

UCL Centre for Co-production in Health Research

HOW TO guide: Co-creating our strategy using Miro



This how to guide talks you through getting on and moving around in Miro and how you can use it to co-create with us!

Getting on and moving around

Click on this link: https://miro.com/app/board/o9J_kr_nu8o=/ to access our Miro board. You do not need to sign up or pay to do this. You can open the link on your computer, smartphone or tablet – it can open in your usual web browser. If you are on a mobile you can read the information in your browser, but if you want to add any comments then you will need to download the app (a prompt will come up when you click on the link).

There might be a message at the top of the page asking if you want to sign in or register to edit the board. You don't need to do this! You can register if you want, but it is fine to just visit and contribute as a guest.

Zooming in and out

There's a lot there! Some of the information looks very tiny when you first open the board, so moving around and zooming in and out are key skills you need.

In the bottom right of your screen you will see a number representing how far you are zoomed in (54% in the image below). Clicking this button will zoom you in to 100%. Hovering over the number will display the following menu.



These icons allow you to (from left to right):

- View Miro in fullscreen mode
- Pin a mini map to this part of the screen to help you navigate
- Fit the entire board into your screen's viewing space
- Zoom out, Zoom in

To find out more, watch this short video: [Getting Started with Miro: Navigation](#)

Finding your way around

The best way to move around our board is to use the 'frames' navigation. See below for guidance on how to do this. But let's start first with the basics - you can navigate using a mouse, trackpad or touch screen.

- Mouse: click and hold the left button on an empty area of the board, and drag.

- Trackpad:

Choose your preferred mode for board navigation

You`ll be able to set it up for any device you use

Mouse
Trackpad
Touchscreen



Scroll the board in any direction by sliding two fingers on the trackpad



Zoom by pinching in and out



Scroll vertically with mouse wheel, horizontally with mouse wheel+Shift



Zoom using Ctrl/Cmd + mouse wheel

Apply

To change the settings, right-click on the board and choose Navigation mode.
[See how it works in different browsers.](#)

- Touch screen:

Choose your preferred mode for board navigation

You`ll be able to set it up for any device you use

Mouse
Trackpad
Touchscreen



Move objects or canvas



Move canvas only



Add objects tap



Add last double tap



Multiselect long press+drag



Zoom in/out

Apply

To change the settings, right-click on the board and choose Navigation mode.
[See how it works in different browsers.](#)

[This video](#) shows you how the different modes work.

Frames

The information on Miro is arranged in different 'frames' (like picture frames), with titles explaining what is in each frame. If you click this icon in the very bottom left corner of your screen, it will open up a list of all the frames, in order. You can move through this list one by one by clicking on each frame, or scrolling down the list. This is the easiest way to navigate through all the information



Click this button to see the list of frames

The list of frames will show along the left side of your screen like this, and you can scroll down.

The screenshot shows the Miro interface with a callout box pointing to the frames icon in the bottom left corner. To the right, a 'Frames' panel is open, displaying a list of frames. A second callout box points to this list.

Let's co-create!

UCL Centre for Co-production: Co-creating our Strategy

SECTION 1 starts here (but read the How To guide first!) →

Go this way - zoom into each frame to read the information in it ↓

SECTION 2 starts here →

Co-create here! →

Tech tips →

What next? →

THE END THANK YOU!

The screenshot shows a Miro board with various frames and diagrams. Red annotations with arrows point to specific frames and sections, providing navigation instructions.

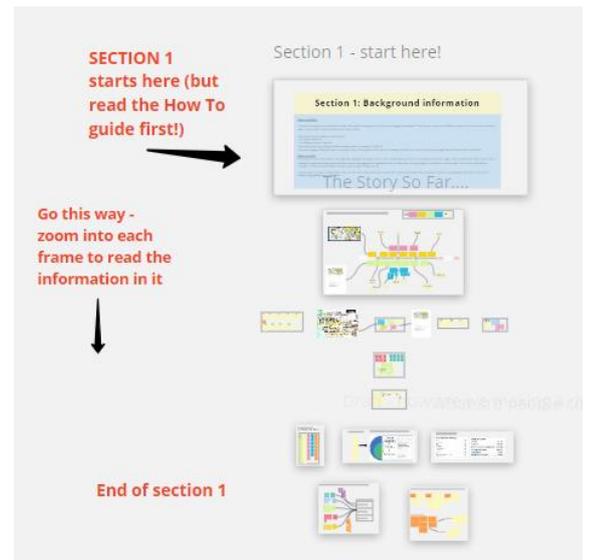
You can get onto the Miro board here: https://miro.com/app/board/o9J_kr_nu8o=

You should hopefully be able to see a view like the one above – this shows the two sections of the board. It is easiest to move through the information frame by frame – there are 20 frames in total.

What's on the board?

Section 1: Background information (Frames 1-13)

This section is background information only. There's a lot of it! You are welcome to zoom in and out of each frame to read what is in them, but it's just there if you're interested to find out more about the co-creation and other activity which has led us to where we are today. It shows how our thinking has progressed and where we were up to before we started co-creating the strategy.



Section 2: Co-creation (Frames 14-20)

This section contains the content from the two strategy co-creation sessions we held in early June, and is where we want you to contribute your thoughts and ideas.

As before, start at the top with the information the blue box, and work your way down. There are three 'actions' where you can co-create and guidance for each is in the red boxes.



Actions:

1. Which vision statements stand out to you? (Frame 17)

Use the 'comment' function to indicate which TWO you think are most important for the Centre to work towards in the longer term.

2. What do you want to see by 2022? (Frame 18)

Use the 'comment' function to show which of the ideas you think are most

important for us to work towards in the shorter term.

3. How are we going to get there? (Frame 19)

Use the 'comment' function to add your thoughts, reflections and ideas, responding to the questions:

- a. What are we already doing well?
- b. What more needs to happen?
- c. How can we make this happen?

You can find more detail about how to add your comments below and in frame 20 on the board.

How do I add comments?



You can use this icon (in the left hand toolbar) to add comments to an item on the board. Click the icon (or use the hotkey "C") and your cursor will change to a comment. Click on the item you would like to comment on, type in the box that pops up, and press the blue arrow next to the emoji, or 'Enter' on your keyboard when you're done. You will have to add your name, but it can just be an initial if you like.

If you want to change the cursor back so you can move around or zoom in and out, click on the hand icon on the left sidebar, then click back on the board.

If adding comments isn't working for you, then you're more than welcome to email us with your thoughts instead: coproduction@ucl.ac.uk

More tech tips

You do not need to click 'save' at any point, as Miro saves automatically. When you're done, you can just close the web page. However, if you have any internet connection problems, you might want to refresh the page to check your comments have posted OK.

You will be able to see other people's comments. Feel free to reply to them, if you like, but please don't move or delete them.

There is lots more you can do with Miro (as you can see by all those icons!), but you now know all you need to get started – give it a go! If you'd prefer to read more before diving in, then there are lots more guides and videos on [Miro's Help Centre](#).

Any questions?

If you have any questions, would like help, or would prefer to co-create offline or via email instead, please just get in touch: coproduction@ucl.ac.uk. You can also call Niccola during working hours on 07741 671 200.

Thank you!

Thanks to our friends at Co:Create for helping us with Miro, and this how-to guide.