



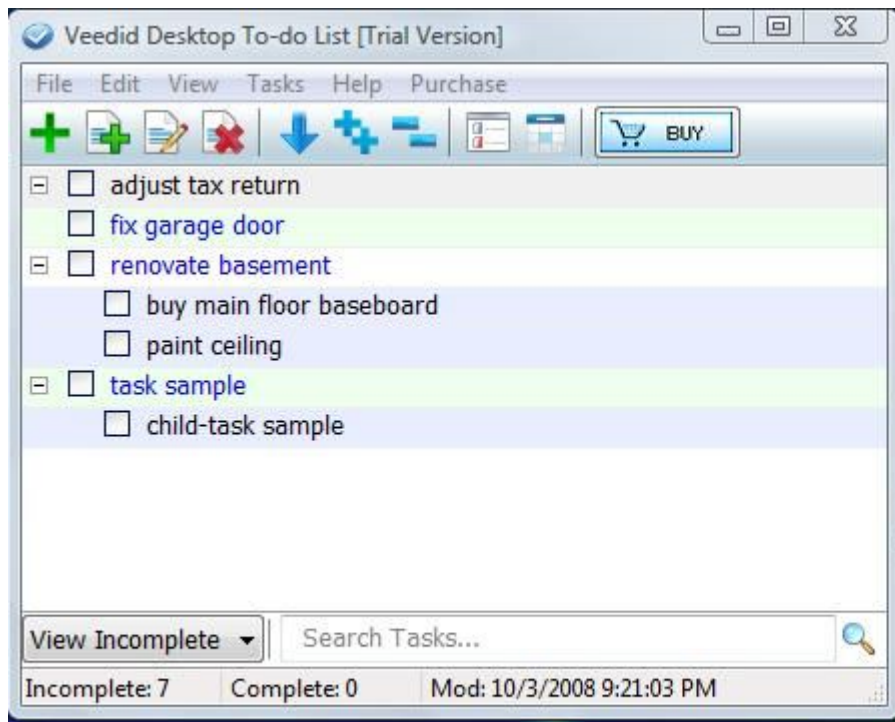
## Introduction

**Veetid Desktop To-Do List** is a handy todo lists management tool, a novice can master it immediately.

- Base on tasks and child-tasks
- Utilized interface
- Task reminder, snooze
- Printable
- Export to HTML, RTF, CSV, TXT... format files
- Instant search

If you need a tool that help you to manage tasks and don't want much stuffs to learn, this is your choice.

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





## Features

Veetid Desktop To-Do List Features:

- Easy to use intuitional operation interface
- Support child-task, one task could have multiple child tasks
- Task contents support multiline text, customized text and background color
- Could set due date, overdue alarm
- Alarm funtion
- Unique list view function, expand specific task contents automatically
- Instant Search
- Can save as HTML,TXT,RTF... format files
- Print selected to-do lists
- To-do lists import, export
- Stay on system tray, activate at any time

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## What's new

Veetid Desktop To-Do List **new features** :

- Support child task
- To-do lists import, export
- Double click on empty field to add a new task
- Tray hint displays to-do tasks

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

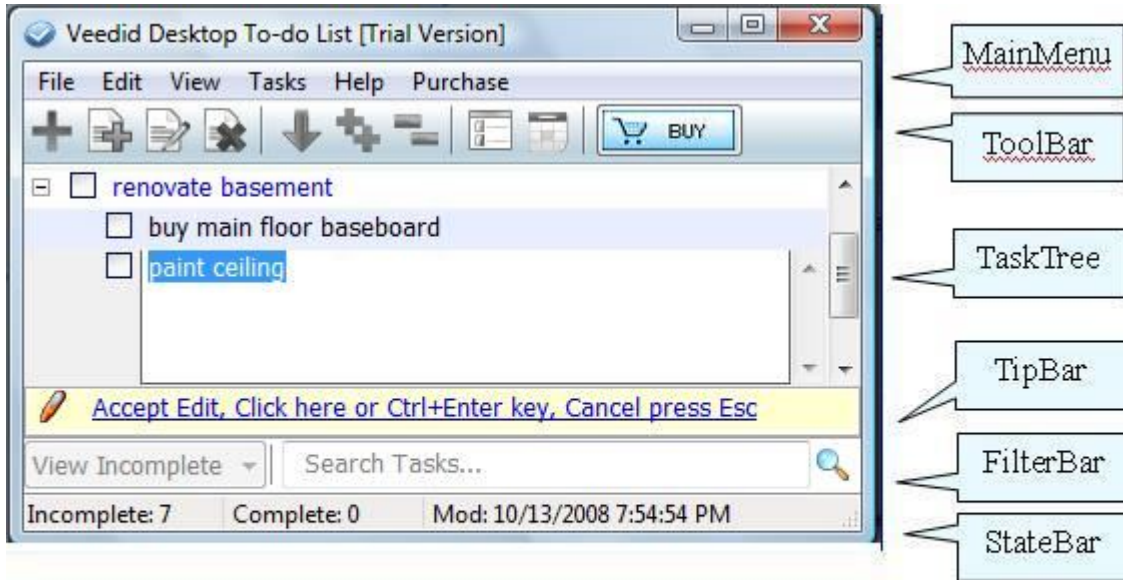
Web: <http://www.veetid.com>



## Main Window Layout

Interface include:

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



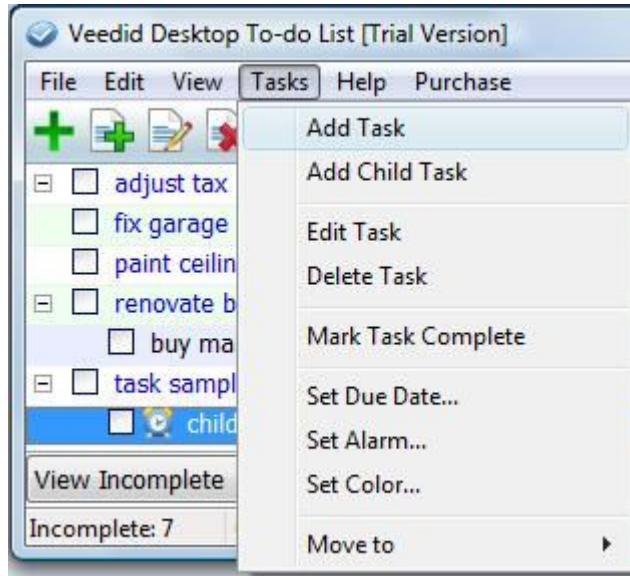
Select menu "File\Stay On Top", can keep the program always on the top of desktop.



## 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



---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## 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

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## Edit Menu

Edit menu include:

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

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## View Menu

View menu include:

Menu Item	Description
<b>View List</b>	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
<b>View Date</b>	Display tasks & child-tasks create time, due date, alarm time etc
<b>All Tasks</b>	Display all tasks, Includes complete tasks and incomplete tasks
<b>Complete Tasks</b>	Display completed tasks only
<b>Incomplete Tasks</b>	Display incompleted tasks only
<b>Expand All</b>	Expand all tasks
<b>Collapse All</b>	Collapse all tasks

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## Tasks Menu

Tasks menu include:

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

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## Help Menu

Help menu include:

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

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## Purchase Menu

Purchase menu include:

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

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## ToolBar

Top TooBar includes frequently used operation button:



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

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

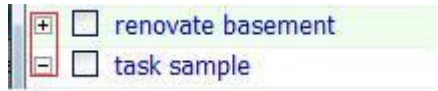
Web: <http://www.veetid.com>



## 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.



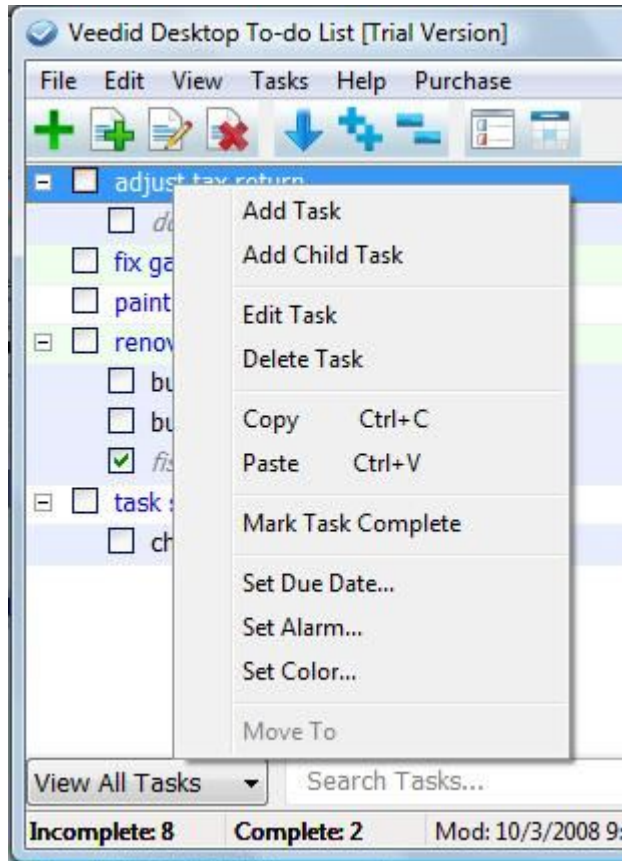
Every task has a checkbox in front, click checkbox can mark task as completed status.



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..



---

Copyright 2007-2009 Veedid Software All Rights Reserved

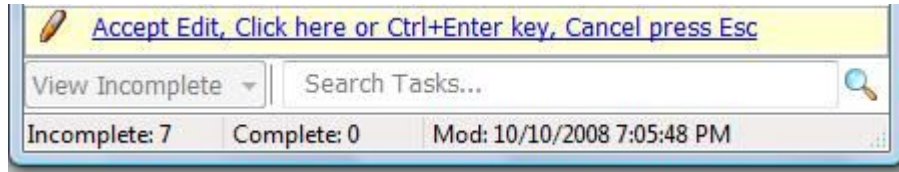
Email: [supports@veedid.com](mailto:supports@veedid.com)

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



## TipBar

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



---

Copyright 2007-2009 Veetid Software All Rights Reserved

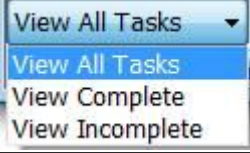
Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## FilterBar

Provide filter display and instant search operation:

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

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



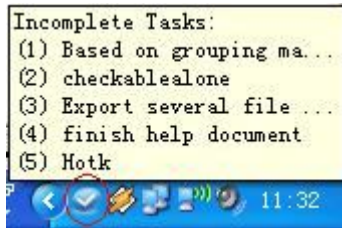
## System Tray

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
<b>Visit Veetid Website</b>	Visit Veetid Software website
<b>Quick Add...</b>	activate <a href="#">Quick Add Dialog</a>
<b>Paste to Task</b>	Creat a new task, paste system clipboard to selected task
<b>Restore/Minimize</b>	Minimizes the program to the system tray or Restore it
<b>Exit</b>	Exit the program

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## Overview

With Veetid Desktop To-Do 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](#) .

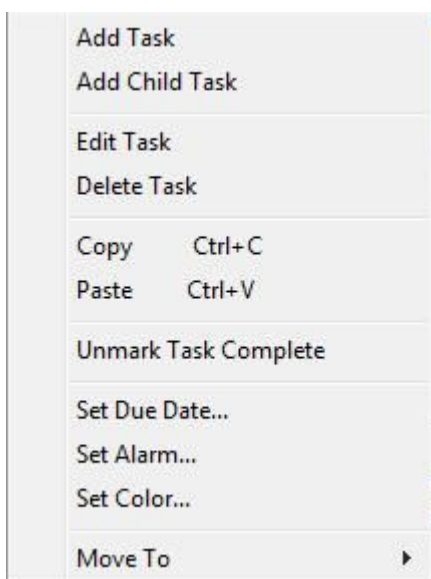
Some attributes of Task are:

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

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## 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

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## Delete Task

The methods of Delete task are as follow:

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

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## Move Task

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

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

---

Copyright 2007-2009 Veetid Software All Rights Reserved

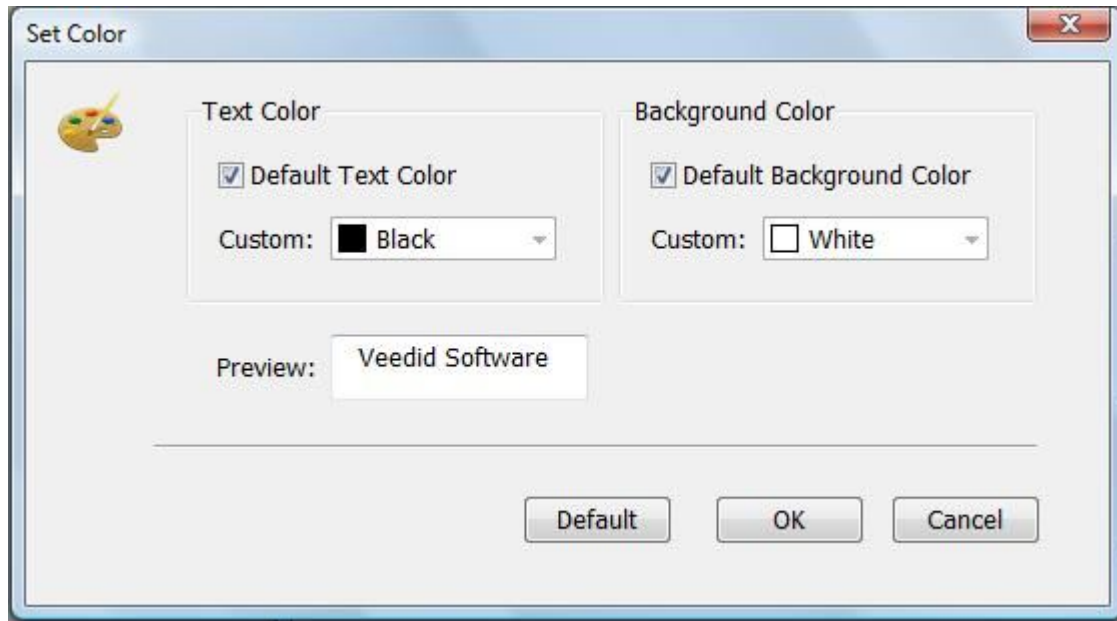
Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## Set Color

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



---

Copyright 2007-2009 Veetid Software All Rights Reserved


Email: [supports@veetid.com](mailto:supports@veetid.com)

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

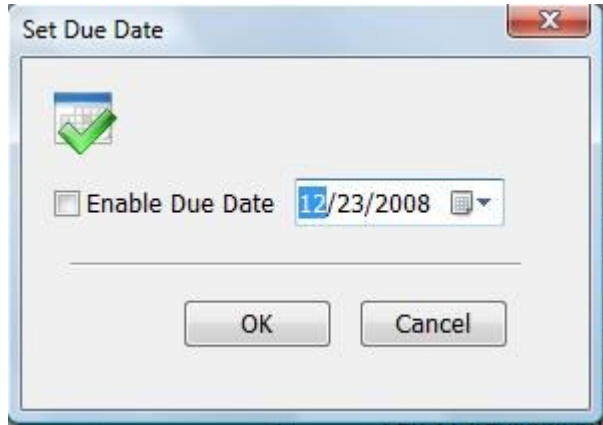


## Set Due Date

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.

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## Sort Task

Veetid Desktop To-Do List 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](#)

---

Copyright 2007-2009 Veetid Software All Rights Reserved


Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## 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](#)

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)


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



## View Date

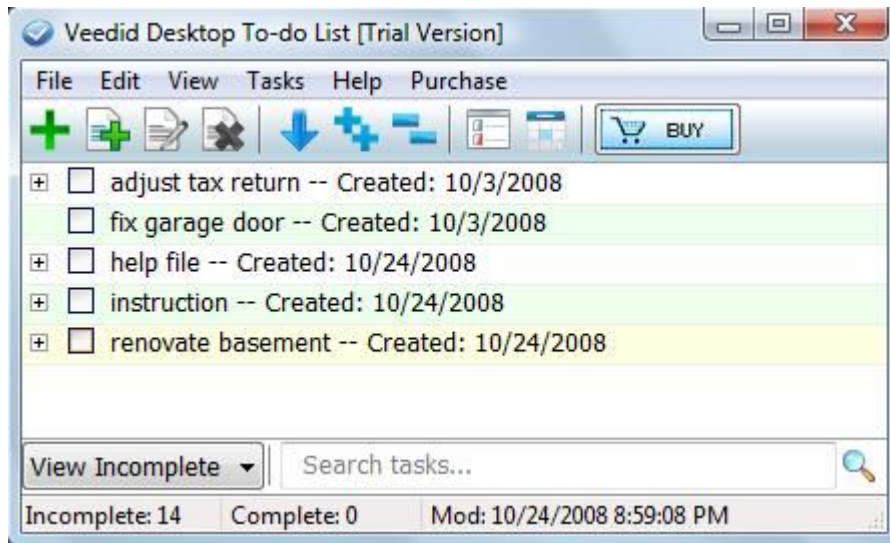
Task includes multiple time attributes: create time, due date, complete date, edit time, alarm time etc.

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](#)



---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## 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

---

Copyright 2007-2009 Veetid Software All Rights Reserved

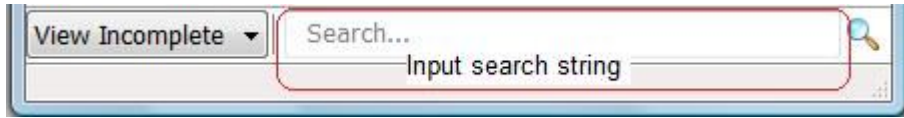
Email: [supports@veetid.com](mailto:supports@veetid.com)


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



## Instant Search

Veetid Desktop To-Do 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.

---

Copyright 2007-2009 Veetid Software All Rights Reserved

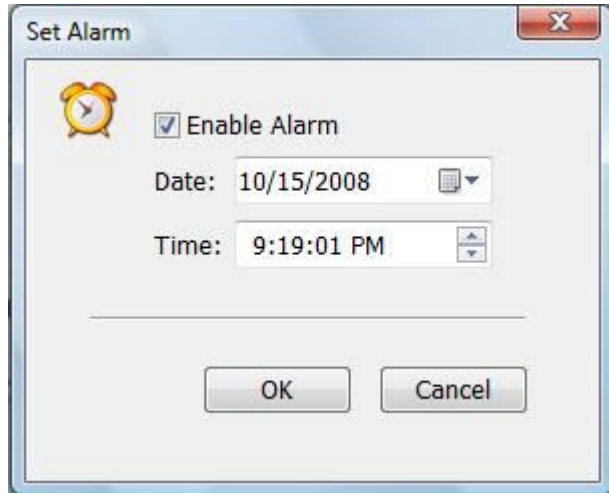
Email: [supports@veetid.com](mailto:supports@veetid.com)


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



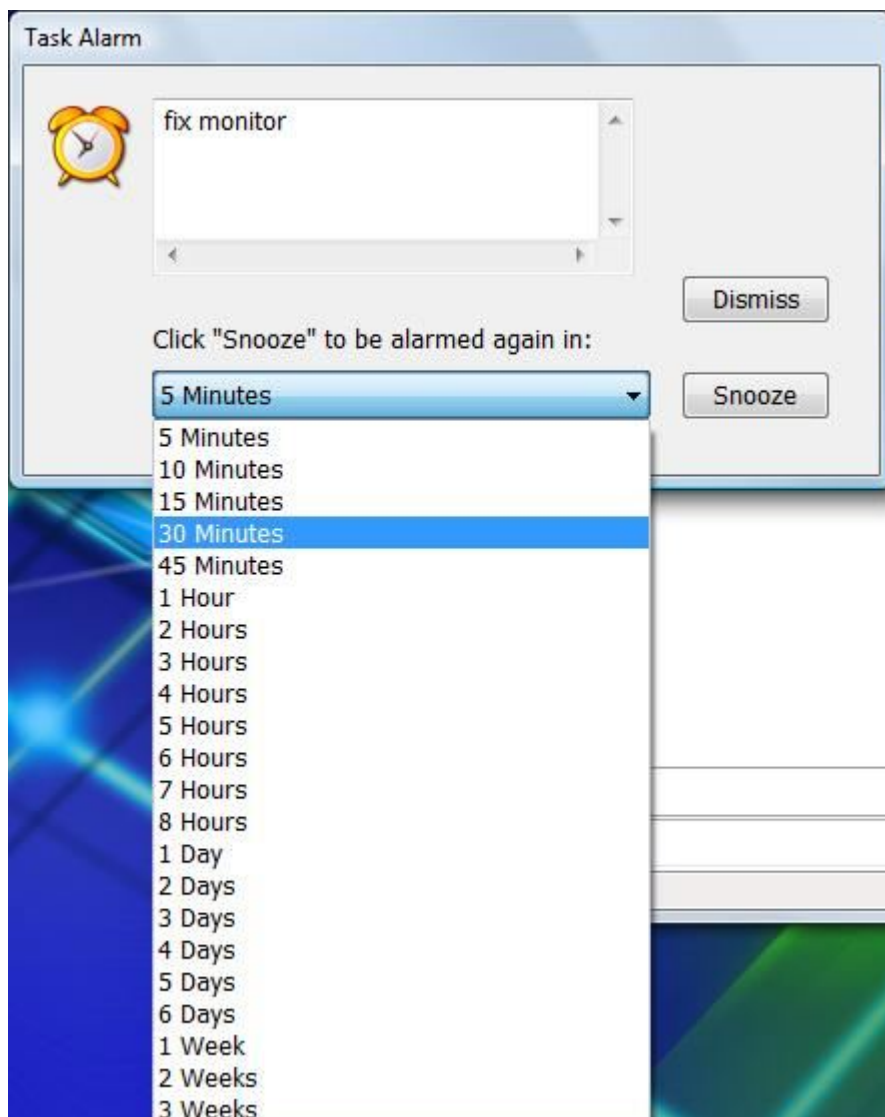
## Alarm

Veetid Desktop To-Do 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.



---

Copyright 2007-2009 Veedid Software All Rights Reserved

Email: [supports@veedid.com](mailto:supports@veedid.com)

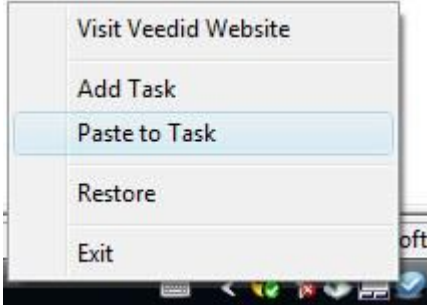
Web: <http://www.veedid.com>



## 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.



---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## Export

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

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## Print

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

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## 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.

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## **Purchase**

Veetid To-Do List is a free try software. Registration removes the trial limit and the NAG dialog.

**Ordering website :** [www.veetid.com/buy.htm](http://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](mailto:sales@veetid.com) if you have any problems or questions of the registration.

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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



## Contact Us

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

Support: [support@veetid.com](mailto:support@veetid.com)

**Purchase:** <http://www.veetid.com/download.htm>

---

Copyright 2007-2009 Veetid Software All Rights Reserved

Email: [supports@veetid.com](mailto:supports@veetid.com)

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

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.

