

## Mind Mapping Diagram Template

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### About mind mapping

Mind Mapping is a technique which was defined in the early 1970s by Tony Buzan, a British academic, journalist and writer. It is based on research into memory, intelligence, creativity and the general working of the human brain. This research indicates that using brain functions found predominantly in the right half of the brain (such as color, dimension and shape) in addition to functions mainly found in the left half of the brain (words, numbers, linearity, analysis, lists) can dramatically improve memory and creative thinking.

The Buzan Centres, the organization that promotes the usage of Mind Maps, is convinced that our education forces us into developing only a small part of our brain's potential, denying ourselves the benefit of the many other specific skills. Mind Maps offer business people, academics, students and others an alternative method for planning, problem solving, summarising, analysis, decision making, brainstorming and other thinking processes, that uses the full power of the brain.

### To create a mind mapping diagram:

1. Drop the Central Theme shape on the page. It appears in the center. You can reposition it if you want.
2. Connect Inner Branch shapes to the connection points on the Central Theme. Type text for the idea the inner branch represents.
3. Drag the control handle at the center of the inner branch line to add one or more second tiers. Type text for the ideas the tiers represent.
4. Connect Outer Branch shapes to the connection point at the end of the inner branch second tiers. Type text for the ideas the outer branches represent.
5. Drag the control handle at the center of the outer branch line to add one or more fourth tiers. Type text for the ideas the fourth tier branches represent.
6. If you want to add a text paragraph to a branch or tier, drag and drop an Auto-size Box, then drag its control handle to a connection point on the branch or tier. Type to replace the existing text.
7. Use the Big or Small Cloud shapes to enclose an inner branch and all its outer branches and tiers. Drag a cloud's selection handles to change its size and control handles to change its shape.

### Automatic layers

When you create a mind mapping diagram, Visio puts each tier and any clipart you add on separate layers. First tier ideas are on a layer called First Tier, second tier ideas are on a layer called Second Tier, and so on up to the Fourth Tier. Clipart shapes are on a layer called Mindmapping Artwork.

Layers give you the flexibility of working with each tier separately. For example, you can simplify your mind mapping diagram by hiding all but the first tiers.

### To hide a layer:

1. Choose View > Layer Properties.
2. Under Visible, uncheck the layer you want to hide, then click OK.

See also:

[About layers](#)

### Resizing mind mapping diagrams

Often, mind mapping diagrams expand past the boundaries of the drawing page. You can do one of two things to make the drawing fit: change the page size or resize the diagram.

**To change the page size to accommodate the drawing:**

1. Choose File > Page Setup.
2. On the Page Size tab, check Size Page To Fit Drawing, then click OK.

**To resize the entire diagram:**

1. Choose Edit > Select All.
2. Choose Shape > Grouping > Group.
3. Drag a corner selection handle until the diagram is the size you want.
4. Choose Shape > Grouping > Ungroup.

**Using color for emphasis**

You can use color in mind mapping diagrams to emphasize a particular idea or to point out the associations between ideas on the same tier.

**To color an idea:**

1. Select all the inner and outer branches that make up an idea.
2. Choose Format > Line.
3. Choose the color you want for the idea, then click OK.

**To color by tier:**

1. Choose View > Layer Properties.
2. Choose the tier you want to color.
3. Click in the Color column, then choose the color you want from the Layer Color list at the bottom of the box.
4. When you've colored all the tiers you want, click OK.

**Change the way a branch looks**

The thickness of an inner or outer branch determines the thickness of a tier attached to the branch.

**To change branch and tier thickness:**

- Right-click the inner or outer branch you want to change, then choose the line thickness you want from the menu.

**The Buzan Centres**

The Buzan Centres offer a range of products and services related to Mind Maps, including books, videos and seminars. For further information, please contact:

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You can also learn more about the Buzan Centres on the World Wide Web. See <http://www.buzancentre.com/TBuzan.html>.

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