



Remember User Guide

Remember is a to-do list application, focused on being straightforward and non-disruptive. We don't believe in clunky applications where task management itself becomes a task. Remember is a simple list of tasks, always available at your fingertips.

Tasks

There are several ways to add new tasks. Instead of clicking the + button, you can press ⌘N or the Return key on your keyboard or double-click empty space in the task list. You can also assign a keyboard shortcut for this, to quickly add a new task from any application. Do this from the Preferences (⌘,).

When you're done naming a task, another task is created if you press the Return key. This is great for quickly jotting down a bunch of things at once. When you're done, press the Return key again when you're on a blank row. You can turn off batch input in the Preferences (⌘,). Double-click a task to rename it.

Folders

In its most basic form, Remember is a simple list of tasks. If you need more than that, you can add folders to arrange things in a way that makes more sense. Click the folder icon (⌘⇧N) to create a new folder, and give it a name. To make a new task inside the folder, select it and click the + button (⌘N). You can also drag existing tasks and folders into it.

There may be times when you're working on a specific project and don't need to see the other stuff. Use the Focus pop-up menu (⌘1) to select the folder you want, or click the arrow (↩) button next to a folder in the list. The task list changes to display just tasks and folders inside this chosen folder. Similarly to a web browser, you can use the Back button (⏪) to go back to the previously focused folder. Hold down the option (⌘) key to go forward instead.

View Options

The view options drop-down menu  has an option to “*Hide Completed Tasks*”, in case you need to concentrate on what’s left to do. Tasks whose names are too long to fit are normally clipped with an ellipsis. Use the “*Wrap Task Names*” option to make them take up several lines instead. “*Show Flattened Hierarchy*” hides all folders and shows all tasks in all folders directly in the list.

You can also choose to sort your items by completed status, name, label or due date. Note that you cannot re-arrange items by dragging while you’ve got sorting enabled.

Menu Bar Mode

In addition to using Remember in a standalone window, you can attach it to an item in the menu bar. Do this by choosing “*Attach window to menu bar*” in the Preferences () or the view options drop-down menu.

In this mode, you can also click and hold the menu bar icon, and drag the cursor over the list. Items are highlighted and you can choose one to quickly toggle its completed state.

Due Dates

You can assign dates to tasks so you’re know when they’re due. The task list shows the number of days left along its right side. To set the date for a task, place the cursor near the right side of the window, next to a task. A button  will appear. Click it to show a pop-up calendar where you can choose a date. To change the date of a task, click the number of days left. To remove a due date, click the “No Date” button in the pop-up calendar.

When naming tasks, Remember can automatically detect natural language date expressions. For example, if you name something “Finish report by tuesday” or “Submit tax forms before June 14”, the due date will be set accordingly.

Labels

To emphasize or categorize folders and tasks, you can give them color labels. Right-click (or ctrl-click) an item to choose a color.

Search

You can, of course, search for an item by its name. Choose Find () from the Action drop-down menu  to show the search field. You can also search for label color names.

Neat Tricks

You can print (⌘P) your task list from the Action menu. This takes your view settings into account, including the currently focused folder and whether completed tasks are hidden. You can also choose an appropriate text size in the Print dialog.

To quickly choose a due date for a task, click and hold the number of days left (or the  button) and drag over the calendar.

You can drag a snippet of text from another application and drop it on the menu bar icon or the task list, to create a new task. Every line of text becomes a task. Likewise, you can drag tasks from Remember to other applications to insert their names.

If, while editing the name of a task, you want to change the task to be a folder, press $\wedge \rightarrow$ (ctrl-tab). Press again to go back (provided the folder is still empty).

Be sure to check out Preferences (⌘,) for more useful stuff.

If you have questions or suggestions,
always feel free to contact us at
info@lighthouse.com