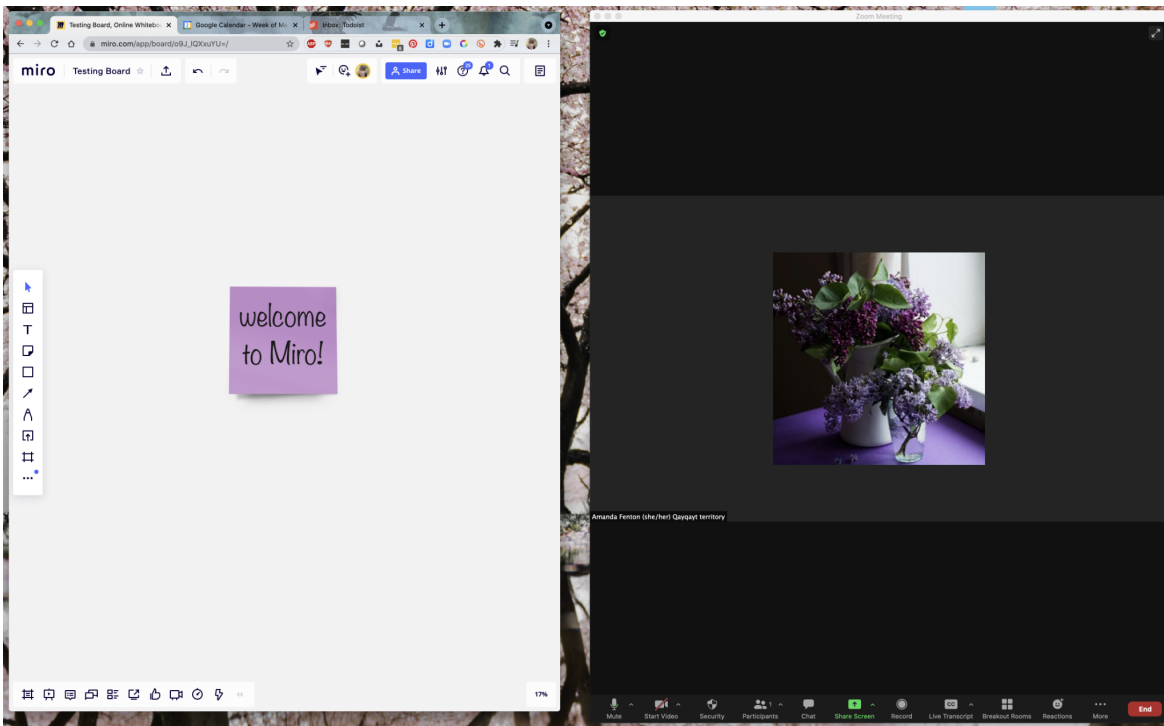


Miro Tip Sheet

Miro is a nifty online collaboration tool, like an online version of markers, flip chart paper and sticky notes.

How we'll use Miro during our session

- We'll have Zoom running for our virtual meeting room.
- We're also going to use Miro which is a virtual white board so we can create notes together (the same way we would have flipcharts, sticky notes, markers in a physical room).
- During our session, we'll paste a link in the Zoom chat. When you click that link, Miro will automatically will open in your internet browser. Zoom will still be running for our virtual meeting room - the two are separate.
 - *This means you may need to toggle back and forth between your Zoom window and the window Miro is in. Or if you have a large enough screen size you can arrange the two windows side-by-side.*



(example of the Miro window in Chrome and Zoom side-by-side on my desktop)

- Miro doesn't work as well in Internet Explorer/Edge; if you know your computer will automatically open links in Internet Explorer/Edge, just copy the Miro link from the Zoom chat and paste the link into another browser. Chrome is best, or Firefox or Safari can also work.

- If Miro is prompting you to set up an account/password, try clicking continue to bypass this, or click the option to continue as a Guest Editor. You do not need to set up a Miro account to access the Miro board.

Main things to know about Miro

- **How to zoom in/out**

- Use the navigation buttons in the bottom right hand of the screen. If you see a percentage number, hover your mouse over and click the plus or minus buttons to zoom in, zoom out. You may need to click on the percentage sign to open the navigation menu.



- Depending on your computer, you might be able to use the 'scroll' on your mouse, or if you use a trackpad you can pinch in/out on your trackpad.

- **How to move sideways/up/down**

- Click the pointer cursor icon in the very top of the left menu and your pointer cursor will change into a hand. Click and hold to move around the Miro board.



(the cursor icon in the left menu)

- Or using your mouse, you may be able to click on an empty area of the board, and by clicking and holding your mouse your cursor will turn into a hand. Continue "click and hold" and you can move your view of the board around. If you use a trackpad, you can try sliding two fingers on the trackpad.

- **Make a sticky note**

- On the menu on left hand side, look for the square icon with folded up corner.



(the sticky note icon in the left menu)

- If you don't see the sticky note icon in the left hand menu, click the three dots at the bottom and an expanded tools menu will open and you can find it there.
- Click the sticky note tool, and the expanded sticky note menu will open up showing all the sticky note colours. If you can see colour, click on the colour you want.



(all the sticky note colours)

- Then click on the Miro board where you want the sticky note to go, and just start typing.
 - When you're done typing on your sticky note, click off.
 - Your left hand tool menu might look different; if you don't see the sticky note icon, click the three dots at the bottom and an expanded tools menu will open.
 - To resize your sticky note, click on your sticky note then drag any corner.
 - To delete your sticky note, click on your sticky note, then press your delete button on your keyboard.
 - To start typing in an empty sticky note, double click on the sticky note.
- **Show/hide collaborators' cursors**
 - When there are a large number of people in the same Miro, seeing everyone's cursors moving around can be visually distracting. To turn this off, towards the top right of your Miro window is a pointer cursor with two lines beside it. Clicking this will hide everyone's cursors, or you can click it again to show everyone's cursors. This only changes your view of the collaborators' cursors.



(click the arrow to show/hide collaborators' cursors)

Video Tour

For a short, guided tour of using Miro, [you can also watch this video](#) (captions included).

Created by Amanda Fenton, 2021.

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