



Introduction

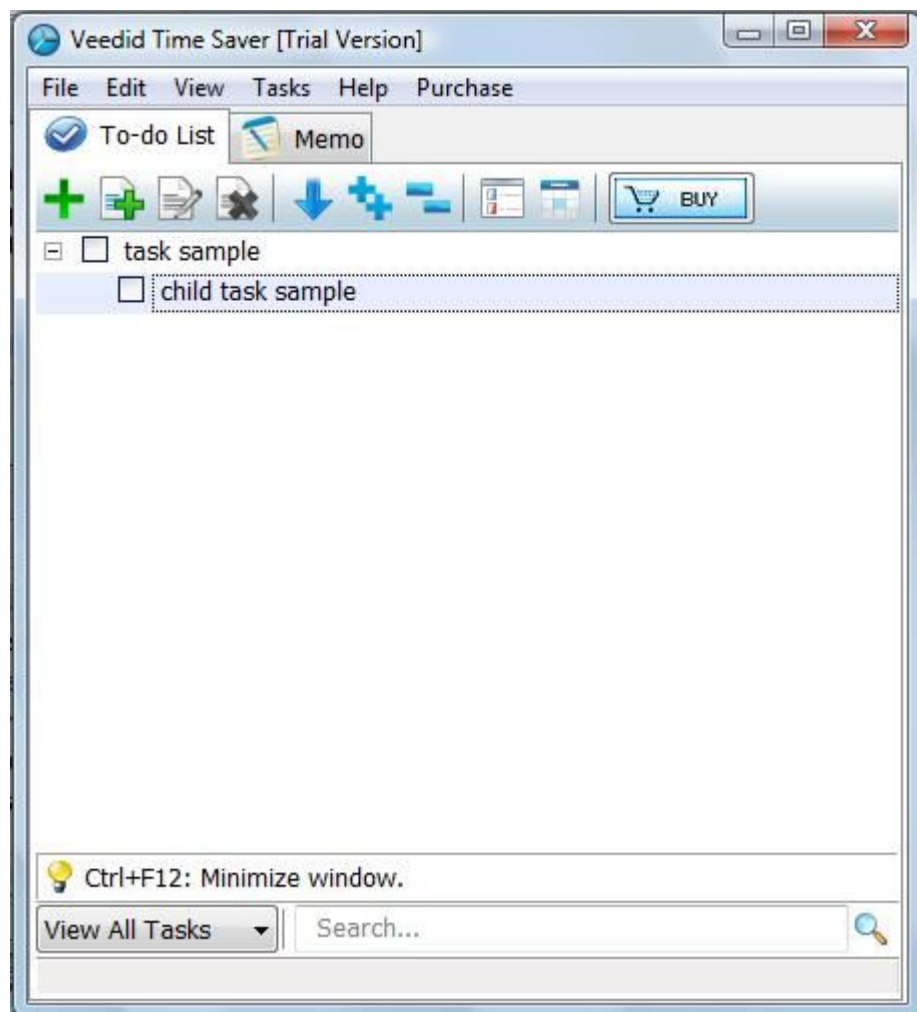
Veetid Desktop Task List is a desktop tool for windows which is combined to-do list and memo pad. You could use two different softwares in one window at the same time, easily organize your actions projects and reminders.

It is quick and easy to get started with **Veetid Desktop Task List**. The intuitive interface makes adding, deleting and editing tasks and memos comfortable. Great drag & drop support allows you to drag child-tasks(memos) from one task(memo) to another. The unique list view function displays detailed contents automatically when mouse hovers the task(memo) or child-task(memo).

With **Veetid Desktop Task List**, you won't feel overwhelmed by the amount of work. You won't face a constant barrage of looming deadlines. And you won't forget to do something important!

Product information: <http://www.veetid.com/desktop-task-list>

Pricing and **purchasing** information: <http://www.veetid.com/buy.htm>





Features

Veetid Time Saver Features:

- Simple, easy to use intuitional operation interface
- To-do list management, support child-task
- Free writing memo pad, support child-memo
- Task & Memo contents support multiline text, customized text and background color
- Task Could set due date, overdue alarm, Alarm funtion
- Unique list view function, expand specific item contents automatically
- Instant Search
- Can save as HTML,TXT,RTF... format files
- Print selected to-do lists or memos
- Import, export function
- Stay on system tray, activate at any time

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What's new

Veetid Desktop Task List **new features** :

- Support child task and child memo
- Import, export function
- Double click on empty field to add a new task or memo
- Hotkey of adding operations & quick close

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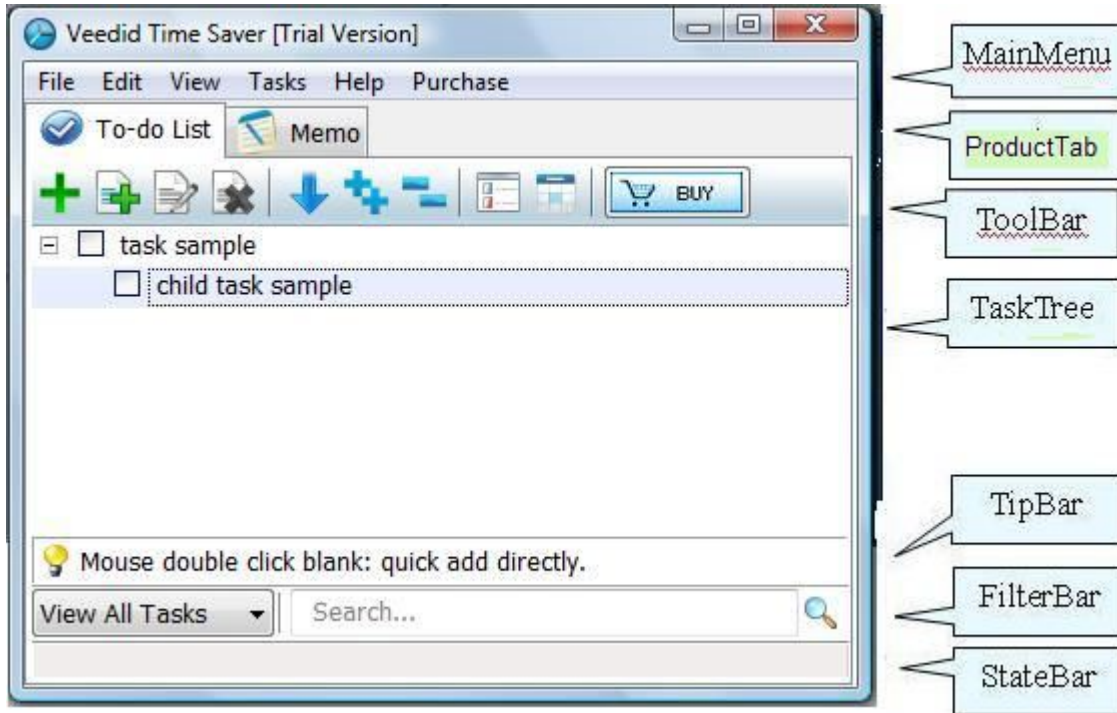
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Main Window Layout

Interface include:

- [MainMenu](#)
- [ProductTab](#)
- [ToolBar](#)
- [TaskTree](#)
- [TipBar](#)
- [FilterBar](#)
- [StateBar](#)



Select menu "File\Stay On Top", can keep the program always on the top of desktop.



ToolBar

Top TooBar includes frequently used operation button:



Button	Description
Add Task	Add a new Task
Add Child Task	Add a new Child-Task
Edit Task	Edit Selected Task
Delete Task	Delete Selected Tasks
Sort	Sort tasks and child-tasks by alphabetic ascending or descending
Expand All	Expand all groups
Collapse All	Collapse all groups
List View	Set as List View mode
View Date	Display groups and tasks date time information

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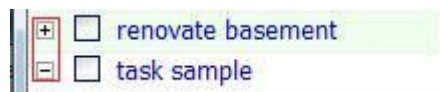
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TaskTree

TaskTree displays tasks and child-tasks, child-tasks list under the task belongs to by the indent manner.

Every task contains child-task has a Expand/Collapse icon, click this icon can expand or collapse relevant task.



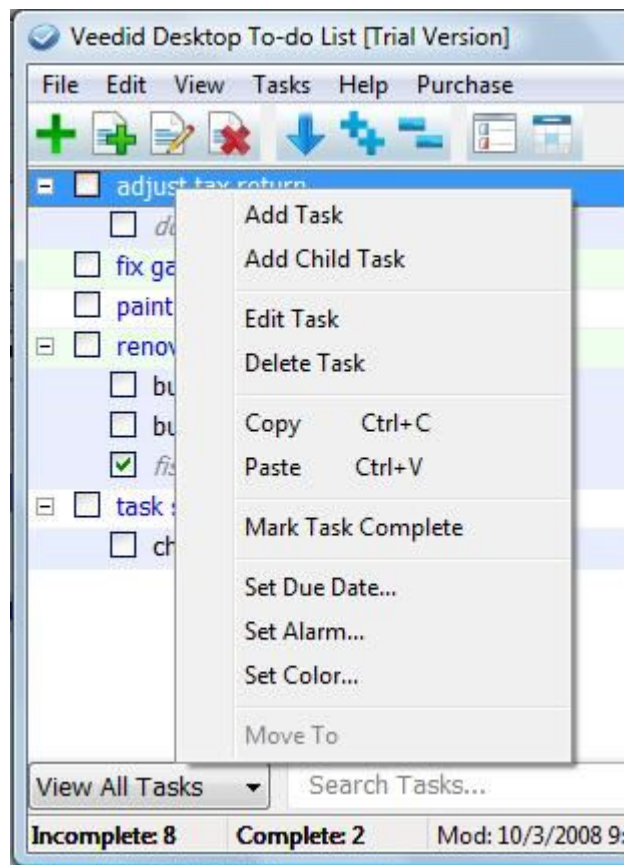
Every task has a checkbox in front, click checkbox can mark task as completed status.



When create or edit Task or group, TaskTree switch to edit mode, you can edit contexts in the edit box, press **Esc** to cancel edit, **Ctrl+Enter** key or mouse click **anywhere** outside the edit box to complete edit.



Right-click mouse can activate **PopupMenu** , Select menu in PopupMenu to run the relative operation..



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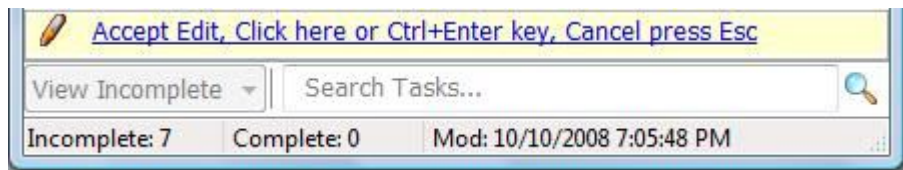
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TipBar

When operating some processes, TipBar pops up, give you some help and tips.



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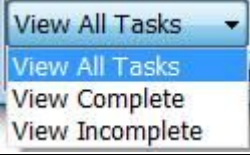
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FilterBar

Provide filter display and instant search operation:

Items	Description
View Range Combox 	Select tasks display range, select Drop down list to display all status of tasks, complete tasks or incomplete tasks
Search Input	Search input frame, type in a word or phrase to search, search results will display in the TaskTree

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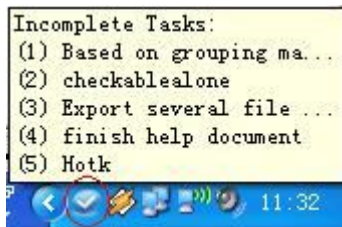
System Tray

Select [MainMenu](#) "File\Minimize" or click close button  , the program minimizes a icon in the system tray.

Mouse points the icon in the system tray, left-click the icon, the window pops up.

Mouse points the icon in the system tray, right-click the icon, activate PopupMenu, can select system operation.

Mouse points the icon in the system tray, hint information displays current incomplete tasks:



PopupMenu Include:

Menu Items	Description
Visit Veetid Website	Visit Veetid Software website
Quick Add...	activate Quick Add Dialog
Paste to Task	Creat a new task, paste system clipboard to selected task
Restore/Minimize	Minimizes the program to the system tray or Restore it
Exit	Exit the program

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MainMenu

MainMenu includes menus as follow:

- [File](#): file, data, system operation
- [Edit](#): edit operation
- [View](#): view control
- [Tasks](#): task management
- [Help](#): help
- [Purchase](#): purchase about





File Menu

File menu include:

Menu Items	Description
Options...	Open option dialog, configure program
Database Backup...	Backing up all tasks & child-tasks to a database file
Database Restore...	Restoring all tasks & child-tasks from a database file
Export ...	Export selected tasks & child-tasks to a database file
Import ...	Import tasks & child-tasks from a database file
Save ...	Save all tasks & child-tasks as html rtf txt... format file
Print ...	Print all tasks & child-tasks
Stay on top	Stay on the top of desktop
Exit	Exit the program

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Edit Menu

Edit menu include:

Menu Item	Description
Copy	Copy selected tasks and/or child-tasks to clipboard
Paste	Create a new task, paste system clipboard to selected task
Select All	Select all tasks
Deselect	Deselect

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View Menu

View menu include:

Menu Item	Description
View List	If the contents of task or child-task are too long, it could be full of the screen and affect other tasks. Set as view list display mode, all tasks and child-tasks only display one row. When mouse cursor stay on the certain task or child-task, it expands all detailed contents automatically
View Date	Display tasks & child-tasks create time, due date, alarm time etc
All Tasks	Display all tasks, Includes complete tasks and incomplete tasks
Complete Tasks	Display completed tasks only
Incomplete Tasks	Display incompleted tasks only
Expand All	Expand all tasks
Collapse All	Collapse all tasks

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Tasks Menu

Tasks menu include:

Menu Item	Description
Add Task	Add a new task, content can be multiple rows text
Add Child Task	Add a new child-task on the selected task
Edit Task	Edit contents of selected task
Delete Task	Delete selected tasks
Mark Task Complete	Mark selected task as Completed
Unmark Task Complete	Unmark selected task complete
Set Due Date...	Set task's due date
Set Alarm...	Set task Alarm attribute, set tasks reminder time
Set Color...	Open Set Color Dialog, set up tasks text and background color,or restore default color configuration
Move to	Move selected child-tasks to another task

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Help Menu

Help menu include:

Menu Item	Description
Contents	Open help file
Contact Technical Support	E-mail technical support
Make a Suggestion	E-mail us suggestions
Visit Veetid Website	Visit Veetid Software website
About	Shows program, copyright and version information

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Purchase Menu

Purchase menu include:

Menu Item	Description
Register...	Enter register code
Buy Now	On-line purchase

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Overview

With Veetid Desktop Todo List, you can create "to do task" conveniently, set up various task attributes, provide diverse display mode and [instant search](#) .

Task contents can be multiple rows of texts, customized [text color and background color](#) .

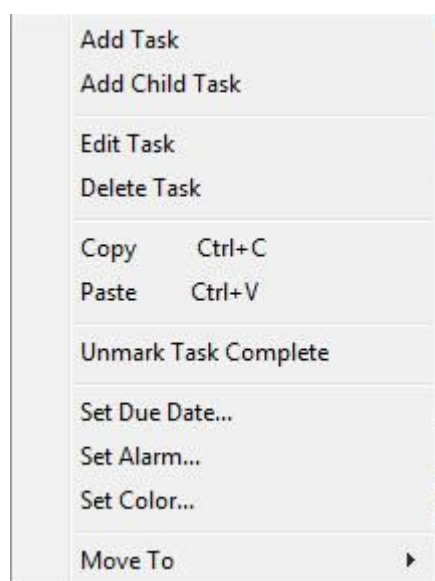
Some attributes of Task are:

- [Status](#): complete or incomplete
- [Due Date](#)
- [Text color and background color](#)
- [Alarm](#)

Use [MainMenu](#), [PopupMenu](#) and [ToolBar](#), you can complete [Add](#), [Edit](#), [Delete](#) , Attributes Set operation.

Task PopupMenu include:

items	Description
Add Task	Add a new task, content can be multi-line text
Add Child Task	Add a new child task, content can be multi-line text
Edit Task	Edit contents of selected task
Delete Task	Delete selected tasks
Copy	Copy selected tasks to clipboard
Paste	Creat a new task, paste clipboard to selected task
Mark/Unmark Task Complete	Mark task as Completed, or Cancel completed mark
Set Due Date...	Set task's due date
Set Alarm...	Set task Alarm attribute, set tasks reminder time
Set Color...	Open Set Color Dialog, set up tasks text and background color,or restore default color configuration
Move To	Move selected child tasks to another task





Add Task

The methods of Add Task are:

- [Use ToolBar](#)
- [Use MainMenu](#)
- [Use PopupMenu](#)

Entering Editing mode, start editing.

Complete Add :

- Click Tipbar
- Click other parts of Task Tree
- Or hotkey **Ctrl+Enter**

Cancel Add: press **Esc** key

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Edit Task

The methods of Edit Task are:

- [Use ToolBar](#)
- [Use MainMenu](#)
- [Use PopupMenu](#)

Entering Editing mode, start editing.

Complete edit :

- Click Tipbar
- Click other parts of Task Tree
- Or hotkey **Ctrl+Enter**

Cancel edit: press **Esc** key

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Delete Task

The methods of Delete task are as follow:

- [Use ToolBar](#)
- [Use MainMenu](#)
- [Use PopupMenu](#)

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Move Task

Simply drag mouse, can move selected tasks to another task.

In addition, use [MainMenu](#) or [PopupMenu](#) .

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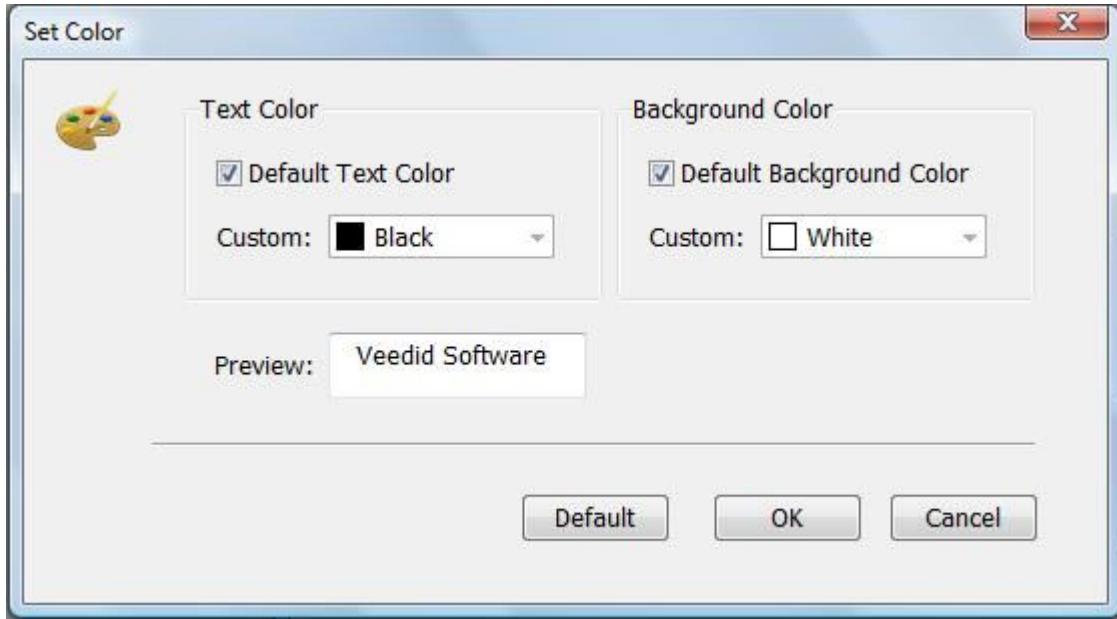
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Set Color


Use [MainMenu](#) or [PopupMenu](#) , open Color Set Dialog, config color of text and background, or restore default color configuration.



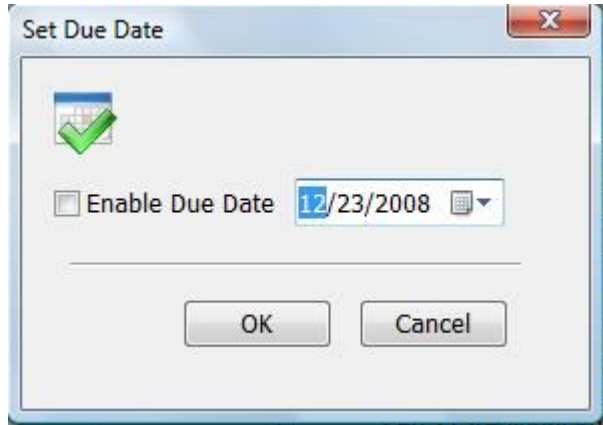


Set Due Date

Use [MainMenu](#) or [PopupMenu](#) open Due Date Set Dialog, enable/disable task due date, and set up date information.

There is a date icon  in front of tasks which due date is set.

If the due date is expired, there is a date expired icon  in front of tasks, and the font changes to **bold**.





Mark/Unmark Task Complete

Click task checkbox, mark task as completed.



Use [MainMenu](#) or [PopupMenu](#) can complete this operation as well.

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Sort Task

Veetid Time Saver can sort tasks and child-tasks by **alphabetic** . Click sort button on [ToolBar](#) , sorting can switch between ascending and descending.

You can use following methods to Sort tasks:

- [Use ToolBar](#)
- [Use MainMenu](#)

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View List

If the content of a task is too long, the task will occupy too much screen space, bring on the amounts of displayed TaskTrees decreased.

Set as **View List** display mode  , all tasks shrink as one row displaying, so you can grasp task information be clear at a glance.

Move mouse over the interested task, program will expand the task automatically, display the detailed information.

You can use following methods to Set **View List** Mode:

- [Use ToolBar](#)
- [Use MainMenu](#)

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View Date

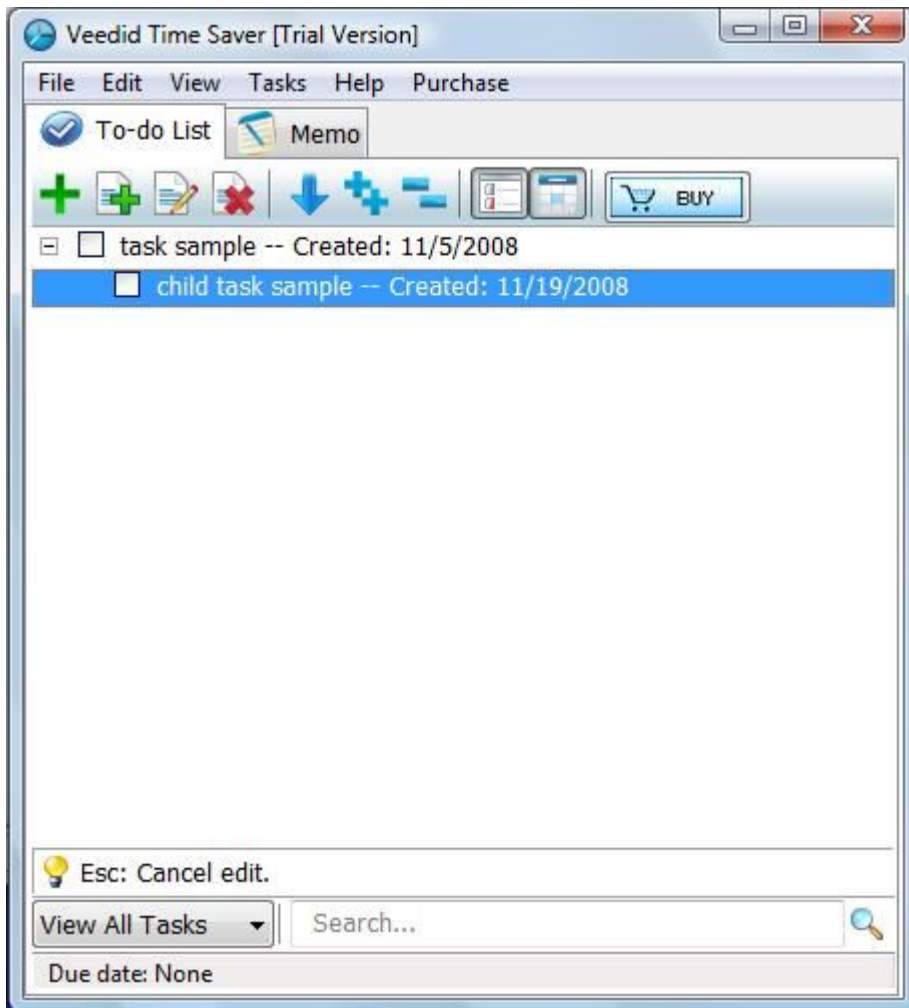
Task includes multiple time attributes: create time, due date, complete date, edit time, alarm time etc.

StateBar can display the most updated time of the selected project or task.

Set as **View Date** mode  , Task and project can display all time attributes next the contexts.

You can use following methods to Set **View Date** Mode:

- [Use ToolBar](#)
- [Use MainMenu](#)





Filter

Use [MainMenu](#) or [FilterBar](#) combobox, you can set up View Range. View Range has three options:

- **All:** Display all Tasks
- **Complete:** Display completed tasks only
- **Incomplete:** Display incompleted tasks only

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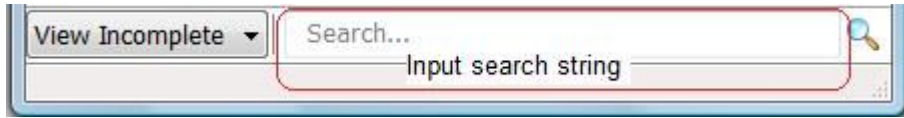
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Instant Search

Veetid Desktop Todo List provides **instant search** function, type in a word or phrase to search for in the search frame in the FilterBar, TaskTree displays search results at once.



Press **Esc** key or click Clear research button  to cancel search.

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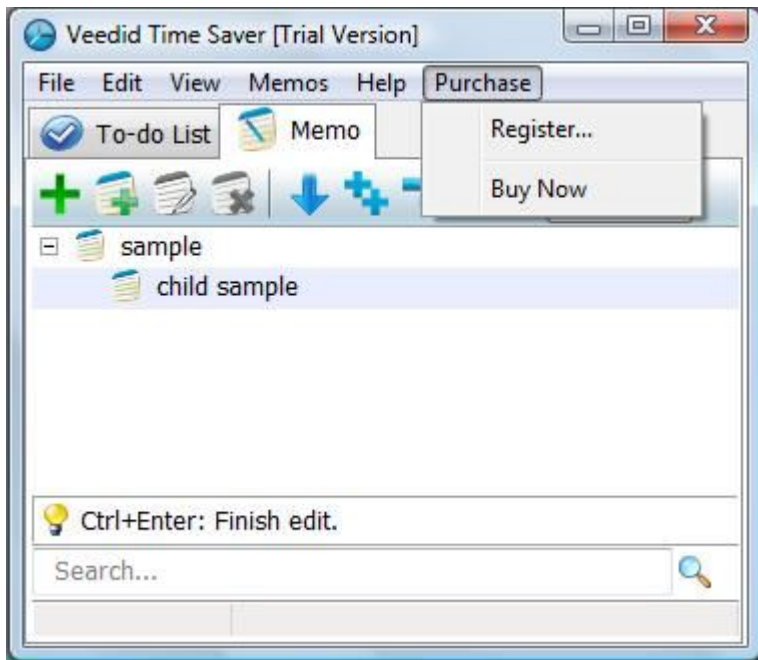
Web: <http://www.veetid.com>



MainMenu

MainMenu includes menus as follow:

- [File](#): file, data, system operation
- [Edit](#): edit operation
- [View](#): view control
- [Memos](#): memo management
- [Help](#): help
- [Purchase](#): purchase about





File Menu

File menu include:

Menu Items	Description
Options...	Open option dialog, configure program
Database Backup...	Backing up all memos & child-memos to a database file
Database Restore...	Restoring all memos & child-memos from a database file
Export ...	Export selected memos & child-memos to a database file
Import ...	Import memos & child-memos from a database file
Save ...	Save all memos & child-memos as html rtf txt... format file
Print ...	Print all memos & child-memos
Stay on top	Stay on the top of desktop
Exit	Exit the program

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Edit Menu

Edit menu include:

Menu Item	Description
Copy	Copy selected memos and/or child-memos to clipboard
Paste	Create a new memo, paste system clipboard to selected memo
Select All	Select all memos
Deselect	Deselect

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View Menu

View menu include:

Menu Item	Description
View List	If the contents of memo or child-memo are too long, it could be full of the screen and affect other memos. Set as view list display mode, all memos and child-memos only display one row. When mouse cursor stay on the certain memo or child-memo, it expands all detailed contents automatically
Expand All	Expand all memos
Collapse All	Collapse all memos

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Memos Menu

Tasks menu include:

Menu Item	Description
Add Memo	Add a new memo, contents can be multi-line text
Add Child Memo	Add a new child-memo on the selected memo
Edit Memo	Edit contents of selected memo
Delete Memo	Delete selected memos
Move to	Move selected child memos to another memo

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Help Menu

Help menu include:

Menu Item	Description
Contents	Open help file
Contact Technical Support	E-mail technical support
Make a Suggestion	E-mail us suggestions
Visit Veetid Website	Visit Veetid Software website
About	Shows program, copyright and version information

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Purchase Menu

Purchase menu include:

Menu Item	Description
Register...	Enter register code
Buy Now	On-line purchase

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Overview

With Veetid Desktop Task List, you can create memo conveniently, set up various text color and background color, provide diverse display mode and [instant search](#) .

Memo contents can be multi-line of texts, customized [text color and background color](#) .

Use [MainMenu](#), [PopupMenu](#) and [ToolBar](#), you can complete [Add](#), [Edit](#), [Delete](#) operation.

Task PopupMenu include:

items	Description
Add Memo	Add a new memo, contents can be multi-line text
Add Child Memo	Add a new child memo, content can be multi-line text
Edit	Edit contents of selected memo
Delete	Delete selected memos
Copy	Copy selected memos to clipboard
Paste	Create a new memo, paste clipboard to new memo
Move To	Move selected child memos to another memo



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Add Memo

The methods of Add Memo are:

- [Use ToolBar](#)
- [Use MainMenu](#)
- [Use PopupMenu](#)

Entering Editing mode, start editing.

Complete Add :

- Click Tipbar
- Click other parts of Task Tree
- Or hotkey **Ctrl+Enter**

Cancel Add: press **Esc** key

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Edit Memo

The methods of Edit Memo are:

- [Use ToolBar](#)
- [Use MainMenu](#)
- [Use PopupMenu](#)

Entering Editing mode, start editing.

Complete edit :

- Click Tipbar
- Click other parts of Memo Tree
- Or hotkey **Ctrl+Enter**

Cancel edit: press **Esc** key

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Delete Memo

The methods of Delete Memo are as follow:

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- [Use MainMenu](#)
- [Use PopupMenu](#)

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Move Memo

Simply drag mouse, can move selected child-memos to another memo.

In addition, use [MainMenu](#) or [PopupMenu](#) .

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Sort Memo

Veetid Desktop Task List can sort memos and child-memos by **alphabetic** . Click sort button on [ToolBar](#) , sorting can switch between ascending and descending.

You can use following methods to Sort memos:

- [Use ToolBar](#)
- [Use MainMenu](#)

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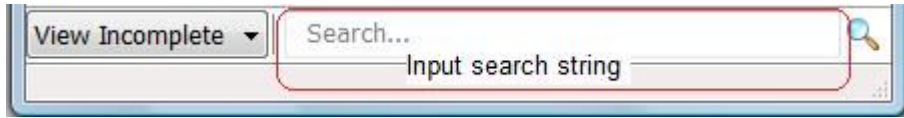
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Instant Search

Veetid Desktop Task List provides **instant search** function, type in a word or phrase to search for in the search frame in the FilterBar, TaskTree displays search results at once.



Press **Esc** key or click Clear research button  to cancel search.

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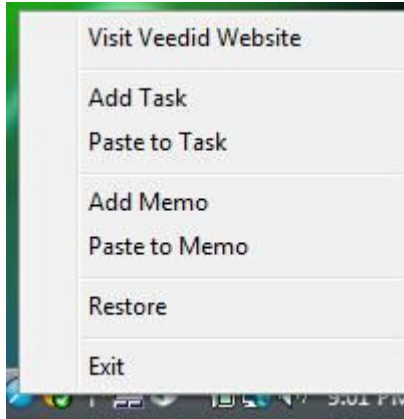
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Copy and Paste

Use [MainMenu](#) or [PopupMenu](#) **Copy** command, you can copy contents of selected project or task to system clipboard, then paste to other programs of windows, such as Word, Notebook.

Also, you can select paste, paste the contents copied from other program to a new task directly.



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Export

Use [MainMenu](#) **Export Tasks** command, you can export tasks and child-tasks as Html, text, csv, rtf... format files.

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Print

Use [MainMenu](#) **Print Tasks** command, you can print tasks and child-tasks.

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Backup and Restore Database

Use [MainMenu](#) command "**Database Backup...**" , you can back up all tasks and child-tasks to a file.

Use command "**DataBase Restore** ", you can restore datas in the backup file into program.

Use these operations, you can synchronize the datas with other computers.

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Purchase

Veetid Desktop Task List is a free try software. Registration removes the trial limit and the NAG dialog.

Ordering website : www.veetid.com/buy.htm

30 Days Money Back Guarantee.

If you're not satisfied, you don't lose anything.

Please contact us at sales@veetid.com if you have any problems or questions of the registration.

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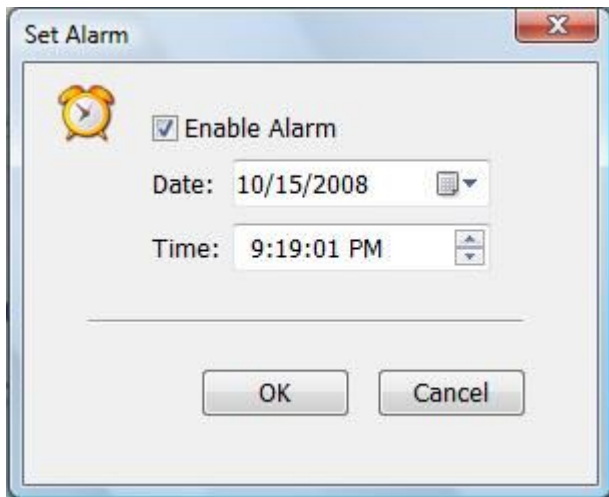
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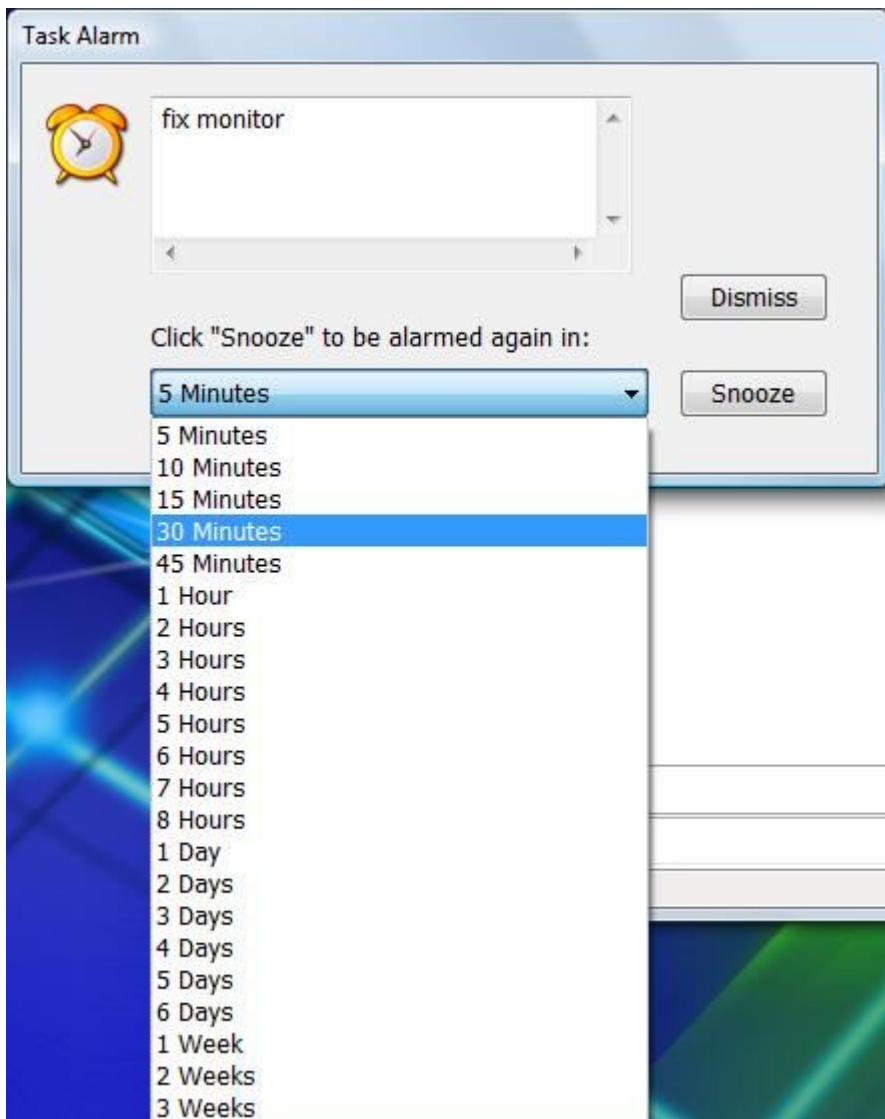
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Veetid Desktop Todo List supports alarm function, use [MainMenu](#) or [PopupMenu](#), open Alarm Set Dialog, can enable Task Alarm function, and set up alarm date time.

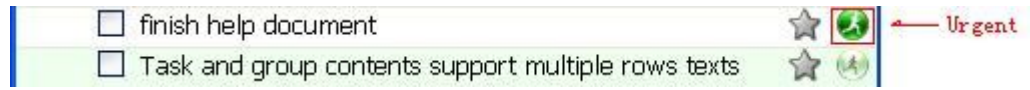


Tasks with alarm have hint icon  .

When the time is alarm time, system pops up an Alarm window, you can **Dismiss** Alarm, or select **Snooze** function to alarm later.



Click urgent icon behind task, mark or cancel task as urgent.



Select [MainMenu](#) or [PopupMenu](#) can complete this operation as well.

Select [PopupMenu](#) in the system tray, select **Quick Add...**, or press hotkey **Ctrl+Alt+F9** , activate Quick Add Dialog, you can fast add new task by one-touch.

