ToDo++

User Guide

For v0.5 software

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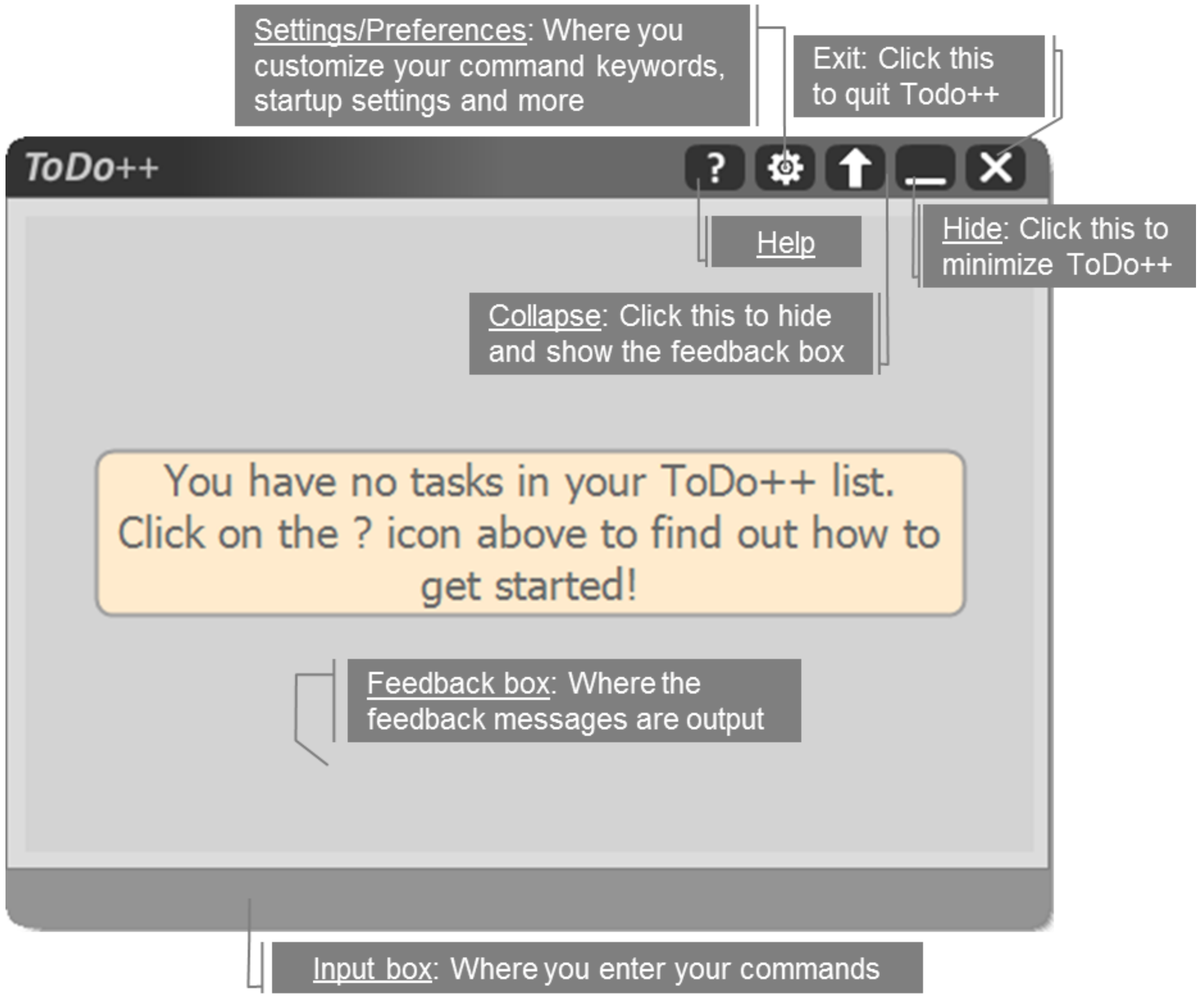
Section 1: The Basics

1.1. Introduction

ToDo++ is the to-do application of your choice. Take control of your life like never before, with keyboard shortcut keys and intuitive natural-language-like text commands. Personalize the way you want to interact with the app. Be alerted of your events, and never lose track of your tasks again.

1.2. At a Glance



Settings/Preferences: Where you customize your command keywords, startup settings and more

Exit: Click this to quit Todo++

Help

Hide: Click this to minimize ToDo++

Collapse: Click this to hide and show the feedback box

You have no tasks in your ToDo++ list. Click on the ? icon above to find out how to get started!

Feedback box: Where the feedback messages are output

Input box: Where you enter your commands

1.3. Quick Start

Upon launching ToDo++, you are presented with a minimalistic and intuitive screen. The first time you launch ToDo++, a simple help animation will introduce you to the many wonders of ToDo++! Find it superfluous? Then simply type away! That is all all that you have to do to start creating your to-do list!

- Create your first task/event by typing the keyword “add” followed by your task/event name into the input box, followed by the event time or deadline if any.

- For example, to add your Mom’s birthday brunch this Sunday, simply type in *“add mom’s bday this sunday”*. Hit *Enter* and the item is added!

- To view what you have added, just key in “display” and your list, ordered by date and time (or however you have customized it in the Settings ⚙ panel), will be displayed!

Note: If you have a task/event name that includes a date, time, or keyword, such as ‘Thank God It’s Friday' or 'delete ex-girlfriend’s number', use quotation mark or brackets around the task/event name to prevent ToDo++ from messing up your instruction.

You can search for, modify and delete your tasks from the list using these very words as the keywords. Alternative keywords can be found in the *Appendix*.

Remember the order of what you enter does not matter! Take a look at section *3.1. FlexiCommands* to find out more and learn how to customize ToDo++ to your needs.

The following sections will describe basic ToDo++ operations in more detail.

Section 2: Creating Your ToDo++ List

1.1. Types of Tasks

There are three basic types of tasks you can add to your list.

Event tasks	**:** items that have a start time (and possibly an end time).
Deadline tasks	**:** items that have to be done before a specific time.
Floating tasks	**:** items that have no timings attached to them.

As always, there is no fixed way to add a certain type of task. Simply type in what makes sense to you, and ToDo++ will know what type of task to add! See the next section, "Adding an Item" for more information.

1.2. Basic Operation

The order of input of all required fields is flexible. Date input is context sensitive. For more information, please see section *3.1. FlexiCommands*.

For a complete list of default keywords and more details on how to use bracketing, please see section *3.1.2. Using Reserved Keywords*.

You can easily sort your tasks by name and date, schedule your task to be happening at your earliest free time slot and quickly undo a wrongly input command using the "undo" command. For more information, please see section *3.2.5. Undoing a Command*.

The following sections detail the basic operations.

1.3. Adding a Task

Using the default add keyword, you can add all types of items to your list easily in a structured format similar to natural language. The task type will depend on the inclusion or omission of start/end times/deadlines. You can add your tasks in the following ways:

Adding a floating task	Enter "add [task name]" eg. add finish project
Adding an event (timed) task	Enter "add [task name] [start time] {end time} {day/date}" eg. add max birthday 4pm tomorrow eg. add team meeting 2pm-4pm next wed
Adding a deadline item	Enter "add [task name] by [deadline]" eg. add do cs2103 CE2 by saturday midnight

Note: Optional keywords are in curly braces. See Appendix for a full list of keywords and defaults.

1.4. Searching & Viewing

Using the default display or search keyword, you can search, filter and view your list of to-do items. ToDo++ has a powerful sort and search algorithm that will help you find your tasks with intuitive commands in consummate ease.

A search request may be made up of more than one search requirement. Below are examples of how you can use this feature to its full potential. Optional commands are in curly braces.

Display all tasks	Enter "display/search"
Search for and display all or some of the tasks scheduled on, before or, after a specific day or date	Enter "display/search [day/date]{before/after}{time}" eg. display 06/09/2012 eg. display Sunday after 1500hrs eg. display 6 sept before 10pm eg. display next Saturday eg. display tomorrow eg. display June
Search for and display tasks by task names or descriptions	Enter "display/search [name]" eg. display buy milk

Note: Optional keywords are in curly braces. See Appendix for a full list of keywords and defaults.

Search results will be displayed in the feedback window as an indexed list. Each task will be given a numbered ID for easy reference. From here, you can do further operations, such as modifying or deleting an item. See the following sections for more information.

1.5. Updating & Modifying

Using the default modify keyword, you can easily modify and edit your task details. For example, you may wish to change the scheduled date for a task or rename it to correct a typographical error.

Note that in order to modify a task name, you must first call for the task by its name and then modify it by calling its reference index. The input should not contain any date/time input. Otherwise, it will be regarded as a request to modify the task's start/end times/deadlines.

Modifying task name	Enter "modify [task index] [new name]" eg, *(User)* modify milk *(ToDo++)* 1. milk Stevv for more info 2. buy more milk *(User)* modify 1 milk Steve for more info
Modifying task time	Enter "modify [task index] [new start time/deadline] {end time} {day/date} " eg, *(User)* modify buy car tomorrow *(ToDo++)* 1. buy toy car, 5pm 2. buy car parking coupon today *(User)* modify 2 tomorrow

Note: Optional keywords are in curly braces. See Appendix for a full list of keywords and defaults.

1.6. Removing Task(s)

Using the default delete keyword, you can remove previously added tasks from your ToDo++ list. You can call for a task and delete it in the 2 following ways:

By task name Call the task by its name.

Note that if more than one task matches the input name, all matching tasks will be reflected in the feedback window. Each task will be given a numbered index for easy reference.

By task index Call the task by its given index, as displayed in the feedback window.

Deleting a single task	Enter “delete [task name/index]” eg. delete 3 eg, delete buy more milk (only one task matching specified task name) eg, *(User)* delete milk *(ToDo++)* 1. milk Steven for more info 2. buy more milk *(User)* delete 2
Deleting all tasks displayed	Enter “delete all”
Deleting all tasks on a specific date	Enter “delete all [day/date]” eg. delete all tmr eg. delete all friday eg. delete all 3 dec

Note: Optional keywords are in curly braces. See Appendix for a full list of keywords and defaults.

Section 3: Advanced Features

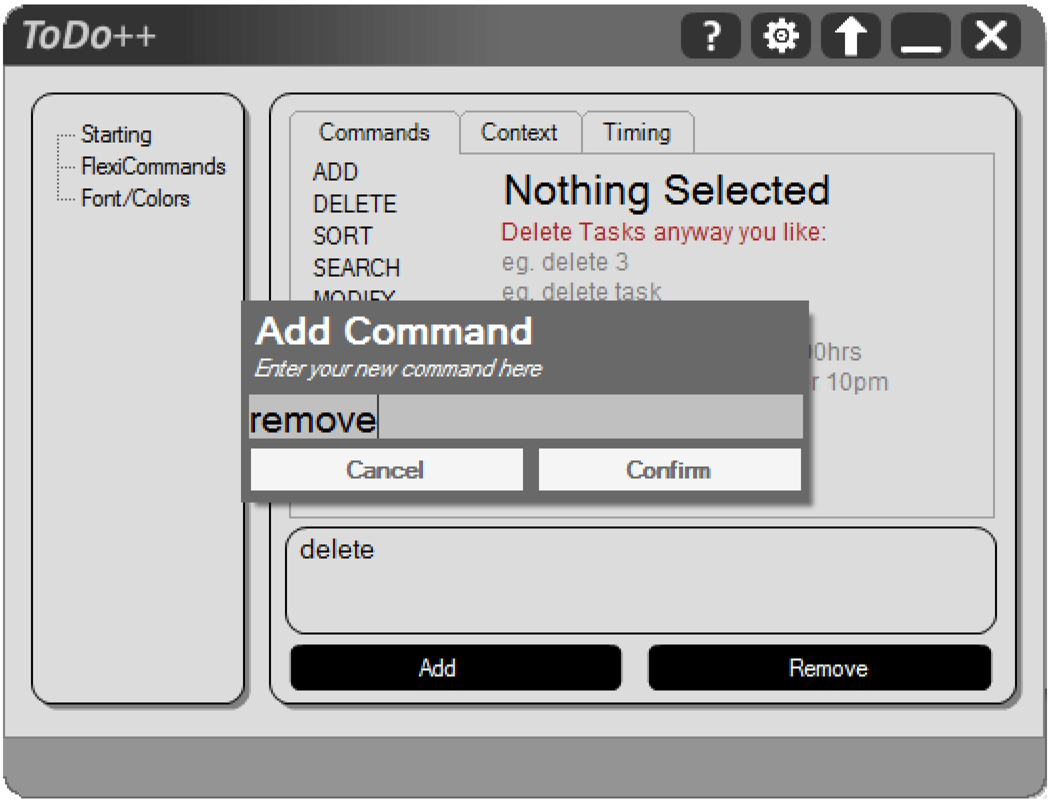
3.1. FlexiCommands

ToDo++ is an intelligent software that allows you to input commands in a way that is natural to you. Your input is therefore not case sensitive and not order specific. What this means is that the following commands are both equivalent and valid!

add max's birthday 25th oct	add 25/10 max's birthday	
add movie outing 3pm to 5pm today	3pm – 5pm movie outing add	
add breakfast tmr with family 5am	ADD breakfast with family 5am	*[past 5am today]*
add party lunch tmr afternoon	party lunch tmr 12pm – 5pm add	*[default settings]*
add project REMAKE by midnight	add project REMAKE by 12am	

3.1.1. Custom Keywords

ToDo++ is a to-do list made to be familiar and intuitive to the individual user. If you do not wish to use the default keywords provided, you may easily set your own custom keywords for the various basic operations in Settings ⚙ > FlexiCommands.



Nothing Selected

Delete Tasks anyway you like:

eg. delete 3

eg. delete task

0hrs

r 10pm

Add Command

Enter your new command here

remove

delete

Adding the remove keyword for command delete

3.1.2. Using Reserved Keywords

There may be times when you wish to use a keyword (a command, day, date or time keyword) as part of your task name. Simply enclose the keyword within any of the following delimiters to do so:

- Quotation marks
  - add **“**add hot girl on facebook**”**
  - delete **‘***delete* issue**’**
- Brackets/Braces
  - modify 2 **{***remove* hot girl from facebook**}**
  - add **(**go to *2am* Bar**)** 2am tomorrow
  - display **[***21st* birthday**]**

3.2. Important Features for Power Users

3.2.1. Sorting Tasks

Using the default sort keyword, you can sort the items in your list easily in the following ways:

By task date	Enter “sort date” eg. (User) search tomorrow (ToDo++) 1. lunch with colleagues 11 Nov, 1:00PM 2. breakfast 11 Nov, 5:00AM 3. morning run 11 Nov, 3:00AM – 4:30AM 4. supper 11 Nov, 11:00PM (User) sort name (ToDo++) 1. morning run 11 Nov, 3:00AM – 4:30AM 2. breakfast 11 Nov, 5:00AM 3. lunch with colleagues 11 Nov, 1:00PM 4. Supper 11 Nov, 11:00PM
By task name	Enter “sort name” eg. (User) display (ToDo++) 1. peter asked me out! DATE! 2. richard asked me out! DATE! 3. simon asked me out! DATE! 4. david asked me out! DATE! (User) sort name (ToDo++) 1. david asked me out! DATE! 2. peter asked me out! DATE! 3. richard asked me out! DATE! 4. simon asked me out! DATE!

Note that “date” and “name” are keywords that must be used in conjunction with the sort command.

3.2.2. Marking Task(s)

[SIMILAR TO THE DELETE AND POSTPONE COMMAND]

Using the default done and undone keyword, you can easily mark the tasks/items in your to-do list as complete (aka done) or incomplete (aka undone). Your task will then be displayed as [DONE] and [UNDONE] respectively.

You can call for a task and mark it as done or undone in the 2 following ways:

By task name Call the task by its name.

Note that if more than one task matches the input name, all matching tasks will be reflected in the feedback window. Each task will be given a numbered index for easy reference.

By task index Call the task by its given index, as displayed in the feedback window.

Marking a single task	Enter “done/undone [task name/index]” eg. done 3 eg, done buy more milk

	(only one task matching specified task name) eg, *(User)* done milk *(ToDo++)* 1. milk Steven for more info 2. buy more milk *(User)* done 2
Marking all tasks displayed	Enter "done/undone all"
Marking all tasks on a specific date	Enter "done/undone all [day/date]" eg. done all today eg. undone all tomorrow eg. done all june

3.2.3. Postponing Task(s)

[SIMILAR TO THE DELETE AND DONE COMMAND]

Using the default postpone keyword, you can easily postpone your deadline or timed event task by a duration specified in hours, days or weeks. For example, you may wish to postpone a dinner date by an hour due to unforeseen heavy traffic or unplanned overtime.

Some points to note:

i. A task with no specific time cannot be postponed by a number of hours and a task with no specific date cannot be postponed by a number of days.
ii. If a duration is not specified, the task will be automatically postponed by the default postpone duration specified in Settings ⚙ > FlexiCommands > Postpone.

You can call for a task and postpone it in the 2 following ways:

By task name Call the task by its name.

Note that if more than one task matches the input name, all matching tasks will be reflected in the feedback window. Each task will be given a numbered index for easy reference.

By task index Call the task by its given index, as displayed in the feedback window.

Postponing a single task	Enter "postpone [task name/index] {duration}" eg. postpone 3 1 hour eg, postpone buy more milk 2 days (only one task matching specified task name) eg, *(User)* postpone milk *(ToDo++)* 1. milk Steven for more info 11 Nov, 1:00PM 2. buy more milk 11 Nov *(User)* postpone 2 2 days
Postponing all tasks displayed	Enter "postpone all"
Postponing all tasks on a specific date	Enter "postpone all [day/date] {duration}" eg. postpone all tmr 1 hour eg. postpone all Friday 1 day eg. postpone all 3 dec eg. postpone all june, 1 week

Note: Optional keywords are in curly braces. See Appendix for a full list of keywords and defaults.

3.2.4. Scheduling a Task

Using the default schedule keyword, you can schedule your event task to be automatically allocated your earliest free time slot within your specified time range. For example, you may wish to schedule a short 1 hour dental appointment on Friday but find it a pain to look through your Friday schedule for a suitable time slot.

Tasks duration may be specified in hours, days, weeks, or months. For example, a task may be 3 hours long or 5 days long in duration. Schedule time ranges may be specified by dates (days or months) or keywords like morning, afternoon, evening and night.

Some points to note:

i. If there is no time slot available within the specified time range, the task will not be scheduled.
ii. If the task duration is not specified, the default task duration specified in Settings ⚙ > FlexiCommands > Schedule.
iii. If no time range is specified, the task will be scheduled at your earliest fitting free time slot.

Scheduling an event task	Enter “schedule [task name] {task duration} {time range}” eg. schedule dental appointment 1 hour Friday afternoon eg. schedule dental appointment Friday afternoon eg. schedule dental appointment eg. schedule chalet 3 days, june

Note: Optional keywords are in curly braces. See Appendix for a full list of keywords and defaults.

3.2.5. Undoing a Command

In order to undo a mistyped command, simply enter undo to revert to the state before the last undoable entered command.

Note that commands such as search and sort cannot be undone.

```
eg, (User)     display
    (ToDo++) 1. milk Steven for more info
             2. buy more milk
             3. buy car coupon
             4. visit supermarket to enter lucky draw ticket
    (User)     delete 4
    (ToDo++) 1. milk Steven for more info
             2. buy more milk
             3. buy car coupon
    (User)     sort name
    (ToDo++) 1. buy car coupon
             2. buy more milk
             3. milk Steven for more info
    (User)     undo                                  [late undoable commandwas delete]
    (ToDo++) 1. buy car coupon
             2. buy more milk
```

3. milk Steven for more info
4. visit supermarket to enter lucky draw ticket

3.2.6. Redoing a Command

In order to redo an undone command, simply enter redo to revert to the state before the last undone.

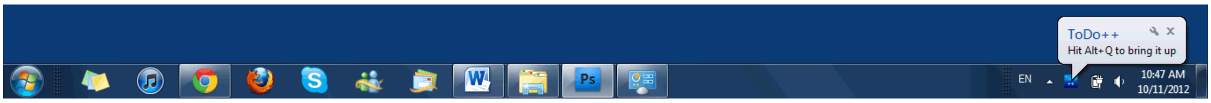
3.2.7. Exiting ToDo++

To exit ToDo++, you can simply click on the cross in the top right hand corner or enter exit. Alternatively, you can also use the *CTRL+Q* keyboard shortcut to exit the program.

3.2.8. Minimizing to TaskBar

Simply click on ▬ to minimize ToDo++ to the system trya.Alternatively, you can also use the *ALT+Q* keyboard shortcut. You will stil be able to see the ToDo++ icon in the taskbar notification area while it runs in the background.

To restore the ToDO++ window, simply double-click on the icon or use the same minimizing *ALT+Q* keyboard shortcut.



ToDo++
Hit Alt+Q to bring it up

Icon minimized to notification area

3.2.9. Autorun & Other Settings

You can get ToDo++ to run automatically on Windows startup by simply checking the Settings ⚙ > Load on Startup option. Additonally, you can also check Settings ⚙ > Start Minimized if you wish for ToDo++ to start running in the minimized state.

If you wish for ToDo++ to always be placed floating on top of all your other programs, simply check Settings ⚙ > Stay On Top.

3.2.10. Hotkeys

A list of default hotkeys such as *ALT-Q* to toggle between the minimized and restored states can be found in the *Appendix*.

Appendix

Note: Optional keywords are in {curly braces}. Inputs in [square brackets] must be valid in order for the keywords to work.

COMMAND KEYWORDS

ADD: add
SEARCH/VIEW: display, search
MODIFY: modify
DELETE: delete
SORT: sort
DONE: done
UNDONE: undone
POSTPONE: postpone
SCHEDULE: schedule
UNDO: undo
REDO: redo
EXIT: exit

GENERAL COMMAND KEYWORDS

DATE SEPARATOR: hyphen (-), period (.), forward slash (/)

DAY: mon, monday, tues, tuesday, wed, wednesday, thurs, thursday, fri, friday, sat, saturday, sun, sunday, today, tomorrow

MONTH: jan, feb, mar, apr, may, jun, jul, aug, sep, sept, oct, nov, dec, january, february, march, april, may, june, july, august, september, october, november, december

DATE: {1-31}[DATE SEPARATOR]{1-12}[DATE SEPARATOR]{valid year}
DATE: {1-31}{st/nd/rd/th}{MONTH}{valid year}
** accepted partial dates must be a combination of suffixed day, day and month or month and year (see below for more information)*

TIME: [1-12] am/pm
** spaces are optional*
TIME: midnight, noon
TIME RANGES: morning, afternoon, evening, night

CONDITIONAL ADJECTIVES: [next/following] [DAY/MONTH]

QUASI-GENERAL COMMAND KEYWORDS

INDEX: all integer numbers are reserved if and only if it is used with a relevant command that may require an index
** such as modify, delete, postpone, done and undone*

ALL: the all keyword is reserved if and only if it is used with a relevant command
** such as modify, delete, postpone, done and undone*

DURATION: hr, hrs, wk, wks, hours, hours, day, days, week, weeks
duration keywords are reserved if and only if used with relevant commands
** such as postpone and schedule* ; *must be used with a preceding integer*

SPECIFICALLY ADD COMMAND KEYWORDS

TIME: [0000-2359] hrs/hours
** spaces are optional*

EVENT SEPARATOR: hyphen (-), to

SIGNIFY EVENT (TIMED) TASK:
{from} [DATE/DAY/TIME] {EVENT SEPARATOR} {DATE/DAY/TIME}
** omission of time/month keyword for start time is valid as long as it is present in the end time (e.g. 2-4pm)*

SIGNIFY DEADLINE TASK: by [DATE/DAY/TIME]

SPECIFICALLY SCHEDULE COMMAND KEYWORDS

DURATION: mth, mths, month, months
these duration keywords are reserved if and only if used with the schedule command
** must be used with a preceding integer*

ADD COMMAND DEFAULT BEHAVIOR

- A task must be given a valid name that consists of at least non-space character.

- Not specifying any fields in date or time will cause the software to assume the most upcoming date which fits the entered fields. For example, “add event 2nd" will set the event to be on 2nd October if today’s date is 3rd September but 2nd September if today’s date is 1st September.

- The valid partial date inputs include inputs consisting of only the

(1) day with suffixes	i.e. 15th
(2) day and month	i.e. 15/10
(3) month and year	i.e. 10/2012 (requires full year input of YYYY)

- Not specifying the by keyword will create an event (timed) task instead of a deadline task even if only one date/time is specified. The date/time specified will be the event’s start time.

- Omission of both time and month keyword when creating an event task will cause ToDo++ to assume that the numbers refer to month by default.

SEARCH/DISPLAY COMMAND DEFAULT BEHAVIOR

- All possible results will be displayed when keywords are omitted. For more specific results, try to enter a more specific search string.

- When searching by date or day, as long as the specified search date or day falls within the time window of an event task, the event task will also be displayed as a search result.

MODIFY COMMAND DEFAULT BEHAVIOR

- When the modify operation is called with an input that includes a date/day/time, it will be automatically considered to be a request for modification of the start/end times/deadline of the relevant task. If there is only one task found to match the input, its start/end times/deadline will thus be automatically modified. Otherwise, the modify operation functions like a search/view operation and returns a list of matching hits.

- In order to modify a task name, the task must be called by its index. Otherwise, the request will not be recognized.

POSTPONE COMMAND DEFAULT BEHAVIOR

- In order to postpone a deadline or timed event task by a specific duration type, the task must be accordingly time-specific.

- If a duration is not specified, the task will be automatically postponed by the default postpone duration specified in Settings ⚙ > FlexiCommands > Postpone.

SCHEDULE COMMAND DEFAULT BEHAVIOR

- If there is no time slot available within the specified time range, the task will not be scheduled.
- If the task duration is not specified, the default task duration specified in Settings ⚙ > FlexiCommands > Schedule.
- The tasssssk duration must be specified in full i.e. with a specified amount and valid duration type.
- If no time range is specified, the task will be scheduled at your earliest fitting free time slot.
- A scheduled task will only begin at the start of every hour.
- If a time is specified in conjunction with a time range keyword such as morning and afternoon, it will be taken to be the end time and will override the time range's end time. Therefore, by default, "schedule task tomorrow morning 1pm" will attempt to schedule the task some time tomorrow from 5am to 1pm.
- If both the start time and end time are specified in conjunction with a time range keyword such as morning and afternoon, the specified times will override the time range's start time and end time. Therefore, by default, "schedule task tomorrow morning 4am to 1pm" will attempt to schedule the task some time tomorrow from 4am to 1pm.

UNDO COMMAND DEFAULT BEHAVIOR

- The last undoable command will be undone. This means that previously entered commands that did not result in any changes as well as search and sort commands will simply be disregarded.

HOTKEYS AND KEYBOARD SHORTCUTS

CTRL+A	select all text in ionput box
CTRL+Q	exit ToDo++
ALT+H	togle between main window and help panel
ALT+S	toggle between main window and settings panel
ALT+SPACE	return cursor to input box
ALT+UP/DOWN	toggle between expanded and collapsed state
ALT + BACKSPACE	delete previous word or current word till selection position
CTRL/ALT+LEFT	move to start of curernt word in input field
CTRL/ALT+RIGHT	move to start of next word in input field
UP/DOWN	retrieve previous/next input