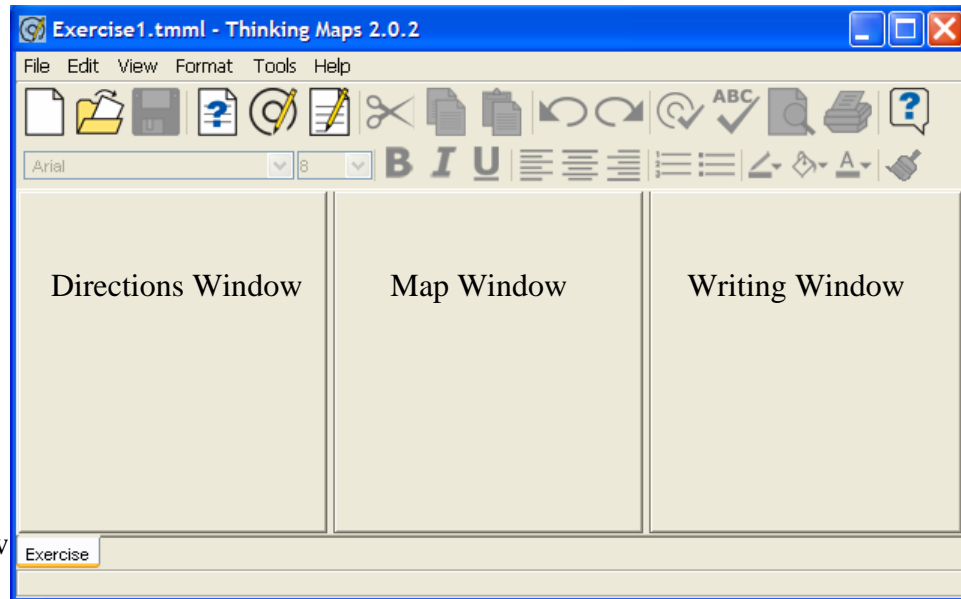


Thinking Maps Software 2.0.2

The opening screen looks like:

Menu Bar

Tool Bars




Tabbed Window
Manager

This is designed for teacher writing directions for an assignment in the left window, students making maps in the middle window, students writing their assignment using the thinking maps in third window. This may not be the usual format teachers want to use.

You may usually want to go to FILE: NEW MAP: and choose the map you want. The directions for the Map Window would then apply. Each type of map has a different tool bar on the left side of the window.

Creating An Assignment:











1. Write directions in Directions Window
FILE: New Directions or click icon.
You can use text formatting attributes: bulleted and numbered lists, highlighting, indenting, etc. You can not format Line Color, Fill Color or use the Format Painter.
Each assignment will have one Directions Window.
2. To leave the Directions Window and get to the Map Window, FILE: New Map or click on icon  Click on the Map tab at the bottom to center map.
3. To get to the writing window: FILE: New Writing

Map Window or FILE: New Map

Along the left side of each map is an Active Toolbar. Different maps have different tool bars with specifically chosen icons/abilities according to the map type.

As an example, the Circle Map has:

	Defining in Context	
	Adding to Circle	Adds a comment in circle
	Add a label	Adds a comment outside frame
	Show/Hide Frame	Shows/Hides Frame
	Add text to frame	Adds a comment between circle/frame
	Zoom in	
	Zoom out	
	Delete	

Tips:

You need to **double click** to type once you create a box.

Copy and paste an assignment into student folders. (Copy once, quickly paste into each child's folder.) Or in the directions and/or writing box you can go to TOOLS: Options and set to Read Only.



On top right of screen, center icon sets to full screen.



On the Tool Bar, is the Check Map command. It checks to see if your map is incomplete. If more than one item is listed, read the first item and click OK. When you have fixed the first problem, click the Check Map icon again to fix the next problem. Continue until a popup window displays: "Great Work! You have created complete maps!"

When creating a map, you can not use a list command; they are grayed out.



To import a picture, click on the paint can, Fill With Image after creating a box.



Thinking Maps® Tutorial Help

Circle Map



On the **File** menu, point to **New Map**, and click **Circle Map**, or click the **New Map** icon on the **Main Toolbar** and click the Circle Map in the **New Map** dialog box.



On the **Active Toolbar**, click the **Add to Circle** icon .



On the **Active Toolbar**, **Show/Hide Frame** icon to show the frame of reference in your Circle Map. This frame helps you show who and what things influence you.



On the **Active Toolbar**, click the **Add Text to Frame** icon.

Bubble Map



On the **File** menu, point to **New Map**, and click **Bubble Map**, or click the **New Map** icon on the **Main Toolbar** and click the Bubble Map in the **New Map** dialog box.



On the **Active Toolbar**, click the **Add a Bubble** icon. In the new bubble, type. Add more bubbles using the **Add a Bubble** icon.



On the **Active Toolbar**, click the **Show/Hide Frame** icon to show the frame of reference in your Bubble Map.



On the **Active Toolbar**, click the **Add Text to Frame** icon. Add text inside the frame.

Double Bubble Map



On the **File** menu, point to **New Map**, and click **Double Bubble Map**, or click the **New Map** icon on the **Main Toolbar** and click the Double Bubble Map in the **New Map** dialog box.

Double-click the selected circle and type.



On the Active Toolbar, click the Add a Similarity icon.

In the text box for the new bubble, type something quality that is in common. Add more bubbles using the **Add a Similarity** icon, to enter other similarities.



On the **Active Toolbar**, click the **Add a Difference Right** icon.



On the **Active Toolbar**, click the **Add a Difference Left** icon.



On the **Active Toolbar**, click the **Show/Hide Frame** icon to show the frame of reference in your Double Bubble Map.



On the **Active Toolbar**, click the **Add Text to Frame** icon to add text inside the frame.

Tree Map



On the **File** menu, point to **New Map**, and click **Tree Map**, or click the **New Map** icon on the **Main Toolbar** and click the Tree Map in the **New Map** dialog box.

In the selected **Main Idea Line**, type your main idea.



On the **Active Toolbar**, click the **Add a Subcategory** icon. A subcategory line is added under the Main Idea, connecting the subcategory to the Main Idea.



On the **Active Toolbar**, click the **Add a Detail** icon. A detail line is added below the subcategory line.

Repeat to add more subcategories and details.



On the **Active Toolbar**, click the **Show/Hide Frame** icon to show the frame of reference in your Double Bubble Map.

Brace Map



On the **File** menu, point to **New Map**, and click **Brace Map**.

In the selected **Major Part Line**, type your title.



On the **Active Toolbar**, click the **Add a Part** icon. Type a new part. Repeat for other parts.

Finish document as previously shown.

Flow Map



Open map as previously shown.



On the **Active Toolbar**, click the **Add a Stage After** icon. Thinking Maps Software places another box in the Flow Map and an arrow connects the two boxes. Type the next stage. Continue using the **Add a Stage After** icon to add more stages.



After completing this Flow Map of the Major Stages, click one of the stages. On the **Active Toolbar**, click the **Add a Substage** icon. Type the first thing you will do during this activity in the substage box. Keep adding Substages and typing all of the Substages of the Major Stage.

Finish as previously directed.

Multi-Flow Map



On the **File** menu, point to **New Map**, and click **Multi-Flow Map** or click icon.


In the event box type in title.



On the **Active Toolbar**, click the **Add a Cause** icon.

In the new box that appears to the left, type in one of the things you need to do to help you--or cause you--to reach your goal. Continue using the **Add a Cause** icon to add as many causes as you can think of for reaching your goal.

Click the event box again.

 On the **Active Toolbar**, click the **Add an Effect** icon. In the new box that appears to the right, type in a result--or an effect--of reaching your goal, such as "feeling happy." Keep adding effects after the goal.

Finish as above.

Bridge Map



On the **File** menu, point to **New Map**, and click **Bridge Map**, or click the **New Map** icon on the **Main Toolbar** and click the Bridge Map in the **New Map** dialog box.

On the Relating Factor line type in the phrase that is "bridged over" to pairs of related ideas in the Bridge Map.



Double-click above the first line of the Bridge Map and type the first component. Double-click below and type the related factor. Double-click above the second line of the Bridge Map and type the next component. Double-click below the second line and type the related factor.



On the **Active Toolbar**, click the **Add to Bridge** icon to add other relationships. Above and below the new lines type more things using the relating factor.



Switch relating factor between **as** and **=**.

Finish as with other maps.