Updating Mindmaps in PolicyOne

Overview

Follow this procedure to make changes to a mindmap in the PolicyOne Kentico Content Management System (CMS). You need to have access rights to CMS Desk, with Write permission.

Tools You will also need Visio, a graphics software program, and GIMP.

This procedure describes how to add a new interpretation brief, related document, or URL to a mindmap without moving any existing elements in the mindmap. If you need to move existing elements or enlarge the size of the mindmap, see the **Tips** at the end of the procedure for additional instructions.

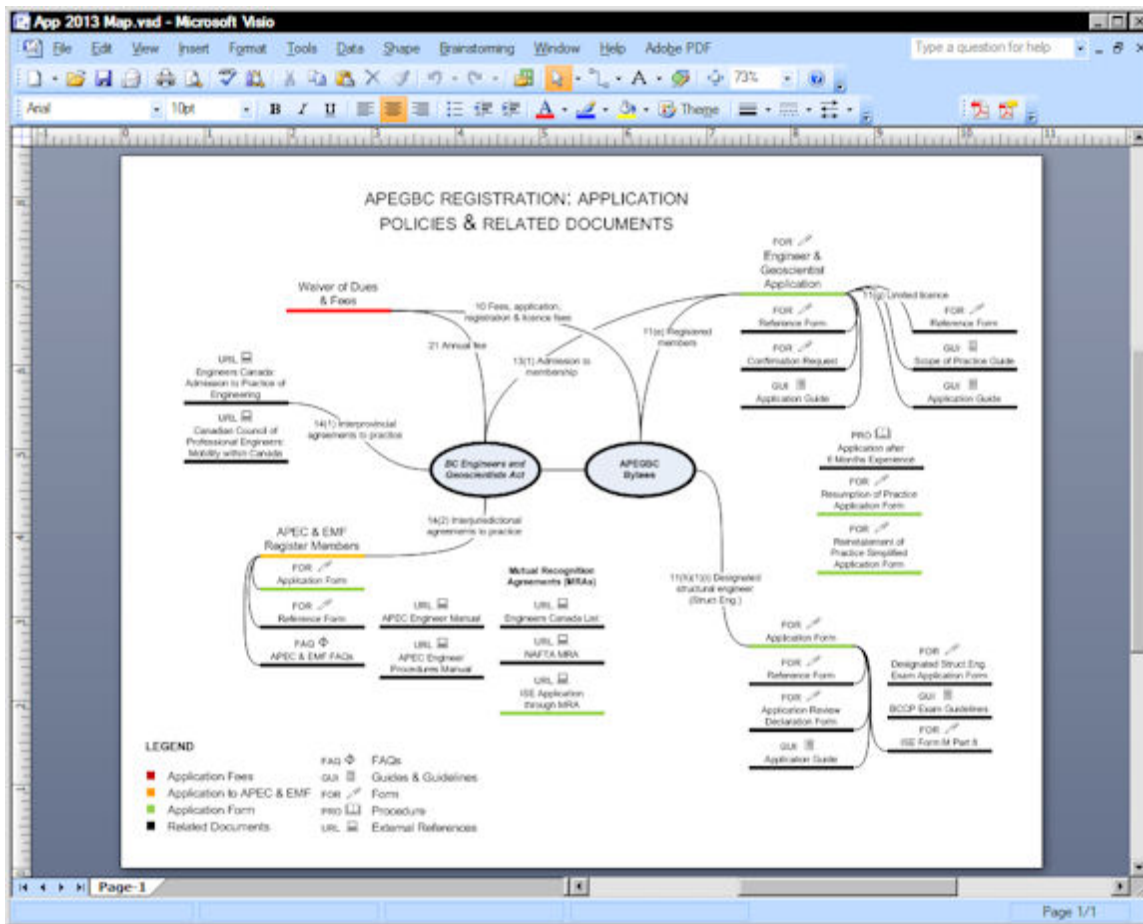|	
Document Owner:	Reg & Licensing
Practice Applies to:	Registration Staff
Process Responsibility:	Ray Filipiak
Final Accountability:	Gillian Pichler

Process

Updating a mindmap involves these steps:

1.   Update the mindmap in Visio and create a JPG image file of the mindmap.

2.   Add borders to the JPG image file in a graphics software program such as Corel Paint Shop Pro or Adobe Photoshop.

3.   Create a smaller version of the JPG image file in the graphics software program.

4.   Upload both versions of the mindmap graphic to Kentico.

5.   Record coordinates for new graphic elements in GIMP.

6.   Update the source code in Kentico to use the new coordinates.

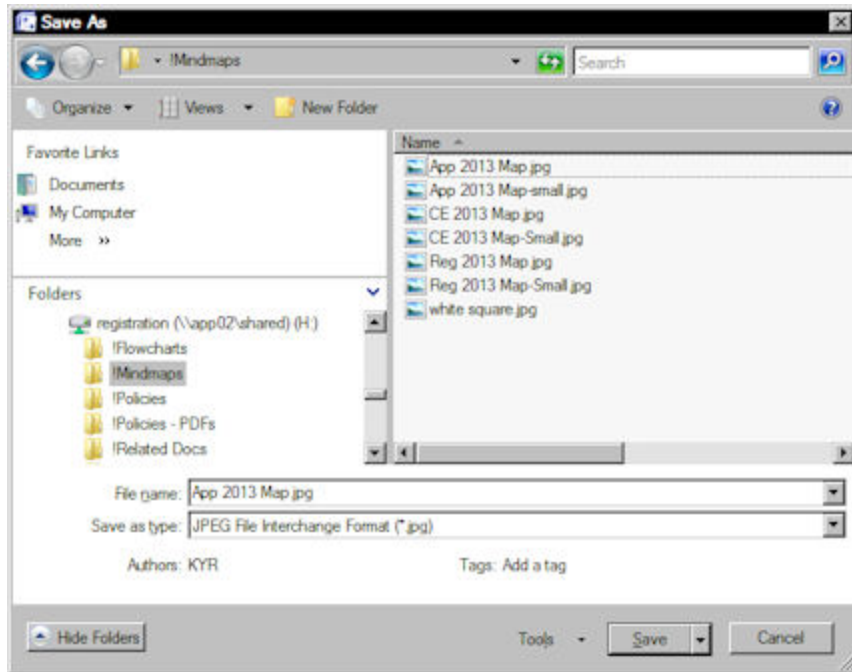This procedure describes each step as a separate task.

Updating Mindmaps in Visio

1.   Open the mindmap's VSD file in Visio.

2.   Make your changes to the mindmap diagram.

Tip The lines connecting parts of the diagram are protected from deletion. To remove the protection, select the line and then select Format > Protection.

3. Save the file.

4. Select File > Save As, and save the file in .jpg format, using the same name as the existing mindmap JPG file.
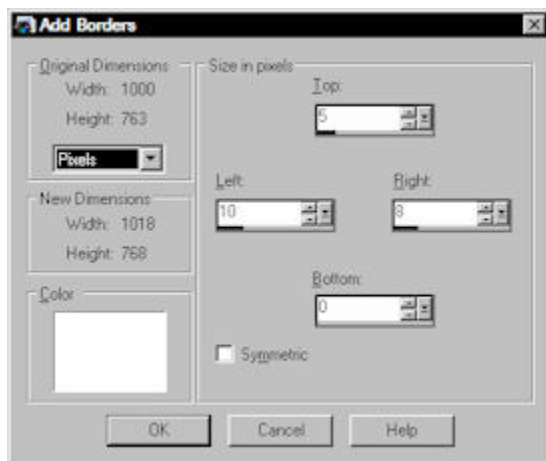
The JPG Output Options dialog box opens. Click OK.

Adding Borders to the JPG Image

This procedure describes how to add borders using Corel Paint Shop Pro. Feel free to use the graphic editing software you are familiar with.

To add borders to a JPG image

1. Open the JPG image in Paint Shop Pro.
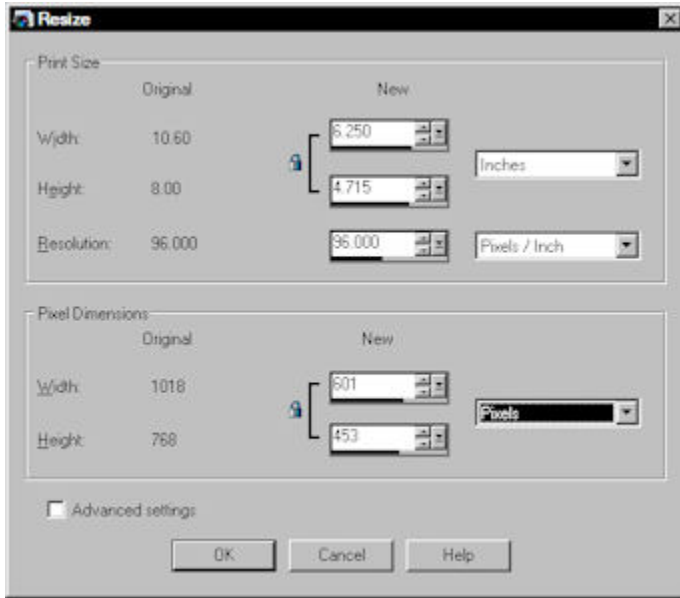
2. Select Image > Add Borders.

3. Clear the Symmetric check box and specify these settings:

    - Color: White
    - Left: 10
    - Top: 5
    - Right: 8

4.   Click OK.

5.   Save the file.

Creating a Smaller Version of the JPG Image

1.   With the image still open in Paint Shop Pro, press Shift-S.

2.   In the Pixel Dimensions frame, select Pixels.

3.   In the New Width box, type 600.

4.   Click OK.

5.   Press F12. Save the file with "-small" in the file name (using the exact same filename as the original small version).

Uploading Revised Graphics to Kentico

1.   In Kentico, navigate to Master Documents > Images > Mindmaps.

2.   Click the menu item for the mindmap you revised.

3.   Click the Form tab.

4.   Click **Update** .

5.   Navigate to the .jpg file, select it, and click **Open**.

The Update icon changes to a circle, indicating it is uploading the file.

Kentico updates the mindmap image wherever it is used.

6.   Repeat steps 2 through 5 for the small version of the mindmap.

Recording Coordinates for New Graphic Elements

Use GIMP to record the coordinates for new graphic elements in the mindmap. When you add this information to the source code for the mindmap in Kentico, it makes the area over the graphic element clickable.
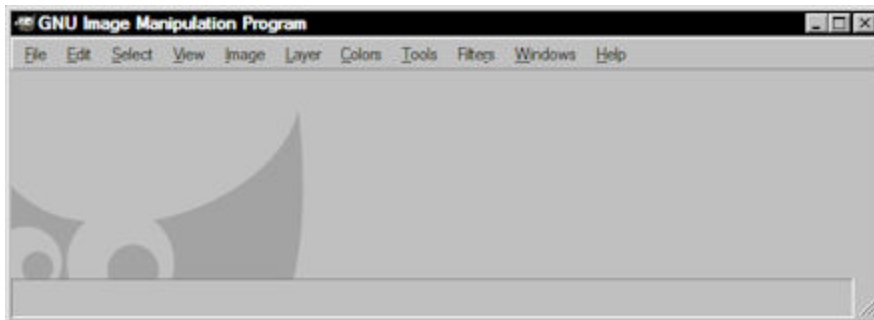
Graphic elements include:

- Policy interpretation briefs
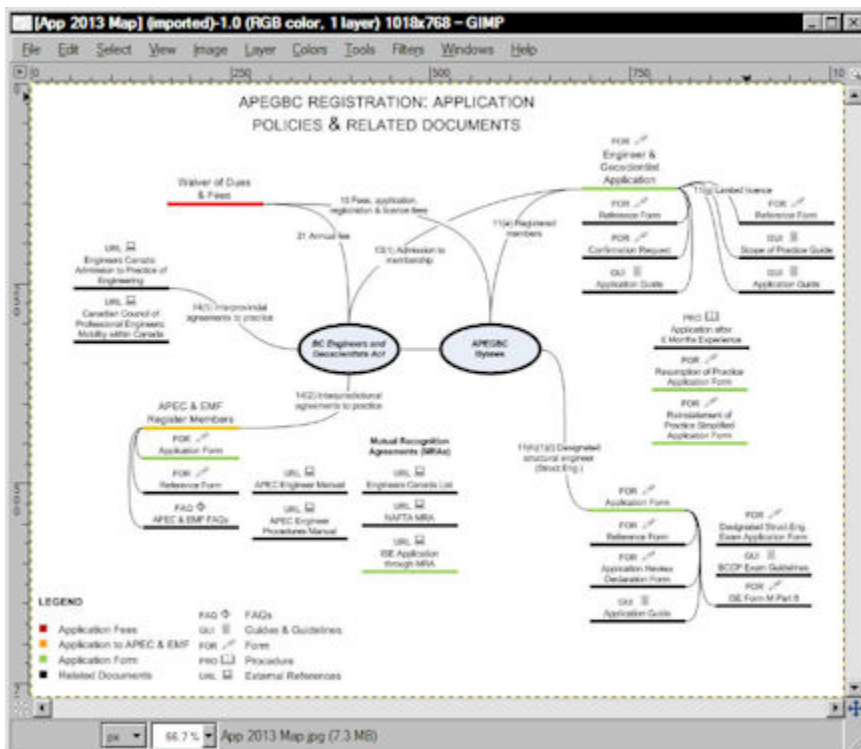- Related documents in PDF format
- URLs to external references

You will need to specify the location to open when the user clicks the graphic element. The instructions below describe how to find the necessary information.

To record the coordinates for a new graphic element
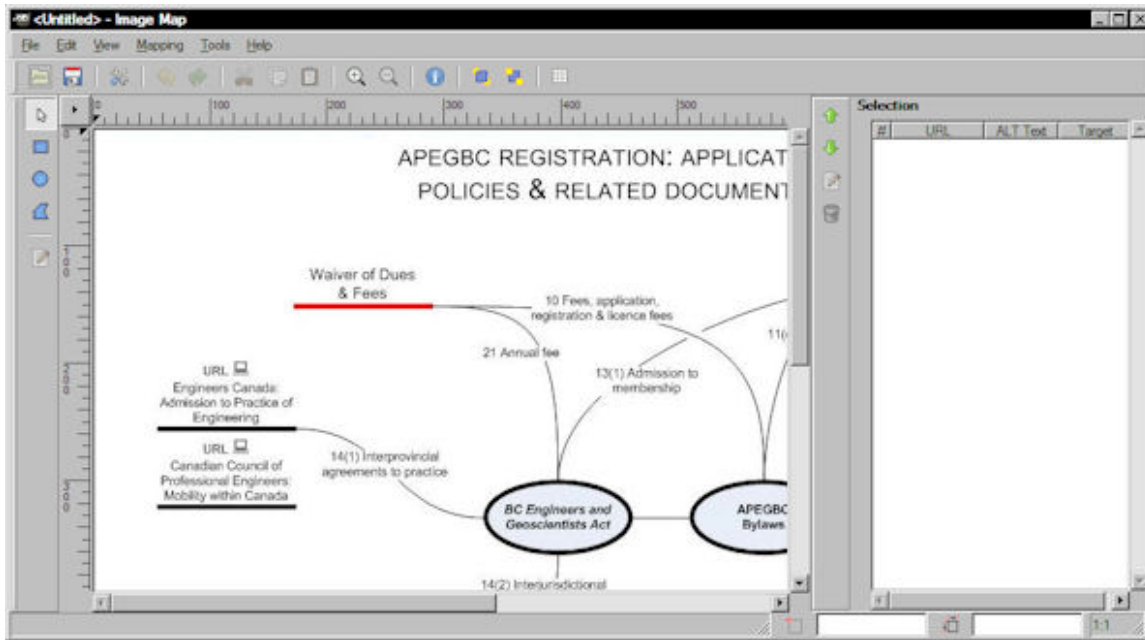
1.   Start GIMP.

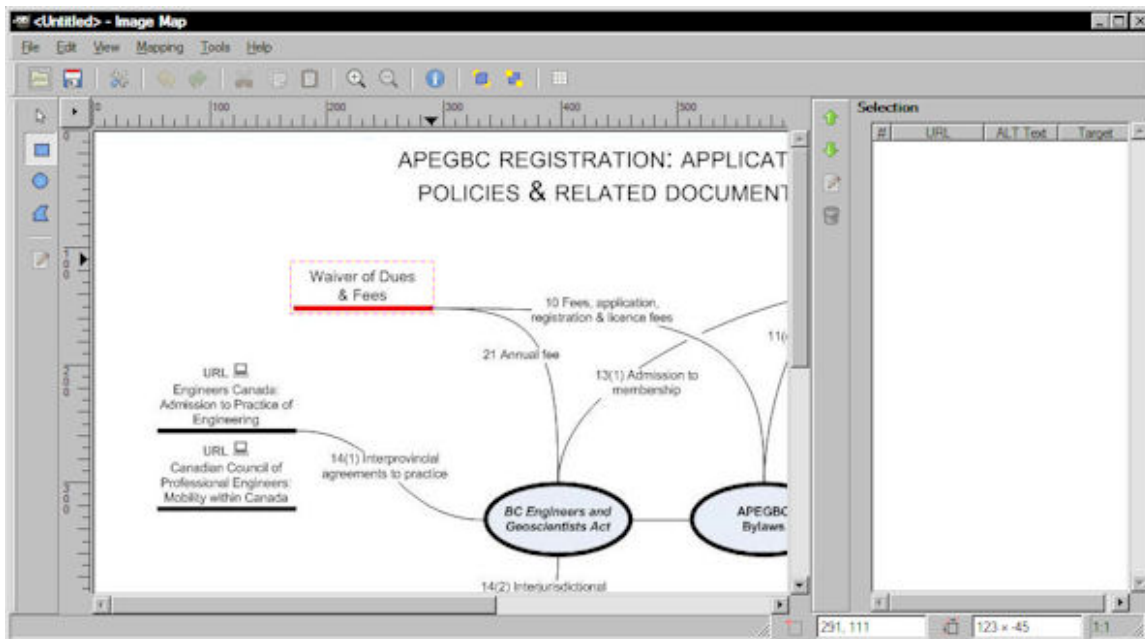2.   Drag the full size JPG of the mindmap onto the GIMP window.

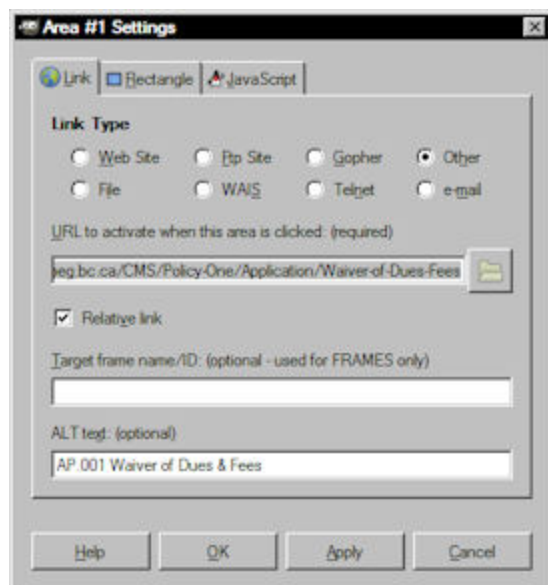3. Select Filters > Web > Image Map.

A new Image Map window opens.

4. Click the Rectangle shape in the upper left corner.

5. Click and drag on the mindmap image to draw a rectangle shape around the graphic element you added to the mindmap.

6. Click the corner of the rectangle (you don't need to move the mouse).

The Settings dialog box opens.

7. Specify the URL to activate when this area is clicked:

To find the URL for this	Do this	Example
Policy interpretation brief	Navigate to the interpretation brief in Kentico, right-click the title, and then click **Copy shortcut**	https://dev.policyone.apeg.bc.ca/CMS/Policy-One/Application/Waiver-of-Dues-Fees
Related document	Navigate to the PDF file in the Master Documents folder in Kentico, click the Properties tab, right-click the Live URL, and then click **Copy shortcut** When you paste the shortcut in GIMP, type this at the end: `.aspx`	https://dev.policyone.apeg.bc.ca/CMS/Policy-One/Reference-Documents/PDF-Files/Related-Docs/1-Application/38465-APEC-EMF-Register-FAQs-pdf.aspx
URL	Copy the URL from the browser window	http://www.engineerscanada.ca/e/files/APECEngineerManual04.pdf

8. For URLs to external references, in the "Target frame name/ID" field type this: `_blank`
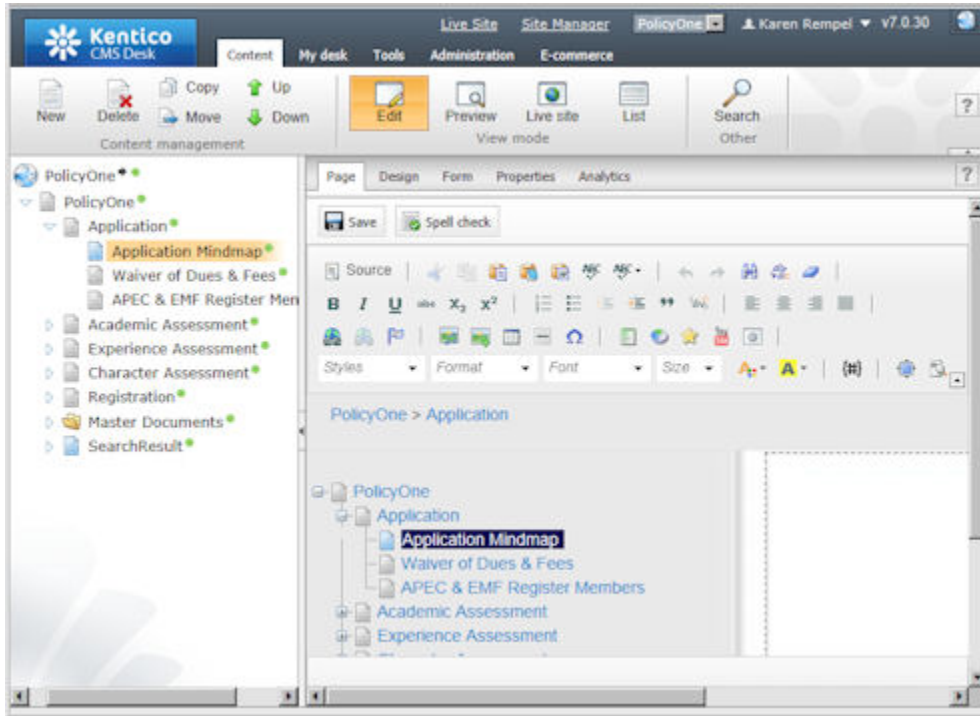
9. Specify the ALT text as follows:

For this graphic element type	Type this	Example
Policy interpretation brief	Brief number Brief name	AP.001 Waiver of Dues & Fees
Related document	DOCS# Short document name	30582 Engineer & Geoscientist Reference Form
URL	Website or Document name	Engineers Canada – Admission to Practice of Engineering, APEC Engineer Manual

10. Click OK.

11. Press Ctrl-S. Save the MAP file to your desktop.
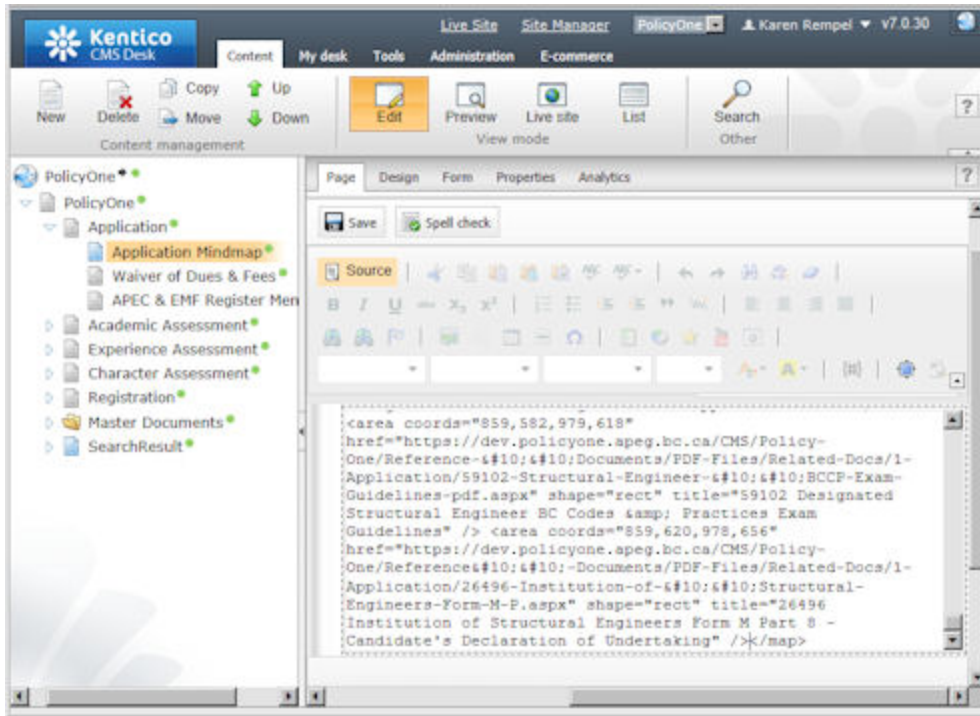
12. Close the GIMP windows.

Updating the Mindmap Source Code in Kentico

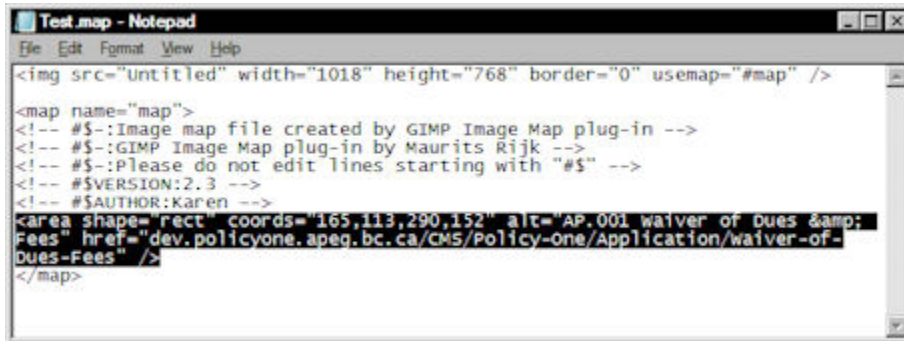1. In Kentico, navigate to the mindmap to update and select it.
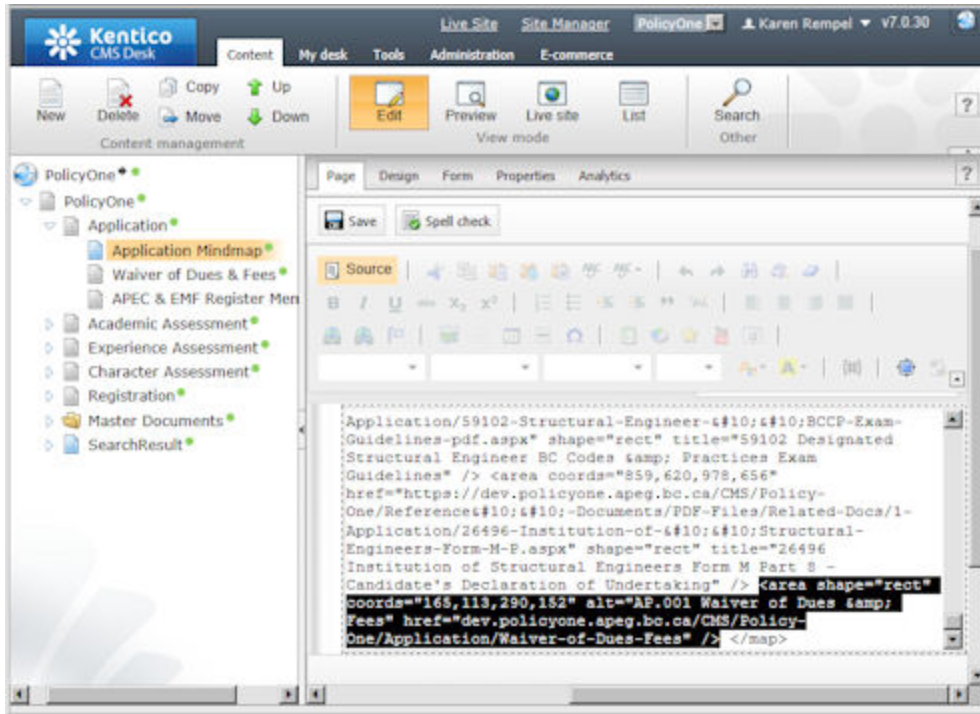

2. In the Page tab, click **Source**.

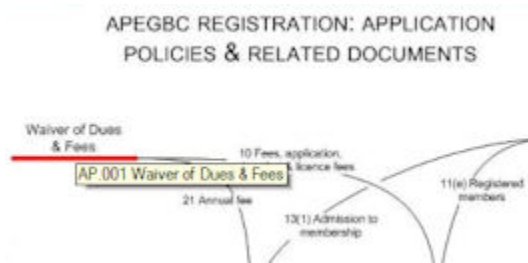The HTML source code for the clickable areas on the mindmap is displayed.

3.   Scroll down to the bottom of the source code, and insert the cursor before the </map> tag.

4.   On your desktop, open the MAP file using Notepad.

5.   Highlight and copy the area tag containing the coordinates, alt text, and href info.

6.   In Kentico, paste the area tag before the </map> tag.

7. Change `alt` to `title`.

8. Click **Save**.

9. View the mindmap in Live site mode to test that the clickable link you created works as expected.
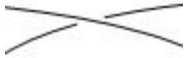

Tips

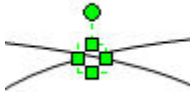**Moving Other Elements in the Mindmap**

- If you need to move other elements in the mindmap in order to accurately depict the relationship of the new item to other items in the mindmap, you must capture the new coordinates for the moved elements. Capture the coordinates in GIMP and then update the coordinates in the source code in Kentico.

- If you need to move or add lines to show connections between items in the mindmap, try to avoid crossing the lines over other lines where possible. Use the white square graphic to create a gap in one of the two crossed lines. Use Shape > Order to control which line goes on top of the white square.

Each mindmap already uses at least one white square, which you can copy and paste as needed. Click the square to select it. Green selection handles appear.

Enlarging the Mindmap

- If you need to enlarge the size of the mindmap in order to place your new items on the mindmap, you must update the image size in the source code in Kentico. You can find the JPG's image size using your graphic software or GIMP.

Additional Information

Related Documents

- [Updating Word Documents in PolicyOne](#)