

Student CmapTools™ Software Instructions

Download

1. Google “cmaps.ihmc”
2. Select the first link “Cmap - IHMC” (<https://cmap.ihmc.us/>)
3. Select orange bar “Downloads”
4. Select Download CmapTools
5. Scroll down to the form and fill out questions and boxes
 - Ignore Donation options at the top of the page (unless you would like to donate)
 - Tip: choose “Higher Education” for Organization Type.
 - Complete the addition problem (e.g., for “5 + 9” type “14”)
6. Click the correct download button for your computer, “Windows (64 bits)” or “Mac OS X”
Tip: If the download does not start automatically, right-click on the download button and select Open in a new window (or tab) or copy the link address and paste into a new browser window. An executable file should download.
7. Open the executable file (.exe) and follow installation instructions.



Using Software

Open and Save

- Open Cmaps
- New window will open
- Select “File” in the top left corner
- In the drop down menu select “New Cmap” or *Ctrl + N*
- In the new window enlarge the screen
- Click the white square area in the top left to fit to window
- Select “File” in “Untitled 1” window
- In drop down menu select “Save” or *Ctrl + S*
- In “Name:” box replace “Untitled 1” with your chosen title

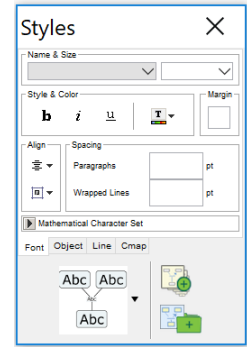
More General Tools

- Rename and delete cmaps from the main window by simply right-clicking and selecting “Delete” or “Rename”
 - Deleting cmaps can also be done by selecting a map and hitting the delete key on the keyboard
- Make a copy of your cmap by right-clicking and selecting “copy” then right-clicking any blank space in the main window and selecting “paste”
 - The new file will be titled “Copy of ~filename~”
- Organize your cmaps by creating folders:
 - Go to file-> “New Folder” or right click empty space and go to New->Folder
 - Name your folder and click “OK” in the bottom right of the box
 - Drag and drop cmaps into your folder

Practice: Create a new cmap. Save the cmap to your “My Cmaps” folder with the filename “FrenchFries_practice.cmap”.

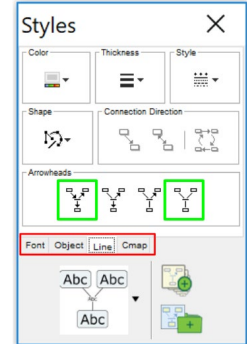
Add Style Palette

- Under “First Concept Map” click “Windows”
- In drop down menu select “Show Style Palette” or *Ctrl + T*
- Style Palette appear in top right corner
- Drag Style Palette somewhere visible but on the side of the screen (image)



Change Arrow Format

- In Style Palette select tab “Line” in the middle of the Palette
- Under “Arrowhead” section
 - select most **left** option for **all** arrows
 - select most **right** option for **no** arrows.



Add Concept Box

- Double click middle of the screen to create first concept box
- Concept box will appear small at first
- Go to Style Palette select tab “Font”, under “Name and Size” change the size number by selecting the arrow
- From the drop down menu choose 24

Practice: Create concept boxes that contain the following terms: French fries, different types, crinkle cut, wedges, shoestring. You can place the boxes anywhere in your workspace for now.

Create Concept Box with arrow

- Click the Concept Box
- Select pair of arrows above concept box
- An arrow will be attached to the cursor
- Move cursor to desired placement of Concept box and click
- A new Concept Box has formed



Change Text in Boxes

- Double click the text in the concept box to change text
- When finished click outside of the text box
 - You can still double click the text to change it

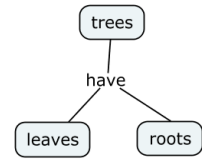
Practice: Click on the “French fries” box and create an arrow leading to a new concept box. Change the new box to say “potatoes”.

Link Concept Boxes with Arrows

- Select the pair of arrows above any Concept box
- Drag the cursor over to the other Concept box that you want to make a connection between and click
- Change the line text by double clicking on the ????
- This process can also be used to create cross-links.

Practice: Move concept boxes and draw lines between concepts to create the proposition "French fries are prepared as different types".

Tip: if a concept needs to be connected to more than one other concept using the same relationship (e.g., trees have leaves [and] roots), you can link the first two terms ("trees have leaves") and then click on the linking word ("have") to reveal double arrows. You can then connect "have" to "roots".

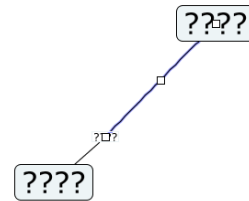


Practice: Branch off of "different types" to create the propositions "different types include shoestring [and] crinkle-cut [and] wedges".

Practice: Create a cross-link between potatoes and wedges. Label the cross-link appropriately.

Create Curved Lines

- Select chosen line
- Go to "Line" tab in Style Palette
- In "Shape" box select the small down triangle
- In the drop down window select the last/bottom option a curved line with no dots.
- A small white box will appear in the middle of the selected line
- Move the small white box to create desired curve



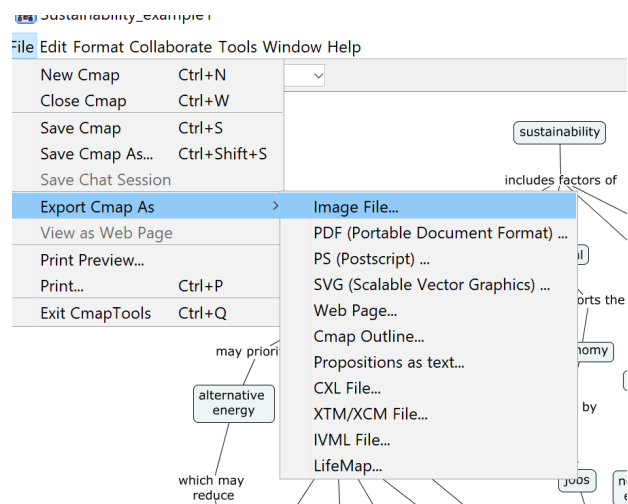
Change Arrow Direction

- Select arrowed line
- Go to "Line" tab in Style box
- Under "Connection Direction" select the most right image to change direction
- Note: When using the leftmost line format, creating one line actually creates an individual line above the line text and below the line text which can be edited individually. So to create a line which goes in both directions, select only the piece of the line that has an arrow pointed in the wrong direction and select the "change direction" button.

Submit as a file type other than .cmap

You may be asked to submit your concept map as a file type other than .cmap, which is how they are automatically saved.

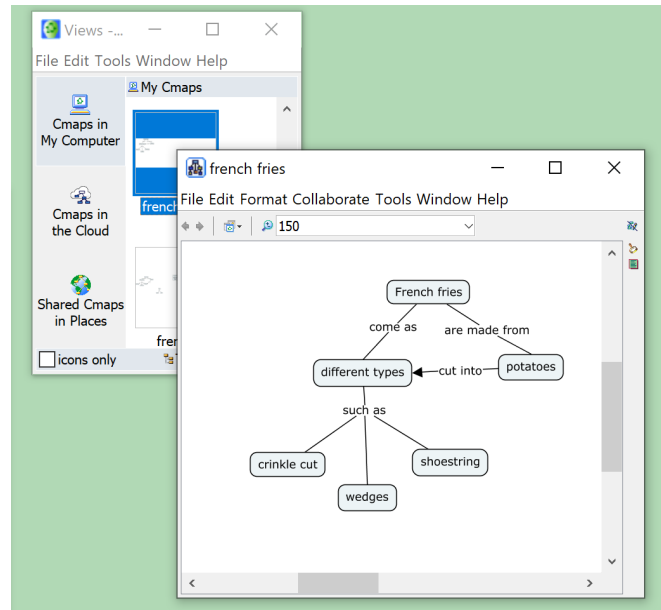
- Can be exported as an image, PDF, text file, etc.
- Go to "File" then "Export Cmap As"
- Choose the file type you want (e.g., image for a .jpeg or .png)
- Indicate the save destination
- Create a name for your cmap file
- Select "Save"
- You will get a pop up box that says that the file has saved successfully
- Open your file by accessing it from the save destination specified



Practice: Finish your french fries concept map by adjusting arrow directions, changing the font type or size, curving lines, or using any other tools to make your concept map easy to read. Save the file. Try exporting your concept map as different file types.

Can't find your concept maps after you've saved them?

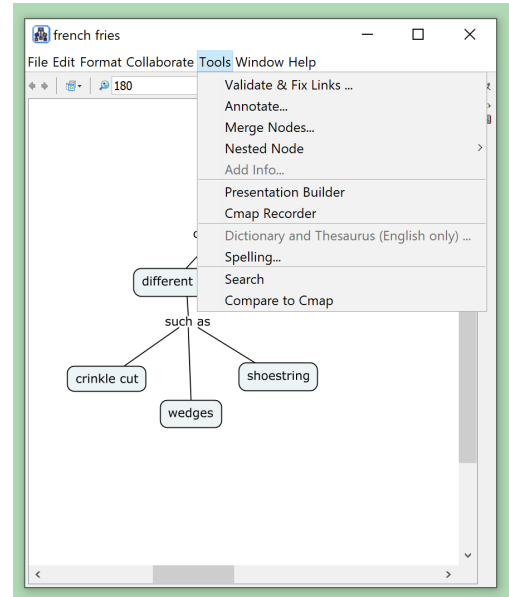
During setup, CmapTools will create a new folder called "My Cmaps" in My Computer and all cmaps you create will be automatically saved to this folder. When you open the CmapTools software, all of your files saved to "My Cmaps" will be displayed in the main "Views" window.



See the next page for tips on how to check your formatting and make adjustments before submission.

- (c) Once you have a general layout that works, you can continue to tweak the structure by selecting and dragging individual concepts and linking words/lines or selecting a cluster of concepts and lines to move together.
- (d) Feel free to experiment with other settings like spacing, line shape, etc. to create a concept map that will most clearly show your thinking about the topic.

(2) **Find and fix broken links.** With a lot of concepts, it can be easy to miss drawing links, which may result in concept(s) that are not connected to the map. Under “Tools” select the first option “Validate & Fix Links...”. We suggest using the “Search only” option so that you can manually connect the broken links the way you want them.



(3) **Check spelling.** CmapTools does not automatically correct spelling errors as you type, so do a quick check before you submit your cmap. “Spelling...” is found under the “Tools” dropdown.

- (a) As with word processing software, the spelling check will pull up each word and suggest alternative spellings or words.
- (b) Select the correct spelling/word from the “Suggestions” box or enter a correct spelling in the “Not in dictionary” box and click “Replace”.

(c) Sometimes, a technical term or a proper name will be flagged because it is not in the dictionary. In that case, you can ignore the word or add it to the dictionary. Just double check that it is spelled correctly!

