

# Getting Started with MindManager

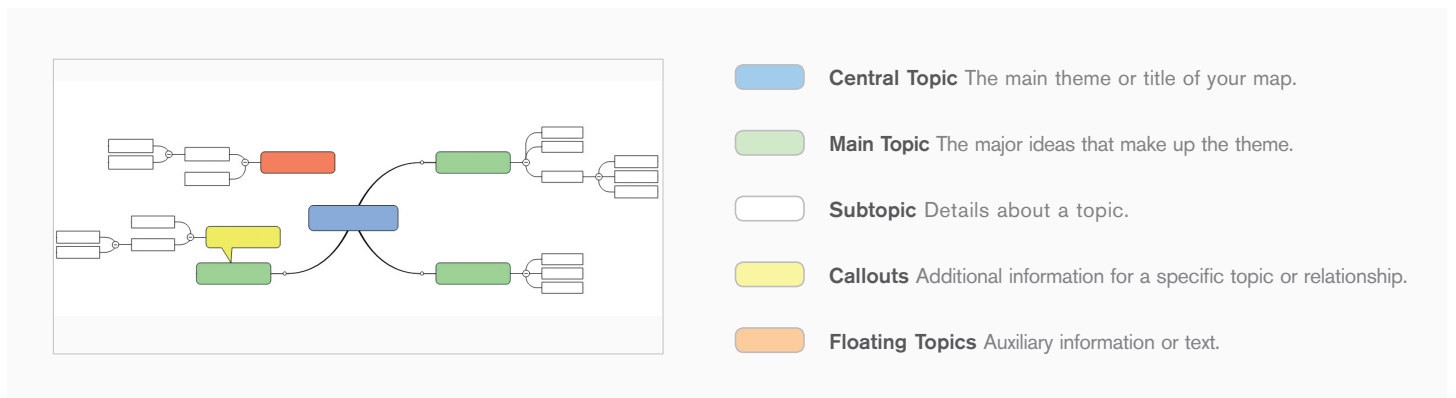
MindManager works like a virtual whiteboard, and its flexibility encourages more creative thinking. With MindManager, visualize and organize ideas and information using dynamic mind maps, flowcharts, timelines and organizational charts. It's simple to get started and powerful to use or capture and organize ideas, develop plans and align teams by communicating complex topics more clearly. Brainstorm individually or collaboratively with organised maps that you can save, share, and present—unlike sloppy flipcharts and sticky notes. Use maps to increase clarity, understanding and team alignment as you develop strategies and plans, capture requirements and facilitate meetings.

## MINDMANAGER CAN BE USED FOR

- Brainstorming new ideas or solutions
- Planning a project or work
- Capturing and organising requirements and notes
- Facilitating meetings
- Conducting research
- Developing presentations
- Tracking and managing work

## What is a MindManager Map?

Maps offer a way to aggregate and visualise information and relationships. The basic building-blocks of a map are map topics.



## Creating Your First Map

1. Select the File menu and the option New to see the options for opening a new file. Select Radial Map to create a new map or choose one of the many templates.
2. The starting point of any map is the central topic. Click on it to select it. Start typing to give it a name that matches your project or idea.
3. Next, add some topics. Topics can be parts of your larger idea or details about your project. To add a sub-topic, select a topic and then press the INSERT key. Start typing to update the Topic Text.
4. To add a topic at the same level, press the ENTER key. You can also add topics or sub-topics using the buttons on the toolbar. Start typing to update the Topic Text.
5. Parents, topics and sub-topics can be added using the '+' signs on the topic handle (the blue box that surrounds a selected topic).
6. You can open a topic branch by clicking the (+) button or little number that indicates the number of hidden subtopics. You can collapse a branch by clicking the (-) button.
7. To delete a topic, click to select it and then press the DELETE key.
8. Once an idea or topic is in your map, you can select it and add any of the following to it:
  - a. Links to websites, files or even other topics.
  - b. Notes that contain more details about your idea or topic.
  - c. Icons to visually indicate Progress, Priority and more...
9. You can drag a topic to a new parent to organise your information. You can also drag several topics at a time to move them all at once.
10. You can always reverse an action by clicking the Undo button or pressing Ctrl+Z

## Useful Shortcut Keys

Create a new map	Ctrl+N
Save the current map	Ctrl+S
Print the current map	Ctrl+P
Add subtopic	Insert or Ctrl+Enter
Add sibling topic	Enter
Add hyperlink	Ctrl+K
Add notes	Ctrl+T
Navigate to topic above, below, left or right	Arrow keys
Focus on topic	F3

Collapse map	Ctrl+F3
Zoom in	Ctrl+ =
Zoom out	Ctrl+ - (minus)
Undo the last action	Ctrl+Z or Alt+Backspace
Redo the last action	Ctrl+Y
Copy to the Clipboard	Ctrl+C or Ctrl+Insert
Paste contents of the Clipboard	Ctrl+V or Shift+Insert
Show Help	F1

## Getting Started With Tasks

Any topic in your map can be tracked as a task or a deliverable.

1. Create one or more topics that you'd like to track as a task in your plan.
2. In the menu bar at the top, select the Task tab.
3. Choose Open Task Pane from the Task Menu options. The Task Pane will open on the right.
4. You can quickly turn any topic into a task by selecting one or more topics in the map and then pressing "Add Task Info" in the Task Menu. This will assign a progress indicator and a start and finish date for the new task.
5. You can also assign or modify this information in the Task Pane.
6. Adjust the start and end dates in the Task Pane or select the date on the topic and a calendar will appear to modify the date on the topic.
7. Optional: choose a priority for the task.
8. In the Task Pane, type in the name of the person who will complete this task in the Resource line.
9. Task information, including number of workdays, will be shown in the map.
10. You can modify task information within the map or by going back to the Task Pane.
11. You can view your tasks in a Gantt chart by selecting the Gantt option in the Task tab.

