

# Mural Cheat Sheet

## NAVIGATION

### Moving the board

Click & drag to move the position of the entire MURAL on your screen; hold spacebar while clicking to prevent selecting any objects

### Zooming in & out

Scroll the wheel of your mouse to zoom in or out; if using a touch-screen device, click **Zoom Settings** in the bottom right corner to change to trackpad mode

### The minimap

Track your view of the MURAL and zoom percentage on the minimap on the bottom right corner of your screen

## ORGANIZING

### Select Objects

Click an object to select it; hold ctrl while clicking objects to select more than one at once

### Move Objects

After selecting the objects you wish to move, simply drag them to the desired location on the MURAL

### Layering Objects

To change the order of objects that overlap, right-click an object in the stack and select **Bring to Front** or **Send to Back**

## COMMUNICATING

### Chat

Select the chat icon on the top toolbar to message your collaborators directly from MURAL

### Add a comment

Add a comment anywhere on the MURAL by right-clicking, then selecting **Add Comment**

### Reply to comment

To reply to a comment left by a collaborator, click the green dot icon for the comment you wish to reply to

### View all comments

To view all comments on the MURAL at once, click the comments icon on the top toolbar; you can reply to comments from this view by clicking on them

## CONTRIBUTING

### Stickies

Add stickies by right-clicking, then selecting **Add Sticky Note**; double click to add or edit text

### Images

Add images by dragging an image from your computer and dropping it directly onto the canvas or by clicking the image icon on the left-hand toolbar; search for images on the web using keywords or import images from your device

### Shapes

Add shapes and connectors to create diagrams or idea flows by clicking the shapes icon on the left-hand toolbar

### Free Draw

Draw your own shapes or pictures by clicking the pencil icon on the left-hand toolbar; click **DONE DRAWING** in the upper right corner when finished

