MindManager Tips and Tricks

These tips and tricks are helpful but perhaps little known actions that can simplify and speed your use of MindManager. Try them and see if they work for you!

1.   Handy Shortcuts for Mind Manager

1.1   Line breaks

1.1.1   Branches and floating text use

SHIFT+ENTER

1.1.2   Text Notes

**SHIFT+ENTER=Line break HTML =
**

ENTER+Line break HTML=<p>

1.2   Drag-and-drop

1.2.1   Create a New Map

Drag Text Segments

Mark text and drag it into a Mind Map as branches. This works in almost any application. If the text is properly formatted, MindManager will analyze it and insert it all as branches. Try copying and then pasting this text to an empty map (select the title, then paste):

Section 1

       Section 1.1

       Section 1.2

               Section 1.2.1

               Section 1.2.2

       Section 1.3

       Section 1.4

               Section 1.4.1

Section 2

       Section 2.1

       Section 2.2

               Section 2.2.1

               Section 2.2.2

               Section 2.2.3

1.2.2   Create Hyperlinks

Copy from Browser

You can copy and paste a URL from a browser.

I.   Open the browser and enter the URL.

II.   Highlight the URL then copy it (press **CTRL+C**).

III.   Select the Branch where you want the link to be located and position the cursor.

IV.   Paste the URL in position (press **CTRL+V**).

Drag URL from Internet Explorer

Drag and drop from Microsoft Internet Explorer onto a Branch to create a new Sub-branch with a hyperlink to the selected file.

Press **SHIFT** to create a hyperlink that uses relative filenames.
1.2.3   Reorganize sub- branch at bottom of sub-branches

To move a sub-branch to the bottom of a group of sub-branches on the same level, select the sub-branch that you want to move. Drag it to the next branch level above it and make sure you display the red tone and it trails a red line. You will also see the ghost line display near where you want to drop the sub-branch. Drag and drop the sub-branch to the bottom of the group.

1.3   Rearrange a Map
1.3.1   Move Branches

Here are two options to keep in mind when you are moving branches:
•Drag and drop branches to move the selected branch above the target or as a sub-branch of the target, depending on where you drop on the target.
•Right-drag to choose above or sub-branch from a menu.

1.3.2   Copy Branches, Floating Text, Symbols

Press **CTRL+drag and drop** to duplicate branches, floating text, symbols, etc.

1.3.3   Order of Main Branches

You can best see how MindManager applies the order of the main topics when you export your Mind Map as text or HTML files.

To custom set the order of the main topics:
I.   Select **Format - Order of Main Branches** on the menu bar. The Order of Main Branches dialog box displays.

If you click on **Clockwise (starts at noon)**, the order starts from the upper right of the map and moves clockwise around it; this is the default.

Or,
I.   Click on **Custom.** The main topics become active.
II.   Drag and drop them into the desired order.
III.   Click on **OK.**
        This feature only changes the branch order for export, and does not change the map branch order. To permanently change the branch order, drag and drop the branch or use the Toolkit Add-in.

1.3.4 Drag Floating Objects

If you drag floating objects near the title, the default drop operation converts them to a main Branch or the title itself. But if you just want to place the floating object near the title, then either press the **SHIFT** key during the drag and drop operation or use a right drag.

1.4 Copy Branch Properties

ALT+Click copies branch properties from one Branch to another Branch (similar to the Style Painter in Word).

1.5 Navigate a Map

1.5.1 Select Title Topic = ESC

1.5.2 Press CTRL+ARROW KEYS

When you press **CTRL+ARROW** keys, you can pan the map (move up, down, left or right.)

1.5.3 Press ALT+ARROW KEYS

"Opens" branches as you move through them, and collapses them as you back out of them.

2. Symbols

2.1 Change highlight color - Toolbar

2.2 Symbols for titles

It is best to use the title symbol folders for titles; you can fine-tune the text area with a right-click. However, you can use any symbol for the title. Define its text area with a right-click.

2.3 Easily Replace Title Symbol

Drag and drop any symbol inside the map on top of the title symbol to replace it.

2.4 Resize

2.4.1 Title symbol

To resize the title symbol, drag to resize it - no handles appear, just click and drag on the symbol http:

2.4.2 Other symbols

Drag the corner handles to re-size the symbol. Aspect ratio is maintained automatically. To stretch the symbol, press down the **SHIFT** key when resizing.

2.5 Assessing new keywords to symbols

3. HTML Export

3.1 Quick Export

Quick Export repeats the last export (HTML or Notes, Outline, MindMap, Job steps) with the options that you previously set. This is great for HTML export during the fine-tuning stage.

To create a quick HTML export:

I.   Choose one of the following:

Menu Bar:	Short cut:	Button:
File Quick Export	CTRL + Q	

3.2   Use tables to organize the HTML layout

Using tables in Text Notes is much more flexible than other means of formatting.

3.3   Bookmarks

You can use bookmarks to refer to other pages within the website. See the **Help - Help Center - Online Help** information about bookmarks.

3.4   Embed HTML Source

You can embed HTML source code in your mind map. For example, you can manage your website in MindManager and include HTML code for things like a hit counter. You can define HTML snippets in your Text Notes that can then be published to the exported web page. You can use this to link to an image that is not within the Mind Map. Be careful about what tags you use in the HTML code so that the structure of the generated pages remains intact.

3.5   Customize Your HTML Style

You can customize an HTML style and use the background as an example. The HTML color default for the background is white but you can easily choose another background color.

To change the color of the HTML background:

I.   Select Format - HTML Export on the menu bar. The HTML Export dialog box opens.

II.   On the Style tab, click on the Customize button. The Customize HTML Style Options dialog box opens and displays a tree.

III.   Choose Background. Two choices are available.

IV.   Choose Color. You will see a color box display in the bottom of the Style Options dialog.

V.   Open the Color box to see your color choices and select a color. Select More Colors to open the expanded Color dialog box.

Now, when you export your map, the new background color displays on your web page.

4.   Collaborate

4.1 Encoding schemes: priorities, colors and codes
4.1.1 Examples

Codes = categories

Colors = assignments

Priorities = importance
4.1.2 Legends available for each of these
4.2 Community

You can find people with the same interests as you by using one of the following:
4.2.1 Mailing lists
4.2.2 Bulletin boards
4.2.3 User groups
4.2.4 Extend MindManager (only available in MindManager Business)

Scripts

Scripts give you more power and flexibility when formatting, organizing or rearranging your map.

I. Select **Tools - Customize** on the menu bar.
II. Click on the **Scripts** tab.
III. Select the script that you want to save or delete from MindManager.
IV. Click on **Add** or **Remove**.
V. Click on **OK**.

Add-Ins

Add-ins give you more power and flexibility when formatting, organizing or rearranging your map.

I. Select **Tools - Customize** on the menu bar.
II. Click on the **Add-Ins** tab.
III. Choose the add-ins that you want to use.
4.3 Templates

You can create special templates to use for group planning, group work etc. for example you can have maps with predefined branches available when you need to create new maps (to create a map from a template, select **File - Save as Template** on the menu bar.)

5. Format a Map
5.1 AutoLayout

AutoLayout helps you build a map with all Branches evenly spaced from each other. We suggest that you leave AutoLayout on as you build your map and change it. You can find AutoLayout on **View - AutoLayout** on the menu bar.

6. Large Maps

6.1 Overview Window
6.1.1 Position using CTRL

The Overview window can be re-positioned on the application window, but it will "dock itself" if you move it too close to the edge of the application window. You can prevent this by holding down **CTRL** when you reposition the Overview window.

6.2 Print
6.2.1 Keep maps rectangular

Remember that it is an advantage that you keep maps as rectangular as possible. MindManager has to scale the map according to the map's bounding box - the imaginary box that would surround the whole map. This means that if you have one or two long branches, they can make the bounding box much, much larger, and the map has to be scaled down accordingly.

Use the Toolkit to make the map squarer, more round, etc.

6.2.2 Print branch trees of maps on separate pieces of paper

Sometimes you create really large maps that cannot be printed clearly on one sheet of paper, yet you need to have the map print on one sheet and you do not want to split it into many Multi-Maps. What you can do then is to use the new "print selected branch tree feature". For example, print one map with level of detail as Show Level 2, and then print each main branch alone on several sheets of paper. You copy and order them in a folder so that they can be easily browsed and retrieved during a meeting. This arrangement can work very well as a meeting guide. There are two ways to use the print selected Branch feature.

To print a selected Branch from File:
I.   Select the Branch that you want to print (all Sub-branches will print as well.)
II.   Select **File - Print** on the menu bar.
        Or,

Press CTRL+P**.**

The Print dialog box opens.
Choose Selection.
Click on **OK**. The selected Branch prints.

To print the selected Branch from Print Preview:
I.   Select the ranch.
II.   Select **File - Print Preview** on the menu bar. You see the Branch and Sub-branches displayed.
III.   Click on the **Print** button.

6.3 Prevent Utility windows from docking with the CTRL key
7. Are you using PowerPoint for your Presentation?

7.1   Export your map into PowerPoint in a second (only available in MindManager Business edition)

7.2   Please visit the Help Center sample map "How does the PowerPoint export work"