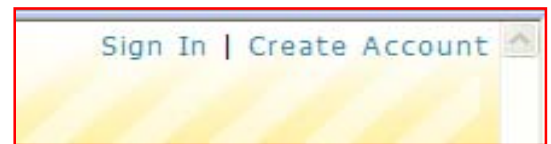


1. To begin: Existing users may **login**.  
New users will click **“Start Brainstorming”**



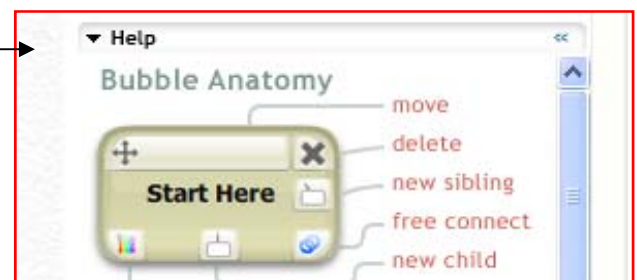
2. After clicking **“Start Brainstorming”**, you have a few options. You may: begin a new account, begin brainstorming with your bubbles, or you may “sign in” as an existing user



3. We’re **READY to START!** Hover over your bubble to see the options associated with it. Click on **“Start Here”** to enter title.




4. **The Parts of the Bubble at a Glance**



5.


How do I change the color of a bubble?

Click to select the color of a bubble. Bubbles can have **automatic/default** color or a **specific color** assigned to them. New child bubbles are always created with automatic color assigned to them. Top level bubbles use the last color selected.

6.

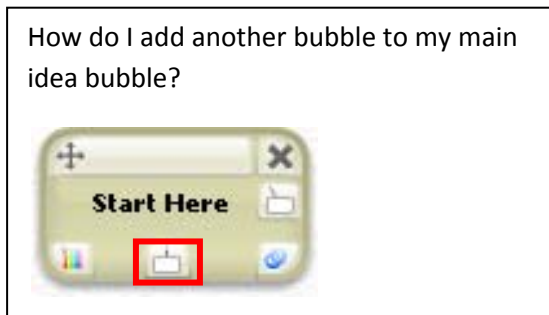

How do I move my bubble or “pin” it to a new location?

Click and drag to move your bubble. After the bubble has been moved (or “pinned”), a new button with an arrow pointing to bubble’s parent will appear on its title bar. Click it to reset bubble’s position. Click **UNPIN ALL** in upper left corner of the screen to reset all bubbles’ positions. If you drop a bubble over another bubble while it is highlighted in red, you can re-assign it to a new parent.

7.

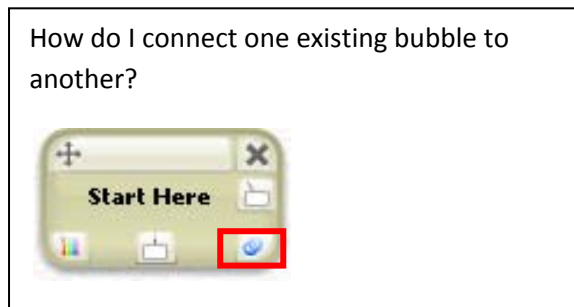
How do I add another bubble to my main idea bubble?

Click to create a new child baloon.

8.

How do I connect one existing bubble to another?




Click and drag to connect two bubbles together with a directional line. This allows connections in any order.

**Note:** Once you have dragged the two bubbles together, be sure to wait until the reddish-orange outline appears around the two circles before releasing your mouse.



9.

How do I create a new “unattached” bubble?



Click to create a sibling baloon under the same parent.

10.

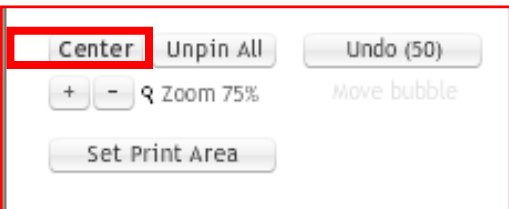
How do I get rid of a bubble?



Click **DELETE (X)** to delete a bubble. You can undo bubble deletion by pressing **Control+Z**.

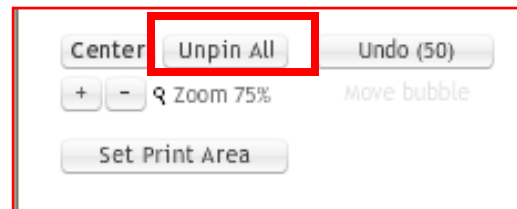
11.

How do I center my concept map bubble? Locate the following commands in the upper left-hand corner.



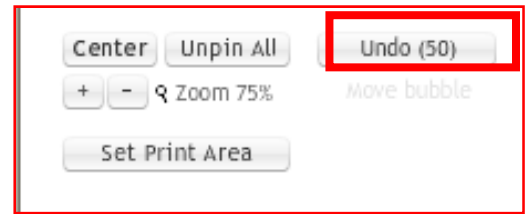
12.

How do I “unpin” all of my bubbles (get them back to their default positions after I have moved them)?



13.

How do I undo previous actions? This can be done one at a time, and you undo innumerable actions.

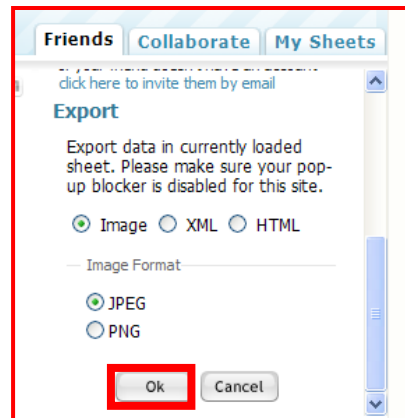
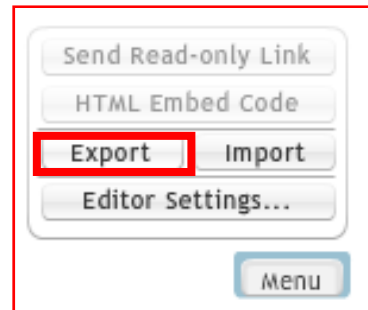


14.

How do I export my concept map to HTML or XML format so that I can use it in another document?

**Click Menu** (bottom right hand corner)>>>>**Export**>>>**Go to Export Dialogue box** (upper left-hand corner---you may need to scroll down to make "export" visible)>>>**Choose Image, XML or HTML, etc.**

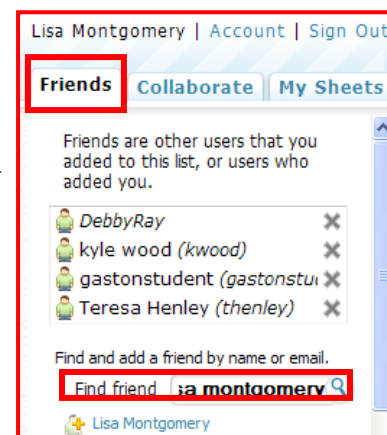
**Click OK** and choose the location where you would like to **save** your JPEG (picture).



15.

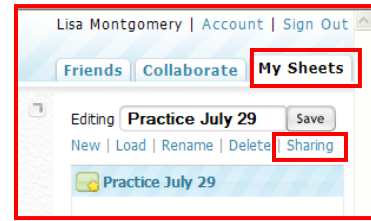
How do I share my concept map with my friends who are bubbl.us members?

Go to the **Friends** tab (top right corner). Type your friend's name in the **Find Friend** box and click the search **magnifying glass**.

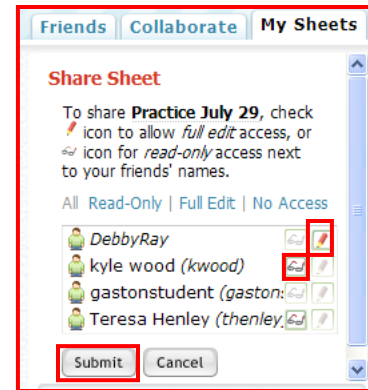


## 15. Continued:

Click on the **My Sheets** tab and double click on the sheet you want to share. Then, click the **Sharing** link.



Beside your friends' names you may click the **pencil icon** to allow *Full Edit* access (ability to edit your concept map). Clicking the **eyeglasses** will allow your friends' read only access. If you do not select the pencil or the eyeglasses, then your friends will not have access to your map.

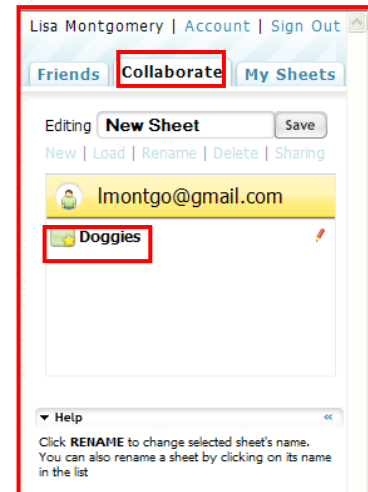


Click **Submit**.

16. How do I view a concept map that a friend wants to share with me?

Click on the **Collaborate** tab.

**Double click on the sheet that you wish to view** (ex.: Doggies). You will see the sender located above the sheet (ex.: [lmontgo@gmail.com](mailto:lmontgo@gmail.com)). You will also see the pencil or eyeglass icon depending on the rights that you have been assigned from the sender.



## Other Features:

You can enlarge your graphic organizer with the **Zoom** icon at the top left.

You may also type the letter **A** to enlarge your concept map, or type the letter **Z** to shrink.

