ASSISTIVE TECHNOLOGY

SUPPORTING YOUR STUDIES

Mindview 8

An introduction to mind-mapping with MindView

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.
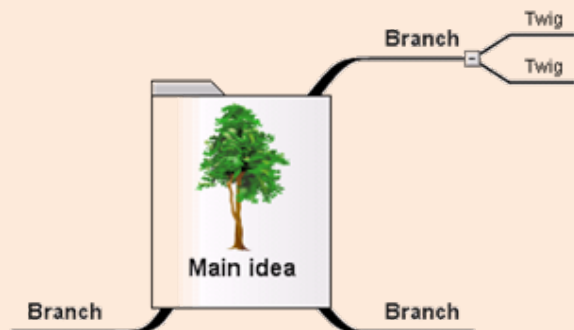
Course outline

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

• Change between map views

• Export to another application

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 by clicking on Recent)
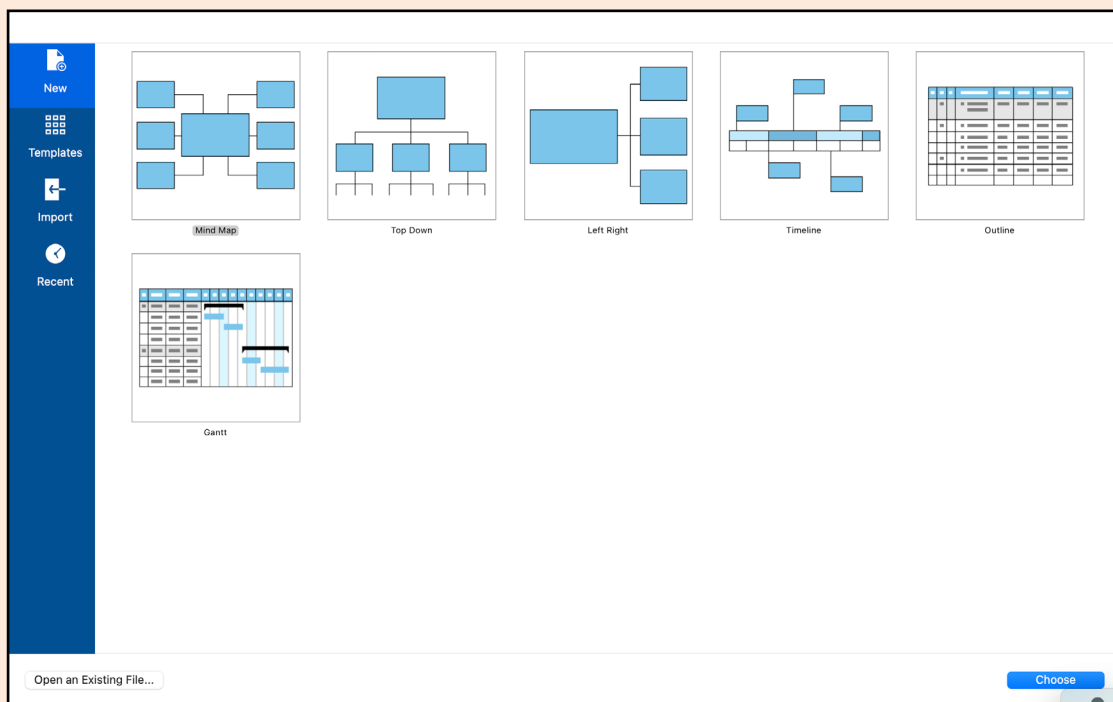
A new document is created and you can instantly edit the central idea by typing. There is no need to click as the box is already selected.

Subject

1. The branch is selected as shown by the surrounding blue border.

2. Start typing to edit the branch title.

3. Press the Enter key to confirm the new title.

Assignment title

Adding branches

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

This branch is a 1st level idea.

To add more branches, select the main idea 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 either double left click or use the short cut (shift command enter) to create a second level idea. Type your note and press Enter. Clicking Enter again will create another second level idea.
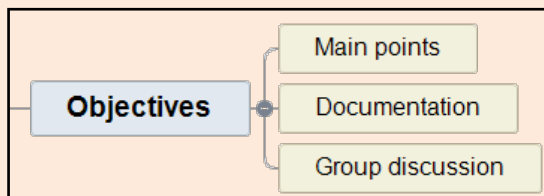

Notes
Decide whether you want to use the keyboard shortcuts or the tool bar options to add to your map
Try to keep to 2 or 3 words within each box. Aim for key points not details

Branches 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.
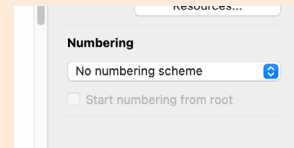
Click on Tools and Document Inspector, then click on Numbering on the bootom right of the screen.

In the menu 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.
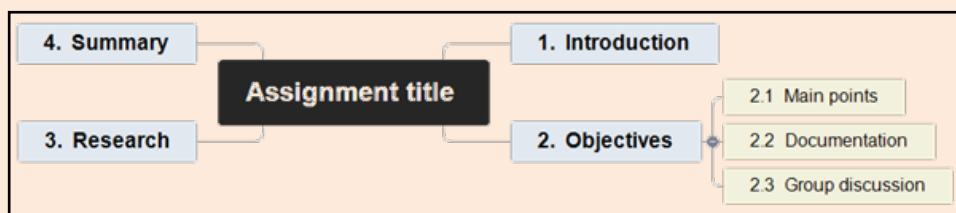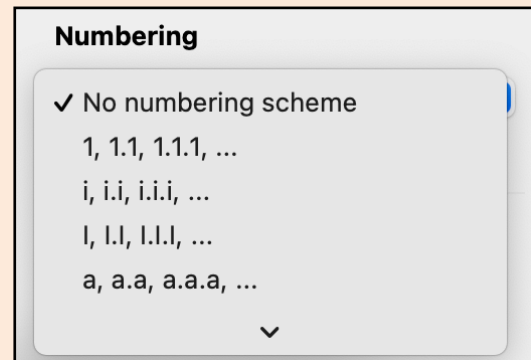
When you click and hold the mouse on any of the branches, you can drag to move and reposition. Hover the mouse pointer over the branch you want to attach the selected branch to, you will be shown an outline of where the selected branch will be placed. Let go of the mouse button to confirm and drop. The numbers will then re-order.
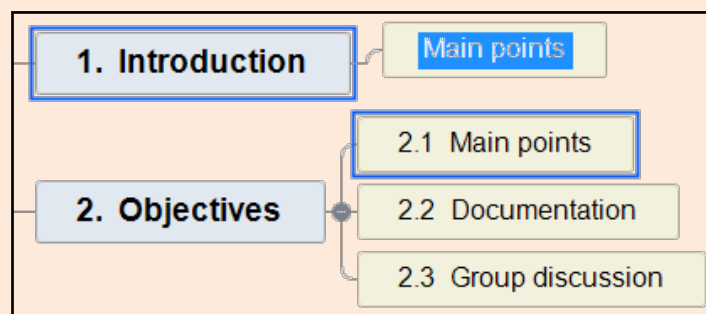
Map style and formatting

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

To change the map design, click on Tools the select the Format.
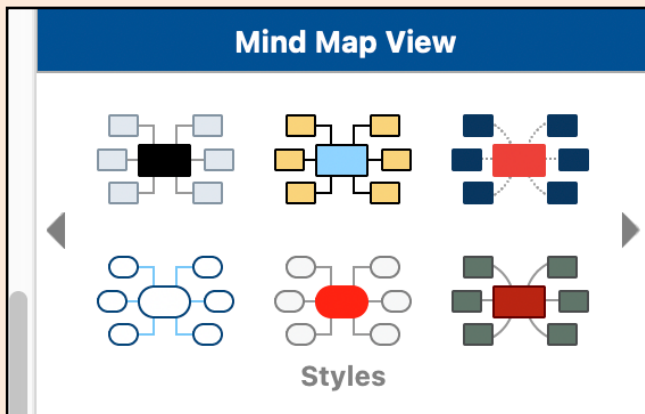
You can change the layout and also the colour scheme by scrolling through the option using the navigation arrows

Just click on any style to see what the map will look like before choosing one to confirm the change.
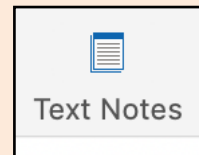
When you have a single or multiple branches selected, you will have access to the following Branch Format tab.

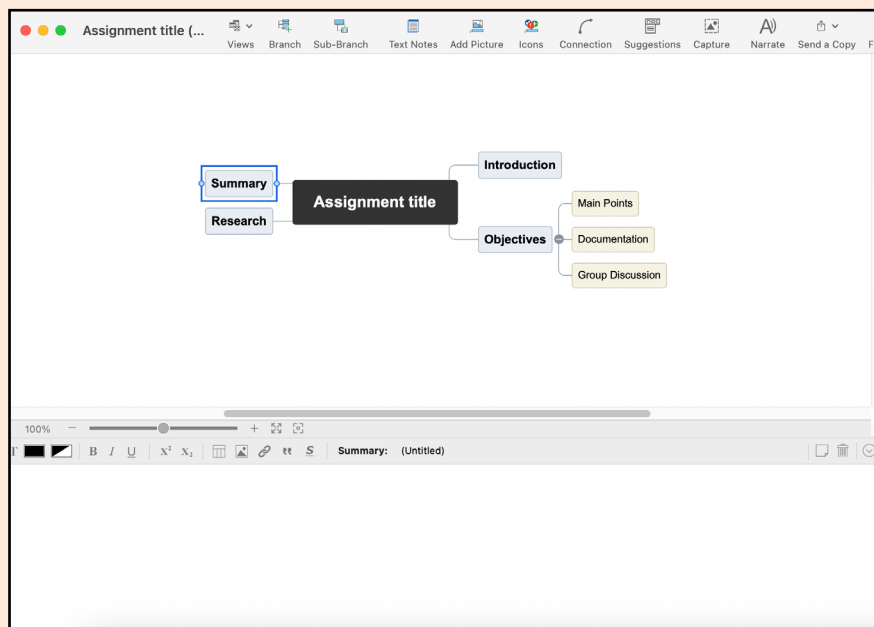Here all aspects of the selected branch or branches can be changed.
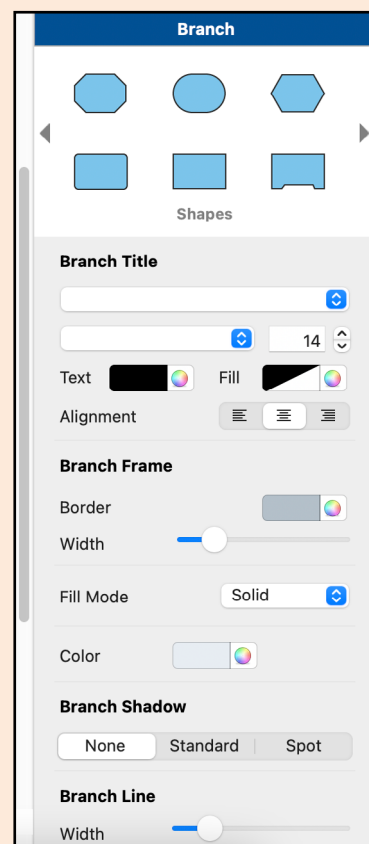
You can add notes to selected branches. Select a branch and then click on Text Notes.
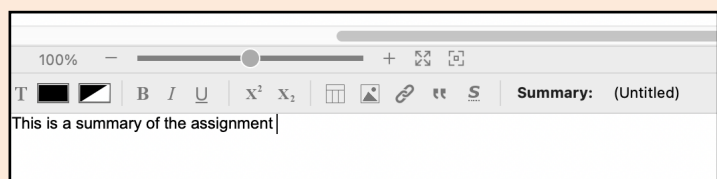
Text Notes

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

This allows you to format text, insert citations and tables, and check your spelling.

Type your text into the Text Note Editor window.

This is a summary of the assignment

Summary: (Untitled)

When you close the Text Note Editor window you will see a paperclip icon which indicates that the branch has an attached note.

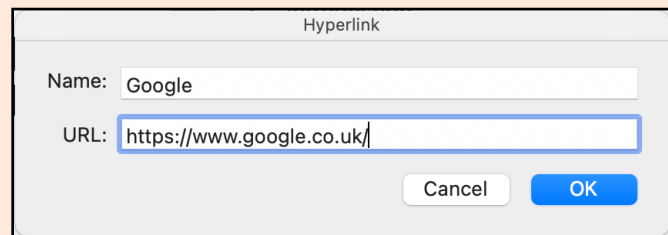4. Summary

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.
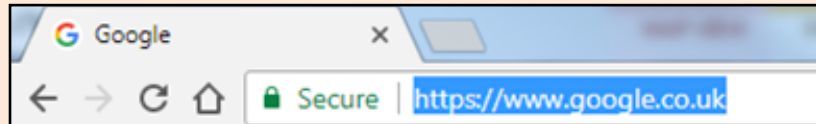
Right click with the mouse over this selection and Copy

With the branch selected in MindView, go to the Attach tab and click on Hyperlink.

A Hyperlink dialogue box appears. Complete the details by pasting 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 tab and select attachment.

A file browser window will open. Find the file to attach and click Open. Once more a paperclip icon will show in the branch.

Select the branch you would like to add information to and go to insert on the top menu bar.

When clicking on capture you can then see the options you have for capturing.

For this example we will be capturing an image using 'Capture System Screenshots' and then some text using the 'Text from Pasteboard' function.
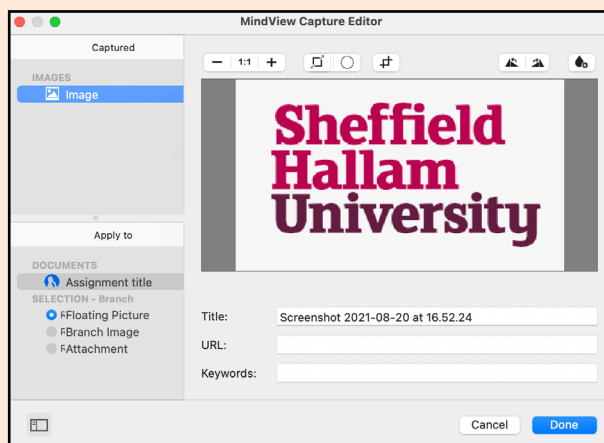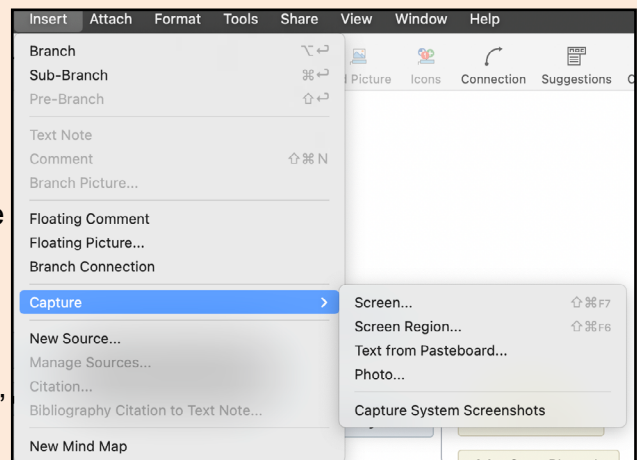
For an image, after selecting the branch and Capture System Screenshot, go to the web location of what you want to capture and use the short cut keys (shift/cmd/4) to select a box around the image.

When happy that you have captured enough of the image let go and the capture will be made and the capture editor box will pop up in Mindview.

The details of the captured image can now be amended by typing into the fields here. This information will then be sent to your source list to be used in your bibliography when exporting.
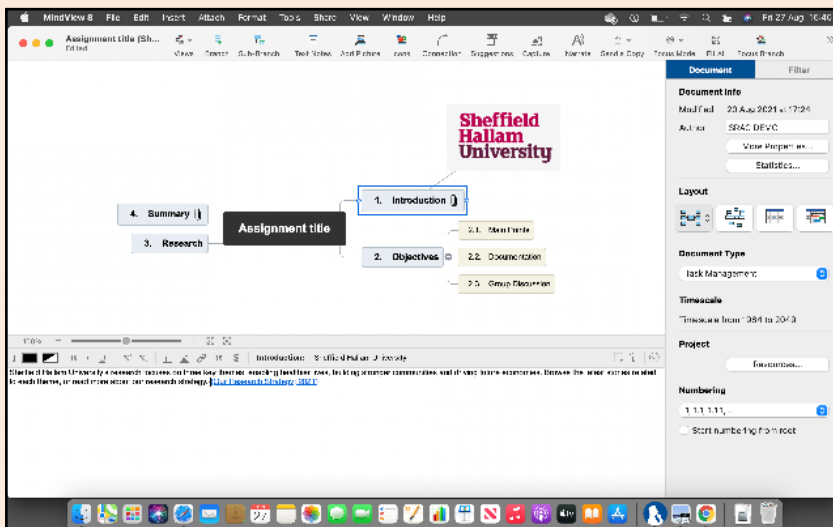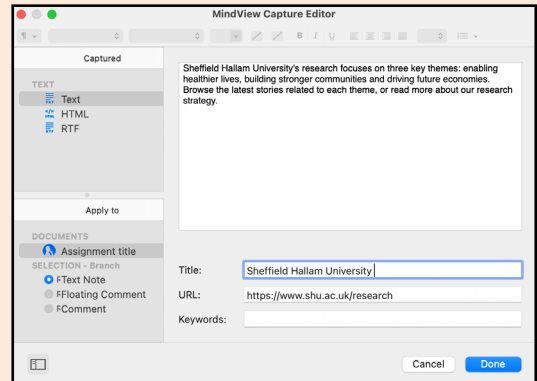
The captured image is then displayed in the mindmap.
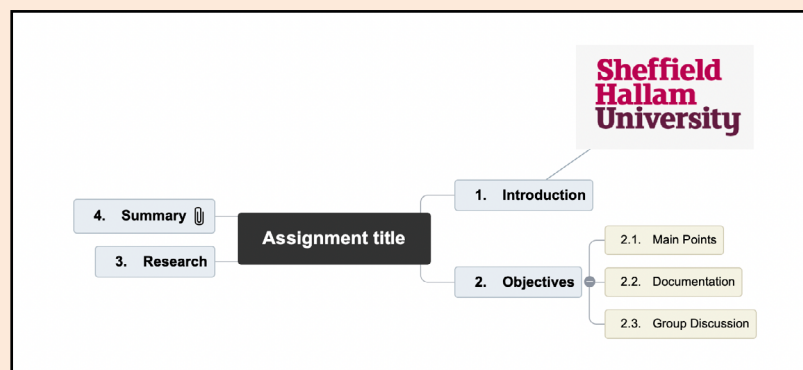
Capturing information cont.

Capturing text from a source is a very similar process to capturing an image. Select/highlight and copy the text you want to capture from a webpage then click on the branch you want to add it to. Then go to the insert tab and click on capture but this time select 'Text from Pasteboard' from the sub menu. The text will then be displayed in the capture editor box where you can add and amend the source details.

The Captured text is then displayed in the text notes box. To then add the citation from the source to the capture click on the quotation marks in the text note

Then drag the source from the bibliography list into the citations list and click close. The hyperlinked citation will then be displayed in the text note
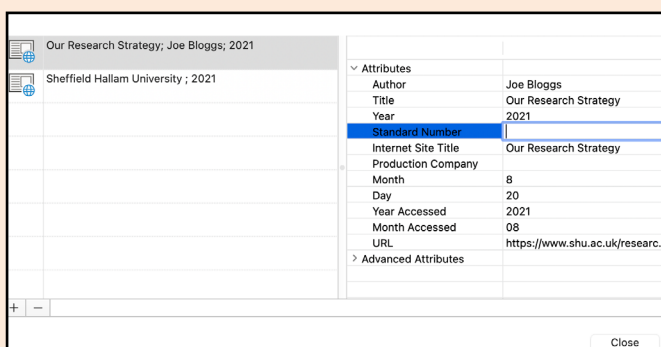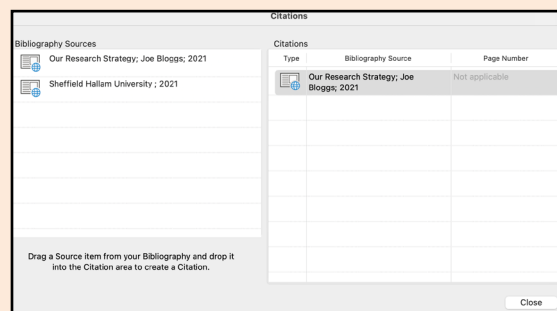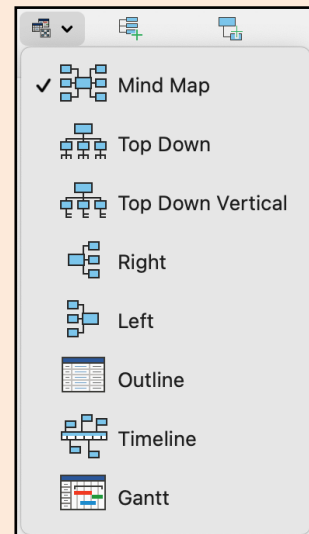
You can view and amend your source list by clicking on insert and manage sources. You can click into each box and fill in any gaps for formal referencing

MindView offers alternative views to the map view. You can change between these by selecting from the Views drop down menu. You can choose between a different Map view, Timeline, Outline and Gannt.

| 📎	Branch Name	Start	End	Priority	Completion
	Assignment title			Normal	0%
	1. Introduction			Normal	0%
📎	Sheffield Hallam University's research focuses on three key themes: enabling healthier lives, *Show more...*				
	⊟ **2. Objectives**			Normal	0%
	2.1. Main Points			Normal	0%
	2.2. Documentation			Normal	0%
	2.3. Group Discus...			Normal	0%
	3. Research			Normal	0%
	4. Summary			Normal	0%
📎	This is a summary of the assignment				

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.
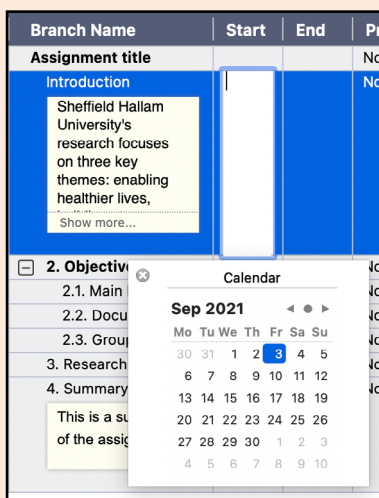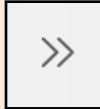
You then have the option of clicking into the boxes adjacent to each branch title and adding start and end dates to specify how long you want to take on each tasks.
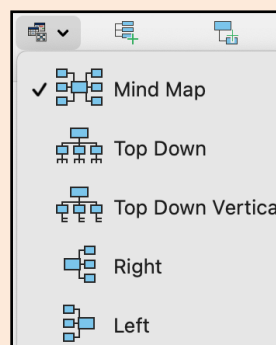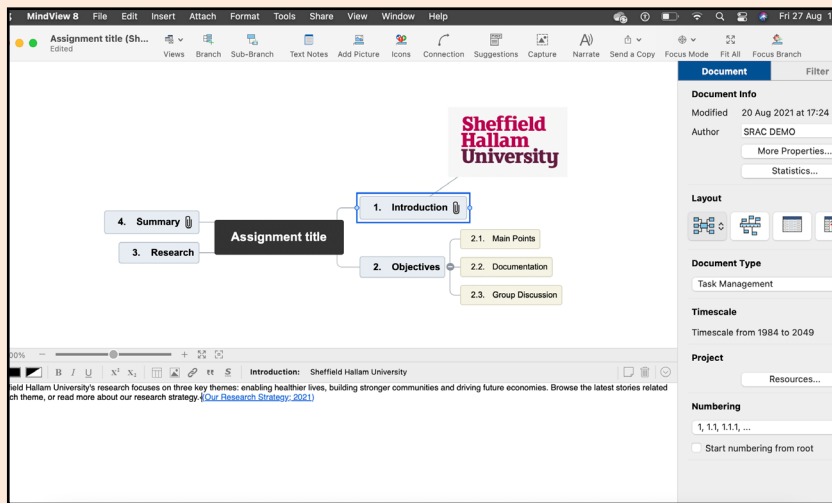
You can go back to a map view by clicking on View once more, and clicking on the MindMap layout of your choice.

Timeline

Dates can be added in the outline view but also in the Mind Map View using the Mind Map Inspector on the right side of the top tool bar under the double arrows.
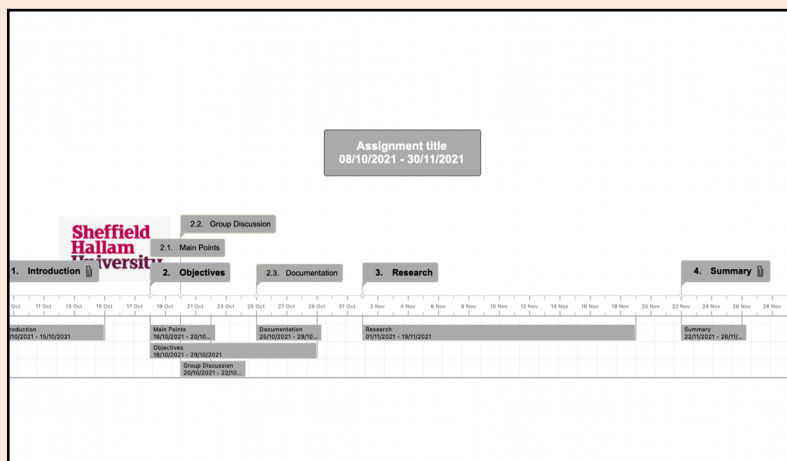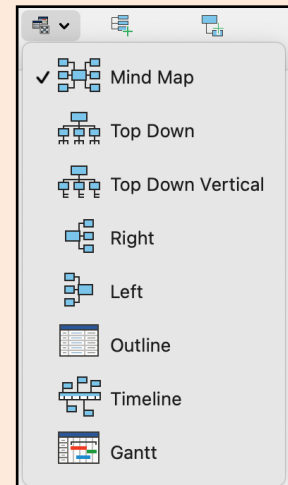

Click on a branch and you can then add start and end dates, priority and completion information and even add comments.

Once you have added all your dates and information you can then choose timeline view from the view drop down menu to see a visual representation of your scheduled tasks.

You can also edit how the time line looks using the options on the right side of the screen.
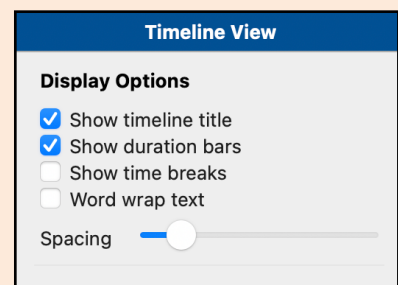
MindView can export your map to Microsoft Word and Powerpoint as well as a RTF, an image and also a web page. When exporting to Microsoft Word it creates a document with headings and sub-headings along with any attached images and links to other files.

Click on File and then click Export to.
Click on Microsoft Word.

Once Microsoft Word is selected you can then choose a template for the style of the export and also the format the bibliography will be created in (APA). You can also click on the options tab to select exactly what will be included in the export
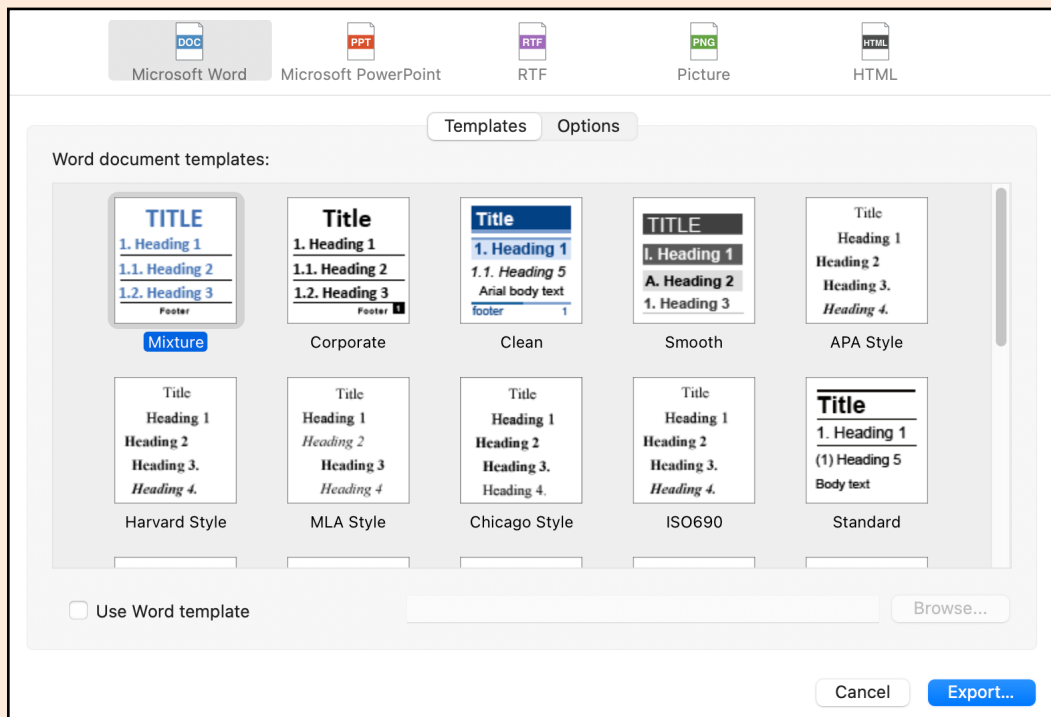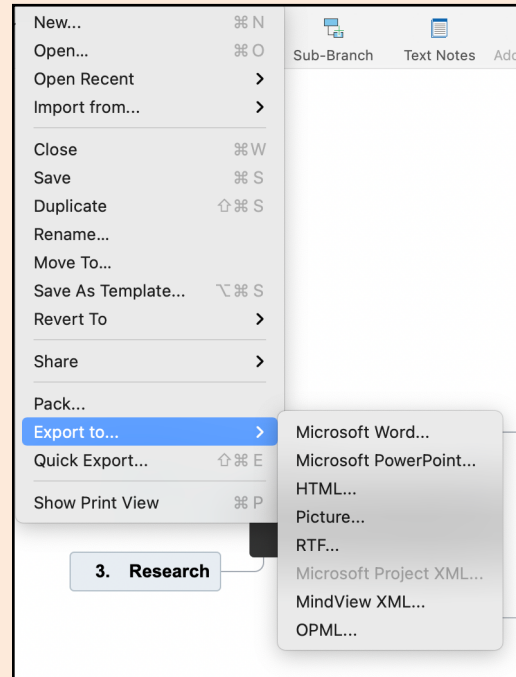
How mind maps can be used

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 you 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.
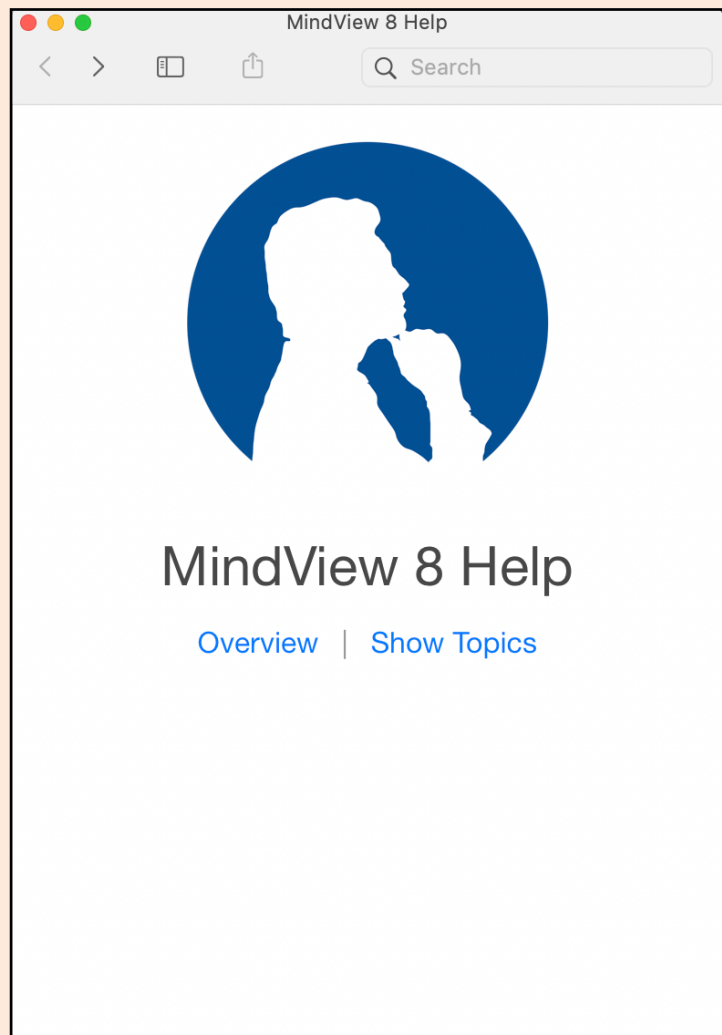
5. Organising your time

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 GANNT chart lets you see and structure your work differently.

MindView has some self-help videos, which open through the toolbar's help tab.

These are split into help topics

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