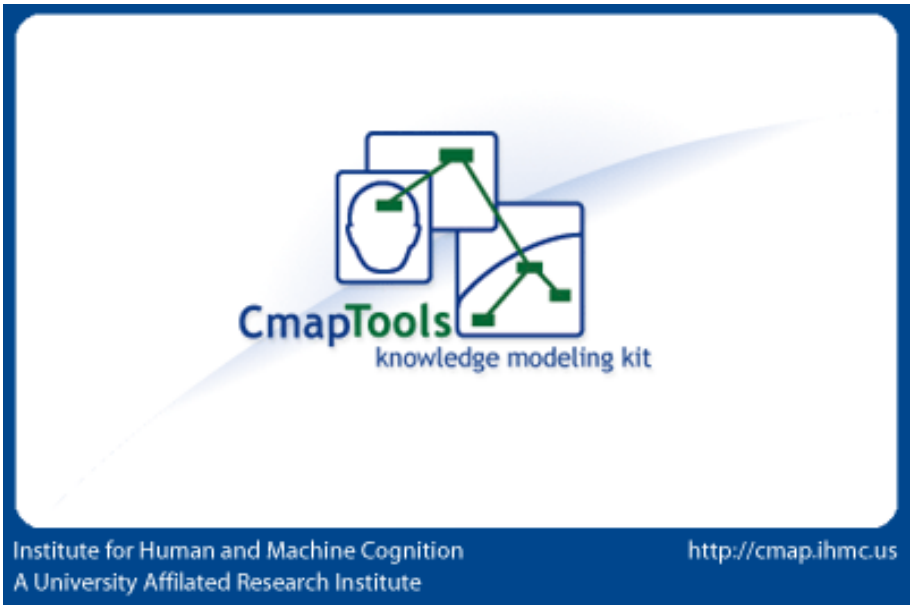
CmapTools Help

- Using CmapTools
- Create a Cmap
- Add a Concept
- Create a Proposition from One Concept
- Create a Proposition from Existing Concepts
- Save a Cmap
- Open a Cmap
- Create a Folder
- Drag in Resources
- Import Resources
- Add & Edit Links to Resources
- Manage Existing Resource Links
- Print the Cmap
- View Cmap as a Web Page
- How to Change the Language.

- Modify Linking Lines
- Change Colors
- Change Fonts & Sizes
- Add Arrows to Linking Lines
- Nested & Merged Nodes
- Change Backgrounds
- Create Custom Styles
- Link Propositions Between Cmaps
- Using Autolayout
- Export Cmap as an Image
- Export Cmap as a Web Page
- Send Cmap as an Email

- Search Places
- Search the Internet
- Find Text in a Cmap
- Using Spell Check
- Using the Dictionary & Thesaurus
- Validate & Fix Resource Links

- Collaborate Synchronously
- Permissions & Access Control
- Copy a Cmap to Places
- Add Annotations & Info
- Cmap List View
- Cmap Recorder
- Presentation Builder
- Suggestions
- Discussion Threads

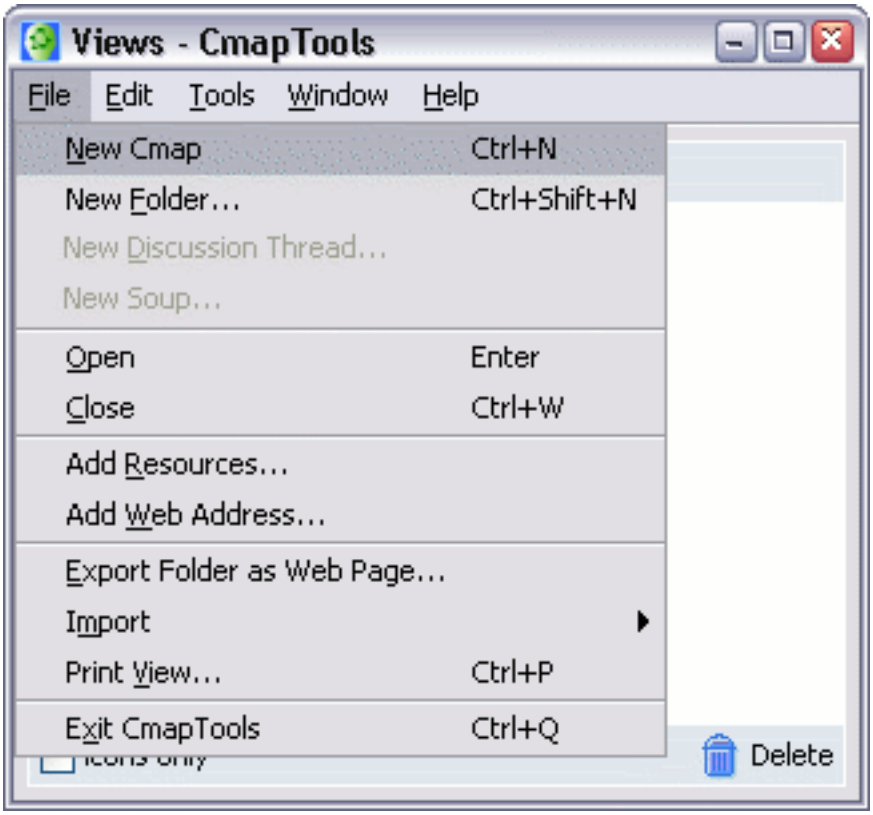


Choose a topic from the left to get help for CmapTools.

Create a Cmap

From the "Views - CmapTools" window**:**

Select **File**, then **New Cmap**.
(The keyboard shortcut Ctrl+n may also be used.)

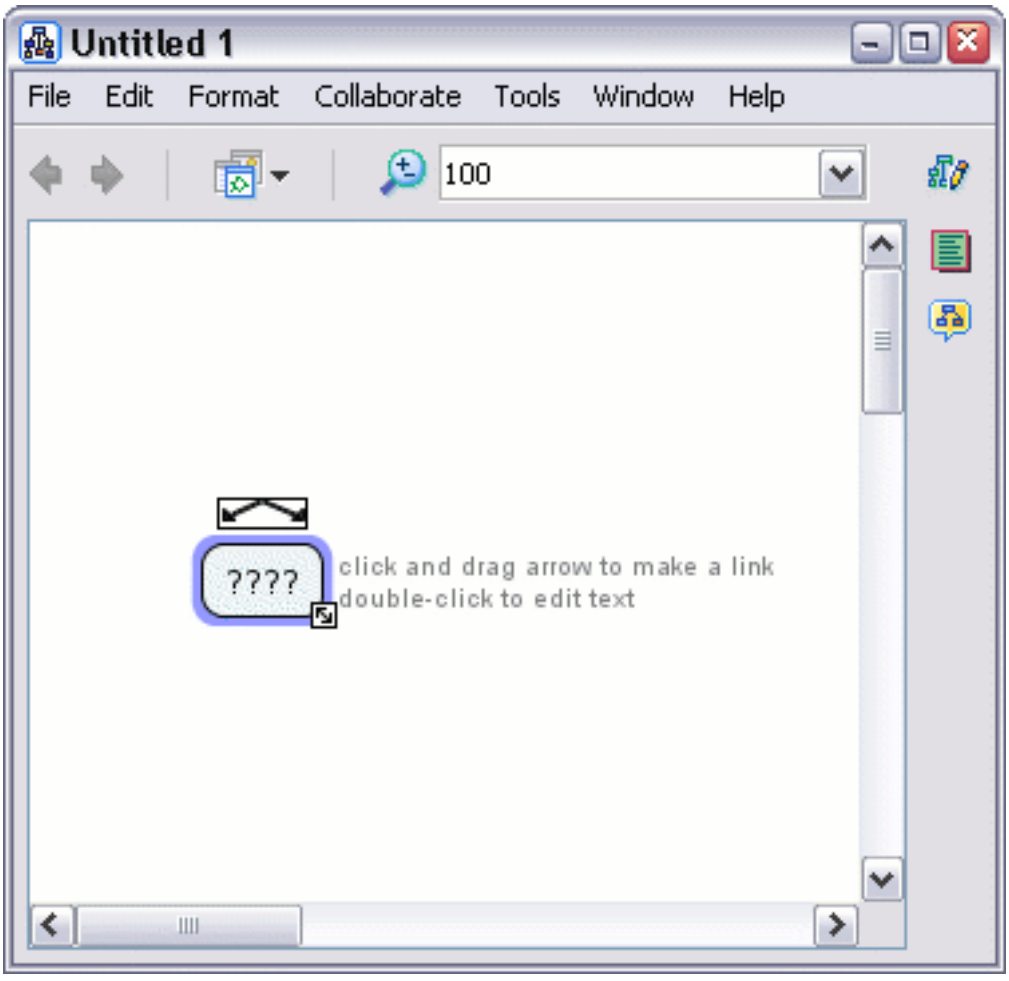


A new Cmap with the name "Untitled 1" will open.

Add a Concept

From an open Cmap**:**

Using the left mouse button, double-click anywhere on the Cmap. (You may instead right-click anywhere on the Cmap and select **New Concept** from the menu that appears.) A shape will appear with question marks inside of it.

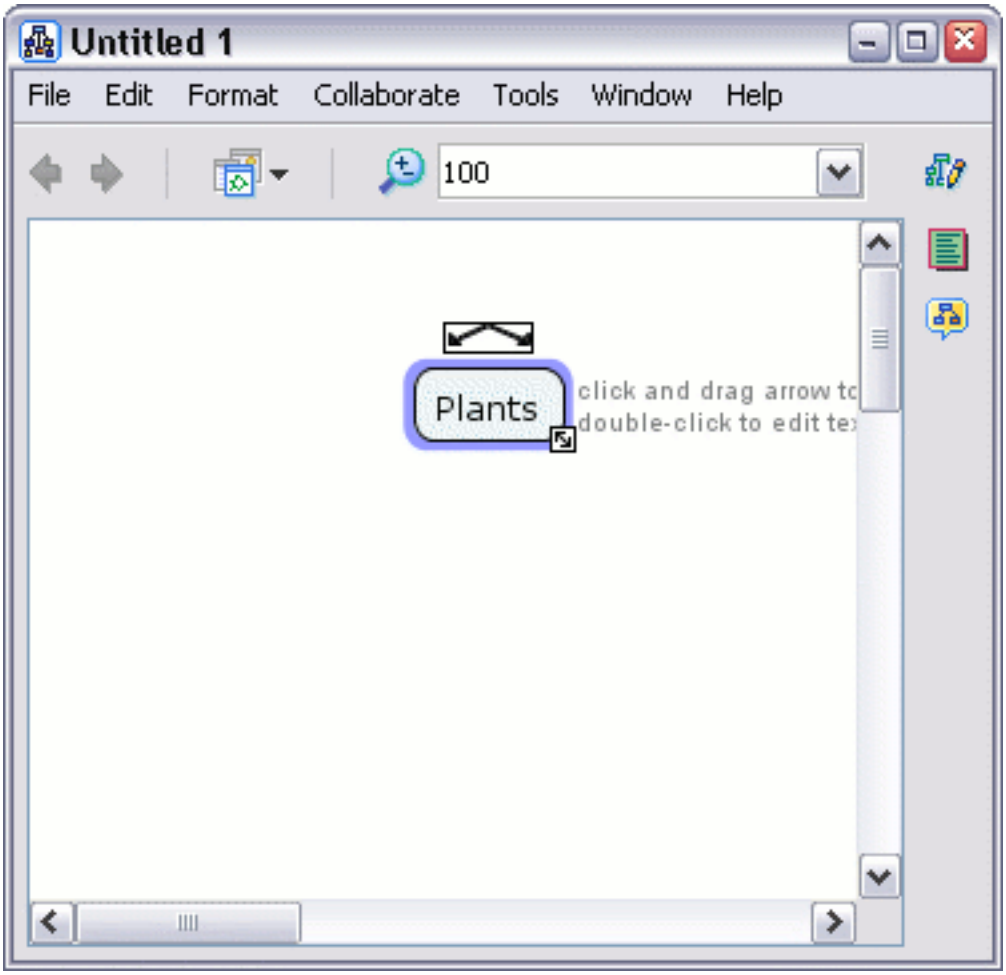


Type in a label to replace the question marks. Left-click on a white portion of the Cmap outside of the shape to set the label. The shape has now become a new **concept**.

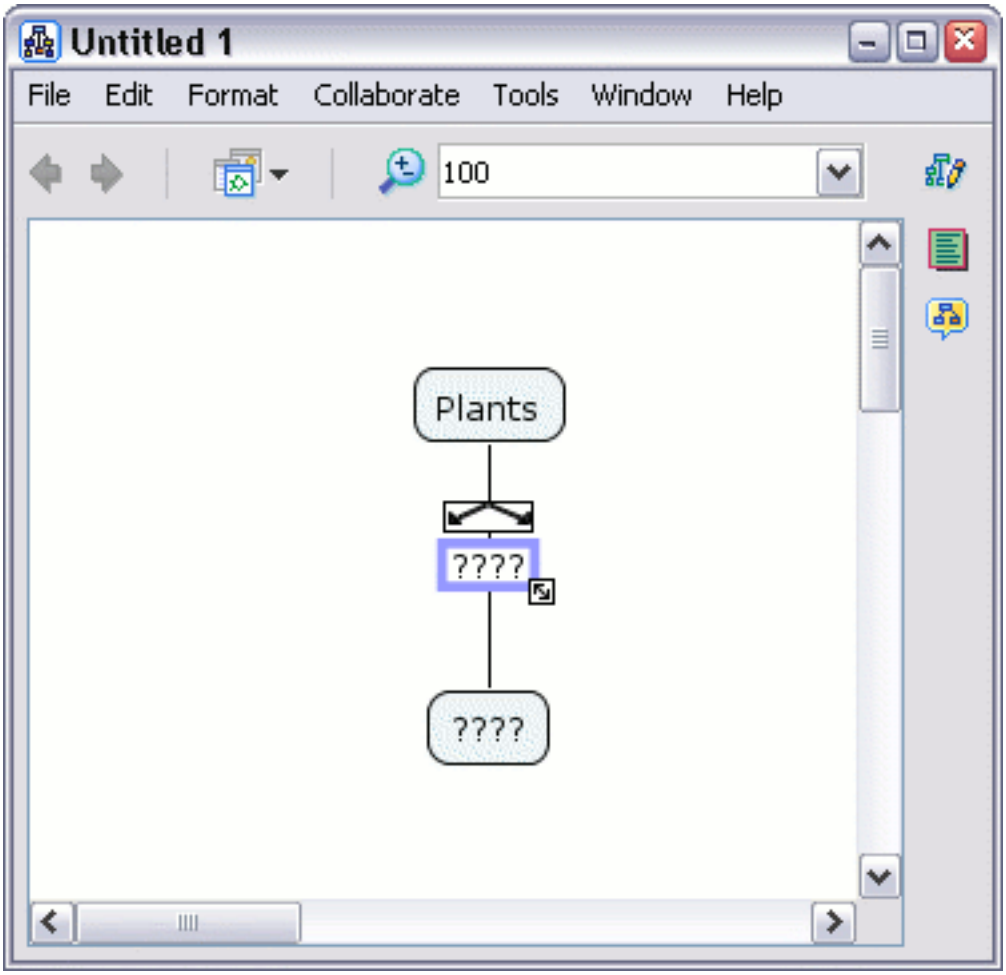
Create a Proposition from One Concept

From an open Cmap**:**

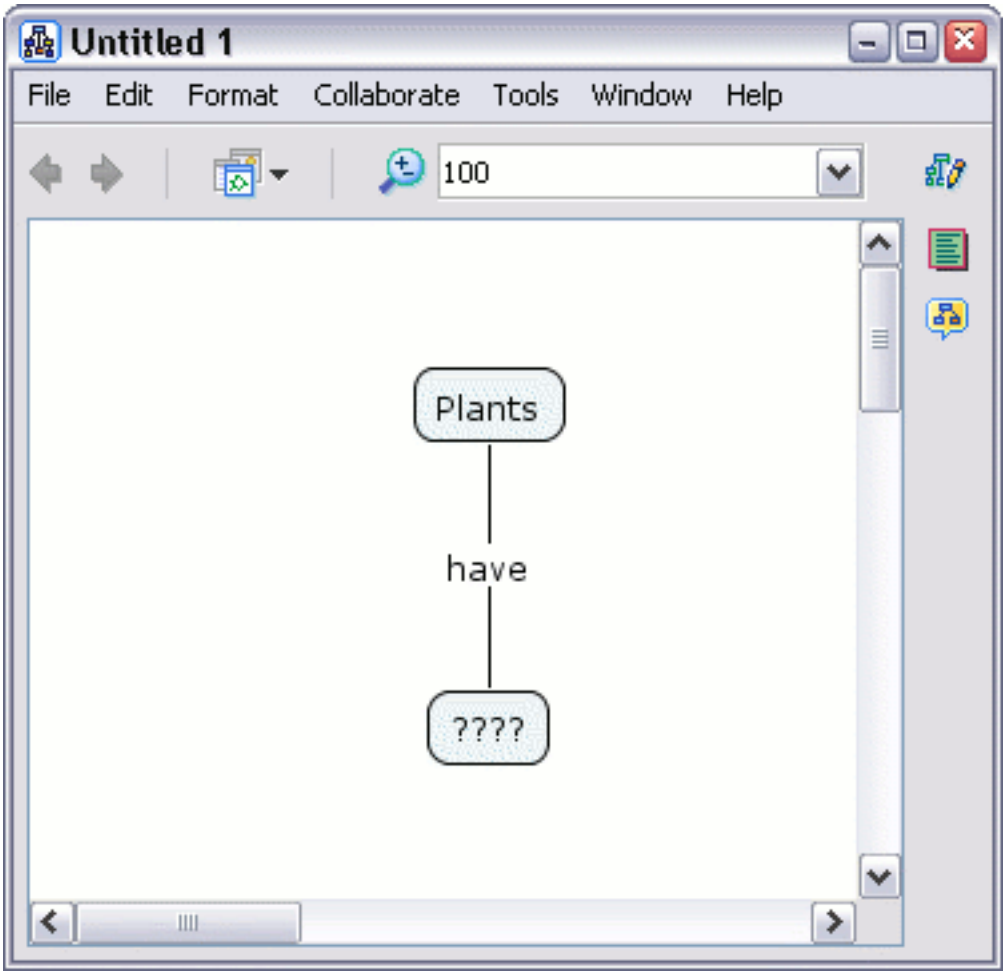
Left-click on the concept you would like to make a new proposition from.



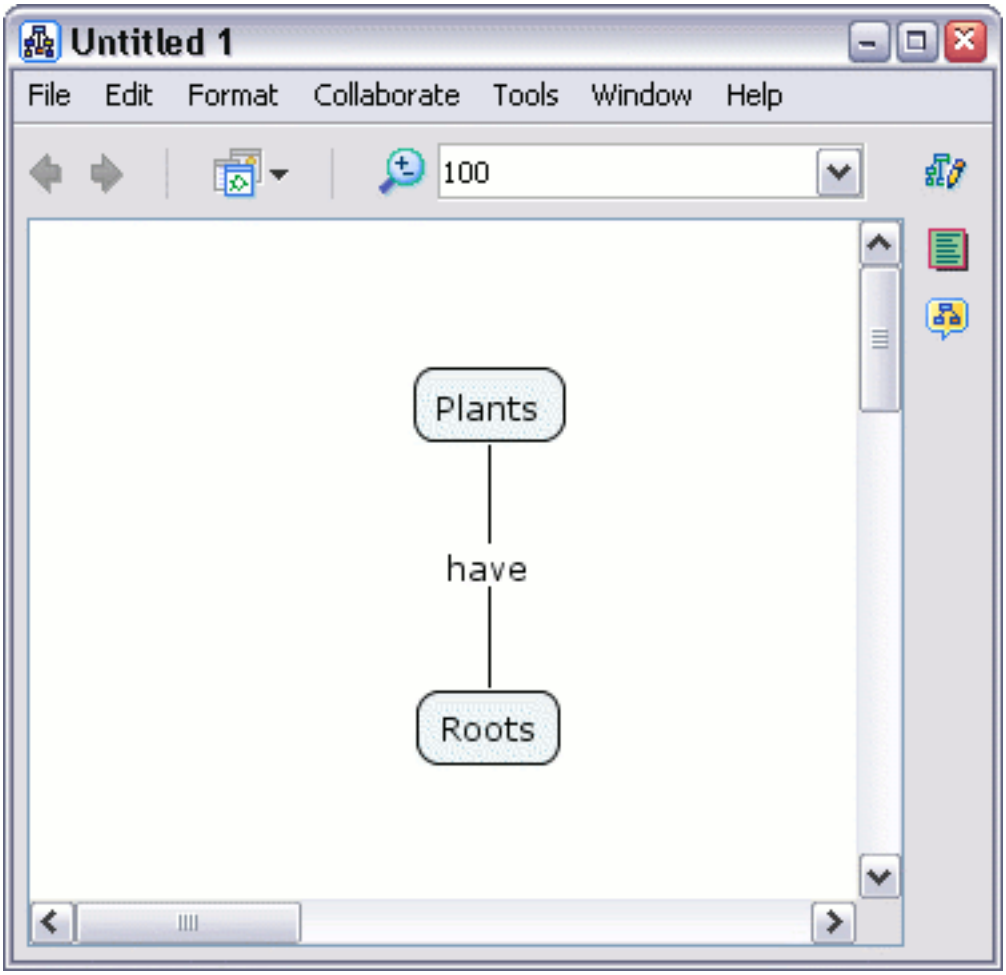
Left-click and drag from the arrows at the top of the concept. As you continue to hold the mouse button down, notice that an arrow from the selected concept will follow around the mouse pointer. (Another way to make the arrow follow the mouse pointer is to left-click once on the concept arrows, then release the button before moving the mouse.)



Type in a label for the rectangle, then left-click on a white portion of the Cmap to set the label. A **linking phrase** for the new proposition has now been created.



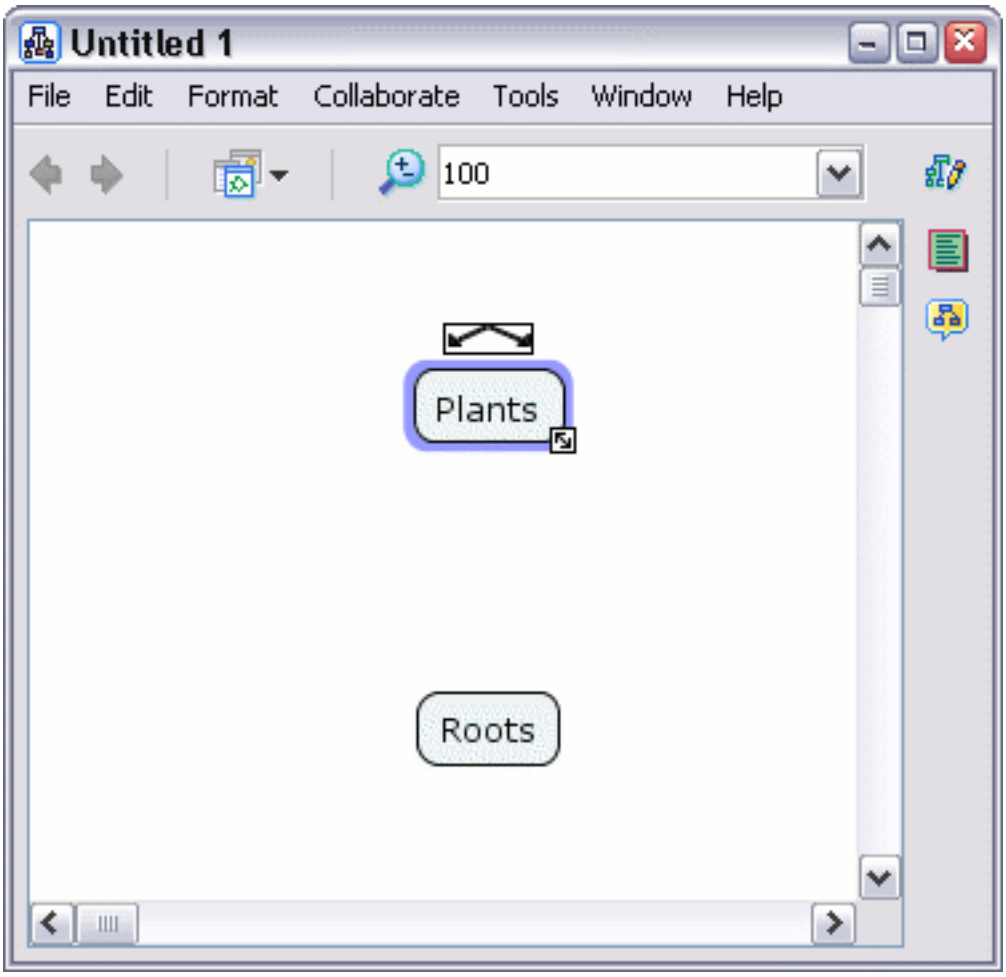
Left-click on the new concept and type in a label. Left-click outside the concept to set the label. A new and complete **proposition** has been created. A proposition can have more elements than two concepts and a linking phrase. You may apply the methods described in this help section as well as **Create a Proposition from Existing Concepts** to add to your existing propositions.


Untitled 1
File
Edit
Format
Collaborate
Tools
Window
Help
100
Plants
have
Roots

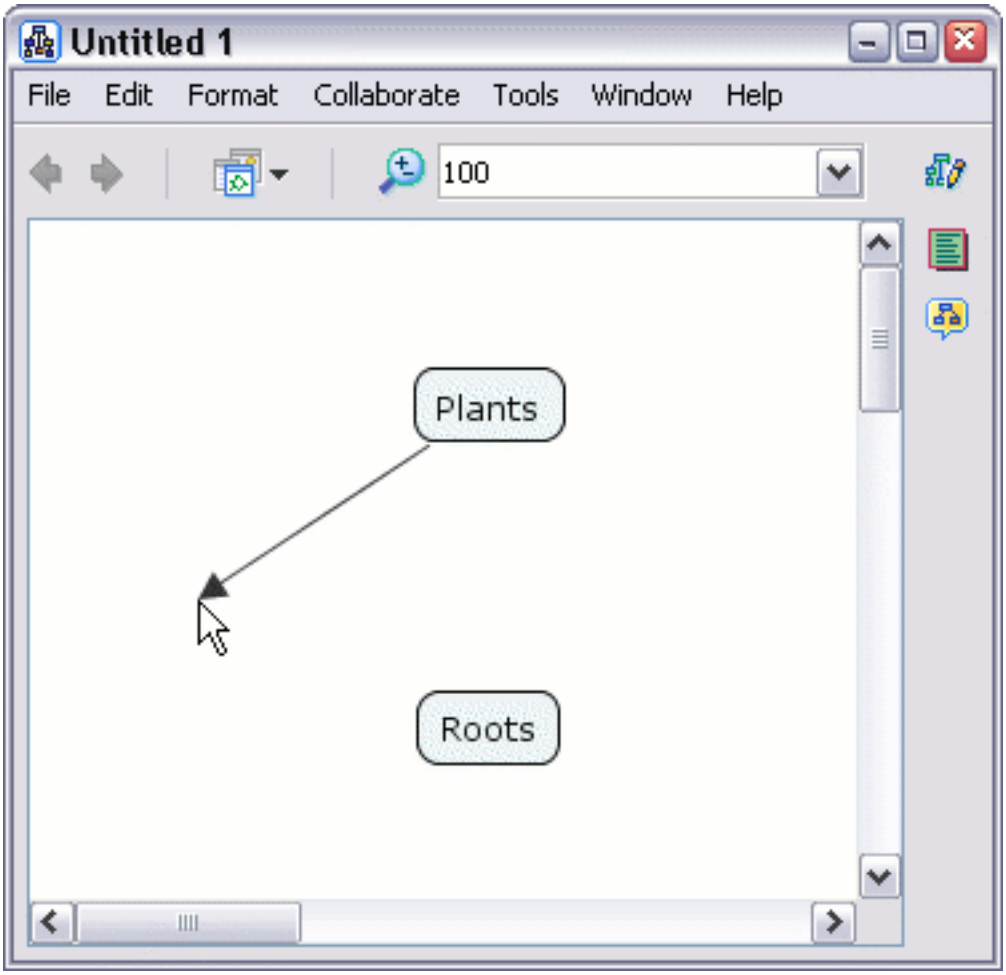
Create a Proposition from Existing Concepts

From an open Cmap**:**

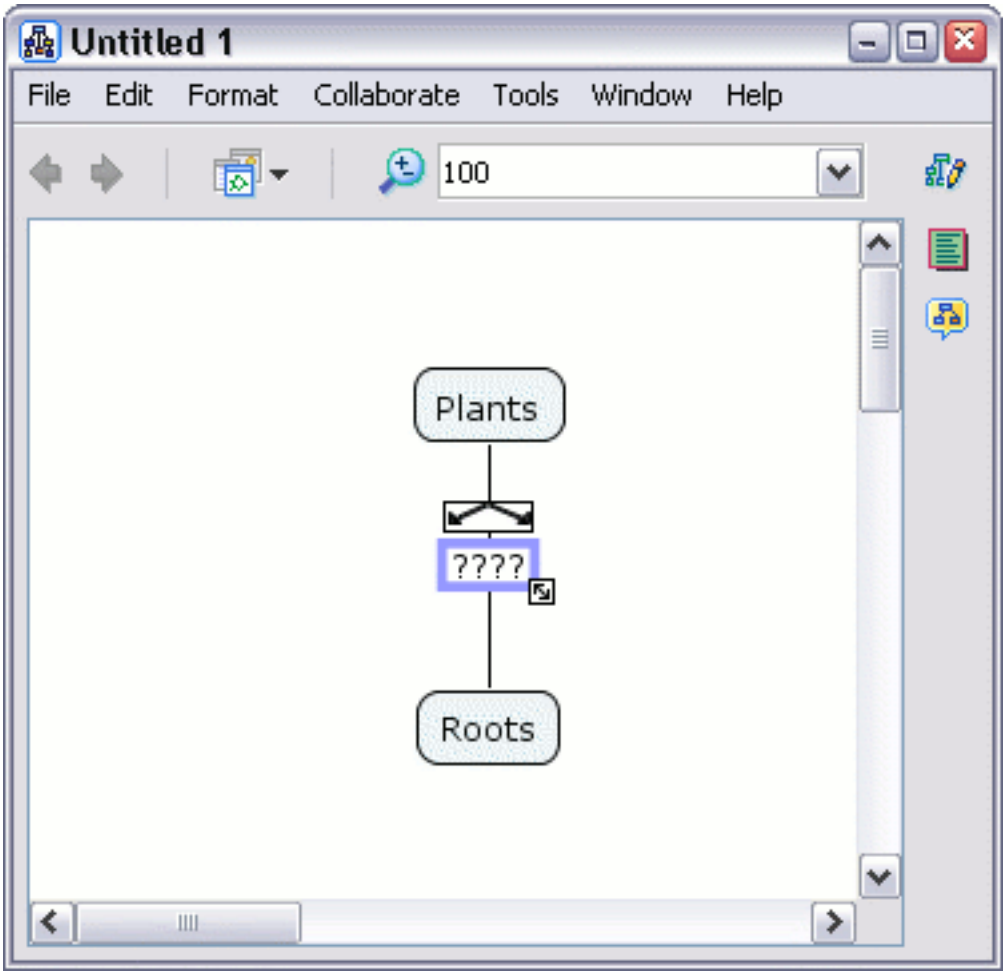
Starting with two or more concepts, left-click on a concept you would like to make a new proposition from.



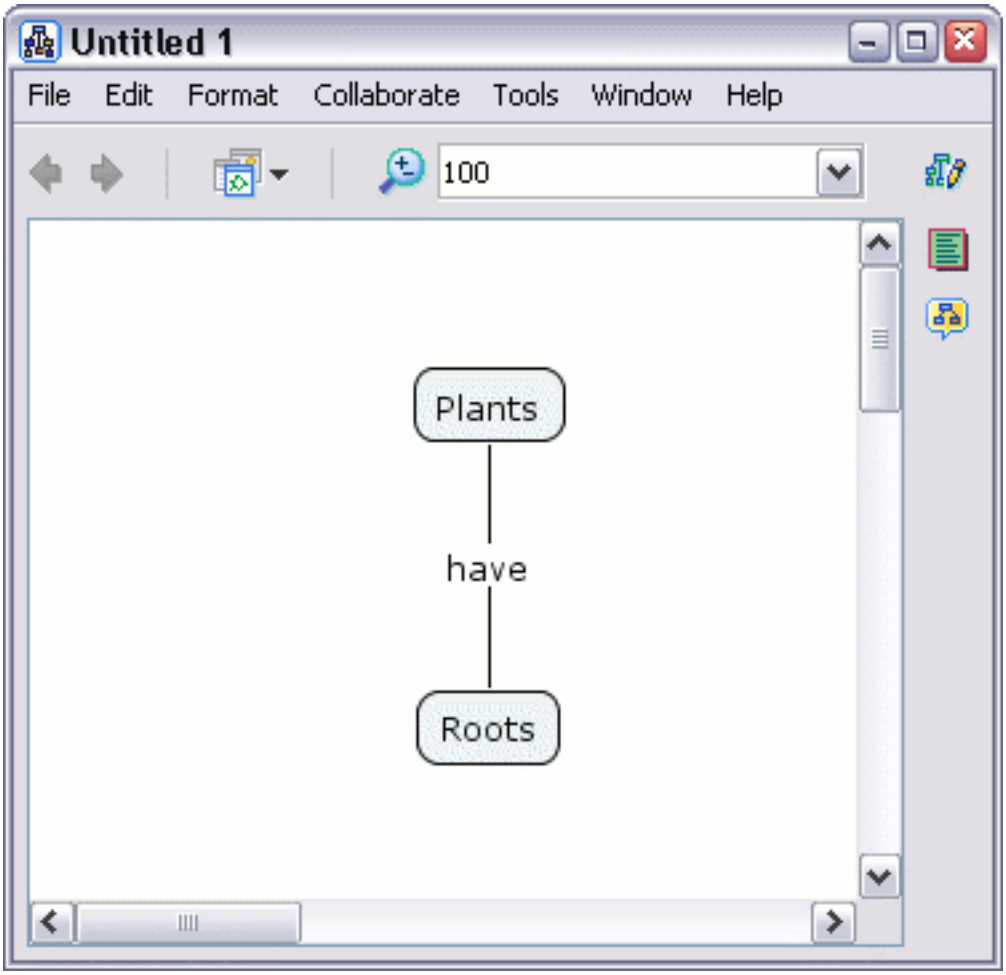
Left-click and drag from the arrows at the top of the concept. As you continue to hold the mouse button down, notice that an arrow from the selected concept will follow around the mouse pointer. (Another way to make the arrow follow the mouse pointer is to left-click once on the concept arrows, then release the button before moving the mouse.)



If you chose to drag the mouse from the concept's arrows, select another concept to drag the arrow over and release the mouse. (If you left-clicked once on the concept's arrows, let the arrow follow your mouse pointer over another concept you have selected, then left-click again.) A rectangle will appear with lines connecting to both concepts.



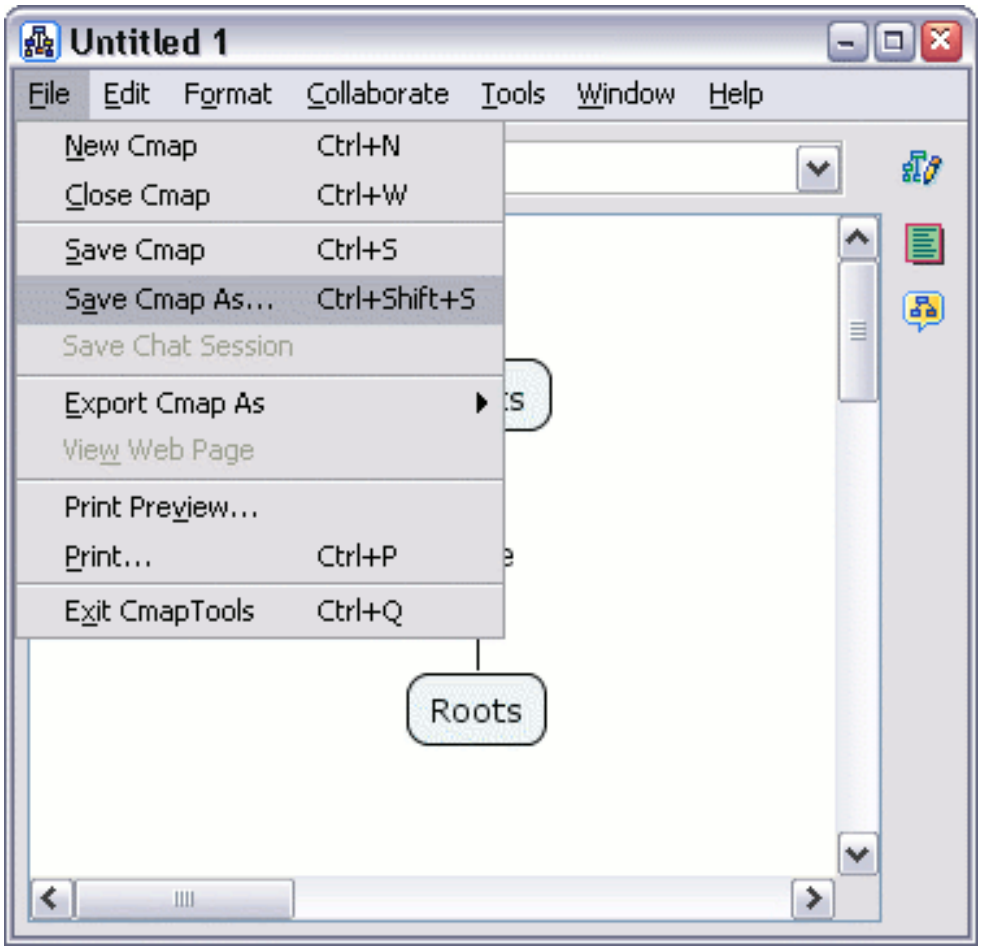
Type in a label for the rectangle, then left-click on a white portion of the Cmap to set the label. The rectangle will dissappear, leaving a **linking phrase** in it's place. The linking phrase completes the **proposition**. A proposition can have more elements than two concepts and a linking phrase. You may apply the methods described in this help section as well as **Create a New Proposition from One Concept** to add to your existing propositions.


Untitled 1
File
Edit
Format
Collaborate
Tools
Window
Help
100
Plants
have
Roots

Save a Cmap

From an open Cmap**:**

Select **File**, then either **Save Cmap** if you intend to save editing on an existing Cmap, or **Save Cmap As** to save a new Cmap. We will use **Save Cmap As** to demonstrate how to save a new Cmap.

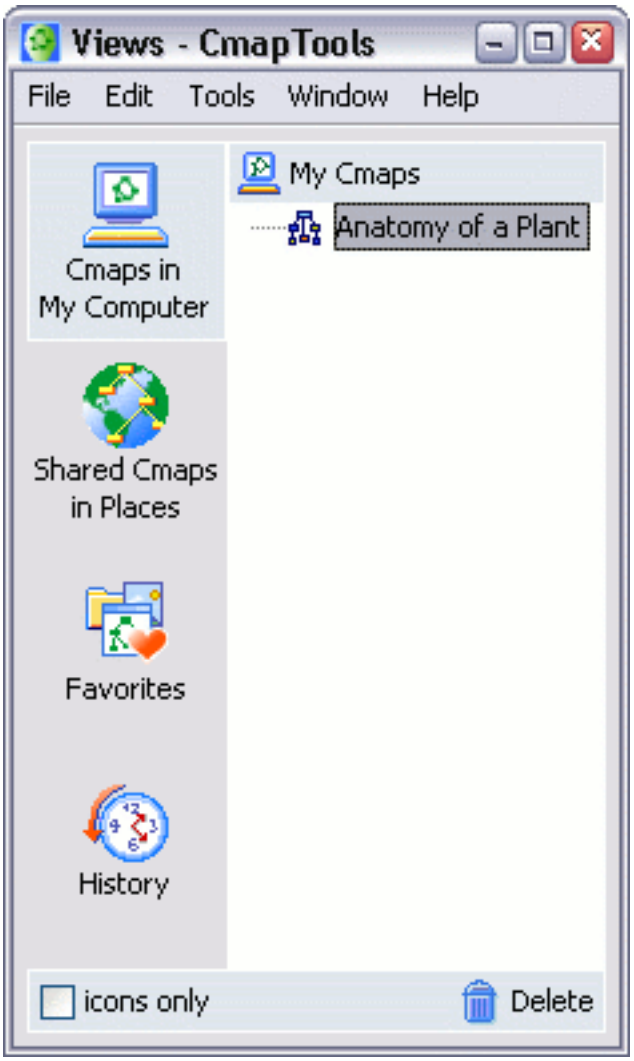


The "Save Cmap As" window will appear. Here, you can label your Cmap, give it a focus question, and assign keywords to it. The Author, Organization, and Email text fields are where you can add additional identifying information. These fields may be already filled with default values. The values are taken from **Preferences...** under **Edit** from the "Views - CmapTools" window.

Open a Cmap

From the "Views - CmapTools" window**:**

Highlight the Cmap that you wish to open. Select **File**, then **Open** to have the Cmap open in another window. (Using the left mouse button and double-clicking the title (or icon) of a Cmap, or highlighting its title and pressing Enter, are alternate ways to open a Cmap.)

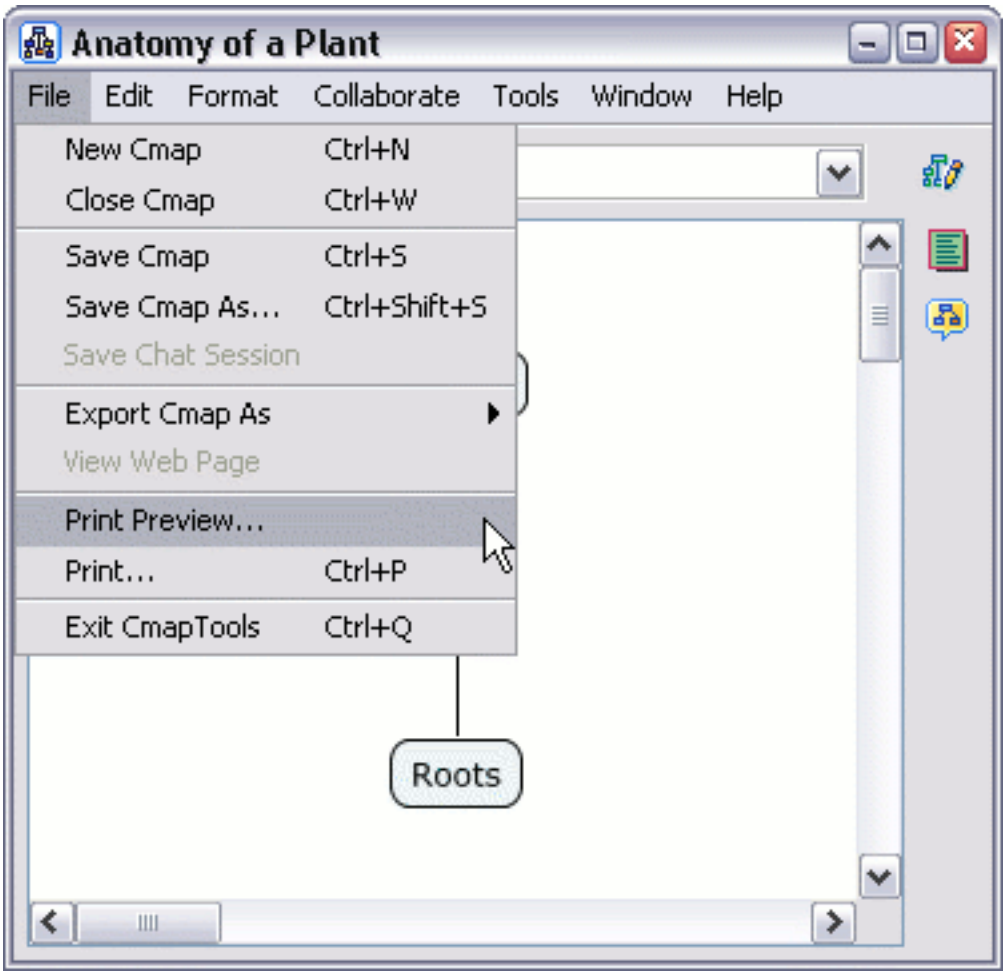


Print the Cmap

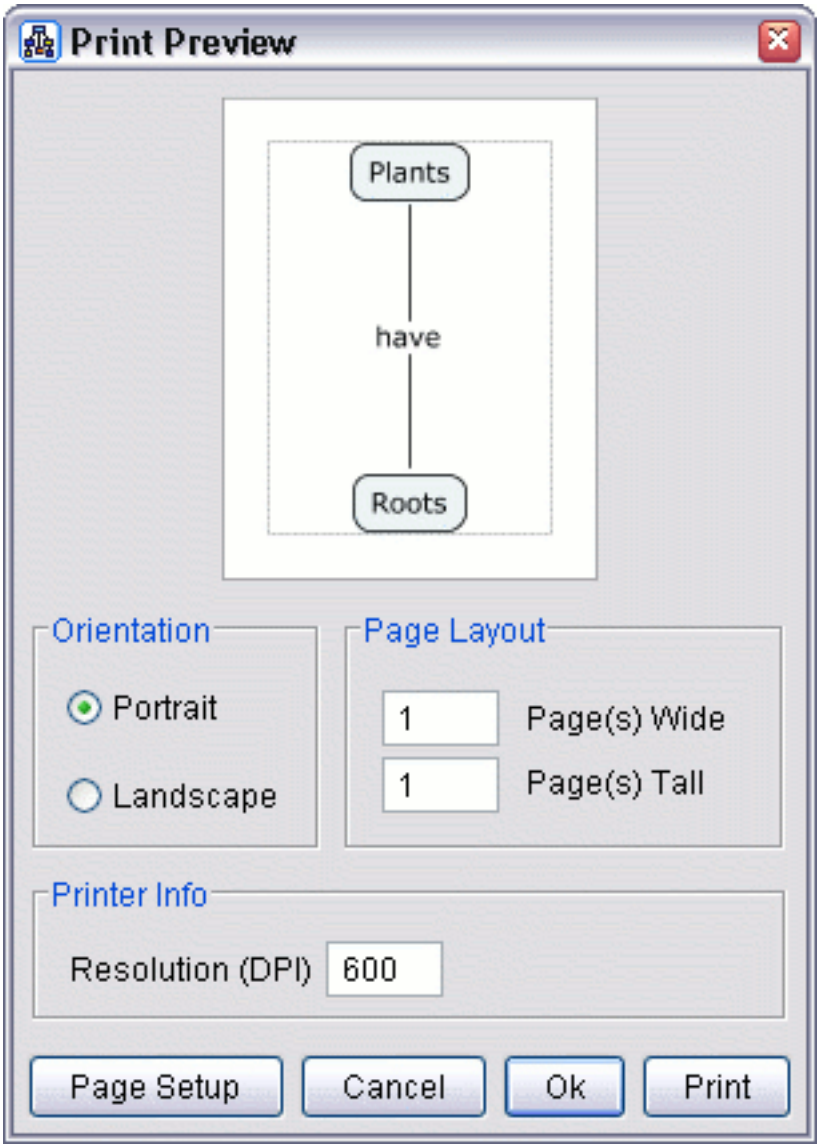
When printing a Cmap, it is best to first go to the Print Preview.

From an open Cmap:

Select **File**, then **Print Preview...**



You will now see the **Print Preview** window. From here, you can choose your page orientation, and set how many pages the Cmap should be printed on, using the **Page Layout** dialogue.



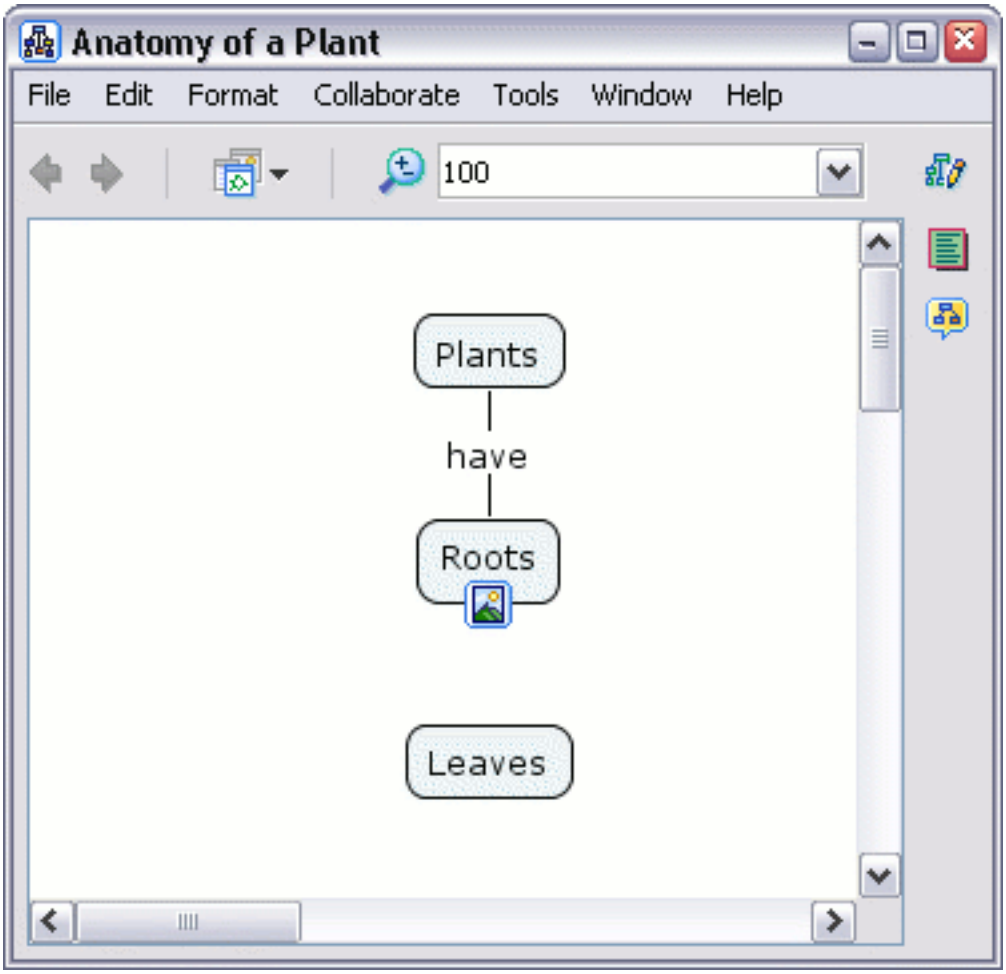
Use the **Page Setup** button to set additional settings, specific to your printer. If you hit the **OK** button, the settings will be saved and you can print later, or you can hit the **Print** button to print immediately.

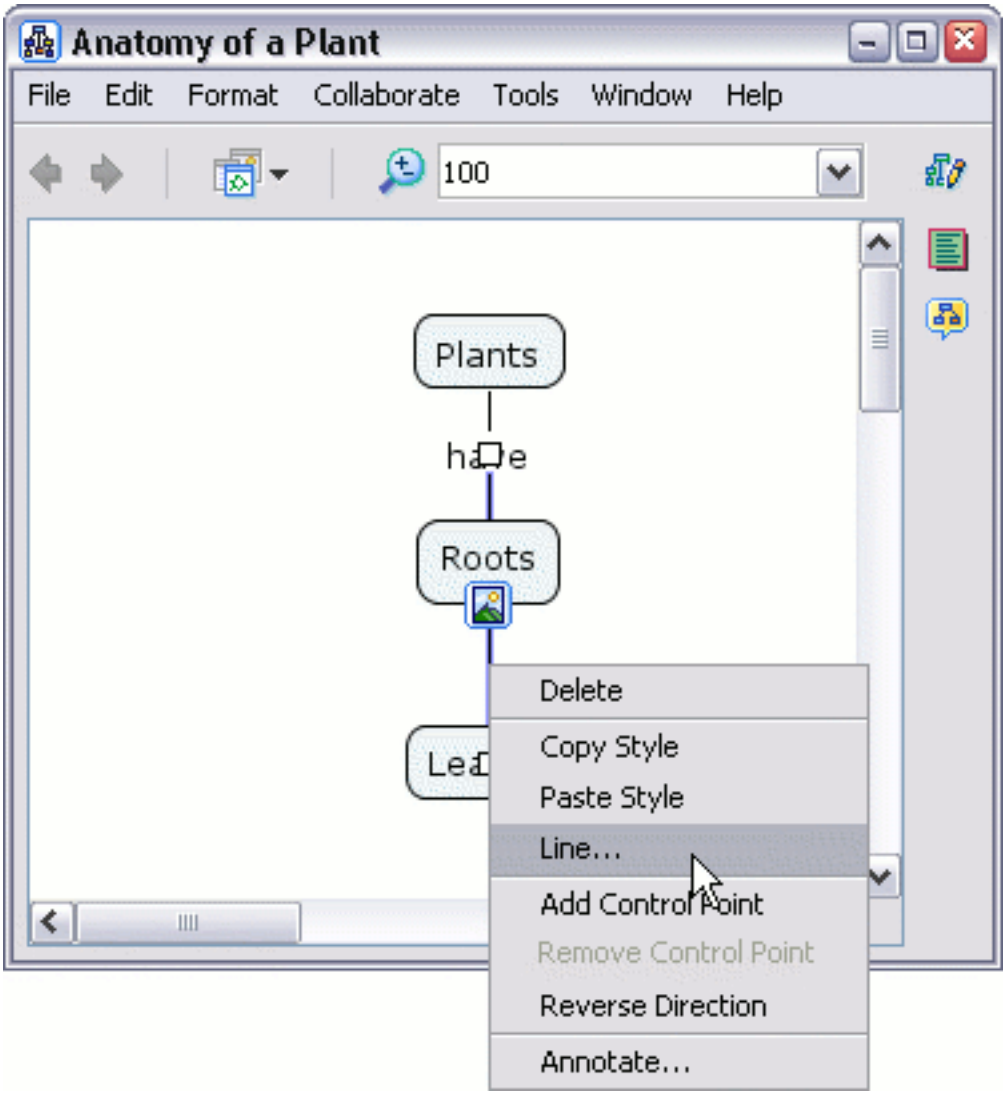
Modify Linking Lines

4pt Bezier 3pt Bezier Splines Vectors Add Control Points Thickness Style

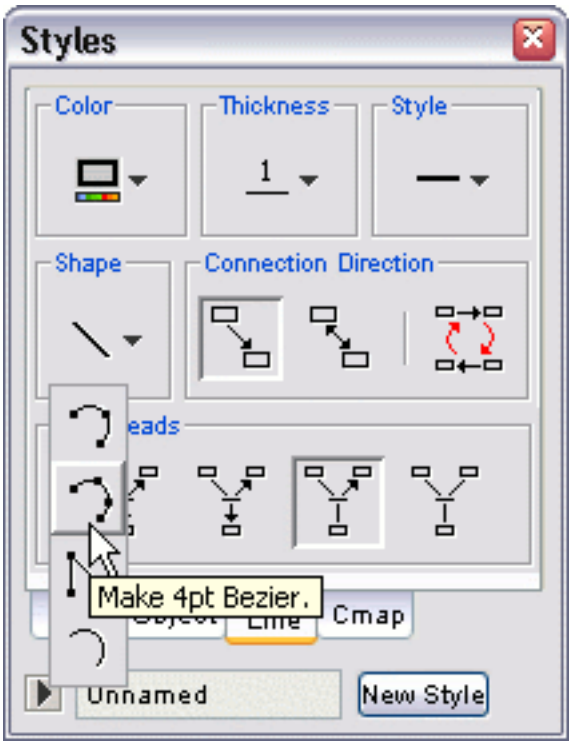
From an open Cmap**:**

Modifying linking lines can be useful when adding new Cmap items onto propositions. You can apply the different techniques found in the help sections **Create a New Proposition from One Concept** and **Create a Proposition from Existing Concepts** to add concepts to existing propositions. One type of modified link, the curved link, can be used to complete the addition of a concept to a proposition.

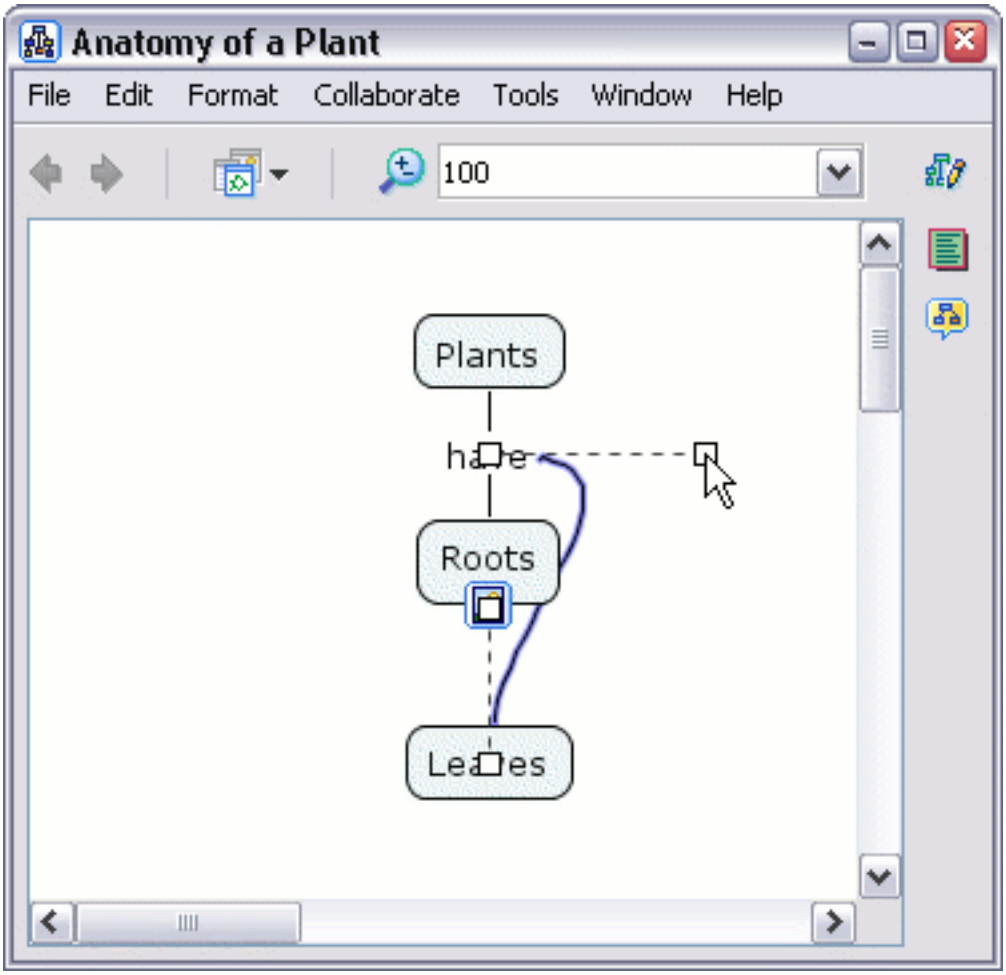




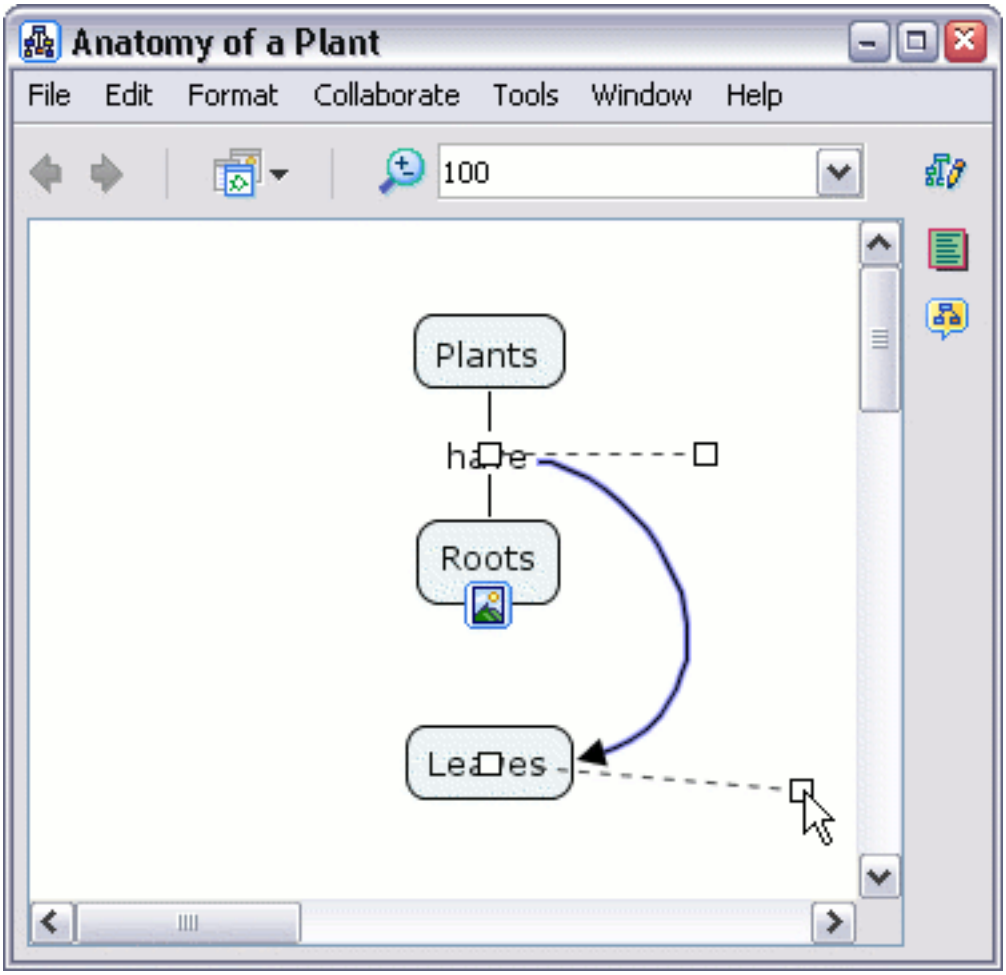
The "Styles" window will open to the **Line** dialog. Left-click the button under the **Shape** heading to reveal the different curving options for your linking line. In our example, we'll use the **Make 4pt Bezier.** button so that we may fine tune our curve.



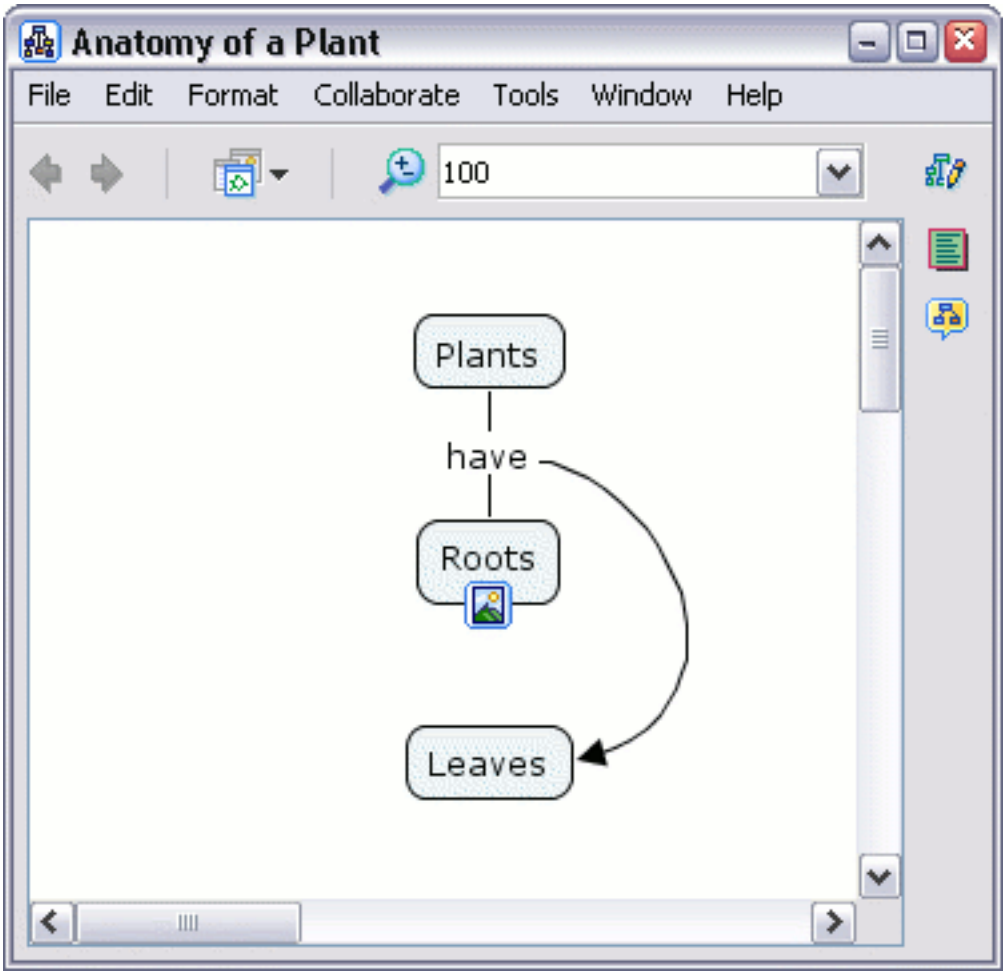
When you return to the Cmap, you'll notice a small white box in the middle of the line you have selected to curve. The small white box in the middle of the line actually consists of two boxes or **points**, one on top of the other. Using the left mouse button, drag one of the two overlapping points from the middle of the line out to a desired location on the Cmap.



Now drag the remaining middle point out to finish the curve.

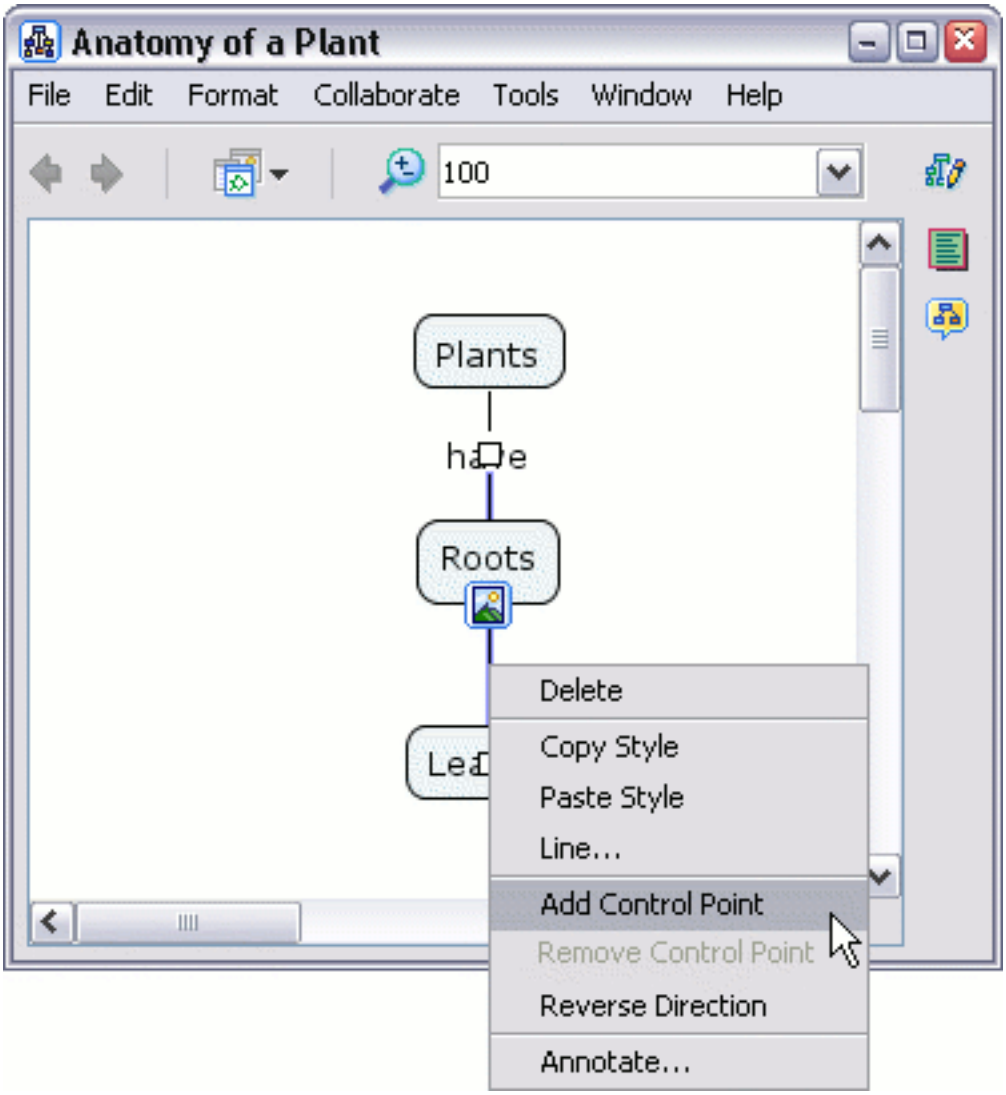


When you have completed the adjustments of your curve, left-click on a white portion of the Cmap to set the curved link.

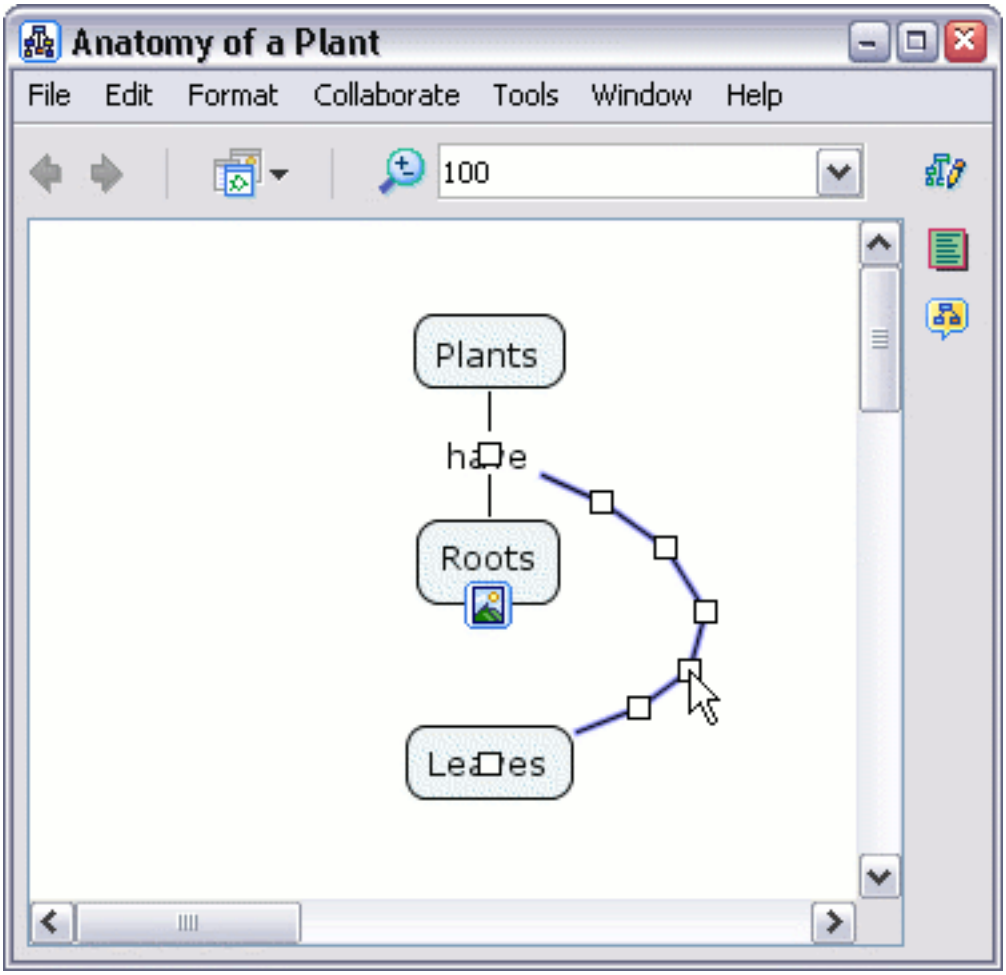


From the "Styles" window**:**

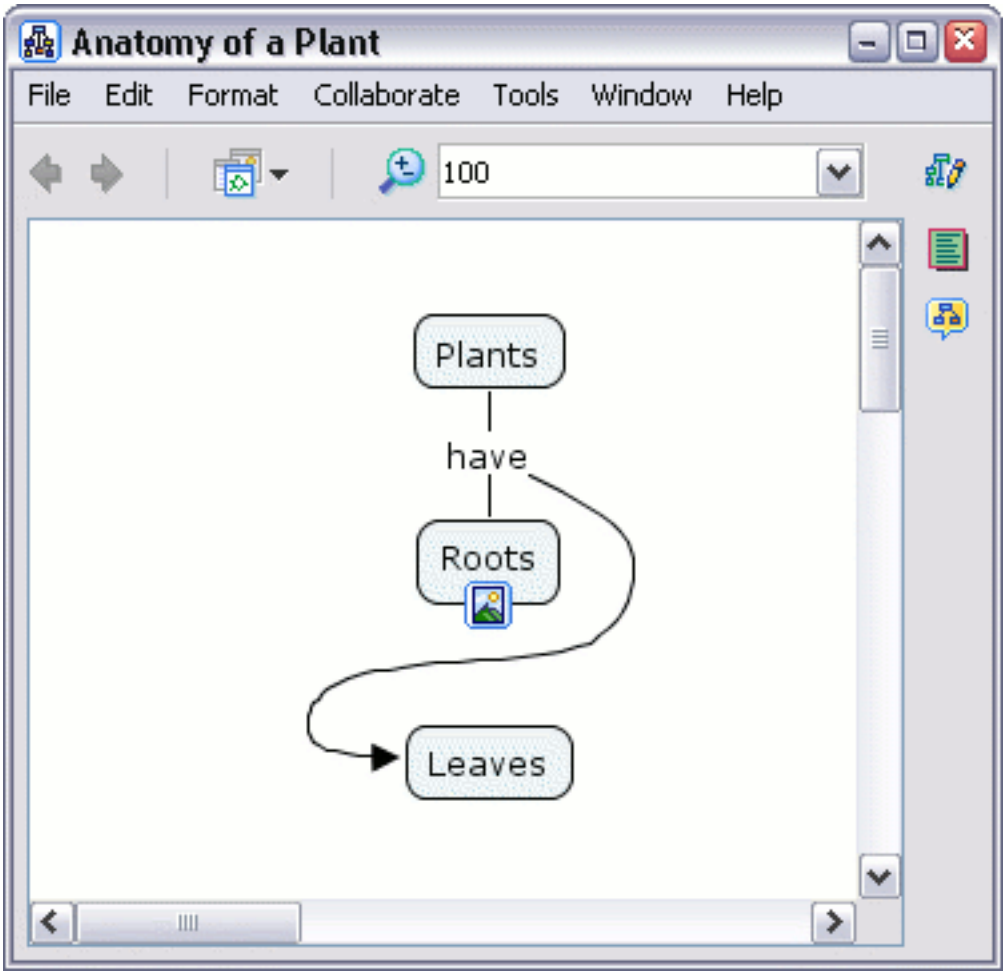
To curve a linking line by using the corner of an adjustable triangle for reference, left-click the **Make 3pt Bezier.** button.



Adding additional control points to a link will give you more control over the link's shape.

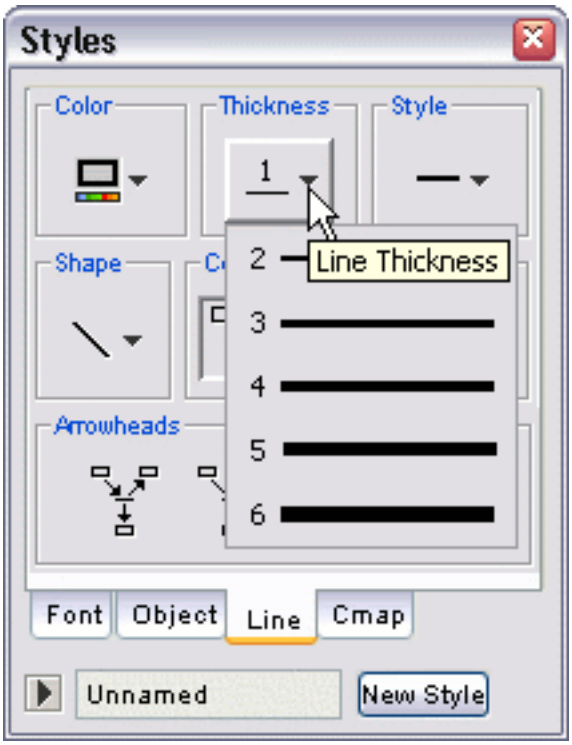


You can curve links in different ways by adding additional control points, and by making use of **Make Splines.** from the **Line** dialog in the "Styles" window.

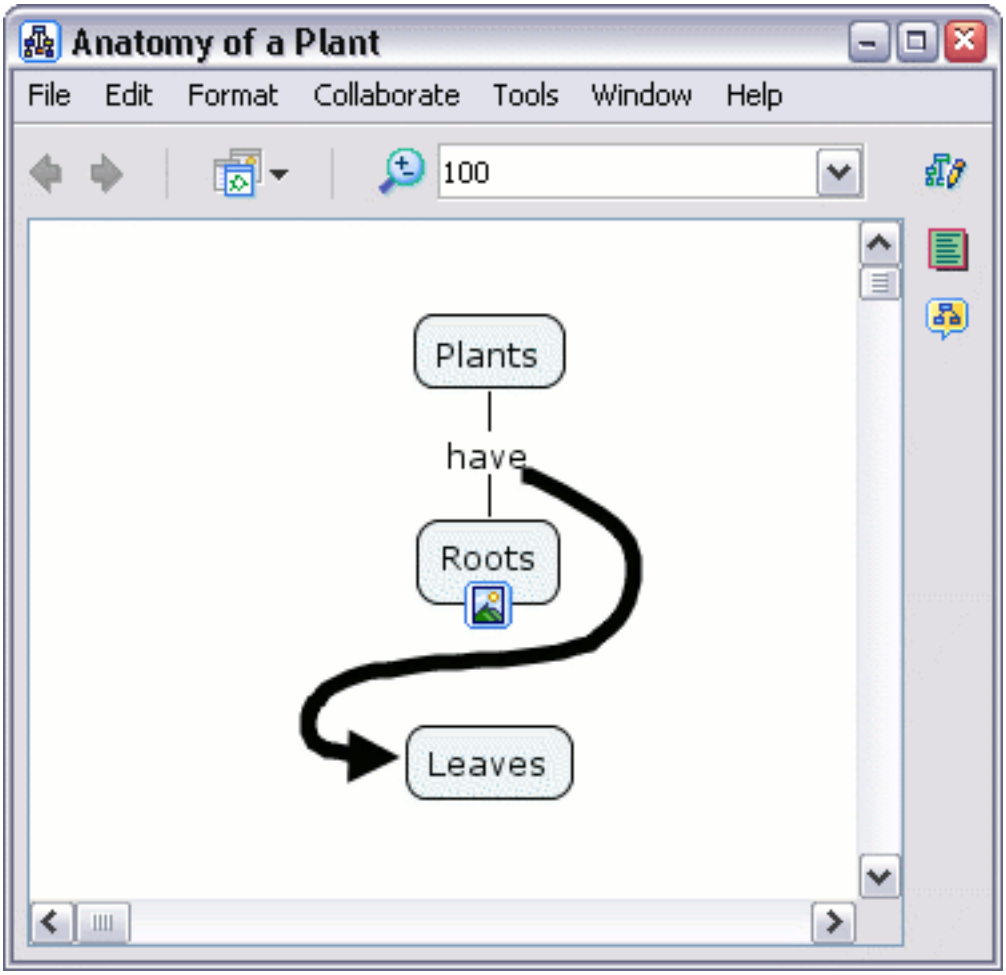


From the "Styles" window**:**

The **Line Thickness** button allows you to modify how thick, or thin, you want a linking line to appear.

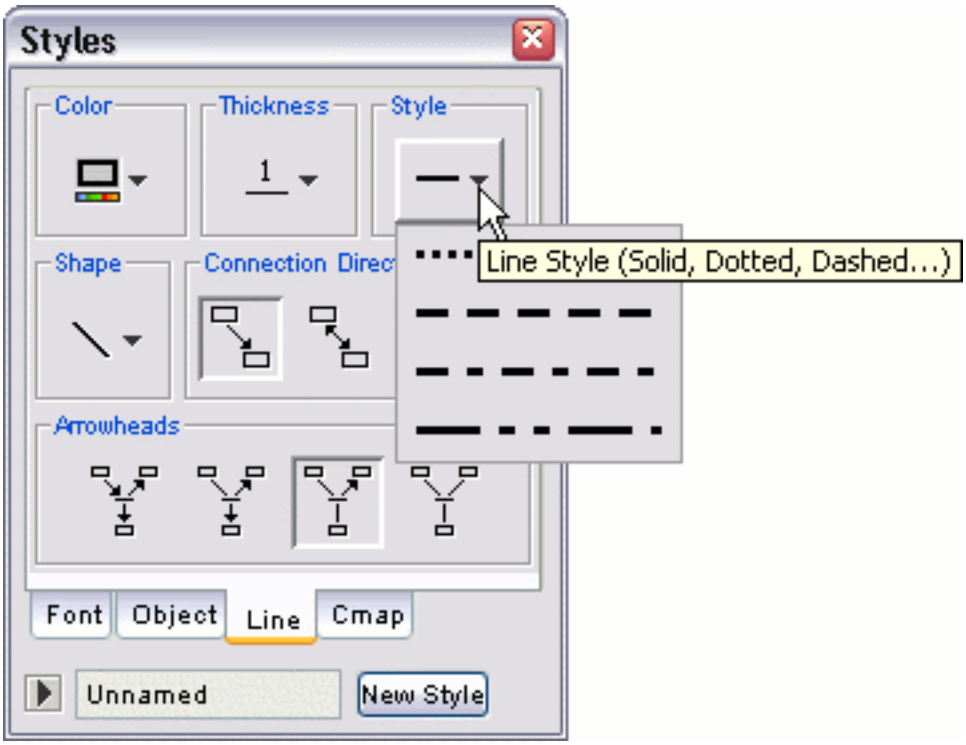


Now when viewing the Cmap, the thickness of the linking line you selected has changed.

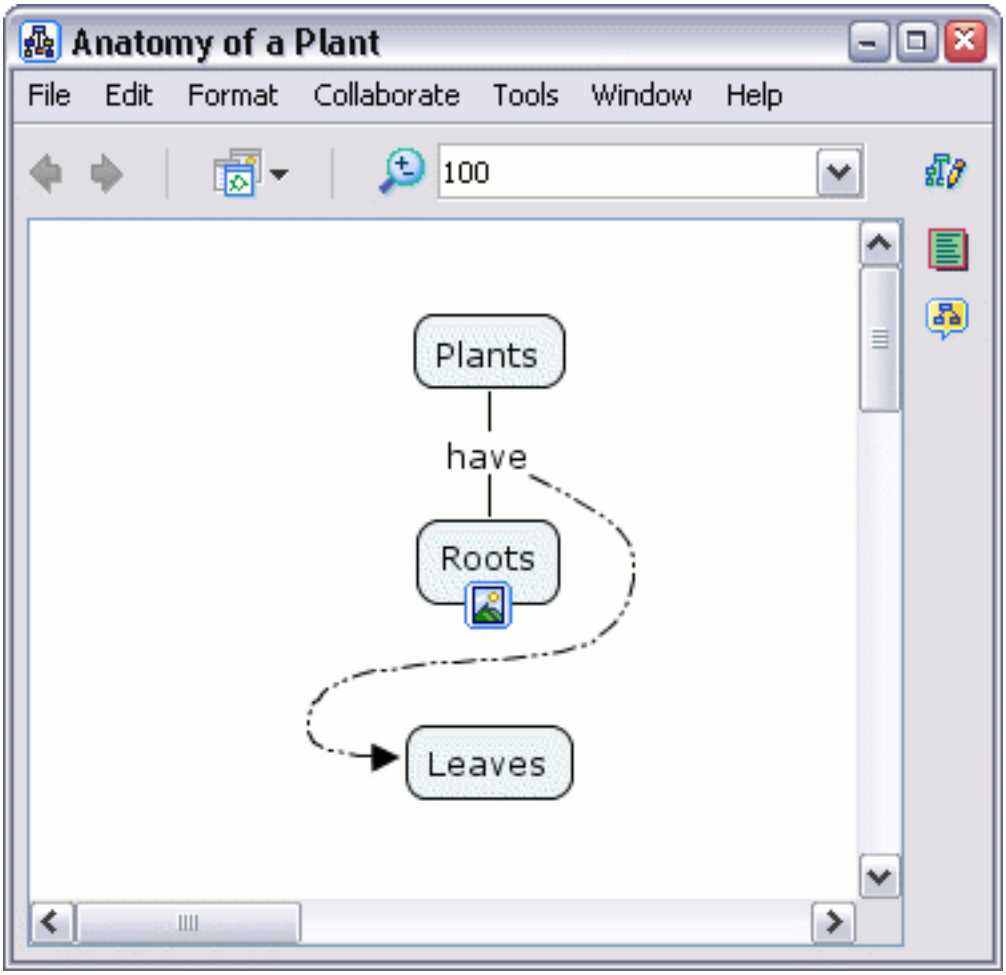


From the "Styles" window**:**

The **Line Style** button allows you to modify a linking line's appearance with the use of a solid pattern, or a combination pattern of dots and/or dashes.



Now when viewing the Cmap, the linking line you selected will appear in the line style you chose.

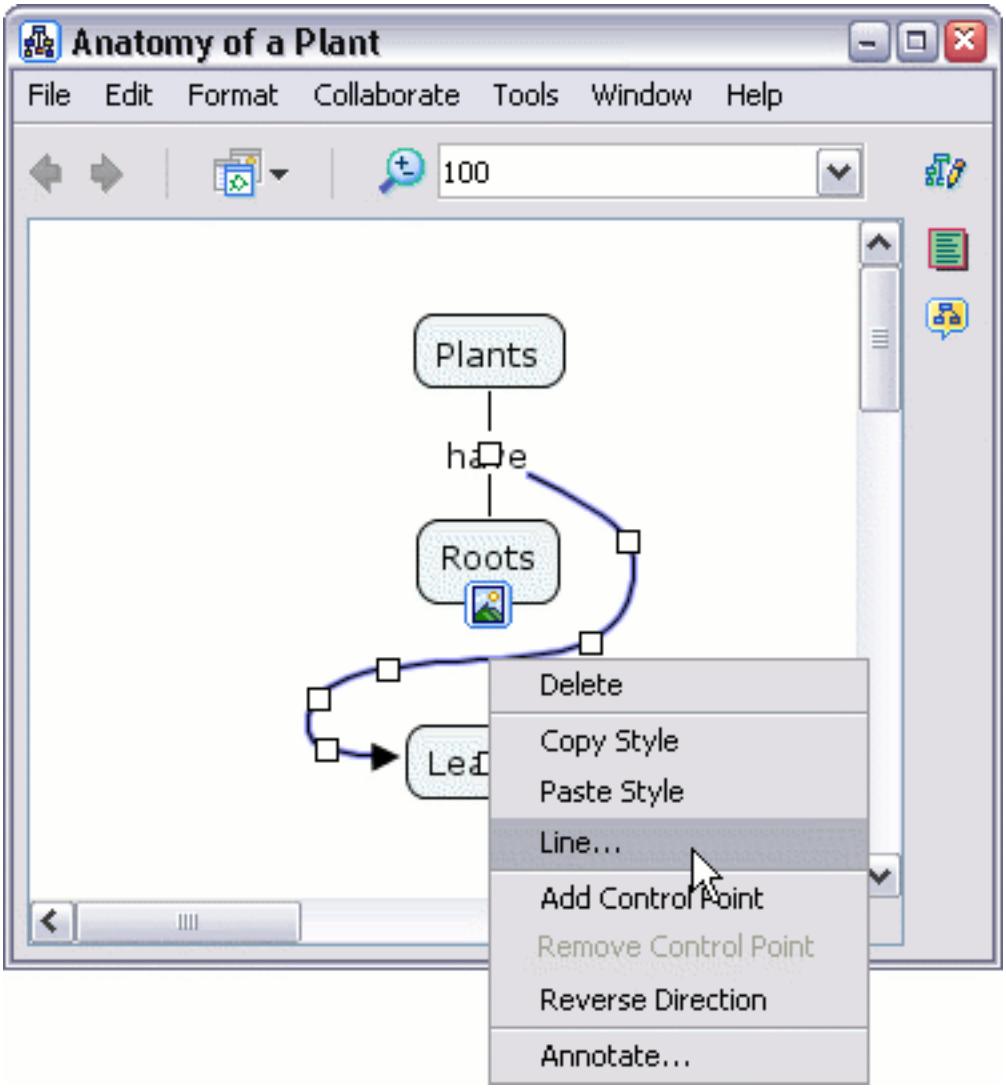

Anatomy of a Plant
File
Edit
Format
Collaborate
Tools
Window
Help
100
Plants
have
Roots
Leaves

Change Colors

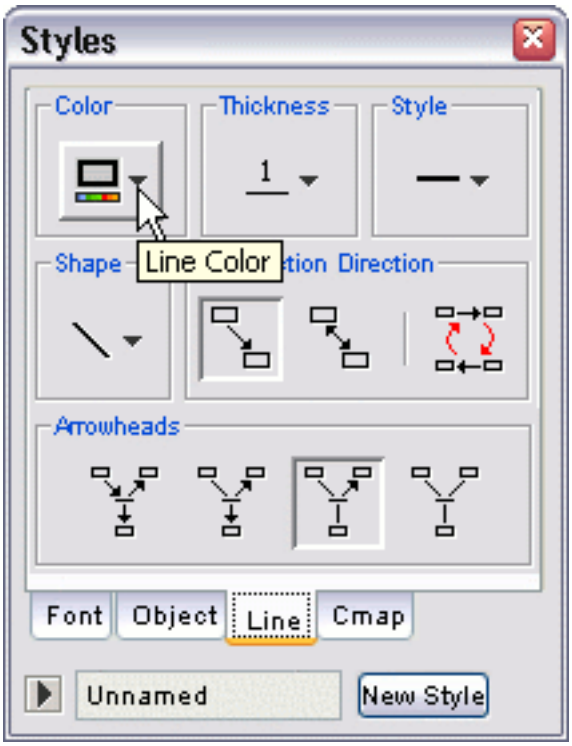
Linking Lines Group of Items Single Concept Text Background

From an open Cmap**:**

All items of a Cmap, except the **resource link group icon** (described in the help section **Drag in Resources**), can change color. To change the color of a linking line, select the line by right-clicking it, then left-click **Line...** from the menu that appears. (Notice that a linking line may have a different shape than an actual line. More information on different types of linking lines can be found in the help section **Modify Linking Lines**.)

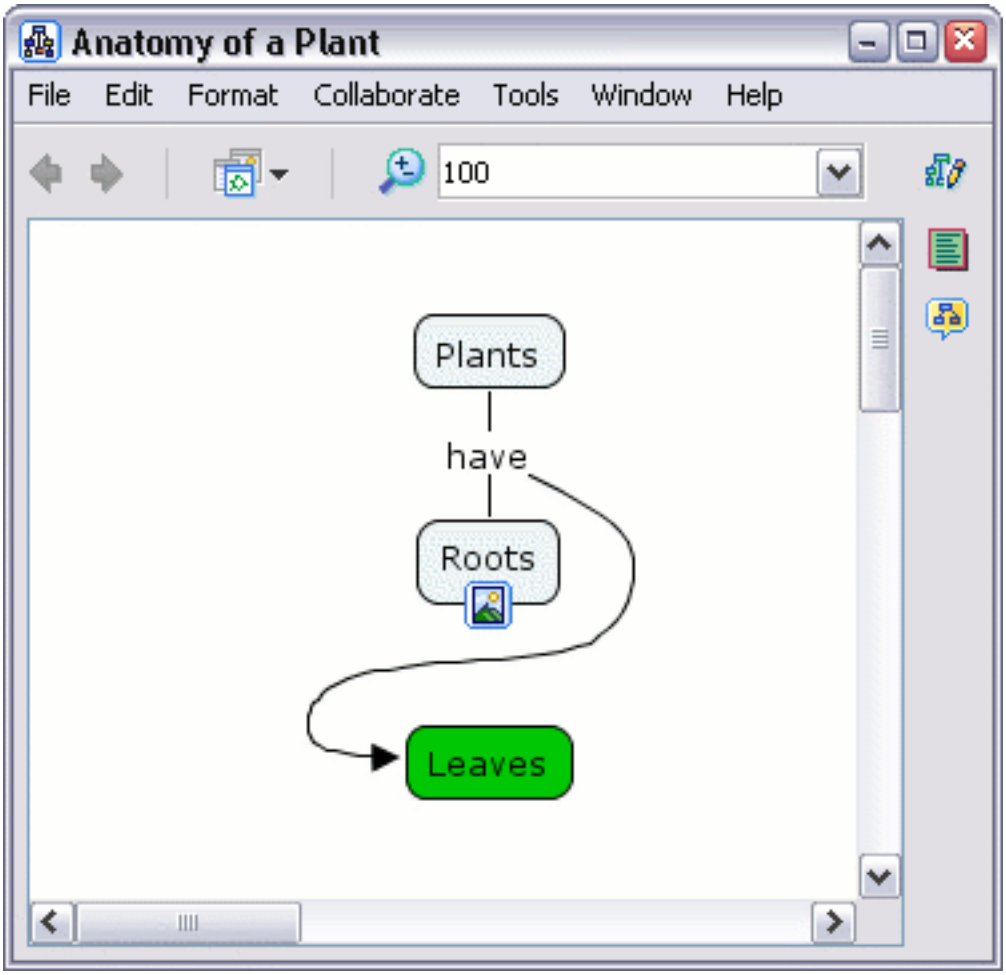


The "Styles" window will open to the **Line** dialog. Moving the mouse over the **Color** button makes a box appear that indicates what type of object will be affected when a color change is made.



Left-clicking the **Color** button will reveal a palette of common colors that are selectable using the mouse. **No Fill** will change the color of an item (other than the background) to transparent. Left-click the **More Colors...** button to choose a particular color not shown in the palette.

The "Choose a Color" window opens to the **Swatches** dialog where you can pick a color from an expanded palette. The color currently chosen appears in the **Preview** panel. Selectable swatches of previously chosen colors are under the **Recent:** heading. Left-click the **HSB** tab at the top of the window to further explore your color options.



From an open Cmap**:**

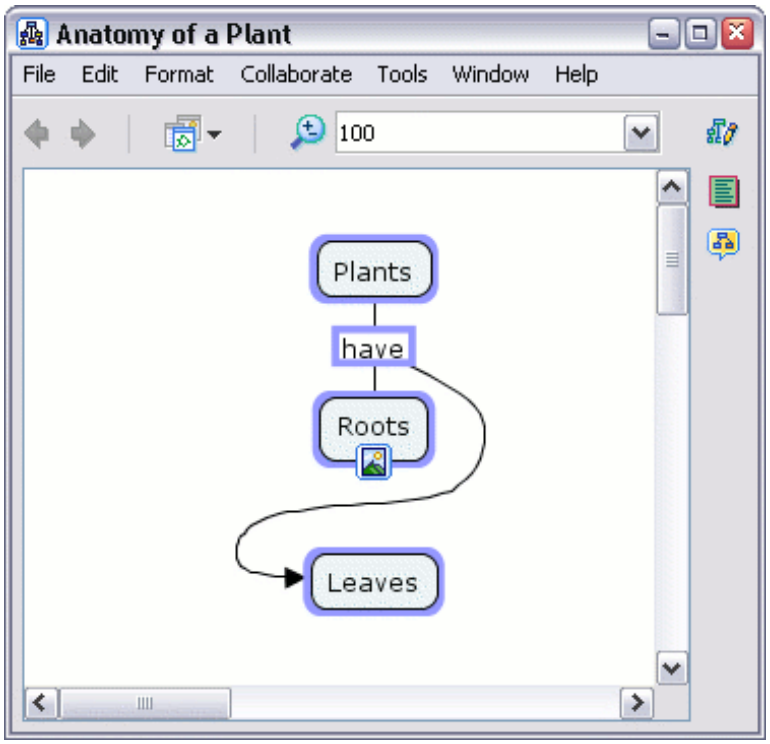
To change text color, right-click a concept or linking phrase, then left-click **Format Style**. From the sub-menu, left-click the **Font...** menu item.

Change Fonts & Sizes

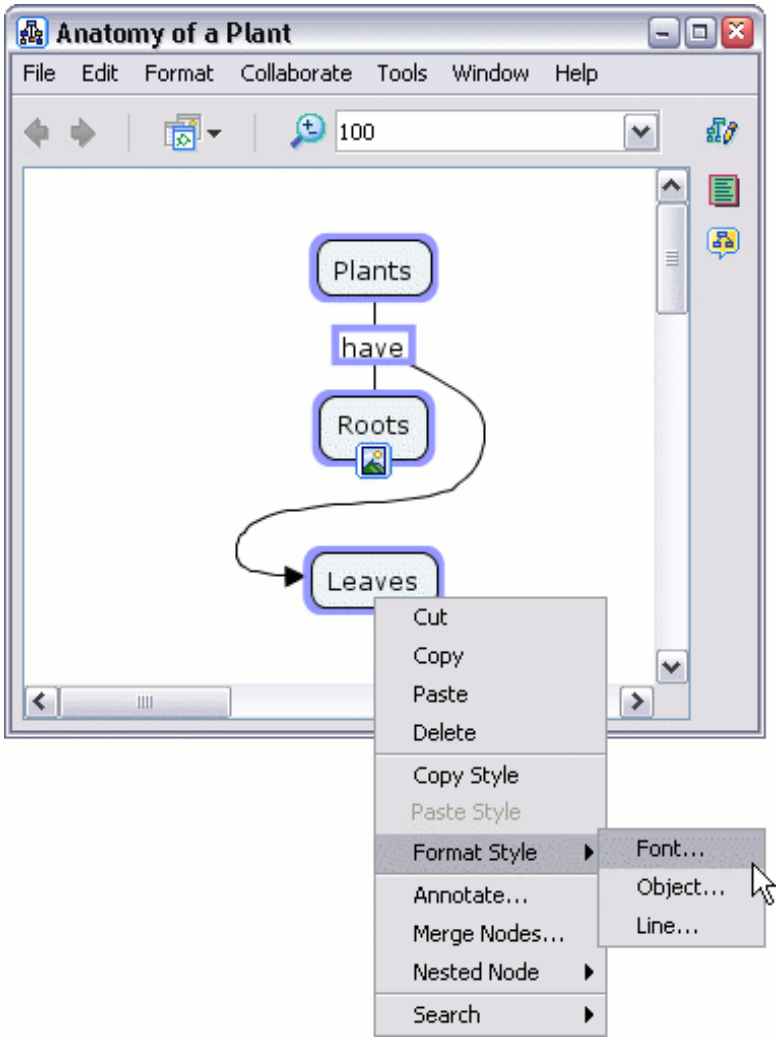
Font-Size-Style Margin Text Alignment Change Case

From an open Cmap**:**

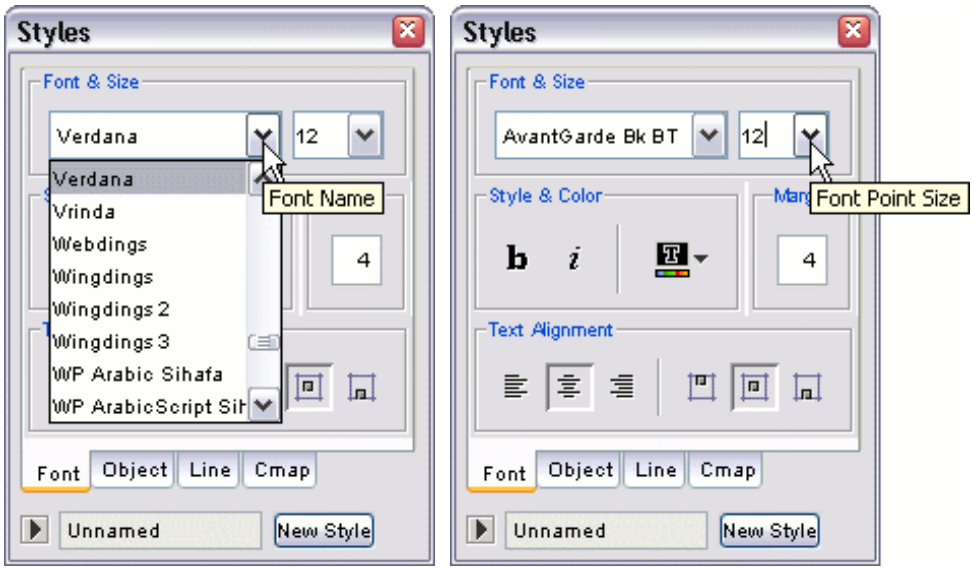
To change text font and size, select any number of concepts and/or linking phrases. (The help sections **Change Colors** and **Nested & Merged Nodes** explain different methods of selecting Cmap items.)



Right-click the selection, then left-click **Format Style**. A sub-menu appears where you can left-click the **Font...** menu item.

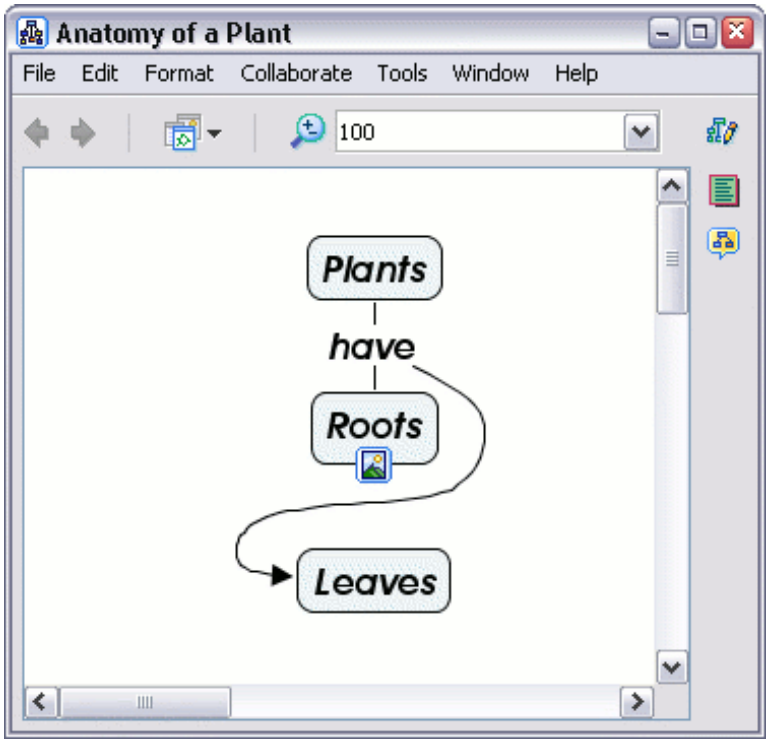


The "Styles" window will open to the **Font** dialog. You can change the **Font Name** and/or **Font Point Size** using the boxes found under the **Font & Size** heading.



You can emphasize your text using the **Bold** and/or **Italic** buttons located under the **Style & Color** heading.

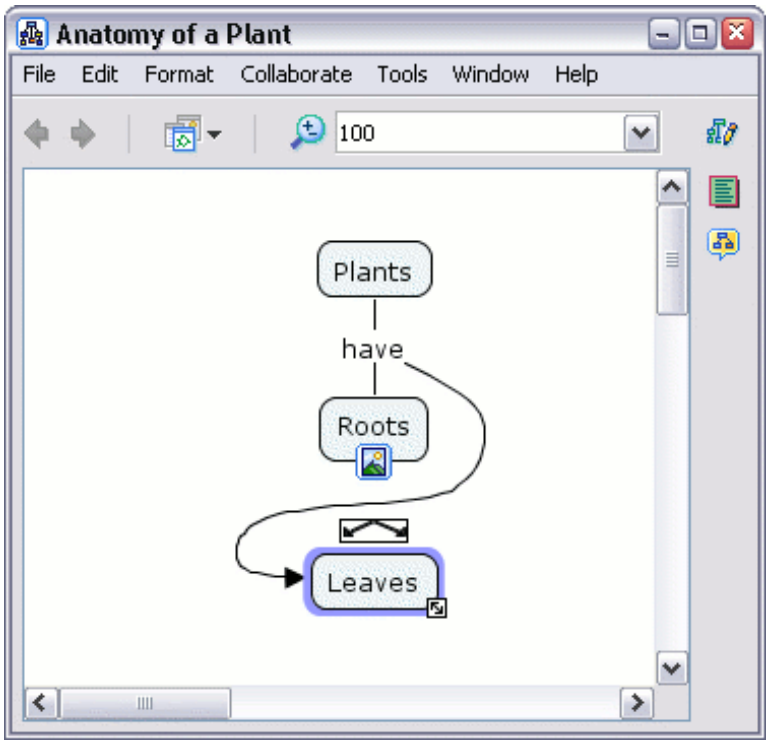
Now when viewing the Cmap, the changes made to font, size, and emphasis can be seen in the text items you selected.



From an open Cmap**:**

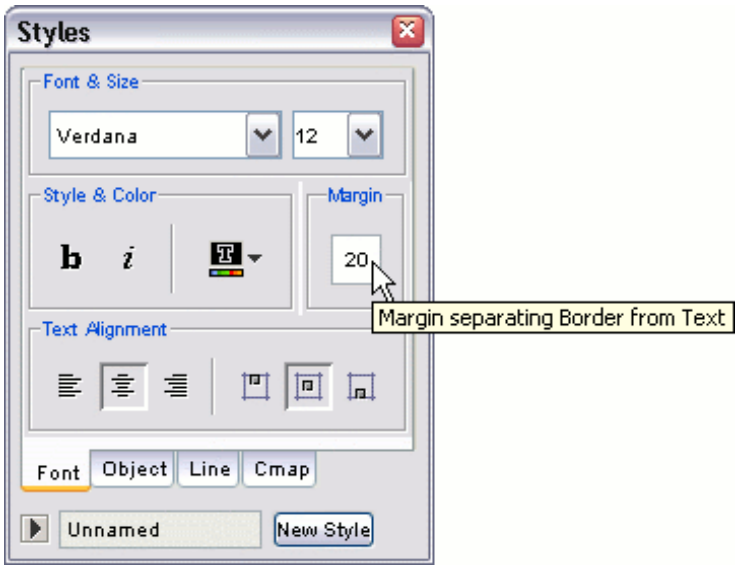
To change the size of a concept's border without changing the position of the text, begin by selecting the

concepts you wish to change.



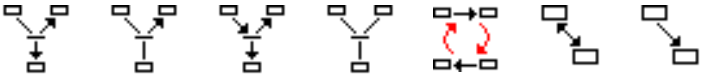
From the "Styles" window, **Font** dialog**:**

You can insert a new positive integer in the text box under the **Margin** heading.



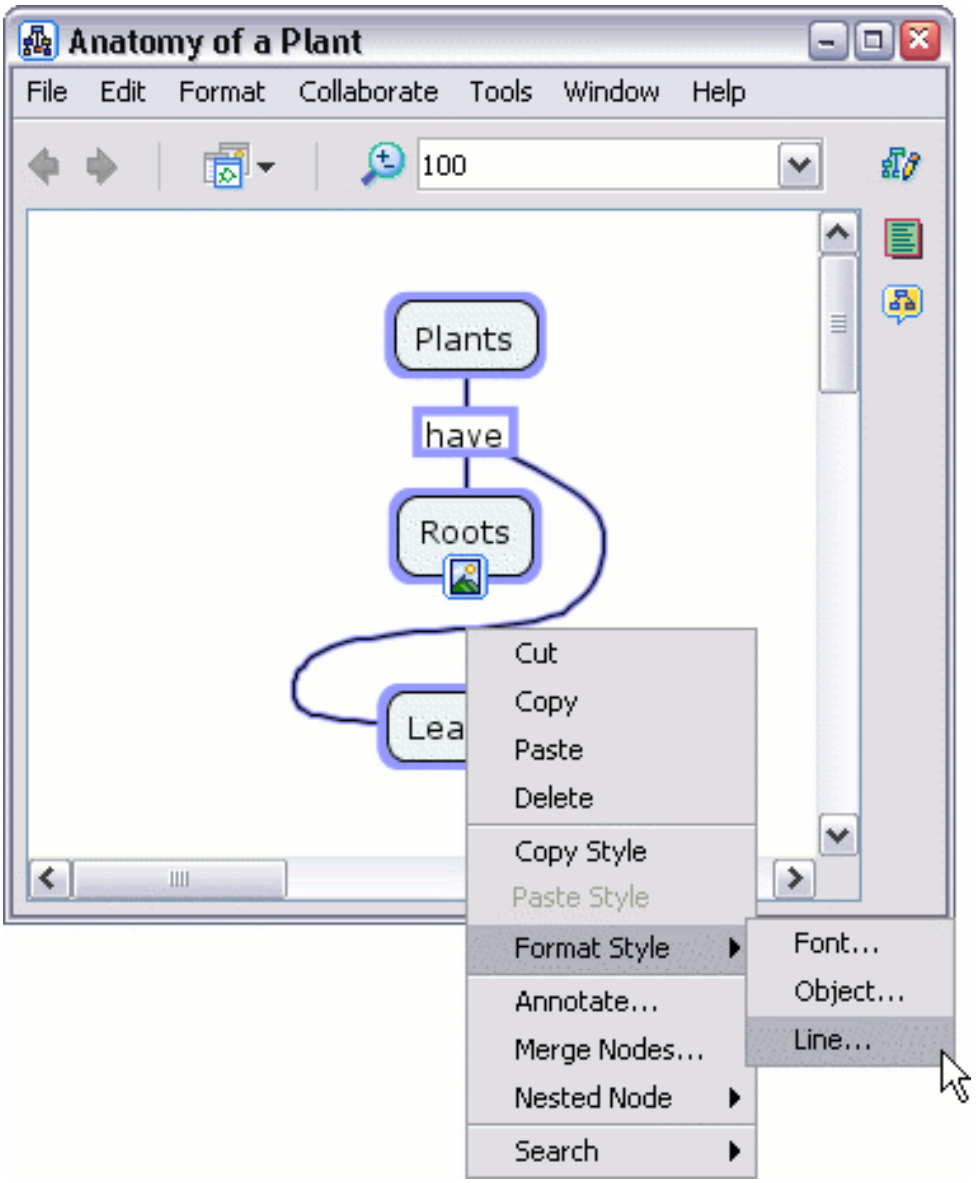
Now when viewing the Cmap, the distance has changed between the text and the border of the concept.

Add Arrows to Linking Lines

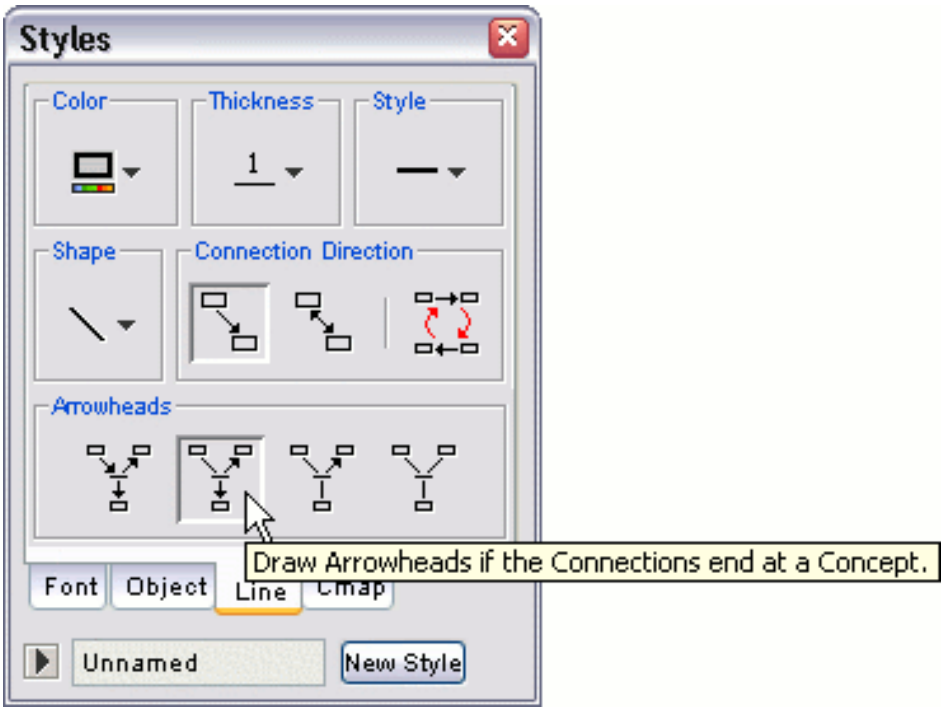


From an open Cmap**:**

You can change the directional emphasis within propositions by using arrows. To change how arrows are used in propositions, begin by selecting the proposition(s). Right-click the selection, then left-click **Line...** from the **Format Style** sub-menu. (You may also modify the arrow behavior of specific lines by narrowing your selection to only those lines you want to change. The help section **Change Colors** explains different methods of selecting Cmap items, including linking lines.)



The first concept, that a proposition is created from, is initially treated by CmapTools as the **root** or **parent**. To have the linking phrase(s) from the parent concept point at all **children** concepts, left-click the button illustrated below under the heading **Arrowheads**.



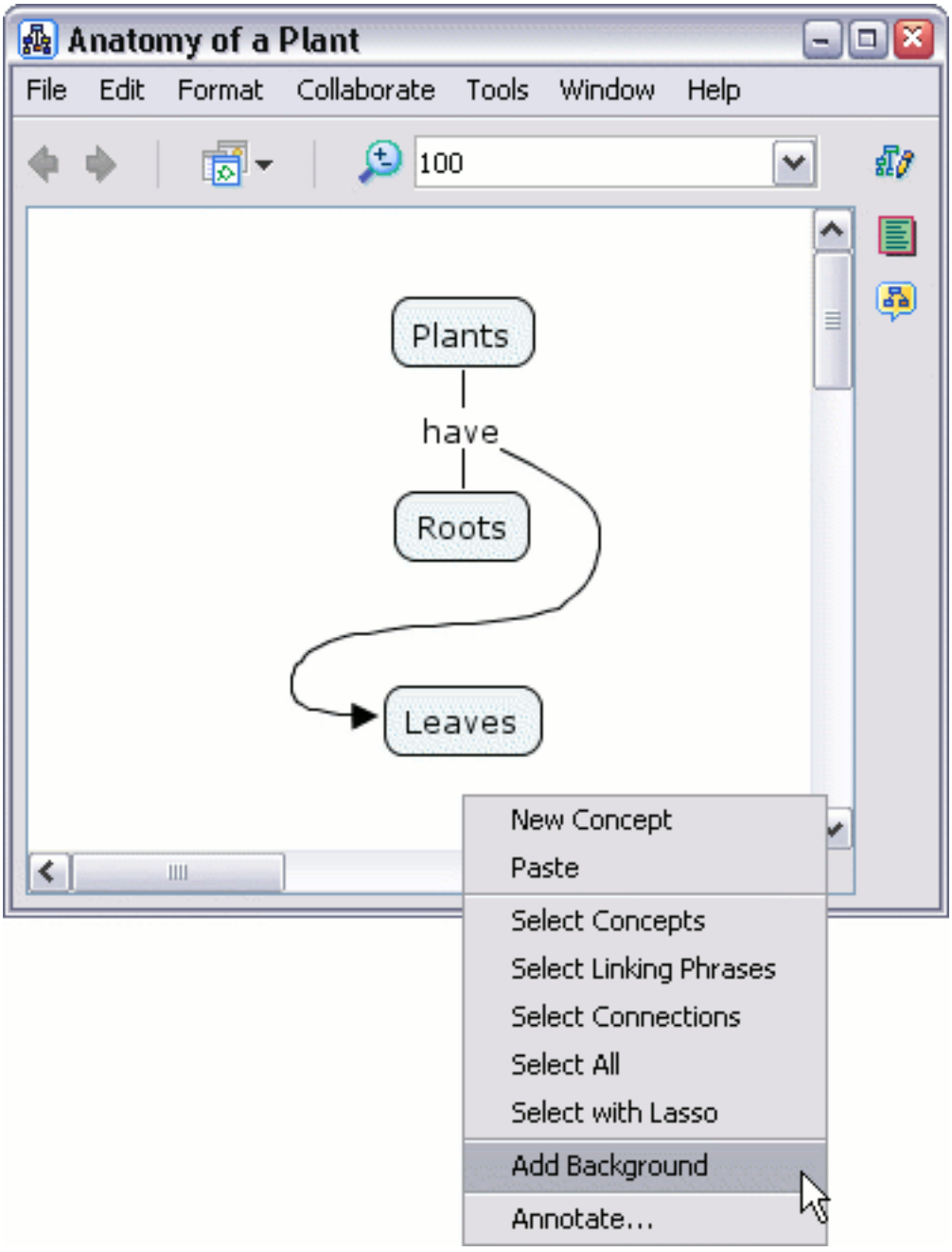
Now when viewing the Cmap, selected linking lines will point from linking phrases to children concepts.

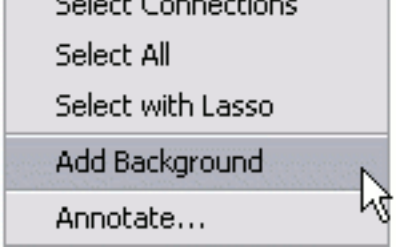
Change Backgrounds

Change Cmap Background Change Concept Background

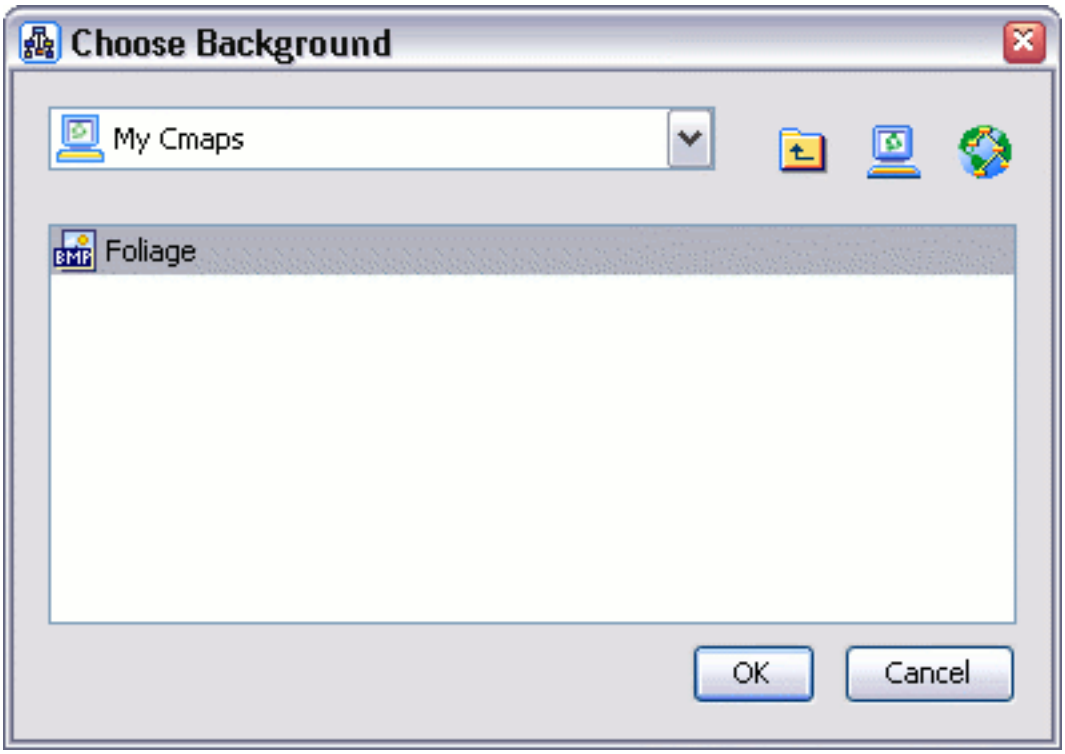
From an open Cmap**:**

You can make an image appear in the background of a Cmap. To give a Cmap a background image, right-click a clear portion of the Cmap, then left-click **Add Background**.

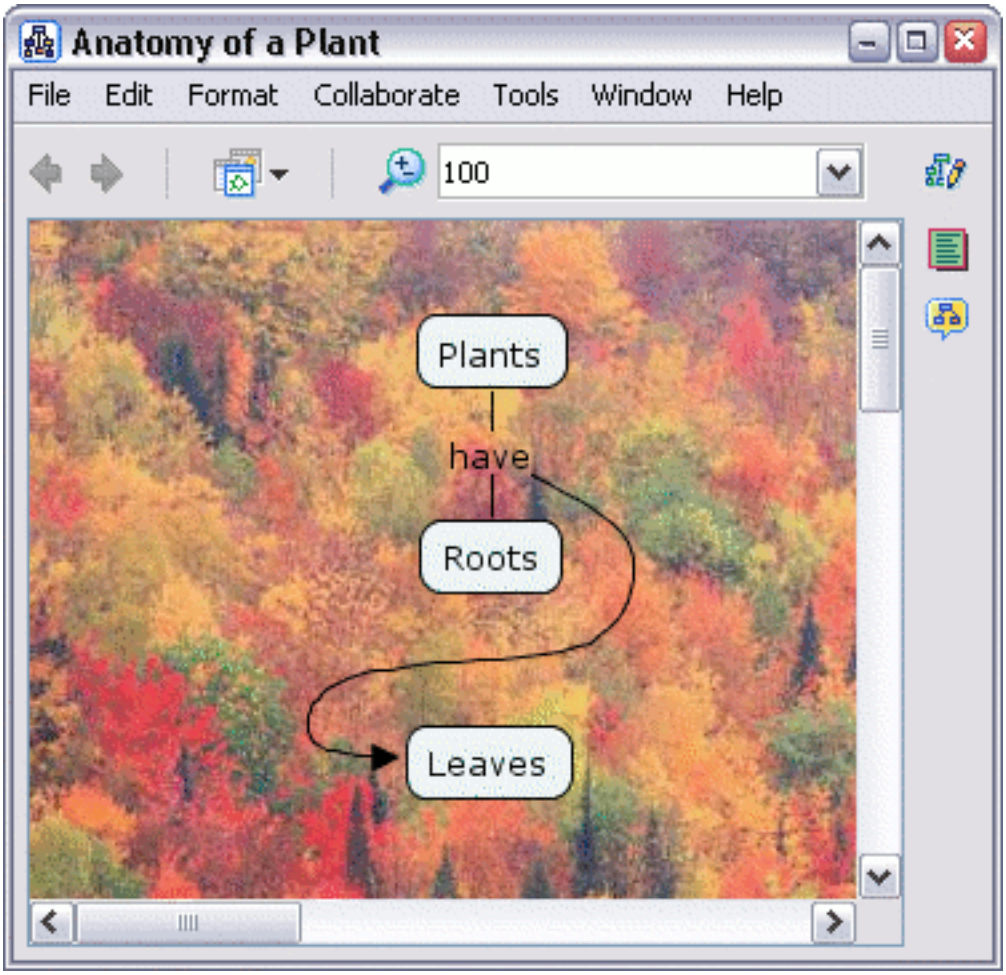




The "Choose Background" window will open so that you may locate an image file. Left-click **OK** to place the selected image into the background of the active Cmap.



Now when viewing the Cmap, the background image selected appears as the Cmap's background.



From an open Cmap**:**

You can make an image appear in the background of a concept. To give a concept a background image, right-click the concept, then left-click **Object...** from the **Format Style** sub-menu.

Using Autolayout

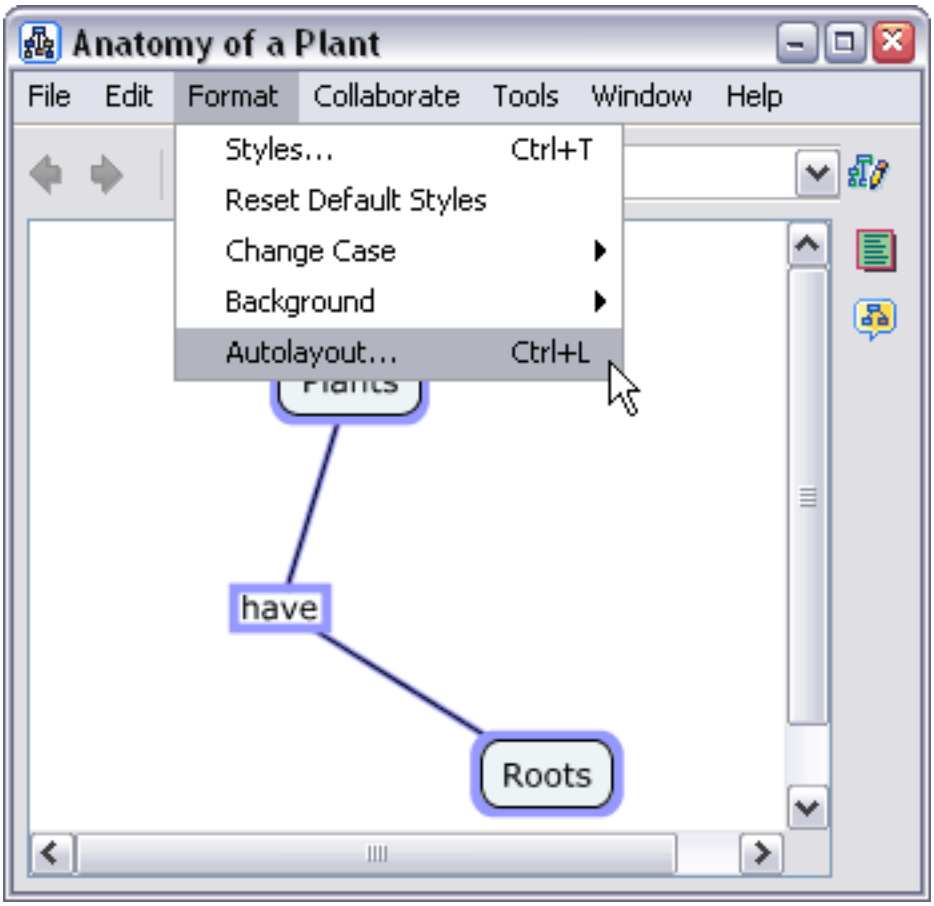
CmapTools contains a tool that can arrange your Cmaps in a logical manner.

From an open Cmap:

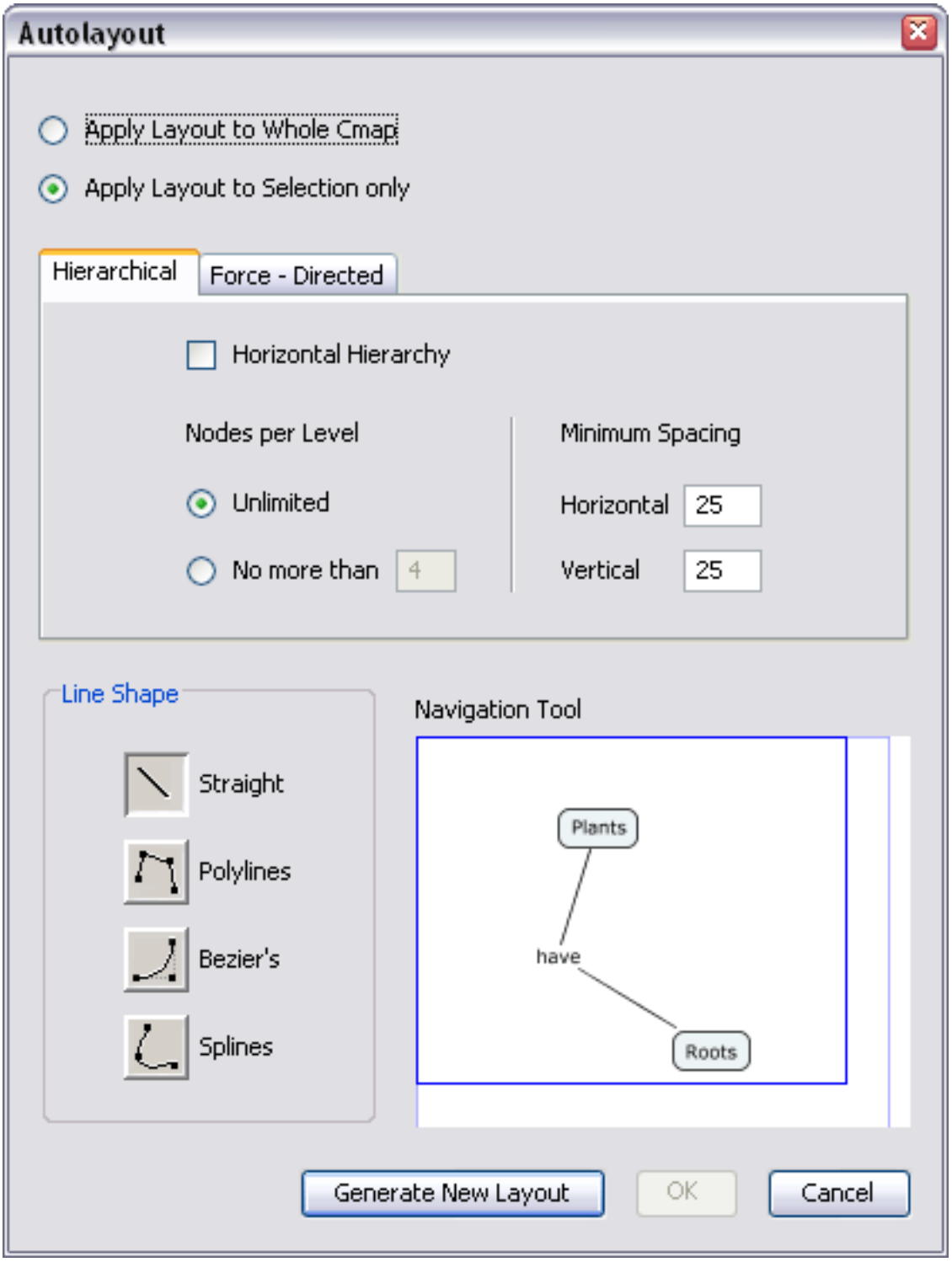
Select **Format**, then **Autolayout...**

If you want to do Autolayout on the entire Cmap, do not have any concepts or linking phrases selected.

On larger Cmaps, you can use Autolayout on parts of the Cmap by selecting the objects you wish to format.



This will open the **Autolayout** window.

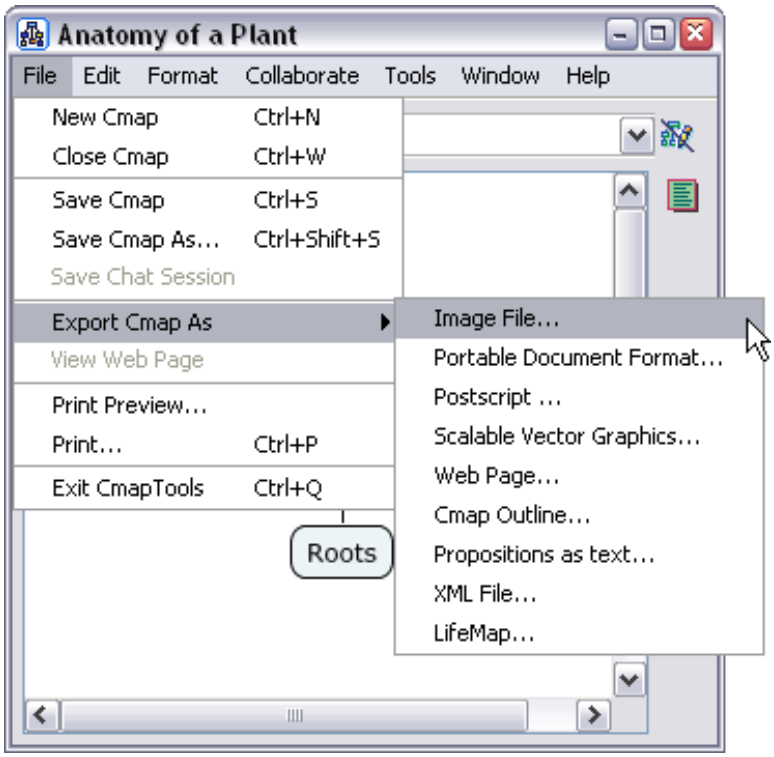


The two tabs (**Hierarchial** & **Force Directed**) near the top of this window contain options for different ways of formatting the Cmap.

Export Cmap as an Image

From an open Cmap **:**

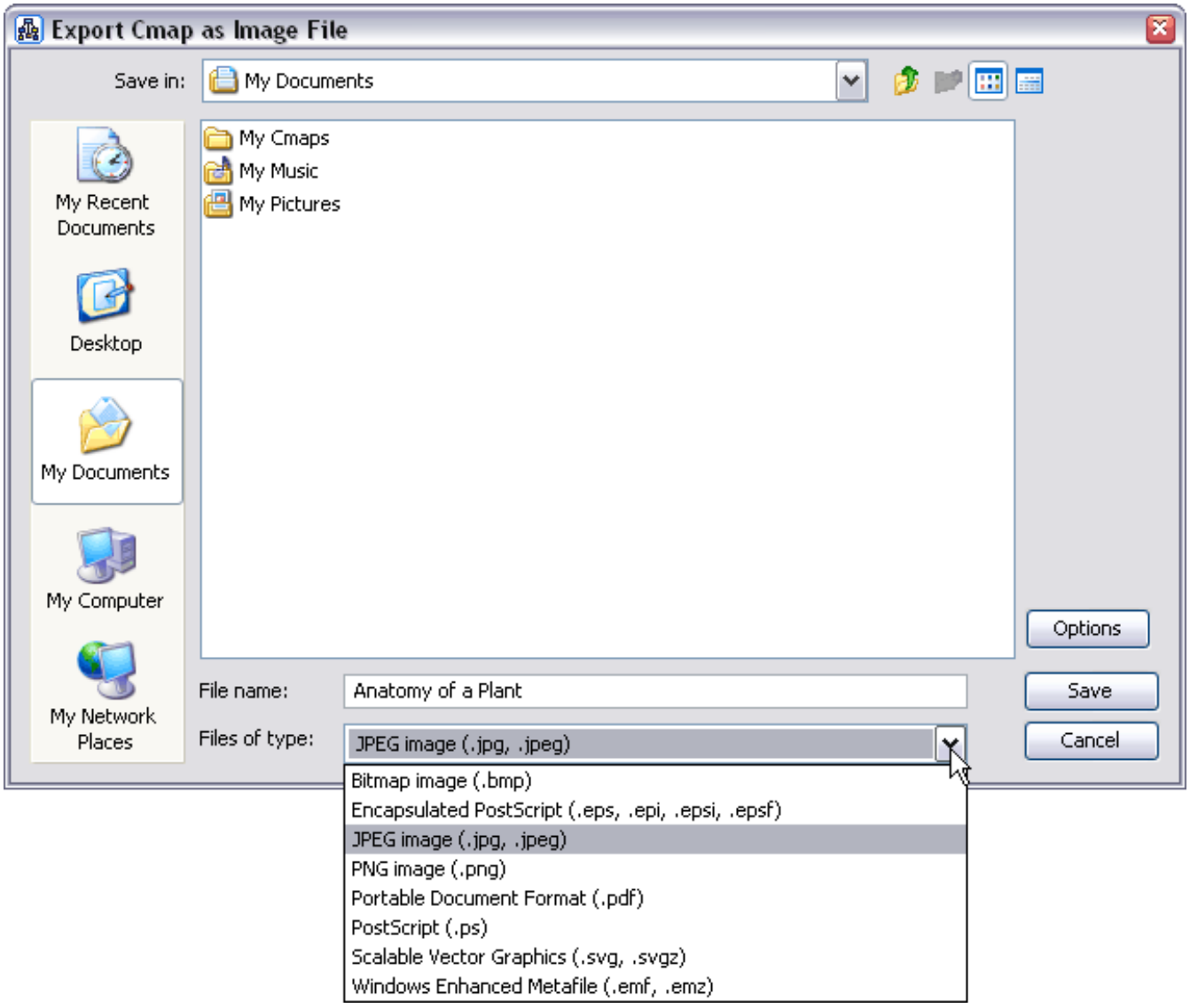
Click **File**, then **Export Cmap As**, then **Image File...**



You will now see the "Export Cmap as Image File" window.

The file name will default to the name of your Cmap. Use the drop down menu to choose what type of image file you want the Cmap saved as.

Click Save when ready.



Your Cmap has now been saved as an image file on your computer in the location you specified.