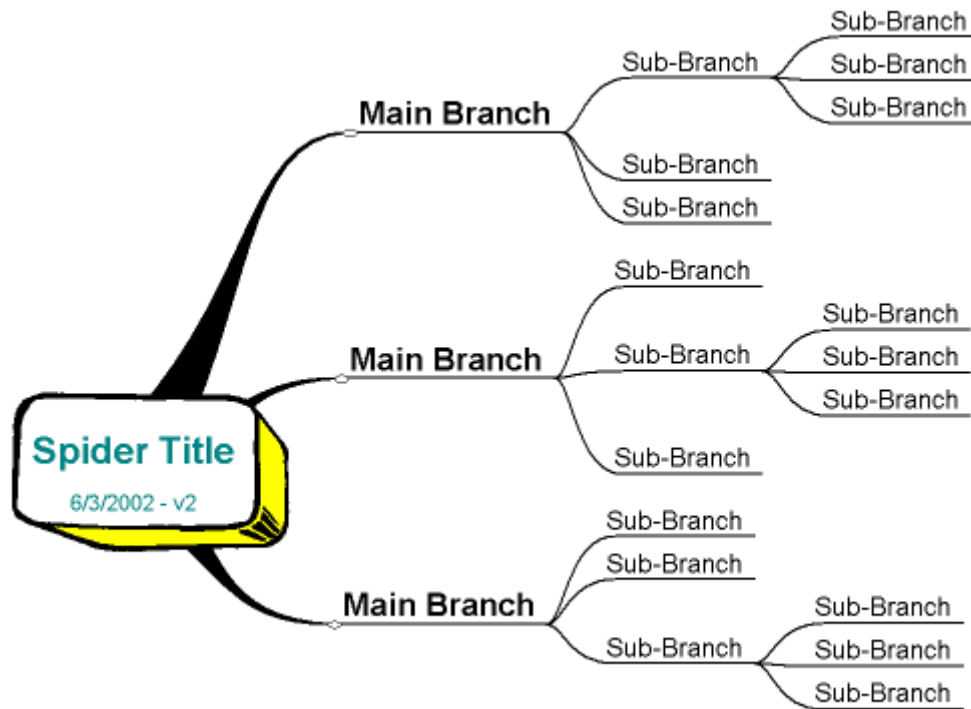


Procedures for Working with a Spider in a Brainstorming Session


Working with the Spider in MindManager

Mind Map (Spider) Basics

Mind Maps, otherwise known as *Spiders*, are a visual representation of an organization of information. For our purposes, we are using Mind Maps to organize the job steps and sub-job steps involved in safely performing your job. A basic spider contains the spider title, main branches, and sub-branches:






To open a Spider in MindManager:

1. Open the MindManager application.
2. Click the **Open File**  button on the toolbar.
3. Navigate to where you have the spider stored.
4. Select the file, and click the **Open** button.

Sizing and Positioning the Map Window


There are several ways to adjust on-screen size and position of your Spider for better viewing:

- To fit your Spider to the view window, click on its background click on the **Fit to Window**  button on the toolbar.
- To zoom in or out, press the  or  buttons on the toolbar.
- To move your spider, click on its background and drag to re-position.
- To re-center your spider, click on its title and press **F6**.


Adding Branches and Sub-Branched

Main branches represent main topics or categories.

To add a new main branch to your spider:

1. Click on the **Insert New Branch**  button on the toolbar.
2. Type your topic name and press **Enter**.

To add a new sub-branch to your spider:

1. Select the branch/sub-branch where you want to add the sub-branch.
2. Click on the **Insert New Branch**  button on the toolbar.
3. Type the name you would like to appear on this sub-branch and press **Enter**.

NOTE: To add another sub-branch to that same branch, press the **Space Bar**.

Editing Branches

To edit the text on a branch or sub-branch:

1. Click on the branch so that it is selected.
2. Click again so that the text entry box appears.
3. Edit the value and press **Enter**.

To move the location of a branch or sub-branch, simply click and drag it to where you wish it to appear.

Deleting Branches

To delete a branch or sub-branch:


1. Click on the branch so that it is selected.
2. Press the **Delete** key on your keyboard.

NOTE: Deleting a branch will also delete all the sub-branches connected to it.

Coloring Branches

Setting a branch to a specific color will make it stand out against other branches.

To change or set a color for a branch or sub-branch:

1. Click on the branch you would like to color to select it.
2. Click the arrow next to the **Set Color**  button on the toolbar.
3. Select the color you wish to set. All the sub-branches connected to this branch will be set to the new color.


NOTE: To set the same color to another branch, simply select that branch and click on the **Set Color** button. Every time you do this, the selected color will be turned on for the selected branch.

To turn off the color for a branch and its sub-branches, select your colored branch and click the **Set Color** button to turn it off.

Using Boundaries


Using boundaries will make a branch stand out against the rest of the spider. You may wish to do this when you are focusing on only one branch for your brainstorming session.


To set a boundary around a branch and its connected sub-branches:

1. Select the branch where you wish to set a boundary.
2. Click the **Boundary**  button on the toolbar. A colored boundary will be drawn around your branch and its sub-branches.


To remove a boundary, select the boundaries branch and click the **Boundary** button again to turn it off.

Undo and Redo




If you wish to undo the last action you did, click on the **Undo**  button.

To redo what you just undid, click on the **Redo**  button.

Printing the Spider

To print your entire spider, click the **Print**  button on the toolbar.

If your spider is very large, MindManager will shrink it down so that it all fits on one page. If you wish to print only a portion of your spider, you will have to create a new Mind Map file containing only that portion and then print the new file.

1. Save your current spider.
2. Click the **New**  button on the toolbar to create a new Mind Map file. A title box will appear in the middle of the new file window.
3. Select the title box and enter the title you wish to use for your new Mind Map (this will most likely be the same title as on your other one).
4. Click the Window option on the Menu Bar to bring up the Window menu.
5. Select your original MindManager file. You will be placed back in your original spider.
6. Select the branch you wish to print and click the Copy  button on the toolbar.
7. Bring up the Window menu again and select the new Mind Map file. The title box you adjusted will appear.
8. Select the title box and click the **Paste**  button. The branch will be connected to the title box.
9. If you wish to paste more branches to this new spider, repeat steps 4-8.
10. You can now print and save this new spider.

Exporting Spider Information from MindManager


1. Create/Modify spider in MindManager.
2. In *MindManager*, click on **Format>Text Output**. A *Text Output Format* dialog box will appear.
3. Click on the **Text Outline Tab** and verify that the settings are as follows:

<i>Display Until Level:</i>	10
<i>Number Until Level:</i>	0
<i>Indent Until Level:</i>	5
<i>Display Notes:</i>	UNChecked
<i>Form feed before Main Branches:</i>	UNChecked
<i>Use Bullets:</i>	Checked

4. Click **OK** to close the *Text Output Format* dialog box.
5. Click **File>Export>File** to bring up the *File Export* dialog box.
6. Verify that the **Text Outline** button is selected.
7. Click the **Path** button to bring up the *Export Text File* dialog box.
8. Navigate to where you want the file stored and enter a temporary file name in the *File Name* field.
9. Click **Open**. The *Export Text File* dialog box will close and the file location and name will appear in the *Path* field in the *File Export* dialog box.
10. Click **OK**. The *File Export* dialog box will close and the file will be exported.
11. *MS Word* will launch and the new RTF file you just created will be opened.

MS Word

Adjusting the Text file for Use as Checklist

1. In *Word*, click **Edit>Select All** on the Menu Bar to select all the text within your new RTF file.
2. Click on the **Bold**  button on the *Formatting Toolbar* to delete the BOLD feature of the text.
3. Click **Format>Paragraph** on the Menu Bar to bring up the *Paragraph* dialog box. Verify that the *Before* and *After* fields under *Spacing* is set to 0. Click OK.
4. Open the MASTERTrainingWorksheet.rtf file.
5. Copy each “Duty” and “Element” into the appropriate areas of the table.

NOTE: To add another line to one of the tables in Word, put your cursor in the last cell of the table and click [Tab].

Procedures on Exporting Spider Information from MindManager

1. Create/Modify spider in MindManager.
2. In *MindManager*, click on **Format>Text Output**. A *Text Output Format* dialog box will appear.
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Formfeed before Main Branches: UNChecked
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4. Click **OK** to close the *Text Output Format* dialog box.
5. Click **File>Export>File** to bring up the *File Export* dialog box.
6. Verify that the **Text Outline** button is selected.
7. Click the **Path** button to bring up the *Export Text File* dialog box.
8. Navigate to where you want the file stored and enter a temporary file name in the *File Name* field.
9. Click **Open**. The *Export Text File* dialog box will close and the file location and name will appear in the *Path* field in the *File Export* dialog box.
10. Click **OK**. The *File Export* dialog box will close and the file will be exported.
11. *MS Word* will launch and the new RTF file you just created will be opened.
12. In *Word*, click **Edit>Select All** to select all the text within your new RTF file.
13. Deselect the **Bold** button on the *Formatting Toolbar* to delete the BOLD feature of the text.
14. Click **Format>Paragraph** to bring up the *Paragraph* dialog box. Verify that the *Before* and *After* fields under *Spacing* is set to 0. Click OK.
15. Open the MASTERTrainingWorksheet.rtf file.
16. Copy each “Duty” and “Element” into the appropriate areas of the table.

Note: To add another line to one of the tables in Word, put your cursor in the last cell of the table and click **[Tab]**.

Save the new training worksheet you just completed to the worksheet.

Develop the Job Worksheet

- Import Mind Manager into WORD format.
- Cut and paste in Word worksheet.
- Discuss the purpose and use of each worksheet column (importance, importance level, satisfactory/needs work, and notes/comments).
- Have SME’s participate in placement, any wording changes, and additional ideas and job steps.
- Have SMEs develop Importance statement.
Have SME’s determine Importance rating 1-3 scale: 1-Important; 2-Very Important; and 3-Critical.