Instructions for Creating and Using Wunderlist

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Audience Analysis

The audience for this set of instructions on the software application Wunderlist is essentially any individual who desires to manage their time more successfully and organize their everyday tasks. Most users of this application range from college students to mid-forty year old men and women. For a group such as this that experiences high levels of responsibility, an application like Wunderlist is a helpful and worthy tool.

The primary audience for this set of instructions is men, women, and young adults who need help organizing their important assignments or tasks, for places such as school and work, and managing their time. This audience is willing to comply with these instructions in order to succeed in using Wunderlist. The secondary audience is men, women, and young adults who may use the application to organize their leisure activities, such as shopping lists, Christmas lists, or vacation to-do lists. This audience may try to learn the application on their own rather than following specific instructions. The tertiary audience is possibly young teens and technologically disadvantaged people. This audience may find little or no use for the features of this application.

The readers of this set of instructions have, at the least, a satisfactory educational background. All users are in the process of earning a post-secondary degree, have completed their post-secondary education, or have at least finished high school. This means that each user has a sufficient enough education in order to understand and follow this set of instructions and be able to effectively use the application.

Most users have probably used a to-do list with their cell phone, smartphone, computer, etc. So it is highly likely that users have an adequate understanding of how applications similar to Wunderlist function. However, Wunderlist is a relatively new application that contains features and abilities that other software applications do not possess. So although most users are familiar with the concept of the application they are more than likely to be unfamiliar with how to specifically use Wunderlist.

Users should find this application beneficial in either the workplace or school. The major objective of Wunderlist is to enhance time management and organizational skills. These skills are imperative for both students and people of the workforce to possess. Many companies require their employees to meet deadlines while many universities require students to keep up with test dates and assignment due dates. Wunderlist enables users to meet these deadlines and due dates on time, increasing the likelihood of success.

The readers’ personal characteristics are college age to mid-forty year old individuals who aspire to manage their time better and become more organized. Most of the users in this age group are interested in tomorrow’s technology and desire to be successful in school and their careers. The readers want to understand how to effectively use Wunderlist to enhance their performance in either school or work tasks.

These individuals are concerned with arriving to meetings on time, completing work assignments in a timely manner, completing projects on time, and knowing when to study for an upcoming test. All of these tasks can be accomplished by using helpful features in Wunderlist such as reminders and alerts. Also, Wunderlist allows users the ability to combine and work on lists with other people.

Although Wunderlist is offered in many different languages, this set of instructions is written in English. However, the steps are simple enough to translate easily into any preferred language. This application can be used by many different cultures because of the variety of
INSTRUCTIONS FOR CREATING AND USING WUNDERLIST

languages it offers. Although Wunderlist is available on multiple platforms, the following instructions are designed specifically for the Wunderlist Windows web app.

Instructions

1. Creating an account with Wunderlist
   1.1. Type in www.wunderlist.com into your web browser
   1.2. Enter your name, email address, and password in the proper places
       1.2.1.1. Click “Sign Up”
       1.2.1.2. Click “Let’s Get Started” to open the application
       1.2.1.2.1. Activate your account
           1.2.1.2.1.1. Login to the email account you entered in step 1.2
           1.2.1.2.1.2. Find the activation email from Wunderlist and select it
           1.2.1.2.1.3. Click “Activate Now”
           1.2.1.2.1.4. Click “Try Web App” to return to Wunderlist
   1.3. Logging in to Wunderlist
       1.3.1. Login through email address
           1.3.1.1. Open the Wunderlist application
           1.3.1.2. Type in your email address and password you used to create your account
           1.3.1.3. Click “Login”
   1.4. Login through Facebook
       1.4.1. Click “Login With Facebook”
       1.4.2. Enter your Facebook username and password
       1.4.3. Click “Login” to sync your Facebook account with Wunderlist

2. Creating and working with tasks
   2.1. Type www.wunderlist.com into your web browser
   2.2. Log in to your Wunderlist account
   2.3. Create a task
       2.3.1 In the box labeled “Add an item in ‘Inbox’” type in the task you wish to create
       2.3.2 Press Enter to submit your entry
   2.4. Rename a task
       2.4.1 Scroll over and select your desired task
       2.4.2 Double click the task to open the Detail View
       2.4.3 Click on the task title to highlight it
       2.4.4 Rename your task and press enter
   2.5. Move a task to another list
       2.5.1 Click and hold on a task and move it to the desired list
   2.6. Complete a task
       2.6.1 Click on the checkbox on the left of the task
           2.6.1.1 To reactivate a task, repeat step 2.6.1
           2.6.1.2 To reactivate a task at a later date, go to the ‘Completed’ list located in the sidebar. If completed list is not visible see steps 2.6.1.2.1-2.6.1.2.1.1.5
           2.6.1.2.1 Repeat step 2.6.1
           2.6.1.2.1.1 Completed list is not visible
           2.6.1.2.1.1.1 Click your avatar in the top left corner of the screen
2.6.1.2.1.2 Click Account Settings
2.6.1.2.1.3 Click the Sidebar icon
2.6.1.2.1.4 Click the drop down box corresponding with the ‘Completed’ list
2.6.1.2.1.5 Choose Visible to place the Completed list on the Sidebar

2.7 Delete a task
2.7.1 Select your desired task
2.7.1.1 Press CTRL + Delete on your keyboard
2.7.1.1.1 Tasks can also be deleted by clicking on the trash icon in the bottom left of the detail view

2.8 Enter a due date for a task
2.8.1 Double click on the task to open the detail view
2.8.2 Click ‘Set due date’ in the detail view
2.8.2.1 Select the desired due date for your task
2.8.2.2 From the drop down list located to the right of the due date select one of these options
2.8.2.2.1 Never repeat
2.8.2.2.2 Repeat every day
2.8.2.2.3 Repeat every week
2.8.2.2.4 Repeat every month
2.8.2.2.5 Repeat every year
2.8.2.2.6 Custom…
2.8.2.2.6.1 If you select custom, enter a preferred number in the box to the right of the word ‘every’
2.8.2.2.6.2 Then select one of the following options from the drop down menu to the right of the number you just entered
2.8.2.2.6.2.1 Days
2.8.2.2.6.2.2 Weeks
2.8.2.2.6.2.3 Months
2.8.2.2.6.2.4 Years

2.9 Enter a reminder for a task
2.9.1 Double click on the task to open the detail view
2.9.2 In the detail view click where it reads ‘Remind me’
2.9.2.1 Select your preferred reminder date in the calendar provided
2.9.2.2 To the right of the date enter the time you prefer to be reminded

2.10 Starred Tasks
2.10.1 Star a task by clicking the star located to the far right of a task
2.10.2 To view a starred task click the ‘Starred’ list in the sidebar

3. Creating and working with subtasks and notes
3.1 Type www.wunderlist.com into your web browser
3.2 Login to your Wunderlist account
3.3 Creating a subtask
3.3.1 Double click on a task to open the detail view
3.3.2 Click ‘Add a subtask’
3.3.3 Type in your desired subtask
3.3.4 Press Enter
3.4. Complete a subtask
   3.4.1. Double click on a task to open the detail view
   3.4.2. Click on the checkbox to the left of the subtask
       3.4.2.1. To reactivate a subtask simply repeat step 3.4.2
3.5. Deleting a subtask
   3.5.1. Double click on a task to open the detail view
   3.5.2. Scroll over the desired subtask
   3.5.3. Click the x that should appear to the right of the subtask
   3.5.4. Click ‘Delete Subtask’ when the application asks if you are sure you want to take this action
3.6. Creating a note
   3.6.1. Double click on a task to open the detail view
   3.6.2. In the note section located below the subtasks, click the icon in the top right corner
   3.6.3. Click inside of the note window that appears
   3.6.4. Type the note you would like to add to your task
   3.6.5. Click the x in the top right corner of the note window when finished
       3.6.5.1. Alternate method to creating a note
           3.6.5.1.1. Repeat step 3.6.1
           3.6.5.1.2. Instead of following step 3.6.2, simply click inside of the note section
           3.6.5.1.3. Repeat step 3.6.4
           3.6.5.1.4. Click outside of the note section to finalize your entry
3.7. Deleting a note
   3.7.1. Double click on a task to open the detail view
   3.7.2. Click inside of the note section
   3.7.3. Delete the content you wish to no longer see
   3.7.4. Click outside of the note section to finalize your deletions
4. Creating and working with lists
4.1. Type in [www.wunderlist.com](http://www.wunderlist.com) into your web browser
4.2. Login to your Wunderlist account
4.3. Creating a new list
   4.3.1. In the sidebar, click ‘Add a list’
   4.3.2. Type in the name of your new list
   4.3.3. Press Enter
4.4. Renaming a list
   4.4.1. In the sidebar, double click on the list name you wish to change
   4.4.2. Type in what you wish to rename your list
   4.4.3. Press Enter
4.5. Deleting a list
   4.5.1. Select the list you want to delete
   4.5.2. Press CTRL + Delete on the keyboard to delete the list
       4.5.2.1. You can also click the trash icon located at the bottom left of the sidebar
4.6. Share lists
   4.6.1. Select a list in the sidebar
   4.6.2. Click the sharing icon located to the right of the list name
4.6.3. Click Invite Friends
   4.6.3.1. Type an email address or search your contacts
   4.6.3.2. Select the user you want to have access to your list
   4.6.3.3. If you do not have any contacts or email addresses click Facebook
      4.6.3.3.1. Click Connect With Facebook
      4.6.3.3.2. Login to your Facebook account
      4.6.3.3.3. Choose from your Facebook friends list who you want to share
                      your list with

4.7. Removing someone from a shared list
   4.7.1. Select a list in the sidebar
   4.7.2. Click the sharing icon located to the right of the list name
   4.7.3. Click the name of the person you wish to delete from the list
   4.7.4. Press CTRL + Delete to remove them from the list

5. Printing and Customizing in Wunderlist

5.1. Type in www.wunderlist.com into your web browser
5.2. Login to your Wunderlist account

5.3. Printing
   5.3.1. Printing a task, subtask, and note
      5.3.1.1. Select your desired list
      5.3.1.2. Double click on a task to open the detail view
      5.3.1.3. Right click on the task you want to print
      5.3.1.4. Click on the “Print” option
      5.3.1.5. In the preview screen, review the printing options and click “Print”

5.3.2. Printing a list
   5.3.2.1. Select your desired list
   5.3.2.2. Right click anywhere within the list
   5.3.2.3. Click on the “Print” option
   5.3.2.4. In the preview screen, review the printing options and click “Print”

5.4. Customizing

5.4.1. Customizing the sidebar
   5.4.1.1. Click your avatar in the top left corner of the application
   5.4.1.2. Click on “Account Settings”
   5.4.1.3. Click “Sidebar” at the top of the Preferences screen
   5.4.1.4. Click the drop down arrow located to the right of the Smart List you wish
                to update
   5.4.1.5. Choose one of the following options
      5.4.1.5.1. Auto
      5.4.1.5.2. Visible (Option makes the list visible in your Smart List)
      5.4.1.5.3. Hidden (Option hides the list from being visible in your Smart
                      List)

5.4.2. Notifications
   5.4.2.1. Click your avatar in the top left corner of the application
   5.4.2.2. Click on “Account Settings”
   5.4.2.3. Click “Notifications” at the top of the Preferences screen
   5.4.2.3.1. Email Notifications
5.4.2.3.1.1. Enable email notifications by clicking the checkbox to the left of the “Email Notifications” option
5.4.2.3.1.2. Repeat step 5.4.2.3.1.1 to disable email notifications
5.4.2.3.2. Push Notifications
5.4.2.3.2.1. Enable push notifications by clicking the checkbox to the left of the “Push Notifications” option
5.4.2.3.2.2. Repeat step 5.4.2.3.2.1 to disable push notifications
5.4.2.3.3. Desktop Notifications
5.4.2.3.3.1. Enable desktop notifications by clicking the checkbox to the left of the “Desktop Notifications” option
5.4.2.3.3.2. Repeat step 5.4.2.3.3.1 to disable desktop notifications

5.4.3. Changing the background
5.4.3.1. Click your avatar in the top left corner of the application
5.4.3.2. Click “Change Background”
5.4.3.2.1. Choose a background from the list provided and click it
5.4.3.2.2. Click anywhere within the application to finalize your choice

5.4.4. Deleting an account
5.4.4.1. Click on your avatar in the top left corner of the application
5.4.4.2. Click “Account” at the top of the Preferences screen
5.4.4.3. Click “Delete Account”
5.4.4.3.1. Type your current password
5.4.4.3.2. Click “Delete”
Troubleshooting Guide

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
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<tbody>
<tr>
<td>“I did not receive a confirmation email”</td>
<td>Try resending the email by opening Wunderlist and clicking on the sharing icon next to a list name in the sidebar. This should show you an option to resend the email. Also check to make sure your email notifications are enabled in your Wunderlist account settings. If either of these solutions does not solve the problem go to <a href="http://support.wunderlist.com">http://support.wunderlist.com</a> and either post a question in the support forum or fill out a form to be sent in an email.</td>
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<tr>
<td>“The text in my note in a task keeps getting deleted when I sync”</td>
<td>This issue seems to happen predominantly in the Mac version of Wunderlist. To fix the issue sync while you still have your cursor focused in the note field. To do this use the cmd + s (or CTRL + s for Windows) sync shortcut. If the cursor is not focused in the note field it will not overwrite the changes. There should be a fix for the issue in a future update. If the problem persists visit <a href="http://support.wunderlist.com">http://support.wunderlist.com</a> for more assistance.</td>
</tr>
<tr>
<td>“I forgot my password”</td>
<td>Enter <a href="http://www.wunderlist.com">www.wunderlist.com</a> into your web browser. Click “Login” beside the phrase “Already have an account?” Click “Forgot Password” at the bottom. Enter the email address you registered with and click “Reset Password”. An email will be sent to the email address you inputted. Login to your email account and open the email. Click “Reset Password” in the email. Enter your new password in both of the required places and click “Reset Password”. Return to Wunderlist and login with your new password.</td>
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