



MindManager®

Version 9 for Mac®

User Guide



Version 9.5

TABLE OF CONTENTS

Introduction	1
Getting Started	1
Learn about MindManager	1
Mindjet MindManager Overview	2
What is a MindManager map?	4
Quick tips	6
What's new in MindManager Version 9 for Mac?	8
Starting a new map	10
Creating a new map	10
Using templates to create new maps	10
Viewing a map	12
About Map View and Outline View	12
Zooming in and out	12
Collapsing and expanding topics	13
Filtering topics	13
Creating or modifying saved rules	14
Hiding map elements	15
Viewing multiple maps	16
Navigating	17
Navigating in Map View	17
Navigating in Outline View	17
Using bookmarks	18
Selecting topics and elements	18
Creating or modifying saved rules	20
Opening maps	21
Opening maps and other documents	21
Searching for maps with Spotlight	22
Using MindManager tools	23
Using Quick Entry mode	23
Using the format bar	23

Using the Inspector.....	24
Using the Library.....	24
Customizing the toolbar	25
Creating and editing map topics	26
Creating new topics	26
Entering a central topic	26
Adding topics and subtopics.....	26
Adding callout topics	27
Adding floating topics	27
Using Quick Entry mode	28
Using the timer	28
Inserting calendar events and to do's	29
Build on existing content	30
About templates	30
Using templates to create new maps.....	30
Adding topics using map parts	31
Adding topics by pasting text	32
Importing files.....	32
Hints for importing files from Pages, Word, or FreeMind	33
Inserting Smart Calendar Topics.....	33
Editing map topics	34
Editing topic text.....	34
Finding and replacing text	35
Checking spelling	35
Undoing your most recent changes	36
Adding other information	37
Adding visual information	37
About markers	37
Coding topics with markers	38
Managing markers.....	39
Adding resources from your address book	40
Connecting topics with relationships	41

Grouping topics with boundaries.....	41
Adding images.....	42
Adding extended information.....	44
Attaching documents to topics	44
Adding task information	45
Including topic notes	45
Formatting topic notes	46
Adding tables to topic notes.....	47
Adding hyperlinks.....	48
About hyperlinks.....	48
Adding a webpage or URL hyperlink	48
Adding a file or folder hyperlink.....	49
Adding a topic hyperlink.....	50
Using topic labels.....	51
Adding an email hyperlink.....	51
Jumping to linked files, folders, and locations.....	52
Using the MindManager Web browser.....	52
Formatting maps.....	54
Using styles.....	54
About styles	54
Choosing a style for your map.....	54
Creating a custom style	55
Arrange topics and format the layout.....	57
Moving and copying topics with drag and drop	57
Moving and copying topics with Cut, Copy and Paste	58
Balancing and aligning map topics	59
Formatting subtopic layout and connecting lines.....	59
Formatting topic spacing, width and margins.....	60
Moving topics in Outline View	61
Formatting topics and map elements.....	62
Formatting topic text.....	62
Formatting topic color and shape	63
Formatting boundaries.....	64

Formatting relationships	65
Formatting the map background	66
Using formatting tools	67
Copying and pasting formats.....	67
Changing the default formatting for topics and elements	67
Returning topics or elements to their default formatting.....	68
Saving and sharing your maps	69
Saving maps	69
Saving maps	69
Closing a map without leaving MindManager	70
Reverting to the last saved version of a map.....	70
Using password protection.....	70
Saving author information.....	71
Saving AutoRecover information	71
Creating a custom map template.....	72
Creating a custom map part.....	73
Creating a custom style	74
Sharing maps and documents with Mindjet Connect	76
What is Mindjet Connect?	76
Getting Started with Mindjet Connect.....	76
Exporting and printing maps	79
Exporting files	79
Exporting map content as text	79
Exporting a map to a Pages or Word document.....	80
Options for exporting a map to a Pages or Word document	80
Exporting slides to a Keynote or PowerPoint presentation.....	82
Options for exporting slides to a Keynote or PowerPoint presentation	82
Exporting a map or slides to a PDF file.....	83
Exporting a map as a web file.....	83
Map elements not supported in Viewer files	84
Exporting a map or slides in image format	85
Printing a map or slides	85

Sending maps	87
Emailing maps.....	87
Sending a map via iChat	87
Tips for working with other Mindjet versions.....	88
Creating a presentation	91
Creating Slides	91
Displaying a slideshow.....	92
Manual controls for slideshow display.....	93
Exporting slides to a Keynote or PowerPoint presentation.....	93
Solving problems	95
Problem: Hyperlinks are broken on a map I sent to a colleague.....	95
Problem: When I move a floating topic it attaches to another topic.....	95
Problem: The background image I dragged from the Library does not display.....	95
Problem: Some items on my map have disappeared.	96
Problem: The Find command isn't finding all the matching text on my map.	96
Problem: My map is printing on multiple pages.....	97
Appendix	98
Shortcuts for working with MindManager	98
MindManager Preferences	103

INTRODUCTION

GETTING STARTED

LEARN ABOUT MINDMANAGER

Use these resources to get more information about maps and using MindManager.

Overview

Read this [quick overview](#) to learn about maps, and what you can accomplish using MindManager.

Quick Start

If you want to jump right in, use this [Quick Start Guide](#) to get up and running with MindManager quickly.

Tutorials

Learn how to use MindManager by watching these [animated tutorials](#).

NOTE: an Internet connection is required to watch the tutorials.

Samples and Templates

Take a look at these [Maps for That](#) samples online to get an idea of what kinds of maps you can create.

Keyboard Shortcuts

Find [shortcuts](#) for common tasks in MindManager.

Learn more at Mindjet.com

Visit our [website](#) for even more information about all our visual mapping and collaboration solutions.

MINDJET MINDMANAGER OVERVIEW

Visually connecting ideas, information and people

Business professionals need a better way to capture and organize ideas (their own and those of team members), prioritize tasks and resource assignments, and clearly communicate the results, in order to effectively drive business decisions. The ideas, insights, and opinions shared in collaborative meetings are critical, but both information and context are frequently lost in translation or captured in a disorganized array of notes – making it difficult to move from a wealth of inputs to a coherent action plan.

MindManager's visual information mapping provides the most effective way to capture, organize and communicate ideas and information, giving users the ability to see the big picture and all the relevant details in a single view. MindManager helps users move quickly from ideas, raw research, and requirements gathering to completed strategies, presentations and project plans, all within an integrated, visual environment.

Bring Order to Chaos through Visual Information Mapping

Use MindManager maps as virtual whiteboards to easily capture ideas and visually organize projects, presentations, and strategies.

- Facilitate brainstorming and collaborative problem-solving by easily capturing stakeholder input (quick entry mode), drawing connections, and reordering content.
- See the big picture and all the relevant details in a single dynamic view with the ability to expand/collapse topics, attach or link to supporting documentation, embed spreadsheets, and browse the web.
- Import content from Microsoft Word and Apple iWork Pages so you can work with all relevant data in a single visual environment.

Communicate More Effectively with Less Preparation Time

Use a single solution to both organize and present your content in a visual format that increases understanding and retention. Ensure participation and alignment by incorporating feedback on the fly.

- Communicate effectively to multiple audiences using an interactive slide format flexible enough to present both project summaries and detailed breakdown of tasks.
- Conduct more engaging meetings using a dynamic framework for presenting information and capturing comments.
- Reduce revision cycles by visually organizing content and incorporating feedback before final publication to Microsoft PowerPoint or iWork Keynote.

Accurately Scope Project Deliverables and Resources

Successfully document all aspects of any project and gain alignment from key stakeholders.

- Validate priorities and gain stakeholder buy-in on goals, schedules, resources, and strategies by working through project plans using a visual, interactive map.

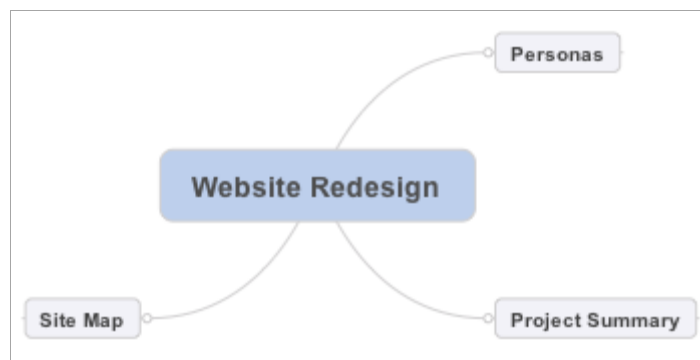
- Organize tasks, assign resources, and track start/due dates to lay the foundation for successful project implementation.
- Enable efficient decision-making by aggregating information into a central map for easy review of all relevant details.

WHAT IS A MINDMANAGER MAP?

Mindjet® MindManager® maps let you represent complex information in an organized, easy-to-understand visual format. They enable you to easily grasp connections, obstacles, and paths so you can quickly choose the best course of action. They improve processes, projects, and planning, and make it easy for others to grasp the information you present.

Easy to start: Capture

With its intuitive, highly interactive interface, a MindManager map is a snap to begin. Enter a central topic. From there, the map welcomes as much creative thinking as you and your team can generate. It even pulls in external information from websites, spreadsheets, blogs, and more. Quick-access Library and Inspector windows, plus customizable templates streamline and standardize map creation.



Begin a map by inserting topics

Easy to take action: Organize

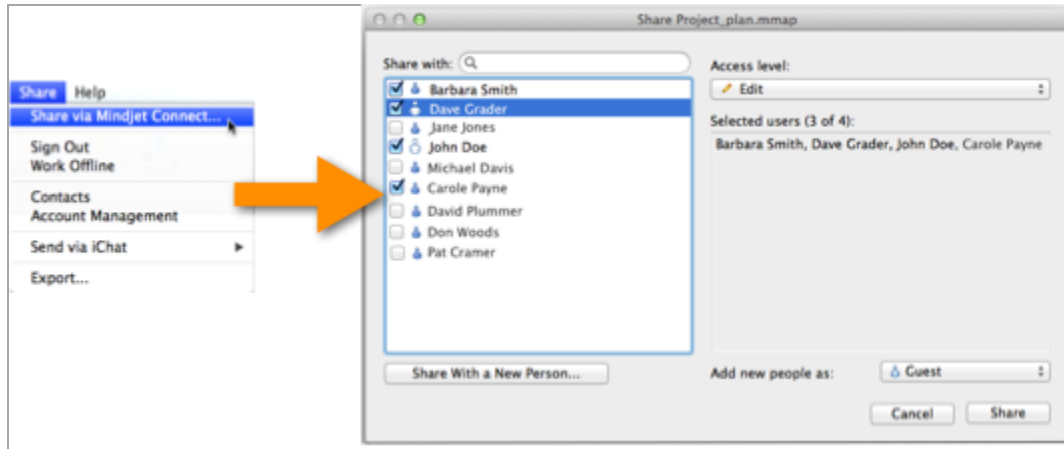
MindManager maps show you the "big picture" through cascading connections between related topics and sub-topics, plus graphical cues like highlighting, icons, formats, and pictures. Soon you're making better decisions in less time. And that's only the start. Maps are also blueprints for action, enabling you to assign and manage tasks, resources, timelines, and deliverables.



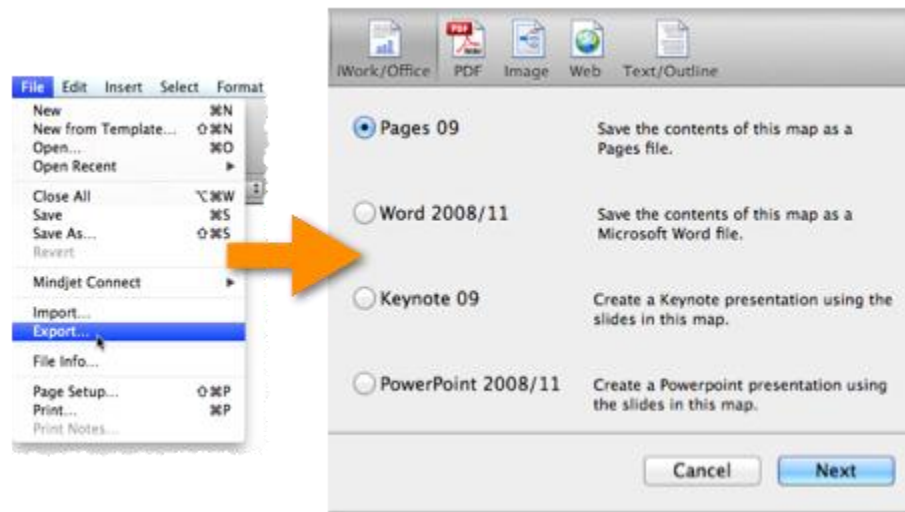
Add visual cues and links to information sources.

Easy to collaborate, distribute, and show: Share, Export, View

Collaborate with colleagues by using Mindjet Connect to share your maps in the cloud. Transfer maps to other users instantly using iChat. Send interactive Viewer maps as email attachments, or choose from a variety of other formats. Conduct slideshows and create presentations easily.



Collaborate by sharing maps and other files in Mindjet Connect.



Export maps in a variety of formats.

QUICK TIPS

Here are some tips to help you get up to speed using MindManager quickly. You can use keyboard shortcuts for many common actions. See [Keyboard shortcuts](#) for a complete list of shortcuts.

General

- You can do many tasks in MindManager using the mouse to drag items.
- Control-click (or right-click) on topics and elements to see a shortcut menu with quick access to many commands.

Add and arrange topics

- To quickly create a new topic press Return.
- To create a new subtopic select a topic and press Command-Return.
- To move topics drag them to a new location (Option-drag to copy them).
- Drag [map parts](#) from the Library to quickly add commonly-used topics.
- Drag topics and elements from other open maps to move or copy them.

View and navigate

- Press Tab and Shift-Tab to move through topics one by one.
- Use [bookmarks](#) to navigate through key topics.
- Temporarily hide topics by collapsing them or by using the [Filter](#) command.
- Use the [Focus on Topic](#) command to concentrate attention on a specific area of the map.
- [Hide](#) elements without removing them from the map by choosing View > Show & Hide.

Add information with markers, attachments and links.

- Add visual information with [icons](#), [tags](#), and [color markers](#) from the Inspector's Markers pane. Click a topic's icon marker to cycle through markers in its group (exclusive icon markers only).
- Keep maps clear and simple by including detailed information in the topic [Notes](#).
- [Attach](#) existing documents to topics to include them as part of your map.
- Use [hyperlinks](#) to point to external documents, URL's and map topics on other maps.
- Add [task information](#) like dates, duration, priority, progress and resources and using the Inspector's Task Info pane.

Group, summarize and connect topics

- Use enclosed [boundaries](#) to group and highlight sets of subtopics.
- Use a summary boundary with a callout topic to summarize a set of subtopics.
- Show connections between disconnected topics using [relationships](#), and use a callout as a label.

Add visual impact

- Apply a different [style](#) to your map from the Format menu to instantly change the map's overall look and give it a distinctive appearance.
- Select multiple topics or elements, then use the Topic [Inspector](#) to quickly change their formatting and layout.
- Set the [default formatting](#) for topics and elements interactively. New topics and elements will automatically use this formatting.
- Drag [images](#) and [backgrounds](#) from the Library for visual enrichment.

Share maps

- Share maps online in [Mindjet Connect](#).
- Send maps in native format to other users Mindjet mapping software by [email](#) or instantly [via iChat](#).
- [Export](#) and distribute maps in a variety of other formats, including iWork and Office documents, and interactive Viewer maps that anyone can use with a standard Flash-enabled Web browser.
- Include map [images](#) in documents you create in other applications.

Use maps as dynamic visual aids for brainstorming sessions, meetings and presentations

- Create [slides](#) to use in a MindManager [slideshow](#) or export them to create a PowerPoint or Keynote presentation.
- Use the [Quick Entry](#) mode to enter ideas spontaneously during brainstorming sessions, then drag them into the map to create a logical hierarchy
- Display your meeting agenda in map form, and use the [navigation](#) tools to focus on topics in succession.
- Start the [timer](#) to keep your meeting or brainstorming session on track.

Use Mac OS X tools with MindManager

- Search for maps with [Spotlight](#). Maps are automatically indexed for Spotlight searches.
- Automate common tasks in MindManager using AppleScript commands. Open the MindManager dictionary in the AppleScript Script Editor to see the available MindManager commands.
- Use Mac OS X [spelling](#) tools to review your map. MindManager will use your Mac OSX dictionary to verify spelling.

WHAT'S NEW IN MINDMANAGER VERSION 9 FOR MAC?

Here are the new features and improvements included in this version.

Integration with Mindjet Connect®

- Create a [Mindjet Connect](#) account to store maps and files in the cloud.
- Collaborate by sharing your content with other users. Access your account anytime, anywhere, using MindManager on your Windows or Mac desktop, on your iPhone or Android device, or in your browser.

New Slide Presentations

- Present your work in easy to follow [slides](#). Pick and choose topics to present, adjust their order and control exactly how you want each branch to appear.
- Display your slides in a MindManager [slideshow](#), or [export](#) them to create a Keynote or PowerPoint presentation.

WYSIWYG Printing

- Now [printing](#) your maps is easier than ever. Choose to print the entire map or only select slides, so you can print out exactly what you need.

Improved Interface

Find exactly what you are looking for with an improved organization of menu options and enhanced user interface.

- New Map Gallery makes it easier to get started by [choosing a template](#) or resume working on an existing map.
- [Formatting toolbar](#) – gives you access to commands for formatting and editing map elements quickly.
- Improved Inspector – [Inspectors](#) have been modified for improved usability. Open multiple Inspectors to get quick access to the options you use most.
- Improved Notes – Topic [Notes](#) can now be formatted in-context in the Notes window.

Local, Expanded Import and Export Transformations

- No longer do you need an internet connection to [import](#) or [export](#) files. Now you can take advantage of in-product compatibility with MS Office Mac 2011 and iWork 09.
- More export [types](#) let you export your map or slides in a variety of formats.
- Now you can easily [import](#) your Freemind maps into MindManager.

Improved Filtering and Select

- [Filtering](#) and [selecting](#) map elements is more intuitive with helpful tool tips, and easier creation and use of saved rules.

Quick Entry Mode

- Quickly [enter and organize](#) ideas into a map for an improved brainstorming and mapping experience.

Improved Imagery, Styles and Templates

- Choose from a selection of new business-oriented [icons](#), [images](#), [templates](#) and [styles](#) designed to enhance presentations and provide more context to maps.

STARTING A NEW MAP

CREATING A NEW MAP

Each new map you create is based on a template. When you first start MindManager you see the Map Gallery where you can choose the template to use for a new map. If you prefer to automatically begin a new map on startup, you can change this behavior. Within MindManager, you can create a new map from the default template or from a template that you select.

To begin a new map when you start MindManager:

1. In the Map Gallery click the template you want to use as the basis for your map.
2. Click Choose.

To automatically begin a new map on startup:

1. Choose MindManager > Preferences.
2. Under On Startup, select "Create new map".

To begin a new map from within MindManager:

- Choose File > New to create a new map from the default template.
- Choose File > New from Template to choose a specific template for the new map.

By default, the "Blank Map" template is used for new maps.

USING TEMPLATES TO CREATE NEW MAPS

To create a MindManager map from a template, you choose the template from the Map Gallery. The Gallery displays a variety of map templates for some commonly-used maps, grouped by category. Map Templates have preset content and formatting (similar to the stationery in other applications), so you don't have to re-create map types that you typically use.

Use the map templates as a starting point: You can edit the templates to include your own content, or you can look at them to get an idea of what features and formatting capabilities are available in MindManager.

When you choose a template, you are actually opening a copy of the template; the original template document remains unchanged.

If you usually choose a particular map template when you create new maps, you can choose to use it as the default template for each new map you create, and you can set the MindManager Preferences so that MindManager automatically begins a new map using this template on startup.

To create a new map from a template:

If the Map Gallery displays when you start MindManager, you can select the template there. Once you have started MindManager, you can use the following steps:

1. Choose File > New from Template.
2. Select a map template in the Map Gallery. (Choose a category in the left column to see Templates grouped according to their purpose.)

To begin a new map without any content, select the Blank Map template.

3. Click Choose.

A new map begins using the template you've chosen.

4. Edit the map and add your own content.
5. Save the new map.

To change the default template for new maps:

1. Choose MindManager > Preferences.
2. In the "New Map Template " list click Choose.
3. Select the template you want to use each time you create a new map.
4. Click Choose, and then click OK in the Preferences dialog.

When you choose File > New a new map automatically begins using the template you've chosen.

If you want MindManager to automatically begin a new map on startup, in the Preferences dialog, under On Startup, select "Create new map". The new map will use the default template you have chosen.

If you are satisfied with the template content, but you want a different "look" for the map, you can apply a different style. You can also create and save your own templates with customized content and formatting.

VIEWING A MAP

ABOUT MAP VIEW AND OUTLINE VIEW

MindManager offers two ways to view a map: Map View and Outline View.

In Map View the topics are presented in a radiating hierarchical form called a map. In this view, you can also see graphical elements such as color, images, relationships and boundaries, view topic task information, and use bookmarks for navigating between topics. This is the more efficient view for creating and formatting maps.

Outline View presents the same topics in a familiar linear 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. Outline View is limited in that it does not show topic color or font, task information, images, tags, relationships, boundaries or the map background.

Both views include icons, labels, notes, hyperlinks and attachments.

To switch between Map View and Outline View:

- Click View > Outline View or View > Map View .

New and existing maps always open in Map View. Your map is **printed** as shown: as a map from Map View and as an outline from Outline View.

If you are planning to **export** the map as an outline, you can use Outline View to preview the topics in a linear arrangement and make any necessary adjustments.

ZOOMING IN AND OUT

In Map View, 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 currently-selected objects to the screen or show the map at actual size (zoom = 100%). If your system supports the use of gestures, you can use them to zoom in and out.

To zoom in or out:

- Choose View > Zoom > Zoom In or View > Zoom > Zoom Out.

TIP: 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 at original size (100%), choose View > Zoom > Actual Size.

You can also use the zoom control at the lower-left of the map window to perform these functions.





When you [save](#) the map or [export](#) it as an image it is saved or exported using the current zoom factor. When [printing](#), the zoom factor has no effect: The map is printed at the scale specified in the File > Page Setup dialog.

In addition to zooming, the [Detail](#) commands can be helpful in navigating large or complex maps.

COLLAPSING AND EXPANDING TOPICS

In Map View or Outline View, you can control the level of detail (number of subtopic levels) displayed for any topic individually or as a group.

To expand or collapse individual topics:

- In Map View, click the expand icon  or the collapse icon  on the topic.
- In Outline view, click the expand arrow  or the collapse arrow  on the topic.

To expand or collapse multiple topics in Map View:

1. Select a topic or topic(s). Selecting the central topic affects the whole map.
2. Choose View > Detail.
3. Choose the detail level to display.

To focus on a single topic in Map View (expand the topic and collapse all others):

- Choose View > Detail, and then choose Focus on Topic.

The map is printed, exported, and saved with topics expanded or collapsed.

You can also filter topics to hide them. For more information on filtering the map see [Filtering topics](#).

FILTERING TOPICS

If you only want to see a subset of the topics on your map, you can filter it. You can filter the map manually by showing or hiding the topics you select, or you can use a saved rule to define the filtering criteria.

To filter the map manually:

1. Select a set of topics: you can select the topics you want to show (show only these, hide all others) or hide (hide these, show all others)

HINT: Command-click a topic to add it to the group of selected topics.

2. Click the Filter toolbar button or choose View > Filter.
3. Choose Hide Selected or Hide Others.

The yellow Filter indicator is displayed at the bottom of the map.

Filtering is cumulative: You can select more topics and filter the map again. Subsequent filters work only on visible topics.

To filter using a saved Rule:

1. Click the Filter toolbar button, or choose View > Filter.
2. In the menu, choose the Saved Rule you want to use. Only topics that match the rule will be shown.

If you want to use a different rule, choose "Edit rules" to [create or modify a rule](#).

To remove all active filters:

Choose View > Filter > Remove Filter, or click Remove Filter on the Filter indicator at the bottom of the map.

If you save the map while it is filtered it will still be filtered the next time you open it. When a filter is active, hidden topics are not included on [slides](#) or in [printed](#) or [exported](#) output.

CREATING OR MODIFYING SAVED RULES

When you choose Edit Rules in the Filter or Select pop-up menus, you see the Rules window that lists your saved rules. You can apply the rules shown here, create new rules and modify or delete existing rules.

The fastest way to use a saved rule to select or show topics is from the Filter or Select menus, but the Rules window gives you additional information and options.

To see the Rules window:

- Choose Select > Edit Rules or View > Filter > Edit Rules
- Choose Edit Rules in either the Filter or Select toolbar pop-up menus.

To filter or select topics using a rule from the Rules window:

1. Point to the rule name to see the Filter and Select icons.

When you point to the Select icon, you'll see how many topics will be selected by the rule, including any topics hidden by a filter.

2. Click the icon for the action you want to perform:
 - Filter shows only the topics that meet the filter criteria.
 - Select selects all the topics that meet the filter criteria.

HINT: You can also apply rules from the Action pop-up menu at the bottom of the pane. This menu offers the additional filtering option to hide topics that match the rule criteria.

To add a new rule:

1. Click the "+" (add) button at the bottom of the Rules window.

2. In the edit rule window that appears, enter a rule name and define its criteria, then click OK.

The new rule will appear in the selection of Saved Rules in the Filter and Select menus and in the Rules window.

To modify a rule:

1. Do one of the following:
 - Double-click the rule name in the list in the Rules window.
 - Select the rule name in the list, click the action menu icon, and click Edit in the action menu.
 - If you want to edit a copy of the rule to create a new rule click Duplicate, then select the copy of the rule and do either of the actions above .
2. In the edit rule window that appears, modify the rule name and criteria, then click OK.

To delete an existing rule:

- Select a rule name, and click the "-" (delete) button at the bottom of the Rules window.
-

HIDING MAP ELEMENTS

It is not necessary to delete map elements that you don't want shown in Map View or on Slides: you can just hide them. This can be convenient when you've added information for your own reference but don't want it shown during a presentation or on the maps you print or otherwise distribute. Elements are hidden as a group by type, but cannot be hidden individually.

To show or hide map elements:

1. Choose View > Show & Hide.
2. Select the elements you want to hide; de-select those you want to show.

You can also show or hide elements when you set [SlideShow](#) options.

If you save the map with elements hidden they will still be hidden the next time you open the map.

Hidden elements are not included on slides, printed maps or in exported files.

Elements are hidden by type as a group, but cannot be hidden individually. If you want to hide individual topics, you can use the [Filter](#) command.




VIEWING MULTIPLE MAPS

You can view several maps at once by opening them in succession. You can arrange and size the map windows independently and switch between open maps using the Window menu.

To use map windows:

- To bring all your map windows to the front choose Window > Bring All to Front.
- To minimize the current map window choose Window > Minimize.
To maximize it choose Window > Zoom.
- To bring a specific map to the front choose Window, and then click the map name in the list at the bottom of the menu.

Icons next to the map names indicate their status:

-  indicates the current map.
 -  means the map is unsaved.
 -  means the map window is minimized.
-

NAVIGATING

NAVIGATING IN MAP VIEW

Navigating in Map View 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 use them to scroll and zoom.

To navigate using the keyboard:

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.

To navigate using gestures:

Two-finger drag	Scroll the map.
Swipe (three fingers)	Scroll the map by pages.
Pinch or expand	Zoom in or out.

For large maps it is helpful to [collapse and expand](#) topics to make it easier to move around the map.

Consult the [Keyboard Shortcuts](#) for additional shortcuts.

NAVIGATING IN OUTLINE VIEW

- To see your map topics in Outline View, choose View > Outline View.

Navigating in Outline View is straightforward using the mouse and scroll bars. You can also move through the outline using the keyboard. Floating topics appear at the bottom of the Outline View list.

To navigate using the keyboard:

Up Arrow , Down Arrow	Move to the next or previous visible topic.
Right Arrow, Left Arrow	Expand or collapse topics.
Option-Up Arrow	Move to first topic.
Option-Down Arrow	Move to last topic.

If your outline contains many topics, you may consider [filtering](#) the map to control which topics are visible.

USING BOOKMARKS

Add bookmarks to mark topics for navigation in Map View. Then you can navigate by jumping between bookmarked topics and skipping other topics. This is especially useful during a presentation where you only want to focus on a specific set of topics.

To mark topics with bookmarks:

1. Select the topic(s) in Map View.
2. Choose Edit > Bookmark > Add Bookmark or press Command-D.

You'll see a bookmark icon  appear on the topic(s).

To navigate through a map from bookmark to bookmark:

- To move to the next bookmark press Option-Command-B.
- To move to the previous bookmark press Option-Shift-Command-B.

To remove bookmarks:

- For a single topic choose Edit > Bookmark > Remove Bookmark or press Command-D.
- For all bookmarks choose Edit > Bookmark > Remove All Bookmarks.

If you prefer not to see the bookmark icons during a presentation or on your printed or exported maps, you can [hide](#) them by choosing View > Show & Hide.

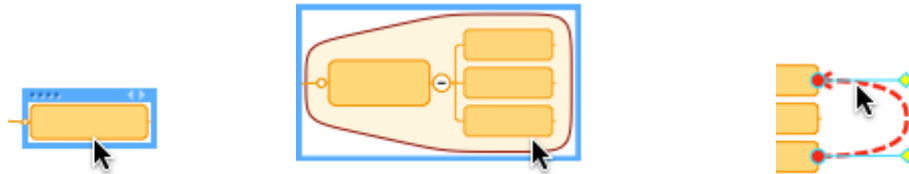
SELECTING TOPICS AND ELEMENTS

To edit or format a topic or map element you must first select it. You can select topics and elements individually using the mouse, or by using menu commands in Map View or Outline View. Additionally, in Map View you can drag a selection rectangle to select all topics with an area. To select only topics that match certain criteria, you can use a saved Rule.

To select topics or elements in Map View or Outline View:

- To select a single topic or element, click it.
- To select additional topics or elements, Command-click or Shift-click them.
- To de-select a topic from the group, Command-click it.
- To de-select all topics except one, Shift-click it.
- To select all topics at the same level as the currently-selected topic, choose Select > Siblings.
- To select all topics at the level below the currently-selected topic, choose Select > Descendants.
- To select all topics that are not currently selected and de-select those that are, choose Select > Invert Selection.
- To de-select all topics or elements, choose Select > None.

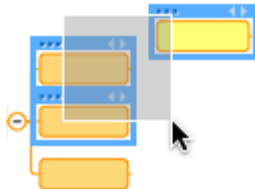
Selected topics and elements are indicated by visual cues:



Examples of a selected topic, a selected boundary, and a selected relationship.

To select topics within a specific area in Map View:

- Click and drag a rectangle that touches all the topics you want to select.



Selecting topics by dragging the selection rectangle in Map View.

Command-click to add or remove topics from the selected group. (Note that you can add other elements like relationship arrows, boundaries, etc. to the selected group in this way.)

To select topics using a saved Rule:

1. Click the Select toolbar button, or choose Select.
2. In the menu, choose the Saved Rule you want to use. Only topics that match the rule will be selected.

If you want to use a different rule, choose "Edit rules" to [create or modify a rule](#).

CREATING OR MODIFYING SAVED RULES

When you choose Edit Rules in the Filter or Select pop-up menus, you see the Rules window that lists your saved rules. You can apply the rules shown here, create new rules and modify or delete existing rules.

The fastest way to use a saved rule to select or show topics is from the Filter or Select menus, but the Rules window gives you additional information and options.

To see the Rules window:

- Choose Select > Edit Rules or View > Filter > Edit Rules
- Choose Edit Rules in either the Filter or Select toolbar pop-up menus.

To filter or select topics using a rule from the Rules window:

1. Point to the rule name to see the Filter and Select icons.

When you point to the Select icon, you'll see how many topics will be selected by the rule, including any topics hidden by a filter.

2. Click the icon for the action you want to perform:

- Filter shows only the topics that meet the filter criteria.
- Select selects all the topics that meet the filter criteria.

HINT: You can also apply rules from the Action pop-up menu at the bottom of the pane. This menu offers the additional filtering option to hide topics that match the rule criteria.

To add a new rule:

1. Click the "+" (add) button at the bottom of the Rules window.
2. In the Edit Rule window that appears, enter a rule name and define its criteria, then click OK.

The new rule will appear in the selection of Saved Rules in the Filter and Select menus and in the Rules window.

To modify a rule:


1. Do one of the following:
 - Double-click the rule name in the list in the Rules window.
 - Select the rule name in the list, click the action menu icon, and click Edit in the action menu.
 - If you want to edit a copy of the rule to create a new rule click Duplicate, then select the copy of the rule and do either of the actions above .
2. In the edit rule window that appears, modify the rule name and criteria, then click OK.

To delete an existing rule:

- Select a rule name, and click the "-" (delete) button at the bottom of the Rules window.

OPENING MAPS

OPENING MAPS AND OTHER DOCUMENTS

There are several ways to open MindManager maps and other documents. Map files  have the filename extension .mmap, and can include maps created by Mindjet MindManager for Mac or on the PC with MindManager X5 or later.

To open a map when you start MindManager:

1. In the Map Gallery, click Open Existing Map.
2. Select the map, and then click Open.

The Map Gallery is displayed by default each time you start MindManager. Alternatively, you can choose to open a specific map or template each time you start MindManager using the MindManager [Preferences](#).

To open a map while working in MindManager:

1. Choose File > Open.
2. Select the map, and then click Open.

To open a recently-used map:

1. Choose File > Open Recent.
2. Choose the map from the sub-menu.

You can also open a recently-used map from the Map Gallery.

To open a map from the Finder:

- Double-click the map icon or drag it to the MindManager application icon in the dock.

Other documents you can open:

- MindManager Map templates (.mmap). See [Creating a custom map template](#).
- MindManager Styles (.mmas). See [Creating a custom style](#).
- MindManager Map Parts (.mmmp). See [Creating a custom map part](#).
- xml-format maps (.xmmap). See [Cross-Platform Tips](#).
- OPML documents (.opml) open as maps.

You can also [Import](#) other types of files to create maps.

SEARCHING FOR MAPS WITH SPOTLIGHT

You can use the Mac OS X Spotlight feature to search for maps and map templates on your computer. When you save a map or template, it is automatically indexed for Spotlight searches. Spotlight will find matching text in any of the following parts of your map:

- Topic text
- Notes text
- Categories and resources task information
- Hyperlinks on topics and within notes text
- Tags
- Author information

To search for a map using Spotlight:

- Click the Spotlight search button and enter the text you want to find in the search field.

When the search results appear, MindManager maps and templates will be listed in the Documents section. You can click on the file name to start MindManager and open the map or template.

NOTE: you may not see the search text in some matching documents if it occurs within a hyperlink address or in the author information.

You can also use commands within MindManager to [find and replace](#) text in the current map.

USING MINDMANAGER TOOLS

USING QUICK ENTRY MODE

The Quick Entry mode allows you to record ideas as they come to you in brainstorming fashion, without worrying about how your map will be structured. Just enter your ideas spontaneously, and then drag them onto the map to create the structure.

To use Quick Entry mode:

1. On the toolbar, click Quick Entry, or choose Window > Show Quick Entry Window.

The Quick Entry window appears.

2. Enter your first idea in the top entry field, and then press Enter or click Add.
3. Continue to add ideas as they occur to you.

You'll see the list of items you've entered in the lower pane.

- *To remove* an item from the list, select it and then click the "-" button in the window's lower left corner.
- When you are finished recording ideas, you can drag them from the list and drop them into any open map to create a meaningful structure.
- Close the Quick Entry Window using the window controls, or choose Window > Hide Quick Entry Window.

USING THE FORMAT BAR

The format bar is displayed under the toolbar. You can use it to change the appearance of topics and other map elements and to add items to your map.

The buttons and options available on the format bar depend on the type of element that you select on the map. Point to a control to see its description.

To show or hide the format bar:

- Choose View > Show Format Bar or View > Hide Format Bar.

TIP: The format bar offers a subset of the commands and options you'll find in the [Inspector](#).

USING THE INSPECTOR

Use Inspectors for formatting map topics and elements and for adding and managing markers, task information, hyperlinks and attachments.

The Inspector window has five panes that you can access by clicking the tabs at the top of the window:

- The Markers Inspector for coding topics with icons and tags
- The Task Inspector for adding task information
- The Hyperlink and Attachments Inspector for adding links and attaching documents
- The Topic Inspector with options for formatting topics and other map elements, and for changing the map layout
- The Boundary / Relationship Inspector for formatting boundaries and relationships

You can open multiple Inspector windows for easy access to the options you use most. For example, you can have the Topic Inspector open in one window, and the Hyperlink and Attachments Inspector open in another.

To show or hide the Inspectors:

- Click the Inspector button on the toolbar or choose Window > Show Inspector.
- Click a button at the top of the window to display a different inspector. Point to the buttons to display the Inspector's name.
- To open another Inspector window choose Window > New Inspector.

The options that are available in the Inspector depend on the type of map elements you have selected. The settings you choose are applied to the currently selected map element(s) or topic(s). Note that you can select multiple topics and elements and apply settings to them as a group.

USING THE LIBRARY

The Library contains a variety of items that you can drag onto your map: images, map parts and backgrounds. The Library window has a pane for each of these categories, visible when you choose the category from the drop-down list at the top of the window. Images and backgrounds are stored in sub-categories based on their theme.

You can customize the library by adding your own images, backgrounds and map parts.

To show the Library window:

1. Click the Library toolbar button or choose Window > Show Library.
2. Choose the category you want to view.

To add images and backgrounds to the Library:

- Copy or move the files to the MindManager Library folder:
- `~/Library/Application Support/Mindjet/MindManager/9/{language}/Library/`
 - where the tilde (~) character indicates your home folder
 - where {language} is the language name for your installed copy of MindManager, for example, English.
- Place the files in the appropriate subfolders:
- Images are stored in subfolders of the Images folder in PNG format.
- Backgrounds are stored in subfolders of the Background Images folder in PNG format.

NOTE: you can create your own [custom map parts](#) and save them directly to the Library folders.

CUSTOMIZING THE TOOLBAR

The toolbar provides shortcut buttons for commonly-used MindManager commands. You can add or remove buttons, spaces and separators to customize it to your liking.

To customize the toolbar:

1. Choose View > Customize Toolbar.
2. *To add* a button to the toolbar drag it from the dialog onto the toolbar.
 Select Use Small Size if you add buttons and the toolbar becomes crowded.
To remove a button from the toolbar drag it off the toolbar.
3. Click Done.

If you prefer not to use the toolbar choose View > Hide Toolbar. You can show it again at any time by choosing View > Show Toolbar.

You can access many other MindManager commands using keyboard shortcuts and by using the shortcut menus that appear when you Command-click an item.

CREATING AND EDITING MAP TOPICS

CREATING NEW TOPICS

ENTERING A CENTRAL TOPIC

The central topic contains the main idea or title for your map. Each new map starts with a placeholder where you can add your own text.

To enter or change the central topic:

1. Click to select the central topic.
2. Type the text and press Return.

TIP: To create a multi-line topic, press Shift-Return where you want a line break.

You can include revision information inside the central topic by choosing View > Show & Hide and selecting Revision Number & Modification Date.

ADDING TOPICS AND SUBTOPICS

In Map View or Outline View, you can add topics (at the same level as the current topic) and subtopics (at the level below the current topic), using keyboard shortcuts or the Insert toolbar button.

To add a topic:

1. Select a topic and press Return, or click the Insert toolbar button and choose Topic from the pop-up menu.
2. Type the topic text and press Return.

New topics are added after the selected topic in clockwise order. To add a topic in reverse order, press Shift-Return or click the Insert toolbar button and choose Topic Before in the pop-up menu.

To add a subtopic:

1. Select a topic and press Command-Return, or click the Insert toolbar button and choose Subtopic from the pop-up menu.
2. Type the topic text and press Return.

To add a new parent topic:

1. Select a topic and press Shift-Command-Return, or click the Insert toolbar button and choose Parent Topic from the pop-up menu.

2. Type the topic text and press Return.

Other ways to add topics:

Use the shortcut menus:

- To add a main topic Control-click the map background (or below the topic list in Outline View) and choose Insert Main Topic.
- To add a parent topic, topic or subtopic Control-click a topic, and in the shortcut menu choose the topic type from the Insert submenu.

To add topics in brainstorming fashion, use the [Quick Entry](#) mode.

ADDING CALLOUT TOPICS

Attach callouts to topics to show small items of additional information or reminders.

To add a callout topic:

1. Select a topic; then click the Insert toolbar button and choose Callout Topic, or choose Insert > Callout Topic.
2. Type the callout's text and press Return.

You can add subtopics to the callout by pressing Command-Return.

TIP: When you cut or copy a topic you can paste it as a callout on another topic using the "Paste as Callout" option.

You can also add callouts to boundaries and relationships. If you add callouts as reminders for your own use, you can hide them when you print or export the map, or when you display the map in a slideshow.

ADDING FLOATING TOPICS

Floating topics are not connected to the central topic or its descendants and can be positioned freely on the map. You can use floating topics with subtopics to add auxiliary information, or alone for annotations like a page title.

To add a floating topic:

1. Click the location for the new topic on the map background, or choose Insert > Floating Topic.
2. Type the topic text and press Return.

HINTS:

- You can also add floating topics using the shortcut menu. Control-click the map background and choose Insert Floating Topic from the menu.

- You can re-locate floating topics in Map View by dragging them to a new location. Hold the Shift key as you drag to prevent the topic from attaching to other topics.
 - Make an existing topic "float" by holding the Shift key and dragging the topic away from its parent.
 - You can create floating images (an image inside a floating topic) by dragging an image onto the map from the Library.
 - You can add subtopics to the floating topic by selecting it and then pressing Command-Return.
 - To enable adding floating topics with a single click, in Map View choose MindManager > Preferences and under Editing, select "Single click to insert floating topic".
 - In Outline View, floating topics appear at the bottom of the topic list.
-

USING QUICK ENTRY MODE

The Quick Entry mode allows you to record ideas as they come to you in brainstorming fashion, without worrying about how your map will be structured. Just enter your ideas spontaneously, and then drag them onto the map to create the structure.

To use Quick Entry mode:

1. On the toolbar, click Quick Entry, or choose Window > Show Quick Entry Window.

The Quick Entry window appears.

2. Enter your first idea in the top entry field, and then press Enter or click Add.
3. Continue to add ideas as they occur to you.

You'll see the list of items you've entered in the lower pane.

- *To remove* an item from the list, select it and then click the "-" button in the window's lower left corner.
 - When you are finished recording ideas, you can drag them from the list and drop them into any open map to create a meaningful structure.
 - Close the Quick Entry Window using the window controls, or choose Window > Hide Quick Entry Window.
-

USING THE TIMER

Use the timer to stay on track during meetings, presentations, and brainstorming sessions.

To start the timer:

- Choose Window > Show Timer.

- Use the button next to the time display to choose a time from the list, or use the buttons under the time display to set the hours, minutes and seconds.
- Click the Start button to start the timer.

You can pause or restart it at any time.

Its handy to use the timer with [Quick Entry](#) mode for brainstorming.

INSERTING CALENDAR EVENTS AND TO DO'S

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 event or to do as a topic:

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 choose Choose Existing Event or Choose Existing To Do to add an existing item.

TIP: To modify the calendar item, double-click the topic, or choose Edit >Calendar 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.

You can create topics that show existing calendar events or to do's that match certain criteria. For more information, see [Inserting Smart Calendar Topics](#).

To learn about iCal, open iCal and choose Help > iCal Help.

BUILD ON EXISTING CONTENT

ABOUT TEMPLATES

MindManager comes with a selection of map templates that give you a jump-start on creating a map.

Map templates contain pre-defined content plus default formatting for all map elements (also called the style of the map). You can use map templates to get a jump-start on creating frequently-used maps and provide consistency in content and structure.

MindManager includes a selection of basic map templates for common tasks. By default, you see the Map Gallery each time you start MindManager, where you can select a template to begin a new map. You can start a new map from a template at any time by choosing File > New from Template. You are not limited to using these map templates: You can modify them to suit your needs or create new map templates from scratch.

One special template, called Blank Map, is used (by default) each time you create a new map by choosing File > New. You can choose a different default template for new maps by choosing MindManager > Preferences.

TIP: You can choose whether you want to see the Map Gallery when you start MindManager by choosing MindManager > Preferences.

USING TEMPLATES TO CREATE NEW MAPS

To create a MindManager map from a template, you choose the template from the Map Gallery. The Gallery displays a variety of map templates for some commonly-used maps, grouped by category. Map Templates have preset content and formatting (similar to the stationery in other applications), so you don't have to re-create map types that you typically use.

Use the map templates as a starting point: You can edit the templates to include your own content, or you can look at them to get an idea of what features and formatting capabilities are available in MindManager.

When you choose a template, you are actually opening a copy of the template; the original template document remains unchanged.

If you usually choose a particular map template when you create new maps, you can choose to use it as the default template for each new map you create, and you can set the MindManager Preferences so that MindManager automatically begins a new map using this template on startup.

To create a new map from a template:

If the Map Gallery displays when you start MindManager, you can select the template there. Once you have started MindManager, you can use the following steps:

1. Choose File > New from Template.

2. Select a map template in the Map Gallery. (Choose a category in the left column to see Templates grouped according to their purpose.)
 - To begin a new map without any content, select the Blank Map template.
3. Click Choose.

A new map begins using the template you've chosen.
4. Edit the map and add your own content.
5. Save the new map.

To change the default template for new maps:

1. Choose MindManager > Preferences.
2. In the "New Map Template " list click Choose.
3. Select the template you want to use each time you create a new map.
4. Click Choose, and then click OK in the Preferences dialog.

When you choose File > New a new map automatically begins using the template you've chosen.

If you want MindManager to automatically begin a new map on startup, in the Preferences dialog, under On Startup, select "Create new map". The new map will use the default template you have chosen.

If you are satisfied with the template content, but you want a different "look" for the map, you can apply a different style. You can also create and save your own templates with customized content and formatting.

ADDING TOPICS USING MAP PARTS

Map parts provide a method for quickly adding commonly-used topics to your map. They are stored in the Library and can be dragged onto the map or outline to create new topics.

To add topics using a map part:

1. If the Library is not already open click the Library toolbar button or choose Window > Show Library.
2. In the Library's top pop-up menu select Map Parts.
3. Drag the map part from the Library to the map or outline. A visual cue will show you the new location for the topics.

If you want the map part to "float", hold down the Shift key as you drag the map part onto the map. This prevents it from attaching to another topic.

If you add a map part that you created its formatting may not match the rest of your map. To use the map's default formatting, in Map View select the new topics from the map part and choose Format > Use Default Format.

You can create your own map parts from topics that you use frequently or modify an existing map part to tailor it to your needs.

ADDING TOPICS BY PASTING TEXT

You can create new topics by pasting text to the map or outline from within MindManager or from another application.

To add topics by pasting text:

1. Select the text to use for the new topics (from within MindManager or from another application) and press Command-C to copy it.
2. In MindManager, select the location for the new topics.

If you select a topic the pasted text will become its subtopics. If you click on the map background the pasted text becomes a floating topic.

3. Press Command-V to paste the text.

A new topic begins at each line or paragraph break within the source text.

TIP: If the original copied text is formatted, the topics created by pasting will reflect that formatting. To return the new topics to the map's default formatting, select them and choose Format > Use Default Format.

IMPORTING FILES

You can create a new map by importing your Pages or Word documents, or maps that you have created with FreeMind. When you import the file, a new map will be created from the file's contents.

To import your document or map:

1. Choose File > Import.

Optional: choose the types of files you want to see in the Enable list.

2. Choose the document you want to import.
3. Click Import.

The contents of the file will be imported, and a new map will open. For details on how files are imported, see [these hints](#).

NOTE: if you want add content to your current map instead of starting a new map, you can copy and paste text from another document into the map.

HINTS FOR IMPORTING FILES FROM PAGES, WORD, OR FREEMIND

In general, files from Pages, Word and FreeMind will be imported as you expect. The hints below give some specific information.

Pages documents

You can import files from Pages '09. MindManager will use the headings in the document to define the map's structure.

Word documents

You can import .doc and docx files from Microsoft Word:Mac 2008 and 2011, and from Microsoft Word (for Windows) 2010. MindManager will use the headings in the document to define the map's structure.

FreeMind maps

You can import maps from FreeMind 0.9.0.

INSERTING 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.

NOTE: If you disconnect a subtopic from the Smart Calendar topic by dragging it to another part of the map, it becomes an 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.

You can create topics that include new or existing calendar items, and modify the items with either MindManager or iCal. For more information, see [Inserting calendar events and to do's](#).

To learn about iCal, open iCal and choose Help > iCal Help.

EDITING MAP TOPICS

EDITING TOPIC TEXT

You can modify the text of any topic when you start edit mode, or replace all the text by simply entering new text,

To edit a topic's text:

1. Select a topic in Map View or Outline View.
2. In Map View, click again to begin edit mode.
In Outline View, double-click to begin edit mode.
3. Position the cursor or select the text you want to replace and type the new text.
4. In Map View press Return to finish editing.
In Outline View, press Enter to finish editing, or press Return to stay in edit mode and add a sibling topic.

TIP: To replace the entire topic in Map View just select the topic and type the new text.

If you usually prefer to append the new text you type to existing text (instead of replacing it) choose MindManager > Preferences and deselect "Typing replaces selection." Any new text you type will be added to the end of the existing topic text.

To add text inside a topic by pasting:

1. Select the text in MindManager or another application and press Command-C to copy it.
2. In MindManager, select the destination topic.
3. In Map View, click again to begin edit mode.
In Outline View, double-click to begin edit mode.
4. Position the cursor or select the text you want to replace.
5. Press Command-V to paste the new text.

If the pasted text is formatted, it may not match the formatting of other text on your map. To match the other topics' formatting, in Map View, select the topic where you added the text and choose Format > Use Default Format.

If you want MindManager to automatically begin a new map on startup, in the Preferences dialog, under On Startup, select "Create new map". The new map will use the default template you have chosen.

You can paste text to create new topics, and cut, copy, and paste entire topics to re-arrange your map. To use an entire document from another application you can import it.

FINDING AND REPLACING TEXT

You can easily locate or change text (or any set of characters) that you have used in your map. You can choose to look in the topic text, notes, hyperlinks, resources, tags and comments.

To find and optionally replace text:

1. Choose Edit > Find > Find.
2. Enter the text you want to look for in the "Find" box.
3. If you want to replace the text with something else, type the new text in the "Replace with" box.
4. Optional: To specify which map elements MindManager should search, or to find and replace words that match more specific criteria, click Options and make your selections. Note that you can find but not replace text in tags.
5. Click a button to find or replace text:
 - Click Next to find the next occurrence of the text in the document without changing the current selection.
 - Click Replace & Find to replace the current occurrence of the text and immediately find the next occurrence.
 - Click Replace All to replace all occurrences of the text in the document.

MindManager begins the search with the current topic and proceeds in a clockwise direction.

If you are using Outline View and choose to search fields that are not displayed, such as Resources, Find may show matches that do not appear to contain the text you are looking for. Switch to Map View to see all the topic elements, and the matching text.

HINTS:

- To find text that matches some text you have selected, choose Edit > Find > Use Selection for Find before step 1, above.
- Once you have selected or entered the text to find, you can press Command-G or choose Edit > Find Next to locate the next occurrence of the text.

You can use [Spotlight](#) to find maps that contain specific text.

CHECKING SPELLING

You can check the spelling for topic text and within the topic notes using the standard Mac OS X spelling features. The Mac OS X spelling window offers advanced spell-checking options: see suggestions for misspelled words, add words to the dictionary or select a different dictionary for the spell check.

To check the spelling on your map:

1. Choose Edit > Spelling > Check Spelling. If there are any misspellings, the first misspelled word is highlighted.
2. Correct the word and press Command - ; (semicolon) to see the next error. Continue doing this until no more errors are found.

TIP: Hold down the Control key as you click a misspelled word to see alternate spellings and access other spelling commands.

To see misspelled words automatically as you type choose Edit > Spelling > Check Spelling As You Type.

To use advanced spell-check features:

1. Choose Edit > Spelling > Spelling.
2. The first misspelled word is highlighted. Do one of the following:
 - Double-click the correct word in the Guess list to replace the incorrect word. If the correct word does not appear in the Guess list but you know the correct spelling, select the misspelled word in the Spelling window, type the correct word, and click Correct.
 - Click Ignore if the current spelling is correct and you want to leave it as it is. If this is a term or name you use often, click Learn to add it to the dictionary.
 - To delete a word from the dictionary, click Forget.
 - If no alternate spellings appear in the Guess list, select the misspelled word in the Spelling window and try a different possible spelling. Click Guess to see if new possibilities appear in the Guess list. If you are sure your spelling is correct, click Learn to add the word to the dictionary.
3. Click Find Next and repeat until you find no more errors in your document.

To see misspelled words automatically as you type choose Edit > Spelling > Check Spelling As You Type.

TIP: If you have used a word incorrectly that still has valid spelling, the spell check will not detect it. You can use the [Find and Replace](#) feature to replace the incorrect words.

UNDOING YOUR MOST RECENT CHANGES

If you make a mistake while editing a map you can undo your most recent changes.

To undo the most recent change:

- Choose Edit > Undo.

To undo several changes, choose Edit > Undo multiple times.

To cancel the last Undo, choose Edit > Redo.

To stop displaying Undo and Redo hints, choose MindManager > Preferences and under Visual Effects, deselect "Show Undo and Redo hints in map".

To discard all the changes you made since you last saved the map, you can [revert](#) to the last saved version.

ADDING OTHER INFORMATION

ADDING VISUAL INFORMATION

ABOUT MARKERS

Markers can be used to code and classify topics on your map. You add them from the Markers Inspector.

Markers come in three basic types: icons, tags, and colors.

- An icon is small image with an assigned meaning - for example, a green flag that means "Go."
- A tag is a brief notation, usually used to classify topics - for example "10-20 units."
- A color marker is a fill color or font color with an assigned meaning - for example a red font color means "Critical."

Each map contains a list of available markers organized into groups in the Markers Inspector. Some marker groups are linked to task information.

Standard Marker Groups appear in the marker list for every map and cannot be deleted. You can add or remove markers from these groups as desired:

- Task Priorities, Progress (%) and Resources markers can be assigned to topics from either the Markers Inspector or from the Task Inspector. You can create new Resources markers in either Inspector or import them from your address book.
- Single Icons are icons that have assigned meanings, but don't belong to any group.
- Fill Colors and Font Colors represent topic fill and font colors. When you apply fill and font colors to your map, unnamed markers are added to these groups. You can assign them names, and once named, they remain in the group whether or not they are used on the map (if left unnamed, they disappear when they are not used).

User-defined marker groups can be created and populated as you desire, to suit your particular needs. You can create Tag groups or Icon groups, assign meanings to Icons, and make the markers within them exclusive (only one marker from the group can be used per topic) or non-exclusive.

TIP: You can manage and customize the markers list using the [commands](#) in Markers Inspector. The markers list is saved with the map or map template, so each map can have a unique markers list. You can also save the markers list in a file, and then re-use this list on other maps.

CODING TOPICS WITH MARKERS

Use markers to categorize topics or code them with task information. Add markers to topics in Map View or Outline View from the Markers Inspector and the Task Inspector. Tags are not displayed in Outline View.

To add markers to topics:

1. Select one or more topics.
2. If the Inspector is not already open click the Inspector toolbar button or choose Window > Show Inspector.
3. Click the Markers Inspector tab.
4. Click the marker you want to add to the topic(s). If you don't see the marker you want to add you can add it to an existing group or create a new group using the [marker management](#) features.

You can add more than one marker to a topic. If you've added a marker from an exclusive group, and then select another marker from the same group, the first marker will be removed. You can change this attribute for a marker group by using the [marker management](#) features.

To change a topic's marker to another marker from the same group, Control-click the marker and select the new marker from the pop-up menu or click on the marker to cycle through the group's markers.

You can also add Task Priority and Progress markers to topics from the Task Inspector.

TIPS:

- To see larger icon markers in Map View, choose MindManager > Preferences and select "Show larger icons and task information images".
- To hide the markers in Map View (without deleting them) choose View > Show & Hide. You can elect to hide Icons, Tags, and Tag Group names independently.

To remove markers from topics:

1. Control-click the marker.
2. For icons: Choose Remove to remove the selected icon or Remove All Icons to remove all the topic's icons.

For tags: Choose Remove All Tags to remove all the topic's tags.



HINT: if you click a marker in the Markers Inspector that already exists on the current topic, the marker will be removed.

The available markers and their groupings are saved as part of the map (or map template). You can add, remove, rename and re-group the markers in the Inspector.


MANAGING MARKERS

In the Markers Inspector, pop-up menus and action menus let you add, remove, modify, and organize markers and marker groups. To see the pop-up menus, point to the group name or marker name.

Manage marker groups

Action	Click  to see the action menu and then:
Add a new marker to a group	Choose "New marker" where marker is the name of the group for standard groups (for example "New Task Priority") or the marker type (for example "New icon"). Enter the name for the new marker and (for icon or color markers) select its icon or color. NOTE: You can import resources from your address book - see Adding resources from your address book .
Add a new icon or tag group	Choose "New icon group" or "New tag group." Enter the new group's name, and then add markers to the group (described below).
Action	Point to the group name, click  and then:
Rename a group	Choose Rename; then enter the new group name. HINT: If you don't want to display group names for tags choose View > Show & Hide and deselect Tag Group Names.
Make a group exclusive or non-exclusive	Choose "Make exclusive" or "Make non-exclusive." When a group is exclusive you can add only one icon from that group per topic. You cannot change this setting for some standard groups.
Sort a tags group	Choose Sort.
Delete a group	Choose Delete {group name}. You cannot delete some standard groups. Any markers from the deleted group that are used on the map will remain on the map. In the Markers Inspector they are moved to the General Icons group as unnamed icons.


Manage individual markers

Action	Point to the marker name, click  and then:
Rename a marker	Choose Rename. Enter the new name for the marker. If you rename a tag that's used on the map, the tags on the map will change to reflect the new name. When you rename a General Icon it automatically moves to the Single Icons group.
Modify a marker	Choose Modify. Enter the new name for the marker and / or select a new icon or color. If you change the icon for a marker that's used on the map, the markers on the map do not change, and their icon becomes an unnamed General Icon.

Delete a marker

Choose Delete. If you delete an icon that's used on the map, the markers on the map do not change, and their icon becomes an unnamed General Icon.

Manage all markers


Action	Click  to see the action menu and then:
Assign a set of markers for this map from a file	<p>Choose Assign Markers from File, then choose a markers file. Markers files have the filename extension .mmms.</p> <p>The markers from the file will replace the current set of markers in the Inspector.</p>
Save the set of markers on this map to a file	<p>Choose Save Markers to File, then enter a file name and click OK.</p>

The available markers and their groupings are saved as part of the map (or map template).

ADDING RESOURCES FROM YOUR ADDRESS BOOK

You can import a list of resources from your address book to use as task information on the current map. These are added to the Markers Inspector's Resources group, and the Task 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 to the central topic as a vCards file.

To import resources:

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.

HINTS:

- The new resources will appear in the Markers Inspector's Resources group. You can add them to topics from here, or from the Task Inspector.
- Resource names will be auto-completed for you when you enter them in the Task Inspector's Resources field.

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

To automatically import resources for new maps:

1. Choose MindManager > Preferences.
2. In the menu under New Map, select the "Auto import resources from" checkbox, and choose an address book group.
3. To attach the resources to the map, select the "Attach resources to Central Topic" checkbox.

You can import additional resources at any time. MindManager will not duplicate existing map resources. If you need to update the attached resources, delete the .vcf attachment on the Central Topic, and import the resources again.

CONNECTING TOPICS WITH RELATIONSHIPS

Use relationship arrows to show connections between topics that are not shown by the map's structure. You can jump between the topics connected by a relationship (especially useful on large maps where the relationship spans a long distance). To explain or qualify the connection, add a callout as a label. Relationships are not displayed in Outline View.

To add a relationship:

1. Click the Relationship toolbar button or choose Insert > Relationship.
2. Click the first topic and then the second.
3. To add a callout (label) on the relationship, Control-click the line and choose Insert Callout.
 - To automatically add a callout label to each new relationship choose MindManager > Preferences and select "Add callouts to new relationships."

To jump to a topic connected by the relationship:

1. Control-click the relationship arrow.
2. In the shortcut menu choose Jump To {topicname}. A Jump To command is displayed for the topics at both ends of the relationship.

The relationship's initial format (line style, color and ends) is determined by the overall map style.

GROUPING TOPICS WITH BOUNDARIES

Add a boundary line to group or summarize subtopics. You can add a callout topic to provide an explanation or continue with a set of summary topics. You can move or copy boundaries to other groups.

To add a boundary:

1. Select the parent topic of the subtopics you want to group or summarize.
2. Click the Boundary toolbar button and select the type of boundary you want to display or choose Insert > Boundary.
 - To change the boundary type, click the Boundary toolbar button and select a different type.
3. To add a callout, Control-click the boundary and choose Insert Callout Topic.
 - To automatically add a callout label to new summary boundaries choose MindManager > Preferences and select "Add callouts to new summary boundaries."

TIP: You can add boundaries inside of other boundaries.

To copy or move a boundary to another set of subtopics:

1. Click the boundary to select it (a blue box will show you that it is selected).
2. Press Command-C to copy the boundary, or press Command-X to cut it.
3. Select the parent topic of the target subtopics.
4. Press Command-V to paste the boundary.

TIP: To remove a boundary, select the boundary and press Delete.

The boundary's initial format (line style, color and fill) is determined by the overall map style. Once you've added a boundary you can change its format.

ADDING IMAGES

You can include images in your maps from the MindManager Library and from files outside MindManager. Images can be included inside topics, added as floating images that can be re-positioned freely, and included in topic Notes. Images are not displayed in Outline View.

To add an image from the Library:

1. If the Library is not already open click the Library toolbar button or choose Window > Show Library.
2. In the Library's top pop-up menu select Images.
3. Select an image category from the list, or enter an image keyword in the search field at the bottom of the window.
4. Drag the image from the Library window to the map or topic notes. On the map, a visual cue will show you the new location for the image inside a topic, or as a new topic or floating image.

TIP: To create a floating image, press the Shift key as you drag the image onto the map. This prevents it from attaching to a topic. Floating images are added as an image inside a floating topic.

To add an image from a file:

1. Control-click a topic (to attach the image to the topic) or on the map background (to create a floating image).
2. To create a new topic, choose Insert Image > From File.
To create a floating image choose Insert Floating Image > From File, then click where you want to add the image.
3. Navigate to the image you want to add and click Open. Supported image formats include BMP, EXR, GIF, JPEG, PSD, PICT, PNG, SGI, TGA, and TIFF.

If you open a large image its size may be reduced when it is added to the map. You can re-size it once it is added.

TIP: To add an image from a file to the Notes, drag it from the Finder to a location inside the Notes window. Images cannot be re-sized in the notes so set them to the desired size before adding them to the note.

Tips for using images:

- You can add only one image to a topic.
- To select an image click once to select the topic that contains it, the click again to select the image.
- You can move an image by selecting it, and then dragging it to a new location.
- More image alignment options (for images inside topics) are available in the Topic Inspector's Spacing pane.
- To resize an image select it, and then drag its handles. To reset it to its original size, Control-click it and in the shortcut menu click Reset Image Size.
- To save an image Control-click it and click Save Image, choose its location, and click Save.
- To remove the image, select it and press Delete.
- Set the image padding inside topics using options in the Topic Inspector's Spacing tab. To change the type of units used for the padding measurement choose MindManager > Preferences and select the Measurement Units you want to use.

Images are included in maps that you export as images (including PDF documents), but not in maps exported to plain text format. In RTF exports, only images included in the notes are exported. In other formats, you can control whether images are exported.

If you have images that you use on maps frequently, you can add them to the Library.

ADDING EXTENDED INFORMATION

ATTACHING DOCUMENTS TO TOPICS


You can attach external documents to topics and include them as part of the map. Once added, attachments are stored within the map file and are independent of their original source file. They can be opened for viewing or editing from the Hyperlink and Attachments Inspector. Editing only affects the attachment stored within the map file: It does not affect the original document.

Attachments differ from hyperlinks in that the document content becomes part of the map, and is always included with the map when it is moved or sent. Note that attachments can significantly increase the size of the map file.

To attach a document to a topic:

1. Select a topic in Map View or Outline View.
2. Click the Attach File toolbar button, or choose Insert > Attachment.
TIP: If the inspector is already open click the Hyperlink and Attachments Inspector tab. If an attachment already exists for the selection it will show here. To add another attachment click the Add button (+) .
3. Navigate to the file you want to attach, and then click Open.

Items that cannot be attached will be dimmed. These include folders, documents that are bundles, and files that use resource forks (usually from older applications).

Attachments are indicated on the topic by the Attachment icon  . Click on this icon to see the Hyperlink and Attachments Inspector. You can add multiple attachments to a single topic, and they are listed in the order you add them.

You can hide Attachment icons on your map when you display or print it by choosing View > Show & Hide.

To open an attachment for viewing or editing:

In the Hyperlink and Attachments Inspector, select the attachment in the list and click Open.

NOTE: Any changes you make to the attachment are saved only within the map, they are not saved back to the original source file.

To save an attachment in an external file:

- In the Hyperlink and Attachments Inspector, select the attachment in the list and click Save As.

To remove an attachment:

- In the Hyperlink and Attachments Inspector, select the attachment in the list and click the Remove button (-).

NOTE: When you remove the attachment, any changes you've made will be lost unless you've saved it in an external file.

ADDING TASK INFORMATION

Add task information to topics using the Task Inspector and the Markers Inspector. Task information (other than Priority and Progress icons) is not displayed in Outline View.

To add task information to a topic:

1. Select the topic.
2. If the Inspector is not open click the Inspector toolbar button or choose Window > Show Inspector.
3. Click the Task Inspector tab.
4. In the Inspector define the task information for the selected topic. You may define any or all of the properties.

For Priority and Progress information the corresponding icon is added to the topic. The rest of the task information is displayed in a small window below the topic text.

HINTS:

- To hide the task information windows on your map by choose View > Show & Hide and deselect the Task Info checkbox. To hide the icons deselect the Icons checkbox.
- You can also add Priority, Progress and Resources markers to topics directly from the Markers Inspector.
- To see larger task information images choose MindManager > Preferences and select "Show larger icons and task information images." This setting effects Icons as well.

To change or remove task information on a topic:

1. Control-click the topic's task information window.
2. Choose Modify Task Info to change the information. The Task Inspector will open so you can change the Task Info.

Choose Remove Task Info to delete the information.

NOTE: Priority and Progress icons are not removed with the Task Info. To do this, control-click the icon and choose Remove or Remove All Icons.

INCLUDING TOPIC NOTES

You can include details about a topic in topic notes. This avoids cluttering the map with large amounts of information. Topic notes can be formatted to include formatted text, hyperlinks, tables, and images. You enter topic notes in the Notes window and use its toolbar for formatting and adding tables. You can print the topic notes for one or more topics.

To add notes to a topic:

1. Select the topic in Map View or Outline View.


You can add notes to topics, floating topics, and callouts.

2. Click the Notes toolbar button or choose View > Show Notes.

HINT: you can position the Notes window at the right or bottom of the map window. Click View > Position Notes.

3. Enter text in the Notes window. Note that you can also paste text from other applications into this window; if it is formatted, its formatting will be transferred.
4. You can include images anywhere in the Notes window by dragging them from the Library, the Finder or another application.

Images cannot be re-sized in the notes so set them to the desired size before adding them to the note.

Once you've added notes to a topic you can click on the Notes icon  to view the notes, or point to it to see a preview of the notes text.

HINTS:

- *To remove notes from a topic* Control-click on the Notes icon and choose Remove Notes.
- *To copy the note to another topic's note* Control-click on the Notes icon and choose Copy Notes; then Control-click the target topic's Notes icon and choose Paste Notes. The copied note will be appended to the existing note.
- *To print the notes for a single topic* Control-click the Notes icon and choose Print.
- *To print the notes for multiple topics* select the topics and choose File > Print Notes.

You can format notes text and add tables in notes using the Notes window toolbar.

FORMATTING TOPIC NOTES

You can format topic notes with font attributes, indenting, bullets and paragraph alignment.

To format the notes:

1. Click the topic's notes icon or choose View > Show Notes to open the Notes window.
2. Select the text you want to format.

HINT: Press Command-A to select all the notes text.

3. To change the font choose Format > Font (for a menu of style selections) or Format > Font > Show Fonts to see the entire Font panel, and then make your selections for the text.

To change other attributes, use the formatting buttons at the top of the Notes panel.

You can drag an image into the Notes panel from the Library, from another application, or from the Finder. Images cannot be resized in the Notes panel, so you should adjust their size before adding them.

Notes can also include [tables](#) and [hyperlinks](#).

ADDING TABLES TO TOPIC NOTES

Add tables to topic notes to show information in an organized way.

To add a table to the notes:

1. Click inside the topic Notes window where you want to add the table.
2. On the Notes window toolbar, click the Table button, or choose Format > Table.
3. In the Table window enter or select the number of rows and columns to use.
4. Enter the data for the table. Press Tab to move forward between the table cells and press Shift-Tab to move backwards.

To customize table cells:

- *To adjust the height or width of a cell* drag the cell's border.
- *To change the cell alignment, border style, or background color* select the cells and choose their settings in the Table window.
- *To merge cells* select the cells to combine and click Merge Cells in the Table window.
- *To split cell(s) after they've been merged* select the cell(s) and click Split Cells in the Table window.

HINT: to convert a table back to normal text click inside the table and in the Table window change the rows setting to 0.

You can [format](#) the text within cells just like regular Notes text using the Notes window toolbar.

ADDING HYPERLINKS

ABOUT HYPERLINKS

Hyperlinks can be added to map topics and to text or images in the topic notes to point to an external file, folder, or to a webpage or other URL, or to an email address. They are a convenient way to include information in the map by reference. This keeps the map file size small and ensures that the most up-to-date information is used.

Linked files can include documents or images created by other applications as well as MindManager maps, and you can link to a specific topic on a map. Hyperlinks can also point to an email address, and when activated they trigger a new email message to the specified recipient with a pre-defined subject.

ADDING A WEBPAGE OR URL HYPERLINK

You can include a hyperlink on a topic or within the topic notes that you can click to open a webpage on the Internet or other URL.

To add a webpage or URL hyperlink:

1. Select a topic in Map View or Outline View, or, within the topic notes, select some text or an image.
2. Click the Hyperlink toolbar button or choose Insert > Hyperlink.
TIP: If the inspector is already open click the Hyperlink and Attachments Inspector tab. If a hyperlink already exists for the selection it will show here. To create a hyperlink or modify the link shown, click Modify.
3. Choose URL in the Link To pop-up menu.
4. Type the link address in the URL field.

A hyperlink icon is displayed on topics with hyperlinks. Click on the icon to jump to that location.

You can add only a single hyperlink to a topic using the steps above, but you can include multiple links on a topic by entering the URL's as the topic text. Separate multiple addresses with spaces. The topic text will be converted to active, inline links. (Choose View > Detect Topic Hyperlinks to control this feature.) Click on the linked text to jump to the link destination. These inline hyperlinks do not show in the Inspector.

Webpage hyperlinks can be displayed in either the built-in MindManager browser or in your default browser. To control this behavior, choose MindManager > Preferences.

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

To remove or edit a hyperlink:

1. Control-click the topic's hyperlink icon, or Control-click the linked text or image in the notes.

TIP: If the inspector is already open click the Hyperlink and Attachments Inspector tab. If a hyperlink already exists for the selection it will show here. To create a hyperlink or modify the link shown, click Modify.

2. Choose Modify Hyperlink or Remove Hyperlink.
3. Make changes to the hyperlink in the dialog or click the Remove Hyperlink button.

TIP: For a link within the topic text (inline links), you must modify the topic text to modify the link (you may need to choose View > Detect Topic Hyperlinks in order to deactivate the link and edit the text, then re-check this option to activate the link again).

ADDING A FILE OR FOLDER HYPERLINK


You can include a hyperlink on a topic or within the topic notes that you can click to open a file or folder.

To add a hyperlink to a file or folder:

1. Select a topic in Map View or Outline View, or, within the topic notes, select some text or an image.
2. Click the Hyperlink toolbar button or choose Insert > Hyperlink.

TIP: If the Inspector is already open click the Hyperlink and Attachments Inspector tab. If a hyperlink already exists for the selection it will be shown here. To create a hyperlink or modify the link shown, click Modify.

3. Choose File / Folder in the Link To pop-up menu.
4. Click Choose, select a file or folder, and then click Open.
5. Select "Store as absolute hyperlink" if you want to include the full path name in the link. Otherwise the link is stored as relative to the map.

You can add only a single hyperlink to a topic. A hyperlink icon is displayed on topics with document hyperlinks. Its appearance will indicate the type of document it links to - for example the icon  indicates a hyperlink to another map. Click on the icon to open the document.

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

To remove or edit a hyperlink:

1. Control-click the topic's hyperlink icon, or Control-click the linked text or image in the notes.
2. Choose Modify Hyperlink.

TIP: If the Inspector is already open click the Hyperlink and Attachments Inspector tab. If a hyperlink already exists for the selected topic it will be shown here. To modify the link shown, click Modify.

3. Make changes to the hyperlink in the dialog or click the Remove Hyperlink button.

IMPORTANT: Hyperlinked files are not stored within the map - they remain as external files. If you move or send the map, you must also move or send the linked documents to avoid breaking the map's

hyperlinks. If you prefer, you can use an attachment to include a document within the map file. You can attach multiple documents to a topic, and they are stored within the map file. When you move or send the map the attachments are automatically included.

ADDING A TOPIC HYPERLINK

You can include a hyperlink on a topic or within the topic notes that you can click to jump to a specific topic in this map or in a different map.

To add a hyperlink to a topic:

1. Select a topic in Map View or Outline View, or, within the topic notes, select some text or an image.
2. Click the Hyperlink toolbar button or choose Insert > Hyperlink.
TIP: If the Inspector is already open click the Hyperlink and Attachments Inspector tab. If a hyperlink already exists for the selection it will show here. To create a hyperlink or modify the link shown, click Modify.
3. Choose Topic in the Link To pop-up menu.
4. If the topic you want to link to is in a different map, choose In Another Map, click Choose and choose the map.
5. Select the topic you want to link to from the list of topics. To list only the topics that you have marked with topic labels select "Only show topics with labels."
6. Select "Store as absolute hyperlink" if you want to include the full pathname in the link. Otherwise the link is stored as relative to the map.

You can add only a single hyperlink to a topic. A hyperlink icon is displayed on topics with topic hyperlinks. Click on the icon to jump to that topic.

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

Create a hyperlink to a topic using Copy and Paste:

1. Select the target topic (the topic that the link will jump to). This can be a topic in the current map or in another map.
2. Press Command-C to copy the topic's destination.
3. Control-click the topic where you want to add the hyperlink.
4. Choose Paste Hyperlink.

To remove or edit a hyperlink:

1. Control-click the topic's hyperlink icon, or Control-click the linked text or image in the notes.
2. Choose Modify Hyperlink.

TIP: If the Inspector is already open click the Hyperlink and Attachments Inspector tab. If a hyperlink already exists for the selection it will show here. To modify the link shown, click Modify.


3. Make changes to the hyperlink in the dialog or click the Remove Hyperlink button.

IMPORTANT: If you move or send the map, you must also move or send the maps containing the linked topics to avoid breaking the map's hyperlinks.

USING TOPIC LABELS

Add labels to mark specific topics on the map. This can be useful when you want to create a hyperlink to a topic on a large map - it makes the target easier to identify.

To mark a topic with a label:

1. Select the topic in Map View or Outline View.
2. If the inspector is not open click the Inspector toolbar button or choose Window > Show Inspector.
3. Click the Hyperlink and Attachments Inspector tab.
4. In the Hyperlink and Attachments Inspector enter the label for the selected topic. Labels cannot include spaces, numbers or special characters - these are automatically converted to underline characters.
5. A label icon  will appear on the topic. You can see the topic label's name when you point to it.

To modify a topic label repeat the above steps and edit or remove the label text.

HINT: To [hide](#) the label icons on your map choose View > Show & Hide and deselect the Labels checkbox.

You can use labels to locate topics when you create [topic hyperlinks](#).

ADDING AN EMAIL HYPERLINK


You can include a hyperlink on a topic or within topic notes that you can click to create a pre-addressed email message using your default mail client.

To add an email hyperlink:

1. Select a topic in Map View or Outline View, or, within the topic notes, select some text or an image.
2. Click the Hyperlink toolbar button or choose Insert > Hyperlink.

TIP: If the Inspector is already open click the Hyperlink and Attachments Inspector tab. If a hyperlink already exists for the selected topic it will show here. To create a hyperlink or modify the link shown, click Modify.
3. Choose Email Address in the Link To pop-up menu.
4. Type the address and subject for the new message in the Address and Subject fields.

HINTS:

- An email hyperlink icon  is displayed on topics with email hyperlinks.
- You can hide or show all hyperlink icons on the map by choosing View > Show & Hide.
- You can also add an inline hyperlink by typing a mailto: url into the topic text. MindManager automatically converts the text into a hyperlink. To add multiple hyperlinks, separate the url's by spaces. (Choose View > Detect Topic Hyperlinks to disable this feature.) These inline hyperlinks do not show in the Inspector.

To remove or edit a hyperlink:

1. Control-click the topic's hyperlink icon, or Control-click the linked text or image in the notes.
2. Choose Modify Hyperlink.
TIP: If the Inspector is already open click the Hyperlink and Attachments Inspector tab. If a hyperlink already exists for the selection it will show here. To modify the link shown, click Modify.
3. Make changes to the hyperlink in the dialog or click the Remove Hyperlink button.

TIP: For a link within the topic text (inline links), you must modify the topic text to modify the link (you may need to choose View > Detect Topic Hyperlinks in order to deactivate the link and edit the text, then re-check this option to activate the link again).

JUMPING TO LINKED FILES, FOLDERS, AND LOCATIONS

You can jump to a linked file, folder, or location or begin composing an email message by clicking a topic hyperlink to activate it.

To activate the hyperlink:

- In Map View or Outline View, click the topic's hyperlink icon.

The linked location, file or folder will open in the associated application (Web browser or other application, or the Finder). If you click an email hyperlink, your email application will start to allow you to compose a new message.

Webpage hyperlinks can be displayed in either the built-in MindManager browser or in your default browser. To control this behavior, choose MindManager > Preferences.

USING THE MINDMANAGER WEB 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 to browse the Web.

When you view a page in the Web browser, you can add the page address as a hyperlink on your map, or you can add content from the page to your map. Links and content are added to the map as new topics.

To open webpage 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 view a different webpage:

1. Open the browser by clicking an existing webpage hyperlink.
2. Enter the location into the browser's address field. You can also paste a link or drag it from your system browser's address bar.

To add the webpage address to your map as a hyperlink:

1. Navigate to the webpage that you want to use as the target of the hyperlink.
2. Select a map topic. A new subtopic that includes the hyperlink will be added to this topic.
3. On the Web 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 a hyperlink to the page.

To add content from a webpage to your map:

1. In the Web browser window, select the content you want to add to the map.
2. Drag the content onto the map (adds the content as subtopics of the currently-selected topic).

Each line of page content becomes a new topic on the map.

FORMATTING MAPS

USING STYLES

ABOUT STYLES

MindManager comes with a selection of map styles that let you customize the look of your map.

Styles contain default format settings for each type of map element and the default settings for the map's layout. Every map and map template includes an underlying style that determines how it will look in its default state, without additional formatting. When you add a new topic or element, its initial appearance is determined by these style settings.

You can change these default settings by applying a new style to the map. To see the selection of available styles choose Format > Style > Apply from Chooser. You can also apply a style from a file. If you are an experienced MindManager user you can create your own styles.

CHOOSING A STYLE FOR YOUR MAP

The map style determines the default formatting (fonts, colors, shapes and layout options) used for the map. When you begin a new map its style is determined by the style of the template used to create it.

You can apply a new style to change the default formatting for the map at any time, but its best to do this before you format individual topics. When you apply the new style, topics and elements that use default formatting will reflect the new style settings, but those that you have formatted will retain the individual format settings you've chosen.

To choose a new style:

1. Open the map.
2. Choose Format > Style > Apply from Chooser or Format > Style > Apply from File.
3. Select the style you want to use and click Choose.

NOTE: only style files (.mmas) are displayed when you select the style from a file.

The map will be updated to reflect the new style.

TIP: When you choose a new style, any topics or elements that do not use default formatting (that have had other formatting applied) will retain their individual formatting. When they are returned to the default format settings, they will reflect the new style.

CREATING A CUSTOM STYLE

Style files contain the default format settings for map topics and other elements. When you apply a style to map, the style settings are applied to all map topics and elements that use the default formatting (i.e. those whose initial formatting you have not changed). You can create a custom style from the style of a map or from an existing style. Creating custom styles is recommended for experienced MindManager users only.

To create a custom style from the style of a map:

1. Choose File > Open and navigate to the map whose style settings you want to save as a style.
2. Click Open.
3. Format one of each of the map's elements with the formatting you want to use as the default for that element. As you format each element, save the formatting as the default for that element type: choose Format > Set As Default Format. You can define the default formatting for:
 - main topics and subtopics (by level, up to 4 levels)
 - floating topics and subtopics (by level, up to 5 levels)
 - callout topics and subtopics (by level, up to 5 levels)
 - boundaries
 - relationships
4. Choose File > Save As.
5. In the File Format list, choose Mindjet MindManager Map Style.
6. Enter the name of the style. It will automatically be assigned the extension .mmas.

To make the style available in the MindManager Style Chooser, MindManager automatically saves it in the default folder: `~/Library/Application Support/Mindjet/MindManager/9/{language}/Library/Styles`

- where the tilde (~) character indicates your home folder
- where {language} is the language name for your installed copy of MindManager, for example, English.

To customize an existing style:

1. Choose File > Open and navigate to the styles folder, usually: `~/Library/Application Support/Mindjet/MindManager/9/{language}/Library/Styles`
 - where the tilde (~) character indicates your home folder
 - where {language} is the language name for your installed copy of MindManager, for example, English.
2. Choose the style you want to modify, and then click Open.
3. Add the elements you want to define formatting for, format them accordingly, and choose Format > Set As Default Format for each element. (See the list in step 3, above, for elements whose formatting you can define.)
4. Choose File > Save As.

5. In the File Format list, choose Mindjet MindManager Map Style.
6. Enter the name of the style. It will automatically be assigned the extension .mmas.

To make the style available in the MindManager Style Chooser, MindManager automatically saves it in the default styles folder.

The new or modified style will be available in the Style Chooser. You can distribute this style to other MindManager users. They should copy it to MindManager's default style folder on their systems to make it available in the Style Chooser.

You can apply your new style to any map, and even apply it to templates, including the default map template used for all new maps.

ARRANGE TOPICS AND FORMAT THE LAYOUT

MOVING AND COPYING TOPICS WITH DRAG AND DROP

Drag topics to reorganize your map. In this way you can reposition main topics, floating topics and callouts. When you move main topics they are automatically positioned at an optimal location in Map View. If you want more freedom in positioning main topics, drag using the topic handle. Callouts can be repositioned around their parent or moved or copied to become a normal topic.

To move or copy topics and floating topics:

1. Select a topic in Map View or Outline View. Its subtopics will move with it automatically.
2. Drag the topic to the new location. A visual cue shows the topic destination.
 - To make it a floating topic, hold the Shift key as you drag and drop to prevent it from attaching to another topic.
3. Drop the topic.
 - To copy the topic, hold down the Option key as you drop.

To reposition main topics freely:

- Drag the topic using the topic handle. The handle will turn black to show that you have positioned this topic freely.



Drag using the main topic handle to position main topics freely.

- To return the topic to its optimal location, Control-click the topic and choose Reset Position in the shortcut menu.

HINT: If you don't see main topic handles, they may be hidden. Choose View > Show & Hide and un-check Main Topic Handles to show them.

To move or copy callouts:

1. Select the callout in Map View. Its subtopics will move with it automatically.
2. Drag the callout to reposition it around its parent.
 - To convert it to a topic or subtopic, hold the Shift key as you drag.

A visual cue shows the topic destination.
3. Drop the topic.
 - To copy the topic, hold down the Option key as you drop.

A callout that is moved or copied to a new parent becomes a normal topic.

The standard **Cut, Copy and Paste** commands offer more flexibility in moving and copying topics. They allow you to paste topics as callouts and paste hyperlinks that point to other topics.

MOVING AND COPYING TOPICS WITH CUT, COPY AND PASTE

You can move and duplicate topics using the standard Cut, Copy and Paste commands. You can paste topics to the same map or to a different map. This is also a quick way to create callouts and hyperlinks.

To move or copy a topic:

1. Select one or more topics in Map View or Outline View.
You can select topics, floating topics, and callouts.
2. Then, do any of the following to cut or copy the topic:
 - Press Command-X to cut or Command-C to copy.
 - Choose Edit > Cut or Edit > Copy.
 - Control-click the topic and choose Cut or Copy.
3. Select the destination: select a topic to make the pasted topic a subtopic, or click the map background to make the pasted topic a floating topic.
The destination can be on the current map or on another open map.
4. Then, do any of the following to paste the topic:
 - Press Command-V.
 - Choose Edit > Paste.
 - Control-click the topic and choose Paste.

The topic is pasted as a subtopic of the selected topic. To paste as a callout or hyperlink, see the Hints below.

HINTS:

- To paste the topic as a callout, Control-click the destination topic and choose Paste as Callout from the shortcut menu, or select the destination topic and choose Edit > Paste As > Callout.
- To create a hyperlink back to a topic, copy the target topic (the topic that the link will point to). Control-click a topic (on this map or on another map) and choose Paste Hyperlink from the shortcut menu, or select a topic and choose Edit > Paste As > Hyperlink.
- Topics you cut or copy from a map can be pasted to many other applications as text.

You can also move and copy topics using drag and drop.

BALANCING AND ALIGNING MAP TOPICS

You can arrange topics on your map quickly using the Balance Map and Align Topics commands.

To balance map topics:

- Choose View > Balance Map.

The main topics evenly about the central topic in Map View.

NOTE: This option is only available for maps using the map layout type.

To align map topics:

1. Select the topics you want to align. You can align two or more main topics or floating topics.
2. Choose Format > Align Topics and choose how you want the topics aligned.

Only the available alignment options will be available. Main Topics in Map or Tree layouts can be aligned horizontally. Main Topics in Org-chart layouts can be aligned vertically. Floating topics can be aligned both horizontally and vertically.

FORMATTING SUBTOPIC LAYOUT AND CONNECTING LINES

Choose from several map, tree, and organizational layouts for your map. Different sections of your map can use different layouts. You can change the width and appearance of lines connecting the central topic to main topics. For all topics, you can change the connecting line style and adjust their connecting point, or anchor, on the parent topic.

To change subtopic layout type:

1. In Map View, select the parent topic of the tree whose layout you want to change. Select the central topic to control the layout for the whole map.

2. Choose Format > Topic.

TIP: If the Topic inspector is already open click the Format tab.

3. In the Inspector, choose the layout type from the Subtopics Layout pop-up menu. For organizational chart layouts you can choose the number of levels in the Depth pull-down menu.

- To return the topic to its default layout type choose Automatic in the Subtopics Layout pop-up menu.

To change the thickness and appearance of the main topic connecting lines:

1. Choose Format > Topic Lines.
2. You can choose a thickness and whether you want topics to use an "organic" appearance that looks more like hand-drawn lines.

When you check "organic" appearance the main topic outlines are drawn at the same line thickness as the connecting lines. Otherwise, they are not affected.

To change a topic's connecting line style and anchor point:

1. Select one or more topics in Map View.
2. Choose Format > Topic.
TIP: If the Topic inspector is already open click the Format tab.
3. In the Inspector make your selections under Subtopics in the Style and Anchor pop-up menus.

If you choose None for the Style, the topic connecting lines are removed.

HINTS:

- Another way to "remove" connecting lines is to make them transparent: choose None in the Topic Inspector's Line color well pop-up menu.
- You can also hide the main topic handles by choosing View > Show & Hide and deselecting Main Topic Handles.

The initial default formatting for topic lines and layouts is derived from the underlying map style. To make the selected topic's formatting the default for similar topics on this map choose Format > Set as Default Format.

To return the topic to its default formatting choose Format > Use Default Format.

FORMATTING TOPIC SPACING, WIDTH AND MARGINS

Change the distance between topics, their preferred (maximum) width, and their internal margins.

To change the spacing for subtopics:

1. In Map View, select the parent topic of the tree whose spacing you want to change. Select the central topic to control the spacing for main topics.
2. Choose Format > Topic.
TIP: If the Topic inspector is already open click the Spacing tab.
3. Increase or decrease the Subtopic Distance settings as desired.

"From Parent" determines the distance between the current topic and its subtopics. (This does not apply to the central topic.)

"From Sibling" determines the spacing between the subtopics of the current topic.

- The height and width of individual topics is controlled by the Margins and Preferred Width settings.
- You can change the units used for topic spacing by choosing MindManager > Preferences and choosing the Measurement Units you want to use.

To specify the preferred width for topics:

1. In Map View, select the topic(s) whose preferred width you want to change.
2. Choose Format > Topic.
TIP: If the Topic inspector is already open click the Spacing tab.
3. Increase or decrease the Preferred Width setting as desired.

This setting controls the default maximum width for the selected topic(s,) and determines the point at which topic text will wrap. To prevent wrapping you can increase the Preferred Width or you can re-size the topic directly by dragging its top-right corner horizontally.

When you drag a topic's top-right corner horizontally, the preferred width changes, but you cannot set a preferred width that is wider than the current topic text unless you enter it in the Inspector.

To change the inside margins for topics:

1. Select one or more topics in Map View.
2. Choose Format > Topic.
TIP: If the Topic inspector is already open click the Format tab.
3. Set the Margins as you desire. You can apply additional padding to topic images using the image padding setting.

The Margins settings are used in conjunction with the Preferred Width setting in determining if the topic text will automatically wrap.

You can change the units used for margin spacing by choosing MindManager > Preferences and choosing the Measurement Units you want to use.

The initial default formatting for topic spacing, width and margins is derived from the underlying map style. To make the selected topic's formatting the default for similar topics on this map choose Format > Set as Default Format. To return the topic to its default formatting choose Format > Use Default Format.

MOVING TOPICS IN OUTLINE VIEW

In Outline View, you can move topics in the same way as in Map View - using drag and drop, or the Cut, Copy and Paste commands. In addition you can use the Outline View Move command to move topics.

To move topics:

1. Select a topic.
2. Click Move, and then click Move Left, Move Right, Move Up, or Move Down.
Topics moved left or right will be promoted or demoted.

You can also move topics using [keyboard shortcuts](#).

FORMATTING TOPICS AND MAP ELEMENTS

FORMATTING TOPIC TEXT

You can format your topic text with a wide variety of options. You can:

- Change the font and text color for whole topics or only selected text.
- Change the alignment of topic text within the topic shape. This is particularly useful for multi-line topics.
- Apply a capitalization style to topic text so you can enter the topics without capitalizing words manually, and then apply the capitalization to the topics once they're entered.
- Automatically number the topics on your map in a variety of formats.

To change the font or text color:

1. Select one or more topics, or the text within a topic.
2. Choose Format > Font > Show Fonts. Choose the font to use for your selection.

You can also change the topic text color in the Topic Inspector. Choose Format > Topic to change the color in the Text color well. To return the text to the default color choose Auto in the Text color well pull-down menu. To make the text invisible choose None.

To change the text alignment:

1. Select one or more topics in Map View.
2. Choose Format > Text and choose the alignment you prefer.

HINT: You can also change the margins within the topic shape to control the text positioning within the topic.

To change the text capitalization:

1. Select one or more topics in Map View.
2. Choose Format > Capitalization and choose the capitalization style you prefer. Any new text you add to the topic will obey this style. Select None to capitalize the text as entered.

HINT: Applying a single capitalization style to all the map topics gives the map a consistent look.

To add numbering to map topics:

1. Select the root topic for the numbering. To number the whole map, select the central topic. To number a topic tree, select its parent.
2. Choose Format > Topic Numbering.
3. Choose the numbering style or choose Custom to define your own style (including numbering depth, style and repeat).

The numbering is applied to the root topic's subtopics and automatically matches each topic's font and color. New topics will automatically be numbered when added to the tree, and topics are re-numbered if they are moved or if a topic is deleted.

To remove the numbering, select the root topic and choose Format > Topic Numbering > None. You cannot remove numbering from individual topics.

Topic numbering is included when you export the map. The "outline" exports automatically number the map, so you should remove numbering before exporting to these formats.

NOTE: Topic numbering is not included in the default formatting, and cannot be used in map styles.

FORMATTING TOPIC COLOR AND SHAPE

Change the color of the topic fill, outlines, connecting lines and the topic shape using the Topic Inspector.

To change the topic fill or line color:

1. Select one or more topics in Map View.
2. Choose Format > Topic.
TIP: If the Topic inspector is already open click the Format tab.
3. In the Inspector, click the Line color well and choose the color for the topic outline and connecting line. Click the Fill color well to choose the topic's fill color.

If the topic shape is set to None the fill color is used as a highlight.

You can also choose the Text color here. If a topic is selected, the color is applied to all the topic text; if a portion of the topic text is selected, the color is applied to the selection.

HINTS:

- To return the topic to its default colors choose Auto in the color well pull-down menus.
- Topic line colors apply to the outline and outward connecting lines of the current topic and its subtopics.
- To make an element invisible choose None in the color well pull-down menu.
- To turn off topic shading choose MindManager > Preferences and uncheck "Show fill color gradients".
- Note that you can assign a meaning to fill and font colors and apply them from the Markers Inspector.
- You can change the color of only selected topic text by choosing Format > Font > Show Fonts.

To change the topic shape:

1. Select one or more topics in Map View.

2. Choose Format > Topic.

TIP: If the Topic inspector is already open click the Format tab.

3. In the Inspector make a selection in the Shape pop-up menu.

If you choose Line or None for the shape type the fill color is applied as a highlight to the topic text.

HINTS:

- To return the topic to its default shape choose Automatic in the Shape pop-up menu.
- You can control the margins inside the shape using the Spacing options.

The initial default formatting for topics is derived from the underlying map style. To make the selected topic's formatting the defaults for similar topics on this map choose Format > Set as Default Format. To return the topic to its default formatting choose Format > Use Default Format.

FORMATTING BOUNDARIES

You can change the line style, color, and fill for boundaries and add a callout topic to summary boundaries. Boundaries are not displayed in Outline View.

To format a boundary:

1. Select the boundary (a blue box will show you that it is selected).
2. To change the boundary type, click the Boundary toolbar button and choose the type of boundary you want to use.
3. If the Inspector window isn't already open, Control-click the Boundary and choose Format Boundary. Otherwise, in the Inspector click the Boundary/Relationship Inspector tab.

In the inspector, click the color wells to change the Line and Fill colors, or choose a different boundary Shape and adjust its line Weight and Pattern.

The boundary's initial default formatting is determined by the underlying map style. To make this the default formatting for all existing (unformatted) and new boundaries in the map, choose Format > Set as Default Format. To reset the boundary to the map's default formatting choose Format > Use Default Format.

To add a callout topic to a summary boundary:

1. Control-click the boundary (a blue box will show you that it is selected) and choose Insert Callout.
2. When the callout topic appears enter its text.
 - To have a callout topic appear automatically each time you add a summary boundary choose MindManager > Preferences and select "Add callouts to new summary boundaries."

You can change the callout topic's format as you would format other topics. You can also add subtopics to the callout to continue the topic tree after the summary.

FORMATTING RELATIONSHIPS

You can reshape a relationship, change its line style and color, and add a label. Relationships are not displayed in Outline View.

By default, the Auto-Adjust option is selected for relationships you add: If you move one of the topics connected by the relationship the line will automatically follow an optimal path.

To reshape a relationship line:

1. Select the relationship (handles appear when it is selected).
2. Drag the handles to change the relationship's shape.

If you re-shape the relationship the Auto-Adjust option is automatically deselected. To return the relationship to its optimal path you must re-select this option: Control-click the relationship and choose Auto-Adjust from the shortcut menu.

To change the relationship's line style and color:

1. Select the relationship (handles appear when it is selected).
2. If the Inspector window isn't already open, Control-click the relationship and choose Format Relationship. Otherwise, in the Inspector click the Boundary/Relationship Inspector tab.

In the Inspector, click the color wells to change the Line and Fill colors, or choose a different Shape, adjust the line Weight and Pattern, and choose end styles.

The relationship's initial default formatting is determined by the underlying map style. To make this the default formatting for all existing (unformatted) and new relationships in the map, choose Format > Set as Default Format. To reset the relationship to the map's default formatting choose Format > Use Default Format.

To add a callout topic to a relationship:

Control-click the relationship (handles appear to show you that it is selected) and choose Insert Callout.

1. When the callout topic appears enter its text.
 - To have a callout topic appear automatically each time you add a relationship choose MindManager > Preferences and select "Add callouts to new relationships."

You can change the callout topic's format as you would format other topics. You can also add subtopics to the callout to continue the topic tree with more detail.

FORMATTING THE MAP BACKGROUND

You can change the map background's color and add an image to create a texture or watermark.

To change the map's background color:

1. In Map View choose Format > Background.
2. Click the Fill Color well to select a new background color for the map.

TIP: You can combine a background color with a semi-opaque image to create a variety of background effects.

To add a background image:

1. *Optional* If you want to use a background image from the MindManager Library, open it now. Click the Library toolbar button, or click Window > Show Library, then select the Backgrounds category at the top of the Library.
2. Choose Format > Background.
3. Click Choose and select an image; or drag an image from the Library, the Finder or another application into the background image preview area.
4. Choose a Tiling setting, and adjust the Opacity setting to make the image more or less transparent.

To remove the background image choose Format > Background and choose Remove, or in the Library's Backgrounds pane click Clear Map Background Image.

TIP: You can change the background image directly from the library. Click the Library toolbar button or choose Window > Show Library and select Backgrounds in the pop-up menu. Drag an image from the Backgrounds pane onto the map. The new image uses the same tiling and opacity settings as the previous image.

You can add your own custom background images to the library for easy access.

USING FORMATTING TOOLS

COPYING AND PASTING FORMATS

You can quickly format a topic in Map View by copying the formatting from another topic. This can also be done for other elements (boundaries and relationships).

To duplicate the format of a topic or element:

1. Select the topic or element whose format you want to copy.
2. Choose Edit > Copy Format.
3. Select the topic that you want to transfer the format to and choose Edit > Paste Format.

The initial default formatting for topics and other elements is determined by the map's underlying style. It may be more efficient to change the style defaults for the map than to copy and paste a format many times.

CHANGING THE DEFAULT FORMATTING FOR TOPICS AND ELEMENTS

Once you have a topic or element formatted in Map View you can save its settings to be used as the default formatting for new topics, boundaries and relationships. The default formatting determines how an element will look when it is first added to the map. These defaults will also immediately apply to any existing topics and elements on the map that use the default formatting.

To change the default format:

1. Select a topic, boundary, or relationship whose formatting you want to use as a default.
2. Choose Format > Set as Default Format to save the current formatting as the defaults.

You can define the default formatting for the following:

- main topics.
- subtopics (by level, up to 4 levels).
- floating topics and their subtopics (by level, up to 5 levels).
- callout topics and their subtopics (by level, up to 5 levels).
- boundaries.
- relationships.

Any existing topics or elements that have not been individually formatted will reflect the new defaults.

The initial formatting defaults for topics and elements are derived from the underlying map style.

RETURNING TOPICS OR ELEMENTS TO THEIR DEFAULT FORMATTING

You can return topics or elements to their default formatting. This removes any formatting that you have applied and displays the item using the attributes defined by the underlying map style.

To return topics or elements to their default formatting:

1. Select one or more topics or or elements in Map View.
2. Choose Format > Use Default Format.

If you subsequently [change the default formatting](#) or [apply a new style](#), these items will change to reflect the new settings.

To learn more about using Styles, see [About styles](#).

SAVING AND SHARING YOUR MAPS

SAVING MAPS

SAVING MAPS

When you create or edit a map the changes you make are not permanent until you save it. You should save your maps frequently to avoid losing your work. MindManager saves [AutoRecover information](#) for maps at regular intervals.

You can save a map with a new name to avoid overwriting the original. You can also save an xml version of your map that can be opened by applications that can read .xmmap files. See [Cross-Platform Tips](#) for more information.

To save a map for the first time:

1. Choose File > Save.
2. Type the name for the map.
3. To save in a different location, choose a location from the Where pop-up menu or click the disclosure triangle to the right of the map name, and then choose the location.
4. Click Save.

To save changes to an existing map:

- To save the map with the same name choose File > Save.
- To save the map with a different name (without overwriting the original) choose File > Save As, enter the new name, then click Save.
- **TIP:** After you save, the map with the new name remains open. To work with the previous version, you must reopen it. Choose File > Open Recent and choose the original version from the submenu.

To save the current map in xml format:

1. Choose File > Save As.
2. Choose .xmmap from the File Format pop-up menu.
3. Type the name for the map.
4. To save in a different location, choose a location from the Where pop-up menu or click the disclosure triangle to the right of the map name, and then choose the location.
5. Click Save.

You can [save your map as a template](#) for re-use as the basis for new maps, [save it as a map part](#) to include on other maps, or [save the map's style settings](#) for re-use. To save map content in other formats, use the [Export](#) feature.

CLOSING A MAP WITHOUT LEAVING MINDMANAGER

When you finish working on a map you can close it without quitting MindManager.

To close the active map:

- Click File > Close or click the close button in the upper-left corner of the document window.

If you've made changes since you last saved the map, MindManager prompts you to save. You can either save or discard your changes.

REVERTING TO THE LAST SAVED VERSION OF A MAP

If you've made changes to a map, and then decide that you want to start over, you can revert to the last saved version of the map. MindManager discards all the changes you made since the last time you saved the map and displays the map as it was after the last save.

To revert to the last saved version of the map :

- Choose File > Revert.

The Revert command is dimmed if you haven't made any changes to the map.

You can also [undo](#) recent changes by choosing Edit > Undo.

USING PASSWORD PROTECTION

You can protect a map by assigning a password and saving the map. From then on, the map can only be opened by users who know this password.

To set the password for the current map:

1. Choose File > File Info and click the Password tab.
2. Enter the password to use for the map. Note that the password is case-sensitive.
3. Select the "Add to keychain" checkbox if you want to store the password for the map in your keychain so you don't have to re-type it to open the map.

IMPORTANT: if you lose or forget this password and it hasn't been added to your keychain it cannot be recovered.

4. Click OK.

5. Choose File > Save to save the map. Password protection is not applied until the map is saved.

Be sure to record and store passwords that you don't add to your keychain in a safe place.

To modify or remove password protection for the current map:

1. Choose File > File Info and click the Password tab.
 2. Modify or delete the password to use for the map and click OK
 3. Choose File > Save to save the map.
-

SAVING AUTHOR INFORMATION

Author information (name, company, and email address) can be stored with the map when you save it. You can update this information at any time while you work on a map.

To enter the author information:

1. Choose File > File Info, and click the Author tab.
2. Enter the new information

Initially, the default author information is derived from your address book card. If you change this information it is saved only with the current map. (Author information is included whenever you save a MindManager document.)

- To restore the default author information click the pull-down at the bottom of the dialog and choose Use Default Author Info.
 - To make this information the new default for all maps click the pull-down and choose Save as Default Author Info.
-

SAVING AUTORECOVER INFORMATION

MindManager provides protection from losing your work in the event of abnormal shutdown (e.g. if the power goes out or your system crashes) by saving AutoRecover information at regular intervals.

To enable saving AutoRecover information:

1. Choose MindManager > [Preferences](#).
2. Select "Save AutoRecover information every _ minutes."
3. Change the AutoRecover interval to the desired setting.

NOTE: If you set your AutoRecover interval too high, you could lose a substantial amount of work. For example if you set the interval to 60 minutes and there is a power failure after using MindManager for 59 minutes, no AutoRecover information would be saved and you would lose all your work (unless you had saved your maps in the interim).

When you re-start MindManager after an abnormal shut-down, MindManager will attempt to recover any maps you were editing at the time of the shut-down. If MindManager saved AutoRecover information for the maps you were editing you'll see a recovery alert and MindManager will re-open those maps with the changes you made.

- To keep the changes you see, [save](#) the map.
 - To discard your changes and revert to the previously-saved version of the map, [close](#) it.
-

CREATING A CUSTOM MAP TEMPLATE

You can create a custom map template of your own design from a map or by modifying an existing template.

To create a custom template from a map:

1. Begin a new map or open an existing map.
2. Edit the map to change the formatting and content as needed. Topics and elements (relationships, boundaries) included on the map will be included in the template.
HINT: To define the default formatting for a topic or element in this template, choose Format > Set As Default Format after you've changed its formatting. When the template is used to create a new map, new topics and elements will use this formatting. You can define the default formatting for subtopics by level up to level 4.
3. Choose File > Save As.
4. In the File Format list, choose Mindjet MindManager Map Template.
5. Enter the name of the template. It will automatically be assigned the extension .mmat.

To make the template available in the MindManager Template Chooser, MindManager automatically saves it in the default folder:

~/Library/Application Support/Mindjet/MindManager/9/{language}/Library/Templates

- where the tilde (~) character indicates your home folder
- where {language} is the language name for your installed copy of MindManager, for example, English.

To customize an existing template:

1. Choose File > Open and navigate to the map templates folder, usually:
~/Library/Application Support/Mindjet/MindManager/9/{language}/Library/Templates
 - where the tilde (~) character indicates your home folder
 - where {language} is the language name for your installed copy of MindManager, for example, English.
2. Choose the template you want to modify, and then click Open.

3. Edit the map template as you would any map. You can change the formatting and content as needed. Topics and elements (relationships, boundaries) included on the map will be included in the new template.

HINT: To define the default formatting for a topic or element in this template, choose Format > Set As Default Format after you've changed its formatting. When the template is used to create a new map, new topics and elements will use this formatting. You can define the default formatting for subtopics by level up to level 4.

4. Choose File > Save As.
5. In the File Format list, choose Mindjet MindManager Map Template.
6. Enter the name of the template. It will automatically be assigned the extension .mmat.

To make the template available in the MindManager Template Chooser, MindManager automatically saves it back to the default templates folder.

The new or modified template will be available from the Template Chooser's selection of map templates when you start a new map. You can distribute this template to other MindManager users. They should copy it to the default template folder on their systems to make it available in the Template Chooser.

You can use your new template as the default template for each new map you create.

CREATING A CUSTOM MAP PART

You can create a custom map part to speed the entry of frequently-used topics, or you can modify an existing map part to tailor it to your specific needs. The new or modified part will be available in the library's Map Parts pane.

To create a custom map part from a map:

1. Begin a new map or open an existing map.
2. Enter or arrange the topics you want to include in the map part. Only the first (upper-right) main topic and its descendants will be saved in the map part.

IMPORTANT: A map part can only include one branch of the map; it will not include the central topic or any other topics on the map.

3. Choose File > Save As.
4. In the File Format list, choose Mindjet MindManager Map Part.
5. Enter the name of the map part. It will automatically be assigned the extension .mmmp.

To make the template available in the MindManager Library Map Parts pane, MindManager automatically saves it in the default folder:

~/Library/Application Support/Mindjet/MindManager/9/{language}/Library/Map Parts

- where the tilde (~) character indicates your home folder
- where {language} is the language name for your installed copy of MindManager, for example, English.

To customize an existing map part:

1. Choose File > Open and navigate to the map parts folder, usually:
~/Library/Application Support/Mindjet/MindManager/9/{language}/Library/Map Parts
 - where the tilde (~) character indicates your home folder
 - where {language} is the language name for your installed copy of MindManager, for example, English.
2. Choose the map part you want to modify, and then click Open.
3. Edit the map part's content.
4. Choose File > Save As.
5. In the File Format list, choose Mindjet MindManager Map Part.
6. Enter the name of the map part. It will automatically be assigned the extension .mmmp.

To make the map part available in the MindManager Library Map Parts pane, MindManager automatically saves it in the default map parts folder

The new or modified map part will be available from the Library's selection of map parts. You can distribute this map part to other MindManager users. They should copy it to the default map parts folder on their systems to make it available in the Library.

CREATING A CUSTOM STYLE

Style files contain the default format settings for map topics and other elements. When you apply a style to map, the style settings are applied to all map topics and elements that use the default formatting (i.e. those whose initial formatting you have not changed). You can create a custom style from the style of a map or from an existing style. Creating custom styles is recommended for experienced MindManager users only.

To create a custom style from the style of a map:

1. Choose File > Open and navigate to the map whose style settings you want to save as a style.
2. Click Open.
3. Format one of each of the map's elements with the formatting you want to use as the default for that element. As you format each element, save the formatting as the default for that element type: choose Format > Set As Default Format. You can define the default formatting for:
 - main topics and subtopics (by level, up to 4 levels)
 - floating topics and subtopics (by level, up to 5 levels)

- callout topics and subtopics (by level, up to 5 levels)
 - boundaries
 - relationships
4. Choose File > Save As.
 5. In the File Format list, choose Mindjet MindManager Map Style.
 6. Enter the name of the style. It will automatically be assigned the extension .mmas.

To make the style available in the MindManager Style Chooser, MindManager automatically saves it in the default folder:

~/Library/Application Support/Mindjet/MindManager/9/{language}/Library/Styles

- where the tilde (~) character indicates your home folder

- where {language} is the language name for your installed copy of MindManager, for example, English.

To customize an existing style:

1. Choose File > Open and navigate to the styles folder, usually:
~/Library/Application Support/Mindjet/MindManager/9/{language}/Library/Styles
 - where the tilde (~) character indicates your home folder
 - where {language} is the language name for your installed copy of MindManager, for example, English.
2. Choose the style you want to modify, and then click Open.
3. Add the elements you want to define formatting for, format them accordingly, and choose Format > Set As Default Format for each element. (See the list in step 3, above, for elements whose formatting you can define.)
4. Choose File > Save As.
5. In the File Format list, choose Mindjet MindManager Map Style.
6. Enter the name of the style. It will automatically be assigned the extension .mmas.

To make the style available in the MindManager Style Chooser, MindManager automatically saves it in the default styles folder.

The new or modified style will be available in the Style Chooser. You can distribute this style to other MindManager users. They should copy it to MindManager's default style folder on their systems to make it available in the Style Chooser.

You can apply your new style to any map, and even apply it to templates, including the default map template used for all new maps.

SHARING MAPS AND DOCUMENTS WITH MINDJET CONNECT

WHAT IS MINDJET CONNECT?

Mindjet Connect[®] lets you collaborate in the cloud with anyone, anytime, anywhere.

True collaboration is more than just file sharing. It's about processing information and ideas together into a plan. Mindjet Connect uses the power of collaboration to unite the vision with day-to-day work.

Visual Framework

Mindjet Connect integrates with Mindjet visual mapping software that makes it easy to capture, organize, and connect information. Your team can go from brainstorming ideas and concepts to establishing priorities and plans quickly and easily.

Sharing and Collaboration

Sharing capabilities allow multiple users to collaborate and share feedback.

Content Management

Store, share, manage, and access files in the cloud from any device.

Access Whenever, Wherever

Easily enter ideas, tasks and meeting notes into intuitive visual maps that help you quickly organize concepts and prioritize action items. Integration with Mindjet Connect allows access to stored files from virtual any phone or tablet.

GETTING STARTED WITH MINDJET CONNECT

You can begin using Mindjet Connect to share maps and other files at any time by creating a Mindjet Connect account. Once you've created an account, you can access your content from virtually anywhere, at any time, using Mindjet's desktop applications, mobile applications, or by using the Mindjet Connect Vision application online.

The following steps will get you started using Mindjet Connect right away. For complete information, see the [Mindjet Connect Help online](#).

Sign up for Mindjet Connect:

1. On the toolbar, click the Mindjet Connect button, and then click Sign In.
2. In the dialog, click Sign Up. The Mindjet Connect account sign-up page will open in your browser.
3. Choose the type of account you want to create, then enter the email address and the password you will use to sign in to Mindjet Connect.

Once you have created an account, you can access it with MindManager for Mac, MindManager 2012, and the Mindjet mobile apps for iPhone, iPad, and Android devices. You can also use your account using Mindjet Connect Vision, our online mapping and collaboration client at connect.mindjet.com.

Sign in to Mindjet Connect:

1. On the toolbar, click the Mindjet Connect button, and then click Sign In.
2. In the dialog, enter the email address and password for your Mindjet Connect account.
3. Click Sign In.

NOTE: You can set an option in MindManager > Preferences to sign in to Mindjet Connect automatically each time you start MindManager.

4. The Mindjet Connect window appears, displaying your account(s).

Initially, the Mindjet Connect window will be empty, and you will be the only account user. You can populate your account by creating new maps in the account, or uploading maps and other documents from your local system. Then, you can share these items to add other users to your account.

To add content to your account:

Do either of the following:

- **Create a new map:** In the Mindjet Connect window toolbar, click New > New Map. Double-click the map name in the document window to change it, then double-click the map icon to check out and edit the map. When you are done editing, choose File > Mindjet Connect > Check In, then close the map.
- **Upload a map or other file:** In the Mindjet Connect window toolbar, click Upload. Select a map or other file to add to your account, and then click Open. The file is copied to your account.

Once you have added content to your account, you can share it with other people.

Share Mindjet Connect content with other people:

1. In the Mindjet Connect window Files list, select the document you want to share. (If you have a Mindjet Connect Business account, you can select a folder to share all its content.)
2. On the Mindjet Connect window toolbar, click Share.
3. In the Share dialog, you'll see a list of people you have already shared content with, or have added to your list of contacts in Mindjet Connect.
 - To share with someone in the list, select the person's name.
 - To share with someone else, click Share With a New Person. Enter their contact information, and then click OK to return to the Share dialog where you can add more people to share with.
4. Choose the Access Level for the item you are sharing: Edit allows these people to modify the item, while Read-Only only allows them to view it. (If you are sharing a folder, this Access Level pertains to all its content.)
5. Click OK.
6. If you have chosen to share with people who are not already members in your account, you'll see the email message that they will receive, and you can edit its content. Click OK to finish the sharing process.

Existing users in your account will have immediate access to the item you shared. New users will receive an email with a link to the item. Once they create their own Mindjet Connect password, they can sign in and access the document in your account.

Find complete information for using Mindjet Connect in the [Mindjet Connect Help online](#).

EXPORTING AND PRINTING MAPS

EXPORTING FILES

You can export your maps to a wide variety of formats. Some exports are only available if your map contains slides.

- A Pages or Word document with your map content in outline form.
See: [Exporting a map to a Pages or Word document](#)
 - A Keynote or PowerPoint presentation using the slides in the map.
See: [Exporting slides to a Keynote or PowerPoint presentation](#)
 - A PDF file with a single page containing an image of the current view of the map.
 - An interactive, read-only PDF Viewer file.
See: [Exporting a map or slides to a PDF file](#)
 - A JPEG, PNG, or TIFF file with an image of the entire map.
 - Multiple JPEG, PNG, or TIFF files using each slide in the map as a separate image.
See: [Exporting a map or slides in image format](#)
 - An HTML file with the map content as text or an outline.
 - An SWF file with the entire map as a read-only, interactive Viewer file.
See: [Exporting a map as a Web file](#)
 - A text file in text, RTF, RTFD, or OPML format.
See: [Exporting map content as text](#)
-

EXPORTING MAP CONTENT AS TEXT

You can export your map in RTF and text formats that can be read by other applications such as Pages and other word processors, and TextEdit and other plain text editors. The map is exported as a list of topics, with floating topics, topic notes, and callouts included. Hyperlinks, attachments, relationships, icons and topic images are not included. Topic font and color is not included in plain text exports.

To export your map content as text:

1. Choose File > Export.
2. In the Export dialog, click the Text/Outline tab.
3. Select the type of export, and then click Next.
 - Text exports include the map text only, with the option to add line breaks to reflect the map hierarchy. You can open these with any plain-text editor such as TextEdit.

- RTF (Rich Text Format) exports include most text formatting, but no graphical information like icons or images. You can open these files with most word-processors like Pages and Word.
 - RTFD (Rich Text Formatting with Attachments) exports are identical to RTF, except that images in topic Notes are included. (Topic images are not.)
 - OPML (Outline Processor Markup Language) exports include structured text without formatting or any graphical information. You can open these files with OPML-aware applications.
4. Enter the name for the new file and choose its location, and then click Save.
- MindManager can export and import a variety of other file types.
-

EXPORTING A MAP TO A PAGES OR WORD DOCUMENT

You can create a new Pages or Word document by exporting your map. The new document will contain your map content as an outline. Using the export options, you can choose which map elements to include in the document, and its formatting and styles.

To export your map to a Pages or Word document:

1. Choose File > Export.
2. In the Export dialog, click the iWork/Office tab.
3. Select either Pages or Word as the file type, and then click Next.
4. On the three tabs, choose the **options** you want to use to create the exported file, and then click Next.
5. Enter the name for the new document and choose its location, and then click Save.

MindManager can export and import files in a variety of other formats.

OPTIONS FOR EXPORTING A MAP TO A PAGES OR WORD DOCUMENT

Use these options to customize your Pages or Word export.

Document content

Map Items

Select the items you want to include.

- **Icons** - these become pictures
- **Topic Notes** - these become a normal text paragraph
- **Callout Topics** - included as a table below the topic heading
- **Tags** - included as a table below the topic heading
- **Review Comments** - included as a table below the topic heading

Task Attributes

Select the items you want to include.

Task attributes are included in the exported document in a table below the topic heading.

Links and attachments

Select the items you want to include.

- **Topic Hyperlinks**- Choose whether to export topic hyperlinks (links to topics within the same map) and relationships. These become jumps within the document to the related topic. You can enter a prefix to use for the links.
- **Attachments** - Export topic attachments, if checked, will create individual files from attachments and place them in the same directory as the exported word document. Hyperlinks to these files will be inserted at the appropriate locations within the document.
- **Linked Documents** - Choose whether to export hyperlinks to external documents or locations and what prefix to use for these. These become hyperlinks in the Word document.
- **Relationship Name**- Choose whether to use the same prefix used for Topic Hyperlinks for links created by relationships.

Format

Content

- **Export Overview Map** - added as picture at the top of the document.
- **Insert Table of Contents**- shows topics and page numbers at the beginning of the document, below the Overview map (if included)

Numbering

Choose a numbering scheme, or choose No numbering to suppress it.

Graphics

Set the maximum width for any graphic in the export (including the overview map if selected).

Header and Footer

Enter the text you want to use.

Document Styles

New styles are created for each topic level. You can enter the names for these styles here.

EXPORTING SLIDES TO A KEYNOTE OR POWERPOINT PRESENTATION

You can create a new Keynote or PowerPoint presentation by exporting your map. The new presentation will contain a slide for each slide in your map. Using the export options, you can choose which map elements to include in the presentation, and some basic aspects of its formatting and layout.

To export your slides to a Keynote or PowerPoint presentation:

1. Choose File > Export.
2. In the Export dialog, click the iWork/Office tab.
3. Select either Keynote or PowerPoint as the file type, and then click Next.
NOTE: if your map does not contain any slides, these options will not be available.
4. Choose the [options](#) you want to use to create the exported file, and then click Next.
5. Enter the name for the new presentation and choose its location, and then click Save.

MindManager can export and import files in a variety of other formats.

OPTIONS FOR EXPORTING SLIDES TO A KEYNOTE OR POWERPOINT PRESENTATION

Use these options to customize your Keynote or PowerPoint export.

Topic Formatting

- **Topic depth** - choose the number of topic levels to include on each slide.
- **Display topic links** - includes hyperlinks on slides. Links are only active when the presentation is displayed in Slide Show mode, not while you are previewing the slides. Hyperlinks are not exported to slides that display topics as objects.
- **Display topics as objects** - includes each topic as a separate object on the slide, instead of creating bulleted text slides.

Map Content

- **Use topic notes as speaker notes** - feeds topic notes to the speaker notes field in the presentation file.
- **Show topic callouts** - includes callouts as notes on slides and uses the specified background color.
- **Include footer text** - adds the footer you enter here on each slide. Footers can be removed from individual slides in the presentation.

Style

- **Show border on images** - adds a border around the slide's image.
- **Show slide number** - if checked, the slide number will be displayed on each slide in the presentation.
- **Remove line breaks from text and notes** - wraps topic text and notes content so the text fits on the slide instead of using the existing breaks in the text.

EXPORTING A MAP OR SLIDES TO A PDF FILE

You can export your current map or slides in PDF format in two forms:

- The entire map as a static image of the map.
- The entire map as a read-only, interactive Viewer file in PDF format.

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

To export your map or slides in PDF format:

1. Choose File > Export.
2. In the Export dialog, click the PDF tab.
3. Select the type of export, and then click Next.
4. Enter the name for the new file and choose its location, and then click Save.

NOTES:

- In Viewer files, some map elements are **not supported**.
- These files can be viewed only in a Adobe Acrobat or Adobe Reader (they require a PDF reader that supports embedded Flash files).

You can post your exported PDF's online, or distribute them as email attachments.

EXPORTING A MAP AS A WEB FILE

You can export your current map as a Web file in two formats:

- As an HTML file that contains the map text, optionally formatted as an outline.
- As a read-only, interactive Viewer file in Flash (SWF) format.

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

To export your map as a Web file:

1. Choose File > Export.
2. In the Export dialog, click the Web tab.
3. Select the type of export, and then click Next.
4. Enter the name for the new file and choose its location, and then click Save.

NOTE: In Viewer files, some map elements are **not supported**. These files can be viewed in a Flash-enabled browser.

You can post your exported files online, or distribute them as email attachments.

MAP ELEMENTS NOT SUPPORTED IN VIEWER FILES

Viewer maps do not support these elements:

Map Markers	All markers	Marker groups	ignored
Topic Elements	Attachments		ignored
	Notes	Images	Notes not displayed
		Tables	Notes not displayed
		Highlighting	Notes not displayed
		Indenting	ignored
		Hyperlink to local document	ignored
		Hyperlink to topic in this map	ignored
	Images	Other than PNG, GIF and JPG	placeholder
	Bookmarks		ignored
	Labels		ignored
Topics	Shape and Color	Central topic transparency	ignored - solid color used
	Size and Margins	Margins & padding	ignored
	Subtopics Layout	Line anchor	ignored
		Distance between siblings	ignored
		Distance from parent	ignored
		Spacing	ignored
	Format	Capitalization	ignored
		Main topic line width	ignored
		Organic appearance	ignored
		Numbering	ignored
Objects	Relationship Shape	Curved shape	bezier
	Boundary Shape	Scallops, Waves, Zigzag	straight
		Rounded rectangle	rectangle
Layout	Main topic pin position		ignored

EXPORTING A MAP OR SLIDES IN IMAGE FORMAT

You can export your map to an image file in a variety of graphics formats that can be imported by other applications. If your map contains slides, you can choose to export each slide as a separate image.

To export a map or slides in image format:

1. Choose File > Export.
2. In the Export dialog, click the Image tab.
3. Choose an image format and click Next.
4. Choose an image format.
5. If your map contains slides you can choose to export each slide as a separate image.
6. Click Next
7. Choose the name and location for the images, and click Save.

If you have chosen to export separate images for slides, the exported files will be named consecutively, for example: my_image1.png, my_image2.png ... etc.

If you export the whole map as a single image, it will use the map's current size. To increase or decrease the size of the map and exported image, choose View > Zoom. Slides will be exported with the content positioning and scaling you have defined for each of them.

MindManager can also export your map in a variety of [other formats](#).

PRINTING A MAP OR SLIDES

When you print your map it prints as displayed in Map View or Outline View. If your map contains slides, you can also choose to print these on separate pages.

To print a map or slides:

1. Choose File > Print.
2. In the Print dialog, select the printer in the drop-down Printer menu.
3. Click the disclosure triangle next to the Printer field to see a complete set of options.
4. Under Print, select Map or Slides, and then select the printing options you want to use.
5. Click Print.

The map or slides are printed as displayed. For more information about using the Print options, see the Hints below.

HINTS:

- To change the orientation and margins for the printed map choose File > Page Setup. Choose MindManager in the Settings pop-up menu to set the margins. Select "Orient the map automatically" to have MindManager choose the best orientation for your map.
- Using the Print dialog's preview area, you can specify the number of pages to use: In this way you can shrink a large map to print on a single page, or enlarge a small map to print on several pages.
- Maps print faster and use less ink if you do not print the map background. Deselect the Background option if you don't want to print it.
- To include a header and footer on your printed map, choose Format > Header and Footer. Enter the text for the Header and Footer as you want it to appear on the map. You can combine your own text with items that you select from the Insert list.
- To print only the topic notes for the currently selected topic(s) choose File > Print Notes.

There are other ways to distribute your maps besides as hard copies: You can [export](#) the map in a variety of formats for distribution by email, or for use in another application, or you can quickly [send a map via iChat](#).

SENDING MAPS




EMAILING MAPS

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](#).

Sending a map in its native format has the advantage of including all the map's graphical elements, attachments, hyperlinks, and topic notes in a dynamic format accessible to users on both Windows and Mac systems.

Maps in native MindManager format can be edited by both MindManager for Windows 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.

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 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.

SENDING A MAP VIA ICHAT

You can send your map (.mmap) to anyone in your buddy list who is online without leaving MindManager. You must be signed in to iChat to send the map. The recipient must be able to receive files, and must have MindManager for Mac or Windows to view the map.

To send a map using iChat:

1. Save the map.
2. Choose Share > Send Via iChat.
3. 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".

4. Click Send.

MindManager can also export the map in a variety of formats that you can send using iChat outside of MindManager, or send as email attachments.

In addition, you can create online, interactive versions of your maps that you can share.

TIPS FOR WORKING WITH OTHER MINDJET VERSIONS

Here are some tips to help you share maps with MindManager for Windows, Mindjet iPhone and Mindjet iPad users.

NOTE: You can use Mindjet Connect to easily share and collaborate on maps. MindManager is integrated with Mindjet's cloud-based collaboration and document management application, Mindjet Connect, so Mindjet maps can be accessed and shared across teams and devices.

Receiving maps from MindManager for Windows users

When you receive maps from MindManager for Windows users they may contain formatting and items that are not fully supported on MindManager for Mac. You can ask your colleagues using MindManager for Windows to avoid these settings, or, in some cases, you can adjust the formatting of the map on the Mac to improve its appearance.

In general, most maps will appear as they do in MindManager for Windows.

Format settings

If the map formatting is set to Display Shadow, it cannot be disabled in MindManager for Mac.

You cannot position main topics closer together than the Minimum Main Topic Height that was set in MindManager for Windows. This setting cannot be changed in MindManager for Mac.

Smart Map Parts

Smart Map Parts lose their dynamic nature and become static topics. They will contain the information that was current at the time they were saved in MindManager for Windows. These topics are no longer linked to their sources (RSS feeds, Outlook items, and so on).

Spreadsheets, charts, and custom properties

A preview of the data or chart is displayed but it cannot be scrolled (to see more data) or edited. For maps produced with versions of MindManager prior to MindManager 6 Windows SP1, only a "missing chart" preview is displayed.

Images

Windows users should check the Properties setting for saving cross-platform compatible maps before saving.

Hyperlinks

Hyperlinks to folders and files are disabled.

Ink

Ink is not supported in MindManager for Mac. Topics with ink created in MindManager for Windows will appear as small, empty topics in MindManager for Mac. These topics can be deleted, but they cannot be modified.

Fonts

Differences in fonts between platforms may cause your topic text to shift slightly.

Outlook Appointments and Outlook Tasks

These items can be edited like Calendar Events and To Do's, but are not accessible via View > Calendar Item in iCal.

Note: These items can be added to your iCal calendar while editing.

Database topics

These topics display data, but cannot be edited.

Sending maps to MindManager for Windows users

In general maps you create in MindManager for Mac will look the same in MindManager for Windows.

Images

Most images in maps from MindManager for Mac can be displayed by MindManager for Windows. For Library images, MindManager displays the equivalent images from the Windows version Library. Images in Photoshop, SGI and TIFF formats will display in an alternate format.

Fonts

Differences in fonts between platforms may cause your topic text to shift slightly.

Hyperlinks

Hyperlinks to folders and files and in-line hyperlinks (in topic text) are disabled. In

Calendar Events, To Do's, and Smart Calendar Topics

These items display but cannot be edited.

Using maps created by Mindjet iPhone and Mindjet iPad with MindManager for Mac

NOTE: You can use Mindjet Connect to easily share and collaborate on maps. Mindjet iPhone / iPad is integrated with Mindjet's cloud- based collaboration and document management application, Mindjet Connect, so Mindjet maps can be accessed and shared across teams and devices.

- If you are not using Mindjet Connect, you can transfer map files in .mmap or .xmmap format from Mindjet iPhone or Mindjet iPad to your Mac by email, wi-fi or Dropbox transfer. Then, open the file with MindManager for Mac.
- Maps will display with default Mindjet iPhone / iPad formatting. You can change this by applying a [Style](#) to the map.

Using maps created by MindManager for Mac with Mindjet iPhone and Mindjet iPad

NOTE: You can use Mindjet Connect to easily share and collaborate on maps. Mindjet iPhone / iPad is integrated with Mindjet's cloud- based collaboration and document management application, Mindjet Connect, so Mindjet maps can be accessed and shared across teams and devices.

If you are not using Mindjet Connect, you can transfer maps from the Mac to your iPhone or iPad as you would transfer other files. Maps saved in native .mmap or .xmmap format can be opened by Mindjet iPhone or Mindjet iPad.

The following objects are not displayed by Mindjet iPhone or Mindjet iPad:

- | | |
|---------------|-------------------|
| • Boundaries | • Bookmarks |
| • Tags | • Callouts |
| • Resources | • Floating topics |
| • Attachments | • Calendar items |
| • Labels | |

The following objects are partially supported by Mindjet iPhone or Mindjet iPad:

- Formatting - topic styles (topic shape, line and fill color) are supported; other formatting is not.
- Hyperlinks - only URL hyperlinks are supported.
- Task info - only Priority markers are supported; other Task info is not displayed.

For more compatibility information, see the [Mindjet support resources online](#).

CREATING A PRESENTATION

CREATING SLIDES

You can create slides that highlight different areas of interest on the map. The slides become part of the map file, and can be displayed in a MindManager slideshow, exported as a Keynote or PowerPoint presentation or in other formats, or printed.

Use the Slides sidebar to create and organize your slides. Slides can overlap, that is, content can appear on more than one slide.

NOTE: your map must contain slides in order to export it to some formats, including Keynote or PowerPoint presentations.

To create slides:

1. Show the Slides sidebar.

Choose View > Show Slides, or click Slides on the toolbar. The Slides sidebar appears.

2. Create and organize slides as desired.

To add a slide do one of the following:


- Control-click a topic on the map and then click New Slide from Topic in the shortcut menu.
- Select a topic on the map and then click the New Slide button (+) at the bottom of the Slides sidebar.

To view a slide in the main Slide View window, click the slide thumbnail in the Slides sidebar. Click Return to Map View at the top left of the Slide View window to show the whole map again.

To remove a slide, select its thumbnail in the sidebar and press Delete, or Control-click the thumbnail and click Delete in the shortcut menu.

To re-order the slides, drag slide thumbnails in the sidebar to change their order. Slides will appear in the slideshow, and in a presentation or multi-page document in the order shown here.

To cut, copy, paste or duplicate slides, Control-click the slide thumbnail and choose a command from the Slide shortcut menu.

To select a slide that is associated with a particular map topic, click the slide icon  on the topic. If the topic has more than one slide, select the slide from the pop-up menu.

3. Adjust the slide content.

When displaying a slide in the Slide View window, you can customize each slide to show the level of detail you want to display. This setting does not effect the underlying map or other slides:

- *Expand or collapse* topics to show the level of detail you desire for each branch on the slide.

NOTE: If you edit the content of a slide in Slide View, those changes effect the underlying map. Thus, any changes you make to content or formatting on the slide will be reflected in the underlying map and on any slides that use the same topics.

The slide content always reflects the current state of the map. This means that the content will change if topics are edited or formatted, if you apply a filter that effects the topics on the slide, or if you choose to show or hide a specific class of map elements.

TIP: if you create slides frequently, you can [customize the toolbar](#) to add a button for creating new slides.

DISPLAYING A SLIDESHOW

Once you have [created slides](#), you can display them in a slideshow in MindManager. You can choose the slideshow transition type and speed, the slides size, and which items to show or hide on slides.

During the slideshow, you can use on-screen controls, keystrokes, gestures or an Apple remote.

To set the slideshow options:

1. Do one of the following:
 - Choose View > Slideshow Options.
 - Open the Slides sidebar and at the bottom of the sidebar, click Options.
2. On the General Options tab:
 - Select the Transition Style and Transition speed.
 - Click Preview to see a sample of how the slide transitions will appear in the slideshow.
3. On the Show & Hide tab select the elements you want to include on your slides. Deselected elements will be hidden.

NOTE: your selections here effect what elements are shown on the underlying map.
4. Click Done.

To start the slideshow:

- At the bottom of the Slides sidebar click Play.

The slideshow begins with the currently-selected slide.

To use on-screen controls during the slideshow:

Move your cursor inside the window to use the on-screen controls at the top and the bottom of the screen.

Point to the bottom of the screen to see the playback controls:

- Click the arrows to step through slides one at a time.

- Click the laser pointer icon to change the cursor to a red dot for better visibility. (Click it again to return to a normal cursor.)
- Click "X" to exit the slideshow and return to MindManager.

Point to the top of the screen to see the slide thumbnail gallery control:

- The current slide is highlighted.
- Click any slide to immediately display it.
- To hide the gallery press Return or Esc, or move your cursor back into the main window .

You can also [control](#) the slideshow using keystrokes, gestures, or an Apple remote.

MANUAL CONTROLS FOR SLIDESHOW DISPLAY

You can use keystrokes, gestures, or an Apple remote to control a MindManager [slideshow](#).

Keystrokes	
Display next slide	Tab
Display previous slide	Shift-Tab
Exit slideshow	Escape
Gestures	
Advance to next slide	Swipe (3 finger) left
Go back to previous slide	Swipe (3 finger) right
Apple remote	
Move to next slide	Play / Right / Up
Move to previous slide	Menu / Left / Down
Re-start slideshow	Play (hold)
Exit slideshow	Menu (hold)

EXPORTING SLIDES TO A KEYNOTE OR POWERPOINT PRESENTATION

You can create a new Keynote or PowerPoint presentation by exporting your map. The new presentation will contain a slide for each slide in your map. Using the export options, you can choose which map elements to include in the presentation, and some basic aspects of its formatting and layout.

To export your slides to a Keynote or PowerPoint presentation:

1. Choose File > Export.
2. In the Export dialog, click the iWork/Office tab.
3. Select either Keynote or PowerPoint as the file type, and then click Next.

NOTE: if your map does not contain any slides, these options will not be available.

4. Choose the [options](#) you want to use to create the exported file, and then click Next.
5. Enter the name for the new presentation and choose its location, and then click Save.

MindManager can [export](#) and [import](#) files in a variety of other formats.

SOLVING PROBLEMS

Here are solutions to some common problems that you may encounter using MindManager. If you don't see a solution for the problem you are experiencing, consult the [Mindjet Support website](#) (you need to be connected to the Internet).

PROBLEM: HYPERLINKS ARE BROKEN ON A MAP I SENT TO A COLLEAGUE.

When you distribute a map that contains hyperlinks to other documents you must include the linked documents with the map, unless the links point to documents that are stored in a central location (for example a network drive that is accessible to both users).

If the hyperlink target documents are not stored in a central location:

1. Be sure to provide all the linked documents when you send the map to the recipient.
2. If the linked documents are not from the same folder as the map, the recipient must copy the linked files to a folder with the same name and relative location to the map file.

Alternatively, you can include documents within the map file as attachments. These documents are part of the map file and automatically accompany it when it is sent or copied.

PROBLEM: WHEN I MOVE A FLOATING TOPIC IT ATTACHES TO ANOTHER TOPIC.

You can prevent a topic from attaching to other topics by following the steps below.

To move or copy a floating topic:

- Hold down the Shift key as you drag and drop the topic.

PROBLEM: THE BACKGROUND IMAGE I DRAGGED FROM THE LIBRARY DOES NOT DISPLAY.

When you replace the map's background image by dragging a new background from the Library, the new image uses the existing opacity setting. If the new image is in a lighter color or is more transparent than the old image it may not show up.


To fix this:

- Choose Format > Background and increase the Opacity setting.

PROBLEM: SOME ITEMS ON MY MAP HAVE DISAPPEARED.

If some elements (topics, markers, task info, and so forth) are not showing up on your map, they could be hidden for a variety of reasons.

Check the following:

- If topics are no longer visible, check to see that the topics have not been collapsed. The expand icon  indicates that the topic has subtopics. Click on the icon to see the subtopics, or select the central topic and choose View > Detail > Show All Levels to expand all the topics on the map.
- Topics can also be hidden by an active filter. If the map was filtered when it was saved, the filter will still be active when it is re-opened, and the filter indicator bar will be displayed at the bottom of the map window. Click Remove Filter on the indicator to display the hidden topics.
- For other missing elements like task information, icons, markers, and more, choose View > Show & Hide and see which elements are currently hidden.
- If topic text or topic connecting lines have disappeared, select the affected topic and choose Format > Topic. In the Topic Inspector's Format pane under Colors, check the topic Line color and text color. If the color is set to None the text or lines will be invisible.

PROBLEM: THE FIND COMMAND ISN'T FINDING ALL THE MATCHING TEXT ON MY MAP.

If you're having trouble finding all the matching text on your map you may need to adjust the Find options settings or remove an active filter.

To fix this:

1. To check the Find options settings, choose Edit > Find > Find and click Options. Check the following:
 - Make sure you have the desired "Find in", "Search" and other options selected.
 - If you have entered text in the "Replace" field the search will automatically exclude tags (you cannot replace text in markers).
 - If "Visible Topics Only" is selected, the text contained in collapsed topics is not included in the search.
NOTE: the Options apply to the search even if they are not displayed.
2. If the map is filtered, the text contained in hidden topics is never included in the search. Check the Filter indicator bar at the bottom of the map window.
 - To remove all active filters click Remove Filter on the indicator bar.

PROBLEM: MY MAP IS PRINTING ON MULTIPLE PAGES.

If you want the map to print on a single page instead, follow these steps.

To print a map on a single page:

1. Choose File > Page Setup and set the scaling to 100%.
2. Choose File > Print, and in the Print dialog:
 - Set the vertical and horizontal pages to 1.
(Click the disclosure triangle next to the printer name if you don't see these options.)
 - Click Print.

APPENDIX

SHORTCUTS FOR WORKING WITH MINDMANAGER

You can use your keyboard to quickly accomplish many tasks in MindManager. To find the shortcuts for common commands, look in the menus (or see the list on this page). Note that you may need to press Shift to access some shortcut keys. To do an action, press the shortcut keys indicated below. Many items in MindManager (for example, topics and images) also have contextual menus. To see a contextual menu, hold down the Control key and click the item.

Topics and Elements

Selecting

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
Add topic or element to selected group / Select multiple topics	Command (⌘)-click or Shift-click
Select central topic	Command (⌘)-Home

Moving and copying

Move selected topic or element	Drag
Copy 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
Move topic left (Outline View)	Control-Command (⌘)-Left Arrow
Move topic right (Outline View)	Control-Command (⌘)-Right Arrow
Move topic up (Outline View)	Control-Command (⌘)-Up Arrow
Move topic down (Outline View)	Control-Command (⌘)-Down Arrow

Editing	
Start topic edit mode with all text selected (Map View)	F2
Start topic edit mode with cursor at beginning of text	Control-A
Start topic edit mode with cursor at end of text	Control-E
Start topic edit mode (Outline View)	Double-click
Insert line break in topic	Shift-Return
End topic edit mode (Map View)	Return
End topic edit mode (Outline View)	Enter
Stay in edit mode and add a sibling (Outline View)	Return
Show shortcut menu	Control-click

MindManager menu

Preferences	Command (⌘)-, (comma)
Hide MindManager	Command (⌘)-H
Hide Others	Option-Command (⌘)-H
Quit MindManager	Command (⌘)-Q

File menu

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 or slides	Command (⌘)-P

Edit menu

Undo	Command (⌘)-Z
Redo	Shift-Command (⌘)-Z
Cut	Command (⌘)-X
Copy	Command (⌘)-C
Paste	Command (⌘)-V
Delete	Delete
Remove Topic	Command (⌘)-Delete
Copy Format	Option-Command (⌘)-C
Paste Format	Option-Command (⌘)-V

Bookmarks

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 (⌘)-: (colon)
Check Spelling	Command (⌘)-; (semi-colon)

Insert menu

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

Select All	Command (⌘)-A
Select None	Shift-Command (⇧⌘)-A

Format menu

Use default format	Option-Command (⌥⌘)-X
Font	
Show or hide fonts	Command (⌘)-T
Bold	Command (⌘)-B
Italic	Command (⌘)-I
Underline	Command (⌘)-U
Bigger	Command (⌘)-+
Smaller	Command (⌘)- - (minus)
Text	
Align left	Command (⌘)-{
Center	Command (⌘)-
Align Right	Command (⌘)-}
Justify	Option-Command (⌥⌘)-

View menu

Outline View / Map View	Option-Command (⌘)-O
Show or Hide Notes pane	Option-Command (⌘)-N
Show or Hide Toolbar	Option-Command (⌘)-T
Zoom	
Zoom in and out	Hold down the Control key while using the scroll wheel on your mouse (not available on all mice)
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 (⌘)-]
Remove Filter	Command (⌘)-\
Filter by saved Rule (rules 1 - 9)	Command (⌘)-1 through Command (⌘)-9

Window menu

Minimize	Command (⌘)-M
Show or Hide Quick Entry Window	Option-Command (⌘)-M
Show or Hide Inspector	Option-Command (⌘)-I
Show or Hide Library	Option-Command (⌘)-L

MINDMANAGER PREFERENCES

Use these options to control MindManager's behavior.

On Startup

Choose what you want MindManager to do when you start the program.

- **Display the Welcome window** - you can also disable the window's display from the window itself.
- **Display the Template Chooser** - use this option if you usually want to choose a template or an existing map on startup.
- **Create a new map** - this will automatically start a new map each time you start MindManager. By default, the Blank Map template is used, but you can specify a different template or existing map using the New Map (next) option.

New Map

This information is used when you create a new map on startup, or whenever you choose File > New.

- Choose a template or an existing map. MindManager opens a copy of the template or map as a new unsaved map; the original is not effected. This allows you to use either a template or an existing map as the basis for a new map multiple times.
- **Auto import resources from** - select this option and specify a source if you want MindManager to import a set of contacts from your address book automatically each time you begin a new map. The contacts are added as Resource markers, and will be available in Resources list in the Task Inspector. If you select "Attach resources to Central Topic", a .vcf file containing the contacts is attached.

Calendar

Choose the iCal calendar you want to use for new items you create in MindManager.

- **New items added to-** Check this option to add Calendar Events and Calendar ToDo items that you create in MindManager to the calendar you choose.

Editing

Controls editing topic text and adding some topic types.

- **Typing replaces selection** - with this option checked, when you select a topic text you type will replace existing topic text. With this option unchecked, text you type will be appended to the existing topic text.
- **Single click to insert floating topic-** makes it easier to add floating topics. With this option checked, you click the map background and then type the topic text. With this option

unchecked, you must Control-click (or right-click) the map background and choose Insert Floating Topic, or use the menu commands.

- **Add callouts to new relationships**- automatically adds a callout topic to each new relationship you create. Callouts can be used to give more information about these informal connections.
- **Add callouts to new summary boundaries**- automatically adds a callout when you add a summary-type boundary. You can use the callout to provide summary information, as a single topic or with additional subtopics.

Saving

Enable saving backups of maps automatically.

- **Save AutoRecover information every __ minutes**- saves backup information for open maps at the specified interval. Leave this option checked to prevent data loss on the event of an unexpected system shut-down.
-

Visual Effects

Controls Controls how items are displayed on your map.

- **Show larger icons and task information images** - displays icon markers and task information markers at a larger size.
- **Show fill color gradients**- displays shading on filled topics. If unchecked, a solid color is used, which can improve the appearance of some printed or exported maps.
- **Show highlight on topic rollover**- displays a gray outline around topics when your mouse pointer touches them.
- **Show Undo and Redo hints in map**- displays a hint on the map when you undo or redo an action.

Browser

Allows you to open webpage hyperlinks in the MindManager built-in browser by default.

- **Open links in MindManager browser**- uses the built-in browser to open webpage hyperlinks on your map. If you want the browser to stay on top of all other windows, select "Keep browser window in front".

Measurement units

Choose the unit used for measuring margins and distances.

- These units are used in the Topic Inspector Spacing tab.
-

Mindjet Connect

Options for using your Mindjet Connect account.

- Sign in on startup - automatically signs you in when you start MindManager. (You must choose to store your password in your keychain to do this.)
- Delete offline storage- deletes the locally-cached copies of documents you have edited.