

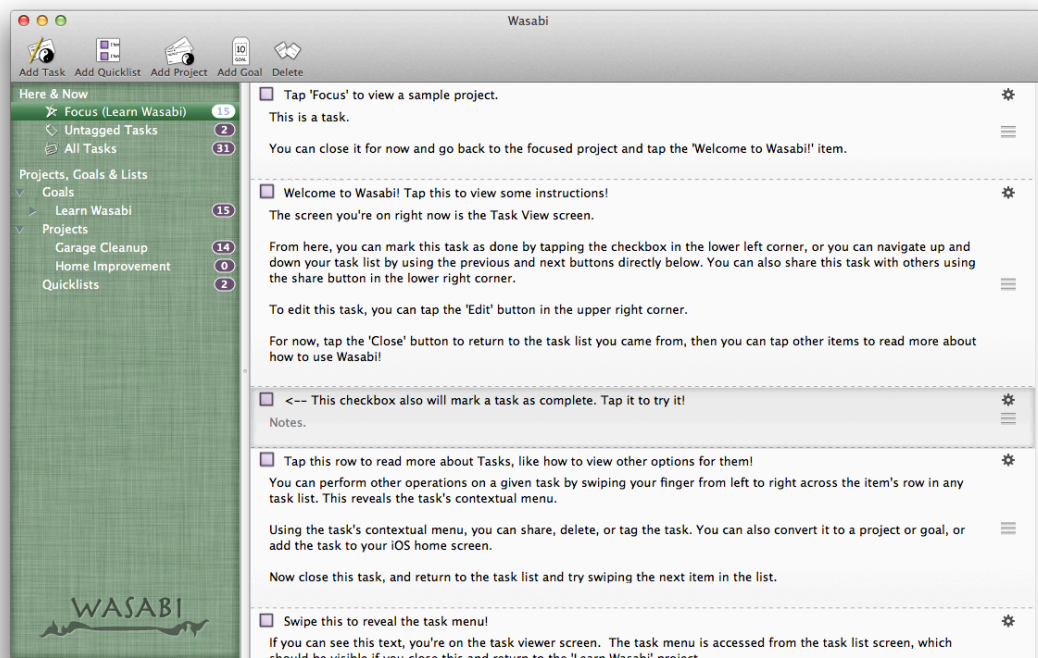


Wasabi

To Dos You'll Use

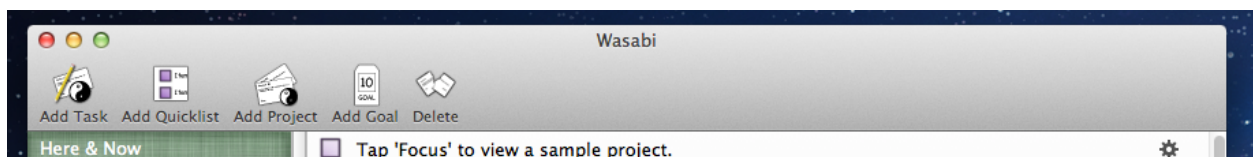
Random Ideas Software

The Main Screen



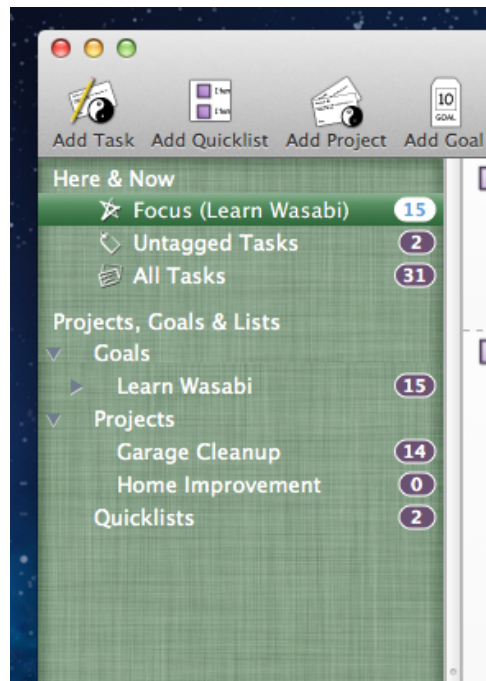
The Wasabi main screen consists of 3 panels.

At the top of the window is the toolbar, you can select different icons from the toolbar to perform different operations. When adding tasks or QuickLists the tasks will be automatically added to the currently active project, goal, or location.



Task lists in Wasabi are organized as projects, goals, or places. (Places are only available if you are also using the iPhone or iPad version of Wasabi.)

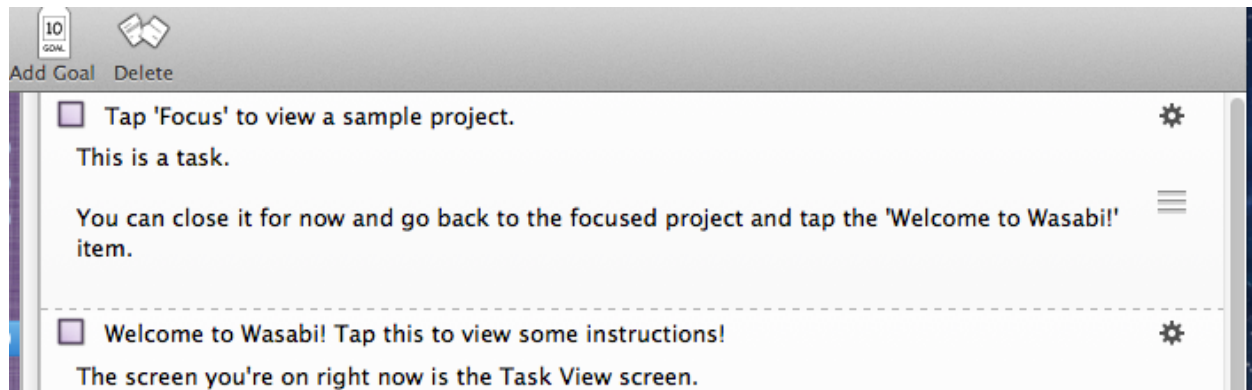
To choose between different projects, goals or places, you navigate the list in the left hand panel. You can set a goal or project as your currently focused task list by option-clicking the item and choosing “Set As Focus” from the pop-up menu.




To share a task list, you choose the “Share” menu item from the pop-up menu.

To organize subprojects inside of goals or locations, you drag and drop the subproject item inside of the expanded goal. This will cause the tasks in that subproject to be sorted accordingly when viewing the enclosing goal or location.

The main panel is on the right-hand side. It contains the list of tasks for the currently active to-do list. When you add or edit a task, you will do so in this panel.



To organize and prioritize tasks within task list, you drag-and-drop them within this panel. Each task has a name field and the notes field which you can edit. To mark a task is complete, you simply click the checkbox next to it.

On the right-hand side of each task is the tasks action menu icon . You can use this menu to mark tasks as complete, tag tasks, or, in the case of Quick-Lists, toggle between list mode and edit mode.,

The Status Menu



Sometimes, you'll want to have access to your focused task list without having the clutter and distraction of the full Wasabi desktop interface. For example, if you have created a to do list of things that you need to do on your computer, you

may simply want a minimalist interface which occupies a corner of your screen that you can refer to as you work.

Wasabi supports this through the heads up display, and status menu.

When wasabi is running, the status menu is always present in your menubar. When you click it, you can choose from the following options.

To view your currently focused task list, choose the “Focus” menu item.

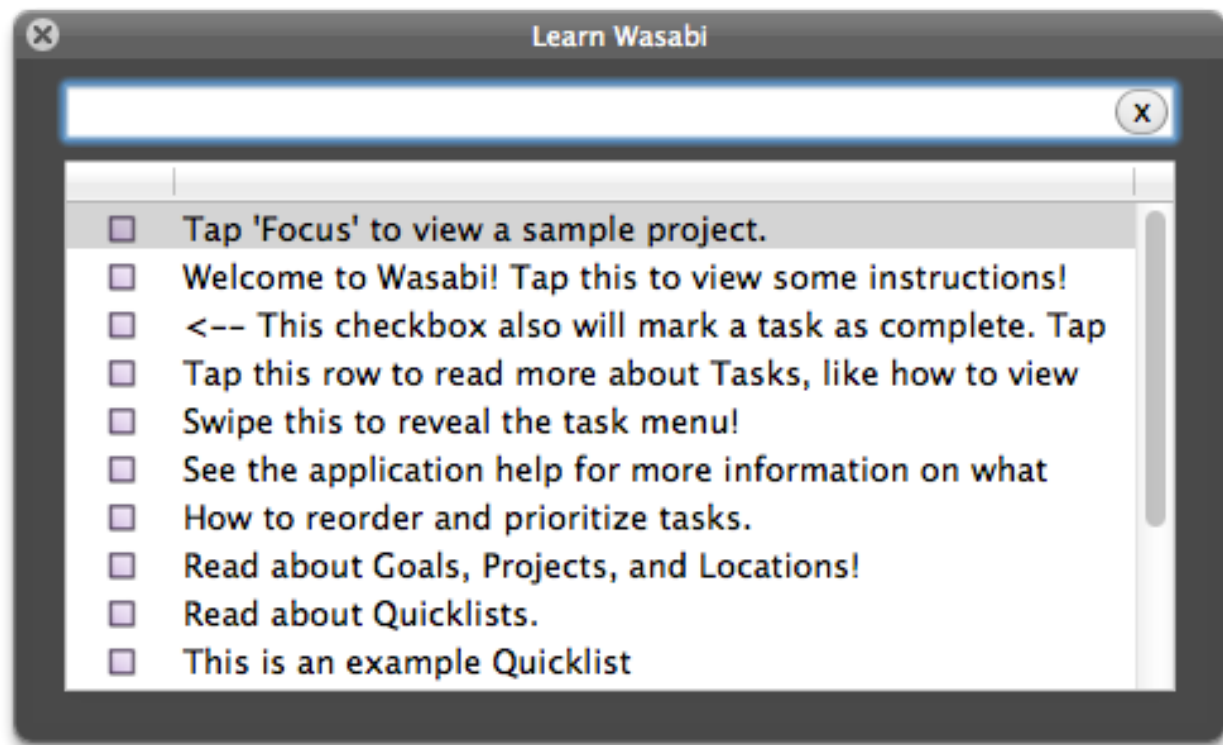
To change your focus, choose the “Current Focus” menu item. Inside this menu is the list of all of your projects and goals. By selecting one of them, you change what project you are currently focusing on.

To add a new task or a new QuickList, choose the “Add Task” or “Add QuickList” menu items, respectively. This method of adding tasks or QuickLists differs from using the main interface, in that it also uses a minimalist heads-up display panel.

Finally, to force Wasabi to synchronize with the Wasabi Cloud Sync backend service right now, choose the “Sync Now” menu option.

The status menu also displays the last time Wasabi was able to successfully sync with the with the Wasabi Cloud Sync backend service.

The Heads Up Display



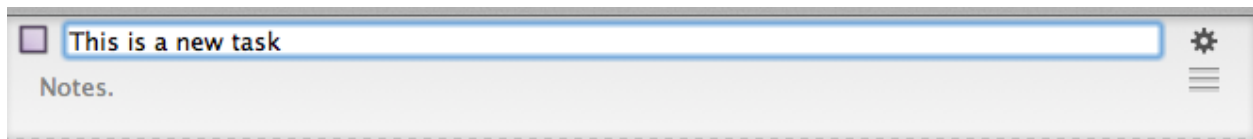
The heads-up display is a minimalist interface designed to occupy a corner of your screen while you work on other things on your desktop. It hovers above other windows on your desktop even if the Wasabi application is inactive.

This panel is specially designed so that if you have an especially large task list, you can click in the edit box at the top of the window and begin typing. This will automatically filter your task list to tasks which contain the text that you are typing. If, after typing the text, you find that no tasks are found matching the text you have typed, pressing enter will automatically bring up the new task window, with your text in the name field, ready to be entered as a new task. You can search for and enter new tasks quickly using this workflow.

Alternatively, if you find that the text that you have entered does bring up a task, pressing enter will open that task's window and allow you to edit it.

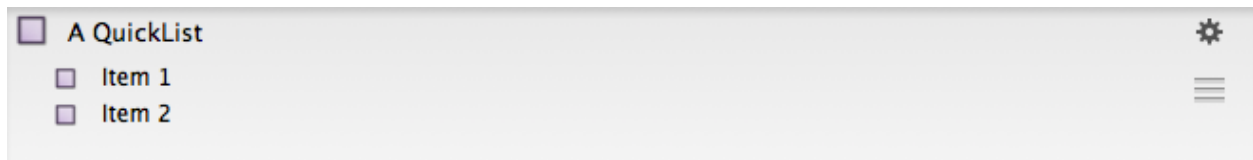
Adding Tasks

To add tasks, simply click the "Add Task" button in the toolbar, or type ⌘T. This will add a task to the currently selected task list.



Tasks have two primary fields, the Name or Description field - this is the primary text field that displays adjacent to the checkbox, and the Notes field, this is the field that displays below the checkbox. The name field should contain a brief description of the task to be done, and the notes field should contain any additional information you may want to note about the task.

QuickLists



QuickLists are tasks that are specially formatted so that you can create and edit them as if you were editing a text file, but when you view them, they magically transform into a checklist.

To add a QuickList to the current project, click the "Add QuickList" button, or type Shift-⌘T.

When editing a QuickList, you enter the name as you normally would, but any notes you add will be transformed into checklist items. For each line in the notes field, you will get one item in your checklist. So, for example, if you enter:

Item 1

Item 2

Item 3

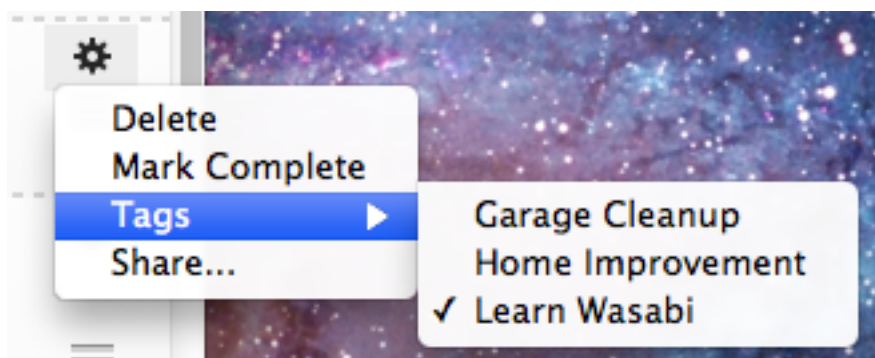
Then that will become a QuickList with 3 items in it.

To indicate that an item is already checked in your checklist, you can prefix the item with "[x]".

Goals, Projects, Places

You can organize tasks in Wasabi into projects, goals, or places. Places can contain goals, projects and tasks; goals can contain projects and tasks; and projects can contain just tasks.

A given task can exist in multiple projects, goals, or places.

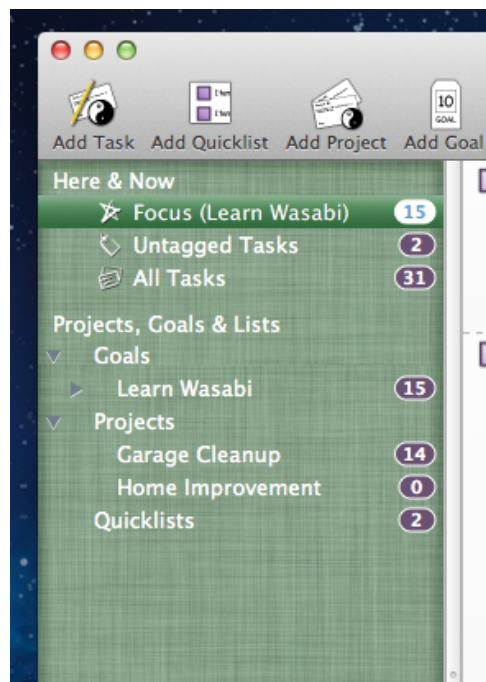


To set a task's container, you use tags. Tags can be set using the tags menu under the task action menu. This menu is automatically populated with projects, goals and places when you create them.

Purging Deleted Tasks

When you have finished a task, and marked it as complete, it automatically sorts to the bottom of the task list. Eventually, this will get cluttered with finished tasks, and you'll want to remove them all. To do this, select the menu item "Purge Completed Tasks" from the "Edit" menu.

Here & Now



The "Here & Now" section of the left panel displays a summary of what you need to be focused on *right now*. It shows your currently focused task list first, then your current location (if you have location services enabled and have configured a location for here), then any untagged tasks, and finally a list of all your tasks. You can get a nice "30,000 foot view" of your to do lists from this panel.

The unfinished tasks in each task list display in a badge next to the list.

Online Synchronization



Wasabi Cloud Sync is a free online synchronization and storage service provided as part of Wasabi. Using it, you can keep your desktop in sync with your iPhone or iPad and vice versa. Wasabi will automatically sync your data to the cloud whenever you make changes. Those changes will automatically then appear on each of your other devices.

To sign up for a free account, visit <http://wasabi.random-ideas.net/>.

Sharing Tasks

Using Wasabi with Wasabi Cloud Sync, you can share your tasks, projects, goals, or even places with other Wasabi users.

To share a task, click the action menu on the task you want to share and choose "Share."

To share a project, goal or location, option-click the item in the left panel and choose "Share."

After you have selected an item to share, a dialog box will pop up where you can enter the email address of the person you want to share that task with. Once you have entered the address, that item will be shared with that person. Any changes they make to the task or project will be reflected in your copy, and vice versa. If you add tasks to a shared project, the people you share it with will also receive those tasks.

Be careful who you share with, since they can edit and delete any of the items you share with them.

To remove sharing from an item, simply delete the person's email address from the share list.

Import and Export

You can import tasks and projects from any comma delimited text file, including those generated by OmniFocus and Things.

Additionally, you can export your tasks to a csv file which is compatible with OmniFocus.

Got Questions?

To contact Random Ideas, please email us at: support@random-ideas.net or visit our website at <http://www.random-ideas.net>