



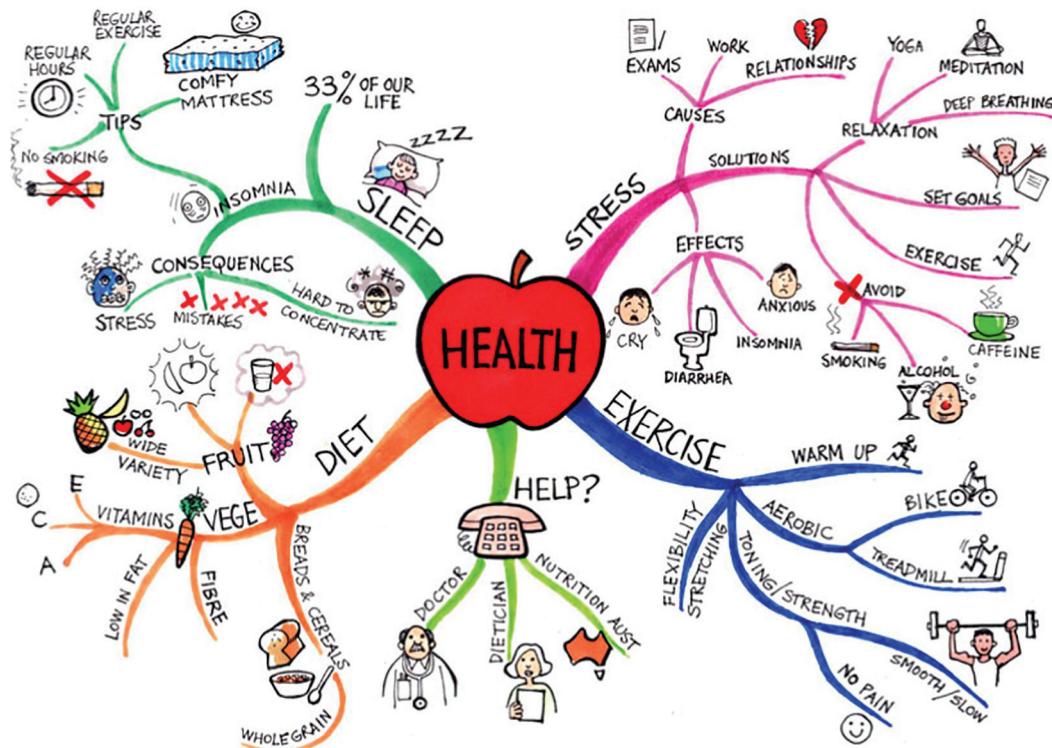
An Introduction to

MindView®

Educational Mind Mapping Software

An Introduction to Mind Mapping

A **mind map** is a diagram used to visually organize information. It has branches and shows relationships between the different parts. It begins with a central theme (e.g. diabetes), to which associated representations of ideas such as images, words and parts of words are added. Major ideas are connected directly to the central concept, and other ideas branch out from those. The picture below shows an example of a hand-drawn mind map. You can see how the colour, simple words and images can help to build an idea of that topic in your head.



Creating a mind map on a computer has some significant advantages. It can enable the creator to create, rearrange, reorganise and add branches much more easily. It can include links to other resources and can be exported to different formats, for example converting an outline of an assignment into a Word document.

In Education, mind maps can be used for:

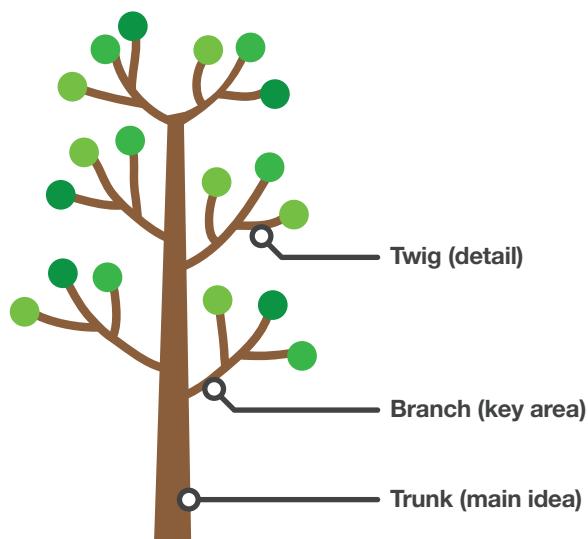
- Creating an overview of your course, showing your modules and the content of each module, allowing you to keep track of where you are up to.
- Taking notes in lectures or tidying up your lecture notes.
- Summarising a book or a paper in a simple way, including supporting quotations / pictures if needed.
- Planning assignments.

Course Outline

This course will enable you to:

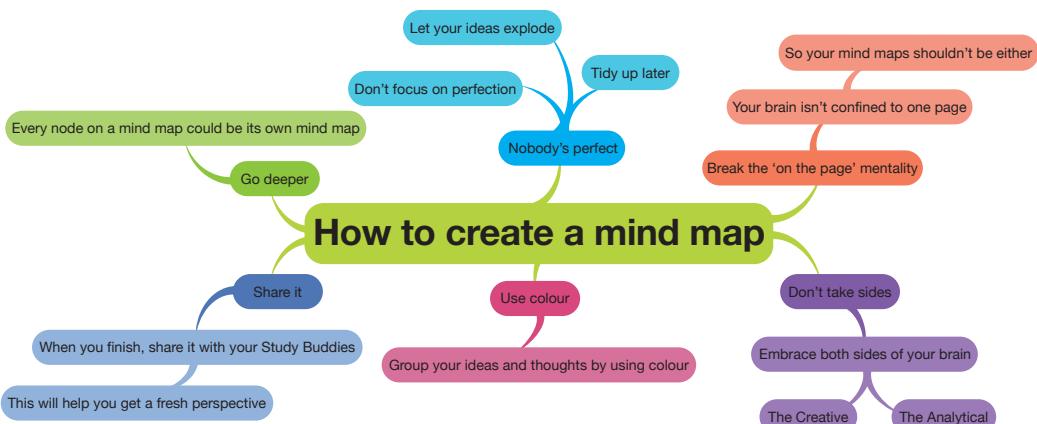
- Create a mind map:
 - Start a new a mind map
 - Name the central area
 - Add keywords and sub-branches
 - Look at style (Design tab)
 - Add images
 - Use icons to add emphasis
 - Add text notes for detail / comments for quick help
 - Attach files where relevant
 - Create branch connections (Insert - Branch connection)
- Learn how to create a mind map specifically for planning an assignment and exporting to Word.
- Learn how to create a mind map specifically for recording your reading and use the Capture tool to help you create a bibliography.
- Learn how to create a mind map to plan your time and see the GANTT chart view to help you manage your timescales and deadlines.

You can think of a mind map as being a tree - the main idea is the trunk, from which come branches (key areas) with the twigs being the detail of the point. You can have as many branches and twigs as you need to express your ideas.



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Begin a New Mind Map

1



Select Mind Map from the choices given.
You can choose whichever layout you think
will suit you best.

2

Food poisoning

Add your main idea into the box that
comes up in the middle of the page.

3

Food poisoning

Click on the edge of the box, so
that it is selected with a line
around it. Then press the **Insert**
button on your keyboard (or Insert Sub-branch on the menu).

Idea

Food poisoning

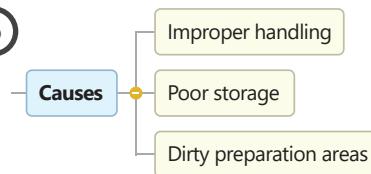
4



Click on the 1st level idea and type in
what the idea is. Then press **Enter**
twice and another box will appear for
another 1st level idea. Keep going until
you have all the 1st level ideas. The
challenge here is to be able to identify
what you think of as 1st level ideas.

NB: You can choose whether to use the **Insert** and **Enter** keys or the **Insert** tab on the tool bar.

5



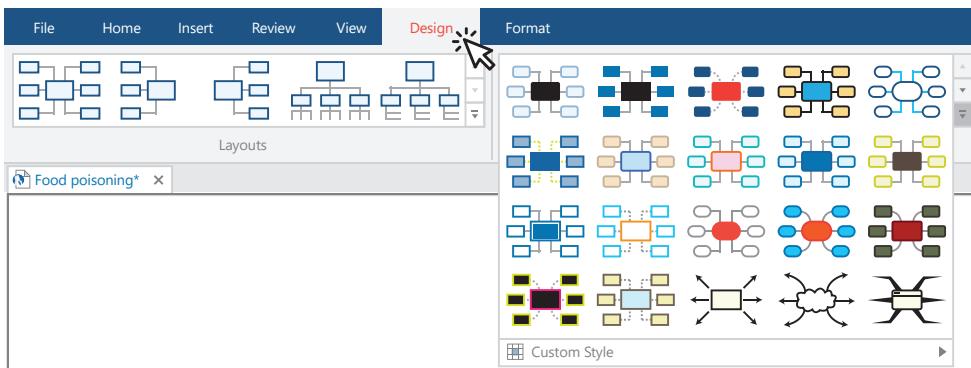
Click on the 1st level idea and press **Insert**. This
creates a 2nd level box. Type your note into the box and
then press **Enter**. Press **Enter** again to add another
2nd level box.

This can be repeated for as many levels as you need to
add the notes.

Try and keep to 2 or 3 words in each box. Go for 'triggers' - not detail.

Design of Mind Map

1



Click on the Design tab and choose the Layout that you want and the Style that you want. There are lots of different colours and styles to choose from.

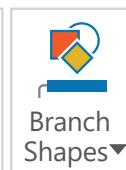
2



This button changes the whole colour scheme of the mind map.



Root Shapes▼

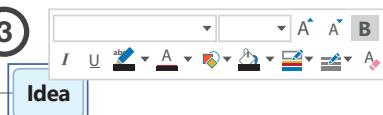


These buttons change the shapes of the main root and the branches.



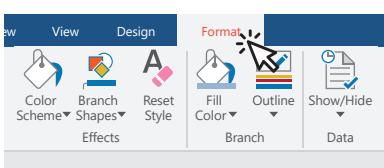
These buttons change the colour of the text, the colour of the page or you can lay a pattern across the background - but be careful, as this can make the page look cluttered. Simplicity and clarity are the key concepts here.

3



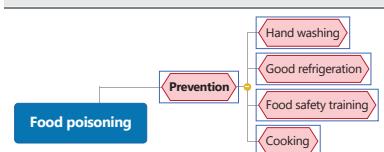
To **change the appearance of just one branch**, right click over it. Choose the colour, outline and text styles from the toolbox that pops up.

4

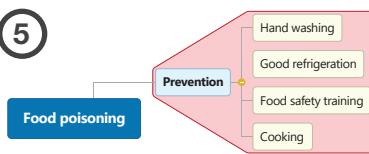


If you want to **change multiple branches**, click and drag across them to select all the ones you want to change.

Then click on the Format tab, and choose the colours, shapes, fill and outline for that branch.

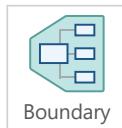


5



To add a boundary, click on a branch (ideally with sub-branches) and then select Format from the menu above and click on Boundary.

Select fill colour and outline.



Boundary

Add a Note to a Branch

Click on the branch where you want to add a note. A line will appear around it. Click on **Text Note > New** and the Text Note Editor appears across the bottom of the screen. Type in your note. Resize the text by moving above the words 'Text Note Editor' and clicking and dragging to make larger or smaller.



The Text Note toolbar allows you to format the text in your Text Note Editor. Just use the Text Formatting on the Edit toolbar above. When you have finished, click on the background of the mindmap and you will see a paper clip appears to show you that a note has been added.

Text Note Editor

epidemiology
,ɛpɪdɪ'mi'ɒlədʒɪ
noun
the branch of medicine which deals with the incidence, distribution, and control of diseases in a population

Docking / Floating: The Text Note Editor can be moved and docked on different parts of the screen. Right click after the words 'Text Note Editor' and select **Floating** - then move to where you would like the editor to be located.

Add a Hyperlink to a Branch

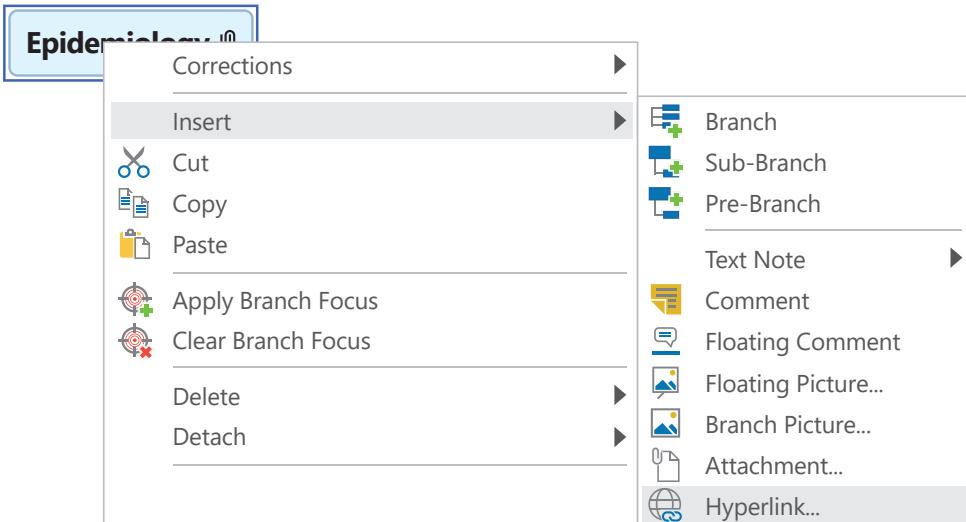
1 Find the webpage that you want and click once after the address, so that it is selected.

<https://en.wikipedia.org/wiki/Epidemiology> 

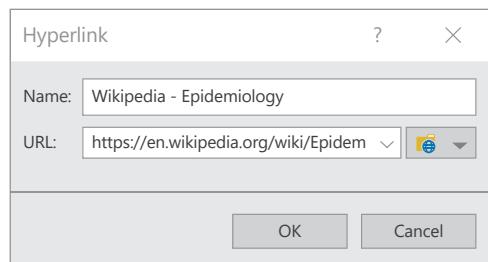
2 Move the mouse over the selected area and right click, then **Copy**.

<https://en.wikipedia.org/wiki/Epidemiology> 

3 Right click over the branch where you would like to add a hyperlink and choose **Insert > Hyperlink**



4 A dialog box comes up. Complete the details and click **OK**. A paper clip appears on the entry. Hover over it to see the web link and click on it to visit the link.

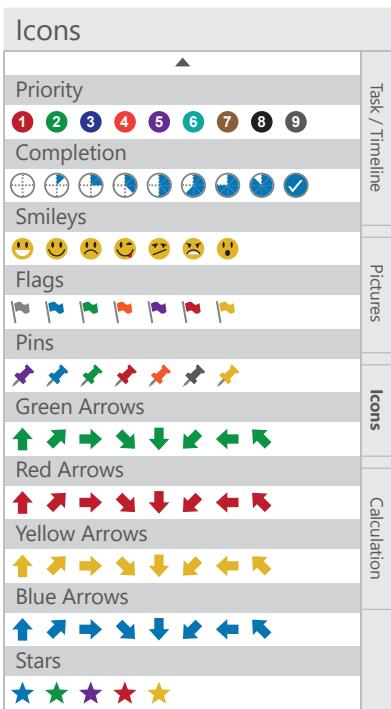


Use Icons on the Branches

Icons can give a quick visual reminder of priorities, completed work or other ideas, conveyed by a small image.

Select the branch where you want to apply your icon.

The icons are on a tab on the right-hand side of the page - click on the tab and the icons pop out. Click on one to add it to a branch. You can scroll down to see more icons.



Add Other Attachments to a Branch

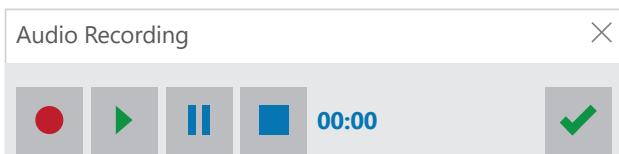
You can add almost any attachment to a branch (e.g. Word doc, Excel spreadsheet) by right clicking on the branch and choosing **Insert > Attachment**.

You can add an 'audio note' by right clicking and choosing **Insert > Audio Note**.

Record the sound by clicking on the red dot ●.

Then click the tick ✓.

You will be asked to save the sound with a name.
It then appears as an attachment.

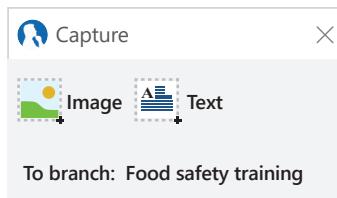


Capturing Information to a Mind Map

A ‘capture’ is a chunk of text or an image, that is imported into the mind map with the citation. This helps with referencing and revisiting useful sources.

Title:	Food poisoning - Prevention - NHS Choices
URL:	http://www.nhs.uk/Conditions/food-poisoning/Pages/prevention.aspx
Keywords:	National Health Service (NHS), Food poisoning

- Firstly, locate the information/image you want to capture. (Internet, Word, PDF etc.)
- In MindView, select the branch where you would like to add information and Insert > Capture.
- The software will probably go to the webpage you have open and a Capture box appears in the lower right-hand corner.



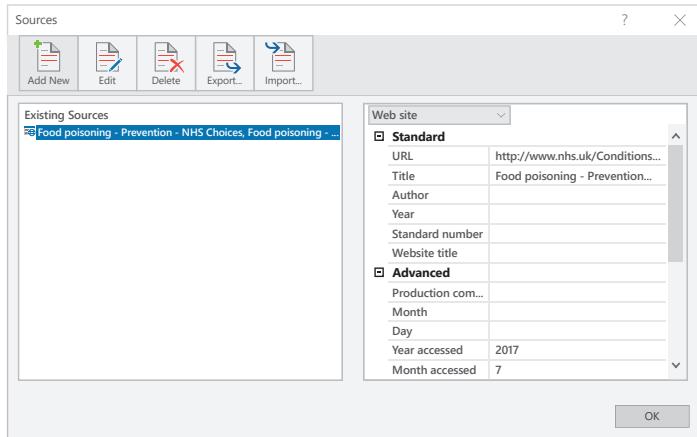
- Click Text and then highlight the text that you want to import.
- Click on Capture Text.
- Check the text it has captured and it will import. At this stage, you can edit the Title, URL and keywords.
- Click Save.
- Go back into MindView.
- The text has been added to your branch as a Text Note - with the reference in a grey area underneath the text.

Managing Citation

Citations can be managed by going to **Insert > Citation** button and then choosing: **Insert Citation**, **Manage Citation** or **Manage Sources**. If you intend to use the citations as part of your academic work, then you will need to add some extra information to your citation source, as it does not take enough information in the first ‘capture’.



Manage Sources gives you a list of all your sources, and you can select them in order to edit and add information.

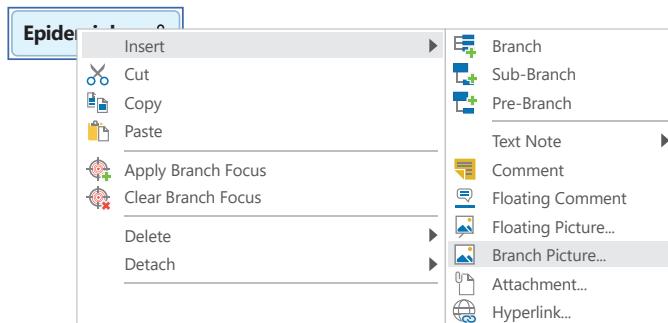


Add Pictures to Branches

There are three ways of adding images to a branch:

- Insert a saved image.
- Copy and paste an image from somewhere. You can take a whole image or ‘snip’ part of an image and paste it in.
- Capture an image (which brings the reference with it as well).

1 Saved image: You need to find and save a picture that you want to use.



Right click on the branch where you want the picture to appear. Choose **Insert > Branch Picture**. Browse for the picture that you want to insert and click **Open**. The picture is attached to the branch. If the branch is moved the picture moves with it.

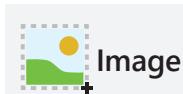
2 **Copy and Paste image:** You can do the same by copying and pasting. Find an image you want on the internet and either ‘snip’ or copy it. Then select the branch, right click and paste. If you just want part of the image, use the ‘snipping tool’ and select the part you want, then **Edit > Copy** and paste.



Hand washing

3 **Capturing images / diagrams / screen-clip:** The software allows you to add a visual clip (image, chart, graph, diagram, clipping) to a branch, with the advantage that a record is kept of where the information has come from, which can be kept in your citations.

As in the previous step, go to **Insert > Capture**. Locate the page with the visual image in. You do not need to take the full image, you can just take a part of it.



Click on the image button and you will see a ‘cross hair’ appear on the screen. Move the mouse to the top left of the area you would like to capture and click down. Keep holding down the left mouse button and drag across the area to capture. Release the mouse at the bottom right hand corner.

The software gives you a preview of the captured area and also a suggested title and the URL / reference of where it is taken from. You can choose whether it is a branch picture or an attachment. A picture will insert it into the mind map itself. An attachment shows a paper clip and you see it by clicking on it.

Export to Word

MindView can export to Microsoft Word. When it exports, it creates a document with headings, sub-headings and any imported clips and images.

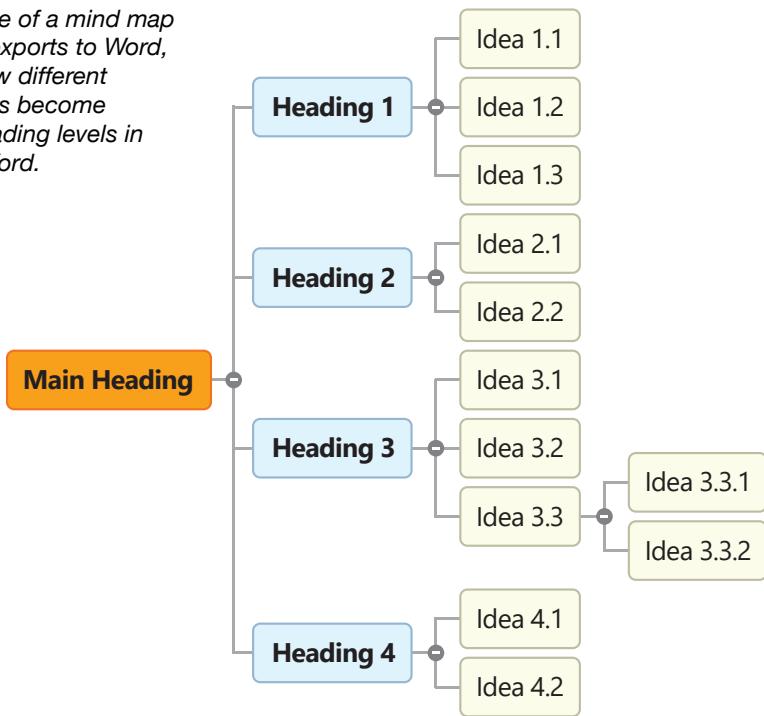
When you have added as much as you can to the mind map, click on **File > Export** and then **Microsoft Word**. You are then given a choice between **Quick Word Export** and **Custom Word Export**.

Choose **Custom Word Export**, and under the **General** tab, choose a referencing style for your bibliography.

Save the file to a suitable folder on your computer. Open the file and you will see the mind map as a document.



The structure of a mind map and how it exports to Word, showing how different branch levels become different heading levels in Microsoft Word.



Other Ways to Export



Word | Ideal for assignments, literature reviews and reports.



PowerPoint | For presentations. Suitable for some assignments.



PDF | Very similar to a Word doc, but not editable.



Picture | Export the mind map as an image, which can be used in other projects.



HTML | Export the mind map as a website.

How Mind Maps can be Used

Seeing the structure of your course

Some courses can appear quite complex, so mapping them out on a week-by-week or topic-by-topic basis can be really helpful.

Taking notes in lectures

Try and summarise the lecture onto a single sheet of A4, with no more than 6 x 1st level ideas. This can help with learning and consolidation of ideas. Extra information not included in the lecture, such as hyperlinks, can be built into the page.

Assignment planning

Most tutors give students an outline of what it to be included in an assignment, together with a word count. These can easily be moved onto a mind map and the initial planning carried out in a visual way.

Reading and literature review

Have a mind map open as you read, and as new ideas emerge, they can be added straight onto the mind map. This can help you build a clear picture of what all the writers are saying and how knowledge of this area already appears.

Creating a CV or keeping a record of professional experience or skills development - a kind of personal e-portfolio.

Keeping notes from meetings.

