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## **To Do Lists Demo Video**

### **Online To Do Lists**

logged in to 'roperconsulting', viewing To Do application, 'Honey Do List', left panel is open so see all the to do lists

click on several to do lists: Home Desk Work, Marketing, Project Alpha

### **Easy to Use:**

#### **Just Drag-and-Drop**

(in Project Alpha)

click drag on a low priority task and drop it in High priority

click on a Medium priority task and move it ~3 higher or lower within that category and drop

#### **Just Click and Type**

click the green plus on 2nd or 3rd item in Medium and type 'call Samantha' press Enter type 'email George' press Enter and press Enter

### **Enter Unlimited Text**

click in 'Coordinate final collateral'

click blue link 'Shift-enter for larger editor' to open the editor window

type

enter

"-get dates from George in Marketing" enter (type the dashes "-" too!)

"-who is doing appendix A?" enter

"-what is drop dead date?"

click OK (the to do closes and now has orange arrow)

click on orange arrow to open and click on it again to close -- just to show how that works

### **Add Hyperlinks**

click on marketing

click in 'Call Andrew' and type 'tell him about [www.donorsnap.com](http://www.donorsnap.com)' and click OK

### **Click to Finish a Task**

check several items in this list as Finished

### **Add Dates and Reminders**

click in a 'Review this weeks results' to edit it; clic 'Start and Due dates',

select a start date and a due date a week later.

check the 2 reminder boxes

change the 'Send the reminder' to be '1 day in advance' and 3 pm and click OK

### **Gorgeous PDF Printouts**

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(then off camera continue to print the to do and preview it as PDF file)  
show freeze frame of the finished PDF printout

### **Share Lists with Others**

click a to do list name, click gear icon, type 2 names into control and check allow edit on one...

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### **To Do Lists**

### **Demo Video**

### **Online To Do Lists**

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open so see all the to do lists

click on several to do lists: Home Desk Work, Marketing, Project Alpha

### **Easy to Use:**

#### **Just Drag-and-Drop**

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click drag on a low priority task and drop it in High priority

click on a Medium priority task and move it ~3 higher or lower within that cateogy and  
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#### **Just Click and Type**

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### **Enter Unlimited Text**

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click on marketing

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**title2**

describe action of this scene

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opening thumbnail title slide:

**To Do Lists**

**Demo Video**

### **Online To Do Lists**

logged in to 'roperconsulting', viewing To Do application, 'Honey Do List', left panel is open so see all the to do lists

click on several to do lists: Home Desk Work, Marketing, Project Alpha

### **Easy to Use:**

#### **Just Drag-and-Drop**

(in Project Alpha)

click drag on a low priority task and drop it in High priority

click on a Medium priority task and move it ~3 higher or lower within that category and drop

#### **Just Click and Type**

click the green plus on 2nd or 3rd item in Medium and type 'call Samantha' press Enter type 'email George' press Enter and press Enter

### **Enter Unlimited Text**

click in 'Coordinate final collateral'

click blue link 'Shift-enter for larger editor' to open the editor window

type

enter

"-get dates from George in Marketing" enter (type the dashes "-" too!)

"-who is doing appendix A?" enter

"-what is drop dead date?"

click OK (the to do closes and now has orange arrow)

click on orange arrow to open and click on it again to close -- just to show how that works

### **Add Hyperlinks**

click on marketing



click in 'Call Andrew' and type 'tell him about www.donorsnap.com' and click OK

### **Click to Finish a Task**

check several items in this list as Finished

### **Add Dates and Reminders**

click in a 'Review this weeks results' to edit it; clic 'Start and Due dates',  
select a start date and a due date a week later.

check the 2 reminder boxes

change the 'Send the reminder' to be '1 day in advance' and 3 pm and click OK

### **Gorgeous PDF Printouts**

on Project Alpha, show mouse going to and clicking 'Print' button

(then off camera continue to print the to do and preview it as PDF file)

show freeze frame of the finished PDF printout

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