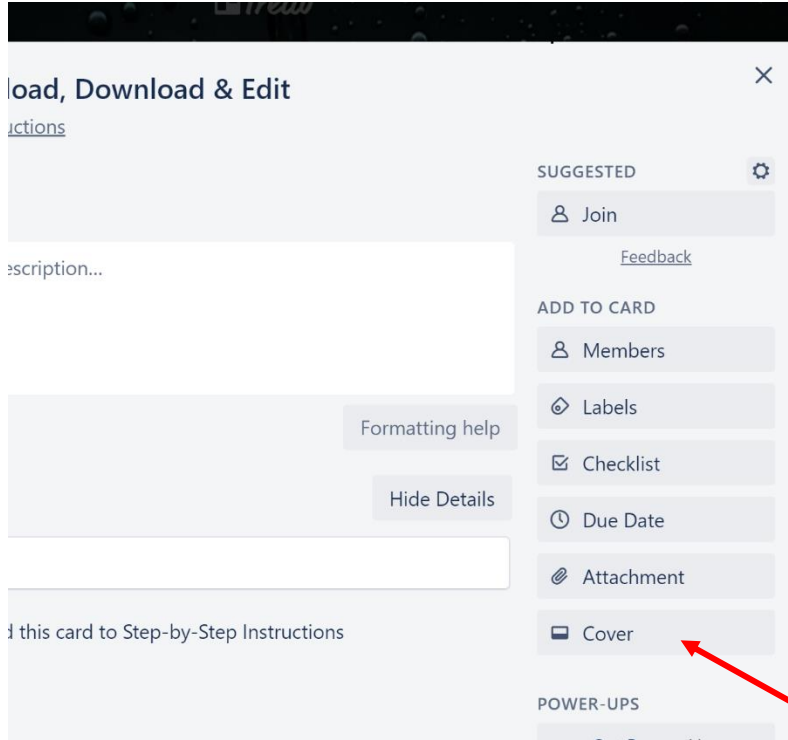## Uploading an Attachment to Trello

1. Click on "Attachment"

2. Select the source where the document currently resides on your computer and upload the document as you do with email. The steps are the same.
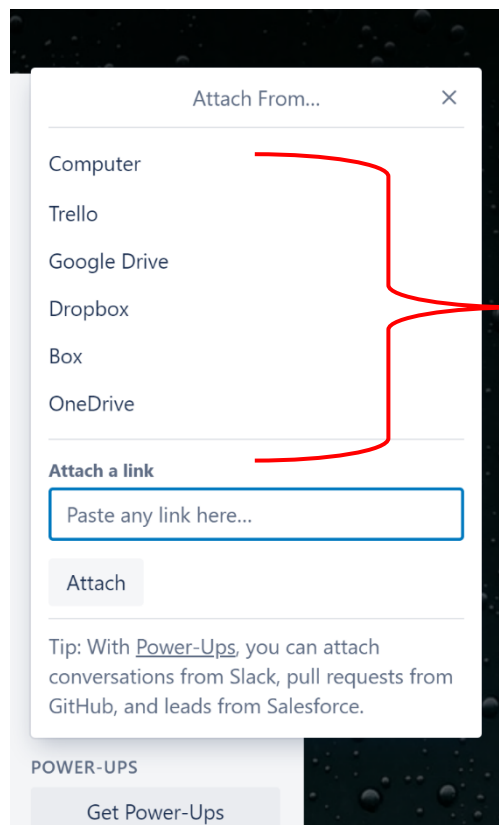
** Keep in mind that if you upload a document from **Google Drive,** team members will be able to edit the document directly and you will have running edits from everyone.

If you upload a document from your **computer** team members will either need to (a) enter edits in the comment box which works best if the edits are few or minor OR (b) download the document, edit it, and upload it.

3. Once you have selected the document to attach, the icon will automatically appear.

load, Download & Edit ✕

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Formatting help

Hide Details

this card to Step-by-Step Instructions

SUGGESTED ⚙

    👤 Join

    Feedback

ADD TO CARD

    👤 Members

    ◈ Labels

    ☑ Checklist

    🕐 Due Date

    📎 Attachment

    🖥 Cover

POWER-UPS

STEP 1

Attach From... ✕

Computer

Trello

Google Drive

Dropbox

Box

OneDrive

Attach a link

Paste any link here...

Attach

Tip: With Power-Ups, you can attach conversations from Slack, pull requests from GitHub, and leads from Salesforce.

STEP 2

POWER-UPS

Get Power-Ups

www.trello.com

Downloading and Editing an attachment on Trello

1. <u>Right</u> click the document icon
2. Select "Open link in new tab"
3. Document will open.
4. You may see a yellow bar across the top that states the document is in "Protected View." Click "Enable Editing" to allow you to edit the document.
5. When you have finished, you will need to upload the document onto Trello following the directions on page 1. If the document was uploaded from Google Docs you will be able to edit directly per usual.
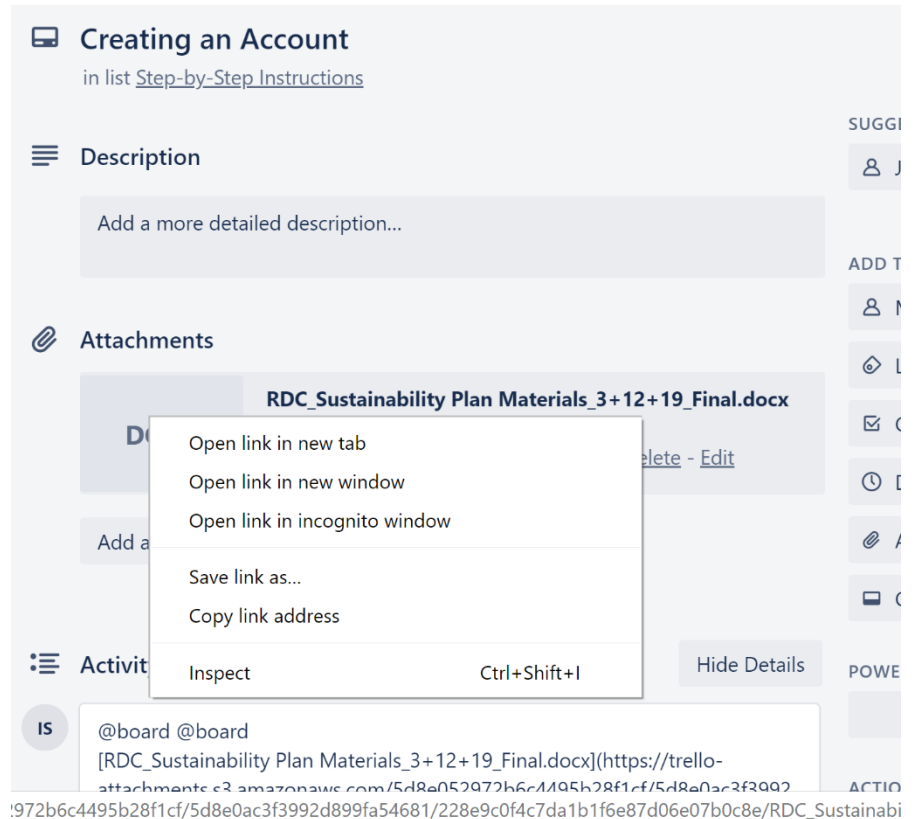
* Remember you will need to save the document in its edited form BEFORE you can upload it.