

MOVING THINGS AROUND

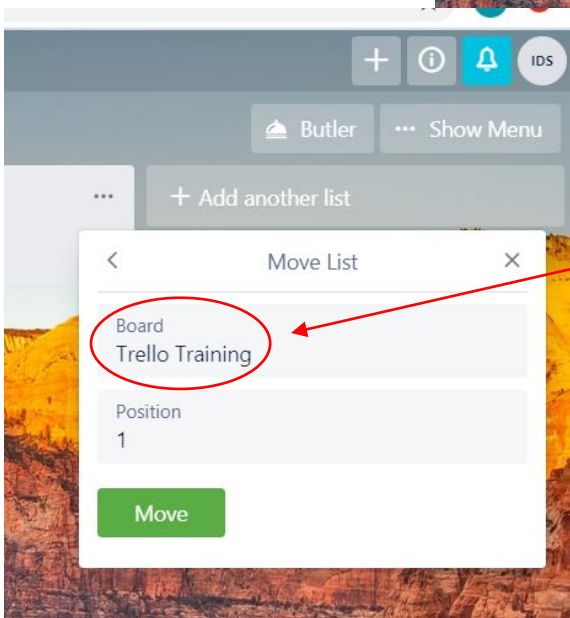
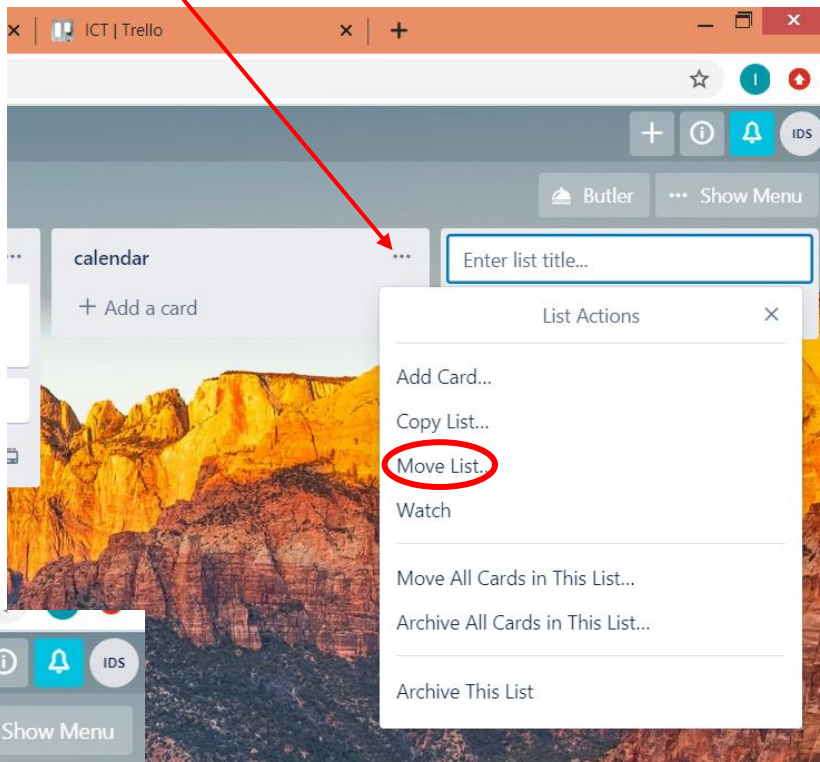
LISTS

Change the **order** in which lists appear

1. Click and hold down on the list you want to move and drag it from its current location to the desired location.

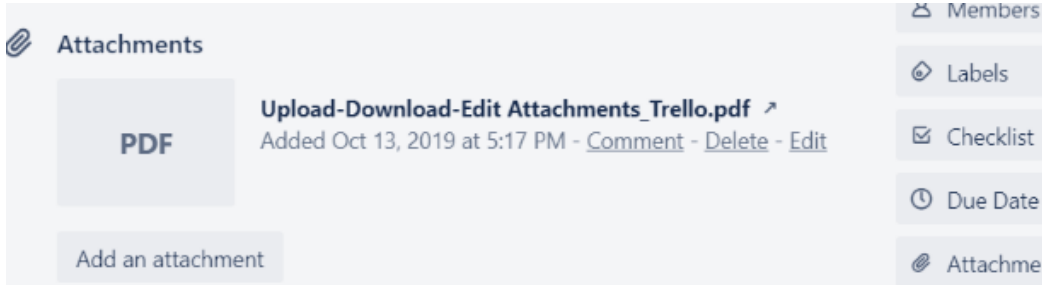
Move a list to **another board**

1. Click on the dots next to the name of the list.
2. Select “Move list...”

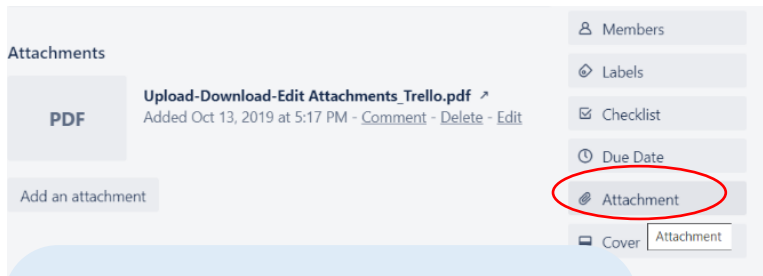


3. The current location will appear where it says “Board.”
4. Click on “Board” and the titles of your other Boards appears. Select the Board and position of the desired location.

DOCUMENTS



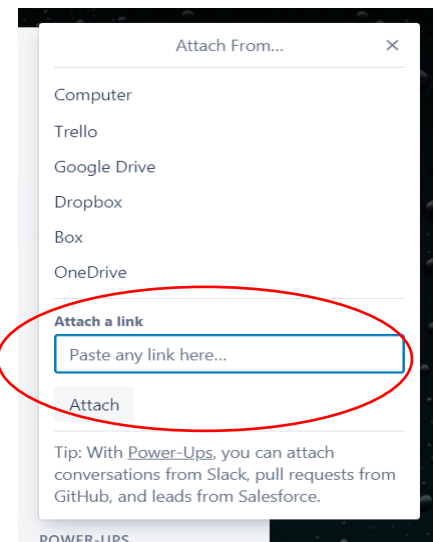
1. Right click here and select “Copy link address.”



2. Open the List and Card where you want to move the document and select “Attachment.”

3. Click in the box that says **Attach a link**, paste the link and click the “Attach” button and the attachment will appear.

WARNING:
 The attachment will look like a very long link. Don't panic!
 Click **Edit** then write the name of the document where it indicates “Link name (optional)” and click the **Update** button.
 There is no easier way to move a document.



CARDS

Moving a card from one list to another list

1. Click and hold down on the list you want to move and drag it from its current location to the desired location.

Changing the order of cards

1. Click and hold down on the list you want to move and drag it up or down to the desired position.