

# Task Editor

## Subscription Required

This feature requires a Premium subscription

localendar's Task Editor is one of the most powerful products in its category - on the web or offline. You'll be able to create, sort, and group all your tasks with this sophisticated and fun tool.

The screenshot shows the 'Details' panel of the Task Editor. At the top, there is a 'Title' field containing 'Subscribe to localendar Premium Service' and a 'Due Date' field set to '6/12/01'. Below this is a large text area with the text: 'The Task Editor alone is an incredible value! Plus, you get no ads, and the ability to restrict calendar access'. At the bottom, there are several fields: '% Complete' set to '50%', 'Priority' set to 'Normal', 'Status' set to 'In Progress', and 'Category' set to 'Work'. There is also a checkbox for 'Show Due Date on Calendar' which is currently unchecked.

The screenshot shows the main view of the Task Editor. It features a task list with columns for 'Complete', 'Priority', and 'Title'. Two tasks are visible: 'Call about a message people' (0% complete, Normal priority) and 'Plan Alaska vacation' (25% complete, Normal priority). To the right of the task list is a calendar for June 2001, with dates 1 through 30. The calendar shows the days of the week and the current date (June 12th) is highlighted.

The screenshot shows the main view of the Task Editor, focusing on the task list. The 'Show Tasks in Category' dropdown is set to 'General'. The task list has columns for 'Complete', 'Priority', and 'Title'. A list of tasks is shown, all with 0% completion and 'Normal' priority. The tasks are listed in alphabetical order by title: 'A', 'E', 'B', 'C', 'C', 'C', 'D', 'D', 'E', 'E', 'G', 'G', 'H', 'J', 'L', 'L'. At the bottom, there is a button labeled 'Save Checked Tasks as'.