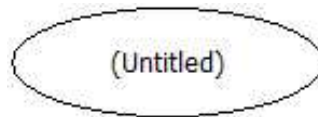


How to Make a VisiMap A Guide for the Absolute Beginner

Open the program and click on the new file icon or on **New** on the **File** menu. You will see an ellipse in the centre labelled **untitled**. This is known as the map centre. Later you can add a graphic element to it or change its shape.



Name the Map

Double click on the centre ellipse and you will see a rectangular edit box appear. Type in your main subject title here and you will see what you have just written inside the map centre shape. The size of the shape will adjust to accommodate what you have written.



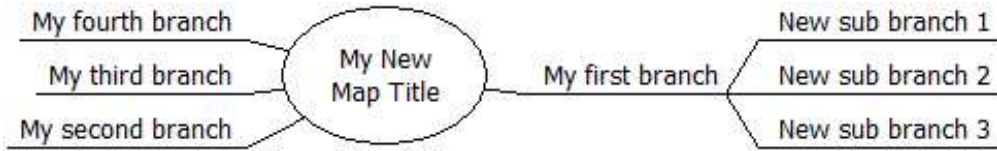
Create Branches

You now notice a rectangle around the oval shape indicating that this is your point of departure. Just start typing the first subheading of your topic and see that you have immediately created a new branch. Do this again as many times as you like. What you are doing is creating a number of first level topics (primary branches) and as long as you keep the map centre highlighted you can add branches indefinitely just by typing and entering. What you have here now is a graphic outline, something like the chapters of a book, the main topics.



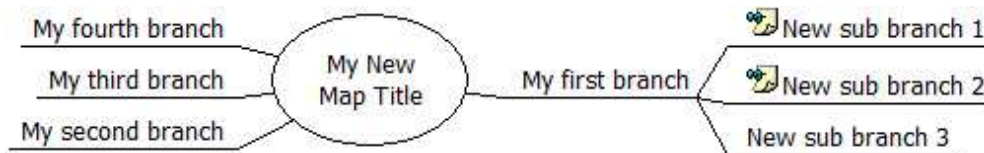
Create Sub-branches

Go to the first branch in the top right hand corner of the map and click on it. Note that the branch is now highlighted with the rectangular box, rather than the map centre. Start typing a sub heading and press enter. Continue the process and note that you now have a series of sub-headings under the first branch. You'll notice that the map has reconfigured the graphic to accommodate the new addition.



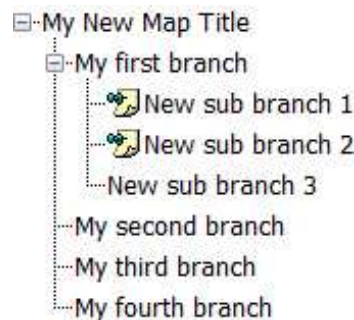
Add Text

So far you are looking at a map outline and you can continue it, but that is just the starting point. You may want to add some notes or extended text under one of the topics. Go to *New sub branch 1* and click on it. Note again that the rectangular box indicates your exact position. Below the ruler at the bottom of the screen is a blank space where you can start typing text. Try typing something. Now move to *New sub branch 2* and do the same thing. You will see a small note icon pinned to the two branches to let you know that there are branch notes attached.



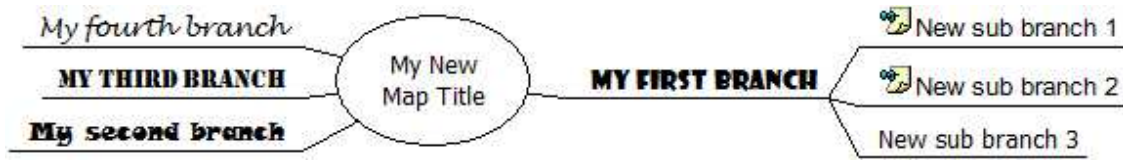
Convert the Map to an Outline

You can continue this process until you have an extensive map structure with textual notes attached. Let's suppose you now would prefer to look at the whole thing as a text outline. Go to **view** at the top of the main menu and choose **Text Outline Map**. You can observe that you could also use the icon with the same symbol in the menu below it. If you have to communicate with people who don't like anything graphic, this is a quick way show them the outline.



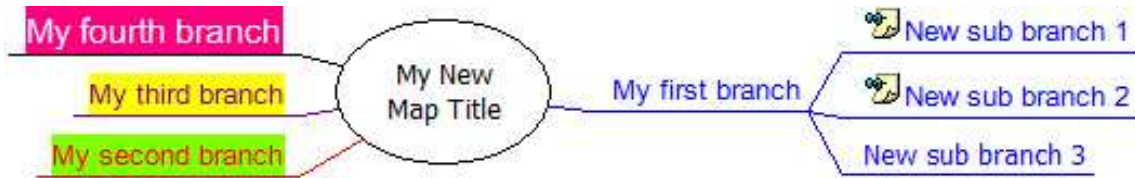
Change the Look of the Map

If you don't like the type face or font size, you can change it in the same way you would any Office program from the menu. The various levels of the map have pre-set styles but you can create your own style. The following illustration shows what is possible—but not advisable!



Add Colour

Colour creates attention. A map with coloured branches is more pleasing to look at. The colour also helps to distinguish different sets of information visually. Try clicking on one of the branches at the first level to highlight it and then click on one of the colours in the colour palette positioned at the bottom. If you click on the primary mouse button (that's the left hand button unless you have configured it the other way) you will produce a different branch colour. If you click on the right most button, you will add colour to the background. When you start a branch with one colour, the child branches will follow the same pattern.



Enhance with Images

If you want to increase interest by adding a picture, any branch will accept just about any digital form of visual. You can start by changing the map centre itself. Right click on the centre to bring up the list of map properties. You can see a number of elements to model. When you reach the option, branch shape, you have a selection in a drop down menu. Choose *rounded box*, colour the box itself and insert a fill colour. You can further enhance the map by the addition of a photograph saved anywhere on your hard drive or copied from the Internet. You can add a picture by going to the icon on the menu with the small "A" superimposed next to the placement menu on the right. By selecting among the options and opening a picture, it will transfer on to the map. You can alter its placement by right clicking on the image and also scale the size to an appropriate image.



Add Links to other Sources

You may want to link a branch to one or more sources of materials in another software program. Click on the branch that you want to host the link and right click to bring up a menu with the appropriate options. Now you will be able to access the file from the branch. You could have opened and pasted a link to any form of document or website which will immediately open when you click on it. This is an extremely useful option to keep a record of research materials that you want to access later.



Reorder the Branches

When you create branches based on thoughts as they come to you, you may realize that the topics are in the wrong order. You can change that by going to the **Branch** column on the menu and hit Re-order. The Branches can then easily be moved up and down to create an order that you like.



Export the Map

Finally you may wish to have VisiMap transfer your map to another location. Before you do so, you must save the map. VisiMap will automatically give it the name of the centre but you can choose any name you like. Next click on the **Quick Export** button on your menu. You will see a number of options, though these will depend on the programs that are installed on your computer. For example, the images in this document were created in a .jpg format by pressing **GO** and them simply copied and pasted into the document itself. You will also see familiar icons on the toolbar and by pressing one of them, you will get your existing document to convert to that format. The following example shows what happens when you turn the graphic into an MS Word file.

Dynamic Thinking

Here's how it looks: First it automatically creates an index (which you can just delete if you don't require it). Next it includes the original map, - and you may want to delete that too. Next it creates the copy itself in a format that you can now flesh out. The colour of the graphic has transferred as well, but if you were merely writing, there is a good chance that you were working in black and white in the first place. But it is not hard to go to the menu and highlight all the copy to transform to a single colour.

My third branch

See also:

 www.dynamicthinking.com/visimap.htm

My first branch

New sub branch 1

some notes here

New sub branch 2

some notes here as well

New sub branch 3

See also:

 [Expenses 2009.xls](#)

My second branch

See also:

 [Mind Mapping Course Outline.ppt](#)

You notice that this time the notes have also transferred under the appropriate headings. One consultant produced an 80 page government report using this method.

You can also transfer graphic maps to MS Powerpoint and MS Outlook and they become presentations and tasks respectively. These are just a few brief notes to get you started. To use the program to full advantage explore the toolbars and the **Help Section** thoroughly. You will be pleased at the savings of time and effort when you can simply record your thoughts as they come to you and deal with other ways of formatting and presenting them later.