



MindManager 8

for Mac

Quick-Start Guide

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Welcome to Mindjet MindManager

Thank you for choosing MindManager software. If you are not familiar with Mindjet MindManager, this 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.

Registration and Technical Support

Your Mindjet ID

If you purchased your version of MindManager for Mac or other products or services from the Mindjet online store you have already created a Mindjet ID by providing your email address and creating a password. To manage your profile and registration information, go to www.mindjet.com and click **My Mindjet ID**.

You must have a Mindjet ID to use certain features in MindManager for Mac. These features (Convert File and Share) use the Mindjet online service, and require that you sign in with your Mindjet ID. If you don't have a Mindjet ID, you can create one the first time you use the service.

Your Mindjet ID also allows you to access support services available only to registered users.

Technical Support

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 profit from our current support package with current information and exclusive support services:

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

Go to www.mindjet.com to register today and enjoy all of these advantages!

About this User 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 in this guide refer to additional features that you may want to explore. Click **Help** > **MindManager Help** for comprehensive information on these and all MindManager's commands and options.

Now, let's get started using MindManager.

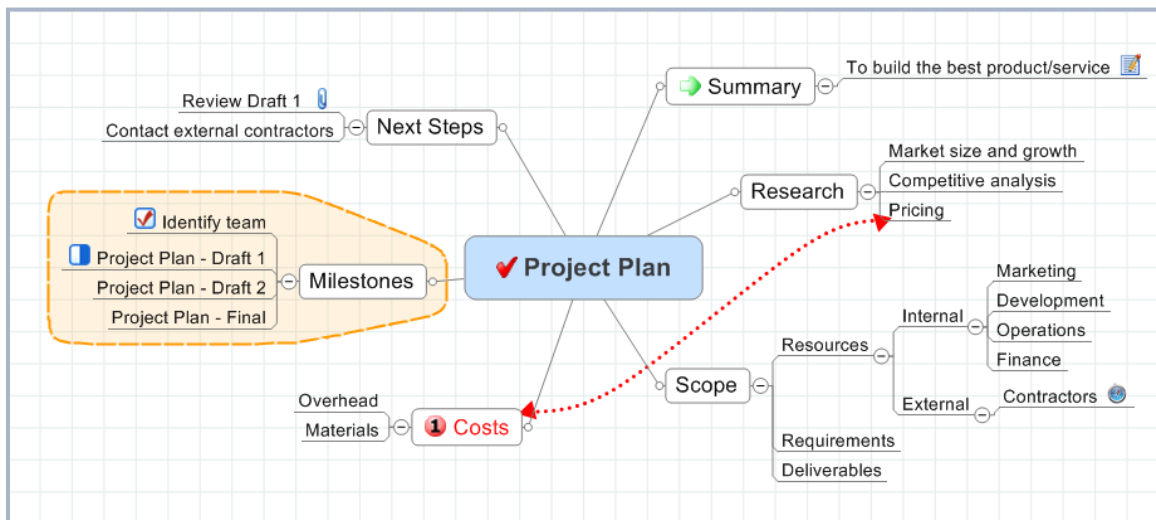
Learn about MindManager and maps

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.

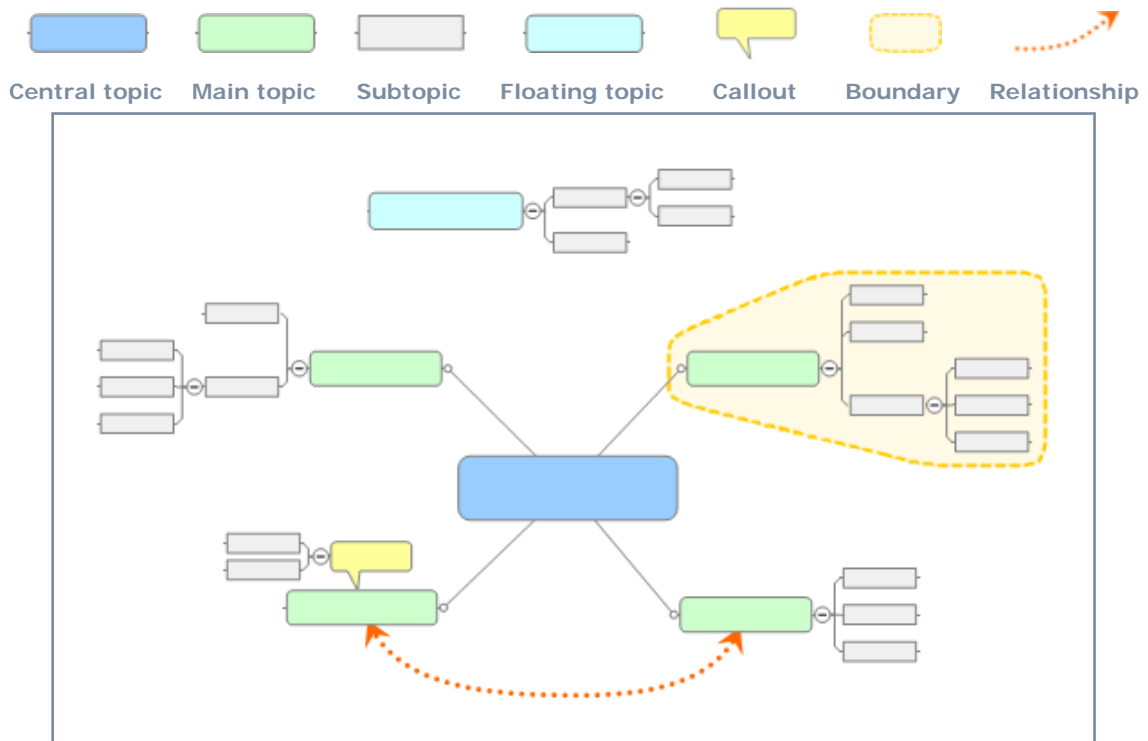


This map shows the main elements of a Project Plan, beginning with the Summary.








- 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.

Map topics and elements

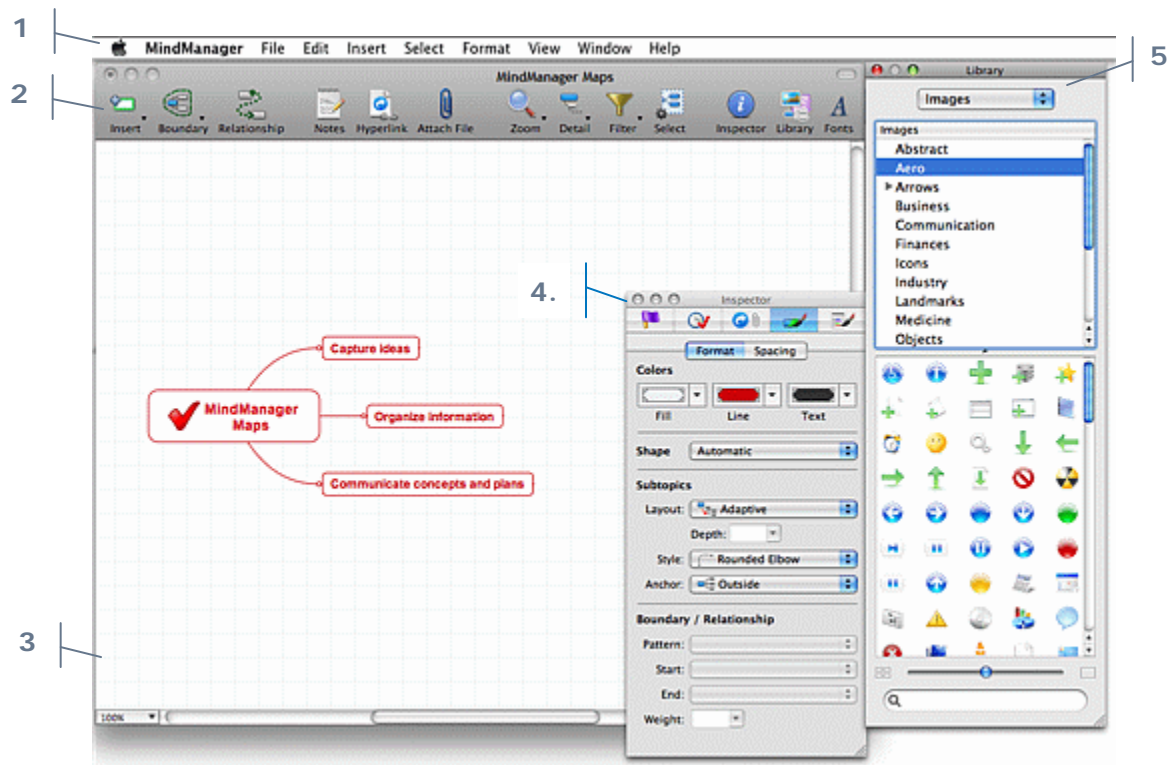
Maps are made of these basic topics and objects:



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

 <p>Topic Notes for more extensive, detailed information.</p>	 <p>Attachments to attach documents to a topic.</p>
 <p>Hyperlinks that point to Web pages, other maps or documents, or email addresses.</p>	 <p>Bookmarks for easier navigation.</p>
 <p>Markers to classify or code topics.</p>	 <p>Labels to mark topics as targets.</p>
 <p>Images for visual interest.</p>	

MindManager tools and views



-
- | | |
|----------------|--------------------------------------|
| 1. Menu | Access to all MindManager functions. |
|----------------|--------------------------------------|
-
- | | |
|-------------------|--|
| 2. Toolbar | Gives you quick access to frequently-used commands for creating and editing your maps. |
|-------------------|--|
-
- | | |
|----------------|--------------------------------|
| 3. Zoom | Adjusts the map magnification. |
|----------------|--------------------------------|
-
- | | |
|----------------------------|--|
| 4. Inspector Window | <p>Provides tools for formatting and coding your map:</p> <ul style="list-style-type: none">• Markers Inspector to add icon and text markers that communicate information• Task Information Inspector to assign dates, priority, duration, resource and % complete to tasks.• Hyperlink and Attachments Inspector to view and manage links to files and url's and documents that are attached to the topic.• Format and Spacing Inspector to change the look, layout type, and spacing for topics.• Notes Inspector to format topic Notes. <p>(Click Inspector on the toolbar to see this window.)</p> |
|----------------------------|--|
-
- | | |
|--------------------------|---|
| 5. Library Window | Displays a selection of Images, Backgrounds, and Map Parts that you can drag onto your map. (Click Library on the toolbar to see this window.) |
|--------------------------|---|
-

Navigate through your map

Navigating through your map is straightforward using the mouse and scroll bars. You can also move through maps efficiently using the keyboard. This can be especially useful during a presentation when you want to move through the map in a methodical way.

If your system supports the use of gestures, you can scroll the map using drag and swipe.

To navigate with keystrokes:

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

You can use bookmarks to move to quickly between marked topics when using the keyboard. See the MindManager Help for more information.

To navigate with gestures:

Do this	To
Drag (two fingers)	Scroll the map.
Swipe (three fingers)	Scroll the map by pages.

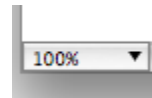
For large maps you may find it helpful to collapse and expand topics to make it easier to move around the map. For more information about varying the level of detail see [Collapse and expand topics](#).

Zoom in or out

You can zoom in to get a more detailed view of your map, or zoom out to get an overview. You can also fit the map or the current selected objects to the screen or show the map at actual size. If your system supports the use of gestures, you can use them to zoom in and out.

Here are ways to zoom in and out:



- Choose **View > Zoom > Zoom In** or **View > Zoom > Zoom Out**.
- If your system supports gestures, "pinch" to zoom out, and "expand" to zoom in.
- To fit the map to the window, choose **View > Zoom > Fit Map**.
- To fit the selected objects to the window choose **View > Zoom > Fit Selection**.
- To see the map in its original size, choose **View > Zoom > Actual Size**.
- Click the **Zoom** toolbar button.
- Use the zoom control at the lower-left of the map window.



When you save or export an image of the map it is saved or exported using the current zoom factor. When printing, the zoom factor has no effect.

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

To change the level of detail:

1. Select a topic, or select the central topic to set the detail level for the whole map.
2. Click **Detail** on the toolbar and choose the number of levels to display.
 - The **Focus on Topic** command collapses all other topics while expanding and centering the selected topic.

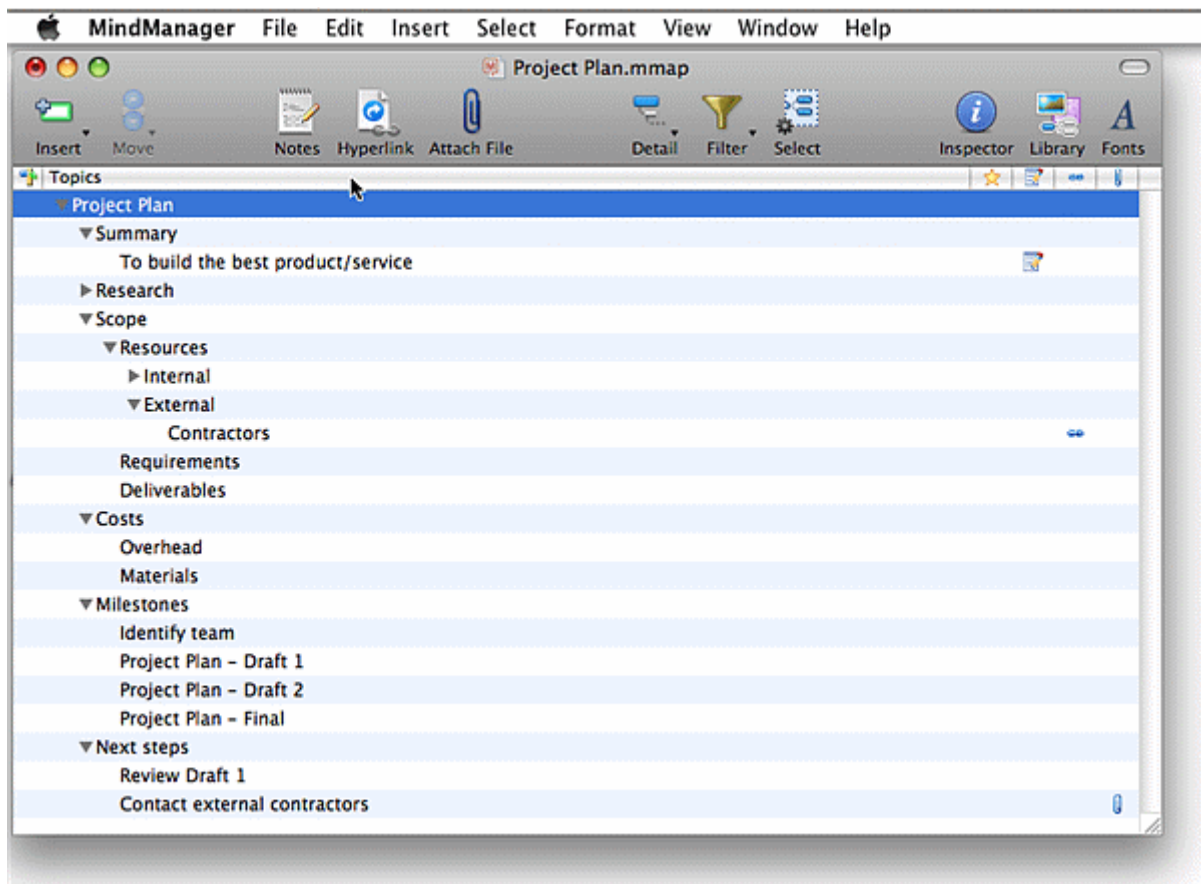
Outline View

The Outline View allows you to see map topics 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.

To see the map in outline form:

- Choose **View > Outline View**.

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



The MindManager Browser

MindManager comes with a built-in Web browser that provides basic browser functions in a simple, compact interface. You can set an option to open Web hyperlinks in the MindManager browser automatically instead of opening them in your standard browser. You can also use the browser independently to browse the Web.

You must be connected to the Internet to view Web pages.

To open Web page hyperlinks in the MindManager browser automatically:

1. Choose **MindManager > Preferences**.
2. Select the checkbox labeled **Open links in MindManager browser**.
3. To keep the MindManager browser window on top when you use it, select the checkbox labeled **Keep browser window in front**.

When you click a hyperlink that points to a Web page, the contents will appear in the MindManager browser window.

To use the MindManager browser independently:

1. Choose **Window > Show / Hide Web Browser**.
2. Enter a Web page address into the browser's address field. You can also drag or paste a link from your system browser's address bar.

You can add [hyperlinks](#) and [content](#) directly to your map from the browser.

Create a map and add topics

When you begin a new map, you enter the text for the central topic: this represents the main idea or theme of your map. Then, you can adding a variety of other types of topics branching out from this central idea.

MindManager lets you add topics freely, without concern for their order. You can edit, organize and re-position them later.

Create a map

To create a new blank map:

1. Choose **File > New**.
2. The central topic is already selected. Simply type to replace its text with your map's theme or title.
3. Press **Return** when you are finished.

To create a new map from a template:

- Click **File > New from Template**.

You can set an option in the MindManager **Preferences** to automatically create a new map at startup. See the MindManager help for more information.

Add topics and subtopics

You can add topics and subtopics using the keyboard, or by choosing commands from the menu.

Here are ways to add topics:

To add...	Press...	Or choose...
Topic	Return	Insert > Topic
Subtopic	⌘ - Return or Control - Return	Insert > Subtopic

Here are some ways to create new topics quickly:

- Cut or copy text from another application, then paste it into a map to create new topics.
- To quickly duplicate a topic, press ⌘ and drag the topic to a new location.
- Add content from the [MindManager Browser](#) to your map:

In the Browser window, select the content you want to add to the map.

Drag the content onto the map, or right-click, and then choose **Send to Map** (to add the content as subtopics of the currently-selected topic).

Edit topic text

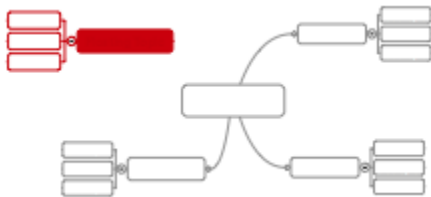
Here are ways to edit topic text:

- To replace the topic's text, select the topic and type the new text.
- To modify a topic's text, start the edit mode:
Click the topic to select it.
Click again to begin editing.
Once you are in edit mode, you can edit the text as you do in most applications.
To create a multi-line topic, press **Shift+Return** where you want a line break, or drag the right side of the topic to change the text wrapping.

To check spelling:

- Use MindManager's **Spelling** command to check spelling as you type, or conduct spell checks manually. You can add words to the spelling dictionary to ensure error-free maps. Click **Edit > Spelling** to see the spelling commands.
- For an instant spell check, press **⌘ - ;** ;
See the **MindManager Help** for more information on Spelling.

Add floating topics



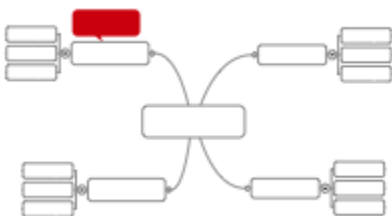
Floating topics are not attached to other map topics and can be freely positioned anywhere on the map.

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

To add a floating topic:

- Choose **Insert > Floating Topic**, then click the location for the topic.
- 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.

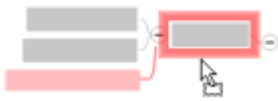
To add a callout topic:

1. Select the parent topic (or a relationship line or boundary).
2. Choose **Insert > Callout Topic**.

Organize topics

Move topics

You can move topics easily using drag and drop.

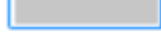


Select the topic and drag it to a new position on the map . A visual cue appears showing where the topic will be added. To copy a topic, press Control as you drop the topic at its new location.

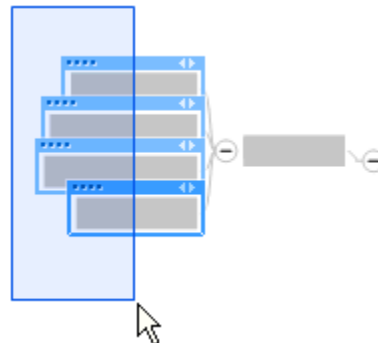
You can also use the **Cut**, **Copy** and **Paste** commands in the **Edit** menu to move and copy topics.

Select 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 ⌘ 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.



Click **Select** to see more commands for selecting multiple topics and objects.

To select topics with specific properties:

1. Choose **Select > By Rule**.
2. Define the rule you want to use for selecting the topics. *
3. Click **Select**. You can then edit the topics as a group (for example to change markers or colors), or show or hide matching or non-matching topics using the **Filter** command.

* If you want to save this rule for re-use, click + next to **Saved Rules**, then enter the name for the new rule. You can re-use these rules to select or filter topics.

Filter topics

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

To filter the map:

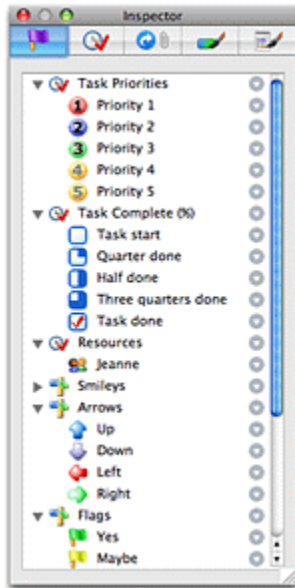
- Select the topics you want to show or hide, then click **Filter** on the toolbar and choose **Hide Selected** or **Hide Others**.
- To show hidden topics again click **Filter** then choose **Show All**.

Delete or remove topics

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

Add 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, or a small annotation under the topic. Each marker has an associated name or meaning.

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

Markers can be used as criteria for [selecting](#) and [filtering](#) topics.

Icon markers

To add icon markers to topics:

1. Select a topic or topics that you want to assign the icon to.
2. On the toolbar click **Inspector**, then in the Inspector click the **Markers Inspector** tab.
3. In the inspector select the icon you want to assign to the topic. Once an icon is added, you can rest your pointer over it to see its meaning.

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.



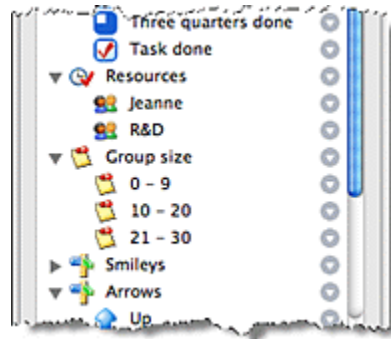
A topic with an icon marker

Text markers

Most marker lists do not include text markers so you need to create them before you can add them to topics.

To create text markers:

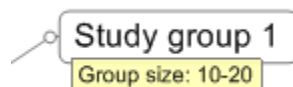
1. Control-click in the Markers Inspector, then click **New Text Marker Group**.
2. Enter the **Group Name**.
3. Control-click the new group name, then click **New Text Marker**.
4. Enter the marker name, then click **OK**.
5. Repeat steps 3 and 4 to add all the markers for the group.



A text marker group.

To add text markers to topics:

1. Select a topic or topics that you want to assign the text marker to.
2. On the toolbar click **Inspector**, then in the Inspector click the **Markers Inspector** tab.
3. In the Markers Inspector select the marker you want to assign to the topic.



A topic with a text marker.

If you want to re-use these text markers on other maps, you can save the map markers list to a file that you can re-apply (as described below).

Font and fill color markers

When you use a font color or fill color on your map, it is added to the Map Marker inspector 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.

Task information-related markers

The Task Priority, Task Complete, and Resources markers can be assigned to topics from either the Markers Inspector or from the Task Information Inspector. You can create new Resources markers in either Inspector or [import them](#) from your address book.

Customize and re-use the markers list

You can use commands in the Map Markers Inspector to customize the current map markers list. If you want to re-use the list on other maps you can save it to a file.

To customize the list:

In the Map Markers Inspector Control-click:

- Any marker to modify it or remove it from the list.
- A marker group name to create a new group (either icon or text markers) and add markers to it.
- The inspector window background to add a new group, save the current markers set to a file, or assign a new markers list from a file.

To save the markers list for re-use:

- Control-click the Inspector background, then click **Save Markers to File**.

To use the saved list on another map:

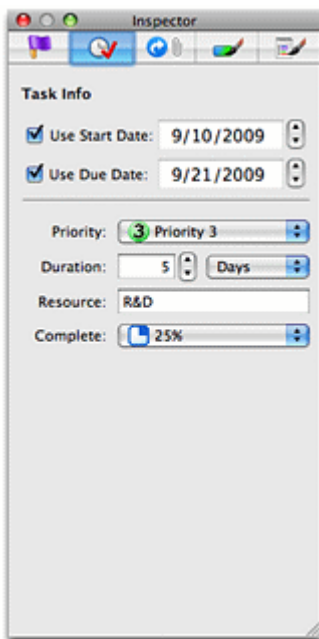
- Control-click the Inspector background, then click **Assign Markers from File**.

Add task information

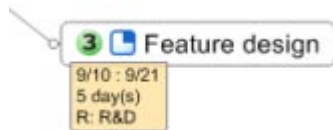
You can add task information to topics from the Task Information Inspector that includes task priority, start and due dates, % complete, duration, and resource information. You can add just some or all of this information to a topic. Task information can be used as criteria for [selecting](#) and [filtering](#) topics.

To add task information to topic:

1. Select a topic.
2. On the toolbar, click **Inspector**, then in the Inspector, click the **Task Information Inspector** tab.
3. Enter your information for the topic.



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



Some Task Info items are also map markers: If you have added a Task Priority, Task Complete (%), or Resources marker from the Markers Inspector, it will also show in the Task Information Inspector for the topic.

Likewise, if you add these items from the Markers Inspector, they will show in the Task Information Inspector for the topic.


You can [import resources from your address book](#).

Import resources from your address book

You can import a list of resources to use on the map from your address book. These are added to the Resources group in the Markers Inspector, and the Task Information Inspector's Resource list. You can assign them to topics from either Inspector.

You can also choose to attach the list of resources you import as vCards attached to the central topic.

To import resources from your address book:

1. In the Inspector's Markers pane, click the Options button  next to the **Resources** group.
2. Choose **New Resources from Address Book**.
3. Select the contacts you want to import as resources.
4. To attach the list of resources to the map's central topic select the **Attach Resources to Central Topic** checkbox.

The list is attached as vCards. Another reader of your map can import these contacts into their own address book or other contact manager from the map.

5. Click **Import**.

The new resources will appear in the Markers Inspector **Resources** group. You can add resources to topics from here, or from the Task Information Inspector **Resource** list.

You can import additional resources at any time. MindManager will not duplicate existing map resources.

If you attached the resources to the central topic, you can open or remove the file as you would any other attachment.

If you need to update the attached resources, delete the .vcf attachment on the Central Topic, and import the resources again.

You can automatically import resources for each new map you create. See the MindManager Help for more information.

Add extended information

It is best to keep the text for topics brief to keep the map clear and easy to read. You can include additional information for topics in several forms:


- Text Notes that you enter in the MindManager Topic Notes window.
- Hyperlinks to other topics, maps, documents, and locations.
- Attachments that are included as part of the map file.
- Calendar To Do's and Events, and Smart Calendar topics.

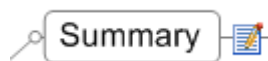
Notes


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.

To add notes to a topic:

1. Select the topic.
2. On the toolbar, click **Notes**.
3. Enter the text in the Topic Notes window.
4. If the Inspector is not already open, click the **Show Notes Inspector** button  in the Topic Notes window's upper-right corner for formatting options.
5. Use the **Notes Inspector** to format the Notes.
6. Close 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.

To print a topic's Notes:

- Control-click the notes icon, then click **Print**.

To position the Topic Notes window:

- Choose **View > Position Notes** to display the window on the bottom or to the right of your map.

If the information you want to include in your map 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 to a map topic or in the Notes that points to an external document or folder, a map topic, a Web address, or an email address.

This lets you avoid clutter on 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).

If you want to include a document as part of the map file itself use the **Attachments** command.

To add a hyperlink to a topic:

1. Select the topic
2. On the toolbar, click **Hyperlink**.
3. Choose the type of link you want to add.
 - **URL** jumps to a URL. Enter the destination in the Link to: field.
 - **File / Folder** opens a file in its associated application, or opens the folder in the Finder. Click **Choose** and select the destination.
 - **Topic** links to a topic in this map or another map. Choose the destination topic.
 - **Email Address** begins a new email message when you click the link. Enter an address. The Subject is optional.

A hyperlink that points to another map or 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 the icon, you jump to the link destination.

Here are some other ways to add hyperlinks:

- Type the URL as the topic text. It is automatically converted into a hyperlink. To include several hyperlinks, separate the URL's by spaces.
- Add a hyperlink to you map directly from the MindManager Browser:
Select a map topic. A new subtopic that includes the hyperlink will be added here. On the Browser toolbar, drag the address onto the map, or click the **Add to Map** button .

A new topic is created with the page title as the topic text, and includes a hyperlink to the page.

You can hide or show all hyperlink icons on the map by choosing **View > Show & Hide**.

You can set an option to open all webpage hyperlinks in the built-in [MindManager Browser](#) by choosing **MindManager > Preferences**.

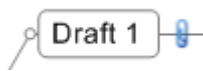
Attachments

When you attach documents to a map the document content is stored as part of the map file. This keeps the documents together in a single file with your map, and ensures that they stay with the map when you move it to a new location or distribute it to co-workers.

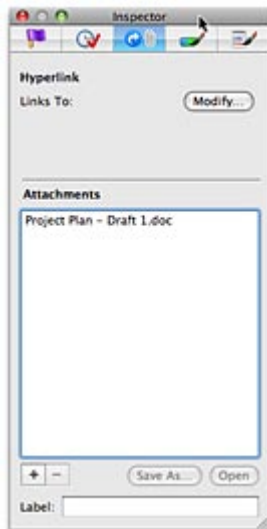
You can attach several documents to a single topic.

To attach a document to a topic:

1. Select a topic.
2. On the toolbar, click **Attach File**.
3. Select the file, then click **Open**.
4. Click **OK**.



An attachment icon appears on the topic, and the **Hyperlinks and Attachments Inspector** opens automatically. This is where you can open, add, remove, or save attachments.



- Click the Attachment icon at any time to see this inspector.

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.

Calendar To Do's and Events



You can add new or existing calendar items (events or to do's) to your map as topics. These items are synchronized automatically with items in your calendar. That is, changing the calendar item on your map will change it in the calendar, and vice-versa. Once you have entered the item, you can view it in iCal.

To insert a Calendar To Do or Event:

1. Choose **Insert > Calendar Event** or **Insert > Calendar To Do**.
2. Choose the calendar you want to use (for example "Work" or "Home"). The default calendar used here is determined by the Calendar option in Preferences.

If you don't want the item added to your system calendar, un-check **Attach to Calendar**. (You can attach it later if you modify the item).

3. Enter the information for the new item, or click **Choose Existing Event** or **Choose Existing To Do** to add an existing item.

To modify the calendar item:

- Double-click the topic and change the information.

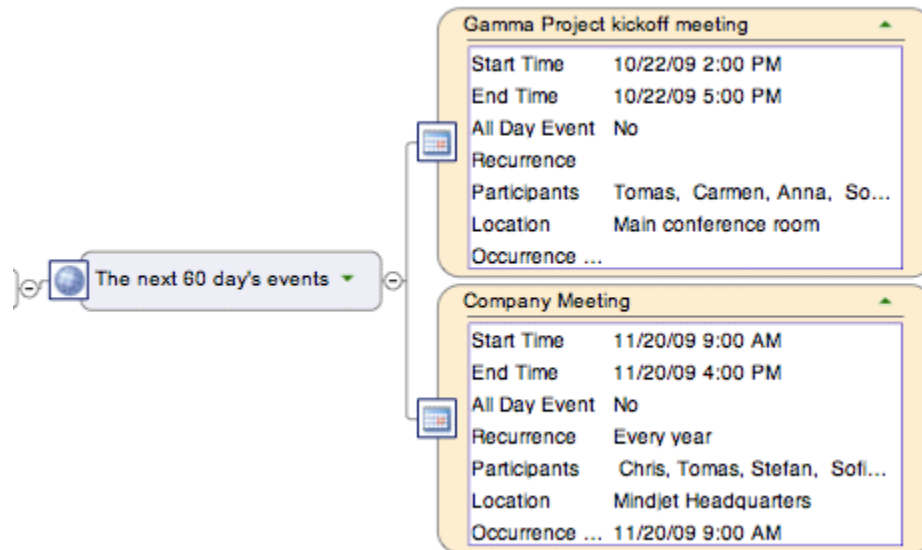
Changes you make will also be made automatically in the system calendar that the item is attached to. If you want to access other calendar functions, you can view the item in iCal.

To view a calendar item in iCal:

1. Select the topic with the calendar item.
2. Choose **View > Calendar Item in iCal**.

Changes you make to the item in iCal will be reflected in the map's corresponding calendar topic.

Smart Calendar Topics



You can create topics that display subtopics with calendar items (events or to do's) that match criteria you specify. These are called Smart Calendar Topics. The subtopics' matching calendar items are linked to your system calendar, and will reflect any changes to the calendar in your map. Smart Calendar topics are automatically refreshed when you open the map, so you always see an updated set of matching calendar item subtopics.

To insert a Smart Calendar Topic:

1. Choose **Insert > Smart Calendar Topic**.
2. Choose the criteria you want to match, and click **OK**.

If you disconnect a subtopic from the Smart Calendar topic by dragging it to another part of the map, it becomes a normal calendar topic. This item may appear twice on your map when the Smart Calendar Topic is refreshed - one time as the independent topic that you created, and one time as a matching calendar item for the Smart Calendar topic.

To change the criteria for a Smart Calendar Topic:

1. Select the Smart Calendar topic.
2. Choose **Edit > Calendar Topic**.

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.

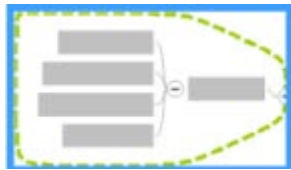
Boundaries



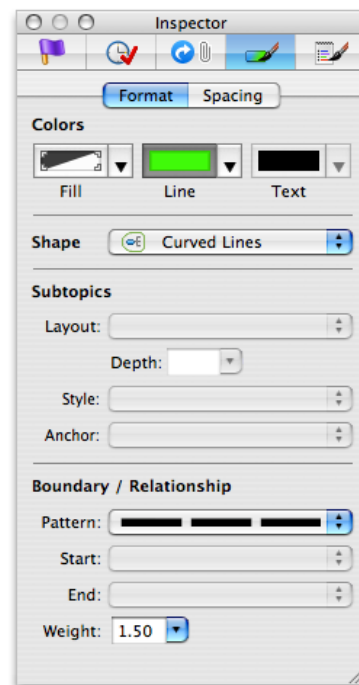
MindManager offers two types of boundaries: grouping boundaries and summary boundaries.

To add a boundary:

1. Select the topic whose subtopics you want to group with the boundary.
2. On the toolbar, click **Boundary**, and then click the boundary type.



When you select a boundary, a blue box appears to show that it is selected. Use the options in the **Format and Spacing Inspector** to change the boundary's line and fill.

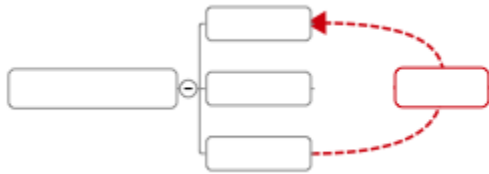


You can add a callout to a boundary to provide an explanation (grouping boundary) or as a summary topic (summary boundary), that can begin to grow again.

To add a boundary callout:


- Control-click the boundary, then click **Insert Callout Topic**.

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.

To connect topics with a relationship:

1. On the toolbar, click **Relationship**.
2. The cursor changes to the relationship cursor .
3. Click the first topic, and then click the second.
4. The relationship line links the two topics.

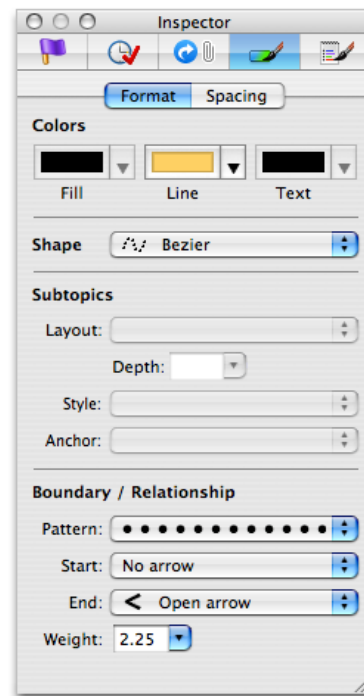


Handles appear when you select the relationship.

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

Use options in the **Formatting and Spacing Inspector** to change its line style and color.

Control-click the relationship and choose **Insert Callout** to add a label.



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.

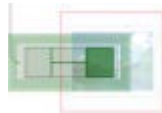
You can attach an image to a topic, add it as a new topic, or create a floating image that can be moved freely. You can also add images to the text notes and use an image for the map background.

To use an image from the Library:

1. On the toolbar click **Library**, or choose **Window > Show Library**.
2. Locate the image you want to use and drag it onto the map or into a topic.



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.

To use a Library image for the map background:

- To add a background image from the Library, choose **Backgrounds** from the Library's pop-up menu, then drag one of the images onto the map.
- To change the background image transparency or tiling, choose **Format > Background**, or Control-click the map background, and then click **Background**.

To use images from files:

- To add the image to a topic, select a topic, choose **Insert > Image**, then choose your image.
- To add the image as a free-floating image choose **Insert > Image**, click the location for the image, then select the image from the Open dialog.
- To use the image for the map background choose **Format > Background** or Control-click the map background, and then click **Background**. Click **Choose** to select the image.

Formatting

Formatting can make your map easier to read, and gives it a polished appearance. You can apply a style to format the whole map, and then format individual topics.

Apply a style

You can apply a style to change the map's overall appearance. It is best to do this before you format individual topics.

To apply a style:

1. Choose **Format > Style > Apply from Chooser**.
2. In the Chooser, select a style, then click **Choose**.

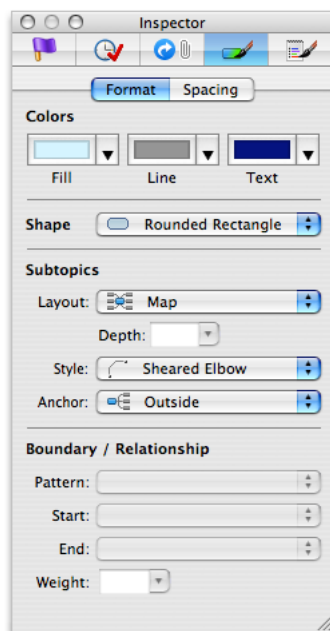
The style determines the default formatting for all topics. It will not change the appearance of topics that you have formatted individually.

Format individual topics

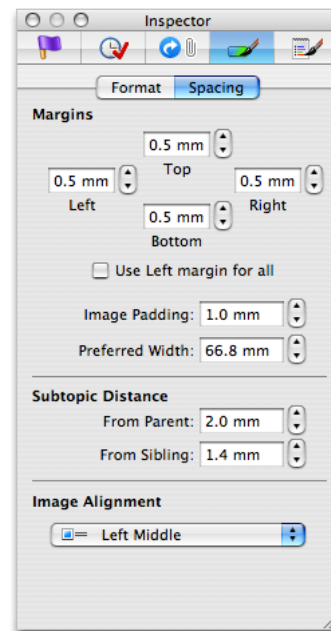
You can format topics individually to give them a distinctive look. You can save any topic's new formatting as the default format for all topics at that level. All unformatted topics and any new topics you add will display this formatting.

To format individual topics:

1. Select a topic or topics.
2. On the toolbar, click **Inspector**, then click the **Format and Spacing Inspector** tab.



Topic format includes options for the current topic (color, shape) as well as options for its subtopics (layout type, line style and anchor).



Topic spacing includes the topics margins and padding inside the topic, as well as the positioning of images placed inside topics.

Topic Fill Colors and Text Colors are added to the Markers list. You can use the Markers Inspector commands to name them and give them a specific meaning.

Remove formatting

When you remove a topic's formatting it uses the default format settings.

To remove formatting you've applied:

- Choose **Format > Use Default Format**.

Copy Formatting

You can transfer the formatting of a topic to other topics. This duplicates all the topic's formatting settings.

To transfer a topic's formatting:

1. Select the topic whose formatting you want to duplicate.
2. Choose **Edit > Copy Format**.
3. Select one or more topics to apply the formatting to.
4. Choose **Edit > Paste Format**.

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

If you find yourself using the Copy Format command frequently, you may want to change the default topic style

Change and save default format settings

You can use the formatting of the current topic as the default format for all topics on the map at this level. If you want to re-use the default settings from the current map on another map, you can save the settings into a style template.

To change the default format:

- Choose **Format > Set as Default Format**.

You can set the default format for topics up to level 4.

Any topics at the same level that you have not formatted individually will be updated immediately, and any new topics you add will use this formatting.

To save the default format settings in a style template:

1. Choose **File > Save as Style**.
2. Name the style, then click **Save**.

MindManager automatically saves the new style in the Styles folder so it will automatically appear in the [Styles Chooser](#).

Open and save maps

Open a map

You can open a map directly, or you can search for the map you want to open using a Spotlight search.

To open a map directly:

1. Choose **File > Open**.
2. Navigate to the map file (.mmap file), and then click **Open**.

To find and open a map using Spotlight:

- Enter the text you want to search for in the Spotlight search field, and then click the matching MindManager map in the Documents section of the results.

Open maps created by other applications

You can open maps in xml (.xmmap) format created by other applications (like Mindjet iPhone.) You can also open an OPML file to create an instant map.

To open a map in another format:

1. Click **File > Open**.
2. Navigate to the file, and then click **Open**.

See the MindManager Help topic “Cross-Platform Tips” for more information on using maps from Mindjet iPhone.

Save a map

Maps you save become .mmap files on your system. To restrict access to the map, you can protect it with a password. Users will be required to enter the password to open it.

You can also save an xml version of your map that can be opened by applications that can read .xmmap files (including Mindjet iPhone).

Here are ways to save your map:

- To save the current map with the same name, choose **File > Save**, choose the location for the file, and then click **Save**.
- To save the map with a different name or in a different location, choose **File > Save As**, choose the location for the file, and then click **Save**.

To password-protect the map:

1. Click **File > Password**.
2. Enter the password for the map and click **OK**.
3. Save the map.

To save your map in xml format:

1. Choose **File > Save As**, and then select **.xmmap** in the **File Format** list.
2. Choose the location for the file, and then click **Save**.

See the MindManager Help topic "Cross-Platform Tips" for more information on creating maps for Mindjet iPhone.

Share and Send maps

You can distribute maps to other people in several ways:

- Create online shared versions of your maps
- Send maps as email attachments
- Send maps instantly using iChat

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 and Mindjet Catalyst users can download an editable copy of the map by using a command in the shared map's toolbar.

Some map elements are not supported in Mindjet Player files. See the MindManager Help for details.

To share a map:

1. Choose **File > Share > Share Document**.

You will be asked to sign in to the Mindjet online service with your [Mindjet ID](#) (if you are not already signed in). If you don't have a Mindjet ID, you will be asked to create one.

2. 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.

When you are done using the Share feature, you can sign out of the Mindjet online service.

Anyone who can access this link can click it to view and interact with the shared map in their browser - no other software is required. The map is displayed in the Mindjet Player, which includes commands for further sharing the map, and (if copy permission is enabled) for copying or downloading the map.

Manage shared content




The My Shared Content space contains copies of all the maps you have shared.

You can manage your shared content to see which maps you have shared, change the copy permission for a map, share the map with more people, download a copy of the map, or remove a map from the list so that it is no longer shared.

To manage shared content:

- Choose **File > Share > My Shared Content**.
- If you are not already signed in, you will be asked to enter your Mindjet ID.

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. 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 download a local copy, or copy it into their own Mindjet Catalyst workspace.
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.

You can sort your list of shared maps by clicking on the column headers.

Send maps by email

You can distribute your maps to colleagues whether or not they are MindManager users by sending the maps as email attachments in a variety of formats, including:





- Native MindManager format. MindManager (for Mac and Windows) users can open and edit the document. Mindjet Catalyst users can import it into a workspace, and then open and edit it.
- [Mindjet Player file](#). Player maps cannot be edited, but anyone can view and interact with this map in PDF or SWF format using a standard browser.
- [Image file](#). This static format can be viewed, but not edited
- [Text file or outline](#). Contains the map content in linear form
- [Pages or Word document](#). Contains the map content as an outline.
- [Keynote or PowerPoint presentation](#). Contains the map topics arranged into a presentation.

The first two methods have the advantage of including all the map's graphical elements, attachments and hyperlinks, as well as the topic notes in a dynamic format accessible to users on both Windows and Mac systems.

Maps in native MindManager format can be edited by MindManager for Windows, Mindjet Catalyst, and MindManager for Mac users. MindManager users on Windows systems must have MindManager 6.1 or later to open maps created with MindManager for Mac. Mindjet Player maps cannot be edited.

Use the Send to iChat feature to quickly send your current map to an iChat buddy.

Hints for sending MindManager map files as email attachments

- MindManager map files have the extension .mmap
- If you are sending a map file (.mmap) that includes [attachments](#) (indicated on the map by the attachment icon ) the attached documents are automatically included as part of the map.
- If you are sending a map file (.mmap) with [hyperlinks](#) to documents (indicated on the map by their various application icons, for example:  MindManager map,  Pages document, or  Excel spreadsheet and so on), it is easiest if the links point to documents in a central location, such as a network drive that is accessible to both users. Otherwise, to preserve the links, you must send the linked documents along with the map, and the recipient must copy them to the proper location on their system.
- When sending maps, graphics, or text files to Windows users as email attachments, use your mail program's option for sending Windows-friendly attachments.

Send a map file using iChat

You can send your map (.mmap) to anyone in your buddy list who is online without leaving MindManager.

1. Choose **File > Send to iChat**.
2. Select the buddy you want to send the map to from the list of available buddies. (Only buddies who can receive files are considered "available".)
3. Click **Send**.

If you are not running iChat, MindManager launches it for you.

You must save your map before you can send it.

Export and print maps

Once you've completed a map you can distribute it to colleagues by printing the map or attaching it to an email in a variety of formats.

Maps you export in other formats can be imported by a variety of other applications in text form, or as a graphic that you can include in another document.

Export maps to other formats

MindManager can export your map to a wide variety of formats that can be used by other applications. To see all the export possibilities choose **File > Export**.

The form the map takes on export is determined by the destination format. Some exports create an outline from your map and some create a graphic.

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

- **Plain Text** exports the text from the map as a simple text file.
- **Rich Text Format** creates an RTF file that can be read by Pages, Microsoft Word, and many other word-processing applications. RTFD format provides additional support for images in topic Notes.
- **Web Document** creates an HTML document that uses different heading styles for each topic level.
- **OPML** creates a file that can be read by many outlining applications, including OmniOutliner. (You can also import an OPML file by choosing **File > Open**.)
- **Outline (Plain Text)** exports the map text in a numbered list with dividers as plain text.
- **Outline (Web Page)** exports a numbered, indented outline in HTML format.
- **JPEG image, TIFF image, Portable Network Graphics Image** export a graphic of the map at the current zoom factor.
- **Portable Document Format (PDF)** creates a PDF file with your map as a graphic (export from Map View) or an outline (export from Outline View).

To export your map:

1. Choose **File > Export**.
2. Choose the type of file you want to export in the **File Format** list.
3. Enter the name for the file. The extension (for example .txt) will automatically be added.
4. Choose a location, and then click **Save**.

Export an interactive Mindjet Player map

You can export your current map to a standalone, interactive Mindjet Player file in SWF or PDF format. Mindjet Player files cannot be edited but anyone can view and interact with this map using a standard browser - no special software is required.

MindManager uses an online service to transform your map into a Player file, so you must be connected to the Internet to use this feature. Your map is sent securely to a server, transformed, and then sent back to your system.

Some map elements are not supported in Mindjet Player files. See the MindManager Help for details.

1. Choose **File > Export as Mindjet Player**.
2. Select an export type (PDF or SWF)
3. Change the filename and location for the exported file if desired, and then click **Save**.

In order to export the Player file, you must first save the map, and you must be connected to the Internet.

You can [distribute](#) your Mindjet Player maps as email attachments.

Print maps and topic notes

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:

- [Expand or collapse](#) topics
- Hide topics with a [filter](#)
- Choose **View > Show & Hide** to temporarily hide map elements

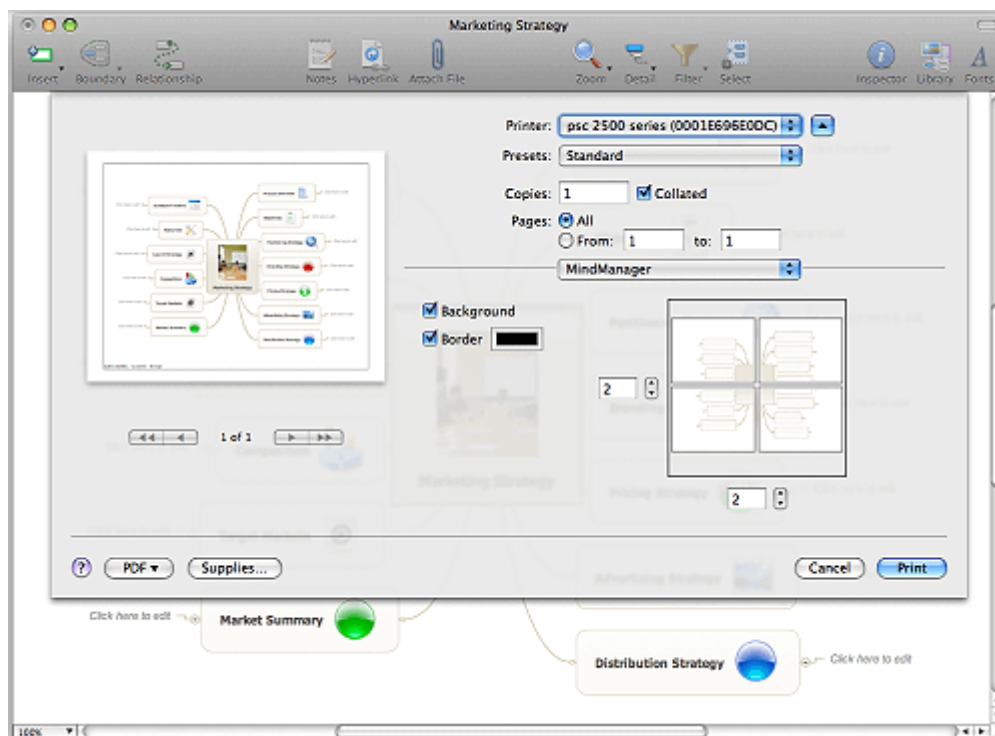
To print your map:

- Choose **File > Page Setup** to change the orientation and scaling options.
- Choose **File > Print** to print the map. (Click **Preview** to see how the map will look.)
- To print just the notes for a topic, select it, and then choose **File > Print Notes**.

Print large maps

MindManager makes it easy to print a large map on several pages that you can re-assemble billboard-style.

1. Choose **File > Print**.
2. In the third settings pull-down, choose **MindManager**.
3. Set the number of pages here.



Convert files

You can convert files using the Mindjet online service. There are three basic types of conversions:

- Convert your map to a Pages or Word document.
- Convert your map to a Keynote or PowerPoint presentation
- Convert a Pages or Word document to a map

You will be asked to sign in with your [Mindjet ID](#) to convert your map. If you don't have a Mindjet ID, you will be asked to create one.

You choose a conversion type, and options to use, and then click to begin the conversion. The file you are converting is sent securely to the Mindjet online service and converted. Then, you click the displayed link to download the new file to your system.

When you are done using the Convert File feature, you can convert another file, or sign out of the Mindjet online service. You will need to sign in again in order to use the Convert File or Share features.

The File > Export option does not use the Mindjet online service (the export is done locally), and offers a variety of text and image export formats.

Convert a map to a document for Pages, Word, Keynote, or PowerPoint

1. Choose **File > Convert File**.
You will be asked to sign in to the Mindjet online service with your Mindjet ID (if you are not already signed in).
2. Click **Export from a map into another format**.
3. Choose the map you want to convert.
4. Choose the type of document you want to create, and then click **Export**.
5. Choose the options you want to use on the tabs, and then click **Export**.

For more information on these options, see the MindManager Help.

6. When you are notified that the conversion is complete, click the link to download the new document to your system. The map is downloaded to the location specified for files downloaded by your browser.

Convert a Pages or Word document to a map

1. Choose **File > Convert File**.
You will be asked to sign in to the Mindjet online service with your Mindjet ID (if you are not already signed in).
2. Click **Import from iWork 08 or Word 2008 into a map**.
3. Choose the document you want to convert.
4. Click **Import**.
5. When you are notified that the conversion is complete, click the link to download the new map to your system. The map is downloaded to the location specified for files downloaded by your browser.

Keyboard shortcuts

This list is a subset of the available MindManager keyboard shortcuts. For a complete list, choose **Help > MindManager Keyboard Shortcuts**.

Note: in this list the ⌘ key is referred to as “Command”

Topic and element shortcuts	
Select topic or element	Click
Select neighboring topic	Arrow keys
Select next topic / previous topic	Tab / Shift-Tab
Select all within an area (Map View)	Drag selection rectangle
Select multiple topics	Command-click or Shift-click
Move selected topic or element	Drag
Duplicate selected topic or element	Option-drag
Move topic to become main topic (Map View)	Command-drag
Move topic to become floating topic (Map View)	Shift-drag
File menu shortcuts	
Create a new map	Command-N
Create a new map from a template	Shift-Command-N
Open a map	Command-O
Close current map	Command-W
Save	Command-S
Save As	Shift-Command-S
Page Setup	Shift-Command-P
Print map	Command-P
Edit menu shortcuts	
Remove Topic	Command-Delete
Copy Format	Option-Command-C
Paste Format	Option-Command-V
Bookmark	
Add Bookmark	Command-D
Next Bookmark	Option-Command-B
Previous Bookmark	Shift-Option-Command-B
Find	
Find	Command-F
Find Next	Command-G
Use Selection for Find	Command-E
Jump to Selection	Command-J
Replace and Find	Command-R
Spelling	
Spelling	Command-;
Check Spelling	Command-;

Insert menu shortcuts

Topic Before	Shift-Return
Topic After	Return
Subtopic	Command-Return , Control-Return
Parent Topic	Shift-Command-Return
Callout Topic	Option-Command-Return
Attachment	Shift-Command-T
Hyperlink	Shift-Command-K
Image	Shift-Command-I

Select menu shortcuts

Select All	Command-A
Select None	Shift-Command-A
Select by Rule	Option-Command-F

Format menu shortcuts

Font	
Show or hide fonts	Command-T
Bigger	Command-+
Smaller	Command--
Text	
Align left	Command-{
Center	Command-
Align Right	Command-}
Justify	Option-Command-
Use default format	Option-Command-X

View menu shortcuts

Outline View	Option-Command-O
Show Notes	Option-Command-N
Zoom	
Zoom in	Command->
Zoom out	Command-<
Actual size	Command-=
Fit map	F5
Fit selection	F4
Detail	
Collapse	Option-Command-0
Show one level	Option-Command-1
Show two levels	Option-Command-2
Show all levels	Option-Command-9
Focus on topic	F3
Filter	
Hide Selected	Command-[
Hide Others	Command-]
Show All	Command-\
Show or Hide Toolbar	Option-Command-T

Other shortcuts

Show Inspector	Option-Command-I
Open MindManager Help	Command-?
Show Library	Option-Command-L
Show Colors	Shift-Command-C