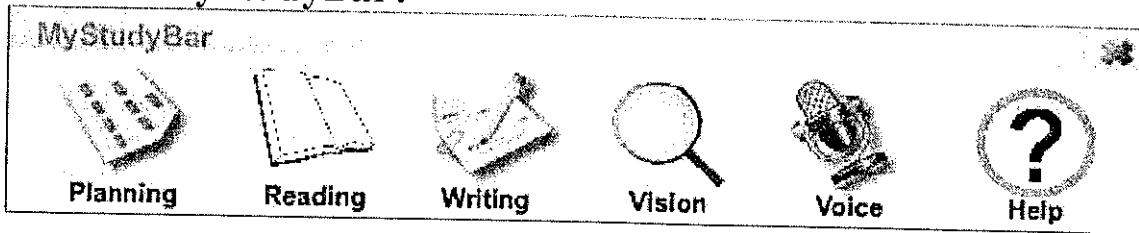


## What is MyStudyBar?



MyStudyBar is a tool that helps overcome problems that students commonly experience with studying, reading and writing. The tool consists of a set of portable open source and freeware applications, assembled into one convenient package. Easy to install, simple to use, handy and effective, MyStudyBar provides comprehensive learning support at the desktop, where it is needed. And if this is not already attractive enough, a further eye-catching feature of MyStudyBar is that it is completely FREE to download and free to use.

Although MyStudyBar is designed to support learners with literacy-related difficulties such as dyslexia, the toolbar can offer potential benefits to all learners. Please note, MyStudyBar is designed to run on a Windows PC. There is no Apple Mac version. For a full list of Apple Mac portable apps visit the FreeSmug Site.

### Features of MyStudyBar

MyStudyBar puts a whole range of individual and essential tools at your fingertips. Together, these have been designed to support the complete study cycle from research, planning and structuring to getting across a written or spoken message. MyStudyBar has 6 sections; each has a drop down menu offering personal choice, flexibility and independent learning, particularly for those learners who require additional strategies to support their learning. With over 15 apps to choose from, MyStudyBar is the perfect study aid.

Examples include: Xmind for planning and organization; T-Bar for customizing font and color backgrounds; Lingoes for when you need a talking dictionary; LetMeType for help with text input, and Balabolka for converting text to audio. And if all that's not enough, there's even a speech-to-text app that allows you to talk to your computer.

You can use MyStudyBar straight from a USB stick (if, for example, you are using a machine that is not your own) or you can install it directly to the desktop. (Technical staffs in colleges or universities also have the choice of installing it on the network for everyone to use).

### Sir Jackie Stewart endorses MyStudyBar

Sir Jackie Stewart OBE, 3-times Formula One champion and President of Dyslexia Scotland commented, "MyStudyBar is an excellent software tool that can help overcome

barriers associated with dyslexia. It can support the whole study cycle and assist with getting across a spoken or written message. It is completely free of charge to download and to use. MyStudyBar can be a great help to persons with literacy difficulties and is accessible even to those with unsupported, or hidden, dyslexia.”

## **MyStudyBar step-by-step guides**

To get you started with MyStudyBar we have provided some useful help materials. Included among these are screen cast tutorials on how to download (link here to tutorial) and how to get the best from the MyStudyBar and all its components. We would especially like to thank Julie MacRitchie of Jewel & Esk College for developing the recently added and updated Word tutorials.

If you've downloaded MyStudyBar but you're not sure how to extract and copy the files to your USB drive you can view the extracting installation tutorials by selecting this link.

## **Introduction to MyStudyBar**

Go to [http://eduapps.org/?page\\_id=7](http://eduapps.org/?page_id=7) to get the links listed below.

### **Planning Support**

XMind and mind mapping tutorial  
XMind and mind mapping tutorial in Word format  
HottNotes tutorial in Word format  
Sunbird Calendar in Word format

### **Reading Support**

T-Bar and screen masking tutorial  
  
T-Bar screen masking tutorial in Word format  
RapidSet tutorial in Word format  
Vu-Bar tutorial in Word format  
ssOverlay color filter  
ssOverlay color filter tutorial in Word format  
Orato text reader  
Orato text reading 'in application'

### **Writing Support**

Lingoes and dictionary tutorial  
Lingoes and dictionary tutorial in Word format  
LetMeType and word prediction tutorial  
LetMeType tutorial in Word format  
Balabolka Part 1: overview  
Balabolka Part 2: text-to-speech and Save as MP3  
Balabolka Part 3: importing a dictionary and spelling support  
Balabolka tutorial in Word format  
Stamina touch-typing tutorial in Word format

## **LetMeType Fix**

Fix for LetMeType: Thanks to Kevin Hickey for this short tutorial which explains how to fix the spaces between words when using LetMeType in Microsoft Word 2007 and 2010.

Download the tutorial in Word Format.

Download the tutorial in PDF format.

## **Vision Support**

Virtual Magnifier tutorial in Word format

Sonar mouse tracking tutorial in Word format

Windows Speech Recognition

## **Download MyStudyBar**

Download MyStudyBar for Windows XP

Download MyStudyBar for Windows Vista/Win 7

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## Balabolka

Balabolka is a text-to-speech program that can import a wide range of text-based files, read them aloud, highlight words as they are read, and convert text to speech, e.g., MP3.is

### Who would benefit?

Balabolka is for individuals who find it helpful to read and listen to text. Balabolka can also help those for whom English is not their first language.

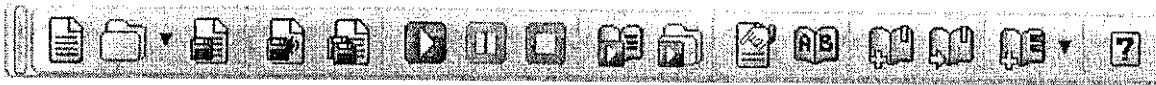
#### Main features:














- Imports a wide range of text-based files, e.g., Word, HTML etc.
- Highlights text as it is read.
- Saves text to audio format, e.g., MP3 and WAV.




### Getting Started

1. Click on the **Writing icon** on MyStudyBar and select **Balabolka**.
2. A new Balabolka document will appear.

### Balabolka Toolbar




	<b>New Balabolka Document</b>		<b>Configure Voice</b>
	<b>Open a Document</b>		<b>Panel of Dictionaries</b>
	<b>Save a document</b>		<b>Insert quick Bookmark</b>
	<b>Save an Audio File</b>		<b>Go to Quick Bookmark</b>
	<b>Split and Convert to Audio File</b>		<b>Insert Named Bookmark</b>
	<b>Play</b>		<b>Help</b>
	<b>Pause</b>		

	Stop		
	Read Selected Text		
	Read Clipboard Aloud		

### Text Read Back While you Type

1. Type the following text into the Balabolka document:

*Use what talent you possess: the woods would be very silent if no birds sang except those that sang best.*



2. As you type each word is read out to you.
3. If you would like to hear the text again, place your cursor at the beginning of the text and press the Play icon .

### Spell Checking

Balabolka has a **Spell Check** facility that you can use to check if any words have been misspelt.

1. If you spell a word incorrectly it will highlight in red.
2. To correct the spelling, **hover over the red text and right click**. A list of possible words will appear for you to choose from. Left click to change the word.
3. Alternatively you can perform a **spell check** on a document by selecting **Text > Spell Checking**.
4. A pop up box will appear with a choice of words for you to choose from. Select the correct spelling and click **Change**.

### Change the Speech Settings


1. It is possible to change the voice, rate and pitch of the speech settings. To do this select the **Configure Voice Icon** .
2. If you would like to change the voice click on the **drop down list** and select a voice to try.
3. Press the **Play icon**  to test your new voice. (the default voice Jane British English is a good choice).
4. You can also change the voice **rate** and **pitch** by moving the blue sliders.

5. Click on the **Configure Voice Icon**  close this.

## Open a document in Balabolka



1. You can open Word and PDF documents in Balabolka and have them read out to you. To do this click **File >Open**, and then browse to the file/s that you would like to open.
2. The document will appear in the Balabolka application, ready for you to read out or edit.
3. It is possible to navigate between documents by using the tabs at the bottom of the software application.

## Convert a Text File to an Audio File


1. With a document open click on the **Save as Audio icon** .
2. Browse to the location you would like to save your audio file.
3. Give your file the title ***Developing Reading Skills*** and then select the **Type** of audio file you would like and click **Save**.
4. A progress bar will appear which will give you the option to **Stop** or **Cancel** the action.
5. When the audio file has been saved, you can go to the location it is stored at and double click to play the file back
6. A **Media Player** will appear and play your audio file.

## Create Bookmarks

To make navigating through long documents easier it is possible to break up documents by adding bookmarks.


1. Place your cursor at the beginning of the document.
2. Click on the **Insert Named Bookmarks icon** . A pop up box will appear, give the new bookmark a name, here the name **Developing reading skills** has been used.
3. Scroll down the page and place your cursor at the beginning of the next section. Select the **Insert Named Bookmarks icon** .
4. A popup box will appear asking you to name the bookmark. Here we will use the name ***Skimming*** and click **OK**.

5. Now if you click on the drop down menu beside the **Insert Named Bookmarks**

icon . You can navigate to the different sections by clicking on the named bookmark in the drop down menu.

## Split and Convert the Text File to Audio

When you have created bookmarks in your document, you can then split and convert the text file to audio.

1. Click on the **Split and Convert to Audio File icon** .
2. A popup box will appear.
3. **Browse:** For the location you would like to save your audio files in.
4. **Audio File Format:** Select the format of your audio File.
5. **Split Method:** tick the *by named bookmarks*
6. Click the **Split and Convert Button**.
7. You will next be asked to double check that the sections are correct. If they are select the **Split button**.
8. A progress bar will appear, letting you know when the files have been saved to your location.
9. You can browse to the location of the audio files and then you can double click to listen or transfer them to your mobile phone or MP3 player if a MP3 file extension was chosen.

## Change the Background and Font Color

1. Select **Font and Colors...**
2. A popup box will appear with color changing options.
3. To change font color, size and style select the **Font Button**.
4. To change the background color, select the **Background color button** and select the color you would like to use.
5. **Highlight color:** changes the color of text that has been read out.
6. **Selection color:** changes the background color of highlighted text.  
**Selected text:** changes the color of the text that has been highlighted.

## Close Balabolka

1. To close the Balabolka application, select the **File Menu** and choose **Exit**.



## Hottnotes

Hottnotes is the free sticky notes reminder program for your desktop.



### Who would benefit?

Students who have organizational and/or memory difficulties and like to see information presented in a visual and colorful way.


### Main features:

- You can also set an alarm to remind you.
- You can post sticky note reminders.
- You can make checklists.
- Set alarms to remind you.

### Get Started

1. Click on the **Planning icon** on MyStudyBar and select **Hott Notes**.
2. The **Hott Notes icon**  will appear in the bottom task bar.
3. Right click on the **Hott Notes icon**  to view its settings menu.

### Create a New Note

1. Right click on the **Hott Notes icon**  to view its settings menu.
2. Select **New** and choose which type of Note that you would like: **Note**, **Checklist Note** or **Scribble Note**.
3. The **Edit Option pop up box** will appear when you have created your note will have a number of settings that you can change.
4. **Font Options Tab (Message, Checklist only)**: Use this to set the font of the content text. Select your font Style from the drop-down, and set bold and italics. You can also specify the font size.
5. **Color Options Tab (All types)**: Select the color theme and color style of the note.
6. Click **Custom** to change the colors of the note and create your own style.

7. **Transparency Options Tab (All types):** Displays the current opacity level.  
Use the slider to change the note's transparency.
8. **Alarm Options Tab (All types):** Displays whether an alarm is set for this note or not.  
You can set alarms on your notes, so that you are reminded to look at them at specific times.  
Click "**Set**" to set a note alarm.  
  
When a note alarm goes off, the note moves to the front of your screen and moves back and forth. Optionally, an alarm sound or music is played. To turn off the alarm, simply click the note.
9. **Checklist Options Tab (Checklist only):** Create new checklist items, or edit, delete, or move selected checklist items up and down.  
A drop-down is provided to give actions on checked notes, such as deleting all checked notes, moving them to the bottom and top.
10. **Scribble Options Tab (Scribble only):** Adjust the brush size used in drawing scribble notes using the slider or erase all with the "**Clear**" button.



### **Note Context Menu**

The Note Context Menu can be accessed by right-clicking any note. It gives a list of actions that can be performed on that note, these include:



- **Edit:** Allows viewing of the **Edit Option** menu.
- **Set Alarm:** Allows you to view the Alarm settings.
- **Clear Contents:** Quickly erases all note contents.
- **Shade and Show Title Bar:** Note title bars are shown by default, but they can be shown and hidden on an individual note basis. Hiding the title bar gives you more room for note content and may be useful for showing quick reminders.
- **Hide:** Will hide the notes and store them in the **Active Note List**.
- **Stay On Top:** Select this menu item to have the note always float above any window, no matter if it's selected or not. This is useful for reading a note while using another program, such as a browser or word processor.
- **Print:** You can print a note by selecting "Print" from the **Note Context Menu**.
- **Copy to Clipboard (Message, Checklist only):** Copy the text content of the note to the clipboard.
- **Save:** This will bring up a Save dialog and save the note as a HottNote file.

- **Archive:** Sometimes you want to keep a note for a long period of time, but don't necessary want to display it on your desktop. HottNote lets you archive notes, which removes them as an active note and saves it as a file to disk in a special archive folder.
- **Crumple:** Deletes a Note


## Shading Notes

1. Another useful feature for saving desktop space, shading a note minimizes it to display just the title bar.
2. To shade a note click on the **Shade icon** .
3. To unshade a note and restore it to its original size click on the **Unshade icon** .

## Hiding Notes

1. You can hide a note to make it invisible. This is good for un-cluttering your desktop or hiding notes from prying-eyes. To hide a note:  
Right click on the note and select "Hide" from the **Note Context Menu**.
2. To make a hidden note visible again, you can select it from your **Active Note List**. Right click on the **HottNotes icon**  to view its settings menu and select the note that you would like to read.
3. To view all notes right click on the **HottNotes icon**  to view its settings menu and select **Show Note desktop**.

## Close HottNotes

1. To close the HottNotes application, right click on the **Hott Notes icon**  to view its settings menu. Then select **Exit**.

## **LetMeType**

LetMeType is a word prediction program that predicts single words or phrases in a range of applications.

### **Who would benefit?**



LetMeType benefits individuals who require additional help with spelling and/or word recognition, particularly with longer complex words. LetMeType will also benefit individuals who have a mobility difficulty and find it difficult to input text or are slow typists.

### **Main Features:**

- Predicts in most Windows applications, Microsoft Word, Open Writer etc.
- Predicts words after first two or three letters have been typed.
- Predicts words in context.
- Predicts single words or phrases.
- Customise prediction window with font, font size and colour background.

### **Getting Started**


1. Click on the **Writing icon** on MyStudyBar and select **LetMeType**.
2. The **LetMeType** appear at the bottom right hand corner of your screen, as a pop up box.
3. At the moment there are currently no words available for word prediction. Therefore you will need to open a list of words. Click **File > Open**
4. Browse for the **default.lmt** word list. This is on your USB memory stick in the **MyStudyBar** folder. To find this folder click on **Look in:** dropdown menu and select **My Computer**.  
fsccommand\LetMeType. The default.lmt file contains a basic list of words (this contains a basic list of words) and click on the **Open Button**
5. Select your pen drive and click **Open**.
6. Double click on the MyStudyBar folder.
7. Select the **default.lmt** file and click **Open**.
8. A list of words will appear in the **LetMeType** popup box.

9. Minimize the pop up box. (You can open it later by double left clicking on the **LetMeType** icon  in the bottom task bar.)
10. Now that we have opened the word list we can start using it while typing. **Right click** on the **LetMeType** icon  in the bottom task bar and ensure that the **Suggest** function has a tick next to it.
11. If the **Learn Words** function is ticked, the software will learn any new words that you type in. Therefore if you have difficulty with spelling it is best to untick this function, (by clicking on the **Learn Words** title) as the software will misspell words.
12. When you start typing a popup box with suggested words will appear, you can either **click on the word** you would like or using the number keys select the **corresponding number**.

### **Add words to your list**


It is possible to add lists of words to your LetMeType software in two ways: **Learn words by Typing** and **Learn Words by reading the clipboard**.

#### **Learn words by Typing**

1. **Right click** on the **LetMeType** icon  on the bottom task bar and ensure that the **Learn Words** function is switched on and has a tick next to it (you can turn it on by clicking on the **Learn Words** title).
2. **LetMeType** will now learn new words while you type.
3. To save the new words in the list select **File** and **Save**.

**Note: If you find spelling difficult this is not the best method of adding words to your lists as the software will not correct misspelt words.**

#### **Learn Words by reading the clipboard**


1. **Right click** on the **LetMeType** icon  on the bottom task bar and ensure that the **Learn Words** function is switched on and has a tick next to it (you can turn it on by clicking on the **Learn Words** title).
2. **Copy** a list of words or text, which you have previously created.
3. Double left click on the **LetMeType** Icon on the bottom task bar. Then select **Edit** and **Read Clipboard**.

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The words will now appear in the current word list.

4. To save the new words in the list select **File** and **Save**.


### **Create a new word list**

1. It is possible to create a new word list for a specific topic or essay. To do this double left click on the **LetMeType Icon**  on the task bar.
2. Select **File > New** this will create a clear word list, that you can add words to **by Typing** or **reading the clipboard**.

### **Change the background colour and font of the Suggestions Box**

1. Double left click on the LetMeType Icon on the task bar.
2. Select **Settings** and then select **Background colour** or **Font...**
3. Select the **color** you would like as a background or font, and then click **OK**.
4. The next time that you start typing the suggestions box will appear in the colors you have selected.

### **Close LetMeType**

1. To close the LetMeType application, right click on the **LetMeType Icon**  to view its settings menu. Then select **Exit**.

## Lingo Talking Dictionary

Lingo is an easy-to-use talking dictionary.

### Who would benefit?


Lingo can help individuals with literacy or language support needs.

### Main features:

- Easy-to-use powerful word search.
- Customise color and font settings.
- Text-to-speech.
- Works with web applications such as Google, Wikipedia, and Wiktionary etc.



### Get Started

1. Click on the **Writing icon** on MyStudyBar and select **Lingo**.

2. The **Lingo icon**  will appear in the bottom task bar.

3. Left click on the **Lingo icon**  and the Lingo interface will appear.




### Look up words and more

1. Type the word you are looking for into the search box.
2. Press the **Enter key** after you type the word/s into the **Search box**.
3. Click the **Speak the Selected Text icon**  if you would like to hear the pronunciation of the word you have searched for.
4. If you would like to hear the definitions read out, highlight them and click on the **Speak the Selected Text icon** .


### Copy, print and save result of searching

Lingo allow you to copy, print, save the result of words:




1. First, select the word, idiom or sentence you need.
2. Then you can use the icons on the toolbar:

- : Copy 
- : Save 
- : Print 


## Change the Voice Settings

1. Click on the **Start Page** button .
2. Click on the **Configuration** link.
3. Click on the **Speech Tab** to view the settings.
4. In the **Text-to-Speech (TTS) Engine** section click on the **drop down list** next to the **Voice** and select a voice.
5. Use the sliders to change the **Volume**, **Pitch** and **Speed**, and then click the **Test button** to hear the voice. Click **OK** when you have finished.

## Look up words by hovering over them

1. Minimise the main home page of Lingoos, by clicking on the **minimise icon**  in the top right hand corner.
2. In a text document **highlight a word**, a definition will now appear in a popup box, next to the highlighted word.
3. Click the **Speak the Selected Text icon**  if you would like to hear the pronunciation of the word you have searched for.
4. If you would like to hear the definitions read out, highlight them and click on the **Speak the Selected Text icon** .

## Close Lingoos

1. To close the Lingoos application, right click on the **Lingoos icon**  to view its settings menu. Then select **Exit**.



## Sonar

### **Sonar – Cursor ring**

The sonar cursor ring software provides an expanded ring around the mouse pointer.



#### **Who would benefit?**

Students who have visual difficulty locating the pointer.

#### **Main features:**

- Change the shape of the cursor ring to a circle or rectangle.
- Change the thickness of the Sonar cursor ring
- Change the color of the Sonar cursor ring

### **Getting Started**

1. Click on the **Vision icon** on MyStudyBar and select **Sonar – cursor ring**.
2. The **Sonar ring** will appear on your screen.
3. The **Sonar icon**  will appear in the bottom task bar.
4. Right click the **Sonar icon**  to view its settings.

### **Change the Sonar Settings**

1. Click on **Settings**.
2. The Sonar Settings allows you to change the **Shape, Shape diameter, Band width** and **Color**.

#### ***Shape***

The Shape can be changed to a **circle** or **rectangle**.

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### *Shape Diameter*

The shapes diameter can be made larger if required.


### *Band width*

The shapes **Band width** can be made thicker if required.

### *Colour Setting*

Click on a colour to changer the Sonar ring colour.

### **Exit the Application**

To exit the application right click on the **Sonar icon**  and select **Exit**.

## **T-Bar**

T-bar is a colored screen masking/ruler.

### **Who would benefit?**


Individuals who prefer to use an alternative font and background color to the Windows default.

### **Main features:**


- Screen masking with 1 or 2 ruled lines.
- Ruled lines can be adjusted to read one or more lines of text.
- Adjustable screen masking width and length.
- Lock T-bar so it follows the mouse pointer.

### **Get Started**

Launch T-Bar by clicking on the **Reading icon** on the MyStudyBar.


1. Select **T-Bar – Screen Masking**
2. When T-Bar first starts a movable coloured overlay will appear on the screen.
3. To change the color and size of the T-Bar, right click on the **T-Bar icon**  located on the bottom toolbar of your screen.
4. Select **Controls**, to change options.
5. Select a **color** and **change the saturation** to suit your needs, and then click **OK**.

### **Change the Height and Width of T-Bar**

1. To change the colour and size of the T-Bar, right click on the **T-Bar icon**  located on the bottom toolbar of your screen.
2. Select **Controls**, to change options.
3. Click on the **Bar Options tab** and change the **height** and **width** of the T-bar to suit your needs.
4. In the example below the **width** of the T-Bar extends across the whole screen.

## Lines Option

T-Bar provides a line option, which can be extremely useful if you find that you lose your place whilst reading long pieces of text.


1. To add a Line to the T-Bar, right click on the **T-Bar icon**  located on the bottom toolbar of your screen.
2. Select **Controls**, to change options.
3. Select the **Line Option Tab**. Click on the **Line button**. This will create a line on the T-bar. Then you can select a **color** and change the **position** and **height** of the line to suit your needs, using the controls in the Line 1 Section of the Controls panel.
4. It is possible to move the T-Bar with your mouse or alternatively you can lock the T-Bar in place and use the keyboard arrow keys to move the T-Bar as you read the text.  
  
To Lock the T-bar, **right click** on the T-Bar and select **lock** you can then use the arrow keys to move the T-Bar up and down.
5. **Clicking outside** of the T-bar will automatically unlock it.

## Multiple Lines

It is possible for T-Bar to create multiple lines if required.

1. To add a second line, click on the **Lines Button** twice. You can change the height and position of this second line in the Line 2 Section of the pop up box.

## Close T-Bar

1. To close the right click on the **T-Bar icon**  located on the bottom toolbar of your screen.
2. Select **Exit**.

## XMind

XMind is mind-mapping program, similar to Inspiration, Mind Manager and Mind Genius.

### **Who would benefit?**

XMind can help individuals who think, plan and learn visually.

### **Main features:**

- Add topics and sub topics using the mouse and keyboard shortcuts.
- Customise font style, font and background color of topics and subtopics.
- Add images, hyperlinks/files and notes to topics and subtopics.
- Spell checking.
- Export to HTML, Word etc.

### **Getting Started**

1. Click on the **Planning icon** on MyStudyBar and select Xmind - mind mapping.
2. Click **inside** the first topic and type in a topic title.

### **Create Topic**

1. Select the main topic, then choose **Insert** on the Menu and select:  
**Topic**, type in the first topic title.
2. Continue adding the main topics of your mindmap.

### ***Change the color outline or background of the topic***

1. Click in the topic that you would like to change its color.
2. In the **Properties panel** on the right hand side of the screen, click on the **small square color icon** and select a color. This will change the color outline of the topic that you have selected.
3. When a topic is selected you can also change the **background color, font size/color or shape** of the topic in the same property panel. Try changing the color or shape of the topics. For example the topic shape in the following image has been changed to a Callout shape.


## ***Create Sub Topic***

1. Select the topic you would like to add a subtopic to then choose **Insert** on the Menu and select: Subtopic
2. Continue creating sub topics for each idea relating to the main topic.

## ***Add a Hyperlink***

Hyperlinks can be used to connect maps to websites, folders, or files such as Excel or PDF documents.


To create hyperlink:

1. Select a topic you would like to add a hyperlink to.
2. Click **hyperlink icon**  on the toolbar.  
Enter the URL (for example: <http://www.businessballs.com/presentation.htm> this will link Presentation skills.)
3. Click **OK**, and finish. The Hyperlink icon will now appear in the topic.
  - a. When you click on the Internet link a browser will open in the same window as your mind map.

## ***Add an Image***

1. There are a number of ways to add an image to a topic in this case we will use the **Drag and Drop** method.
2. With a web page open, **left click and do not release the button on the image** you would like to insert, then **drag it to the topic** you would like it to appear under.


**Alternative methods include:**

1. Choose '**Insert**' on the Menu and select:
2. Click on the image icon  on the toolbar. You can then search your files to locate the saved image from your folders.
3. Click **Open**.
4. Your image will now appear in your selected topic.

### ***Add Notes to a topic***

It is possible to add some notes to a topic in order to add more detailed information about a subject.

To add notes to a topic:

1. Select a topic.
2. Click notes icon  on the toolbar.
3. Type the extra information in this pop out notes dialog box.

A small note icon will appear in the topic. If the topic is hovered over with the mouse a popup box will appear with the note text.

### ***Add a Marker***

Markers can also be added to topics to emphasis a subject or prioritise topics.

To add marker(s):

1. Select the **topic**.
2. Open the **Markers View** in the property panel
3. Click the marker you like.
4. This marker will be added into selected topic.

### ***Move a Topic***

To change the position of a topic:

1. Select the topic, in this case the sub topic **Preparation** will be moved to **Structure** category.
2. With the sub topic selected left click and hold the mouse button down, drag the topic to the **Structure** category until you see it highlighted, then let go of the button.

### ***View the Mind map Outline***

Outline is a tree-like view in XMind.

1. Open outline view by clicking on the **View** menu and selecting **Outline**, you can see all elements of the current map or workbook.

## **Export Map**

XMind supports multiple format export. You can export maps as TXT, HTML, and Image.

To Export to TXT:

1. Choose '**File > Export**' on the menu.
2. Select **TXT File** in the export dialog.
3. Click '**Next**' to continue.
4. Choose the location by clicking '**Browser**'.
5. Click '**Finish**'.

This will create a Text document which you can cut and paste into a Microsoft Word document, to continue writing up your essay or research.

To **Export** your mindmap as a Microsoft Word document follow the instructions above however change the file extension.txt to **.doc**, when you browse for the location where it will be saved. Then click '**Finish**'. Export a File as an Image

## **To Export to Image**

1. Choose '**File > Export**' on the menu.
2. Select **Image** in the export dialog.
3. Click '**Next**' to continue.
4. In Export preview, you can do following settings:
  - Confirm the name and location of exported file.
  - Select the image type, BMP, JPEG, GIF, and PNG.Click '**Finish**'.