

## COMPUTERIZED CONCEPT MAP TEMPLATES

### To Add Text to Boxes:

1. Right click inside box.
2. Left click add text, curser will go inside box.
3. Add desired text.

### To Enlarge or Shrink Boxes:

1. Left click anywhere on box until little boxes appear around the edge of the box you created. These little boxes surrounding the box are called bounding boxes.
2. Go to each little box and a two headed arrow will appear.
3. To enlarge or shrink, left click a bounding box, keeping button depressed and drag the box wider or smaller.
4. Release the mouse.

**Note:** *To resize the box proportionally, in both the vertical and horizontal direction, drag the handle on the corner of the box.*

### To Move Boxes:

1. Left click anywhere on box until little bounding boxes appear (as explained above under enlarging or shrinking)
2. Left click inside square and a 4- headed arrow appears.
3. To move, left click once the 4-headed arrow appears, keeping button depressed and drag the box to wherever you want on the page.
4. Release the mouse.

### To Draw Lines between Boxes:

1. Left click on line on drawing toolbar.
2. Move cross bar curser to edge of box.
3. Left click, keeping button depressed, and move curser to the box you want to connect.
4. Release the mouse.

**Note:** If you want to **resize the line**, left click the line, move the cursor to a bounding box and a two way arrow appears, left click and drag line to make it longer or shorter.

If you want to **move the line**, left click the line, move the cursor to the middle of the line and the 4-headed arrow appears, left click and drag the line to the desired spot.

### **Highlighting** in a different color:

1. Right click highlighter symbol from the toolbar
2. Select color with right click to arrow next to highlighter symbol and then clicking the desired highlight color.
3. Right click Go to the highlighter on the main toolbar.
4. Right click, keep depressed, and drag mouse across the words you want to highlight.
5. Click off **highlighter** with right click on the symbol on main toolbar.

### **Cutting, Pasting, and Copying Boxes**

1. Left click box so bounding boxes appear.
2. Move cursor to a bounding box, and right click the mouse.
3. Left click the cut or copy command.
4. If copying or moving cut box, move cursor to desired location of box.
5. Right click the mouse and left click paste.