

# **Trello Guide**

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# Project plans with Trello

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**To-do lists**

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**Agile boards**

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**Brainstorming**

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**Voting**

**Writing drafts**

# **Starting a Trello board**

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**Creating an user account**

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**Creating a personal organization**

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**Creating a business organization**

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**Creating a board**

**Inviting participants**

## **Collaborating on the board**

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**Creating lists on the board**

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**Creating cards on the board**

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**Assigning members to cards**

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**Setting due dates**

---

**Setting labels**

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**Prioritizing by voting on cards**

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## Monitoring Trello boards

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Checking activity history

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Subscribing

---

Creating a calendar

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## **Adding content to cards**

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**Card title**

---

**Card description**

---

**Card checklists**

---

**Card attachments**

---

**Card comments**

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**Mentions on cards**

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## **Exporting content from Trello**

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**Sharing board contents**

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**Printing board contents**

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**Exporting board contents**

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## Changing items

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Moving items

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Copying items

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Archiving items

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Deleting cards

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Closing boards

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## Examples of boards

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## Shortcuts and tips

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