

Trello

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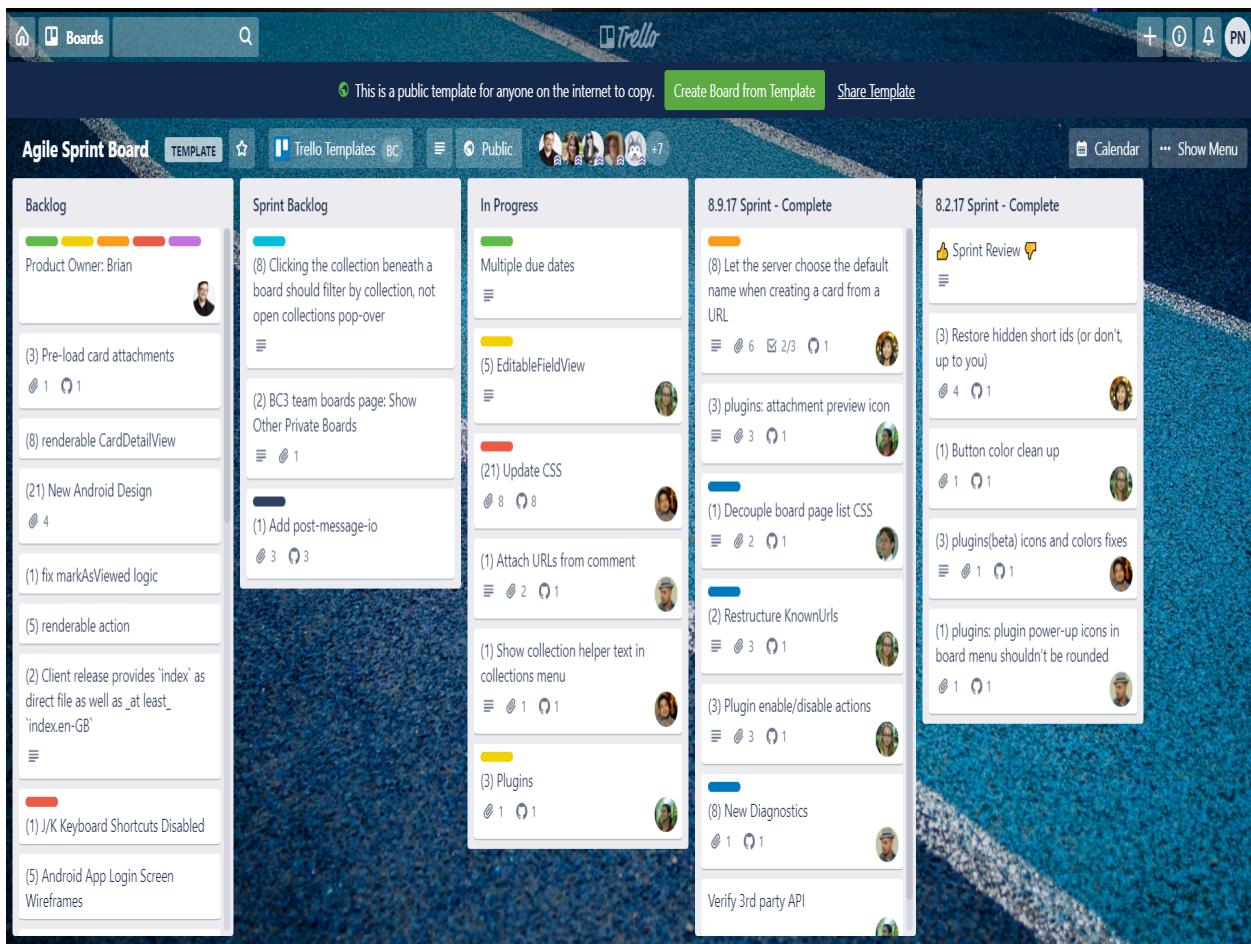
Chapter 1. Introduction to Trello

Trello is a helpful web based or application based tool that allows the users to organize teams, tasks, and objectives.

Trello is a web-based Kanban-style list making application. It was created by Fog Creek Software in 2011, and then later sold to Atlassian in January 2017, which is now based in New York City.

Users of Trello can create "Tasks board", with several columns and the users are allowed to move their tasks between the columns. Majority of the time columns are usually labeled, "To Do", "In Progress", and "Done". This tool can be used for either personal or business use (see Figure 1). The application is free to use, however Trello does offer more options under their paid services; which will allow you to add more people and do more with their application.

Figure 1. *Trello Example Board*



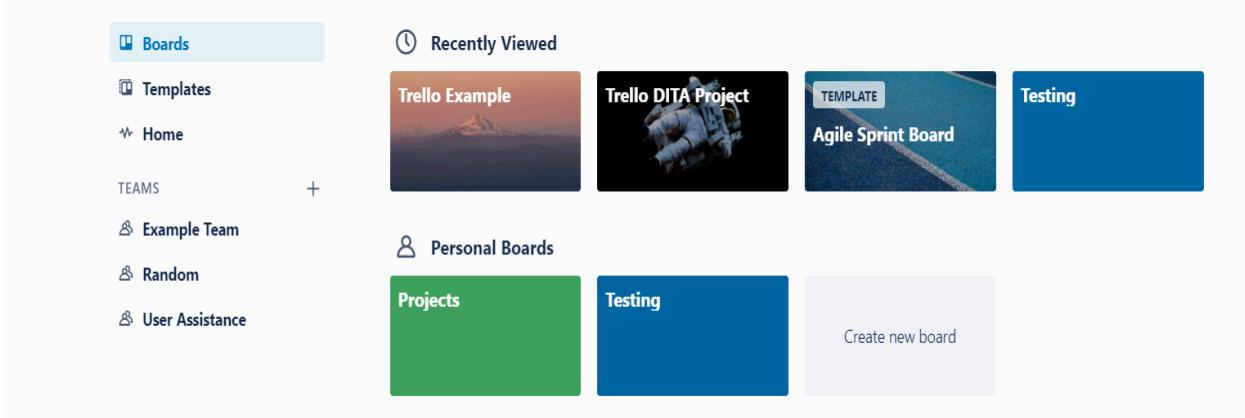
Typically Trello is used for, students organizing project teams, real estate management, software project management, lesson planning, and many more. With the addition of plentiful API including email-in capability, integration with enterprise systems, and cloud-based integration services, this makes project management easier to handle using this tool.

Chapter 2. Getting started

A brief overview of what you need to know in order to set up a Trello.

Creating an account with Trello will allow you to store multiple boards while also allowing you to have access to their integrated API systems. Once you have created an account with Trello you can link it with various other applications that make cloud storage or project sharing easier for everyone on your team.

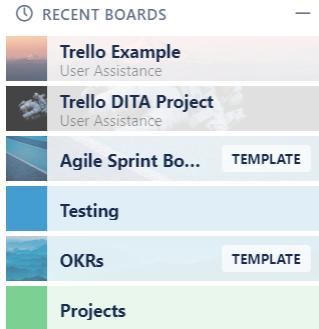
Figure 2. Getting Started



Creating a Team is an efficient way to gather people onto one board and have them structured in a way that they know what all the tasks that needs to be completed along with other tasks that need to be accomplished for the project. Teams are useful because you can add people based on their trello account which is linked to their emails for easy contact. Creating a team also allows you to make the team public or private. Teams can be used to add members to certain boards as needed, for example, if you are the project lead you can be apart of multiple boards, however if you are a person delegated to working on just UI, you will only have access to the board given to the UI team.

Using Boards are a good way to keep your projects organized and create a hierarchy of tasks and lists to keep the your team focused and on task. When using Trello you can have multiple boards for different projects. for example if you are a student and wish to keep track of all the progress you different groups have made in differenet classes, you can make multiple boards to handle all of your classes. Boards have multiple functions that will be touched on through-out the website.

Figure 3. Multiple Boards



While using Trello you will find many different ways to organize your projects, this page was just to give you a brief overview of what to expect and how to get started with the application.

Creating an account

Step by step directions on how to create a trello account.

1. Open a web browser of your choosing. In this example I will be using Google Chrome, however any browser will work just fine.
2. Next type into your search engine Trello and click on the website Trello.com.
3. Locate the sign up option, it should be in the top right corner of the screen, and click on it. After clicking on sign up you will be brought to another screen where you will need to input some information.
4. You will be given two choices, you can choose to enter an email of your choosing or continue by using Google. Either option is fine, for this example I will be creating an account completely from scratch and entering an e-mail. If you were to choose sign up using Google, this will connect a Google account of your choosing with Trello, which is needed for some but not necessary.
5. After clicking continue, you will now be asked to fill in the information, enter your full name and enter in a valid password. The password must contain at least 8 characters for it to be valid.
6. Click sign up and it will ask you to verify your account with the email you provided, once you do that you are done and you now have a Trello account.

Types of Trello Accounts

Be sure you sign up for the Trello account that is best for you.

Pricing

There are three different types of Trello accounts:

- Free (\$0 forever)
- Business Class (\$9.99 per user per month annually)
- Enterprise (\$20.83 per user per month for 20 users)

Standard Features

The table below shows the standard features associated with the different types of Trello accounts.

Free	Business Class	Enterprise
Unlimited personal boards	Unlimited personal boards	Unlimited personal boards
Unlimited cards	Unlimited cards	Unlimited cards
Unlimited lists	Unlimited lists	Unlimited lists
10MB per file attachment	250MB per file attachment	250MB per file attachment
-	Priority support	Priority support
-	Observers	Observers
-	Custom backgrounds and stickers	Custom backgrounds and stickers

For more information about the feature differences in Trello accounts, see <https://trello.com/en-US/pricing>.

Downloading desktop software

Downloading Desktop Trello app for Mac

How to download Trello on Mac

Materials for Mac & Hardware Requirements:

- Working Mac laptop/ desktop
- OS X 10.10.0 or later, 64-bit processor
- Apple store account

1. In order to download the Trello app on Mac you must first have an Apple account, if you do not set one up now (Figure 1).

Figure 4. *Apple Store Account*

Please sign in.

Your Apple ID is the email address you use to sign in to iTunes, the App Store, and iCloud.

Sign In

[Forgot your Apple ID or password?](#)

[Don't have an Apple ID? Create one now.](#)

2. Once you have an account you can search for Trello in the apple store or in a web browser or your choosing search for the Trello desktop app.
3. Find the version you need, if you are using Mac download Mac/Apple version, for these instructions we will be following Mac parameters (Figure 2).

Figure 5. *Version Selection*



Desktop



4. If you are downloading from a web browser you will be prompted to sign in to your apple account now, once you have signed into the apple store you can continue to download the application. If you are already within the apple store you will begin downloading now.
5. After it is finished downloading, the application will run, click continue, then either select login or signup. if you already have a Trello account go ahead and login.

6. Once you are finished you can now access Trello from the application instead of the web browser.

Download the Desktop app for Trello-PC instructions

A step-by-step set of instructions on how to download the desktop app for Trello on both PC and Mac computers.

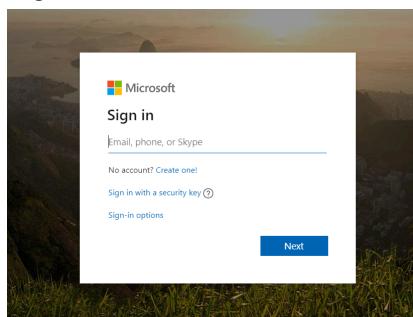
This page includes both step-by-step instructions to download the desktop application for Trello on PC and Mac computers.

Materials for PC & Hardware Requirements:

- Working Laptop/ desktop
- Windows OS 10 or higher
- Microsoft store account

1. Inorder to download the Trello desktop app for windows you must have a microsoft store account(Figure 1).

Figure 6. Microsoft Version



2. Once you have an account you can search for Trello or in a web browser of your choosing search for the Trello desktop app .

3. Find the version you need, if you are using PC download Windows/Pc version, for these instructions we will be following the windows parameters, once you have found the version you need click install(Figure 2).

Figure 7. Version Selection



Desktop



4. If you are downloading from within a web browser you will now be prompted to sign into the microsoft store, once you sign into the microsoft store you will now be able to start downloading the application. If you are already in the microsoft store it will begin downloading.
5. After it is finished downloading, the application will run, click continue, then either select login or signup. if you already have a Trello account go ahead and login. If you do not have a Trello account proceed to make one by signing up.
6. Once you have done that you are now ready to use Trello as an application and no longer have to use it in a web browser.

Creating a board

Create a board in Trello to start organizing the way you work.

Trello boards are how you organize your projects. Creating a new board allows you to start a new project and get to work organizing what needs to be done for it.

To create a board, perform the following actions:



1. In the top right corner, click

Create Board...

A board is made up of cards ordered on lists. Use it to manage projects, track information, or organize anything.

2. In the **Create** window, click

3. In the pop-up window, in the **Add board title** field, enter a name for your board.

4. If you would like to add your board to one of your teams, click the **No team** drop down box to select which team you would like your board to be part of. If you aren't part of any teams or don't want to share your board with a team, click **No team**.

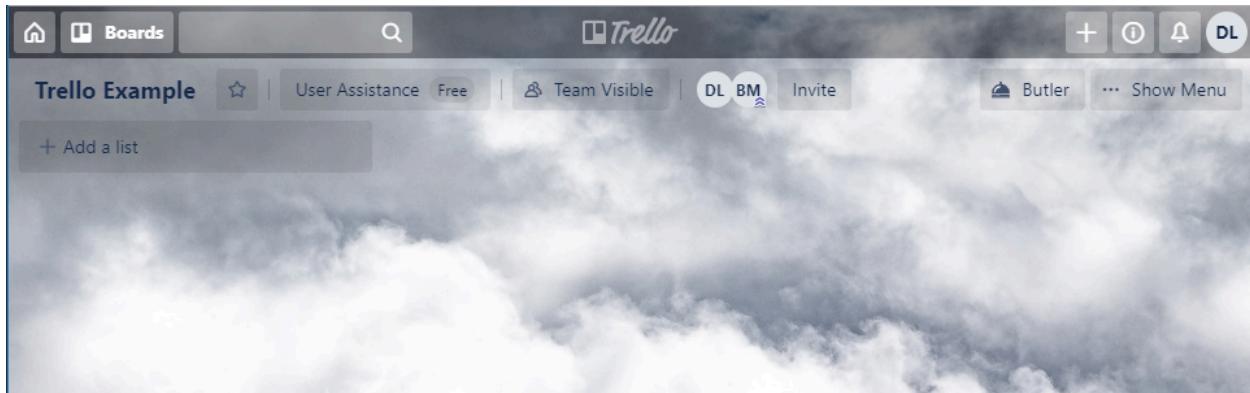
5. In the **Private** drop down box, select your privacy settings for the board.

6. On the right side of the pop up window, choose a background image for your board.

Note: This is purely for cosmetic purposes only and can be changed later.

7. If you would like to create your board using a template, click the **Private** button. This will show you the many templates to choose from in a variety of areas, including business, education, engineering, and others.

8. When you're done setting up your board, click the **Create Board** button to create your board.



Creating a team

How to create a generic team within Trello

1. Locate the plus sign in the top right corner of the webpage, click on it and three options will appear, in a small box. The options will say "create board", "create team" or "create business team". This set of instructions will be covering how to create a team, so click the "create team" option.
2. Once you have selected the option to "create team" option another overlayed window will appear. You will now choose the team's name, this can be the organization's name if you are working with one or the name of an internal team, a description for the team, the description can be used to describe what the team will do, and organize important information in that box as well, then you can click continue.
3. Once you click continue you can add people to the team using their email associated with their account, you can add as many emails into the box as you need. You can also add a message attached to the invitation for the team. If you do not feel the need to add people just yet you can click the option "I'll do this later" if you choose. If you choose to not to invite people to the team, after clicking "I'll do this later", you will be brought to another screen where you can edit the team's options and other things. You will be brought to the same screen if you were to invite people to the team in the previous screen as well.
4. After completing everything you have created a team.

Creating a business team

Create a business team in Trello Business Class to have more security, administrative controls, and unlimited Power-Ups.

 **Note:** Creating a business team required Trello Business Class, a premium version of Trello. This feature is not available for users of the free version of Trello.

To create a board, perform the following actions:

1. In the top right corner, click 

 Create Business Team...

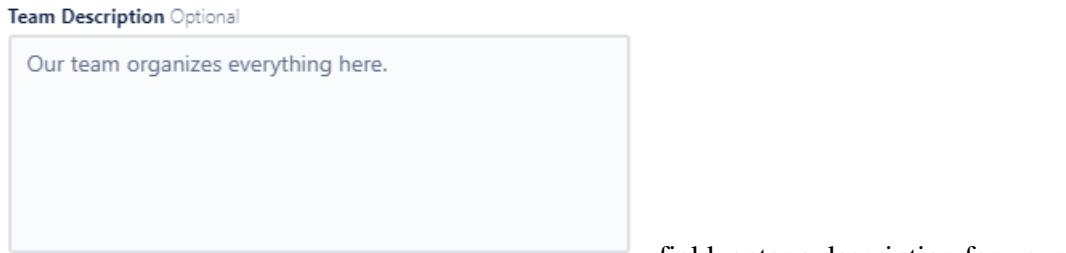
With Business Class your team has more security, administrative controls, and unlimited Power-Ups.

2. In the **Create** window, click

Team Name

Taco's Co.

3. In the **Let's Build a Team** window, in the field, enter a name for your team.



4. In the **Team Description** field, enter a description for your team.

Continue

5. Click the **Continue** button.

Team Members

e.g. calrissian@cloud.ci

6. In the **Invite Your Team** window, in the **Team Members** field, enter your teammates' emails.

Give this message a personal touch.

I'd like to invite you to join Trello Example on Trello. We use Trello to organize tasks, projects, due dates, and much more.

7. In the **Message** field, edit the existing message or type your own message.
8. When you're done setting up your board, click the **Invite to Team** button.

button to invite people to your team.

Inviting a member

Inviting members to your board allows multiple people to view and contribute to the same board.

To invite a member to your board, perform the following actions:

1. At the top, the second-top menu bar, click **Invite**. You will find this on the same line as the name of the board you are currently in..
2. Once you have clicked **Invite**, a window will appear called the **Invite To Board**, this is where you can decide how you want to invite the person.

- In the **Invite To Board** window, in the **Email address or name field**, enter the email or name of the person you wish to invite.
 - Press the Enter key or click the person's name.
 - Click **Send Invitation**.
- In the bottom right corner, click **Create Link**.
 - In the **Invite with Link** section, click **Copy**.
 - Distribute the link accordingly.

 **Note:** Anyone with this link can join the board as a member.

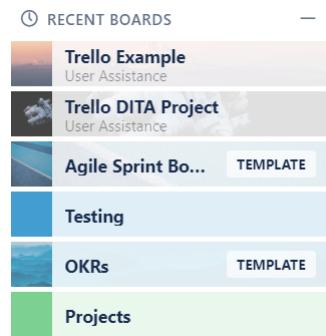
3.

Chapter 3. Using a board

An overview for how to use and edit boards

First boards in Trello's terms is just a list of lists that are populated with cards, to be used by you and your teams. Boards have many uses for project management, by creating a board you can assign a team to it, edit cards that can include tasks, files attachments, comments and much more. While having an account for Trello you can create or be added to multiple boards, and change inbetween them as you please(see figure 1).

Figure 8. Multiple Boards



Within in a board you can have multiple cards, that will orgainze and separate your tasks as you see fit. Having a well organized board will make completing tasks and keeping track of project progress very simple. The following figure is of a project board used for a software engineering company(see figure 2).

Figure 9. Agile Exmaple Board

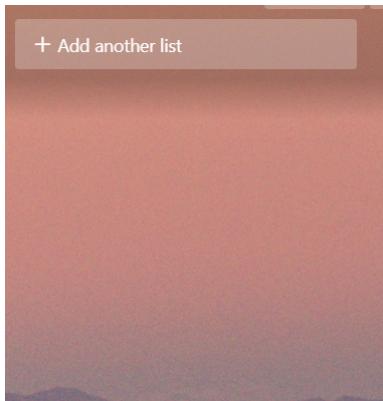
Adding a list

A list is a collection of cards that represent a specific topic.

Perform the following steps to add a list to your board:

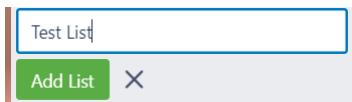
1. In the middle of the screen you have an option to add lists to your already created board. If you wish to add lists to your board, click the "add list" option on the screen. Adding a list can help keep track of smaller tasks that can help lead to completing a bigger task. see (Figure 1).

Figure 10. Adding Lists



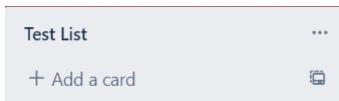
2. After clicking this option you will need to enter a title for the list you want to add. Once you have added the title click add (Figure 2). Naming the list with a consistent naming heirarchy will make it easier to track which sub-tasks have been completed.

Figure 11. Naming the list



3. You have now created a list within your board, and now you can add different cards, lists, and other things to it (Figure 3). Editng your list once it is created is very simple, just click the three dots on the top right and you can add items, check items off, or even cross items off the list as you see fit.

Figure 12. Newly created list



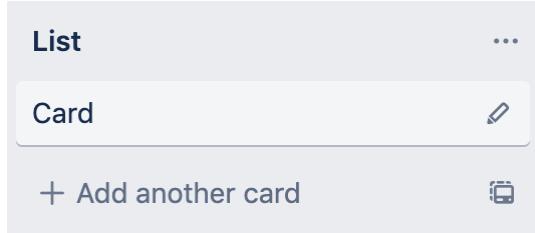
Adding a card

Cards are the most basic unit of a board. You can drag cards from list-to-list, add people to them, label them, attach files, create task checklists, etc.

Cards are the most basic unit of a board. You can drag cards from list-to-list, add people to them, label them, attach files, create task checklists, and more. Perform the following steps to add a card to a list:

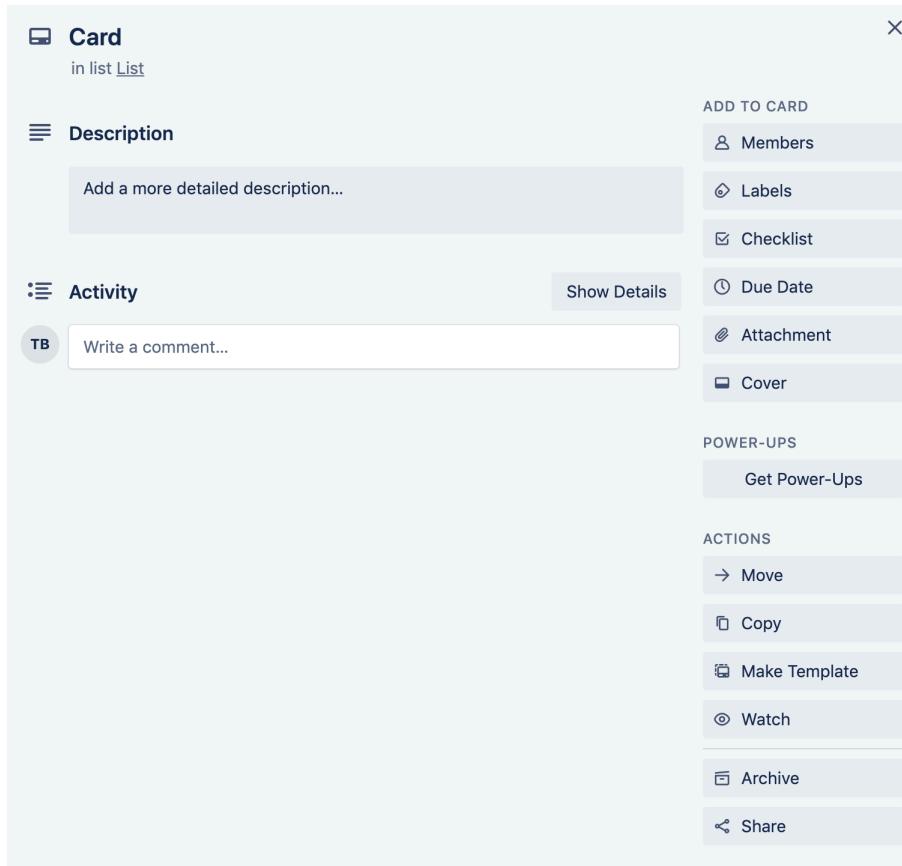
1. Navigate to the list that you would like to add a card to.
2. For new lists, select **+ Add a card**. For existing lists, select **+ Add another card**.
3. In the input field, enter a title for the card, and click **Add Card**.

Figure 13. An example of a card



4. Click on the card to customize it. Double click the card title to change the name of the card. Use the description field to add content to the card. Customize the card with any of the features listed under ADD TO CARD.

Figure 14. Example of a card once it has been opened



Assigning a label

Assigning labels to cards is a tool for organizing your lists and cards.

Assigning labels to cards attaches created labels to organize existing lists and cards.

To assign a label to one of your cards, perform the following actions:

1. Navigate to the main screen of your Trello board. This is the screen where you can see all of your cards.
2. Click anywhere on a card that you would like to label. A window with all of that card's details will appear.
3. In the **ADD TO CARD** section on the right side of the window, click **Labels**. The **Labels** window will appear.
4. In the **Labels** window, click the name of the label you would like to assign to your card. The label will be added to your card.

Labeling system

The labeling system is used to organize the cards on a board.

There are several color options included in the labeling system. These include:

- green
- yellow
- orange
- red
- purple
- blue
- aqua
- seafoam green
- pink
- navy blue
- no color

These may be used in a variety of organizational methods. A label may also have a title that can be displayed, but a nameless label is acceptable.

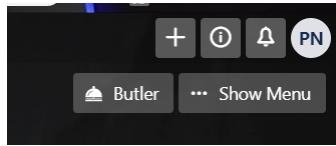
Changing the background

How to change the background for a already created board

Being able to change the background of your board can help with visual organization, changing the background to something related to what the board is about is beneficial to all those currently in the board.

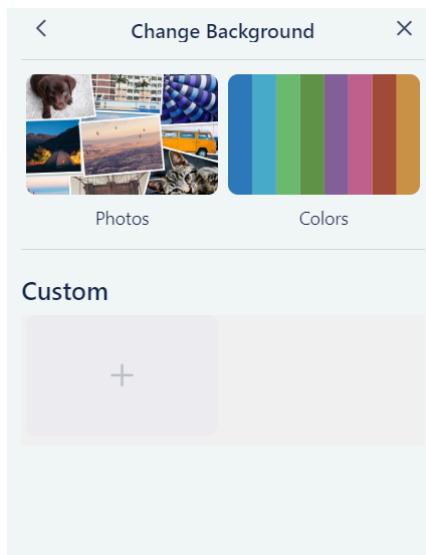
1. Right under your account button, you can find a show menu button, This will be found in the upper right hand corner of the screen. click it to open up another window for more options (Figure 1).

Figure 15. Show Menu



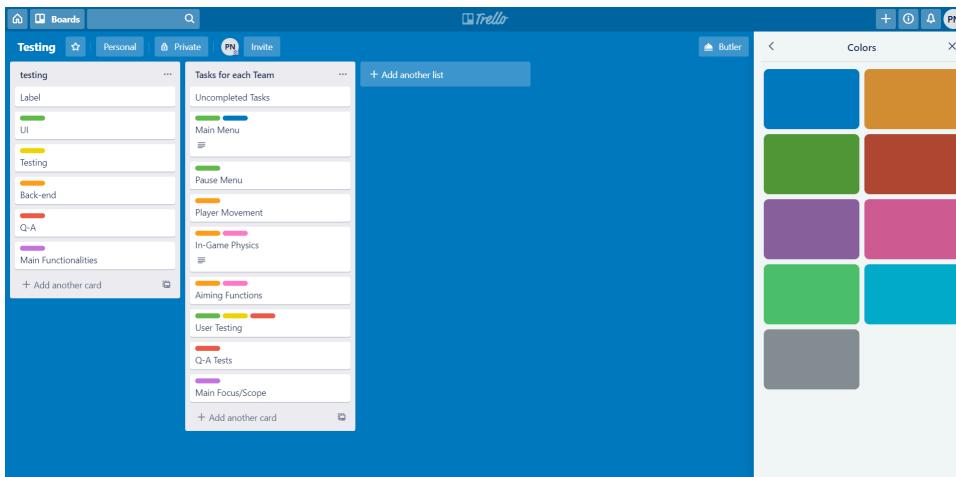
2. Once you have clicked it, this will bring up the menu window for the board you are in. Find the change background option within the menu's window. This should be the second option within this window.
3. After clicking that option you can select from a collection of photos trello has access for using unsplash images, unsplash images is a copyright free website that allows you to search for pictures that you can use without the worry of paying for the rights to use them. You can even select from a collection of solid colors or you can upload your own custom image from your computer if you wish (Figure 2).

Figure 16. *Picking Type of Image*



4. for example if you want to change the background of your board to a solid blue color. select the colors option, find the color blue and click it, after doing so you should see the update choice in the background of your board (Figure 3).

Figure 17. *Blue Background on Board*



- Now you are done you can change the background whenever you please.

Background Image Resources

A list of options for your board's background images.

Though Trello's selection of potential background images is wide and varied, it can be useful to insert your own custom background image. Here is a list of copyright-free, high-quality images for your board background.

- Stocksnap.io - With new photos added every week from around the world, you can't go wrong with StockSnap. Images are highly categorized and searchable to enhance the user's experience, and photos can be downloaded at the click of a button. The website also has a "trending" page, and their front page has an infinite scroll feature for your photo-searching needs.
- Freestocks.org - Categorized into seven categories - animals, city and architecture, fashion, food and drinks, nature, objects and technology, and people, it's easy to navigate FreeStocks. Users can also search the website through a more detailed tagging system for those looking for something specific. All photos are taken by a group of five photographers, so each image is unique.
- Polayoutu.com - Created and maintained by a community of China-based photographers, Polayoutu features photos that have been voted on and uploaded on a weekly basis. Though their search feature is limited, the photos are of such a high quality that you will be impressed by anything you find.
- Foodiesfeed.com - Food photographers from all around the world share their photos, creating a resource of awesome naturally looking food photos that are completely free to download. Boasting over 1,500 photos, Foodiesfeed also has a robust search feature.

Searching within boards

Trello's search function allows you to search within boards for cards and their content, terms, labels, members, and significant dates.

Trello's top navigation bar provides a search field where you can search for specific cards within boards. The search function allows you to search within boards for cards and their content, terms, labels, members, and significant dates. Here, most recently created cards will appear first.

1. Locate the navigation bar at the top of the page. This bar is fixed in this position no matter where you are in Trello.
2. On the left side of the navigation bar, click the search icon. This will either appear as a search icon or a search field, depending on the width of your screen.

Figure 18. Search icon



Figure 19. Search field



3. s

4. Type in the card content you want to search. Search for boards by name, or search within boards for cards and their content. Most recently created cards will appear first. Refine your search with the following operators:

name or @member	Returns cards assigned to a member.
board:id	Returns cards within a specific board.
label: or #label	Returns cards with labels. Search labels by name or color.
has:	Returns cards with whichever quality is specified. has:descriptions returns cards with descriptions. has:attachments , has:cover , has:member , and has:sticker work in the same way.
due:day	Returns cards due within the next 24 hours. due:week and due:month work in the same way.
due:overdue	Returns overdue cards.

name or @member	Returns cards assigned to a member.
due:number	Returns cards due within a specific day range.
due:complete or due:incomplete	Searches for due dates that are marked as complete or incomplete.
created:day	Returns cards created within the last 24 hours.
created:number	Returns cards created within a specific day range.
edited:day	Returns cards edited within the last 24 hours. edited:week and edited:month work in the same way.
edited:number	Returns cards edited within a specific day range.
description:, checklist:, comment:, and name:	Returns cards with card descriptions, checklists, comments, or names.
is:open	Returns open cards.
is:archived	Returns archived cards.
is:starred	Returns cards on starred boards only.

Adding a sticker

Use stickers to add an extra touch to your cards.

To add a sticker to a card, perform the following actions:

1. In the top right corner of your board, click **Show Menu**.
2. In the **Menu** panel, click **Stickers**.
3. Click and drag a sticker to a card to place it.
4. To remove a sticker, hover over the sticker and click **Remove**.

Printing and Exporting

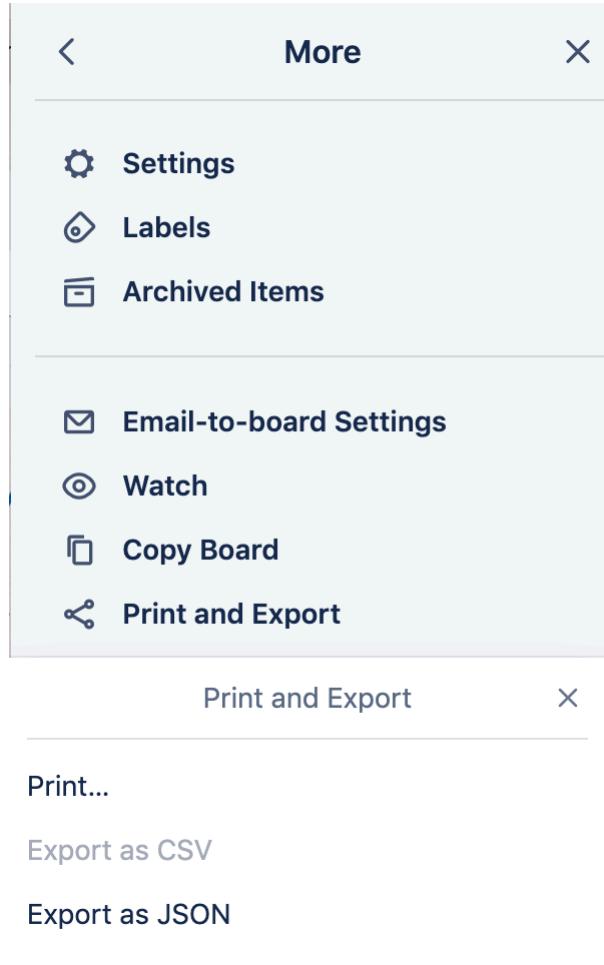
Trello's Print and Export feature is available to board creators and collaborators. To access this feature, navigate to **Board Menu > More > Print and Export**. The Export feature allows boards to be exported in JSON format, which uses text to store and exchange data. The Print feature produces a printable version of your board including all lists and cards.

Use the Print feature to develop a hard copy of the layout of your board. Use the Export feature to export the content of your board into other programs, or to backup your data for safety.

1. Navigate to the board that you would like to print or export.

2. On the top right of the board, click **Show Menu**
3. Select **More** from the list of options.
4. Click **Print and Export**. In the drop down menu, select **Print...** to print your board structure, or select **Export as JSON** to export your data.

Figure 20. Trello's Print and Export function from within Board Menu



Commenting on a card

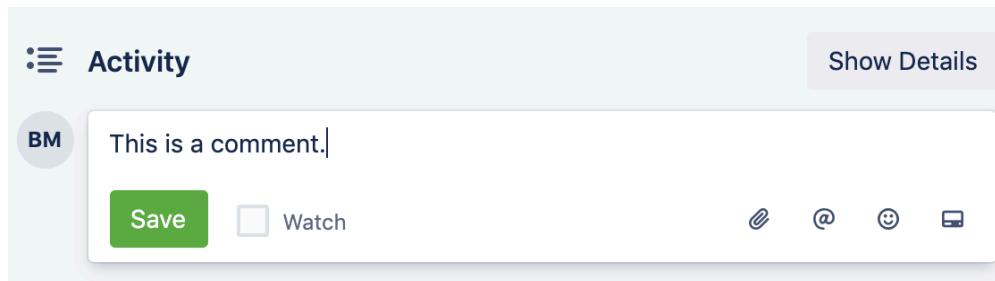
Leave comments on cards to communicate with other members of your board.

Leave comments on cards to communicate with other members of your board. This can be used to update the status of a project piece, discuss option possibilities between members, and more.

To comment on a card, perform the following actions:

1. Click on the card for which you would like to leave a comment.

2. In the **Activity** area, in the **Write a comment...** field, enter your



The screenshot shows the Trello Activity interface. At the top left is a 'Show Details' button. Below it is a list item starting with 'BM'. The main area contains a text input field with the placeholder 'Write a comment...' and the text 'This is a comment.' entered. To the right of the input field are several icons: a green 'Save' button, a 'Watch' checkbox (unchecked), and three small circular icons for 'Mention a member', 'Add emoji', and 'Add card'.

comment.

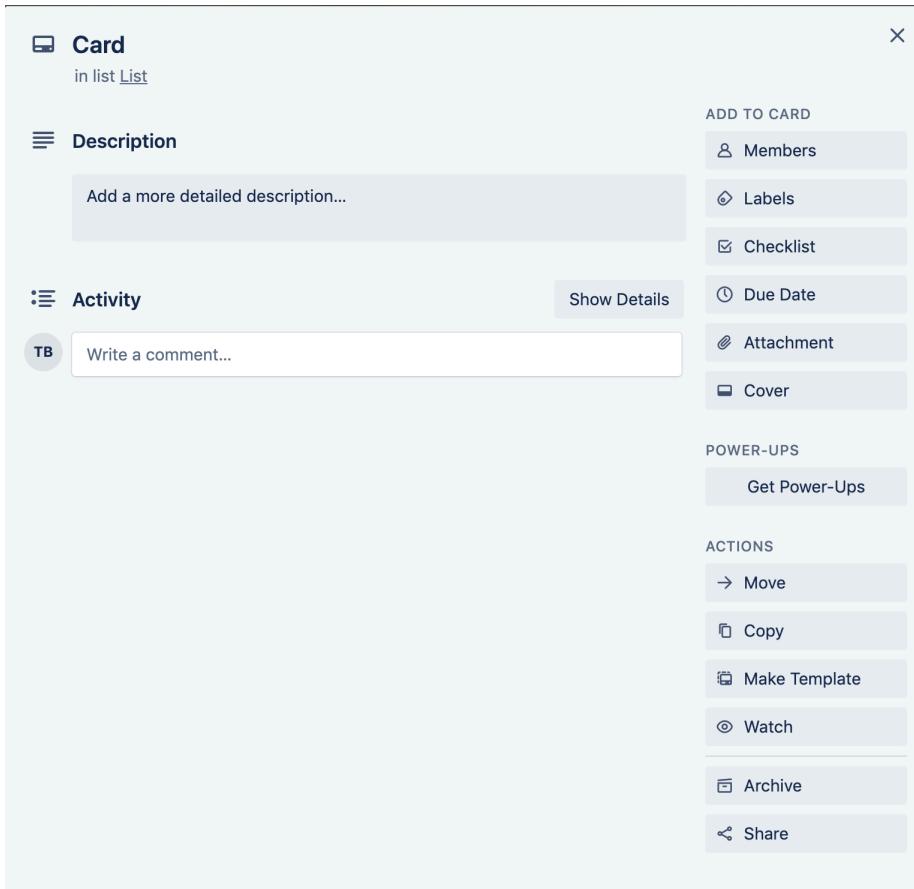
- a. To receive notifications when the card is updated, check the **Watch** checkbox.
 - b. To upload a file as part of your comment, click the **Add an attachment** icon.
 - c. To tag another member of the board, click the **Mention a member** icon.
 - d. To use emojis in your comment, click the **Add emoji** icon.
 - e. To insert a link to another card or Trello board, click the **Add card** icon.
3. Click **Save**. This will add the comment to the top of the activity list.

Chapter 4. Using a card

In Trello, cards are the fundamental unit of a board. Cards are used within lists to organize tasks and ideas.

Cards are the fundamental unit of a board. Cards are used within lists to organize tasks and ideas. To add a card to a list, click + **Add a card** if it is the first card on a list, or + **Add another card** if you are adding a card to an existing list. Click on an existing card to customize it. There are many ways to customize a card. You can drag cards across lists, add members to cards, label cards, attach files, create checklists, etc.

Figure 21. Result of clicking on a card



Markdown syntax for card descriptions

Markdown is a simple language used to format text. This can be used to modify your description text and more.

Syntax eligible for card descriptions, checklist items, and comments

- **Bold text** - Mark text in double asterisks, like **this**.
- **Italic text** - Mark text in single asterisks, like *this*. You can also use underscores to get the same result, for example: _this_.
- **Strikethrough text** - Cross out text by framing it with two tildes on each side, like ~~this~~.
- **Inline code** - Include inline code by wrapping it in a backtick (`) at the beginning and end of the code.
- **Links** - Create a functioning link by typing the link text in brackets with the URL in parentheses immediately afterward, like [this](http://www.trello.com).

The screenshot shows a Trello card with the title "Description" and an "Edit" button. The card content includes:

- This text is **bold**
- This text is *italic*
- This text is ~~crossed out~~
- This text is `code`
- This is a [link](#)

Syntax eligible for only card descriptions and comments

- **Horizontal line** - A horizontal line spanning the entire description or comment may be added by creating a line with at least three hyphens.
- **Code block** - Include a block of code by wrapping it in three backticks (```) at the beginning and end of the block. The triple backticks have to be on a separate line. Ensure you have an empty line before and after the code block.
- **Indent text / Block quotes** - Indent text by including a ">" in front of each line of text that you would like to indent or quote.
- **Bullet and numbered lists** - Preface a series of lines with hyphens or numbers to create a list. Lists will only be formatted if you leave a blank line before the list, therefore beginning a new paragraph. You can add a space before the bullet mark to create nested bullets.
- **Headers** - Headers can be marked in several different ways. Text in #Single Hashes# will be interpreted like an <h1> HTML tag, or a larger header. Text in ##Double Hashes## will be interpreted like an <h2> HTML tag, or a smaller header.

The screenshot shows a Trello card's description section. At the top, there are three tabs: a menu icon, "Description" (which is selected and highlighted in blue), and "Edit". Below the tabs, the card's content is displayed in a light gray box:

- A paragraph of text: "This is formatted as a paragraph of code."
- A block of text enclosed in a vertical border, representing a quote: "This text shows up as a quote."
- An unordered list: "This is an unordered list:
 - List item 1.
 - List item 2.
- An ordered list: "This is an ordered list:
 1. List item.
 2. List item.

Syntax eligible for only card descriptions

- **Embedded images** - Embed an image by putting the link text in brackets and the image URL or path in parentheses, following an exclamation mark, like: `![Alt text](/path/to/img.jpg)`.
- **Escaping Markdown** - To use the markdown syntax literally, you can escape the formatting using a backslash '\' before the symbols, like: `*literal asterisks*`.

Adding a label

Trello labels can be used for sorting cards into categories and tracking which of those categories your team is spending time working on.

Sorting cards into categories and tracking which of those categories your team is spending time working on can be done efficiently using labels.

To create a new label, perform the following actions:

1. Navigate to the main screen of your Trello board. This is the screen where you can see all of your cards.
2. Click anywhere on a card that you would like to label. A window with all of that card's details will appear.

3. In the **ADD TO CARD** section on the right side of the window, click **Labels**. The **Labels** window will appear.
4. In the **Labels** window, click **Create A New Label**. The **Create Label** window will appear.
5. In the **Create Label** window, in the **Name** field, enter a name for your label.
6. Choose a color for your label.
7. Click **Create**.

Creating a checklist

Steps to create a checklist

1. Within your board in order to create a checklist you need to either create a card or using a pre-existing card. go ahead and either create a new card or choose a pre-existing card to add a checklist to now.
2. Once you have done ther you can select the card you wish to add the checklist to.
3. After selecting the card you will see some options on the right side of the card under the "add to card" subheading, go and locate "add checklist".
4. Click on add checklist, now you can name the checklist and even copy items from other places within your board, if you choose to not add anything then you can click add.
5. Now you should see your checklist under the card you selected, you can there add new items that need to be completed using the add an item button.
6. Add as many items as you need for your checklist, and as you complete them you can check them off as you do.
7. You have now created a checklist.

Adding a due date

Add due dates to your cards to ensure the tasks they represent get completed on time.

To add a due date to a card, perform the following actions:

1. Click on the card to which you would like to add a due date.
2. In the **ADD TO CARD** area, click **Due Date**.
3. In the **Change Due Date** panel, enter the date and time of the due date.
4. In the **Set Reminder** dropdown, select when you would like to be reminded of the card's due date.
5. Click **Save**.

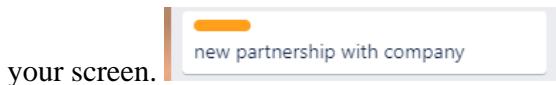
Adding an attachment

Add attachments to your cards to provide additional information or to keep information from different sources together in one place.

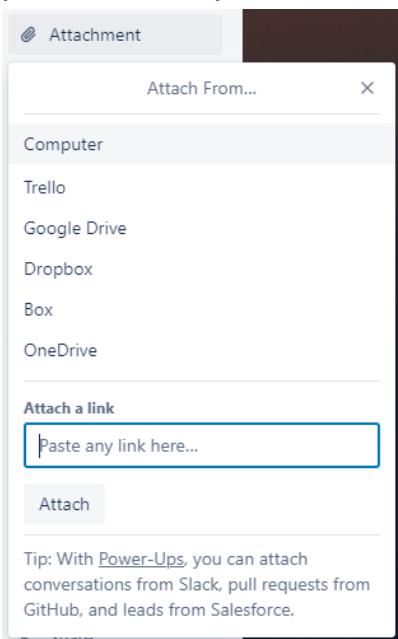
Add attachments to your cards to provide additional information to the board members or to keep information from different sources together in one place. Attachments can be pulled from a variety of sources, including your computer, Trello, Google Drive, Dropbox, and OneDrive.

To add an attachment to a card, perform the following actions:

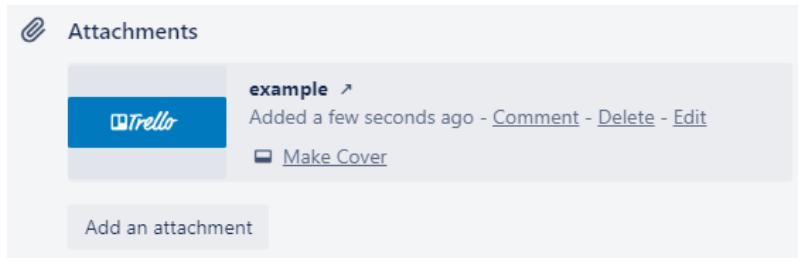
1. Click the card to which you would like to add an attachment. The card will open in full size on



2. In the **ADD TO CARD** area, click **Attachment**. This will open a smaller panel below where you clicked with your attachment options.



3. In the **Attach From...** panel, select the source of the attachment you wish to add. A new window will pop up, its layout depending on what option you select. Locate your file and attach it.
4. Click **Attach**. Your attachment will now show in the card, underneath the card's description and above the card's activity. An attachment icon will also show on the smaller preview of the card.



Adding a power-up

Use power-ups to make the board more efficient and effective.

To add a power-up to a card, perform the following actions:

1. Select a card you wish to add a power-up to.
2. In the right panel of the card, click **Get Power-Ups**.
3. A new window will open with a variety of power-up options. Click **Add** on the power-up you wish to add.
4. The **Add** button will change into a **Settings** button to signal that you have successfully added your power-up. Click the **X** button on the top-right of the window to return to your card.

Power-ups

Power-ups are optional integrated tools used to make the board more efficient and effective.

Power-ups can be found through the menu on the right side of the webspace. Trello has a myriad of power-ups across several categories:

- Analytics & Reporting
- Automation
- Board Utilities
- Communication & Collaboration
- Developer Tools
- File Management
- HR & Operations
- IT & Project Management
- Marketing & Social Media
- Product & Design
- Sales & Support

Some example power-ups are:

- Approvals for Trello
- Google Drive
- Connect GitHub + Trello with Unito
- Daily Updates
- Dropbox
- Google Drive

Chapter 5. Methods of organization

Trello is an extremely versatile tool that supports infinite methods of organization. Following a specific organizational ideology can help you make better use of your Trello boards.

With Trello, you are given the freedom to name, label, and arrange your cards and lists however you like. This level of flexibility built right into Trello software means Trello can be used to organize any project imaginable. With such a wide array of project types Trello supports comes different methods of organization. Some organizational strategies might fit some projects better than others, but Trello supports them all because of the significant impacts good organization can have on your project's success. A project-appropriate method of organization is beneficial because it allows both individuals and teams to work more efficiently, find information faster, and collaborate better.

Kanban method

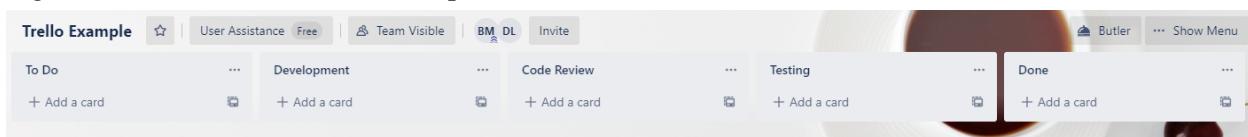
The Kanban productivity method boosts quality and efficiency while improving the work process. Trello is a well-suited tool for the Kanban method.

The Kanban method, famously used by Toyota in the 1960s, is a Japanese methodology that boosts quality and productivity while improving the work process. It has moved from car factories to a myriad of business types as a productivity solution, from retail to technology firms. Trello is a well-suited tool for the Kanban method.

In its simplest form, the Kanban method follows a workflow highlighted by three categories: "To Do," "Doing," and "Done." Using this methodology through Trello enables everyone to see the flow of work, reduces the chance of too much work being in process, keeps the team consistent, and promotes trust.

The Kanban method can be represented by many different development processes, but an example might be "To Do," "Development," "Code Review," "Testing," and "Done."

Figure 22. Kanban Workflow Example



Each list corresponds to a process point, and each card represents a task in the workflow. As the task is completed, it will move from left to right through the board. Labels can be used to assign each task with a priority level.

The Kanban methodology applies well with Trello because of its ability to create positive change without reorganizing your current workflow. Experiment with the Kanban method on your Trello to see how your efficiency and quality of work improves!

Social media method

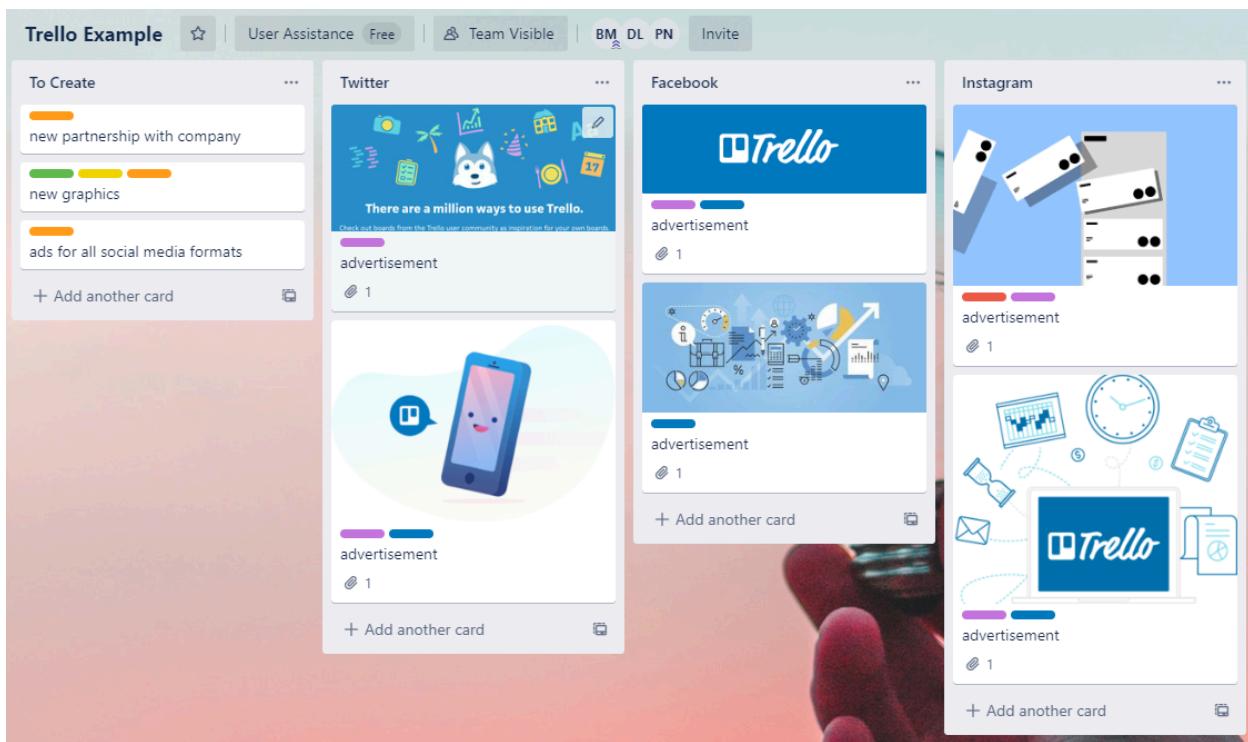
The social media method can boost your business's social media quality while improving the work process. Trello is a well-suited tool for the social media method.

Trello can be used to organize more than just the logistics of your business - it can be used to organize its advertisement, too. This will help you keep track of which posts have been uploaded on what platforms and ensure that your timing of posts is at the right pace. Trello is a well-suited tool for the social media method.

In its simplest form, the social media method can be represented by the platforms your business uses and the posts that need to be added to each. This ensures that no single platform is getting too much attention and that your posts are consistent across the platforms. Using this methodology through Trello also enables everyone to see the flow of posts, reduces the chance of double-posting, and keeps the team cohesive.

The social media method can be represented by many different lists, but an example might be "To Create," "Twitter," "Facebook," and "Instagram."

Figure 23. Social Media Example



Each list corresponds to a key topic, and each card represents a post or task. Once the post is uploaded, the card can be archived. Labels can be used to assign each post with a priority level.

The social media methodology applies well with Trello because of its ability to create consistent platform experiences for followers. Experiment with the social media method on your Trello to see how your efficiency and quality of work improves!

Time method

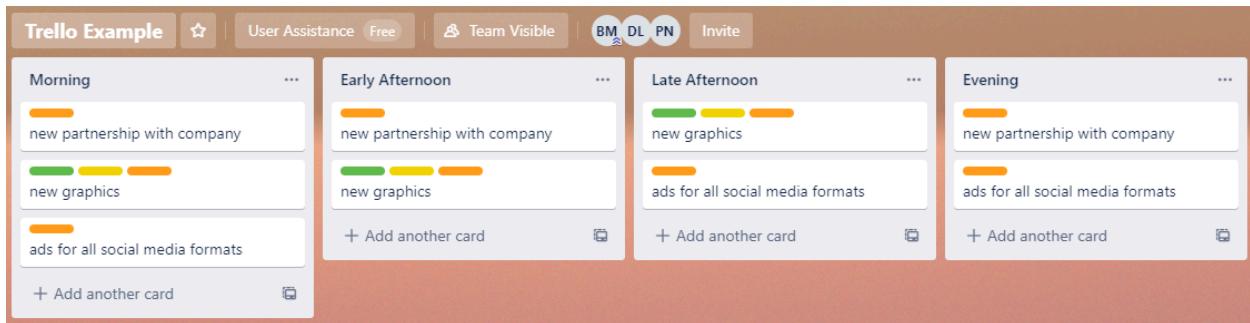
The time method boosts efficiency while improving the work process and lessening stress. Trello is a well-suited tool for the time method.

The time methodology boosts productivity while improving the work process and lessening the stress it creates. Trello is a well-suited tool for the Kanban method.

In its simplest form, the time method is done by organizing your tasks into categories that mark the time it takes to complete them. An example might be "Less than 10 Minutes," "Less than 30 Minutes," "Less than 1 Hours," and "An Hour or More." Using this methodology through Trello enables everyone to see the time it will take to complete a task, therefore reducing the chance of too much work being in progress and helping to ensure that the quick tasks are completed.

The time method can be represented by many different processes, but another example might be "Morning," "Early Afternoon," "Late Afternoon," "Evening," and "Night."

Figure 24. Time Method Example



Each list corresponds to a process point, and each card represents a task in the workflow. As the task is completed, it will move from left to right through the board. Labels can be used to assign each task with a priority level.

The Kanban methodology applies well with Trello because of its ability to create positive change without reorganizing your current workflow. Experiment with the Kanban method on your Trello to see how your efficiency and quality of work improves!

Board Inspiration

A list of resources to spark ideas about your Trello's organization.

It can be both a blessing and a curse that Trello can be used in so many different ways. Users can be overwhelmed by their options, and this list has been created to help direct them. This is a list of resources to spark ideas about your Trello's organization.

- <https://trello.com/templates> - This is the main hub of inspiration for Trello. Hand-crafted by Trello experts, each board in their repository has been vetted for excellence in ideas and craftsmanship. The options are separated into a myriad of categories, making it easy to navigate.
- <https://zapier.com/blog/how-to-use-trello/#:~:targetText=Trello%20is%20a%20terrific%20tool, isn't%20just%20for%20work.&targetText=In%20fact%20Trello%20is%20for,with%20a%20group%20of%20people.> - This webpage provides twenty ideas on how to use Trello. From using the Time Method to the Social Media Method to recipe boards, this list covers plenty of options.
- <https://blog.trello.com/best-trello-ideas-for-achieving-goals-in-2018> - This page, created by the experts at Trello, is focused on setting achieving goals. Their options range from personal goal tracking to weekly goal reviews.
- <https://medium.com/@maybevaibhav/best-35-trello-boards-for-you-to-see-and-get-inspired-6bf28b565616> - Medium has picked thirty-five potential ways to organize your Trello board. Their options include boards to keep up with friends, starting a business, and product management.

Chapter 6. Glossary

Attachment

An attachment is any content added to a card from a source outside of said card. A user can attach files from their computer, Trello, Google Drive, DropBox, Box, OneDrive, or attach a link by pasting it into attachments. Add attachments to your cards to provide additional information or to keep information from different sources together in one place.

Board

A board is a place to plan projects and organize tasks by using lists and cards.

Card

A card is the fundamental unit of a board. Cards are used within lists to organize tasks and ideas.

Checklist

A checklist is a feature provided within a card to allow users to keep track of how much of a task has been completed. Checklist progress is displayed at the bottom of a card, and the icon will turn green once the checklist is completed.

Kanban

The Kanban method is a productivity method that boosts quality and efficiency of work while improving the work process. The Kanban method follows a workflow highlighted by three categories: "To Do," "Doing," and "Done."

List

A list is a collection of cards that represent a specific topic. Lists keep cards organized through the progression of a project.

Member

A member is a person who is collaborating on a board as part of a team. You can view the board activity of any team member.

Power-Up

Power-ups are a range of optional integrated tools and features used to make a board more efficient and effective.

Chapter 7. Resources

Like what you've seen and want to learn more? Having trouble with something and are looking for some help? You've come to the right place.

The following list contains links to outside resources that might prove useful in your search for more knowledge:

- [Trello Resource Board](#)
- [How to Trello: Getting Started Resources](#)
- [Trello Learning Resource](#)
- [How To Become A Project Management Master With Trello](#)
- [Trello Common Questions](#)
- [Trello Blog](#)
- [Trello Help](#)