

## User Guide

Get organized. Stay creative.

## 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](https://milanote.com) and click 'Sign up for free'. Choose email, Google, or Apple to create an account.



The screenshot shows the 'Create your Milanote account' page. The page has a light gray background with a central white form. The form is titled 'Create your Milanote account' in a bold, black, sans-serif font. Below the title, it says 'Free with no time limit.' in a smaller, gray font. The form contains the following fields and elements:

- Your name:** Two input fields for 'First name' and 'Last name'.
- Email address:** A single input field.
- Choose a password:** A single input field with a 'Show' link to its right.
- Agreements:** Two checkboxes. The first is 'I agree to the Milanote [terms](#) and [privacy policy](#)'. The second is 'Send me occasional news & updates (optional)'.
- Submit:** A large orange button.
- Sign up with Google:** A button with the Google logo.
- Sign up with Apple:** A button with the Apple logo.

At the bottom of the form, it says 'This site is protected by reCAPTCHA and the Google [terms of service](#) and [privacy policy](#) apply'. The background of the page features stylized, hand-drawn illustrations of a person's head, a diamond, and a hand.

## Step 2: Explore the Dashboard

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



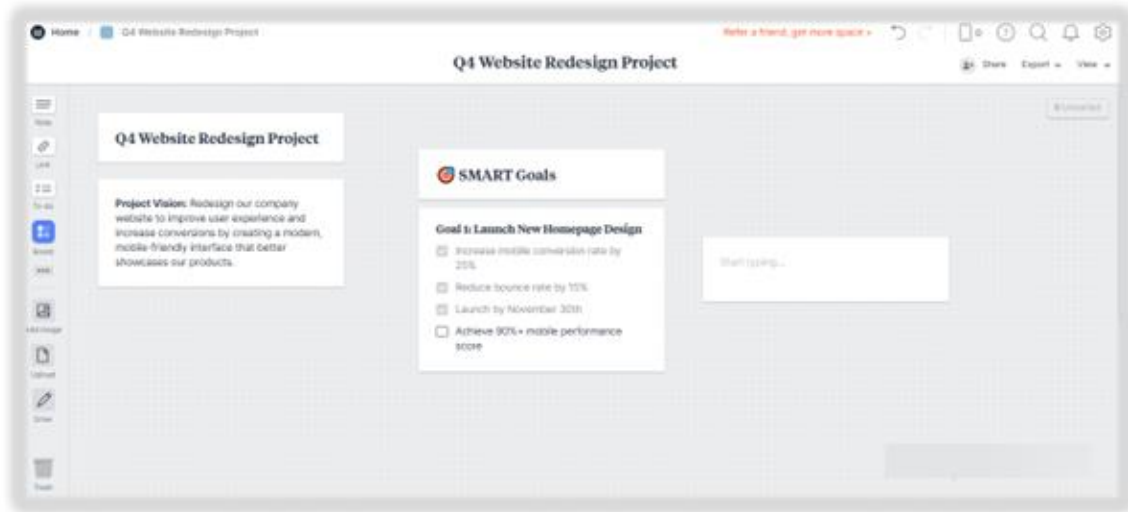
## Step 3: Create Your First Board

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



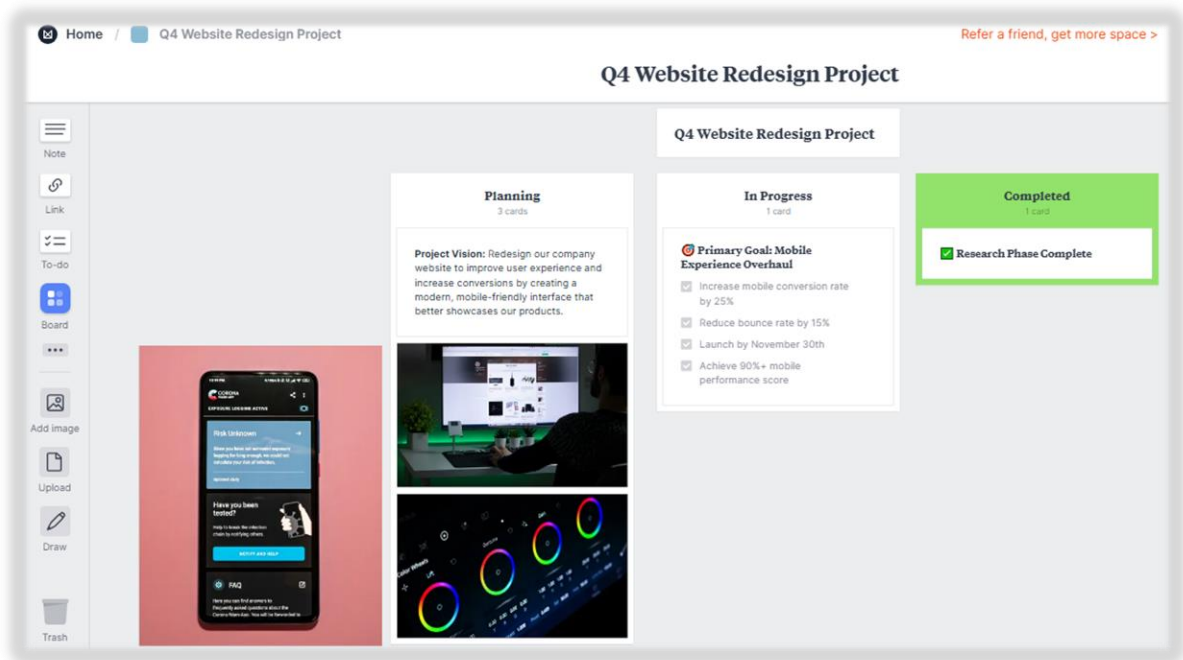
## Step 4: Add Content

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



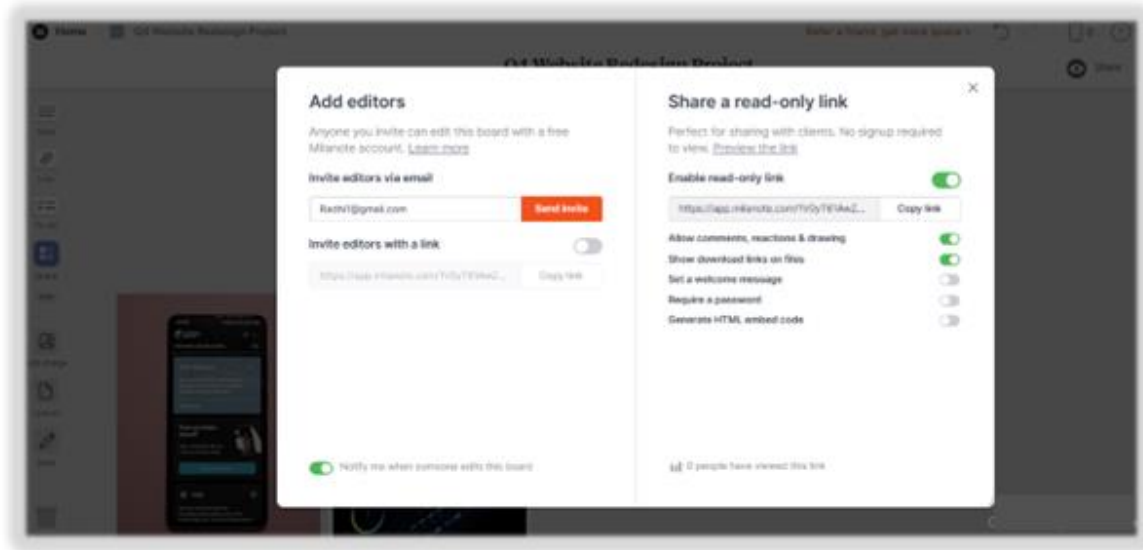
## Step 5: Organize Your Board

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



## Step 6: Share and Collaborate

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



## Step 7: Export and Present

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

