

Some Features of ToDo X

1 Import

Import todo lists from Calendar/iCal, Stickies, another user's ToDo X list (or a backup copy of your own), or a text file. Many Mac and PC applications can produce an industry-standard ".ics" file that can be imported into ToDo X.

2 Drag and drop

You can use drag & drop (or copy & paste) to import data. For example, you can select a list of files in the Finder and drag them to the main ToDo window, or to the notes in an Edit window. Text clippings, web location files, browser bookmarks, iTunes tracks, Calendar events, Mail addresses, Contacts and ordinary text can also be imported in this way.

Drag URLs into your item notes. Drag items between categories to reorganize lists. Option-drag to copy items, or control-drag to link items into another category. Drag items to another app to insert them into a document as formatted text.

3 Keyboard shortcuts

A wide variety of keyboard shortcuts are provided for use in creating, editing and searching todo lists. You can change priorities, check off items and navigate your lists without using the mouse if you prefer.

4 Search as you type

Just start typing. Any item that matches your search string (in the item name or notes) is selected automatically. Command-G repeats the previous search.

5 Clickable links

URLs in the notes are automatically made into clickable links, which can refer to web pages, Contacts, Mail addresses, documents, applications, ... any kind of reference that can be expressed as a URL. Just click a URL to launch it, or option-doubleclick a todo item to launch any and all URLs contained in its name or notes.

6 Timestamping

Easy timestamping of your notes with date and/or time.

7 Dock icon and menu

The dock icon displays the number of high-priority items pending on your todo lists. Right-click the icon to pop up a menu of those items. Select an item from the menu to open it for editing, or command-select to check it off.

Dock menu and status menu can be customized independently to display items of any priorities, grouped and sorted as desired.

8 Mass edits

Apply a prefix to a selected group of category or todo item names, or remove an existing prefix. Edit a group of category or todo item names using regular expression search & replace ("grep").

8 Preferences

Automatically hide the ToDo window when you switch to another application. Display your todo item notes as tooltips. Set colors for each priority level, or select from several pre-defined color sets (all customizable). Specify which item priorities will be counted in the application's dock tile, or shown in the dock or status menu. Choose whatever font you prefer for displaying your categories and todo items. Choose a different font for notes. Customize fonts for printing.

8 Print options

A wide variety of printing options: group items by category or print as a single merged list; print with or without notes; print with or without checkboxes for "manual" checkoff; print notes compactly or with original formatting; scale output. Print selected items, selected categories, or everything at once. Set page margins; customize headers and footers.

8 Simplicity

ToDo X is meant to be a passive information repository, not a nagging task-master, so features that lean in the latter direction have been omitted quite ruthlessly. You will find no calendar, reminders, timers, or notifications.

The user interface is deliberately spartan. You will not be confronted by an intimidating array of widgets and controls rivaling the cockpit of a space shuttle.