

# THE ACADEMY

*Developing Liverpool*

ENHANCING RESEARCH

## Mural Guide for Participants



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# Mural Guide for Participants

This guide is set out to help you with accessing Mural and to make you aware of the features available to you during the session(s). **Please note that Mural is best accessed using Google Chrome.**

## 1. What is Mural?

Mural is a digital workspace for visual collaboration. Based in the cloud, Mural provides shared, virtual whiteboards where teams can visually explore complex challenges, facilitate design thinking methods, and organize agile processes across any device. Collaborative work is done within a mural where participants can map all kinds of content – think of it like a giant canvas that is customised for the task at hand.

### 1.1 Sign up for Mural

1. Click 'Start Now, Free'
2. Follow the instructions through, signing up with your liverpool.ac.uk email account.

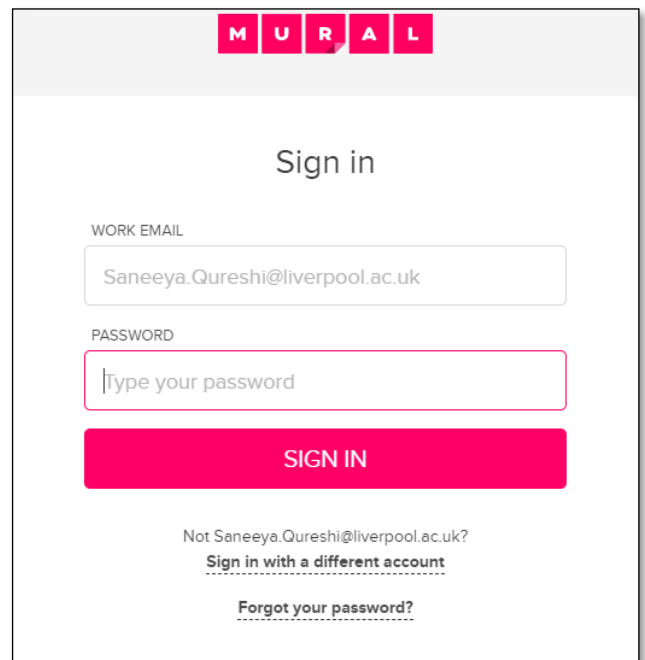


### 1.2 Sign-in to Mural

1. Go to <https://www.Mural.co/> and click **Sign in**.
2. Type your work email address and click **Sign in with your password**.

## 2. Joining a mural or a room

You will be asked to join a room with an invitation link that will be posted in the Zoom chat. Simply click on the link and you'll be taken to the mural. You can access the mural by signing in with a current Mural account (if you are not already signed-in).



Please note: If you don't already have a Mural account, you will be prompted to create one.

### 3. Navigating a mural

Murals are big. They are like huge boards, canvases, or walls you collaborate on. Get comfortable zooming and scrolling (moving around) quickly. If something is too small to read, zoom in to see the detail instead of making it larger. You can navigate a Mural using the 'Mini-map' or 'Outline' features.

#### 3.1 Using the 'Mini-map' feature

The mini-map is like a bird's-eye view of a mural where you can see an outline of your content. It also shows you where you are in a mural. You can also use the mini-map to zoom and navigate around a mural.

The mini-map appears on the bottom right part of your mural as indicated in the diagram below.

You can use the mini-map to navigate around a mural by:

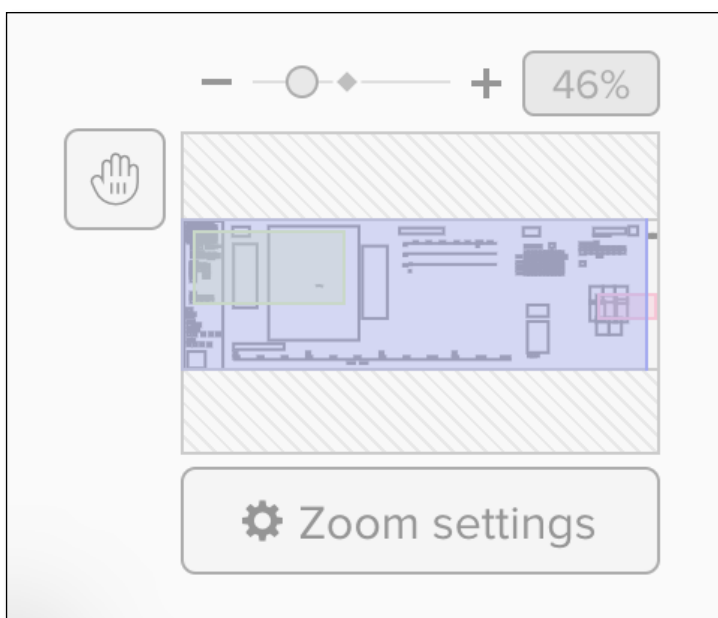
1. Clicking on the part of the mural you want to go to in the mini-map.
2. Zooming in and out by clicking the + and - icon above the mini-map.

You can:

- **Zoom** in to see the detail or zoom out to get the big picture.
- **Pan** around to explore your content. This helps get a better sense of the thoughts and ideas you are working with.

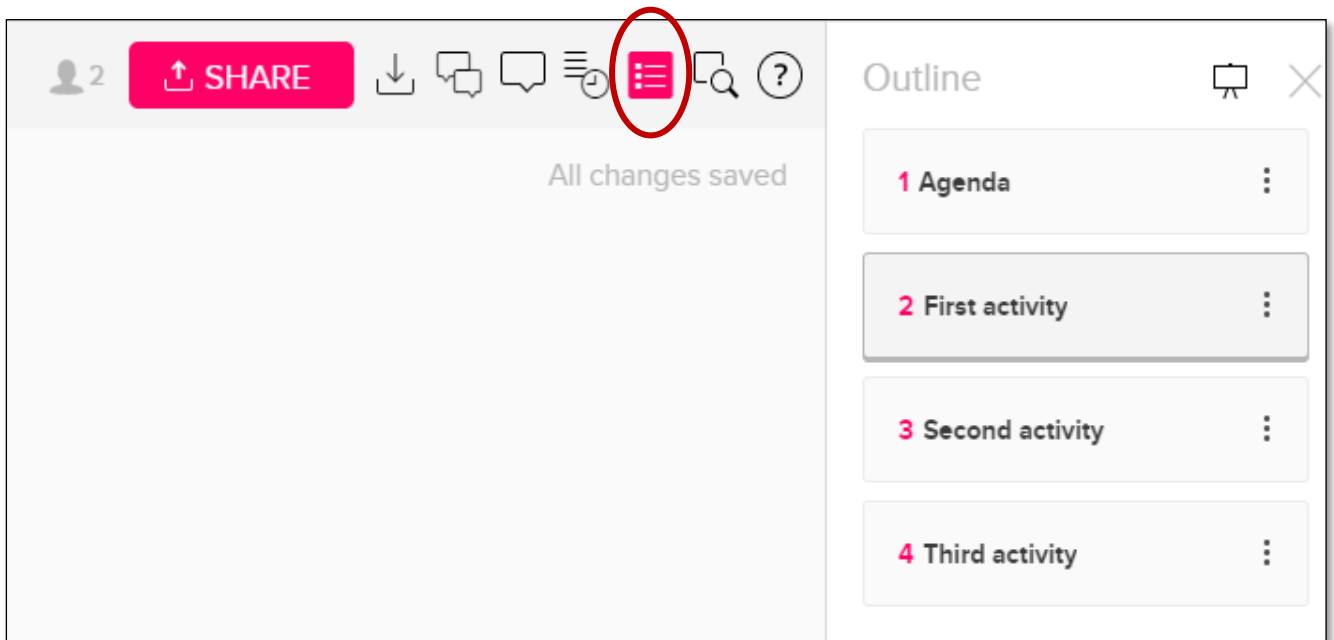
**To change your zoom and pan settings once you are on a mural:**

1. Navigate to the lower right corner of your mural
  2. Underneath the mini-map, you'll see a Navigation bar
  3. Click "Zoom settings" to change your navigation settings
- [Click here](#) for an animation which shows you how you can switch between trackpad and mouse mode.
  - If you're using a trackpad on Google Chrome, you can pinch to zoom as shown [in this animation](#).
  - If you're using a mouse, just use your scroll wheel to zoom in and out.
  - We advise that you experiment with both the trackpad mode and mouse mode, and select the option that feels right for you.
  - When the zoom level changes, you'll see on the screen which zoom level you are currently seeing.



### 3.2 Using the 'Outline' feature

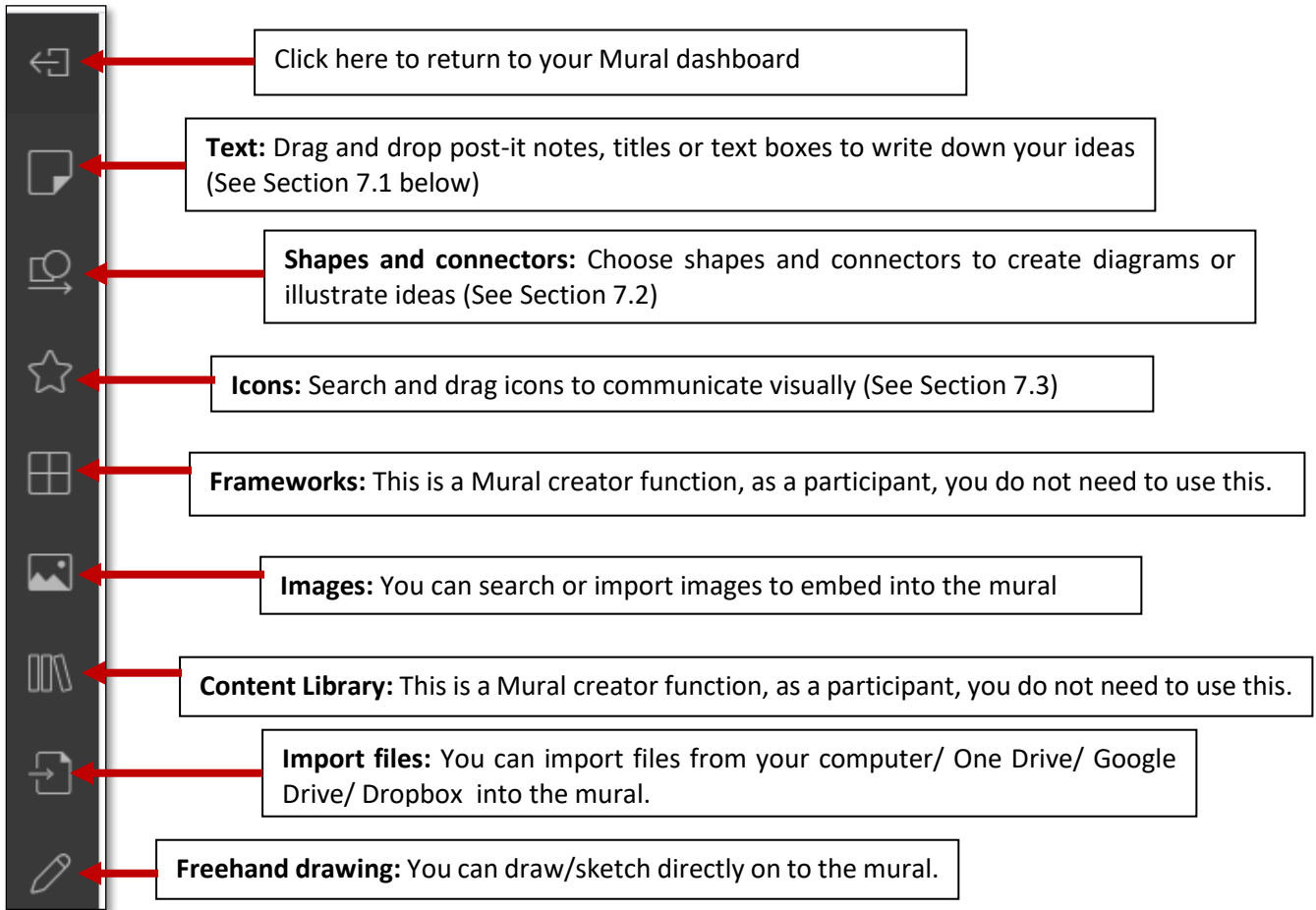
When you enter a mural, you will notice the Outline of the mural menu on the left of the screen, as created by the Academy. If it is not there, click on the Outline button (circled in red below). You can navigate around the mural by clicking on items in the Outline.



## 4. Adding content to a mural

- You can add post-it notes by clicking anywhere on the mural.
- Double-click post-it notes and text boxes to edit their text.
- Right click any element to see more options.
- You can use Ctrl+D (or Cmd ⌘+D) to duplicate content in a mural – remember to first click on the element you want to duplicate.

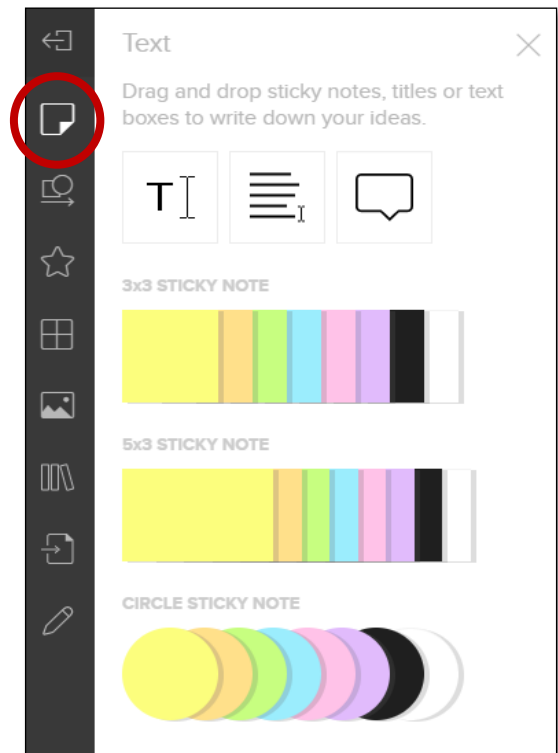
If you did want to add more complex detail, from the right menu bar, you can choose the kind of content to add as indicated on the following page.



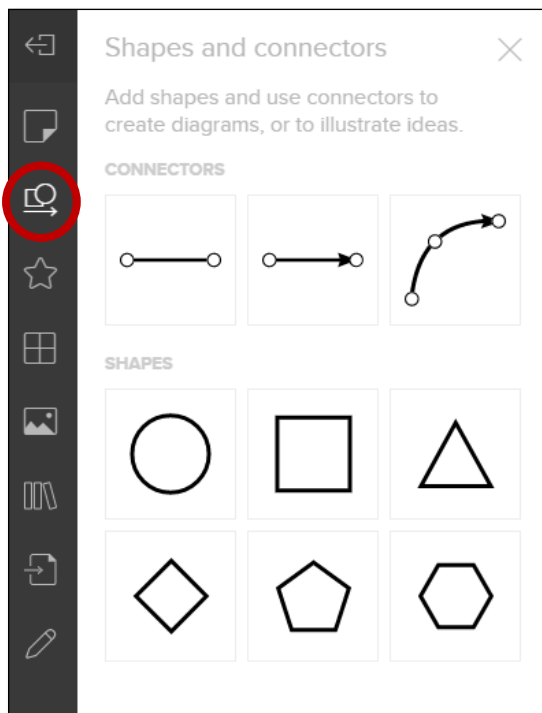
#### 4.1 Adding text to a mural

Click the post-it note icon on the left hand menu (as indicated by the red circle in the figure on the right) to choose which kind of text you would like to add to the mural.

You will have to drag and drop the sticky notes, titles or text boxes to wherever you would like to write down your ideas.



## 4.2 Adding shapes and connectors to a mural



Click the shapes icon on the left hand menu (as indicated by the red circle in the figure on the left) to choose which kind of shapes and/or connectors you would like to add to the mural.

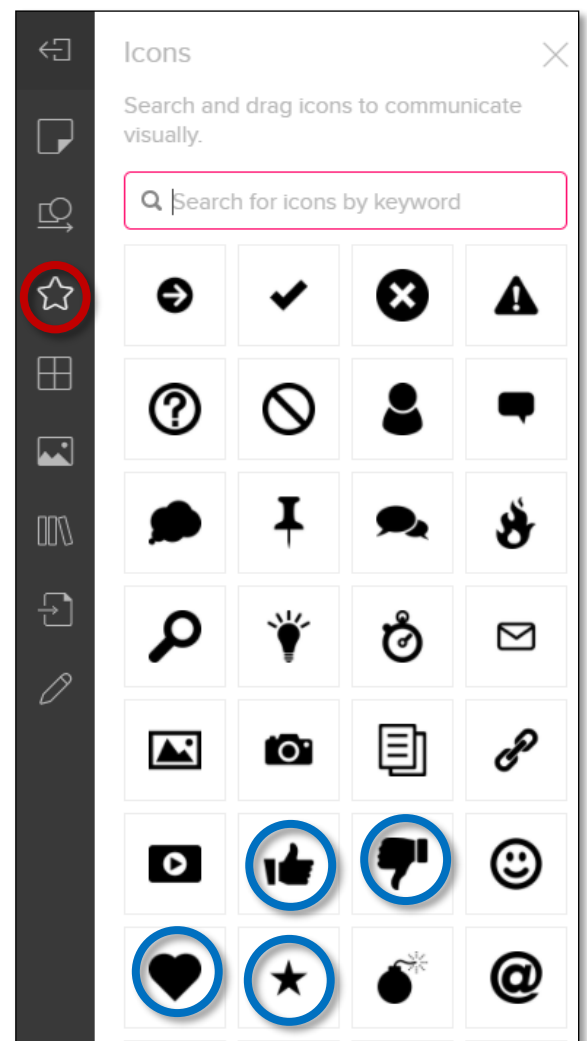
You will have to drag and drop the shapes and connectors to wherever you would like to add them on the mural. From there, you can then adjust them as needed.

## 4.3 Adding icons to a mural

Click the star icon on the left hand menu (as indicated by the red circle in the figure on the right) to choose which kind of icon(s) you would like to add to the mural.

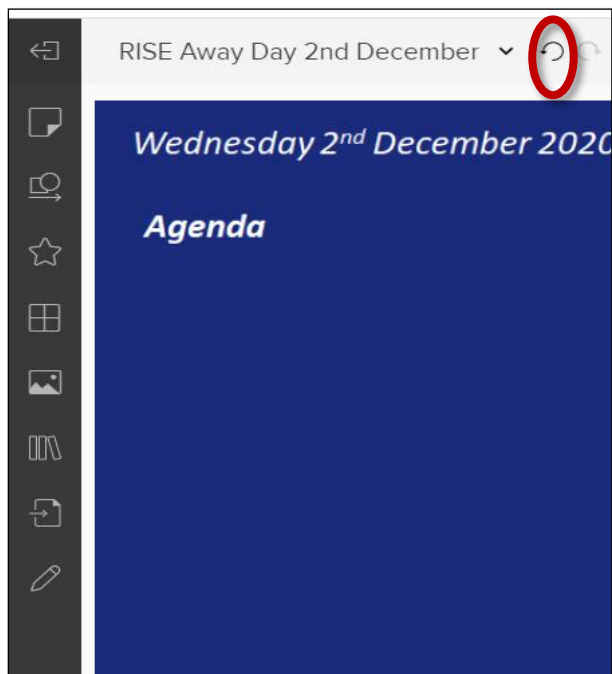
Circled in blue (in the figure on the right) are some of the more common icons used to express views on Mural.

You will have to drag and drop the icon to wherever you would like to add them on the mural. From there, you can then adjust them as needed.



## 5. If you accidentally delete, add or move something

To undo any action on the canvas you can use the **Undo button** in the upper toolbar (next to the title of the mural, as indicated below).



## 6. Frequently Asked Questions

### 6.1 Video tutorials

- What is Mural? <https://support.Mural.co/en/articles/2113692-video-tutorial-what-is-Mural>
- Navigating a mural: <https://support.Mural.co/en/articles/2113799-video-tutorial-navigating-a-Mural>
- Adding content to a mural: <https://support.Mural.co/en/articles/2113695-video-tutorial-adding-content-to-a-Mural>

### 6.2 Trouble-shooting

#### 6.1.1. Mural issues by device

- Mural for mobile devices: <https://support.Mural.co/en/collections/10087-Mural-for-mobile-devices>
- Mural for Windows and macOS: <https://support.Mural.co/en/collections/1910206-Mural-for-windows-and-macos>
- Mural on a touch-screen laptop: <https://support.Mural.co/en/articles/4387473-Mural-on-a-touchscreen-laptop>



### 6.1.2. Navigating a mural

- Navigating using the mini-map: <https://support.Mural.co/en/articles/2113712-navigate-using-the-mini-map>
- Navigating a mural: Zooming, Scrolling and Moving around: <https://intercom.help/Mural/en/articles/2113718-navigate-a-Mural-zooming-scrolling-moving-around>
- Zooming in to an object: <https://support.Mural.co/en/articles/2208492-zoom-in-to-an-object>
- Changing navigation controls for trackpad or mouse: <https://support.Mural.co/en/articles/2113710-change-navigation-controls-for-trackpad-or-mouse>

## 7. Key Contacts

If you have any queries ahead of the event or on the day, please contact the Academy's Researcher Development Team:

- **Dr Saneeya Qureshi** [Saneeya.Qureshi@liverpool.ac.uk](mailto:Saneeya.Qureshi@liverpool.ac.uk) or click [here](#) to send Saneeya a message on Teams
- **Dr Angela Midgley** [Angela.Midgley@liverpool.ac.uk](mailto:Angela.Midgley@liverpool.ac.uk) or click [here](#) to send Angela a message on Teams

For more information contact:

The Leadership, Organisational, Professional, and Academic Development Academy (The Academy)

[theacademy@liverpool.ac.uk](mailto:theacademy@liverpool.ac.uk)