

MindView at York St John University

Introduction

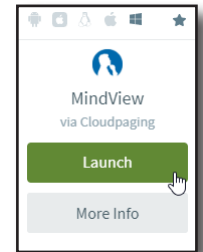
MindView is a professional mind mapping software that allows you to visually brainstorm, organize and present ideas. MindView is available on YSJ open access PCs, loan laptops and staff desktops via AppsAnywhere. For up to date availability visit: <https://www.yorksj.ac.uk/ils/digitaltraining/a-z-software/#LETTERM>

To work on your own device a trial version can be downloaded but this may have limitations at: <https://www.matchware.com/mind-mapping-free>

Open MindView on a YSJ PC

Go to **AppsAnywhere** tab in Chrome browser

Launch **MindView**, you may be asked to activate licence, click ok

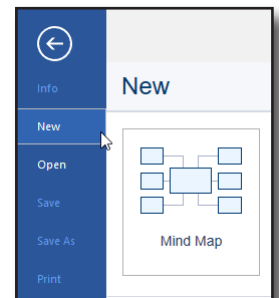


Create new mind map

File > New > mind map

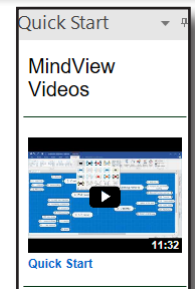
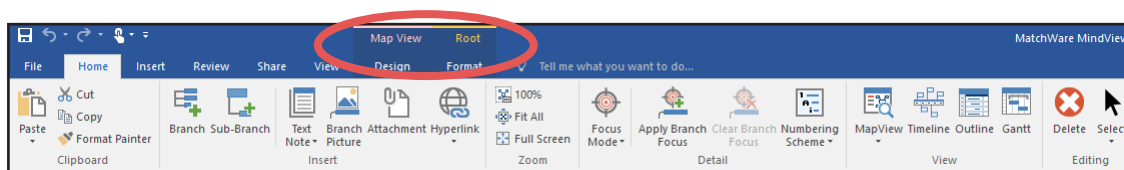
Click and type on **subject** box to edit

Take a look at the **quick start videos**



Home menu

Add branches, sub-branches, notes, images, attachments and hyperlinks from the home menu.



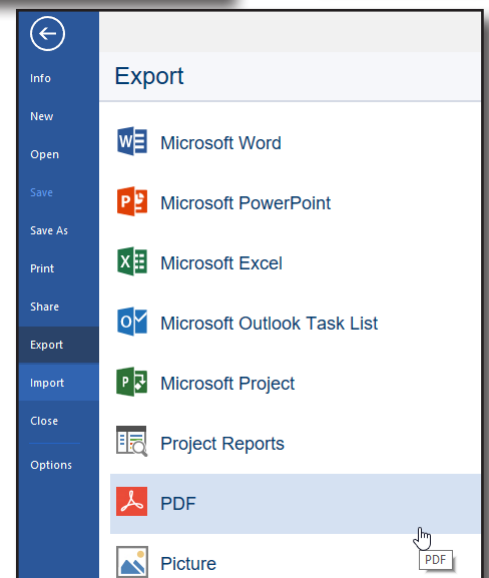
Click on **Map View Design** to view different layouts

Click on **Root** to format colour scheme, root shapes and outline

Save & Export

Save file as a mvdX file. Go to **File > Save As > Computer > Browse > One Drive - York St John University**

There are a number of export options, **PDF** and **picture** are the best for Mahara upload. PDF allows for zooming in to diagram.



Keyboard shortcuts

Enter: Add a new branch at the same level as the selected branch

Insert: Add a new sub-branch to the selected branch

Shift+enter: add a new branch just before the selected branch

Delete: delete the selected branch or element

Up arrow: select the branch placed above the currently selected branch

Down arrow: select the branch placed below the currently selected branch

Left arrow: select the branch to the left of the currently selected branch in the map

Right arrow: select the branch to the right of the currently selected branch in the map

F1: help

F2: edit the name of the selected branch or the selected floating comment

F3: toggle focus mode on and off

F4: resize the map so that it fits entirely in the workspace

F6: apply branch focus to restrict the display to the selected branch

Ctrl+shift+F6: remove branch focus to display the entire map again

F7: spellcheck the document

F8: toggle between selected branch and text note editor

Ctrl+F8: create a new text note

F9: toggle full screen mode on and off

F11: insert or edit a pop-up comment on the selected branch

F12: specify a start time for the selected branch

Ctrl+F12: specify an end time for the selected branch

Ctrl+A: select all branches

Ctrl+F: find and replace text in document

Ctrl+N: create a new document

Ctrl+O: open and browse for an existing document

Ctrl+P: print the active document

Ctrl+S: save the active document

Ctrl+Z: undo the last action

Ctrl+Y: reverse the last undo

Ctrl+C: copy the selected data to the clipboard

Ctrl+X: cut the selected data to the clipboard

Ctrl+V: paste the data placed in the clipboard to the selected destination

Ctrl+shift+C: copy the formatting from one element to another with the format painter