

What is a To Do item?

In Notes, a To Do item can be a task which specifies a deadline, or a standing task with no end date or time.

A To Do item has a current status, which can be In Progress, Not Started, or Completed. You can create tasks and monitor their status in the To Do view.

To Do items can also be edited or deleted. You can copy an existing To Do item into a mail message, calendar entry or another To Do item.

You can create a To Do and assign it to another person. This will create a task entry in your To Do list and theirs. You can also add an alarm to the To Do item so Notes will remind you at a specified time that the To Do item is due. You can also assign a category to a To Do item, print the item or print the entire To Do list.

The To Do view

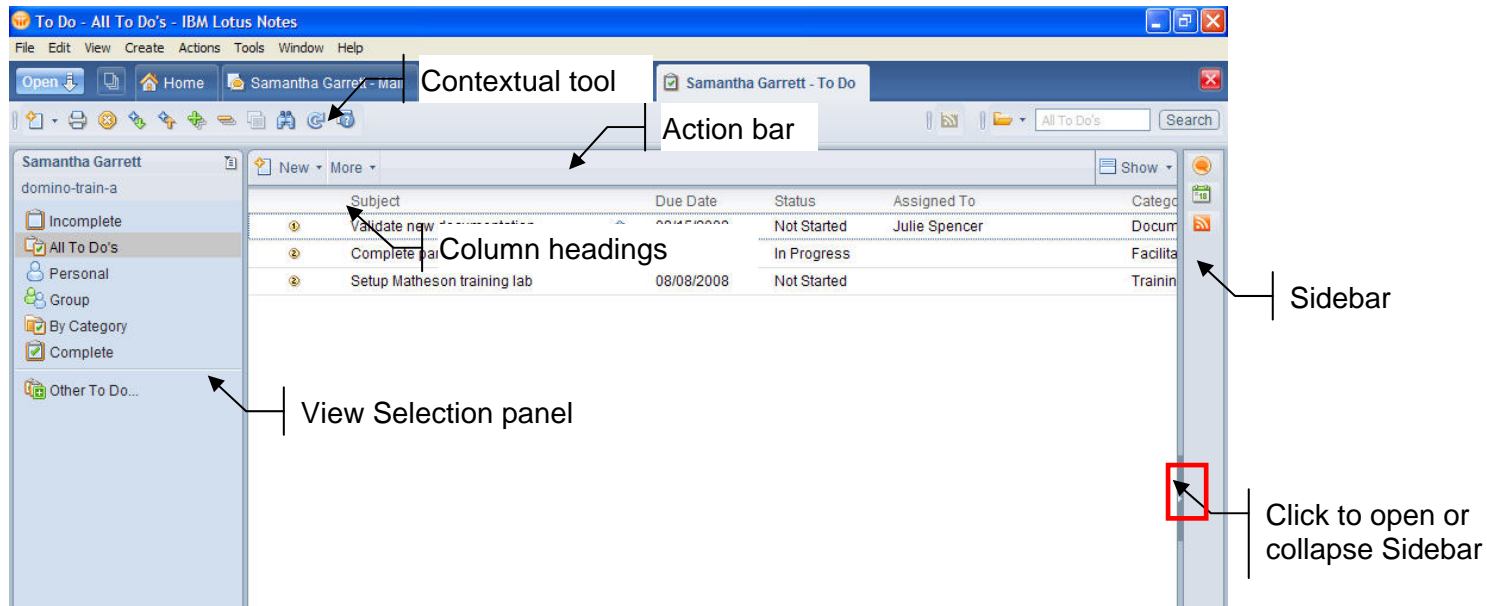
The To Do view stores the To Do items you need to complete. For example, you might have To Do items which another person has assigned to you. You can display the To Do view by clicking on the **To Do** button on the Home page.

Accessing the To Do List

1. Click on the **To Do** icon on the **Home** page to access your To Do list.



- We are now going to look at the components of the To Do tab. A sample To Do tab with tasks is shown below. The list of To Do items appears in the Folder Contents list along with each To Do subject and the due date.



Contextual toolbar

The **Contextual toolbar** now appears within each individual Notes tab rather than directly below the menu, bringing the toolbars closer to the activity to which they relate to without having to open and close different toolbars.

View Selection panel

The **View Selection panel** displays the views and folders that are available in the currently opened application.

Column headings

Click on the **column** heading to sort the view by heading. For example, By clicking on the **Due Date** column heading, Notes will sort the due date in ascending order. Click on the **Due Date** column again to sort in descending order.

Sidebar

The **Sidebar** is the rightmost column of the Notes screen in which application plug-ins appear.

The sidebar can be opened and closed via the  icon. Alternatively, click on the **View** menu and select **Sidebar > Open**.

Here you can monitor upcoming meetings and new entries in your feed-enabled applications, as well as access your instant messaging contacts. You can also use the sidebar calendar to check your schedule.

Action bar

The Action bar is designed to let you carry out the most common actions using a single mouse click

The less frequent actions are access via a two-click action. The Action bar may include icons and text. Items on the Action bar are also available from the Action menu.