

How to use the Brookes wiki task list macro

To insert the task list macro into a page, click on the **Edit** icon to access the edit screen.



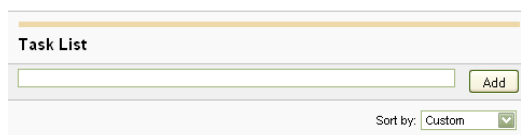
Place your cursor where you would like to insert the task list and then click on the **Insert Macro** icon on the toolbar.



Type **task** into the search box at the top of the screen and then click on **Tasklist** from the choice of macros that is displayed.

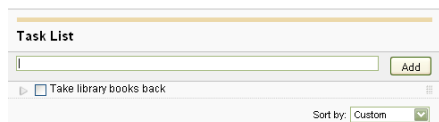


Click on the **Insert** button on the next screen. The macro code `{tasklist}` will have been added to your page. Save the page to display the task list.



To add content to the task list place your cursor in the white box and type. Click on **Add** to save the changes. You do not need to be in the edit screen to use the task list.

If you hover over an item on the list a pencil icon (for editing) and a dustbin icon (for deleting) will appear. You can reorganise the items by clicking and dragging them using the dotted icon at the end of each line.



You can also sort the items using the down arrow next to **Sort by**.