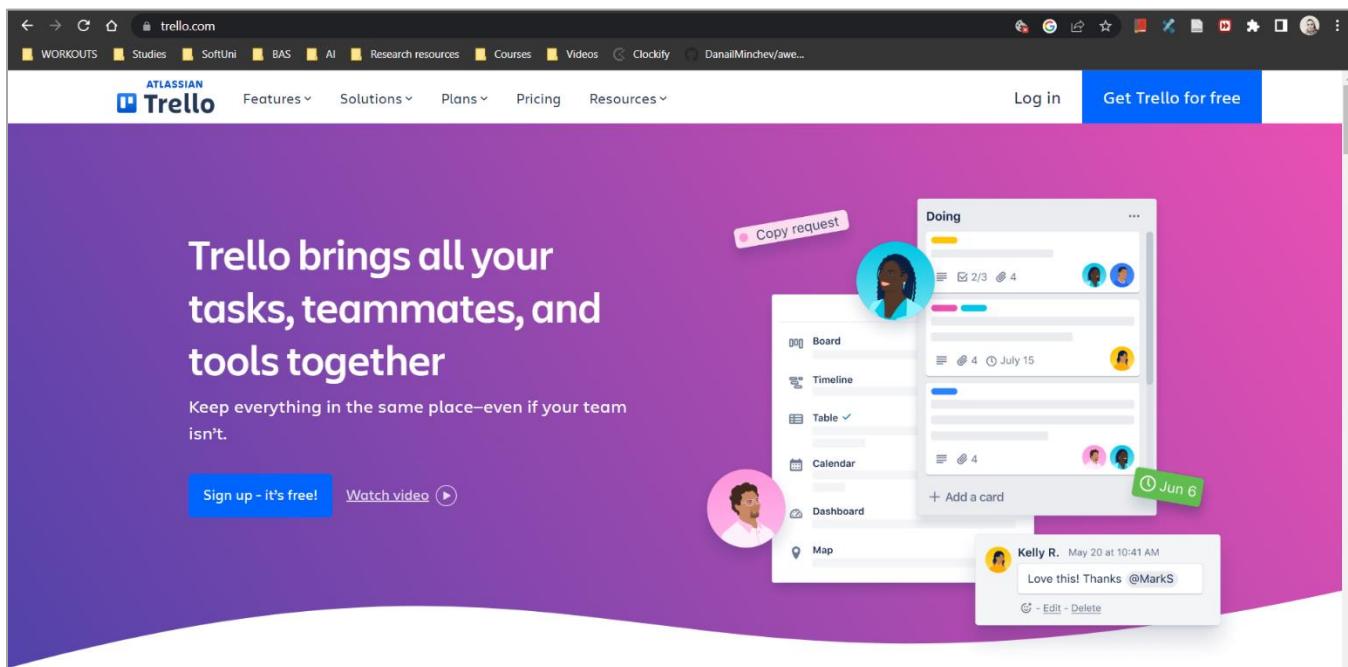


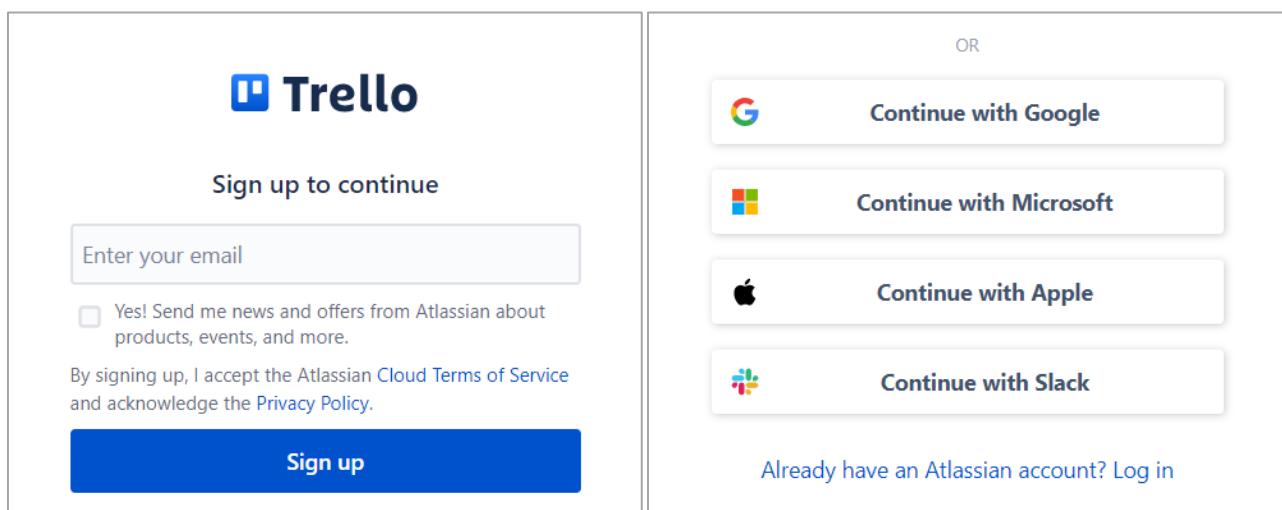
Trello

1. Trello Web App

1. Navigate to <https://trello.com/> and click on the "Get Trello for free" button.



2. On the next page, you have many different options to sign up / sign in, so choose the one that fits you best.



3. You will see a "Welcome to Trello" message and a prompt to create and name your new Workspace. Add teammates if you like. And click "Create your Workspace".

4. You don't need a premium plan. Click "Skip".

	FREE	PREMIUM
BUILT-IN AUTOMATION	✓	✓
UNLIMITED POWER-UPS	✓	✓
ADMIN AND SECURITY CONTROLS ⓘ		✓
MULTIPLE PROJECT VIEWS ⓘ		✓
DUE DATES AND ASSIGNEES FOR CHECKLIST ITEMS ⓘ		✓
AND MORE...		✓
Learn more about Premium		

5. You are now taken to your project, which in our case is called "QA-Fundamentals" and has one "Untitled board". You can change the name of the board, by clicking directly on it.

The screenshot shows the Trello web application. On the left, there's a sidebar with 'QA-Fundamentals' workspace settings, 'Boards', 'Members', 'Workspace settings', 'Workspace views' (Table and Calendar), and 'Your boards' (Untitled Board). The main area is titled 'Untitled Board' with three columns: 'To Do', 'Doing', and 'Done'. Each column has a '+ Add a card' button. The 'To Do' column contains one card with the text 'Creating my first board with cards'. The 'Done' column contains one card with the text 'Downloaded and installed Trello Desktop!'. The 'Doing' column is empty.

6. As you can see, **by default** there are **three lists** on your board, called "**To Do**", "**Doing**" and "**Done**". You can add more lists, depending on the project you are working on and its needs. So, let's create another list, called "**On Hold**" because everybody has some tasks that are postponed. 😊 Click on the "Add another list" button.

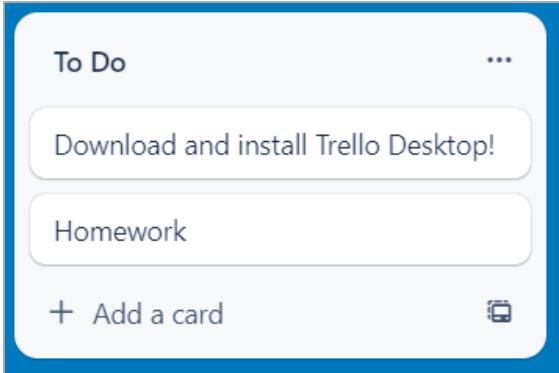
The screenshot shows the 'Software Technologies' board. It has four lists: 'To Do', 'Doing', 'Done', and 'On Hold'. The 'To Do' list has one card with the text 'Creating my first board with cards'. The 'On Hold' list is highlighted with a blue border. There is a blue button labeled '+ Add another list' at the top right of the board area.

The screenshot shows the 'Software Technologies' board with four lists: 'To Do', 'Doing', 'Done', and 'On Hold'. The 'On Hold' list is selected. A new card titled 'Download and install Trello Desktop!' is being added to the 'On Hold' list. The 'Add list' button is visible at the bottom right of the board area.

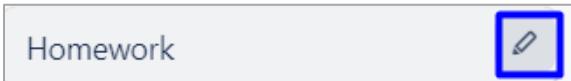
7. Now let's **create our first card**. By "card" Trello means task. So, we click "+ Add a card" on the "To Do" board and you will be prompted to enter a name for this card. We're naming the card "**Download and install Trello Desktop!**" because this is exactly what we're going to do later.

The screenshot shows the 'Software Technologies' board with four lists: 'To Do', 'Doing', 'Done', and 'On Hold'. The 'To Do' list now contains two cards: 'Creating my first board with cards' and 'Download and install Trello Desktop!'. The 'Add card' button is visible at the bottom left of the board area.

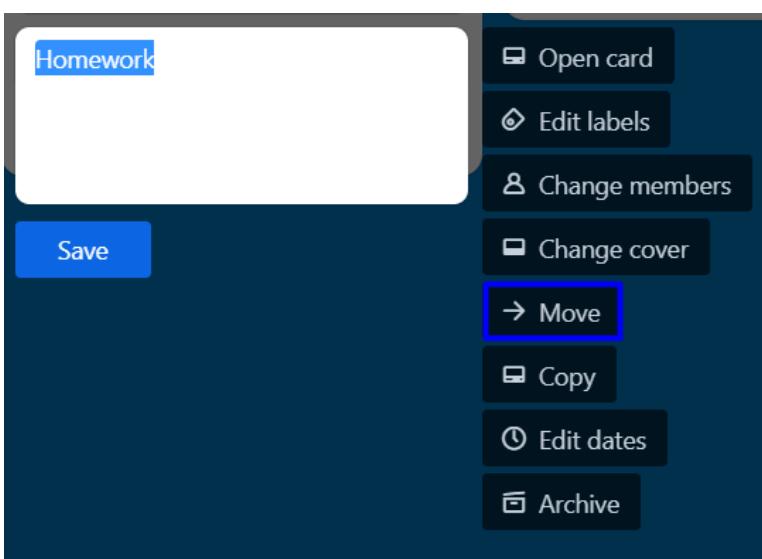
8. At this point, if you hit Enter or the blue button "Add card", you'll be given the opportunity to create another card, so let's do it. **Create another card and name it "Homework".**



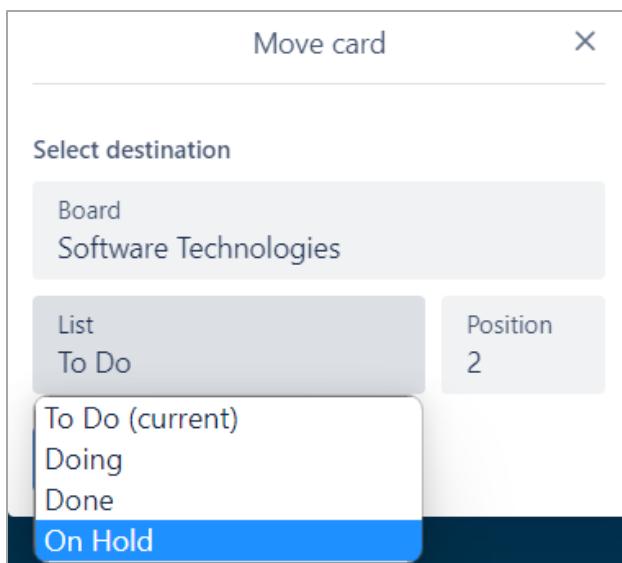
9. Now, **hover** over the "Homework" title and when a **small pencil appears, click on it.**



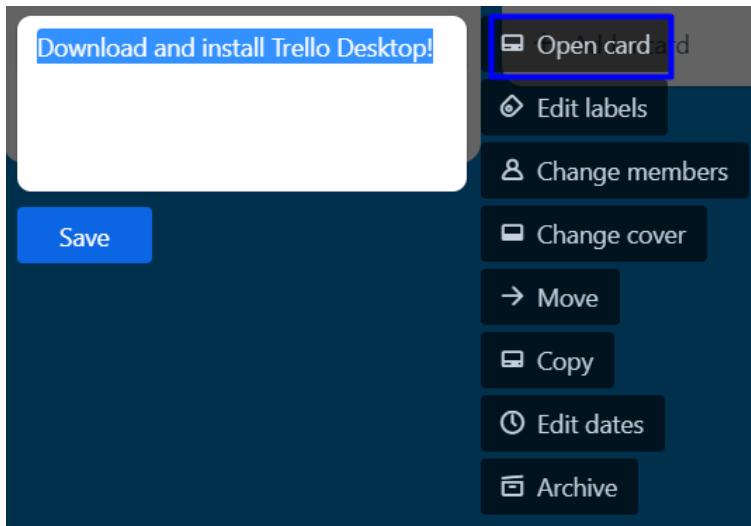
10. A menu with a few options will appear. **Choose "Move".**



11. And then move the card from the "To Do" to the "On Hold" list. 😊



12. So now you have one card in the "To Do" and one card in the "On Hold" list. Open the "**Download and install Trello Desktop!**" card. You can do that by clicking "Open card" through the menu or by clicking directly on the title (not the little pencil, directly on the title).



13. And this is your **card's details**. You can edit it whichever way you like. You can add members, labels, checklists, dates, attachments, etc. For now, we will just **add a comment** "I'll download Trello Desktop right about now!" in the comment section and then move the card to the "Doing" list.

A screenshot of the Trello card details view for the card "Download and install Trello Desktop!".

Card Details:

- Title:** Download and install Trello Desktop!
- List:** To Do
- Notifications:** Following
- Description:** Add a more detailed description...
- Activity:** I will download Trello Desktop, right about now! (comment by MD)
- Buttons:** Save, @, 😊, 📁

Add to card:

- Members
- Labels
- Checklist (checked)
- Dates
- Attachment
- Cover
- Custom Fields

Power-Ups: + Add Power-Ups

Automation: + Add button

Actions:

- Move (highlighted with a blue box)
- Copy
- Make template
- Archive
- Share

2. Trello Desktop

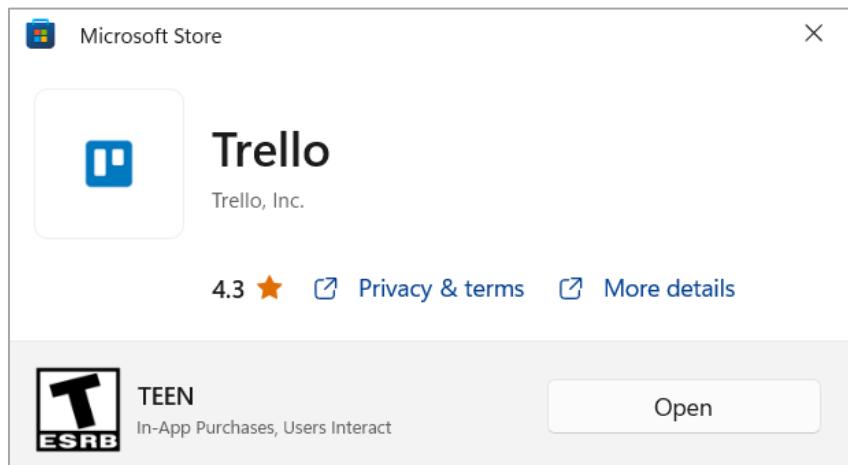
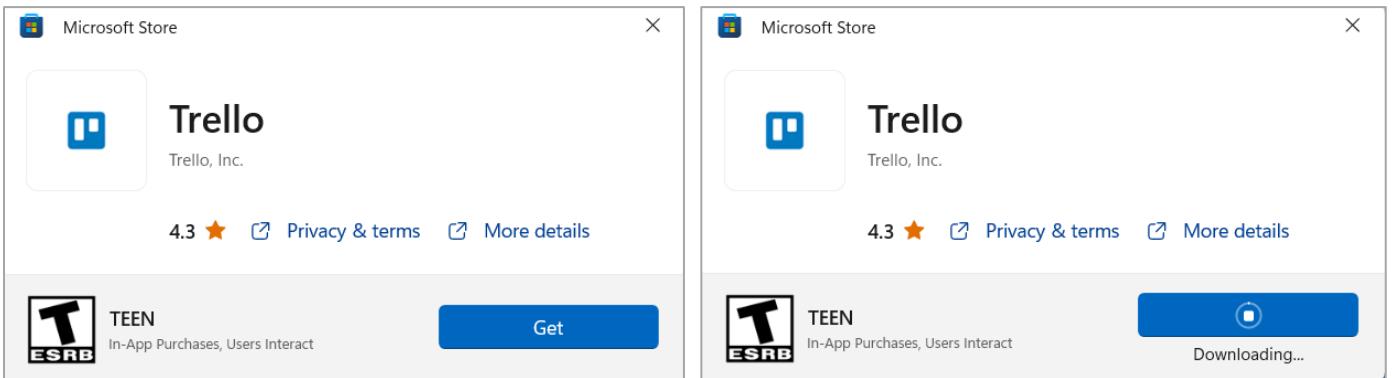
1. Navigate to <https://trello.com/platforms>. For the purpose of this tutorial, we are installing Trello on Windows, so click on the "Get it from Microsoft Button".

The screenshot shows the Trello homepage with the Atlassian logo and navigation menu (Features, Solutions, Plans, Pricing, Resources). A prominent banner says "Trello works seamlessly wherever you are." Below this, there are three sections: "Web" (Trello.com), "Mobile" (Download on the App Store), and "Desktop" (Download on the App Store, Get it from Microsoft). A note below states "Trello is supported in these modern browsers."

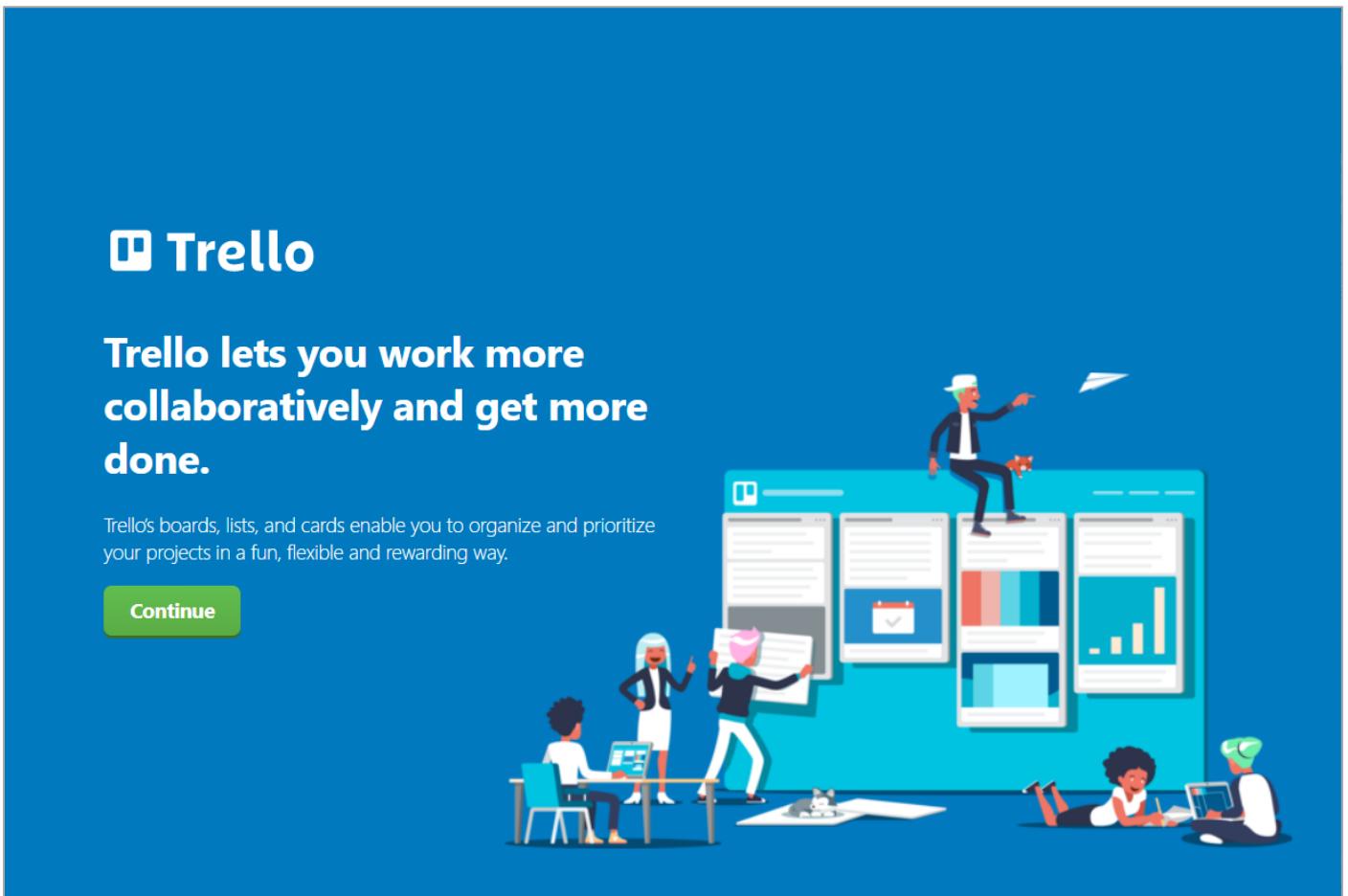
2. You'll be redirected to Trello's page on Microsoft store, so click "Get in Store app".

The screenshot shows the Trello app page on the Microsoft Store. It includes the Trello logo, a 5-star rating (595 reviews), and a "Business" category. A "Get in Store app" button is visible. The page features a large image showing the Trello desktop application interface with boards like "School Project" and "Healthy Living". To the right, there's a "Details" sidebar with information such as "Available in 1 language", "Published by Trello, Inc.", "Published 12/21/2016", and developer links. A "Native Notifications" section is also shown.

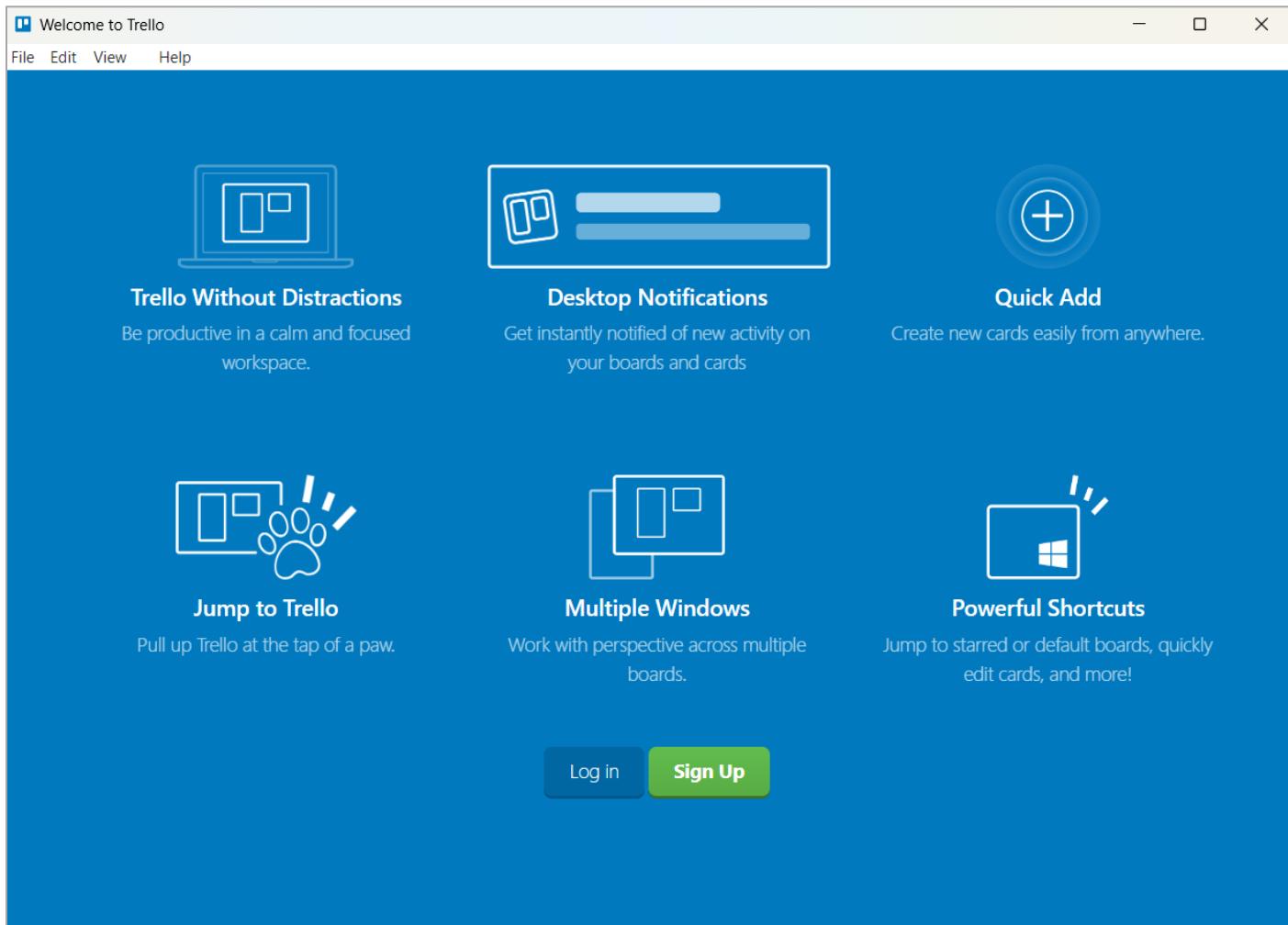
3. On the following pop-up window, click "Get" and when download completes → "Open".



4. This is how the first screen looks like. Hit "Continue".



5. Since you already have an account, created via Trello Web App "Log in" with your credentials.



The screenshot shows the 'Log in to Trello' page. It features a large input field for 'Enter email' with a blue border. Below it is a green 'Continue' button. To the right of the button is the text 'OR'. Below 'OR' are four social login options: 'Continue with Google' (Google icon), 'Continue with Microsoft' (Microsoft icon), 'Continue with Apple' (Apple icon), and 'Continue with Slack' (Slack icon). At the bottom of the page, there are links for 'Can't log in?' and 'Sign up for an account'.

6. As you can see, your project is here, as well as its board. Also, you may notice, that the **user interface is the same** as in the Web app.

The screenshot shows the Trello desktop application interface. On the left, there's a sidebar with options like 'Boards', 'Templates', 'Home', 'Workspaces', 'QA-Fundamentals' (which is selected), 'Boards', 'Highlights', 'Views', 'Members', and 'Settings'. In the center, there's a section titled 'Most popular templates' with four cards: 'Project Management', 'Kanban Template', 'Simple Project Board', and 'Remote Team Hub'. Below that is a section titled 'YOUR WORKSPACES' showing the 'QA-Fundamentals' workspace. This workspace has a card titled 'Software Technologies' and a button to 'Create new board'. At the bottom, there's a link to 'View all closed boards'.

The screenshot shows the 'Software Technologies' board within the 'QA-Fundamentals' workspace. The board has four columns: 'To Do', 'Doing', 'Done', and 'On Hold'. The 'Doing' column contains one card: 'Download and install Trello Desktop!' with a note and a comment. The 'Done' column contains one card: '+ Add a card'. The 'On Hold' column contains one card: 'Homework' with a note and a link. The sidebar on the left shows the 'Software Technologies' board is selected, along with other options like 'Boards', 'Members', 'Workspace settings', 'Table', 'Calendar', and 'Your boards'.

7. Now move the "Download and install Trello Desktop!" card from "Doing" to "Done". And then **sent it to Archive**. The option to "Delete" card appears, only after a card is archived. If a card is deleted, it cannot be restored, while if it's archived – it can. To unarchive a Trello card, head to the board that used to host the card and click on "Menu" on the top right side of the board. Next, click "More" and navigate to "Archived Items". There you will see every card you've archived on that board. To restore a card, simply click "Send to board".

Download and install Trello Desktop!

in list Done

Notifications
Following

Description
Add a more detailed description...

Activity
Show details

MD Write a comment...

MD 2 hours ago I will download Trello Desktop, right about now!
 • [Edit](#) • [Delete](#)

Add to card
 Members
 Labels
 Checklist
 Dates
 Attachment
 Cover
 Custom Fields

Power-Ups
+ Add Power-Ups

Automation
+ Add button

Actions
 Move
 Copy
 Make template
 Archive
 Share

Delete card?

All actions will be removed from the activity feed and you won't be able to re-open the card. There is no undo.

Delete

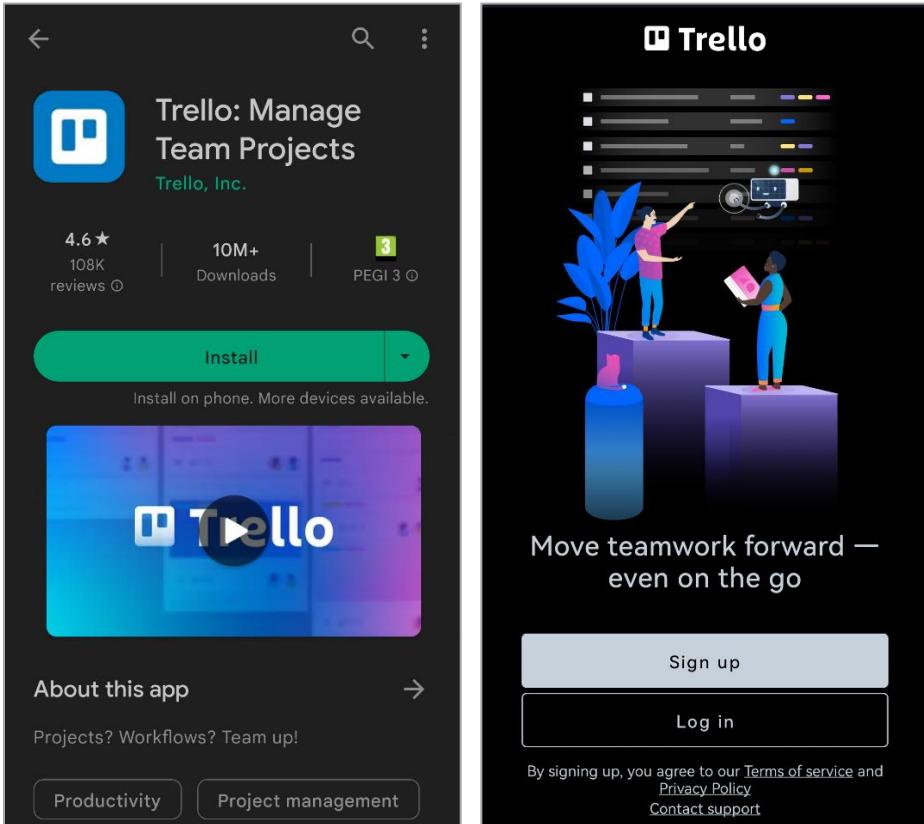
— Delete **Cancel**

8. Now create a new card in board "To Do", name it "**Download Trello Mobile**".

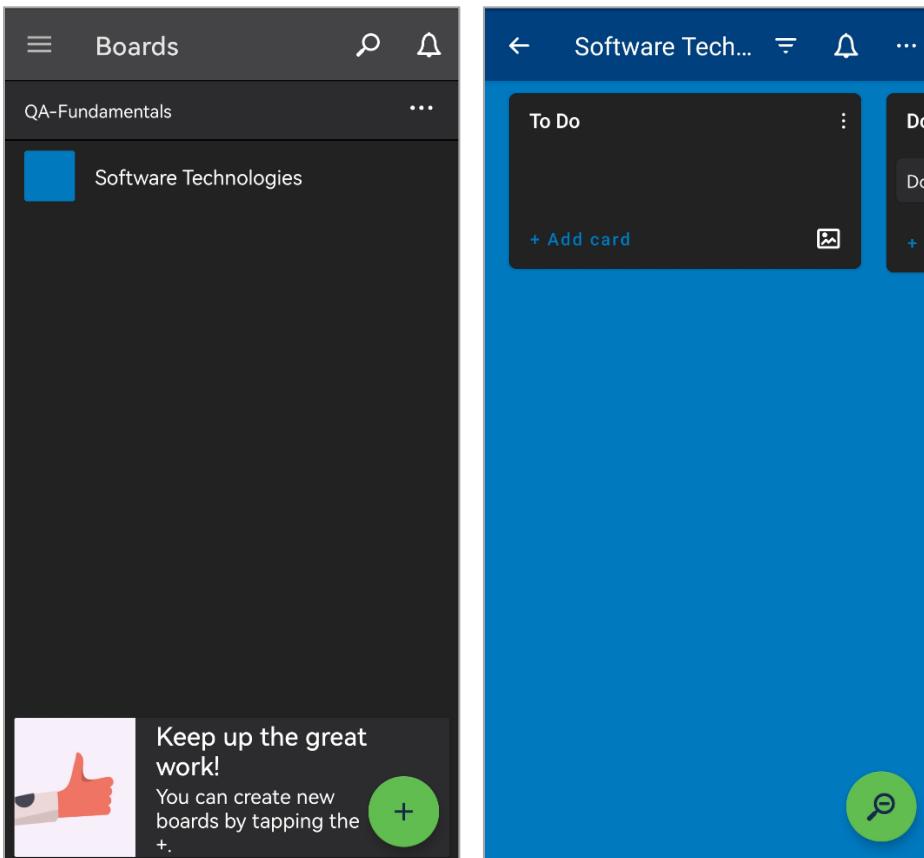
9. Move it to "**Doing**".

4. Trello Mobile

- For the purpose of this tutorial, we are installing Trello on Android, so **open Google Play**, search for "Trello", **install it**, and **log in with your existing account**.



- As you can see your project "QA-Fundamentals" with its board "Software Technologies" is present.



3. Navigate to the "Doing" list and move the "Download Trello Mobile" card in the "Done" list.

The first screenshot shows a card titled "Download Trello Mobile!" in the "Doing" list of the "Software Technologies" board. The second screenshot shows the "Move card" dialog with "Software Technologies" selected for the board, "Doing" selected for the list, and position 1 selected. The third screenshot shows the same dialog after the move, with "Done" selected for the list and position 1 selected.

4. Now in your "To Do" list **create a new card**, named "Create new board!", head back to the main page of your workspace, where we will create the new board. Click on the green "plus" button.

The left screenshot shows the "Add card..." dialog with a card titled "Create new board!". The right screenshot shows the main workspace interface with a prominent green "+" button at the bottom right, which is used to create new boards.

5. Let's **browse the templates** to see what board to create.

The first screenshot shows the 'Boards' screen with two boards listed: 'QA-Fundamentals' and 'Software Technologies'. Below the boards are buttons for 'Browse templates', 'Card', and 'Board'. A message encourages users to keep up great work and creates new boards by tapping '+'. The second screenshot shows the 'Start with a template' screen with a 'Basic Board' card (blue gradient) and a 'Project Management' card (purple gradient). Both cards are made by Trello and good for teams. The third screenshot shows another 'Start with a template' screen with a 'Remote Team Hub' card featuring a train image and a 'Company Overview' card featuring a cable car image. Both are community templates and good for teams.

6. As you can see there's number of possibilities, but for the purpose of this tutorial, we will **create a Kanban Board**.

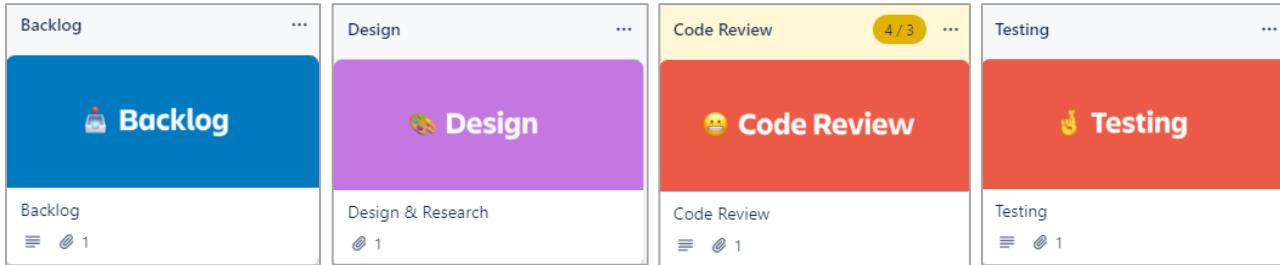
The first screenshot shows the 'Start with a template' screen with a 'Kanban Template' card (blue gradient). The second screenshot shows the 'Kanban Template' card with a 'Backlog' section containing a card labeled 'Backlog' with a due date of '1 day' and a note '[Example task]'. A 'Keep cards' toggle switch is turned on. The third screenshot shows the 'Create board from template' screen where the 'Board name' is set to 'First Kanban Board', the 'Workspace' is 'QA-Fundamentals', and the 'Visibility' is 'Private'. A 'Keep cards' toggle switch is also turned on. At the bottom is a large blue 'Create board' button.

7. So now that we've created our first Kanban board, we suggest you move back to Trello Web or Desktop App, because it is easier to observe more content on a desktop screen.

5. * Kanban Board

Trello's Kanban board is a powerful tool for managing projects and workflows, allowing teams to collaborate more effectively and stay on top of their work.

1. As you can see, except for the "To Do", "Doing" and "Done" lists, there are "Backlog", "Design", "Code Review", "Testing". As a QA engineer, it is likely to use Kanban boards on a daily basis. You can read more about what Kanban is [here](#).



2. You can continue to **explore** the capabilities of **Trello** by following this official [tutorial](#).