Mind mapping with MindGenius

Student Guide

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with MindGenius
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Making a mind map

MindGenius allows you to create a visual representation of your ideas and concepts. This can be used to visualise the relationships between concepts or to organize and structure your thoughts. MindGenius lets you create diagrams and mind maps, add pictures and notes, and insert maps into PowerPoint.

Making a basic mind map

✦ When you start MindGenius, it will give you a default map template. Normally you would not want to work from there, so you can just click on this New button to create a new map. Then click OK in the window that pops up.

✦ On the new map window, you will see the default title box Untitled map. To change it to your own title, double click on it, and an editing window will pop up. The first button at the bottom of the window is Details. If you click it, it will expand the window so that you can format the title box (as shown below). This is the same for editing all the branches in the map.

✦ Now you can put in a title for the map, for example, My Research. If you are not happy with the font size or colour, you can change them using the Font tab on the expanded window, as shown in the screenshot.
By clicking the other tabs - **Shape**, **Connector** and **Margins** - you can change the shape or colour of the branch, type of connecting lines between branches and margins inside the branch shape. When you are happy with the colour, shape and font, you can either click **OK** or press the enter key. Now the title branch has been created.

**Adding subordinate branches**

Now let's make a subordinate branch to this title.

- Click in the title branch once, and directly start to type in the content for the new branch, for example, **Questions**. You will see, as soon as you start to type, MindGenius opens up the editing window automatically. You can edit the content as you like and then click **OK** to close the window.
If you need to make more branches to the title, just repeat the above step. To edit any branch, just double-click on that branch, the editing window will pop up.

To make a branch subordinate to **Questions**, click in this branch, and type in the content for the next new branch. Again, as soon as you start to type, an editing window will pop up. After you have typed in the content for the new branch, click **OK**, and a subordinate branch of a new style will be added to the map. Create more branches until the map looks like this one:

![Mind map example](image)

**Moving branches**

Now, what if you think some branches should be promoted or demoted or come before another one? It is very easy: you only need to drag and drop.

- Click on the branch you want to move. While holding the mouse button down, move it to the branch you want it to be related to.

An arrow will appear indicating the possible positions it could be located. Release the mouse when the arrow appears in the position you want.
Formatting your mind map

Now let's see how we can change the appearance of the map.

Changing the shape of branches

✦ If you want to change the distance between the branches, you can find 4 buttons on the toolbar to either increase or decrease the distance between the branches horizontally or vertically.

✦ If you are not happy with this spider-like layout of the map, there are a few other layout styles available. Just click on the one you want, the whole map will change into that layout.

✦ If you don't like the shape of the connectors, there are also several choices in the toolbar. Just click on one of them, the connectors will change accordingly.

Changing the shape of second level branches

What if you don't like the shape of all the second-level branches to the title branch? There's an easier way than changing the properties of the branches one by one.

✦ On the toolbar, choose Styles from the Map menu. Here you can define the properties for each level (for example, you can change the look of Level 2).

✦ Click to highlight Level 2 on the top, and then click on Font, Shape, Connector or Margins to make branches of this level look the way you want them to be. As soon as you click OK to close the window, the
branches of Level 2 in the map will change to the new look you have defined.

If you want to change a branch to a pre-defined style, you can double click on the branch to open the editing window. You will see on the editing window an option - **Apply Style**. Click on its little arrow to view the pull-down menu and click to choose the style you want.

Adding pictures

To make your branches more interesting, you can insert pictures.

Click on the branch where you want to insert a picture, then choose **Picture** from the **Branch** menu. A dialogue window will pop up. Click on **Load** to find a picture saved on your computer. Click **OK** to have the picture inserted.
Adding notes

If you need to have more information attached to a branch, you can either add a note to it, or attach a relevant file to it.

- The notes window appears across the bottom of the screen, if it is not visible choose Notes from the View menu.

- You can type in a note directly into the notes window. You can format the notes, such as the font size or alignment, with the buttons at the bottom of the window. After you finish, you can either leave the notes window open or hide it by choosing Notes from the View menu again.

- If you want to attach a file, choose Attachments, then Add... from the Branch menu. On the pop-up window, click on the open file button to find the file you need, then click OK.

Other changes

Following the above steps, you will be able to make a simple but clear map. However, to make editing easier, you may need to know some other useful buttons in the toolbar.
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- **New, Open, Save, Print Preview, Print, Undo, Redo, Cut, Copy, Paste:** These buttons are exactly same as the ones you see in Microsoft Word.
- **Make focus:** allows you to view one branch and its sub-branches only.
- **Go back/forward:** After you have made focus of a branch, if you want to go back/forward to the original map, use these buttons.
- **The font colours:** quickly changes the font colours from the colour chart on the toolbar.
- **The sliding bar:** allows you to change the size of the map as you need.
- **Map Explorer:** Opens up a panel to the left of the map to show the map in outlining style. You can pinpoint a branch more easily in Map Explorer, and you can promote/demote branches easily as well.
- **Mental Connection:** draws a connection line between branches to indicate their relationship.
Saving, inserting into PowerPoint, and printing

Saving your mind map
In the end, after you have created the map as you wanted, you will need to save it. You can save it in 4 formats: MindGenius map, Word, Powerpoint and Microsoft Project. The Project format is very rarely used, but you may want to export your maps into Word to write up something or into Powerpoint to make a presentation according to the maps. MindGenius lets you save maps as these two formats very easily using these two buttons in the toolbar:

If you want to save your mind map as a MindGenius file choose Save from the File menu.

Inserting your mind map into PowerPoint
In order to insert a picture of your mind map into Powerpoint, you will need to follow these steps:

- Open the desired map.
- Choose File >Save As, and select JPEG Image File (.jpg) or Bitmap Image File (.bmp) as your desired format within Save as Type.
- Follow the wizard in order to create your image file.
Open a PowerPoint presentation, create a blank slide with a textbox where you can insert an image.

Choose **Insert > Picture > From File** and select your JPEG/Bitmap map image from its saved location.

This will paste a copy of the map image into your PowerPoint presentation.

**Printing your mind map**

It is always safer to preview a map before you print it. Click the **Preview** button on the toolbar and you will be able to see how the map fits onto an A4 sheet. By default, the map will be shown in a landscape view, and you will notice there is a description box at the bottom. However, if you want to change the layout, the description box or other elements on this page, click **File** and then **Page Setup** on the preview window.

On the **Page Setup** window, you will see 5 tabs where you can change the style of the printed map: **Page**, **Margin/Border**, **Options**, **Header** and **Footer**.

- **Page**: normally you can leave **Fit to** selected as it is, and leave **Map Position** centred, but you may want to change the view into portrait or landscape.

- **Margin/Border**: modify the margins as you need, and you can choose whether to have borders around your map when it is printed or not.

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**Options**: Here you can choose to have Header/Footer, Description box or neither. Let's select and try using Header/Footer.

**Header**: There are 3 positions you can choose to put your Header: Left, Centre and Right. Click on the **Left** tab. Now you can select what you want to include in your Header. Move your mouse over the little icons below the blank box, and you will see what they stand for. If you want any one of them to be shown in your Header, just click on it and it will appear in the blank box. You can also choose such elements from the drop-down menu at the bottom of the window.

**Footer**: The same as Header.

If you want to have the Description box but change the content, close the print preview window and come back to the map. Find **Map** on the toolbar, click and then go to **Settings**.

![Map Settings](image)

Click on the **General** tab, then put in the information for this map. MindGenius will automatically use this information when creating the Description box.

When you have everything you want in the print preview, you can just click on **Print** to print your map.

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If you require this document in an alternative format, please contact:

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