MURAL MANUAL

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What is this manual?

Hi Terrascopers!

This document is meant to help you find a starting place as you begin solving your complex problem and for reference purposes. We are all current students who took 12.000 (the in-person version) in our first year. We went through the process of drafting a proposal, designing a website, and preparing a presentation that addressed our year's mission, but with the benefit of being all together in the same room and time zone. Knowing that large-group teamwork and getting to know your classmates can be difficult enough without being scattered across the globe, we spent the summer looking into tools that would best work as a platform for the usual activities of 12.000.

Hopefully Mural and these other tools will help you orient yourselves together and act as a reasonable proxy for the whiteboards and tables and chairs that Terrascopers are usually allowed to use to their hearts' desire. However, in true Terrascope fashion, feel free to try using them, decide they don't work for you and find your own tools, or just ignore these suggestions completely!

Summary of Mural

Mural is a website that allows for collaborative work and brainstorming. It is aimed to provide the flexibility that you would normally find from a regular whiteboard in a classroom, but with all the benefits of existing online. You can draw on the board, add sticky notes, add files / pictures, and more, all while collaborating with others in real time. It works on both desktop and iOS app. There are many templates, but you can also start with a blank slate and see what works best for you.

Below are some basic features that we thought you might find helpful in 12.000, but this manual is certainly not exhaustive, and you may find ways to use Mural that work even better.

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## 1. ORGANIZATION: WORKSPACES > ROOMS > MURALS
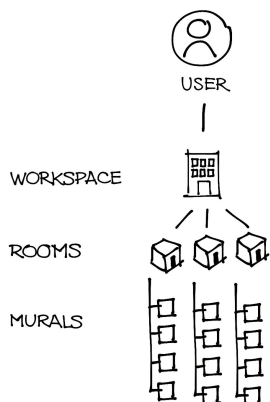
Workspace - Overarching organizational structure; if you invite members to a workspace, they will have access to any open rooms and/or private rooms that they are invited to that are a part of this workspace (you might consider having the entire class in one workspace and separating out based on teams, or you could create separate workspaces based on teams)

Rooms (Open + private) - Analogous to folders in google drive: you can group murals in rooms within a workspace, and rooms can be:

Open: all workspace members automatically have access to this

OR Private: other users must be invited/have link in order to edit

➔ When creating a Mural, be aware of which room it is being saved in, and who has access to that room
➔ You can invite people to be a member of a room via email address or link
➔ If you want to change the type of a room or manage its members, click on the arrow to the right of the room name at the top left, and choose "Room Settings" or "Room Members"
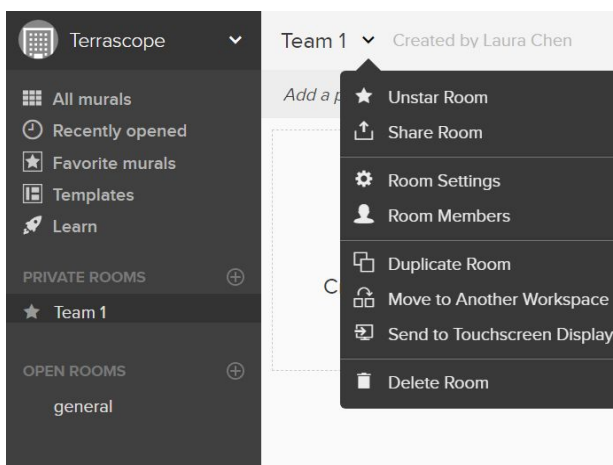
(Rooms might be another way to easily separate out different teams, while still being able to access other groups' work by accessing their room)
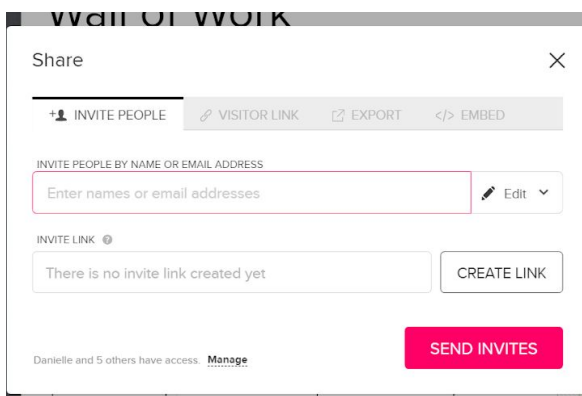
Mural - Actual whiteboarding space;
➔ You can invite people to edit via email address or link
➔ OR you can share a "visitor" link

2. BASICS OF A MURAL

How do I create a mural?

Choose "Create new mural", and choose a template or start with a blank mural. At the bottom of the pop-up, you should choose which room it will be created in - this controls who it is automatically shared with.

If you are the creator of a mural, you are automatically the facilitator. Facilitators have special "superpowers" that other editors don't have, so if you want to share these superpowers with others, click the "Facilitator" button in the top left corner to reveal this pop-up, and click "Manage".

Facilitation Superpowers ☒

Facilitator Superpowers are tools to help set up your murals and run productive meetings or workshops.

🕐 **Timer**
Use the Timer to stay focused and on schedule. If you need more time for an activity, you can add extra time on the fly.

👥 **Summon**
Make sure everyone is looking at the same thing at the same time by summoning all participants to where you are in the canvas.

📋 **Outline, Instructions, and Hide/Reveal steps**
Use the Outline to guide people through your canvas. Add instructions, and hide steps you're not ready for people to see.

🔒 **Super Lock**
Any element you lock can only be unlocked by members with Facilitation Superpowers, so your content stays where you want it.

You have facilitator superpowers in this mural. **Manage**

Tip: We recommend clicking on your name in the bottom left corner of your workspace to manage your notification settings, or else you'll get emails whenever people enter your mural, etc.

### How do I navigate a mural?

Navigating: Moving and zooming
➜ Use the mini-map to click/move around the board
➜ Zoom using the scroll bar
➜ Clicking the hand puts you in "move mode" so that you can easily move around the mural without moving elements (can also move without this)
    ◆ Holding the SPACE bar while moving around activates "move mode" too

– ○ + 46%

✋

⚙ Zoom settings
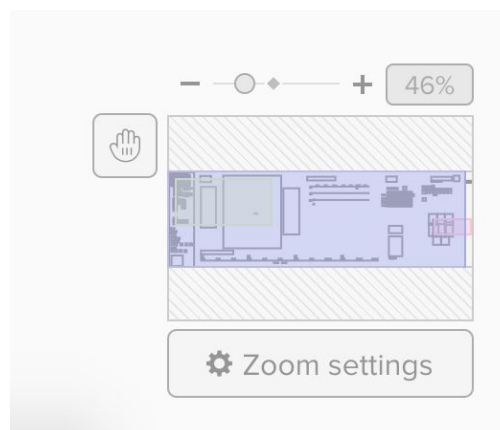
➔ 100% zoom = actual size of mural/elements
➔ Check for shortcuts by clicking the question mark in the top right corner and then selecting "shortcuts"

Zooming tips:
➔ Zoom IN to elements by clicking on them, then clicking on the magnifying glass in the toolbar
➔ Zoom IN over a region by holding Z and highlighting a region
➔ Zoom OUT over a region by ALT+Z and clicking
➔ Zoom OUT to actual size by CTRL/CMD+ALT/OPT+0
➔ If you're zoomed out and you want to view an element without wanting to zoom in, hold X and hover over an element to get a magnifying glass view of it
➔ If you want to easily locate and zoom to where a classmate is working, click on their icon at the bottom of the mural, and it will bring you to where their cursor is
➔ If you want to be able to use two-finger scrolling with your trackpad to zoom in and out (ie. scrolling upwards to zoom out), we recommend using Google Chrome or Firefox; Internet Explorer does not have this capability. Mac users don't need to worry about this, as they have trackpad mode available to them, which is shown below:
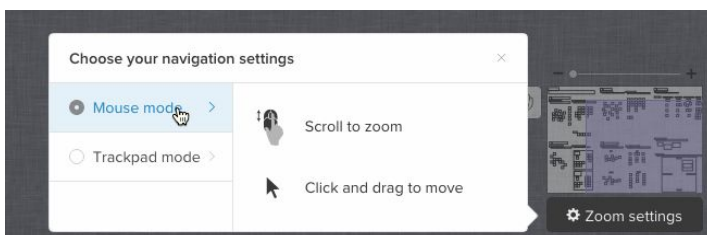

MAC USERS ONLY:
By clicking on "Zoom settings" you can change from mouse mode to trackpad mode (functions similar to a smartphone)

Tip: If you don't want to see other users' cursors, you can click on your icon at the bottom of the mural, and choose "Hide cursors".

How do I add stickies/shapes/other elements?

You can add stickies, shapes, text boxes, files, visual frameworks and more from the left-hand toolbar. You can create drawings that are elements by themselves by choosing the pencil icon, or you can draw on stickies.
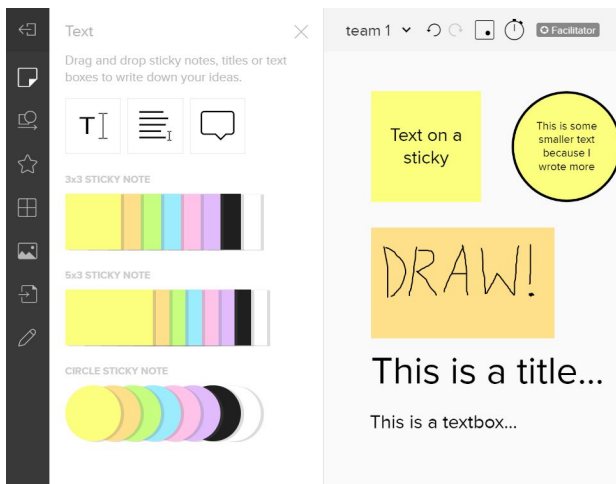
STICKY NOTES/SHAPES/TEXT:

➔ To add a sticky or shape, click on the sticky icon or shape icon (top left) and drag sticky/shape over to board

  ◆ Choose the background color of the sticky when you drag it, or click on an already placed sticky and click the colored square in the toolbar to choose from a wider variety of colors

  ◆ You can also choose the outline color and/or fill color of a shape once it is placed

➔ Or CTRL/CMD+ALT/OPT+N to add 3x3 sticky note; add another to its right by pressing TAB

➔ To quickly add a sticky note you can double click anywhere to make one

➔ Add this to the overall outline by right clicking and choosing "Add to outline" (*FACILITATORS ONLY*, review pages 3 and 7)

➔ As you write, font will get smaller, but expanding the sticky or shape will re-enlarge text
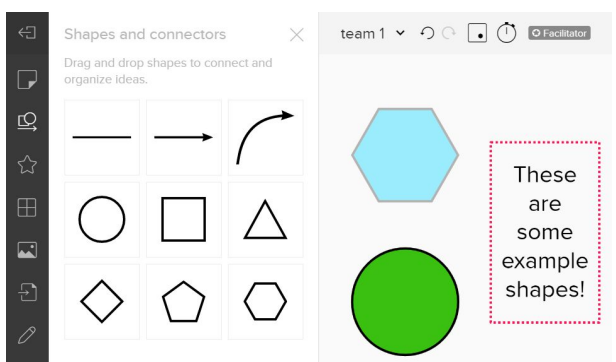
Need to draw something on a sticky? Note: you can only draw on stickies, not on shapes

  ➔ Click on a sticky, then choose the pencil in the toolbar

➔ To add a title or a textbox to the board, click on the sticky icon (top left) and

  drag either ⊤Ι (for titles) or ≣ᵢ (for a text box) over to board

➔ Or CTRL/CMD+ALT/OPT+T to add a text box
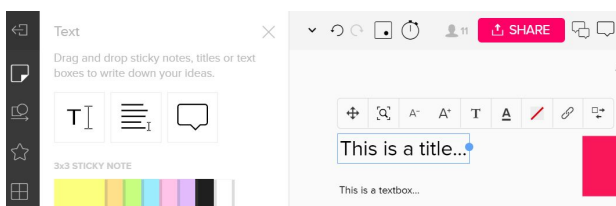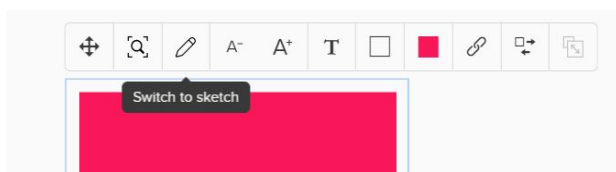
➔ If you copy and paste a bulleted list or spreadsheet cells into mural, it will automatically separate each bullet into stickies for you

How do I move, manipulate, or lock elements?

➔ Easily move elements around by using cross-like icon (⊕) in toolbar
➔ Go into and out of "drawing mode" by pressing D
➔ Duplicate elements by clicking+CTRL/CMD+D
➔ Move group of elements by holding SHIFT and dragging over elements, or hold SHIFT and select elements
➔ Group elements by using SHIFT to select elements then CTRL/CMD+G; Ungroup by CTRL/CMD+SHIFT+G

➔ Lock elements to the board so that you don't have to worry about them getting moved around
    ◆ Right click and click "Lock"; choose whether you want anyone to be able to unlock it, or only assigned facilitators
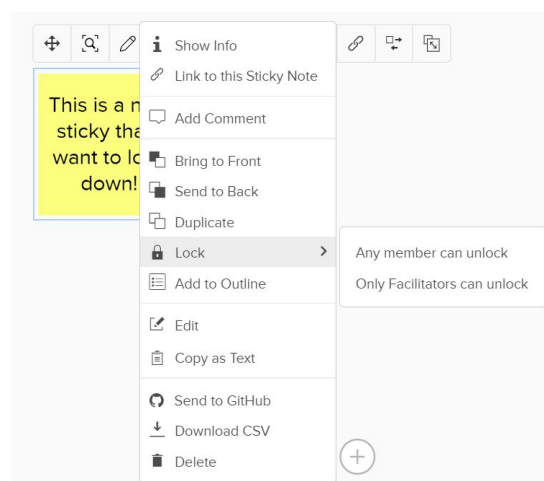
How do I connect features?

➔ Make a connection between elements or draw a line by holding down C and then clicking and dragging
    ◆ These are now connected, so if you drag the elements away from each other, they'll stay tied together with a thin black line
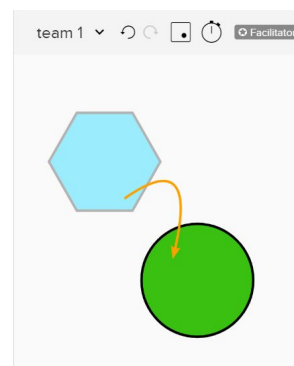
Can I send a chat or comment on features?

Send a chat by clicking the double speech bubbles in the top right corner (chat history will stay there as long as the mural exists)!

TWO WAYS TO COMMENT:

1. Click on the sticky icon (top left) and drag a comment bubble (💬) over to spot/element on board

2. Right click on an element and choose "Add comment"

➔ Comments will appear as small, numbered and colored dots that enlarge when you click on them, showing the comment on the right side
➔ Tag a classmate in a comment using @ + their name
 ◆ This will send them an email which they can reply to, which will be shown in the mural
 ◆ When they click on the email link, they will be taken to the place of the comment in the mural
➔ Review comments by clicking the single speech bubble in the top right corner
 ◆ Clicking on comments on the right-hand bar will zoom over to them

Can I export my mural?
You can export as different file types by clicking export in the top right corner. One feature that might be helpful is that you can export your mural as a template, so that base mural can then be accessible by anyone in your workspace to build off of (this might be a useful way to facilitate any kind of repeated review or brainstorming processes).

What other capabilities does Mural have?
● Voting function is denoted by a small box with a dot in its right corner
● *MURAL FACILITATORS ONLY* Timer function is denoted by the clock icon on the top toolbar
● Find function is denoted by the box with the magnifying glass, where you can search the board by *words* or by sticky *background color*
 ○ With this in mind, background color of stickies/shapes could be a good way to sort similar themed items
● *MURAL FACILITATORS ONLY* Create an outline by right-clicking and choosing "Add to outline"
 ○ Access the outline by clicking the bulleted list in the top right corner (non-facilitators can access)
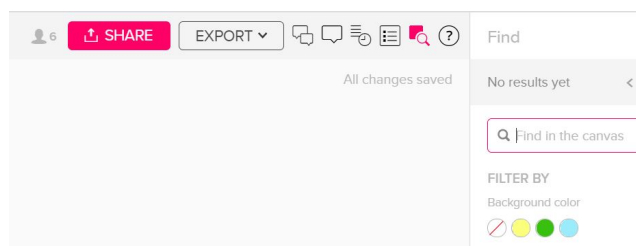
- ○ Click on the screen icon in the outline to enter "Presentation mode", which will follow the outline you've created
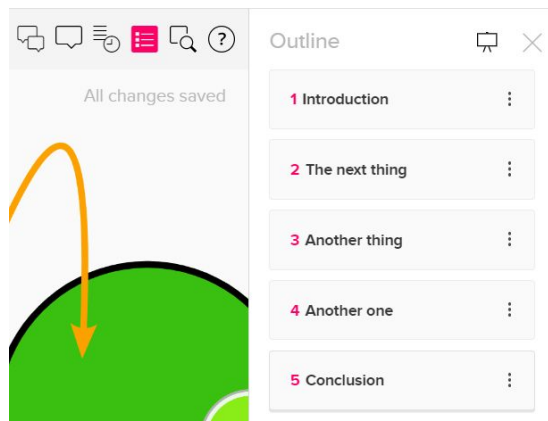
- ● *MURAL FACILITATORS ONLY* Summon other users to where you are on the mural by clicking on your icon at the bottom of the screen and choosing "Summon everyone"

Mural has lots of other capabilities too that you'll continue to find, but these may be some useful ones to start!

3. USEFUL RESOURCES, TEMPLATES, + INTEGRATIONS

Resources:
- ➔ Video Tutorials: *https://support.mural.co/en/collections/1571402-tutorials*
  - ◆ These videos also have links to *written guides* on the topic
  - ◆ *If you're feeling lost or have a specific question, try taking a look at these because they break down a lot of how-to's, starting from the basics and getting deeper in!*
- ➔ Mural blog post with guides/templates: *https://www.mural.co/blog/guides*

Integrations:
To give you some ideas of other tools that you can integrate into Mural:
- ➔ Slack: "You can choose to get notified when: someone joins a mural, someone leaves a comment, you get invited to a mural, room or workspace, your mural export is ready"
- ➔ Google calendar: "Save yourself the hassle of pasting links into google calendar invites, this handy integration does the work for you."
- ➔ Dropbox, OneDrive, Google Drive - you can directly import these files and view previews of them within your mural

These are just a sampling of some of the resources, templates and integrations that are available to you, but feel free to do your own exploring to find out more ways to make Mural work for you!

[Templates](#):

These are some pre-made templates available to you which may help organize your thoughts.

➔ Ideate: Brainstorm, Group, Prioritize: *https://www.mural.co/templates/ideate*

➔ Wall of Work: *https://www.mural.co/templates/wall-of-work*

➔ Team Standup: *https://www.mural.co/templates/team-standup*