

## Mind View 6 – Exporting Mind Maps to Microsoft Word

Mind maps can help you plan and produce the framework for a piece of written work.

It gives you a visual way to explore your ideas and group related concepts. It's easy to move ideas around on the page, add new ideas and delete ideas. Once you are happy that your mind map has covered all the bases you can begin to add text notes to the branches.

A good starting point is to get a topic sentence and some bullet points for each branch in the map. This will form an excellent framework for the final piece of work.

Working in this way helps you to stay on topic and ensures that the final piece of written work has a logical flow.

The mind map below has some text assigned to each branch:

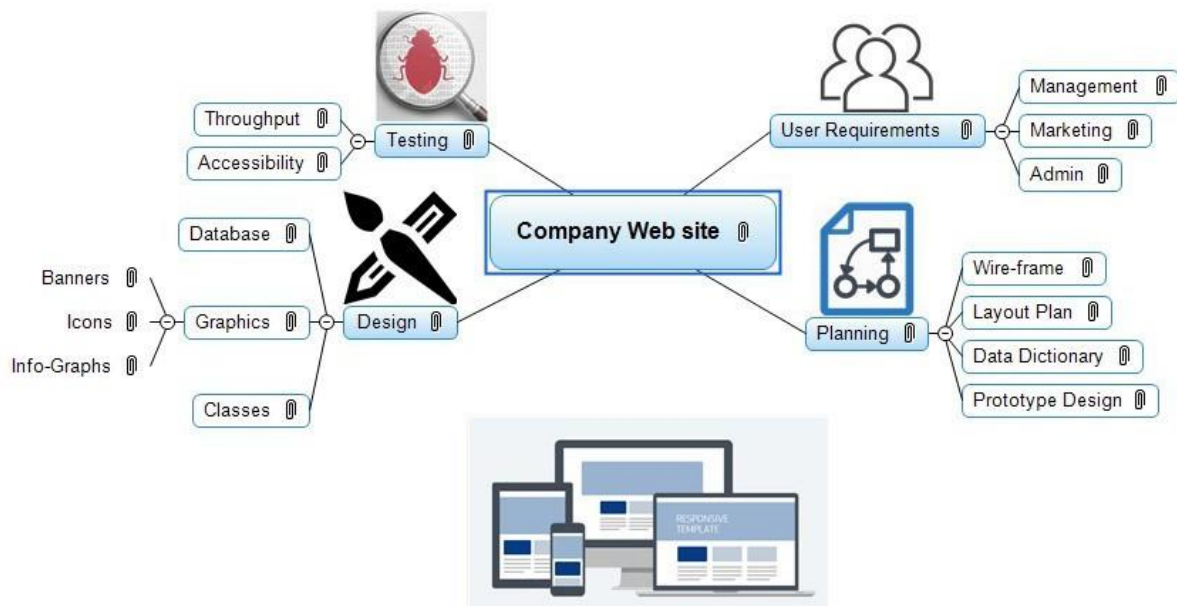


Figure 1: A basic MindView 6 Mind map, with text added to each branch

## Exporting to MS Word

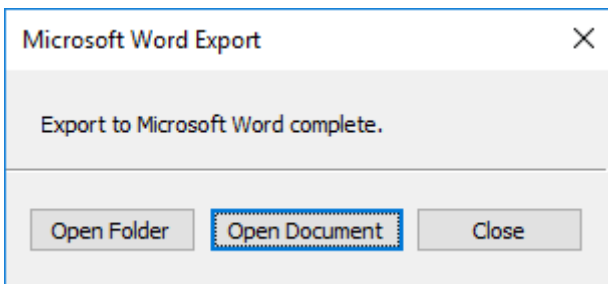
There are two options for exporting to MS Word, Quick Word Export and Advanced Word Export.

The **Quick Export** mode allows you to export your map quickly using the MindView defaults or the last Advanced Export settings you used.

The **Advanced Export** mode allows you to choose a template for your Word document. You can also specify the elements of your map to be exported and how they should be treated.

### Quick Word Export

- Click the **File** tab
- Choose **Export | Microsoft Word | Quick Word Export**
- Specify a folder and a file name for the Word document in the **Save-As** dialog. MindView starts exporting your mind map to Microsoft Word and displays a message informing you that the export has completed:



*Figure 2: Export to Word complete*

## Advanced Word Export

- Click the **File** tab.
- Choose **Export | Microsoft Word | Advanced Word Export**.
- Choose your preferred template from the Advanced Word Export dialogue box:

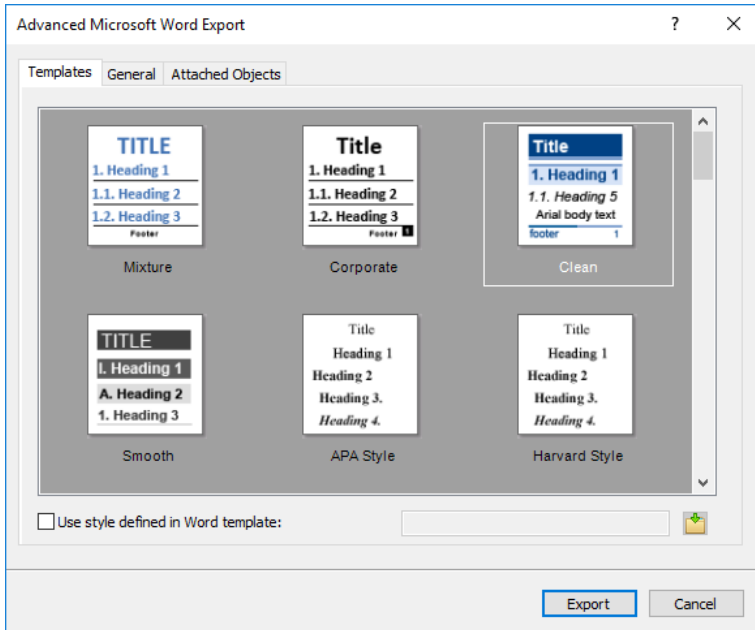


Figure 3: Advanced Export options

- In the **General** tab, choose the required export settings and specify which features of your map you wish to export:

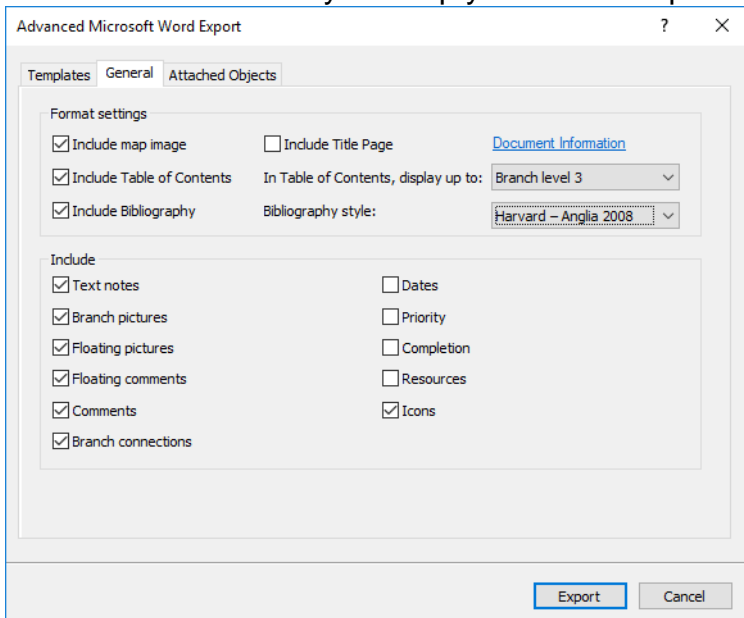


Figure 4: General Export settings

- Choose the required export settings for any attached object, such as hyperlinks and images.
- Once you have finished setting your options, click **Export**
- Specify a folder and a file name for the new Word document in the **Save-As** dialog.

**Note:** You can also access export options from the HOME tab on the ribbon:

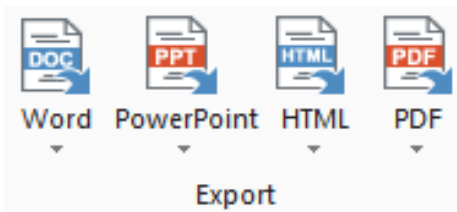


Figure 5: Mindview 6 Export tab

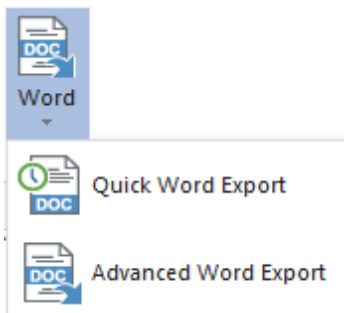


Figure 6: Quick Export options for MS Word