Welcome and thank you for choosing Toodledo. In this video you will learn about the Notebook section. I will discuss the function of notebooks, how to add and edit them, Notebook folders, and sorting.

Notebooks:

(Not sure if I should call notebook entries pages or notebooks?)

To begin, you can find the notebook section by clicking on this tab. Notebooks are a simple way to store any information necessary from school lectures to grocery lists. You can organize them into folders and keep a large amount of information stored.[Add pages while saying previous sentence] I just added a couple notebooks/pages by clicking on the “add page” button. [Type while saying] Now I’m going to edit my spring semester notebook and add my 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 inputting my class information and I’m going to click here to save.

If you click on folders, you’ll see them listed here. Folders conveniently transfer over from the task section, but I’m going to add some additional folders to accommodate my new entries. Now, ill go back to my class schedule and assign it to a folder. Now that I’m done with this notebook/page, I’m going to go down here and click on “insert timestamp”. This is a good way to keep track of when notebooks/pages are added and edited.

I’ve just added a few more pages and now I’m going to sort my list. [click on sort] There are four different sort options, so you can sort your list by any of these. I’m going to choose folders, so my similar notes can be grouped together. This button here is to open and close dividers. You can also open and close individual dividers by clicking here and here you can print your list of notebooks along with the content of the notebook you choose.

You’ve just learned about the function of our important notebook section. In the next video we will learn about the collaboration feature. 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.