Intro to Trello

Resources

- Getting Started with Trello https://trello.com/guide/getting-started.html
- Board Basics https://trello.com/guide/board-basics.html
- Collaborate https://trello.com/guide/collaborate.html
- Formatting Text http://help.trello.com/article/821-using-markdown-in-trello

The Basics

A new Trello board is like a clean slate, ready to organize any of your life's projects:
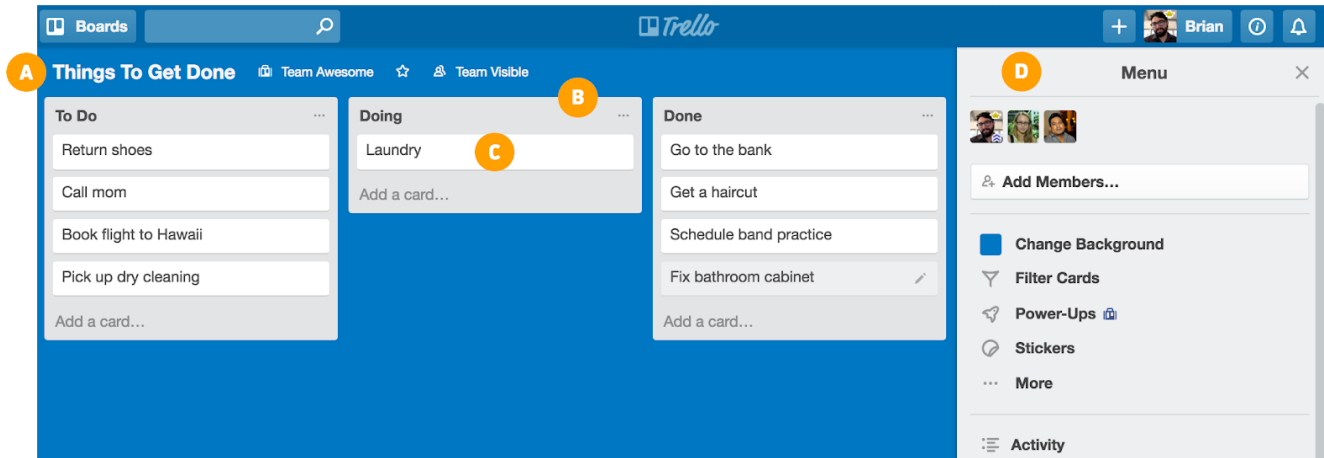
A. **Boards** - A board represents a project or a place to keep track of information. Whether you are launching a new website, creating an employee manual, or planning a vacation, a Trello board is the place to organize your tasks as cards on lists and collaborate with your colleagues, family, or friends.

B. **Lists** - Lists keep cards organized in their various stages of progress. They can be used to create a workflow where cards are moved across lists from start to finish, or simply act as a place to keep track of ideas and information. There's no limit to the number of lists you can add to a board.

C. **Cards** - The fundamental unit of a board is a card. Cards are used to represent tasks and ideas. A card can be something that needs to get done, like a blog post to be written, or something that needs to be remembered, like company vacation policies. Drag and drop cards across lists to show progress. There's no limit to the number of cards you can add to a board.

D. **Menu** - On the right side of your Trello board is the menu—the mission control center for your board. The menu is where you manage members, control settings, filter cards, and enable Power-Ups. You can also see all of the activity that has taken place on a board in the menu's activity feed. Take some time to check out everything the menu has to offer.

From **https://trello.com/guide/board-basics.html**