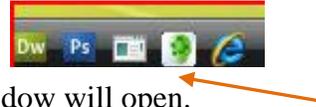


## C-map Tools Tech Tips

### To Begin

- Single click the Cmap icon on the menu bar (bottom left) or in the dock of the Mac. The *Views* window will open.
- Choose: **File**: **New Cmap**.



### To Add Concepts

- Right click on your diagram, select the option **New Concept**.
- Type your concept or conceptual phrase in the text box.
- Using the same method (or by simply double-clicking anywhere on the window), you can create multiple concepts.

### To Link Concepts

- Click on the concept and the *links button*  will appear. Drag the line to where you want to place the related concept.
- A linking text box will automatically appear; give it an appropriate linking term.

### To Create Slideshow Presentation, go to **Tools** > **Presentation Builder**.

- Select separately which elements in the Cmap are to be displayed in each slide. For example, hold down the **Ctrl** key and select all the elements (concepts and lines) that you want to show in the first slide; then click the  button.
- Build the presentation by highlighting additional concepts and links and clicking .
- Use the header buttons , ,  to insert new elements, delete slides, update presentation, respectively.
- To start the slide show, click the  or the  button, which starts the presentation in windowed or full screen modes respectively. You can go the previous and next slides with  and , and exit with  buttons.

### To export your Cmap

- Go to **File** > **Export Cmap As** > **Web Page**
- Create a **NEW** folder using your course and network name (SP 435\_smithj) into which you will export your web page. *Note*: This will automatically copy all your resources.

### To Save Your Work

- Create a folder (SP 435\_smithj) in the *Thawspace* and place your entire *My Cmaps* folder in it. **Do not** change the *My Cmaps* folder name.
- Each time you edit your *My Cmap*, trash the default desktop *Cmap* folder and drag your folder from the *Thawspace* to the desktop.

### Editing Previous Work

A generic *My Cmaps* folder is on the desktop of each computer. To edit previous work, trash the generic *My Cmaps* folder on the desktop and then replace it with your entire *My Cmaps* folder from the *Thawspace*. (All the resources used in your *Cmaps* (images, sound clips) are saved separately in your *My Cmaps* folder.)

## Enhancing your C-Map

### Editing lines and links

Right click the line segments and select *Line....* In the *Styles* window that will pop up, select the *Line* tab; set how the lines should be displayed, e.g., the presence and location of arrowheads, the thickness and style of the line, or the curvature and color. (You can set similar stylistic properties for the concepts as well if you right click and select *Format Style > Object....*)

### To Add Resources (pictures, sound files or movie clips) to your Cmap

- In the *Views* window, right click and select *Add > Resources*.
- Browse and add the resources. Important: give each resource a distinctive name.
- Then, in your *Cmap* window, right click the concept where you want to add the resource >Select *Add & Edit Links to Resources....* A window will open where you can browse the resources in your *My Cmaps* folder. Select the object and *Add to list*

### Adding a background image

- Right click in the *Cmap* window and select *Change Background*. Locate and choose an image from your *My Cmaps* folder. Select the object and *Add to list*.

## Recap

