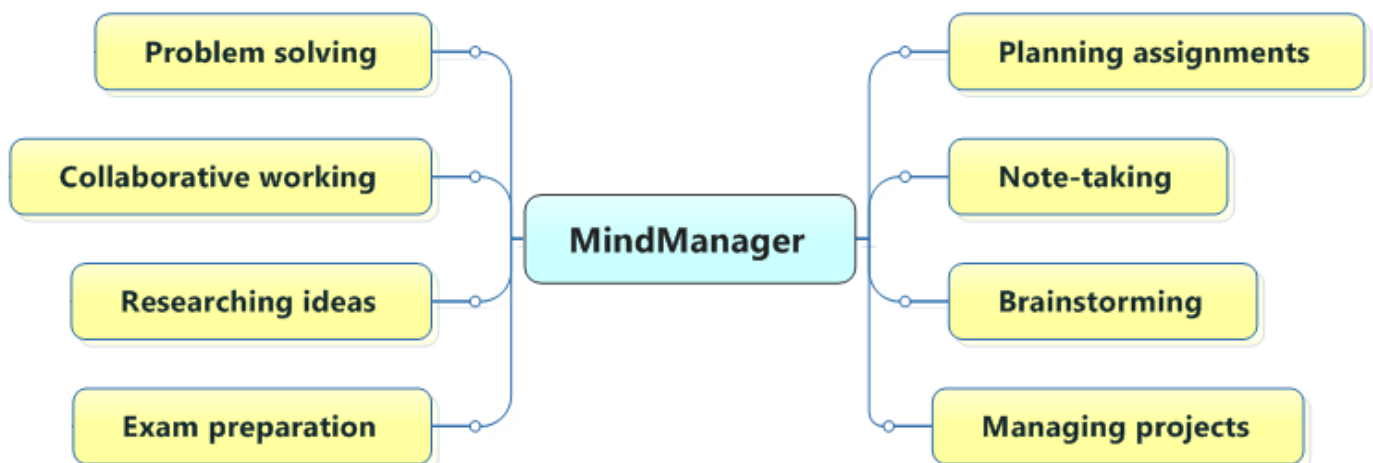


# Mindjet MindManager guide

**What is MindManager?** MindManager is a **mind-mapping application** that allows you to **'map out'** your ideas and concepts on screen. Mind mapping can be a **valuable aid** to study and has a number of uses. What are they?



MindManager has been described as a **'virtual whiteboard'**; it can help you to get your thoughts and ideas down **quickly**, see them all **clearly** and share your work with others **easily**.

MindManager is available on student PCs at LSBU. You can now also **download** MindManager from My LSBU at:

[Library & Academic » IT Support » Software » MindManager](#)

## Opening MindManager

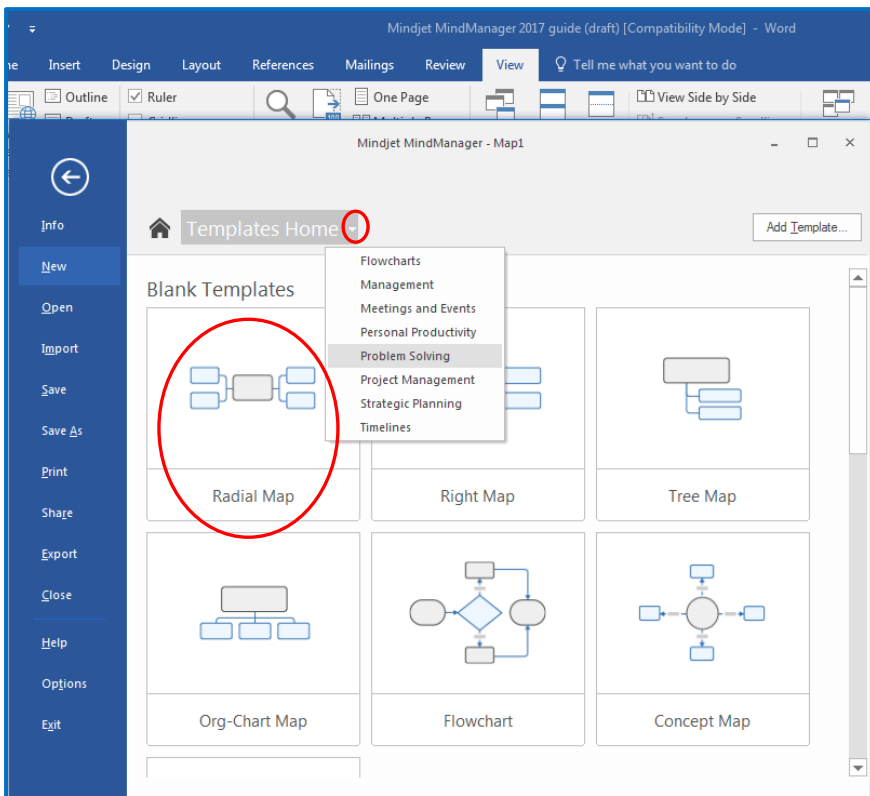
To open MindManager just click on the **shortcut** on your Desktop. If there is no shortcut visible take the steps below;

1. Click on the **Start** button.
2. Click on **All Programs**
3. Click on the **Mindjet MindManager 2017 folder**.
4. Click on the **Mindjet MindManager 2017 icon**.

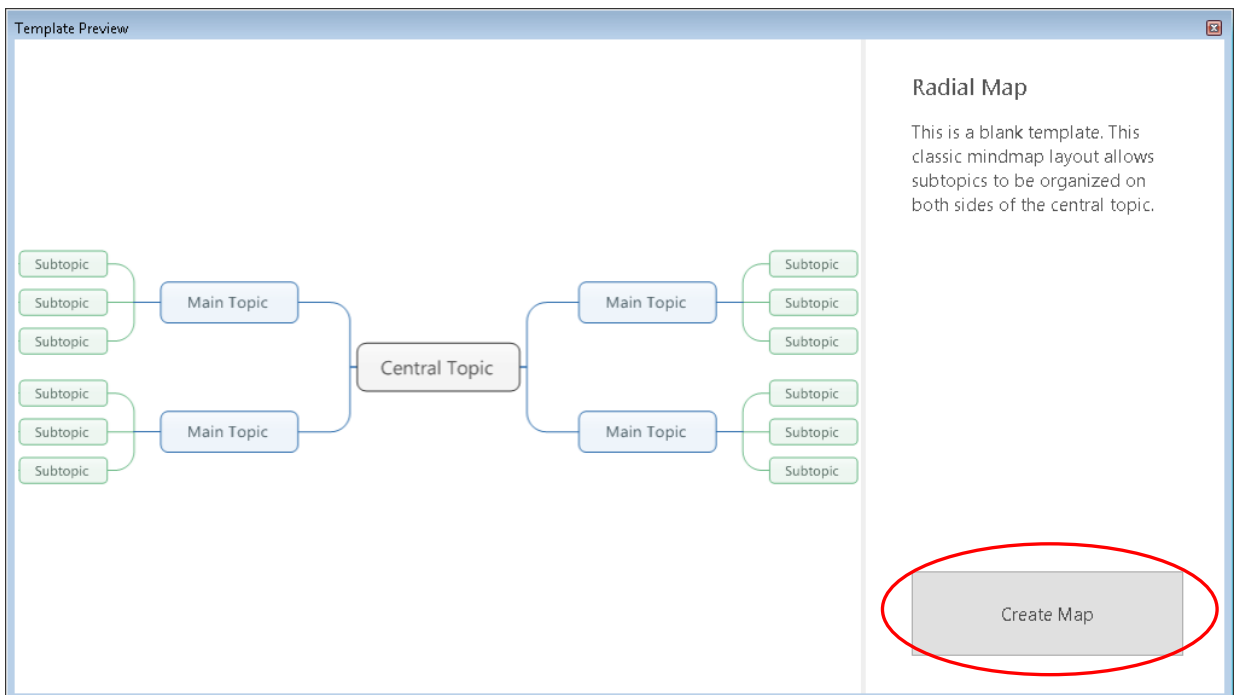


When you open MindManager you will see a choice of **templates**. Double-click on one of these to open a new map based on that template.

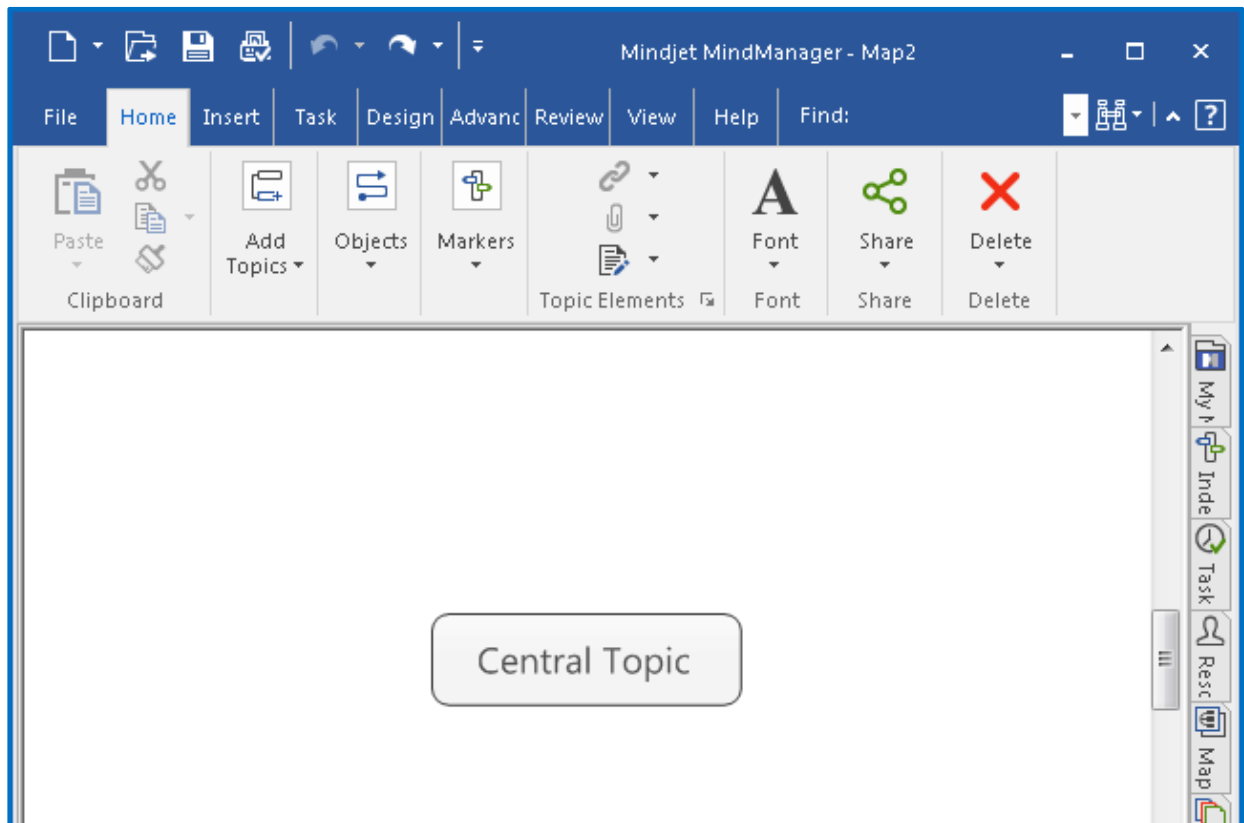
1. Select a **template** below or click the arrow next to **Templates Home** to see more types of template.



2. The **Radial Map** template will give you a standard map with topics arranged on either side of a **Central Topic**. Click once on the icon above to see a **preview** of the template, as below. Click **Create Map** to open the map.

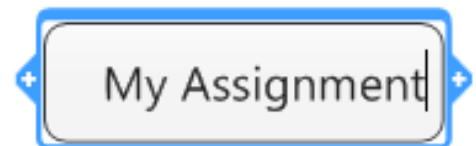


3. Your **new map** opens as below.



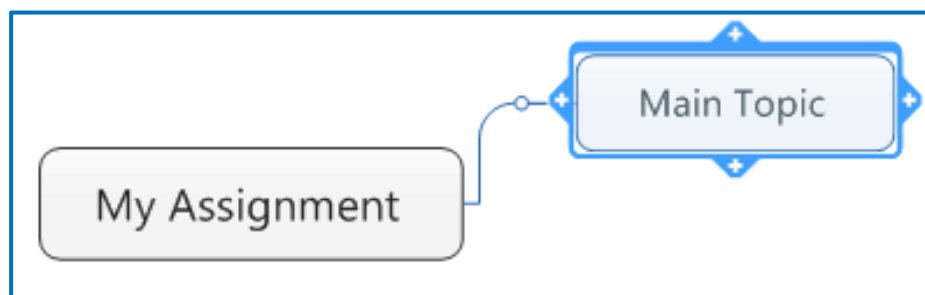
4. When you open a new map in MindManager you will just see a **Central Topic**. What is your map going to be about? This will be your Central Topic.

5. For example, if you are going to use your map to plan an assignment your central topic could be **My Assignment**. Just type this in to begin your map.

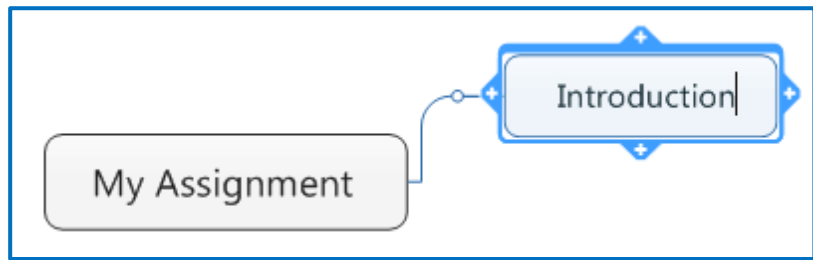


6. When you have finished typing, hit the **Enter** key on your keyboard to confirm your choice of Central Topic.

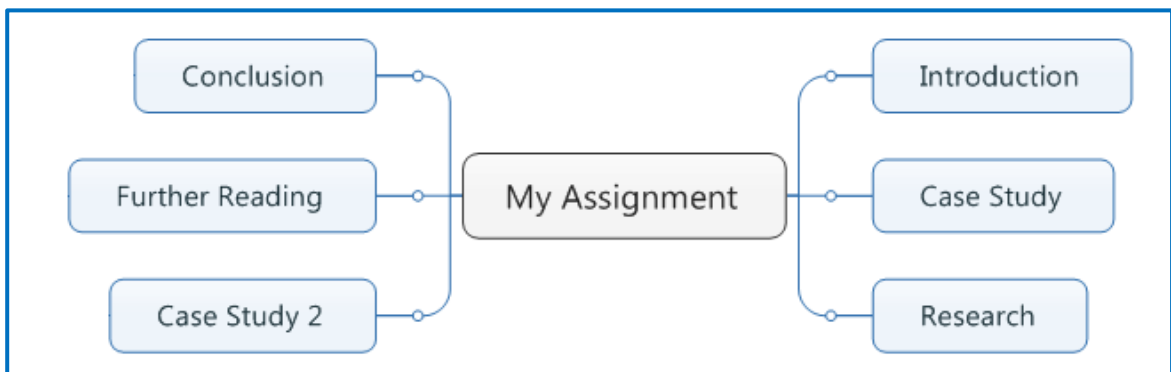
7. You will now want to add some **Main Topics** to your Central Topic. Just hit the Enter key on your keyboard again to add a Main Topic.



8. What is going to be your first Main Topic? For example, if the first element in your Assignment is going to be your **Introduction** type this in.



9. As before hit the Enter key on your keyboard to confirm your Main Topic. Then hit the Enter key again to add more Main Topics.



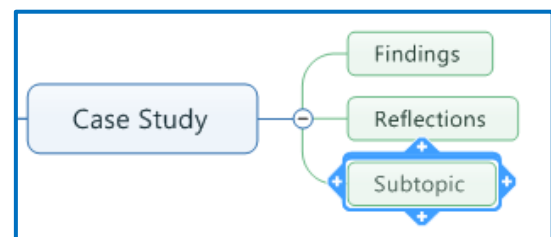
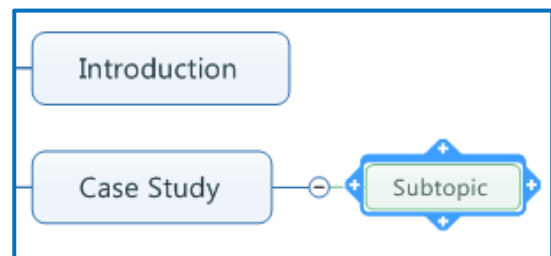
You can build up your Map quite quickly in this way.

It's a good tip not to spend too long thinking about what your topics are going to be. You can always change or delete them at a later stage if you change your mind.

## **Adding subtopics**

Now we have a simple map with a Central Topic and Main Topics. We can add lots more detail to our map by adding **subtopics**. There are several different ways that we can add subtopics. For example, you can use the keyboard;

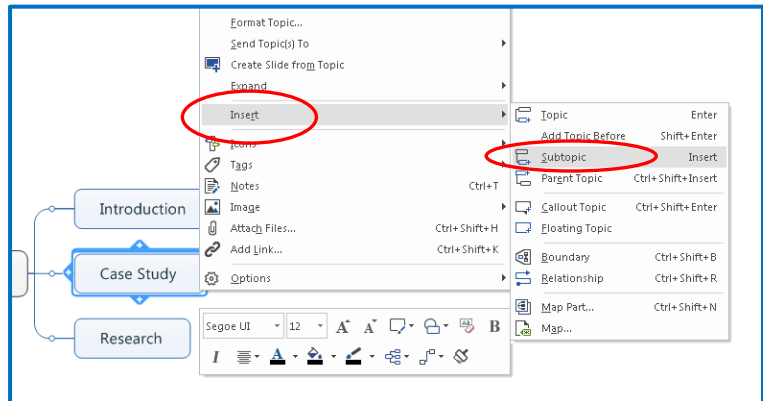
1. Click on any topic in your Map.
2. Hit the **Insert** key on your keyboard.
3. A subtopic will appear.
4. What is your subtopic? Just type this in.
5. As before, hit Enter to confirm and Enter again to add another subtopic.



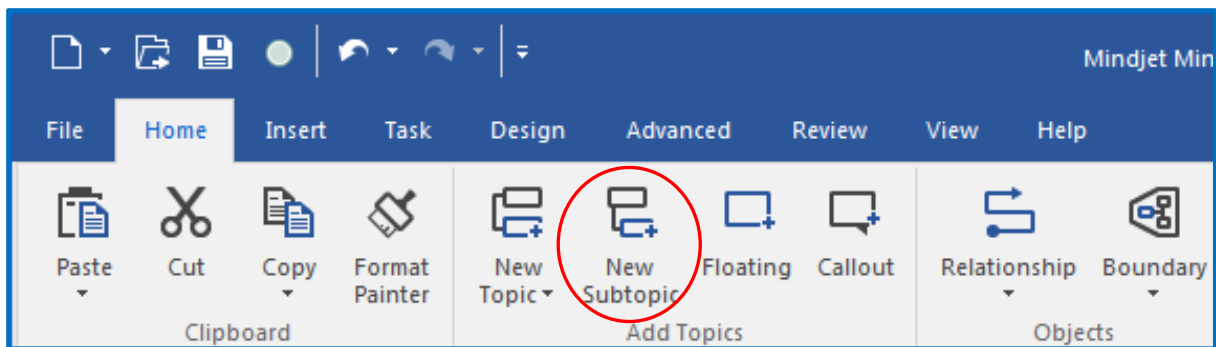
You can quickly add subtopics in this way.

You can also **right-click** on any topic to add a subtopic.

1. Just right-click on the topic and select **Insert** from the popup menu.
2. Then select **Subtopic** from the pop-out menu.



You can also add subtopics by clicking on the **New Subtopic** icon on the **Home** tab.

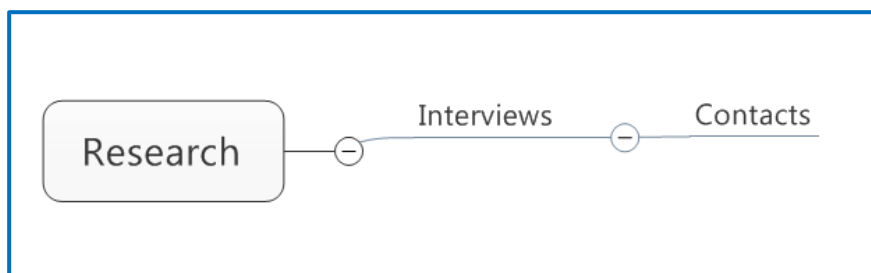


You can extend your mind map this way adding as many subtopics as you need.

You can also add subtopics to your subtopics, as many levels as you like!

Subtopics can help you to;

- Break down a topic into different elements
- Organise different ideas in order of importance.



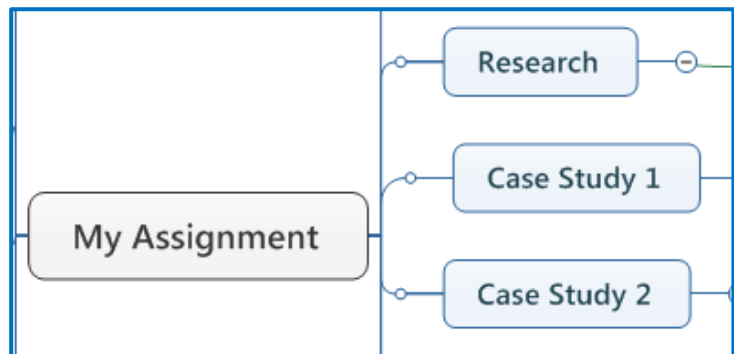
## Structuring your Mind Map

As shown, you can build up your map quickly and easily, adding main topics and subtopics to your central topic.

It is also quite easy to change your map around. You can change main topics into subtopics or change subtopics into main topics just by dragging them into a different place on your map.

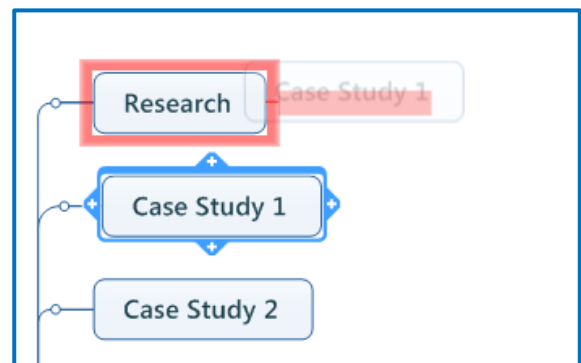
For example, in the part of the map shown here we have **Research** and **Case Study 1** and **Case Study 2** showing as **Main Topics**.

To make the Case Studies subtopics of the Research topic, we could just drag them into position with the mouse so that they appear onscreen as subtopics of Research.

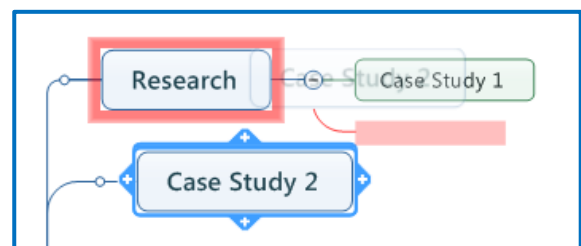


1. To do so, left-click on Case Study and holding the mouse button down, **drag** it into the **subtopic** position next to Research.

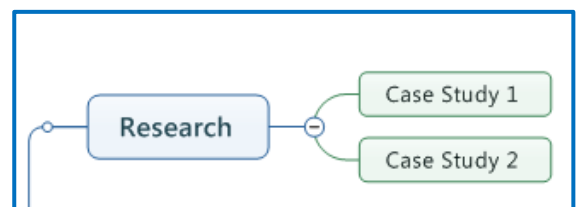
Research will be **highlighted in red** as you move Case Study into position.



2. **Release** the mouse button to complete the move.



3. Do the same for Case Study 2. Both Case Study topics will now show as subtopics of Research.



You can use the same method to 'promote' a subtopic into a main topic; just drag it into place so that it links to your central topic. If you change your mind, just move them back!

## Floating topics

If you come up with an idea that does not seem to connect to other ideas in your map you may wish to change it into a **floating topic**.

To do so, left-click on the topic as before and, holding the mouse button down, drag it away from the main map so that it is not connected to other topics.

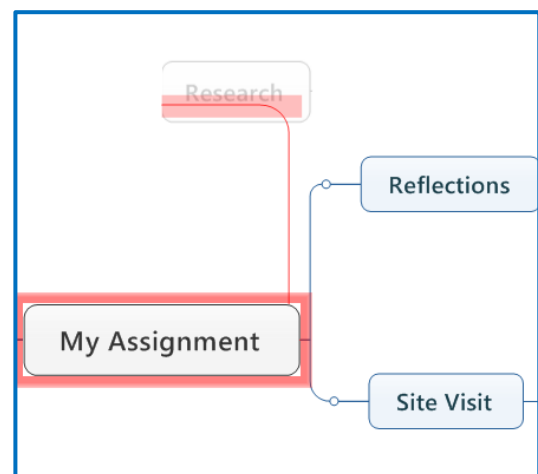
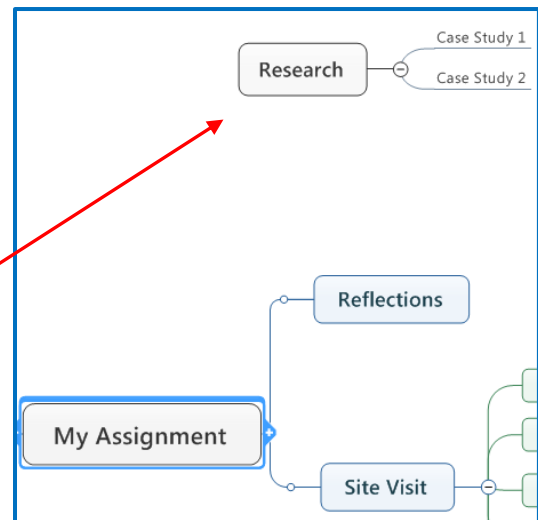
Any subtopics will be dragged with it.

Floating topics are not connected to your main topic and can be placed anywhere on the map.

If you later change your mind and decide that you want to reconnect the floating topic to the main map just drag it back into place.

The red highlighting will show again as you reconnect the topic to the map.

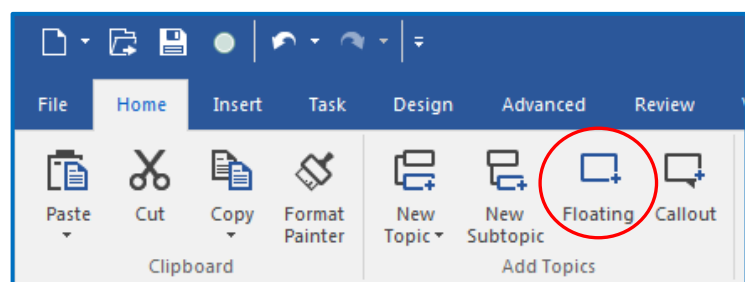
You can also insert a new floating topic by selecting **Floating** from the **Add Topics** group on the **Home** tab (see below).



## The MindManager window

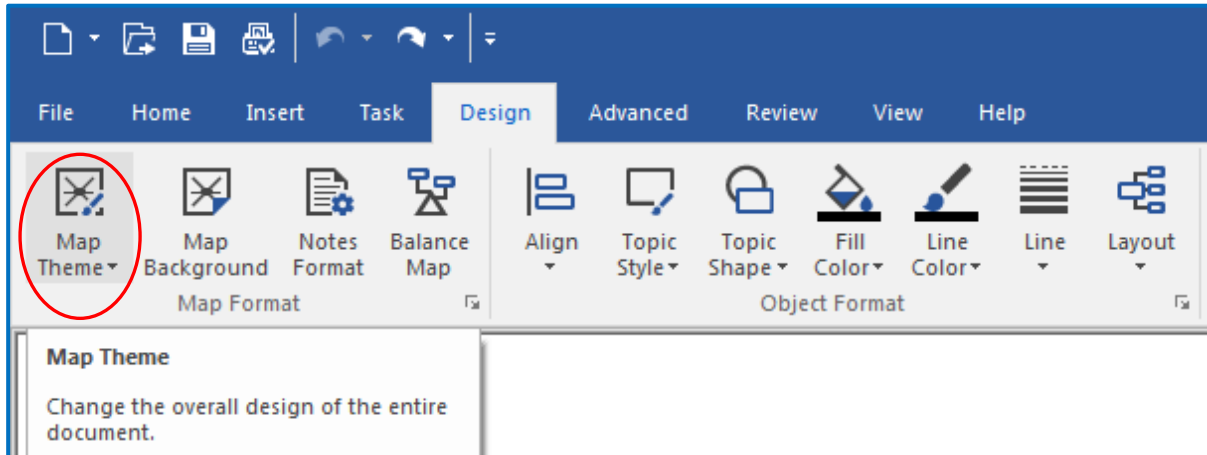
You may notice that the MindManager window is similar in appearance to Microsoft Office packages. It has a **tabbed ribbon** showing different options in each tab such as **File**, **Home**, **Insert**, **Design**, **Advanced**, **Help** and others.

As in other applications the most commonly used features will be shown in the **Home** tab. From here you can insert **new topics**, **subtopics**, **floating topics**, **callouts**, create **relationships** between topics and carry out other tasks. For information about map features such as callouts and relationships go to the **Tutorial** on the **Help** tab (see page 12).



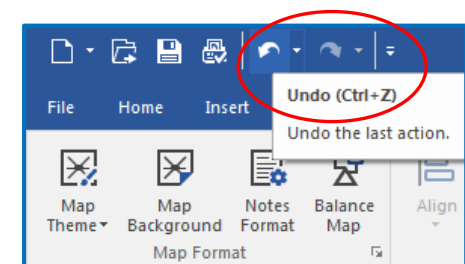
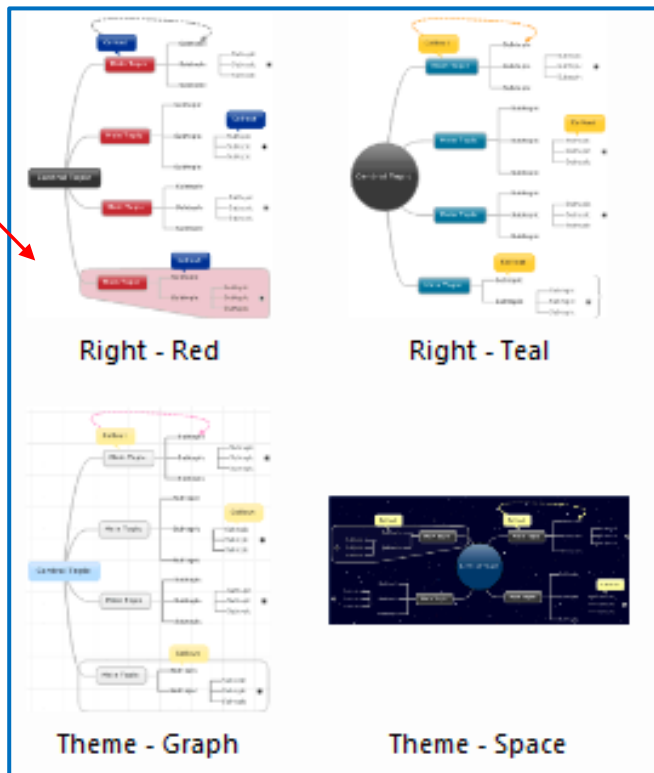
# The Design tab – changing your map theme

If you wish to change the appearance of your map there are many options available in the **Design** tab.



When you first open a new map, the **default** theme will be the one used. If you wish to change the whole look of your map, then you can try a different theme.

1. Click on **Map Theme** on the Design tab.
2. Select one of the available themes.
3. If you do not like the theme you have chosen, simply click the **Undo** icon on the **quick access toolbar** (or use the keyboard shortcut **Ctrl and Z**)



4. Try another theme!



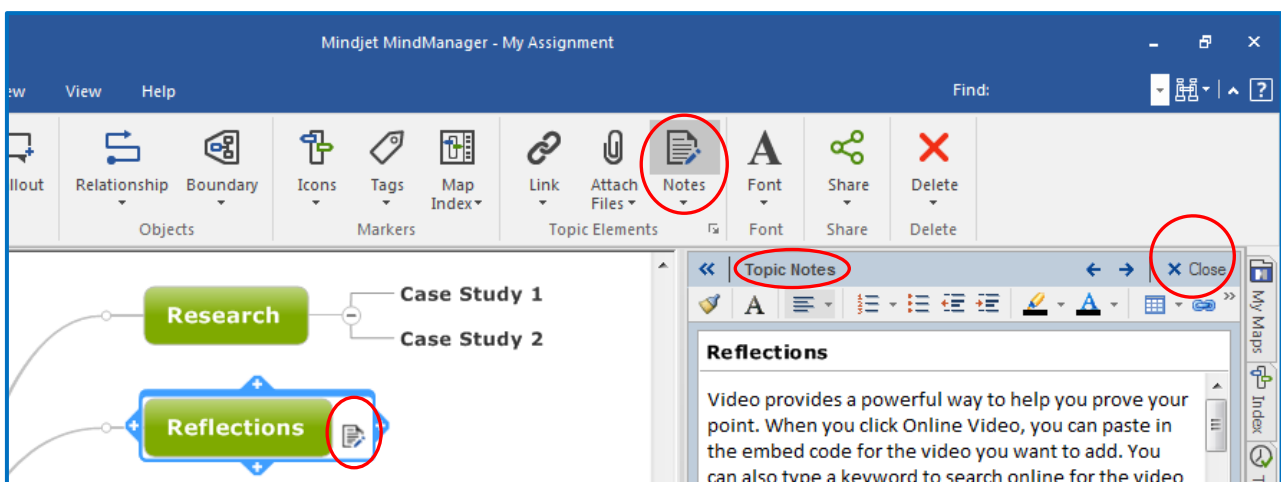
## Adding notes to your topics

You can use the **notes** feature in MindManager to add extra information to your map. Notes will not be normally shown in the map itself but can be displayed by clicking on the little pen-and-paper notes icon next to the topic.



The Notes feature allows you to include a lot more detail in your map without cluttering it up. To add notes;

1. Select the topic you want to add notes to.
2. Select **Notes** from the **Topic Elements** group on the Home tab.
  - a. You can also right-click and select Notes from the shortcut menu or use the keyboard shortcut **Ctrl and T**.
3. The **Topic Notes** column will open on the right. Select **Horizontal** from the Notes menu if you would prefer it to display across the bottom of the screen.



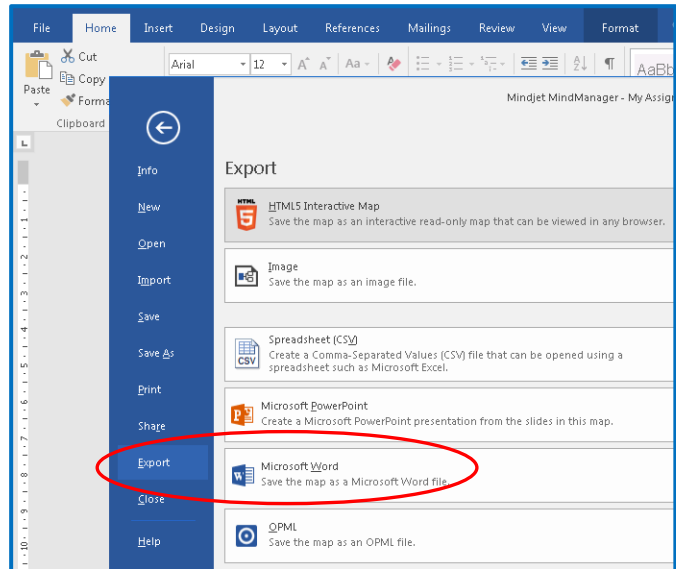
4. Type in whatever notes you wish to add to the topic.
  - a. There is a formatting toolbar above the **Notes** column which you can use to format your notes as you wish. You can add bullets, tables and numbering to your notes as well as weblinks and images.
5. Click on **Close** to close the Notes column.
6. To open your notes again just click on the little pen and paper icon next to the topic.



## Exporting maps to other applications

It is possible to **export** your map so that it can be opened in another application such as **Microsoft Word**. If you are planning an assignment for example, you may find it useful to export your map to Word.

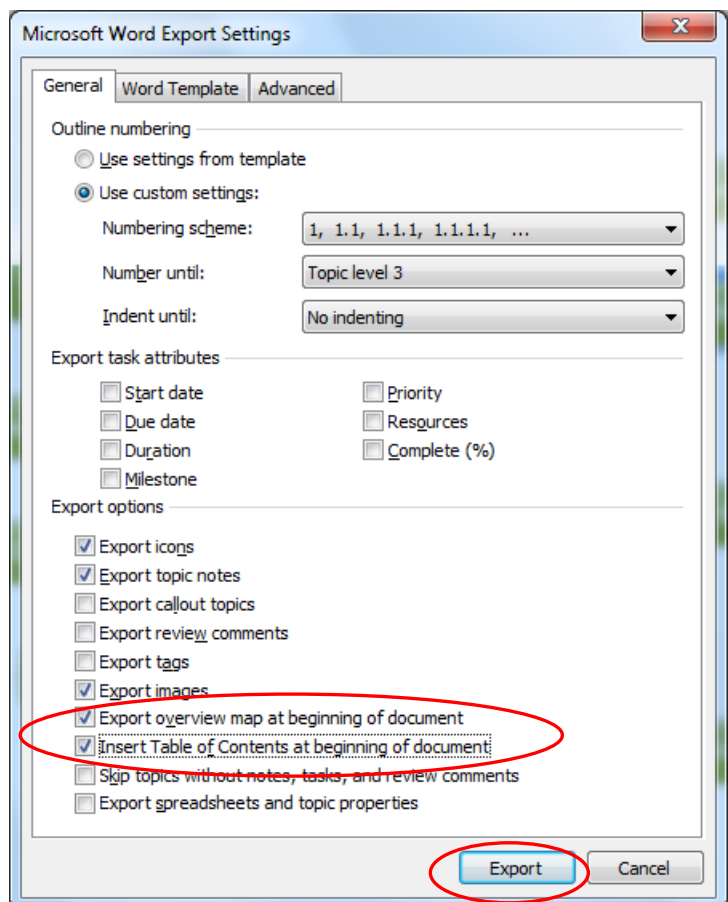
1. To export your map to Word click on **File** to open the File tab.
2. Select **Export** from the options shown.
3. Select **Microsoft Word** from the export options.
4. Select a location to save your Word document to such as your **I: drive** on the LSBU network or a **USB memory stick**.



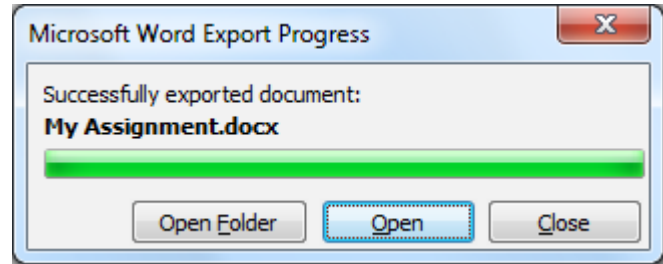
A **Microsoft Word Export Settings** dialogue box opens. There are lots of options here.

For example you can choose to export an **overview map** (an image of your map) and a **table of contents** based on your map at the beginning of your document.

1. To do so, tick the boxes next to **Export overview map at beginning of document** and **Insert Table of Contents at beginning of document**.
2. Click on **Export**.



3. A **Word Export Progress** box shows while the map is exporting. When it has completed, select **Open** to view your map in Word.



4. Your word document will then open with your main topic as the title and a picture of your map at the top.

Remember as this is just a picture, you will not be able to change the map contents here! If you want to update your map, you need to open it in MindManager and export it again if you wish

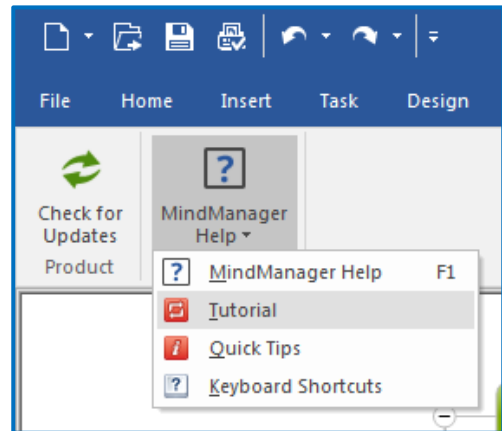
1	Interviews.....	2
1.1	Contacts .....	2
2	Research.....	2
2.1	Case Study 1 .....	2
2.2	Case Study 2 .....	2

5. Your **topics** and **subtopics** will show as headings in your table of contents.
6. Any **notes** that you have added will be sent across as content under the heading of whichever topic you added them to.

# Help tutorial

When you open MindManager you may be asked to take a tutorial.

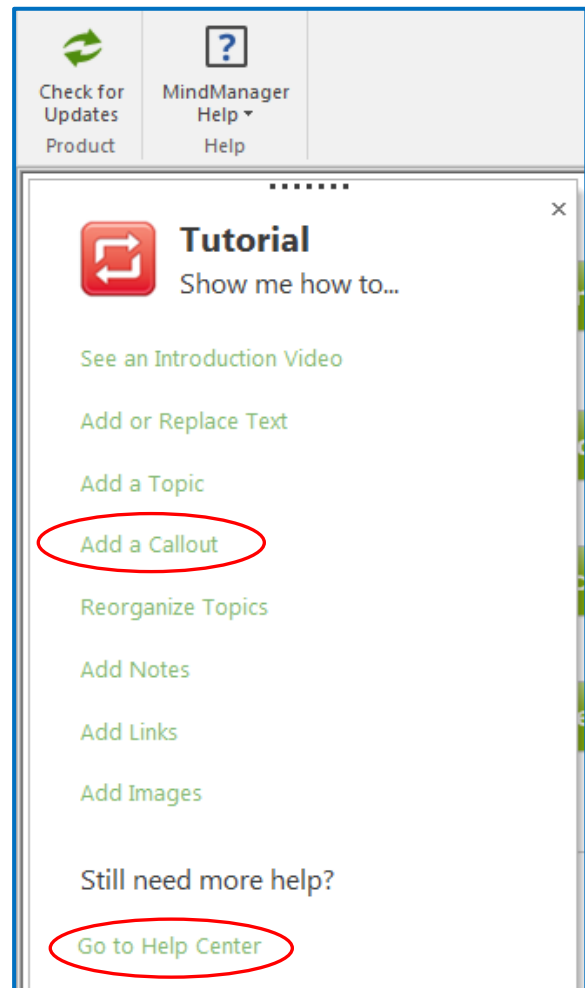
You can close this if you like and take the tutorial again at any time by going to the **Help** tab, clicking on **MindManager Help** and selecting **Tutorial**.



On the Tutorial you can select **See an Introduction Video** to see a video on the website of the software manufacturer, Mindjet.

Click other options such as **Add a Callout** to see step-by-step instruction on how to carry out that task.

If you need help with other tasks in MindManager click on **Go to Help Center**



For further information and support contact:  
Tel: 020 7815 6678  
Email: [llr-ithelpdesk@lsbu.ac.uk](mailto:llr-ithelpdesk@lsbu.ac.uk)  
Visit: 1 South, Learning Resources Centre