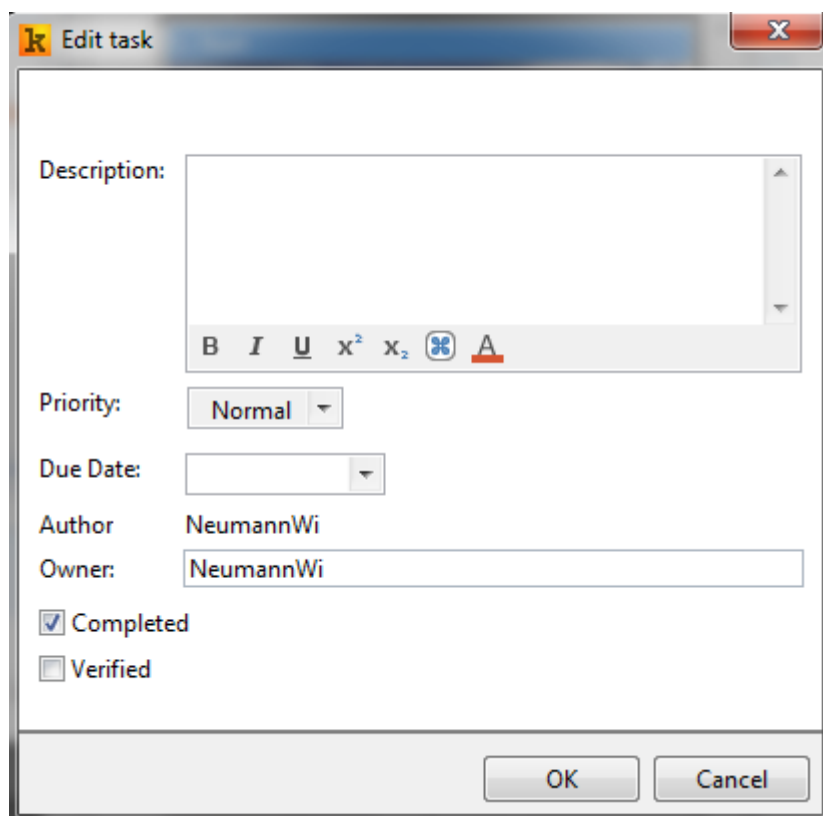# Tasks

This documentation will reveal how to create tasks and explain how they can be a big help to your project.

Whenever you are working together on a project with other authors or graphic designers, it's often a good idea to create tasks for your colleagues. Tasks are basically memos that can be stored in a particular step in the Editor. For example, tasks can be used to inform other authors of "to dos" or to suggest changes etc. A new task can be added via the **Insert** tab.

Tasks are displayed on the canvas in the E-learning Editor and they can be moved around via drag & drop in the same way as a presentation object. The yellow task memos are displayed on the right next to the text in the documentation. To enter the text for the task, simply click into the top left-hand corner of the task and the cursor will appear. Alternatively, you also have the option of double-clicking to open the **Edit task** dialog where you can enter your text into the "Description" field. Furthermore, you can also enter criteria such as the priority, due date and the person you want to perform the task.

The tasks can be displayed in a list. In cases where several tasks have been stored in an e-learning, you can access them directly via the list and work your way through them one after the other. Tasks are always connected to a step. The corresponding step will always be displayed whenever a task is selected in the list.

✓	Description	Due Date	Ver...	Author	Owner	Step	
☑			No	NeumannWi	NeumannWi	1. Start	
☐			No	NeumannWi	NeumannWi	2. Overview	

When you have completed a task, either delete it from the context menu of the list, or use the checkbox to check the task. The latter option has the advantage that although the task sheet is no longer visible in the editor, the task in the list is still displayed, so that it is easier to check whether it has actually been edited.