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Main Window Overview

At the top of the window is the header. This includes a tracker that indicates how many tasks are completed versus how many tasks there are total.

On the bottom of the window are four buttons: “Add Task”, “Help”, “Save”, and “Load”.

In the middle of the window is where the tasks will appear, once added. From left to right, there’s a checkbox to indicate a task as done, the description of the task, the task’s deadline, and a “Delete” button that removes its task from the list.

Add Task

When you click “Add Task” on the main window, it will open a new window. The main window cannot be interacted with while this new window is open.

On the top of the Add Task window, there is a labeled text entry field where you can enter the description of the task to be added. Below this is another labeled field to enter the deadline. Once you’re satisfied with the details, click “Add New Task” to add it to the main window.

Alternatively, this window can be manually closed to return to the main window without adding a new task.

Task Completion

Once a new task is added to the list, the tracker in the header will automatically update the count of total list items.

To mark a task as complete, click the checkbox to the left of the task’s description. A checkmark will appear in the box, and the tracker in the header will update the count of completed tasks.

A task can be unmarked, if needed. Simply click the box again, and the checkmark will disappear. The tracker will also reflect this change.

Item Deletion

If you need to remove an item from the list, press the Delete button that is in the same row as the items you want to remove. The description, deadline, checkbox, and delete button will be removed. The tracker will update the count of both total items and, if appropriate, completed tasks.

Note that items that are deleted are lost forever. To prevent accidental deletion, it is recommended to save whenever a task is added or completed.

Saving And Loading Data

On the main window, you can press the Save button to save the current status to a file. The button will open your computer system’s file explorer for you to choose a location and file name. It is recommended to save to a location that is easily accessed, and to use a file name that is indicative of the list’s purpose.

Once you have created a save file, you can restore the program to the saved state with the Load button. This also uses the computer system’s file explorer. Note that the current state of the program is completely lost when a file is loaded. If you are switching between files, be sure to save the current state before loading a different one.

The program comes with a demonstration “StarterPack” save file, which can help you to become adjusted to the program.

The Help Button

Also on the main window is the “Help” button. This button contains much of the same information as in this manual, all without having to exit out of the program. It also contains images on some pages to explain the concepts visually. If you forget how to do something, try checking the Help button first!