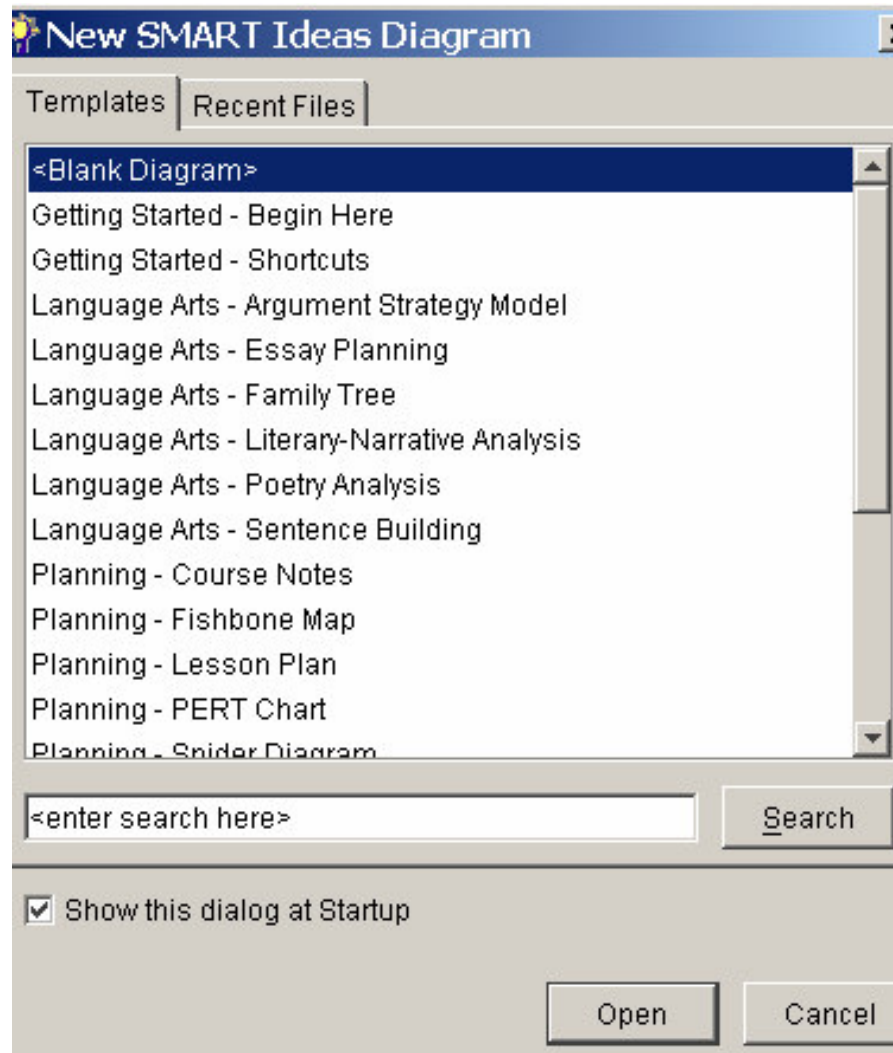


Smart Ideas: Concept Mapping Software

A Step-By-Step Procedure

1. *I've started the program. Now what?*

- Choose the appropriate top tab from the start up menu (“Templates” or “Recent Files”).
- Within the “Templates” tab, choose from a blank diagram or from a list of templates. Click on your selection then on “Open”.
- For an existing file, select the “Recent Files” tab. If your file is listed in the main box, click it and then “Open”. If it is not listed, click the “Browse” button, find your file and select it. Then click on the “Open” button.

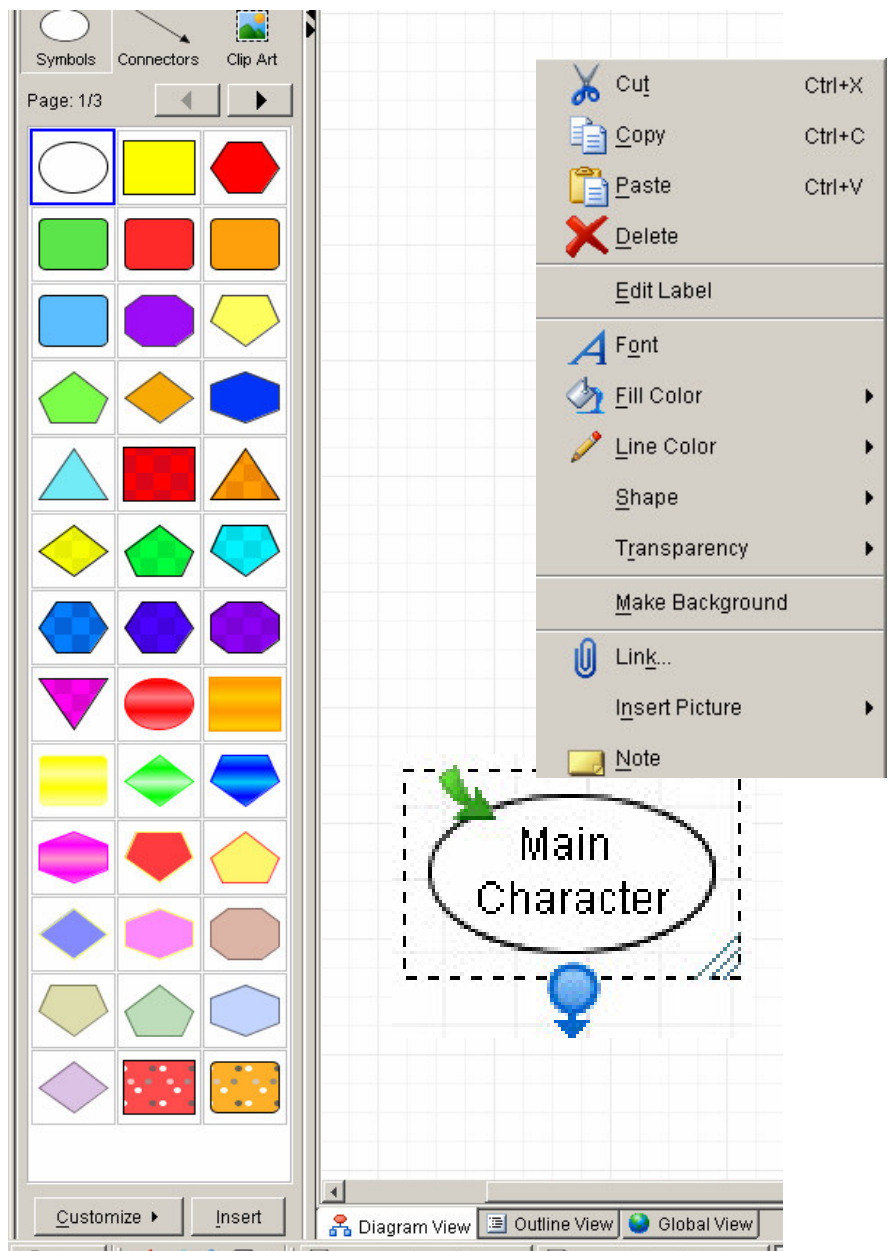


Smart Ideas: Concept Mapping Software

A Step-By-Step Procedure

2. How do I begin creating a concept map from a blank diagram?

- Make sure your main window is within the “Diagram View” by selecting the bottom tab.
- The left hand sidebar is able to toggle between “Symbols”, “Connectors” and “Clip Art”. Select the “Symbols” icon. Then drag and drop a symbol from the sidebar into the blank diagram.
- Double click the symbol to enter text into the symbol.
- To resize the symbol drag the bottom right-hand corner of the selection to the desired size.
- To create a diagram linked to this symbol, click on the green arrow.
- To create a new symbol that is linked, click and drag the blue button to the desired location for the new symbol.
- By right clicking on the symbol, you are able to attach a “Note”, a link to a file or webpage, put a picture in the symbol and change the attributes of the symbol.



Quick Tip:

To resize a symbol exactly to the text, single click on the bottom right hand corner of the selected symbol (three diagonal lines). The symbol will then exactly fit your text.

Smart Ideas: Concept Mapping Software

A Step-By-Step Procedure

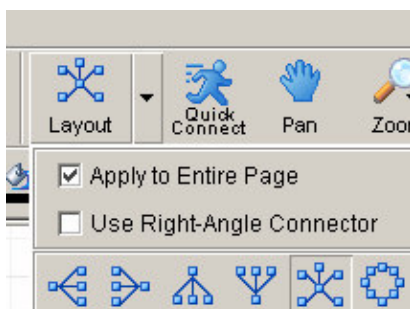
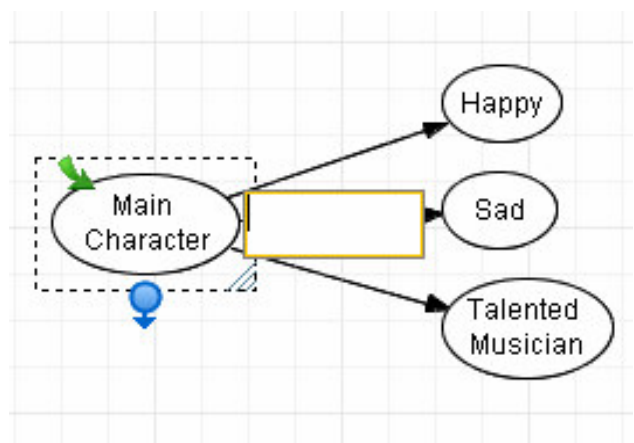


3. What do the top tool bar items do?

- **Back:** As you move in different levels of your diagram, this will take you to your last diagram.
- **Save:** Click to save the file as it is currently named.
- **Cut, Copy and Paste:** The functions of the clipboard to cut items out of the document, copy them onto the clipboard or paste them into the current document. This is a useful tool for pictures being inserted from the internet.
- **Delete:** Simply select an item and click this button to erase it.
- **Undo:** This button will take back the last action that you performed in the document.
- **Link:** Links the selected object to a webpage, file or another level within your document.
- **Note:** Attaches a note to a symbol.
- **Layout:** Select a layout style for your diagram. This will automatically arrange all the connected symbols in a desired format.
- **Quick Connect:** Allows you to quickly enter linked symbols.
- **Pan:** This tool will grab the page and move around the entire page.
- **Zoom:** Changes your zoom.
- **More:** Shows the extra formatting toolbar.

4. How can I quickly create a web?

- Select a symbol and double click or drag and drop it into your diagram. Label that first symbol.
- Then click “Quick Connect” from the top tool bar. A box will appear. Type in the text for the new symbol and click the “Enter” key. A new symbol will appear the new text and will be linked to the originally created symbol. Continue typing and clicking “Enter” until the desired data has been entered into your diagram.
- To take off the “Quick Connect” setting just click on the tool bar button once again.
- To organize these symbols, simply use the “Layout” button on the top toolbar.

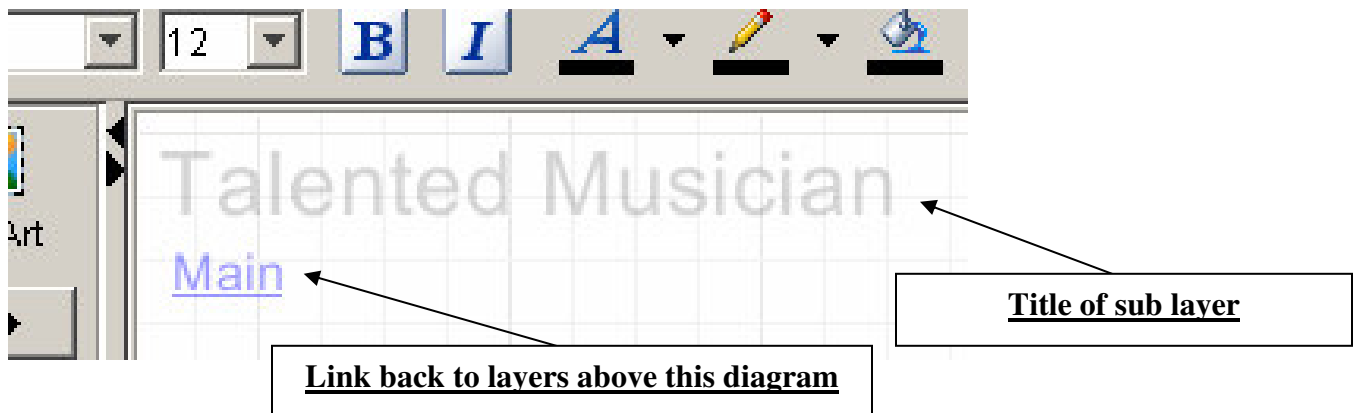
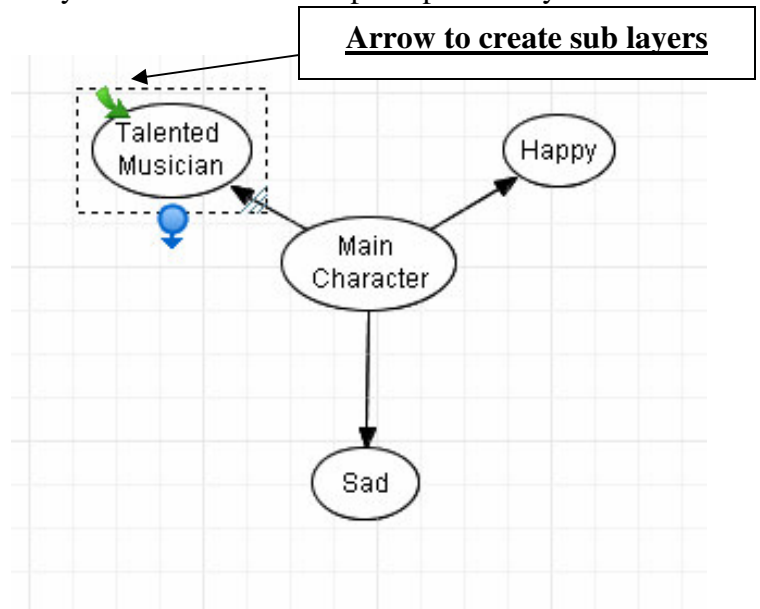


Smart Ideas: Concept Mapping Software

A Step-By-Step Procedure

5. *Is there a way to make a more complex diagram?*

- The best way to organize a more complex diagram is to create layered diagrams. Within these types of diagrams, the top diagram may have one or more symbols linked to sub layers. Each of these sub layers has another concept map that may relate to the main diagram.
- To create a sub diagram:
Select a symbol with a single click. Then click the green arrow (shown on the upper left corner of the symbol). This will then take you to a blank diagram that is linked to that symbol. (The upper right hand corner of the new diagram has a watermark title and a link back to the layers above this page.)
- To navigate to the sub layers, each linked symbol will display a green arrow in the top right hand corner **when it is not selected**. Simply click on this arrow to navigate to the sub layer.
- Another way to navigate back to the previous layer is to click the “Back” button from the top toolbar.



Quick Tip:


Want to get some ready-made SMART Ideas templates and lesson ideas? Go to www.edcompass.com follow the links (click on “Learning Resources” in the top navigation bar, then select “Lesson Activities” within the left hand links. You will then be able to select “SMART Ideas Lesson Activities”). You will be able to download lesson plans, templates or upload your own creations to share! Best of all: the site is free!

Smart Ideas: Concept Mapping Software

A Step-By-Step Procedure

6. How do I use Clip Art?

- Within the left hand sidebar, click on the “Clip Art” button. This will display the clip art galleries. Use the arrows to browse between the pages.
- To narrow the list of clips, use the drop down menu to select a category.
- To insert a clip art item, drag and drop it into the desired location on the page. Once on the diagram, these items behave the same as symbols and are able to be connected with connectors, notes added, and sub layers added.
- To insert a clip art item into a symbol. Select the desired symbol then double click the clip art item in the sidebar. Note: This cannot be taken out later (this function should be seen in future versions).
- To add your own media files to clip art, click on the “Customize” button and select “Add Clip Art”. Then browse for your files and select them.

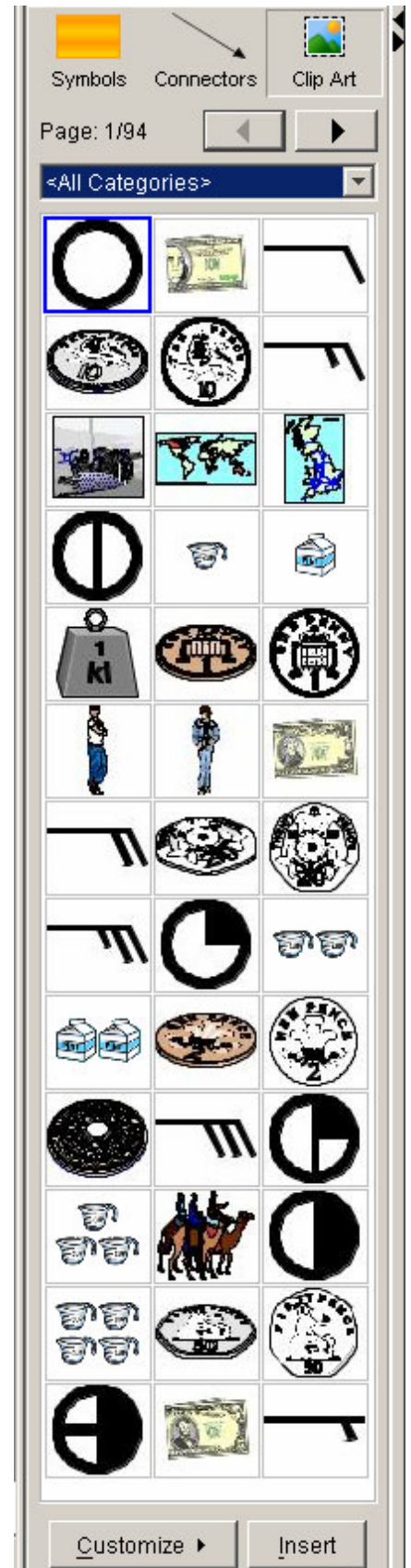


Quick Tip:

Do you want to import some great graphics from the internet into your SMART Ideas concept map?

Simply right click on the desired graphic within your web browser and select “Copy”. Then within your SMART Ideas concept map, right click and select “Paste”!

These graphics behave just like symbols and are able to be connected with connectors to other graphics and symbols, notes added, and sub layers added.

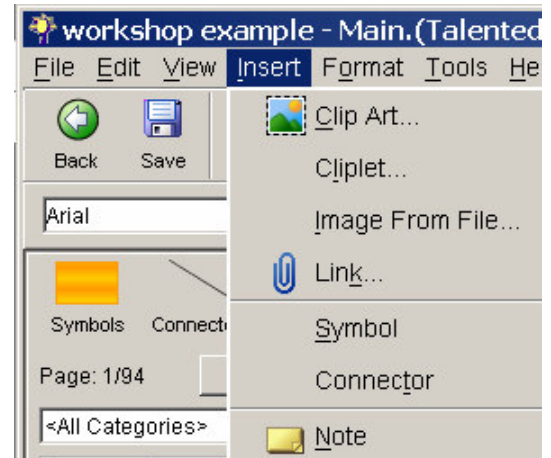


Smart Ideas: Concept Mapping Software

A Step-By-Step Procedure

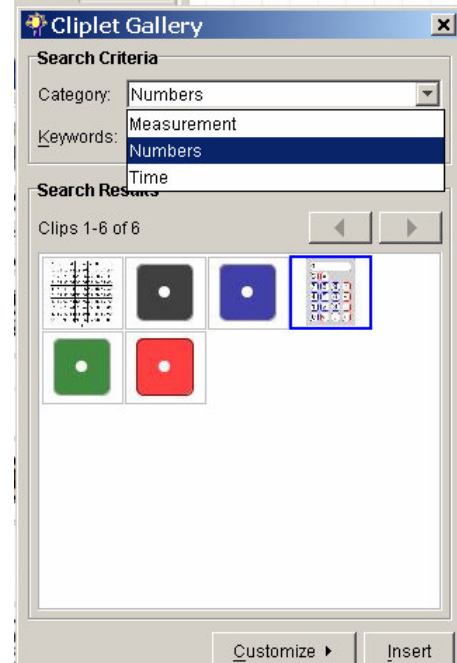
7. What are Cliplets? How can I use them?

- Cliplets are interactive images that are inserted into the diagram. They can improve the functionality of a concept map as a teaching tool, or for students as a learning tool.
- From the top menu, click on “Insert” then select “Cliplet...” from the drop down menu.
- Select a category from the first drop down menu in the window that appears. Then simply drag and drop a Cliplet onto your diagram.
- When the Cliplet is on your page, click the top left hand corner to “pin it” to the page. This will allow it to become stationary. The top right hand corner allows you to make the Cliplet full screen.



8. I want to make my connectors more creative, is there a way to do this?

- Simply select a connector within your diagram with a single click. Then click on the “Connectors” button within the left hand sidebar. Then click on the desired style of connector.
- For more customizability, right click on the connector and then make the desired changes through the many attribute options (ie. size, colour, etc.)



Smart Ideas: Concept Mapping Software

A Step-By-Step Procedure

9. I want to save my diagram, are there any more options to share this work?

- Clicking on “File” within the top menu will present a number of options.
- **“Export Diagram View To Web”**: Will create a webpage that keeps all its links to sub layers from the Diagram view.
- **“Export Outline View To Web”**: Will create a webpage with all the links that is textual, and not retain any of the graphic elements.
- **“Export to Word Document”**: Will allow you to export your work to Microsoft Word or WordPerfect. This is great for any writing task!

