

Kick off Your Systems Using FreeMind

Introduction - Why Use a Mindmap?

The first steps in kicking off your systems will involve understanding what your business looks like right now. You can start by working from your organisation chart, but we would strongly recommend that you start out by looking at your business from the “what you do” perspective, because what you do defines your business more accurately than any organisation chart can.

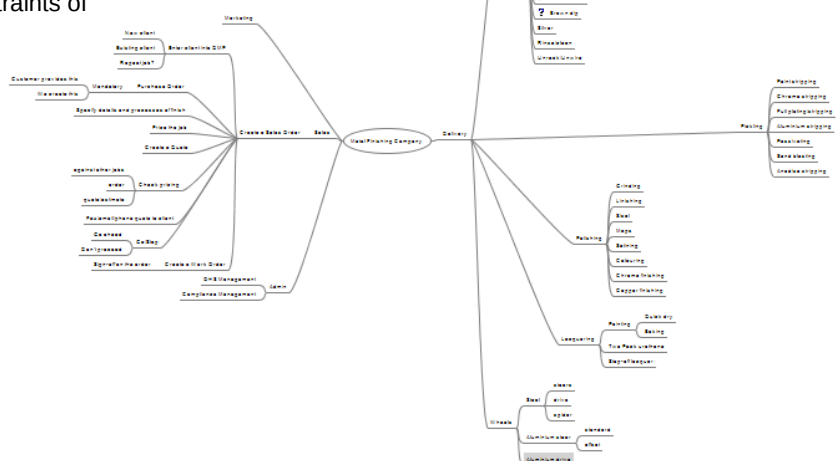
FreeMind is a great tool for capturing, organising and analysing what you do in your business. Once you’ve built up a helicopter view of your business, you can start to analyse what works well and what doesn’t, where the risks and benefits are. Finally, you can work out your priorities and get started on planning how you’ll *create* your systems.

Why do we recommend FreeMind? Firstly, it’s absolutely free, open source software. But the main reason we give it the thumbs up is because it’s a simple-to-use yet powerful tool that does the job very well.

Whilst this webinar focuses on using FreeMind to kick off your systems, we’re sure you’ll find many other ways to use this powerful application in your business and at home.

The mindmap allows you to capture and group items in many different ways, and by moving and re-ordering what you’ve put on the map you can make more sense out of the information. You start to see relationships between things you’ve listed.

Importantly, a mindmap frees your mind to create ideas the way it prefers to - without the constraints of lines or numbered lists.



Downloading FreeMind

Download the Windows version of FreeMind

1. Open the page <http://freemind.sourceforge.net/wiki/index.php/Download>
2. Scroll down the page until you get to the Download section (shown below).

Download

Choose among the following binaries of the current FreeMind 0.9.0, depending on your operating system:

OS	Download	Size (MB)	Note
MS Windows	Windows Installer Min	6	A smaller version without SVG export and PDF export.
MS Windows	Windows Installer Max	14	All-inclusive version
Mac OS X	MAC OS X	14	All-inclusive version. Information for Mac Mountain Lion (10.8) Users: After the download, the operating system reports the application to be broken. Please see here for the solution.

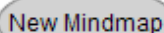
We recommend that Windows users download the [Windows Installer Max](#) version.

3. Double-click the [Windows Installer Max](#) link (or other version) to start the download.
4. If your browser security stops you downloading the file, click on the yellow message bar at the top of your screen and click "Download file".

You should now be able to run FreeMind. If it doesn't start when you double-click the icon, you may need to download Java - from the same page shown in Step 2.

Starting a New Mindmap

1. Click on the FreeMind icon to launch FreeMind. Starting FreeMind gives you a blank mindmap.



2. With 'New Mindmap' highlighted type your company name (eg. XYZ Company).
3. Press the ^{Windows} <Insert> or ^{Mac} <Tab> key on your keyboard to start a new branch. Type 'Marketing' and press <Enter> to confirm it.
4. Move your mouse back over Home (XYZ Company), press the ^{Windows} <Insert> or ^{Mac} <Tab> key again.
5. Type 'Sales' and press <Enter>.
6. Without moving your mouse, press <Enter> again. This will create a new 'sibling' of Marketing and Sales.
7. Type 'Delivery' and press <Enter>.
8. Press <Enter> again for a new sibling, then Type 'Admin' and press <Enter>.

The table below shows the keys to use for the basic functions.

Windows	Mac	to ...
Insert	Tab	Start a new node (branch).
Shift Insert	Shift Tab	Create a new node <i>before</i> the selected node (i.e. create selected node parent).
Enter	Enter	Create a new node underneath the selected node (i.e. at the same level). Enter also confirms your typing.
Shift Enter	Shift Enter	Create a new node <i>above</i> the selected node (i.e. create selected node sibling).
Ctrl ↑	⌘↑	Moves the selected node/s upwards. (and loops back to the bottom)
Ctrl ↓	⌘↓	Moves the selected node/s downwards. (and loops back to the top)
Ctrl ⇐	⌘⇐	Moves the selected node/s left (i.e. up the hierarchy).
Ctrl ⇒	⌘⇒	Moves the selected node/s right (i.e. down the hierarchy).

By using the keys above you can build a mindmap for just about anything.

Adding Information to your Mindmap

Once you've added sufficient detail, you can insert icons next to each item to indicate such things as:

- What works well and what doesn't work well.
- Who looks after what (responsibilities or knowledge/expertise)
- Different priorities for action
- What you have versus what you're planning to add
- etc.

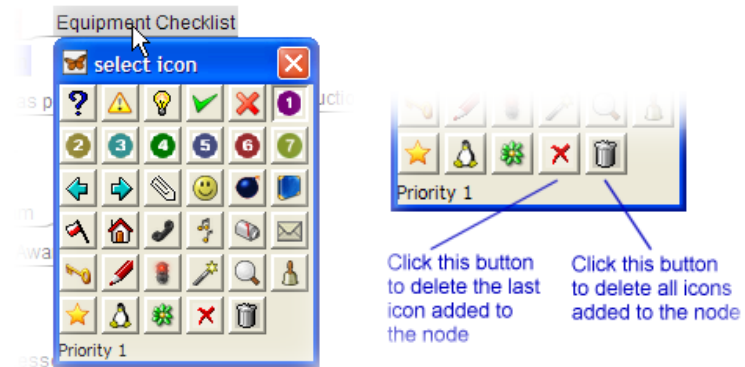
We suggest you use a key to make sure that you will recognise the icons well after you add them to your mindmap. A sample of the Key is shown below.



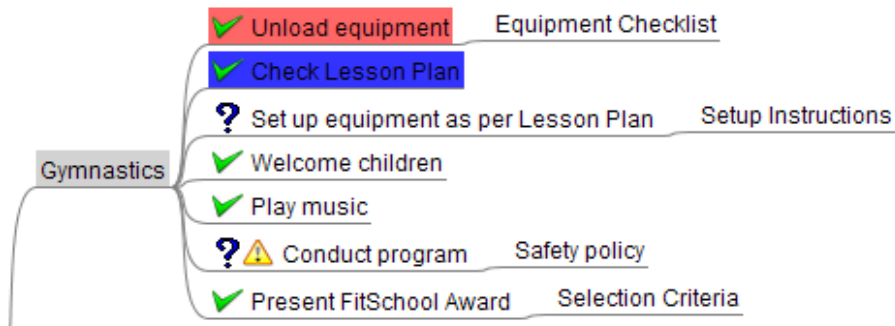
To add an icon to a node:

1. Select the node by moving your mouse onto it (or by clicking it).
2. Press **<Alt i>** on your keyboard to display a pop-up icons window, and then select your icon.

Add icons by pressing
<Alt i> on your keyboard.

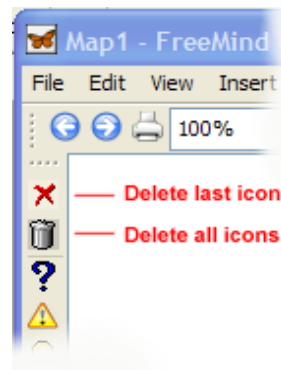


3. Continue adding more icons if you wish.



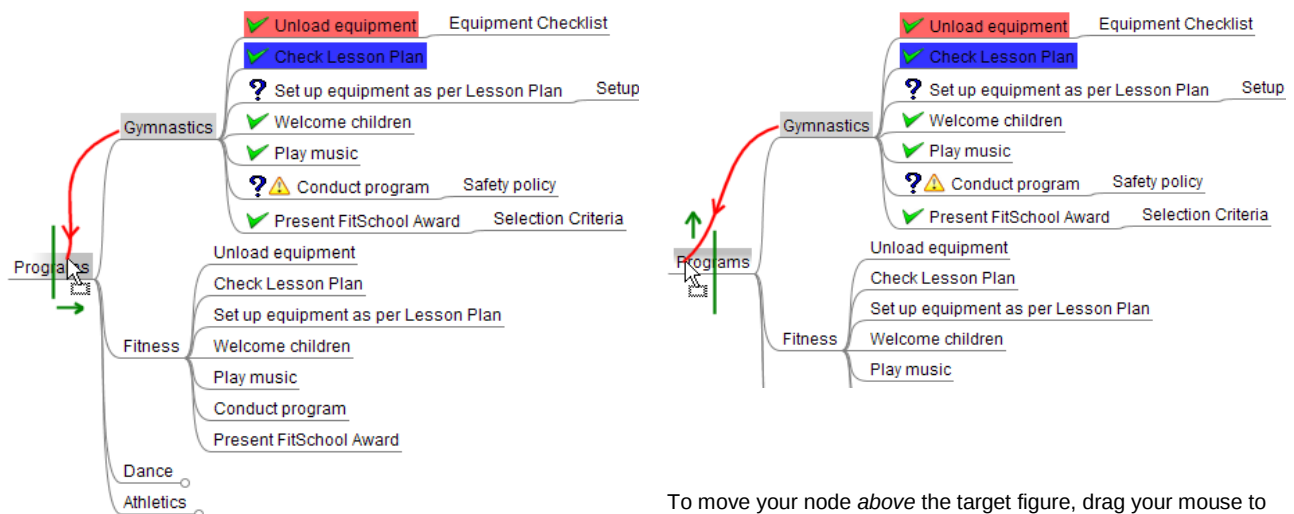
To remove icons from a node:

4. Click on one of the buttons (shown at right)



To Move Nodes Around the Mindmap

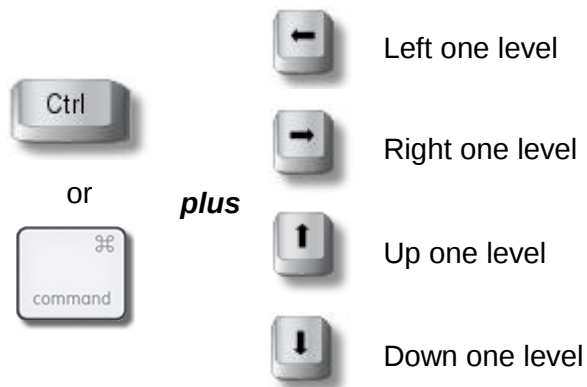
1. Select the node/s to move.
2. Drag them onto the target node.
3. You can have the node placed to the right of the target node or above the target node.



To move your node to the right of the target figure, drag your mouse to the right half of the target node text.

To move your node above the target figure, drag your mouse to the left half of the target node text.

Alternatively, you can move a highlighted node by using the following keys:

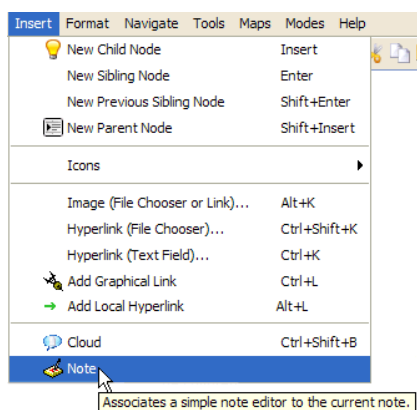


To Add Notes to Nodes on the Mindmap

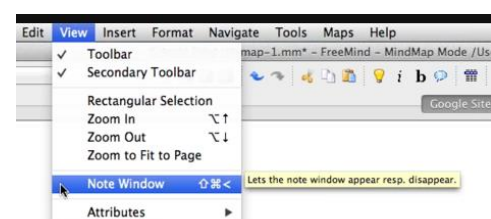
In addition to capturing and organising your ideas by adding nodes and moving them about, you can add information *behind* each node in the form of a note. This lets you add detail to the mindmap - you might come back to a mindmap that you created a few weeks earlier and struggle to understand what you meant when you added a particular node. Placing a note behind the node gets past this common problem.

To insert a note:

1. Select the node that requires a note.
2. Select the **Insert Note** command from the menu.

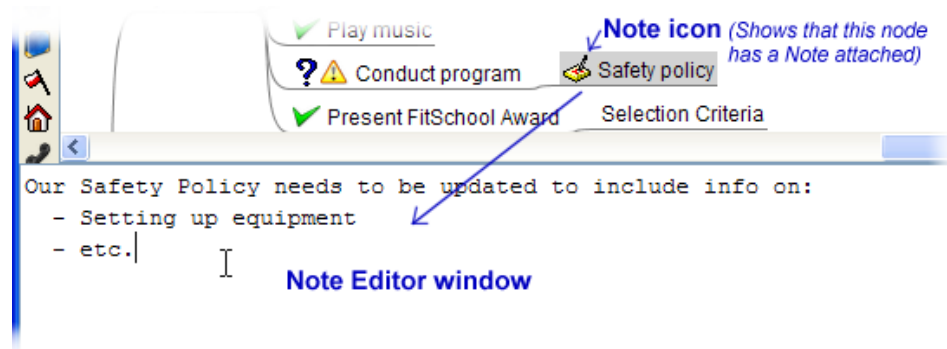


On a Mac...



Or simply click in the Note window.

3. In the basic text editor that appears at the bottom of your screen, type your note. There's no limit to the length of this note.



To delete a note:

1. Select the node displaying the note to be deleted.
2. Select the **Insert Note** command from the menu.

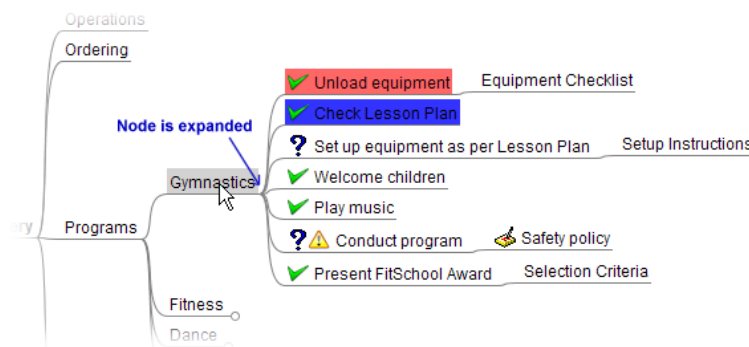
That's it, the note is gone. Once a note is deleted you can't *un-delete* it, so take care.

Expanding and Collapsing Nodes

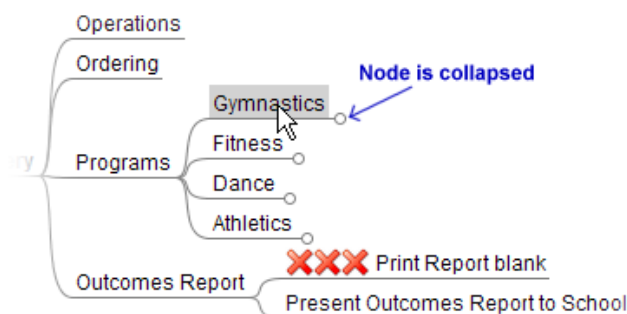
You can collapse and expand branches on the mindmap to control what is displayed on the screen.

Action ...	to ...
Press <Space>	Toggle branch between expanded and collapsed.
Click on the node text	

The Gymnastics branch is expanded...

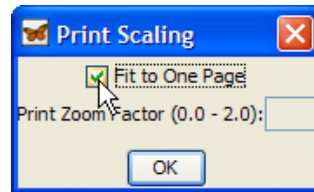


... and now it is collapsed...



To Print the Mindmap

Most mindmaps end up containing a lot more information than you can fit on an A4 page (and still be able to read). Printing a mindmap in FreeMind is the same as every other Windows application. However, you might wish to click on **File Page Setup...** before you print, clicking on the **Fit to One Page** option.



To make best use of your printed page, decide on the page orientation (landscape or portrait), *before* you print.

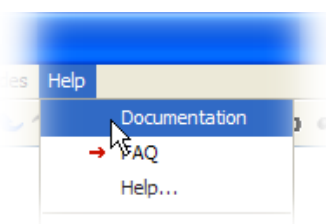
Once you've printed your mindmap, keep it on the wall for a week or so - you'll be surprised how much extra information comes to mind even after you think you've 'finished' with it.

In addition to printing your mindmap, consider the Export options available. These are available by choosing the **File Export** command from the menu, and include the following

Export Option	Provides...
Branch as new map...	Creates a new mindmap from the selected branch
As HTML	Creates a basic browser-based text version of the chart. Notes will not be displayed.
As XHTML (Javascript)	Creates a very neat browser-based text version of the chart. Notes will not be displayed.
As XHTML	Creates a clickable browser version of the chart - click on a node in the chart to be taken to the detail for that node. Any notes will be included.
As Flash	[Mac doesn't like Flash] Creates a very neat Adobe Flash clickable browser version of the chart – you can also include hyperlinks to documents and/or web pages. Any notes will be displayed.
As PDF...	Creates an Adobe Acrobat file using Freemind's inbuilt pdf writer.
As PNG...	Creates a PNG image file - often used for web pages.
As JPEG...	Creates a JPEG image file can be pasted into most applications.
As Open Office Writer Document...	Creates a document that can be edited in Open Office Writer.

What else can I do with FreeMind?

FreeMind offers a great deal more functionality than we've covered here. To explore further, select **Help Documentation** or **Help Help...** from the menu.



Notes