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 also download MindManager from the Software for Download page on Moodle (link below);

go.lsbu.ac.uk/software

You will need to log in and click on the Enrol me button before you are taken to the Software page on the LLR: IT and Digital Skills module. This page has links to MindManager and other software available to LSBU students such as Office 365.

Opening MindManager on LSBU PCs

To open MindManager just click on the shortcut on your Desktop. If you cannot see a shortcut, just take either of the steps below;

- Click on the Start button and search for MindManager.
- Click on the AppsAnywhere icon on your desktop and search for MindManager in the software list or using the Search box. Click Launch when you find the software.
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.

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

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.
1. Your new map opens as below.

![Central Topic](image)

2. 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.

3. 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.

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

5. 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.
6. What is going to be your first Main Topic? For example, if the first element in your Assignment is going to be your **Introduction**, just type this.

7. 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 with different options in each tab. Tabs such as File, Home, Insert, Design, Format, Help and others are available.

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.

On the Design tab, you will see a choice of layouts, themes and other options.

In the themes group, click on the dropdown arrow to see a choice of themes, Professional, Standard and Stylistic.

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, try a different theme.

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)

This is the Deep Space theme, one of the Stylistic themes available.
Adding notes to your topics

You can use the Notes feature in MindManager to add extra information to your map. Notes will not be shown in the map itself but can be displayed by clicking on 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 follow these steps:

1. Select the topic to which you want to add notes.
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 links to webpages 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.

5. Your **topics** and **subtopics** will show as headings and subheadings in your table of contents.

6. Any **notes** that you have added will be sent across as content under the heading of the topic to which you added them.
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.

Remember you can book a one-to-one appointment for introductory Training in MindManager with a member of the Student IT Support team. Ask at the help desk for details.

For further information and support contact:
Tel: 020 7815 6678
Email: llr-itsupport@lsbu.ac.uk
Visit: Student IT Support, 1 West, Perry Library

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