MindManager X5 User's Guide

Table Of Contents

Getting Started

Welcome to MindManager X5

MindManager®, Mindjet's visual tool for brainstorming and planning, offers business professionals a more effective way to electronically capture, organize, and communicate information and ideas.

As the digital alternative to note-pads, flipcharts and white boards, MindManager increases productivity through faster understanding, better decisions and reduced meeting time. MindManager seamlessly integrates with Microsoft® Office.

XML-based MindManager seamlessly integrates with Microsoft® Office® and Enterprise data sets to harness corporate knowledge.

MindManager Editions

MindManager X5 Pro maximizes performance by helping business professionals and teams achieve more in less time. Run more effective meetings and accelerate decisions using proven content organizing methods.

X5 Pro seamlessly integrates with Microsoft® Word, PowerPoint®, Outlook® and Project to increase productivity and jump-start business projects. Save time by brainstorming and planning visually, then exporting content to professional Web pages, graphics, PDF files or MPX file format for integration with leading Project Management tools.

Smart Map Parts, built with SmartMapX Technology™, support dynamic integration with third-party data sources, including search results, news feeds, and proprietary information.

MindManager X5 features cutting-edge tools to make brainstorming and planning fast and effective. Save time and increase productivity when managing information, outlining large documents, planning presentations, and more.

With MindManager X5, you can quickly capture and organize topics in visual hierarchies before exporting to a variety of popular formats, including professional Web pages and presentations. X5 seamlessly integrates with Microsoft® Word and PowerPoint® to strengthen communication and cut presentation prep time in half.

This latest MindManager release features a Windows® XP-based user interface, rich text notes, and an extensive library of icons and images to visually convey meaning.

Getting More Information

You can watch this to get a quick overview of how to create a map. Or, go to the Mindjet Web site to learn more about our products.

Get Started

Now, where to begin? You can Learn about MindManager and mapping or just jump right in and begin creating. The first thing you will want to do is to either create or open a map.

Compatibility with earlier versions

MindManager X5 can read maps from MindManager 2002 without any changes to the map. These files have names that end in .mmp, whereas X5 maps will be named as .mmap files.

If you used any custom add-ins from third-party vendors on your maps, you will need to get updated versions of these to use with X5. The updated add-ins should be able to read the MindManager 2002 map data that they added

No special procedure is needed to open MindManager 2002 maps. Just click **File - Open** and choose **MindManager Maps** in the *Files of Type* list.

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Learn about MindManager and mapping

Background information about MindManager's mapping method is available at the Mindjet Web site.

MindManager goes beyond basic mapping to offer a rich selection of features for creating meaningful maps to illustrate your ideas and plans in a visually distinctive and memorable fashion. Use your maps as tools to facilitate planning, organize and distribute information, and create presentations.

Basic steps for creating maps

Start a new map

- Start from scratch with a blank map.
- Use a template with pre-defined content
- Import content from another application (including Microsoft Word, Outlook, or Project)
- Brainstorm new ideas.

Add the map content

- You can enter topic text, import content from other sources and add pre-defined map parts.
- Expand topics by attaching detailed topic notes and links to other documents (including other maps), Web pages, or email addresses.
- Assign task information like start and end dates, durations, resources and more.

Format the map

- Select a style to determine the map's overall "look"
- Add special coding to classify topics.
- Change the look of individual topics

Add visual cues

- Show topic relationships with arrows
- Surround topic groups with boundaries.
- Illustrate the map with images

Collaborate and finalize

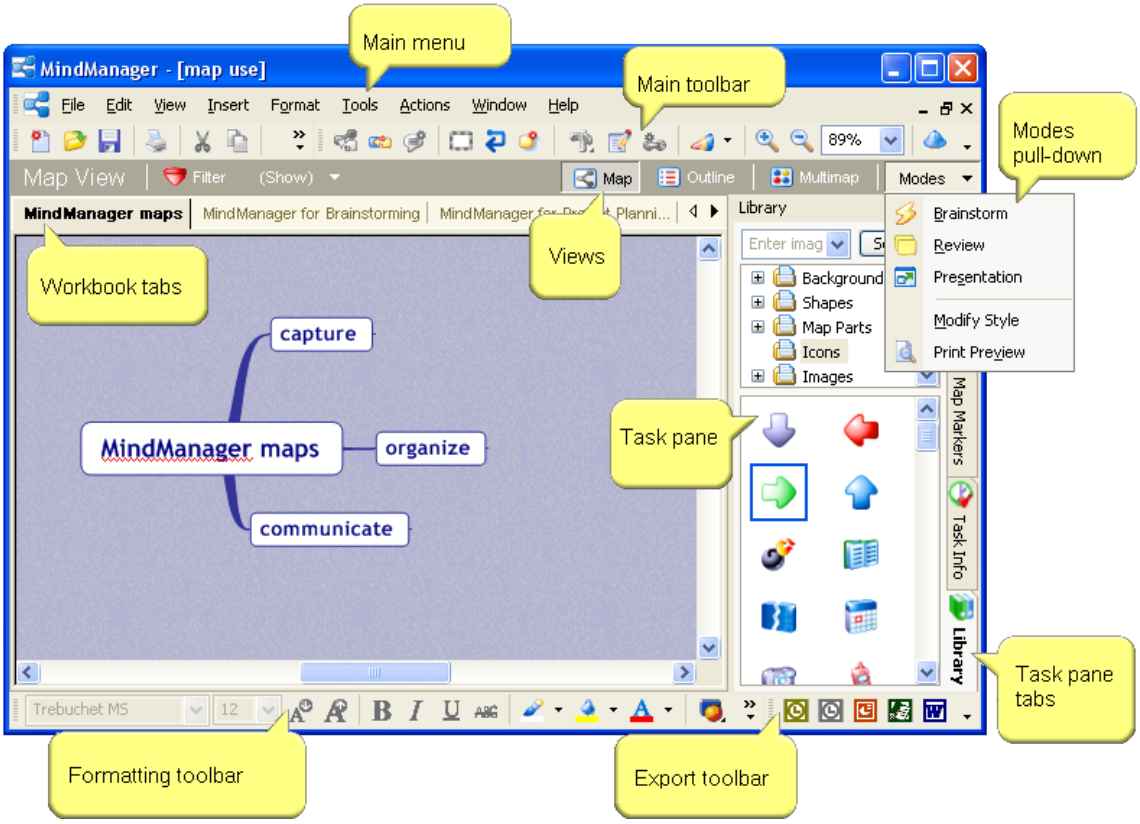
- Add review comments
- Distribute the map to colleagues for review.
- Spell-check the content and check the map links.

Use your map

- Distribute the final map to members of your project, department or company.
- Export it to another application
- Create a set of Web pages
- Create a presentation.

The MindManager interface

This diagram shows the various parts of the interface.



Help resources

To get Help while you're using MindManager:

- Press the **F1** key. This will display the appropriate Help topic.
  - Click More at the bottom of the topic to see a topic with broader information, or Related Topics to see other related topics.
  - Click the Show button in the Help toolbar to use the Table of Contents, Index and Search options.

- Click **Help** - **MindManager Help** to see the MindManager Help file. Use the Table of Contents, Index and Search tabs to locate topics of interest.
- Consult the **Learning Center** pane for animated tutorials and samples that show how to use MindManager for specific tasks.

Online resources

Our Mindjet Support Center on the Web provides more resources including:

- Knowledge base articles with answers to common questions
- A user-to-user forum
- License key and registration help
- Service pack downloads
- PDF format Help guides
- Resources for advanced users

... and more.

Privacy policy

At Mindjet, protecting your privacy is very important to us. We want you to understand what information we collect and how we use it.

What Information We Collect:

- Information we receive from you on your order form
- Information we receive from entries to Mindjet contests
- Information we receive through our Web site
- Information about your transactions with us

Why We Collect This Information:

We collect this information for a variety of reasons, including Mindjet's effort to inform you of upgrades, changes in service, special offers, and other products and services that you may be interested in.

When you submit personal information to Mindjet, you understand and agree that Mindjet may access, store, and use your customer profile in any of the countries that Mindjet has offices. Mindjet will not store credit card information nor will it disclose credit card information to any third parties.

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Mindjet will maintain your privacy and will not offer your information to third parties. Information provided by you to Mindjet is for internal use only to fulfill your order requirements. We do not disclose any information about you to either our "affiliates" or non-affiliates. We may disclose your personal information we collect, as described above, to companies that perform services on our behalf to fulfill your order requirements.

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Creating, opening and closing maps

Begin a new map

The first step in creating a map begins with opening a new map. There are several ways to begin a new map with MindManager.

Create a blank map

To create a new blank map:

Do one of the following:

- Click **File** - **New** then **c**lick on **Blank Map** in the *From my favorite templates* group.
- Click on the **New** toolbar button.

MindManager opens a new map based on the New Blank Map template.

Each new blank map begins with a central topic or title. To begin, click on the central topic and enter the theme of your map. Then, go on to add main topics and subtopics.

Note: You can direct MindManager to open a new map each time it starts using the **Tools** - **Options** - **General** settings.

New from existing map

To add to or modify an existing map without changing the original:

1. Click **File - New**.
2. Under *From existing map* click **Choose map**.
3. Select the map you want to use as the basis for the new map.

A copy of the map will open with a temporary name, and you can make changes and additions to it. When you save the map you will be prompted for a new file name, so the original will not be changed.

New from my favorite templates

To create a new map based on a Favorite template:

1. Click **File - New.**
2. Under *From my favorite templates* click on the template you want to use as the basis for the new map.
   This list shows all the templates you have marked as Favorites in the Map template organizer.

If the associated template has an active wizard attached you will be prompted for the information to fill in the template. See Using map wizards for more details.

New from template collection

To choose from all the available templates and collections:

1. Click **File** - **New.**
2. Under *From template organizer* click **Open organizer.**
3. Click the collection to open in the *Map Templates* list.
4. Select your template from the list, then click **OK** to begin the new map.

To create a new map from the Template Organizer:

1. Click **Tools** - **Template Organizer**.
2. On the *Map Templates* tab open the collection and select the template you want to use.
3. Click the **New Map** button. A new map will begin using the template you selected.

If the associated template has an active wizard attached you will be prompted for the information to fill in the map. See Using map wizards for more details. You'll be asked for a map file name when you save the map.

Using map wizards

Some templates have attached wizards that run automatically each time the template is used to create a new map. Wizards can simplify information entry in many ways, for example, to prompt for information in a specific form (ie date in mm/dd/yyyy form) or within a certain range. They can also be used to ensure that the map information is complete.

The wizard steps through the template and prompts you for information to fill in the map. It may prompt you for some text and you can simply type in your answer, or it may ask you to select a date or time, or an answer from a list of choices. If you see a browse button displayed next to the data field you can enter a link to a file or to a URL (web page, ftp site, mailto link, etc.).

Note: Wizard creation is an advanced feature and is suggested only for experienced users of MindManager.

To enter the wizard data:

1. As the wizard runs, answer each question. You'll see how many steps the Wizard contains at the top of the dialog.
2. After you enter your answer for each step click **Next**. If you made a mistake, click **Back** and re-enter your data. If you want to stop the Wizard at any time click **Finish**.
3. The wizard will notify you when you are on the final step.
4. Some wizards "loop" – that is they may be designed to help you create a map that has topics containing the same set of information for different items or people. In this case you will be asked if you want to add another (person, item etc.) to your map. Click on **Yes** to continue entering more data, click **Finish** if you are done and want to continue with the next step.

You can enable or disable wizards for individual templates using the Template Organizer.

Copy topics to new map

You can create a map by selecting topics on an existing map and exporting them to a new map.

To create a new map from existing topics:

1. Open the source map and select the topics you want to export.
2. Click **File** - **Send to** - **MindManager (As New Map)**.

3. If you have selected a single topic you can choose how you want it to appear on the new map:

    - **Copy selected topic as main topic** creates a new map with the selected topic as main topic branching off a generic central topic.
    - **Copy selected topic as central topic** creates a new map with the selected topic as the central topic.

    If you have selected multiple topics a new map is created with a generic central topic and the selected topics as main topics branching off from it.

The topics you copy are not removed from the original map. If your goal is to create several linked maps from a single larger map, you can replace the copied topics in the source map with a topic that links to the new map you created.

Open maps

If you know the name of the map you want to open, you can browse for it.

To locate the map you wish to open:

1. Click the **Open** button  or click **File** - **Open**.
2. The standard Windows Open dialog appears so you can navigate to the map file, and double-click on its name to open it. (Use the *Files of type* field to indicate if you want to open a map from an earlier version. See Compatibility with earlier versions.)

Hint: You can also open other file types (Word, Project, PowerPoint, and various image types). See Import content for details.

- If you want to find a map containing certain content, you can use the Search Files option to find it.
- You can set up shortcuts to frequently-used maps and folders in the My Maps task pane and open them with a single click.

You can have multiple maps open in MindManager. If you are using Workbook Tabs you'll see a tab for each open map at the top of the map window. (Note that you can choose to see either the map title or the map file name.)

If a map is already open, you cannot open a second copy of it, but the Split map view allows you to work on one section of the map while viewing a different section.

If you are working on a map with links to other maps, you can open the linked maps from the Multimap Workspace.

If you open a map that is password protected, you'll be prompted to enter the password. If you don't know the password you cannot open the map.

View list of recent maps

A list of your recently-used maps appears at the bottom of the **File** menu.

To open a map:

- Click on its name.

To set the number of files displayed:

- Click **Tools** - **Options** - **General** and select the setting for *Recently used file list entries*.

Hint: You can set up shortcuts to frequently-used maps and folders in the *My Maps* task pane.

Use shortcuts

The **My Maps** task pane can help you keep your maps organized and gives you quick access to maps and folders. Here, you can set up shortcuts to individual maps and organize them into collections. You may also set up shortcuts to folders.

To open a map using a shortcut:

1. Click the **My Maps** task pane tab.
2. In the **Map Shortcuts** pane, open the collection that contains the shortcut.
3. Click shortcut for the map you want to open.

Creating map shortcuts and collections

To create a new collection of shortcuts:

1. Click **Add new collection**.
2. Enter the collection name.

To add map shortcuts to a collection:

- Click **Add shortcut to current map** or **Add shortcut to existing map** and choose the map**.**
- Move map shortcuts to a different collection by clicking and dragging the shortcut (press Ctrl to copy the shortcut).

Hint: You can save a shortcut to the same map in several different collections.

To rename a map shortcut:

1. Right-click on the shortcut and select **Rename**.
2. Enter the new name for the shortcut. (Note that this does not change the name of the map itself.)

Creating folder shortcuts

To create a shortcut to a folder:

- Click **Add folder shortcut** and navigate to the folder.

Note: If you save a new map in a shortcut folder, the My Maps pane is not automatically updated. Right-click the folder shortcut and click **Refresh** to see a current listing.

To rename a map or folder shortcut:

1. Right-click on the shortcut and select **Rename**.
2. Enter the new name for the shortcut. (Note that this does not change the name of the map or folder itself.)

Broken shortcuts

If you move, rename or delete a map all shortcuts to it will be "broken" as indicated by a special icon.

To repair broken shortcuts:

1. Click **Repair broken map shortcuts**.
2. Choose to browse for the map to repair the shortcut or remove the shortcut from the collection.

Default collections and shortcuts

- The collection My Project is added by default. You can rename or delete this folder.
- The folder shortcut "My Documents/My Maps" is added. This special folder is created and used by MIndManager as default document folder in **File** - **Open**.
- Two other collections are added automatically if MindManager detects a previous Mindmanager 2002 installation that used the former Map Organizer.

  A *MM 2002 Favorites* collection is added and the favorite files from the Map Organizer are added here.

  A *MM 2002 Organizer* collection is added and all other files listed in the Map Organizer are added.

  These collections are only added if you used the Map Organizer before and have files in those categories.

Search for a map

The Search Files feature is particularly helpful for finding a map that contains some specific text. You need only to specify the text you want to find, the folder(s) to search through, and the topic fields to check. You can also use this feature to search through a set of linked maps (multimaps).

When the search is completed, you can click on a topic in the *Search Results* window to open the map and jump to that specific topic.

To search through maps in folder(s):

1. Click the Task Pane **Search** tab or click **File** - **Search Files**. The Search task pane opens.
2. Enter a word or phrase in the *Look for:* text field.
3. Enter the name of the folder you want to search in the *Look in folder:* field or browse for it. Check **Include subfolders** to search subfolders as well.
4. To specify which topic fields to search, click **More search options** and check the fields you want to inspect. (By default, only the topic text is searched).
5. Click on **Search** to start the search. The number of maps that will be searched is displayed
6. To stop the search, press **Esc**.
7. The *Search Results* window displays a tree with the map names and topics that are positive matches.

8. Click on a topic in the Search Results window; that map opens and you jump directly to the matching topic.

To search through a set of multimaps:

1. Open the main multimap that links to the other maps
2. Switch to Mutimap View. You'll see thumbnails of the open map and all the maps it links to.
3. Click the Task Pane **Search** tab or click **File** - **Search Files**. The Search task pane opens.
4. Enter a word or phrase in the *Look for:* text field.
5. To specify which topic fields to search, click **More search options** and check the fields you want to inspect. (By default, only the topic text is searched).
6. Click on **Search** to start the search. The number of maps that will be searched is displayed
7. To stop the search, press **Esc**.
8. The *Search Results* window displays a tree with the map names and topics that are positive matches.
9. Click on a topic in the Search Results window; that map opens and you jump directly to the matching topic.

Search Files Options

- Enter a word or phrase in the *Look for:* text field.
- Enter the name of the folder you want to search in the *Look in folder:* field or browse for it. Check **Include subfolders** to search subfolders as well.
- To specify which topic fields to search, click **More search options** and check the fields you want to inspect. (By default, only the topic text is searched).
- Click on **Search** to start the search. The number of maps that will be searched is displayed

Close maps

To close a map do one of the following:

- Click the map's close button (the "X" on the right side of the toolbar *below* the application minimize, restore and close buttons).
- Right click on the map's workbook tab and select **Close**.
- Click **File** - **Close**.

If this is a new map or if you've made changes to the map you'll be asked to save it. If you do not save it, your changes will be lost.

If you are working on a multimap, you can also close maps from the Multimap Workspace.

Map templates

A map template is, basically, a map that contains some pre-defined content. Map templates can give you a jump-start on creating frequently-used maps and can provide consistency in content and structure. MindManager comes with a set of map templates for common planning tasks, and

other template packages can be added. One special template, called the Blank Map Template, is used each time you create a new, blank map.

You can modify any of these templates (including the Blank Map template), or create your own templates. If you want to guide users through creating a specific type of map, you can attach a wizard to the template to prompt for map content and validate it as it is entered.

You can manage your map templates using the Template organizer.

Select Map Template

Select a template to use for your new map. The list on the left shows all the available templates on your system, organized into folders. Click on any folder to open it and see more templates. When you choose a template you'll see a preview of it and a description.

Add a map template

You can create a map template from scratch, or you can Modify a map template to suit your needs. You can also add a template to the organizer from a template file (*.mmat).

To create a template from scratch:

- First create a map with the content you want to include in the template.
- If you want to automate the content entry, you can attach a wizard to the template.
- To include a description in the template, click **File** - **Properties**, select the **Summary** tab, and enter a description of what the template is used for in the *Comments* field.

To save the template:

1. Click **Tools** - **Template Organizer**.
2. On the *Map Templates* tab click the **Add New Map Template** pull-down and click the **From Current Map** selection**.** You should enable the **Show wizard when creating new maps** for a template with an attached wizard.
3. The template is automatically saved using the current map name. If you want to change this, click the **Rename** button and enter a new name.

You can add a template to the organizer from a template file (*.mmat). This may be a file that you have received from a colleague, or a standard template that's been designed for use on all corporate maps, or just for a particular project. Adding it to the organizer makes it easier to locate and use.

To add a map template from a template file (*.mmat):

1. Click **Tools** - **Template Organizer** - **Map Templates**.
2. Select a folder where you want to add the new template. (You can always drag it to a different folder later.)
3. Click **Add New Map Template**.
4. Choose **From Existing Template** to add a template from a file to the organizer. Choose the template file from the dialog that appears.
5. Once the template is added to the list, you can rename it by clicking the **Rename** button.

You can use the Template Organizer to further manage your templates by grouping them into collections and marking them as favorites.

Modify a map template

You can modify an exiting template to better suit your needs, or use it as the basis for a new template.

You must use the second option to retain the original without changes.

To modify an existing template:

1. Open the Template Organizer (Click **Tools** - **Template Organizer)**, and click the Map Templates tab.
2. Select a template from the list.
3. Click the **Modify** button.
4. Make changes to the map template as desired.
5. To save the modified template click the Save button or click **File** - **Save**.

To create a new template from an existing template:

1. Open the Template Organizer (click **Tools** - **Template Organizer**) and click on the Map Templates tab.
2. Pick a template from the list.
3. In the *Template commands* group click **Duplicate**.
4. Enter the name for the duplicate template.
5. Under Template commands click the **Modify** button.
6. Make changes to the map template as desired.
7. To save the new template click the Save button or click **File** - **Save**.

To modify the template description, click **File** - **Properties**, select the Summary tab, and enter a description of what the template is used for in the *Comments* field.

Manage Map Templates

You can use the Template Organizer to manage your map templates.

To see the organizer:

- Click **Tools** - **Template Organizer** and select the **Map Templates** tab.

Collections and folders

The template list shows all the available collections and the templates they contain. You can add or remove collections from the Organizer using the Package folders option. To further organize your templates, you may create folders within the collections.

To create a new folder:

1. Select the collection where you want to add the folder.
2. Under *Folder commands* click the **New** button.
3. Enter the name for the new folder.

Note: The *Folder commands* **Delete** and **Rename** buttons in this group apply to entire folders. If you delete a folder, all the templates it contains will also be deleted.

Reorganize templates

- Move templates by dragging to a new folder or collection.
- To modify, duplicate, delete or rename a template, select it in the list and then Use the *Template commands* buttons .

Designate Favorites

Favorite map templates show automatically in the New Map dialog, so if you have templates that you use frequently, mark them as Favorites for instant access.

To mark a template as a Favorite:

- In the Map Templates organizer, select the template name in the list and enable the **Show in favorite template list** option.
- You can select up to 8 Favorites. The number of Favorites is shown next to this option.

Enable or disable wizards

This option is available in the **Pro** version only.

Some templates have wizards attached that automate map creation. If you select a template with a wizard, you can enable or disable it for new maps.

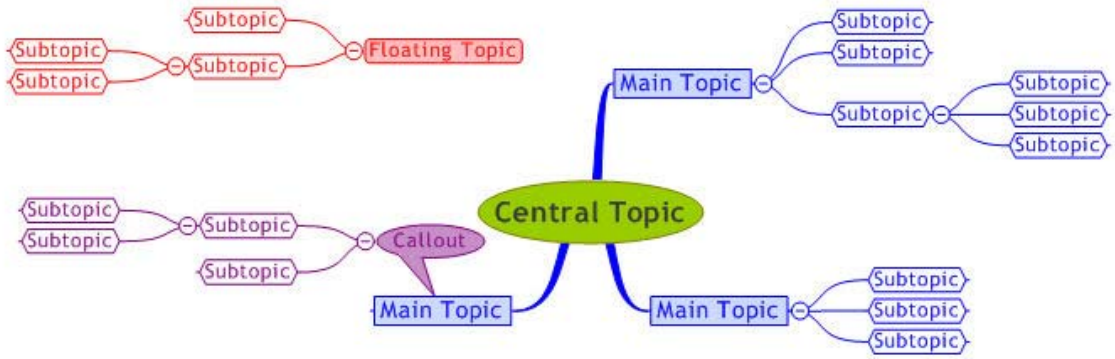
To enable or disable the wizard:

- Select the template.
- Click the **Show wizard when creating new maps** option.

Add map topics

Enter topics

The map below illustrates the various topic types that you may add to your maps.



Central topic	The main theme or title of your map.
	The major ideas that make up the theme.
Subtopics	Details about a topic.
Callouts	Additional information for a specific topic or relationship
Floating topics	Additional information or labels for the map

See Add topics for a summary of commands for adding topics

As you create your map you can use additional elements to convey more information:

Change the appearance of the map using various formatting options.

Styles	change the overall map appearance
Format options	format individual topics

Add additional topic information

Notes	Add detailed topic text
Hyperlinks	Add references to other files or locations

Code or classify topics

Icons	Flag a topic with a visual symbol
Task information	Assign project-related information like priorities, dates, categories and resources
Fill colors	Classify topics using fill colors
Text colors	Classify topics using text colors

Add other visual elements to your map

Relationship arrows	Connect related topics
Boundaries	Highlight and group a family of topics

Add topics

A map can contain several different types of topics. The Central Topic appears on a new map automatically. Toolbar buttons and keystrokes are used to quickly add other topic types.

To add:	Button	Keystroke / Mouse
Topic		Enter
Subtopic		Insert
Callout topic		Ctrl+Shift+Enter
Floating topic		Click on empty space and type

You can also use Brainstorming mode to create a new map full of topics quickly or add new topics to a map, paste text from another application to create topics, or copy topics from another map. You can use map parts from the Library to add

Add central topic

The central topic of the map is automatically added to every new map. You can change its text as you like.

This is a good place to add the date and time to your map.

To change the central topic:

1. Click on the central topic.
2. To replace all the text type the new text
   or
   To edit the text click again to begin editing at a specific location.

   Hint: Use **Shift**+**Enter** to create a line break.

3. Press **Enter** when you're finished.

You can use the Format options to change the look of the central topic, or add an image to it to set the tone for the map.

Add main topics

Main topics (level 1) branch off the central topic of your map. These should be the major ideas or issues that make up your map's theme.

To add a Main Topic (level 1) to your map:

1. Do any of the following:
   - Press **Enter**
   - Click the **Insert Topic** toolbar button.
   - Click **Insert** - **Topic** command

   Note: if you have a level 2 or greater topic selected these commands will just add another topic at the same level.

2. Enter the new topic's text. (When the new topic appears on the map it remains selected so you can edit it right away.)

   Hint: Use **Shift**+**Enter** to create multi-line text.

2. Press **Enter** when you are finished.

Hint: You can also paste text from other applications into MindManager to create topics. See Import content.

Add subtopics

Subtopics are used to provide details about their parent topic. They branch off other topics (including floating topics or a callout topics).

Add multiple levels of subtopics to provide increasingly detailed information about a topic. Then you can use the Level of Detail feature to show information only to the desired depth.

To add a subtopic below the current topic (its parent):

1. Select the parent topic.
2. Then, do any of the following:

- Press **Insert**
- Click the **Insert Subtopic** button
- Click the **Insert** - **Subtopic** command.

3. Enter the new topic's text. (When the new topic appears on the map it remains selected so you can edit it right away.)

Hint: Use **Shift**+**Enter** to create multi-line text.

4. Press **Enter** when you are finished.

To add another subtopic at the same level (its sibling):

1. Select the sibling subtopic
2. Then, do any of the following:
   - Press **Enter**
   - Click the **Insert Topic** toolbar button.
   - Click the **Insert** - **Topic** command
3. Enter the new topic's text. (When the new topic appears on the map it remains selected so you can edit it right away.)

Hint: Use **Shift**+**Enter** to create multi-line text.

4. Press **Enter** when you are finished.

Hint: You can also paste text from other applications into MindManager to create topics. See Create topics by pasting text.

Add callouts

Callout topics can be used for comments or to provide additional information for a specific topic. They can also be used to label relationship arrows.

To add a callout topic:

1. Select the parent topic or a relationship arrow.
2. Then, do any of the following:
   - Press **Ctrl+Shift+Enter**
   - Click the **Insert Callout Topic** button
   - Click the **Insert** - **Callout Topic** command.
3. Enter the callout's text.

Hint: Use **Shift**+**Enter** to create multi-line text.

4. Press **Enter** when you are finished.

Note that you may add subtopics to callouts.

Hint: You can also paste text from other applications into MindManager to create topics. See Import content.

See Convert to floating topic for information on converting a callout to a floating topic.

Add floating topics

Floating topics can be used for comments or to label the map.

To add a Floating topic:

1. Do any of the following:

- Click on an empty space on the map (you'll see a blue cue arrow indicating the location for the new topic).
- Click the **Insert Floating Topic** toolbar button, then click at the location for the new floating topic.
- Click the **Insert** - **Floating Topic** command, then click at the location for the new floating topic.

2. Enter the topic's text.

Hint: Use **Shift**+**Enter** to create multi-line text.

3. Press **Enter** when you are finished.

Note that you may add subtopics to floating topics.

Hint: You can also paste text from other applications into MindManager to create topics. See Import content.

See Convert to floating topic for information on converting a topic or callout to a floating topic.

Create topics by pasting text

You can cut or copy text from MindManager topics or topic notes, or from another application.

To create a topic from cut or copied text:

1. Copy or cut the text from within MindManager or from the original application (usually, select it and press Ctrl+C to copy or Ctrl+X to cut).
2. In MindManager, click where you want to add the new topic:
    - To add pasted text as a main topic click on the central topic
    - To add pasted text as a subtopic click on a topic .
    - To add pasted text as a floating topic click on an empty space.
3. Do one of the following:
    - Press **Ctrl**+**V**
    - Click the **Paste** button.

- Click **Edit** - **Paste**.

A new topic will be created from your text. If the text contains paragraph breaks, a separate topic will be created from each paragraph.

Hint: To add pasted text as a callout, right-click a topic and select **Paste as callout**.

You may also add cut or copied text to an existing topic (see Editing topic text for information) or to a new or existing topic note (see Import notes from document).

Note: You can copy an entire topic - subtopic tree and paste it onto the map.

Add topics using Map Parts

Map Parts are pre-created topic and subtopic structures with standard content. Their purpose is to save time re-entering frequently used, or common information, sets such as days of the week, actions, standard meeting agendas etc.

Smart Map Parts are a special type of map part that contains active links to applications and web services which are external to MindManager. They have the ability to integrate data retrieved from desktop programs, application databases, search engines and online news organizations into a map by using XML, XSL and Web Services technologies.

To add a Map Part to your map:

1. Click the **Library** task pane tab.
2. In the top of the Library pane, navigate to the map parts folder you want to use.
3. In the lower pane, click the Map Part that you want to add and drag it onto the map. Use the visual cue to drop the part as a main topic, subtopic or floating topic.

Static map parts become normal map topics and subtopics once they are added and you can use them just as you would topics that you added from scratch. You can save regular topics from an existing map as a static map part for re-use.

Adding a Smart Map Part activates its link, and the map part will automatically be populated with information from the data source. Some map parts require you to enter information. For example, if you add the Outlook Linker Appointment map part, the Outlook Appointment dialog displays so you can enter the appointment details. If you cancel the action, the dialog closes and the map part is removed from the map.

Note: The **Outlook Linker** map parts feature two-way communication between MindManager and Outlook that allows you to add an item in either application and have it appear in the other.

Outlook Linker map parts are a feature of the MindManager X5 Pro Version only.

You can modify a Smart Map Part, but your changes will be lost if it is refreshed. To prevent the part from being refreshed you can use the refresh options or convert the map part to regular (static) topics.

Refresh Smart Map Parts

Smart map parts keep an active link to the original data source, so when the source changes, the map part can be updated to reflect the latest state of the external data. You can refresh all map parts, or just a single map part to see the most recent information You can set options for individual map parts to determine whether they are refreshed or remain static. You may also convert a smart map part to a static map part.

To refresh all Map Parts:

Click **Actions** - **Refresh Map Parts** or press **F5**.

During the refresh operation, the whole Smart Map Part is deleted and replaced with a new part containing the latest data from the data source. All modifications to the part (e.g. adding of subtopics, changing the text or visual attributes) are lost. The progress bar shows the name of each topic in the map.

You can set an option to determine whether the part is updated during the refresh, and prompt you before refreshing the part if it was modified.

To set the refresh options for individual map parts:

1. Right-click the map part's root topic.
2. Select **Map Part** and choose the refresh options:
   - **Auto-Refresh**: If this option is On (default), the part is refreshed when the Refresh All command is executed. if this option is Off, the part is skipped during the Refresh All command, leaving it untouched.
   - **Silent Refresh**: If this option is Off (default) and the part has been modified you will be prompted to confirm the refresh or cancel. If this option is On, the part is refreshed automatically, even if it was modified.

To refresh a single Smart Map Part:

1. Right-click on the root topic.
2. Select **Map Part** - **Refresh**

To convert a Smart Map part to a static map part:

1. Right-click on the root topic.
2. Select **Map Part** - **Convert to Regular.**

Other options for viewing and updating Map Part information (for example **Open Outlook Item**) are contained in the context menu as well. Right-click on the part to see these options. The particular options available will depend on the map part's function.

While you can modify or create new Smart Map Parts, this is an advanced feature that requires knowledge of technologies external to MindManager.

Import content

The Project import option is available in the **Pro** version only.

You can create new maps by importing a file from Word or Project, by importing only selected Project tasks or Word text, and also by importing tasks from Outlook.

Note: You can also paste text from another application to create a topic on your current map.

To import an entire Word document or Project file:

1. Click **File** - **Open**.
2. Under *Files of type:* choose either **MS Project files (*.mpp)** or **MS Word Documents (*.doc, *.dot)**
3. Select the file you want and click **Open**.
4. For MS Project files, a dialog appears to let you customize the Import Settings.

5. Once the Import Settings have been adjusted to your liking, click **Import**.

You'll see a status message appear as the file is processed, then the new map will appear in MindManager's Map View workspace.

To import only selected Project tasks or Word text:

1. To add the tasks or text to an existing map, open the map in MindManager and select a target topic if desired.
2. Select the tasks in Project or the text in Word.
3. Click **File** - **Send to - MindManager.** MindManager will start and open a new map if its not already active.
4. In Project a dialog appears to let you customize the Import Settings.
5. Once the settings have been adjusted to your liking, click **Export**.

Brainstorming

The Brainstorming option puts MindManager into a special mode that speeds the entry of new topics. Following the brainstorming principle, Brainstorm mode lets you quickly record ideas and then group them. When you've finished the brainstorming session you drag the result into the map.

A brainstorming session can be used when starting a new map and to brainstorm a new topics for existing maps. While most of the commands for building a map still function during brainstorming, the real focus of this mode is on the recording and grouping of ideas. Additional annotation and coding can be completed when you return to the normal map view.

Note: Brainstorm Mode does not work if you have read-only permissions for a map. Check with the map's owner or your system administrator to change a map's permissions.

To start Brainstorm Mode:

1. Do one of the following:
   - Use the **Modes** pull-down menu to select **Brainstorm**.
   - Click **View** - **Brainstorming Mode**.
2. The Brainstorming Mode window opens. Note the **Finish Brainstorming** button at upper-right.

Step 1: Enter all your ideas:

- Type each new idea in the *Enter all your ideas:* field and press **Enter** or click the **Insert** button. A new floating topic will appear on the left side of the brainstorming window.
- If you mis-type, you can correct the idea by clicking on it and editing the text.
- If you want to delete an idea, click on it and press **Del**.

You can record all your ideas at random, or pause to group or organize them, then enter some more.

Step 2: Define groups to prioritize them:

1. Click **Enter Group Names** under *Define groups to prioritize them*.

2. Enter the names for all the groups you need (you can always create or remove groups later), then click **OK**. The Groups topic appears with the group names as subtopics.

Step 3: Drag your ideas from the left to the group topics on the right.

- Drag and drop each idea onto its group.

  You can resume entering ideas, or you can add subtopics directly to your grouped ideas to add more details.

To add subtopics to grouped ideas:

1. Select the grouped topic where you want to add subtopics.
2. Click **Insert** and enter the text for the new subtopic.

   Hint: You can drag and drop a topic (floating or grouped) to a grouped topic to create a subtopic. Press **Ctrl** while dropping to copy.

To reorganize, edit and delete ideas:

- Use drag and drop to reorganize your grouped ideas.
- Click to edit topic text.
- To delete a topic, select it and press **Del.**

To end the brainstorming session:

1. Click the **Finish Brainstorming** button at the upper-right corner of the window. You'll see your brainstorming results at the bottom of the map.
2. Drag your brainstorming session results into the main map.

Brainstorm Mode options

Step 1: Enter all your ideas:

- Type each new idea in the **Enter all your ideas:** field and press **Enter** or click the **Insert** button.

Step 2: Define groups to prioritize them:

1. Click **Enter Group Names**.
2. Enter the names for all the groups you need (you can always create or remove groups later), then click **OK**.

Step 3: Drag your ideas from the left to the group topics on the right.

- Drag and drop each topic onto its group.

To end the brainstorming session:

1. Click the **Finish Brainstorming** button at the upper-right corner of the window. You'll see your brainstorming results at the bottom of the map.
2. Drag your brainstorming session results into the main map.

Expand topics

Link to other documents, locations or topics

Hyperlinks can be added to map topics and notes to serve as references to external documents, Web addresses or e-mail addresses. This lets you avoid including or duplicating information that would clutter the map, and ensures that you see an updated document or page each time the link is activated. Once a hyperlink is added you can jump to that destination with a single click.

You can add links that point to:

- an existing file (including another map) or web page
- another topic within the map
- an e-mail address

You may only add one link per topic. Once a hyperlink is inserted a hyperlink icon , file-type icon, generic browser icon, or a favicon e.g. for Google will appear on the topic. When you hover over the icon you'll see the link destination.

Note: you can enable or disable the display of favicons using the General program Options.

You can suppress the display of hyperlink icons on topics (for example if you want to print the map without them) using the **View Show / Hide** command.

Hyperlink options

These options apply to the hyperlinks on maps when you export your map to Web pages.

- In the *Link Text* field enter alternative text for the link. If left blank, the link will display the filename or address.
- The *Target Frame* selection determines how the link will open from your web page.
- The *Source File* setting controls what happens to the file that is linked to on export
- The *Map Hyperlink* can be converted to a web page link if you are exporting a set of linked maps to Web pages.

This option applies when you open the hyperlink.

- The *Arguments* field should contain any command line arguments you wish to pass to the program.

Link to a file or web page

To link to a file or web page:

1. Select the topic or location in a note where you want the link.
2. Do one of the following:
   - Click the **Insert Hyperlink** button on the toolbar
   - Press **Ctl+K**
   - Click **Insert** - **Hyperlink**
   - Right-click the topic or location and select **Insert Hyperlink**
3. In the Insert Hyperlink dialog click the **Existing File or Web Page** button.
4. Enter the file name and path, or the hyperlink address in the *Link to* field. If you are unsure of the file name or address you can browse by clicking the file browser button, Web browser button, or directory browser button.

   If you enter the name of a MindManager map in the *Link to*: field
   - You can click the **Select Topic** button to choose a specific topic or bookmark to link to. (Also see Shortcut below.)
   - You can switch to Multimap View to see all the linked maps at once.
5. Choose whether the hyperlink path is stored as absolute or relative to the location of the map. The default setting is determined by your selection in the Map Properties dialog (click **Defaults** to change the default now), but can be set individually for each link.
6. Click **Options** to set special options used when you export your map to another document format or to a web page, or when you want to pass arguments with the hyperlink.

Shortcut #1 - A quick way to create a hyperlink on your map is to drag it from your browser or from Windows Explorer and drop it into the map.

To drag and drop a link:

1. Navigate to a web page or file in your default browser or in Windows Explorer.
2. Do one of the following:
   - In the browser, click the link icon on the address bar.
3. Drag it to the MindManager task on the Windows task bar at the bottom of your screen and pause. (Don't drop yet!)
4. When MindManager pops up, drag it to the desired location on your map and drop it. A visual cue shows you how the link will be added.

Drop location	Result
Empty space on map (no cue)	New floating topic with hyperlink; hyperlink address is new topic text

Empty space on map (red cue)	New main topic with hyperlink; hyperlink address is new topic text
Topic center	Hyperlink is added to the topic; topic text is not changed.
Topic edge	New subtopic with hyperlink; topic text is hyperlink address

Once the link is added you can edit the topic text. This does not effect the link itself.

Hint: To create a floating topic regardless of drop location press the SHIFT key while dropping the Hyperlink.

Shortcut #2 - You can create a link to a specific topic on the current map using the **Copy** and **Paste as hyperlink** functions.

To copy and paste a topic hyperlink:

1. Right-click the target topic (that you want the link to point to) and select **Copy**.
2. Right-click the source topic (where you want to link from) and select **Paste as hyperlink.**

Bookmark topics

In MindManager, bookmarks are used to identify a specific topic on a map. When you set up a hyperlink you can include the bookmark name to jump directly to that topic.

To add a bookmark:

1. Select the topic that you want to bookmark.
2. Do one of the following:
    - Click **Insert** - **Bookmark**.
    - Press **Ctrl**+**Shift**+**F5**
3. By default the bookmark name uses the topic text, but you can change this by entering a new name.
4. Click **Add**.

To modify or remove a bookmark:

1. Do one of the following:
    - Select the topic with the bookmark you want to change
    - Select any topic on the map
2. Click **Insert - Bookmark or** press **Ctrl**+**Shift**+**F5**.
3. Select the bookmark you want to remove or modify from the list of bookmarks.
4. Do one of the following
    - To remove the bookmark click **Remove.**

- To modify the bookmark, enter new text for the bookmark name and click **Modify**.

Link to a topic in this map

To link to a topic in this map:

1. Select the topic or location in a note where you want the link.
2. Do one of the following:
   - Click the **Insert Hyperlink** button on the toolbar
   - Press **Ctl+K**
   - Click **Insert** - **Hyperlink**
   - Right-click the topic and select **Insert Hyperlink**
3. In the Insert Hyperlink dialog click the **Topic in this Map** button. A list of all map topics will appear.
4. If you have already created bookmarks in the map you can choose to see only bookmarked topics in the topic list. (This is especially convenient for large maps.)
5. Select the map topic or bookmark you want to link to.
6. Click **Options** to set special options used when you export your map to another document format or to a web page, or when you want to pass arguments with the hyperlink.

Link to an e-mail address

To link to an e-mail address:

1. Select the topic or location in a note where you want the link.
2. Do one of the following:
   - Click the **Insert Hyperlink** button on the toolbar
   - Press **Ctl+K**
   - Click **Insert** - **Hyperlink**
   - Right-click the topic and select **Insert Hyperlink**
3. In the Insert Hyperlink dialog select the **E-mail Address** option.
4. Enter the address, or select it from the list of *Recently used e-mail addresses*.
5. Enter a **Subject** to use for messages created by this link.
6. Click **Options** to set special options used when you export your map to another document format or to a web page, or when you want to pass arguments with the hyperlink.

Open a hyperlink

To open a hyperlink from the Map View or Outline View:

Do one of the following:

- Click on the hyperlink icon (for example or).

- Right-click on the hyperlink icon and select **Open hyperlink**.

To open a hyperlink from a topic note:

- Double-click on the link text or image.

Note: If you move, rename or delete a document that is a link destination map all hyperlinks to it will be "broken". If you click on a broken hyperlink you'll get a message that offers you the opportunity to repair it.

Edit, copy or remove hyperlinks

To edit a hyperlink:

1. Do one of the following:
    - Right-click on the topic hyperlink icon (for example or) in Map View or Outline View or on the link text or image (in a topic note) and select **Edit hyperlink** in the context menu
    - On the map or in a note, select the topic, text or image with the link. Then do one of the following:
        - Click the **Insert Hyperlink** button on the toolbar
        - Press **Ctl+K**
        - Click **Insert** - **Hyperlink**
2. Make the changes as desired and click **OK**.

To cut or copy a hyperlink from one topic and paste to another:

1. Right-click on the topic hyperlink icon and select **Cut hyperlink** or **Copy hyperlink** in the context menu.
2. Right-click on the topic or location where you want to add the link and select **Paste Hyperlink**.

To remove a hyperlink from a topic or from an image in a note:

Do one of the following:

- Right-click on the topic hyperlink icon or on the image and select **Cut hyperlink** in the context menu
- Select the topic or image and click the **InsertHyperlink** toolbar button, or press **Ctrl**+**K**.
  Click the **Remove Link** button in the Edit Hyperlink dialog.
- Select the topic or image. Click **Edit** - **Clear** - **Hyperlinks.**

Repair hyperlinks

If you move, rename or delete a document that is a link destination all hyperlinks to it will be "broken". You can check the map for broken links to documents

To check for and repair broken file hyperlinks:

1. Click **Tools - Repair Broken File Hyperlinks**.

2. If a broken link is found, you can choose to browse for the file to repair the link or remove the link from the map.

Hint: If you click on a broken hyperlink you'll get a message that offers you the opportunity to repair it immediately.

Broken Map Shortcut Options

The file that the shortcut refers to can no longer be found.

Browse for map to repair shortcut - lets you change the shortcut to point to the map's new location.

Hint: Use the Search Files command to help you find it if you recall the map's content but not its location.

Remove map from collection - Removes the broken shortcut (but does not remove the map from disk).

Add detailed topic text

Map topics are most readable when they are kept short. For topics that need more detail, you can attach topic Notes to include larger amounts of information including formatted text and graphics. This additional documentation is especially useful for maps that you will export to a Word document or to Web pages.

The Notes icon appears automatically on a branch when a note is attached.

Note: If you want to add complex documents to your map, you need not include them in a note. Instead you can create a hyperlink to the document from the topic.

Add notes

You can enter notes by simply typing them in, or you can paste them from another note or document. You can select a **default font** for the notes before you begin.

To add notes to your topic:

1. Select the topic.
2. Do one of the following:
   - Click the Notes toolbar button
   - Press **Ctrl+T** or **F11.**
   - Click **Insert** - **Notes**

   Shortcut: Right-click the topic and click **Insert Notes**.

3. The *Topic Notes* window opens. To expand the window, click the **bigger** button on the top toolbar. You can also drag the left-hand border to see more of the note and less of the map.
4. Enter your text. Text will automatically be formatted using the default font. Use the notes window's toolbar to format the text:
   - Font and size

- Bold, italic and underline
- Alignment
- Bullets
- Indentation
- Highlight color
- Font color

Note: If you are exporting your map to Web pages and want to insert line breaks instead of paragraph breaks in your text, press **Shift**+**Enter** where you want the line break.

5. When you are finished entering the note you can:
   - Close the Topic Notes window by clicking **x Close** on the notes toolbar.
   - Click on the map to leave the Topic Notes window open. It will show the notes content for each branch you select.
   - Click **Next topic** (or press Shift+PgDn) or **Previous topic** (or press Shift+PgUp) on the Topic Notes toolbar to move through the map.

Notes can also contain tables, hyperlinks and images.

Hint: A quick way to add notes is to import them from another document.

Format notes font and hyperlink options

On the **Font** tab, select the default font used for all topic notes.

Changing this font will not override any formatting that you have applied to the topic manually.

On the **Hyperlink Options** tab, choose whether you want MindManager to adjust the hyperlinks or automatically copy files that are linked to through the notes when you use the **Save As Web Pages** option.

Add tables to notes

To add a table to the note:

1. Click the table button on the Topic Notes toolbar to insert a table into the note at the current location.
2. A table grid appears. You can define the table size by doing either of the following:
   - Move your cursor over the grid to define the number of rows and columns for your table, then click to close the grid. (Click outside the grid to cancel adding the table.)
   - Click the **More Options** button below the grid, and enter the number of rows and columns to use. You have the option to **Remember dimensions for new tables**, to set the default size for the next table you add. Click **OK**.
3. An empty table appears in the note.
4. Enter the contents of the table cell by cell.

You can edit and format the text within a table in the same way as ordinary note text. But note that there are additional ways to select different table areas.

Table formatting and layout options

Options for table formatting and layout are available through the Table button pull-down and by using the Table toolbar.

To see the Table toolbar:

- Click the table button pulldown and select **Show Table Toolbar**.

Selecting table areas

You can use the following selection options specifically for tables. You must click on the table to make these commands available.

To select	**Table button pull-down**	**...or click on**
Table	Select - Table	Upper left corner
Column	Select - Column	Top of column
Row	Select - Row	Left end of row
Cell	Select - Cell	Click and drag to highlight cell

Formatting table text

To format text in a cell, row, column or the whole table:

1. Select the table area that you want to format.
2. Click on the formatting button (for example the left -justify or font color button) on the Topic Notes toolbar.
3. You'll see the text formatting for the selected cells change.

Adding, removing and merging table elements

You can perform other operations (inserting and deleting cells, rows or columns, merging cells, etc.) on the table using the table button pulldown or the table toolbar:

Option	**Table toolbar**	**Table button pulldown**
Insert columns		Insert - column to left Insert - column to right

Insert rows		Insert - Row above Insert - Row below
Delete		Delete - Table Delete - Columns Delete - Rows Delete - Cells
Select	n/a	Select - Table Select - Column Select - Row Select - Cell
Merge cells	n/a	Merge cells
Split cell	n/a	Split cell
Align top Center vertically Align bottom		n/a
Fill color		n/a

Set table properties (borders, shading; exported row, column and table widths)

You can format the borders and shading for the whole table or for individual cells. You can also set the table and column width settings for Web export.

To format the table properties:

1. Click on the table.
2. Do one of the following:
   - Click the notes toolbar table button pulldown and select **Format Table**
   - Right-click on the table and select **Format Table** .
   - Click the **Table Properties** button on the notes window Table toolbar.

3. Make your desired selections in the *Borders and Shading* tab and in the *Table and Column Width* tab.

Add hyperlinks to notes

Adding a hyperlink to a note is similar to adding a hyperlink to a map topic.

To add a hyperlink to a note:

1. Place your cursor where you want to add the hyperlink (if you select some text or an image, the selected objects will be "hot" and will open the link when clicked.)
2. Do one of the following:
   - Click the **Insert Hyperlink** button on the toolbar
   - Press **Ctl+K**
   - Click **Insert** - **Hyperlink**
   - Right-click the topic and select **Insert Hyperlink**
3. Define the link.

See Add links to other documents for additional information on the various types of links you can add. You can choose how hyperlinks in the notes are handled when you export your map using the **Format** - **Notes** - Hyperlink Options

Add images to notes

You can add pictures to your text notes that can be embedded and saved with the document or referenced via a link to keep the map file small. Initially, the image is added at its original size but you can re-size it and edit it as needed.

To add an image from a file to the note:

1. Place the cursor inside the note at the location for the image.
2. Do one of the following:
   - Click the **Insert Image** button on the notes toolbar.
   - On the main toolbar, click **Insert** - **Image - From file**.
3. Select the image you want to include in the note.
4. Click the **Insert** button to embed the image (or click the drop-down arrow and click **Insert and link** to link to it).

Shortcut: You can paste an image into a note that you've copied from another application. Once you've cut or copied it, position your cursor in the Note and press **Ctrl+V** or click **Edit** - **Paste**.

See Supported formats and export notes for details.

Linking vs embedding images

You may prefer to link to images from files rather than embedding them because:

- You want to keep the map file size small

- The image will change and you want to see only the current version of it

If you choose the **Insert and Link** option when inserting an image, you will link to the source image. Each time you view the notes, the image is updated.

To update the image manually:

1. Right-click the image.
2. Select **Refresh Image**.

You can choose to link or embed an image after its been added:

1. Right-click the image.
2. Select **Format Image**.
3. Enable or disable the **Link to image** option as desired.
4. If you enable the link, enter (browse to) the file's location.

Note: If the source file is moved or deleted, you will see a broken image link displayed rather than the image. Use steps above to correct the file location for an image that's been moved.

You have the option to embed linked images when exporting the map to Word using the **Tools** - **Options** - **Notes** settings for **Export conversions (RTF)** That way, the image is included with the exported files, rather than just including a reference.

Paths for Linked Images

Relative or absolute paths for linked images are stored according to the **Properties- Summary** options by default, but you can change this setting for individual images.

To set the path for an individual image to relative or absolute:

1. Right-click the image.
2. Select **Format Image**. You'll see the default path setting (relative or absolute.)
3. Set the **Store this image path as:** option as desired.

Hint: Click the **Defaults** button to change the default path setting for all subsequently added images.

To resize an image:

1. Select the image in the note.
2. Drag the handles to change the image size.
    - Hold **Ctrl** while you drag the corner handles to maintain the image's aspect ratio.

Hint: if you know that you want the image to be a specific size (in pixels), right-click the image and select **Format Image** to specify the dimensions.

4. You can return the image to its original size with a right click and selecting **Reset Image Size**.

Editing images

You can edit linked images from files in place in the note. Embedded images from files cannot be edited this way, but you can edit the original file externally and then re-add the modified image.

To edit linked images from files:

1. Right-click the image and select **Open Source**.
2. The image is opened in its associated application so you can edit it.
3. After editing, save the modified image
4. In MindManager, right-click the image and select **Refresh Image** to see the updated picture. The image is also re-read (and updated) automatically each time the topic is selected.

Hint: You can add a hyperlink to an image, for example, a button image that you can click on to jump to a web page or to begin an e-mail.

Move notes from one topic to another

You can move or copy notes (the entire note, or just part of it) between topics.

To move or copy the entire note:

1. Right-click the notes icon .
2. Select **Cut Notes** or **Copy Notes**.
3. Right- click the branch where you want to add the notes.
4. Select **Paste notes**.

Note: if you paste a note to a topic that already has one, it will replace the existing note.

To move or copy part of a note:

- Use the normal Cut, Copy and Paste functions on the note text.

You can also paste the note text within a topic, or as a new topic. See Edit topic text and Create topics by pasting text for details.

Import notes from document

You can import a topic note from another document using the normal Cut, Copy and Paste commands.

To import a topic note from another document:

1. Cut or copy the content from the original application.
2. Switch to MindManager and right-click the topic where you want to paste the new note content.
3. Select **Insert Notes** (or **Edit Notes** if the topic already contains notes).
4. Position the cursor inside the Notes window and do one of the following:

- Press **Ctrl+V**
- Right-click and select **Paste**.
- On the main toolbar click **Edit** - **Paste**.

Note: you can also use cut or copied text to Create topics by pasting text or add it to an existing topic when you Edit topic text.

View notes

To see a preview of a note:

- Hover over the note icon on the map topic.

To open the Topic Notes window:

1. Select the topic.
2. Do one of the following:
    - Press **Ctrl+T**
    - Click **View** - **Notes**

Shortcut: Click the note icon on the topic.

To view the map notes topic by topic:

- On the Topic Notes window toolbar, click **Next topic** (or press **Shift**+**PgDn**) or **Previous topic** (or press **Shift**+**PgUp**).

Once the Topic Notes window is open, you'll see the note content for any topic that you select.

Remove notes

To remove a note from a topic do one of the following:

- Right-click on the topic's notes icon and select **Cut notes.** (They are available to be pasted to another note or topic if you desire. See Move notes from one topic to another, Create topics by pasting text.)
- Select the topic(s) and click **Edit - Clear - Notes.**
- Delete the entire content of the note.

The notes will be removed from the topic.

Modify topics

You can edit the text of individual topics, move and copy topics within the map or to a different map, remove topics, or convert topics to floating topics.

Select topics

To select a single topic:

- Click on the topic's text to select it.
- Click again to de-select it.

To select multiple topics one by one:

- Hold down the **Ctrl** key
- Click on topics to select or de-select them.

To select all topics within a particular area on the map:

- Click and drag a rectangle. All topics within the rectangle will be selected.
- To de-select individual topic press **Ctrl** and click on them.
- Click on an empty space outside the rectangle to de-select them.

To select all topics:

Do one of the following:

- Click **Edit** - **Select** - **Select all.**
- Press **Ctrl**+**A**.

To quickly de-select all topics:

Click on the map background.

Use the Select Special command to select multiple topics based on their type. Use the Map Markers task pane to select topics based on their markers (color, fill, icons, etc.)

Once the elements are selected you can go on to modify their format (colors, fonts, shapes, etc.), copy them, or remove them from the map.

You can also choose to Filter the map based on your selection.

If a topic has an attached image, you can select it (to resize or edit it) only after you've selected that single topic.

Select map elements by type

This command allows you to select map elements based on their type:

- standard topics
- callouts and floating topics
- relationships
- boundaries

To select the elements:

1. Do one of the following:
    - Click on the map background to choose from all topics
    - Select a topic to choose only from this topic and its descendents..
2. Click **Edit** - **Select Special**
3. Check the types of elements you want to select.
4. Click **OK**.

Once the elements are selected you can go on to modify their format (colors, fonts, shapes, etc.), copy them, or remove them from the map. You can also choose to Filter the map based on your selection.

If you only wish to hide certain elements you can show or hide map elements.

Select topics by markers

To select topics based on their markers:

1. Click the **Map Markers** task pane tab.
2. Check the markers or groups that you want to use as selection criteria. Topics that match *any* of these criteria will be selected (for example if you check a red text color marker and a priority 1 icon, topics that are *either* red or priority 1 will be selected).

   Note: You can check a group, and then uncheck individual markers within the group.

3. Click **Select topics**. Topics with matching markers will be selected.

   Shortcut: To quickly de-select all topics click on the map background.

Once the topics are selected you can go on to perform any multi-topic command :modify their format (colors, fonts, shapes, etc.), move or copy them, or remove them from the map etc. You can also choose to Filter the map to show or hide the selected topics.

Edit topic text

You can modify the text of any topic by simply selecting it and typing in the new text.

To edit the topic text:

1. Select the topic.
2. To replace the text enter the new text.
   To edit the text, click again on the topic text, or press **F2**.

Hint: Use **Shift**+**Enter** to create a line break.

3. Press **Enter** when you've finished.

Shortcut: Right-click on the topic and select **Edit Text**.

You can also use the Cut, Copy, Paste and Paste Inside commands to modify the topic text. You can paste text from MindManager or another application into your topics.

To cut or copy text from a topic:

1. Select the topic.
2. Click again on the topic text, and highlight what you want to cut or copy.

3. To copy do one of the following:
   Press **Ctrl**+**C**
   Click the **Copy** button
   Click **Edit** - **Copy**.
4. To cut do one of the following:
   Press **Ctrl**+**X**
   Click the **Cut** button
   Click **Edit** - **Cut**.

To append cut or copied text to a topic.

1. Select the topic.
2. Click **Edit** - **Paste Inside**.

Shortcut: Right-click on the topic and select **Paste Inside**.

To paste cut or copied text at a specific location inside the topic text

1. Select the topic.
2. Click again to begin edit mode.

Shortcut - Right-click and select Edit Text.

3. Click at the location you want to paste the text.
4. Do one of the following:
   Press **Ctrl**+**V**
   Click the **Paste** button
   Click **Edit** - **Paste**

Add the date and time

You can add the date and time to any topic on the map. This information is most typically added to the central topic to indicate when the map was current. You may also insert the dates and times in topics to indicate when they were added or the date of an event.

The Task Information feature gives you more options for working with task dates for projects: Start, End and Due dates.

To add the date and / or time within a topic:

1. Select the topic, and click again to begin editing.
2. Position the cursor where you want to insert the date/time.
3. Click **Insert** - **Date and Time**.
4. Select the date, date format and time as you desire.
5. Click **OK**.

To replace a topic with the date and / or time:

1. Select the topic.
2. Click **Insert** - **Date and Time**.
3. Select the date, date format and time as you desire.
4. Click **OK**.

Number topics

The Number Topics command adds a numbering scheme to the topics in your map. The command applies to the topic you have selected. If you want to number the whole map, select the Map Title.

To number topics:

1. Click **Actions** - **Number Topics.**
2. Choose the options you want to use in the Number Topics dialog.
3. Click **OK**.

Numbering is added at the start of the topic text.

Note: It is important not to change the numbers by hand once command has added them. The command remembers which numbers it added, but if you edit the numbering by hand, the command will no longer recognize its original numbers. (You can still edit the rest of the topic text.) If you want to remove numbering, use the **Remove numbering** button instead of removing the numbers by hand.

If you add some new topics you can re-number the map. The command removes the existing numbering, then re-numbers the map or topic.

Numbering options

You can control precisely how numbering is applied to the topics in your map. You can select how many levels of topics are numbered, and the style of numbering used. Remember that the numbering becomes part of the topic text, and will appear in all printed and exported documents, Web pages and map images.

- In the **Style** section, click on the number at each level to control the type of numbering (decimal, alpha, or Roman). Click the separator characters (. by default) to change the type of separators used. The numbers and separators will use the topic font. The number of levels shown depends on the **Numbering Depth**.
- The **Numbering Depth** selector controls how many levels will be numbered (up to 5).
- If you are re-numbering a map you can choose to **Delete numbers on deeper levels**.
- You can choose to **Add text at beginning of topic** for the first three numbered levels.

Remove numbering

The **Remove numbering** option removes all numbering under the selected topic. If the central topic is selected, then numbering is removed from the whole map.

Avoid duplicate numbering

If you plan to print your numbered map from Outline View be sure to choose **No numbering scheme** in the Outline View numbering pull-down before you print.

If you export your map to Word, when the *Word Export Settings* dialog appears, on the *General* tab set the **Numbering Scheme** to **No numbering scheme**.

Number Topics Options

Style	Click on a numbering character to choose the numbering style at this position: Decimal Numeric - 1, 2, 3, 4... Lowercase Alpha - a, b, c, d Uppercase Alpha - A, B, C, D Lowercase Roman - i, ii, iii, iv Uppercase Roman - I, II, III, IV The number of levels shown depends on the **Numbering Depth**. Click on a Separator Character to choose the separator to use between these two numbers.
Numbering Depth	Controls how many levels will be numbered (up to 5).
Delete numbers on deeper levels	Removes existing numbers below the Numbering Depth level.
Add text at beginning of topic	Adds optional text to the first three numbered levels.

Move and copy topics

You can use drag and drop operations to move and copy topics within a map or between maps that you are viewing simultaneously.

To move or copy standard topics and subtopics:

1. Select the topic(s) and drag them to a new position on the map. A visual cue appears showing where the topic(s) will be added.
2. The drop location determines the topic(s) placement. (Hold down **Ctrl** as you drop to copy the topic(s).)

Drop location	Result
Empty place on the map background (red cue)	Main topic
On the left half of a topic (green cue)	Sibling (at the same level)
On the right half of a topic (red cue)	Subtopic

To move or copy floating topics

- Floating topics can be moved freely anywhere on the map.
- If you drag a floating topic to a standard topic, it gets converted to a callout for that topic.

To move or copy callouts

- Callouts are attached to a specific topic, and can only be moved around the topic.
- You can copy a callout, but the new callout will still be attached to the same topic.

You can also move and copy topics using the Cut, Copy and Paste commands. You can use this method to copy topics to another map if you prefer to work with them at full size, or to paste a topic as a callout.

To cut, copy and paste topics:

1. Select the topic you want to copy or move.
2. Press **Ctrl+C** to copy or **Ctrl+X** to cut.
3. (optional) Switch to the map you want to paste to.
4. Do one of the following:
    - Select the target topic (the pasted topic becomes a subtopic).
    - Select an empty space on the map (the pasted topic becomes a floating topic).
4. Press **Ctrl+V** to paste.

To paste the topic as a callout:

1. Select the topic you want to copy or move.
2. Press **Ctrl+C** to copy or **Ctrl+X** to cut.
3. (optional) Switch to the map you want to paste to.
4. Right-click on the target topic and select **Paste as callout**.

Sort Topics

This command lets you quickly sort a set of selected topics and their sub-topics. If you select the central topic, you sort the whole map.

To sort topics:

1. Select the topic(s), or select the central topic to sort the whole map.
2. Click **Actions** - **Sort Topics.**
3. Choose the sorting options you want to use.
4. Click **OK** to sort the map with the current settings.

The map topics are sorted and reorganized. Main topics begin at the upper-right and continue clockwise. Subtopics are sorted top to bottom.

Sort Options

Sort by lets you choose which topic property to use for the sort criteria:

- Alphanumeric - topics are sorted using any numbers at the start of the topic.

- Alphabetic only - topics are sorted in alphabetic order (A-Z) and any numbers are treated as letters.
- Task percentage complete - topics are listed based on their % complete setting.
- Task priority - topics are listed based on their priority setting and those with no Priority at the end.

Sorting depth lets you choose whether to sort just the immediate sub-topics, the whole tree (everything under here), or down to a specific depth.

Sorting order lets you sort forwards (A..Z or 1..9), or backwards (Z..A or 9..1).

Note: callouts attached to topics and relationships are not sorted immediately. To sort them, you must specifically select them and then sort. The same is true for floating topics. One quick way to sort all floating topics is to first select all of them using **Edit** - **Select Special** and then use the Sort command.

Convert to floating topic

You can convert any main topic, subtopic, or callout to a floating topic.

To convert the topic to a floating topic:

1. Select the topic.
2. Click **Edit** - **Convert to floating topic.**

The topic will become a floating topic that can be positioned freely on the map. Its subtopics, callouts and attached map items (icons, images) will remain with it.

Hint: You can convert any topic (except a callout) to a floating topic by dragging it away from its parent until it "breaks free", and then dropping it on an empty spot on the map.

Delete topics

You can *delete* a topic including all its subtopics and callouts, or you can *remove* a topic but leave its subtopics and callouts intact.

Note: If you only wish to suppress the display of certain map elements you can use the Show/Hide command and the Filter command to hide elements without removing them from the map.

To delete a topic and all of its subtopics:

1. Select the topic(s).
2. Press **Del.**
3. The topic(s) (including icons, images and shapes), attached subtopics and callouts will be deleted from the map.

To remove a topic, but keep all its subtopics and callouts:

1. Select the topic(s).
2. Do one of the following:
    - Press **Ctrl**+**Del**
    - Right-click and select **Remove Topic**

3. The topic (including icons, images and shapes) will be removed, and its subtopics will be promoted up one level. Its attached callouts will be converted to floating topics.

Note: If you removed or deleted the topic(s) in error click the **Undo** button to restore them.

Code topics with map markers

Code topics with map markers

A map's overall appearance is determined first by selecting a map style to provide a default "look" for the map (topic fonts, shapes, colors, line types, etc.). All topics appear in the default style when they are first added to the map.

Once you have chosen a style, you can go on to code individual topics with distinctive visual elements or map markers - text colors, fill colors and *icons* - each with an associated name or meaning. Markers are used to impart specific meaning to topics or classify them into groups, and can be used as criteria for topic selection and filtering.

A Map Markers List is a coding scheme where a set of map markers is organized into groups, and each marker has an associated meaning. Every map begins with a default map markers list, but you can choose a different list to use in the Template Organizer's Map Marker Lists pane. The lists can be customized in the Map Markers pane, saved, and then assigned to other maps (like Styles).

You are not restricted to using only the markers in the current list on your map - if you code topics with other markers they are added to the list dynamically. Special task icons (priorities, task complete %) appear automatically on topics when task information is assigned and are also dynamically added to the map marker list if they are not already included.

You can add a Legend topic to your map from the *Map Markers* pane that shows the named markers and their meanings. Markers that are added dynamically will not appear in the legend until they are named.

Apply icons

An icon is a small image  that gives information about a topic in a graphical, easily understood way. You can assign an icon to multiple topics, and each topic can have more than one icon, but you may not repeat the same icon more than once on a single topic. You add or remove icons to topics using the **Insert Map Marker**  option.

Every map begins with an associated map markers list (derived from the template used to create the map) that includes groups of icons and their meanings. When you insert a marker on a topic you select an icon from the current map markers list or choose from additional icons in the *Library*.

You can choose a different list of markers to use on the map in the Template Organizer's Map Marker Lists pane. Use the Map Markers pane to organize the icon groups and assign and modify their meanings.

To add an icon to a topic:

1. Select a topic or topics that you want to assign the icon to.
2. Do one of the following:
    - Click the **Insert Map Marker**  toolbar button
    - Right-click the topic and choose **Insert Map Marker**.

3. In the map marker picker select the icon you want to assign to the topic. Once an icon is added, you can hover over it to see its meaning. You can change its meaning in the Map Markers pane.

   Notes:
   Icons within a group are mutually exclusive: Only one icon from each marker group can be added to a topic. If you attempt to add a second icon from the same marker group, it replaces the first icon.

   If the icon you choose was already assigned to any of the selected topics, it is removed and no icons are added. This works as a toggle, so a second click on the icon will add it to all selected topics.

4. If you don't see the icon you want to use, click the **More Icons...** button to open the *Library* pane.

5. Click the icon in the *Library* pane that you want to add to the topic or topics.

   Note: If you select an icon from the *Library* pane, it is automatically added to the *Dynamic icons* group in the Map Markers List. Dynamic icons have no assigned meaning and do not appear in the map legend. They are not permanent entries in the markers list - if you remove all occurrences of a dynamic icon from your map it is also removed from the list. You must assign a meaning to a dynamic icon to make it a permanent list entry and include it in the legend - you can rename it in the *Map Markers* pane.

To change an icon on a topic:

Once you have added an icon to a topic, you can change it in several ways:

- Click on the icon to change it to the next icon in its group. As you click you'll see the icon cycle through the group.
- Right-click on the icon and choose a different marker from the same group (these are displayed).
- Right-click on the icon and choose **Replace with** to select an icon from a different group.
- Right-click on the icon and choose **More icons** to replace the current icon with a new icon from the Library. The new icon gets added to the *Dynamic icons* group in the Map Markers pane.

To remove an icon:

Right-click on the topic's icon and choose **Remove** or choose **Remove all markers** to remove all the topic's icons.

Task icons notes

The task icons (priority, task complete %) are dynamically linked to the task information assigned to the topic. These work in a special way:

- If you assign task info to a topic, the corresponding task icons appear automatically on the map and are added to the Map Markers List (if they were not already included) in the appropriate group. These icons remain in a dynamic state until you name them, that is, if they are not used on the map they are removed from the list. You must name them if you want to keep them in the list regardless of whether they are used on the map.

- If you add a task icon from the map marker picker the corresponding task info is automatically assigned to the topic.

You can "cycle" the task icons just like other icons. Click on the icon to change it to the next available priority or task complete (%) setting. You can tailor the markers list in the Map Markers pane to contain only those priorities and task complete (%) settings you want to use. For example, you can include just the 0%, 25%, 50% and 100% icons in the list rather than the whole continuum of settings. In this way you can avoid cycling through all the unused icons.

Apply fill color

Fill color is useful for calling attention to specific topics. Color can be added to topics from the bottom formatting toolbar and from the **Format** menu. If the topic has a shape it is filled with the color, otherwise the color shows as a highlight behind the topic text.

To change the fill color:

1. Select the topic(s) you want to color.
2. Do one of the following:
    - Click the **Fill/Highlight color** button  on the bottom formatting toolbar.
    - Click **Format** - **Fill Color**
3. Select the color from the color picker. The *Fill color markers* list shows in the bottom of the picker. If you select a different color, it will be added to the *Fill colors* group in the Map Markers pane, where you can add a name for it (i.e. Critical tasks).

Notes:
Once you assign a name to the new fill color in the *Map Markers* pane, it will appear in the map legend and it will remain in the list of map markers regardless of whether it is used on the map. If needed you can modify the marker name and even select a different color to be used for this marker.

If you do not assign it a name, the marker will disappear from the list if it is no longer used on the map.

To change both the fill color and transparency:

1. Select the topic(s) you want to color.
2. Do one of the following:
    - Right-click the topic and choose **Shape and Color.**
    - Click **Format** - **Topic Shape and Color.**
3. Select the **Fill color** and **Transparency** % (0% is solid).

Apply text color

The topic text color can be changed in the bottom formatting toolbar and from the **Format** menu.

To change the text color:

1. Select the topic(s) you want to color.

2. Do one of the following:

    - Click the **Font color** button on the bottom formatting toolbar.
    - Click **Format** - **Font Color**

3. Select the color from the color picker. The *Text colors markers* group in the bottom of the picker shows the colors already in the markers list. If you select a color that's not in this group, it will be added to the *Text colors* group in the Map Markers pane, where you can add a name for it (i.e. George's tasks).

Notes:
Once you assign a name to the new text color in the *Map Markers* pane, it will appear in the map legend and it will remain in the list of map markers regardless of whether it is used on the map. If needed you can modify the marker name and even select a different color to be used for this marker.

If you do not assign it a name, the marker will disappear from the list if it is no longer used on the map.

Hint: You can also change the font color when you select a different font for the topic in the **Format** - **Topic Font** menu.

Add task information

This option is available in the **Pro** version only.

Use the *Task Info* task pane to enter task information for the selected topic. You can also use the **Insert Map Marker** option to add Task icons (Priority, Task Complete %) to topics, and the corresponding task information is automatically assigned to the topic.

To enter task information:

1. Select the topic you want to define the task information for.
2. Do one of the following:
    - Click the **Task Info** tab to open the *Task Info* pane.
    - Click **Insert** - **Task Information**.
3. In the *Task Info* pane enter the information. You may define any or all of the task properties for a topic.
    - Pick a **Priority**. A corresponding icon is automatically added to the topic on the map.
    - Pick the **Start Date** and **Due Date** from the pull-down calendars.
    - Set the **% Complete** option. A corresponding icon is automatically added to the topic and to the *Map Markers* pane *Task Complete (%)* group.
    - Enter the **Duration** in:
      hours (i.e. "5 hours or "5 h"") 8 hours = 1 day
      days (i.e. "2 days" or "2 d") 5 days = 1 week
      weeks (i.e. "1 week" or "1 w") 4 weeks = 1 month
      months (i.e. "2 months" or "2 m")

If you enter only a number the last duration unit (hours, days, weeks, or months) is used

- If you have multiple entries in the **Resources** and **Categories** fields use a ; to separate the names in each list.

4. You can choose to display task information on the map using the **View** - **Show / Hide** - **Task Information** option. All the task information for each topic is displayed in a small window below the topic text.

Hint: You can use task properties as criteria for selecting topics and filtering the map using the options in the Map Markers pane.

Add a legend

The legend displays the map marker list groups, and all the named markers within those groups. The legend is added as a subtopic of the currently selected topic, or as a main topic if no topic is selected.

To add a legend to the map:

1. Select the topic to attach the legend to.

   Hint: the legend is added as a new main topic or subtopic by default, but you can detach it to make it a floating topic.

2. Click the **Map Markers** tab to open the pane.
3. Click **Insert legend into map** in the top section of the pane.

A new set of topics will be added to the map showing the map marker groups and meanings. Unnamed markers and markers in the *Dynamic icons* group will not appear in the legend. If you want to include these markers in the legend you must name them (dynamic markers must be moved into another group before you can name them).

Note: If you rearrange the markers in the list or rename the groups after adding the legend it is not automatically updated. To get a current legend, delete the existing legend topic and then add the new legend from the Map Markers pane.

Organize map markers

Select a Map Marker List

Select a Map Markers List to use for your map. The list on the left shows all the available marker lists on your system, organized into folders. Click on any folder to open it and see more marker lists. When you choose a marker list you'll see a preview of it and a description.

Organize markers

You can organize markers at two levels:

- organize the lists of markers in the Template Organizer *Map Marker Lists* tab
- organize the markers within the current list in the Map Markers pane.

The Template Organizer *Map Marker Lists* tab shows all the available map marker lists. Here you can browse through the lists and choose one that's suitable for the current map. You can

duplicate, delete, or rename lists, add comments and organize them into folders for easier reference. Any list can be customized in the Map Markers pane and saved for re-use if desired.

Within each list, the map markers are organized into groups and assigned names. This list can be customized in the Map Markers task pane to your specific needs. You can:

- add new markers to the list
- create new icon marker groups
- move icons between groups using drag and drop
- modify the group names, marker names and colors used for color markers.

In addition to organizing map markers, the Map Marker task pane allows quick topic selection and map filtering based on groups and markers, and lets you add a legend to your map.

Map Marker Lists organizer

Here you can browse through the marker lists and choose one that's suitable for the current map. You can duplicate, delete, or rename lists, add comments, and organize the lists into folders for easier reference. Any list can be customized in the *Map Markers* pane and saved for re-use if desired.

Each map contains a map marker list and begins with the default list from the template that is used to create it.

To select a map markers list to use for the current map:

1. Click **Format** - **Map Marker - Assign from Template Organizer.**

   You'll see a dialog with list names and folders on the left side. When you click on a list name you'll see a preview of its marker groups.

2. Select the list you want to use and click **Apply.** Choose the list that best meets your needs. You can customize it (add and remove markers, reorganize groups) as desired in the Map Markers pane.

Note: In Multimap view, you can quickly apply a new marker list to the currently selected maps. Just select the maps, click **Assign** - **Map Marker List**, select the marker list in the organizer pane and click **Apply.**

To use a list from a file that doesn't appear in the organizer:

- Click **Format** - **Map Marker - Assign from File (*.mmms).**

If you plan to use this list again, its advisable to add it to the Organizer:

1. Click **Tools** - **Template Organizer** - **Map Marker Lists** tab.
2. If you want to add the list to a specific folder, select the folder in the left pane.
3. Click **Add New Marker List** - **From Existing Marker List.**
4. Choose the file containing the list you want to add to the organizer.

You can modify the current list in the *Map Markers* pane. Once you have tailored it to your liking, you may want to save it to use on other maps.

To save the current map markers list for re-use:

1. Click **Tools** - **Template Organizer** - **Map Marker Lists** tab.
2. If you want to add the new markers list to a specific folder, select the folder
3. Click **Add New Marker List** - **From Current Map**

   Note: You can save the map marker list in more than one folder, if desired.

   The new list will use the current map name, but you can rename it. Its also a good idea to add a comment to the list.

To rename a list:

1. In the organizer, click on the list name.
2. Click **Rename**.
3. Enter the new name for the list.

To add or modify the comment for a list:

1. In the organizer, click on the list name.
2. Click **Modify**.
3. Enter your comment for the list (ie its intended use, specific project, date created).

To organize your lists in the Map Marker Lists pane:

- The *Folders* commands let you add a **New** folder, **Delete** a folder or **Rename** a folder.

  Note: If you delete a folder you will also delete all the map lists it contains.

- Drag and drop lists between folders.
- **Duplicate** creates a copy of the list (Copy of...) in case you want to add it to more than one folder.
- **Delete** removes the marker list from the organizer and deletes it from disk.

Map Marker Lists Organizer Options

Add New Marker List	Save the list from the current map, or add a marker list from disk to the organizer.
Map marker lists	Shows the list of marker lists and folders. You can drag and drop marker lists and collection folders to different folders in the list.
Preview	Shows a preview of the currently selected list
Description	Shows the list's description (if available). This is entered by clicking the Modify button to enter a marker list comment.
Folder commands:	Act on the current folder. If you Delete a folder, all its

New, Delete, Rename	marker lists are also deleted.
List commands:	
Modify	Lets you enter a new comment for the list.
Duplicate	Makes a copy of the current list (named "Copy of...")
Delete	Removes the current list from disk
Rename	Allows you to enter a new name for the currently selected list.

Click **Apply** to use the currently selected list on the map.

Map Markers pane

A marker is an icon, text color or fill color with an associated name or meaning (i.e. Michael's tasks). You can use markers to code your map by applying them to specific topics. Markers are stored in a map marker list, and the current list is shown in the *Map Markers* pane. The markers are organized into groups based on their type (icon, fill color or text color). A default set of marker groups is always included in the list, and you can create additional groups for icons.

The *Map Markers* pane is the place to organize (move, add, remove), name and group your markers. You can check markers or marker groups to use as criteria for topic selection and filtering .

To open the Map Markers Pane do one of the following:

- Click the **Map Markers** tab.
- Click **Format** - **Map Marker** - **Modify**.

Marker Groups

Each markers list is pre-populated with groups of markers of a single type. Some groups are mandatory (they appear in every map markers list) but may be empty in some lists. The check boxes in the list are used by the selection and filtering commands.

Group name	Mandatory?	Contents
Task priorities	yes	The whole set or a subset of the Priority icons (1-9).
Task complete (%)	yes	The whole set or a subset of Task Complete (%) icons (0% to 100%)
{various icon groups}	no	Groups of mutually-exclusive icons (ie you can only use one of these icons at a time on a

groups}		given topic) with user-defined names and content.
Single icons	yes	Icons that are not mutually-exclusive (ie you can use one or more of these icons on the same topic if desired.)
Dynamic icons	yes	Icons that are used on the map but not yet named
Fill colors	yes	A selection of fill colors.
Text colors	yes	A selection of text colors.

When you add new markers to your map, the markers are added to the list as "unnamed". Likewise, if you apply a new marker list to your map, any markers that exist on your map but not in the new list will show as "unnamed".

Unnamed markers are "dynamic". They remain in the markers list as long as they are used on the map, but disappear when they are not. Unnamed markers do not appear in the legend. To make them permanent list entries and include them in the legend, you must name them.

Named markers remain in the markers list whether or not they are used on the map. You can modify their meaning and content, or remove them from the list (and legend) if they are not used.

Add to the map markers list

You can use the *Map Markers* pane to expand the current markers list by adding new markers to existing groups and by adding new icon groups.

Add new markers

There are two ways to add new markers to your list. The first way is by simply using them on your map. New markers are added to your list dynamically as transient entries in the list - they remain in the list only as long as they are used on the map and they do not appear in the legend. You can name them to make them permanent list entries. The second way is by using the **Add new marker** command in the Map Markers list to add the marker to a specific group.

To add markers dynamically:

Use a new marker on your map (apply a new icon, text color or fill color). It is automatically added to the map markers list as follows:

Marker type	**Marker group**
Priority icons	Task priorities
% complete icons	Task complete (%)

Fill color	Fill colors
Text color	Text colors
Icons (except priority and % complete)	Dynamic icons

These icons are added to the list as unnamed markers. Until they are named, they are in a dynamic state: if you remove all occurrences of the marker from the map, the marker also disappears from the markers list. Unnamed markers are also omitted from the legend.

To add a new marker to a specific group:

1. Click **Add new marker** or right-click on the group name and select **New map marker**.
2. Choose the group, enter the new marker's name and choose the marker from the selection shown. Depending on the group you selected, you can either add an icon, a fill color or a text color marker.

Add new icon groups

To create a new icon group:

1. Click the **Map Markers** pane tab.
2. Click **Add new icon group**.
3. Enter the name for the new group.
4. Build up the group by any of these methods:
    - Click **Add new marker** and add a new icon to the group (see steps below)
    - Add new icons to your map, and then drag the new icons from the *Dynamic icons* group into the new group and name them.
    - Drag icons from other groups into the new group.

Note: You can't use the same icon in different groups.

Modify the map markers list

You can modify the current map markers list in the *Map Markers* pane. You can:

- rename groups and markers
- modify markers (assign a different icon or color, move to a different group)
- delete markers from the list.

Rename groups or markers

You can change the name of any marker group or marker (named or unnamed).

To rename a group or marker:

1. Right-click on the marker name or group name.
2. Click **Rename**.

   Shortcut: Click on the marker or group name and press **F2**.

3. Enter the new name for the marker or group.

   Note: You may not change the name of the Dynamic icons group, but you may change the names of the markers it contains. When you name these markers, they are automatically moved to the Single icons group.

Modify markers

You can change a marker's color or icon or assign the marker to a different group.

To modify or re-assign a marker:

1. Right-click on the marker.
2. Click **Modify**.
3. Do any of the following:
   - Select a new group for the marker.

     Note: You may not re-assign markers in mandatory groups (Task priorities, Task complete (%), Single icons, Dynamic icons, Text colors, fill colors).

     Shortcut: Drag the icon to its new group.

   - Enter a new name for the marker.
   - Select a new icon, fill color or text color for the marker.

     Note: You will be restricted to choosing from the markers allowed within the current group for all markers in the mandatory groups. For example, you can only choose a different priority icon when you modify a marker in the Task priorities group. The change will be reflected in your map immediately.

Hint: To quickly replace a marker on your map with a new (not yet used) marker, simply modify the original marker to show the new color or icon.

Delete markers from the list

You can delete entire groups of markers from the list, or individual markers from any group. If the marker is not used on the map, it is deleted from the list. If the marker is used on the map, it is changed to an unnamed (dynamic) marker.

To delete a marker from the list:

1. Right-click on the group or marker.
2. Click **Delete**.

   Note: You cannot delete any of the mandatory marker groups.

Add/Remove markers on topics

You can add markers to the map from the *Map Markers* pane, but this is done more easily using the toolbar buttons: **Insert Map Marker** (to apply icons), and bottom formatting toolbar options: **Font Color** (to apply Text color) and **Fill/Highlight Color** (to apply Fill color).

Add markers to topics from the Map Markers pane:

- Select a topic or topics and click on the marker in the list to add or remove the current marker on all selected topics. If the marker is already set for the topic (or primary topic), the marker is removed, otherwise it is added.
- Drag the marker from the *Map Markers* pane onto the topic to add it. If the topic already contains a marker from the same group, the first marker will be removed before the new marker is added.

  Note: Markers can also be dragged onto the map to create new subtopics or floating topics. The visual cue indicates how the marker will be added.

- Select a topic or topics and right-click on the marker in the *Map Markers* pane. Choose **Add to topic**.

Remove markers from topics from the Map Markers pane:

- Select a topic or topics and that contain the marker you want to remove, and click on that marker in the *Map Markers* pane.
- Select a topic or topics and right-click on the marker in the list. Choose **Remove from topic**.

Add boundaries

Boundaries emphasize the relationships between topics and subtopics. A boundary is an outline surrounding an area on a map with your choice of line type and an optional fill color. You can add boundaries inside of boundaries. The default boundary formatting is determined by the style settings.

To create a boundary:

1. Select the topic whose subtopics you want to surround with the boundary.
2. Do one of the following:
    - Click the **Boundary** button  on the main toolbar.
    - Click the **Boundary** button  on the formatting toolbar and select a boundary type.

To format a boundary:

- Select the boundary (a blue box shows it is selected).
- Use the buttons on the bottom formatting toolbar to set the boundary formatting:

  (line color, fill color, line shape (wavy, etc.), line pattern, line weight)

Note: you can set all these options plus the fill transparency in the **Format** - **Boundary** dialog.

Use the **View - Show / Hide** command to hide the boundaries and not display them.

To remove a boundary:

- Select the boundary (a blue box shows it is selected).
- Press **Del**.

Add visual interest

Change the map's appearance

You can change the overall look of your map by applying a style (a set of pre-defined formatting parameters). Typically, you'll enter your content first, choose a style for the default formatting of the map, and then format individual topics as needed. You can code topics with markers (icons, text color and fill color) that have special meanings

A quick way to duplicate the formatting of a topic is to use the Format Painter.

Use styles

A map's overall appearance is determined by selecting a map style. A style is a collection of formatting settings that determine the appearance of the various types of map elements. The style sets the formatting for:

- Central topic
- Main topics
- Subtopics (by level)
- Callout topics and subtopics
- Floating topics and subtopics
- Boundaries
- Relationships
- Map background
- Notes (the default font)

The style provides a default "look" for the map. Each map starts out with a default style, derived from the template used to create it. You can change the default style for any template, including the template that is used each time you create a new map.

When a topic is first added its appearance is determined by the style settings. You can go on to format and code individual topics. This individual formatting overrides the style settings, and persists if you assign a new style to the map.

You can create standard styles and distribute them to other users to keep map formatting consistent across your project, department or company.

Apply styles

Each map starts out with a default style, derived from the template used to create it. You can apply a new style to your map at any time. If you have already applied formatting to individual topics, these will not be changed by applying the new style.

To apply a new style:

1. Click **Format** - **Style - Assign from Template Organizer.**

   You'll see a dialog with style names and folders on the left side. When you click on a style name you'll see a generic preview of it.

2. Select the style you want to use and click **Apply.** Choose the style that best meets your needs. You can modify it as desired and save it for re-use if you like.

Note: In Multimap view, you can quickly apply a new style to the currently selected set of maps. Just select the maps, click **Assign** - **Style,** select the style in the organizer pane and click **Apply.**

To use a style from a file that doesn't appear in the organizer:

- Click **Format** - **Style - Assign from File.**

If you plan to use this style again, its advisable to add it to the Organizer:

1. Click **Tools** - **Template Organizer** - **Style Templates** tab.
2. If you want to add the style to a specific folder, select the folder in the left pane.
3. Click **Add New Style** - **From Existing Style.**
4. Choose the file containing the style you want to add to the organizer.

Existing formatting

If you have already been working on the map for a while and decide to use a different style, you may wish to clear the formatting on individual topics or on the entire map before applying a new style.

To clear formatting:

1. Select the topics whose formatting you want to clear (press **Ctrl+A** to select all topics).
2. Click **Edit** - **Clear** - **Formats** or press **Ctrl+space**

Shortcut: Select topics and click the Clear Formats button.

Select Map Style

Select a style to use for your new map. The list on the left shows all the available style templates on your system, organized into folders. Click on any folder to open it and see more styles. When you choose a style you'll see a preview of it and a description.

Change the default map style

You can change the default style for any template including the new map template that is used each time you create a new map.

To change a template's default style:

1. Click **Tools** - **Template Organizer** - **Map Templates**.
2. Select the template you want to modify in the list.
   (The template used for new maps is called New Blank Map).
3. Click **Modify**.
4. Apply the new style.
5. Do one of the following:

- To save the modified template with the same name click the **Save** button .
- To save it with a new name add it to the Template Organizer's Map templates list and name it there.

From now on when you use the template to create a map it will use the new style settings you've assigned.

Note: the style information is "hard coded" into the template - there is no link maintained to the style. This means that if you alter the style, the change is not reflected automatically in the template. You must re-apply the style and re-save the template if you want it to use the updated style settings.

Modify styles

MindManager has a special view for modifying styles that allows you to edit the default format for each map object.

To modify the style of the current map:

1. Click **Format** - **Style** - **Modify**
2. Use the *Modify Style* view to set the new default formatting options for the map.

To modify a different style:

1. Click **Tools** - **Template Organizer** - **Style Templates**.
2. Select the style you want to modify in the styles list.

   Note: If you want to keep the original style you can modify a copy of it: select **Duplicate** and give the style a new name.

3. Click **Modify**. This starts the *Modify Style* view.

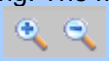
In the Modify Style view you'll see a generic map that displays all the map objects formatted in accordance with the style's settings. This view allows you to select an object and set the default formatting options for it.

To modify the style for an object:

- Click the object on the map and choose the formatting options from the pop-up menu.
- If you need help identifying an object, use the list in the upper left to locate it on the sample map, then click **Modify Object Style** and choose the formatting options you want to change.

  For topics you can set the default formatting for:

  - Topic font and text
  - Topic shape and color
  - Topic layout

  Note: Use the **Define the number of style levels** option to control the depth for subtopic formatting. The map shows one additional level of topics as a preview. Use the zoom buttons  to control your view of the map.

- You can also set the formatting for boundaries and relationships.

To return an object to the system default settings:

- Click **Reset Object Style**. This removes all formatting from the object so you can start over and apply new settings.

In addition to setting the formatting for map objects you can set the formatting for the map background and the default font used for topic notes.

To format the background or notes:

- Click **Modify Map Style** and choose Modify Map Background or Modify Notes Format.
- When you are done making modifications to the style, click **Apply and Close** (if you're modifying the current map's style) or **Save Style and Close** (if you are modifying a different style). If you want to abandon the changes click **Cancel**.
- If you modify the style of the current map and decide you want to save it for re-use you can save it in the Style Template organizer.

To add a description or comment to the style:

- Click **File** - **Properties** and enter the style description (intended use, project, etc.) in the *Comments* field.

Note: Styles are stored in separate files (*.mmas files) that you can distribute to other MindManager users. They can add these styles to their own Style Template organizer lists. This makes it easy to standardize the formatting of maps for your project, department or company.

Hint: if you want to see a printed sample of the style click the **Print** button on the main toolbar.

Add styles

You can add styles to the Style Templates organizer for re-use on other maps. This option creates a new style in the organizer list. You can add:

- A "blank" style that uses the system defaults and contains no additional formatting. This is a good way to start from scratch to create a new style. You can go on to modify this style and save it for re-use.
- A new style from the style settings used on the current map. Use this option if you modified the current map style and want to save it as a separate style for re-use on other maps.
- A style from a style file. This may be a file that you have received from a colleague, or a standard style that's been designed for use on all corporate maps, or just for a particular project. Adding it to the organizer makes it easier to locate and use.

To add a new style:

1. Click **Tools** - **Template Organizer** - **Style Templates**.
2. Select a folder where you want to add the new style. (You can always drag it to a different folder later.)
3. Click **Add New Style Template**.
4. Choose:
    - **New Blank Style** to add a style that uses the system defaults for all formatting.
    - **From Style of Current Map** to save the style settings for the current map as a distinct style and add it to the organizer list.
    - **From Existing Style** to add a style from a file to the organizer. Choose the style file from the dialog that appears.

5. Once the style is added to the list, you can rename it by clicking the **Rename** button.

Manage styles

You can use the Template Organizer's *Style Templates* tab to manage your map styles.

To see the organizer:

- Click **Tools** - **Template Organizer** and select the **Style Templates** tab.

Collections and folders

The styles list shows all the available collections and the styles they contain. You can add or remove collections from the Organizer using the Package folders option. To further organize your styles, you may create folders within the collections.

To create a new folder:

1. Select the collection where you want to add the folder.
2. Under *Folder commands* click the **New** button.
3. Enter the name for the new folder.

Note: The *Folder commands* **Delete** and **Rename** buttons in this group apply to entire folders. If you delete a folder, all the templates it contains will also be deleted.

Reorganize styles

- Move styles by dragging to a new folder or collection.
- To modify, duplicate, delete or rename a style, select it in the list and then use the *Template commands* buttons.

Style Templates Organizer Options

Add New Style Template	Create a new blank style using system defaults, extract the style settings from the current map, or add a style from disk to the organizer.
Styles and Collections list	Shows the list of styles and collection folders. You can drag and drop styles and collection folders to different folders in the list.
Map Preview	Shows a preview of the currently selected style
Description	Shows the style's description (if available). This is entered in the Map Information pane when the style is created.
Folder commands: New, Delete, Rename	Act on the current folder. If you Delete a folder, all its styles are also deleted.

Template commands:	
Modify	Starts the Modify Style mode so you can make changes.
Duplicate	Makes a copy of the current style (named "Copy of...")
Delete	Removes the current style
Rename	Allows you to enter a new name for the currently selected style.

Click **Apply** to apply the selected style to the current map.

Format map and topics

The default map formatting is determined by the map's style. Its a good idea to decide on an overall look for your map before formatting topics individually. You can apply a suitable style or modify a style to suit your needs.

Formatting options are available in the bottom formatting toolbar, and a more extensive set can be accessed via the Format menu. These include font selection for topics and the default notes font, colors (for text, fill and background), topic shapes, and layout options for connecting lines and map growth direction.

To format your map quickly, you can select multiple topics when you apply formatting. The format painter facilitates the process by enabling you to transfer formatting from topic to topic.

Some formatting options (font color, fill color) can be used as map markers to classify topics on your map (for example a topic in green text means "Michael's task") , but you can also use these attributes casually to add visual interest and clarity to your map. See Code topics for more information on using these attributes as markers.

Topic font

You can set the font face and font attributes for individual topics using either the formatting toolbar or the **Format** command.

To change the topic font:

1. Select the topic (s).
2. Do one of the following:
   - Use the formatting toolbar buttons at the bottom of the window to set the topic font

     (font face, size, bold, italic, underline, strikethrough, font color).
   - Click **Format** - **Topic Font** and choose the attributes, including the capitalization. The capitalization setting applies to *all* topics at this level and below.

Shortcut: Right-click the topic and select **Font**.

Use the **Style** button if you wish to:

- Save these attributes as the default for topics at this level when using the current style. All new topics created at this level will use these attributes.
- Reset the font attributes to the defaults of the current style.

Font colors can be used as map markers to classify topics on your map (for example a topic in green text means "Michael's task"). See Code topics for more information on using markers.

Font and Capitalization

Choose the Font to use for the selected item.

Set the capitalizaton style you want. This is a Style setting for the entire map - it applies to the current topic and all other topics at this level as well as all of their subtopics.

Topic shape and color

You can set the topic shape and fill color for individual topics using either the formatting toolbar or the **Format** command on the main menu.

To format topic shape and color:

1. Select the topic(s).
2. Use the formatting toolbar buttons at the bottom of the window to set the topic colors and shape:
   
   (line color , fill/highlight color and shape).

For more formatting options:

1. Do one of the following:
   - Right-click on the topic and select **Shape and color**.

     Note: you can select several topics, right click and then use the **Shape and color** option to set the attributes for them.

   - Select the topics and click **Format** - **Topic Shape and Color.**

   Choose the desired attributes for the topic (including color transparency, not available via the toolbar). Its usually best to use MindManager's shapes in your maps as they are designed specifically for this purpose, but if you require a special shape image you can use a custom shape.

   If you choose the Custom shape option in the shapes list, you can navigate to an image file and apply it to the current topic. You also have the option to save it in the MindManager Library for easy re-use.

   To apply a custom shape:

   1. Choose the Custom Image entry in the shapes list .
   2. Navigate to the image file and click **Insert**.

   To save a custom shape:

1. Click the **Save Image** button in the Format Topic Shape and Color dialog (this option is not available via the formatting toolbar).
2. Navigate to the folder where you want to save the image (usually in or under the Library Shapes folder) and click Save.
3. The custom shape will be added to the Library for easy re-use.

To use custom shapes from the Library:

1. Select the topic(s) whose shape you want to change.
2. Open the Library pane (click the Library tab).
3. Click the **Shapes** folder.
4. Select the shape to use for the selected topic(s) from the lower pane.

Use the **Style** button if you wish to:

- Save these shape and color attributes as the default for topics at this level. All new topics will use these attributes.
- Reset the attributes to the defaults for the current style.

Fill colors can be used as map markers to classify topics on your map (for example a topic in with red fill means "critical task"). See Code topics for more information on using markers.

You can organize your shapes along with other graphical elements using the Library.

Topic Shape and Color Options

Choose the desired attributes for the topic (including color transparency, not available via the toolbar). Its usually best to use MindManager's shapes in your maps as they are designed specifically for this purpose, but if you require a special shape image you can use a custom shape.

If you choose the Custom shape option in the shapes list, you can navigate to an image file and apply it to the current topic. You also have the option to save it in the MindManager Library for easy re-use.

To apply a custom shape:

1. Choose the **Custom Image** entry in the shapes list .
2. Navigate to the image file and click **Insert**.

To save a custom shape:

1. Click the **Save Image** button in the **Format Topic Shape and Color** dialog (this option is not available via the formatting toolbar).
2. Navigate to the folder where you want to save the image (usually in or under the Library Shapes folder) and click **Save**.
3. The custom shape will be added to the Library for easy re-use.

To use custom shapes from the Library:

1. Select the topic(s) whose shape you want to change.

2. Open the Library pane (click the Library tab).
3. Click the **Shapes** folder.
4. Select the shape to use for the selected topic(s) from the lower pane.

Use the **Style** button if you wish to:

- Save these shape and color attributes as the default for topics at this level. All new topics will use these attributes.
- Reset the attributes to the defaults for the current style.

Topic layout

The topic layout options control the layout of text and images within the selected topic and the overall arrangement, connection style and spacing of its subtopics. You can select multiple topics and change their layouts, or save your settings as new style defaults to change the entire map.

To change the topic layout:

1. Select one or more topics.
2. Do one of the following:
   - Right-click on the topic and choose **Layout**
   - Click **Format** - **Topic Layout**
3. Change the settings on the three tabs to meet your needs:
   - On the **Alignment** tab set the options for *Text Alignment* (for topics that contain only text) or *Text and Image Alignment* (for topics that contain both image and text).
   - You can enter **Size and Margins** settings to apply to all standard shapes. If a Custom shape is used, you can set the text area in the preview image. Padding applies to text and image topics.
   - **Subtopics Layout** settings apply to all subtopics of the selected topic. If you select the central topic, you can choose settings that apply to the whole map. For other topics, the settings apply only to its set of subtopics.
   - The **General Layout** settings are available only if you have the central topic selected. You can choose to use an Organic apperance (rough lines that look hand-drawn) and the minimum line lenght and height for the main topics on the map.

Hint: Some experimentation may be required to get just the right "look" for your map - click **Apply** to see how your settings will look without leaving the dialog.

4. On any of the tabs, use the **Style** button if you wish to:
   - Save the attributes as the default for the current map style. All new topics will use these attributes.
   - Reset the attributes to the defaults for the current style.

Topic Layout Options

- On the **Alignment** tab set the options for *Text Alignment* (for topics that contain only text) or *Text and Image Alignment* (for topics that contain both image and text).
- You can enter **Size and Margins** settings to apply to all standard shapes. If a Custom shape is used, you can set the text area in the preview image. Padding applies to text and image topics.
- **Subtopics Layout** settings apply to all subtopics of the selected topic. If you select the central topic, you can choose settings that apply to the whole map. For other topics, the settings apply only to its set of subtopics.
- The **General Layout** settings are available only if you have the central topic selected. You can choose to use an Organic appearance (rough lines that look hand-drawn), a shadow effect, and the minimum line length and height for the main topics on the map.

Hint: Some experimentation may be required to get just the right "look" for your map - click **Apply** to see how your settings will look without leaving the dialog.

On any of the tabs, use the **Style** button if you wish to:

- Save the attributes as the default for the current map style. All new topics will use these attributes.
- Reset the attributes to the defaults for the current style.

Use the Format Painter

The Format Painter transfers format settings from one object (the source object) to another (the target object). Usually, you will paint the format to another object of the same type (e.g. from one topic to another), but you can also paint the format to a different object type (e.g. from a boundary to a topic). In the second case, only the types of formatting supported in the target object will be painted.

To use the format painter:

1. Select the object whose format you want to duplicate (the source object).
2. Click the Format Painter button  or click **Format** - **Format Painter**. You'll see the cursor change to a paint-brush.
3. Paint the format to the target object(s):
   - For a single object, click on the target object.
   - For multiple objects do one of the following:
     - Press Ctrl and click to continue to paint the same format on several objects.
     - Click and drag a rectangle with the painter that surrounds the target topics.

To stop the Format Painter:

Do one of the following:

- Press **ESC**

- Click again on the Format Painter button  or click **Format** - **Format Painter.**
- Click on an empty space on the map.

Hint: If you find yourself using the Format Painter to duplicate the same style for a large part of the map, you may want to consider modifying the style settings (the default map formatting) to achieve the same effect more easily.

Format background

MindManager comes with a wide assortment of suitable background images designed to enhance the look of your map. It is easiest to add these background images from the MindManager *Library* pane.

If desired, you can use your own image as a background image when you set the background format: it should be subdued in content or by using transparency to "fade" it so it doesn't detract from the map.

To add a MindManager background image from the Library:

1. Click the **Library** pane tab.
2. Click the **Background images** folder, and locate the image you want to use.
3. Click on the preview image in the lower part of the *Library* pane to add the image to your map.

You can format the map background to select a solid color (instead of or in addition to an image) or include your own background image. You can control the background image transparency here (for your own image or for MindManager background images).

To format the map background:

1. Do one of the following:
   - Right-click the map background and choose **Background**.
   - Click **Format** - **Background**
2. Select the background **Color** if desired.
3. Select a background image file. (If you've already selected an image from the library, you'll see its name here.)
4. Set the image transparency (0% is opaque).

Notes:
The background image is drawn on top of the color, so if you make the image transparent the background color will show through.
The background image will be tiled to fill up the space behind the map.

To remove a background image:

Do one of the following:

- Right-click the map background and click **Background** - **Remove Image**.
- Click **Format** - **Background** - **Remove Image**

- In the *Library* pane choose the *Background Images* folder and click **Remove Background Image** at the bottom of the pane.

Format Notes

Use this option to select a default font for the topic notes. Its a good idea to choose the font in the early stages of creating your map.

To select the default notes font:

- Click **Format** - **Notes** and choose the default font to use.

If you change this option after formatting your notes any formatting you have applied will not be changed. If you have reformatted an entire note or all the notes with a different font you will need to remove the formatting to see the default font.

Remove formatting

You can remove the formatting that you have applied to any map object and return it to the style default.

To remove formatting.

1. Select the object or the text within a note or topic.
2. Click **Edit** - **Clear** - **Formats**.

Shortcut: Press **Ctrl**+**Space**.

Use images

Images can be either attached to a topic, or added as new topics or as floating images that can be moved freely around the map background. You can use professionally designed map images from the MindManager Library or your own image from a file.

Adding Library Images

To open the image Library:

Do one of the following:

- Right-click on a topic and select **Insert Image - From Library** or on the map background and select **Insert Floating Image - From Library.**
- Click the Library task pane tab and open the image folder.
- Click **Insert** - **Image** - **From Library**.

Hint: you can search for an image by entering a search term in the field at the top of the Library pane and clicking **Search**. The search results appear in the Library pane preview window, and you can select the image form there.

To attach the image to a topic or topic(s):

1. Select the topic(s).
2. Click the image in the Library.

To create a new topic from an image:

- Drag the image from the library to a topic.
- You'll see a red visual cue that shows where the image will be added.

Note: If you drag the image directly on top of a topic a green cue shows indicating that the image will be attached to a topic instead.

To add a floating image:

- Drag the image from the Library on to an empty space on the map.
- Drop it where no cue shows and the image will remain free floating. You can then position it anywhere on the map.

Adding Images from Files

1. Do one of the following:
    - Right-click on a topic and select **Insert Image - From File** or on the map background and select **Insert Floating Image - From File.**
    - Click the top menu commands **Insert** - **Image** - **From File**.
2. Navigate to the image file and click **Insert**.
3. You can drag the image to its desored location.

Note: You can add your own images to the MindManager Library for re-use.

Background images

You can add a background image to your map from the library or from your own image file.

Move and edit images

Floating images can be moved freely around the map (just drag them). Attached Images stay with their associated topics, but they can be selected and copied or moved to another topic or to become a floating image.

To move or copy an attached image:

1. Select the associated topic
2. Click again on the image. Handles will appear to show its selected.
3. Drag the image to a new location.
4. Visual cues appear to show how the image will be added: green shows it will be attached to the topic, red indicates that it will become a new topic; no cue means the image will become free floating.
5. Drop the image at the new location.

Hint: Hold **Ctrl** as you drop to copy the image.

Editing Images

You can edit Library images using the application associated with their format.

To edit an image:

1. Select the Image in the Library.
2. If you want to leave the original image unchanged, right-click and select **Duplicate**.
3. Right-click on the image and select **Open in...** to edit it.
4. The application associated with the image type will start.
5. Edit the image as needed and save it.
6. The image will show in the library when you open the folder containing it again. (This refreshes the image preview.)

Image format support and notes

Supported image formats

JPEG GIF PNG BMP PCX WMF EMF

Transparent GIFs and transparent 256 color PNGs are supported.

Export details

Bitmaps are converted to metafiles when they are exported to RTF (Word export). You can switch off this behavior using **Tools** - **Options** - **Notes** settings for **Export conversions (RTF)**.

During export to web pages all images are automatically converted to either 256 color GIF files (includes bitmaps that were previously metafiles, to retain the "metafile transparency") or to JPEG files (all bitmaps with color resolution > 256).

Add a relationship

Sometimes a relationship exists between two (or more) topics, and you want to illustrate this on your map. Using the Insert Relationship option you can add a relationship arrow that connects two topics, and include a label if you wish. The default formatting for the arrow is determined by the map's style settings.

To insert a topic relationship arrow:

1. Do one of the following:
   - Click the **Insert Relationship** toolbar button.
   - On the main toolbar click **Insert** - **Relationship**.
2. The cursor changes to the relationship cursor.
3. Click on the first topic and then on the second.
4. The relationship arrow appears to link the two topics.

Hint: If you want to change the shape of the arrow drag the handles.

To format a relationship arrow's line style and color:

1. Select the relationship arrow (s).

2. Use the formatting toolbar buttons at the bottom of the window to set the arrow's style 
(line color, weight, pattern and arrows).

For more formatting options:

1. Right-click on the relationship and select **Format Relationship**.

   Note: you can select several relationships and then right-click to use the **Format Relationship** option.

2. Choose the desired attributes for the line(s).
3. Use the **Style** button if you wish to:
   - Save these relationship arrow attributes as the default. All new relationships created using the current map style will use these attributes.
   - Reset the attributes to the defaults for the current style.

To add a callout (label) to the relationship arrow:

1. Right-click on the relationship arrow.
2. Select **Insert Callout**.
3. When the generic callout appears enter your text.

   Hint: You can set an option to prompt for a callout for each relationship you add in the Tools - Options - Edit settings to auto-insert relationship callouts.

To remove a relationship arrow:

1. Right-click on the relationship arrow.
2. Select **Delete Relationship**.

Hint: Use the **View** - **Show/Hide** command to suppress the display of relationships.

Add a boundary

Boundaries emphasize the relationships between topics and subtopics. A boundary is an outline surrounding an area on a map with your choice of line type and an optional fill color. You can add boundaries inside of boundaries. The default boundary formatting is determined by the style settings.

To create a boundary:

1. Select the topic whose subtopics you want to surround with the boundary.
2. Do one of the following:
   - Click the **Boundary** button  on the main toolbar.
   - Click the **Boundary** button  on the formatting toolbar and select a boundary type.

To format a boundary:

- Select the boundary (a blue box shows it is selected).
- Use the buttons on the bottom formatting toolbar to set the boundary formatting:

  (line color, fill color, line shape (wavy, etc.), line pattern, line weight)

Note: you can set all these options plus the fill transparency in the **Format** - **Boundary** dialog.

Use the **View - Show / Hide** command to hide the boundaries and not display them.

To remove a boundary:

- Select the boundary (a blue box shows it is selected).
- Press **Del**.

View and navigate

Navigate between maps

The easiest way to navigate between open maps is to use the workbook tabs at the top of the map workspace. These are enabled in the **Tools** - **Options** - **View** dialog, and you can choose to display either the Central Topic text or the map filename on the tab.

To switch to a different map do one of the following:

- Click on its workbook tab.
- Press **Ctrl**+**F6** to view the next map
- Click **Window** - **View next map** or select the map name at the bottom of the Window menu.

Notes: You can click and drag workbook tabs to reorder them.

Shortcut: Right-click a tab to Save, Print or Close the map, Reveal all map elements that were hidden using the Show/Hide command, or change the map Properties.

When you switch to a different map, it will be displayed in the view (Map View, Multimap Workspace or Outline View) last used for it.

Navigate between linked maps

When a map has a hyperlink to another map you can open and switch to the map from Map View or Multimap Workspace.

From Map View:

- Click on the topic's map hyperlink icon . The map will open in Map View.

From the Multimap Workspace:

- You'll see preview images of all the linked maps. Double-click on an image to open and switch to that map.

Once the map is opened a new workbook tab appears for it, and you can use the tabs to switch between maps.

Note: A preview image may not be shown for some maps. See Multimap view for details.

Navigate within a map

Navigate in map view

For smaller maps, navigation is straightforward using the mouse. For large maps you may find it helpful to use the Map Overview window, or Collapse and expand topics to make it easier to move around the map.

You can also navigate through maps quite efficiently using the keyboard.

Navigate with the keyboard

Arrow keys	Select the topic above or below or to the left or right of the current topic. (For left and right arrows, the selection begins at the top main topic after you pass through the central topic to the other side of the map.)
Tab, Shift+Tab	Move to the next or previous topic, callout or subtopic. Use this method to visit each topic on the map in order. Floating topics and callouts attached to relationship arrows are skipped.

Jump to linked maps and documents

To jumped to a linked map or document:

- Click on the topic's hyperlink icon , favicon (ie) or other link icon.

See Open a hyperlink for details.

If you move, rename or delete a document that is a link destination map all hyperlinks to it will be "broken". If you click on a broken hyperlink you'll get a message that offers you the opportunity to repair it.

View a map

By default, maps are displayed in Map View one at a time with workbook tabs across the top of the workspace.

To view multiple maps at one time in cascading or tiled windows:

1. Click **Window** - **Arrange**.
2. Select the maps you want to arrange from the list of open maps.
3. Select the arrangement you prefer (tiled or cascading).

Note: You can also choose to close any map on the list.

Hint: You can arrange maps manually using the Restore Down button and dragging to size and place the window for each map.

Orient a map

Pan and zoom

To move the map use the scroll bars along the map sides and bottom, or just right-click on the map background and drag.

To set the zoom factor for the map:

- On the toolbar, click the Zoom in/out buttons  , or select a zoom factor from the pulldown.
- Enter a zoom factor on the toolbar's zoom % field.
- Click **View** - **Zoom** and choose or enter a zoom factor.

Shortcut: Press **Ctrl+F5** for the Zoom Whole Map option to fit the map to the map view window.

Hint: If you are working on a large map and find yourself continually zooming in and out, try using the Map Overview.

Centering

To center the map in Map View:

- Click **Actions** - **Center Map** or press **Ctrl**+**F3.**

To center the selected object:

- Click **Actions** - **Center Object** or press **Alt** + **F3**.

The Focus on topic command centers and expands the current topic while collapsing all other topics.

Zoom Options

Whole map fits the map onto the screen.

Fit selection adjusts the view so that all the selected items fit on the screen.

Choose a zoom % from the list or enter your own zoom factor in the **Percent** field.

Show or hide map elements

It is not necessary to delete map elements that you do not want shown on your map. Instead, you can use the Show/Hide command to hide elements or topics on the map. This can be convenient when you add information that is for your own reference and you want to print or distribute the map or use it in a presentation. note that Presentation Mode has its own Show/Hide command.

To show or hide a particular class of map elements:

- Click **View** - **Show / Hide** and choose the element you want to show or hide.

Note: The command applies to the entire map.

Hint: use the Filter commands to show or hide groups of selected topics or objects.

Filter map topics

Filtering is a convenient way to view only a subset of the topics on your map . This eliminates the need to delete topics that are not currently of interest, but remain valid map content.

There are two ways to filter your map. One way is to select a set of topics and then use the standard **Filter** command on the toolbar to show or hide those topics. The second way is to select specific markers in the *Map Markers* pane and use the filter command there to filter all the matching topics.

To show or hide a specific set of topics:

1. Select the set of topics or elements on the map.

   Hint: remember there are several ways to do this.

1. Choose the Filter's mode (Show or Hide) from the pull-down menu (Hide) on the toolbar.

2. Click the **Filter** button Filter.

3. Click the Remove Filter button to see all topics. This button also serves as a reminder that you are viewing a filtered version of the map, since it only appears when a filter is active.

   Hint: If you add more topics to the map or you want to further refine your view of the map you can select additional topics and choose **Filter Again** to re-apply the filter to the remaining visible topics.

To filter topics based on their markers:

1. Click the **Map Markers** task pane tab.

2. Check the markers or groups that you want to use as filter criteria. Topics that match *any* of these criteria will be filtered (for example if you check a red text color marker and a priority 1 icon, topics that are *either* red or priority 1 will be filtered).

3. Click **Select topics and filter map**. Topics with matching markers will be filtered using the mode (show or hide) set for the standard filter.

4. Click **Remove Filter** to disable the filter and see all the topics.

   Hint: If you want to further refine your view of the map you can select additional markers and choose **Filter Again** on the main toolbar to re-apply the filter to the remaining visible topics.

Shortcut: Right-click the map's workbook tab and select **Remove Filter** to show topics that were hidden by the **Filter** or commands.

You can choose to show or hide other classes of map elements using the Show / Hide command.

Sort map topics

The Sort Topics action lets you sort all the topics on your map or only those on the selected topic tree. You have the option to choose the sorting critera (sort by), the sorting depth and the sort order. You can sort the topics in either Map View or Outline View.

To sort topics:

1. Select the topic(s) to sort

   Note: you only need to select the parent topic of each topic tree. Select the Central topic to sort the whole map.

2. Click **Actions** - **Sort Map Topics**.

3. Choose the sort options to use.

4. Click **OK**.

The map is reorganized according to your selections. Sorting is a one-time operation - if you add new topics you will need to re-sort the map.

Sort Topics Options

Sort by	The topic property to use for the sort criteria: • Alphanumeric - topics are sorted using any numbers at the start of the topic. • Alphabetic only - topics are sorted in alphabetic order (A-Z) and any numbers are treated as letters. • Task percentage complete - topics are listed based on their % complete setting. • Task priority - topics are listed based on their priority setting and those with no Priority at the end.
Sorting depth	Sort just the immediate sub-topics, the whole tree (everything under here), or down to a specific depth.
Sorting order	Sort forwards (A..Z or 1..9), or backwards (Z..A or 9..1).

Collapse and expand topics

In Map View, you can collapse and expand individual topics interactively using the icons ⊖ or ⊕ that appear on each topic with subtopics. This can be convenient while working on a map or to open or close individual topics on smaller maps during a meeting. (See Outline view for information on expanding and collapsing topics there.)

The **Level of detail** function can work on a larger scale to set the display depth for multiple topic(s), or for the entire map. This is useful for larger maps.

To set the Level of detail:

1. Select a topic or topic(s), or select the central topic to set the level for the whole map.
2. Do one of the following:
    - Click the **Level of Detail** button pulldown to select a specific display level.
    - Click the **Level of Detail** button to cycle to the next display level.
    - Click **Actions** - **Level of Detail** and choose the display level.

The **Focus on topic** command is particularly useful for using larger maps in meetings, to enable the viewer to see the topic's details without being distracted by the rest of the map. It performs

four simultaneous actions: centers the selected topic, expands it fully, collapses all sibling topics, and collapses all other topics to level 1 (main topic level).

To use the Focus on topic feature:

1. Select the topic.
2. Click **Actions** - **Focus on topic** or press **F3**.

Note: Topics expand and collapse automatically in the Presentation Mode.

Split map view

You can split the map view either horizontally or vertically so you can see different sections of the map at the same time. This is especially convenient when working with large maps.

When the map view is split the two panes can be used independently. This means in each pane you can select different objects, use a different zoom factor or level of detail, even use different filters. Any changes you make to the map are immediately reflected in the other pane.

To split the map view:

Do one of the following:

- Click **Window** - **Split Map Horizontally**
- Click **Window** - **Split map Vertically**

To remove the split:

- Click **Window** - **Remove Split**.

Map overview

The map Overview Window is used to navigate quickly through big maps.

To display the Overview Window:

- Click the **Map Overview** button.

When you first open the Map Overview window, you'll sees a small simplified version of your map with a boundary line enclosing the active viewing area. You can move this window to keep it out of the way as you work on the map. In addition, it has a "Pin" button to control whether the window always stays open or rolls up when not in use (i.e. it opens automatically when you point to it and shrinks back to a caption when you point away).

To view a different area of the map:

- Click and drag the view area rectangle to another portion of the map.
- Drag the boundary of the view area to resize it.
- Click and drag outside the current view boundary to create a new boundary.

Note: If you move or resize the Map Overview's view rectangle the main map view adjusts and zooms in or out accordingly. Likewise if you move or zoom in the main map view the Overview window will reflect this change.

Outline view

The outline view allows you to see maps using a familiar visual form so you can read and navigate through the document from top to bottom. This view can be a helpful reference if you are just beginning to use MindManager.

If you plan to use a linear export format, like Word or Project, the outline view can be used to preview the map in a linear arrangement so you can make any necessary adjustments before the export. You may also print the map outline directly from this view.

To see a map in Outline View:

- Click the **Outline View** button 

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The outline view consists of 4 columns (left to right):

- a *Notes* column, showing an icon if a topic contains Notes text
- a *Hyperlink* column, showing an icon if a hyperlink is attached to the topic
- an *Icons* column, showing all icons assigned to the topic
- a *Topics* column showing the topic text. You can expand or collapse topics using the + and - icons here.

Right-click on any column heading to choose which columns you want to show or hide.

Use the outline view's numbering pull-down to set a numbering scheme for the view, and use the buttons to choose the level of detail (which levels of topics are visible) here, as well. These settings are used when you print the outline.

To add or edit notes:

- Select the topic, then click in the *Notes* column to open the Topic Notes window.

To add, edit or copy a hyperlink:

- Right-click the hyperlink column for the topic.

To add or remove icons:

- Select the topic and right-click in the Icons column. Click the icon you want to add or remove, or click Remove All Markers to remove all the coding (icons, text color and fill color) from this topic.

You can copy a topic or topics from outline view to paste into a map in Map View or into another document.

To copy a topic:

- Right-click the topic and select **Copy**.

Printing an Outline

While you can also use the Word export feature to print an outline of the map, the Outline Print only prints visible topics. If a topic is closed, it's subtopics are not printed. This allows you to print the outline with the level of detail you want to see. You can also choose to print only the topics you have selected.

To print the outline:

1. If you only want to print certain topics, select them now. Open or close topics to get the desired level of detail in the printed outline.
2. Right-click on the Outline View window and choose **Print**.
3. Make your selections in the dialog and click **Print**. Options

Note: Use the **File** - **Page Setup** command to choose margins and other settings for your printed outline. These settings are saved with the map, so the next time you print the same settings will be used.

Outline Printing hints

- The *Format* list shows special Word templates that are optimized for outline printing (some using smaller fonts and paragraph margins). These are stored in a user data folder named "Outline Print Templates" in the roaming application data section and can be customized. You can also add your own Word templates to this folder.
- Under *Content* if **Print task information** is selected, all task attributes are printed (no single selection possible).
- The *Content* check boxes let you select which content to include. Use the radio buttons below to print all topics or only those that have any of the checked content. Only these topics and the topics that connect them to the central topic are printed. All others are skipped.

Outline Print options

Format	Shows all Word templates in the Outline Print Template folder.
Content	Select what content and topics should be printed. (This also depends on the *Print Range* settings.) If *Print task information* is selected, all task attributes are printed (no single selection possible).
Printer	Select from the list of installed printers.
Print range	Print the whole map or just the selected topics.(This also depends on the *Content* settings.)
Copies	Select the number of copies to print.
Collate	Select the printing order for multiple copies. This option is disabled if only one copied is printed.

Multimap workspace

This option is available in the **Pro** version only.

The Multimap Workspace displays preview images of the current map and all the maps that it links to. In this view you can issue commands on all of the maps or on only a selected subset. Note that these "workspace maps" are only shown as previews, only the first map is opened unless you subsequently open the others.

To select maps in Multimap Workspace:

- To select a single map click on it.
- To select multiple maps, hold the **Ctrl** key and click.
- To select all the maps click the **Select All** button.

Multimap commands

Once you have selected one or more maps from the workspace you can use the Multimap toolbar to execute a variety of commands on them.

Open	Opens the selected map in the normal Map View. **Shortcut**: double-click on the preview image to open the map.
Close	Closes the map but does not remove it from the Multimap workspace.
Send to as attachment	Zips the selected maps and attaches them to an email using the Send to wizard.
Pack and Go	Uses the Pack and Go wizard to archive maps in a zip file.
Print	Prints the selected maps
Search files	Opens the Search Files task pane so you can search the selected maps for a specific word or phrase.
Web Export	Exports the selected maps as Web pages.
Assign	Lets you assign a Style, Map Marker List or Web Export Template to all the selected maps

Hint: The Export commands can optionally use the export settings of the parent map for all the workspace maps instead of using the individual export settings stored in each map. This feature lets you export all maps with a consistent set of formatting options, without keeping the individual format settings of each map in sync manually.

Broken Links

If you delete or rename any of the linked map files their links will be broken. The Multimap Workspace offers two ways to remedy this.

The **Rename** button helps you avoid broken links. This command allows you to rename the selected map and automatically updates all hyperlinks in the workspace maps that link to it so no links are broken.

If a map preview displays a message that the link is broken you can click on the thumbnail and either remove the link (also removes the map from the workspace) or to update the map path to link to the correct file again.

Click **Refresh** to see an updated view of all the maps (for example, if you edit one of the maps in Map View)..

Missing Preview Image

If you see a message that there is no preview image for the map, that means the map Properties - Summary - Save preview image setting was disabled when the map was saved.

Present the map

The Presentation Mode is an alternative view that allows you to browse with a minimum of distraction. It switches to a full screen mode for maximum map space and hides all toolbars. It also has options for automatically collapsing topics to make your presentation run more smoothly, and a special bottom toolbar that lets you reorient the map.

To start Presentation Mode do one of the following:

- Click **Modes** - **Presentation**
- Click **View - Presentation Mode**

In this mode the MindManager window is automatically maximized and hides the Windows task bar.

Hint: Press **Alt**+**Tab** to switch to a different application from this mode. When you return to MindManager it will still be in presentation mode..

The buttons across the bottom of the Presentation Mode screen control the view:

Maps Shows a popup menu with a list of all open maps. Use this list to switch between open maps.

Show / Hide has the same options as the normal Show / Hide command, plus an option for showing Toolbars. This command lets you hide elements that may prove distracting without having to edit the map to remove them. You can turn on the toolbars if you will be editing the map during your presentation.

Zoom out, in (or press **Ctrl+'-' and Ctrl+'='**)

Auto Collapse Automatically collapses topics when a new topic is selected. This option can make your presentation run much more smoothly with fewer mouse clicks. If you prefer you can disable this option and use the normal expand and collapse icons (⊖ or ⊕) instead.

1, 2 Defines how many subtopic levels are automatically opened when you select a topic.

Previous (or press **Shift+Tab**) moves backward (inward, then counter-clockwise) to the next collapsed topic and expands it.

Next (or press **Tab**) moves forward (outward, then clockwise) to the next collapsed topic and expands it.

Focus on Topic (or press **F3**) Expand selected topic and collapse all other topics.

Center Map (or press **Ctrl**+**F3**) Collapses all the main topics and centers the map.

Finish Closes the Presentation mode and returns to the regular Map View.

Save, export and print maps

Proof and review a map

To finalize a map, you may want to add comments about why the map was created and what it is used for in the **Map Properties** dialog, check for spelling errors using the **Spell Check** feature, and check the links to other files with the **Repair Hyperlinks** option. If you need to find and change specific topic text, use the **Find and Replace** feature.

You can collaborate with others on the final content: the **Review Mode** allows you to collect comments from other users and incorporate this input into the final map.

Map properties

By default, when you first save a map or a map template you are shown the Properties dialog. You can enter additional information about the map in the Summary pane.

You can disable this feature using the Tools - Options - Save setting for **Prompt for map properties on first save**.

Hint: right-click on the map's workbook tab and select **Properties** to update the Summary information at any time.

You can also enter properties when you modify Map Templates and Style templates.

The other properties panes display information about the current map or template's file information and statistics.

Map Properties - General Options

Document Icon and name	Shows the document icon depending on the file type. This can be either a regular map, a map template or a style template, and the file name.
Location	Shows the full file path name.
Type	Either MindManager Map, MindManager Map Template, or MindManager Style Template
Size	File size in KB and bytes.

Map Properties - Statistics Options

Created	Shows the date and time when the file was created.
Modified	Shows the date and time when the file was last modified.
Accessed	Shows the date and time when the file was last accessed.
Printed	Shows the date and time when the file was last printed.
Created by	Shows the name of the person who created this file. This field is set to the user name from Options when a new file is created.
Last saved by:	Shows the name of the person who saved the file the last time. Taken from Options.
Revision number:	This is the document version number. Each time the document is saved, the version number is increased by 1.
Statistics	Show the number of topics (all types), words and hyperlinks in the map.

These fields are not used for style templates.

Map Properties - Summary Options

Title	Displays the text of the central topic. This is a read-only field and can't be modified. It is always updated when the central topic text changes.(Not used for style templates.)
Subject	Describes the contents of the file. You can type up to 63 characters.
Author	Identifies the person who "owns" the file. You can type up to 63 characters.
Manager	Identifies the person in charge of the project or department. You can type up to 63 characters.

Company	Identifies the company creating the map. You can type up to 63 characters.
Category	Describes the map type, such as meeting map or brainstorming map. You can type up to 63 characters.
Keywords	Displays words (up to a total of 63 characters) that identify topics or other important information about the file, such as project name, client name, or version number.
Comments	Displays important information (up to 191 characters) about the file, such as its purpose, recent changes, pending changes, and so on.
Hyperlink base	Path or URL that is used as a base for all relative hyperlinks in the map. If this field is empty (default) the path where the map is stored is used as base for relative hyperlinks. (Not used for style templates.)
Hyperlink paths are stored:	Set the default how hyperlinks are stored in the map. This default is copied to the topic once a hyperlink is inserted. Afterwards it can be changed individually for each hyperlink. [1]
Save preview picture	Specifies to save a preview picture in the file. A preview of the file is used in the Multimap Workspace and in the Template dialog.

1 If this option is changed and the map contains hyperlinks, a message box pops up to ask you to update the whole map "Do you want to update all hyperlinks to the new setting?". If you click on yes, the new default value is copied to all topic with hyperlinks and the hyperlink is either converted to an absolute pathname (if it was relative before and the new setting is Absolute) or to a relative pathname (if is was absolute before and the new setting is Relative). After all hyperlinks are updated a message box reports the number of updated hyperlinks "15 hyperlinks updated." (Not used for style templates.)

Spell check

The spell check feature in MindManager is like most standard spell checkers so it should be familiar. You run the spell check to check through all the topic text on the map. You can also use the auto-spelling feature to check spelling as you type topic text (this does not check text in the Notes) and the Auto-correct feature to automatically replace typically misspelled words with their corrected versions.

To start a spell check:

- Click **Tools** - **Spelling** or press **F7**.

The spell check checks all topics in the map (regular, callouts and floating topics), even if they are collapsed. Collapsed topics are expanded only when misspelled or repeated words are found.

If the spell check finds a misspelling:

The Spelling dialog opens and the word appears in the *Not in dictionary* field.

- If the word is incorrect you can:
  - Choose to replace it with any of the *Suggestions* shown (click on the suggested word)
  - Type the corrected word in the *Change to:* field.

  Then click:
  - **Change** to change it
  - **Change All** to correct all the occurences of the word on the entire map.
  - **AutoCorrect** to change the word and add the misspelled word and its corrected version to the AutoCorrect list.
  - Correct the word directly on the map by editing the topic text. Then, click **Resume** in the Spelling dialog to resume the spell check.
- If the "Not in dictionary" word is correct, you can:
  - Add it to the dictionary. Select the dictionary file under *Add words to*: then click Add to Dictionary.

    Note: the MS Office CUSTOM.DIC dictionary is directly used by MindManager, so any words added to it in MindManager will also be used by your Office applications.
  - Click **Ignore once** to leave the word unchanged and continue, or **Ignore All** to leave all occurrences of the word unchanged for this spell check session. (If you want to ignore the word permanently you must add it to the dictionary).

If the spell check finds a doubled word:

- The Spelling dialog opens and the word appears in the *Repeated word* field.
- You can select
  - **Ignore once** to ignore this instance
  - **Delete** to remove the repeated word.

You'll see a message when the spell check is finished checking the map.

Hint: to stop the spell check at any time click the **Close** button in the Spelling dialog.

Auto-spelling corrections

When the Auto-spelling feature is enabled, the topic text you enter is checked as you type. Misspellings and doubled words are noted by a red underline. You can right-click on the word to correct it. A context menu appears with a list of suggestions at the top.

Note: Enable or disable this feature using the **Tools** - **Options** - **Spelling** option **Correct spelling as you type.**

To correct a misspelling:

1. Right-click on the misspelled word.
2. In the context menu that appears, do any of the following:
    - Select from the list of suggested words at the top of the menu to replace the misspelled word.
    - Select **Ignore** all to ignore this word on the entire map.
    - Click **Add to Dictionary** to add the word to the default dictionary (to add to a different dictionary, click Spelling to open the Spelling dialog with more options). It will not be counted as a misspelling on any maps you subsequently open.
    - Click **Spelling** to enter your own correction.
    - Click **AutoCorrect** and select one of the suggested words. The misspelled word and its corrected version are added to the AutoCorrect list. (Click **AutoCorrect options** if you want to add this or other entries manually.)

To correct a doubled word:

1. Right-click on the doubled word.
2. In the context menu that appears, do any of the following:
    - Select **Delete repeated word** to remove the duplicate word
    - Select **Ignore** to leave both words in place
    - Click **Spelling** to see the Spelling dialog with more options.

Note:you can also use the standard cut, copy and paste commands from these context menus.

AutoCorrect list entries

You have the option of adding entries to the AutoCorrect list while you are doing a spell check, based on the misspellings and replacements you choose, or you can update this list manually at any time.

To customize the AutoCorrect list of word replacements:

- Do one of the following:
    - Click **Tools** - **AutoCorrect Options...**
    - Click **Tools** - **Options** - **Spelling** and click the **AutoCorrect Options** button.
- Modify the list as you like:
    - To add a new entry, enter a misspelled word and its correct version and click **Add**
    - To modify an entry click on it, modify it, then click **Replace**.
    - To remove an entry, select it from the list and click **Delete**.

Languages and Dictionaries

The spelling language is determined by the document language. This can be changed under **Tools** - **Language**.

Hint: Click the **Default** button to make this the language used for all new documents.

Custom Dictionaries

MindManager comes with its own dictionaries for all supported languages. To expand the list of known words you have the option to add custom dictionaries to the spelling process.

MindManager uses the standard MS Office CUSTOM.DIC dictionary, and you can set options to use additional custom dictionaries in the Spelling Options dialog. A custom dictionary is a simple text file (file extension is *.DIC) that contains a list of correct words (each word in one single text line). The spelling engine recognizes those words as correctly spelled.

The spell checker uses all custom dictionaries at the same time, when checking for misspelled words. When the user adds new misspelled words to the custom dictionary, they are added only to the dictionary selected in the Spelling dialog *Add words to* field.

Autocorrect Options

Caption	The caption shows the language of the current auto-spelling dictionary. The dictionary used is in the same language as the main spelling dictionary.
Replace text as you type	This option, if on, replaces words found in the auto-correct list automatically when you enter new topic text. If this option is off, the replacement is only done during the manual spell checking. Default is On.
Replace / With	Lists the matching word pair from the list below. You can change one or both words and add the modified versions back into the list.
Add / Replace	The current word pair from the Repair and With fields is either added as a new entry to the list or replaces the currently selected entry.
Close	Closes the Options dialog. The changes to the auto-correct dictionary are made immediately and cannot be cancelled or undone.

Repair hyperlinks

If you move, rename or delete a document that is a link destination all hyperlinks to it will be "broken". You can check the map for broken links to documents

To check for and repair broken file hyperlinks:

1. Click **Tools - Repair Broken File Hyperlinks**.
2. If a broken link is found, you can choose to browse for the file to repair the link or remove the link from the map.

Hint: If you click on a broken hyperlink you'll get a message that offers you the opportunity to repair it immediately.

Find and replace

The **Find and Replace** command searches the current map for the text you specify. When the search finds matching text, it pauses and selects the found text. At this point you can replace the found text, edit the map directly, or switch to a different map and then resume the search.

To find text:

1. Click **Edit** - **Find** or press **Ctrl+F.**
2. Enter the search text in the *Find what:* field. The drop down list shows the history of the last 10 searches (in the order of last used).
3. Click **Options** if you wish to further specify which map elements to search, which parts of the map to search, and criteria for positive matches. By default, only the topic text is searched.
4. Do one of the following:
    - Click **FindAll** to search the whole map and select all matching topics.
    - Click **Find Next** to find the next occurrence of the search text. Then you can do any (or neither) of the following:
        - Edit the text in the map
        - Switch to a different map
        - Press **Find Next** or **Enter** (or press Shift+F4 if you're working on the map) to resume the search starting with the current topic.
        - Click the **Replace** tab if you want to replace the text.

Hint: The **Enter** key is set to the **Find Next** button. So by just hitting **Enter**, you can search the entire map.

If no matching text is found, you'll see a message informing you that the search item was not found. You have the option to continue searching the map with new search text.

If at least one replacement was made, a message box is shown with the text "Word has completed its search of the document and has made *N* replacement(s)"

Note: To search multiple maps in a folder, use the Search task pane. To search through a set of linked maps, use the Search feature in Multimap Workspace.

To replace text:

1. Click **Edit** - **Replace** or press **Ctrl**+**H**.
2. Enter the search text in the *Find what:* field. The drop down list shows the history of the last 10 searches (in the order of last used).
3. Enter the search text in the *Replace with:* field. The drop down list shows the history of the last 10 replacement phrases (in the order of last used).

4. Click **Options** if you wish to further specify which map elements to search, which parts of the map to search, and criteria for positive matches. By default, only the topic text is searched.
5. Do one of the following:
    - Click **Find Next** to find the first occurrence of the text, then either:
        - click **Replace** to replace the text and find the next match or
        - click **Find Next** to skip this text and find the next match
    - Click **ReplaceAll** to search the whole map and replace all matching text.

Note: Map changes made by the **Replace All** command can be undone with one (compound) Undo.

If no matching text is found, you'll see a message informing you that the search item was not found. You have the option to continue searching the map with new search text.

If at least one replacement was made, a message box is shown with the text "Word has completed its search of the document and has made *N* replacement(s)"

Hint: The **Enter** key is set to the **Replace** button. So by just hitting **Enter**, you can change the text continuously for the whole map.

Search direction, start and end points

Each new search starts with the currently selected topic (if multiple topics are selected, the search starts with the primary selection) or if there is no selection, with the central topic.

When you switch between maps, MindManager "remembers" the current search topic, so that you can resume the search where you left off.

Find Options

Enter the search text in the *Find what:* field. The drop down list shows the history of the last 10 searches (in the order of last used).

Click **Options** if you wish to further specify which map elements to search, which parts of the map to search, and criteria for positive matches. By default, only the topic text is searched.

Do one of the following:

- Click **Find All** to search the whole map and select all matching topics.
- Click **Find Next** to find the next occurrence of the search text. Then you can do any (or neither) of the following:
- Click the **Replace** tab if you want to replace the text.

Hint: The **Enter** key is set to the **Find Next** button. So by just hitting **Enter**, you can search the entire map.

Replace Options

Enter the search text in the *Find what:* field. The drop down list shows the history of the last 10 searches (in the order of last used).

Enter the search text in the *Replace with:* field. The drop down list shows the history of the last 10 replacement phrases (in the order of last used).

Click **Options** if you wish to further specify which map elements to search, which parts of the map to search, and criteria for positive matches. By default, only the topic text is searched.

Do one of the following:

- Click **Find Next** to find the first occurrence of the text, then either:
  - click **Replace** to replace the text and find the next match or
  - click **Find Next** to skip this text and find the next match
- Click **Replace All** to search the whole map and replace all matching text.

Hint: The **Enter** key is set to the **Replace** button. So by just hitting **Enter**, you can change the text continuously for the whole map.

Review mode

The review mode lets you add comments to single topics and browse maps containing comments. It is used to gather comments to a particular map from a group of people.

Each user opens the map, switches on the review mode and adds their comments to topics. Then they send the map to the next person.

To start Review Mode:

- Click **Modes** - **Review Mode**

The first time you add comments to the map you'll be prompted to enter your name (to be used in the review comments you add) if you have not entered a name in the **Tools** - **Options** - **User Information - Name** field.

You'll see a review comment icon on each topic that already contains review comments. The number of comments in the map shows in the bottom of the Review window.

To add, edit or delete a comment:

- To add a comment select a topic and click **New**. Then enter your comment text. It will appear in the comment list for the topic with your name, and the date and time you entered it.

  Note: While in review mode, you can edit the map as usual. But when editing, comments are automatically inserted to track the modifications. You are free to edit or delete these automatic comments, switch off the **Track Changes Automatically** option that records them.

- You can edit a comment you've already added by selecting it and entering new comment text.
- To remove a comment, select the topic that contains it then select the comment in the list. Click **Delete**.
- To delete all comments click **Delete All Comments In This Map.** You will be asked to confirm before deleting.

To browse through the map's comments:

- Use the **Next** and **Previous** buttons to move to the next topic that contains a review comment.

  Hint: Hover over the review comment icon to see a list of reviewers and their comment dates.

- **All** selects all topics that contain comments. You can then use the Filter option to show only the topics with comments (useful for large maps).

After you have added your comments, send the map on to the next reviewer using the Send To command. Once everyone has reviewed the map, one person can do the final editing, remove all the comments, and then email the finalized map to all reviewers.

Save a map

You can save a map that you create or modify as you usually save any document, using the **Save** and **Save As** commands. You can also choose to save the map as a template (.mmat), which can be used as the basis for creating maps, or just save the formatting information for the map in a style file (.mmas).

In addition to these MindManager-specific formats, you can save your map as a bitmap graphics file, an MS Project file, or a Word document by choosing a format in the *Save as:* list. See Export map to another format for information.

Protect Document Options

Enter the password for the map (click **Mask Password** first to hide what you are typing) and click **OK**. once you Save the map you cannot open the map without entering the password. The file cannot be recovered if you lose the password so keep it in a secure place.

Save current map

To save the current map:

Do one of the following:

- Click on the **Save** button  .
- Click **File** - **Save**.
- Press **Ctrl**+**S**
- Right-click on the map's workbook tab and choose **Save.**

If this is a new, unsaved map the *Properties* - *Summary* page will appear so you can enter information about the map, and then you'll be prompted for a file name. The map will be saved in the default map directory unless you specify a different folder.

Note: Use the **Tools** - **Options** - **Save** settings to set the default path, and to enable or disable the **Prompt for map Properties on first save** option.

To save the map with a different name:

- Click **File** - **Save as** and enter a new file name for the map.

Hint: You can choose a different format under *Save as* to export your map in another format.

Password protection

You can protect your map so that no one can open it without knowing the password.

To add password protection:

1. Click **Tools** - **Protect Document**.
2. Enter the password for the map (click **Mask Password** first to hide what you are typing) and click **OK**.
3. Save the map.

From now on, you cannot open the map without entering the password.

Save as map template

Once you have created the map, you can save it as a template using the Map Template Organizer. This is the easiest method, and it helps keep your templates organized.

If you want to save a template in a different directory (to make it available to other people, for example) you can use the Save As command instead.

To use the Save As command to save the current map as a template:

1. Click **File** - **Save As**.
2. In the *Save As* field, choose **MindManager Templates (*.mmat).**
3. Choose the destination folder for the template and click **Save.**
4. If this is a new template, you will see the *Properties Summary* page where you can enter comments and other information about the template. When you click **Ok**, the template is saved.

Save as map style

Once you have created a map, you can save its style settings in a separate file using the Style Template Organizer. This is the easiest method, and it helps keep your styles organized.

If you want to save a style in a different directory (to make it available to other people, for example) you can use the **Save As** command instead.

To use the Save As command to save the current map's style:

1. Click **File** - **Save As**.
2. In the *Save As* field, choose **MindManager Styles (*.mmas).**
3. Choose the destination folder for the template and click **Save.**
4. If this is a new style, you will see the *Properties Summary* page where you can enter comments and other information about the style. When you click **Ok**, the style is saved.

Save a map part

You can save part of a map you create as a map part for easy re-use.

To save a map part:

1. On the map, select the topic(s) that you want to save as map parts.

   Note: you can select multiple topics to save. Each topic along with its attached subtopics and callouts will be saved as a separate map part.

2. Click the **Library** task pane tab.

3. In the top pane, navigate to the map parts folder where you want to add the new part.

   Hint: To create a new subfolder, right-click on a folder and select **New Folder**.

4. Right-click on the folder name and select **Add Selected Topic(s) as New Map Part(s)**. The new map part(s) will appear in the lower half of the task pane.

You can also right-click on a part to use the standard Library commands to modify, copy, duplicate, delete and rename the part.

Hint: To create new Smart Map Parts, or customize existing ones, please refer to the Mindjet DevZone online.

Export map to another format

You can export your map to a graphics file (GIF, JPEG, or PNG), a PowerPoint Presentation, MS Project file or MS Word document. In addition, you can create a set of Web pages from the map.

You can also print the map to a PDF file and export tasks to MS Outlook.

Export as graphics file

MindManager can export maps to various graphics bitmap formats: BMP, GIF, JPEG and PNG.

To export your map as a graphics file:

1. Click **File** - **Save As.**
2. In the *Save* dialog choose the format you want to export from the *Save as:* field.
3. Enter a file name and confirm with **Ok**.
4. An option dialog is shown where you can define the color resolution, transparency and bitmap size.

Image Export Settings

Color Quality	You can choose either 256 color or 24 bit color. Buttons are enabled depending on the bitmap format: BMP: both, GIF: 256 only, PNG: both, JPEG 24bit only
Transparent background	For GIF and PNG files in 256 color mode, you can choose to make the files transparent.
Size	You can choose from several preset **Width** and **Height** values: • As shown (export the map using the current zoom factor). Lock aspect ratio on. • Thumbnail 300x230 pixel Lock aspect ratio off. • 640x480 pixel Lock aspect ratio off. • 800x600 pixel

	Lock aspect ratio off. • 1024x786 pixel Lock aspect ratio off. • High Resolution 2000x1500 pixel Lock aspect ratio off. • Custom (enter values) Lock aspect ratio on or off. **Minimum** value for **Width** and **Height** is 20, no maximum limit.
Preview	Opens the exported file in the application that is associated with it.

Note: If **Lock aspect ratio** is switched on, the width and height reflect the same aspect ratio as the current map. If one value is changed, the other is automatically adjusted. If this option is switched off the map is centered into the exported bitmap with the map background covering the whole bitmap area.

Export a map to PowerPoint

The Microsoft PowerPoint export feature allows you to quickly create presentations with consistent quality, allowing you to concentrate on the structure and content of your presentation rather than its appearance. You can sketch out your basic ideas in MindManager, and use PowerPoint to add high-impact graphics and animations to impress your audience.

PowerPoint export creates a complete presentation: each topic (including the central topic) becomes a slide in the presentation. The topic text becomes the slide heading. Additional slide content depends on what is associated with the topic and which layout you choose. For example, if the topic has sub-topics, and you choose a layout with bullets, then these become bullets on the slide.

You can create a presentation from the whole map using the **Save as...** command or add selected topics to an exisitng presentation using the **Send to - PowerPoint** command. Only visible topics are exported, so you can hide topics using the filter command and then export the entire map.

When you export the map you choose a default export style for all slides, but you can set options for individual topics which override the defaults, that control whether or not a slide is created for this topic, and what kind of slide is produced.

When you begin the PowerPoint export, MindManager communicates directly with PowerPoint, and instructs it to build a presentation. You can then edit the presentation in PowerPoint. But remember, those changes will not be reflected in the MindManager map.

The export information is stored in the map itself, so each map can have different export settings. To use the same settings in other maps, use a Template that uses the desired global settings to create the map.

PowerPoint Export Format Settings

These are global options for the whole presentation.

Use Styles defined in map or
Use styles defined in PowerPoint template
You can use a PowerPoint Template File to format your slides and give a consistent look and feel to a presentation.
You may also specify a pathname for the Presentation Template relative to the location of the MindManager map. This means that you can copy the MindManager map and its presentation template to another location, and still export to PowerPoint without modifying the settings in the map.

Include a title slide for the presentation
Creates an initial slide with only the central topic. If you leave this option unchecked, the presentation will start with a slide listing the main topics listed as bullet points.

Include the central topic notes on the title slide
You can select this option to include both a title and text on a slide. For example, you can use this option to add the presenter's name and the date to the presentation. Put the required information in the topic note for the central topic, then check this option.

Include topic hyperlinks as "See link" in bulleted list slides
You can select this option to include any topic hyperlinks at the end of the bulleted list in the slide. When you click on the hyperlink in the PowerPoint slide show mode, it connects to the destination file.
Hyperlinks export to PowerPoint literally without any conversion. Normally, you should use absolute hyperlinks, because the final location of the presentation file is unknown to MindManager at the time of export. If you use relative hyperlinks you will need to decide where the presentation file will be located before you export the map.
Note: If a hyperlink is present but no slide is made for the topic (by suppressing it using the Slide Settings), then the hyperlink does not display in your presentation. Also, if you choose a graphical slide (one without bullets on it), then the hyperlink is not exported.

Repeat the central topic slide as a summary at the end
You can select this option to repeat the central topic on the last slide of the presentation. You can use this option to wrap up the presentation by reviewing the main points.

Use high color quality map graphics (24 bit)
Gives the highest quality graphics (but larger files), otherwise the export creates 256 color graphics of lower quality (but smaller files).

PowerPoint Export Default Topic Settings

These are the default settings that apply to all slides in the presentation. You can override these for individual slides using the **Format** - **PowerPoint Export Settings** option.

Export status
Controls whether a slide is made for this topic:

> **Do not export this topic nor its sub-topics**
> Use this choice to cut off a whole tree that you do not want to appear in the presentation, for example some incomplete work or unrelated information that is useful in the map but not in a presentation.

Do not export this topic
prevents a slide from being made for this topic, but MindManager looks at the sub-topics of this topic and makes slides for them, if required. You could use this choice if you had a single topic with all the slides in a presentation on it as sub-topics, but where you did not want a parent slide with a large number of bullets on it.

Automatic
This is the default choice and allows MindManager to choose whether to make a slide or not for this topic. It uses the following rules:

If the topic	Type of slide made
has a picture file defined	Picture
is a Map	Title Map
is a Main topic and has sub-topics	Map
has between 1 and 6 sub-topics	Bullets list
has 7 or more sub-topics	Double Bullets list
has 0 Sub-topics and has Text Notes	Short Notes
has none of the above	No slides are made

Always
This choice will always produce a slide, regardless of what information is present on the topic.

Slide layout

Automatic lets MindManager decide whether to make a slide for the topic and, if so, what slide layout to use. If you prefer, you can set these options manually for individual topics.

The best thing to do is to try these choices yourself so that you know what effects are produced.

Title only You can select this option to make a title slide where the topic text is displayed in the middle of an otherwise empty slide. Any line breaks used in the central topic or topic are preserved in a title slide.

Title over text notes You can select this option to make a slide similar to a title slide but to add the notes from the topic as a subtitle.

Bulleted list Create a slide with the topic text as the slide heading, and the sub-topics of this topic in a single bullet point list below it. If there is a hyperlink on the topic, it will be added to the end of the bullet list.
Note: Any line breaks in the topic text are removed to make a single line of text.

Two bulleted columns Creates a slide with the topic text as the slide heading, and the sub-topics in a two-column bullet point list below. If there is a hyperlink on the topic, it is added at the end of the bullet list.

Text notes only Create a slide with the topic text as the slide heading, and the text notes as a paragraph of text below. Note: Only plain text from the Text Notes is used. If the Text Notes contain any images, formatting, tables or hyperlinks, these are not included in the slide.

Picture The slide is headed with the topic text and uses the picture file defined in the PowerPoint settings for this topic.

Picture + bullets Creates a slide that contains both a picture and a bullet list showing the sub-topics of this topic. The picture is on the left and the bullet list is on the right.

Bullets + picture As above, but the picture is on the right and the bullet list is on the left.

Large map image Creates a slide with the topic text as the slide heading, and a picture of the MindManager map below.

Map + bullets Creates a slide that contains both a picture of a map and a bullet list showing the sub-topics of this topic. The picture of the map is on the left and the bullet list is on the right.

Bullets + map As above, but the map is on the right and the bullet list is on the left.

Map over bullets You can select this option to create the same basic slide as the Map + Bullets layout, except that the picture is at the top of the slide, and the bullet list is below. Suitable for maps which are much wider than they are high.

Heading

Automatic alignment - The heading defaults to the position defined by a Presentation template

Align left - The heading text is left-aligned in the heading text box

Align center - The heading text is centered in the heading text box

Align right - The heading text is right-aligned in the heading text box

Note: Any line breaks in the topic text are removed to create a single line of text on the slide.

Use transparent background for map images
When a Map image is used in a slide, it can have a transparent background. When this option is not checked, pictures will have a solid white background.
Transparency works best on light-colored slide backgrounds; dark slide backgrounds should have transparency turned off, as the map is harder to see against a dark background.
Note: Any white areas of a transparent map will be see-through. For example, if a symbol contains a visible amount of white color, you will be able to see the slide's background through it.

Use border for map images adds a black border around the map images.

Create speaker notes from topic notes
Uses the notes attached to the topic as the Speaker Notes for the slide. The Speaker Notes can then be used as a convenient handout.

PowerPoint Send To Settings

Format settings:

Include topic hyperlinks as "See link" in bulleted list slides
You can select this option to include any topic hyperlinks at the end of the bulleted list in the slide. When you click on the hyperlink in the PowerPoint slide show mode, it connects to the destination file.
Hyperlinks export to PowerPoint literally without any conversion. Normally, you should use absolute hyperlinks, because the final location of the presentation file is unknown to MindManager at the time of export. If you use relative hyperlinks you will need to decide where the presentation file will be located before you export the map.
Note: If a hyperlink is present but no slide is made for the topic (by suppressing it using the Slide Settings), then the hyperlink does not display in your presentation. Also, if you choose a graphical slide (one without bullets on it), then the hyperlink is not exported.

Use high color quality map graphics (24 bit)
Gives the highest quality graphics (but larger files), otherwise the export creates 256 color graphics of lower quality (but smaller files).

Default topic settings:

See PowerPoint Default Topic Settings for a description of these options.

Export a map to PowerPoint

You can create a PowerPoint presentation from a map in two ways:

- Export the entire map to create a complete presentation using the **Save as...** command.
- Export only selected topics to be added to the active presentation using the **Send to...** command.

To create a complete presentation from a map:

1. Open the map. (If needed, change the settings for individual topics.)
2. Click **File** - **Save as....**
3. Under *Files of type* select **MS PowerPoint Presentations**.
   The default name for the presentation will be the map name, but you can change this and the location where it is saved.
4. Click **Save**.
5. A dialog appears with the global presentation settings. Check the options you want to use.
6. Click **Defaults** to change the default topic export settings.

A new PowerPoint presentation is created. You can **Open** the presentation to check it, **Open Folder** where it was saved or **Close** to return to MindManager.

Hint: Only visible topics are exported. This means you can apply a filter or subsequent filters to hide a set of topics you don't want to include in the presentation.

To export selected topics to PowerPoint:

1. Open a presentation in PowerPoint.

2. In MindManager select the map topics to export.(If needed, change the settings for individual topics.)
3. Click **File** - **Send to** - **Microsoft PowerPoint**
4. A dialog appears with the presentation settings. Check the options you want to use.

The topics will be exported and added to the end of current PowerPoint presentation.

Note: If no presentation is open, a new presentation will be created with the selected topics.

To change export settings for individual topics:

1. Select the topic.
2. Click **Format** - **PowerPoint Export Settings...**
3. Select the settings to choose for this topic.

PowerPoint Export Topic Settings

These settings apply to the currently selected slide, and override the default slide settings. See PowerPoint_Export Default Topic Settings for an explanation of each option.

One additional setting is available for individual slides.

Picture File

You can add a picture to this slide by naming a picture file for the topic here.

Picture files may be absolute pathnames, or pathnames that are relative to the saved location of the MindManager map. This allows you to move your map and its picture files to another location and export to PowerPoint again without modifying the picture file definitions.

The picture is scaled to fit the space available for it in the slide, preserving its aspect ratio (the ratio of height to width). If the picture file is not available at the time of export, a message is written to the slide in place of the picture.

To remove a Picture File from the slide, delete the filename here.

Export a map to Word

1. Do one of the following:
   - Click **File** - **Save As**. In the *Save as*: list of file types select **MS Word Documents (*.doc, *.dot).**
   - Click the **Word export** button on the bottom export toolbar.

     Hint: Only visible topics are exported. This means you can apply a filter or subsequent filters to hide a set of topics you don't want to include in the presentation.

   - Select a topic or topics, then click **File - Send to - Microsoft Word.** (Only the selected topics are exported. If a document is already open, the topics are added at the end of the document.)
2. The *Word Export Settings* dialog appears, so you can tailor the export to your liking.

Hint: Take a look at the map in Outline View first for a general idea of what the exported Word file will look like.

- In the General tab, choose the outline numbering scheme, which Task Information to include, and export options for other map elements.
- In the Template tab, select the Word template you want to use for the document and how topic levels correspond to different Word styles.
- In the Advanced tab, select the treatment for relationships, hyperlinks, and map graphics.

3. Click **Export** when you have set the options to your liking.
4. A message appears when the export is done (unless you use the Send to ... command).
   - Select **Open Folder** to open the folder that contains the new document
   - Select **Open** to open the new document in Word.
   - Select **Close** to return to the map in MindManager.

Note: by default, bitmaps are converted to metafiles on export for better compatibility with some RTF readers. Use the **Tools - Options - Notes** setting **Convert bitmaps to metafiles** to disable this behavior.

Word Export – General Options

Outline numbering

You can choose the Outline numbering style, depth and indentation. Use the **No numbers** option to suppress numbering.

Export task attributes

You can export any Task Information you've added to your map to the outline by checking which attributes to export. Task attributes are included in the exported document in a table below the topic heading.

Export options

Choose whether to include the notes, callouts and review comments in the outline, and whether to include an image of the map at the beginning of the document. You can set the level of detail and the size for this image on the Advanced tab.

You can choose to export only those topics with content (notes, tasks and review comments).

Word Export-Advanced Options

Link options

Choose whether to export topic relationships and local topic hyperlinks (links to topics within the same map) to the Word document, and what prefix to use. These become a jump within the document to the related topic.

Choose whether to export hyperlinks external documents or locations and what prefix to use for these.

Map graphic options

Set the options to use if you've chosen to export a map graphic in the General pane: the level of detail for the topics (ie how many levels deep) and the image width.

Word Export-Template Options

Select which Word template (.dot file) to use. In the style mapping section you can choose which Word style to use for each level of map topics. To return to the default style selections for topics click the **Default** button.

Export a map to MS Project

This option is available in the **Pro** version only.

You can export tasks to MS Project from a map in two ways:

- Export the entire map to a new Project file using the **Save as...** command.
- Export only selected topics to be added to the active project using the **Send to...** command.

To export the whole map to a Project file:

1. Open the map in MindManager.
2. Click **File** - **Save as....**
3. Under *Files of type* select **MS Project Files**
   The default name for the project will be the map name, but you can change this and the location where it is saved.
4. Click **Save**.
5. A dialog appears with the export settings. Check the options you want to use.

A new Project file is created. You can **Open** the project to check it, **Open Folder** where it was saved or **Close** to return to MindManager.

Hint: Only visible topics are exported. This means you can apply a filter or subsequent filters to hide a set of topics you don't want to include in the project.

To export selected topics to Project:

1. Open the file in Project.
2. In MindManager select the map topics to export.
3. Click **File** - **Send to** - **Microsoft Project**

The topics will be exported and added to the end of current project.

Note: If no project is open, a new project will be created with the selected topics.

Project Export Settings

Only export topics that use Task Information
Only topics that contain Task Information are copied. All other topics are skipped.
Task Information means: start date, end date, duration, %complete, resources, categories, priority.

Export all MM topics
All topics are exported.

Skip tasks 100% complete
If topics are marked as 100% complete, they are skipped from the export.

Priority mapping
Set how MM priorities 1-9 are mapped to the Project priorities 1000-1.

Priority mapping options

Priority mapping

This dialog lets you set up the relationship between the MindManager priorities 1-9 and the Project priorities 1000-1.

Export a map as Web pages

MindManager offers the full spectrum of possibilities for Web export: from the quick and easy by using preformatted templates, to the completely custom by modifying existing templates, creating your own new templates, or using a custom MindManager Web template provided by a third-party vendor.

If you prefer the quick and easy method, the **Save as Web Pages** option allows you to quickly export your map to a set of web pages with minimal input. MindManager comes with a set of predefined web templates that can be used "as is" to create professional-looking web pages. The basic process is simple: you select a web template to determine how the pages will look, then export the pages so you can see the results in your browser.

To export you map as a set of web pages:

1. Click **File** - **Save as Web pages.** The save as Web Pages dialog appears and shows you a preview of a generic page using the current style.
2. *(optional)* The **Select Template** options allows you to choose a different look and feel for your pages.
3. *(optional)* The **Customize** option lets you change the options for the export.
4. *(optional)* Set the *Export folder* to the desired destination for your html files. Click **Delete Folder** if you want to remove an older version of this folder (e.g. from a previous export).
5. Click **Save**.

The pages will be exported and you can display them immediately in your browser by clicking **Open**.

If you want to customize the output, MindManager offers an interface to many of the design parameters that are used by each template. For even further customization, you can edit the files that make up the template directly. Depending on what you want to change, this may require

knowledge of html, the use of cascading style sheets, and familiarity with MindManager macro files.

Save As Web Pages Options

The **Select Template** options allows you to choose a different look and feel for your pages.

The **Customize** option lets you change the options for the export.

Set the *Export folder* to the desired destination for your html files. Click **Delete Folder** if you want to remove an older version of this folder (e.g. from a previous export).

Click **Save**.

The pages will be exported and you can display them immediately in your browser by clicking **Open**.

Select Web template

MindManager comes with a set of pre-defined web templates to give your exported Web pages a professional look and feel. You select the template you want to use during the Save as Web pages process.

To select a Web template:

1. Click **File** - **Save as Web Pages.**
2. In the *Save as Web Pages* dialog, click **Select Template**.

   The select Web Template dialog shows you a list of all the web templates currently available on your system. When you select a template, you'll see a preview and a description of the template and what type of export it is best suited for.

   Note: In the Multimap workspace, you can quickly apply a new web template to the currently selected maps. Just select the maps, click **Assign** - **Web Template**, select the template and click **Apply.**

3. You can modify the settings for the export or click **Save** to export the pages without any changes.

Customize web export

The **Customize** feature lets you modify design parameters that are associated with the template. You can customize the navigation depth, pagination (topic depth on the pages) and standard content used for the exported pages on the fly. The set of parameters that you can change is determined by the web template layout and content. The Mindjet templates offer about 30 settings to influence the major look and feel of the web pages. You can usually get the result you want by modifying these options.

To modify your export:

1. Click **File** - **Save As Web Pages**.
2. Click **Select Template** and choose the template for the overall look and feel of your export.
3. Click **Customize**

The **Pagination and Navigation** settings let you choose the navigation depth and pagination to use with the current template. These options depend on the template layout. For some templates, these options do not apply or may be mutually dependent.

- The Pagination refers to how the map is divided, by topic levels, into individual Web pages. This can range from all content appearing on a single page, to using a separate page for each topic down to a certain level, to using a separate page for every map topic.
- Navigation Depth refers to how detailed the navigation outline is.

The **Advanced Settings** tab gives you access to the design parameters used by the template. These will vary depending on the template you've chosen. Information for each parameter is shown at the bottom of the dialog when you select a parameter, explaining its purpose and use.

Note: If you want to save these changes in a new template file so it is available to use on other maps, use the Template Organizer's Add New Web Template option.

The **Editing Templates** tab lets you achieve further customization by editing the files that make up the web template directly. The web export is almost completely defined by external macros and template files, making this modifiable and extensible by the advanced user or third-parties. Each template consists of a set of of CSS style sheets, HTML templates and MindManager macros. If you are familiar with modifying these types of files you can edit them to fit your needs. Click the **Open Web Template Folder** button to see the folder containing the files.

Since the export templates all use CSS (Cascading Style Sheet) technology, many of the features of an export can be “tweaked” by CSS-savvy users simply by editing the CSS file(s) in the template (or the final generated output). And minor modifications can be made to the HTML template files without having to touch the macros.

Organize and modify Web templates

The **Tools** - **Template Organizer** - **Web Templates** tab lets you organize your templates into folders, and add new templates to the list. It also lets you rename, delete, or modify existing templates. Note that the templates themselves are folders that contain all the files required to format the Web pages. Each Web template folder appears as a single entry in the template list, and uses a special template icon to identify it.

If you have modified the export settings for the current template with the **File** - **Save as Web Pages** - **Modify** options, you can save these changes for re-use by creating a new template file.

To save the current Web export settings in a new template:

1. Click **Tools** - **Template Organizer** - **Web Templates.**
2. Click **Add New Web Template** - **From Web Format of Current Map.**

The template will be created, using the name of the current map. You can **Rename** it if you desire.

You may receive a customized MindManager Web template from a third party or from another user (for example, a standard template used for your company's Web pages).

To add a Web template to the Organizer:

1. Click **Tools** - **Template Organizer** - **Web Templates.**
2. Click **Add New Web Template** - **From Existing Web Template.**
3. Navigate to the template folder and click **OK**.

The template will be added to the Organizer's template list.

If your template collection becomes large, you may want to organize the templates into parent folders.

To organize the templates list:

- Use the *Folder* commands to create new folders, rename existing folders, or delete a folder.

  Note: if you delete a folder, the folder and all the templates it contains will deleted from disk.

- Drag and drop templates between folders to re-organize them.

Modifying Web templates

Each template consists of a set of of CSS style sheets, HTML templates and MindManager macros that can be modified by the advanced user or third-parties. If you are familiar with modifying these types of files you can edit them to fit your needs.

If you want to modify an existing template, its a good idea to make a copy of it first and customize the new version.

To modify an existing template:

1. Click **Tools** - **Template Organizer** - **Web Templates.**
2. Select a template in the list and click **Duplicate**.
3. The template appears as "Copy of....", but you can **Rename** it.
4. Click **Modify** - **Open Web Template Folder** button to see the folder containing the files used by the template. (This screen also contains links to Supplemental Tools for editing the template files and the MindManager *Web Export Technical Manual*.)

Since the export templates all use CSS (Cascading Style Sheet) technology, many of the features of an export (fonts, colors etc.) can be adjusted by CSS-savvy users simply by editing the CSS file(s) in the template (or the final generated output). Minor modifications can be made to the HTML template files without editing the macros.

Web Templates Organizer Options

Add New Web Template	From the web formatting settings for the current map, or add a web template from disk to the organizer.
Templates and folders list	Shows the list of templates and collection folders. You can drag and drop templates to different folders in the list.
Preview	Shows a preview of the currently selected template
Description	Shows the template's description (if available).

Folder commands: New, Delete, Rename	Act on the current folder. If you Delete a folder, all its templates are also deleted.
Template commands:	
Modify	Starts the Modify Template mode so you can make changes.
Duplicate	Makes a copy of the current template (named "Copy of...") This is advisable before you start to modify a template.
Delete	Removes the current template
Rename	Allows you to enter a new name for the currently selected template.

Click **Apply** to use the current template the next time you export this map.

Work with MS Outlook

This option is available in the **Pro** version only.

MindManager X5 Pro come with an add-in that allows you to synchronize a map with MS Outlook. (If you don't see the *Outlook Tasks* entry in the *Tools* menu check the **Tools** – **Add-ins** menu to see that you have it enabled.) You must have Outlook 2000 or later installed on your system to use this feature.

MindManager and Outlook can be used together to create and maintain a personal to-do list, categorize and prioritize tasks, set reminders and deadlines, and track progress on tasks. Outlook shows the tasks in a linear list, while MindManager lets you view them in hierarchical groupings on a map.

To begin, you can either open a new map and import tasks from Outlook, or create a map with tasks in MindManager and export it to Outlook. Outlook uses the topics, notes, and the task information on the map.

Then, you can edit the map and / or the Outlook tasks, and use the Synchronize Outlook Tasks feature to keep them coordinated.

You can add topics with links to specific Outlook items by adding Outlook Linker map parts to your map.

Import Outlook tasks

When you import tasks from Outlook a wizard guides you through selecting the initial import options for the map: the arrangement of tasks on the map, the Outlook source folder, and the filtering and grouping criteria. These are defined only once for this map and cannot be subsequently changed. (To use different criteria you must begin a new map, then synchronize the tasks again.) once the map is created, you can then change task data in either or both sources and synchronize the changes again.

To import tasks from Outlook:

- Click **Actions** - **Outlook Tasks** - **Import Outlook Tasks.**
- The wizard takes you through the following steps:
    1. Choose to import tasks to topics branching off the central topic, or as subtopics branching off a new main topic.
    2. Choose the source for the tasks from the list of Outlook task folders.
    3. Set up an import filter to import all tasks or just tasks matching certain criteria. You may specify up to three criteria and match any or all of them. You can also choose to skip tasks marked as completed in Outlook.
    4. You can specify up to 2 levels of task grouping for your map. This creates a group topic, with Tasks grouped as subtopics beneath it. For some attributes, you can choose the group topic's text in the Topic Text pulldown.
    5. The final screen gives you a summary of the import options. Use the **Back** button to modify your choices, or click **Finish** to begin the import.

For more information on how MindManager Task information is related to Outlook Task attributes see Synchronization Hints.

Outlook Import options

The Outlook Import Wizard has the following steps:

Step 1 - Choose to import tasks to topics branching off the central topic, or as subtopics branching off a new main topic.

Step 2 - Choose the source for the tasks from the list of Outlook task folders.

Step 3 - Set up an import filter to import all tasks or just tasks matching certain criteria. You may specify up to three criteria and match any or all of them. You can also choose to skip tasks marked as completed in Outlook.

Step 4 - You can specify up to 2 levels of task grouping for your map. This creates a group topic, with Tasks grouped as subtopics beneath it. For some attributes, you can choose the group topic's text in the Topic Text pulldown.

Step 5 - The final screen gives you a summary of the import options. Use the **Back** button to modify your choices, or click **Finish** to begin the import.

Export tasks to Outlook

The Export Tasks to Outlook and Synchronize Outlook Tasks functions use the same dialog, so some of the synchronization options it offers are unnecessary for the initial task export.

To export tasks to Outlook:

1. Do one of the following:
    - Click **Actions** - **Outlook Tasks** - **Export Tasks to Outlook**
    - Click the **Export Tasks to Outlook** button on the bottom export toolbar.
2. You should select only the first two synchronization options for your initial export (these are selected by default).

- **Synchronize changes with Outlook** - If one of the exported tasks already exists in Outlook, its information is synced with the Outlook information.
- **Export new tasks to Outlook** - Adds tasks from the map to the Outlook Task list.

3. Use the *MindManager task selection* option to choose if the all topics are exported to Outlook, or only those that have at least one task information attribute set: start or end date, duration, % complete, priority, resource, category.

Once you have exported your tasks, you'll use the Synchronize Outlook Tasks function to keep the map and the Outlook task list coordinated.

Edit and synchronize tasks with Outlook

Once you have imported your Outlook Tasks to create a new map or you have exported the map topics to Outlook tasks, you can edit in MindManager and/or Outlook, then sync to keep the map and the Outlook task list coordinated.

Add, edit and delete tasks

You can edit, add or delete tasks in Outlook in the usual way, and then sync to transfer the change to MindManager.

Likewise, if you edit, add or delete a task in MindManager you can sync to make comparable changes in Outlook. Since there is not a strict order of tasks in Outlook, you can move the topics on your map without affecting the sync. You add or change the task information using the Task Info pane (Click the Task Info tab.) See Add task information for details. You can also edit the task names (topic text) and add or edit their attached topic notes.

If you delete a task in MindManager or in Outlook you will be prompted for how to handle the change.

Changing task information used for grouping

If you grouped your tasks in MindManager, and then change the task attribute that is used for grouping (for example, Priority), the task will not be moved to the new group on the map automatically, but you can move it there manually without affecting the sync. If you edit the task information used for grouping for many topics you may find it easiest to sync with Outlook to transfer the changes and then simply begin a new map in MindManager and import the tasks back into a new map where they will be grouped properly.

To synchronize a map with Outlook:

1. Do one of the following:
   - Click the **Synchronize Outlook Tasks** button on the bottom export toolbar.
   - Click **Actions** - **Outlook Tasks** - **Synchronize Outlook Tasks** and you'll see the MS Outlook Sync dialog.
2. Each time you sync, you can specify how you want changes handled.
   - **Synchronize changes with Outlook** updates the Outlook Tasks with changes made to the MindManager tasks and vice-versa. If a change has been made to a task in both places, you will be prompted for how to handle it during the

synchronization process. You can choose to have MindManager overwrite Outlook, Outlook overwrite MindManager or just skip synchronizing the task entirely.

- **Export new tasks to Outlook** adds tasks to the task list in Outlook that you added in MindManager. If this option is disabled then you may have some tasks on your MindManager map that are not in the Outlook task list.
- **Import new tasks from Outlook** adds tasks to the MindManager map that you have added to the Outlook task list. If this option is disabled then you may have some tasks on your MindManager map that are not in the Outlook task list.
- **Restore tasks deleted in MindManager** reinstates any task in MindManager that you previously deleted from MindManager but not from Outlook.
- **Restore tasks deleted in Outlook** reinstates any task in Outlook that you previously deleted from Outlook but not from MindManager.

Synchronization hints

The following information is synchronized between MindManager and Outlook

MindManager	Outlook
Start date	Start date
Due date	Due date
Categories (comma separated list)	Categories (semi-colon separated list)
Priority (1,2) Priorities >3	Priority (High, Medium), Low
% Complete	% Complete
Notes	Notes
Topics	Tasks

Other map elements including the central topic are not used.

Outlook Export and Sync options

You should select only the first two synchronization options for your initial export (these are selected by default).

- **Synchronize changes with Outlook** updates the Outlook Tasks with changes made to the MindManager tasks and vice-versa. If a change has been made to a task in both

places, you will be prompted for how to handle it during the synchronization process. You can choose to have MindManager overwrite Outlook, Outlook overwrite MindManager or just skip synchronizing the task entirely.

- **Export new tasks to Outlook** adds tasks to the task list in Outlook that you added in MindManager. If this option is disabled then you may have some tasks on your MindManager map that are not in the Outlook task list.
- **Import new tasks from Outlook** adds tasks to the MindManager map that you have added to the Outlook task list. If this option is disabled then you may have some tasks on your MindManager map that are not in the Outlook task list.
- **Restore tasks deleted in MindManager** reinstates any task in MindManager that you previously deleted from MindManager but not from Outlook.
- **Restore tasks deleted in Outlook** reinstates any task in Outlook that you previously deleted from Outlook but not from MindManager.

Outlook Linker map parts

This option is available in the **Pro** version only.

The Outlook Linker map parts are special smart map parts that establish a two-way link between an Outlook item (e.g. Message, Task, Folder) and a MindManager map topic. These parts can be added to a map in two ways:

- From within MindManager, by adding a map part from the Library that creates and links to a new Outlook item.
- From within Outlook, by selecting an Outlook item and using the "Send To MindManager" command that creates and links to a new MindManager smart map part.

To create a new Outlook item from within MindManager:

1. Insert an Outlook map part from the MindManager Library into the map. These are organized in an Outlook subfolder of the Map Part folder, and are named for the Outlook item they create e.g. Message, Task, Folder.
2. A new Outlook item is created and the appropriate Outlook form pops up to let you enter the necessary item data.
3. Then:
    - Click **Save and Close** to save the new item back to Outlook. The inserted map part is then populated with the item data
    - Click **Cancel** to cancel creating the Outlook item and remove the MindManager map part.

To add a new MindManager smart map part from within Outlook:

1. Open the map in MindManager. if you want the new items added to a particular topic, select it.
2. In Outlook, select one of more items then click on the "Send To MindManager" command, either in the Standard toolbar or the **Action** menu.

The Outlook items are added as new map parts below the selected topic. If there is no topic selected, a new main topic with the label "New Outlook Item(s)" is created and used as root topic to add the Outlook map parts.

Import and export MPX fles

MPX Import and Export is available only in the **MindManager X5 Pro** edition.

MPX (Microsoft Project Exchange) is a plain-text file format designed for exchanging project planning information between Microsoft® Project software and other project planning packages. MPX has been widely adopted by most project planning software vendors, including Primavera® Systems, Computer Associates and Sciforma Corp.

MindManager's MPX capability means that in addition to its direct integration with Microsoft® Project, MindManager can be used to prepare project plans for detailed scheduling and management by other major project management solutions.

MindManager supports MPX 4.0 (the last release). This format can be used with a variety of project planning applications such as:

- PERT Chart Expert
- P3
- SureTrack
- Visio
- WBS Chart Pro
- Project KickStart

And others...

Export to MPX file

Command: **Actions** - **Export to MPX File...**

Exports the tree under the currently selected topic to a MPX 4.0 format file. If nothing is selected, the whole map is exported

For the export keep the following in mind:

- Make sure that the MPX Preference for scheduling from the project start or project finish dates is set the way you require it. This makes an important difference in the interpretation of task constraint dates.
- Always omit durations and percent complete values from Task Summaries (topics that have subopics).
- Enter Durations on every Task Topic (the leaf topics).
- Enter Resources on every Task Topic.
- Use the "Clock" Icon to mark Topics that are Milestones, and leave their durations as zero.
- Enter only essential date information on the task and task summary Topics themselves. The project management software will calculate the baseline start and finish dates of each task for you. Where there is a constraint on the start or finish date of a task or phase, enter it in the Task Info pane for that Topic. Use priorities to give additional control over the order in which tasks or phases are done.
- If your project is scheduled from the Project Start date, then for each Task Topic

A "Due" date takes priority and means Finish No Earlier Than

A "Start" date means Start No Earlier Than

Otherwise, the task will be scheduled to start As Early As Possible.

- If your project is scheduled from the Project Finish date, then for each task Topic

  A "Due" date take priority and means Finish No Later Than

  A "Start" date means Start No Later Than

  Otherwise, the task will be scheduled to start As Late As Possible.

- Draw Relationships from tasks to their successors, where the successor task depends on a predecessor being completed. The relationship should have only one arrowhead, and should point from the predecessor to the successor. Various types of relationship are possible, as discussed under the Preferences topic.

- Entering fewer constraint dates means that you may need to include more relationships to indicate task dependencies, in order to achieve a realistic schedule, or use priorities to ensure that tasks get scheduled in the order that you want them to be. You can save time by grouping tasks in the same phase together, then setting a constraint or a predecessor on the whole phase.

You can include topics in the project tree that are not task containers or tasks, and use the Filter feature to hide them before export.

Import from an MPX file

Command: **Actions** -> **Import from MPX File..**.

Import a selected MPX 4.0 file into either the current map (under the selected topic) or a new map, if no map is open. Note that if it is a large file, it may take a while to import.

To prepare for importing an MPX file, check the following:

- Check the MPX Preferences and select:

  Whether you want to import Constraint information or Schedule information. Choose Constraint information if you intend to re-export this project again after modifying it in MindManager. Choose Schedule information if you just want a snapshot of the project schedule and do not intend to re-export it to MPX again for re-scheduling.

  Whether you want to import task dependencies (Predecessors and Successors) as Relationships. If you intend to re-export again, then you should import task dependencies. If you only want a snapshot of the schedule, this information is probably not useful and you can ignore task dependencies.

  Set the default priority to the "normal" priority level used in the project, so that only exceptions to this priority level are marked on the map.

- If you are importing task dependencies as Relationships, you may also want to set the standard visual format of Relationships in the current document (**Modes** - Modify Style). You may prefer to set the relationship format to a light color and thin lines if you expect a significant number of task dependencies in the incoming map.

Configure MPX preferences

Command: **Format** -> **MPX Preferences** to edit the preference settings for both the MPX Import and Export.

The default Preferences are set so that under normal conditions, most MPX files can be imported and exported without any special settings. Preferences are stored in the map, so that different maps can have different settings.

If you open the Preferences dialog with no map open, you are editing the default Preferences that will be used for new maps. Check the source descriptor at the top of the Preferences dialog to confirm which Preferences you are viewing and editing (map or defaults).

The **Reset** button will reset all the options to their default settings.

Schedule from Project Start Date

This option tells the receiving software (the application that opens the MPX file exported from MindManager) whether to schedule the project from the Start date or to the Finish (due) date.

If the project is scheduled from the Start Date, the "Start Date" of the Project Root Topic will be used as the project start date.

If the project is scheduled to the Finish Date, the "Due Date" of the Project Root Topic will be used as the project finish date.

Validate project information before export

Enabling this option will help to ensure that the resulting MPX file contains a valid project, by checking the Task Information in the Topics of the project tree.

The checks made on Topics that have subtopics (i.e. are Task Summaries) are:

- No Duration should be defined
- No Percent-complete value should be defined
- No Milestone marker should be present (if this option is enabled). Only Task Topics (without any subtpoics) can be milestones.

The checks made on topics that have no subtopics (i.e. are Topic Tasks) are:

- The Start date, if defined, must not be earlier than any Start date on a higher-level topic, or the project Start date on the project root topic
- The Due date, if defined, must not be later than any Due date on a higher-level topic, or the project Finish date on the project root topic
- A non-zero Duration must be defined if no Milestone marker is present and the Milestones option is enabled
- If the Milestone marker is present and the Milestone option is enabled, the Duration must be zero
- If the Percent-Complete value is greater than zero, a non-zero Duration must be present
- A Resource must be defined if this is not a Milestone

If a topic does not pass these checks, a warning message is displayed and you can choose to continue or stop the export. You can still continue to export even if your project contains warnings. The warnings are there for your convenience only so that you can optimize your map before export.

Check for unexportable Topic information

Some of the MindManager-specific topic data is not exported to the MPX file. This includes

- Hyperlinks
- Formatted TextNotes (bullets, tables or hyperlinks)
- TextNotes exceeding 3072 characters in length

If this option is enabled, you will see a warning message if any topics contain unexportable data. You can continue with the export or cancel it if required.

Working days per week

The number of working days per week is required so that any durations in weeks received in an imported MPX file can be converted to hours in the MindManager map. This value is not used anywhere else within MindManager or the MPX export.

Default Task Priority

The Default task priority option defines the priority value that is used if no priority is defined in MindManager.

The MPX specification (and most Project Management software packages) does not have an explicit value for "No Priority". All tasks have some kind of priority. Rather than assume that no priority is automatically the lowest priority, the MPX import/export allows you to specify what priority value should be inferred for a task if not present. This value will be used for any non-prioritised topic when exporting maps to MPX.

When importing maps from a MPX file, if the priority of a task corresponds to the default task priority value, then no priority is marked on the Topic. This avoids importing maps where all Topics are marked with the same priority; the map is clearer if only the exceptions to "normal" priority are identified.

Use "Clock" Icon to mark Milestones

Most project management packages use zero duration for a Task to indicate a "Milestone" for reporting purposes.

The MPX import/export can optionally use the "Clock" Icon to visually mark Milestones in the map.

- If this option is disabled, then any "Clock" Icons are ignored, and the import/export will expect that all Task Topics have a duration specified. Validation warnings are given for any task Topic that has a zero duration. Any Milestone tasks imported will show a duration of zero.

- If this option is enabled, then the presence of a Clock Icon indicates a task milestone. If the task duration is non-zero, then this is regarded as a potential error and a warning is given if validation is enabled. The task will be exported to MPX with a duration of zero. On import, any task Milestones with a duration of zero will have the Clock Icon added to their Topic, showing the presence of a Milestone in the map.

Default Resource allocation name

If no resource allocation is given to a task, then the MPX export can optionally provide one.

This option can help create a levelled project more quickly, by allocating the same resource to all tasks which do not have an explicit resource associated with them.

Use this option if only one or two people will work on a project. Using it on projects where there are many participants will give less flexible results, because all unallocated tasks will be allocated to the same person, artificially extending the project duration.

If you do not wish to use a default Resource allocation, then leave this field blank. This is the default value.

MPX import behavior

Importing MPX files can work in two ways, either importing just the constraint information for the project, or the schedule information. MindManager cannot hold both the constraints and task schedule data at the same time, so a choice must be made.

- Importing the Task Constraint information allows a project to be imported into MindManager for further modification. Any current schedule is ignored. The project may then be revised and rearranged, and exported again for rescheduling. You should use this option if you intend to re-export the project again, either back to a MPX file or directly to Microsoft Project with the built-in MindManager function. This is the default setting for this option.

  In addition to the task name and notes, this setting will import

  - Either the Project Start date or the Project Finish date, depending on whether the project is set to schedule from the Start date or Finish date respectively
  - Any specific Task constraints that have a date associated with them, e.g. "Must be finished by". The constraint date will be assigned to the Task Planning information so that it can be re-exported again for rescheduling.
  - Task Durations, Task Priorities, Task Percent complete values, Task Resource allocations

- Importing the Task Schedule information will import a snapshot of the project as it is currently scheduled in the MPX file. This assumes that the MPX file has been derived from a project management application. It provides a visualisation of the project schedule in MindManager map form, but is not suitable for exporting back to a project management application for rescheduling, since the task constraint data is not preserved and a very different schedule may result. Use this option if you want to view the schedule in MindManager, or export it to another document format.

  In addition to the Task name and notes, this setting will import

  - Task Start and Finish dates as scheduled within their original constraints. Note that these are not the constraints, but the actual schedule dates.
  - The task priorities, Task Durations, Task Percent Complete values, Task Resource allocations

Task Predecessors and Successors

The MPX import/export can represent information about task Predecessors or Successors in the map by using Relationships. This allows you to visualize the interdependence between tasks, and create a project plan that is much nearer to a realistic schedule than just a list of tasks. Task Successors and Predecessors act as constraints that greatly improve the accuracy and usability of the initial schedule.

Some Project Management packages object to having the same relationship described more than once, in terms of a Successor Relationship and also as a Predecessor relationship. The

impor/export therefore provides the choice of exporting relationships as either Successors or Predecessors, but not both.

This setting has three values:

- **Ignore task Predecessors and Successors**

  This setting will ignore any Relationships within the project tree on export to MPX, and will ignore any information about Task Successors and Predecessors on import from MPX.

- **Export Predecessors using relationships, import both**

  - When exporting a map to MPX, any Relationships between Topics representing Tasks are exported as Task Predecessors, using the relationship type defined on the relationship text. If no explicit Relationship type is given, the default Task Relationship type will be used.
  - On import of an MPX file, any task Predecessors or Successors are rendered as Relationships in the map.

  Relationships are always drawn from a Task to its Successor (which can also be described as from a Task's Predecessor to the Task).

  The Relationship type is added to the relationship as floating text, where it differs from the default relationship type; this may be SS, SF, FS or FF as described below.

  If the same Relationship is defined more than once in the MPX file (e.g. Task A is shown as a Predecessor to Task B, and Task B is shown as a Successor to Task A), then only one Relationship is added between these two Tasks in the map.

- **Export Successors using Relationships, import both**

  - When exporting a map to MPX, any Relationships between Topicsrepresenting Tasks are exported as Task Successors, using the relationship type defined on the relationship text. If no explicit Relationship type is given, the default Task Relationship type will be used.
  - On import of an MPX file, any task Predecessors or Successors are rendered as Relationships in the map.

  Relationships are always drawn from a Task to its Successor (which can also be described as from a Task's Predecessor to the Task).

  The Relationship type is added to the relationship as floating text, where it differs from the default relationship type; this may be SS, SF, FS or FF as described below.

  If the same Relationship is defined more than once in the MPX file (e.g. Task A is shown as a Predecessor to Task B, and Task B is shown as a Successor to Task A), then only one Relationship is added between these two Tasks in the map

Predecessors and Successors can only be used to connect Tasks, and not Task Summaries or other Topics outside the project tree, which are ignored.

Default Task Relationship type

This option is only valid if the "Task Predecessors and Successors" option is also enabled. Otherwise, it is ignored.

The default type of Task relationship can be defined, so that if a relationship is drawn between two tasks and does not have a specific type attached to it, then the default will be used.

The options available are:

- SS - Start to Start; the Successor task cannot start until the Predecessor task has also started
- SF - Start to Finish; the Successor task cannot finish until the Predecessor task has started
- FS - Finish to Start; the Successor task cannot start until the Predecessor task has finished (the default setting)
- FF - Finish to Finish; the Successor task cannot finish until the Predecessor task has also finished.

The most common type of task relationship is FS (Finish to Start).

On export, if task Predecessors and Successors are being exported from Relationships, then the default relationship type will be used if not explicitly given in the callout text attached to the relationship.

On import, if the Task Predecessors and Successors are being imported to relationships, then if the relationship type matches the current default setting, it is not explicitly marked in the map. This clarifies the map by only showing relationship types that vary from the norm.

MPX Export / Import Demonstration

Open the file DemoEnglish.mmap in the MPX subfolder of the MindManager installation folder and read the instructions for use in the Central Topic.

Print

Printing a map from MindManager is similar to printing in most other applications. Use the print options to select the printer, print range, number of copies and scaling options, and the page setup options to control the map's orientation and page margins. Print Preview lets you see how the printed map will look with the print and page setup options you've chosen.

You can print the entire map or only selected topics. There are special options for printing large maps, and you can also print your map in outline form using the Outline View print command or by exporting your map to Microsoft Word.

To print the map:

- Click the **Print** button to print the map immediately
- Click **File** - **Print** to see the Print dialog where you can specify the printer, print range, number of copies and scaling options.

Page Setup

The page setup options let you choose the paper size to use, the orientation (portrait, landscape or automatic) and the page margins.

To change the Page Setup options:

1. Click **File** - **Page Setup**
2. Choose the options you want to use for printing. These options are saved with the map.
3. The Automatic orientation option allows Mind Manager to choose the best fit for your map on the page.

If you are printing maps from the Multimap Workspace these settings will apply to all the maps that are printed.

You can see how these settings will affect your output by using the Print Preview option to see the layout of your map on the page. The preview is not available form the Multimap Workspace.

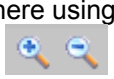
These settings are saved with the map or map template so the next time you print, the same settings are used.

Print preview

The Print Preview options shows you how the map will look when printed according to the Print settings and Page Setup options you have selected.

To see the Print Preview:

- Click **File** - **Print Preview**, or click the **Preview** button from within the Print dialog.

If you have chosen to print the map on more than one page (for large maps) you can view the individual pages here using the arrow keys to step through them, or see two pages at a time. Use the zoom buttons  to see more or less detail.

When you're ready to print, click the **Print** button  on the window's toolbar.

The map is displayed in the Print Preview window until you close it or print the map.

Print selected topic

You can choose to print only a selected topic and its subtopics. This is the simplest way to print a single topic tree. If you want to print several topics, but not the entire map, you can filter out the other topics and then print the map.

To print a selected topic:

1. Select the topic you want to print.
2. Click **File** - **Print** and choose the **Selected topics** option under *Print Range*.
3. Click **Preview** if you want to verify what will be printed.
4. Click **Print** to send the map to the printer.

Print large maps

If a map is large, the print can become difficult to read if it is printed on a single letter-sized page. If you don't have access to a large-format printer, you can create a poster-sized version of your map by printing it on several pages, "billboard style".

To print the map on several pages:

1. Click **File** - **Print**.
2. Under *Scaling* choose the number of pages and the arrangement you want to use to print the map.

To check the output, click the **Preview** button to see the Print Preview. You can view two pages at a time or step through the pages using the arrow keys.

Print to PDF

This option is available in the **Pro** version only.

When you print the map to a PDF file it is converted into the standard PDF format that can be viewed by the Acrobat Viewer. The export allows setting a series of options.

To print the map to a PDF file:

1. Click **File** - **Print**.
2. In the *Printer* field choose **MindManager PDF Writer**.
3. Click **Properties** to change the PDF options. This is just a summary of some commonly-used settings:
   - **Page** to set page size, orientation and graphics resolution (up to 1200/2500 dpi)
   - **Compression** of graphics and text heavily reduces the size of the resulting PDF file

     Hint: Remove the map background to speed the export.
   - **Embedding** enables the inclusion of True Type® fonts used in the source document to ensure perfect portability and support for international character sets, such as eastern european, russian, japanese, ...
   - **Watermarks** includes water mark image on the first page only or all pages
   - **Security** enables encryption of the PDF documents (PDF 1.4, Acrobat 5.0) with a password to protect them from being modified, printed or copied. Two passwords can be used. The master password is for the author of the document and allows any operation on this document. The user password is for the document recipient and can allow or disallow:

     Changing the document content

     Printing the document

     Copying text and graphics from the document

     Adding notes or modifying form fields
   - **Save** establishes the file destination (constant location or prompt for file destination on print) and allows you to add comments (title, subject author and keywords) to the file.
   - **Finish** allows you to run an application when the file is created.

Note: Additional information on PDF export is available in this .

Distribute maps

You can package your maps and related documents in a .zip or self-extracting .exe archive to more easily move them to a different location (ie to a central location on your intranet, or to a different system if you are doing a presentation on a different computer).

To send maps to another person, you can email the archive as an attachment.

Email maps

In Map View, use the **Send To** feature to email the current map and, optionally, its linked documents to other users. In the Multimap Workspace the **Send as Email** command sends multiple map files in one email.

You can indicate that the sent map has review comments by using the **Send To** feature's "for Review" option when you mail the map.

Note: you can also send a style or template to another user in this way.

To email a map, template or style from Map View:

- Click **File** - **Send To** - **Mail Recipient (as Attachment)** or **Mail Recipient (for Review)**

These commands are almost the same with one small exception: The "For Review" command adds a Review follow up flag to the Outlook email and changes the subject line to "Review ..." .

To email maps from the Multimap Workspace:

- Click the **Send as Email** button on the toolbar.

If multiple files are sent (multiple maps or map plus documents) you will be prompted for options to use for packaging the maps in a zip archive to be attached to the email message. These are the same steps used by the Pack and Go feature to create an archive.

If only a single map is sent, the single map file is attached to the email (no zip archive is created).

Package maps

The Pack and Go feature is used to add maps and optionally linked documents to a zip file or self-extracting EXE file. A Wizard guides you through the steps to package the maps. You can use this command to package a single map in Map View or for multiple maps in Multimap Workspace.

These same steps are used to create an archive when using the Send To feature to email a map or maps.

To use Pack and Go:

1. Click **File** - **Pack and Go**

   Hint: In the Multimap Workspace, click the Pack and Go button on the window's toolbar.

2. The Pack and Go wizard starts.

   - On the first screen you can choose which files to add to the zip archive. If you do not include the linked documents, the hyperlinks remain in the map, but do not function.

- On the second screen you enter the path and filename for the zip or exe file. If you don't enter a .zip or .exe extension, the wizard creates a .zip file by default. You can also add a comment to display when the files are unpacked form the archive.

Note: the advantage of the EXE file is that it can be unpacked on systems without Unzip capabilities.

- On the third screen you have the option to enable password protection for the archive, and enter a password. Click finish to start the packaging process.

3. When the packaging is complete, a message appears, and you can open the archive, open the target folder or close the wizard.

Pack and Go Wizard Step 1 Options

Add map only (no linked documents)	Choose to either just add the current map to the ZIP file, or optionally other linked documents as well.
Add map together with linked documents	(This second option is disabled if the map contains no document links.)
Linked documents	A list of all linked documents (local files only, no URLs). This list is disabled if **Add map only** is selected. Point to a document name to see its full path (and for Multimap Workspace which map links to it).
Select All **Deselect All**	Select or deselect all documents in the list.

Pack and Go Wizard Step 2 Options

Path name and package type	Browse for the folder and file name for the output file. The default folder is the current map folder and the default name is the central topic text of the current map.
Welcome text	An optional welcome message that is shown before the unzip or unpacking operation. This should be a short message, since it is shown in a dialog box.

Pack and Go Wizard Step 3 Options

Password protection	Files added to the archive can be optionally password protected.

Mask password	Enables the Confirm password field and hides the password as you type.
Finish	Creates the package while showing the progress. When completed: • **Open** opens the archive • **Open Folder** opens the target folder for the archive • **Close** closes the dialog

Customize MindManager

Customize the interface

Menus and button icons

The **Tools** - **Customize** - **Options** allow you to adjust the look and feel of the MindManager interface to your liking.

The *Personalized Menus* options control what the pull-down menus display

- **Always show full menu** shows all the commands each time you use the menu.
- **Show full menus after a short delay** shows only the most recently-used commands first, and then shows all the commands after a pause. The commands that are displayed depends on the usage data recorded by MindManager as you use the program. This setting can help you more quickly find the commands you use most often.
- Click **Reset my usage data** to restore the default set of visible commands.

Other options control:

Whether to use large icons on the buttons, what kind of screen tips are displayed for commands and how pull-down menus appear.

Toolbars

Right-click on any toolbar and check which toolbars you want to see on the screen. Click Customize to use the tollbar customization mode. You can add or remove commands from the toolbars in this mode.

To add buttons to the toolbars:

1. Right-click on any toolbar or select **Tools** - **Customize.** Click on the **Toolbars** tab.
2. The tab displays a list of command categories on the left with their associated buttons on the right. You may notice that there is a category for each of the default toolbars, but you can add any button to any toolbar.
3. Click on a category name. Drag any button from the **Select your favorite toolbar buttons** area to any toolbar.
4. When you are done, click on **OK**.

Hint: to remove a button, drag it off the toolbar while in Customize mode.

To reorganize buttons:

With the **Tools** – **Customize** – **Toolbars** dialog open, you can click and drag any toolbar button to adjust its position. You can increase the space between the buttons or change their order on the toolbar in this way.

To create a new toolbar:

- Drag and drop a button from the **Customize** - **Toolbars** dialog into a blank space in the toolbar area.

To return the Toolbars to their original configuration:

- Select **Tools** – **Options** – **Save** – **Reset Workspace**. You will be warned that you are about to reset all the toolbar and window settings. Answer yes. When you close and restart MindManager everything will be back to normal. You can create a separator space between two toolbar buttons by simply dragging the right button a little bit to the right and dropping it.

Set options

Most of the **Options** are self-evident. Here are a few additional hints.

View

The My Maps pane can give you quick access to a set of maps that you are currently working on.

If you display Workbook Tabs, you can right-click on them for quick access to several commands.

You can choose to display the map's file name on the tab instead of the central topic. This can be helpful if your maps have similar central topic text.

General

The measurement unit type (mm, cm, or in) is used primarily by the **Format** options for spacing elements on the map. Printer margin settings are determined by your system settings.

Favicons are derived from the Web site that a hyperlink points to. You would see a special Yahoo icon if you point to a Yahoo address, a Google icon if you point to Google, etc. If you prefer to see a generic hyperlink icon instead, disable this option.

Edit

The "click" options for adding main topics and floating topics give a you quick way to add topics by just clicking anywhere on the map background: for m ain topics, double-click, for floating topics (single click).

Save

When you select the option to create backup files, a backup file with the extension .BAK is created from the previous version of the file each time you save it. This means that if you have some sort of computer disaster or save a map with changes you later regret, you always have the previous version available. You can open this file in the normal **File** - **Open** dialog and then save it with the proper name to restore it.

The default document location is used for all your maps and exported files.

If you reset the user interface customization, the toolbars will return to their normal state with the default selection of buttons.

User Information

The user information is used primarily to identify you when you make review comments to a map. The company information can be added when you export your map to web pages.

Notes

These conversion options are used during Word export.

Spelling

The **Custom Dictionaries** option lets you add other dictionaries to be used during the Spell Check function. The **AutoCorrect Options** let you customize the list of misspelled words to correct automatically.

Compatibility

For maps from earlier versions you can choose to use a rounded rectangle shape instead of the original map title graphic. Not all graphics from earlier versions will display properly.

Add-ins and macros

MindManager X5 Pro comes with a set of pre-installed add-ins that extend its basic functionality. These software modules add commands to the MindManager interface and appear as an integrated part of the application. The MS Office applications import and export features, numbering and sorting topics features, Web export feature, and smart map parts capabilities all come from add-ins. Add-ins are provided by Mindjet or third-party vendors. You can enable or disable these modules in the **Tools** – **Add-Ins** menu.

Additional features can also be provided through the use of MindManager Macros. Macros differ from add-ins in that they are not separate applications: they are a set of commands that direct MindManager to perform certain actions. Macros, like add-ins can be provided by Mindjet or third-party vendors, but they can also be created using the Macro editor provided with MindManager. You can add, delete, and modify macros with the **Tools** - **Macro** - **Macros** options.

The macro editor is available in the **Pro** version only.

To use the Macro editor:

- Click **Tools** - **Macro** - **Macro Editor.**

The editor comes with its own help file, accessible from the editor's main toolbar.

You can download third-party macros and add-ins from the Mindjet Web site's Solution Exchange.

Click **Help** - **MindManager on Mindjet.com** - **Visit the Solution Xchange**.

Create map wizards

This option is available in the **Pro** version only.

Wizards are a convenient, quick way for anyone to enter information into a map. They can simplify the construction of complex maps so that even casual users can enter the map information quickly. Wizards can also ensure consistency in the structure and content of maps.

Wizards can be attached to map templates. When a user creates a new map from the template, the wizard runs automatically, prompting them for the required information. (Users can disable a wizard when they use the template that contains it in the Template Organizer - Map Templates window.)

Wizard customization is an advanced feature and should be used only by advanced users of MindManager.

Create a wizard – Basic steps

There are many possibilities for setting up wizards ranging from the simple to the complex. The steps below illustrate the basic procedure for setting up a wizard for a map template.

1. Create the map that will be used as a template. The Wizard will collect the data beginning with the topics at the upper right and proceeding clockwise around the map.
2. Click **Tools** – **Wizard Customization** to begin creating the wizard. You can stay in this mode until you've finished creating wizards, or return to it to add more wizards or modify those you've created.
3. Select a topic for the first wizard page. (Usually a main topic with subtopics.)
4. Under **Page Settings** choose New wizard page and enter the page's header and a brief description that will display when the wizard runs. This is where you can add comments about the data to be entered.
5. If you leave this page set to "No data" it will just be used to display the questions for the subtopics.If you want the page to collect data for this topic choose the **Data type** and enter some text for the **Question**. When the wizard runs the data that the user enters as an answer will replace the topic text. (If you want to keep the original topic text and just have the answer follow it, add a colon : to the end the topic text on the map).
6. Select a subtopic and set the **Page settings** to **Add to previous wizard page**. This means the user will be prompted for the data on the same page used by the previous topic (in this case, the parent). A wizard page can only ask for three answers at a time but it will repeat until all the answers from the subtopics have been collected.
7. Choose the **Data type** and enter some text for the **Question**.
8. Continue with the other subtopics, adding them to the previous wizard page. Then move on to the other main topics and their subtopics in the same manner (creating New wizard pages for the parent topics and additional pages for the subtopics). You need not collect data for every topic. You can return to the wizard setup for any topic by selecting the topic again.
9. As you create the wizard notice that the topics are shaded to indicate their status – darker shading and solid outline means the topic begins a New page, while lighter shading and dotted outline means that the topic only collects data (its question is displayed on the New page from the topic level above).A topic shaded in red indicates an error.
10. When you've finished setting up the wizard pages, click on the **Close** button.
11. Save the map as a template. The wizard is automatically saved with it.
12. To see how your wizard functions, simply use the template to create a new map. The wizard will run automatically when the template is used. If you need to refine the wizard, just modify the template and use the Wizard customization commands again.

Wizard page settings

When creating a Wizard, you could display a new page for each data item to be collected for the map, but this would make the data entry process tedious. To remedy this, the Wizard

Customization function lets you collect several related items on a single page, making data entry much faster. You create a page for a parent topic, and then collect the data for it and its subtopics on this page.

For each topic data item you want to collect you can specify the **Page settings** to determine whether the question is displayed on its own page or included on a page with other related questions:

No wizard page – No data is collected for this topic. The **Data type** should also be set to **No data**.

Add to previous wizard page – The data is collected on the wizard page defined for the topic at the level above. There is no limit to the number of questions that you can add to a wizard page. If more than 3 items are added to a page, the questions are displayed 3 at a time and the page repeats until all the questions for this page are answered. As you create the wizard notice that the topics are shaded to indicate their status – light shading and a dotted outline means that the question is displayed on the wizard page from the topic level above.

New wizard page – A new wizard page is created with the **Header** and **Description** you enter. The Header is the page title, while the Description is useful for giving additional information. This page displays questions for all the topic data it collects – the questions for this topic and for the levels below that do not have their own wizard pages. If the page collects more than 3 answers, it is repeated until all the questions are answered.

- If you leave the **Data type** set to **No data,** the text for this topic will remain unchanged when the wizard is run. The wizard page will just ask the questions you added from all the topics below it.
- If you choose to collect data for this topic, your answer will replace the topic text. Choose the **Data type** and enter some text for the **Question**. The page will ask a question for this topic as well as the questions you added from all the topics below it.
- During wizard customization the darker shading and solid outline means the topic begins a **New page**, and it collects data from its subtopics shown with lighter shading and dotted outlines.

Allow page to be repeated multiple times – When you check this option, once the user answers all the questions for the page, they are asked if they want to repeat this step. If they do, another topic is added using the same wizard page over again. This feature, allows you to set up a loop to collect the same data for several similar individuals, objects or events.

Wizard data types and questions

For each data item you collect with the wizard you must specify its **Data type** and enter the prompt **Question** that will be displayed on the wizard page.

Questions

When the wizard runs, the Question displays with an answer field where the user can enter data of the specified type. If the topic text contains a colon (e.g. Name:, or Name: <enter your name here>) the answer is added directly after the colon. Otherwise, the answer replaces the original topic text.

Data Types

No data
If you set the **Data type** to **No data**, no data is collected for this topic and its text remains unchanged. If you set the topic to have **No wizard page**, the topic is skipped when the wizard is run.
If the Page setting is set to New wizard page, the page asks questions to collect the data for the topics below it (these will automatically be set to **Add to previous wizard page**).

Text
The user enters text up to 60 characters long.

List
The user chooses from a list of answers that you define using the **List values** option. Enter the list of possible responses by clicking the **List values** button and entering the responses separated by semi-colons. (For example, enter a list of colors – red;orange;yellow;green;blue;violet.)

Date
The user selects a date from a standard date-selection dialog.

Hyperlink
The user can enter a link to a file (using the browse button) or a link to a URL (web page, FTP site, Mailto: link, etc). When the wizard is run a hyperlink is included on the topic and the file name or URL address replaces the topic text.

Time
The user selects a time from a standard time selection.

Wizard errors

The prompt line at the bottom of the Wizard Customization window and the Wizard runtime window shows if the wizard contains an error. In addition, red highlighting indicates the topic where the error occurs.

Usually, the error is caused when a topic (or topics) wizard **Page Setting** is set to **Add to previous wizard page**, but no wizard page exists for the parent topic (the level above).

You must use the Wizard Customization feature to correct the error.

- If the error involves a cluster of subtopics, you should create a New wizard page for their parent topic to collect the subtopics' data.
- If the error involves a single topic, change its **Page setting** to create a **New wizard page**, or else create a new page on its parent topic.

Save the template after you have corrected the error.

Saving, modifying and enabling wizards

When you create or modify a wizard it is automatically saved when you save the map template.

To modify an existing wizard:

1. Click **Tools** - **Template Organizer** - **Map Templates,** select the template name and click **Modify**. The template will open.

2. Click **Tools** - **Wizard Customization**, select the branches where you want to change or add wizard settings, and enter the new settings.
3. Save the template with the modified wizard settings.

To disable or enable wizards:

- Click **Tools** - **Template Organizer** - **Map Templates,** select the template name and **Show wizard when creating new maps** to enable or disable the wizard.

Creative resources

Creative resources

MindManager's creative resources are provided in a package folder that contains:

- Images
- Background images
- Icons
- Shapes
- Map parts
- Templates
- Styles
- Map Marker lists
- Web export templates

You can access, organize and add to these resources using the Library and by using the Template Organizer for Map Templates, Styles, Map Marker Lists and Web Templates. These resources are used by many MindManager options.

Additional packages of creative resources can be added to MindManager using the Package Folders option.

The Package Folders option is available in the **Pro** version only.

Package Folders Options

Click **New** to add a new package folder of resources. You can **Remove** or **Modify** package folders you add, but not the MindManager package. This is provided with MindManager and contains all the basic resources used by the application.

Organize library resources

You can use the MindManager Library to organize a variety of elements that you can add to your maps like images, shapes, etc. This pane's primary purpose is to help you keep these resources organized. As a convenience, you can add any of these elements to your map directly from the Library, but you can also add them in other ways.

To see the Library, click on the **Library** tab. The Library has categories for the following resources:

Map element	**To add to map**
Background images	Format background
Shapes	Topic shape and color
Map parts	Add topics using map parts

Icons	Apply icons
Images	Add images

The resources are stored in folders by type (e.g. Images), and then in sub-folders by category (e.g. Medicine). When you click on a category folder, previews of the resources it contains are shown in the lower half of the pane.

Note: The **Search** field at the top of the pane is for locating images by their keywords. See Add images for more information on using the Search option. Information on editing keywords follows below.

Organizing folders

To add, remove or rename a folder:

- Add a folder: Right-click on any folder and select **New Folder**, then enter its name.

  Note: You can add content to the folder by moving or copying elements from other folders or add an item from disk.

- Remove a folder: Right-click on any folder and select **Delete**. The folder and its contents will be rmoved form the library *and from disk*.
- Rename a folder: Right-click on any folder and select **Rename**. Then enter the new name for the folder.

Add new resources to the Library

You can add resources to any folder from disk:

1. Right-click on the folder.
2. Select **Add *resource*** (where ***resource*** is the type of resource you are adding).
3. Navigate to the file you want to add and click **Open**.

The new resource appears as the last item in the lower preview window.

Organize resources

You can reorganize existing resources using drag and drop and by using commands in each resource's pull-down menu.

When you hover over a preview image in the lower pane you'll see an arrow for a pull-down menu. This menu contains a set of standard commands common to all Library elements, and some commands that are specific to that element type. The commands are divided into groups:

Add resource commands:

- The first command group lets you add the resource to the map in one or more ways. In some cases you must select a topic to activate these commands.

Modify resource commands:

- The **Modify** or **Open in** command allow you to modify the resource within MindManager (for map parts) or open the resource in the application associated with it on your system so you can edit it and save it. To see the new preview of the edited resource, right-click the folder that contains it and select **Refresh**.

Organize resources commands:

- **Copy** - Copies the resource so you can Paste it into another folder of the same resource type. (Right-click on the target folder and select **Paste**.)
- **Duplicate** - Duplicates the element in the same folder so you can modify it without changing the original. The copy will appear as the last item in the folder
- **Delete** - Removes the resource from the library and from disk.
- **Rename** - Lets you change the file name for the resource.

Resource type-specific commands:

- **Edit content margins** (for shapes) lets you adjust the area used for text inside any shape.
- **Add to Favorites** (for images) adds the image to the Favorites folder for quick access.
- **Edit keywords** (for images) lets you change the keywords associated with the image, used by the Library **Search** function.

Reference

Keyboard shortcuts

General Windows Commands:

Close a Menu or dialog box	ESC
Cancel an operation	ESC
Exit MindManager	ALT+F4
Display Windows Task List	CTRL+ESC

Map Documents:

Create a new map	CTRL+N
Open a map	CTRL+O
Save the current map	CTRL+S
Save as	F12
Close current map	CTRL+W
Print the current map	CTRL+P
Define Hyperlink	CTRL+K
Create Bookmark	CTRL+SHIFT+F5

Viewing

View Next Map	CTRL+F6
Show/hide the Text Notes window	CTRL+T, F11
Scroll the window by small steps	CTRL+Arrow keys

Scroll window by larger steps	PgUp, PgDn (up and down), CTRL+PgUp, CTRL+PgDn (left and right)
Center map	CTRL+F3
Center object	ALT+F3
Focus on topic	F3
Level of detail	CTRL+D
Show whole topic	CTRL+A
Collapse topic	SHIFT+ALT+0
Show level 1 Show level 2 Show level 3	SHIFT+ALT+1 SHIFT+ALT+2 SHIFT+ALT+3
Remove filter	CTRL+SHIFT+ALT+A

Adding objects:

Insert topic	ENTER
Insert subtopic	INS
Insert notes	CTRL+T
Insert callout	CTRL+SHIFT+ENTER
Insert boundary	CTRL+SHIFT+B
Insert map part	CTRL+SHIFT+N
Refresh smart map parts	F5

Editing Commands:

Select all	CTRL+A

Select siblings	CTRL+SHIFT+A
Clear formats	CTRL+SPACE
Copy to the Clipboard	CTRL+C CTRL+INSERT
Cut to the Clipboard	CTRL+X SHIFT+DELETE
Paste contents of the Clipboard	CTRL+V SHIFT+INS
Paste as callout	CTRL+SHIFT+V
Undo the last action	CTRL+Z, ALT+Backspace
Redo the last action	CTRL+Y
Edit branch or floating text	F2
Enter line break in topic	CTRL+ENTER SHIFT+ENTER
Delete a selected object	DELETE
Remove selected topic (but keep subtopics)	CTRL+DELETE
Find	CTRL + F
Replace	CTRL+H
Find Next	SHIFT+F4
Spell Check	F7

Text Formatting:

Toggle to bold and back	CTRL+B

Toggle to italicize and back	CTRL+I
Toggle to underline and back	CTRL+U
Increase font size	CTRL+SHIFT+>
Decrease font size	CTRL+SHIFT+<
Toggle Superscript/subscript on and off in Text Notes	ALT+4, ALT+5
Strikethrough Text	CTRL+SHIFT+S
Clear formatting	CTRL+Space

Zooming:

Enlarge one level	CRTL+=
Shrink one level	CTRL+-
Whole map	CTRL+F5

Using Help:

Show Help	F1

Index

E

F

G

H

I

J

K

L

R

S

T

U

V

W

X

Z