Geekdo

A user guide

Quick start

User Manual

add
add [task] *or* [task]

edit
edit *or* –e [task]

delete
delete *or* –d [task]

mark
complete or incomplete
incomplete *or* –inc [task]
complete *or* –c [task]

search
search *or* –s [category] [task]

To select a category, type one of the following: nothing for description, -t for tag, -p for priority, -ed for end date and –sd for start date

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local hotkeys
Ctrl+S: Shows the GUI
Ctrl+A: Selects the whole input
Ctrl+Right/Left arrow key: Navigates through the tablist
Ctrl+Up/Down arrow key: Navigates through GUI

syntax
Tag: -t
End date: -ed
Start date: -sd
Mark important: -p 1

global hotkeys
Ctrl+Shift+S: Minimises or brings up Geekdo
Ctrl+C then **Ctrl+Shift+A**: Adds selection of text into Geekdo

1. Introduction

Geekdo is a to-do manager that enables you to schedule and organise your tasks quickly and efficiently. Primarily aimed at geeks, it allows you to access all functionalities from the command line, although non-geeks will find Geekdo easy to use as well through the graphical user interface. No installation is required; simply run the `.jar` file. We recommend using Windows and Java SE 5 and above to enable all functionalities and features of Geekdo.

2. Functions from the CLI

Overview

This section provides information on how to access functions in Geekdo through the CLI. To use the GUI instead, you can click on the down arrow beside the command line or press Ctrl+S. Should you wish to go back to a previous entered input, just use the Up arrow key.

Command	Description	Syntax
Add	Adds a task	add [task] *or* [task]
Delete	Deletes a task	delete *or* -d [task]
Edit	Edits a task's description, end date, tag and/or priority. This can be done by adding another attribute at the back, changing the text of the attribute itself or overriding an existing attribute by appending it at the back.	edit *or* -e [task]
Search	Searches through tasks by type appended at the back followed by the search terms.	search *or* -s [category]* [search terms]
Mark Complete/ Incomplete	Marks an incomplete task as complete or vice versa	complete *or* -c [task] incomplete *or* -inc [task]
Help	Opens the user guide	help
Home	Goes back to the main screen of the GUI	home *or just press enter*

*To select a category, type one of the following: nothing for description, -t for tag, -p for priority, -ed for end date and –sd for start date.

Figure 1 shows an example of adding a task. After any command, feedback informing you of the result of your command is displayed.
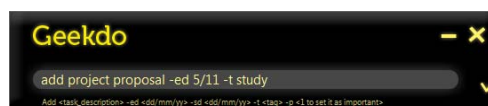

Figure 1: Example of adding a task

Figure 2 shows an example of editing the above task. You can choose to append the new information at the back, as in the example below where the tag is being changed.
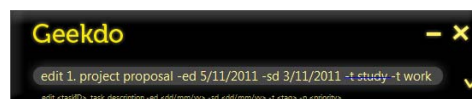

Figure 2: Example of editing a task

3. Functions from the GUI

1. Viewing

By default, you are shown the main screen (fig 3) which contains all the tasks you have added to Geekdo, along with their end dates. Notice that the list is automatically sorted with the earliest tasks first, and that overdue tasks are in orange. If the list extends beyond the screen, you can either use the scrollbar to navigate up and down or press Ctrl+Up/Down arrow key. To view the start dates of the tasks, just click on the 'Due Date' heading. To switch back to end date, click on the 'Start Date' heading.

Figure 3: Screenshot of the GUI

The bar at the bottom shows you a list of your tags. Clicking on any of them displays tasks with that tag. The right and left arrow keys can be used to navigate through the tablist; alternatively, just press Ctrl+Right/Left arrow key.

2. Edit, delete and mark complete or incomplete

You can click on the desired task in the GUI and edit the text field. When done, just press enter and your task will now register with the changes.

To edit end date, just click on the date next to the desired task and change accordingly. Take note that only the standard format of DD/MM/YYYY or DD/MM will be accepted when editing from that field; any other syntax will not be reflected. The start date can be edited from the GUI by clicking on the 'Due Date' heading and then changing the relevant date after the GUI reflects the start dates of tasks. You can mark an open task as important by clicking on the exclamation mark that appears beside the task when you hover over it. To delete a task, press the cross; to mark complete or incomplete, press the box with a tick.

4. Features

1. Global hotkeys

You can hide Geekdo in the system tray and bring it up again by pressing Ctrl-Shift-S (S for show), as in fig 4.
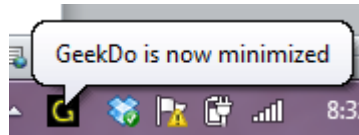

Fig 4: Minimising Geekdo

Geekdo also enables you to add a task from any program by selecting the text you wish to add and pressing Ctrl-C followed by Ctrl-Shift-A. Geekdo will then pop up from the task bar with the selected text in the command line as in Fig 5; you are free to edit your selected text before pressing enter to add it as a task.
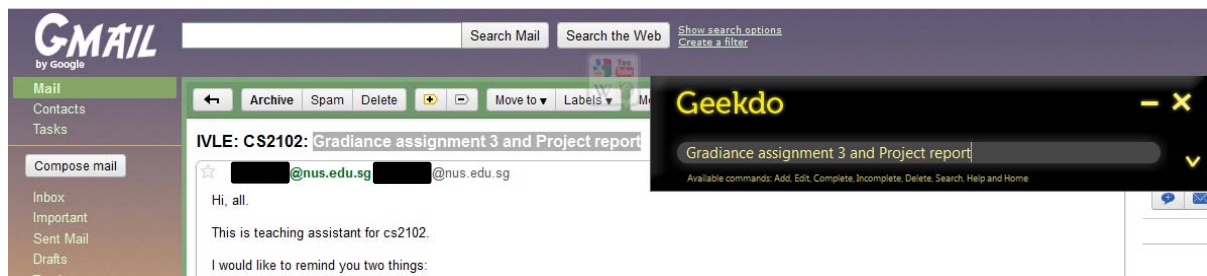

Fig 5: Adding a task from another program

Any of these hotkey combinations are customisable should you wish to alter them. This is done by right clicking on Geekdo's icon in the taskbar and selecting "Personalise". A window will pop up with the relevant fields to be edited, as in Fig 6 and 7.
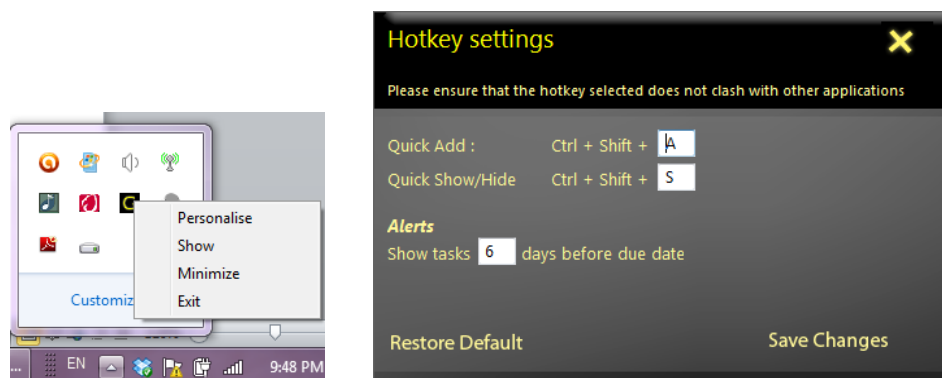

Fig 6 and 7: Customising hotkeys and alert

2. Auto-complete

Geekdo helps to make your life easier by offering you a list of suggestions when you type in a recognised command. For instance, typing edit will bring up a list of all your events which is narrowed down as you type in more details of your event. You are able to select any event by going through the list with your arrow keys and pressing Enter. Fig 8 and 9 demonstrate this feature.

Fig 8 and 9: Demonstration of the auto-complete feature

3. Prompts

Geekdo makes sure you do not have to remember our syntax by having a friendly reminder at the bottom of the window when you want to add a task. For example, in Fig 1 and 2, a reminder of Geekdo's syntax appeared at the bottom of the CLI when the command was entered.

4. Alerts

A bubble (fig 10) appears when Geekdo starts up; clicking on the bubble brings up a pop-up window with tasks due in 3 days (fig 11). The number of days can be customised by right-clicking on Geekdo's icon from the task bar and selecting Personalise.
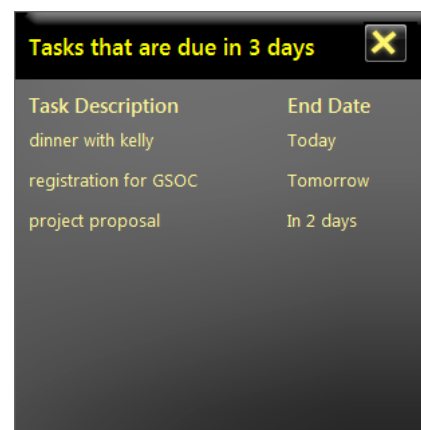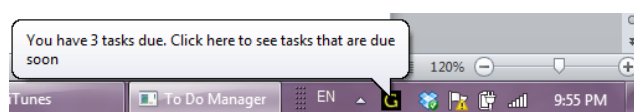

Fig 10 and 11: Demonstration of the alert feature

5. Natural language date parser

You can set dates in the CLI in natural language without using a fixed format; for example, "tomorrow", "by friday" and "in 3 days" all work. To turn off the date parser, simply surround your input with double quotation marks.

--------------------------------We hope you enjoy using Geekdo!----------------------------