Tasks	Keyboard Shortcuts	
In Tasks viewer (See Viewers), use icons or menu commands:	<u>General</u>	
■ New task <u>or</u> Task > New task	聞 Open a task file	CTRL+O
New subtask <u>or</u> Task > New subtask	😡 Close a task file	CTRL+W
Edit task <u>or</u> Double-click task <u>or</u> Task > Edit task	园 Save a task file	CTRL+ S
№ Delete task <u>or</u> Category > Delete	🗹 Save task file as	CTRL+SHIFT+S
New task and Edit task dialog boxes:	🖶 Print a task file	CTRL+P
Subject - Enter task name	Page setup	CTRL+SHIFT+P
Description - Add details (They appear when mouse hovers over)	Quit Task Coach	CTRL+Q
🔼 Dates – Start, Due, Completion – Click 💌 to display calendars	 Help	CTRL+SHIFT+H
Categories - Select category to assign to task (See Categories)	<u>Edit</u>	
Budget – Add/Edit/Delete budget detail (See Budget)	Edit	ENTER
Effort tracking - Start/stop (See Effort Tracking)	∜ Cut	CTRL+X
Notes - Add/Edit/Delete notes to attach to a task (See Notes)	<u></u> Сору	CTRL+C
Attach – Add/Open/Delete attachments (See Attachments)	🗖 Paste	CTRL+V
Behavior - Mark task complete if all children are complete:	Undo	CTRL+Z
Y/N/Use app-wide setting (See Preferences)	Redo	CTRL+Y
Categories <u>Tasks</u>		
In Categories Viewer (See Viewers), use icons or menu choices:	Mark Task Complete	CTRL+ENTER
New category <u>or</u> Category > New category	A Increase priority	CTRL+I
$$ New subcategory \underline{or} Category $>$ New subcategory	V Decrease priority	CTRL+D
Edit category <u>or</u> Double click category <u>or</u> Category > Edit	Auximize priority	CTRL+SHIFT+I
$lacksquare$ Delete category \underline{or} Category $>$ Delete	Minimize priority	CTRL+SHIFT+D
Add note <u>or</u> Category > Add note	<u>Tasks, Categories, Notes</u>	
Attach file \underline{or} Category > Add attachment	☑ New item	CTRL+INS
Assign color to category: Double-click on it, then Use this color	New subitem	CTRL+SHIFT+INS
Assign category/subcategory to task/subtask:	🔀 Delete item	CTRL+DEL
Double click task/subtask and select 📦 Categories.	Collapse all items	CTRL+SHIFT+C
Select categories from list or click $ m oxedsymbol{oxed}$ to create a new one.	🖶 Expand all items	CTRL+SHIFT+E
Budget Effort Tracking		
Click to access budget fields in the New/Edit task dialog box:	Track the time spent on a task (hh:mm:ss).	
Budget – Enter hh:mm:ss expected for this task	(Enable this feature in Preferences – Features.)	
Time spent - Tracked effort (See Effort tracking)	Click to Start tracking	
Budget left: Calculated as Budget – Time spent	Click to Stop tracking	
Hourly fee: Enter dollar amount revenue per hour.	View tracked effort in the Effort viewer	
Fixed fee: Enter fixed dollar amount of revenue per task	Edit tracked effort: Double-click line item	
Revenue: Calculated as Fixed Fee + (Hourly Fee * Time spent)	in Effort Viewer and change values.	

Viewers

Open a viewer: View > New viewer > Select viewer (Can have multiple viewers open in any configuration.)

Task viewer: Shows tasks as hierarchy or simple list.

Categories viewer: Shows categories and subcategories.

Timeline viewer: Shows task timelines from creation to completion.

Effort viewer: Shows tracked tasks and the time spent.

Notes viewer: Shows notes independent of tasks or categories.

Rearrange viewers: Drag & drop viewers around the screen.

Display fields: Right click on header row. Select fields to display.

Sort viewer contents: Click on a column header to sort by it.

Notes

Notes & subnotes can be independent or added to tasks & categories. Notes viewer displays independent notes & subnotes.

Independent notes:

Add note <u>or</u> Note > New note

Add subnote or Note > New subnote

Edit note *or* Note > Edit note

Delete note <u>or</u> Note > Delete note

Email note <u>or</u> Note > Email note (See Email)

Notes attached to tasks or categories:

Right-click on a task or category and choose Add Note or

Create new or open existing item and click Notes in New/Edit item dialog box. Click

Attachments

Attach file, URL, or email address to a task, note, or category:

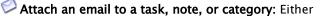
Right-click on the item in its viewer & select Attachments.

Open attachment: Double-click on the item & click Attachments.

Select the attachment and click 🛄.

Email

TC integrates with Outlook & Thunderbird email user agents.



- Drop email onto task, note, or category in the viewer <u>or</u>
- Drop in attachment pane in New/Edit dialog box
- Greate new item from an email: Drop email on an empty part of a viewer to create a new item with email attached.

Exporting

Export tasks, notes, categories, effort:

Export all or only selected items into HTML or CSV files. Exports only columns currently shown in the viewer.

File > Export >

- Export as HTML / Export selection as HTML
- Export as csv / Export selection as csv

<u>Filter tasks:</u> View > Filter >

Show only tasks due before the end of:

Unlimited, Today, Tomorrow, Work week, Week, Month, Year

Hide tasks that are: Active, Inactive,

Completed, Over due, Over budget

To view tasks and notes by category:

Select categories in Categories viewer.

Preferences

SET PREFERENCES: Click **Edit** > **Preferences**

Window behaviors

Show splash screen/tips on startup: Y/N
Start w/ main window iconized: Y/N/Last
Hide main window when closed: Y/N
Show popups when hovering: Y/N
Check for new version at startup: Y/N
Use tabbed interface: Y/N (Restart req.)
Make clock in taskbar tick: Y/N

Files Settings

Auto save after every change: Y/N
Create backup before overwriting: Y/N
Max number of files to remember: 0-9
Save settings in same directory as
program: Y/N

Attachment base directory: Enter path

Task behavior

Mark parent task completed when all children are completed: Y/N. (This global setting but can be over-ridden for each task individually. See **Tasks – Behavior**)

👪 <u>Language</u>

Select language: From 47 available.
(Restart TC for the change to take effect.)

Colors 🤛

Set colors for tasks that are: Active, Inactive, Completed, Over due, Due today

Features Turn features on/off:
Tracking effort, Taking notes, SyncML,
Start/End hours, iPhone synchronization,
Minutes between task start & end times