Library and
Learning Resources

Introduction to Assistive Software –

Mind Mapping with MindManager

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Welcome to the LRC – House Keeping

- Toilets
- Emergency Evacuation Procedure – **Fire Exits**
- Phones to **silent** please!
- No eating at the PCs please!

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Welcome to the LRC

- LRC – **L**earning **R**esources **C**entre
- Department of Library and Learning Resources
- Open access IT facilities, support and training
- Support for assistive technology - different software available including **MindManager.**

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What is MindManager?

- Mind mapping software
  - Not necessary to mind map but may be helpful
- Easy to use
- Available to all LSBU students for download.

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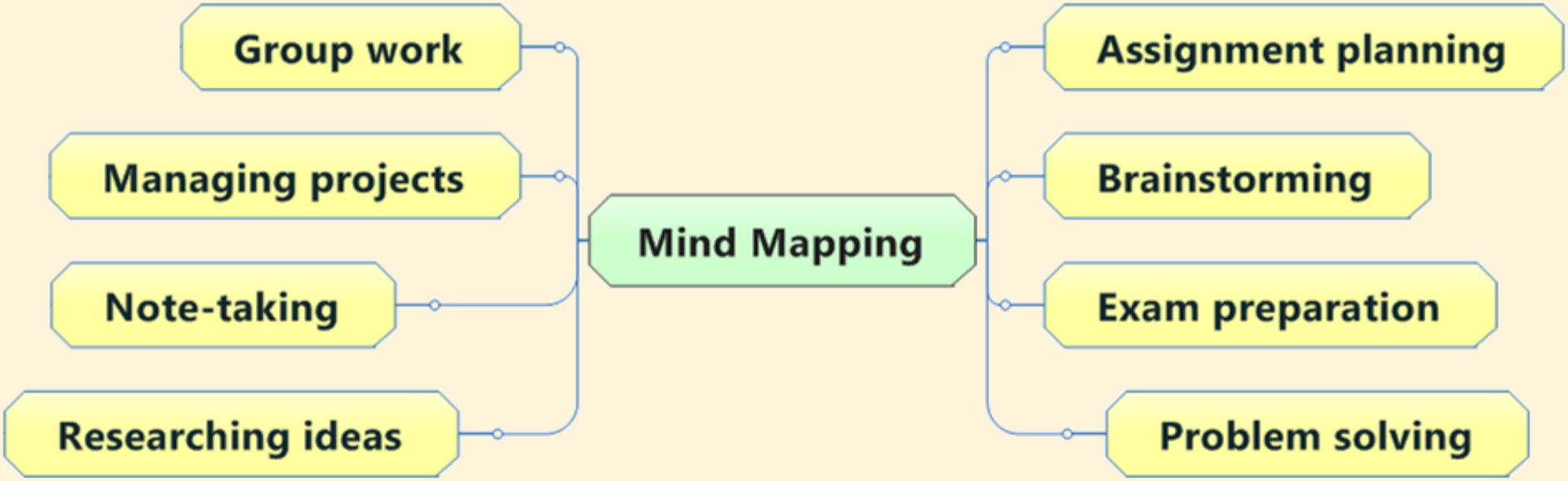
Why use mind mapping? - Uses



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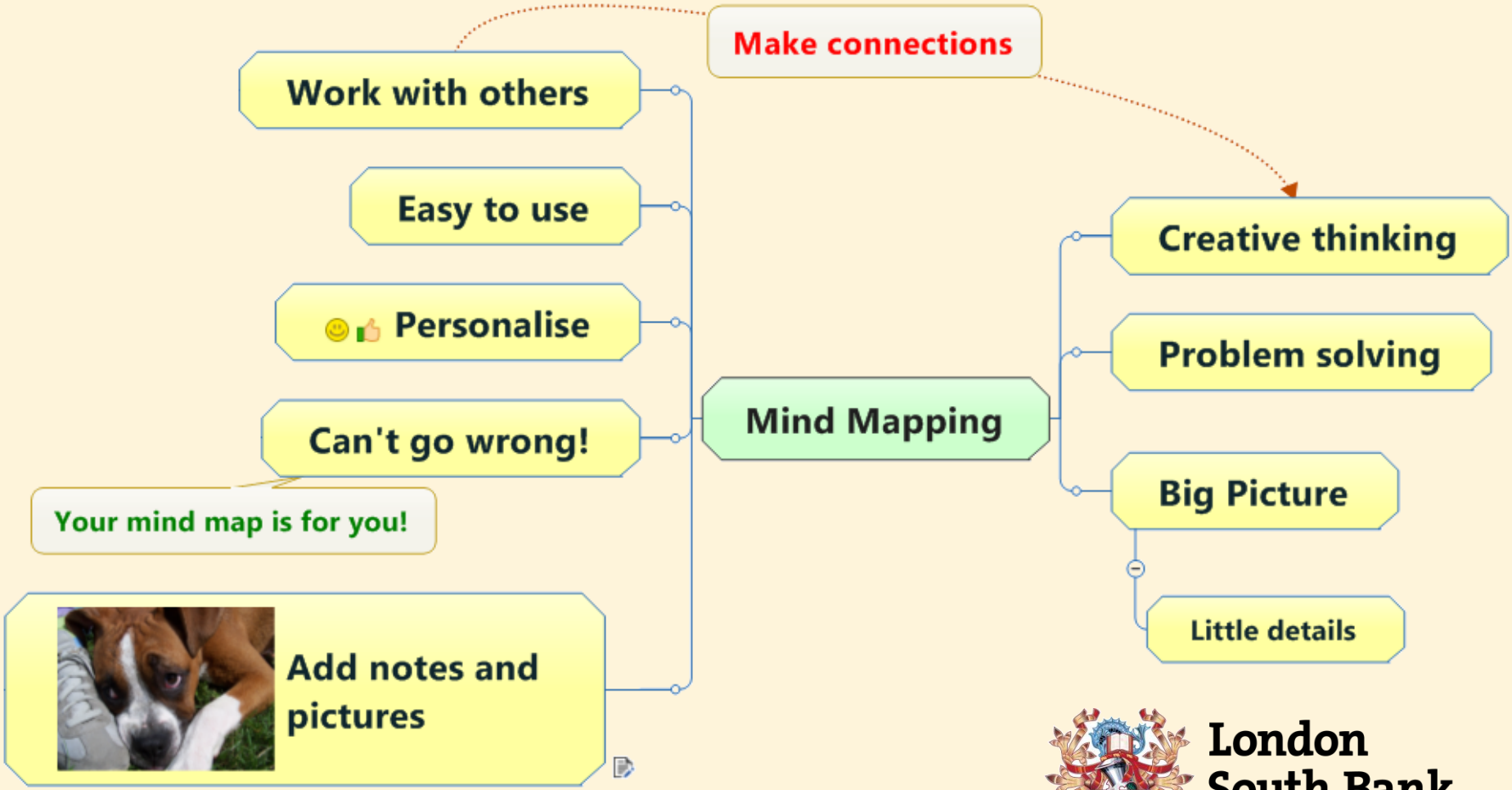
Why use mind mapping? – benefits



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Let's get started!

- To begin…
  - Click on **MindManager** icon on taskbar.
  - If closed, click on **MindManager** icon on Desktop.
  - Can't see icon? Go to **Start** menu, find **Mindjet MindManager** folder.

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Select a Map Template to begin your map

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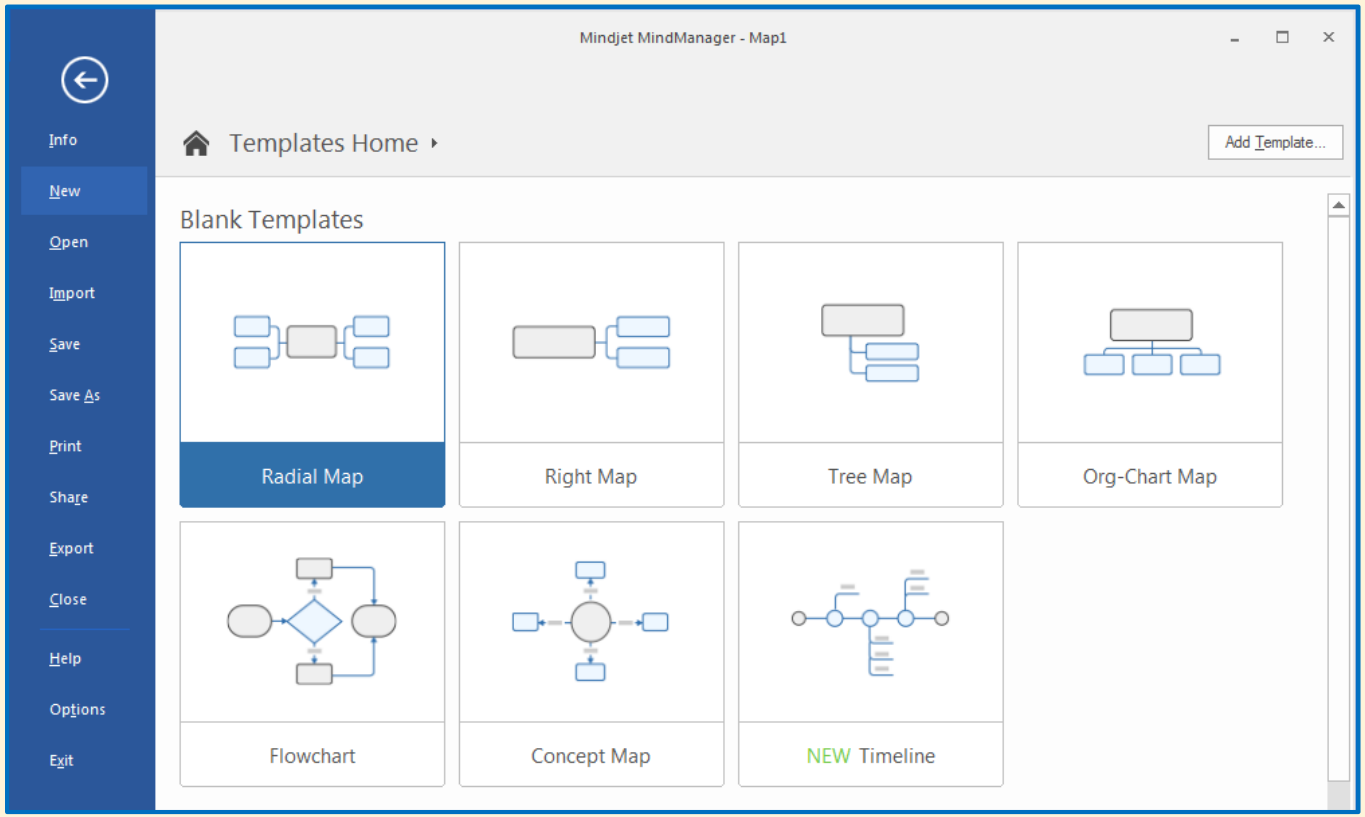

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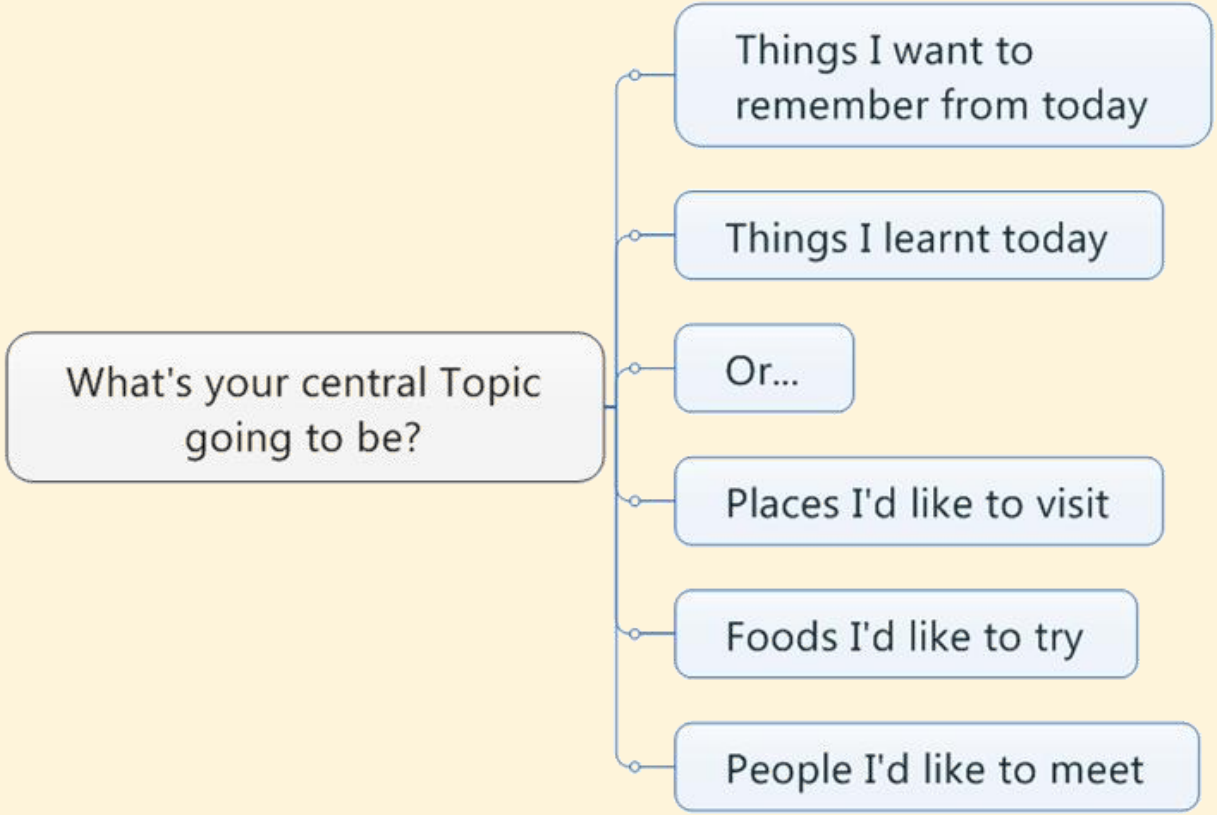
What's your map going to be about?



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How to start your Map

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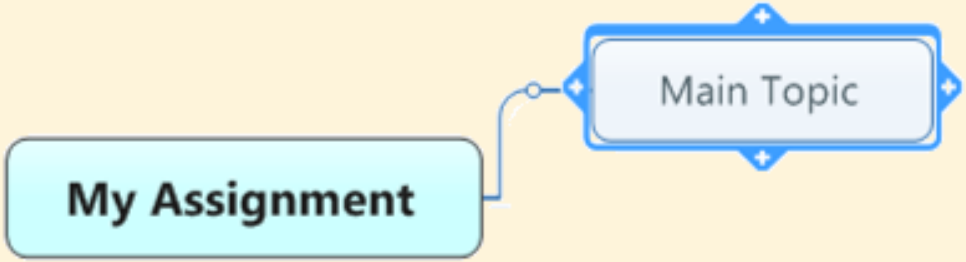
- Decide on your **Central** topic.
- Hit the **Enter** button to confirm.
- Hit the **Enter** button again to add a **Main** topic



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How to build your map.

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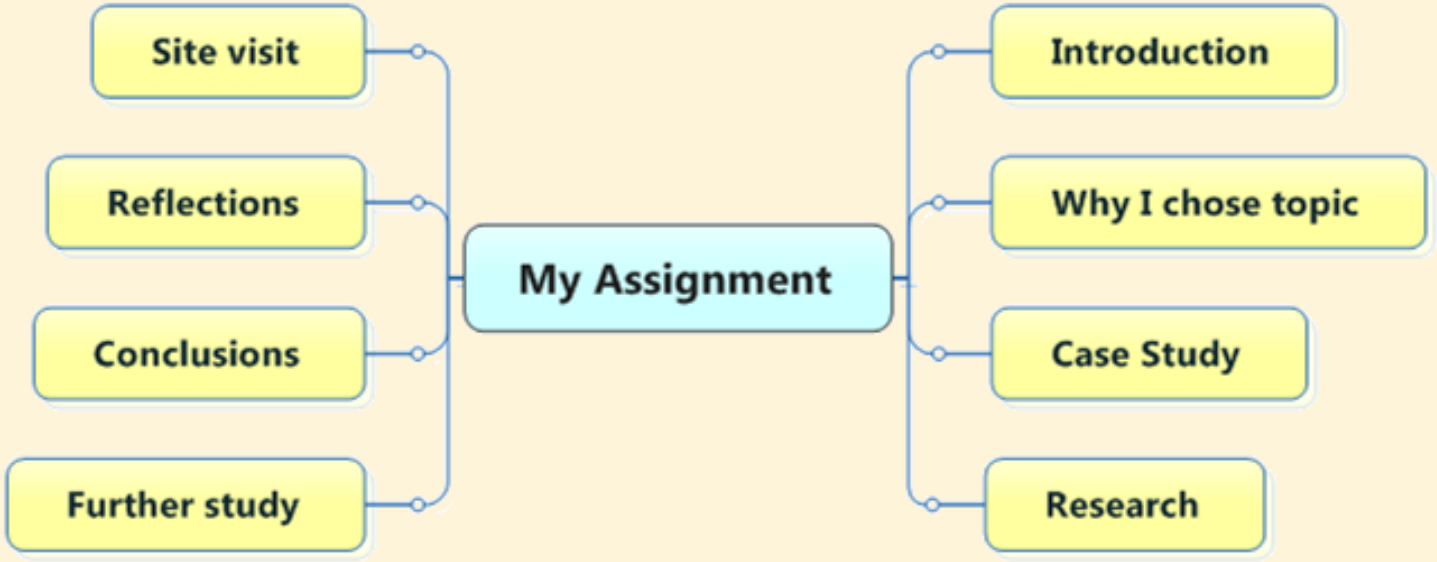
- Decide on your **Main** topics.
- Hit **Enter** each time to confirm
- Hit **Enter** again to add other Main topics.



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Building your map – adding subtopics

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- Add **subtopics** if you need to.
- Add as many levels as you like – no limit.

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Building your map – adding subtopics

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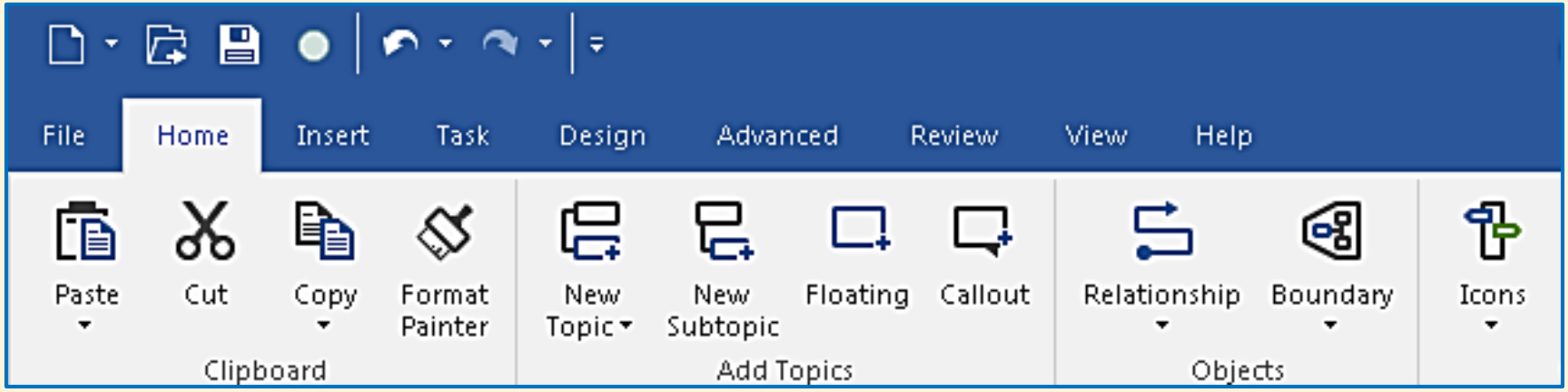
- Several ways to add subtopics.
- Right-click, **insert tab**, **insert** key.



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Add notes to a topic – extra details

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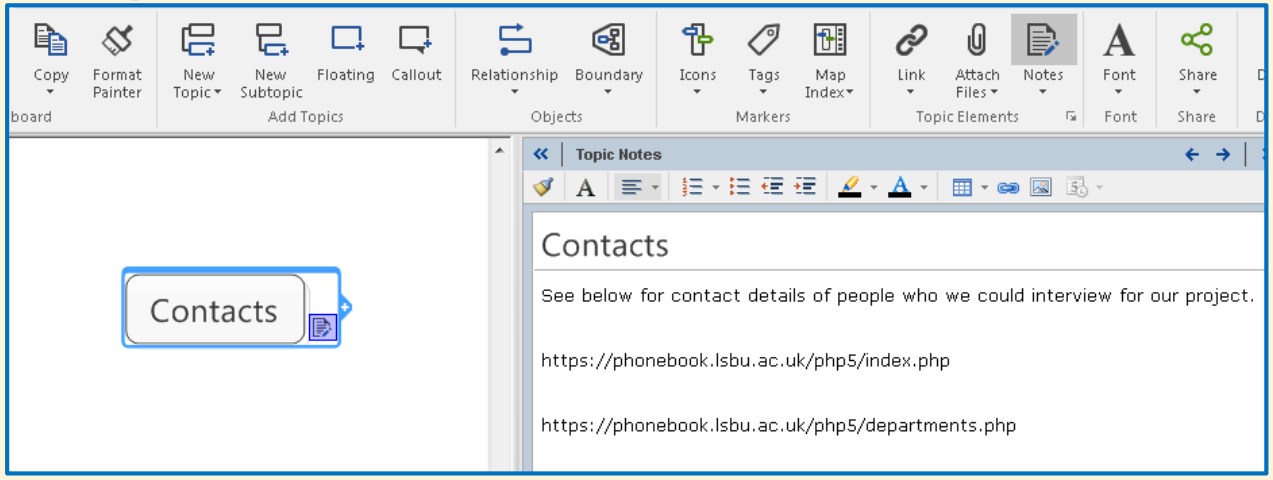
- Use the **Notes** feature to add extra information to a topic.
- Add notes in pane on right of window.
- Close – to reopen click the notes icon next to the topic.



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How to change the look of your map

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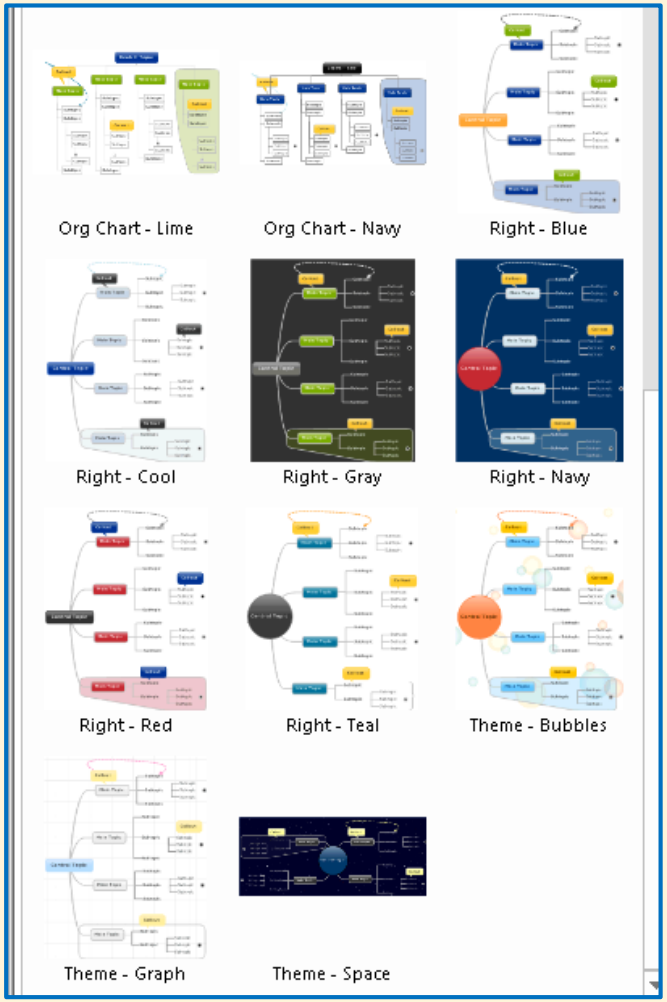

- Different **templates** and **themes** available – try them out!
- Go to the **Design** tab – have a look at the different themes.

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How to export your Map

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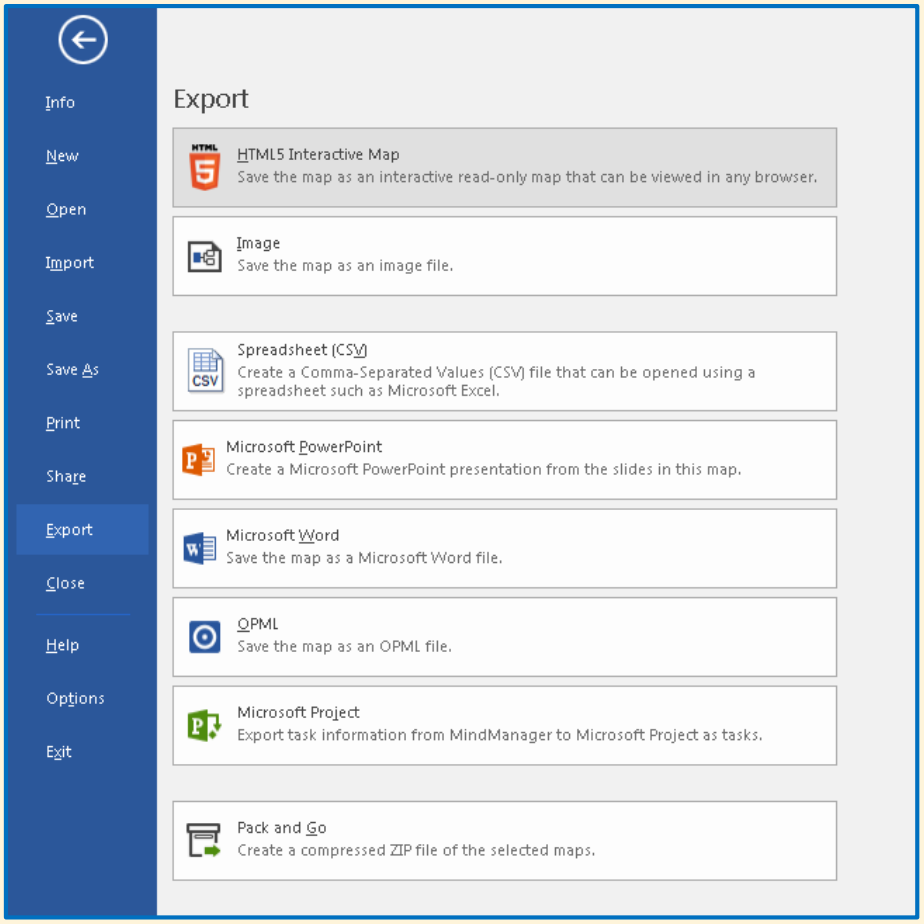
- Go to the **File** menu.
- Select **Export**
- Send your map to **Word** or save it as an image file.
- Save to a USB memory stick or attach to a personal email address.



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Export to Word settings

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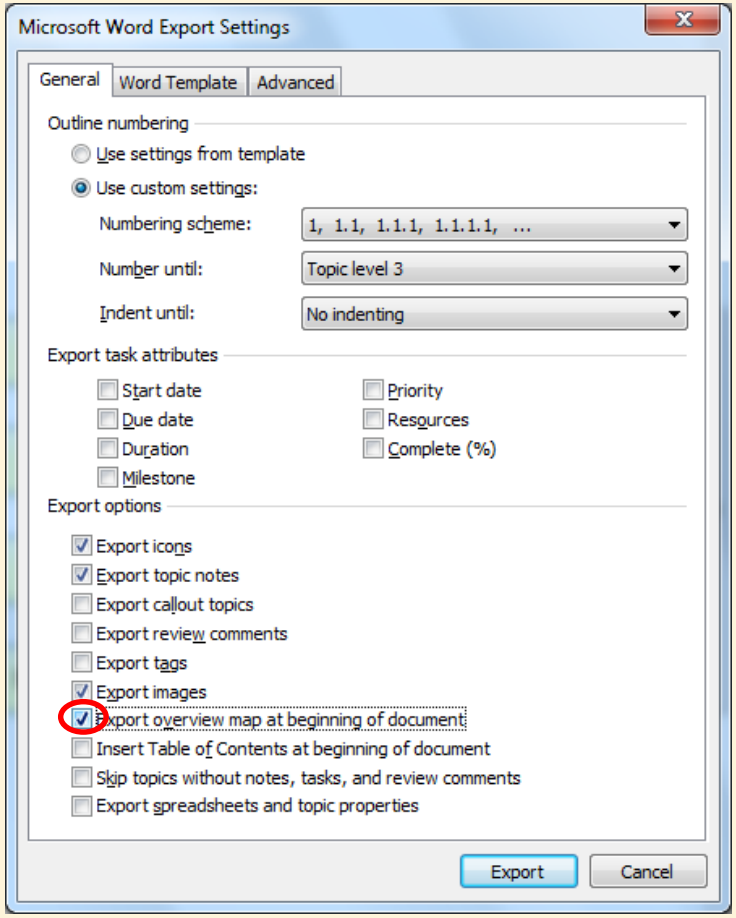
- **Word Export Settings** dialogue box
- Ignore everything…
- …except maybe ‘**Export overview map at beginning of document**’



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Questions?

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Thank you for listening!

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