

D202: Multimedia: Planning your projects in OpenMind

Using OpenMind & Mediator

Flash Introduction

A Visual Tour

An Interactive Quiz

Planning your projects in OpenMind

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OpenMind is a powerful, visual learning tool designed to help you develop and organise your ideas and projects. Based on the Mind Mapping theory, it enhances your creativity, clarifies thinking and improves your memory.

We are going to use OpenMind to create a detailed plan that will enable you to complete all the tasks of the project. OpenMind makes use of the proven Mind Mapping theory whereas by creating branches, each branch will represent a page of our project, and by attaching a time scale to each branch we can use the Mind Map to define our project plan.

Each page of the project will require information of one sort or another. Your plan must ensure that you gather all the information you need before you start work on a product. The advantage of using OpenMind is that you can attach all your information to the branches you create, thus as you are collecting your information you are automatically organising it for your project. When you are done you can export your Mind Map to HTML, MatchWare Mediator, RTF, Microsoft® Word, or Microsoft® PowerPoint.

Your plan should include checkpoints when you will stop and review what you have achieved so far. As you work through your project you may find that you need to adjust your timings in order to meet the final deadline.

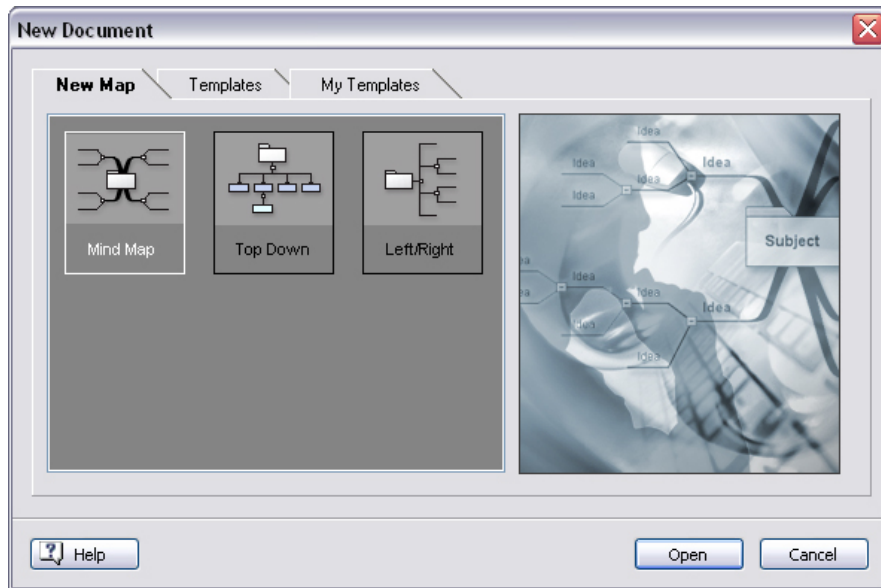
Step 1: Using OpenMind

Open **OpenMind**

- In the **Welcome** screen, select **New Document**



- Next you will be asked what type of **Mind Map** view you would like to design in



These are the different views that you can create using OpenMind:

1. **Mind Map** – This is for the users that have sporadic thought processes and see topics in a spread out non uniformed fashion.
2. **Top Down** – This is for the user that is more structured and sees their ideas in a level of priority, where the higher the level, the higher the priority.
3. **Left Right** – This view is the more uniformed view, blending principles from both the **Top Down** and the **Left Right** reading fashion that is most commonly used today.

You are free to use any view you prefer for planning your projects. For the purpose of the project we are going to use the standard Mind Map layout.

- Select **Mind Map**, then select **Open** to begin your planning

We are now ready to start creating our project.

- Create a **New Folder** on your desktop. Name it **1st initial, last name**. For instance, "jsmith"
- Go back into OpenMind and go to **File – Save As**, name your project, and save it in this folder

Step 2: Creating the Mind Map

OpenMind opens with the **Root** branch in the centre of the page. This is going to be our home page, the first thing you need to do is name the branch:

- Do this by **left-clicking** the **Root** one time and typing the desired text, "**Home**"



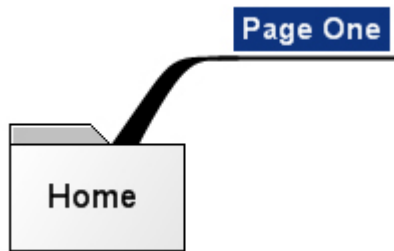
The idea is to create a new branch for each of the pages of your project. For the purpose of this exercise I'm going to create three new branches and name them Page One, Two, and Three.

The **page list** should look a little like this:

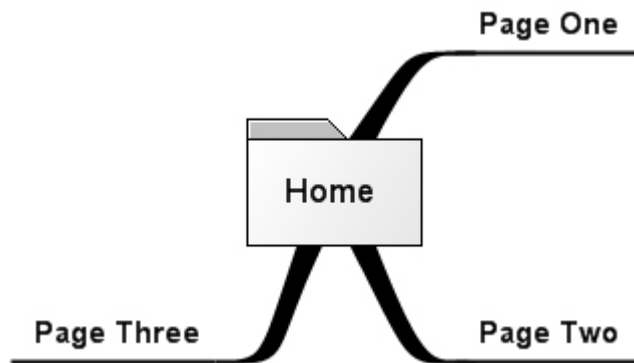
1. Introduction
2. Page One
3. Page Two
4. Page Three

In order to create new branches, you need to follow these simple steps:

- **Double-click** the **Root Branch** to create a new branch
- When the new branch is created, you are given the opportunity to name it
- Name your first branch "**Page One**"



- Follow the same steps to create the other branches that are stated in the **page list** above



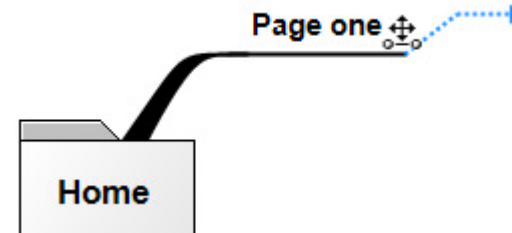
You can add sub-branches to any of these main branches by double-clicking the main branch. You can have as many sub-branches as you like.

You can also change the structure of your Mind Map at any time by dragging an existing branch onto another existing branch. This indents the branch you are dragging as a sub-branch of that branch.

- **Left-click** a branch
- Drag the branch onto another branch

You will see a blue arrow form outlining the location of the new branch.

- Once you are happy with the new position of the branch, let go of the mouse

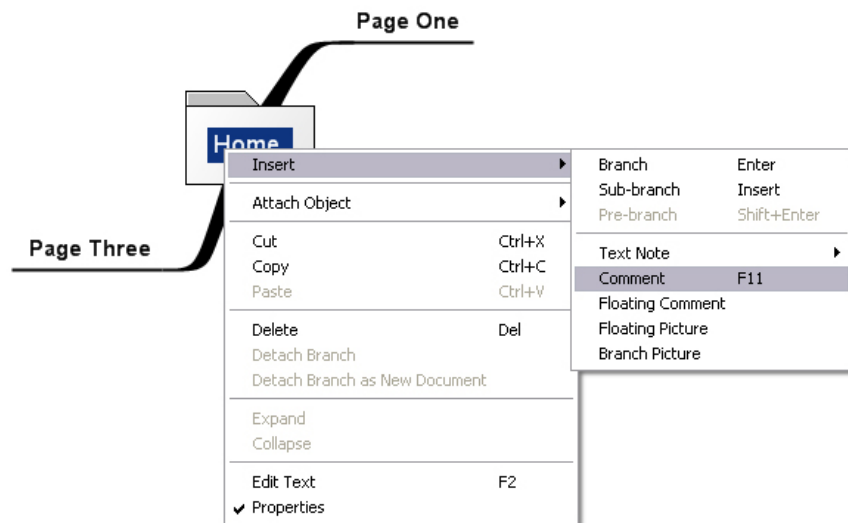


Step 3: Attaching information to branches

You are able to add many types of information to your branches, anything from Flash, pictures, videos, sounds, hyperlinks, text etc. We are going to use this feature to organise our project.

You need to allocate how much time you are prepared to work on each individual branch/page of the project. OpenMind allows you to add a tiny comment to each of the branches. This can be used for adding small reminders such as a time allocation. The advantage of using comments is that they are very easy to get rid of at the end so that they don't appear in the final project. To add a comment to a branch all you need to do is:

- **Right-click** the branch
- Select **Insert**
- Select **Comment**

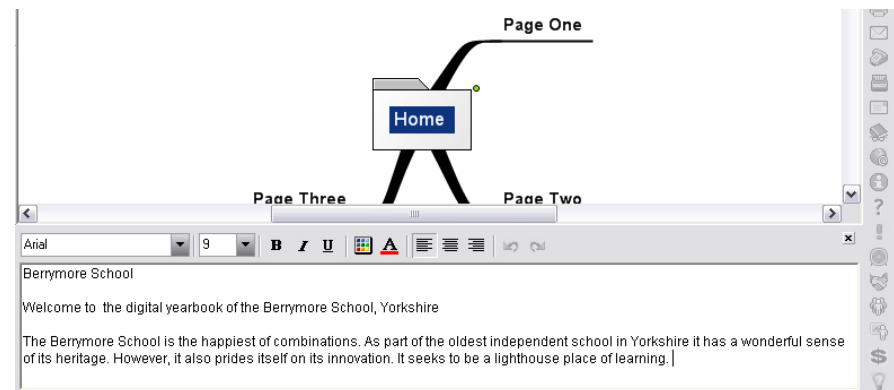


A small pop-up **Comment** box appears. Use this to insert the amount of time you are allocating to working on that particular page, e.g.: **20 Mins**. Once you click out of the comment box it will disappear and the comment will be stored. You will notice that a **small yellow dot** has appeared next to the branch. Just mouse-over the dot to launch the comment.

To add **Text** to a branch OpenMind has a **Notes Panel** that allows the user to take notes, create bullet point lists, or paste text documents into the presentation.

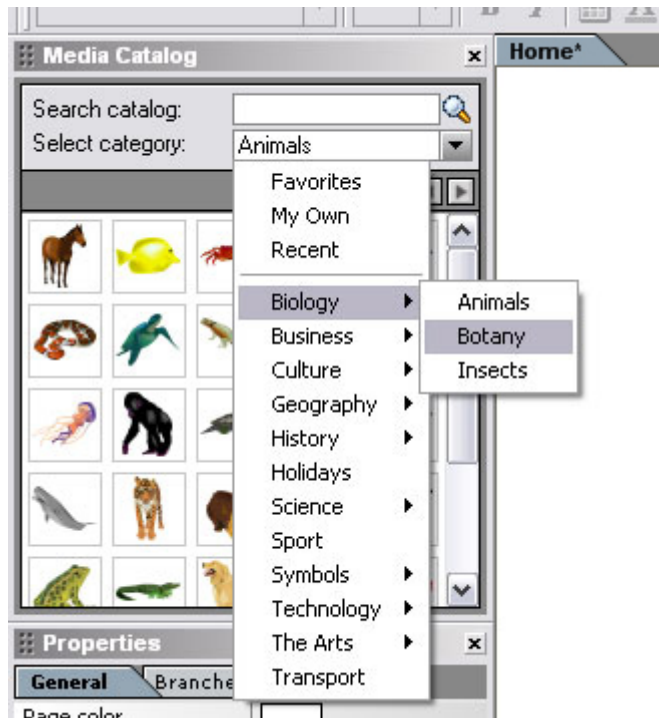
You can type directly into this panel or copy and paste completed text. To use the notes panel:

- **Left-click** a branch to open the **Notes Panel**
- **Left-click** inside the panel to place the cursor
- Type your text or paste your completed text
- Repeat this step for each of the branches



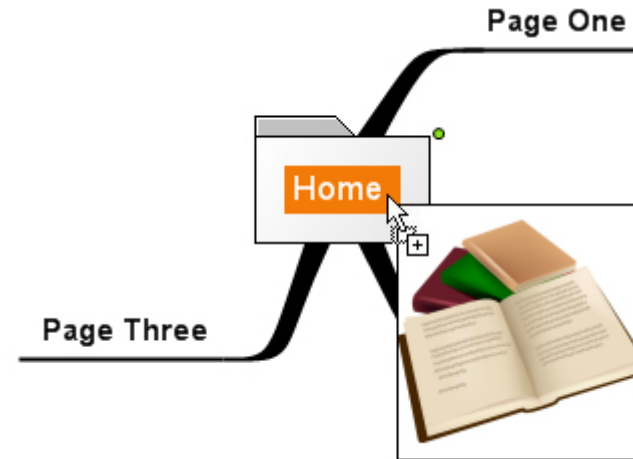
Step 4: Using the Multimedia Catalog

We have created a complete **Media Catalog** which contains multiple images for use in your **Mind Map**. You can search for a specific type of image or you can use the drop down menu to locate a specific picture.



You can also use the **Search catalog** field to search for a particular image. For the purpose of this exercise I'm going to search for a picture of a book for the main branch. As you type the keyword "book" into the search field it starts to display all the images associated with the word "book".

- When you have selected the picture you would like to use, just simply **left-click** and drag from the **Media Catalog** to the **Root branch**
- The text will highlight **Orange**, at this point you can let go of the mouse



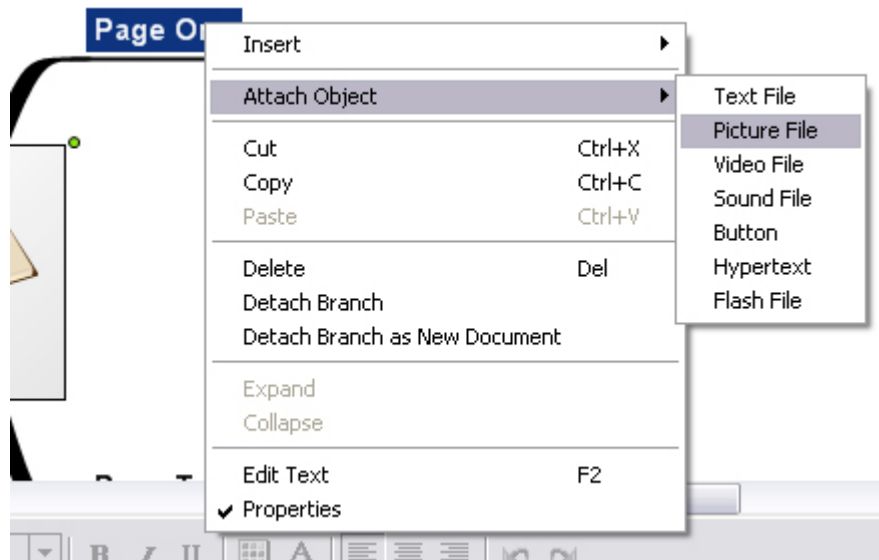
You will be given 3 options of how you would like to attach the image to the branch:

1. **Branch Picture** – This creates a thumbnail that is shown directly with the **branch**.
2. **Floating Picture** – This creates a thumbnail that is shown, but is attached to the **branch** by a blue line, allowing you to place the **Image** anywhere on the screen while keeping the relationship between the **branch** and the **Image**.
3. **Attached Picture File** – This attaches the **Image** to the **branch**, but the **Image** is not directly shown.

For this example we are going to select **Branch Picture**, then press **OK**.

Step 5: Attaching Custom Images

You can also attach **custom images** to your Mind Map. These can range from your own digital photographs, images you have scanned, images from the Web, other clipart libraries, or even images you have designed yourself. OpenMind will copy all the images you include and place them in a folder with your presentation.



To attach a **custom image**:

- **Right-click** the desired branch and select **Attach Object**
- Select **Picture File** from the drop down list
- Browse to the correct folder or location that contains the image
- Select the image and click **OK**

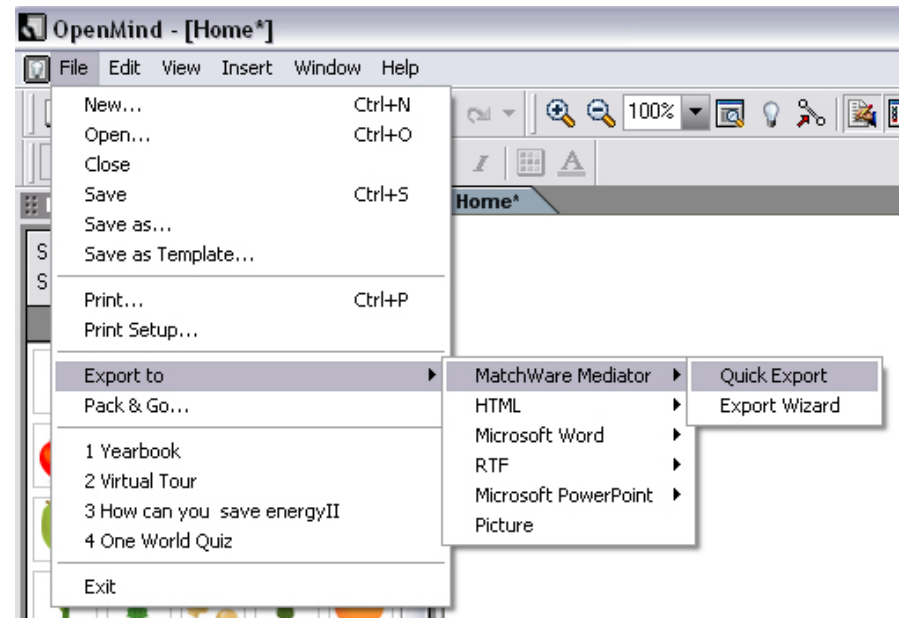
Step 6: Exporting to Mediator

Now that you have created the **structure** of your project and added text, images and sounds to the various **branches**, we are going to **export** this Mind Map as a **Mediator file** in order to add interactivity.

Save your project. To **export** your project you need to:

- Select the **File** menu
- Select **Export to** from the drop down list

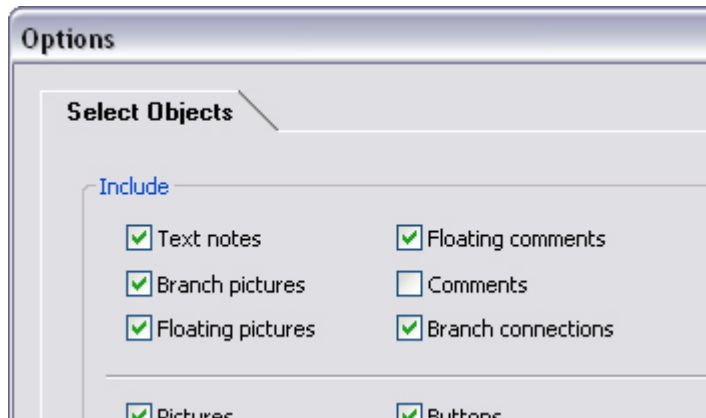
- Select **MatchWare Mediator**, then **Quick Export**



The **MatchWare Mediator Quick Export** wizard opens:

- OpenMind will **export** the file to the same folder your Mind Map is saved into, alternatively you may **browse** to another folder
- Select your **Window Size**, for this project choose 640 x 480
- From Design select **Using Blank Pages**

Select **Options**. You will remember that at the beginning we used comments to include the time we allocated to working on each page. Now we need to make sure the comments checkbox is deselected, so the comments remain in OpenMind (for planning purposes) and don't get exported into Mediator (our final product).



- Click **Export**

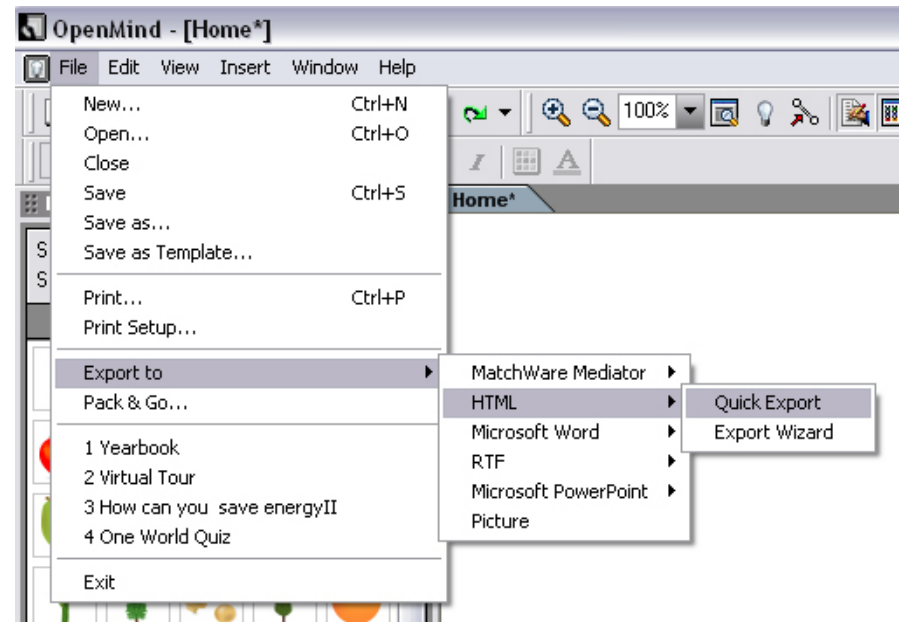
Once OpenMind has finished compiling and exporting your files it will ask you if you would like to view your project. Select this option and test to see if your project works correctly.

Step 7: Exporting to HTML

Now that you have created the **structure** of your project and added text, images and sounds to the various **branches**, we are going to **export** this Mind Map as an **HTML** website in order to present your work.

Save your project. To **export** your project you need to:

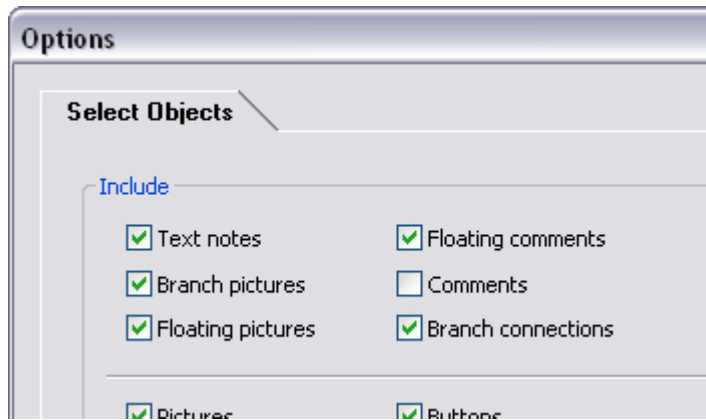
- Select the **File** menu
- Select **Export to** from the drop down list
- Select **HTML**, then **Quick Export**



The **HTML Quick Export** wizard opens:

- OpenMind will **export** the file to the same folder your Mind Map is saved into, alternatively you may **browse** to another folder
- Select your **Window Size**

Select **Options**. You will remember that at the beginning we used comments to include the time we allocated to working on each page. Now we need to make sure the comments checkbox is deselected, so the comments remain in OpenMind (for planning purposes) and don't get exported into Mediator (our final product).



- Click **Export**

Once OpenMind has finished compiling and exporting your files it will ask you if you would like to view your project. Select this option and test to see if your project works correctly.