User Guide

Get organized. Stay creative.

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Introduction

Milanote is a tool for organizing creative projects into visual boards. This guide walks you through the process of signing up, creating boards, adding content, and collaborating with others.

Step 1: Create an Account

Go to milanote.com and click 'Sign up for free'. Choose email, Google, or Apple to create an account.

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Step 2: Explore the Dashboard

After signing in, you'll see the main dashboard with navigation sidebar, board list, and settings.

Step 3: Create Your First Board

Drag your 'New Board' and name it. You'll enter a blank workspace ready for your ideas.

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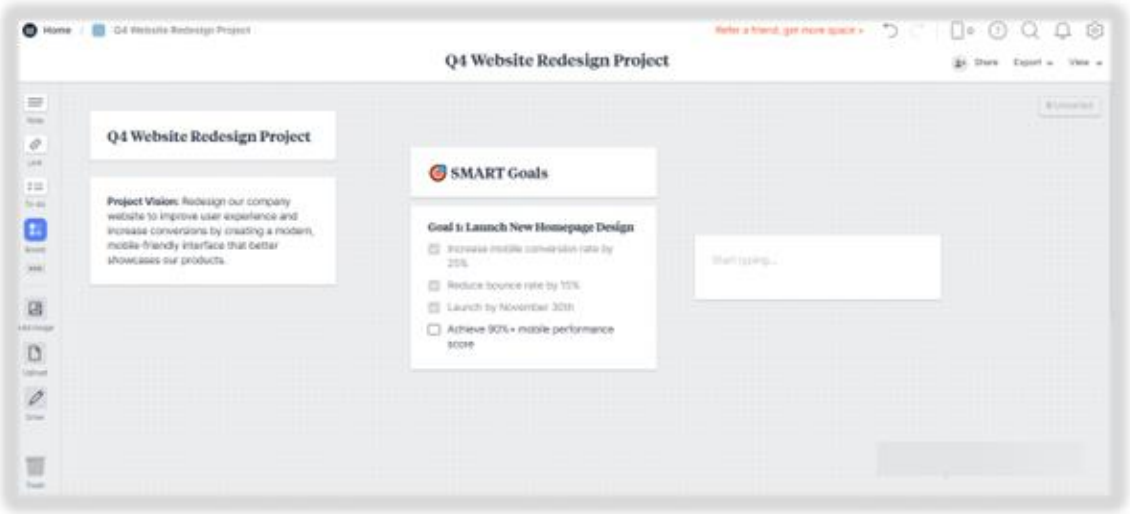
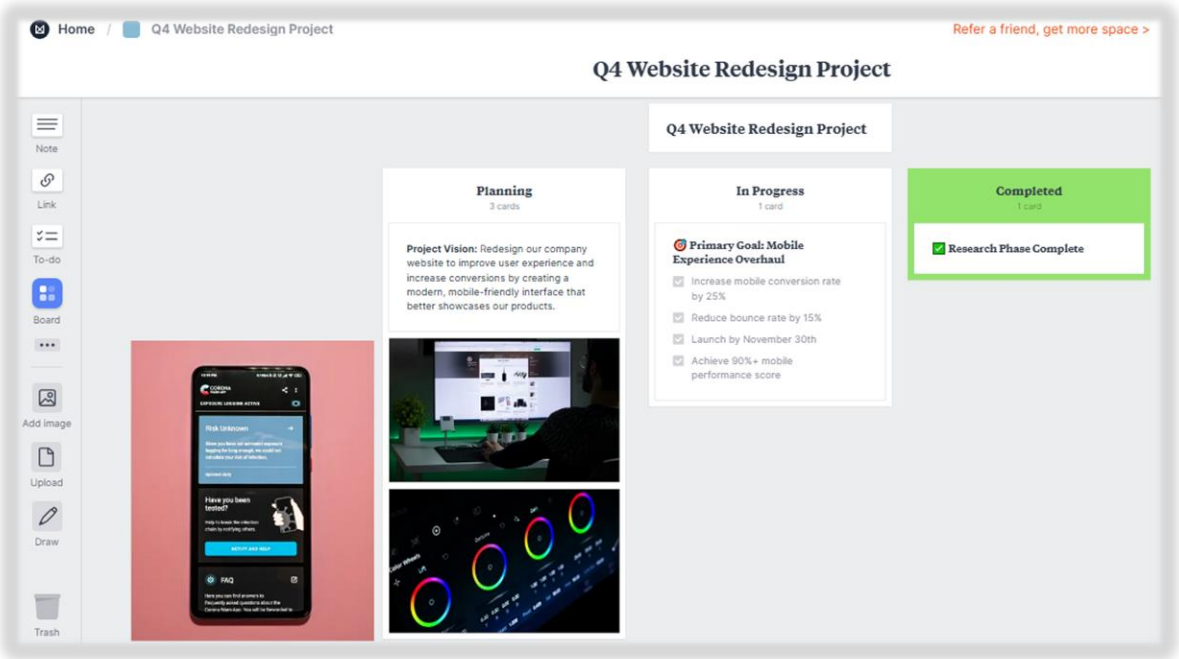
Step 4: Add Content

Use the '+' menu to add notes, images, and links. Drag them into place on your board.



Step 5: Organize Your Board

Group content into columns, apply colors, and arrange items for clarity.



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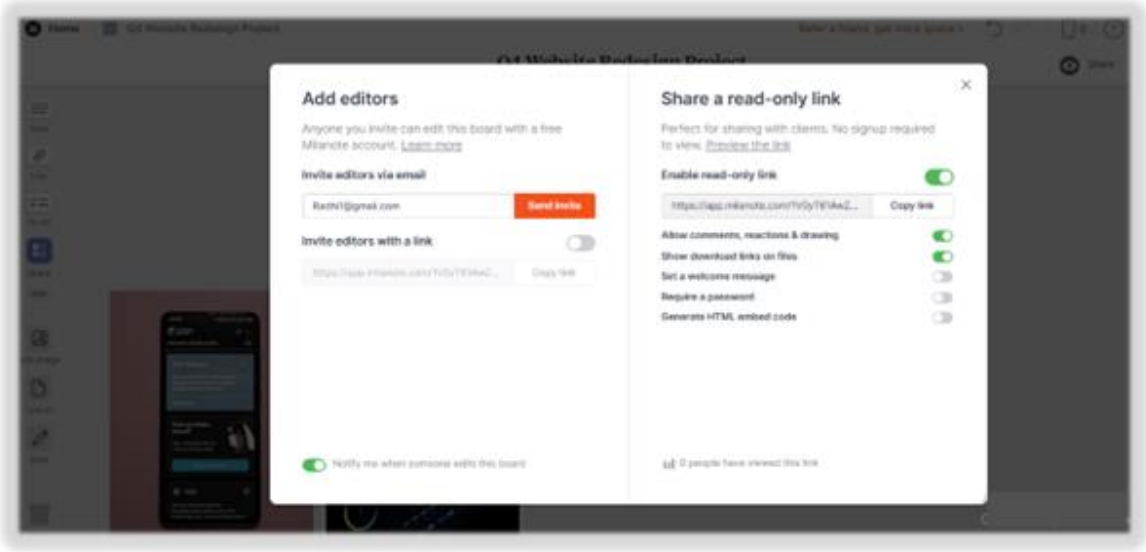
Step 6: Share and Collaborate

Click 'Share' in the top-right corner to invite team members with view or edit permissions.



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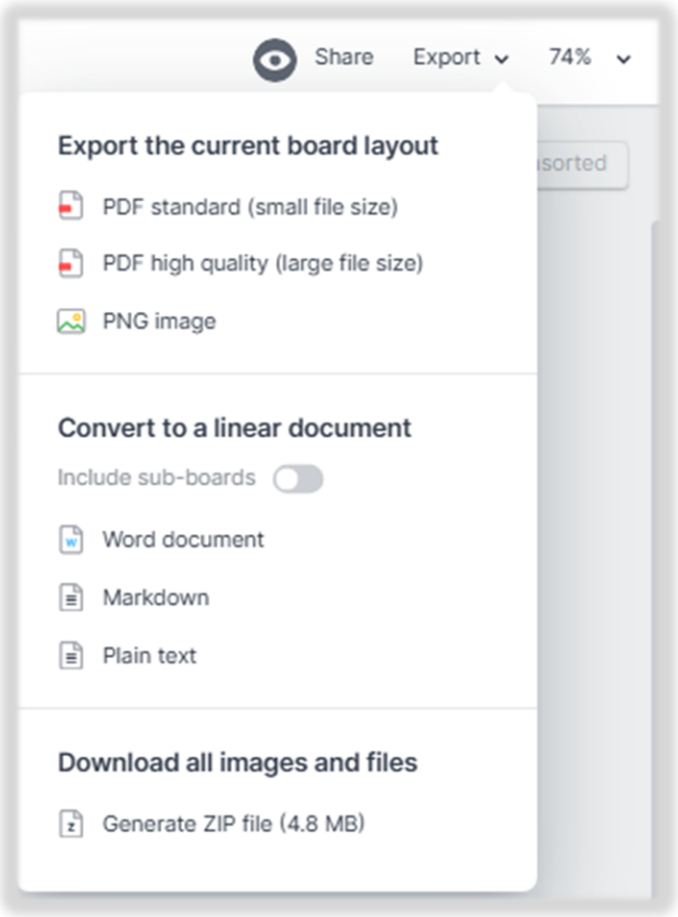
Step 7: Export and Present

Export boards as PDF, Word, or Image. Use Presentation Mode to walk others through your ideas.



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