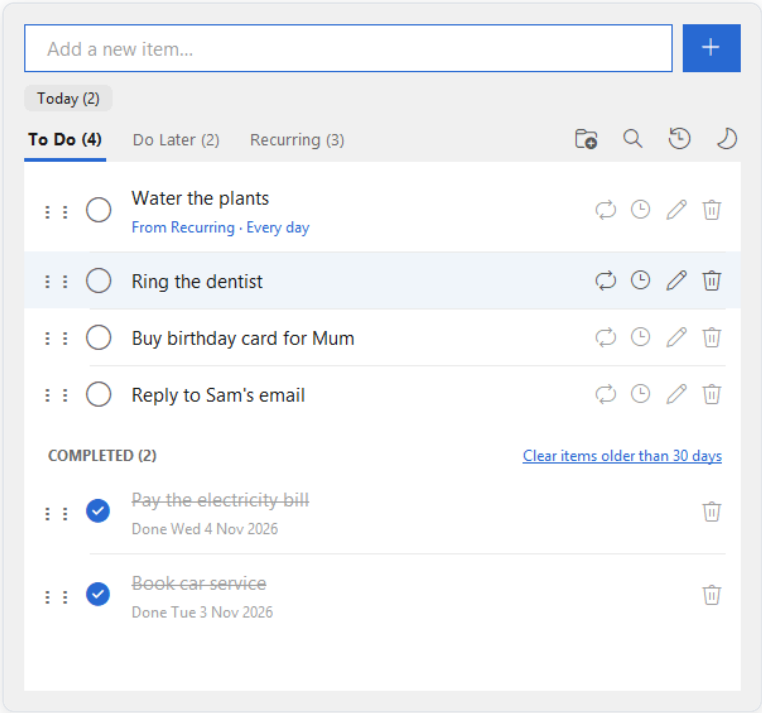
Pixel Tasks

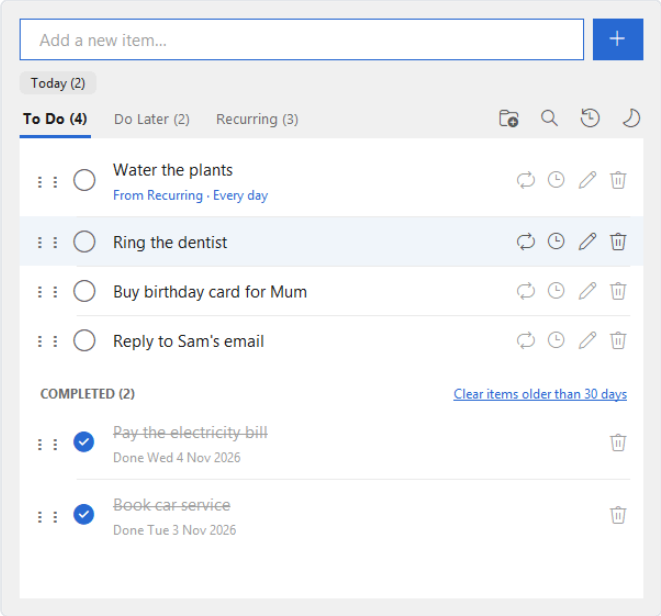
User Manual



1. The main window
2. Adding items
3. Ticking items off
4. Do Later
5. Recurring items
6. Today
7. Editing, deleting and reordering
8. Searching
9. Projects
10. Undo
11. Completed items
12. Light and dark mode
13. Window size and position
14. Where your list is kept
15. Backups
16. Questions and answers

1. The main window

The app keeps your list in three tabs. The number in brackets shows how many items are in each one. The **Today** button above the tabs shows everything that's due today.



The To Do tab, with the mouse over "Ring the dentist"

Part	What it does
Add box and **+** button	Type a new item here, then press Enter or click **+**.
Today button	Everything due today, from your main list and all your projects (section 6).
To Do tab	Things to do now. Ticked items move down to the Completed section.
Do Later tab	Things you've put off. They can come back to To Do on a date you choose.
Recurring tab	Jobs that repeat, such as every day or every Monday. The app adds them to To Do when they're due.
Folder with a plus	Add a project: a separate list with its own tabs (section 9).
Magnifying glass	Search your lists (section 8).
Clock with an arrow round it	Go back to one of the daily backups (section 15).
Moon / sun icon	Switches between light and dark mode.
⁝⁝ dots	Shows you can drag the item up or down.
Round circle	Click it to tick the item off.
Icons on the right	Actions for that item. They get darker when your mouse is over the row. Rest the mouse on an icon to see its name.

The item icons

Icon	Name	Where you see it
Clock	Do Later	To Do items
Curved arrow	Move to To Do	Do Later items
Calendar	Add Date / Change Date	Do Later items
Two arrows in a circle	Make Recurring	To Do and Do Later items
Two arrows in a circle	Change How Often	Recurring items
Two arrows pointing opposite ways	Stop Recurring	Recurring items
Pencil	Edit	All items except completed ones
Bin	Delete	All items

2. Adding items

1. Click the tab you want the item to go in.
2. Click in the add box and type the item.
3. Press **Enter** or click the blue **+** button.

The item goes to the bottom of the tab you're on. On the To Do tab it goes above the Completed section.

> **Tip:** If you click **+** with the box empty, a small window opens and asks "What do you need to do?".

On the **Recurring** tab, a window opens and asks how often the item repeats. See section 5.

3. Ticking items off

Click the round circle next to an item. The item gets a tick, a line through it, and moves to the **Completed** section with the date you ticked it. The item you ticked most recently is at the top.

Ticked an item by mistake? Click the circle again. It goes back to the top of your To Do list. You can also use Undo (section 10).

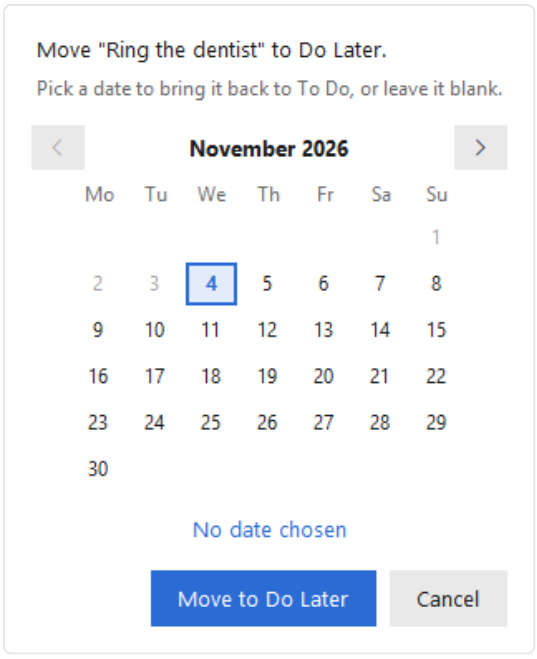
You can tick a Do Later item off too. It moves to Completed on the To Do tab.

4. Do Later

Use Do Later for things you don't want cluttering today's list.

Moving an item to Do Later

1. Click the **clock** icon on a To Do item.
2. A calendar opens. Pick the day you want the item back on your To Do list, or leave it blank to keep it in Do Later until you move it yourself.
3. Click **Move to Do Later**.

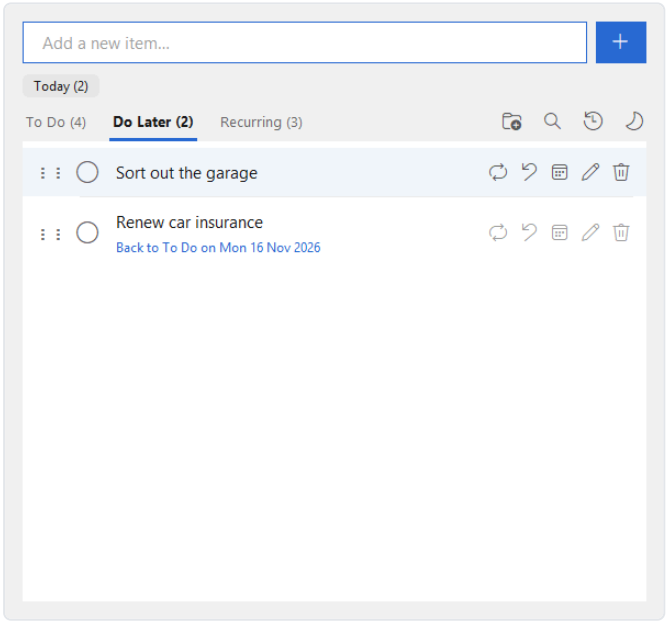


The Do Later calendar. Today has a blue box round it, and past days can't be picked.

Use the arrows at the top to change month.

When the date comes

On the day you picked, the item moves back to the **top** of your To Do list. If the app is open, this happens within a minute of midnight. If it's closed, it happens when you next open it.



The Do Later tab. "Renew car insurance" comes back on the date shown in blue.

The Do Later tab keeps itself in order: items with no date come first, then items with a date, soonest first.

Other Do Later actions

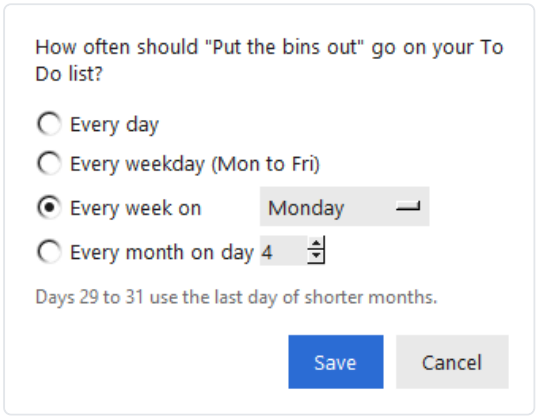
- **Calendar icon:** adds, changes or removes the date. To remove a date, click the chosen day again so it's no longer blue, then click **Save Date**.
- **Curved arrow icon:** moves the item back to the top of To Do straight away. Its date is removed.

5. Recurring items

Recurring items are jobs that come round again and again. You set them up once on the Recurring tab, and the app puts a copy on your To Do list each time one is due.

Adding a recurring item

1. Click the **Recurring** tab.
2. Type the item in the add box and press Enter.
3. Choose how often, then click **Save**.



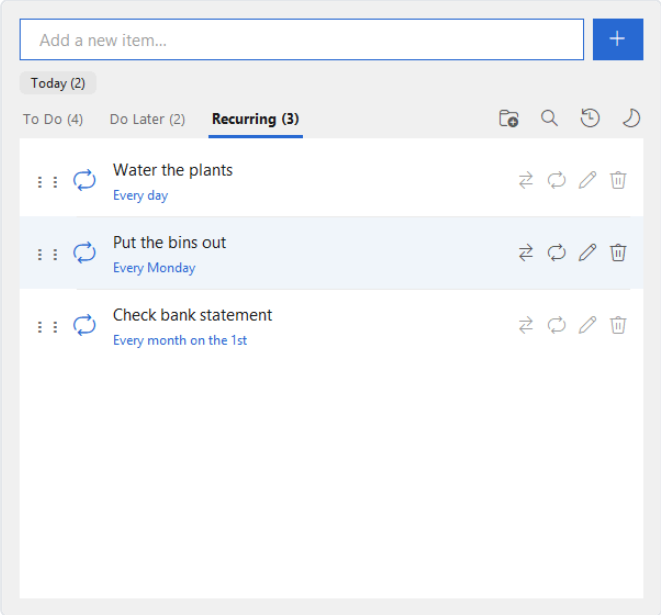
Choosing how often an item repeats

Choice	When a copy goes on To Do
Every day	Every day. A new daily item appears on To Do straight away.
Every weekday (Mon to Fri)	Monday to Friday, not at weekends.
Every week on…	Once a week, on the day you pick.
Every month on day…	Once a month, on the day number you pick. Days 29, 30 and 31 use the last day of shorter months.

A weekly or monthly item waits for its first due day. If that day is today, it appears straight away.

Making an item you already have recurring

Click the **two-arrows-in-a-circle** icon on a To Do or Do Later item, choose how often, and click **Save**. The item moves to the Recurring tab, and copies then go on To Do as described above. If it was on Do Later with a date, the date is removed.



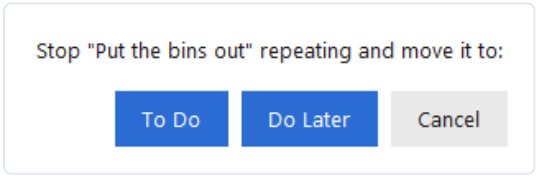
The Recurring tab. Each item shows how often it repeats.

How the copies work

- Each copy goes to the **top** of your To Do list, with a blue note such as "From Recurring · Every day".
- Tick the copy off as normal. The recurring item stays on the Recurring tab until you delete it or stop it recurring.
- If the last copy is still on your To Do list, not ticked, the app doesn't add another one.
- If the app was closed for a few days, you get one copy, not one for every day you missed.
- To change how often, click the **two-arrows-in-a-circle** icon on the Recurring tab.

Stopping an item recurring

1. On the Recurring tab, click the **two arrows pointing opposite ways** icon.
2. Choose **To Do** or **Do Later**. For Do Later, the calendar opens so you can pick a date, or leave it blank.



Choosing where the item goes when it stops repeating

The item becomes an ordinary item and doesn't repeat any more. If a copy of it is already on your To Do list and you choose To Do, the app keeps that copy rather than adding a second one.

The order of the Recurring tab

The Recurring tab keeps itself in order: daily items first, then weekday and weekly items from Monday to Sunday, then monthly items by day of the month. You can drag items that repeat on the same schedule. If you drag one past a different schedule, it goes back to its place.

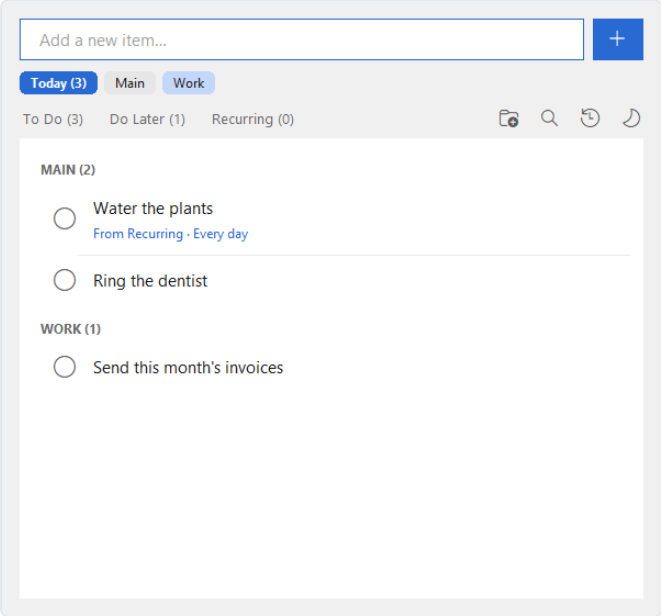
6. Today

Click **Today**, under the add box, to see everything that's due today on one screen. The number in brackets shows how many items are due.

Today shows two kinds of items:

- Items that came back from **Do Later** on their date.
- Copies of **recurring** items, such as "Water the plants" every day.

It shows them from your main list and from all your projects. If you have projects, each list's items are grouped under its name.



Today, with items due from Main and from a project called "Work"

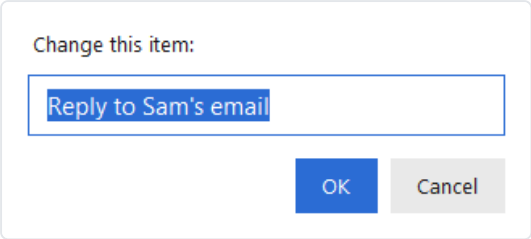
- Click the circle to tick an item off. It's ticked in the list it came from, and moves to that list's Completed section. You can use Undo as usual.
- Items stay on Today until you tick them, so something you didn't get to yesterday is still there.
- If you type a new item while Today is showing, it goes on the To Do list you were last in, and shows on Today.
- While Today is showing, the **To Do**, **Do Later** and **Recurring** tabs show the numbers for the list you were last in. That list's button is light blue, so you can see which one it is. In the picture above, it's Work.
- To leave Today, click **Main**, a project, or one of the tabs.

Items you add on the To Do tab yourself don't show on Today. To have an item show up on a particular day, put it on Do Later with that date.

7. Editing, deleting and reordering

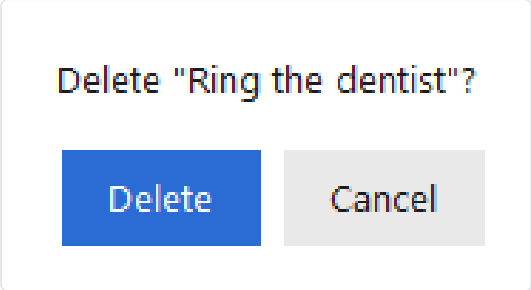
Editing

Click the **pencil** icon, change the text, and click **OK**. Completed items can't be edited.



Deleting

Click the **bin** icon. The app asks you to confirm before it deletes anything.



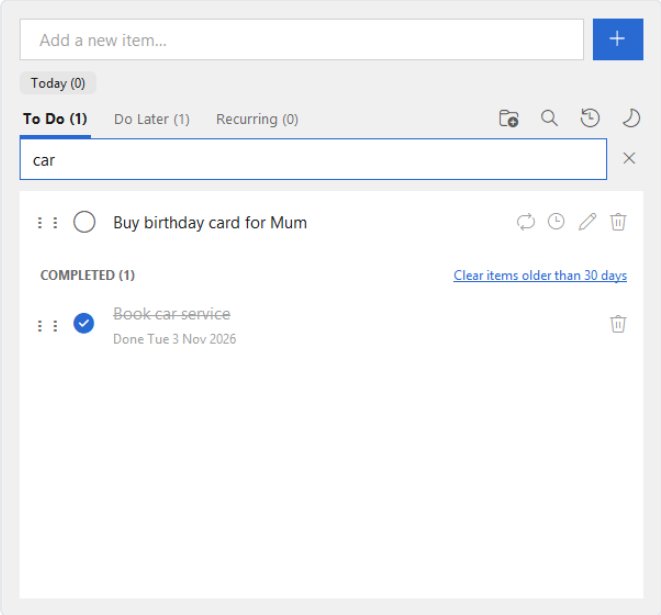
Changing the order

Press on an item's row (the ⁝⁝ dots are a good place) and drag it up or down, then let go. Items move within their own section, so a To Do item stays above the Completed section. If you drag near the top or bottom of a long list, it scrolls for you.

On the Do Later tab, you can drag items that have no date. Items with a date always stay in date order, so if you drag one, it goes back to its place.

8. Searching

1. Click the **magnifying glass** at the top right. A search box opens under the tabs.
2. Type a word or part of a word. Each tab now shows only the items that contain it. Capital letters don't matter.
3. The number on each tab changes to how many items match, so you can see which tab your item is on. A tab with nothing matching says "No matching items".
4. To see everything again, click the ✕ next to the box, or press **Esc**.



Searching for "car". One match on To Do, one completed, and one on Do Later.

You can tick, edit, delete and move items while searching. Dragging items up or down is switched off until you close the search.

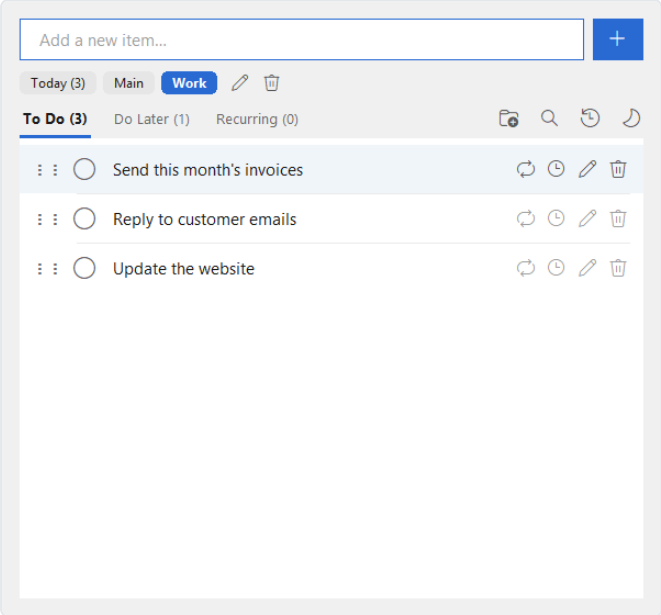
9. Projects

A project is a separate list, for example for a business, a club or a house move. Each project has its own **To Do**, **Do Later** and **Recurring** tabs, and works just like your main list. You don't have to use projects: until you add one, the app works as described in the rest of this manual.

Adding a project

1. Click the **folder with a plus** at the top right.
2. Type a name for the project and click **OK**.

Buttons for your lists appear next to the **Today** button, under the add box. **Main** is your original list, followed by your projects in alphabetical order. The new project opens straight away, empty and ready for items.



A project called "Work", with Today and Main next to it

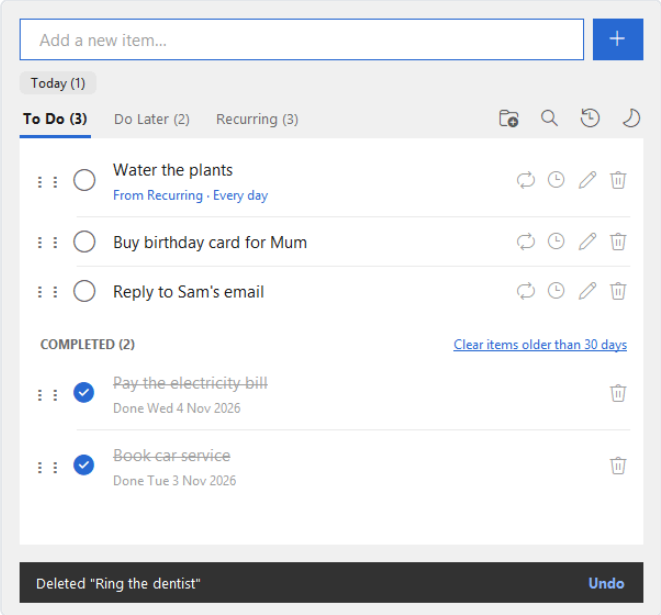
Using projects

- Click a project's button to switch to it. The blue button shows which one you're in. If you have lots of projects, the buttons carry on onto a second line.
- New items go into the project you're in. Search and restoring a backup also work on that project only.
- The app opens on the project you used last.
- To rename the project you're in, click the **pencil** at the end of the row. You can rename Main too.
- To delete the project you're in, click the **bin** at the end of the row. The app asks first, as it removes the project's items too. Main can't be deleted.

> **Tip:** You don't need to open each project to see what's due. The **Today** button shows what's due in all of them (section 6).

10. Undo

After most changes, a dark bar appears at the bottom of the window for **8 seconds**. Click **Undo** to put things back as they were. You can also press **Ctrl+Z**.



The Undo bar after deleting an item

Undo works after you tick or untick an item, delete, edit, move to or from Do Later, change a date or how often, make an item recurring or stop it recurring, drag an item, clear old completed items, restore a backup, or delete a project.

- Only the last change can be undone.
- Switching to another project ends the chance to undo.
- Adding a new item doesn't show the bar. To remove an item you just added, delete it.

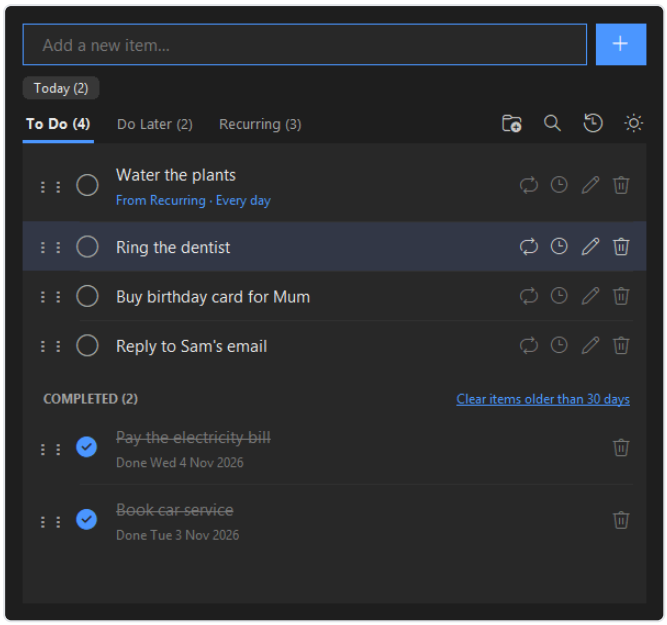
11. Completed items

Ticked items sit under **COMPLETED** at the bottom of the To Do tab, newest first. Each shows the day it was done, for example "Done Fri 2 Oct 2026".

To tidy up, click **Clear items older than 30 days** next to the heading. The app asks first, then deletes items ticked more than 30 days ago. Nothing is cleared unless you click it.

12. Light and dark mode

Click the **moon** icon at the top right to switch to dark mode, or the **sun** icon to switch back. The app remembers your choice. The first time it opens, it matches your Windows setting.



Dark mode

13. Window size and position

Move and resize the window wherever you like, on any screen. The app opens in the same place next time. If you close it while maximised, it opens maximised.

If the screen it was on is no longer connected, it opens on your main screen at the same size.

14. Where your list is kept

Everything is saved straight away. There's no Save button. The app keeps its files in a folder called `Data`. Where that is depends on how you got the app:

You got the app	Your `Data` folder is
From the **Microsoft Store**	In your Documents folder, inside a folder called `Pixel Tasks`: `Documents\Pixel Tasks\Data`.
As `Pixel Tasks.exe` on its own	Next to `Pixel Tasks.exe`. Put the app in a folder of its own, for example a new `Pixel Tasks` folder in Documents.

The first time you open the app, it makes the `Data` folder, the list is empty, and the files are made as you use it:

File	What's in it
`todo.txt`	Your list. Every item from every tab.
`settings.txt`	Light or dark mode, and the window size and position.
`backups` folder	Daily copies of your list (see section 15).
`Projects` folder	One file per project, for example `Work.txt`. Only there once you've added a project.

If you installed the app from the Microsoft Store and later uninstall it, your `Data` folder stays in Documents, so your list is still there if you install it again.

If you use `Pixel Tasks.exe` on its own

If you used an earlier version that kept these files right next to the app, the new version moves them into `Data` the first time it opens. After that, don't go back to the earlier version: it won't find your list there.

> **Keep the app and its Data folder together.** If you move `Pixel Tasks.exe` to a different folder, it starts a new, empty list there. If you pinned it to the taskbar or Start, the pins also stop working. To install a new version, close the app and copy the new `Pixel Tasks.exe` over the old one, in the same place, with the same name.

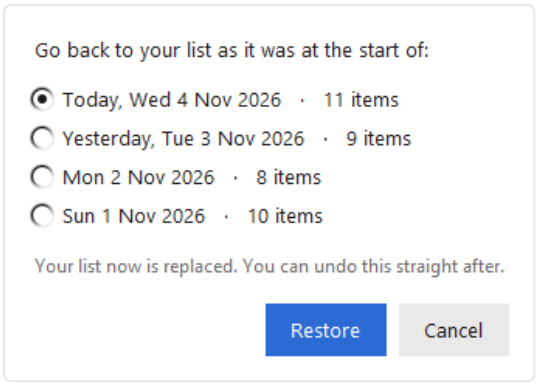
The app works with no internet connection.

15. Backups

- The app saves **one backup a day**, the first time you open it that day, before you change anything.
- If you leave the app open overnight, it saves the new day's backup just after midnight.
- On days you don't open the app, no backup is made.
- Backups are named by date, for example `todo-2026-10-02.txt`, in the `backups` folder inside `Data`.
- The newest **7** are kept. Older ones are deleted automatically.
- Each project has its own backups, in a folder with the project's name inside `backups`. A project's backup is made the first time you open that project each day, or before the app first changes it that day.

Going back to a backup

1. Click the **clock with an arrow round it** at the top right.
2. Pick the day you want. Each day shows how many items the list had then.
3. Click **Restore**. Your list goes back to how it was at the start of that day.



Choosing a backup to go back to

This restores the project you're in. Your other projects aren't changed.

Changed your mind? Click **Undo** straight after. The app also saves your list as it was just before the restore, as `todo-before-restore.txt` in the `backups` folder. It's replaced each time you restore.

Going back to a backup by hand

If the app won't open, you can restore a backup yourself:

1. Close the app.
2. Open the `Data` folder (section 14 says where it is), then the `backups` folder inside it, and copy the backup you want.
3. Paste it into the `Data` folder, replacing `todo.txt`. Rename the copy to `todo.txt` if needed.
4. Open the app again.

> **Tip:** Before you replace `todo.txt`, copy the current one somewhere safe in case you change your mind.

16. Questions and answers

Can something else change `todo.txt` while the app is open?

Yes. If `todo.txt` is changed outside the app, the app picks up the change within a minute, and your own changes are kept too.

What if `todo.txt` is deleted?

The app opens with empty tabs and makes a new `todo.txt` when you add something. You can get your list back with the restore button (section 15).

I deleted a project by mistake. Can I get it back?

Click **Undo** straight away. After that, the project's file is still kept in `Data\Projects\Deleted`. Close the app, move the file back into the `Projects` folder, and open the app again.

The app says "Newer list file" and closes. Why?

Your list was saved by a newer version of the app. To keep it safe, an older version won't change it. Update the app to the newest version: from the Microsoft Store, or by copying the newest `Pixel Tasks.exe` over the old one.

I used `Pixel Tasks.exe` before. How do I move my list to the Microsoft Store version?

1. Close the app.
2. Copy the `Data` folder from next to `Pixel Tasks.exe`.
3. Open your Documents folder, make a folder called `Pixel Tasks` if there isn't one, and paste `Data` into it. If there's already a `Data` folder there, the Store version has started a new list in it. Rename that folder first, for example to `Data old`, then paste.
4. Open the Store version. Your list, projects and backups are all there.

If `Pixel Tasks.exe` is already in `Documents\Pixel Tasks`, there's nothing to do: both versions use the same list. Only have one of them open at a time.

Can I edit `todo.txt` myself?

Yes, it's a plain text file, but close the app first. Keep the first line (`# To-Do List file format 2`) as it is. It still uses the app's old name, To-Do List, and that's fine. Each item is one line:

Line starts with	Meaning
`[ ]`	A To Do item
`[s]`	A To Do item that's due, from Do Later or added on Today (shows on Today)
`[r]`	A copy of a recurring item (shows on Today)
`[x 2026-10-02]`	A completed item, with the day it was ticked
`[L]`	A Do Later item
`[L 2026-10-15]`	A Do Later item that comes back on that date
`[R daily]`, `[R weekdays]`, `[R weekly Mon]`, `[R monthly 15]`	A recurring item

Do I need to keep the app open?

No. Do Later dates and recurring items are checked as soon as you open it. Leaving it open just means they appear on time.