



Tech Info Library

Newton: How to Use the To Do List - Overview (10/94)

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TOPIC -----

This article describes how to use the Newton's To Do List.

DISCUSSION -----

Each calendar page of the Date Book has a space for a to-do list. To view the to-do list for a particular date, go to the calendar date that you want and tap the Show To Do List button.

The clear box at the extreme left of each item is the check box, which you can check when you have finished that task.

The black box at the left of each item on the list is the priority marker, which shows the item's importance.

The vertical line between the priority marker and each item is the activity marker. You can use this marker to move, erase, or add space for the item.

To Do List views

The To Do List can be viewed in the same ways as the Date Book. Here are the ways to view the To Do List:

- To see a date in the previous or next month, tap the arrows next to the month.
- To see a particular day's To Do items, tap that date.
- To see an list of scheduled To Do items, tap the dot between the two arrows.
- To see To Do items for several days at a time, select dates horizontally or vertically.
- You can always return to today's date by tapping the Today button.

Adding items to the list

- 1) From the To Do List, draw a line across the screen to create a new item.
- 2) Write the new to-do item.
- 3) Tap the black box to set the priority of the to-do item. The highest priority is 1.

Adding text to an item

Pull down the bottom end of the activity marker to give you more writing space.

Checking off an item

To check off an item, tap the blank check box to mark it to indicate it has been completed.

Deleting items

To erase a To Do List item, scrub out the activity marker next to it.

To automatically erase To Do List items after a certain number of days, tap the Action button, then tap Delete. You'll see a dialog box which is titled "Delete meetings older than ____ days." Scrub out the number in the blank and write the number you want, then tap Delete.

Sending To Do information

You can send To Do list information to a printer, Fax, electronic mail service or another Newton for two, five, seven, or fourteen days at a time.

Go to the beginning date you want to send and tap the Action button. Then choose between Print, Fax, Beam, and Mail options.

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