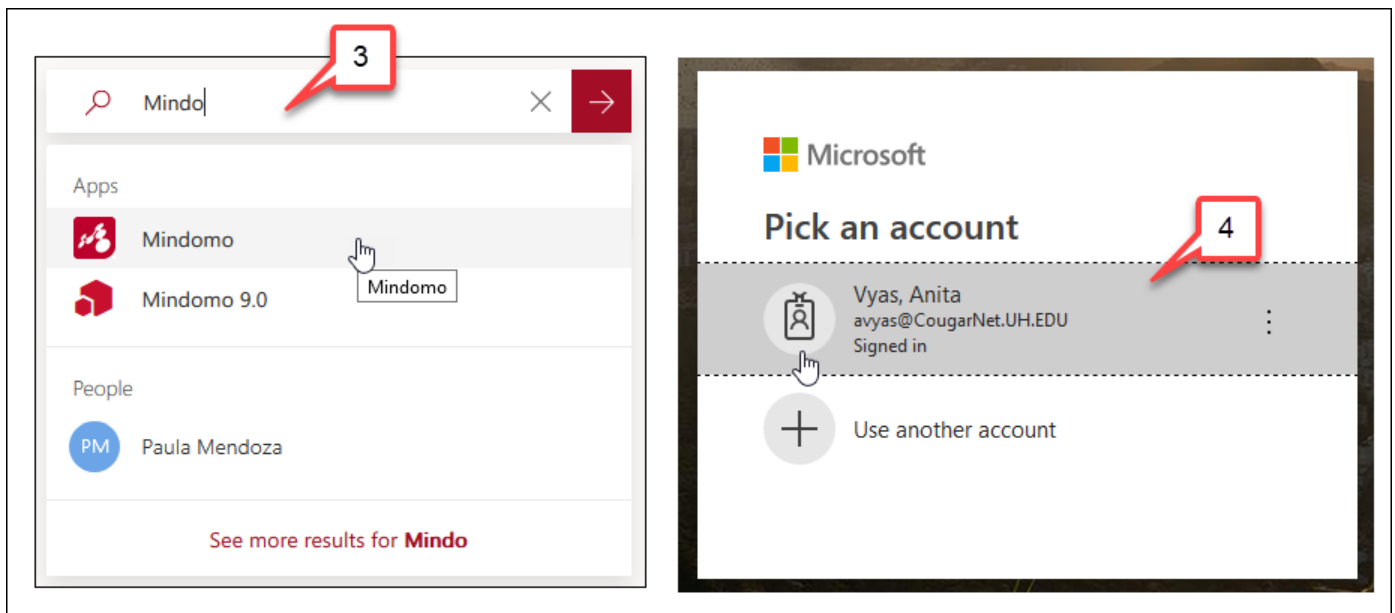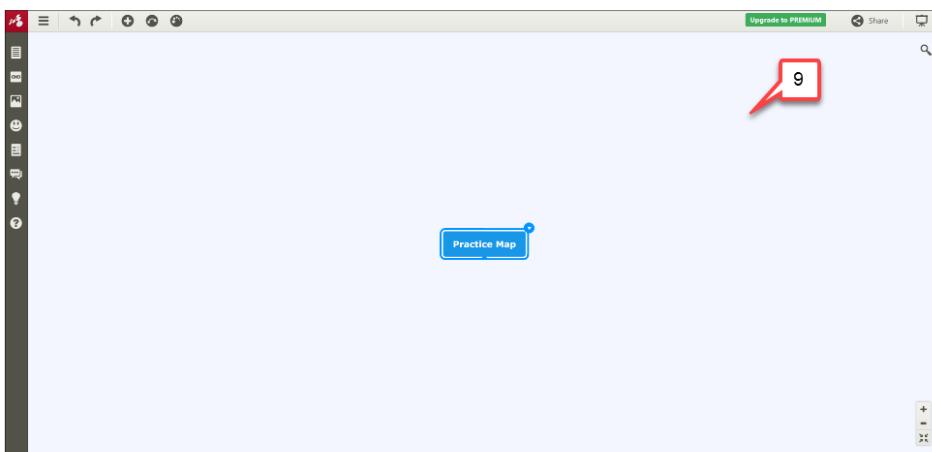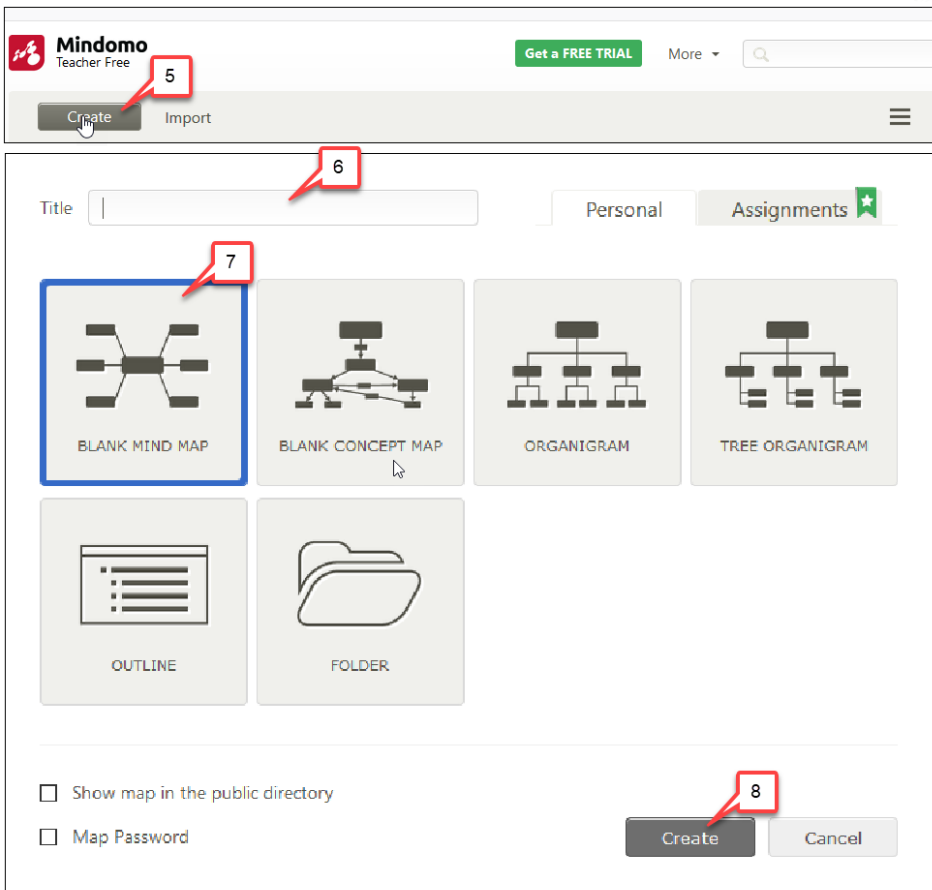# MINDOMO

Login to Mindomo:

1. Login to **AccessUH** using your **Cougarnet** credentials.
2. Click on **Office 365** button.
3. In the search bar, type **Mindomo**.
4. Use your Cougarnet credentials to login to Microsoft: name@cougarnet.uh.edu and password.

Starting your first map:

5. Click on the **Create** button on the Mindomo dashboard.
6. Add a **Title** to name the map.
7. Select the **Map Style**:
   a. Blank Mind Map: This gives you a blank dashboard to create a map from scratch in a radial format with a central subject and related topics branching out.
   b. Blank Concept Map: This is a flexible map to position nodes anywhere you like.
   c. Organigram: This is a hierarchical map where the whole can break up into smaller components/
   d. Tree Organigram: This has a tree structure with the central subject on the top and branching nodes below.
   e. Outline: This can create a real-time editable outline.
   f. Folder: Create folders and sub-folders to organize all your maps.
8. Click the **Create** button once you input the Title and select the Map Style.
9. You are ready to work on your first map.

Mindomo Tools:

10. The following tools are on the left-hand panel of the Mindomo dashboard:
    a. Notes - To add a detailed description to the topic
    b. Add Hyperlinks and Attachments
    c. Add Multimedia - To add images, video or audio to the map topic
    d. Add icon
    e. Add task info - To assign tasks to map editors in a group project
    f. Add comments
    g. Mindomo bookmarks
    h. Video tutorials

The Top toolbar has the following functions:

11. **Application menu:**
    a. Save (AutoSaved) – Your changes are saved automatically.
    b. Make a copy – Create a copy (clone) of your mind map.
    c. Download - Only free option is in Mindomo format as all other formats require an upgrade.
    d. Print – Print your mind map.
    e. Tools – View full screen or changes to the map.
    f. Shortcuts – Most Mindomo functions are available through keyboard shortcuts.
    g. View as outline – View the map as an outline of the topics and subtopics
    h. Map properties – Includes summary of map title and description, view statistics, notification settings for map changes, and task options
    i. Help – You will be redirected to the Help section for guidelines on how to use the tool.

12. **Undo and Redo:**
    a. Undo – cancel the last modification.
    b. Redo – recover the last modification.

13. **Insert Topic:** To add a new topic to the mind map.

14. **Insert Relationship:**
    a. By clicking on the Insert Relationship icon, you will be able to insert a relationship between two topics.
    b. To customize the relationship's appearance, you will have to click on the relationship and then on the little pencil icon that appears on the relationship curve.

15. **Map Themes:** Beauty and structure come together in a wide variety of map themes.
    a. Themes - choose the mind map's theme from this themes list.
    b. Map Background – choose the color for your mind map's background.
    c. Import theme – Import a theme that you have already created (premium).
    d. Theme Editor – create your own customized map themes (premium.