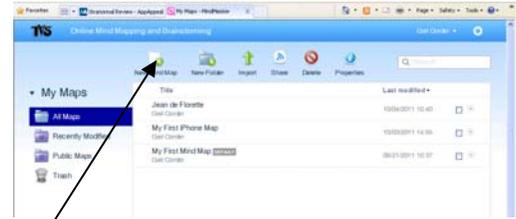


Using MindMeister Collaborative Mind Map Software

MindMeister is concept mapping software that runs over the internet. The two big advantages to this over Inspiration are a) it is available to you anywhere you have internet access and b) multiple users can edit the same map at the same time.

Creating Your Mind Map

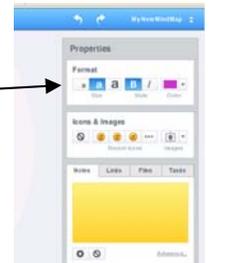
1. Go to www.mindmeister.com. If you have received login credentials from the tech department, log in using these. Otherwise, see a member of the technology department.
2. The start screen shows any maps you have created. **My First Mind Map** is a starter document. You may edit this document to learn your way around the software, or you may start a new map.



3. To start a new map, click **New Mind Map**. Type the main idea or the title for your mind map in the blue box.
4. To add an idea, click the **+** sign and type your text. To "set" the box, click away from it, or hit the **Enter** key. To move an idea, just drag it to the desired location.



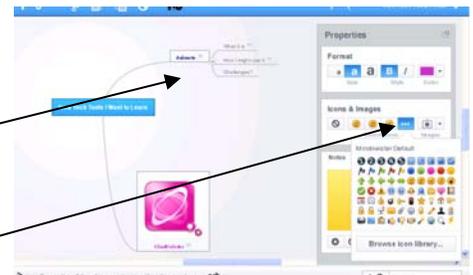
5. Note that you can change font size and color.



6. Practice adding and moving ideas.



7. Notice that if you have clicked on an idea, if you hit the **Enter** key, it will add another idea at the same level. This is a good shortcut for brainstorming.

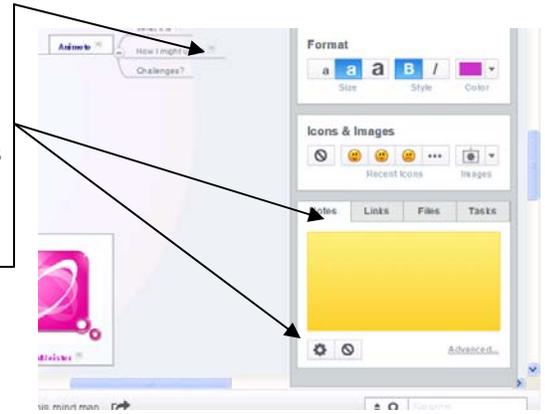


8. You may make your mind map more colorful by adding icons and images. Click the **three dots** to see the icons.

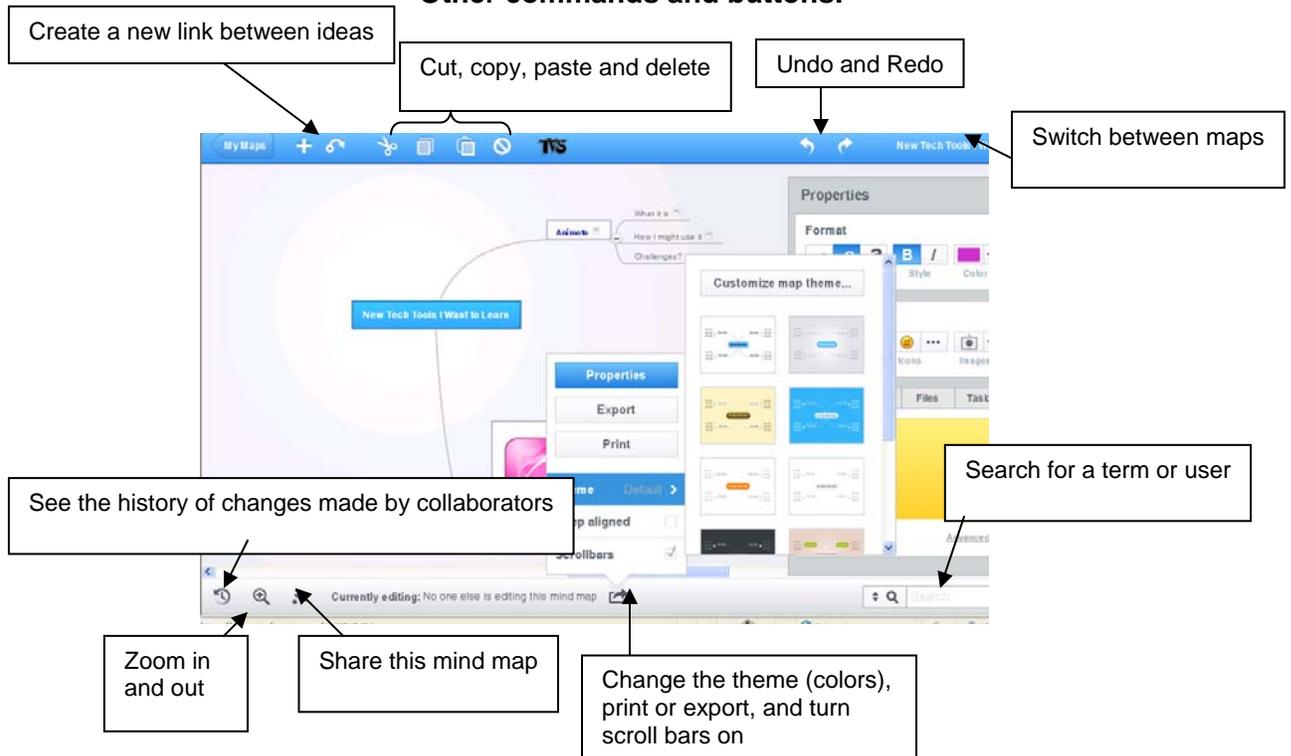
9. For images, you have 4 options.
 - a. You may **upload an image** you have already saved.
 - b. **Use Web image** searches Google images for an image.
 - c. **Browse image library**.
 - d. **WunderImage** – This "smart" button will search the web for an image that fits the text you have entered and insert it.



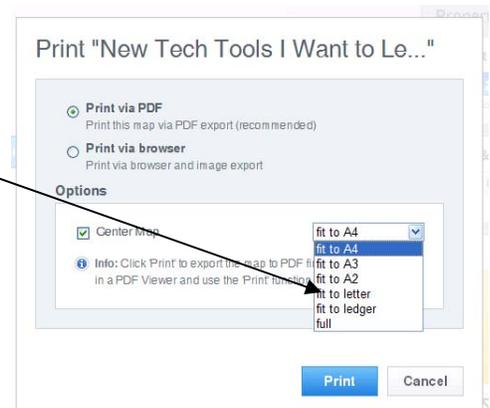
- You may add a **Note**, **Link** or **File** to any idea here. Notice that **Note** and **Link** also have **Wunder** buttons which will search the web for appropriate notes or URLs to match your text.
- When you add a Note, Link or File to an idea, an icon will appear on the idea. Click it to see what has been added.



Other commands and buttons:



- To print your mind map, click **Print** (see buttons above). **Print via PDF** is recommended. Note, however, that the default is set to fit to A4, which is European standard paper size. Change to **Fit to Letter** for 8 ½ X 11 paper.

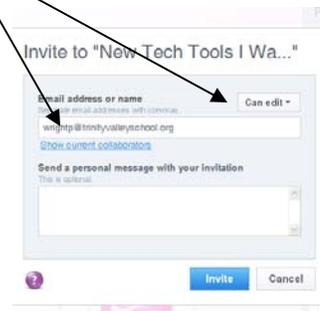


Sharing Your Mind Map

1. Now that you have learned your way around the software, try sharing your map with one or more collaborators. Click the **Share** button and click **Invite People**.
2. Enter the email addresses of the people with whom you wish to collaborate. Separate the email addresses with a comma. Note that you can choose whether these people can edit your map or simply view it. Click **Invite**.



4. Those you invited will receive an email invitation. They simply click the link in the email and log in to MindMeister to join your map as collaborators.



9. Now by clicking the **History** button, you can see who had edited the mind map and what changes they have made. You can also revert the mind map to a previous version if desired.

