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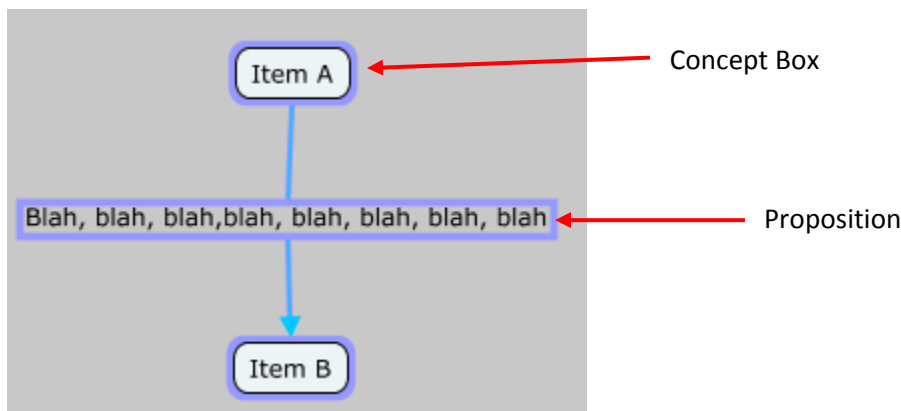
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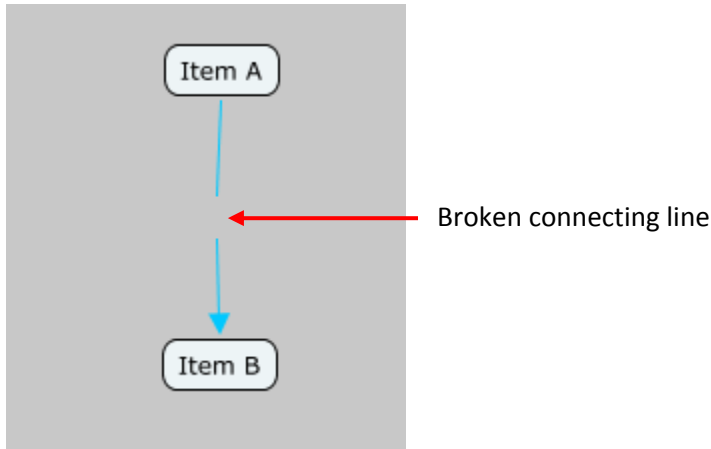
## Cmap Tips from Julia: 1

This document provides a few tips for using Cmap. It assumes that you have learned how to make a concept box, link it to another concept box and enter something in the proposition area (the ??? area). Eg. At a minimum, you can do this:

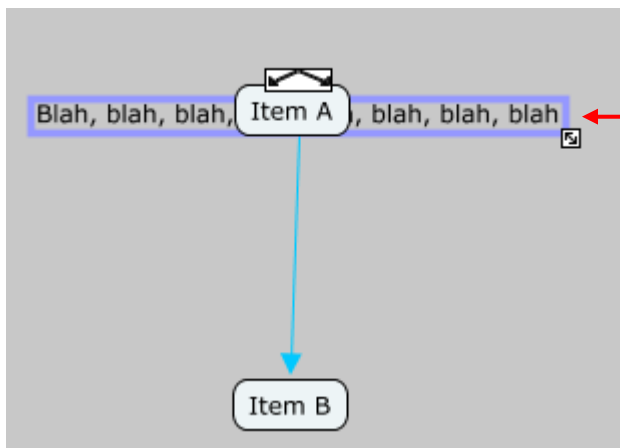


***Hiding a Proposition (the ????)***:

Maybe you don't want to include a proposition. You have a couple of choices: 1) enter a "space" in for the ????. But this yields a broken connecting line as below:



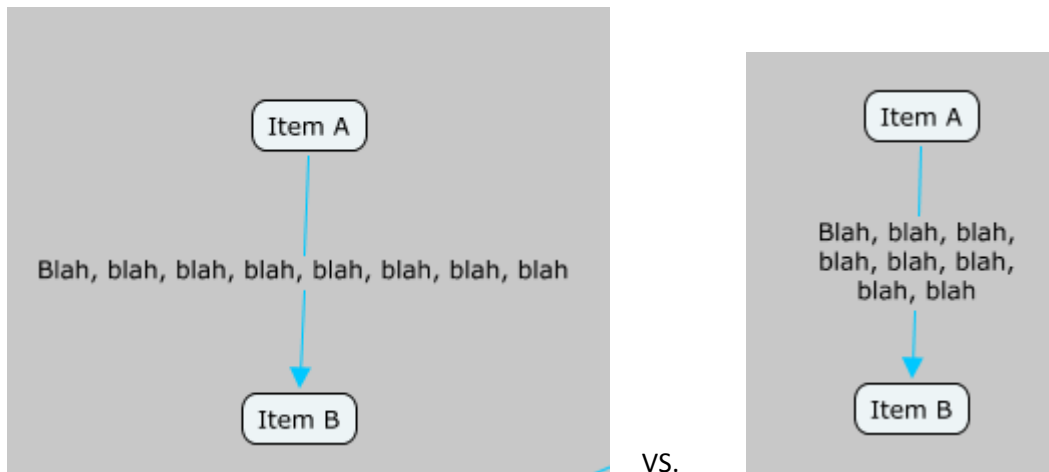
If you don't want to see a broken line, you can "hide" a proposition by dragging it behind a concept; however, if you decide later that you want to enter a word or phrase as a proposition, you MUST delete the existing line with the hidden proposition and draw a new line connecting the 2 concepts that shows the ????. Then enter your text in the ??? or proposition box.



I've left the text in this proposition so you can see that it has moved behind the concept. I can simply delete this text-- or in the case of a "new" proposition, drag the ??? behind the concept box.

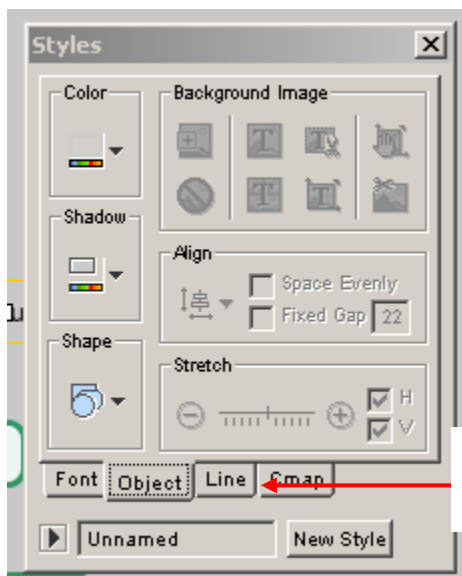
***If Proposition Boxes Are Getting Too Lengthy:***

You might need to say more than 1-2 words in your concept box. If so, and it gets a bit long, split the text by using Enter. Double click on the proposition so you can edit it. Put the cursor where you want to break the line and press Enter on your keyboard. You can split the text into multiple, shorter lines.

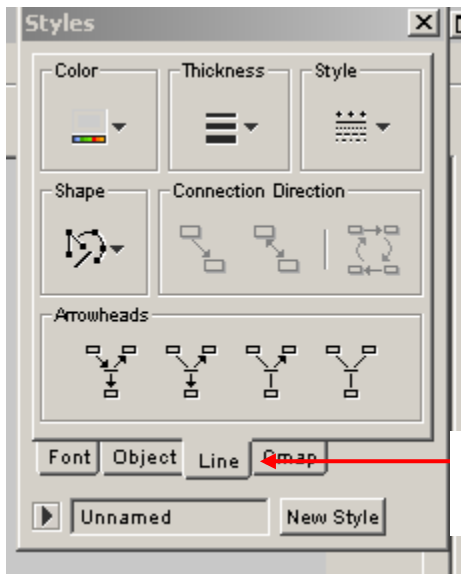


***To Curve a Line:***

Sometimes you may need a curved line to get around other content—or you may just want a curved line to show a circular-type process connection. To do this, select a line by clicking on it. Next, right-click on the line. You will see a dialogue box as below called “Styles”.



Click on the Line tab—if the Line tab is not already on top.



Line tab is on top

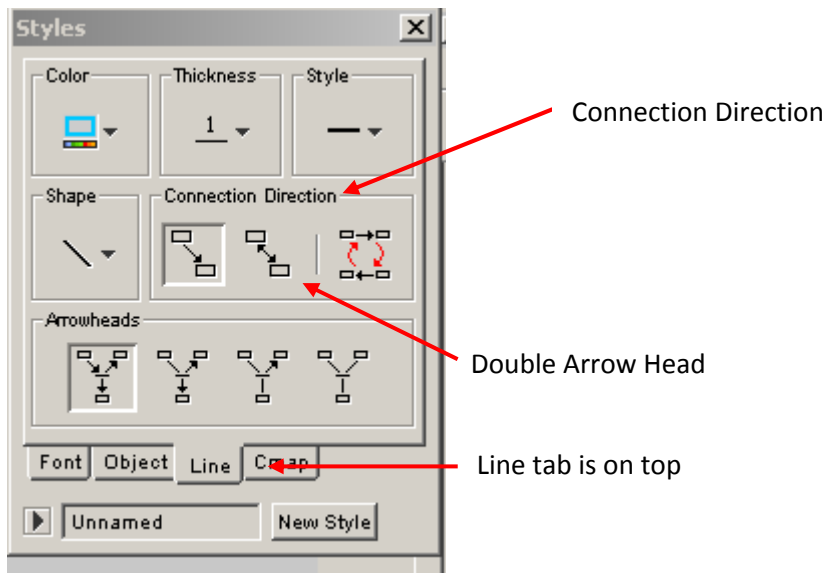


Click on the Shape button. It may also look like this: with one of the available shapes showing with a down triangle to its right.

Once you click on the button you will have a selection of shapes to choose from. Pick one you'd like. This makes editable points on the line that you drag where you want them.

### ***To Make a Line with Arrowheads on Each End:***

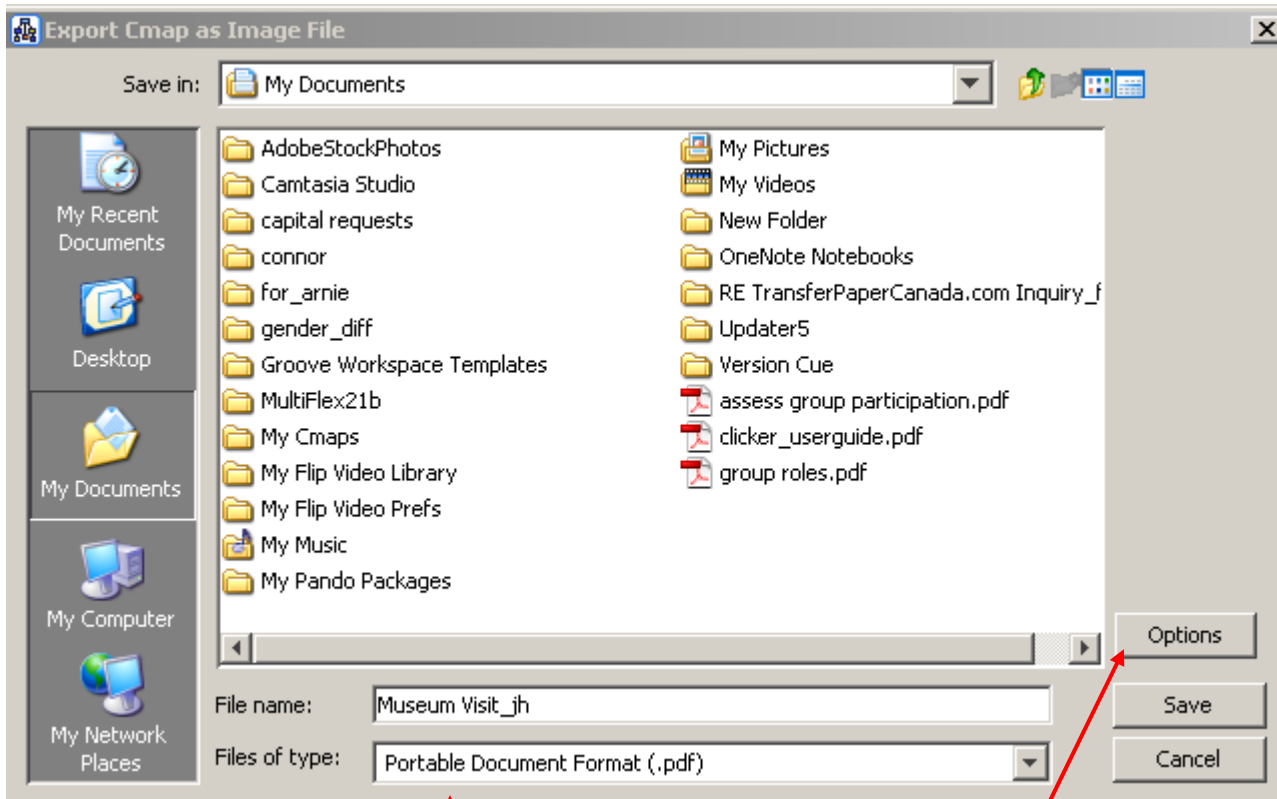
This type of line shows a mutual influence. To make one, connect 2 concepts. (Hide the proposition if you'd like—but you need to hide it nearest the outer connect edge of the concept it's hiding behind so that your arrow head will touch the edge of the concept box that is “on top”.) Click on the line to select it. Right click on the selected line. Make sure the Line tab is up. And click on the “Connection Direction” showing the double arrow head:



### ***Printing Your Cmap***

First of all, as you may have discovered, unless your concept map ran more vertically (portrait orientation) than horizontal (landscape orientation), you might go to print and have a lot of wasted space above and below your map when it prints in a portrait orientation. It basically looks like a large room with one chair. Just make sure, when you select print that you look into your printer properties and select the “landscape” page orientation. You can also preview this within Cmap.

If you export as another format for printing, Cmap launches a “Export Cmap as Image File” window as below.



Here I've selected "PDF" format. ↑ If you click on the "Options" button at the bottom right, you can define the parameters of how it the exported map will print.

More particularly, in the Page Layout section you can specify that it should be in “landscape” orientation & “fit to page”. This last means that it will scale the file so that it prints on one page. You can also make sure that the background is transparent—or not—and edit the size of the margins, etc.

**Options for :Portable Document Format**

**Page Layout**

Size:

Orientation:

Fit to Page

**Page Margins**

Preset Margins:

Top:

Bottom:

Left:

Right:

**Format**

PDF Version:

Compress

**Preview**

Include Thumbnail

**Background**

Transparent

Background

**Image Type**

Include Images as:

**Fonts**

Embed Fonts as

**Info**

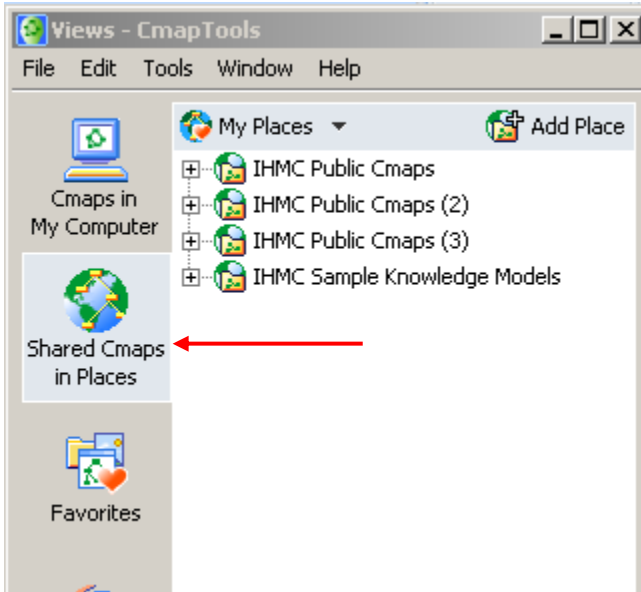
Author:

Title:

Subject:

Keywords:

### Sharing a Cmap *WITHOUT* a Share Server:



Cmap allows you to export in a variety of formats (eg. image, PDF, LifeMap, etc.), and to import files from applications like Inspiration. However, it does not make it simple to share an actual Cmap file with someone else that has Cmap---unless you can access a Share Server via "Shared Cmaps in Places".

In case you would like to share your Cmap with a friend, fellow student, colleague or instructor in a format that they can edit and return to you so you can incorporate the feedback (or not)—and you are NOT set up for a shared server under "Shared Cmaps in Places" and do NOT want to use a "public" server, you have an alternative. Sharing by email or file transfer. It requires a bit of a work around:

### Sharing Cmap Files via Email

(A similar method may be used with a memory stick, CD, external hard drive, etc.)

In the scenario below, Person A wants to send Person B a Cmap for comment or edits.

1. Person A emails Person B through his/her own email account. Person A goes through the steps to attach a file to a message. When Person A has to "browse" for the file to upload, s/he Browses to open the My Computer→My Documents folder (PC) or Macintosh HD→scroll on left to Documents, & clicks on the folder. Inside Person A should see a folder called My Cmaps. Person A double clicks on it. Person A then clicks on the particular Cmap s/he wants to email to Person B. Person A uploads the file/attaches it and send the message on to Person B.
2. Person B makes sure Cmap is CLOSED, then...
3. Person B opens the email and double clicks on the attachment. When prompted by the email program, Person B tells the program to "Save" the Cmap file and browses to the My Cmaps file in My Documents (PC) or Documents (Mac) and saves the file there (See Step 1 for locations in PC & Mac).
4. Person B launches Cmap and should see the new file. (If Cmap was open during this process—although I hope you read #2?—Person B would need to close and relaunch the Cmap program.)
5. Person B edits THIS newer edited version from another person.
6. Person B saves his/her version under "Save As" to save as a different name.

## Process Example

You send me a Cmap file, “Museum Visit”, via email. I comment on your file, “Museum Visit” and do a few edits. After I make my comments/edits on MY computer, I “Save As” “Museum Visit\_jh”. (If editors use initials as an extension—it can help keep things clear re. who did what.) Next, I email my edit to you as an attachment “Museum Visit\_jh”. YOU receive the edited file “Museum Visit\_jh”. You review my edits/comments and make changes to “Museum Visit\_jh”. Now, you need to save YOUR changes. You “Save As” “Museum Visit\_v2”. As you continue to receive others’ edits, save each edit with the same basic name but different editors’ initials. (Hopefully, your editors have done this for you, but if they haven’t, make sure YOU DO IT when you save their files into your My Cmaps folder.) As you change your personal copies, save these revisions with a different version number. This way they will automatically group together in the Cmaps list in Views--keeping others’ edits together, and keeping YOUR edits together and in chronological order. See below:

