

16.2 Creating and Editing Tasks

Select a list, enter a title in the add-task field, and press Enter. In a Smart Collection, check the destination list named in that field.

Edit the details

Select a task to open its details. Use **Edit summary** in its menu to change the title. The details let you set:

- **Start and due dates:** when you plan to begin and when the task should be finished. Use an all-day date or a date with a time.
- **List:** choose another available list to move the task.
- **Priority and progress:** mark how important the task is and record a completion percentage.
- **Status:** Needs action, In process, Completed, or Canceled.
- **Notes:** add details within the task, not a separate Notes document.
- **Tags:** add labels you can use to find related tasks.
- **Location and URL:** add a place or useful web link.
- **Reminders:** choose when you want to be reminded.

Confirm each field and let saving finish. On a small screen, close the details panel to return to your list.

Copy or export

Choose **Duplicate task** to make a copy; review its dates, repeat settings, and reminders.

Export downloads a snapshot, not a synchronized connection. Keep sensitive exports private.

For date and reminder guidance, see [16.4 Due Dates, Priorities, and Reminders](#).

