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To-do List is Shareware, see [Registering](#) for more information

version 2.0.0

- Introduction -

To-do list has been designed to be a simple-to-use program which acts as closely as possible like a physical to-do list. In other words it doesn't attempt to be super-functional or flashy, but small, simple and unobtrusive. After all a to-do list should make you more organised rather than making your life more complicated!

To-do list is designed to be launched from your StartUp folder on your start menu. To-do list entries and program preferences are saved when the program is closed, you do not have to exit it before shutting down Windows as it will save its data when Windows shuts it down.

- Adding Tasks -

To add tasks, click the **add task** button, this is the first button (leave the mouse over a button for a balloon-help description of what it does).

See also: [The Add tasks dialog box](#)

- Editing Tasks -

To edit a task, select the task and click the **edit this task** button, this is the second button (leave the mouse over a button for a balloon-help description of what it does).

See also: [The Edit This Task dialog box](#)

- Deleting Tasks -

To delete tasks, select the task(s) you wish to delete and click the **Delete task** button, this is the third button.

To select a task, simply click it so that it becomes highlighted. To select multiple tasks hold down the [ctrl] key on the keyboard while clicking each task, or if you want to delete tasks in a block you can select a block of tasks by drawing a box round them by holding down the left mouse button and dragging a bounding box around them.

- Re-ordering the task list -

To re-order items on the task list you can use either the mouse or the keyboard.

Mouse

Move tasks up and down the list by clicking on a task and dragging it to the position in the list that you want it. If you try to move it to an area that is disallowed a stop sign cursor will be displayed.

Keyboard

Move tasks up and down the list using the **[+]** and **[-]** keys on the numeric keypad (on the right of the keyboard). To select the task you want to move click it once with the left mouse button, or use the up and down arrow keys.

You can only move one task at a time, if you have more than one task selected you will not be able to move them.

- Printing a Task List -

To print a task list, click the **Print To-do List** button to open the [Print Task List dialog box](#).

- The Add Tasks dialog box -

To add tasks using the add task dialog box, type the name of the task into the **New Task** text box and click the **Add** button or hit the [enter] key. Each task is added to the to-do list when you click the **Add** button or hit [enter].

When you have finished adding tasks click the **Close** button.

- The Edit This Task dialog box -

To edit a task using the edit task dialog box, edit or re-type the name of the task in the **Task** text box and click the **OK** button or hit the [enter] key to save changes. To cancel changes click the **Cancel** button or hit the [esc] key.

- The Preferences dialog box -

The preferences dialog box contains settings which you can change to customize the behaviour and appearance of to-do list.

To-do List Preferences

ALWAYS ON TOP

Check (tick) this to make To-do List always visible in Windows so that it can be seen even if other applications are active.

SHOW LIST CHECKMARKS

Check (tick) this to make To-do List show checkmarks next to tasks in the list. To-do List does not do anything with these checkmarks but it provides you with a way to tick off tasks which you have done without deleting them.

Confirmation Preferences

CONFIRM SINGLE TASK DELETE

Check (tick) this to make To-do List ask you if you are sure you want to delete a task when you are only deleting a single task when you click the Delete task(s) button.

CONFIRM MULTIPLE TASK DELETE

Check (tick) this to make To-do List ask you if you are sure you want to delete a task when you are deleting more than one task when you click the Delete task(s) button.

Window Behavior

CLOSE MINIMIZES TO SYSTEM TRAY

With this option selected, the default for version 2.0.0 and above, To-do List only displays a close icon, when this icon is clicked To-do List closes and its icon appears in the system tray (the area next to the clock). To restore To-do List, double-click the icon or right-click it and select **Show**. To shut it down completely right-click the tray icon and select **Exit**.

CLOSE/MINIMIZE AS NORMAL

This makes To-do List behave like a normal application; displaying the close and minimize icons. Closing To-do List shuts it down as normal and minimizing it retires it to the task bar.

Default Add Position for New Tasks

Choose this option to determine whether new tasks are added to the top of the task list, or to the bottom. You can always re-order tasks once added manually, see [Re-ordering the Task List](#).

Toolbar Position Preferences

Select where you want the toolbar to be positioned in the To-do List window by clicking the radio button of your choice.

- The Print Task List dialog box -

The left hand side of this dialog box shows you a preview of the output, the right hand side is for changing the print options.

Print Options

You can control what is printed, as well as the style of text using the print options. Changing any of the print options will be reflected in the preview window.

ONLY PRINT INCOMPLETE TASKS

Enable this option to only print tasks that do not have a checkmark (tick) next to them in the main task list.

STRIKE-OUT COMPLETED TASKS

Enable this option to put a line through completed tasks when printing the task list. This option has no effect if **Only Print Incomplete Tasks** is enabled.

To change the font face or size for the printed output, click the **Font and Size...** button. This opens the Font dialog box where you can modify these options. Please note that changing other options on this dialog box, such as font style, will be ignored.

Printing

Finally, once you're ready to print, click the Print... button, a standard print setup dialog box will be displayed where you can change further options if required, such as the number of copies or the printer to be used, then click **OK**.

- Keyboard Shortcuts -

For those who prefer to use the keyboard, each of the buttons on the toolbar has a keyboard shortcut.

The shortcuts are:

Ins	Add task(s)
F2	Edit this task
Del	Delete task(s)
F4	Print task list
Ctrl-Enter	Preferences
F1	Help
Numeric + (on the right of the keyboard)	Move task up
Numeric - (on the right of the keyboard)	Move task down

If you forget a shortcut, holding the mouse over a button displays balloon help and the keyboard shortcut.

- Registering To-do List -

To-do List is Shareware. Shareware allows you to try out a program before you decide to buy it.

There is no fixed trial period and the program has full functionality in its unregistered state, however you will see a reminder message until you register it.

Once you register your registration key will allow you to use all future updates in the 2.x series (and possible later versions, at our discretion).

How do I register, How much does it cost?

Prices may fluctuate, please see our website at www.htpshareware.com for latest prices.

Prices are in US\$, and you can register securely by credit or debit card. For non-US users, most credit card companies allow you to use your card as normal, and you will be billed in your own currency. Contact your credit card company if in doubt.

We do not currently offer bulk discounts or site licences, if you are interested in these please contact us at mail@htpshareware.com.

- Technical Notes -

These technical notes can be ignored by most users of To-do List, they are provided for those users who need detailed technical information.

To-do List data

Before version 2.0.0 of To-do List, the list of tasks, as well as program preferences such as window position, toolbar location etc. were stored in an INI file called TODOLST.INI which was typically found in the Windows folder.

The first time version 2.0.0 is run it will find this file, extract the information and save it to the registry, which where v2.0.0 and later store this information (HKEY_CURRENT_USER\SOFTWARE\HTP\TODOLIST and its subkeys). To-do List will then delete TODOLST.INI.

The advantage of using the registry is that on PCs set up for multiple users, or networked PCs, different users can keep their own individual to-do lists.

We are aware that a number of users developed their own systems for modifying and/or up/downloading TODOLST.INI, naturally these systems will no longer function with To-do List 2.0.0 and higher, and will require modification.

While these changes may frustrate our "power users" we hope you will understand that the benefits outweigh the costs to the vast majority of our users. We are considering including an import/export (possibly automated) feature for a future version of To-do List and would be pleased to hear from any of our users who would find this feature beneficial.

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