

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' tab of the Task Editor. At the top, there's a 'Title' field with the text 'Subscribe to localendar Premium Service' and a 'Due Date' field set to '6/12/01'. Below this is a large text area containing 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 input 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'.

This screenshot shows the Task Editor interface with a list of tasks and a calendar. The 'Show Tasks in Category' dropdown is set to 'General'. The task list has columns for 'Complete', 'Priority', and 'Title'. Two tasks are visible: 'Call adopt a teenage 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 displayed.

This screenshot shows a list of tasks in the Task Editor. The 'Show Tasks in Category' dropdown is set to 'General'. The task list has columns for 'Complete', 'Priority', and 'Title'. There are 10 tasks listed, all with 0% completion and 'Normal' priority. The titles are truncated, showing 'Subscribe to localendar Premium Service', 'Call adopt a teenage people', 'Plan Alaska vacation', and several others. At the bottom, there is a button labeled 'Save Checked Tasks as'.