



Textease IdeasMap

A visual thinking tool to collect and organise ideas



Foreword

Textease IdeasMap  is just one of the nine tools you will see in the 'Toolbar control' window when you install this software. In addition you will also be able to access **Textease Studio CT** (see below)  and **Textease Timeline**  for 30 days from installation so you can experiment away and get a real flavour for their classroom potential. If these additional products are not purchased, the demonstration versions will expire after 30 days.

Textease Studio CT is the single biggest Softease development since the company's launch of Textease in 1994. We have listened to thousands of teachers who use Textease every day to drive this development.

Textease Studio CT is a fully integrated set of software tools. This revolutionary principle means that all the tools have the same easy to use interface and, because they all work in a similar way, having mastered one the others are easy to pick up. Textease Studio CT has been carefully thought out to give you **NINE KEY TOOLS** in a single application making it ideal for embedding ICT throughout the curriculum.

Textease Movies CT - produce inspirational and exciting movies in minutes

Textease Draw CT - a revolutionary vector drawing tool that will turn your world around

Textease CT - best in class for creativity and enjoyment

Textease Database CT - the first multi-user database with attitude!

Textease Paint CT - a vibrant paint package to inspire creative young minds

Textease Spreadsheet CT - power and flexibility - you can count on it!

Textease Branch CT - a powerful and imaginative way to sort and classify

Textease Presenter CT - create top-notch presentations to be proud of

Textease Turtle CT - flexible, progressive on-screen turtle graphics

All of the above tools except Textease Movies CT  share a common interface and therefore the same desktop icon .

Community @ Home Licence

Don't forget our Community @ Home licence is a great way to provide pupils and teachers with the same software they have in school for use at home.

For further information about any of our products visit www.softease.com, call sales on **01335 343421** or email sales@softease.com.

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Introduction

Textease IdeasMap provides a structured means of organising, understanding and remembering information in a creative and imaginative way. Designed for pupils from KS1 upwards, Textease IdeasMap is an aid to note taking, a time-saving way to capture ideas and a sure-fire way to support and improve educational achievement.

Incorporating the familiar Textease user friendly functionality, Textease IdeasMap can be used within any curriculum area. It is easy to produce detailed ideas maps, diagrams and charts that subconsciously consolidate learning and help idea retention.

Complicated ideas are effortlessly communicated via a combination of text, graphics, colours and designs. It is easy to add associated words, pictures, sounds, digital photos, and even video to the main topic and sub topics to heighten thinking effectiveness and concentration, improving pupils' confidence in their own learning abilities.

Getting Going

- Go to the 'Start' button on your desktop and in 'All Programs' select 'Softease' followed by 'Textease Studio CT' and then 'Textease IdeasMap'.
Alternatively double click on the 'Textease IdeasMap' shortcut on your desktop .

A Textease page will be displayed, with the 'General'



Fig.1

Textease toolbar and the 'IdeasMap' toolbar (containing the 'Main topic', 'Sub topic', 'Topic collector', 'Link topics', 'Topic colour', 'Topic notes', 'Show/hide' and 'Rapid mode' buttons (Fig.1)) already open (Fig.2).

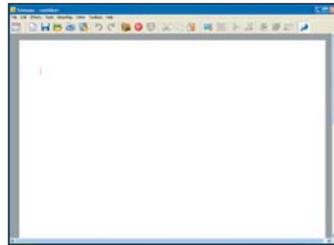


Fig.2

- Additional toolbars can be opened or closed at any time from within the 'Toolbar control' window. (Click on the 'Toolbar control' button  to access this window.)

Remember that you are working within Textease so all the usual functionality of Textease in terms of effects and links etc. are available to you. (See the Textease CT Getting Started Guide for further details. This can be accessed (in PDF format) through the 'Help' menu.)

Build an IdeasMap or Diagram

The starting point for most idea maps is an initial topic title or statement. In Textease IdeasMap this initial idea will be displayed in the main topic box. Before a main topic box can be placed on the page you will need to decide which type of diagram you wish to use.

There are four different diagram options available within Textease IdeasMap.



- **IdeasMap:** to display ideas on lines which branch out either side of the main topic box.



- **Concept Diagram:** to display ideas and information around the main topic box.



- **Organisational Chart:** to display ideas and information as an ordered chart.



- **Flow Chart:** to display sequential information with arrows to show connections and direction.

Select a Diagram Type

- Click on 'IdeasMap' on the menu bar then select 'New diagram'. The diagram options window will open (Fig.3).
- Click on a diagram type to select it. A main topic box will be placed on the page and the topic

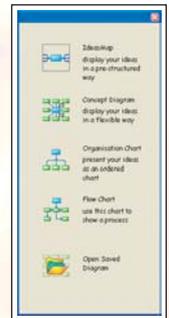


Fig.3

bank window will open (Fig.4).

Select a Shape for the Main Topic Box

The shape selected for the main topic box will be replicated as sub topics are added. For example, if the shape of the main topic box is changed from the default rectangle to a star all sub topic boxes will also be star shaped.

NB. The shape of the main topic box can be changed at any stage however sub topic boxes will only take the same shape if created after the shape has been changed.

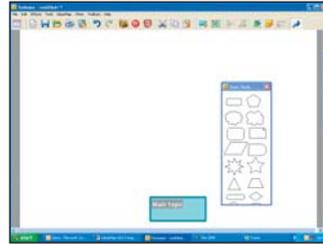


Fig.4

Change the Shape

- Click on a shape within the 'Topic bank' to select it (Fig.5). The main topic box will automatically adjust to the selected shape.
- Close the 'Topic Bank' window.



Fig.5

Edit the Text within the Main Topic Box

- Deselect the main topic box, if it is selected, by clicking on the page.
- Click on the existing text, and replace it with your own title.

Add Sub Topics

When you have created your main topic box sub topics can be added to it.

- Click on the main topic box to select it. A red selection box will surround it.

Add Sub Topics to an IdeasMap

- With the main topic box selected click on the 'Sub topic' button  (on the 'IdeasMap' toolbar). A labelled topic line will be placed on the right hand side of the main topic box (Fig.6)

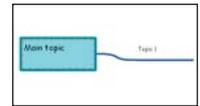


Fig.6

- Each time the 'Sub topic' button  is clicked an additional topic line will be added to the diagram, alternating between the left and the right hand side of the main topic (Fig.7).

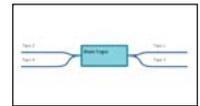


Fig.7

- Sub topics can be further extended.
 - Select the line of the sub topic you wish to extend by clicking on it then click on the 'Sub topic' button . An additional topic line will be added to the diagram.
 - Repeat the previous step to add more sub topics (Fig.8).

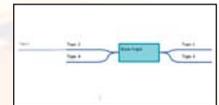


Fig.8

Add Sub Topics to a Concept Diagram or Organisation Chart

The 'Concept Diagram' and 'Organisation Chart' allow you to present information in a similar way. The main difference between

them is the way in which the sub topic boxes are arranged around the main topic box. In a 'Concept Diagram' the sub topic boxes are added in a clockwise manner around the main topic box starting from above the main topic box (Fig.9).

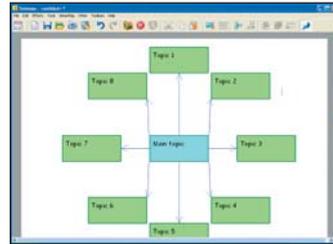


Fig.9

In an 'Organisation Chart' the sub topic boxes are added underneath the topic selected from right to left. (Fig.10).

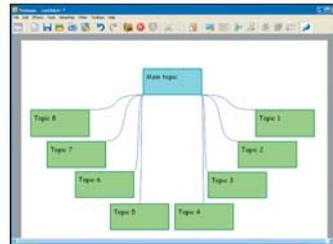


Fig.10

- With the main topic box selected click on the 'Sub topic' button  (on the 'IdeasMap' toolbar).
- Each time the 'Sub topic' button  is clicked an additional topic box will be added to the diagram around the main topic box.
- Sub topics can be further extended.

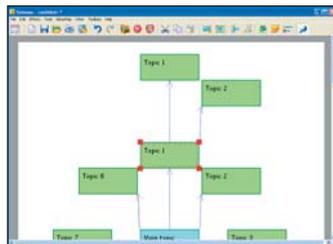


Fig.11

Add Sub Topics to a Flow Chart

A flowchart enables you to quickly represent sequential information, such as a scientific process.

Additional sub topic boxes will automatically have arrows for connectors to show direction (Fig.12).

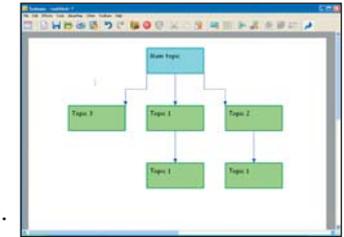


Fig.12

- With the main topic box selected click on the 'Sub topic' button  (on the 'IdeasMap' toolbar).
- Each time the 'Sub topic' button  is clicked an additional topic box will be added to the diagram.
- Sub topics can also be further extended in flow charts.

Add Sub Topics Using Rapid Mode

The 'Rapid Mode' function enables you to quickly add topics at the same level as the topic selected.

- Click on the 'Rapid Mode' button  (on the 'IdeasMap' toolbar) to activate the 'Rapid Mode' function.
- To add sub topics using rapid mode, first select the main topic, then use the add sub topic button  (on the IdeasMap toolbar) to add your first sub topic. To add further sub topics simply click on the text of the the first sub topic and press the 'Enter' key.
- To add additional main topics to the page, click on the existing main topic text and press 'Enter'.

Specify a Position for a Sub Topic to be Placed

Textease IdeasMap enables you to place sub topics in specific locations around the topic with which they are associated. For example, you might want to place all the sub topics on just one side of the main topic.

- Right click on the 'Sub topic' button  to open the 'New sub topic' window (Fig.13). The central square represents the topic box which sub topics are being added to. The nine green squares represent the sub topic positioning options.
 - Select a position for the sub topic and click on the appropriate green square. A sub topic will be added to the diagram in the selected position.
- NB. Sub topics in an IdeasMap can only be positioned left or right of the centre.



Fig.13

Edit Topics

Reposition Topic Boxes

As your diagram grows in size you may wish to change the position of some or all of your sub topics.

- Double click on a sub topic to select it. A red selection box will surround it.
- Hover over the box so that the mouse pointer changes to a hand, click, and keeping the left mouse button held down, drag the topic to a new position. The connecting lines remain attached to the sub topic.
- If you wish to move a whole topic group together (i.e. a sub topic

with its extended sub topics) click/double click on the main sub topic to select it, then hold down the 'shift' key on your keyboard as you click and drag the topic group into a new position.

Resize a Topic Box

The size of the topic box can be changed so that a greater amount of text can be displayed. If there are too many words for the size of your topic box some of the text will be hidden from view and you will need to click on the arrow located in the topic box to read it.

- Double click inside a topic box to select it. The red selection box will appear.
- Hover the mouse pointer over any corner so that it changes to a sizing arrow.
- Click on the sizing arrow and keeping the left mouse button held down drag the box to the desired size.

Change the Shape and Colour of a Topic Box

The shape and colour of topic boxes can be easily changed. Changes made to the shape and colour of a topic box will be replicated as sub topics are added.

For example, if the shape of the main topic box is changed from a square to a star all sub topic boxes created after this change will be star shaped.

- Select the topic box to change by clicking on it once.
- **Change the Shape**

- Click on 'IdeasMap' (on the menu bar), then 'Show/Hide topic bank'. The 'Topic Bank' window will open (Fig.14).



Fig.14

- Click on a shape within the 'Topic Bank' to select it. The topic box will automatically adjust to the selected shape.

• Change the Colour

- Click on the 'Topic colour' button  (on the 'IdeasMap' toolbar) to open the topic colour window (Fig.15).

- Click on a colour to select it. The fill and the shape outline will both change to match the new colour.

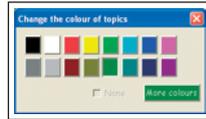


Fig.15

Alternatively you can use the 'Effects' window to alter the appearance of the topic as you would any other object. (See the Textease CT Getting Started Guide for further details. This can be accessed (in PDF format) through the 'Help' menu).

Insert Images

• Select the topic box by clicking on it once.

• Clicking on the 'Resource Bank' button  (on the 'General toolbar) to open the 'Resource Bank'.

• Browse through the folders in the 'Resource Bank' then click on the desired image (you do not need to click 'Open'). The topic box will be replaced by the image, but any text will remain (Fig.16).

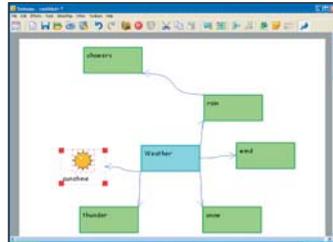


Fig.16

NB. If you simply drag an image onto a topic box and resize to fit, the image will be placed onto your map or diagram but will not be linked to the topic that it is associated with. This means that if you move the topic box then the image will not move with it.

Label the Connecting Lines on Concept Diagrams and Flow Charts

As you build your diagrams you might wish to label the line connecting two topics.

- Click on a connecting line. The 'Label' text box will be displayed (Fig.17).
- Click on the word 'Label' to place the caret within the text.
- Replace with your own text.

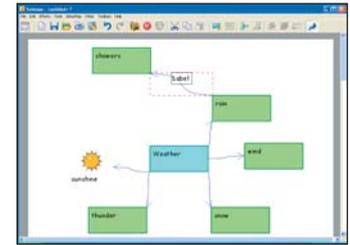


Fig.17

NB. These labels will remain attached to the connecting line they are placed on and will automatically be repositioned if a topic box is moved.

Edit the Style and Colour of Connecting Lines

- Click on a connecting line to select it.
- Click on the 'Effects' button  (on the 'General toolbar). The 'Graphic effects' window will open (Fig.18).
- Select 'Line colour' and choose a colour from the colour menu.
- Select 'Style' to adjust the style and thickness of the line.
- Select 'Arrows' to edit or add an arrow head to the connecting line.

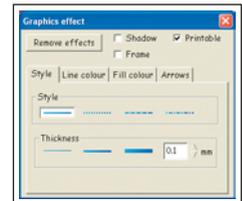


Fig.18

Textease IdeasMap Special Features and Tools

Text Effects

Changes to the font style, size and colour can be applied to text created in Textease IdeasMap in the same way as in any other Textease document by double clicking on the text to select it and then clicking on the 'Effects' button  (on the 'General' toolbar) to open the 'Text effects' window.

Adjust the Paper Size or View

As your maps and diagrams grow you may need to change the size of your paper so that they fit.

- Click on the 'Looks' button  (on the 'General toolbar) to open the 'Looks' window, then select 'Page' (Fig.19).
- Adjust the paper size by clicking on the appropriate button. A1 is the largest.
- Reduce the viewing scale by either clicking on the appropriate button, or by entering a percentage in the box, to see a larger amount of the page on the screen at a time.

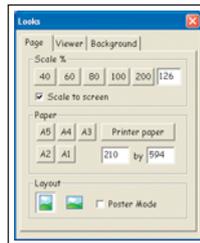


Fig.19

Add Additional Main Topic Boxes

Additional main topic boxes can be added to your diagram at any time.

- Click on the page in the position you want the main topic to be placed then click on the 'Main topic' button  (on the 'IdeasMap' toolbar). An additional main topic box will be added

to the page with the same functionality as the original one.

Make an Object into a Main Topic

Any object (text, image, video clip etc.) placed on the Textease page can be made into a main topic. This can be done at any stage and all the usual Textease functionality will apply to it.

- Place your object onto the page (make sure it is selected).
- Click on 'IdeasMap' on the menu bar then 'Make into topic'. The object is now a 'Main topic' and can be edited and/or have sub topics added in the same way as any other main topic.

Use the Topic Collector Tool

The 'Topic Collector' tool provides an easy way to move a group of topics or sub topics within a 'Concept Diagram' around the page.

- Click on the 'Topic collector' button  (on the 'IdeasMap' toolbar). The cursor will change to crosshairs.

- Click on the page then, holding down the left mouse button, drag out a rectangle over the group of topics you wish to move. These topics will become surrounded by a grey box (Fig.20). (NB. The whole topic box needs to be within the grey topic collection area for it to be included.)

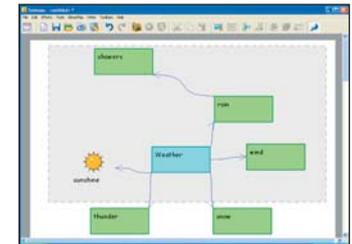


Fig.20

- Click on the border of the grey topic collection box (a red selection box will surround it) and, keeping the left mouse button held down, drag it into a new position. The topic collection box will also collect any other topics it encompasses.

- To remove the 'Topic collector' box select it then press 'Backspace' on your keyboard.

Add a Topic Note

Additional pages can be directly linked to your map or diagram.

- Select a topic or image by clicking on it then click on the 'Topic notes' button  (on the 'IdeasMap' toolbar).

A new Textease page will open up over the top of your diagram with any text or images contained in the selected topic already displayed. This page can be used to add extra information in various formats e.g. text, graphics, sounds, photos or videos (Fig.21).



Fig.21

- To close the information page and return to your map or diagram click on the cross in the top right hand corner. Any work added to the information page will be automatically saved.

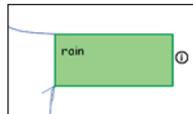


Fig.22

- A small information button will have been added next to the topic (Fig.22). Click on this at any time to reopen the information page.

Links

A line can be added to link two topics together, allowing connections across ideas to be displayed.

- Select both the topics you wish to link (select the first topic then hold down the Ctrl key on your keyboard and click on the second topic).

- **Add a Dotted Link Line**

- Open the 'Additional' toolbar by clicking on the 'Toolbar control' button .

- Click on the 'Link line' button  (on the 'Additional' toolbar). A dotted line will be added linking the two selected topics together (Fig.23).

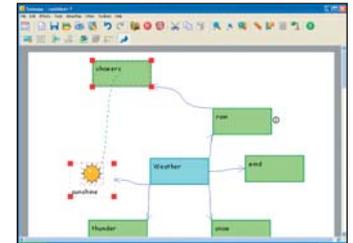


Fig.23

- **Add a line to a flow chart**

If you wish to add another line to show the direction of your flow chart, left click on the topic you want the line to start from, then holding down the 'Ctrl' key click on the second topic you want the link to go to. Click on the 'Link topics' button  (on the IdeasMap toolbar) to add the line.

Show/Hide Sub Topics

The 'Show/Hide' function allows you to hide the sub topics for one or more topics from view. This could be useful if the map or diagram contains a lot of information and/or you want pupils to focus on just a small section.

- Click on the topic(s) whose sub topic(s) you wish to hide.
- Click on the 'Show/Hide' button  (on the 'IdeasMap')

toolbar). The sub topics will be hidden from view and a 'plus' button  will appear next to each topic with hidden sub topics (Fig.24).

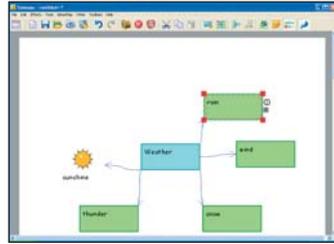


Fig.24

- To display the sub topics again either click on the 'Show/hide' button  (to reveal all hidden sub topics) or on the 'plus' button  (to reveal the sub topics for an individual topic).

Export to Textease CT or Textease Presenter CT

All maps and diagrams built in Textease IdeasMap can be exported to a Textease CT word bank (to be used within another piece of work) or to Textease Presenter CT (to display all topics and information pages within a slide show).

Export to a Textease CT Word Bank

- Click on 'IdeasMap' on the menu bar then 'Export to word bank'. A word bank will automatically open containing all the objects (text and images) included in your map or diagram (Fig.25). (NB. You will need to save the word bank before closing it.)



Fig.25

Export to Textease Presenter CT

- Click on 'IdeasMap' on the menu bar then 'Export to Presenter'. A new Textease Presenter CT document will open containing a series of slides (one for each topic, sub topic and any

information pages included in your map or diagram) (Fig.26).

NB. You will need to open the 'Presenter' toolbar (from the 'Toolbar control' window) to run the slide show.



Fig.26

Extract Text

Text included in a map or diagram can be extracted for use in other applications. For example to create a vocabulary list or to provide a framework for further writing.

- Select the topic you wish to extract the text from. (All text, including text within sub topics, linked to that topic will be selected.)
- Click on 'IdeasMap' on the menu bar then 'Make text'. A block of text will be added to the page, which can be copied and pasted into other applications.

Resource Bank

There are a wide range of resources that can be accessed through the 'Resource Bank' . It is divided up into four sections:

Resources – Contains clipart, digital photos, videos, sounds, word banks, curriculum examples and templates.

Digital Pictures – Import images directly from a digital camera or microscope.

Internet – Provides a quick link to the Internet in the same way as clicking on 'Internet Explorer'.

My Resources – In addition to the Textease Resources you can also access you own resources (such as those saved within 'My Documents'). To locate an item either navigate through the folders or use the keyword search.

Keyword Search

- Click in the 'Search' box and type the name of the item you are looking for, for example "house".
- Click on the 'Search' button. All items containing your search word will be displayed within the 'Resource Bank' window.

NB. The search looks for all words that contain the given word, for example if you search for "cat", "cathedral" will be included within the list of items.

Further Help

This guide and all other 'Getting Started Guides' are available from the 'Help' menu.

Over 70 **cross-curricular examples** for all year groups in KS1&2 are included in the Textease Studio CT 'Resource Bank'. A series of short '**Getting Started**' **video demonstrations** can also be found on our website (from within the product select 'Help' on the menu bar, then 'On the website' and 'Getting Started videos'). For further examples and ideas on how to use these software tools effectively in the classroom, including a regularly updated 'Top Tips' section, visit our website at www.softease.com.

For further information about how Textease can be used to support and extend pupils of all abilities visit www.softease.com/downloads where you can download '**Using Textease to Promote Inclusion and Accessibility**'.

Sharing Ideas

We would love to see examples of how your school has used our software tools to create resources of your own. If you have any examples you would like to share with us, and other schools, please email them to customercare@softease.com and we will add them to our website.

Technical Support

Softease products are designed to be easy to use, but from time to time everyone needs some help. You can access online support at

www.softease.com/support where you will find a list of frequently asked questions, the answers to which we hope will solve your problem. If you still need help call our Technical Support team between 9am – 5pm, Monday to Friday. Outside of office hours you can email support@softease.com and our support team will reply as soon as possible.

To contact the Technical Support team:

Tel: **01335 301200**

Email: support@softease.com

Visit: www.softease.com/support

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Online Updates

Your software includes a new feature to make installation of future updates quicker and easier than ever before. The software now comes with an online update button  that automatically appears on the toolbar when there is a new version available. This button can only be accessed by administrators, otherwise it will appear greyed out. The online update is downloaded via the internet, and will automatically update any previous version 6 releases installed. See the 'Installation Instructions' for further details.

Credits

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Oxford Reading Tree Clip Art Story Characters, © Sherston Software Limited and Oxford University Press 1997.

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Educational Consultants: Doug Dickinson, Fiona Panni
Project Manager: Heather Purdom

Minimum System Requirements

Windows 98SE, 300 MHZ, 64 MB (128 MB recommended), 300 MB HDD space (600 MB recommended), resolution of 800 x 600.

Textease Resources

700 MB HDD space.

Additional Requirements

Windows NT requires Service Pack 6.

Notes

Notes



Textease IdeasMap

A visual thinking tool to collect and organise ideas

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