# ACS|EGHAM
## INTERNATIONAL SCHOOL

## Using an Online Brainstorming Application to Begin Your Personal Project Essay and Automatically Create your Table of Contents

http://www.mindmeister.com/

1) Goto www.mindmeister.com and join the website for free. You are able to produce five free mind-maps, which will be more than enough for your Personal Project Presentation.
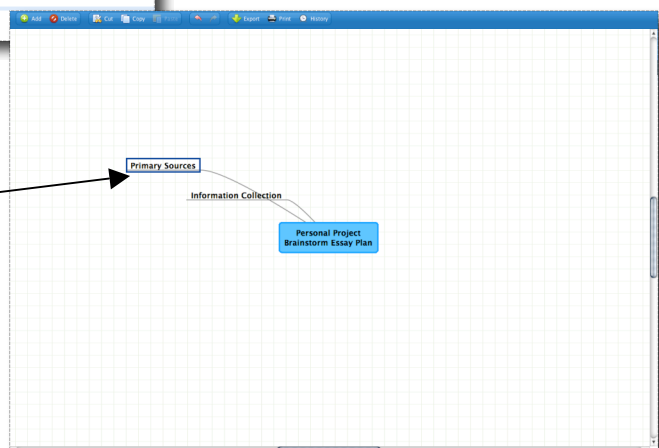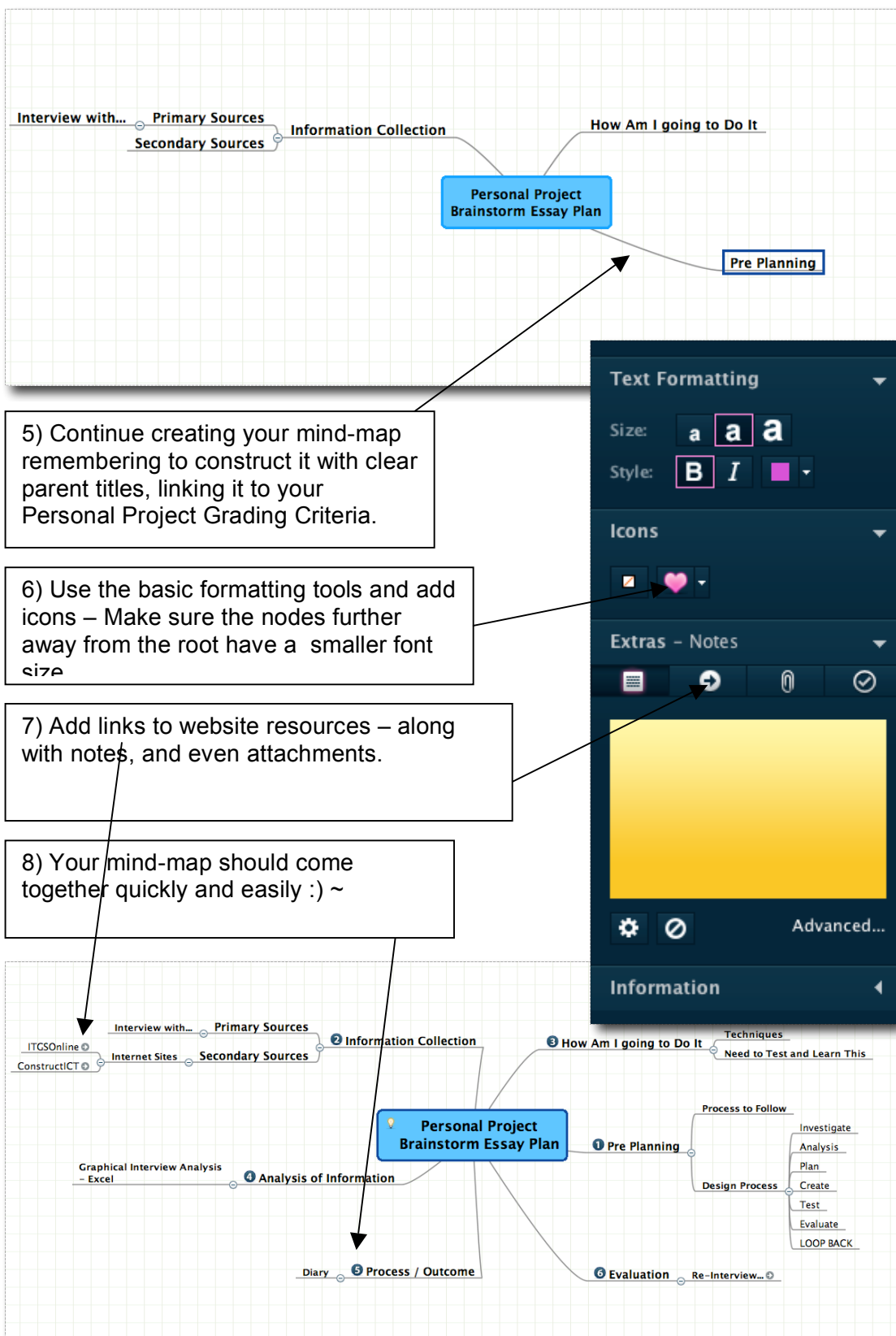
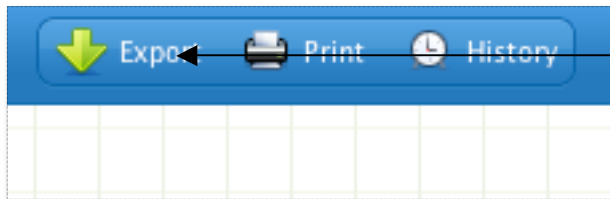2) Create a new Mind-map – by clicking the button.
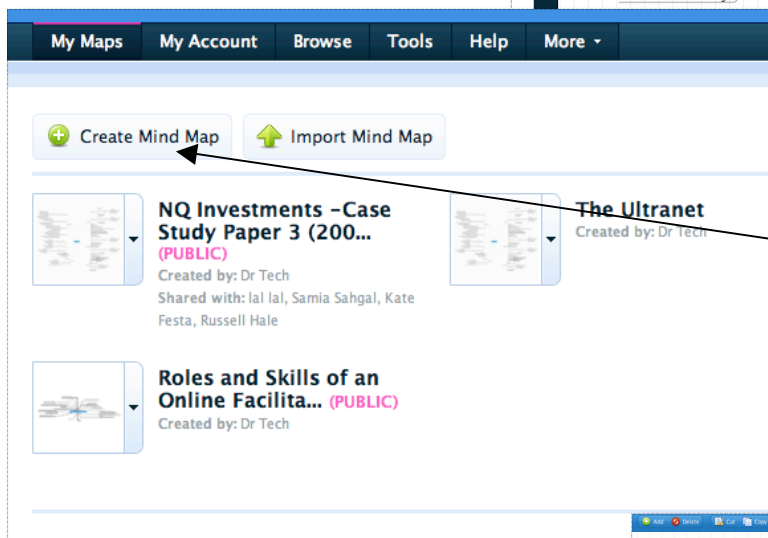
3) Begin creating your mind-map, it is as easy as double clicking to add a node. Click and drag the node to move it to a different parent subject.

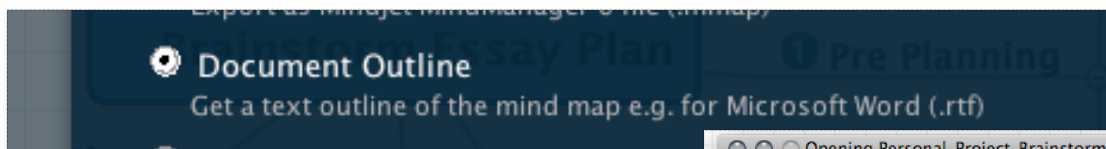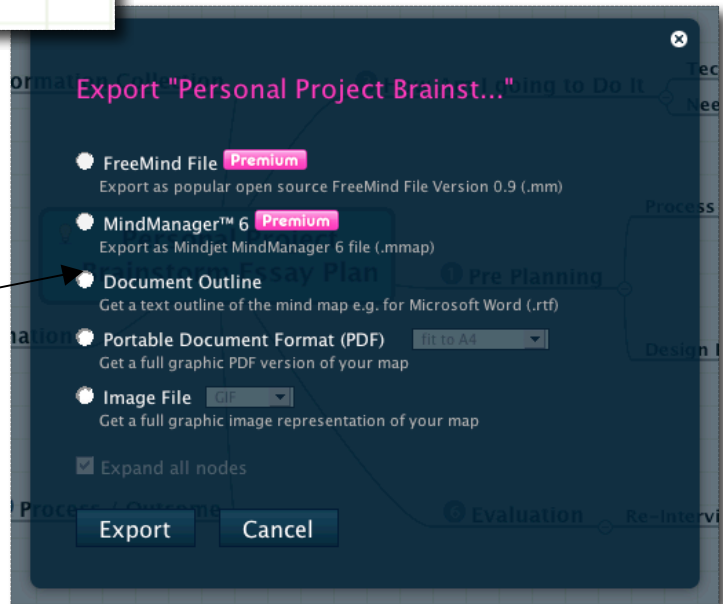4) Don't worry about saving as it does this automatically… :) ~

Interview with...  Primary Sources
Secondary Sources  Information Collection  How Am I going to Do It

**Personal Project Brainstorm Essay Plan**

Pre Planning

**5)** Continue creating your mind-map remembering to construct it with clear parent titles, linking it to your Personal Project Grading Criteria.

**6)** Use the basic formatting tools and add icons – Make sure the nodes further away from the root have a  smaller font size

**7)** Add links to website resources – along with notes, and even attachments.

**8)** Your mind-map should come together quickly and easily :) ~

**Text Formatting**

Size: a **a** a
Style: **B** *I*

**Icons**

**Extras – Notes**

Advanced...

**Information**

ITGSOnline  Interview with...  Primary Sources
ConstructICT  Internet Sites  Secondary Sources  ❷ Information Collection  ❸ How Am I going to Do It  Techniques
Need to Test and Learn This

**Personal Project Brainstorm Essay Plan**  ❶ Pre Planning  Process to Follow

Investigate
Analysis
Plan
Design Process  Create
Test
Evaluate
LOOP BACK

Graphical Interview Analysis – Excel  ❹ Analysis of Information

Diary  ❺ Process / Outcome  ❻ Evaluation  Re-Interview...

Export    Print    History

9) When you have completed your mind-map – click on the Export Button.

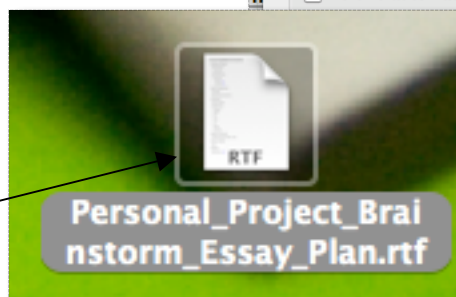Export "Personal Project Brainst..."

● FreeMind File **Premium**
Export as popular open source FreeMind File Version 0.9 (.mm)

● MindManager™ 6 **Premium**
Export as Mindjet MindManager 6 file (.mmap)

● Document Outline
Get a text outline of the mind map e.g. for Microsoft Word (.rtf)

● Portable Document Format (PDF)   fit to A4 ▾
Get a full graphic PDF version of your map

● Image File   GIF ▾
Get a full graphic image representation of your map

☑ Expand all nodes

Export     Cancel

10) Choose Document Outline as the format for export

**Document Outline**
Get a text outline of the mind map e.g. for Microsoft Word (.rtf)

Opening Personal_Project_Brainstorm_Essay_Plan.rtf

You have chosen to open

Personal_Project_Brainstorm_Essay_Plan.rtf

which is a: Rich Text Format

from: **http://www.mindmeister.com**

What should Firefox do with this file?

○ Open with   Choose...
○ FlashGot   Speed Download ▾
● Save to Disk

☐ Do this automatically for files like this from now on.

Cancel    OK

11) Save to Disk – hopefully to your desktop

RTF

**Personal_Project_Brainstorm_Essay_Plan.rtf**

12) And here it is :) ~

**Personal ProjectBrainstorm Essay Plan**

Information Collection

  Primary Sources

    Interview with...

  Secondary Sources

    Internet Sites

      ITGSOnline (link)

      ConstructICT (link)

How Am I going to Do It

  Techniques

  Need to Test and Learn This

Pre Planning

  Process to Follow

  Design Process

    Investigate

    Analysis

    Plan

    Create

    Test

    Evaluate

    LOOP BACK

ITGSOnline (link)

ConstructICT (link)

13) Open your document in MS Word, you might need to Control Click if on a MAC (right click for Windows) and open with MS Word.

14) Notice that all the information on the mind-map has been imported including links, and levels of nodes and parents.

14) Click at the top of your document and click on the Insert menu and Index and Tables option.

Symbol...
Comment

Footnote...
Caption...
Cross–reference...
Index and Tables...
Watermark...

Picture ▶
HTML Object ▶
Text Box
Movie...
File...
Object...
Bookmark...
Hyperlink...    ⌘K

**Personal Pr**

Information

Primary So

Interview

Secondary

**Index and Tables**

Index | Table of Contents | Table of Figures | Table of Authorities

Formats:

From template
Classic
Distinctive
Fancy
Modern
Formal
Simple

Preview

*Heading 1* _____ *1*

  **Heading 2** _____ **3**

    Heading 3 _____ 5

OK
Cancel
Options...
Modify...

Show levels: 3 ▲▼

☑ Show page numbers     ☑ Right align page numbers     Tab leader: ───── ▾
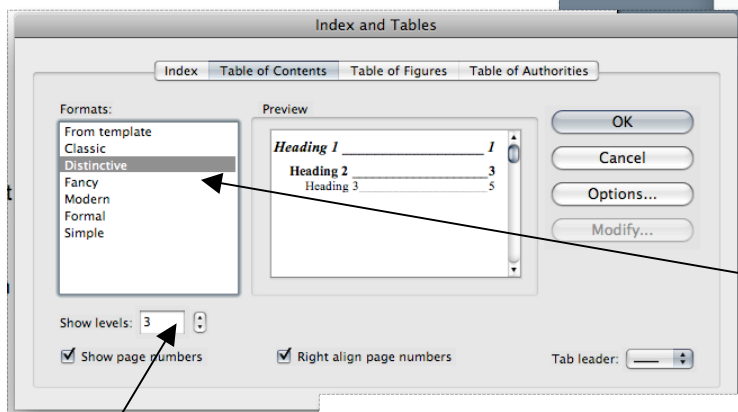
15) Choose ToC –Tables of Contents, and a style of your choice

16) MS Word will automatically create a ToC at the top of your document, with all node titles according to the level you chose. Show 3 levels - is about right.

**Personal ProjectBrainstorm Essay Plan** _____ *1*

**Information Collection** _____ **1**
  Primary Sources _____ 1
  Secondary Sources _____ 1

**How Am I going to Do It** _____ **1**
  Techniques _____ 1
  Need to Test and Learn This _____ 1

**Pre Planning** _____ **1**
  Process to Follow _____ 1
  Design Process _____ 1

**Analysis of Information** _____ **2**
  Graphical Interview Analysis - Excel _____ 2

**Process / Outcome** _____ **2**
  Diary _____ 2

**Evaluation** _____ **2**
  Re-Interview... (link) _____ 2

**Personal ProjectBrainstorm Essay Plan**

✤ Pre Planning

     ⊟ Process to Follow

     ✤ Design Process

          ⊟ Investigate

          ⊟ Analysis

          ⊟ Plan

          ⊟ Create

          ⊟ Test

          ⊟ Evaluate

17) If you change from Print Layout View to Outline View you will see the different levels of your document text – from titles to body text.

Pre Planning

Process to Follow

Design Process

   Investigate

   Analysis

Plan

Create

Test

Evaluate

LOOP BACK
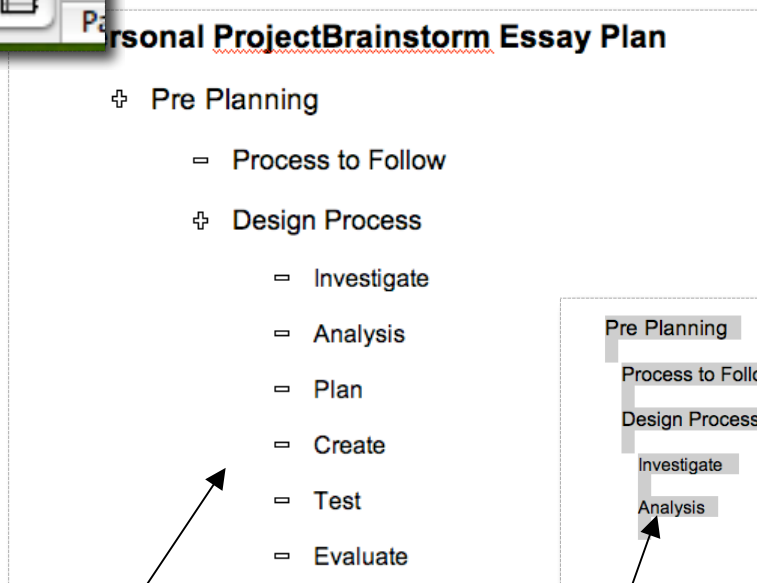
18) Note the + signs designate a parent title, and the minus signs show a level below. If some of your tiles are in the wrong order just copy and paste them where you would like them to go as I a normal document.

But you will have to update your ToC.
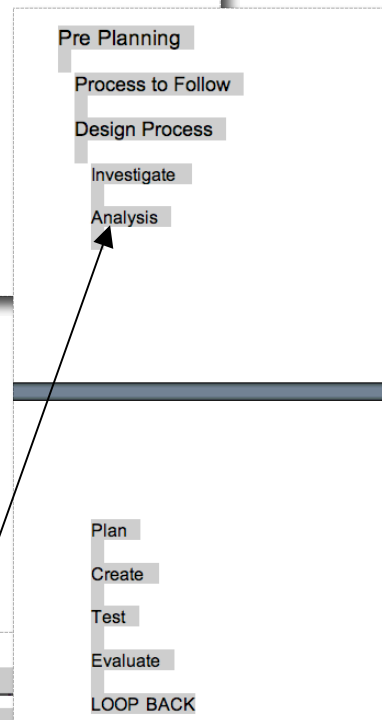
*Personal ProjectBrainstorm Essay Plan* _____

**Pre Planning** _____

   Process to Follow _____ 1

   Design Process _____ 1

**LOOP BACK Information Collection**_____ **1**

   Primary Sources _____ 1

   Secondary Sources _____ 1

**How Am I going to Do It** _____ **2**

   Techniques _____ 2

   Need to Test and Learn This _____ 2

**Analysis of Information** _____ **2**

   Graphical Interview Analysis - Excel _____ 2

**Process / Outcome** _____ **2**

   Diary _____ 2

**Evaluation** _____ **2**

   Re-Interview... (link)_____ 2

19) To update your ToC, control click on it (right click for Windows) and select update field.

**Update Table of Contents**

Word is updating the table of contents. Select one of the following options:

○ Update page numbers only

◉ Update entire table

( Cancel )　( OK )

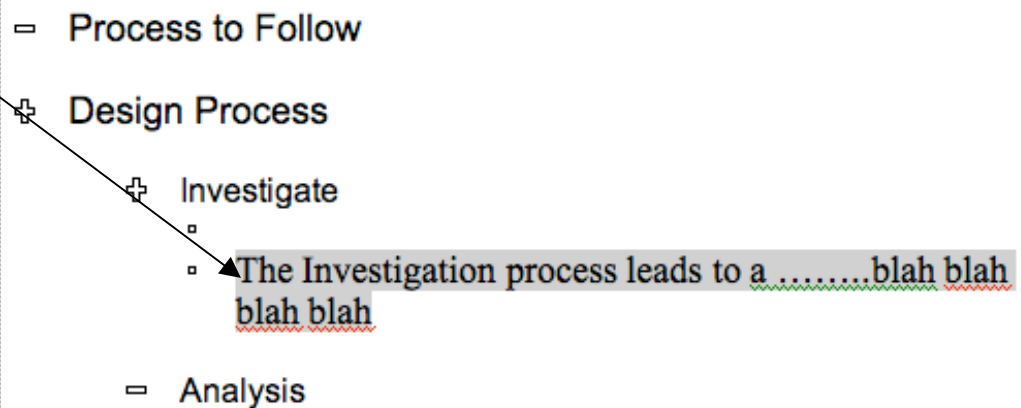20) Then choose update entire table as shown in the dialogue box.
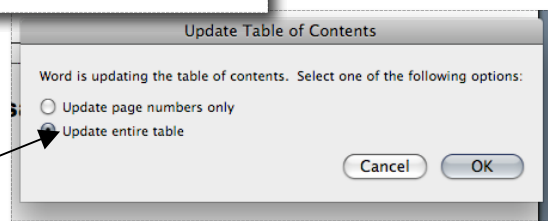
21) To add BODY TEXT e.g. your content to your essay return to the Outline View. Choose where you would like to enter the text e.g. under the Investigate title as below and begin typing.

22) After you have entered the text – select it and click on the double blue arrow and demote to BODY TEXT.

23) Your text should look like this.



- Process to Follow
- Design Process
  - Investigate
    - The Investigation process leads to a ........blah blah blah blah
- Analysis

**Personal ProjectBrainstorm Essay Plan**

Pre Planning

Process to Follow

Design Process

Investigate

The Investigation process leads to a ........blah blah blah

23) Return to Print Layout view and you will see your text within your main part of the essay, but because it is only BODY TEXT it will not appear in your ToC.

24) That is about it…have a play around with the Outline styles, and demoting and promoting the text within the Outline view so that it links within your ToC.

FINAL HINT – Remember you can share your mind-map with other students, or more importantly your Personal Project Advisor/ Teacher. You can then easily show your advisor what you are doing and planning, and they can even add items to guide you. Just click on the Share option when in Mindmeister.