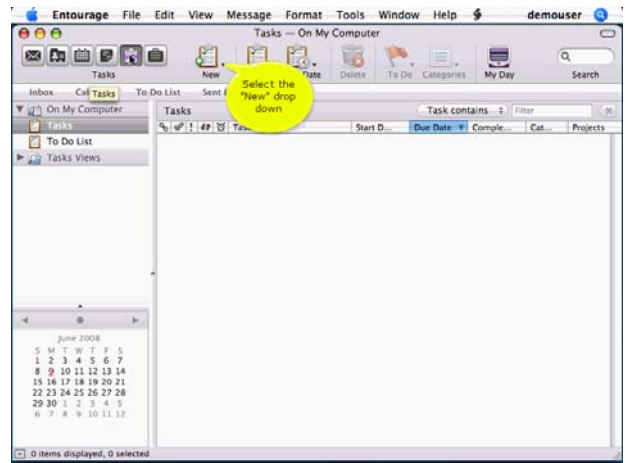
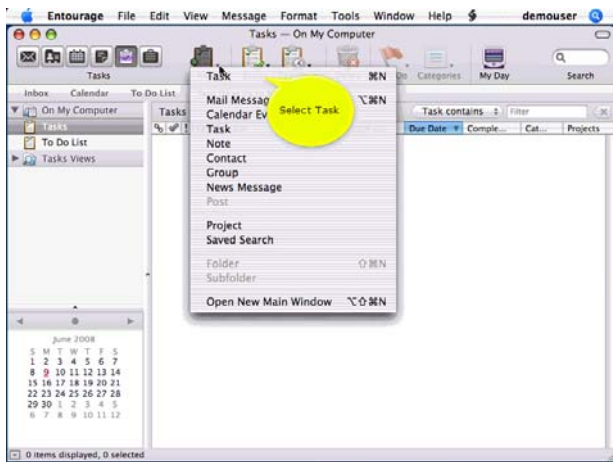


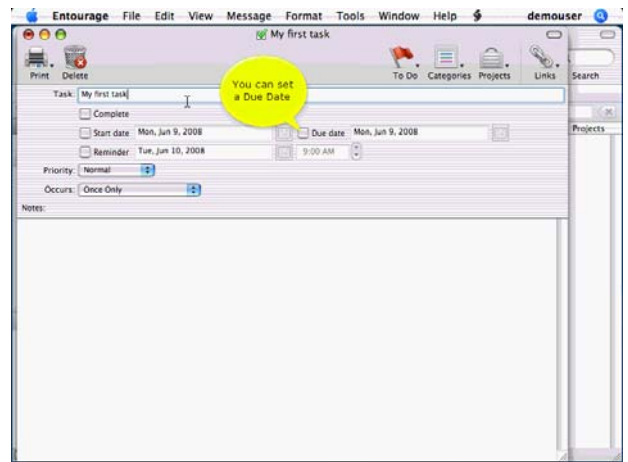
Select the "To-Do" button



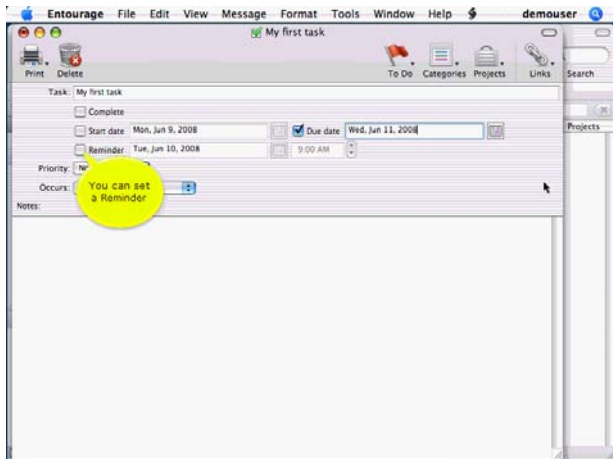
Select the "New" drop down



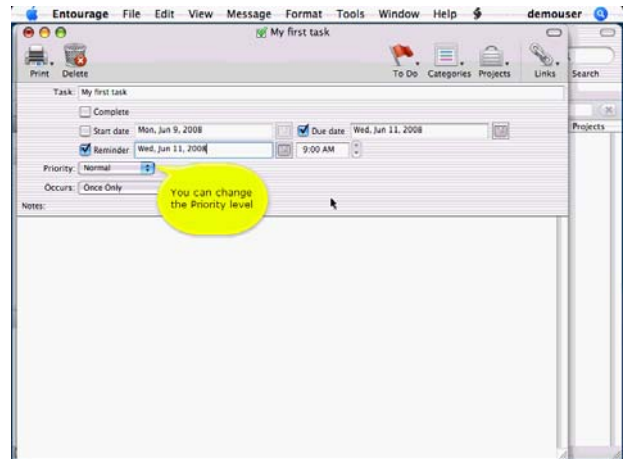
Select Task



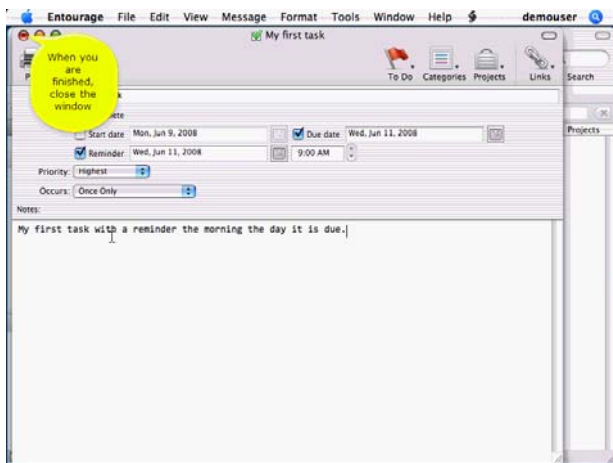
You can set a Due Date



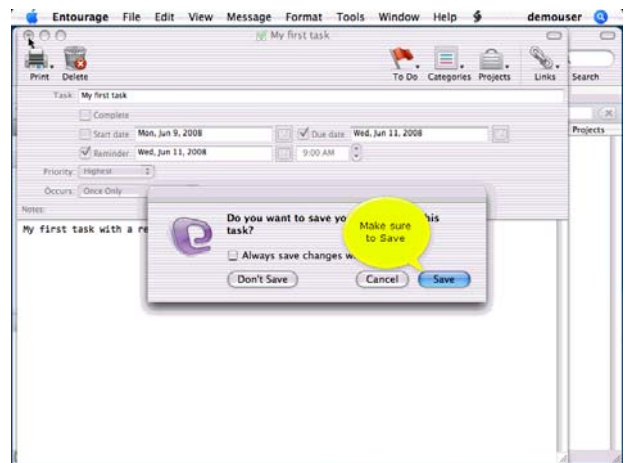
You can set a Reminder



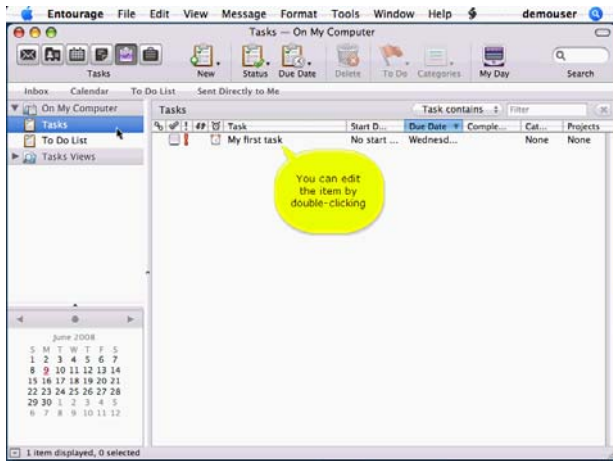
You can change the Priority level



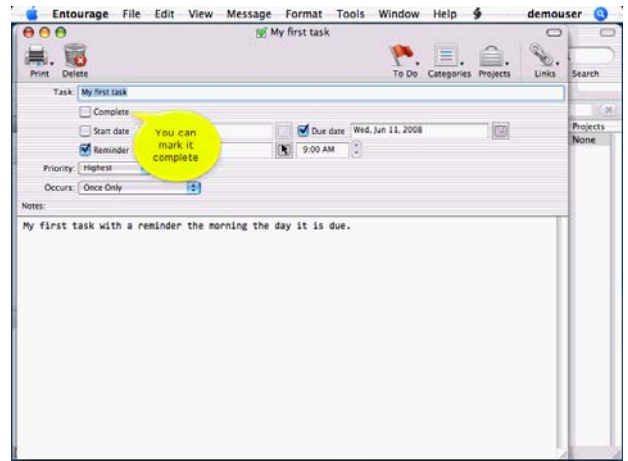
When you are finished, close the window



Make sure to Save



You can edit the item by double-clicking



You can mark it complete