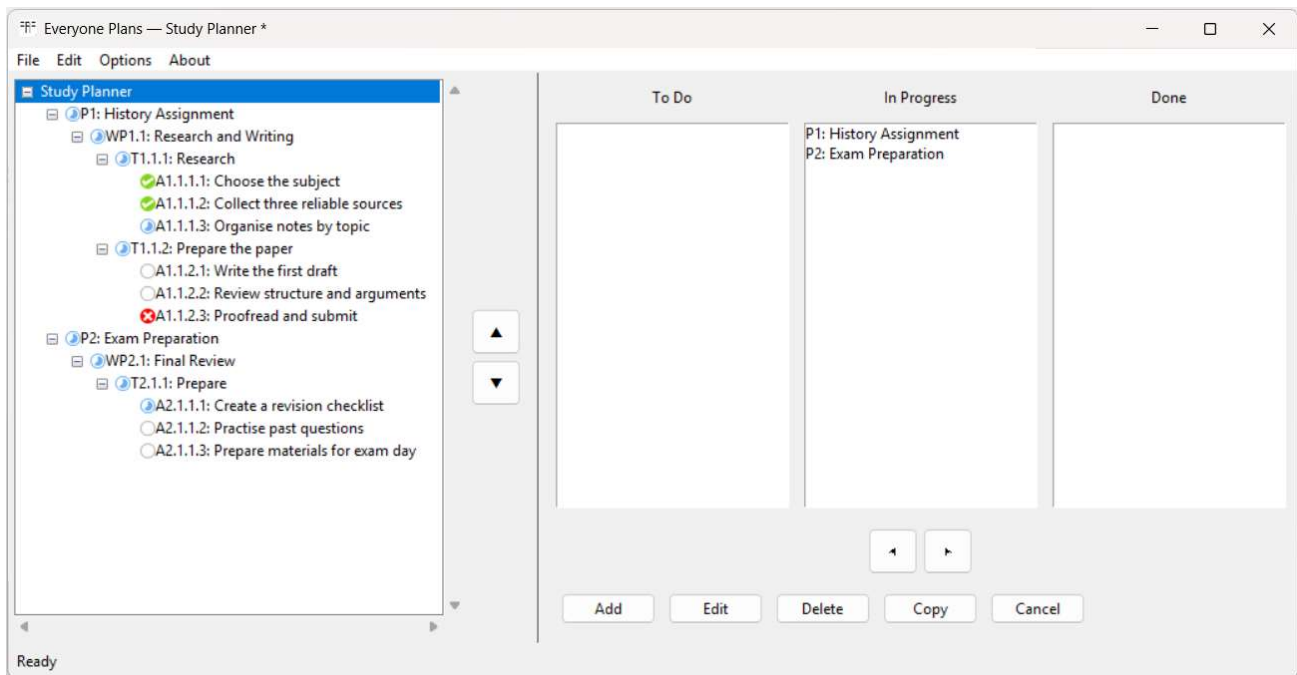


Everyone Plans

Visual planning without clutter

Quick Guide | Version 1.0

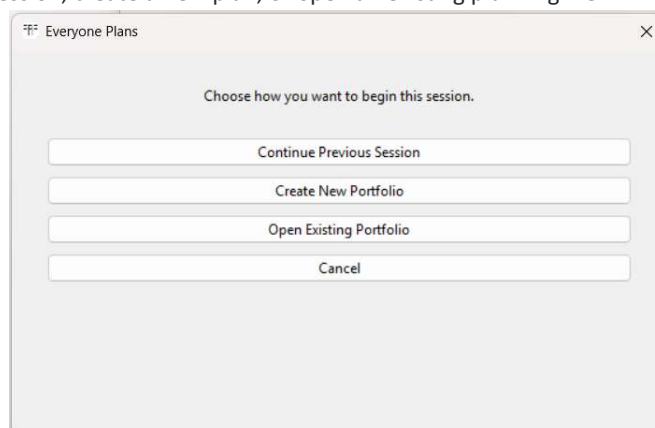
Everyone Plans is a lightweight, offline tool for projects, to-do lists, studies, trips, hobbies, weekly plans and everyday goals. It is inspired by the Kanban board: work moves from To Do to In Progress to Done. A tree view adds the overview and shows how all items belong together.



Main window with a planning example: tree view on the left and Kanban board on the right

1. Getting started

1. Start Everyone Plans.
2. Continue the previous session, create a new plan, or open an existing planning file.



Startup window showing Continue Previous Session, New Plan, and Open Existing Plan

3. To explore first, choose File > Open Example.

Examples open as new unsaved copies. Saving proposes your Documents folder, so the original example remains unchanged.

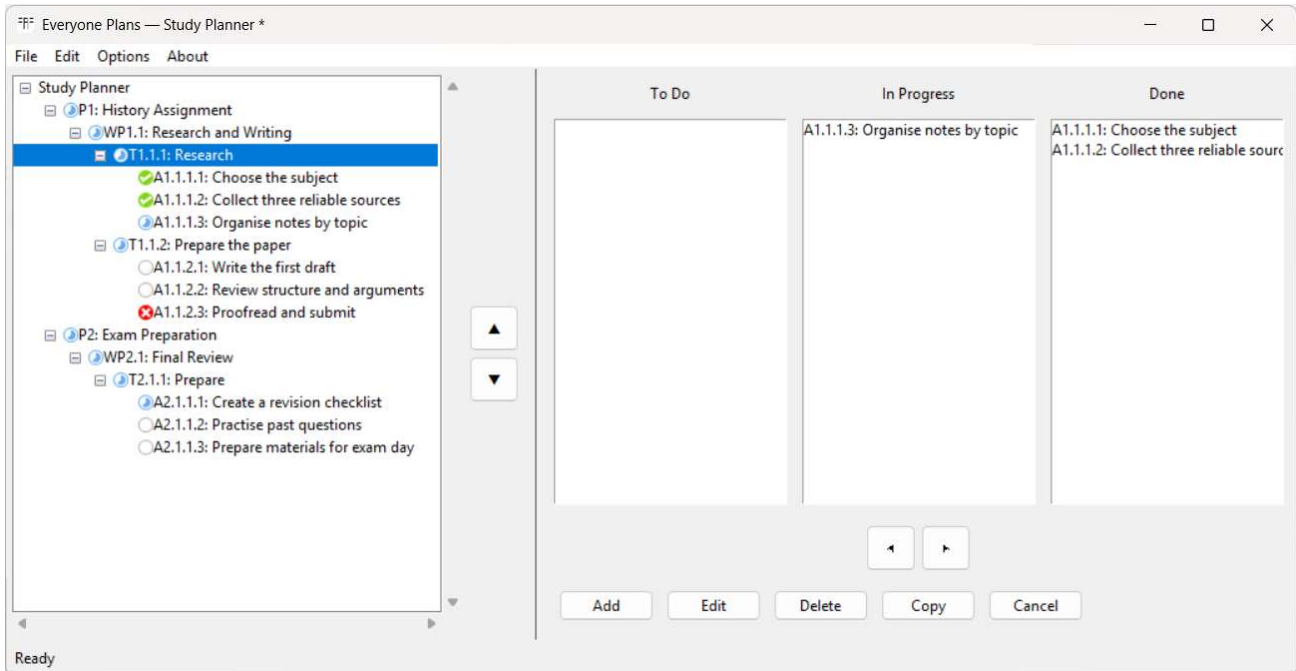
2. Understand the workspace

The planning structure is:

Portfolio > Project > Work Package > Task > Activity

Tree view: Select an item to see its direct children on the Kanban board. Use the up and down arrows to change order.

Kanban board: Move selected items between To Do, In Progress and Done with the left and right arrows. Cancelled items remain visible as completed but are marked cancelled.



A selected tree item and the same level displayed across the three Kanban columns

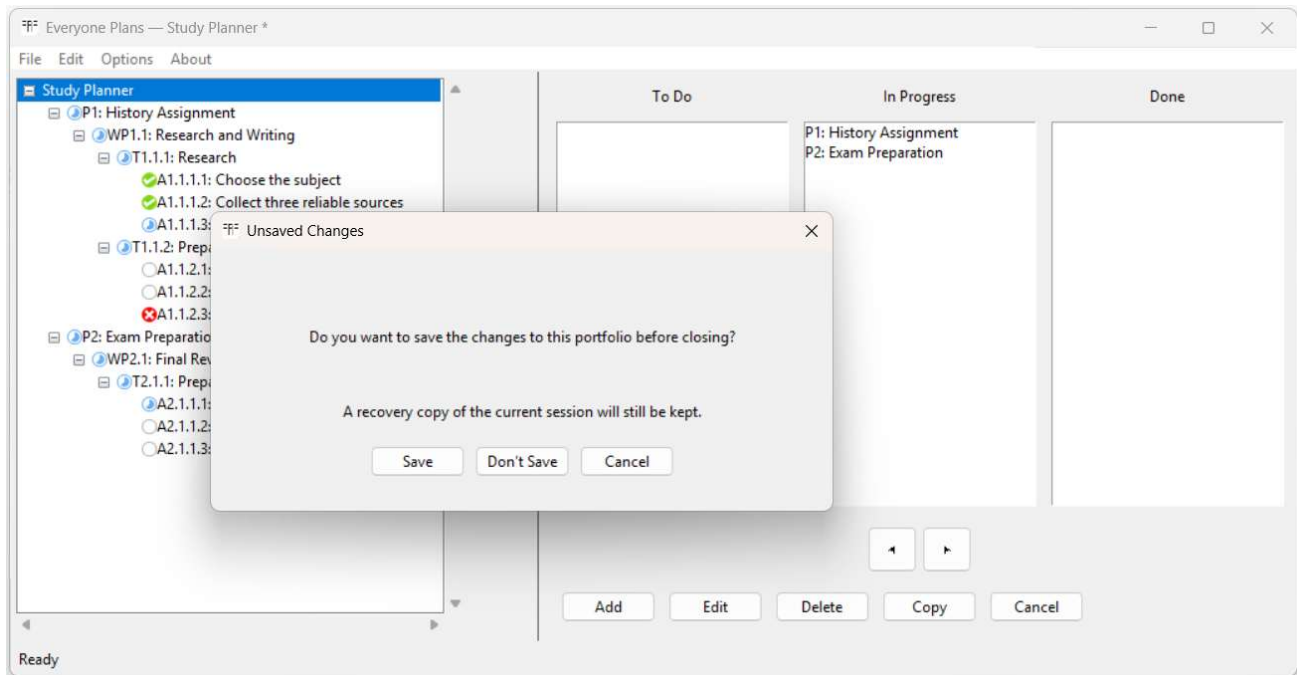
3. Manage items

- Select the parent item, then choose Add to add a child item.
- Use Edit to change the title, responsible person, description or optional desired dates.
- Use Copy to duplicate an item and all its children. Only the copied top-level title receives 'Copy'.
- Use Delete carefully: an item and all its children are removed together.
- Right-click a tree item for quick actions.
- Use the Undo/Redo function from the edit menu to undo/redo actions.

4. Files and recovery

- Save updates the current planning file.
- Save As creates a planning file at a user specified location.
- Export to Excel creates an editable spreadsheet copy.
- New, Open and Open Example warn before replacing unsaved work.

Everyone Plans keeps an automatic recovery copy. At startup, Continue Previous Session restores it. Saving a recovered session always uses Save As first, thus replacing an official planning file requires confirmation.



The Save, Don't Save and Cancel warning protects unsaved changes

5. Preferences and shortcuts

Options changes the interface language and font size. Settings are remembered automatically.

- Ctrl+S - Save
- Ctrl+Shift+S - Save As
- Ctrl+Z - Undo
- Ctrl+Y - Redo

6. Installation and removal

Requirements: Windows 10 or 11 (64-bit).

- Current-user installer: recommended for most users. It should not require administrator rights.
- All-users installer: for a shared computer. Administrator rights are required. Each professional user needs their own license.
- Portable ZIP: no installation is required. Extract the ZIP to a folder before running the application.

Uninstalling removes the application and installed examples. Optionally, also the current user's settings and recovery data can be removed.

Help

Open About for version, licence, third-party and website information. Visit <https://everyone-plans.com> for the latest guide, examples and downloads.