
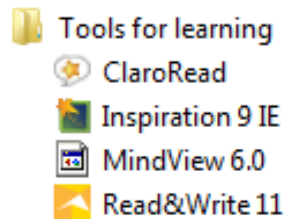


Creating a basic Mind Map using Inspiration 9.0

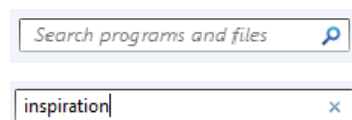
Where to find the software

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:



Figure 1.0 Splash Screen

Click on **Map** on the splash screen and you will see the following basic mind map:



Figure 2.0 Basic Map with Level 1 ideas

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 3.0 Mind map with level 1 headings

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:

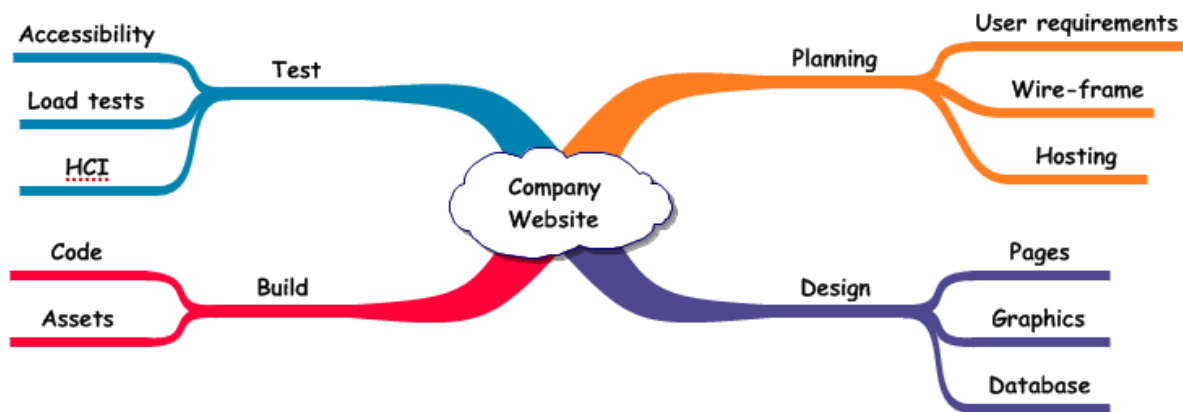


Figure 4.0 A basic Mind map showing level 2 sub topics

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:

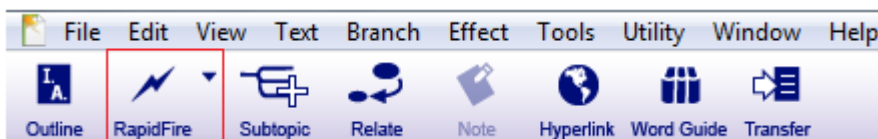


Figure 5.0 Rapid Fire Tool

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



Figure 6.0 Rapid Fire Tool in use

Adding Images

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

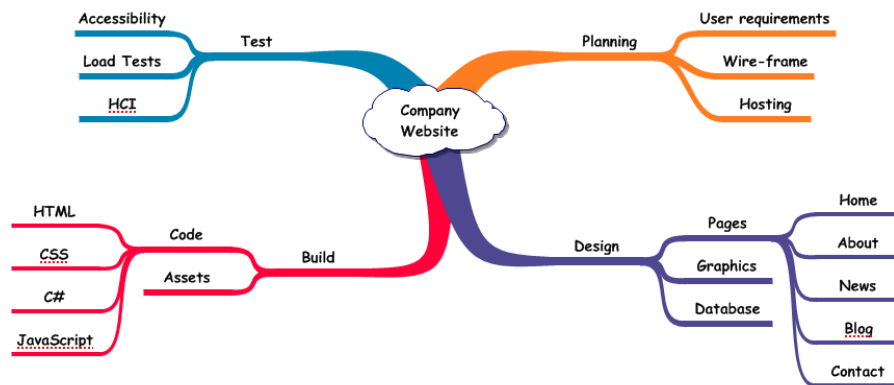


Figure 7.0 Mind map with all branches

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.

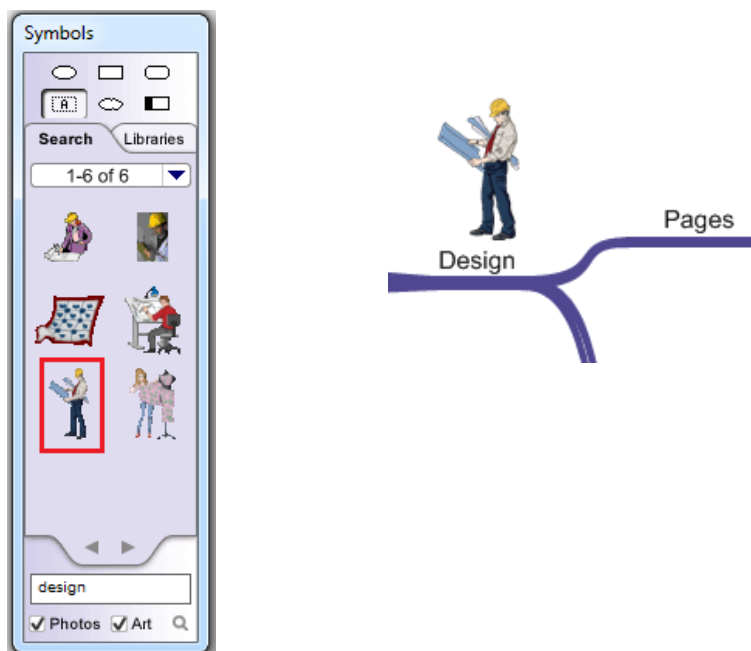


Figure 8.0 Symbols Palette

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:

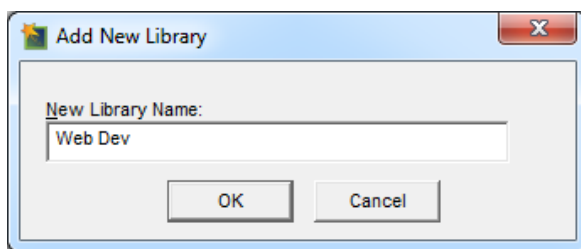


Figure 9.0 New symbol library

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

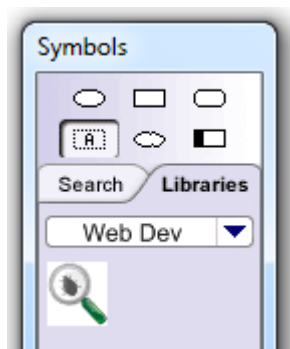


Figure 10 Symbols Palette showing the new Web Deb image library

The screenshot below shows the map with an image added on each level one branch and on the root:

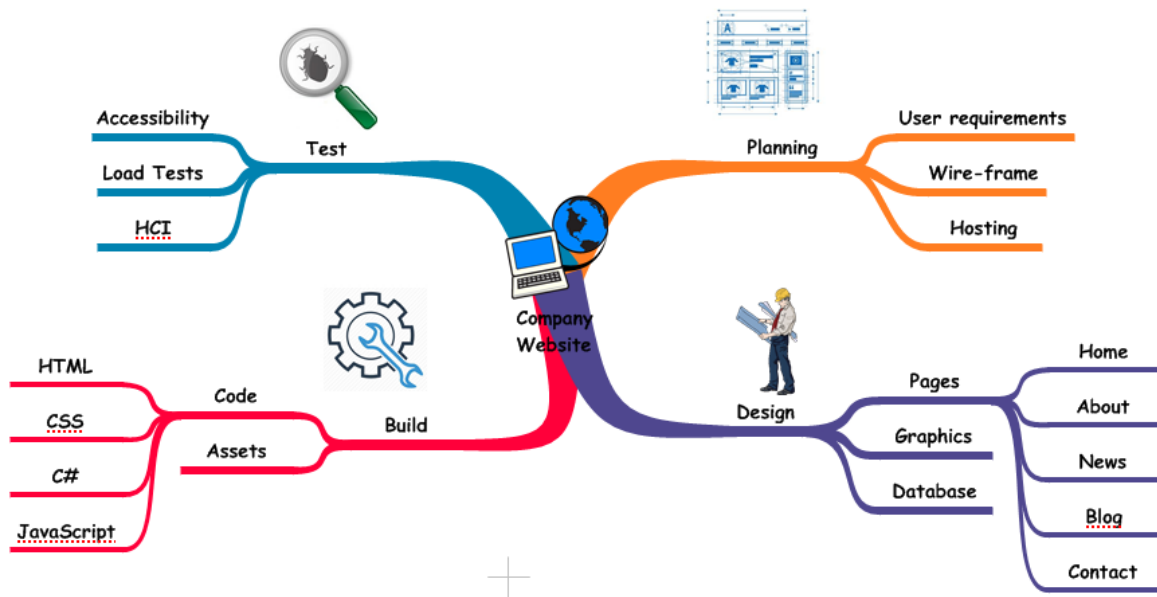



Figure 11 Mind map with all sub topics and images added

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.

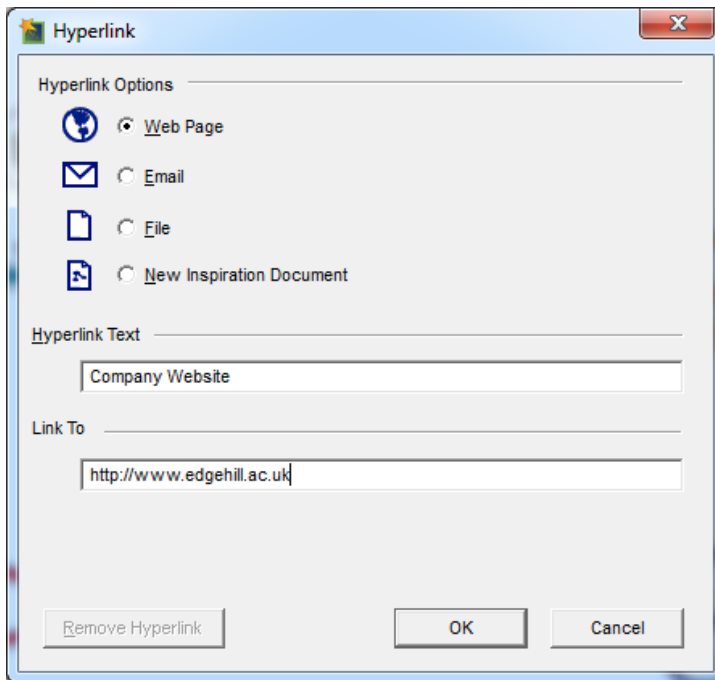



Figure 12 Hyperlink dialogue box

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:

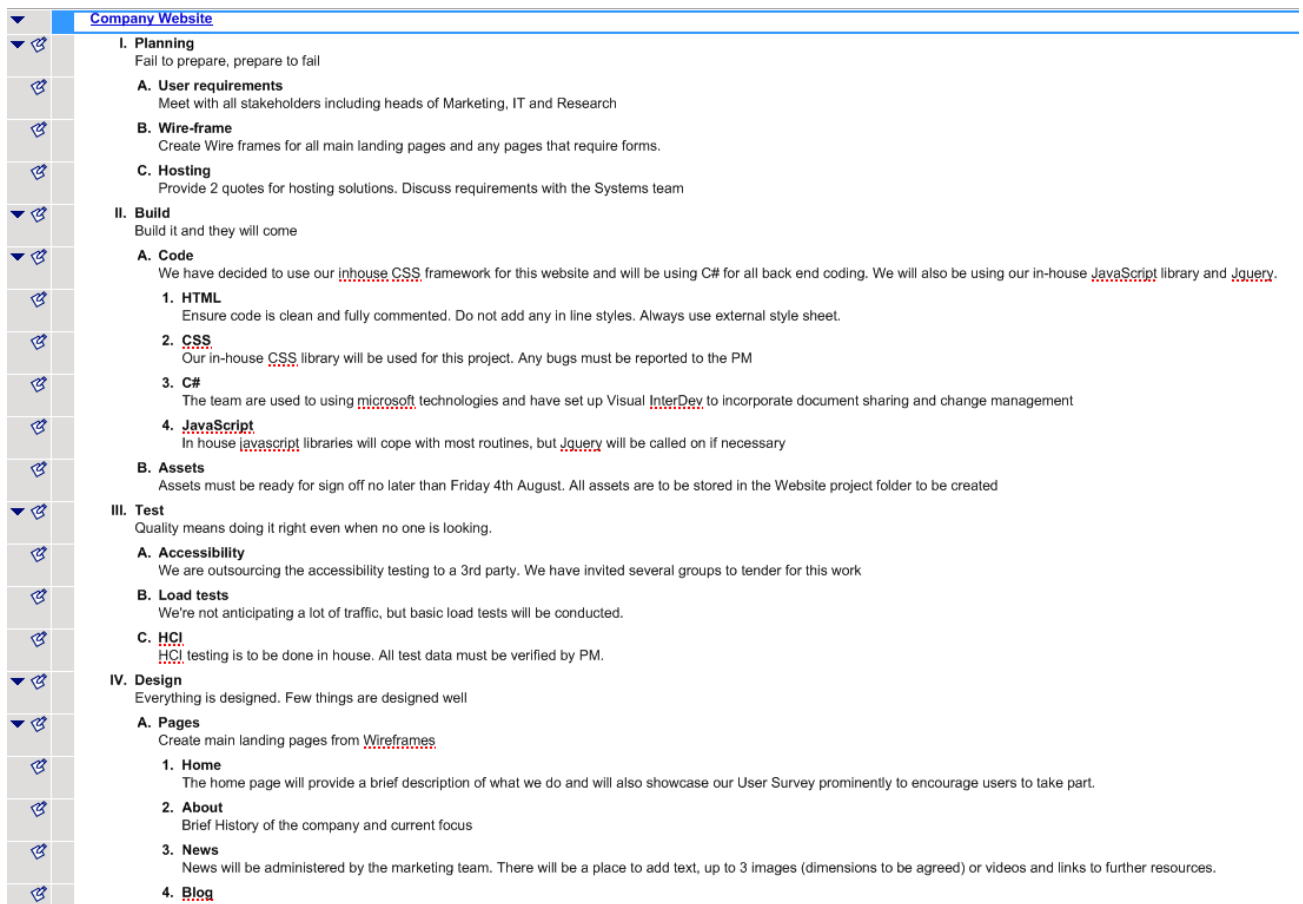


4. Add a note to the remaining branches. This will form the framework for a final piece of written work

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:



Company Website

- I. Planning**
 - Fail to prepare, prepare to fail
 - A. User requirements**
 - Meet with all stakeholders including heads of Marketing, IT and Research
 - B. Wire-frame**
 - Create Wire frames for all main landing pages and any pages that require forms.
 - C. Hosting**
 - Provide 2 quotes for hosting solutions. Discuss requirements with the Systems team
- II. Build**
 - Build it and they will come
 - A. Code**
 - We have decided to use our inhouse CSS framework for this website and will be using C# for all back end coding. We will also be using our in-house JavaScript library and Jquery.
 - 1. HTML**
 - Ensure code is clean and fully commented. Do not add any in line styles. Always use external style sheet.
 - 2. CSS**
 - Our in-house CSS library will be used for this project. Any bugs must be reported to the PM
 - 3. C#**
 - The team are used to using microsoft technologies and have set up Visual InterDev to incorporate document sharing and change management
 - 4. JavaScript**
 - In house javascript libraries will cope with most routines, but Jquery will be called on if necessary
 - B. Assets**
 - Assets must be ready for sign off no later than Friday 4th August. All assets are to be stored in the Website project folder to be created
- III. Test**
 - Quality means doing it right even when no one is looking.
 - A. Accessibility**
 - We are outsourcing the accessibility testing to a 3rd party. We have invited several groups to tender for this work
 - B. Load tests**
 - We're not anticipating a lot of traffic, but basic load tests will be conducted.
 - C. HCI**
 - HCI testing is to be done in house. All test data must be verified by PM.
- IV. Design**
 - Everything is designed. Few things are designed well
 - A. Pages**
 - Create main landing pages from Wireframes.
 - 1. Home**
 - The home page will provide a brief description of what we do and will also showcase our User Survey prominently to encourage users to take part.
 - 2. About**
 - Brief History of the company and current focus
 - 3. News**
 - News will be administered by the marketing team. There will be a place to add text, up to 3 images (dimensions to be agreed) or videos and links to further resources.
 - 4. Blog**
 - WordPress will be used to create the Blog. Staff will be made aware of the process to follow.

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:

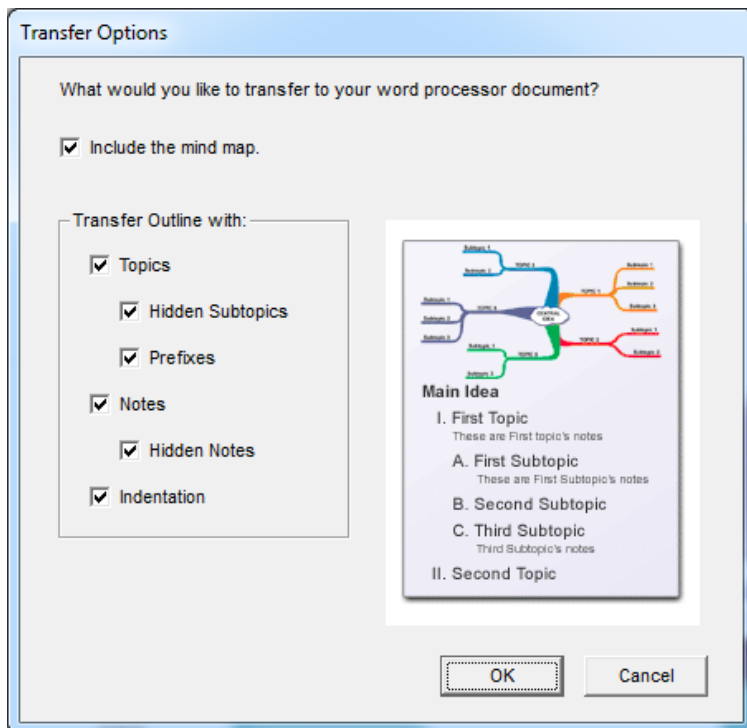


Figure 14 – Transfer Options

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:

