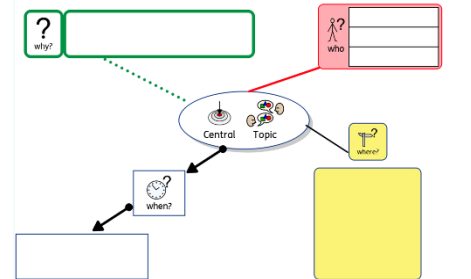




Creating Mind Maps

Mind maps are a very useful, visual way to plan and brainstorm ideas. They can be used by individual children to plan their work, or with a group or whole class on the board. This guide will help you to discover the many options available to create mind maps in InPrint. Once you have mastered this layout, you will be able to create a range of different ones for yourself.



✓ After making this resource you will be able to...

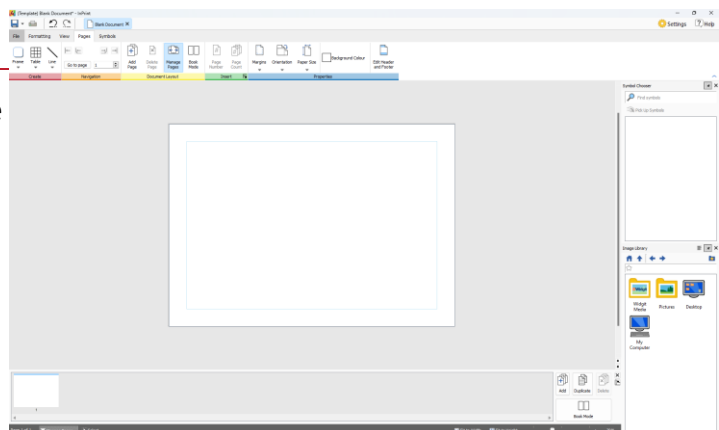
- Create a mind map
- Change the appearance of parts of a mind map in different ways
- Save a template



This activity will take you approximately **30 minutes** to complete.

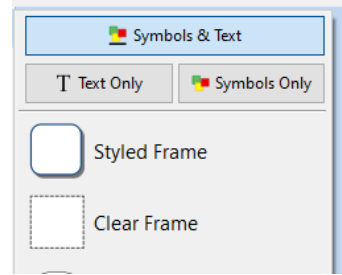
Set Up the Document

1. Create a new blank document.
2. Click on the **Pages** tab and change the **Orientation** to landscape.



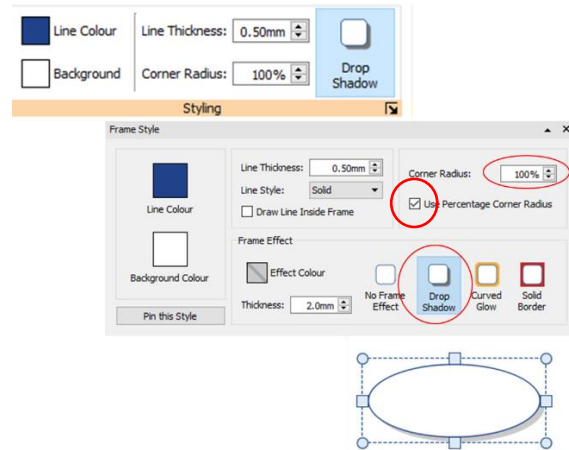
Make and Style the Central Area

- Use the **Create Toolbar** to create a **Styled Frame, Symbols and Text** for the centre of the mind map. Click to place in the centre of the page.



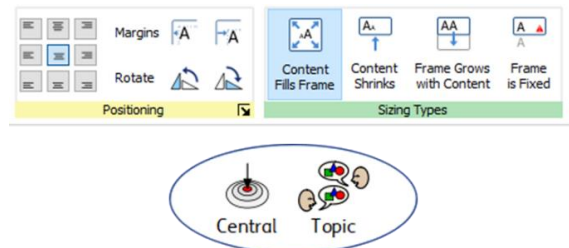
- Click on the **Frame** tab. Then click on the **Styling** Arrow to see more options for styling.

Tick the **Use Percentage Corner Radius** and change the **Corner Radius** to 100% (to create an oval) and click to add a **Drop Shadow**.



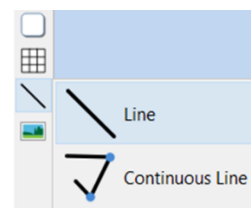
- Click in the centre of the oval to add text.

Use **Positioning** and **Sizing** (in the **Frame** tab) to ensure the text is central, readable and fits the frame.



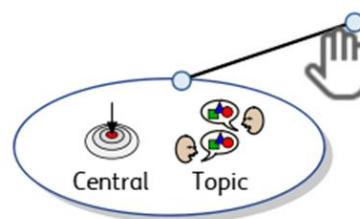
Make and Style the First Branch

- In the **Create Toolbar** click on the **Line** button.

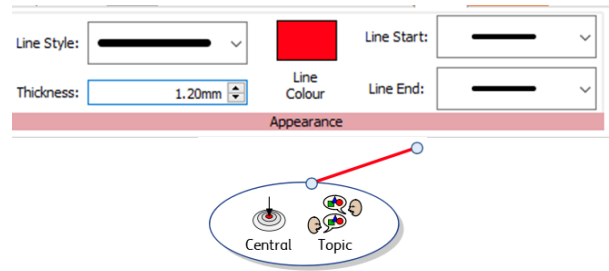


- Click on the page on the edge of the oval to begin drawing, then again further out to stop.

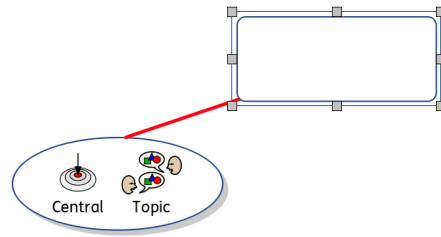
After the second click the cursor will turn into a hand, which allows you to adjust the length and position of your line. Hover over the end of the line to return the cursor to a hand if required.



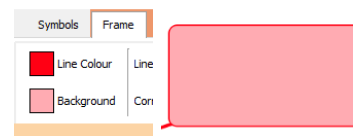
8. Whilst the line is still selected, use the **Line** tab in the **Appearance** group to change the **Line Colour** and **Thickness**.



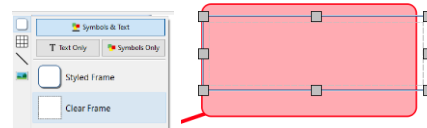
9. In the **Create Toolbar** click on the **Frame** button and select **Styled Frame**. Click to position at the end of the coloured (red) line.



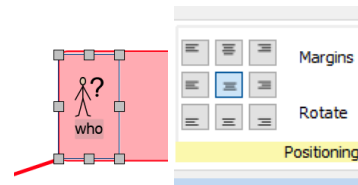
10. Click on the blue border and the **Frame** tab to change the **Line Colour** and **Background** of this cell.



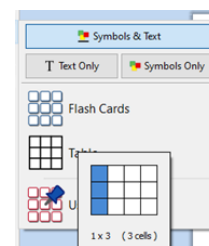
11. In the **Create Toolbar** click on the **Frame** button and select **Clear Frame**. Click to position inside the previous frame.



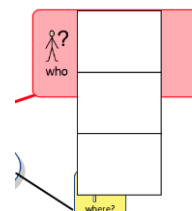
12. Click inside this second frame to type. Use the **drag handles** to resize as needed and in the **Frame** tab alter the **Positioning** so text and symbol are in the centre of the frame.



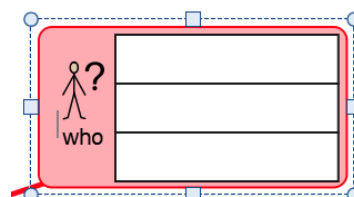
13. In the **Create Toolbar** click on the **Table** button and drag to select a 1 x 3 table.



14. Place over the original cell.

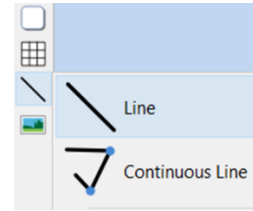


15. Use the **drag handles** to resize to fit.



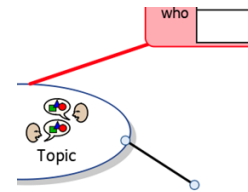
Make and Style the Second Branch

16. In the **Create Toolbar** click on the **Line** button.

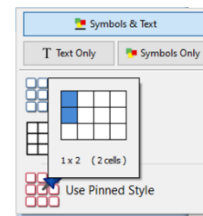


17. Click on the page on the edge of the oval to begin drawing, then again further out to stop.

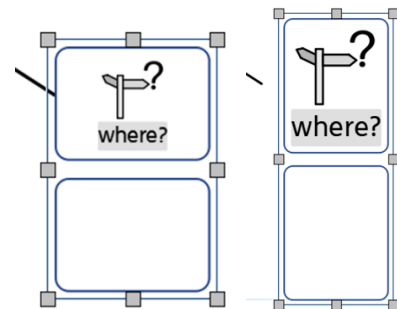
After the second click the cursor will turn into a hand which allows you to adjust the length and position of your line.



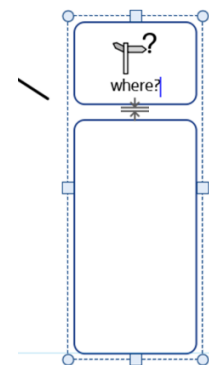
18. In the **Create Toolbar** click on the **Flashcards** button and select 1 x 2 flashcards.



19. Click to place on the page and type into the top cell. Use the drag handles to elongate the flashcards.

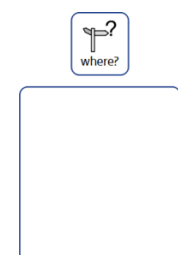
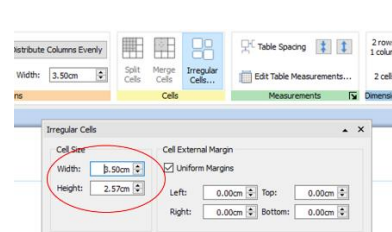


20. Drag between the two cards to reduce the height of the top cell and increase the height of the bottom cell. You have now created 2 **Irregular Cells**.

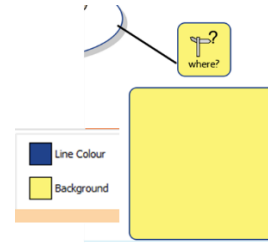


21. Click on the **Table** tab and then on the **Irregular Cells** button. This will give you a **menu** from which you can change the size of each cell separately by clicking in each one.

Alter the **Width** and **Height** of the cells to create one small and one large cell.

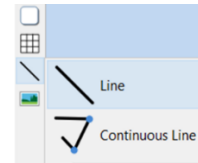


22. Click on the **Cells** tab and change the **Background** colour.

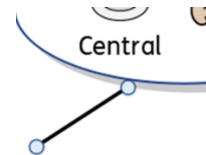


Make and Style the Third Branch

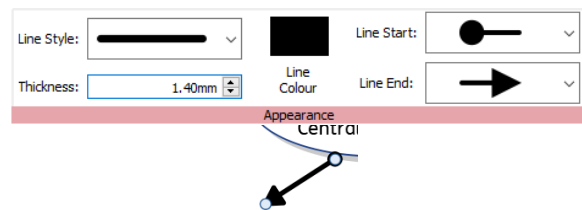
23. In the **Create Toolbar** click on the **Line** button.



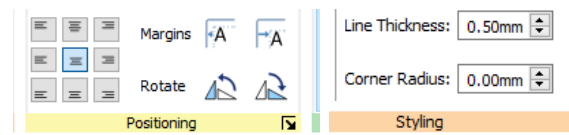
24. Click on the page on the edge of the oval to begin drawing, then again further out to stop.



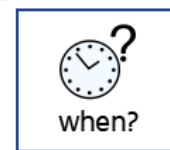
25. Select the **Line** tab and use the **Appearance** group to change the line **Thickness, Line Start** and **Line End**.



26. In the **Create Toolbar** click on the **Frame** button and select **Styled Frame**. Click on the page to place the frame at the end of the arrow.



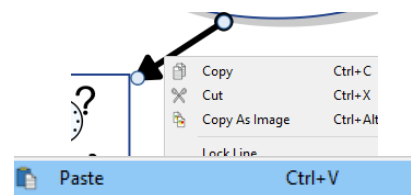
27. Add text to the box and use the **Frame** tab to:
- Position** the text in the centre of the frame
 - Change the **Corner Radius** to 0.00 (right angles)



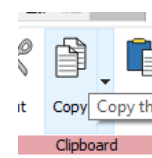
Adjust the size of the frame as needed.

28. **Right-click** on the arrow and select **Copy**.

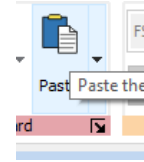
Right-click on the page and select **Paste**. Move as needed.



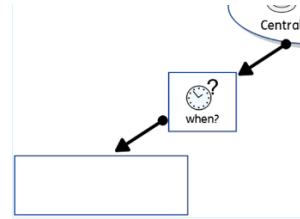
29. For an alternative method of copy and paste, **click** on the squared box to select and then click on **Copy** on the **Clipboard** group in the **Edit** tab.



Click **Paste** to paste to your pointer then click in position on the page.

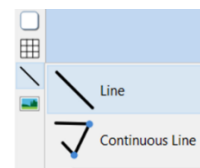


30. Delete the text and drag the frame to **resize** as needed.

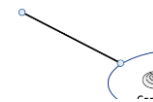


Make and Style the Fourth Branch

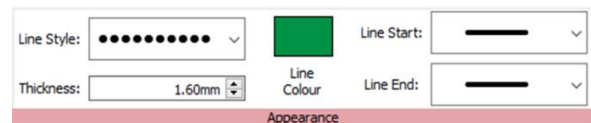
31. In the **Create Toolbar** click on the **Line** button.



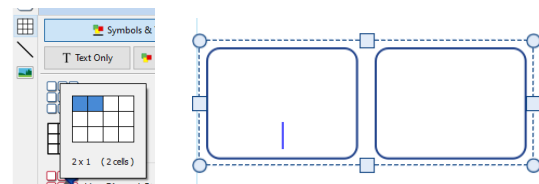
32. Click on the page on the edge of the oval to begin drawing, then again further out to stop.



33. Select the **Line** tab and use the **Appearance** group to change the **Line Style**, **Thickness** and **Line Colour**.



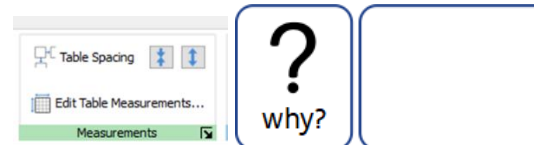
34. In the **Create Toolbar** click on the **Flashcards** button and select 2 x 1 flashcards. Click on the page to place it.



35. Type in the left-hand cell. **Drag** between the two cells to change the size of the cells.



36. In the **Table Layout** tab, in the **Measurements** group, use the **Table Spacing** button to decrease the gap between the two cells.



37. In the **Cells** tab use the **Styling** group to change the **Line Colour** and **Line Thickness**.



Saving and Using Your Mind-Maps

With InPrint 4 you have the option to save your documents as templates. If you find yourself creating resources with the same layout over and over again and there is not an existing template suitable to use, you can make your own.

Simply create the resource with the layout you require then go to the **File** tab and select **Save As** → **Save Template As**.

The default path for saving InPrint 4 templates is:

C:\Users\Public\Documents\Widgit InPrint 4\InPrint\Templates

You can also create your own Templates folder to save in at this stage.

Once your template is saved, you can open it from the **Templates** section in the **File** tab.

Using these techniques, you will be able to make and save your own mind-maps. We would recommend that you choose a single way to present your mind-map. This example is to give you a range of options.