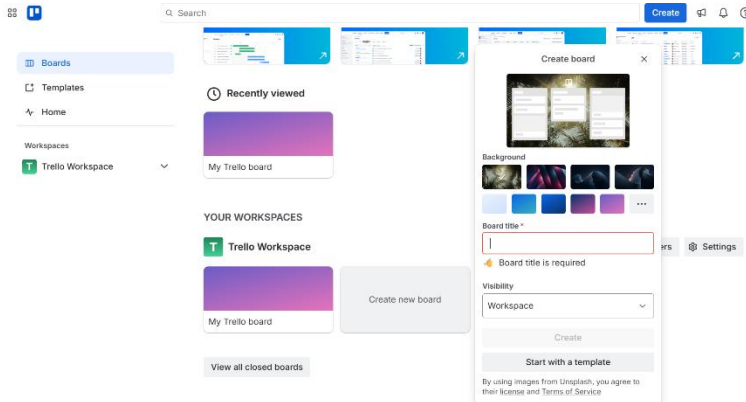


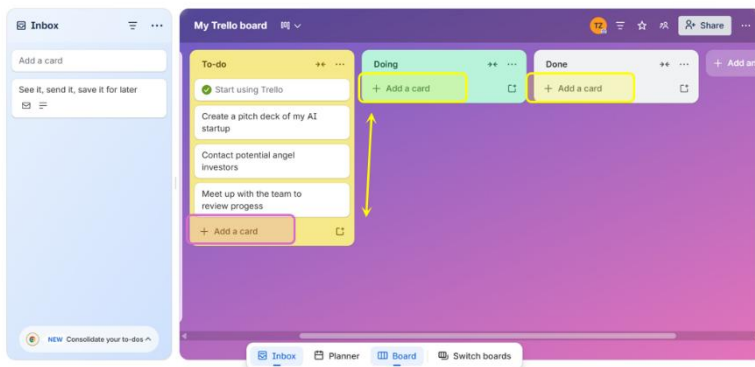
TRELLO: Practical Guide for Beginners

Trello is one of most flexible and easy-to-use project management systems built around the use of boards, lists, and cards. It helps you organize your work visually, track progress, and collaborate with your team... all in one place. Think of it like a digital bulletin board with sticky notes!



Let's start off with the TRELLO home screen: here, you can create your **boards** by clicking on “**Create new board**”

- ➔ The very first thing you need to do is **name the board**
- ➔ You can also **decide** who has **access** to your board under “**Visibility**”



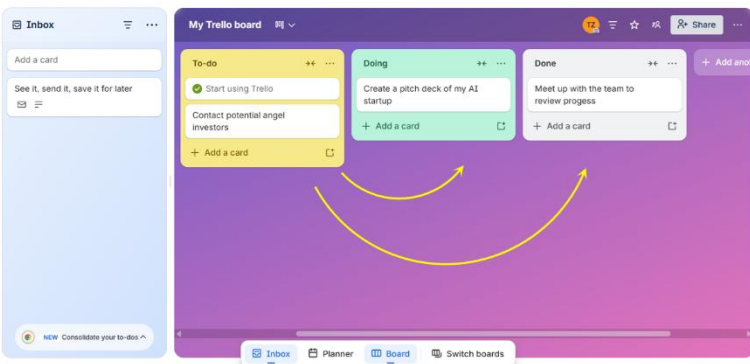
Next, add **lists** to your board: create columns like “Ideas”, “To Do,” “In Progress,” etc. by clicking on “**Add a (another) list**”

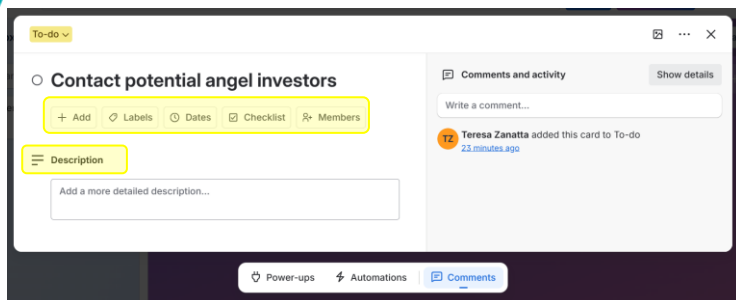
Then, add **tasks** under each list! You can do that by simply clicking on “**Add a card**”

Many things in TRELLO are **drag-and-drop**:

- ➔ You can **re-order cards within a list** by dragging them up and down
- ➔ You can **move cards into different lists**

In most cases, your goal is to bring a card to the left-hand side of your board all the way to the right.





If you click **on** a card, you open up to a LOT more details! You can now **customize** your cards by:

- ➔ Adding a **description**
- ➔ **Setting a due date**
- ➔ **Labeling** (e.g., by urgency)
- ➔ Adding a **checklist**
- ➔ **Attaching files**

Pro tip: there is a “**Search cards**” feature that allows you to sort through all your tasks!