An introduction to mind-mapping with MindView 6

Make summaries of lecture notes

Help with structuring assignments

MATCHWARE
MindView® 6

Create a visual plan using shapes, colour and images

Organising and managing your time and deadlines

Assistive Technology Service
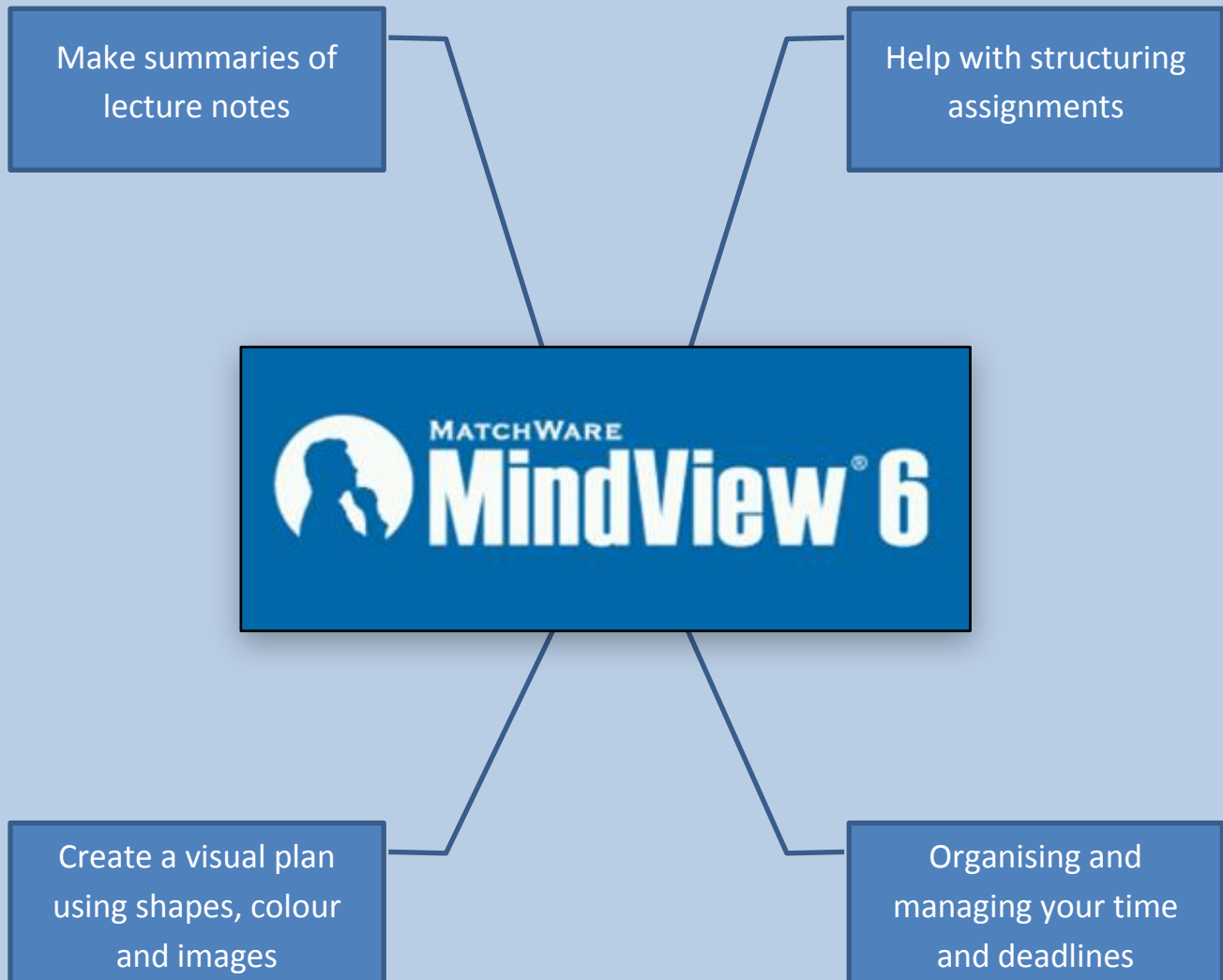
Introduction to mind maps

A mind map is a diagram used to visually organise information. It has branches and shows relationships between the different parts. They always have a central theme.

Creating a mind map on a computer has some significant advantages to creating one on paper. It enables you to create, rearrange, reorganise and add to the map much more easily. You can also include links to other resources and can export the document to other software, such as Microsoft Word.

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 in order to express your ideas.
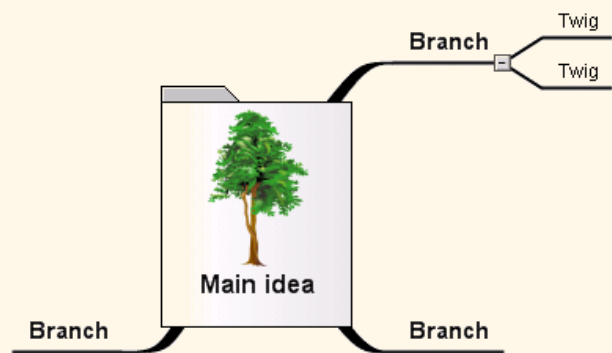
Course outline

This course will enable you to:

- Start a new mind map

- Name the central idea

- Add branches and sub-branches

- Change the style of the map

- Add attachments and hyperlinks

- Capture information from online sources

- Changing between map views
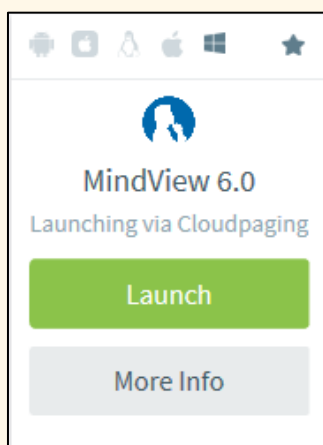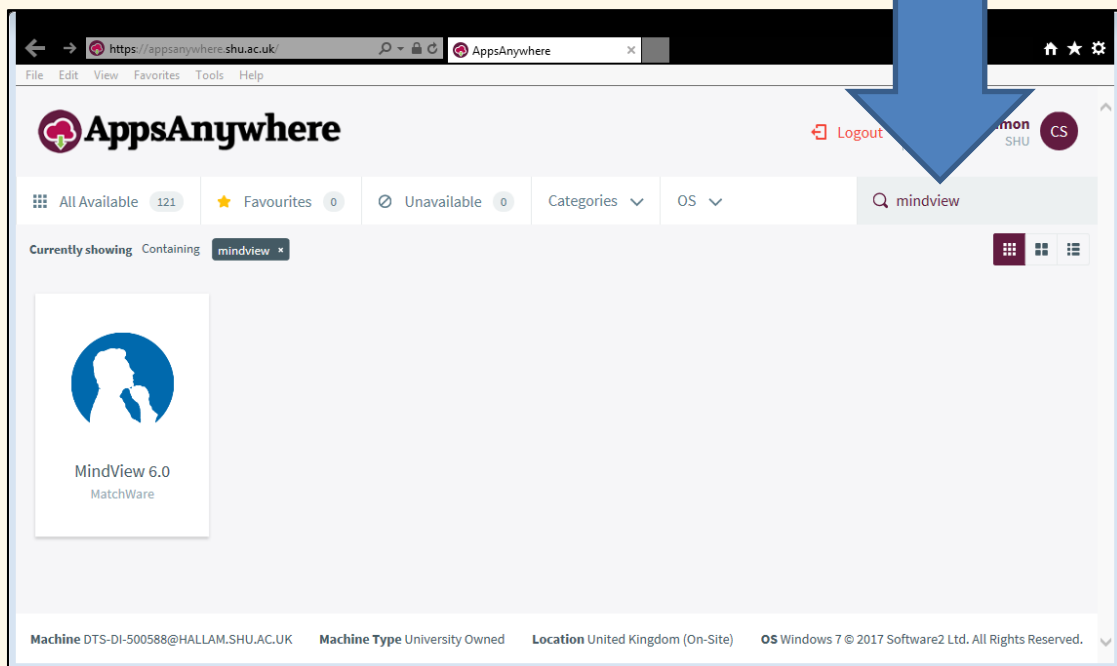
- Export to another application

The MindView software is accessed through an application called Apps Anywhere, and an icon for this can be found on the desktop. It looks like this.
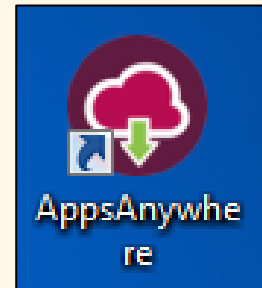
Double clicking this icon will open the web browser. Simply type mindview into the Search Apps field.
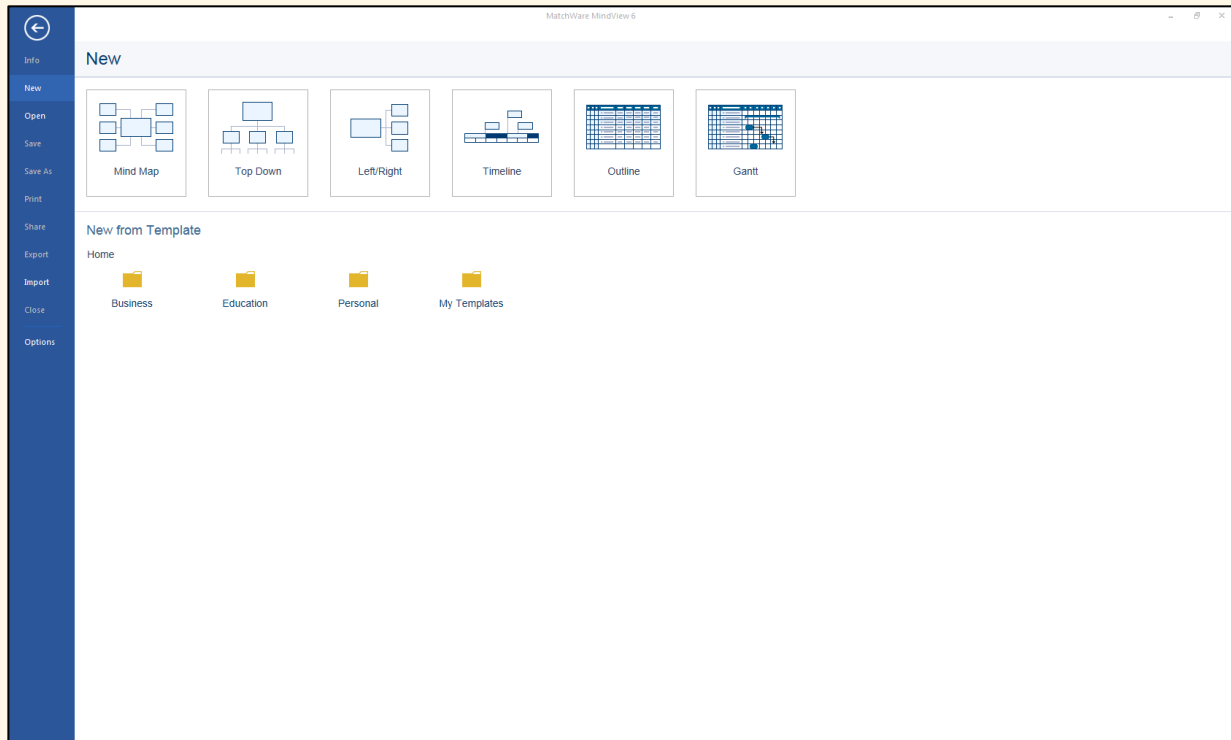

Hover the mouse pointer over the MindView 6.0 box and it will change its appearance.

Click on the **Launch** button and MindView will open.

When MindView has opened, you will see the following screen. Select **Mind Map** to begin.

You also have the choice of opening a previously created document from this screen.

A new document is created and you can instantly edit the central idea by typing. There is no need to click as this branch is already selected. This is indicated by the blue box around it. Press the Enter key after typing to confirm the title.

Subject → **Type to edit selected branch** → **Assignment title**
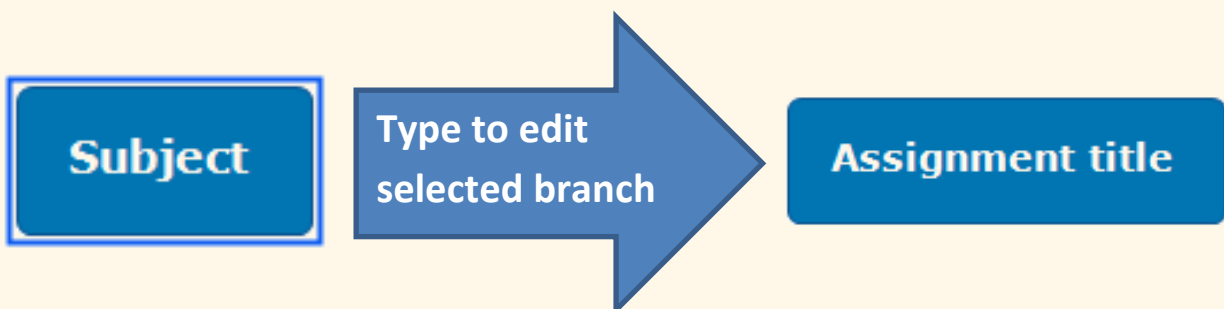
Adding branches

With the central idea selected, press the Insert key on the keyboard. A sub-branch will be added, and you can type to change the text. Remember that the Enter key needs to be pressed to confirm what you have typed.

This branch is a 1st level idea.

To add more branches, select the 1st level branch and press the Enter key. A new branch will be created at the same level. You can follow this process to create additional branches.

Click on a 1st level idea and press the Insert key. This creates a second level. Type your note and press Enter. Clicking Enter again will create another second level idea.
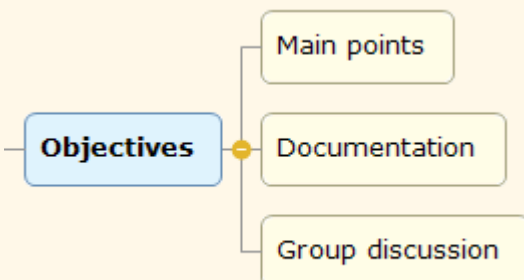
Notes

Decide whether you need to use the Insert or Enter key when adding to the map

Try to keep to 2 or 3 words within each box. Aim for key points not details

What you have added to the map can be moved around, so there is no need to delete an idea if it is wrongly placed.
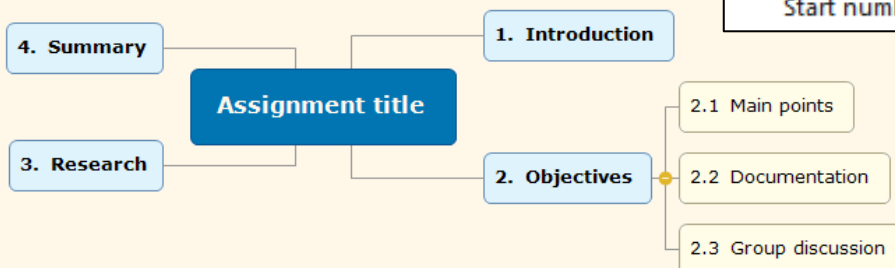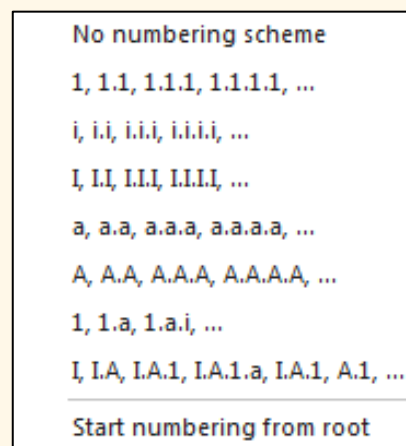
To help with this, a numbering scheme can be added to the map to make the position of branches easier to follow.

Click on the Home tab, then look for and click on the Numbering Scheme icon.
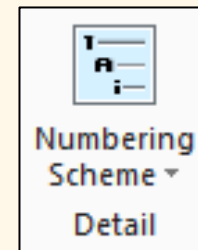
In the menu that appears you have a list of scheme's to pick from. Click on one of these that you wish to use.

Your map will now be numbered.

No numbering scheme

1, 1.1, 1.1.1, 1.1.1.1, …

i, i.i, i.i.i, i.i.i.i, …

I, I.I, I.I.I, I.I.I.I, …

a, a.a, a.a.a, a.a.a.a, …

A, A.A, A.A.A, A.A.A.A, …

1, 1.a, 1.a.i, …

I, I.A, I.A.1, I.A.1.a, I.A.1, A.1, …

Start numbering from root

Now, when you click and hold the mouse on any of the branches, you can drag to move and reposition. Hover the mouse pointer over the branch you want to attach the selected branch to, you will be shown an outline of where the selected branch will be placed. Let go of the mouse button to confirm and drop.
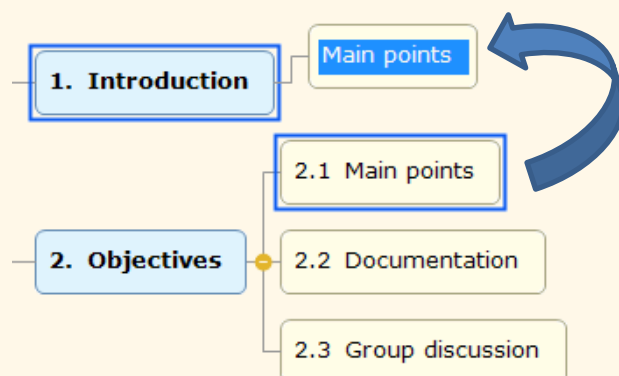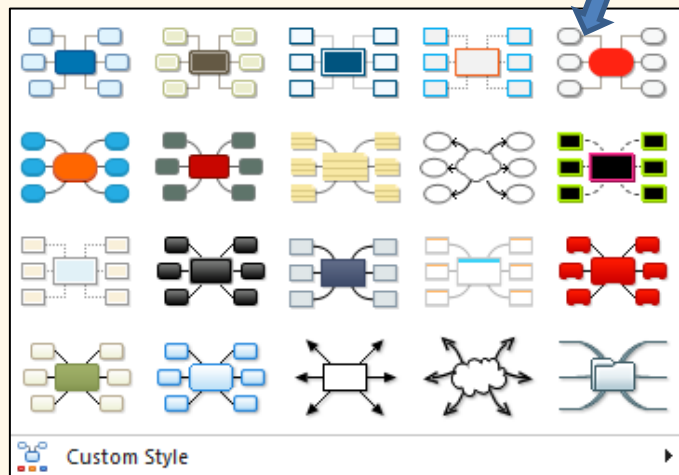
Map style and formatting

The map style and design of individually selected branches can be changed.

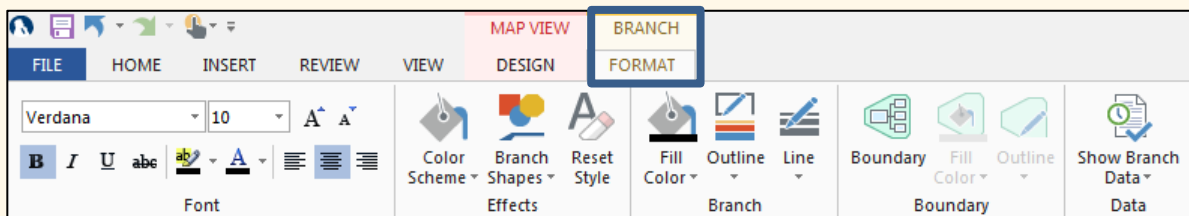To change the map design, click on the Design tab.
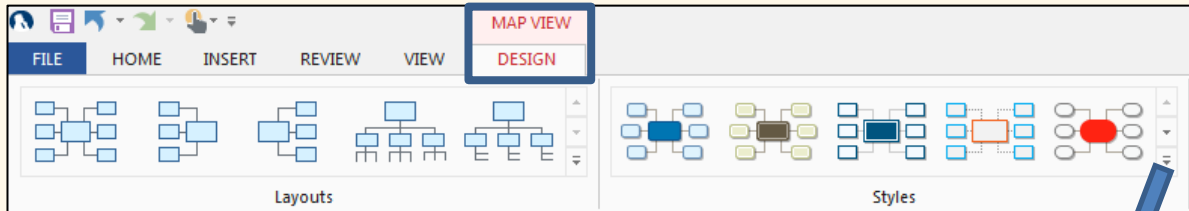
You can change the layout and also the colour scheme through the Styles selector.

Just hover over these styles to see what the map will look like without making changes. Click on one to confirm the change.
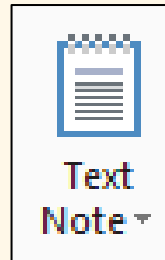

When you have a single or multiple branches selected, you will have access to the following Branch Format tab.

Here all aspects of the selected branch or branches can be changed.

You can add notes to selected branches. Select a branch and then click on either the Home or Insert tab and click on Text Note.

The Text Note Editor window will appear at the bottom of the page, although the position of this can be changed.

The Text Note toolbar, which appears when you have clicked in the Text Note Editor, allows you to format text, insert citations and tables, and check your spelling.
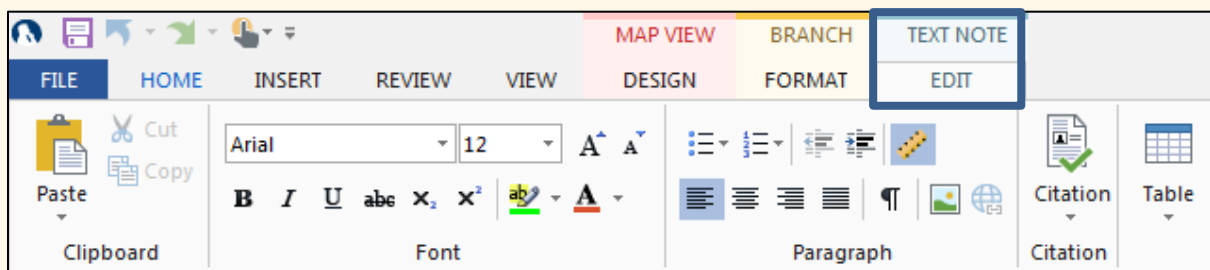
Type your text into the Text Note Editor window. You will see a paperclip icon which indicates that the branch has an attachment.
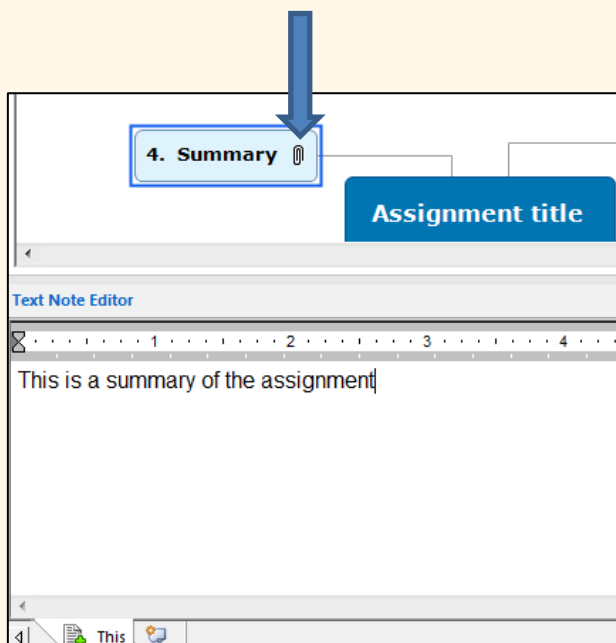
Notes

Remember that the position of the Text Note Editor can be changed. You may prefer this to the side of the map.

Adding a hyperlink

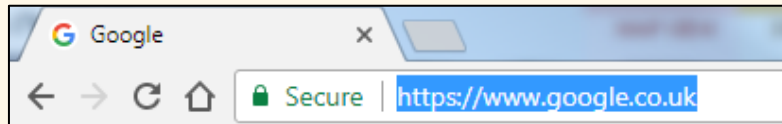Hyperlinks can be added to a selected branch. Firstly, in your internet browser go to the webpage you wish to link to. Select the text in the address bar, which will be highlighted like this.

Right click with the mouse over this selection and click Copy (or CTRL+C).

With the branch selected in MindView, go to the Home or Insert tab and click on the Hyperlink button.

A Hyperlink dialogue box appears. Complete the details by pasting (CTRL+V) the address into the URL field and typing a name for the link.

You will see a paperclip icon on your selected branch, hover over this to view the attached link and click to visit that link. More than one link can be added per branch.

Adding attachments

Similarly, you can also link to electronic files - just like adding an attachment to an email.

Select the branch to attach the file to, and then click on the Attachment icon.
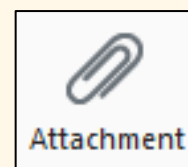
A file browser window will open. Find the file to attach and click Open. Once more a paperclip icon will show where the attachment is located.

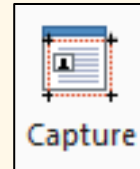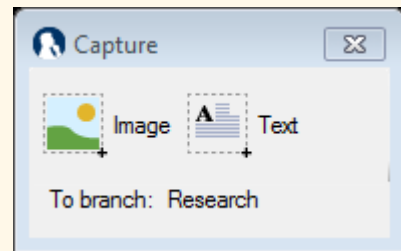While the internet will be used in this example, information can be captured from a variety of sources.

Select the branch that you would like to add information to and go to the Insert tab and click Capture.

MindView will minimise and a Capture box will appear on the screen, in the bottom right corner. You are presented with the option to capture an Image or Text.
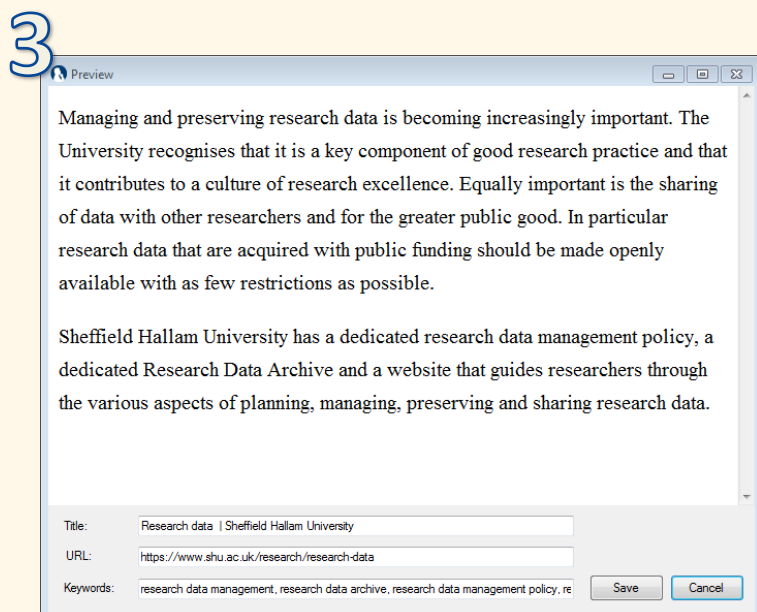
Firstly we will capture some text.

1. Go to a website where there is text that you wish to capture and select it

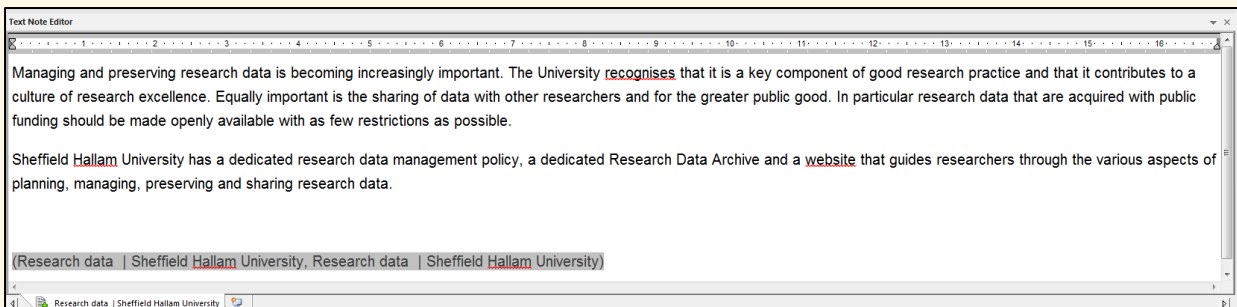2. Click on Text in the Capture box, and then click on Capture Text.
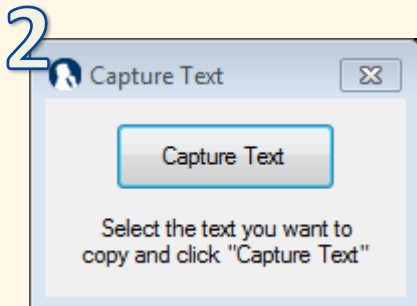
3. The Preview window appears. Here you can edit the Title, URL and Keywords. Click Save and go back to MindView.

You will see that the text you selected has now been added into a Text Note on the branch that you originally selected. Below this are details about the source of information.

To capture an image or 'screenshot', we can use the Image function on the Capture box.

Select the branch to attach an image to, and then click Capture. Before you click Image on Capture box, make sure that the image you want to select is on screen. Click Image and then using the mouse drag a box around the picture. When you let go of the mouse a preview screen will appear.

You have the option of attaching this image to the map as a branch picture or an attachment. Once more the Title, URL and Keywords can be edited.

Choose an option then click Save. In this instance branch picture is selected.

The image will appear on your map.
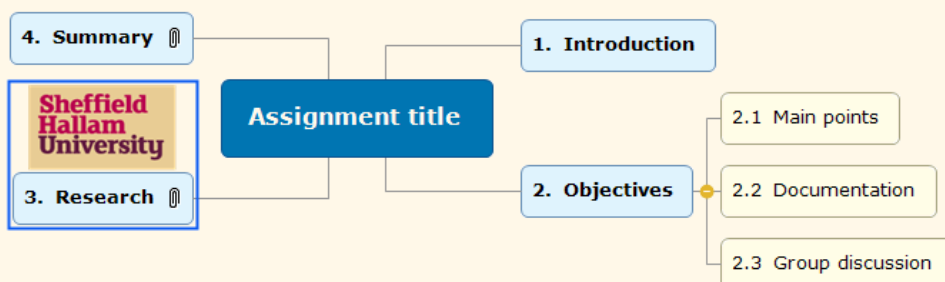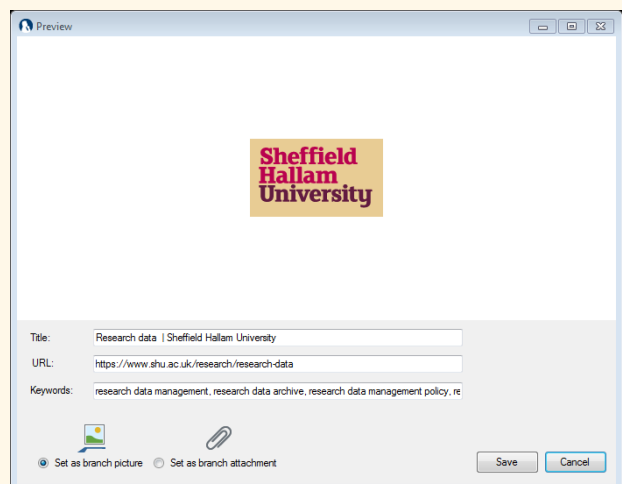
MindView offers alternative views to the map view. You can change between these by selecting the view you want from the View tab.
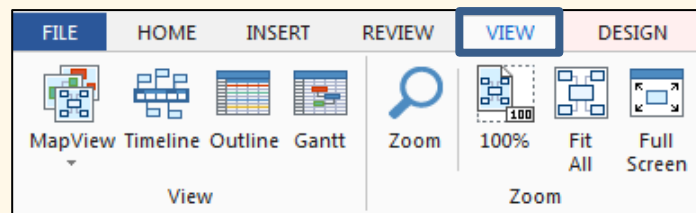
You can choose between a different Map view, Timeline, Outline and Gannt. You also have options to zoom or fit the map to the screen.

Click on Outline.

You should see something like the above. Your map is put into a linear list format, ordered by number - This is where numbering the map can help. You can rearrange this order if you wish by clicking and dragging the points up or down.

You can go back to a map view by clicking the View tab once more, and clicking on MapView.

This gives you the option of selecting from one of these three styles of layout.

Timeline

You can add start and end dates to branches, in order to help plan how long you should spend on parts of your project.

Click the Task / Timeline tab found to the right of the screen, which will bring up this panel. In the Document type drop down select Timeline. Click OK if a warning message appears.

Select a branch on your map to add dates to.

You can now select dates by populating the Start time and End time fields.

Once done, select another branch in your map and repeat the process.

Go to the View tab and select Timeline.

You will now see a timeline view of your map, using the dates selected.

MindView can export your map to Microsoft Word. When the software exports it creates a document with headings and sub-headings along with any attached images and links to other files.

Click on File and then click Export.

Click on Microsoft Word.

You are given a choice between Quick Word Export and Advanced Word Export.

Advanced Word Export lets you pick and choose from Template styles, adding a contents and title page, along with choosing what type of attachments to export.
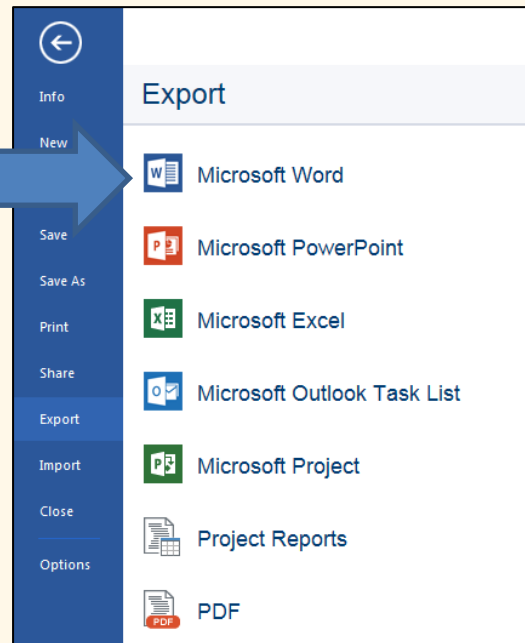
Click Export once settings have been chosen and then save the document.

You are given the option of opening the document once saved.

Other export options

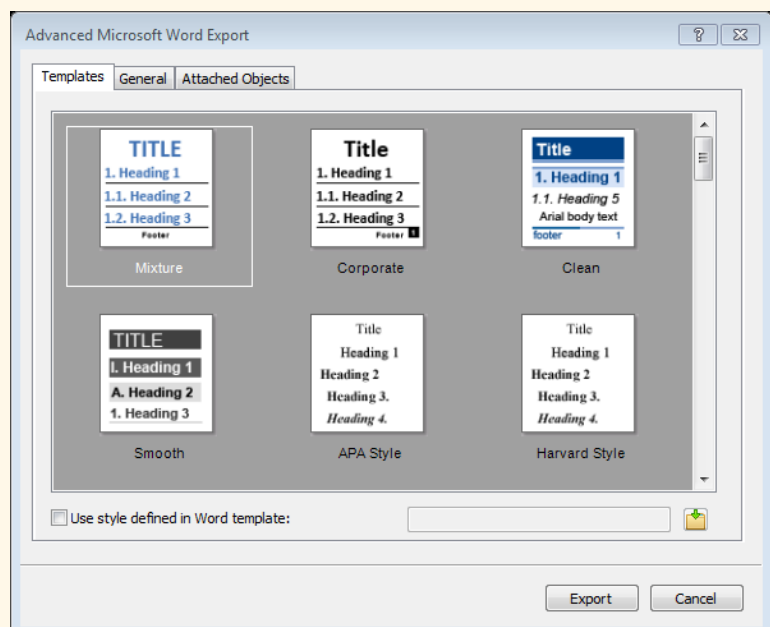|		
Microsoft Word	**Word:** Ideal for assignments, literature reviews and reports.	
Microsoft PowerPoint	**PowerPoint:** Use for creating and organising presentations.	
Microsoft Excel	**Excel:** For data export and planning.	
Microsoft Outlook Task List	**Outlook:** Use for time management and planning.	
Microsoft Project	**Project:** For managing complex projects or a series of deadlines.	
Project Reports	**Project Reports:** Generates a detailed HTML project report.	
PDF	**PDF:** Similar layout to a Word document but not editable.	
Picture	**Picture:** Export the map as an image for use in other applications.	
HTML	**HTML:** Export the mind map as a webpage.	
RTF	**RTF:** Exports text and images to a rich text format, loses formatting.	
XML	**XML:** Unlikely to be useful.	

How mind maps can be used

1. 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 helpful.

2. Taking notes in lectures

Try to summarise the lecture onto a single sheet of A4, with no more than six 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.

3. Assignment planning

Useful where you have already been provided with an outline of what is to be included in the assignment along with proposed word count. These can easily be put into a mind map and the initial planning carried out in a visual way.

4. Reading and literature review

Have a mind map open as your 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.

5. Organising your time

Keeping a to-do list on a mind map can be really helpful, as you can see exactly what there is to do, how it fits in with your other work and set priorities. Changing the view to a GANTT chart lets you see and structure your work differently. If using GANTT charts are of interest, please speak with the trainer at the end of the session.

Further help

MindView has some self-help videos, which open in YouTube, available through the toolbar.

In MindView, click on the View tab then click on Panels. Click on Quick Start.

A panel appears on the left of your screen, with links to particular videos.
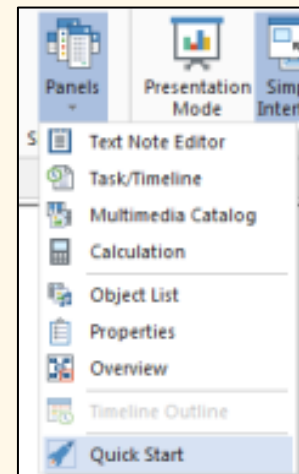
Alternatively, go to https://www.youtube.com/ and search for "Mindview 6". You can search through the videos for ones relating to a particular feature you would like to know more about, or to re-cap tools and methods covered during this training session.

For further help, please contact the Assistive Technology Service at at-service@shu.ac.uk