

## Creating TODO Items

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### To create TODO items

1. Open the desired file in the editor and position the caret at the place where a TODO item should be created.
2. [Create a comment](#). For example, you can use the `Ctrl+Slash` or `Ctrl+NumPad /` keyboard shortcut.
3. In the comment, type the string that matches one of your TODO patterns. By default, any string that starts with `TODO` (regardless of the case) is interpreted as a TODO item and is highlighted accordingly.
4. View the list of TODO items in the **TODO** tool window.