

# Conceptboard功能介紹

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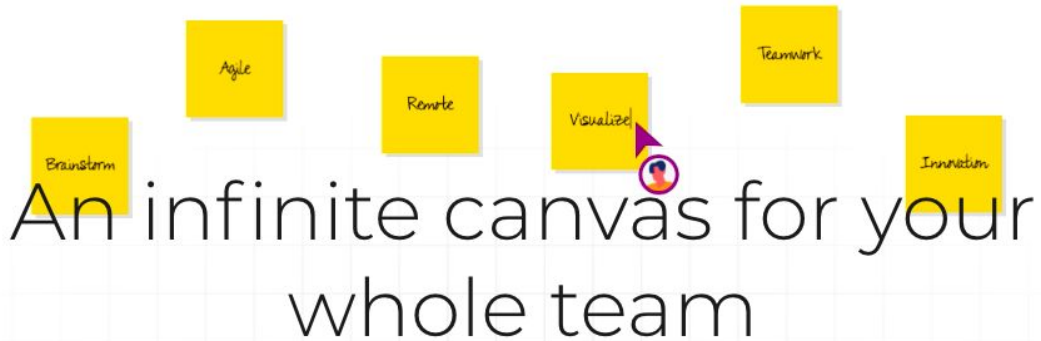
# 重點索引

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註:2022「自主學習三日譚」小隊輔請瀏覽1~5點介紹。

# 註冊與登入帳號

點選這裡來註冊



An infinite canvas for your whole team

The background features a white grid with several yellow sticky notes. The sticky notes are labeled: 'Brainstorm', 'Agile', 'Remote', 'Visualized', 'Teamwork', and 'Innovation'. A mouse cursor is pointing at the 'Visualized' sticky note, which has a small circular icon of a person on it.



Work together, visually with  
Conceptboard's collaborative online  
whiteboard

[Sign up for free](#)



## Sign up

Name

Email

Password

Sign up for free >

By using Conceptboard you accept our [user agreement](#) and [privacy policy](#). Already registered? [Login](#)

Or use social sign up ^

可以自訂帳密註冊。

或者點選這裡，用其他瀏覽器/社群平台帳號註冊

## Sign up

Name

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Password

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Or use social sign up



Sign up with Google



Sign up with Facebook



Sign up with Salesforce



Sign up with Twitter

這邊我們以google為  
範例，示範註冊。


註冊畫面：選擇帳號進行註冊



## 選擇帳戶

以繼續使用「Conceptboard」



 使用其他帳戶

這邊提醒一下：如果有  
google教育版帳號，建議  
使用該帳號註冊

# 註冊成功: 進入個人首頁

Conceptboard

Free account ★ Upgrade

Alerts



Home

Boards

Archive

Projects

Users

Account

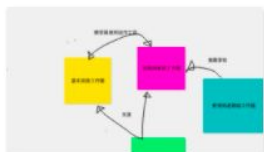
PRO

Search boards...

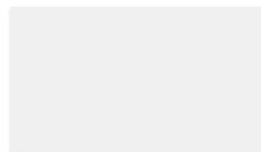
ALL ▼

LAST MODIFIED ▼

SHOW PROJECTS



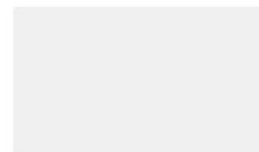
歡迎光臨自主學習帶領者培力計畫



Unnamed board



冬訓範例: 自主學習帶領者培力讀書會紀錄



TEST-123



註冊成功後就會進入您的個人頁面。可以看到所有白板的樣子。  
免費版帳號不會限制白板數量, 而是限制白板內物件的數量。



分享檔案連結

步驟一：點選右上角「share」鍵

歡迎光臨自主學習帶領者培力計畫

@ All participants

Share

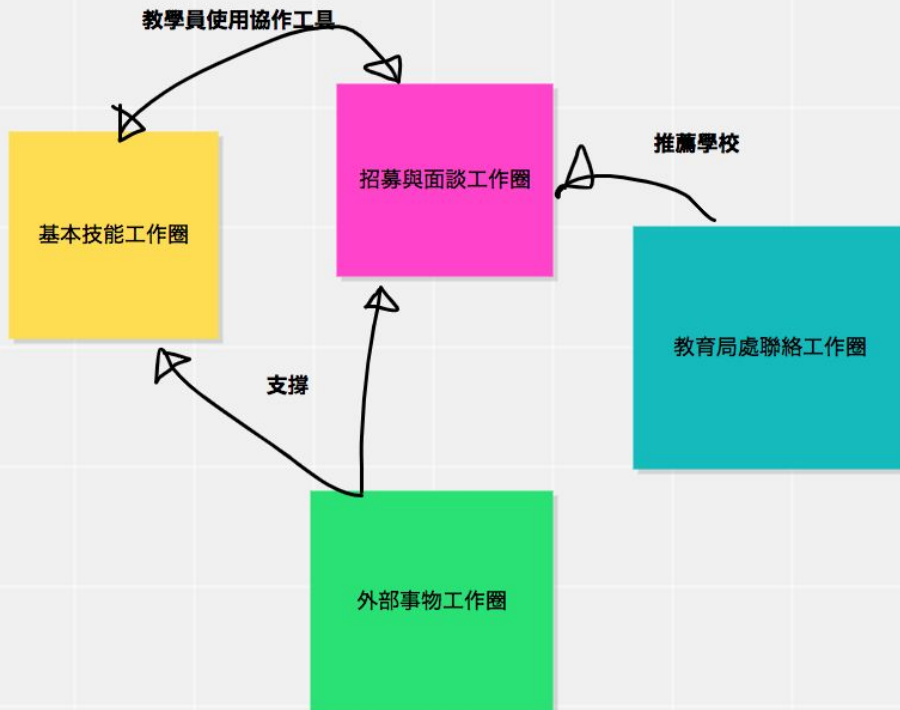


Comment

7/100 objects

Editor

點選share



步驟二：畫面顯示分享設定，點選「Access settings」欄位

The image shows a sharing settings dialog box for a document titled "歡迎光臨自主學習帶領者培力計畫". The dialog has a close button (X) in the top right corner. Below the title, there are three tabs: "Invite", "Participants (1)", and "Access settings". The "Access settings" tab is selected and highlighted with a red box. Below the tabs, there are three options for access control:

- Anyone with the link can access this document. Access only for specific users.
- Set password
- Editors can change settings and manage participants ⓘ PRO

A red callout box with the text "選擇 Access settings" is overlaid on the "Access settings" tab. At the bottom of the dialog is a blue "Done" button. The background shows a workspace with a toolbar, a comment icon, and a zoom level of 96%. There are also some green and teal sticky notes on the workspace.

步驟三：畫面顯示分享設定，選擇「任何人可使用網址進入」

Share 歡迎光臨自主學習帶領者培力計畫 ×

Invite Participants (1) Access settings

**Anyone with the link can access** 點選這裡  
Participants will access as: Reviewer

[Copy link](#) [Show QR code](#) [Copy password](#)

**Set password** 如果要為你的檔案設定密碼，點選這裡  
Teec123# [Save](#)

Editors can change settings and manage participants ⓘ PRO

[Done](#)

## 步驟四：設定密碼

### Share 歡迎光臨自主學習帶領者培力計畫



Invite

Participants (1)

Access settings

Anyone with the link can access

Participants will access as: Reviewer

Copy link Show QR code Copy password

Set password

Teec123#

Save

Edito

可自行設定密碼，但須依照網站規定：最少八個字元，且包含大小寫英語字母及特殊符號

記得按儲存。

PRO

Done

## 步驟五：分享連結

### Share 歡迎光臨自主學習帶領者培力計畫



Invite

Participants (1)

Access settings

**Anyone with the link can access**  
Participants will access as: **Reviewer** ▾

 **Copy link**

 **Show QR code**

 **Copy password**

**Set password**

點選這裡，可複製網址

點選這裡，可複製密碼

Teec123#

Save

**Editors can change settings and manage participants** ⓘ PRO

Done

## 步驟六：儲存設定

### Share 歡迎光臨自主學習帶領者培力計畫



Invite

Participants (1)

Access settings

Anyone with the link can access

Participants will access as: **Reviewer** ▾

Copy link Show QR code Copy password

Set password

Teec123#

Save

Editors can change settings and manage participants ⓘ

PRO

Done

全部設定完後記得點選「完成」，  
才會儲存以上步驟喔

# 訪客登入與編輯-電腦版



## 步驟一：以訪客身份登入



歡迎光臨自主學習帶領者培力計畫

Created by 恩瀟閉



Sign in



Guest access

點選右邊的「Guest」就能以訪客身份進入白板，不須註冊登入

[Sign up](#) [Help Center](#)

## 步驟二：輸入名稱



### Join as guest

機哩瓜啦

I have read the [privacy policy](#)

Access as guest

[← back](#)

輸入一個名字/暱稱

這裡記得打勾

點選這裡進入

## 步驟二：輸入名稱



### Protected boards

Please enter the board's password.

.....

輸入已設定的密碼

next

點選這裡進入

## 步驟四：進入白板

歡迎光臨自主學習帶領者培力計畫

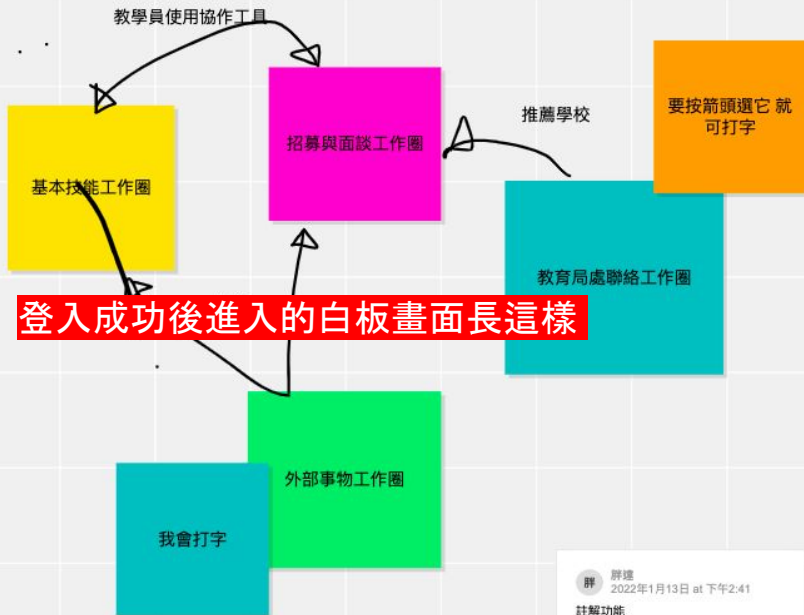
@All participants

Share

Comment

11/100 objects

Reviewer



登入成功後進入的白板畫面長這樣

群 群  
2022年1月13日 at 下午2:41  
註解功能

群 群  
2022年1月13日 at 下午3:02

🔍 76% 🗑️ ⌚

# 訪客登入與編輯-手機版

步驟一：以訪客身份登入




步驟二：輸入名稱

這裡記得打勾

下午 2:37

– Conceptboard ✕

https://app.conceptboard.com

 Conceptboard

Join as guest

胖達

I have read the [privacy policy](#).

Access as guest

[← back](#)


[Sign up](#) [Help Center](#)

輸入一個名字/  
暱稱

點選這裡進入

### 步驟三：輸入密碼

Protected boards – Conceptboard ×  
https://app.conceptboard.com

 Conceptboard

Protected boards

Please enter the board's password:

[next](#)

[Sign up](#) [Help Center](#)

輸入已設定的密碼

輸入後點選進入檔案



## 步驟四：進入白板

下午 2:38  
歡迎光臨自主學習帶領者培力計畫 -...  
https://app.conceptboard.com

歡迎光臨自主學... @ Share 胖

```
graph TD; A[教學員使用協作工具] --> B[招募與面試工作圈]; C[推薦學校] --> B; D[教育局處聯絡工作圈]; E[外部事物工作圈] --> B; E --> F[基本技能工作圈];
```

教學員使用協作工具

基本技能工作圈

招募與面試工作圈

推薦學校

教育局處聯絡工作圈

支持

外部事物工作圈

功能列表在下方

功能列表在下方

## 功能列表



點選後會顯示功能列表  
，包含箭頭，畫筆，便利  
貼與留言註解

## 便利貼功能



點選便利貼後，可拖曳設定大小。若要在便利貼裡打字，需選擇下方功能列的「箭頭」，並點選「文字」按鈕。

# 註解功能



## 註解功能



無論登入為帳號或訪客身份，註解都會顯示撰寫者的名稱。

輸出檔案並轉檔做編輯

# 步驟一：點選左上角「Board」(白板)

The screenshot displays a Miro board titled "歡迎光臨自主學習帶領者培力計畫" with "@ All participants" and a "Share" button. The board contains a workflow diagram with four nodes: "基本技能工作圈" (yellow), "招募與面談工作圈" (pink), "教育局處聯絡工作圈" (teal), and "外部事物工作圈" (green). Arrows indicate relationships: "外部事物工作圈" supports "基本技能工作圈" and "招募與面談工作圈"; "基本技能工作圈" is used by "教學員使用協作工具"; "教育局處聯絡工作圈" recommends schools ("推薦學校") to "招募與面談工作圈".

The left-hand menu is open, with "Export board" highlighted in a red box. Other menu items include "Share", "Workflow", "New blank board", "Save as a new board", "Rename", "Open board history PRO", "Attachments", "Connect services", "Background", and "Settings".

A red text box on the board says: **點選這裡，表示輸出白板成檔案**

Board title: 歡迎光臨自主學習帶領者培力計畫 @ All participants

Menu items: Share, Workflow, New blank board, Save as a new board, Rename, Open board history PRO, Attachments, **Export board**, Connect services, Background, Settings

Diagram labels: 教學員使用協作工具, 基本技能工作圈, 招募與面談工作圈, 推薦學校, 教育局處聯絡工作圈, 外部事物工作圈, 支撐

Board status: 7/100 objects Editor

## 步驟二：點選「export board」(輸出白板)

The screenshot shows a Miro board interface with a diagram and a menu. The diagram consists of four nodes: a yellow node labeled "基本技能工作圈" (Basic Skills Working Circle), a pink node labeled "招募與面談工作圈" (Recruitment and Interview Working Circle), a cyan node labeled "教育局處聯絡工作圈" (Education Bureau Contact Working Circle), and a green node labeled "外部事物工作圈" (External Affairs Working Circle). Arrows connect the nodes: "外部事物工作圈" points to "基本技能工作圈" (labeled "支撐"), "基本技能工作圈" points to "招募與面談工作圈" (labeled "教學員使用協作工具"), and "招募與面談工作圈" points to "教育局處聯絡工作圈" (labeled "推薦學校").

The menu on the left is open, showing the "Export board" option highlighted in red. Below it, a sub-menu is also open, showing "Export board as image" and "Export board as PDF" options, both highlighted in red.

點選上方，將輸出成圖檔；點選下方，將輸出成PDF檔

歡迎光臨自主學習帶領者培力計畫 @ All participants

7/100 objects Editor

Share

Workflow

New blank board

Save as a new board

Rename

Open board history PRO

Attachments

Export board

Connect services

Background

Settings

Post board as status update

Export board as image

Export board as PDF

教學員使用協作工具

基本技能工作圈

招募與面談工作圈

推薦學校

教育局處聯絡工作圈

支撐

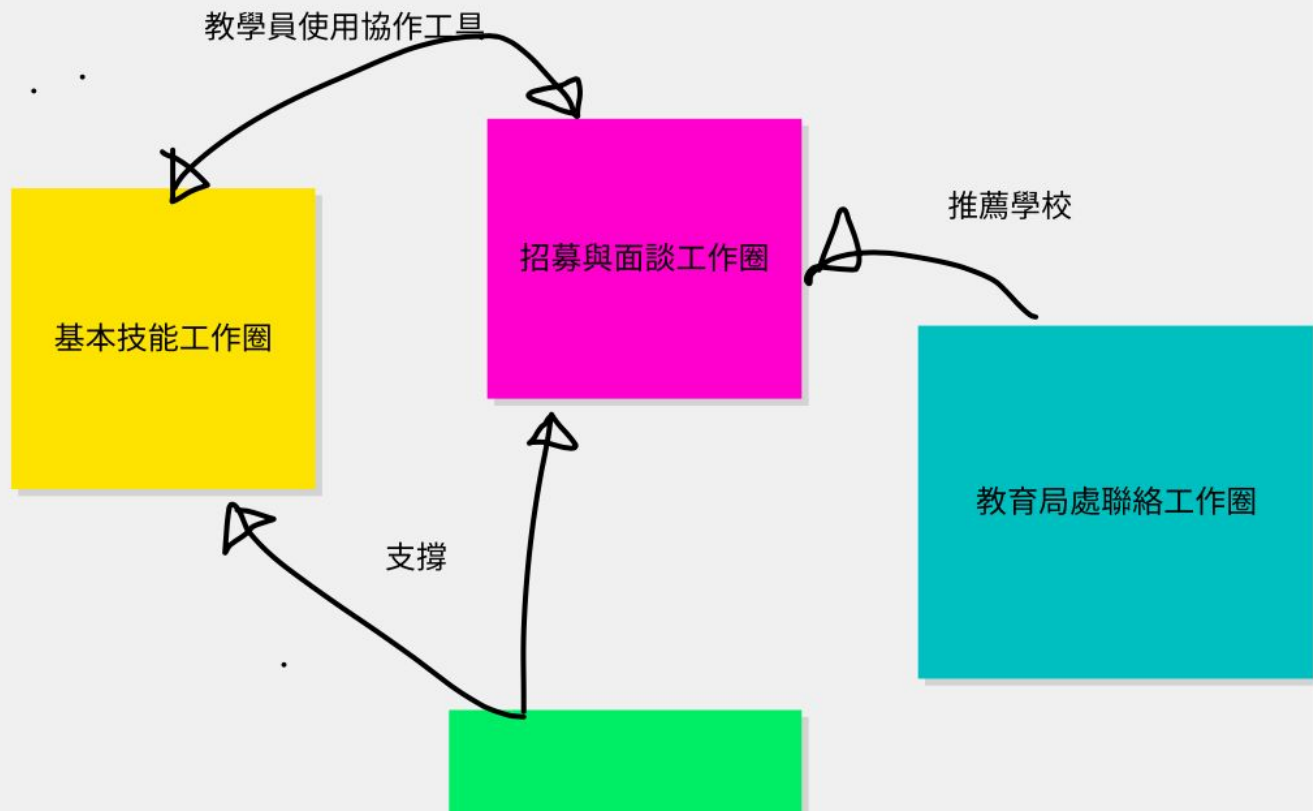
外部事物工作圈

96%



### 步驟三：確認PDF輸出並下載成功

冬訓 conceptboard 示範檔案.pdf (1頁)



步驟四：至轉檔網站上傳剛剛輸出的檔案（這裡以<https://www.ilovepdf.com/zh-tw> 示範）

I Love PDF

合併PDF 拆分PDF 壓縮PDF PDF轉換 所有 PDF 工具

登錄 註冊

## PDF轉換為WORD

將你的PDF轉換為WORD，並保持高準確度。  
我們利用 Solid Documents的技術。

**選擇一個PDF文檔**

或者把PDF文檔拖動到這裡

**點選上方上傳檔案；或將檔案拖曳到這裡**

© ilovePDF 2022 © - 你的 PDF 編輯器

## 步驟五：選擇將檔案輸出成 word 檔



合併PDF 拆分PDF 壓縮PDF PDF轉換 所有 PDF 工具



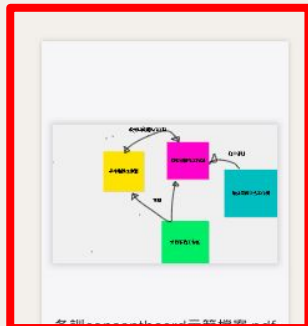
登錄

註冊



Collect e-signatures on the go with Acrobat Pro DC.

Try free



這裡會顯示你將上傳的檔案

點選這裡



### PDF 轉換至 WORD

無OCR (光學字符識別)

將帶有可選文本的PDF文檔轉換為可編輯的Word文檔。

OCR (光學字符識別)

高級版

將帶有不可選擇文本的掃描PDF文檔轉換為可編輯的Word文檔。

點選這裡

轉換至WORD

## 步驟六：選擇將檔案輸出成 word檔



合併PDF

拆分PDF

壓縮PDF

PDF轉換 ▾

所有 PDF 工具 ▾



登錄

註冊

你的PDF已成功轉換為可編輯的WORD文檔



↓ 下載 WORD文檔



點選這裡，下載已轉檔的檔案

## 步驟七：確認已輸出的 word檔能編輯

教學員使用工作圈...

基本技能工作圈

招募與面談工作圈

教育局處聯絡工作圈

外部事物工作圈

支援

推廣學校

可以看到PDF檔的內容是以圖檔呈現，但以便利貼來說，可以編輯便利貼裡的文字內容。

貼上

13.5

B I U abc X X

A A A abc A

AaBbCcDdEe 內文

AaBbCcDdEe Table Paragr...

AaBbCcDdEe 本文

AaBbCcDdEe 清單段落

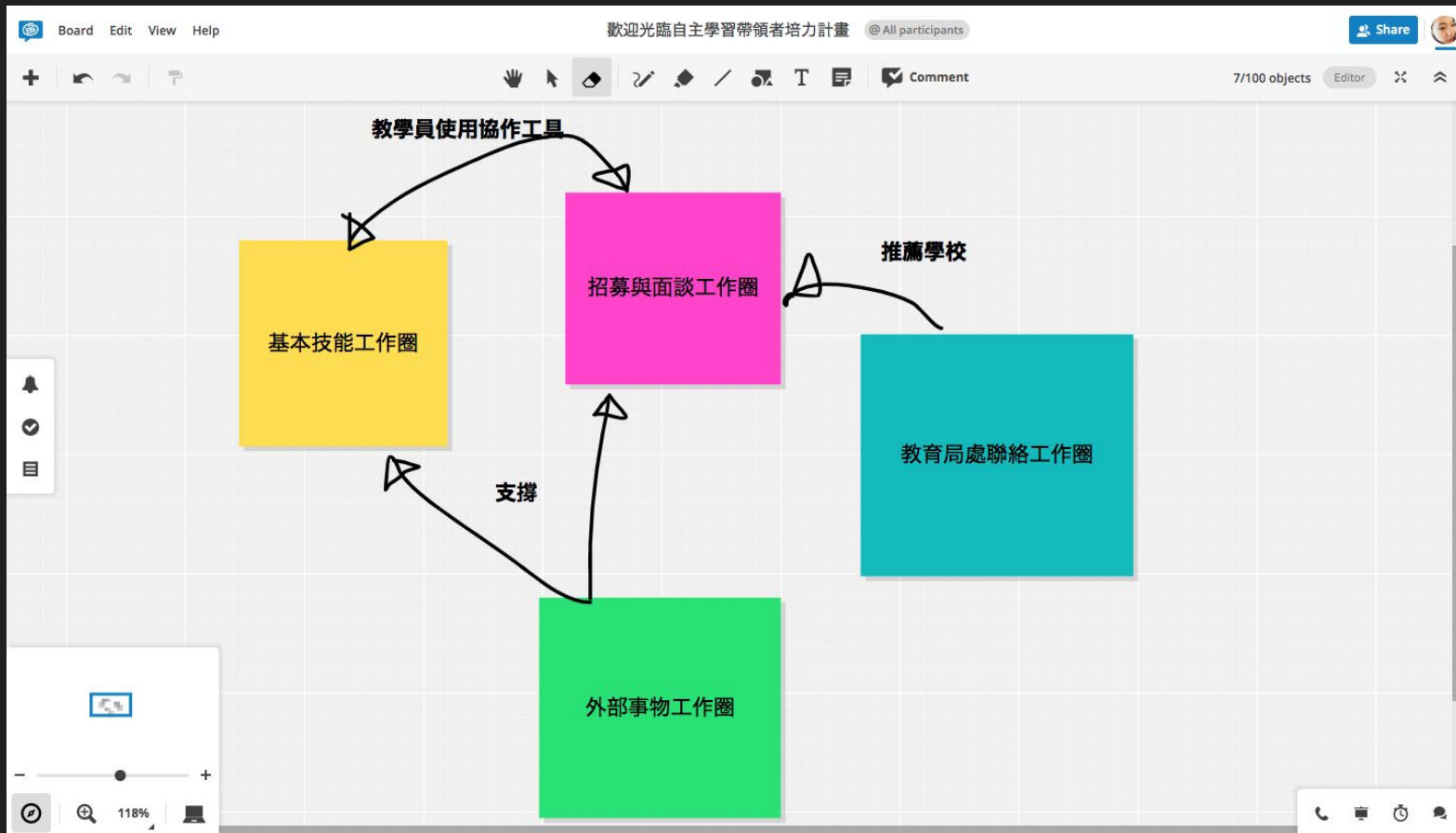
AaBbCcDdEe 無間距

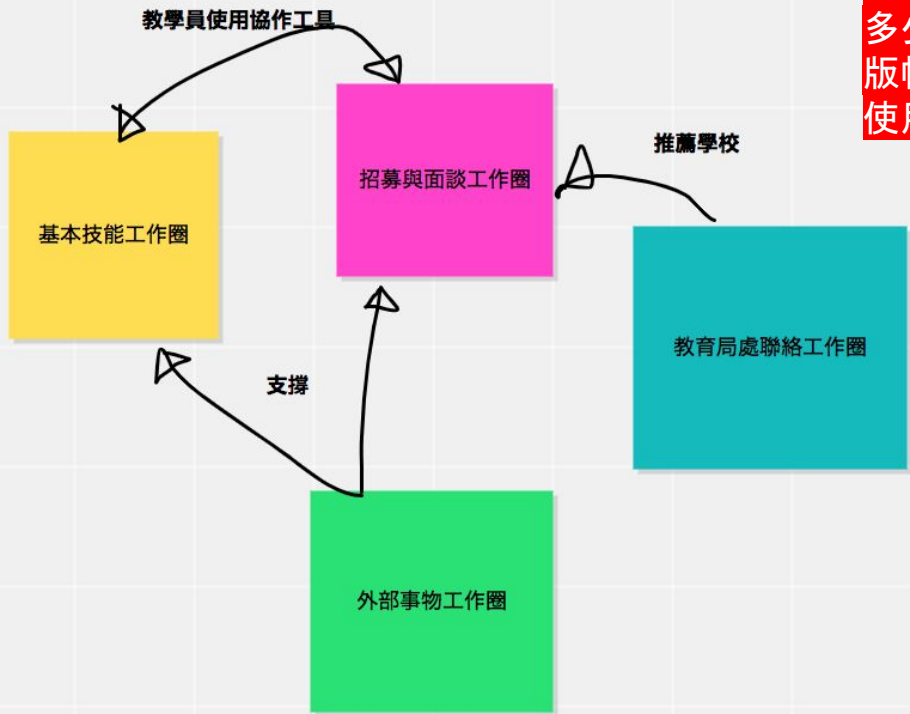
AaBb 標題 1

樣式窗格

# 功能列表詳細介紹

# 一進來檔案的畫面：





這裡顯示目前你使用了多少物件。請注意：免費版帳號，一個白板只能使用100個物件。

Notification bell icon, checkmark icon, and list icon.

Zoom controls including a slider, a refresh icon, a magnifying glass icon, and a 100% zoom level indicator.

System tray icons including a phone icon, a trash can icon, a clock icon, and a chat icon.



# 按下「手」可拖曳物件

Board Edit View Help 歡迎光臨自主學習帶領者培力計畫 @ All participants Share

7/100 objects Editor

教學員使用協作工具

基本技能工作圈

招募與面談工作圈

推薦學校

教育局處聯絡工作圈

支撐

外部事物工作圈

118%

# 按下「箭頭」可指定物件

歡迎光臨自主學習帶領者培力計畫 @ All participants

Board Edit View Help

7/100 objects Editor

Comment

基本技能工作圈

招募與面談工作圈

教育局處聯絡工作圈

外部事物工作圈

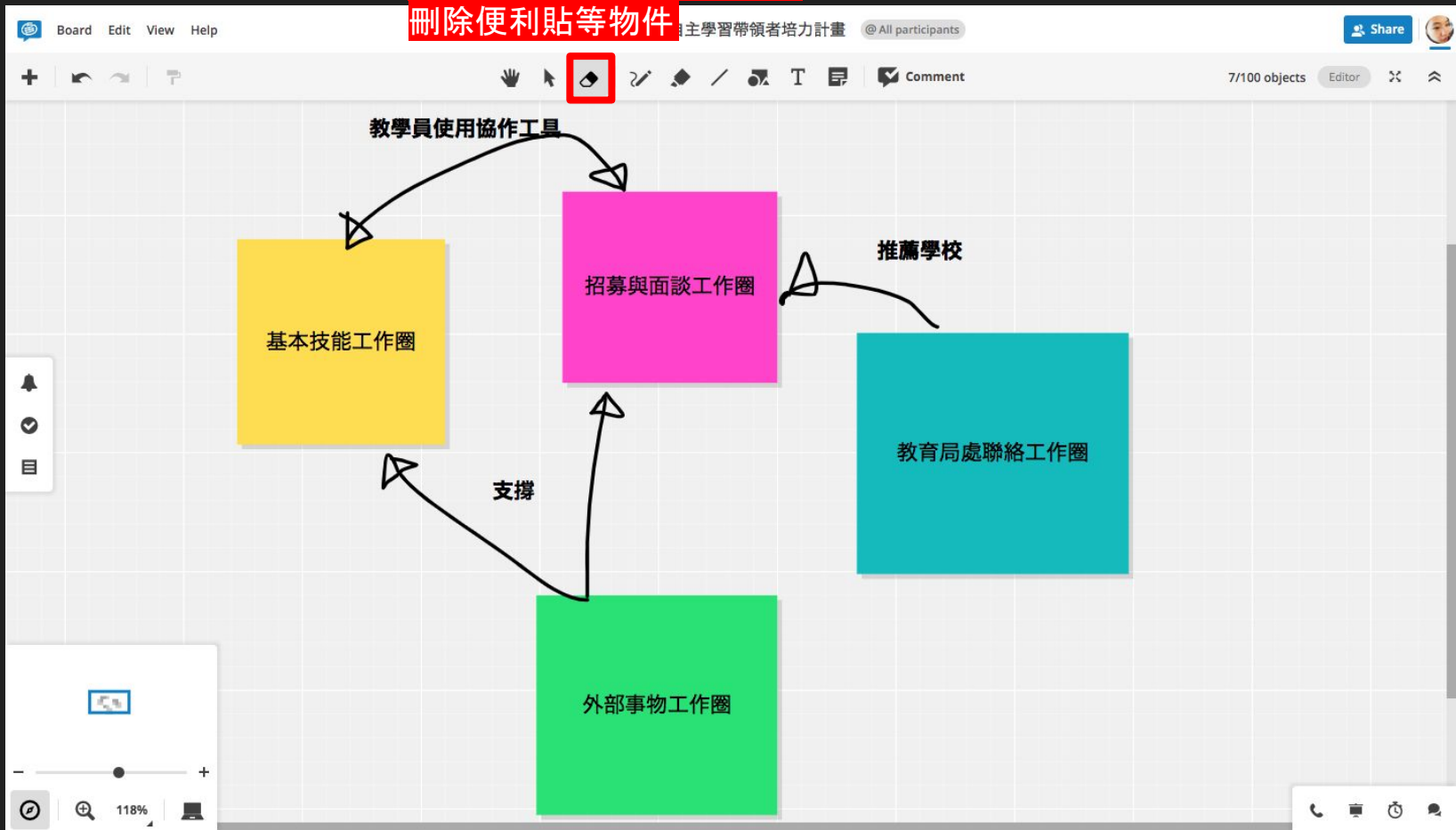
教學員使用協作工具

推薦學校

支撐

118%

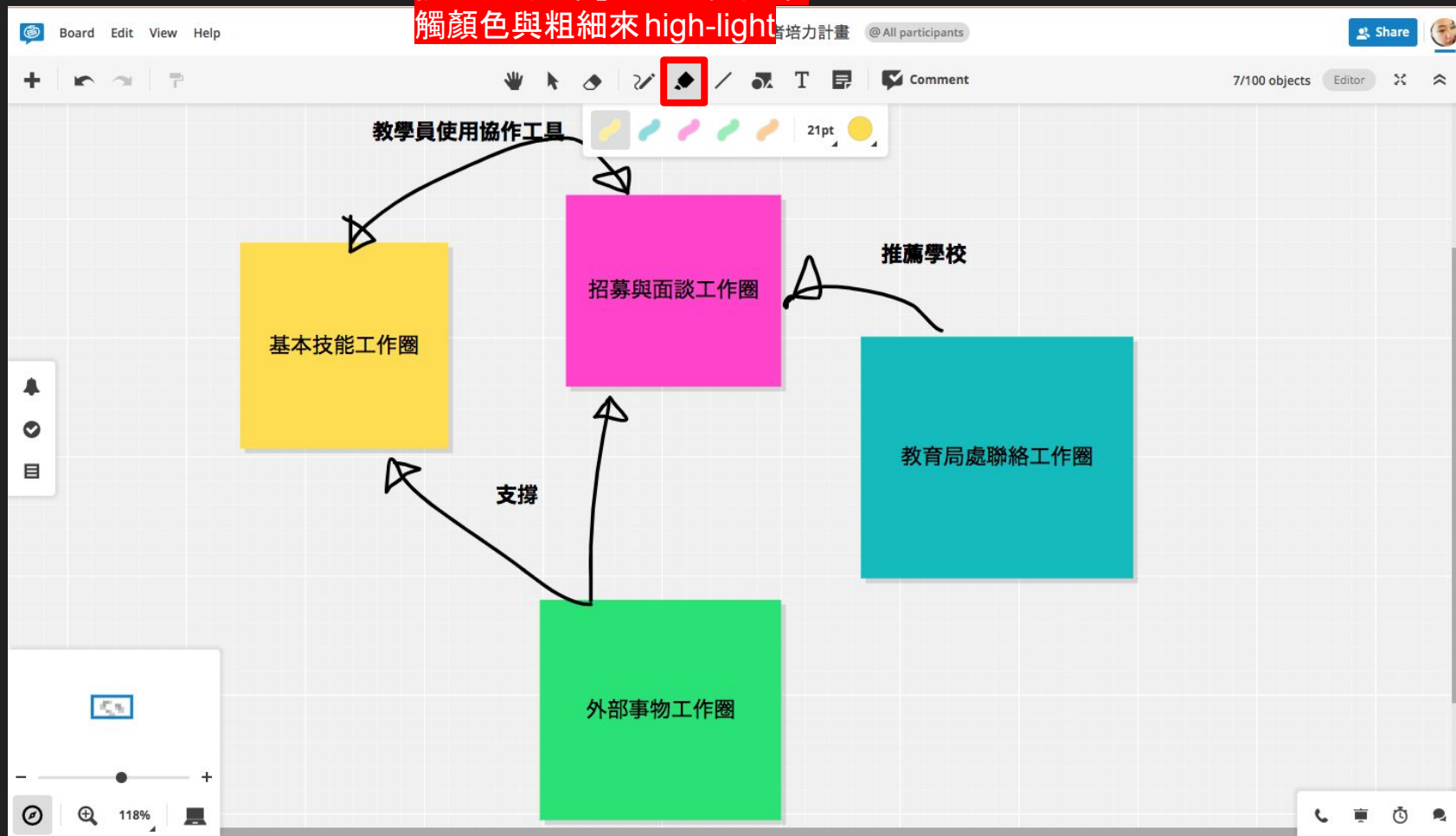
按下「橡皮擦」可擦掉筆觸、  
刪除便利貼等物件



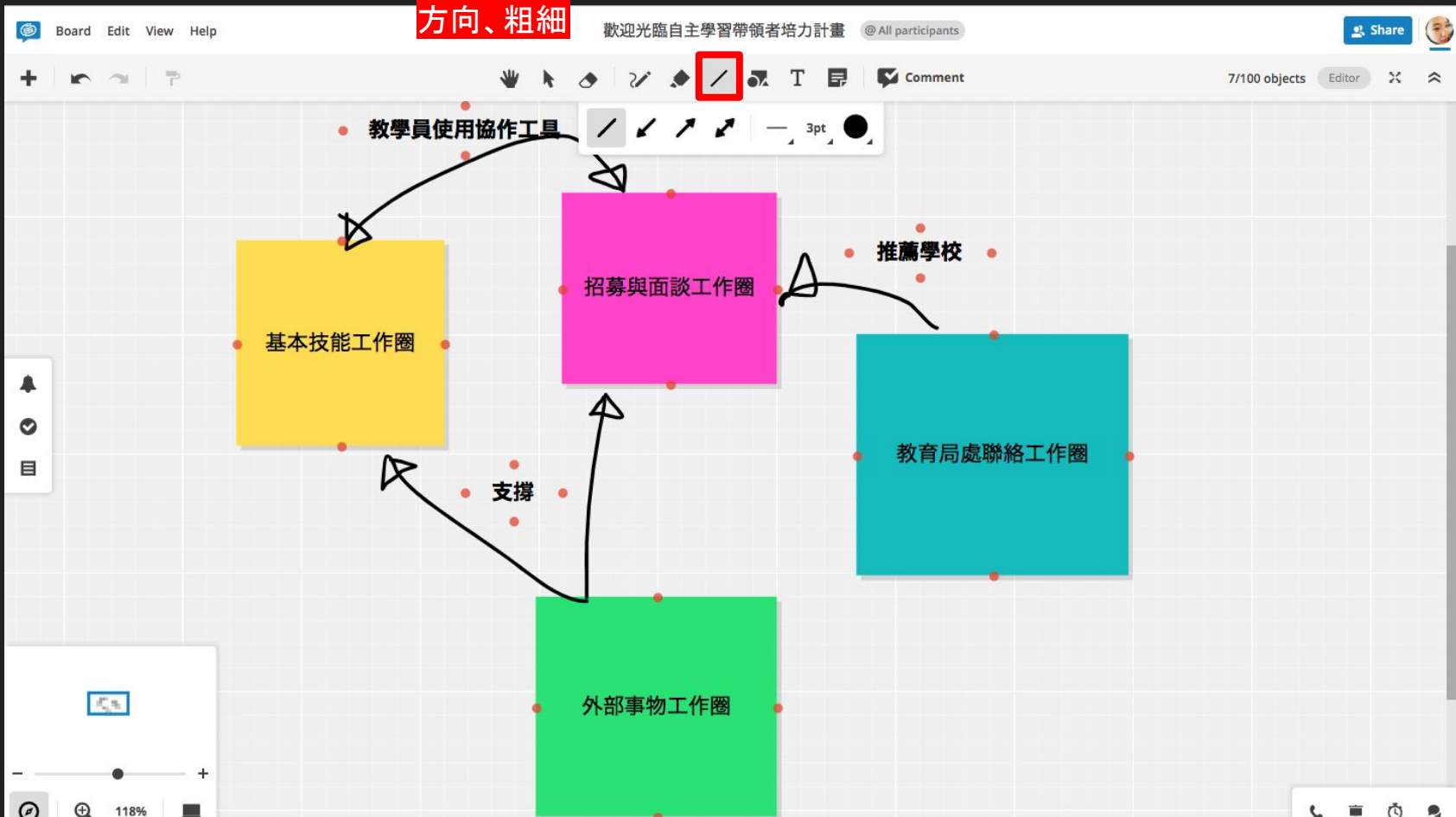
按下「畫筆」可自由設定筆觸  
顏色與粗細來畫畫

The screenshot displays a digital whiteboard interface with a grid background. At the top, a navigation bar includes 'Board Edit View Help', a title '自主學習帶領者培力計畫', and '@ All participants'. A toolbar below the navigation bar contains various drawing tools, with the 'pen' tool highlighted by a red box. A secondary toolbar below the main toolbar shows color and line width options, with '3pt' selected. The main workspace contains four colored boxes: a yellow box labeled '基本技能工作圈', a pink box labeled '招募與面談工作圈', a teal box labeled '教育局處聯絡工作圈', and a green box labeled '外部事物工作圈'. Hand-drawn black arrows connect the boxes: one from the yellow box to the pink box labeled '教學員使用協作工具', one from the pink box to the teal box labeled '推薦學校', one from the green box to the pink box labeled '支撐', and one from the green box to the yellow box. A bottom toolbar shows a zoom level of 118% and other navigation icons.

按下「螢光筆」可自由設定筆  
觸顏色與粗細來high-light



按下「線條」可自由設定線條  
方向、粗細



按下「圖形」可自由選取圖形呈現

Board Edit View Help

歡迎光臨自主學習帶領者培力計畫 @ All participants

Share

7/100 objects Editor

教學員使用協作工具

基本技能工作圈

招募與面談工作圈

推薦學校

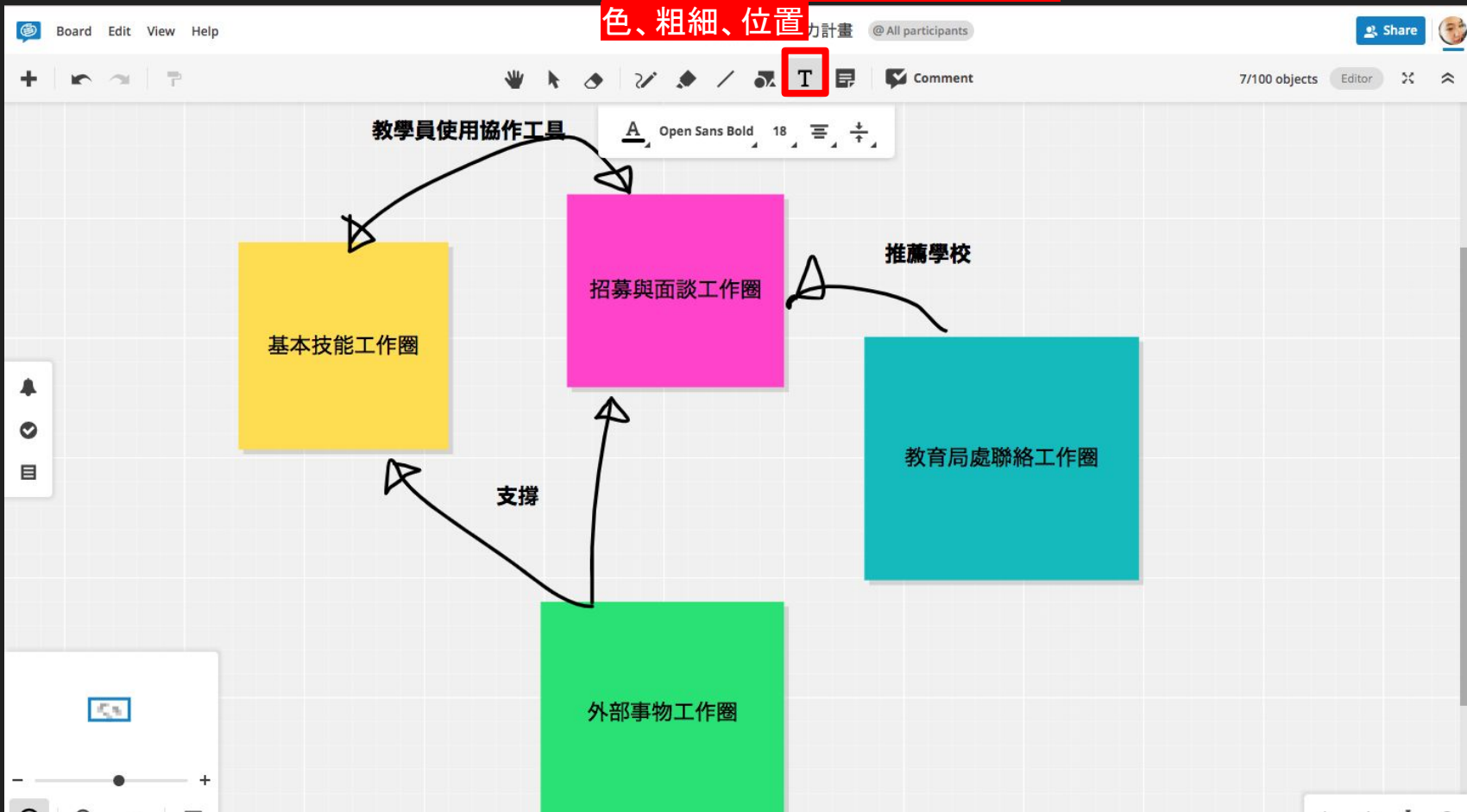
教育局處聯絡工作圈

支撐

外部事物工作圈

```
graph TD; A[外部事物工作圈] -- 支撐 --> B[基本技能工作圈]; A -- 支撐 --> C[招募與面談工作圈]; C -- 推薦學校 --> D[教育局處聯絡工作圈];
```

按下「文字」可自由打字並選取顏色、粗細、位置





按下「便利貼」可自由使用便利貼打字



教學員使用協作工具



基本技能工作圈

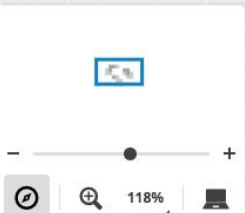
招募與面談工作圈

推薦學校

教育局處聯絡工作圈

支撐

外部事物工作圈



按下左上「+」號：可插入下列功能：檔案、區塊、模板、icon……

The screenshot displays a digital workspace interface with a top navigation bar and a main canvas. The top bar includes the text "歡迎光臨自主學習帶領者培力計畫" (Welcome to the Self-Learning Facilitator Training Program), "@ All participants", a "Share" button, and a user profile icon. Below the top bar is a toolbar with icons for hand, mouse, eraser, pencil, highlighter, selection tool, text tool, and comment tool. The main canvas shows a diagram with four colored boxes: a yellow box labeled "本技能工作圈" (This Skill Circle), a pink box labeled "招募與面談工作圈" (Recruitment and Interview Circle), a green box labeled "外部事物工作圈" (External Affairs Circle), and a cyan box labeled "教育局處聯絡工作圈" (Education Bureau Contact Circle). Arrows indicate relationships: "教學員使用協作工具" (Teachers use collaboration tools) points to the pink box; "推薦學校" (Recommend schools) points from the pink box to the cyan box; "支撐" (Support) points from the green box to the pink box. On the left, an "Insert" menu is open, listing options: Upload files, Insert section, Insert building block, Insert template, Insert icon, Insert widget, Embed audio/video, and Get Screenshot extension. At the bottom, there is a zoom control set to 100% and a system tray with icons for phone, chat, and timer.

Insert

- Upload files
- Insert section
- Insert building block
- Insert template
- Insert icon
- Insert widget
- Embed audio/video
- Get Screenshot extension

Import from Dropbox

Import from Google Drive

Import from Box

歡迎光臨自主學習帶領者培力計畫 @ All participants

Share

7/100 objects Editor

Comment

本技能工作圈

招募與面談工作圈

外部事物工作圈

教育局處聯絡工作圈

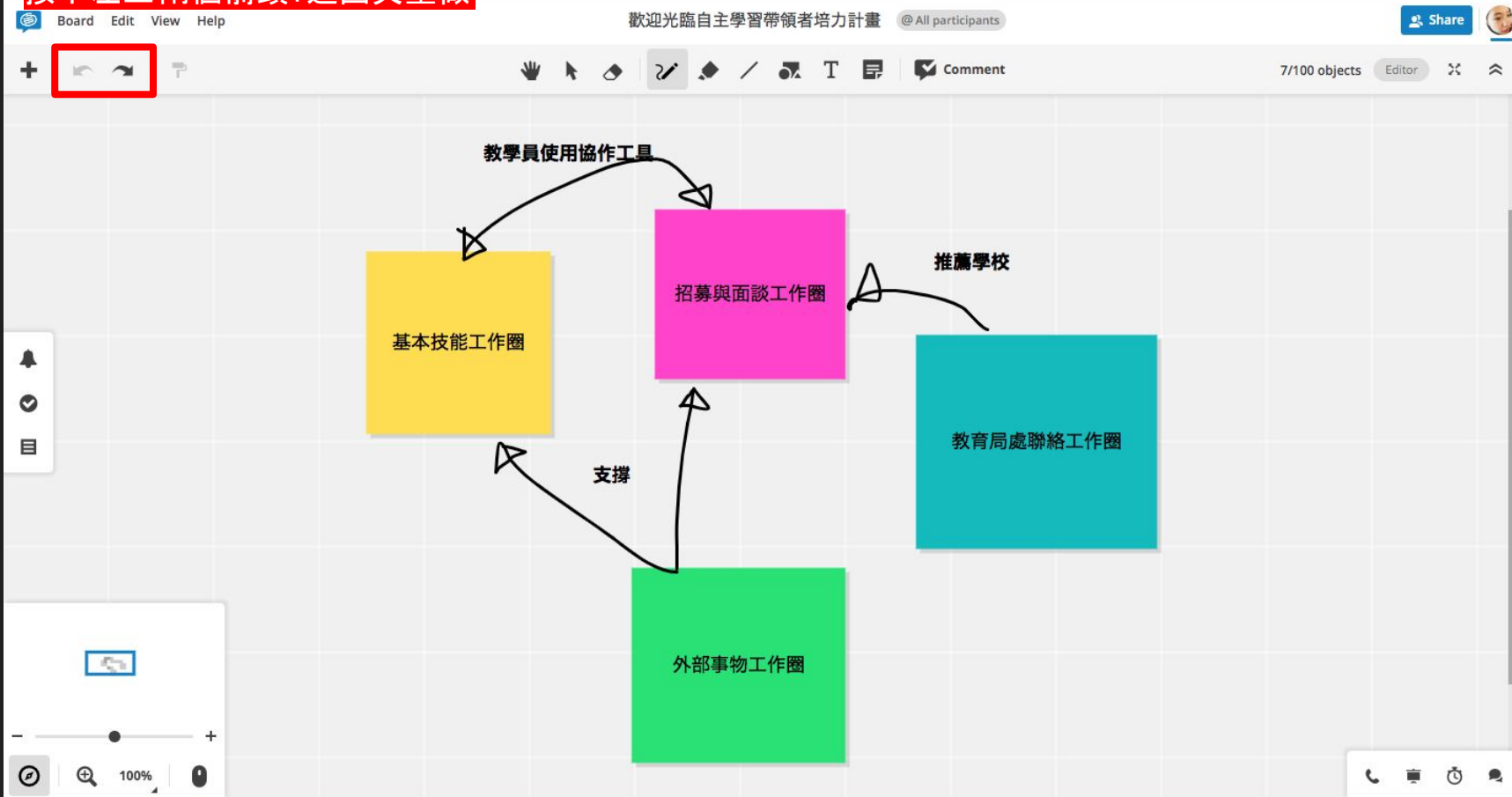
教學員使用協作工具

推薦學校

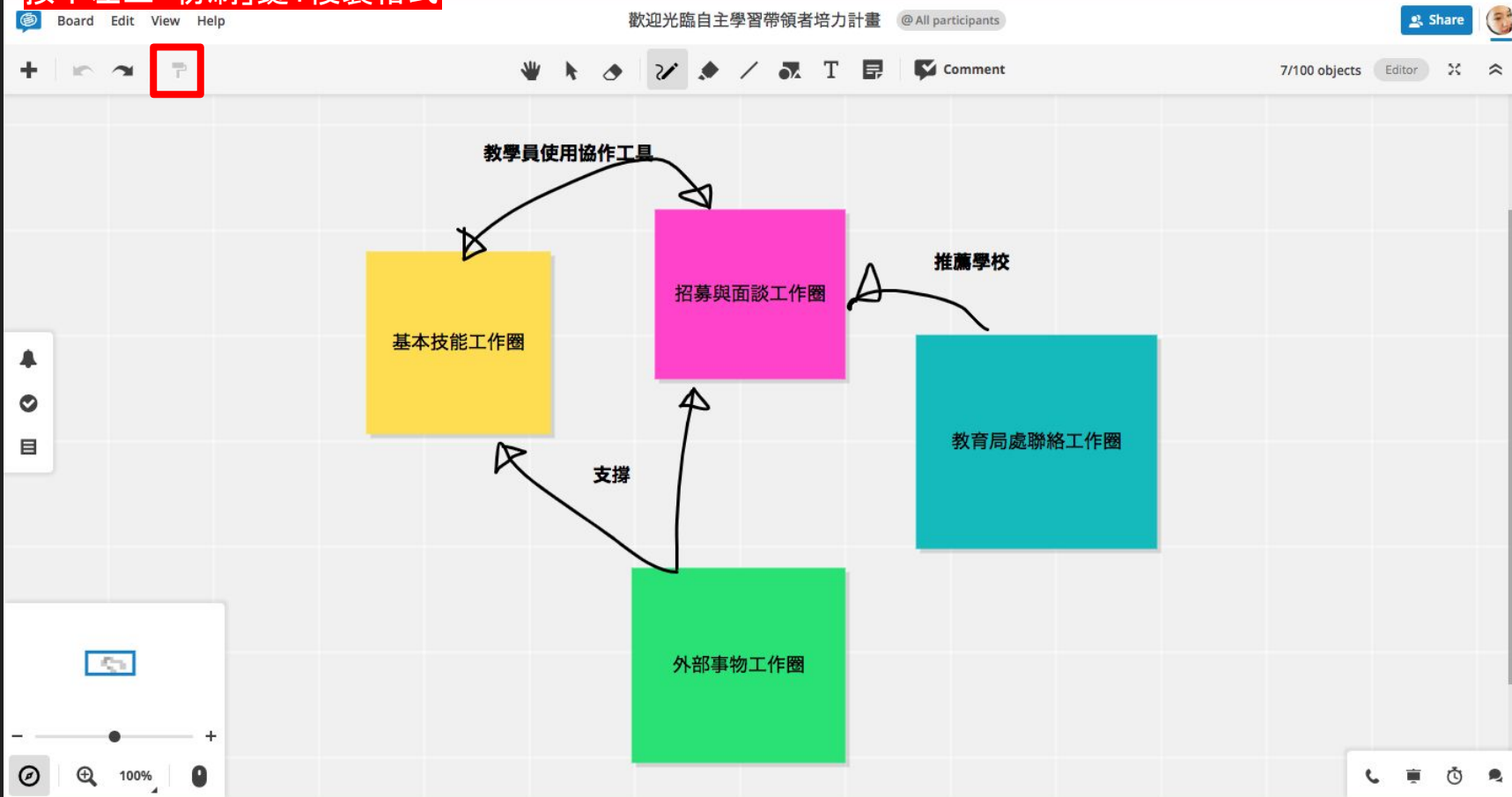
支撐

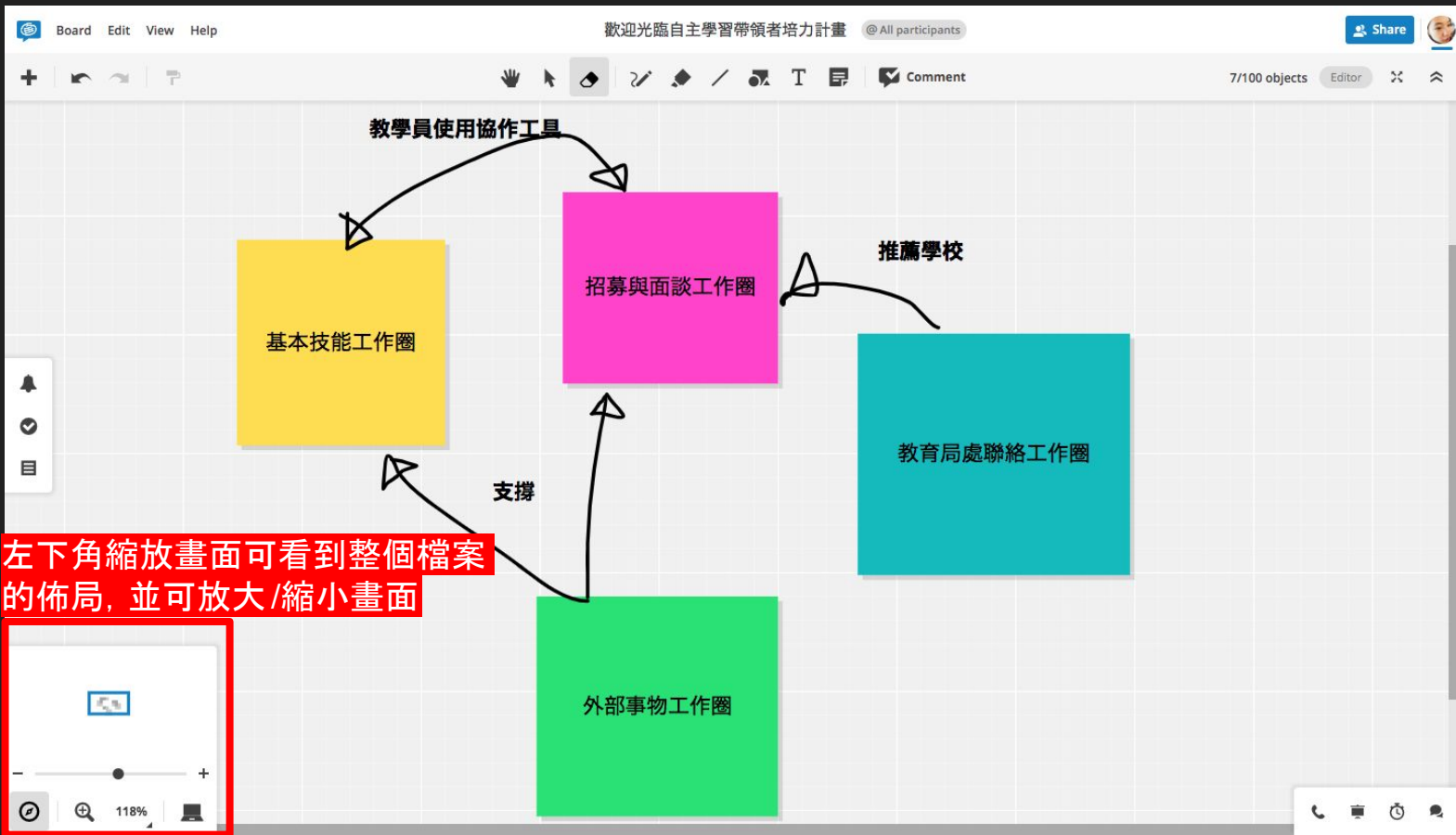
100%

按下左上兩個箭頭：返回與重做



按下左上「粉刷」鍵：複製格式







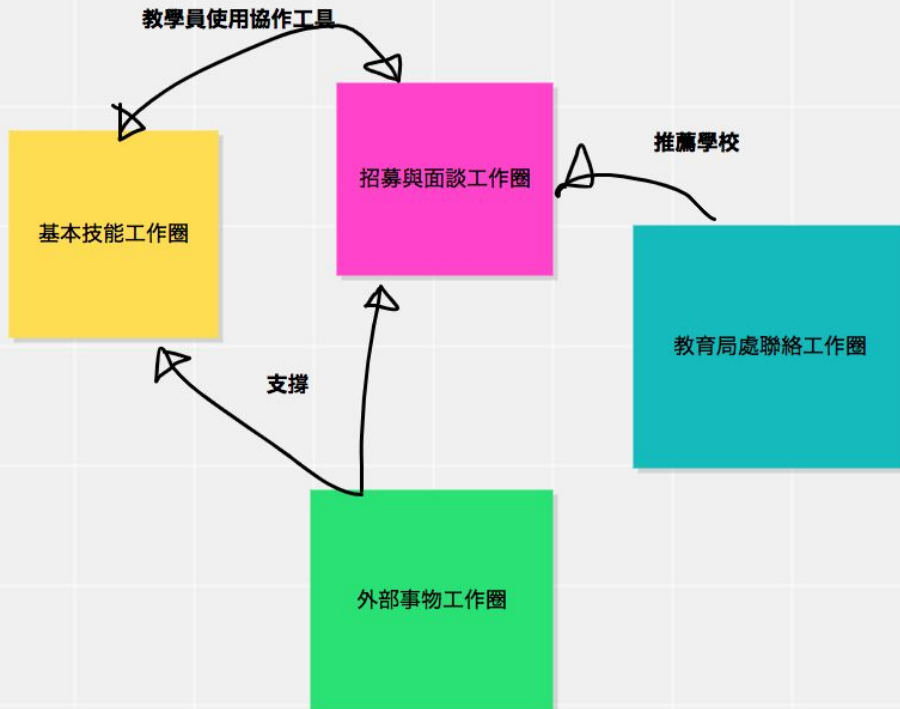
Comment

7/100 objects

Editor

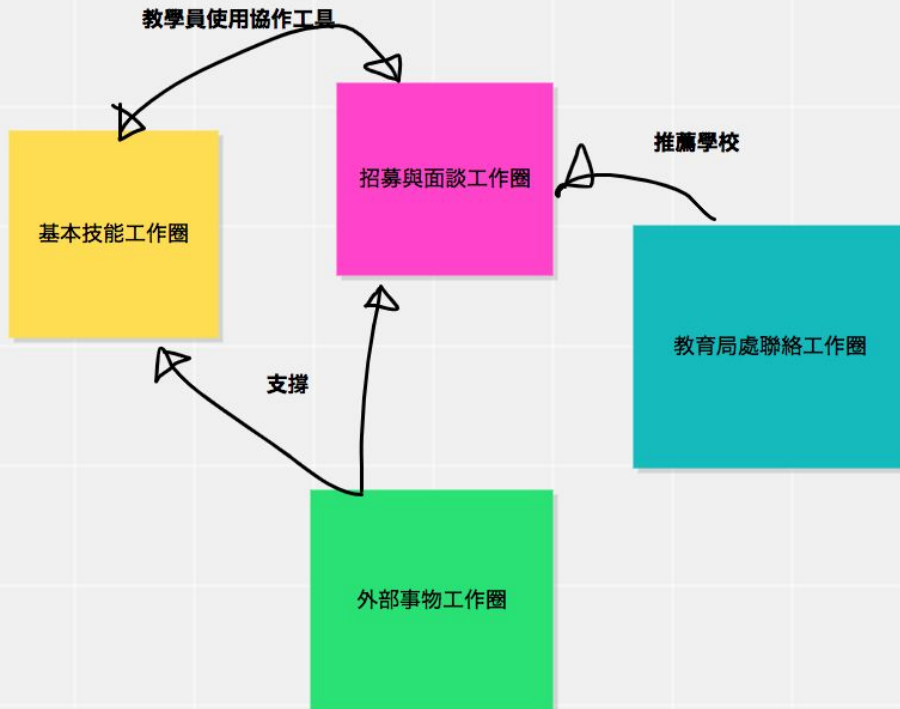


小鈴鐺: 有任何人標記任務、或留言給你, 小鈴鐺就會通知



任務：有標記你的任務會顯示在這個欄位

- 🔔
- 
- ☰



Zoom controls: 100%



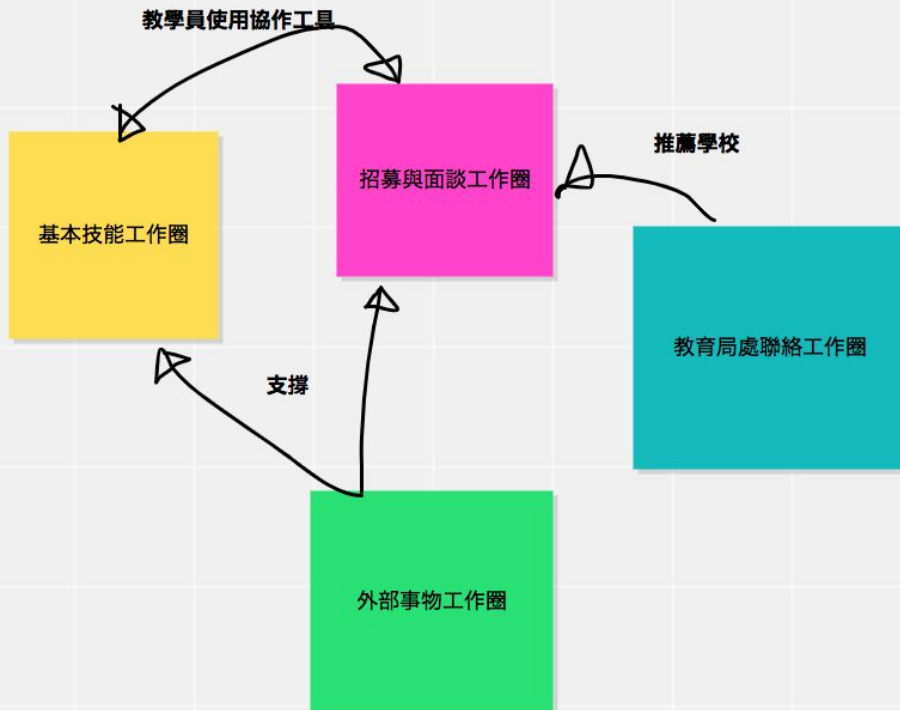
Comment

7/100 objects

Editor



區塊：點選下去，可以看到整個檔案的不同區塊，並可點選個區塊放大檢視。



100%



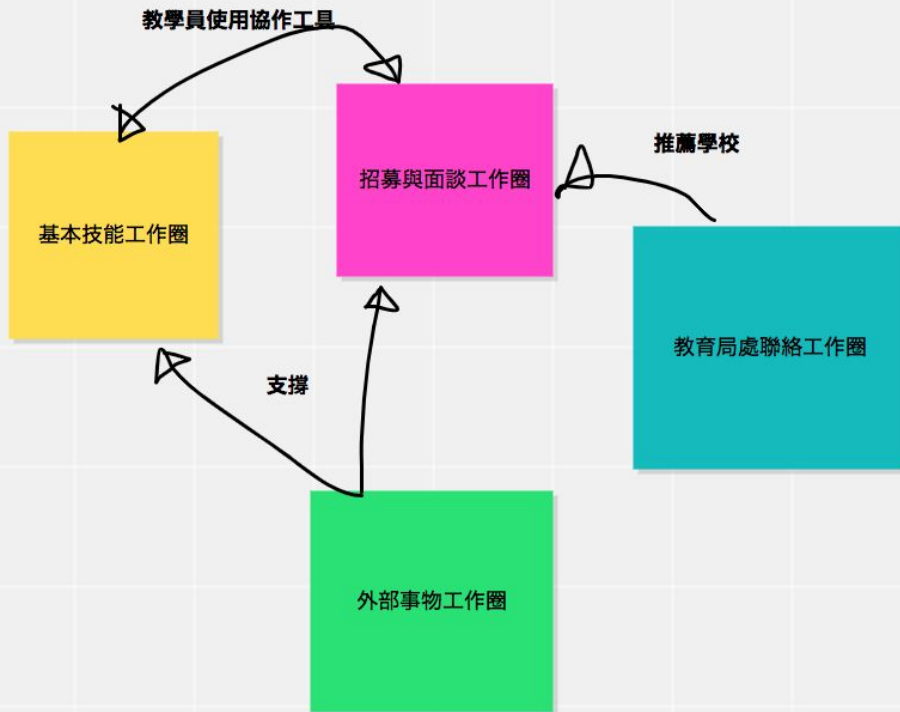




Comment

7/100 objects

Editor



這一排功能基本上都是  
付費版才能使用的……





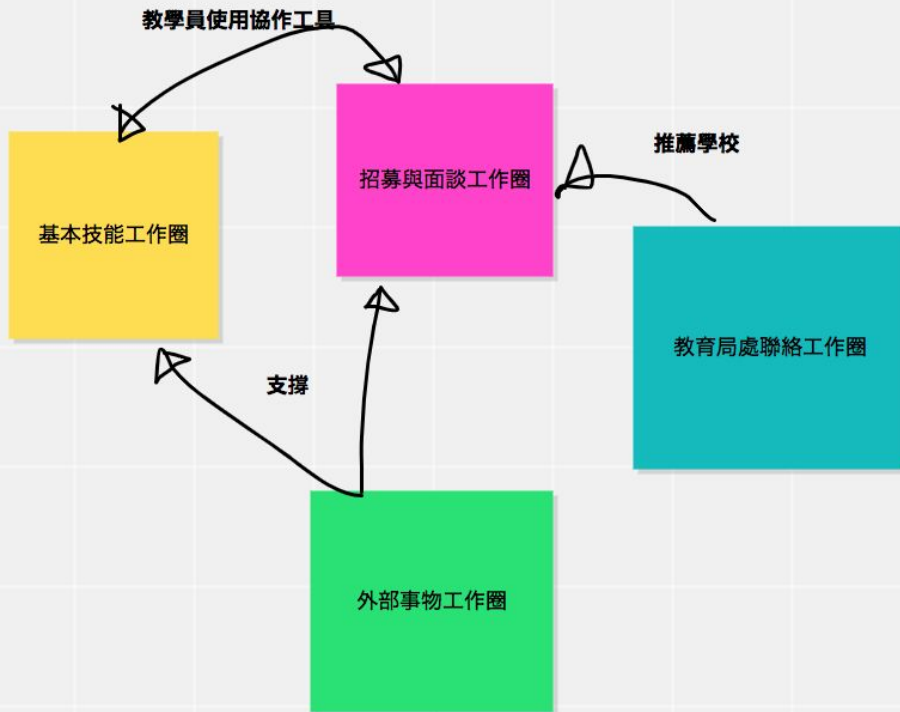
Comment

7/100 objects

Editor



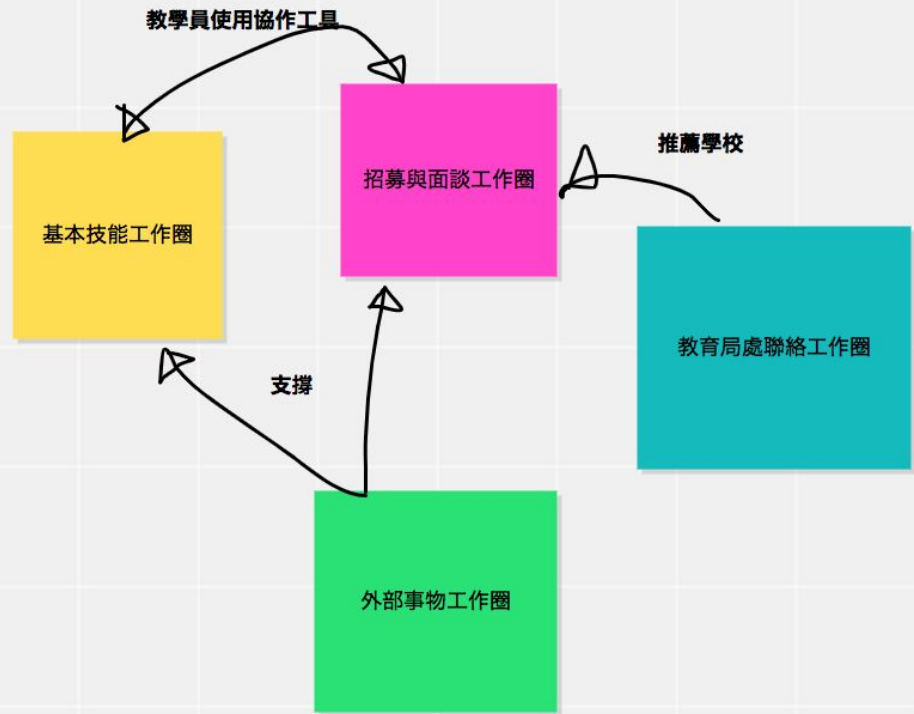
全螢幕顯示白板







Zoom meeting controls including a video icon, a volume slider, and a 100% zoom level.



隱藏工具列




  
-  +  
  100% 