

Opus Domini

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Introduction

Opus Domini is a digital agenda that will help you organize your work and personal activities in a better way. It allows you to organize your tasks into categories (Master Tasks, Daily Tasks and SubTasks), order them according to your priorities using a letter-number code (A1, A2, B2) and keep track of all your scheduled events as well.

General View

The App is divided into 5 preset sections. As for right now, it's not possible to customize tabs, but we take all suggestions into account for future updates and upgrades.

Daily Tasks: A categorized and well-organized task list allows you to focus and manage your time effectively, as you will now have ordered your tasks by importance it will be easier to keep track of urgent and important chores and complete them first. Also note that just by dragging and dropping tasks along the list you can re-arrange their order or even send them to another day.

Moreover, unfinished tasks are automatically forwarded to the next day so you will rest assured no task will remain incomplete.

You also have a blank space next to the "Daily Tasks" where you can enter notes, thoughts, pictures or other useful information such as excel tables or even an audio clip! However if you want some specific information attached to a particular task (*maybe a phone number or email*) you can also do so by creating an individual note.

Master Tasks: All your tasks with no due dates should be kept organized too. While planning your week, with the help of the "Weekly Planner View" you will be able to schedule your master tasks by dragging and dropping to the calendar below or one of the planning views on the right side of the planner.

Planning View Options. While planning your weeks ahead you may find useful to have a daily, 5-day week, 7-day week or weekend view. Opus Domini allows you to select your choice of view so you will see all the events, appointments and tasks for the time frame selected.

Daily & MasterTasks

To help organize better your tasks Opus Domini uses a Letter-Number Codification, with a B1 priority as default; whereas **A**, stands for all urgent tasks, **B** for important yet not urgent chores and **C** for non-urgent, non-important issues.

Moreover you can set priorities within a category by using numbers.

For example "A1 Make Doctor Appointment" and "A2 Pay Electric Bill" are two tasks that are urgent and should be done today but maybe you would like to have your health checked before paying electricity.

Daily tasks, as the name suggests are things you want or need to get done today (or on a specific day in the future) this is why if you do not complete a daily task, it will appear on your Daily Task List of the following day in red, to remind you this is kind of overdue.

So if you have a task you want to complete somewhere along the week it might be better placed in the "Master Task List". This is also why on the page besides the Master Task List you will find your "Planner" where you can easily visualize your entire week (weekend or month) and assign the tasks to the days with less workload or in any way that suits your needs.

However you can also send a Master Task to a specific day by assigning a due date for it.

Current Version

If you're unsure which version you are currently using, just go to the menu bar, select the "Opus Domini" menu and then "About Opus Domini".

Preferences

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Weather

Unit System: Choose between Fahrenheit and Celsius degrees.

City Code: Is an option to search the place where you are or the weather of the place you want to see displayed on your planner.

City Name: This option allows you to search your city code.

Show Weather in Week View: With this option you will be able to see the weather forecast for several future days not just today.

*Note1: You will be able to see the weather forecast while on the Planner View, as long as the selected view consists of 7 or less days.

*Note2: In order for the weather forecast to be displayed, an Internet connection is required.

Calendar

Time Style: The time display can be adjusted to show AM/PM or a 24-hour display.

Hour Start: Allows you to set the hour at which the display for your daily schedule will start.

Hour End: Allows you to set the hour at which the display for the daily schedule ends.

Week Starts On: Opus Domini allows you to choose the weekday on which your weeks will start. Just click on the button and you will be taken to the “System Preferences” where you can easily choose the desired day for your weeks to begin.

Print

Print Margin: With this option you can set a print margin somewhere between 5 and 20 spaces.

Default Print Orientations: This allows you to choose Landscape or Portrait as printing orientation.

Daily Tasks

Show Goals: When selected, all your goals will automatically appear on your “Daily Tasks List”.

Show Compass Items: When selected, all your Compass Items will automatically appear on your “Daily Tasks List”.

Forward Tasks Only On Current Date: When selected you can able to see your tasks in all days until day that you finish it. Other Way (unchecked) you only see your incomplete tasks on current date, not in future days.

Show Note Marks: This feature is meant to help you visualize the days in which you have written or placed some information on the Daily Notes Section. When selected, you will see that the small calendar on top of the Daily Tasks List displays small blue dots under each day that has something written on it. When deactivated, the dot marks will not be shown.

Daily Schedule: Here you will be able to set the beginning and ending times for your daily schedule.

Compass

New Role: Besides the fixed Roles (Mental, Physical, Spiritual and Social) you can customize this Section by adding new, more specific roles such as Business/Work, Exercise/Health. Afterwards you can set milestones for each role.

Move Up:/Move Down: This feature allows you to sort the order for the Custom Roles in the Compass Section.

Remove Role: This will erase any selected Custom Role, as well as all the information it contains. Currently predefined roles cannot be deleted only the custom ones.

Fonts

Daily Tasks Fonts:

The predefined / standard font is HelveticaNeue-Light at size 12. However you can set different fonts for each: Type A Tasks, Type B Tasks, Type C Tasks and Completed Tasks; just click on the button named “Change” and select your preferred font and size, if later on you decide to change back to the standard font just click on the “Standard” button.

Planner Views Fonts

The predefined / standard font is HelveticaNeue-Light at size 10. However you can set different fonts for each: Type A Tasks, Type B Tasks, Type C Tasks and Completed Tasks; just click on the “Change” button and select your preferred font and size and close the window when finished. If later on you decide to change back to the standard font just click on the “Standard” button.

Schedule Font: The predefined / standard font is Helvetica at size 10. However you can set different choice for your appointments, just click on the “Change” button and select your preferred font and size. Note that clicking this will affect all your appointed events. When finished just close the window for the new font to appear.

Compass Message Font: The predefined / standard font is HelveticaNeue at size 18. However you can set different font. To do so, click on the “Change” button and select your preferred font and size. Be aware, that this option only allows you to change the message that appears below the word “Compass.”
When finished just close the window

Task Colors

Each type of task has a predefined / standard color. However you can set different colors for each: Type A Tasks, Type B Tasks, Type C Tasks, Overdue Task and Completed Tasks; just click over the Color and select a different one, if later on you decide to change back to the standard font just click on the “Revert to standard” button.

Top Menu

File Menu

Show

Window

Show

File Menu

Save: Opus Domini automatically saves any changes you make but it's recommended to save when a considerable amount of data has been changed.

Backup: This option backs up your entire database. It proves to be useful in cases such as when you migrate from the lite to the full version.

All you need to do for backing up is set a path and save.

Restore: To restore backed up information, all you need to do is specify the path where you saved the backup.

Window

Show Planner: This option will bring the planner to the front window.

Daily View

While on the Planner View you can manage your daily tasks just as you would on the Daily Tasks Section, you can rearrange them, or drag and drop them to another day. You can also add daily tasks, remove them or change their current status, just give a secondary click and select the desired option from the task's menu

Daily Schedule

While on the Planner View you can manage your daily tasks just as you would on the Daily Tasks Section, you can rearrange them, or drag and drop them to another day. You can also add daily tasks, remove them or change their current status, just give a secondary click and select the desired option from the task's menu.

Adding Events

[Show](#)

Editing Events

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Deleting Events

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Daily Notes

Right next to your schedule you have a blank where you can enter notes, thoughts, pictures or other useful information such as excel tables or even an audio clip! Each day has it's own personal "Notes" space and it is not forwarded automatically; nevertheless the "search function" allows you to browse all your notes for information.

However if you want some specific information attached to a particular task (*maybe a phone number or email*) you can also do so by creating an individual note.

Weather Forecast

On the top of the Blank Notes page at the Daily Tasks section, there's a space reserved for weather information. To set it up, go to Opus Domini's "Preferences Menu" and select "Weather Preferences" here you will be able to choose the unit system and whether or not you want the weather to be shown on the Planner Week View.

You will be prompted for your City Code, if you don't have it click on "Lookup", type the name of the city you're looking, click "Search" and select the corresponding city. Please note that some non-English letters might be substituted for similar ones, for instance "ñ" sometimes appears as "n" or "nn."

The forecast last up to six days and each day shows its own particular weather information. After this date a "No weather info" message will be displayed instead.

Daily Tasks

Show Goals: When selected, all your goals will automatically appear on your “Daily Tasks List”.

Show Compass Items: When selected, all your Compass Items will automatically appear on your “Daily Tasks List”.

Forward Tasks Only On Current Date: When selected you can able to see your tasks in all days until day that you finish it. Other Way (unchecked) you only see your incomplete tasks on current date, not in future days.

Show Note Marks: This feature is meant to help you visualize the days in which you have written or placed some information on the Daily Notes Section. When selected, you will see that the small calendar on top of the Daily Tasks List displays small blue dots under each day that has something written on it. When deactivated, the dot marks will not be shown.

Daily Schedule: Here you will be able to set the beginning and ending times for your daily schedule.

Selecting the date

To display a specific date on the daily tasks section, click on a date on the top right calendar of the right page. The selected date should now be displayed with an orange background. Immediately after selecting the date, the daily tasks, event and notes will reflect the new selected date.

Adding

To add a task, click on the "Add New Task" field, type the name of the task and then click on the plus sign button or just click enter. The task will be added to the daily task list of the selected date.

Editing

You can change the priority or the name of a master task the same way you do with a daily task.

To edit the master task, just double click over it and enter the new text. Once finished you can either press “Enter” or click somewhere else.

To change the task’s priority, just double click over it and enter the new letter – number combination. If you forget to type a number, one will be automatically selected. Also note that when you change a task’s priority the daily tasks list automatically rearranges to reflect the changes made.

Due Date

You can change the date to which a daily task is assigned in 2 different ways:

1. Give a secondary click on the task and drag it to the upper right calendar. There a magnifying loop will appear in order to allow select a new date for this task. When you are on top of the desired new date, just release the left mouse button.
2. Right click on the task in order to show the task status menu. Left click on the "Forward Task" option, there you will see a calendar appear. Now either double click over the date to which you want to forward the task or select the date and click the "OK" button.

Once you change the task's date, it will disappear from your current Daily Tasks List, or in case you chose to send it to a past date it will appear on the daily task in red as to show it is already overdue.

Task Notes

To add a note to a task, first select the task. Once the task is selected you can enter the note in 2 ways:

1. Right Click on the selected task for the task's menu to appear, and then give a secondary click on the "Notes" option.
2. Give a secondary click on the right corner of the line space where the task appears.

Inside the task's notes you can type more information, add images or tables from other applications. Once you are done click the "OK" button.

When a task has individual notes attached to it, a notes icon will appear on the right, next to the task's name.

Deleting

You can delete a task at anytime by selecting the desired task and right clicking for the options menu to appear, after that just left click on the "Delete" option and the task will be deleted.

Deleting a task will delete it entirely, along with the notes attached to it.

Rearranging

You can quickly rearrange your Daily Task by dragging and dropping them onto the desired new position within the list, during this process you will see a fine line that marks the place where the task will be dropped. Using this process you can change an “A2” task to an “A4” position or even to a “B1” or “B4.” Just be aware that once you finish the drag and drop, the list will automatically re-number itself.

Note that if you want to change a task’s priority to an “A1”, “B1” or “C1” you might have to place it on B2 and then move it up one level.

Forward All

Daily Tasks are supposed to be finished by the end of the corresponding day, however if you don't mark them as "completed" they will appear the next days, red-colored as to show they are overdue. If this happens you can either choose to keep them that way (to remind yourself of the urgency) or you can add all of them to today's Daily Task List; a quick way to do this is to right click on the list, and select the "Forward All Tasks to Today" option from the menu.

It can also be done individually by selecting Forward and the task will be forwarded to any date you provide.

In case you just want to forward one single item, you can do so by selecting the task and giving a secondary click so that the task's information menu appears. Once the menu is shown, select "Forward" and a calendar will be shown. Now just select a new date for this particular task, by either clicking on the "Today" "Tomorrow" or "Next Week" buttons, or double clicking on a specific date.

Send to Master List

When you find that a particular task does not have to be done by today yet don't have a specific date for it, you can remove it from your Daily Task List and send it to the Master Tasks List. Just select the task, give a right click, and select "Send Task to Master Tasks" from the menu.

Master Tasks

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Editing [Show](#)

Setting the Priority [Show](#)

Updating Status [Show](#)

Master Notes [Show](#)

Deleting [Show](#)

Rearranging [Show](#)

Due Date [Show](#)

Adding

To add a task, click on the "Add New Task" field, type the name of the task and then click on the plus sign button or just click enter. The task will be added to the daily task list of the selected date.

Editing

You can change the priority or the name of a master task the same way you do with a daily task.

To edit the master task, just double click over it and enter the new text. Once finished you can either press “Enter” or click somewhere else.

To change the task’s priority, just double click over it and enter the new letter – number combination. If you forget to type a number, one will be automatically selected. Also note that when you change a task’s priority the daily tasks list automatically rearranges to reflect the changes made.

Setting the Priority

To change a task's priority, just double click over it and enter the new letter – number combination. If you forget to type a number, one will be automatically selected. Also note that when you change a task's priority the daily tasks list automatically rearranges to reflect the changes made.

Updating Status

A task can have several statuses before being completed. To select the current status left click on the first column of the task or right click on any portion of the intended task row. This will pop up an options menu, where you can select a new status. You can change the task status as many times as you want or need.

The status can be any of the following:

- Normal: this means that the task is still pending to begin.
- Completed: this means that our task is finished.
- In Progress: our task has begun but is not completed yet.
- Delegate: this means that our task is assigned to another person.
- Send to Daily Task: this option will move the selected Master Task to the Daily Tasks list for the current date.

Master Notes

To add a note to a task, first select the task. Once the task is selected you can enter the note in 2 ways:

1. Give a secondary click over the task, so the task's menu will appear and select "Notes".
2. Click at the end of the line where the task appears written.

Inside the task's notes you can enter more information, add images and tables, among other stuff. Once you are done click the "Ok" button.

When a task has individual notes attached to it, a notes icon will appear on the right, next to the task's name.

Note: This only applies to those tasks that have not been created as an event and thus don't have any information in the meeting planner. When there's a meeting planner associated with the task, the notes from the planner and the task are merged and if you alter the text the changes will appear on both.

Deleting

Select the task and press “Delete” or select it and give a secondary click for the task’s menu to appear, then select "Delete". Be aware that when deleting a task not only the task, but also its notes will be erased.

You can delete a task at anytime by selecting the desired task and right clicking for the contextual menu to appear, after that just left click on the "Delete" option and the task will be deleted.

Deleting a task will delete it entirely including its notes.

Rearranging

You can quickly rearrange your Daily Task by dragging and dropping them onto the desired new position within the list, during this process you will see a fine line that marks the place where the task will be dropped. Using this process you can change an “A2” task to an “A4” position or even to a “B1” or “B4.” Just be aware that once you finish the drag and drop, the list will automatically re-number itself.

Note that if you want to change a task’s priority to an “A1”, “B1” or “C1” you might have to place it on B2 and then move it up one level.

Due Date

You can change the date to which a daily task is assigned in 2 different ways:

1. Give a secondary click on the task and drag it to the upper right calendar. There a magnifying loop will appear in order to allow select a new date for this task. When you are on top of the desired new date, just release the left mouse button.
2. Right click on the task in order to show the task status menu. Left click on the "Forward Task" option, there you will see a calendar appear. Now either double click over the date to which you want to forward the task or select the date and click the "OK" button.

Once you change the task's date, it will disappear from your current Daily Tasks List, or in case you chose to send it to a past date it will appear on the daily task in red as to show it is already overdue.

SubTasks

SubTasks, is a feature that allows to divide one Master Task into several mini-tasks; for which you can set different due dates and they will automatically appear on the corresponding date as a *Daily Task*.

The process to set a SubTask is the following:

First set your master task, then hold and click on it to display the options menu. In this menu, you will find at the top the "***Master Task Planner***"

When you click on this option the Master Task Planner will appear and you will be able to establish its *Title, Priority, Date, etc.*

Then on the left – bottom corner, you will see a space provided for entering subtasks and their due dates. You can set a priority for those, and also you can rearrange them by drag & dropping.

There's also a checkbox that gives you the option to schedule automatically, tasks without a set date. And you have some space for notes.

When you finish, just click on the "close" button and you will see a mail "note" icon next to your Master Task, to indicate this is a task with SubTasks.

Each different subtask will automatically appear on its due date.

Compass

New Role: Besides the fixed Roles (Mental, Physical, Spiritual and Social) you can customize this Section by adding new, more specific roles such as Business/Work, Exercise/Health. Afterwards you can set milestones for each role.

Move Up:/Move Down: This feature allows you to sort the order for the Custom Roles in the Compass Section.

Remove Role: This will erase any selected Custom Role, as well as all the information it contains. Currently predefined roles cannot be deleted only the custom ones.

Adding Items

Select the corresponding dimension (*Physical, Social, Mental or Spiritual*) and click on the (+) plus sign button. Or give a secondary click over the role and select “Add” from the options menu.

Now just add the item description and you’re done.

Editing Items

Select the item and double click. Now you can enter the new text, when you're finished just press "Enter" for click anywhere else.

Deleting

Select the task and press “Delete” or select it and give a secondary click for the task’s menu to appear, then select "Delete". Be aware that when deleting a task not only the task, but also its notes will be erased.

You can delete a task at anytime by selecting the desired task and right clicking for the contextual menu to appear, after that just left click on the "Delete" option and the task will be deleted.

Deleting a task will delete it entirely including its notes.

Forwarding

This allows you to quickly copy all your previous items to the current week. (Note: items will not be sent to the current date, but to the week shown in your Compass Section, which will be the same week shown in the planner view)

You can choose to forward all items or just the ones that were not checked as completed on the previous entry.

Showing as Tasks

You can turn your goals into Tasks, just select, drag and drop the selected goal in the Planner View. You can either drop it within the schedule to turn it into an appointment, or along with the daily tasks that appear below the schedule for each day.

Note: than when doing this your calendar/schedule will show the legend “new appointment” instead of “new event” which is the default legend for entries that are not related to goals or compass items.

Goals

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Editing

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Setting the Status

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Detailed Information

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Showing as Tasks

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Adding

To add a goal just enter the text over the "Add New Goal" field and press "Enter" or click the plus sign (+) button when finished.

Editing

Select the entry and double click over the text. Once you're finished press "Enter" or click anywhere on the screen.

Setting the Status

To update a goal's status, select it with and give secondary click for the goal's menu to appear. Once the menu is displayed you can choose between "Normal", "in Progress" or "Completed".

You can also change the goal's status by moving the goal's status bar, located at the end of each goal.

Deleting

You can delete a task at anytime by selecting the desired task and right clicking for the options menu to appear, after that just left click on the "Delete" option and the task will be deleted.

Deleting a task will delete it entirely, along with the notes attached to it.

Detailed Information

To display a goal's detailed information on the header of the Goal Section, just select an entry. When selected the goal's progress and the number of days to complete it will be displayed.

Showing as Tasks

You can turn your goals into Tasks, just select, drag and drop the selected goal in the Planner View. You can either drop it within the schedule to turn it into an appointment, or along with the daily tasks that appear below the schedule for each day.

Note: than when doing this your calendar/schedule will show the legend “new appointment” instead of “new event” which is the default legend for entries that are not related to goals or compass items.

Mission and Vision

This section allows you to type directly or copy and paste pictures that will remind you of your own personal mission, vision and values. Keeping those in mind will help you organize your goals, tasks and daily schedule better.

Other Features

Planning Views

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Daily Schedule

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Better Planning

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Appointment Planner

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Resizing

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Planning Views

The Planner offers the following 6 different views:

- One Day Planning
- 5 Week Day Planning
- 7 Week Day Planning
- Weekend Planning
- Monthly Planning
- Yearly Planning

The layout for the first four (week-views) is very similar. It shows at the top the week number, the view you have selected and the weather forecast. Just below you will see the week's schedule and finally the Daily Tasks arranged by day.

Daily View

[Show](#)

Montly Planner

[Show](#)

Year Planner

[Show](#)

Daily View

While on the Planner View you can manage your daily tasks just as you would on the Daily Tasks Section, you can rearrange them, or drag and drop them to another day. You can also add daily tasks, remove them or change their current status, just give a secondary click and select the desired option from the task's menu

Montly Planner

This view allows you to see all the scheduled events and tasks for the month selected. In order to give a quick outlook, events will appear color-coded, appointments will be shown in their calendar's color and tasks will appear in black text.

You can browse through a day's events and tasks, just select the day by clicking on it, and move the cursor up and down.

As usual you will be able to move scheduled events from one day to another using the drag and drop method. Be aware that completed tasks will be shown in green and as they are already finished you will not be able to move them to a different date.

Year Planner

When selected, you will see the whole year in one page.

You can set the year by clicking on the left or or right arrow from the top left selector on the page. To see the details of a given day double click on it – 1 day planning.

You can also drag and drop from your current master tasks, compass or goals section.

Daily Schedule

While on the Planner View you can manage your daily tasks just as you would on the Daily Tasks Section, you can rearrange them, or drag and drop them to another day. You can also add daily tasks, remove them or change their current status, just give a secondary click and select the desired option from the task's menu.

Adding Events

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Editing Events

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Deleting Events

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Adding Events

You can add events it in several ways:

- Double click on any time slot within the day's schedule, and an hour-long event will be created.
- Select the starting time for the event on the schedule. Click, hold and drag to set the ending time for said event.
- Drag a Daily Task, Master Task, Compass Item or Goal to the schedule.

Note that events can last from a minimum 15 minutes to several days.

Editing Events

You can click and drag from the top or bottom edges of an event to adjust starting and ending times. To adjust the starting time, place the cursor on the top the event's window, when the cursor changes, click and drag the window to the new starting time.

To adjust the ending time place the cursor over the event's window bottom corner, when the cursor changes, click and drag the window to the new ending time.

When on a multiple-day view you will be able to set events that last more than one day, using the method described above.

To reschedule an event without changing its length, click on the middle of the event window and drag it to another time slot or even to another day.

To change the event's title, double click on the event, type and press "Enter", "Esc" key or click on any other part of the planner.

Deleting Events

Click on the event to be deleted and press the “Delete” key.

Better Planning

Review and adjust your mission, vision and values.

Start your weekly planning process by reviewing your personal mission, vision and values. By doing this you will keep in mind what's important and what's not, while prioritizing your Daily and Master Tasks.

Review Compass Roles and Items

After adjusting your mission and vision, review your Compass Items so they are all in tune. If necessary, you can add new Compass Roles.

Review Goals

Once you have translated your mission and vision to the different sides, jobs or roles in your life; you will be able to set goals for each one of this. Think of goals as short-term milestones that help you on your path to accomplishing your long-term vision. Each week you can check completed goals and evaluate whether to forward unfinished goals, adjust them or create new ones.

Review your Master Tasks

Appointment Planner

The Appointment Planner is a feature designed to help you before and after the actual meeting. It includes and shows the priority of the task, its status, purpose, expected outcome(s), notes and if any the subtasks required to fulfill this particular master task, each with its own due date and status.

In case you divide this task into several subtasks, you can choose whether to set due dates according to the priority of the subtasks or not.

To add an Appointment Planner to any appointment first set an event on your calendar or go to the desired appointment. Then, double-click so the menu with the "Appointment Planner" option appears and you're set!

This feature will help you prepare better for your appointment, by having at hand the information on:

- Who will be attending
- Topics to be discussed (*And if possible the sequence*)
- Materials needed: *Keynote, Sales Report, etc.*

arrangements to be done, for instance if you're making a presentation maybe you want to make sure there's a projector wherever you're doing it.

Moreover, you can print a copy of the planner. And after the event, you may add notes or tasks - such as the agreements reached on the meeting, or just useful data for future reference. This is what the last two spaces of the

Resizing

In order to enlarge the window, place the cursor exactly at the bottom-right corner of the Opus Domini display. Once here, give a click, and you will see the cursor change from the traditional arrow to a line with two arrows (this indicates you can now resize the window).

Now click - hold the click and drag the window to the desired size and wait for a second or two (holding the click the whole time) to see the change.

FAQs

1. Which are the differences between Opus Domini and Opus Domini Lite?

Our Lite version limits some features, such as the number of tasks and goals that can be entered. And it doesn't provide a Monthly Planner View.

2. How can I assign different colors to different to manage my events? (Different Calendars)

You can set different calendars for your events, but you have to do it through iCal (somewhere in the future we'll be able to skip this step but for now we have to do this through iCal).

First close Opus Domini, proceed to open iCal and from the "File" menu, select: "New Calendar - On my Mac." And now, select a name and color for this Calendar.

If you need to create more than one calendar, just repeat these steps as many times as needed.

Now close iCal and the next time you open Opus Domini it will automatically sync and you will be able to select different calendars for your appointments, just add an event (or select a previously entered appointment) give a secondary click and a submenu with the option "Calendars" and all the Calendar you may select, will be