Miro

A brief guide to the miro online whiteboard platform by Founders and Coders

www.miro.com
www.foundersandcoders.com

FOUNDERS AND CODERS

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2. Moving Around
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Miro info and pricing

Miro is an online whiteboarding tool allowing multiple users to simultaneously view and edit boards using shapes, sticky notes and more.

It can be useful for remote working, group mind-mapping activities, exploring ideas together and for agile techniques such as design sprints.

A free account allows you to make 3 individual boards, have multiple editors and use all creative tools.

A team account (currently $10 per month or $8 per month if paid annually) allows access to unlimited boards plus advanced sharing and project features.

Getting Started: Log in/Sign up
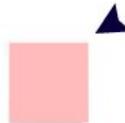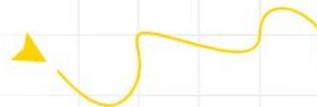
The miro homepage looks like this. You can log in or sign up from the top right corner.
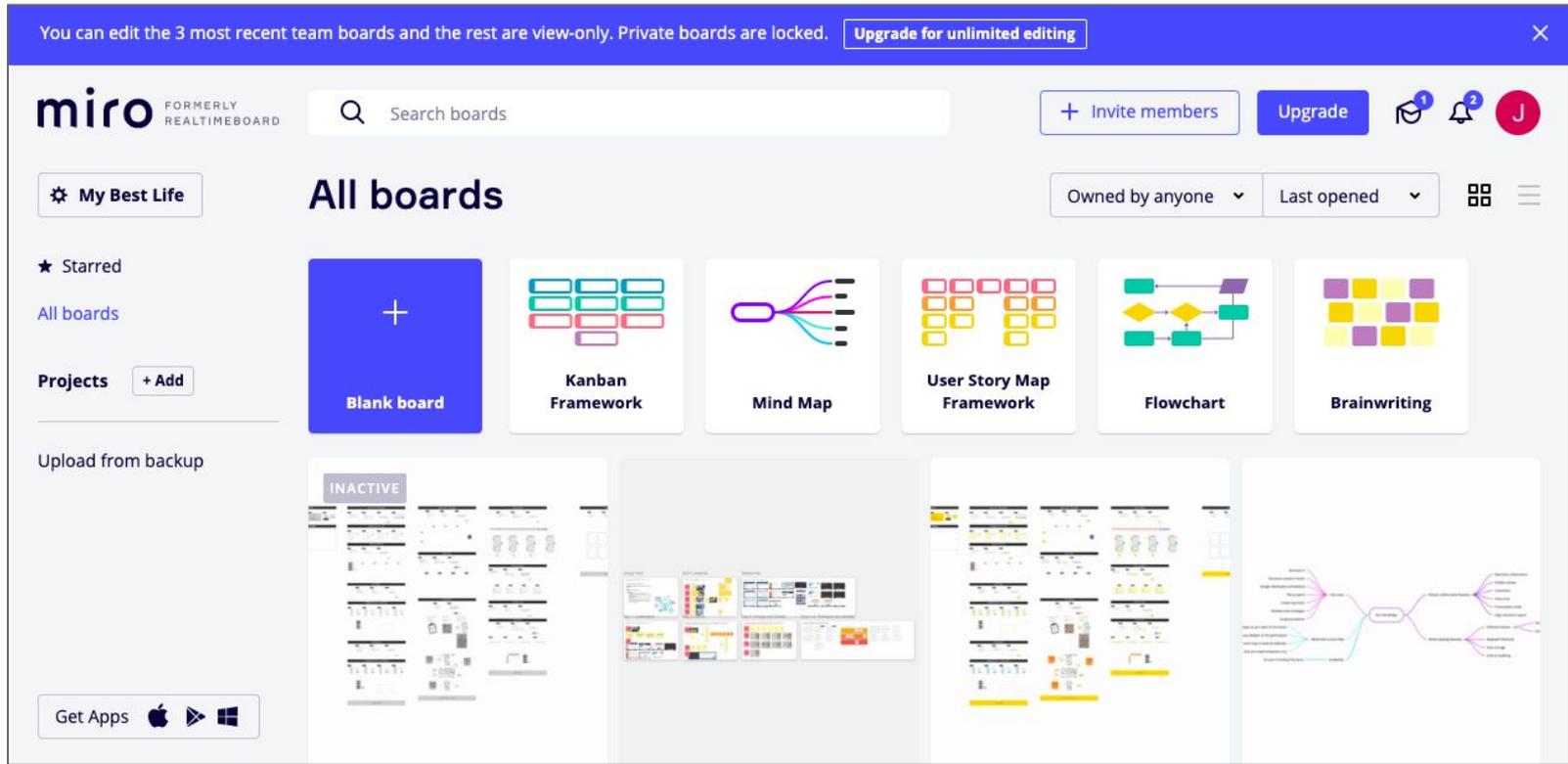
Get started free today

No credit card required

| Name |

| Work email |

| Password |

☐ I agree to Miro Terms and Privacy Policy.

☐ I agree to receive Miro news and updates.

Get started now

Or sign up with:

Build a mind map

Manager

To do | 8   In progress | 3   Done | 3

To make a new account you can sign up with an email address, or use your existing google or facebook account if you prefer.

When you've signed up or logged in you should see a dashboard like this. You can make a new blank miro board, use a template, or go back to one you were looking at before

If you were sent a direct link to a miro board that was already made, you might see this login/sign up page. You can use email, google, facebook and other methods to login and join the board.
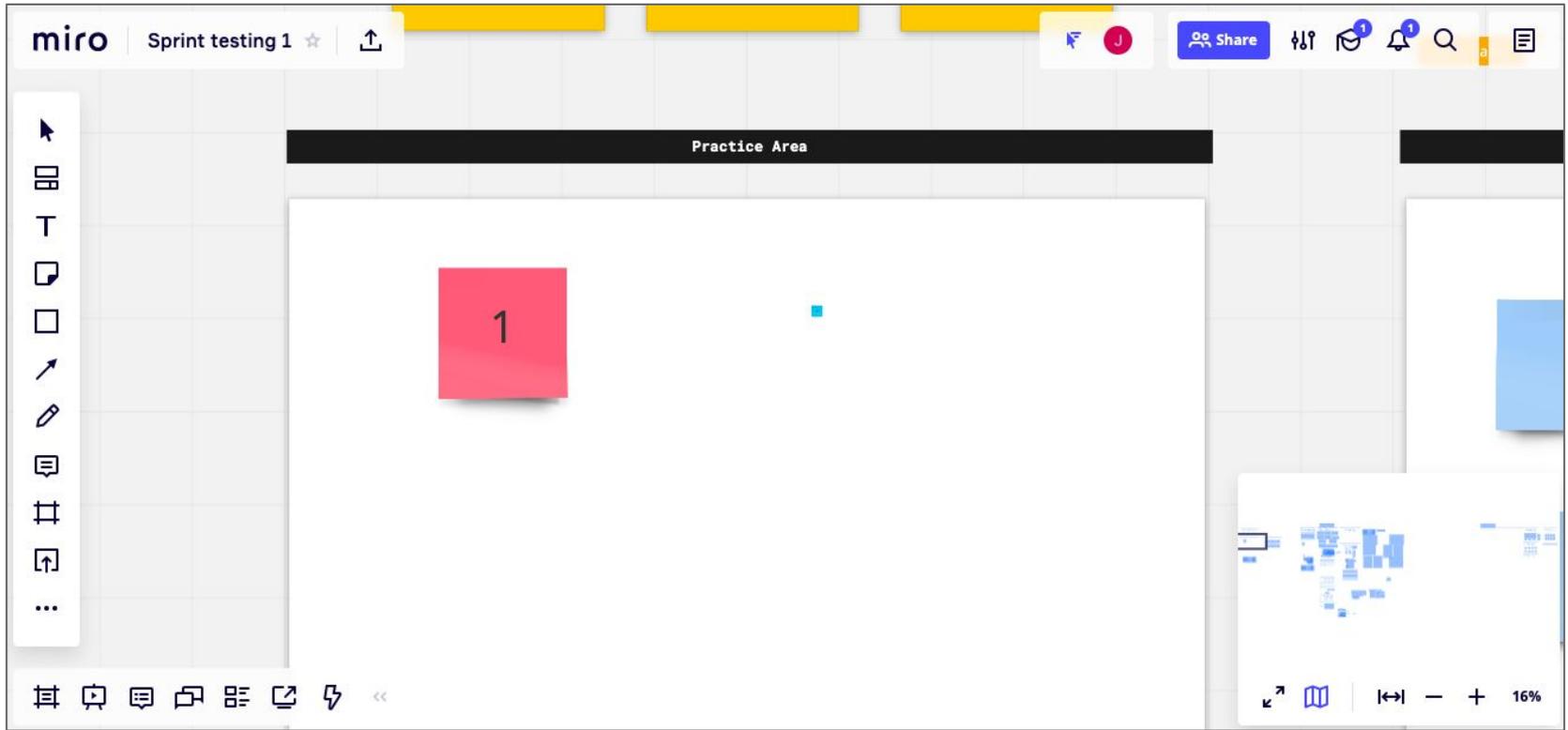
Once you're logged in you should see a screen like this. The miro board is in the middle and there are some toolbars around the edges of the page. Let's start by moving around the board...

Moving around
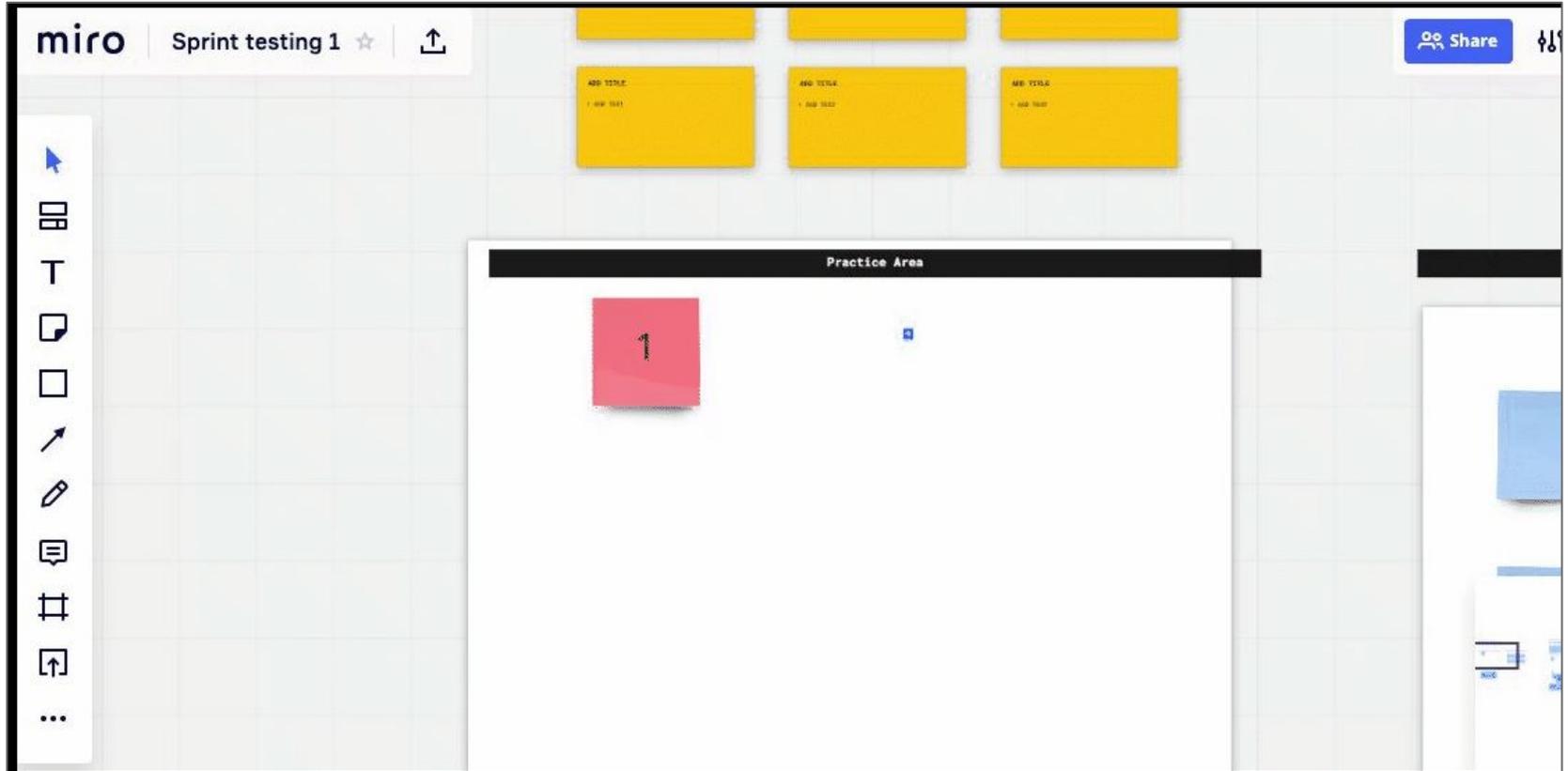
You can move around the board and zoom in and out using your mouse or laptop touchpad.

Movement and zoom controls

MOUSE AND KEYBOARD

Click down the scroll wheel on your mouse (or the middle button if you have one) and move the mouse to move around the screen.

You can also use the keyboard arrow buttons to move around.

Use ctrl then + button to zoom in (cmd then + on a mac)

Use ctrl then - button to zoom out (cmd then - on a mac

The plus and minus symbols at the bottom right of the miro page will also zoom you in and out...
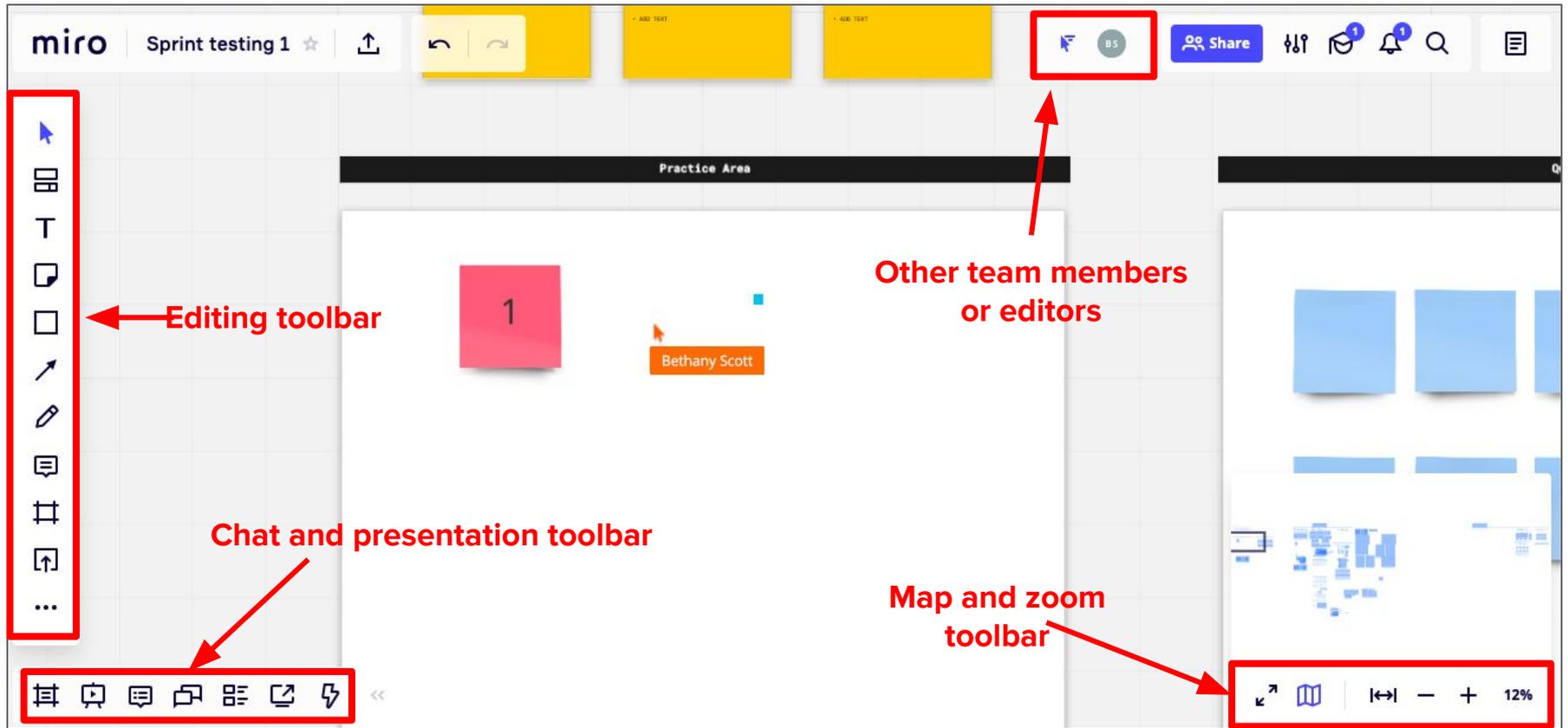
|↔| — + 10%
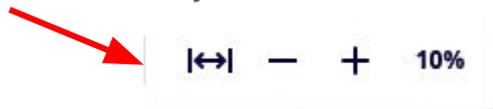
TOUCHPAD

Move around the touchpad with two fingers at once to change your location on the screen.

You can also use your computer's arrow keys to move.

Use a 'pinch' motion on the touchpad to zoom in and out.

Toolbars and useful tools

Editing toolbar

Other team members or editors

Chat and presentation toolbar

Map and zoom toolbar

On the main interface there are a few main toolbars we will use.

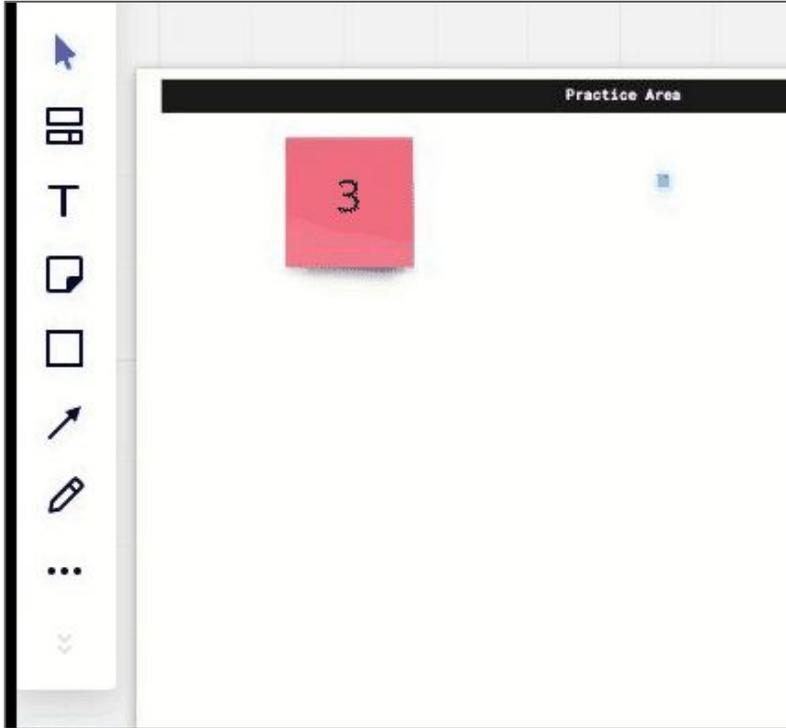# Editing tools

Useful tools

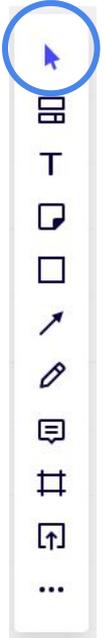Select

Sticky note

Arrows

Shapes

Comments

Upload an image

Frames

Select tool

1. Choose the 'select' tool from the toolbar.
2. You can then use left-click on your mouse or trackpad to select an item from the board.
3. Selected items will be surrounded by a blue line with dots at each corner.
4. You can also hold left-click and drag a box over several items to select them at once.
5. Selected items can be moved by holding left-click and dragging them around.
6. Right click selected items to see more options.
7. You can copy and paste or delete a selected item.

Sticky Notes
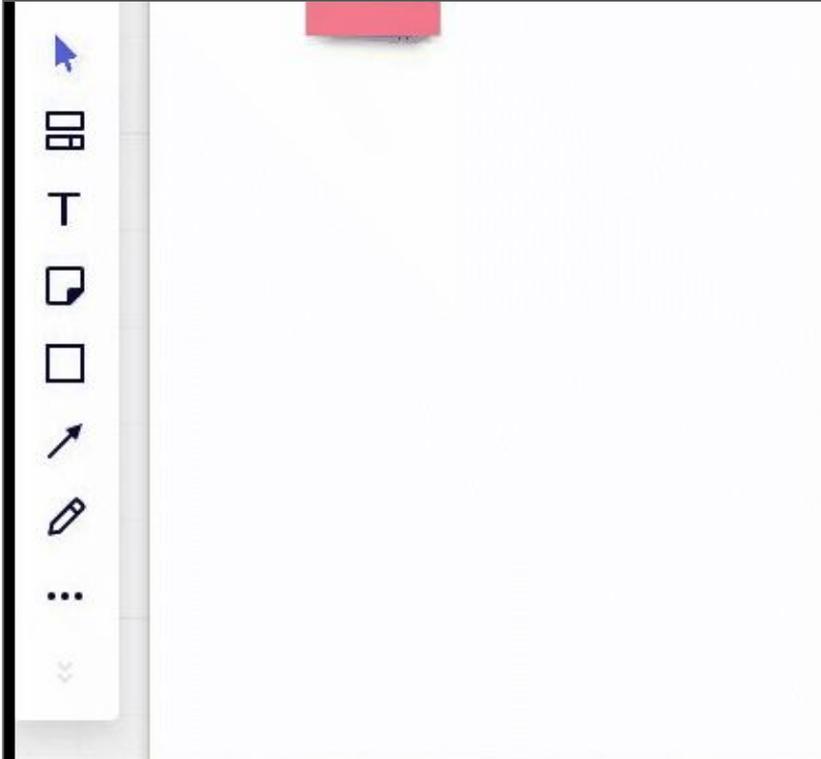
1. Choose the 'sticky note' tool.
2. Select a colour from the range that appears.
3. Your mouse pointer will turn into a sticky note shape. Click on the screen where you want your note to appear.
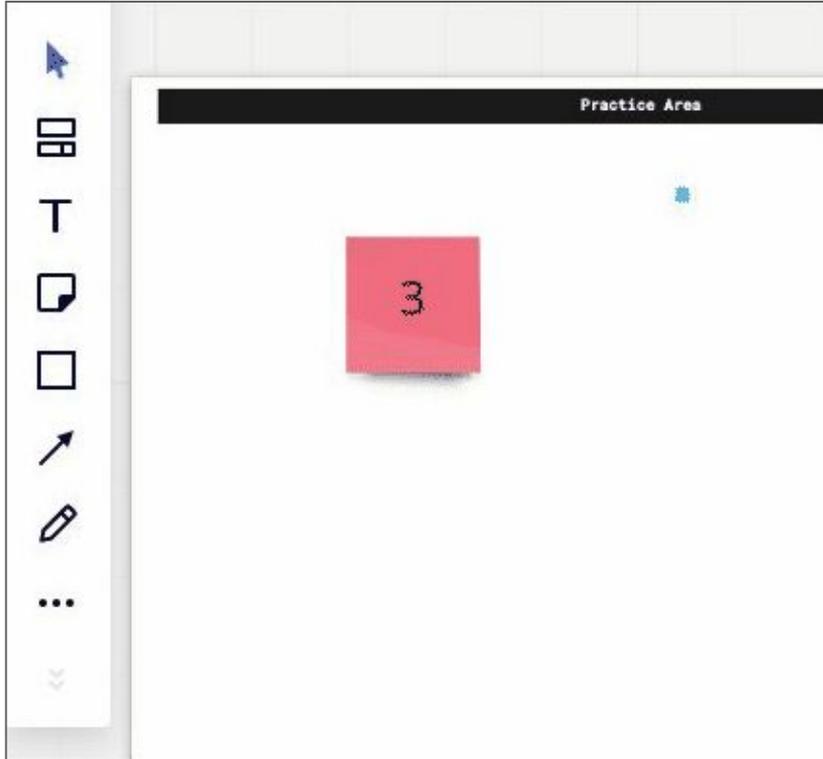4. You should now see your note appear on the miro board.
5. If you type now you can write what you want on the note.
6. Use the select tool to resize or move your note.
7. Double-click the note to edit the text if you need to.
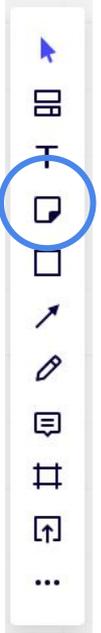
Shapes ☐

1. Choose the 'shapes' tool.
2. You can draw a range of different shapes
3. Select the sort of shape you want then move to where you want to place the shape.
4. Click and drag your mouse point to draw a shape and make it as big as you need.
5. You can then write in the shape if you would like, and change its colour.

Arrows
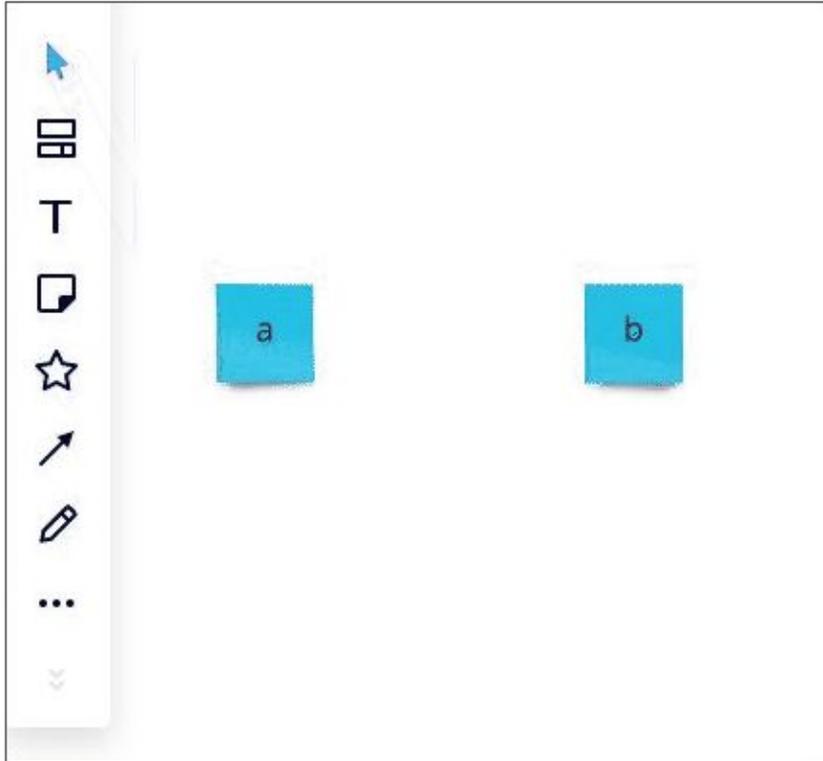
1. Choose the 'arrow' tool.
2. You can draw different arrows from one item to another.
3. When you have selected the sort of arrow you want you can hover over the first item you want to join and see dots around its outline.
4. Click and drag your mouse point to draw an arrow from one item to another.
5. When you move one of the items the arrow should move with it automatically

Comments
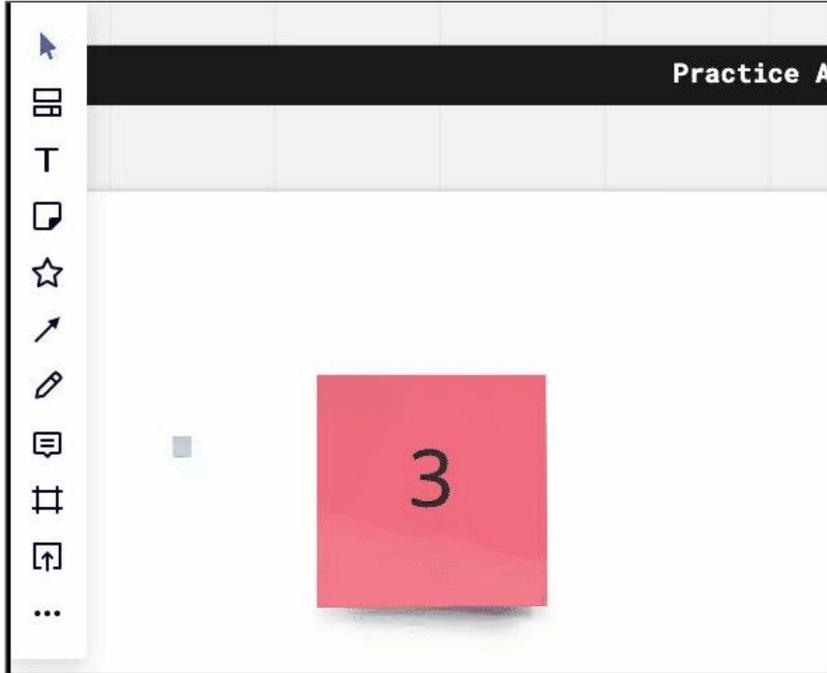
1. You may want to make a comment on something that someone else did.
2. Select the 'comment' tool.
3. Left-click the area where you would like to leave a comment.
4. It will create a text box. Type your comment in this box.
5. Others can see your comment as a small yellow speech bubble in the area where you left it.

Uploading your own images

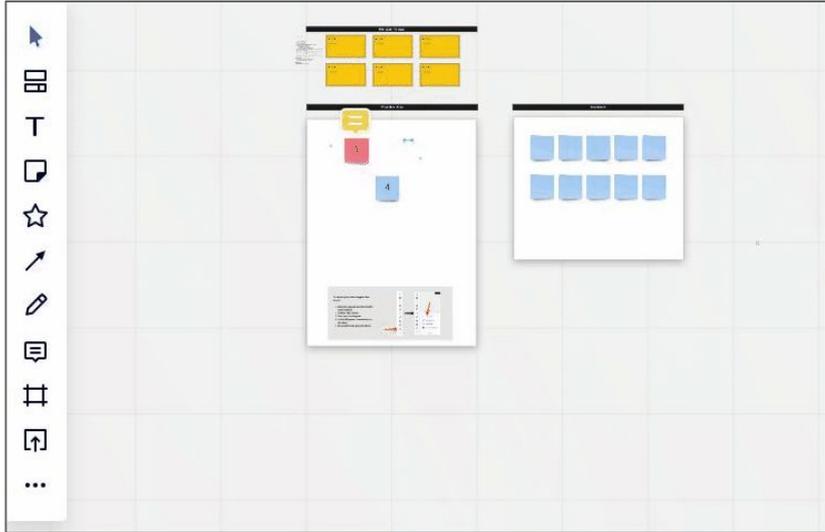1. You can upload your own images with the 'upload' tool.
2. Clicking this tool will allow you to choose where you want to upload an image from. This will usually be the top option - 'my device'
3. You will be given a new box to look through your computer files for the right image.
4. Once you've selected your image it will appear in the miro board in the middle of the screen.
5. You can now select the image and drag it into place or resize it.

Frames

1. The pages in miro are called frames. You could think of a frame like a sketchbook page or a whiteboard - ready to doodle on or stick notes on.
2. You don't have to put other things in frames, but it's a handy way to group them.
3. You can add a new frame with the frame tool. There are various options for size - custom, smartphone, tablet, and so on. Pick the one most appropriate for you.
4. It will appear in the board once you click it (if you have a large board it might be far on the right side)
5. You can rename the board by double-clicking the title above it and typing something relevant, and resize it too.
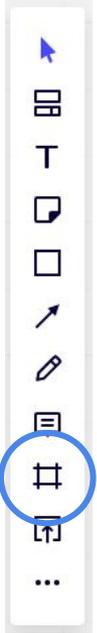
Chat and presentation tools

The chat tool
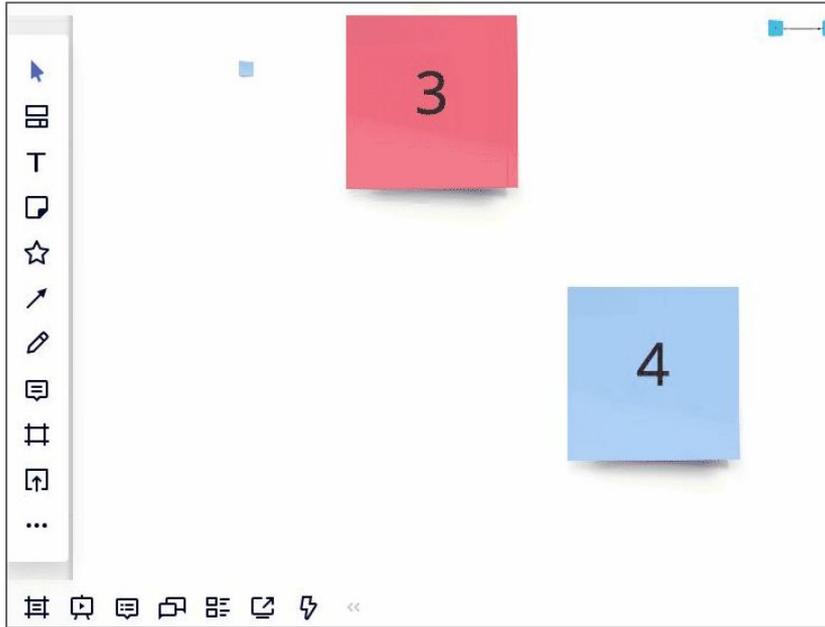
1. The toolbar at the bottom left has useful interaction tools such as presentation mode, screen sharing, comment viewing and also chat.
2. Chat can be handy if you aren't able to be on a video or sound call at the same time, or for sharing web links or text snippets.
3. Click the chat icon in the toolbar to open the chat box. It will slide out from the left hand side.
4. Enter any message you like. You will see others' messages in this area too.
5. If you want to hide the chat box, click the chat icon again. It will slide away, but the messages are still there if you want to see them again.

Other team members
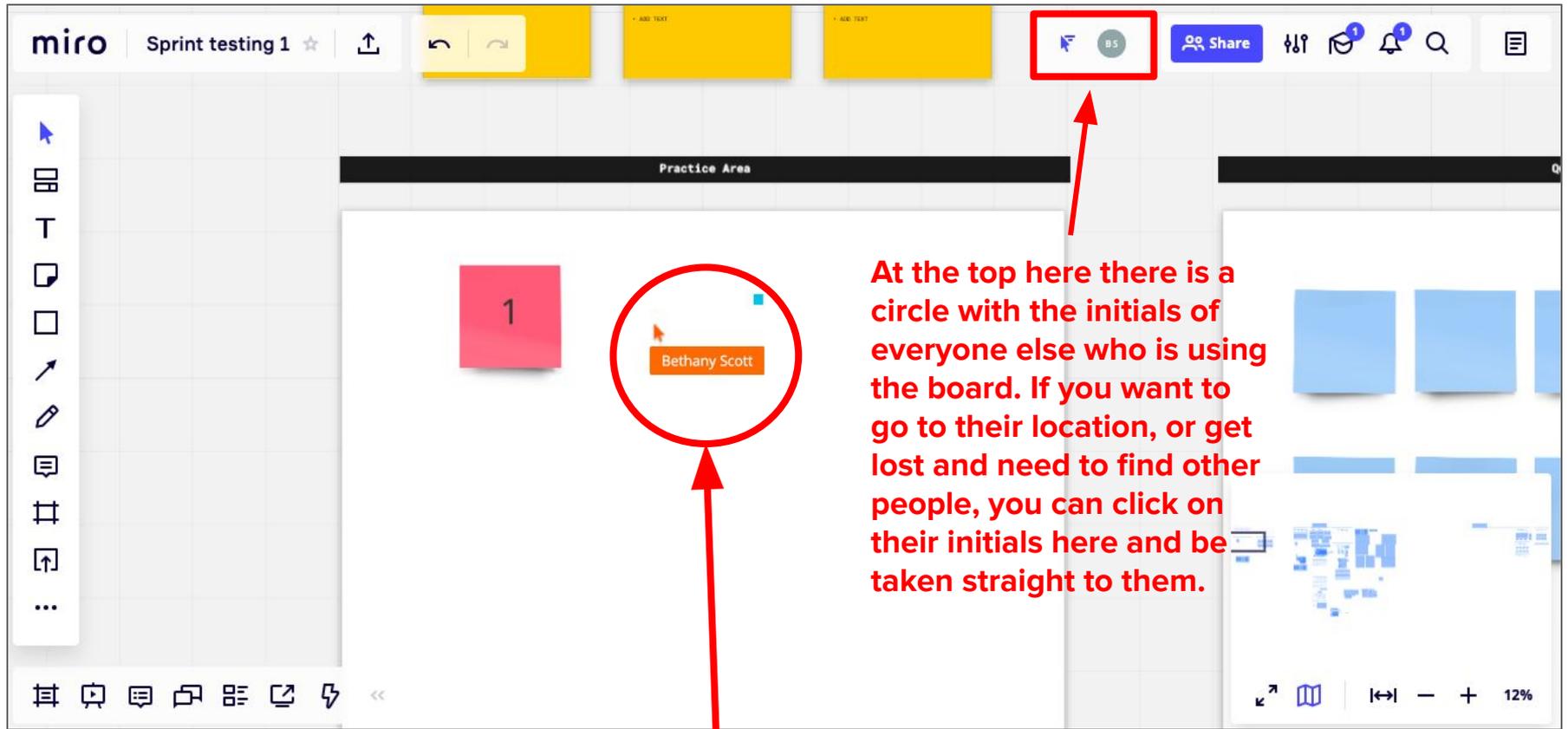
At the top here there is a circle with the initials of everyone else who is using the board. If you want to go to their location, or get lost and need to find other people, you can click on their initials here and be taken straight to them.

You can see other people using the board too. They will show up as an arrow with their name underneath.

Map and zoom tools
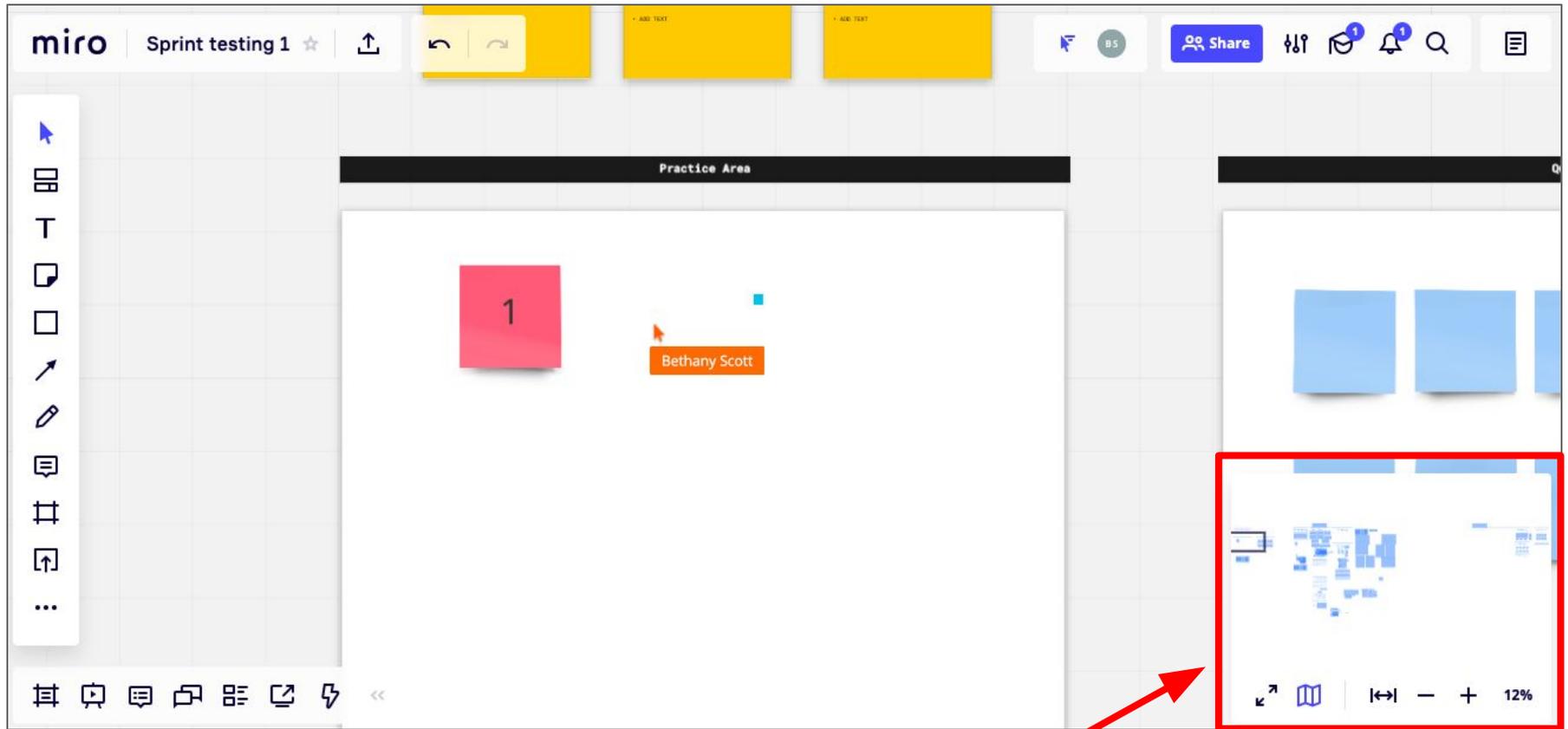
At the bottom right there are tools to zoom in and out, and open a mini-map showing the whole board.

Map and zoom
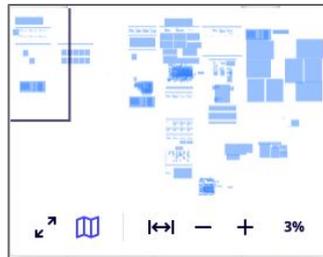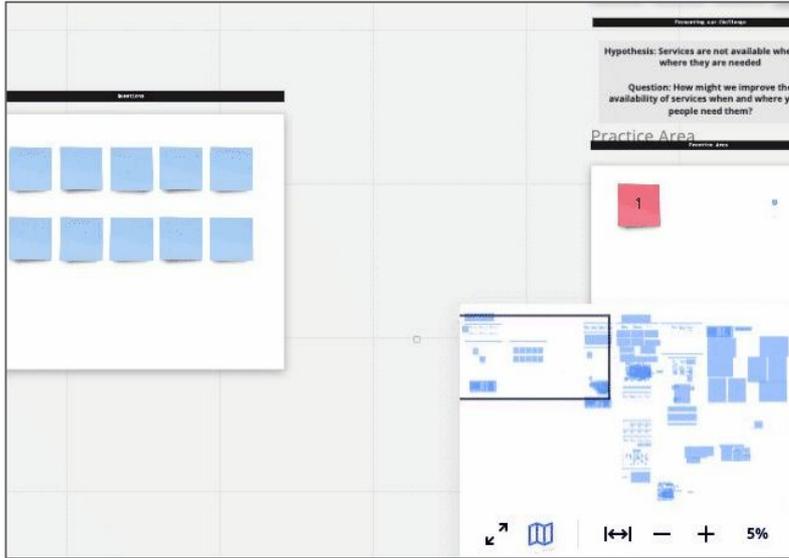
1. The map icon will show and hide the map and zoom toolbar.
2. If the map is not there and you want to see it, hover over the area showing the zoom percentage in the bottom right, then click the map tool to pin it to the screen.
3. The plus and minus icons will zoom you in and out.
4. The 'overview' icon will zoom you right out so you can see the entire board.
5. The mini-map shows the entire board and where you are in it. It can be useful if you are working on a large board and need to find a particular area.
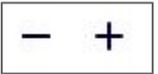
Hot Keys

Tools

	V / H	select tool / hand
	T	text
	N	sticky note
	S	shapes
	R	rectangle
	O	oval
	L	connection line, arrow
	P	pen
	E	eraser
	C	comment
	Ctrl + Z	undo
	Ctrl + shift + Z	redo
	F	frames
	M	minimap

General

Ctrl + C	Ctrl + V	copy / paste
Ctrl + X		cut
Ctrl + D		duplicate
alt + drag		duplicate
shift + drag		multi-select
Ctrl + click		select multiple items
Ctrl + A		select all
enter		edit selected item
esc		deselect, quit edit, switch to cursor
backspace		delete
Ctrl + G		group
Ctrl + shift + G		ungroup
Ctrl + L		lock / unlock
PgUp		send to front
PgDn		send to back

Navigation

← → ↑ ↓		move items / canvas
Ctrl +	+	zoom in
Ctrl –	–	zoom out
Ctrl + 0		zoom to 100%
Ctrl + 1		zoom to fit
Ctrl + 2		zoom to selected item
space + drag		move canvas
G		toggle grid
Ctrl + F		search

Tools

V / H	select tool / hand
T	text
N	sticky note
S	shapes
R	rectangle
O	oval
L	connection line, arrow
P	pen
E	eraser
C	comment
⌘ + Z	undo
⌘ + shift + Z	redo
F	frames
M	minimap

General

⌘ + C	⌘ + V	copy / paste
⌘ + X		cut
⌘ + D		duplicate
alt + drag		duplicate
shift + drag		multi-select
⌘ + click		select multiple items
⌘ + A		select all
enter		edit selected item
esc		deselect, quit edit, switch to cursor
backspace		delete
⌘ + G		group
⌘ + shift + G		ungroup
⌘ + L		lock / unlock
fn + ↑		send to front
fn + ↓		send to back

Navigation

← → ↑ ↓		move items / canvas
⌘ +	+	zoom in
⌘ −	−	zoom out
⌘ + 0		zoom to 100%
⌘ + 1		zoom to fit
⌘ + 2		zoom to selected item
space + drag		move canvas
G		toggle grid
⌘ + F		search