CheckListr User Manual

1. Introduction

CheckListr is a lightweight Windows desktop app designed to help you manage structured, checkable lists. It is ideal for organizing tasks, ideas, or any hierarchical information you want to track and complete.

It combines simplicity with flexibility: **checkboxes, hierarchy, tags, colours, and drag-and-drop**, all in one familiar Windows-style interface.

2. User Interface

- **Ribbon Command Bar**:

  Located at the top of the window, the **Ribbon** contains tabs such as **Home**, **View**, and **Tools**, where you can access all of *CheckListr*'s commands.

- **Main List View**:

  This is where your checklist items are displayed. The list uses a **tree-grid structure** with **two columns**. Rows can be **indented** to create a hierarchical structure.

- **Status Bar**:
  Located at the bottom of the window, the **Status Bar** displays the **total item count** and **checked item count**. A clickable icon allows you to **toggle the visibility of checked items**.

3. Working with Items

Items

Items are the fundamental building blocks of your checklist. Each item has a **title** and a **description**.

Creating and Arranging Items

Adding new items is always relative to the **currently focused item** (the item you last clicked on or navigated to).

- **Add Item:** Adds a new item immediately after the focused item.

- **Add Before:** Adds a new item before the focused item.

- **Add as Child:** Adds a new item as a sub-item under the focused item, increasing its indentation level.

Editing Items

You can edit an item's **title** and **description** directly in the list.

1. **To edit a title**:

   - Click the title of the focused item.

   - Alternatively, select the item and press the **F2** key.

   - The title will become an editable text box. Press **Enter** to save your changes or **Esc** to cancel.

2. **To edit a description**: While editing the title, press the Tab key to move to the description field.

Checking Items

The primary action in *CheckListr* is to **check** an item, which marks it as complete.

- Click the checkbox in front of an item to toggle its checked state.
- You can hide checked items using the **Hide checked** button on the **View** tab.

Marking Items as Active

To highlight what you are currently working on, you can toggle an item's **Active** state. Active items are displayed in a distinct **magenta colour** to stand out.

4. Selection and Navigation

Efficiently selecting and moving through your list is key to using *CheckListr* effectively.

Selecting Items

- Single Selection: Click an item to focus and select it.

- **Multiple Selection:**

  o Hold **Ctrl** and click on different items to select them individually.

  o Hold Shift and click another item to select a continuous range.

- **Rubber Band Selection:**

  o Click on an empty area in the list and drag the mouse to draw a selection box (rubber band).

  o All items inside the box will be selected. Hold **Ctrl** while dragging to add to the existing selection.

Keyboard Navigation

- Up / Down Arrows: Move the focus and selection to the item above or below.

- Shift + Up / Down Arrows: Extend the selection upward or downward.

5. Managing Selected Items

Once you have selected one or more items, you can perform various batch actions.

Moving and Organizing

- **Move Up/Down:** Shifts the selected items up or down, maintaining their sibling order.

- **Move Right/Left:** Increases or decreases the indentation level of the selected items, making them children of the item above or promoting them to a higher level.

- **Drag and Drop:** Click and drag the selected items to a new position. An indicator will show where the items will be dropped (before, after, or as a child of the target item).
  - Hold **Ctrl** while dropping to **copy** instead of **move**.

Clipboard Actions (Cut, Copy, Paste)

- **Cut / Copy:** Places the selected items onto the clipboard, preserving their hierarchical structure.

- **Paste:** Pastes the clipboard items relative to the focused item (after by default). You can also paste **before** or **as child**.

- **Paste as Plain Text:** Items copied from *CheckListr* can be pasted into a text editor as **tab-indented plain text**, with descriptions tabbed after their titles.

Deleting Items

Press the **Delete** key to remove all selected items.

6. Formatting and Decorating Items

Enhance your list's readability and organization through visual styling. These can be applied to any selected items.

- **Font Style**: Apply **bold**, **italic**, or **underline** formatting.

- **Background Colour**: Set a custom background colour for items.

- **Priority**: Assign a **priority level** from **1 (highest)** to **5 (lowest)**.

- **Tags**: Add predefined tags like **Important** or **Warning**, displayed as icons on the item.

7. Customizing the View

The **View** tab on the ribbon provides options for changing how your checklist appears.

- **Zoom**: **Zoom In**, **Zoom Out**, **Zoom 100%** adjust the font size for readability. Zoom also affects **printing**.

- **Tree**: **Collapse All / Expand All** manage the visibility of child items.

- **Grid**:

  - **Grid Header**: Toggle visibility of column headers.
  - **Treelines**: Toggle connecting lines between parent and child nodes.
  - **Gridlines**: Toggle lines between rows and columns.
  - **Fixed Header**: Keep the header visible when scrolling.

- **Row:**

  - **Row Number**: Display a row number to the left of each item.
  - **Full Row Select**: Highlight the full row of a selected item, not just the title.

8. Tools and Utilities

The **Tools** tab provides powerful features for managing your data.

Find

- Opens a dialog to search for text within **titles or descriptions**.

- Found items are selected and focused; the search loops through the list from top to bottom.

Undo/Redo

Nearly all actions, including editing, moving, and formatting, supports **Undo** and **Redo**.

Import / Export

Import and export checklist data in various formats.

Backup and Restore

- If the **backup on save** option is enabled, *CheckListr* automatically saves previous versions of your file.

- Click **Restore** to view available backups, organized by date and time.

- Select a backup to preview its contents. Clicking **Restore** will replace your current list with the backup content (this is undoable).

9. Keyboard Shortcuts

Mastering these shortcuts will greatly improve your speed and efficiency when using *CheckListr*.

File Operations

Action	Shortcut
New	Ctrl + N
Open	Ctrl + O
Save	Ctrl + S
Print	Ctrl + P

Editing Items

Action	Shortcut
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Delete	Delete
Undo	Ctrl + Z
Redo	Ctrl + Y
Edit Title	F2
Edit Description	Tab
Add After	Insert
Add Before	Shift + Insert
Add as Child	Alt + Insert

Checking and Status

Action	Shortcut
Toggle Checked	Space
Toggle Active	Ctrl + A
Toggle Bold	Ctrl + B
Toggle Italic	Ctrl + I
Toggle Underline	Ctrl + U
Toggle Visibility of Checked Items	F8

Priority

Action	Shortcut
Set No Priority	Ctrl + 0
Set Priority 1	Ctrl + 1
Set Priority 2	Ctrl + 2
Set Priority 3	Ctrl + 3
Set Priority 4	Ctrl + 4
Set Priority 5	Ctrl + 5

Navigation

Action	Shortcut
Previous	Up
Next	Down
Parent	Left
Child	Right
First Item	Home
Last Item	End

Selection

Action	Shortcut
Range Select Up	Shift + Up
Range Select Down	Shift + Down
Range Select Up to First Item	Shift + Home
Range Select Down to Last Item	Shift + End

Tree Manipulation

Action	Shortcut
Increase Indent (Right)	Ctrl + Right
Decrease Indent (Left)	Ctrl + Left
Move Selected Lines Up	Ctrl + Up
Move Selected Lines Down	Ctrl + Down
Collapse Current Node	Left
Expand Current Node	Right
Collapse All	Alt + Left
Expand All	Alt + Right

View and Grid

Action	Shortcut
Zoom In	Ctrl + +
Zoom Out	Ctrl + -
Zoom 100%	Ctrl + Alt + 0
Toggle Grid Header	Ctrl + H
Toggle Gridlines	Ctrl + G
Toggle Treelines	Ctrl + T

Find and Utilities

Action	Shortcut
Find	Ctrl + F
Emoji Panel	Ctrl + E