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` + `F`	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

`c`	Archive a card.
`l`	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

`e`	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

`Ctrl/Cmd` + `V`	Paste an image from your clipboard directly into a card as an attachment.

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

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

Advanced List Management

`,`	When creating a new card, press `,` to quickly add another card to the same list.

Additional Tips and Tricks

Power-Ups

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

Customization

Customize your Trello experience by exploring the settings menu for additional options and preferences.

Search Functionality

Use the search bar (usually accessed via `Ctrl/Cmd + F`) to quickly find specific cards or information within your boards.