Edge Hill University

Mind View 6 – Exporting Mind Maps to Microsoft Word

Mind maps can help you plan and produce the framework for a piece of written work.

It gives you a visual way to explore your ideas and group related concepts.

It's easy to move ideas around on the page, add new ideas and delete ideas.

Once you are happy that your mind map has covered all the bases you can begin to add text to the branches.

A good starting point is to get a topic sentence and some bullet points for each branch in the map. This will form an excellent framework for the final piece of work.

Working in this way helps you to stay on topic and ensures that the final piece of written work has a logical flow.

The mind map below has some text assigned to each branch:
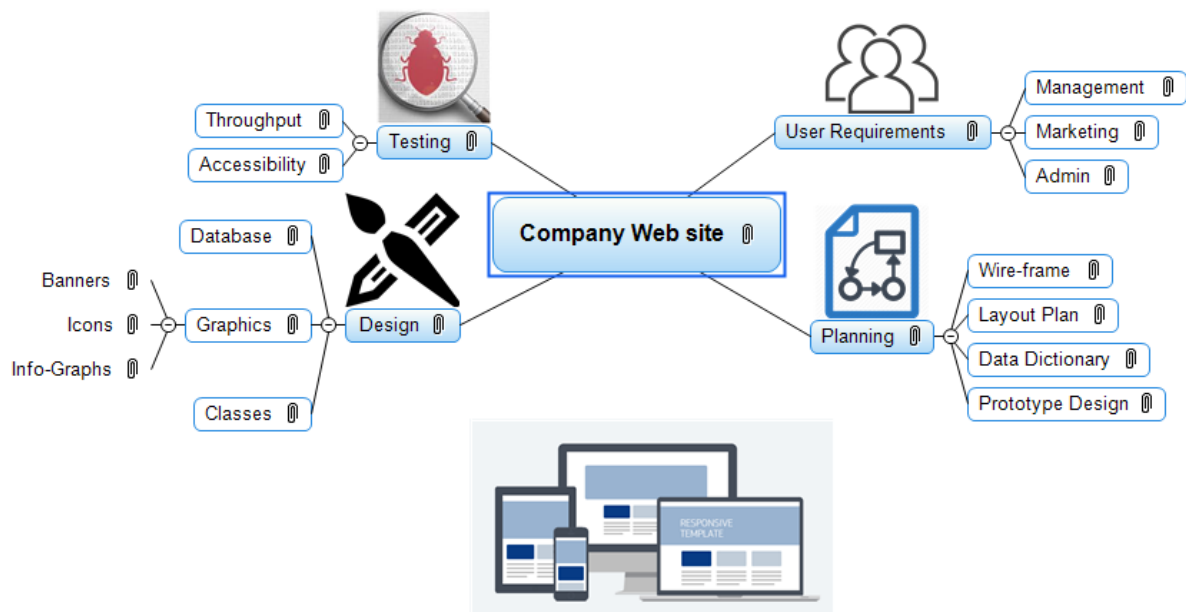
Exporting to MS Word

There are 2 options for exporting to MS Word, Quick Word Export and Advanced Word Export.

The **Quick Export** mode allows you to export your map quickly using the MindView defaults or the last Advanced Export settings you chose.

The **Advanced Export** mode allows you to choose a template for your Word document. You can also specify the elements of your map to be exported and how they should be treated.

Quick Word Export

- Click the **FILE** tab

- Choose **Export** | **Microsoft Word** | **Quick Word Export**

- Specify a folder and a file name for the Word document in the Save-As Dialog. MindView starts exporting your mind map to Microsoft Word and displays a message informing you that export is complete.

- Word then displays the following message, indicating that it needs to update the Table of Contents:
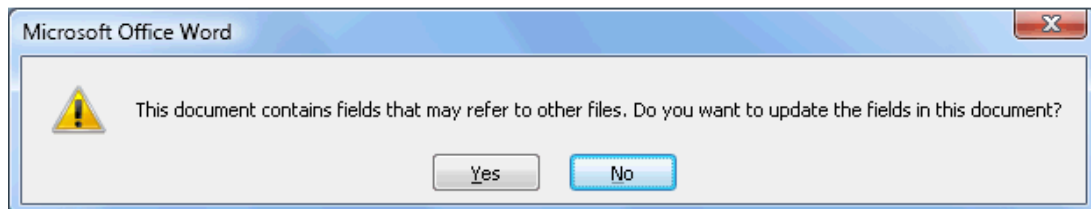
- Click OK to update the Table of Contents.

  You are now ready to work in your Word document.

Advanced Word Export

- Click the File tab.
- Choose **Export** | **Microsoft Word** | **Advanced Word Export**.
- Choose your preferred template in the Templates tab of the Advanced Microsoft Word Export dialog or browse for one of the templates supplied with Microsoft Word or one of your own templates.
- In the **General** tab, choose the required general export settings and specify which elements of your map you want to export.
- Choose the required export settings for any attached object in the **Attached Objects** tab.
- Click Export.
- Specify a folder and a file name for the new Word document in the Save As dialog.

Note: You can also access export options from the HOME tab on the ribbon: