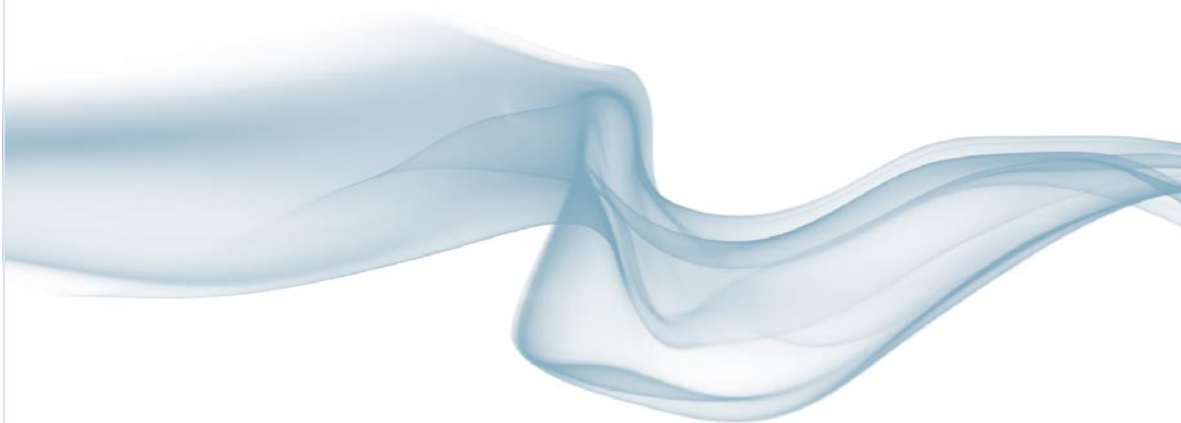




MindManager

Quick-Start Guide



Version 8.2.001

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Welcome to Mindjet MindManager

Thank you for choosing MindManager software. If you are not familiar with Mindjet MindManager, this Quick Start Guide will provide you with an introduction and an overview of basic features.

Detailed information about all MindManager features can be found in the MindManager Help  file.

Install and activate Mindjet MindManager

We'd like you to be able to start using our software right away. The first step is to install the software and activate it.

Your personal product key

Your personal product key can be found on the inside of the CD packaging. Each product key is unique.

Product keys are not backwards-compatible. The product key is valid only for the edition that it is supplied with.

The installation menu

- Insert the CD in the CD-ROM drive. The installation menu appears automatically.
- Have your product key available for activating MindManager after installation.

If Autorun is not supported on your PC, open **My Computer** (via your Windows desktop or the **Start** menu) and double-click the CDROM drive in which you inserted the Mindjet MindManager CD. Double-click the **Setup.exe** file to start the installation.

Now, follow the instructions for standard or custom installation.

Mindjet MindManager standard installation

Start the Mindjet MindManager program installation from the installation menu on the CD. Installation is easy and is completed in just a few steps.

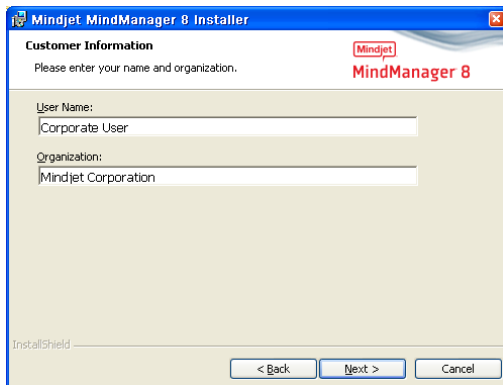
First, all necessary system information is collected by the installation setup. Then the installation assistant starts.



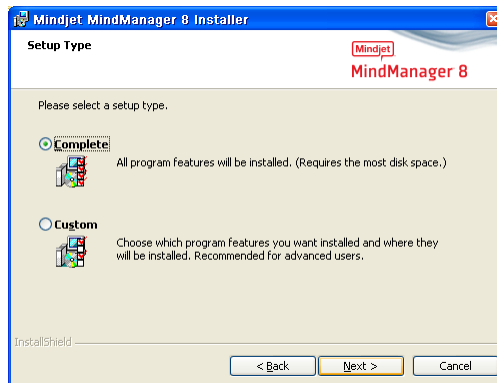
1. On the Welcome screen, click **Next** to begin the installation.



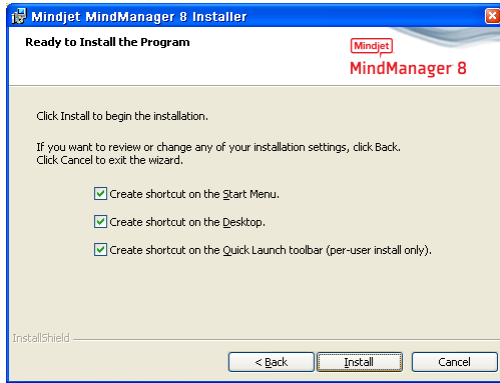
2. Agree with the terms in the license agreement then click **Next**.



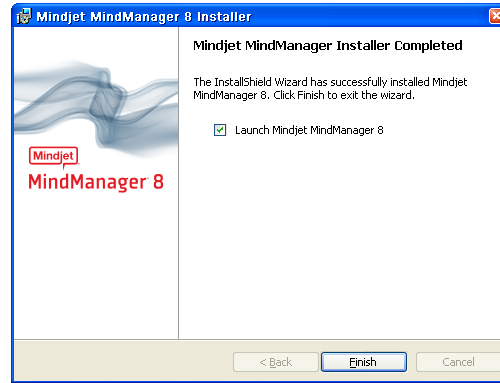
3. Enter your information then click **Next**.



4. Select **Complete** and then click **Next**. All entries have now been made for local standard installation.

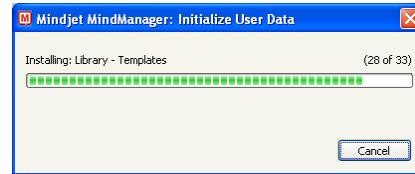


5. Click **Install** to start the installation process.



6. Click **Finish** to complete the installation. You can launch MindManager now.

- User data is initialized the first time MindManager is started, indicated by the progress bar. Some MindManager functions may not be available during this process, so wait until the data initialization is complete.



Now you are ready to activate Mindjet MindManager and then, begin creating maps.

Customized installation

If you have particular installation requirements, such as installing MindManager for multiple users, use this custom installation option.

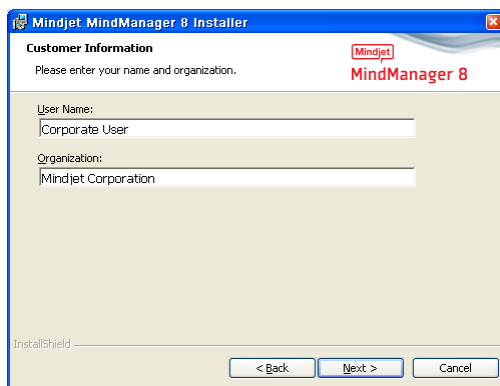
The customized installation is intended for experienced users. If you are not sure if this option is for you, use the standard installation described earlier.



1. On the Welcome screen, click **Next** to begin the installation.



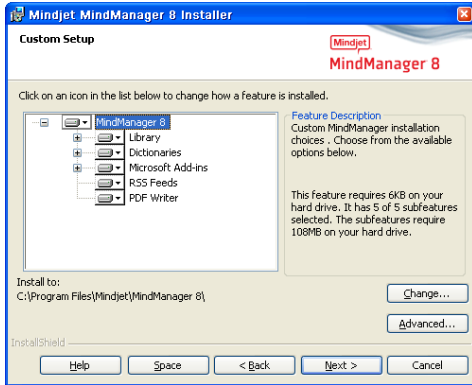
2. Agree with the terms in the license agreement then click **Next**.



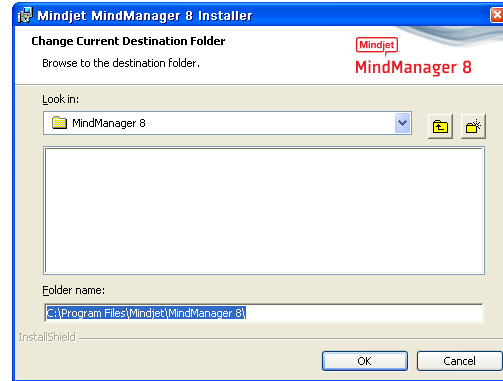
3. Enter your information then click **Next**.



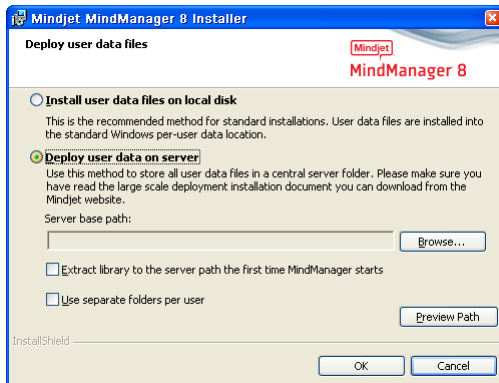
4. Select **Custom** and then click **Next**.



5. In the **Custom Setup** dialog, choose which features to installed.



6. Click **Change** to change the program installation destination folder, then click **OK**.



7. Click **Advanced** to choose where to install the user data. Choose from the following options, then click **OK**.

Install user data on local disk - saves user data in the standard user data location (standard installation location).

Deploy user data on a server - stores user data in a specified folder (locally or on a network).

- **Extract user data to the server path the first time Mindjet MindManager starts** - extracts user data to the server path the first time Mindjet MindManager starts.

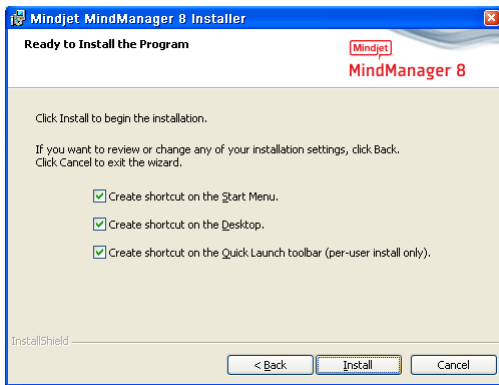
Deselect this option if a copy of the user data was pre-installed for the user.

- **Use separate folders per user.** – Creates a folder for each user, named according to the “USERNAME” environment variable. You have the option to append a sub-path.

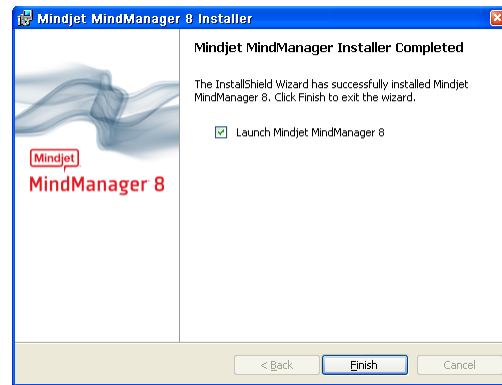
Select this option if more than one user will be using Mindjet MindManager from the same PC or when making user data available on a server for all Mindjet MindManager users.

Deselect this option if you are sure that only the corresponding user has access to the user data folder.

- **Preview path** displays the path that Mindjet MindManager will use for user data.

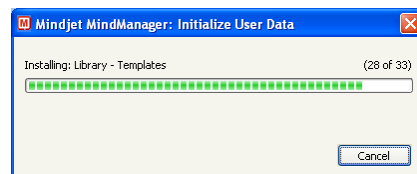


8. Click **Install** to begin the installation.



9. Click **Finish** to complete the installation. You can launch MindManager now.

- User data is initialized the first time MindManager is started, indicated by the progress bar. Some MindManager functions may not be available during this process, so wait until the data initialization is complete.

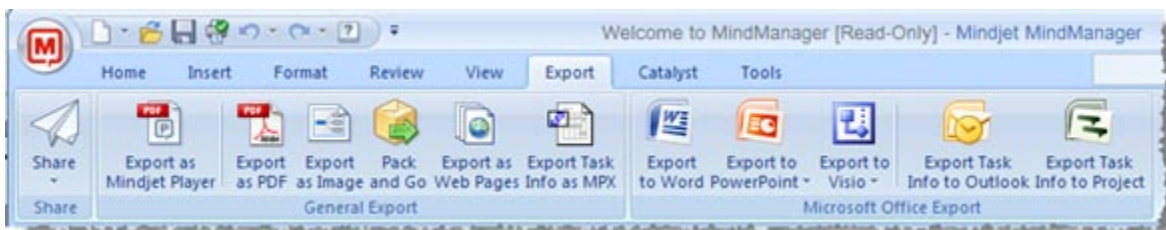


Now you are ready to activate Mindjet MindManager and then, begin creating maps.

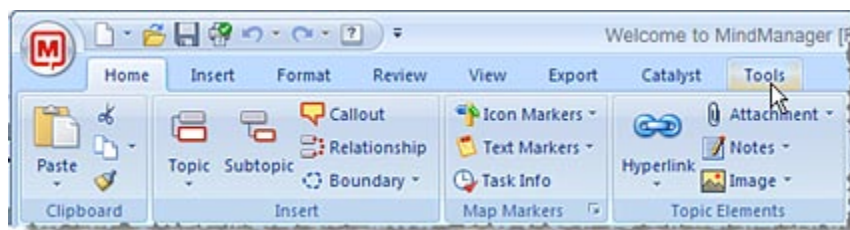
Activation

Once you have installed MindManager you can activate it using the product key provided to you by Mindjet. You must have internet access to connect to the Mindjet licensing server and activate MindManager in this way. If you cannot connect to the licensing server, you can use an alternative activation procedure.

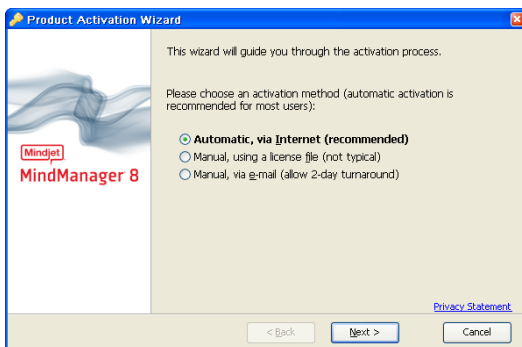
The software will run as a 30-day trial version if it is not activated and it is only available with limited functionality. It can be activated retro-actively for full program functionality.



1. On the MindManager ribbon, click the **Tools** tab.



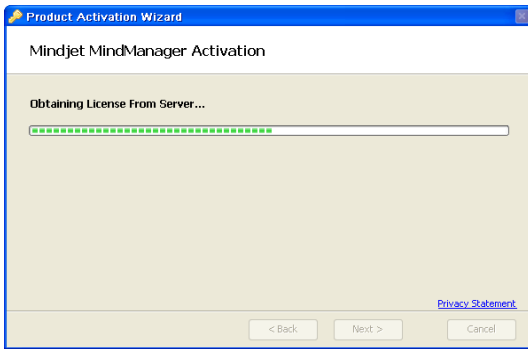
2. On the Tools tab, click **Activate**.



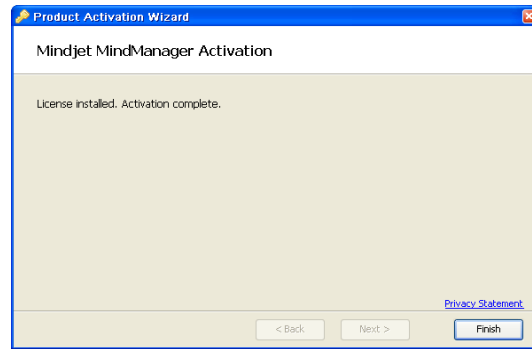
3. Choose to activate the software over the internet.



4. Enter your product key.



5. MindManager will obtain a license from the Mindjet licensing server.



6. When activation is complete, click **Finish**.

Installation FAQ

Question: Why is my product key not accepted?

Answer: It is necessary to enter the product key exactly as it is written. Check that you have entered it correctly.

Question: After entering my product key I received an error message that the licensing server could not be reached. How can I activate my copy of MindManager?

Answer: First, ensure that you have an active internet connection, then try the steps to activate MindManager again.

Some corporate or institutional networks may not allow access to the Mindjet licensing servers. If this is the case, select the third option on the first activation wizard screen, **Manual, via e-mail**, to request a license file. Mindjet will send you a license file within 2 days. In the meantime, MindManager will be fully-functional, and you can continue to use it normally.

Once you have received the license file from Mindjet, you can use the second option on this screen, **Manual, using a license file**, to activate MindManager.

Question: A Service Pack is available. What is necessary for installation?

Answer: Service Packs are always distributed as a full version. You can simply install the service pack on top of the installed version.

Technical support and registration

We at Mindjet would like to offer you the best possible support. For information about technical assistance, please visit the [Support](#) section of our web site at www.mindjet.com.

Online support

Our online Support Center is available to Mindjet MindManager software users 24 hours a day:

Knowledge Base: This online database contains solutions from our support specialists to many known problems.

User Forum: This forum allows the Mindjet MindManager software community to exchange solutions and offer assistance.

Exclusive support for registered users

Registered users with a Mindjet ID receive these benefits:

- Personal login
- Newsletter subscription management
- Product key registration
- Support contact via online web form

Register today at www.mindjet.com/accounts/ to enjoy all of these advantages!

Further information regarding support services can be found at www.mindjet.com/support/

About this Quick Start Guide

This guide can help you get up to speed quickly on MindManager's basic features, or refresh your memory on how to use MindManager.



Tips refer to additional features that you may want to explore.

Consult the [MindManager Help](#)  and [Learning Center](#) for more information about these and all of MindManager's features.

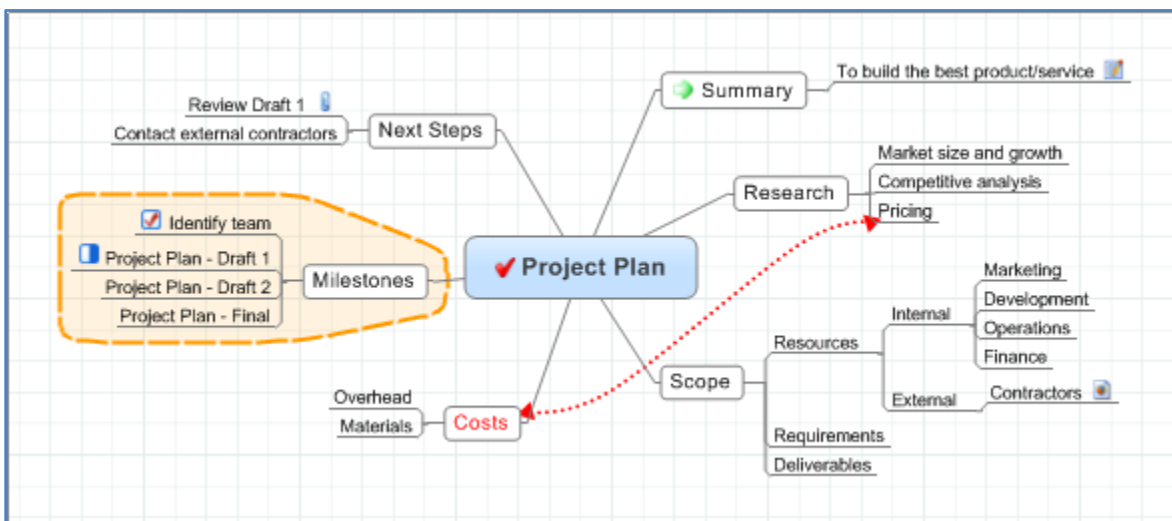
Learn about MindManager and maps

What is Mindjet MindManager software?







Mindjet MindManager provides an intuitive visual interface to rapidly capture, organize, and share ideas and information. Mindjet MindManager is the leading business information mapping software for enhancing project planning, process organization and information management for teams and individuals. The software maximizes business performance through enhancing quality of strategic thinking, accelerating projects and boosting productivity.

What is a map?

A map is a visual representation of information and ideas. The main idea or title is at the center of the map, with supporting ideas branching off of it in a radiating, hierarchical fashion. Each idea is called a topic. Map topics begin at the 1 o'clock position, and are read clockwise.



This map shows the main elements of a [Project Plan](#), beginning with the [Summary](#).

- We've included additional information for the [Summary](#) in a topic note .
- Under [Research](#), we see that we need a report on [Market size and growth](#), and that [Pricing](#) is related to [Costs](#).
- The [Scope](#) of the project lists [Contractors](#) as an external resource, and a hyperlink  points to the contractor's web page.
- [Costs](#) are a high priority  that we've shown in red.
- [Milestones](#) are grouped. Icons indicate that the task [Identify team](#) has been completed , and that the task [Project Plan – Draft 1](#) is 50% complete .
- For [Next Steps](#) we've attached  the document for [Draft 1](#) so it can be reviewed.

What is Mindjet Catalyst?

Mindjet Catalyst is a complementary service that allows MindManager users to collaborate by providing space on a centralized, secure Mindjet server for storing documents. When you create a Mindjet Catalyst account, collaboration features are automatically enabled in MindManager. You can then add users to your account by inviting colleagues and friends to join.

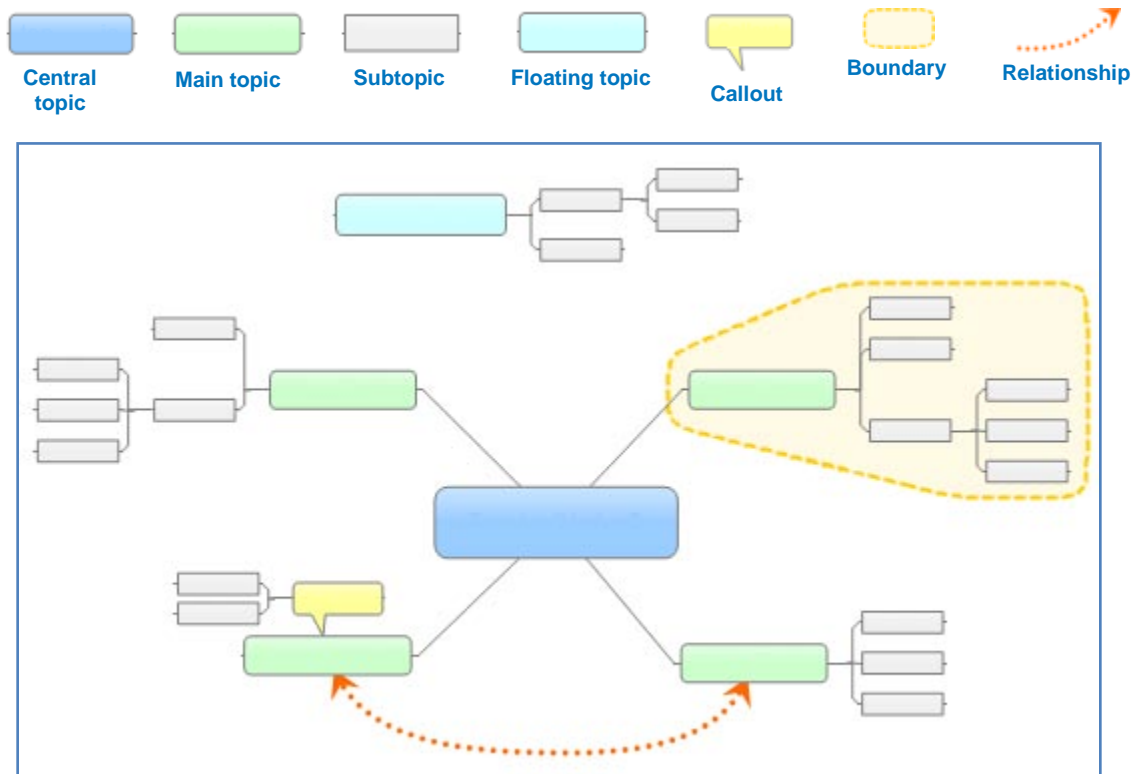
Using MindManager 8 for Windows or Mindjet Catalyst's web-based mapping features, account users create workspaces – discreet virtual areas within the account – for storing maps and other files. Then, they add content to the workspaces by importing existing documents, or by creating new documents directly in the workspaces.

Users collaborate with each other by co-editing workspace maps, editing workspace files, and by using Mindjet Catalyst's built-in Chat and web conferencing functions.










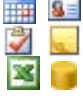
For more information on setting up an account and using Mindjet Catalyst, click [Create Account](#) on the [Catalyst](#) tab. Trial accounts are available.

Map topics and elements.

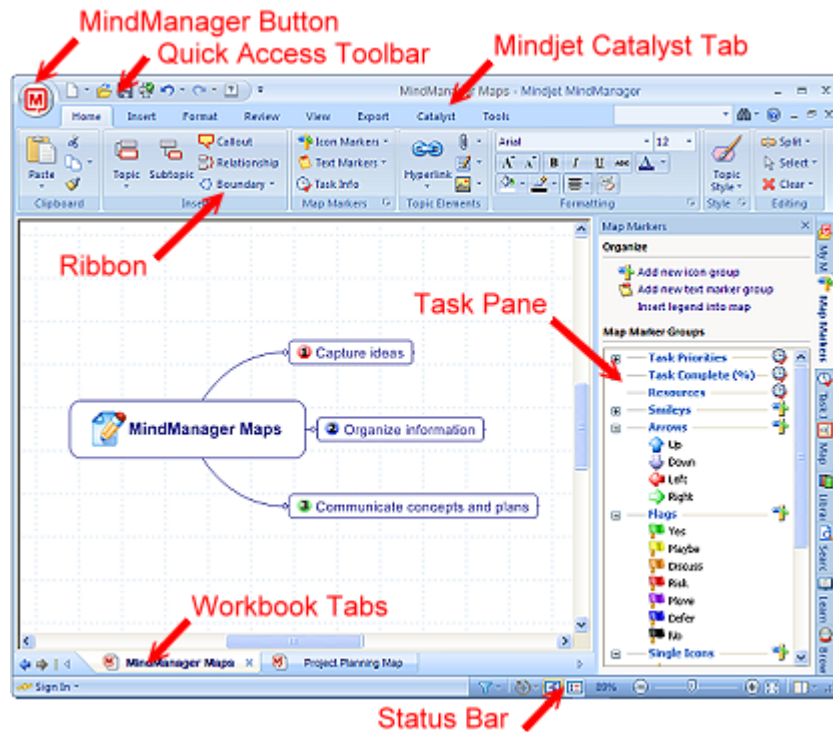
Maps are made of these basic topics and objects:



When you create your map in MindManager, you use these building blocks to display and organize information. In addition you can add:

	Topic Notes for more extensive, detailed information.		Bookmarks for easier navigation.
	Attachments to attach documents to a topic.		Labels to mark topics as targets.
	Hyperlinks that point to Web pages, email addresses, other maps or documents, or other locations		Topic alerts to remind you when a task needs attention
	Markers to classify or code topics.		Data in a spreadsheet or custom properties set.
	Images for visual interest.		Outlook items, Excel data, and database information dynamically linked to their sources.

The MindManager user interface



MindManager Button	Displays the Application Menu with commands to open, save, print, organize, send and publish your maps.
Ribbon	Gives you quick access to commands for creating and editing your maps. Commands are grouped under tabs. Some commands have small arrows that launch lists or dialog boxes with more options. Press Ctrl+F1 to minimize the Ribbon while you are not using it.
Quick Access Toolbar	Displays a set of commands independent of the currently displayed tab. You can customize the commands on the toolbar or display it below the Ribbon.
Mindjet Catalyst Tab	Includes commands for setting up an account, connecting, inviting account users, and managing accounts.
Workbook tabs	Let you switch between maps, or right-click to access map commands.
Status Bar	Provides quick access to commands that control the map view. You can also display task panes from here.
Task Panes	Contain commands and resources to speed map creation and help you stay organized. Click a tab to display a different pane.

MindManager includes the following task panes:

Learning Center task pane with access to tutorials and other learning resources and a selection of sample maps.

Library task pane for adding icons, images and backgrounds to your map.

Map Markers pane for organizing and applying markers for coding map topics.


My Maps task pane for organizing favorite maps for quick access.

Search task pane to search for maps containing specific text.

Task Info pane for assigning task information to topics.

Map Parts pane for applying, organizing and creating reusable topic structures, and linking to RSS feeds and other Web services.

Topic Styles pane for applying and managing topic styles.


Additional task panes do not display tabs, but can be opened by clicking the **Task Panes** button  on the **Status Bar**:

Databases pane for linking to a data source and displaying data on your map.

Browser for viewing hyperlink targets, and viewing and editing attachments

Format Microsoft PowerPoint Slides pane for preparing slides for export.

Getting help

Check out the **Learning Center** for more resources like tutorials and samples. Click **Help**  for comprehensive information on all MindManager's commands and options.


Mindjet also offers technical support programs and training. See the technical support and training options at the back of this guide.

Now, let's get started using MindManager.

Create a map

To create a new map



1. Click the **MindManager button** , then click **New**.
2. The central topic is already selected. Simply type to replace its text with your map's theme or title.
3. Press **Enter** when you are finished.



Tip You can create a map from a style or map template by clicking the **New** arrow, then clicking **From Template or Style**.

Add topics and subtopics

You can add topics and subtopics using the keyboard, or by clicking commands on the Ribbon. Select a topic, then:

To add...	Press...	Or click Ribbon command
Topic	Enter	Topic
Subtopic	Insert	Subtopic

The **Topic** and **Subtopic** commands are found on the Ribbon's **Home** tab and **Insert** tab.



Tip You can cut or copy text from another application, then paste it into a map to create new topics.

Edit topic text

To replace the topic's text, select the topic and type the new text.

To modify a topic's text, select it, then start the edit mode:

1. Click the topic to select it.
2. Click again to begin editing.
3. Once you are in edit mode, you can edit the text as you do in most applications.
4. Press **Enter** when you are finished.



Tip To create a multi-line topic, press **Shift+Enter** where you want a line break, or drag the right side of the topic to shorten it and force the text to wrap.

Add floating topics



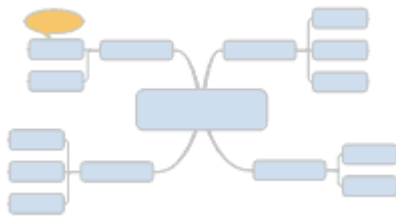
Floating topics are not attached to other map topics and can be freely positioned anywhere on the map.

You can add floating topics spontaneously and then attach them to the map later.

- Click anywhere on the map background and begin typing.


You can attach subtopics to a floating topic, and you can drag it onto another topic at any time to attach it.

Add callout topics



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

1. Select a topic or a relationship line or boundary.
2. On the **Home** tab or on the **Insert** tab, click **Callout**.

 **Tip** Use MindManager's **Spelling** command to check spelling as you type, or conduct spell checks manually. You can add words to the spelling dictionary and the AutoCorrect list to ensure error-free maps.

- For an instant spell check, press **F7**.

See the **MindManager Help**  for more information on Spelling.

Features for speedy map creation

MindManager users have several ways to create maps and topics quickly – either on-the-fly from new ideas, or from existing information.

Brainstorm

Capture ideas as they develop to quickly create or add to a map.

- On the **Tools** tab, click **Start Brainstorming**. Then, use the easy-to-follow steps to brainstorm and capture new ideas into a map.

Import a Microsoft Word document or a Microsoft Project file

If you already have information in a Word document or in a Project file, you can import it to create a new map.

- Click the **MindManager Button** , click **Import**, then select a Microsoft Word document or a Microsoft Project file.

Use the **Send to MindManager** command in Word or Project to send existing text or tasks to MindManager.

Insert Outlook items

You can insert new Outlook appointments, tasks, contacts, or notes into your map to create new topics and new corresponding Outlook items. The new topics and items are dynamically linked. If the item is edited in Outlook, it is updated in MindManager, and vice-versa.

- On the **Insert** tab, click the command for the Outlook item you want to add, then enter the information in the Outlook dialog that appears.

Use the **Send to MindManager** command in Outlook to send existing items to MindManager.

Insert an Excel data range

To include Excel data in your map, you can link to an Excel data range to create a new topic. The new topic is dynamically linked to its source data: If the data is edited in Excel it is updated in MindManager.

- On the **Insert** tab, click **Excel Range**, then define the range in the dialog.


Use the **Send to MindManager** command in Excel to send existing data to MindManager.

Insert a Map Part

Generic Map Parts let you add frequently-used topic / subtopic structures to the map quickly, and you can create your own parts for re-use.

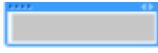
Smart Map Parts can pull in information from RSS news feeds, Web service searches, and link to files and folders. This is also another way to link to Outlook items or Excel data.

- To add a Map Part to your map drag it from the **Map Parts** task pane to the desired location on your map.

Consult the **MindManager Help**  for more information on all of these features.

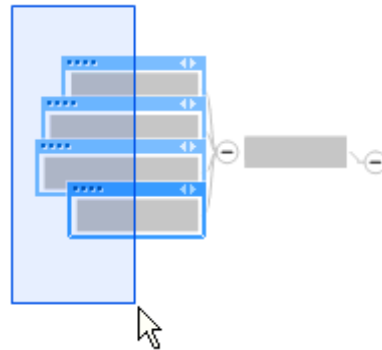
Selecting topics

In order to move, copy, or edit a topic you must first select it. You can also select relationship lines and boundaries.

To select a single topic, click it. A blue outline appears  to show that it is selected.



To select additional topics, hold down the Ctrl key and click to select or de-select them.


To select all topics within a particular area on the map, click and drag a rectangle. All topics within the rectangle will be selected.




The **Select** command on the **Home** tab, offers more options for selecting multiple topics and objects.

 **Tip** If you only want to hide some topics temporarily, you can filter the map.

- Select the topics you want to show or hide, then click **Filter**  on the **Status Bar** or on the **View** tab.
- To show hidden topics again click **Remove Filter** .

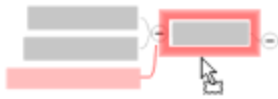
 **Tip** MindManager supports Windows Touch gestures on Windows 7 operating systems for scrolling, selecting, zooming and more.

See the **MindManager Help**  for more information on using gestures.

Organize and view topics

Move topics

You can move topics easily using drag and drop.



Select the topic and drag it to a new position on the map . A visual cue appears showing where the topic will be added. To copy a topic, press Ctrl as you drop the topic at



You can also use the **Cut**, **Copy** and **Paste** commands on the **Home** tab to move and copy topics.

Delete or remove topics

- To delete one or more topics, select the topics(s) and press Delete. This removes the topic and all its descendents from the map.
- To remove a topic, but keep its descendents, right-click the topic, then click **Remove Topic**.





Tip If you only want to hide some topics temporarily, you can filter the map.


- Select the topics you want to show or hide, then click **Filter**  on the **Status Bar** or on the **View** tab.
- To show hidden topics again click **Remove Filter** .

Collapse and expand topics

Collapse or expand topics to help focus on specific topics. The map prints as displayed - collapsed topics are not expanded before printing.

You can collapse and expand individual topics interactively using the icons  or  that appear on each topic with subtopics.

Use the **Level of Detail** command to expand topics level by level. You can do this for individual topics or for the whole map.


1. Select a topic, or select the central topic to set the detail level for the whole map.
2. Use the **Detail** command on the **Status Bar** or on the Ribbon's **View** tab to expand or collapse the topic(s) to the desired level. Click the **Detail** arrow  , and then click the display level.

The **Collapse Map** command collapses the map to show only main topics, and centers it in the map window.

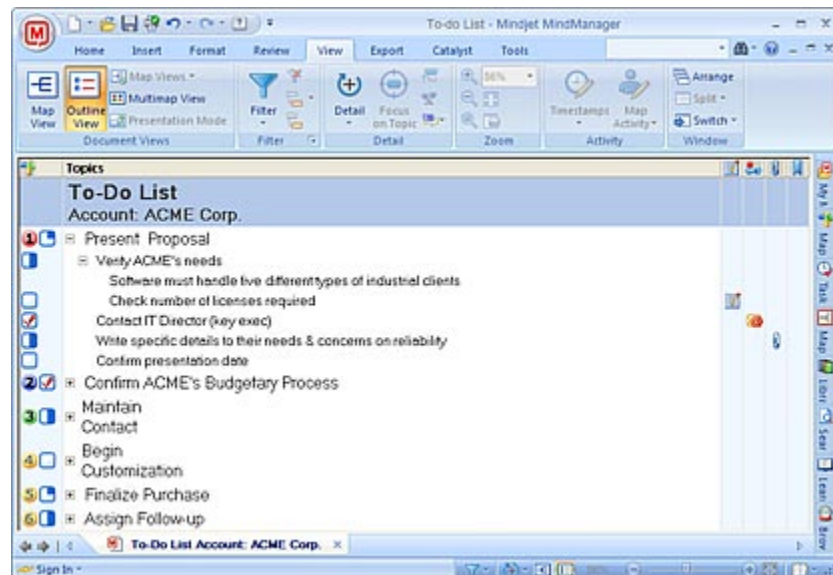
The **Focus on Topic** command collapses all other topics while expanding and centering the selected topic.

View the map topics as an outline

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

- On the **View** tab, in the **Document Views** group, click **Outline View**, or click **Outline View**  on the **Status Bar**.

In Outline view you can add, delete, move and copy topics, and add other map elements using the columns in the view. Outline view does not display boundaries, relationships, or floating topics, or other graphical elements like images.



Add more information

Code topics with markers

You can code individual topics with distinctive visual elements called map markers. Markers are used to impart specific meaning to topics or classify them into groups.

A marker can be an icon, a font color, or a fill color. You can also add Text Markers (small annotations) to topics. Each marker has an associated name or meaning.

The Map Marker task pane shows the list of markers that are available for use on the current map. Markers are organized into groups, and each marker shows its associated meaning.

Add an icon marker to a topic

1. Select a topic or topics that you want to assign the icon to.
2. On the **Home** tab click **Icon Markers**.
3. In the icon marker picker select the icon you want to assign to the topic, or click **More Icons** to see the Map Markers task pane with all the available markers.

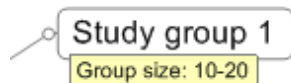
You can add more than one icon to a topic. Once an icon marker is added to a topic you can cycle through the icons within the group by clicking the marker. When you rest your pointer on an icon, you'll see its meaning.



A topic with an icon marker.

Add a text marker to a topic

1. Select a topic or topics that you want to assign the text marker to.
2. On the **Home** tab click **Text Markers**.
3. In the menu, select the text marker you want to assign to the topic.



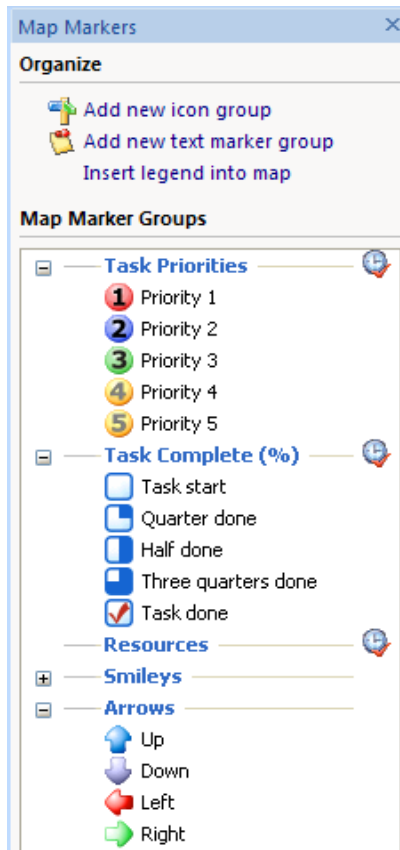
A topic with a text marker.


Font and fill color markers

When you use a font color or fill color on your map, it is added to the Map Markers pane as an unnamed General marker. You can assign meanings to General markers, and create new groups from them. General markers only remain in the Map Markers list if they are used on the map. When they are no longer used, they disappear from the list.


Show the Map Markers pane

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



 **Tip** You can add a map marker to one or more topics from the Map Markers pane.

- Select the topic(s), then click the marker in the Map Markers pane.


 **Tip** You can rename and reorganize map markers and add more markers and marker groups to the list.

- Use the commands at the top of the pane to add new marker groups.
- Right-click a group name to rename it or add markers to it
- Right-click any marker to modify it or remove it from the list.

Drag and drop markers between topics

You can drag a marker from a topic to copy it to another topic.

- Select the marker (either icon or text marker) and drag it to the new topic.
- To move the marker, hold CTRL as you drag and drop.

 **Tip** You can filter the map to show or hide topics with specific icon or text markers.

- Right-click the marker on a topic, and then click **Quick Filter**.
- Choose to show or hide topics with this marker.
- To show hidden topics again click **Remove Filter**.

Add a legend to the map

Once you've coded your map with markers you can add a legend to the map. Click **Insert legend into map** at the top of the Map Markers pane. The legend appears as a topic displaying each marker group, its markers, and their meanings.

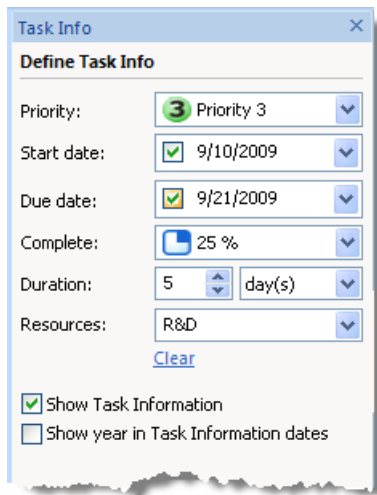
Add task information

You can add task information to topics that includes task priority, start and due dates, % complete, duration, and resource information. You can add just some or all of this information to a topic.

Task information can be used as criteria for selecting and filtering topics, and can be included when you export the map to other formats.

To add task info to topics you use the Task info pane.

1. Select a topic.
2. On the Ribbon's **Home** tab click **Task Info**.
3. Then, enter your information for the topic.



The task information shows as icons and text in a small window under the topic.

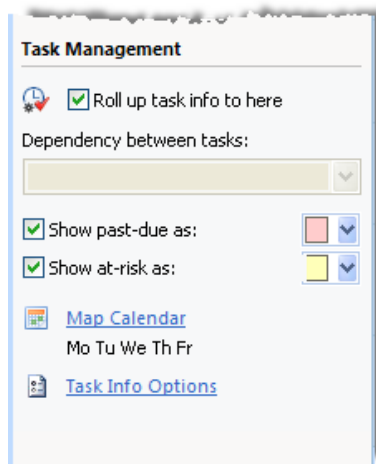


The Task Info icons are also map markers: If you have added a Task Priority or Task Complete (%) marker to the topic using the Icon Markers command, it will also show in the Task Info for the topic.

To remove the task info text items from a topic, right-click and then click **Remove All Task Info Text Items**.

Task Management

The lower section of the Task Info pane includes features for automatically calculating and updating task information for project tasks.



Using the **Task Management** options, you can:

- designate any branch in the map as a roll-up branch, and automatically calculate task info for topics within the branch
- create task dependencies using relationships, and specify their type
- show past-due and at-risk tasks with special formatting
- define workdays

For complete information on the Task Management features, see the [MindManager Help](#) .

Add extended information

You can include additional information with your map in several forms:

- Notes that you enter in the MindManager Topic Notes window.
- Hyperlinks to other maps, documents, and locations
- Attachments that are included as part of the map file.
- Custom properties sets and spreadsheets
- Outlook items and Excel data that retain links to their counterparts in those applications.

Notes

Map topics are most readable when they are kept short. For topics that need more detail, you can add topic notes to include more information. Topic notes can be formatted, and can include hyperlinks and graphics.

You use the Topic Notes window to enter the note. You can type the text or copy it from another document.

1. Select the topic.
2. On the **Home** tab, click **Notes**.
3. Enter the text in the Topic Notes window, and format it as you desire.
4. Click **Close** in the window when you're done, or select another topic and continue entering notes.



A Notes icon appears on the topic to show that it contains a note. Point to this icon to see a preview of the note or click it to open the Topic Notes window.

Notes can be included when you export the map to other formats.

If the information you want to include is in an existing document, you may prefer to **attach** the document, or link to it with a **hyperlink**.

Hyperlinks

You can add a Hyperlink on a map topic or in a topic's Notes that points to a document or folder, a topic in a map, a Web address, or an e-mail address. This lets you avoid including or duplicating information that would clutter the map, and ensures that you see an updated document or page each time the link is activated (just click to jump to the destination).

You can add only one hyperlink per topic. If you want to include a document as part of the map file itself, or you want to reference several documents from a single topic, use the **Attachments** command.

To add a hyperlink to a topic

1. Select the topic
2. On the **Home** tab, click **Hyperlink**.
3. Choose the type of link you want to add.
 - **Existing File or Web Page** links to a file, folder or URL. Enter the destination in the Link to: field, or use the buttons to browse for it. You can copy the URL from the browser address field to the Link to: field. If you link to another map file, you can choose a specific topic as the link destination.
 - **Topic in this Map** links to a topic in the current map. Choose the destination topic.
 - **New** creates a new document on-the-fly. Enter the name for the document (without an extension) and choose an extension to indicate the document type. You can edit the document now in its associated application to add content, or edit it later (an empty document is created).
 - **E-mail Address** begins a new e-mail message when you click the link. Enter an address, or select one of the recently-used addresses listed here. The Subject is optional.



Tip A hyperlink that points to a file can include either a **Relative** or an **Absolute** path.

- **Relative** links use the location of the map as a base and show the path to the document from there.
- **Absolute** links use the full path name.

4. Click **OK**.



A hyperlink icon appears on the topic to indicate the link. Its appearance will vary, depending on the link type. When you point to the icon, you see the link. When you click on the icon, you jump to the link destination.

You can set an option to display supported hyperlink targets in the **Browser** pane.



Tip If you link maps together, you can use **Multimap View** to see the current map and all its linked maps.

- On the **View** tab, click **Multimap View**.

Attachments

When you attach a document to a map the document content is stored as part of the map file. This keeps the document(s) together in a single file with your map, and ensures that the documents go along when you move the map to a new location or distribute it to co-workers. You can attach several documents to a single topic.

You can attach either an existing file or a new, empty document that you create on the fly.

1. Select a topic.
2. On the **Home** tab, click **Attachment**.
 - For an existing file, enter its name or browse for it.
 - To create a new file, click **Create new empty document as attachment**, and enter the file name (no extension) for it. Choose an extension from the list. If you want to add content to the attachment right away select **Edit attachment now**. The associated application will open the attachment when you click OK.
3. Click **OK**.



An attachment icon appears on the topic. Point to this icon to see a list of attachments, or click to modify, remove, or save attachments. You can set an option to display supported attachments in the **Browser** pane.

Once a document is attached to a map it becomes part of the map file, and you can only edit it from within MindManager. If you want to access the document outside of MindManager, you can save a copy of the attachment to an external file.


A map with many attachments can become quite large. If this is a concern, you can instead choose to add hyperlinks that point to some or all of the documents. Since hyperlinks just reference an external document, they do not increase the size of your map significantly, and the files can be modified outside of MindManager.

The MindManager Browser


Attachments and some hyperlink targets (Web pages, Microsoft Office documents, and other “browsable” files) open in the MindManager Browser pane by default. You can choose to open these documents externally, in their respective applications.

The **Hyperlink** and **Attachment** pull-downs on the Ribbon’s **Home** tab contain an option, **Use Built-in Browser...** that controls this behavior. If this option is enabled, supported attachments and hyperlink targets automatically open in the Browser pane. If it is disabled, they open externally.

You can open individual hyperlinks externally by pressing CTRL as you click the link.

To open the Browser pane independently, click the **Task Panes** button  on the bottom **Status Bar** and then click **Browser**.

You can use the Browser pane to navigate and view Web pages from hyperlink targets, or by entering a URL in the Browser pane. In addition, you can edit attached Microsoft Office documents in-place.

For detailed information on what types of files the Browser supports, see the **MindManager Help** .

Include data

Custom Properties topics



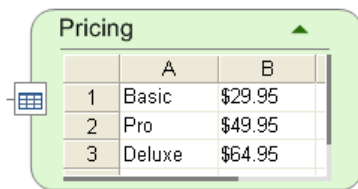
Identify team	
Lead	Sylvia
Product Manager	Michael
Marketing	Chris
R&D	Ivan
QA	Stefan

You can create a set of custom properties and their values for a topic.

1. Select a topic, then click **Custom Properties** on the **Insert** tab.
2. Define the Custom Properties for the topic. For each property, click **New**, enter the property name, and select the type of data and options.
3. Click **OK** when you're done defining properties.

To fill in the property values, double-click and enter the information for each property.

Spreadsheet topics



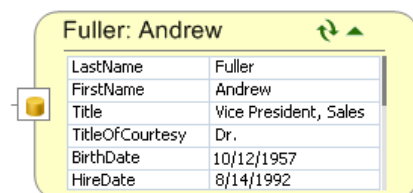
Pricing		
	A	B
1	Basic	\$29.95
2	Pro	\$49.95
3	Deluxe	\$64.95

You can add a spreadsheet with basic functionality to a topic. The spreadsheet feature uses commands found in most spreadsheet applications.

1. Select a topic, then click **Spreadsheet** on the **Insert** tab.
2. Double-click on the blank spreadsheet to start the edit mode and enter your data.

To view the data as a chart, right-click the topic's spreadsheet icon, and then click **Chart View**.

Database topics



Fuller: Andrew	
LastName	Fuller
FirstName	Andrew
Title	Vice President, Sales
TitleOfCourtesy	Dr.
BirthDate	10/12/1957
HireDate	8/14/1992

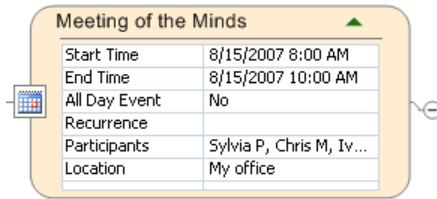
MindManager lets you connect to a database, run a query, and include the data from the results in your map. A link is established between the database data and the MindManager topic. If the data is changed in the database it is updated in MindManager and vice-versa

On the **Insert** tab, use the **Databases** commands to create and configure a database connection. Then, use the **Databases** task pane to conduct a query and add the results to your map. Double-click on the topic data to start the edit mode.

For complete information on using the Databases with MindManager, see the [MindManager Help](#).

Include Outlook items and Excel data

Add Outlook items



When you include Outlook items in your map a link is established between an Outlook item and a MindManager topic. If the item is changed in Outlook it is updated in MindManager and vice-versa. Tasks can originate in either MindManager or Outlook.

To create a new Outlook item from within MindManager:

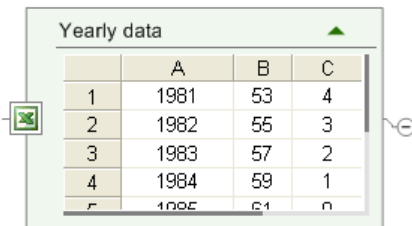
1. Select a topic, then click the command on the **Insert** tab for the item you want to add.
2. The corresponding Outlook dialog opens so you can create the item.
3. Click **Save and close** when you are finished.

You'll see this item added to the map, and in Outlook as well.

To send an existing Outlook item from Outlook to a map:

- Select the item in Outlook, then click **Export to Mindjet MindManager** on the Ribbon or toolbar.

Link to Excel data



The screenshot shows an Excel worksheet with the following data:

	A	B	C
1	1981	53	4
2	1982	55	3
3	1983	57	2
4	1984	59	1
5	1985	61	0

MindManager's interaction with Excel is similar to its interaction with Outlook. You can establish a link between a range of data in an Excel worksheet and a topic in a MindManager map. If the data is changed in Excel it is updated in MindManager and vice-versa. The link can be created from within either MindManager or Excel.

To link to Excel data from within MindManager

1. In MindManager, select a topic then click **Excel Range** on the **Insert** tab.
2. Select a worksheet, and the range to link to then click **OK**.

You'll see the Excel data added to your map.

To create a link to MindManager from within Excel:

- In Excel, select a range of data, then click **Link Range to Mindjet MindManager** on the Ribbon or toolbar.

To see a chart of the data, right-click the topic's Excel data icon, then click **Chart View**. (This does not affect your view of the data in Excel).

Add visual elements and formatting

Add visual elements like boundaries and relationships to connect topics, group them or summarize them. Include images to make a map look more interesting, but use them sparingly. Use formatting to call attention to specific topics, and give the map a distinctive, polished appearance.

Boundaries

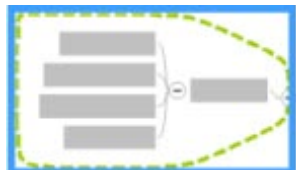


MindManager offers two types of boundaries: grouping boundaries and summary boundaries.

1. Select the topic whose subtopics you want to group with the boundary.
2. On the **Home** tab or on the **Insert** tab, click **Boundary**, and then click the boundary type.

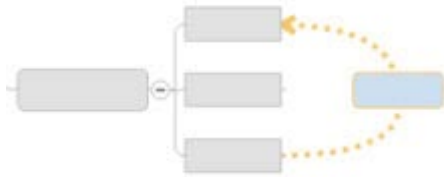
You can add a callout to a boundary to provide an explanation (grouping boundary) or as a summary topic (summary boundary), that can begin to grow again.

- Right-click the boundary, then click **Add Summary Topic**.




When you select a boundary, a blue box appears to show that it is selected. Use the commands on the **Home** tab or **Format** tab to change the boundary's line and fill. For more formatting options, double-click the boundary.

Relationships



Sometimes a relationship exists between two topics, and you want to illustrate this on your map. You can add a relationship line that connects two topics, and label it if you wish.

1. On the **Home** tab or on the **Insert** tab, click **Relationship**.

2. The cursor changes to the relationship cursor .

3. Click the first topic, and then click the second.

4. The relationship line appears to link the two topics.



Handles appear when you select the relationship.

Drag the yellow handles to re- shape the relationship. Drag the red handle to connect it to a different topic.

Use commands on the **Home** tab and **Format** tab to change its line style and color. For more formatting options double-click.

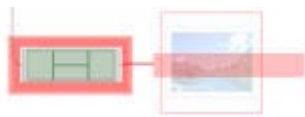
Images

Add images to your map for visual interest. You can use professionally designed map images from the MindManager Library or your own image from a file.

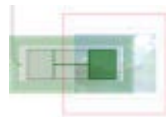
You can attach an image to a topic, or add it as a new topic or as a floating image that can be moved freely. You can also add images to the text notes and use an image for the map background.

The easiest way to add MindManager images is from the Library.

1. On the **Status Bar**, click **Task Panes**, and then click **Library**.
2. Locate the image you want to use and drag it onto the map or into the text note.



A red visual cue means the image will be added as a subtopic of the highlighted topic. To create a floating topic, press Shift as you drag to prevent the image from becoming attached to a topic as you move it.




A green visual cue means the image will be attached to the topic. Note that you can then drag the image to position it within the topic space in one of 4 locations.



No cue (image is in an empty space) means the image gets added as a floating image. You can drag the image to fine-tune its location.

You can also cut or copy an image from one topic to another.

- To add a background image to the map, drag one of the **Background Images** from the **Library** onto the map background.
- To change its transparency or tiling, right-click the map background, click **Background**, then click **Background Properties**.

 **Tip** To add an image from a file:

1. Select a topic or click the map background (creates a floating image).
2. On the **Home** tab, click **Image**.
3. Navigate to the image you want to add, then click **OK**.

Apply a style

You can apply a style at any time to change the map's overall appearance. Then you can go on to format individual topics as needed.

- On the **Format** tab, click **Map Style**, then choose from the styles shown.
- To see more styles, click **Assign from Template Organizer**.
- In the Organizer, click a style, and then click **Apply**.

The style determines the default formatting for all topics. You can format topics individually to give them a distinctive look, and use this formatting as the basis for a new default topic style.

Format individual topics

The formatting you apply to topics overrides the default formatting.

1. Select a topic or topics.
2. On the **Home** tab or on the **Format** tab use the **Formatting** commands to change the topic font and text alignment, and the topic fill and line color.
3. Change the **Topic Shape** on the **Format** tab.



Tip Topic Fill Colors and Font Colors are added to the Map Markers pane.


You can name these markers in the Map Markers pane to give them a specific meaning.

4. For more formatting options, such as Fill color transparency, click the **Topics** dialog launcher, then click the **Shape and Color** tab in the Format Topic dialog.

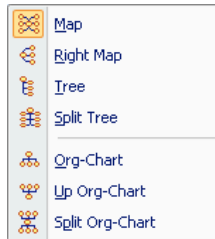


Tip You can set the default topic style for the map to the style of the current topic in the Format Topic dialog. Click **Style**, then click **Save As New Style Default**. This formatting will become the default formatting for all topics at this level.

The new style default includes all the topic formatting attributes. Any topics that use the style default will show this new formatting, as will any new topics you add. Topics that you have formatted individually will not be effected.

To return a topic's formatting to the style default (remove other formatting), click **Clear**  in the **Formatting** group of the **Home** tab or **Format** tab.

Change topic layout



Another aspect of a topic's formatting is its layout. MindManager offers several layout types for topics.



Layout affects the growth direction of the subtopics of the selected topic. You can apply a layout type to the whole map, or to a single topic.

1. Select a topic (select the central topic for the whole map).
2. On the **Format** tab, click **Growth Direction**, then click the layout type you want to use.
3. Click **Topic Line Style** to change the shape of connecting lines.
4. For more layout control, such as topic spacing and connecting point, click the **Topics** dialog launcher, then click the **Subtopics Layout** tab.

Format Painter

To easily apply the formatting of a topic to other topics, use the **Format Painter**. The Format Painter duplicates all the topic's formatting settings: font, color, shape, layout, etc.

Select the topic whose formatting you want to duplicate.

1. On the **Home** tab, in the **Clipboard** group, click **Format Painter** 
2. You'll see the cursor change to a paint-brush .
3. Paint the format :
 - For a single topic, click on the target topic.
 - For multiple topics press Ctrl and click to continue to paint the same format on several topics.

The Format Painter can also be used to apply boundary and relationship formatting.

If you find yourself using the Format Painter frequently, you may want to change the default topic style (described above), or, you can create Topic Styles for easier formatting.



Tip A Topic Style is a set of formatting attributes with a unique name. Topic Styles you create are available from the Topic Styles task pane, and can be applied to topics repeatedly.

To create a topic style:

1. Format a topic with the attributes you want to use. These include the topic font, shape and color, alignment, size and margins, and subtopics layout.
2. On the **Home** tab click the **Style** dialog launcher.
3. In the **Topic Styles** pane, click **New style from selected topic**.


To apply the style to one or more topics:

- Select the topic(s), then click the style in the Topic Styles pane.


Topic Styles are saved with the map, so they'll be available for re-use the next time you open it.




Tip You can save the default style settings from the current map into a map style that you can re-use when you begin a new map, or apply to an existing map.

See the **MindManager Help**  for more information on creating, modifying and managing styles.



Open and save maps


 **Tip** You can use Mindmanager to create and edit maps from Web locations including SharePoint sites.

See the [MindManager Help](#)  for more information on using MindManager with Sharepoint documents.

Open a map

If you want to begin with an existing map you can open it for editing. To avoid changing the original you can open a copy or open the map as read-only.

1. On the **Quick Access Toolbar**, click **Open**  or click the **MindManager Button** , and then click **Open**.
2. Navigate to the map file, and then click **Open**. To open the map as a copy or as read-only click the **Open** arrow, and then click **Open as Copy**, or click **Open as Read-only**.



 **Tip** You can search for a map that contains specific text.


1. Click the **Search** task pane tab.
2. In the **Search** task pane, define the search.
3. Click **Search** to start the search. To stop the search, press **Esc**.

The Search Results window displays a tree with the map names and topics that are positive matches. Click the topic name in the Search Results pane to open the map and see the matching topic.

You can send the search results to the current map, or to a new map.

Save a map

- To save the current map with the same name, click **Save**  on the **Quick Access toolbar**, or click the **MindManager Button** , and then click **Save**.
- To save all the open maps, click the **MindManager Button**, click the **Save** arrow, and then click **Save All**.
- To save the map with a different name click the **MindManager Button**, then click **Save As**.

 **Tip** You can protect your map so that no one can open it without knowing the password.

1. Click the **MindManager Button**, click **Prepare**, and then click **Encrypt Document**.
2. Enter the password(s) for the map and click **OK**.
3. Save the map.

From now on, no one can open the map or modify it without entering the password (s).

Present, share, distribute and review maps

Once you've completed a map you can display the map as a presentation, share it, distribute the map by e-mail or as hardcopies, and collect comments and content in a review.

If recipients don't have MindManager, you can share or send an interactive Mindjet Player file that does not require MindManager for viewing. You can also export your map in a variety of formats to include it in other documents.

Presentation Mode

MindManager can display maps to your audience as an interactive presentation. The Presentation Mode displays the map in full screen mode for maximum map space and hides the Ribbon and the Status Bar to eliminate distraction. It has options for automatically expanding and collapsing topics as you change focus.

- Click **Presentation Mode** on the **View** tab.

The presentation toolbar at the bottom of the screen lets you navigate smoothly through and between maps. You can also use the shortcut keys in this mode to view, navigate, edit and add content, and even create new maps on the fly.



Tip Use the **Show / Hide** command on the **View** tab to temporarily hide map elements that you don't want to display.

Share maps

You can share individual maps with anyone, by publishing or distributing a link to a standalone, interactive Mindjet Player map.

Each time you share a map, a copy of the map is created in your own online space called My Shared Content, and you are guided through publishing or distributing a link to the shared map. When someone clicks on the link, they view the map in their browser. They do not need a MindManager to view and interact with the maps you share. Anyone who views the map can share it further by using commands in the shared map's toolbar.

Shared maps cannot be edited directly, but other MindManager for Windows and Mindjet Catalyst users can make an editable copy of the map. Users can copy an editable version of the map into a Catalyst workspace or to their local system (useful for MindManager users without Catalyst).

By default, the shared map can be copied by anyone who views it using commands in the map's menu:

- Users can download a local copy of the map to use independently with MindManager for Windows.
- Users can copy the map into a Mindjet Catalyst workspace and edit it using Mindjet Catalyst's browser-based mapping features, or using MindManager for Windows with Mindjet Catalyst (a Mindjet Catalyst account is required to copy the map to a workspace).

To Share a map:

Do one of the following:

- On the MindManager Ribbon, on the **Export** tab, click **Share**, and then click **Share Document**.
- On the Workspace Manager Ribbon, click **Share**, and then click **Share Document**.

You will be asked to provide your Mindjet ID to use the Share feature if you are not already signed in to Share or Mindjet Catalyst. If you purchased your version of MindManager from the Mindjet online store, or if you are the owner or member of a Mindjet Catalyst account you already have a Mindjet ID. If you don't have a Mindjet ID you will be asked to create one.

You will be guided through the steps to share your map by using email, Instant Messaging, or by publishing a link to the map on a networking site.

If you want to prevent people from making copies of a shared map, you can disable its **Copies Allowed** setting on the **My Shared Content** page.




When you are done using the Share feature, you can sign out. If you are signed in to Mindjet Catalyst, signing out of Share will also sign you out of Catalyst.

Manage your shared maps

The My Shared Content space contains copies of all the maps you have shared. To see and manage your shared maps:

- On the MindManager Ribbon, on the **Export** tab, click **Share**, and then click **My Shared Content**.
- On the Workspace Manager Ribbon, click **Share**, and then click **My Shared Content**.

On the **My Shared Content** page you see the following:

Publication Name	Click the map name to preview the map in Mindjet Player (as others will see it).
Publication Date	Shows when the map was first shared. Note: This date does not change if you share the map again
Copies Allowed	Check or uncheck this option to allow people who view the map to copy it into their own Mindjet Catalyst workspace or download a local copy.
Share	Click  to re-share a map that has already been shared (to post the link in a new place or send it to more people).
Download	Click  to download a copy of the map (in native .mmap format) to your local system. You can use this map in MindManager 8 for Windows or MindManager 8 for Mac.
Delete	Click  to remove the map from the list of shared content. The map will no longer be available. If you have already shared the map, when someone clicks on the link to see the map, they will instead see a "File not found" message.


Send maps

The best way to send your maps to other MindManager users is to send them in their native MindManager format – this way maps remain dynamic.

- Click the **MindManager Button** , click **Send**, then click **Send as Attachment**.
A wizard guides you through the send process.

If colleagues don't have MindManager, you can send the map as a self-contained interactive Mindjet Player file in PDF or SWF format.




- Click the **MindManager Button** , click **Send**, then click **Send as Mindjet Player**.
You can choose to send the Player map in PDF or SWF format.

 **Tip** If you prefer, you can use MindManager's Export feature to create a file from your map in a variety of formats that you send as an e-mail attachment

Print maps

You can print your map as a graphic from Map View or as an outline from Outline View. Map printing is WYSIWYG, so you can tailor the map before printing by expanding or collapsing topics, or hiding topics with a filter.

You can print only selected topics, or the entire map. If you have a very large map, you can use the scaling options to print it on several pages, then re-assemble billboard-style.

- Click **Quick Print**  on the **Quick Access Toolbar** to send the map directly to your printer.
- For more printing options, click the **MindManager Button**  , then click **Print**.
- To print a topic 's Notes, right click the Notes icon  , then click **Quick Print** or **Print**.



Tip Use the **Show / Hide** command on the **View** tab to temporarily hide map elements that you don't want to print.

Conduct a review

MindManager's Review Mode lets you collaborate with colleagues on finalizing map content. Team members can add comments and make changes to the map, that the map owner can accept or reject.

1. To begin, click **Start Review** on the **Review** tab.
2. Topics you add or change use unique colors specified by the **Settings** command.
3. Click **New Comment** to add review comments to the map.
4. Click **End Review** when you've finished.

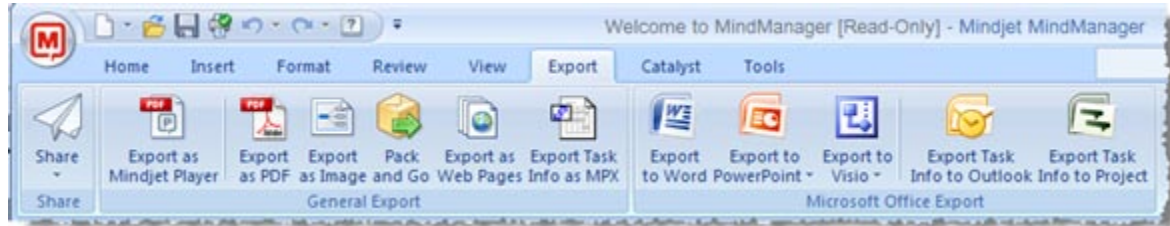
Send the map to the next team member using the **Send Map** command on the Review tab. When they receive the map it will automatically open in review mode.

Team members can add their own topics and comments, then return the map to the sender or send it on to the next team member.

When the Review is finished, the map owner receives the final map, and can accept or reject the changes using the commands on the **Review** tab.

Export maps

MindManager can export your map in formats for a wide variety of applications. To see all the export possibilities click the **Export** tab.



The form the map takes on export is determined by the destination format. Mindjet Player maps are exported as standalone, interactive maps that can be viewed and used in a standard web browser. Some exports create an outline from your map, some create a graphic, and some export topics as tasks for project planning applications.

Exports are WYSIWYG: topics that are not visible because they are collapsed or hidden by a filter are not exported.

Export to Microsoft Office applications

You can export maps easily to Microsoft Office applications. In just a few clicks you can turn your map into a:

- Microsoft Word document
- Microsoft PowerPoint presentation
- Microsoft Project file
- Microsoft Visio diagram

Microsoft Word

Maps are exported to Word as outlines.

- To export the entire map, on the ribbon's **Export** tab, click **Export to Word**. MindManager creates a new Word document from the map.
- For partial export, select the topics you want to export then right-click one of the selected topics. Click **Send To**, then click **Microsoft Word**. If you already have a Word document open the text is added at the current cursor location.

On export, you are prompted to choose which types of elements you want to export, which Word template to use (for style mapping) and how you want to handle items like hyperlinks and relationships.

Microsoft PowerPoint

You can export your map to PowerPoint in two ways: as a presentation, or as a single slide with map elements included as separate PowerPoint objects.

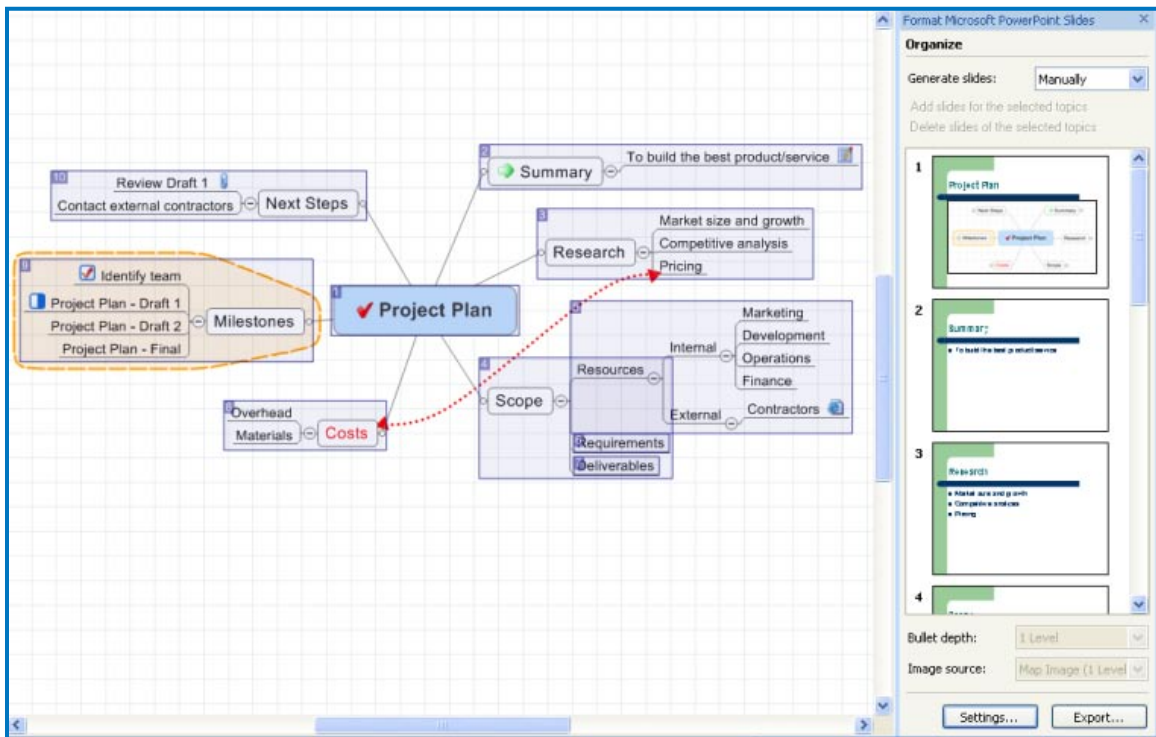
When you export your map as a presentation, you can create a complete PowerPoint Presentation from your map, or add slides to an existing presentation.

- To export the entire map, on the ribbon's **Export** tab, click **Export to PowerPoint**. MindManager creates a new PowerPoint presentation from the map.
- For partial export, or to add to an existing presentation, select the topics you want to export, then right-click one of the selected topics. Click **Send To**, then click **Microsoft PowerPoint**. If you already have a presentation open the slides are added to the presentation after the current slide.

Formatting slides

On export, you can determine how your slides will look by selecting options and choosing a PowerPoint template. To fine-tune the presentation in MindManager during export, click **Format Slides** in the Export dialog.

If you prefer, you can do this before export: on the **Export** tab, click the **Export to PowerPoint** arrow, then click **Format Microsoft PowerPoint Slides**.



You'll see a view like this. Shading on the map indicates how the map will be divided into individual slides. The task pane at right lets you customize the slide layouts.

To export your map a single PowerPoint slide, on the **Export** tab, click the **Export to PowerPoint** arrow, then click **Export as Microsoft PowerPoint** slide.

Microsoft Project

During Project export, each topic in your map is treated as a separate task.

- To export the entire map, on the **Export** tab, then click **Export Task Info to Project**. MindManager creates a new Project file from the map.
- For partial export, select the topics you want to export then right-click one of the selected topics. Click **Send To**, then click **Microsoft Project**. If you already have a Project file open the tasks are appended to its end.

On export you can choose whether to export all topics or only those with Task Info, and how to handle relationships and priorities.

Microsoft Visio


The Visio export can create a Visio flowchart or org-chart using generic topic shapes, or one that uses specific shapes.


- For a drawing with generic shapes click the **Export** tab, then click **Export to Visio**.

To use specific shapes in the exported diagram, you first code the map with special markers that you have imported from a Visio Stencil. These markers indicate the shapes you want to use in the exported drawing.

- On the **Export** tab, click the **Export to Visio** arrow, and then click **Select Microsoft Visio Stencils** and select the Visio stencils to use.


MindManager imports all master shapes from the stencil and converts them to icon markers. You'll see these in a special Visio group in the map marker picker and task pane. Code your map topics with these markers, then export it. If you don't code a topic, a default shape is used.

 **Tip** Define process flow in MindManager using summary boundaries for sequential flow and relationships for unstructured flow.

See the **MindManager Help**  for examples of process flow diagrams.

Other applications and formats

Click the **Export** tab to use any of these other exports:

- **Export as Mindjet Player** creates a self-contained interactive map in PDF or SWF format that can be viewed and used in a standard web browser.
- **Export as Image** (BMP, PNG, GIF and more) creates a graphic image of your map. You can specify the color quality and size for exported files.
- **Export as PDF** creates a PDF file with your map as a static graphic (export from Map View) or as an outline (export from **Outline View**).
- **Export as Web Pages** creates a set of Web pages from your map. MindManager comes with a set of predefined web templates that can be used "as is" to create professional-looking web pages. The basic process is simple: you select a web template to determine how the pages will look, then export the map so you can see the results in your browser. If you want to customize the output, MindManager offers an interface to many of the design parameters that are used by each template, for example you can enter your user info (e-mail address, web site, etc.), include headers and footers, edit the navigation labels, and more.
- **Export Task Info as MPX File** creates a file in MPX format that is used by many project-planning tools. Consult the **MindManager Help**  for hints on how to prepare your map for MPX export.



Tip To create a simple outline in text or html format:

- Click the **MindManager Button** , click **Save As**, and in the **Files of Type** list select **Outlines – Plain Text** or **Outlines – Web Page**.

Keyboard shortcuts

This list is a subset of the available MindManager keyboard shortcuts. For a full list, click [Keyboard Shortcuts](#) on the **Tools** tab, or in the Learning Center task pane.

Map documents

Create a new map	CTRL+N
Open a map	CTRL+O
Save the current map	CTRL+S
Save as	F12
Close current map	CTRL+W
Print the current map	CTRL+P

Adding topics and objects

Add subtopic	INSERT or CTRL+ENTER
Add sibling topic	ENTER
Add parent topic	CTRL+SHIFT +INS
Add callout topic	CTRL+SHIFT+ENTER
Add hyperlink	CTRL+K
Add label	CTRL+SHIFT+F5
Add bookmark	CTRL+SHIFT+K
Add notes	CTRL+T
Add boundary	CTRL+SHIFT+B
Delete topic or object	DELETE
Remove selected topic (keep subtopics)	CTRL+SHIFT+DELETE

Editing topic text

Add line break	CTRL+ENTER or SHIFT+ENTER
Move to beginning of line	HOME
Move to beginning of topic text	CTRL+HOME
Move to end of topic text	CTRL+ END
Split topic to create new sibling	SHIFT+ALT+Down arrow
Split topic to create new subtopic	SHIFT+ALT+Right arrow
Find	CTRL + F
Replace	CTRL+H
Spelling	F7

Selecting topics and objects

Select all	CTRL+A
Select a range of topics	SHIFT+arrow keys

Viewing a map

Zoom in	CTRL + =
Zoom out	CTRL + -
Fit map to screen	CTRL+F5
Center map and collapse all topics	CTRL+F3
Center object	ALT+F3
Focus topic	F3
Show next level of detail	CTRL+D
Show 1 level	SHIFT+ALT+1
Show 2 levels	SHIFT+ALT+2
Show levels 3 through 9	SHIFT+ALT+3 ...etc (up to level 9)
Show all levels	SHIFT+ALT+.
Collapse topic	SHIFT+ALT+0
Collapse map	CTRL+F3
Remove filter	CTRL+SHIFT+ALT+A
Show branch alone Show others	F4

Interface control

Show or hide the task panes	CTRL+SHIFT+F1
Expand or collapse Ribbon	CTRL + F1
Show ALT keys	F10 or ALT
Show Help	F1