



How to Make your own (Drafting Table) Dashboard:

1. **Download** the drafting table image available in this blog posting and save it to your Desktop.
2. **Open a new MindManager map** and take out the “Central Topic” wording that appears by default, so you’re left with a blank blue box.
3. Right-click anywhere on the map but the **Central Topic > Background > Select Image > Tile option: Center.**
4. **Search Google Images for office item images.** For suggestions items, click [here](#). Save the images to your Desktop.
5. **Create all Topics as Floating Topics** (ie. Do NOT let them connect to Main Topic) by pointing and clicking your cursor on any open part of the map and beginning to type when you see the gray highlighted rectangle.
6. When you see the gray highlighted rectangle (indicating your Floating Topic) Go to: **Insert Floating Image: From File.** You’ll see a “S” marker with a + sign below it. Click your cursor and a window will pop up prompting you to find the desired image. Locate it and click Insert.
7. **Repeat actions in Step 8** above by inserting one office item image per Floating Topic, until the desired number of office images you want on your drafting table in reached.
8. Ensure each Floating Topic is white, and is “placed” on the drafting table, by dragging the floating topics onto your drafting table image in the desired positions and **clicking directly on the image within the floating topic (a blue box will appear) NOT on the floating topic itself. Adjust the size of each office supply image as needed. This can be tricky, as MindManager may try to connect your Floating topic images to the Central Topic.** You can foresee this as indicated by the red lines that appear. To prevent this, place each item far enough away from the Main Topic to lose that connection.
9. **Right-click on each office supply item and select Format Topic: No Line: Transparency 100% and Color = None.**
10. **Then make the Main Topic transparent** as well by repeating the same steps for it as are you did in #11 above for the office supplies.
11. **Type wording into your Main Topics with the office item images to name each piece of your dashboard map.**
12. **Add priority Map Markers**, if desired by clicking in a Main Topic, navigating to the Map Markers tab and selecting the image with the desired priority.
13. **When in a Main Topic, click your Insert key to add Subtopics that serve as notes for your Main Topic dashboard topics.** Format subtopics as desired.
14. Collapse each Main Topic.