

MindMan™ 2.1 - User Documentation

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Visit our Website **<http://www.mindman.com>**
You will find a lot of up to date information about **MindMan** there.

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'Mind Maps' is a trademark of Buzan Organisation Ltd.



Thats how it works !

Key Terms

MindMan	This name is used when the Windows Application MindMan is meant.
Mind-Map	This word describes the actual graphic. It is saved as a document in a file.
Document	In this Users Guide, the names Mind-Map and Document are used synonymous.
Application Window	Name of main window of the MindMan application.
Document Window	Each open Mind-Map is displayed in its own window.
Command	A command can be accessed from the Application Menu, an <u>Context Menu</u> , or the <u>Toolbar</u> .
Selecting	In many cases, a graphical object on the screen can be selected by clicking on it with the left mouse button. The object will then be highlighted.
Dragging	In many cases, a graphical object can be moved to a different position using the left mouse button. To do this, the object must first be selected (see above), and then moved by keeping the mouse button pressed. Now you can move the object to another position and release the left mouse button. While dragging, the mouse pointer changes and the status bar displays a message, describing the current action.

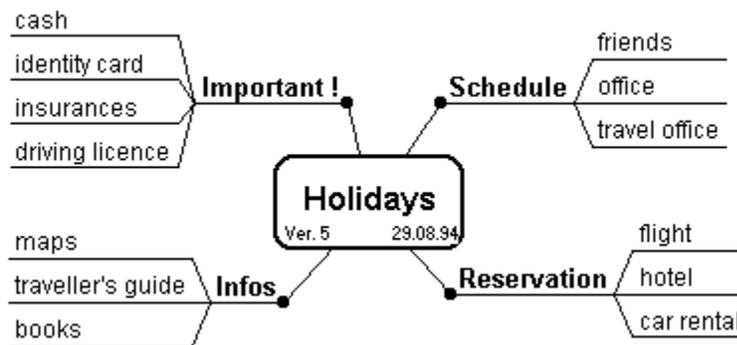
Introduction to MindMapping(TM)

In this help section, you will find a short, general description of Mind-Maps. It is supposed to give Mind-Map beginners a quick overview. If you are interested in more information about this technique, you can find it in help section Literature Sources and Seminar Offers.

Mind-Mapping, just like brainstorming, is a creativity technique. It helps you putting your thoughts on to paper just like in the Order they occurred to you. You do not always have to finish your thoughts. Instead, you can jump ahead with your thoughts and come back later to your original thought. Even though you might jump ahead, the Mind-Map-Technique helps you to keep a good, overall structure of the problem. In addition, Mind-Map aids your thought process using graphical visualization on the entire 'paper'. **Basically, you are painting a picture of your thoughts !** You can enlarge this picture at any time, at any position with new ideas.

If you write down your thoughts the conventional way, in a linear Order from top to bottom, you would need at least a second or third step to structure all thoughts. With this kind of creativity, the left side of the brain for logical thinking, data, and facts, and the right side of the brain for displaying pictures are used. Only if both the left and right sides of the brain are used, is the thought process optimal.

Mogens Kirckhoff writes the following about the Mind-Map-Technique: With the help of the Mind-Map-Technique, you can use the entire capacity of your thoughts individually, fast, and extensive. Mind-Maps aid your brain, your concentration, your effectiveness, your overview, your pool of ideas, and it is a lot of fun! You can use it from the smallest day-to-day jobs to the most complex projects...



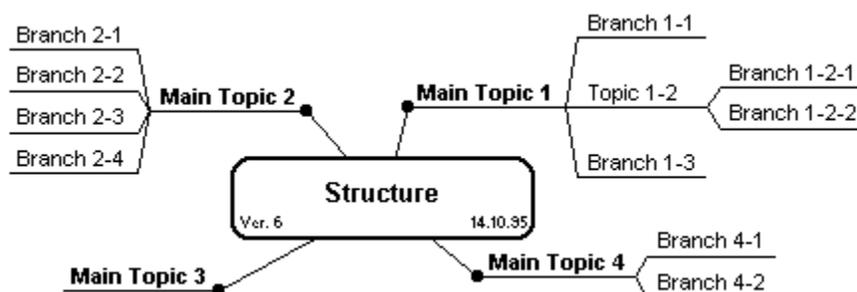
You can use Mind-Maps in various situations:

- ▶ for organizing and planning, e.g. Activities
- ▶ in the development of concepts or general solutions
- ◆ as a moderating tool in discussions
- ◆ as visual aid in presentations
- ◆ as minutes for meetings
- ◆ as transcripts for conversations
- ◆ to improve creativity, finding ideas, and training memory
- ◆ and to creatively pass on information

In many cases the **MindMan** application can be used for subsequent documentation that have been originally created by hand. The printed Mind-Maps have a much clearer view, are cleaner, and can be modified faster.

The Structure of a Mind-Map

The following picture shows the structure and naming convention of a Mind-Map as it is used in a typical **MindMan** application.



Every thought uses a separate branch. Follow-up thoughts are then attached as new branches. The original branch is then identified as topic (see topic 1-2). This branching can be continued as long as you want and even rearranged at a later point. The main points of your problems are the Main Topic directly and the title of the Mind-Map. During the development of the Mind-Map, a whole tree forms which shows all your thoughts and especially all relations between each thought.

Please note that the meaning of the names for topics and branches are left intentionally unclear. It is only important that from the view of a topic, its successor is always called a branch. Only the branches that do not yet have a successor are still called branches.

Some Helpful Tips:

- ◆ As with brainstorming, at first allow all thoughts. Evaluate them later.
- ◆ The importance of the Main Topics and the number of their branches does not need to be the same.
- ◆ If possible, use only one Main Topic for a branch.
- ◆ Use keywords rather than sentences.
- ◆ Be careful with abbreviations! Use only if they can be understood immediately.

Users Guide

Topic

- ◆ How do I get help fast?
- ◆ Mind-Map **Title, Version and Date**
- ◆ **Create New Topics and Branches**
- ◆ **Work** with Branches
- ◆ **Moving** of Branches (Drag&Drop)
- ◆ Change **Order** of Branches
- ◆ Changing the **Graphical Layout**
- ◆ Change **Color** for Branches
- ◆ Setting the **Branch Properties**
- ◆ Using **Icons**
- ◆ Using **Notes**
- ◆ **Linking** Branches with Files
- ◆ **Closing** Topics
- ◆ Set **Length of Branches**
- ◆ **Exporting** Mind-Maps
- ◆ Create **HTML** pages
- ◆ **Importing** Text Outlines
- ◆ **Printing** Mind-Maps
- ◆ **Templates** and **Default Settings**
- ◆ Function **Undo**
- ◆ **Zooming** on the Display
- ◆ Moving the **Viewing Area**
- ◆ Using the **File Manager**
- ◆ Global MindMan **Options**
- ◆ Miscellaneous Functions

Create new Topics and Branches

- ◆ When you start drawing a new Mind-Map, you should enter the most important topics first. Move the mouse pointer to the position on the Mind-Map where you would like the new topic. Then, open the Dialog Box Create New Main Topic by double clicking the left mouse button. You can enter several lines of text but it is recommended that you only enter **one** key-word instead of a whole sentence.
- ◆ To attach more topics and branches, open the Work with Branches dialog box by double-clicking with the left mouse button on the text for the topic or branch.
- ◆ As soon as you have changed a Mind-Map, the filename in the titlebar of the document will be marked with a star (*). Next time you save your document, the star will disappear.

Work with Branches

- ◆ To edit the branch text, double click with the left mouse button to open the Work with Branches dialog box.
- ◆ You can use the Clipboard to move text. Here you can use the **copy**, **cut**, **paste**, and **delete** commands. To do this, you always need to select a branch or topic with the left mouse button. The text will then be highlighted. You can use the **Edit Menu** to use one of the commands.
- ◆ While pasting branches from the Clipboard, the branches will be attached to the selected topic as well. It is also possible to paste topics and branches to the Mind-Map title. This will produce a new topic that will be right above the Mind-Map title. Move the Main Topic the a position of your choice.

Important: All attached branches will be processed when selecting topics.

While the command **Delete** does not copy any data into the Clipboard, the command **Cut** does.

TIP: Use the Context Menu as an alternative.

Moving of Branches (Drag&Drop)

To move one topic to another, you can use the Clipboard (Cut, Copy, Paste); but, its easier to use Drag & Drop.

- ◆ Click with the left mouse button on a branch text (selecting it) and keep it pressed. If you move the mouse pointer over other topics, the branches will be highlighted. As soon as you release the mouse button, the selected topic will be attached to the new one and the original topic at the old position will be deleted.
- ◆ You can move a topic over a Mind-Map title. A new Main Topic will be inserted.
- ◆ If you press the Ctrl key on your keyboard at the same time you release the left mouse button, the topic will be copied. The first selected topic remains unchanged.
- ◆ With Drag & Drop you can only work within one Mind-Map. If you want to move topics between documents, you have to use the Clipboard.

Changing the Graphical Layout

- ◆ You can change the positions of the Main Topics by dragging them. To do this click with the left mouse button onto the little, black dot of the Main Topic and keep it pressed. Instead of an arrow for the mouse pointer, you will see a hand. Now move the Main Topic to a new position and release the mouse button. (See also [Autoscroll!](#)).
- ◆ The layout of the Mind-Map Main Topics and its branches can be setup with the menu command [Graphical Layout](#). You can change the fonts of the Mind-Map title, the Main Topics, and the branches in the tab **Layout Topics and Branches**. In addition, you can change up to three scale factors to adjust the arrangement of the branches to your liking.
In **Options** you can change case of the Main Topics and branches as well as colors to text and lines.

Moving the Viewing Area

Moving the Mind-Map by dragging it with the rectangle, you never actually change the position of the Mind-Map on the document, but you change the viewing area over the entire Mind-Map document (see also [Autoscroll](#)). You can also use the scrollbars of the window to move the viewing area.

Exporting Mind-Maps

A Mind-Map can be exported in text and graphic format to the Clipboard and as HTML files for the Internet. Here is the users guide to [create HTML pages](#).

- ◆ To insert a Mind-Map into another Windows application (e.g. a wordprocessor), you use the command **Export to Clipboard** from the **File** menu. The graphic will be exported as scaleable metafile into the Clipboard. In addition, the Mind-Map will be saved in text format as well.
- ◆ The text format during export can be setup with the **Text Export Format** command from the Format menu.
- ◆ To import into another Windows application, you have to choose the correct format in that particular application. The command to do this is from application to application different. For example, it could be called **Insert Object**. You usually see a dialog box from where you can select one of the three formats: Text, Graphic, MindMan-Object.
- ◆ If you export a Mind-Map as graphic into another application, it is usually scaled to the page width of your document. You can change the scaling afterwards by using the mouse. You should always **scale diagonally** so that you keep the correct heights and widths. The height of the Mind-Map will force the height of the fonts. The higher the fonts are, the longer grows the text. If the text should grow longer than the branch-lines, you should scale the Mind-Map a little wider.
- ◆ You can export single topics and branches in text format as well. This happens automatically every time you use the **Cut** and **Copy** commands.

Tips for OLE1:

- ◆ Please note that if Mind-Maps are exported via OLE, the Mind-Map is not actually stored in its own file but rather within the text document that you used to import.
- ◆ If you exported a Mind-Map with the Clipboard, and then embedded it in an OLE compatible document (e.g. almost all Windows wordprocessors or graphic programs), you can work directly on the Mind-Map. To do this you have to run the wordprocessor and your file with the Mind-Map that is embedded in the document opened. By double-clicking with the left mouse button on the Mind-Map, you open the MindMan application and can therefore work on the Mind-Map itself. Once you save the Mind-Map with the menu command **Update**, the changed Mind-Map will be saved inside your document and correctly displayed.

Creating HTML pages

You can easily create one or multiple HTML pages from your Mind Map. Just click on the command **Export as HTML File** in the **File** menu and the ready to use HTML file(s) will be created. After that you can preview the results immediately with your favourite Web Browser.

You can setup some options for the creation of the HTML pages in the Dialog Box HTML-Export.

Here are some additional hints:

- ◆ You can choose the images used in the HTML pages. For example setup an own title image used as prefix of the Mind Map title on top of the HTML page. For this purpose some GIF images are provided with the MindMan installation. You can also download other GIF images from the Internet e.g try <http://www.jsc.nasa.gov/~mccoy/lcons/index.html> or <http://www.cs.yale.edu/HTML/YALE/CS/HyPlans/loosemore-sandra/clipart.html>.
- ◆ If you choose to use separate pages for each Main Topic a number of files are created: The main HTML file contains the Mind Map title (and its text notes) and hyperlinks to the topic HTML files. This file gets the filename you choosed in the **Save As...** dialog box. For each Main Topic an own file is created. These files contain one complete Topic with all its Sub-Branches. The topic HTML files have the main filename with a continuous number at the end (1, 2, 3, ..). If your main filename is already 8 character long it will be shorten. All files are written into the same directory.
- ◆ The HTML pages contain references (hyperlinks) to the images and optionally the Main Topic HTML files. These references are pathnames. Pathnames could be absolute pathnames (beginning with a drive letter) or relative pathnames. You should always use relative pathnames. This makes it very easy to copy all files belonging together to your Website (exporting the HTML pages to the Internet community). There will be no need to change any hyperlink. This is also the reason for the default HTML export directory. If you use this directory for all your exported HTML files and all images you will not have any problems when you copy your files to the Website.
- ◆ The HTML language contains some reserved characters (<, >, &, "). In the normal text these characters are automatically masked by **MindMan** using a defined HTML string e.g. **<** instead of <. To insert any HTML tag you must suppress this automatic conversion by surrounding the complete HTML tag with curly braces {< ... >}. For example to insert an image type: *An image {< IMG SRC=myimage.gif >} from me*
Important: There must be no space character between { and < (respectively > and } !
- ◆ You can easily insert an HTML hyperlink (anchor) in the Text-Notes editor with the **Anchor** button or the context menu.
- ◆ When you create a new Mind Map document the following default images are bounded:

Bullet Level 1:	REDBALL.GIF
Bullet Level 2:	BLUEBALL.GIF
Bullet Level 3:	YELLOWBA.GIF
Bullet Level 4:	GREENBAL.GIF
Return to Top of Page:	TH_UP.GIF
Return to First Page:	HPOINT_L.GIF
Title Image:	NOTE.GIF

When you copy your HTML page to the Website copy these files too (if you did not change them).

- ◆ If you want to setup different HTML options (choosing different images) you can

create template Mind Maps. More information about using templates can be found at [Templates and and Default Settings](#).

Printing Mind-Maps

You can print a Mind-Map in different formats:

- ▶ As Mind-Map graphic (the normal format).
- ▶ Only the branches with notes.
- ◆ As To-Do list if you work with the icons.
- ◆ As outline of To-Do list.

If you want to print the Mind-Map with the command **Print** from the menu **File**, you will see the Dialog Box Select Print Format. Here you can select the desired format. If you want to print using the toolbar, the Mind-Map is always printed as graphic.

Graphic Print

The Mind-Map document will be centered during printing on one or two pages. Use the command **Print Preview** from the menu **File** to view it. With the command **Mind-Map Print Format** from the menu Format, you can scale the Mind-Maps, add a border, and set the page format (Portrait or Landscape) before printing it.

Branches with Notes

With this function you can print all notes. You can setup this print format in the Dialog Box Print Format Textoutput and the tab **Notes**.

To-Do List

If you gave branches priorities, you can print them by their priorities. You can setup this print format in the Dialog Box Print Format Textoutput and the tab **To-Do List**.

Outline and To-Do List

This function prints the entire Mind-Map in as outline. You can set the levels of indents, and to what level the structure numbering should be used with the Dialog Box Print Format Textoutput and the tab **Outline**. Without the structure numbering you will get a simple to-do list that is very organized and clean. This format is especially useful for coworkers who do not have access to the actual Mind-Map.

The structure Order of the first level (Main Topics) can be setup with the command **Print Order of Main Topics** with menu Edit

Using the File Manager

There are two possible ways to work on Mind-Map documents within the File Manager. By double clicking on a Mind-Map with the file extension **.MMP**, it automatically starts the **MindMan** application (if its not already active) and opens the corresponding Mind-Map. Is the **MindMan** application already active, then you can use Drag-Drop of a selected Mind-Map file from the File Manager onto the **MindMan** window and open it.

- ◆ In Order to open a Mind-Map document using the File Manager, the **MindMan** application must have been opened at least once. After that, the file extension **.MMP** must be associated within the File Manager with the **MindMan** application. The Drag-Drop functionality of the File Manager is then available as well.

Miscellaneous Functions

◆ If you work in a network environment, you can only open a Mind-Map document on **one** workstation at a time. This prevents that two users work on the same document at the same time and save their work one after the other. The second save would erase the first one. All changes of the first one would be gone.

Should another user open an already opened Mind-Map, a message will be displayed that tells the user that that document is already in use on another workstation. This network locking is only possible if the each PC has the DOS program **SHARE.EXE** included in the **autoexec.bat** file (not necessary if you are using **Windows for Workgroups**). The readme file for **MindMan** includes more information about this.

◆ **Autoscroll** is always active during Drag & Drop operations. If you get within 5 mm to the border of your document, the viewing area moves automatically in the opposite direction. It keeps scrolling until the border of your document is reached or until you move the mouse pointer to the inside of your document. You can set the speed of the Autoscroll in menu Options and Preferences.

◆ Exiting the **MindMan**-application saves the current working environment. This includes the size and position of the **MindMan**-main window, as well as the sizes, window positions and scroll positions of all open Mind-Map-documents and their windows. The next time you start the **Mind-Man** application, the last working environment is restored. Saving the working environment can be disabled by using menu Options and Preferences.

◆ Each time you save a Mind-Map document, the version number is incremented and the modification date of the Mind-Map is set to the current date. With the Dialog Box Mind-Map Title (double click on the Mind-Map Title), you can set the version number and the date.

◆ With menu Options and Preferences, you can specify if you want to work with backup files and/or automatically created backup files. **It is strongly recommended that you keep both options turned-on to keep possible data loss to a minimum.** The Windows environment is not 100% stable and offers no protection against other application which may cause errors.

Change Order of Branches

If there are more than two branches attached to a topic, you can change the Order (from top to bottom) in two different ways:

- ◆ If you want a single branch at the bottom, just move the branch via Drag & Drop to its own parent branch. The branch will be removed and then re-attached to the same topic below.
- ◆ If you want single branches on top or change the entire Order, select the related parent branch and use the command **Reorder Branches** in menu Edit Menu. Use the Dialog Box Reorder Branches to change the entire Order.

Closing Topics

Large Mind-Maps are sometimes hard to read on the screen. To remedy this problem, you can close single topics. All branches attached to this topic are not displayed. To mark that this topic has been closed but still has branches attached, a small rectangular is shown on the right of the topic title.

If you have closed several topics, you can open them all at once using the **Show All** command. The status bar will display the words **SHOW ALL** and will only disappear by using the **Show All** again. Even in the open mode, you can close or open single topics. This is only apparent through the small rectangular at the end of the topic.

Linking Branches with Files

You link individual branches with files using the command **Edit Linked File** with menu Edit to activate the associated WINDOWS application and to work with that file. Associations that you have done previously in the File Manager are then used as a link. There you can define associated WINDOWS application and their file extensions.

When linking branches with files, you enter a path in the Dialog Box Work on Branches and tab **Link File**. The path always includes the directory and filename. You can display the path as additional line in the branch text.

If a topic is linked with a file, it will be marked with a document icon.

You can remove the link at any time. Or, you can put it on a different file.

Mind-Map Title, Version and Date

A Mind-Map always has a title that is displayed in the middle of the Mind-Map inside a rectangular. In addition, it includes a date and version number. You can change these settings in the Dialog Box Mind-Map Title. You open that Dialog Box with the command **Change Title** in menu Edit.

The date and version number can either be set automatically every time the document is saved; or, manual with the Dialog Box. Both can be displayed in the title rectangular of the Mind-Map and/or as foot note during printing.

For the date format, the language specific Windows setup is used.

Change Color for Branches

There are two ways you can set the color for the Mind-Map topics: With the priorities or as topic properties. Both are done in the Dialog Box Work on Branches. The priorities are done in the tab **Planning** and the properties in **Properties**. We recommend that you use only one of these two possibilities within the same Mind-Map to get less confusion with the colors.

The following principles are important when using colors: All of them are intuitive. Even though, you should play with the colors when start out to get a better feeling.

- ◆ If you set a color for a branch, that color will **always** be used for all following branches. That means that all following branches will be displayed with that color. Exceptions are branches that got their own colors. These never inherit the new color.
- ◆ Once you assigned a color for a branch and would like to erase it again, please **do not** use the color black. Black is a color just like any other. **Inherit** the color of the previous topic instead. That way you get rid of the color attribute and assign the color of the previous one.
- ◆ Moving the branches via Drag & Drop or by using the Clipboard, the color information is moved as well. If you set a color for branch directly, it keeps its color. If it inherited the color, it will now inherit the color of the new branch. If you remove the priority of a branch, it will inherit the color of the previous topic.
- ◆ The color of the priorities can be changed with the command **Priorities** in menu Options. If the color is changed there, all branches will colored with new priorities.
- ◆ You can decide if you want to set the branch text, the branch lines, or both to be displayed in color.
- ◆ During printing with black and white printers, you should disable color printing in the Dialog Box Global Options

Setting the Branch Properties

You can set specific branch properties which can be mixed as well:

- ◆ Bold Print
- ◆ Italic-Print
- ◆ OR symbol (hyphenated branch line)
- ◆ Color (see Change Color for Branches).

You set these properties in the Dialog Box Work on Branches in the tab **Properties**. Pay close attention to the following:

- ◆ You can now inherit a property/attribute to all following branches. They will be displayed with that attribute.
- ◆ If a branch inherited a property from its predecessor, that property can not longer be removed. This is shown with *Inherited Style from previous Topic*
- ◆ If you move branches via Drag&Drop or by using the Clipboard, set attributes are kept. If an attribute was only inherited, then the branch will use the properties of that predecessor if that was set to **Inherit**.

Using Icons

With priorities you can set specific actions. You can set priorities between 1 - 9 e.g. Names-, Dates- or Level Descriptions. A branch is therefore changed to an action. After completing that action (or branch), you have the choice to check it off.

You set the priorities with the Dialog Box Work on Branches in the **Priorities**.

- ◆ Do not set the priorities directly to the topic. Instead, set them to individual branches.
- ◆ With the command **Priorities** in menu Options, you can assign names that can be printed inside the footnote later on as history. These names can be names from co-workers or schedule information.
- ◆ You can assign colors to individual priorities. The colors of the first 6 priorities are pre-set; but, can be changed at any time. For more information for colors see Change Color for Branches.
- ◆ The branches of a Mind-Map that have priorities can be printed as a work list. Read more about this in Printing Mind-Maps.

Using Notes

The text for the branches should be kept short if possible and only used with key words so that a Mind-Map can be read and understood easily. To add more information to a branch, you can add an entire note (as well as adding a note to the Mind-Map Title). To do that you have to open a window with the command **Display Notes** in menu View. That window is hovering over the Mind-Map window. This window displays the note for the branch that you just selected and can be changed. If no branch (or the Mind-Map Title) selected, no text can be entered. If there is a note for a branch, it will be marked as such with a book icon.

You can also enter text for the current topic with the Dialog Box Work on Branches. To do this, you must have activated the window for that note.

If a note contains only spaces, tabs, and empty lines, that text is known as erased and the book icon on the branch is removed.

The text in the notes window can be edited with the usual WINDOWS commands. The WINDOWS Notepad can be used as an example. In addition, a Toolbar and context menus are available as well. More information can be found under Notes.

Note: The notes can be printed with the print function (see Printing Mind-Maps).

Set Length of Branches

With the help of the multi-line branches, you can influence the length of branches at longer branch text. Setting the length of the branch length, the branch text of individual branches will be newly formatted and spread out to several lines of text. All existing line changes at multi-line branches are lost!

With the command **Set Length of Branches** in menu Edit, you can set the length of all branches in one Dialog Box and **in one operation**.

You can set the branch length back to its previous length with the Undo function.

Importing Text Outlines

You can import any text into the Mind-Map with the Clipboard. For each line of text, a new branch will be created (there can be no multi-line branches be created). If you selected a branch for importing, the new branches will be inserted as Sub-Branches. If you selected the Mind-Map Title for import, then the new branches will be inserted as Main Topics.

◆ Mark the text in your wordprocessor (Notepad, Write,...) and copy it into the Clipboard. Select the target branch or the title and import the text with the command **Paste**. You can undo this operation with the **Undo** command.

◆ If the inserted text was in outline format, then the branches will be indented accordingly. Each line has to be indented with space or tab at the beginning of the line. The number of these symbols sets the outline level for which they will be inserted. It is important to note that lines with the **same outline level** are used with the **same number of spaces** or tabs. For example:

Line on first level	(indented with 2 spaces)
Line on second level	(indented with 4 spaces)
Line on third level	(indented with 7 spaces)
Line on second level	(indented with 4 spaces)

◆ You can grab the text from the **MindMan**-notes window as well. For example, you can use the notes as a beginning for brainstorming.

Function Undo

With the command **Undo** in menu Edit, you can Undo most functions. The Mind-Map will be displayed as it was before the operation took place.

You can not Undo all operations. For example, Changes on the format information (Print format, Export format, Graphical Display, Priorities, Names and Colors) or moving a Main Topic. You can see it that the menu command is grayed out therefore disabled. But, you can Undo all direct input operations with the Dialog Box **Work on Branches** which sets the maximum length of branches, as well as all functions with the Clipboard (Copy, Cut, Paste) and all Drag&Drop functions.

If you want the erase an Undo operation, use the **Undo** command again.

Zooming on the Display

You can enlarge or shrink the size of the Mind-Map on the display by zooming in and out. The shrinking is especially important on 14 monitors to view as much as possible of the Mind-Map. It is practical when aligning the Main Topics to shrink the Mind-Map as well.

The displayed zoom-factor has no affect when printing the Mind-Map. To do that you can set the scale factor when printing with the command **Mind-Map Print Format** in menu Format.

You can change the zoom factor with the following methods (the current value is displayed in the status bar):

- ◆ With the command **Zoom** and **Original Size 100%** in menu View
- ◆ With the **Toolbar**
- ◆ With the keyboard and the **Short-Cut Keys**

The current zoom factor will then be saved in the Mind-Map file. The next time you open that Mind-Map file, the map will then be displayed with the last used zoom factor

Before a Mind-Map can be exported into the Clipboard, a scaling of 100% will be done. This is not really visible to the user but it leads to a better result of importing a Mind-Map into other programs. The Mind-Map can then be shrank to a smaller size in the target program.

Global MindMan Options

Almost all options that you set in different dialog options are specific for a Mind-Map and are saved directly into the Mind-Map file. This can be very well used as Mind-Map templates to save different configurations. More information is available under Templates and Default Settings.

In addition, there are some global options which affect all Mind-Maps the same way. These options can be set with the command **Options** in menu Options. These are saved in the WINDOWS file MINDMAN.INI in your WINDOWS directory (usually C:\WINDOWS). Please do not change this file manually; instead, use the Dialog Box for your changes.

Context Menus and Short-Cut Keys

All commands in **MindMan** can be accessed through the menus. In most cases, it is faster to use the context menus and the Short-Cut Keys.

Context Menus

- ◆ With the right mouse button you can open menus for some objects on the screen. Here you can quickly execute a command for that object.
- ◆ There are three context menus: with all branches and Main Topics, with the Mind - Map Title, and inside the window for notes.
- ◆ More information can be found under [Context Menus](#).

Short-Cut Keys

- ◆ Many commands can be executed with key combinations. This is many times faster than using the mouse. For the menu commands, the keyboard combinations are right behind the menu entries.
- ◆ All Short-Cut Keys for commands are listed under: [Short-Cut Keys](#).

Branch Properties and Plan Icons

Every branch can have certain properties. Available are Font attributes, Color, Plan symbols, OR -branches.

Read more under [Setting the Branch Properties](#).

Read more under [Using Icons](#).

Context Menus

Some of the graphical objects on the screen have their own (context dependent) menu. It is activated by selecting the object with the right mouse button. The commands in this menu are exactly the same as the application menus. The advantage of the context menus is the simpler and faster access.

MindMan offers the following graphical objects:

Topics and Branches

With the context menu you can execute the Cut, Copy, Paste, Work on Branches, Reorder Branches, Edit Linked File and Close Topic commands.

Mind-Map Title With the context menu you can execute the Paste, New Main Topic, Orders of Main Topics and Show All commands.

Notes With the context menu you can execute the Cut, Copy, Paste, Search and Replace commands.

Description of the Menus

- ◆ File Menu
- ◆ Edit Menu
- ◆ View Menu
- ◆ Format Menu
- ◆ Options Menu
- ◆ Window Menu
- ◆ Help Menu
- ◆ Context Menus

File Menu

Command	Description
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New	Creates a new MindMan -document. The Dialog Box <u>Select Template</u> will be displayed. Here you can select the template for your new Mind-Map which can serve as a starting point. The new document has a temporary name. Once you close the document, you will be prompted to enter the correct file name. To create a new Mind-Map even faster without using the dialog box, you can use the  icon from the Toolbar.
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Open Opens an existing Mind-Map and displays it in a new window. This opens the Dialog Box Open File. You can open several documents at the same time.

Close This command closes the window with the current **MindMan** document. You can do this with a double-click on the system menu box of the document window as well.



If you made any changes since you opened the Mind-Map, you will be asked if you want to save the changes. If you close the window without saving it first, you will lose all changes. If you close a window that has a temporary filename (a newly created document), **MindMan** will display the Dialog Box Save File As and asks you to enter a name for the document.

Save	Saves the document with its filename in the current window. If you save the document for the first time, MindMan will display the Dialog Box <u>Save File As</u> and asks you to enter a filename. If you would like to change the filename and directory of the document before you save it, use the command Save As .
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Save As	With this command you can save a document and provide a filename at the same time. MindMan will display the Dialog Box <u>Save File As</u> .
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Export to Clipboard

Copies the entire Mind-Map as text (Outline Format) and graphic (Metafile) into the Clipboard. The graphic can be scaled after using the paste command in any **WINDOWS** application. The Mind-Map will be copied into the Clipboard as OLE1 format. The text format can be set for export with the command **Text-Exportformat** in menu Format.

Export as HTML File

Creates one or more HTML pages from the current Mind-Map and writes these pages into files. First you will be asked to enter an export filename. After creation of the files the HTML pages can be previewed through your registered HTML browser. Some HTML options (image names, create one or multiple pages, HTML default directory) can be set with the command **HTML-Export Format** in menu Format. Here is the users guide to create HTML pages.

Print	The current Mind-Map is printed. To do this, MindMan will display the
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Dialog Box Select Print Format. There you can choose if you want to print the Mind-Map as graphic or as text. A second dialog box opens to enter the number of copies, the desired printer, and other print options. To quickly print the Mind-Map graphic without displaying the

Select Print Format Dialog Box, you can use the print icon  on the tool bar.

The Mind-Map is always printed centered. If the Mind-Map is bigger than the page size, the Mind-Map will be printed spread out and centered on several pages.

Print Preview A new window will be displayed showing a full page view of the document to be printed. The currently selected default printer will be used. With the toolbar on the top area of the window you can set if you want to view one or two pages at the same time, move within the document forward or backward, change the view in three different sizes, and start the print process. To go back to the application window, click on the **Close** button.

Please note that the page preview is pretty close to the actual printout but small differences are possible. Out of the three zoom factors, the maximum zoom is always the best scale factor.

Print Setup Displays the Dialog Box Print Setup. Here you can set the desired printer and the print connection as well as other print parameters.

1, 2, 3, 4 File At this place in the menu, the last four files opened are shown. If you select one of these four commands, that file will be opened in a new window.

Exit The **MindMan** application will be terminated. You can do this with the a double click on the system menu box of the application window.



For every changed document, you will be prompted to save it. Changed document are marked with a * in the title bar of the document window.

Edit Menu

Command	Description
Undo	Undoes the last change of the Mind-Map. Read more about it under Function Undo .
Cut	Deletes the selected topic and all of its branches and transfers the data into the Clipboard. Other WINDOWS applications can paste that data as text from the Clipboard.
Copy	Copies the selected topic and all of its branches and transfers the data into the Clipboard. Other WINDOWS applications can paste this data as text from the Clipboard.
Paste	Inserts the contents of the Clipboard as new branch onto a selected topic or as Main Topic if you selected the Mind-Map title. Data will be inserted that were gathered into the Clipboard using the MindMan commands Cut and Copy . You can also insert text from other WINDOWS applications into a Mind-Map. That text must be in an outline format where each outline level must have the same number of spaces or tabs. There will be a separate branch for every branch. You can Undo a paste operation with the Undo command.
New Main Topic	The mouse pointer changes. Click once on the new position for the new Main Topic. The Dialog Box Create New Main Topic is displayed. With this menu command, you can create new Main Topics instead of double-clicking.
Print Order of Main Topics	The Dialog Box Print Order of all Main Topics is displayed. The Order is only important when you print and export text (e.g. the Order of the text outline). For the actual Mind-Map it is not important!
Change Title	The Dialog Box Mind-Map Title is displayed. You can enter a new Mind-Map title as well as the date and the version number.
Work on Branches	The Dialog Box Work on Branches is displayed. Before you can use this command, you have to select with the mouse the branch that you would like to edit.
Reorder Branches	The Dialog Box Reorder Branches is displayed. You can specify which branches should be placed on top or bottom.
Set Length of Branches	The Dialog Box Set Length of Branches is displayed. After you have entered the branch length, all branch text will be formatted (on several lines) in such a way that no branch will exceed the entered length. For your next branch inputs, there will be no automatic limitation to this length. The command Set Length of Branches is therefore a one time operation.
Edit Linked File	Starts the Windows application with the selected branch or file for

further editing.

Tips:

1. With the Clipboard you can exchange Mind-Map data between different Mind-Map documents.

2. The commands **Cut**, **Copy**, **Paste**, **(Branch)Order**, **New Main Topic**, **Work on Branches** and **Edit Linked File** can be executed with the Context Menu or the Toolbar.

View Menu

Command	Description
Show Toolbar	Specifies if you want the Toolbar to be displayed in the upper area of the window or not.
Show Status Bar	Specifies if you want Status Bar to be displayed in the lower part of the window or not.
Show Notes	Specifies if the window for the <u>Notes</u> should be visible or not. With the icon  in the Toolbar, you can open or close the window for the notes.
Close Topic Open Topic	The branches of a selected topic are being closed or opened depending on their previous conditions. The text in the menu is changed accordingly. A closed topic is marked with a small rectangle at the end of the topic. That way you can see that there are still branches but just not visible at this time.
Show All	Opens all closed topics to see the entire Mind-Map. MindMan will stay in this mode until you execute that command again. This condition is marked with a check mark in front of the menu option and in the lower right corner of the Status Bar with the word SHOW ALL . You can open or close single topics in this mode as well. The appearance of the Mind-Map will be unchanged except the mark at the end of the topic. Only if you set the SHOW ALL mode back, you will be able to change the Mind-Map to your liking.
Zoom	The Dialog Box <u>Zoom</u> allows you to set the zoom factor of your Mind-Map. The maximum is 400%. The smallest is 50%. Tip: If you want to change the scaling factor of your Mind-Map during printing, use the command Mind-Map Print Format in menu <u>Format</u> .
Original Size 100%	Here you set the Mind-Map to its original size of 100%.

The commands **Show Notes**, **Open Topic**, **Close Topic**, **Show All** and **Zoom** can be access through the Toolbar.

Format Menu

Command	Description
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Graphical Display	With the Dialog Box <u>Graphical Layout</u> you can set in the tab Layout Topics and Branches the graphical layout of the Mind-Map. You can set the fonts for the title, change the Main Topics and branches, and with three scaling factors change the automatic Order of the branches to your liking. In the tab Options you can change the colors and capitalization.
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Mind-Map Print Format	The Dialog Box <u>Page Layout</u> is displayed. Here you can change print format (for the graphic) like border, scaling factor and page format.
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Text Print Format	After opening the Dialog Box <u>Print Format Textoutput</u> , you have four tabs to set Notes, To-do Lists, Outline and Page Margins individually.
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Text Export Format	The Dialog Box <u>ASCII-Textexport</u> is displayed. Here you can set the text format which will be copied into the Clipboard with the command Export to Clipboard in menu <u>File</u> .
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HTML Export Format	The Dialog Box <u>HTML-Export</u> is displayed. Here you can set some options for the HTML file export.
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Footnote	With the Dialog Box <u>Print Format of Footnotes</u> you can set the print format for the footnote. That footnote will be used when you print in graphic and text modes.
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Options Menu

Command	Description
Options	The Dialog Box <u>Global Options</u> is displayed. Here you can set several options that affect all MindMan documents such as creating backup files, template contents or the username (which is used in the footnote).
Priorities	The Dialog Box <u>Priorities</u> is displayed. Here you can enter the names of individual priorities (e.g. names of coworkers, actions, etc.). The priorities can be printed as footnotes. Each priority has its own color assigned which can be changed..

Window Menu

Command	Description
Cascade	Arranges all document windows in an overlapping view.
Tile Horizontally	Arranges all document windows so that they do not overlap (side by side horizontally).
Tile Vertically	Arranges all document windows so that they do not overlap (side by side vertically)
Arrange Icons	All document icons are arranged on one row on the bottom of the application window.

Help Menu

Command	Description
Index	Shows the index of the available help topics.
Using Help	The several ways to get help in the MindMan application are explained here. Click here to continue.
Quick Start	Quick Start helps you step-by-step to create your first Mind-Map. With this command you can open or close the Quick Start window.
Quick Tip	Here you get tips on special areas of MindMan such as importing outlines, using templates and colors etc.
Info	Shows general program information as well as the MindMan distributors and support.

Description of the Dialog Boxes

- ◆ ASCII-Textexport
- ◆ Create New Main Topic
- ◆ Enter new Branch
- ◆ Font
- ◆ Global Options
- ◆ Graphical Layout
- ◆ HTML-Export
- ◆ Mind-Map Title
- ◆ Notes
- ◆ Open File
- ◆ Page Layout
- ◆ Print
- ◆ Print Order of all Main Topics
- ◆ Print Format of Footnotes
- ◆ Print Format Textoutput
- ◆ Print Setup
- ◆ Priorities
- ◆ Quick Start
- ◆ Quick Tip
- ◆ Reorder Branches
- ◆ Replace
- ◆ Save File As
- ◆ Search
- ◆ Select Print Format
- ◆ Select Template
- ◆ Set Length of Branches
- ◆ Work on Branches
- ◆ Zoom

Global Options

With the following options, you set the behavior of the **MindMan**-application which means that these options are enforced on all documents.

Create Backup Here you can setup if you want to create a backup file first before the Mind-Map is saved. The backup file has the same filename as the original file but the file extension ***.BAK**. If you use this backup file, you have the capability after a save is done to come back to the previous one. To do this you have to rename the file with the File Manager with the names **<Filename>.BAK** to **<Filename>*.MMP**. The actual filename should be unchanged.

Automatic Save Unfortunately, the **WINDOWS** environment of your computer is not 100% crash free; therefore, your computer will probably hang-up once in a while. All changes of your Mind-Map document since the last save would be lost. So that the damage is kept low, **MindMan** offers you to save your work automatically after certain time intervals. The original files is not changed. Instead, it creates a temporary file with the name **<Filename>.SAV**. Should your computer hang-up, the next time you start the **MindMan**-application, it will ask you if you want to re-create the last condition of your automatic save. You will only loose work of the last minutes. It is recommended that you work with a time interval of apx. 5 minutes.

Auto Scroll Set the speed of the Autoscrolling feature that scrolls the viewing area. The higher the number, the higher the speed.

Fonts If you use True Type Fonts exclusively, you will get the best WYSIWYG display which means whatever is displayed on the screen looks almost the same on paper. If you want to use different fonts, you can change them with this option. The print out will most likely not be the same as the one on screen.

Quick Info Configure if you want the yellow help windows on the toolbar or not. They explain in short words what the commands on the toolbar can do for you.

User Name Enter your name here. It can be printed with the footnote. The username is **only** used in the footnote.

Mind-Map Graphical Print

Here you specify if you want the Dialog Box Select Print Format to be displayed when selecting to print from the toolbar to choose the print format, if the output of the Mind-Map should be in **black/white** or in color, and if you want to specify a border for the Mind-Maps. That border is used for all four borders (left, right, top, bottom) and will be used for every Mind-Map. The page margins usually do not need to be setup. Only if your printer does not print correctly onto the page margins, you can specify a certain area for the page margin to be left alone.

Multi-line Input Fields

The input fields of the Mind-Map titles, new Main Topics and branches are multi-line input fields. You enter a new line with the **ENTER** key. In most dialog boxes with windows, the **ENTER** key closes it (just like clicking on the **OK** button). With this option you can set this behavior which is so familiar for many users. Consequently, you have to use the **Ctrl-ENTER** key combination to enter new lines.

Environment

If you exit **MindMan** and you still have some open Mind-Map documents, the entire environment is saved automatically. The next time you start **MindMan**, the last environment is recreated. With this option you can turn off this automatic saving. The next time you start **MindMan**, there will be no Mind-Maps automatically opened.

Function Undo

With this option you can deactivate the **Undo** function. This can be very useful in very large Mind-Maps because it can delay the necessary time during input for internal savings of the Mind-Map. Usually, this is not necessary.

Template Directory

Enter the path where your templates are located. After the installation of **MindMan**, this directory is called **TEMPLATE** and is right under the **MindMan** directory (e.g. **C:\MINDMAN\TEMPLATE**). If you are working in a team on a network, it is wise to use a directory on a network directory to store all **TEMPLATES** in one place.

Open File

With the following options you can enter the name and location of the files that you want to open.

Filename	Enter the name of the file that you want to open or choose from the file-listbox. The listbox displays all with the file extension that has been selected in the fileformat-box.
Fileformat	The standard file extension of the MindMan documents is .MMP
Drives	Choose a drive where your MindMan files are located.
Directory	Choose a directory where your MindMan files are located.
Network...	Click on this button to select a Network-Drive (optional).

Save File As

The following options allow you to enter the name and location where to save the document.

- | | |
|-------------------|---|
| Filename | Enter a name for the file if you want to save it under a different file name. A filename has up to 8 characters and a file extension of three. As default file extension, MindMan adds automatically .MMP . |
| Fileformat | The default file extension of the MindMan documents is .MMP ' |
| Drives | Choose a drive where you want to save the document. |
| Directory | Choose a directory where you want to a save the document in. |
| Network... | Click on this button if you want to select a Network Drive (optional). |

Print

With the following options you can select how you want to print your document.

Printer	The name of the current printer and the port used are displayed. To select a different printer or port, click on the Setup button.
Setup	Displays the Dialog Box <u>Print Setup</u> . Here you can set other print parameters as well.
Copies	The number of copies to be printed. This option only works if the printer itself can produce copies. Otherwise, only one printout can be produced with one print command.
Sort Copies	Prints the pages of a document one after the other instead of several copies onto one page together.
Print Quality	On some printers the print quality can be setup here. In general, the higher the print quality, the longer it takes to print.
Print to File	Instead of printing onto paper, you can select it here to print to a file. Right before printing, it will prompt you to enter a file name. That file could be send to a printer on another printer as well. To do this, please read the WINDOWS manual.

Print Setup

With the following options you can specify how you want to print the document. These options are printer independent.

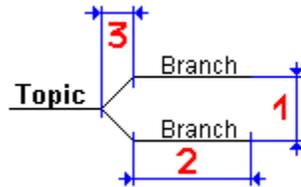
- | | |
|-------------------|---|
| Printer | Selects the printer that you want to use. You can select the default printer or a different installed printer. Printers are installed using the WINDOWS system control panel. |
| Format | Sets the paper orientation: Portrait or Landscape. Using this option, every MindMan document can be set with a fixed configuration. If this option is changed, it is only temporary for the current print run. This option has no effect if the menu command <u>Print Setup</u> was used! |
| Paper | Sets the paper size. |
| Options | Shows Dialog Box where you can set other print parameters that are specific to the installed printer. |
| Network... | Click on this button to select a Network Printer (optional). |

Graphical Layout

- ◆ Layout Topics and Branches
- ◆ Options

Layout Topics and Branches

With this dialog box you set the graphical layout of your Mind-Map. For the automatic Order of the topics and branches, the preset scaling factors are used. The following illustration shows several scaling possibilities:



- Height (1)** Setting the vertical distance between the branches of a topic.
- Width (2)** Width of the underscoring of a branch on both sides next to the branch text.
- Skew Width (3)** Width of the connecting lines between a topic and its branches.
- Fonts** The font for the title, the Main Topics, and all branches can be set independently. To achieve a true WYSIWYG display, you should only use TrueType fonts. The selection of the fonts is done with the Dialog Box Font.

Options

In this dialog box you can set the color and capitalization.

- Color** Here you can set the color. Either set the color only for the lines, the text, or for both. Click with the mouse on the desired field.

- Capitalization** Here you can specify how the branch text should be displayed. You can choose between mixed capitalization, only Main Topics in uppercase, or everything (Main Topics and branches) in upper case. This option has no affect on the branch input. It is only used for the display or print of the Mind-Map. You can change this option at any time later.

Page Layout

Configure if you want the normal (graphical) print. These options are document specific and are saved with the document.

- Border** If the Mind-Map should have a border, you can set this here. Available are several line thickness as well as single and double lines.
- Border Margin** In this textbox you enter the distance between the border lines and the Mind-Map graphic. Even if you do not use a border, this distance is important for centering during print.
- Scaling** You can scale the Mind-Map during printing. Between the shrinking of 1/4 and of the original size and the four time enlargement , you can set any scaling factor. It is also possible to print a Mind-Map so that it always fits a whole page. To do this select the option **One Page**. If you want to print the Mind-Map on half a page, select the option **Half a Page** and set the page orientation to **Portrait**.
- Page Orientation** If your printer can print portrait or landscape, you can pre-set this right here. To print with the menu command **Print**, you can change this temporarily for the current print run.

Font

With the following options you can set which fonts should be used. This dialog box is used for all options that offer font changes.

- | | |
|--------------|--|
| Font | Choose a font from the listbox. Available are all True Type fonts or all scaleable fonts, depending on the <u>Global Options</u> . |
| Style | Here you set either bold or italic print. |
| Size | The size of the fonts are in <i>Points</i> . One point is 1/72 Inches or. 0.3 mm. The font on screen is displayed larger than when it is printed because of screen estate reasons. |

Select Template and Default Settings

You can save time creating a new Mind-Map by using templates. In a template you can:

- ◆ save different configurations e.g. fonts, colors for priorities, or print formats;
- ◆ paste topics and branches which can serve as starting point for a new Mind-Map.

If you have repeating demands for a Mind-Map, you can create your own TEMPLATES for that purpose. **A template Mind-Map is just like any other Mind-Map. The only difference is that it used for a different purpose!**

All TEMPLATE Mind-Maps are saved in **one** TEMPLATE directory. This directory can be changed with the command **Options** in menu Options. By default, the TEMPLATES directory is under the install directory e.g. **C:\MINDMAN\TEMPLATE**).

To create a new template, open a new Mind-Map first. Enter now a few branches (just to check your options) and the desired configuration (e.g. fonts for branches, print formats, or color options). All options that you can set in these dialog boxes are saved in the TEMPLATE Mind-Map. Exceptions are options in the Dialog Box **Global Options**. Check the result on screen and print the Mind-Map. Is the configuration satisfactory, erase all branches (except you always want certain branches in the template) and save the Mind-Map in your TEMPLATES directory. If you create a new Mind-Map from now on, you can use this new template. You can change a TEMPLATE Mind-Map later on as well.

The TEMPLATE Mind-Map with the name **STANDARD.MMP** has a special function. It is always used when you create a new Mind-Map with the ◆ icon from the toolbar. Save your favorite standard Mind-Map configuration.

Mind-Map Title

Enter your Mind-Map-Title. The title is displayed in a rectangular with rounded corners in the center of the Mind-Map. The size of the rectangular is set by the length of the text, the number of lines of the title, and the font used. Your title can consist of several lines.

Date If you want to display the date in the title field, turn option **Display in Title** on. If the date should be incremented with every save, turn option **Set Manually** off. If you want to set the date individually, turn option **Set Manually** on. Enter the desired **Date** in the input field. The date format is not checked. You can enter any text with up to 10 characters.

Version Number If you want to display the version number in the Title, turn option **Display in Title** on. If the version number should be incremented by 1 with every save, turn option **Set Manually** off. If you want to set the version number individually, turn option **Set Manually** on. Enter the **Version #** in the input field.

The date and version number are used when printing footnotes as well. The country specific setup under WINDOWS is used for the date format.

Create New Main Topic

Enter some text for the new Main Topic. If you abort the dialog box with **Cancel**, no new Main Topic is created.

ASCII-Textexport

Configure in this dialog box the format which will be used to export the Mind-Map into the Clipboard. For textexport, branches and notes are not indented on purpose. This way, it is easier to edit the text with a wordprocessor because the paragraph formats are easier to set e.g. the left border.

Outline Numbers

If this option is turned on, the branches will have outline numbers (1., 1.1, 1.1.1, ...). **One** tab is used between the numbers and the branch text.

Empty Lines between Branches

Should there be an empty line between single branches, the option has to be turned on. But, it is easier to not have this empty line for importing into wordprocessors because you can set the distance in the paragraph format options.

Display Notes

Here you can select if you want export only the notes or the branches.

Empty Lines before Notes

Should there be an empty line between the branch text and the associated note, the option must be turned on.

HTML-Export

Configure in this dialog box the format which will be used to export the Mind-Map as HTML file. More information about creating HTML pages can be found in the [Users Guide](#).

Options for each Mind Map

These options are stored in the Mind Map document.

Images You can choose the pathnames of several images used in the created HTML pages. Use the **Browse** button to select an image file. Note that most browsers want GIF files as images.

Use Hyperlinks until Level

There are two possibilities to connect the Sub-Branches to their parent branch:

1. Add them directly after the Branch and its Text Notes (inline text).
2. Use HTML hyperlinks

With this option you set the Branch depth until which hyperlinks are used.

Level = 0: No hyperlinks are used (except you split pages)
Level = 1: Use hyperlinks for the Main Topics only.
Level = 2: Use links for the Main Topics and the following Branch level.

Use separate Pages for Main Topics

If this option is switched **off**, the complete Mind Map is exported into **one** HTML page. If this option is switch **on** each Main Topic (and its Branches) are written into a seperate HTML file. The main HTML page then contains hyperlinks to these topic files. Use this options for large Mind Maps or as the starting point for a larger HTML document.

Common options for all Mind Maps

These options are stored in the MINDMAN.INI file.

Your E-Mail: Enter your E-Mail address here. It is added as the contact E-Mail address at the bottom of the HTML page. You should also enter your User Name with the command **Options** in menu [Options](#). It is used to provide the name of the contact person.

HTML Directory This directory is the default directory of the images files and the exported HTML files. It is recommended to use this directory for the exported files and not to store these files together with your Mind Map document. Later if you copy your HTML file(s) to your website (exporting to the Internet) you must copy all necessary image files too. If these files remains in **one** directory this job becomes very easy.

If you setup a different HTML default directory (e.g. in a multi-user network environment) we recommend to copy all image files from

the HTML directory under the **MindMan** installation directory to this new destination.

Use relative Pathnames:

The HTML pages contain references to the images files and optionally the first level HTML files. Normally these filenames should be relative pathnames (relative to the main HTML file). Then you can copy all files belonging together very easy to your website without changing any hyperlink in the HTML files. If you use absolute pathnames (containing the drive letter) you normally have to modify the hyperlinks after copying.

Work on Branches

- ◆ Input Branches
- ◆ Properties
- ◆ Link File
- ◆ Planning

Input Branches

In this dialog box you can enter new branches and change existing Main Topics or branch test. This dialog box is optimized for inputting new branches so that this kind of work for the user is as easy as possible and that the flow of ideas is less distracted.

Current Topic Change the text of the current topic or jump with the **TAB** key to the **Paste Branch** button and confirm this with **ENTER**. The Work on Branches dialog box opens. Here you can only enter the text for the new branch to its topic.

Entire Main Topic Shows you the text for topics and branches text for a Main Topic. The Main Topic is first, then the topics and branches are placed underneath and indented. With the mouse you can click on one of these topics or branches. This selected topic or branch is displayed in the text field **Current Topic**. Now you can change the text of the topic or attach another branch. The note field of the current is displayed in a window and can be changed there as well. That Window must have been opened at the beginning of the input, though.

Insert Branch Displays a dialog box where you can enter the text for the new branch.

Close All changes in the entire dialog box of the Mind-Map are done immediately which means that there is no **Cancel** -button to undo all changes. All changes can be undone by using the **Undo** command.

Tip: If you are in the text field **Current Topic**, changed the text, and pressed as next action the Escape key (**ESC**), the last change will **not** be completed.

Properties

This dialog box allows you to assign certain properties for topics and branches.

Current Branch Always displays the currently selected branch.

Color Here you can set a color for the branch. If you want to inherit the color of the previous topic (the father topic), click on the **Inherit** button. This way the branch does not longer have its own color information. It only uses the same color as the color of the previous topic. For your information, you will see the note Color inherited from previous topic. The Main Topics always inherit the color black from the Mind-Map Title.

- OR Mark** You can set the OR Mark for a branch and therefore display that this branch is only optional. Normal branches always have a fixed choice (AND Connection). The branch line is displayed via hyphens. The OR-Mark can also be inherited to following branches. If you would like this, click with the mouse button on the **Inherit** button.
- Bold** Here you can set if you want the style of the branches should be bold. If you want this option to be inherited to following branches, click the **Inherit** button.
- Italic** If you want a topic to stand out with the italic style, click on the **Italic** button. You can inherit this style as well. To do this, turn the option **Inherit** on.

Note

Inherited marks can not be changed. You can only remove them from the branch where you originally set the mark.

Link File

You can connect individual branches with files and activate the associated WINDOWS application with the command Work on Branches to edit it. The connections are provided with the options that you set earlier from the WINDOWS File Manager. There you can specify any file extension with its WINDOWS application.

Current Branch The selected branch is displayed.

Branch with Link File

To connect a branch with a file, turn the option **Activate Connection** on and click on the **Browse** button. Select a file that you want to connect and accept it with the **OK** button. The input box **Complete Filename** shows the selected file. You can enter a complete filename as well.

Display in Branchtext

Here you can select if only the filename or the directory and the filename are to be connected to the branchtext. You can change this later if you want.

Planning

In this dialog box you can plan projects and give out priorities. One branch would be one project.

Current Branch The current selected branch/project is displayed.

Set Priority Here you specify if you want to set priorities.

Done Once you finished a project, you can do so with this options.

Priority of the Branch

Select the priority that you want to assign to the branch/project. If the priority should have a name or color, use the **Priorities** command in menu Options.

Reorder Branches

Here you can change the vertical order of the branches that are connected to a topic. To do this click with the left mouse button on a text, keep the button pressed, and move this text to the new position. After you have released the mouse button, the order changes automatically.

Set Length of Branches

With this option you can set the length of all branches **in one operation**. A branch text is distributed to one or several lines of text so that the length of the branch is shorter or the same to the maximum set value.

The upper field of the line displays the maximum branch length. The field **Length** displays this value in cm which can be set to the desired length with the scrollbar.

By setting the branch length, the text of the individual branches is newly formatted. All previous line changes with multi-line branches are lost! You can set the length changes to the previous Mind-Map condition by using the **Undo** function.

Zoom

The input box **Zoomfactor** allows you to enlarge or shrink the Mind-Map. After pressing the **OK** button, the new Mind-Map is displayed with the scaling.

Only the display format is displayed on the screen. If you want to scale the Mind-Map during Print, use the command **Mind-Map Print Format** in menu Format.

If you want set the Mind-Map to its original condition, use the command **Original Size 100%** in menu View. The status bar displays the current zoom factor in percent.

Priorities

The names of the priorities 1-9 can be printed during printing of the footnote as priority history. The colors are used for setting the priorities of the branches.

When you exit the dialog box with the **OK** button, all branches do get the priority colors **newly assigned**. Existing colors are not changed. This way you can change the color of the priorities afterwards.

Priority 1 - 9 Enter your individual descriptions of the priorities. If you delete a name for a priority, then the priority in the footnote history is not displayed.

Colors Set the desired color for every priority.

Change Colors of the Priorities only

Usually, exiting the dialog boxes with the **OK** button causes only the colors of the branches with newly set priorities to be set.

If this option is turned off, then **all** colors are set which means that colors that have been set directly, are either printed in black or are overwritten by inheriting a priority-color. Should there be **no** priorities, all branch colors are set to black.

Notes

In this dialog box you can set the text of the entire background information of a topic, some text for a branch, or a Mind-Map title. The note window is always on top. If you select a topic, branch, or the Mind-Map Title, the associated text is always displayed in a window that you can edit.

The window can be resized to any size. Automatic text wrapping is done if you do **not** end the end of line with **ENTER**. **Use this function to your advantage so that the lines can be wrapped while printing!** A hard end of the line with **ENTER** is always kept during printing and exporting!. This is also important if you are using the HTML export feature.

You can also enter text for the current topic in Dialog Box Work on Branches. To do this you must have activated the notes window.

With the toolbar or the Context Menu you can call the following functions:

Cut Erases the marked text and copies it into the Clipboard. Other WINDOWS Applications can paste this text from the Clipboard. You can paste this text also as branch in your Mind-Map (see **Pasting Text in Outline Format**).

Copy Copies the marked text and copies it into the Clipboard. Other WINDOWS Applications can paste this text from the Clipboard. You can paste this text also as branch in your Mind-Map (see **Pasting Text in Outline Format**).

Paste Inserts text from the Clipboard. This text could come from other WINDOWS Applications as well.

Search Enter a phrase or word to search for.

Replace Enter in field **Search** the text that you want to change and in field **Replace** the text that should replace the original text.

Insert HTML Anchor

This function inserts an HTML hyperlink template at the current cursor position. You must afterwards edit this anchor template with the URL and description of your hyperlink.

Example for an Internet URL:

Replace { Your Description }

With { My Website }

Example for a local file:

Replace { Your Description }

With { Look at my Infos }

Close This function closes the Dialog Window **Notes**.

The Windings Book-icon displays for every topic, branch, or Mind-Map Title if you entered any notes.

Quick Tip

The Quick Tip displays a window with helpful information related to important topics. Select a topic by clicking with the yellow arrow on the related icon. The **MindMan** Help will open with the desired information.

The Quick Tip window floats on top so that, if you have questions, can immediately use the Quick Tips. With the buttons **Quick Tip Exit and Window Close** you can close this Window.

Quick Start

Quick Start helps you step by step to create your first Mind-Map. First, all steps are explained. After that you should execute the explained steps and go on to the next step. The Quick Start Window floats in the upper right corner so that you can try the explained steps. With the buttons **Quick Start Exit and Window Close**, you can close this window. For more information, please see the Quick Tips. To do to this use the command **Quick Tip** in menu Help.

Print Order of all Main Topics

You can change the order of the Main Topics in this dialog box. The order **does not matter at all** for the normal (graphical) display. It is only important if you want to print or export a Mind-Map in textformat. It specifies for example during an outline print the order of the first outline level 1., 2., 3., ...

Select with the mouse a text line (Main Topic) or order that you want to change. Move the line to the new position and release the mouse button. The line will be inserted into the new position and the order of the Main Topics is changed.

Enter new Branch

Enter the text (can be more than one line) for the new branch. Once you exit the dialog box with **Cancel** , no new branch will be created.

TIP: Use the Hotkey **Alt-O** to exit the dialog box.

Search

In this dialog box you can search your notes for a specific text.

Search Enter the text to search for.

Search Direction You can search from the position where the cursor is currently located either upwards or downwards.

Capitalization If you activate this option, the search will be case sensitive.

Replace

With this dialog box you can search your notes for a specific text and replace it with another one. The search always goes from top to bottom.

Search For Enter the text to search for.

Replace With Enter the new text.

Continue Search The next area will be searched where the search text might be found. Was the search unsuccessful, you will hear a beep.

Replace If the search text was found, it is replaced with the new text by clicking on this button.

Replace All All found places of the search text will be replaced with the new one. If the text was found at the beginning, it will be displayed again and you will have to click the same **Replace All** button again.

Capitalization If you activate this option, the search will be case sensitive.

Select Print Format

Here you can select in which format the Mind-Map should be printed. To set the different text print formats, use command **Text-Print Format** in menu Format. The footnote format can be set with the command **Footnote** as well.

Mind-Map The Mind-Map is printed as graphic. You can also use the  icon from the toolbar.

Notes All branches and their notes are printed. Branches that do not have notes will **not** be printed.

To-Do List The Mind-Map is printed as To-Do List. All branches that are marked with priorities are printed.

Outline The Mind-Map is printed as Text Outline with optional numbering. The branches are indented according to their indent level.

Skip Standard Print Dialog Box

After selecting the print format with one of the 4 normal buttons, the standard **WINDOWS** Print Dialog Box is displayed. In this dialog box you can, for example, set the number of copies, which is usually not necessary. This dialog box can be skipped with the Help option.

Print Format of Footnotes

Set the print format of the footnotes of your Mind-Map. This footnote is used in all prints (graphic and textformats).

Display Here you will find a selection of options for the footnote. For example: Filename, Date, Version Number, User Name, Page Numbers, or Priorities/History. You can turn each individual option on or off. You can set the user Name with command **Options** in menu Options, and the names of the priorities with command **Priorities** in the same menu.

Format Filename Select if you only want to print the filename, or the directory **and** the filename.

Options With options you can choose how the division between individual information should look like. You can also set the font and size of the footnote.

Free Text Enter your individual text for the footnote where other information will be attached.

Print Format Textoutput

- ◆ Notes
- ◆ To-Do List
- ◆ Outline
- ◆ Page Margins

In this dialog box you can set different formats for printing notes, To-Do Lists, Outlines, and Page Margins.

Notes

When printing notes, only the branches that have notes will be printed.

- Branch Text** Here you set the font for the Branch Text.
- Notes** Here you set the font for the Notes.
- Indent Level** The left margin of the notes can be indented. Enter the distance in 1/10 mm.

To-Do List

In this dialog box you set the format for the To-Do List after which the Mind-Map will be printed according to the priorities.

- Priorities** Here you set the font for the priority headline.
- Branches / Projects** Here you set the font for the Branch Text that will be marked with a priority.
- Sub-Branches / Actions** You set the fonts for all other Sub-Branches. It is understood that one branch exists of single actions (Sub-Branches). The notes will be printed with this font as well.
- Indent Level** Unlike the priority headline, the left border of all branches can be indented. Enter the distance in 1/10 mm.
- Display Done Branches** With this option you can set done branches and Sub-Branches (also completed projects or actions) to print or not.
- Display Actions** In this option you can set if only the To-Do Branches are printed or the Sub-Branches as well.
- Display Notes** You can set if you want to print the notes or not.

Outline

In this dialog box you can set the format for an outline that prints the entire Mind-Map in a certain numbered list. Besides the known outline format, you can print simple lists without numbers.

1. Level / Main Topics

Here you set the font for the first outline level. All Main Topics are in this level.

2. Level / Topics

Here you set the font for the second outline level. All topics that are attached to the Main Topics are in this level.

3. Level / Branches

Here you set the font for the third outline level.

4. Level / Notes

Here you set the font for the fourth and all following outline levels. Notes will be printed with this font as well.

Display Level

Here you set the number of the outline levels up to the Topics and Branches.

Number Level

Here you set the number of the outline level up to the Topics and Branches that should be numbered.

Indent Level

Here you set the number of the outline level up to the Topics and Branches that should be indented.

Display Notes

Here you can set if you want to print the notes or not.

Page Margins

In this dialog box you set the page margins for the text print.

Page Margins

Text gap top, bottom, left, and right. Please note that most printers can not print over the page border.

Footnote

In this field you set the distance of the footnote from the bottom margin. In addition, you can set if the footnote should be displayed with a divider line or not.

Backup File

There is a backup of your Mind-Map that has the current date as your original file. Most likely has your computer crashed with your last work without you being able to save your Mind-Map. If you want to use the backup click on the **YES** button. The backup is then going to be copied onto your original file before the document is opened.

◆ Toolbar
◆ Short-Cut Keys

Toolbar

The toolbar is displayed right under the top border of the applications window, under the menu line. With it you can quickly execute important functions of **MindMan**. With the command **Show Toolbar** in menu **Menu View**, you can turn the toolbar on or off.

Click on one of the icons to get more information.

- ◆ Opens a New Document with the Standard Template.
-  Opens a saved Document.
-  Saves the Document in the current Window with its current name.
- ◆ Prints the Document in the current Window without displaying any print options (Quick Print).
-  Displays entire pages print ready.
-  Displays the Mind-Map 25% larger.
-  Displays the Mind-Map 25% smaller.
-  Erases the marked topic and its branches and copies it into the Clipboard.
-  Copies the marked topic and its branches into the Clipboard.
-  Inserts the contents of the Clipboard.
-  Pastes a new Main Topic.
- ◆ Work on Branches.
-  Changing the order of the Branches.
-  Open or close a topic.
-  Edit Linked File.
- ◆ Display Notes or close Window.
-  All topics open or close.
-  Switches to context sensitive help mode.
-  Displays the **MindMan** Online Help.
-  Exits the **MindMan** application

Short-Cut Keys

Action / Command	Key Combination
General Commands:	
Activate Menu Bar	F10
Close Menu	ESC
Cancel Dialog Box	ESC

Exit MindMan application	Alt + F4
Display Windows Task List	Ctrl + ESC
Mind-Map Documents:	
Create new Mind-Map	Ctrl + N
Open a Mind-Map	Ctrl + O
Save the current Mind-Map	Ctrl + S
Save Mind-Map with a new name	F12
Close the current Mind-Map	Ctrl + F4
Export Mind-Map into Clipboard	Ctrl + E
Print the current Mind-Map	Ctrl + P
Edit Selected Topics and Work on Branches:	
Work on selected Branches	F3
Changing the order of Branches	F4
Set length of Branches	F5
Project/Branch Done	F8
Edit Note	ENTER
Copy into Clipboard	Ctrl + C, Ctrl + Ins
Copy into Clipboard and Delete	Ctrl + X, Shift + Del
Paste contents into Clipboard	Ctrl + V, Shift + Ins
Delete selected Topics	Del
Open or close individual topics	Ctrl + B
Open / Close All	Ctrl + A
Undo (Undo/Redo)	Ctrl + Z
Zooming:	
Enlarge One Level	+
Shrink One Level	-
Original size	=
Variable zoom factor	F2
Window Handling:	
Display next document/window	F6, Ctrl + F6
Switch between full and normal view	Alt + Z
Using Help:	
Call Online-Help	F1
Turn on context-sensitive Help	Shift + F1
Display Software Version	Ctrl + Alt + Shift + V

Overview of MindMans Operation

- ◆ Functions in Version 1.1/1.2
- ◆ Functions in Version 2.0b
- ◆ Functions in Version 2.1
- ◆ System Requirements

Functions in Version 1.1/1.2

- ◆ True WYSIWYG Display
- ◆ Mind-Maps are now almost unlimited in size
- ◆ Once created, change a Mind-Map at any time
- ◆ Automatic, graphical layout of the Mind-Map Branches
- ◆ Quick and simple creation of new Mind-Map Branches
- ◆ The order of branches of a topic can be changed
- ◆ Simplified moving of Topics and Branches within a Mind-Map via Drag & Drop.
- ◆ Link Branches with Files and activate the associate WINDOWS Applications just like the Windows File Manager
- ◆ Mind-Map is scaleable during print
- ◆ Export the Mind-Map as Text or Graphic (Metafile) via the Clipboard
- ◆ Link with OLE1 (Graphic and Text) as embedded and linked objects.
- ◆ Drag & Drop from the File Manager
- ◆ Context sensitive Pop-up Menus via the right mouse button
- ◆ Open and close individual topics
- ◆ Autoscroll for all move operations
- ◆ Automatic saves environment setup when exiting the program
- ◆ Backup files (*.bak) and backup copies via automatic background saving
- ◆ Dialog boxes are now in a new 3D Look & Feel
- ◆ Clear and easy to use Online Help

Functions in Version 2.0b

- ◆ Multi-Line Branches and multi-line Mind-Map Titles
- ◆ Print and Export of Outlines and To-Do Lists
- ◆ Create notes for Branches and for the Mind-Map title
- ◆ Color Branches and Text. Colors are automatically inherited
- ◆ Branches can optionally be displayed as OR-Branches (hyphenated), Bold, or Italic
- ◆ Plan projects with the 'Done'-icon and assign priorities
- ◆ Visual feedback on the Branches for notes, File-Links, Priorities, and completed Projects
- ◆ Import outline text and automatically create a Mind-Map
- ◆ Multi-user protection on networks. An open Mind-Map file cannot be used by another user on the network at the same time.
- ◆ Print Footnotes with Date, Version, Username, Filename, a Priority-History, and free Text
- ◆ Overlapping print by multiple page Mind-Maps
- ◆ Scale on half pages (DIN A 5)
- ◆ Easy usage e.g. Dialogs boxes, Zooming, and Quick Infos
- ◆ Help to create your first time usage with Quick Start and Quick Tips
- ◆ Easily change the order of Branches with help of a Drag & Drop listbox
- ◆ Set length of Branches with automatic wrapping of the branch text in the entire Mind-Map
- ◆ Create TEMPLATES

- ◆ Undo / Redo Function

Functions in Version 2.1

- ◆ Create ready to use HTML page(s) from the Mind Map.

System Requirements

- ◆ IBM PC or 100 % compatible
- ◆ Processor 80386 or higher
- ◆ DOS 4.01 and Windows 3.1 or higher
- ◆ 2 MB RAM Memory
- ◆ 850 KB free hard drive space
- ◆ True Type capable printer (Windings)

Literature Sources

- The Mind Map Book* Buzan, Tony
ISBN 0 563 86373 8, 1993
- Use Your Head* Buzan, Tony
Ariel Books / BBC Books 1982
- Maps of the Mind* Hampden-Turner, Ch.
Collier Books 1992
- Writing the Natural Way* Rico, G.L.
ISBN 0 87477 186 2, 1983
- Creative Visualisation* Shone, R.
Thorsons Publ. 1984

Ordering and Support for MindMan

MindMan is distributed as shareware. It is a fully functioning program. The shareware version has the same functionality as the registered version with the exception that you can only enter up to 25 branches total (counting all opened Mind-Map documents together).

Through our distributors, you can Order the registered version that does not have any limitations. You then will be automatically notified if there is a major update for **MindMan**. You can also ask them for **MindMan**-support.

For ordering please use the orderform ORDERFRM.WRI

License Agreement

By using the registered or the shareware version, the buyer accepts the following license agreement:

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Using Help

MindMan offers you several ways on how to get help to you quickly.

Status Bar Selecting a menu command or by selecting a button on the toolbar displays a short description of that command.



Dialog Box Using the **F1** key or the **Help** button on the toolbar displays the appropriate help text for that particular dialog box.

Menu Entries Using the Shift+F1 keys combination or the  button on the toolbar switches to a context sensitive help mode. With a single click you can get extensive help for every menu entry and every button on the toolbar.

Quick Start Quick Start helps you step-by-step to successfully setup your first Mind-Map. You use Quick Start with the **Quick Start** command in menu Help

Quick Tip Quick Tip displays quickly helpful information about specific areas. You use Quick Tip with the **Quick Tip** command in menu Help

Quick Info Quick Infos are small, yellow windows that describe in two or three words the icons on the toolbar and therefore offer very good reminders. If you stay on one of the icons on the toolbar for at least 1.5 seconds (without pressing a mouse button), a small, yellow, help window opens.

CD-Info Inside the CD Cover you will find a small flyer that describes the most important steps to successfully use a Mind-Map.

User Documentation

An exact description of every function of the **MindMan** application is available by using the **Index** command in menu Help.

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