

# **Trello Keyboard Shortcuts Cheatsheet**

A handy guide to Trello keyboard shortcuts to boost your productivity and streamline your workflow. Quickly navigate boards, create cards, and manage tasks with these essential shortcuts.



# **Navigation & General Actions**

# **Board Navigation**

# b Open the boards menu to quickly switch between boards. Shift + Open the filter menu to filter cards by labels, members, or due dates. Q Show or hide cards assigned to you. Shift + Quickly Archive all the cards in a list. Shift + Quickly Archive all the cards in the Trello Board.

#### Card Actions

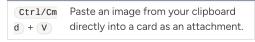
С	Archive a card.
1	Open the labels menu for a card.
m	Open the members menu for a card.
d	Open the due date menu for a card.
spacebar	Assign/unassign yourself to/from a card.
n	Add a new card to the bottom of a list.

# **Card Editing Shortcuts**

# Quick Actions within a Card

е	Opens the card for quick edit directly.
# + Label Name	Add a label by typing # followed by the label name. For example, #urgent .
@ + Member Name	Mention a member by typing @ followed by their username. For example, @johnDoe .

#### Attachment Shortcuts



#### Markdown Formatting

Trello supports basic Markdown formatting in card descriptions and comments:

- \*italics\* or \_italics\_
- \*\*bold\*\* or \_\_bold\_\_
- ~~strikethrough~~
- [link text](http://example.com)

# **List Management**

### List Actions

# Advanced List Management

Shift + Enter	Add a new card to the top of a list.	



# **Additional Tips and Tricks**

Power-Ups

Customization

Search Functionality

Explore Trello Power-Ups to enhance functionality. Some Power-Ups may introduce their own keyboard shortcuts.

Customize your Trello experience by exploring the settings menu for additional options and preferences. Use the search bar (usually accessed via (Ctrl/Cmd + F) to quickly find specific cards or information within your boards.

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