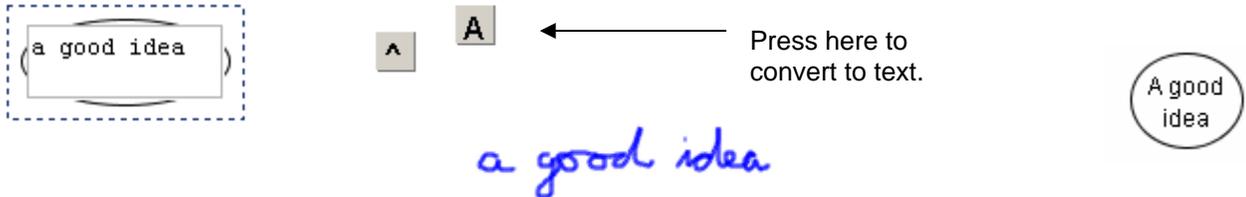# Using SMART Ideas® Concept-Mapping Software

This Quick Reference provides an overview of how to use SMART Ideas 4.0 software. A concept map captures ideas and their relationships in a clear, graphical way that focuses viewer attention.

Creating Symbols Quickly

When you open SMART Ideas software, click **Open** and a new, untitled workspace will appear ready for your input. Now, simply start typing or pick up a pen on your SMART Board™ interactive whiteboard. If you've used your keyboard, your text will appear inside a text box. If you've used a stylus on the interactive whiteboard, you'll see two symbols above and to the left of your annotation.
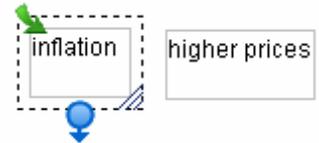
Press here to convert to text.

Press the **Enter** key when you're finished typing. The text will appear in a circle. You can choose a different symbol by selecting a new style from the Style Palette.

Linking Symbols with Connectors

A connector is a line in a diagram that links two symbols. Use connectors to show relationships between ideas. Choose from a wide array of connectors by clicking the **Connectors** button in the Style Palette and selecting a style.
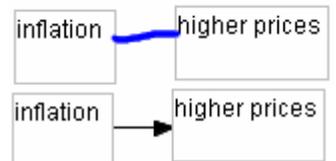
To connect two symbols:

1   Select a symbol.

2   Click the **Connector** arrow and drag the cross-hatch cursor to the second symbol.

3   Release the mouse.

   or

   On your SMART Board interactive whiteboard, simply draw a line between the two symbols.

   The two symbols will be linked by a connector.

To create a number of connected symbols:

You can create a connected diagram at your desktop rapidly with the Quick Connect feature:

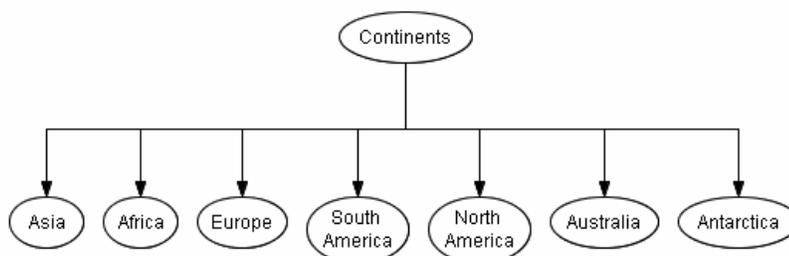1   Click the **Quick Connect** button on the toolbar.

2   Click the Layout arrow.

3   Click one of the six layout buttons to select a layout. You can also use the Layout feature to change the layout of a diagram after you've created it.

4   Start typing. When you're done, press the **Enter** key.

5   Continue to enter text, pressing the **Enter** key to create each symbol. You'll be creating a diagram in your selected layout pattern. When you're finished, click the **Quick Connect** button to deactivate this feature.
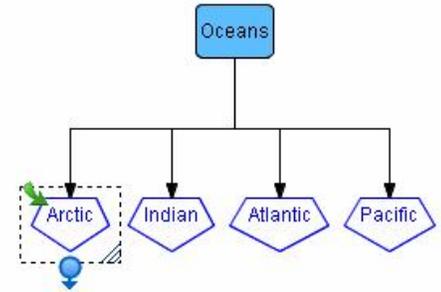
Creating Layered Diagrams

You can create an unlimited number of sub-levels within any symbol to illustrate or expand on information. Each sub-level can contain a separate diagram.

To create a symbol sub-level:

1   Select a symbol.

2   Click the green arrow in the top left corner of the selection rectangle.

A new workspace will open. Create a diagram in this sub-level and then click the **Back** button to return to the previous level.

Creating Hyperlinks

To further clarify, expand and support a symbol idea, you may want to add a link associated with that symbol. Symbols can contain links to websites, files, e-mail addresses (for automatic e-mail generation) and programs.

1   Select a symbol.

2   Click the **Link** button.

3   In the **Insert Link** dialog box, select the type of link.

4   Enter the URL, file path, level name, or e-mail address preceded by *mailto:*

or

Click the **Browse** button, navigate to the file or program and click **Open**.

Exporting a Diagram to Microsoft® Word Software

You can export your diagram to a Microsoft Word document to complete written assignments or share your SMART Ideas software file with others. The Word document will contain both your diagram and an editable text outline of it.

To export a SMART Ideas file to a Microsoft Word Document:

Select **Export to Word Document** from the **File** menu. A *Publishing Project* message will appear. It's as easy as that. The new Microsoft Word file appears with the same file name as the SMART Ideas file and a .doc extension. The two working views of SMART Ideas software – the Diagram view and the text-based Outline view – are both displayed. The Diagram view appears as a graphic at the top of the page, while each line of text in the Outline view is an editable bullet point.