


How do I - Present Information?

When information is ready for presentation MindGenius will help. There are a number of possibilities depending on the audience:




Outline View

Use the outline view to present your information 'top-down'. This view makes good use of space and is ideal for presentations. 

- The map can be printed and used as handouts for a meeting
- The map can be exported as a rich text document and opened in a word processing application such as Microsoft Word
- The map can be presented on-screen using the Output Tree view and the Map Explorer can be used to navigate the map. This is particularly effective when using a projector



Map Explorer

Focus on a section of your map by selecting a branch in the Map Explorer. Show and hide it using .

Let's say the task is to generate a report about a family pet and we have a rabbit called Speedy.

Use the techniques outlined in 'How do I - Prepare a Report?' to generate the content on your presentation. The sample map 'School Presentation' gives an example of how this could be done.

Now select the Output Tree view and organise the information in the order in which it will be presented. Now we have your presentation notes.

Shown on a computer screen or (even better) projected onto a handy wall, the map will show the audience what we are going to talk about and in what order. Of course, it also provides us with a script that allows us to walk through the presentation step-by-step.

When presenting in this way, collapse or expand the information as you go or use the Map Explorer to focus on the part of the map you are talking about.

The sample maps: 'Best Man's Speech', 'Report Writing Example', 'School Presentation' and 'Bird Eating Spider' are all examples of different types of reports that can be generated and then presented with MindGenius.