

Introduction to Miro

Finding your way around Miro

The screenshot shows the Miro workspace with a table of contents on the left and a central canvas. Annotations include:

- 1. Show table of contents (pointing to the table of contents icon in the bottom left)
- 2. Select 'list' view (pointing to the list view icon in the top left)
- 3. Click on the frame you want to see (pointing to a frame in the table of contents)
- 4. Or use the map view for navigation (pointing to the map view icon in the bottom right)

Text on the canvas: "Control room level by scrolling" and "Attention: blue arrow = selecting and moving objects" with a blue arrow pointing to a text box.

The most important action

1. Create a post-it from existing

Blue arrow to select
Click post-it
Use "Detach" to copy the "Detach" to post-it
Select the newly created post-it and drag it to the canvas plane
(Can also be done through right-clicking)

2. New post-it using shortcut

Shortcut key "P"
Choose your desired post-it colour and click on a location where you want to create the new post-it
(Can also be done without checking a colour)

3. New post-it through menu

Click the post-it icon in the left hand menu
Choose your desired post-it colour and click on a location where you want to create the new post-it
(Can also be done without checking a colour)

Writing on a post-it

Click a post-it 3 times



Write down your contribution

Let's practice!

1. Create a post-it in the box below and write your name on it
2. Copy the post it and write you team, division ... on it

