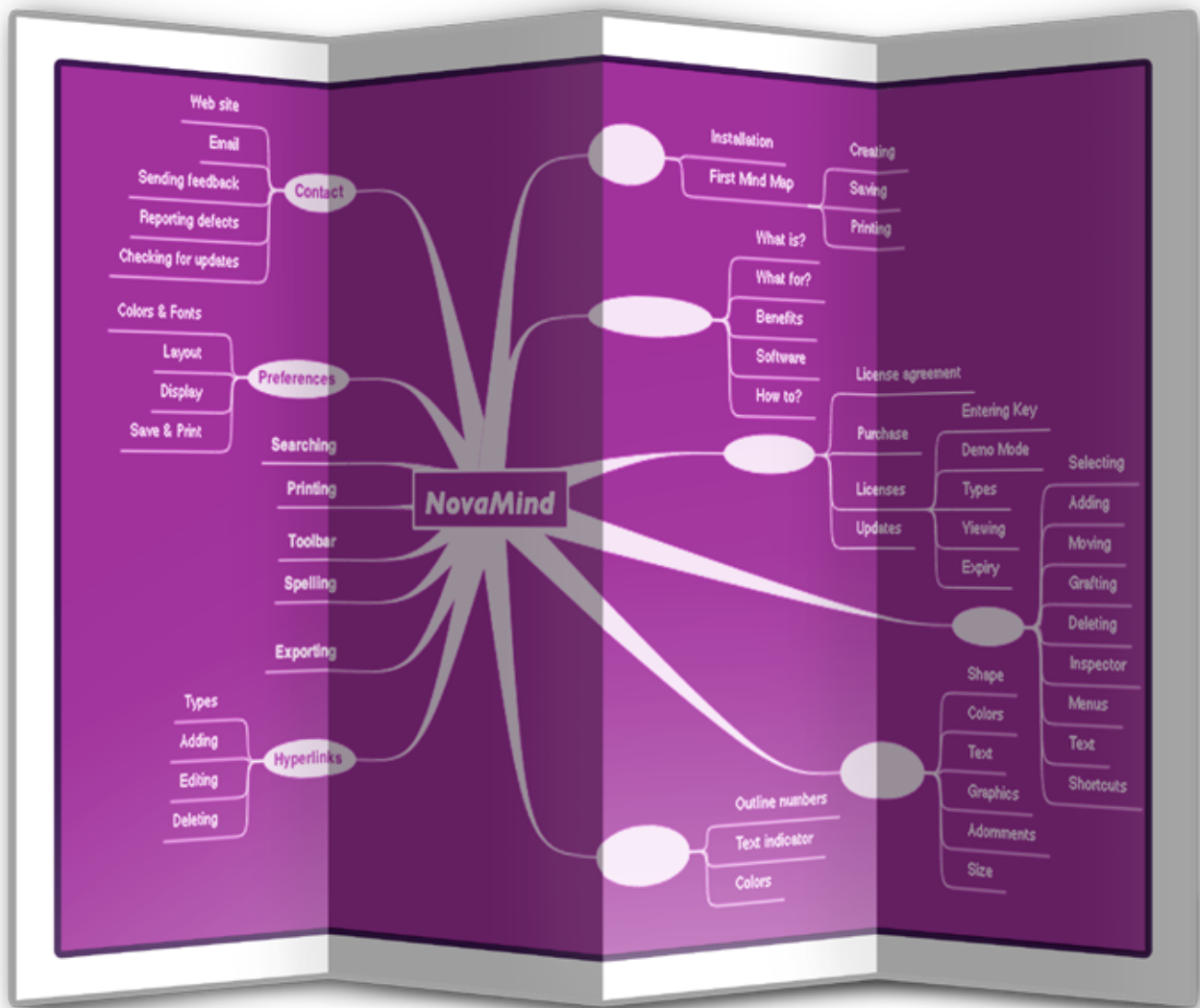


# NovaMind Tutorials

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# NovaMind

Your Mind Mapping creativity enhancing tool

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*by NovaMind Software*

*Produce unique, information rich, vivid solutions for enhanced creative thinking and compelling presentations.*

*Smooth curves and colorful pictures create powerful images for your brain to remember. Branches can be contoured to your liking for a Mind Map that will reflect your own distinct style. Our unique Branch Proposal System suggests new directions for your thoughts, generating additional ideas and prompting exploration of more options.*

*The information stored in your mind map is compact and meaningful, allowing you to see the important issues, organize your thoughts, and solve problems quickly and effortlessly. The solutions are new and effective, and can easily be presented to others using graphical or text representations. NovaMind makes Mind Mapping intuitive and fun.*

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# 1 Introduction



Welcome to the NovaMind tutorials. These tutorials are available in the following forms:

- within NovaMind, from the Help menu,
- as web pages from our web site under the Support / Tutorials menu item,
- as a PDF that can either be viewed as a single document or printed from the Support / Tutorials section of our web site .

We are always looking for ways to improve the quality of our documentation and product, so if you have any queries or feedback about the tutorials, please email it to us at [info@nova-mind.com](mailto:info@nova-mind.com).

*Generated: Friday, July 13, 2007 - NovaMind Pro for Mac OS X*

## 1.1 Terminology

The following describes some of the terminology used in this document.

Document	A file which is displayed in a window in NovaMind, and contains one or more Mind Maps. In NovaMind Express, you can only edit one Mind Map from a file at a time, so if there are multiple Mind Maps in a file, you will be prompted to select the one to open. In NovaMind Pro and Platinum, this restriction does not exist, and you can edit multiple Mind Maps at the same time.
Document View	A view where you can see all the Maps in a Document, and change properties for selected maps all at once. This option is only available in NovaMind Pro and Platinum.
Mind Map	A visual diagram representing related ideas, concepts, or tasks in a hierarchical format.
Mind Map Title or Root	The central topic of the Mind Map. There is always one of these on every Mind Map. This ensures that the Mind Map always has a single outline interpretation, unlike concept mapping.
Branch	A graphical representation of an idea that is attached to either the Mind Map title, or another branch. It has either text or images (or both) to denote meaning.
First Level or Top Level branch	A branch that is attached to the Mind Map Title.
Child Branch	A branch that is below the one being discussed.
Sibling Branch	A branch that is at the same level as the branch under consideration. Two branches are siblings if they have the same parent.
Outline View or Outline Format	A representation of the Mind Map in text form where the branches at successive levels are indented according to their level (number of parent branches between them and the Mind Map Title).
Attached Graphics	Images or shapes that are attached to a branch and move when the branch is moved, but are physically separate from the bounds of the branch itself and can be

	moved independently of the branch, and put in front of or behind the branch.
Rainbow Coloring and Rainbow Saturation	Automatic coloring of branches depending on their location in relation to the center of the Mind Map. This allows for quick and easy creation of colorful Mind Maps. Colors can be overridden for any branch. The Rainbow Saturation is the intensity of the rainbow colors.
Adornment	A small icon that is attached to the left end of a branch to visually denote some sort of special meaning.
Hyperlink	A link that, when clicked, takes the user to another branch, another Mind Map, another file, or web site, or composes an email - it is a way of linking a branch to some other information either locally or remotely. Branch hyperlinks are only available in NovaMind Pro and Platinum.
FlexiBranch®	A branch that can be reshaped using handles, while the text flows along the curve of the branch.
Kerning	The spacing between characters that are typed.
Free Layout	A setting which does not restrict you putting your branches wherever you like on your Mind Map.
Assisted Layout	A setting which tries to keep your Mind Map looking nice, while still allowing you to adjust the position of the branches.
Controlled Layout	A setting where NovaMind controls the placement of the branches in order to minimize the space taken by the Mind Map while making sure that the branches don't overlap.
Snap Lines	Lines that appear as you are moving branches around which indicate when the branch you are moving is close to being aligned to another branch, or is an equal distance from the other branch. If you let the branch go while the snap line is showing, the branch will move to align with the position shown by the snap line. Snap lines are only available in NovaMind Pro and Platinum.
Detail Level	The number of levels of the Mind Map that are shown - for example if the detail level is 2, the First Level Branches and their children will be shown, but any children of theirs will be hidden. This feature is only available in NovaMind Pro and Platinum.
Link Line	A flexible line that connects branches and graphics to show other associations besides the main hierarchical organization of the Mind Map.
Collapse Symbol	A small icon that is shown at the end of the branches, which you can click to hide the children of a branch. When a branch's children are hidden, there is an Expand icon which will show the children when clicked.
Graft	Move a branch so that it is the child of a different parent branch.
Canvas	The background that the Mind Map is drawn on.
Context Sensitive Menu	The menu that is displayed when you right-click (or Control-Click) on your Mind Map. Different menus are displayed when editing text, clicking on a branch, or clicking on the canvas.
Toolbar	The buttons at the top of the window, allowing you quick access to common functions.
Tool Palette	The small floating window that can be displayed to speed common operations like adding branches.
Screenwriter and Screenplay and Script	Screenwriters are people who write screenplays, or scripts which are a specially formatted form of writing which is used for the TV and movie industry for actors, directors, cameramen etc to produce a movie or TV show. This functionality is only available in the Platinum edition of NovaMind.
Template	A pre-created Mind Map which you can use as a starting point for your own Mind Maps. In the Pro and Platinum versions of NovaMind, you can save Mind Maps as templates to reuse them.

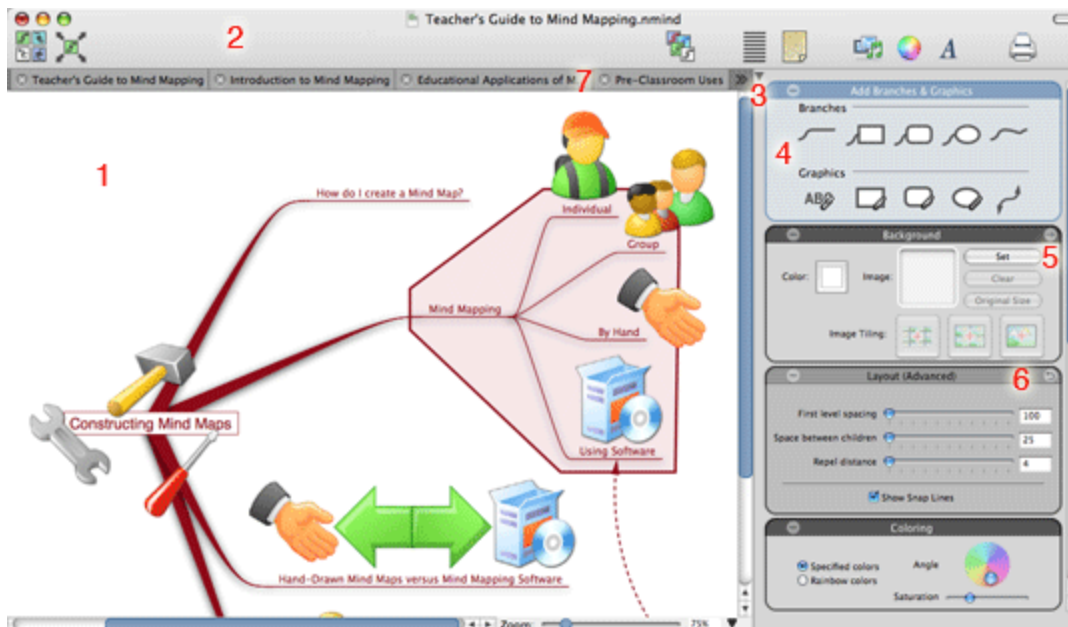
Theme	A pre-defined group of settings for the map canvas and the branch styles which can be applied to an existing Mind Map.
Map Style	A defined group of settings that can be applied to maps to change their background, coloring, layout assistance and branch numbering. You can either apply map styles by deselecting all graphics on the Mind Map and changing the settings for the selected Mind Map, or in NovaMind Pro and Platinum, you can use the Document View to change the map style for multiple Mind Maps at once.
Graphic Style	A defined group of settings that can be applied to branches and graphics to change the way they look. This can include things like line colors and styles, fonts, and fill colors. You can select any branch and change the way it looks and save this as a style, and apply that style to any other set of selected branches.
Suggesterator	A NovaMind extension that plugs in to NovaMind and suggests new directions for your thinking, and allows you to quickly add branches with the suggested words on them (and their definitions in the branch notes if desired. This plugin only works with English.

If you come across any other term that you don't understand in this documentation or in NovaMind, please let us know and we will add the definition.

## 2 Tutorial 1 - Understanding the NovaMind User Interface

Welcome to NovaMind. This tutorial series will take you through the basics of creating and printing your first Mind Map. We'll have you up and running with your first Mind Map in just a few minutes.

First, let us introduce you to some of the items you will see on the screen when you run NovaMind. Double-click the NovaMind application icon to open it. You will see something very similar to the following:

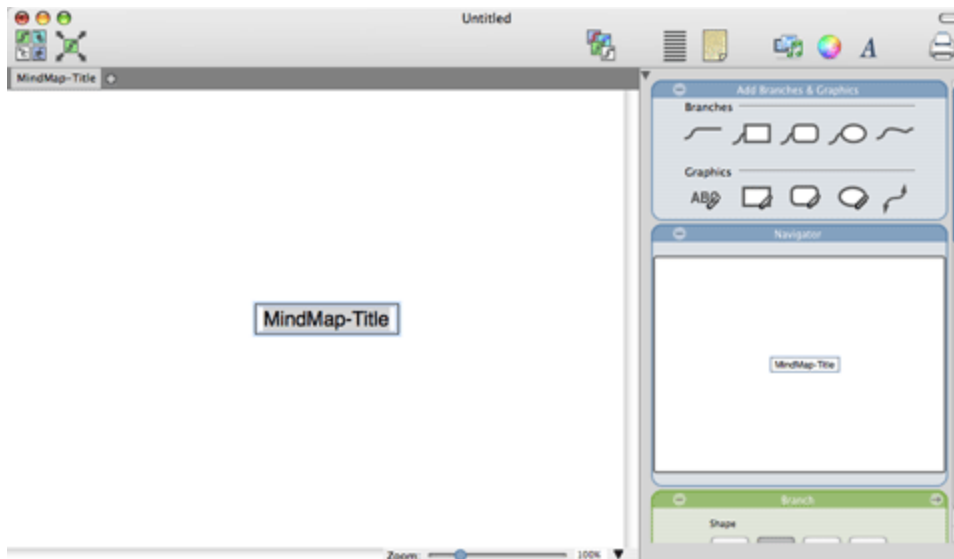


1. The Mind Map, which is made up of the background, the branches, and various graphics.
2. The toolbar - you can edit the options that are displayed on the toolbar by right-clicking on it. You can also hide it completely if you want, just by clicking on the lozenge shaped button at the top right

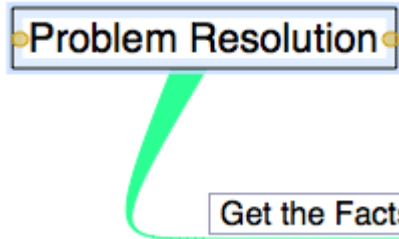
- corner of the window.
3. See the little expansion triangle? If you click this, it will hide away the palettes on the right, and click it again to show them.
  4. This is a palette - different palettes are shown according to what is selected on your Mind Map. You can reorder the palettes by dragging them into a different order. You can also drag the palettes off to make them floating windows, and you can stack them so that they are joined to each other like floating inspectors. If you don't want to use a particular palette at a given time, you can click on the minus button in its title bar to minimize it - the only thing left showing will be the title bar, with a plus button on it to restore it.
  5. Some palettes have advanced options on the back of them. This is indicated by an arrow button in the top right corner of the palette. When you click on this button, the palette will flip showing you the advanced editing options.
  6. This shows a palette that has been flipped - notice the different color, the (Advanced) sign in the title bar, and the "turn back" arrow button at the top right.
  7. This is the map tab bar - each tab item is a Mind Map within the document. If there are too many Mind Maps to fit on the toolbar, there is a >> icon at the end which has a menu attached so you can select the other Mind Maps. You can drag the Mind Maps into a different order just by dragging the tabs, and you can even drag a tab out of one document into another document to copy the entire Mind Map into the other document.

### 3 Tutorial 2 - Creating your first Mind Map

Start NovaMind, and NovaMind will initially ask you to choose a template to create a new Mind Map. A template is like a pre-made Mind Map you can use as a starting point either as is, or by applying a theme to it to change the look of it. Click on the Cancel button, as we will be creating a new Mind Map from scratch. You should see a window something like this:

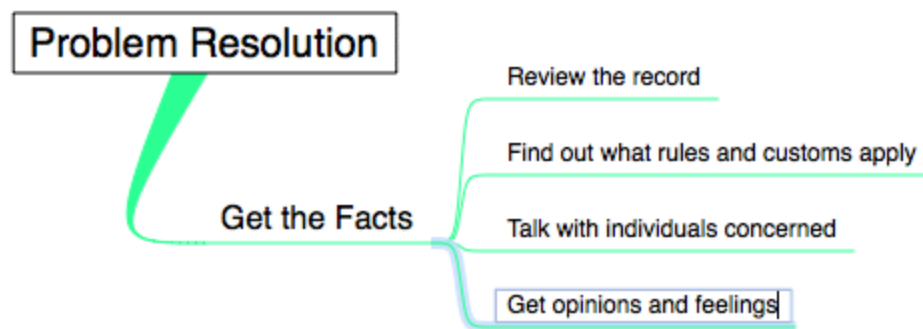


1. The text of the Mind Map title should already be selected ready for you to type - if not, double-click to select it. Type in the title of your Mind Map which will be "Problem Resolution". For the moment, we will concentrate on the contents, and deal with formatting later.
2. Next, we will start to add the "branches" of our MindMap. To add a branch, use the Add Branches & Graphics palette. Drag a line branch and drop it on the Mind Map title.
3. Now type the text "Get the Facts" on the new branch. Your Mind Map should look like this:



4. We need a number of sub-branches off the "Get the Facts" branch. To achieve this, first we need to create a child of the "Get the Facts" branch, and then create siblings for this new branch. Drag a new line branch on from the Add Branches & Graphics palette and drop it on the "Get the Facts" branch. On the new branch that is created, type "Review the record". Next, we need sibling branches at the same level, so drag a new line branch on from the Add Branches & Graphics palette and drop it on the "Get the Facts" branch. Because there was already a child branch of the branch we dropped it on, the new branch will be added below the existing branch. On the new branch that is created, type "Find out what rules and customs apply". Repeat this procedure to add:

- "Talk with individuals concerned"
  - "Get opinions and feelings"
5. The Mind Map should now look like this:



Save your Mind Map so you can use it for later tutorials.

## 4 Tutorial 3 - Different ways of adding branches

In this tutorial, you will build on the Mind Map created in Tutorial 2 and learn some other ways of creating branches.

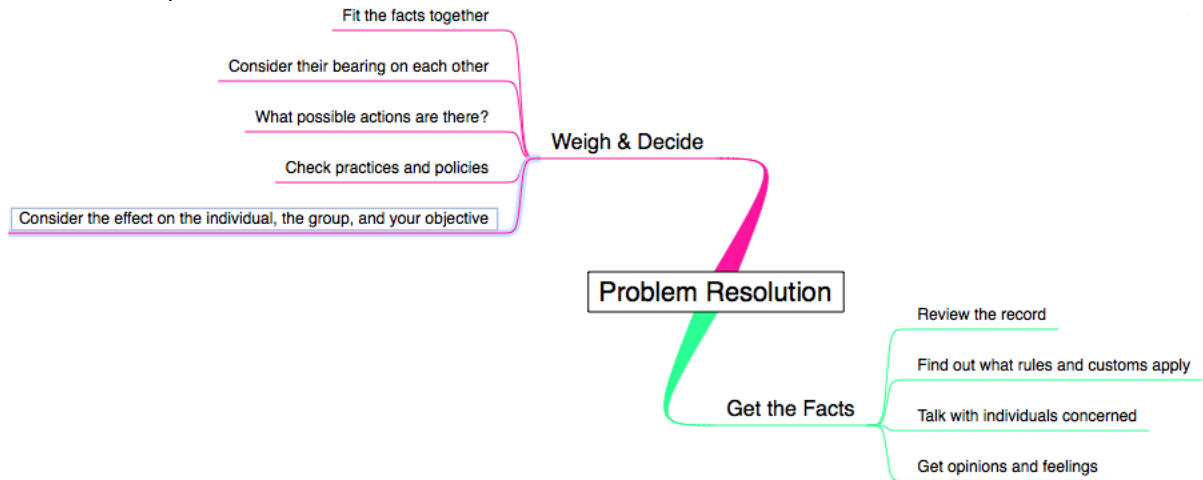
### Command Keys

1. Click on the Mind Map title "Problem Resolution"
2. Use **⌘+k** to add a child branch.
3. On the child branch type the title: "Weigh & Decide"
4. Press **⌘+k** again to add another child branch of the selected branch.
5. On the new child branch, type the title: "Fit the facts together"
6. Next, we need sibling branches at the same level, so use **⌘+j** to add a new sibling branch. Type "Consider their bearing on each other"
7. Repeat the process of typing **⌘+j** to create sibling branches for the following items:
  - "What possible actions are there?"
  - "Check practices and policies" and
  - "Consider the effect on the individual, the group, and your objective"

**Hint:** you can create the branches, and copy the text from the tutorial, and paste the unformatted text


into the branch by using the **⌘+Shift+V** command.

Your Mind Map should now look like this:



### Rapid Fire

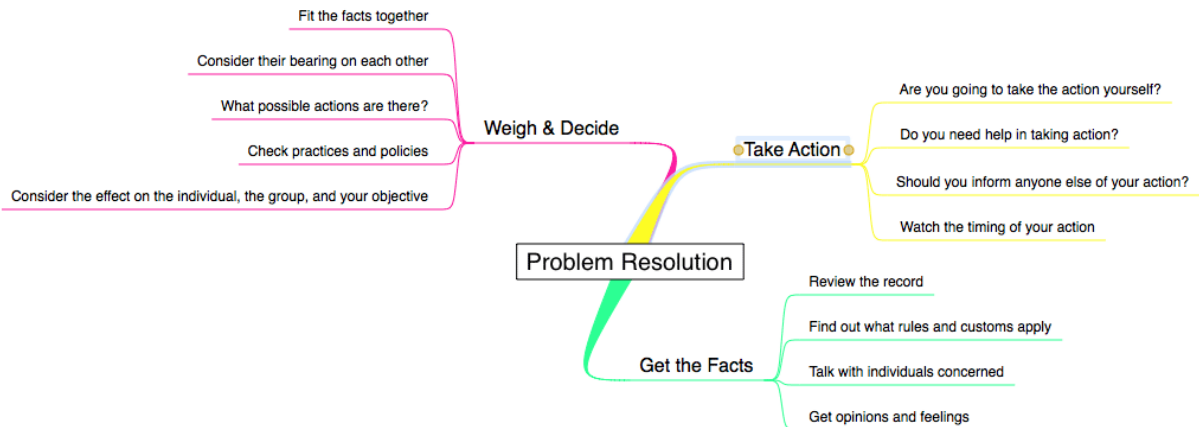


1. Make sure the tool palette:  is shown - if it is not on the screen, press **⌘+Option+P** to display it. This is a floating palette which you can move around the screen to where you need it.
2. First, we will add our main branch by clicking on the Mind Map title, use **⌘+k** to add a child branch, and type: "Take Action".
3. Now while you are still editing the branch, turn on Rapid Fire mode by clicking on the Zap icon:



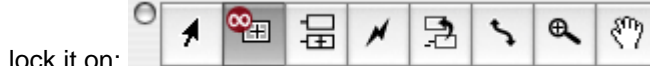
4. Press Return, then type "Are you going to take the action yourself?", then press Return again and type "Do you need help in taking action?", then press Return again, and type "Should you inform anyone else of your action?", press Return again, and type "Watch the timing of your action".
5. Now click off the branch you were editing, and the remaining Rapid Fire edits will be processed, and you will drop out of Rapid Fire mode. Note that if you want to remain in Rapid Fire mode, you can click on the Rapid Fire button twice, in which case you would need to click on the cursor arrow button on the left end of the palette to turn it off and go back to normal editing.

You may need to rearrange the new main branch slightly by dragging it to avoid overlap with the other branches, if you are using free or assisted layout mode (the default when you first start NovaMind is to use assisted layout mode). You can rearrange the branches by dragging them to the desired location. Your Mind Map should now look like this:



### Direct Branch Addition from the Tool Palette

1. As above, make sure the tool palette is displayed. Click on the Add Child Branches button twice to



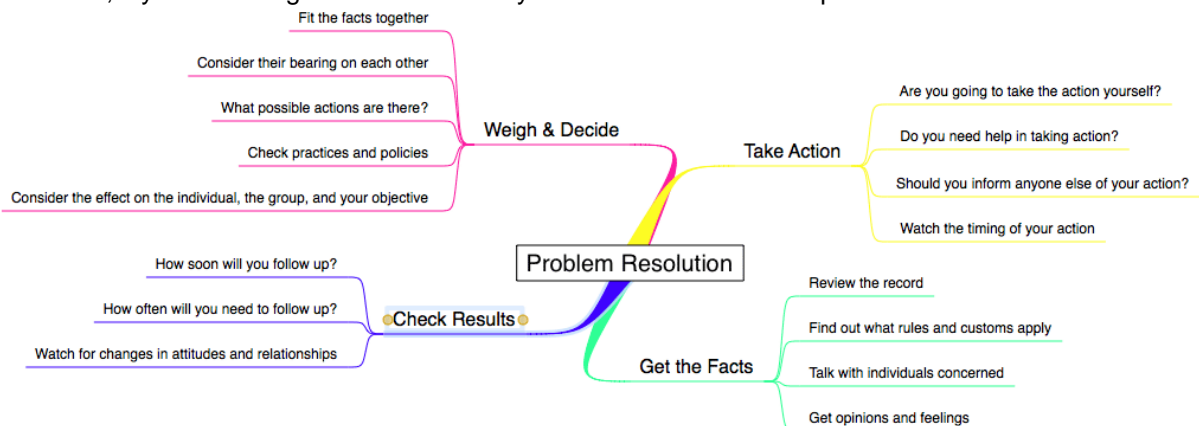
lock it on:

2. Click on the Mind Map title to create a child branch. Type the title of the branch: "Check Results".
3. Press the Escape key to finish editing the branch title.
4. Click on the newly added "Check Results" branch to add a child branch. Type the title of the branch: "How soon will you follow up?"
5. Now for the siblings of this branch, we could again click on the "Check Results" branch, and add another branch below the "How soon will you follow up?" branch, but for the purposes of this tutorial, we will get you to use a different method.
6. Click on the Add Sibling Branches button twice to lock it on:



7. Click on the canvas to finish editing the "How soon will you follow up?" branch you have just created.
8. Click on the "How soon will you follow up?" branch to add a sibling below it and type the title: "How often will you need to follow up?"
9. Click on the canvas to finish editing, then click back on the newly added branch to add a sibling below it, with the title: "Watch for changes in attitudes and relationships"
10. Click on the arrow cursor button at the left of the tool palette to return to normal editing mode.

You may need to rearrange the new main branch slightly by dragging it to avoid overlap with the other branches, if you are using free or assisted layout mode. Your Mind Map should now look like this:



Save your Document before going on to the next tutorial.

## 5 Tutorial 4 - Arranging and coloring your Mind Map

In this tutorial, you will rearrange the branches to be in the order you want, and make sure the branches are colors that appeal to you, and are easy to read.

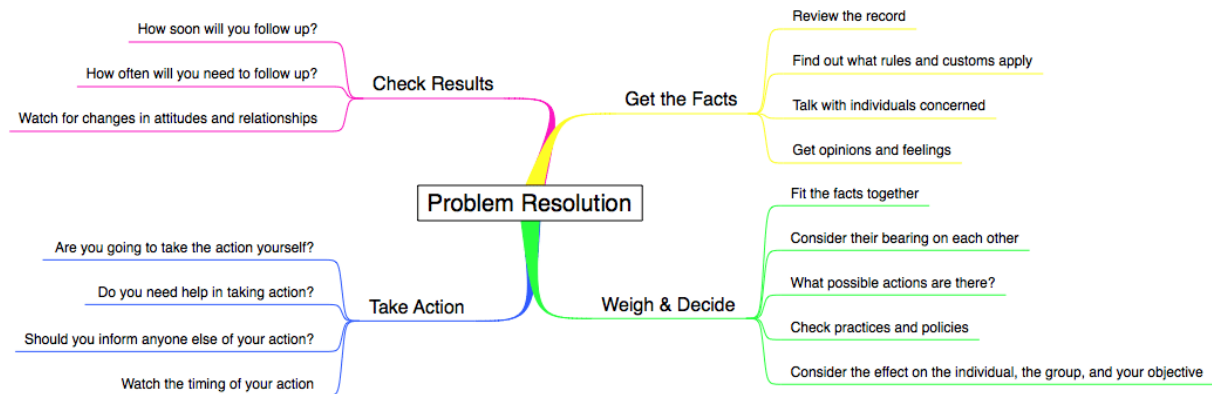
### Arranging the branches

In the previous tutorial, the branches were added in the order we actually want them to be read, but because we were using assisted layout, they were added in the next available space where there was the most room. We now want to move them into the order we want them read.

Traditionally in Mind Mapping, the branches are read from 12 o'clock clockwise, so for the moment, we will assume this is the way we want them organized.

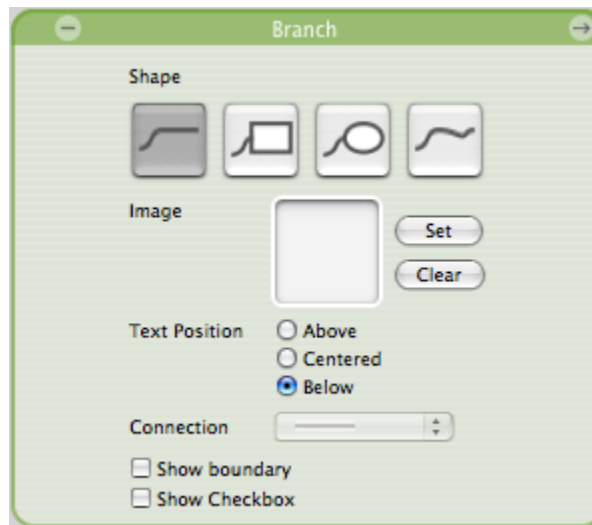
1. Drag the "Get the Facts" branch up to the top right.
2. Drag the "Weigh and Decide" branch to the bottom right.
3. Drag the "Take Action" branch to the bottom left.
4. Drag the "Check Results" branch to the top left.

Your Mind Map should look like this:

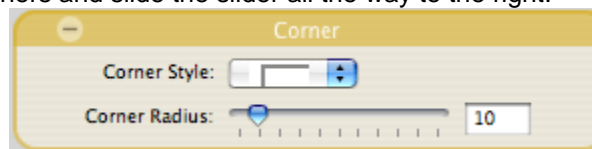


### Changing the branch shapes

1. Click on one of the top level branches to select it.
2. Hold down the Shift key while clicking on the other three top level branches to select them too. You should now have all four top level branches selected.
3. Now you could change the branch shapes using the Main Menu, or hotkeys, but for the purposes of this tutorial, we'll use the branch palette.

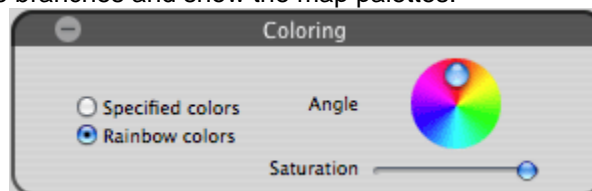


4. Choose the Rectangle option.
5. Now it is sometimes nice to have rounded ends on the rectangles. Use the corner palette, and change to rounded corners and slide the slider all the way to the right.

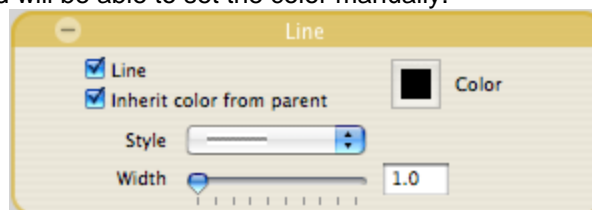


### Changing the branch colors

1. We look at the Mind Map and think the colors are all a bit intense. Click on the background (or canvas) to deselect the branches and show the map palettes.



2. Switch to Specified colors and see what happens, then switch back to Rainbow colors. Try turning the Angle around and seeing what happens to your colors, but for the purposes of this tutorial, return to the starting position with the thumb at the top of the wheel. Turn the saturation down a bit.
3. Now we notice that the yellow branch is a bit too faded out, so we will change it to be a more suitable color. Click on the "Get the Facts" branch to select it.
4. In the Line palette, uncheck the Inherit checkbox. This means that we are no longer using the automatic coloring, and will be able to set the color manually.

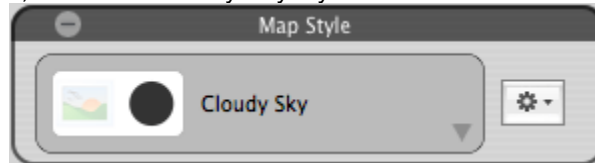


5. Click the Color colorwell, and the color picker panel will be shown. Choose a different, brighter color - maybe a bit darker and more orange so that it shows up better.
6. Use the Width slider to make the line a bit wider.
7. We notice that the blue branch is rather dark and makes it difficult to read the text, so we think we will not fill the top level branches with color.
8. In the fill palette, uncheck the Fill checkbox.

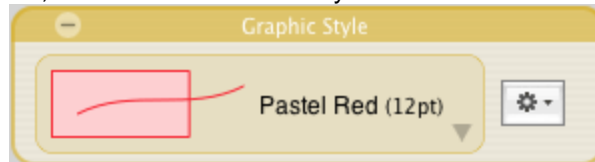


### Using Map and Graphic styles

1. Click on the map background to deselect the branches, and show the map palettes
2. In the map styles palette, select the Cloudy Sky style.



3. This style will change your map background. Map styles can be set up to change just about all of the map settings, but this one only changes the background image.
4. Now select one of the top level branches - say "Get the Facts".
5. Control+Click (or right click) the branch to show the context menu, and choose the option "Select Siblings" to select all the other top level branches.
6. In the Graphic Style menu, select the Pastel Red style.

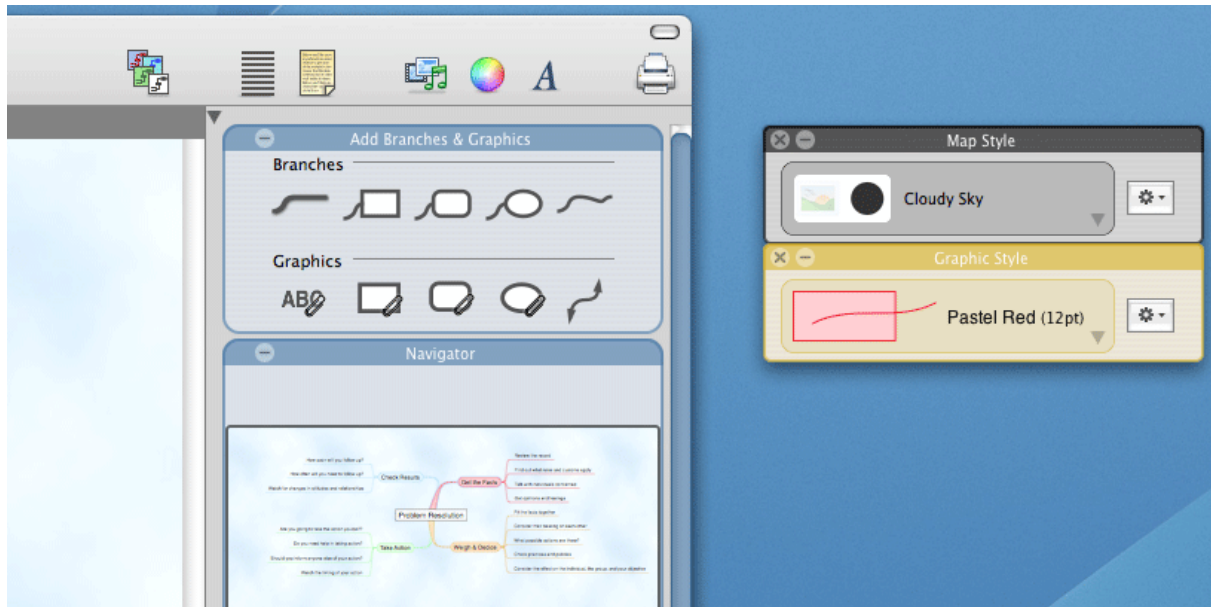


7. This shows you the settings that can be changed using styles - now for interest, select each of the top level branches in turn and apply a different one of the pastel styles to it.

### A word about palettes

We have been using palettes for various things, so it's worth mentioning some of the things you can do with palettes:

1. If you are not going to be using the options on a palette for a while, you can click the "-" icon on the palette toolbar, and hide the palette's contents
2. You can drag the palettes into a different order so that the ones you use most are at the top, or at least are grouped together
3. Some palettes have a little icon on the top right corner which allows you to flip the palette over to see advanced editing options - more on these later in the tutorials
4. You can hide the palette dock as mentioned in tutorial 1
5. You can drag palettes off to be separate windows, when they are dragged off, click on the "x" close button to close the window and return the palette to the palette dock
6. You can stack the dragged off palettes together, and reorder them relative to each other. For instance, I often like to keep my Map Style and Graphic Style palettes handy like this:



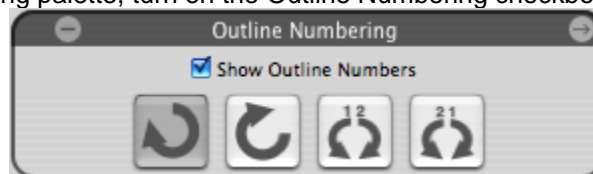
Save your Mind Map before going on to the next tutorial.

## 6 Tutorial 5 - Outline Numbering, text wrapping, branch notes and adornments

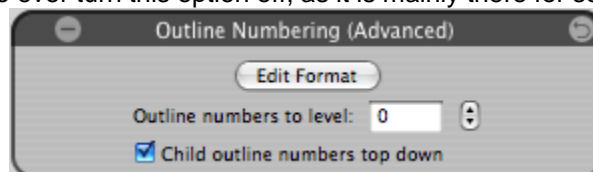
### Outline Numbering

We want to make it clear what order the branches are to be read in, so we will add outline numbering to the first level branches.

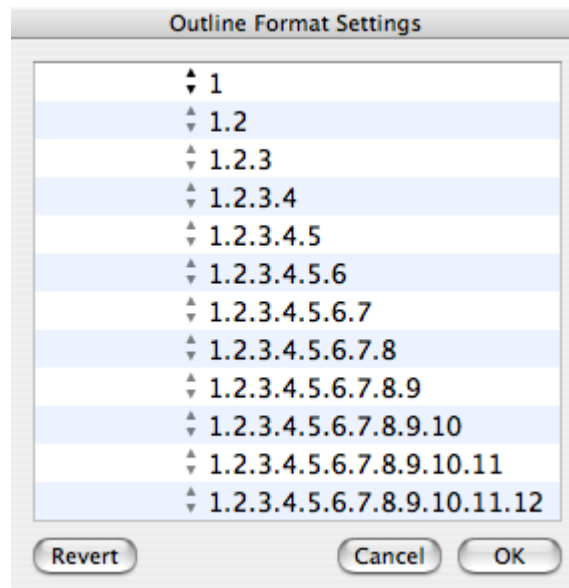
1. Click on the map background to deselect the branches
2. In the Outline Numbering palette, turn on the Outline Numbering checkbox



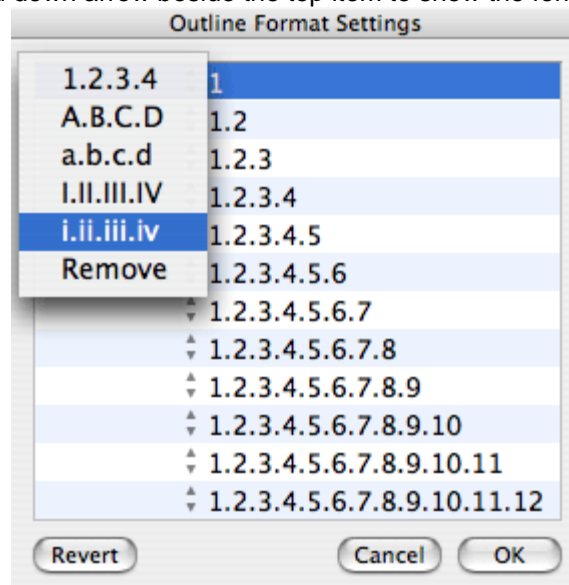
3. Make sure that the first option is selected for the order of the outline numbers (clockwise from 12 O'clock)
4. We said that we only want the outline numbers to go one level deep, so we need to change the setting. Click on the right arrow at the top right corner of the Outline Numbering palette to flip it and show the advanced options. Leave the "Child outline numbers top down" option on - it is very unlikely you will want to ever turn this option off, as it is mainly there for some specialized situations.



5. Change the "Outline numbers to level" setting to 1 level. This will cut the outline numbering down to just show the numbers on the top level branches.
6. To make things interesting, we will change the outline numbers to use Roman numerals. Click on the Edit Format button to show the editing panel:



7. Now click on the up and down arrow beside the top item to show the format selection menu:



8. Select the lower case Roman numeral setting, then click OK to apply it to your map.

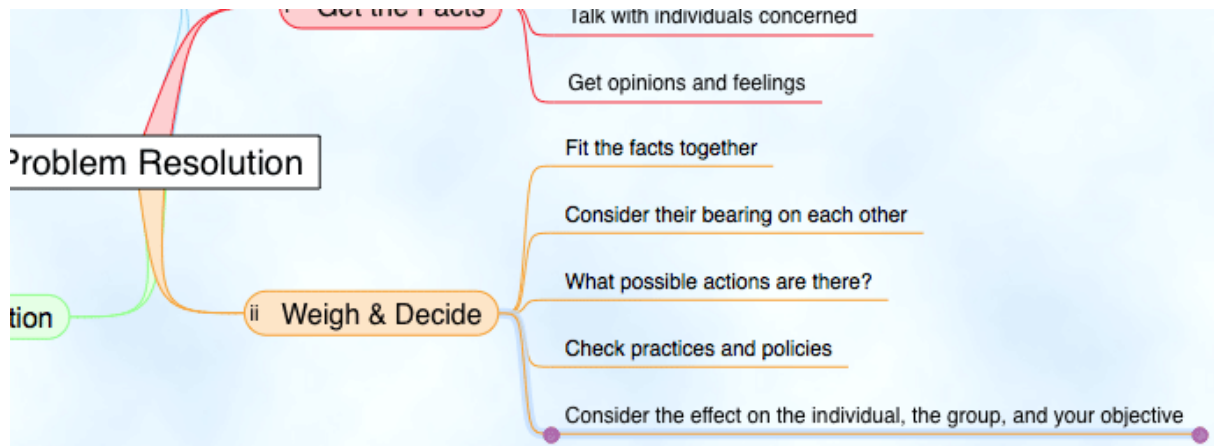
9. Now you are finished with the advanced settings for the outline numbering, click on the icon at the top right of the palette to flip the palette back to the standard settings.

Note that when you have a branch selected, you can also control outline numbering for the descendants of that branch - see the documentation for further information.

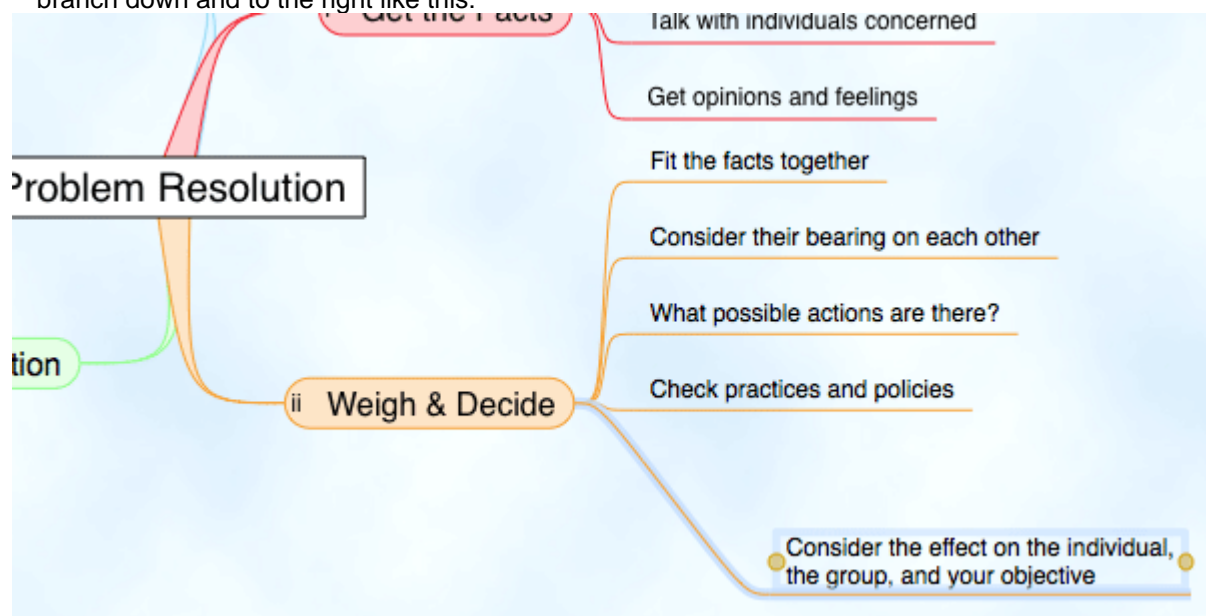
## Text Wrapping

We can ask NovaMind to automatically wrap the text to a specific width for selected branches, using the branch advanced settings, or we can manually set the width of the branches. It is most common for us to want to manually set the width for a specific branch, so that is what we will do in the tutorial.

1. Click on the **line below** the text "Consider the effect on the individual, the group, and your objective" It should now be selected like this:






2. Drag the handle on the right end of the branch to the left, and the text will wrap. Drag it until the text on the branch is two roughly equal length lines. If you did this in one movement, and you are in assisted or controlled layout mode, the branch spacing should be OK, but if you made it more than two lines and then reduced the number of lines later, or moved the branch at all, it may be that it is no longer equally spaced in relation to its sibling branches. We will show you how to correct this, but before we do, let's just drag the branch out of position so you can see what happens. Drag the branch down and to the right like this:



3. Now select the parent branch ("Weigh and Decide"), and use the hotkey  $\text{⌘}+\text{=}$  (hold down the Command key and press the Equals key) to arrange the branches evenly. Note that the spacing of the branches is set in the map layout advanced settings.

### Branch notes

You can have as much text attached to a branch as you like. This text is entered in the Branch Notes window, and when there is text in the notes for a branch, an indicator is shown on the branch.

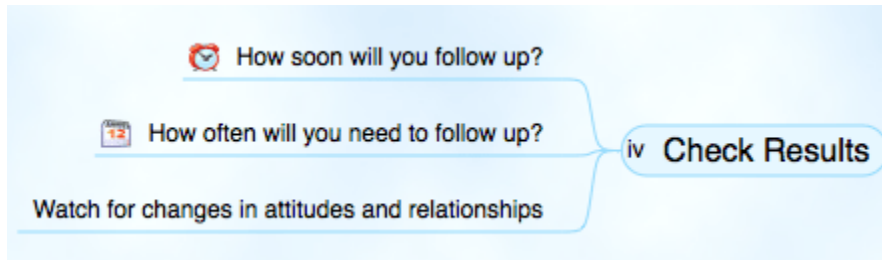
1. Select the "Check practices and policies" branch, and click on the  notes toolbar icon.
2. Type some text in the notes text window, and you will see that a  icon appears on the branch.
3. Close the notes window.
4. Click on the  icon on the "Check practices and policies" branch, and the notes window will be

shown again.

## Adornments

Adornments are small images used to give extra meaning to the branches.

1. Show the adornments panel by selecting the Window menu and selecting Adornments (or using **⌘+Shift+A**).
2. The adornments panel of the Media Browser will be shown. At the bottom of the panel is a search field. Type in Clock, and you will see some clock adornments.
3. Drag the alarm clock on to the "How soon will you follow up?" branch.
4. Search for the Calendar adornment and drag it on to the "How often will you need to follow up?" branch.
5. Close the media browser.



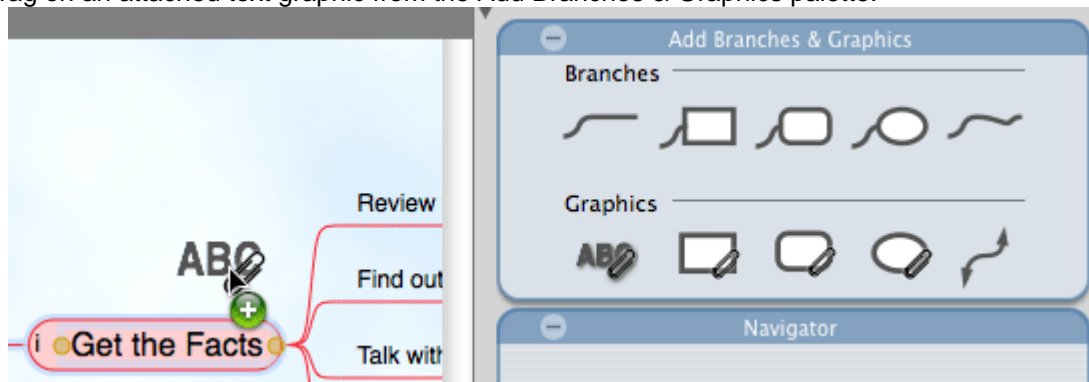
Save your file before the next tutorial

## 7 Tutorial 6 - Attached graphics and images

### Attached text graphics

We would like to add some additional explanation to the branches, but we don't want the explanations to be part of the branches themselves.

1. Select the "Get the Facts" branch.
2. Drag on an attached text graphic from the Add Branches & Graphics palette:



3. Double-click on the newly added attached text graphic that is attached to the Get the Facts branch, to start editing the text.
4. Type in the text "Be sure you have the full story and the right objective."
5. Press Escape to finish editing.
6. Resize the box using the handles on the corners and sides so the text is on two lines.
7. Drag the attached graphic to a suitable location below the Get the Facts branch.
8. Move the Get the Facts branch and notice how the attached text moves with it.
9. Click on the "Weigh & Decide" branch to select it.
10. This time, we will use a hotkey to add the attached text graphic - press **⌘+Option+a** to add an attached text graphic to the selected branch.
11. Double-click on the newly added attached text graphic and type the text "Don't jump to

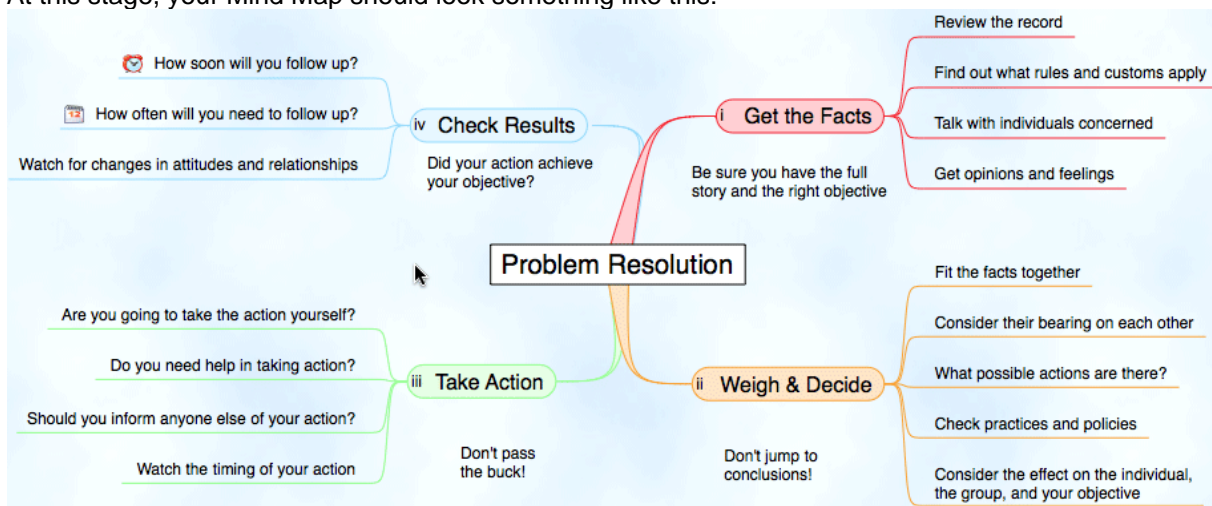
conclusions!". Resize and position as before.

12. Right-click on the "Take Action" branch to show the context menu, and choose the Add Graphic / Text menu item.

13. Change the text of the new text attachment to "Don't pass the buck!". Resize and position appropriately.

14. Attach a text graphic to the Check Results branch, with the text "Did your action achieve your objective?"


At this stage, your Mind Map should look something like this:



### Branch Images from the Graphics Library

We will not assume for the purposes of this exercise that you have downloaded any of the free graphics libraries from the NovaMind web site, but if you have not done so, perhaps you should have a look at all the images we have there for your use. They are on the [downloads page](#).

1. Open the graphics library window by pressing **⌘+Shift+G**. You can also show the media browser by

clicking on the  toolbar icon.

2. Type in "view" in the search area at the bottom of the window.

3. Drag the first magnifying glass image on to the Get the Facts branch.

4. You may also want to reduce the corner amount to something around 15 to make it look good - to do this, select the branch and use the Corner palette

5. Once you have dropped it, and have adjusted the corners, the image will be part of the branch like this:



6. To make things clearer, it would be good if the image had the text below it, so make sure the Get the Facts branch is selected and in the Branch palette, set the Text Position to be Below.

Note that you can also drag and drop images from the photos section of the Media Browser in the same way.

### Attached Graphic Images from the Internet

We will attach an image to the Mind Map title as an attached image graphic. This operates in the same way to other attached graphics like the attached text graphics you used before - you can move it independently of the branch, but when you move the branch (in this case the Mind Map title), the graphic moves too.

1. Select the Mind Map title - you must select the branch you want to attach to first.
2. Drag the image below on to the canvas - not on to the Mind Map title or any other branch or graphic directly, and drop it. Note that because the image is relatively big, it will be resized down to not take up too much room on the Mind Map. You can override this by pressing Shift while you drop the image.



3. Resize and position the image above the Mind Map title. Note that normally with images, when you resize them, they resize proportionally. If you hold down the Shift key while resizing the image, it will allow you to resize the width and height independently.

Your Mind Map should look something like this:



Save your Document before going on to the next tutorial.

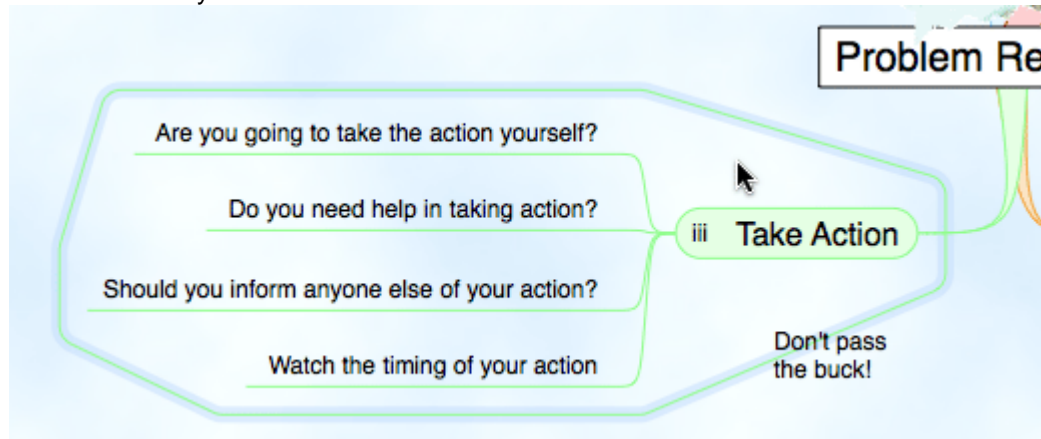
## 8 Tutorial 7 - Boundaries

Boundaries allow you to highlight a branch and its descendants as a logically connected unit.

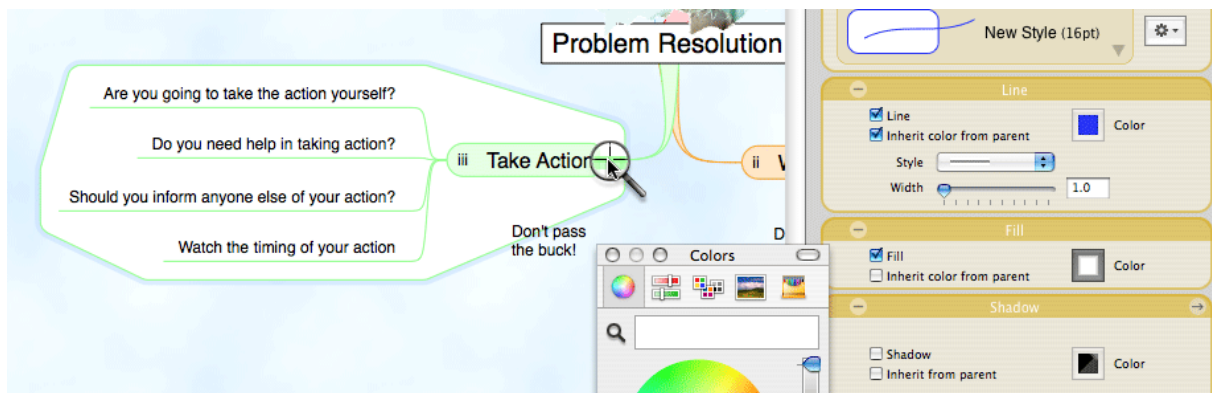
1. Select the Take Action branch
2. On the Branch palette, check the Show Boundary checkbox. The branch and its sub-branches will have a boundary drawn around them.



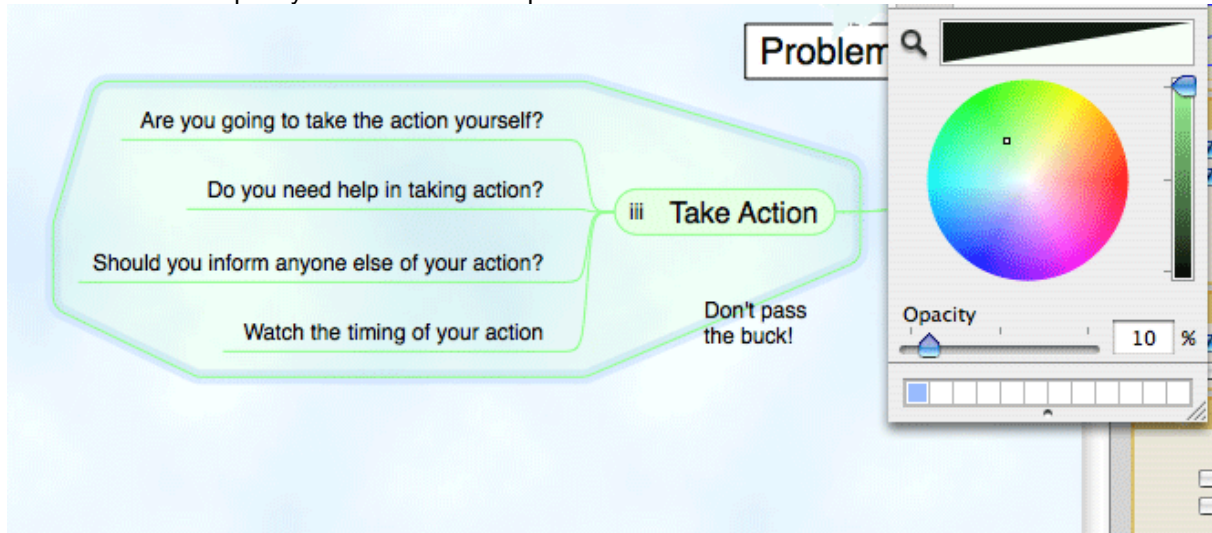
3. Click on the boundary to select it.



4. In the Fill palette, Check the Fill checkbox. This will enable the Fill Color colorwell.
5. Click on the Fill Color colorwell to bring up the color panel. Click on the magnifying glass to select a color. Select the color of the line on the branch. This will make the fill color the same as the line color.



6. Now move the Opacity slider on the color panel down to about 10% to make a nice color for the fill.



7. Change the line style to dashed in the Line palette, and increase the line width to make it bolder.
8. Change the corner style to rounded, and increase the corner radius to make it look nice.
9. Now we need to access one of the advanced options for the branch, so click on the right arrow button on the top right of the Branch palette to flip the panel. Increase the boundary margin until there is enough space around it, and in this case it is probably nice to have the "Don't pass the buck!" text inside the boundary.



The settings should now be pretty much as shown in the image above.

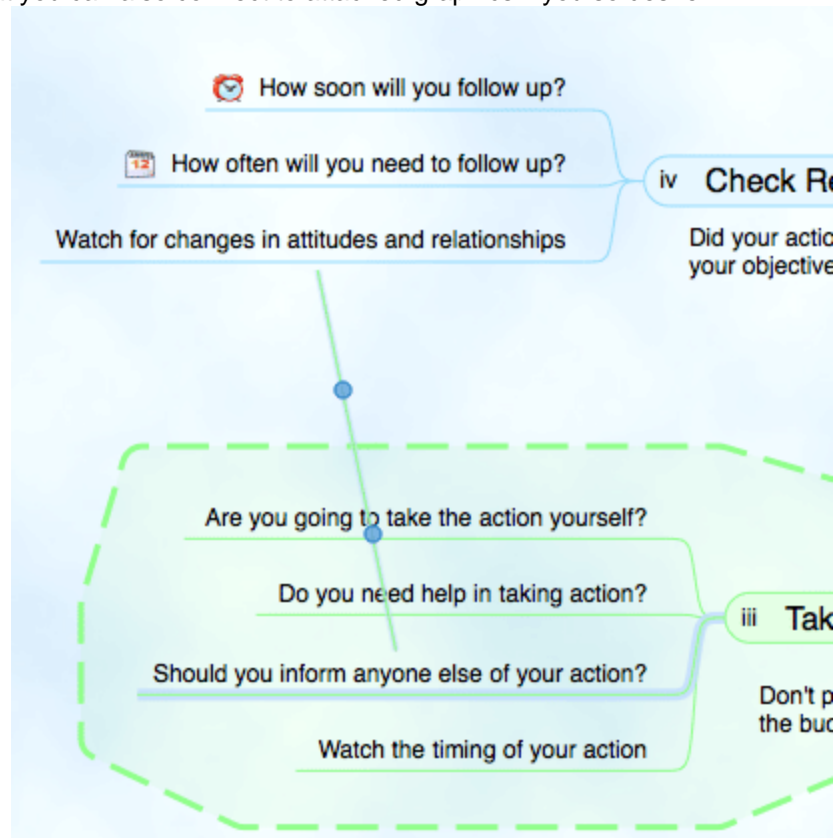
## 9 Tutorial 8 - Link Lines, Multiple Mind Maps and Hyperlinks

### Link Lines

Link lines show a secondary association between branches. Seeing as Mind Maps are by definition always hierarchical, it is often useful to have a way of showing other associations, or showing associations between branches and attached graphics in a visual way.

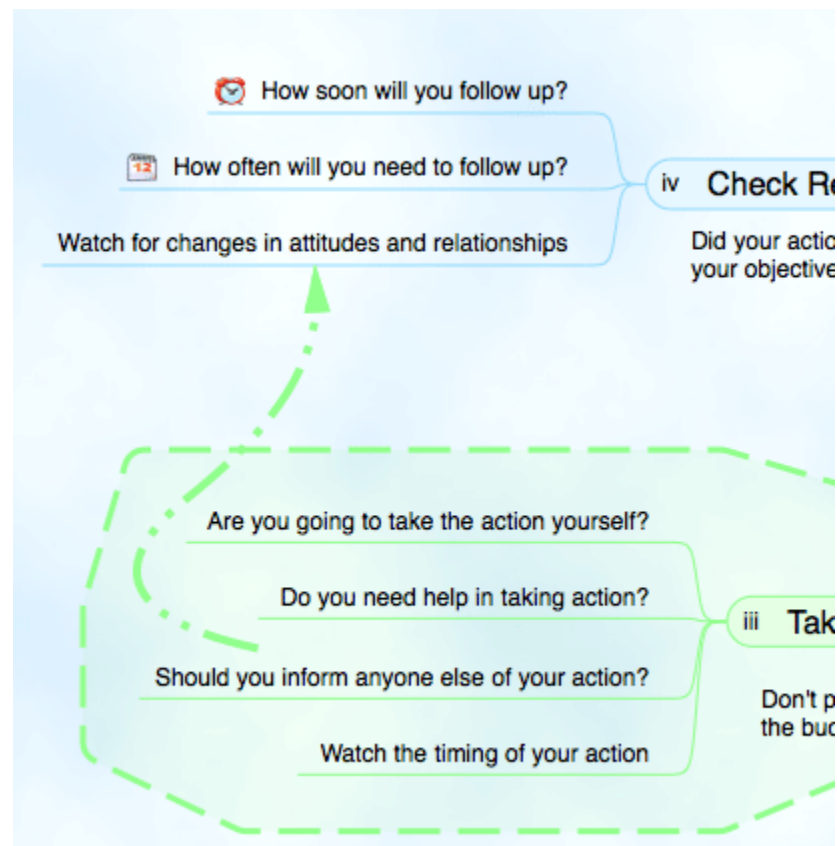
In this case, let's make a link between "Should you inform anyone else of your action?" and "Watch for changes in attitudes and relationships".

1. On the Add Branches & Graphics palette, drag a link line (bottom right) on to the "Should you inform anyone else of your action?" branch and drop there - now move your mouse to the "Watch for changes in attitudes and relationships" branch, and click on it to complete the addition of the link line. Note that you can also connect to attached graphics if you so desire.



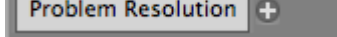
2. Drag the handles of the Link Line to shape it so that it fits around the end of the branches instead of going over the top.
3. Now we will adjust the appearance of the link line - on the Line palette, change the line type to the last option - a long dash then two dots.
4. Increase the line width to make it a bit bolder. Put an arrow at the end of the line using the Terminator palette.

Your branches with the link lines should look something like this:




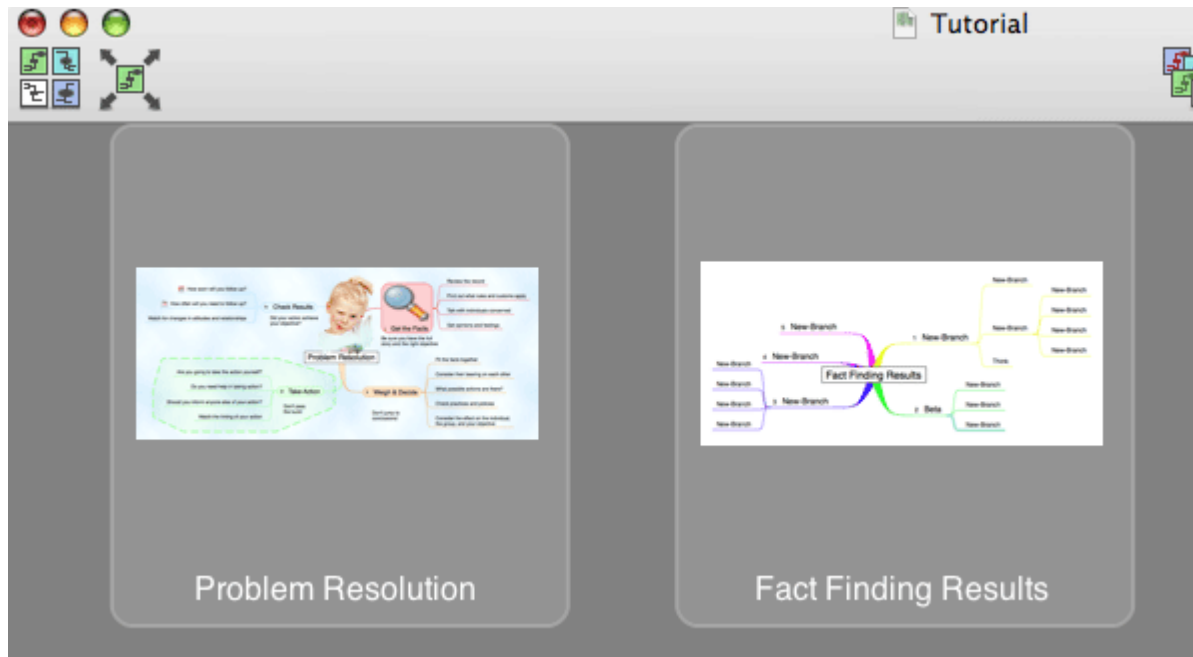
## Multiple Mind Maps

Let's imagine that we want to add another Mind Map recording the results of our fact finding.

1. Click on the little + sign beside the Problem Resolution tab: . If you are prompted to select a template, just cancel to create a blank Mind Map.
2. This will add a second Mind Map. Type in the title of this Mind Map as "Fact finding results". Notice that the name on the tab changes as you type in the Mind Map title.
3. Add some other branches with whatever information you like on them - it doesn't matter too much for this tutorial.



4. Now click on the Document View icon  in the toolbar. This will show all the Mind Maps in the document, allowing you to select multiple Mind Maps at once and apply the Mind Map settings to them.
5. Drag a selection around both the Mind Maps

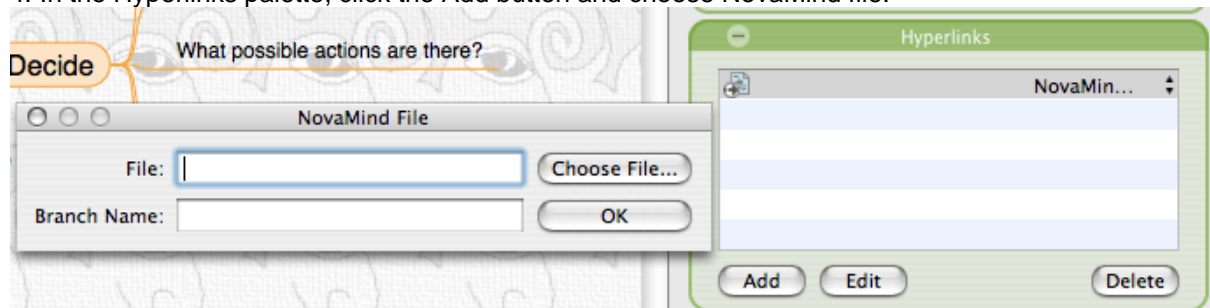


6. Select a Map Style, say Joker, and see how it changes both Mind Maps.
7. Double-click on one of the Mind Maps to edit it.

## Hyperlinks

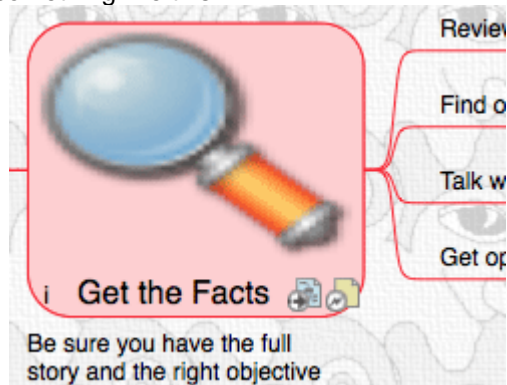
We want to add a hyperlink from the first Mind Map we created to the title of the Fact finding results Mind Map, and another hyperlink to an internet resource.

1. Double-click on the "Fact finding results" Mind Map title to select all the text. Press **⌘+C** to copy it all. This is so we get the text absolutely correct, punctuation and all.
2. Click on the Problem Resolution Mind Map tab to select that Mind Map.
3. Click on the Get the Facts branch to select it.
4. In the Hyperlinks palette, click the Add button and choose NovaMind file:



5. Paste in the title you have copied from the other Map into the "Branch Name" field. We will not select a file because we want it to link within this document to the other Mind Map.
6. Close the panel, and you will see a hyperlink icon has now appeared on the Get the Facts branch.
7. Click on the hyperlink to follow it - you should be taken to the other Mind Map with your title selected.
8. Now we will create a hyperlink to a web site. Let's say that we are involved in police work, and need to use forensic psychology as a tool for getting the facts. So we will create a hyperlink to a Google search for relevant material.
9. Go back to the Problem Resolution Mind Map with the Get the Facts branch selected.
10. Click on the add button on the Hyperlinks palette, and choose a URL type. In the Link to URL text field, paste the following URL:  
<http://www.google.com/search?q=forensic+psychology>
11. Click the OK button to accept the URL.

The branch should now look something like this:




Note that you can also drag hyperlink URLs directly from your web browser title bar, or from the Media Browser links panel either on to the branch or onto the hyperlinks panel. You can also drag files on to the hyperlinks panel and create file hyperlinks.

## 10 Tutorial 9 - Printing

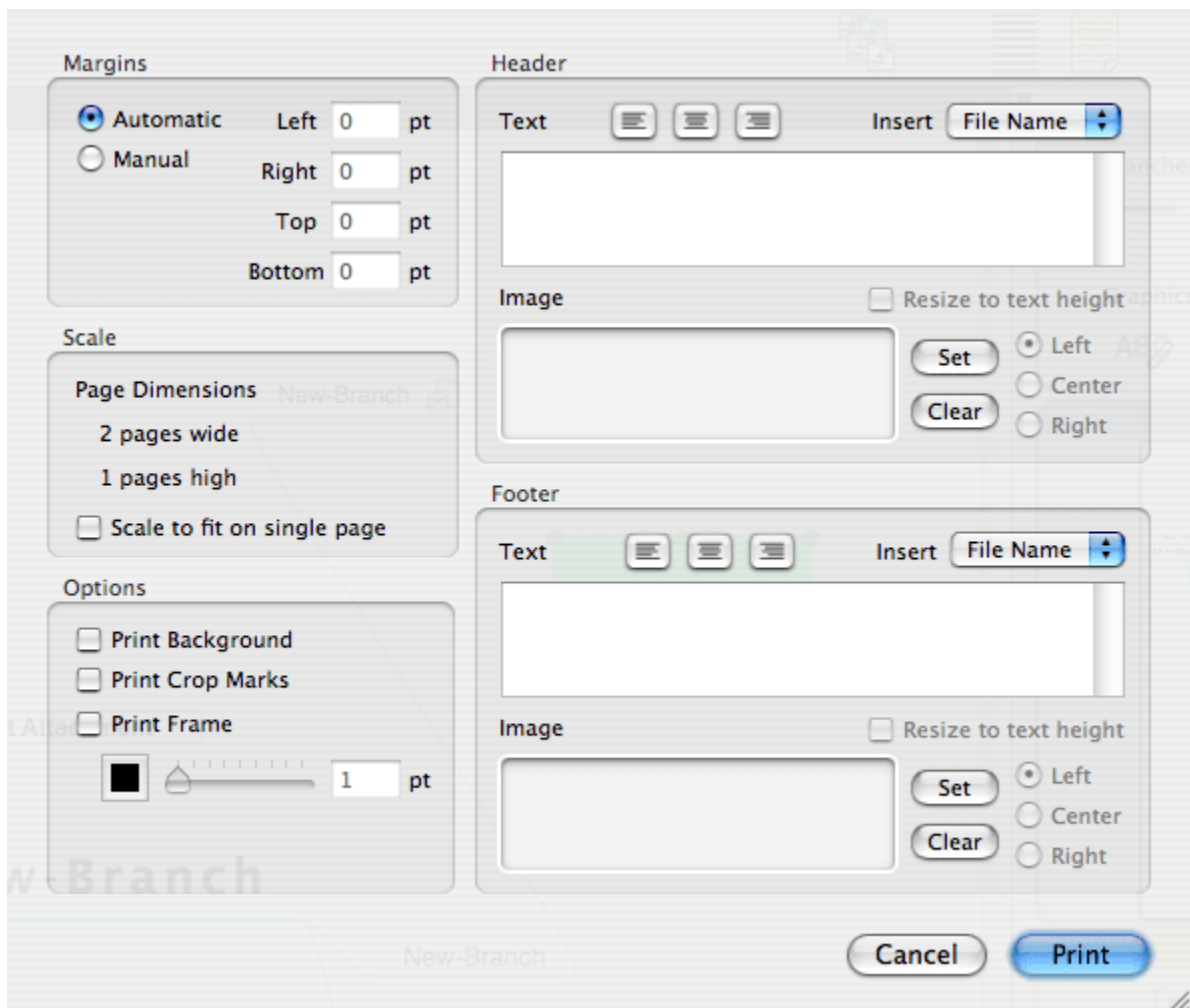
NovaMind printing options can be divided into two types of output:

1. Printing of the Mind Map, which includes the Mind Map graphic
2. Printing the Mind Map Text, which is a text extract only of the Mind Map

### To print the Mind Map

Either use the print toolbar icon, or the +p print command while the Mind Map window has the focus.

The following panel will be shown:



## Margins

You can either let NovaMind adjust the margins automatically so that the maximum available space is available on the page, taking into account the space required for your headers and footers, or you can choose to manually set the margins to suit your specific needs.

## Scale

This shows how many pages will be used to print out the Mind Map, or you can force NovaMind to scale the Mind Map down to fit on a single page. If you have special pagination requirements, it is a good idea to use the Mapd Layout options to turn on the Pages, and adjust the scale and positioning of the Mind Map to be exactly the number of pages you want, and the page breaks where you want them, and the Map positioned exactly where you want it on the pages.

## Options

If you want the Mind Map printed with the background color and images, then turn on the Print Background option. If this option is not turned on, the Mind Map will print out on a white background.

If you want crop marks printed so you can cut the margins off pages and join them exactly, then check the Print Crop Marks option.

If you want a frame printed around each page of your Mind Map, turn on the Print Frame checkbox, and set the color and line thickness.

## Header / Footer

If you want headers and footers included on your Mind Map, enter the text you want - the text can include multiple fonts, multiple lines of text etc. Use the alignment buttons to select where on the page the text is to be placed.

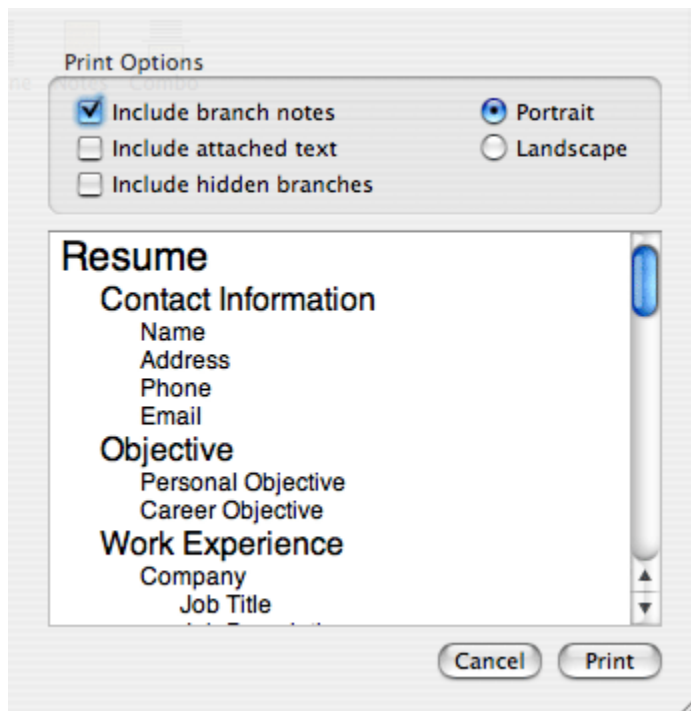
There are a number of special options for printing things like dates, page numbers, file names etc. To insert these values in your text for the headers and footers, use the Insert popup menu. The special code for the required item will be inserted in your text, and when the Mind Map is printed, it will be replaced with the required text.

You can add an image to the header or footer by using the Set button or dragging the image on to the image well from the media browser or the Finder or Safari etc. You will also be able to specify whether the image is placed on the left, centered, or right side of the page. There is also an option to resize the image to match the text height - if you choose this option, the image will be scaled proportionally.

When you have set up the options the way you want them, click on the Print button to proceed to print your Mind Map using the standard print dialog.

## Printing the Outline

To print the outline, click on the print button on the toolbar of the outline panel, or use the **⌘+p** shortcut while the outline panel has the focus. The following panel will be shown:



You have the option as to what to include in your printout, and you will see the impact of your choices in the preview below. You also have the option to override the page orientation you have set up in your Page Setup options.

When you are ready to print, click the Print button and proceed to print out the outline using the standard print dialog.

## 11 Tutorial 10 - How to make your Mind Maps more effective

The Mind Map that we have been primarily using in this tutorial has a number of shortcomings in regards to the best use of Mind Mapping concepts.

### Visual improvements

We could do a number of things to make this Mind Map better from a visual perspective, some things that may help would be:

1. More images - either from the graphics library, or from the Internet or other sources
2. More adornments for showing the meaning of the branches
3. Different branch shapes - we have been using just line and rectangle branches - it would make it interesting to use oval branches and FlexiBranches where appropriate too.
4. Use different fonts for different words, to emphasize them, as well as using different text colors.
5. Better use of color for the branches.
6. More link lines, attached graphics, and boundaries where appropriate.
7. Try different background images to make the whole Mind Map look more interesting - not something too overpowering though, especially if it is tiled across the whole Mind Map canvas.

Obviously you don't want to overdo any of this, as it is best to have a Mind Map that your brain enjoys looking at. It's sort of like some people when they discover fonts on a computer, every document they create has about 20 different fonts in it, and it looks terrible. So use the features to enhance the look and turn it into a work of art.

### Layout improvements

One of the themes of Mind Mapping is to leverage the power of association and extension in your brain. If you have a complete sentence or phrase on a branch, your brain is happy with that and stops thinking of ways to extend the idea, or different ways ideas can be linked.

So it is best to look at the intention of the words, and break them down into linked concepts that will leave the ideas open for further addition of other branches, and thinking about the different ways they can be linked.

For example, we will take the following branch from our Mind Map:

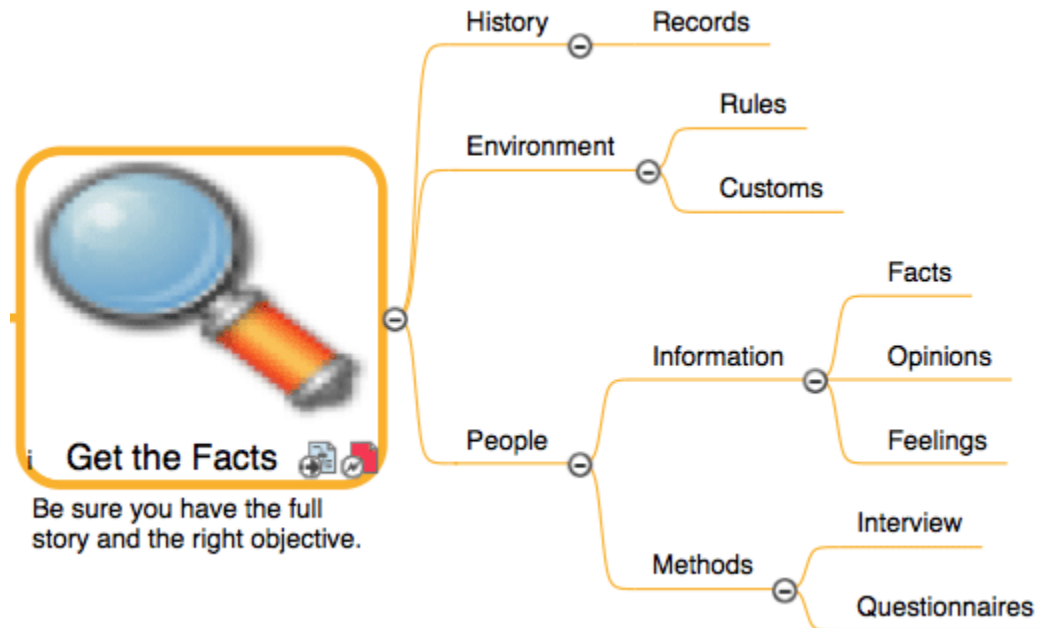


Thinking about the first branch, "Review the record" we really are talking about the history of the problem.

Then for the branch "Find out what rules and customs apply" we are dealing with the environment around the problem.

For the last two branches, we bring in the "people" aspects of the issue.

As soon as we start to reorganize along these lines, we find that it opens up new lines of thinking for us, so once we have gone through the reorganization process, we may have something like this:



Now when we look at this, we will see History, and start thinking about when this may have happened before. Instead of thinking about "Review the record" as if there was only one record, we would be likely to be open to thinking about all the other times that this may have happened either to us or to other people or businesses. With the link to records, we are opening up possibilities of all sorts of historical records, not just our records. This may include our internal factory or business records, talking to other business owners of similar businesses, finding out about similar things that may relate to other businesses, finding out information from newspapers, libraries, movies, documentaries, training courses, etc.

We could go further than what we have done already and add some or all of those things as branches, but the main thing to notice is that by breaking down the sentence into the intention, we have now opened up a myriad of new possibilities.

Similarly with the Environment branch, we now start thinking about things to do with all aspects of the environment around the problem - were there specific incidents or decisions that led to the problem arising? What constitutes normal or exceptional situations? What are the critical factors for the existence of the problem? What things do we need to comply with in this situation and why? How have things been done in the past, and were those actions correct?

And so it goes on. Single words with linkages between them are much more powerful than sentences - try it out on your Mind Maps.

Happy Mind Mapping!

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