

MindGenius® 3

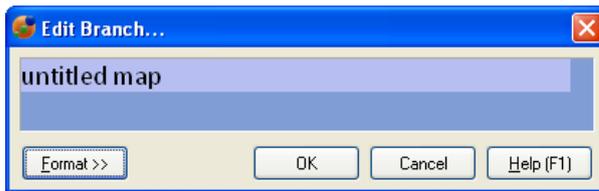
Getting started

MindGenius is simple and intuitive to use and only requires basic keyboard skills and an understanding of three key functions to get started.

Create a new map by selecting the New icon above the ribbon menus.



Each time a new map is created you are prompted to enter a title for the core branch of the map.



Type the title of your map into the Edit Branch dialog then select OK or simply hit the Return key on the keyboard.

Type and Return

Once this is done you are ready to start entering data. You will use the **Type and Return** feature to build your map.

Start typing the text of your first branch, the Edit Branch dialog appears immediately the first key stroke is entered. Complete typing the text then hit the Return key on the keyboard, the Edit Branch dialog closes and your new branch is added to the map.

The unique Type and Return feature is the quickest way to enter information into a map and allows you to brainstorm without interrupting your train of thought and without any unnecessary keystrokes.

Continue to Type and Return to build your map and add all of your new ideas.

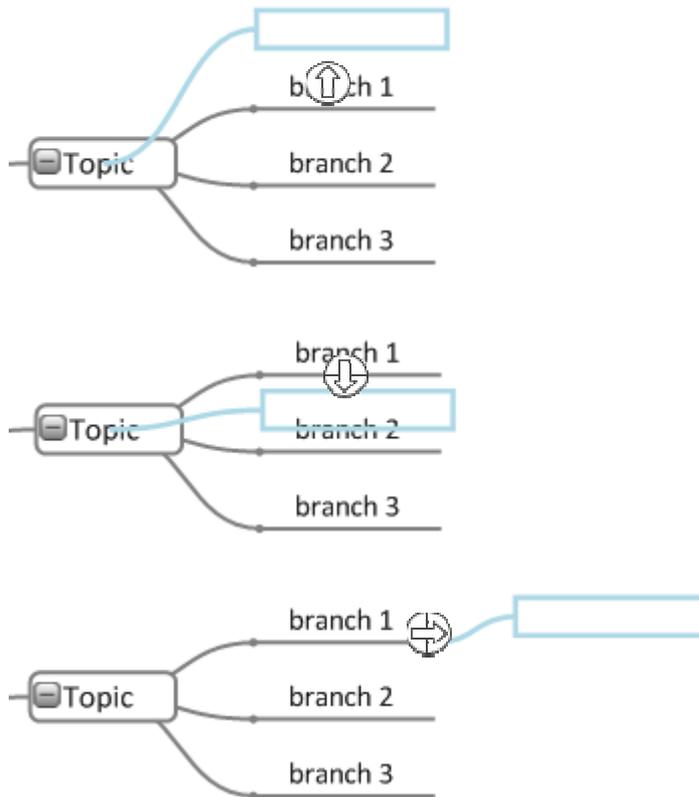
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Drag and Drop

As you continue to add your ideas and information the map will grow and you may realize there is a more logical position for a certain branch. This does not mean hours of work to correct though.

Click on a branch and drag it to a new position

As you drag a branch across the map its' new position will be shown in relation to existing branches.



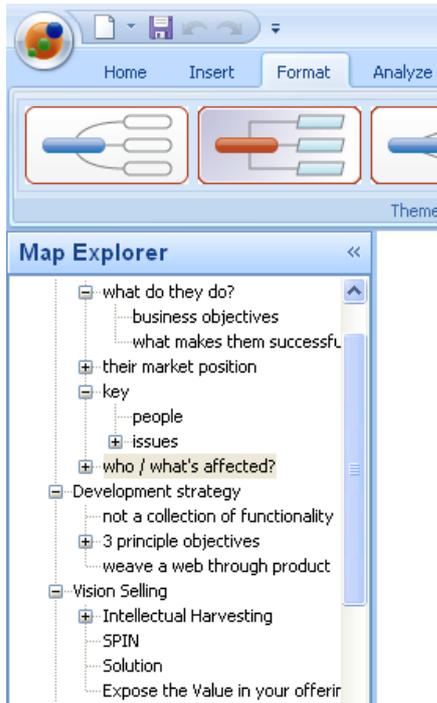
This **Drag and Drop** action allows you to re-position branches and allows you to begin to understand and analyze this captured information.

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Map Explorer

You will be amazed at how many new ideas you will have with the stimulation MindGenius gives your thought process.

Business maps can grow extremely quickly. MindGenius allows you to focus in on an area of interest within a large map without the need for endless scrolling or the need to create a series of linked maps.



You just need to use the **Map Explorer** function on the left hand side of your screen.

Select the topic that is to become the map focus by clicking on it.

Click on the plus and minus signs to expand and collapse the data available to you from your map.

Before your eyes, MindGenius will focus in on individual branches, allowing you to see the big picture when you need to but all the little details when necessary too.

You can drill up and down through your map in this way.

You can do it

With the help of these three functions, you will be using MindGenius competently in no time. You will start to wonder how you ever coped before you started using it.

Everything from brainstorming, planning and report writing to in-depth SWOT analysis and managing meetings is made easier, less time-consuming and more effective.

More information and resources are available at
www.mindgenius.com