

# Create and manage ad hoc lists

## Lists



Lists	Columns	#Rows	Sharing	☑ Auto Row Height				
	Tool	Acquired	Amount	Section	Slot	Retired	Notes	
Birds	Line Trimmer	02/06/2023	\$89.00	F1		<input type="checkbox"/>		
Events	Shovel	04/16/2022	\$33.00	F2		<input type="checkbox"/>		
House Notes	CB2 - Mower	06/11/2024	\$1,900.00	F1		<input type="checkbox"/>	Repair est \$278 for new decking Replace blades	
Mom Notes	Screwdriver Set	07/23/2022	\$44.00	C	3	<input checked="" type="checkbox"/>		
<b>Tools</b>	<b>Crowbar</b>	<b>03/04/2024</b>	<b>\$17.00</b>	<b>C</b>	<b>4</b>	<input type="checkbox"/>		
	<b>Hammer</b>	<b>08/20/2023</b>	<b>\$14.00</b>	<b>A</b>	<b>3</b>	<input type="checkbox"/>		
	<b>Drill</b>	<b>11/27/2023</b>	<b>\$45.00</b>	<b>C</b>	<b>2</b>	<input type="checkbox"/>		
	Impact Driver	05/13/2023	\$23.00	C	1	<input checked="" type="checkbox"/>		
	Rake	10/30/2022	\$27.00	F2		<input type="checkbox"/>		
	Socket Set	01/09/2022	\$34.00	B	1	<input type="checkbox"/>		
<b>3</b>		<b>03/04/2024</b>		<b>\$76.00</b>		<b>0</b>		

| Total: 5 |

| Total: 40 | Memory: 0 | Display: 10 | Highlight: 3 |

For text fields that are taller than a single line

Lists ▾

- Create a New List
- Refresh Lists
- Show Hidden Lists

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- Duplicate: Tools
- Edit: Tools

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- Delete: Tools

Columns ▾	⌘Rows ▾	Sharing ▾	☑ Auto Row Height					Header Cells
Tool ▾	Acquired ▾	Amount ▾	Section ▾	Slot ▾	Retired ▾	Notes		
Line Trimmer	02/06/2023	\$89.00	F1		<input type="checkbox"/>			
Shovel	04/16/2022	\$33.00	F2		<input type="checkbox"/>			
CB2 - Mower	06/11/2024	\$1,900.00	F1		<input type="checkbox"/>	Repair est \$378 for new decking		
Screwdriver Set	07/23/2022	\$44.00	C	3	<input checked="" type="checkbox"/>			
Crowbar	03/04/2024	\$17.00	C	4	<input type="checkbox"/>			
Hammer	08/20/2023	\$14.00	A	3	<input type="checkbox"/>			
	11/27/2023	\$45.00	C	2	<input type="checkbox"/>			
	05/13/2023	\$23.00	C	1	<input checked="" type="checkbox"/>			
	10/30/2022	\$27.00	F2		<input type="checkbox"/>			
Socket Set	01/09/2022	\$34.00	B	1	<input type="checkbox"/>			

Items in the highlighted list appear in this section.

**Lists**

Create lists to store different kinds of information.

Lists can be duplicated for backup or to apply transformations without affecting the original data.

Lists can be hidden, renamed, or deleted.

Double-click a list's Name to edit its Name, Notes, or Hidden status.

Names of the lists you create appear in this section.

**Highlighting rows with the mouse and keyboard**

Click a row to highlight it.

Shift-click a row to highlight all rows from it to another highlighted row.

Command-click a row to change its highlight state.

Command-A to highlight all rows.

Use the ⌘Rows menu.

**Double-click a cell to edit it.**

If Auto Row Height is checked, a text field will be opened in a multi-line editing area.

Drag a column's header cell to move the column.

Drag the edge of a header cell to resize the column.

**Right-click (or control-click) on these areas for additional menus.**

Cells

Header Cells

Footer Cells





Lists	Columns	⌘Rows	Sharing	Auto Row Height		Retired	Notes
Tools	Tool	A	Copy Row Data				
Insurance	Line Trimmer	02	Copy Data from Column				
Birds	Shovel	04	Print...				
Notes	CB2 - Mower	06	Export Highlighted Row Data				Repair est \$378 for new decking
Events	Screwdriver Set	07	Export a Column of the Highlighted Rows				
	Crowbar	03	Import Text to the Displayed Columns				
	Hammer	08	Text Paragraph Settings...				
	Drill	11					
	Impact Driver	05				<input checked="" type="checkbox"/>	
	Rake	10/30/2022	\$27.00	F2		<input type="checkbox"/>	
	Socket Set	01/09/2022	\$34.00	B	1	<input type="checkbox"/>	

### Sharing

Highlighted rows can be copied to the clipboard or exported to a text file.

A single column of data can quickly be copied or exported. To print, copy, and export several columns, set the unwanted columns to not visible (see the Columns menu).

The copied data is tab/carriage-return (CR) delimited. See the "Text Paragraph Settings..." menu to manage how CRs in text fields should be copied in order to avoid an embedded CR starting a new line.

3

03/04/2024

\$76.00

0

