

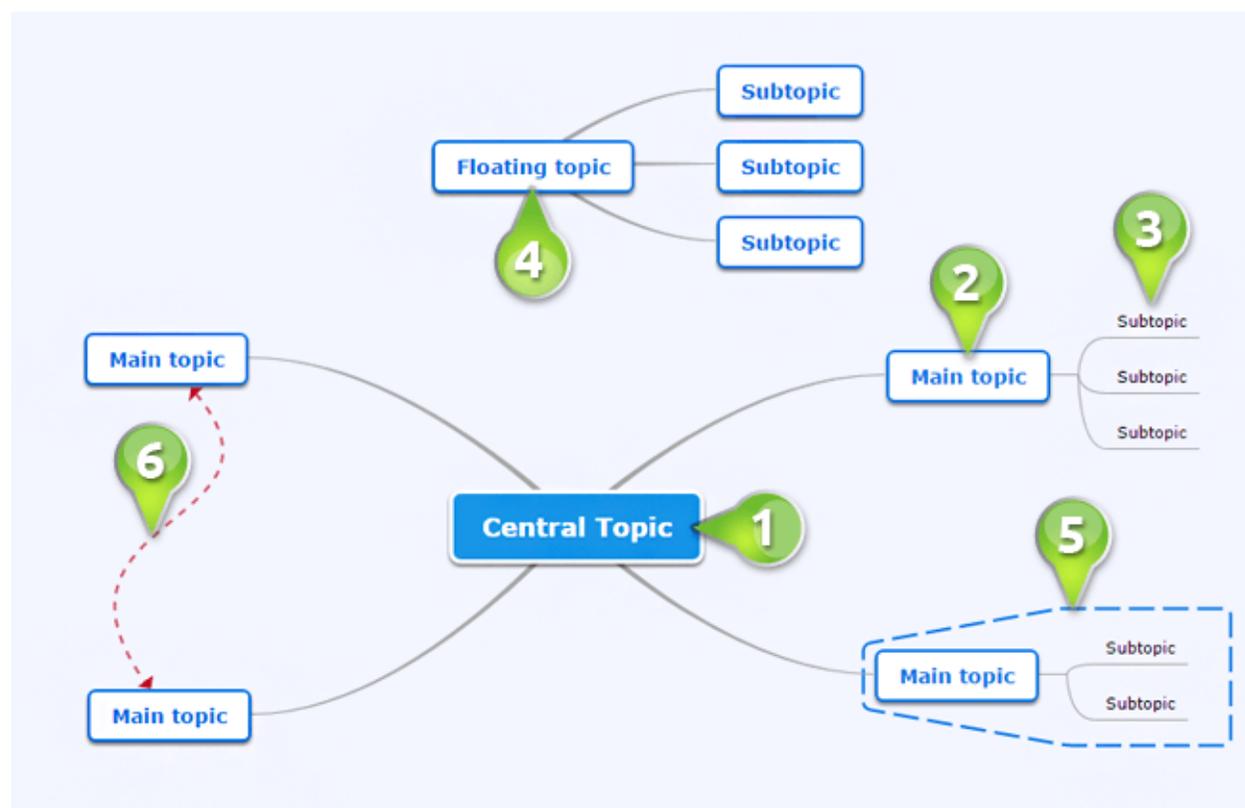
What is mind mapping?

Mind mapping is a simple technique for drawing information in diagrams, instead of writing it in sentences. The diagrams always take the same basic format of a tree, with a single starting point in the middle that branches out and divides again and again. The tree is made up of words or short sentences in bubbles connected by lines. The lines that connect the word bubbles are also part of the meaning.

Anatomy of a mind map

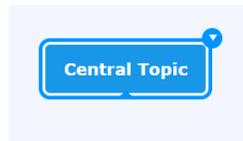
A mind map is made up of objects and features, which represent information. We can describe the anatomy of a mind map in two ways; by the feature names, and by their purpose when used in a mind map. Knowing the names of the features will help you to get started with mind maps. Knowing the purpose of each kind of feature will help you to create useful and meaningful mind maps.

A mind map consists of a tree, made up of "topics". All the elements in the mind map are topics, but some of them have special names. In mind mapping and in other software, these topics are also called "branches", "nodes" or "thoughts".



1. Every mind map has a **Central topic**, which is where the map starts. There is only one Central topic.
  - When you create a Blank Mind Map, the central topic auto populates.

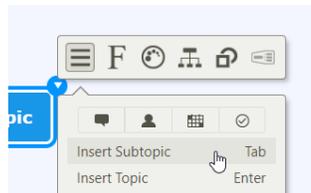
- In order to edit the text, double click on the bubble and change it to the topic of your map.
2. Attached to the Central topic are the **Main topics**. You can have as many Main topics as you can fit into the mind map.
- There are 5 ways to add main topics onto your central topic. First, ensure that you have selected the central topic to which you want to add your main topics. You will know it is selected when the bubble is outlined in blue.



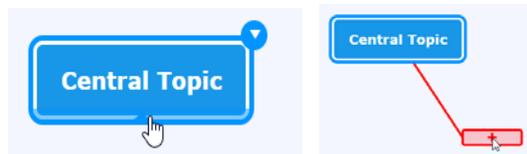
- Pressing the 'Tab' key on the keyboard adds main topics onto the selected central topic.
- Pressing the '+' button at the top left of the Mindomo screen adds main topics onto the selected central topic.



- Pressing the downward facing menu arrow on the selected central topic, then pressing 'Insert Subtopic' adds main topics onto the selected central topic.



- Selecting the bottom of the central topic and dragging and dropping adds main topics onto the selected central topic.



- Pressing 'Enter' on the keyboard adds a main topic to your central topic no matter what is selected on your mind map.

3. Attached to the Main topics are **Subtopics**. Again, you can have as many Subtopics as you like. They can also have Subtopics of their own in a mind map.

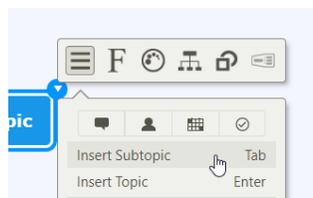
- There are 4 ways to add subtopics onto your main topics. First, ensure that you have selected the main topic you want to add your subtopics onto. You will know it is selected when the bubble is outlined in blue.



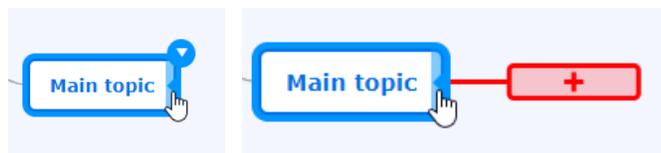
- Pressing the 'Tab' key on the keyboard adds subtopics onto the selected main topic.
- Pressing the '+' button at the top left of the screen adds subtopics onto the selected main topic.



- Pressing the downward facing menu arrow on the selected main topic, then pressing 'Insert Subtopic' adds subtopics onto the selected main topic.



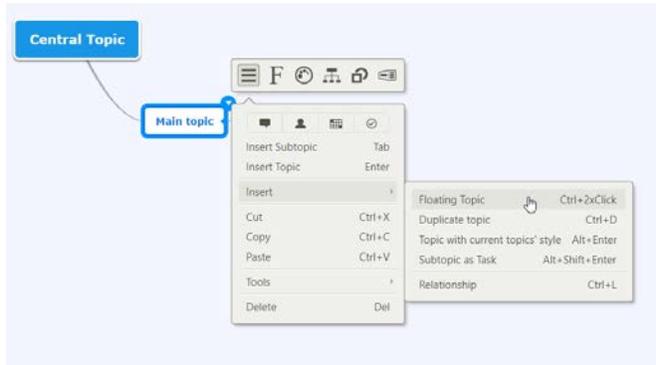
- Selecting the side of the main topic and dragging and dropping adds subtopics onto the selected main topic.



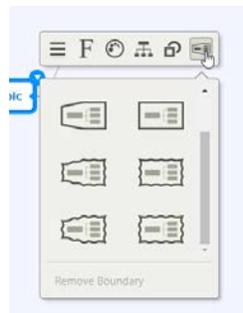
4. An unattached topic in the background is called a **Floating topic**. It belongs to the mind map but is not joined to the tree.

- There are 2 different ways to insert floating topics into the mind map.

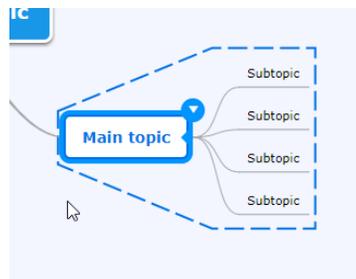
- You can select any downward facing arrow drop down menu on any element of your mind map. Click insert, then click floating topic and select where you would like your floating topic to appear on your map.



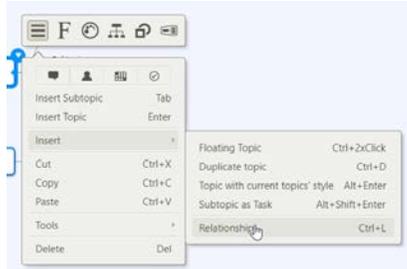
- By selecting 'Ctrl' on the keyboard and then clicking the mouse twice you can insert a floating topic directly where you click the mouse.
5. You can draw **Boundaries** around a topic and its subtopics, to visually highlight them as a group.
- First select the drop-down menu on the bubble in which you want to add the boundary. Next click the boundary button and collect the style that is most appropriate for your mind map.



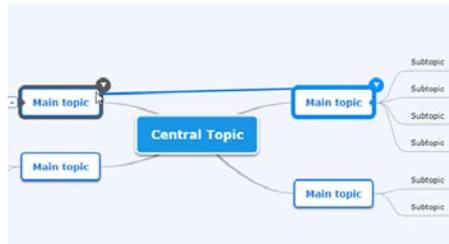
- Once you select which style of boundary you want to use, anything branched off the bubble you selected the drop-down menu from will all appear inside a boundary.



6. You can draw **Relationships between topics**, to visually show a connection that crosses the tree.
- To insert a relationship, select the drop-down menu on one of the bubbles you wish to connect. Hover over 'Insert' and then select 'Relationship'.



- Using the mouse, click on the bubble that will complete the intended relationship.



- Once the relationship is made, you can add text to the relationship to strengthen the connection and add meaning. Feel free to use the yellow circles to reposition the lines of the relationship.

