

Making Everything Easier!™

Mind Mapping

FOR

DUMMIES®

Learn to:

- Unlock your brain's potential using mind mapping
- Generate creative ideas using mind mapping
- Structure your revision with mind maps
- Make sense of mind mapping software

Florian Rustler

Mind Mapping Trainer



Mind Mapping For Dummies®

Visit

www.dummies.com/cheatsheet/mindmappinguk to view this book's cheat sheet.

Table of Contents

[Introduction](#)

[About This Book](#)

[Conventions Used in This Book](#)

[Foolish Assumptions](#)

[How This Book Is Organised](#)

[Part I: Mind Mapping: The Swiss Army Knife
for the Brain](#)

[Part II: Traditional Mind Mapping in Practice](#)

[Part III: Mind Mapping Software](#)

[Part IV: Advanced Strategies for Mind
Mapping](#)

[Part V: The Part of Tens](#)

[Icons Used in This Book](#)

[Where to Go from Here](#)

[Part I: Mind Mapping: The Swiss Army Knife for the
Brain](#)

Chapter 1: Introducing Mind Mapping

Presenting Information Visually

Give it a try!

Taking the Mind Map a stage further

A little reflection please

A Simple Technique with Many Applications

'Cribs' for lectures and presentations

Taking notes from texts and books

Taking notes from presentations and discussions

Project management

Knowledge management

Pen and Paper or Computer?

Revising Mind Maps

Advanced Strategies Using Mind Mapping

Chapter 2: Visualising Information

How and Why Visualisation Can Help You

Text as a form of visual information

Reducing complexity and presenting information in a different way

Two examples

Visualising Information as a Core Skill

What science has to say

The visualisation method used for Mind Mapping.

Chapter 3: Generating Mind Maps

The Basic Rules: Helping You to Use Mind Mapping Effectively

Branches - it's all connected
Keywords instead of phrases
The exception proves the rule

A Picture Says More Than a Thousand Words

Colours - not just pretty to look at
Your personal set of symbols
Boxes and clouds - highlighting what's important
Making arrow connections quite clear

Chapter 4: Why Mind Mapping Works

Different Routes to Information

Pictures: Unique and unforgettable
A picture says more than a thousand words
How we think

Mind Mapping as a Brain-Friendly Technique
More Than Just the Sum of its Parts

The big picture and details

More information dimensions and greater information density

Part II: Traditional Mind Mapping in Practice

Chapter 5: Preparing Talks and Lectures Using Mind Maps

Freedom and Flexibility with Mind Maps at All Times

Preparing Lectures: Step by Step

Step 1: Marshalling your initial thoughts

Step 2: Determining the main themes

Step 3: Adding detail

Step 4: Testing the Mind Map

And Now for an Example

Chapter 6: Handling Text with Mind Mapping

Converting Text and Sentences into a Mind Map

Example: Motivation

Example: Email guideline

Interlude: Scientific Definitions as a Mind Map
Processing Whole Books with Mind Mapping

The best way of dealing with the text

Chapter 7: Note-Taking in Talks, Lectures and Meetings

Block Text or Mind Map

Characteristics of talks, lectures and meetings

Give it a try!

Colour and symbol codes

Informative Conversations

Just Write It Out – Using Your Wandering Thoughts

Mind Mapping = in - out to the power of ten

Part III: Mind Mapping Software

Chapter 8: Software versus Traditional Mind Mapping

Software versus Pen and Paper – The Main Differences

The advantages of Mind-Mapping software over pen and paper

Mind-Mapping Software = Mind Mapping Reloaded

Chapter 9: Taking a Tour of Mind-Mapping Software

Suggested Programs – Genuine Mind Mapping Overview of Desktop Programs

Aviz Thoughtmapper
Concept Draw MindMap
EMINEC MYmap
freemind – really free
iMindMap – from the inventor of Mind
Mapping
Inspiration – recommended for schools
MindGenius
Mindjet MindManager – the market leader
MindVisualizer – particularly simple
MindMapper
Novamind
Matchware MindView 3
XMind – the basic version is free

Web-Based Mind-Mapping Programs

Mapmyself
Mind42 – simple and free of charge
MindMeister
Mindomo

Comparing Software Packages

Chapter 10: Introducing Mindjet MindManager

The Basics: Finding Your Way Around

Important control keys

[Keeping it neat and tidy: Formatting options](#)
[Quick notes within branches](#)

[Hyperlinks - Integrating More Information into a Mind Map](#)

[Inserting hyperlinks - how it works](#)

[Less Is More: Filter Functions](#)

[Simple but useful: Fading branches in and out](#)

[Power filter: Filtering by specific criteria](#)

[Project Management with GANTT Diagrams](#)

[Adding task information to branches](#)

[Exporting and Processing](#)

[Sharing your Mind Map](#)

[Mindjet Player - interactive pdf document pdf - easy and practical](#)

[Image files for integration into other documents](#)

[Pack and Go - and all the links work](#)

[Word - presenting a Mind Map as a linear document](#)

[PowerPoint - from branches to bullet points](#)

[Presentation Mode: From Mind Map to Presentation in a Single Click](#)

[Chapter 11: Exploring ThinkBuzan's iMindMap](#)

[Basic Use - Finding Your Way Around](#)

[Branches](#)

[Three kinds of branch](#)

[Two Input Methods: Mind Mapping and Speed Mind Mapping](#)

[Speed Mind Mapping - how it works](#)

[Formatting with iMindMap](#)

[SmartLayout: From linear to radial Mind Maps](#)

[Project-management mode: GANTT view](#)

[Project Management with iMindMap, Step by Step](#)

[Step 1: Select the branches concerned](#)

[Step 2: Inputting task details](#)

[Step 3: Adjusting views](#)

[Presenting the Mind Map](#)

[Really quite presentable: Presentation mode](#)

[An alternative: Exporting as a PowerPoint presentation](#)

Part IV: Advanced Strategies for Mind Mapping

Chapter 12: Mind Mapping Reading Techniques

Appreciating the Fine Art of Preparation

Step 1: Skimming the text

Step 2: Recalling background knowledge

Step 3: Setting questions and aims

Honing the Reading Process

Step 1: Skim reading

Step 2: Preview

Step 3: Immersion

Step 4: Difficult passages

For Advanced Students: Generating a Mind Map from Different Sources

Chapter 13: Learning and Preparing for Exams with Mind Mapping

Preparing for Exams

Step 1: Taking Mind-Mapping notes

Generating special Study Mind Maps

Step 2: Entering your own thoughts

Step 3: Revising regularly

Step 4: Explaining it to others

Especially for Students: Generating Study Mind Maps from Different Sources

Chapter 14: Project Management with Mind Mapping

'One Page Management': Everything on a Single Page

Software is Sensible

Projects You Can Plan and Control with Mind Maps

Structuring projects with Mind Mapping

Further Examples of Mind Mapping in Project Management

Planning a business trip

Managing distance learning

Chapter 15: Knowledge Management with Mind Mapping

Keeping Your Eye on the Ball

Assembling Digital Information in a Mind Map

Example: Personal start centre

Multi-Level Mind Maps

Managing scientific work with Mind Maps

More Ways of Using and Applying Mind Maps

Chapter 16: Mind Mapping for Creativity

The 4P Creativity Model

Creativity yields results

It's a personal thing

Modelling the creative process

Principles of creativity - two-stage thinking

Example: Publishing an eye-catching book

Mind Mapping as a Support in the Creative Process

Me on my own (no groups)

Using Mind Mapping in the second stage

Developing and Ordering Ideas with MindManager: A Step-by-Step Approach

Step 1: Formulating an issue

Step 2: Inputting ideas

Step 3: Evaluating ideas

Step 4: Structuring ideas

Part V: The Part of Tens

Chapter 17: Ten Tips for Working Efficiently with Mind Mapping

Using the Right Paper

Having the Right Equipment Ready

Using the One-Word Rule

Working with Symbols

Perfection Not Required!

Writing in Block Capitals

[On Paper: Organic Mind Maps](#)
[Writing in Reading Order](#)
[Developing Mind Maps Outwards and Not](#)
[Writing Vertically](#)
[Storing Your Mind Maps](#)

[Filing away hand-drawn Mind Maps](#)
[Generating master copies](#)
[Using tablet PCs](#)

[Chapter 18: \(Almost\) Ten Tips on How to Make](#)
[Mind Mapping Your Everyday Working Tool](#)

[Practise, Practise and Practise Again!](#)
[Start Small and Take It From There](#)
[Trying It in Non-Critical Situations](#)
[Don't Make Mixed Notes](#)
[Having Materials Always to Hand](#)
[Making Mind Maps Visually Appealing](#)
[Have Fun!](#)
[Drawing Maps by Hand and with Software](#)
[Choosing Your Software](#)

[Cheat Sheet](#)

Mind Mapping For Dummies[®]

by Florian Rustler

Foreword by Tony Buzan



A John Wiley and Sons, Ltd, Publication

Mind Mapping For Dummies®

Published by
John Wiley & Sons, Ltd
The Atrium
Southern Gate
Chichester
West Sussex
PO19 8SQ
England

Email (for orders and customer service enquires): cs-books@wiley.co.uk

Visit our home page on www.wiley.com

Copyright © WILEY-VCH Verlag GmbH & Co. KGaA, Weinheim

English edition © 2012 John Wiley & Sons, Ltd, Chichester, West Sussex, England

Published by John Wiley & Sons, Ltd, Chichester, West Sussex

www.wiley.com

All Rights Reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except under the terms of the Copyright, Designs and Patents Act 1988 or under the terms of a licence issued by the Copyright Licensing Agency Ltd, Saffron House, 6-10 Kirby Street, London EC1N 8TS, UK, without the permission in writing of the Publisher. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Ltd, The Atrium,

Southern Gate, Chichester, West Sussex, PO19 8SQ, England, or emailed to permreq@wiley.co.uk, or faxed to (44) 1243 770620.

Trademarks: Wiley, the Wiley logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates in the United States and other countries, and may not be used without written permission. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc., is not associated with any product or vendor mentioned in this book.

Limit of Liability/Disclaimer of Warranty: The publisher, the author, AND ANYONE ELSE INVOLVED IN PREPARING THIS WORK make no representations or warranties with respect to the accuracy or completeness of the contents of this work and specifically disclaim all warranties, including without limitation warranties of fitness for a particular purpose. No warranty may be created or extended by sales or promotional materials. The advice and strategies contained herein may not be suitable for every situation. This work is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If professional assistance is required, the services of a competent professional person should be sought. Neither the publisher nor the author shall be liable for damages arising herefrom. The fact that an organization or Website is referred to in this work as a citation and/or a potential source of further information does not mean that the author or the publisher endorses the information the organization or Website may provide or recommendations it may make. Further, readers should be aware that Internet Websites listed in this work may have changed or disappeared between when this work was written and when it is read.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit www.wiley.com/techsupport.

Wiley also publishes its books in a variety of electronic formats and by print-on-demand. Some content that appears in standard print versions of this book may not be available in other formats. For more information about Wiley products, visit us at www.wiley.com.

British Library Cataloguing in Publication Data: A catalogue record for this book is available from the British Library

ISBN: 978-1-119-96915-0 (pbk), 978-1-119-94375-4 (ebk), 978-1-119-94376-1 (ebk), 978-1-119-94377-8 (ebk)

Printed and bound in China by Toppan Leefung

10 9 8 7 6 5 4 3 2 1



About the Author

Florian Rustler is an innovation coach working at international level and the founder of creffective.

As a process moderator he presents strategy and innovation workshops in German, English and Mandarin Chinese to help his clients produce new solutions quickly; for example, when developing new products and services.

As a tutor he teaches organisations the processes and techniques of creative problem solving and assists them with generating an innovation culture.

He learned Mind Mapping while still at school. A teacher introduced the technique in just ten minutes during class but then took it no further. However, Florian didn't let these ten minutes go to waste. He got hold of Tony Buzan's book on Mind Mapping, the only one available at the time, and subsequently applied the technique. He later qualified as a Mind Mapping tutor and since then has given hundreds of Mind Mapping classes and published an online Mind Mapping course.

You can find out more about him at: www.creativeffective.de.

Publisher's Acknowledgements

We're proud of this book; please send us your comments at <http://dummies.custhelp.com>. For other comments, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

Some of the people who helped bring this book to market include the following:

Commissioning, Editorial and Media Development

Project Editor: Rachael Chilvers

Commissioning Editor: Kerry Laundon

Assistant Editor: Ben Kemble

Technical Editor: Gillian Burn

Translation Services: Absolute Translations Ltd

Proofreader: Jamie Brind

Production Manager: Daniel Mersey

Publisher: David Palmer

Cover Photo: © iStock / mattjeacock

Cartoons: Rich Tennant (www.the5thwave.com)

Composition Services

Project Coordinator: Kristie Rees

Layout and Graphics: Lavonne Roberts, Laura Westhuis

Proofreader: Rebecca Denoncour

Indexer: Claudia Bourbeau

Publishing and Editorial for Consumer Dummies

Kathleen Nebenhaus, Vice President and Executive
Publisher

Kristin Ferguson-Wagstaffe, Product Development Director

Ensley Eikenburg, Associate Publisher, Travel

Kelly Regan, Editorial Director, Travel

Publishing for Technology Dummies

Andy Cummings, Vice President and Publisher

Composition Services

Debbie Stailey, Director of Composition Services

Foreword

Mind Mapping For Dummies is an apt idea, as Mind Mapping is something we already know how to do – we do it constantly without even realising it!

Mind Mapping replicates the way our brains think and the way we absorb information. When we think of any idea, our mind instantly starts connecting this to other images, thoughts and concepts. So why do we force ourselves to make notes, plan and create in a way that our brain doesn't like?

When I was at university, struggling to study with the mass of lined notes I had made, Mind Mapping helped me to make sense of the information, reduce my notes and remember more. Now it is doing the same for millions of people around the world, helping them to be more productive, creative and efficient in their everyday lives. Join them, and start using the full potential of your mind every day.

With this guide, Florian has created a comprehensive resource on Mind Mapping, which will be of great use to those wanting a step-by-step guide to using this powerful tool, also known as the 'Swiss Army Knife' of the brain! This book shows you how to Mind Map, what to avoid and gives you the information you need to navigate the jungle of Mind Mapping software out there.

You find out how versatile the Mind Map really is, and how you can apply this technique to plan, study, manage projects, solve problems and brainstorm.

Enjoy exploring the potential of your amazing mind!

Tony Buzan

Introduction

Many people have heard of Mind Mapping at least once or twice – and presumably you too, since you’re holding this book in your hand! Or you saw the front cover with the Mind Map and found it somehow familiar. Mind Mapping has now become so widespread and well-known that the term has entered English usage.

What is Mind Mapping? Mind Mapping is a visual technique for structuring and organising thoughts and ideas.

If this sounds all rather general and wide-ranging, then you can also use Mind Mapping in a general and wide-ranging fashion, whether you generate Mind Maps with a pen and paper or with special Mind Mapping software.

Many people have heard of Mind Mapping but don’t really know what it’s all about. Or perhaps you’re one of those people who know what Mind Mapping is and have tried working with it, perhaps with Mind Mapping software installed at work. Somehow it didn’t work out and the method failed to live up to its promise. I want to change that with this book, for Mind Mapping is a very powerful method that can be of great assistance in many aspects of life. Whether you’re a complete novice or already have some experience of Mind Mapping, this book is bound to be of benefit to you.

About This Book

Mind Mapping For Dummies equips you in five parts with everything you need to successfully apply the Mind Mapping techniques. As a qualified Mind Mapping tutor I have

introduced Mind Mapping to thousands of people in seminars and so have a good idea of how the technique can help and what difficulties people usually encounter when learning it. The composition of this book is based on the structure of one such seminar.

So, I start with the principles of Mind Mapping and then take you through various and increasingly complex areas of the technique. You discover how to use both pen and paper and Mind Mapping software in this book. The method is the same however you generate maps.

Conventions Used in This Book

If this isn't your first book in the *For Dummies* series, you'll recognise many aspects from other volumes in the series. I use the following conventions:

- ✓ *Italics* are used for words or concepts
- ✓ The action part of numbered steps are in **bold**.

Foolish Assumptions

There are many reasons for using this book and I assume that one or more of the following descriptions applies to you:

- ✓ You're frequently confronted at home or at work with the challenge of structuring and organising information.
- ✓ You're looking for a clear and simple way of doing so.

- ✔ You want to find a method that enables you to work in a more efficient and structured manner.
- ✔ You want to learn Mind Mapping or to extend the knowledge you already have of this technique.

Mind Mapping is a technique. To be able to use it effectively, you have to acquire the right skills. Just like swimming, driving or learning a musical instrument, it requires some practice. In theory, I could explain to you in ten minutes what driving a car, swimming or playing the guitar involves. If you'd never driven a car before you'd still be unable to do so after ten minutes of theory. It's similar with Mind Mapping. To acquire the necessary skills you have to do one thing in particular: you need to use Mind Mapping.

Hence my basic assumption about you, the reader, is as follows: you're prepared to do the exercises in this book and are aware that this isn't just a book to be read on the train. I encourage you to actively generate Mind Maps as you read this book.

How This Book Is Organised

Mind Mapping For Dummies contains five parts. Depending on how intensively you have already worked with Mind Maps and what you want to use Mind Maps for, some chapters may be more important to you than others. Apart from Part I which I encourage you to read, there's no fixed order. Part IV covers advanced strategies for using Mind Maps. To understand and master these, you need Parts II and III.

Part I: Mind Mapping: The Swiss Army Knife for the Brain

In this part you find out why it's so important to visualise thoughts and information and why you shouldn't merely write them down in lists or as running text. When you've explored the basic advantages of visualising information and how they can be applied, I explain the fundamental rules for generating Mind Maps. Chapter 3 is central to all subsequent chapters in the book. After you've assimilated these rules, you may be wondering why you need them. Why Mind Mapping works as it does and how Mind Mapping has come about I explain in the last chapter of Part I.

Part II: Traditional Mind Mapping in Practice

Part II introduces the technique's main areas of application, such as structuring and organising information, using Mind Mapping to make notes from books and in meetings, and preparing talks and lectures. Part II covers Mind Maps which are generated with a pen and paper. Moreover, all the applications presented in Part II are also possible with software.

Part III: Mind Mapping Software

Part III is devoted to Mind Mapping software. With Mind Mapping software you can combine the possibilities of Mind Map visualisations with the advantages of computing. I first guide you through the impenetrable forest of Mind Mapping

programs and then present two such programs, *MindManager* and *iMindMap* in detail.

Part IV: Advanced Strategies for Mind Mapping

In Part IV I introduce you to advanced applications of Mind Mapping. In addition to Mind Mapping techniques for efficient reading of textbooks, you learn more about using Mind Maps for exam preparation. You also learn how to use Mind Mapping for project and knowledge management.

Many people regard Mind Mapping as a creative technique. This is too limited, but Mind Mapping can still play a role in creative processes. In the last chapter of Part IV I show you just how this works.

Part V: The Part of Tens

Part V provides a number of tips and tricks in the form of top-ten lists to help you apply Mind Mapping effectively to your everyday work. I also provide details of a number of websites on the subject.

Icons Used in This Book

Symbols with the following meanings appear alongside the text:



Remember these little gems of wisdom.



Here you can find practical instructions on how to make Mind Mapping easier for you.



This symbol highlights special features, of Mind-Mapping software for example.



Beware! Here you need to exercise caution or query your assumptions.

Where to Go from Here

This book is arranged in five parts in modular fashion. If you think that you don't need a particular application of Mind Mapping and aren't curious about what you can learn in the section, you can omit the section concerned.

If, however, you decide at some point to return to a chapter you previously omitted, you can do so easily. I recommend that you first read Part I which introduces the principles of Mind Mapping on which subsequent sections build. Even if you think that you're familiar with the basics of Mind Mapping, I strongly recommend that you read Chapter 3 on generating Mind Maps. In my classes I often find that students who think they already know how to work with Mind Mapping still learn something new in this section.

If you're now ready and willing to learn Mind Mapping, then let's get started. Before you do, you need to have the following items to hand:

- ✓ White unlined sheets of A4 or, even better, A3 paper

✓ Some coloured pens

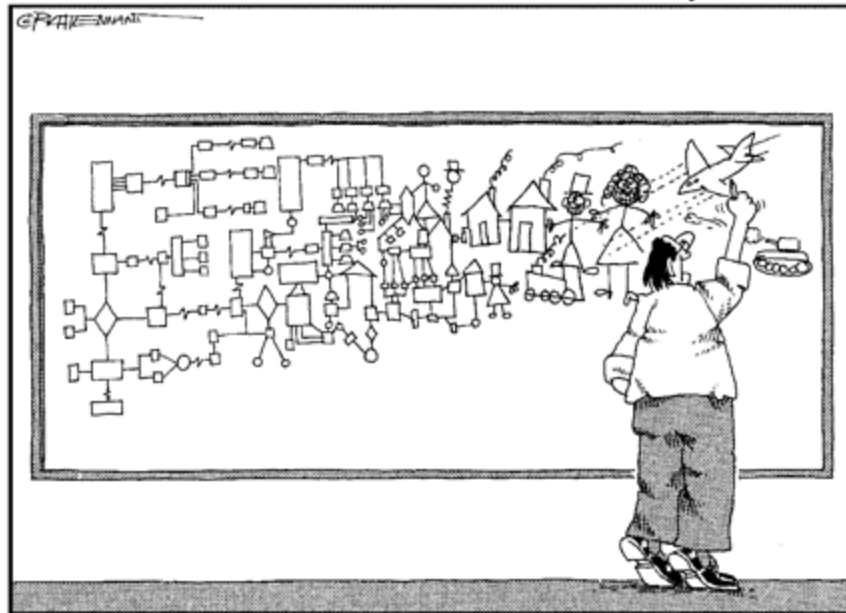
Have fun!

Part I

Mind Mapping: The Swiss Army Knife for the Brain

The 5th Wave

By Rich Tennant



When Leroy's brainstorming session deteriorated to stick figures, he decided to give Mind Mapping a try.

In this part . . .

A lot of people know about Mind Mapping as a concept but without really understanding what actually lies behind the technique.

In this part I set out the principles and background for your subsequent work with Mind Mapping. You learn how important it is to visualise information rather than just writing it out as text. You discover Mind Mapping rules and gain an insight into

the many areas in which it is used. Lastly I explain why Mind Mapping works so well.