[Notes to have prepared and sorted into "Work" and "Personal" folders:

Ideas for kitchen remodel

Talking points for phone interview with Jason

Rough Draft of business proposal

Famous Quotes

Dream journal

Favorite Recipes

]

Hello and thank you for choosing Toodledo. In this video we will learn about the Notes section. I will discuss the purpose of the notes section, how to add notes, edit notes, organize them into folders, sort them and search for specific entries.

To begin, you can find the notes section by clicking on this tab at the top of the page. Notes are a simple and convenient way to store any type of information that doesn't belong in the tasks section. This could be reference material, like notes from a school lecture, or it could be a list of your favorite recipes. You can store any text that you want.

To add a note, click the "Add Note" button in the toolbar. It will open a blank note on the right side of the page. You can enter [type "Class Schedule"] a title here, and type the contents of the note here [Type while saying] I’m going to list all my classes, class times and room numbers for this semester. Toodledo supports these HTML tags shown here [point], so I will use the “bold” tag for my class names. There I just finished entering my class information and I’m going to click here to save.

If you click on folders, you’ll see them listed here. [while saying next sentence, click on a folder to show that it changes what is displayed] Folders conveniently transfer over from the task section, but I’m going to add an additional folder to accommodate my new entries [add "School" while saying last sentence]. Now, I'll go back to my class schedule and assign it to a folder. To edit a note, click the "edit" button and then enter the new information [select school folder]. Remember to press the save button when you are done.

To sort your list click the sort icon in the toolbar. There are four different sort options. I’m going to sort by “date modified”, so that my more recent notes are at the top. This button here is to open and close dividers. You can also open and close individual dividers by clicking on them. This button allows you to print whats being displayed.

Once a note is no longer needed, you can delete it by clicking the trash can icon. If you have lots of notes and need to search for a particular one, you can enter your search phrase in this box. It will initially quickly search for the title of the note, but if you want to search through the contents of the note you can click here.

You’ve just learned about the function of our notes section. In the next video we will learn about sharing and collaboration. Toodeldo is an extremely powerful to-do list than can be customized to work according to your specific needs. I hope that this video has helped you understand the basics of our service and I hope that Toodledo can help you stay organized and be more productive. Thanks for signing up and again welcome to Toodledo.