

The KomoDo Handbook

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Contents

1	KomoDo and Todo.txt	5
2	Basic Syntax	6
2.1	Task Creation	6
2.1.1	Task Completion	7
3	What KomoDo does	8
4	Credits and License	9

Abstract

KomoDo is a todo manager that uses todo.txt specification. It parses any compliant todo.txt files and turns them into easy to use list of tasks.

Chapter 1

KomoDo and Todo.txt

`todo.txt` is a really simple task management method, that follows strict but small set of rules.

The first and most important rule of `todo.txt` is: A single line in your `todo.txt` text file represents a single task.

KomoDo parses those lines from your `todo.txt` file, and showcases them as their own cards. It aims to show you all the information about your tasks.

Chapter 2

Basic Syntax

Here is a task with all the items. Items are divided by space and symbols. The items must always be in this order.

2.1 Task Creation

During task creation, syntax will be something like this:

```
(A) 2024-10-23 Do this task for +KomoDoApp @Akademy due:2025-12-10 link:https://kde.org
```

Here is the explanation for the items:

Item	Description
(A)	Priority of the item, from A to Z. Optional. Will be removed and turned into pri:A when task is completed.
2024-10-23	Creation date. Optional, but recommended.
Do this task for +KomoDoApp @Akademy	The description of the task. Projects and contexts can be marked anywhere within the description.
+project	Items starting with + are projects: What project is this task related to? For example: +Application, +Linux. Optional.
@context	Items starting with @ are contexts: In what context (place, situation) should this task be worked with? For example: @Home, @Work, @Cafe. Optional.
key:value	Key:Value pairs that will be parsed by KomoDo. Can be used for links, such as link:https://kde.org. Optional.
due:2025-12-10	Special Key:Value pair that KomoDo parses as a due date for the task. It only supports date, not time. Optional.

2.1.1 Task Completion

When task is marked as completed, KomoDo will format the task like this:

```
x 2025-12-30 2024-10-23 Do this task for +KomoDoApp @Akademy due:2025-12-10  
link:https://kde.org pri:A
```

Most items stay the same, but there are couple changes:

Item	Description
x	This marks the completion. If there is no x, task is incomplete. Must be lowercase.
2025-12-30	First date is completion date, but only if the task is marked as completed. Optional, but recommended.
2024-10-23	Second date is the creation date. Must be specified if the completion date is!
pri:A	Priorities of completed tasks will be removed from start and appended into the end of task as pri:Priority.

Chapter 3

What KomoDo does

You should not need to worry much about the syntax, except when creating tasks. KomoDo will try to take care of the rest for you, such as updating the completion dates.

You can add as much or as little detail to your tasks, and KomoDo will do it's best to visualize it for you. KomoDo also has filtering tools for searching tasks.

You can then also open this same file in any text editor or other todo.txt applications.

Please see the following link for for more information and the official todo.txt specification: [Syntax Source Material](#)

Chapter 4

Credits and License

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