


Creating a Basic Mind Map with MindView

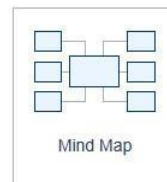
MindView is a great application for planning your work and also for managing small projects. This tutorial will help you to get started planning an essay, or other written work.

Where to find MindView

1. Click on the Windows start button 
2. Navigate to the **Tools For Learning** folder.
3. Click on **MindView** to run it:

Starting a new mind map

Open MindView and select **New Mind Map**:

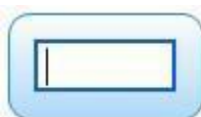


When you begin a new mind map the workspace contains a single branch:



This is the **Root** of the mind map.

Left-click the root to add new text:



Adding Branches

You can add branches to the root by double clicking it, pressing the **INSERT** key or clicking on the Sub-Branch icon:



Here is a mind map with 4 level 1 ideas:



Figure 1: Basic mind map with 4 level 1 branches added.

You can add as many sub-branches as you need for your map.

Here is an example of a mind map with different sub-levels:

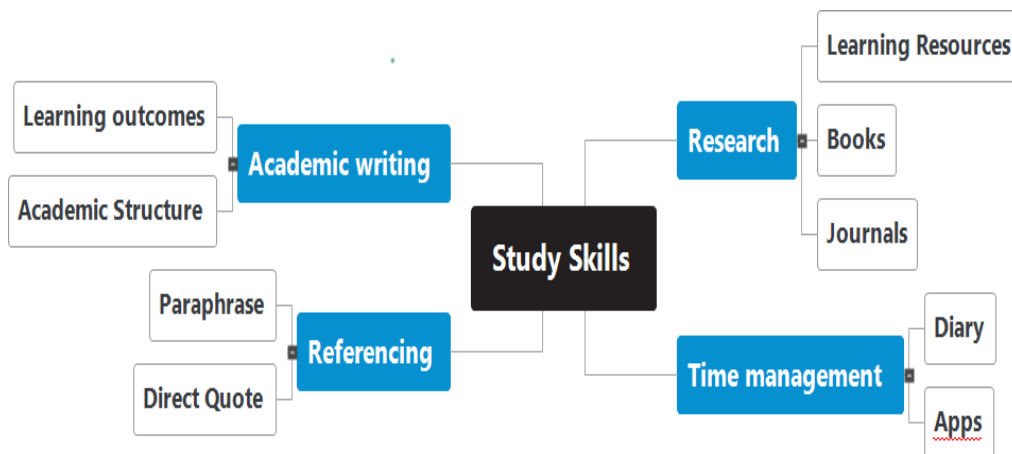


Figure 2: A mind map that has different sub-levels

Customising the mind map

You can change the layout, style and colour of your mind map using the **Design** ribbon:



Figure 3: MindView Design ribbon

Adding Text Notes

To add text to a branch, click on the branch you want to add text to then type the text into the text editor at the bottom of the window:

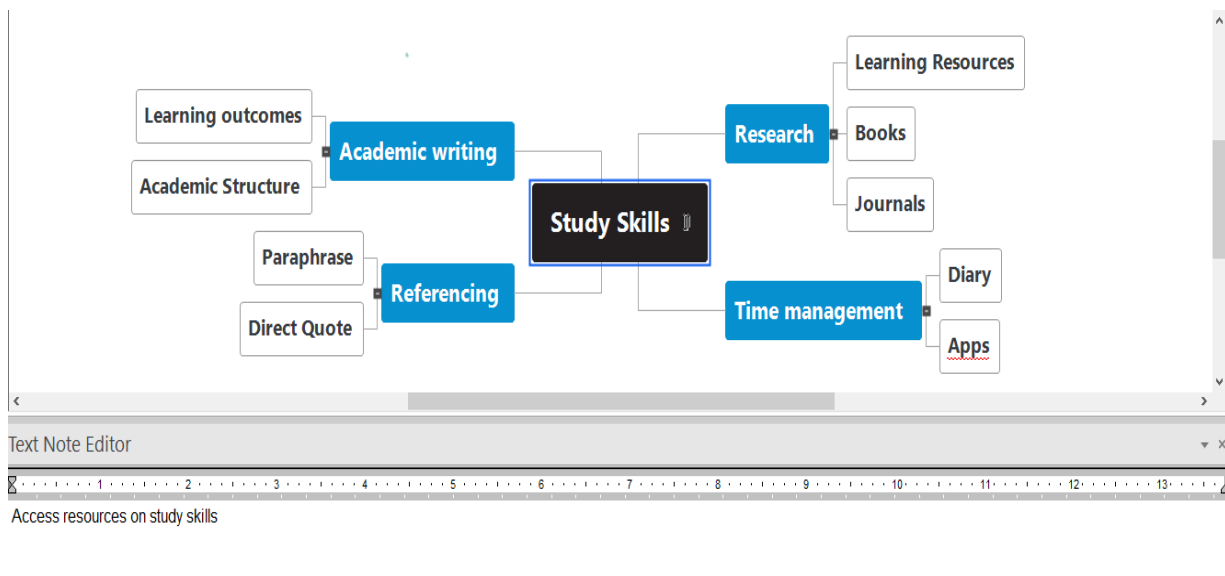


Figure 4: Using the Text Note Editor

Linking to other resources

To attach files or other resources to a branch, click on the branch and choose the type of resource you want to link to from the **Links** panel. You can find this on the **INSERT** tab:



Figure 5: The Links Panel

You can add an image from the pictures panel on the **INSERT** ribbon:



Figure 6: The Pictures Panel

You can add images directly to a branch or float images:

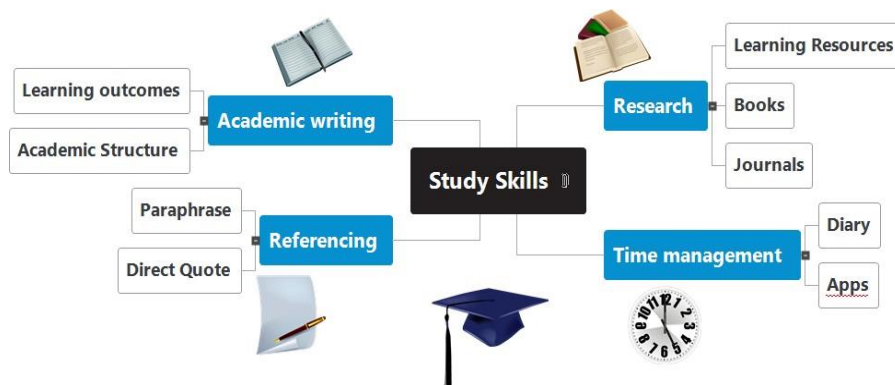


Figure 7: A mind map with images added

Exporting Mind Maps to Microsoft Word

Mind maps can help you plan and produce the framework for a piece of written work and provides a visual way to explore your ideas and group related concepts. It is easy to move ideas around on the page, add new ideas and delete ideas.

Once you are happy with your mind map you can begin to add text notes to the branches.

A good starting point is to get a topic sentence and bullet points for a 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 selected branches;



Figure 8: A MindView mind map with text added to certain branches

Exporting to MS Word

There are two 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 used.

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 folder and file name for the Word document in the **Save-As** dialogue. MindView will export your mind map to Microsoft Word and display a message informing you that the export has completed:

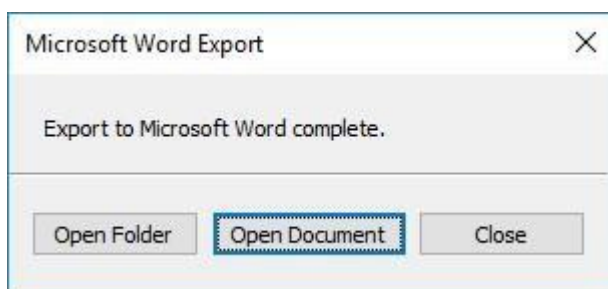


Figure 9: Export to Word complete

Advanced Word Export

- Click the **File** tab
- Choose **Export | Microsoft Word | Advanced Word Export**
- Choose your preferred template from the **Advanced Word Export** dialogue box:

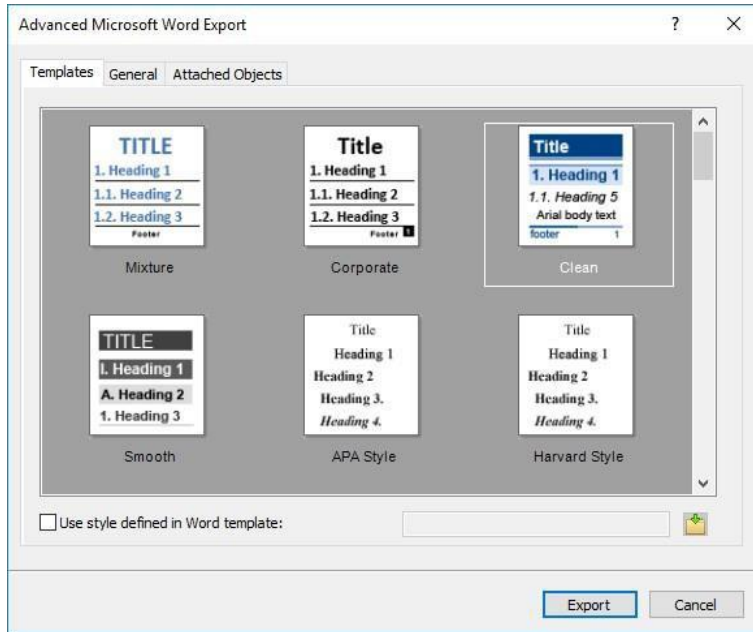


Figure 10: Advanced Export options

- In the **General** tab choose the required export settings and specify which features of your mind map you wish to export:

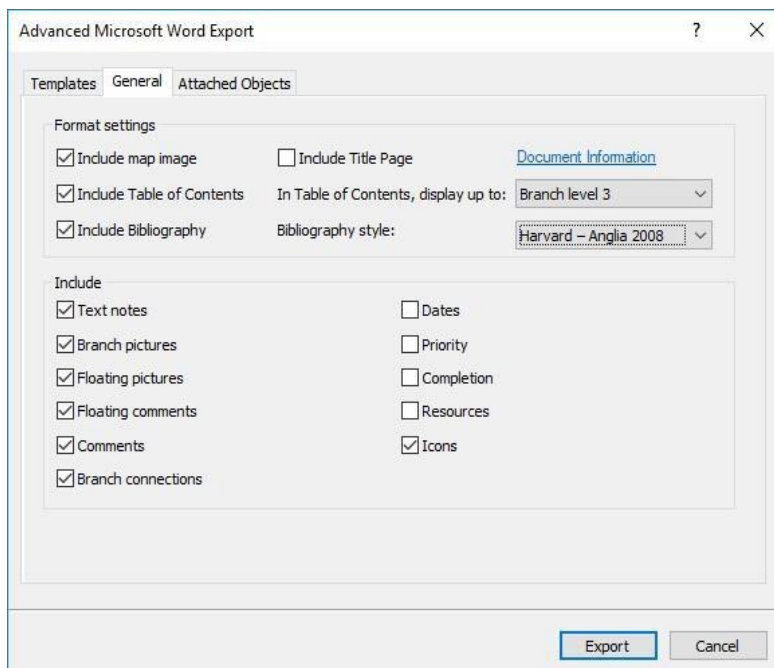


Figure 11: General Export settings

- Choose the required export settings for any attached object, such as hyperlinks and images
- Once you have finished setting your options, click **Export**
- Specify a folder and a file name for the new Word document in the **Save-As** dialogue.

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



Figure 12: Mindview Export tab



Figure 13: Quick Export options for MS Word