How to Navigate a Word Map

This description is based on the "Words with the Base *pose*" map which you can open by pasting the url below into your browser:

https://share.mindmanager.com/#publish/PyjOT8i-EbG8yimN20LljQBrfOg4UrEn4vnLQs8J

Maps usually open fully expanded; if one does not, you can expand it by clicking on **Transform > Expand All**. Then for more information click on the small note icon at the lower-right of the large rectangular main topic.

Clicking on **Transform > Fit** returns the entire map sized to fit the screen, which offers a visual overview that is often too small to read comfortably:
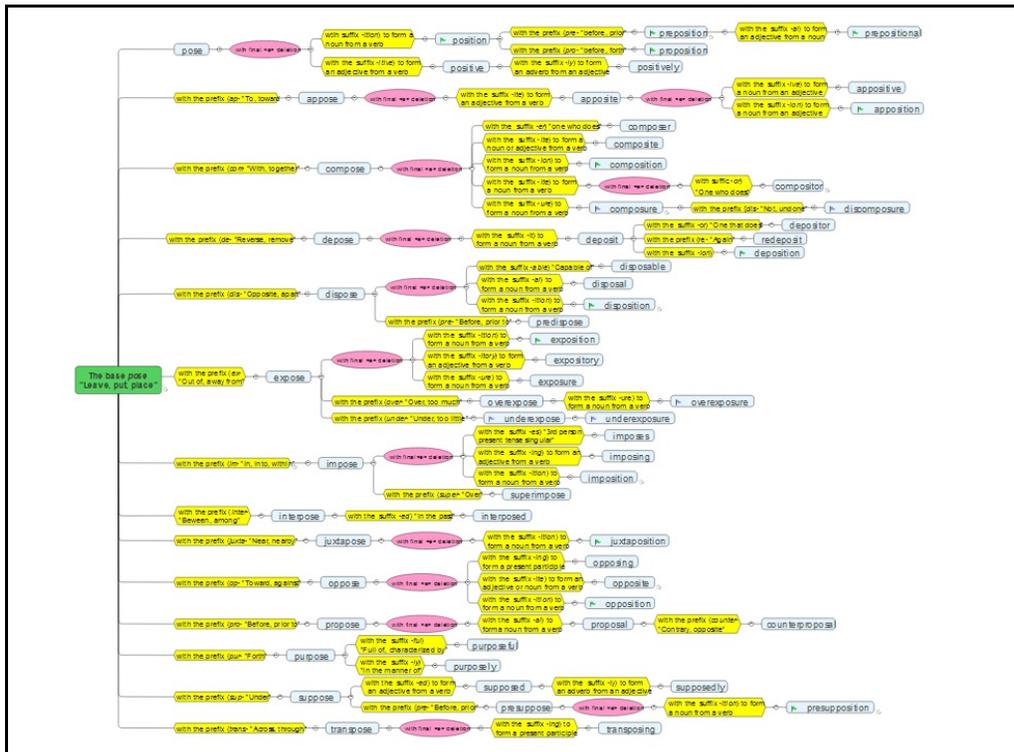
The + and – icons in the lower right corner of the map allow you to increase and decrease the print size.

Transform > Collapse All reduces the map to the first column of major topics, with small numbers that indicate how many topics are in that branch:
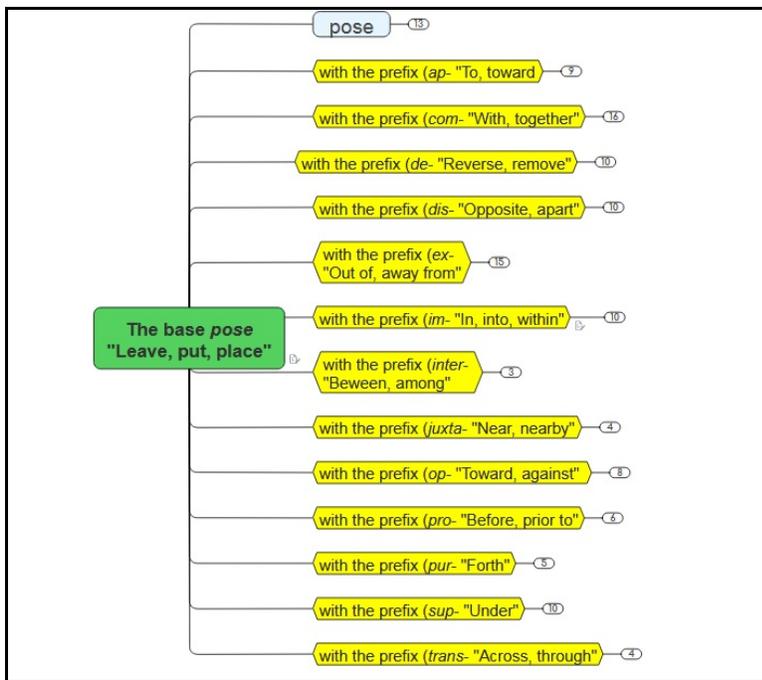
To expand a branch, select its major topic and click on **Transform > Focus**:
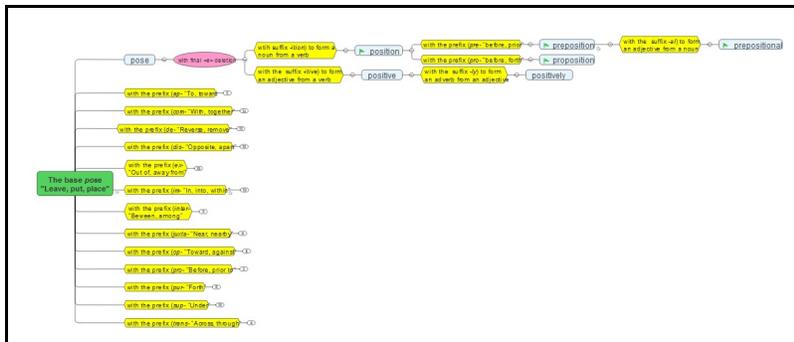
If you then select another major topic and click on **Transform > Focus,** you can work your way through the map branch by branch:
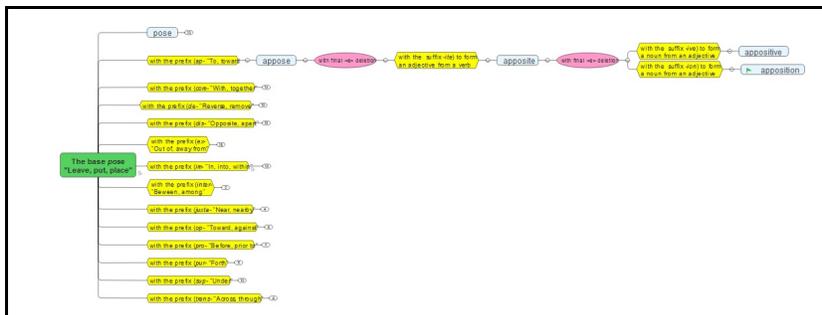
Clicking on **Menu > Presentation** and **Menu > Settings > Fade-Non-Matching Topics** returns the collapsed map with the top-left major topic selected.
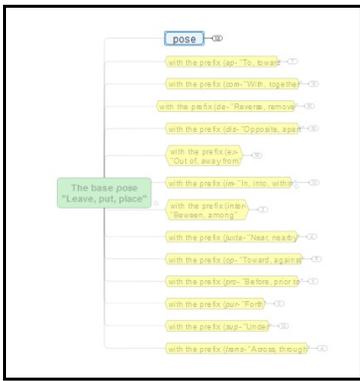
Clicking on **Next** allows you to walk through the map, topic by topic, branch by branch, with teaching notes displayed and previous branches faded. To collapse previous branches, click on the oval with a minus sign to the right of the major topic.

Searching.
Clicking on **Search** allows you to search for any text anywhere in the map, including topics and notes. You can walk through each of the found instances. For example, searching on "position" in the *pose* map returns 19 instances, with the first instance selected and everything else faded and collapsed:
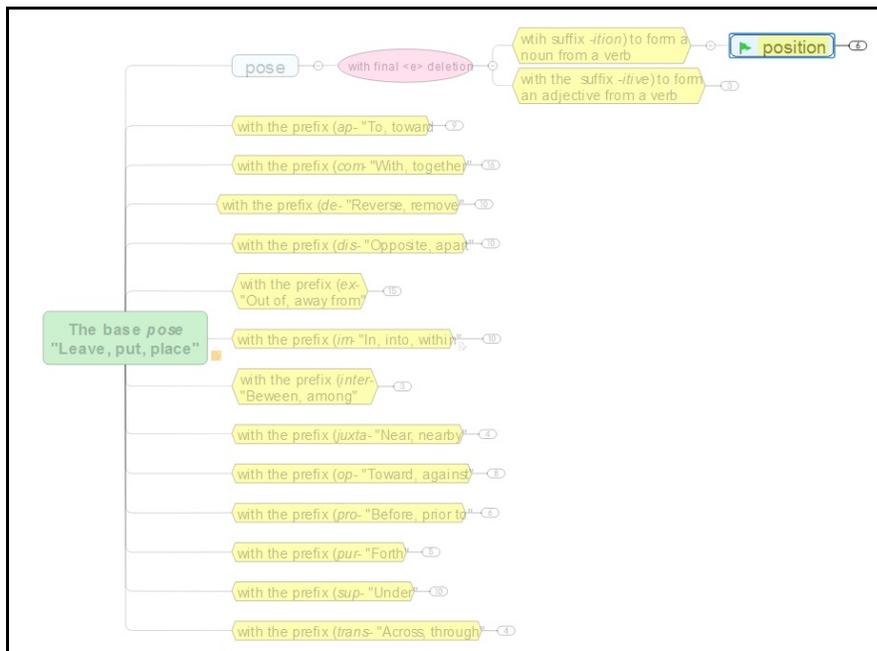
Clicking on the right arrow in the Search box moves you instance by instance through the 19 results.

To get out of Presentation mode, click on **Menu > Standard** and at **Menu > Settings** de-select **Fade Non-Matching Topics**. Then click on **Transform > Expand All.**

Filtering.
The two filters provided with eash Teacher's Version can help

emphasize certain patterns. For instance the map "Words with the Base *pose*" is big and complex, but filtering to, say, words containing "position" simplifies things and reveals some helpful patterns:
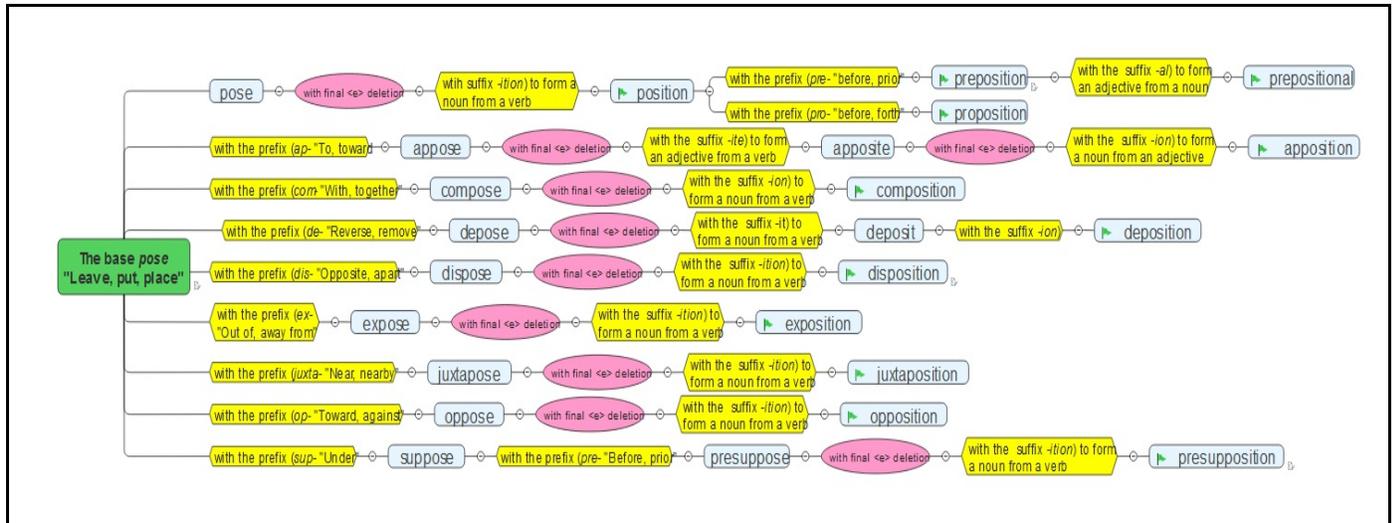
Clicking on the funnel icon in the upper-right of the map displays the markers on which a map can be filtered. Hovering on a marker icon displays the name of the filter. You can choose whether to **Show**, **Fade**, or **Hide** the topics you have filtered to – though nearly always you'll want to show them. To define additional filters requires MindManager software.

Printing. You can print copies of an any of the three versions of the maps – Teacher's, Students', Quiz – by clicking on **Menu > Print** and then **Print** again in the Print Preview window.

Download. If you have MindManager software, you can download a MindManager file (MMAP). If you do not have MindManager software, you can download a Word Map as a HTML5 file, with limited functions. Click on **Menu > Download.**