

# Documentation TasksWidget



Default TasksWidget

To create a new task click on the + icon.

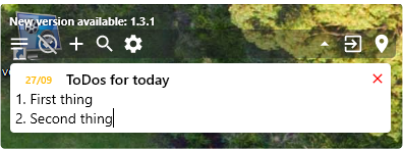


New task added

The date will be **red** if it's due for today, **yellow** if the date is passed, and **black** for a later due date.

The blank space at the right of the date is a text field to input the task title.

The white space below the task title is a text field to input the task description.



Task with a description and a title

The icon on the right indicates if the task is done(✓) or not(✗).

If this icon is clicked the task will be removed from the active tasks. Clicking on the ✗ icon will show the history of all the tasks.

If you want to hide all the descriptions to see more tasks, click the ≡ icon.

To search through your tasks click the search icon.

The ▲ icon reduces TasksWidget to a less invasive format.



Reduced app

The ⇨ icon hides TasksWidget in the active applications bar. Click on it to show it back or exit to stop the app.



The ● icon allows you to move the app horizontally across the window.

