

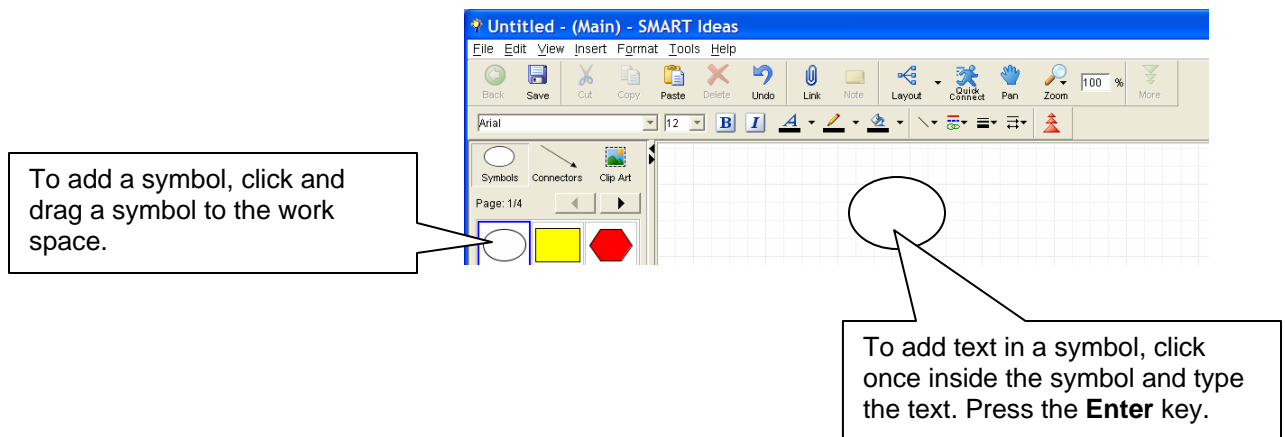
## Concept Mapping (8R5)

**Task:** Use a concept map to show that you can recognize and understand the important ideas and supporting details in a passage.

**Step 1:** Read the passage assigned by your teacher.

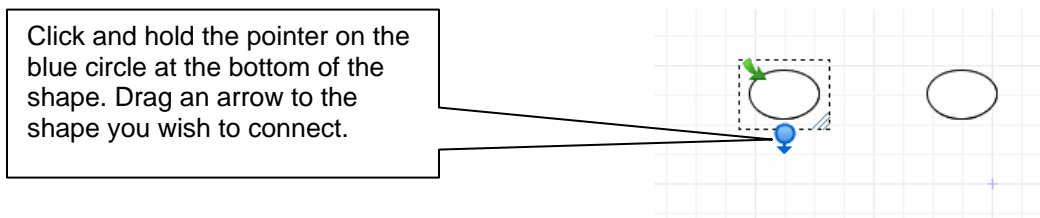
**Step 2:** Run *Smart Ideas*.

**Step 3:** Place a symbol on the workspace and type the title.



**Step 4:** Add a symbol for each main idea and type a concise summary of the idea in each symbol.

**Step 5:** For each main idea, add symbols to show the supporting details. Connect symbols using the connectors in the software, as follows:



**Step 6:** Save and print the file.

## ADDITIONAL NOTES:

When you have recorded all your ideas, you can edit your diagram to organize your information. You can:

- **Move** ideas around on the workspace. With the left mouse button, click and hold on a shape; then drag it to its new position. Use this method to cluster ideas that belong together in one location on the workspace. It's a good idea to do this first. (Don't worry about the connecting lines, yet.)
- **Disconnect** a line from one shape, and connect to another. To disconnect a line from a shape, click on the line. A blue circle appears at each end of the line. Place your cursor on the blue circle; it will turn yellow. Now click and drag the yellow circle to another shape. It will connect to the new shape. Once you have clustered all the related ideas around once main idea, you can connect the lines so that all the sub-topics connect to a main topic.
- **Delete** ideas from your workspace. To delete a shape, click on it once. A dotted line rectangle will appear around it. Press the **Delete** key on the keyboard. When you are finished organizing your brainstorming, you may have some ideas left over that you won't need. Use the delete key to clear them from your workspace.
- **Type** information on the connecting arrow. To add text on the arrow, click on the arrow once. A dotted line rectangle will appear around it. Click on the arrow a second time. A text box will open. Type your text in the box and hit enter.
- **Switch** to the outline view by clicking on the **Outline View** tab at the bottom of the workspace. Your topic will be listed first, with all your typed entries listed below. In this view, it is easy to edit, revise and proofread your work. To switch back to the diagram view, click on the **Diagram View** tab at the bottom of the workspace. You can also have the text transferred to a Word Perfect file by selecting **File >> Export to Word Document >> Word Perfect**.