Learning Services

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Creating a basic Mind Map using Inspiration.

Where to find the software

To download click on the link:

https://inspiration10installers.s3-eu-west-1.amazonaws.com/insp10ie_setup.exe

When prompted please input the serial number; 2633J0283R9571

Starting a new Mind map

When Inspiration loads you will see the following splash screen:

Figure 1: Inspiration Splash Screen

Click on **Map** on the splash screen and you will see the following basic mind map:
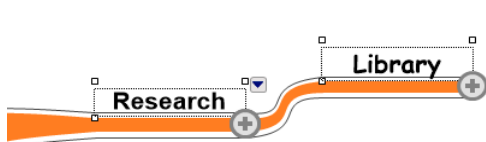
Figure 2: Basic Map with 4 Level 1 ideas

The mind map shown in figure 2, above, has 4 level 1 branches/ideas. The centre of the mind map is called the *root.*

Figure 3, below, shows a basic mind map for study skills. It has 4 level 1 branches and I have added a heading for each branch:

Figure 3: Mind map with 4 level 1 headings

Adding sub topics

Click on the + symbol to add a subtopic:

Figure 4 below shows a mind map with some level 2 sub topics added:
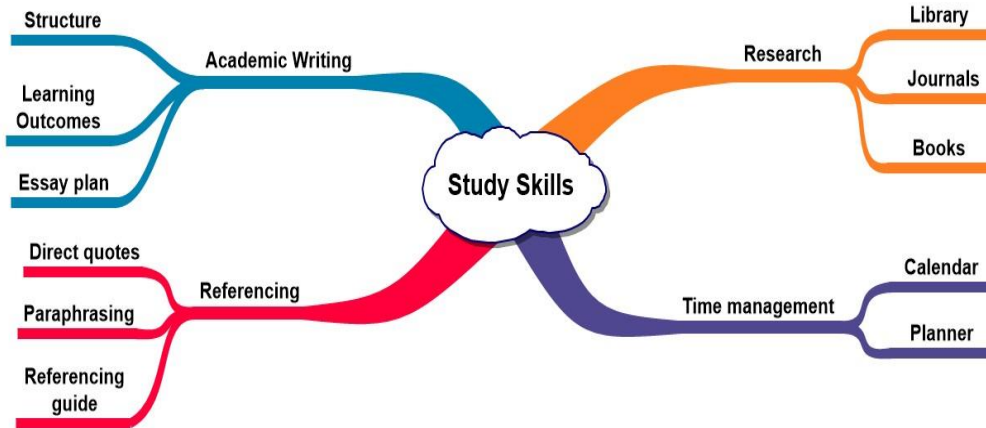

Figure 4: A basic Mind map showing level 2 sub topics

Rapid Fire Tool

The Rapid Fire tool lets you just type and Enter ideas, without the need to click on the + symbols.

The Rapid-fire tool is found at the top left of the screen beneath the menu items:

Figure 5: Rapid-fire tool

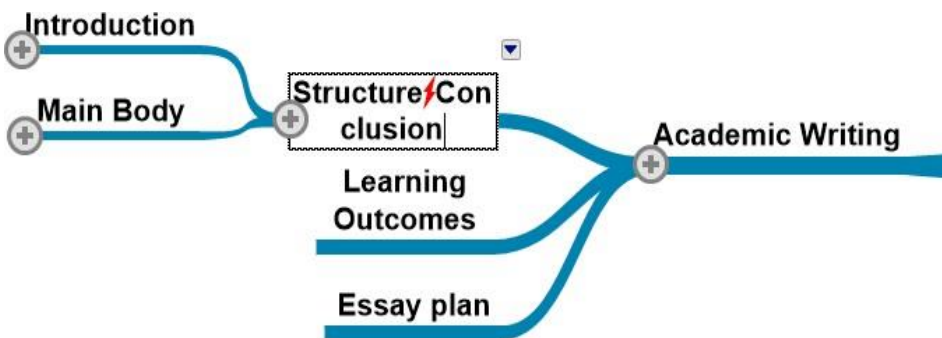The image below shows the rapid fire tool in use to add level 3 sub topics to the *Academic Writing* branch:

Figure 6: Rapid Fire Tool in use

Adding Images

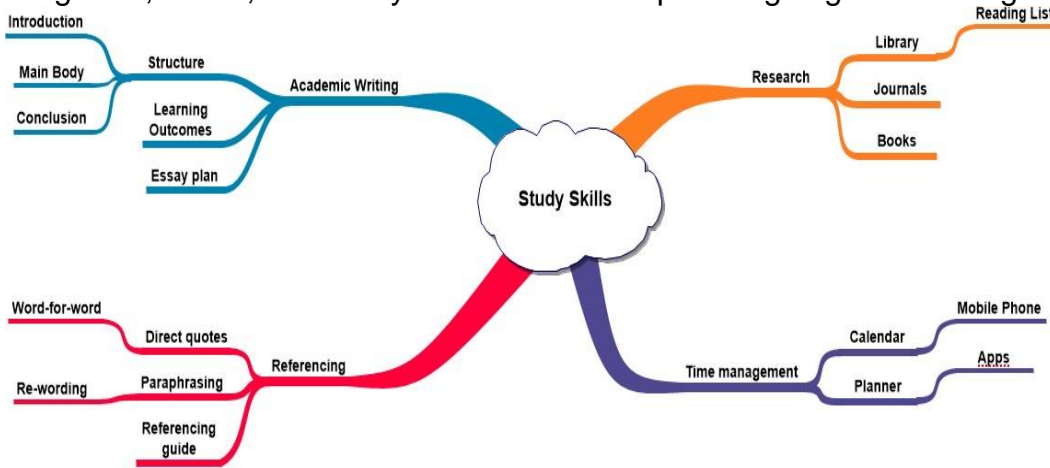Figure 7, below, shows my finished Mind map. I am going to add images to it:

Figure 7: Mind map with all branches added

You can search for images in the *Symbol Library* or add them from your computer.

I want to search the Symbol Library for an image and add it to the *Research* branch.

To do this I complete the following steps:

1. Click on the *Research* branch.

2. In the Symbols palette, search for *"books."*

3. Double-click on the image you want to select.

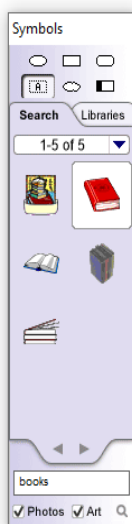4. The image will be added to the *Research* branch.

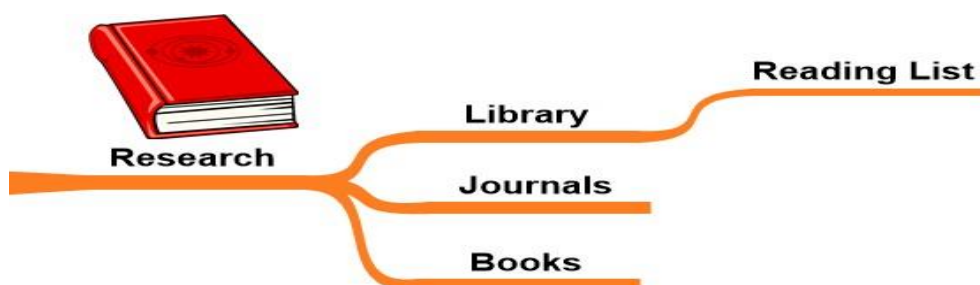*Figure 8: Symbols Palette*

Figure 9: Image added to research branch

Adding an image stored on your PC

To add an image from your computer choose Insert Graphic from the Edit menu.

Alternatively, do the following:

1. Click on a blank area of your screen. You will see a grey cross

2. Now, choose *Insert Graphic* from the Edit menu.

3. Browse to the image on your computer and click ok.

4. Resize and position the image.

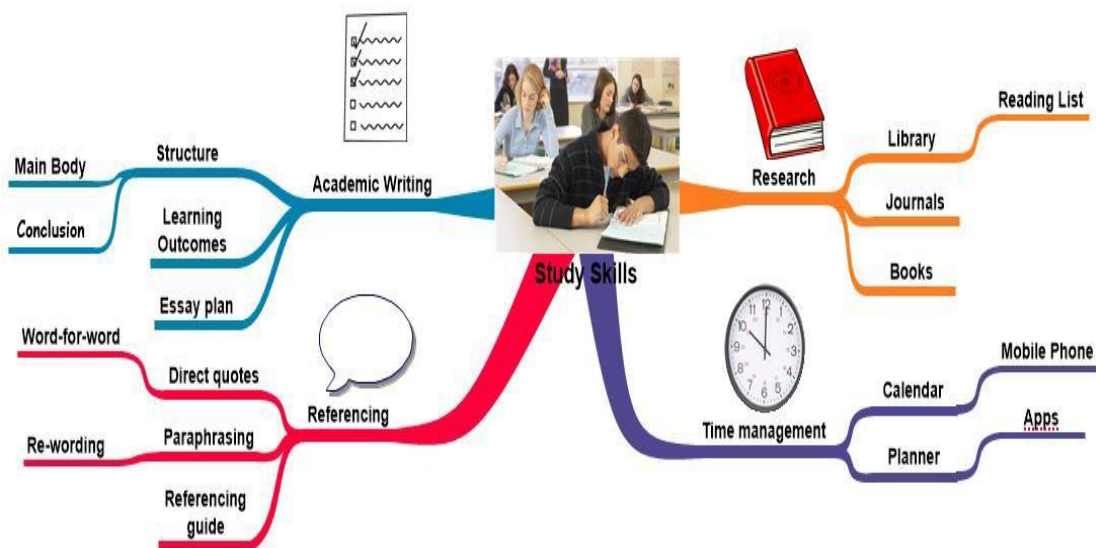The screenshot below shows the map with an image added on each level one branch and on the root:

Figure 10: Mind map with all sub topics and images added

Adding Hyperlinks

You can link to a web page, email, file or other mind map.

The steps below detail how to add a hyperlink to the root of the Mind map:

1. Click on the branch you wish to add a link to. In this case, the root of the map.

2. Now click on the hyperlink logo found at the top-right of the screen: Hyperlink

3. When the hyperlink dialogue box opens, choose *Web page* from the hyperlink options and change the link text to the address of the web page you want to link to.
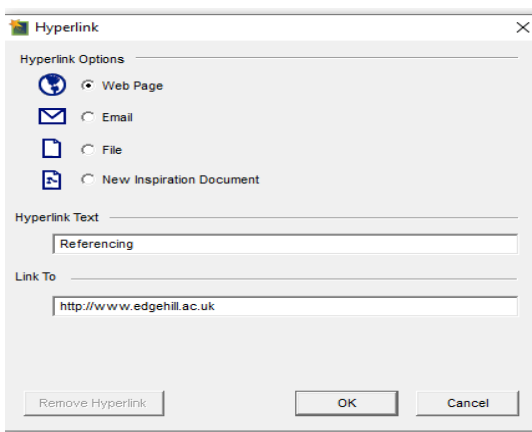

Figure 11: Hyperlink options dialogue box

Adding Notes to the Mind map

I am going to add a note to the *Academic Writing* branch. The steps to do this are detailed below:

1. Click on the branch you want to add a note to, in this case, the *Academic Writing* branch.

2. Click on the *Note* icon found at the top-left side of the screen:
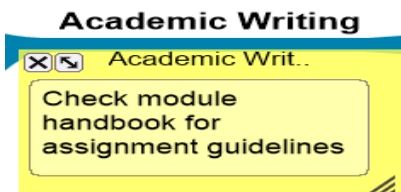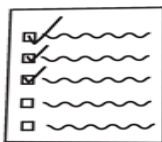

3. Add some text to the note:

Figure 12: Adding a text note

4. Add a note to a few of the remaining branches. This will form the framework for a final piece of written work.

Outline View

When you have added notes to all of your branches you can switch to *Outline View* if you prefer.

Outline view shows the document structure. To view the outline, click on the outline icon at the top-left of the screen:
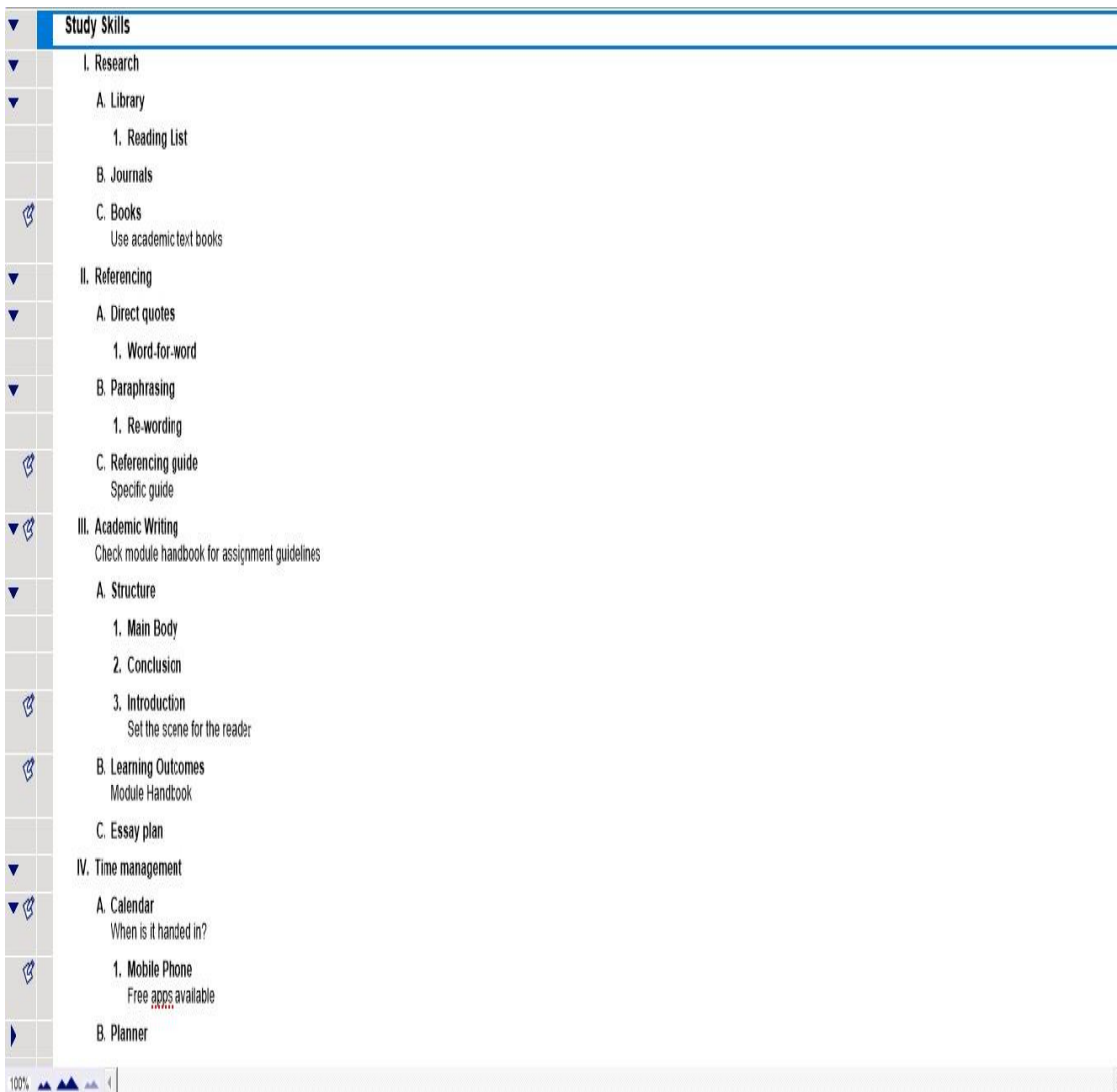

Figure 13: The Outline view

Exporting to Microsoft Word

 The Outline can be exported to Microsoft

Word.To do this click on the *Transfer* icon:

The *Transfer Options* dialogue box will open. From here you can choose what features to add to Microsoft Word:
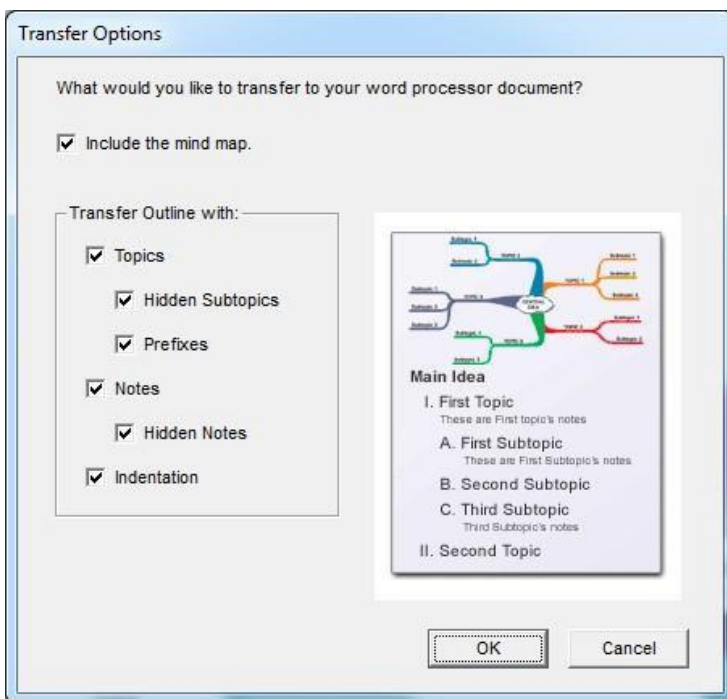

Figure 14: Transfer Options

Select the options you wish to add and then click on the OK button.

Formatting Toolbar

The Toolbar is located at the bottom-left side of the screen:

Figure 15: Inspiration formatting toolbar

The features of the formatting toolbar are explained
below:

Change font and apply text modifications:

Change branch thickness

Set and apply font default

Add shapes, lines and text boxes

Change position of branches by small increments

Move the entire map around the screen

Change the colour and fill colour

Resize the map

Changing Branch colour

You can easily change the colour of a branch following the steps
below:

1. Click on the branch that you want to change.

2. Click on the *Branch Colour* icon on the toolbar:

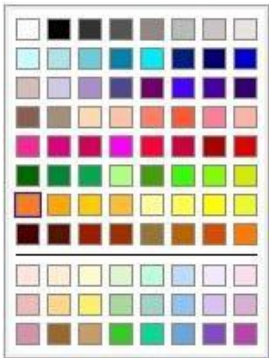3. Choose the new colour from the colour picker:

Figure 16: Colour picker pale.

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