Creating a basic Mind Map using Inspiration 9.0

Where to find the software
You will find Inspiration 9.0 in the Tools for Learning Folder.

Click on the Windows start button: and select All programs | Tools for Learning | Inspiration 9 IE:

Alternatively, type the name of the program into the search box:

Starting a new Mind map

When Inspiration loads you will see the following splash screen:

Click on Map on the splash screen and you will see the following basic mind map:
The mind map shown in figure 2.0 above has 4 level 1 branches/ideas. The centre of the mind map is called the *root*.

Figure 3.0, below, shows a basic mind map for planning a website. It has 4 level 1 branches and I’ve added a heading for each branch:

![Figure 2.0 Basic Map with Level 1 ideas](image)

![Figure 3.0 Mind map with level 1 headings](image)

**Adding sub topics**

Click on the + symbol to add a subtopic:
Figure 4.0 below shows a mind map with some level 2 sub topics added:

Rapid Fire Tool
The Rapid Fire tool lets you just type and Enter ideas, without the need to click on the + symbols.

The Rapid fire tool is found at the top left of the screen beneath the menu items:

The image below, shows the rapid fire tool in use, to add level 3 sub topics to the Pages branch:
Adding Images

Figure 7.0, below, shows my finished Mind map. I'm going to add images to it:

![Mind map with all branches](image)

You can search for images in the Symbol Library, or add them from your computer.

I want to search the Symbol Library for an image and add it to the Design branch.

To do this, I complete the following steps:

1. Click on the Design branch
2. In the Symbols palette, search for “design”
3. Double-click on the bottom left image
4. The image will be added to the design branch.

![Symbols Palette](image)
Adding an image stored on your PC

To add an image from your computer, choose Insert Graphic from the Edit menu.

- Click on a blank area of your screen. You will see a grey cross.
- Now, choose Insert Graphic from the Edit menu.
- Browse to the image on your computer and click ok.
- Resize and position the image.

Create your own image library

You can add images from the mind map to your own image library.

On the symbols palette, click on the drop-down box and select New Symbol Library. Give the new library a name and click OK:

![Figure 9.0 New symbol library](image)

Right click on any image and choose Add Symbol to Library:

![Figure 10 Symbols Palette showing the new Web Deb image library](image)
The screenshot below shows the map with an image added on each level one branch and on the root:

![Mind map with all sub topics and images added](image)

**Figure 11 Mind map with all sub topics and images added**

### Adding Hyperlinks

You can link to a web page, email, file, or other mind map.

The steps below detail how to add a hyperlink to the root of the Mind map:

1. Click on the branch you wish to add a link to. In this case, the root of the map.

2. Now click on the hyperlink logo, found at the top-right of the screen:

3. When the hyperlink dialogue box opens, choose *Web page* from the hyperlink options and change the link text to the address of the web page you want to link to. See Figure 12 on the following page:

4. You can now click the link to visit the web page.
Adding Notes to the Mind map
I'm going to add a note to the Design branch. The steps to do this are detailed below:

1. Click on the branch you want to add a note to, in this case, the Design branch.

2. Click on the Note icon, found at the top-left side of the screen:

3. Add some text to the note:

4. Add a note to the remaining branches. This will form the framework for a final piece of written work
Outline View

When you have added notes to all of your branches, you can switch to Outline View if you prefer.

Outline view shows the document structure. To view the outline, click on the outline icon at the top-left of the screen:

![Outline](image)

**Figure 13 The Outline view**
Exporting to Microsoft Word
The Outline can be exported to Microsoft Word.

To do this, click on the Transfer icon:

The Transfer Options dialogue box will open. From here you can choose what features to add to Microsoft Word:

Select the options you wish to add and then click on the OK button.
Toolbar
The Toolbar is located at the bottom-left side of the screen:

- Change font and apply text modifications:
- Change branch thickness:
- Set and apply font default:
- Add shapes, lines and text boxes:
- Change position of branches by small increments:
- Move the entire map:
- Change line colour and fill colour:
- Resize the map:

Changing Branch colour
You can easily change the colour of a branch, following the steps below:

1. Click on the branch that you want to change.
2. Click on the Branch Colour icon on the toolbar:
3. Choose the new colour from the colour picker: