To Do Widget
All your Tasks in your Dashboard

About To Do

To Do uses a new technology introduced in Leopard called Calendar Store. The Calendar Store is a centralized database of all events and tasks on your computer. iCal, Mail and other applications read from and write to this database as this widgets does. This means that you can modify, create and delete tasks with To Do and the change will be reflected immediately in other applications and vice versa.

To Do is donationware. If you like it, consider [donating (all major credit cards accepted)](). Donations help to maintain and improve development and hosting of this widget.

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Further Help

If you have any questions, suggestions or complaints don't hesitate to contact me.
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Using To Do

To Do has a simple interface to create, edit and remove tasks. You can interact with it by mouse and alternatively by keyboard, which provides an even faster way to manipulate your tasks.

Creating new tasks

There are three ways to create a new task. Either press the plus button on the brown bar or double click on an empty spot on the yellow list or press ⌘N. If all calendars are being shown a dialog will appear to select in which calendar you want to create the new task. If you wish to create a new task in a new calendar, select "New Calendar…". The new task appears and you can edit its title right away.

Selecting Tasks

To select a task simply click on it. To select multiple tasks hold down ⌘ and click on the desired task. If you wish to select all tasks, press ⌘A. You can also navigate through the tasks with the up and down arrows on your keyboard or by pressing tab respectively shift and tab.

Obtaining informations about tasks

To see a task's note, due date or url simply place the mouse over the task and a tooltip appears showing all informations.

Deleting a task

To delete the selected task(s) press the minus button on the brown bar or press the backspace or delete key on your keyboard. A dialog will appear asking if you really want to delete the task(s). You can confirm or cancel by clicking the buttons or by pressing enter or escape.

Editing a task's title

To edit a task's title select the task (make sure only one task is selected) and click it once or press enter to start editing it. To commit editing the task press enter or tab or click outside the task.

Setting a task's priority

To set the priority of a task click the priority sign on the right of the task. A list will appear where you can change the priority. Alternatively you can press 0, 1, 2 or 3 to rapidly set the priorities of all selected tasks.

Mark a task as (un)completed

To set a task as completed respectively as uncompleted click the checkbox next to it. You may also press the space bar to change the status of all selected tasks.

Switching between calendars

To switch between calendars click the small calendar button on the brown bar to open a list of available calendars. Select the calendar you want or select "All Calendars" to see tasks from all calendars. You may also select "New Calendar…" to create a new calendar.

Opening a task's url

You can follow the urls of the selected tasks by pressing ⌘U.