BeeFree User Guide

Use BeeFree and be freed...

Weekend International Lunch Buffet has been edited.

The3Cube
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BeeFree Quick Start Guide

Run BeeFree by “beefreeGUI.bat”.

Using BeeFree is simple, just with the following commands:\(^1\),

- `add [task name] from [starting period] to [ending period]`
- `edit [options] [task ID]`
- `complete [task IDs]`
- `clear [labels]\(^2\)`
- `delete [task IDs]`
- `search [text]`
- `blockout [name] from [starting date] to [ending date]`

Available shortcut keys,

<table>
<thead>
<tr>
<th>Key Combination</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>Windows+A</code></td>
<td>Add a task from your clipboard</td>
</tr>
<tr>
<td><code>Windows+Q</code></td>
<td>Bring the BeeFree window to the front</td>
</tr>
<tr>
<td><code>Control+1</code></td>
<td>Navigate to the <code>tasks tab</code></td>
</tr>
<tr>
<td><code>Control+2</code></td>
<td>Navigate to the <code>completed tab</code></td>
</tr>
<tr>
<td><code>Control+3</code></td>
<td>Navigate to the <code>blockouts tab</code></td>
</tr>
</tbody>
</table>

\(^1\) Underlined and bold characters refer to the short form of the commands user could use. The square brackets [ ] indicate a parameters.

\(^2\) If no argument is given, the tasks with the label “Completed” will be cleared.
Introduction

BeeFree is a simple to-do manager that you can use to manage your daily tasks. In this user guide, you can find out what BeeFree provides and how it makes your life easier!

First, you can start running BeeFree by entering “beefreeGUI.bat”.

Blockout

BeeFree features a blockout function that allows you to define a period of time when you would like to avoid clashes in scheduling work. Subsequently, if you add a task falling within these “blockout” periods, BeeFree will prompt you about a possible collision in your schedule.

Add a blockout by,

blockout [name] from [starting date] to [ending date]
-OR-
blockout [name] on [single date]

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3 This shows the GUI (Graphic User Interface) of BeeFree. The command line interface can be run by “beefree.bat”.
4 Any changes made to BeeFree will be highlighted in pink and will be brought to your attention.
Managing Your Tasks

BeeFree provides you with a flexible way of managing your task through the following set of commands:

- add [task name] from [starting period] to [ending period]
- edit [options] [task ID]
- complete [task IDs]
- clear [labels]
- delete [task IDs]
- search [text]

Aside from using the commands above, BeeFree’s GUI also allows you to mark your task as completed by simply clicking on the tick icon. You can delete tasks by clicking the cross icon in the completed or blockouts tab.

Note that in the above example, a reminder was displayed in the status box. This is because the task was added in the blockout period called, “presentation preparation”.

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5 Additional information will be provided if you trigger the help function by typing `help [command]`
6 A period can be a combination of date or day with a valid time. This applies for all commands.
7 You may specify multiple tasks by separating their task ID with ‘;’. E.g. `del 1;2;3`
8 If no argument is given, the tasks with the “Completed” labels will be cleared.
Adding Your Task with Natural Language

BeeFree allow you to add task easily by using simple natural language. To add a task lasting in one day, append the date (e.g. tomorrow, next mon, on 25/12) to the command.

```
add [task name] tomorrow
-OR-
add [task name] on 25/12
```

To add a task lasting for several days, use the "from" and "to" keywords.

```
add [task name] from today to next thu
-OR-
add [task name] from 1/11 9am to 5 nov 9am
```

To label the task, specify the label name after the "label" keywords.

```
add [task name] label urgent;work
```

Additional information will be provided if you trigger the help function by typing `help [command]`.

You could specify multiple labels by separating them via `;`. 
Quick Add

BeeFree allows you to add tasks instantaneously! The following steps show how you can add task efficiently:

You can select any text which you wish to add as a task name and copy it to the clipboard. Then, press the shortcut key, windows+A to add the task to BeeFree instantly.

The task will then be added to the task list. You can use windows+Q to open BeeFree window.

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11 This could be done with the shortcut key, control+C.
Export to Google Calendar

BeeFree supports synchronisation with Google Calendar through the export functionality. You can export your Todo list to Google Calendar by:

```plaintext
export to gcal with [username:password]^{12}
```

Everytime you export your to-do list to Google Calendar, BeeFree will replace the previous entry with your latest set of tasks stored in BeeFree. This way, BeeFree ensures that your Google Calendar is always accurate and updated.

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^{12} The username and password of your Google account are separated by ‘:’. You do not have to include the “@gmail.com” suffix in your username.