:
      <u>Shortcuts</u>

View By Priority

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

See also:
> <u>Shortcuts</u>

View By Title

Sorts the <u>tasks</u> displayed in the active <u>list window</u> alphabetically by their <u>titles</u>.

See also:
> <u>Shortcuts</u>

View By Type

Sorts the <u>tasks</u> displayed in the active <u>list window</u> by <u>type</u>.

See also:
>   <u>Shortcuts</u>

View Show Priority

Displays the priority of a task in the list window.

See also:
>Shortcuts

View Show Weekday

Displays the weekday of the <u>due date</u> of a <u>task</u> in the <u>list window</u>.

See also:
> <u>Shortcuts</u>

View Show Date

Displays the <u>due date</u> of a <u>task</u> in the <u>list window</u>.

See also:
> <u>Shortcuts</u>

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 <u>main window</u>.

Window Save Position

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

Window Activate

Allows you to activate a <u>detached</u> window.

See also:
>   <u>Shortcuts</u>

Window Minimize

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

Window Minimize Folders

Minimizes all <u>folder</u> windows.

Window Minimize Calendars

Minimizes all Calendar windows.

Window Minimize Day Glances

Minimizes all Day Glance windows.

Window Minimize Week Planners

Minimizes all <u>Week Planner</u> windows.

Window Minimize All

Minimizes all <u>Calendar</u>, <u>Day Glance</u>, and <u>Week Planner</u> windows.

Window Restore

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

Window Restore Folders

Restores all <u>folder</u> windows.

Window Restore Calendars

Restores all <u>Calendar</u> windows.

Window Restore Day Glances

Restores all Day Glance windows.

Window Restore Week Planners

Restores all Week Planner windows.

Window Restore All

Restores all <u>Calendar</u>, <u>Day Glance</u>, and <u>Week Planner</u> 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](#)
> [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 <u>registration information</u>.

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.
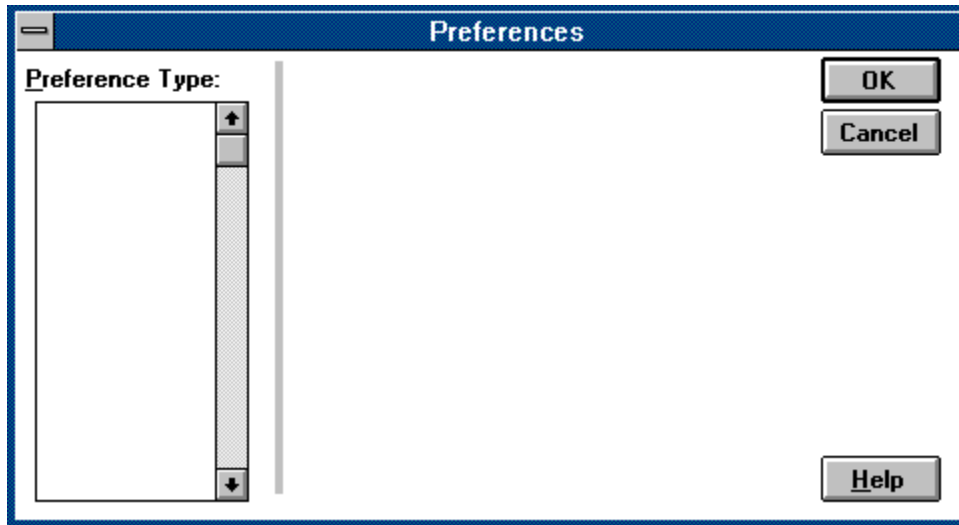
How to use the Preferences dialog:

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 <u>options panel</u> 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 <u>task</u> is being created with no <u>date</u> specified.

- a <u>task</u> is being created with no <u>time</u> specified.

- a <u>task</u> is being created with no <u>type</u> specified.

- a <u>task</u> is being created with a <u>date</u> that conflicts with the <u>due date</u> of another task.

- a notification at the top of every hour.

- a notification at half past every hour.

You set these preferences through the <u>Warnings Panel</u> of the <u>Preferences dialog</u>.

Priority Preferences

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

the title of the priority.

the color used to display tasks of that priority.

You set these preferences through the <u>Priority Panel</u> of the <u>Preferences dialog</u>.

See also:
<u>Display Preferences</u>

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 <u>alarm</u>.   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 <u>Alarm Panel</u> of the <u>Preferences dialog</u>.

Contact Preferences

Contact preferences specify the default values used in <u>Contact List</u>, <u>Filter Contact</u>, <u>Set Contact</u>, and <u>Dial</u> 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 <u>Contact Panel</u> of the <u>Preferences dialog</u>.

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

See also:

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 <u>shareware</u> 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

- free phone customer support for questions

- notification of updates and other products

- discounts on updates and other products published by the author

- <u>ombudsman</u> support through Association of Shareware Professionals.

To register, fill in the <u>registration form</u> and send the completed form and a check for $30 US to:

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

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:
> <u>Disclaimer - Agreement</u>

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 <u>Help About</u> 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

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.

Preferences Dialog - Display Options Panel

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

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 <u>Title Bar</u> of the window.   If the button is checked, the Title Bar is displayed.

Font Button

Allows you to specify the font used in the <u>list windows</u>.

Day Glance Item Color Combobox

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

Day Glance Current Item Color Combobox

Allows you to set the background color used to a 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 <u>alarm icon</u> for each <u>task</u> in a <u>list window</u> 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

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

The 2Do application works with <u>tasks</u>.   Each task has a <u>title</u>, and can be assigned a <u>due date</u>, <u>time</u>, and <u>priority</u>.   Tasks can also be grouped by <u>types</u>, be assigned a <u>contact</u>, and even ring an <u>alarm</u> 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 <u>To Do List</u> window.   You can specify the order in which the tasks are displayed by setting the sorting criteria in the <u>View Menu</u>.   You can also specify which tasks to display and which to hide by setting a <u>filter</u> for the window.

Once a task has been completed, the task is thrown away in the <u>Trash Can</u>.   Once the trash can is emptied, any tasks which are <u>recurring</u> are returned to the To Do List with their <u>due date</u> 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 <u>folder</u> 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:
> <u>Tutorial</u>
> <u>Components of a Task</u>
> <u>Display</u>
> <u>Procedures</u>
> <u>Commands</u>
> <u>Cursors</u>
> <u>Features</u>
> <u>Alarm Preferences</u>
> <u>Contact Preferences</u>
> <u>Display Preferences</u>
> <u>Desktop Preferences</u>
> <u>Page Setup Preferences</u>
> <u>Priority Preferences</u>
> <u>Task Preferences</u>
> <u>Warnings Preferences</u>

<u>Registration</u>

Folders

A folder is <u>list window</u> you create to store your tasks.   Like the <u>To Do List</u>, 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 <u>recurring</u> will be changed to <u>single event</u> 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 <u>alarms</u> sound.

See also:
     <u>Routing Tasks To Folders</u>

Titles

Each <u>task</u> 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 <u>By Title</u> command from the View menu is selected.

See also:
   <u>Adding a task</u>

Priorities

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

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

Types are also used to specify which <u>folder</u> 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 <u>Router</u> will be moved to the specified folder.

See also:
> <u>Adding a task</u>
> <u>Modifying a type</u>
> <u>Deleting a type</u>
> <u>Routing Tasks To Folders</u>

Date

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

Due Date

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

The start date is the date where the recursion specified in the task's <u>date</u> 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 <u>single-event</u> tasks as the date where any relative <u>Date Code</u> (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 <u>due date</u> of the task will be the 8th (the 'tomorrow' of the start date).

See also:
   <u>Adding a task</u>

Finish Date

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

A <u>task</u> 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 <u>priority</u> 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 <u>begin time</u> and finishes when the <u>end hour</u> 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 <u>recurring</u>.

See also:
>   <u>Adding a task</u>
>   <u>View Show Time</u>
>   <u>Time Codes</u>

Begin Time

The Begin Time of a task is the time which a <u>recurring</u> 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

The Begin Time of a task is the time which a <u>recurring</u> 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

The length of time needed to complete the task.

Automatic Priority Interval

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

Recur To Next Occurrence

Specifies that when a <u>recurring</u> task is deleted, the <u>due date</u> 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

Notes are text of any length which can be used to store more information about a <u>task</u>, <u>type</u>, or <u>contact</u>.   Notes are optional.

See also:
> <u>Adding a task</u>
> <u>Defining a type</u>
> <u>Creating a contact</u>

Skip Blocked Out Dates

Specifies what <u>due date</u> a <u>recurring</u> task should be set if its next scheduled occurrence is a <u>blocked out date</u>.   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 previoius day, June 30.   If June 30 is not a valid date (e.g. has been blocked out or is a weekend and the <u>Weekdays Only Preference</u> 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
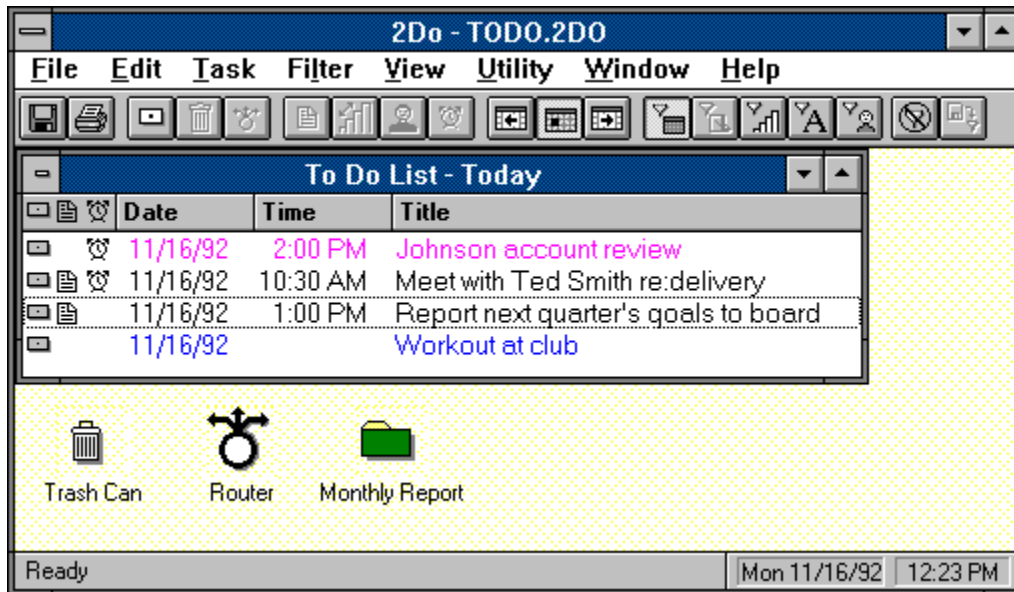
See also:
Cursors

Display Command Bar

Command Bar

Display Folder

Folder

Command Bar

The Command Bar is the bar across the top of the <u>main window</u> 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 <u>Desktop Preferences</u>.

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 <u>priority</u> for the selected task(s).

Task Contact Button

Displays the <u>contact</u> for the selected task.

Task Alarm Button

Sets or clears the <u>alarm</u> 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 <u>filter date</u> of the list to the <u>current day</u>.

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 <u>date filter</u>.

Type Filter Button

Sets or removes the type filter.

Priority Filter Button

Sets or removes the <u>priority filter</u>.

String Filter Button

Sets or removes the <u>string filter</u>.

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

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

 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:

Day Glance

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 <u>File Print</u> command.

See also:
<u>Day Glance Shortcuts</u>
<u>Cursors</u>

Week Planner

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

A <u>Calendar</u>, <u>Day Glance</u>, or <u>Week Planner</u> window can be created so that it is not included within the <u>main window</u>.   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 <u>Utility Calendar</u>.   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:
> <u>Activating a detached window</u>
> <u>Shortcuts</u>

Components of a Task

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

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

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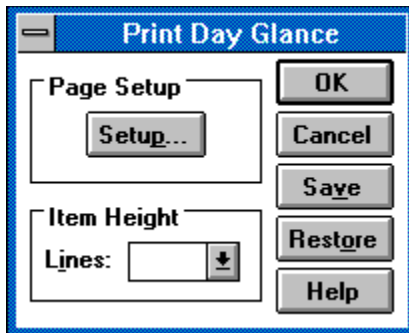
How to use the Print Day Glance dialog:

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 <u>page attributes</u> 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

The Export Contact dialog allows you to specify which <u>contacts</u> 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 <u>task</u> to the active <u>list window</u>:

1. Select the <u>Task Add</u> command.
2. In the <u>Task Dialog</u>, enter the <u>title</u> of the task into the Title field.
3. If you wish to set a <u>date</u> for the task, enter the appropriate date or <u>Date Code</u> into the Date combobox.
4. If you wish to set a <u>time</u> for the task, enter the appropriate time or <u>Time Code</u> into the Time combobox.
5. If you have set a <u>time</u> for the task, then select the <u>Duration</u> for the task in the Duration combobox.
6. Select the Alarm button if you want the <u>alarm</u> for the task to be set.
7. Select the <u>priority</u> for the task from the Priority combobox.
8. If you wish to assign a <u>type</u> to the task, select the desired type from the Type combobox.
9. If you want to write some <u>notes</u> for the task, press the Notes button and enter the notes in the <u>Notes dialog</u>.
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 <u>recurring</u> task, then enter the <u>Start Date</u> of the recursion in the Start Date combobox.
12. If you are creating a <u>recurring</u> task, then enter the <u>Finish Date</u> of the recursion in the Finish Date combobox.
13. If you are creating a <u>recurring</u> task that will recur hourly, then enter the <u>Begin Time</u> of the recursion in the Begin Time combobox.
14. If you are creating a <u>recurring</u> task that will recur hourly, then enter the <u>End Hour</u> of the recursion in the End Hour combobox.
15. If you are creating a <u>recurring</u> task and you want the <u>Recur To Next Occurrence</u> property set, then select the Recur To Next Occurrence button.
16. If you wish to assign a <u>contact</u> to the task, press the Set Task Contact button and select the desired contact from the <u>Set Contact dialog</u>.
17. If you are creating a <u>recurring</u> task and you want the <u>Skip Blocked Out Dates</u> property set, then select the Skip Blocked Out Dates button.
18. If you are creating a task with a <u>priority</u> of <u>Automatic</u>, then enter the <u>Automatic Priority Interval</u> 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:
<u>Components of a Task</u>
<u>Tutorial</u>

Modifying a Task

To modify a <u>task</u>:

1. Select the task you want to modify.
2. Select the <u>Task Show</u> command.
3. The <u>Task Dialog</u> 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:
<u>Components of a Task</u>
<u>Task Notes</u>
<u>Task Priority</u>
<u>Task Contact</u>
<u>Task Alarm</u>

Deleting a Task

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

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

See also:
<u>Moving a task</u>
<u>Empty Trash</u>
<u>Task Delete</u>
<u>Task Delete All</u>
<u>Shortcuts</u>

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 <u>type</u>:

1. Select the <u>Utility Define Type</u> command.
2. The <u>Type Dialog</u> is presented showing all types that have been created.   Select the Add button.
3. The <u>Define Type Dialog</u> is presented.   Enter the title of the new type into the Title field.
4. If you wish to specify a <u>folder</u> where all tasks assigned to this type will be moved when the tasks are placed in the <u>Router</u>, 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:
<u>Modifying a type</u>
<u>Deleting a type</u>
<u>Routing Tasks To Folders</u>

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 <u>contact</u>:

1. Select the <u>Utility Contact List</u> command.
2. The <u>Contact List Dialog</u> is presented.   Select the Add button.
3. In the <u>Contact Dialog</u>, 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 <u>note</u> to this contact, press the Notes button and enter the note in the <u>Notes Dialog</u>.
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:
    <u>Modifying a contact</u>
    <u>Deleting a contact</u>

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 <u>tasks</u> or <u>contacts</u> 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 <u>list window</u> to where you want the tasks imported.
2. Select the <u>File Import File</u> command.
3. Choose whether you are importing contacts or tasks from the <u>Import Dialog</u>.
4. If you want to specify which the attribute is specified by each column, press the Setup button.   The <u>Import/Export Options Dialog</u> 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 <u>tasks</u> or <u>contacts</u>.

To export task or contact data to a text file:
1. Select the <u>File Export File</u> command.
2. Choose whether you are exporting contacts or tasks from the <u>Export Dialog</u>.
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 <u>Import/Export Options Dialog</u> 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.   Infomation 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 <u>priority</u> 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.   Theres 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 <u>notes</u> 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 <u>date code</u> will be placed on the left margin.

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

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 <u>Print dialog</u> 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 <u>recurring tasks</u>, 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 <u>contacts</u> to print.
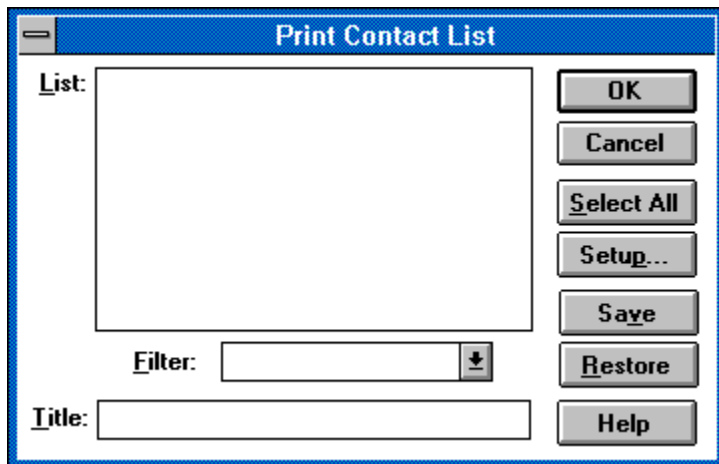
How to use the Print Contact List dialog:

      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.
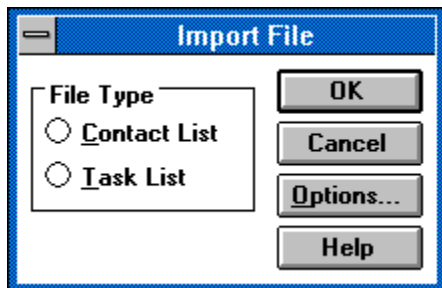
Cancel Button

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 <u>contacts</u>.

Task List Button

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

Options Button

Runs the <u>Import/Export Options dialog</u> 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.
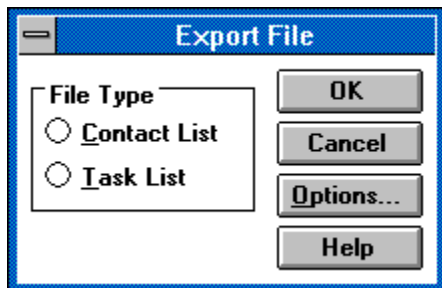
Cancel Button

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 <u>contact</u> list will be exported.

Task List Button

Specifies that data from the <u>tasks</u> in the active <u>list window</u> 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 the type and order of 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 trunctate 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 date file will contain the <u>title</u> 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.
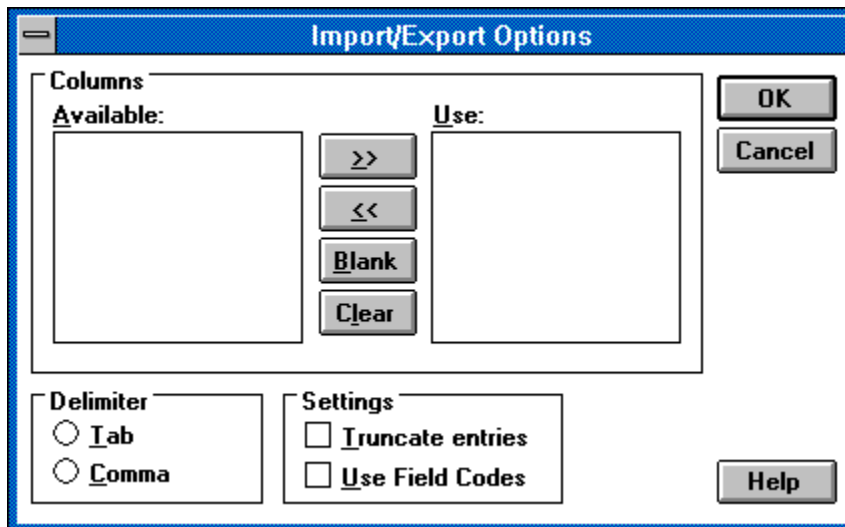
How to use the Import/Export Options dialog:

    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

Specifieds 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.

Trunctate 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 <u>component</u> will be exported instead of the value where appropriate.   For example, if the box is checked, then the <u>date code</u> of the task will be written, whereas if the box is not, then the <u>due date</u> 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;   infomation 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 <u>footer code</u> 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.
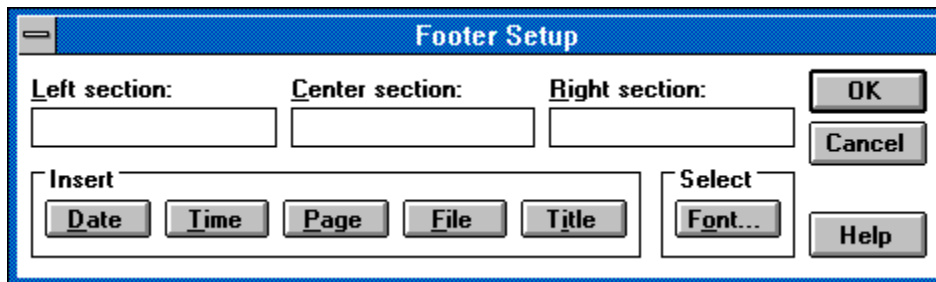
How to use the Footer dialog:

      1)   Enter the text or <u>footer codes</u> into the three print sections.
      2)   Choose OK.

Left Section Field

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

Right Section Field

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

Center Section Field

Specified the boilerplate text and <u>footer codes</u> that will be printed centered in the footer.

Date Button

Inserts the <u>footer code</u> specifying the current date into the active field.

Time Button

Inserts the <u>footer code</u> specifying the current time into the active field.

File Button

Inserts the <u>footer code</u> specifying the name of the <u>list file</u> into the active field.

Page Button

Inserts the <u>footer code</u> 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:

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

Print Week Planner Dialog

The Print Week Planner dialog allows you to specify the <u>page attributes</u> of the printout.
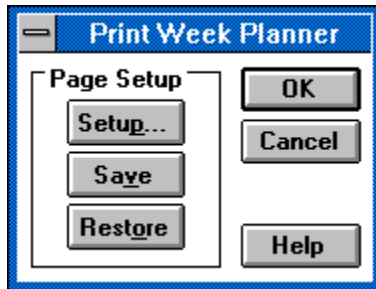
How to use the Print Week Planner dialog:

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 <u>page attributes</u> 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

The Calendar Page Setup dialog allows you to set the margins, header, footer, and fonts to use when printing the <u>Calendar</u>.   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.
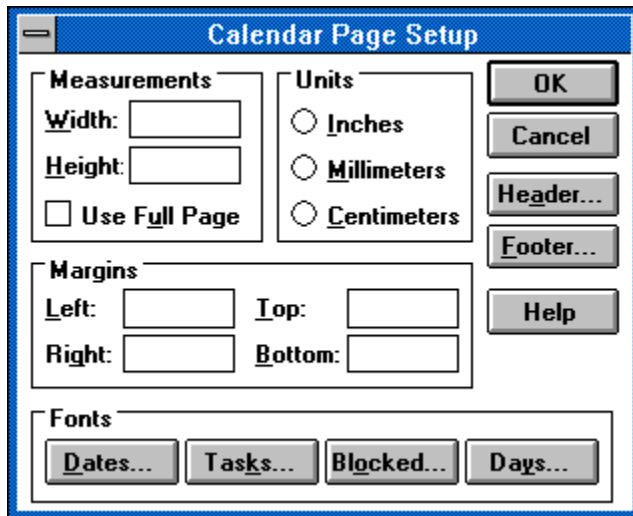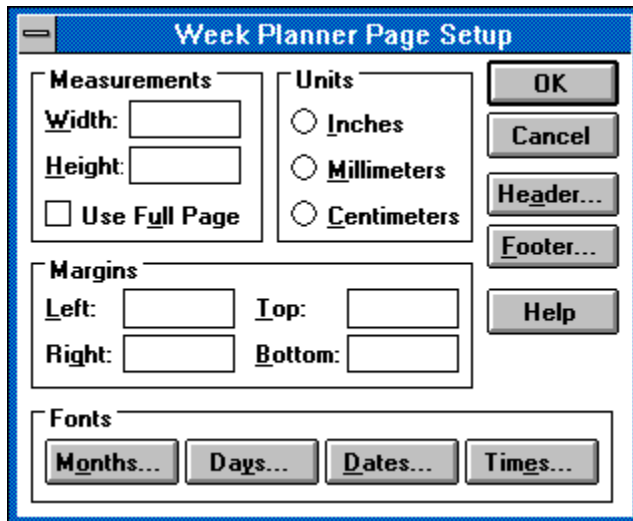

How to use the Calendar Page Setup dialog:

     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

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.
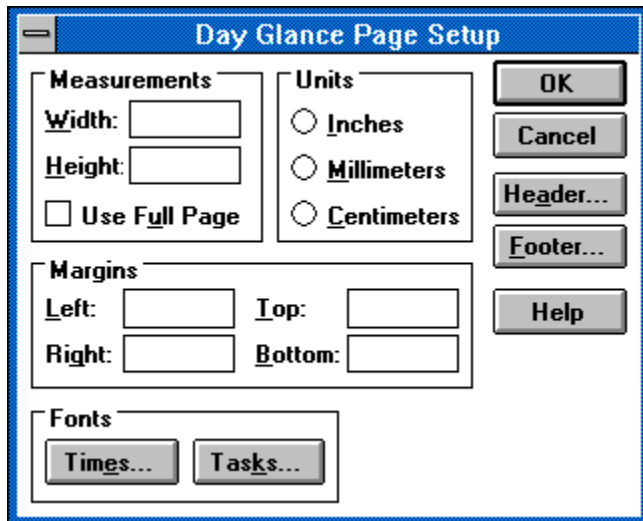

How to use the Week Planner Page Setup dialog:

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

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.
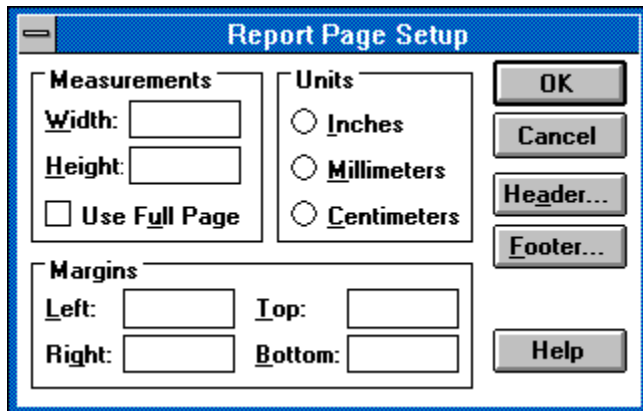

How to use the Day Glance Page Setup dialog:

     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

The Report Page Setup dialog allows you to set the margins, header, footer, and fonts to use when printing a <u>Report</u>.   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

The Contact List Page Setup dialog allows you to set the margins, header, footer, and fonts to use when printing the list of <u>contacts</u>.   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.
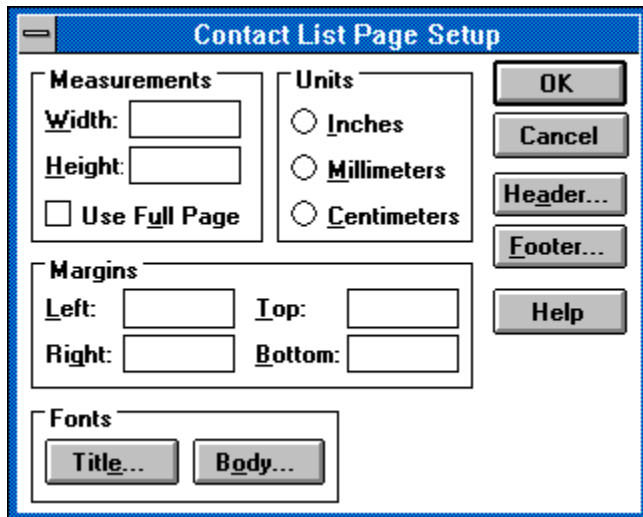

How to use the Contact List Page Setup dialog:

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

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

Measurements
Width: [   ]
Height: [   ]
☐ Use Full Page

Units
○ Inches
○ Millimeters
○ Centimeters

Margins
Left: [   ]   Top: [   ]
Right: [   ]   Bottom: [   ]

Default Fonts
[Title...] [Body...]   [Header...] [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 <u>blocked out date</u> 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

The Report Editor allows you to create and edit <u>reports</u>.

How to use the Report Editor:

1)   Enter a title into the Title field.
2)   Enter the text or <u>report codes</u> 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 <u>report codes</u> that will be printed on the left margin of the title line.

Title Right Section Field

Specified the boilerplate text and <u>report codes</u> that will be printed right justified against the right margin of the title line.

Title Center Section Field

Specified the boilerplate text and <u>report codes</u> that will be printed centered in the title line.

Data Left Section Field

Specifies the boilerplate text and <u>report codes</u> that will be printed on the left margin of the data line.

Data Right Section Field

Specified the boilerplate text and <u>report codes</u> that will be printed right justified against the right margin of the data line.

Data Center Section Field

Specified the boilerplate text and <u>report codes</u> that will be printed centered in the data line.

Insert Date Button

Inserts the <u>report code</u> specifying the <u>due date</u> of the task into the active field.

Insert Time Button

Inserts the <u>report code</u> specifying the <u>time</u> of the task into the active field.

Insert Priority Button

Inserts the <u>report code</u> specifying the <u>priority</u> of the task into the active field.

Insert Type Button

Inserts the <u>report code</u> specifying the <u>type</u> of the task into the active field.

Insert Alarm Button

Inserts the <u>report code</u> specifying to print the <u>alarm icon</u> if the <u>alarm</u> of the task is set.

Insert Date Code Button

Inserts the <u>report code</u> specifying the <u>date code</u> of the task into the active field.

Insert Time Code Button

Inserts the <u>report code</u> specifying the <u>time code</u> of the task into the active field.

Insert Priority Code Button

Inserts the <u>report code</u> specifying the <u>priority</u> 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 <u>report code</u> specifying the <u>title</u> of the task into the active field.

Include Notes Button

Specifies that the <u>notes</u> 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 <u>Print dialog</u>.when you choose a report to print.

Report Codes

The following codes are valid in a section field of the <u>Report Editor</u>:

&D	Specifies the <u>due date</u> of the task.
&C	Specifies the <u>date code</u> entered for the date of the task.
&T	Specifies the <u>time</u> of the task.
&M	Specifies the <u>time code</u> entered for the time of the task.
&R	Specifies the <u>priority</u> of the task.
&Q	Specifies the <u>priority</u> of the task except that if the priority is Automatic, then the "Automatic" is printed.
&Y	Specifies the <u>type</u> of the task.
&L	Specifies the <u>title</u> of the task.
&A	Prints the <u>alarm icon</u> if the <u>alarm</u> of the task is set.