

MindView Training Guide (PC)



How can MindView be used as a Study Skills tool by students?

MindView is a mind mapping solution which can genuinely help students with their studies. Students using MindView are able to:

- **Quickly generate** and review ideas visually
- **Plan, outline and structure** both assignments and dissertations, research and presentations
- **Include references** directly in the mind map thanks to the integration with WorldCat (Online Bibliographic Database with over 1.6 Billion Sources)
- **Organise** revision, lecture notes and research visually
- **Manage time effectively** by creating timelines and visual action plans

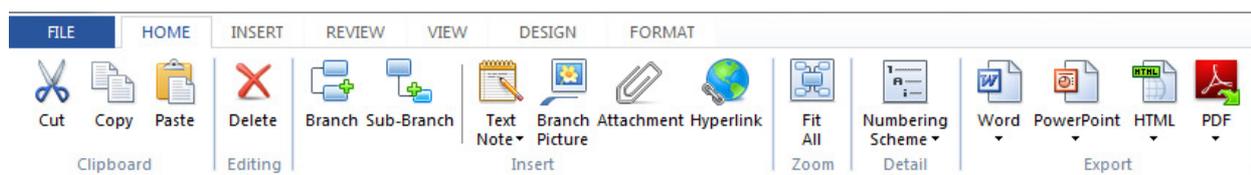
Starting to build the mind map

MindView offers 6 interchangeable views including an Outline to suit all learning styles. The Outline View is a linear view which offers the hierarchy of a mind map behind it. The Outline Ribbon allows for easy navigation of both branches and text notes.



Students can choose one of these views and start a new mind map or can choose to use one of the templates. Amongst these, the Study Skills templates offer students a series of strategies they can use throughout their studies to help with planning, organisation and managing time effectively.

MindView offers an instantly recognisable interface which is based on the Microsoft Ribbon. The Simplified Interface makes it even easier for first time users to get started with MindView. All the key features appear on the Home Tab.

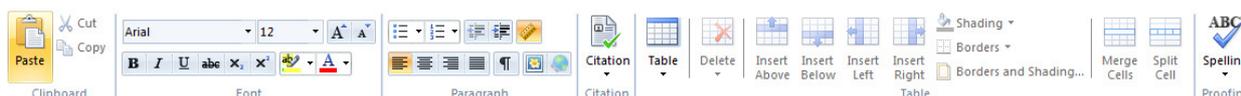


MindView allows students to add branches and sub-branches using two simple shortcuts, making it very easy to build the initial mind map. Pressing Enter will give you a branch on the same level. Pressing Insert gives you a sub-branch on the next level out. Branches can also be added using the icon on the ribbon at the top or by right clicking on a branch and scrolling down to Insert Branch, Sub-branch or Pre-Branch.

Inserting Content onto the Mind Map

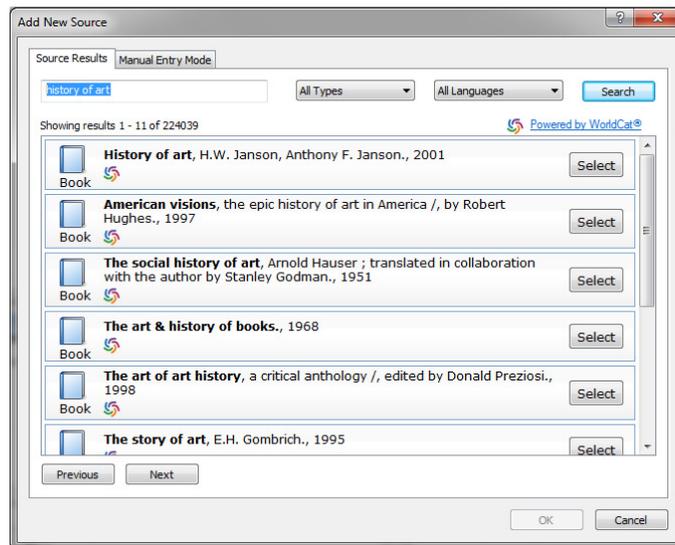
Adding text to the Mind Map using the Text Note Editor

When the Text Note Editor is opened the ribbon changes to one very similar to Microsoft Word. As well as adding in notes, students are able to format text, add bullet points, tables and also citations/references.



Adding references in MindView

Students are able to add references into the text notes on their mind maps by linking to WorldCat, an online bibliographic database included in the software. From here they can include the sources that have been used as part of their work. Citations can be added into the text notes and when exported to Microsoft Word and a Bibliography can be made in a specific academic style such as Harvard.



Add files and hyperlinks

Clicking the attachment icon allows students to attach any file they have on their computer. Multiple attachments can be added making MindView the ideal tool for organising studies and research. If you are transferring mind maps between computers be sure to pack the mind map. Go to the File Button and drop down to Prepare and then Pack - all files and images will then be embedded into the mind map.

MindView also allows students to include hyperlinks on their mind maps. An unlimited number of attachments and hyperlinks can be added allowing students to use the mind map as a form of visual file management.

Adding Images to the Mind Map

MindView allows students to add images both from the in-built multimedia catalogue (tab on right hand side of screen) and also add their own images. Students are also able to link to folders of images from the multimedia catalogue or to create new categories specific to their chosen subject.

Restructuring and Reviewing the mind map

Re-arranging the mind map couldn't be easier in MindView. Simply drag and drop branches and their order is automatically updated in all views. There are also a number of useful tools to help students to structure and review their mind maps.

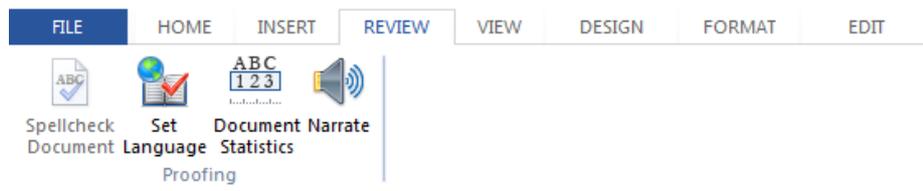
Numbering Scheme

MindView allows ideas to be quickly re-arranged visually by dragging branches into new positions. To see the order that these branches will be exported in, click on the Numbering Scheme. This unique feature will help students to effortlessly visualise a breakdown of the structure of their assignments. Branches which are moved in one view will be updated in all the different views, including the outline view.

Narration Function and Document Statistics

Students can have branches or text notes read back to them by going to the Review tab and clicking on the Narrate tab. They can also click F5 to start and stop the narration.

Students are able to do an instant Word Count by clicking on the Document Statistics Button in the Review Tab. This will give you a Word Count of Individual branches (including all text notes) as well as the whole document.



Exporting to Microsoft Word and PowerPoint

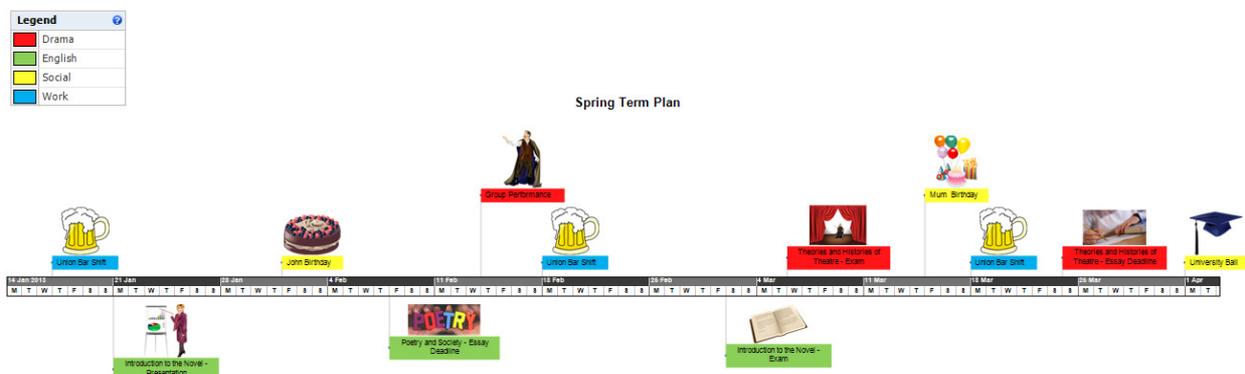
You can export to a wide range of external formats including Microsoft Word and PowerPoint. Either click on the appropriate programme in the Ribbon or go to the file and scroll down to Export, selecting either Word or PowerPoint and then select Advanced Export. Now you can choose the style of your document including referencing styles. If you are including references ensure that you choose one of these styles and in the General tab, check the box to include a bibliography.

MindView will build a Word document complete with Headings and Sub-Headings and an interactive Contents page which is invaluable for Academic Work. You can also export to PowerPoint presentation which will include all your images, text notes and attachments.

Creating Visual Action Plans for Time Management

MindView allows students to build visual action plans using the timeline. It is essential before building a timeline that students check in the Task/Timeline Tab on the right hand side that the document type is timeline. Dates can then be added straight onto the mind map or by clicking on the View tab and switching to the Timeline view.

The timeline Ribbon includes the most used features in the timeline including the ability to expand or compress the timeline.



Personalising your mind map and adding a Legend

The Design tab allows students to choose from a range of layouts and styles. Students are also able to add colours to individual branches using the format tab once a branch is highlighted. Students can choose to add a boundary onto a group of branches to break down the map into chunks or they can add a fill colour onto branches. Any colours added to branches will also appear on the timeline allowing students to break up both mind maps and action plans with one click.

Furthermore students can add a Legend onto their mind map which allows them to label the different colours in a panel on their maps.

Study Skills Templates

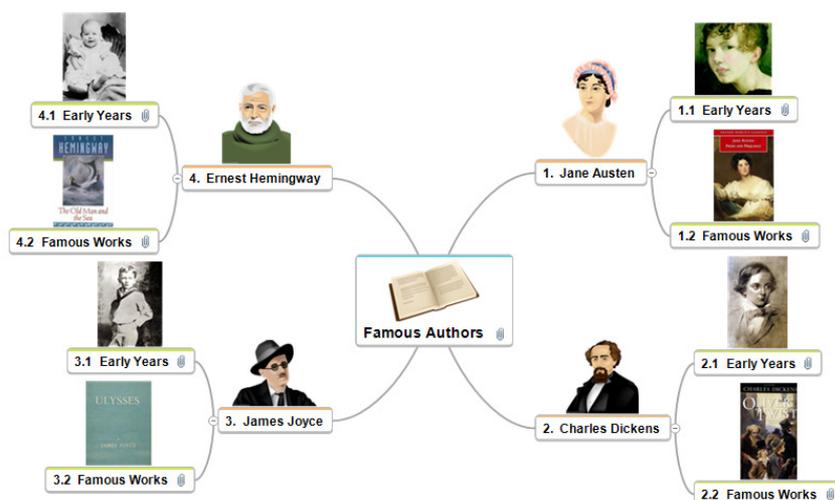
A number of study skills templates are now included in MindView. These templates are designed to show students that mind mapping can be used by as more than just a planning tool. MindView is used effectively as a study strategy for a wide range of difficulties faced by all students.

Planning Work – Assignments, Dissertations and Presentations

When initially faced with an Assignment Title students might wish to get ideas down as quickly as possible in a random order. They can either add branches to their mind map or by double clicking outside the map to add unconnected ideas which can later be dragged onto the mind map.

Adding in the numbering scheme allows students to re-order their mind maps visually by simply dragging and dropping branches into place. Students can then review their documents by switching to the Outline view and do a Word Count or read parts of the map back to them. Finally they can export to Microsoft Word for written work or to PowerPoint for presentations and further editing can be done directly in these programmes.

Exporting the Study Skills template *Famous Authors* shows how these Word Documents and PowerPoint presentations will look.



Organisation – Lecture Notes, Revision and Research

MindView can be used as a tool to help with organisation as students can create mind maps for visual file organisation – no more need to search for those important files in folders on the desk top! Using the Focus Mode with F6 allows students to concentrate on branches or groups when revising or doing targeted research.

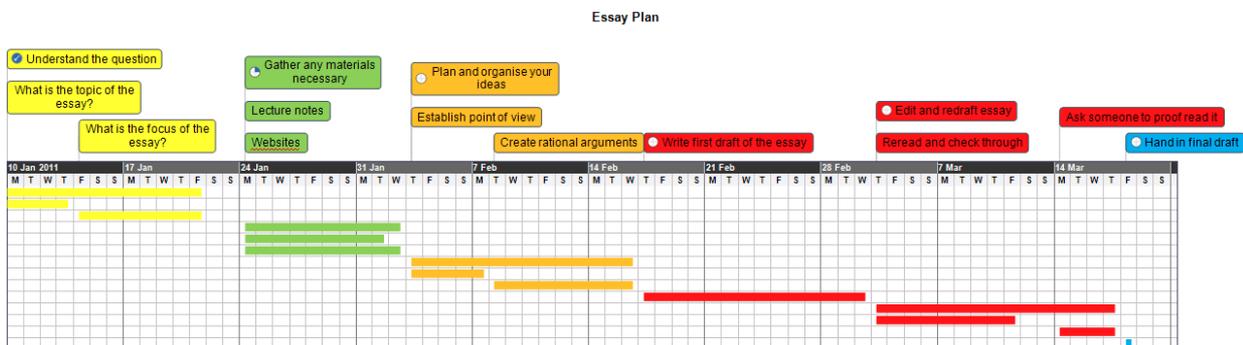
The Study Skills template *Organisation of Lecture Notes* shows an Academic Module broken down into chunks of Lectures and has some branches representing the key learning objectives. All relevant notes, files and hyperlinks related to the Lecture can then be included on the Lecture Branch.



Time Management

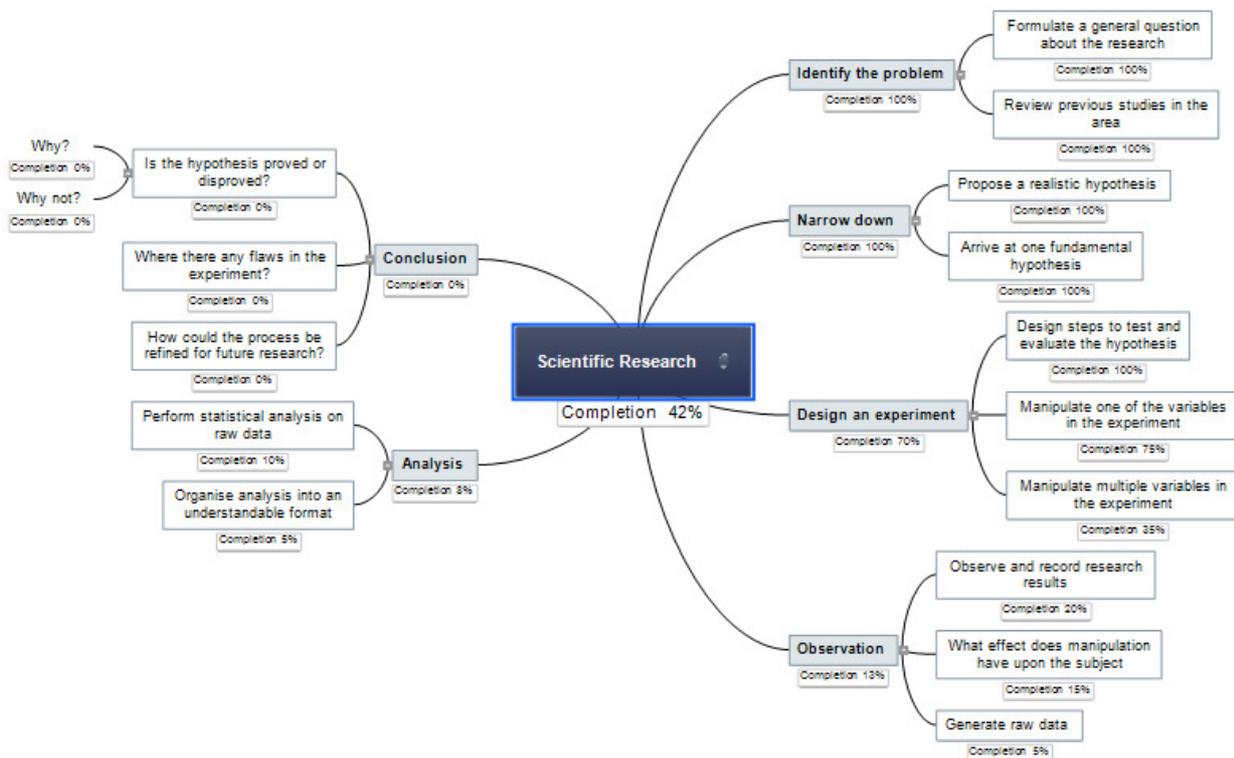
The unique Timeline view in MindView offers students with time management difficulties the ability to break up a project into chunks thus making it seem more manageable. Whether it be planning a dissertation or essay, putting together a revision plan or getting an overview of the whole Semester, the Timeline View allows students to plan and manage their time effectively.

The study skills template *Essay Plan – Time Schedule* shows the steps involved in writing some Academic Work. Click on the View tab and then Timeline and the map switches it into a Visual Action Plan which can be printed off or saved on the Computer.



Furthermore students are able to use the project management features within MindView to track how they are progressing with work by monitoring the percentage completion of each task and also the project as a whole.

The study skills template, *Research Completion* shows how Scientific Research can be broken up in a mind map and the percentage completion can be changed using the task/timeline tab on the right hand side. This also breaks up complicated projects into smaller sub-projects using branches and sub-branches.



MindView PC – Favourite Keyboard Shortcuts

- Enter : Branch
- Insert : Sub-Branch
- Shift + Enter : Pre-Branch
- F3 : Focus Mode
- F4 : Fit mind map to screen
- F5 : Start and stop narration of branch headings and text notes
- F6: Apply a Branch Focus
- F8 : Open Text Note Editor
- Alt + H : Keyboard Shortcuts in Current view

All the keyboard shortcuts you are familiar with in Microsoft, such as Ctrl. Z for Undo, will also work in MindView.