# **Todo for iPad User Manual**

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## Introduction

The objective of this manual is to help you become familiar with all the features that Todo for iPad offers. As you go through this document, you will be given examples of how each feature can be used to help you become more productive. If you have any questions that are not addressed in this document, please visit www.support.appigo.com

## **User Interface**

#### Lists insert: All your lists Search button: Use this **Ouick-add button: Use** will be displayed here. to search tasks this as a quick way to add tasks d = + + All Add button: Use this T 16 Overdue to add tasks to your 3 Shopping List Tue Sep 14 Focus 16 lists Today Starred Get a haircut = R Mon Sep 20, 4:30 PM 😋 Inbox Multi-edit button: 3 East Side Renovation = Use this to delete, Mon Sep 2 Home 12 reschedule, or move Work 4 multiple tasks or to arrange your tasks manually Tasks area: All your tasks, projects, and checklists of your selected list will be displayed here grouped by your Edit 0 @ P sorting setting. Sync button: Tap Context button: Use Tag button: Use Settings button: this to add, filter here to sync your this to add, filter by, Tap here to access edit, or delete your by, edit, or delete tasks your Todo's contexts your tags settings

#### Main View

#### **Lists Insert View**



### Lists Insert View in Portrait Mode



Tap the insert arrow again to hide the list insert.



## Lists

#### **Using Lists**

Lists can be used to group tasks by topics, areas, companies, courses, priorities, or anything you want. You can have lists like the ones shown below.



#### **Creating Lists**

- 1. Tap the "Edit" button in the list insert
- 2. Tap "New List"
- 3. Enter the name of your list and choose a color for it

#### **Editing Lists**

- 1. Tap the "Edit" button in the list insert
- 2. Tap the list you would like to edit

#### **Deleting Lists**

- 1. Tap the "Edit" button in the list insert
- 2. Tap the "-" of the list you want to delete and tap "Delete"

## Tasks



#### Edit Task 9 Get a haircut Overdue Shopping List Tue Sep 14 O Notes Today Due Date Mon Sep 20, 2010 > Get a haircut p 20, 4:30 PM 4:30 PM > Due Time East Side Renovation Every 2 Weeks > Repeat High Med Low -Priority List Home > Context Mall > No Tags > Tags Alert · None > 0

#### **Creating Tasks**

You can use the "add" or the "quick-add" button. The **add button** allows you to select the type of task you want to create, then the name of the task, and then the task details.

The **quick-add** method allows you to quickly enter several tasks. To use this, tap the quick-add button, enter the name of your task, and tap the "return" key to save the current to-do and to enter the next one. Tap the "return" key twice to dismiss the quick-add form.

#### **Editing Tasks**

To edit one of your tasks, simply tap it. This will bring the "Edit task" view. To edit the name of your task, tap its name while you are on the "Edit task" view.

You can also edit any of your task's details (due date, due time, alerts, etc) on this view.

## **Deleting Tasks**

To delete **multiple tasks**, tap the multiedit button, select the tasks you want to delete, tap "Move", and then tap "Delete Tasks".

To delete a **single task**, swipe your finger left to right over it and tap "Delete".

	Edit Task
Get a	haircut 🔗
Notes	۲
Due Date	Mon Sep 20, 2010 >
Due Time	4:30 PM >
Repeat	Every 2 Weeks >
Priority	High Med Low -
List	Home >
Context	Mall >
Tags	No Tags >
Alert 1	None >

#### **Task Details**

• **Notes:** You can use this field to add notes relevant to your task.

• **Type:** You can change your current task into any of the available task types (project, checklist, call a contact, visit a location, etc).

- Due Date: You can set a due date for your task.
- Due Time: You can also set a due time for it.

• **Repeat:** You can set your task to repeat every day, every other day, only on weekdays, the first Monday of every month or on any of the available repeat options.

• **Priority:** You can set priorities for your tasks and then sort them by priority (Todo > Settings >

Sorting > Priority, Due Date)

	Edit Task
Context	iviali >
Tags	No Tags >
Alert 1	1 hour before >
Alert 2	30 minutes before >
Alert 3	5 minutes before >
Alert 4	Tue Sep 21, 4:21 PM >
Alert 5	None >
-	
Туре	Normal >
Move	Email Add to Notebook
	Delete Task

#### • Alerts

- **Global Alert Setting:** All your tasks that have a due time, will automatically have an alert set for them based on your alert settings (Todo > Settings > General > Alert Defaults),

- **Individual Alerts:** You can set as many alerts as you need for each of your tasks. To set an alert, simply tap the next available alert on the "Edit Task" view of your task.

• List: This is the list your task belongs to.

• **Context:** This shows the context assigned to your task.

• **Tags:** This lists any tags associated with your task.

All	Edit Task
Call J	ohn Appleseed 🔗
Notes	۲
Due Date	Mon Sep 20, 2010 >
Due Time	None >
Repeat	None >
Priority	High Med Low -
List	Inbox >
Context	No Context >
Tags	No Tags >
Alert 1	None >

### **Special Tasks**

• Action button: Special tasks have an "action button" which triggers the action associated with them.

• **Call a Contact:** It will link your task with one of your contacts or with a phone number you enter. Tapping the action button will display the entire list of phone numbers associated with that contact.

- **Email a Contact:** It has the same functionality as the previous special task but it works with emails rather than phone numbers.
- **SMS a Contact:** It links your task to a contact or phone number you enter.
- Visit a Location: It will link your task with one of your contacts, your current location, or to an address you enter.
- Visit a Website: It will link your task to an URL you enter. Tapping the action button will bring the address, which you can tap to launch Safari.

# **Projects and Checklists**

## **Using Projects and Checklists**

You can use projects and checklists to create a 2-level structure for your tasks.

The difference between a project and a checklist is that checklist items don't have any details they just have names. Whereas, project subtasks are regular tasks that can have details (due date, due time, notes, etc).

You can use checklists things such as shopping lists or packing lists.



To exit out of your project or checklist, tap anywhere on the left page of the binder **Opening a project or checklist:** To do this, simply tap your project or checklist. The page will flip and you will see all your subtasks or checklist items

T	Q All East Side Benovation	≡ ≹+ +
	Due: Mon Sep 20	B
$\sim$	Pick up light fixtures Tue Sep 21, 10:00 AM	=
🕑 o 🌂	Choose office paint color Tue Sep 21	=
	Call John Appleseed Tue Sep 21	<b>€</b> =
<b>y</b>		
6 7		
N		
-		
607		
-		
A		0,

۹	All ≡ ₹+ +
Overdue	
Shopping List • Tue Sep 14	Cancel Task Type
Today	Normal
Get a haircut Mon Sep 20, 4:30 PM C	Froject
East Side Renovation     Mon Sep 20	Checklist
Call John Appleseed	Call a Contact
Email Anna Haro     Mon Sep 20	Email a Contact
	SMS a Contact
	Visit a Location
	🔀 Visit a Website

display its subtasks or checklist items.

2. Tap the name of your project or checklist to bring the "Edit Task" view where you can edit the name and details of your project or checklist.

## **Deleting Projects and Checklists**

• Simply, swipe your finger left to right over the project or checklist you want to delete. Be aware that deleting a project or checklist will also delete all of its subtasks or checklist items.

## **Creating Projects and Checklists**

- 1. Tap the add button
- 2. Select "Project" or "Checklist"

3. Once you have entered a name for your project or checklist, you will be taken to the "Edit Task" view. Tap outside this view and tap your project or checklist to open it. Once inside, you can start adding subtasks or checklist items with the quick-add or add button.

## **Editing Projects and Checklists**

1. Tap your project or checklist. This will open your project or checklist and



## Contexts

**Using Contexts:** This feature can be used to organize your tasks by geographical locations (not in a map). Keep in mind that you can only assign one context to each of your tasks.

۹ <b>All</b>	≡ ₹+ +
Tomorrow	
Pick up light fixtures	_
• Tue Sep 21, 10:00 AM	=
Choose office paint color Tue Sep 21	=
Call John Appleseed	. =
	2
C @ 🕨	687
۹ All Overdue	= <b>1</b> + +
Q All Overdue Contexts	≡ ₹+ + 3 2
Q All Overdue	= <sup>1</sup> + +
Q All Overdue Chansing List Contexts	= 3++ + =
Q All Overdue Channing List Dore Contexts @ All v No Context	= <sup>1</sup> + + © = =
Character List  Contexts  Contexts  No Context  No Context  No Context	= <sup>3</sup> + + = = = =
All   Overdue   Contexts   Image: All and the second sec	
All   Overdue   Overdue   One   Contexts   Image: All and the second	
All   Overdue   Contexts   Contexts   No Context   No Context   No Context   No Context   Home   Home   Mail	
All   Overdue   Contexts   Over Contexts   No Context	
All       Overdue       Contexts       Image: Contexts       Image: One of the second	
All   Overdue   Contexts   Image: Context s   Image: No Context s   <	
All   Overdue   Contexts   Image: All in the second seco	
All   Overdue   Contexts   Image: All and a state of the	
All       Overdue       Contexts       Image: All	
All   Overdue	

#### **Creating Contexts**

- 1. Tap the context button
- 2. Tap "Edit"
- 3. Tap "New Context"

#### Filtering your tasks by a Context

1. Tap the context button

2. Select the context you want to filter by

- Notice that there is a small banner at the top that shows you what context you are filtering by

- For more granular filtering, tap each of your lists to see which tasks within each list are associated with the context you are filtering by

#### **Editing Contexts**

- 1. Tap the context button
- 2. Tap "Edit"
- 3. Tap the context you want to edit

#### **Deleting Contexts**

1. Tap the context button

2. Tap the "-" to the left of the context you want to delete

—3. Tap "Delete"

## Tags

**Using Tags:** This feature can be used to associate ideas, places, people, companies, or whatever you seem fit to associate with your tasks. You can assign as many tags as you want to each of your tasks.

Togo: Appigned to Joseph			= {+	T
Tomorrow	~			
Pick up light fixtures • Tue Sep 21, 10:00 AM				=
Choose office paint	color			=
Call John Appleseed	I			
		_		

		~
٩	All ≡ ₹+ +	
Overdue		
Shopping List Tue Sep 14	Done Select Tags	
Today		
Get a haircut Mon Sep 20,	◇ Any Tag	
East Side Rep     Mon Sep 20	No Tag	
Call John Ap Mon Sep 20	New Tag	
Mon Sep 20	Assigned to Joseph	
Tomorrow	Assigned to      Delete	
Pick up light     Tue Sep 21, 1	=	
Choose office	=	
Call John Ap		
		1
0	@ • ø	
	44.94	

#### **Creating Tags**

- 1. Tap the tag button
- 2. Tap "Edit"
- 3. Tap "New Tag"

#### Filtering your tasks by Tags

1. Tap the tag button

2. Select the tags you want to filter by and then tap "Done"

- Notice that there is a small banner at the top that shows you what tags you are filtering by

- For more granular filtering, tap each of your lists to see which tasks within each list are associated with the tags you are filtering by

 You can choose between "AND" or
 "OR" tag filtering (Todo > Settings > General > Tags Filter)

### **Editing Tags**

- 1. Tap the tag button
- 2. Tap "Edit"
- 3. Tap the tag you want to edit

#### **Deleting Tags**

1. Tap the tag button

2. Tap the "-" to the left of the tag you want to delete

3. Tap "Delete"

## Managing your Tasks on your Desktop Computer or Laptop



Todo allows you to sync your tasks with any of the following sync services:

- Todo Online
- iCal (Via Appigo Sync)
- Outlook (Via Appigo Sync)
- Toodledo (free and pro accounts)

These sync services allow you to manage your tasks in your desktop computer or to keep your tasks synced across multiple devices and computers. Be aware that the only sync service that syncs all of Todo's features is Todo Online.

You can find detailed information related to syncing Todo with any of these sync services in our support website (www.support.appigo.com)

## Settings





- **Completed Tasks:** Choose to display or hide your completed tasks.

- Sorting: Set your sorting preference

- **Personalize:** Use this to register your copy of Todo.

- **Theme:** Use this change the feel and look of Todo for iPad. We release new themes periodically so check often.

#### - General:

- **Application Icon | Show:** Select what type of task count will be displayed on your Todo's icon badge.

- **Completed Tasks | Show:** Select how long your completed tasks will be shown for.

- **Priority Theme:** Choose the style used to represent your task priorities.

- **Color Overdue Date:** Choose to display the dates of your overdue tasks in red.

- **Show List Color:** Choose to display a dot by your tasks. The color of the dot represents the list your task belongs to.

- **Show List Names:** Choose to display or hide the names of your lists for each of your tasks.

- **Visible Lists:** Select the lists that will be displayed in the Main View.

- "All" List Filter: Select the lists that will be part of the "All" List.

- **Tags Filter:** Choose between "And" or "Or" tag filtering.

- **Due Date, List, Context, Priority**: Set default details or properties for your new tasks.

New Task Def	aults
Due Date	Today
List	Inbox 3
Context	No Context 3
Priority H	ligh Med Low -
Alert Defaults	
Alert Sound	Data
Default Alert	0 minutes before
Privacy	
Passcode Loo	ck Off

Service	Todo Online
Switch Services	:
Sync at Startup	OFF
Resolution	Todo
Completed Tasks	One Month
Determines how long kept on you	completed tasks ar ir device.
Advanced	

- **Alert Sound, Default Alert:** Set the default values for your alerts. These settings will be applied to all your tasks that have a due time.

- **Passcode Lock:** Set a 4-digit code to prevent access to your Todo.

- **Third Party Apps:** Enable or disable the ability to interact with other apps that work with Todo.

- **Focus List:** All the settings listed here allow you to control what tasks are displayed in your Focus List. Remember that only one of these settings must be met for a task to be part of your Focus List.

- **Synchronization:** This option allows you to setup the sync between Todo and one of the available services. Once you have successfully setup the sync, then you will have the following settings:

- **Service:** The sync service you are currently syncing with.

- **Switch Services:** It allows you to switch to another sync service.

- **Sync at Startup:** Choose to sync your tasks every time your Todo is launched.

- **Resolution:** Select whether your Todo or your sync service will take precedence when the same task is edited in more than one place in between syncs. Be aware that this setting does not determine the direction of regular sync (tapping the sync button).

- **Completed Tasks:** Select how long your completed tasks will be stored in Todo.



#### - Advanced:

• Perform Full

**Synchronization:** This is not a regular sync option. This sync will merge all your data from Todo with the data in your sync service.

• **Reset Synchronization Data:** This is not a regular sync option. This will replace all your data from Todo with the data found in your sync service.

#### - Information:

- **Diagnostics:** Use this to send your Diagnostic Report when you have a problem with your Todo.

- **Help & Documentation:** This will take you to our support website www.support.appigo.com

- **Privacy Policy:** This will take you to our privacy policy page.

- **Write a Review:** This will launch the App Store where you can write about how much you love your Todo.

- **About:** It lists information about your Todo such as the version you are running.

- **View Apps:** It lists all the Todofriendly apps. These are apps that can import tasks into Todo.

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