

# aHa! Word2Map

Save ridiculous amounts of time preparing and writing documents!



## Product description

The word2map export allows you to quickly generate a mind map structure out of a word document by just scanning and clicking with your mouse. You just select keywords by highlighting them with your mouse. The next step is to decide if you want them to be a main or subtopic in the mind map structure. You can also select part of your text and link them to a main or subtopic so they will appear in the notes of the branch of your mind map.

### The word2map add-in:

- Will help you to quickly grasp the essence of a text or to build a structure for your own text, presentation, project plan a study summary.
- It also is an ideal tool to spark your imagination because once you have generated the mind map structure you will see new associations.
- If you are familiar with speed reading you can speed read with your mouse and quickly build a structure using the key words and signal words.
- If you are not a speed reader this tool will help you to learn speed reading word documents on your computer.

### Whom is it for?

The word2map add-in is designed for all Freemind, Mindmeister and MindManager users who work a lot with Word documents. Managers, knowledge workers, project managers, students and so on. It is an ideal tool to quickly grasp the essence of a text or to build a

structure for your own text, presentation, project plan a study summary. It is also perfect to spark your imagination because once you have generated the mind map structure you will see new associations. If you are familiar with speed reading you will love this add-in because you can speed read with your mouse and quickly build a structure using the key words and signal words. If you are not a speed reader this tool will help you to learn speed reading word documents on your computer.

*“In almost all my high level consultancy projects for Government, Large international financial organizations I use the word2map add-in.”*

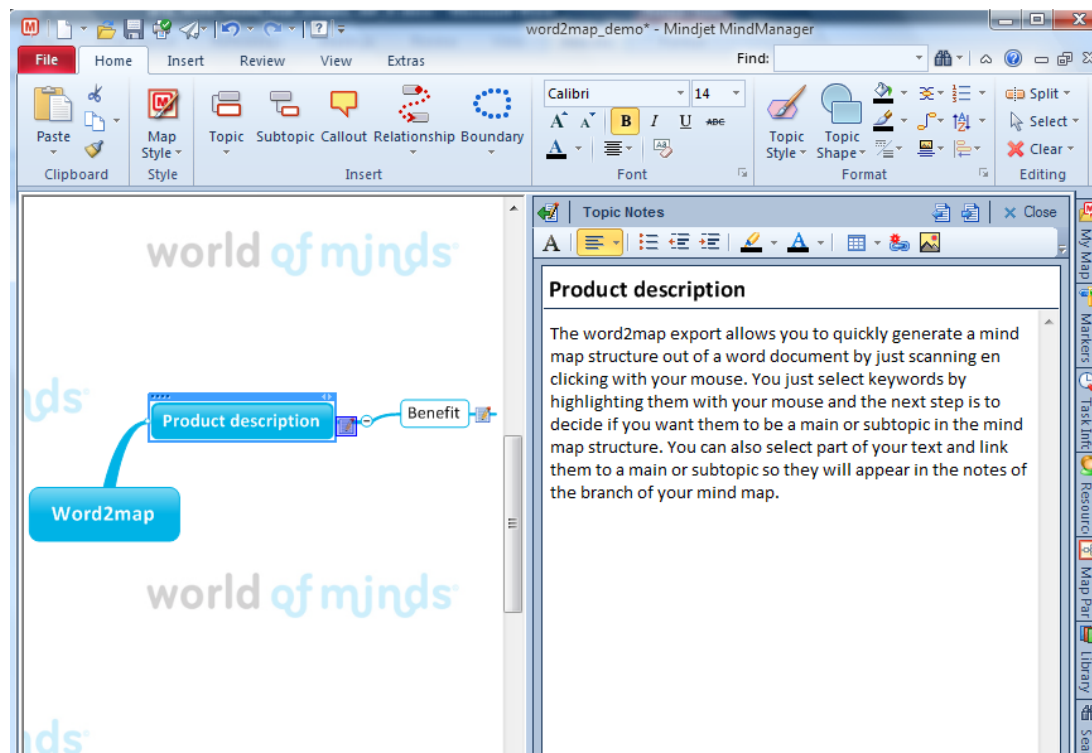
Jerre Lubberts – Consultant World of Minds.

## How to Get Started

**Step 1** Open a document and activate word2map just by clicking on ‘add-ins’ and ‘Show’. You can now generate a mind map just by scanning and clicking with your mouse. You just select keywords by highlighting them with your mouse and see the results in the right side of your screen. You can add a keyword to be a main or subtopic in the mind map structure. You can also select part of your text and link them to a main or subtopic so they will appear in the notes of the branch of your mind map. **See below.**

The screenshot shows the Microsoft Word interface with the 'word2map' add-in active. The main document text is on the left, and the 'Word2Map' sidebar is on the right. The sidebar contains a 'Summary' section with 'Add topic' and 'Add note' buttons, and a 'word2map' section showing a hierarchical mind map structure. The mind map structure is as follows: 'SUBJ: Product description' (parent) has two children: 'NOTE: The word2map export allows you to quickly generate...' and 'SUBJ: benefit'. 'SUBJ: benefit' has one child: 'NOTE: The word2map add-in is designed for all Freemin...'. The sidebar also has 'Deselect' and 'Delete' buttons, and a 'MindManager Mindmap' section with 'Load ...' and 'Save as ...' buttons.

**Step 2.** Click ‘Save as..’, choose ‘MindManager’ (or ‘Freemind’) en your file with your mind map structure and notes is saved. Now you can open the file with MindManager (or Freemind or Mindmeister):



You can repeat this process as many times as you like because you can reopen the word file and save ‘over’ the existing file with your mind map structure. You could also export your mindmap to Word and start scanning again with your mouse.

*“The word2map add-in is an ideal tool for me because I am writing, rearranging, combining and analyzing documents about 60-70% of my time and I now save a day in the week using the word2map add-in with MindManager for my own tekst and Mindmeister when doing my ‘virtual writing’ with other authors.”*

Sander Kamp – Researcher and tester for Hypershifters.com