

## MindView Advanced Training Guide (PC)



### How can MindView be used as a Study Skill 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 or using the Project Management Features

### Building a mind map in MindView

Whether it is creating a simple mind map for revision, a Word document with an interactive contents page for a dissertation or a timeline for an action plan, MindView offers a quick and easy solution for all students.

### Building mind map and inserting content

Mind maps can be quickly built by adding branches using Enter for Main branches and Insert for sub-branches. Content can be added in the form of text notes, attachments, hyperlinks and images.

### Exporting the mind map

MindView exports to a wide variety of external formats including Microsoft Word, PowerPoint, Outlook, Excel, Project as well as HTML and PDF. Clicking on Advanced

export gives maximum control and allows students to control how they want their exported document to appear.

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## Timelines

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The timeline view in MindView allows students to create visual action plans or historic timelines. If students wish to make a straightforward timeline they must ensure that they go to the task timeline tab on the right and change the document type to timeline.

## 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 as more than just a planning tool. MindView is used effectively as a study strategy tool for a wide range of difficulties faced by all students.

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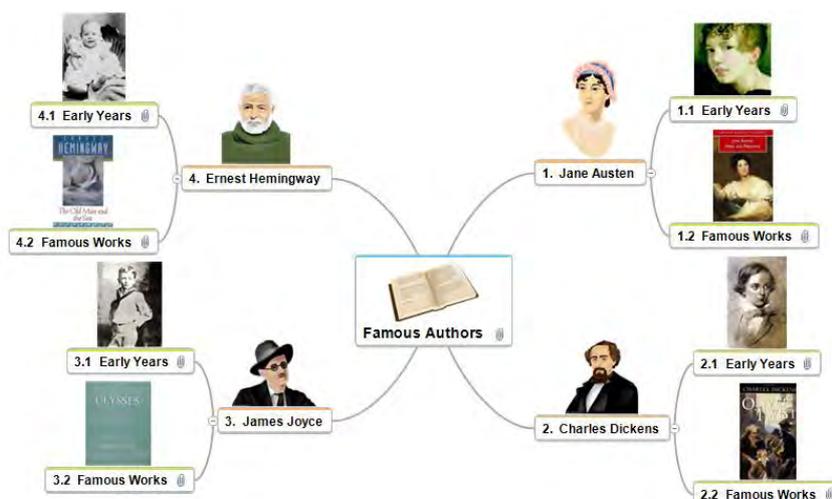
## Planning Work – Assignments, Dissertations and Presentations

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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.



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## Organisation – Lecture Notes, Revision and Research

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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.



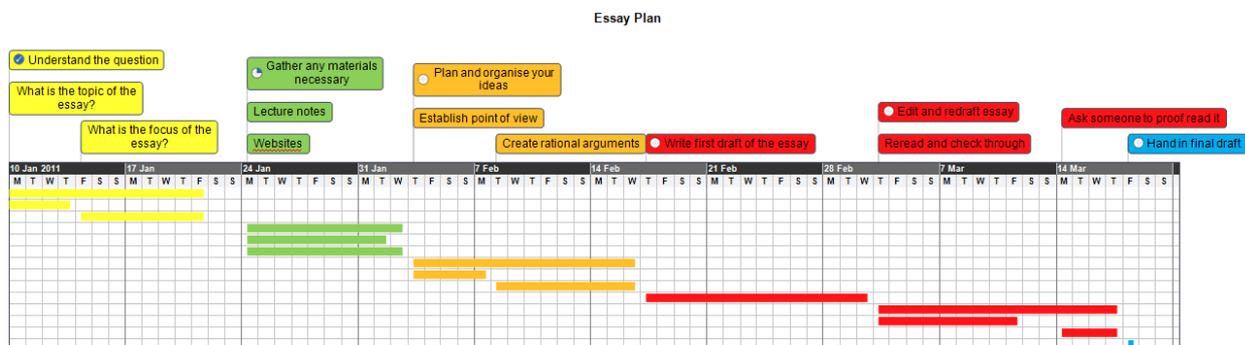
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## Time Management

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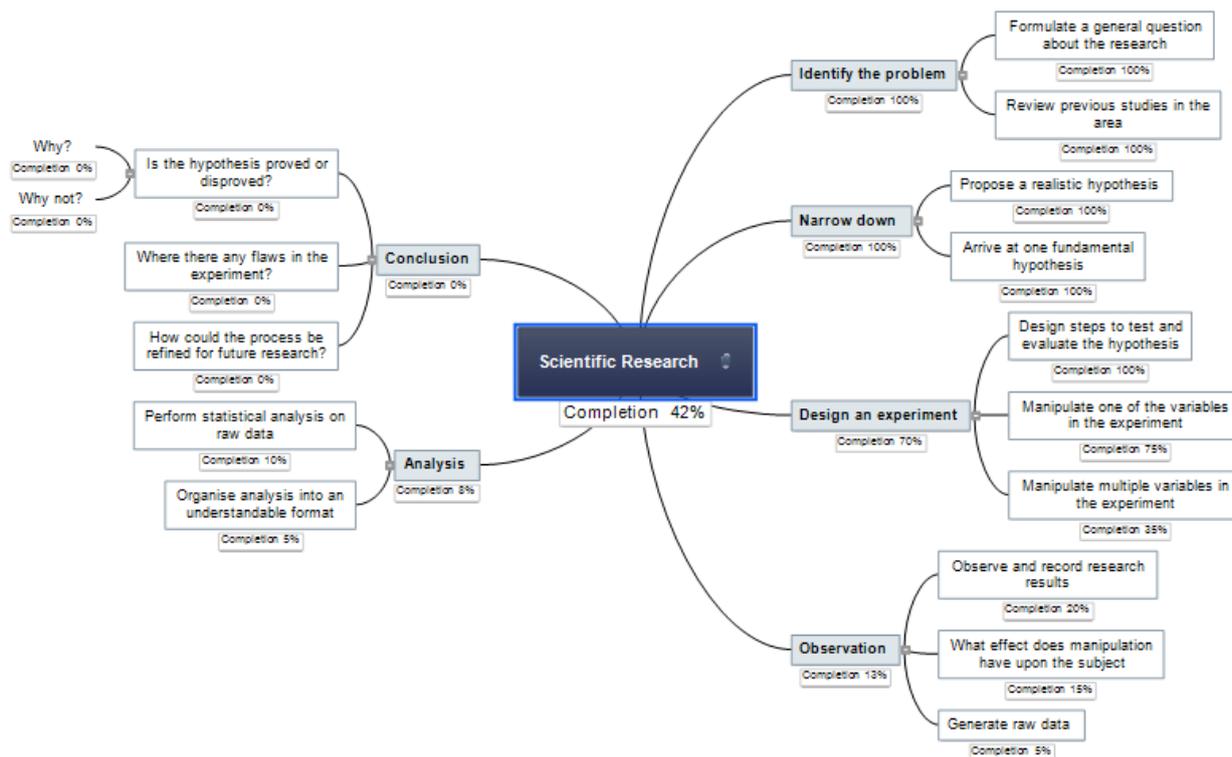
The unique Timeline view in MindView offers students with time management difficulties the ability to break up a project into chunks, thus making it seem more manageable. Whether it be planning a dissertation or essay, putting together a revision plan or getting an overview of the whole Semester, the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

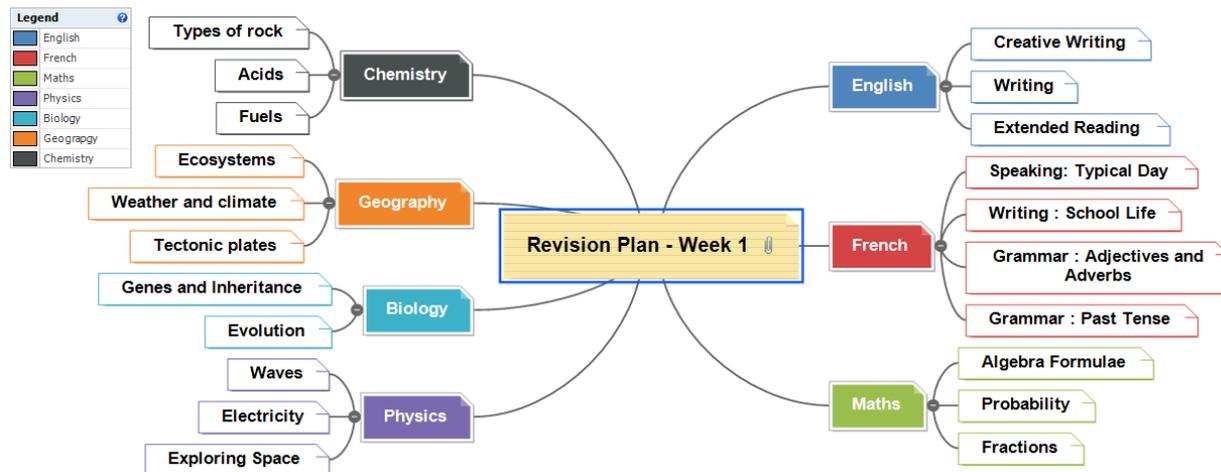
The study skills template, *Research Completion* shows how Scientific Research can be broken up in a mind map and the percentage completion can be changed using the task/timeline tab on the right hand side. This also breaks up complicated projects into smaller sub-projects using branches and sub-branches.



## 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.

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



## Restructuring and Reviewing the mind map

MindView allows students to review their work directly in the mind map without the need to use other programmes for structuring, text to speech or word counts.

## 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.

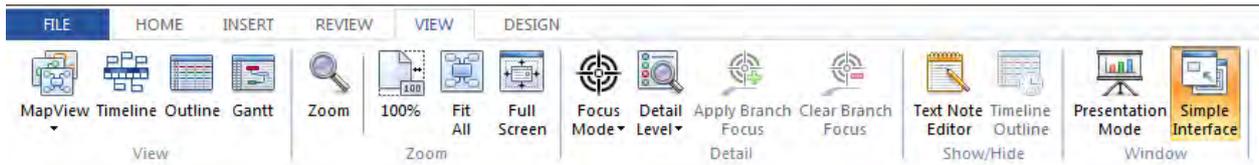
## Narration Function and Document Statistics

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.

## Simple interface

The Academic version of MindView now opens up with the Simple interface as standard. To access the full range of features available in MindView go to the View tab and click on the Simple Interface button.



## Bibliography

MindView integrates with an online bibliographic tool called WorldCat. WorldCat has over 1.6 billion sources and students are able to search on ISBN number, Author and Title.

### Managing Sources

When the text note editor is open clicking on Citation brings up a drop down menu. Click on Manage Sources and assuming students are online they are able to search WorldCat for sources including books, films and journals. WorldCat generates all the information for referencing including Year of publishing, Publisher, City of Publishing etc.



If a student is not online or the source is not in WorldCat then they are also able to manually add all the information too.

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## Adding a citation

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When a student requires a citation they click on the Citation button and then Insert Citation. From here they are able to choose the source the citation is from and add in a page number if required. This citation will appear in the desired referencing style in the Microsoft Word document.

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## Creating a Bibliography in Microsoft Word

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When exporting to Microsoft Word ensure that students choose Advanced Word Export. Choose one of the Referencing templates (Harvard, APA, MLA) and then under the General tab select Include Bibliography and it will appear at the end of the document in the required style.

### References

Austen, J., 1933. *The complete novels of Jane Austen..* New York: Modern Library.

Austen, J. & Austen, J., 1971. *Northanger Abbey*; London,: Oxford University Press.

Dickens, C., 1941. *Oliver Twist*, New York,: Dodd, Mead & Co.

Dickens, C., 1994. *A tale of two cities*. Charlottesville, Va.: University of Virginia Library.

Dickens, C., Browne, H. K. & Finden, E. F., 1839. *The life and adventures of Nicholas Nickleby..* London,: Chapman and Hall.

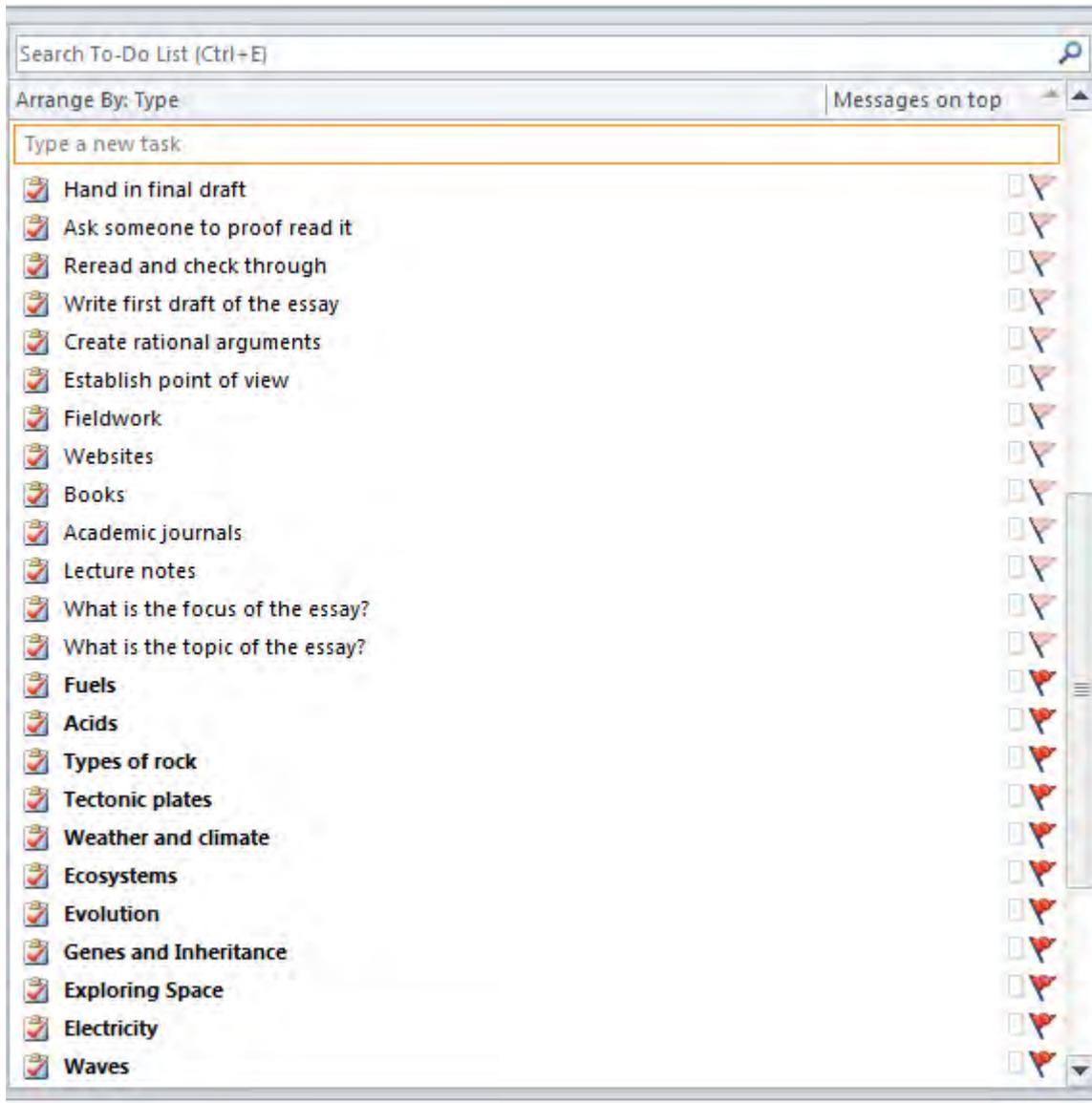
Hemingway, E., 1968. *For whom the bell tolls..* Ed. ed. New York, NY: Charles Scribner's Sons.

Joyce, J., 1926. *Dubliners*,. New York,: Modern library.

Joyce, J., 1946. *Ulysses..* New York,: Random House.

## Integration with Microsoft Outlook

Dates from a timeline or Gantt chart can be exported to Outlook. These dates will appear in the task list in Outlook and these can be dragged into the Outlook calendar if required.



## Gantt Chart

MindView allows students to build Project Management Gantt charts. A Gantt Chart is a visual chart which illustrates a project schedule. Gantt charts include the start and finish dates of task and summary elements of a project.

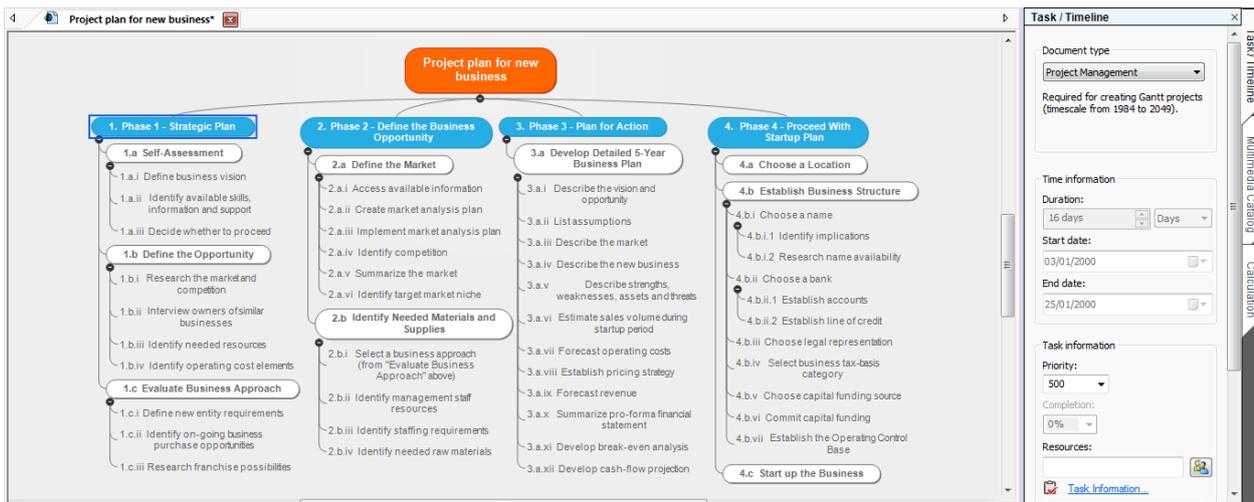
Students can start planning their projects as a mind map and can then restructure the order in one of the different map views – the top down view is very popular.

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## Project Management

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Before switching to the Gantt view, go to the Task/Timeline Tab on the right hand side and ensure the document type is Project Management. This panel also shows the different time and task information that can be included within the Gantt Chart.



## Time and task Information

Students are able to add in the duration of tasks and also specific start dates (if required). They can add task priorities, percentage completion and resources. Resources are members of the team and these can include email addresses. When exporting to Outlook these tasks will be allocated to the different team members.

## Linking tasks together - Dependencies

Once in the Gantt view tasks can be linked together by dragging out a dependency. Click and hold on the first task you wish to link and drag a line to the second task to which it is linking. The standard dependency is "As soon as possible" meaning as soon as one task is finished the next one can start. Students can also choose to have tasks running simultaneously or starting/ending on specific dates.

## Project Management reports

Students can view their Gantt charts in a different view by using the Project Reports. Students are able to get graphical overviews of their projects, view different task statuses and resource allocations.

Task Status			
ID	Summary Tasks	Sub-Tasks	■ Unstarted ■ In Progress ■ Completed
Organizing an Event		48	
2	1 Planning	8	8
11	2 Arrange venue	3	2 1
16	3 Invitations	9	4 4 1
28	4 Travel and accommodation	3	3
32	5 Support materials	4	4
37	6 Facilities	12	12
52	7 Final run-up	9	9
Total Tasks		48	32 6 10

Summary Tasks			
ID	Summary Tasks	Sub-Tasks	Completion Status and Number of Workings Days Needed
Organizing an Event		48	
2	1 Planning	8	9 100%
11	2 Arrange venue	3	9 72%
16	3 Invitations	9	32 17%
28	4 Travel and accommodation	3	8 0%
32	5 Support materials	4	16 0%
37	6 Facilities	12	8 0%
52	7 Final run-up	9	7 0%
Total Tasks		48	

## Applying a filter to the mind map

With larger mind maps students may wish to filter branches. The Filter can be found in the view tab. To add a filter click on Filter and then go to new. Filters can be added on resource, icons, start date and end dates etc.

## Adding Calculations to the Mind Map

Calculations can be added to the mind map to make a “Visual Spreadsheet”. Opening up the Calculation tab on the right hand side allows students to add in names and values and do a number of different calculations on the mind map. These can then be exported to Microsoft Excel.

The screenshot shows a mind map titled "Sales of Units" with a central node and several branches representing different regions. Each branch contains a box with specific data points. To the right, a "Calculation" panel is open, displaying a table of values for the selected branch (UK).

Name	Value
Units sold	7,252
Cost/unit	\$2.00
Selling price/unit	3.11
Exch rate (\$)	1.400
Profit	\$17,071

Quick Data		Units sold
Sum:	7,252	
Avg:	7,252	
Min:	7,252	
Max:	7,252	
Count:	1	

