Miro Survival Guide

FORMATION GROUPE

#BST 2.0

Step 1: connecting

Connecting to Miro

Use the **Miro-Board link** that has been provided to you.

We recommend that you copy paste the link in Firefox or Google Chrome (as they work a little better with the tool).

If you are using a tablet or surface, the tool does not have the exact same functionalities (so be aware of that). A „regular“ laptop works best.

The larger the screen the easier, at the beginning.

Using two screens is fantastic, then you can follow the audio and video chat on one screen (ex: Ms Teams) and work on the tool on the other screen.

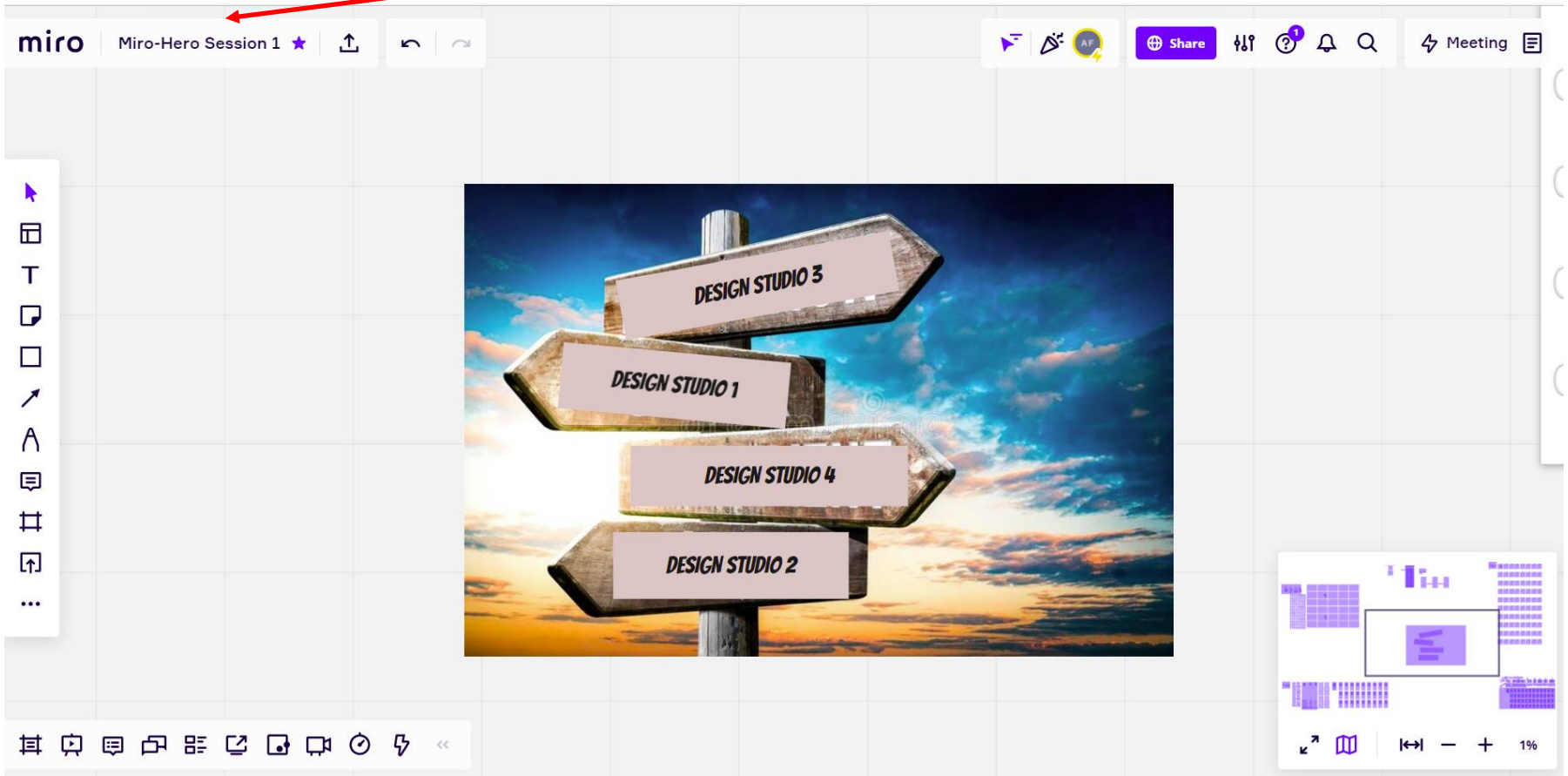
PRO-TIP: Log in to Ms Teams with a mobile device (Tablet or Phone) so you have your laptop focused just on Miro work.

FORMATION GROUPE

#BST 2.0

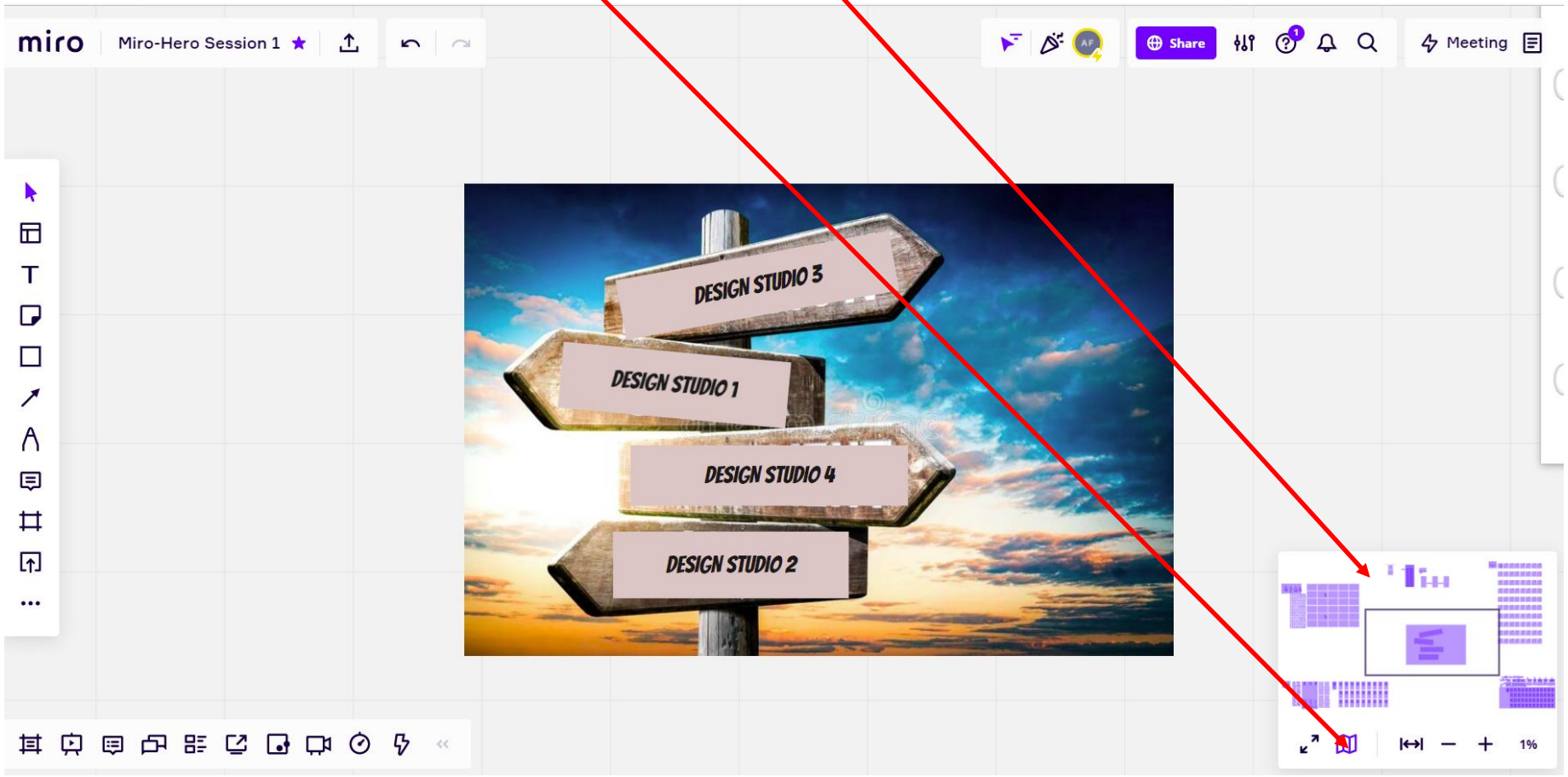
STEP 2A: FIRST TIME ON THE BOARD

- You are now in the board. You see the name of the board **HERE**



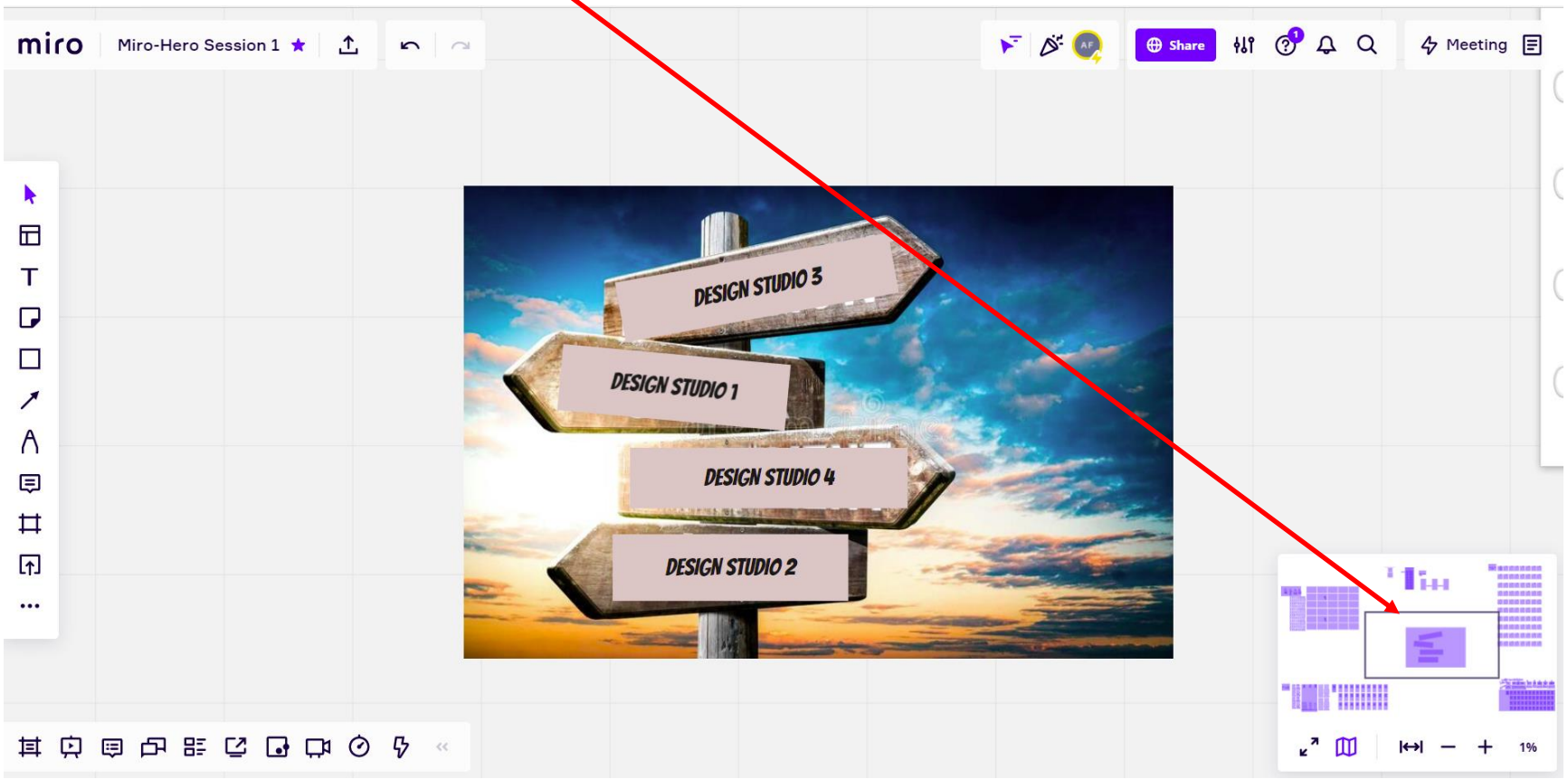
STEP 2B: MAP OF THE BOARD

- You have a map of the whole board available **HERE**
  If you do not see the map click **HERE**



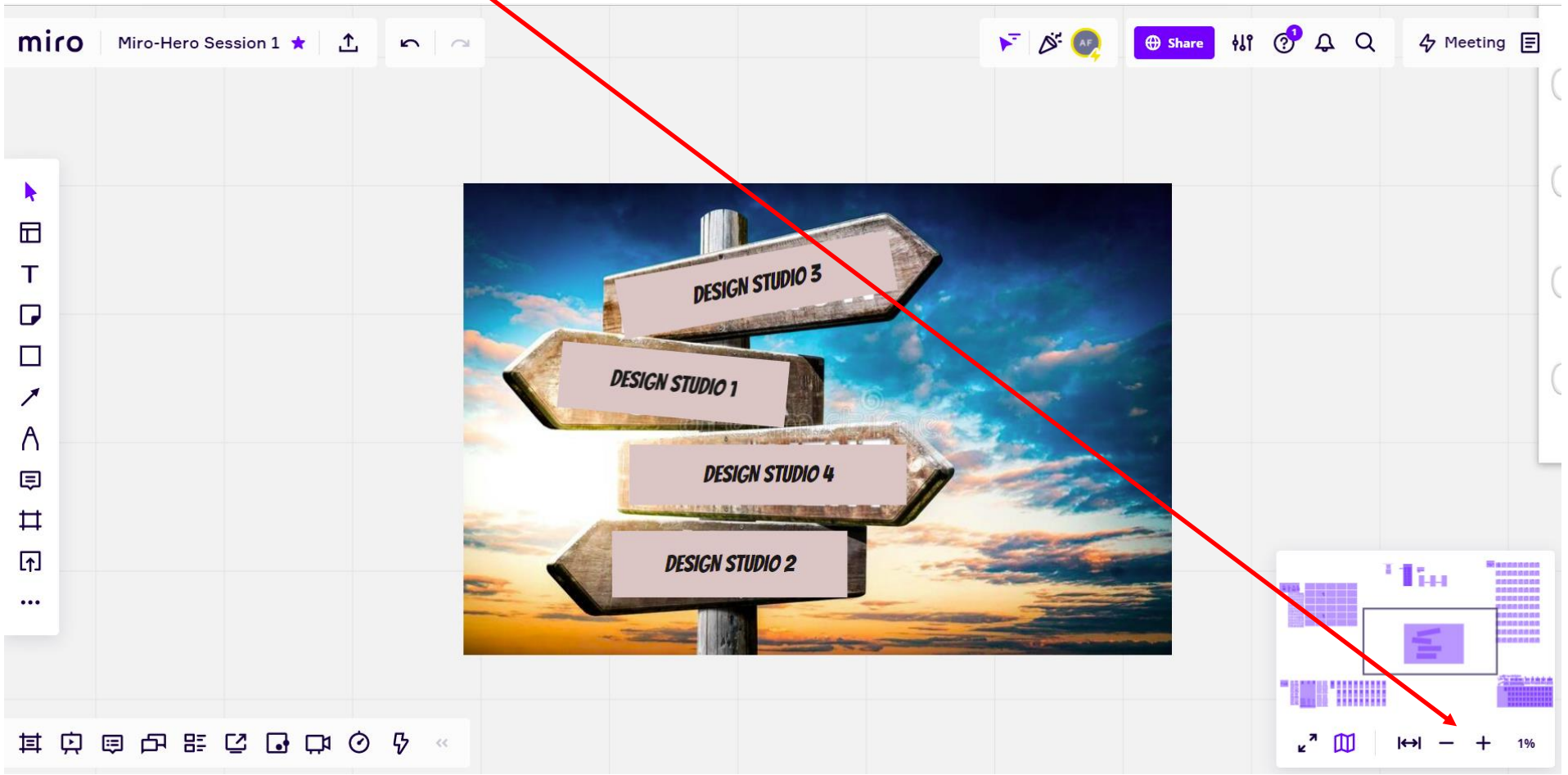
STEP 2C: NAVIGATING THE BOARD

- By clicking **ANY AREA of the map** it will immediately take you to that specific area of the board (you will jump around)



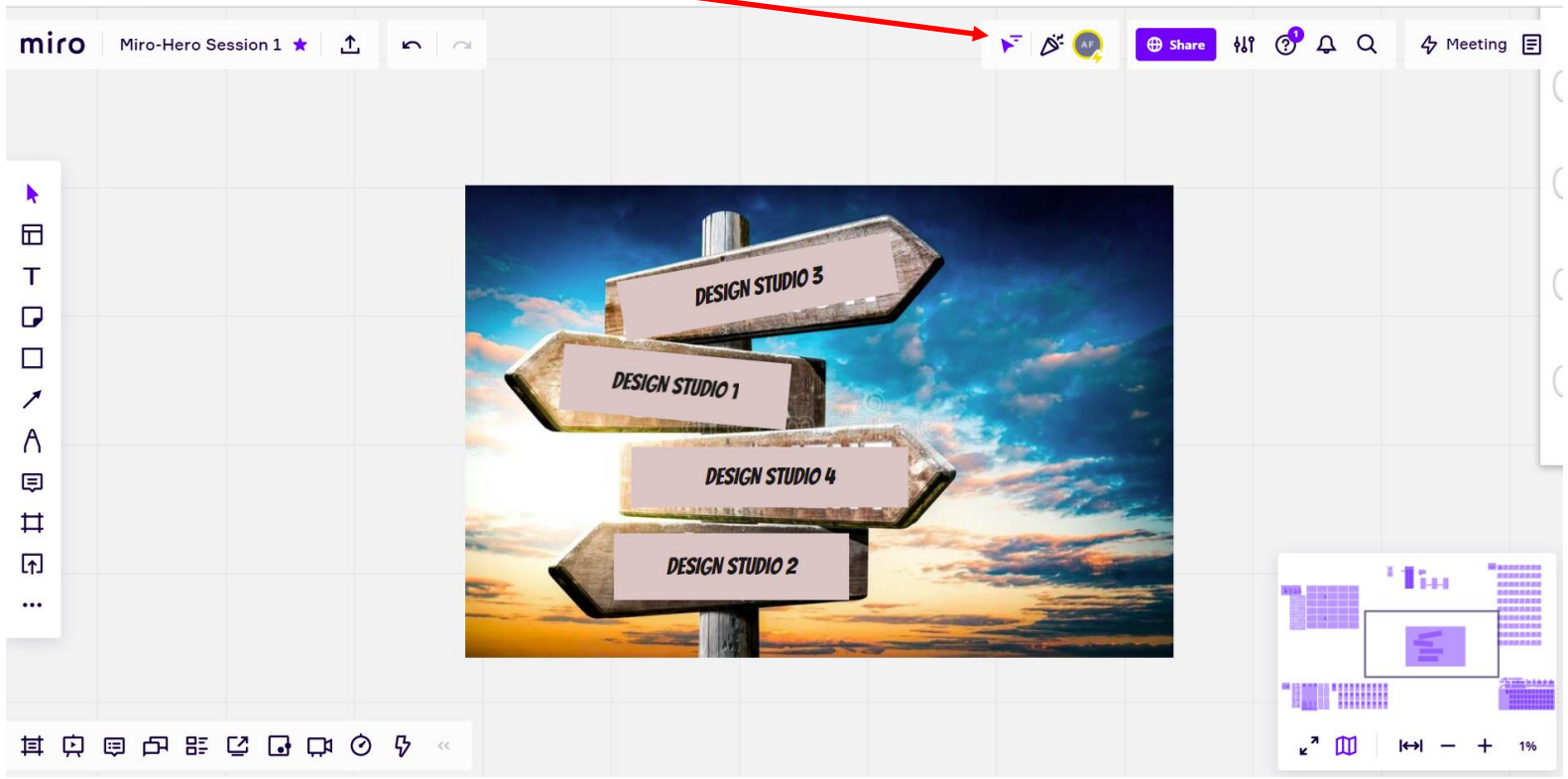
STEP 2D: ZOOMING THE BOARD

- By using the **+ or the –** sign you can **zoom in and out** of the board
- **PRO-TIP:** start by **zooming out** completely to get your bearings



STEP 3A: TOP AREA OF THE BOARD

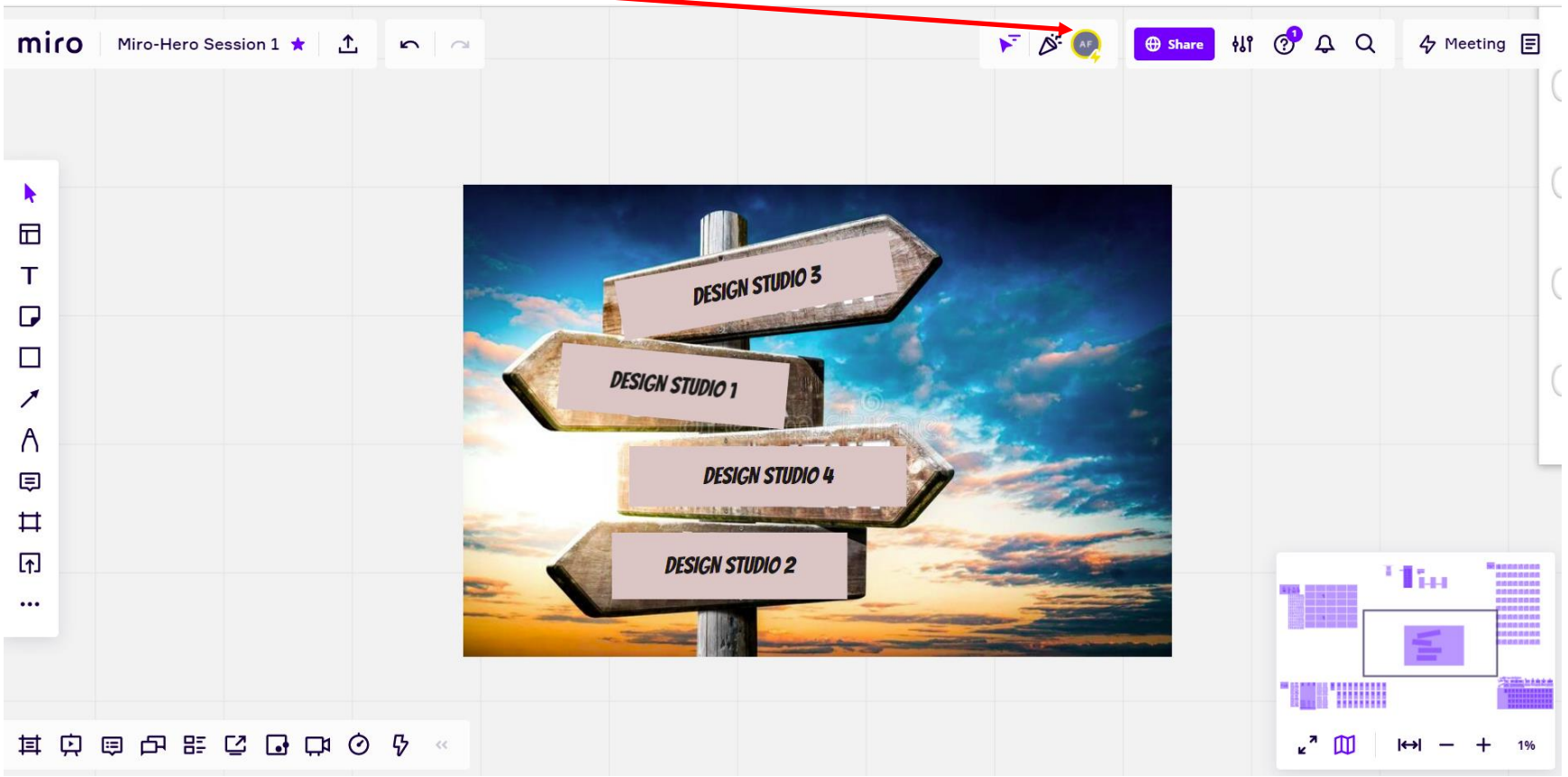
- **HERE** you can hide or see the **other users** of the board



- It means at any point YOU choose to see (or not to see) where others are on the board. Depending if you find that useful or distracting you can turn the functionality on or off.

STEP 3B: TOP AREA OF THE BOARD

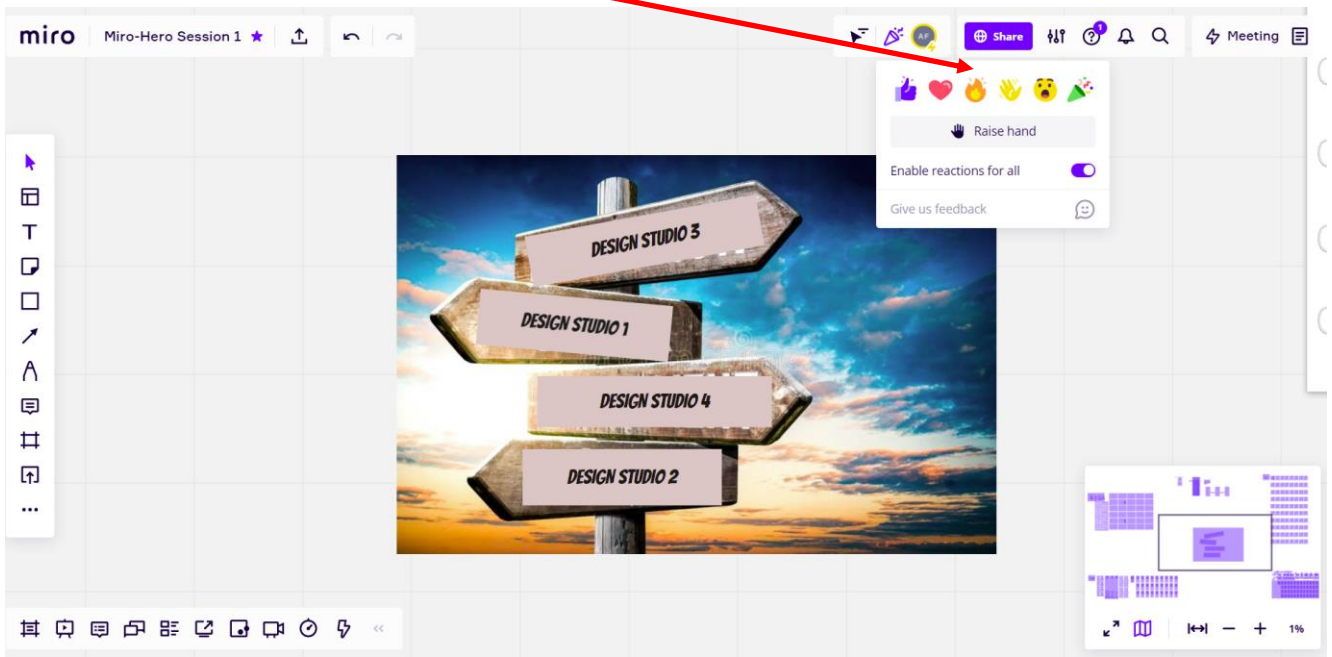
- **HERE** you see your initials (if you created an account)



- That means there you also see everyone else that is using that board at this same moment (and you see how many people are currently using that board)

STEP 3C: TOP AREA OF THE BOARD

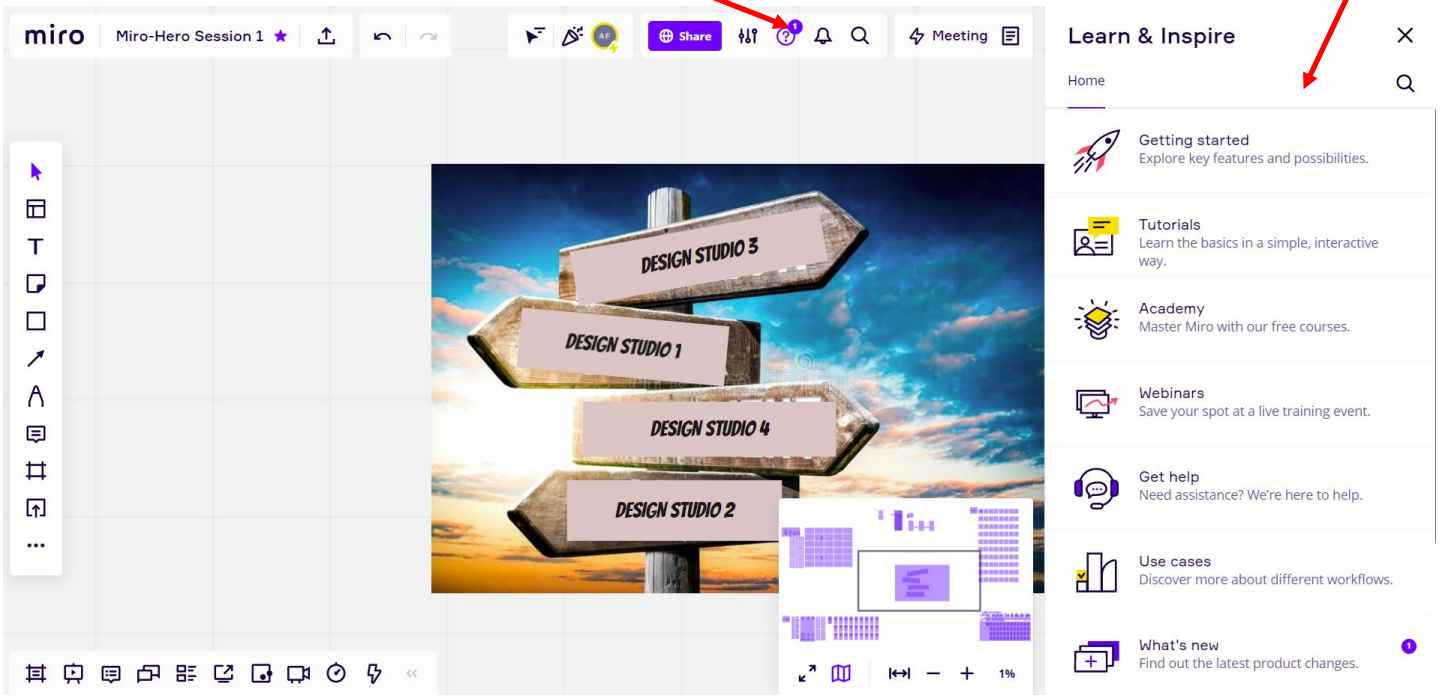
- Clicking on your **initials** will open a little interaction box



- That means you can **live-comment** what is going on (thumbs up, heart, celebration etc) and you can **raise your hand** (useful if you are totally lost somewhere on the board)

STEP 3D: TOP AREA OF THE BOARD

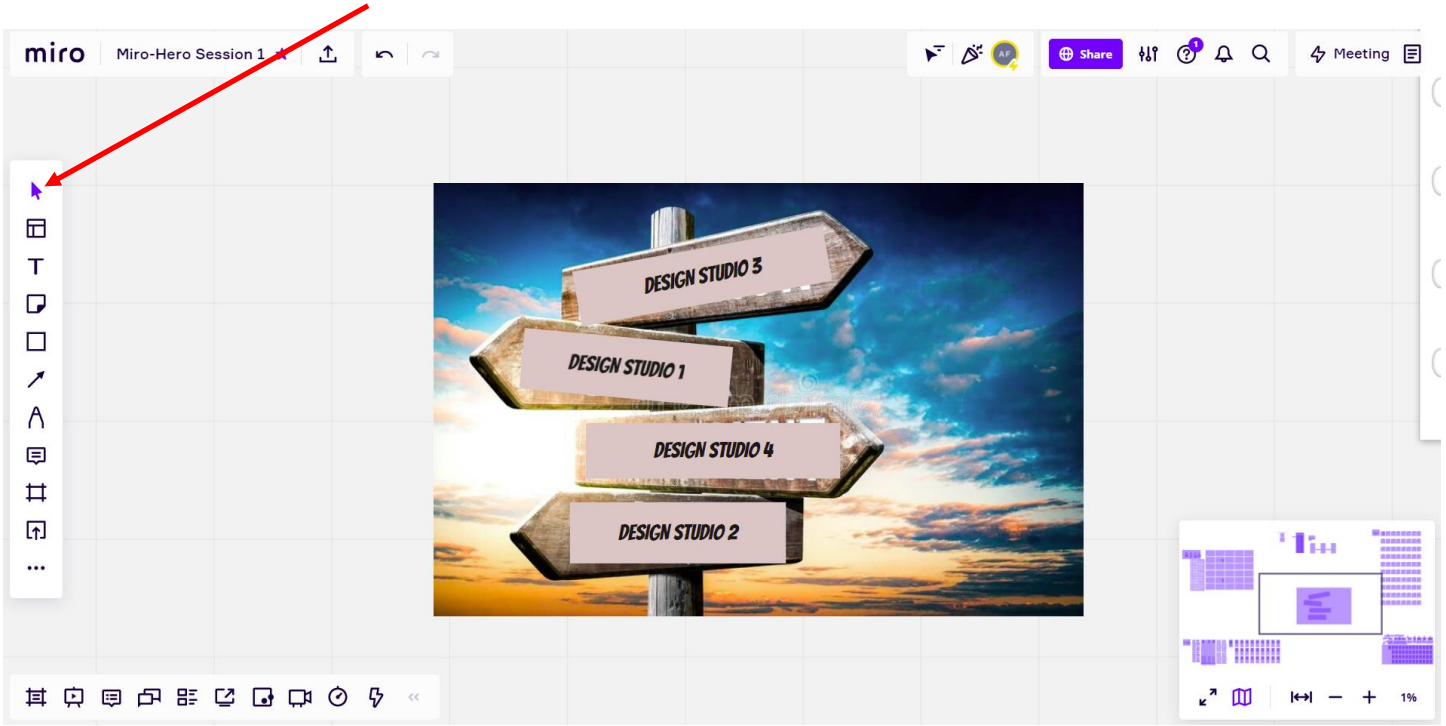
- Clicking on your **the question mark** will open a **tutorial area**



- Miro provides **information, tutorials** and even an **academy** for you to practice your Miro Board skills. We highly recommend that you at least go through the **„getting started“** information.

STEP 4A: INTERACTING WITH THE MIRO BOARD

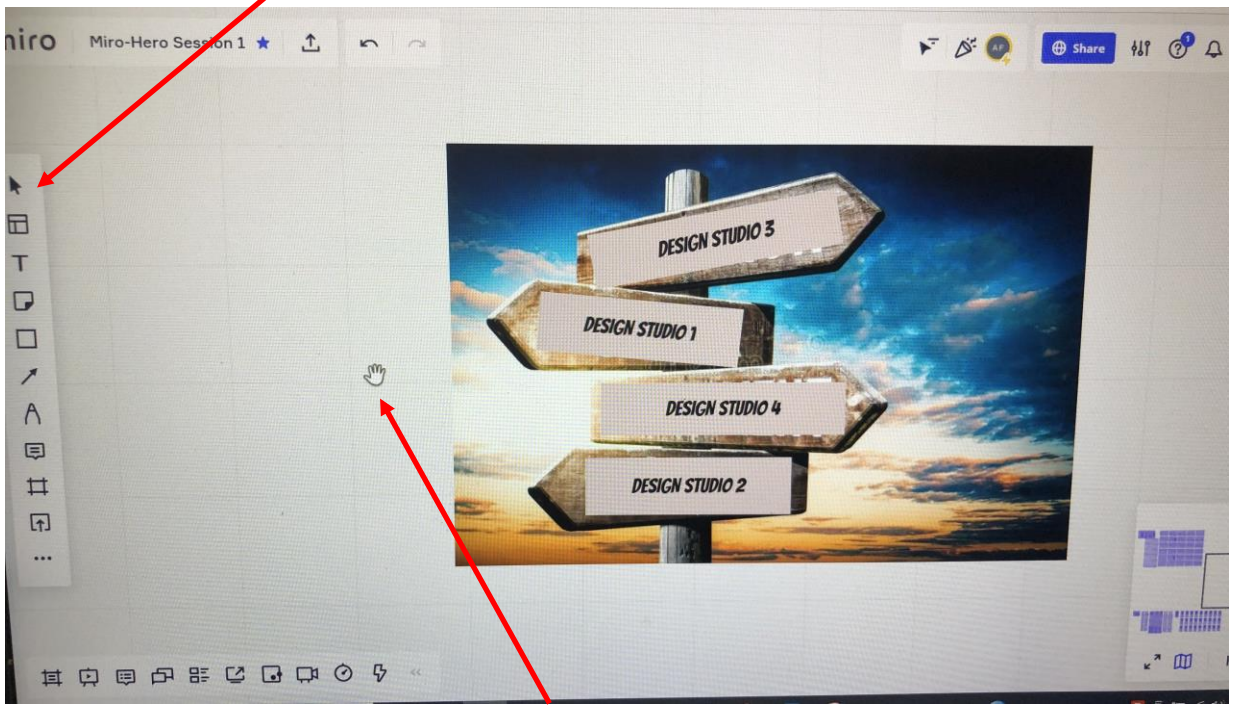
- Click on this **arrow** to **interact** with or **navigate** the board



- When the symbol is an **arrow** you can **interact** with (ie double click, mark, move etc) elements of the board. **SOMETIMES AREAS ARE DELIBERATELY LOCKED by the board owner** (meaning you can and should not interact with them).

STEP 4B: INTERACTING WITH THE MIRO BOARD

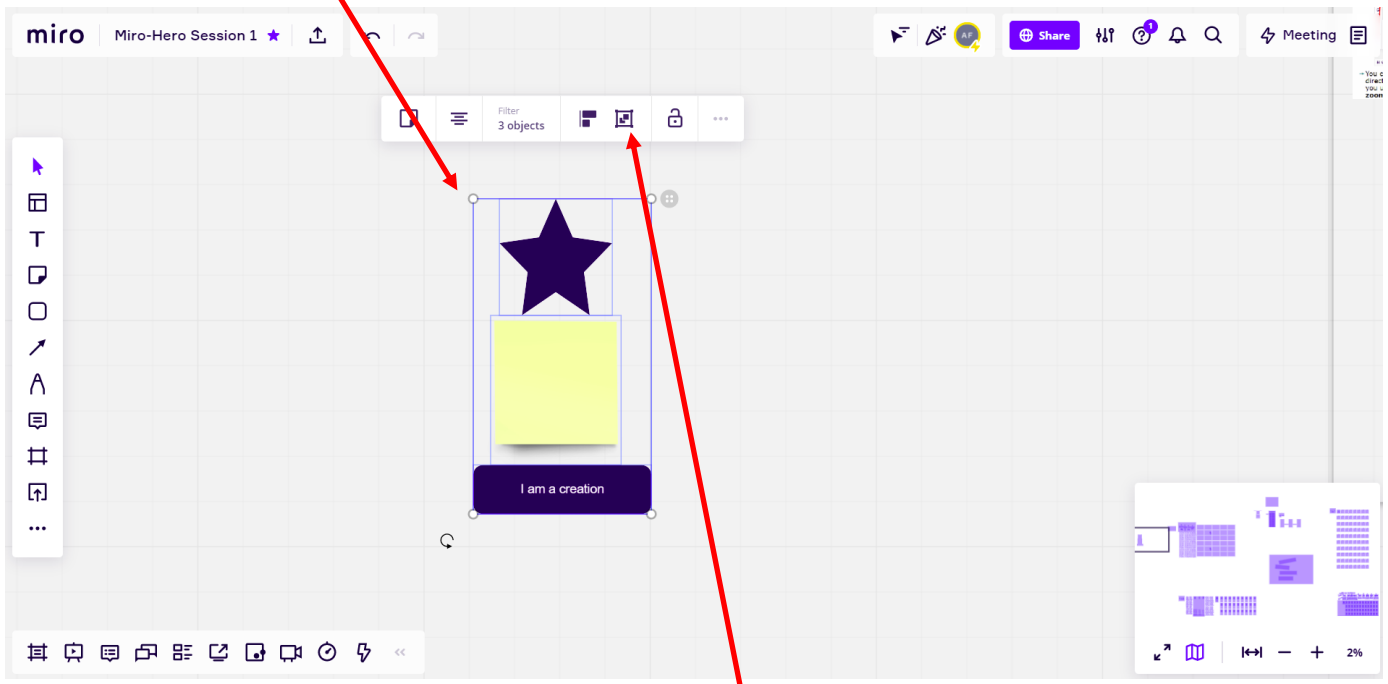
- Click on your **arrow** a second time to **navigate the board**



- When the symbol is a **HAND** you can **move around on the board** (by clicking with the **left mouse button** and moving yourself around the board)

STEP 4C: INTERACTING WITH THE MIRO BOARD

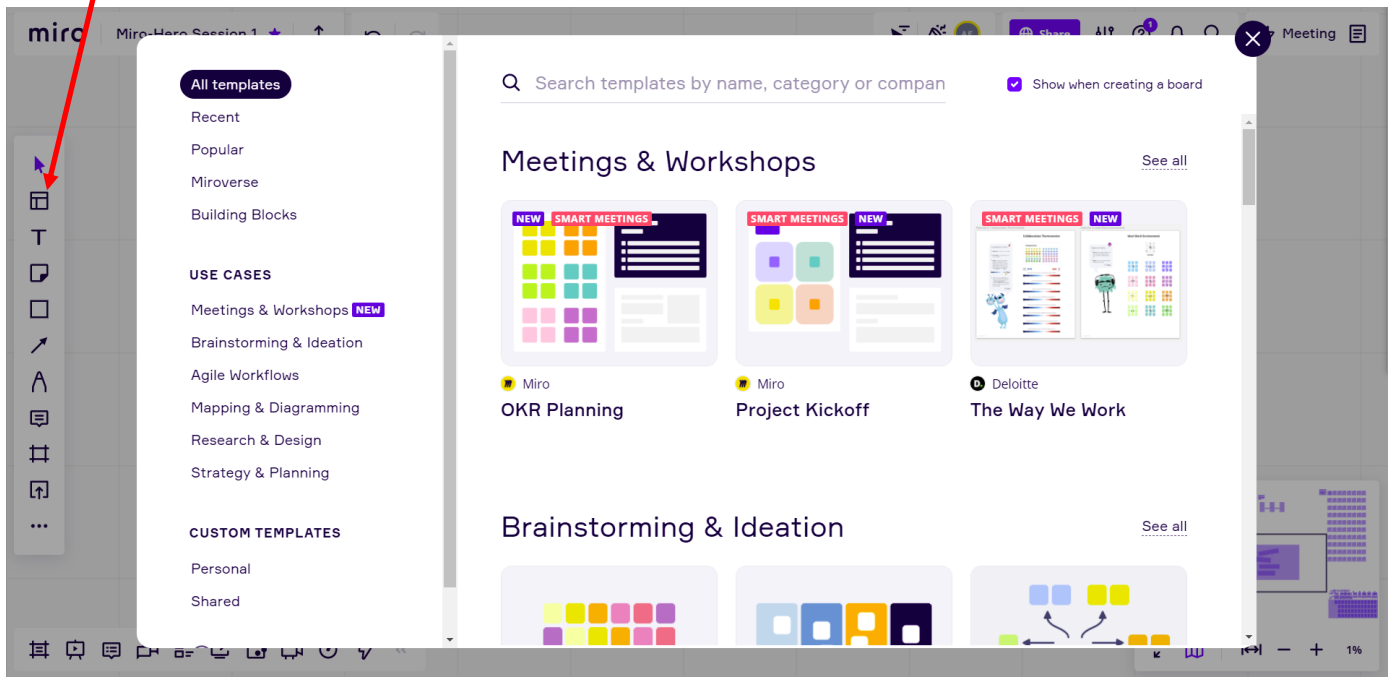
- Using your **mouse** you can **mark several objects**



- A kind of blue frame appears around the objects you have marked. You can then **GROUP** them together which allows you to **move them around or resize them** as one image instead of little pieces.

STEP 5: THE TOOLS THAT MIRO PROVIDES

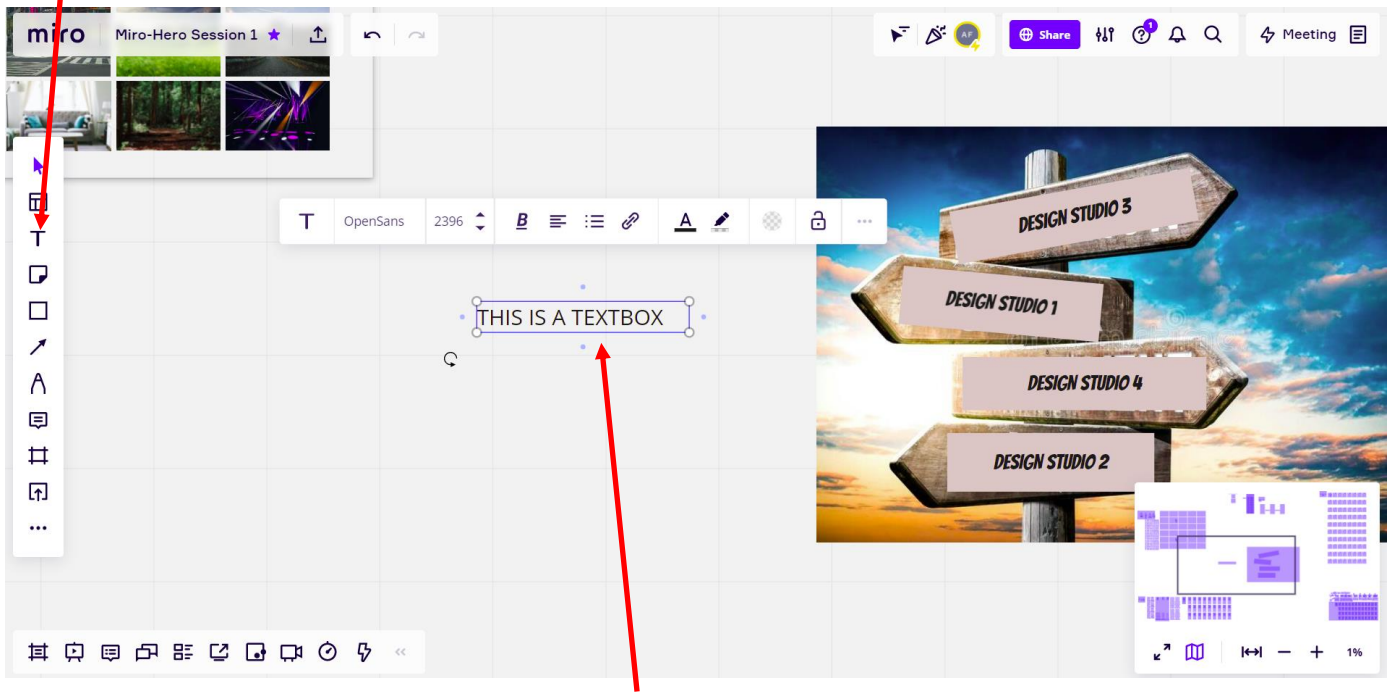
- **Templates**



- Miro provides a lot of **templates** of boards for all kinds of meetings and exercises. It takes days to see them all but gives you a great understanding how popular and powerful the tool is.

STEP 5: THE TOOLS THAT MIRO PROVIDES

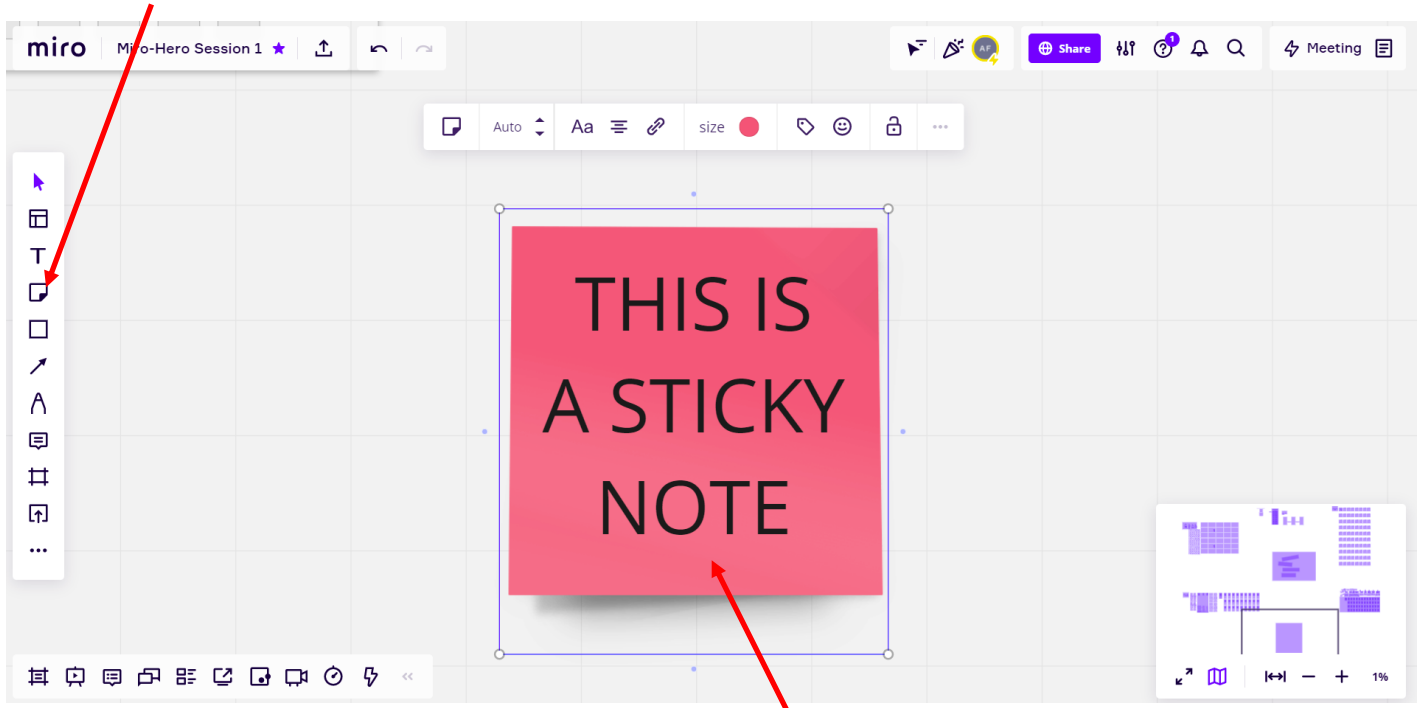
- **Text box**



- This allows you to create a **textbox**, type or copy a text into it, and then edit it at will (font, size, color etc). By clicking with the **mouse** on your textbox you can also **relocate it on the board**.

STEP 5: THE TOOLS THAT MIRO PROVIDES

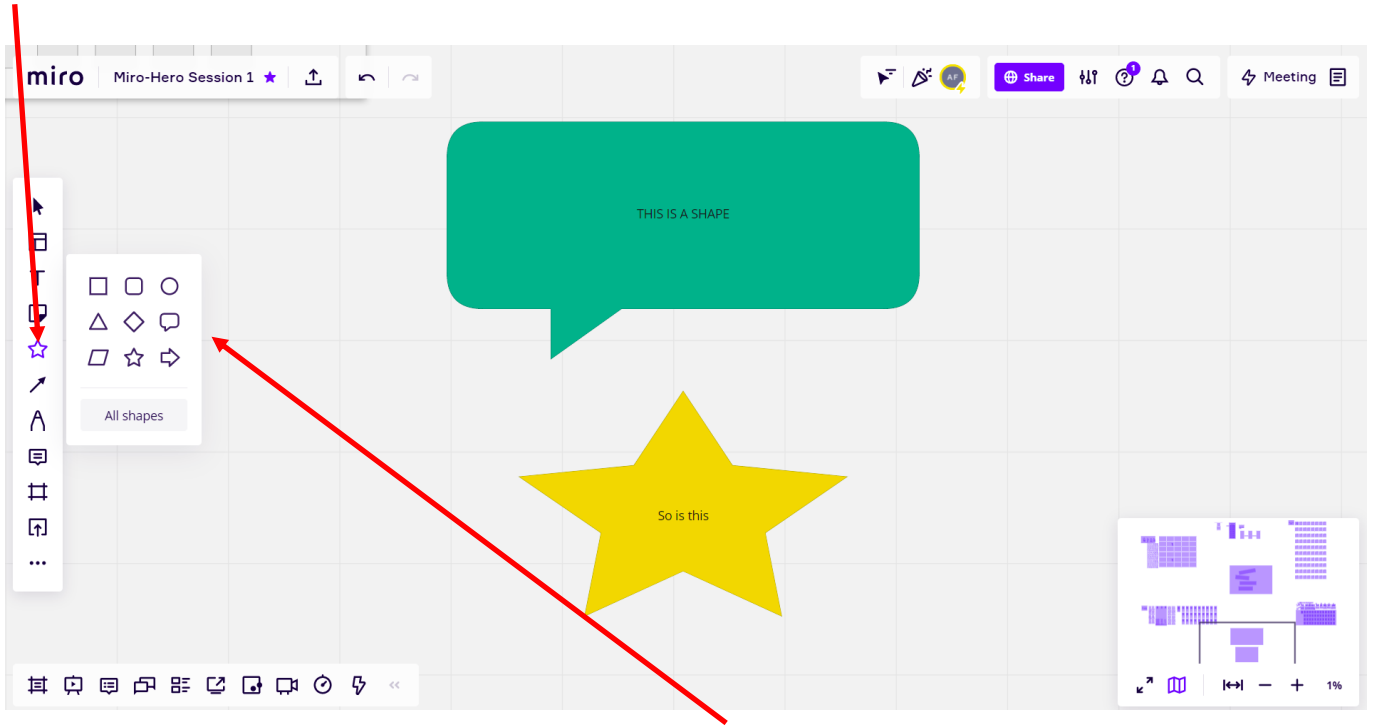
- **Sticky note** (or post it)



- This allows you to create a **sticky note** (or post it) at the color of your choosing. You can type a text into the note, then edit it at will (even add an emoji to your note). You can also change the size or position of the sticky note (click on it with the mouse).

STEP 5: THE TOOLS THAT MIRO PROVIDES

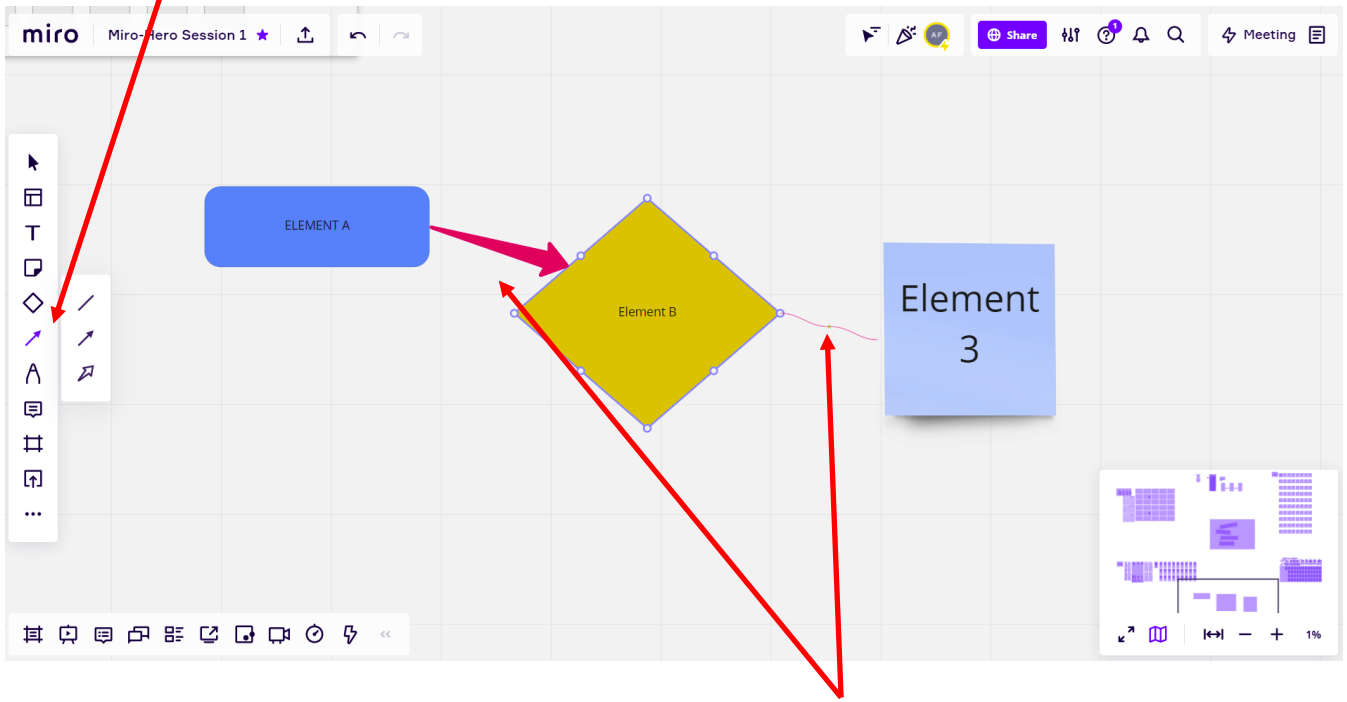
- **Shapes**



- This allows you to create a **variety of shapes** (hearts, stars, circles, squares etc.), **edit them** (change the size, write in it then change the font or size, change the color…) and **reposition** them.

STEP 5: THE TOOLS THAT MIRO PROVIDES

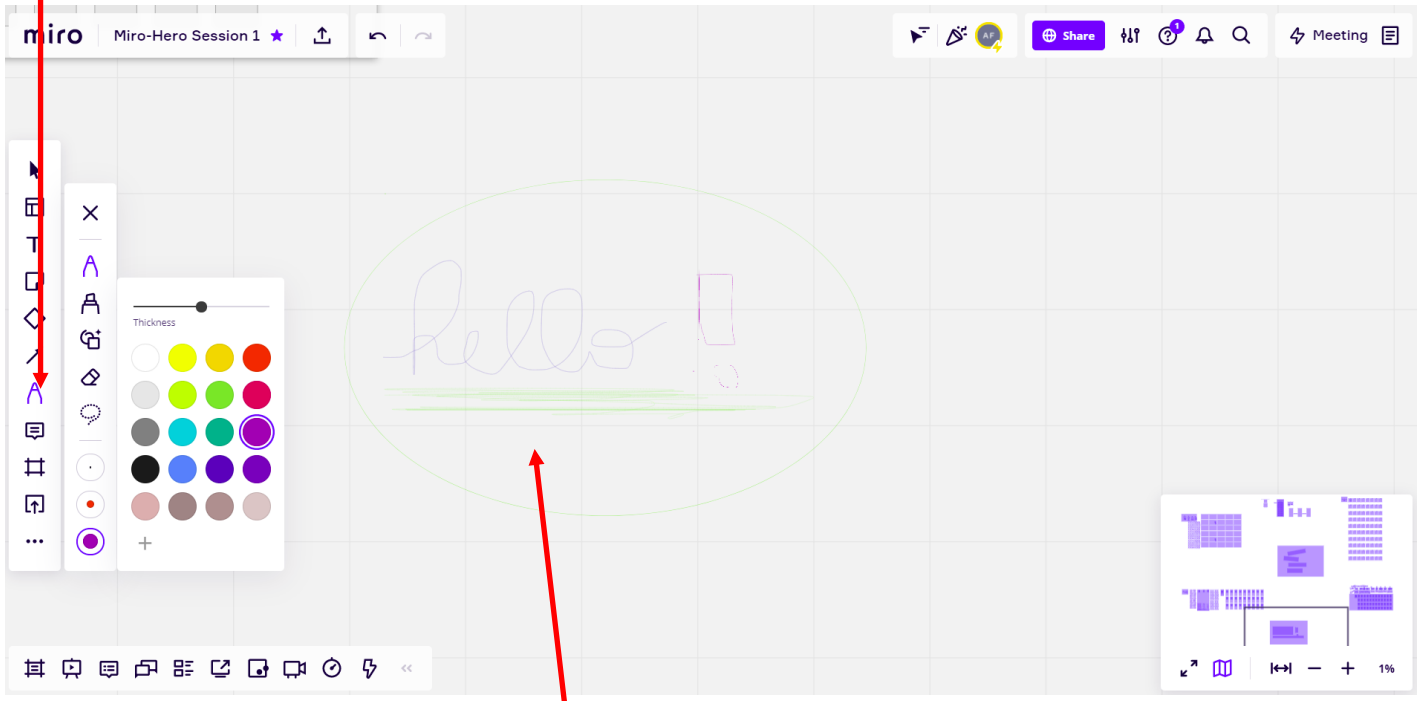
- **Connection lines**



- Elements on the board can be „**connected**“ to each other by lines or arrows. This can create connections or even a sort of **mind map** between any element on the board.

STEP 5: THE TOOLS THAT MIRO PROVIDES

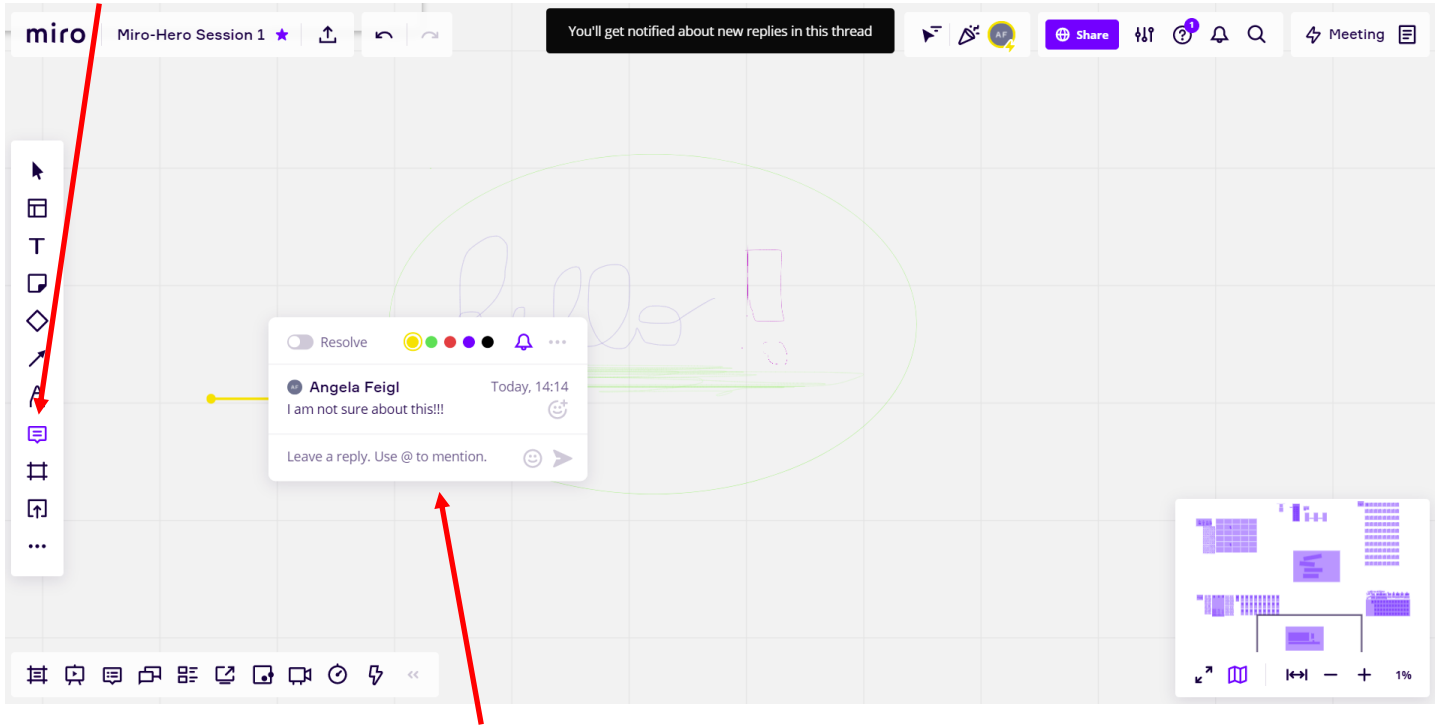
- **Pen (drawing)**



- This allows you to **draw, write and highlight** on the board. Multitude of colors, thickness levels etc are availble. The „smart drawing“ function assists with shapes, the eraser is also right there.

STEP 5: THE TOOLS THAT MIRO PROVIDES

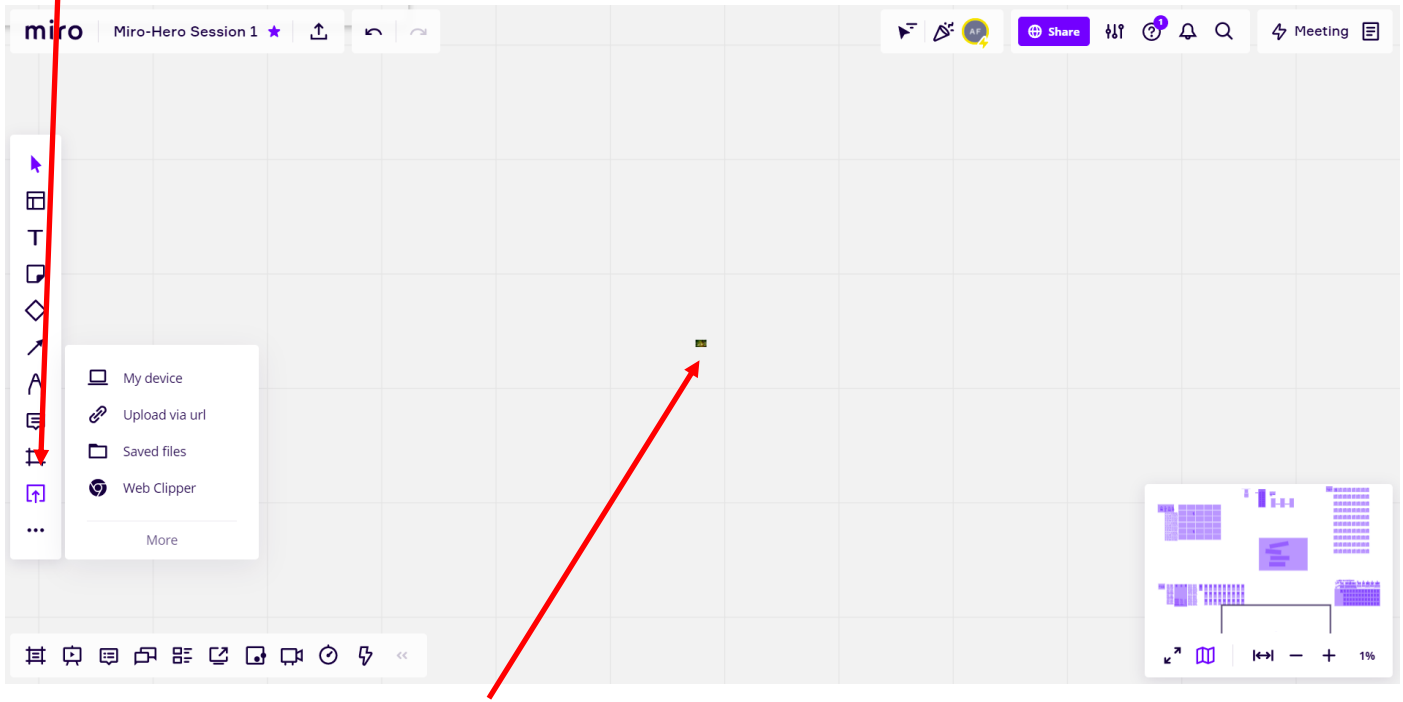
- **Comment**



- You can write a **comment** on any area or element of the board. Contrary to sticky notes if you are logged in it shows your **name** and you can also **tag other users**. Comments can be **resolved** and **removed** and you can even add **notifications** and pins.

STEP 5: THE TOOLS THAT MIRO PROVIDES

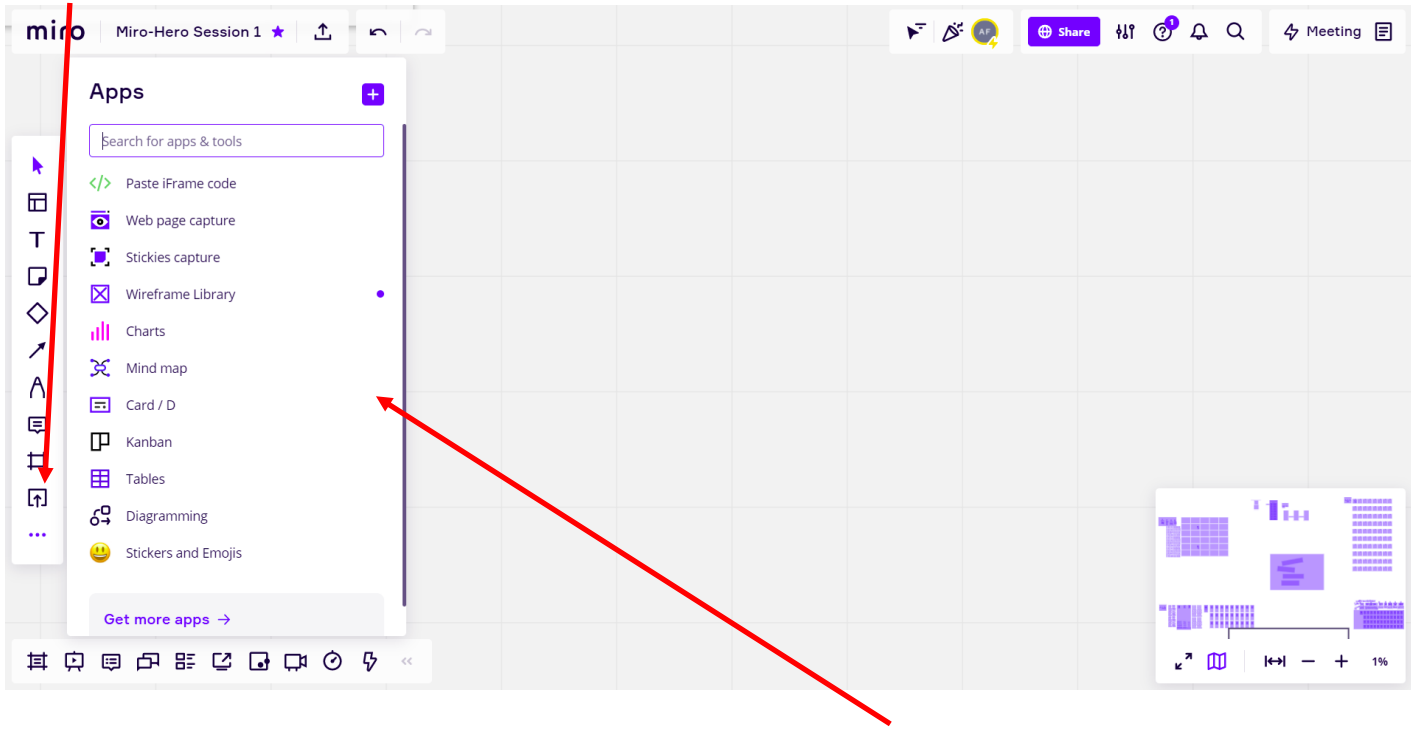
- **Upload**



- You can **upload images or files** from your laptop into the board directly. You can also include **web links**. **PRO-TIP**: sometimes you upload something and cannot see it right away. Try using the **zoom-in function** to locate and resize what you have uploaded.

STEP 5: THE TOOLS THAT MIRO PROVIDES

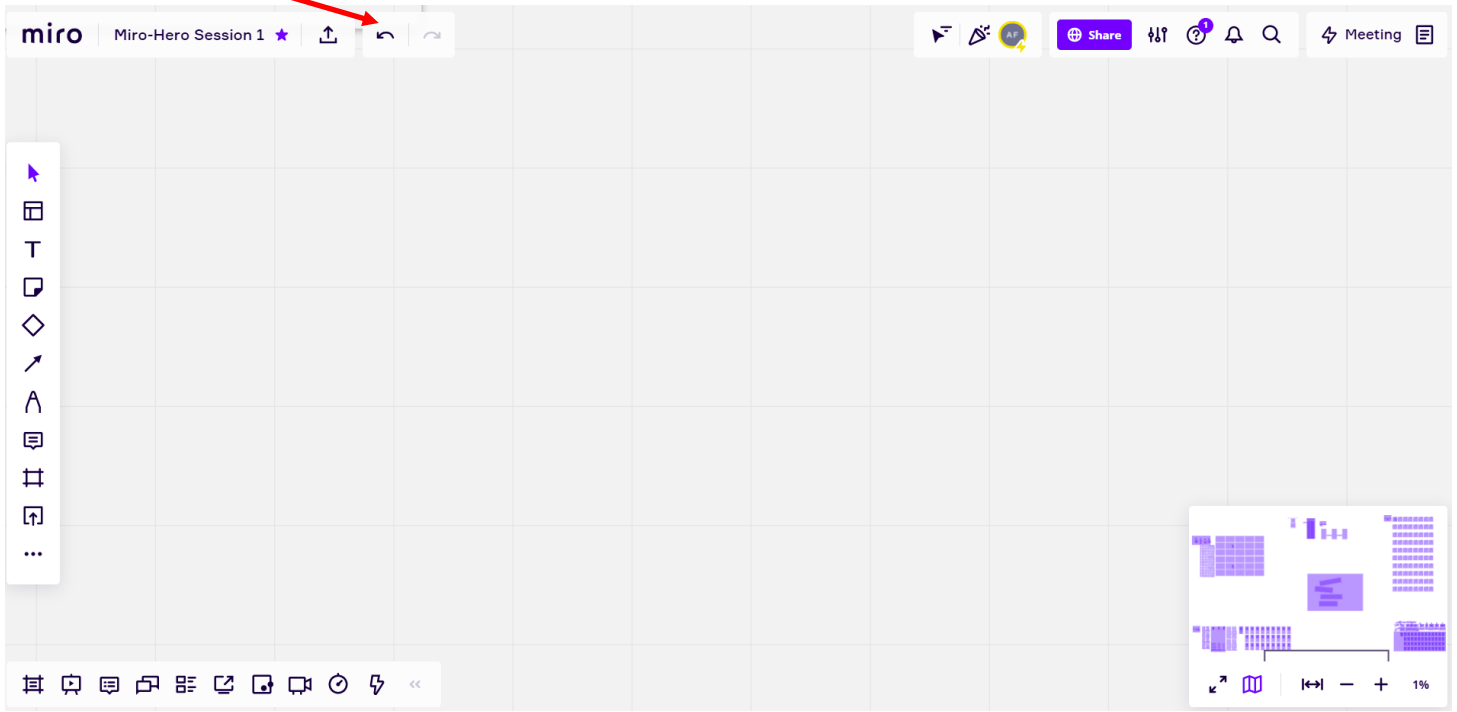
- **More stuff**



- You have lots of interesting **additional options** (charts, mind maps etc) that you can utilize in the board. **Emojis and stickers** add some color and fun. We recommend you take some time to try them all out at your own pace and leisure.

STEP 5: THE TOOLS THAT MIRO PROVIDES

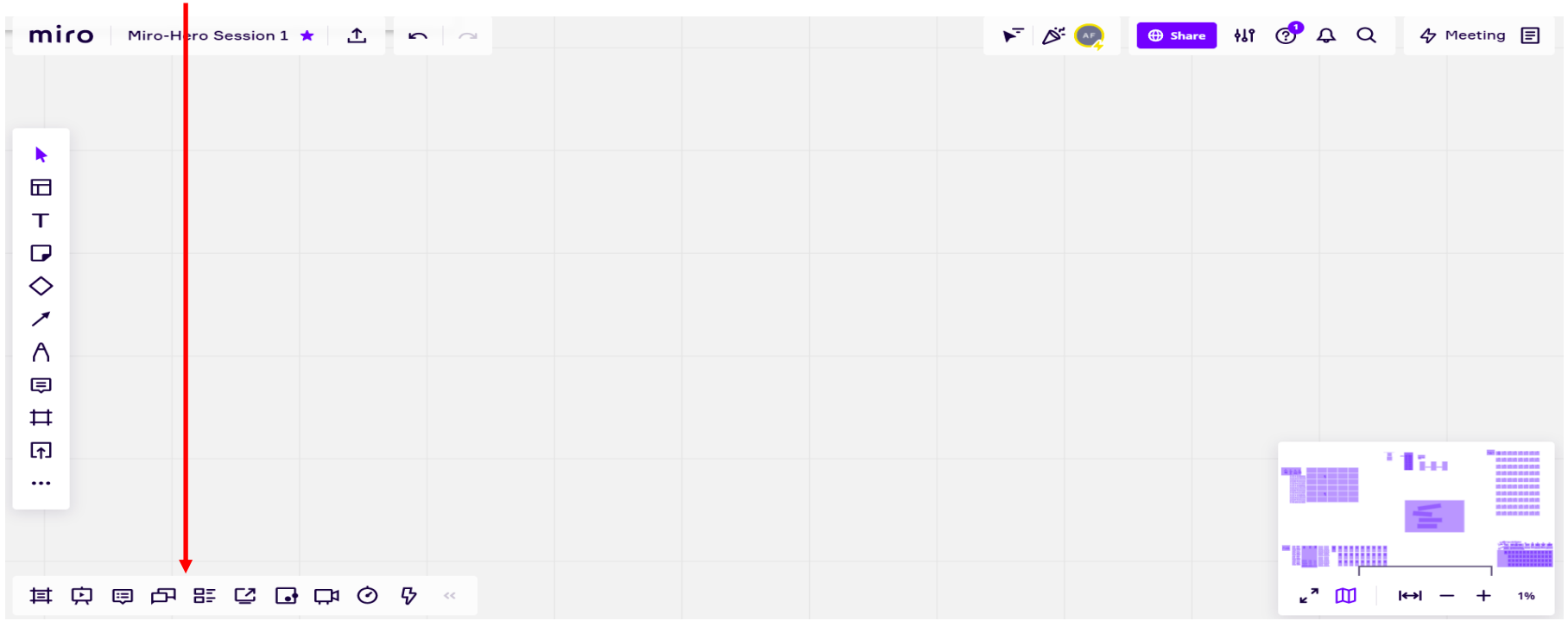
- **UNDO**



- Miro wants creativity, which means making **mistakes**. If you want to **UNDO** what you just wrote, created or interacted with the board with (ex moved stuff) click on **undo** and it will do so ☺

STEP 6: GETTING BOLD AND CRAZY

- **ADVANCED functions**



- Miro allows you to create **frames**, present, chat even **video chat** within the platform. We will **not** use these functions for what we are doing, but that does not mean that they are not awesome!

OUR RECOMMENDATIONS

- Miro is **intuitive** as a tool but takes **PRACTICE**. Do not hesitate to get familiar with it and try things out until you feel you have a good mastery.

- If you panic or get frustrated at the beginning that is part of the **learning process**. We guarantee you will have a steep learning courve if you give Miro a try and get fully creative!

- The **DELETE** button of your keyboard works on Miro: you can delete everything you or others created so be careful with that.

- If you UNINTENTIONALLY DELETED something press Strg (Ctrl) + Z and it will magically re-appear.

- Remember the tutorials and guidance provided for free in the tool itself: use them!

- As with everything, mastery comes through practice and through mastery comes FUN.

- ENJOY!

THANKS FOR YOUR ATTENTION