

### **MindMan User documentation - V1.1c - e**

- ◆ Introduction to Mind-Maps(TM)
- ◆ User's Guide
- ◆ Description of the Menus
- ◆ Description of the Dialog Boxes
- ◆ Toolbar and Keyboard Shortcuts

### **Product Information**

- ◆ Overview of **MindMan** Operation
- ◆ Shareware Registration and Licence Agreement
- ◆ The Program Author

### **Note on User's Guide**

- ◆ Click on this icon (or on its associated text) to display the topic given in this bar
- ◆ Naming conventions

---

'Mind Map' is registered trademark of Buzan Organisation Ltd.



This is correct !

## Name Conventions

**MindMan** This name is used to mean the **MindMan** Windows Application.

Mind-Map This is the actual graphic. It is stored in a file as a document.

Document In this User's Manual names Mind-Map and document are used synonymously.

Application window name of the main window of the **MindMan** application.

The document window of each open Mind-Map will be displayed in its own window.

Command A command may be accessed from the Application Menu, an Object Menu or the Toolbar.

Selecting In many cases, a graphic object on the screen may be selected by means of a single click with the left mouse button. The object will then be highlighted.

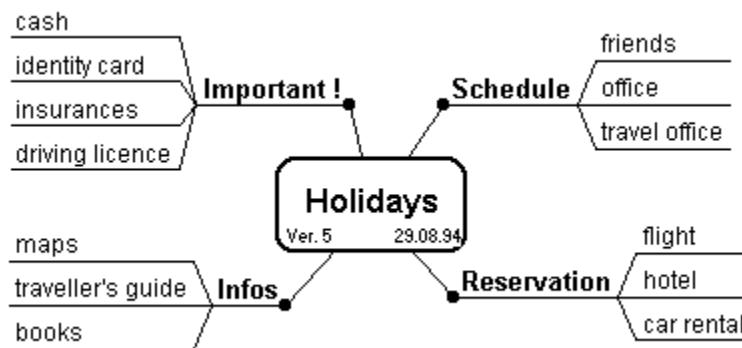
Dragging In many cases, a graphic object may be moved to a different position using the left mouse button. To do this, the object must first be selected and then the mouse button held down. Now you can move the object to another position and release the mouse button. Whilst dragging, the mouse pointer changes and a message describing the current action is displayed in the status bar.

## Introduction to Mind-Maps

In this Help section you will find a short general description of Mind-Maps. Above all, it should give beginners a quick overview of Mind-Map.

Mind-Mapping, like Brainstorming belongs to the Creativity Technologies. It should help you put your thoughts 'on to paper' in the order that they occur to you. You do not need to follow each line of thought right through to the end; you can make thought digressions and come back again later to the original thought. In this way, the Mind-Map technology helps you, in spite of digression, to develop a good overall structure for your problem. Additionally, Mind-Map supports your thought process by the graphic visualisation of your thoughts on the whole area of the paper. **In effect, you paint a picture of your thoughts !** You can extend this picture at any time and at any position, at the exact point where the next ideas occur to you.

With conventional ways and means, in which you put down your thoughts in a linear series from top to bottom. you need at least a second or even a third draft in order to structure the fixed thoughts.



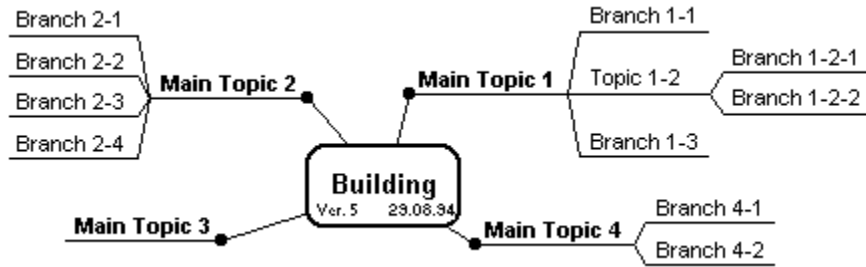
You can use Mind-Maps in various situations:

- ▶ for organisation and planning
- ▶ as a moderating tool in discussions
- ▶ as a visual aid in presentation
- ▶ as minutes for a meeting
- ▶ as a transcripts for talks

The **MindMan** application may, in many instances, also be used for post-documentation as well for hand-written Mind-Maps. The printed Mind-Maps are then significantly clearer, cleaner and can be modified more clearly later.

## The building of a Mind-Map

The following picture shows the building and naming of a Mind-Map as it will be used in the **MindMan** application.



Each thought is held as a separate branch. Subordinated thoughts are then attached as new branches. In addition, the initial branch is nominated as a topic (see Topic 1-2). This branching continued at will and later, may be also rearranged.

The main points of your problem are the main topic directly under the title of the Mind-Map. During development, the Mind-Map gradually forms a whole tree which accurately reflects your thoughts and in particular, the relationships between these thoughts.

Please note that designation of topics and branches is intentionally not clear-cut. What is important is that from the viewpoint of a topic, its successor is always designated as a branch. Only the branches which have no successor are called branches, as usual.

**Another couple of tips:**

- ▶ As with Brainstorming, at first allow all thoughts. Only evaluate them later.
- ▶ The valence of the main topic and the number of its branches must not be the same.
- ▶ As far as possible, use only one main word for one branch.
- ▶ Use key-words rather than sentences.
- ▶ Be careful with abbreviations. Only use abbreviations which can be immediately understood !

## User's Guide

Action / Position	Click
Input of new topics and branches	◆
Moving and changing branches ◆	
Changing the order of the branches ◆	
Linking of branches with files ◆	
Closing topics ◆	
Modifying the graphic layout ◆	
Moving the picture viewport ◆	
Exporting of <b>MindMan</b> data ◆	
Printing Mind-Maps ◆	
Using the File Manager	◆
Miscellaneous Functions ◆	

### **Input of new topics and branches**

- ▶ When you begin to draw a new Mind-Map, you should first input the most important main topics. Position the mouse pointer at the position in the Mind-Map where the main topic should be positioned. Then open the Add new Main Topic dialog box by double clicking the left mouse button. As far as possible, input as text only **one** key-word and not a whole sentence !
- ▶ To attach a further topic or branch open the Add new Branches dialog box by double clicking on the text of the topic or branch.
- ▶ As soon as you have changed a Mind-Map , the file name in the title bar of the document window will be marked with a star \*. Each time you save the document, this star will disappear.

## Moving and Editing of Text

- ▶ To edit the branch text, open the Add new Branches dialog box by double clicking the branch text.
- ▶ The moving of branches is best accomplished using Drag & Drop. For this, select a branch with the mouse and keep the mouse button pressed. If you now move the mouse pointer over another branch, the branch under the mouse pointer will be always be highlighted. As soon as you release the mouse button, the first selected branch will be attached to the new topic. If you press the Control-key at the same time as releasing the mouse button, the branch will be copied and not moved. The first branch selected will thus not be deleted.

Drag & Drop works only inside one Mind-Map! To exchange branches between different Mind-Maps the Clipboard must be used. (See also Autoscroll)

- ▶ You can also use the Clipboard to move text. For this, the **Copy, Cut, Paste** and **Delete** are available. A branch or a topic must, at first, always be selected using the left mouse button. The corresponding text will then be highlighted. You can then choose the required command by means of the **Edit Menu**, the toolbar or the object menu.
- ▶ On pasting branches from the Clipboard or as a target branch using Drag & Drop, the branches will be attached to the selected topic or branch. It is also possible to paste topics or branches onto the Mind-Map title. This will generate a new main topic whose position will always be directly above that of the Mind-Map title.
  - Important : In the case of topics, all branches attached to them are processed with them.
  - In contrast to the Cut command. the Delete command does not transfer any data onto the Clipboard.

TIP: Use the Object Menus. It's the simplest way !



## Modifying the graphic Layout

- ▶ You can change the position of the main topic by dragging. Click with the left mouse button on the small black dot of the main topic and keep the mouse button pressed. The mouse pointer will now change from an arrow to a hand. Now move the main topic to a new position and release the mouse button again. (See also [Autoscroll](#))
- ▶ You can select the font of the Mind-Map title using the [Format -> Set Title Font](#) command. The point size of the version number and the modification date will be adjusted automatically to suit.
- ▶ You can set the layout of the Mind-Map main topic and the branches using the menu command [Format -> Graphical Layout](#) . With this you can change the main topic and the branch fonts and additionally, using three scaling factors, you can adjust the arrangement of the branches to suit your requirements.

## **Moving the picture viewport**

Move the Mind-Map by dragging onto the title rectangle. In doing this, you never actually move the position of the Mind-Map; you do, however, you move only your current picture viewport over the whole Mind-Map document. (See also [Autoscroll!](#))

## Exporting MindMan Data

- ▶ To embed the whole Mind-Map in another Windows application (e.g. a word processor) simply use the **Export All** command from the Edit menu. The graphic will then be exported onto the Clipboard as a scalable Metafile. In addition, the Mind-Map is stored on the Clipboard in a Text format. The desired format can be chosen on importing into another Windows application.
- ▶ Individual branches and topics may also be exported in Text format. This occurs automatically when the **Cut** and **Copy** commands are used.
- ▶ **MindMan** supports OLE1 for Text and Graphic formats. For a description of OLE, see the appropriate WINDOWS documentation. The following is only a brief description.

If you have exported a Mind-Map via the Clipboard and subsequently embedded it in an OLE compatible document (e.g. virtually all WINDOWS word processors), you can work on the Mind-Map directly from there. For this, you must be in your word processor and have opened your document with the embedded Mind-Map in it. By double clicking on the Mind-Map, the **MindMan** application will then open and you can edit the Mind-Map directly. On saving the Mind-Map (the menu command is called **Update**, by the way) the edited Mind-Map will be stored in your document and moreover, shown correctly.

Note that Mind-Maps which are linked using OLE will not be saved in their own files, but are stored within the document which you used for importing.

You may also generate new Mind-Maps directly from your word processor, usually by using the command **Insert -> Object -> MindMan Graphic**.

## **The printing of Mind-Maps**

On printing, the Mind-Map document is always centred on one or more pages. Use the Page View command from the File menu or the Toolbar to see the page to be printed. Using the Page Layout dialog box, you can scale the Mind-Maps, insert it in a border and set the page format (horizontal or vertical) for printing.

## Using the File Manager

In the File Manager, there exist two ways of handling Mind-Map documents. Double clicking on a Mind-Map with a file extension **.MMP** will automatically activate the **MindMan** application (assuming that it is not already active) and the corresponding Mind-Map will be opened. If the **MindMan** application is already active, then, using Drag & Drop, a Mind-Map file may be selected in the File Manager and dragged to and dropped into the **MindMan** window, where it will automatically open.

▶ In order to open Mind-Map documents using the File Manager, the **MindMan** application must have been opened at least once previously 'on foot'. Subsequently, the **.MMP** file extension must be associated with the **MindMan** application in the File Manager. The Drag & Drop facility of the File Manager is then available.

## Miscellaneous Functions

- ▶ Autoscroll is always active during all Drag operations. This means that if you approach the edge of your document window by less than 5 mm, the view moves automatically in the opposite direction. Scrolling will continue until either the edge of the document is reached, or the mouse pointer is moved back further towards the centre of the view. The Autoscroll speed is adjustable using the menu command Options -> Preferences
- ▶ On closing the **MindMan** application, the whole of the current working environment is secured. This includes the size and position of the **MindMan** main window, as well as the sizes, window positions and the scroll positions of all open Mind-Map documents and their windows. The next time that you activate the **MindMan** application, then the last situation of your work is immediately restored.
- ▶ Each time a Mind-Map document is saved, the version number is incremented and the modification date of the Mind-Map is set to the current date.
- ▶ Using the menu command Options -> Preferences you can choose whether or not you wish to work with Back-up files and/or Auto-save files. **It is strongly recommended that both options be activated to keep the risk of possible data loss to a minimum.** The WINDOWS operating system is not 100 percent stable and offers no protection against other applications which may cause errors.

## Modification of branch order

If more than two branches are attached to a topic, you can modify the order (from top to bottom) in two different ways.

- ▶ If a branch is positioned right at the bottom, simply move the branch using Drag & Drop onto its own parent branch. The branch will be at first removed and then re-attached immediately underneath the same topic.
- ▶ If several branches are positioned at the top, or you want to modify the order completely, select the related parent branch and use the **Reorder Branches** command. You can access this command via the Edit Menu, the Object Menu or the Toolbar. Using the Reorder Branches dialog box, you can modify the order as you wish.

## Closing topics

Large Mind-Maps are often difficult to read on the screen. To alleviate this, you can simply close individual topics. All branches which are attached to this topic will now simply not be shown. So that you do not forget that a closed topic has branches attached to it, a closed topic is marked with a small rectangular mark.

If you have several closed topics, you can open them all again in one action by using the **Show All** command. This mode will be indicated by the appearance of the words **SHOW ALL** in the status bar and will only be exited by the re-execution of the **Show All** command. You can also close or open individual topics or branches in closed mode. This will only be apparent from the display of a small mark at the end of the topic.

Both functions for closing and opening may be executed from the Edit Menu, the Object Menu or the Toolbar .



## Linking branches with files

You can link individual branches with files and then, using the Edit -> Edit linked File menu command activate the associated WINDOWS application in order to work on this file. The settings, which were previously already made with the WINDOWS File Manager, serve as a link. There you can, for each individual file extension, define an associated WINDOWS application.

Actually, the linking of branches to files only means that the branch text will be interpreted as a Path name. Here, on input of the branch text in the Add new Branches you must optionally select the appropriate Check box. Only the filename will be displayed for the branch text, with a preceding "F:". If you select the branch with the mouse, the complete Path name will be displayed in the status bar.

## Description of the Dialog Boxes

- ◆ File Open (see File Menu)
- ◆ File Save As (see File Menu)
- ◆ Print (see File Menu)
- ◆ PrintSetup (see File Menu)
- ◆ Preferences (see Options Menu)
- ◆ Graphical Layout (see Format Menu)
- ◆ Reorder Branches (see Edit Menu)
- ◆ Page Layout (see Format Menu)
- ◆ Font
- ◆ Mind-Map Title
- ▶ Add new Main Topic
- ▶ Add new Branches

## Object menus


Several graphic objects on the screen possess their own (context dependent) menus. This will be activated by selecting the object with the right-hand mouse button. The commands in this menu correspond exactly to those which can be executed from the application menu. The advantage of the object menu lies, however, in its ease of use.

**MindMan** makes the following Object Menus available :

**Topics and Branches**    The Cut, Copy, Paste, Delete, Close, Reorder and Edit file commands may be executed from the Object Menu.

**Mind-Map Title**        The Paste and Show all commands may be executed from the Object Menu.

## File Menu

Command	Description
<b>New</b>	Displays a new <b>MindMan</b> document. The document has a temporary name. On closing the document, you will be prompted to give the document a file name.
<b>Open</b>	Opens a saved Mind-Map and displays this in a new window. For this, the <u>File Open</u> dialog box will be displayed. You may have several documents open at the same time.
<b>Close</b>	<p>This command closes the window containing the current <b>MindMan</b> document. You may also do this by double clicking the System menu box of the document window.</p> 
	<p>If you have ordered the Mind-Map since opening it, you will be asked whether or not you want to save these changes. If you close the window without saving it, you will lose all the changes. If you close a document which has a temporary filename (newly created document) <b>MindMan</b> displays the <u>File Save As</u> dialog box and prompts you to give a name to this document.</p>
<b>Save</b>	Save the document in the current window under its file name. If you are saving the document for the first time, <b>MindMan</b> displays the <u>File Save As</u> dialog box and prompts you to give the document a name. Should you wish to change the document's directory and name before you want to save it, use the <b>Save As</b> command.
<b>Save As</b>	With this command, you can save a document and give it a new name at the same time. For this, <b>MindMan</b> invokes the <u>File Save As</u> dialog box.
<b>Print</b>	<p>The current Mind-Map is printed. For this, the <u>Print</u> dialog box will first be displayed. You can select the number of copies, the printer to be used and other printer options. For rapid printing without the appearance of this dialog box, you can use the Print icon on the <u>Toolbar</u> .</p> <p>The Mind-Map will always be printed centred. If the Mind-Map is larger than one page of the printer, then the Mind-Map will be divided up and centred on several pages.</p>
<b>Print Preview</b>	A new window containing a view of the complete page will be switched to, in which you will see the document as it will be printed. The currently selected default printer will be used. By means of the Toolbar on the upper edge of the window, you can choose whether to display one page or two pages at the same time, move backwards and forwards through the document, zoom into the view in three separate steps and start the Print process. In order to return to the application window, you must click the <b>Close</b> button.
<b>Print Setup</b>	Displays the <u>Print Setup</u> dialog box. Here you can select the required printer port and printer as well as setting other print parameters.

**1, 2, 3, 4 File**

At this point in the menu the last four opened files are always shown. If you select one of these four commands, the corresponding file is opened in a new window.

**Exit**

The **MindMan** application will be terminated. You can also achieve this by double clicking on the system menu box of the application window.



For all changed documents, **MindMan** asks you whether these should be saved. Changed documents are marked with a \* in the title bar of the document window.

## Description of the Menus

- ▶ File Menu
- ▶ Edit Menu
- ▶ View Menu
- ▶ Format Menu
- ▶ Options Menu
- ▶ Window Menu
- ▶ Help Menu
- ▶ Object menus

## Edit Menu

Command	Description
<b>Cut</b>	Deletes the selected topic and all the branches under this topic and transfers them to the Clipboard. Other <b>WINDOWS</b> applications can paste this data as text from the Clipboard.
<b><u>C</u>opy</b>	Copies the selected topic and all the branches under this topic and transfers them to the Clipboard. Other <b>WINDOWS</b> applications can paste this data as text from the Clipboard.
.	
<b><u>P</u>aste</b>	Pastes the contents of the Clipboard as a new branch onto the selected topic. Only data which was previously pasted onto the Clipboard using the <b>MindMan</b> commands <b>Cut</b> and <b>Copy</b> will be pasted. No data from other <b>WINDOWS</b> applications can be pasted.
<b><u>D</u>elete</b>	Deletes the marked topic and all the branches below this topic, <b>without</b> transferring the data to the Clipboard.
<b><u>R</u>eorder Branches</b>	The <u>Reorder Branches</u> dialog box appears. With this you can determine which branches lie above a topic and which below it.
<b>Edit linked File</b>	Starts the Windows application with which the selected branch and/or the file linked with it may be handled.
<b><u>E</u>xport All</b>	Copies the whole Mind-Map as text and graphics (Metafile) on to the Clipboard. On pasting in another <b>WINDOWS</b> application, the graphic can be sized as required.

### Tip

By means of the Clipboard, you can also exchange Mind-Map data between different Mind-Map documents.

### Note

The **Cut**, **Copy**, **Paste**, **Delete** and **Reorder** (Branches) commands can be accessed from the Object menu or the Toolbar .

## View Menu

Command	Description
<b>Toolbar</b>	Select whether or not the Toolbar appears on the upper edge of the window.
<b><u>S</u>tatus bar</b>	Select whether or not the Status bar appears on the lower edge of the window.
<b>Close Topic</b> <b>Open Topic</b>	The branches of the selected topic will be either opened or closed, each according to the state in which it previously was. The text in the menu will be changed correspondingly. A closed topic will be marked by a small rectangular mark at the end of the topic. In this way you will always see that there are still branches on the topic, though they may be currently not visible.
<b>Show All</b>	Open all closed topics of the Mind-Map completely to see the complete Mind-Map. You will remain in this mode until you choose this command again. This condition will be indicated by a tick mark in front of the menu entry and, apart from that, below, on the right, in the status bar, the words <b>SHOW ALL</b> will appear. In this mode you can open or close individual topics. The appearance of the Mind-Map does not, however, change, except for the small marks on the topics. Only when you reset the <b>SHOW ALL</b> Mode, will the Mind-Map be changed as required.



## Format Menu

Command	Description
<b>Graphical Layout</b>	By means of the <u>Graphical Layout</u> you can set the graphic layout the Mind-Map. With this you can change the main topic and the branch fonts and additionally, using three scaling factors, you can adjust the automatic arrangement of the branches to suit your requirements.
<b>Set Title Font</b>	By means of a <u>Font</u> dialog box, the font of the Mind-Map title can be input. The Mind-Map title will be displayed in the centre of the Mind-Map.
<b><u>Page Layout</u></b>	The <u>Page Layout</u> will be displayed. Using the various options, here you can set the print format, such as, e.g. the scaling.

## Options Menu

### Command

### Description

### Preferences

The Preferences dialog box will be displayed. Here you can select various options which are valid for all **MindMan** documents as a whole e.g. generation of back-up files.

## Window Menu

<b>Commando</b>	<b>Description</b>
<b>Cascade</b>	Arranges all document windows in an overlapping cascade.
<b>Tile Horizontally</b>	Arranges all document windows, one above the other. so that they do not overlap.
<b>Tile Vertically</b>	Arranges all document windows, one beside the other. so that they do not overlap.
<b><u>A</u>rrange Icons</b>	All document icons will be arranged in a row at the lower edge of the application window.

## Help Menu

Command	Description
<b>Index</b>	Displays an index of the available Help topics.
<b><u>Using Help</u></b>	Here, the various ways of accessing Help information in the <b>MindMan</b> application are described. <a href="#"><u>Go on here.</u></a>
<b><u>About MindMan</u></b>	Displays general program information, the version number of the application and the Copyright.

## Reorder Branches

You can modify the vertical order of the branches which are attached to a topic with the aid of two edit boxes.

- Current Order** In this Edit Box, you see the texts of all the branches in the current order. By double clicking on one of the texts, select the branch which should be positioned right at the top. This text will then be moved to the right hand **New Order** Edit Box. Now select the second text with a double click, and so on, until a maximum of all the text is in the right hand Edit Box.
- New Order** Here you see the new order of the branches. With a double click on one of the texts, you can move the branch back again to the left hand **Current Order** Edit Box.
- OK** First the text in the **New Order** Edit Box will be taken as the new branch order, and then, the remaining branches in the **Current Order** Edit Box are appended.

## Preferences

With the following options you determine the global behaviour of the **MindMan** application. This means that one setting applies to all documents in the same way.

### **Create backup file**

Here you can select whether or not, before saving, to create a back-up file of the former version of the document. This file has the same file name as the original file, with, however the file extension **\*.BAK**. If you use these backup files, you have the possibility of returning to your previous version after saving. To do this, you must Rename the file called **<filename>.BAK** to **<filename>\*.MMP** using the File Manager. The original filename should thus remain unchanged.

### **Do Auto-Save**

Unfortunately, the **WINDOWS** operating system of your PC is not always completely stable and sometimes your computer crashes. All changes to your Mind-Map documents which you have made since the last time they were saved would, in this case, be lost. In order to minimise the damage in such an eventuality, **MindMan** offers you the possibility of automatically, in the background, saving your work at pre-set, adjustable time intervals. During this save, your original data will remain unchanged, however a temporary intermediate file called **<filename>.SAV** is used. Should your computer actually crash at any time, the next time you start up the **MindMan** application you will be asked whether you want to use the latest position stored in the automatic intermediate store. You thus only lose the last few minutes worth of work. It is recommended that you work with a setting of about 5 minutes.

### **Auto-Scroll**

Here you can set the speed at which the Autoscrolling moves the picture view. Higher numbers correspond to a higher speed.

### **Fonts**

If you exclusively use True-Type fonts, you will obtain the best WYSIWYG representation. That means that the representation which you see on your screen will correspond very exactly to the appearance of your Mind-Map when printed. If you wish to use other fonts, you may do this using this option. The representation on the screen in this case, however, will not correspond exactly to the appearance on printing.

## File Open

Using the following options, you can input the names and locations of files which you wish to open.

<b>File Name</b>	Input directly the name of the file which you wish to open, or select the file in the file list box. This list box shows you all files whose file extension has been selected in the file format box,
<b>File Type</b>	The standard file extension of the <b>MindMan</b> document is <b>.MMP'</b>
<b>Drives</b>	Select the drive on which the <b>MindMan</b> files which you require are to be found.
<b>Directories</b>	Select the directory on which the <b>MindMan</b> files which you require are to be found.
<b>Network...</b>	Click on this button to define a network drive (optional).

## File Save As

Using the following options, you can input the names and locations under which you wish to save the document.

<b>File Name</b>	Input a name for the file if you wish to save the document under another name. A file name is comprised of eight characters and a file extension comprising three letters. <b>MindMan</b> automatically uses the <b>.MMP</b> default extension.
<b>File Types</b>	The standard file extension of the <b>MindMan</b> document is <b>.MMP'</b>
<b>Drives</b>	Select the drive on which you wish to store the document.
<b>Directories</b>	Select the directory on which you wish to store the document.
<b>Network...</b>	Click on this button to define a network drive (optional).



## Print

With these options, you can select the way in which you wish your document to be printed.

<b>Printer</b>	The name of the current printer and the port which it uses is shown. To use a different printer or different port, click on the <b>Setup</b> button.
<b>Setup</b>	Displays the <u>Print Setup</u> dialog box. Here you can set other print parameters.
<b>Print Range</b>	<b>All</b> Prints the whole Mind-Map <b>Pages</b> Prints only the input page range.
<b>Copies</b>	Number of copies which will be produced on printing.
<b>Sort Copies</b>	Prints the pages of a document one after the other, in order, instead of several copies of one page together.
<b>Print Quality</b>	Here, with many printers, you can choose the quality of the print. In general, the higher the print quality chosen, the longer the time taken to print.

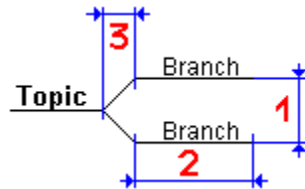
## Print Setup

With these options, you can select the way in which you wish your document to be printed. These options are independent of the printer used.

<b>Printer</b>	Select the printer which you wish to use. You can select the default printer or another printer. Printers are installed by means of the <b>WINDOWS</b> system control panel.
<b>Format</b>	Select the paper orientation, Portrait or Landscape. For each <b>MindMan</b> document a fixed format can be altered using this option. If this setting is changed here, it will only be in effect for the current print run. <b>This option has no effect when the dialog box is accessed via the <u>Print Setup</u> command !</b>
<b>Paper</b>	Set the size of the paper on which you wish to print.
<b>Options</b>	Displays a dialog box in which you can set further print parameters which are specific to the printer which you have installed.
<b>Network...</b>	Click on this button to define a network drive (optional). .

## Graphical Layout

In this dialog box, you determine the graphic layout of your Mind-Map. During automatic arrangement of the topics and the branches, the set scaling factors are used. The following illustration shows the scaling possibilities.



- Height (1)**                      Setting of the vertical distance between the branches of a topic.
- Width (2)**                        Width of the underscoring of a branch, left and right, next to the branch text.
- Skew Width (3)**                Width of the connecting lines between a topic and its branches.
- Fonts**                              The font for the main topics and all the branches may be selected independently. In order to achieve a real WYSIWYG display, only True Type fonts are used. The choice of font is carried out via the Font dialog box.

## Page Layout

Set the options which you wish to use for printing in this dialog box. These options are document specific and are saved together with the document.

- |                         |   |
|-------------------------|---|
| <b>Border</b>           | If the Mind-Map is to have a border, this can be selected here. Various line thicknesses are available, as well as single and double border lines.  |
| <b>Border Margin</b>    | In this text box, insert the distance between the Mind-Map graphic and the border lines. Even if you do not select a border, this distance is important for centring on printing.   |
| <b>Scaling</b>          | You can scale the Mind-Map on printing. You can set any scaling factor you wish between a reduction to a quarter of the original size, to a four-fold enlargement. It is also possible to print out the Mind-Map such that it always fits onto one page. For this, select the <b>One Page</b> option. |
| <b>Page Orientation</b> | If your printer can print in either portrait or landscape format, you can pre-set this here. On printing using the <b>Print</b> Menu command, you can change this temporarily for the current print run.  |

## Font

With the following options, you can choose which font you wish to use. You can set the font for the Mind-Map title, the main topic, and all the branches separately.

- |              |  |
|--------------|--|
| <b>Font</b>  | Choose a font from the list box. All True Type fonts or all scalable are selectable, depending on the global installation.   |
| <b>Style</b> | Here you can set whether the text is bold or italic.   |
| <b>Size</b>  | The text size is given in <i>Points</i> . A Point corresponds to exactly 1/72 Inch (0,3 mm). The text is displayed in a slightly larger size on the screen than when printed, for ergonomic reasons. |

## **Mind-Map Title**

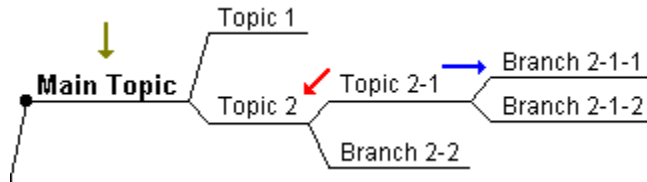
Input a new title for the Mind-Map. The title will be displayed at the centre of the Mind-Map in a rectangle with rounded corners. The size of this rectangle will be determined by the length of the text and the font employed.

### **Add new Main Topic**

Input the text for a new main topic. If you close the dialog box with **Esc**, no new Main topic will be produced.

## Add new Branches

In this dialog box, you can input new branches and edit existing main topic or branch texts. This dialog box is optimised for the input of new branches, since this handling method should be the easiest possible for the user so that his train of thought is not broken. After a description of the individual edit fields, various forms of input are described.



- Current Topic** Edit the text for the current topic or, using **TAB** jump to the next edit field to input new branches for this topic. Or , using the **File Link** Check box indicate whether or not you want the branch to be interpreted as a file name.
- New Branch** Input here the text for a new branch which you wish to paste to the current topic . In the **File Link** Check box indicate whether or not you want the branch to be interpreted as a file name. To paste the text, activate the **Add Branch** button.
- File Link** The branch name will be interpreted as a file name. You can select a file using the **Browse** button.
- All Branches** In this list box, all the branches of the current topic are displayed. By double clicking on one of the branches, you can set this branch as a new **Current Topic**.
- Add Branch** The text from the **New Branch** field will be pasted as a branch onto the current topic. Subsequently, the **New Branch** edit field will be deleted and the cursor placed back in this field. You can now immediately input a new branch.
- Set Main Topic** The **Current Topic** edit box is set to the main topic (yellow arrow) and the edit box filled up again.
- Browse** A dialog box appears in which you can select a file name. This name will be transferred to the **Current Topic** edit field or the **New Branch** edit field. Which field depends on which field the cursor was in previously.
- Next Branch** The Mind-Map tree goes a level deeper (blue arrow).If a branch is already selected in the edit box, this becomes the new **Current Topic**. If no branch is selected in the edit box, an attempt will be made to make the branch from the edit field into the **Current Topic**. This is only valid, however, if this branch has already been pasted on. The edit box will be correspondingly filled up again.
- Previous Branch** The Mind-Map tree goes a level higher (red arrow). The edit field will be correspondingly refilled.
- Close** All changes which you make to the Mind-Map in this dialog box are immediately active. in other words, there is no **Cancel** button, as in most other dialog boxes, with which you can retract the changes.

There is, however, one exception to this rule. If you are in the **Current Topic**



edit field and have edited text in there and then, as a next action press the Esc key, this last change will **not** be taken into account.

There are essentially two different types of input which may be put into this dialog box. Here, it will be found extremely useful that this input may be executed, without any necessary mouse actions, directly from the keyboard alone. In this way, a constant swapping between mouse and keyboard is avoided.

**Editing of a  
branch text**

After opening the dialog box, input the new text directly and then press **ENTER**.

**Input new  
branch**

After the opening of this dialog box, press the **TAB** key to jump to the **Current Topic** edit field. Now input the text for the new branch and then press **ENTER**. The new branch will be pasted on and you can immediately input the text for a further branch. This process can be repeated as often as you wish. Should it be wished to change to a new branch, press **TAB** twice to jump to the edit box, select the required branch with the cursor button and then press **ENTER**. You can now immediately proceed with the input of further sub-branches.
















## **Auto-Save File**

A back-up copy of your Mind-Map is available which has a later date than your original file. Probably, your computer crashed during your last work session, without you having been able to save your Mind-Map. If you wish to use the back-up copy, choose the **YES** button. The back-up copy will then be copied into your original file before opening.

▶ **Toolbar**  
 ▶ **Keyboard Shortcuts**

**Toolbar**

The toolbar is displayed at the upper edge of the application window, directly under the Menu bar. Using this, important **MindMan** functions can be accessed. With the **Toolbar** command from the **View Menu** the toolbar can be switched on or off.

-  Opens a new document.
-  Opens a saved document.
-  Saves the document in the current window under its former name.
-  Shuts down the **MindMan** application
-  Deletes the marked topic and its branches and transfers it to the Clipboard.
-  Copies the marked topic and its branches to the Clipboard.
- ▶ Pastes the contents of the Clipboard as a branch to the marked topic.
-  Deletes the marked topic and its branches.
-  Modify branch order.
-  Open or close branch.
-  Edit file.
-  Open or close all.
-  Prints the document in the current window without prompting for print options (Quick Print).
-  Displays complete pages as it will be printed.
-  Switches into context sensitive Help.
-  Displays the **MindMan** On-line Help.

**Keyboard Shortcuts**

Action / Command	Key combination
General Commands:	
Activate Menu Bar	F10
Close Menu	ESC
Cancel Dialog Box	ESC
End <b>MindMan</b> application	Alt + F4
Display Windows Task List	Ctrl + ESC
Mind-Map Documents:	
Display New Mind-Map	Ctrl + N
Open a Mind-Map	Ctrl + O

Save the current Mind-Map	Ctrl + S
Close the current Mind-Map	Ctrl + F4
Print the current Mind-Map	Ctrl + D

Edit selected Topics and Branches:

Copy to Clipboard	Ctrl + C, Ctrl + Ins
Copy to Clipboard and Delete	Ctrl + X, Shift + Del
Paste contents of Clipboard	Ctrl + V, Shift + Ins
Delete selected Topics	Del
Open / Close All	Ctrl + A

Window handling:

View next document Window	F6, Ctrl + F6
Switch between full and normal view	Alt + Z

Use Help:

Open On-line-Help	F1
Switch on Context sensitive Help	Shift + F1
Display Software Version Number	Ctrl + Alt + Shift + V

## **Overview of MindMan Operation**

- ▶ Functions in Version 1.1
- ▶ System requirements

### **Functions in Version 1.1**

- ▶ Real WYSIWYG Display
- ▶ Mind-Maps practically as large as required
- ▶ Modification at will of a prepared Mind-Map
- ▶ Automatic graphic layout of Mind-Map branches
- ▶ Fast and simple input of new Mind-Map branches
- ▶ The order of the branches of a topic can be re-determined.
- ▶ Simple moving of topics and branches inside a Mind-Map using Drag & Drop.
- ▶ Linking of files with files and activate the associated WINDOWS applications as in File Manager.
- ▶ Mind-Map scalable on printing
- ▶ Export the Mind-Map as text and Graphics (Metafile) via the Clipboard.
- ▶ Link via OLE1 (Graphic and Text) as Embedded and Linked Items.
- ▶ Drag & Drop from File Manager
- ▶ Context dependent Object menus using the right hand mouse button
- ▶ Open and close individual topics.
- ▶ Autoscroll for all moving operations.
- ▶ Saving of the complete work space on exiting the Program.
- ▶ Back-up Files (\*.bak) and back-up copies via automatic background save.
- ▶ Dialog boxes in a new 3D Microsoft look & feel
- ▶ Clear and easily understandable On-line Help

### **System Requirements**

- ▶ IBM PC or 100 % compatible
- ▶ 80386 processor or higher
- ▶ DOS 4.01 and Windows 3.1 or higher
- ▶ 2 MB RAM memory
- ▶ 600 KB free hard disk space

## Shareware Registration and Licence Agreement

**MindMan** is distributed as Shareware. The Shareware Version possesses the same functions as the registered product version, with the limitation that a maximum of 3 topics and 20 branches may be input (in all open **MindMan** documents together).

The registration is not carried out directly with the Author, but with the sole ownership firm 'Der PD-Profi' at the address given below. Registration may be done by mail, telephone, Fax or via CompuServe.

If you register yourself, you will be sent the registered version immediately, which will not have any restrictions. In addition, you will be automatically informed if a new up-date of **MindMan** is produced.

For registration, please use one of the attached text files in DOS-WORD Format, ('ORDERFRM.TXT'), and in WINWORD Format, ('ORDERFRM.DOC') or as ASCII Text, ('ORDERFRM.ASC'). These files are located in your installation directory. You only need to fill in your address, the number of licences required, your diskette format and your preferred method of payment; print the text, then send it.

The price of the registered **MindMan** Version is 89 DM . Please be advised that delivery is only possible against pre-payment (enclose cash) or credit card.

Registration: PD-Profi  
Gerd Zöttlein  
Schulstraße 13  
D-86666 Burgheim  
Germany

Tel. +49 8432 12 96  
Fax. +49 8432 86 74  
CompuServe: 100326,53  
Internet: 100326.53@compuserve.com

## Licence Agreement

The licence conditions are valid for both the registered version and the Shareware version. By purchasing either the registered version or the Shareware version, the purchaser accepts all of the following licence conditions.

All rights related to the program rest with the author. The registered program version may not be duplicated or resold without the express permission of the author. The Shareware version may be freely copied and passed on. The Shareware version may only be passed on in its entirety (all the files on the diskette). The program or parts of the program may not be modified. The author gives no guarantee that all parts of the program will function as intended. The author undertakes no liability for any damage (e.g. data loss) which may result from the use or installation of this program.

One registered copy of **MindMan** may either be used by a **single** person on one or more computers, or installed on a **single** workstation used by multiple people. **You are not allowed to use both methods.** If **MinMan** is installed on a network, you must be shure that there is a valid licence for each computer in the network from wich **MindMan** is used.

LIMITED WARRANTIES

THE AUTHOR MICHAEL JETTER MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESSED OR IMPLIED WITH RESPECT TO THIS SOFTWARE, ITS QUALITY, PERFORMANCE, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.

IN NO EVENT WILL MICHAEL JETTER BE LIABLE FOR DIRECT OR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY DEFECT IN THE SOFTWARE OR ITS DOCUMENTATION. SUCH DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF PROFIT, LOSS OF PROGRAM, AND LOSS OF DATA.

NOT LIMITED TO, LOSS OF PROFIT, LOSS OF PROGRAM, AND LOSS OF DATA. SOME STATES DO NOT ALLOW THE ABOVE EXCLUSION OR LIMITATION OF LIABILITY FOR SUCH DAMAGES, BUT MICHAEL JETTER'S LIABILITY WILL NOT EXCEED THE COST OF REGISTRATION OF THE SOFTWARE.


## Using Help

**MindMan** makes several possibilities available to you for accessing Help information available on the spot.

**Status bar** On selection of a menu command or by pressing a button on the toolbar, a text appears here which gives a brief description of the corresponding command.



**Dialog box** Using the **F1** key or using the **Help** button, to obtain a display of the appropriate Help text for every dialog box.

**Menu entries** Using the Shift+F1 keys or using the  button on the Toolbar, you switch to a context sensitive Help mode . By a single click on the required command, you can display an extensive Help text for every menu entry and every button on the Toolbar.

**User documentation** You will obtain a detailed description of the functions of the **MindMan** application via the **Index** menu entry in the Help Menu



Michael Jetter  
Moosanger 2  
D-82319 Starnberg  
GERMANY

Tel. +49 8151 6394  
CompuServe: 100423,57





