

Cozi shopping lists

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Getting started with shopping lists

Cozi lets your family manage shopping lists from any computer or mobile device, and retrieve shopping lists from your mobile phone while you're in the store.

Your first list is visible on your home page. To access other lists, click **Shopping** in the left column, or click anywhere in the Shopping List area on the home page.

On the Shopping page, you can add to, delete, and manage your lists.

Adding items to a list

To add an item, select a list, type an item, and then press **Enter**.

To move items within a list, drag the item you want to move, and drop it where you want it to be displayed. Note: Dragging and dropping a list item to move it is not supported in Internet Explorer version 9.0 and higher. To organize your list items, you must use a browser other than Internet Explorer version 9.0 or higher.

If you'd like to create categories within a list, type the category header using all capital letters. For example, if you would like to organize your shopping list by type of food, you could add categories like PRODUCE or DAIRY. Once you've added categories, you can add items to previous categories by entering the item at the bottom of the list, and then dragging and dropping it to the correct category.

Crossing items off a list

If you have the Cozi [iPhone app](#), or the [Android app](#), you can cross off items while you're in the store. Otherwise, you can cross items off your list when you return from a shopping trip:

- To cross off individual items, click just to the left of the item. You'll see a check mark appear next to the item, as well as a line running through the item.
- To cross off and remove everything on a list, click **Remove** at the top of the list, and then click **Clear everything off this list**.
- If you'd like to keep a master list of frequently purchased items, you can cross off items you don't need to purchase in a particular shopping trip, but then uncross them to add them back to the list. To uncross a crossed out item, just click to the left of the item.

Printing or sending a list

When you're ready to go to the store, you can quickly print any list by clicking **Print** at the top of the list.

Retrieving lists from your mobile phone

You can also use your mobile phone to request that any shopping list be sent to you while you're out and about. In the U.S., text SHOPPING to 22694 (BCOZI) to have your list sent to your phone via text. Message and data rates may apply.

For additional details, see [Mobile access overview](#).

Creating, renaming, selecting, managing, and deleting lists

You can create new lists, change list names, change the order lists appear, and delete entire lists:

- To create a new list, click **Lists** at the top of the **Shopping** page, then click **New List**.

HELP

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- To rename a list, click the list's name at the top of the page (say, "Wholesale"), and then type a new name.
- To select a different list, click **Lists** at the top of the page, then click the name of the list you want to view.
- To change the order lists appear, click **Change** at the top of the list, then **Organize Shopping Lists**. On the **Organize your lists** page, drag a list and drop it in the desired order. The first list will appear on your homepage.

Note: Dragging and dropping a list to change the order of lists is not supported in Internet Explorer version 9.0 and higher. To organize your lists, you must use a browser other than Internet Explorer version 9.0 or higher.

- To delete an entire list, click **Remove** at the top of the list, and then click **Permanently delete this list**.

Question not answered here? [Find answers to other frequently asked questions.](#)

Get the Cozi Android app

Make the chaos of family life pocket-size with Cozi's mobile apps. Manage your family calendar, grocery shopping lists, to do lists, and family journal while you're on the go.



Get the Cozi iPhone app

The mobile way to manage your family calendar, grocery shopping lists, to do lists, and family journal from wherever you are--all on your iPhone, iPad, or iPod Touch.



Voted #1 Mobile App for Moms!



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