

The NovaMind 5 Presenter

What is the NovaMind Presenter?

The NovaMind Presenter is a powerful presentation system built in to NovaMind and available in the Platinum edition.

It allows you to set up dynamic “slides” that zoom in to portions of the Mind Map so you can view them during your presentation, and then move on to the next portion of the Mind Map when you are ready.

It also has the unique ability for you to expand or collapse subtopics and show the Mind Map in that particular state. You can even select multiple topics and have the slide show all those topics.

You can have the presentation visit your topics in any order, and even switch to viewing other Mind Maps within your document from within your presentation.

During your presentation, you can easily edit the Mind Map and resume your presentation where you left off. This makes it a fantastic tool for when you want to brainstorm new ideas during a meeting.

There is also a walkthrough capability, which allows you to navigate through the Mind Map, highlighting the topics as you go. Walkthroughs can be very useful at the end of a presentation, during question time where you want to revisit topics in any order, or for doing ad-hoc presentations with no preparation required.

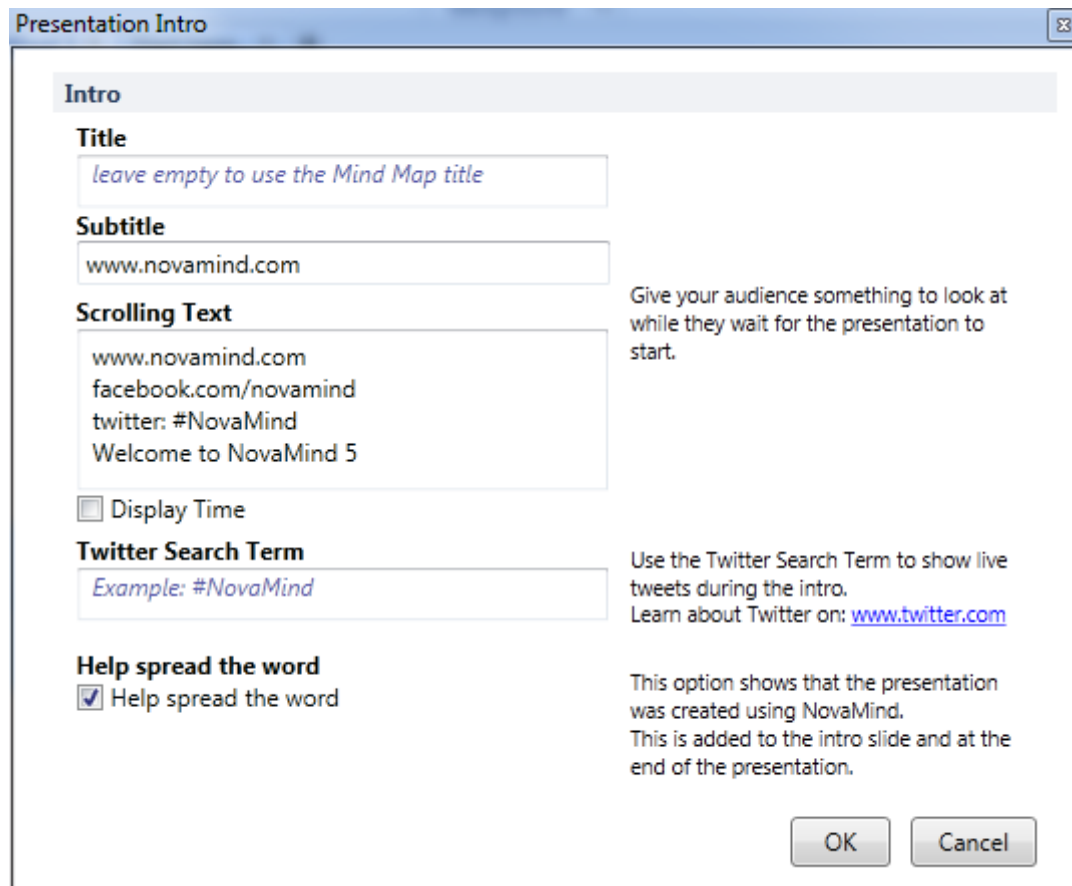
Creating a simple presentation

You will need to show the slides sidebar. You can do this either by clicking on the Slides button on the Presenter tab of the ribbon bar, or you can show it using the slides icon on the lower left corner of the NovaMind window.

You will see that there is initially one slide shown, and you will be adding slides to build up your presentation, but let's first edit the first, introductory slide. This introductory slide is designed to be something interesting for your audience to look at prior to your presentation commencing.

Editing the Introductory Slide

Double click on the slide, and a panel will open allowing you to define what will appear on the opening slide. The following are the things you can define:



- **Title:** This is shown as large title text on the opening slide. If you leave this empty, it will use the title of the first Mind Map in the document. Otherwise, you can type whatever text you want to appear.
- **Subtitle:** This is shown in smaller letters below the title.
- **Scrolling Text:** This text is scrolled across the screen from time to time. You can enter multiple lines of text, and it will be scrolled across line by line at random intervals.
- **Display Time:** If you turn this option on, the current time will occasionally be scrolled across the screen. If you use this option, make sure your computer's clock is set to the current local time.
- **Twitter Search Term:** If you enter something in this field, it will be used as a search on Twitter, if your computer is connected to the Internet. You can use any search, just the same as if you were searching directly on Twitter, so this can include simple text or hash tags. This can be particularly interesting where you are at a conference where they have given a hash tag for attendees to tweet with. When something that matches is found, it is shown for a few seconds as a panel on the screen.
- **Help Spread the Word:** Checking this option shows the NovaMind logo and text to say that the presentation was created using NovaMind at the bottom right corner of your intro slide and at the end of the presentation.

In addition, a variety of subtle color changes and visual effects are shown to keep it interesting while not distracting.

If you don't want the introductory slide shown as part of your presentation, right click on it, and choose the option to hide that slide. Any slides that are hidden will have a box with a diagonal line in it drawn across the slide number.

Adding Slides

To add a slide, select the topic or topics you want to be displayed. Make sure the children (and descendant) topics are expanded or collapsed, as you want them during the presentation.

You can then either:

- a) Click on the "Create from Selection" button in the Presenter tab of the ribbon bar, or
- b) Click on the "Create Slide From Selection" slide at the end of the list of slides, or
- c) Right-click on the selected topic (or one of the selected topics, if you have selected multiple topics), and choose the option "Create Presentation Slide".

NovaMind will create a slide after the selected slide in the slides sidebar, and will generate a preview of the slide contents. Note that the slide preview will show only the topics that will be directly included in your slide, and will not show other topics which may happen to be on the screen during the presentation. This may look a little strange if you have only some of a number of siblings selected

Note that you can create a slide for boundaries, floating topics, callouts, and shapes as well as for ordinary topics. This gives you a lot of flexibility as to what is included in each slide.

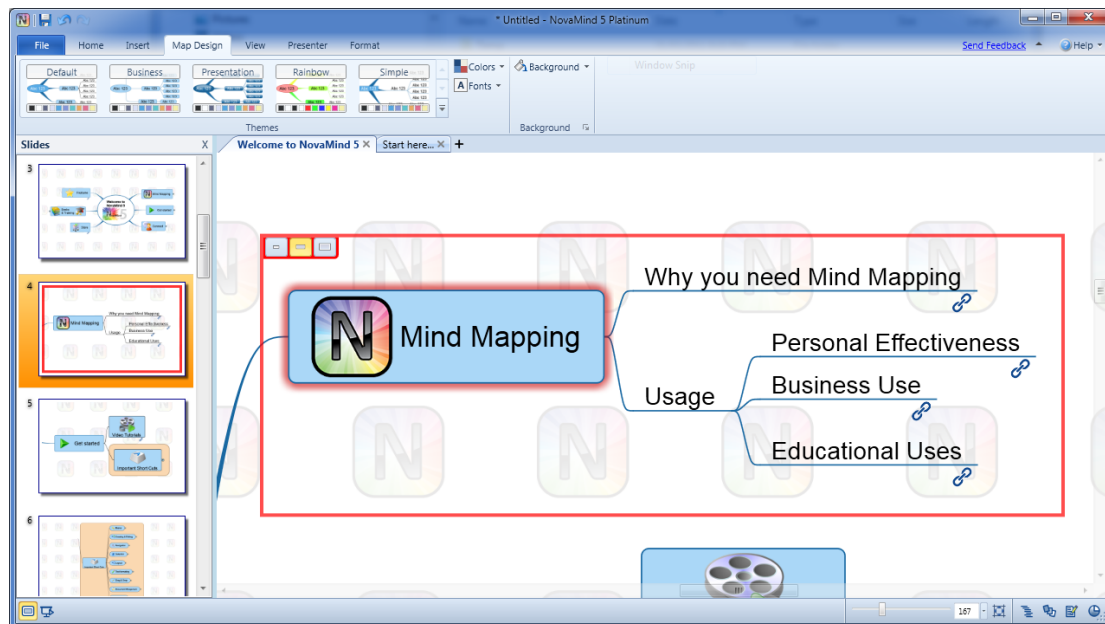
Selecting Slides

Click on the slide in the sidebar. When you select a slide, it will be shown in the same way it would be if you were in a presentation (it will zoom and center the topic).

Editing Slides

To edit a slide, you can either double click on it, or right click on it, and choose the Edit option. As mentioned earlier, there is a special editing panel for the introductory slide, but the rest of the slides behave as follows:

When you are in editing mode on a slide, you will see a red border around the topics that will be included in the slide when it is presented. This is also shown on the slide preview in the slide list, so you can see that you are editing that slide. Also the topic or topics that define the slide will be highlighted with a red border.



In the top left corner of this box you will see three controls. These are used to control how far the slide will zoom in during your presentation. Mouse over each option to get a description of what it will do, or click on the different options to get a preview of how it will look in your presentation, and choose the one that best suits your needs. Normally you would want to stick with the default middle option, but if you want to focus on an attached image or topic, you would use the 'Close Up' option, and if you want an overview with more context, you would use the 'Distant' option.

While editing your slide, you can also change the expanded state of the subtopics.

Whenever you change a slide, the preview will be updated to show the slide as it will appear during your presentation.

To finish editing a slide, either click on the Mind Map background, or on another slide, or use the context menu on the slide to end editing.

Changing the Slide Order

You can drag the slides into the order you want them in.

Hiding Slides

If you want to exclude a particular slide from a presentation, but you don't want to completely remove it from your presentation, right-click the slide, and choose the option to hide it from your presentation. You will see a diagonal line across the slide number to indicate that it will be excluded.

To include the slide in the presentation again, right click and choose the Hide option again, and it will be unchecked in the menu and be live in your presentation.

Deleting Slides

Right click on the slide you want to delete and choose the Delete option.

Note that if you delete a topic that was used to define a slide, the slide will be automatically deleted.

Giving your Presentation

Starting the Presentation

You can start the presentation by either using the Start Presentation button on the ribbon bar view tab, or the icon at the bottom left of the NovaMind window, or by using the F5 key.

Note that if you want to use the presenter without it taking over the whole screen, you can hold the Ctrl key down while starting your presentation, and it will just use the existing window.

This can be useful when you are doing webinar presentations, or Skype window sharing for instance, and you just want to share a window rather than the full screen.

Selecting slides during your presentation

Once the presentation starts you can navigate through the slides using any of the following:

- a) Use the arrow keys on your keyboard to go forward (right arrow) or backward (left arrow), or
- b) Use the left and right mouse buttons to go forward and back, or
- c) Use the space bar to go forward, or
- d) Click on the left and right buttons at the bottom of the screen.

You can also see a list of all the slides, and choose which one to use, by clicking the button at the bottom left of the screen to show the slide selector, or pressing Ctrl+M.



The currently displayed slide will have a glow around it. If there are more slides than what will fit in the window, you can scroll to view the rest using the scroll bar on the right.

To select a slide to go to, just click on it, or you can use the arrow keys, and press Enter to select the highlighted slide. If you want to exit without selecting a different slide, either click on the background, or press Escape.

Accessing Hyperlinks and Attached Files

During your presentation you can click on the icons for hyperlinks or attached files and open them in their default application. Once you have finished looking at them, you can return to NovaMind and resume your presentation where you left off.

Accessing Topic Notes

If you need to show your topic notes during your presentation, use the notes indicator icon on the topic to show the notes panel. You can close it again by clicking the X button at the top right of the notes panel.

Ending your presentation

Press the Escape key to end your presentation.

Walkthrough Presentations

Using the presenter as described above allows you to give a professional looking presentation very easily, defining the slides ahead of time. But sometimes you want to go to topics in an ad-hoc order, or just go through the topics without defining the presentation beforehand.

This can also be useful for question and answer sessions after a presentation (or during a presentation). This is where the Walkthrough presentation mode comes in useful.

You can either start a Walkthrough from the ribbon bar Presenter tab, or if you are already doing a presentation, you can use the popup menu from the button at the bottom left of the screen to switch to Walkthrough mode. When switching to Walkthrough mode in this way, click on a topic to start presenting the walkthrough from that topic.

As for presentations, you can prevent the window from expanding by holding the Ctrl key while starting the Walkthrough.

Walkthrough options

Between the forward and backward buttons on the controls at the bottom left of the screen, you will see a little gear option which allows you to set the options for your walkthroughs. Note that these options are global preferences and will therefore be used for all your walkthroughs.

The options are as follows:

- **Expand One Topic Level / Expand Two Topic Levels:** This controls how many levels of subtopics are expanded when you visit a topic.
- **Visit All Topics:** If this is turned on and you are navigating using the arrow buttons or the spacebar, each of the subtopics will be highlighted in turn before going on to the next topic. This can be useful if you treat your Mind Map like a list where you want to go through all the items and highlight and talk about each one in turn. If you think of it more as a topic with subtopics being reminders as to the meaning of the topic, then you might like to leave this option turned off.
- **Auto-collapse Topics:** If this option is turned on, the topics that are not being presented at the time are collapsed. If this option is off, any topics that are expanded will not be collapsed again – this can be useful for progressive revelation of information.

Navigating in Walkthrough Mode

Navigation during walkthrough mode is quite different to during a presentation. Here are the ways of navigating:

- **Forward and back arrow buttons:** These are the buttons at the bottom left of the screen during your presentation. In Walkthrough mode, they take you to the next topic in logical order, visiting and highlighting the appropriate topics. If you have the Visit All Topics option turned on, this will mean that the leaf topics will be visited while keeping the parent topic in view.
- **Tab and Shift-Tab:** These will take you forward and back through the walkthrough in exactly the same way as using the forward and back arrow buttons as described above.
- **Spacebar:** Using the spacebar will take you to the next topic in the same way as the forward arrow button described above.
- **Arrow Keys:** The arrow keys navigate you around the Mind Map in the same way that you would normally go if you were not in presentation mode, and will expand and collapse topics as necessary.
- **Clicking on Topics:** When you click on a topic, it is “presented” – i.e. moved and zoomed if necessary, highlighted, and subtopics expanded as necessary.

Zooming in Walkthrough Mode

While doing a walkthrough, you might want to zoom in on a topic or group of topics. Your normal zoom and pan options are available – you can use the scroll wheel zooming, or move your mouse to the bottom of the screen to show the zoom slider etc.

Accessing Notes, Hyperlinks, Attachments

These options are all there in the same way they are in the full presentation mode.

Exiting your Walkthrough

To exit the Walkthrough, press Escape if you want to leave the presentation mode altogether. Otherwise you can use the popup menu from the button at the bottom left of the presenter screen to go either into edit mode or into

presentation mode. If you go into presentation mode, your presentation will resume from where you left off.

Editing your Mind Map during a Presentation or Walkthrough

You can edit your Mind Map while still in the presenter. To do this, click on the control button at the bottom left of the presenter screen and select the Edit option.

You will have the full normal editing controls available, but the ribbon bar and footer bar will be hidden until you mouse over them. When you move your mouse over them, they become visible and you are able to do any editing you like – adding or editing topics, deleting topics etc.

Once you have finished editing, use the controls at the bottom left of the screen to switch back to Walkthrough or Presentation mode.