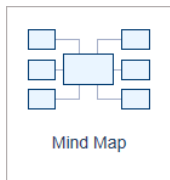# Creating a Basic Mind Map with MindView 6

MindView is a great application for planning your work and also for managing small projects. This tutorial will help you to get started planning an essay, or other written work.

Where to find MindView 6

1. Click on the Windows start button

2. Navigate to the **Tools For Learning** folder

3. Click on **MindView 6** to run it:
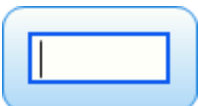

Starting a new mind map

Open MindView 6 and select **New Mind Map**:

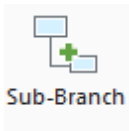When you begin a new mind map, the workspace contains a single branch:

This is the *Root* of the mind map.

Left-click the root, to add new text:

Adding Branches

You can add branches to the root by double clicking it, pressing the [INSERT] key, or clicking on the Sub-Branch icon:

Here is a mind map with 4 level 1 ideas:

Figure 1: Basic mindmap with 4 level 1 branches added.

You can add as many sub-branches as you need for your map

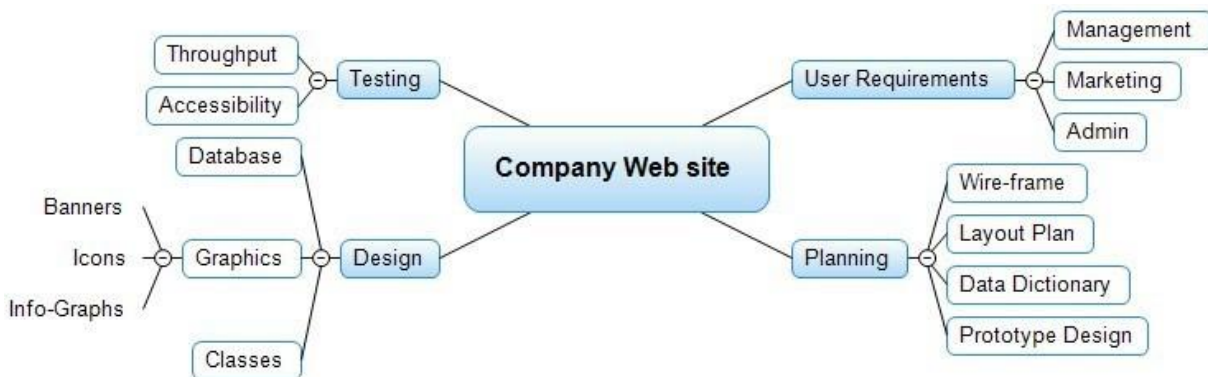Here is an example of a mind map with 3 sub-levels:

Figure 2: A mindmap that is 3 sub-levels deep

Customising the mind map

You can change the layout, style and colour of your mind map using the Design ribbon:
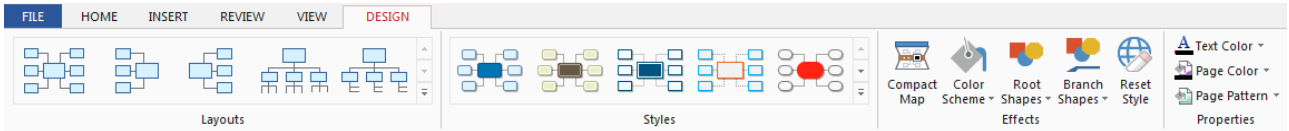

Figure 3: The MindView 6 Design ribbon

Adding Text Notes

To add text to a branch. Click on the branch you want to add text to then type the text into the text editor at the bottom of the window:
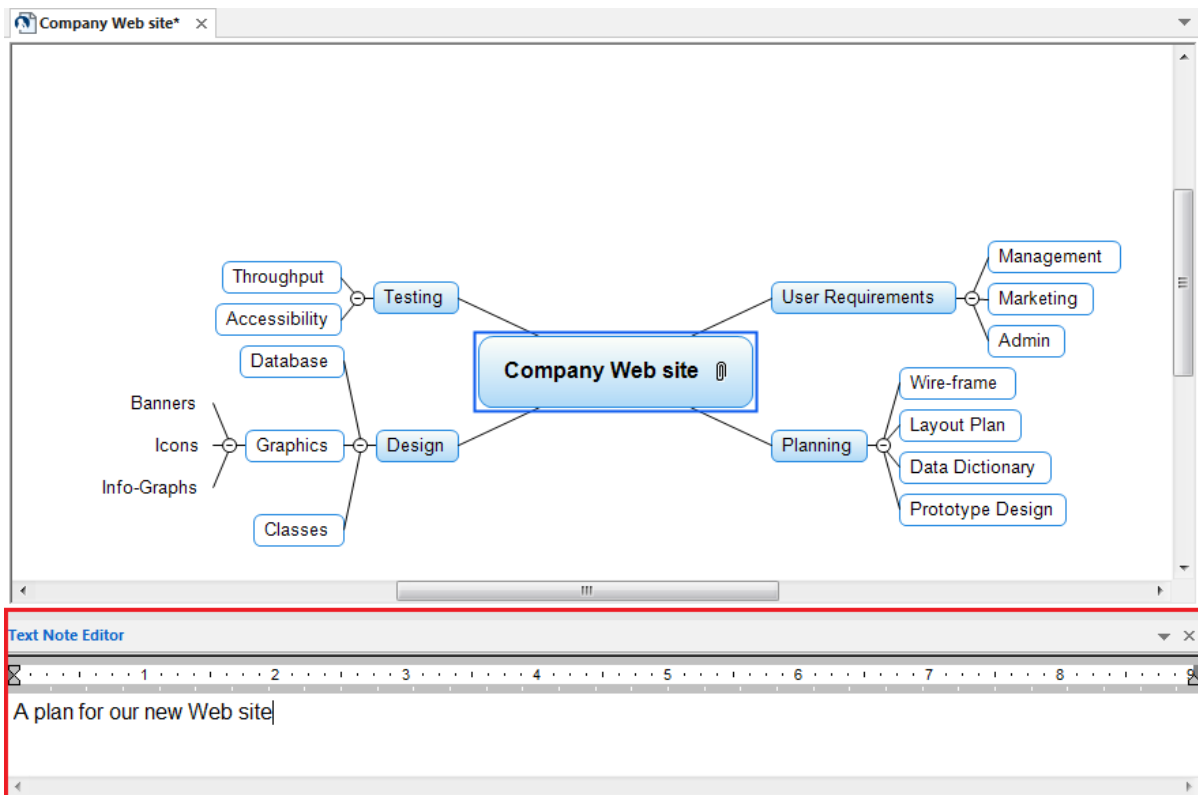

Figure 4: Using the Text Note Editor

Linking to other resources

To attach files, or other resources to a branch, click on the branch and choose the type of resource you want to link to from the *Links* panel. You can find this on the INSERT tab:
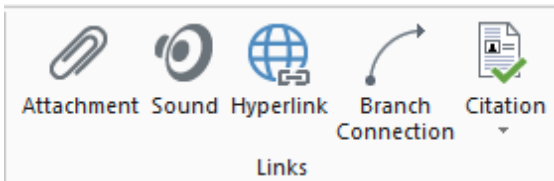

Figure 5: The Links Panel

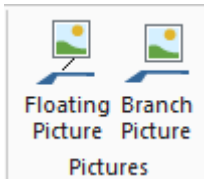You can add an image from the pictures panel, found on the INSERT Ribbon:

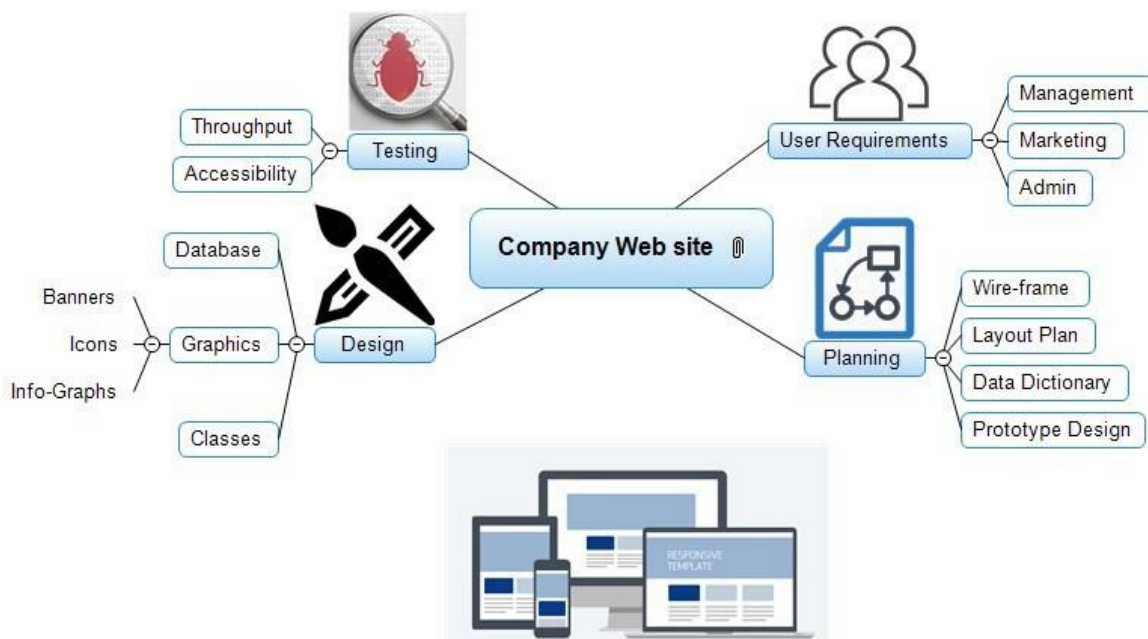*Figure 6: The Pictures Panel*

You can add images directly to a branch, or float images:

Figure 7: A mind map with images added