

## **Collaborating online in Trello**

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## **Planning your projects with Trello**

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**Keeping to-do lists**

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**Agile boards**

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**Brainstorming**

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**Voting**

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**Writing drafts**

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## **Starting a Trello board**

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**Creating an user account**

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## **Collaborating on the board**

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**Creating cards on the board**

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**Setting due dates**

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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

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Creating a calendar

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## Adding content to cards

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**Title**

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**Description**

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**Checklists**

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**Attachments**

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**Comments**

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**Mentions**

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## Exporting content from Trello

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Sharing

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Printing

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Exporting

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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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