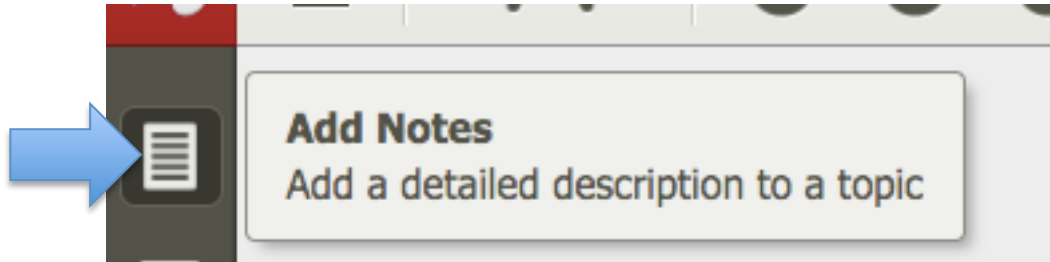


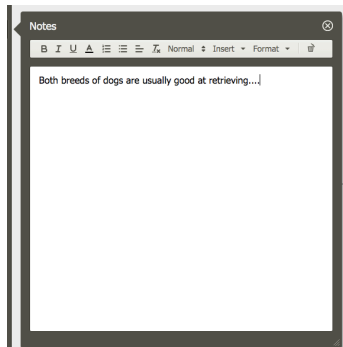


Add Notes:

- Select  on the left hand side of the screen



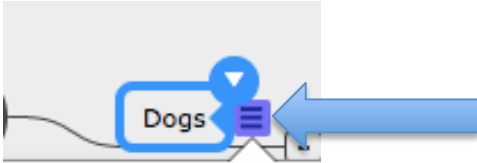
- Type or speak your note



A note will now be added to your mind map




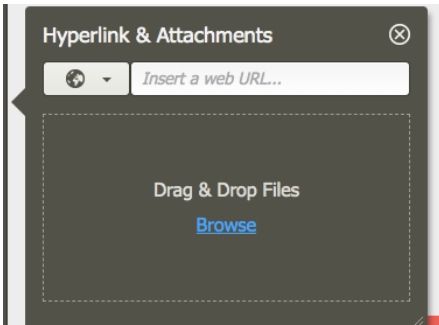
- Select the purple note on your mind map and your note will open



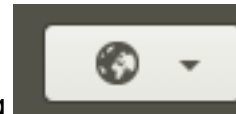
Attach a Hyperlink & Attachments:



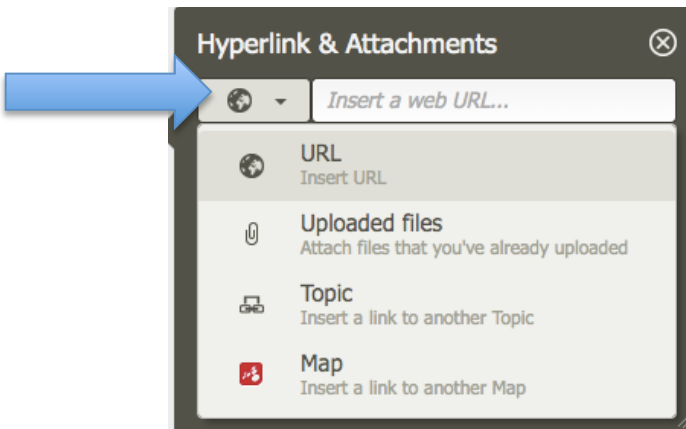
- Select  from the menu on the left hand side of the screen



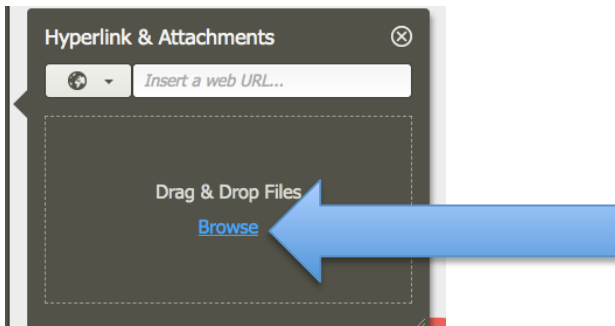
There are many ways to attach a file or a hyperlink:



1. Add a URL from your browser by first selecting

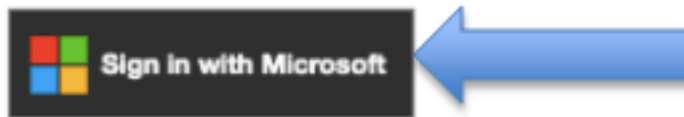


Then select “Browse” and the page will go into another online page.



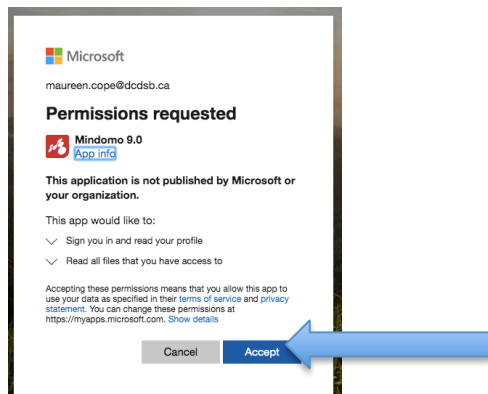
You must then:

- Sign into your “Microsoft Office” account

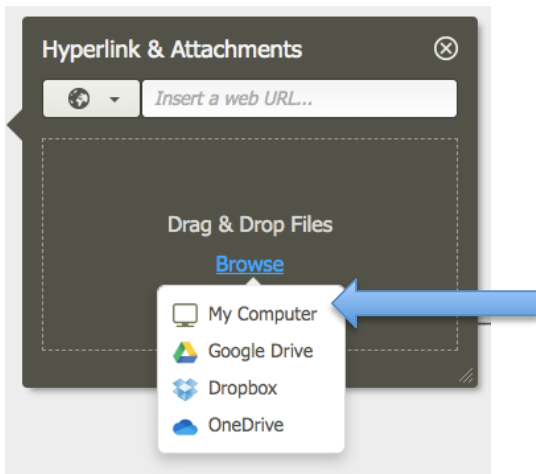


Note: Microsoft sign in only supports work or school accounts

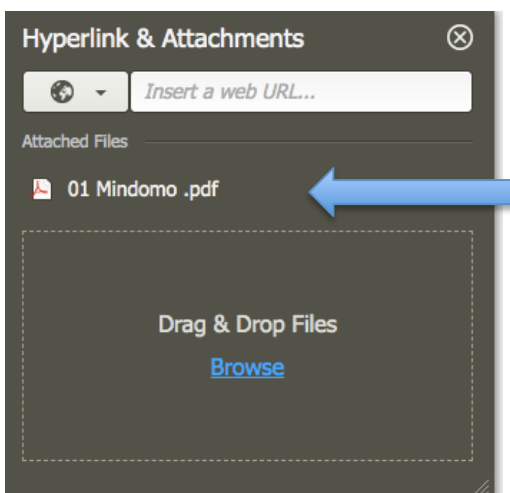
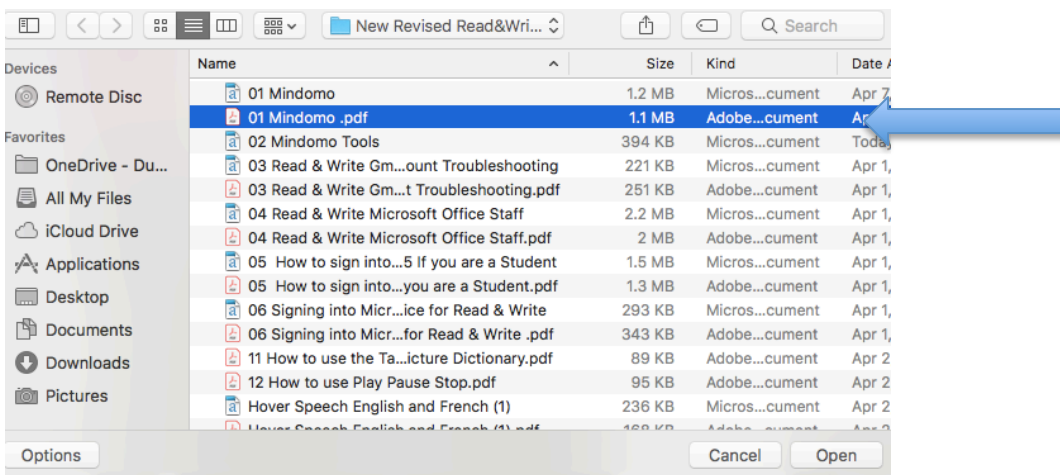
- “Accept” Mindomo’s permission page



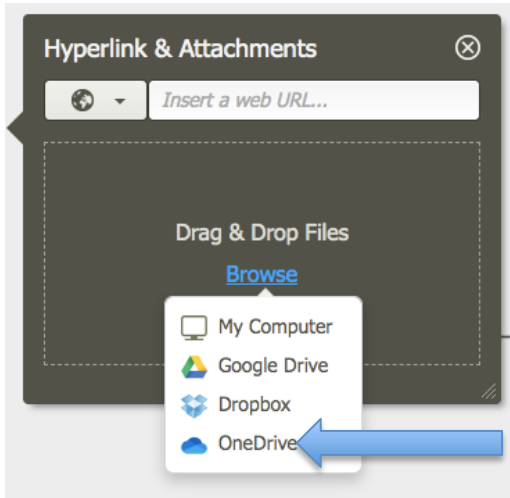
2. Select “Browse” and then select “My Computer” to attach files:



- Select the file
- Select “Open” and the file will upload into your “Mindomo”



2. Or select “OneDrive” to select your online files.

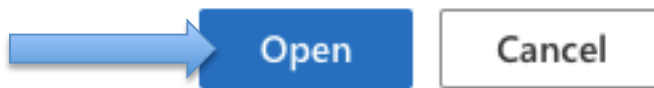


Mindomo will then open "OneDrive"

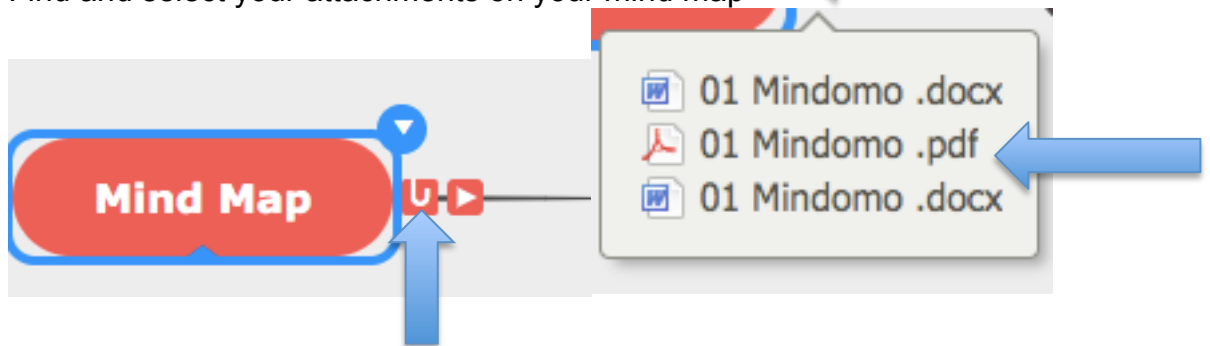
- Select the file/attachment



January 17, 2019

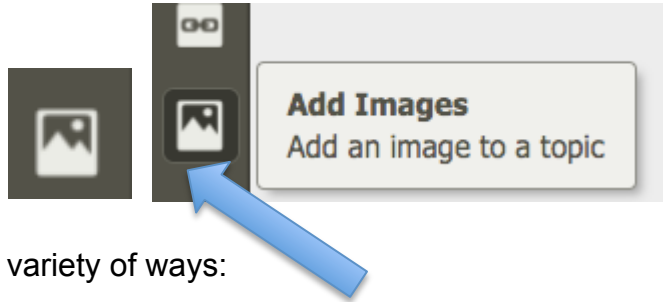


- Select "Open"
- Find and select your attachments on your mind map

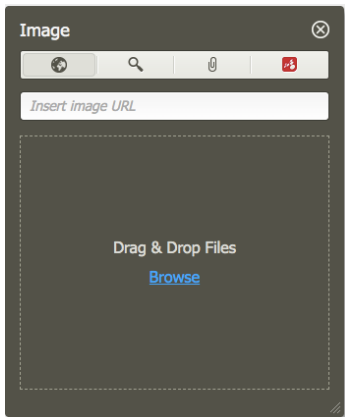


Add Images

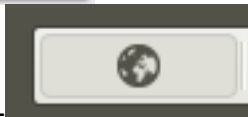
- Select “Add Images”



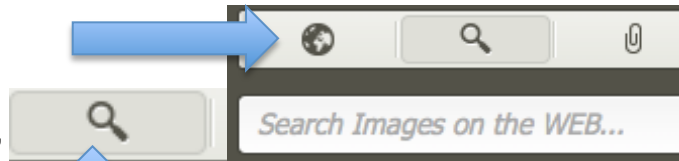
You can select images in a variety of ways:



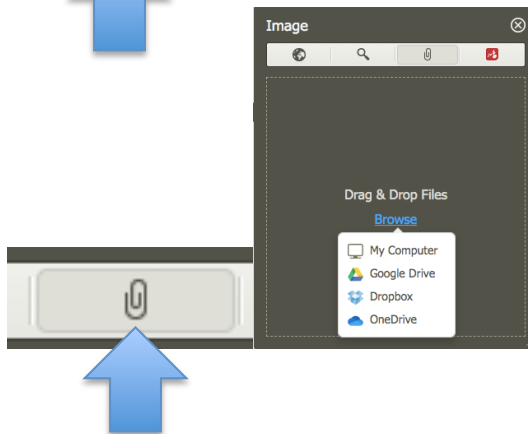
1. Select URL



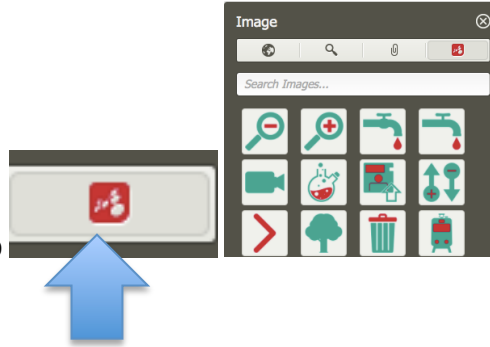
2. Search the “Web”



3. Attach a picture



4. Select images within Mindomo

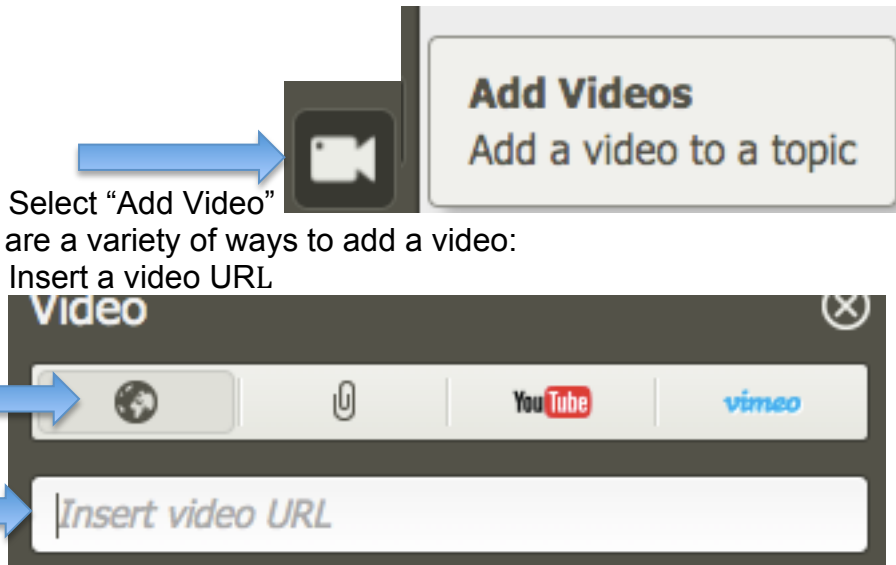


Add Video

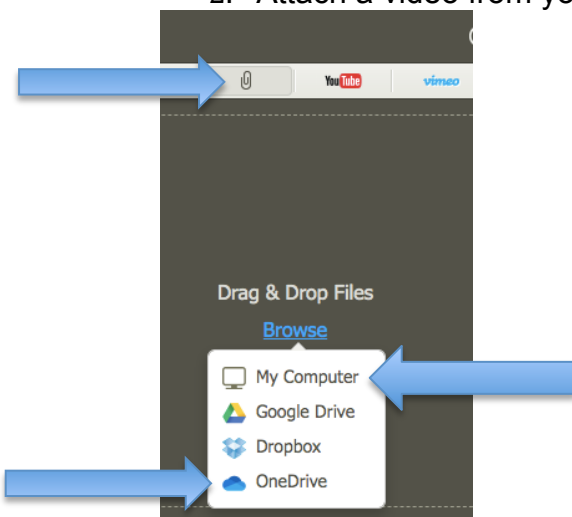
- Select "Add Video"

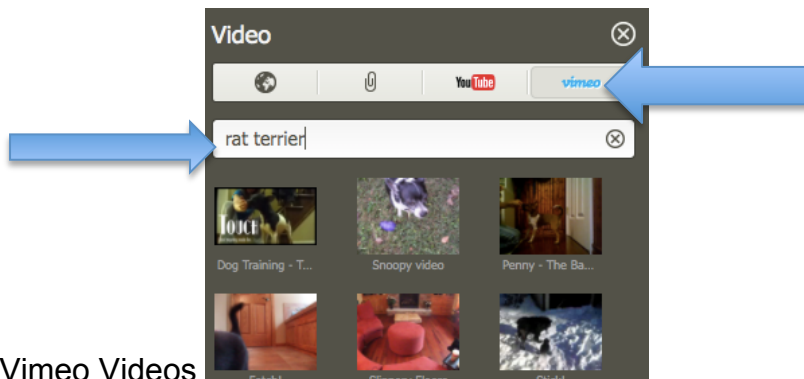
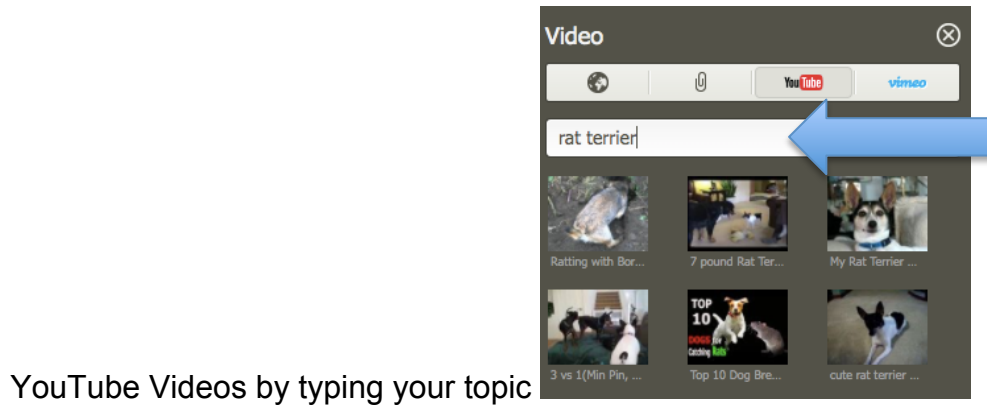
There are a variety of ways to add a video:

1. Insert a video URL

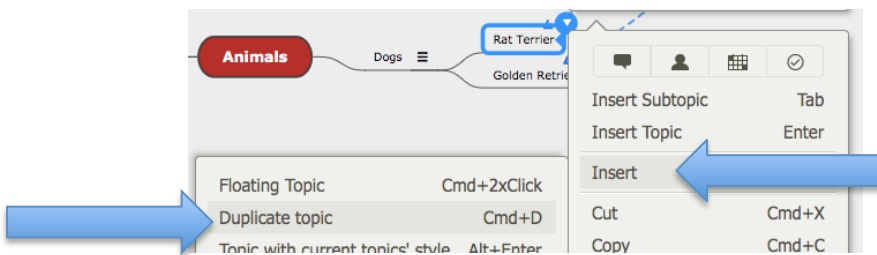


2. Attach a video from your computer files or your OneDrive

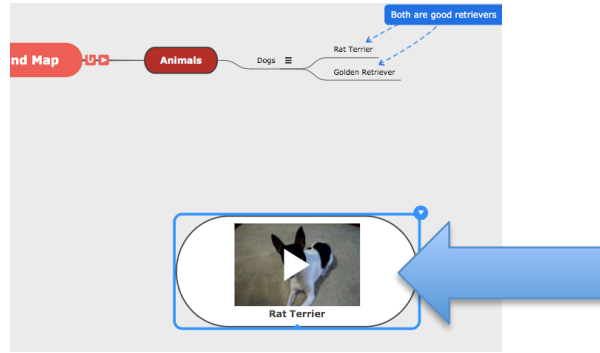




3. Vimeo Videos
5. Create a new symbol on your mind map by adding a new symbol to your topic or subtopic using the drop down arrow then selecting "Insert" and then for example "Duplicate topic" and highlighting that ensuring that your video is added to that symbol.



6. Add your video using steps above
7. Locate and play your video on your mind map

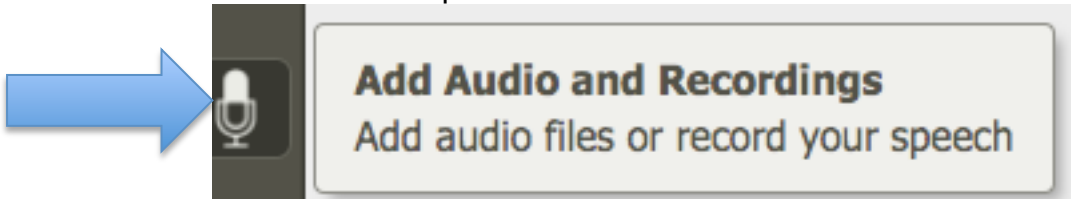


Add Audio and Recordings



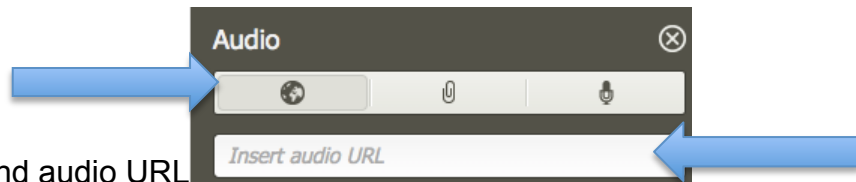
There is a variety of ways to add audio and recordings:

- Select the microphone

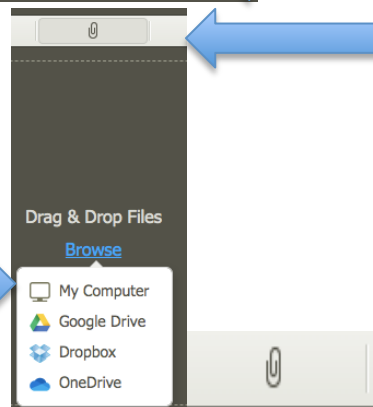


There is a variety of ways to add audio and recordings:

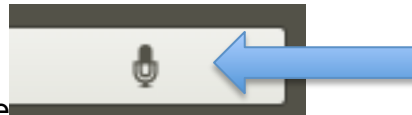
1. Insert and audio URL

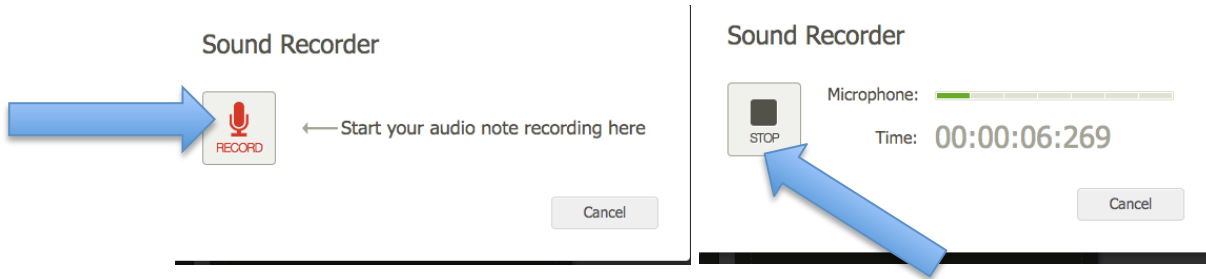


2. Insert and audio attachment from files

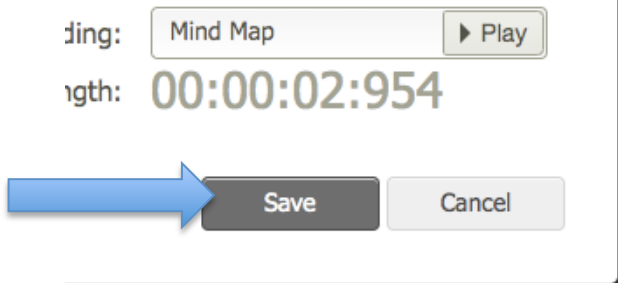


3. Start an audio note using your voice

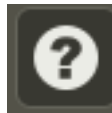
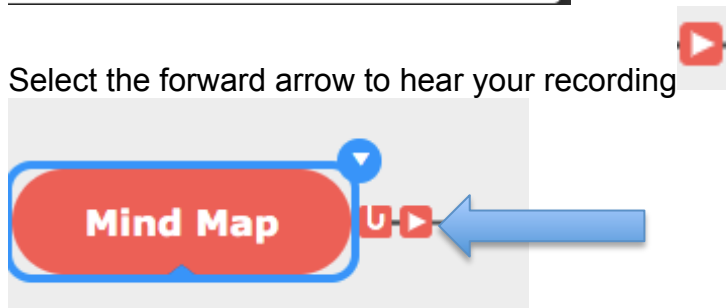




- Select “Save” add your recording to the document




- Select the forward arrow to hear your recording



For Mindomo help online select [Mindomo help](#). Your browser will automatically open up into Mindomo support for videos and step by steps.

View as an Outline

An outline view gives the user a written text view of the mind map:

- Select  in the upper left of your screen
- Select “View as an Outline”




Mind Map

- **Animals**

- Dogs

Both breeds of dogs are usually good at retrieving....

- Rat Terrier
 - Rat Terrier 
 - Golden Retriever

Rat Terrier

Export




Exporting online:

- Select  in the upper left of your screen

- Select 

You can then export it in a variety of formats such as “PDF,” “Word,” a “PowerPoint” or even Excel.”

Other Formats

-  Portable Document Format (.pdf)
-  Microsoft Word Format (.docx)
-  Microsoft PowerPoint (.pptx)

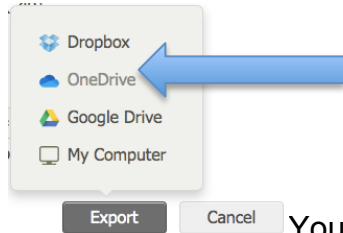
Options

PDF Size

Generate the map with background color.

- Select “Export”

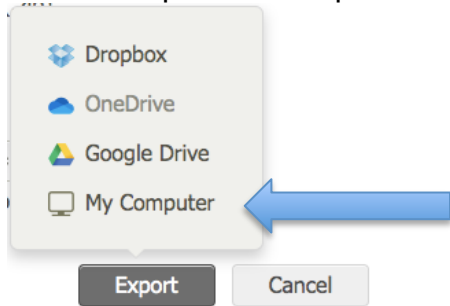
 



- For online users select “OneDrive.” Your document can also be shared with your teacher from your “OneDrive”

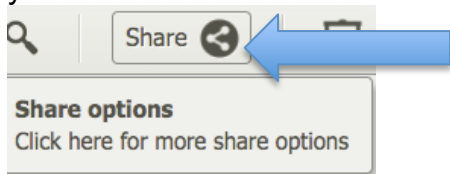
Desktop Users:

- Follow the previous steps and select “My Computer”

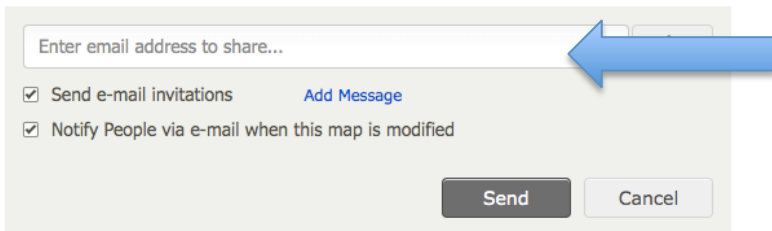



Sharing

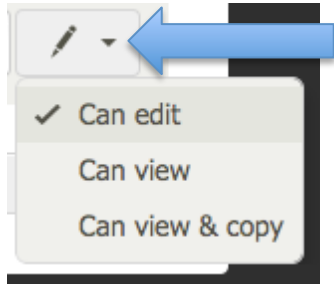
- Select the symbol  in the upper hand right corner of your screen



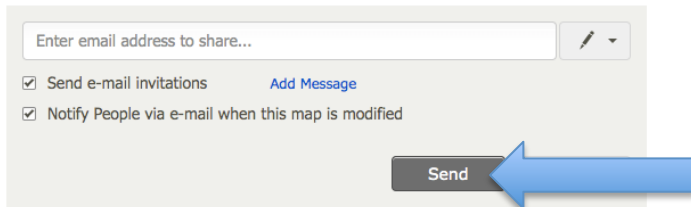
- Type your teacher’s email into the box



- Select  so you can then select if the recipient can edit or not. Teachers can then add notes or comments to your mind map.
- Select the drop down arrow on the right.



- Select "Send"

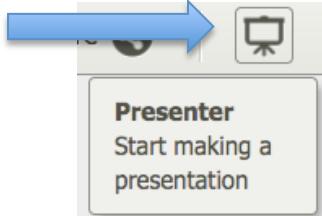


- Select "Done"

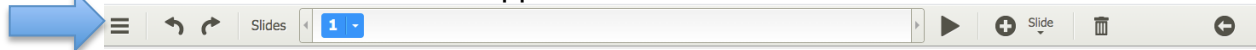
Presenter

Allow you to present your Mindomo map

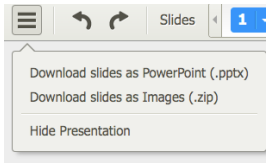
- Select  in the upper right corner of your screen



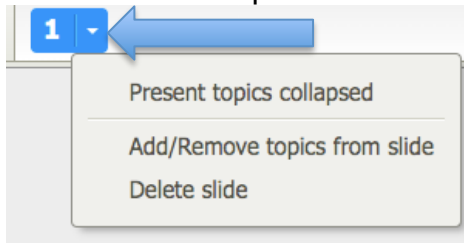
A new "Presenter" toolbar will appear



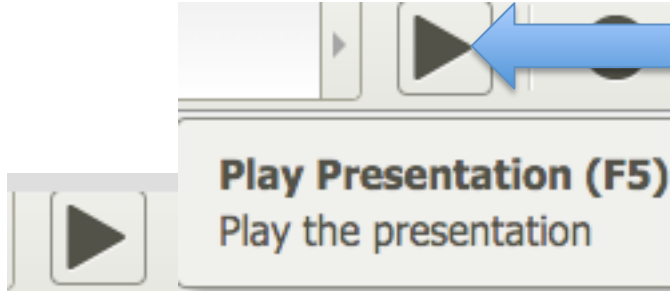
Tools

-  To download your presentation in a variety of ways

- Select the dropdown arrow



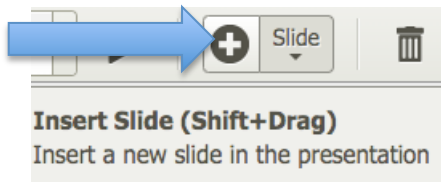
- Select the



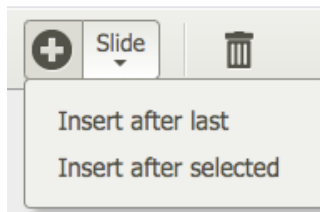
- Select



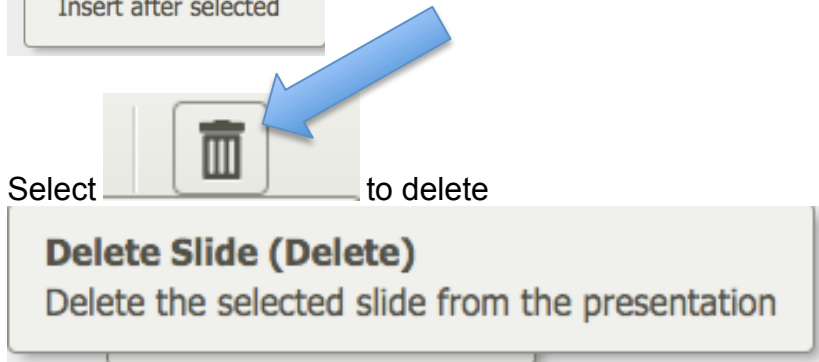
- Select




-



- Select



- Select  to close your presentation

