

ListPro

Users Guide and Reference

for Windows PCs, Windows Mobile, and iPhone

Version 5.1

Ilium Software



ListPro: Users Guide and Reference

Ilium Software

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Chapter 1. ListPro Overview

1.1. Welcome to ListPro!

ListPro® is Ilium Software's full-featured list maker. With ListPro, you can create and maintain any kind of list you can think of. From to-do lists and shopping lists, to checklists and outlines, ListPro makes list making fast and easy.

ListPro is both powerful and flexible, providing you with all the tools you need to build rich, easy-to-use lists. Create the exact list you need using ListPro's many features. In this document you'll find information about features like:

- Powerful Column Types – Dates, Rich Notes, Yes/No, Category, Linked, and 3-way columns
- Complete column customization including fonts and formatting
- Alarms – ListPro can now tell you when a list item is due
- Reusable lists – build lists you can use, reset, and use again
- Color Highlighting
- Easy item manipulation with find, sort, flatten and filter
- Indented items and categories for powerful organization
- Add pictures in the notes to make rich and useful lists
- Customizable templates for easy list creation
- Hundreds of downloadable free lists available from Ilium Software's website
- Special features for shopping and to-do lists
- Drag and drop list items and whole lists
- Autodate and calculated columns
- Synchronize, print, export and import your lists
- Total your columns and items
- Printing, list publishing, and export gives complete flexibility

There are endless ways to use ListPro. Here are some you might want to try:

- Daily Tasks
- Project Steps
- Interview Questions
- Things To Pack
- Auction Tracking
- Project Planning
- Collectibles
- Errands
- Favorite Restaurants
- Customized To-Do Lists
- Gift Lists And Ideas
- Event Planning
- Web Sites To Check Out
- Software Unlock Codes
- CD And DVD Databases
- Videos To Rent
- Shopping Lists

You can combine any of ListPro’s columns and features to make exactly the list you want. But you don’t have to start from scratch! We offer a set of pre-defined columns to help you get started. These columns include:

- Check Box
- Flag Item
- Priority
- Amount
- Units
- Item
- Category
- Date
- Notes

Learn more about columns here: Section 2.3, “List Columns” (page 32).

See Section 1.4, “Getting Started with ListPro” (page 7) to get started creating your lists!

1.2. Supported Platforms

ListPro is supported on the following Windows platforms:

- Windows® PC running Windows 7, Vista, or XP.
- Apple® iPhone® and iPod® touch, 3.0 and higher.
- Windows Mobile® 6 and Windows Mobile 6.1 and 6.5 Classic, Standard (non-touch) and Professional (touch). Windows Mobile 6.5 devices are also known as *Windows phones*.

- Windows Mobile 5.0 Pocket PC (touch)
- Windows Mobile 5.0 Smartphone (non-touch)


1.3. What's New in ListPro 5.0?

Here's what is new in ListPro 5.0:

- **Rich Text Notes** (page 46) – Give your notes character with formatting options. Choose the font, size, and formatting for your information!
- **Linked Images** (page 47) – Add pictures to the notes pane. Great for collections, contact lists, and more!
- **RSS/XML Export** (page 47) – Turn your favorite lists into news feeds using the new RSS/XML export option!
- **HTML Export** (page 47) – Share lists with friends or post them to your website using the HTML export option!
- **Live Links** (page 46) – Get quick access to web sites with the ability to add live web links to your notes!
- **Publish Lists** (page 48) – It's easy to get lists out to your mobile device with ListPro's one-click List Publishing! Instantly send lists and images to any Windows Mobile Pocket PC (Professional) or Smartphone (Standard) device!
- **ListPro Companion** – Get answers to your most common questions with the easy to use ListPro Companion, a set of step-by-step instructions for performing many of ListPro's most common tasks!
- **Linked Files Location** (page 45) – Easily link images, documents, or files of any type to your list and publish them to your mobile device using the new Linked Files Location!
- **Fresh new look** – We've given ListPro a fresh new look to celebrate the new release!
- **All New Templates** – It's easier than ever to build the list you want with an improved set of built-in list templates!
- **Live Numbers and Links for Palm** – New for Palm OS, live web links, email, and phone numbers with the Linked Field!

Here's what was new in ListPro 4.1:

- **Windows Mobile 5.0** - ListPro now fully supports Windows Mobile 5.0 Pocket PC and Smartphone devices.

- **Palm OS Enhancements** - The Palm OS version now also includes support for the Treo 5-way navigation button.
- Quick List (page 8) - You can now create a simple checklist with one click.
- Constants (page 12) - ListPro now allows for adding pre-defined constants to any calculated field.
- Find All (page 30) - ListPro's Find All function creates a list of items that contain your search criteria allowing you to quickly find and select the information you need.
- List Format (page 38) - We've made it much easier to change the appearance of a list.
- Item Format (page 9) - Strike-through is now an option for checked items.
- Wide Printing (page 57) - ListPro now prints on multiple pages if lists are wider than the printer page.
- [List Exchange](#)¹ Feed - The ListPro List Exchange now has an RSS feed so you can be notified when new lists are available. 

Here's what was new in ListPro 4.0:

- Filter Bar (page 20) - You can now filter on any column.
- List Flattening (page 38) - You can change an outline into a flat list and back again.
- Drag to Indent - Indent an item by dragging it to the right or left.
- Export To List (page 54) - Choose the items and columns you want to use to create a new list.
- Move/Copy to List (page 54) - Send items to an existing list (faster than cut and paste).
- Email Lists - Automatically send a list as an attachment to an email.
- Easier Column (page 11) Management - Columns are easier to create, arrange, hide and show.
- List Note - A note field for each list to give you a place for information that applies to the whole list.
- New List Wizard - Simplifies setting up a new list quickly.
- Clear Column - Quickly clears all entries in a column.

¹ <http://www.iliumsoft.com/listx>

- Change Column Type - A Number column can be changed to String, or a String to Category.
- New 3-State Icon - A new stop-light style icon (red, green and yellow circles) has been added.
- Palm Enhancements - The Palm OS version now also includes support for FontBucket.

Many functions from ListPro 3.0 have been enhanced, but a few have been changed to work differently. The following functions no longer work the way they did in 3.0:

- Blank values are now sorted to the end rather than the beginning when sorting items in ascending order.
- Indented items are now copied to the clipboard slightly differently. The Item field now contains a leading tab character for each level of indentation. See Section 4.2, “Using the Clipboard” (page 50).

Here’s what was new in ListPro 3.0:

- Alarms (page 21) – ListPro can now remind you when a list item is due.
- Templates (page 24) allow you to create lists already configured with the columns and settings you need for specific tasks, and you can add list templates of your own.
- Item View (page 16) – a new item view makes viewing and editing your list items more convenient.
- New Column Type – Three State columns (page 36) are like Yes/No columns, but have a third state.
- New Column Type – Linked columns (page 36) can link to a file or URL.
- You can now rearrange the lists and folders to put them in any order you want.
- ListPro now remembers the last list you were in and which folders were open.
- Category Values List – you can now edit the list of category values used in your category columns.
- Date Columns can now be Time Only and Date/Time as well as Date Only. And an Autodate feature allows the date to be updated whenever the item is changed.
- Date and Number columns can now contain simple calculations based on other columns
- Yes/No column icons can be changed.
- Undo – you can undo your last change.


- Lists can now be reordered automatically after sorting, allowing items to be rearranged after sorting.
- Items can now be rearranged even when the list is filtered.
- Items can be highlighted using one of four colors.
- Hierarchical lists (page 17) will now automatically keep child items with their parents when indenting, moving, cutting, pasting and deleting items. And parents can reflect the check boxes of their children.
- Expand All / Collapse All, Expand Branch / Collapse Branch for hierarchical lists.
- Cutting and Pasting (page 50) has been simplified so the indent level information is not required and Yes/No columns can be skipped.
- Import and Export (page 52) now allow specifying which columns to transfer, and .CSV files are supported.
- Synchronization (page 55) Wizard – makes it easy for you to set up synchronization with your mobile device.
- Date and time can now be included when printing (page 57) your lists.
- List information is now stored in a scrambled format rather than stored as transparent text, so no one can see your list information simply by opening the file in a text editor.


Many functions from ListPro 2.0 have been enhanced, but a few have been changed to work differently. The following functions no longer work the way they did in 2.0:

- Using the export, import, and the clipboard to transfer items. See Section 4.2, “Using the Clipboard” (page 50) to find out how this works now.
- Filtering (page 29) Items. Previously, when a parent item matched a filter, all of its child items were displayed whether they matched or not. Now child items are only displayed if they match the filter.
- Moving, indenting, cutting and deleting parent (page 17) items will now move all child items as well. Previously parent items could be moved without affecting their child (page 17) items. You can also now select whether check status is inherited between parent and child items.
- You can now select whether lists are automatically reordered after each sort.

1.4. Getting Started with ListPro

ListPro lets you create list files containing as many lists as you want. In turn, each list can contain thousands of list items. In addition, you can organize your lists into folders. Each list in any file can have a different set of columns appropriate to that list.



To create a list (page 8), select **New List** under the **File** menu (or use the New List button  on the tool bar). To create a folder, select **New Folder** under the **File** menu. By creating folders you can group related lists together. You can create any number of lists in any ListPro file, and create any number of ListPro files. Use the **New File** menu item to create new ListPro files. Organize your lists into files in ways that make sense to you. Lists in the same file do *not* have to have the same sets of columns.

Give your new list a name and choose which columns you want to be displayed. You can change the list's properties at any time by selecting the list and picking **Properties** from the **Edit** menu (or use the Properties button  or double-click the list's name).


You can rearrange your lists and folders by dragging them to a new position. To place a list or folder into another folder, drag it beneath an open folder.


You can change which columns are displayed in your lists at any time, without losing the information in the columns not displayed. In the Columns tab of the List Properties (page 8) window for the list remove the X from the box next to the column name and that column will no longer be displayed. Unless you specifically delete the column, all the data in the column will be retained even when not shown. See Section 2.3, "List Columns" (page 32).

You will always be able to see the Note column for a list item in the Notes Pane or by double-clicking the item, even if you've chosen not to display the actual Notes column in your list.


Once you've created a list, select **Add Items to List** or **Insert New Item** from the **Items** menu (or use the Add Items button  or the Insert Item button  on the tool bar) to add items to the list.

You can export (page 52) your list to another file, or import (page 52) text from a file into ListPro.

To sort a list, click the column header of the column you want to sort by. To reverse the sort order, click the column header a second time. To change the order of the items on the list without sorting, use the arrow buttons  in the command bar or select one of the **Move Item** menu items from the **Items** menu. (Note you may not be able to move an item if the list is sorted. See Section 1.8, "Editing List Items" (page 14) for more information.) You can also move list items with cut and paste or by dragging and dropping selected items.

To filter a list, select **Filter** from the **View** menu and the Filter Bar will be displayed (or use the Filter button  on the tool bar). Click on the filter bar above the column you want to filter and enter the value you want to filter on.


To check an item in a list, click its **Check** icon. To flag an item, click its **Flag** icon. If you want, you can set up your list to prompt you for an amount (page 34) value when you check or flag an item.


When you've completed a list, clear all the checks by selecting **Reset List** from the **Items** menu (or use the Reset button  on the tool bar). All Checkboxes will be cleared from any items that have been checked. You can choose whether Flags and Amounts are also cleared on reset using List Properties (page 8).

See Section 2.3, "List Columns" (page 32) to see how to choose just which columns you want on your list, and Section 2.2, "Working with Lists" (page 28) to see how to customize your list views.

1.5. Creating and Editing Lists

Create a list with the **New List** menu item on the **File** menu. The New List Wizard will let you choose the type of list you want to create from the list of Templates (page 24). Then choose the columns you want and enter a name for your list.

You can use the **Quick List** feature by using the **New List** button . Pressing this button will instantly create a simple checklist with only a checkbox and an item column.

Once you've created your list, you can edit it at any time by double-clicking its name, or choosing the **Properties** menu item or button . The List Properties window will open to let you edit your list.

Set up the columns you want to use with this list on the **Columns Tab**:

- The Columns tab allows you to choose which columns will be displayed on the screen for this list. See Section 2.3, "List Columns" (page 32) to see how to use these columns. Note that information will remain in a column for any list even if it's not displayed, though it will be deleted if you explicitly delete the column. You can hide any columns in a list without losing any information in that column.
- Check the check box next to each column you would like to be displayed. Columns that are not checked will not appear in the list.
- Use the **Add** button to add a completely new column. You'll see a popup menu that will let you choose the type of column to add, and the column will be created with a default name (which you can change). See Section 2.3, "List Columns" (page 32) for information about how to add columns and what types of columns are available.
- Use the **Delete** button to delete an existing column. Note that you can only delete columns that you've added. The default columns (those with an asterisk next to them: Checkbox, Flag, Priority, Amount, Units, Item, Category, Date, Notes) can't be deleted.

- Use the **Modify** button to rename a column or change its properties.
- Select a column name and use the **Move Up** and **Move Down** buttons to change a column's position in the list. The order the columns appear in this list determines the order they will appear when the list is displayed. Once you've created the list, you can also rearrange the list's columns by dragging a column header to a new position in the List Items pane.

Make sure you check the **Flag** column's check box if you want to use the list as a Two-Step, or Shopping List (page 37). When you do this, the Flag column appears in the list. You can flag items in this column, then choose the Flag Tool to show a list containing only those flagged items.

- Enter basic configuration information for the list on the **Settings Tab**:
- Check **Show item number** if you want the items in the list to be numbered. The item number will appear in the Item column.
- Check **Show alert on list completion** to display an alert window when you've completed all items on the list. This window will also allow you to reset the list.
- Check **Status count includes subitems** if you want indented items to be included in the tabulation of the number checked items, flagged items and totals items that is displayed in the status bar.
- Check **Auto-check parent items** to cause a parent item (page 17) to be checked automatically when all of its children have been checked. If a child then becomes unchecked, the parent is then unchecked also.
- Check **Ordered List** to retain the list item order when you sort. If this is not checked the list item order will be changed to the new sorted order when you sort. If you check this item, sorting the list will cause the items to be temporarily displayed in sorted order, but the original order of the items will be remembered. You may want to turn this setting on if you've checked **Show Item Number** or if the original item order is important to you.
- Check **Strikeout checked items** to show checked items with a line through them when they have been completed.

Configure the actions taken when this list is reset using the **Reset Tab**:

- Check **Flags** if the Flag column should be cleared when the list is reset.
- Check **Yes/No columns** if you want all the Yes/No columns you added to be cleared when you reset the list.
- Check **3-State columns** if you want all the 3-State columns you added to be cleared when you reset the list.

- Check **Amounts** if you want the Amounts (Amt) column to be cleared when you reset the list.
- Check **Highlight** if you want the Highlight color (page 17) to be cleared when you reset the list.
- Select **Reset all items** if the columns checked above should be cleared in all items when you reset the list.
- Select **Reset only checked items** if the columns checked above should only be cleared in items where the predefined Checkbox column is checked.

Set up special colors for displaying items on the **Format tab**:

- The **Color For Checked items** text box shows the color for an item that has been Checked. You can use the **Change** button to change this color.
- The **Color For Flagged items** text box shows the color for an item that has been Flagged but not Checked. Use the **Change** button to change this color.
- The **Font** text box shows the default font set for the list. Use the **Change** button to change the font.

If both options are selected, items that are both checked and flagged will be the Checked item color.

Set up reminders or alarms for this list on the **Alarms Tab**:

- The name of the column the alarms (page 21) will be based on is displayed at the top. Alarms are always based on the predefined Date column, so the current name of this column will be displayed (which may be something other than “Date” if you’ve renamed it).
- Check **Enable alarms for this list** to turn on the alarms function for this list.
- Check **Time of day to display alarms** if your Date column is Date Only and you want the alarm (page 21) to go off at a certain time of day. Enter the time of day to sound the alarm in the following field. If you don’t check this option, alarms for Date Only columns will go off at 8:00 AM. Note that this setting takes affect only if your Date column is Date Only; with Date and Time columns the alarm will always go off at the time given in the item.

In order for alarms (page 21) to work in your list, you must also enable alarms for the current File. You can do this by choosing **Preferences** from the **Tools** menu and checking **Enable alarms for this file on this computer**. Using alarms also requires that your predefined Date column be configured as either Date Only or Date and Time. Alarms will not operate if the Date column is Time Only.

1.6. Creating and Editing Columns

Once you have created a list, you're not stuck with the list of columns you start out with. You can change the properties of the existing columns or create completely new ones. Columns are created or modified using the **Columns Tab** of the List Properties window. (To open the List Properties window for an existing list, select the list and either choose **Properties** from the **Edit** menu or just double-click the list name). You can also hide, show or modify columns by right-clicking on the column header to display the context menu and then choosing **Hide Column**, **Show Column** or **Column Properties**.

You can create a new column by pushing the **Add** button. You'll see a popup menu from which you can choose the type of column you want to create. When you click one of the choices, a column of that type will be created with default properties and a default name (which you can edit).

You can edit an existing column's properties by selecting the column and pushing the **Modify** button, or just by double-clicking the column name. The window you see will depend on the type of column.

All columns have a name property, so the Column Properties window will always include a Name field. String and Linked columns have no other properties, so for these column types there will be no other information to edit. In addition, the predefined Checkbox, Flag and Priority columns do not allow editing any properties other than Name. Property information for other column types is described below.

1.6.1. Category Columns

- The **Column Properties** dialog for Categories allows you to change the font for the column by pressing the **Change** button.
- Check **Automatically add new category values** if you want all new category values entered into any item in the list to be added to the list of category values for that column. If you want to build and maintain the list of Category Values manually, you can uncheck this option to prevent new values from being added. To edit Category Values, use the Category Values window by picking **Category Values** from the **Tools** menu.

1.6.2. Number Columns

- The **Column Properties** dialog for Numbers allows you to define a calculation and to change the font for the column by pressing the appropriate change button.
- Choose the type of calculation for this column from the list. By default the calculation is **None**, which allows you to enter numeric data into this column. Any other choice will cause this column to display the result of the calculation and entering data into the column will not be allowed. The other choices allow addition, subtraction, multiplication or division.

- If you chose a calculation for this column, choose the columns that are represented by **A** and **B** in the calculation. Both **A** and **B** provide a list of eligible Number and Date columns that you may choose from. You may choose Date columns only if the calculation is subtraction, and the Date columns must have the same Form. The columns chosen for **A** and **B** must either be both Numbers or both Dates. Columns that are already the result of a calculation may not be chosen.
- You can use a constant in a calculated column simply by selecting **<Constant>** for **A** or **B**. For example, to add the constant 5 to a number column called Amt, set A to Amt, set B to **<Constant>** and type 5 into the **Constant** field.

1.6.3. Date Columns

- The **Column Properties** dialog for Dates allows you to define a calculation and to change the font for the column by pressing the appropriate change button.
- Choose a **Form** for the column from the list. If you choose **Date Only**, only a date will be displayed without a time. If you choose **Date and Time**, a date and time will be displayed. If you choose **Time Only**, only a time of day will be displayed without a date. All forms may be used with date calculations, but only **Date Only** and **Date and Time** forms may be used for alarms.
- Choose a **Behavior** for the column from the list. The default behavior is **Manual**, which will allow you to enter information into the field. The **Auto Date/Time** behavior automatically updates the column with the current Date/Time whenever the item is changed. The behavior **Calculate A + B** will calculate the value of the column by adding a number column to a date column. The behavior **Calculate A – B** will calculate the value of the column by subtracting a number column from a date column. For example, you could use Calculate A + B to add a task starting date (in a Date column) and the number of days assigned to the task (in a Number column) to get the due date.
- You can use a constant in a calculated date column simply by selecting **<Constant>** for **A** or **B**. For example, to add 5 days to a column called Date, set A to Date, set B to **<Constant>** and type 5 into the **Constant** field.
- If you chose a calculation for this column, choose the columns that are represented by **A** and **B** in the calculation. The choices for **A** are the eligible Date columns and the choices for **B** are the eligible Number columns. Only Date columns with the same Form as this column may be chosen for **A**. Columns that are already the result of a calculation may not be chosen.

When choosing a calculation for the column, the way the Number column is interpreted depends on the Form of the Date column. If the Date column is Date Only or Date and Time, the Number column that is added or subtracted is interpreted as a number of days. If the Date column is Time Only, the Number column is interpreted as a number of minutes. Fractional days and minutes may be used. For example, 0.01 days is about 15 minutes.

Please note that you won't be able to edit the data in columns that are Autodate or calculated columns, since the data for the column is determined by the change date or the calculation.

1.6.4. Yes/No Columns

- Select an icon style from the **Icon style** list to determine what icon will be displayed for this column.
- Check **Invisible when off** if you don't want any icon to be displayed at all when the value of this column for an item is Off (unchecked). The normal icon will be displayed when the value is On (checked).


1.6.5. Three State Columns

- Select an icon style from the **Icon style** list to determine what icon will be displayed for this column.


1.7. Adding List Items

You can add items to your list using the Item View Window, or you can insert them directly on your screen.

1.7.1. Item View Window

You'll see the Item View window when you choose the **Add Item to List** menu item or button . The Item View window allows you to enter information for one or more new list items. See Section 1.9, "Using Item View" (page 16) for more information.

1.7.2. Inserting New Items Directly



You can insert a new item directly into the list by picking **Insert New Item** from the **Items** menu or by using the Insert New Item button . The first field in the list will be opened for direct editing, so you can immediately start typing the item information into the field. Use the tab key to go to the remaining fields in the item and fill in their data.

If you use the tab key while direct editing the last field of the last item in your list, another new item will be inserted following the item, and the first field will again be opened for direct editing. You can use the tab key to enter data for fields and insert new items continuously until you've entered all the new items you need.

1.7.3. Positioning List Items

Items will be added to your list following the currently selected item. If the list is an Ordered List with a temporary sort applied (see Section 1.11, "Sorting Your Lists" (page 18)), items

will still be added following the currently selected item, but they will be temporarily displayed according to the current sort order.


You can use **Remove Sorting** on the Ordered List submenu of the **View** menu to remove any temporary sorting. This will allow you to control the order of list items with the **arrow tools** , the **Move Up** and **Move Down** menu items or by dragging items to new positions. You can also control the indent level of each item with the **arrow tools** , the **Move Left** and **Move Right** menu items or by dragging items to the left or right.

If you've sorted an Ordered List and would like to make the sorted order permanent, you can pick **Reorder List** from the Ordered List submenu of the **View** menu. If you do this, you won't be able to use **Remove Sorting** to return to the original order, but you can then use the **arrow tools** and drag and drop to rearrange the items. If you haven't checked the **Ordered List** option in the Settings Tab of the List Properties window, the new sort order will be made permanent automatically whenever you sort.

1.8. Editing List Items

You can edit the items on any of your lists at any time using either the Item View window, or by editing them directly right on your screen.

1.8.1. Item View Window

Double-click any item in your list, or select any item and pick the **Properties** menu pick or button  to display the Item View window. Use this window to change any of the values for your list items. See Section 1.9, "Using Item View" (page 16) for more information about the Item View window.

1.8.2. Direct Editing

You can also edit any of your list items directly without using the Item View window. When you click in any text, number or date column of a currently selected item, that column will become editable. You can use the mouse or keyboard to edit the column or enter new text. Category columns provide a drop down list of values to choose from, and date columns will provide a calendar drop down. A Notes field containing multiple lines of text will expand to provide a multiple-line editing area large enough to edit the whole field. You won't be able to edit columns that are Autodate or calculated columns, however. You'll only be able to edit Linked columns in item view, since in list view clicking on them activates them.

While you are direct editing a field, you can use the Enter key to close direct editing and save your changes, or you can use the Escape key to discard your changes. You can also close Direct Editing by clicking outside the field with the mouse. You can use the tab key to close the current column and open the next column for Direct Editing (shift-tab opens the previous column). If you are direct editing the last column in the last item in your list and you use the

tab key, a new item is inserted into the list, and the first column of the new item is opened for direct editing.

You can also start direct editing currently selected item by pressing the **space bar**. The last column direct edited or the last column clicked on is opened for direct editing when you press the **space bar**.



The left and right arrow keys can be used to change the focus to individual columns in an item. When an item is first selected, the entire item will be enclosed by the focus rectangle (a light, dotted outline of the item). The arrow keys will move the focus rectangle to individual columns. The column that has the focus when you press the space bar will be opened for direct editing. If a Checkbox or Flag column has the focus, you can use the space bar to check or uncheck the column.

If you have selected **Show Notes Pane** from the **View** menu, you can also directly edit the Notes field that is currently showing in the Notes Pane.

See also:

Section 2.7, “Using the Keyboard” (page 41)

1.8.3. Repositioning List Items



You can move list items up or down with the **arrow buttons**  in the tool bar or the **Move Up** and **Move Down** items in the **Items** menu. You can drag items to a new position using the mouse. You can also use the clipboard Cut and Paste features to change the position of list items. You can change the indent level of an item with the **arrow buttons**  in the tool bar or the **Move Left** and **Move Right** items in the **Items** menu. You can drag items to new indent levels using the mouse.

List items can only be repositioned when no temporary sort has been applied (See Section 1.11, “Sorting Your Lists” (page 18)). Use **Remove Sorting** on the Ordered List submenu of the **View** menu to remove any temporary sorting or filtering and allow you to change the order of list items. This applies only to Ordered Lists.

If the list is sorted and you’d like to automatically reposition all items using the current sort order, select **Reorder List** from the Ordered List submenu of the **View** menu. You will not be able to return to the original order by picking **Remove Sorting**, but you will be able to reposition individual items. If you haven’t checked the **Ordered List** option in the Settings Tab of the List Properties window, the new sort order will be made permanent automatically whenever you sort.

Note that when you paste items into the list, they will be pasted following the currently selected item. If the list has a temporary sort applied, pasted items will appear in the list in their sorted position.

1.9. Using Item View

The Item View window opens when you choose **Add Items to List** from the **Items** menu (or use the Add Items button  on the tool bar). You can also open the Item View window by double-clicking an item, or by selecting an item and picking **Properties** from the **edit** menu (or using the Properties button  on the tool bar).

The Item View window displays a list of all the columns that are currently showing in your list so you can enter new information for each column. In addition, an area for entering Notes is always present at the bottom.

For most column types, simply click in a field or tab to it and enter the new information.

Category columns also provide a drop-down list so you can choose from the existing Category Values if you like. Categories are not case-sensitive when using them to sort or filter: Hardware is the same as HARDWARE or hardware.

Each **Checkbox**, **Flag** and **Yes/No** column can be updated by clicking on its icon to toggle its state. You can also tab to these fields and press the **space bar** to toggle the state.

Each **Three State** column can be updated by clicking on its icon to cycle through its three states. You can also tab to the field and press the space bar to change the state.

Date columns provide a Date Picker control to allow setting their values. The checkbox at the left end can be left unchecked to indicate no date/time should be displayed. For Date Only and Date and Time columns, the button at the right end will display a Month View window that allows you to pick a date rather than typing one in. For Time Only columns, the Up/Down control at the right end allows you to adjust the time up or down by clicking rather than typing in a new time.

Linked columns also provide a button that will display a window to allow you to choose a file to link to. To enter a URL rather than a file name simply type in the URL or paste it into the field from the clipboard. All URLs **must** begin with the proper prefix (http://, ftp:// or file://) in order to be recognized as a URL rather than a file name.

Please note that if a date or number column is configured to display a calculated value then the current value will be displayed but you will not be able to enter in a value. This is because the result of the calculation is always displayed. As you update other columns the calculated columns will be updated to reflect the calculated value. Similarly, Date columns set to the AutoDate/Time form cannot be updated directly, but will automatically update to the current time when any other column is changed.

Remember that the Item View window only displays the columns you have configured to show in your list. If you want to enter data into different columns, go to the Columns Tab of the List Properties window to change which columns are showing.

The Item View window also allows you to change an item’s highlight color and indent level:

- **Highlight** determines the color that will be displayed as the background color in the List Items pane. Click on the Highlight control to drop down a list of highlighting colors and choose the one you want.
- **Indent Level** determines whether the item should be indented and how much. An Indent Level of zero means the item is not indented. Note that indenting an item gives it a parent/child relationship to the item above it (see Section 1.10, “Working with Hierarchies” (page 17)). To change the item’s indent level you can either type in a new indent level value or use the < and > buttons to decrease and increase the indent level. Please note that when you change the indent level of an item its child items will be adjusted by the same amount.

When you’re done entering a new item’s information you can click **OK** to save the item and exit the Item View window. If you click **New Item** instead, the item will be saved but the Item View window will remain open and all fields will be cleared; this lets you enter another new item. The **Next** and **Previous** buttons can be used to move to the next or previous item in the list (as it is currently displayed). Any new information or changes you make will automatically be saved when you push **OK**, **New Item**, **Next** or **Previous**. If you have entered changes that have not been saved when you press the **Close** button, Item View will ask if you want to save the changes.

Note that Item View only shows items that are not filtered (page 29).




Tips

Use Item View to quickly edit many list items. **Alt-N** and **Alt-P** let you easily navigate between items.

You can resize the Item View window to give you more space to enter information.

1.10. Working with Hierarchies

You can use indented items in your list to create a hierarchy of items. This hierarchy is shown in the Item column of your list. That is, all indentation is shown in the Item column. Other columns are not shown indented and the indentation level does not affect them.

You can increase or decrease the Indent Level of list items with the arrow buttons  in the tool bar or the **Move Right** and **Move Left** items in the **Items** menu. You can also drag items left or right to change the indent level. As with moving list items up and down, you can move items right or left in an Ordered List only when no temporary sort has been applied.

Increasing the Indent Level of an item gives it a parent/child relationship with the item above it.

If an item has indented items below it, it's name will be preceded by a minus (-) if the items are showing or a plus (+) if they are not showing. You can click on the plus or minus to expand or collapse the hierarchy, showing or hiding all indented items below the clicked item. Note that the + and - signs appear only in the *Item* column.

All child items, those that are indented below a parent item, will automatically follow the parent item wherever it goes. When you move, delete, cut, copy or paste an item, all the child items that are indented below the item will be moved with it. This is true regardless of whether the parent item's hierarchy is expanded or collapsed, and regardless of whether all the child items are showing or not. To separate the indented child items from their parent item, move the child items out of the hierarchy rather than moving the parent.

To select an item and all items indented below it, click on the minus sign in front of the item name and hold the mouse button down. This will show you explicitly all the items that are affected when the parent item is moved.

When you sort a list, a parent item's child items will follow their parent item to its new position in the list. Within each hierarchy, child items at a given level with a common parent will be sorted as well.

When you filter a list, a parent item will be displayed if any of its child items match the filter, even if the parent itself does not match. In this case, the parent item will be displayed in gray to indicate that it does not match the filter.

If you have chosen the option **Auto-check parent items** in the List Properties Settings Tab, ListPro will try to keep the checkboxes consistent for parent and child items. That is, if you check all the child items of a parent item, the parent item will be checked also. Further, if you check a parent item, all its child items will be checked.

1.11. Sorting Your Lists

To sort a list by the values in a column, click on the column header. Clicking once sorts in ascending order; clicking a second time sorts in descending order. If you edit an item in your list after sorting, clicking the column header will reapply that sort again rather than switching between ascending and descending orders.

1.11.1. Sorting Modes

Each list can be configured to operate in one of two modes when maintaining the order of your list items. These two modes are controlled by the **Ordered List** option in the Settings Tab of the List Properties window. These two modes operate as described below:

1.11.2. Ordered List is Off

This is the default mode for new lists. When you sort your list, the items are rearranged into the new sorted order and the previous order is lost. In this mode, the **Remove Sorting** menu function is never available. This mode is useful for lists in which preserving the order of items isn't important.

1.11.3. Ordered List is On

In this mode, sorting your list doesn't change the actual order of the items; instead, it causes ListPro to display a sorted view of your list, temporarily. The items remain in their original order, but they will be displayed in sorted order. If you want to make the sorted order permanent, you can select **Reorder List** from the Ordered List submenu of the **View** menu. Or you can remove the temporary sorting by selecting **Remove Sorting** from the Ordered List submenu of the **View** menu.

While a temporary sort is in effect, you can't reposition the items by dragging them or using the move buttons (if you try to reposition them, you'll see an alert). New items added to the list are automatically displayed in their sorted position.

In versions of ListPro prior to 3.0, this mode was always used.

See Appendix A, *Ordered and Unordered Lists* (page 59) for a more detailed explanation.

1.11.4. Choosing a Mode

If you want to see the temporary and permanent ordering more clearly, turn on the **Show item numbers** option in the Settings Tab of the List Properties Window. This option causes the Item column of each item to display its item number, which is just the numerical position of the item in the list. If the list is not sorted, the item numbers will be in order. If you sort the list using a temporary sort (**Ordered List** is on), the item numbers may no longer be in order. If you make the sort permanent by picking **Reorder List**, you'll see that the items continue to be displayed in the same order, but the item numbers are now in order. If you sort the list using a permanent sort (**Ordered List** is turned off), the item numbers always remain in order even though the order of the items is changed by the sort.


In most cases you'll probably want to leave **Ordered List** off. You may want to turn it on, however, if the items in your list have an inherent order that you want to control. Examples of this type of list might be a recipe where the steps must be done in a certain order or a classic process checklist where the items are checked off in a specific order. Sorting may still be useful with such lists because you may want to use it to temporarily group items by category, to view items from highest to lowest by some column or to find a specific step in a process by viewing the steps alphabetically.

Another consideration for very large lists is that turning **Ordered List** off may slow down sorting noticeably because the items must be moved as well as sorted. In this case you can


speed up the sorting by turning **Ordered List** on and manually reordering the list when necessary by picking the **Reorder List** menu function.

1.11.5. Sorting by Multiple Columns

Often you want to sort your list by one column, but within items having the same value of that column you'd like to sort by a different column. For example, if your list has Project names as its Category values, you may want to sort by Category in order to group the items by Project, but within each Project you'd like to sort the items by Priority.

To accomplish this, choose **Sort By** from the **View** menu or use the Sort By button  on the tool bar. You'll see the Sort window, which will allow you to choose three columns to sort by. For each column you can also choose whether to sort in ascending or descending order. For the example above, you'd choose Category for the first column, Priority for the second column and leave <None> for the third. You'd leave Ascending as the choice for all of them.

1.12. Filtering Your Lists

You can filter your list by any column using the Filter Bar. To open the Filter Bar, choose **Filter** from the **View** menu or use the Filter button  on the tool bar. While the Filter Bar is present, all the filters in the Filter Bar are applied to the list. If the Filter Bar is closed, no filters are applied and you'll see the entire list.

To filter by a certain column, click in the Filter Bar above that column. For Checkbox, Flag, Priority, Yes/No, 3 State and Date columns, you'll see a menu where you can choose the value to filter by. Some of these menus will also have a **More Options** selection that will display a window where you can enter a value. For Category columns you'll see a drop down list where you can choose the category value to filter by. For String and Numeric columns a window will open where you can enter a value to filter by. Numeric and Date columns also allow you to filter on column values related to the filter value with a relational operator (equal to, not equal to, greater than, less than, greater than or equal and less than or equal). On these columns, clicking on the relational operator in the Filter Bar will show a menu of operators you can choose from.

For example, if you click in the Filter Bar above the Checkbox column, a menu will pop up where you can choose **<Off>**, **Checked** (or **Yes**) or **Unchecked** (or **No**). If you choose Checked, only items with the Checkbox checked will be displayed.

As another example, if you click in the Filter Bar above the Amt column (which is a Numeric column), a window will display where you can enter a numeric value and choose an operator. If you enter 50 as the value and *greater than* as the operator, only items with an Amt column with a value greater than 50 will be displayed. If you then click on the *greater than* sign in the Filter Bar, you'll see a menu of operators and could choose a different one, such as *greater than or equal*.

When you have filters on multiple columns, an item must match **all** the filters in order to be displayed.

Note that when you filter a list, a parent item will be displayed if any of its child items match the filter, even if the parent itself does not match. In addition, if a parent item matches the filter, all of its child items will be displayed, regardless of whether they match the filter or not. Therefore, you may see items in a filtered list that do not themselves match the filter criteria. These items will be displayed in gray text.

The special Checkbox and Flag filter functions (**Hide Checked Items** and **Hide Unflagged Items** on the **View** menu) can be used whether the Filter Bar is showing or not. Showing or Hiding the Filter Bar will not affect these functions.

1.12.1. Changing the Operator

Once you have a filter value entered for a column, you can tap or click on the filter bar to change it. You can also change the operator, for column types that use it. With date and number filters, in particular, it's useful to be able to quickly switch between an exact search ("is equal to") and, for example, "less than or equal to."

1.12.2. Filtering On Hidden Items

If you turn the filter bar on (with **View** → **Filter**, and you see the following situation:

- All the filter bar column headings are empty
- Some of your items still seem to be filtered out

You may have a filter in place, on a *hidden column*. Remember that checking or unchecking a column's box in **Edit** → **List Properties**, doesn't delete the column -- it just hides it. And if you've applied a filter to a column, then you hide it, that filter is still in place, still filtering out items.

If you think this is happening, turn the filter bar off (with **View** → **Filter**, and see if your items are all being displayed. If so, you can do one of two things:

- Remove all filters with **View** → **Remove Filter**
- Go to **Edit** → **List Properties** and check unchecked columns until you identify the one with an active filter

1.13. Using Alarms

ListPro allows you to set alarms based on the items in your lists. When the time for the alarm arrives, ListPro will pop up a window on your computer. The alarm will be displayed regardless of whether ListPro is running or not.

Alarms are always based on the predefined Date column in each list. If you enable Alarms for a list, each item in the list that has a date entered into the Date column can cause an alarm to go off when that date arrives. For example, if the item represents a task and the Date column holds the Due Date, the alarm will go off on the date the task is due.

1.13.1. Setting up Alarms

Here's how to set up an alarm for one of your lists:

1. Make sure alarms are enabled for your ListPro File. To do this select **Preferences** from the **Tools** menu and make sure **Enable alarms for this file on this computer** is checked.
2. Open the List Properties window for your list and select the Columns Tab. Find the predefined Date column and make sure its checkbox is checked so you can use the column. The predefined Date column will have an asterisk at the end of its entry in the type column ("Date*"). It's OK to rename this column to something other than "Date" if you want to.
3. Select the Date column and push the **Modify** button to open the Column Properties window for this column. Alarms will work if the column's Form is set to **Date only** or **Date and time**, but not **Time only**. If the Form is **Date and time**, the item's current value will determine both the date and the time of day that the alarm goes off. If the Form is **Date only**, the current value will determine the date, but the time of day will depend on the setting in the Alarms Tab (see step 4 below). Close Column Properties.
4. Select the Alarms Tab of the List Properties window. The name of the column that will be used for Alarms is noted at the top, so make sure it is the column you plan to use. Then make sure the **Enable alarms for this list** option is checked. If your Date column is using the Form **Date only**, make sure to check **Time of day to display alarms** and enter the time of day you want the alarms to go off. If you don't enable this option the alarm will go off by default at 8:00 AM. If your Date column is using the Form **Date and time**, the **Time of day to display alarms** option is not used since the alarm will activate at the time chosen for the item in the Date column.
5. Make sure that there is a value in the Date column for each item in your list that needs an alarm.

When an alarm goes off, a window appears up on your computer to telling you the item name, list name and file name for the alarm. If you push the **Close** button on the window, it will simply go away. If you push the **Open** button, the list is opened (launching ListPro, if necessary), with the alarm item selected.

1.13.2. Things to Keep in Mind

ListPro can keep track of the alarms in your ListPro files as long as it knows where they are. When you first enable alarms for a list in a given file, ListPro will ask you to enable alarms

for the file. If you move or rename your file, however, ListPro will no longer know where it is. For this reason, anytime you move or rename a ListPro file with alarms in it you must re-enable alarms for the file by selecting **Preferences** from the **Tools** menu and checking the **Enable alarms for this file on this computer** option.

You must also manually enable alarms for a ListPro file in the following cases:

- You received a ListPro file via email.
- You downloaded a ListPro file.
- You created the ListPro file using ListPro on a Pocket PC or other mobile device and then File Synced it to your Windows PC computer. When you enabled alarms for the file on the mobile device, it was enabled on that computer, but not on your Windows PC computer; you still have to enable alarms manually there..
- You are using a ListPro file that is on a File Server on your LAN, and it was created on a computer other than your Windows PC. If the file on the File Server becomes inaccessible for a long period of time, you may have to re-enable it again. Also, when a ListPro file is shared on a LAN, alarms that were not set by you are not guaranteed to go off on your computer. Most alarms set at least a day in the future will go off, however.

Of course, you can also disable alarms for certain ListPro files if you do not want to receive alarms for them. For example, you may want to receive the alarms on your mobile device, but not on your Windows PC.

1.13.3. Alarm Tips



Tips

The Date column you use for alarms is not required to use the **Manual** Behavior. The **AutoDate/Time** Behavior would not be useful, but you might want to use Calculations. For example, if you have a list of meeting date/times you might want an alarm to go off a short time before the meeting rather than right when the meeting starts. You could accomplish this by having an additional date column called *Meeting Time* that holds the actual meeting time and a Number column called *Warning Time* that holds the amount of time before the meeting that you want the alarm to go off. You then set the Date column for alarms to be a calculation of *Meeting Time* minus *Warning Time*. The alarm will then go off a short time before the meeting. The Date column would not have to be showing in the list in this case. One thing to be aware of is that *Warning Time* is interpreted as a number of days, so you would enter 0.01 for a 15 minute warning, 0.02 for a half hour warning, and so on.

You may have noticed that ListPro installs a program called ListProAlarms in your Startup menu. This program is required to be running in order for ListPro to display alarms. This program uses few resources, so it should not be noticeable even if you're not using alarms. If you wish to remove this program from your Startup menu so it's not always running, doing so will not effect the normal operation of ListPro, except that alarms will never go off.

Alarms are only accurate to about a minute, so they will not necessarily go off the moment your computer's clock reaches the appointed time. They should go off within a minute of that time, however.

1.14. List Templates

When you create a new list, the New List Wizard allows you to choose the type of list from a set of Templates. Each template is configured with appropriate columns, category values, settings and fonts for a certain type of list. The Basic Checklist template contains just Checkbox and Item columns. The names of the other templates describe the type of list they can be used to create.

The list of templates is a hierarchical list, so if you see a "+" in front of a name in the list, it is really a folder of templates, and you can click on the "+" to open the folder and see the templates inside. Folders organize the templates into groups so you don't have to scroll through a large list to find the template you want.

One of the best things about templates is that they are just ListPro lists, so you can add new ones and change the existing ones if you want. To edit the templates, just use **Edit Templates** on the **Tools** menu. Each folder in the Templates file shows up as a folder in the templates list, so you can rearrange the lists and folders in the Templates file to change how the templates appear when you create a new list.

Here are some things you can change about the templates to personalize your list-making:

- If you prefer a different list font from the default used by ListPro, set the default list font in all the templates to your favorite font.
- If you always want your new lists to start with a certain set of columns, change one of the lists (or add a new list) to have those columns.
- You can edit the Category Values list for a category column so the lists will always start out with those category values in the drop down list.
- You can fill the template with an initial set of items and these items will always be present in the new lists when they are created. If you constantly have to go through the same checklist but want to keep your old checklists rather than resetting them, this would allow you to do that easily.

- You can set up an initial sort order so items will show up in that order.
- You can order the lists in the Templates file and put them in folders.

If you have a Pocket PC, ListPro templates are stored in the file `Templates.clf` in your synchronized files folder, in `My Documents\Templates`. Note that this is a change from previous versions of ListPro; the templates used to be stored in the product's installation folder. Since the templates file is in your synchronized files folder, it will be synchronized between your Pocket PC and Windows PC. If you don't want to have templates synchronized, you can move the templates file somewhere else, outside the synchronized files folder. If your templates file is not already in the synchronized files folder and you'd like to have it synchronized with your Pocket PC, you can move it into the `Templates` folder of your synchronized files folder. Any time you move the templates file, you must tell ListPro where it is by using the **Choose Templates File** menu item on the **Tools** menu.

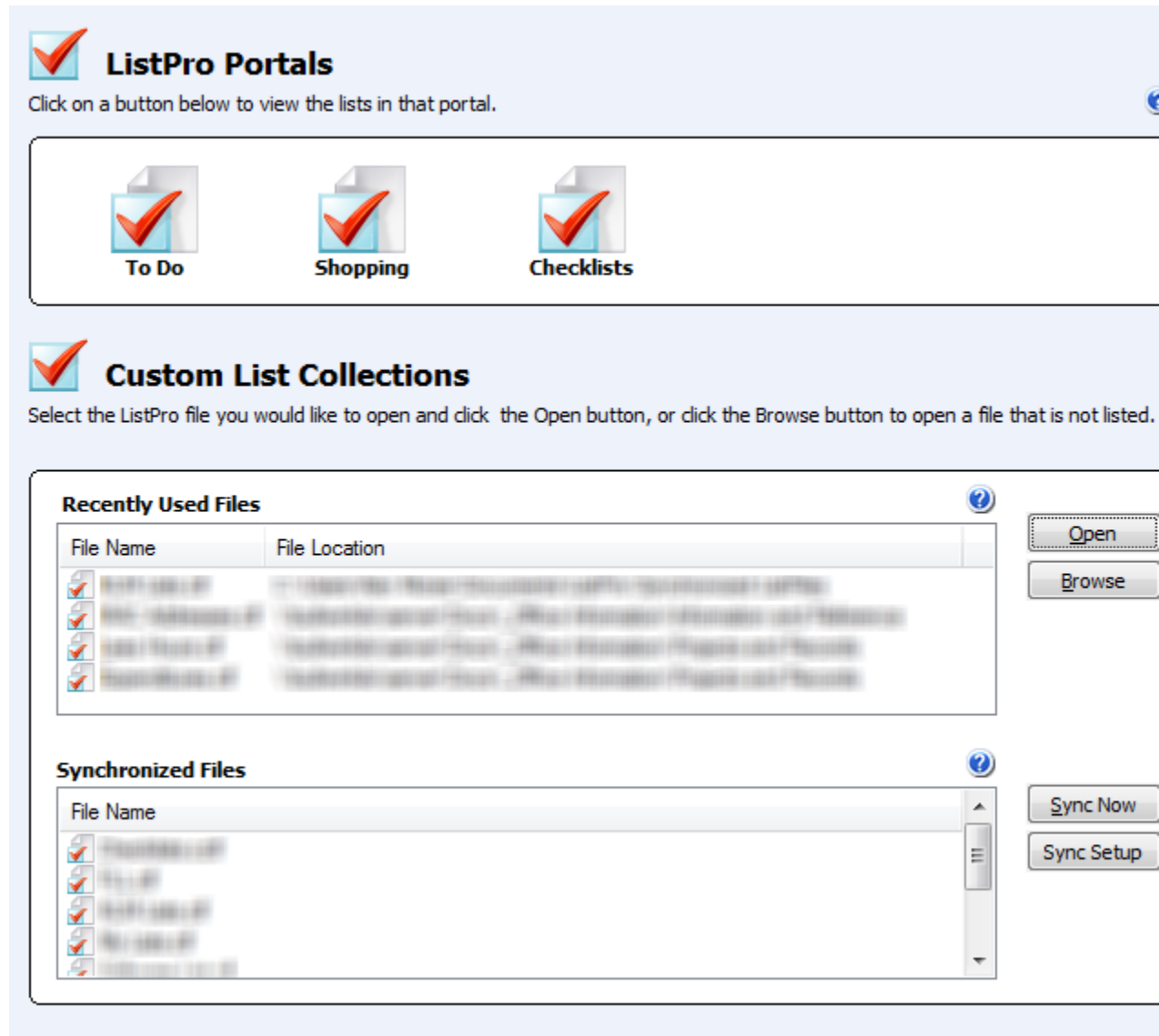
If you invent any particularly useful templates, we encourage you to send them to the ListPro [List Exchange](http://www.iliumsoft.com/listx)² on our website so we can share them with other ListPro users.

² <http://www.iliumsoft.com/listx>

Chapter 2. Using ListPro

2.1. Launch Window

The ListPro Launch Window gives you easy access to your portal lists, synchronized list files, and any customized lists you may have.



2.1.1. ListPro Portals

The **Portals** area of the Launch Window gives you quick access to three pre-configured listtypes: To Do, Shopping and Checklists.

2.1.2. Recently Used Files

This area of the Custom List Collections provides an easy way to get to ListPro list files that you've recently opened.

2.1.3. Synchronized Files

This area of the Custom List Collections provides access to your ListPro list files that are synchronized with an iPhone or iPod touch.

2.2. Working with Lists

You can use the selections on ListPro's **edit**, **View**, **Items**, and **Tools** menus to customize your lists' appearance and functionality.

See also:

Section 2.3, "List Columns" (page 32)

2.2.1. View Menu


ListPro's **View** settings allow you to select just how you want to see your list.


List on Left puts the List Items pane on the left side and the List Hierarchy pane on the right.

Show Status Bar shows or hides the status bar on the bottom of your screen, which tells you how many items are on the list and how many have been checked and flagged. To control whether you want indented items included in the number of checked items, flagged items and total items that is displayed in the status bar, use the List Properties Window (page 8).


Show Notes Pane shows or hides the Notes Pane at the bottom of the screen. This pane shows the Notes column for the currently selected item. Note that the contents of the Notes column is always shown in this pane, even if it is not selected in the Columns tab of the List Properties window. You can also edit the Notes column directly in this pane.

Show List Note shows or hides the List Note Pane below the tree of lists. This pane shows the List Note for the currently selected list. You can edit the List Note directly in this pane.

Hide Unflagged Items builds a new view of the list (such as for Two-Step or Shopping Lists (page 37)) containing only those items you've *flagged* on your list. This is useful for flagging certain items that you need, or that are ready to do, and then displaying only those you need to act on. When this function is in effect, the Flag column does not appear in the display (if you have chosen that option in the Preferences window). There is also a button  on the tool bar for this function.


Hide Checked Items will hide all items you've checked in your list. This gives you a clearer picture of which items are still left to be done. This function does leave the Checkbox column in the list displayed so you can continue to check items. When items are checked in this mode the item is immediately hidden from view once it is checked. There is also a button  on the tool bar for this function.

Child and parent items in hierarchies follow special rules when these filtering functions are chosen. For more information see Section 1.10, "Working with Hierarchies" (page 17).

Sort By displays the Sorting Window, which allows you to pick the column or columns to sort by. You can pick up to three columns to sort by, and you can sort by each column in ascending or descending order. When selecting a column, you can always pick **item Number**, even if the item numbers aren't showing, to put the list in its unsorted original order. If item numbers are showing, you can pick **Item** (or whatever name the Item column has, if it has been renamed) to sort alphabetically by the Item column. This is useful since clicking the **Item** column header when item numbers are showing will sort the list by item number. Picking any other column name to sort by that column is the same as clicking on the column's header. There is also a button  on the tool bar for this function.

Note that when you sort a list, an item's child items will follow their parent item to its new position in the list. Therefore, it may look like items are out of order if you look only at the column you've sorted by. These child items will be sorted within the correctly positioned parent item.

The Ordered List submenu provides two functions that work only in Ordered Lists that are sorted (See Section 1.11, "Sorting Your Lists" (page 18)): **Remove Sorting** will remove any sorting that you've done by clicking any of the list's column headers or by using the Sorting Window. If the **Show item number** option is being used, the numbers will be in order when sorting is removed. Also, if the list is temporarily sorted, you must use this option before you can move (reposition) list items. **Reorder List** changes the order of your Ordered List using the current sort order. This essentially make the temporary sort order permanent.

Filter opens the Filter Bar. The Filter Bar allows you to filter your list items by any column. Click in the Filter Bar above the column to filter by that column. This menu item changes to **Remove Filter** when the Filter Bar is showing, and choosing it hides the Filter Bar and removes filtering. There is also a button  on the tool bar for this function.

Note that when you filter a list, a parent item will be displayed if any of its child items match the filter, even if the parent itself does not match. In addition, if a parent item matches the filter, all of its child items will be displayed, regardless of whether they match the filter or not. Therefore, you may see items in a filtered list that do not themselves match the filter criteria. These items will be displayed in gray text.

Clear Filters will clear any filters that you applied using the Filter Bar.

2.2.2. Items Menu

The **Items** menu also contains these functions to help you use your list items.

Delete Checked Items will delete all the items in the list that currently have the predefined Checkbox column checked. If you are using the list as a To Do list, this is an easy way to get rid of all the items you have checked as complete.

Check Selected Items will check the Checkbox column for all items that are currently selected.

Uncheck Selected Items will uncheck the Checkbox column for all items that are currently selected.

2.2.3. Tools Menu

The Tools menu provides these functions to help you customize and use your lists:

The **Find** menu item on the **Tools** menu will open the Find window, which allows you to enter a string to search for.

When you enter a string and push the **Find Next** button, the next item which contains the search string in any column will be selected. (Except as described below, the item will be selected only once, even if it contains more than one copy of the search string.) The list will scroll to the selected item, if necessary. You can leave the Find window open while you do other things with the list, if you wish.

If you press the **Find All** button, ListPro will show you a list of all the items found, rather than just one at a time.



If the Notes Pane is currently being displayed, individual matches within the Notes column will be highlighted there. If not, the item with the note will be highlighted to show one match, even if the value you're searching for appears more than once in the note.


If you check the **Search all lists** box, ListPro will search all lists in the file for a match, otherwise it will search only the currently open list.

If you choose **Show only filtered matches**, only items that match a list's current filter will be found.

If you choose **Remove filters** first, any matches found in items that are not currently being displayed will cause the current filter to be removed when the search begins. If no matches are found in a list, the filter will be replaced (left on).

When searching for a date, be sure to enter the date in the same format ListPro is displaying dates.

You can also active the Find and Find again functions using buttons   on the tool bar.

Display Totals will show the total of the values in the Amounts column or any Number column you have added. You will be able to display subtotals by the predefined Units column, the predefined Category column or any Category column you have added. You can choose to total all items, or only flagged or checked items. There is also a button  on the tool bar for this function.

Flatten Outline will remove all indentation from indented items in the list. This allows you to sort child items independently of their parent items. Information about each item's parent is stored in a new Parent column. Choosing the **Unflatten Outline** menu item uses this information to restore the indentation of each item. See Section 2.6, “Flattening Your List” (page 38) for more information.

2.2.4. Item Context Menu

When you right-click on a list item, you'll see the item context menu. This menu provides functions that operate on the selected items.

Copy to List will copy all currently selected items to an existing list. A window will open to allow you to pick the list to copy the items into. This functions just as if you had copied the selected items to the clipboard, opened another list and pasted the items into the list. Note that the items will be added at the end of the list. This function works best if the columns of the two lists are similar, because if a column is not the same type as the corresponding column in the other list, the data in that column will be lost.

Move to List is just like **Copy to List** except that the items are deleted from the current list after they are copied to the other list.

Autofilter will automatically filter the list using the value of the current column of the currently selected item (the current column will be the column that you clicked in). Only those items which have the same value as the selected item in that column will be displayed. The Filter Bar will automatically be shown if it is not already showing.

2.2.5. List Context Menu

When you right-click on a list in the list tree pane, you'll see the list context menu. This menu provides functions that operate on the selected list.

Export to ListPro File will copy the selected list to another ListPro file. This is particularly useful when you have opened a ListPro file attached to an email and would like to save a list inside in another file.

Send via Email will copy the selected list into a new ListPro file and attach the file to an email message. Your default email program will be opened in compose mode with the new message.

Open in New Window will create another ListPro window for the current file with the selected list open. This allows you to work on two different lists in the same file without having to switch back and forth between them.

2.3. List Columns

ListPro provides many options that you can use to have the information you need in your lists.

See Section 1.6, “Creating and Editing Columns” (page 11) for more information about working with Column properties.

2.3.1. Column Customization

ListPro lets you select exactly what columns your lists contain, and the order in which they appear. Use the List Properties (page 8) window to configure the columns in your list.

ListPro predefines the following columns for every list:

- Checkbox
- Item
- Flag
- Priority
- Amount
- Units
- Category
- Date
- Notes

You can't delete any of the above columns from your list, but you can choose to hide or display them. Hide a column by unchecking its box in the List Properties (page 8) window. Information in these columns will always be available for display (by re-showing the column) even if the column is hidden.

You can also **add your own columns**, and you can delete the columns you add. Information in columns that you delete **will be deleted**; you cannot get it back. However, if you just choose to hide a column you created by removing the check from the box next to the column name, its information will become available again when you re-display it. For more information about adding columns, see Section 1.6, “Creating and Editing Columns” (page 11).

The List Properties Window (page 8) also lets you rename and reorder the columns in your list.

When you're in the List view, you can sort your list by any column currently being displayed; tap that column's header. You can also use the **Sort By** menu item on the **View** menu to sort your list by any column, whether or not it is currently being displayed.

You won't be able to edit columns that are Autodate or calculated columns. You'll only be able to edit Linked columns in item view, since clicking on them activates them.

The following sections describe some special properties of some of ListPro's columns.

2.3.2. List Item Numbers

ListPro supports item numbers. This lets you list items in a specific order. To turn on the item numbers, open the List Properties (page 8) window and check **Show item number** on the Settings tab. This is very useful for tasks that need to be done in a certain order. You can use this feature for any "how-to" types of lists as well as for outlines. Combine order numbers with Notes for detailed instructions, or use them to be sure you don't forget an important step.

Note that while you might not display the item number in your list, all items do have an associated number (position). You can reposition items in a list (with the **Arrow Keys** or **Move Items Up/Down** menu items) when no temporary sorting is in effect. Use the **Remove Sorting** menu item on the **View** menu to remove temporary sorting (only applies to Ordered Lists (page 18)).

If you have an Ordered List (page 18) and you'd like to automatically reposition all items using the current, temporary sort order, select **Reorder List** from the Ordered List submenu of the **View** menu. Once the list has been reordered, the order numbers, if showing, will be in order from top to bottom. You will not be able to return to the original order by picking **Remove Sorting**, but you will be able to reposition individual items again. See Section 1.11, "Sorting Your Lists" (page 18) for more information.

2.3.3. Categories

Categories let you classify your items. Once you've entered a value for a Category, that value is easily selectable as a value for its column.

You'll often want to sort the items in your list in various ways -- categories let you do this. For example, you might keep your office supplies in several different cabinets in your office. You want the supplies on your list sorted by these locations, so that you can efficiently flag what you need. But then when you go to the office supply store, you'd like your list in the order you find the items on the store's shelves. Using one category column for the location and another for the store you purchase from lets you quickly sort the items as necessary.

Other uses for Categories include: types of music in a CD collection list, kind of restaurant in a restaurant list, day vs. overnight vs. overseas for a trip packing list, etc.

Sorting by Categories lets you group items in very useful ways. Categories and their values are saved by the individual list, so that each list can have the Categories and values that will be most appropriate for that list.

When editing a Category column, a drop down list of all the current Category Values is provided. You can either type a category directly or choose it from the drop down list. When you type in a value, ListPro search the list for a match after you've typed in one or more characters. The first match will automatically be entered into the field you're typing into. If the match ListPro finds isn't what you want, just keep typing. ListPro will keep looking for matches until you've typed enough to identify the right one. Or, if you don't want any of the matches ListPro finds, just type in the entire category name. If ListPro puts anything extra in the field that you don't want, press the Delete key to get rid of the excess.

Remember that category values are not case-sensitive for sorting or filtering: Hardware is the same as HARDWARE or hardware.

Note that category values do not have to be just one word. For example, if you have a list of items you need to pick up, and are using Category for where to get them, you might be able to get batteries at either a drugstore or a hardware store. You could make an additional Category column, or just put "drugs,hardware" in your main Category column. Then, if you Filter your list by *either* drugs or hardware, batteries will appear. Another option would be to add more Category columns.

By default, all new values entered for a Category are added to that column's list of Category Values. You can also edit each Category's list of values if you want to add new values or delete values you don't need. To do this, select **Category Values** from the **Tools** menu, and you'll see the Category Values window. Choose the Category whose list you want to edit from the Category drop down list. To add a new Category Value, enter the value into the New Value field and push the **Add Value** button. To delete an existing value, select the value in the list and push the **Delete Value** button.

2.3.4. Notes

ListPro's Notes let you add additional information to a list item. Use Notes for long instructions, or for details about an item. For example, on an office supply list, the note for a printer cartridge might contain the model number of the printer.

Remember that you can see and edit the Note for any item even if you don't have Notes displayed in the list, using either ListPro's **Notes Pane** (select **Show Notes Pane** from the **View** menu), or the Item View (page 14) window (just double-click the item).

2.3.5. Amounts and Units

ListPro's Amounts feature gives you a powerful numeric column. You can use Amounts to include any numeric information for items in your list. The Amounts column lets you add up its information. Use Amounts for anything you might want to count: boxes you're shipping, dollars you're spending, bottles you're unpacking, ounces, cups, hours, minutes. At any time, you can display a total of the amounts you've entered. In addition, the sum of the amounts of all items currently being displayed is shown in the Status Bar.

To make it more useful, you can set up your list to ask for the amounts when you're "running" your list (checking items or flagging items for inclusion in a Shopping or Two-Step List (page 37), perhaps). For example, you can set up your list to ask you for an amount each time you check an item. This lets you easily track your spending while you're shopping, or time spent on each task of a project. Alternatively, you can set up your list to ask you for an amount each time you flag an item to be included on your List. This lets you enter a quantity of items to be included on the final list. For example, when you flag "stamps", you're asked how many. Then, when you choose the Flag Tool to display your list, the number of stamps you need appears. To set up these options, use the Column Properties window for the Amount column. You can open Amount Column Properties either by picking **Column Properties** from the column header context menu, or by opening the List Properties window Columns tab, selecting Amount column and choosing **Modify**.

The Units column lets you total amounts by unit (using the Totals Window). This is useful if your amounts are in different units. For example, if you're using Amounts to track time on a project, you might sometimes enter minutes, and sometimes hours. If you use Units, your totals will make sense. Remember that you don't have to use the units to use Amounts.

2.3.6. Priorities

The Priority column lets you assign a priority number to each item. Priorities have an advantage over item numbers because several items can have the same priority number. You can sort the list by Priority to look at them in order of their importance.

2.3.7. User Defined Columns

In addition to the default columns that you get with every list, ListPro lets you add your own columns. You can add a column using the Columns tab of the **List Properties** window. Just press the **Add** button to see a menu of column types. You can choose any of the following column types:

- String – a String column simply holds a string of text, allowing you to enter just about anything into it. Strings are limited to 255 characters.
- Category – a Category column is like the default Category column. You can enter any text into it. ListPro will maintain a list of all the values currently used in the column. When editing the column you can drop down the list of current values and choose one of the listed values rather than typing in the text. You can also use any category column to get subtotals when using the Totals window. Remember that Categories are not case-sensitive.
- Yes/No – a Yes/No column works like ListPro's Flag or Checkbox columns except that you can choose one of several icons to be displayed in the column. Push the **Modify** button to see a window that will allow you to pick the icon to display. Each icon has a set (yes) and unset (no) appearance and you toggle between them by clicking on the column

in the list. You can configure your list to clear user-defined flag columns when the list is reset (page 9).

- **3 State** – a 3 State column is similar to a Yes/No column, but it has three states instead of two (they could also be called Yes/No/Maybe columns). You can select the icons for 3 State columns just like Yes/No columns. Clicking on the column in the list cycles between the three states.
- **Number** – a Number column must contain a number. You can use the Totals window to find the total and subtotals for any Number column. By opening the Column Properties window for a number column you can also set a Number column to perform simple calculations.
- **Date** – a Date column holds a date, such as the starting date or due date of a task. Note that dates appear in the format set by your regional settings (in the Windows Control Panel).
- **Linked** – a Linked column holds the name of a file or a URL. The file name can be either a full path or a partial path beginning from the directory where the current ListPro file is stored. For example, if the ListPro file is in `C:\My Documents\`, then a partial path such as `My Pictures\Clouds.bmp` would refer to the file `C:\My Documents\My Pictures\Clouds.bmp` and a full path such as `C:\Windows\Chord.wav` would uniquely identify the file regardless of where the ListPro file is. A URL must always have the proper prefix (`http://`, `ftp://`, `mailto:` or `file://`) in order to be recognized as a URL. Clicking on the Linked column in the list will cause the URL or file to be launched. For example, clicking on a Linked column containing `http://www.ili-umssoft.com`^{NaN} will cause your browser to open and show the Ilium Software web site. Clicking on a Linked column containing “Readme.txt” will open the file `ReadMe.txt` in the same directory as the ListPro list file.

2.3.8. Changing Column Type


To change a column's type, open the context menu of the column's header (usually done by right-clicking on the column header above the column) and choose **Change Column Type**.


Two kinds of column changes are allowed: You may change a Number column to a String column and you may change a String column to a Category column. Once you've converted a column, ListPro provides no function to convert it back to the original type of column again.

If you convert a String column to a Category column, all the current values in the column are added to the column's category value list (so they will appear in the drop down list that is used when editing the column).

^{NaN} <http://www.iliumssoft.com>

2.4. Two-Step (Shopping) Lists

ListPro allows you to create a type of list we call a “Two-Step” list. Start by creating a new list and choose the **Shopping List** template. Once you’ve created your list, choose some of the items in your list and **flag** them. Then, select the **Flag Tool**  (or use the **View → Hide Unflagged Items**, setting). This will cause only the flagged items to be displayed. You can treat this list just like any list and check items as you complete them. When you’ve completed all the items and you reset the list, all the checks and flags are cleared from any items which have been checked. By default, Flagged items which have not been checked will not be cleared, although you can also configure the list to clear all the flags or none of the flags when you reset it.

The best example of a two-step list is a shopping list. When you first create the shopping list, you enter into the list any of the items you might buy when you do a particular kind of shopping (for example, office supplies, or groceries). Once you’ve entered your items, whenever you think of something you need on that list, you flag that item. Then, when you go to the store, you select the **Flag Tool** , and the list you see will contain only those items that you’ve flagged! You then have a shopping list of just those things you’ve decided earlier that you need. As you shop, you check each item, and, when you’re done, you reset the list. This clears both the checks and the flags so you can again start flagging items to buy as you think of them.

Use Two-Step lists any time you want to do (or pick up, or include) only some of the things on your list. For example, you could make a list of all the places you might need to stop on the way home. As you think of another stop you need to make, you can flag that item in your list. Then, when you’re leaving work, you can easily show just the stops you need to make that day.

Keep in mind that you can add the Flag column to an existing list at any time, or remove it from a list, using List Properties (page 8).

You can also use the flag column as the second (rather than first) step of a list, by flagging items for inclusion in another list *when you check them*. For example, if you create a list of people you’ve invited to a party or conference, you can check their names as they respond to your invitation. Rather than duplicating the list when you need to see who will be attending, you could use the flag column to designate people who will be there. Then, not only can you easily see who has not yet responded to your invitation (with the checks), you can also easily see a list of who will be there with the Flag Tool.

Combine Two-Step Lists with other ListPro list features (page 32) and program features (page 28) to create powerful lists that really make your life simpler!

2.5. Changing Fonts

Choose **Properties** from the **edit** menu and then select the **Format** tab to change font formatting. Press **Change** next to the font description to open the Font dialog.

For each list, you can select a default list font. For each column, you can choose to use the default list font or select a custom font. When you change the default list font, all columns that do not have a custom font selected will display the new default list font. In addition, the column header names and the Notes Pane will be displayed using the default list font.

Set the default font for your list by selecting a specific font or to use the default font on your PC, check the **Use default system font** box.

To change the font for a particular column, select the **Column** tab and then select the column you wish to change and press **Modify**. Now press **Change** and select a specific font or check the Use default list font box.

2.6. Flattening Your List

If you have a list where you have used indenting to group items, you may sometimes want to sort the indented items independently of their parent items. The way to do this is to Flatten the list by choosing **Flatten Outline** from the **Tools** menu. Flattening your list will remove all indentation from all items, allowing you to sort them as equals. A common example of this is a To Do list in which Priority numbers are assigned to indented items, which are grouped under parent items that represent different projects or tasks. You would sometimes like to just sort all the indented items by priority, so you can see the highest priority items together, independent of project or task.

When you Flatten your list, a new column is created called the Parent column. If you have more than one level of indentation in your list, a Parent column will be created for each level. These columns will usually be named Parent, Parent1, Parent2 and so on. The purpose of the Parent columns is to hold the information necessary for restoring the original hierarchy. For each item that was originally indented, the Parent column will hold the value of the Item column of its original parent item. Normally, you can just ignore the Parent columns.

Flattening your list does not simply produce a temporary flat view of your items. The list is actually changed to a flat list, with information about the original hierarchy stored in the new Parent columns. This means that there are no restrictions on the type of changes you can make to your list after it has been flattened. You can sort, rearrange items, edit their contents, delete items or add new ones. The only thing you need to keep in mind is that any changes to the values in the Parent columns, or to the Item columns of the original parent items, may affect the ability of ListPro to restore the original hierarchy of the list.

In most cases you will eventually want to restore the original hierarchy of the list. You can do this by choosing **Unflatten Outline** from the **Tools** menu. ListPro will then use the in-

formation in the Parent columns to restore the outline. Note that the changes you have made while the list was flattened may affect how the unflattened list actually looks. For example, if you have changed the order of the parent items, the unflattened list would reflect the new order. If you deleted items or changed the order of items that were indented under a common parent, the unflattened list would contain these changes, too.

It's also possible that you don't want to unflatten a list, but have decided you want to leave it flattened permanently. In that case, you can delete the Parent columns that were created when you flattened. Please be aware, however, that if you delete the Parent columns ListPro will not be able to unflatten the list.

Certain lists may not be possible to restore exactly after they have been flattened. For example, if any of the original parent items have a blank Item column, or if two or more of the original parent items have identical Item columns, the unflattening operation would not necessarily have enough information to restore the list exactly. ListPro will always warn you if this is the case before Flattening, however, so you can avoid flattening a list that can't be unflattened exactly.

For more information about Flattening, and an example, see Section 2.6.1, "Flatten Window" (page 39). For more information about Unflattening, see Section 2.6.2, "Unflatten Window" (page 40).

2.6.1. Flatten Window

The Flatten Outline window appears when you choose **Flatten Outline** from the **Tools** menu. Use this window to enter the name of a Parent column to use for flattening the outline.

When you flatten a list, all indented items are shifted all the way to the left. This allows you to sort the indented items independently of their parent items. In order to restore the list to its previous state where all items are properly indented under their parent items, ListPro saves the name of the parent items in a new column.

For example, if you have the following list:

| <input type="checkbox"/> | <input checked="" type="checkbox"/> | ! | Item |
|-------------------------------------|-------------------------------------|---|-----------------|
| <input type="checkbox"/> | | | Mercury Project |
| <input checked="" type="checkbox"/> | 1 | | Yellow Task |
| <input type="checkbox"/> | 2 | | Blue Task |
| <input type="checkbox"/> | 3 | | Green Task |
| <input type="checkbox"/> | | | Gemini Project |
| <input type="checkbox"/> | 1 | | Red Task |
| <input type="checkbox"/> | 2 | | Orange Task |
| <input type="checkbox"/> | 3 | | Violet Task |
| <input type="checkbox"/> | | | Apollo Project |
| <input type="checkbox"/> | 1 | | Pink Task |
| <input checked="" type="checkbox"/> | 3 | | Brown Task |

and you flatten the list, the list will be changed to look like this:

| <input checked="" type="checkbox"/> | ! | Item | Parent |
|-------------------------------------|---|-----------------|-----------------|
| <input type="checkbox"/> | | Mercury Project | |
| <input checked="" type="checkbox"/> | 1 | Yellow Task | Mercury Project |
| <input type="checkbox"/> | 2 | Blue Task | Mercury Project |
| <input type="checkbox"/> | 3 | Green Task | Mercury Project |
| <input type="checkbox"/> | | Gemini Project | |
| <input type="checkbox"/> | 1 | Red Task | Gemini Project |
| <input type="checkbox"/> | 2 | Orange Task | Gemini Project |
| <input type="checkbox"/> | 3 | Violet Task | Gemini Project |
| <input type="checkbox"/> | | Apollo Project | |
| <input type="checkbox"/> | 1 | Pink Task | Apollo Project |
| <input checked="" type="checkbox"/> | 3 | Brown Task | Apollo Project |

If you then sort by Priority, the list will look like this:

| <input checked="" type="checkbox"/> | ! | Item | Parent |
|-------------------------------------|---|-----------------|-----------------|
| <input checked="" type="checkbox"/> | 1 | Yellow Task | Mercury Project |
| <input type="checkbox"/> | 1 | Red Task | Gemini Project |
| <input type="checkbox"/> | 1 | Pink Task | Apollo Project |
| <input type="checkbox"/> | 2 | Blue Task | Mercury Project |
| <input type="checkbox"/> | 2 | Orange Task | Gemini Project |
| <input type="checkbox"/> | 3 | Green Task | Mercury Project |
| <input type="checkbox"/> | 3 | Violet Task | Gemini Project |
| <input checked="" type="checkbox"/> | 3 | Brown Task | Apollo Project |
| <input type="checkbox"/> | | Mercury Project | |
| <input type="checkbox"/> | | Gemini Project | |
| <input type="checkbox"/> | | Apollo Project | |

You can choose **Unflatten Outline** from the **Tools** menu to restore the list to its original state.

2.6.2. Unflatten Window

The Unflatten Window appears when you choose **Unflatten Outline** from the **Tools** menu. Use this window to unflatten a list.

When you unflatten a list that has been previously flattened, the original outline is restored using the Parent Columns. Unflattening a list causes each item with a value in the Parent Column to be shifted right one indent level. Each indented item is moved after its parent item, which is located by finding the item whose "Item" column matches the Parent Column of the indented item.

Please note that unflattening the list is done using only the information in the Parent Columns. If you have changed the content of the Parent columns in any items or have changed the Item column of any former parent items, the unflattening operation may result in a list that is not exactly the same outline as the original.

2.7. Using the Keyboard

- Many of ListPro's functions are accessible from the keyboard. In addition to the regular menu accelerators, the following keyboard usage is recognized:
- Use the **tab** key to move between the List Hierarchy pane, the List Items pane and the Notes pane (if it is showing).
- If you're doing direct editing, you can use the **tab** key to tab from one field to the next. If you use the tab key when you're direct editing the last column of the last item in the list, a new blank item is added and its first column is opened for direct editing.
- You can use the **space bar** to start direct editing on the currently selected item.
- You can use the **up and down arrow** keys to move the current selection up or down in the list. If the control key is down when an arrow key is used, the focus item will move up or down, but the selection will not change. You can then use the **space bar** to select or deselect the focus item. If the **shift key** is down when an arrow key is used, the item the focus is moved to will be selected in addition to the currently selected items. The **Page Up, Page Down, Home** and **End** keys also function as usual for a list.
- You can use the **left** or **right** arrow keys to select an individual column of the current focus item in the list. The focus rectangle will change to surround only the focus column rather than the entire item. If you press the space bar when an individual column has the focus, that column will be opened for direct editing, unless it is a check or flag column. If it is a check or flag column, the column will be toggled.
- If the current focus item has indented items under it, you can use the **plus (+)** and **minus (-)** keys to expand or collapse the item's indented subitems.
- Use the **Enter** key (as well as **Alt-Enter**) to open the Item View window for the current focus item.
- Use the **X** key to toggle the Flag column of the focus item.
- Use the **C** key to toggle the Checkbox column of the focus item.
- You can use **Ctrl-;** (Control-semicolon) to quickly add the current date and time to any note (in the Notes pane only).

2.8. Tips for Using ListPro

Use ListPro for any kind of list: instructions, tasks, shopping. It's especially useful for steps in a process you do frequently, but that doesn't recur at regular intervals, for example, releasing a new product. Special features for shopping lists (page 37) create another very useful way to use ListPro. Ordered lists combined with Notes give you a way to record detailed instruc-

tions. Resetting your list lets you easily use lists over and over. Categories and Notes let you group items in many ways.

Use ListPro as a powerful, multi-level **Notes organizer**. Use the item column as your note titles, and put your notes into the Notes column for each item. Then organize the notes into lists, folders and list files, just the way you want them.

Use ListPro as an outliner by turning on the **Show item number** option (in List Properties) and dragging items to the right to indent them.

You can easily **move lists between files** using the Clipboard. Just select a list in one file, copy it, and paste it into another file. You can have ListPro running more than once to make this even easier. You can also use the clipboard to move items between lists. See Section 4.2, “Using the Clipboard” (page 50). You can also copy lists from another file using **Import Lists** on the **Tools** menu.

You can **sort the items in your lists** by any column, just by clicking the column header.

Use the **Notes Pane** to see and edit longer notes or add information to items. You don’t need to have the Note column selected for display in the list – the Notes pane will show this information for the selected list item.

To quickly **enter information into lists**, display only the columns for which you’ll be entering information. You can always choose to show other columns later, but they’ll be out of the way while you’re doing data entry.

To easily copy or paste just the information you want, hide some columns using the List Properties (page 8) window, use your clipboard to copy the remaining information, then show the columns again. To make it even easier, first move all columns that you want to copy to a position ahead of the ones that are turned off. See Section 4.2, “Using the Clipboard” (page 50) for more information.


You can use the column header context menu to do all your column rearranging. Right click on the column header above a column to see the context menu, then pick **Hide Column** to hide the column or pick **Show Column** to show a column after the current one. Drag a column header to the right or left to order the columns.

Use the **user-defined Yes/No columns** to make your to-do list into a useful table. For example, if you need to do a multi-step cleanup on several different computers, you can make each step a list item and each computer a flag column. Then you can easily mark each step as it’s complete for each machine. This is also useful for releasing several products, testing on several platforms, etc.

Note that category values do **not** have to be **just one word**. For example, if you have a list of items you need to pick up, and are using Category for where to get them, you might be able to get batteries at either a drugstore or a hardware store. You could make an additional

Category column, or just put drugs, hardware in your main Category column. Then, if you Filter your list by either drugs or hardware, batteries will appear.

Make your lists more readable by changing the fonts in each column.

Choose **Hide Checked Items** (or its button  on the tool bar) to hide items you've checked, if you only want to see what you still need to do.

Check Ilium Software's website for new [sample and useful lists](#)¹. You can use the Import List Wizard to easily import these lists into your ListPro file (choose **Import Lists** from the **Tools** menu).

A simple way to make it easy to tell which items in a list have been completed is to set a different color for checked items. Open the List Properties window and go to the **Color tab**. Press the **Change** button next to **Color for Checked Items** and choose a new color. Setting checked items to a gray color is a good choice because it makes the completed items look like disabled choices.

Use the **Make Backup** menu item from the **File** menu to easily make a backup of the current ListPro file. It's a good idea to do this regularly, especially if you're using File Synchronization to synchronize with a mobile device. You never know when you might want to retrieve something you deleted accidentally.

To start ListPro with a specific file open, double-click on the file in Windows Explorer.

New lists that you create can have the columns, fonts and settings you'd like -- and to make the choices automatically available every time, just make the appropriate changes to the lists in the Templates (page 24) file.

Highlight your most important items in Item View or by right-clicking on a list item.

You can directly manipulate lists simply by dragging items, column headers and list names.

See Section 2.7, "Using the Keyboard" (page 41) for helpful information on keyboard shortcuts.

2.8.1. Preferences

On the Windows PC or Pocket PC, use **Tools** → **Preferences** to change the following list of behaviors.

- Enable alarms for this file on this device: check to enable alarms for this ListPro file
- Confirm deleting list items: check to see a confirmation dialog box when you delete a list item

¹ <http://www.iliumsoft.com/listx>

- Confirm deleting lists and folders: check to see a confirmation dialog box when you delete entire lists or folders
- Confirm resetting lists: check to see a confirmation dialog box when you reset a list
- Prompt on moving items in Ordered List: check to see a dialog box with options when you try to move items in a sorted, ordered list (page 59)
- Confirm clearing columns: check to see a confirmation dialog box when you clear an entire column
- Confirm remove filter on adding items: check to see a confirmation dialog box when you have a filter in place and attempt to add new items
- Hide flag column on hide unflagged items: check to have the flag column disappear when you select **View** → **Hide Unflagged Items**, or when you click the flag button

Chapter 3. New Features

ListPro 5.0 introduces a number of great new features that we're sure you'll find helpful.

3.1. Linked Files Location

ListPro 5.0 makes it easy to link to files and also to share those files with your Windows Mobile Device. This is handled by the new **Linked Files Location**. The Linked Files Location is a special place for storing files that you have linked to with ListPro. By default, the `My Documents` folders on your Windows PC and your Windows Mobile Device are set as the Linked Files Location.

Keep in mind that the Linked Files Location is a place where ListPro looks for linked files and not a special ListPro folder. You won't find a folder called "Linked Files".

The Linked Files Location serves a couple of different purposes:

- When you go to link a file in ListPro, the Linked Files Location is the first place it offers you to choose files from. This makes it easy to know where to place files that you want ListPro to link to. Just drop them in the Linked Files Location on your device, and ListPro will find them when you go to make a link.
- The second purpose is that when you go to **Publish** a list, ListPro looks in the Linked Files Location for files that your ListPro list is linked to. If it finds them, you can have it move the files over to your Windows Mobile Device along with the list itself.

3.2. Link Options

You can change some of the settings for your Linked Files Location. To do so, select the **Link Options** menu item. On your Windows PC you will find this under **Tools**. Your Windows Mobile devices has Link Options as well.

Please note that all Link Options are advanced options. Unless you feel very comfortable with changing settings, you should not change any of these.

The Link Options window lets you choose from the following options:

- The location of the Linked Files Location
- Only showing files from the Linked Files Location
- Choosing whether to publish linked files from the Linked Files Location

Choose Linked Files Location: You can change the location of the Linked Files Location. To do so, either enter a new path into the field provided, or browse to the new location with the **Browse** button. Files from the old location are **not automatically transferred**; you will

need to do this manually. ListPro lists linked to files in the old location, however, will automatically know to look in the new location. You do not need to make any changes to your lists.

Only Show Linked Files Location Files: By default, ListPro only offers files in the Linked Files Location when you go to link a file. If, as an advanced user, you wish to also link to files in other locations, you can turn that option on by unchecking the box labeled **Only show files in the linked files location**. Please remember that files in areas other than the Linked Files Location **are never published** to your mobile device.

Choose to Publish Linked Files: You can choose whether ListPro publishes the files in the Linked Files Location that you've linked to. By default this is on but if you would like to turn it off, uncheck the box labeled **Publish linked files**.

3.3. Rich Text Notes

With ListPro 5.0 you can add rich text formatting to the notes pane for items. This formatting will display in both the List View and the Item View. In addition you can add bullet points or numbered points to your notes pane.

Rich Text Formatting: To **format text** in your notes, highlight the text you would like to change and then right-click on it. Select **Format** from the menu. The options provided include:

- Font
- Font Size
- Bold, Underline, and Italic

Formatting will display on your Windows Mobile Smartphone and Pocket PC as well, and you can change or add formatting on your Pocket PC also.

Bullets and Numbering: You can add bullets and numbering to text in your notes pane. Right-click where you want your bulleted or numbered information to appear. Select **Paragraph** from the menu. From the window that appears you can choose **None, Bullets, or Numbered**. As you enter text, each time you hit enter, a new bullet/number will be created. Hitting **enter** without typing any text will end the bullet/numbering.

3.4. Live Links in the Notes Pane

ListPro 5.0 lets you add live links to the notes pane of a list item. To do so, simply highlight the text that you want to turn into a link, and then right-click on it. Select **Insert Link** from the menu. In the window that comes up you can set what text you want to display in the notes pane as well as where you want to the link to go.

By default, we include `http://` since this function is primarily used for web links, although you can enter any valid path into this field including links to files stored on your computer.

3.5. Add Pictures to the Notes Pane

With ListPro 5.0 you can now put pictures in the notes panes of your items. With this feature you can include images of the covers of books in your book collection list, add pictures of the people in your contact list, or include a map graphic in a list of your favorite restaurants.

To add a picture to your notes pane, right click in the notes pane of an item. Select **Insert Picture** from the menu. This brings up a window showing you all the images currently stored in your Linked Files Folder. Click on the picture you want to appear in the notes pane of your list, then click the **Select** button.

Next, choose how you would like the picture aligned. Select **Inline** to have the picture appear inline with the rest of the note text, **Align left** to align it along the left side of the notes pane, or **Align right** to align the image along the right side of the notes pane.

3.6. Export to HTML, XML, and RSS


ListPro 5.0 offers new ways to share your lists. You can now create attractive **HTML versions** of your lists that are viewable in any web browser. This is a great way to share your lists with friends, or even as a means of publishing them on the web. You can also export lists in **XML Format**, as well as ready-to-publish **RSS Newsfeeds**.

To export using these new formats, select **Export Items to File** from the **Tools** menu. In the export window, you can select HTML or XML from the **Export format** drop-down list. In addition, you can select an **Export style** for your exported lists. These styles vary according to the type export format you've selected.

- **Tab-Delimited Format**
 - **No Column Names:** The column headers are not included in the tab-delimited export file.
 - **Column Names in First Row:** ListPro includes the column names as the first row of the exported file.
- **CSV Format**
 - **No Column Names:** The column headers are not included in the tab-delimited export file.
 - **Column Names in First Row:** ListPro includes the column names as the first row of the exported file.

- **Indented Text Format**
 - **No Column Names:** The column headers are not included in the tab-delimited export file.
 - **Column Names in First Row:** ListPro includes the column names as the first row of the exported file.
- **HTML Format**
 - **Default Style:** The information exports in a style defined by a CSS format we've included with ListPro. This gives the lists an attractive appearance. Advanced users may decide that they want to replace our CSS format with their own.
 - **Non-CSS:** The list is presented in a raw HTML format with no CSS formatting.
- **RSS Format**
 - **Default Style:** The information is exported using standard XML formatting.
 - **OPML:** The list is exported in OPML formatting.
 - **RSS:** This will export your list as a ready to publish RSS format file.

3.7. Publishing Lists

ListPro 5.0 adds a new feature called **List Publishing**. With List Publishing you can send your lists, and the files you've linked to in those lists (including pictures,) over to your Windows Mobile Device. To publish a file, connect your Windows Mobile Device to your Windows PC, then open that file in ListPro on your Windows PC. Next, click on the **Publish** icon . In the window that appears, click the **Publish** button, and ListPro does the rest.

If you have any trouble publishing your lists, make sure that the file is closed on your Windows Mobile Device. To do this, simply navigate to the document list (using Show Files on the Smartphone or by clicking OK in the upper right corner of the screen on Pocket PC) before publishing. Also, keep in mind that only files stored in the Linked Files Location will get published to your device.

Chapter 4. Information Exchange and Synchronization

4.1. Information Exchange

You can export (page 52) your list file information to a text file to use with other programs with the **Export Items to File** menu item. This will copy information in the currently selected list to the file you specify. You can also import list items from a text file into an existing list with the **Import Items from File** menu item. The **Import Lists** menu item will allow you to import lists from another ListPro file.

You can create a new list (page 54) using columns and items from the current list with the **Export Items to List** menu item. If you right-click on an item in a list to show the item context menu, you can choose **Copy to List** or **Move to List** to send items to another list (page 54) in the file.

Use the clipboard to easily:

- move or copy items from one list to another
- move or copy lists from one file to another
- move or copy lists within a file

You can copy one item, several items or an entire list to the clipboard. Make sure the list you are pasting into has the same set of columns as the list you copied from. You can also paste ListPro list information into a text file or an Excel worksheet. Text information from another source can be pasted into ListPro in the same tab-delimited format used for exporting and importing. See Section 4.3, “Importing and Exporting Lists” (page 52) for more information.

If you have a Windows Mobile device with a copy of ListPro installed, you can read any list file with either ListPro version. You could, for example, enter information using your Windows PC version of ListPro, then copy your list file to your Windows Mobile device for easy access to your lists anywhere.

Please note that while you can use File Synchronization with ActiveSync 3.5 (or later versions) to automatically copy the most current version of your file between platforms, ListPro **does not** support individual record synchronization with ActiveSync. That is, you cannot update one item or list in a file on your Windows PC and another on your Pocket PC and have both changes take effect. Only whole files are synchronized. Be sure to **close ListPro on both platforms** before synchronizing files. See Section 4.5, “File Synchronization” (page 55) for more information.

In addition, some Windows Mobile-based Smartphone do not support File Synchronization, so you must manually copy files to these devices in order to share lists between platforms. See the Section 4.6, “Smartphone” (page 56) section for more information.

If you have a Palm OS handheld, you can use HotSync to synchronize your ListPro information between your Windows PC and your handheld device. See Section 4.7, “HotSync with Palm OS handhelds” (page 56) for more information.

4.2. Using the Clipboard

You can easily use your system’s Clipboard with ListPro to:

- move or copy items from one list to another
- move or copy lists from one file to another
- move or copy lists within a file
- paste items from other programs into your ListPro lists

To **copy a list**, simply select the list name, and copy it to the clipboard. You can then paste it elsewhere within the same list file, or into another list file. You can also move the list directly by dragging it with your mouse if you want to put it into another folder or another position in your current list file.

You can **copy selected items** to your clipboard, for pasting into the same list or into another list, or for pasting into another program.

4.2.1. Copying from List to List

When copying and pasting from one ListPro list to another, ListPro uses the following rules to determine which columns from the first list to copy into columns of the second list:

- If both lists have columns of the same type and are in the same order, all information for all columns will be transferred, including information in columns not showing.
- If that is not the case, ListPro compares the columns that are currently being displayed in each list. Starting from the left, data in all columns is transferred as long as the columns have the same type. If a column is found that is not the same type, data in that column and all columns to the right of it are not transferred.
- Indent Level and Highlight color are always transferred to the new list. Indent Level may be adjusted based on where an item is pasted into the new list, but the items pasted will retain their Indent Levels relative to each other.
- The Notes column is always transferred, regardless of whether it is showing or not.

4.2.2. Copying From a List to Another Program

If you are transferring items to another program, *only the columns currently selected for display in a list will be copied*. The currently displayed columns will be copied to the clipboard in the order they are currently being displayed in the list. You can control which columns are copied and pasted and the order they appear using the Columns tab of the List Properties (page 8) window. Highlight color is never transferred.

If an item is indented, the Item column that is copied to the clipboard will contain a tab character for each level of indentation so the column will appear properly indented when it is pasted.

Checkbox, Flag and Yes/No columns are copied to the clipboard as 1s if selected (checked or flagged) and 0s if not selected. Three State columns are copied with a value of 0, 1 or 2.

4.2.3. Copying Tips



Tip

Note that Columns selected for display (in the List Properties (page 8) window) are usually the same as those currently being displayed in the list area. However, if the Flag column is selected for display and you have the **Hide Unflagged Items** option selected, the Flag column may not be showing, but it will be copied/pasted as if it is showing.



Tip

If you want to easily copy or paste fewer columns than are currently being displayed, just hide those columns using the List Properties (page 8) window, use your clipboard, then show the columns again. If you first move all columns that you want displayed before the ones that are turned off, it's even easier to turn the ones you want back on. You can also hide and show columns by right clicking on the column header to see the column header context menu and picking **Hide Column** and **Show Column**.

4.2.4. Pasting Into a List From Another Program

Pasting items into a list follows the same rules as copying them from a list: data is only pasted into the columns that are showing. However, if you have copied a set of *single-line text strings* containing no tab characters, you can paste them into an open list, and the information will be pasted into the **Item column**.

When pasting into the Item column, leading tab characters will indicate that the item is to be indented.

Checkbox, Flag and Yes/No columns may be skipped when pasting in the text. If the data in the position for one of these columns is not a 1 or a 0, the column will be skipped and the data will be pasted into the next non-flag column.

4.3. Importing and Exporting Lists

You can use ListPro's import capability to make lists out of data you currently have in other forms. You can also export your lists to text files for use with other programs.

When you choose **Import Items from File** from the **Tools** menu, ListPro displays the Choose Columns to Import window. This window lets you choose which columns to import the data into. Any of the currently displayed columns can be chosen, as well as the Notes column and the Indent Level. You can also choose the order the columns will be found in the file, and you can skip the first row of the file if it contains column names.

When you choose **Export Items to File** from the **Tools** menu, ListPro displays the Choose Columns to Export window. This window lets you choose which columns to export. You can choose any of the currently displayed columns, as well as the Notes column and the Indent Level. You can also choose the order the columns should appear in the file, and you can export the column names in the first row of the file. You can choose to export all items in the list or only those that are currently showing.

List items are imported and exported to files in Indented Text, tab-delimited, or comma-separated-value form. Indented Text and tab-delimited files use the extension `.txt` and comma-separated-value files use the extension `.csv`. Each field you want to import must be separated from the previous field by one tab character in `.txt` files or by a comma in `.csv`. Indented Text files differ from tab-delimited files in that the Item field contains a tab character for each level of indentation. If a field contains a new line (that is, a carriage-return/line-feed or hard line break) or a comma, the field must be enclosed in quote (") characters. If a quote character appears in a field, it must be replaced by two quote characters and the entire field must be enclosed in quotes.

Note that Columns selected for display (in the List Properties (page 8) window) are usually the same as those currently being displayed in the list area. However, if the Flag column is selected for display and you have the **Hide Unflagged Items** option selected, the Flag column may not be showing but it will be imported and exported.

Item order for export will be set by the order of the items in the list. By default, all items in the list are exported, but if you choose **Only export currently showing items**, only the items currently being displayed will be exported. If you choose that option, any items not currently displayed (due to being Flagged, Checked, Filtered out or collapsed) will not be exported.

If ListPro fails to import a file that contains dates – showing an error message about “invalid format for field” -- make sure that your system's date format setting matches the

format in the file. For example, if you have dates in a CSV file in MM/DD/YY format, but your Windows PC's date format is set to CCYY-MM-DD, ListPro will consider the MM/DD/YY dates to be invalid. To get around this situation, just change your system's date format (**Start Menu** → **Control Panel** → **Regional and Language Options**) to match the formats in the file you're trying to import. After importing it to ListPro, you can then change your settings back.

If you need assistance on setting up information to be imported into a list, first create a very small (two- or three-item) version of the list you want, and **export** it to a file. Then edit the file using a text processing or spreadsheet application, and import it back into ListPro. When you can get the right information to import into the right columns, you have found the right format. This will help you create the import format correctly.

Checkbox, Flag and Yes/No columns are exported as 1s if selected (checked or flagged) and 0s if not selected. Three State columns are exported as 0, 1 or 2.

You can import items from a file that was created by exporting from an older version of ListPro by following the steps below. However, please note that ListPro will automatically convert your older list files for you, so you probably don't need to import their information.

To import lists from files created by version 2.0.x of ListPro, use the Choose Columns to Import window to arrange the columns in the order they appear in the file. The Indent Level will always be first, and the others will be in the order they appeared in the list.

To import lists from files created by versions of ListPro older than 2.0, use the Choose Columns to Import window to arrange the columns in the following order:

1. Amount
2. Units
3. Item
4. Category
5. Notes

If you want to, you can use import and export to move information from one ListPro column to another. For example, if you want to move the information from the Notes column of a list to a new column you've called Info, you could export all columns of the list (including Indent Level and Notes) to a file. Then make a new list with the Info column, and import all columns except Notes, with Info in the position Notes had been in. This will move your information from the Notes to the Info column.

4.4. Information Transfer Within ListPro

ListPro has several functions for transferring lists between files and for transferring items between lists.

4.4.1. Transferring Lists Between Files

When you choose **Import Lists** from the **Tools** menu, ListPro starts the Import List Wizard. This wizard guides you through importing folders and lists from other ListPro files. The wizard will ask you to choose another ListPro file and will then allow you to choose the folders and lists you want to import. All selected folders and lists will then be imported into the current file.

You can also copy a list from your current file into another ListPro file. Right click on the list name in the list tree view to show the list context menu. Choose **Export to ListPro File** and ListPro will let you choose a ListPro file to export to. The list will then be copied to the other file.

4.4.2. Transferring Items Between Lists

When you choose **Export Items to List** from the **Tools** menu, ListPro displays the Export to List window. This window allows you to enter a name for the new list to export into, and to choose which columns to export. Any of the currently displayed columns may be chosen, as well as the Notes column. You may also choose the order the columns should appear in the new list. You may choose to export all items in the list or only those that are currently showing.

You can also copy or move items to an existing list. Right click on an item in the list to show the item context menu. Choose **Copy to List** or **Move to List** and ListPro will let you choose another list in the current file to send the items to. The items will be appended to the end of the chosen list. In addition, **Move to List** will delete the items from the current list once they have been copied. These functions work best if the destination list has columns the same or similar to the current list so ListPro knows where the data goes. For example, if the other list has a number column in the position where the current list has a string column, the data in that column will be lost because it's the wrong type for the new column. Using these functions is just like copying or cutting items to the clipboard and then pasting them into another list, so the rules for copying columns is the same as for using the clipboard. See Section 4.2, "Using the Clipboard" (page 50) for more information.

4.4.3. Emailing a List to another ListPro user

You can easily send a ListPro list as an attachment to an email. Right click on the list name in the list tree view to show the list context menu and then choose **Send via Email**. ListPro will create a new ListPro file and copy the selected list into it. Your default email program will then be started and a new email will be created with the new ListPro file as an attachment.

You can then address the email, compose your message and send it to another ListPro user. When the recipient opens the email he can open the attachment in ListPro to see the list you sent.

4.5. File Synchronization

If you have a Pocket PC, you can use File Synchronization to keep the list files on your PC in sync with the list files on your mobile device (if you have a Smartphone, see Section 4.6, “Smartphone” (page 56)). We recommend you install the latest version of Microsoft ActiveSync.

You can keep lists on both your desktop and Pocket PC and keep them in sync, using Microsoft ActiveSync. First of all, ensure that you have ActiveSync installed and that it's the latest version. Then follow these steps:

- **Enable File Synchronization:** On the desktop, open the ActiveSync window and select Tools, Options. Check the "Files" box and Click "Ok."
- Now, for each ListPro file that you want synchronized, open it on the desktop and then start the synchronization wizard, using File, Synchronization. The wizard will guide you through a few basic steps (including moving your Windows PC ListPro file to the synchronized folder.)
- On the Pocket PC, new files that you create and store in the synchronized folder are automatically sync'ed with your Windows PC.



Tips for Synchronizing

Although ActiveSync can operate in "continuous sync" mode -- meaning that it synchronizes files whenever a change occurs, we recommend that you use "Only upon connection" or "Manually" as your sync choices.

If you have a ListPro file open on your Pocket PC when synchronization occurs, you may see a message that the file is in use. If that happens, close the file and sync again.

We recommend that you close the ListPro program on the desktop before syncing.

If you don't want a file synchronized any longer, simply move it out of the synchronized folder on your Windows PC. To see where this folder is, open the ActiveSync window, select Tools, Options, highlight "Files," and click on "Settings."

If you have more than one mobile device, you'll probably have more than one Synchronized Files folder on your Windows PC. The drop down list at the bottom of ListPro's Open File window lets you to choose which one to use.

4.6. Smartphone

If you have ListPro on your Microsoft Windows Mobile-based Smartphone, you can share your ListPro files between your Windows PC and your mobile device. Unlike other Windows Powered devices, however, Smartphones currently do not support File Synchronization, so you can't use ActiveSync File Synchronization to automatically synchronize these files.

To share ListPro files with your Smartphone, you must manually copy the files between your Windows PC and your Smartphone. To do this, choose Explore from the ActiveSync window to open the Mobile Device window. Then open Windows Explorer in another window and locate the folder where you keep your ListPro files.

- To copy a ListPro file from your Windows PC to your Smartphone, select the file in the Windows Explorer window and pick Copy from the Edit menu to copy the file to the clipboard. Then go to the Mobile Device window and pick Paste from the Edit menu to copy the file from the clipboard to the Smartphone. Or you can simply drag the file from the Windows Explorer window to the Mobile Device window.
- To copy a ListPro file from your Smartphone to your Windows PC, select the file in the Mobile Device window and pick Copy from the Edit menu to copy the file to the clipboard. Then go to the Windows Explorer window and pick Paste from the Edit menu to copy the file from the clipboard to your Windows PC's folder. Or you can simply drag the file from the Mobile Device window to the Windows Explorer window.

4.7. HotSync with Palm OS handhelds

With Record Synchronization (currently only available for Palm OS handhelds), you can make simultaneous changes to different list items on your desktop and mobile device and both changes will be synchronized. Follow the steps below to set up your desktop and Palm OS handheld for synchronization:

- Start the Synchronization Wizard by selecting Synchronization from the File menu.
- The Synchronization Wizard will allow you to select an existing ListPro file on your desktop to synchronize with your handheld – either the file you already have open or a different one.
- Also use the Synchronization Wizard to indicate that you want to Synchronize with a Palm OS handheld, and how you want the lists synchronized the first time.

| Synchronization Options (first time) | When to use |
|--------------------------------------|--|
| this PC overwrites your device | You have important information in your desktop ListPro file and are not worried about the existing lists on your Palm OS device. All the ListPro information on the Palm OS device will be replaced with the desktop ListPro information. |
| this PC combines with your device | You have important information in both your desktop ListPro file and in the lists on your Palm OS device. |
| your device overwrites this PC | You have important information in the ListPro lists on your Palm OS device and are not worried about the existing information in your desktop ListPro file. All the ListPro information on the Desktop will be replaced with the Palm OS device ListPro information. |

- Perform the HotSync function on your Palm OS device to synchronize your data. If you just installed ListPro on your handheld, you may need to synchronize twice: once to transfer the ListPro application to the device and once to synchronize the data. Synchronizing twice is only for installation; for normal use you will only need to synchronize once.
- Note that after you've completed these steps ListPro obeys whatever synchronization rules you have it set for in the Custom settings of HotSync (the default is to combine items).

Only **one** ListPro file on the desktop can be synchronized with a Palm OS handheld.

If you don't want a desktop ListPro file synchronized with your Palm OS handheld any longer, you will need to uninstall the ListPro Conduit. If you need any assistance in uninstalling the ListPro Conduit, please contact our Product Support.

If you are using ListPro for a Microsoft Windows-based Pocket PC, see Section 4.5, "File Synchronization" (page 55). If you are using a Microsoft Windows-based Smartphone, see Section 4.6, "Smartphone" (page 56).

4.8. Printing

You can print your lists using the **Print** menu item on ListPro's **File** menu. The list that is currently selected will be printed. If a folder is selected, all lists in that folder will be printed. If you have selected the root item at the top of the list tree, all lists in the file will be printed.

If you're printing just one list, print the entire list using the **Print All** option on the Print window. Select one or more items in the list and use the Print Selection option to print only specified items in the list.

Check the box labeled **Print all items in list** if you want to print all items rather than just displayed items. Check the box labeled **Always print Notes** to force the Notes column to be printed, even if it is not selected in the List Properties window. If you check the box labeled **Print Notes below item**, the Notes column will be printed in its entirety (word wrapped onto several lines if necessary) on one or more lines below the rest of the item's columns.

Appendix A. Ordered and Unordered Lists

When you create and use lists in ListPro, you can be working with several general kinds of information. “List,” after all, is a pretty broad term. One sharp distinction among kinds of lists, though, is simply:

Does order matter?

In other words, is there some reason why item a has to come before item b? Does it make a difference if the items in your list stay in the order you entered them? Or is your list more like a generalized data base, where having one permanent order isn’t important, but being able to sort and rearrange items temporarily is? ListPro can handle both of those general kinds of list for you. Here’s how to choose which one.

Unordered lists are now the default in ListPro, and *you should use them for most of your lists*. When would you want to use an ordered list? Here are some possible examples:

A list of steps in a procedure, where the order of performing them is important. Consider changing a tire on your car:

- 1) Loosen lug nuts
- 2) Jack up car
- 3) Remove wheel
- ...

If those steps get out of order:

- 3) Remove wheel
- 1) Loosen lug nuts
- 2) Jack up car
- ...

trouble could ensue. But consider a more complicated procedure, one requiring multiple groups to coordinate:

| Item | Responsible |
|-------------------------------------|-------------------------|
| 1) Create test plan | QA dept |
| 2) Review test plan vs requirements | Product management |
| 3) Respond to test plan comments | QA dept |
| 4) Sign off on test plan | VP software development |
| 5) Deliver test version 1 | Development |
| 6) Execute test plan | QA dept |
| 7) Enter defects in defect system | QA dept |
| 8) Review assigned defects | Development |

| Item | Responsible |
|------|-------------|
| ... | |

The items should be carried out in that order, but you might want to resort them, *temporarily*, by the “Responsible” column, in order to get a list of each group’s responsibilities. But you’d want to be able to get back to the original order.

A.1. Is Your List Ordered or Unordered?

If you’re looking at an existing list, there are several ways to tell if it’s been defined as ordered or unordered.

- **Sorted Indicator:** If the list is sorted on one or more columns and you see an arrow, up or down, in the column heading, you have an ordered list.
- **Ordered List Box:** If the Ordered List box in the list properties is checked, you have an ordered list.
- **Move or Indent Items Dialog Box:** If you are attempting to move items up, down, left, or right and you see the “Move or Indent Items Dialog Box,” you are working with an ordered list.

A.2. Unordered Lists

The default in ListPro is to create what we call “unordered lists.” Items go into the list one by one, with each new one either appended to the end of the list or inserted at a point of your choosing. But they don’t retain that order permanently.

| | | |
|---|---|--|
| So, if you enter items like this: (the numbers are ListPro’s item numbers - turn them on with List Properties, Settings) | You can drag the first one down to the middle of the list; item one becomes item number 3 | Drag it right to indent it under the one above it, and it becomes item number 2a |
| 1. item one 2. item two 3. item three 4. item four 5. item five | 1. item two 2. item three 3. item one 4. item four 5. item five | 1. item two 2. item three a. item one 3. item four 4. item five |

The resulting order is the new order of the list. There’s no command to go back to the original order (with a few exceptions - you can undo the last move you made, and of course, you can manually re-arrange the records. But you can’t just click a button and go back to the original state.) That’s true of both unordered lists and ordered ones; however:

| |
|---|
| If we sort the unordered list, the item numbers change to follow the new order |
| <ol style="list-style-type: none"> 1. item five 2. item four 3. item three <ol style="list-style-type: none"> a. item one 4. item two |

Again, there’s no automatic way to return to any of the previous states. That’s the basic meaning of creating an unordered list – sorting is forever.

A.3. Ordered Lists

If order is important, ListPro lets you define a list as an “ordered list” (with List Properties, Settings). What that means is that the order of items is considered permanent, and although sorting can appear to change it, the old order remains in place, and you can go back to it.

| | | |
|---|---|---|
| So if you enter items in an ordered list... | ...you can still move them around, and the item numbers change, just as with an unordered list | But, if you sort the list now, you see that the items move on the display, but the numbers remain as they were |
| <ol style="list-style-type: none"> 1. item one 2. item two 3. item three 4. item four 5. item five | <ol style="list-style-type: none"> 1. item two 2. item three <ol style="list-style-type: none"> a. item one 3. item four 4. item five | <ol style="list-style-type: none"> 4. item five 3. item four 2. item three <ol style="list-style-type: none"> a. item one 1. item two |

Your ordered list is now in what we call *Sorted View Mode*. From this mode, you can revert to the list’s numbered order by selecting **View, Ordered List, Clear Sorting**. You can sort the list in any way that makes sense, and still get back to your original order.

However... While the list is in Sorted View Mode, you can’t move items up or down, left or right. That would make it impossible for ListPro to revert to your previous order. If you try to move an item, you’ll get a dialog box explaining that you can’t do what you’re trying to do, and giving you a set of options for what to do next.

You can:

- Remove the current sort order (just like selecting **View, Ordered List, Clear Sorting**).
- Make the current sort order the list’s permanent order (just like selecting **View, Ordered List, Reorder List**).
- Make this list not an ordered list (like changing it with **List Properties, Settings**).

- Or, you can simply click “Cancel” and leave things as they are now.

(If you don’t want to see this again, you can choose one and make it the permanent choice.)

Appendix B. Customer and Technical Support

B.1. How to Contact Ilium Software

Information and Sales

For Technical or Customer Support, Sales or general queries, please visit our web site. If you have a question, the best way to reach us is via the contact information below.

Support

For Technical or Customer Support, visit our [Support](http://www.iliumsoft.com/support)¹ area, or reach us using the contact information below.

Contact Information

| | |
|--------|---|
| Web: | Use our secure web server at www.iliumsoft.com |
| Email: | www.iliumsoft.com/contactus |
| Mail: | Ilium Software 3759 Prospect Rd. Ann Arbor, MI 48105 USA |



¹ <http://www.iliumsoft.com/support>

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