Training Terminology - Toolkit

Creating a Mind Map

Step by Step

- Determine the topic that will be the focus of your thinking. The topic should be no more then a few words.
- Take a blank paper - if you are using a software, open a new document - and write down the topic, wherever you want. It may be a good idea to start in the center of the paper, so as you have 360 degrees of freedom to continue your drawing.
- To better identify and visualize the starting idea you can draw an image, using different colours.
- Be open and have a creative attitude, trying to let ideas flow and writing all of them.
- Free associate without limiting your ideas; you can always add new branches and add more information later on.
- Try to capture all your thoughts as rapidly as possible.
- Don't make any judgement; write everything you are thinking of.
- Allow organization. Once all the ideas have been added you can create links with the ones you left apart, and change the structure of your map.
- Experiment with different ways of linking and emphasising different aspects, for example using colours and highlighters.

Practical Tips

- Use single words or simple phrases; they can convey the same meaning of a long sentence but are more efficient.
- Use colours to separate different concepts; this will make the map easy to remember and will help showing the organization of the subject.
- Use symbols and images; they are easier to remember than words.
- Use cross linkages, since information in one part of the drawing may relate with other on the other side of it.
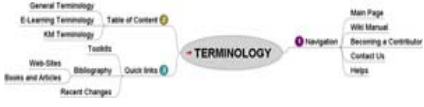
Additional Resources

Below you have a selected compilation of electronic tools that allow the creation of mind maps. All the tools listed are free, available on the Internet. For each tool listed some general information is provided : on-line or desktop use; special features available; and degree of flexibility when constructing the map.

UNITAR is already using VUE for part of its researches and presentation.

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Tools	Type of Application	Special Features	Structure	Visualization
Freemind http://freemind.sourceforge.net	To download (1,51 KB)	Link to files and web-sites	Ramification only horizontal. No freedom to change the structure; information always presented on left and right hand.	
CMAP Tools http://cmap.ihmc.us	To Download (1,62 KB)	Link to files and web-sites	Free structure; but every arrow connecting two nodes is supposed to contain a label	
Mindmeister http://www.mindmeister.com	On-line. Two versions: Basic for free, Premium to pay (4$ per month)	Link to web-sites	Ramification only horizontal. No freedom to change the structure; information always presented on left and right hand.	
Bubble.us http://bubbl.us/	On-line	Link to web-sites	Free structure	
VUE http://vue.tufts.edu	To download (1,51 KB)	Link to files and web-sites	Free structure. Possibility two add a label on the connection between two nodes.	
Compendium http://compendium.open.ac.uk	To download (1,58 KB)	Link to files and web-sites	Free structure; but every node has to belong to a category (question, decision, argument, idea, etc.)	

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Wisemapping http://www.wisemapping.com	On-line	Link to web-sites	Ramification only horizontal. No freedom to change the structure; information always presented on left and right hand.	
Mind42 http://www.mind42.com	On-line	Link to web-sites	Ramification only horizontal. No freedom to change the structure; information always presented on left and right hand.	