



# MINDMASTER USER MANUAL

V6

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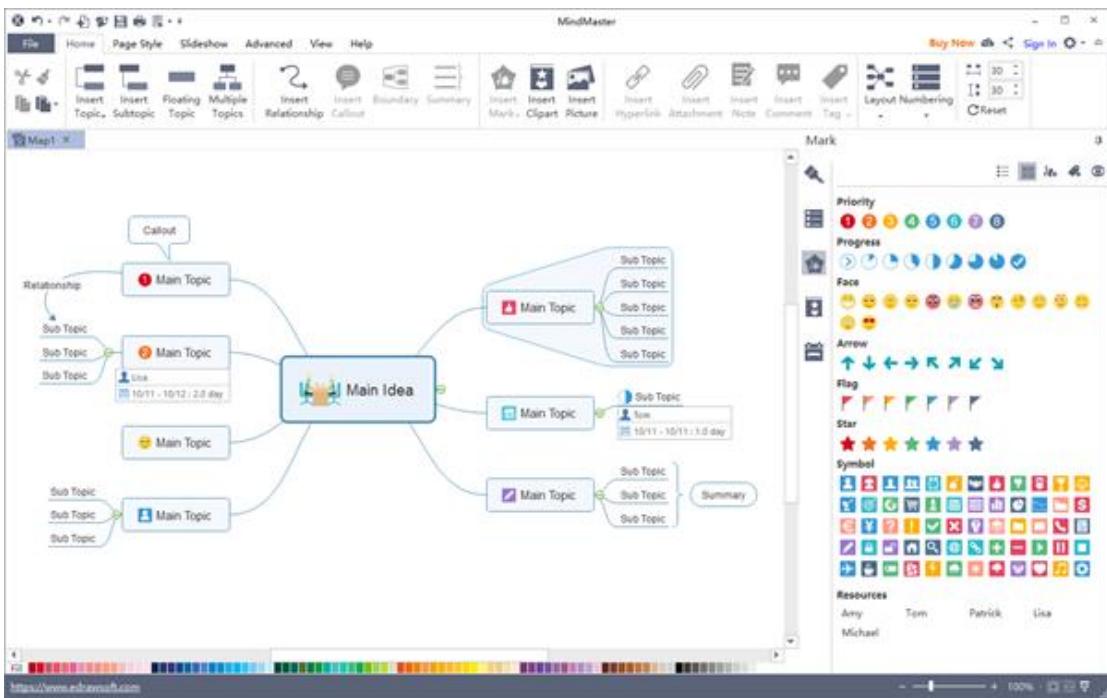
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# CHAPTER 1 MINDMASTER FEATURES

MindMaster is designed for creating fresh new visual innovations, structuring your bullet points to form an overall map. It is convenient for you to start with MindMaster 6 for problem-solving, time management, business strategy or project management.



## FEATURES OF MINDMASTER V6.1

### 1. Abundant Templates

The built-in templates of MindMaster are comprehensive covering all related fields. Novel design and diversified styles become the core competition for MindMaster.

### 2. Gantt View in Task Management

Task management function allows users to manage project tasks in both mind map mode and Gantt chart mode.

### 3. Slide-based Presentation

The function of slide-based presentation enables users to have a high integration of mind mapping and presenting. It is easy to auto create slide pages in one click.

#### *4. Full Map Mode Presentation*

It's also called traverse presentation mode. You can present the whole map on a single page, and highlight special parts using the navigation keys

#### *5. Styles and Themes*

MindMaster offers various exquisite themes and layout sets for users to choose from. The font, shape, color and line size are designed elaborately to fit different styles.

#### *6. Powerful Toolbox*

- Relationship  
Users can insert a relationship line between two topics. MindMaster can adjust the position of arrow directions automatically. You can modify shape styles, colors and texts of the relationship.
- Callout  
Callout is a representation of emphasized texts which can branch off to its own sub topics.
- Boundary  
Boundary is used to group topics together to emphasize specific contents. MindMaster gives different styles of boundaries to choose.
- Summary  
Summary can be added to summarize a set of subtopics into another single topic and let that new topic generate more sub topics if necessary.
- Mark  
Marks help illustrate topic contents and make your mind map more vivid to view. There are many pre-defined mark groups, and you are also allowed to create custom mark groups.
- Clipart  
Clipart library enables you to decorate your mind map conveniently. Thousands of cliparts are included in MindMaster to help users create visual mind maps.
- Picture  
You are allowed to insert any picture from your computer. Over-sized pictures can be compressed to save the file size.
- Hyperlink

Hyperlink can be added to make a reference for supporting views. Many forms of hyperlinks are supported, such as web addresses, files, special shape or page in the current file, or folders.

- Attachment  
MindMaster lets users to attach external files to a single topic.
- Note  
You can insert notes to annotate topics. Pictures are supported in notes.
- Comment  
MindMaster offers sync comment function for a collaborative team based on Cloud.
- Tag  
MindMaster lets users insert tags to topics that gives notation by displaying the text below the topic.

## *7. Rainbow Color*

Rainbow Color of MindMaster help users quickly switch different color modes.

## *8 Hand-drawn Style*

With one button click, your mind map can be changed to a hand-drawn appearance.

## *9. Outline Mode*

The outline mode is to help users view mind map content in textual outline format.

## *10. Cloud*

MindMaster Cloud (for personal and for team) makes it easy to save your mind mapping files and collaborate with team member, anywhere, anytime, anyplace.

## *11. Drill*

Drill function makes users concentrate on a specific topic of a mind map without distractions from other topics.

## *12. File Recovery*

MindMaster helps users recover unsaved maps if the map is accidentally closed without saving.

## *13. Share*

Share mind maps with a link to post in social network and other places.

## *14. Import*

MindMaster lets you import files of MindManager, XMind and Edraw.

## *15. Export*

You can export MindMaster documents to Graphics, PDF, Word, Excel, PPT, Html, SVG, MindManager, and many more file formats.

## *16. Quick Mapping*

A set of keyboard shortcuts are provided to boost your mind mapping efficiency.

# CHAPTER 2 GETTING STARTED WITH MINDMASTER

## USER INSTALLATION

Download MindMaster installation package from <https://www.edrawsoft.com/download-mindmaster.php>, and double click the .exe file to install the package.

## USER ACTIVATION

Once successfully installed, you can activate the software with your license code. If you do not have a license code, you can click **Buy Now** to order.

1. Right Click the MindMaster.exe in the software install folder. And choose Run as Administrator.
2. Click the **Help** tab of the ribbon.
3. Click **Activate** button under **Help** tab.
4. Input your License Name (can be any name) and License Code.
5. Click **Activate** to run the Activation Wizard.

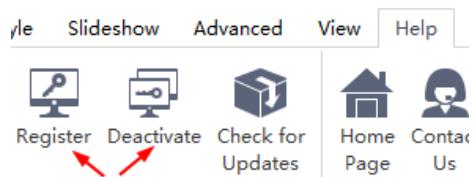
## USER DEACTIVATION

Deactivation is necessary if you wish to move MindMaster from one computer to the other. Please note deactivation can only be done once every 30 days.

The steps are:

1. Simply go to the Help menu, and click **Deactivate**.

- Once you have chosen deactivate, the MindMaster on your current computer will turn to unlicensed version, so you can activate on your other device.



## SIGN UP CLOUD ACCOUNT

You can sign up a MindMaster cloud account and sign in to use the cloud or share your map.

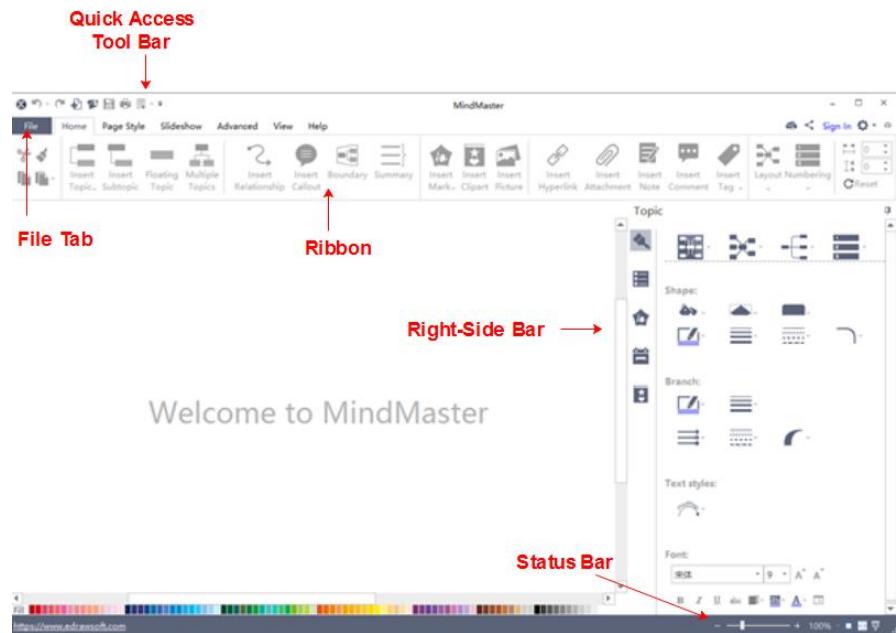


## CHECK FOR UPDATES

- Click the **Help** in the menu bar.
- Click **Check for Updates** under **Help** menu.
- MindMaster will help you check the version and update automatically.

## USERS INTERFACE OVERVIEW

The interface shows the initial and overall window where you can create mind maps. Here you can see File Tabs, the Quick Access Tool Bar, Ribbons, Right-side Bar and Status Bar at the bottom.



## Quick Access Tool Bar

From the quick access tool bar you can find quick tools for Undo/Redo, Create a New Map, Open Files, Save, Print and the Export functions. You can hide or add any of these buttons by clicking the mini Down Arrow on the right. You can also choose to place the quick access bar on the top or at the bottom of the Ribbon.



## Ribbons

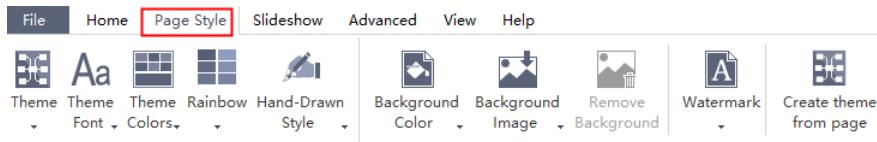
### 1. Home Tab

From the **Home** tab you can insert topics, relationships, callouts, various marks, cliparts, images, hyperlinks, attachments, notes, comments or tags; choosing map layouts, numbering your topics, or setting horizontal or vertical distances.



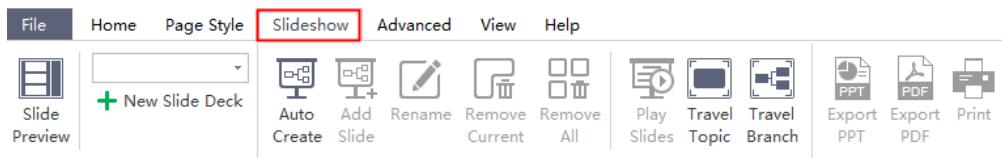
### 2. Page Style

**Page Style** tab is where you can format your mind map. You can select a theme here and choose theme fonts and theme colors. You can also choose rainbow styles or give your mind map a hand-drawn look. You can even edit or remove the **Background** of your map, or custom your own **Watermark**.



### 3. Slideshow

From the **Slideshow** tab you can create slides one by one, or auto-generate your slides based on the branches. Feel free to edit or remove any content in your slide pages and once finished, you can preview your work in full screen, and then export PPT or print.



### 4. Advanced

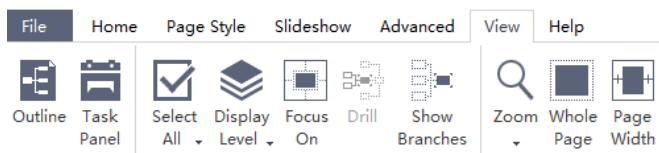
The **Advanced** option lets you to create, edit and export **Gantt Chart**. You can double-check your work via the **Find & Replace** and **Spelling Check** functions, or adding font symbols to your map.

In case of accident cases (e.g. laptop power-off), you can use the **File Recovery** feature to save your work.



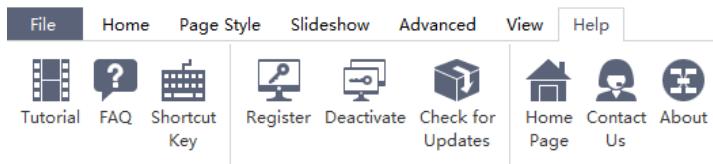
### 5. View

The **View** tab shows different view options for your work. You can choose how many levels to display your map. You can also focus on single topics or branches. At the right side of the bar you can zoom in or out your map, or one click to make your map fit the canvas.



### 6. Help

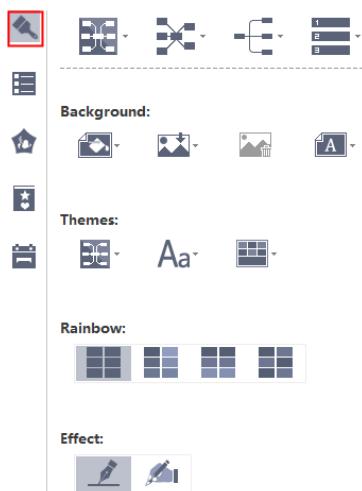
From the **Help** tab you can easily find related guides for reference including Tutorial, FAQ, Contact Us and a wide range of Keyboard shortcuts, and buttons for software registration and updates.



## Right-Side Bar

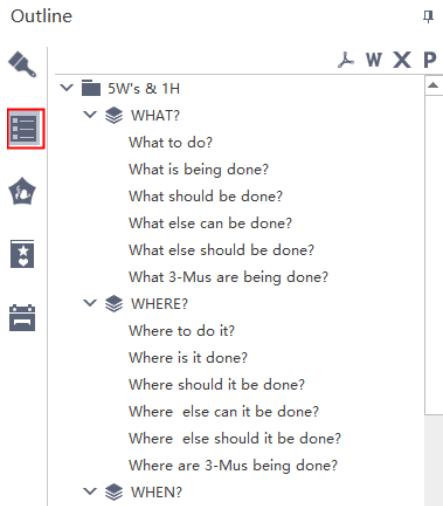
### 1. Page

The Right-Side Bar has 5 tabs in total: **Format**, **Outline**, **Mark**, **Clipart**, and **Task Panel**. In the **Format** section, you can change your map overall style, layout, color, theme, rainbow, etc. Further functions including edit your map background and watermark, or switch into **Hand-Drawn** style.



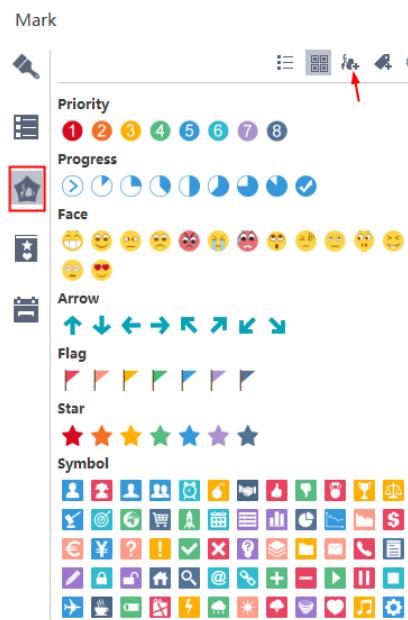
### 2. Outline

In the **Outline** tab you can choose either to show or hide your map in text outline mode. At the top right corner you can export the outline to PDF, Word, Excel or PPT format by clicking the mini buttons.



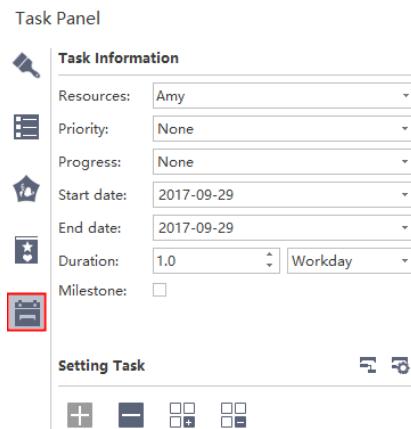
### 3. Mark

In Mark tab you can see common used marks for mind map such as Priority, Progress, Face, Arrow, Flag, Star, etc. You can add and manage your own mark groups by clicking the Mark Group Manager button on the top right corner.



### 4. Task Panel

The **Task Panel** lets you add task information to topics, such as start and end dates, duration, resources, priority and progress. You can also switch to the Gantt view by clicking the **Gantt** button.



## 5. Clipart

From the Clipart tab you can get a large number of original designed symbols and icons to decorate your mind maps. You can browse by categories; you can also search for your preferred ones in the top search box.



## SYSTEM REQUIREMENTS

- Windows 2000, XP, Vista, Windows 7, Windows 8 and Windows 10
- Mac OS X 10 and later
- Linux (Debian, Ubuntu, Fedora)
- At least 1 GB RAM
- At least 850 MB free disk space

## FOR ASSISTANCE

If you have further problems, please contact support@edrawsoft.com.

## CHAPTER 3 TOPICS OPERATIONS

### KEYBOARD SHORTCUTS TO ADD TOPICS

<b>To Create</b>	<b>Shortcut(s)</b>
Main Idea (Central Topic)	Add Automatically
Topic / Sibling Topic	Enter
Topic before/above a topic	Shift + Enter
Subtopic	Insert / Ctrl + Enter
Parent Topic	Shift + Insert
Floating Topic	Ctrl + Shift + F + Mouse Click
Multiple Topics	Ctrl + Shift + M

### ADD MAIN TOPICS

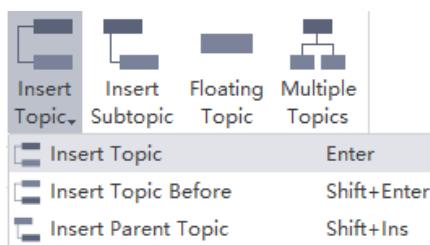
(Enter)

You can add main topics by 4 ways.

1. Press **Enter** key on the keyboard to quickly add main topic.
2. Click **Floating** Button  on the central shape.



3. Click **Insert** Button on the **Home** tab.



#### Notes:

Under **Insert** button there are 3 options:

- a. **Insert Topic (Enter):** Insert a topic after a selected topic.
- b. **Insert Topic Before (Shift + Enter):** Insert a topic before a selected topic.

- c. **Insert Parent Topic (Shift + Insert):** Insert a parent topic for a selected topic.
- 4. Use **Multiple Topics** Button.

## ADD SUBTOPICS

(*Insert; Ctrl+Enter*)

There are 4 ways to add subtopics.

1. Select a topic. Press **Insert** key or **Ctrl + Enter** key on the keyboard to add subtopic.
2. Select a topic. Click floating button  to add subtopic.
3. Select a topic. Click **Insert Subtopic** Button on the **Home** tab to add subtopic.
4. Use Multiple Topics button.

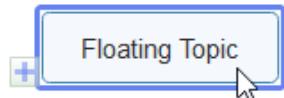
## INSERT FLOATING TOPICS

(*Ctrl+Shift+F*)

A **Floating Topic** is a standalone topic which doesn't have any connection with the body map structure.

To add a floating buttons, you can:

1. Press **Ctrl+Shift+F** on the keyboard, then put the mouse pointer on any location you want to add floating topic.
2. Click **Floating Topic** button on the **Home** tab.

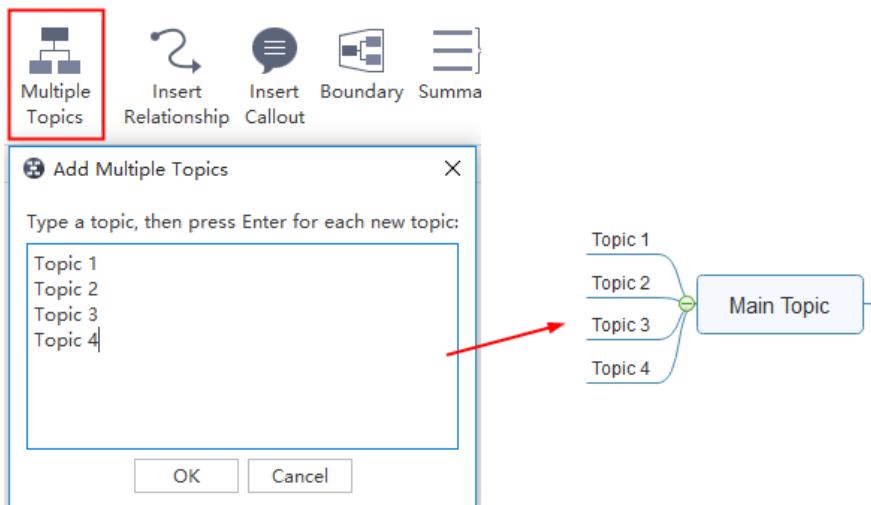


## INSERT MULTIPLE TOPICS

(*Ctrl+Shift+M*)

If you want to add multiple topics together all at once, use **Add Multiple Topics**.

1. Click **Multiple Topics** button on the **Home** tab or press **Ctrl+Shift+M** on the keyboard.
2. From the pop-up dialogue, type topic text then press **Enter** for each new topic.
3. Click **OK**.

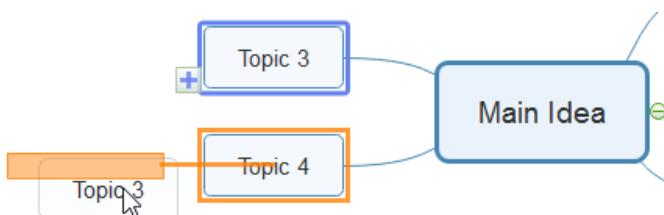


## MOVE TOPICS

To move a topic, you can drag and drop it to the targeted position. You can also use the shortcut key to move topic up, down, left, or right within the same level.

### *Drag and Drop to Move a Topic*

You can freely re-position any subtopic on your mind map by simply clicking and dragging it to a new position. A visual sign appears showing where the topics will be moved to. Any of your topics (except central topic) and topic branch can be rearranged and moved into any parent, sub or main topics.



### *Keyboard Shortcuts for Moving Topics*

Below are keyboard shortcuts for moving topics.

Action	Shortcut(s)
Move up one place	Ctrl + Shift + Up
Move down one place	Ctrl + Shift + Down
Move to beginning	Ctrl + Shift + Home
Move to end	Ctrl + Shift + End

Move to left	Ctrl + Shift + Left
Move to right	Ctrl + Shift + Right

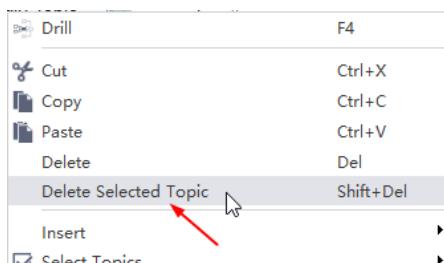
## DELETE TOPICS

(*Ctrl+Z*)

### *Delete Selected Topic*

You can delete a selected topic only and keep its subtopics not deleted.

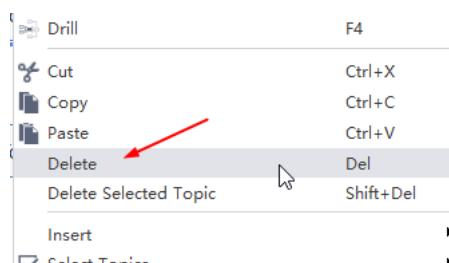
1. Select the target topic.
2. Right-Click and choose **Delete Selected Topic**.
3. The selected topic will be deleted.
4. The remaining subtopics will be promoted up one level.



### *Delete Selected Topic and all Its Subtopics*

You can delete a topic including all its subtopics and callouts.

1. Select a topic.
2. Right-Click and then select **Delete**.
3. The topic and all its subtopics will be deleted.



## CUT, COPY AND PASTE TOPICS

(*Ctrl+X, Ctrl+C; Ctrl+V*)

Use copy and paste, you can quickly duplicate a topic or branch and paste it as a floating topic or as a subtopic of a selected topic.

1. Select the topic or branch that you want to copy.
2. Go to **Home** tab and click the **Copy** button (or press **Ctrl + C**).
3. Select a topic or click on blank area and click **Paste** button (or press **Ctrl + V**).

**Tip:**

You can use cut and paste to move a topic from one place to another.

## EDIT TOPIC CONTENT

You can double click on a topic shape to edit topic content. Below are shortcuts to help you quickly edit topic contents.

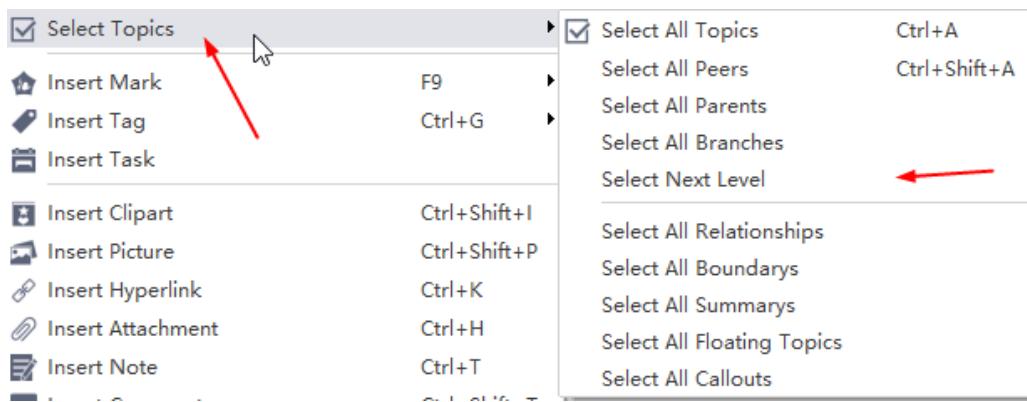
Action	Shortcut(s)
Start edit mode	F2
Start edit mode with cursor at the end of text	Spacebar
Start edit mode with cursor at the beginning of text	Shift + Spacebar
Finish editing	Enter / Esc
Enter line break in topic	Shift + Enter / Ctrl + Enter
Move to beginning of line	Home
Move to beginning of topic text	Ctrl + Home
Move to end of topic text	Ctrl + End
Cancel editing topic	Esc
Find	Ctrl + F
Find next	Enter
Spelling check	F7

## SELECT TOPICS

You can select topics by topic types or levels. Right-Click and choose the topics you want to select. You can select:

- All topics
- All peers
- All parents

- All branches
- Next level
- All relationships
- All boundaries
- All summaries
- All floating topics
- All callouts

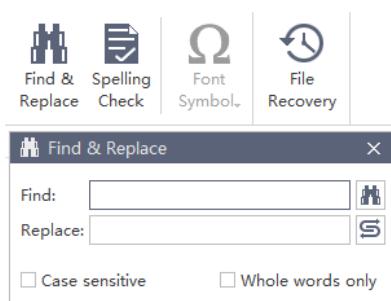


## FIND TOPICS

(**Ctrl+F**)

You can find text in the topics, labels, boundary, callout, summary, or notes quickly.

1. Use shortcut: **Ctrl+F**.
2. Click **Find & Replace** button on the **Advanced** tab.



## CHAPTER 4 INSERT ELEMENTS

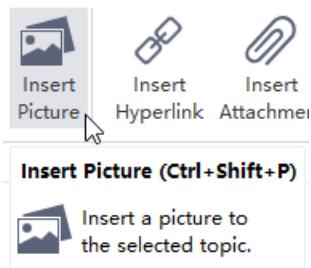
### INSERT PICTURES

(**Ctrl + Shift + P**)

Abundant eyesight effects in a mind map need to be fulfilled by pictures. MindMaster allows you to insert pictures to topics. It supports massive picture formats like GIF, JPG, PNG, ICO, BMP, and TIF etc.

### *Insert pictures from files*

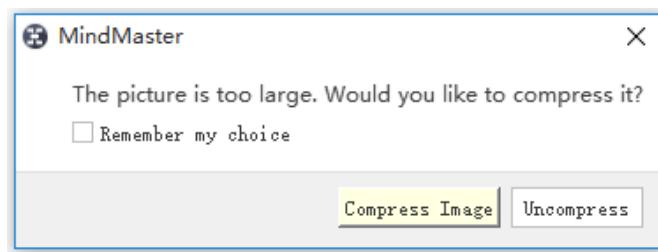
1. Select a topic you intend to add picture. (If you hasn't select any topic, picture will be added to a floating topic.)
2. Click **Insert Picture** on the **Home** tab or Right-click on the topic and choose **Insert Picture** option.



3. Select a picture from your PC.
4. Press **Open**.
5. Drag selection handle to adjust the size of pictures.

#### **Tips:**

1. If your picture is over-sized, there will be a reminder window showing after you open the picture to let you decide whether to compress or not.



2. By default, picture will be added to the left of the topic text. You can drag the picture to change its position.

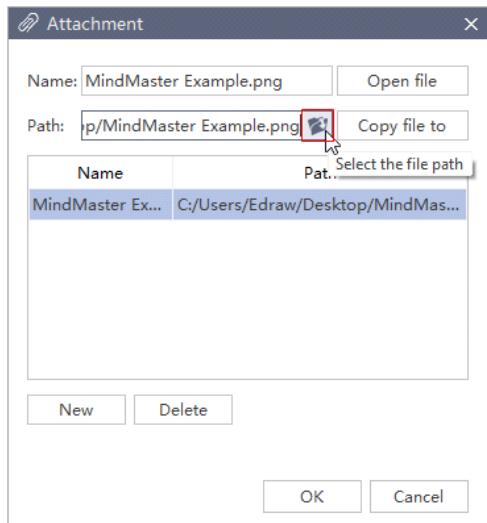
## INSERT ATTACHMENTS

*(Ctrl + H)*

MindMaster supports inserting attachments without quantity limitation. Attachments can be saved automatically in the mind map.

1. Click topics or sub topics.

2. Click **Insert Attachment** on the Home tab or right-click the topic and choose **Insert Attachment** option.
3. Press **Path** to select an attachment.



4. Change name for attachments if necessary.
5. Click **New** to add more attachments.
6. Click **Delete** to remove an attachment.

**Tips:**

Attachment icon is on the top right corner of topic. Hover the mouse cursor on the icon you can see the name of the attachment. Click the attachment name to open the attachment.



## INSERT HYPERLINKS

**(Ctrl + K)**

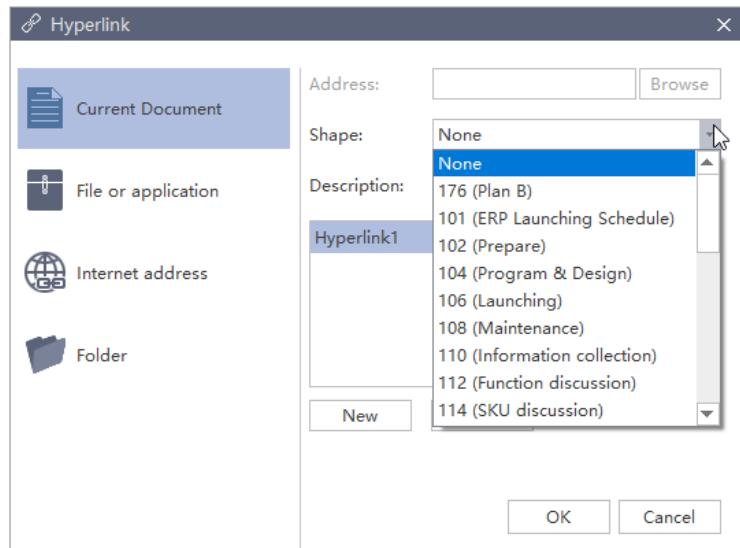
Hyperlink is convenient for mind mapping references as external documents including current documents, files and applications, and internet addresses.

The hyperlinks can link to any of the following:

1. Another page or shape in the current document
2. A file or application
3. A folder
4. A Web URL

### Add a Hyperlink to an Existing Shape or Page

1. Select a topic you want to add hyperlink to.
2. Click **Insert Hyperlink** on the **Home** tab, or Right-click the topic and choose **Insert Hyperlink** option.
3. Select **Current Document**.



4. To link to a specific shape, you can choose a shape ID from the shape list.
5. Click **New** to add more hyperlinks.

### Add a Hyperlink to a Web URL

1. In the **Type** list, choose **Internet Address**.
2. In the **Address** box, type the address of a Web site, FTP site, or e-mail address (beginning with http://, ftp://, or mailto: respectively).
3. In the **Description** box, type a name for the link. This text will appear on the hyperlink icon.
4. Click **New** to add another hyperlink.
5. Click **OK**.

### Add a Hyperlink to File or Application

1. In the **Type** list, choose the **File or Application**.
2. Click **Browse** and navigate to a file.
3. In the **Description** box, type a name for the link. This text will appear on the hyperlink icon.
4. Click **OK**.

## *Change or Delete a Hyperlink*

1. Select the shape to change or delete a hyperlink on a shape.
2. Click **Hyperlink**.
3. To change a hyperlink, select the hyperlink in the hyperlink list, make the changes that you want, and then click **OK**.
4. To delete a hyperlink, select the hyperlink in the hyperlink list, click **Delete**.

### **Tips:**

Hyperlink icon is on the top right corner of topics. If you move the pointer to the icon, you will see a link for you to click.

## ADD COMMENTS

*(Ctrl + Shift + T)*

Commenting on the specific topic or subtopic by a collaborative team is a highlight for synergy.

You can receive praises and suggestions from your mates and supervisors directly with base of Cloud.

1. Click the topic or sub topic which you need to comment.
2. Click **Insert Comment** on the toolbar or Right-click the topic and choose **Insert Comment** option.
3. Type comments in dialog box.
4. Click **Send** after you editing all the comments.
5. Click **Modify** in the bottom of dialog box to edit the current comment.
6. Click **Delete** to remove a comment.



When a comment is added, there will be a green chatting icon showing on top right corner of the topic. If you move cursor to the icon, you will see your name, date and comment.

### **Tips:**

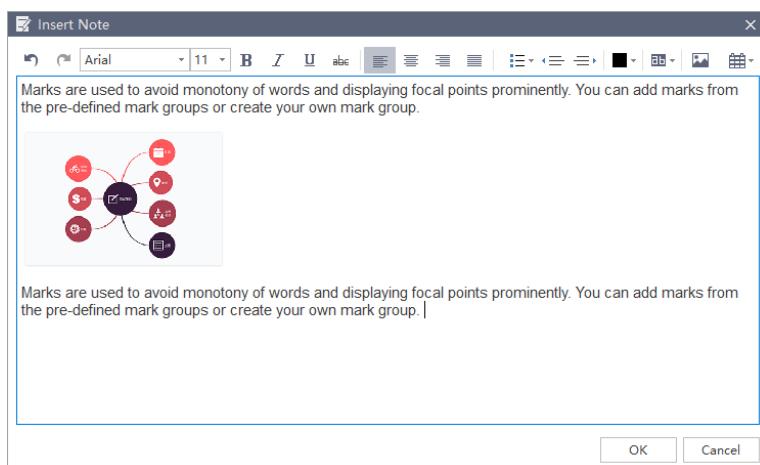
1. Before commenting, make sure you have signed in MindMaster cloud account. If not, the commenter's name will be the computer user's name.
2. You can add more comments at the same topic.

## ADD NOTES

*(Ctrl + T)*

As mind maps are always concise, details could not be put into the main body. Notes can solve the problems of inadequate information. You can add notes in the format of texts, pictures and tables to enrich your mind maps.

1. Select targeting topics or sub topics.
2. Click **Insert Note** on the **Home** tab, or Right-click the topic and select **Insert Note** option.
3. Type in your note from the pop-up Note window.
4. Click **Picture** icon to add pictures.
5. Click **Calendar** icon to insert date.



6. Edit text formats with text formatting options on the toolbar.
7. To check your notes, hover the cursor over the **Note** icon.

## INSERT CLIPARTS

*(Ctrl + Shift + I)*

MindMaster offers a clipart library with a large collections of cliparts to use.

1. Click **Insert Clipart** on **Home** tab, or click the **Clipart** icon  on the right sidebar.
2. Select clipart.

3. Click library icon  to choose clipart from categories.
4. Enter keywords in the **Search Bar** to search from clipart library.
5. Double click on a clipart to add it to a selected topic, or drag and drop a clipart to any topic of your map or blank area of the canvas.

**Tips:**

You can insert the clipart to four directions of a text within a topic.

## INSERT MARKS

**(F9)**

Marks are used to avoid monotony of words and displaying focal points prominently. You can add marks from the pre-defined mark groups or create your own mark group.

### *Insert Marks into Topics*

1. Select a topic to be marked.
2. Open **Marks** pane by pressing F9 or clicking button on the **Home** tab, or clicking the Mark icon from the right sidebar.
3. Click icons to assign to your topics.
4. Click more icons from different groups if you need.

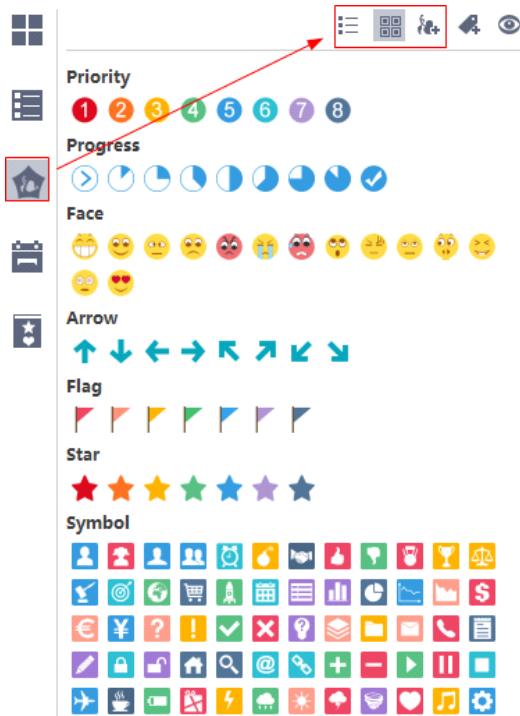
**Tips:**

1. Marks within each group can be mutually exclusive (only one mark from this group can be added on a topic) or not (multiple marks from this group can be added on a topic).
2. After a mark is added to a topic, clicking it you can change another mark from the same group.

### *Manage Mark Groups*

Change views of mark pane.

There are two views of mark pane. 1) With text version; 2) no text version Default view for marks is no text version. If you intend to change to with text view, you can click the button .



### Add new Mark Group

You can add your own mark groups for specific purposes.

1. On the top of the **Mark** pane, click **Custom Mark Group** button .
2. Click **Add group** and rename it.
  - a. Tick **Mutex** if the content of this group are mutually exclusive.
  - b. Click **Add Icons** to insert marks from local disk to your group.
  - c. Click **Delete Icon** at any time if you want to remove it from the group.

### Hide Unused Marks

Click button  of sidebar in the right to hide unused marks and concentrate on used marks.

### INSERT TAGS

**(Ctrl + G)**

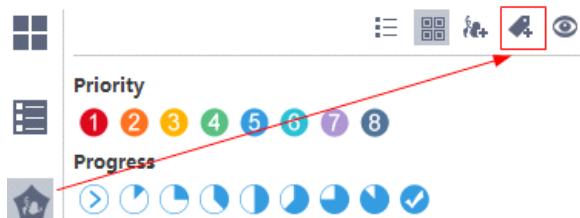
A tag is one of a text annotation presenting brief information below the topic. The collection of tags can be widely used in identification, emphasis and transmission.

### Add a Group of Tags

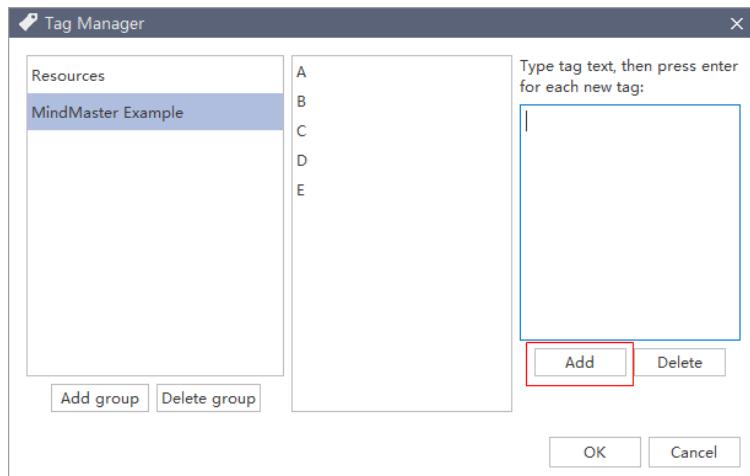
1. Select a targeting topic.

- Click **Insert Tag** button on the toolbar or Right-click the topic to select **Insert Tag** button to enter Tag manager window.

**Tips:** you can also find tag button on the right sidebar of Mark management pane. Click the Mark management pane, you will find tag insert button on the top right direction.



- Type tags into the typing box in the format of one tag per line.
- Click **Add** to add into a group.



### Insert into Passage

- Select a targeting topic.
- Click **Insert Tag** on the toolbar.
- Select one tag or more from groups that you have created.

### Manage Tags

- Click **Add Group** for another group of tags.
- Double click the naming to rename tags.
- Click **Delete Group** to remove the unnecessary group.

## INSERT RELATIONSHIPS

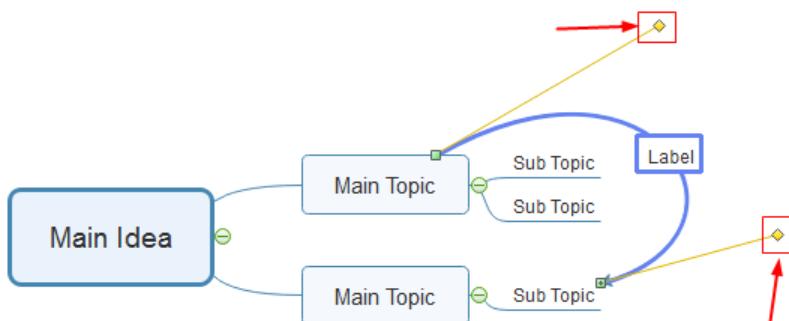
(**Ctrl + R**)

Some shapes are not connected directly. However, you can show their relationship by using Insert Relationship.

1. Select a topic that you want to add a relationship.
2. Click **Insert Relationship** from **Home** tab.
3. Move the pointer to a target shape and click.
4. A relationship is added.
5. Double click on the text area to edit text.

**Tips:**

1. You can change the curve style by moving two yellow handles.



2. The text can be changed to curve style from the right sidebar.

**Text styles:**



## INSERT CALLOUTS

(*Alt + Enter*)

Callout is a visual element reminding mind mapping viewers to have a better understanding on the mind maps. It has the meanings of “give me feedback”, “critical”, or “do not forget this”, etc.

### *Insert a Callout*

1. Select a topic.
2. Click **Insert Callout** or right-click the topic to select **Insert Callout**.
3. Type texts into the callout.
4. Right-click the callout to change the shape.

- Alternative formats can be changed in the right sidebar.

#### Tips:

Callouts can be regarded as floating topics which can be branched off to make existing topics clearly by inserting subtopics.

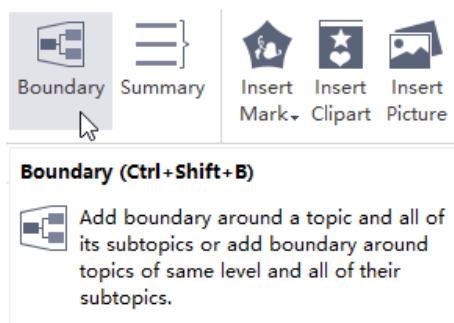
## ADD A BOUNDARY

(*Ctrl + Shift + B*)

The boundary joints topics and subtopics together to highlight a specific section of a mind map.

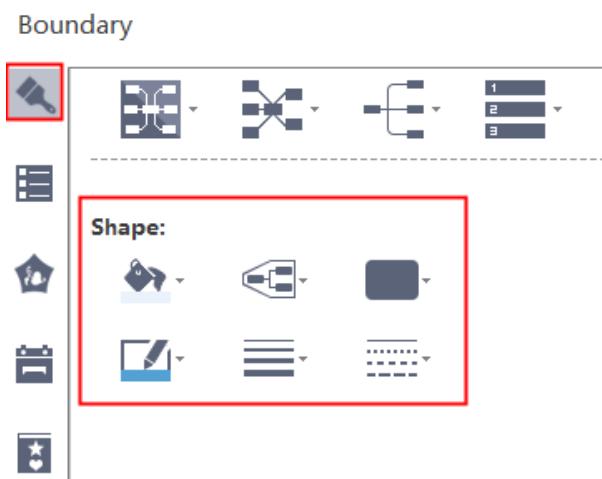
### Create a boundary

- Select topics which need to be gathered in the same levels (vertical or horizontal or both).
- Click **Boundary** or right-click selected objects to extend **Insert** button and click **Boundary**.



### Change formats

- Click **Boundary** and you can see the format adjustment tab is on the right sidebar.
- Change fill color, shape style, shadow, and line style to adjust your mind map.



## *Remove the boundary*

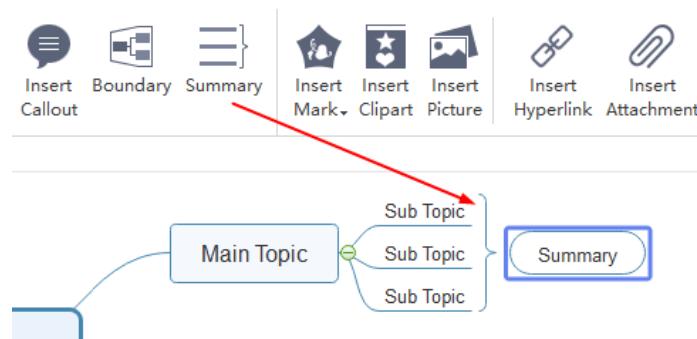
If you do not need boundary, you can right-click the boundary and click delete button or press **Delete** in the keyboard.

## ADD A SUMMARY

(*Ctrl + J*)

Adding summary to a mind map helps to collect key information and draw a conclusion.

1. Select topics to be summarized.
2. Click **Summary** or right-click selected objects to extend **Insert** button and click **Summary**.
3. Click “+” to insert a summary topic.
4. Type summary texts.



5. Add subtopics to expand summary into a new topic tree.

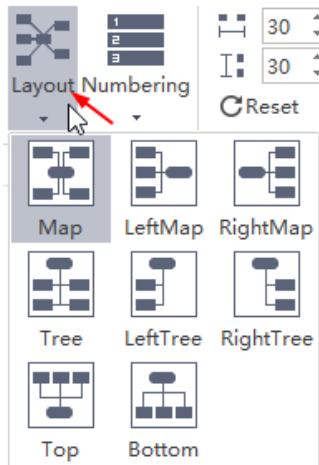
## CHAPTER 5 MIND MAP LAYOUT

### CHANGE THE MIND MAP LAYOUT

The arrangement of topics is controlled by the map’s general layout options. With the layout options, you can change the map arrangement style and topic growth directions.

#### *Change the Whole Layout Style*

1. Put the pointer to a blank space or click the **Main Idea** shape.
2. Go to **Home Tab** and click **Layout**, or go to the **Right Sidebar**, click **Style**, and then click **Layout** button.
3. Select the layout style of the mind map.



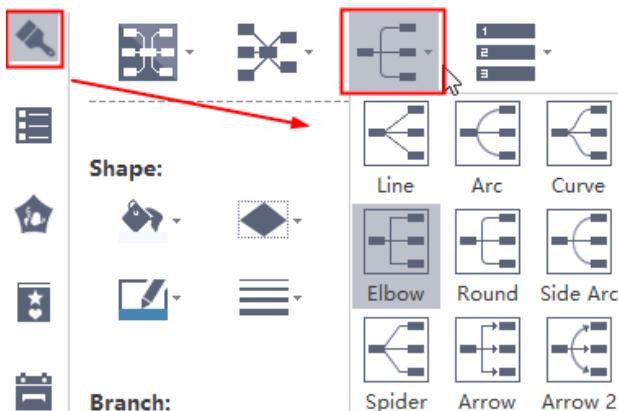
## CHANGE CONNECTOR STYLE

MindMasters has several different connector styles and you can choose either all connector's styles at one time, or connector styles for certain topics or branches.

### *Change All Connectors' Style*

If you don't select anything, the changing of connector style will only apply to the first level of topics. To change all connectors' style, you need to press **Ctrl + A** to select the whole map first.

1. Press **Ctrl + A** to select the whole map.
2. Click **Connector Style** button in the **Format** pane.
3. Select your desired connector style from the pull-down menu.



### *Change Connectors' Styles of Certain Topics*

1. Select the parent topic which you want to change connector styles.
2. Click **Connector Style** in the **Format** pane.
3. Select your desired connector style from the pull-down menu.

## *Change Connectors' Styles of Certain Branch*

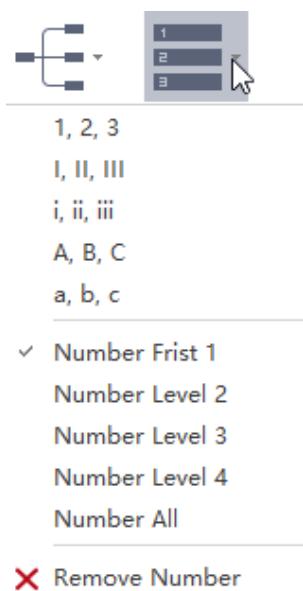
1. Select the whole branch which you want to change connector styles.
2. Click **Connector Style** in the **Format** pane.
3. Select your desired connector style from the pull-down menu.

## NUMBERING

Numbering is added at the start of the topic text for all subtopics up to the specified depth. If you add, remove or reorganize topics, your map will be automatically renumbered. If you switch to outline review, the same numbering scheme will be used for your outline.

### *Add Numbering*

1. Select the parent topic of the subtopics you want to number.
2. Click **Numbering** button.
3. Choose the type and level of numbering to use.



#### **Note:**

Numbers are automatically added by clockwise order. The numbers cannot be edited manually.

### *Delete Numbering*

1. Select the parent topic of the subtopics you want to remove the numbers.
2. Click **Numbering** button, and from the drop-down list choose “**Remove Number**”.

## DISTANCE

The distance between topics is defaulted both horizontally and vertically. The unit of the distance is millimeter and the default value is 30 in both horizontal and vertical direction.

To adjust the default distance value, you can:

1. On the **Home** tab, click the up arrows and down arrows to increase or decrease the number.
2. Press Enter to set your adjustment to your map.
3. Or print in the number you need in the blanks directly and press Enter.

### Tips:

1. The maximum value is horizontal 100 and vertical 100, and the minimum is horizontal 18 and vertical 12.
2. To change the distance between topics of a certain part in the map, select the certain topic first and then follow the steps above.

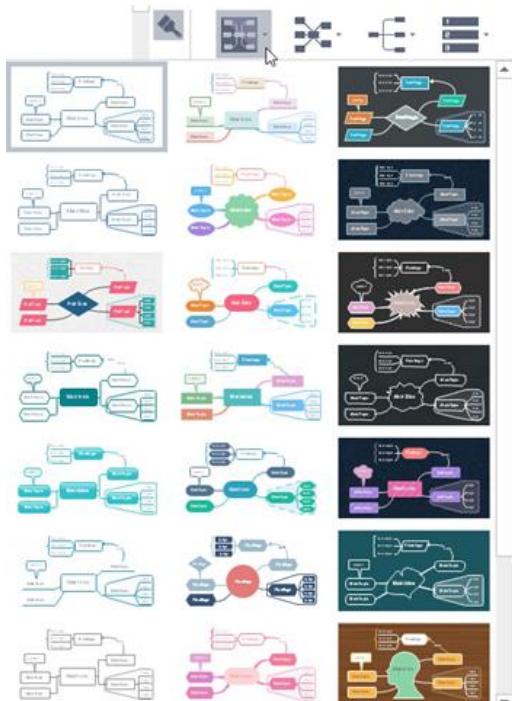
## CHAPTER 6 THEME AND STYLE

### THEME

#### *Apply a Theme*

A map's overall appearance or default "look" is determined by its underlying map Theme. A map theme is a collection of the default format settings used for the various types of elements in your map, including a set of theme colors, theme fonts (both heading and body text fonts), and theme effects (both lines and fill effects).

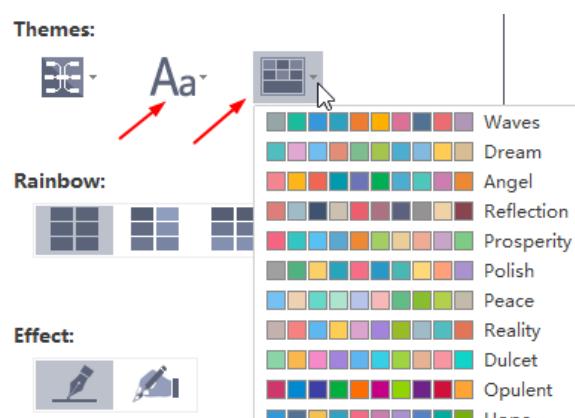
1. Select the **Main Idea** shape or select nothing.
2. Click the **Theme** button from either the **Page Style** tab, or the Right Sidebar, **Format** pane.
3. Drag the scroll bar to choose your desired theme.



### *Change Theme Font and Theme Color*

After selecting a theme, you can also change theme fonts and theme colors.

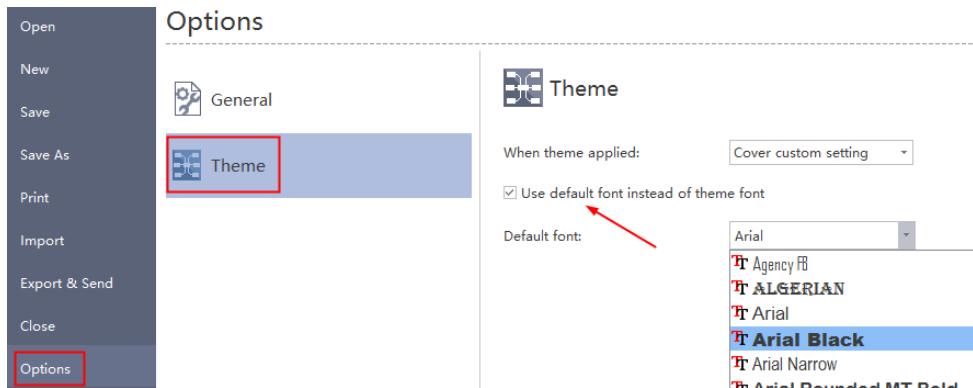
1. Click on the blank area to make sure you are not selecting anything.
2. From the Format pane, Theme section, click the Theme Font and Theme Color buttons.



Tip:

You can set a default font for your map, and use the default font instead of the theme font.

Go to the **Options** menu, click **Theme**, and tick “Use default font instead of theme font”, then choose a default font for your map.



## RAINBOW STYLE

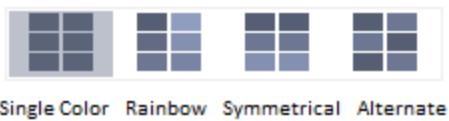
**Rainbow** style let you choose how to distribute the theme colors. There are 4 rainbow styles:

Single Color, Rainbow, Symmetrical, and Alternate.

### Apply Rainbow Style

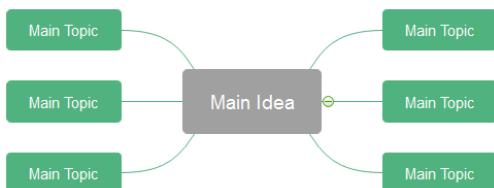
You can either go to the **Page Style** tab, or go to the **Format** task pane to set the Rainbow option.

#### Rainbow:



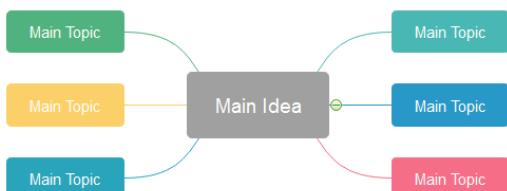
##### 1. Single Color

Clicking **Single Color** button will turn all branches into a single color.



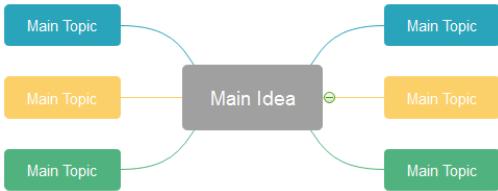
##### 2. Rainbow

Clicking the **Rainbow** button will show each branch a different color.



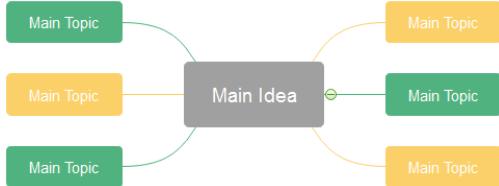
##### 3. Symmetrical

Clicking the **Symmetrical** button will apply branches with bilateral symmetrical colors.



#### 4. Alternate

Then **Alternate** option apply branches with only two alternate colors.



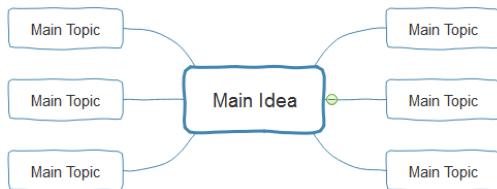
### HAND-DRAWN STYLE

The default effect of a map is the **Normal** style. A **hand-drawn** style turns the default lines and shape borders into natural wavy lines, giving the map a hand-drawn look.

#### *Apply Hand-drawn Style*

1. Select nothing on the map.
2. Go to **Page Style** tab or the Format task pane, and click **Hand-Drawn Style** button.
3. To change back to normal style, click the **Normal Style** button.

#### **Effect:**



### BACKGROUND

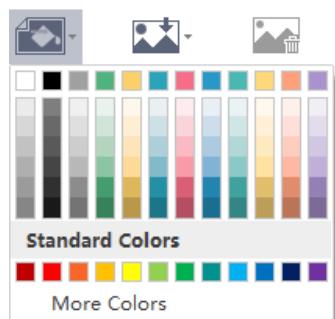
To set map background, you can use either a background color or a background image. You can also apply a watermark on your background.

#### **Background:**



## *Background Colors*

Click the background color button to fill the background with single color.



## *Background Images*

MindMaster has a wide range of predefined background images to enhance the look of your map. You can add these background images from the **Format** task pane, or upload your own background images from local disk.

### *Add a Background from the Library*

1. Click the **Background Pictures** button .
2. From the pull-down list, choose your preferred background image.

### *Add a Background from Local File*

You can insert your own image as background.

1. Click the **Background Pictures** button .
2. Click **Browse from file** and navigate to the image file.
3. You can drag any image from a file list on the Internet (for example, from Google) into the image preview area in the dialog to add it as a map background.



#### Tips:

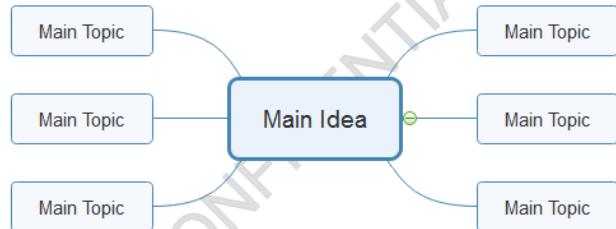
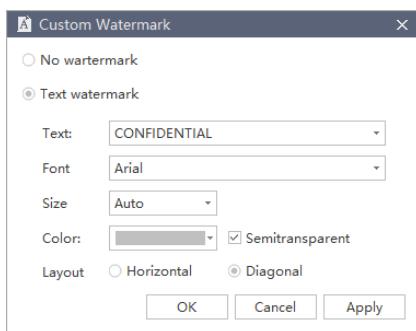
If you tick “Fit to page” option on the bottom, the image will fit to the whole page as a single image. If you don’t tick this option, the image will keep its original size and tile the background with multiple copies.

#### Add a Background Watermark

This function lets you print over every page of a document with certain text, which is useful for security or content identification.

You can add a watermark to your mind map via the following steps:

1. Click the **Background Watermark** button .
2. Choose a pre-made watermark from thumbnails in the pull-down menu.
3. If you don’t like the pre-made ones, you can click **Customize Watermark** to create your own ones.
4. In the **Custom Watermark** dialog box, you can adjust the text, font, size, color or layout of your watermark.
5. Click **Remove Watermark** when you don’t need it.



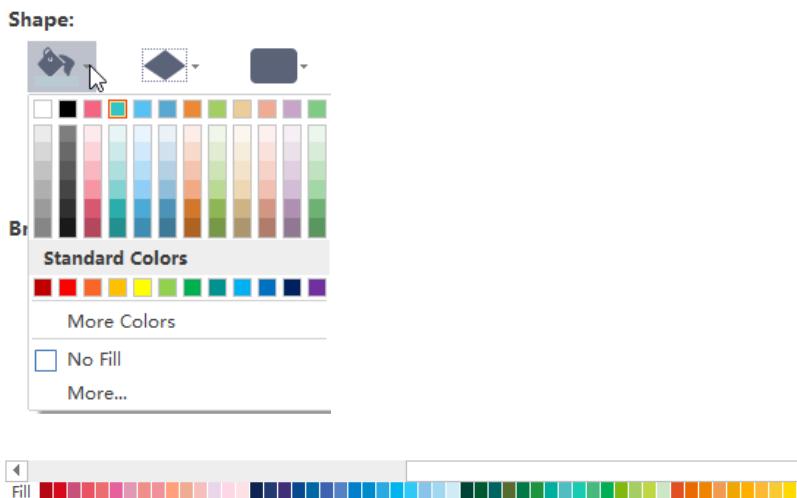
## *Remove Background*

To remove the background, click the button **Remove Background**

## CHANGE TOPIC FILL COLOR

Fill refers to the interior of a shape. You can change topic fill color by the following steps:

1. Select a shape.
2. Click on the Format icon to open the Format Task pane (on the right of the canvas).
3. On the Format task pane, click the fill icon to choose your desired color to fill the selected shape.
4. Or you can use quick colors from the bottom quick color bar.

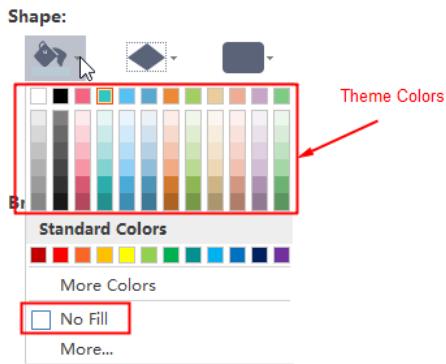


## *No Fill*

To make a shape colorless, or to remove fill from a shape, you can choose the “No Fill” option.

## Theme Fill Colors

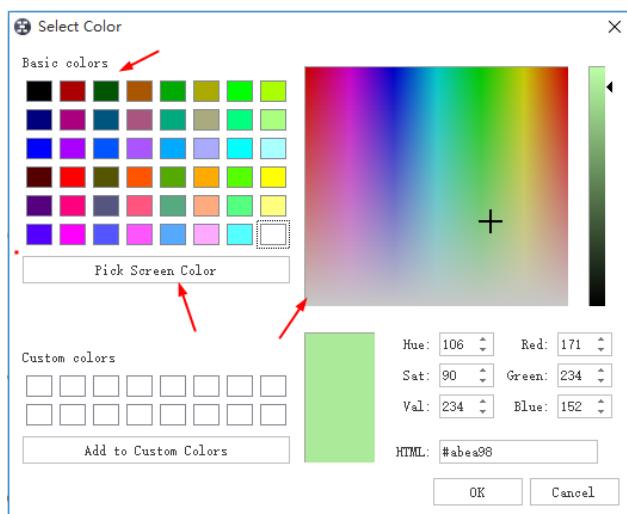
The top section of the Fill colors are Theme Fill Colors. Theme fill colors are predefined color set of the current theme.



## More Colors

To change to colors that is not in the theme colors or standard colors, click **More Colors**. From the pop-up window, you can:

- Choose a color from the color swatch.
- Select a color from the color palette.
- Click “pick screen color” to pick a color.

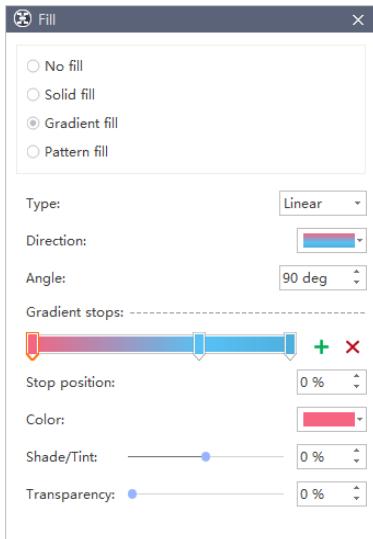


## Transparency

To change the transparency, you can move the Transparency slider, or enter a number in the box next to the slider. You can vary the % of transparency from 0 (fully opaque, the default setting) to 100% (fully transparent).

## Gradient Fill

Click “More...” to find the “Gradient Fill” option and add a gradient fill to a shape. (**Gradient:** A gradual progression of colors and shades, usually from one color to the other, or from one shade to the other shade within the same color).



### Gradient Type

To specify the direction when drawing your gradient fill, select an option from the list. The Type that you selected determines the available Direction.

### Gradient Direction

To choose a different progression of colors and shades, click **Direction**, and then click your preferred option. The available Directions depend on the **gradient Type** that you have chosen.

### Angle

To specify the angle of the gradient fill which is rotated within the shape, enter your preferred degree value. This option is available only when you have selected Linear as the Type.

### Gradient Stops

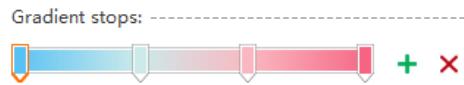
Gradient stops consist of a position, a color, and a transparency value. The transparency value applies to the gradient stop instead of the overall fill. Gradient stops can create non-linear gradients. For example, if you want to create a gradient that goes from red, green to blue, you need to add three gradient stops — one for each color. Alternatively, if you want to create a gradient that shows up only in a corner of a shape, you need to use gradient stops to make the gradient non-linear.

**Add:** Click the green Add icon to add a stop.

**Remove:** Click the Red Cross  icon to delete a stop.

### Stop position

To set the location for the color and transparency change in the gradient fill, please move the Stop position slider or enter a number in the box below the slider.



#### Color

To choose the color of the gradient stop, click **Color**. To use a color that is not in the theme colors, click **More Colors**.

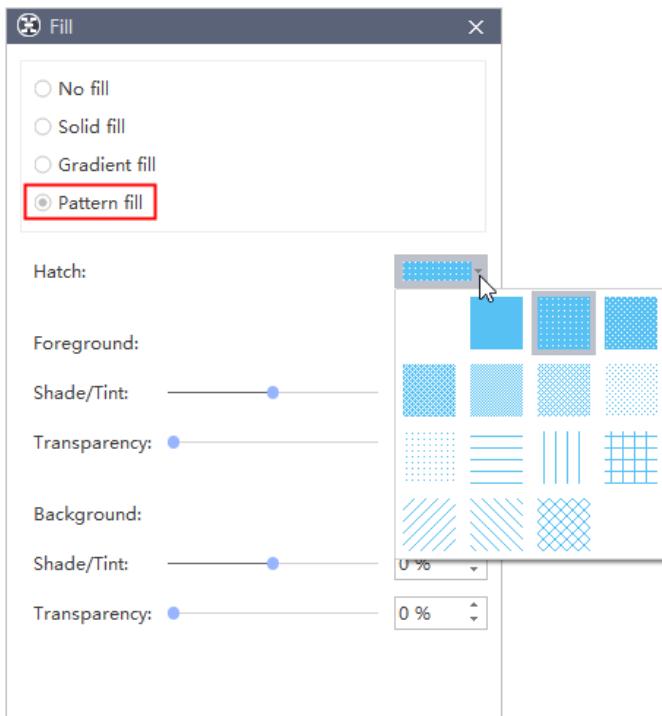
#### Transparency

To specify how much you can see about the shape at the specified Stop position, please move the Transparency slider or enter a number in the box next to the slider. You can vary the % of transparency from 0 (fully opaque, the default setting) to 100 (fully transparent).

### *Pattern Fill*

You can also fill a shape with a predefined pattern.

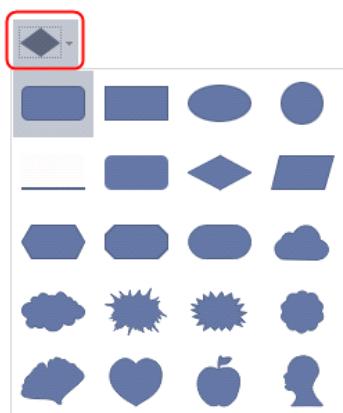
1. Click the “More...” from the Fill drop-down menu.
2. From the pop-up dialogue, click “Pattern Fill”
3. Choose a hatch from the predefined hatch gallery.
4. Change the Front and Background color of the hatch.



## CHANGE TOPIC SHAPE

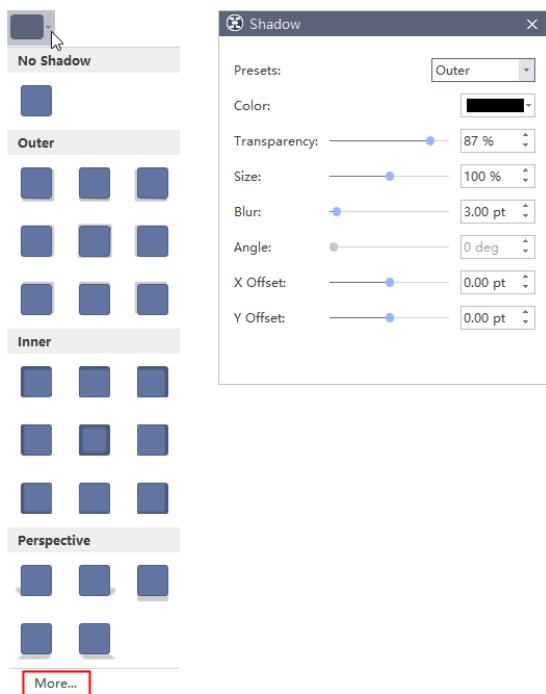
You can change different shapes for the central topic, main topics, and subtopics.

1. Select a topic.
2. Click on the **Format** icon to open the Format task pane (at the right of the canvas).
3. On the **Format** task pane, click on the **Shape Style** icon  to choose your preferred shape.



## CHANGE SHAPE SHADOW

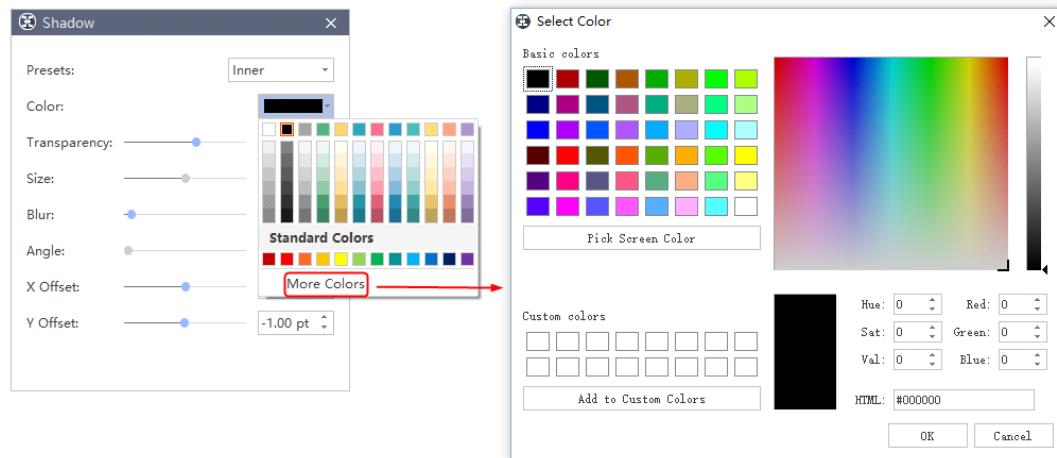
On the **Format** task pane, click the **Shadow** button , and then choose your preferred build-in shadow effect.



If you cannot find your preferred ones above, click “**More...**” to create customized shadow. This function lets you set customized shadow color, effect, or offset.

### *Shadow Color*

To choose a color for the shadow, click **Color** in the Shadow dialogue, and then click your preferred color. To change to a color that isn’t in the theme colors, click **More Colors**.



### *Shadow Transparency*

To specify how much you can see about the shadow, move the Transparency slider or enter a number in the box next to the slider. You can vary the % of transparency from 0 (fully opaque, the default setting) to 100 (fully transparent).

### *Shadow Size*

To specify the size of the shadow based on the original object, please move the **Size slider** or enter a value in the box next to the slider.

### *Shadow Blur*

To set blur radius on the shadow, please move the **Blur slider** or enter a value in the box next to the slider. The larger the radius, the blurrier, or "fuzzier", the shape or line will be.

### *Shadow Angle*

To specify the angle of your shadow, please move the **Angle slider** or enter a value in the box next to the slider. By using the **Angle and Distance** options together, you can place the shadow anywhere relative to the shape.

### *Shadow X Offset and Y Offset*

To set a distance for an Angle of the shadow, please enter a value in the box next to the slider.

## CHANGE SHAPE BORDER COLOR AND STYLE

1. Select the topic shape you want to change.
2. On the **Format** task pane, in the **Shape** group, you can change border color, line weight, dash type and line round.



- To change the border color, click the Line Color button , and then choose your preferred border color.
- To change the border weight, click the Weight button , and then choose your preferred line thickness.
- To change the border dash style, click the Dashes button , and then click your preferred line style.
- To change the shape corner roundness, click the Line Round button , and then click your preferred line round.

## CHANGE TOPIC FONT

1. Select a topic or multiple topics.
2. On the **Format** task pane, in the **Font** group, change text font type, font size, align, bullet, bold, italic, underline, line spacing, or text color.



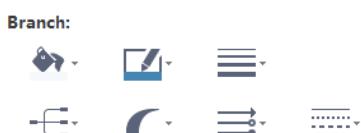
Click the following buttons to achieve corresponding font effect:

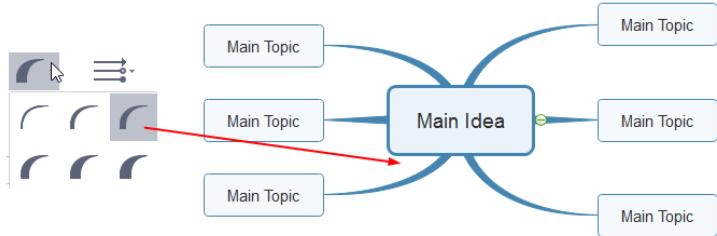
- **B** Bold the selected text.
- **I** Italicize the selected text.
- **U** Underline the selected text.
- **abc** Draw a line through the middle of the selected text.
- **align** Align selected text to a special edge.
- **ab** Highlight the selected text.
- **A+** Change the text color.
- **A-** Enlarge font size.
- **A▼** Narrow font size.

## CHANGE BRANCH STYLE

### *Change the Style of All Branches*

1. Select the central topic.
2. Go to the **Format** task pane, **Branch** group, click on the buttons to set branch fill colors, line colors, line weight, arrows, dashes and styles of all branches.



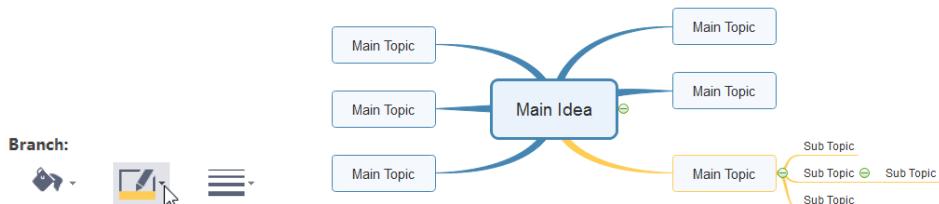


### *Change Style for Certain Branch or Branches*

1. Select the main topic (first level topic) of the branch you want to change.
2. Go to the **Format** task pane, **Branch** group, click on the buttons to set branch fill colors, line colors, line weight, arrows, dashes and styles.

**Tip:**

Branch line color will change the colors of both connectors and shape borders of the branch.



## CHAPTER 7 SLIDE SHOW

In **Slideshow** tab, you can create or manage a set of slides for a map. Each slide can show a branch or sub-branch of your map, expanded or collapsed as you desire. This can help focus attention on a specific part of your map or present the whole map as slideshow branch by branch.

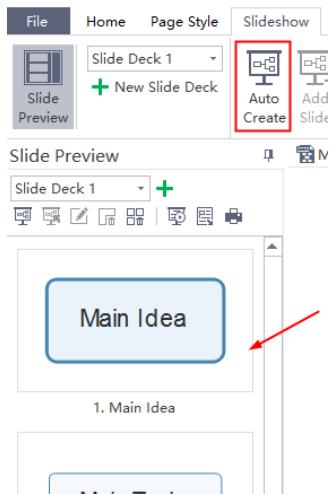
Once you have created slides, you can display in a slideshow, print, or export to Microsoft Power Point.

### CREATE SLIDES FROM TOPICS AUTOMATICALLY

MindMaster lets you create a set of slides based on map branches with one button click. All slides are automatically generated from your map branches one by one.

1. Go to Slideshow tab and click **Auto Create** button

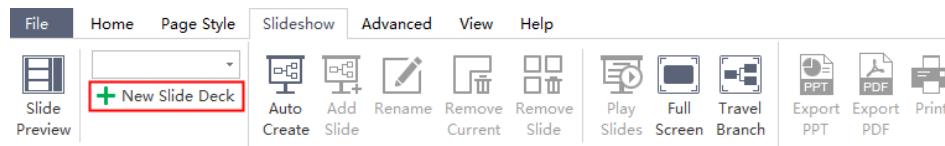
- The slides are created, and you can see thumbnails of the auto-created slides on the **Slide Preview** panel. The first slide is the central topic and the rest of the slides are the branches.



## CREATE SLIDES MANUALLY

If you don't want auto-created slides, you can create them manually and choose which branch or topic you want to add into the slideshow.

- On the **Slideshow** tab, click the button **New Slide Deck**.



- A pop-up window will show to let you name the new slide deck.

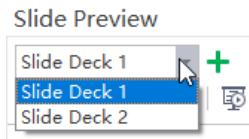


- Type the name of your New Slide and click **OK**.
- A new slide deck is created.

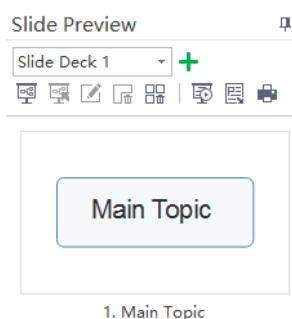
## ADD SLIDE PAGES

Once you have created a slide deck, you can add new slide page to the slide deck. You can add any branch or topic as a slide page.

- From the Slide Preview panel, select the Slide Deck you need to add pages.



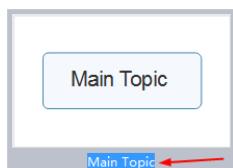
- Go to your map, select a branch or topic, and click the **Add Slide** button  on **Slideshow** tab. You can also right-click the branch or topic and choose the option "Create Slide from the Selected Topic".
- The branch or topic is successfully added as a slide page. You can see it on the Slide Preview panel.



## RENAME SLIDE PAGES

To rename a slide page, options are:

- Select a slide page from the Slide Preview panel, click **Rename** button  on **Slideshow** tab or **Slide Preview** panel and type your preferred name.
- Double click on the slide page name and edit the name directly.



- Right click a slide in the **Slide Preview** panel and click **Rename** in the context menu, you will see its current name turn blue so you can type your preferred name.

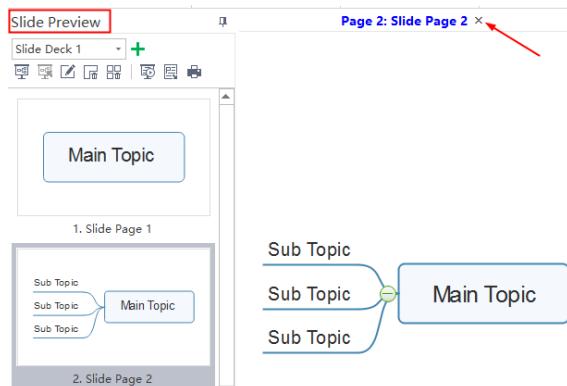
## SLIDE PREVIEW

Once a slide is created, the slide preview panel will open automatically. You can close or reopen

the slide preview panel by click the **Slide Preview** button  on the **Slideshow** tab. Click a slide

thumbnail in the **Slide Preview** panel you can preview the full slide page in the main window.

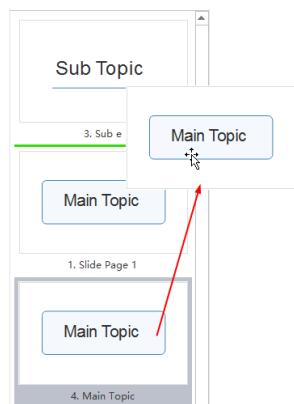
Close the full slide page preview by clicking the close button  on the top.



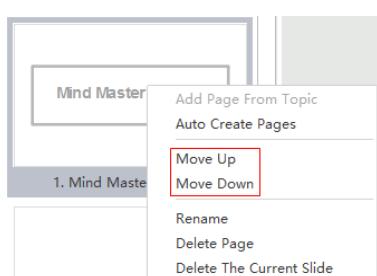
## REORDER SLIDE PAGES

There are two ways to reorder the slide pages.

1. From the Slide Preview panel, drag and drop the slide preview thumbnails to reorder the slide pages.



2. Right-click on a slide preview thumbnail, and click **Move Up** or **Move Down**.



## DELETE SLIDE PAGES

To delete a slide page, options are:

1. Select the slide page in Slide Preview panel and click **Remove Current** button .
2. Right click the slide in the **Slide Preview** panel and click **Delete Page** in the context menu.

## DELETE THE WHOLE SLIDE DECK

To delete the whole slide deck, options are:

1. Click **Remove Slide Deck** button .
2. Right click the slide in the Slide Preview panel and click **Delete the Current Slide Deck** in the context menu.

## TRAVEL TOPICS OR BRANCHES IN FULL SCREEN MODE

*(F5, Shift + F5)*

In full screen mode you can navigate and highlight specific topics or branches with the direction arrow keys.

1. You can click the **Travel Topic** or **Travel Branch** buttons.



2. You can also click the Full Screen View icon in the bottom tool bar at the right corner to view your document in full screen mode and travel topics.



## DISPLAY A SLIDE SHOW

Click **Play Slides** button  on **Slideshow** tab or on **Slide Preview** panel to start a slideshow from current slide.

### *Navigate the Slides*

There are three ways to navigate your slide in slide show view.

1. Press the **Down** or **Right** arrow of your keyboard to jump to the next slide. Press the **Up** or **Left** arrow to go back to the previous slide.

2. Click your mouse once on anywhere of the screen to jump to the next slide.
3. Move the cursor to the lower part of the canvas, a tool bar covering seven buttons will appear. Click the up and down arrows to navigate your slides.



Click the following buttons to achieve corresponding effect:

- Broadcast automatically.
- The previous page.
- The next page.
- Zoom in.
- Zoom out.
- Fit in view.
- Close the slide show.

### *Exist from Slide Show Mode*

You can end the slideshow by pressing the **Esc** key on your key board, or click the Close button



## EXPORT SLIDES TO MICROSOFT POWERPOINT

You can export the slideshow to Microsoft PowerPoint format. Simply click **Export to PPT** button

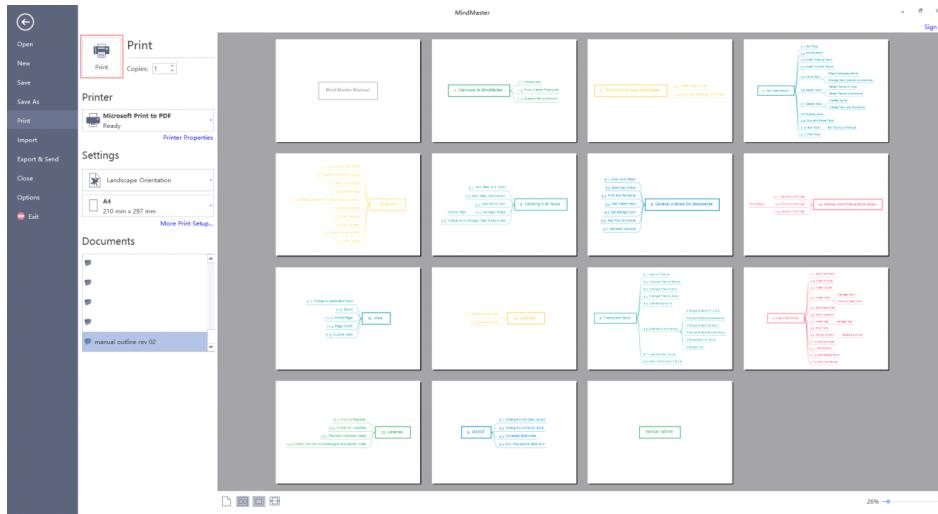


#### **Note:**

The exported.pptx file only applies to versions starts from **PowerPoint 2013**.

## PRINT SLIDES

1. Click the **Print** button on **Slideshow** tab, or on the **Slide Preview** panel, then you can see the print setting and preview interface.



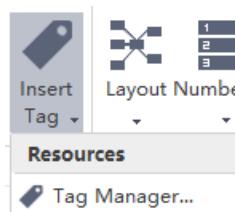
2. Set your printing options and then click the **Print** button.

## CHAPTER 8 WORKING ON TASKS

### RESOURCES

*(Ctrl + G)*

You can create resources who are allocated to complete certain tasks. In MindMaster, resources is treated as a special tag group, so you can create and manage resources in the **Tag Manager** panel.

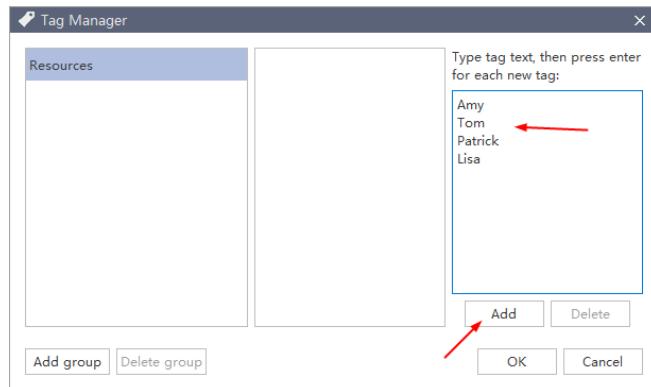


#### Create/Delete Resources

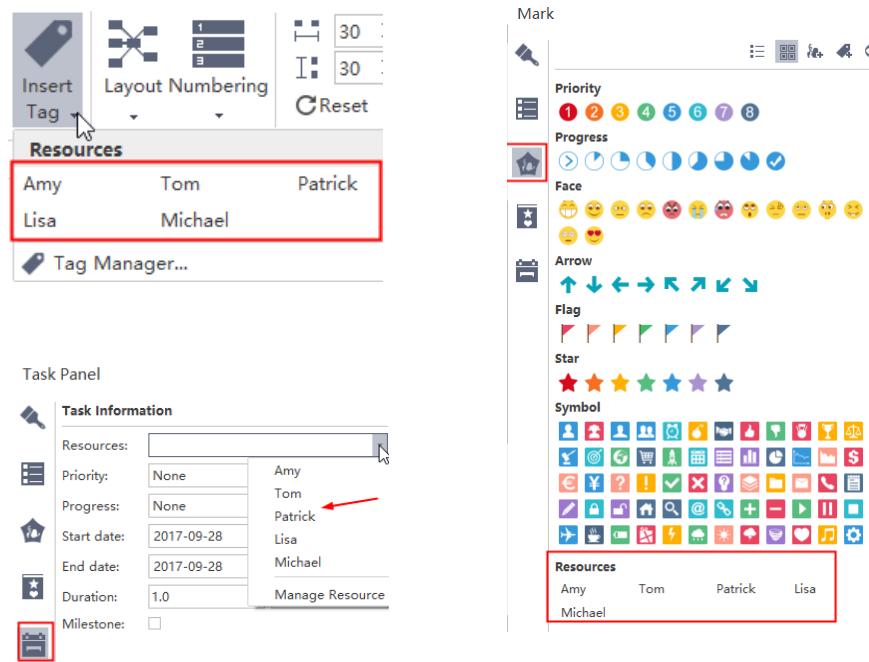
You can first create all resource members in the Resource group.

1. Select a topic.
2. Click **Insert Tag** button from **Home** tab and open **Tag Manager Panel** or right-click the topic to click Insert Tag.
3. You can see the Resources group already in the Tag Manager panel as a default tag group.

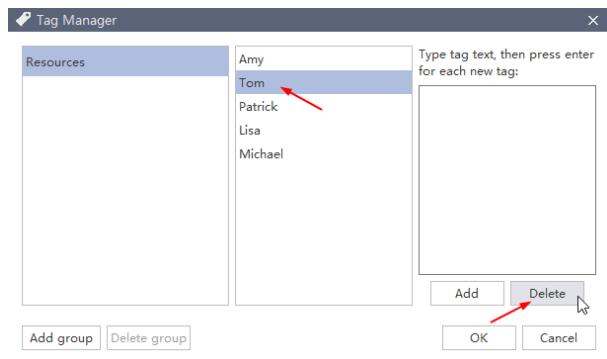
4. Click to select the Resource group (if there is no other tag group, this resource group will be selected automatically).
5. From the text box on the right, type resources names. Click enter to type more names.
6. Click Add, and then click OK to finish adding resources.



7. The created resources will appear in the **Insert Tag** drop-down menu, the **Mark Panel** and the **Resource bar** of the Task Panel.



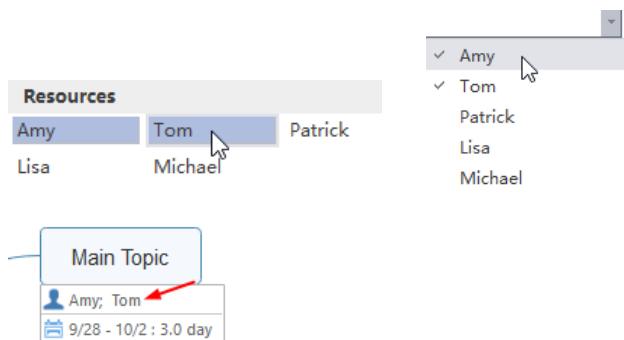
8. To remove resources from the Resource group, go to **Tag Manager** panel, select a resource, then click the **Delete** button.



### Add/Delete Resource to a Topic

When resources are created, it's easy to add them to topics.

1. Select a topic you want to add resource.
2. There are 3 places you can choose a resource (please refer to the last section).
  - **Insert Tag** drop-down menu.
  - **Mark Panel**.
  - **Task Panel, Resource bar**.
3. Select a resource from 1 of the places above. When a resource is added to a topic, it will be marked with a blue background color or a tick.



4. To remove resources from a topic, simply uncheck the names.

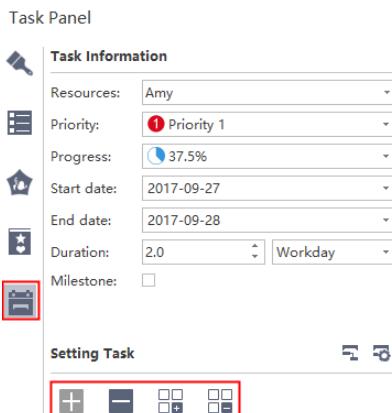
## ADD OR REMOVE TASKS

(F10)

Tasks can be allocated to each topic of a mind map. You can add task information such as task start and end time, priority, progress task resources, tags, etc., to a topic. Task items are shown on the bottom of the topic.

1. Select a topic you intend to assign task.
2. Open **Task Panel** on the **Right Sidebar** or from **View tab**.

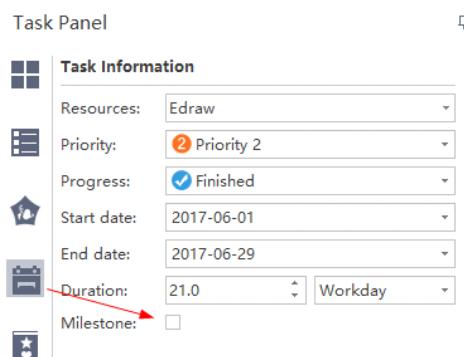
3. Click **Add Task Info** button  to add a new task to a topic, or click the **Add All Task Info** button  to add tasks for all topics.
  
4. Click **Delete Task**  button to remove the task from a topic, or click the **Delete All Task Info** button  to delete tasks from all topics.



## EDIT TASK INFORMATION

In the **Task Panel**, you can start editing task information after adding one.

1. Click drop-down **Resource** menu and select resource.
2. Select task priority level in drop-down **Priority** menu.
3. Select a progress icon in drop-down **Progress** menu.
4. Set project start and end date by selecting dates from the drop-down calendar.
5. Duration will be generated automatically and unit of duration can be adjusted in drop-down **Duration** menu.
6. Tick **Milestone** to denote a milestone task.



## USE GANTT CHART VIEW

Gantt Chart is effective for monitoring project status and process with visual tasks bars. You can manage task information directly in the Gantt chart view. When you make changes to the task information in the Gantt chart view, the associated information will be also changed on the mind map.

### *Open/Close the Gantt Chart View Panel*

1. There are two ways to open the Gantt Chart panel.

- a. Click **Advanced** tab on the Ribbon and then click **Gant Chart** button .
- b. Go to **Task Panel** on the right sidebar and then click the icon of **Gantt Chart View**.



2. Click the above buttons again, you can close the Gantt chart view panel.

### *Set Gantt Chart Options*

From the Gantt chart option menu, you can set date format, major and minor unit, select work days, set whole project start and end time.

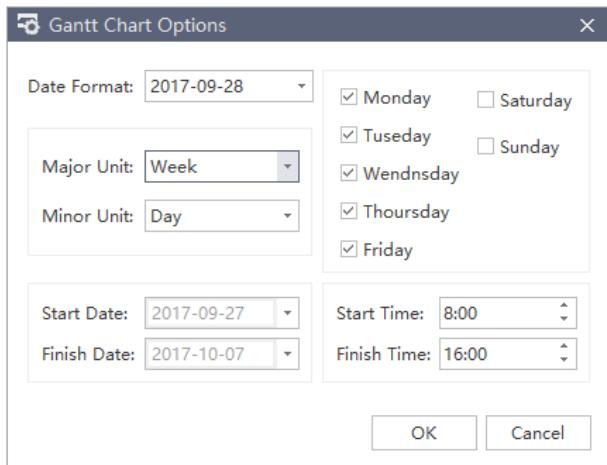
1. To open the Gantt chart setting dialogue, you can use 1 of the two ways.

- a. Click **Advanced** in the menu bar and then click **Gant Chart Option** button .
- b. Go to **Task Panel** on the right sidebar and then click the icon of **Gantt Chart Options**.



2. Edit Gantt chart setting options from in the Gantt chart option dialogue.

- a. Select date format in drop-drag **Date Format** menu.
- b. Select working days.
- c. Select **Major Unit** and **Minor Unit**.
- d. Set **Start Time** and **Finish Time**.



## Modify Task Info in the Gantt View

Each task is presented as a task bar in the Gantt chart. You can move or drag the task bar to change its start and end date. You can also build task dependency on the Gantt view.

### 1. Rename Task

Double click the cell in **Task Name** column to rename the task.



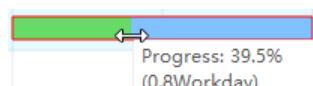
### 2. Change Task Start and End Date

Drag the right border of the bar to change the bar length. Select and move the bar to change its position on the calendar.



### 3. Change Task Complete %

Put the cursor on the left border of the task bar, hold the mouse and drag to the right direction, and a green area will show up. This green area means how much the task has been completed.



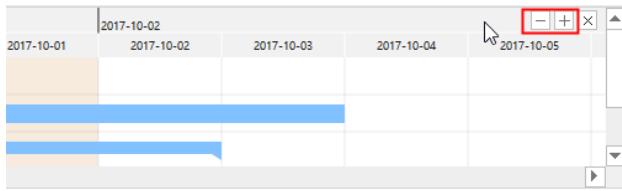
### 4. Build Task Dependency

Click on a task bar, hold the mouse and drag it to another task bar, then a relationship will be created.



### 5. Change the Date Unit Size

Click the “+” and “-” button on the top right corner can change the date unit size.



### Export Gantt Chart

The export Gantt chart function will help you save the Gantt chart in PDF format, which is convenient for you to print or share the Gantt chart with others.

1. Go to **Advanced** tab in the ribbon and click **Export Gantt Chart** button.
2. Type a name of your Gantt chart in the saving window.
3. Click **Save**.

## CHAPTER 9 GENERAL ACTIONS OF DOCUMENTS

### FIND AND REPLACE

(*Ctrl + F*)

Find and replace command helps you check the specific word within the whole maps including topics, boundary, note, comment, and task info.

1. Go to **Advanced** tab and click the **Find & Replacement** button. A pop-up dialogue will show up.
2. Type content you intend to find in the find column, and click **Find** icon .
3. Type content you intend to replace in the replace column, and click the **Replacement** icon .



#### Tips:

1. If you want to filter capital words only, you can tick the **Case sensitive** for precision.
2. If you want to reduce the scope of finding, please tick **Whole words only**.

## SPELLING CHECK

(F7)

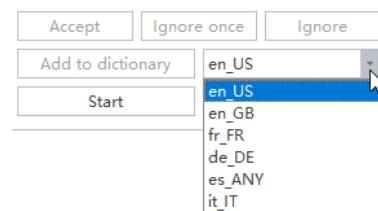
Spelling check function of MindMaster helps you diagnose spelling mistakes and offer suggestions for correct spellings.

1. Go to **Advanced** tab and click **Spelling Check** button .
2. If there is mistake in your file, the **Spelling Check** dialogue will show up. It will show all suggestion spellings for you to choose.
3. Choose one of the suggestions and click **Accept**, or **Ignore** if the word is not wrong.
4. Once you click the **Accept** or **Ignore**, it will jump to the next spelling mistake, and so on until there is no mistakes.
5. For the word which is correct but not in the dictionary, you can click **Add to dictionary**, so that it won't be treated as wrong word next time.



### Tips:

Up to 5 languages can be checked in MindMaster including English (for GB and for USA versions), German, French, Italian, and Spanish. You can change a dictionary before start.



## ADD FONT SYMBOLS

MindMaster offers abundant font symbols for you. The **Font Symbol** function is available during the text editing mode.

1. Go to **Advanced** tab and click the **Font Symbol** button.
2. Select font symbols from the drop-down menu.
3. Click **More font symbols...** to choose from font symbol category.

## UNDO AND REDO

(**Ctrl+Z / Ctrl+Y**)

MindMaster provides undo and redo actions for users.

### **Undo (Ctrl + Z)**

Undo is used to reverse your last action. Click **Undo** button ↪ on the quick access toolbar, or press **Ctrl + Z**.

### **Redo Typing (Ctrl + Y)**

Redo is used to do any undo function again. Click **Redo** button ↵ on the quick access toolbar, or press **Ctrl + Y**.

## CHAPTER 10 OPEN, IMPORT, SAVE, PRINT AND SHARE MIND MAPS

### OPEN A MIND MAP

To open a mind map made by MindMaster, you can:

1. Go to **File** tab and click **Open**, then you can choose to open a mind map from Recent Documents, Computer, Personal Cloud, or Team Cloud.



Recent



Computer



Personal Cloud



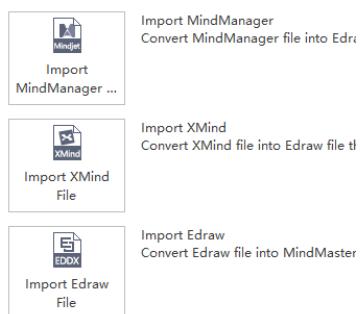
Team Cloud

2. Drag a mind map and drop on the top of the program.

### IMPORT FILES FROM MIND MANAGER, XMIND, OR EDRAW

MindMaster supports importing files from Mind Manager, Xmind, or Edraw Max for importing.

## Import



1. Click **File** in the menu bar.
2. Click **Import** under **File** menu.
3. Select your preferred format to import.
4. Seek targeting files from your computer or cloud.
5. Click **Open** to import.

### Notes:

1. Your import file might not 100% identical as their original versions.
2. It may take more minutes to import in case of over-sized files.

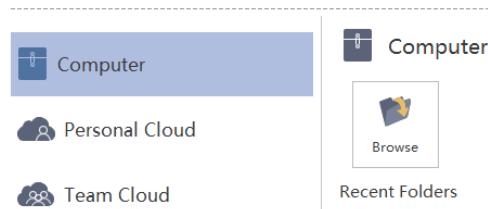
## SAVE A MIND MAP

(*Ctrl + S, Ctrl + Shift + S*)

You can save your mind map using **Save** or **Save As** commands.

Go to the **File** menu, click **Save** or **Save As**.

Enter a name and choose a location to save your file. Location can be the local disk, personal cloud, or team cloud.

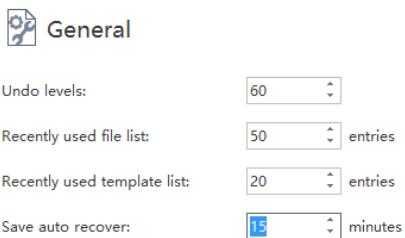


## FIND AND RECOVER AN AUTO SAVED FILE

MindMaster creates auto-saved temp file for users in case they didn't save the files due to unexpected computer shutdown or software crash. Users can set how long time for each auto save. The default setting is every 10 minutes.

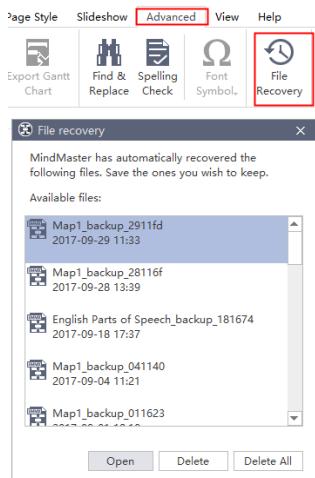
### *Set Auto-Save Time Period*

1. Go to **File** tab, click **Options** and then click **General**.
2. From the **Save auto recover** option, input a time period.



### *Find Auto Saved File*

1. Go to Advanced tab, click File Recovery button.
2. From the file recovery list find your auto saved files.



## PRINT A MIND MAP

Go to the **File** tab, and click **Print** button to print a map.

### *Orientation*

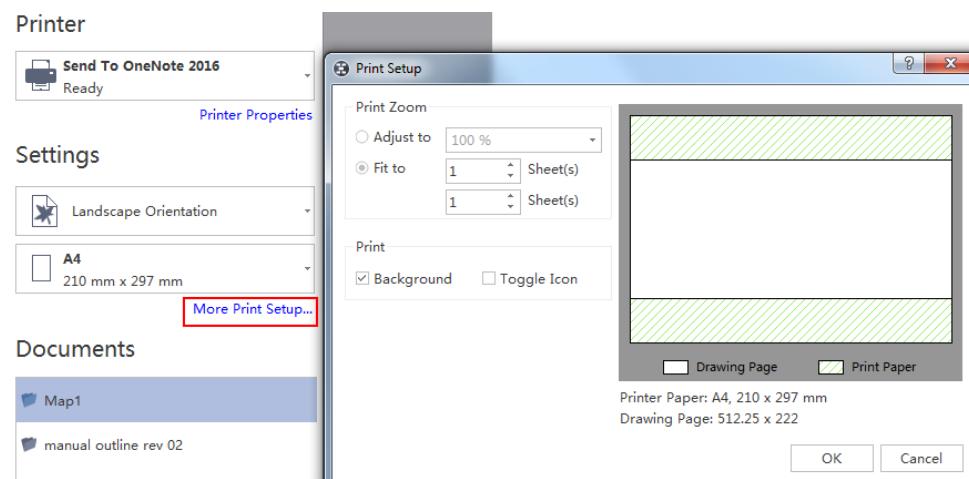
Specify the paper orientation as portrait or landscape.

## Paper Size

Shown in the list are the paper sizes supported by the current printer as well as industry standard sizes.

## Print Setup

Click the **File** tab, click **Print**, and then click **More Print Setup...** to set the print options.



### Adjust to

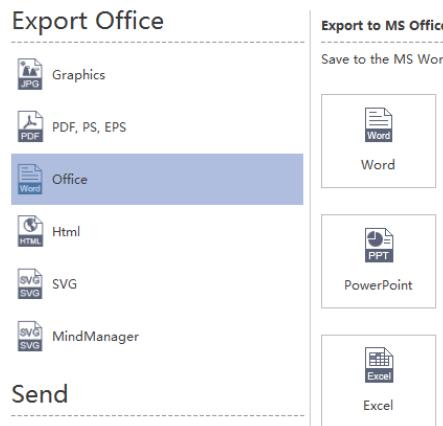
Reduces or enlarges the drawing page to a specified % of actual size for printing. If the drawing page is larger than one paper size, the diagram will be printed onto more papers.

### Fit to (sheets across by sheets down)

Fits each drawing in the print job on the specified number of sheets across and down. Depending on the number of pages and the margins you specify, the drawing will be enlarged or reduced. If the pages across and down are not proportional to the drawing's dimensions, only those sheets maintaining the drawing's proportions will be used.

## EXPORT MIND MAP

You can export your maps in different formats including PDF, Microsoft Office, Graphics, Html, Mind Manager, etc.



### *Export to Graphic Format*

You can export your mind map to a variety of graphic formats including .jpg, .png, .bmp, .gif, .ico, .tif, .ppm, etc.

1. Go to the **FILE** tab.
2. Click **Export & Send**.
3. Click **Graphics**.
4. From the “Save as type” list, choose a graphic format and save.

### *Export to Editable PDF*

1. Go to the **File** tab.
2. Click **Export & Send**.
3. Click **PDF, PS, EPS** option.
4. Choose **PDF Vector Format** to export mind map to editable PDF file.

### *Export to Editable MS Office File*

This feature lets you export mind maps to editable MS Office file, including .docx, .pptx, and .xlsx.

5. Go to the **FILE** tab.
6. Click **Export & Send**.
7. Click **Office** option.
8. Choose **Word, PowerPoint, or Excel**.

### *Export to Html/*

1. Go to the **FILE** tab.
2. Click **Export & Send**.

3. Click **Html**.
4. Tick “Export title” or “Embed images into file” if you needed.



Export title  
 Embed images into file

### *Export to SVG Format*

You can export a branch or the whole map.

1. Go to the **FILE** tab.
2. Click **Export & Send**.
3. Click **SVG** option.
4. Choose “Export the whole map” or “Export selected branches”.

### *Export to MindManager*

You can export mind map to MindManager format, so that it can be opened and edited by people who is using MindManager.

1. Go to the **FILE** tab.
2. Click **Export & Send**.
3. Click **MindManager** option.

## SHARE MIND MAP

Once you draw a mind map, you can share with your colleagues and friends based on links.

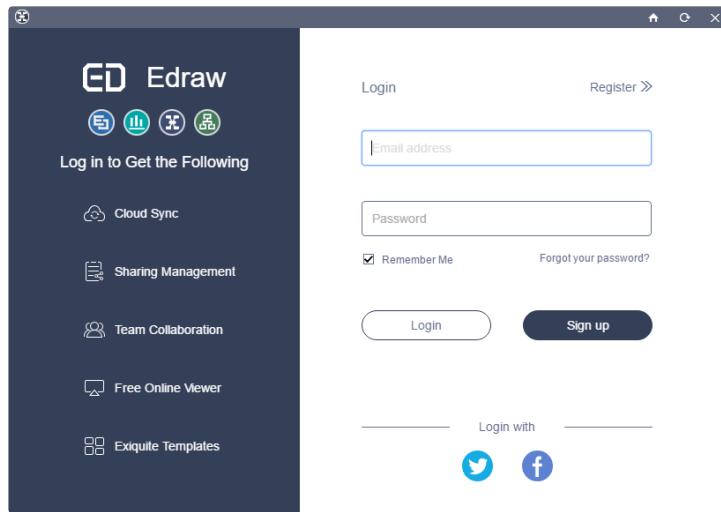
Sharing mind map links is easy for people who have not downloaded MindMaster to view anywhere and anytime.

### *Sign Up a MindMaster Account*

1. Click **Sign In** button on the top right of the software.



2. Click **Sign Up** to register an account or login with Facebook and Twitter account.



## Share Your Mind Map

1. Click **Share** button on the top right of the software.
2. Click **Copy** to share the link.
3. Scan the **QR Code** to share the specialized link.
4. Copy the HTML code when using mind map in HTML.

## Set Share Management Options

1. Click **Share Manager** button on the top right corner of the software.
2. Click the File you want to modify.
3. Click the Expire Time drop down menu to set expiry time.
4. Click Copy Link button to share the links.
5. Click Cancel Share to stop sharing with others.

## CHAPTER 11 VIEW THE MAP

### OUTLINE VIEW

#### Open Outline View

(F11)

The **Outline** view allows you to view the map using the text outline format. Topics are listed linearly from top to bottom, so you can read and navigate through the topics easily.

1. Click **Outline** button on the **View** tab, or click the Outline button on the right sidebar.



2. The outline panel will appear at the right sidebar.
3. To close the outline panel, simply click **Outline** button again, or click **Hide Panel** .

The screenshot shows the Microsoft Word ribbon with the 'Outline' tab selected. The 'Outline' panel on the right displays a hierarchical outline of '5W's & 1H' topics. The 'WHAT?' section is expanded, showing subtopics like 'What to do?', 'What is being done?', etc. The 'WHERE?' section is also expanded, showing subtopics like 'Where to do it?', 'Where is it done?', etc. The 'WHEN?' section is collapsed.

**Note:**

1. You can collapse the subtopics by clicking the collapse button.

The screenshot shows the Microsoft Word ribbon with the 'Outline' tab selected. The 'Outline' panel on the right displays a hierarchical outline of '5W's & 1H' topics. The 'WHERE?' section is collapsed, indicated by a red arrow pointing to the collapse icon.

2. You can still double click to edit text in the outline mode.

The screenshot shows the Microsoft Word ribbon with the 'Outline' tab selected. The 'Outline' panel on the right displays a hierarchical outline of '5W's & 1H' topics. A red arrow points to the 'Where to do it?' subtopic, which is selected and has its text 'Where to do it?' highlighted in a blue selection bar.

## Export Outline

The outline can be exported to PDF, Word, Excel or PPT files. Simply click the associated buttons on the top right corner.

The screenshot shows the Microsoft Word ribbon with the 'Outline' tab selected. The 'Outline' panel on the right displays a hierarchical outline of '5W's & 1H' topics. The 'Where to do it?' subtopic is selected. A red box highlights the top right corner of the ribbon, where export buttons are located.

## COLLAPSE AND EXPAND BRANCHES

You can collapse and expand branches of individual topics interactively using the  and  icons that appear on the right of each topic that has child topics or branches.



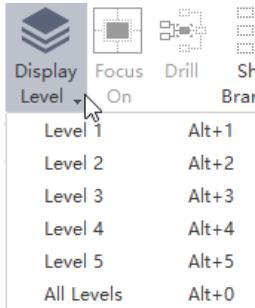
**Note:**

You can collapse all subtopics (leaving only the center topic and main topics) by pressing **Ctrl + F3**.

## DISPLAY THE MAP BY LEVELS

You can choose how many levels of your map you want to display.

1. On **View** tab, click **Display Level** button.
2. Choose the Levels you want to display.



## DRILL TOPICS OR STOP DRILLING

When presenting a mind map, you can use the Drill operation to focus on only one topic and it enables viewers to see the topic only without being distracted by the rest of the map.

### *Drill Topics*

(F4)

1. Select the topic or branch you need to focus on.
2. Go to the View tab and click **Drill** button, or right click and choose **Drill** option.



## Stop Drilling

1. After drilling a certain topic, you will see this icon on the top right corner of the topic shape, click it and the whole map will show up.
2. Or right click the topic to open the context menu, and then click Stop Drilling.

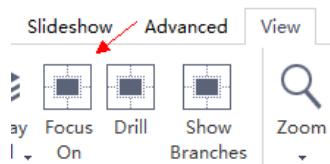


## FOCUS ON SELECTED TOPIC

(F3)

This function makes a selected topic or branch locate in the center of screen, so you can focus on it.

1. Select a topic.
2. Click **Focus On** button on the View tab.

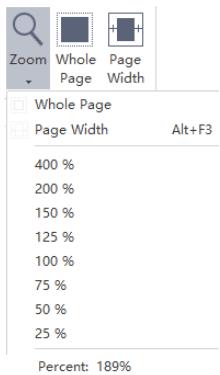


## ZOOM

(Ctrl + +/-) (Ctrl + Mouse Scroll)

The zoom function allows you to enlarge or shrink your map. There are 3 ways to zoom in and out of your map.

1. On the **View** tab, click Zoom button and choose a zoom percentage.



2. On the **Status Bar**, drag the Zoom slider.



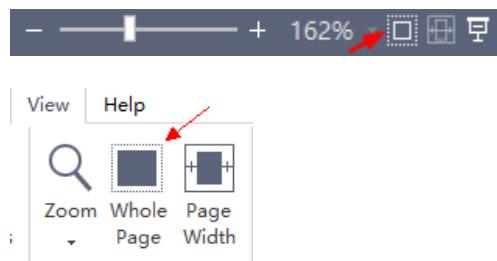
3. Press **Ctrl+ +** for Zooming in. Press **Ctrl+ -** for Zooming out.
4. Press **Ctrl** key while scrolling the mouse wheel to zoom in and out.

## WHOLE PAGE

*(Ctrl + F5)*

**Whole Page** means the whole map fits into the drawing canvas. Options are:

1. Click **Whole Page** button in the **View** tab.
2. Click the **Whole Page** button on the status bar.



## PAGE WIDTH

*(Alt+F3)*

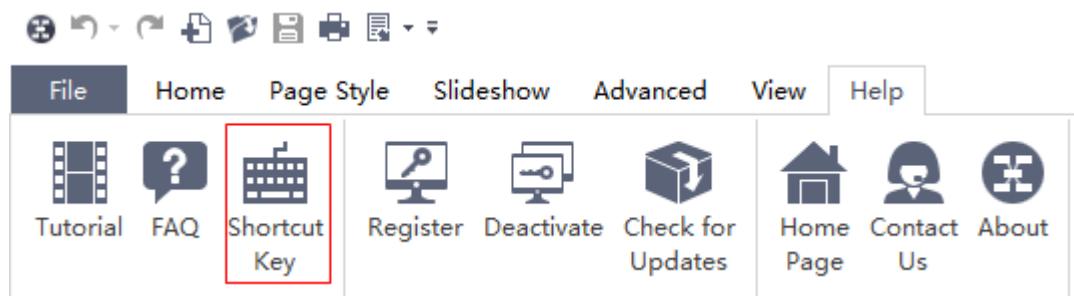
**Page Width** means the width of the map matches the width of the canvas. Options are:

1. Click **Page Width** button in the **View** tab.
2. Click **Page Width** button on the status bar.

## CHAPTER 12 APPENDIX

### KEYBOARD SHORTCUTS

You can find the list of keyboard shortcuts any time on the ribbon's **Help** tab by clicking the **Shortcut Key** icon.



Function	Shortcuts
<b>Map Documents</b>	
Create a new map	Ctrl + N
Open a map	Ctrl + O
Search map	Alt + F
Save the current map	Ctrl + S
Save all maps	Ctrl + Shift + S
Close current map	Ctrl + W
Print the current map	Ctrl + P
<b>Navigating</b>	
Select topic (above, below, left and right)	Arrow keys
Select next topic / previous topic	Tab / Shift + Tab
Move to top sibling topic	Home
Move to bottom sibling topic	End
Move to central topic	Ctrl + Home

<b>Map Window</b>	
Zoom in	Ctrl + + (plus)
Zoom out	Ctrl + - (minus)
Fit map to screen	Ctrl + F5
Fit map to 100% zoom	Ctrl + 0
Move up / Move down	Page Up / Page Down
Move right / Move left	Ctrl + Page up / Ctrl + Page Down
Center selected item	F3
<b>Map Detail and Filtering</b>	
Center the map	Alt + F3
Center the map and collapse all topics	Ctrl + F3
Show next level of detail	Ctrl + D
Show levels	Alt + 1, 2, 3... etc (up to your preferred level)
Show all levels	Alt + 0
Move right / Move left	Ctrl + Page up / Ctrl + Page Down
Zoom in / Zoom out	Ctrl + Mouse Wheel
Drill / Stop Drill	F4
<b>Interface</b>	
Show / Hide page window	F8
Show / Hide mark library	F9
Show / Hide Outline Window	F10
Show / Hide task window	F11
Spelling check	F7
<b>Slideshow</b>	

Play Slideshow	Ctrl+Shift+F5
Traverse Topics	F5
Traverse Branches	Shift+F5
Full Screen	Ctrl+F5
<b>Adding topics</b>	
Add subtopic	Insert / Ctrl + Enter
Add sibling topic (Down)	Enter
Add sibling topic (Up)	Shift + Enter
Add parent topic	Shift + Insert
Add callout topic	Alt + Enter
Add multiple topics	Ctrl + Shift + M
Add floating topic	Ctrl + Shift + F
<b>Adding Elements</b>	
Add attachment	Ctrl + H
Add summary	Ctrl + J
Add relationship	Ctrl + R
Insert picture	Ctrl + Shift + P
Insert mark	F9
Insert clip art	Ctrl + Shift + I
Add hyperlink	Ctrl + K
Add comment	Ctrl + Shift + T
Add tag	Ctrl + G
Add boundary	Ctrl + Shift + B
Add note	Ctrl + T

Insert number	Ctrl + Shift + U
Add priority icon	Ctrl + 1, Ctrl + 2, etc.
<b>Editing</b>	
Undo the last action	Ctrl + Z / Alt + Backspace
Redo the last action	Ctrl + Y
<b>Selecting</b>	
Select all topic and elements Select all topic note text (in note window)	Ctrl + A
Select multiple topics	Shift + Arrow key Shift + End Shift + Home
Select all peers	Ctrl + Shift + A
<b>Move Topics</b>	
Up one place	Ctrl + Shift + Up Arrow
Down one place	Ctrl + Shift + Down Arrow
To top	Ctrl + Shift + Home
To bottom	Ctrl + Shift + End
<b>Cut, Copy, Paste and Delete</b>	
Copy to the clipboard	Ctrl + C / Ctrl + Insert
Delete topic or object	Delete
<b>Topic Text</b>	
Edit topic text	F2
Move cursor to the beginning of topic text	Shift + Space
Move cursor to the end of topic text	Space
<b>Commands in Topic Text Edit Mode</b>	

Enter line break in topic	Shift + Enter / Ctrl + Enter
Move to beginning of line	Home
Move to beginning of topic text	Ctrl + Home
Move to end of topic text	Ctrl + End
Cancel editing topic	Esc
Find	Ctrl + F
<b>Commands in Find Mode</b>	
Find next	Enter
Spelling check	F7
<b>Formatting</b>	
Toggle to bold and back	Ctrl + B
Toggle to italics and back	Ctrl + I
Toggle to underline and back	Ctrl + U
Increase font size	Ctrl + Shift + >
Decrease font size	Ctrl + Shift + <
Copy format	Ctrl + Shift + C
<b>Using Help</b>	
Show help	F1
<b>General Windows Commands</b>	
Close a menu or dialogue box	Esc
Cancel an operation	Esc
Exit MindMaster	Alt + F4