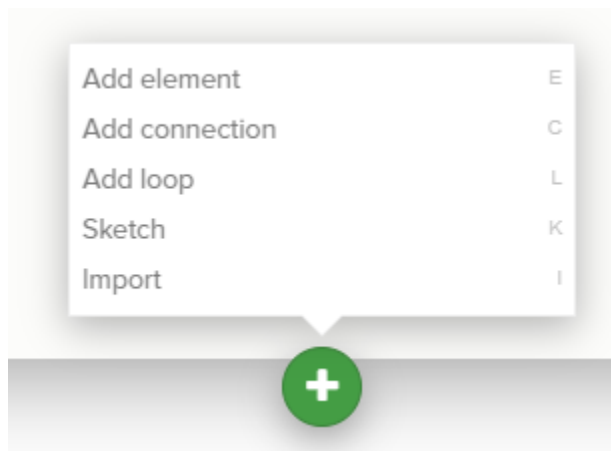


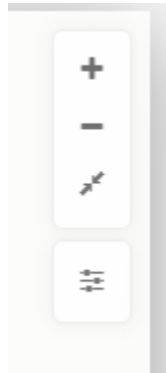
Short Kumu guide

1. Go to the link: <https://kumu.io/>.
2. Click Join for Free on the top right of the website.
3. Fill out the information needed to create an account.
4. Once you have your account created, sign in.
5. Click on 'New Project' in your top right.
6. Fill out the information needed.
7. Pick a template – for this module we are going to choose 'Causal Loop' and click 'Start'.
8. Your new project is open, and you can start creating.
9. You can start writing a Description of your project in 'Overview' to the left.
10. To start your diagram, you need to create nodes and connections. To do that, click on the '+' sign at the bottom of the canvas.



- a. To add nodes: click on 'Add element', give your node a name, and press 'Enter' on your keyboard.
 - b. To add links: click on 'Add connection', inform the source and target nodes, and press 'Enter' on your keyboard. You can change the polarity of your link by positioning the cursor on top of the link, opening the floating menu, selecting the edit label/type option (the pencil icon), and selecting the polarity in the drop-down menu.
 - c. To identify a loop: hold 'Shift' on your keyboard, select the links that form the loop with a click of your mouse, click on 'Add loop', give your loop a name, and press 'Enter' on your keyboard.
11. On the left side of the canvas, you can add descriptions for any graphical elements (nodes, links, and loops) of your diagram. Just click on the element you want to describe, and the left window will automatically refer to it.

12. Options on the right side of the canvas:



- a. Zoom in
- b. Zoom out
- c. Zoom fit (return the diagram to the centre of your canvas)
- d. Settings

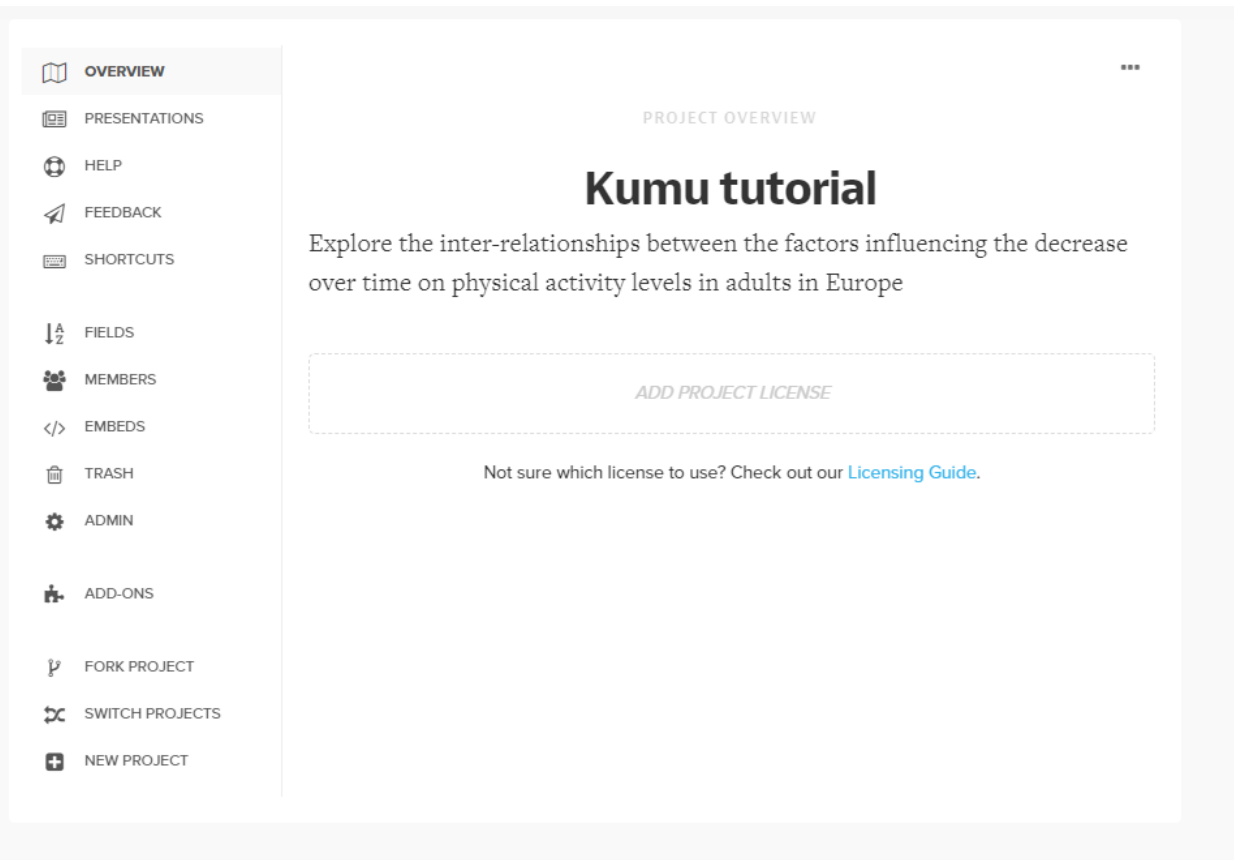
13. Options on the bottom right side of the canvas:



- a. Quick actions
- b. Metrics
- c. Discussions
- d. Table
- e. Export
- f. Share/Embed
- g. More

14. Options on the top left side of the canvas:





15. Kumu provides a very comprehensive tutorial material at: <https://docs.kumu.io/getting-started/readme>.