

MindMapper 12Help Manual

Table of Contents

1.	Chapter 1 - Getting Started.....	8
1.1.	Mapping Concept.....	8
1.1.1.	What is Mind Mapping?	8
1.1.2.	Why do I need Mind Mapping?	8
1.1.3.	What are the Basic Principles?	9
1.1.4.	Mind Map Elements	9
1.2.	Mind Map Benefits	10
1.2.1.	Benefits	10
1.2.2.	Applications	11
1.3.	MindMapper 12 Screen Layout	11
1.3.1.	Quick Access Toolbar	12
1.3.2.	File (MindMapper) Button.....	12
1.3.3.	Ribbon Menu	12
1.3.4.	Schedule Window	13
1.3.5.	Project Pane.....	13
1.3.6.	View Controls.....	13
1.3.7.	Document Background	13
1.3.8.	Document Tab	13
1.3.9.	Outline Pane	13
1.4.	Tutorial Map	13
1.5.	MindMapper Updates	14
2.	Chapter 2 - Creating a MindMap	14
2.1.	Starting a New Map	14
2.1.1.	Starting a new map with pre-defined Styles.	14
2.1.2.	Starting with a Blank New Map	15
2.2.	Adding Topics.....	15
2.2.1.	Add First Level Topics	15
2.2.2.	Adding Multiple Topics Quickly	16
2.2.3.	Adding Multiple Topics with Topic Levels.....	17
2.2.4.	Adding Sibling Topics	18

2.2.5.	Auto Pasting Topics.....	18
2.2.6.	Floating Topics	20
2.3.	Editing Topics.....	21
2.3.1.	Change Topic Text.....	21
2.3.2.	Moving Topics around	21
2.3.3.	Cut, Copy and Paste.....	23
2.3.4.	Undo and Redo	23
2.3.5.	Word Wrapping	23
2.3.6.	Adding Topic Notes.....	24
2.3.7.	Aligning Topics	25
2.3.8.	Spacing Between Topics	26
2.4.	Viewing and Navigating MindMapper	26
2.4.1.	Zooming	26
2.4.2.	Panning	26
2.4.3.	Roll Up / Roll Down.....	27
2.4.4.	Local Centering	30
2.4.5.	Viewing Topics by Changed Date.....	30
2.4.6.	Full Screen Mode	30
2.5.	Home Maps.....	31
2.5.1.	Assign a Home Map	31
2.5.2.	Open a Home Map.....	32
2.5.3.	Multiple Home Maps	32
2.6.	Saving your Maps.....	32
2.6.1.	MindMapper Map.....	33
2.6.2.	Pack.....	33
2.6.3.	Image	33
2.6.4.	Image (Selected Area).....	34
2.6.5.	Web Page.....	34
2.6.6.	Image Map	34
2.6.7.	MindMapper 12, 2009, 2008, 5.0, 4.5 – 3.0 Map	34
2.6.8.	PDF.....	34
2.6.9.	XPS	34
2.6.10.	Other Formats.....	34
2.6.11.	Password Protect (Encrypt) your Map.....	34
2.7.	Opening your Maps and other files	35

2.7.1.	Opening Mindjet MindManager files	36
2.7.2.	Opening Freemind files.....	37
2.8.	Printing your Maps	38
2.8.1.	Print Preview.....	39
2.8.2.	Print	43
2.8.3.	Print Selected Area	44
3.	Chapter 3 - Enhancing Your MindMap.....	45
3.1.	Basic Map Styles	45
3.1.1.	Sticky Notes	45
3.1.2.	Mapping Direction.....	48
3.1.3.	Branch Style	50
3.1.4.	Font Style	50
3.1.5.	Line Property	51
3.1.6.	Fill.....	51
3.1.7.	Shape	52
3.1.8.	Boundary.....	53
3.2.	Applying Colors and Themes	53
3.2.1.	Component Pane	53
3.2.2.	Color Theme	55
3.2.3.	My Pen.....	55
3.2.4.	MindMapper Background.....	56
3.3.	Legend Icons	57
3.3.1.	Change Legend Descriptions.....	58
3.4.	Cliparts and Pictures	59
3.4.1.	Cliparts.....	59
3.4.2.	Microsoft Clip Gallery	62
3.4.3.	Images.....	63
3.5.	Relations and Ties	64
3.5.1.	Relations	64
3.5.2.	Ties.....	66
3.5.3.	Flow Charts	67
3.5.4.	Concept Maps.....	68
3.6.	Auto Numbering	68
3.7.	Tables.....	69
3.7.1.	Built-in Table Feature	69

4.	Chapter 4 - Using MindMaps	71
4.1.	DropBox and MindMapper mobile apps	71
4.2.	Ideation Meetings.....	71
4.2.1.	Brainstorming	72
4.2.2.	Radiant Association	73
4.2.3.	Attribute Listing	73
4.2.4.	Process Planning	74
4.2.5.	Cause & Effect (Fishbone).....	74
4.2.6.	Backward Thinking.....	75
4.2.7.	SWOT Analysis	76
4.2.8.	Forced Connection.....	77
4.2.9.	Ideation Options	77
4.2.10.	Clock.....	79
4.3.	Spell Checking with Thesaurus	79
4.3.1.	Spell Checker.....	79
4.3.2.	Thesaurus.....	81
4.4.	Hyperlinking.....	82
4.4.1.	Inserting Web Page Hyperlinks	83
4.4.2.	Inserting File Hyperlinks	87
4.4.3.	Inserting Folder Hyperlinks.....	89
4.4.4.	Inserting Email Hyperlinks	89
4.4.5.	Hyperlink Options	90
4.4.6.	Managing Multiple Hyperlinks.....	91
4.4.7.	Repair Broken Hyperlinks	92
4.4.8.	Remove Hyperlinks	93
4.5.	Working with Fields	93
4.5.1.	Set Topic	94
4.5.2.	Cancel Topic.....	94
4.5.3.	Purge Topic	94
4.6.	Splitting and Consolidating Mind Maps.....	94
4.6.1.	Split	94
4.6.2.	Consolidate	95
4.7.	Pack and Delivery.....	96
4.8.	Using and inserting Objects.....	98
4.8.1.	Equation Editor	98

4.8.2.	Insert Special Characters	99
4.8.3.	Screen Capture	100
4.8.4.	Using OLE Objects.....	100
4.9.	Setting up MindMapper	101
4.9.1.	Hiding / Showing Menus.....	101
4.9.2.	Customizing the Quick Access Toolbar	102
4.9.3.	Current Map Style.....	103
4.9.4.	Default Style.....	104
4.9.5.	Changing Default Template	105
4.9.6.	Map Properties	106
5.	Chapter 5 - Advanced Topics	107
5.1.	Managing a Project.....	107
5.1.1.	Schedules	107
5.1.2.	Calendar Window	111
5.1.3.	Resources.....	111
5.1.4.	Achievement Rate.....	114
5.1.5.	Exporting your Map to Microsoft Project.....	115
5.2.	Presenting Your Work.....	115
5.2.1.	Brief with Outline.....	115
5.2.2.	Brief with Scenario.....	116
5.2.3.	Play Slides	117
5.2.4.	Exporting your Map to Microsoft PowerPoint	118
5.3.	Integration with Microsoft Office	118
5.3.1.	Microsoft Word	118
5.3.2.	Microsoft PowerPoint.....	122
5.3.3.	Microsoft Project	125
5.3.4.	Microsoft Excel	132
5.3.5.	Microsoft Outlook.....	135
5.3.6.	Microsoft OneNote.....	135
5.4.	More Ways to Share your Mind Maps with Others.....	137
5.4.1.	Send As Map Attachment	138
5.4.2.	Send As Image Attachment	138
5.4.3.	Send As Image Attachment (Selected Area).....	138
5.4.4.	Send As Pack Attachment.....	138
5.4.5.	Send As PDF Attachment	138

5.5.	Personal Knowledge Management System (PKMS)	138
5.5.1.	Extract Topics.....	139
5.5.2.	Search Maps	142
5.5.3.	Search Internet	143
5.5.4.	Create Folder Map.....	145
5.5.5.	Sort Topics	148
6.	Chapter 6 – MindMapper Collaboration Service	150
6.1.	Introduction	150
6.1.1.	MindMapper Collaboration Service.....	151
6.1.2.	MindMapper Collaboration Benefits.....	151
6.1.3.	MindMapper Collaboration Features	151
6.1.4.	MindMapper Collaboration Process.....	151
6.1.5.	MindMapper Collaboration Requirements	152
6.2.	Getting Ready	153
6.2.1.	Updating MindMapper	153
6.2.2.	Create an Account	153
6.3.	Create a New Collaboration Session.....	154
6.4.	Collaboration Meeting Email	155
6.5.	Arena Site Menu Explained.....	156
6.5.1.	Collaboration Menu.....	156
6.6.	Join a Meeting.....	157
6.6.1.	For Account Holders	157
6.6.2.	For Participants.....	158
6.7.	Running a Meeting.....	159
6.7.1.	MindMapper Collaboration Window	159
6.7.2.	Attendee List.....	160
6.7.3.	Chat.....	160
6.7.4.	Add Attendee.....	161
6.7.5.	Request Reply	161
6.7.6.	Change Moderator.....	162
6.8.	Vote.....	162
6.9.	Minutes	162
6.9.1.	Preview	163
6.9.2.	Save.....	163
6.9.3.	Tool	163

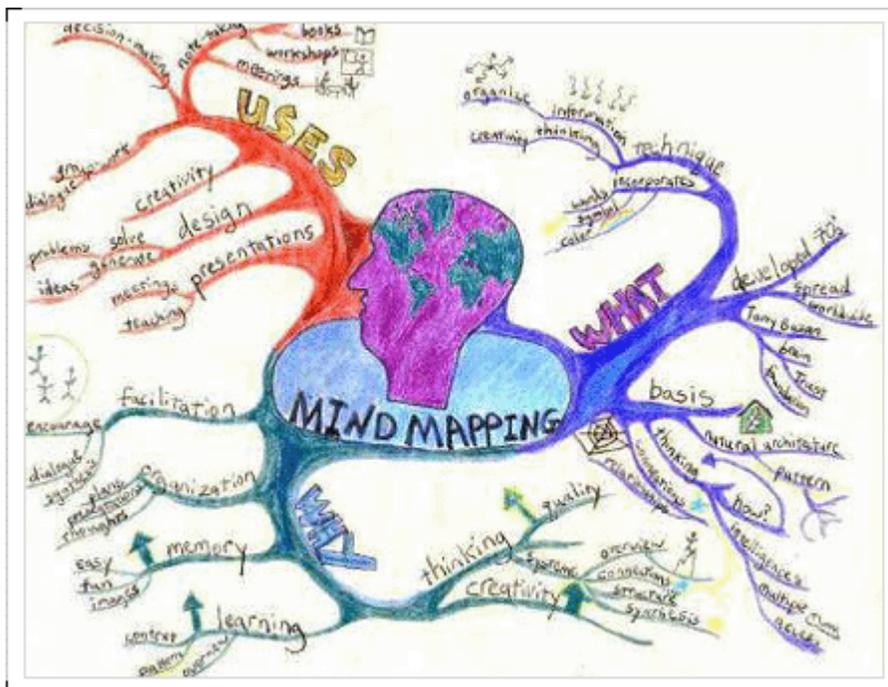
6.10.	Control	163
6.10.1.	Create Meeting Link.....	164
6.10.2.	Attendee Statistics.....	164
6.10.3.	Split Meeting.....	164
6.10.4.	Topic Permission.....	164
6.10.5.	Save Limit.....	164
6.10.6.	Version.....	164
6.11.	Ending a Meeting.....	165
6.11.1.	End the meeting now for everyone.....	166
6.11.2.	Keep meeting open for others but quit my session	166
6.12.	Collaboration Service Options	166

1. Chapter 1 - Getting Started

1.1. Mapping Concept

1.1.1. What is Mind Mapping?

Mind map is simply a visualization tool which helps you think and learn more proficiently. A mind map is a graphic diagram used to represent your thoughts and ideas, tasks, or other items linked to a central key idea or theme. It is used to generate, visualize, structure and classify ideas. Mind maps are used as an aid in study, organization, problem solving, and decision making. Mind Mapping is the most effective, “brain-friendly” way for you to turn your unorganized, linear, fleeting ideas and thoughts into a structured, visual “map”. Mind Map represents the best of both worlds by resembling the visual aspects of a flow chart and the organizational structure of an outline.



Mind map is an image-centered diagram that represents semantic or other connections between portions of information. By presenting these connections in a radial, non-linear graphical manner, it encourages a brainstorming approach to any given organizational task, eliminating the hurdle of initially establishing an intrinsically appropriate or relevant conceptual framework to work within.

Most often the map involves images, words, and lines. The elements are arranged intuitively according to the importance of the concepts and they are organized into groupings, branches, or areas. The uniform graphic formulation of the semantic structure of information on the method of gathering knowledge may aid recall of existing memories.

1.1.2. Why do I need Mind Mapping?

The process of getting your thoughts organized.

The ability to arrange information from many sources in a logical order has become the single most important factor for business survival in the modern world.

The old linear pattern of thinking, by reading and describing from left to right - top to bottom - creates many problems when it comes to organizing the information we receive. One reason is that much of our information input comes through our senses - eyes, ears, etc. Then the information hits the brain.

The human brain has left and right hemispheres, each with its own nature and functions. We have an incredible ability to process information which initially appears to have no pattern or order. This makes the thinking process very powerful - but it also makes it very complex.

The brain can process visual information in a highly efficient manner. This means that, if you can 'see' your thoughts in some way - such as a map - you can understand and re-order the relationships between different topics.

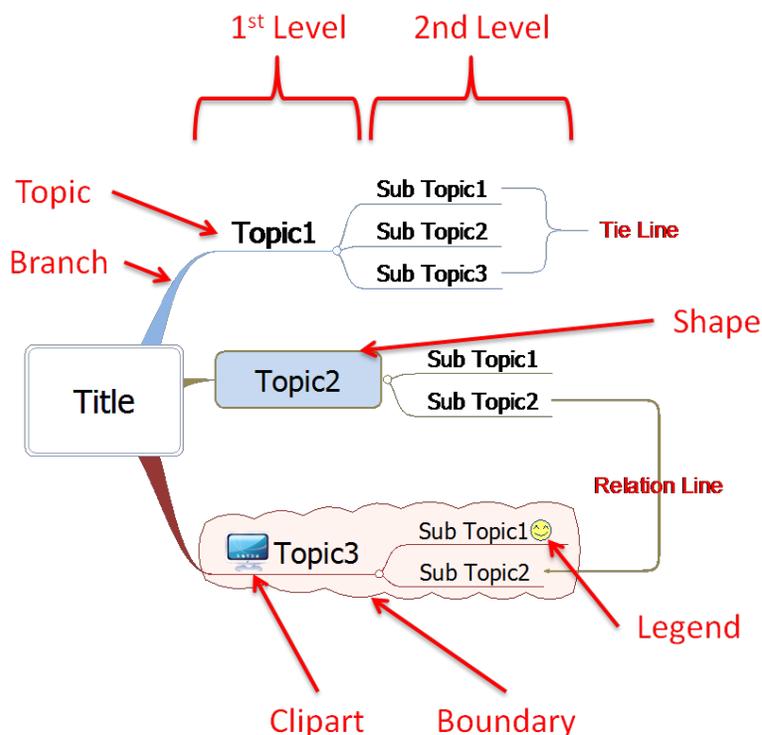
1.1.3. What are the Basic Principles?

The basic principles can be defined as:

- Think as you work. This means getting ideas down on the page, without much concern for hierarchy and flow in the beginning.
- Break big topics into their logic parts, and create these as sub-topics (branches).
- If there are logical flows in a Map process, reflect them in the structure of the Map. This may mean sometimes going linear instead of radial with the Map design.
- Add notes, icons and graphics to make the Map as informative as possible. If you add notes as you think of them, you're less likely to forget the information later.
- If a Map is for a project plan, add schedule information to create clear time frames for appropriate topics.

Remember to save and backup important Map files. Mapping is an iterative process - which means the ideas build and grow from other ideas. 'Brain-storming' can generate a brilliant set of ideas; these ideas may never happen in the same way again, so don't lose them!

1.1.4. Mind Map Elements



1.1.4.1. *Title*

The map title is the main topic of the central idea that you want to create as a map. It is the central point, and everything else branches from it.

1.1.4.2. *Topic*

A Topic is the basic unit of a Mind Map. When you add a topic to a topic, you create a new branch that leads out a level to a new sub-topic.

1.1.4.3. *Branch*

A branch is a small but critical element in a map. Branch lines connect topics between two adjacent levels, showing their relationship. There is no limit to the number of branches at each level.

1.1.4.4. *Level*

This is the hierarchy of branches, as they are mapped around a topic. You have probably seen the rings in the cross-section of a sawn log, or the ripple pattern created by an object thrown into a pond. They radiate out from the center. The same theory applies in the formation of a map, as thoughts spread out from the main topic. The number of levels might be limited by the memory capacity of a computer, but there is no limit in theory. In the sample map above, Level One consists of three branches (Topic 1, Topic 2, and Topic 3). The seven sub branches define Level two.

1.1.4.5. *Other Elements*

Legends are small picture symbols that are used to put Map topics into categories. This makes it easy to read which topics in the Map go together.

Graphics, in the form of Clip Art pictures, can be easily added. Their main purpose is to improve the look of the Map. Pictures can also help readers to understand the meaning of sections of the Map.

Boundary and **Shape** can add emphasis to your topics.

Tie Lines and **Relation Lines** can show additional relationships within a map.

1.2. Mind Map Benefits

1.2.1. Benefits

Scholars have claimed that the mind map is a vastly superior note-taking method than the traditional methods. Mind mapping utilizes the full range of left and right human cortical skills to tap into the unused mental potential. Researchers have also shown that graphical organizers have superior recall than text outlines.

Mind Map Benefits	
Learning	Reduce those 'tons of work'. Feel good about study, revision and exams. Have confidence in your learning abilities.
Overview	See the whole picture, the global view, at once. Understand the links and connections.
Concentrating	Focus on the task for better results. Using all of your cortical skills attracts your attention.
Memorizing	Easy recall. 'See' the information in your mind's eye.
Organizing	Be on top of all of the details for parties, holidays, projects or any other subject.
Presenting	Speeches are clear, relaxed and alive. You can be at your best.

Communicating	In all forms with clarity and conciseness.
Planning	Orchestrate all details and aspects from beginning to end on one piece of paper.
Collaborating	Multiple users can simultaneously work on the same map for remote collaboration meeting
Meetings	From planning to agenda, to chairing, to taking the minutes ... the jobs are completed with speed and efficiency.
Training	From preparation to presentation they make the job easier and much faster.
Thinking	Having a method to analyze thoughts - almost a 'way-station' for them.
Negotiating	All the issues, your position and maneuverability in one sheet.
Brainstorming	Random thoughts are generated and appropriately assessed in real time

1.2.2. Applications

Mind maps have many applications in business, educational, and personal environments.

1.2.2.1. *Professional Business Environment*

- Project Management
- Planning
- Collaborating & Communicating
- Brainstorming
- Meetings
- Training
- Negotiating
- Clarifying thoughts and ideas

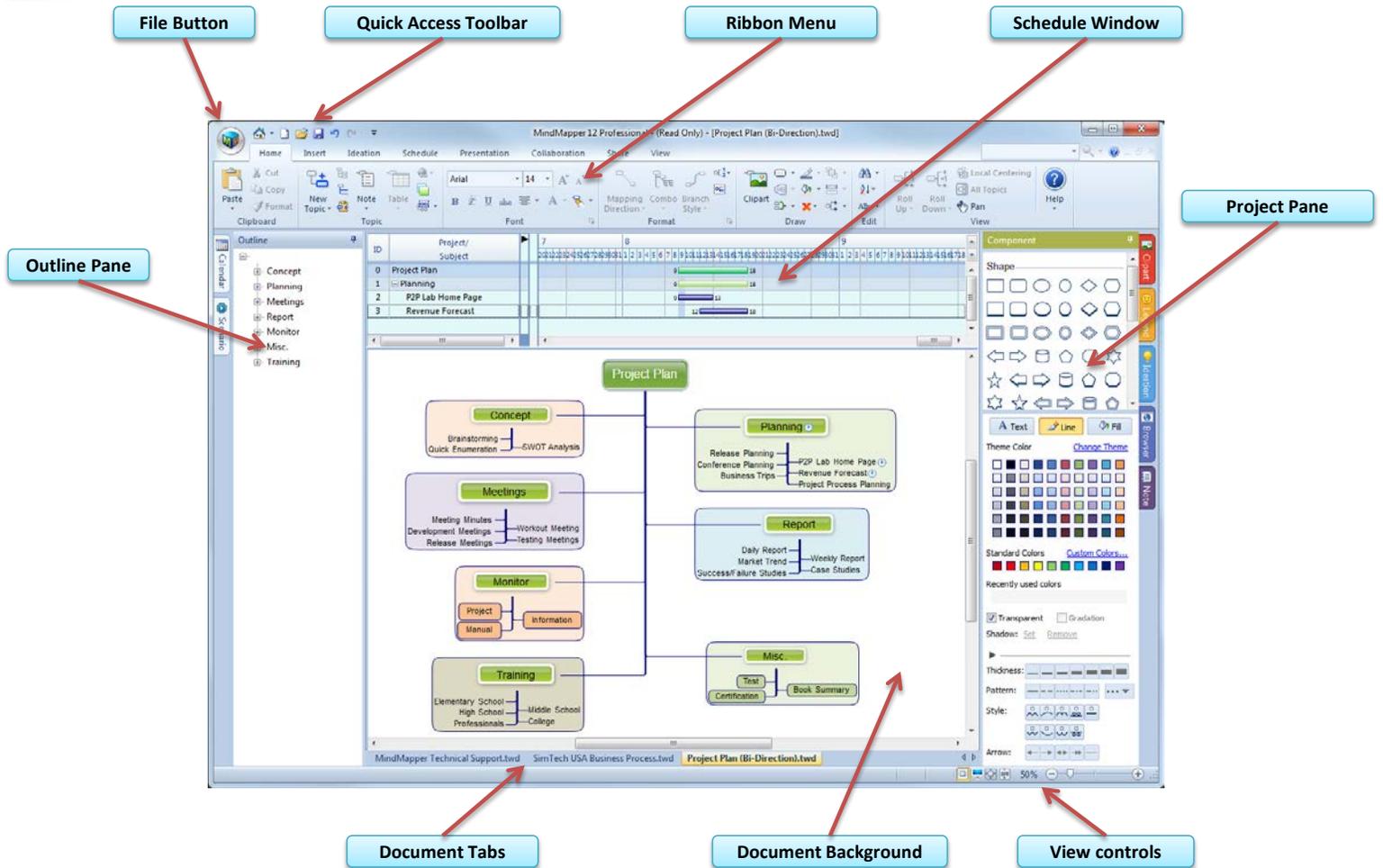
1.2.2.2. *Academic Environment*

- Note taking
- Report Organizing
- Presentations
- Exam study

1.2.2.3. *Small Business or Personal/Family environment*

- Tasks and to-do lists
- Personal projects
- Organizing
- Problem analyzing and solving
- Clarifying thoughts and ideas

1.3. MindMapper 12 Screen Layout



1.3.1. Quick Access Toolbar

Quick Access Toolbar has your most basic commands for Opening and Saving a file. You can customize the Quick Access Toolbar by right-clicking on the toolbar.

1.3.2. File (MindMapper) Button

MindMapper Button is similar to File menu in a traditional menu structure. The entire file Open/Save operations can be found here. Also the program options are located here as well.

1.3.3. Ribbon Menu

1.3.3.1. Home Tab

Home tab contains the most basic and popular commands you need to construct a mind map.

1.3.3.2. Ideation Tab

The concept of Ideation is new to MindMapper 12. This tab contains features which allow a user or a group of users to come up with different ideas based on a pre-defined set of meeting styles.

1.3.3.3. Schedule Tab

For Project Managers and other who wish to utilize the Scheduling feature, the commands are found here.

1.3.3.4. Presentation Tab

No need to export to PowerPoint to give your presentation. You can present your mind map directly from within MindMapper.

1.3.3.5. *Collaboration Tab*

Collaboration tab contain commands for online collaboration using MindMapper

1.3.3.6. *Tool Tab*

Tool tab contains features to add objects and extract and structure data

1.3.3.7. *View Tab*

With this tab, you can control the screen functions of MindMapper, such as Zooming and Panning.

1.3.4. **Schedule Window**

Schedule Window shows the defined Schedules and Resources. This window can be toggled with F4 button.

1.3.5. **Project Pane**

Project pane contains different windows to help you work more efficiently. Project Pane contains Cliparts, Legends, Ideation, Browser, and Note windows.

1.3.6. **View Controls**

View Controls contain quick controls to view your maps, such as zoom in and out, full screen more, etc.

1.3.7. **Document Background**

Background is your main working area of MindMapper.

1.3.8. **Document Tab**

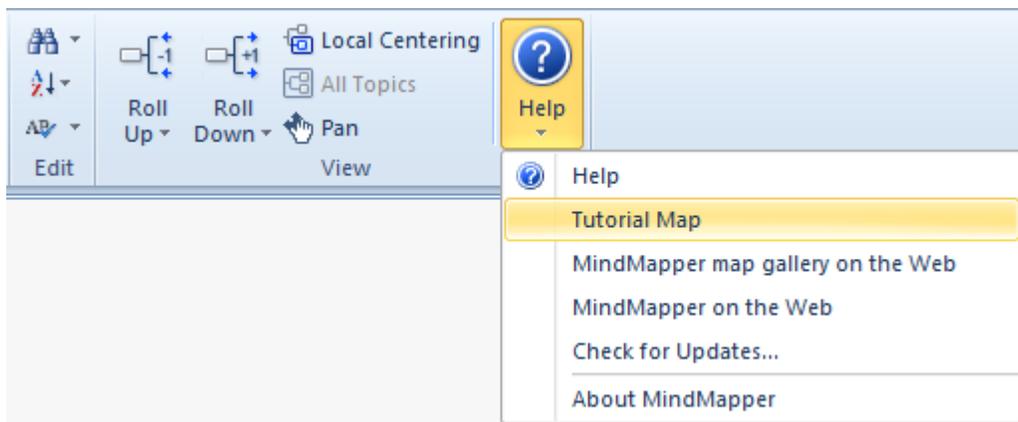
Document tab shows all the currently opened maps. You can quickly navigate between them by clicking on each document tab.

1.3.9. **Outline Pane**

Outline pane shows your current map in a traditional Outline form. This window is toggled with the F8 key.

1.4. **Tutorial Map**

Tutorial Map is readily available by clicking the Question button, then choosing Tutorial Map.



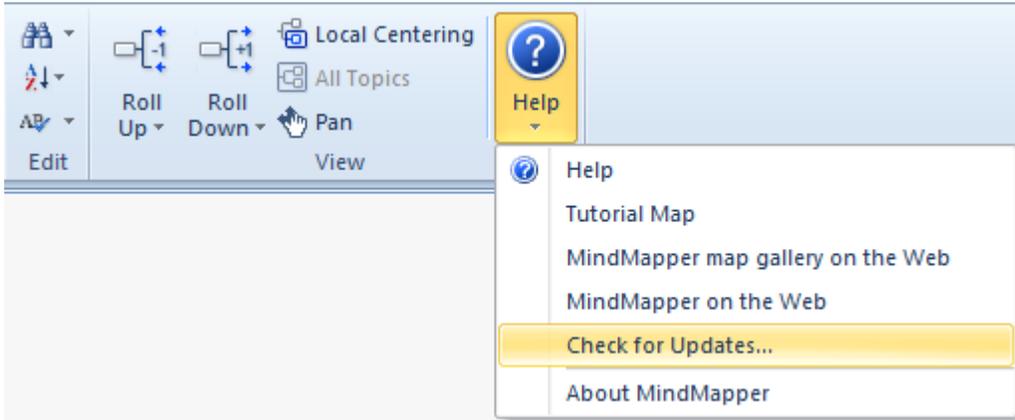
Tutorial Map contains the following important links:

Tutorial Map - quickly learn how to create a basic mind map

Sample Maps - see all different types of mind maps you can create with MindMapper

1.5. MindMapper Updates

You can check for MindMapper updates in the same Help menu as the Tutorial Map

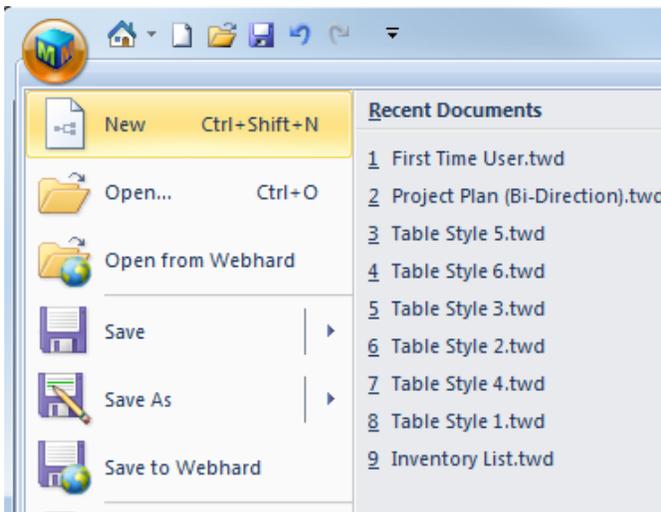


New updates will have bug fixes and small feature additions, so be sure to periodically check this link.

2. Chapter 2 - Creating a MindMap

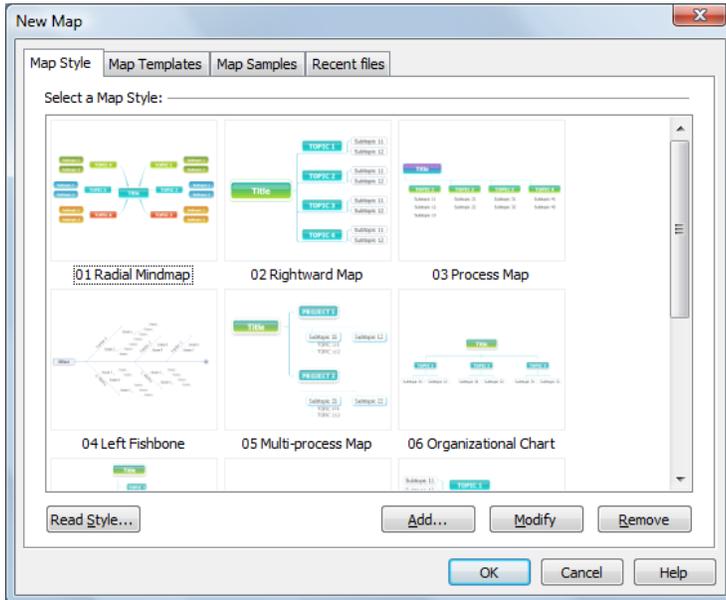
2.1. Starting a New Map

2.1.1. Starting a new map with pre-defined Styles.



To start a new map, press the MindMapper button, then New. Or you can press Ctrl+Shift+n

You'll see this New Map window appear.



Map Style - This tab shows different types of Mind Maps you can create. No matter which style you start with, you can always change it later.

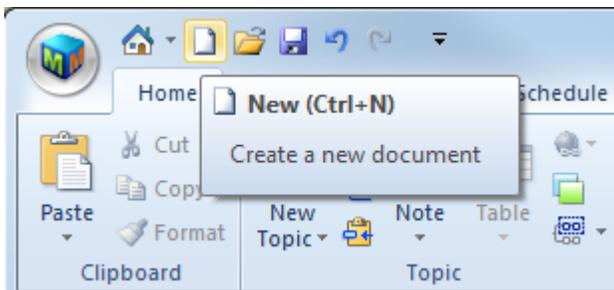
Map Template - This tab shows pre-installed templates you can use

Map Samples - This tab shows the sample maps that you can use as a guide for your own map

Recent Files - This tab lists your recently opened files.

You may add more Map Styles and Templates. You can even edit any of the Styles or Templates to fit your own mapping needs.

2.1.2. Starting with a Blank New Map



You can also choose to start a new map with the default style shipped with MindMapper. This can be started with the keyboard, Ctrl+n, or by clicking on the New icon in the Quick Access Toolbar.

2.2. Adding Topics

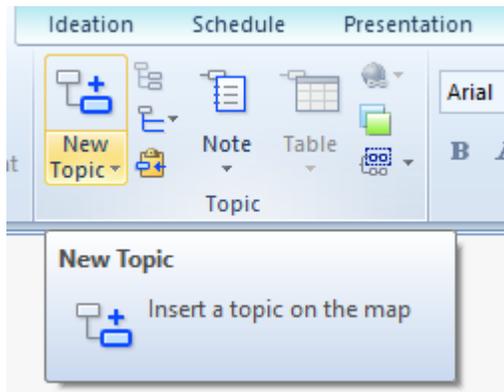
2.2.1. Add First Level Topics

After you have created a new Mind Map and entered the name of the main topic for the Map, your next step is to add the first level of branching topics. These may be the major tasks for a project, or the main parts of a process or plan.

By default, new topics are created as sub topic of the selected topic. If the Title is selected, each added topic will become the first level topics. If a first level topic is selected, then each added topic will be a second level topic.

To add topics, simply select a Topic by clicking once with the mouse. The selected topic will have a dotted outline around it to show that it is selected. Then you can choose any of the following methods:

- Press the Space Bar. A new branch will appear. Now you can start typing
- Press the New Topic button in the Home Tab

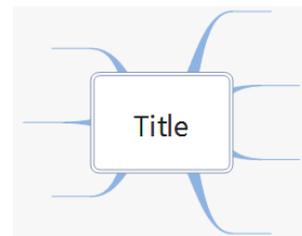


- The simplest way to add a topic is to just start typing after the parent topic is selected.

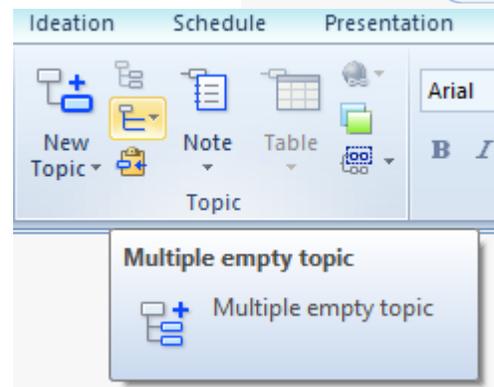
2.2.2. Adding Multiple Topics Quickly

With the keyboard, pressing Shift+<number> will automatically create multiple branches matching the inputted number. The branches will be empty, so you will need to fill in each branch by double-clicking each branch to enter a text value. See section 2.3 Editing Topics.

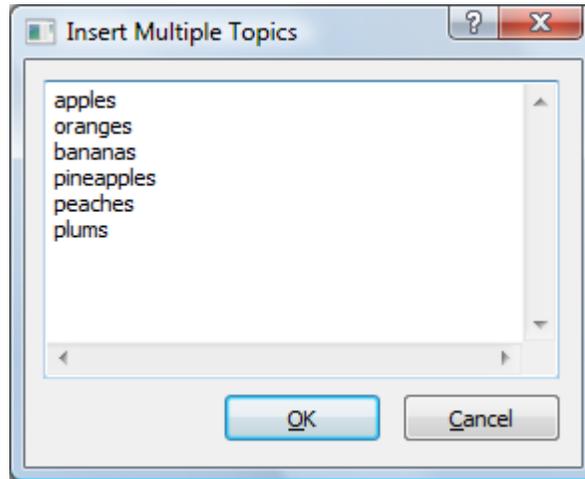
Example: Pressing Shift+7 when the Title is selected will produce the following map:



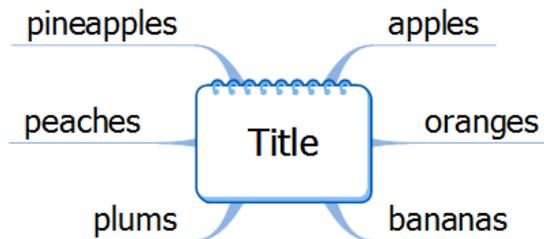
Another way to quickly enter multiple topics is by clicking Multiple menu. This command is also accessible by pressing Ctrl+Space



You'll see Insert Multiple Topics window. Just type in multiple items and press Enter after each item.



When you press OK, you'll have a map with multiple topics

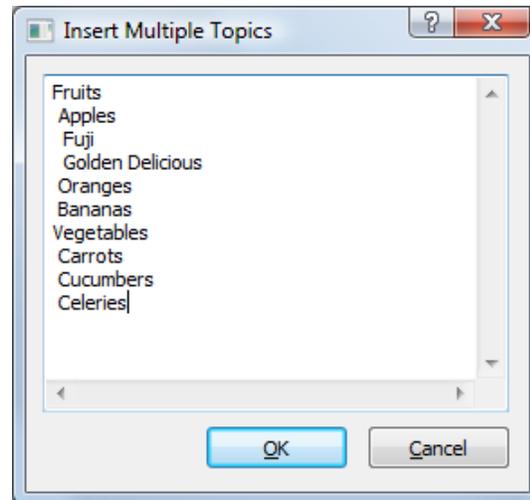


2.2.3. Adding Multiple Topics with Topic Levels

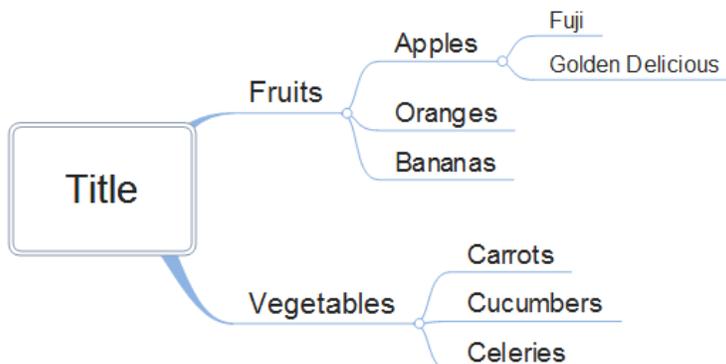
The above example shows adding multiple topics that are all on the same topic level. You can use the Insert Multiple Topics dialog box to add topics of different level by indenting each line with a space or multiple spaces.

In this example, Apples, Oranges, Carrots, Cucumbers, and Celeries are indented with one space.

Fuji and Golden Delicious are indented with 2 spaces.



And this shows the result:

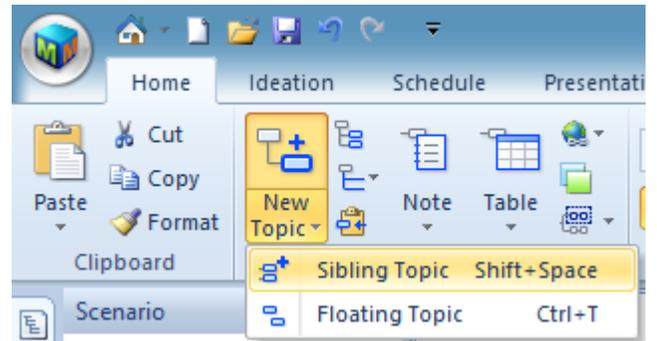


2.2.4. Adding Sibling Topics

By default, MindMapper will add new topic as a child of the currently selected topic. To add a sibling topic instead of a child topic, press New Topic button and then choose Sibling Topic menu.

Keyboard Shortcut: Shift+Space

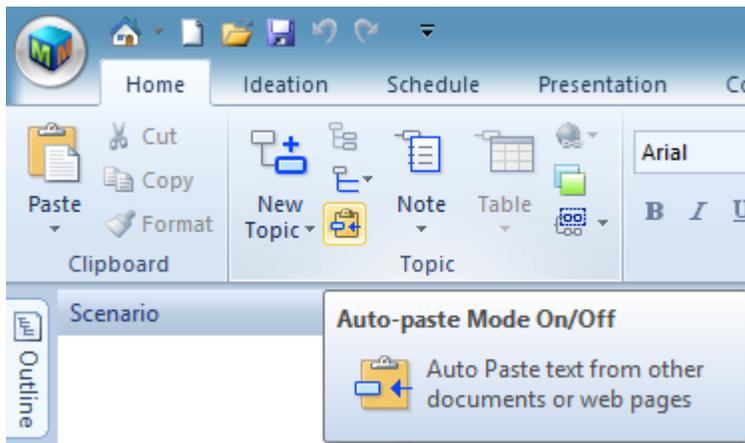
To add a sibling topic above the selected topic, use the **keyboard shortcut Ctrl+Shift+Space**.



2.2.5. Auto Pasting Topics

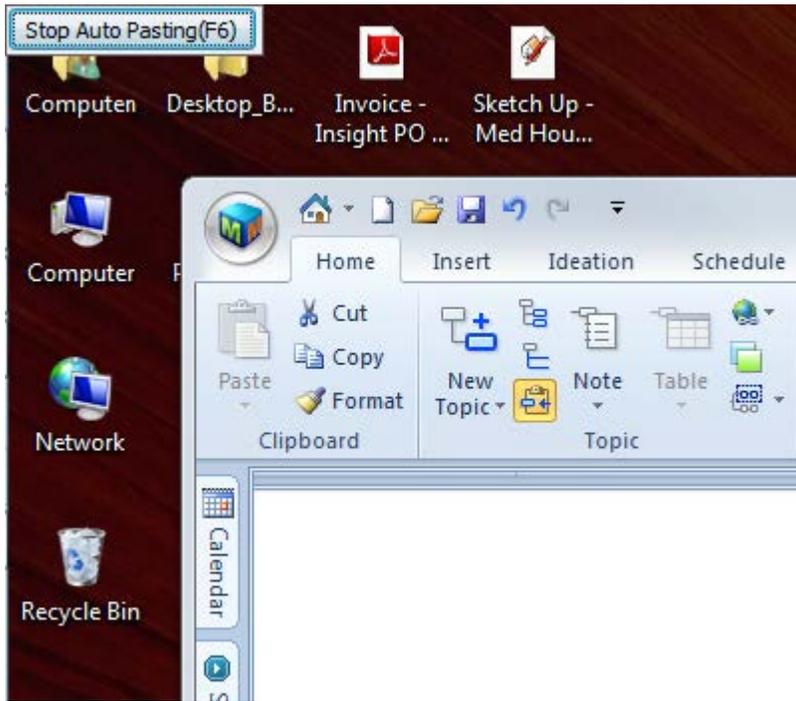
Auto Pasting lets you quickly add topics to your map without tediously typing each topic.

In Auto Paste mode, any text you highlight with your mouse in another application, such as Internet Explorer or Microsoft Word, automatically gets pasted into MindMapper as a topic text.



Keyboard Shortcut: F6

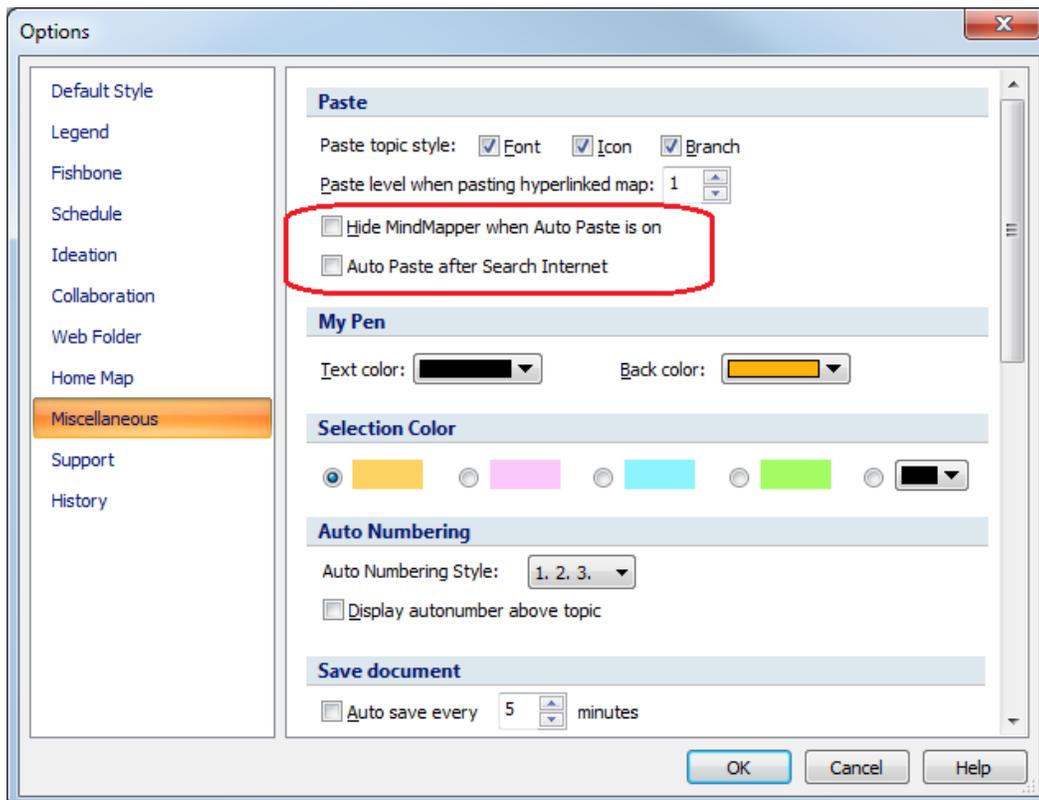
When you click this button, MindMapper goes into Auto Pasting Mode, and "Stop Auto Pasting (F6)" button appears in the top-left corner of your window.



To cancel Auto Pasting, click that button or press the F6 key.

2.2.5.1. Auto Paste Options

Auto Paste options are found in the Miscellaneous tab of Options Dialog (MindMapper Button, MindMapper Options)



Hide MindMapper when Auto Paste is on: When this checkbox is checked, MindMapper window automatically minimizes while Auto Paste is on. When Auto Paste is turned off, MindMapper window re-appears.

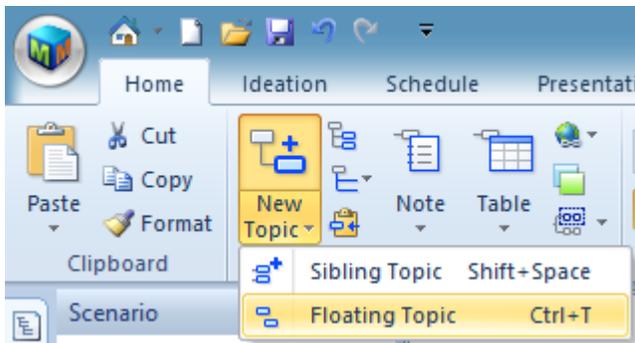
Auto Paste after Search Internet: When this checkbox is checked, MindMapper automatically started Auto Paste mode whenever Search Internet function is invoked. See Section 5.5.3 for Search Internet.

2.2.6. Floating Topics

Floating topics serve two purposes:

- 1) Have text "floating" on the background, not connected to any topics
- 2) Have another central title so you can have multiple maps on the page.

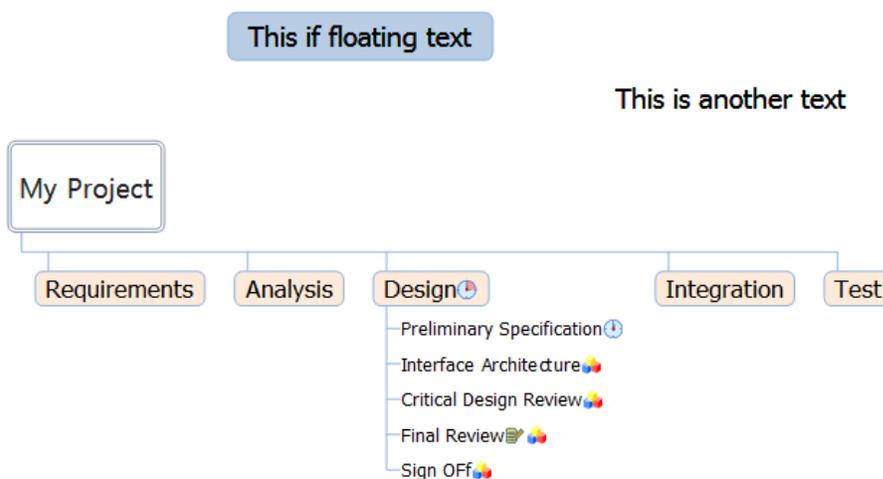
To enter a floating topic, press New Topic, then Floating Topic.



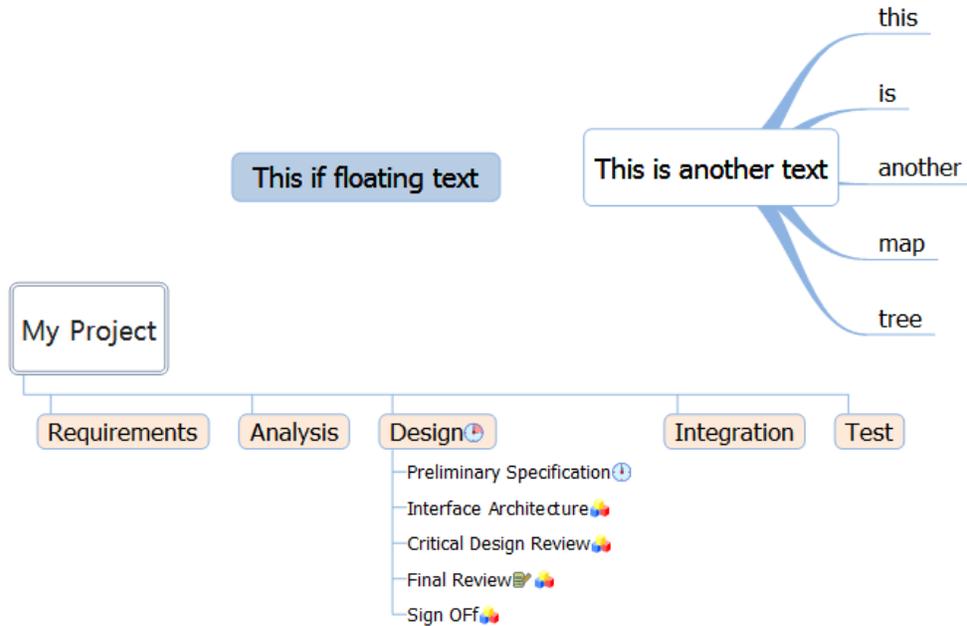
Mouse Shortcut: Just click anywhere on the Background where you want the text, and type away.

Keyboard Shortcut: Ctrl-T

Example below shows two floating texts in the map.



This example shows a second mind map spawning from a floating text



2.3. Editing Topics

2.3.1. Change Topic Text

To change the Title or any of the Topic text, simply select the topic and press F2. Double clicking the topic will also enter editing mode.

You can also open Edit Text dialog box by selecting a topic and pressing Shift+Enter. This will open the Edit Text dialog box.

2.3.2. Moving Topics around

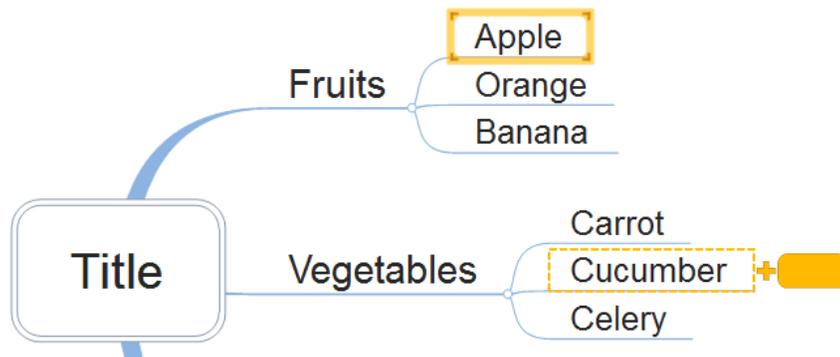
You can grab any topic and drag it to a new location.

2.3.2.1. Moving to a new Child Topic

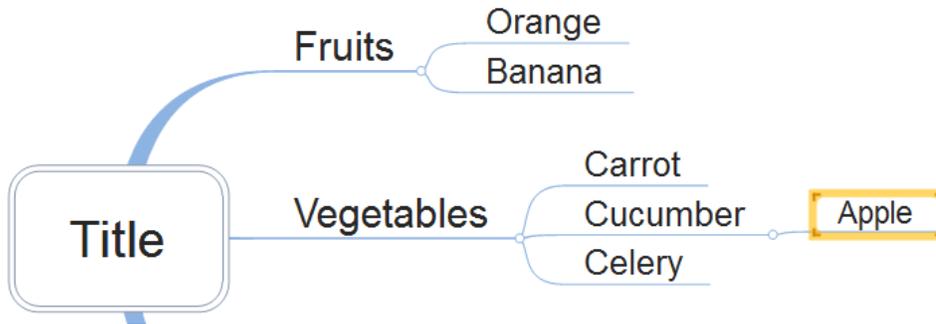
This exercise will show moving the topic “Apple” as a child topic to “Cucumber”

Click and drag Apple toward Cucumber

As you want this to be a child of Cucumber, hover the mouse toward the end of Cucumber, and you’ll see an orange placement marker appear.



Release the mouse button, and Apple now is move to a child of Cucumber.

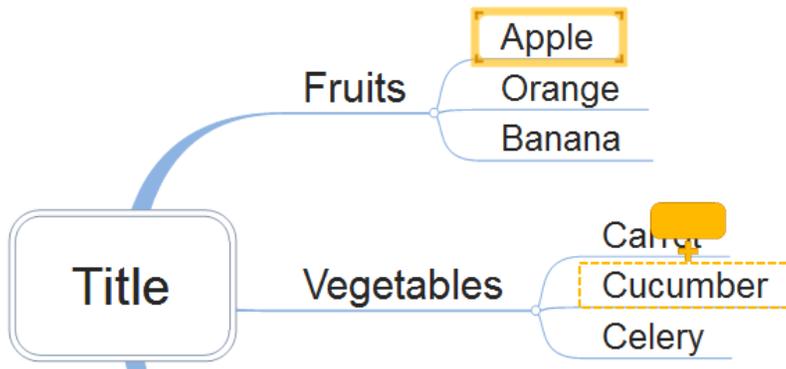


2.3.2.2. *Moving to a new Sibling Topic*

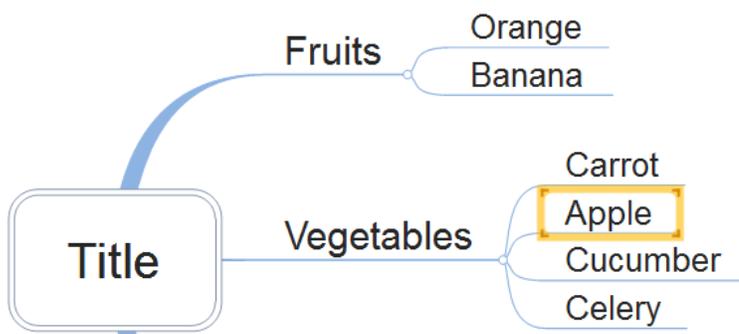
This will show how to move topic and place it above or below (as a sibling) an existing topic.

Click and drag Apple toward Cucumber.

As you want this as a sibling of Cucumber, hover the mouse above Cucumber. You'll see an orange placement marker appear.



Release the mouse button, and Apple is now a sibling of Cucumber.



To move Apple below Cucumber, just hover the mouse below Cucumber, and you'll see similar placement market under Cucumber.

Pressing the Ctrl key during the entire process will Copy the topic instead of Moving it.

2.3.3. Cut, Copy and Paste

As with most applications running on Windows, MindMapper supports Cut, Copy and Paste. You can find these commands in the menus, or use the keyboard shortcuts, Ctrl+x, Ctrl+c, and Ctrl+v. You can even copy & paste from MindMapper to other apps, and also from other apps to MindMapper.

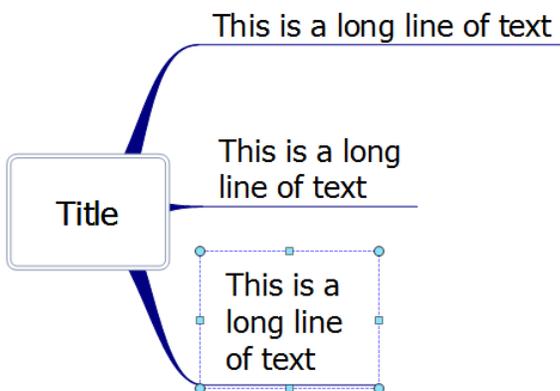
2.3.4. Undo and Redo

Undo and Redo buttons are found on the Quick Access Toolbar. You can undo any mistake, so don't be shy experimenting with MindMapper. MindMapper supports 99 levels of Undo.

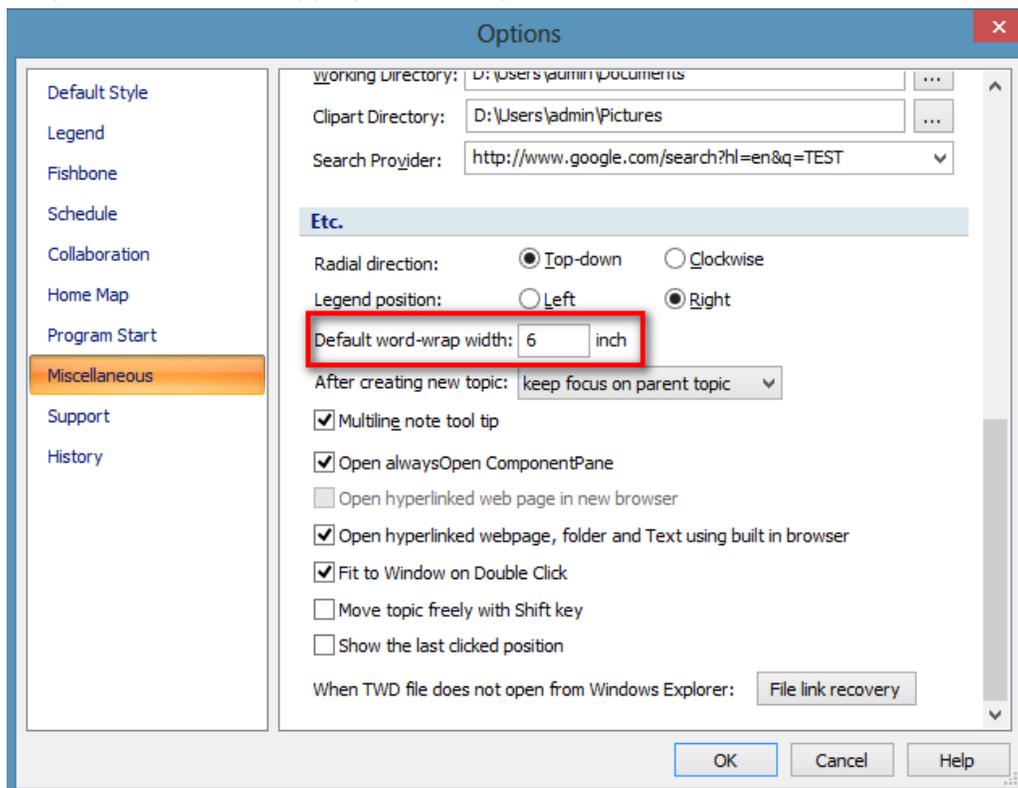
2.3.5. Word Wrapping

MindMapper provides 3 different methods to break a long topic into multiple-line topics.

- Press Ctrl-Enter where you want to line break to occur
- Select the topic, and then use one of the sizing handles to drag the text box. The text will wrap accordingly



- Set your default line wrapping from the Options menu



Word Wrapping and Sizing Operations

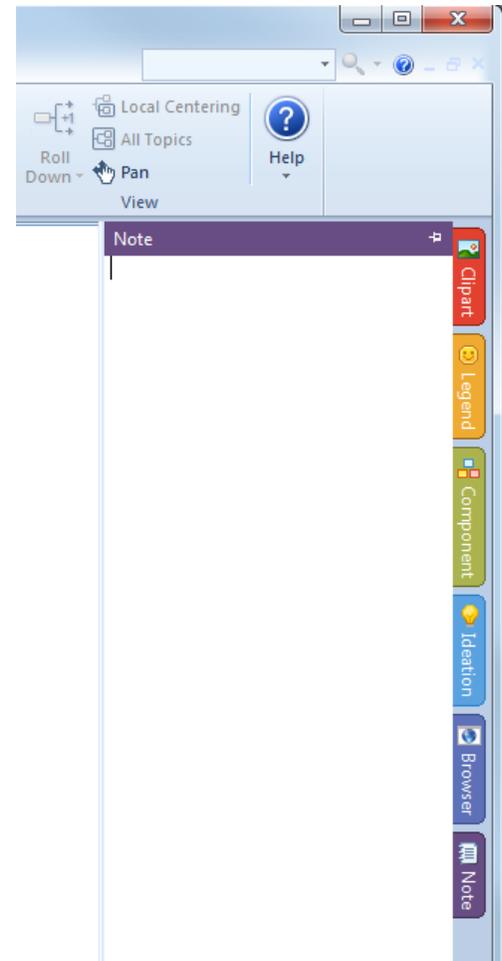
- Shift Double click any text sizing handles to cancel word wrapping
- Double click left or right sizing handles to remove extra horizontal spaces
- Double click up or down sizing handles to remove extra vertical spaces
- Double click any corner sizing handles to remove all extra spaces
- You can select multiple topics for sizing operations

2.3.6. Adding Topic Notes

Concept of Mind Mapping is to just enter few key words to help you remember and recall the associated information. However, not everyone has a photographic memory, and there will be a need to record more than just a few key words. Using the Notes window, you can add full sentences, paragraphs, or even pictures to help you organize your thoughts.

Notes windows is in the Project pane on the right side of the screen. Click Note tab and a Note window will open.

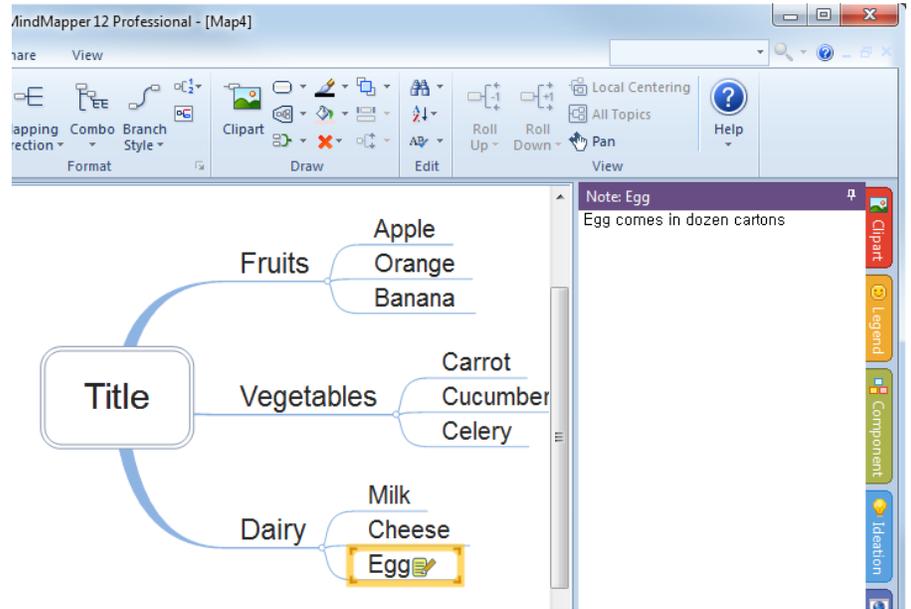
Or you can use the **keyboard shortcut of F3** to toggle the Notes Window.



When you toggle the Notes window by pressing Note or pressing F3, the Notes window will appear at the right side of the MindMapper Window.

You can then enter text or even copy pictures into this Notes Window. When you're finished, just click anywhere in the background. You'll notice that your topic now has a small yellow Note icon, indicating that it has a note.

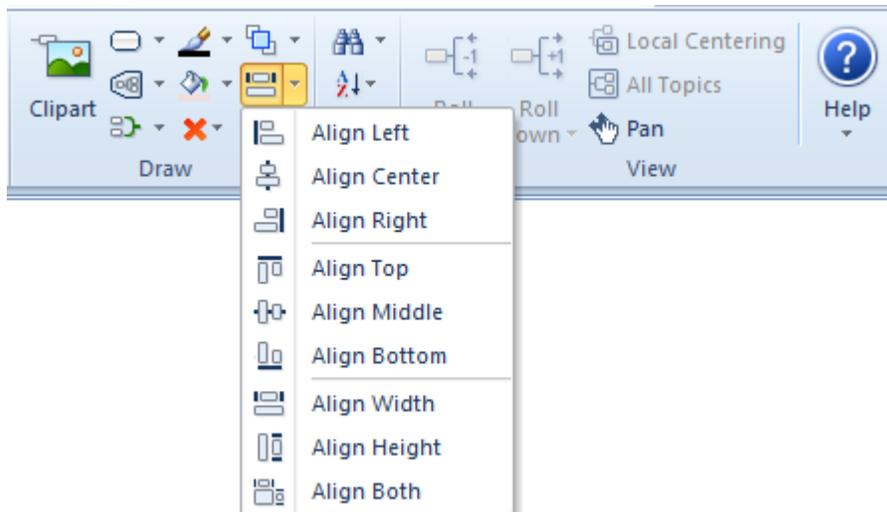
This sample shows that topic Eggs has a Note associated with it. The Note is "Eggs come in dozen cartons"

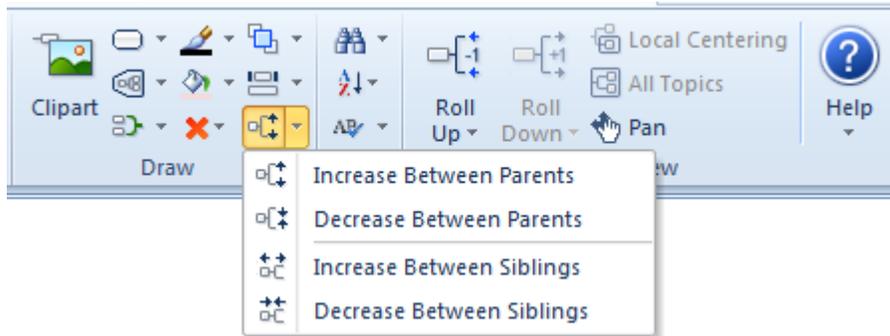


2.3.7. Aligning Topics

Align command is in the Draw group of the Home tab.

Select multiple topics then choose one of the aligning commands to make your mind map topics neat and organized.





Spacing command is in Draw group of Home tab.

You can also control spacing between sibling topics or between a parent and a child.

Between Parents - will increase or decrease the branch length, thus changing the length between a parent and a child

Between Siblings - will increase or decrease spacing between sibling topics

2.4. Viewing and Navigating MindMapper

2.4.1. Zooming



2.4.1.1. Zoom Controls

You can zoom in an out of your map many different ways.

With your Mouse: Hold Ctrl, then use the Scroll Wheel to zoom in and out

With your Keyboard: "=" to zoom in, "-" to zoom out

With your Menu: View tab, Zoom button

2.4.1.2. Zoom Area

Click Zoom Area, and then select an area on the screen using your mouse. Program will zoom into the rectangular area selected with your mouse.

2.4.1.3. Fit to Window

You can also zoom to see your entire map. This command is called Fit to Window.

Keyboard shortcut is Ctrl+F5. In the menus, it's in the Zoom menu

2.4.2. Panning

You can also easily Pan, or move your MindMap around so you can see other parts of your map.

With your Mouse: Right-click the background area and drag the mouse

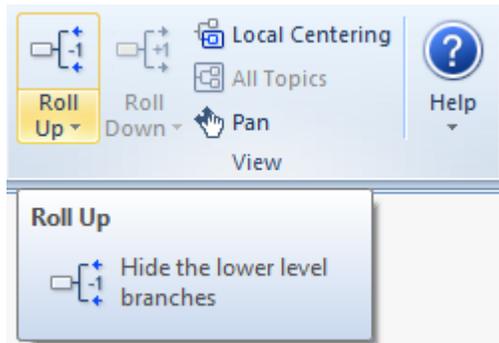
With your Menu: Click the Pan button then use your left mouse button to drag. Click Pan button again to turn off the feature.

2.4.3. Roll Up / Roll Down

As you add more topics to your map, it's inevitable that some maps will become quite complex with many topics and many levels of branches.

You can use Roll Up / Down commands to make your map look simpler. And you can use these commands to work on one area of the map at a time.

Roll Up / Down commands are located in the Scope group of the View tab.



2.4.3.1. Roll Up (one level)

Roll Up command will hide the last showing branch level of the selected tree. If the main title is selected, all last level branches will be hidden. If only a sub-tree is chosen, then only the last level branches in this sub-tree will be hidden.

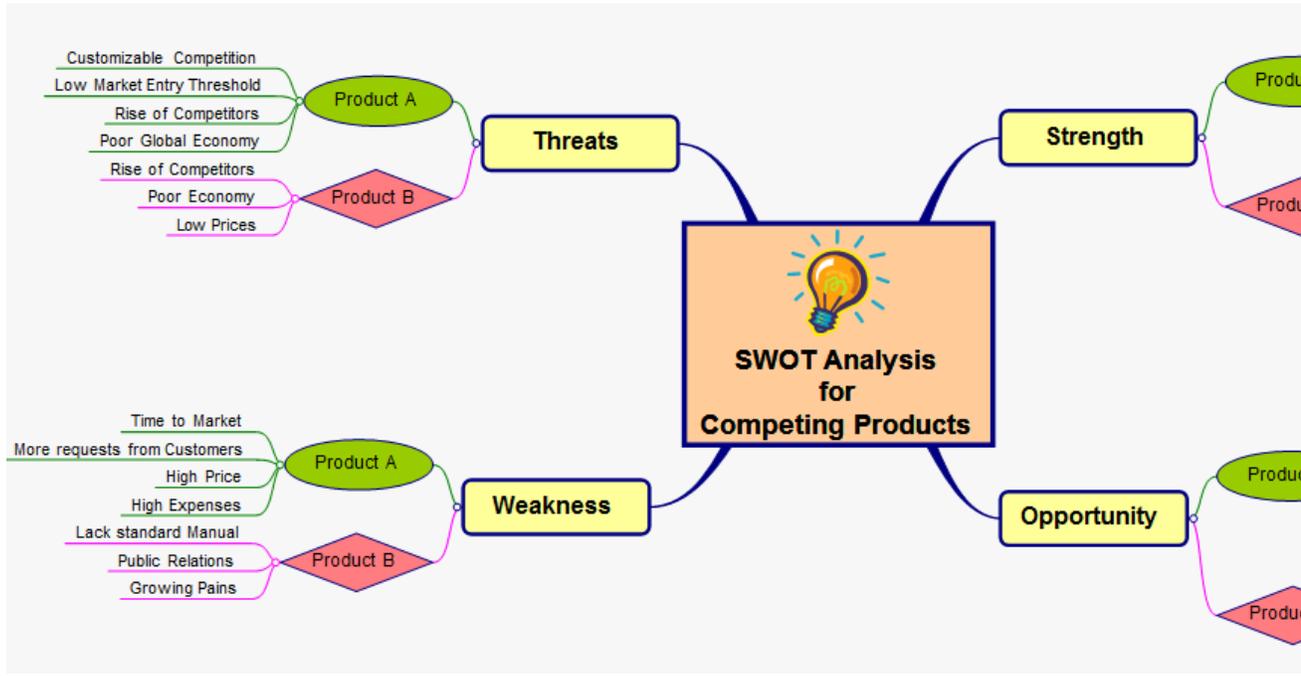
You can press Roll Up repeatedly until there are no more topics to show.

When you Roll Up, you still have topics attached, but they are just hidden.

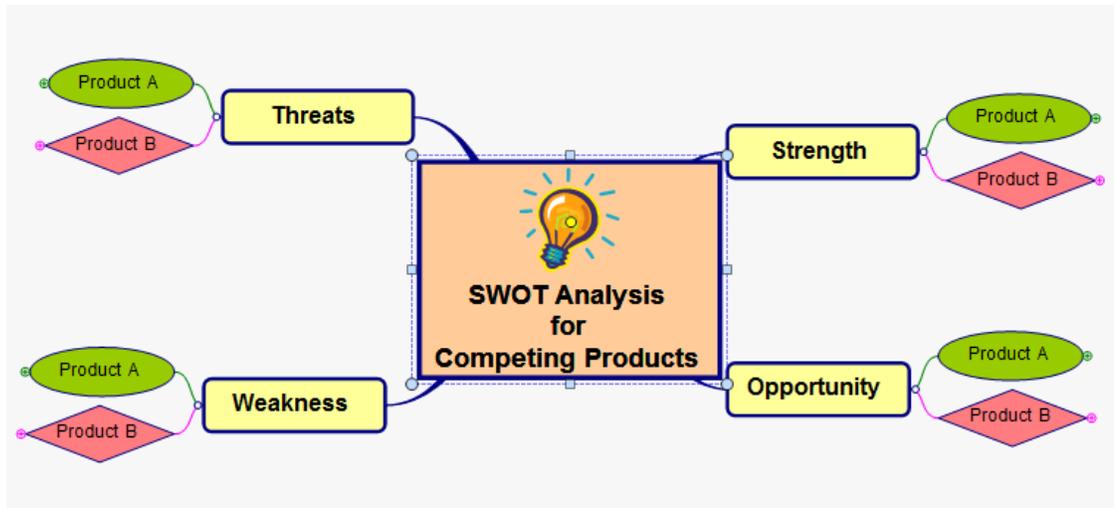
Mouse Shortcut: Hover your mouse between the parent and child topics where the branch lines converse. Your mouse cursor will switch to a squiggly cursor. Click left mouse button

Keyboard Shortcut: Alt+Up Arrow

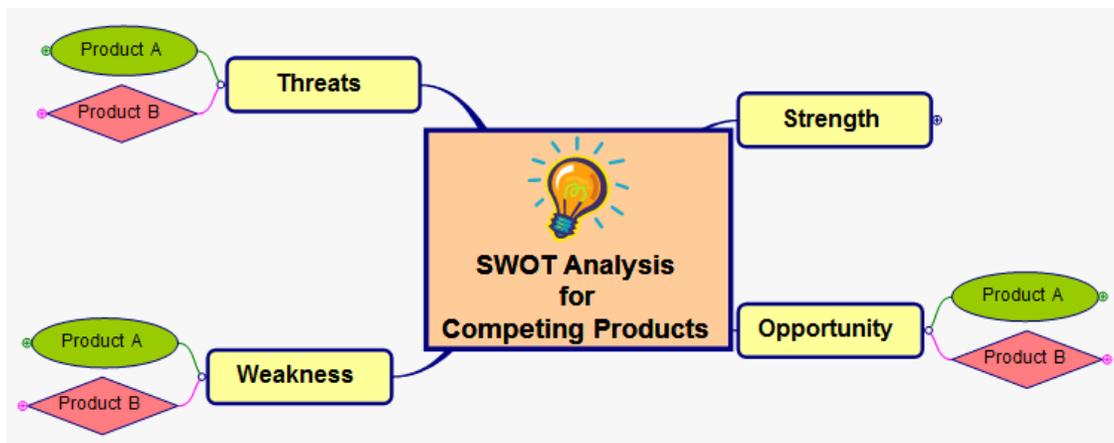
Example:



Select Title (Swot Analysis) and click Roll Up, and you'll get the following.



Now click Strength, and click Roll Up, and you'll get the following:



2.4.3.2. Roll Down (one level)

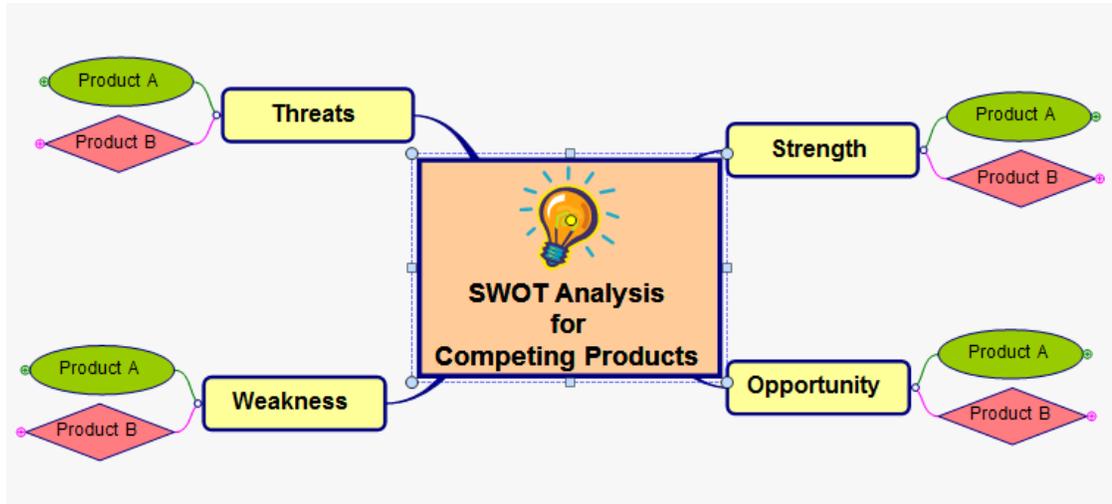
Roll Down does the opposite of Roll Up. If you have child topics hidden with Roll Up Command, then Roll Down command will again show the one child Topic level.

Mouse Shortcut: Click on the circle with a small cross symbol next to the topic

Keyboard Shortcut: Alt+Down Arrow

Example:

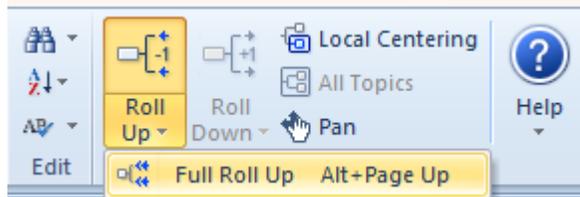
Continuing the example from above (2.4.3.1), if you choose Strength and click Roll Down, you'll get the following:



2.4.3.3. Full Roll Up

Full Roll Up command rolls up all your topics and sub topics with one command.

If you choose the Title text and choose Full Roll Up, all child branches will be hidden and you'll only be left with the Title text



2.4.3.4. Full Roll Down

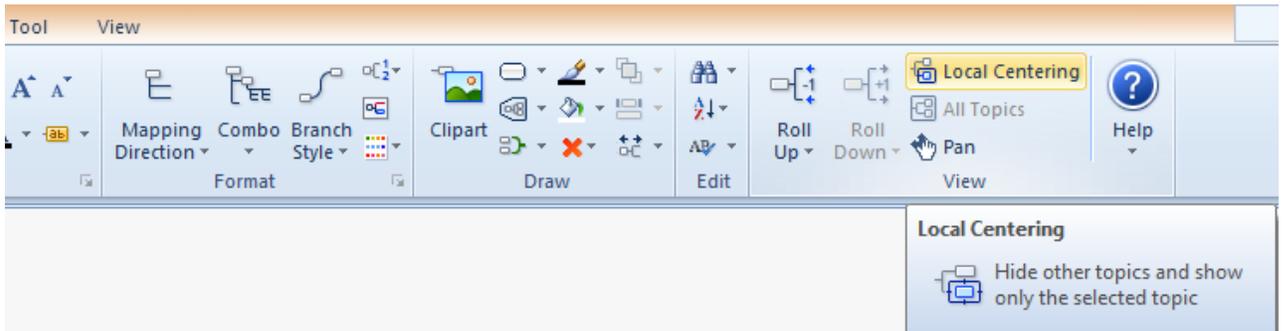
Full Roll Down command rolls down all your topics and sub topics with one command, so you'll see the entire tree with all your child topics

2.4.3.5. Conditional Roll Down

Conditional Roll Down is similar to Roll down, in that it will cause one child level to roll down. The difference is, whereas Roll Down will roll one child level down for all your branches, conditional roll down will remember your last roll up position, and then roll down one level only the topics that have not been rolled-up previously.

2.4.4. Local Centering

Local Centering is used to hide all other topics except for the one you want to view. This is especially helpful if you want to concentrate working on one topic of your complex map.

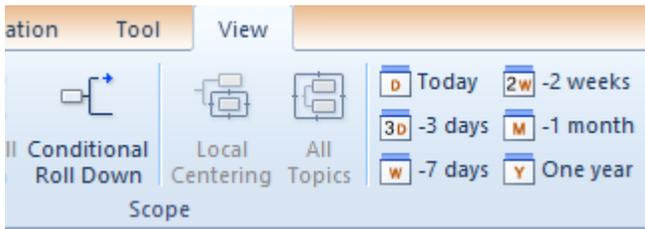


Click on one of the sub-topics, and then click Local Centering. You'll notice that now you only see the sub topics you had selected.

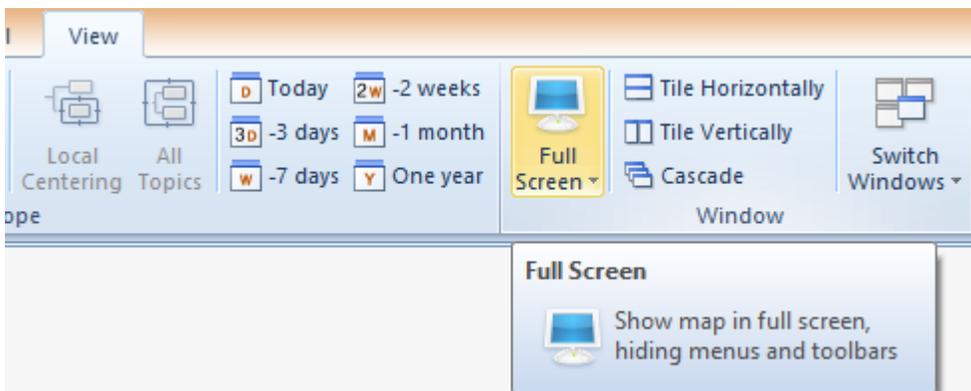
Press All Topics to go back to viewing all Topics again.

2.4.5. Viewing Topics by Changed Date

Highlight topics changed in the given scope. i.e. Clicking -3 days will highlight all topics created or changed in the last 3 days.



2.4.6. Full Screen Mode



2.4.6.1. Full Screen

If you wish to maximize your monitor's real estate space, pressing Full Screen will maximize the MindMapper window and also hide all menus and toolbars so you have the most optimal space to work on your maps.

Press ESC to return to normal mode.

2.4.6.2. Full Window

Full Window is similar to Full Screen except your MindMapper window is not maximized. Instead, the window size is kept the same, but the menus and toolbars will be hidden so you can maximize your current window.

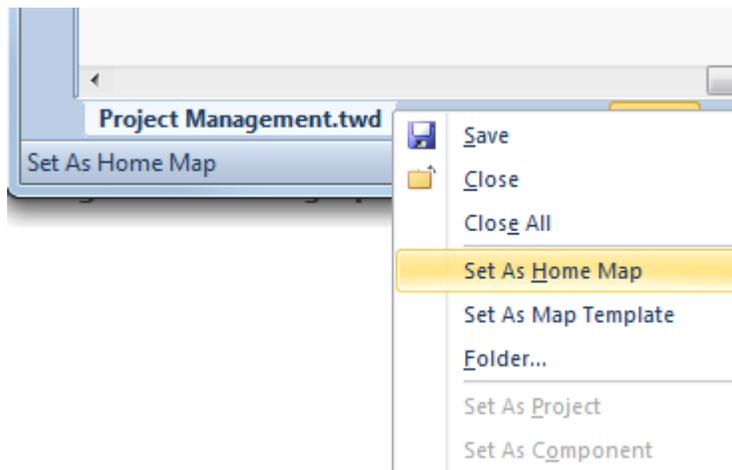
Press ESC to return to normal mode.

2.5. Home Maps

You can assign one or more maps you use frequently as Home Map. Once assigned, you can open this map quickly just by pressing the Home icon

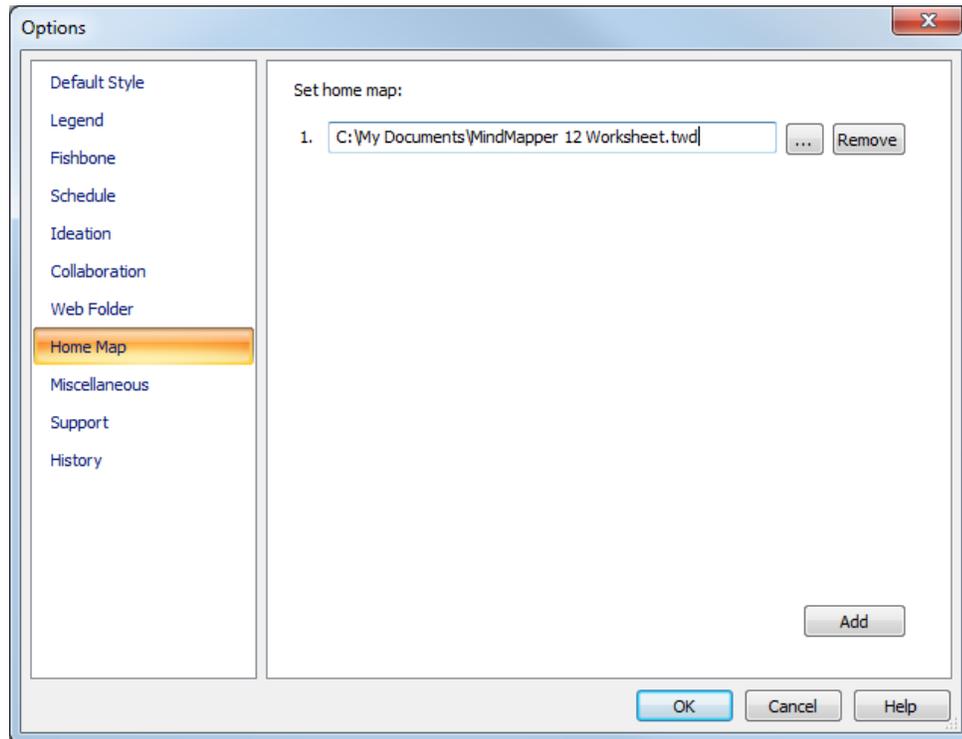
2.5.1. Assign a Home Map

To assign a map a Home Map, open the map. Then right-click the document tab for this map and press Set as Home Map.



You can also set Home map by clicking the Home icon in the Quick Access Menu.





2.5.2. Open a Home Map

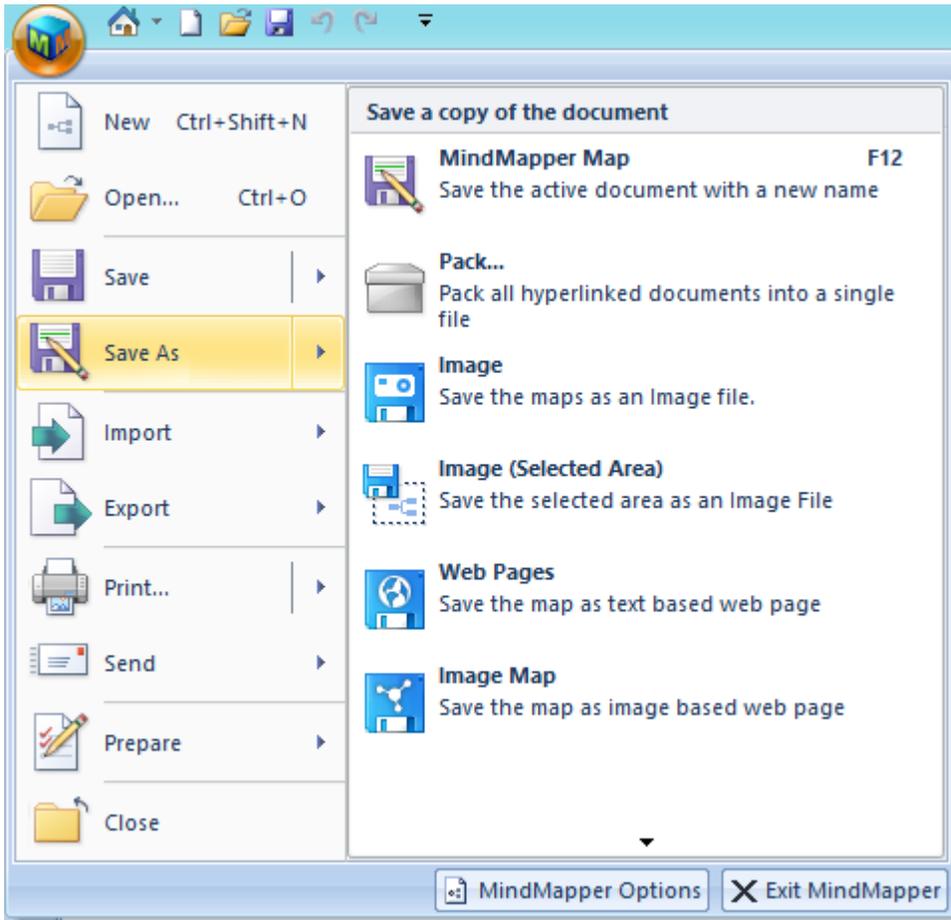
To open your Home Map, press the Home icon in the upper left portion of the MindMapper window.



2.5.3. Multiple Home Maps

You can have up to 10 home maps assigned. To add an additional home map, go to the Home Map options dialog in 2.5.1, and then click Add to add an additional home map.

2.6. Saving your Maps



2.6.1. MindMapper Map

Choosing Save will save your map in default MindMapper TWDX format. If you're saving your work for the first time, you'll be prompted to choose the folder where you wish to save the file.

2.6.2. Pack

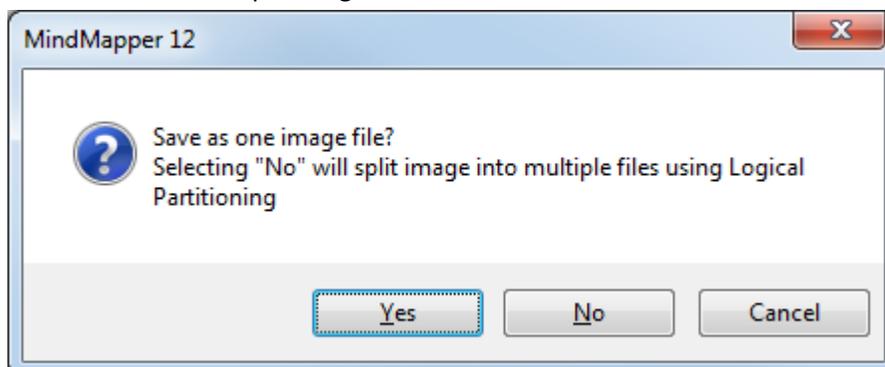
Pack will gather all hyperlinks files on the current map, such as Word or Excel, then package them in one file for ease of sending. Its function is similar to Zip files.

2.6.3. Image

Save your current map as an image file. Your image choices are JPG, BMP, EMF, GIF, TIF, and PNG formats.

2.6.3.1. Save as JPG using Logical Partitioning

Instead of saving your large map into a single JPG image file, you can now logically divide your map and save them into multiple image files.



Selecting "Yes" will save file into one image file (as with previous versions of MindMapper).

Selecting "No" will split your map and save them into multiple images that are automatically numbered.

2.6.4. **Image (Selected Area)**

Select an area of your current map, then save the selected area as an image file.

2.6.5. **Web Page**

Save your current map as a Web Page (HTML document) so you can publish on the Web Server. The links you have in your maps are preserved. However only text portion of your map is Saved, the graphical design of your mind map is not saved.

To save the graphical design, please see "Save as Image Map"

2.6.6. **Image Map**

Save your current map as a Web Page(HTML document) while preserving the graphical design of your mind map. This is especially helpful when you wish to emphasize the graphical relationship or flow of your mind map.

2.6.7. **MindMapper 12, 2009, 2008, 5.0, 4.5 – 3.0 Map**

If you have colleagues are using our legacy versions and you wish to share your maps with them, you need to save your file as one of the previous versions for compatibility.

2.6.8. **PDF**

Save your mind map as a PDF document. PDF is the global standard document format. You can save your mind maps as PDF file and most everyone will be able to view your mind map.

2.6.9. **XPS**

XPS, or XML Paper Specification, is another standard for saving documents in XML format. If your colleague supports XPS, then you can save your maps in this format.

2.6.10. **Other Formats**

Text Save your map as text file, preserving only your topic text

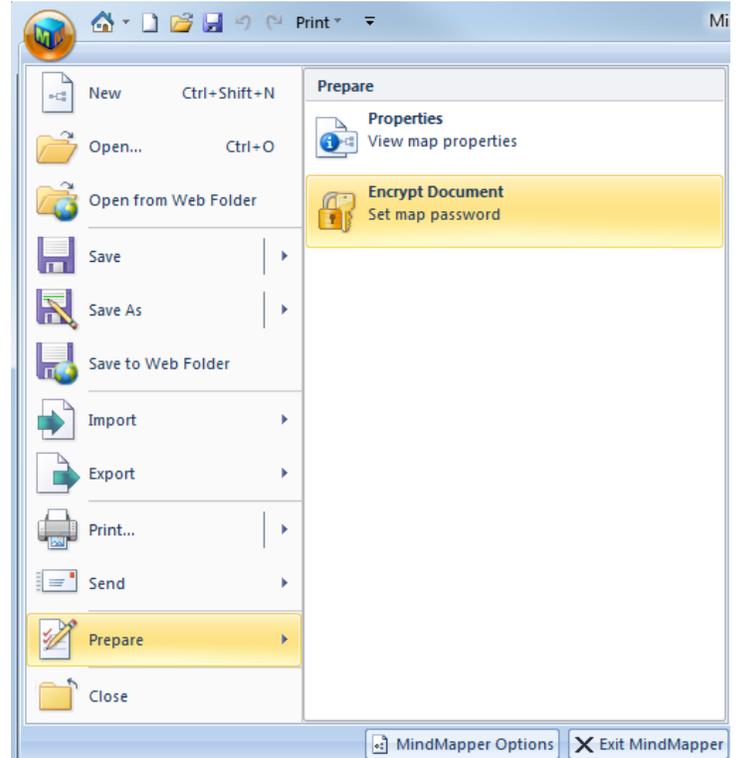
RTF Save your map as Rich Text Format file

XML Save your map as Extensible Markup Language file

2.6.11. **Password Protect (Encrypt) your Map**

You can apply a password to your map containing confidential information so others cannot open the file.

To access the Password dialog, press Encrypt Document in Prepare section of the MindMapper menu.

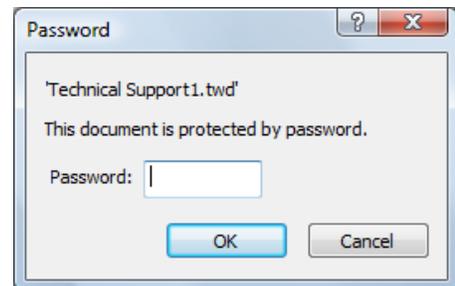


Enter the password and confirm it by entering it again.

Please be sure to remember your password. File with password cannot be opened if you forget the password.

When opening the Password Protected file, you'll need to type in the password:

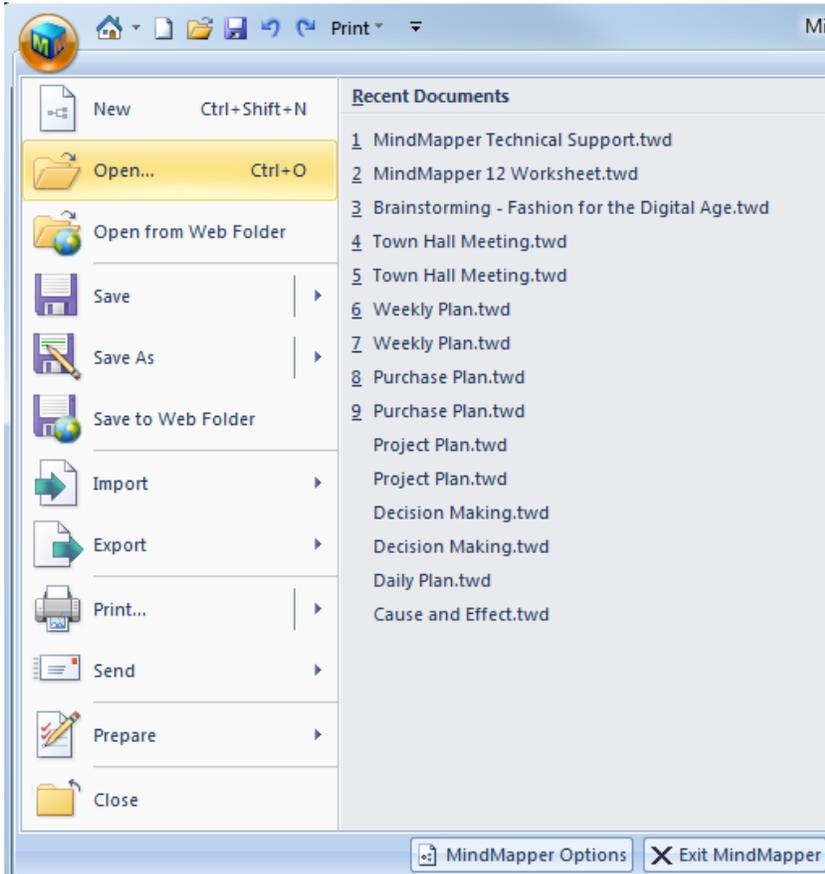
To Remove the Password, open the file, the goto the Password Dialog box and and erase your password.



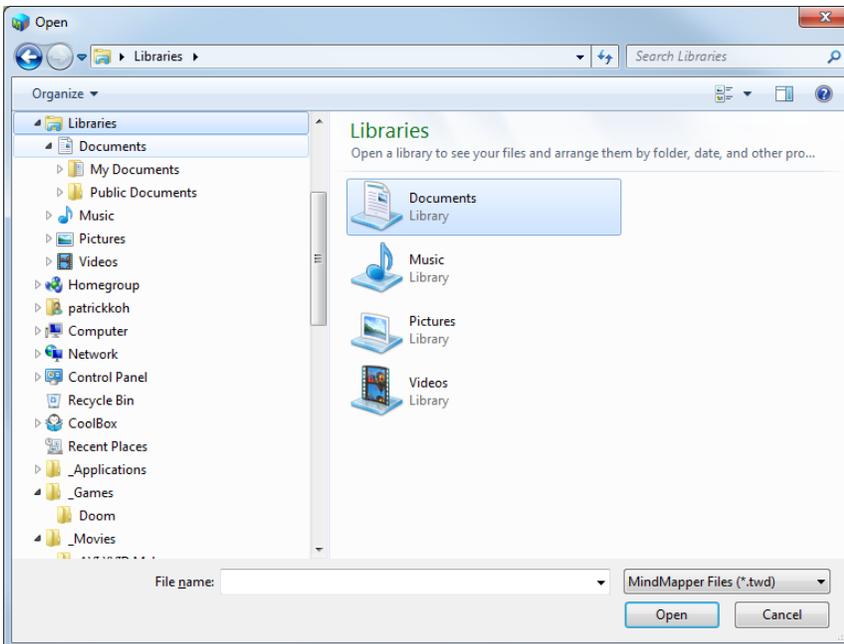
2.7. Opening your Maps and other files

You can open MindMapper files and also many other files with MindMapper.

Open dialog box is in File Menu

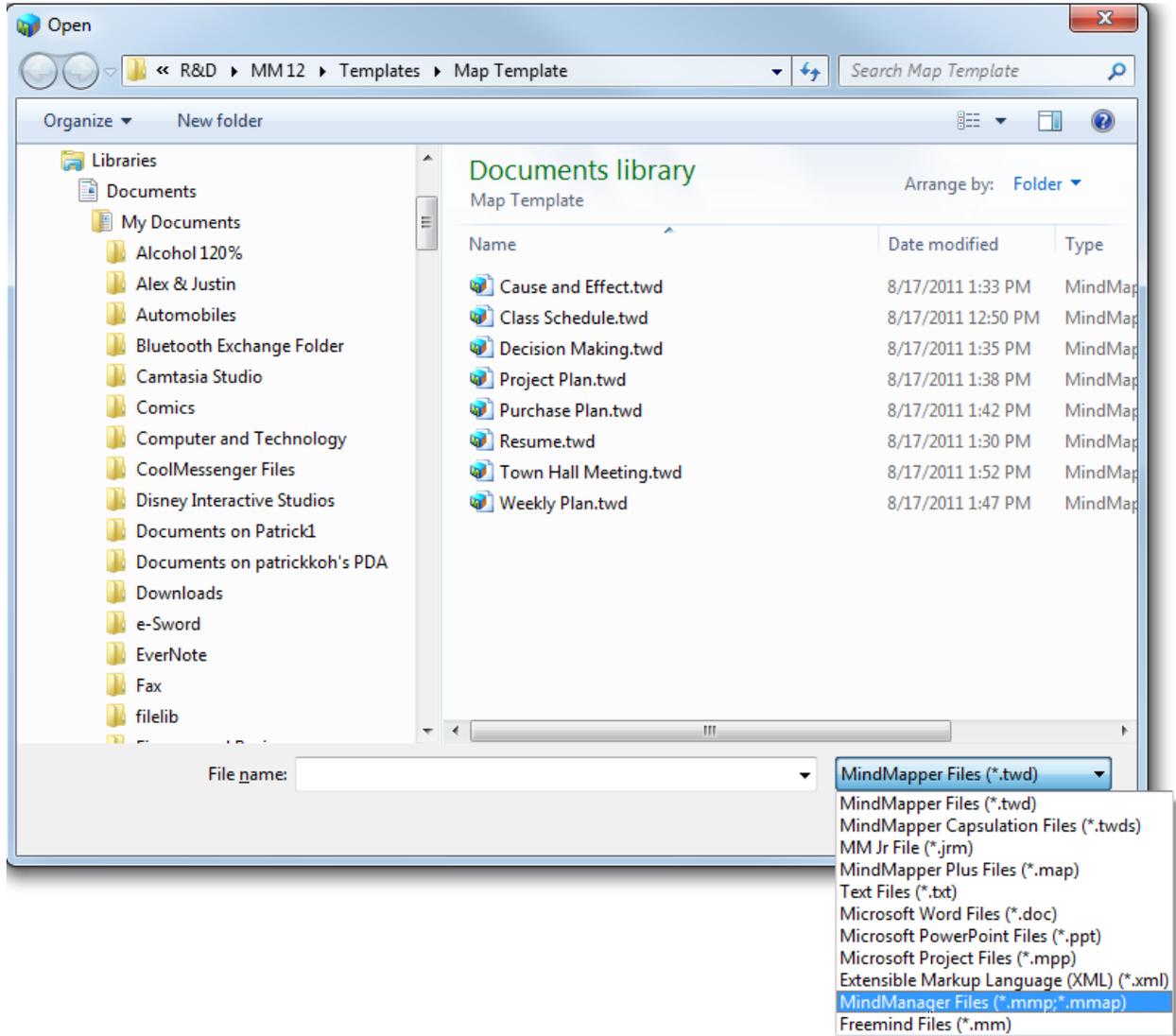


That will open the Open dialog box:



2.7.1. Opening Mindjet MindManager files

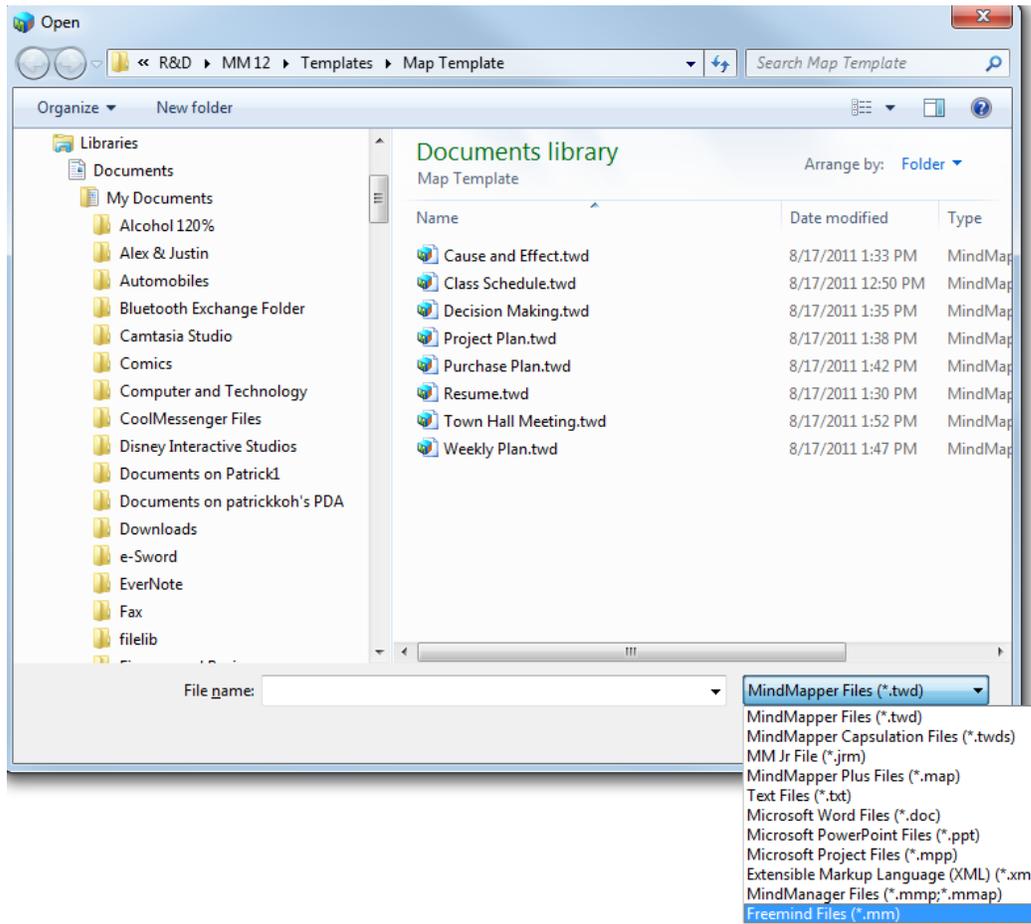
To open a MindManager file, click the file type dropdown control and choose MindManager files



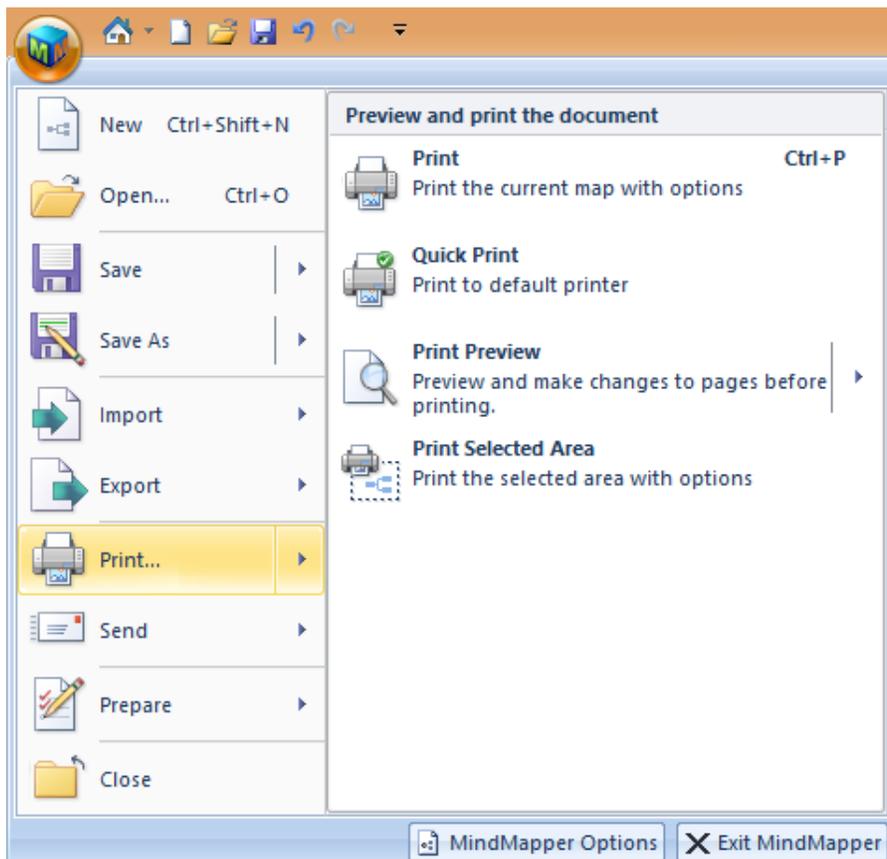
You must have Mindjet MindManager installed on your system to open MindManager files.

2.7.2. Opening Freemind files

Choose Freemind files in the file type dropdown control to open Freemind files.

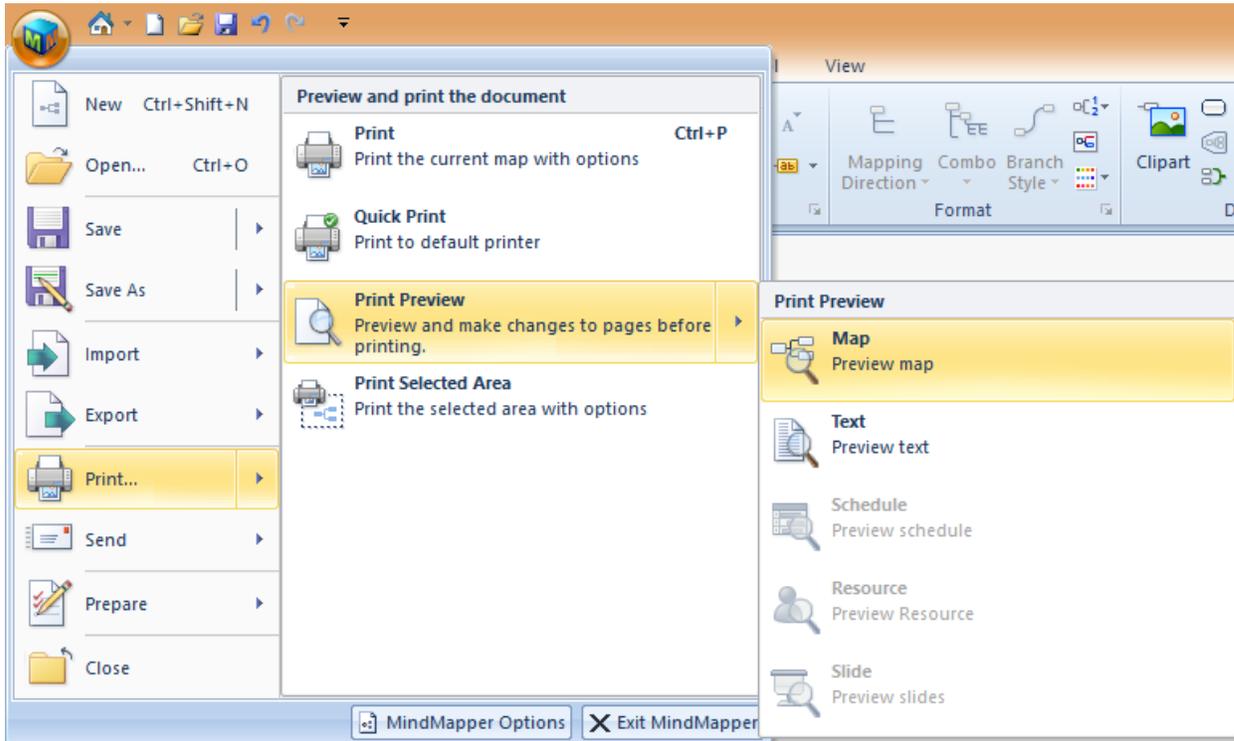


2.8. Printing your Maps



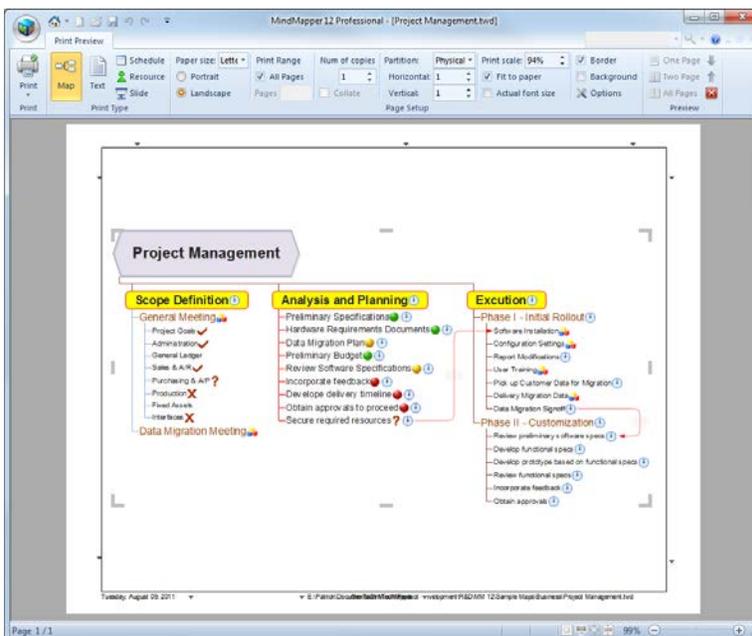
2.8.1. Print Preview

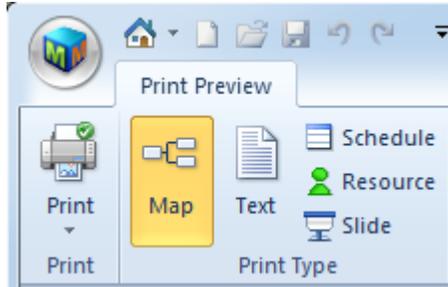
Before you actually print, you can always see a Print Preview - what it would look like on paper.



You can Preview your Map, Text, Schedule, Resources or Slides

Page Setup and Print Preview is now incorporated into the same Window, so now you see your Page Setup changes in real-time with Print Preview.





- Print:** Print the Map
- Map:** Show preview for Map printout
- Text:** Show preview for Text printout
- Schedule:** Show preview for Schedule printout
- Resource:** Show preview for Resource printout
- Slide:** Show preview for Slide printout

2.8.1.2. *Page Setup*

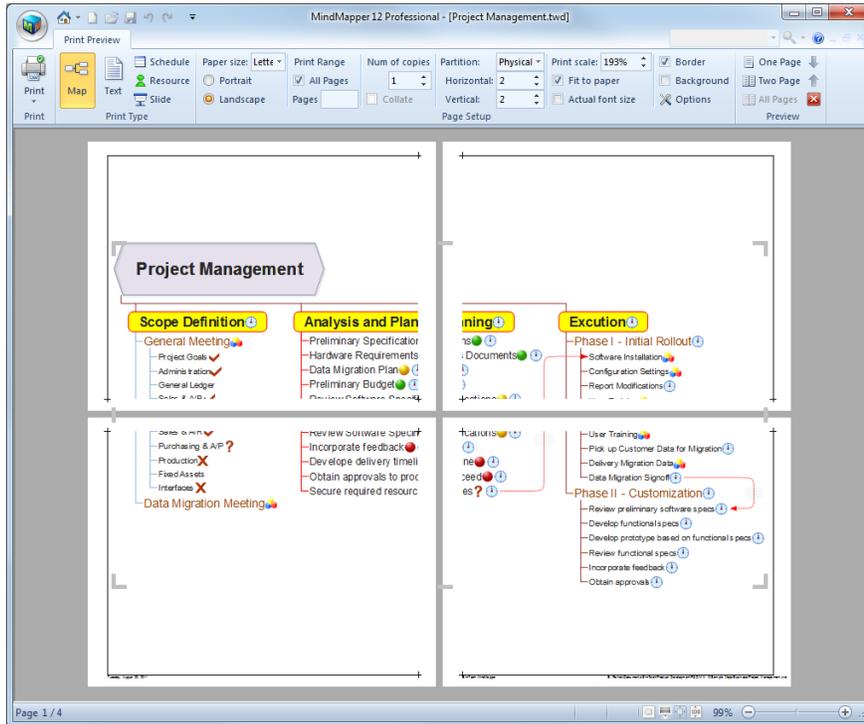


- Paper Size:** Choose your Paper size
- Portrait/Landscape:** Choose Portrait or Landscape mode
- Print Range:** Choose which pages to view. This is enabled only with multiple page printing via Physical or Logical printing
- Num of Copies:** Choose number of printout copies
- Physical Partition:** Choose Physical partitioning to print to multiple pages. You must also choose Horizontal and Vertical values
- Logical Partition:** Choose Logical partitioning to print to multiple pages
- Print Scale:** Choose print size.
- Fit to Paper:** Print will enclose entire map on single paper
- Actual Font Size:** Print will use same font size as screen font size

2.8.1.2.1. Physical Partition

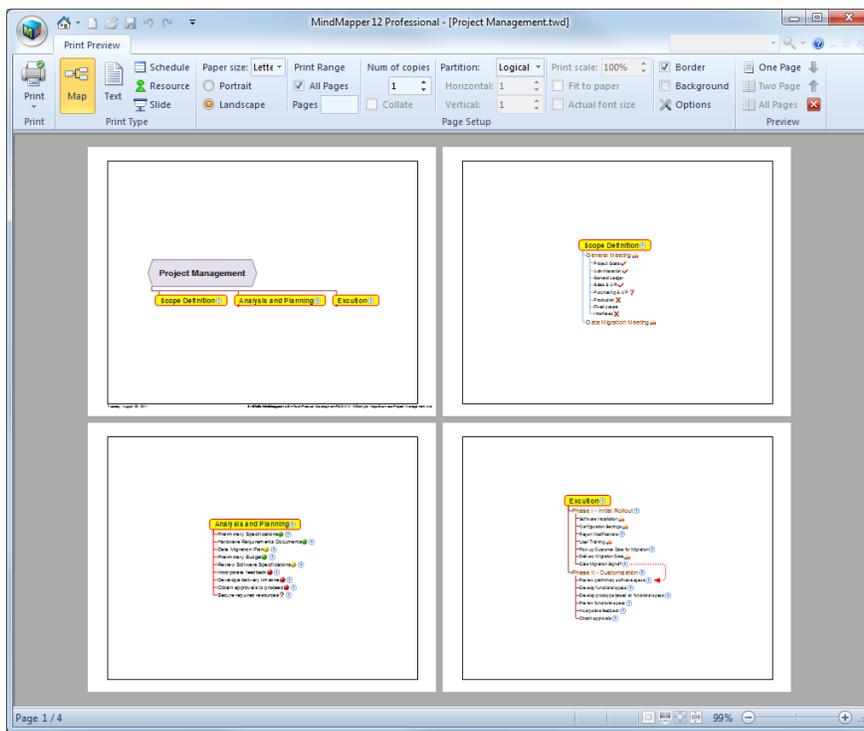
Physical partition lets you choose how many pages you want the map to be printed across. MindMapper will fit the printout to the number of pages set.

For instance, if you choose Horizontal 2, and Vertical 2, your map will print out in 4 sheets of paper, 2 across by 2 down. You'll need to tape or glue the printout together to view the entire map.



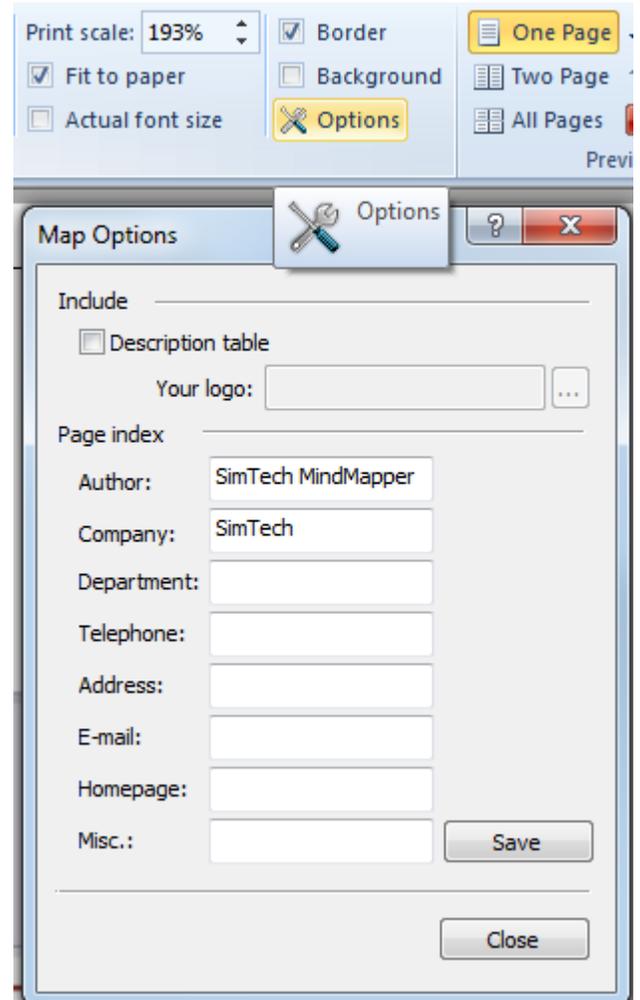
2.8.1.2.2. Logical Partition

Logical Partition breaks your map into logical pieces. Each logical piece is one topic (and all of its sub topics) in your map. This one topic will be printed on one sheet of paper. Each sheet of paper will have a separate topic printed on it.



2.8.1.3. Options

You can choose to include document property information using the Options dialog box.



2.8.1.4. Descriptions

You can place document description or properties on the printout by clicking on any of the small arrow located around the border of the document.

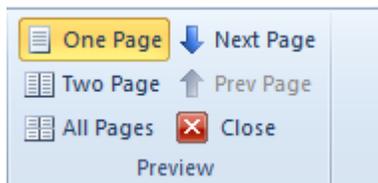


When you click an arrow, a menu of items that can be printed will appear.

You can place different document descriptions on different parts of the paper by clicking on other arrow.



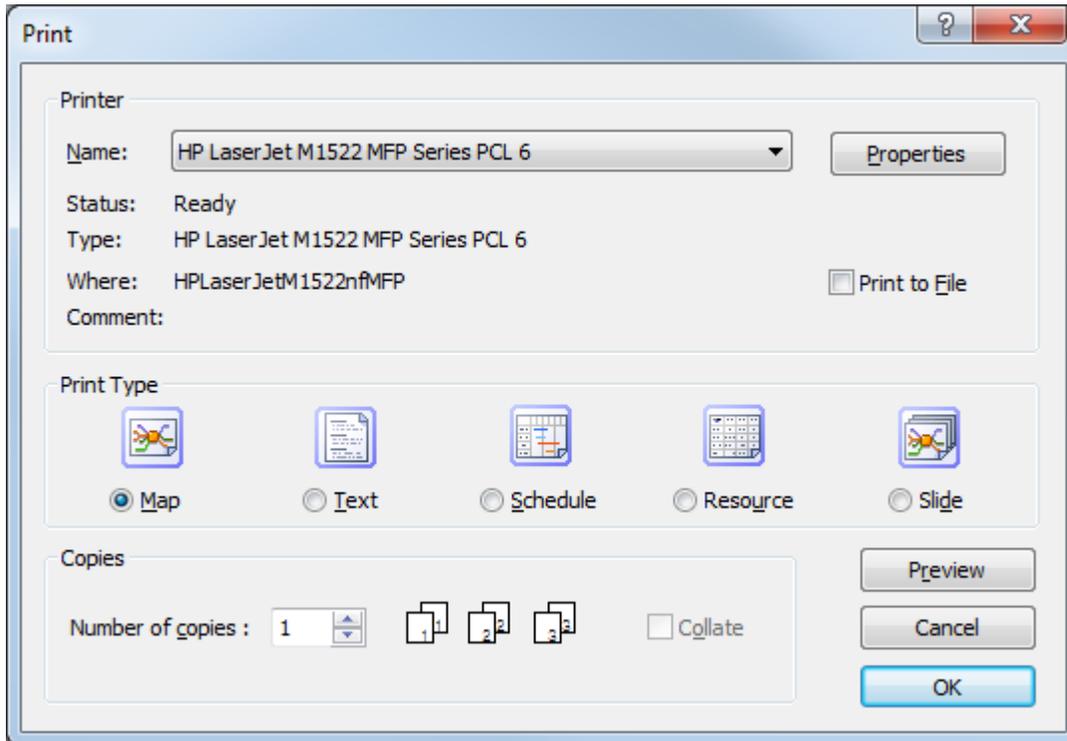
2.8.1.5. Preview



- One Page:** Show one page
- Two Page:** Show two pages
- All Pages:** Show all pages
- Next Page:** Show next page
- Prev Page:** Show previous page
- Close:** Close Print Preview

2.8.2. Print

Print dialog box should look familiar to most users using the Windows operating system. There are a few differences that will be outlined here.



2.8.2.1. *Print Type*

You can choose to select which information you wish to print. Default is Map, but you can also print Text, Schedule, Resource and Slide.

2.8.2.2. *Preview*

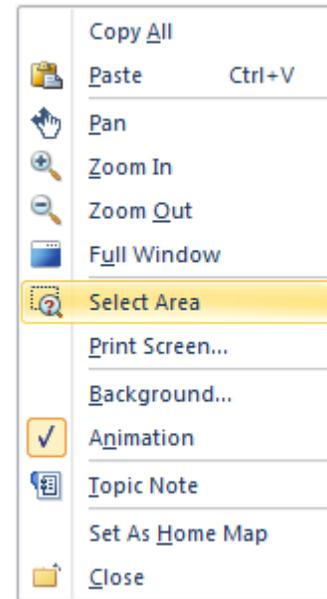
Open Print Preview with Page Setup

2.8.3. **Print Selected Area**

Click Print Selected Area, and you'll return to your current map. Select an area on your map using your mouse, and you'll automatically enter Print Preview mode with the selected area. You can make any necessary adjustments, and then print the selected area.

You can also select an area in your map while you're working in the map.

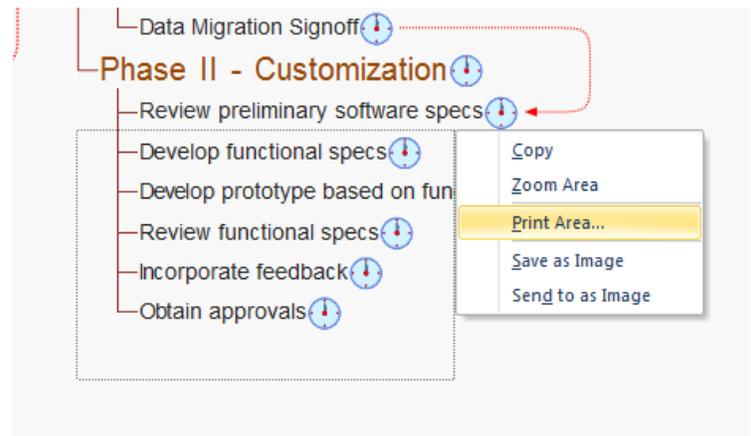
Right-click the mouse in the empty background area and choose Select Area



Use your mouse to select an area by clicking one corner of the print area, then moving your mouse to the opposite corner.

When the area is selected, you'll see a rectangular dotted area to indicate an area is selected.

Now choose Print Area. This will launch the Print Dialog and print the selected area



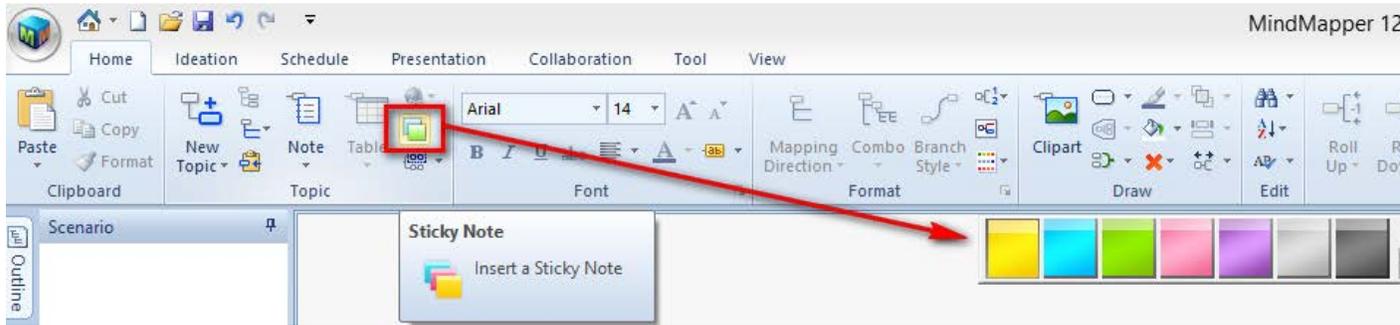
3. Chapter 3 - Enhancing Your MindMap

3.1. Basic Map Styles

3.1.1. Sticky Notes

3.1.1.1. Add Sticky Notes to your Background

To add Sticky Notes to your map, click the Sticky Notes menu in Home tab. You'll see a color pallet appear under the Ribbon Menus.



Click one of the Sticky Notes colors and a blank note will appear on the screen. You can double-click then type anything you want in the notes.



You can change the note colors by clicking any of the colors in the Sticky Notes Pallett



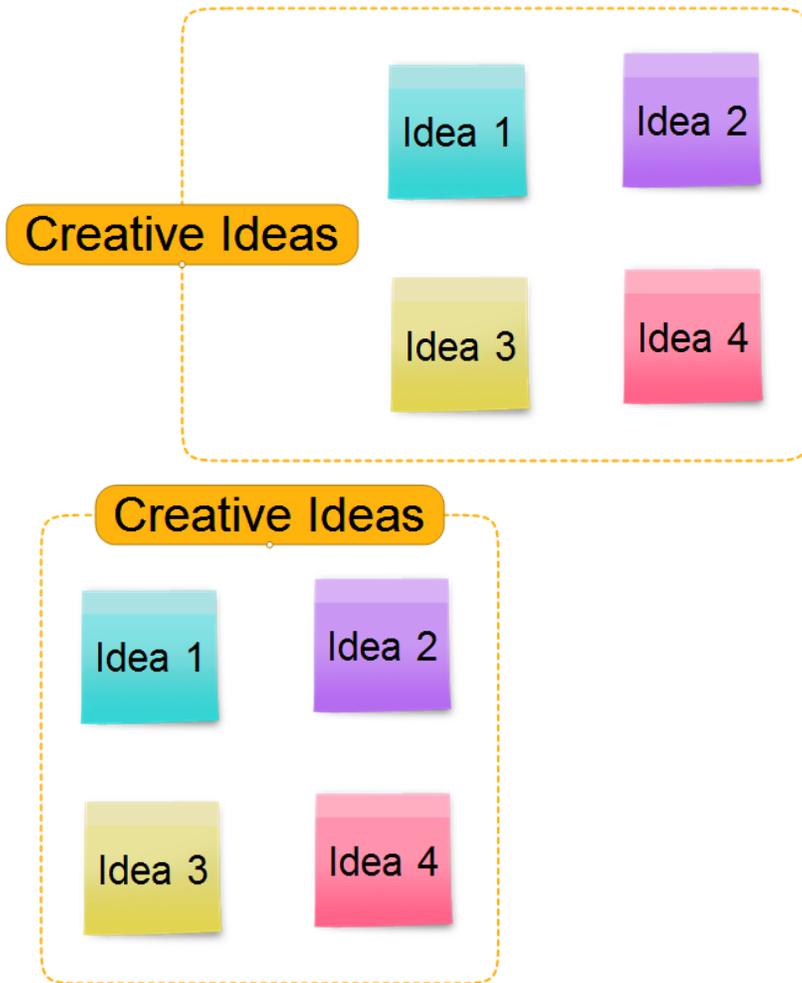
Keyboard shortcut: Shift + Left Mouse Click

3.1.1.2. *Grouping Notes Together*

Create notes, and then select multiple notes by dragging the mouse.

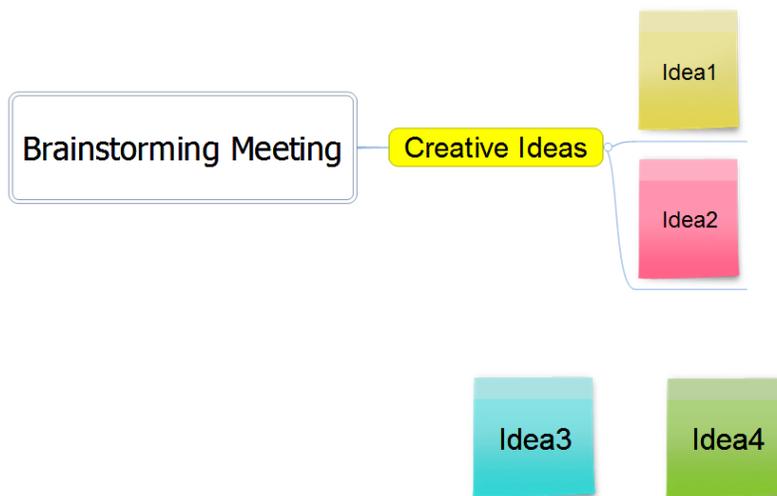
To Group notes together, press Shift+Left Mouse Button, then enter a Title for the Group.

Change the location of Group Title by selecting the title then press the Arrow keys to move the Group Title around.



3.1.1.3. *Attach Sticky Notes to the Mind Map*

To attach a Note or a Group of Notes to a tree, simply drag the Note or Group of Notes (drag the Title of the Group) next to a map topic until you see a black arrow appear, then drop the group.



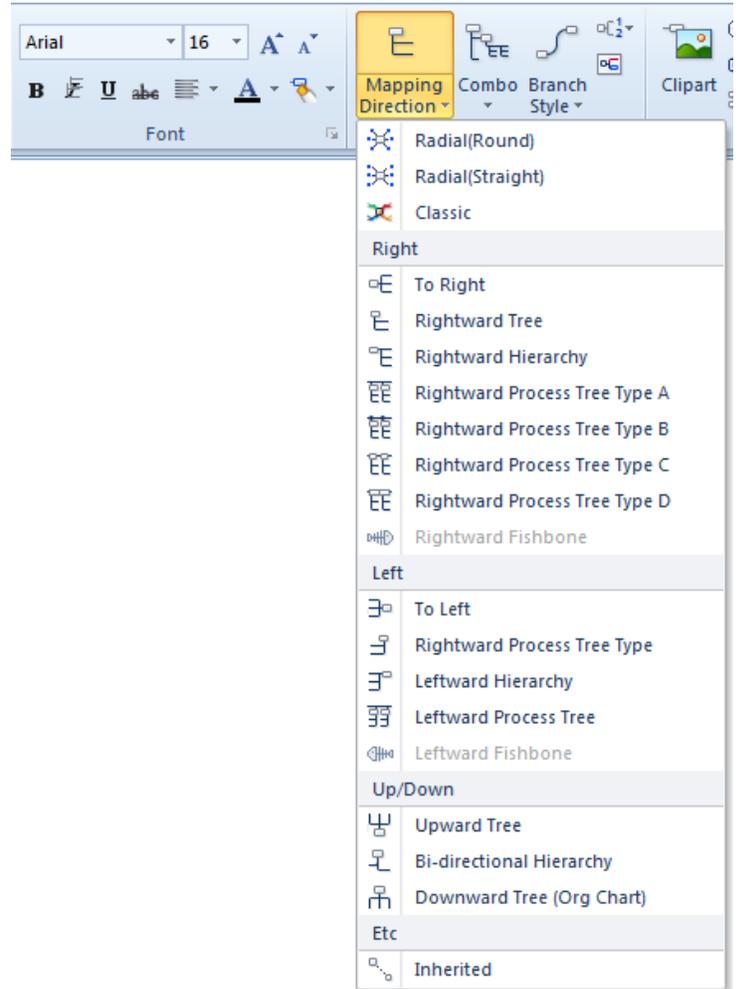
Mapping Direction determines shape and direction of the topics in the mind map tree.

The Default mapping direction is Radial. However you can change the mapping direction for the entire tree, or to just a sub-tree.

To change the Mapping Direction for your entire tree, select the title, and then apply the Mapping Direction.

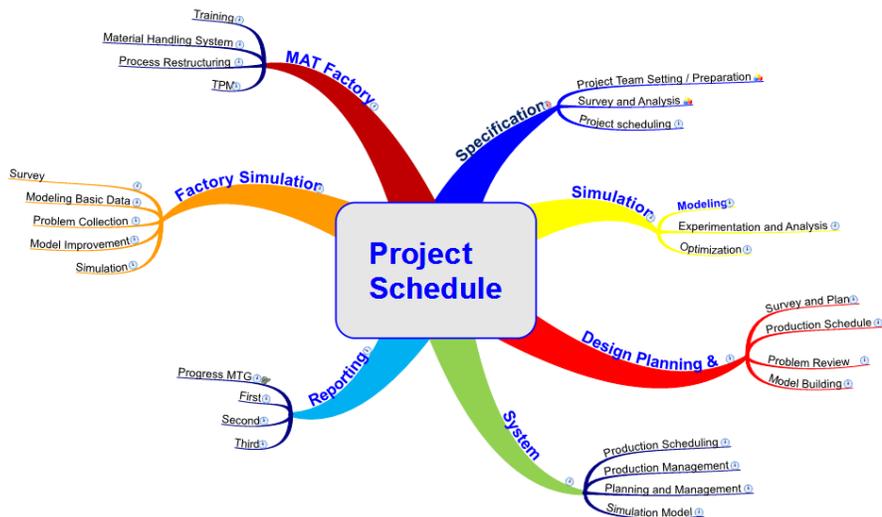
To change the Mapping Direction for a sub-tree, select the sub-topic, then apply the Mapping Direction.

Mapping Direction command is in the Format group of the Home tab.

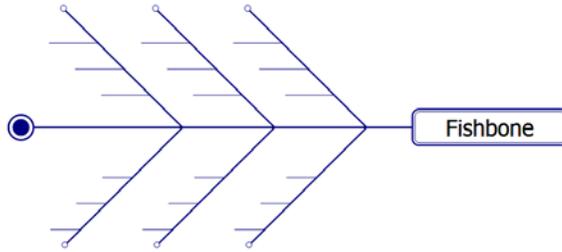


3.1.2.1. Classic (Hand Drawn) for Artistic Look

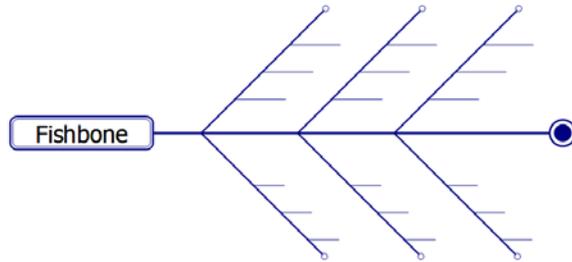
The Classic (Hand Drawn) style emulates the hand drawn style the original mind maps were meant to be. Adding colors to branches enhances the artistic look of the mind map.



Fishbone

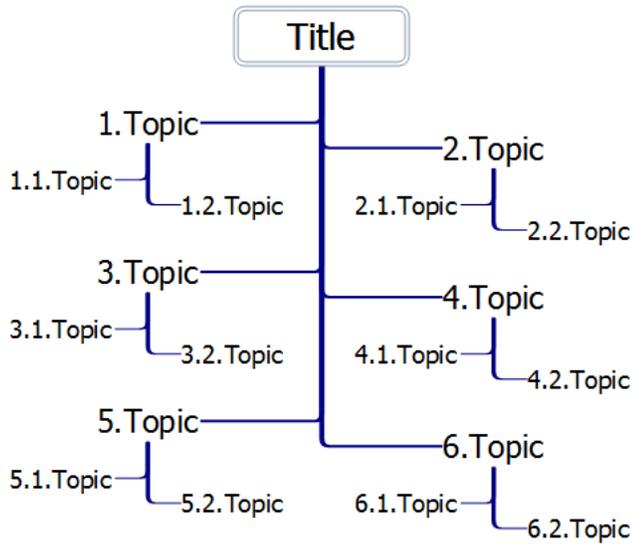


Rightward Fishbone

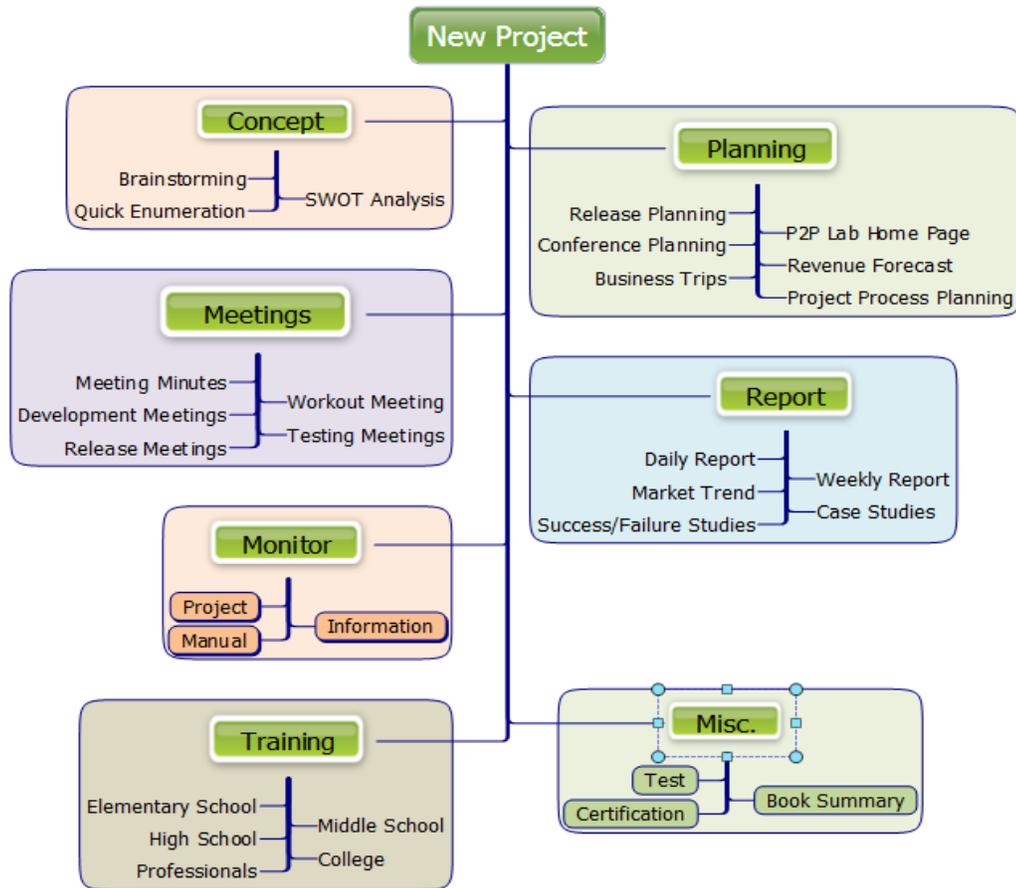


Leftward Fishbone

3.1.2.3. *Bi-Directional Hierarchy*



You can create this type of sample map



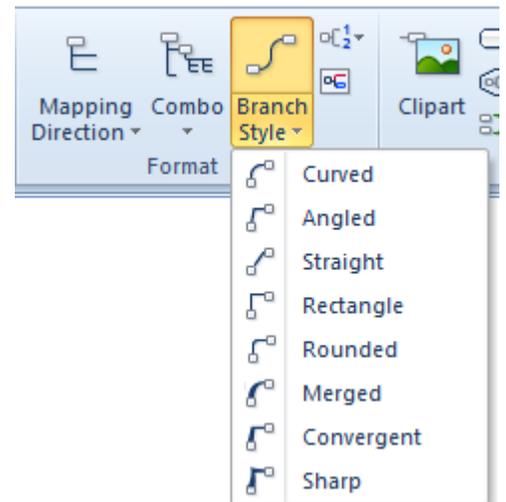
3.1.3. Branch Style

Branch Style determines the line types that link the topics together.

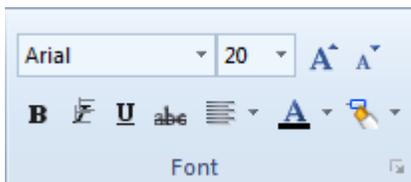
Default branch style is Merged. Other branch styles give a distinctive look for your map.

For example, combining Mapping Direction of To Down with Branch style of Rectangle will give you a typical Organization Chart.

Branch Style is found in Home tab / Format group.



3.1.4. Font Style



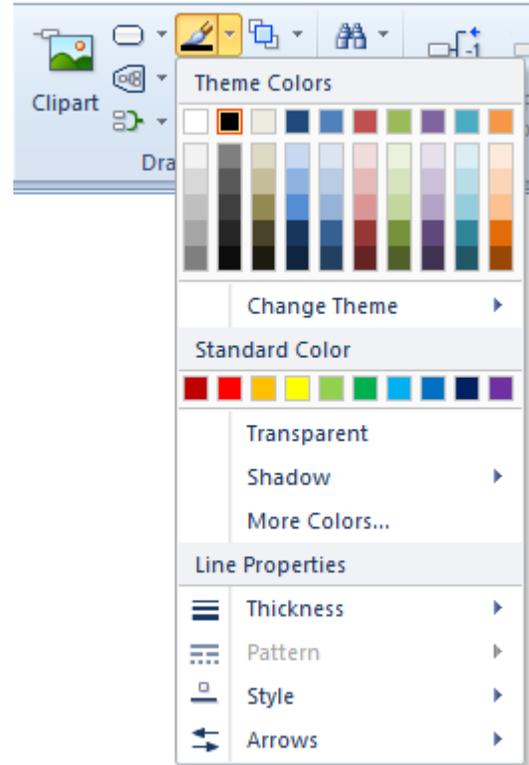
The Font group of the Home tab gives you the familiar formatting functions for your topic text.

Selecting Line property will open a dialog box with multiple line style options.

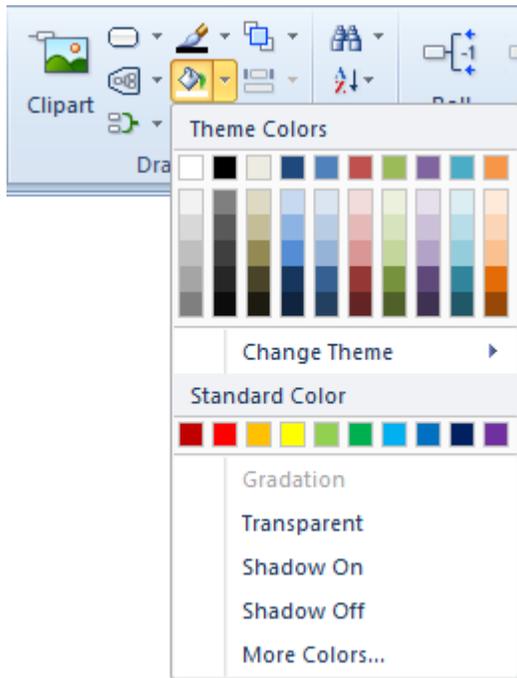
You can easily change the branch color by selecting one of the colors.

You can also change the look and feel of the line by choosing the Thickness and Pattern.

Line command is in Home tab, Draw group



3.1.6. Fill

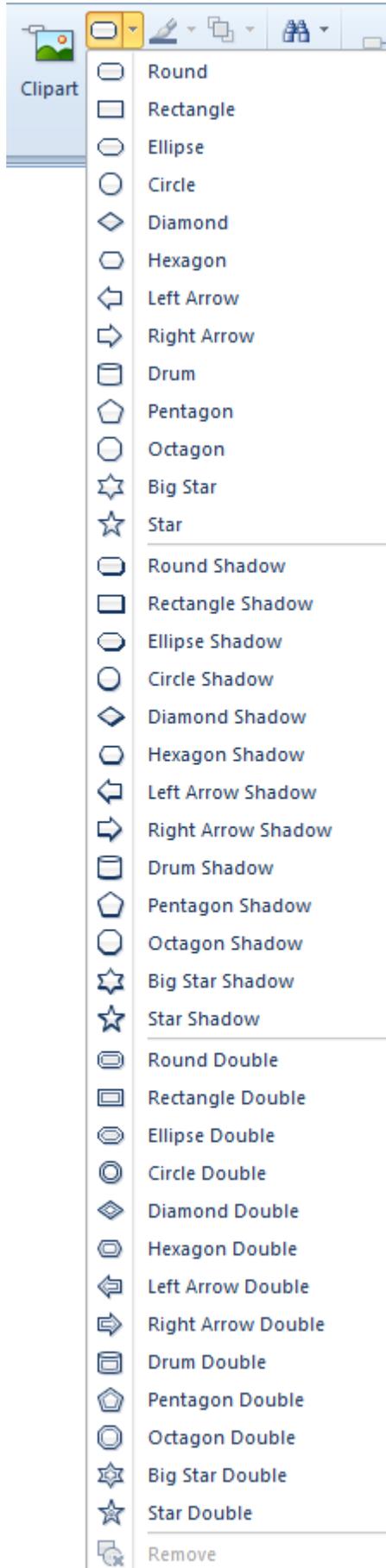


Fill is used in a variety of ways.

If you click the Background and choose Fill, you're setting the background color.

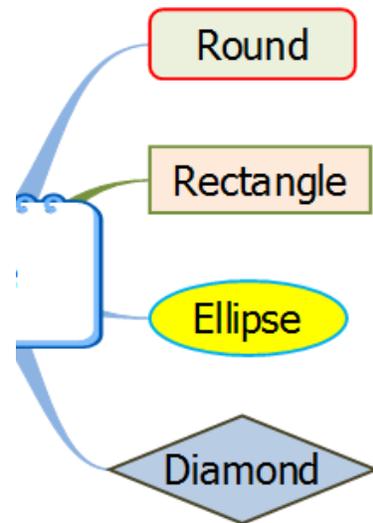
If you select a topic or multiple topics, then you're setting the back color for the selected topic(s).

If you selected a shape or shapes, then Fill will paint the shapes with the chosen color.



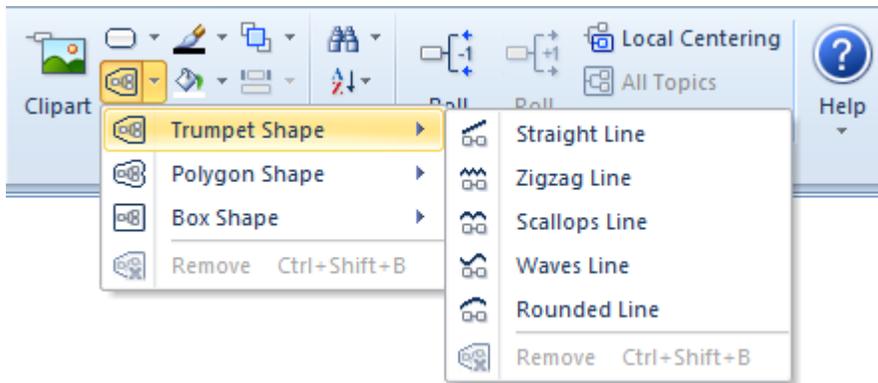
Shape is in the Draw group of the Home tab,

Shape is used to draw a shape around a topic for added accent. Once added, the shape can have different fill and line colors.

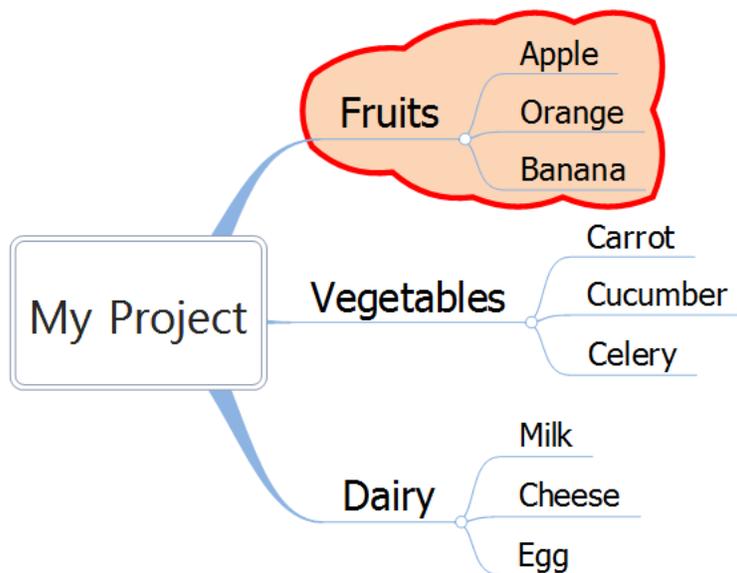


You can also add shapes using the Component Pane, covered in section 3.2.1

Whereas Shape is used to accent a single topic, Boundary is used to accent a whole sub tree. Boundary feature is found in Design tab Shape group, on in Home tab Insert group.

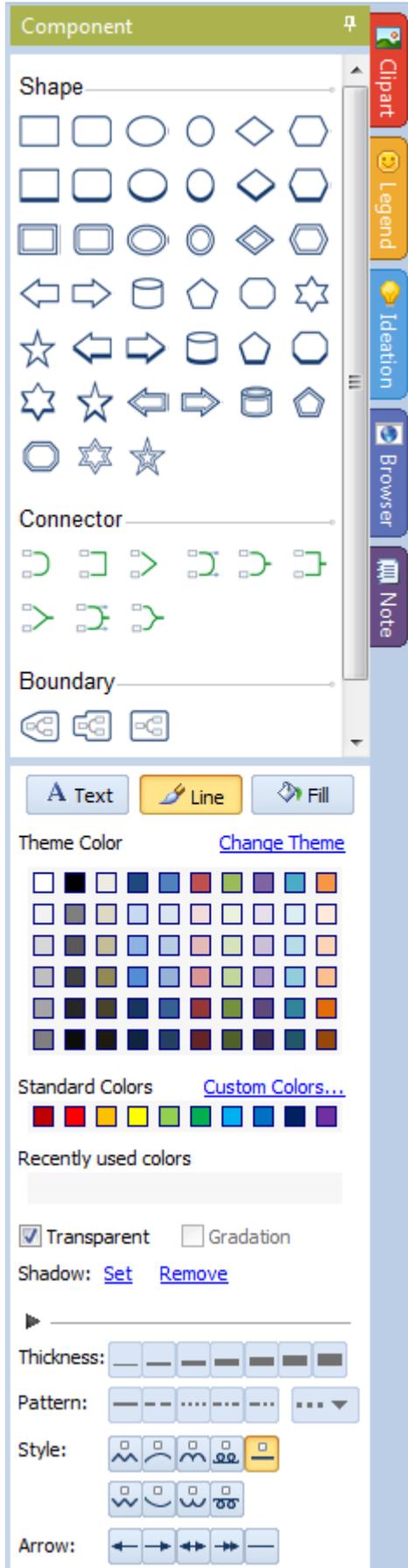


This sample shows Trumpet shape Boundary with Scallops Line around the Fruits sub tree.



3.2. Applying Colors and Themes

3.2.1. Component Pane



Open the Component Pane by clicking Component tab in the Project Pan.

Shape:

Contains all shapes you can apply to the topic text. Just select the topic, the click the desired Shape.

Connector:

Apply a Relation or Tie line to a set of topics.

Boundary:

Apply a boundary around a sub tree.

Text: Color is applied to the topic text

Line: Color is applied to the lines, such as branch line, shape line, etc.

Fill: Color is applied to fill the shape

Click on of the buttons: Text, Line, or Fill, then choose a color to apply the corresponding color.

Theme Colors:

These are you sample colors. You can change the Theme colors by pressing Change Theme.

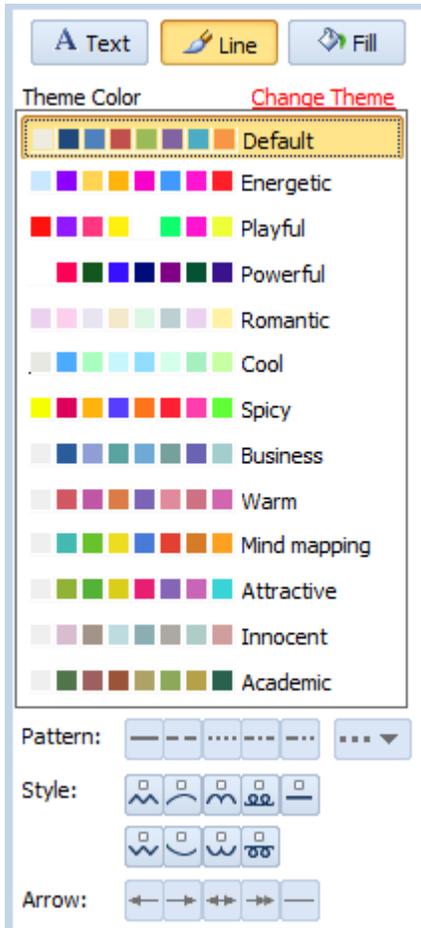
You can also choose more colors by pressing More Colors.

Line Properties:

You can also change line properties - thickness, types, shapes, and arrows.

3.2.2. Color Theme

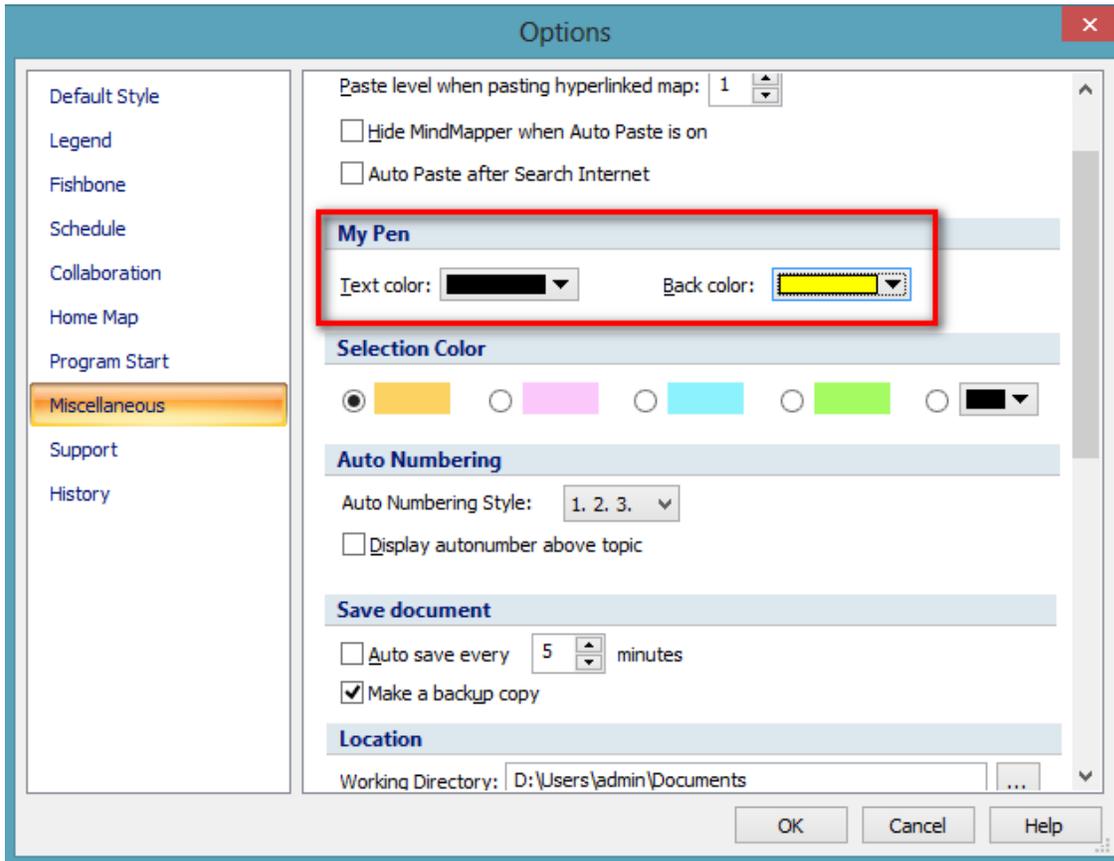
Color Themes allow you to quickly apply various colors to your map and background.



3.2.3. My Pen

MindMapper includes My Pen feature that emulates highlighted text in your mapping canvas.

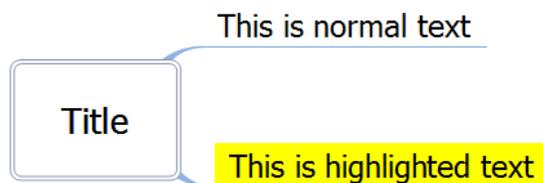
Use My Pen Settings to set your highlight color:



Then turn My Pen On and create a new branch or a text.



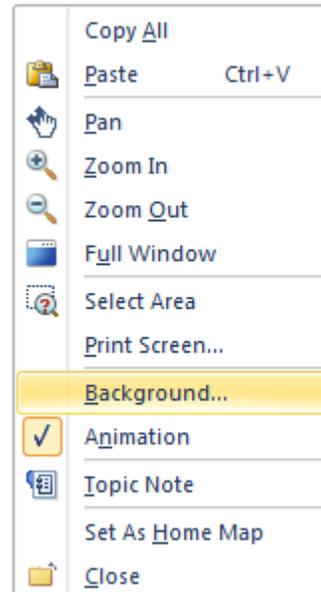
Newly create text will display in highlighted mode



3.2.4. MindMapper Background

You can set a specific fill color for the MindMapper background or set a picture as the background image.

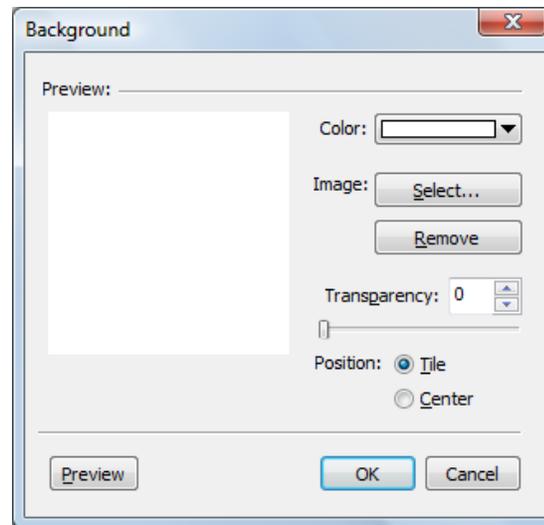
To launch the Background dialog box, right click any place in the Background, and then choose Background.



This launches the Background dialog box.

To Choose Background color: choose Color.

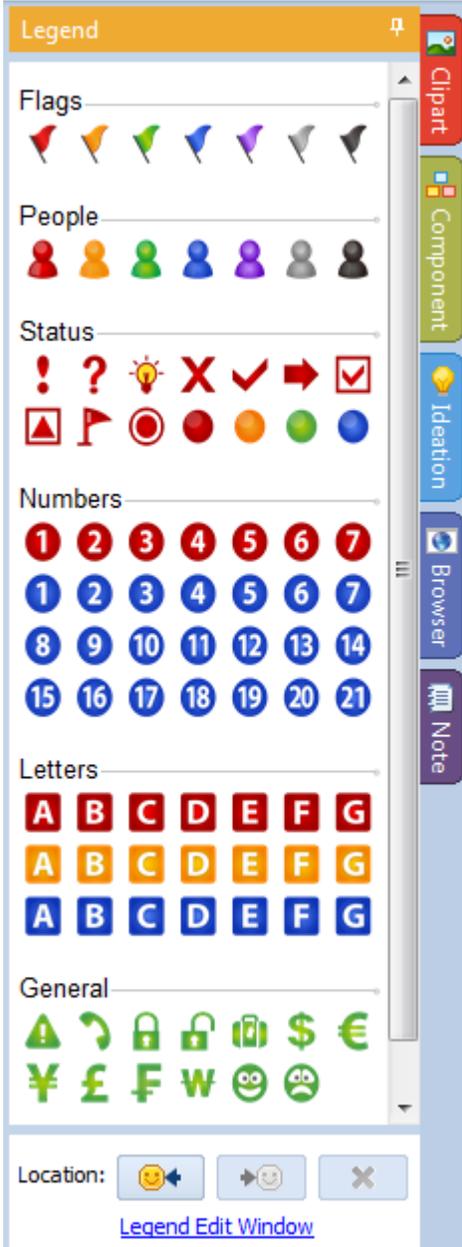
To Choose Background Image: choose Image Select



3.3. Legend Icons

MindMapper includes more Legend icons and an improved user interface.

Legend window is in the Project Pane is located in the right edge of the MindMapper window.



Legends are used simply to identify or group topics together. Their use is purely subjective to each individual user.

Below example show some use of Legends:



Notice you can use more than one Legend icon per topic.

To Remove Legend Icons, simply select the topic and press the same Legend Icon from the Legend window.

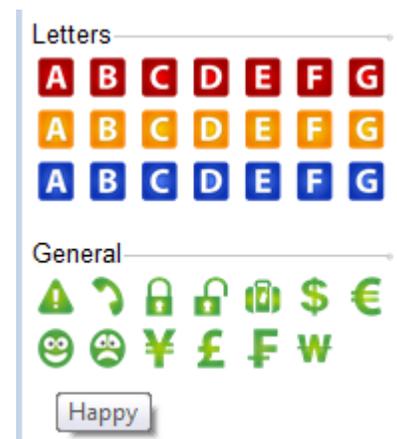
To change the position of the Legends, click the right or left Location buttons at the bottom of the Legends Window.

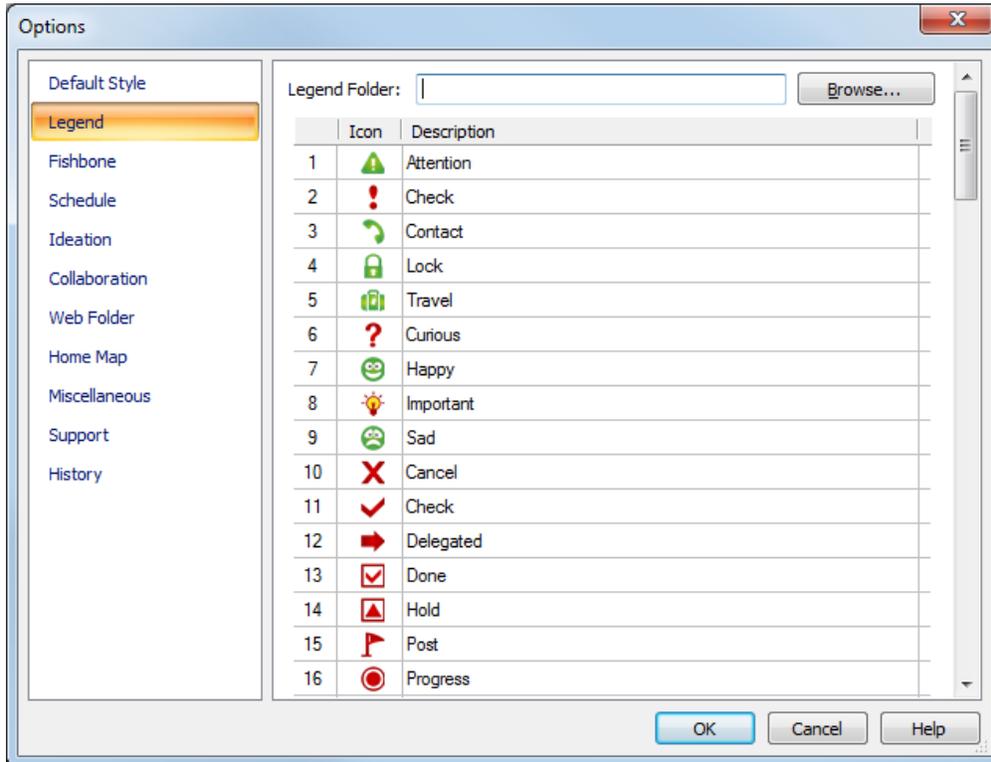
3.3.1. Change Legend Descriptions

When you hover your mouse over a Legend Icon, a pop up text will give you a description of the Icon.

You can easily change this pop-up description in the Legend Options.

Legend Options can be accessed by right-clicking the Legend Icon area and selecting "Edit Legend". Or you can also access them via MindMapper Button – MindMapper Options.





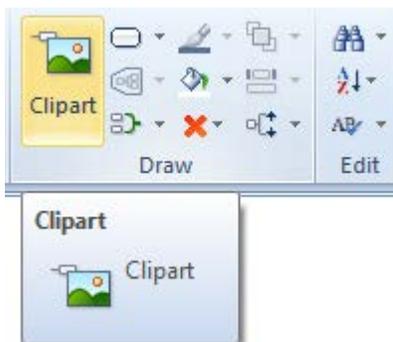
Just enter a new Description text then press Apply to make the change.

3.4. Cliparts and Pictures

3.4.1. Cliparts

Cliparts are simple pictures that ship with MindMapper. You can use Cliparts in your maps to add an additional design element and enhance the overall look of your map.

You can toggle the Cliparts window by pressing Clipart button in the Design tab.



Keyboard Shortcut: F2 key

You can also open Clipart Window by clicking the Cliparts tab in the Project Pane

3.4.1.1. Clipart Window

Clipart Window has many different Categories. The following shows Cliparts in Objects category



3.4.1.2. *Inserting Clipart to Topic*

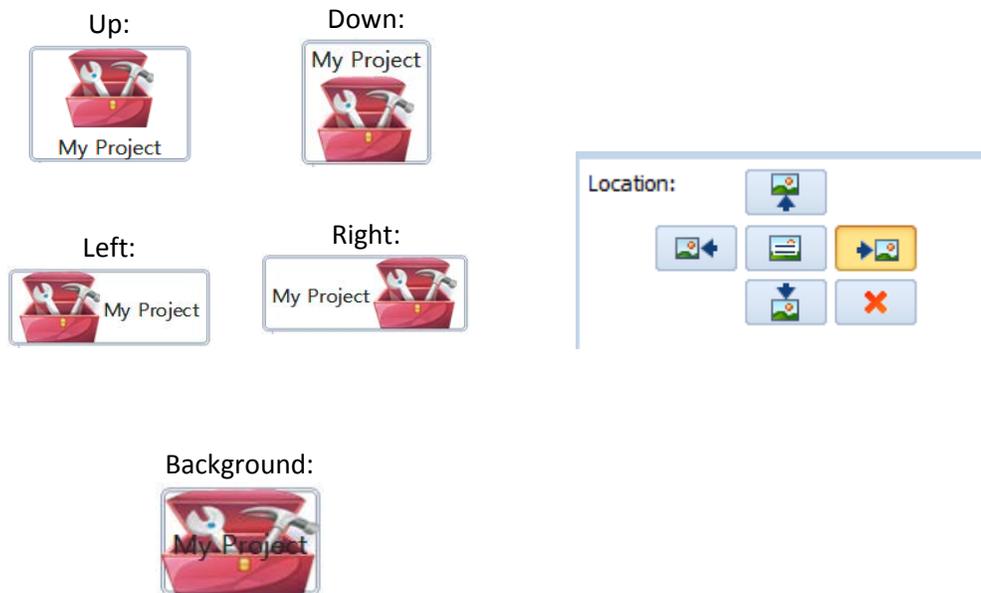
Open the Clipart window and then select a topic where you want to apply the clipart. Then simply choose and select the clipart you wish to insert. The clipart will be automatically inserted to the selected Topic.

Inserting Clipart to Main Title: By default, Clipart Position will be "Background" for the main topic.

Inserting Clipart to other Topics: By default, Clipart Position will be "Right" when inserted into other Topics.

3.4.1.3. *Clipart Position*

Once the clipart is inserted to a Topic, you can change the Position of the Cliparts relative to the topic text.



3.4.1.4. *Removing Cliparts*

To remove the Clipart, simply press the Remove Cliparts button.

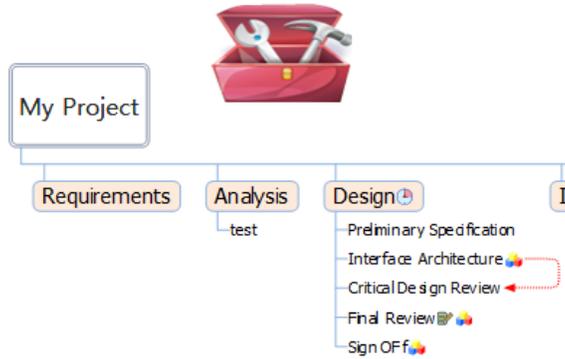
3.4.1.5. *Inserting Clipart to Background*

Instead of inserting a Clipart to a topic, you can have Cliparts in the Background as free-floating object.

To add a Clipart to the Background, just click and drag the clipart from the Clipart window to the Background area.

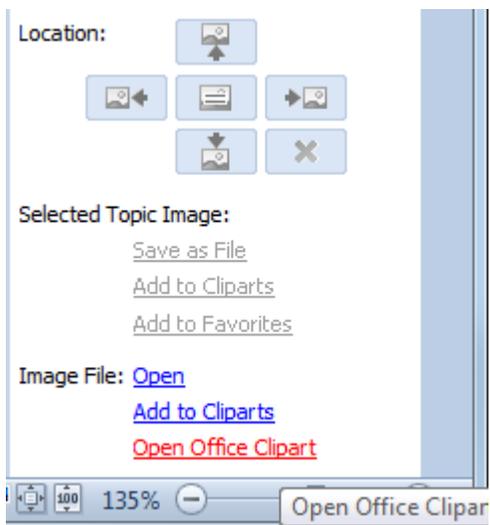
Once placed in the Background, Cliparts can be moved around with the mouse, or re-sized by dragging one of the sizing handles.

This sample shows a free-floating Clipart:

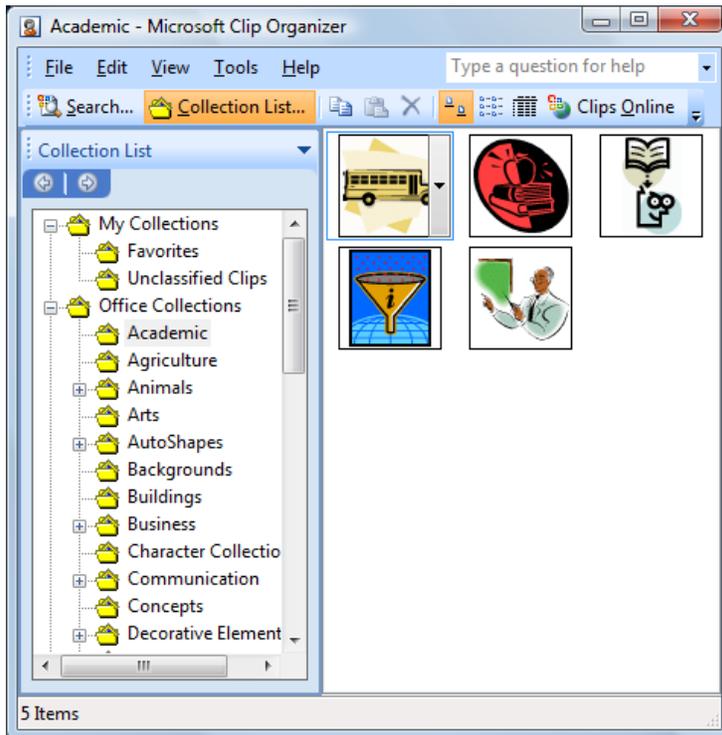


3.4.2. Microsoft Clip Gallery

If you have Microsoft Office installed, then you can also use the Clip Gallery supplied by Microsoft. To open the Microsoft Clip Gallery, click “Open Office Clipart” at the bottom of the Clipart window.



This will open your MS Clip Gallery.



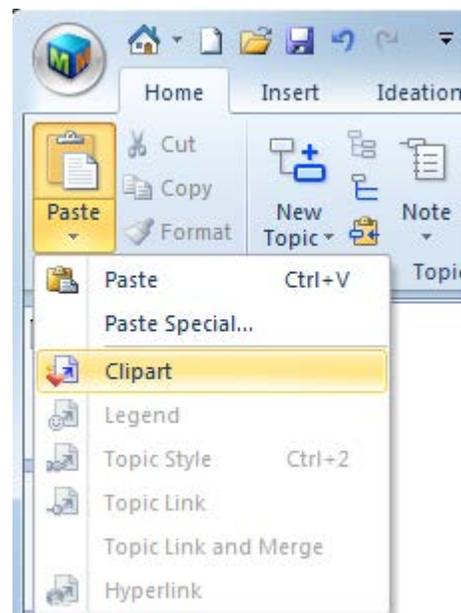
* This window might differ depending on your version of Microsoft Office.

To add Microsoft clipart to your Mind Map

Background: Copy the clipart you wish to use, and then Paste it into MindMapper background.

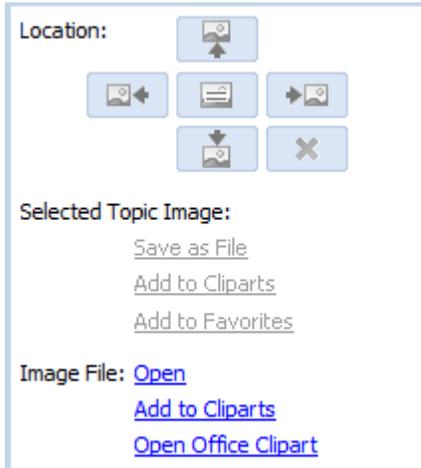
To add Microsoft clipart to your Mind Map Topic:

Copy the clipart you wish to use. Then in MindMapper, select the topic where you want to add to. Use the Paste command in MindMapper, and then choose Clipart.



3.4.3. Images

You may also insert any picture you have into MindMapper. These can be pictures you took with your digital camera or other pictures you downloaded from the Internet. To open your image, click Open command at the bottom of the Clipart window.



To add Image to MindMapper Background: Click the MindMapper background then click Open command. You'll see a familiar Open Dialog window where you can search for your picture.

To add image to MindMapper Topic: Click a topic where you want to place the image, then click Open command. You'll see a familiar Open Dialog window where you can search for your picture.

3.5. Relations and Ties

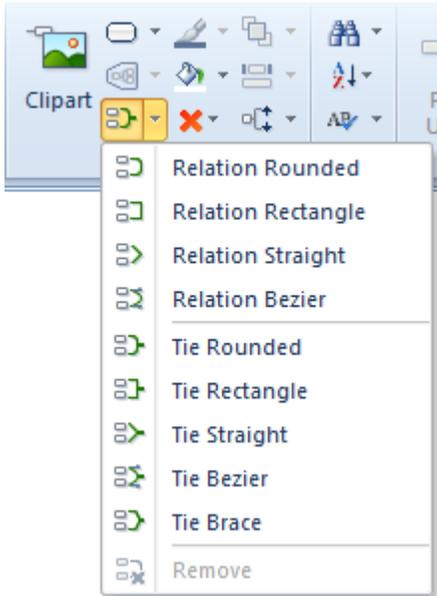
3.5.1. Relations

As your mind maps become more complex, you'll find instances where the simple parent-child relationship supplied by the default mind map is not sufficient. Sometimes you'll see a relation between two child topics, each with a different parent topic.

You can use Relation Lines to designate a special connection between any two topics.

3.5.1.1. Add Relation Line

To add a Relation Line, Choose Relation button in Illustration group, and choose one of 4 types. You can also use the Connector section of the Component Pane in the right side of the MindMapper window.



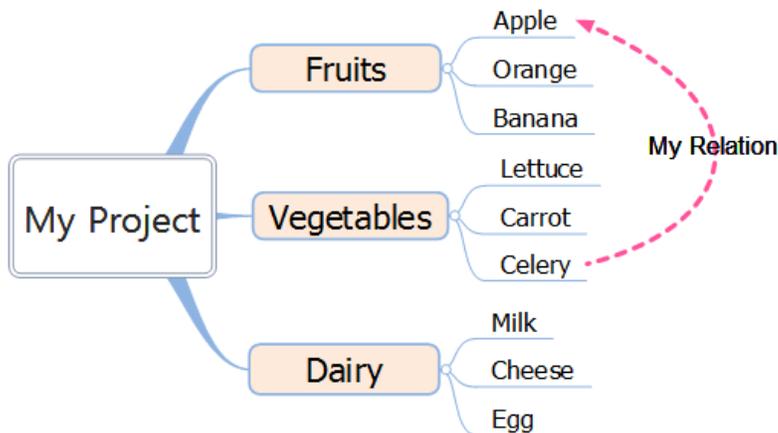
Now choose the first topic. As you move your mouse around a topic, you'll see pink/red snap points. Click one.

Now choose the second topic. Again, you'll see the pink/red snap points. Click one.

You'll see a relation line appear between the two topics.

You can also enter text for this special relation.

Below example shows a relation between Apple and Celery



3.5.1.2. *Format Relation Lines*

Once the line is in place, you can easily style the line to fit your needs.

Simply click on the line and a new Format menu will appear in the menu bar.



You can change the shape of the Relation line by choosing one of the 4 types: Rounded, Rectangle, Straight, or Bezier.

Style menu group has commands to change the line type, line thickness, line pattern, and arrows.

Also, you can stretch the Relation Lines by clicking and dragging the Text portion of the relation line.

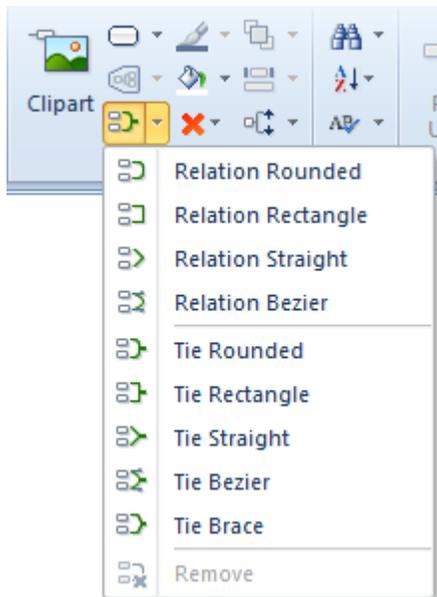
To delete a Relation line, simply click it and press the DEL button.

3.5.2. Ties

Whereas Relationship lines can only connect to 2 topics at a time, Tie can group many topics together.

3.5.2.1. Add Ties

To add a Tie Line, Choose Tie button in Illustration group, and choose one of 5 types.



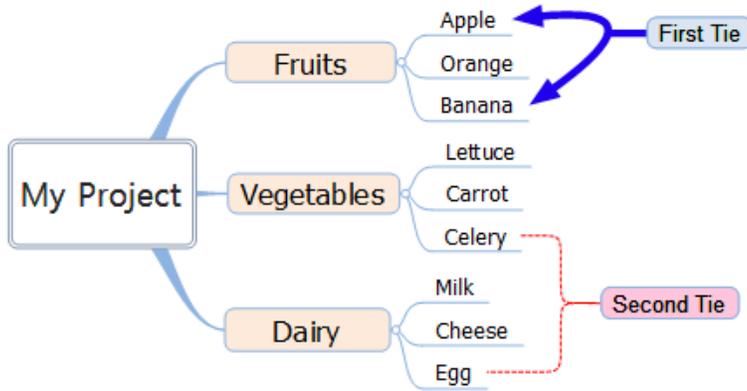
Now choose the first topic. As you move your mouse around a topic, you'll see pink/red snap points. Choose one.

Now choose the second topic. Again, you'll see the pink/red snap points. Choose one.

You'll see a tie line appear between the two topics.

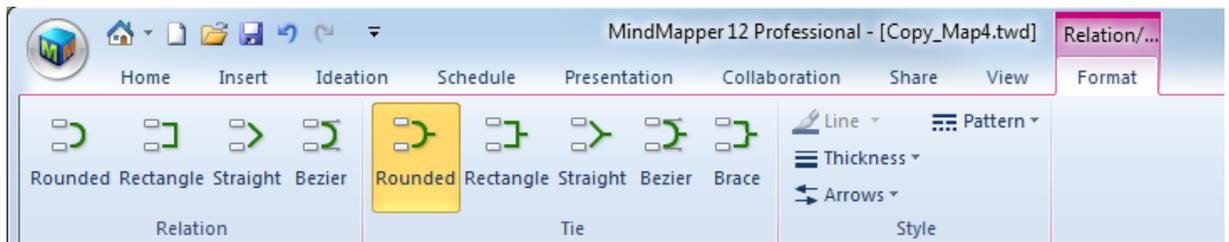
You can also enter text for this special relation.

Below example shows two tie lines:



3.5.2.2. *Format Tie Lines*

Once the line is in place, you can easily style the line to fit your needs. Simply click on the line and a new Format menu will appear in the menu bar.



You can change the shape of the Tie line by choosing one of the 5 types: Rounded, Rectangle, Straight, Bezier or Brace.

In the above example, First Tie is using Bezier shape with thick blue lines and double arrows. Second Tie is using Brace shape, with red dotted line and no arrows.

Style menu group has commands to change the line type, line thickness, line pattern, and arrows.

Also, you can stretch the Tie Lines by clicking and dragging the Text portion of the relation line.

To delete a Tie line, simply click it and press the DEL button.

3.5.3. *Flow Charts*

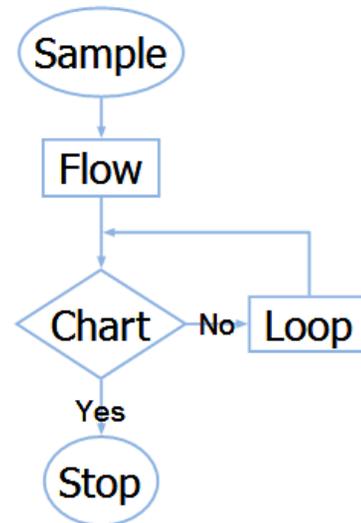
You can create Flow charts by utilizing Floating Text and Straight Relation Lines.

First, create your flow chart shapes by creating a Floating text, then adding Shapes.

Please see Section 2.2.6 for adding Floating Text, and see Section 3.1.7 for adding Shapes.

Once the basic shapes are in place, use Straight Relation Lines to connect the shapes. Use Rectangular Relation Lines for angled lines. You can leave the text portion blank on most of your Relation lines.

Here is a simple example on the right.



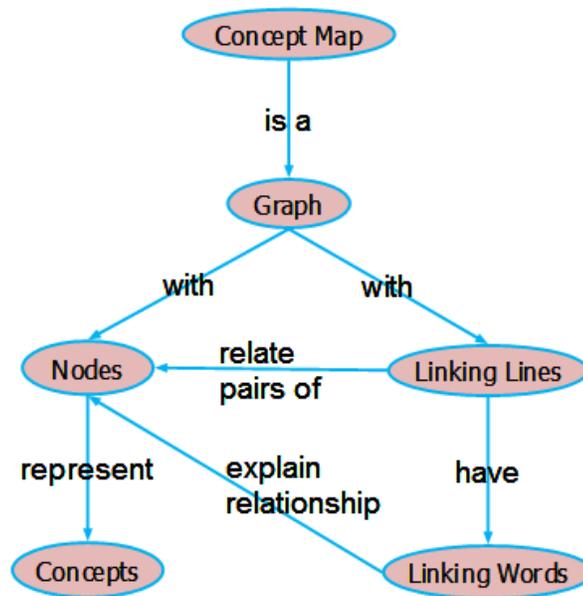
3.5.4. Concept Maps

Using the same basic principles as Flow Charts, you can easily create Concept Maps.

Here is an example of a simple Concept Map

All the nodes are floating topics.

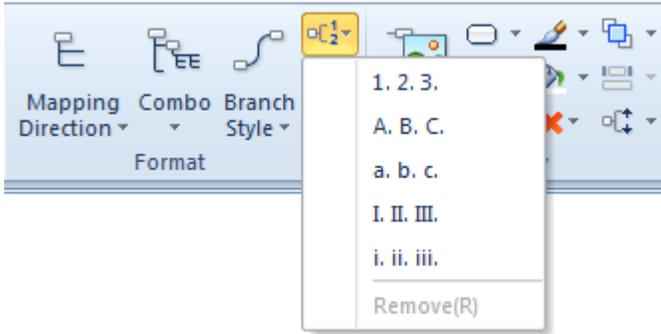
The lines between them are Straight Relation Lines



3.6. Auto Numbering

You can use Auto Numbering feature to quickly identify the order and the depth of each topic in your map.

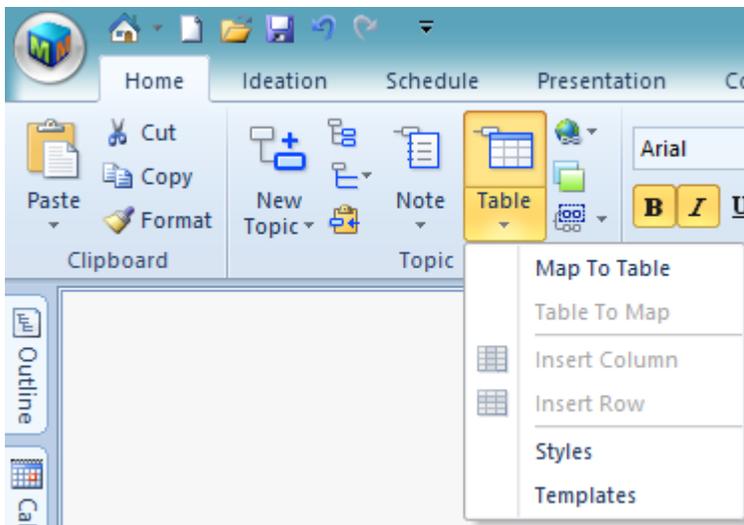
Auto Numbering button is in Style menu of Format group



Choose one of the 5 styles for Auto Numbering. To remove Auto Numbering, select Remove.

3.7. Tables

3.7.1. Built-in Table Feature

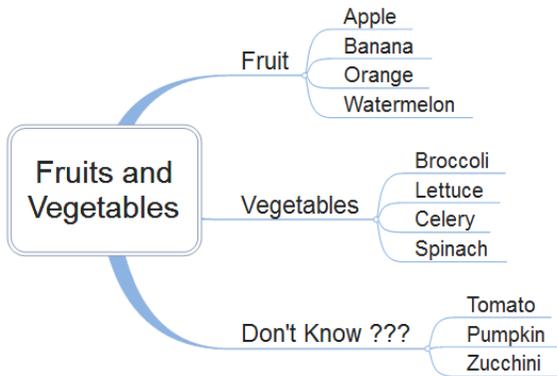
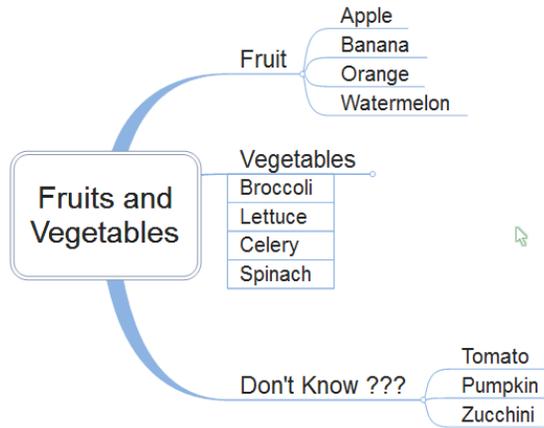


Weekly Schedule							
Time \ Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am - 9am							
9am - 10am							
11am - 12pm							
12pm - 1pm							
1pm - 2pm							
2pm - 3pm							
3pm - 4pm							
4pm - 5pm							
5pm - 6pm							

Sample table in MindMapper

3.7.1.1. Set As Table

If one topic is selected, Set As Table will create a table for all the sub-topics entered henceforth. If a topic and its subtopics are selected together, Set As Table will convert the existing sub-tree into a table, and all sub-topics entered henceforth will also be a table.

Original Map

Select Vegetable and click Set as Table

Select title (Fruits and Vegetables) and click Set

Fruits and Vegetables
Fruit
Vegetables
Don't Know ???

3.7.1.2. Set As Map

Convert the table back to the traditional mind map format. Selected topic must be the table title.

3.7.1.3. Insert Column

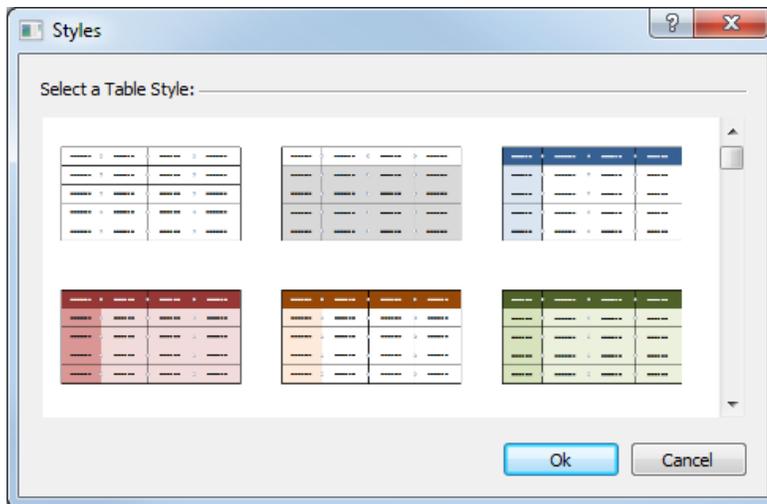
Insert a new column in the table

3.7.1.4. Insert Row

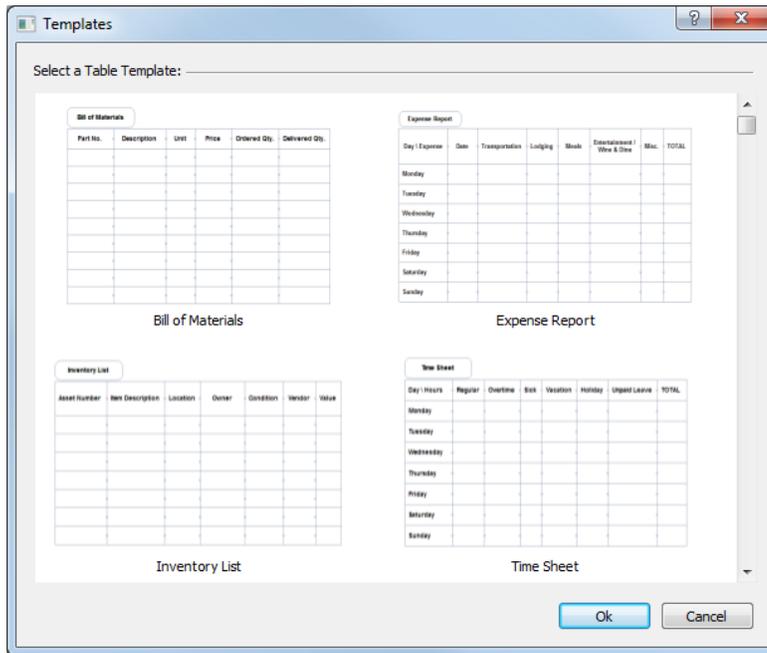
Insert a new row in the table

3.7.1.5. Styles

Choose one of the built-in table styles


3.7.1.6. Templates

Choose one of the built-in table templates



4. Chapter 4 - Using MindMaps

4.1. DropBox and MindMapper mobile apps

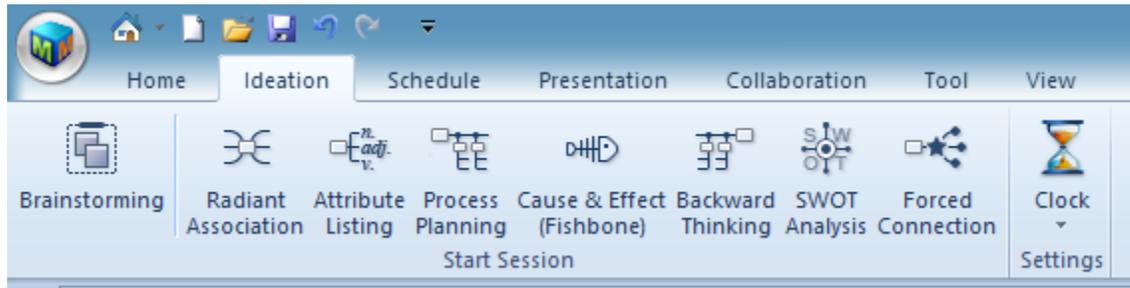
Mobile apps are available for Android and iOS. You can download and install the full version for free at Google Play and App Store. You can also utilize free DropBox service to share MindMapper files among your devices and with others. You will need to sign up for this free service. Go to www.dropbox.com and create an account. Once you have downloaded and installed DropBox on your PC and mobile devices, you can upload MindMapper file and access it from your PC or from your mobile devices.

Once saved in the DropBox, you can download it to any of MindMapper installed devices, whenever and wherever you need the file.

PC version is able to store TWDX file in any of the cloud storage services such as Google Drive and Sky Drive. However, MindMapper mobile, as of now, only supports DropBox. In order to work seamlessly with mobile devices, DropBox is required for the PC version.

4.2. Ideation Meetings

MindMapper contains Ideation meeting templates. These templates are designed to make your meetings more efficient and productive.



When you click one of the ideation meetings, the Ideation pane will open in the Task Pane with the corresponding ideation technique. The Ideation pane will give you instructions and also guide you through your ideation meeting. You can also click “Sample Map” to see the result of a typical ideation meeting. Sample map in image form is provided for each of the 8 ideation techniques.

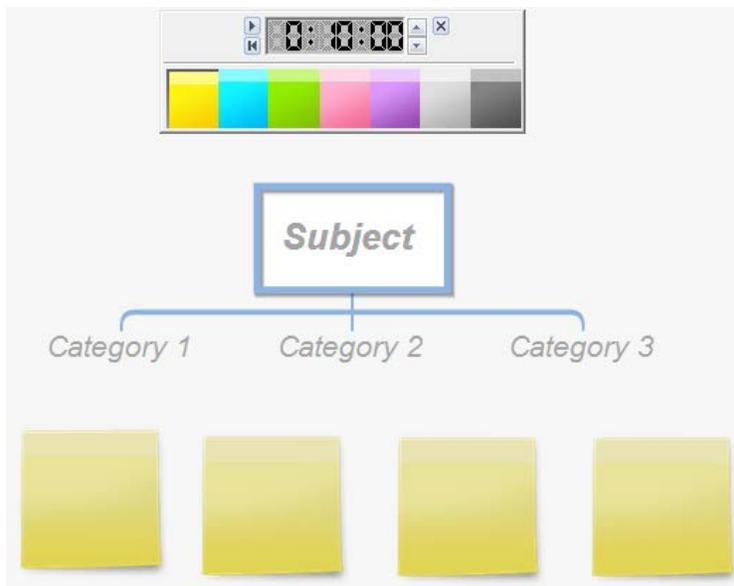
4.2.1. Brainstorming

Brainstorming is a group creativity technique by which a group tries to find a solution for a specific problem by gathering a list of ideas spontaneously contributed by its members.

1. Choose the topic
2. Use Sticky notes to enter each idea. New ideas can use any of the different colored sticky notes.
3. Categorize the ideas by choosing a sub-topic
4. Group ideas together into the corresponding sub topics.

When you click Brainstorm, the following template will open. Brainstorming will also automatically open the Sticky Notes window, along with the meeting clock.

Double-click each sticky note and type your idea. Click a different color to change sticky note color. Drag and Drop a color note by clicking a color, then dragging to the background.



*Also see section 3.1.1 Sticky Notes.

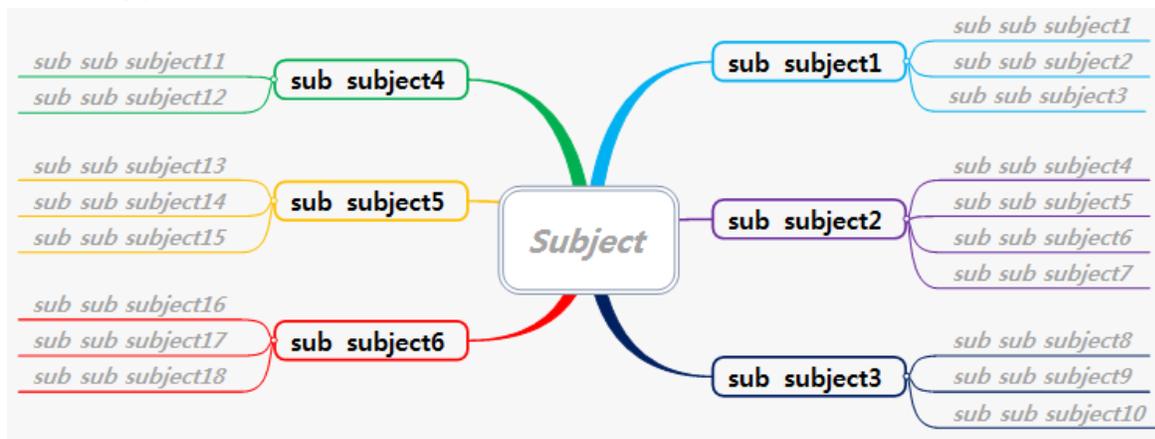
4.2.2. Radiant Association

Radiant Association is a process by which you start with a central topic and then radiate outward with each related idea, to induce logical and creative thoughts by imagination, association, and combination.

Procedure

1. Choose the main topic - Click the central node in the map and enter your topic.
2. Imagine - Enter all ideas as a sub-topic of your main topic using core, key words
3. Association - Now look at each sub-topic and ideate thoughts related to that topic. Enter those as a sub-sub topic
4. Combination - Look over all your key words and then use Drag and Drop to move topics around, thereby grouping similar ideas together.

Double-click the Subject and add your subject. Double-click each of the sub topics or sub-sub topics and keep adding your ideas.



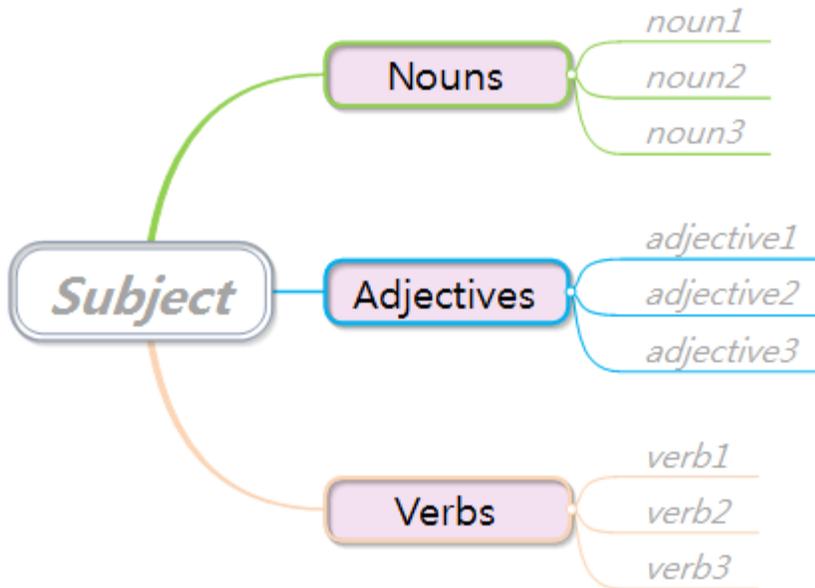
4.2.3. Attribute Listing

Attribute Listing is used for problem solving or ideations to systematically improve attributes of product, service, or process.

Procedure

1. Enter the main topic - Click the main node and enter your product, service, or process name
2. Enter attributes - Enter all noun attributes in the noun sub-tree, all adjective attributes in the adjective sub-tree, and verb attributes in the verb sub-tree
3. Develop idea - Look at each attributes and compare contrast with others to associate and combine into a useful idea.

Double-click Subject and add your own subject. Then double-click each of the topics and add your own attributes to the specified subject.



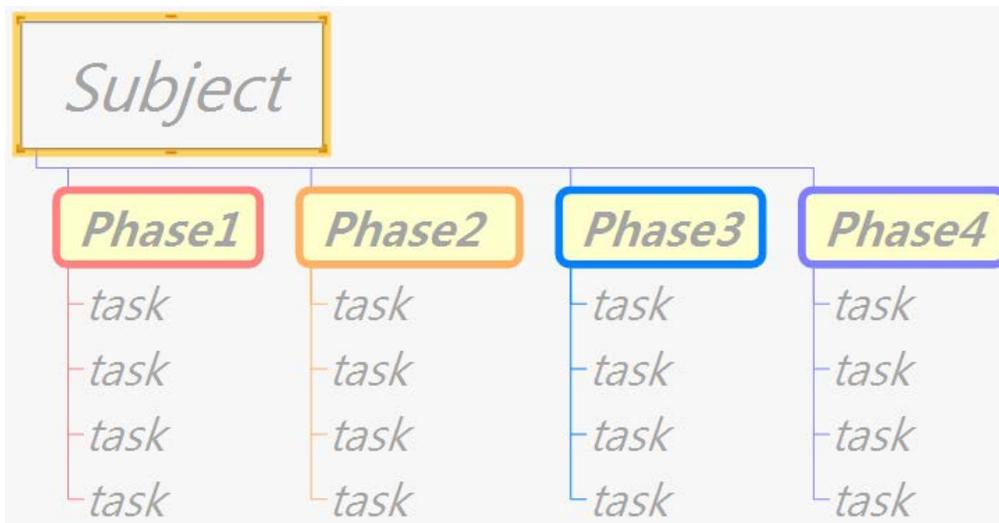
4.2.4. Process Planning

Use Process Planning to clearly and visually organize your tasks in scheduled order to maximize success.

Procedure

1. Enter your final goal and completion date in the main topic
2. Enter your phases and milestones to achieve the goal in chronological order
3. For each phase, list tasks and deliverables to successfully complete that phase

Double-click Subject, and add your project title. Then double-click each Phase and enter your project phases and/or milestones. Finally, add your tasks for each Phase.



4.2.5. Cause & Effect (Fishbone)

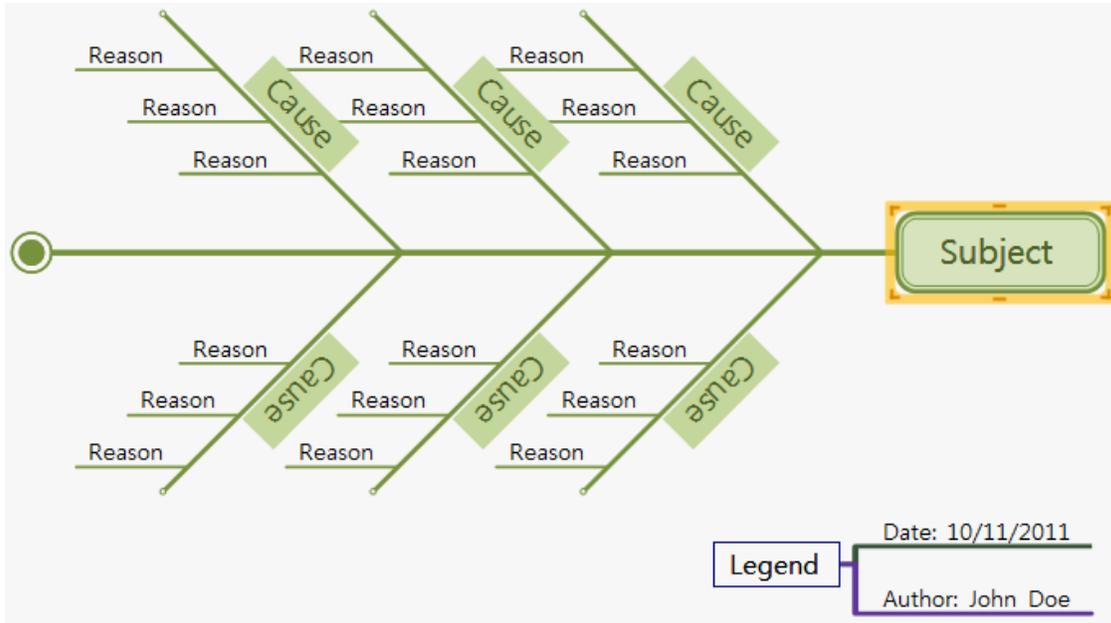
Fishbone diagram is used to determine a specific cause or causes that created a certain problem, by diagramming a cause and effect relationship, thereby allowing easy analysis and solution to the problem.

Procedure

1. Enter the problem in the main topic
2. Enter all causes related to the problem
3. Enter detailed reasons for each cause in the diagram.

Double-click Subject and add your Subject. This should be the final Effect of the diagram.

Double-click each Cause and add your specific Causes that is causing the Effect. Fill in the Reasons for each Causes.



4.2.6. Backward Thinking

Backward Thinking is a process by which a successful project completion is assumed, then listing ideas and tasks to fulfill the successful completion of the project in reverse time order.

1. Determine the main topic and completion date
2. List all main dates and milestones necessary for a successful completion. These will be your main stages.
3. For each stage, list all required dates with items and deliverables, as well as potential pitfalls and caution items. Utilize the built-in Gantt chart to help your scheduling.

Double-click Project and enter your project title along with the completion date. Double-click Success Image and enter some images that reflect successful project completion.

For each countdown day (D-1, D-2, etc), enter a task that needs to be performed and complete in order to successfully complete this project.



4.2.7. SWOT Analysis

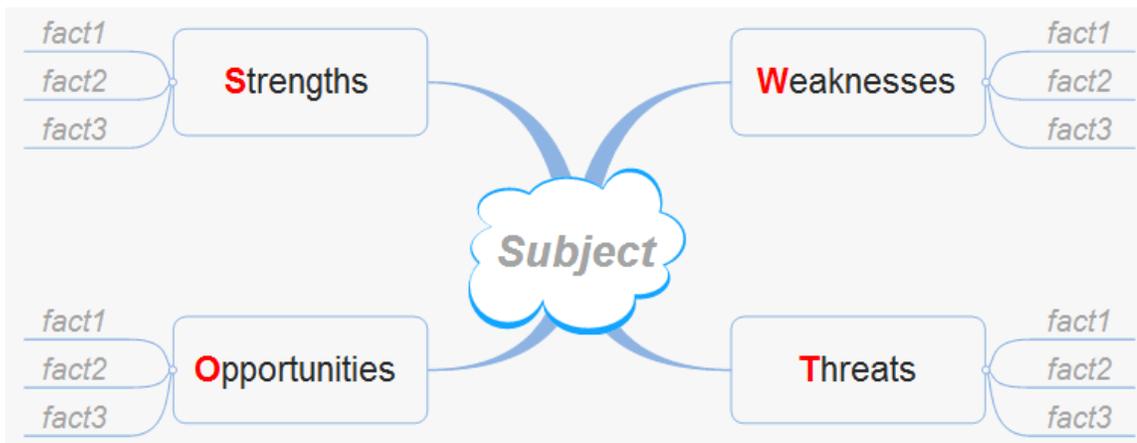
SWOT Analysis is a strategic planning method used to evaluate the internal Strengths and Weaknesses, and external Opportunities and Threats involved in a project or in a business.

Procedure

1. Enter your subject
2. Enter few items for each of the Strengths, Weaknesses, Opportunities and Threats.
3. Now the next set of sub-topics will be automatically created for you when you click Build Strategies.
 - SO – strategies that use strengths to maximize opportunities
 - ST – strategies that use strengths to minimize threats
 - WO – strategies that minimize weaknesses by maximizing opportunities
 - WT – strategies that minimize weakness and avoid threats
4. Form your winning strategy based on these ideas.

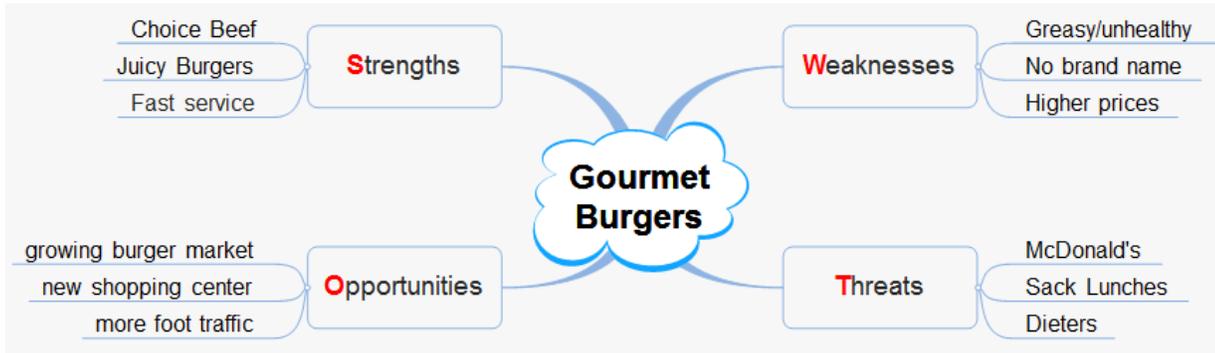
Double-click Subject and enter your subject. Double-click each fact, and then enter the Strengths, Weaknesses, Opportunities, and Threats.

Once you're done with your map, click Build Strategies in the Ideation pane to build your SWOT strategy.



SWOT Analysis Example:

Let's say you're contemplating opening a gourmet burger restaurant, and want a SWOT analysis. It might look similar to this:



Now click “Build Strategies” to see your SO, ST, WO, and WT strategies.

4.2.8. Forced Connection

Forced Connection takes disjoint objects or ideas, and then forcefully connect them to come up with more creative ideas.

Procedure

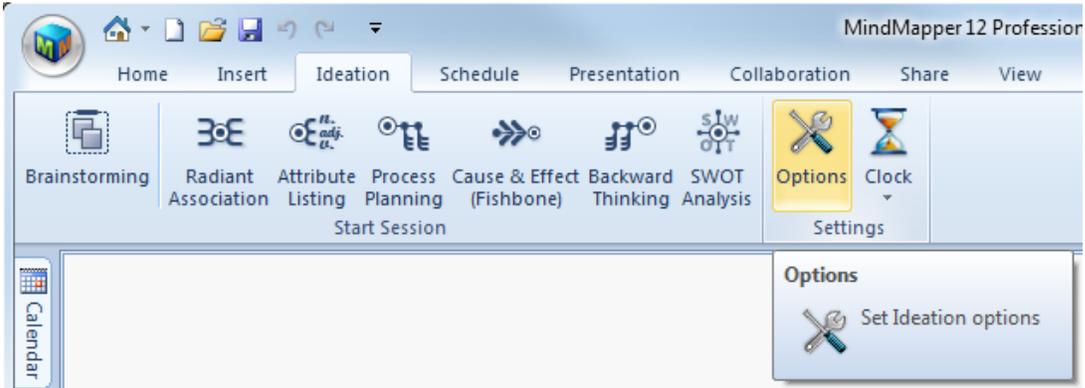
1. Enter the main subject
2. Choose a bridge word
3. Enter all thoughts coming from the bridged word.
4. Try to forcefully combine and associate ideas from the bridged word with your main subject

You can choose your own bridge word, or use one the list provided by clicking View Bride Words in the Ideation pane.

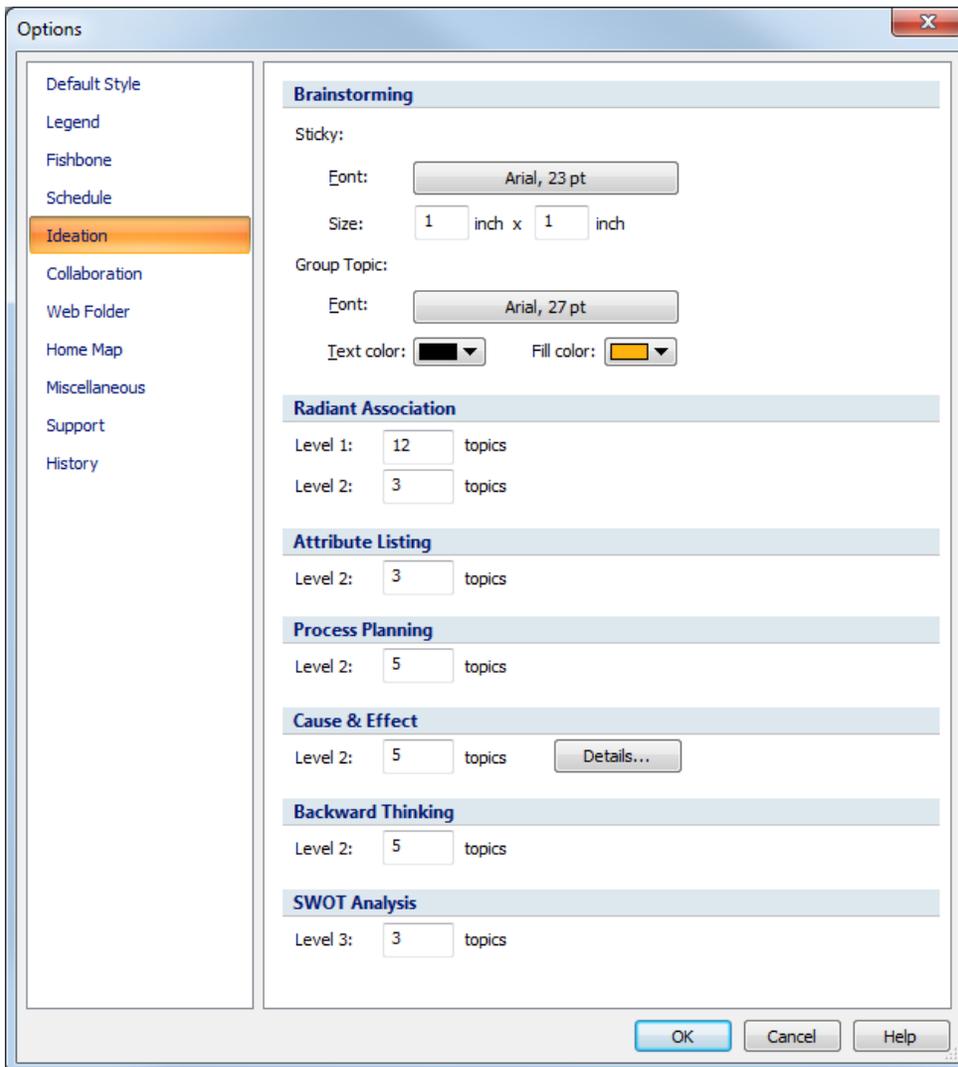


4.2.9. Ideation Options

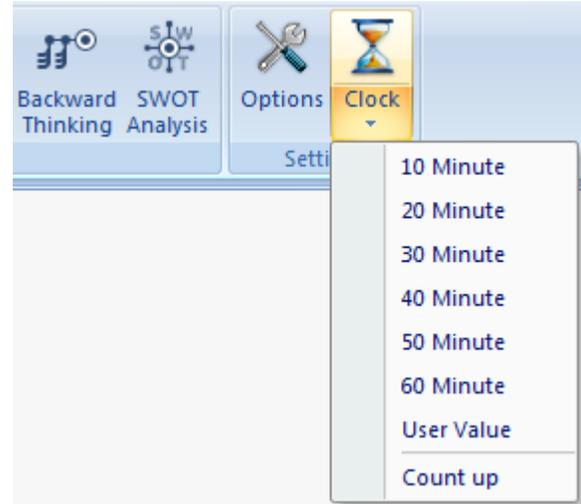
You can set Ideation Meeting Options by pressing Options in the Settings group



This will open the following Options box



Brainstorming Sessions can use a Clock to time the meeting. The Clock setting is entered by pressing Clock button.



4.3. Spell Checking with Thesaurus

Spell checker is improved with an updated Spell Checker engine for MindMapper. Also, an integrated Thesaurus is now an included feature with MindMapper.

4.3.1. Spell Checker

4.3.1.1. Start Spell Checker

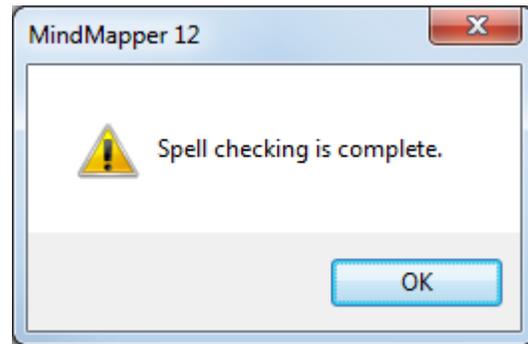
Select the topic you wish to check spelling, then press Spelling button in the Home tab Edit group.



Keyboard Shortcut: F7

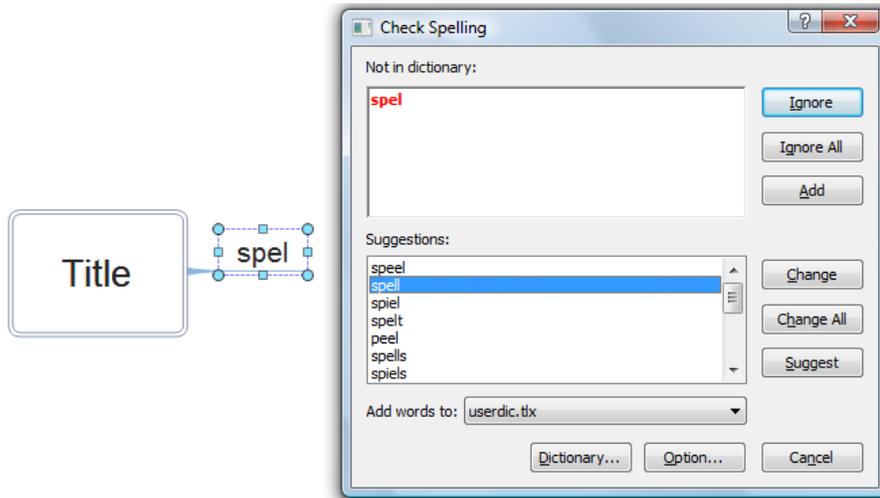
If you select the main title (root topic), then the entire map will be checked for spelling. If you wish to just spell check one sub tree, just select the topic of that sub tree.

If the Spell Checker does not find any spelling errors, then it will return the following dialog box.



4.3.1.2. Check Spelling Dialog Box

Below example shows a misspelled word "SPEL" that should be changed to "SPELL".



Choose "SPELL" from the list of Suggestion, then click Change. Your map is updated immediately with the correction.

Ignore: This word is spelled correctly or intentionally misspelled. So ignore this error.

IgnoreAll: Ignore all other instances of this word

Add: Add this word to your personal dictionary so it won't be flagged as an error .

Dictionary: Opens your personal Dictionary where you can add your own words.

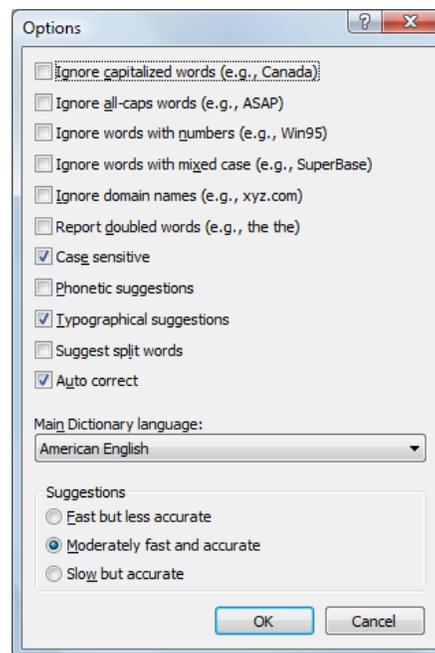
Option: Dictionary Options

4.3.1.3. *Dictionary Options*

MindMapper ships with 3 different dictionaries. They can be selected from the Main Dictionary Language dropdown.

You choices are:

- American English
- British English
- German



4.3.1.4. *Personal Dictionary*

Clicking Dictionary from the Check Spelling opens the Dictionaries dialog box.

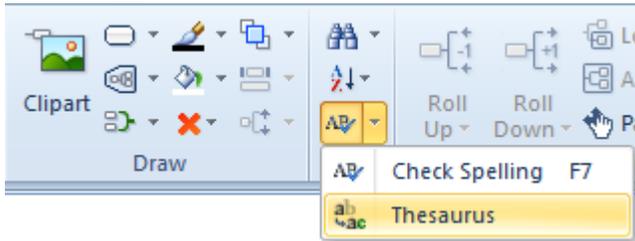
You can add your own words, or delete words from the list.

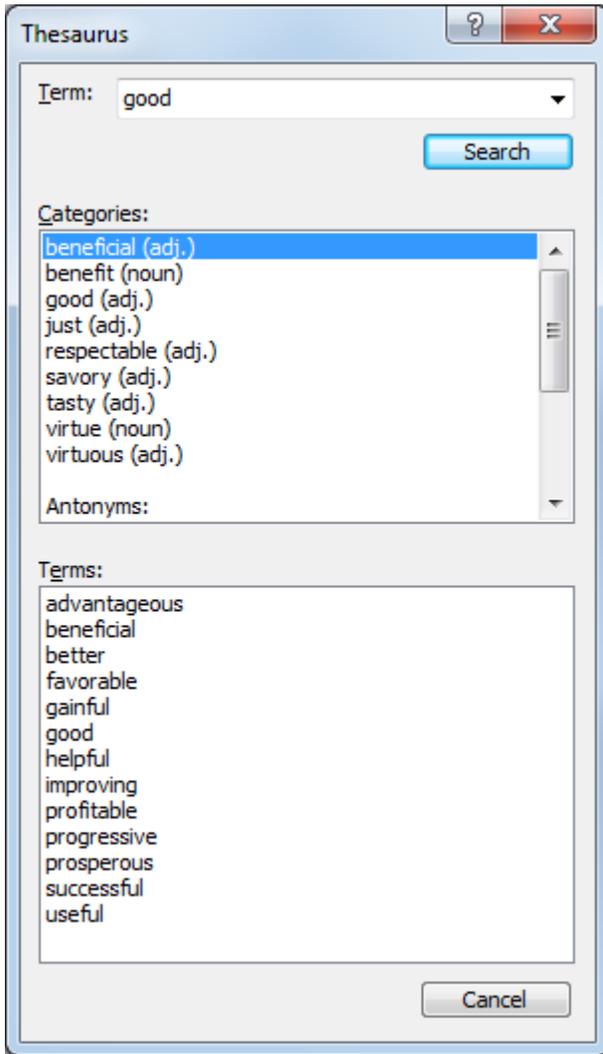
You can also choose a new file for your list of words from this dialog box.



4.3.2. Thesaurus

MindMapper also includes an integrated Thesaurus feature. To use the integrated thesaurus, simply select a topic, and then click the Thesaurus button menu. The Thesaurus window will open.





Select the correct definition from the Categories list, and then double-click the term you would like to use to replace your word with any of the candidate terms.

4.4. Hyperlinking

Hyperlink is a wonderful feature. It makes your document come to life with links to exciting web pages, multimedia content, pictures, spreadsheet and documents. With hyperlinking, your map is not confined to the present data set.

You can hyperlink web pages, other files (Word, Excel, pictures, music to name a few), a folder in your hard disk, and emails.

Sample right shows a map with many hyperlinks:

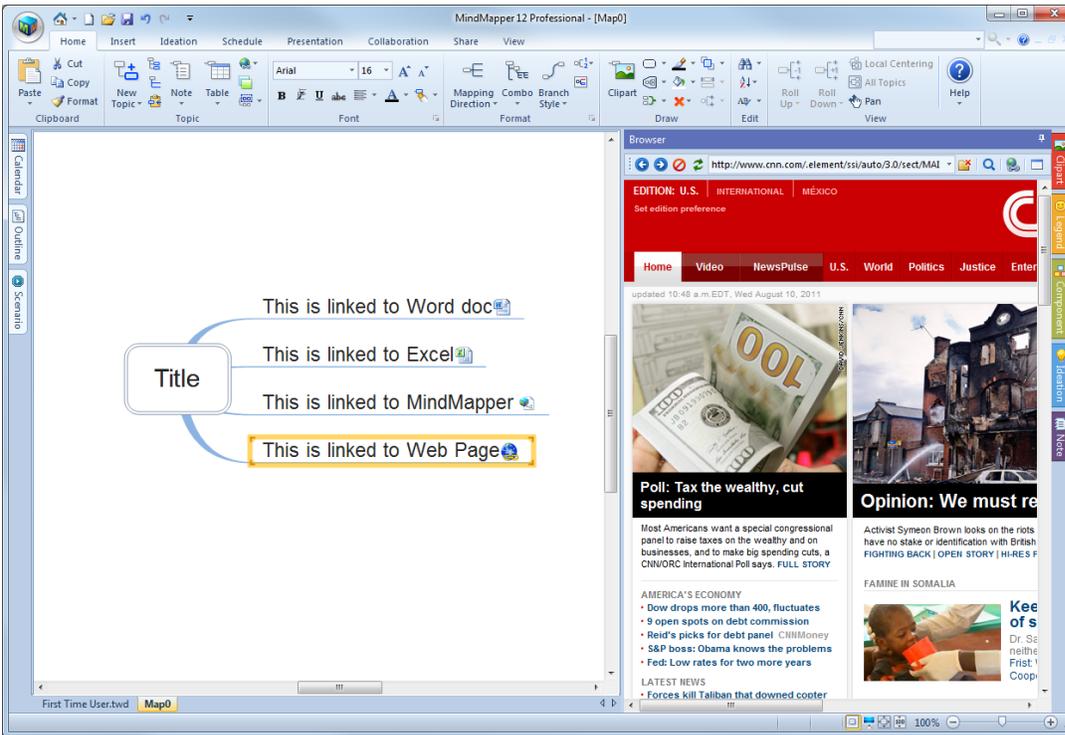


4.4.1. Inserting Web Page Hyperlinks

4.4.1.1. Brower Pane

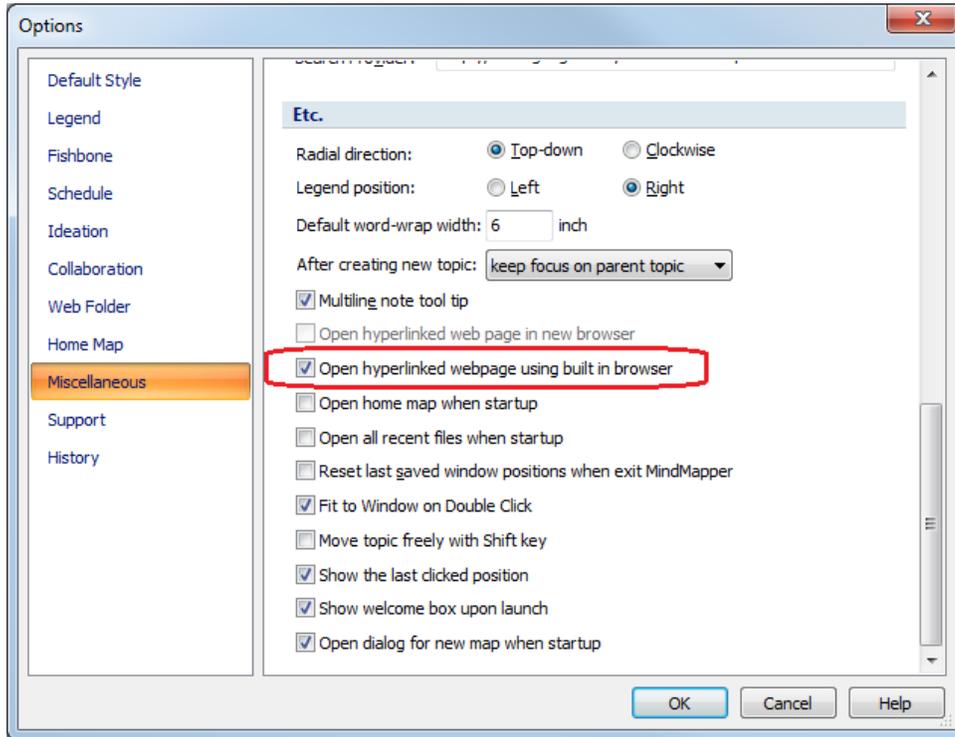
MindMapper incorporates a built-in browser window so you can browse website quickly from within MindMapper. Click the Browser tab in the Project pane to open the Browser window.

By default, the hyperlinked web pages that you click within MindMapper will also open in the Browser window.



If you do not wish to use the Browser window, and instead you're your own browser to view web pages, you can change this setting in the Options dialog box.

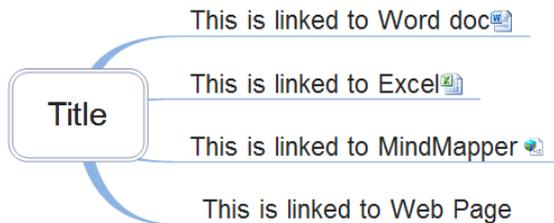
Click File / MindMapper Options / Miscellaneous, then uncheck "Open hyperlinks webpage using built in browser"

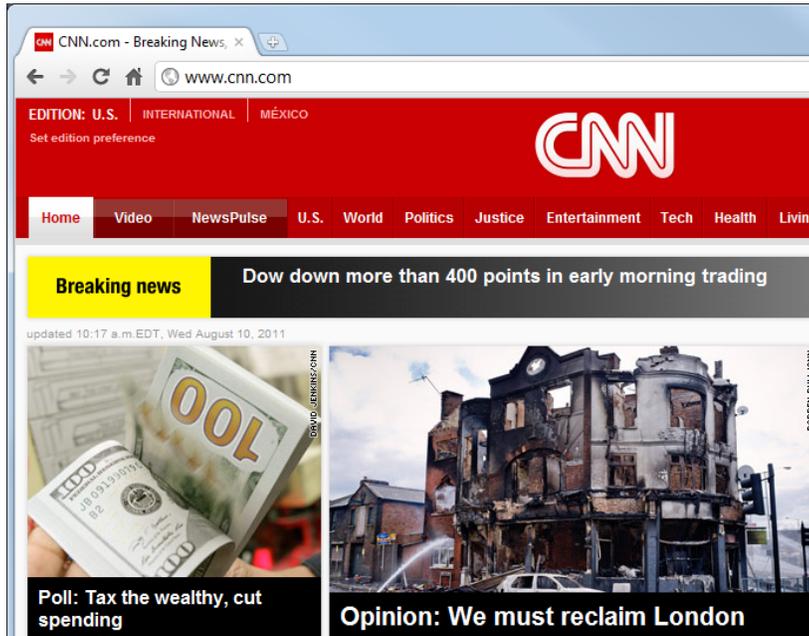


4.4.1.2. *Insert Web Hyperlink Using Drag and Drop*

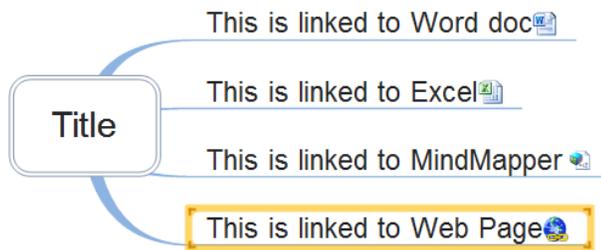
Easiest way to insert a hyperlink into MindMap is by drag and drop. To perform this, you need to open both your MindMapper and your browser, such as Internet Explorer.

- 1) Open MindMapper, and also open Internet Explorer next to your MindMapper Window
- 2) Navigate to the website where you want to attach the link in MindMapper. Below example shows CNNwebsite. We will insert the CNN.com hyperlink to the link that says "This is linked to Web Page". Notice the link currently does not show any hyperlinks.

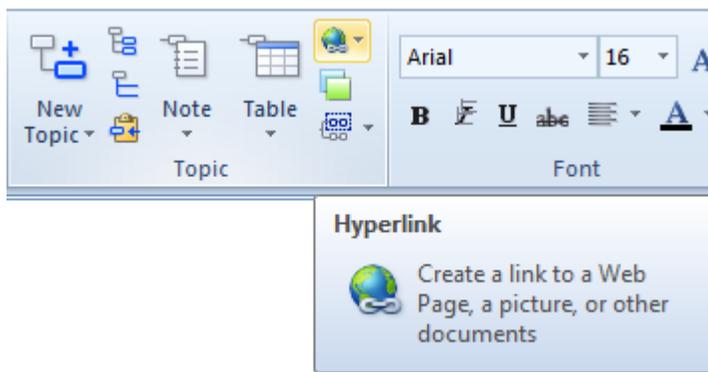




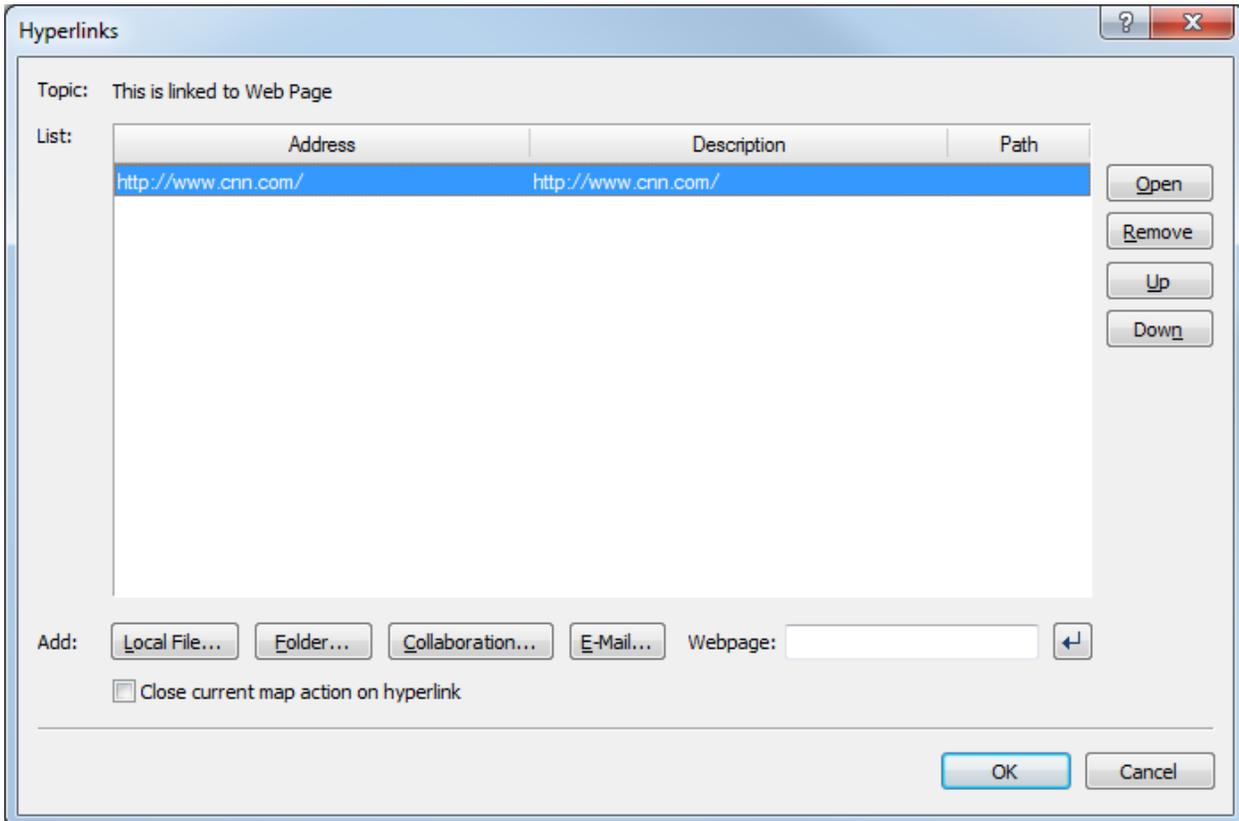
- 3) In your browser, click and drag the icon next to the URL (www.cnn.com) to the topic where you wish to add the hyperlink. When you release the mouse button, the MindMapper topic will show a hyperlink icon. Clicking on the icon will now open the webpage.



- 4) Verify the link by clicking it. You'll see Internet Explorer start with the Google Websites.
- 5) You can also verify by looking at the Hyperlink Properties. Click Hyperlink button in Home tab, Topic group to show the Hyperlink Dialog box. For hyperlinks, you need to choose Internet Address



That will open the Hyperlink dialog box:

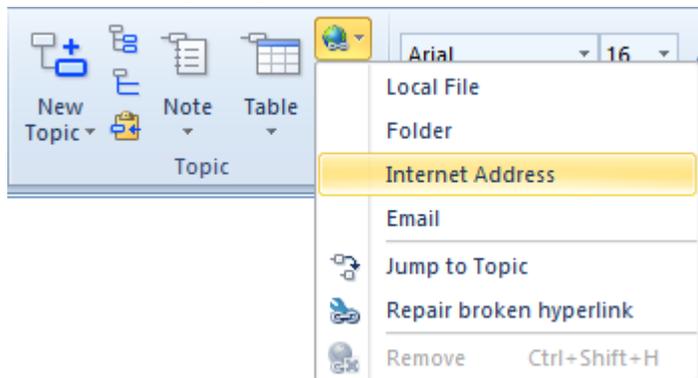


The dialog box correctly displays link to www.cnn.com.

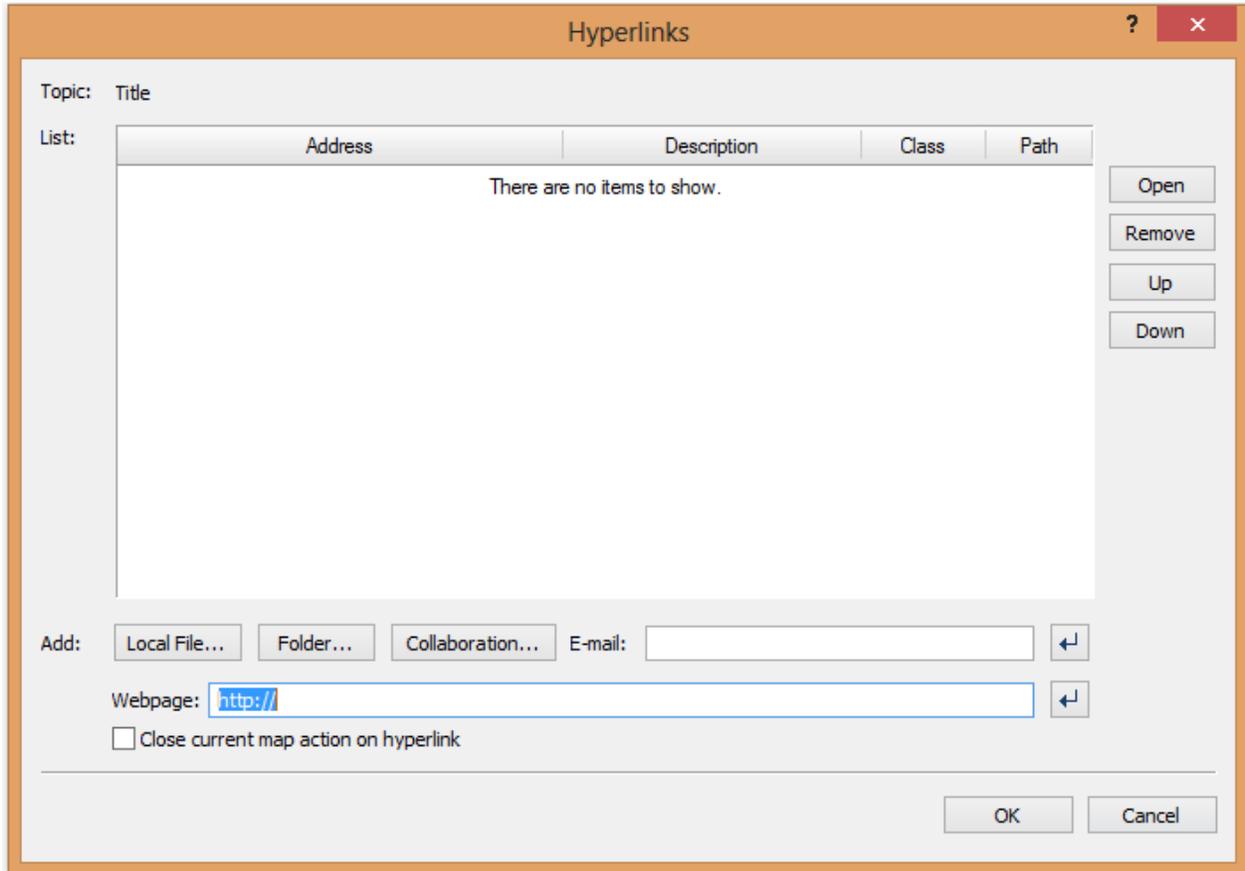
4.4.1.3. *Insert Web Hyperlink using Hyperlinks Dialog Box.*

You can also insert hyperlinks to a topic directly using the Hyperlink dialog box.

- 1) First select a topic in your Mind Map, and then press Hyperlink in the Insert tab.



Default internet browser will open so that you can go the website and copy the address:



- 2) Enter your URL in the Webpage text area. You can also copy and paste a web address in that box. Click the return arrow to the right when you are done.
- 3) You'll see your entered URL in the list.

4.4.2. Inserting File Hyperlinks

4.4.2.1. *Insert File Hyperlink Using Drag and Drop*

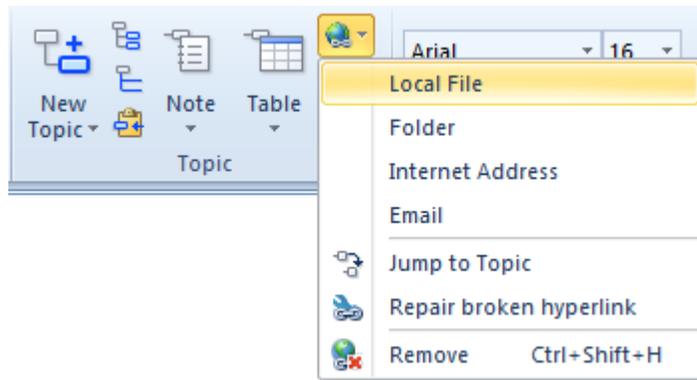
To link a file to a topic in MindMapper, simply drag the file from Windows Explorer to a topic in MindMapper, and then drop it. The MindMapper topic will show an icon indicating that a link is present. You can verify the link by clicking the icon.

Microsoft Office applications are automatically recognized and a special icon representing each application (Word, Excel, and PowerPoint) are placed as Hyperlink icons. All other files, such as Picture, Music, PDF, etc are shown with a generic Hyperlink icon, the blue ball.

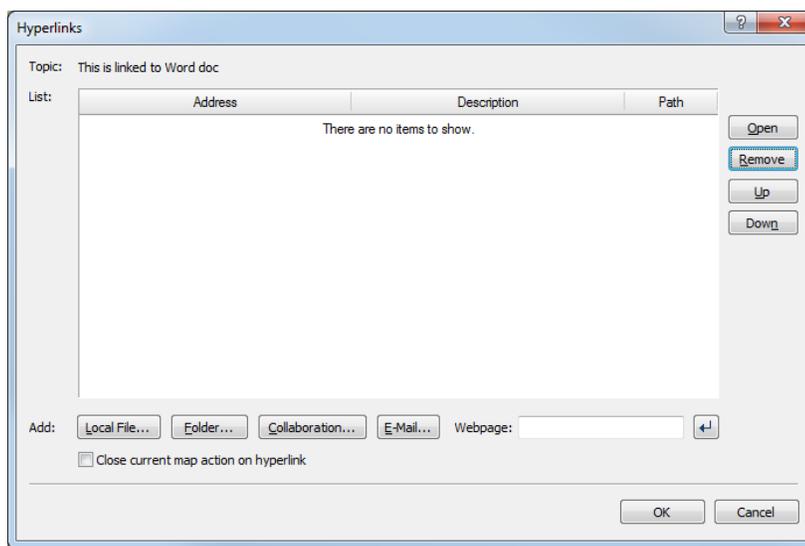


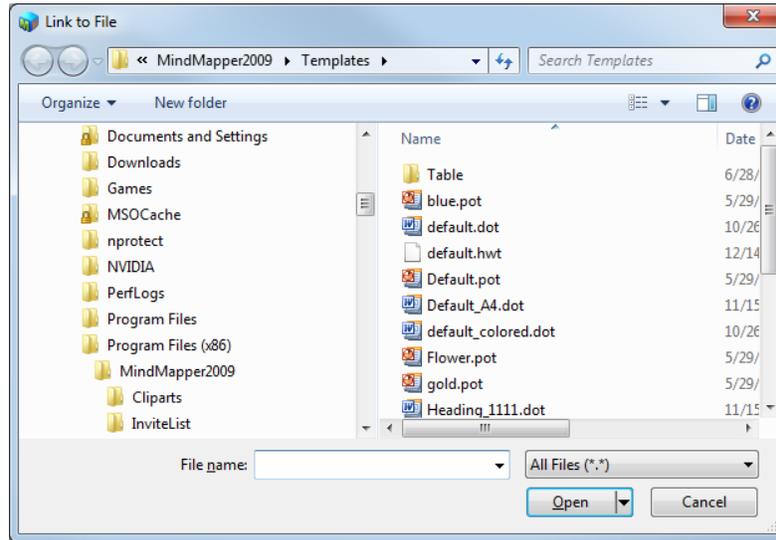
4.4.2.2. *Insert File Hyperlink Using Hyperlinks Dialog Box*

To link a file to a topic in MindMapper using the Hyperlinks dialog box, first select the topic, then click Hyperlinks button in the menu.



The Hyperlink dialog will start, and be empty initially. Also the Link to File dialog will appear so you can select the linked file.





Navigate using Link to File, select a file, then press Open. The file is now hyperlinked to the selected topic.

4.4.3. Inserting Folder Hyperlinks

4.4.3.1. *Insert Folder Hyperlink Using Drag and Drop*

The concept of linking folder is identical to linking a file. Only difference is you can drag a folder instead of a file to a topic in MindMapper. When you click the hyperlink in MindMapper, the folder will open.

4.4.3.2. *Insert Folder Hyperlink Using Hyperlinks Dialog Box*

You can follow the same guideline as Inserting a File Hyperlink Using Hyperlink Folder to insert a folder link. Replace clicking Local File with Folder in the dialog box.

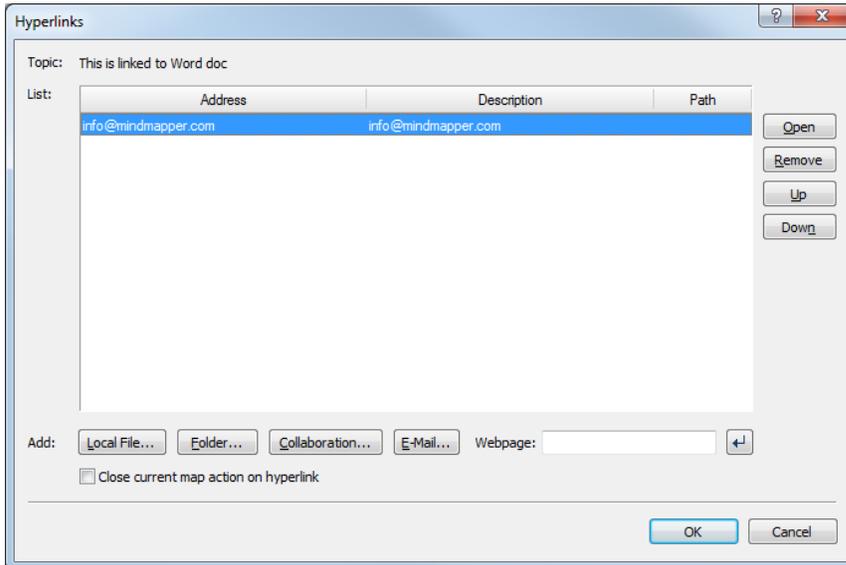
4.4.4. Inserting Email Hyperlinks

You can add an email to a topic such that a mouse click can open your client with the assigned email address.

Select the topic where you wish to attach an email address, and then press the Hyperlink button.

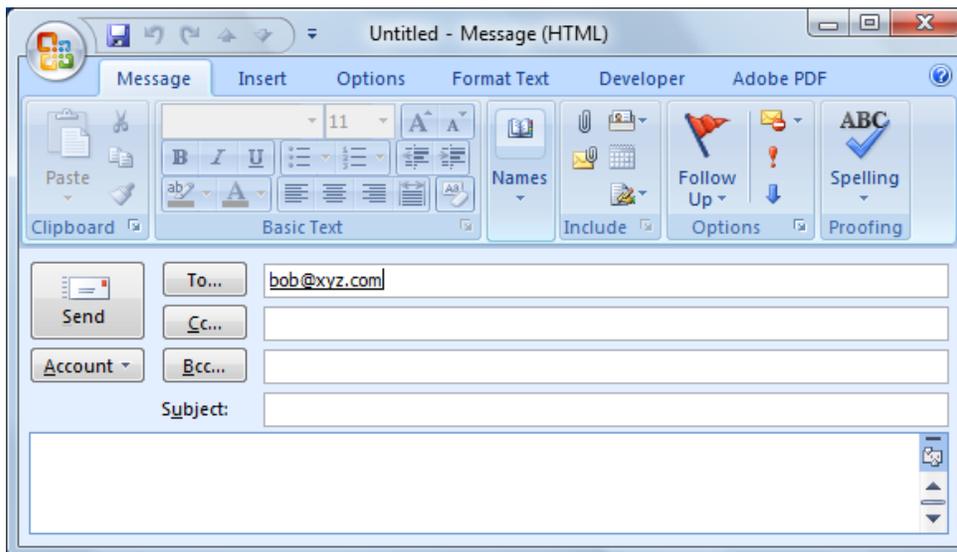
In the Address line, enter an email. i.e. bob@xyz.com, then click OK.

Note: You can also insert an email hyperlink by pressing the E-Mail button. This button is activated only if you are using the Windows Address Book.



Your topic will show a blue icon to show that you have a hyperlink.

To verify the link, click on the blue icon. Your email client will start with bob@xyz.com in the TO: field.



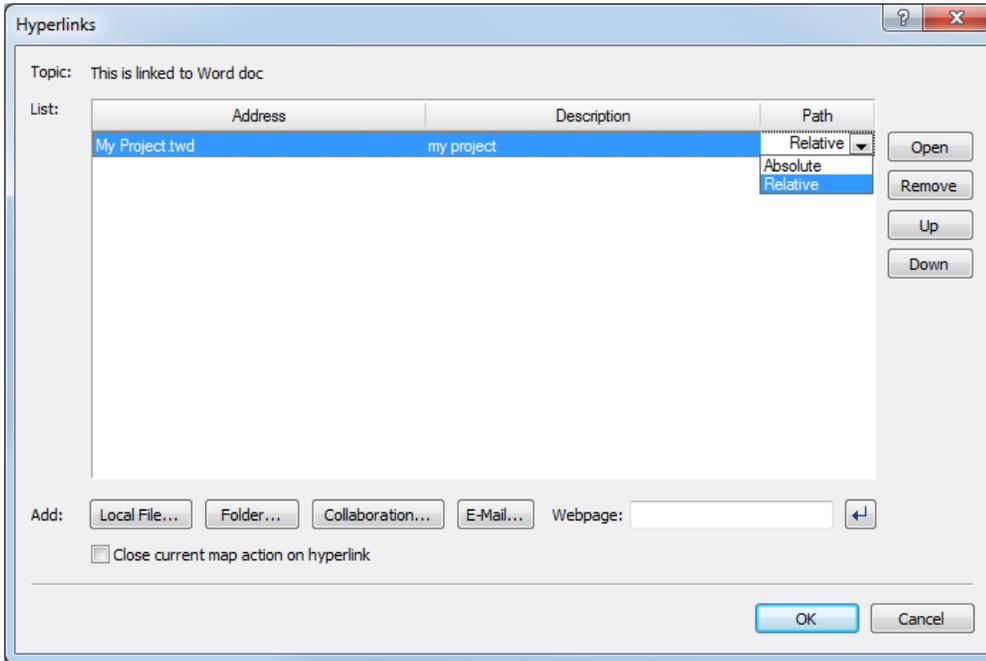
4.4.5. Hyperlink Options

4.4.5.1. Description

You can enter a descriptive title in Description text box. This description will show as Pop-Up text when you hover your mouse over the hyperlink, or when you click the hyperlink in case where you have multiple hyperlinks.

4.4.5.2. Path

When you link files or folders, you have an option to set whether the file path is relative to the folder containing your local map, or absolute. You can change the Relative or Absolute path by clicking the Path line.



4.4.5.3. *Close current map action on hyperlink*

You have an option on how the current map will behave when you click a hyperlink.

When you Check this option, the current map will close when you click the hyperlink, showing only the new linked file on the screen.

If you uncheck this, the current map will stay on the screen along with the newly opened file.

4.4.6. **Managing Multiple Hyperlinks**

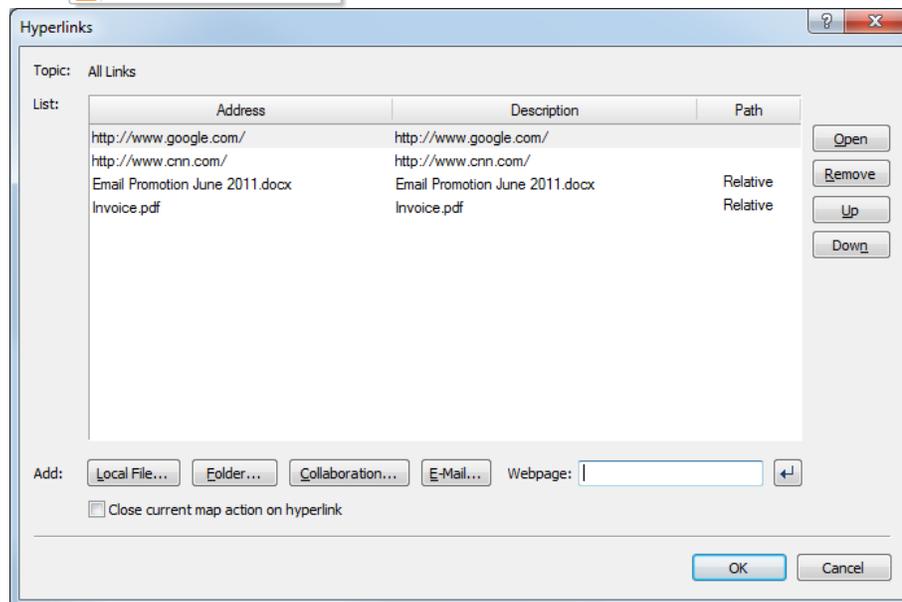
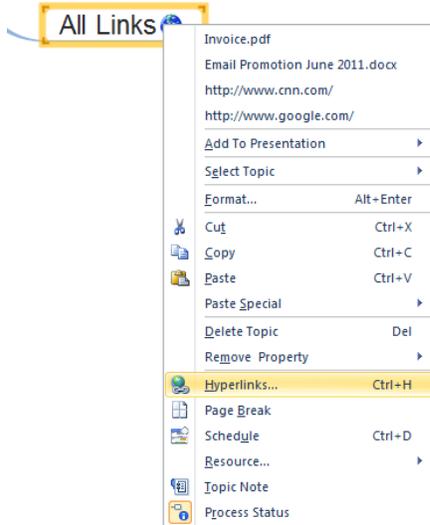
You may have multiple hyperlinks attached to a single topic. The topic will only show one hyperlink icon, but will preserve all the hyperlinks you have assigned to it.

When you click on a topic with multiple hyperlinks, you'll see the list of hyperlinks and you can choose one. Example below shows the All Links topic having 4 hyperlinks: PDF file, Word doc, and 2 web addresses.



To see all the hyperlinks and to manage them, simply right-click the topic and choose Hyperlinks to open the Hyperlink Window

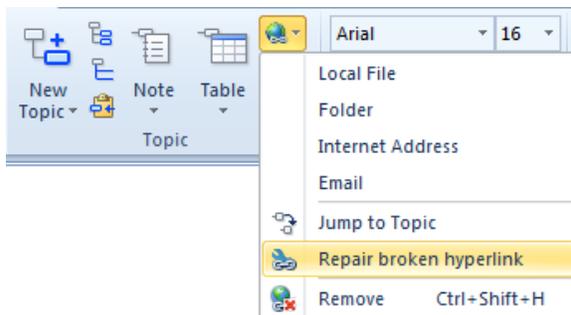
This is linked to Web Page 



You can move a specific link up or down using the Up / Down buttons. You can delete a link using Remove button.

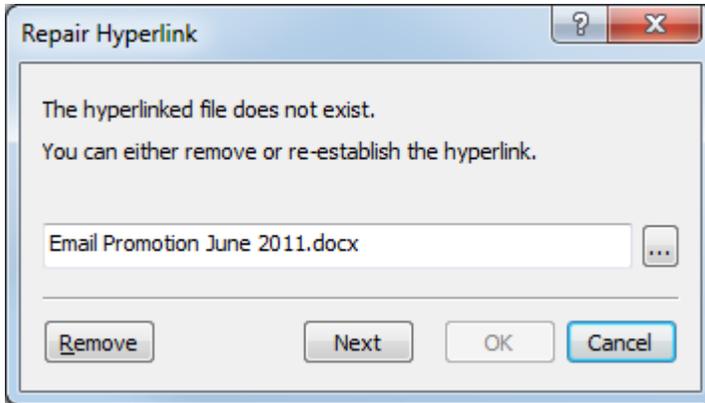
4.4.7. Repair Broken Hyperlinks

You can check the integrity of your hyperlinks by pressing Repair Broken Hyperlinks:



MindMapper will go through each hyperlink in your map and verify the link is valid.

If an error occurs, you'll see a dialog box where you can either remove the link or fix the path to restore the link.



4.4.8. Remove Hyperlinks

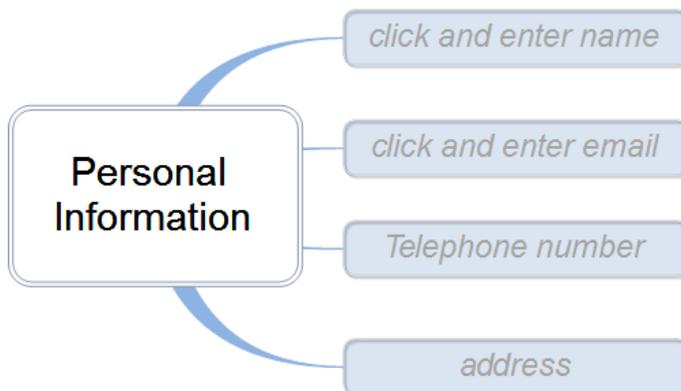
Select the Topic containing the hyperlink that you wish to remove. Then open the Hyperlink Dialog box by clicking Hyperlink button in Insert tab.

Click Remove button to remove the Hyperlink.

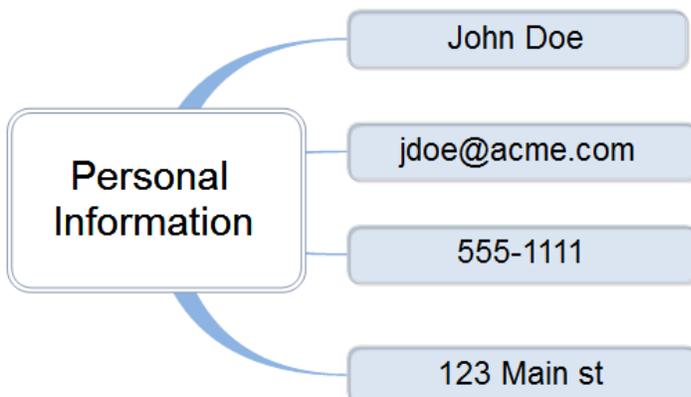
4.5. Working with Fields

Fields allow you to show some sample text, and when the user clicks the text, the text disappears and you can enter real data. You can easily make a template map using fields.

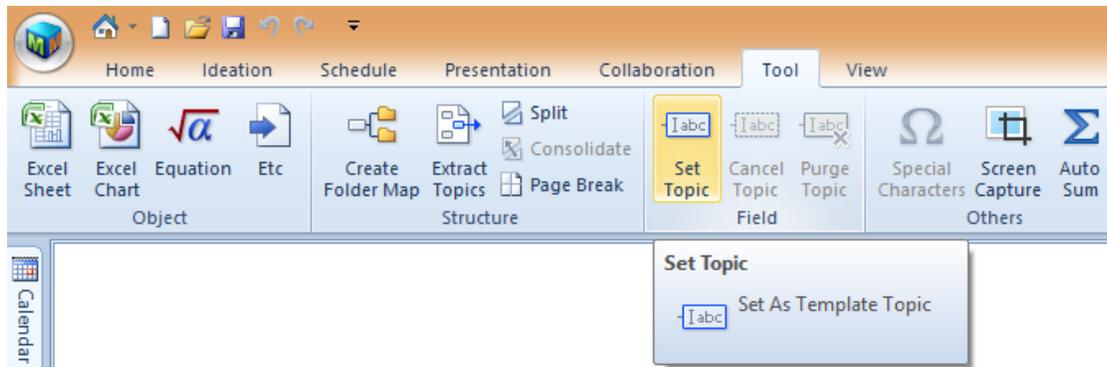
Here is a sample use of fields:



Click on each blue-shaded box and type the real information



Field menu is in the Tool tab



4.5.1. Set Topic

Select a topic or multiple topics, and then click Set Topic to convert them into a field. The text will become light gray color.

Now when you double-click this topic, the sample text will disappear, allowing you to enter real data.

4.5.2. Cancel Topic

Convert the field topics back into normal text topics.

4.5.3. Purge Topic

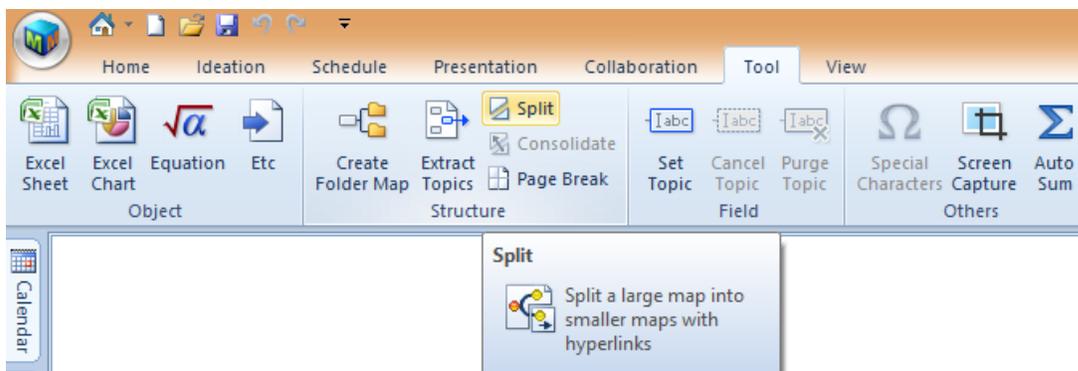
Remove all field topics and return all topics back to normal text topics.

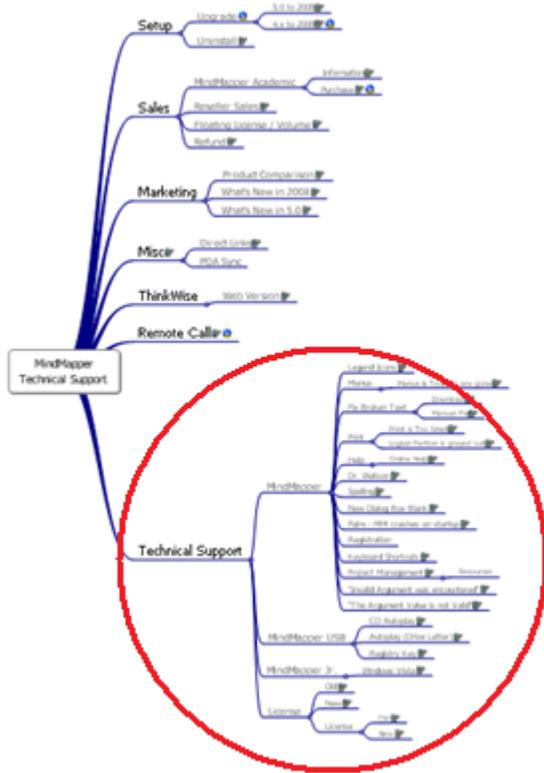
4.6. Splitting and Consolidating Mind Maps

As your map becomes richer and more complex, working from a single file might not be the best idea. It might be more efficient to break up your large map into smaller maps and link them with hyperlinks.

4.6.1. Split

To Split a large map into 2 or more maps, click the topic that you wish to break off, then click Split button in the Insert tab Structure group.



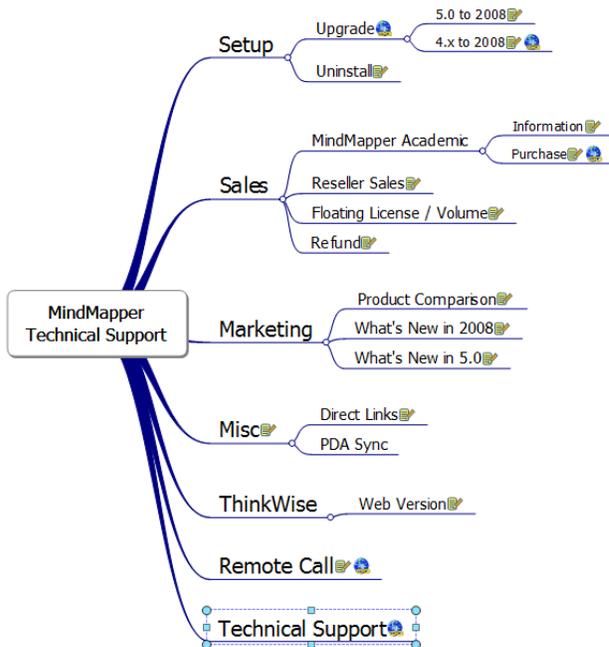


This example shows a topic called "Technical Support" that has outgrown its sibling topics.

To split this portion of the map, click "Technical Support" and click Split in the menu..

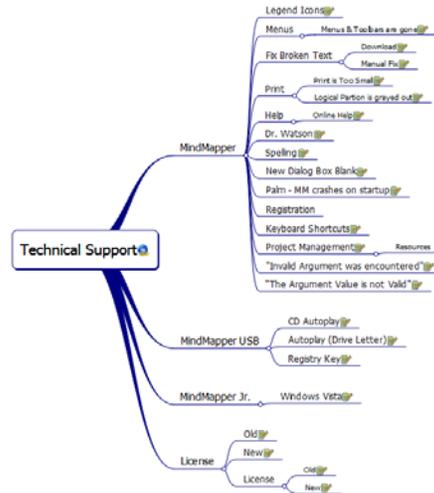
You'll see a Save window. Save the new file containing just the Technical Support sub tree.

Original File:



Technical Support subtree is gone, but replaced with a hyperlink. When you click the hyperlink, the new files opens.

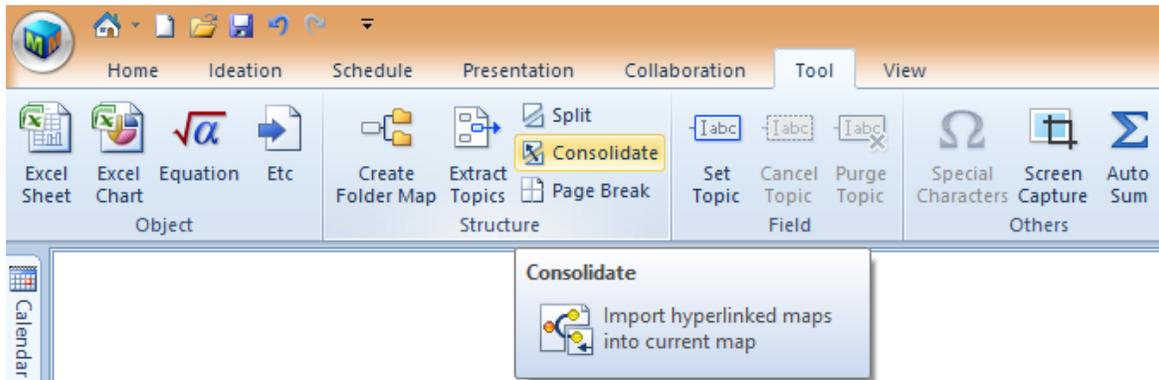
Detached File:



The new file now contains only the Technical Support sub tree. If you click the hyperlink in the Main Title, then you go back to the original document.

4.6.2. Consolidate

Consolidate is the direct opposite of Split. Consolidate will take split files or hyperlinks files and combine them into a single file.

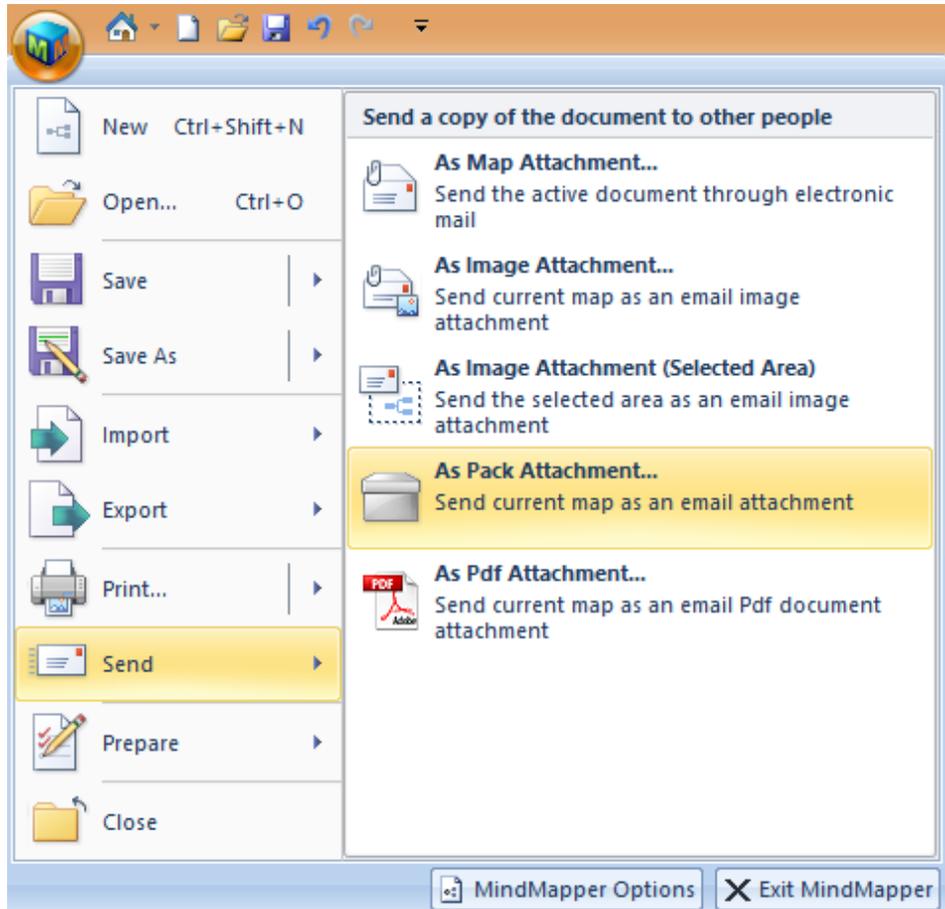
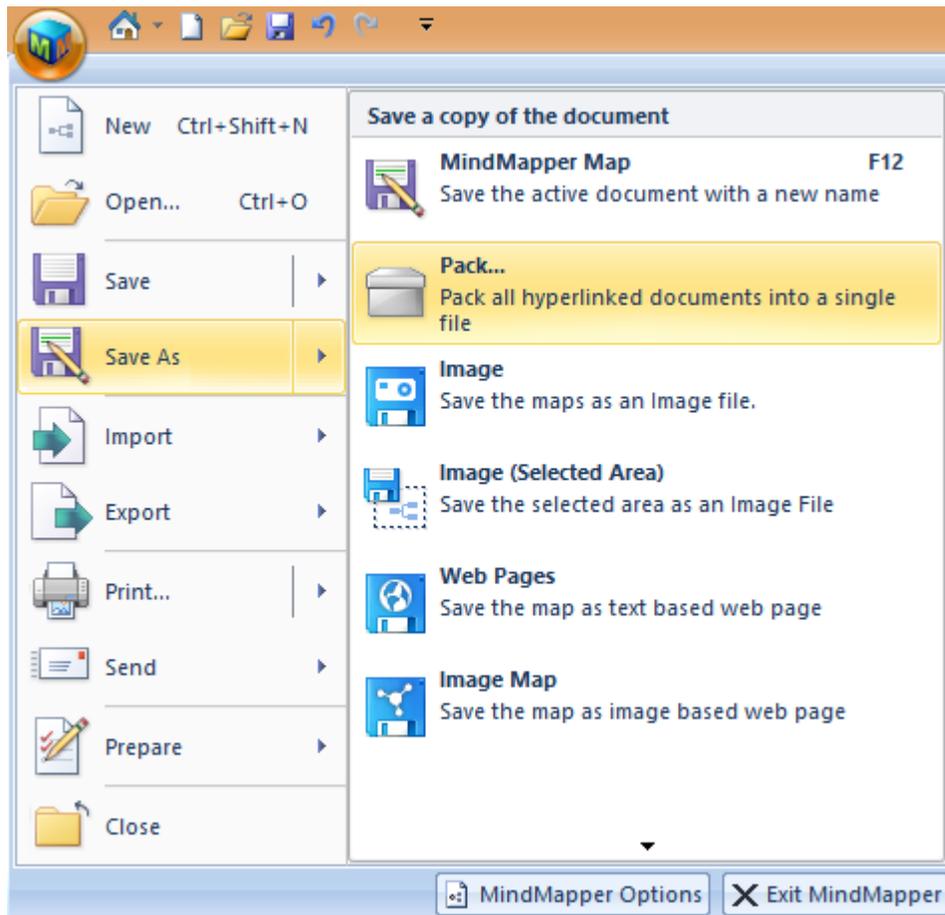


4.7. Pack and Delivery

When you have many hyperlinked files in your map and you wish to send your map to someone else for review, then just sending the map itself will not be enough. Your recipient would be missing all the linked files, such as Excel spreadsheets and Word documents that might be linked to your mind map.

To make sure all your linked files are included, use the Pack feature in MindMapper.

Pack menu is found in Save as.



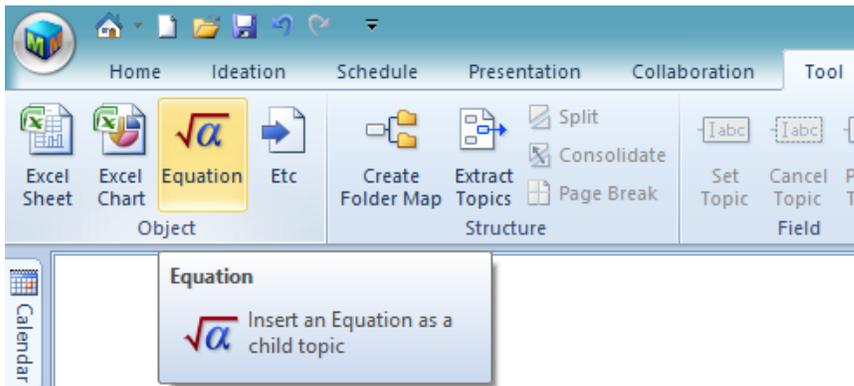
Pack will combine your map with all the hyperlinked files and create an archived file with a file extension of TWDXS. This is similar to archived files such as *.zip or *.rar file. The archive can be sent to anyone and they will have all the linked files for their viewing.

You can also send packed file as an email attachment. Send> As Pack Attachment...will send the above feature one step further by automatically starting your Email client and attaching the Pack file as email attachment.

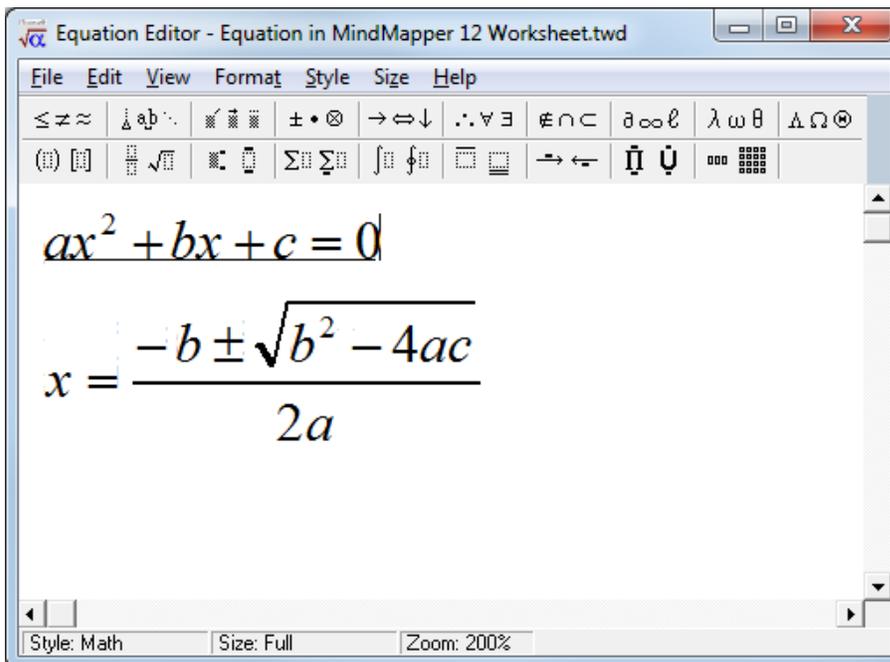
4.8. Using and inserting Objects

4.8.1. Equation Editor

Equation Editor is in Tool tab, Object group.



Click a topic where the Equation will go, then clicking Equation button will invoke Microsoft Equation Editor. Enter your equation:



You can update MindMapper with your equation by clicking File / Update
When you're ready to return to MindMapper, choose File / Exit and Return to MindMapper

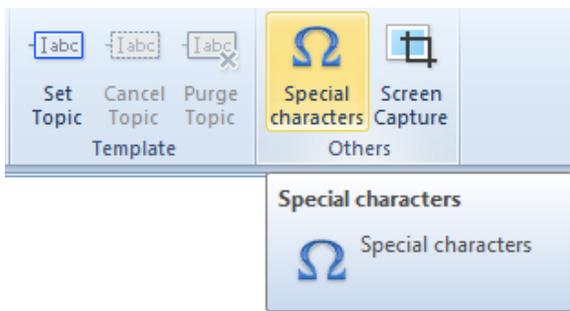
Math Formula

Quadratic Equation

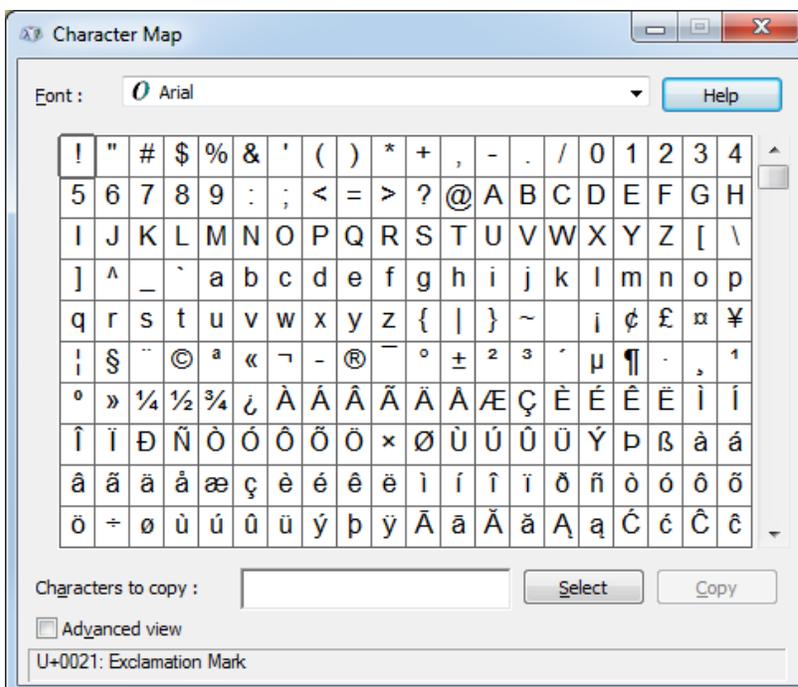
$$ax^2 + bx + c = 0$$

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

4.8.2. Insert Special Characters



In the Insert tab, Others group, you can insert symbol and special characters using Special Characters menu. Clicking it will open Microsoft Character Map program:



Select your Font, and the desired character, then press Select to add the character to the edit box. You can add multiple characters.

Once you done, click Copy, then go back to your MindMapper program. Select a topic and press Paste (or Ctrl+v) to paste the special characters.

4.8.3. Screen Capture

Clicking Screen Capture will hide your MindMapper program and show your screen. Select an area of the screen using your mouse, and the selected area will automatically paste into your MindMapper program as an image.

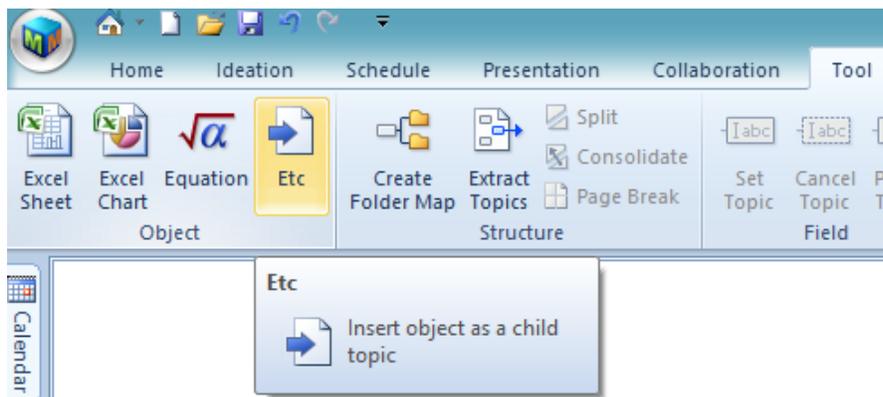
4.8.4. Using OLE Objects

Besides hyperlinking, you can also link objects using Microsoft OLE (Object Linking and Embedding) feature.

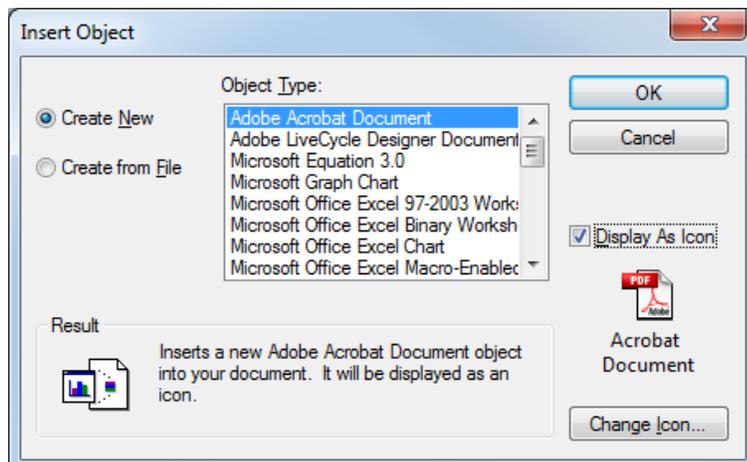
Object menu is in the Tool tab.

Common Object items, such as Excel sheet, Excel chart, and Equation are on the main.

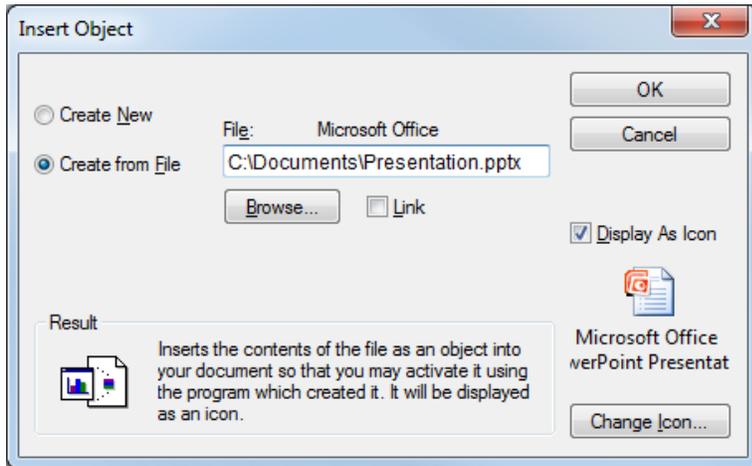
For other objects, choose Etc. menu.



Insert Object dialog box will appear



To create a new OLE object, select the object type from the list box and press OK.

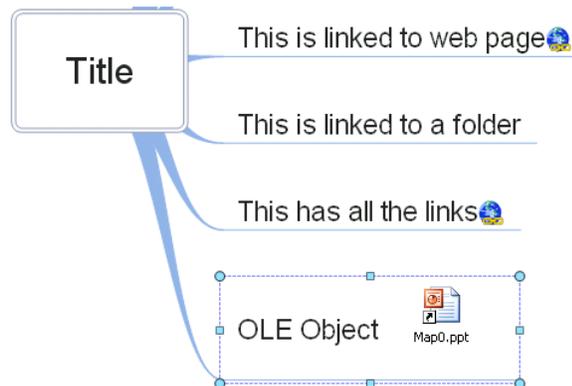


To link or embed an existing file, press "Create from File" button.

The click Browse to open the File dialog and look for your file.

Link: Check this to make a link to your file. If unchecked, the file will be embedded.

Display as Icon: Check this to display the application icon.

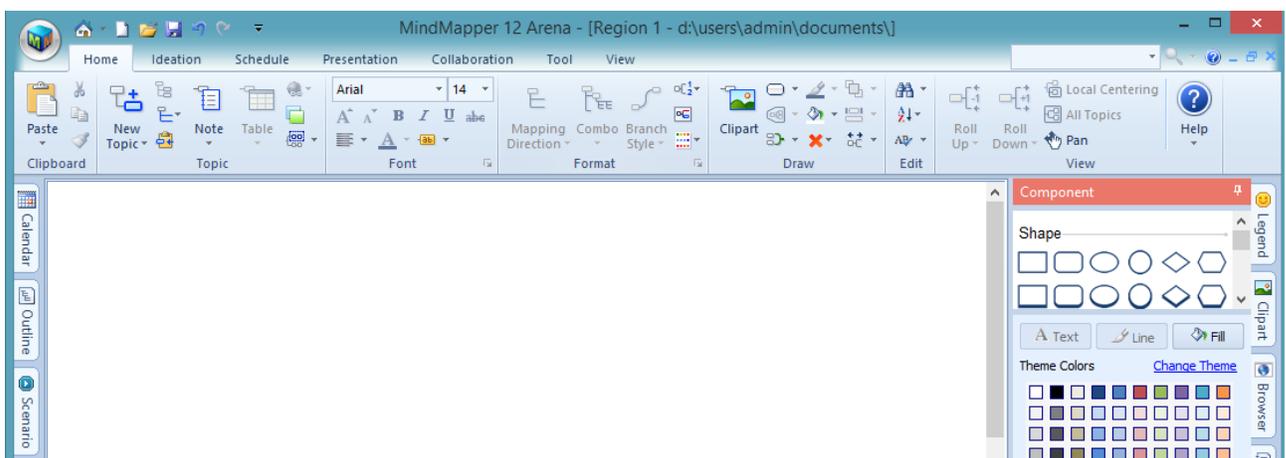


Your topic will now show the OLE Object.

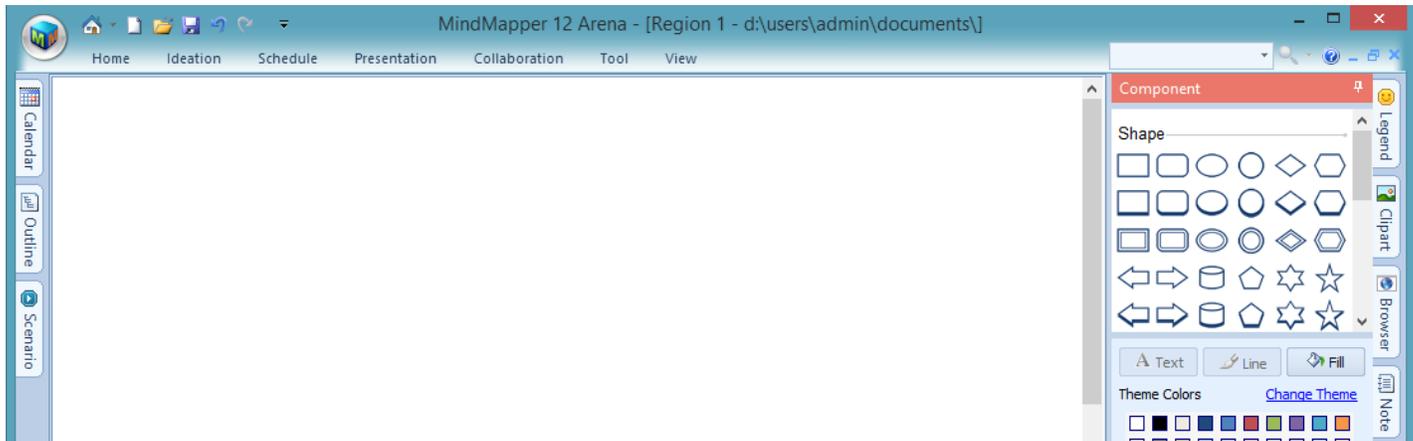
4.9. Setting up MindMapper

4.9.1. Hiding / Showing Menus

The Ribbon style menus appear by default.



If you double click any of the menu names (i.e. double-click Home), then the menu will disappear, giving you a larger working area

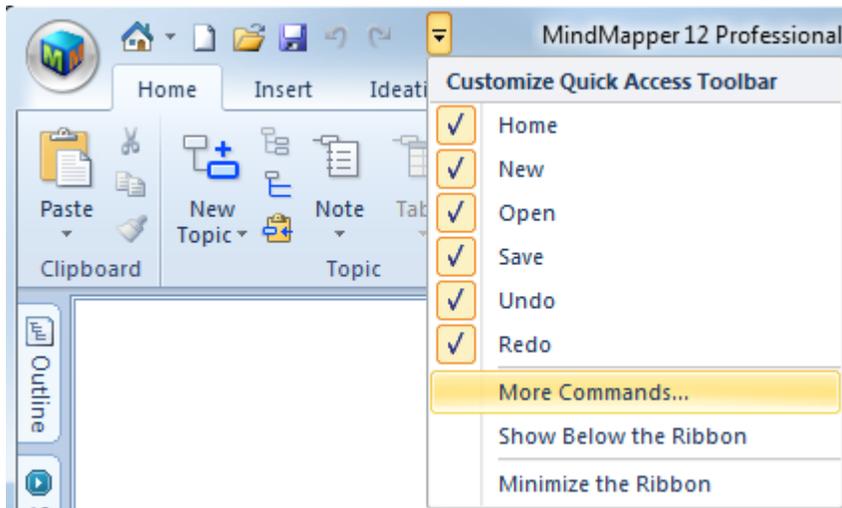


To show the menus again, double-click on the menu name again.

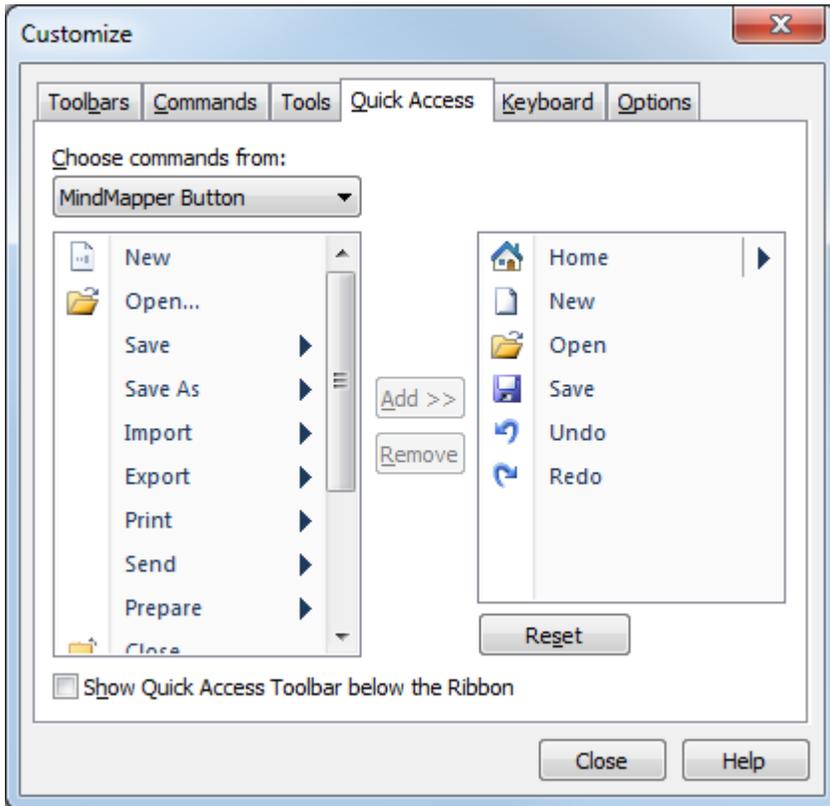
4.9.2. Customizing the Quick Access Toolbar

You can customize the Quick Access Toolbar to remove the icons you do not want, and also to add additional icons.

To access the menu, right click on the Quick Access Toolbar, or click the down arrow on the right side, then choose More Commands.



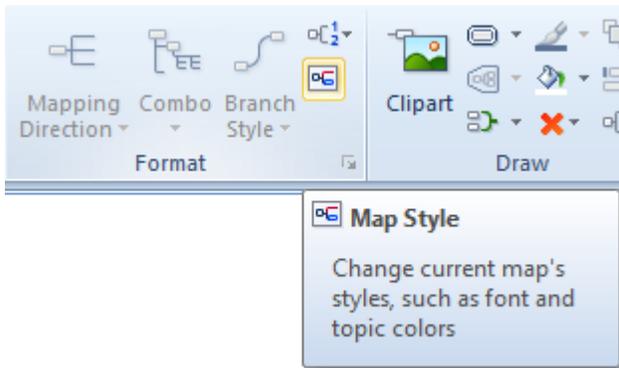
The Quick Access options will open.



You can choose any command you like and add them to the Quick Access Toolbar.

4.9.3. Current Map Style

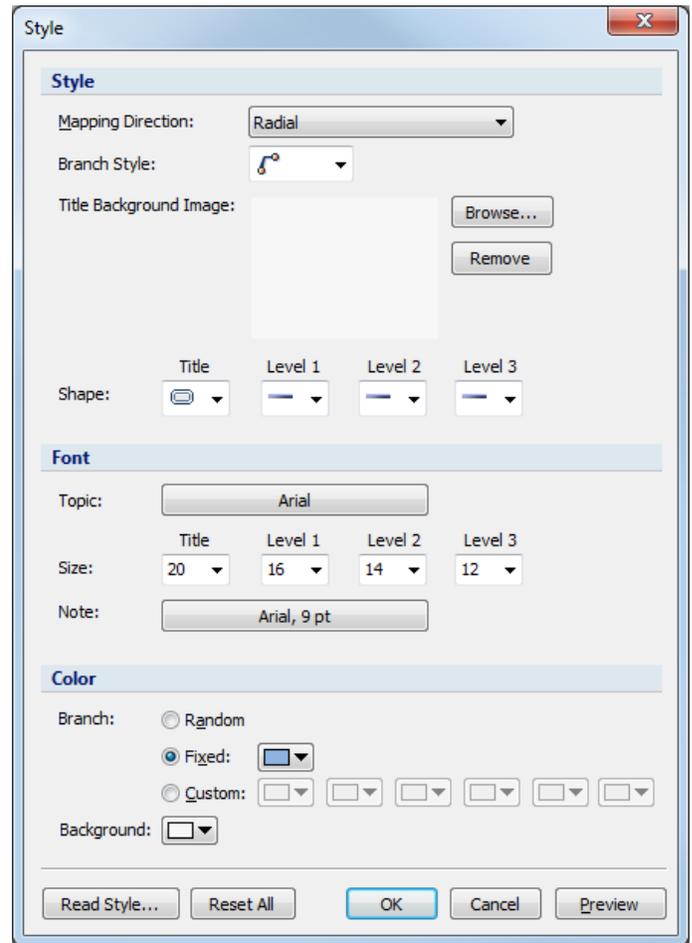
Current map style settings are accessible through Map Style button in Format group of the Home tab.



This opens the Style Dialog Box.

All the changes made in the dialog box are for the current map only.

You can press Reset All to restore all options to their default settings.

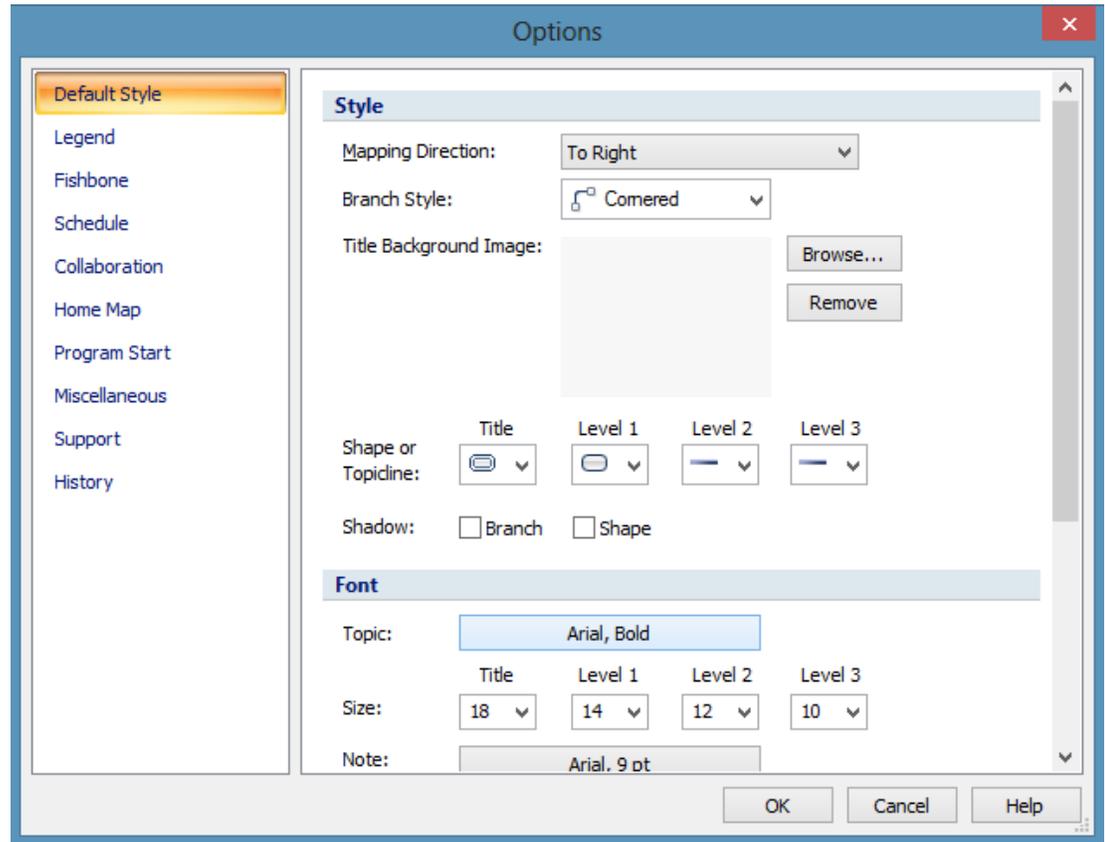


4.9.4. Default Style

If you wish to change the styles for all your future maps, then you need to either set the Default Style or Change the Default Template (next section)

Open the Default Style options in by clicking the MindMapper Button, then pressing MindMapper Options.

After you make the desired changes, press the OK button.

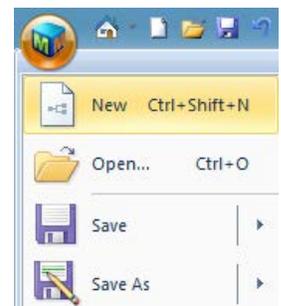


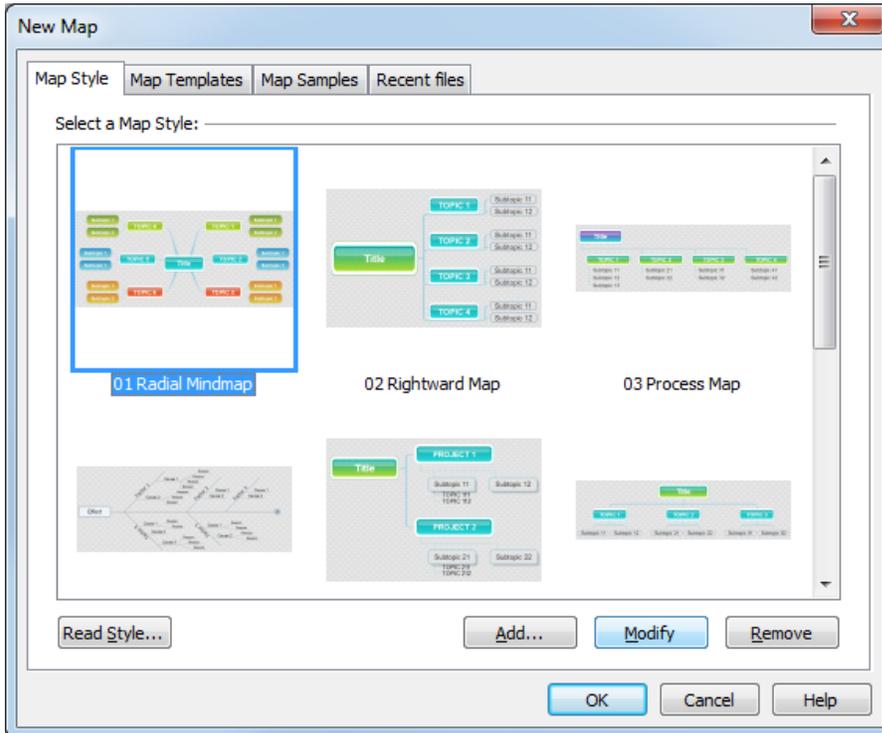
Now, to start your new map with this newly defined style, you need to press the New icon in the Quick Access Toolbar or press Ctrl+n



4.9.5. Changing Default Template

Selecting the New button in MindMapper menu brings up the New Map dialog box.





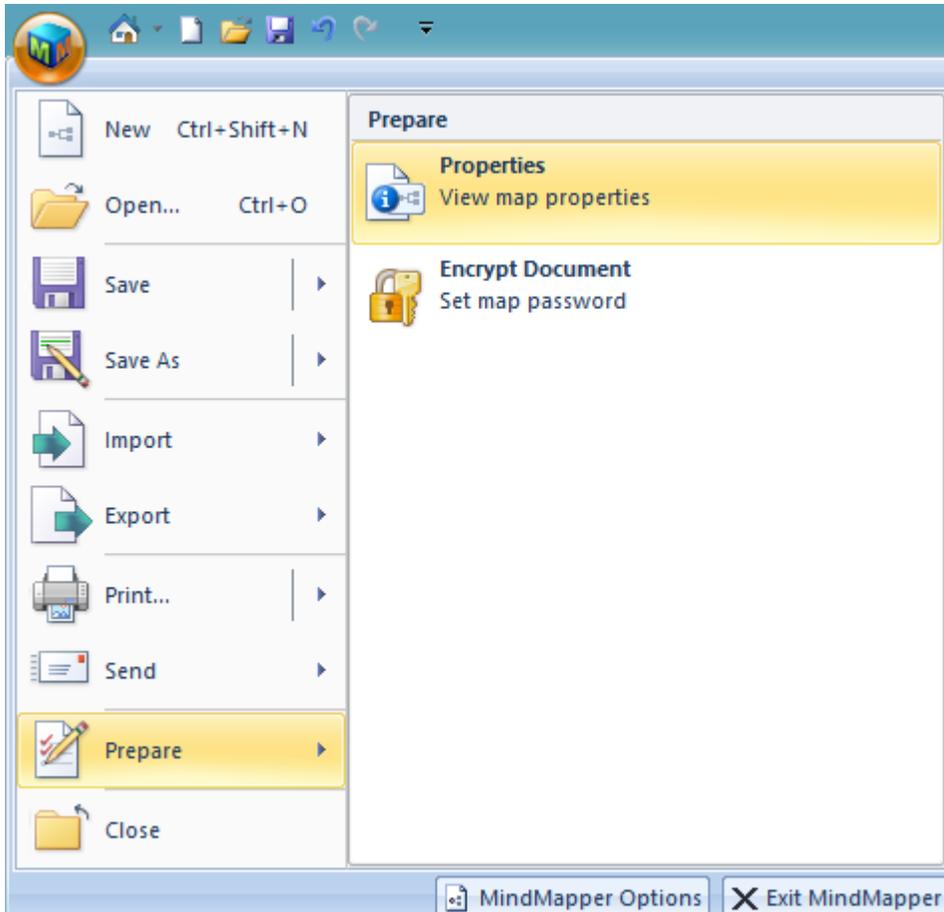
Map Style tab shows the default styles used for generating maps. Select the style you wish to modify, and then press the **Modify** button.

MindMapper will open with the current style, and you can make changes, such as font color and size, color or shape of the topic text, etc. and save the style back. You'll see the changes in the New Map window.

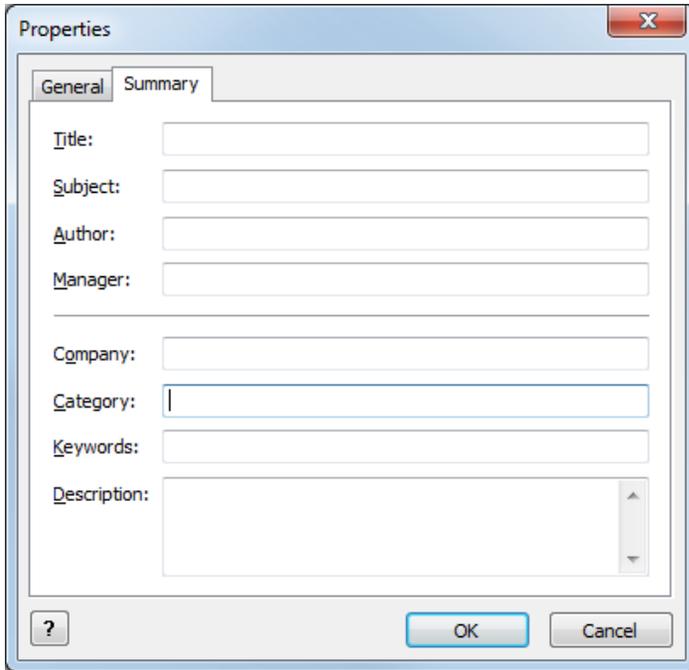
Next time you start new map with the updated template, your map will show the applied style changes.

4.9.6. Map Properties

Open the Map Properties dialog box by pressing Prepare the MindMapper menu.



This opens the Properties dialog box.



The Properties dialog box has two tabs: 'General' and 'Summary'. The 'General' tab is active and contains the following fields:

- Title: [Text Box]
- Subject: [Text Box]
- Author: [Text Box]
- Manager: [Text Box]
- Company: [Text Box]
- Category: [Text Box]
- Keywords: [Text Box]
- Description: [Text Area]

Buttons at the bottom include a help icon (?), OK, and Cancel.

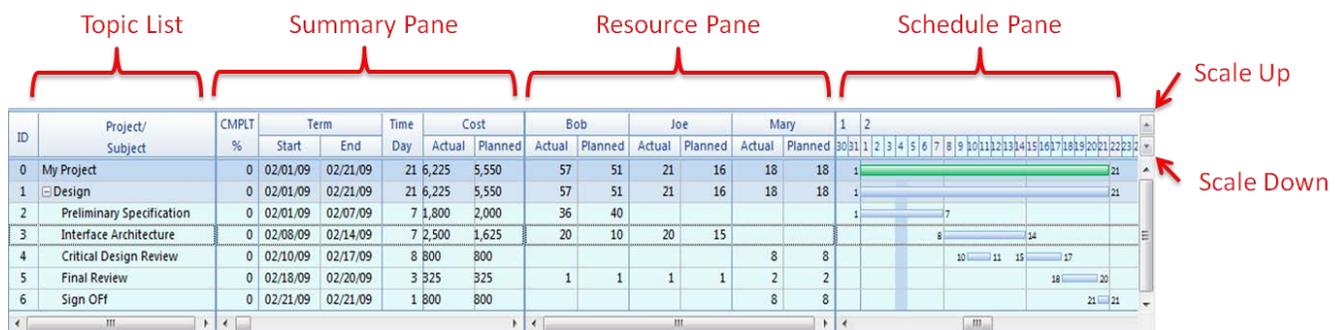
Some items entered in Properties are used when you print with Index Printing Option to describe your map.

5. Chapter 5 - Advanced Topics

5.1. Managing a Project

5.1.1. Schedules

5.1.1.1. Schedule Window



The Schedule Window is divided into four main panes:

- Topic List:** A list of project tasks with columns for ID, Project/Subject, Cmplt %, Term (Start/End), Time (Day), Cost (Actual/Planned), and Resources (Bob, Joe, Mary).
- Summary Pane:** Displays detailed schedule and cost information for a selected task.
- Resource Pane:** Lists resources assigned to each task.
- Schedule Pane:** A Gantt chart showing task durations over time.

Red arrows on the right side of the window point to 'Scale Up' and 'Scale Down' buttons.

ID	Project/ Subject	Cmplt %	Term		Time Day	Cost		Bob		Joe		Mary		1 2	
			Start	End		Actual	Planned	Actual	Planned	Actual	Planned	30	31		
0	My Project	0	02/01/09	02/21/09	21	6,225	5,550	57	51	21	16	18	18	1	21
1	[-] Design	0	02/01/09	02/21/09	21	6,225	5,550	57	51	21	16	18	18	1	21
2	Preliminary Specification	0	02/01/09	02/07/09	7	1,800	2,000	36	40					1	7
3	Interface Architecture	0	02/08/09	02/14/09	7	2,500	1,625	20	10	20	15			9	14
4	Critical Design Review	0	02/10/09	02/17/09	8	800	800					8	8	10	17
5	Final Review	0	02/18/09	02/20/09	3	325	325	1	1	1	1	2	2		20
6	Sign OFF	0	02/21/09	02/21/09	1	800	800					8	8		21

Schedule Windows appears when you add a schedule to a topic, or it can be manually toggled using the F4 key.

Topic List: displays the list of topics in your map that has an assigned schedule

Summary Pane: displays the schedule and the cost for the task

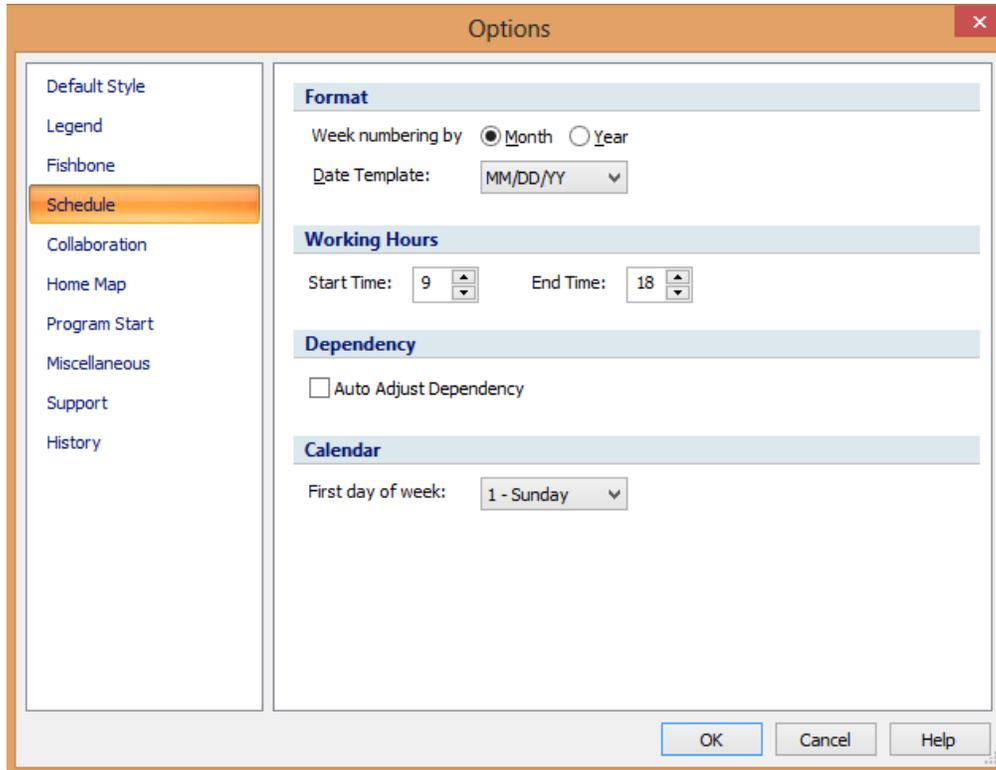
Resource Pane: lists the resources assigned to each task

Schedule Pane: shows the schedule in Gantt chart form. The color of the bars will match the color of the topic branch in your Mind Map. As you change the topic branch color, your schedule color will change correspondingly.

Scale Up & Down: Scales the schedule pane so you can view hours, days, weeks, or month intervals.

5.1.1.2. *Schedule Options*

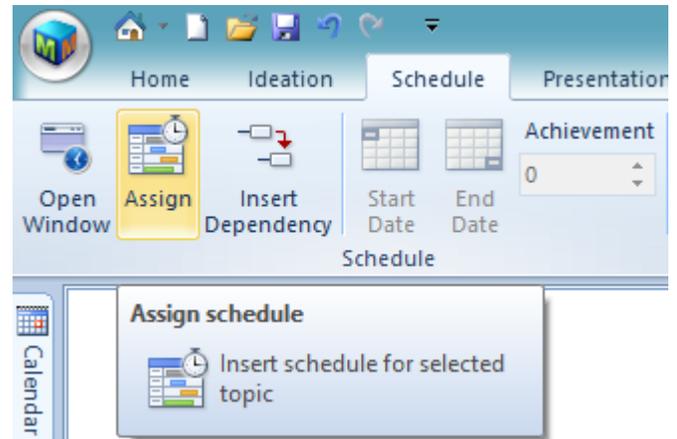
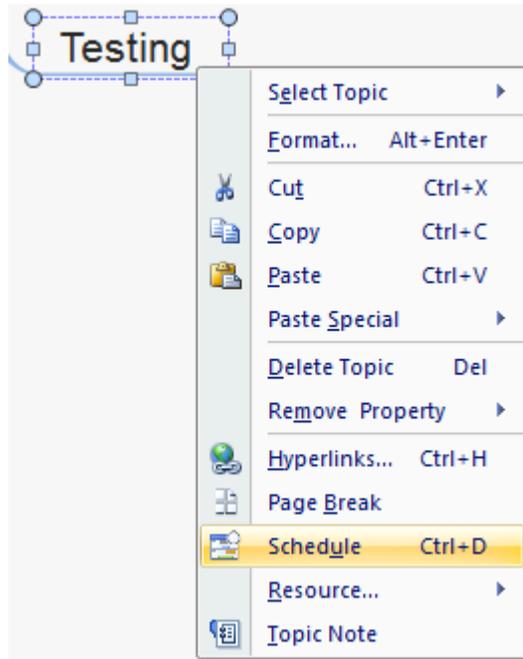
Schedule Options are found in MindMapper Button / MindMapper Options.



5.1.1.3. *Adding Schedule to a Topic*

You can add a Schedule to a topic by selecting the topic and then by performing one of the following options:

- Right Mouse Click then choose Schedule
- Click Assign in Schedule group of the Schedule tab menu.
- Press Ctrl+d with the keyboard



When you Add a schedule, two things will happen

- You'll notice a small, blue clock appear next to your topic text, indicating this topic has an associated schedule
- You'll notice the Schedule Window appear under the menus. The Schedule window will show the selected task and automatically assign today's date as the schedule for this task. The schedule window can be toggled on and off using the F4 key.

5.1.1.4. Changing Schedule Dates

By default, the Scheduler will assign today's date as the schedule for the assigned task. To change the date, you can use the Schedule Window or the Details Window

5.1.1.4.1. Change Schedule Using the Schedule window

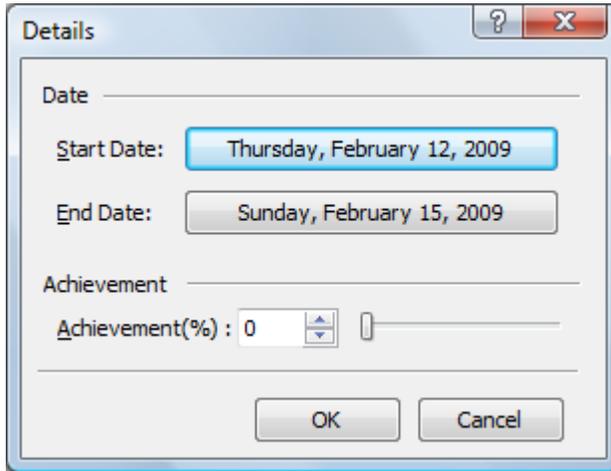
ID	Project/ Subject	CMPLT %	Term		Calendar																												
			Start	End	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24			
0	My Project	0	02/01/09	02/21/09	1	[Green bar from 02/01/09 to 02/21/09]																											
1	[-] Design	0	02/01/09	02/21/09	1	[Blue bar from 02/01/09 to 02/21/09]																											
2	Preliminary Specification	0	02/01/09	02/07/09	1	[Blue bar from 02/01/09 to 02/07/09]																											
3	Interface Architecture	0	02/08/09	02/14/09		[Blue bar from 02/08/09 to 02/14/09]																											
4	Critical Design Review	0	02/10/09	02/17/09		[Blue bar from 02/10/09 to 02/17/09]																											
5	Final Review	0	02/18/09	02/20/09		[Blue bar from 02/18/09 to 02/20/09]																											
6	Sign Off	0	02/21/09	02/21/09		[Blue bar on 02/21/09]																											

To Change the Start Date: click on the left edge of the schedule bar and drag it to the desired date.

To Change the End Date: click on the right edge of the schedule bar and drag it to the desired date.

To Move the Schedule: click in the middle of the schedule bar and drag it to the desired date.

5.1.1.4.2. Change Schedule Using the Details Window

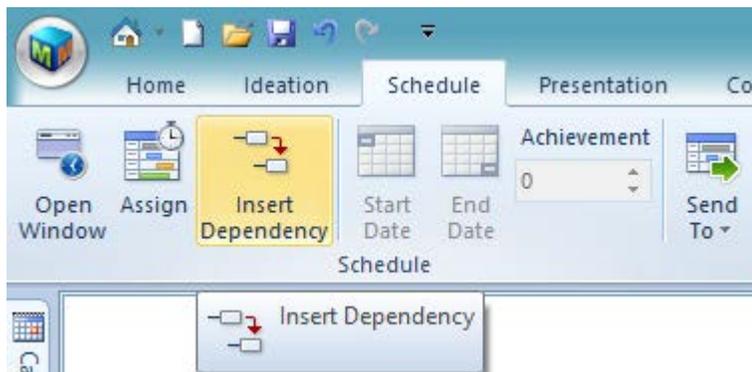


Schedule Details Windows can be opened using one of the following methods:

- 1) In your Mind Map, double-click the clock icon next to the topic text
- 2) In the Schedule Window, Schedule Pane, double click the time you wish to edit
- 3) In the Schedule Window, Summary Pane, double click either the Start or End Date.

5.1.1.5. *Schedule Dependency*

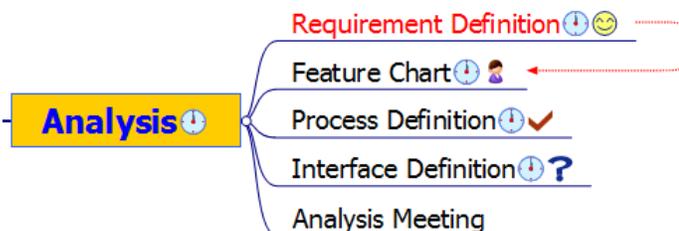
You can define scheduling dependency such that if task1 is delayed, all other dependent task schedules are pushed back automatically.



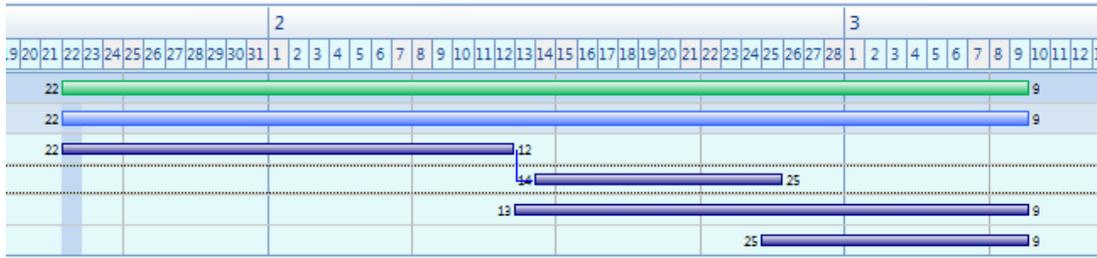
To insert a dependency between two tasks, first make sure the tasks have schedules assigned to them. Then select the first task and press the Insert Dependency Button.

Move your mouse near the first task and you'll notice pink and red snap points appear. Just click any one of them.

Now move your mouse near the second task which will be dependent on the first task. Again you'll see the pink and red snap points. Pick one and you'll notice a red line with arrow showing the dependency. The dependency only shows on your Schedule pane.



Red line above shows task dependency.



In the Schedule pane, dependency is shown by a dark blue line.

5.1.2. Calendar Window

If a selected topic has associated schedule information, then those dates will be highlighted on the Calendar.

You can change the schedule directly on the Calendar pane by clicking on the dates. Clicking on a selected date will de-select that date.

If a selected topic does not have any schedule information, then clicking the dates on the Calendar will add schedule information.

You can also set start and end times for your schedule, as well as the Achievement rate

Calendar
⌵

◀ **August, 2011** ▶

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September, 2011

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October, 2011

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Start Time: ▲ ▼

End Time: ▲ ▼

Achievement(%): ▲ ▼

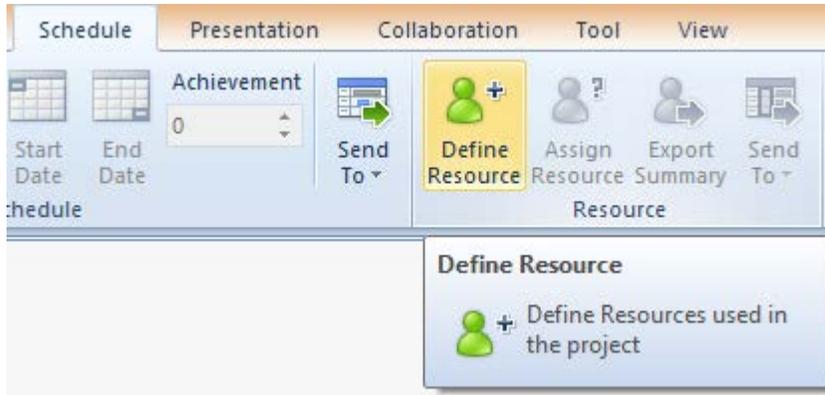
5.1.3. Resources

Resources are anything that is required to complete a task, and they also cost money. Resources can be people, machinery, transportation, etc. You can define and assign resources for each task item.

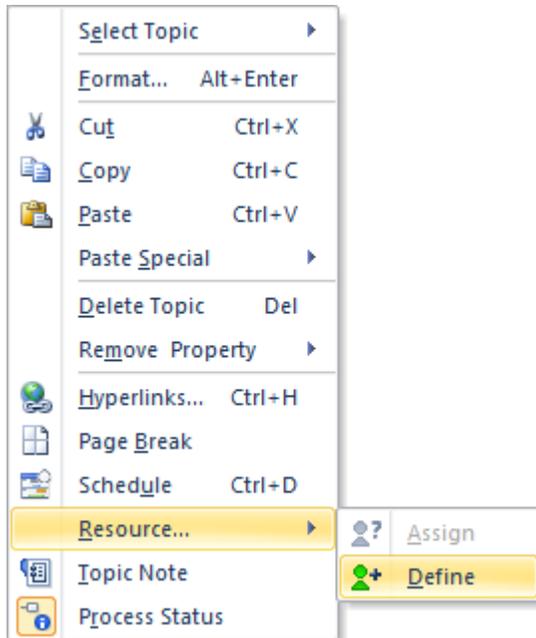
5.1.3.1. Define Resources

You must schedule a topic before you can work with Resources. Once a topic has a schedule, you can define and assign resources.

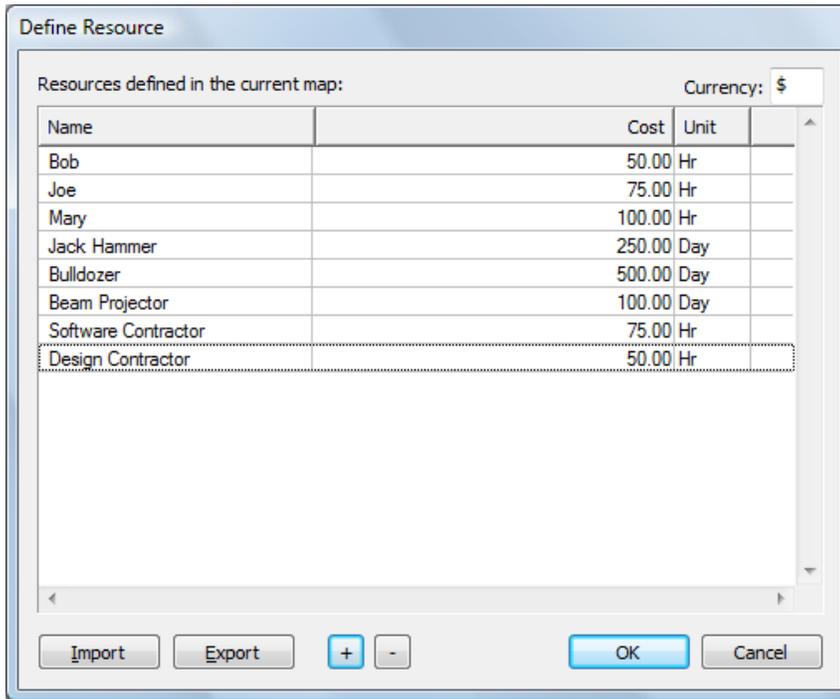
To define a resource, go to Schedule Tab, Resource Group, Define Resources.



You can also simply Right-click the topic with a schedule, choose Resource / Define.



That will Open the Define Resource dialog box.



Click the "+" button to add a Resource. In this instance, we've defined 3 people (Bob, Joe, Mary), 3 Machines (Jack Hammer, Bulldozer, Beam Projector), and 2 Contractors. You can also input their rate as cost per unit. Notice some have units of Hrs and some have units of Days.

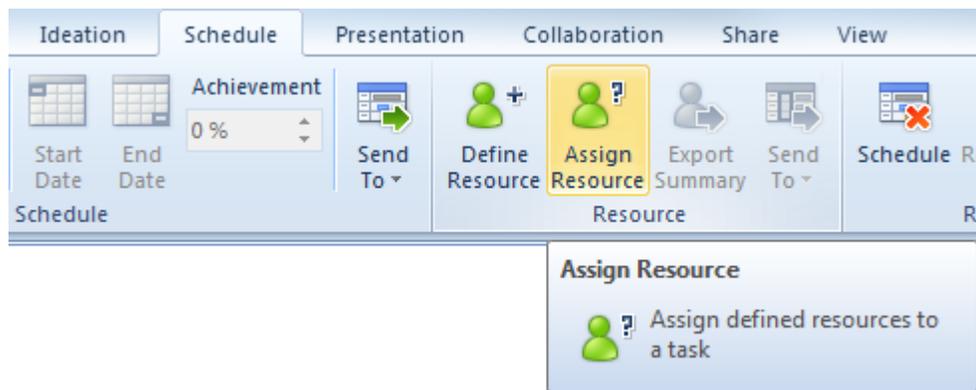
5.1.3.2. Assign Resources

Once Resources are defined, they can be assigned to each task with a schedule.

Select a topic (with a schedule) that needs to have Resources assigned.

Start the Assign Resources dialog box by clicking the Assign Resource button in the menu.

You can also use the right-mouse button, and choose Resource / Assign menu.



Assign Resource Dialog box will appear:

Assign Resource

Topic: tes Total(\$): 1,250.00 0.00

Name	Cost	Unit	Planned(unit)	Actual(unit)	Planned(\$)	Actual(\$)
Bob	50.00	Hr	5.00	0.00	250	0
Joe	75.00	Hr	0.00	0.00	0	0
Mary	100.00	Hr	0.00	0.00	0	0
Jack Hammer	250.00	Day	0.00	0.00	0	0
Bulldozer	500.00	Day	2.00	0.00	1,000	0
Beam Projector	100.00	Day	0.00	0.00	0	0
Software Contractor	75.00	Hr	0.00	0.00	0	0
Design Contractor	50.00	Hr	0.00	0.00	0	0

Buttons: Define Resource..., Reset, OK, Cancel

In this example, for this particular task, we've assigned Bob for 5 Hours and a Bulldozer for 2 Days. The Planned cost is calculated automatically.

As the project progresses, the Actual times can be filled in by you. The Actual Cost will also be calculated automatically.

The assigned resources and the summary of the cost for each task also appear in the Schedule Window

5.1.4. Achievement Rate

Details

Date

Start Date: Sunday, February 08, 2009

End Date: Saturday, February 14, 2009

Achievement

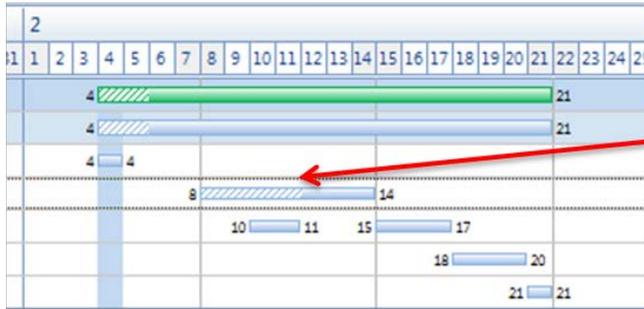
Achievement(%) : 60

Buttons: OK, Cancel

As the project progresses, you can update the Achievement rate for each task. This rate show up in the Schedule bars in the Schedule pane.

To set the Achievement rate, enter the Details Window by double-clicking either the schedule bar, or the dates in the Summary Pan.

The Achievement rate is set to 60% in this case. This is now reflected in the Schedule Pane with a hatch design.



Showing Achievement Rate

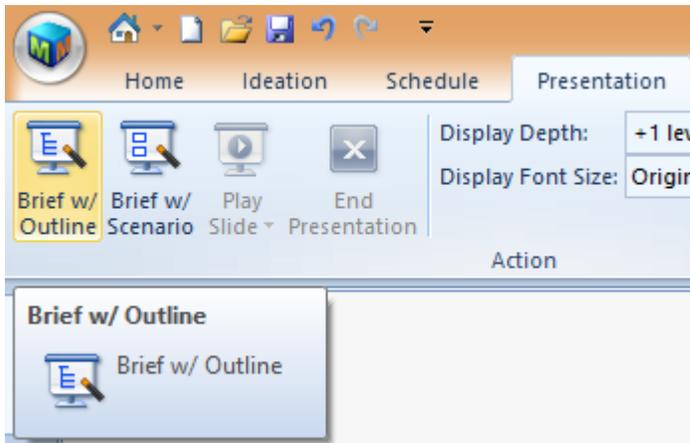
5.1.5. Exporting your Map to Microsoft Project

Please keep in mind that MindMapper is a mind mapping tool with some Project Management features. We do not compete with other professional Project Management software in the market. Therefore, if you feel some Project Management features you require are lacking in MindMapper, we recommend that you export your Mind Map to Microsoft Project. Then you can continue to manage your project using a professional Project Management package. Please see Section 5.3.3 for more details on exporting to MS Project.

5.2. Presenting Your Work

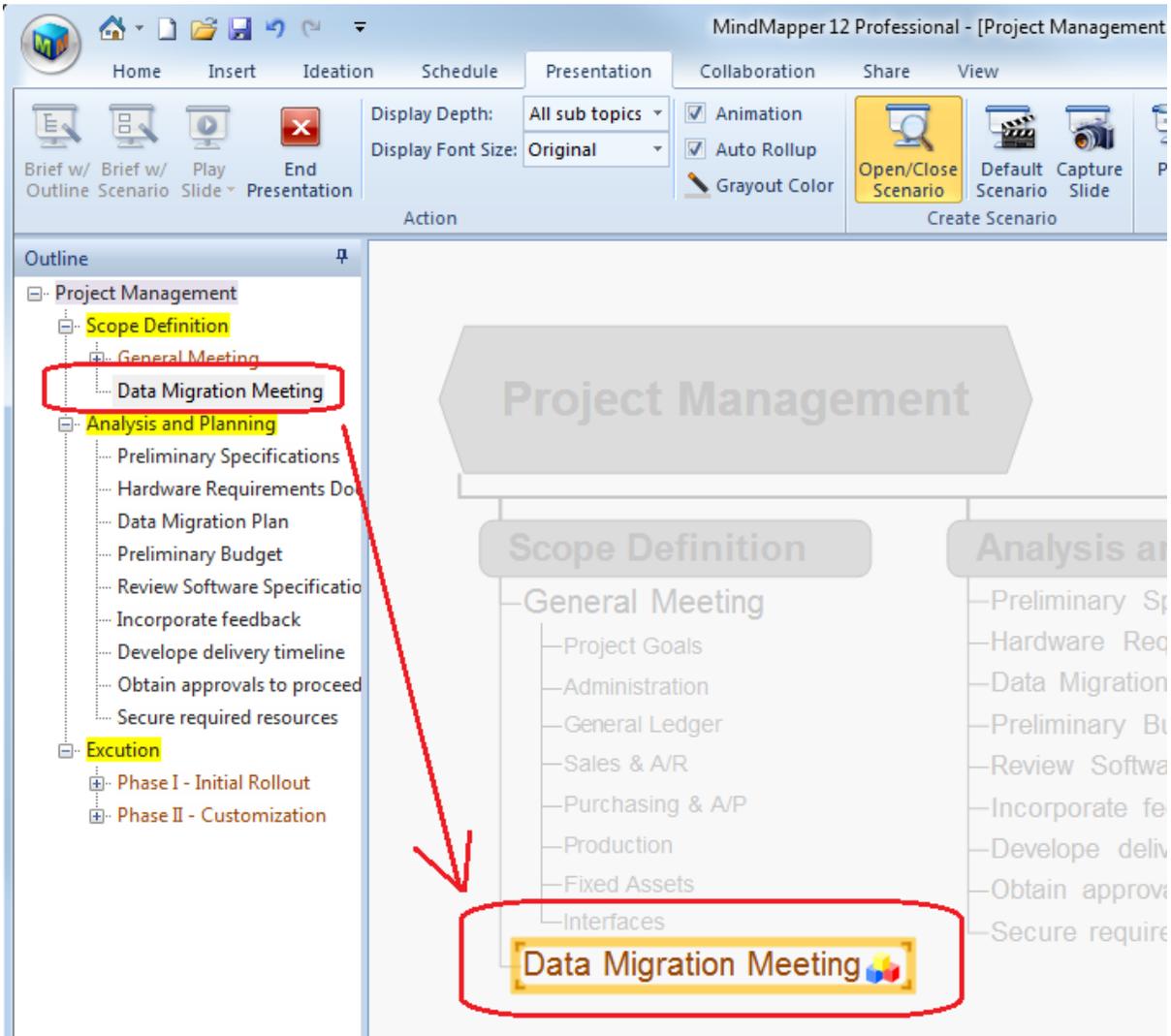
MindMapper provides built-in Presentation capabilities. You could choose to export your map over to Microsoft PowerPoint and present with PowerPoint as well, but this is another option for you should you wish to maintain and present the graphical nature of your maps.

5.2.1. Brief with Outline



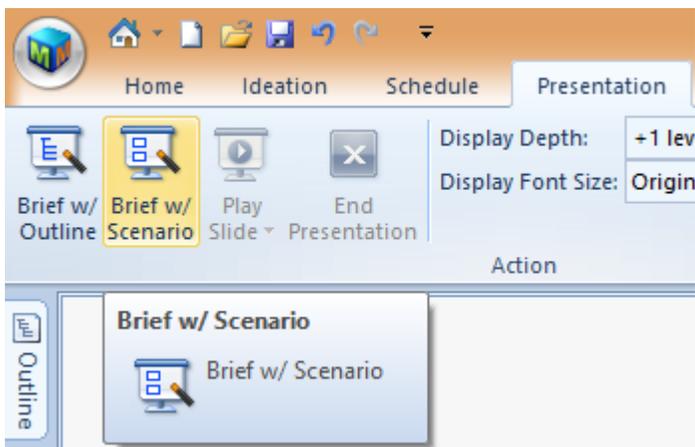
Brief with Outline presentation will open an Outline window on the left side. The topic you click in the Outline window will be highlighted in the main window, and all other topics will dim. If you click a topic that contains other sub-topics in the Outline window, then the whole sub tree will become highlighted.

You can click from topic to topic and talk or present about the topic. All attention will be focused on that one highlighted topic.

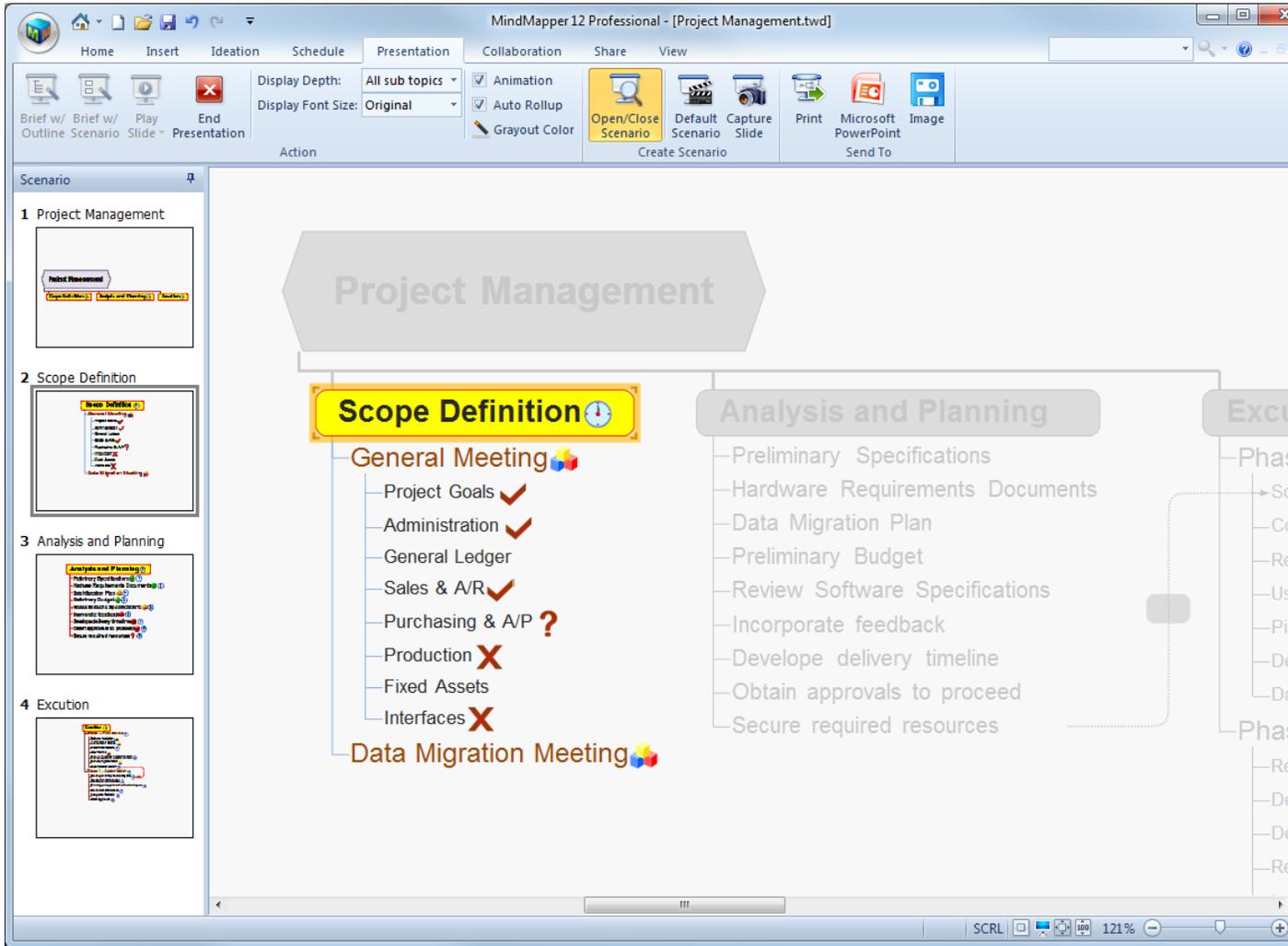


5.2.2. Brief with Scenario

Brief with Scenario is similar to Brief with Outline. The difference is much more area of the map is highlighted in this mode.



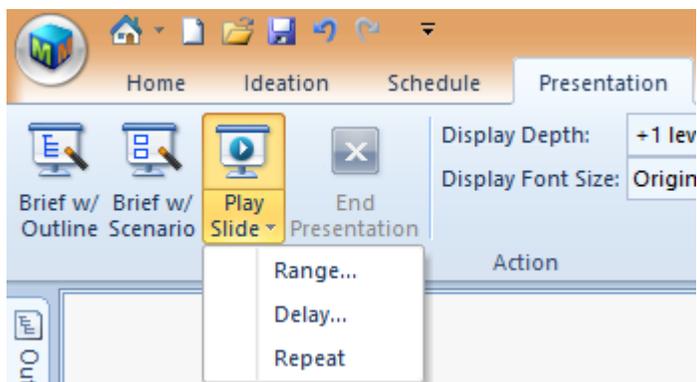
The Outline Window on the left is now replaced with a Scenario Window. A scenario is defined as one logical unit of the mind map. Typically it will encompass one sub-topic of your map.



5.2.3. Play Slides

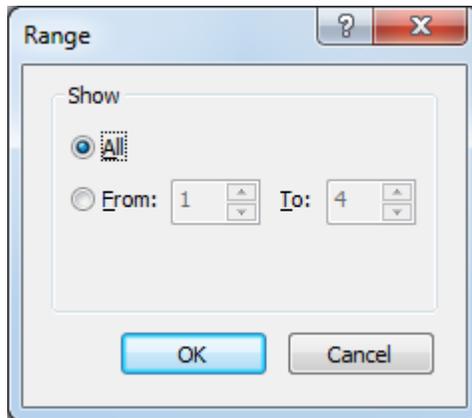
Play slides will present your mind map in full screen mode using scenarios (scenario is one logical unit of mind map). Each slide, or scenario will show one sub tree of your mind map, beginning with the title of your map. You can go forward to next slide using right arrow, and go back to previous slide using left arrow. You can also use the mouse left button to proceed to next slide. Click ESC to end the presentation.

5.2.3.1. Play Slides Options



5.2.3.1.1. Range

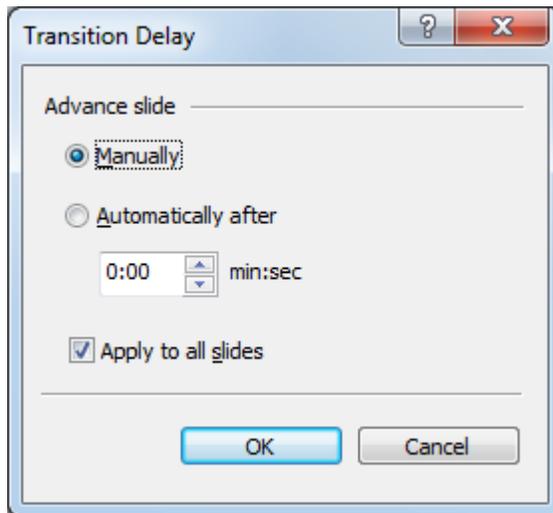
Select the range of slides to play in the presentation. Default is All



5.2.3.1.2. Delay

“Manually” requires that you move the slides by using the arrow keys or mouse click.

“Automatically after” setting allow automatic slide presentation.



5.2.3.1.3. Repeat

Checking Repeat will cycle the presentation so it will run continuously.

5.2.4. Exporting your Map to Microsoft PowerPoint

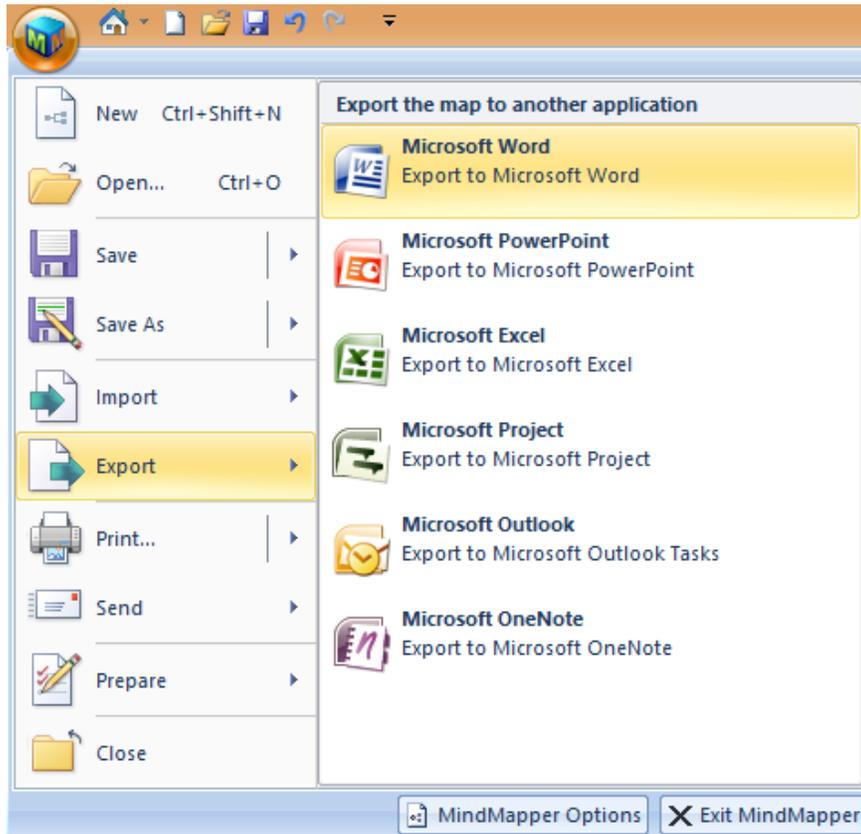
Please keep in mind that MindMapper is a mind mapping program with limited presentation features. If you require more presentation features, we recommend that you export your Mind Map to Microsoft PowerPoint for professional presentation capabilities. Please see Section 5.3.2 for more details.

5.3. Integration with Microsoft Office

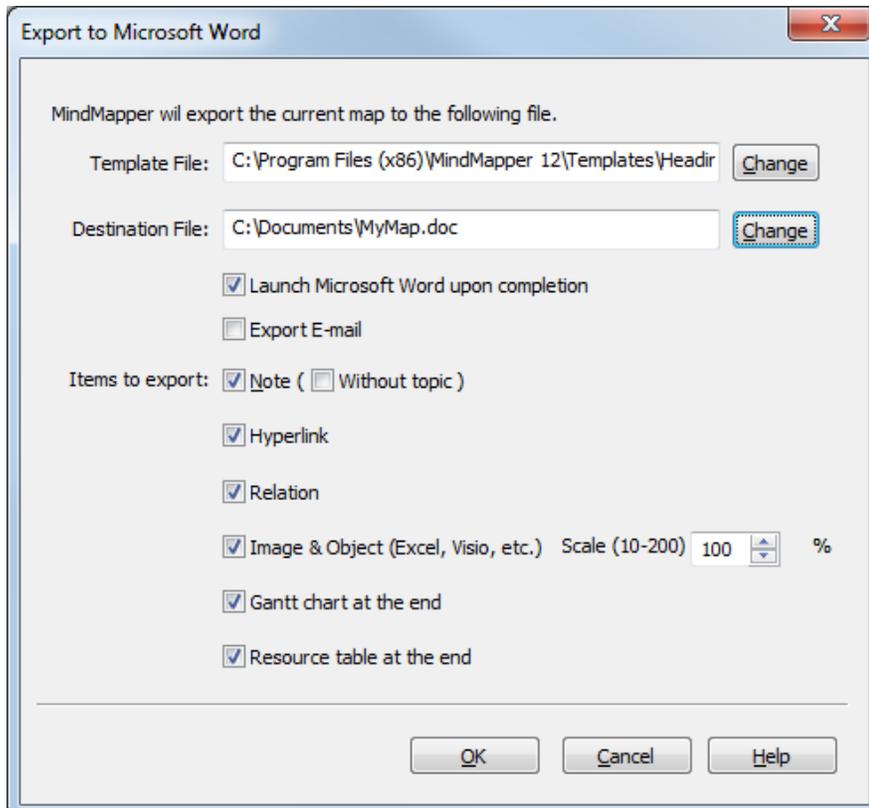
5.3.1. Microsoft Word

5.3.1.1. Export your map to Word document

You can start the Export process by clicking on the MM icon and selecting Export menu



This will start the Export to Microsoft Word dialog box



Click OK to use the default settings to convert to Microsoft Word document. Clicking Options will provide more options to fine tune your export process.

5.3.1.1.1. Template File

Select the Word template file (*.dot) if you wish to use your own. Otherwise, you can use our pre-installed Word template.

5.3.1.1.2. Destination File

Choose the folder and filename of your output Word file.

5.3.1.1.3. Launch Microsoft Word upon completion

Start Microsoft Word after conversion is complete

5.3.1.1.4. Export E-Mail

Convert to Word, and then start your e-mail program, automatically attaching the converted Word document in the email.

5.3.1.1.5. Items to Export

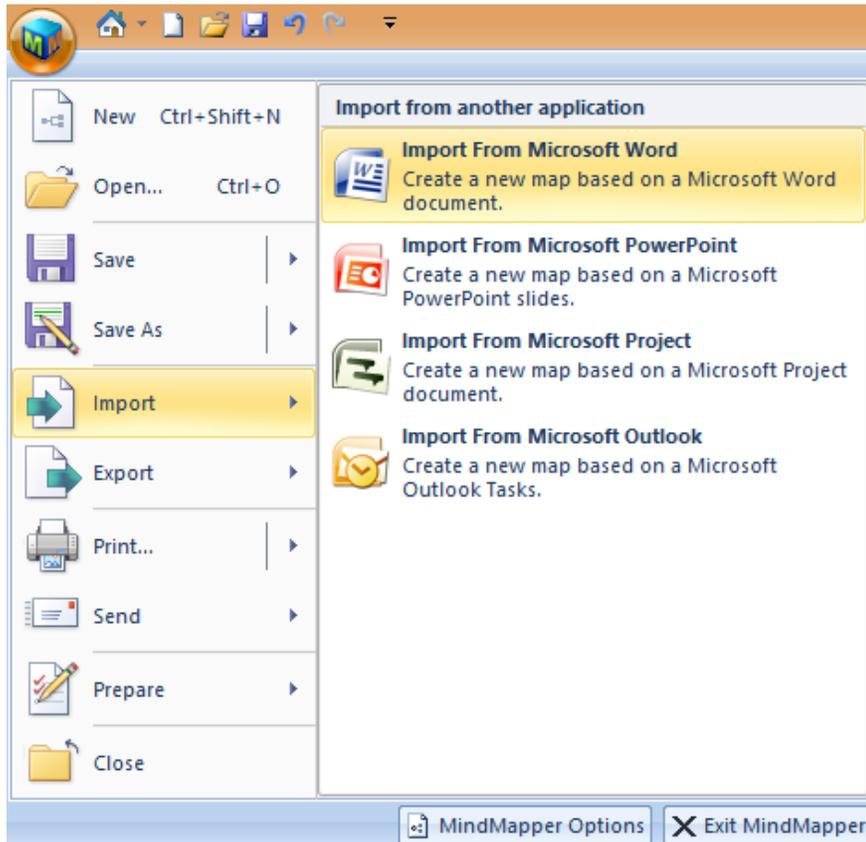
Choose items from your mind map that you wish to include or exclude from the Word document.

5.3.1.2. *Import Word document into Mind Map*

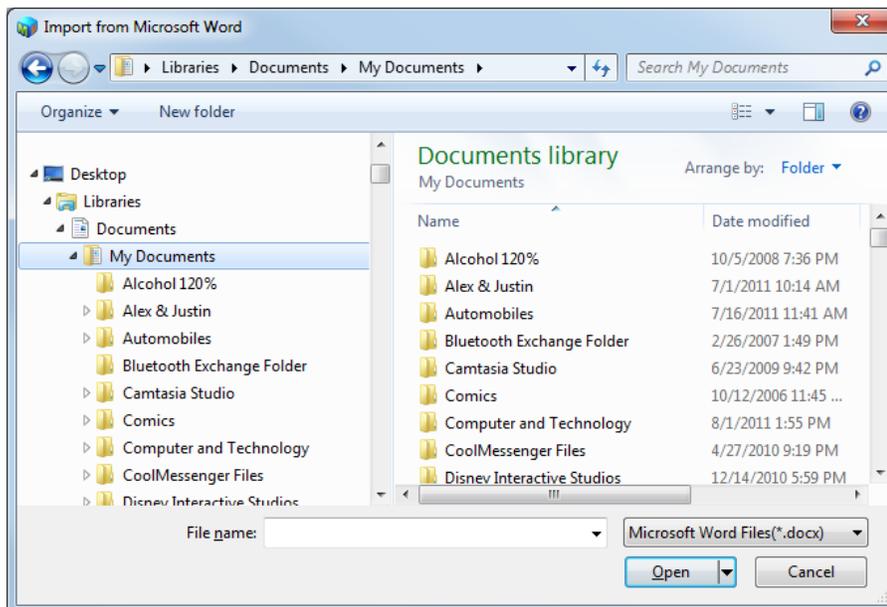
Press Microsoft Word button in the Import group to start the import process.

The Word document you are converting must be using Word Styles. Best Word documents to import are documents in Outline form using styles such as Heading1, Heading2, Heading3, etc.

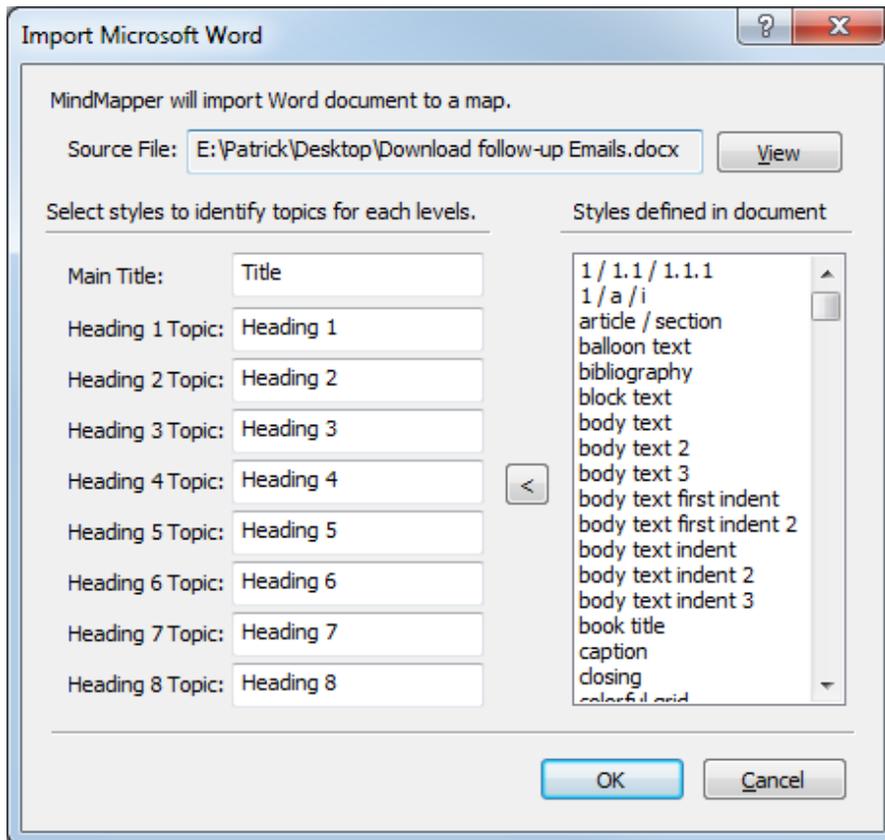
To see a perfect example of a formatted Word document, simply export one of your complex mind maps and look at the converted Word document carefully.



First dialog to appear is the familiar Open Dialog box. Navigate to where the desired Word document resides, and then click Open.



Next dialog is the Import Microsoft Word dialog box. This is the critical step of the Import Process. You must match the styles used in your Word document to each level of your mind map.



The right column shows all the styles used in your Word document. Click the text box next to Main Title, and then choose the style used for the title in your Word document in the right column. When you find the corresponding style, double-click it, or just press the Arrow button in the middle of the dialog box.

Now click the text box next to Heading 1 Topic, and then locate the styles in use for Heading 1 topic in the right column. Most likely it will be Heading 1 or Level 1. Double click it or press the Arrow in the middle of the dialog.

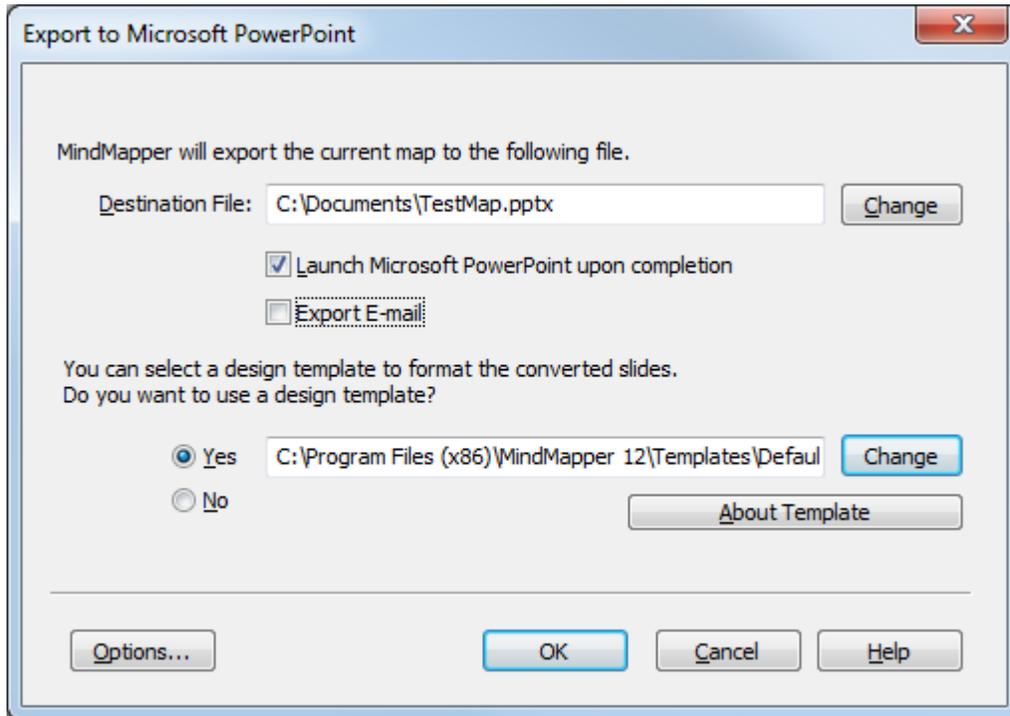
You must repeat the above steps for all the styles you wish to import into MindMapper. If you're sure your Word document only goes 3 Headings deep (i.e. Heading 3), then you can stop after assigning Heading 3 to Heading 3 Topic box.

Once you've assigned all the styles, press the OK button to see your Word document morph into a mind map.

5.3.2. Microsoft PowerPoint

5.3.2.1. Export Mind Maps to PowerPoint Slides

Starting the PowerPoint Export feature will bring up this dialog box



Click OK to export to PowerPoint using the default options. Click Options to set more PowerPoint exporting options.

5.3.2.1.1. Destination File

Choose the folder and the filename of the output PowerPoint file.

5.3.2.1.2. Launch Microsoft PowerPoint upon completion

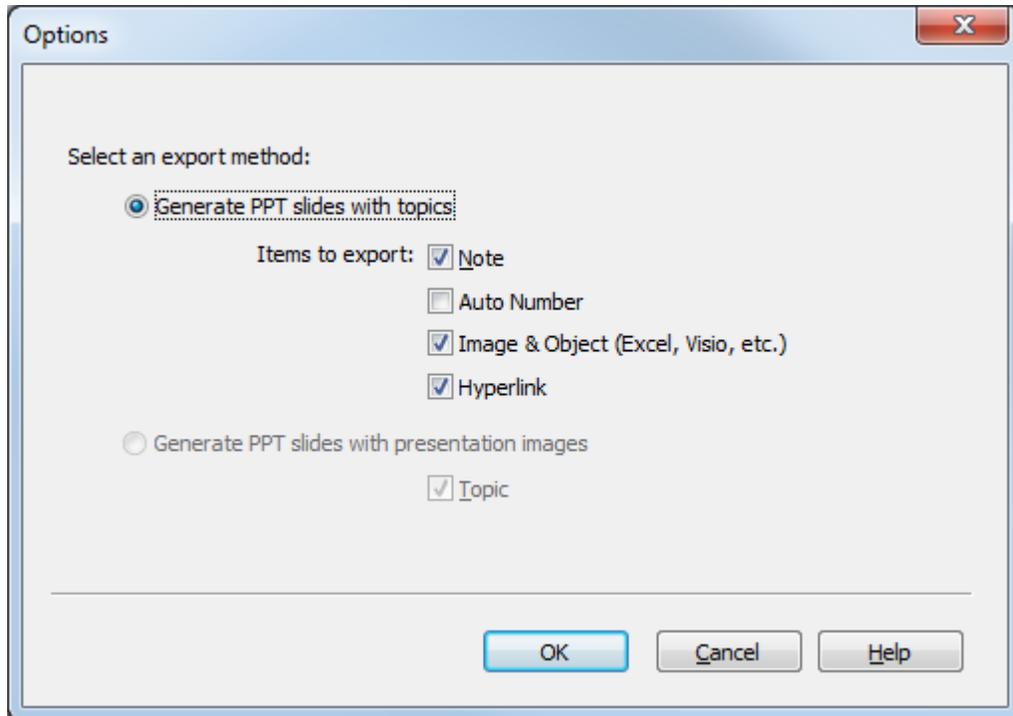
Start Microsoft PowerPoint after conversion is complete

5.3.2.1.3. Export E-Mail

Convert to PowerPoint, and then start your e-mail program, automatically attaching the converted PPT document in the email.

5.3.2.1.4. Template

Select the PPT template file (*.pot) if you wish to use your own. Otherwise, you can use our pre-installed PPT template.

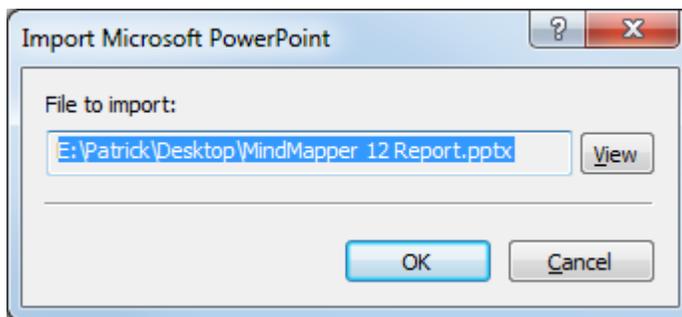
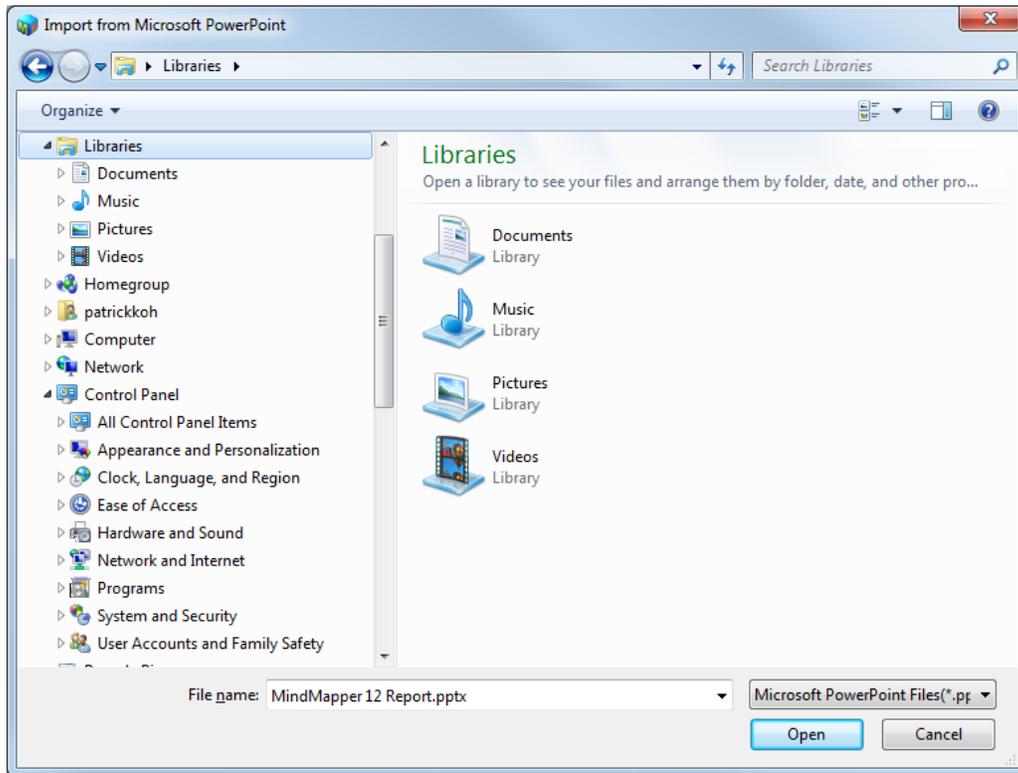


In Options, you can choose to include or exclude certain items during the conversion.

5.3.2.2. *Import PowerPoint Slides to Mind Maps*

Click PowerPoint button in the Import group to start the PowerPoint import process. As with importing a Word document, you'll see a familiar Open dialog box, where you can locate the PowerPoint document you're attempting to import.

Your PowerPoint slides must be using the design styles feature in PowerPoint.

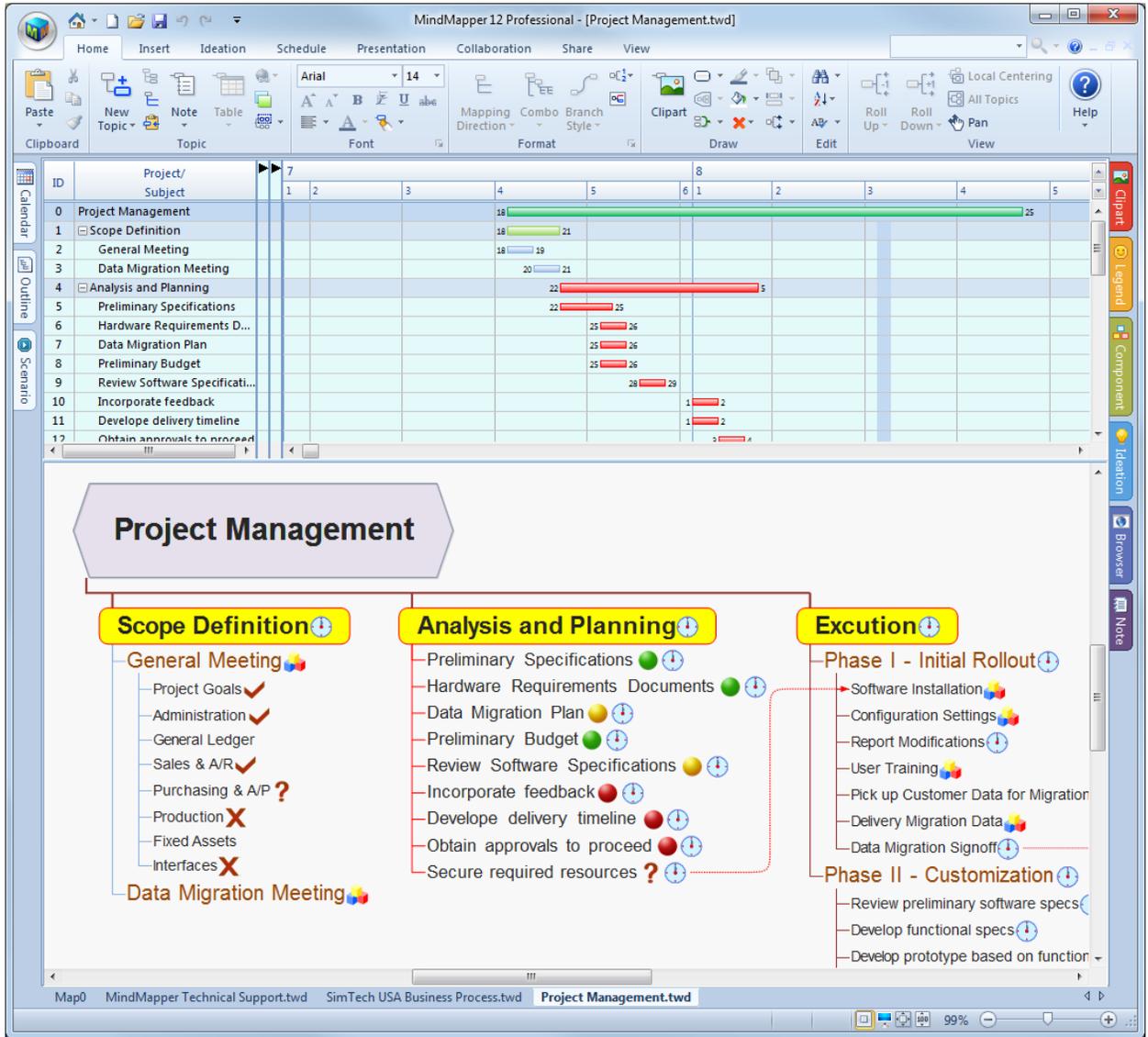


Before you complete the import process, you can choose to View the PowerPoint file by pressing the View button.

5.3.3. Microsoft Project

5.3.3.1. Exporting Mind Maps to Project

This is a sample mind map with scheduling information

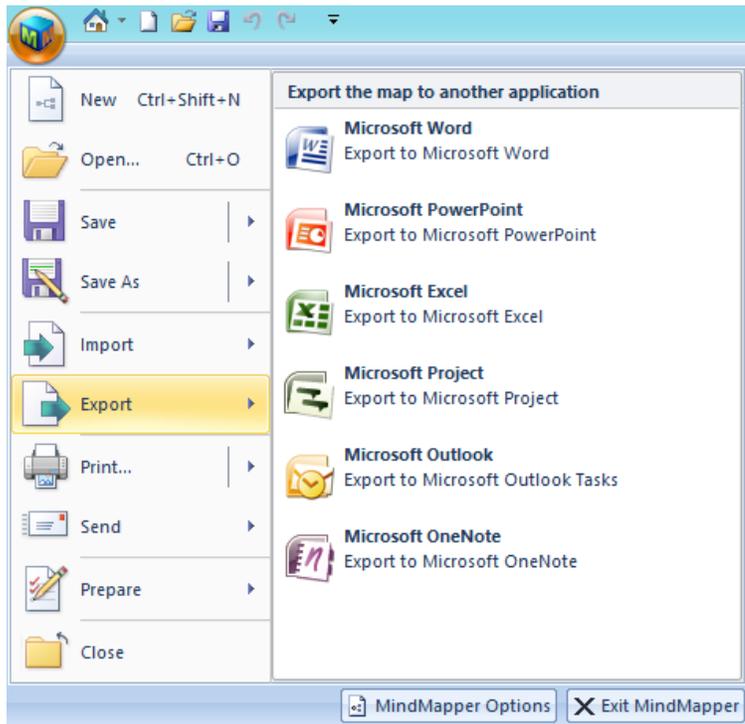


The screenshot displays the MindMapper 12 Professional interface. The top portion shows a Gantt chart for a project titled "Project Management.twd". The chart has columns for days 1 through 5, with a vertical line indicating the current date at day 7. Tasks are represented by horizontal bars with start and end dates and durations. For example, "Project Management" starts on day 0 and ends on day 25. "Scope Definition" starts on day 18 and ends on day 21. "Analysis and Planning" starts on day 22 and ends on day 25. "Execution" starts on day 28 and ends on day 29.

The bottom portion of the screenshot shows a hierarchical project management diagram. The root node is "Project Management". It branches into three main phases: "Scope Definition", "Analysis and Planning", and "Execution".

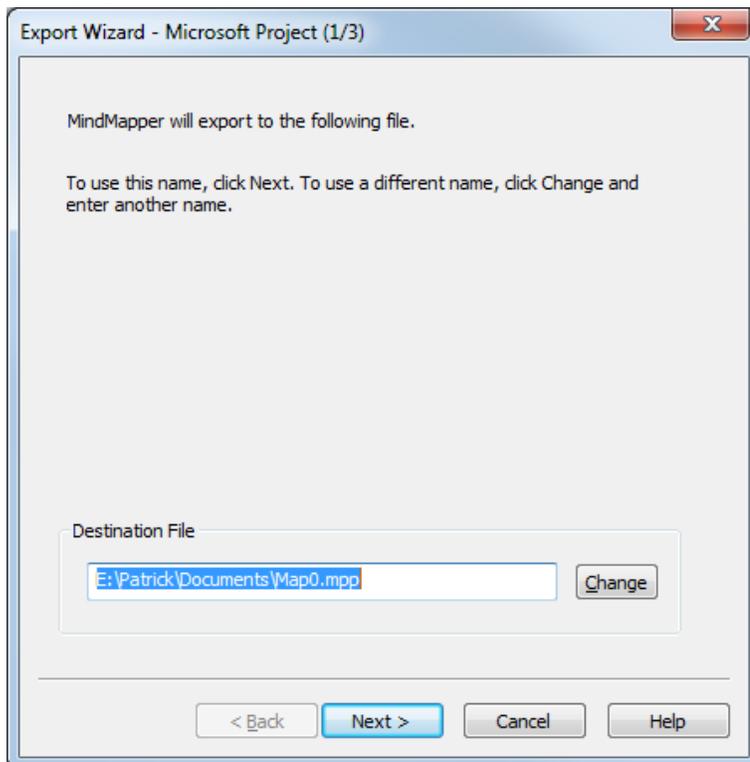
- Scope Definition**
 - General Meeting
 - Project Goals ✓
 - Administration ✓
 - General Ledger
 - Sales & A/R ✓
 - Purchasing & A/P ?
 - Production ✗
 - Fixed Assets
 - Interfaces ✗
 - Data Migration Meeting
- Analysis and Planning**
 - Preliminary Specifications
 - Hardware Requirements Documents
 - Data Migration Plan
 - Preliminary Budget
 - Review Software Specifications
 - Incorporate feedback
 - Develop delivery timeline
 - Obtain approvals to proceed
 - Secure required resources ?
- Execution**
 - Phase I - Initial Rollout
 - Software Installation
 - Configuration Settings
 - Report Modifications
 - User Training
 - Pick up Customer Data for Migration
 - Delivery Migration Data
 - Data Migration Signoff
 - Phase II - Customization
 - Review preliminary software specs
 - Develop functional specs
 - Develop prototype based on function

To convert to a Microsoft Project file, click Microsoft Project in the Export group:

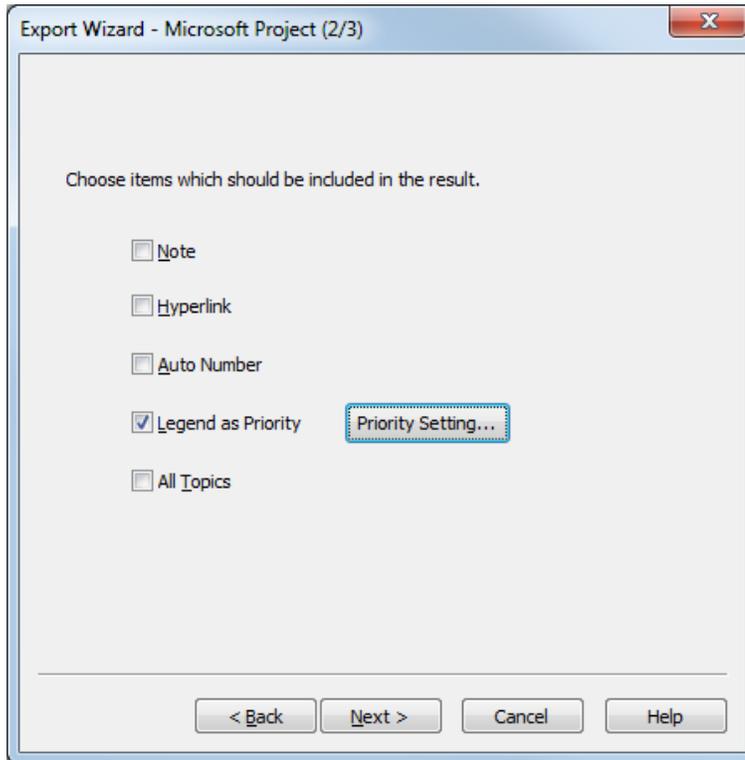


That will show the Microsoft Project Export Window.

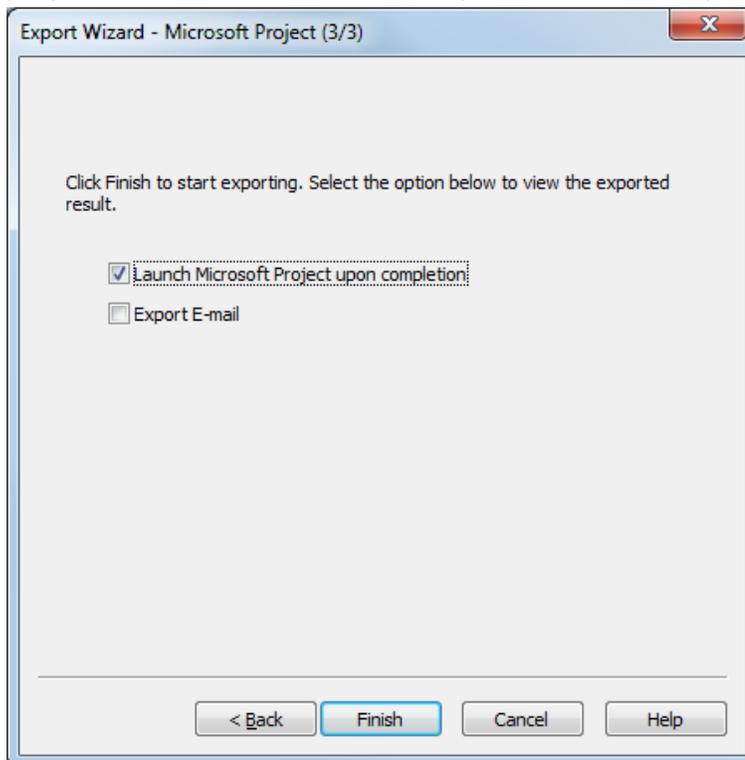
In step 1), choose your destination folder and filename for the output Project file



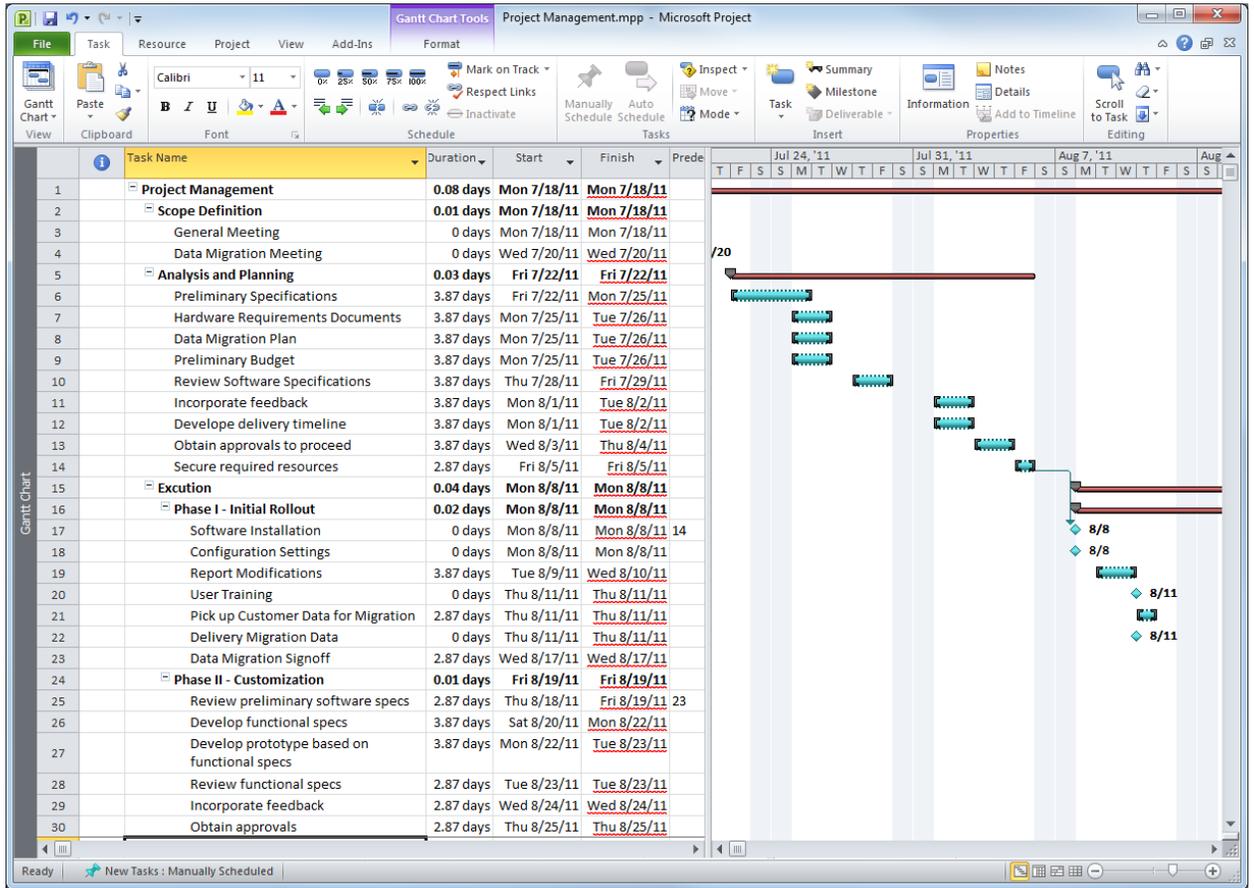
In Step 2) choose which items to include or exclude from your Project file.



In Step 3) Choose to launch Project after conversion. By checking “Export E-mail”, you can start your e-mail program and attach the converted Project file automatically.

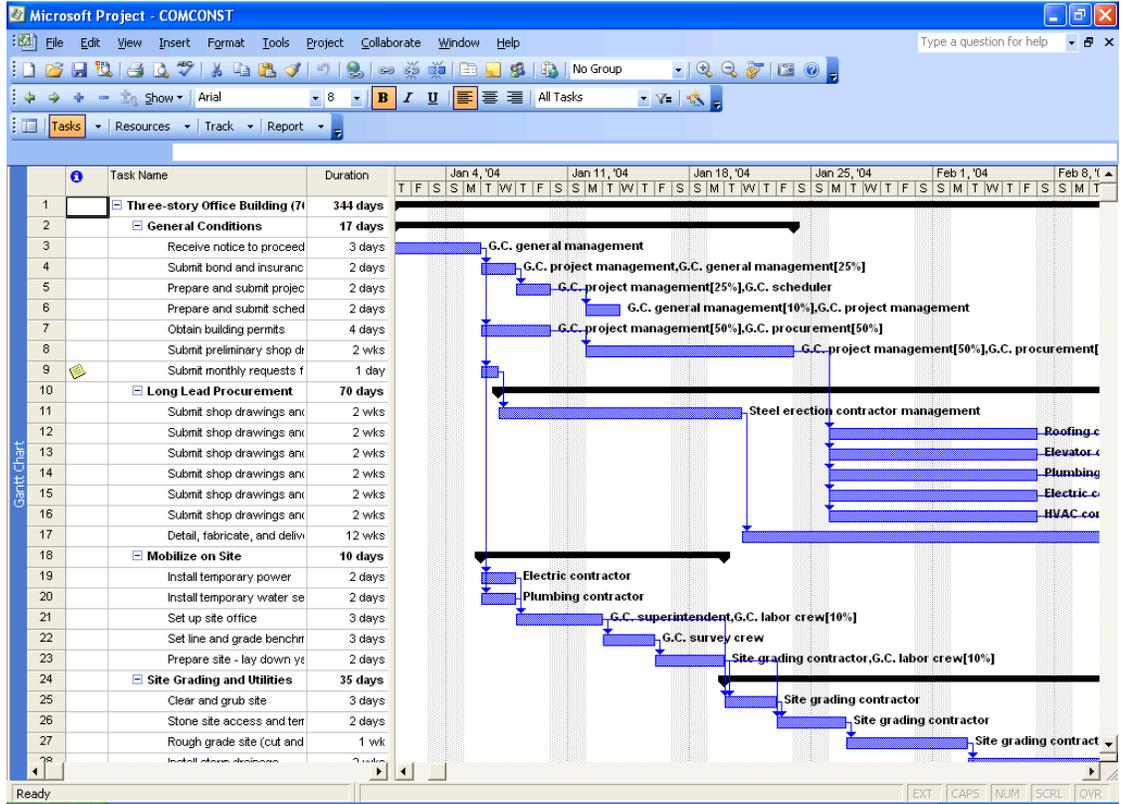


This is the sample output in Microsoft Project

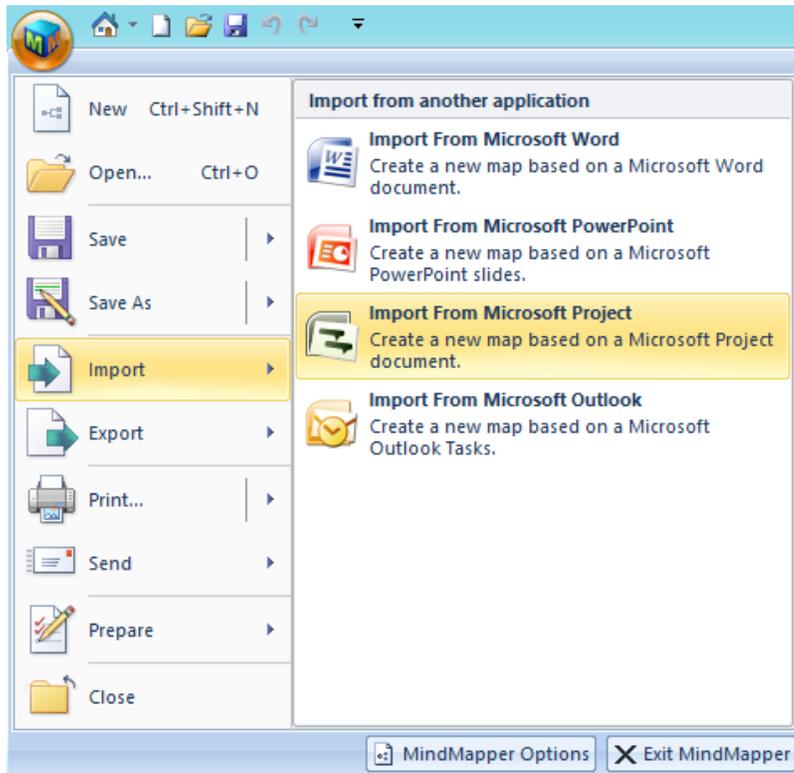


5.3.3.2. Importing Project into Mind Map

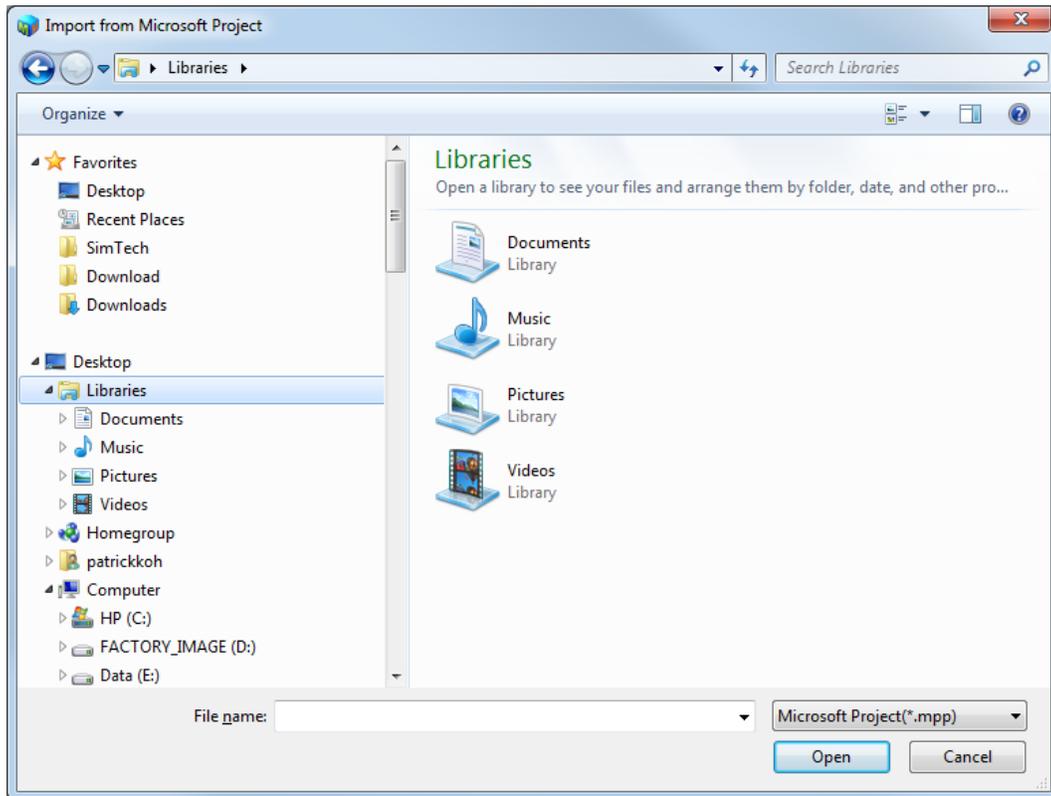
Microsoft Project ships with a sample template called Commercial Construction. In this example, we'll import that project file into MindMapper. This is a screenshot of the Commercial Construction template:



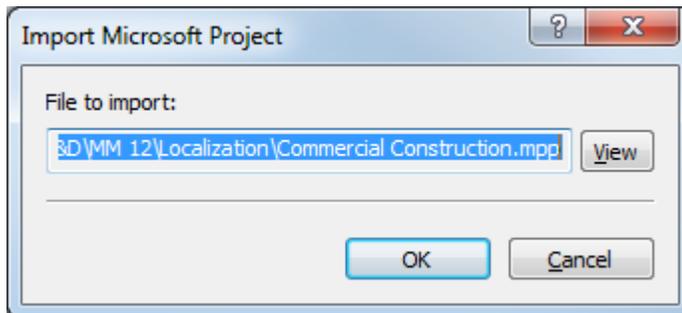
Click Microsoft Project in Import group to get started.



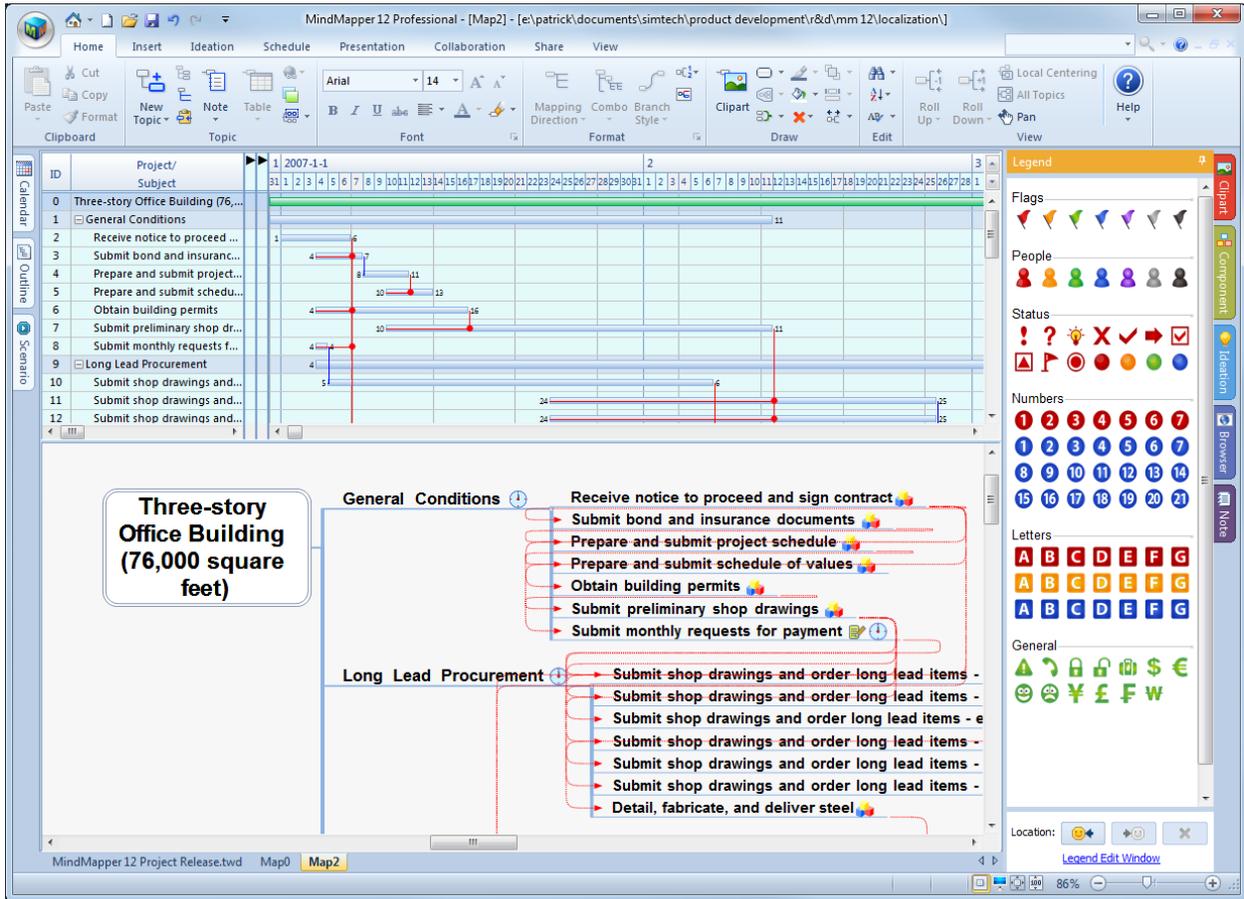
Locate the Project file you'd like to import:



Click OK to confirm importing



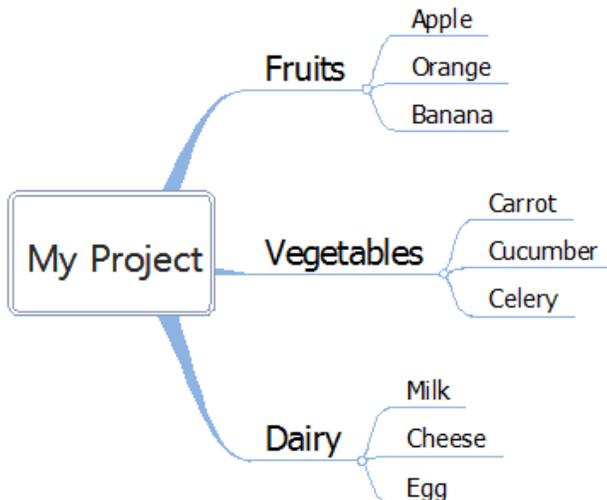
Here is the resulting Project file imported into MindMapper, including all the tasks in Map form plus the Scheduling information in Gantt chart:



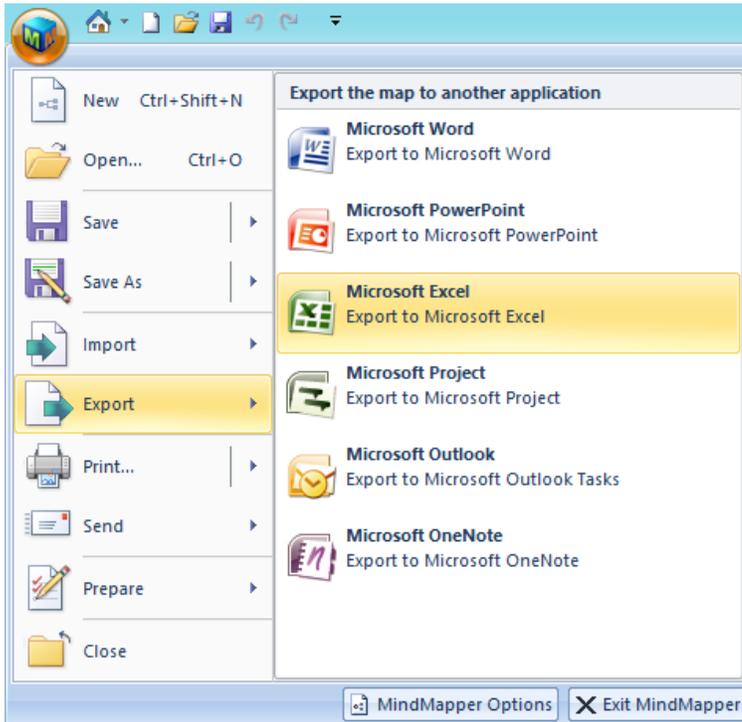
5.3.4. Microsoft Excel

5.3.4.1. Export Mind Map into Microsoft Excel Spreadsheet

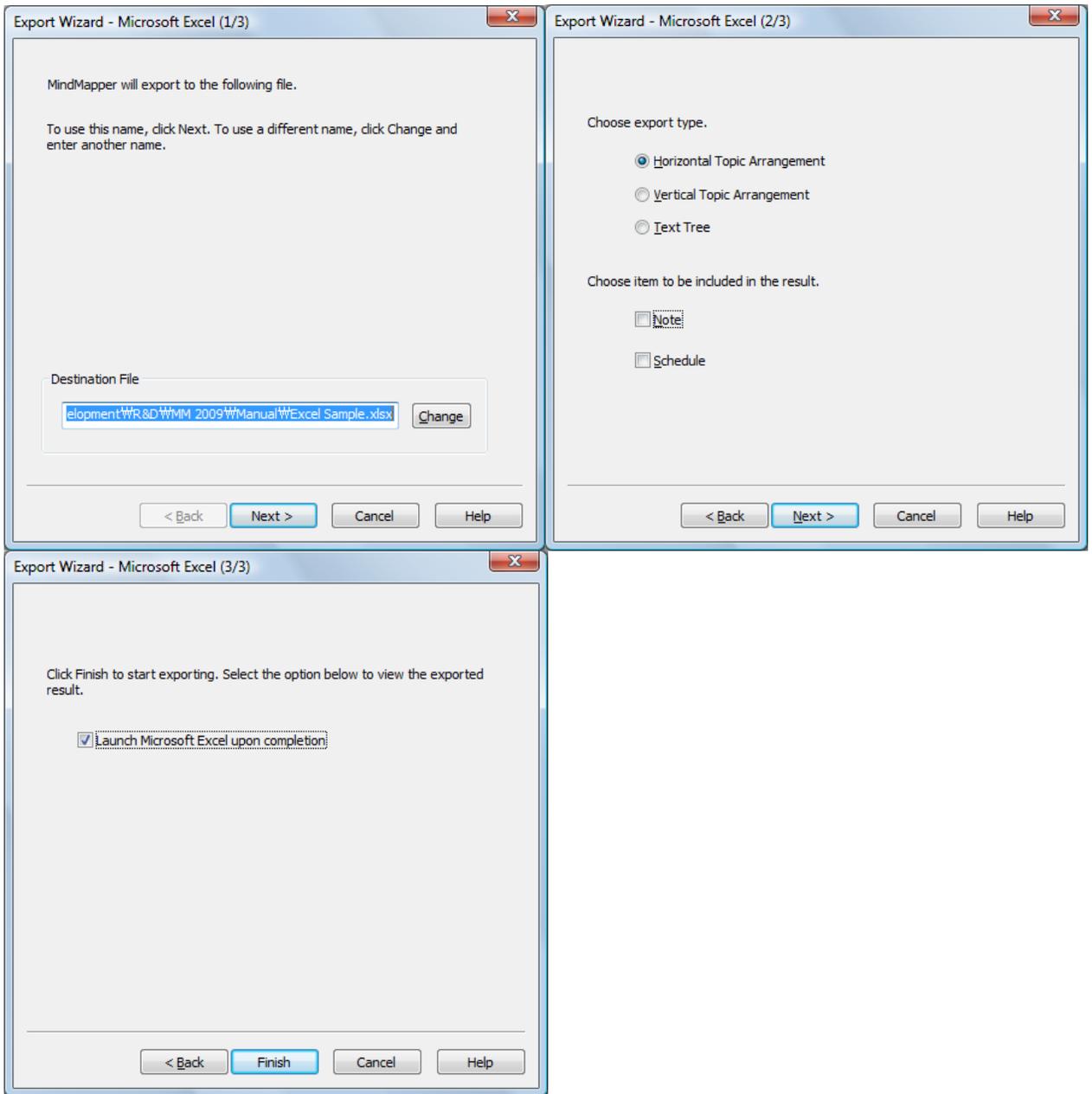
MindMapper allows 3 different types of exporting styles into an Excel spreadsheet. For this example, we'll take this simple map.



To start the Excel Export process, press Excel in Export group of the menu bar.



That will start the Excel Export Wizard



Horizontal Topic Arrangement:

	A	B	C
1	My Project	Fruits	Apple
2			Orange
3			Banana
4		Vegetables	Carrot
5			Cucumber
6			Celery
7		Dairy	Milk
8			Cheese
9			Egg
10			

Vertical Topic Arrangement:

	A	B	C	D	E	F	G	H	I
1	My Project								
2	Fruits			Vegetables			Dairy		
3	Apple	Orange	Banana	Carrot	Cucumber	Celery	Milk	Cheese	Egg
4									

Text Tree

	A	B	C
1	My Project		
2		Fruits	
3			Apple
4			Orange
5			Banana
6		Vegetables	
7			Carrot
8			Cucumber
9			Celery
10		Dairy	
11			Milk
12			Cheese
13			Egg
14			

Notes and Schedules: If you choose to include Notes and Schedules, this information will be exported as Comments in each Excel cell.

Current version of MindMapper can only export to MS Excel. MindMapper currently does not import MS Excel worksheet.

5.3.5. Microsoft Outlook

5.3.5.1. Export Mind Map tasks to Microsoft Outlook Tasks

You can export your MindMapper topics with schedule information to Microsoft Outlook. The exported topics will be entered into Microsoft Outlook tasks. The due date for the Outlook tasks will be the end date of the schedule in MindMapper.

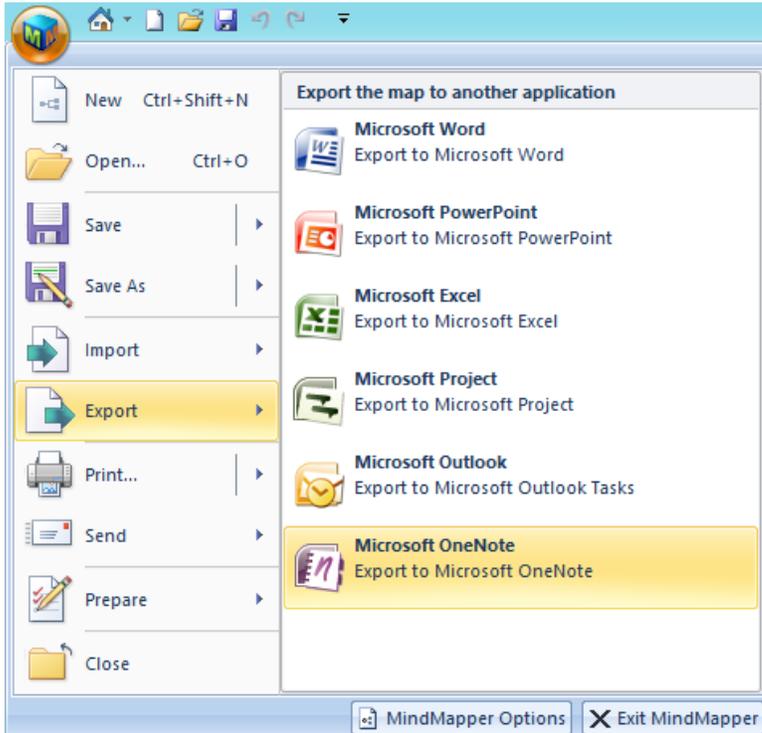
5.3.5.2. Import Microsoft Outlook Tasks into MindMapper

Tasks you already have in Microsoft Outlook can be imported as a MindMapper file via the Import process. Tasks will import as a mind map tree structure, and any corresponding schedule information will be added as the end date of the schedule.

5.3.6. Microsoft OneNote

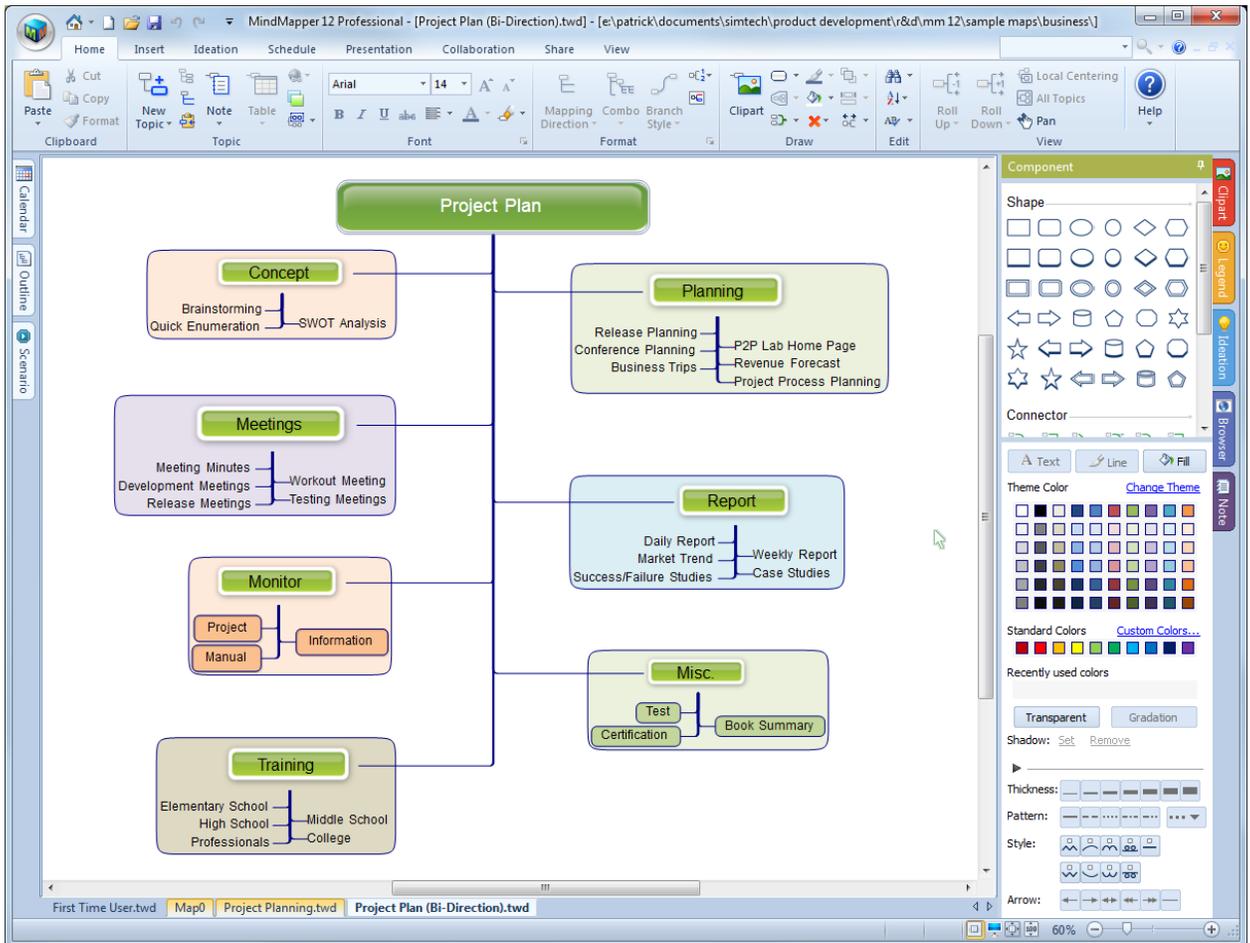
5.3.6.1. Export Mind Map to Microsoft OneNote

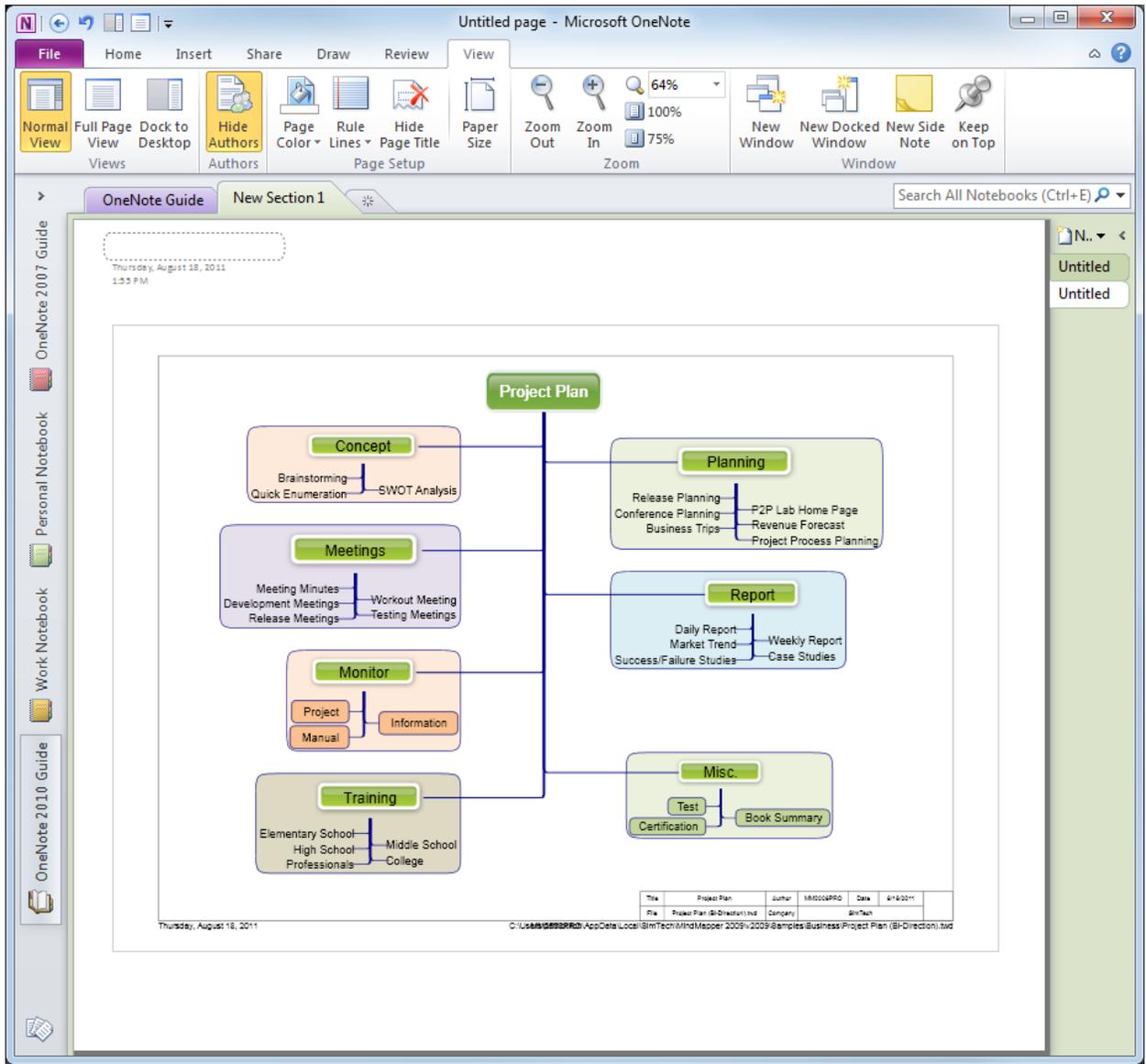
You can export your graphical mind map into free-drawing canvas of Microsoft OneNote. To start the command, press the OneNote button in Export group:



Here is a sample mind map converted to Microsoft OneNote document:

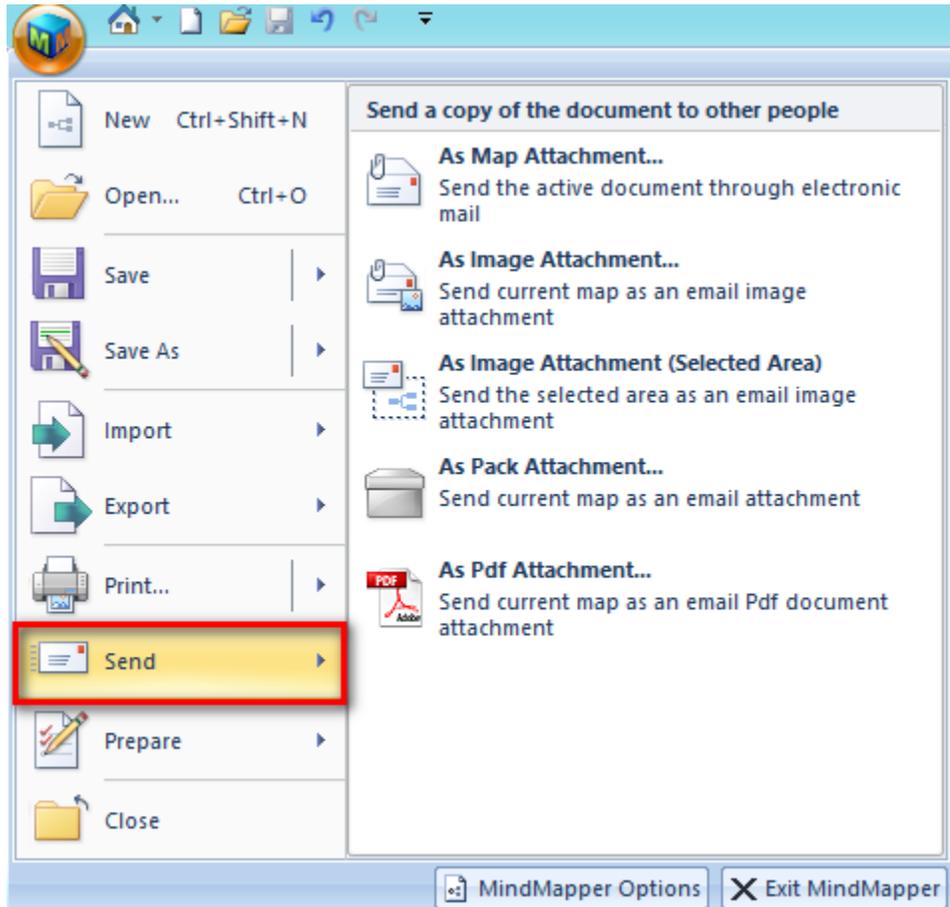
MindMapper





5.4. More Ways to Share your Mind Maps with Others

Besides converting your Mind Maps to an Office document for sharing with others, MindMapper also provides more ways to share with your colleagues.



5.4.1. Send As Map Attachment

Start your default Email program and automatically attaches your current working MindMapper file for sending. Your colleague would require either the MindMapper program or a MindMapper Viewer to see the file.

5.4.2. Send As Image Attachment

Start your default Email program and automatically attaches your current working MindMapper file as an Image attachment. Your colleagues just need any picture viewer to see your mind map file.

5.4.3. Send As Image Attachment (Selected Area)

Start your default Email program and automatically attaches your selected image of the map as an image attachment.

5.4.4. Send As Pack Attachment

Start your default Email program and automatically archives your current map with all the hyperlinked files into a single Pack file. The Pack file is attached to your email. Please see section 4.8 for Pack and Delivery feature.

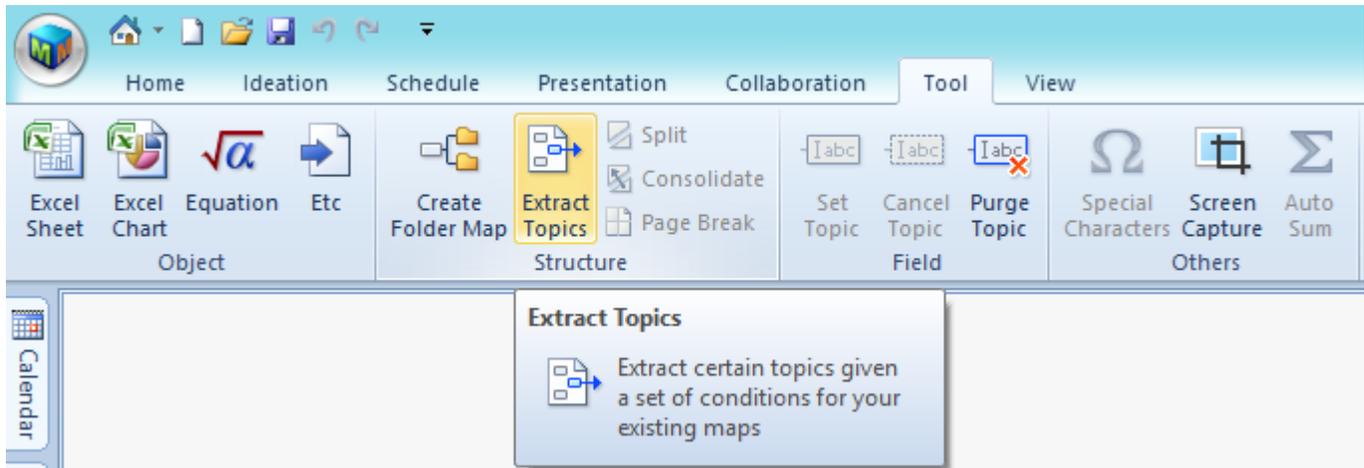
5.4.5. Send As PDF Attachment

Start you're your default Email program and automatically sends map file as PDF attachment.

5.5. Personal Knowledge Management System (PKMS)

The PKMS features were designed to organize and manage your collection of mind maps. Once you start creating many mind maps, you'll find a need to search through your old maps looking for some particular information. These functions will help you do that and more to truly make your collection of maps your own personal knowledge management system.

5.5.1. Extract Topics



Extract Topics allows you to search through your collection of mind maps and Extract topics with certain keywords. All the found topics will be collected and combined into a new map.

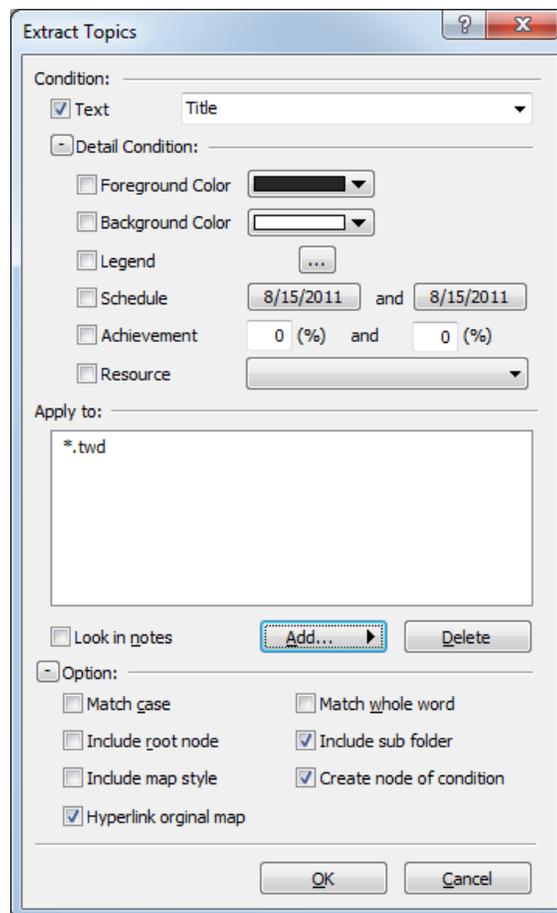
Clicking Extract Topics will open this dialog box.

Text: enter the text you wish to search for here.

Detail Conditions: you can check any other detailed search criteria

Apply To: enter files and/or folders where you wish to search for your mind map files by clicking Add.

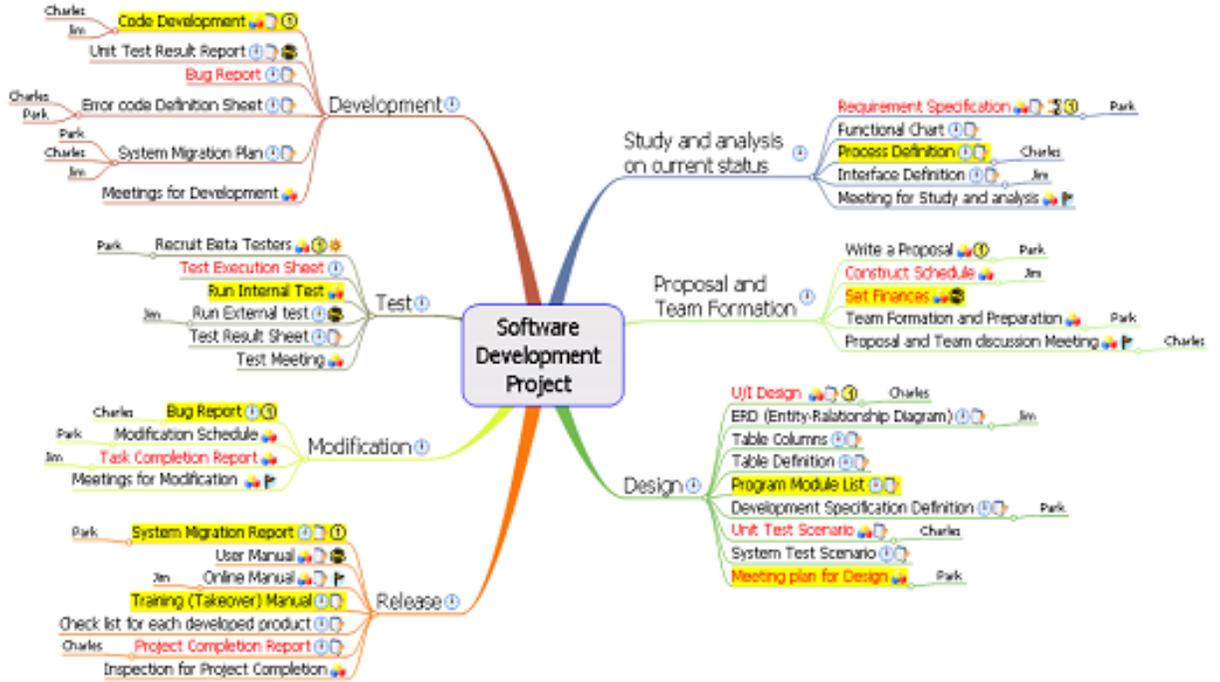
Options: more search options to narrow your requirements



5.5.1.1. Extract Topic Sample

This diagram shows a sample document. Below diagrams show the results of certain extraction operations. This example shows Extraction feature being applied to the current map. However, Extraction can also be applied to all your saved maps on your computer.

[Original Map]



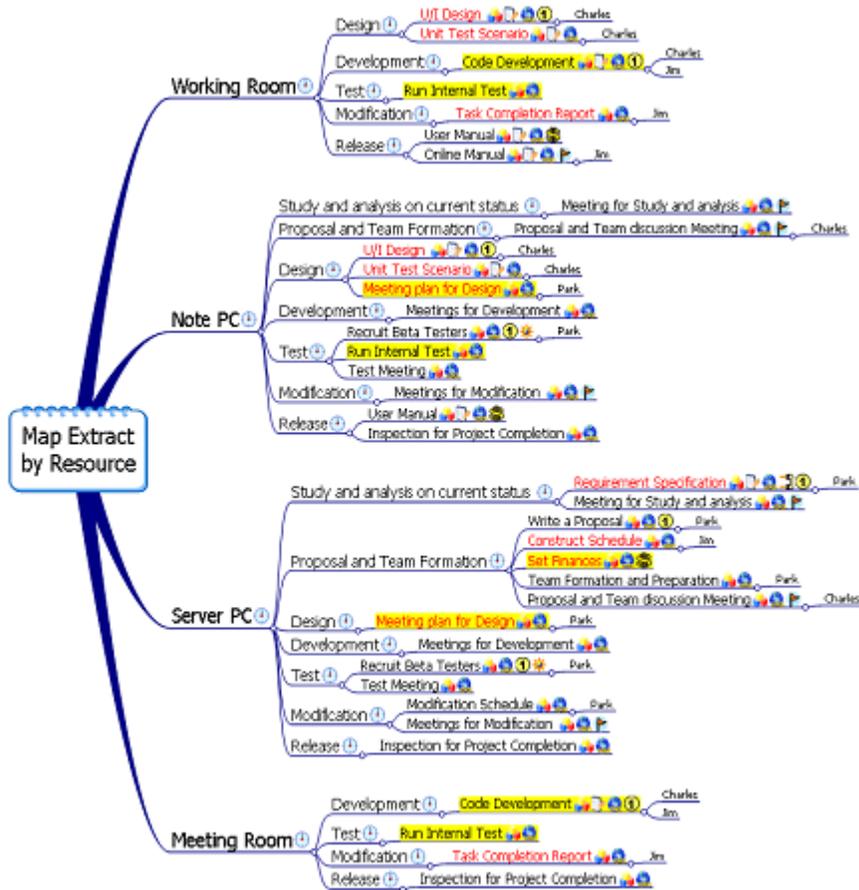
[Extracted by Legend]

All topics with a Legend icon are extracted



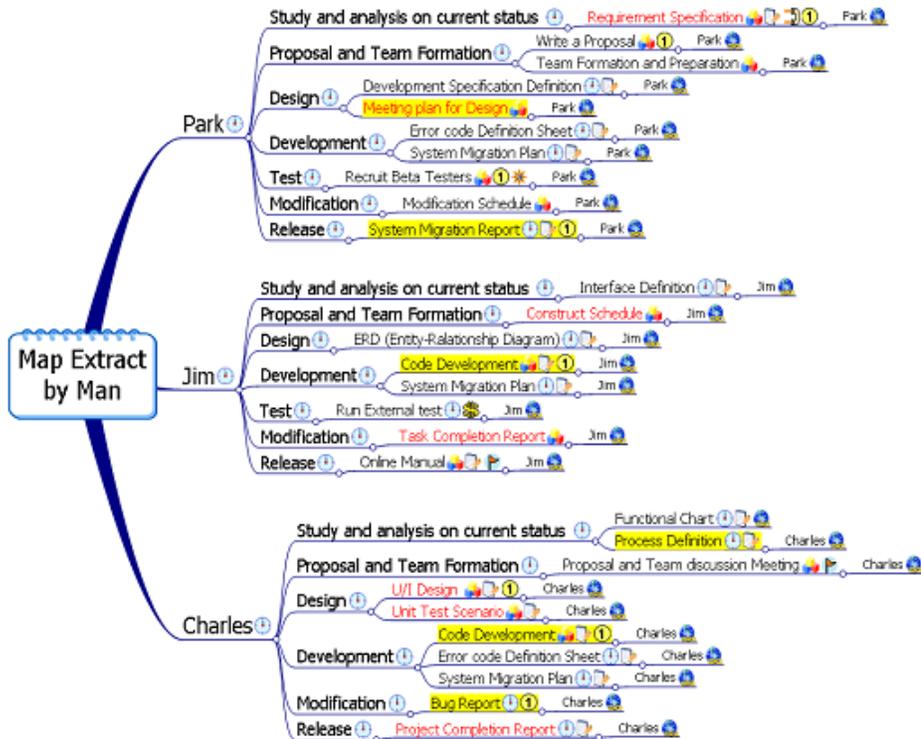
[Extracted by Resource]

All Topics with a Resource are extracted



[Extracted by Text]

All topics containing text "Park", "Jim" and "Charles" are extracted



[Extracted by Text Color & Background Color]

All Topics with Text Color Red and Background Color Yellow are extracted



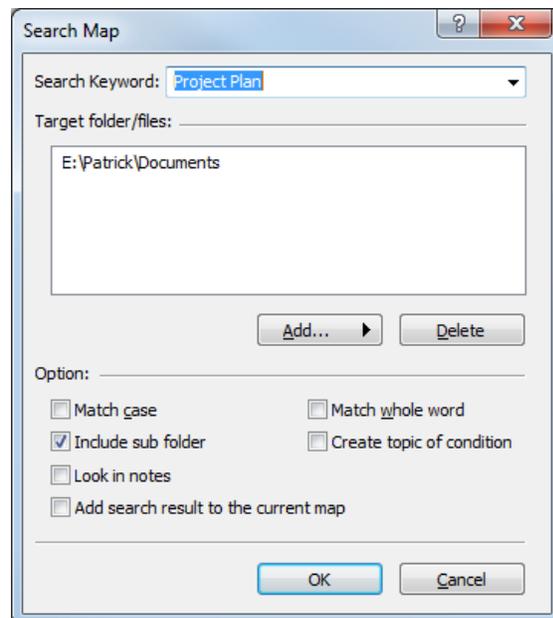
5.5.2. Search Maps

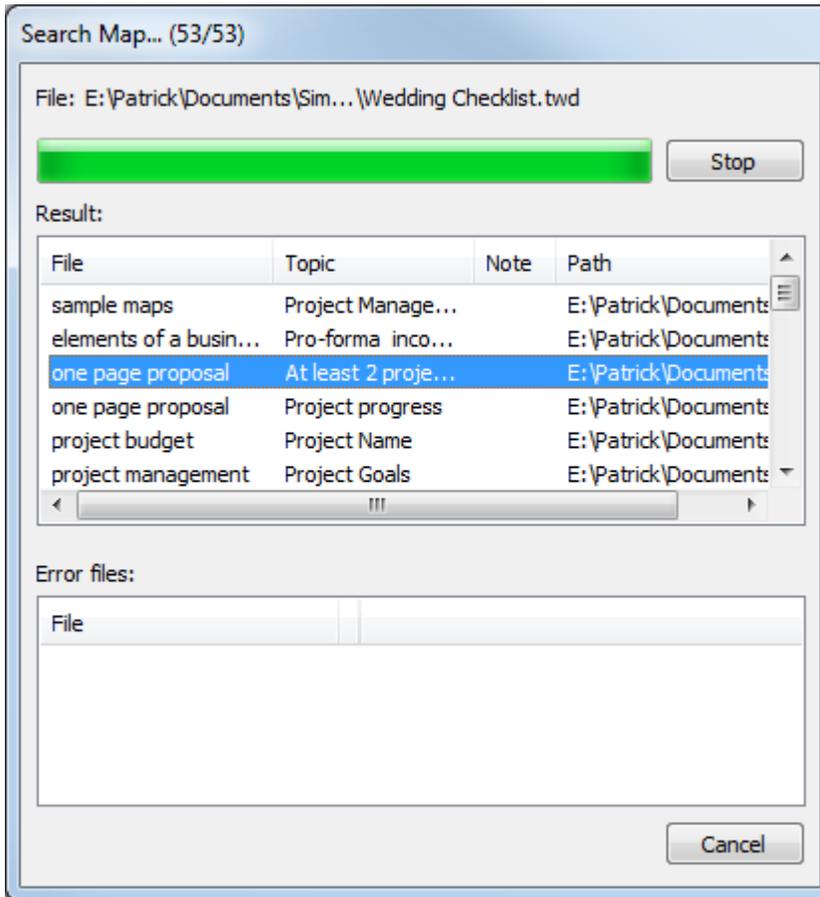


Search Map feature will dig through all your saved mind maps and look for conditions that you specific for your search criteria. All matched results will

This sample will search for the keyword "project plan" in mind map files contained in "E:\Patrick Documents"

You can add other file or folders to search by clicking the Add button.





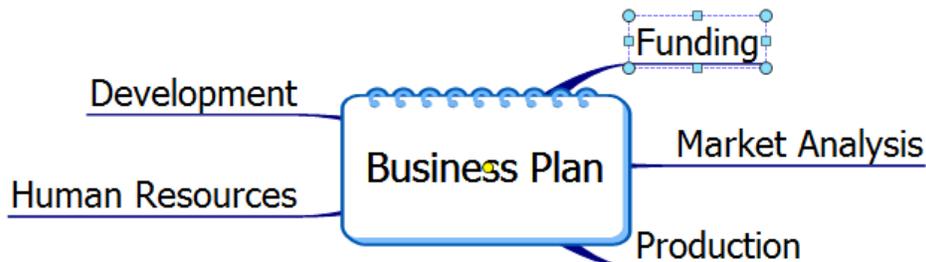
The search results are listed in a new "Search Map". Double-clicking each item will open that map.

If you choose the option "Add Search Results to the Current Map", in the previous dialog box, each search list will be added as a topic to your current map, and will be automatically hyperlinked so you can easily click the topic to open the file.

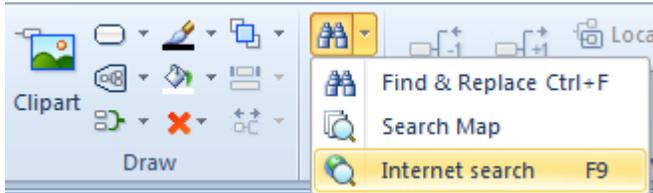
5.5.3. Search Internet

MindMapper allows you to select a topic and search the internet to learn more about the topic.

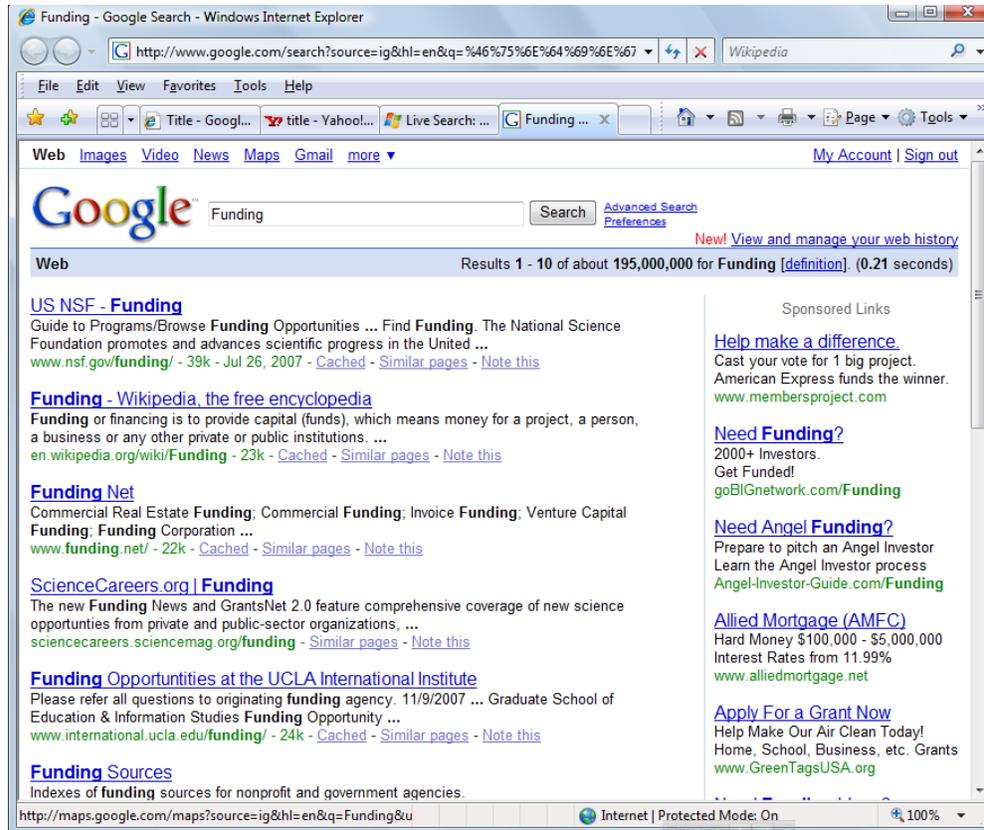
This sample shows the topic "Funding" is selected.



Clicking Internet will open your web browser and search the selected topic. Default search engine is Google, but you can change this in the Options page. See Section 5.5.3.1 "Changing your Search Provider".

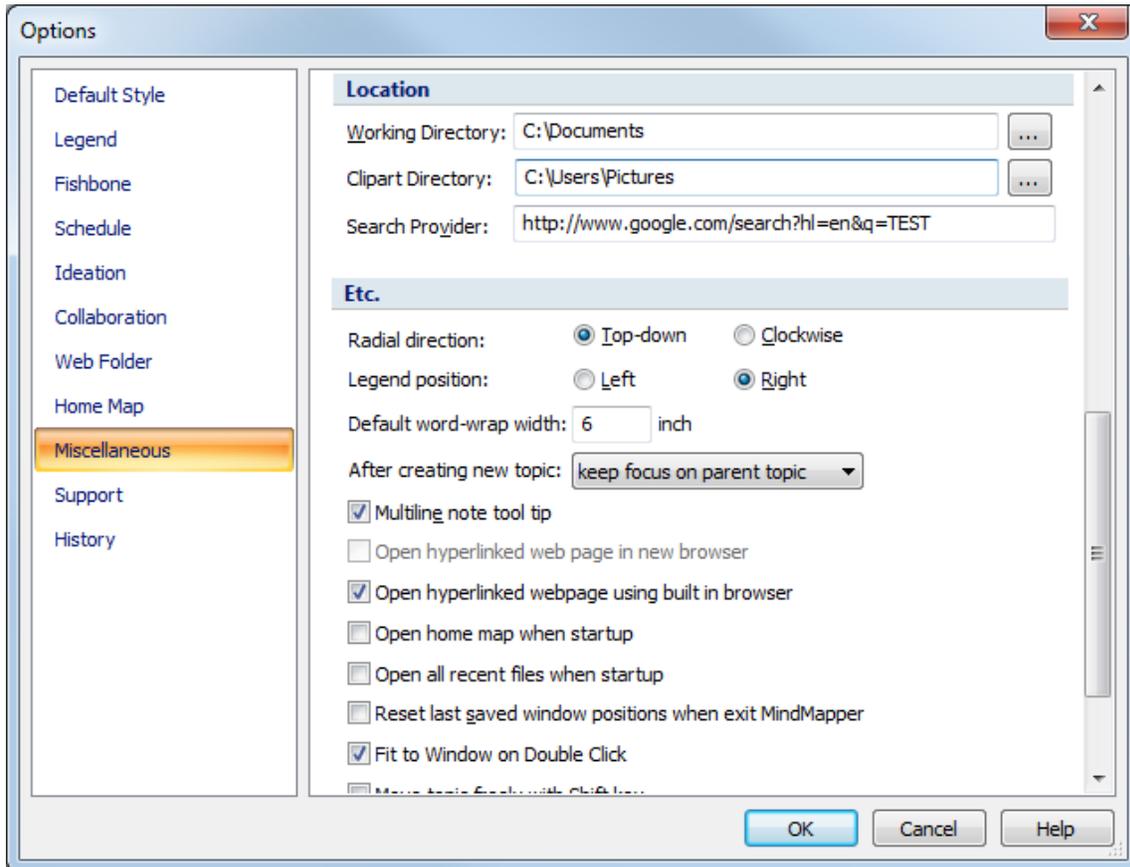


Below example shows the sample search results.



5.5.3.1. Changing your Search Provider

The default search provider is Google. If you wish to change the search provider, goto Options window in the MindMapper menu.



Setting your own Search Provider

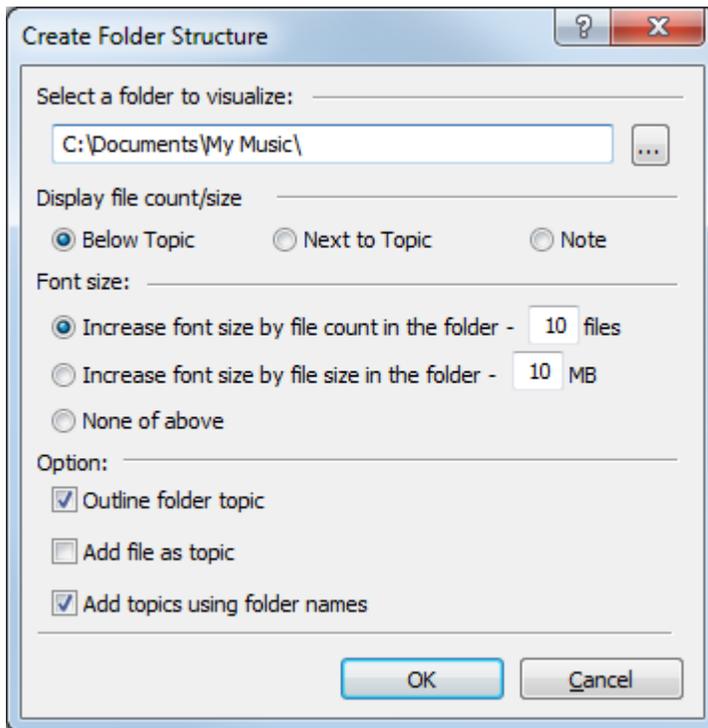
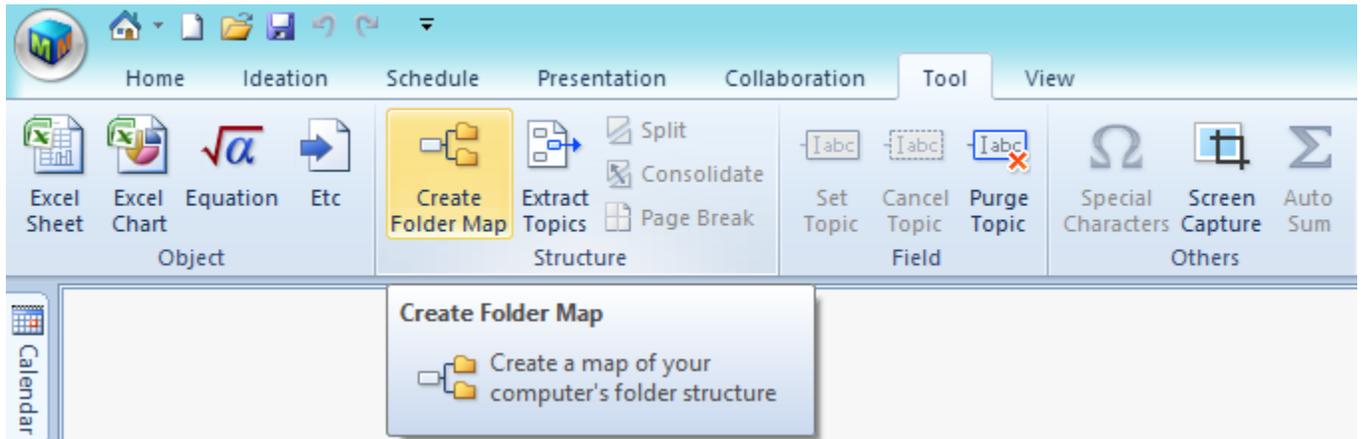
- 1) Launch your favorite browser (Internet Explorer, Chrome, Firefox, etc.) and go to your favorite search site (i.e. google.com, yahoo.com, msn.com, etc.)
- 2) Now do a search on the text "TEST". It must be all capital letters.
Copy the contents of the address bar and paste it into the "Search Provider" box shown above.

5.5.4. Create Folder Map

This feature allows you to capture a graphical representation of your folder structure in your hard drive and display as a mind map. Each file in the map is automatically hyperlinked to the actual file.

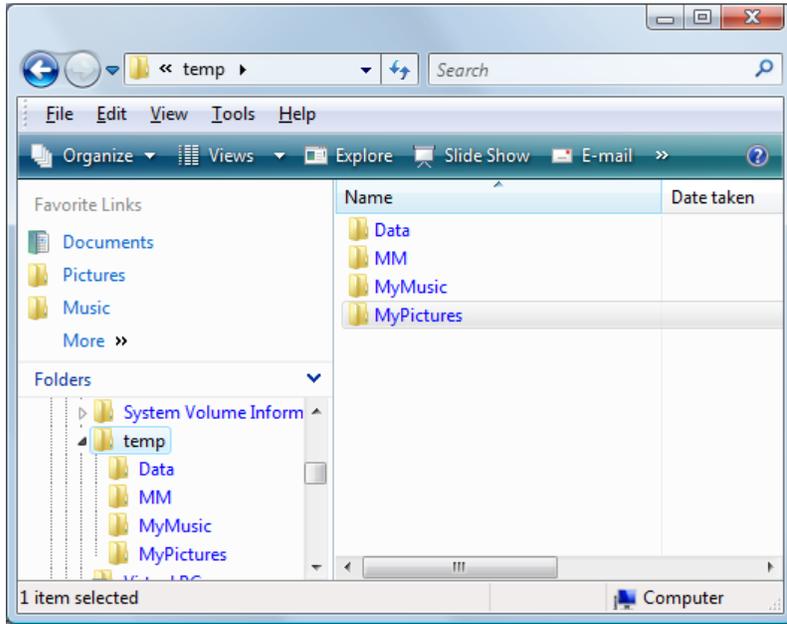
You can elect to increase the text font size if the folder size gets larger, or if the number of files in the folder is large.

If the selected folder structure is too complex and it takes too long to create the map, you can press ESC to cancel the operation.

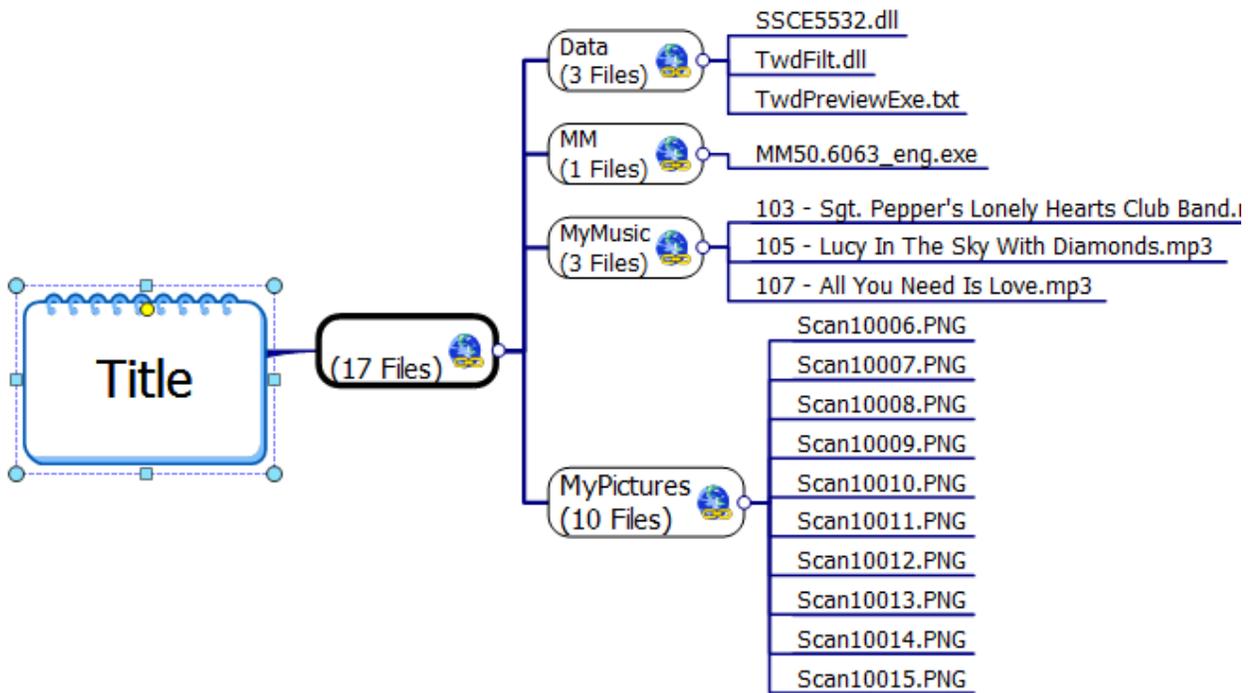


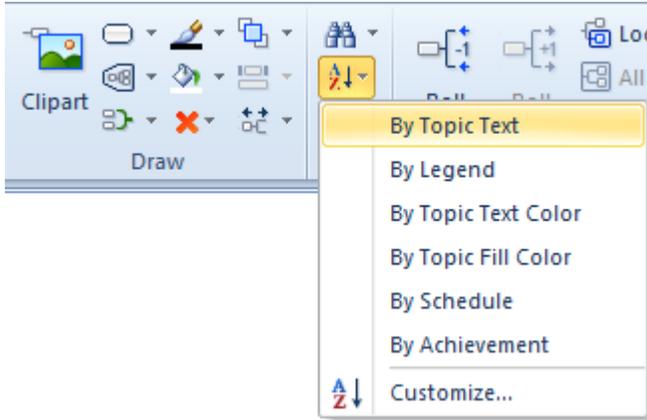
5.5.4.1. *Create Folder Map Sample*

This diagram shows a sample folder structure in "E:\Temp" with 4 folders: Data, MM, MyMusic, and MyPictures.



This is the resulting operation in MindMapper:

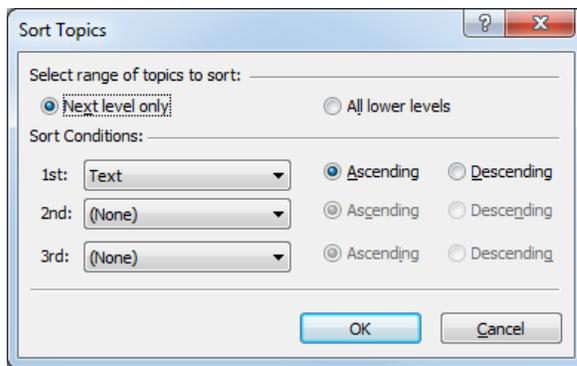




Sorting adds much more power and functionality in MindMapper. You can easily sort topics based on a number of conditions.

The parent topic of the items you want sorted must be selected first. If the root (main topic) is selected, then the entire map is sorted.

You can sort by the pre-defined set of Text, Legend, Text Color, Fill Color, Schedule or Achievement. If you prefer customized Sorting, click Customize:



Using the Customize option, you can make even more powerful sorting conditions.

5.5.5.1. Sort Example

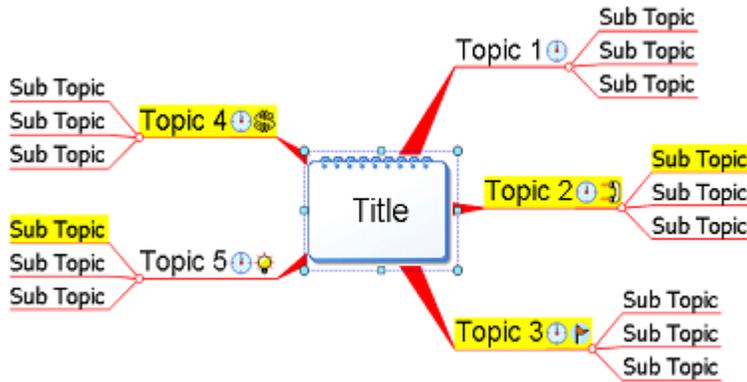
Let's assume we have the following document. We'll show various sorting conditions and the resulting document.

[Original Document]

ID	Projects/ Tasks	CMPLT %	Term		Time (Days)	Cost		Note
			Start	End		Actual	Planned	
0	Title	0	08/10/07	09/03/07	25			
1	Topic 1	0	08/20/07	08/20/07	1			
2	Topic 2	0	08/27/07	08/31/07	5			
3	Topic 3	0	08/10/07	08/13/07	4			
4	Topic 4	0	09/03/07	09/03/07	1			
5	Topic 5	0	08/15/07	08/15/07	1			

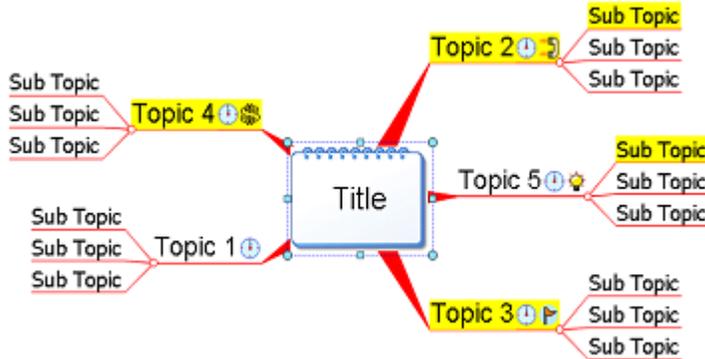
[Sorted by Topic Text]

Child topics are sorted alphabetically.



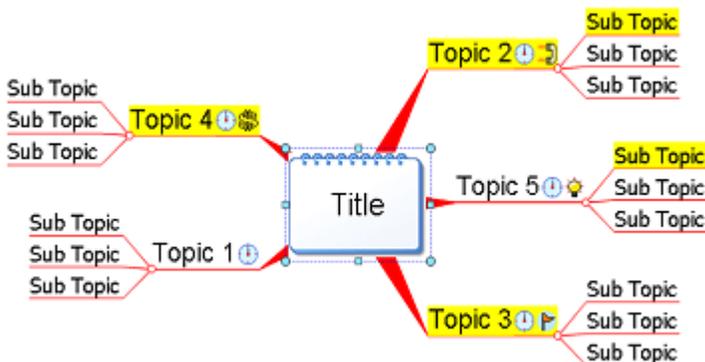
[Sorted by Legend]

Child topics are sorted by the order of the Legend icons. The order of the Legend icons is determined by their placement in the Legend Toolbar.



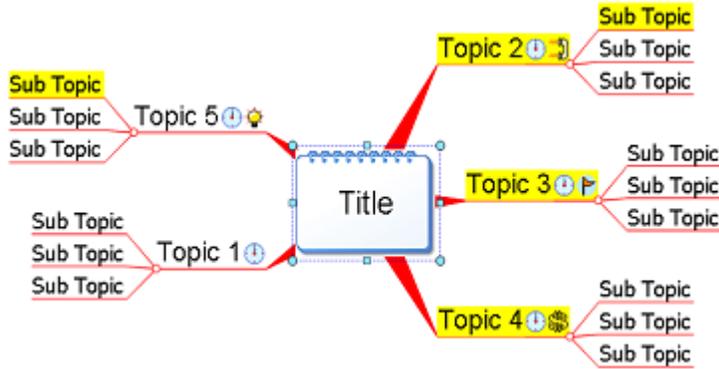
[Sorted by Text Color]

Child topics are sorted by the color of the text. White comes first, and Black is last in this order.



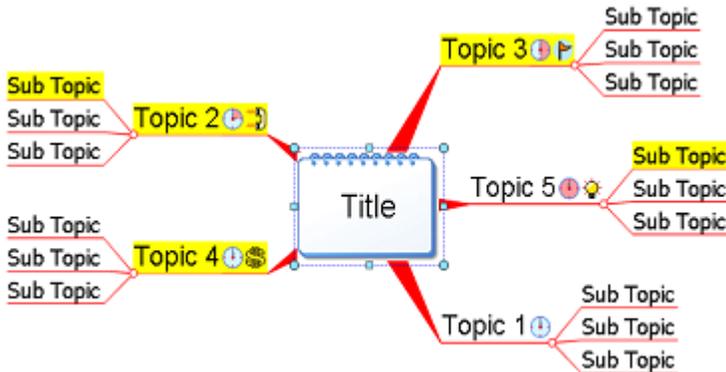
[Sorted by Fill Color]

Child topics are sorted by the background color. In this case, Black comes first, and White comes last.



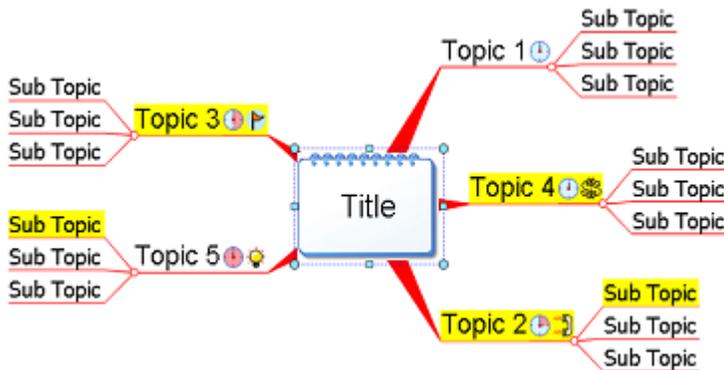
[Sorted by Schedule]

Child topics are sorted by the start date of their schedule.



[Sorted by Achievement Rate]

Child topics are sorted by the Achievement rate of the tasks.



5.5.5.2. Sort Example

6. Chapter 6 – MindMapper Collaboration Service

6.1. Introduction

Online collaboration allows multiple people in remote locations to share and contribute to the same file, reducing time, space, and expenses compared with traditional meeting held in a physical conference room.

6.1.1. MindMapper Collaboration Service

MindMapper user can hold remote online meetings with other MindMapper users. Each participant can access the meeting through the internet.

6.1.1.1. *Easily create meetings anyplace*

Do you still meet in a conference room? With MindMapper collaboration, you can join a meeting as long as you have an internet connection

6.1.1.2. *Reduce meeting time with simultaneous, real-time inputs*

Each participant can input his/her ideas simultaneously in real-time.

6.1.1.3. *Instantly create a meeting report when the meeting ends*

MindMapper Collaboration will create a one page report of meeting automatically as the meeting

concludes.

6.1.2. MindMapper Collaboration Benefits

Benefits of MindMapper's visual representation added to the benefit of remote multi-users adding real-time input allows more efficient meetings and project management without time and space constraints.

- Multiple users can input ideas simultaneously
- Meeting participants can join the meeting remotely
- Share multiple files using hyperlinking in your meeting map
- Create meetings anywhere and anytime
- Visualize the entire project flow in one map
- Synchronous/Asynchronous map update

6.1.3. MindMapper Collaboration Features

6.1.3.1. *Invite MindMapper or non-MindMapper users*

Participants do not need licensed MindMapper to have join collaboration service. However, participants with a licensed copy of MindMapper will get the full benefit of MindMapper program.

6.1.3.2. *Automatic Report Generation*

After the meeting, with a click of a mouse, you can generate a meeting minutes.

6.1.3.3. *Document sharing*

Share any or all your files with the meeting participants

6.1.3.4. *Voting*

Use the Voting feature to quickly decide on an issue

6.1.3.5. *Meeting time scheduler*

Set a meeting timer to end the meeting on time.

6.1.3.6. *Chat*

Chat with all or certain participants

6.1.4. MindMapper Collaboration Process

6.1.4.1. *Create New Meeting*

- Login

- Add a file to share with other
- Add participants
- Start collaboration with other

6.1.4.2. *Join a Meeting*

A. As an invited participant without an account

- Check email for MindMapper Collaboration invitation
- Click Join Collaboration

B. As an invited participant with an account

- Check email for MindMapper Collaboration invitation
- Click Join Collaboration
- Invited meeting will be stored in the By others menu
- If you want to join the meeting again, simply go to the By others and click Join

C. As an organizer

- Click on any of the files listed in the By me menu
- Click Join Collaboration

6.1.5. **MindMapper Collaboration Requirements**

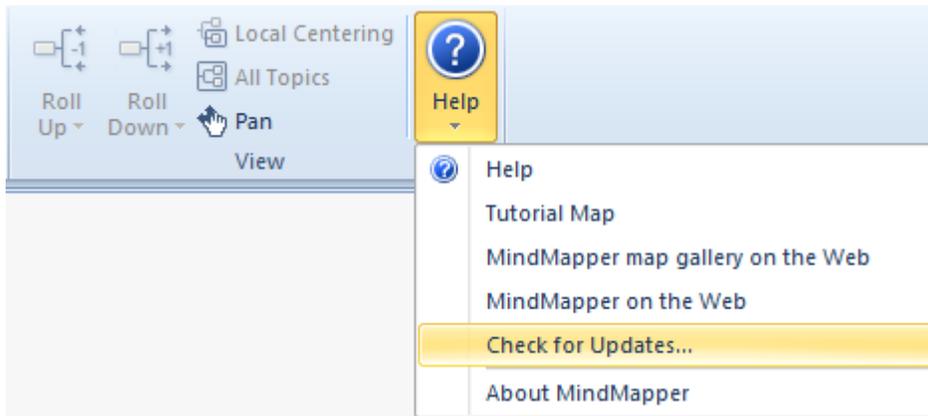
Meeting Organizer needs to have MindMapper 12 Arena or Academic license to host an online collaboration meeting.

Meeting Participants with a MindMapper 12 Arena or Academic license will enjoy the best online collaboration meeting experience. Meeting Participants without a MindMapper 12 Arena or Academic license can also join the online collaboration meeting . Internet Explorer is required, and they'll also be required to download and install a plug-in on their computers.

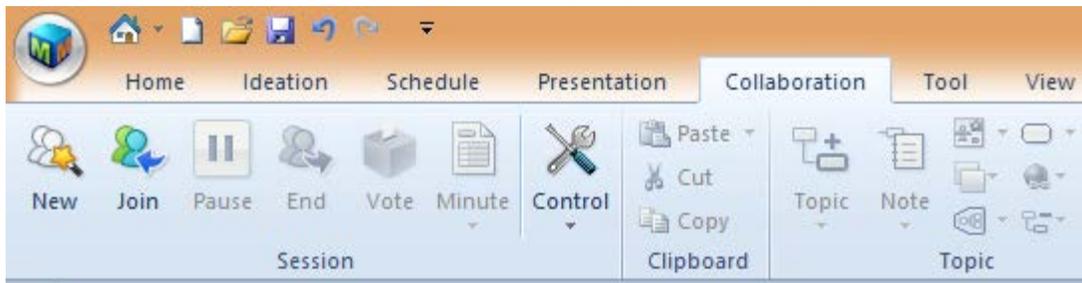
6.2. Getting Ready

6.2.1. Updating MindMapper

MindMapper Collaboration Service requires MindMapper 12 Arena. You can update to the latest MindMapper build by going to the Help menu then choosing Check for Updates.



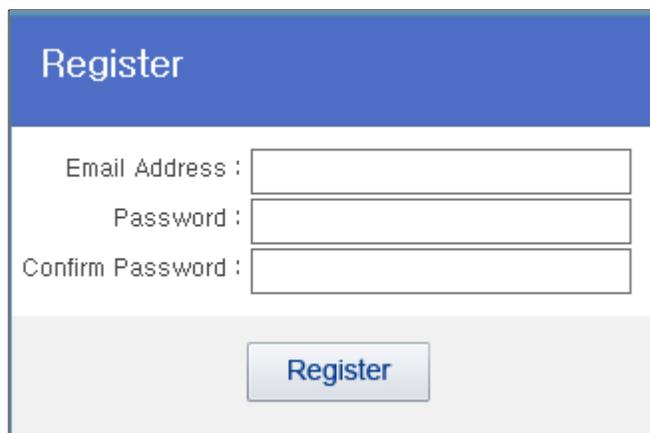
You can verify if your MindMapper 12 Arena can use the Collaboration Services by looking at your menu. If your menu contains the Collaboration tab, then your product is ready.



6.2.2. Create an Account

You must create an account before using the service. Please click Register on top right of the Arena main page.

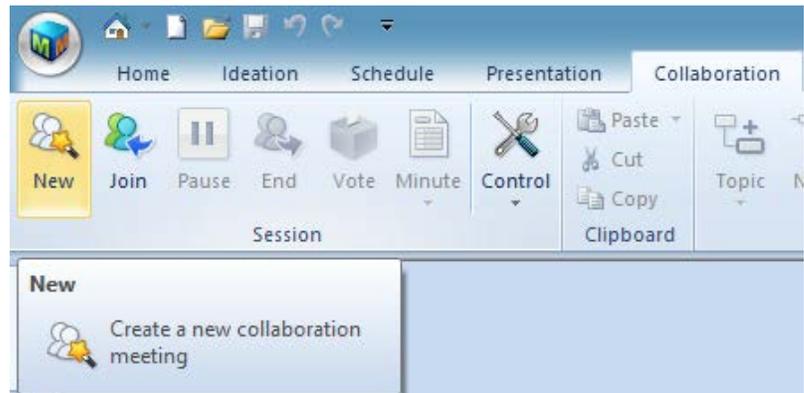
Or you can go to our website www.mindmapper.com and click Login then click Register to create a new account.

A screenshot of the MindMapper 'Register' form. The form has a blue header with the word 'Register' in white. Below the header, there are three input fields: 'Email Address :', 'Password :', and 'Confirm Password :'. Each field is a simple text box. At the bottom of the form, there is a blue button with the word 'Register' in white.

Note: If you have already created an account for our previous online storage Web Folder, then you do not need to create another account.

6.3. Create a New Collaboration Session

To create a new meeting, click the New command in the Session group.



You'll be prompted to login.

LOGIN

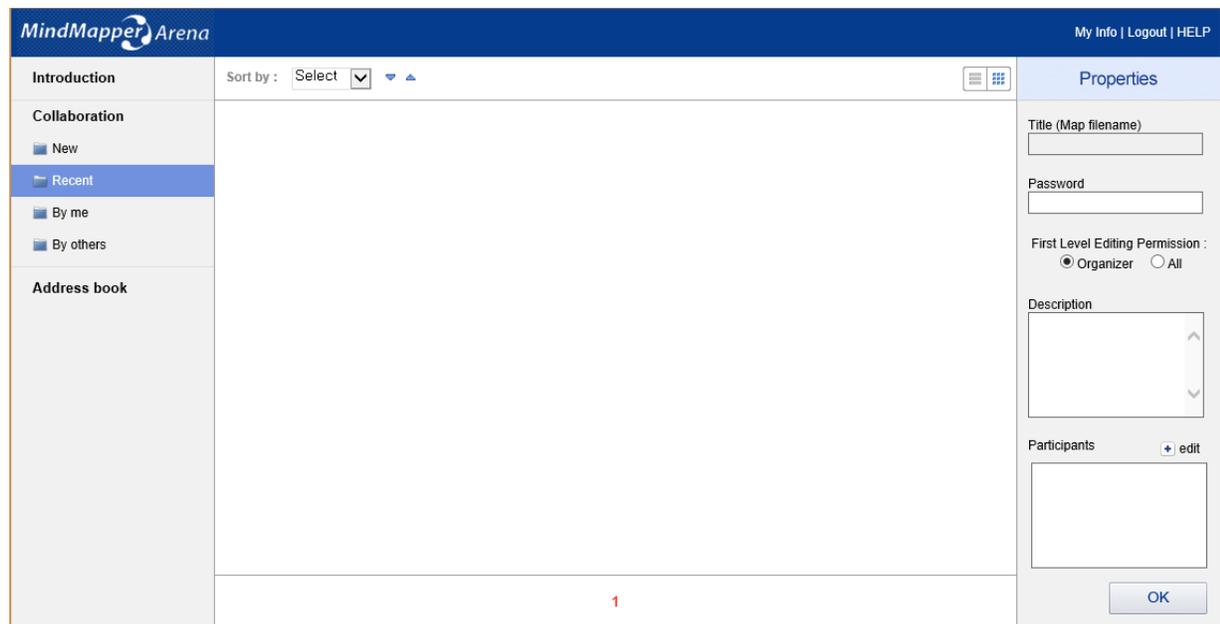
Email Address

Password

KEEP ME SIGNED IN

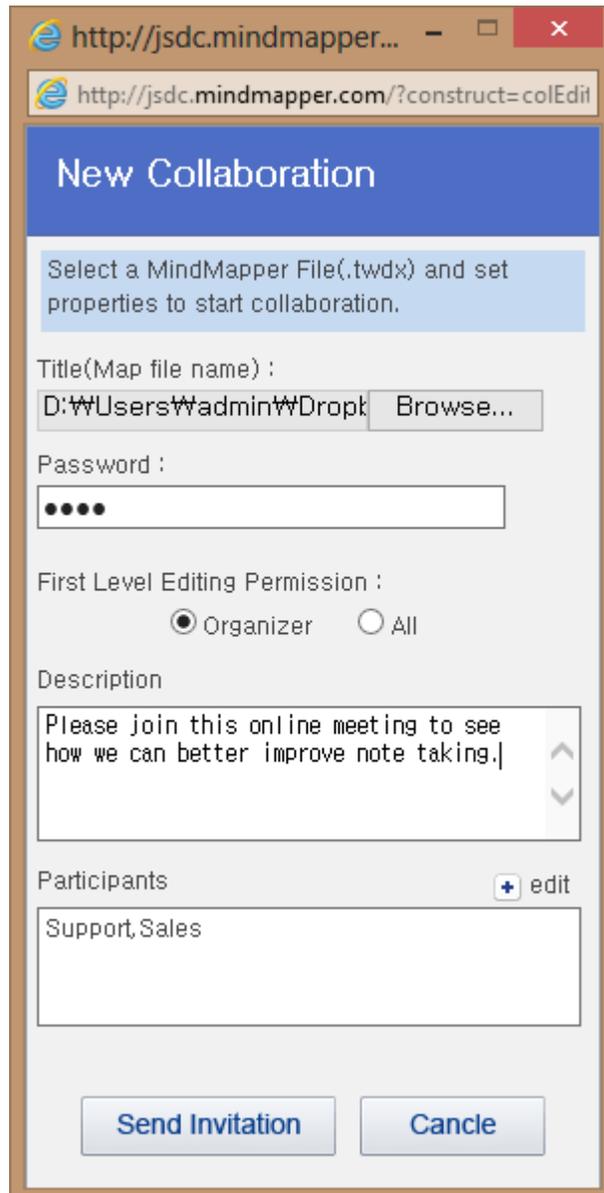
[I lost My Password](#) | [Resigster](#)

After logging in, you will see Arena window appear. In order to start a new collaboration click on New.



New Collaboration window will appear with Title, Password (optional), First Level Editing Permission, Description, Participants.

Fill out the information and click Send Invitation.



The screenshot shows a web browser window with the URL `http://jsdc.mindmapper.com/?construct=colEdit`. The page title is "New Collaboration". The form contains the following fields and options:

- Title(Map file name) :** A text input field containing `D:\Users\admin\Dropk` and a `Browse...` button.
- Password :** A text input field with four black dots.
- First Level Editing Permission :** Two radio buttons: `Organizer` (selected) and `All`.
- Description :** A text area containing the text: "Please join this online meeting to see how we can better improve note taking." with up and down arrow icons on the right.
- Participants :** A text input field containing "Support,Sales" and a `+ edit` button.

At the bottom of the form are two buttons: `Send Invitation` and `Cancel`.

6.4. Collaboration Meeting Email

When the meeting information is filled out, Send Invitation has been clicked, the collaboration emails will be sent to all participants. The invitation email will contain information such as:

- Collaboration File Name
- Organizer

- Date
- Meeting Description

The Meeting email will also contain a link to join the meeting. The participants need to simply click this button to join a meeting.

6.5. Arena Site Menu Explained

6.5.1. Collaboration Menu

A. New: Browse your local computer and upload TWDX file you want to share with others.

B. Recent: List of most recent files you have worked on.

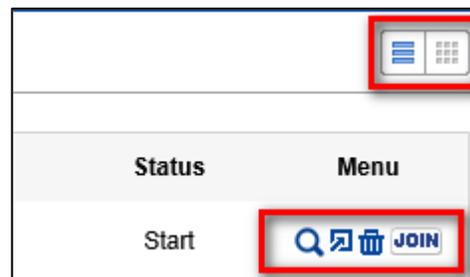
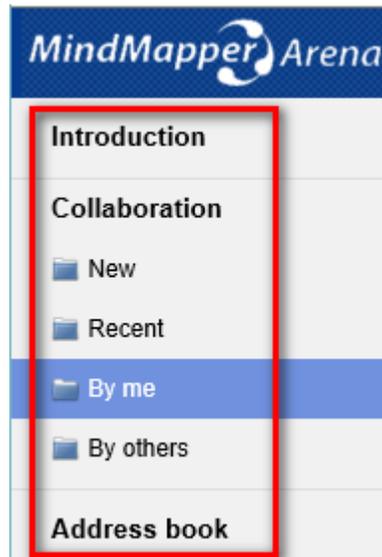
C. By me: List of files you have shared. You are the organizer of the meeting.

D. By others: List of files others have shared with you. You are the participant of the meeting.

E. Address book: List of contacts by individuals or groups.

F. Image view: Click this button to see the preview of the file.

G. Post: You can post your map to social media outlets or message boards. Simply past the HTML source code and input it to any outlets that allows direct HTML input. If not, you can still copy the map link and paste it to social media outlets or message boards. Anyone who clicks on the link will be able to see the map in Flash viewer.

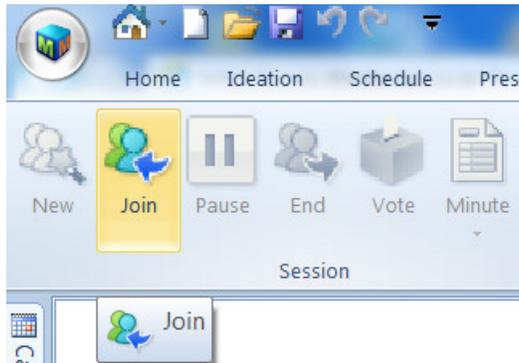


I. You can view your maps in thumbnail or list.

6.6. Join a Meeting

6.6.1. For Account Holders

Start MindMapper and click Join in the Session group



You'll be prompted to login.

LOGIN

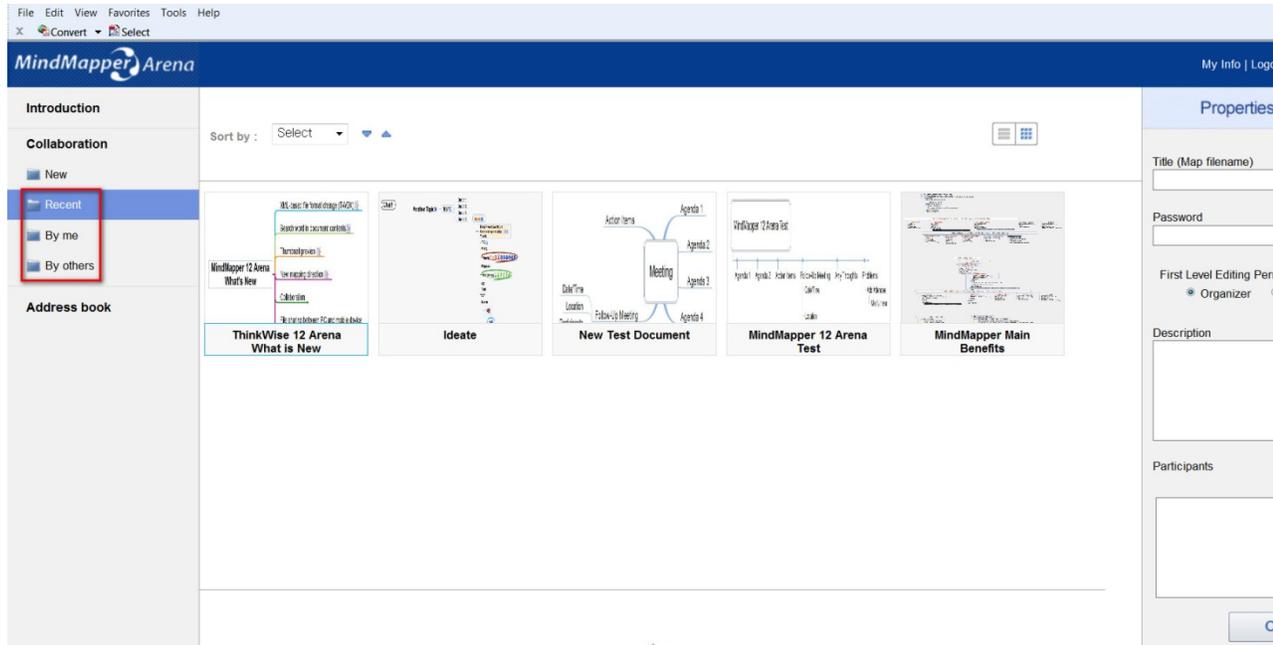
Email Address

Password

KEEP ME SIGNED IN

[I lost My Password](#) | [Resigster](#)

Select a file from Recent menu, or from files shared by you (By me menu), or from files shared by others (By others menu) and click Join.



6.6.2. For Participants

6.6.2.1. MindMapper 12 Arena/Academic Users

Be sure to update your MindMapper to properly use the Meeting features.

To join a meeting, simply press the Join Collaboration button in your collaboration invitation email. This will automatically start your MindMapper program and join the meeting.

However, if your email invitation has been lost, you can still join collaboration using MindMapper program. However, this can be done if you are a registered member of MindMapper Arena and the organizer added your ID to the list of invited participants for the collaboration meeting.

6.6.2.2. Non-MindMapper Users

For users who do not own a license of MindMapper 12 Arena, we offer iMindMapper that is equal in look and feel, as well as feature-set, as the MindMapper 12 Arena program.

iMindMapper requires Internet Explorer, and you need administrative privilege to download and install a plug-in on your computer.

To join a meeting, be sure your Internet Explorer is set as the default browser, then click the Join Collaboration button in your collaboration invitation email.

You'll get a warning to install the iMindMapper software. Click Install



After installing, you'll be joined in the meeting automatically via iMindMapper.

6.7. Running a Meeting

Running a MindMapper Collaboration Service meeting is a breeze for MindMapper users, since the same program is used for the meeting. You can do all of your MindMapper tasks, such as assign a topic, adding sub-topics, moving topics, adding styles, adding schedule, etc.

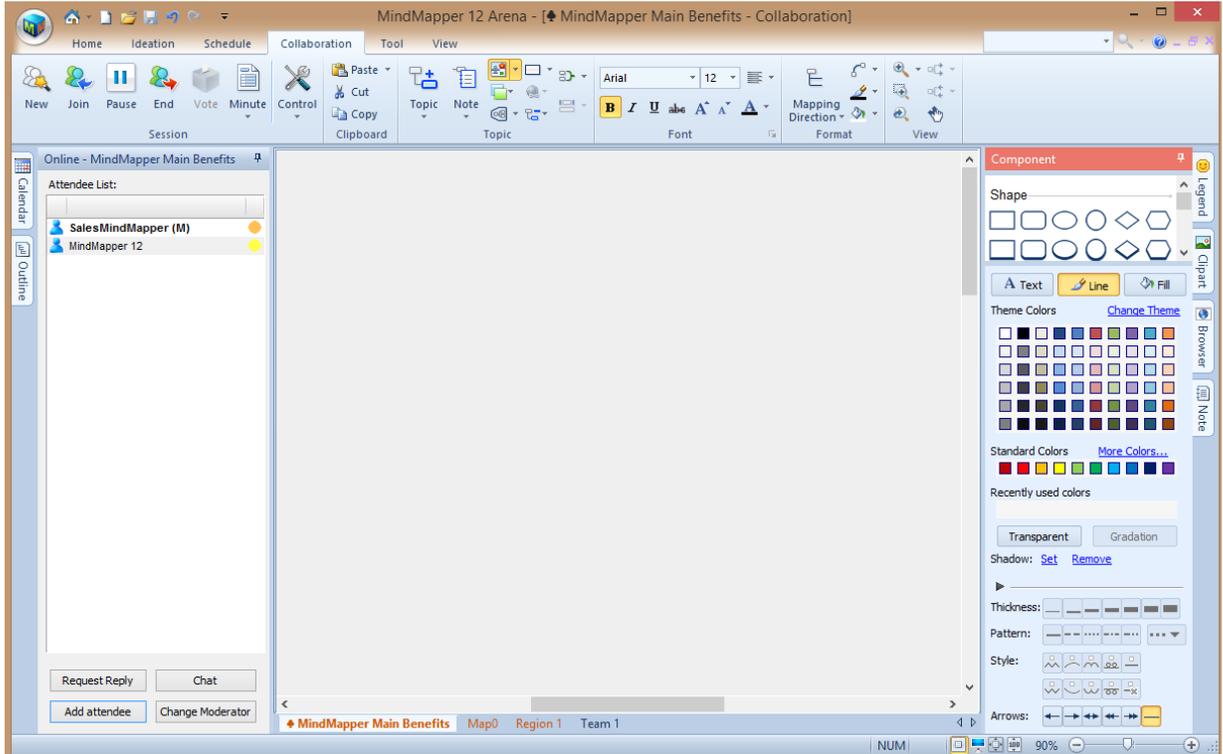
For information on using MindMapper, please refer to chapters 2 through 5 in this help manual.

6.7.1. MindMapper Collaboration Window

This is an overview of the MindMapper Collaboration window:

Left pane contains the Attendee list, and a Chat window.

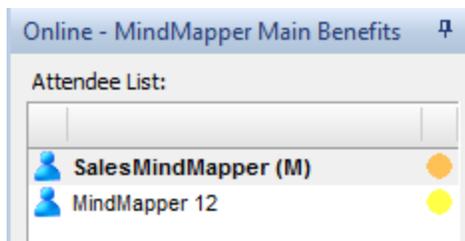
The Menu bar adds Collaboration tab with pertinent menu groups, such as Session, Vote, and Report.



6.7.2. Attendee List

Attendee List shows all the logged in attendees and also their status.

If you click on an attendee, the map will show the branches that they have added, showing their input and participation.



In the above example, blue icon shows that participant is online. (M) denotes moderator. Greyed out icons represent participants who are not online.

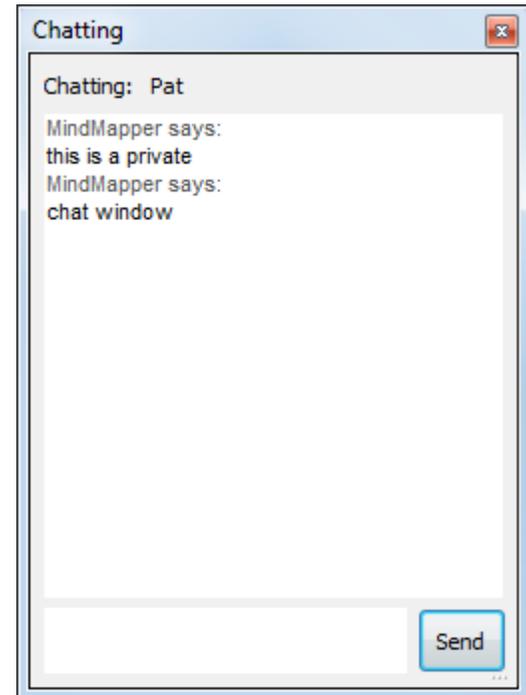
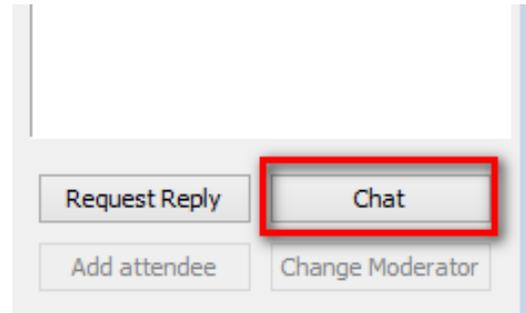
6.7.3. Chat

To send a chat to everyone, just type in your text into the Chat box and press Send. Everyone in the meeting will see your message.

Private Chat

To chat privately with an individual, select that attendee, and click the Chat button. A separate chat window will open.

Note: Private Chat works only when 3 or more people are logged into the meeting.



6.7.4. Add Attendee

If you would like to add more attendees for the shared map collaboration, click on Add Attendee to send an invitation to join.

6.7.5. Request Reply

You can use Request Reply to ask for input from certain attendee on a specific topic.

Steps to use Request Reply:

- Select a topic where you want another attendee to answer
- Next, select the attendee who should provide an answer
- Click Request Reply button

The selected topic will now show that you're expecting a reply on the subject. The attendee in the meeting should see the message and add his/her thoughts to the topic.

6.7.6. Change Moderator

You can change the moderator of the collaboration session. By default, the one who shared the file automatically becomes the moderator.

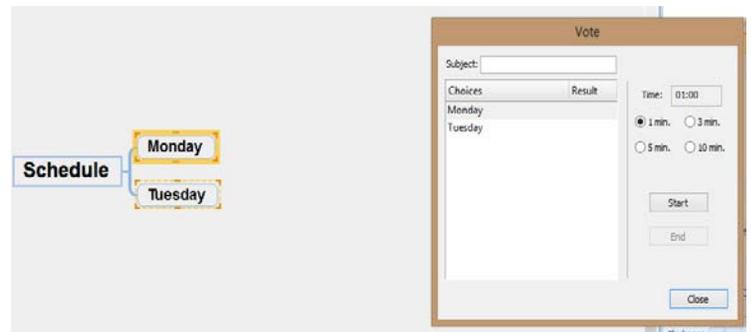
6.8. Vote

Voting allows you to quickly make a decision in real-time with everyone's input. You can use the Vote feature to decide which of the selected candidates are the best choice.

In the below example, suppose you're split between the schedule being on Monday or Tuesday. To put that to a vote:

Select the candidates (in this case, Monday and Tuesday) and click Define as Choices in the menu.

Vote dialog box will pop up.
Enter the Subject for this vote and click OK

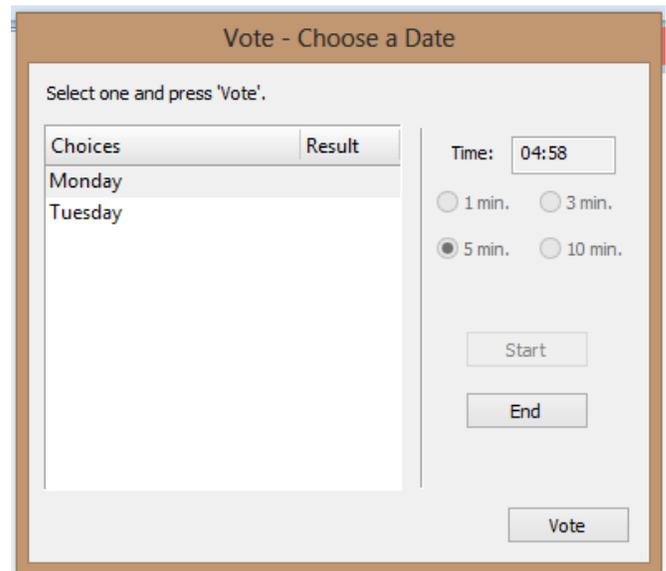


Select the duration of the Voting period and then click Start.

Every attendee will see this dialog pop up on their screen.

Select your Preference and click Vote.

When all votes are in, you'll see real-time results on the screen.



6.9. Minutes

Minutes menu has 3 functions: Preview, Save, and Tool



6.9.1. Preview

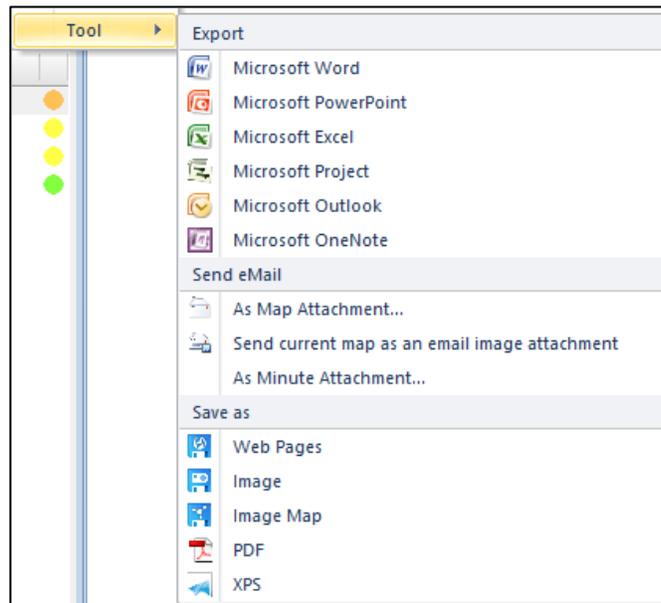
Preview command transfers your current mind map into a Word report format and lets you edit the content before saving as a Word document.

6.9.2. Save

If you're satisfied with your meeting report and do not need any editing, then you can use this command to save your mind map to a Word document.

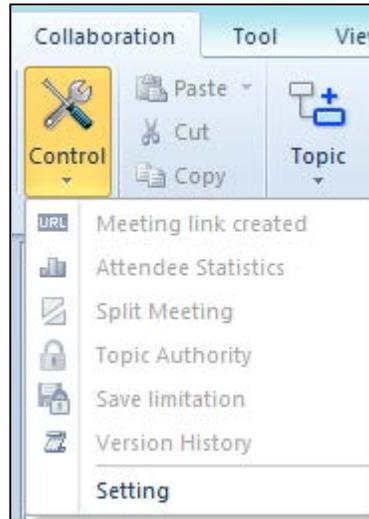
6.9.3. Tool

Share command lets you share your mind map with others by other means, such as saving to MS PPT format, sending as email, or saving as PDF, for example.



6.10. Control

Control menu has 6 functions: Create Meeting Link, Attendee Statistics, Split Meeting, Topic Permission, Save Limit, Version History.



6.10.1. Create Meeting Link

This creates a link to the meeting that you can paste onto any communication medium such as email, SMS, messenger, Facebook and so on. Just click on the link and iMindMapper will load to begin collaboration session.

6.10.2. Attendee Statistics

This feature provides number of topics each participant created.

6.10.3. Split Meeting

If you have a topic that needs to be worked on separately, you can split that topic branch and make it into another shared map. This newly split map is not hyperlinked to the original collaboration map.

6.10.4. Topic Permission

You can assign read/write permission to topic and its children.

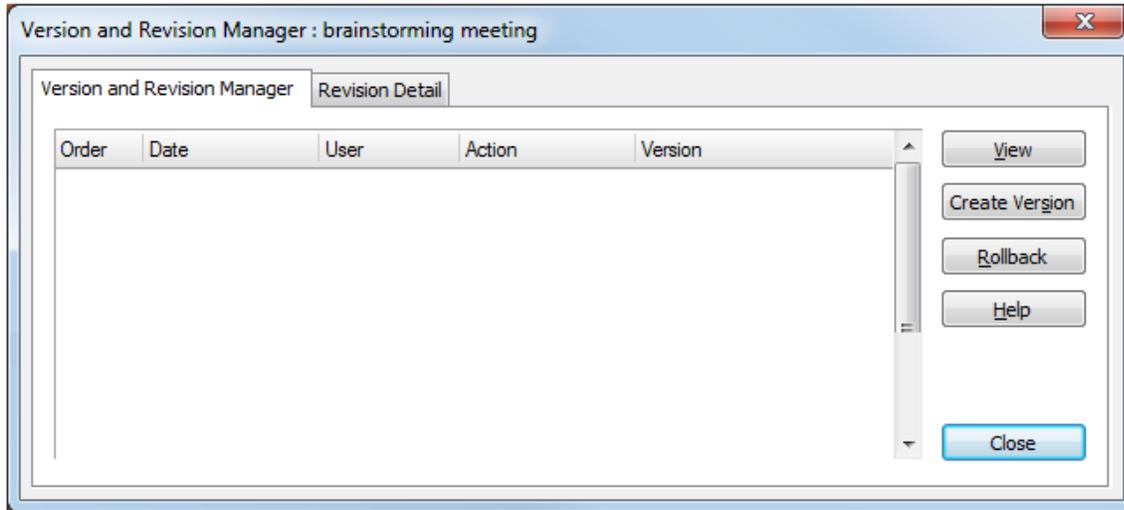
6.10.5. Save Limit

With Save Limit, you can limit certain attendees from saving work in the map.

6.10.6. Version

Version and Revision manager allows you to keep track of the meeting map's changes. You can create a snapshot version of a particular map, and then go back to that snapshot if you feel the meeting map is not progressing in the direction you are thinking.

Versions are not created in real time. You must save the current map, then end your session (for yourself only), then re-join the meeting to see the revision history.



6.10.6.1. *Version and Revision Manager*

6.10.6.1.1. View

Click view to view the current actions entered into the map. The list is comprehensive from all user inputs.

6.10.6.1.2. Create Version

To create a snapshot of the current map, choose Create Version and enter a descriptive name.

6.10.6.1.3. Rollback

Choose Rollback to go back to a previous Created Version. Map will automatically regress back to the saved point, and you can continue your meeting from that point forward.

6.10.6.2. *Revision Detail*

6.10.6.2.1. View

View details of the current version

6.10.6.2.2. Play

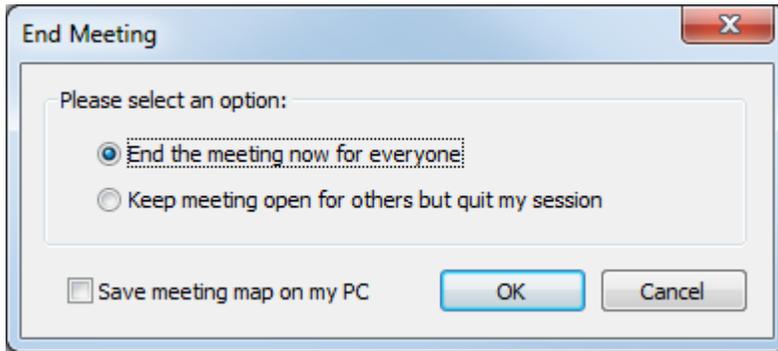
Play the current version from the beginning, showing the task and steps of each input.

6.11. Ending a Meeting

To end the meeting, click on End menu from the session group.



You have 2 different options to end a meeting.



Be sure to check “Save meeting map on my PC” if you want to save your meeting map locally on your computer.

6.11.1. End the meeting now for everyone

This finalizes the current meeting, and everyone will be prompted to leave the meeting. Everyone will have a chance to save the meeting map file locally on their computer.

6.11.2. Keep meeting open for others but quit my session

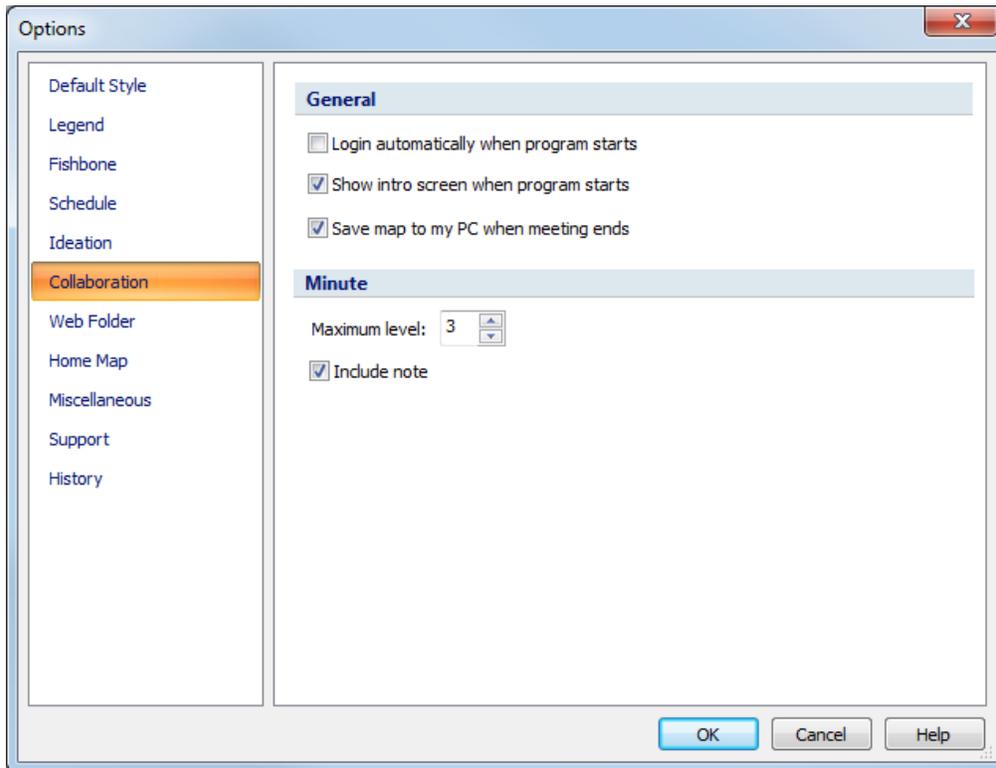
The Meeting organizer can quit his/her session, but still keep the meeting open for the other attendees. The remaining attendees can contribute to the meeting map, and can also exit and join the session freely while the meeting is open to others.

The Meeting Organizer can re-join the meeting anytime to check the progress of the meeting map. To join the meeting, follow the steps outlined in section 6.5.1

Attendees can also leave and re-join the meeting. For attendees, please use the email link to re-join the meeting. This is outlined in section 6.5.2.

6.12. Collaboration Service Options

Collaboration Options are available in the MindMapper Options dialog box.



Setting: Option to save collaboration session locally

Minute: Controls Meeting Report Minutes options