Edition 2

Get Connected

The human brain is the most sophisticated machine imaginable (or unimaginable). It weighs about 1.5 kgs and is composed of more than 50,000,000,000 nerve cells. Each of these nerve cells can form up to 10,000 connections to other nerve cells.
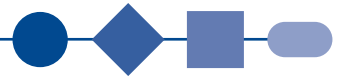
In the past 10 years, due to new scientific scanning techniques, brain researchers have learned more about the workings of the brain than they had discovered in the previous 100 years.

Instead of thinking about your brain as a 'single' thing, it is better to regard a brain as a group of specialised, interconnected and competing parts that reach majority decisions by 'voting'.

PET scanning is a newly developed brain imaging technique that can create three dimensional pictures of brain activity. Using it you can actually see how different parts of the brain specialise and work together to contribute to different tasks.

Hearing Words

Seeing Words

Speaking Words

Thinking aboutW ords
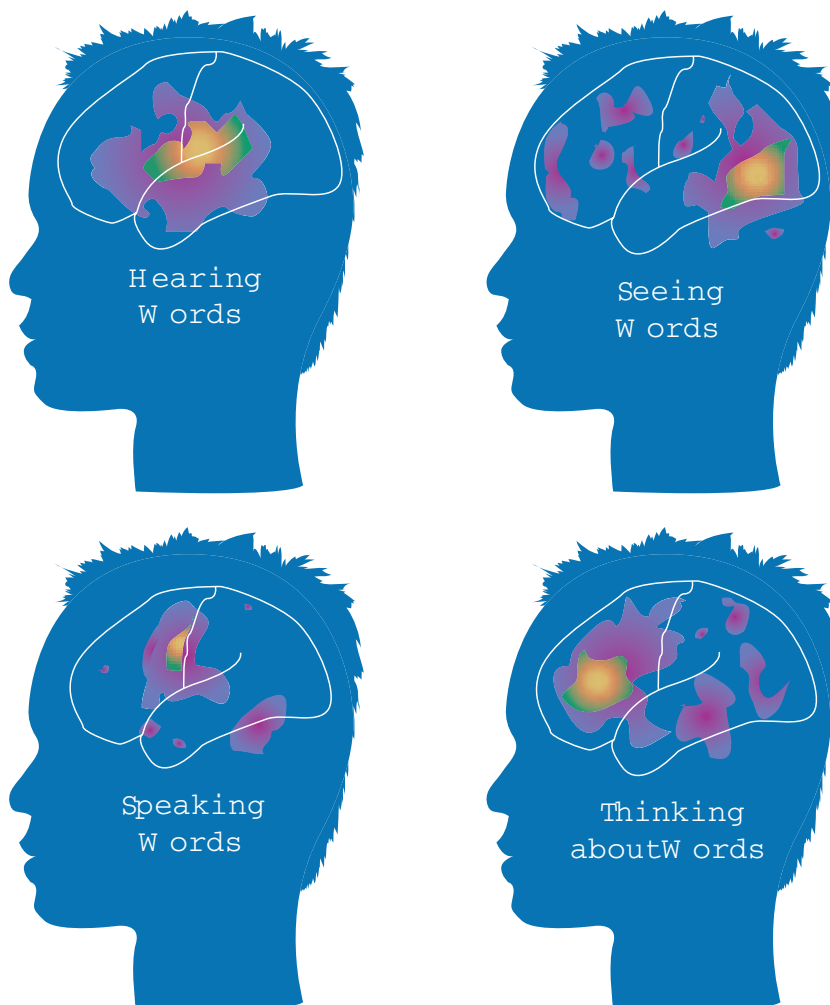
In everyday life, you are mostly unaware of how your mind works. You are all just too busy getting on with your lives. To get a fleeting glimpse into the way your own mind works, why not try this simple experiment.

Read the chart below. Are you reading the word, or saying the colour?

GREEN
YELLOW
BLACK
RED
GREEN
YELLOW
BLUE
BLACK
RED
BLUE

Could you *feel* different and 'competing' parts of your brain voting for attention with contradictory messages?

Your brain is a massive 'connection machine' – driven by all your senses.

Your ideas and memories are patterns of connections. What makes you you is your special pattern of connections, built up piece by piece through memory of your experience over your entire lifetime.
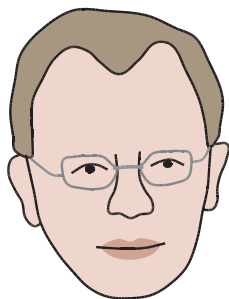
Learning new things simply consists of being able to connect new ideas to the connections that represent what you already know. Scientists now understand that making sense of new ideas is actually this connection process in action. Learning is all about making connections, between what you already understand and new, unfamiliar ideas and concepts.

The ideas in this book can help you understand how to think and learn in powerful new styles that naturally complement and echo the way your mind actually works.

Your brain is an amazing, powerful learning instrument. It is the most powerful learning tool in the known universe. And the more you use it, the better it works.
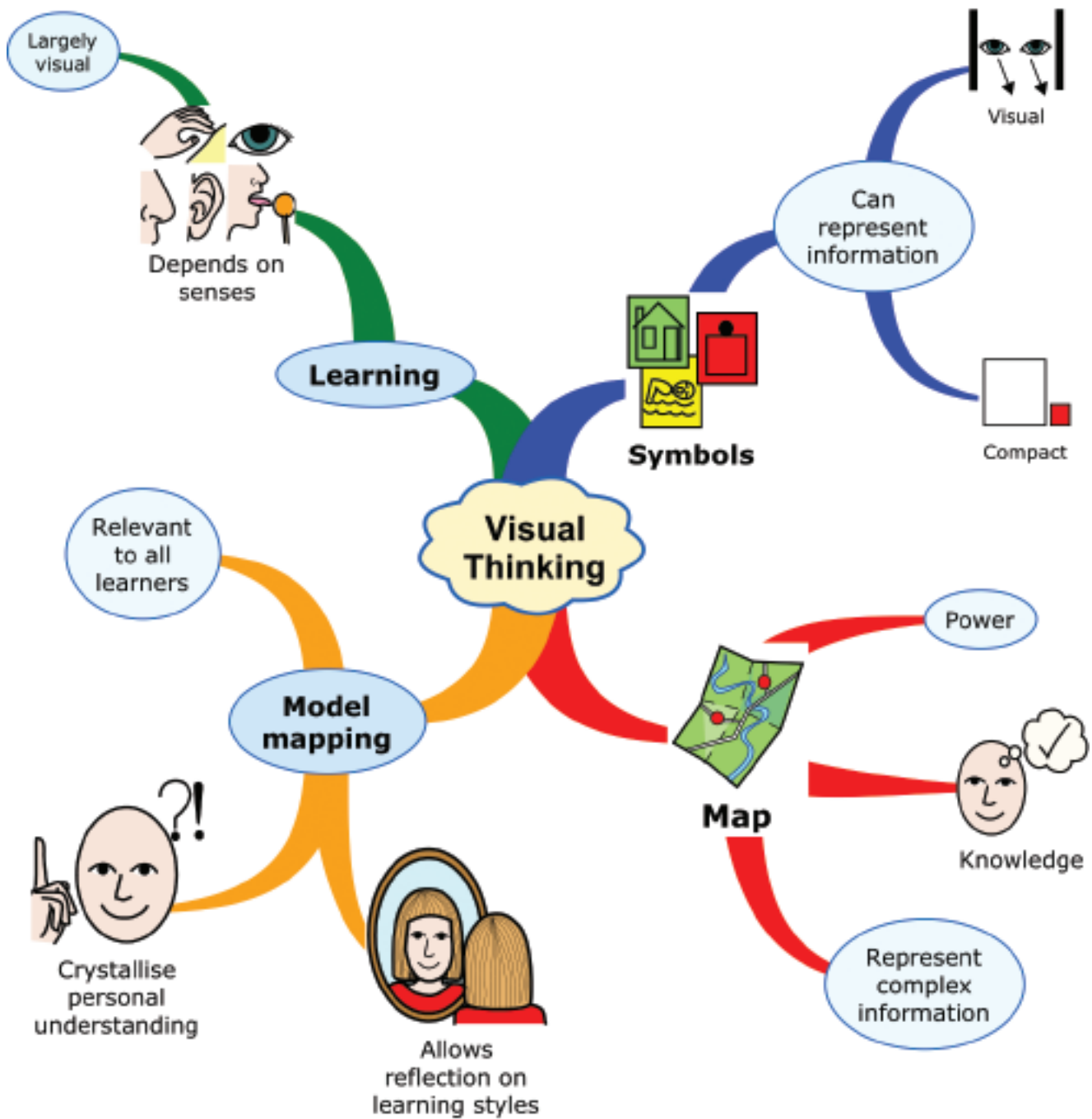
Using my Communicate: Ideas software, let me show you how learning new ideas can become natural, effortless and effective for everyone in your classroom.

Get connecting.

Julian Pixton

Cambridge, UK.

Largely visual

Depends on senses

Learning

Relevant to all learners

Model mapping

Crystallise personal understanding

Allows reflection on learning styles

Visual Thinking

Symbols

Can represent information

Visual

Compact

Map

Power

Knowledge

Represent complex information

Visual Thinking is the most effective and powerful way of learning

The way you learn, and subsequently remember, bears a strong relationship to the way your senses operate. The overwhelming proportion of your sensory learning is visual.

The use of visual maps, throughout history, has been associated with knowledge and power. A visual map is anything that shows you the way from one point to another, or from one level of understanding to another.

Symbols make it possible to present a great deal of visual information on a map in a very effective, space efficient way.

Visual maps are the key to understanding the organisation and structure of complex information. Maps are models of your thoughts, and so they are personal and differ from individual to individual. They can represent explicitly the way in which thoughts inter-relate. The act of constructing a map of your own is a key to crystallising your own understanding.

By creating connections you can assimilate, associate and retain new information more effectively than by using linear text.

Model mapping is relevant to all learners, irrespective of their learning style or cognitive ability. Research suggests that learning styles seem to be developed primarily through socialisation, but it is also possible to teach and reflect upon learning styles. Model mapping provides a concrete productive medium for this to take place. The learning benefit from this is improved thinking skills and accelerated understanding.

Mapping can be used to develop the four essential learning skills:

- Creating an interest in the subject being studied

- Sustaining concentration

- Organising information

- Constructing memorable new meaning

All the example maps shown in this Activity Guide can be found installed with your Communicate: Ideas software.
See the My Documents/My Communicate Ideas/Examples folder.

What?
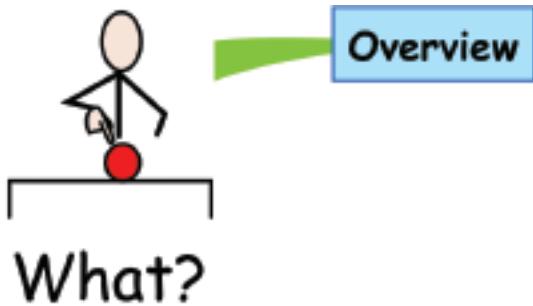
Communicate: Ideas is a powerful mapping tool. The concept of mapping thoughts and ideas has been around in the classroom for many years. Communicate: Ideas adds a visual and auditory dimension and places the tool firmly in an accessible format.

- It aims to help children make sense of the world around them and the different aspects of learning taking place in their lives

- It provides a structure for them to see the whole and the relationships within

- It provides a powerful tool to demonstrate what they have learnt (or not understood yet)

- It helps the class watch a concept or topic develop and see the ideas connect

Communicate: Ideas has the added feature of keyword symbols. These are powerful tools, not only for those children who rely on them to communicate, but in allowing all children access to a range of keyword concepts which can provide important visual backup and clues to remembering key facts and unravelling their own thinking process.

In addition Communicate: Ideas has voice support for those who are still learning to read as well as auditory learners. Accessing a visual and auditory mapping tool supports the wide range of learning styles present in every classroom.

tastes

feelings

sights

smells

Me

sounds

textures
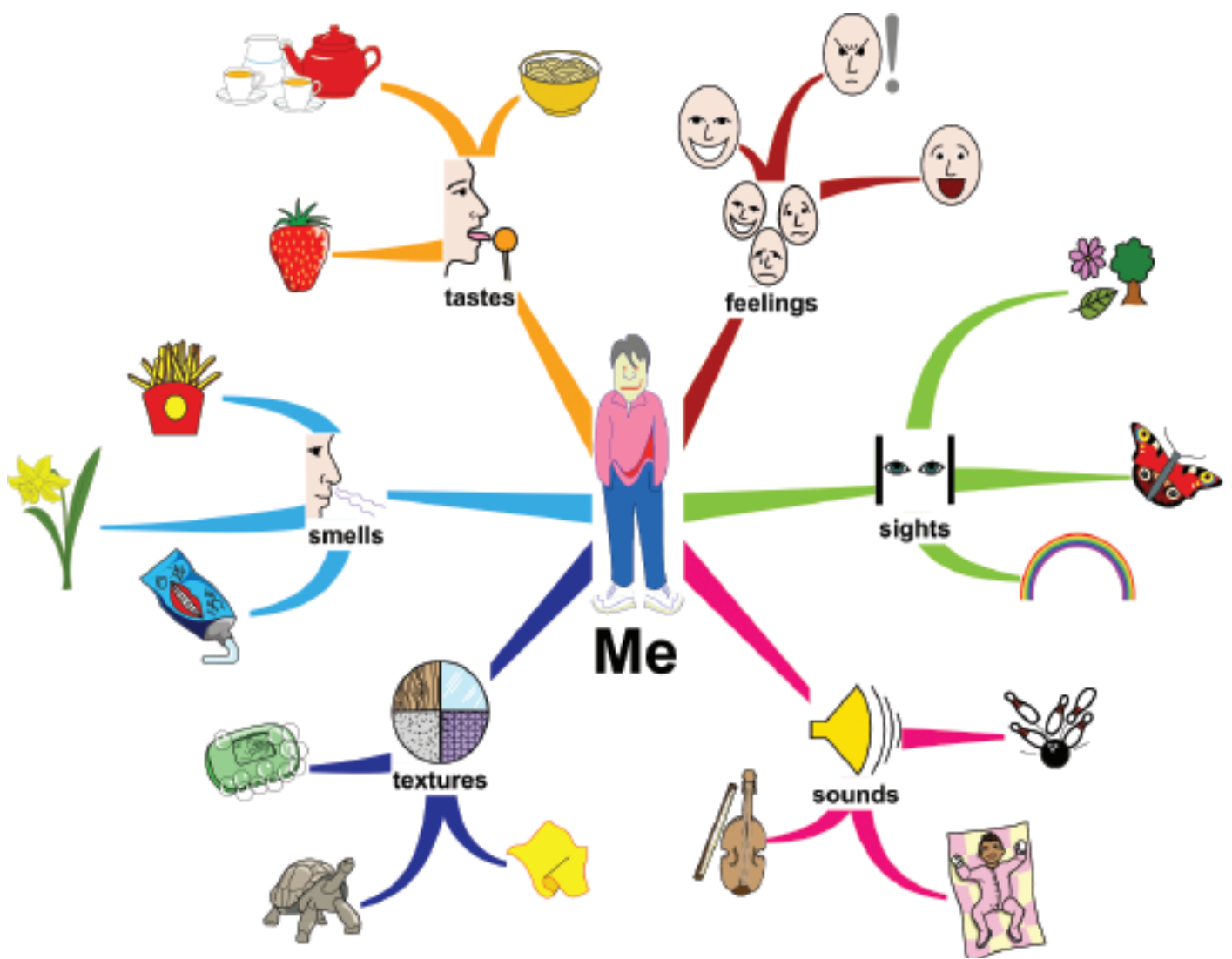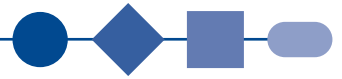
Making sense of the world

Why?

Why is it important to teach how to map?

If people are to become better thinkers, they need a concrete medium where thinking can be exposed, explained and practised. Model mapping provides this concrete medium. Learning is the responsibility of the learner, and by teaching mapping you give your learners a tool to create their own meaning and also encourage them to take responsibility for their own learning.
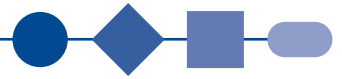
Memory:

Young learners are constantly reshaping the way they see the world. As they experience new concepts, they become more aware of the world around them and they begin to try to make sense and meaning from their learning. While children are gathering all this information and beginning to shape it into some sort of internal order, mapping can help them to see where everything fits. It can be a little like using the picture on the front of a box to help put together a very complicated jigsaw.

- Mapping thoughts can help the learner to see the order and shape of an idea or theme

- Mapping concepts and keywords can help learners to see how the parts connect and fit to make the whole

- Mapping topics can lay the foundation for a term's work and provide a tool that links the lesson from week to week

For those wanting to delve into this whole area of visual thinking in more depth the resources on www.widgit.com/ideas provide some valuable starting points.

Uses today

Knowledge and Understanding

Communicate: Ideas can provide children with a framework for topics and concepts.
Using this as a tool for introducing a topic, allows work to be followed through by:

- Highlighting areas of the model map

- Adding information as it is discovered, introduced and discussed

- Connecting ideas and relationships between different parts of the map

- Refining the model map as the topic progresses

Model mapping provides children with a powerful visual framework where they can see how the knowledge they have acquired hangs together.

This reinforces learning, and taken a step further, can be used to show understanding by encouraging children to create their own maps.
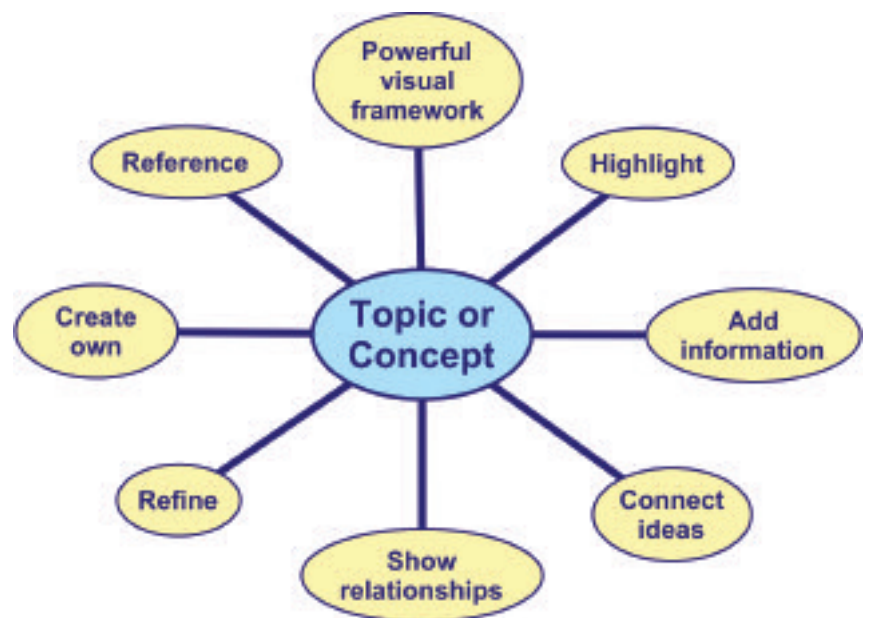
Thinking skills

The curriculum is designed to develop and promote children's knowledge and understanding and this relies heavily on encouraging and developing pupils. The 1950s saw the development of Bloom's Taxonomy which introduced a list of thinking skills, categorized according to the processes involved. Six categories are identified which are split into two groups: concrete and critical thinking skills.

While debate has continued over the definitions, the need to question children in certain ways has been accepted. Different types of questions produce different types of answers.

INFO

In order to embed Thinking skills into the curriculum the government has developed an area of the DfES website: www.standards.dfes.gov.uk/thinkingskills which has more information and relates this area directly to the curriculum.

Diagram: A mind map centred on "Thinking Skills" with branches:

- **Enquiry**: pose and define problems; predict and anticipate; plan and research; ask relevant questions; test conclusions and improve ideas
- **Information processing**: sort; locate and collect; classify; compare and contrast; sequence; analyse part-whole relationships
- **Reasoning**: use precise language; reasons for opinions and actions; infer and deduct; explain your thoughts; judge and decide from reasons or evidence
- **Evaluation**: develop criteria; evaluate information; have confidence in judgement; judge value
- **Creative**: generate and extend ideas; look for innovative outcomes; suggest hypotheses; apply imagination

Developing the Thinking skills needed to produce maps

The essential skills needed for organising Information are:

- How to identify keywords
- Understanding keywords and language hierarchies
- Practise organising information – categorisation, identifying similarities and differences
- Discuss the big picture – see the whole as more than the sum of the parts

Developing these skills gives a clear picture of just how intimately the structure of language shapes our thinking. Understanding the structure and hierarchy of words, and their contextual relationship in the creation of meaning is given sharp focus through the medium of model mapping.

Model mapping provides a tool that can integrate National Curriculum Thinking Skills seamlessly into subject based teaching. Learning a subject is mostly concerned with learning the language of that subject – the specialised language of a topic is the key to developing subject specific thinking. You do not think in a linear, sequential way, yet every body of information is traditionally given to you in a linear manner.

You are effectively taught in a way that restricts your ability to think, because you naturally think in an associative way. You read in ways you do not write.

Before identifying relationships you need to be able to identify keywords, and these need to be embedded firmly in the context and purpose of your task. Identifying and using keywords is at the heart of model mapping.

What are Model Maps?

Model mapping can make thinking come to life in a visual way in your classroom.
If you don't understand something, you can't successfully map it. You can take advantage
of the visible and concrete nature of the process to understand just how well a learner
understands something new. It can help anyone to learn better and faster.
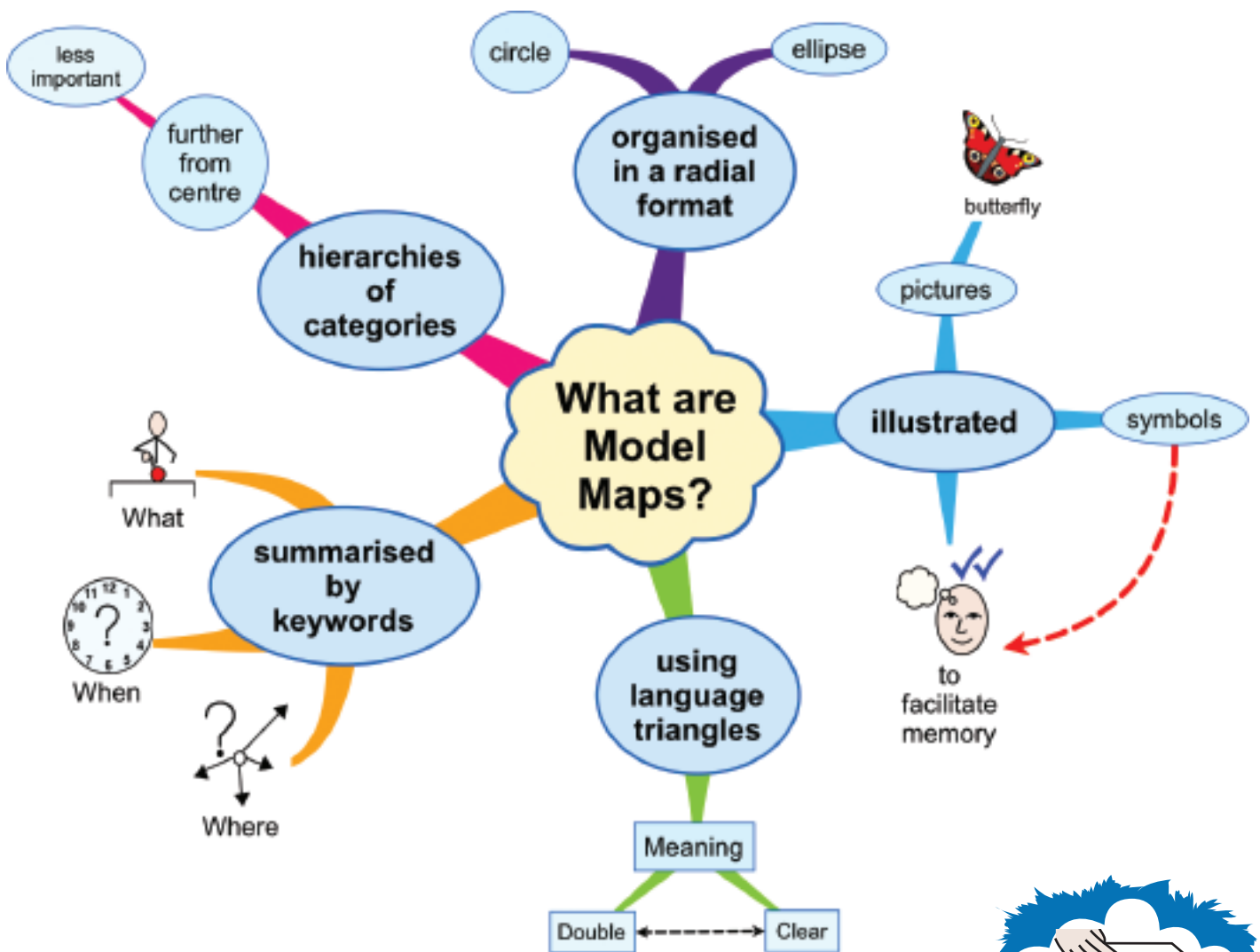
Communicate: Ideas allows you to map in a hierarchical form as
well as the freer form many of you are used to. This allows
relationships to be clearly identified and connections to be made.
Using model maps in this way can support the development of
word and concept skills.
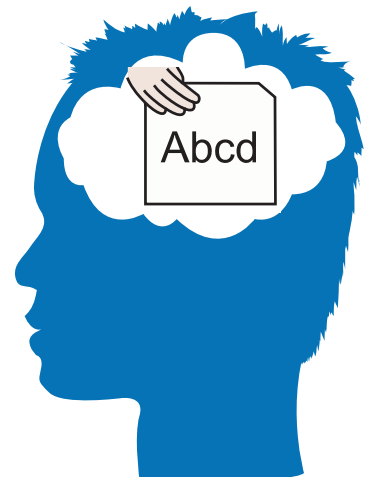
Language links

Categorisation is the most fundamental thinking skill. Labelling and identifying similarities and differences creates language triangles, where connected words influence and organise the meaning of their immediate connected neighbours. Comprehension relies on the mind automatically sorting and classifying words in this way.

WHY MODEL MAP?
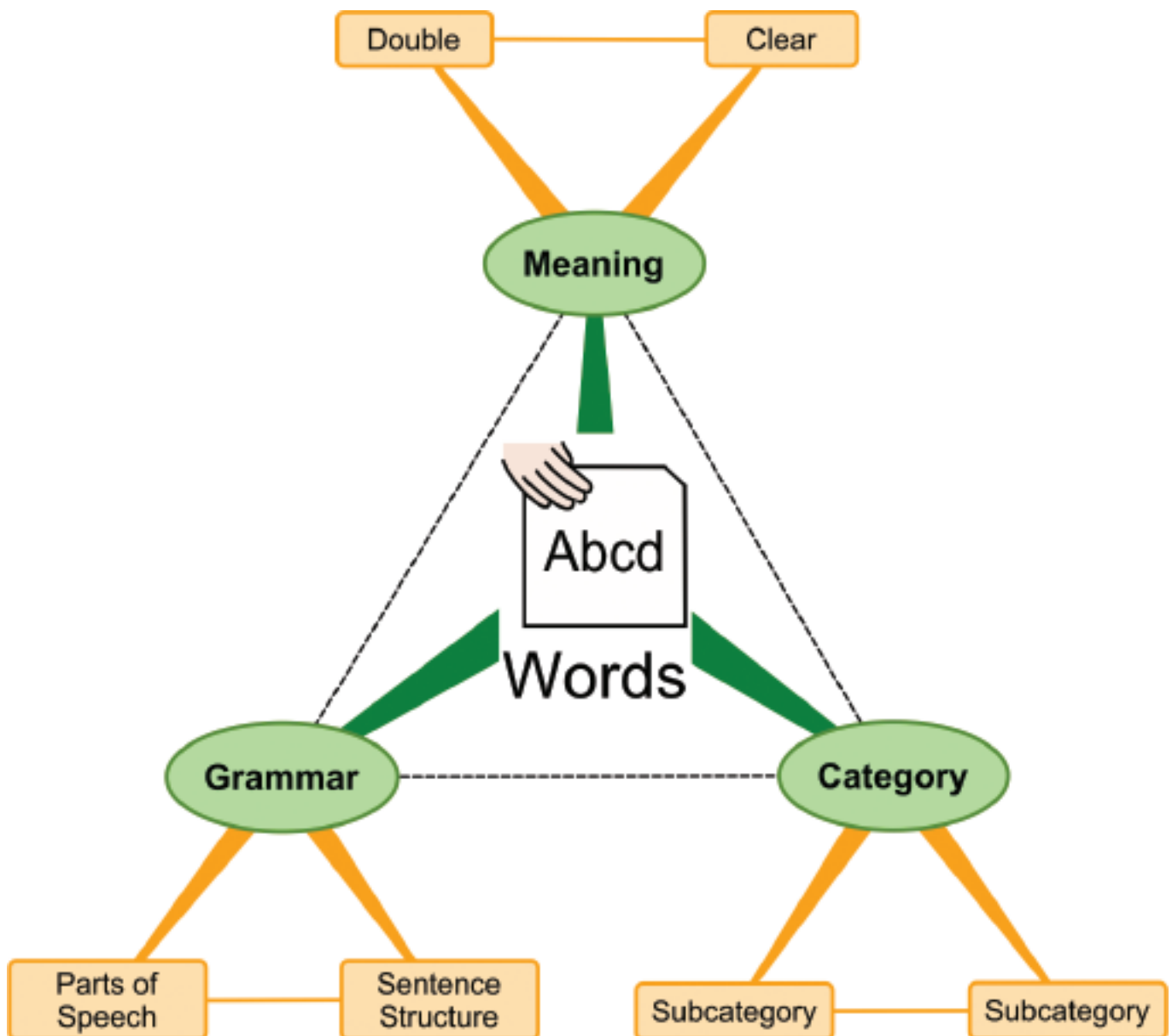
Words Map

In his book 'Language and Learning' (1970) James Britton, Professor of Education at London University discussed the structure of language, and how learners create meaning from words and experience. His assertion was that it is the pattern and associations between words that ultimately give language its meaning.

Consider the following sentence:

The angry girl marched quickly to the nursery school.

To understand this sentence, you need to understand something like the following language structures.
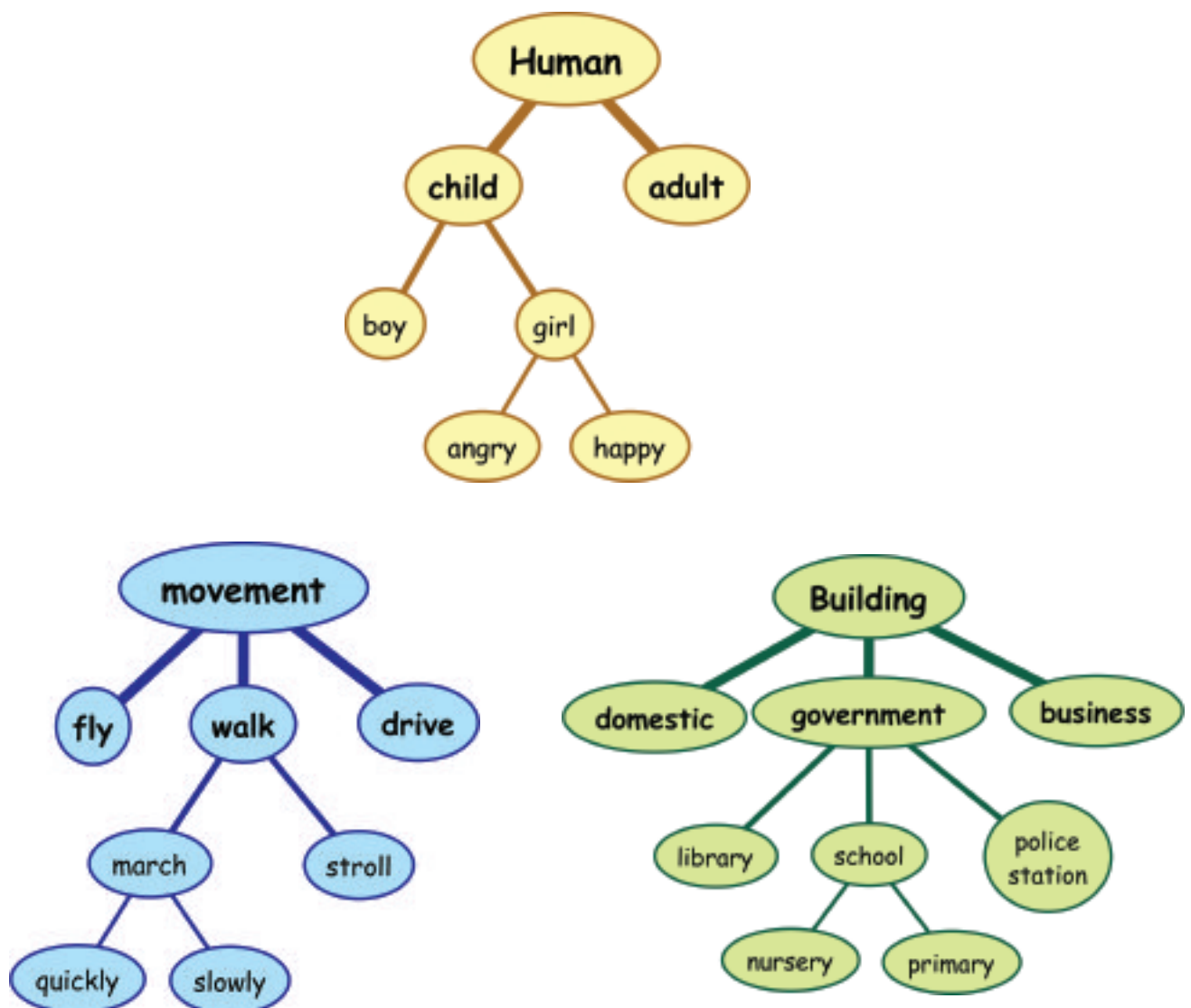
If you don't, then the sentence can have no meaning for you. Learners need to master this hidden dimension of language in order to get their own meaning from words.

Model mapping can make these connected language relationships visible and obvious everywhere within teaching and learning.

Teachers often help learners by displaying key vocabulary for a topic. How much more could we help them by displaying this key vocabulary in a connected, associated form?
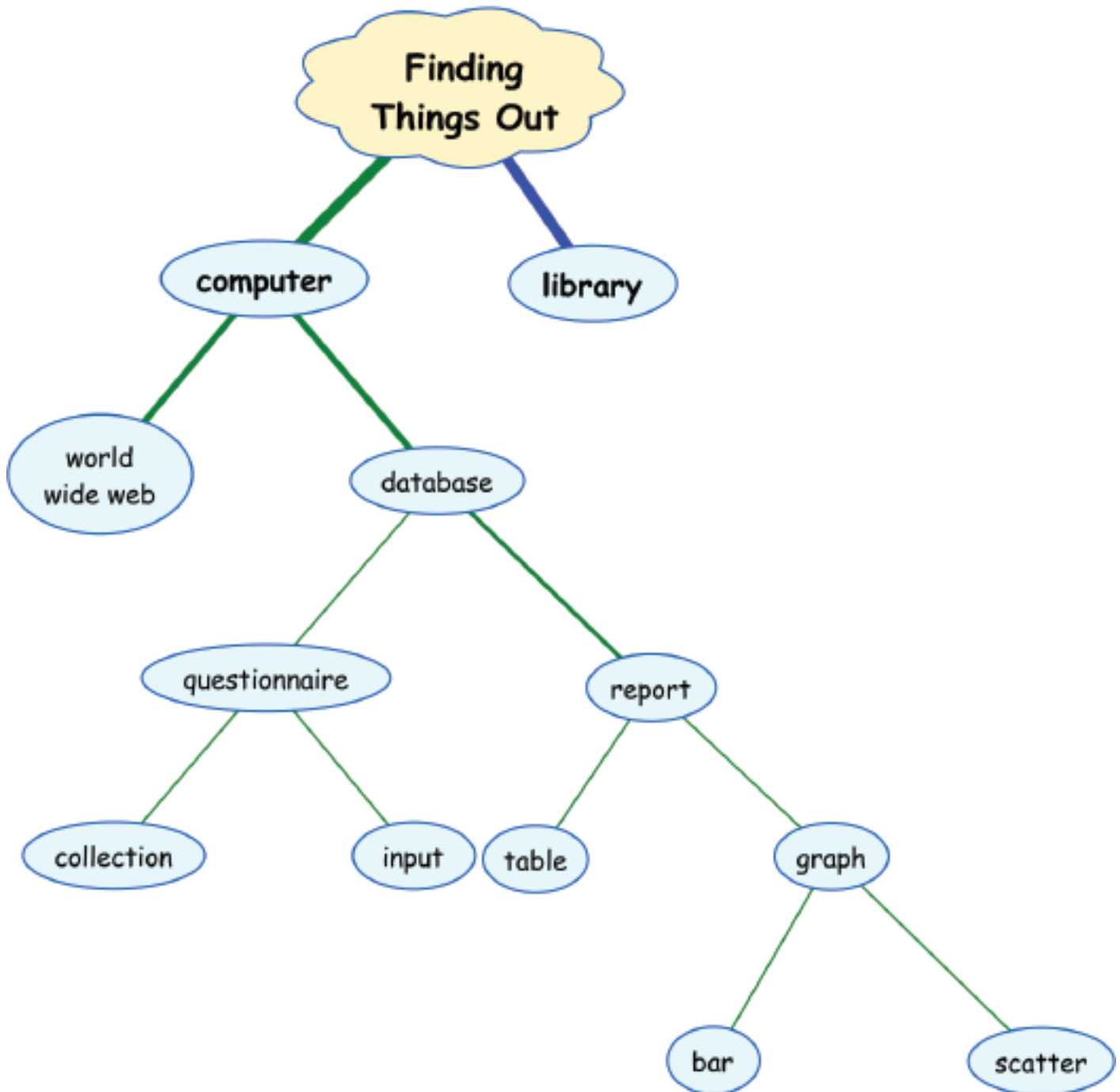
Much teaching is simply concerned with making connections between words. To understand meaningfully, learners need to arrange new vocabulary not as a simple 'list', but as an associated and connected pattern. Model mapping helps them to explicitly engage in this process in a visible, concrete and obvious way.

How?
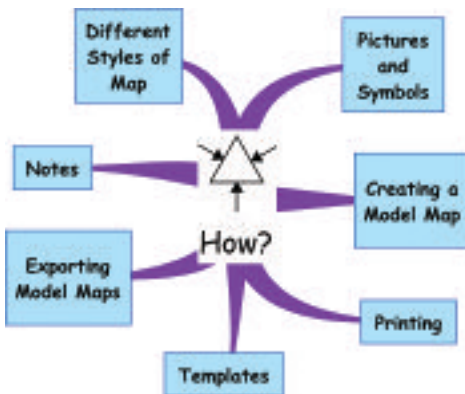
Models of learning:

Communicate: Ideas addresses the needs of all learners: visual, auditory and kinesthetic. All the maps have a text to speech function, words and pictures can be freely included, and the process of compiling the model map combines the three. Using the computer as a medium, children can be encouraged to create their own maps on screen or on paper. The use of the computer meets the current drive to embed ICT across the curriculum.
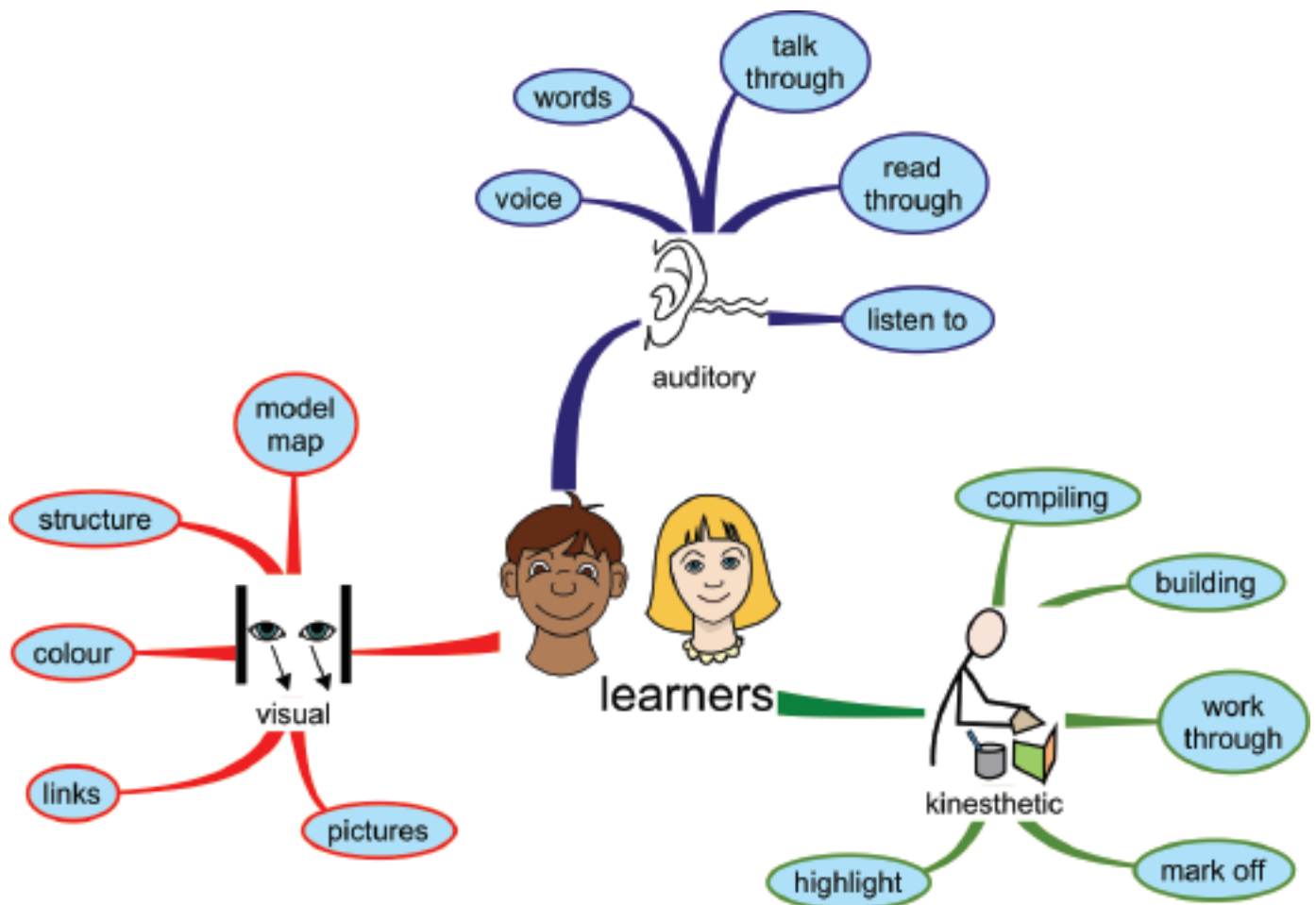
Needs for all Learners
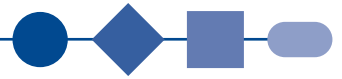
Styles of Model Mapping

There are three main styles of mapping:

Dump it, organise, connect it

You brainstorm all possible ideas, either as a group or individually, and connect them later.

Access to a large screen or white board can help when working with a group.

Book title, book chapters, book sections

You identify keywords for your map topic, then add the connected section to each keyword, working out from the centre.

Context, categories, keywords

You identify a keyword, then add all connected words until you reach the end of the branch.

You then do the same for the next complete branch.

Different styles of working suit different tasks and personalities. Sometimes you will work in a mixture of these three styles.

Getting Started

To start Communicate: Ideas click on the Communicate: Ideas icon on the Desktop. Alternatively choose Communicate: Ideas from the Start>Programs> menu on your computer.

Opening screen

Menu bar

Toolbar

Pointers bar

Idea shapes toolbox

View Tabs

Keyword selector

Text toolbox

Connecting line toolbox

Keyword selector
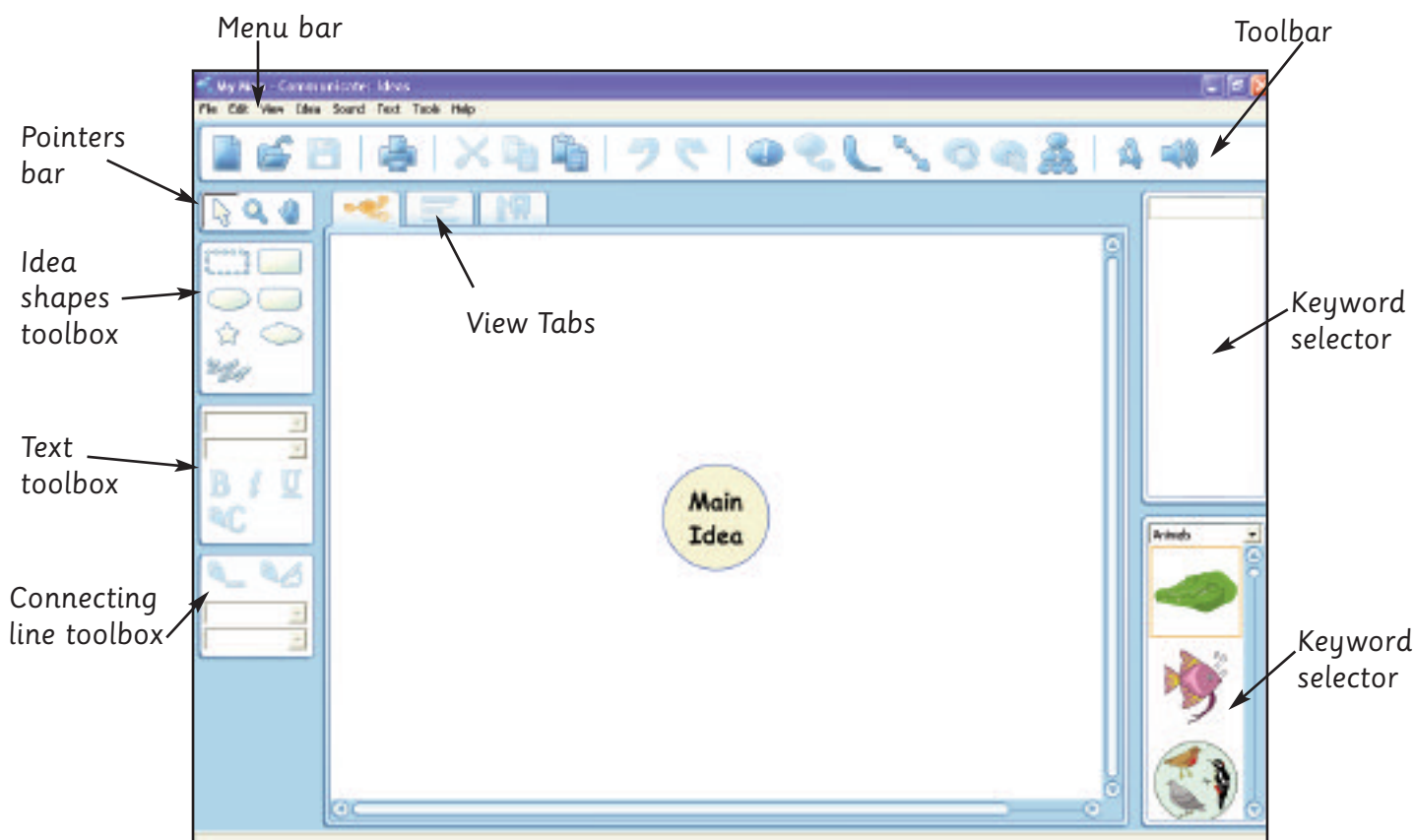
Handy Tip

In the instructions which follow, 'click' refers to the left-mouse button, unless otherwise stated.
For more details on each of the toolbars see the Appendix.

18
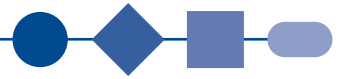
Click on Main Idea. Green handles will appear round the edge.
You can drag these to alter the size of the Main Idea. However, the
program is designed to give the optimum size for each Idea.

Press F2 to highlight the text.
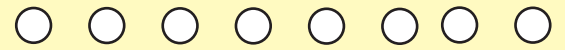
Alternative commands

- Click to place the cursor in the text
  Double click to highlight the text

- From the Edit menu choose
  'Edit text'

With the green handles still present round the main Idea click on New Connected
Idea on the Toolbar.

This will automatically link a new Idea to the Main Idea. The text will already be highlighted
so simply type in the new Idea.

Click on the Main Idea again and repeat until
you have as many connected Ideas as required.
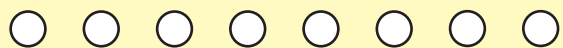
By default the software will give
you each connected Idea branch
with a different colour. As you can
see from the example maps in this
guide all colours may be altered to
suit your requirements.

To add further branches to the map, click on an Idea and then click on the New Connected Idea button. The map will add Ideas automatically to whichever Main Idea or Idea is active. (An active idea is indicated by the green handles).
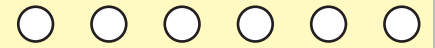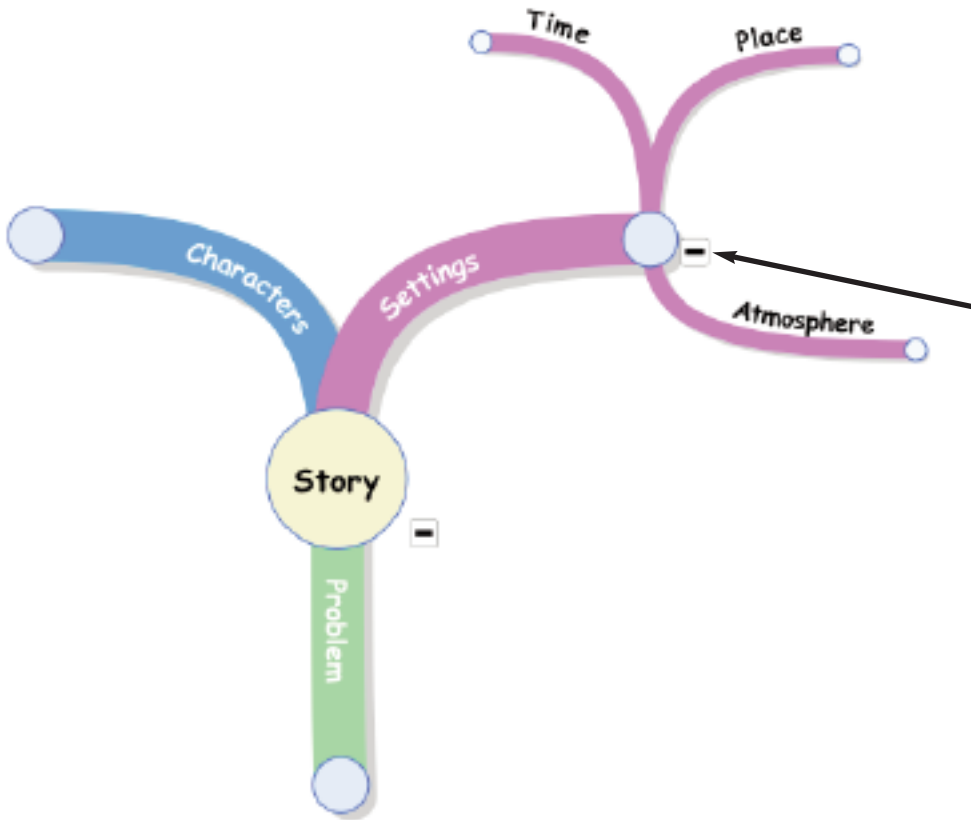
Click here to collapse the Idea. Click again to expand.
This can be useful when moving connected groups of Ideas around.

To see the whole map press Ctrl + - as you work. This zooms out from the current screen view.
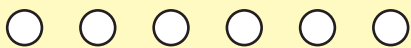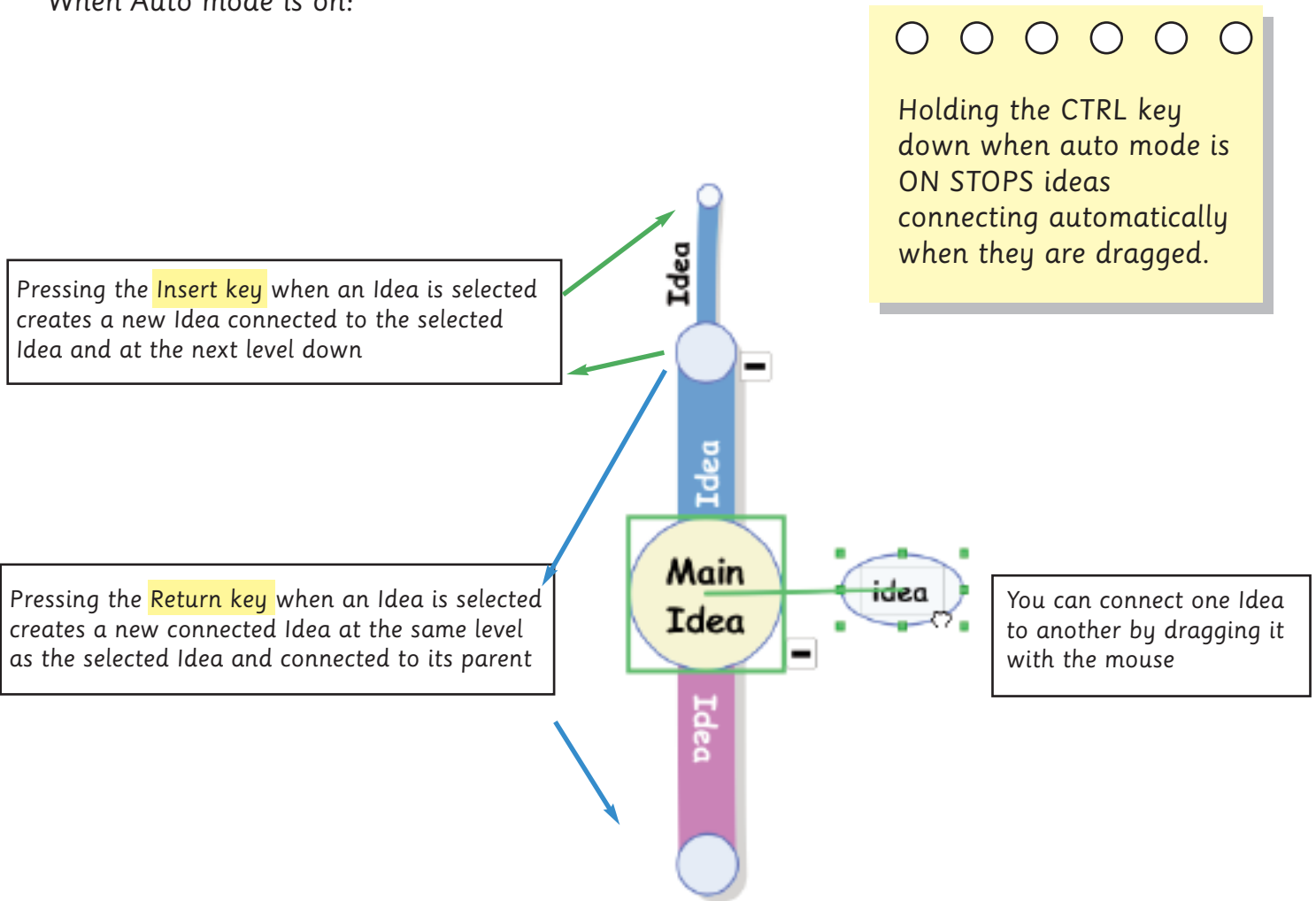
Alternative command:
View>Zoom>Zoom Out OR Fit to Window
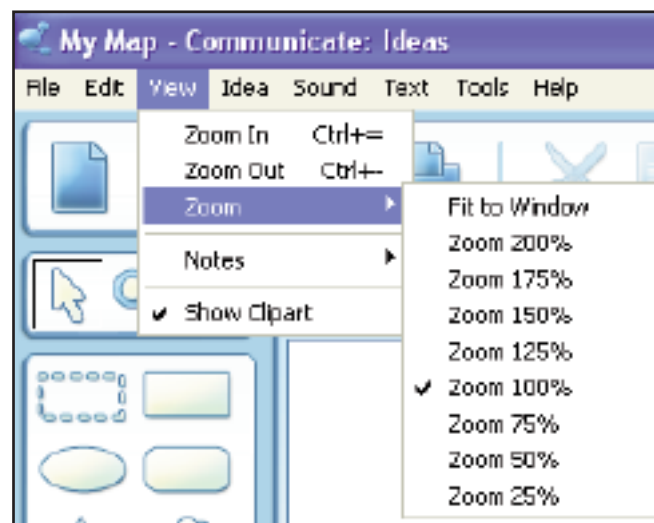
Automode

In Mapping mode you can work in manual mode or auto mode. In auto mode, Communicate: Ideas allows you to create connected Ideas automatically at a key press, connect Ideas by dragging them close to each other and rearrange the map automatically when you create and delete Ideas. In manual mode you are in complete control of the arrangement of the map.

To turn auto mode on or off click on the Auto Mode tool on the toolbar.

When Auto mode is on:

Holding the CTRL key down when auto mode is ON STOPS ideas connecting automatically when they are dragged.

Pressing the Insert key when an Idea is selected creates a new Idea connected to the selected Idea and at the next level down

Pressing the Return key when an Idea is selected creates a new connected Idea at the same level as the selected Idea and connected to its parent

Idea

Idea

Main Idea

idea

Idea

You can connect one Idea to another by dragging it with the mouse

The map is automatically rearranged when you create new connected Ideas or delete Ideas or connecting lines.

If you don't want to have your map re-arranged automatically, you can still connect ideas together by dragging. When AUTO mode is OFF, just hold down the CTRL key to connect ideas. This gives you complete control over the layout of your map.

Customising your model map

Arrange ideas

The default option for a model map is the Web arrangement, with the Connecting lines appearing in a specified position and colour order.
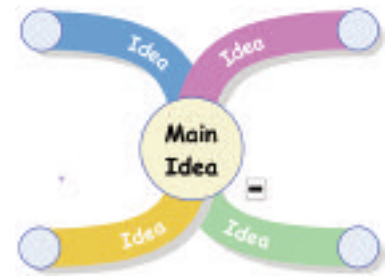
There are five options for arranging the connected model map:
Click on the Arrange Ideas button:
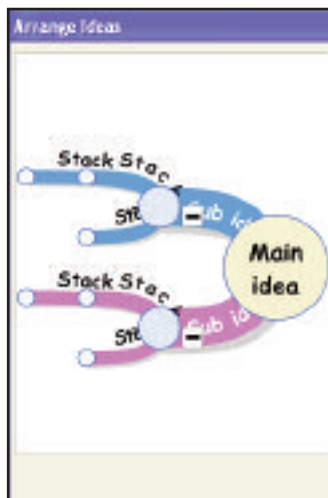
Web

Top down tree

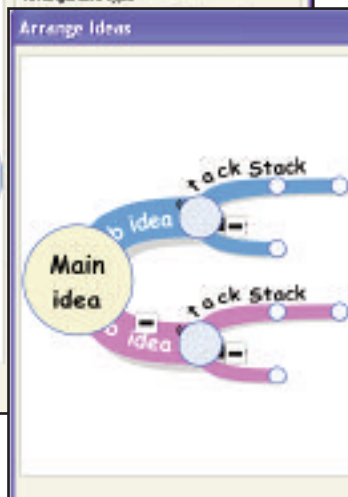Choose arrangement here

Alter margins here
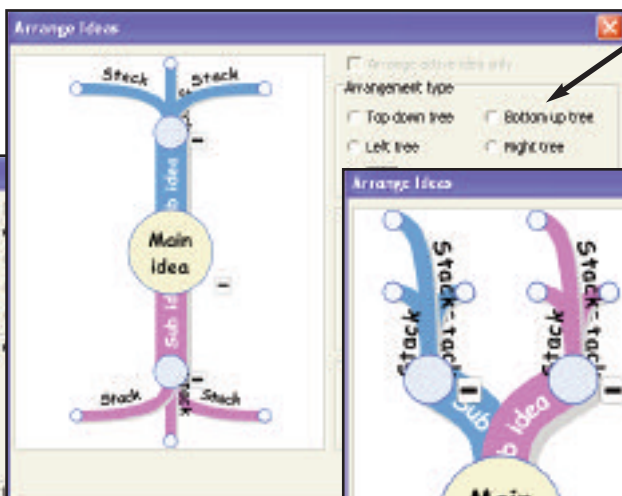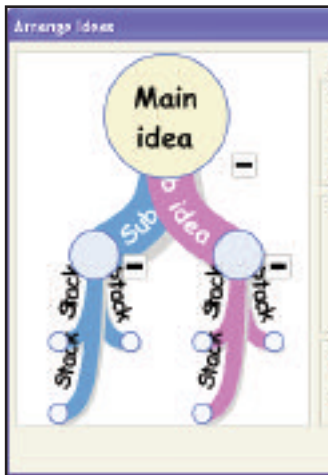
Bottom up tree
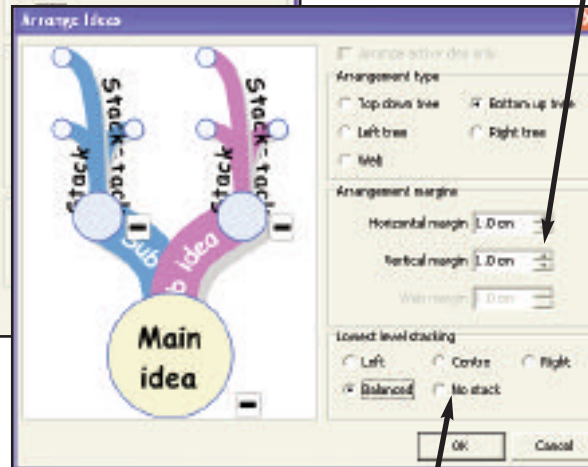
Alter the stacking arrangement here

Left tree

Right tree

The stacking option for all but the Web arrangement can be altered in this menu as shown above. The result is slightly different for each option.

The margins can also be changed in this menu. Note that in the Web arrangement the overall margins are changed.

Idea shapes

The Idea shapes toolbox provides six Idea shape options.

Click on the Idea so that the green handles are showing and then click on the desired shape.

N.B. The Pen Picture option will be explained later. See Page 25.

Text

Rectangle

Ellipse

Rounded Rectangle

Star

Cloud

Pen Picture - this is NOT an Idea shape option
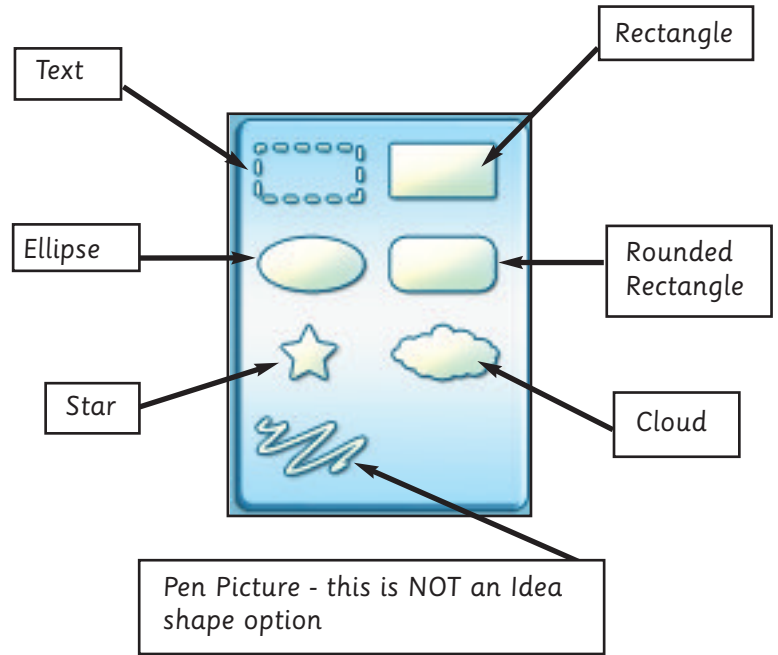
This dance map shows different Idea shapes with a variety of colour and line changes.

To change the colour of the Idea shape, its line and the text, use the Text and Connecting line toolboxes as shown below. Make sure the Idea shape is active and has the green handles showing.

Change the font colour here

Change the colour of Idea shape and line here
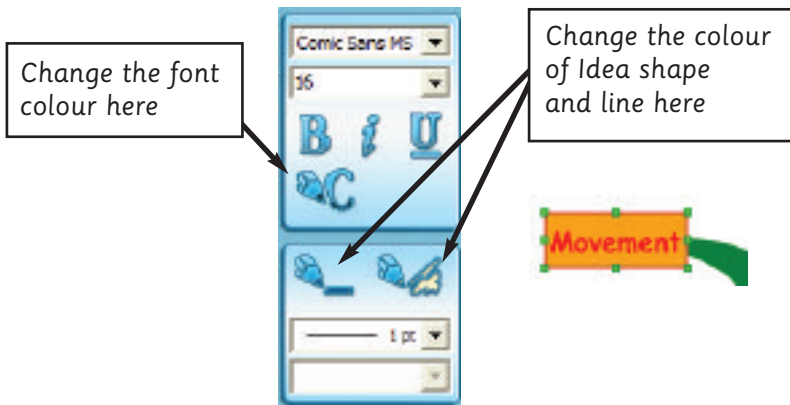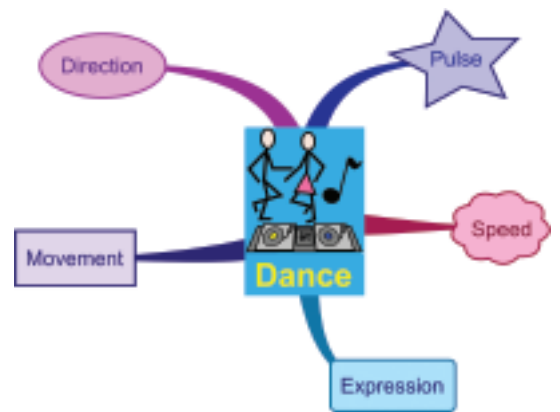
To change the colour, thickness and line style of the Connecting line click on the Connecting line. A red dot should appear at each end of the line, and a yellow dot along the line.
Click on the drop-down menus for Line thickness and Line style to make your choices.

Line thickness

Line style

Adding visual images

Communicate: Ideas has three options for adding visual images: Keyword Symbols, Pen Pictures and Clipart.

Pictures

To add a picture to an Idea, highlight the Idea and choose from the clipart selector. Click on the picture to add.


Clipart selector
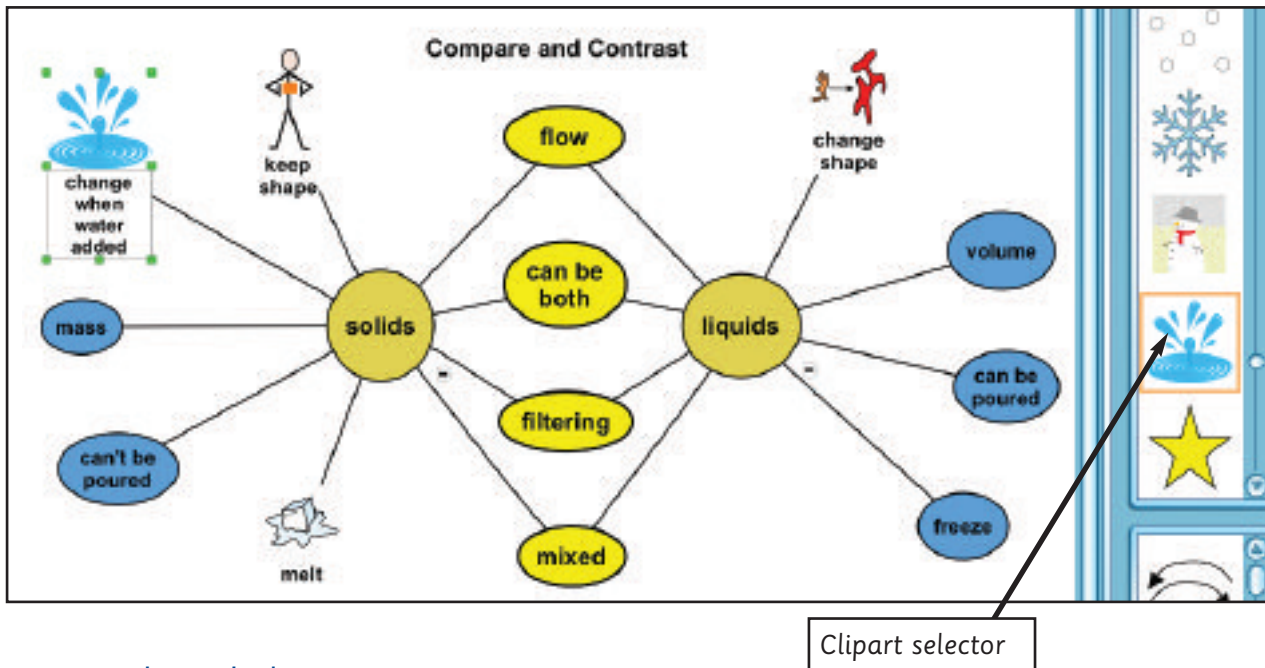
Keyword symbols

Keyword symbols appear in the Keyword selector as words are typed. Not all words are illustrated in this way. Try typing a keyword, then adding the keyword symbol, before altering the text. E.g. type water, and a picture of a tap appears. Click on the keyword symbol (as above) to add it to your map.
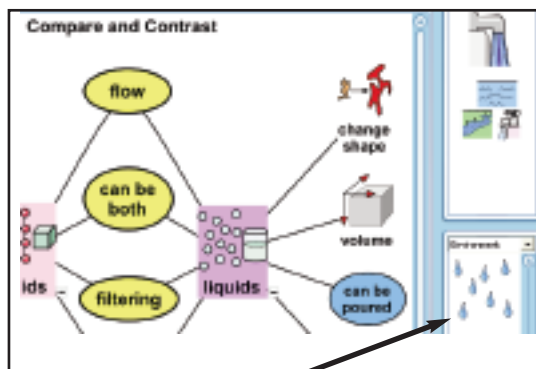
Click on the keyword symbol and it will be directly added to the Idea. Use the scroll bar if there is more than one choice
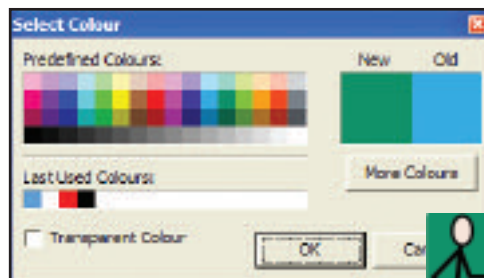
A background colour for the keyword symbol can be added by choosing Fill Colour from the Connecting line toolbox.
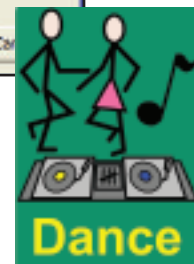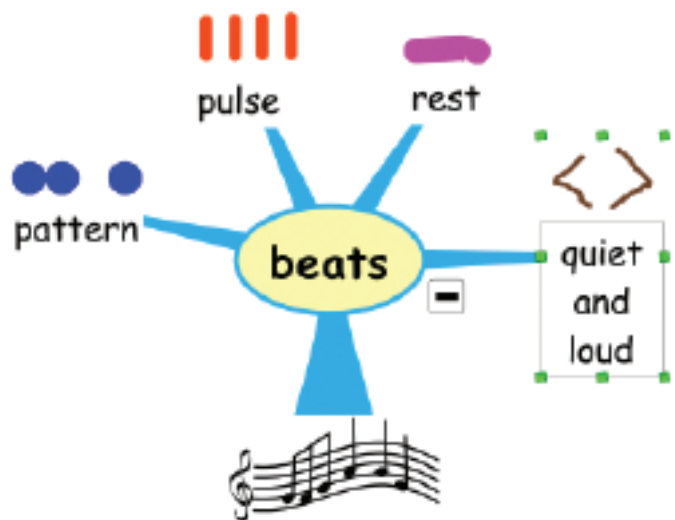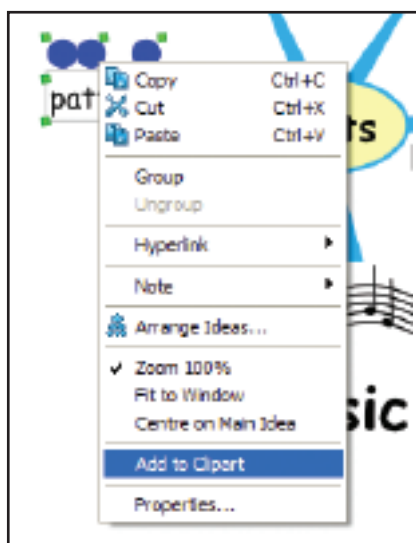
Pen Picture

This option allows you to draw your own image or mark. Use this when you need a symbol for a keyword that is not in the keyword list, or when you want a more individual map. Highlight the Idea shape and click on the Pen Picture tool. A drawing area will appear attached to the Idea shape. Double click and a pencil will appear.

Choose a colour here

Choose line thickness here

Comic Sans MS

14

Draw an image here

pulse

rest

pattern

beats

quiet and loud

Music
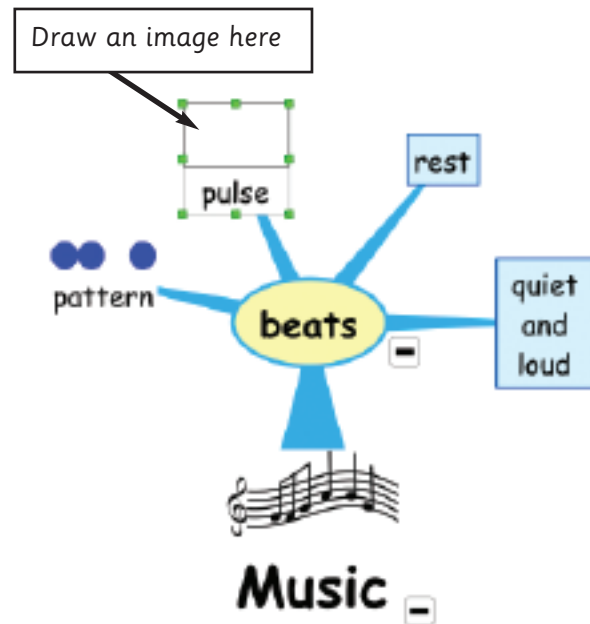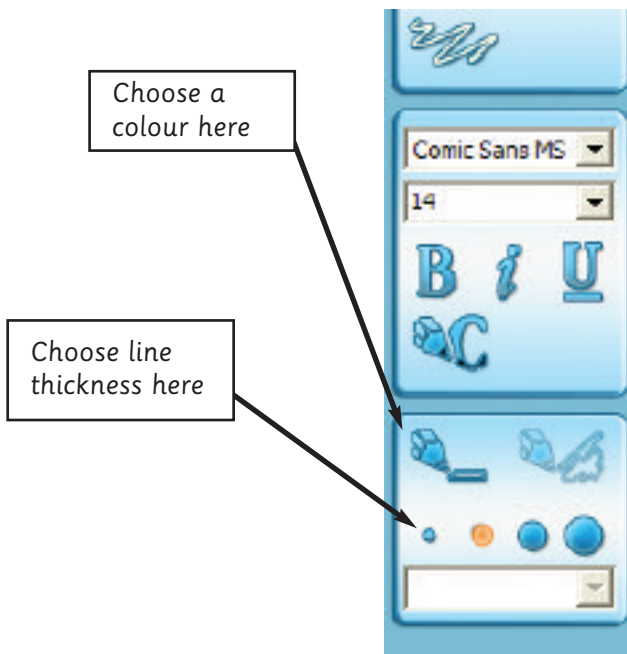
Lines and dots can be drawn for this simple example with the mouse.
Click and drag to draw.

Copy	Ctrl+C	
Cut	Ctrl+X	
Paste	Ctrl+V	
Group		
Ungroup		
Hyperlink	▶	
Note	▶	
Arrange Ideas…		
✔ Zoom 100%		
Fit to Window		
Centre on Main Idea		
Add to Clipart		
Properties…		

pulse

rest

pattern

beats

quiet and loud

These images can be saved allowing you to use them in other maps. To save the image, right click on the Idea shape with the Pen Picture embedded. Choose Add to Clipart from the pop-up menu.

This will automatically add the Pen Picture to the Clipart in the 'My Pen Pictures' folder. To use this picture in another map choose the 'My Pen Pictures' folder in the Clipart Selector and choose the required picture.

Adding your own images

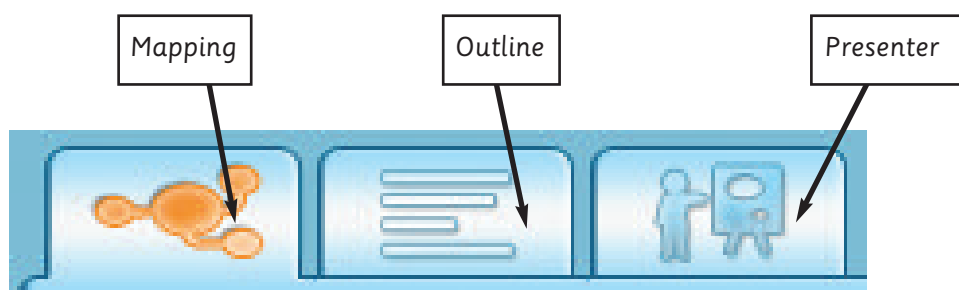To add your own clipart or scanned images: Open the File menu on the Menu bar and Click on Import picture.
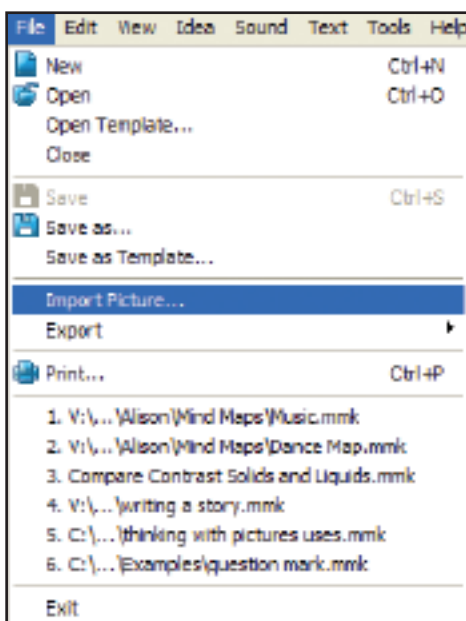
Locate the folder where the image has been saved:
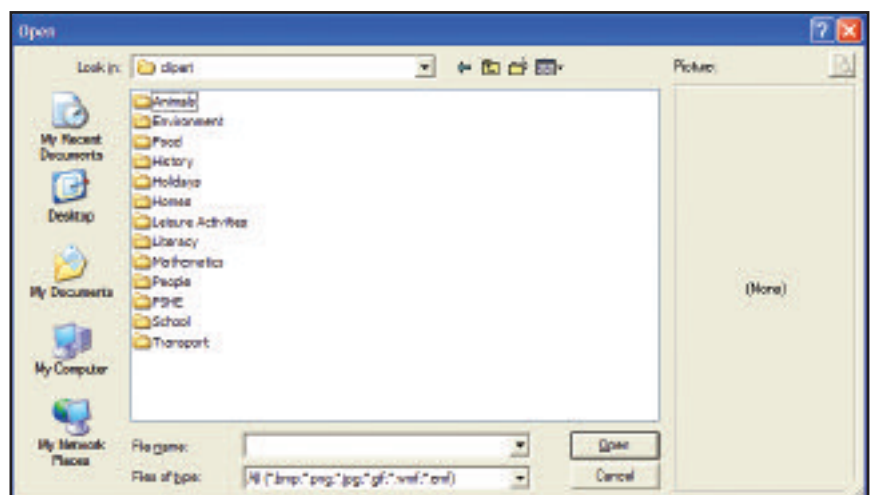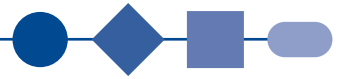
Click on Open and the image will appear on the model map

View tabs

There are three ways of viewing the map.

Mapping   Outline   Presenter

Mapping Mode

This is the default option and is thus the option the program will automatically open up in. It is the view you will be working in for the majority of this guide.

Outline mode

For those who prefer to work in a text only mode or find this easier for some model maps, then Outline mode is available. Click on the Outline mode tab and continue working. Ideas can be expanded and collapsed as before. Use the Text toolbox to set the text options and simply add new items to branches by pressing the Return Key. When the map is finished simply click on the Mapping tab to see the full map again.

Menu bar (same as in Mapping mode)

Main Idea

Alter text options here

Add bullets or numbering

Connected ideas

Collapse and expand ideas using -/+ signs

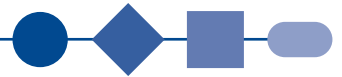Notes - Click here to type. Use the text options to format what you type

It can be useful to collapse the Ideas before changing to mapping mode as this allows you to move the Ideas before expanding. Each Idea can be expanded in turn, allowing the next level of Ideas to be moved and placed in suitable positions on the map. The Map style can be set through the Tools>Style Library menu. See Page 45 for more about the Style Library.
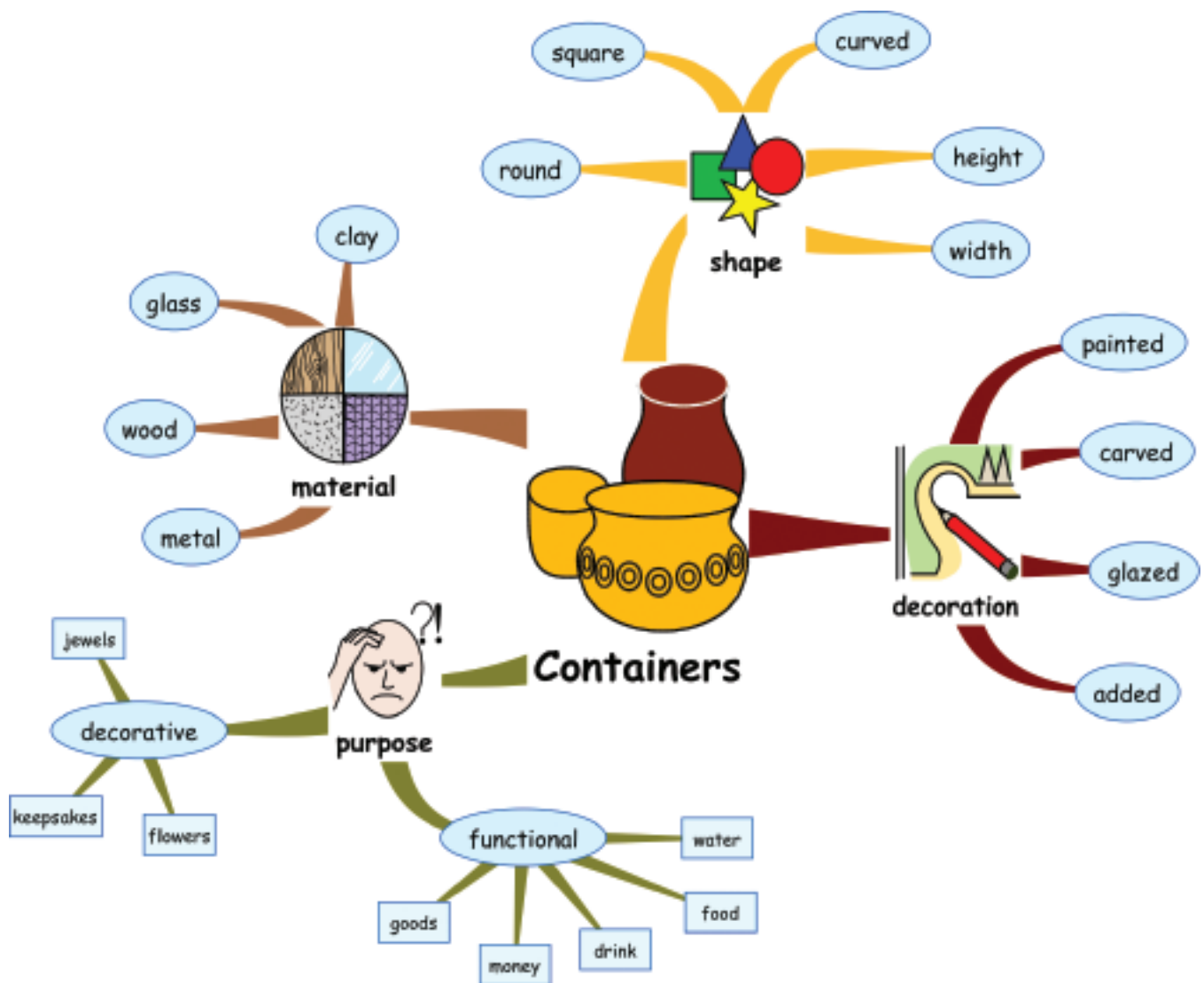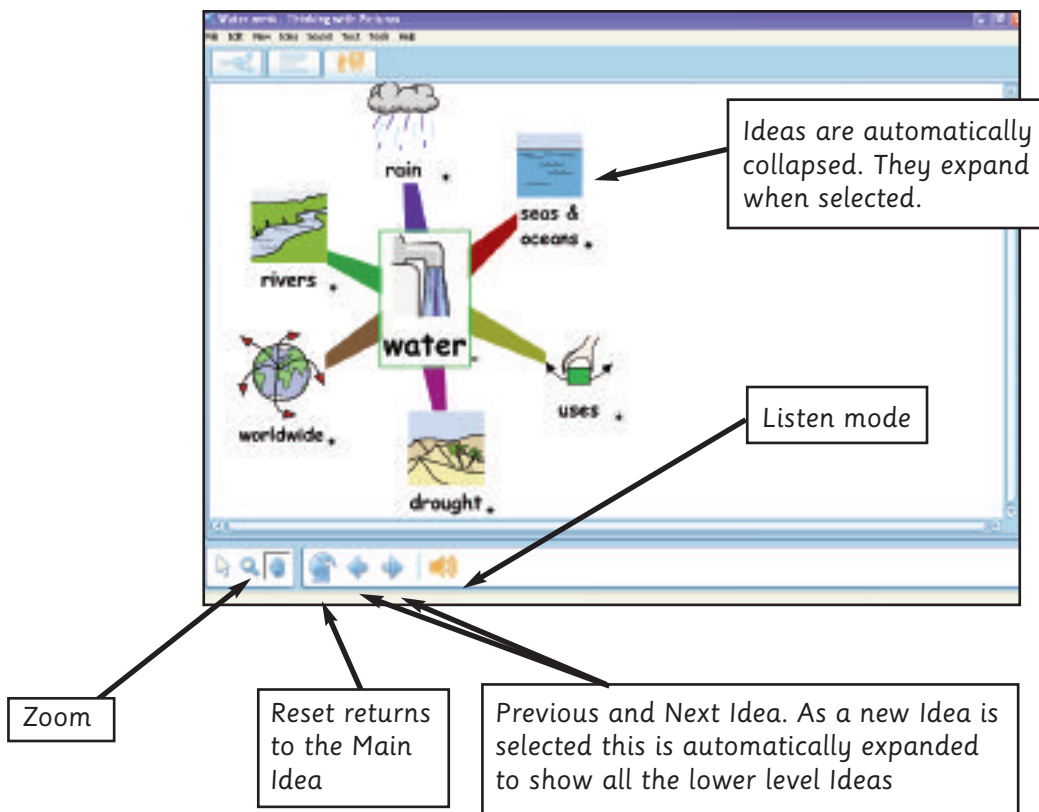

Once in Mapping mode position the Ideas manually as required.

Presenter mode

Communicate: Ideas also has a Presenter mode (Advanced option only). View the map in this mode when you are using the map to present topic work or an idea. Presenter mode removes the toolbars and focuses on the map itself.

Ideas are automatically collapsed. They expand when selected.

Listen mode

Zoom

Reset returns to the Main Idea

Previous and Next Idea. As a new Idea is selected this is automatically expanded to show all the lower level Ideas

This can be moved round manually using the mouse or Interactive Whiteboard, or by using the tools as shown. It is important to note that if using the buttons on screen they will move round the map in the order it was created. You can change this order by editing the Idea in Mapping mode. Select the Idea that you want to be first. Right click and choose Properties. Change the Start option in the Presenter tab.

N.B. Using this mode the map automatically appears with all Ideas collapsed. As an Idea is highlighted, or moved to, it automatically expands. This must be borne in mind when creating the map if you want the presentation to flow smoothly round the map in a clockwise direction. Move round the screen using the arrow keys or the scroll bar. To expand the Ideas click on the plus sign.

Save your work

Maps can be saved in the usual way. From the File menu, choose Save or Save as. Communicate Ideas will automatically install a 'My Communicate Ideas' folder into 'My Documents'. By default, your maps will be saved here unless you choose to save them in an alternative folder.

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Printing

To print a map, make sure you are in Mapping view and click on the Print button on the Toolbar.

This will automatically size the map to one page of A4

Print the whole map or a selected section

Click on the drop-down arrow to change scale mode to Actual size

Paper size

Page margins

Page options

The page options tab allows other choices. For example : add a Header and Footer choose Landscape or Portrait orientation.
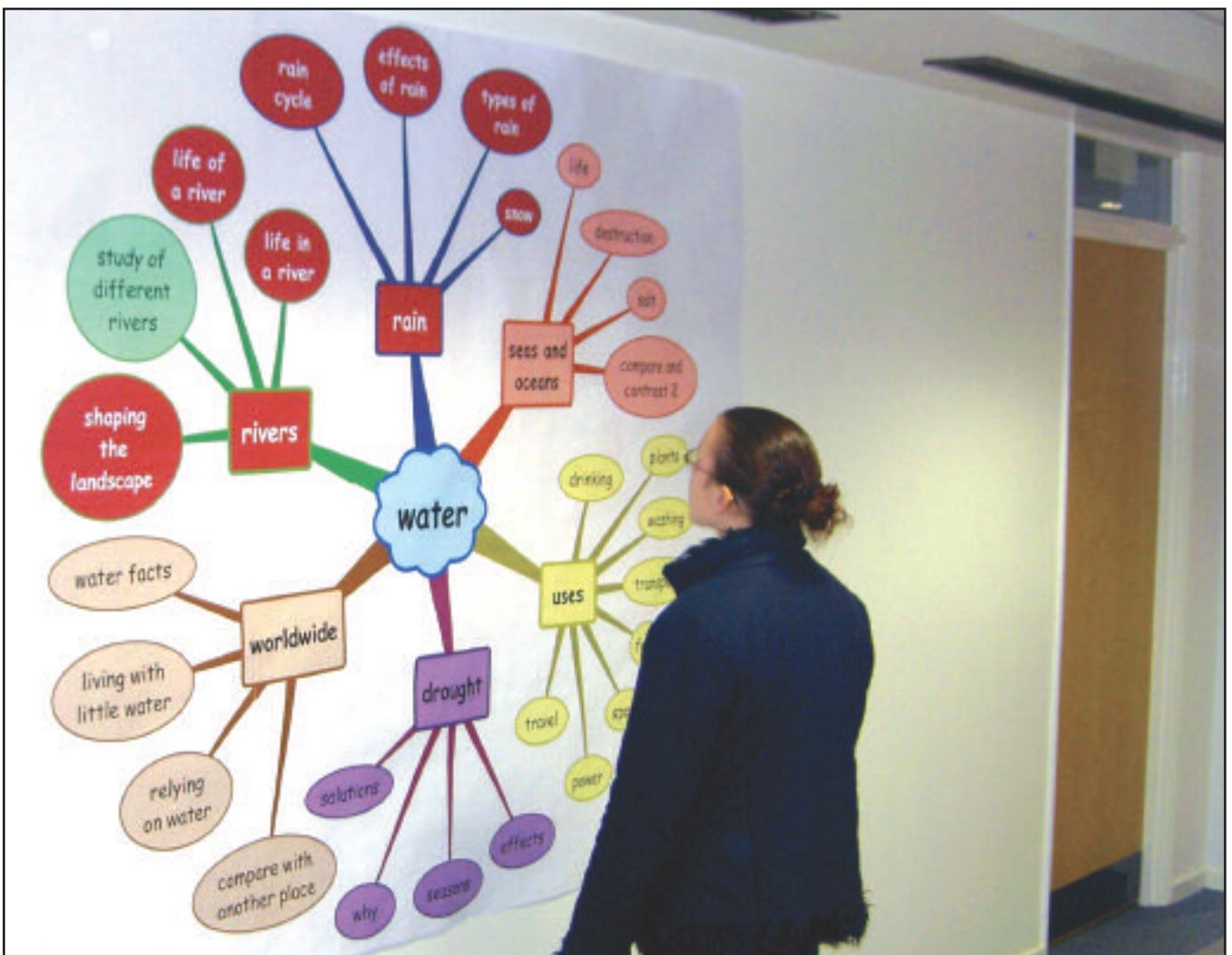
With Scale to fit chosen click on Pages wide and Pages high to choose your own display size

Draw background allows you to add the background you have chosen. By default the software will not print your background

For large displays it is suggested that you print on coloured paper instead.

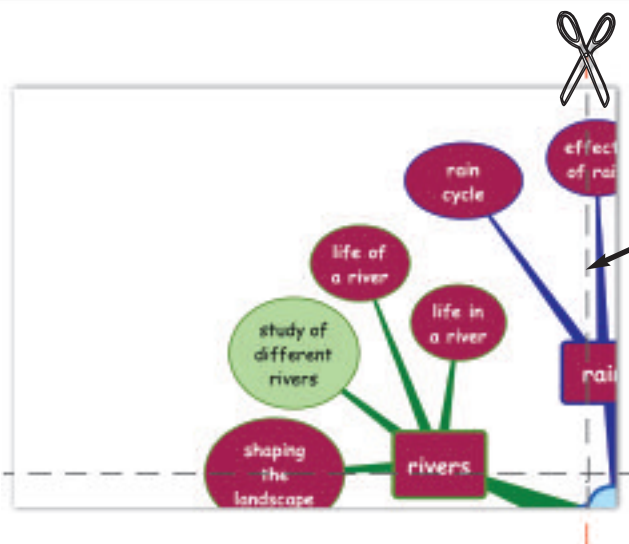Tiling across sheets allows you to print your model maps in very large sizes for display.

Communicate: Ideas Activity Guide
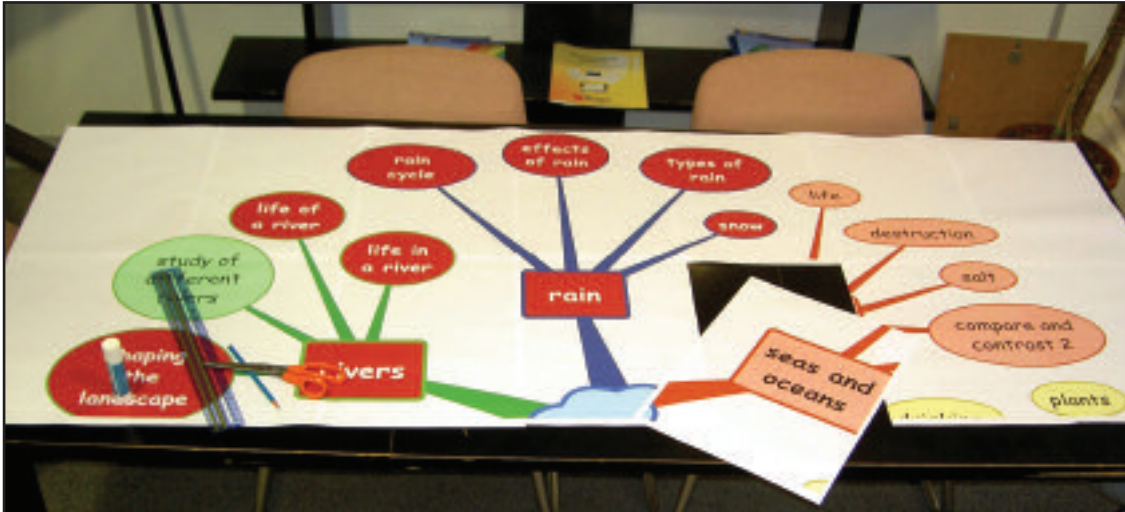
Each tiled page is printed with crop marks to show where each page should be cut and glued. All you need is glue and scissors to assemble the result.
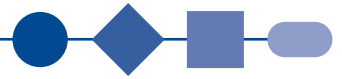

To cut and glue a large print out over several pages the easiest method is as follows.
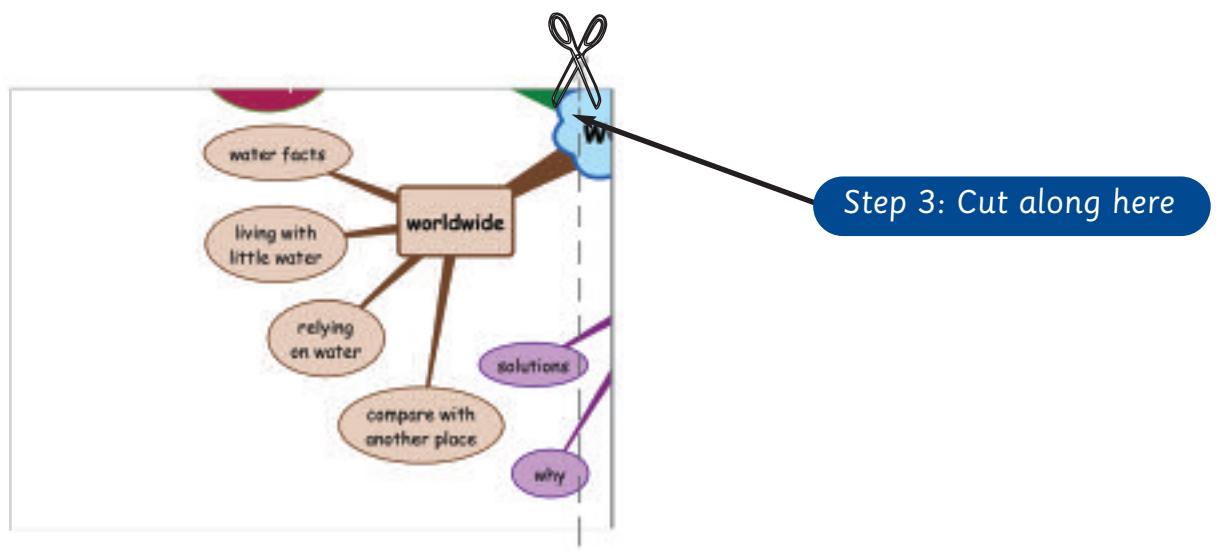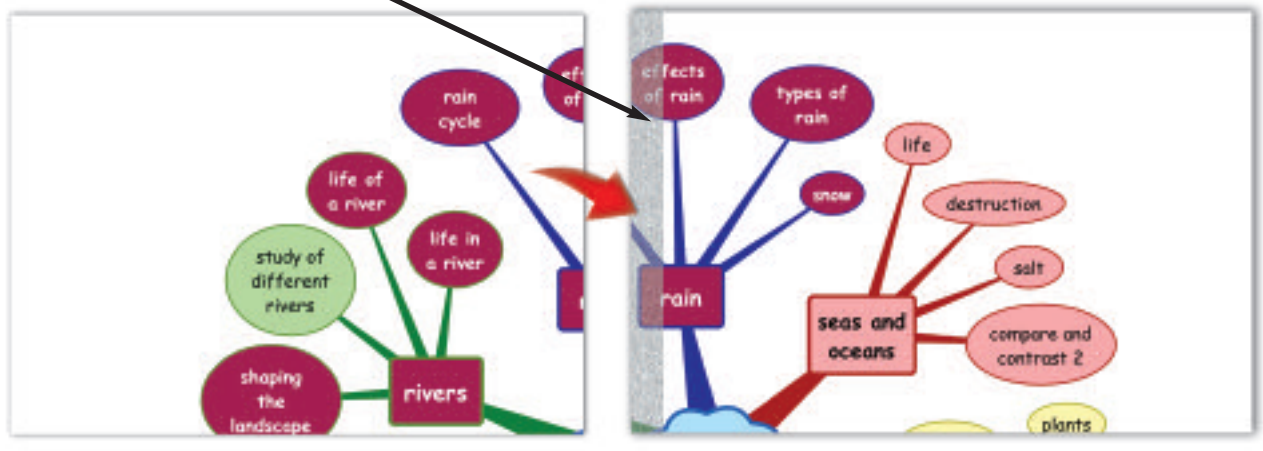
Step 1: Cut along here

Step 2: Glue & stick here

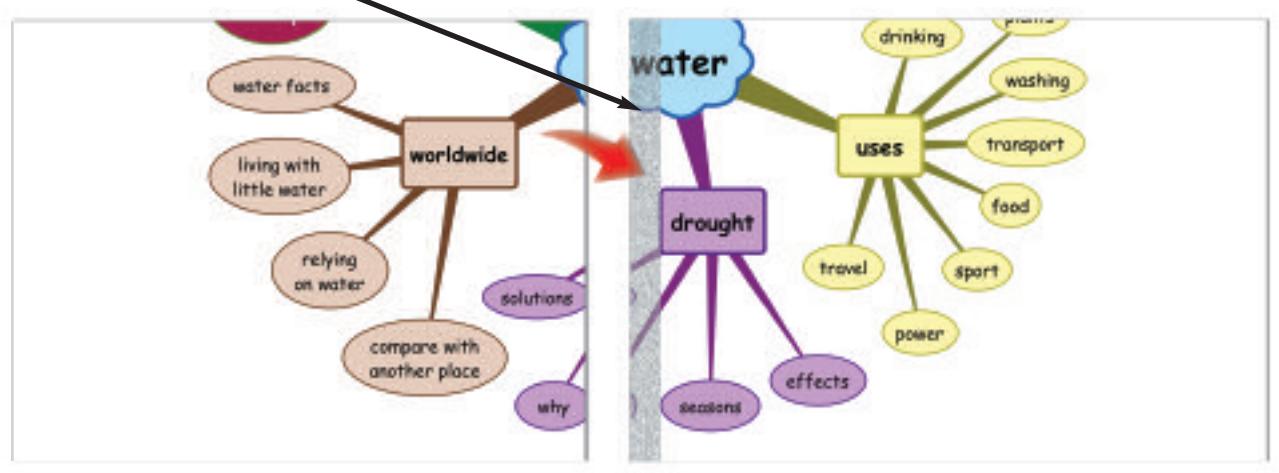rain cycle

effects of

effects of rain

types of rain

life of a river

snow

life

study of different rivers

life in a river

destruction

salt

rivers

rain

shaping the landscape

seas and oceans

compare and contrast 2

plants

Step 3: Cut along here

water facts

worldwide

w

living with little water

relying on water

solutions

compare with another place

why

Step 4: Glue & stick here

water facts

worldwide

water

drinking

washing

uses

transport

living with little water

relying on water

drought

food

solutions

travel

sport

compare with another place

power

why

seasons

effects
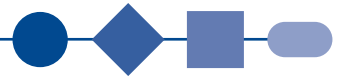
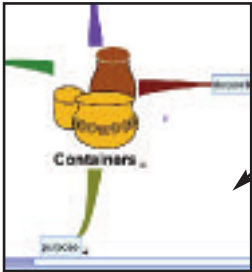**Step 5: Cut along here**

Step 6: Glue & stick here

Designing your own model map

Adding your own Connected Ideas:

cursor

Place the cursor where you want the first New Connected Idea to be placed. Click on New Connected Idea.

Alternate command: from the Menu bar choose Idea>New Connected Idea.

Moving Ideas

To move Ideas to another branch, make sure Auto Mode is switched on and click and drag the Idea with the mouse until you see a line link showing. Release the mouse and the Idea will be linked to this new choice.

Note here that the Ideas have been collapsed. This is done by clicking on the minus sign at the side of the Idea. This allows you to move groups of connected Ideas easily.
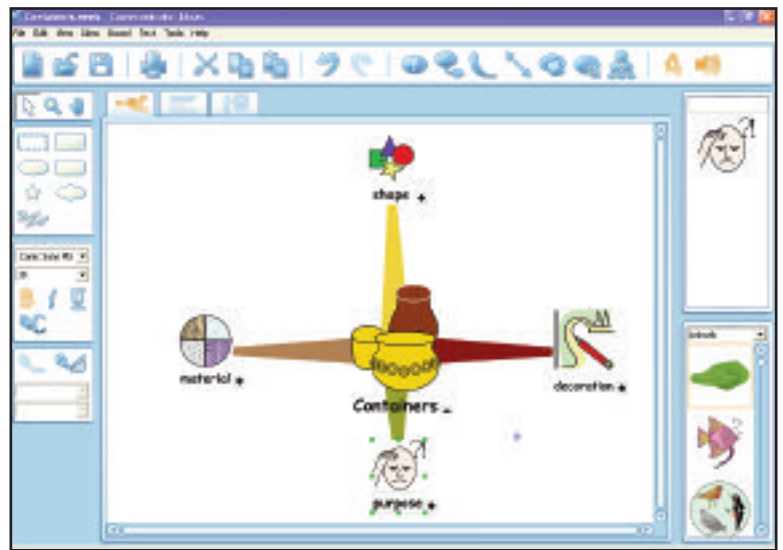
Once moved you can expand each group separately and edit each part until the whole map is sorted to your satisfaction.
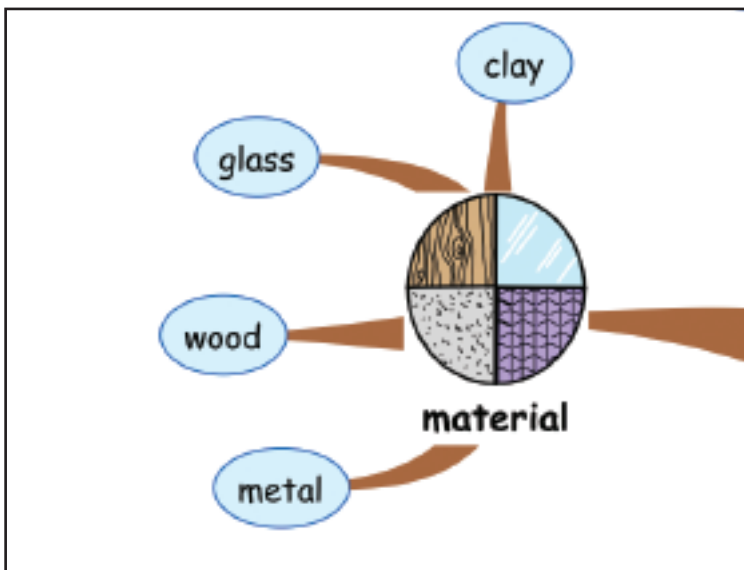
N.B. As you move Ideas around they will often connect automatically to nearby Ideas (a green connecting line will appear). Keep moving Ideas until the line is dropped.

In auto mode, you can stop Ideas connecting automatically when moved - just hold down the CTRL key as you drag Ideas around.

Pupils using Communicate: Ideas

Embedding ICT into the curriculum demands that ICT and curriculum skills are taught together. Communicate: Ideas has a natural progression for teaching the ICT skills needed to operate the program successfully. There are three working options which can be used to build up the pupil's skills: Simple, Junior and Advanced.

To change from one option to another choose Tools from the Menu bar and click on Options:

Click on the User interface option you want: Simple, Junior or Advanced.

N.B. You must close the program and open it again to activate the chosen option.
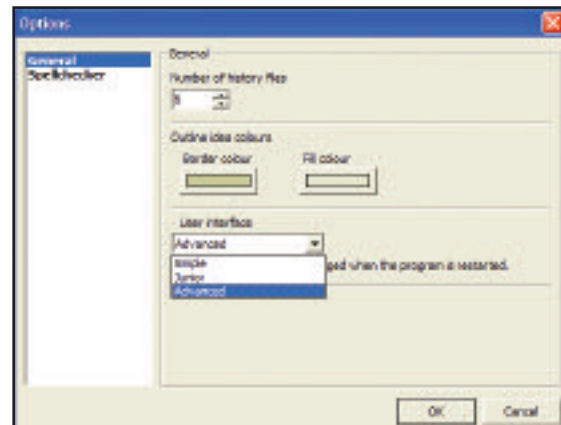
Simple option: This opens Communicate: Ideas in Mapping mode. The Toolbar has fewer options providing a good starting point for introducing the program.
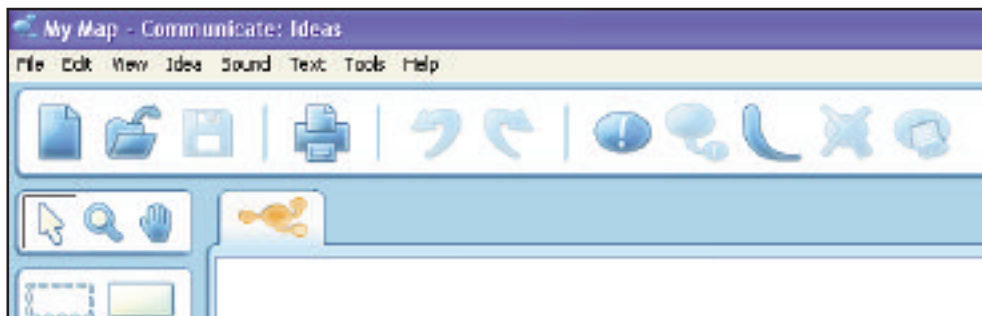
Junior option: This allows the user to work in both Mapping and Outline mode. There are more options on the toolbar – but not the complete range. This is an ideal option for those pupils who are more familiar with the program and for those who prefer to work in Outline view in order to create a map.
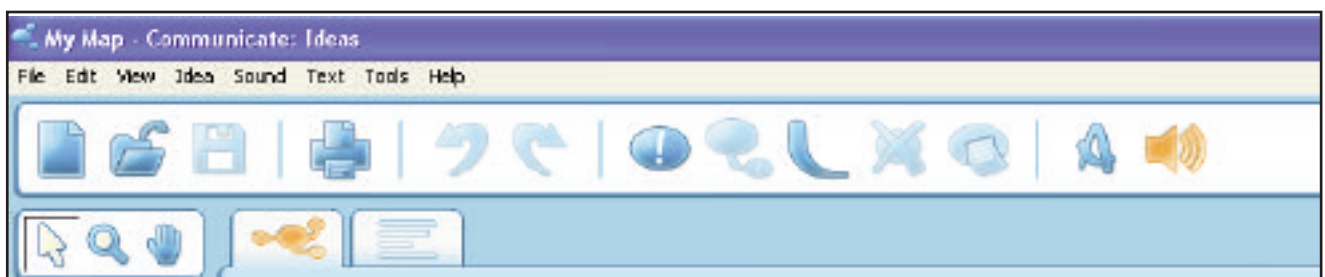
Advanced option: This is the full program with all menus. See the Appendix for detailed information on all the available tools in Communicate: Ideas.

Other features of Communicate: Ideas
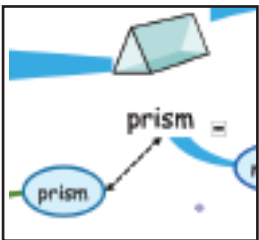
Relationship Connectors

Relationship Connectors can also be added (Advanced level only). These show relationships between two Ideas and appear as a dashed line with arrows at each end. The appearance of these lines can be altered. To insert a Relationship Connector highlight one of the Ideas you want to connect.
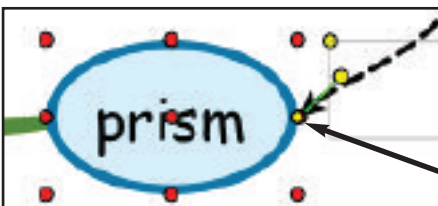
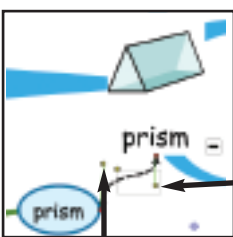On the Menu Toolbar click on the Relationship Connector button.
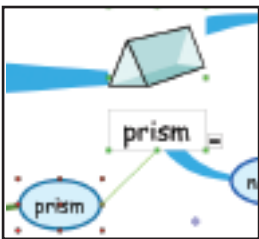
Click and drag from the highlighted Idea to the Idea to be connected. A green line will appear and red handles appear round the destination Idea.

Release the mouse when the two Ideas are connected. They will now be joined by a black dashed line, with arrows at each end.
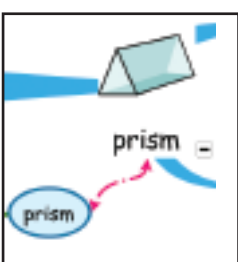
Yellow circle shows end of Relationship Connector

The line will automatically appear straight but it can be curved if required. To curve the Relationship Connector click on the line. Now move the line as shown:
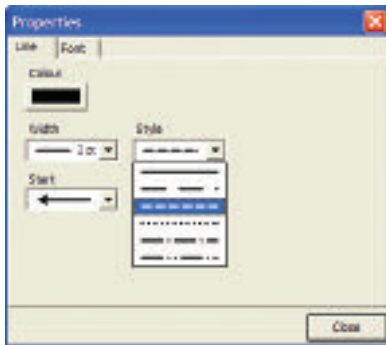
Click and drag on either of these two yellow handles to curve the line

The colour, line style and thickness of this line can also be changed using the Connecting line toolbox.
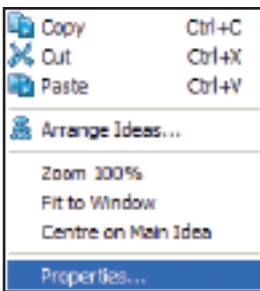
You can also right mouse click on the Connecting line and choose Properties... from the menu which appears.

From here choose the style of line you want from the drop-down menu choices.

Adding text to Connecting lines

Text can be added to connecting lines. Highlight the Connecting line and a text box will appear with a yellow handle in the top left hand corner.

Click on this Text box to add text. The colour, font and font size of the text can be altered using the Text Toolbox. Note you can also move text along the line dragging the yellow handle.
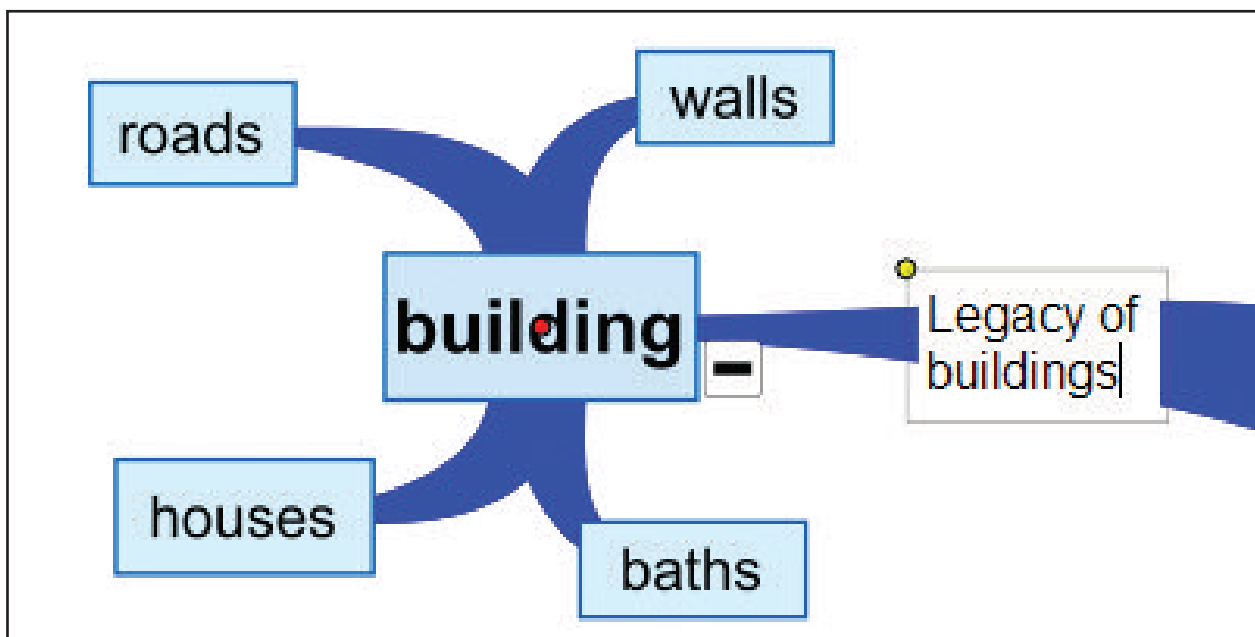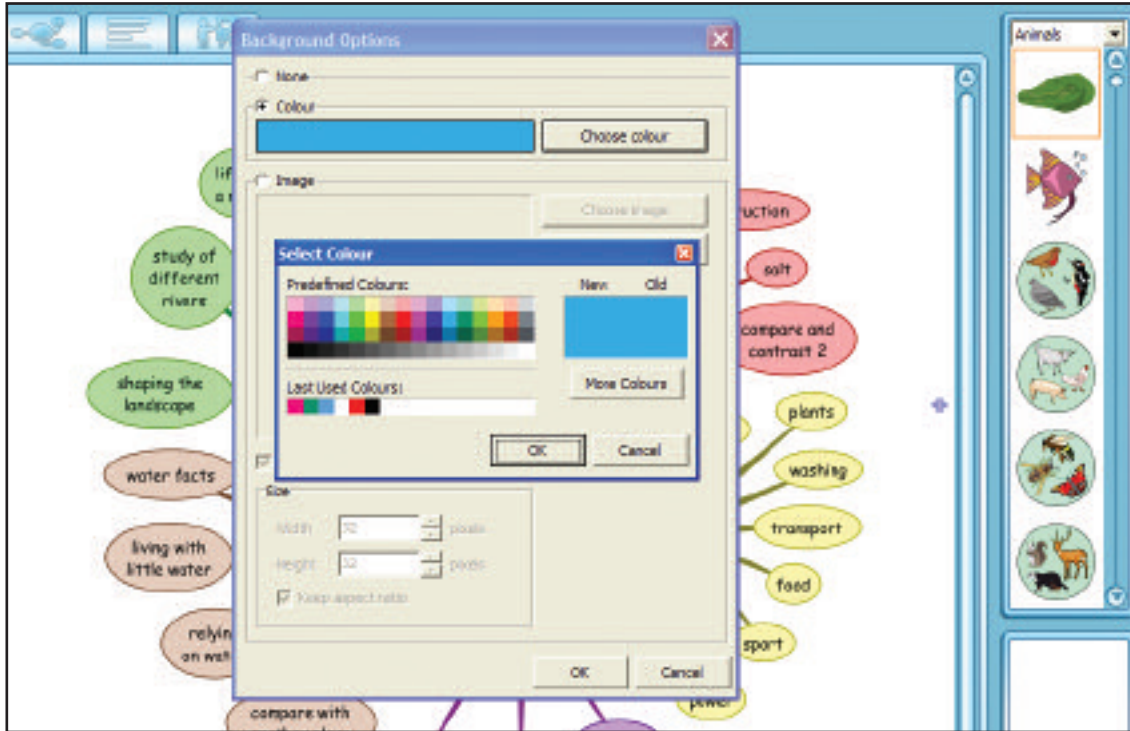
Background Colour and Pictures

You can add a background colour or a background picture to your map.
From the Menu bar choose Tools>Background Options.
The Background Options menu will be displayed.
Click the radio button for colour then choose a plain coloured background.

Click the radio button for Image to insert an Image into the background as a single or tiled option. From the Background Options menu choose Image. Locate the image on the computer.
For Communicate: Ideas Clipart locate Program files>Communicate: Ideas >Clipart.
(The software will accept files in a variety of formats: bmp. png, jpg, gif, wmf and emf.)
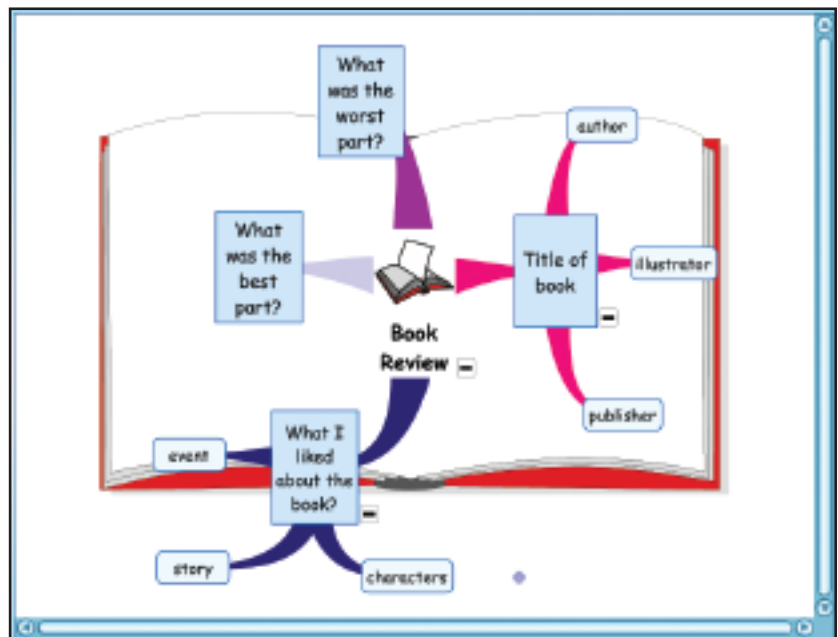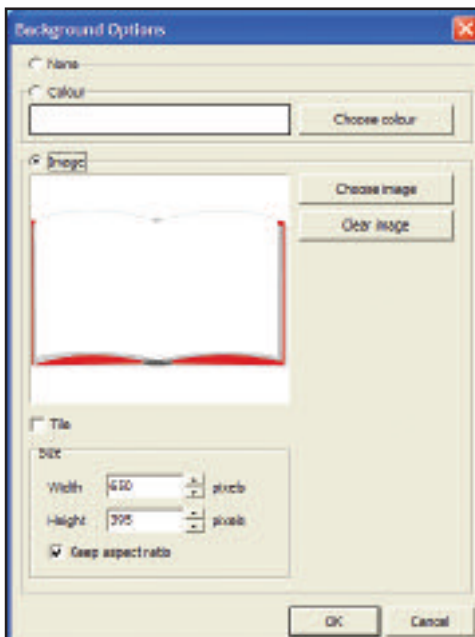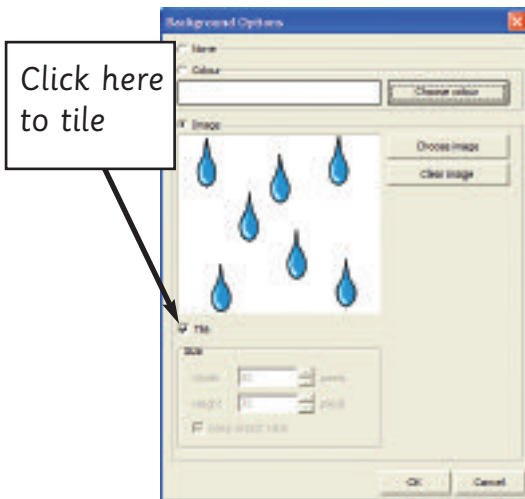

This inserts the image in the centre of the map

To tile the image click on the Tile option in the Background Options image dialog box. This produces a tiled effect across the whole map. In this way background colours and images can produce many interesting effects.

Choose to tile raindrops to complete this map

Click here to tile

Other tools

Spellchecker

From the Tools menu choose Check Spelling or press the F7 key to spellcheck your map. Correct your document as required and add any new words to your spellcheck dictionary here.

By default, Communicate: Ideas will automatically check your spelling as you type, showing a red marker on words not in the spellcheck dictionary. When you see the red highlight, right click on the word. The menu that appears shows some options for the misspelt word. If you see the correct word in this list, click on it and it will replace the word in your map.
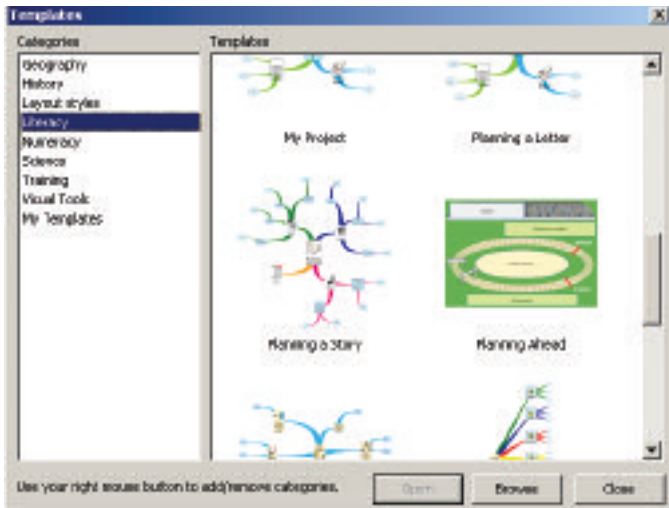
To turn the spellcheck option on or off go to the Tools>Options> Spellchecker menu.
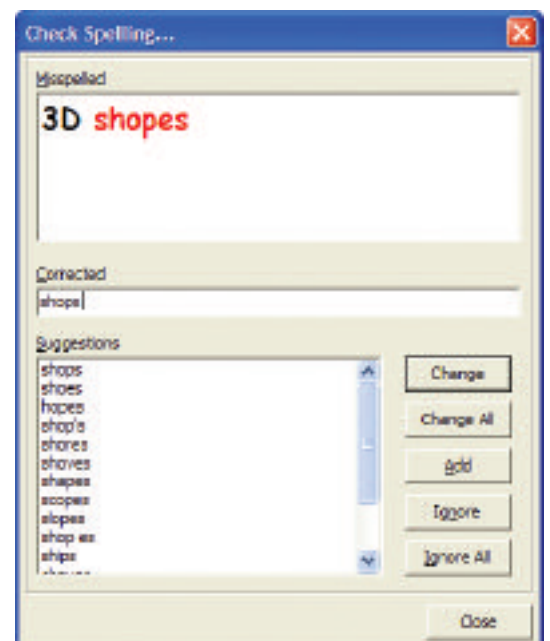
Templates

Communicate: Ideas comes with many templates already installed. To open a template choose Open Template from the File Menu.

There are several categories of templates including:

- Literacy
- Science
- Visual Tools
- Layout styles
- History
- Geography
- Numeracy

Simply click on the template you want to use and click Open.
Open a template and enter your text and pictures. Then save as a map.
My Templates is where you can add your own templates.

To save a map as a template:

Open the map you wish to use as a template. Then from the File menu Choose Save as Template.
Select where you want to save the template and click OK.
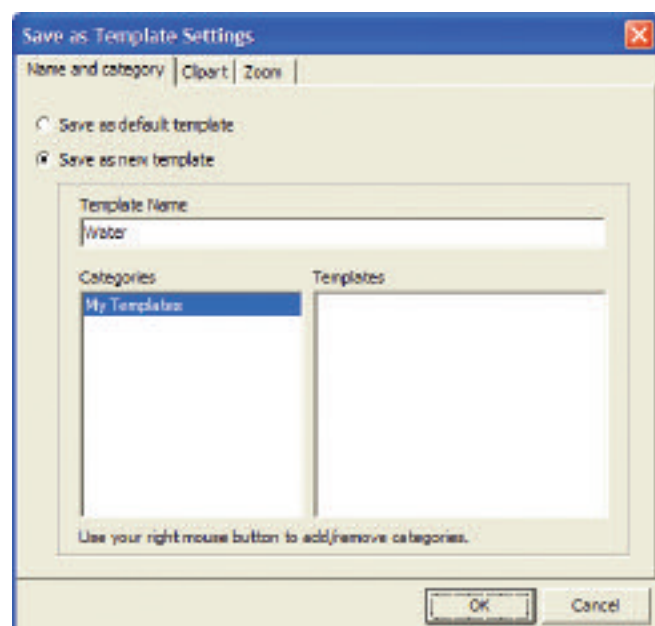
Hyperlinks

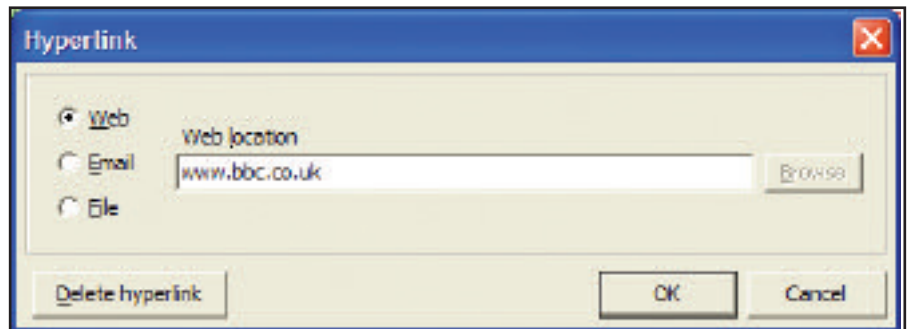Hyperlinks can also be added to Ideas in a map. This can allow you to link straight to websites or other documents whilst using the map.

 Click on the Idea where you want to insert a hyperlink. Click on the Add Hyperlink button on the toolbar.

Make sure the Web radio button is selected and type in the URL address of the web page you require.
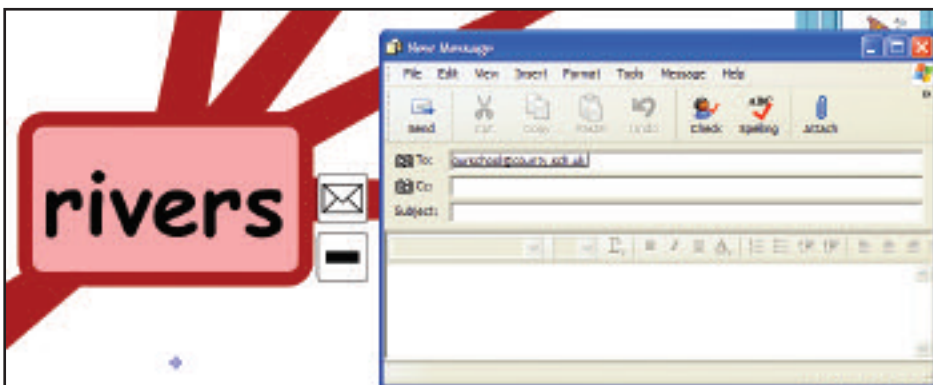

For Web hyperlinks your machine needs to be connected to the Internet

Note: Open the website page, copy the address in the address bar (highlight, Ctrl + C), close the web, and paste into 'Web location' on the Hyperlink menu.

 The Hyperlink menu also lets you send an email from your map. Choose the Email radio button and type in the email address of the person or organisation to be emailed. Pupils could email companies (e.g. water authorities, museums etc.) to find out more information for their topic.

When using the map simply click on the email icon and a new email is created.

For email hyperlinks your machine needs to have email installed

Hyperlinks can also be made to files. Simply choose the File radio button, browse the computer to locate the file, and click OK.

Working with sound

The text to speech Voice option is automatically on when first opening Communicate Ideas. You can hear any Idea read aloud by clicking on the text using your mouse, or when using the arrows in Presenter mode.

To switch off the voice, click on the sound option on the Toolbar. It will show blue when the sound option is off, orange when on. To change voice, click on the Sound menu and choose Select Voice,
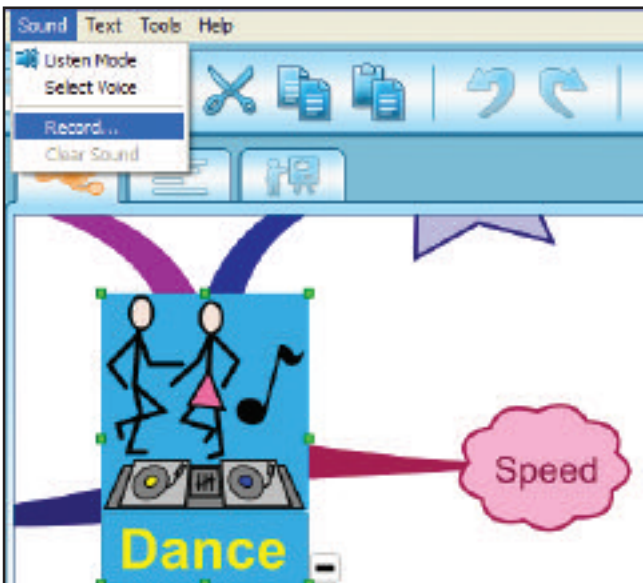
To record your own sound:

On the Menu bar choose Sound>Record. Click on the Record button to record your sound.

A sound icon will appear beside the idea which is connected to the sound. You can click on this sound icon in any mode to replay the sound.

You must have a microphone to record sound.

N.B. You must have a sound card and speakers installed on the computer to replay sound and hear text to speech.

Exporting

Maps and Outlines can be exported into other applications like Word. This can be useful if you have created a story map, or Science investigation outline for example.

By exporting to a Word document pupils can use the Outline headings as a means of completing the task, or simply as a guide at the top of the page to follow.

To export a map choose: File>Export and choose the appropriate option e.g. Word doc.
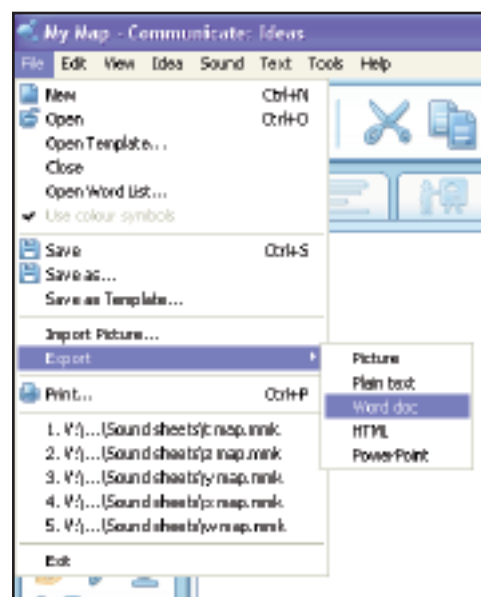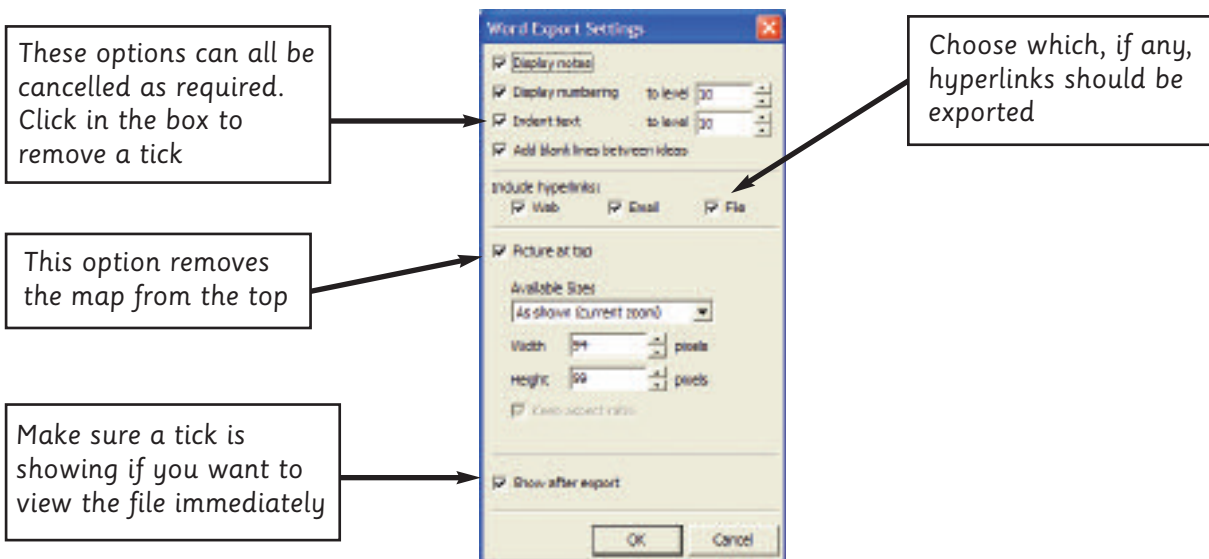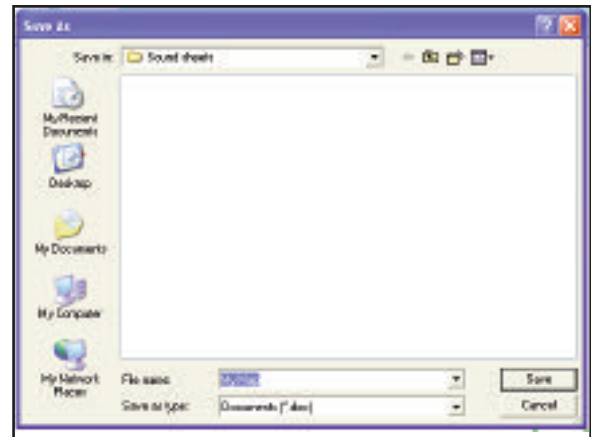
You will be asked where you want to save the document:

Choose your location and name the new document. Click on Save

The Word Export Settings menu will now be displayed. This allows you to choose whether the map is exported to the document or just the text as it would appear in Outline view.

These options can all be cancelled as required. Click in the box to remove a tick

This option removes the map from the top

Make sure a tick is showing if you want to view the file immediately

Choose which, if any, hyperlinks should be exported

Pupils can use this as a framework for supporting their writing using the normal Word features, including deleting any unwanted text as they write.
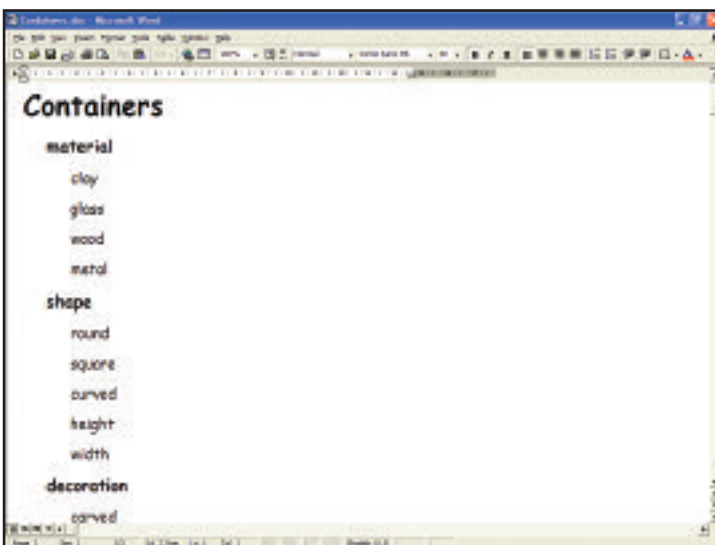
Other Export options are:

- Picture (map only)
  You can export in a selection of file formats: bmp, jpg, png, gif, wmf and emf

- Plain Text

- HTML (web format)
  This has similar options to Export as Word doc and is useful if you wish to put your finished map on the Internet

- Power Point presentation

Style library

From the Tools menu choose Style Library

These options allow you to change the format of the default map and lets you customise your own maps:
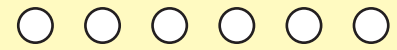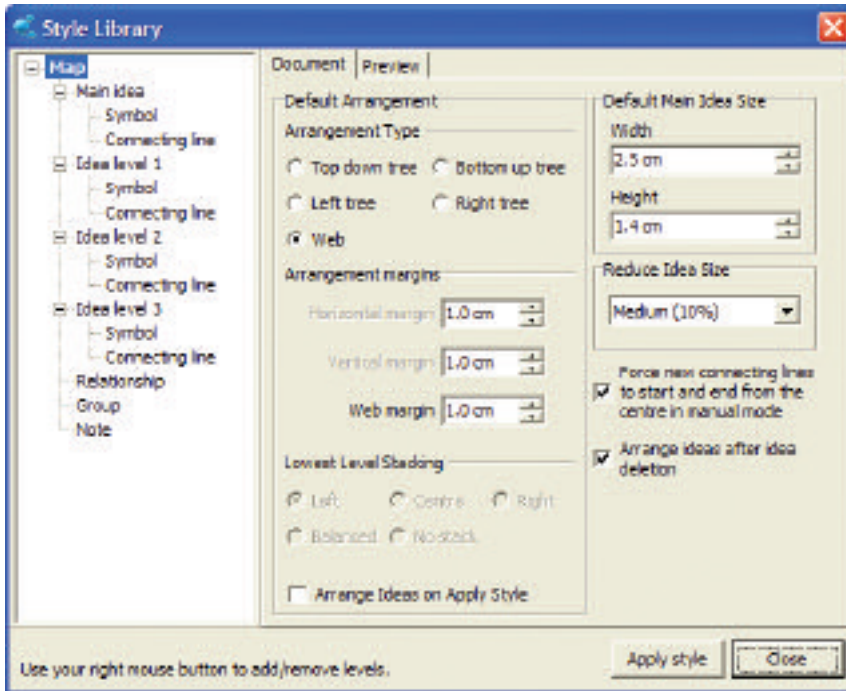
Alternative command:
Alt + 0 ; S

A Style Library determines the appearance of all objects in your map.
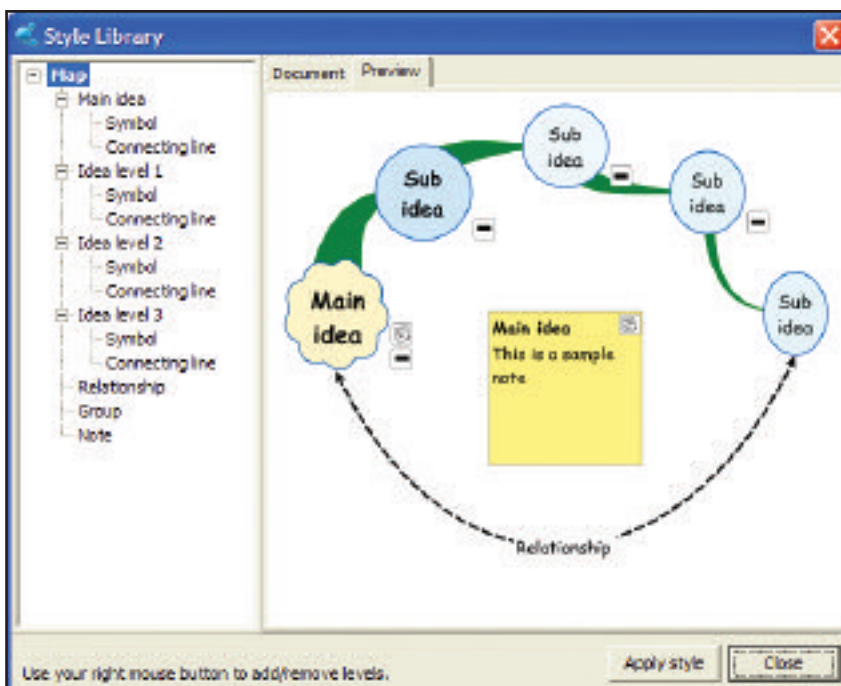
The preview tab allows you to see how the map elements will look.

Every document (whether it be a map or a template) has its own style setting built in.

You can alter your map by editing the settings in this dialog. Click on Apply style to update the whole map.

Custom colours

This menu allows you to customise the colours available in the Select Colour menu.

This might be useful if wanting to restrict children to certain colour options, or when defining the colour options for any one map.

Open the Select Colour menu by highlighting an Idea and clicking on Fill Colour in the Connecting line toolbox.

History of last used colours can be useful when wanting to maintain a certain colour range in a map

Click here to customise colours in your map

2. Click to choose a colour range
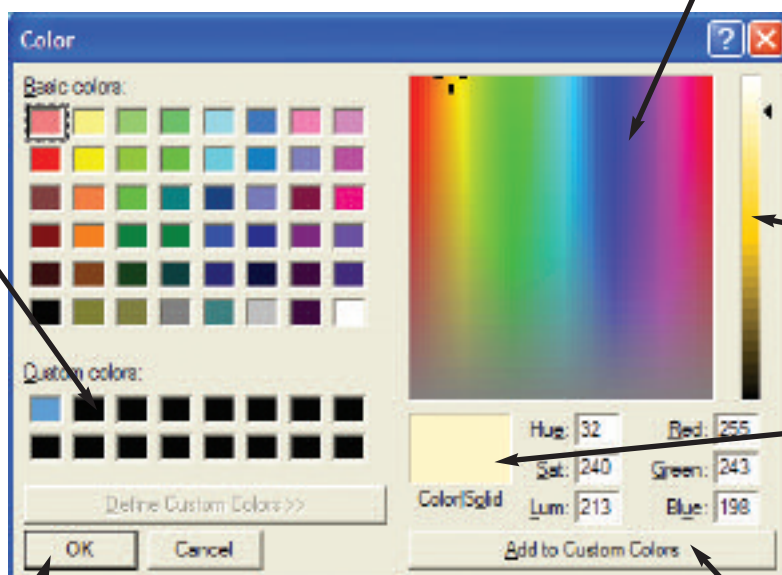
1. Click on a box to activate a custom colour
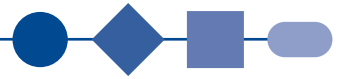
3. Click to choose an exact shade

4. Preview colour here

5. Click here to add to custom colours

6. Click OK to Exit

So where and when might you use Communicate Ideas? This section looks at different ways model mapping might be used across the curriculum.

Introduction

Maps can be used as a starting point to a new topic concept. This can either be as a complete map or one that builds up from the first lesson through to the end of the topic. Updated and filed on the computer pupils can access the map and check up on the progress made so far.

Take the topic of: Romans

The main idea is central to the topic. From this children can begin to brainstorm what they know and what they might like to find out. They could think of questions they would like to ask someone from Roman times and then write down the main idea of that question. This is much like using sticky notes to write down ideas and then sorting them. With Auto Mode switched off press Enter to place new idea shapes on the map using the cross cursor to locate the positions.


Romans

walls

rulers

travel

Britain

sports

wars

clothes

houses

work

This initial brainstorming can then be sorted into groups, and links placed between the Ideas. This could be done by a group working together or by the teacher.

Handy Tip:

When sorting initial Ideas start with an overall category e.g. People. Link this to the main Idea 'Romans'. The minus sign will appear beside the Ideas box. Then connect all those Ideas that link by moving them near 'People' until a Connecting line appears. Once everything has been linked to 'People', click on the minus sign to collapse those Ideas (the minus sign turns to a plus) leaving the rest of the model map less cluttered for working.
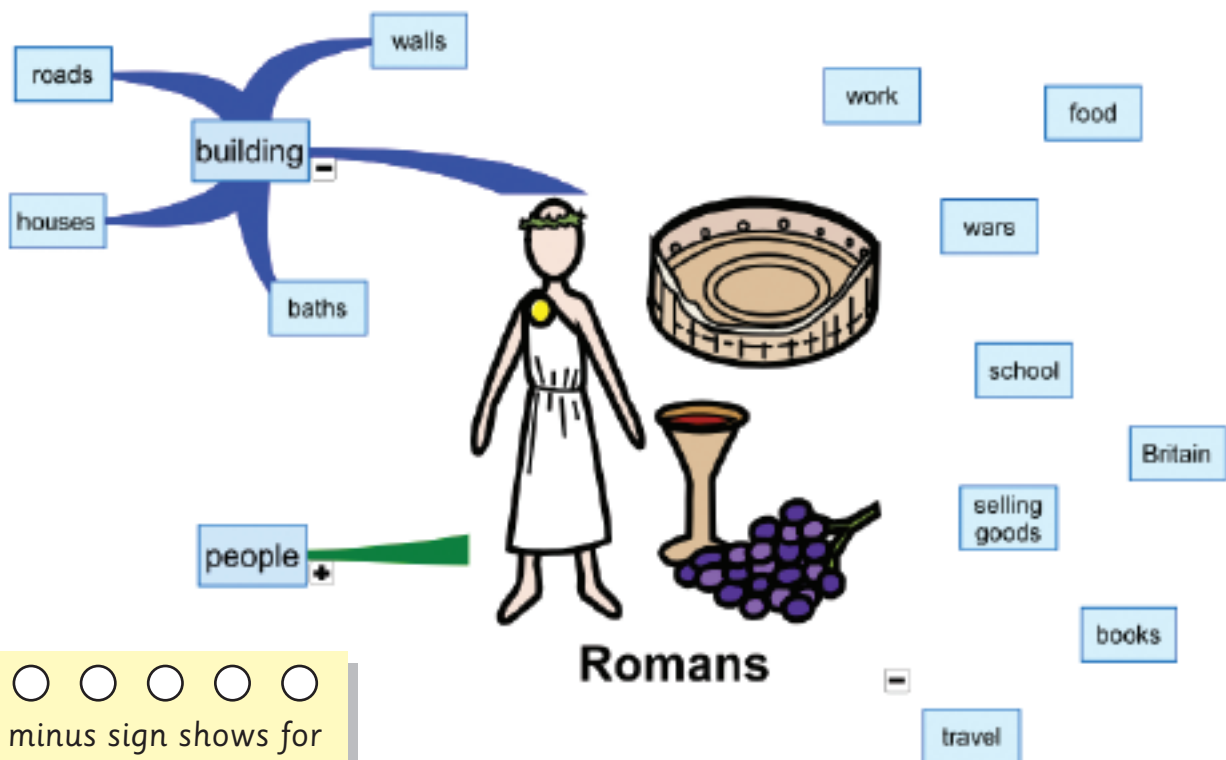
The minus sign shows for an Expanded Idea
The plus sign shows for a Collapsed Idea

Once all the Ideas have been linked the plus signs can be clicked to open up the map for discussion, printing etc. Collapsing linked Ideas like this allows the whole group to be moved together.

The printing options let you print the model map over several sheets of A4 paper or just one sheet. This can then fit in any suitable place on the wall, or inside the cover of pupil's books. It can be added to, or Ideas highlighted once complete.

New links can be added (either hand drawn in their books or reprinted on the computer for the wall).
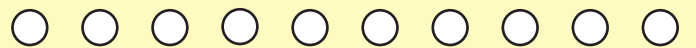
Concepts also work well using model maps. Looking at 3D shapes, children can begin to categorise their learning and provide themselves with a tool they can revisit and revise from when needed.
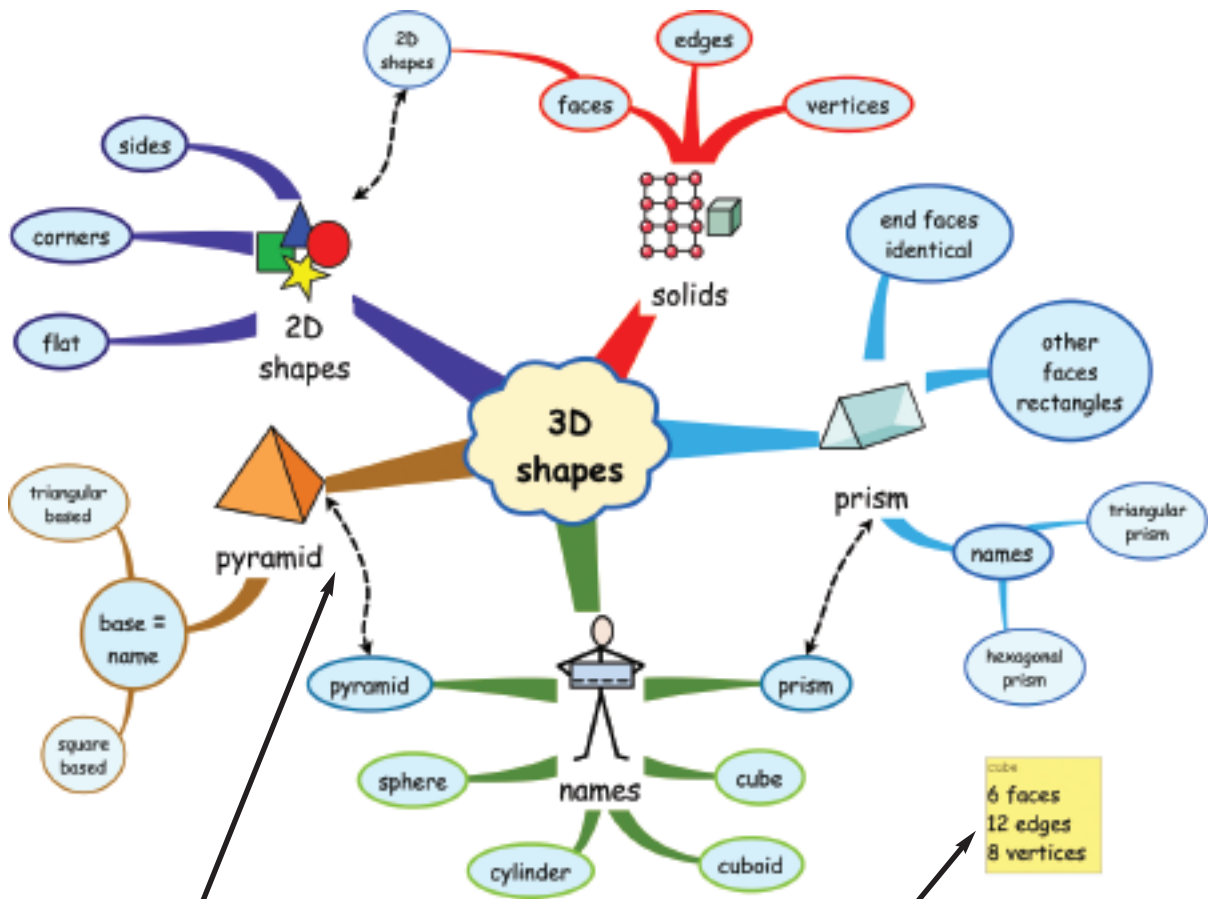
Relationship connectors have also been used to show links.

Here the notes feature has been used to act as a reminder for the main 3D shape properties.

Planning

Model maps can help both teachers and children to plan work. It can act as a means of brainstorming a task and then support the process of completing that task.

For some of these activities it may be best to work in Outline mode and then export the map to a Word document format to provide pupils with the headings and supporting notes.

Writing tasks

This example map shows a plan for writing a story.
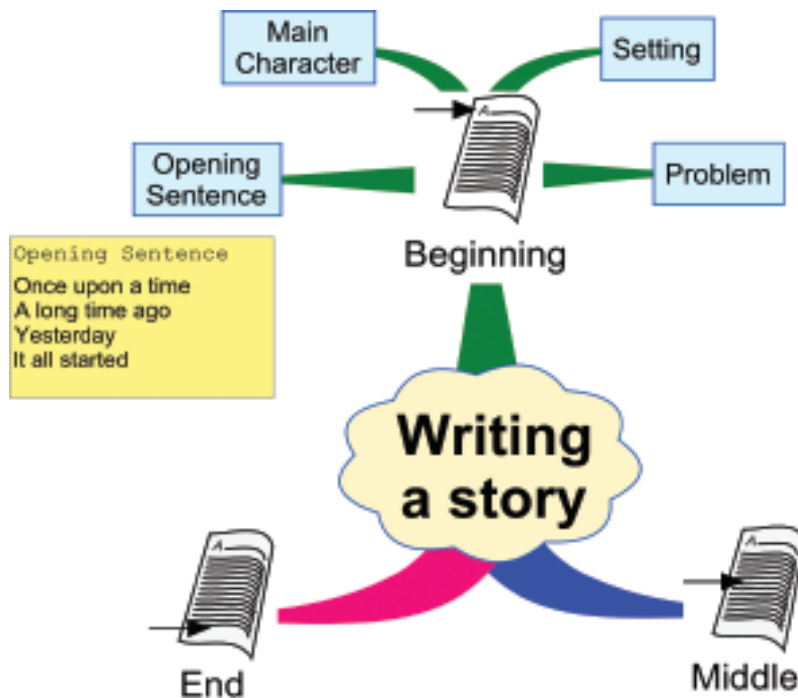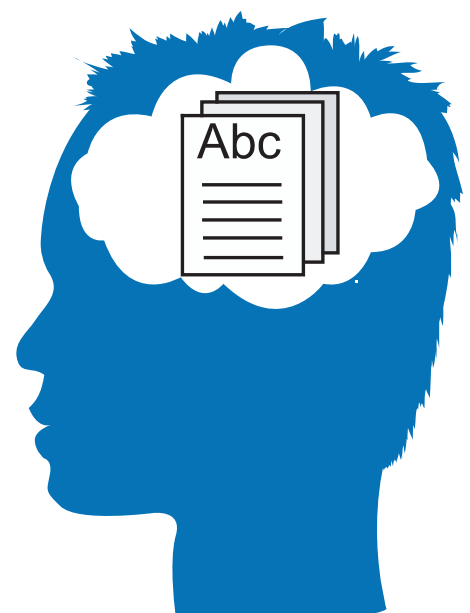

The Outline view can be exported as a Word document. The Word document will automatically open so that the writing task can be started immediately. Alternatively a pupil could follow the Outline view on screen or paper, or use the model map as a support.
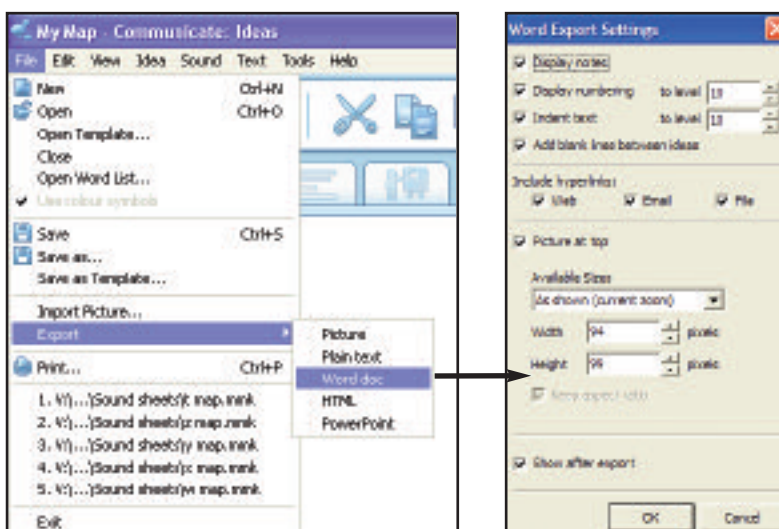
File>Export>Word doc (save in appropriate folder) then check the options

Communicate: Ideas Activity Guide

Writing tasks

Other writing tasks which can be supported include:

Letter writing	Summary of a play
Instructions	Discussion of issues
Character report	Report on an event
Book review	Project planning
Science Investigations	Design & Technology

Topic work

Model mapping can be used in many ways like planning and following a subject through. Using the example of Water (this was created in Outline mode and then opened in Mapping mode) the areas that have been covered have been highlighted (dark red) and the area being worked on (green) can easily be located in the same way.

This map can be used at the beginning of each lesson as a reminder of what has been covered, and provide the current focus. Pupils can have their own copy of the model map inside their books or folders, and colour in the appropriate Idea as it is worked on. Model maps can also be used to develop each Idea as the topic progresses, building up the map from lesson to lesson. Pupils could also add notes in their own copies of the map, to support revision and remind themselves of the key facts. Pupils could be asked to create a model map having researched one aspect of the topic.

With the additions of hyperlinks to websites, email addresses, and filed resources the map becomes a live resource.

Curriculum

For a teacher, model maps can be used for:

- Curriculum planning
- Supporting Writing Tasks
- Class assemblies
- School Trips

Outline mode (available in Junior and Advanced options) can be useful here, although everyone will have a preferred style for laying out work of this kind. Notes can be added in this mode in order to remind people or the organiser what needs doing when, or in what order. Here the different arrangement of ideas comes into play.
If a model map is required the top down tree is generally the most useful layout, but this depends on personal preference and the task in hand.
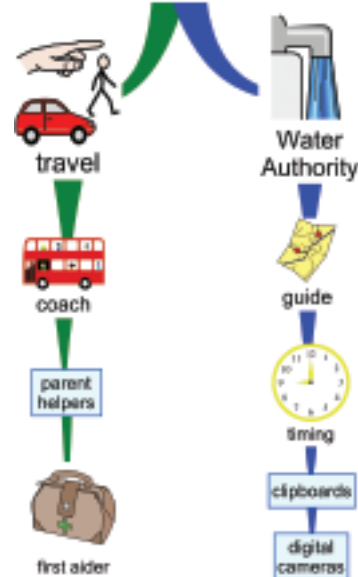

Group work

Model mapping can be used for groups to plan, implement and present work. It can also be used as a record of work covered with pupils by getting them to complete a model map at the end of a topic or activity, instead, or as well as, writing a full report.

Alternatively a model map could be used by a group to structure their working through an activity e.g. a science investigation, some research or other writing task.

Support for writing task investigations

Templates from the program, like the Planning a Letter template, along with self-designed maps, could also be used for display to remind pupils of the structure to use when completing these tasks.
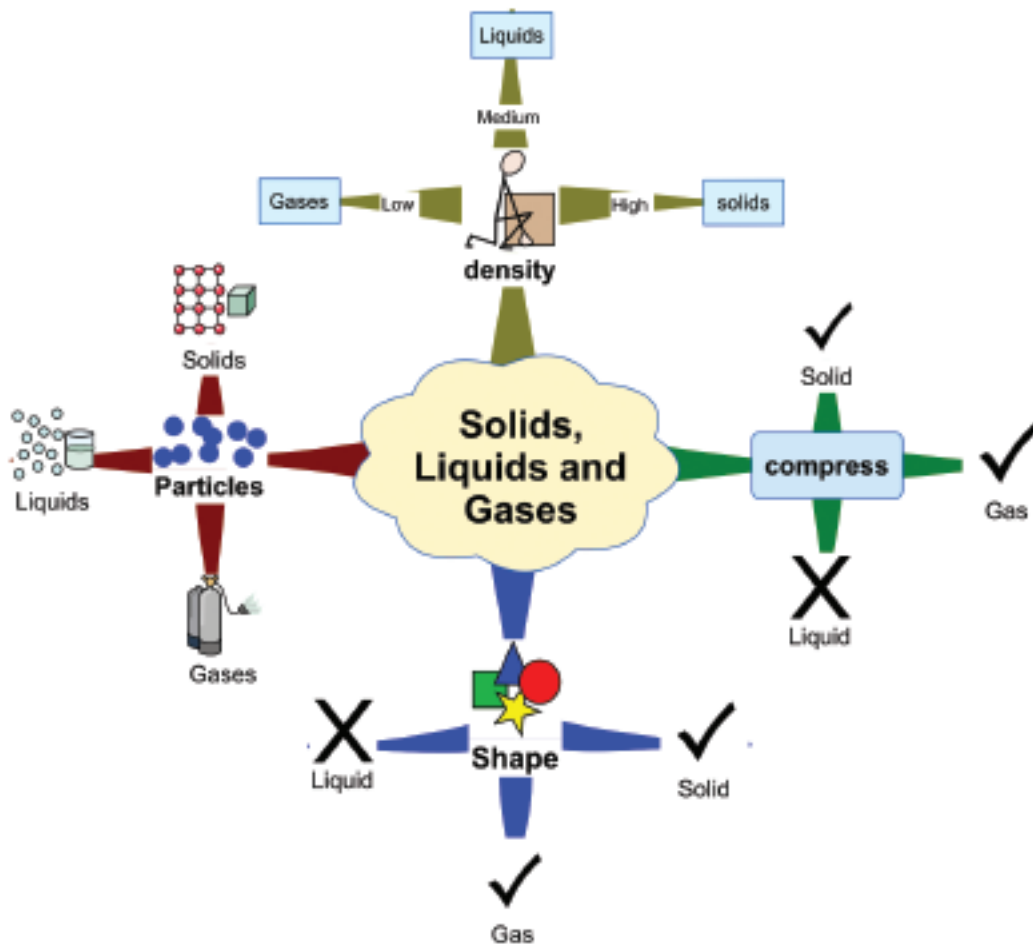
Display

The printing option allows maps to be printed over several sheets of paper. This can then be displayed for the whole class to refer to. Alternatively, pupils could have their own A4 copy to stick in their books or folders. The print option allows you to 'scale to fit' the map onto the paper size required. Coloured paper could be used for printing or a background colour or picture could be added (See Tools>Background Options).

Meetings

Many professional businesses are used to the method of sticking pieces of paper on the wall or board as they work though a particular problem or task.

Meetings are another area where model mapping can be used.

Communicate: Ideas has potential for supporting pupils as they ensure accurate records are kept of School Council meetings. It can be hard to take notes at a meeting and this task usually falls to the older pupils. Model mapping can help here as pupils enter the keywords and then fill out the ideas after the meeting. Older pupils can work in Outline view, printing off a model map for the younger pupils, complete with pictures and/or keyword symbols to remind them of the main points of the meeting.

Staff may also make use of the program to record staff meetings. Here the notes can be made in Outline or Mapping mode. Ideas can be added and then grouped together after the meeting.

Presentations

Model maps can be used to present work. Working in Presenter (only available in Advanced option), pupils can talk about their model map (using the arrow keys to navigate). Hyperlinks can be added to some of the Ideas which can show pictures, websites and other documents that pupils have created or found using a PC (Copyright restrictions apply).

Assessment

Using model maps for assessment purposes depends upon pupils being familiar with the basic ideas behind model mapping, and them already having had some experience of creating their own maps. Ask the pupils to create a model map of a topic or a concept area. This will allow you to see the range of ideas they have understood, and see how they think the related ideas are associated with each other.

Those pupils who would find other means of recording their work difficult or laborious can also participate in this process. You might decide to offer them an 'unconnected' template, where the central topic is there and all the topic vocabulary is present but it is completely disconnected. The example below shows the Water cycle.
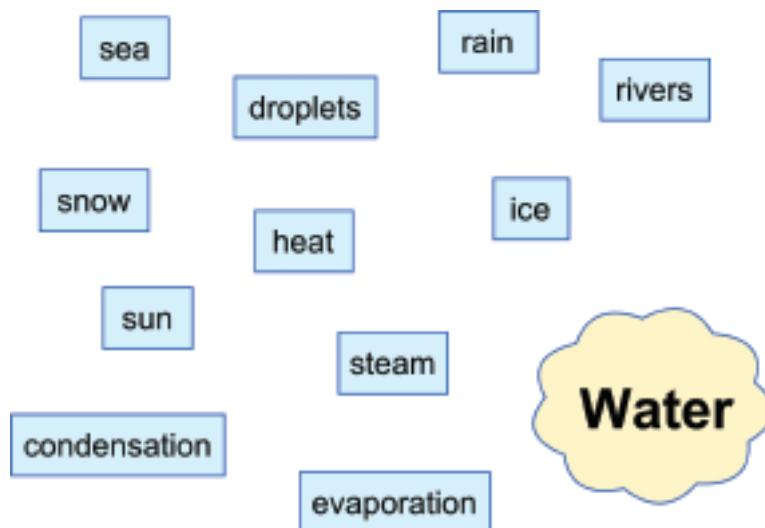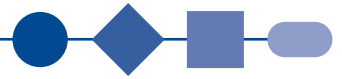
Ask them to connect and arrange the ideas, to make the best sense of the topic. Rather than adding all the ideas to a blank map from scratch, this approach has a lower level of difficulty but can still offer a valuable insight into pupil understanding.

How else could you so clearly get a picture of an individual pupil's thinking about a topic?

Such activities can also give rich opportunities for instant feedback, especially in a group or class setting, when organised around a large screen or electronic whiteboard.

*Communicate: Ideas Activity Guide*

Inset

Inset is another area where staff may find mapping useful. When the day is over it can be difficult to remember everything and sharing with colleagues can consist of passing round the paperwork. While this can be useful, a map will show all the connections and will serve as a much more visual representation of the topics covered.

Inclusion

Communicate: Ideas is designed to provide a mapping framework for as wide a range of pupils as possible. The map below shows the wide range of features which can support the full ability range and variety of needs that make up the modern classroom.

Menu bar

File Edit View Idea Sound Text Tools Help
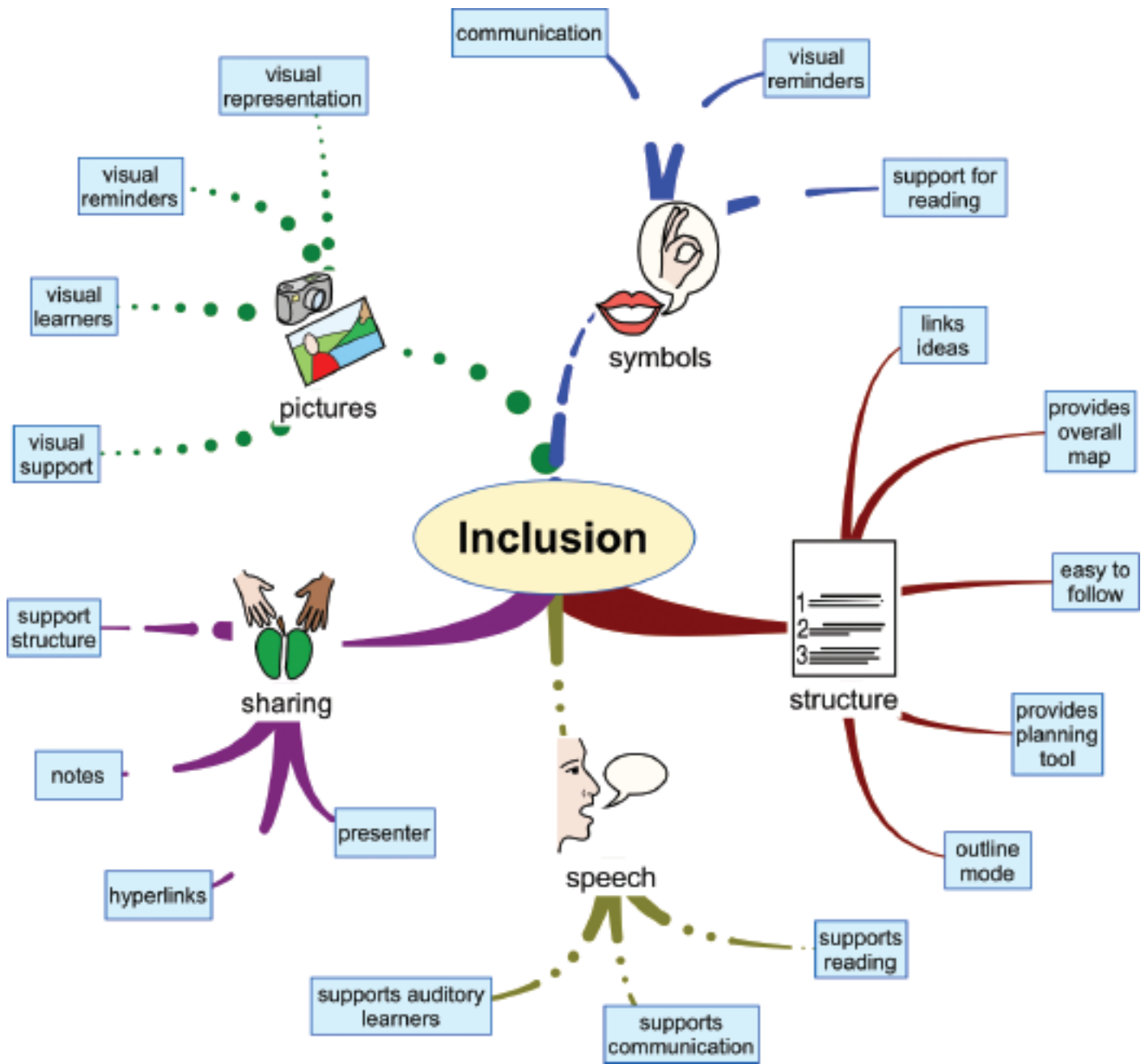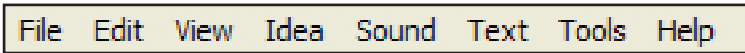
File	New map; Open, Close and Save maps or templates; Open a new Word list; Import pictures; Export, Print and Exit
Edit	Undo and Redo; Select All; Cut, Copy and Paste; Find and Replace; Edit Text
View	Zoom; Show or Hide Notes; Show or Hide Clipart
Idea	Add New or Connected Ideas; Add or delete hyperlinks; Add or delete Notes; Group or Ungroup; Arrange Ideas; Auto Mode
Sound	Listen Mode on or off; Select Voice; Record; Clear Sound
Text	Format the text font, size, style and colour
Tools	Spell Check; Background Options; Style Library: Options menu
Help	Access Online help and the Communicate: Ideas Website

Toolbar

Buttons are orange when activated, blue when not activated.

Buttons show blue when not activated

Buttons show orange when activated

Button	Command	Action	Shortcut
	New	Create a new model map	Ctrl + N
	Open	Open a saved map	Ctrl + O
	Save	Save will ask for a map name when first activated. Then it will save under current name	Ctrl + S

Button	Command	Action	Shortcut
	Print	Provides a variety of options for printing	Ctrl + P
	Cut	Deletes highlighted Connected Idea	Ctrl + X
	Copy	Copies highlighted Idea	Ctrl + C
	Paste	Pastes Idea to new location but without link	Ctrl + V
	Undo	Undoes previous changes in order	Ctrl + Z
	Redo	Replaces previous changes in order	Ctrl + Y
	New Idea	Creates a new Idea unconnected to any others	
	New Connected Idea	Creates a connected Idea to the highlighted Idea	
	Connecting Line	Adds a connected line	
	Relationship Connector	Adds a dotted line between chosen areas of the map	
	Add/Edit Note	Add/Edit a note pad on your map	
	Add Hyperlink	Add Web, Email or File links to your map	
	Arrange Ideas	Opens the Arrange Ideas menu	
	Auto Mode	When Auto mode in on the program helps to lay-out your map. When Auto mode is off the user is in full control	
	Listen Mode	Switches text to speech voice off and on	

Pointers bar

Click on Idea or Connecting line to highlight

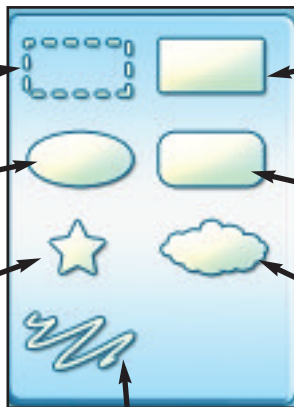Click to activate and then click on map to zoom in

Click to activate and then click on map to move map as a whole

Idea shapes toolbar

Insert text Idea shape

Insert rectangle Idea shape

Insert ellipse Idea shape

Insert rounded rectangle Idea shape

Insert star Idea shape

Insert cloud Idea shape

Pen Picture allows you to draw your own picture above the text
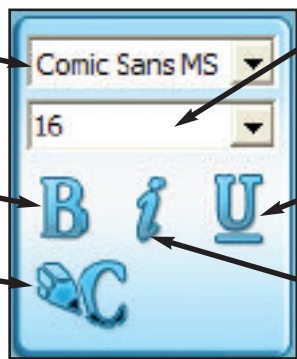
Text toolbox

Font name

Font size

Comic Sans MS

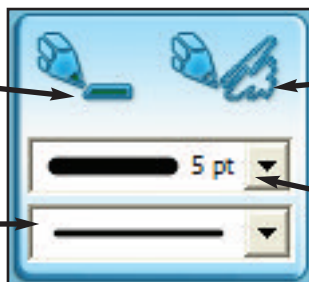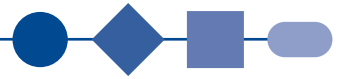16

Bold

Underline

Font colour

Italic

Connecting line toolbox

Line Colour

Fill Colour

Line Style

5 pt

Line Thickness

View tabs

Mapping

Outline
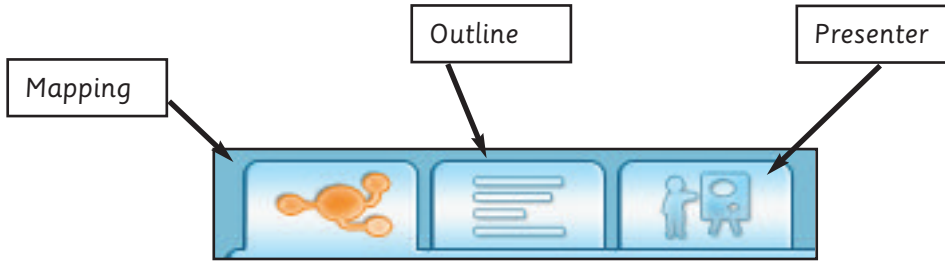
Presenter

Keyword Selector

Search for Symbol option. Type a word here to show available symbols

Keyword symbols will appear automatically as you type

Click to select

Scroll down to see more choices where necessary

Clipart selector

Animals
Animals
Environment
Food
History
Holidays
Homes
Leisure Activitie
Literacy
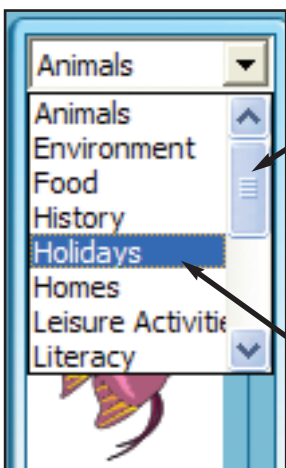
Scroll for more categories

Click to choose a category

Select a category

Click to choose clipart

Scroll to find more pictures in the same category

Keyboard actions

The following table lists the special shortcuts and other actions that can be carried out with the keyboard in Communicate: Ideas.

Key	Condition/context	Action
Return	Auto mode on; Idea selected	Create a new connected Idea connected to selected Idea's parent (i.e. at same level as selected Idea)
Return	Auto mode off	Create a new unconnected Idea at insertion point
Insert	Auto mode on; Idea selected	Create a new Idea connected to the selected Idea
Arrow keys	Idea selected	Select the next Idea in the direction of the arrow
+	Idea selected	Expand Ideas connected to selected Idea
-	Idea selected	Collapse Ideas connected to selected Idea
Esc	Carrying out operation	Stop or abandon operation (such as editing text, connecting lines, etc)
F2	Object selected	Put editing cursor in text of selected object
F7		Spellcheck Model map
Alt + drag on clipart selector	Idea with picture or pen picture selected	Add picture or pen picture to clipart collection
Ctrl + drag	Auto mode on; Idea selected	Temporarily suspend auto mode so Idea will not be automatically connected/reconnected
Shift + Return or Ctrl + Return	Editing text	Insert line break
Ctrl I		Zoom In
Ctrl U		Zoom Out
F1		Open on-line Help file
Shift + click	Drawing pen picture	Click twice for a straight line
Ctrl A		Select All
Ctrl F		Find and Replace
Ctrl + drag	Auto mode off; Idea selected	Temporarily switch on auto mode so Idea will be automatically connected/reconnected