



# **Basic guide to Miro**

*for participants  
in online workshops*

## Basic guide to Miro for participants in online workshops

In this guide, we will explain how to use Miro and note the things you should keep in mind before participating in an online workshop or in the interactive sessions of online courses.

Miro is an online whiteboard platform that allows for collaborative editing over the internet. Web conferencing tools, such as Zoom and Google Meet, basically only allow you to have conversations. With Miro, you can also create digital whiteboards on which you can write, draw, and attach sticky notes. Changes made by others are shown in real time, allowing you to discuss and collaborate online as if you are in the same room.

To take full advantage of Miro and ensure effective collaboration during online workshops, it is necessary for all participants to know how to use the basic tools and functions so that they can concentrate on the discussions. However, unlike with online platforms such as Zoom, the number of people familiar with Miro is still limited. Since Miro is a multifunctional tool, it may also take time to learn all its functions. Therefore, we developed this guide to focus only on the functions most commonly used in online workshops. Although we are focusing here on interactive workshops such as those involving brainstorming, the tools and examples we describe are also suitable for interactive or participatory seminars or classes that involve group work. We encourage you to learn how to use Miro yourself by following this guide before participating in a workshop or class.

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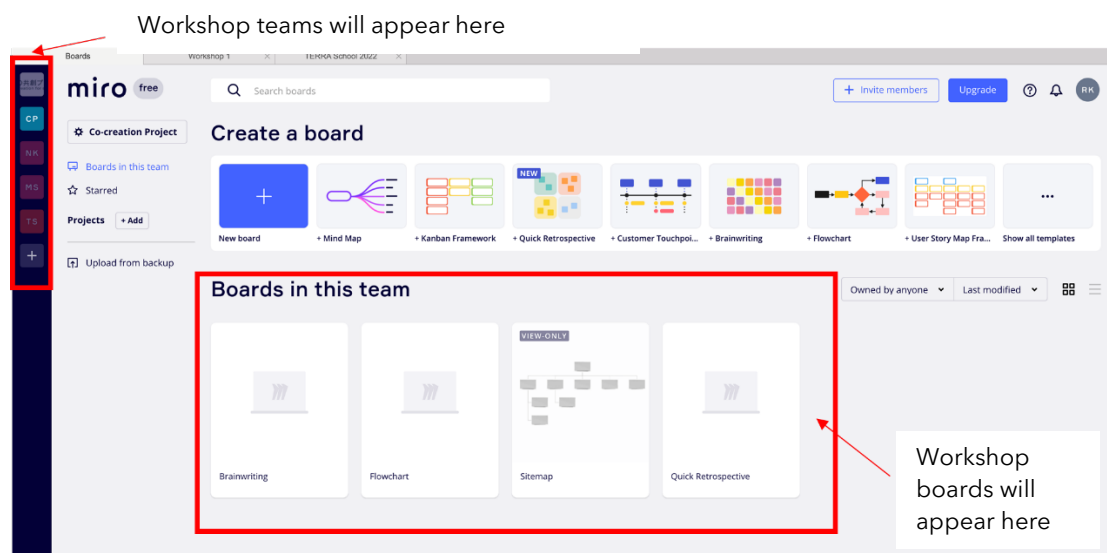
# How to get started with Miro

## ● Registering an account

To use Miro, you first need to register a Miro account. You can use your email to register or create an account by signing in with your Office 365, Slack, Google, Facebook, or Apple ID account.

Miro can be used in a browser or via an app for PCs, smartphones, and tablets. To use the app (free of charge), download it from Miro's website (<https://miro.com/apps/>) and install it. When using Miro in combination with Zoom, we recommend using the app.

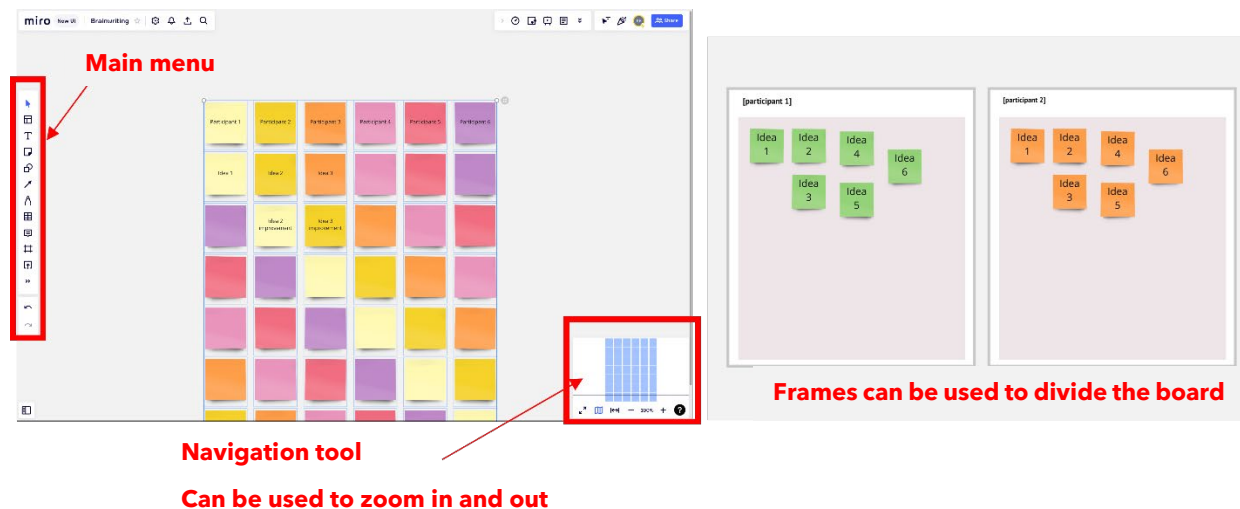
## ● Joining a Miro board



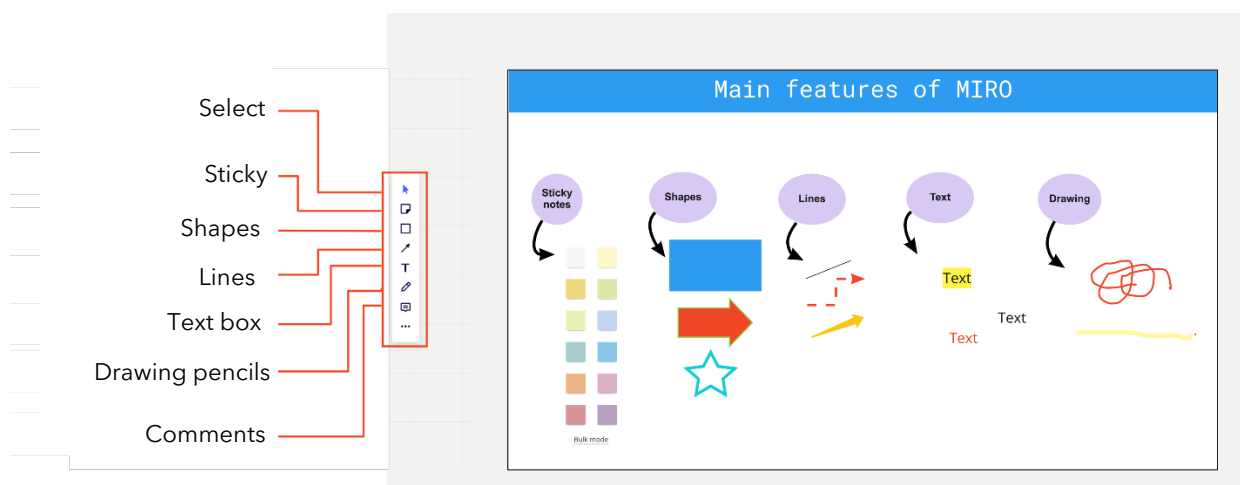
When you are invited to a workshop, you should receive an invitation link from the administrator or facilitator. Click on the link and accept the invitation. Your workshop team will then automatically appear in the blue menu on the left. Once you select the workshop team, you will see the workshop boards in the area marked "Boards in this team."

# How to use a Miro board

The Miro board has a main menu on the left and navigation tools on the bottom right. Miro has several functions, including drawing, text boxes, sticky notes, shapes, and tables. The board itself has a large open workspace, and the navigation tool can be used to see what is on the board and what part of the board is currently shown on the screen. You can zoom in or out by clicking the + or - button.



To use a function from the main menu, click on the icon corresponding to the desired function to display a submenu. From there, select the color or shape you want to use. You can then click anywhere on the board to insert the item or to start drawing. The arrow icon at the top can be used to switch between the pan and select modes (see page 5 of this guide).

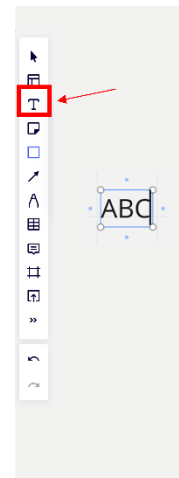


## ● How to enter text

The most frequently used tools in online workshops are text entry and sticky notes. Let's learn these two first.

To enter text, first click on the "text" icon in the main menu. Then move to any location on the board and click to change to text input mode. You can now start typing.

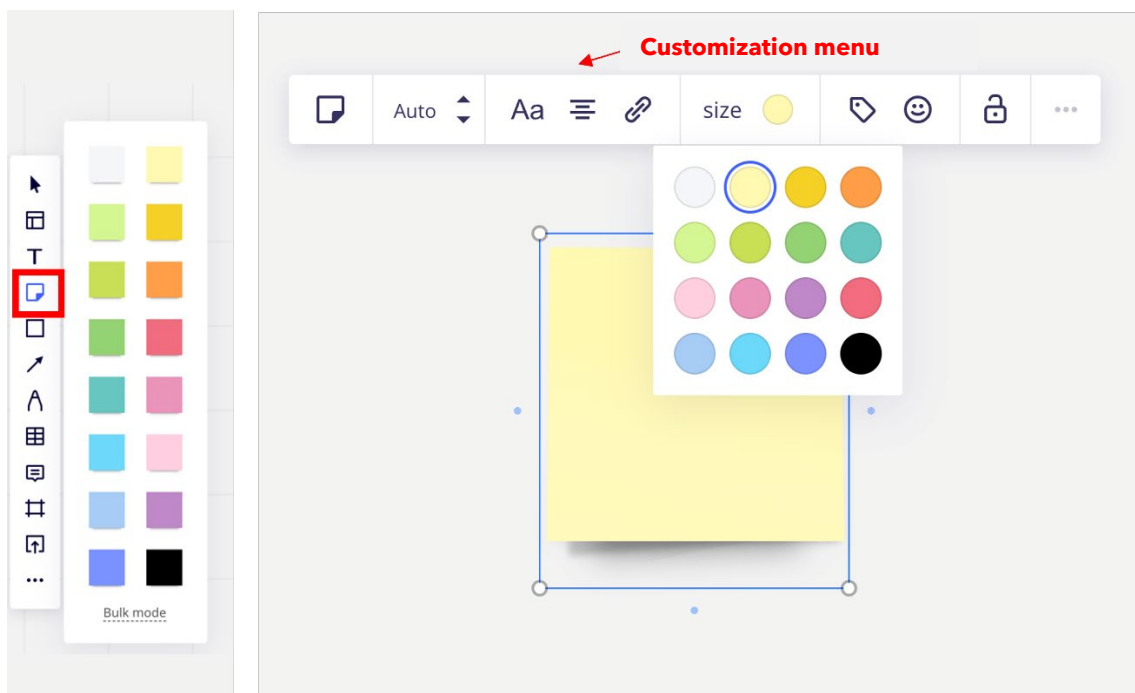
Be sure to type using a font size that is easy for other participants to see. You can change the font size after you have finished typing by selecting the text (a text formatting menu will appear above the text).



## ● How to add and change sticky notes

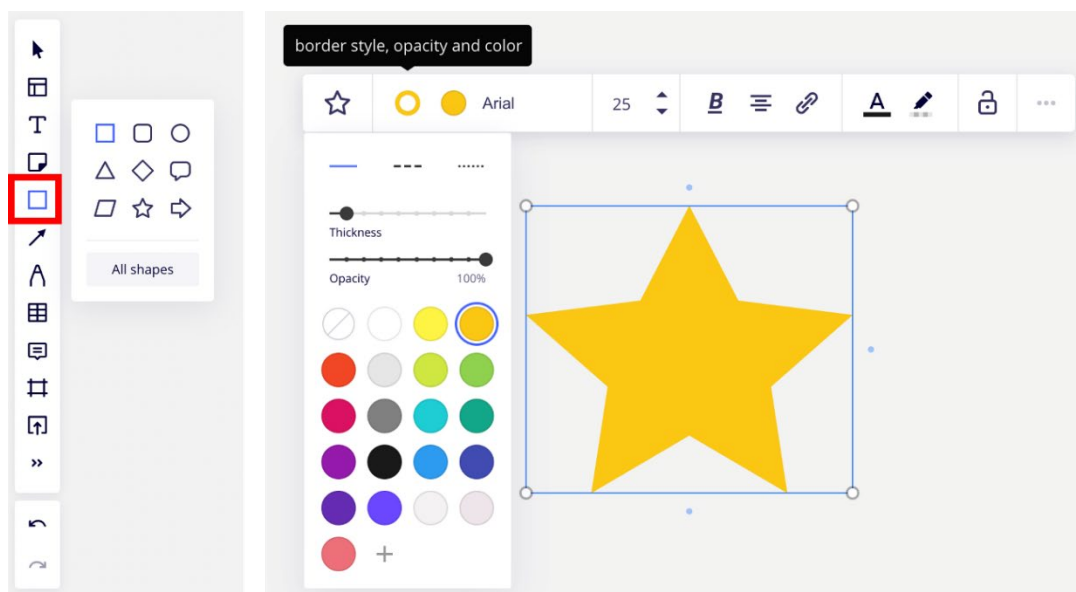
To add a sticky note, click on the sticky icon in the menu, select a color from the sub-menu, and drag it to the board.

To change the color or format of a sticky note, click on the sticky to reveal the customization menu. Here, you can change the color and shape of the sticky note, as well as the formatting of the text. The size of the sticky note can be adjusted by dragging any of the white dots that appear around it.



## ● How to add or change a shape

Click on the square-shaped icon in the main menu to add basic shapes like squares, circles, and triangles. Select the desired shape and click anywhere on the board to insert it. More advanced shapes can be found when you select "All shapes" in the submenu. To adjust the shape, click on any of the white dots at the four corners and drag accordingly. The format of the shape can be adjusted using the customization menu, which automatically appears when you select a shape on the board. Here, you can change the shape, color, opacity (transparency), border styles, and other formats. It is also possible to add and format text.

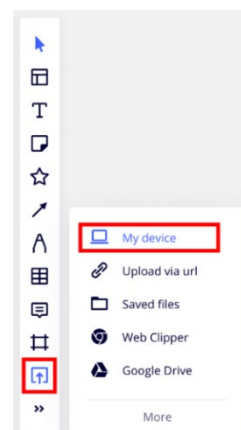


## ● How to draw lines and shapes

It is also possible to draw shapes and lines using the drawing tool. Click on the pencil icon in the main menu and select the pencil icon in the submenu. Now you can click anywhere on the board to start drawing. To erase a line, click on the eraser icon. You can also use the Smart Drawing tool (located between the highlighter and eraser icon) to automatically convert your handwritten lines into appropriate shapes and connection lines.

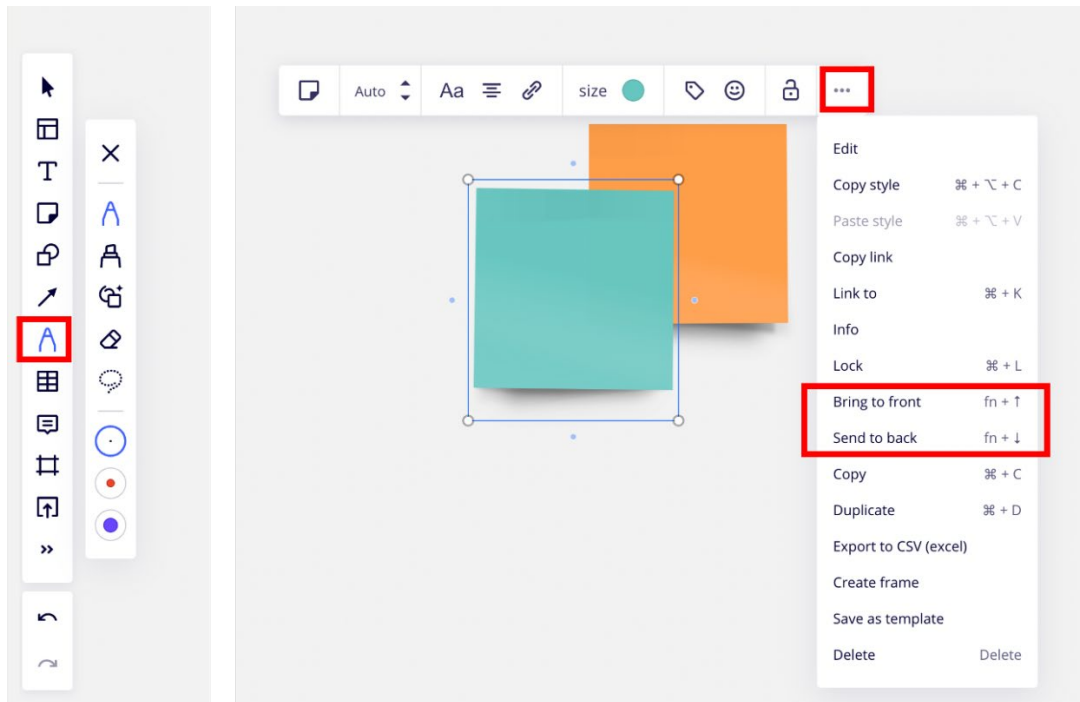
## ● How to add images

To add images to the board, click on the "Upload" icon and select "My device" in the submenu. Here, you can upload images stored on your device. When you see a list of the images on your device, select the image you wish to add and click "open."



## ● How to change the order of objects

When the number of objects on the board increases, you may need to stack them or change their order. To change the order, click on an object to reveal the customization menu. Then click on the three dots ("...") on the far right to display more options and select "Bring to front" or "Send to back."



## ● How to navigate around the board

Finally, it is also important to know how to navigate around the board without affecting the content.

The top icon in the main menu lets you switch between "pan" and "select" modes. When the select mode is activated, your cursor will be displayed as an arrow and you can select, change, and move objects on the board. Pan mode is a function that allows you to navigate around the board without affecting things on the board. To switch to pan mode, click on the top icon. Your cursor will now be displayed as a hand and you will no longer be able to move items on the board.

Alternatively, you can activate the pan mode by holding the spacebar on your keyboard while moving around.



## Conclusion

In this guide, we explained the basic operations and main functions of Miro. Using new tools in online meetings may sometimes be overwhelming, but online workshops don't usually require the use of many functions. Ideally, you should practice a few times before the workshop to gain familiarity with the different tools so it will be easier to focus on the discussion itself during the workshop.

There is an accompanying video for this guide (accessible from the co-creation project web page, <https://cocreationproject.jp/en/learn/tool/>). This video, called "Basic guide to Miro for online workshops," explains the workshop-related functions described in this booklet. Please use it together with this guide. If you would like to learn about other Miro functions, please visit the official Miro website (<https://www.miro.com/>).

The Co-creation Project is a research project of the Research Institute for Humanity and Nature. The project promotes efforts toward sustainable development by collecting and analyzing examples of knowledge co-creation in which researchers and parties work together to solve environmental problems.



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Date: 30 September 2022 (first edition)

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Publisher: Co-creation Project (No. 14200130), Research Institute for Humanity and Nature

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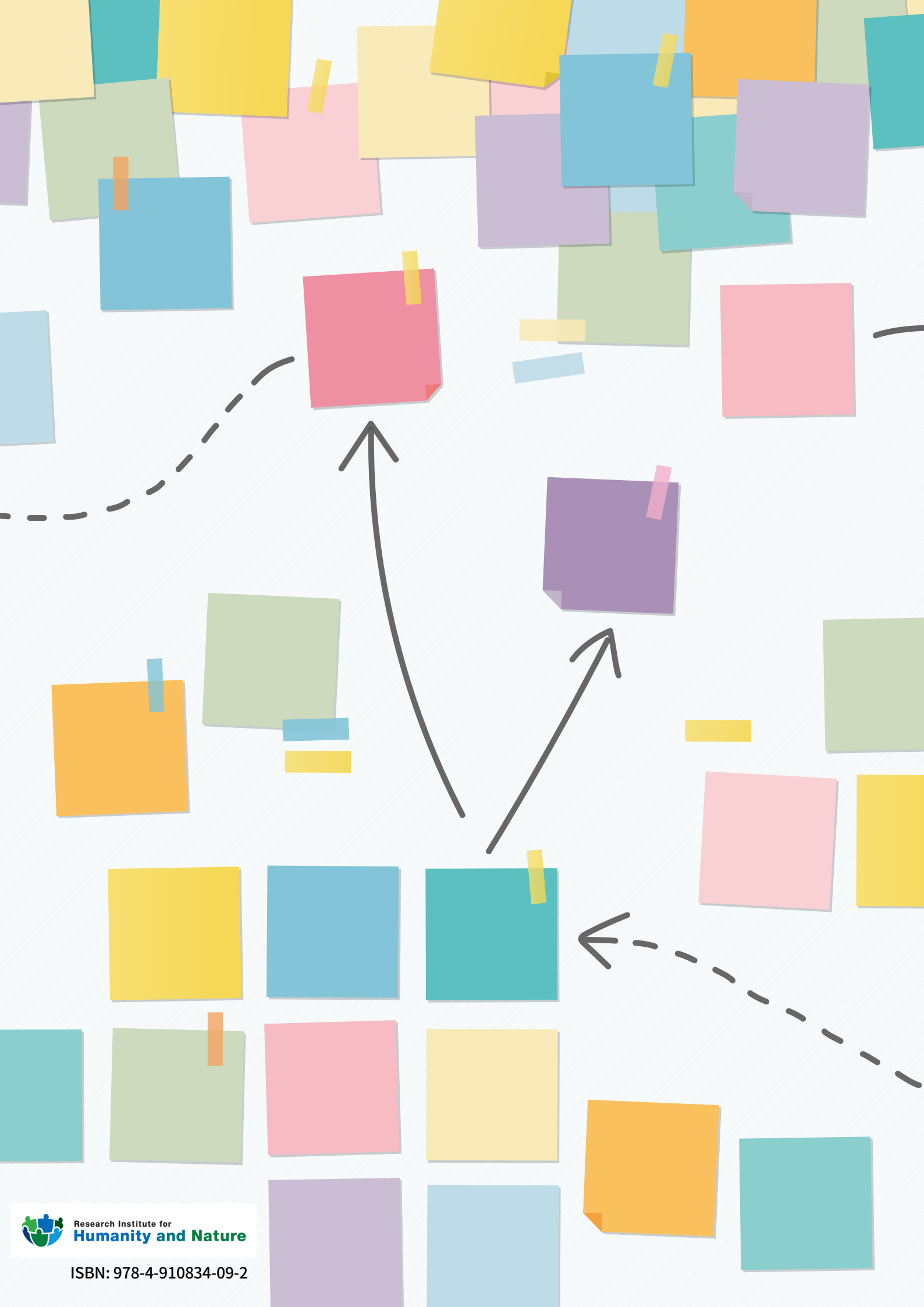
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ISBN: 978-4-910834-09-2







Research Institute for  
**Humanity and Nature**

ISBN: 978-4-910834-09-2