

# A Few Checkli Tips

A few basic tips on how to use Checkli, the simplest way to make and share checklists.

- ☐ Simply click and start typing to add a title, description or tasks
- ☐ Share the "Collaborate Link" in the right sidebar to collaborate with others
- ☐ Simply type in a URL to add a link
- ☐ Click "Copy" in the right sidebar to duplicate a checklist
- ☐ Download our free iOS mobile app here: <https://goo.gl/qnTSU7>
- ☐ Change "Private" to "Team Checklist" to assign recurring team checklists
- ☐ Change "Private" to "Public on the web" to make your checklist free for anyone on the web to find and copy
- ☐ Complete your profile before publishing checklists: <https://www.checkli.com/a/user/settings>
- ☐ Explore and copy thousands of free checklists at <https://www.checkli.com/explore>
- ☐ Click the three dots next to each task for more task options
- ☐ Visit [help.checkli.com](https://help.checkli.com) if you have questions