



Queen Margaret University
EDINBURGH

Using MindManager Pro 8

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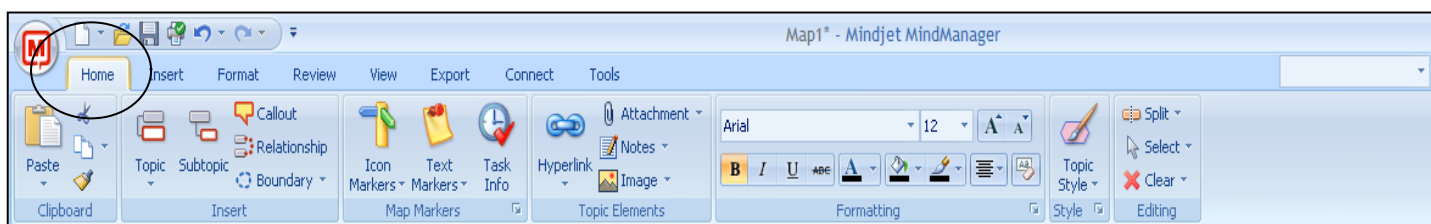
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1. Navigating MindManager Pro 8

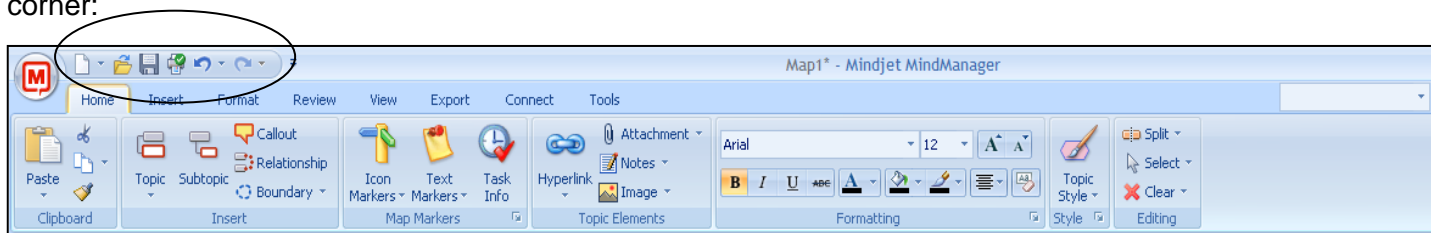
Tool Bars and Tabs

The toolbar for MindManager 8 has 7 tabs: **Home**; **Insert**; **Format**; **Review**; **View**; **Export**, **Connect** and **Tools**. When you click on each one of the tabs, you are presented with different features and functionality in MindManager. Below is the Home tab.



The Quick Access Toolbar

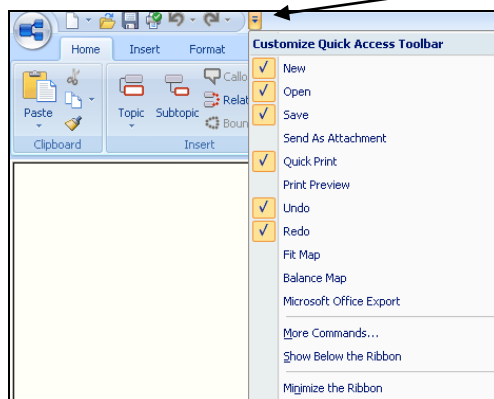
Whichever tab you click onto, you will always see the **Quick Access Toolbar** in the top left-hand corner:



The icons in the Quick Access Toolbar allow you to:

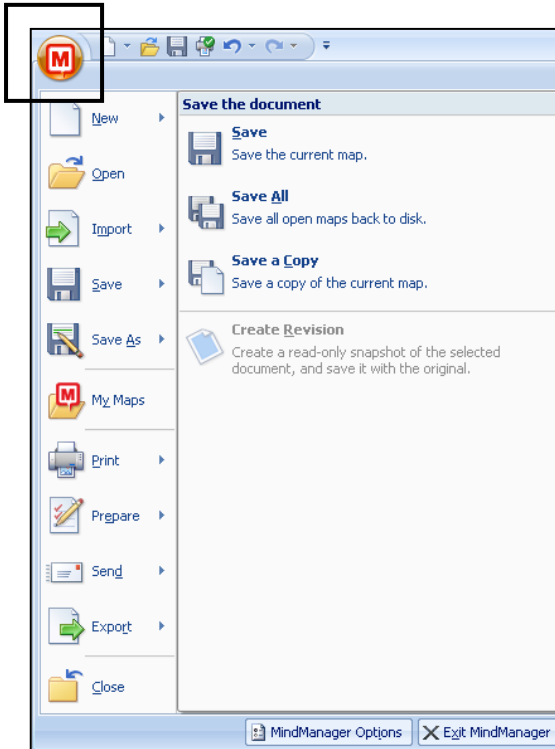
- Create a new map
- Open an existing map
- Save the map you are working on
- Print the map you are working on
- Undo and Redo last changes.

You can customise the Quick Access Toolbar by clicking on the arrow to the right. A list appears and you can select or deselect options:



The MindManager Button

In the top left-hand corner, you will always see the MindManager Button. When you click on this, you will see a dropdown menu, with a number of options:



Printing a Map

You can preview how your map will print from the **MindManager Button** by selecting **Print**. Here you can **Print**, **Print Preview** and also change the settings of the page before you print.

Saving a Map

To save your map go to **MindManager Button** and select **Save**. Your map will be saved as a **.mmap** file. It is also possible to save your map as an image file:

MindManager Button > Save As > Other Formats.

A window opens which you can use to navigate to where you would like to save your file. .

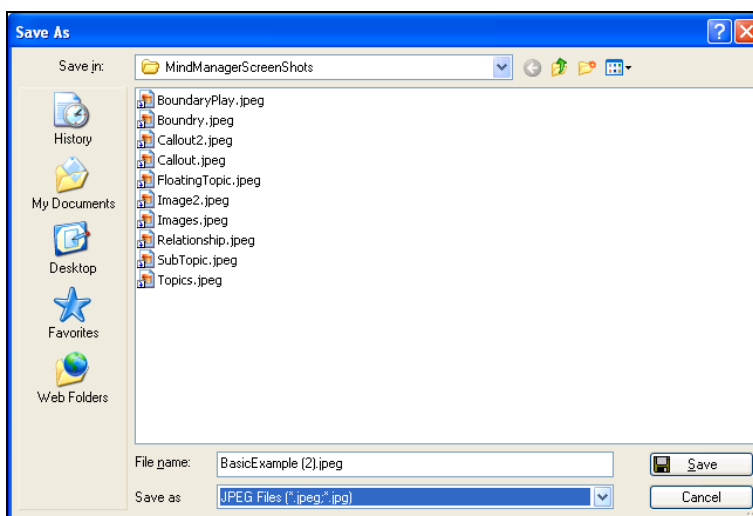
Also, you can select the appropriate type from the drop down box. Included are the image file types:

.jpeg

.gif

.bmp

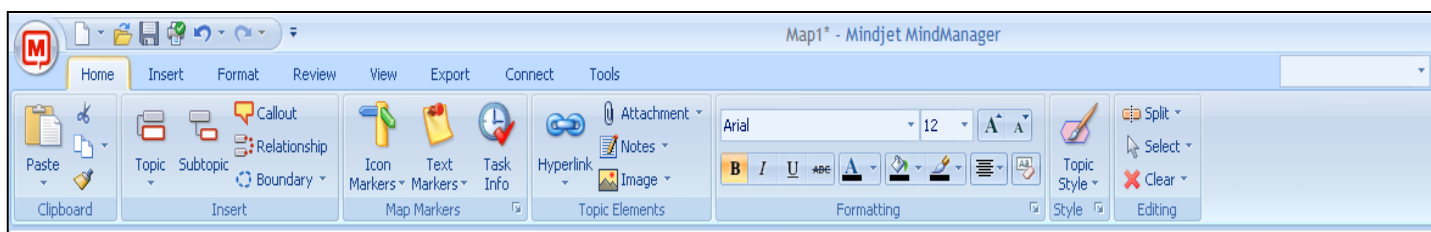
Name the file and click **Save**.



There are a number of different formats that your Mindmanager map can be exported as and this will be covered in detail in the section looking at the Export tab.

Help

In the top right-hand corner of the screen there is a small icon containing a question mark. If you click on this, it will take you to MindManager's extensive online help.



You will also notice when you hover over a button, text will appear outlining the functionality of the particular tool. Online support is available at: <http://www.mindjet.com/uk/>.

The right-mouse button

Please note there are many different ways to activate one function in MindManager. For example, it is worthwhile exploring clicking on the right-mouse button as this will provide you with a range of functionality. This guide seeks to introduce some of the key features within MindManager.

2. The Home Tab

The Home Tab has most of the functionality that you need to start using MindManager.



Inserting Topics, Subtopics and Floating Topics

Topics

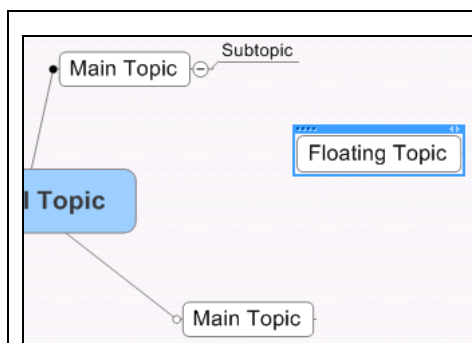
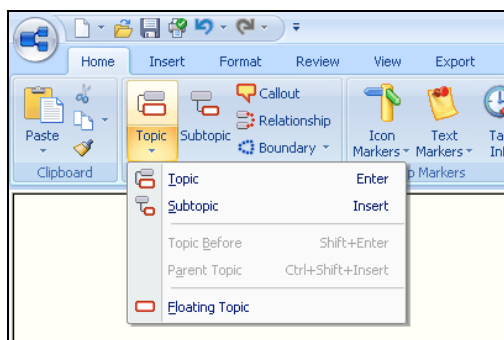
Click **Topic** to add a topic or a subtopic. Alternatively you can click **Enter** on the keyboard. To change the text in a topic, double click on the current text and then start typing. Your new name for the topic will appear.

Subtopics

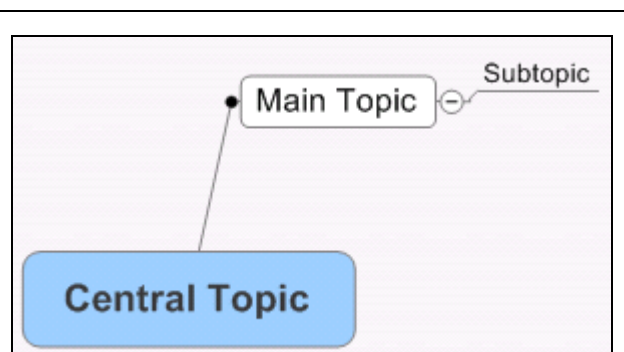
Click **Subtopic** to add a subtopic to the topic which you had selected. This is available from the keyboard by pressing **Insert**.

Floating Topics

Select Topic and from the dropdown menu, select **Floating Topic**. You can then place your cursor in the correct place on the map to create the **Floating Topic**.



An example of a floating topic



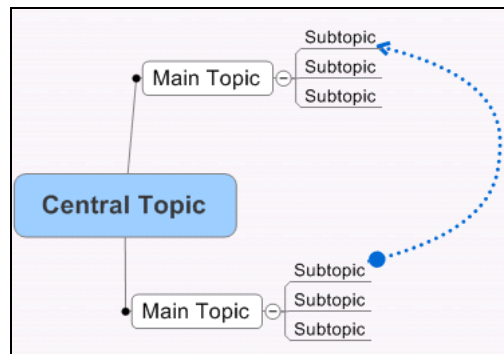
An example of a subtopic

Inserting relationships, callouts, boundaries

You can add relationship lines between topics to show that there is a connection between the two items. You can then use a **Callout** to label the relationship.

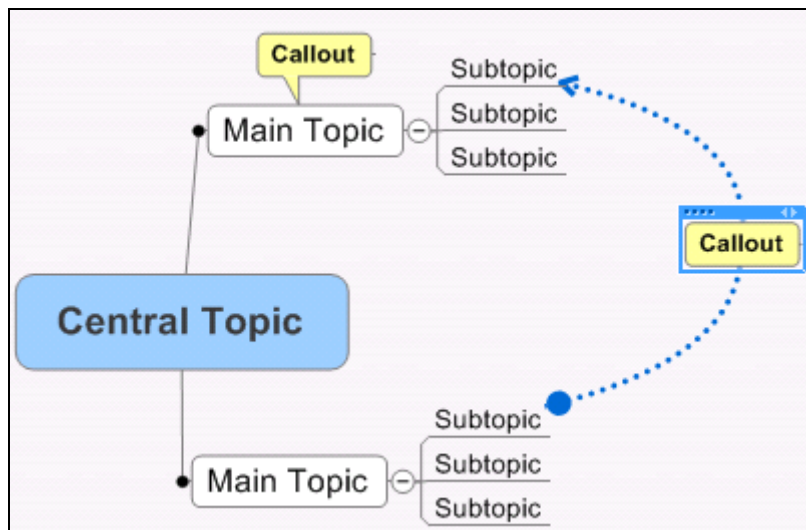
Relationships

Click on the **Relationship** button, next click on the first topic, and then you can drag the relationship to another topic. Click on the second topic to attach the line.



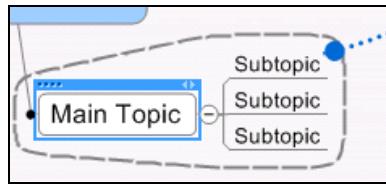
Callouts

You can add a callout to a relationship or a topic. You could use this to provide further information, for example the nature of a relationship. First click on the relationship or topic and then click on the **Callout** button. You can then click on the **Callout** to customise.

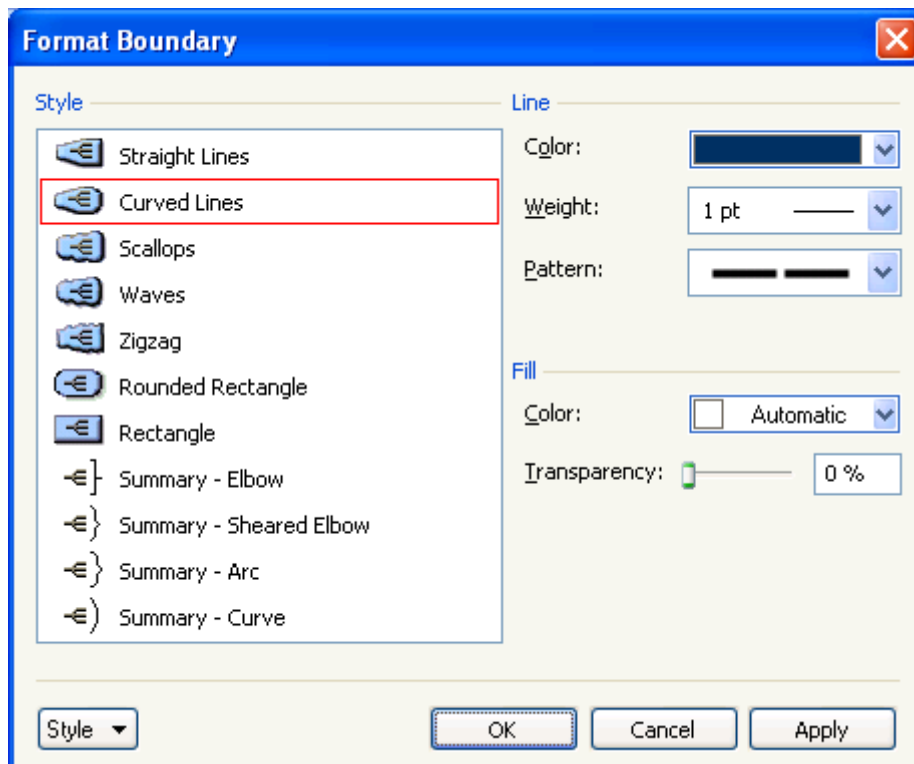


Boundaries

You can group a topic and its subtopics together by adding a boundary. First click on a topic, or topics to select, and click the **Boundary** Button. If you select a topic with subtopics, the boundary will also surround the subtopics. It is not possible to group more than one topic within one boundary.



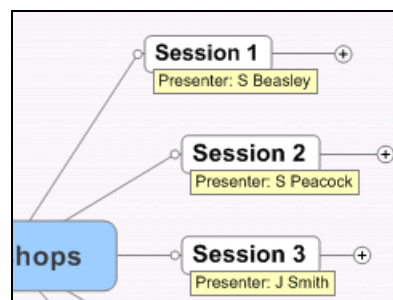
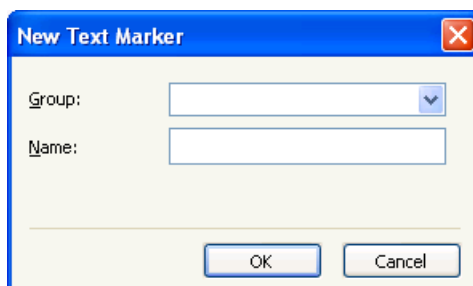
To change the way that the line displays on a boundary, right mouse-click on the Boundary line; this opens the Format Boundary window. From here you can adjust the line Colour, Weight and Pattern.



Adding text and icon markers, images, attachments and hyperlinks

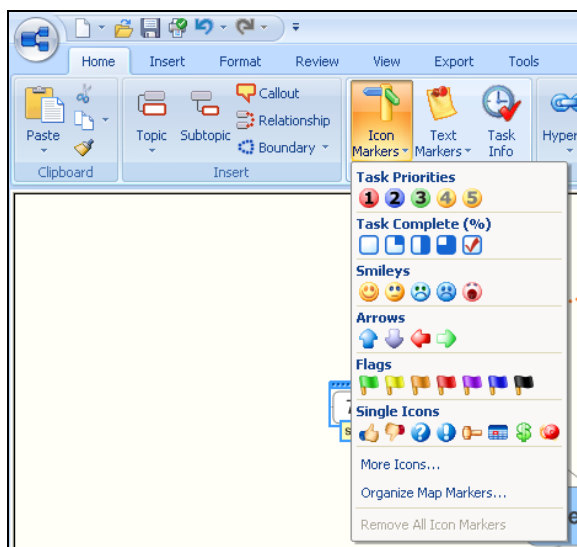
Text Markers

These can be added to give additional information to a topic, for example if you were planning a series of workshops or lectures and wanted to add presenter details. Text markers allow you to add a Group and a Name for the marker. You could also use this to differentiate groups in a class. Select the topic you want to add a text marker to and click the **Text Markers** icon. Choose the option to **Add New Text Marker** and add a Group and Name for the marker and click **OK**.



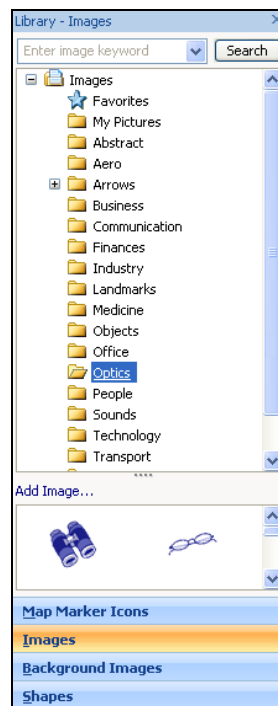
Icon Markers

These provide you with a wide number of options to differentiate topics. For example, you can prioritise topics, add smileys, flags and icons. **More Icons** provides an extensive list of other icons which are displayed on the right-hand side of the screen.



Images

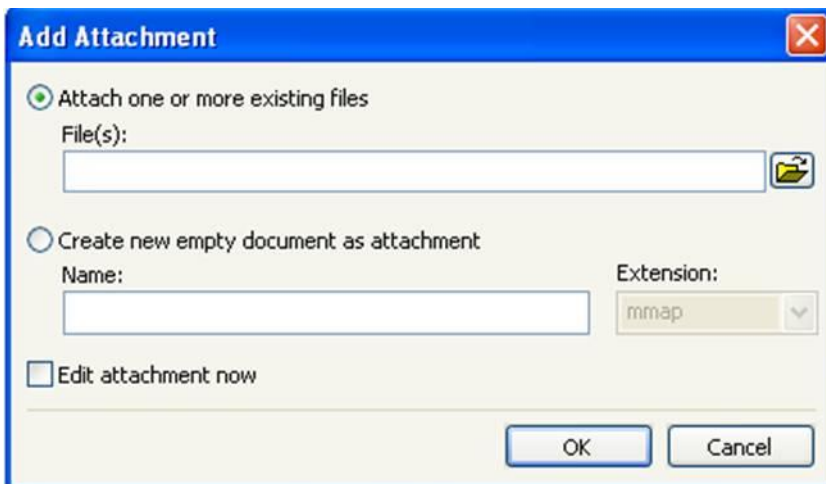
You can add images to your map to help make it more memorable. Click on the topic you wish to add an image to, select **Image** and select **Add an Image from Library**. To the right of the screen, you can see a list of icons in folders. Click on an image and a preview of the image appears. You can then select the icons for your topic.



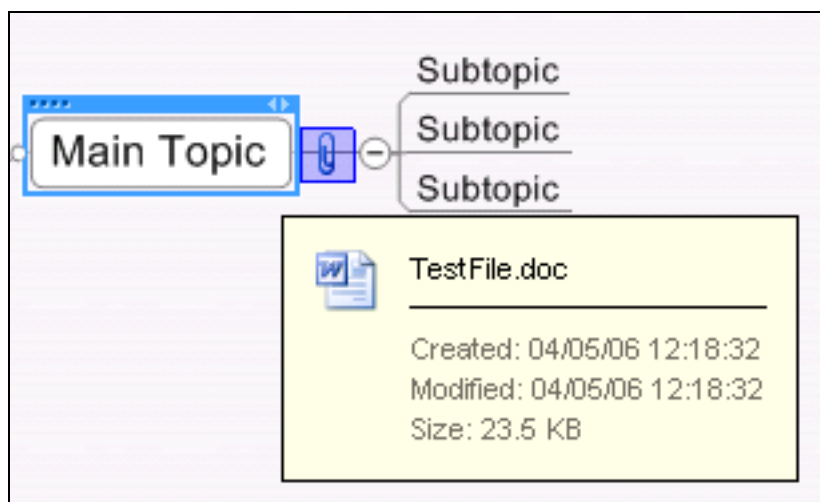
Adding Attachments

You can link relevant files to topics in your map. You can do this in two ways, by adding an attachment to a topic in the map or by adding a hyperlink.

Click on the topic you would like to add an attachment to and click the **Add Attachment** icon. This opens the window:



You can link to a file or files you have already created or you can create a new empty document. For example you could link to another map you have developed. To add the attachment click **OK**.



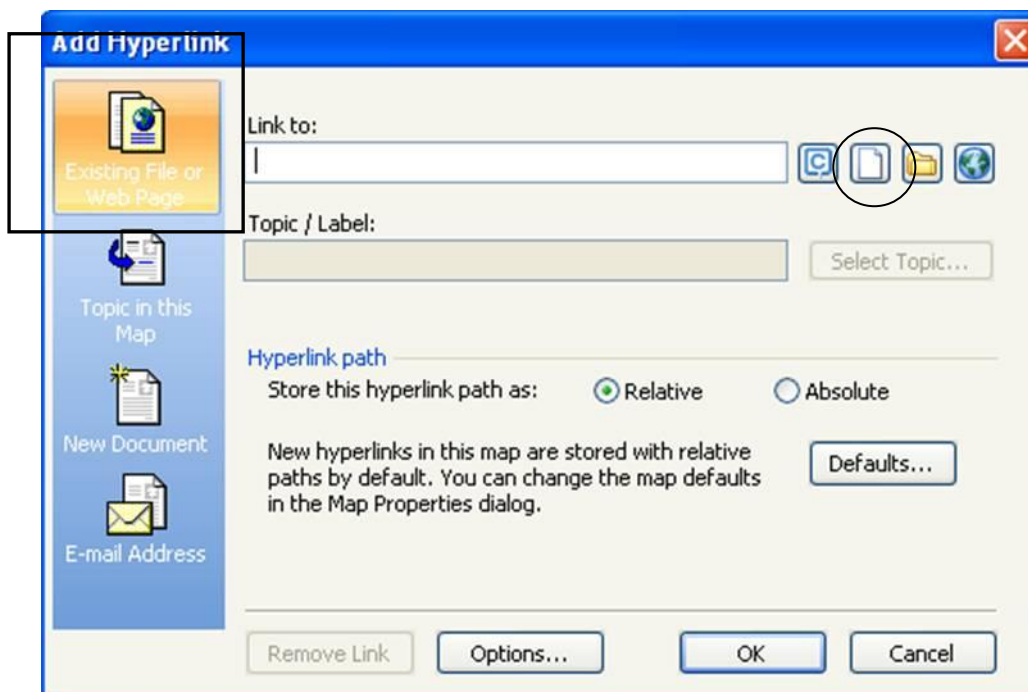
You will see the paperclip icon on your map, when you roll the mouse over this you see the details of the file. To open the file click the **paperclip icon**, this opens the **Manage Attachments** dialog box and click **Open**.

Editing Attachments

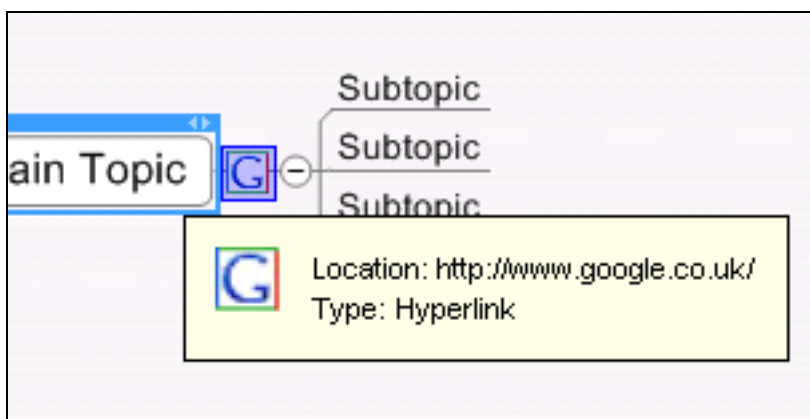
Mindmanager allows you to edit a Microsoft Office document such as a Word document or PowerPoint presentation. Double-click the attachment and it will open in a new frame within the interface. From here you can edit and save the document without having to open a separate Microsoft application in a new window.

Adding a Hyperlink

Click on the topic you would like to add a hyperlink to and click the **Hyperlink** icon. This opens the window:



You can add a hyperlink to an existing **website**, file or email address. Once you have filled in the details click **OK**. If you cannot remember the address of the website, click on the icon of the globe and you can navigate to the website.

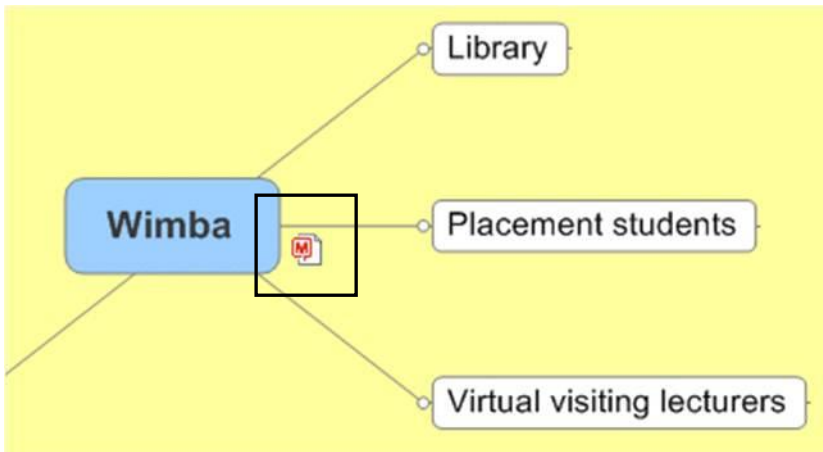


You will see the icon on your map and when you roll the mouse over this icon, you see the details of the link. To open the file, click the **icon**; this opens the link in an embedded browser within the Mindmanager interface allowing you to view the webpage while your map is still open. The embedded web-browser will also allow you to view any attached PDF files directly in the browser window without having to open a separate version of Adobe Acrobat.

Linking Multiple Maps

As well as allowing the option to create hyperlinks to external websites Mindmanager allows you to create hyperlinks to link other maps to your main map. When a topic or subtopic is selected, choose the **Hyperlink** option in the **Home** tab (or right-click / Add Hyperlink). Click on the **document** icon and browse to the map you wish to link to and click **Open** and then **OK**.

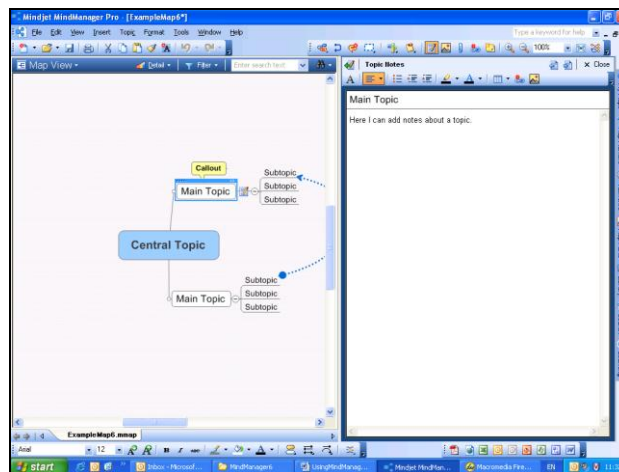
A map icon will then appear next to the topic / subtopic – if clicked this will open the other map.



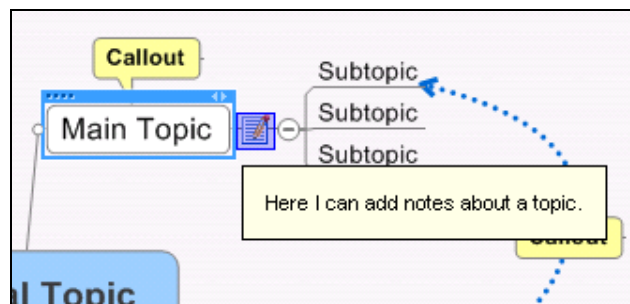
IMPORTANT NOTE: If you export your map to any other format you will need to keep the other maps in the same root folder otherwise the hyperlinks will be broken.

Adding Notes to a Map

Notes appear as links on your map. You can use the notes to add extra text that may be over complicated for your map. You can also add URLs and images within the notes.



If you roll over the notes icon on the map, you can read the note:

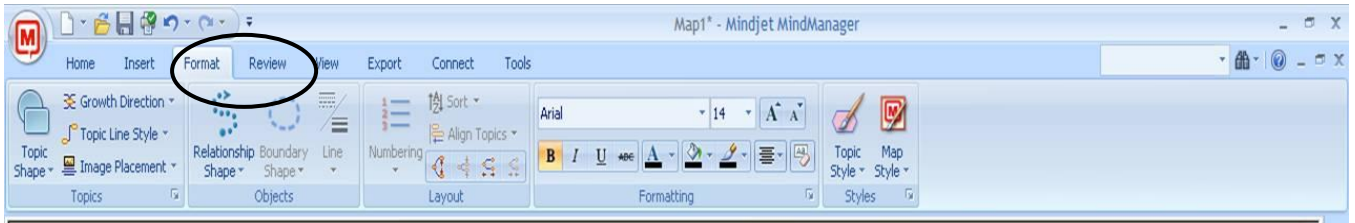


Be careful about exporting a map with notes because they will not be displayed when you export a map as an image or as a PDF. However, it is possible to print notes by right-mouse clicking on the notes and selecting **Print** or the notes could be copied into a WORD document.

There is an automatic spellcheck in MindManager which will underline words where there may be an issue with spelling. The spellcheck for the whole map is found in the **Review** tab.

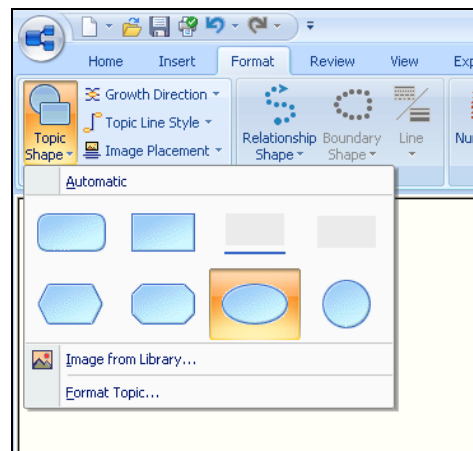
3. The Format Tab

The format tab provides a number of options to change the way topics, boundaries, relationships, text are displayed in your MindManager map.



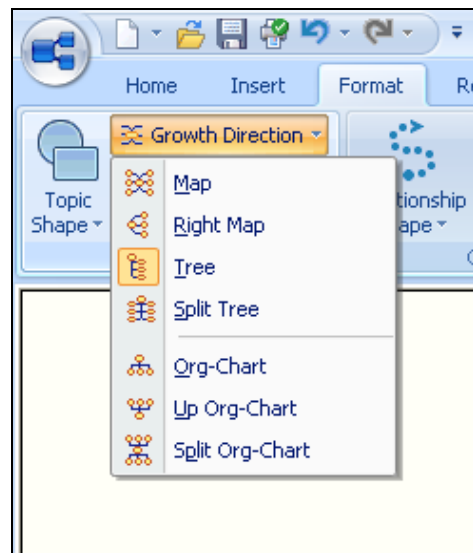
Topic Shape

Select a topic and then click on **Topic Shape**. You will be given a number of options to change the shape of your topic. Alternatively, you click on **Image from Library** which provides you with a much wider range of options. These will be displayed on the right-hand side of the screen.



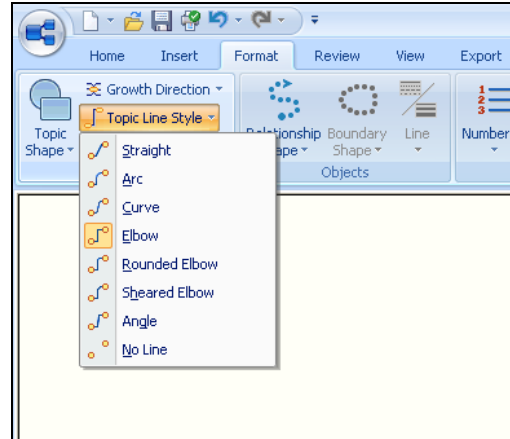
Growth Direction

With this option, you can decide on how you want to display your map. Don't forget to click on your main topic to activate this.



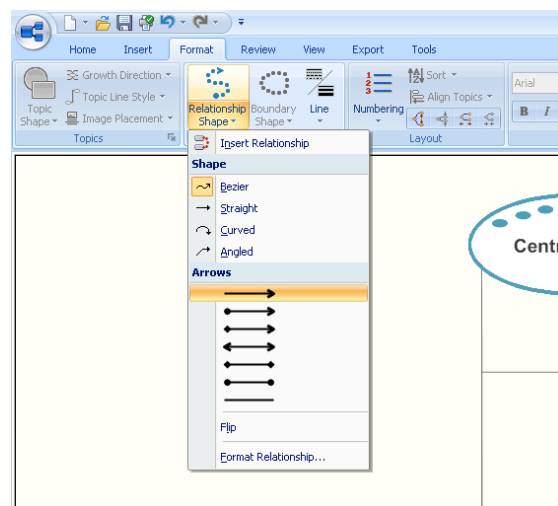
Topic Line Style

In this option, you can change the way that the lines between the topics are displayed. If you want to apply the change to the whole map, you must click on the Central Topic before making your selection.



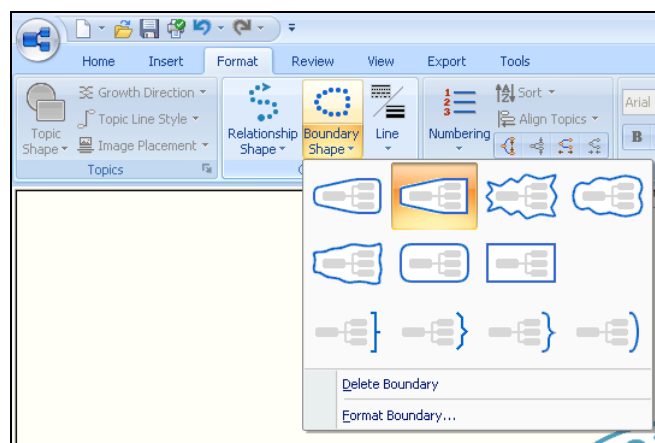
Relationship Shape

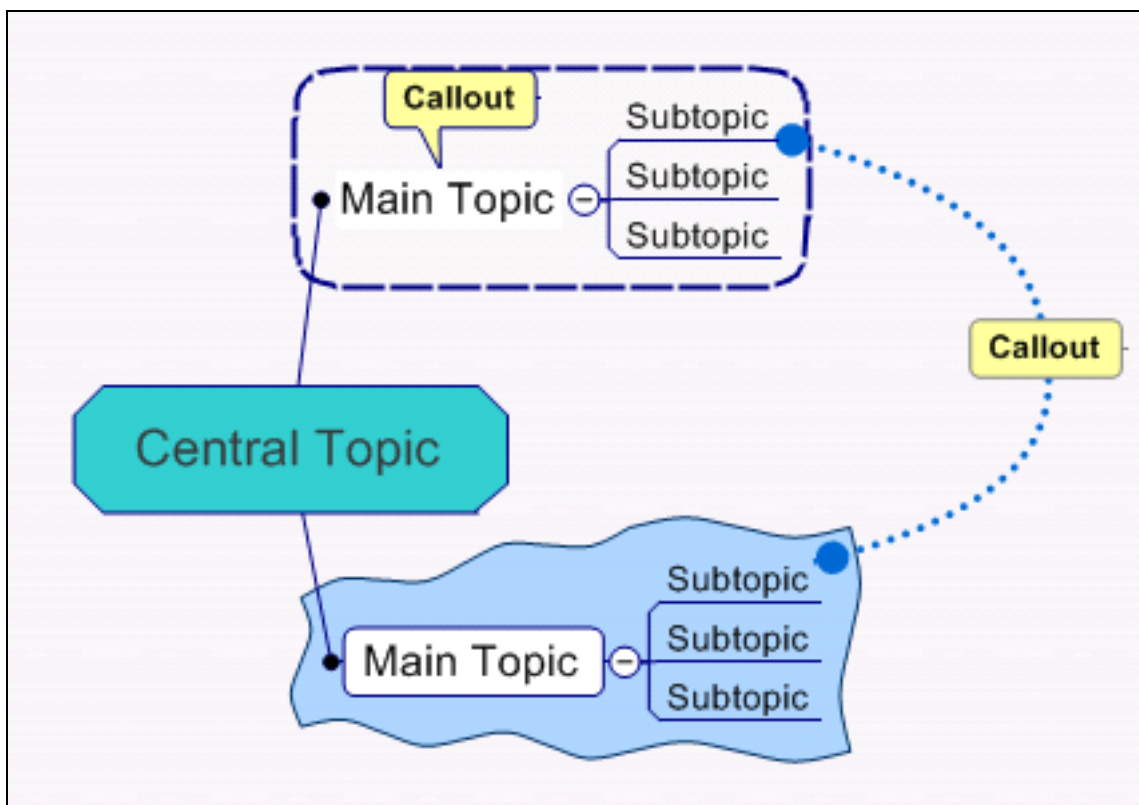
Select the relationship that you would like to alter. Click on **Relationship Shape** and you will be presented with a number of options to change how the relationship is displayed. **Format Relationship** provides a quick screen to all the options.



Boundary Shape

This changes the way that a boundary may be displayed. Again you will need to select the boundary before changing the way that it is displayed. **Format Boundary** provides a quick screen to all the options.



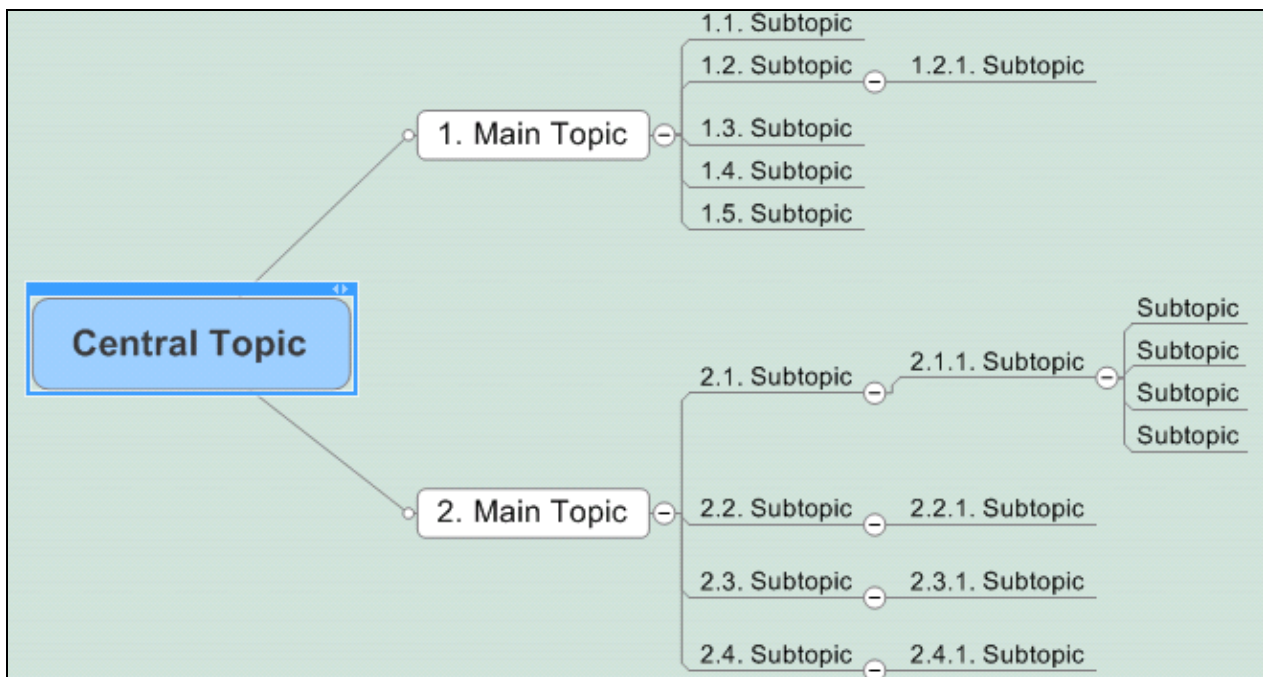
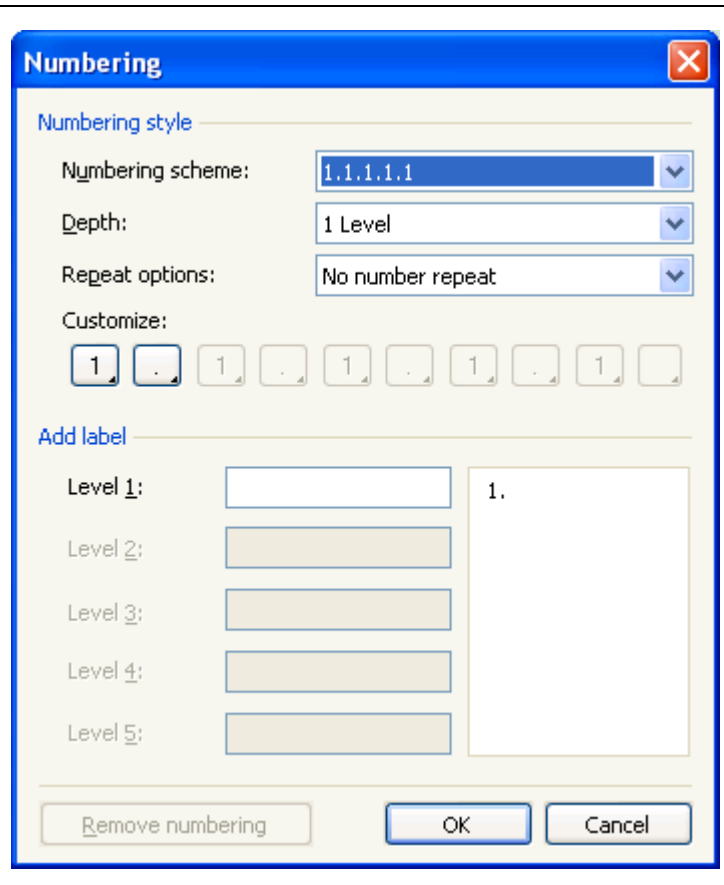


In this example map you can see some of the shape, line and fill options that are available.

Numbering

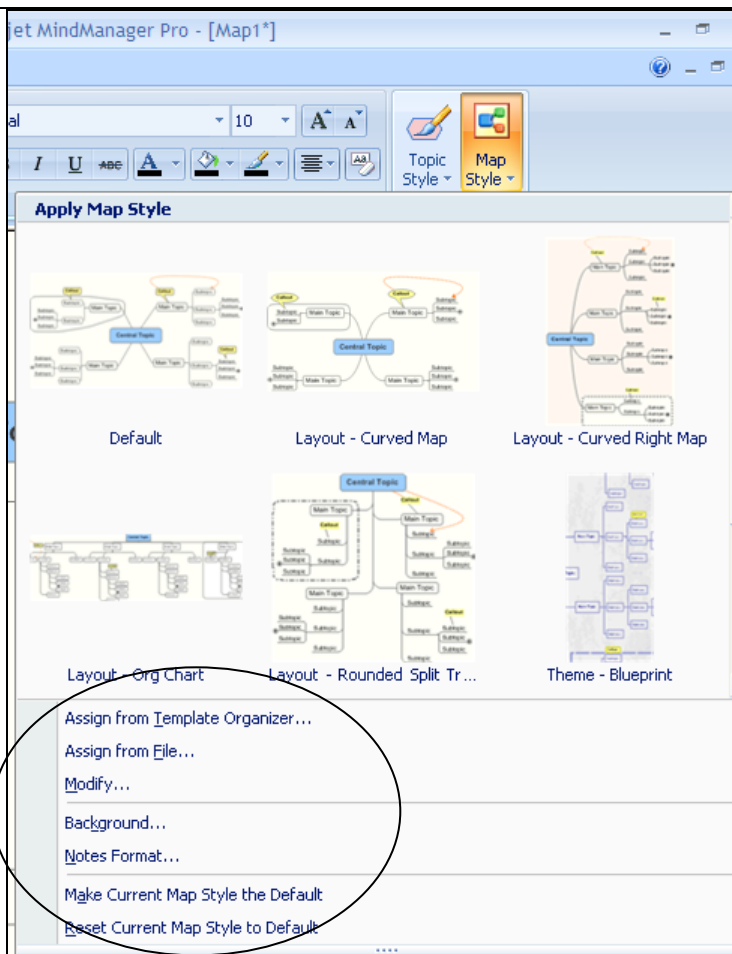
You can set up automatic numbering for your topics; you might use this, for example, if you were planning the structure of a report. To set up numbering, from the **Format** menu select **Numbering options**.

This opens up the numbering window. Here you can define the numbering scheme and the levels to be numbered. To remove numbering, go to the **Format** menu, select **Remove Numbering**.



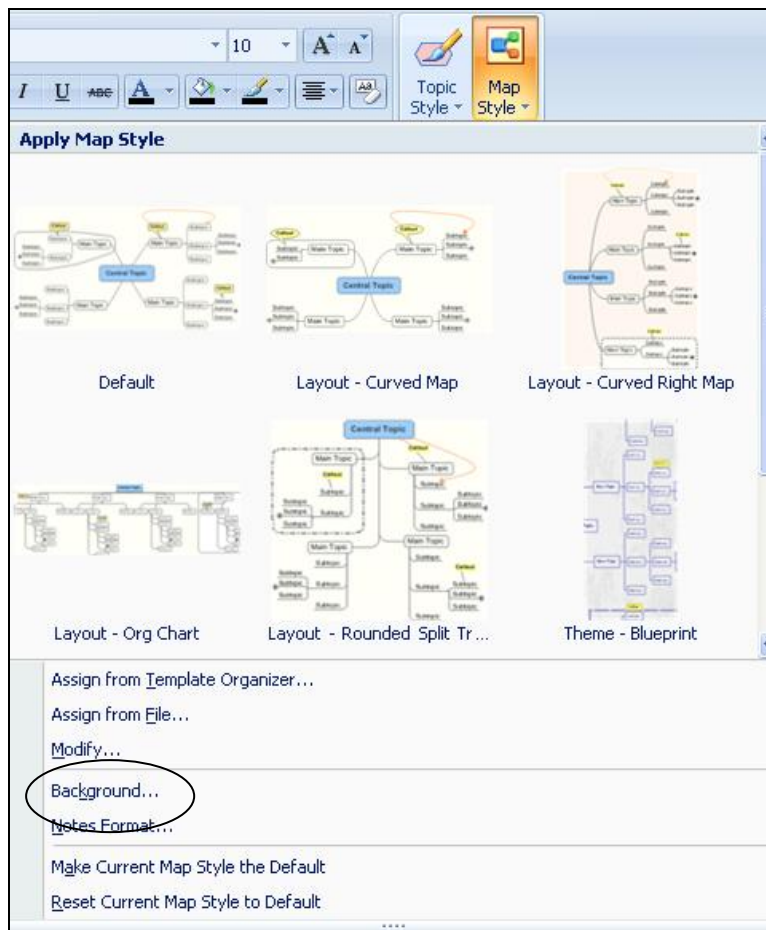
Map Styles

This changes the way that you can display your MindManager map. Click on **Map Style** and six options are displayed but clicking on **Assign from Template Organizer** provides further options.

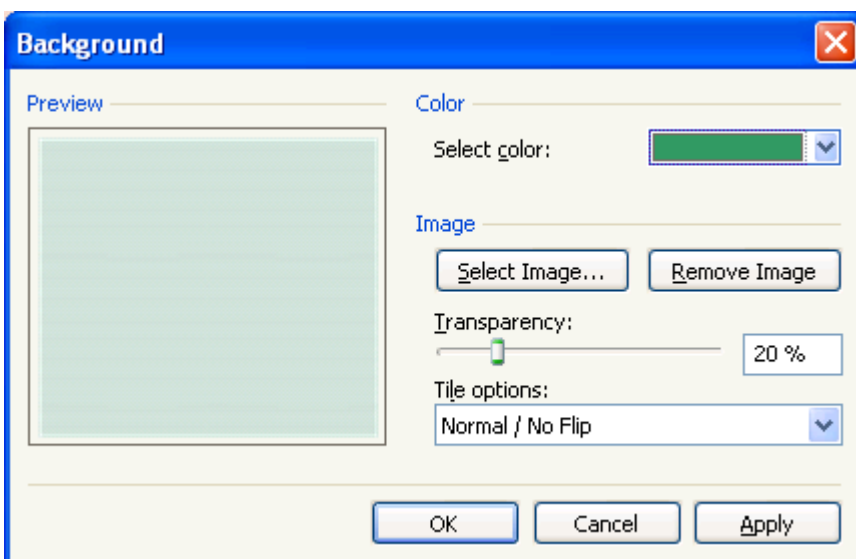


Background

This changes the background for your MindManager map. Click on **Map Style > Background**.



You can then change the colour background of your map or use an image as the background:

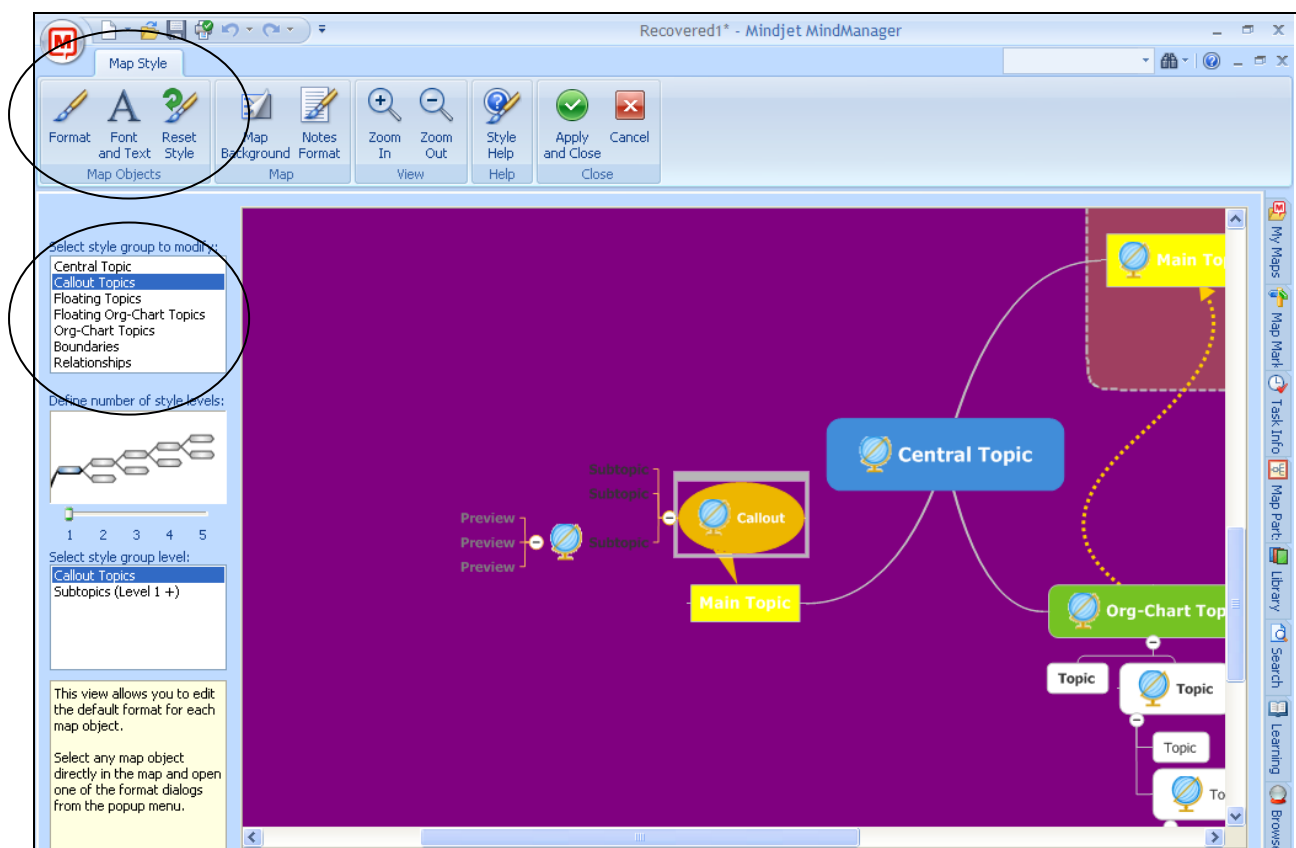


Map Style

This feature allows you to

- make a change to a topic at a specific level which can then be applied to all topics at that level;
- make changes to the way relationships, call outs and boundaries are displayed;
- make changes to the background for notes.

Click on **Map Style** and select **Modify** and on the left-hand side of your map, you will see a list of features such as Central Topic. Select the feature eg Callout Topics and then click on **Format** or **Font and Text** and make the appropriate changes. Don't forget to click **Apply** and then click on **OK** to ensure that the changes have been made. You will not see the changes applied throughout your map until you have clicked on **Apply and Close**. If you may changes but do not want to apply these to your map, click on **Cancel**.



To change the font and size of notes and the background, click on **Notes Format**. The first tab Default Font allows you to change the font size, colour etc. The second tab Ink Background allows you to select an image for the background of your notes. This could be changed to fawn or cream which may be easier for some users.

4. The View Tab

This provides lots of different ways to view your map. Here are some of the most commonly used:

Fit Map

You can use Fit Map to see the entire map on screen.

Balance Map

This moves topics and subtopics so that they fit in a more balanced way into your map.

Detail

This allows you to decide how many levels you wish to see on the map. This could be useful if you just want to show the outline of a map and then gradually display further information to your audience.

Show/Hide

This allows you to decide which elements of the map you wish to display. For example, you may wish to only display certain elements in a presentation.

Filter

Use this as a way to hide topics before exporting.

Pan and Zoom

If you have a large, complicated map which you are using as a communication tool, Pan and Zoom allows you to move around the map and focus on specific areas.

5. The Export Tab

This allows you to convert your map into a range of different formats especially when sharing with others who do not have the MindManager software.

Export as Mindjet Player

Using this export option will allow you to generate dynamic, interactive read-only versions of your maps. There are two different formats depending on how the map is to be viewed:

PDF: A PDF file contains an embedded interactive map

SWF (Shockwave Flash): allows you to post your map to a website, blog, etc.

Both formats allow for maps to be read without a special viewer with active hyperlinks, zoom control and the ability to expand and collapse branches. However it is important to remember that any embedded attachments and notes will not be available in the exported file.

In the Export tab, choose **Export as Mindjet Player**. From the drop-down menu select either PDF or SWF format and the location to export the map to.

Export as a PDF

You could choose to export your map as a normal PDF document which allows easy access to the map through Adobe Acrobat Reader but will not contain any interactivity, hyperlinks, etc. To do this go to the **Export as PDF file** and follow the instructions that appear on the screen. You can choose to save as different Acrobat versions from the dialogue screen.

Export as Image

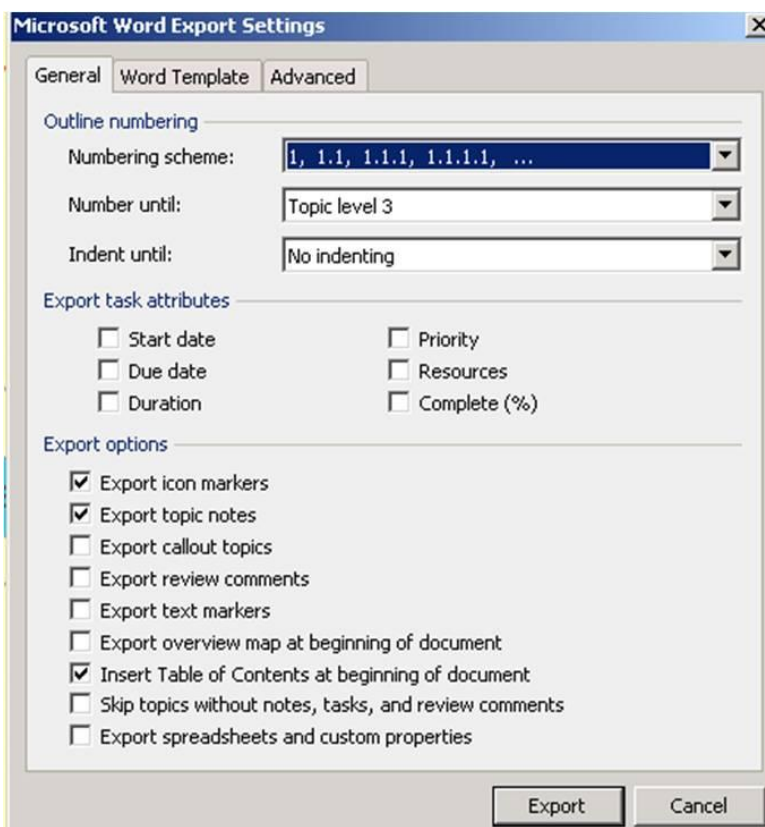
This allows you to convert your map as bmp or gif or jpeg. If you do convert your map to an image, have **all** subtopics open before you export. **Please note that if you save the map as an image type file, links and files and notes will not be accessible from the image file.**

Export to PowerPoint presentation

You can also save your map as a PowerPoint presentation, go to **Export to PowerPoint**. This would allow you to plan the structure of a lecture in MindManager and then to use the presentation exported as the basis of the lecture. Again it could be uploaded into WebCT. The exported file will create PowerPoint slide headings from the map topics and bullet points from the subtopics associated with that those topics. **Please note floating topics are not exported into PowerPoint.**

Export to Word

The export to Word function allows you to produce a linear text document directly from your map. The Word document lists topics as headings and subtopics as subheadings. In the Export tab choose **Export to Word**. You will be prompted to choose a location to save the file – navigate to your chosen destination and click **Save**. The options panel for your Word export will then open:



Options include exporting icon markers and topic notes and it is possible to create a table of contents at the beginning of the document. Any relationships shown on the map will appear as local hyperlinks in the Word document – by default the link will say **See Also** and list the related topic / subtopic, e.g.:



The **Advanced Tab** in the export settings panel gives options to change this default text as well as options in relation to external hyperlinks and attachments.

If you export any attachments, these will be exported to a separate folder within the same root directory as you saved the exported document. It is highly recommended that you export your map into a new folder so that the Word document and related attachments folder are contained within it. If you want to share the Word document or move it from its file location you **must** move the folder containing the attachments also, otherwise the links from the map to the attachment will be broken and the attachments will not open.

PLEASE NOTE: Only visible topics and subtopics will be exported

Save your map as a ZIP file: Pack and Go

MindManager has a feature called **Pack and Go** that allows you to save your map with any attached files as a self extracting zip file, for example if you want to email the map to someone.

To do this, go to **Pack and Go**. This opens the **Pack and Go Wizard**.

Export as Web pages

This allows you to create a web page for each topic on your map. This might be an easier way to display your map. You will find that you have a web page with your map displayed in full and then separate web pages for each of your topics. **Please note floating topics are not exported into Web pages.**

The MindManager Viewer

If you are sharing a map with a colleague or friend rather than saving your map into a different format, you could advise them to download the MindManager 7 Viewer at

http://www.mindjet.com/resources/downloads/mm_viewer.aspx.

This will allow them to view the document but not access the full program.

6. Further information

Moving between versions

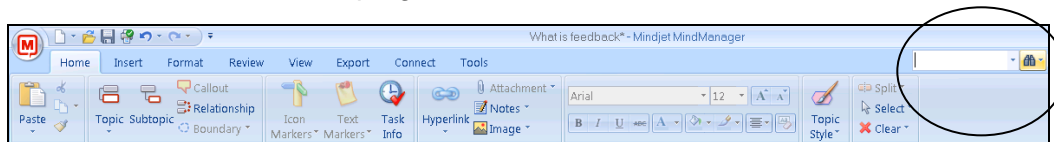
A map that has been created in MindManger version 7 may be opened in MindManager 8.

MindManager for Macs

MindManager is available for Macs but there may be a difference in functionality between MindManager for 8 for PCs and for Macs. If you are going to buy the Mac version, it is worthwhile checking the documentation before purchasing.

Find

On the **Home** tab, at the top right-hand corner, there is a **Find & Search** feature.



This is particularly useful when your map becomes very complicated with lots of subtopics.

Spellcheck

On the **Review** tab, there is a Spellcheck. This will check all the text in the map including the notes.

Web Services

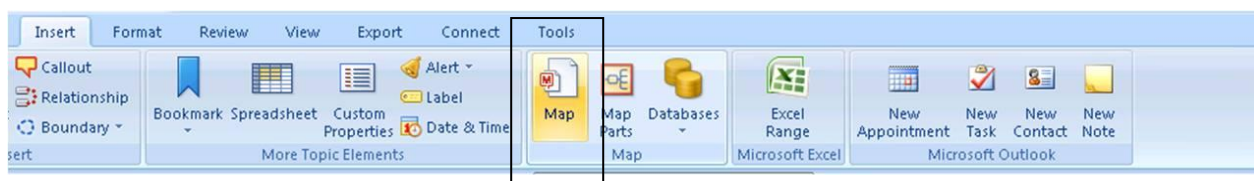
Mindmanager 8 provides the added functionality of **Web Services**. This allows you to embed services such as Google, Yahoo and eBay directly into your map.

To add a web service, click on the **Map Parts** tab on the right hand side of the Mindmanager interface and expand the **Web Services folder**. This will display 3 sub-folders: **E-commerce** (includes Amazon & eBay), **Search** (includes Google and Yahoo) and **Social** (includes Facebook and MySpace).

To add a Web Service to your map, drag the icon for that service onto the map. For searches you can then add a search term in the dialogue box, together with the number of search results. You can edit or change the search term by clicking on the green arrowhead. If you drag a search tool over an existing topic, the search will use that topic as the default search term.

Importing another map as a subtopic

You can import an existing map as a subtopic to any other map. In your map highlight the topic that you wish to add the subtopic to and from the **Insert** tab click on **Map**:



Navigate to the map you wish to add as a subtopic and click **Insert**. The complete map will then be added as a subtopic.

Exporting topics to a new map

It is possible to export topics from one map to a new map. To do this select the topics that you wish to export (related subtopics will be brought over automatically) then **right-click** and choose **Send To** - from the options choose **New Linked Map** which will open the following options:



You can choose to delete the topics from the existing map and to create hyperlinks to the exported topics or to just duplicate the topics in a new map. It is important to remember that if you move or export the map in the future that all the linked maps must be in the same root folder otherwise the hyperlinks will be broken.