

# MindMaster 7 User Manual

EDRAWSOFT

# CONTENT

Chapter 1 Introduction .....	4
Features of MindMaster .....	4
Chapter 2 Get Started with MindMaster .....	7
Download and Installation .....	7
Register and Activation.....	7
User Interface Overview .....	8
Chapter 3 Operations on Topics .....	13
Keyboard Shortcuts to Add Topics .....	13
Add/Delete Topics .....	13
Edit Topics.....	16
Select/Move/Find Topics.....	17
Chapter 4 Insert or Add Elements .....	19
Insert Relationships/Callouts .....	19
Add a Boundary/Summary .....	20
Insert Marks/Tags.....	21
Insert Clipart/Pictures .....	24
Insert Hyperlinks.....	25
Insert Attachments/Notes/Comments .....	27
Chapter 5 Mind Map Layout .....	30
Change Overall Layout.....	30
Change Connector Style .....	30
Change Numbering .....	31
Change Distance .....	32
Chapter 6 Theme and Style.....	33
Theme .....	33

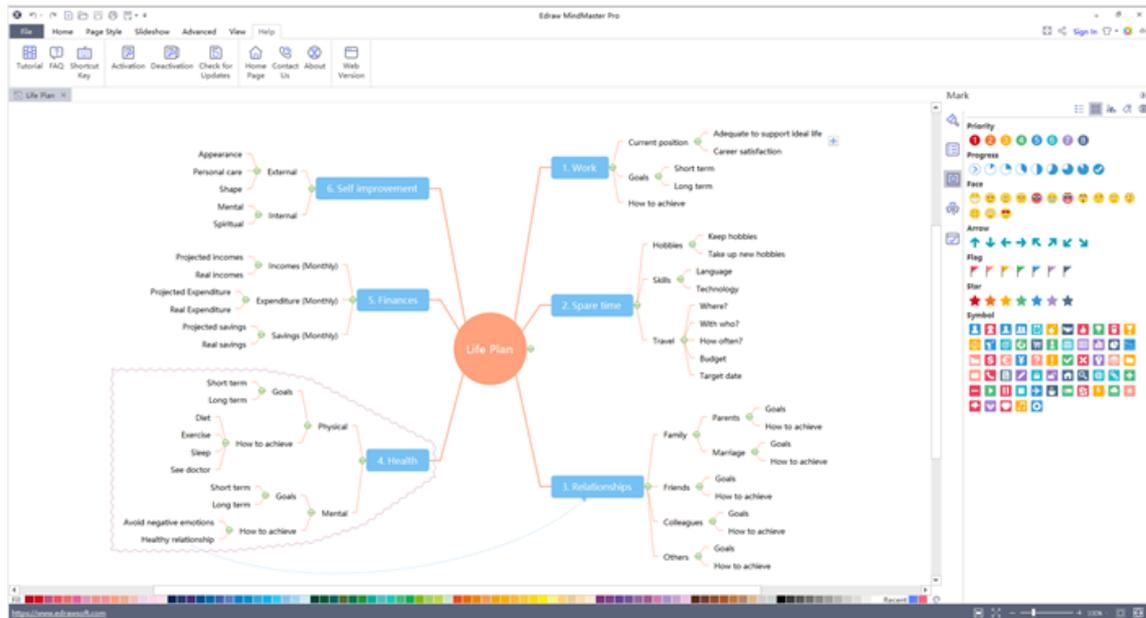
Style.....	34
Background .....	36
Fill .....	38
Shape.....	41
Shadow .....	42
Text.....	43
Branch.....	44
Chapter 7 Slideshow.....	45
Create Slides.....	45
Slide Preview .....	46
Slide Operations .....	47
Display Slides .....	48
Export/Print Slides.....	49
Chapter 8 Task Management.....	51
Resources .....	51
Tasks.....	53
Gantt Chart View .....	54
Chapter 9 Text Operations.....	57
Find and Replace .....	57
Spelling Check .....	57
Other Common Features .....	58
Chapter 10 File Operations.....	59
Open/Import a Mind Map .....	59
Save/Recover a Mind Map.....	60
Export a Mind Map .....	61
Print a Mind Map .....	63
Share a Mind Map.....	63

Chapter 11 View Mind Map .....	65
Outline View .....	65
Topic Display Options.....	66
Page Display Options .....	67
Chapter 12 Appendix.....	69
Keyboard Shortcuts.....	69

# Chapter 1 Introduction

## Features of MindMaster

MindMaster is designed for creating fresh new visual innovations, integrating your bullet points to structure an overall mind map. It is convenient and helpful for you to use MindMaster to sort out your thoughts or ideas in order to find solutions to problems. You can also use MindMaster for time management, business strategy and project management.



### 1. Abundant Templates

The built-in templates in MindMaster are comprehensive and cover all related fields. Novel design and diversified styles have become the core competence for MindMaster.

### 2. Task Management

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

### 3. Slide Presentation

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

## **4. Full Map Mode**

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

## **5. Styles and Themes**

MindMaster offers various exquisite themes and layout sets for users to select. The fonts, shapes, colors and line sizes are designed elaborately to fit different styles.

## **6. Powerful Toolbox**

Users are allowed to insert different kinds of objects into topics and mind maps in MindMaster, including relationship line, callout, boundary, summary, mark, clipart, picture, hyperlink, attachment, note, comment, and tag.

## **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 makes it easy for users to save mind mapping files and collaborate with team members in anyplace and anytime.

## **11. Drill**

The 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**

Users can share mind maps with a link and post them in social network and other places.

### **14. Import**

MindMaster allows users to import files of MindManager, Xmind and Edraw Max.

### **15. Export**

You can export MindMaster documents to Graphics, PDF, Word, Excel, PPT, Html, SVG, MindManager, and many other types of files.

### **16. Quick Mapping**

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

## Chapter 2 Get Started with MindMaster

### Download and Installation

#### Download

You can download MindMaster installation package from our download center (<https://www.edrawsoft.com/en/download-center.html>).

#### System Requirements

- Windows 2000, XP, Vista, Windows 7, Windows 8 and Windows 10;
- Or Mac OS X 10 and later;
- Or Linux (Debian, Ubuntu, Fedora, CentOS, Open SUSE, Mint, Knoppix, RedHat, etc.).
- At least 1 GB RAM
- At least 850 MB free disk space

#### For Assistance

If you have further problems, please contact [support@edrawsoft.com](mailto:support@edrawsoft.com).

### Register and Activation

#### Register Cloud Account

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

#### Activation

Once successfully installed, you can activate the software with your license code. If you don't have a license code, you can click **Buy Now** to place an order.

Run MindMaster with the computer administrator privilege. Go to **Help** tab, click **Activation** to run the **Activation Wizard** and input your License Name (can be any name) and License Code to activate the software.

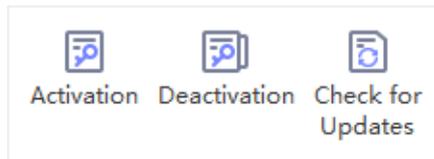
#### Deactivation

Deactivation is necessary if you wish to format computer, re-install computer operating system or move MindMaster from one computer to another. Please note that deactivation can only be done once every 30 days.

Go to **Help** tab, and click **Deactivation**. Once you have chosen to deactivate MindMaster, the software on your current computer will turn to the unlicensed version, so you can activate it on another device.

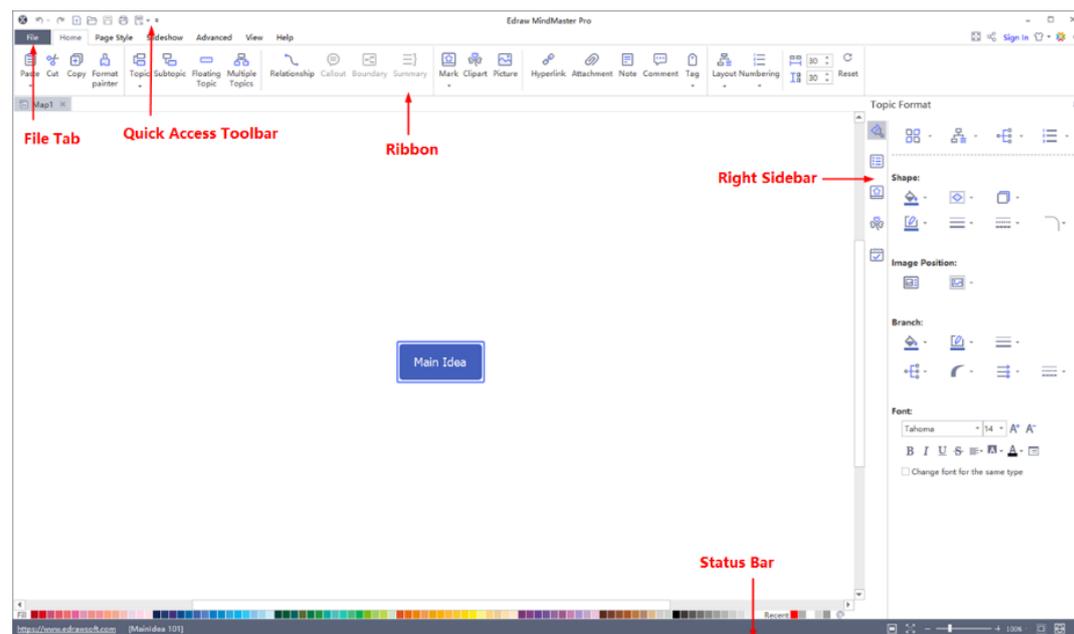
## Check for Updates

Go to **Help** tab, click **Check for Updates**, then MindMaster will check its latest version and ask you whether update it or not.



## User Interface Overview

The interface shows the window where you can create mind maps. Here you can see **File Tab**, **Quick Access Toolbar**, **Ribbon**, **Right Sidebar** and **Status Bar**.



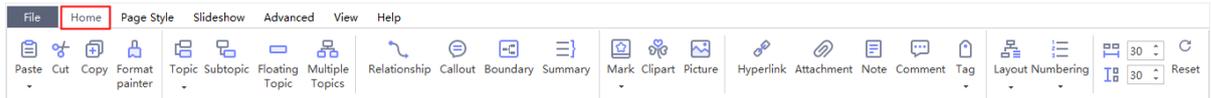
## Quick Access Toolbar

On the quick access toolbar, you can find quick tools, including **Undo/Redo**, **Create a New Map**, **Open Files**, **Save**, **Print** and **Export**. You can click the down triangle next to Export icon and check or uncheck the corresponding options to hide or add any of these buttons. You can also choose to place the quick access toolbar on the top or at the bottom of the ribbon.

# Ribbon

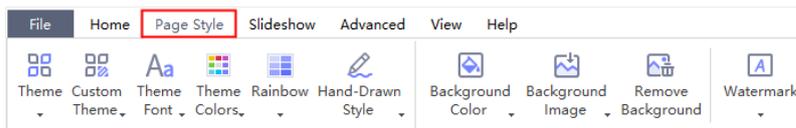
## 1. Home Tab

On **Home** tab, you can choose to insert topics, relationships, callouts, marks, clipart, images, hyperlinks, attachments, notes, comments or tags into mind maps. You can also change map layouts, number your topics, and set horizontal or vertical distances.



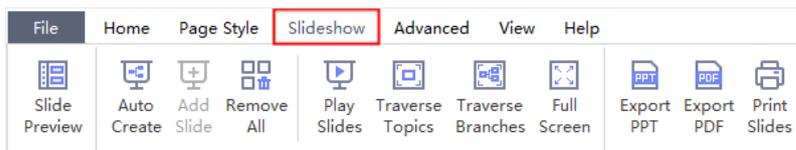
## 2. Page Style Tab

The **Page Style** tab is where you can format your mind maps. You can select a theme, choose theme fonts and theme colors. You can also choose rainbow styles, give your mind map a hand-drawn look, edit or remove backgrounds, and customize your own watermarks.



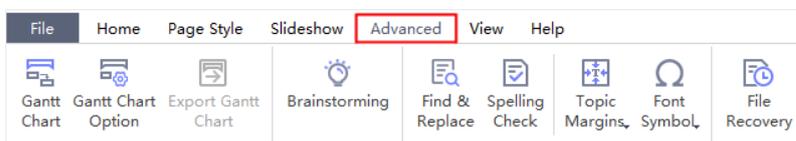
## 3. Slideshow Tab

On **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. Once it's finished, you can preview your work in full screen, then export it to PPT or print it out.



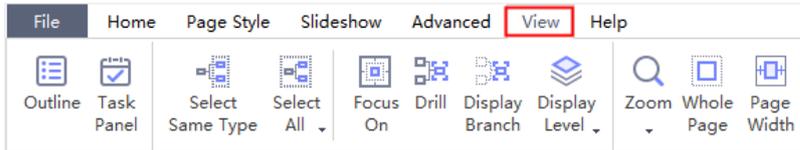
## 4. Advanced Tab

On **Advanced** tab, you can create, edit and export Gantt Charts. You can enable the functions of **Find & Replace** and **Spelling Check**, or add font symbols to your maps. In case of unexpected situations (e.g. laptop power-off), File Recovery will help you save your work.



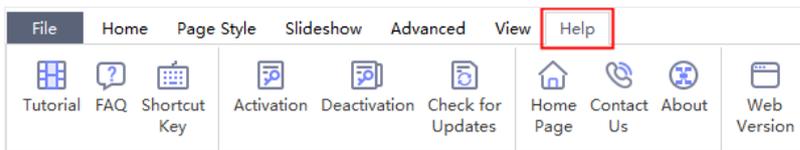
## 5. View Tab

The **View** tab shows different view options for your work. You can display your maps in different levels, or focus on single topics or branches. Besides, you can zoom in or out your maps and make your maps fit to the canvas.



## 6. Help Tab

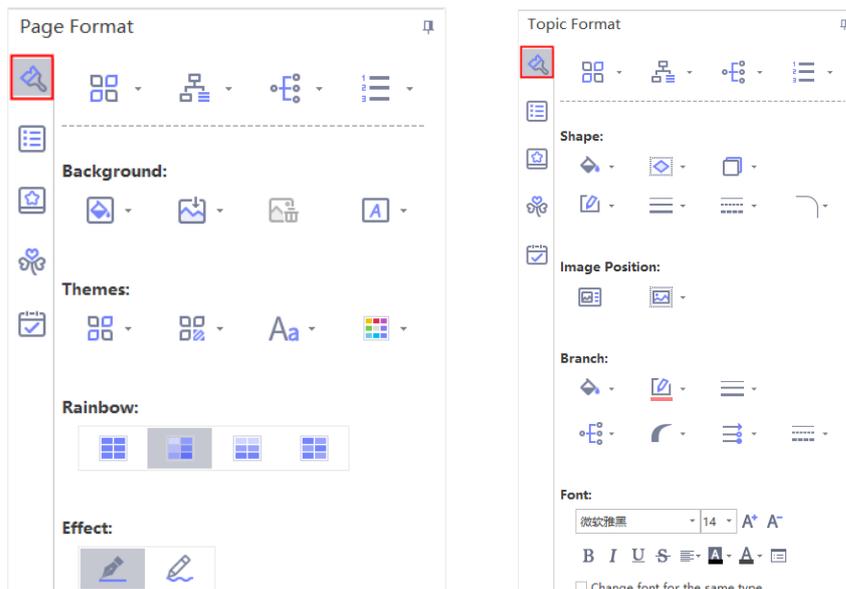
On **Help** tab, you can easily find related guides for reference via **Tutorial**, **FAQ**, **Contact Us** and **Shortcut Key**. There are also buttons for software activation, deactivation, updates and web version.



## Right Sidebar

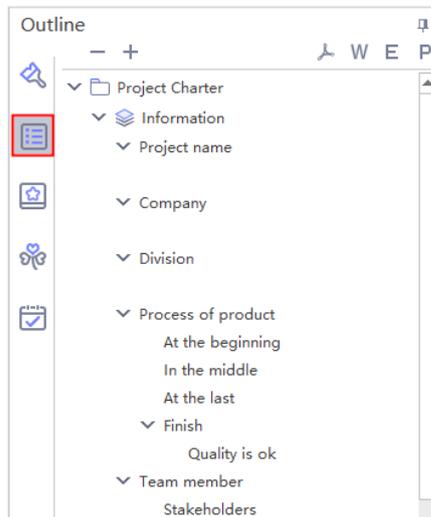
### 1. Format Panel

The right sidebar has 5 tabs in total: **Format**, **Outline**, **Mark**, **Clipart**, and **Task**. On **Page Format** panel, you can change your maps' styles, layouts, colors, themes, rainbows, etc. Besides, you can edit your map backgrounds and watermarks, or switch to Hand-Drawn style.



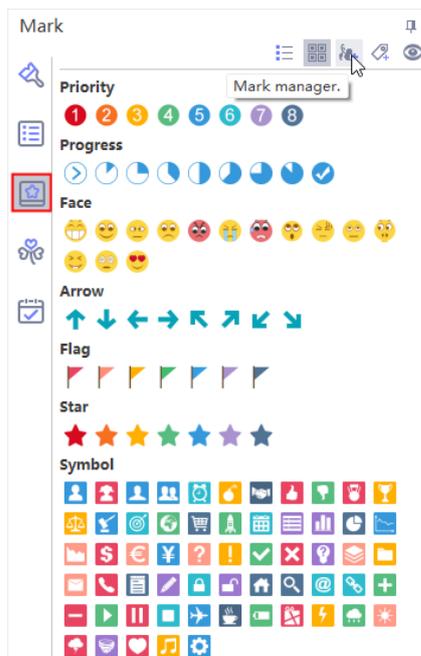
## 2. Outline Panel

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



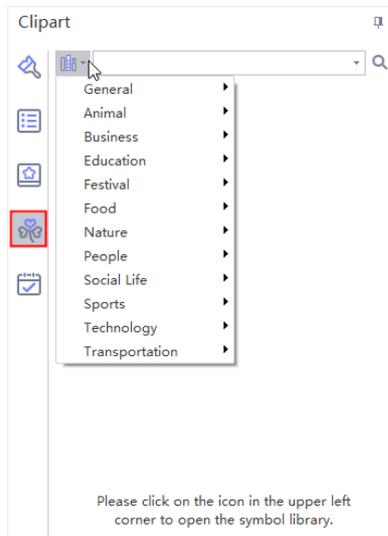
## 3. Mark Panel

On **Mark** panel, you can see commonly-used marks for mind maps such as Priority, Progress, Face, Arrow, Flag, and Star. You can add and manage your own mark groups by clicking **Mark Manager** button on the top right corner.



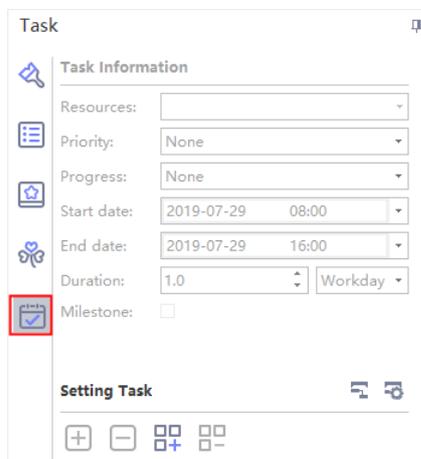
## 4. Clipart Panel

On **Clipart** panel, you can get a large number of original designed symbols and icons to decorate your mind maps. You can browse by categories or search for your preferred ones in the top search box.



## 5. Task Panel

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



# Chapter 3 Operations on Topics

## Keyboard Shortcuts to Add Topics

<i>To Insert</i>	<i>Shortcut(s)</i>
Main Idea (Central Topic)	Add Automatically
Topic / Sibling Topic	Enter
Topic before the selected topic	Shift + Enter
Subtopic	Insert / Ctrl + Enter
Parent Topic	Shift + Insert
Floating Topic	Alt + F
Multiple Topics	Ctrl + Shift + M

## Add/Delete Topics

### Add Main Topics

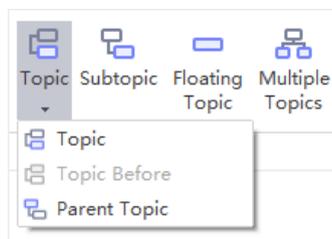
(Enter)

You can add main topics via 4 ways:

- Press **Enter** key on the keyboard to quickly add main topics.
- Click the floating button  beside the Main Idea.



- Click **Topic** button on **Home** tab.



There are 3 options under **Topic** button:

1. **Topic (Enter)**: Insert a topic after the selected topic.
2. **Topic Before (Shift + Enter)**: Insert a topic before the selected topic.

3. **Parent Topic (Shift + Insert):** Insert a parent topic for a selected topic.
- Click to use **Multiple Topics** option.

## Add Subtopics

*(Insert; Ctrl + Enter)*

There are 4 ways to add subtopics.

- Select a topic and press **Insert** or **Ctrl + Enter** on the keyboard.
- Select a topic and click the floating button .
- Select a topic and click **Subtopic** button on **Home** tab.
- Use **Multiple Topics** option.

## Insert Floating Topics

*(Alt + F)*

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

To add a floating topic, you can:

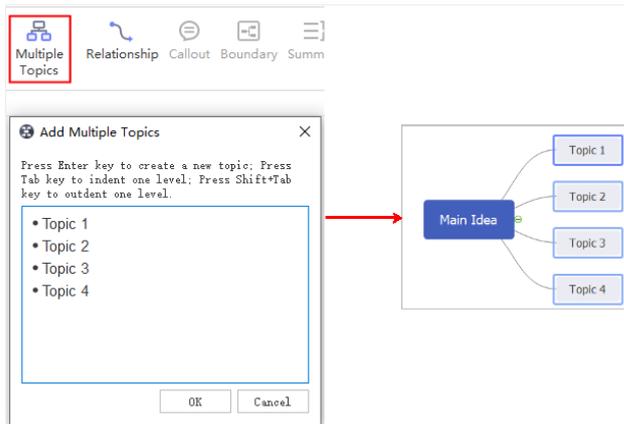
- Press **Alt + F**, then put the cursor on any location you want to add a floating topic and click the mouse.
- Click **Floating Topic** button on **Home** tab and click the mouse on the page.

## Insert Multiple Topics

*(Ctrl + Shift + M)*

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

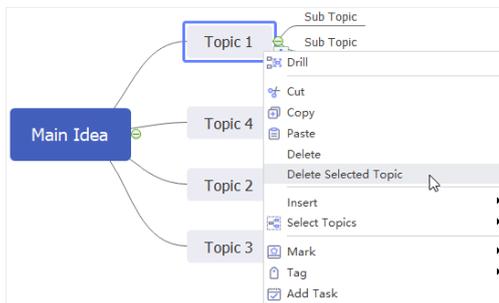
1. Click **Multiple Topics** on **Home** tab or press **Ctrl + Shift + M**.
2. In the pop-up dialogue, type the topics, then press **Enter**.
3. When you finish editing, click **OK**.



## Delete Selected Topic

You can only delete a selected topic and keep its subtopics undeleted.

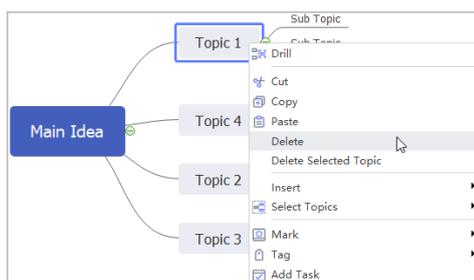
1. Select the target topic.
2. Right-click and choose **Delete Selected Topic**.
3. The selected topic will be deleted.
4. The reserved subtopics will be promoted up one level.



## Delete Selected Topic and all its Subtopics

You can delete a topic with its subtopics.

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



# Edit Topics

## Cut, Copy and Paste Topics

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

These functionalities can help you quickly duplicate a topic or branch and paste it as a floating topic or as a subtopic.

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

## Edit Topic Text

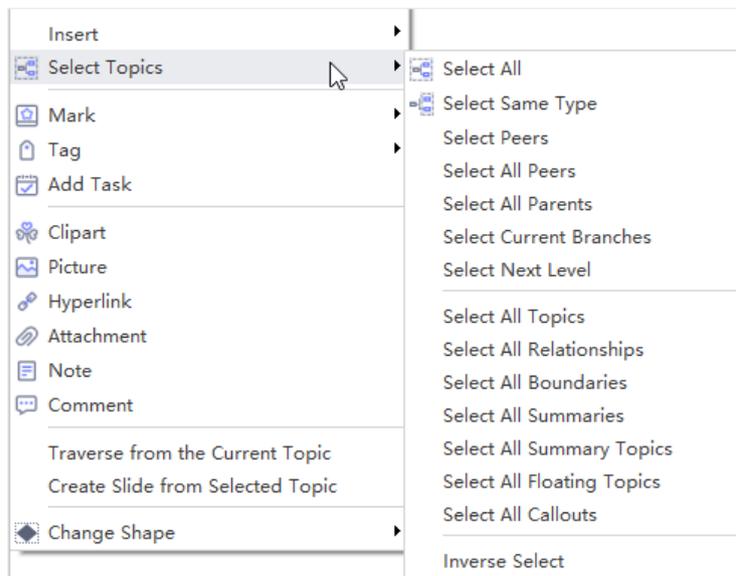
You can double-click on a topic to edit the topic text. Below are shortcuts to help you quick edit topic contents. Note that you need to select the topic firstly.

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

# Select/Move/Find Topics

## Select Topics

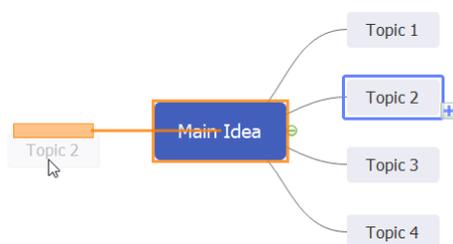
Right-click on any topic which is on the page and on the contextual menu, as you can see in the below picture, you can select topics by different types or levels of topics:



## Move Topics

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

When you move a topic by selecting and dragging it to the new position, a visual sign will appear to show where the topic will be moved to. Any of your topics (except **Main Idea**) and topic branch will be rearranged and moved among different levels.



Below are keyboard shortcuts for moving topics:

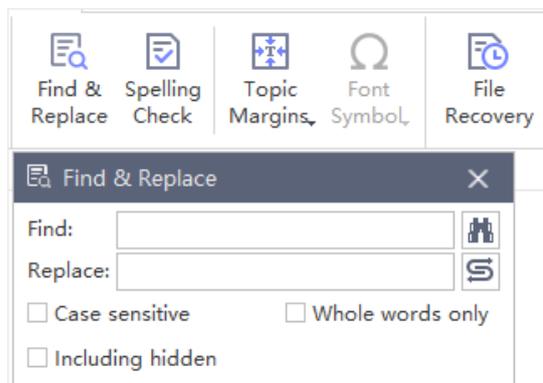
<b>Action</b>	<b>Shortcut(s)</b>
Move up	Ctrl + Shift + Up Arrow
Move down	Ctrl + Shift + Down Arrow

Move to beginning	Ctrl + Shift + Home
Move to end	Ctrl + Shift + End
Move to left	Ctrl + Shift + Left Arrow
Move to right	Ctrl + Shift + Right Arrow

## Find Topics

*(Ctrl + F)*

You can find text in the topics, labels, boundary, callout, summary, or notes quickly. To open **Find & Replace** window, you can press **Ctrl + F** or click **Find & Replace** button on **Advanced** tab.



# Chapter 4 Insert or Add Elements

## Insert Relationships/Callouts

### Insert Relationships

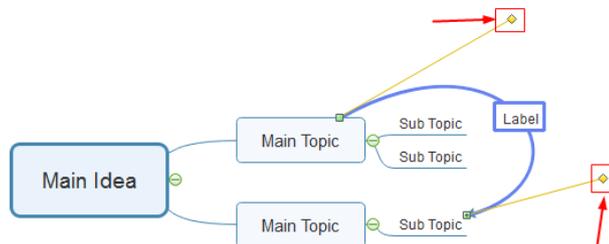
*(Ctrl + R)*

Some shapes aren't connected directly, but you can show their relationships with relationship lines.

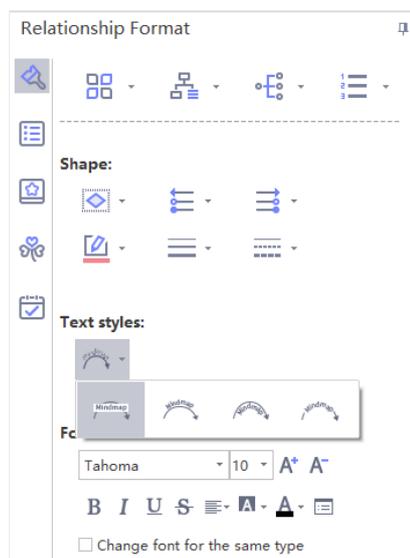
1. Select a topic that you want to add a relationship line.
2. Click **Relationship** on **Home** tab.
3. Move the pointer to another target topic and click.
4. A relationship line is added.
5. Double-click on the text area to edit text on the line.

#### Tips:

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



2. Select a line and you can change the text style of the line on Relationship Format panel.



## Insert Callouts

*(Alt + Enter)*

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

1. Select a topic.
2. Click **Callout** on **Home** tab or right-click the topic to select **Callout**.
3. Type texts into the callout.
4. Right-click the callout to change the shape.
5. The formats can be changed on the right-side panel.

**Tips:** Callouts can be regarded as floating topics, which can be distinguished from the existing topics clearly by inserting subtopics.

## Add a Boundary/Summary

### Add a Boundary

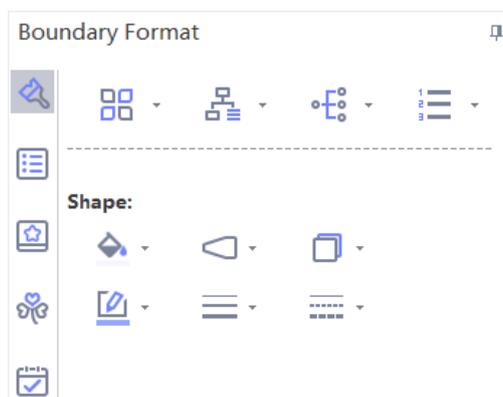
*(Ctrl + Shift + B)*

#### To Create a boundary:

1. Select topics which need to be gathered together (vertical, horizontal or both).
2. Click **Boundary** on **Home** tab or right-click on the selected objects to select **Insert** option and click **Boundary**.

#### To Change boundary formats:

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

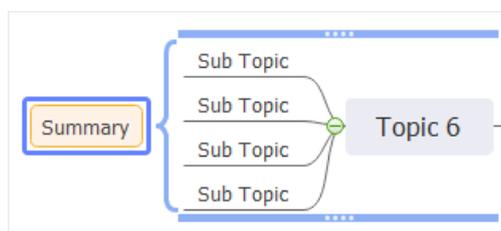


**To Remove a boundary:** Right-click on the boundary and click **Delete** button or press **Delete** key.

## Add a Summary

*( Ctrl + ] )*

1. Select topics that need to be summarized.
2. Click **Summary** on **Home** tab or right-click the selected topics to select **Insert** button and click **Summary**.
3. Type texts in **Summary** topic.
4. Add subtopics to expand the summary into a new topic tree.



## Insert Marks/Tags

### Insert Marks

*(F9)*

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

#### To Insert Marks into Topics:

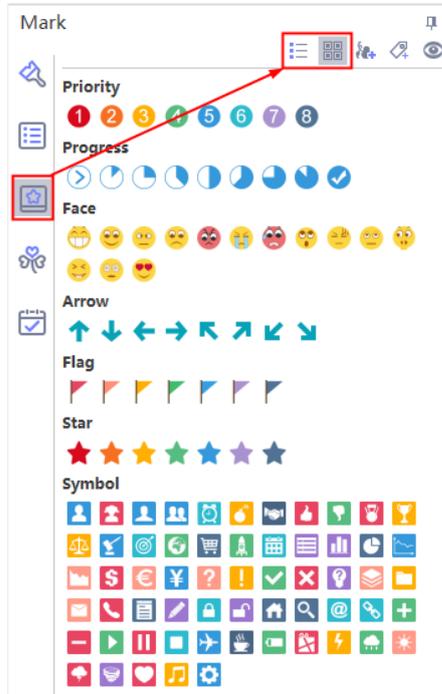
1. Select a topic to add marks.
2. Open **Mark** panel by pressing **F9**, clicking **Mark** button on **Home** tab or clicking **Mark** icon on the right sidebar.
3. Click any mark on **Mark** panel to add it into the selected topic.

#### Notes:

1. Marks from one group can be mutually exclusive and only one mark from this group can be added on a topic, but multiple marks from different groups can be added on a topic.
2. After a mark is added to a topic, you can click it to switch to another mark from the same group.

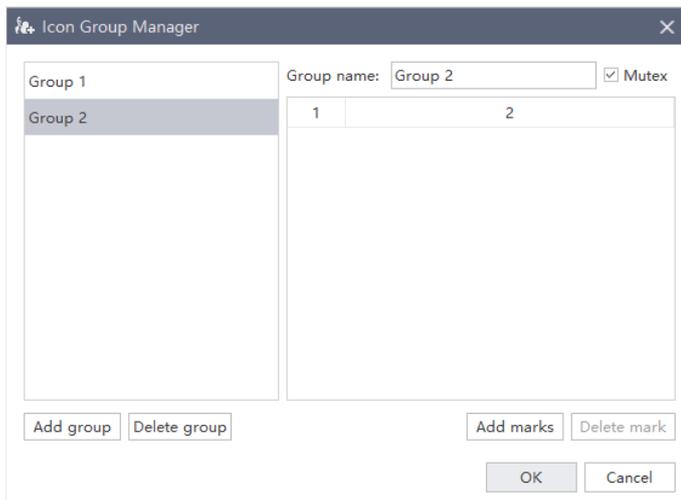
**To Manage Mark Groups:** This feature is used to change ways to view **Mark panel: icon list** and **icon tile**. The default view for marks is **icon tile view**. If you intend to change to **icon list**

**view**, you can click the button  .



### To Add a New Mark Group:

1. On the top of the **Mark** panel, click **Mark Manager** button  .
2. Click **Add group** and rename it.
3. Tick **Mutex** if the content of this group are mutually exclusive.
4. Click **Add marks** to insert marks from local disk to your group.
5. Click **Delete mark** at any time if you want to remove it from the group.



**To Hide Unused Marks:** Click  on **Mark** panel to hide unused marks and concentrate on frequently-used marks.

## Insert Tags

*(Ctrl + G)*

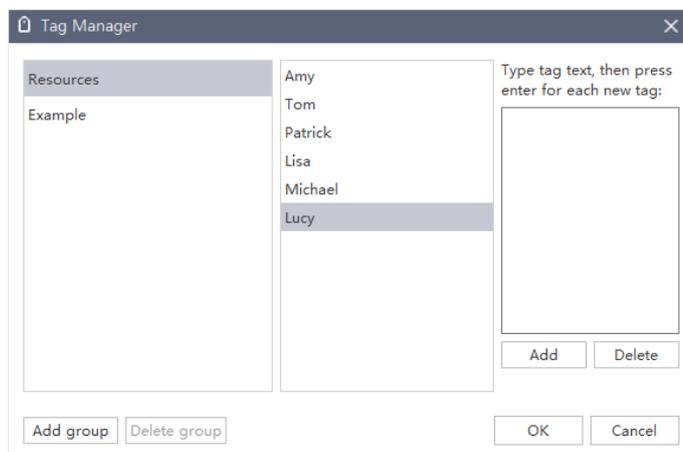
A tag is one of text annotations to present brief information below the topic. The collection of tags can be widely used for identification, emphasis and transmission.

### To Add a Group of Tags:

1. Select a target topic.
2. Click **Tag** button on **Home** tab or right-click the topic to select **Tag** to enter **Tag manager** window.
3. Or you can click tag button on **Mark** panel.



4. Type tag text into the typing box.
5. Click **Add** to add it into a group.



### To Insert a Tag into Text:

1. Select a target topic.
2. Click **Tag** button on **Home** tab or right-click the topic to select **Tag**.
3. Select one tag or more in the groups that you have created and the tag will be inserted into the text.

## To Manage Tags:

1. Click **Add group** for adding another group of tags.
2. Double-click the name to rename tags.
3. Click **Delete group** to remove the unnecessary group.

## Insert Clipart/Pictures

### Insert Clipart

*(Ctrl + Shift + I)*

MindMaster offers a clipart library with a large collection of clipart for users.

1. Click **Clipart** on **Home** tab, or click **Clipart** icon  on the right sidebar to open **Clipart** panel.
2. Click library icon  to choose clipart from categories.
3. Or enter keywords in **Search Bar** to search from clipart library.
4. Double-click on a clipart to add it into the selected topic, or drag and drop a clipart to any topic of your map or the blank area of the canvas.

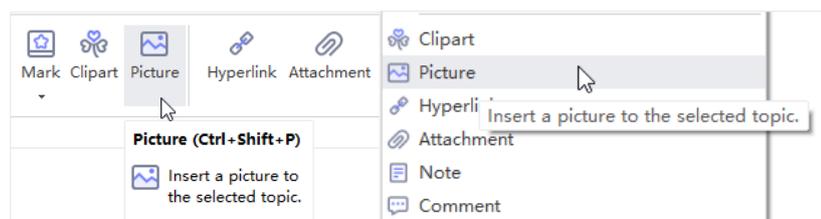
**Tips:** You can insert the clipart into the four directions of a text in a topic.

### Insert Pictures

*(Ctrl + Shift + P)*

MindMaster allows you to insert pictures into topics. It supports massive picture formats like GIF, JPG, PNG, ICO, BMP, TIF, etc. You can insert pictures from local files:

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

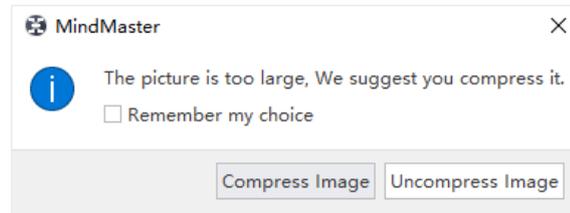


3. Select a picture from your device.
4. Press **Open**.

5. Drag the selection handles to adjust the size of pictures.

**Notes:**

1. If your picture is over-sized (more than 600\*600 pixels), there will be a reminder window to let you decide whether to compress the picture or not.



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

## Insert Hyperlinks

*(Ctrl + K)*

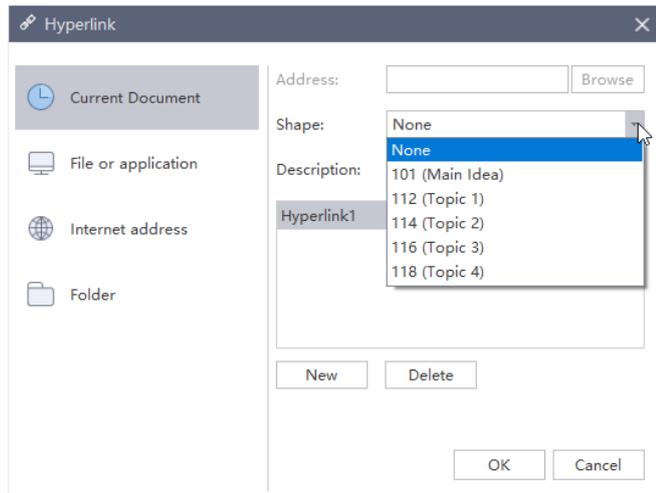
Hyperlinks are convenient for users to view other documents, files or websites in mind maps, including current documents, files, applications, internet addresses, and folders.

The hyperlinks can link to any of the followings:

- Another page or shape in the current document
- A file or application
- A folder
- A Web URL

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

1. Select a topic you want to add hyperlink to.
2. Click **Hyperlink** on **Home** tab, or right-click the topic and choose **Hyperlink**.
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 of a Web URL

1. In the type list, choose **Internet Address**.
2. In **Address** box, input the address of a Web site, FTP site, or e-mail address (beginning with http://, ftp://, or mailto: respectively).
3. In **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 of a File or Application

1. In the type list, choose **File or Application**.
2. Click **Browse** and navigate to a file or application and select the **Save Path**.
3. In **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 topic that needs to change or delete the hyperlink.
2. Click **Hyperlink**.
3. To change a hyperlink, select the hyperlink in the hyperlink list, make the changes and then click **OK**.
4. To delete a hyperlink, select the hyperlink in the hyperlink list, click **Delete**.

**Tips:** The Hyperlink icon is on the right of topics. If you move the pointer to the icon, you will see the link address and the name.

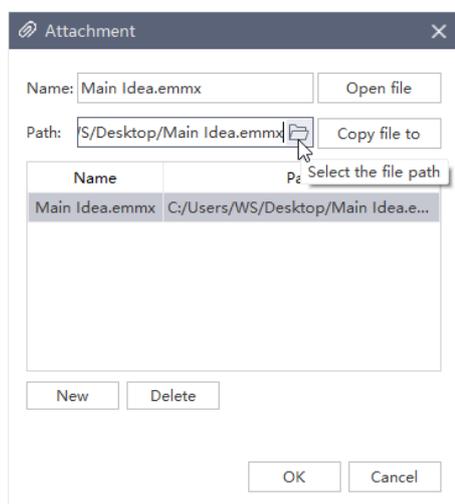
# Insert Attachments/Notes/Comments

## Insert Attachment

*(Ctrl + H)*

MindMaster supports to insert attachments without quantity limitation. Attachments can be saved automatically in mind maps.

1. Select the topic.
2. Click **Attachment** on **Home** tab or right-click the topic and choose **Attachment** option.
3. Click **Path** to select an image, a file or anything on the pop-up **Attachment** window.



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

**Tips:** The **Attachment** icon is on the right of the topic. Hover the cursor on the icon, and you can see its name. Click the attachment name to open the attachment.

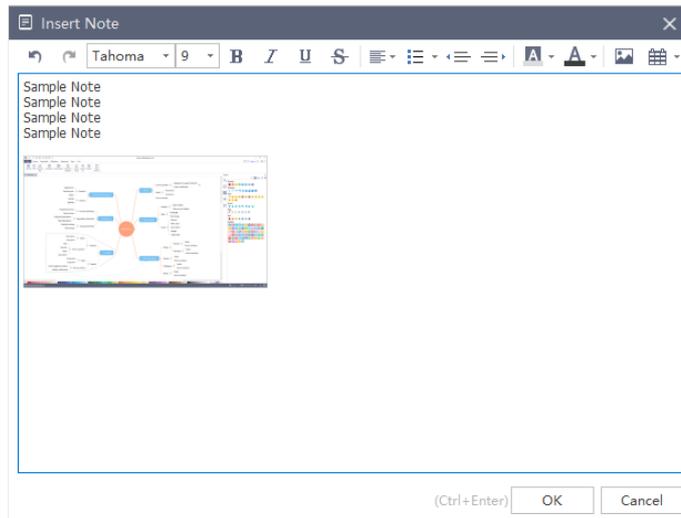


## Insert Notes

*(Ctrl + T)*

As mind maps are concise, details could not be shown completely on 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 targeted topics or sub topics.
2. Click **Note** on **Home** tab, or right-click the topic and select **Note**.
3. Type your note in 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 tools on the toolbar.
7. To check your notes, hover the cursor over **Note** icon.

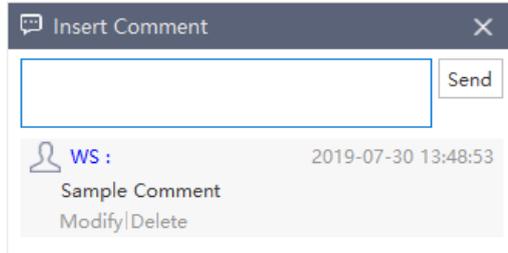


## Insert Comments

*(Ctrl + Shift + T)*

Commenting on the specific topic or subtopic in a collaborative team is a highlight in MindMaster. You can receive praises and suggestions from your colleagues and supervisor directly with the base of Cloud.

1. Click the topic or subtopic which you need to comment.
2. Click **Comment** on **Home** tab or right-click the topic and choose **Comment**.
3. Type comments into the dialog box.
4. Click **Send** after you editing all the comments.
5. Click **Modify** to edit the sent comment.
6. Click **Delete** to remove a comment.



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

**Tips:**

1. Before commenting, make sure that 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.

# Chapter 5 Mind Map Layout

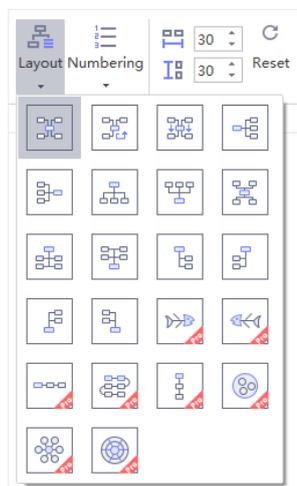
## Change Overall Layout

The layout of all topics is influenced by the map's integral layout. With layout options, you can change the overall or partial layout styles.

1. Put the cursor on a blank area or click **Main Idea**.
2. Go to **Home** tab and click **Layout**, or go to the right sidebar, click **Format** icon, and then

click **Layout** button  .

3. Select the desired layout style for the mind map.



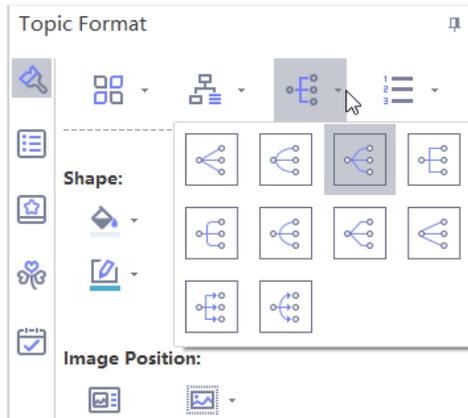
## Change Connector Style

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

### Change All Connectors' Styles

If you don't select anything, changes of the 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 on **Topic Format** panel.
3. Select your desired connector style in the drop-down list.



## Change Connectors' Styles of Certain Topics

1. Select the parent topic which you want to change connector styles.
2. Click **Connector Style** on **Topic Format** panel.
3. Select your desired connector style in the drop-down list.

## Change Connectors' Styles of Certain Branch

1. Select the whole branch which you want to change connector styles.
2. Click **Connector Style** on **Topic Format** panel.
3. Select your desired connector style in the drop-down list.

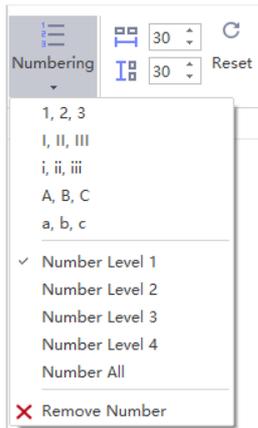
## Change Numbering

The 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 also show in your outline.

## Add Numbering

1. Select the parent topic of the subtopics you want to number.
2. Click **Numbering** button on **Home** tab or on **Format** panel.
3. Choose the desired type and level of numbering.

**Note:** Numbers are automatically added by clockwise order and they can't be edited manually.



## Delete Numbering

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

## Change Distance

The unit of 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 **Home** tab, click the up arrows and down arrows next to **Reset** button to increase or decrease the numbers of horizontal and vertical distance.
2. Press **Enter** to set your adjustment to your map.
3. Or input 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.

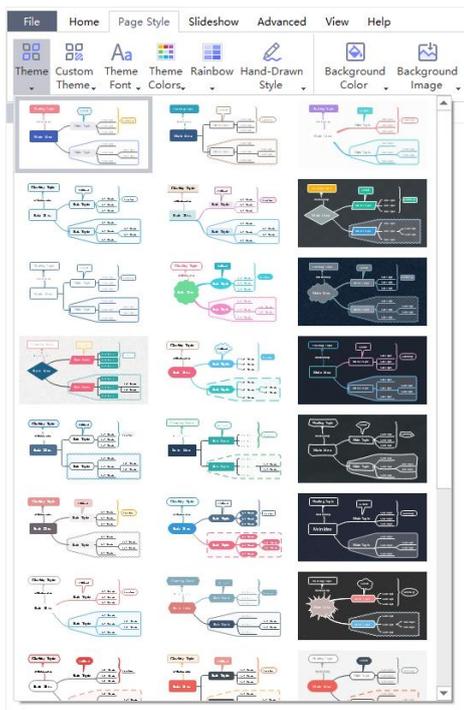
# Chapter 6 Theme and Style

## 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 **Main Idea** or select nothing.
2. Click **Theme** button on **Page Style** tab or **Format** panel.
3. Drag the scroll bar to choose your desired theme.

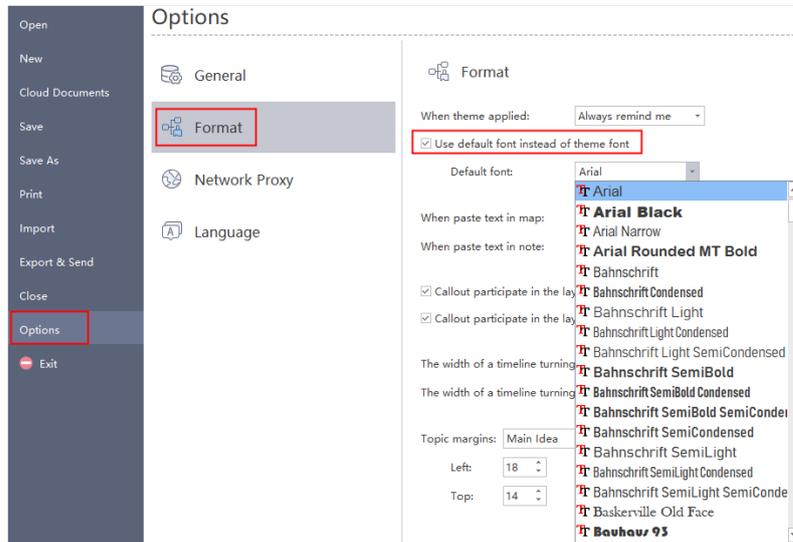


### Change Theme Font and Color

After selecting a theme, you can also change the theme font and theme color.

1. Click on the blank area to make sure that you aren't selecting anything.
2. Click **Theme Font** and **Theme Color** buttons on **Page Style** tab or **Page Format** panel.

**Tip:** You can set a default font for your map and use the default font instead of the theme font. Go to **File > Options**, click **Format**, and tick **Use default font instead of theme font**, then choose a default font type for your map.

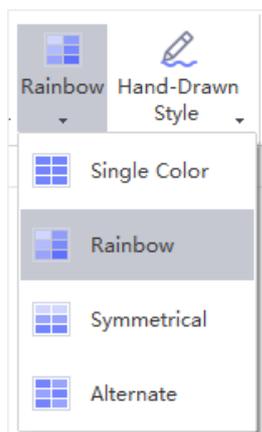


## Style

### Rainbow Style

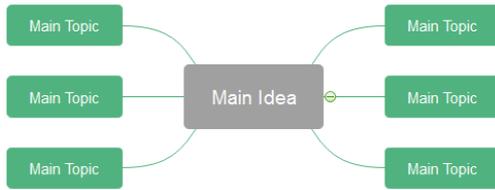
The **Rainbow Style** lets you choose how to distribute the theme colors. There are 4 rainbow styles: **Single Color**, **Rainbow**, **Symmetrical**, and **Alternate**.

You can go to **Page Style** tab or **Format** panel to find **Rainbow** option.



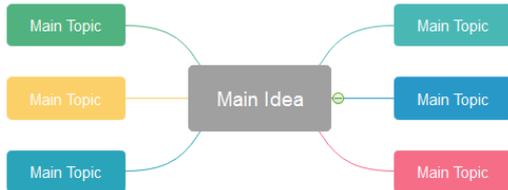
#### 1. Single Color

Clicking **Single Color** button will apply a single color for all branches.



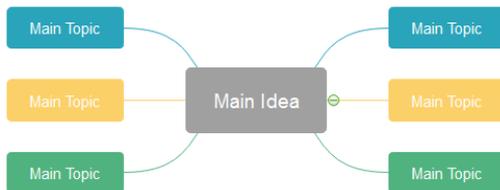
## 2. Rainbow

Clicking **Rainbow** button will apply different colors for each branch.



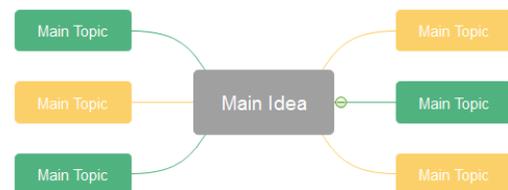
## 3. Symmetrical

Clicking **Symmetrical** button will apply bilateral symmetrical colors for branches.



## 4. Alternate

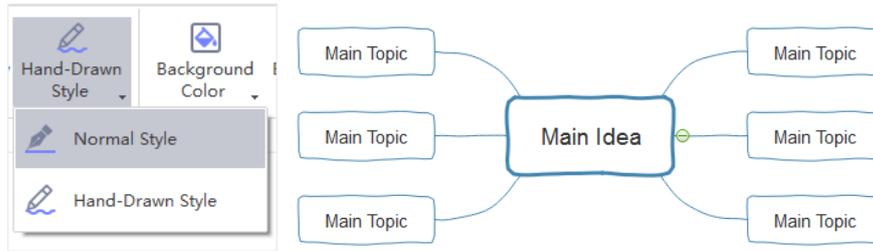
Clicking **Alternate** button will apply two alternate colors for branches.



## Hand-drawn Style

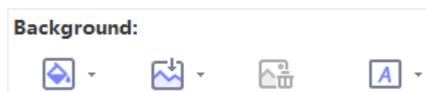
The default effect of a map is **Normal Style**. A **hand-drawn** style turns the default lines and shape borders into natural wavy lines to give the map a hand-drawn look.

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



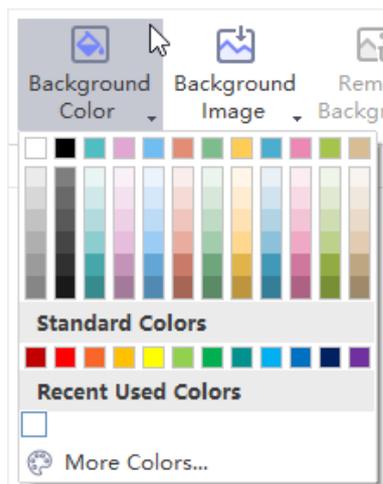
## Background

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



### Background Color

Click **Background Color** button to fill background with single colors.



### Background Image

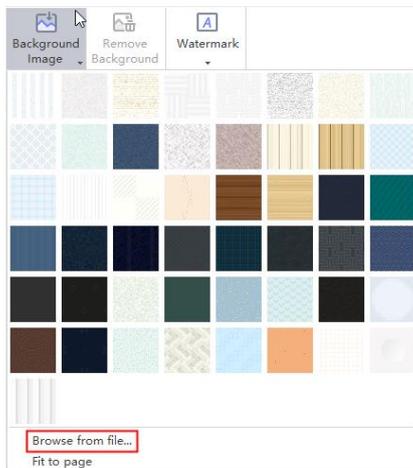
MindMaster has a wide range of predefined background images to enhance the look of your map. You can add these background images from the built-in gallery or from local files.

#### To Add a Background image from Built-in Gallery:

1. Click **Background Image** button on **Page Style** tab.
2. In the drop-down list, choose your preferred background image.

#### To Add a Background image from Local Files:

1. Click **Background Image** button on **Page Style** tab.
2. Click **Browse from file...** and navigate the file to find the desired images.



**Tips:** If you tick **Fit to page** option, 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.

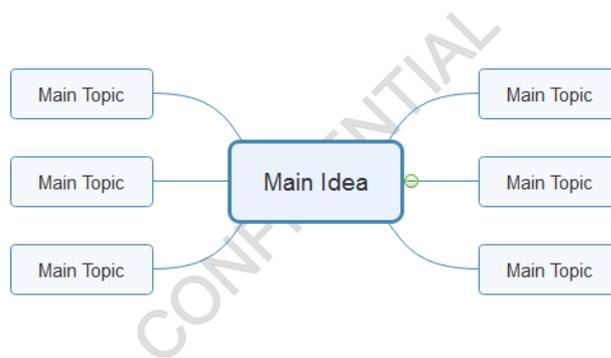
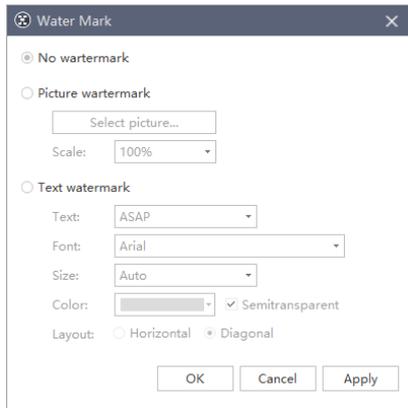
## Remove Background

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

## Add Watermark

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

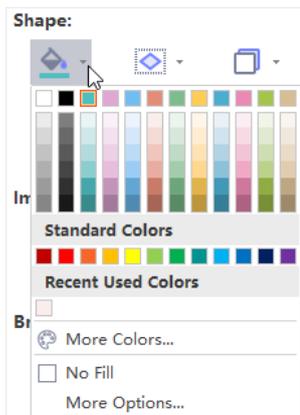
1. Click **Background Watermark** button .
2. Choose a pre-made watermark from thumbnails in the pull-down menu.
3. If you don't like the pre-made ones, you can click **Customize Watermark** to create your own ones.
4. In **Water Max** window, you can adjust the text, font, size, color or layout of your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



## Fill

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

1. Select a topic.
2. Click on **Format** icon to open **Format** panel on the right sidebar.
3. On **Format** panel, click **Fill** button  to choose your desired color to fill the selected shape.
4. Or you can apply colors on the quick color bar at the bottom of the canvas.

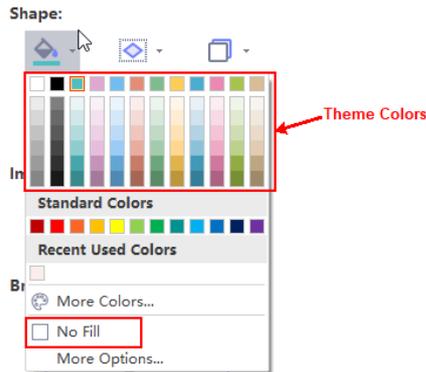


## No Fill

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

## Theme Fill Colors

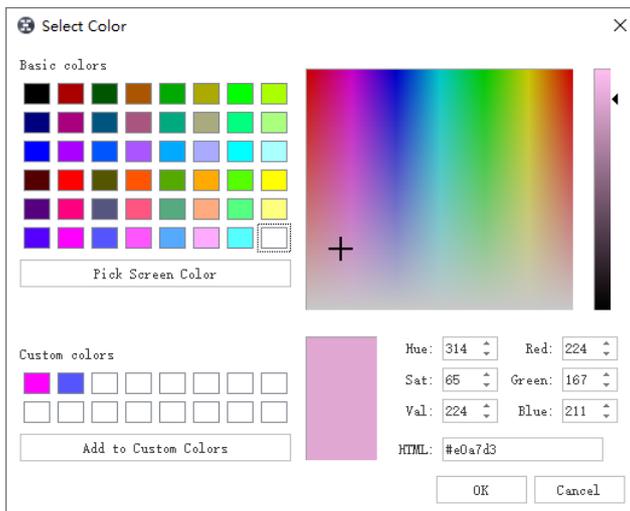
The top section of Fill colors is **Theme Fill Colors**. Theme fill colors are the predefined color sets for the current themes.



## More Colors

To change colors that aren't in theme colors or standard colors, click **More Colors** and in 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 from the drawing page.

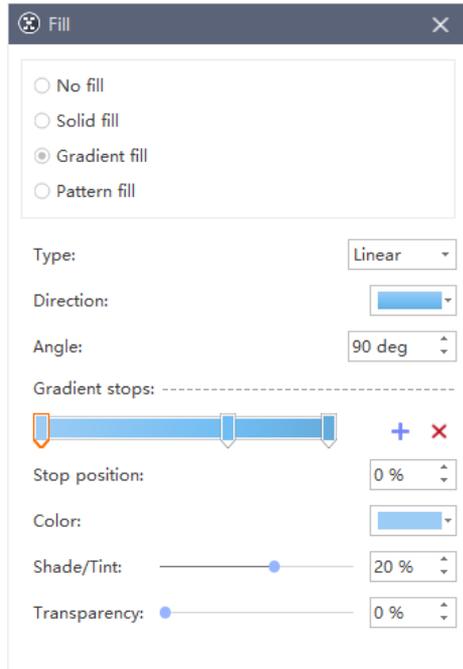


## Transparency

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 Options...** to find **Gradient Fill** option and add a gradient fill to a shape.



**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 **Direction** depend on **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:** It consists of position, color, and transparency values. 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 non-linear gradient.

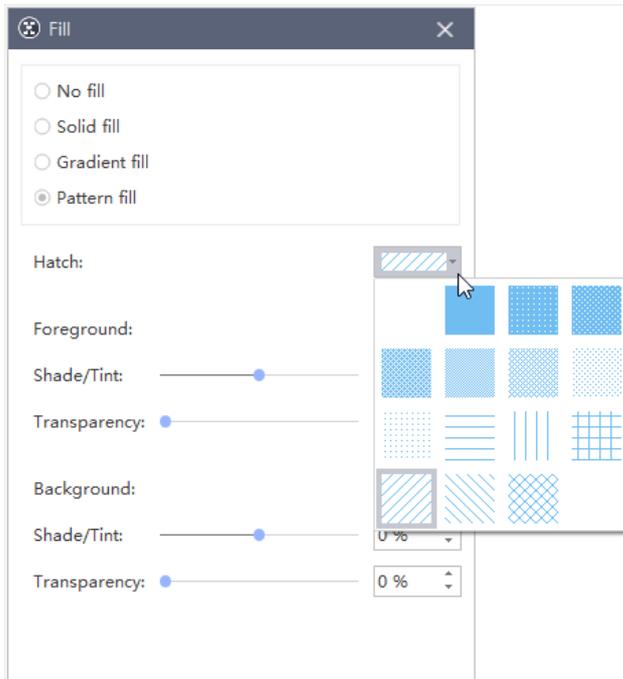
**Stop position:** To set the location for the color and transparency change in the gradient fill, please move the Stop position slider or enter a number in the box below the slider.

## Pattern Fill

You can also fill a shape with a predefined pattern.

1. Click **More Options...** on Fill drop-down menu.
2. In 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.

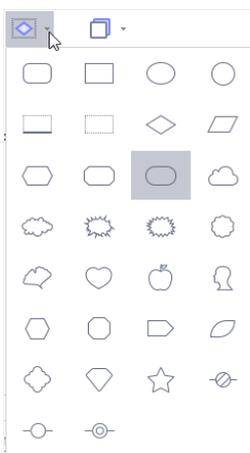


## Shape

### Change Topic Shape

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

1. Select a topic.
2. Click **Format** icon to open **Format** panel.
3. On **Format** panel, click **Shape Style** icon  to choose your preferred shape.

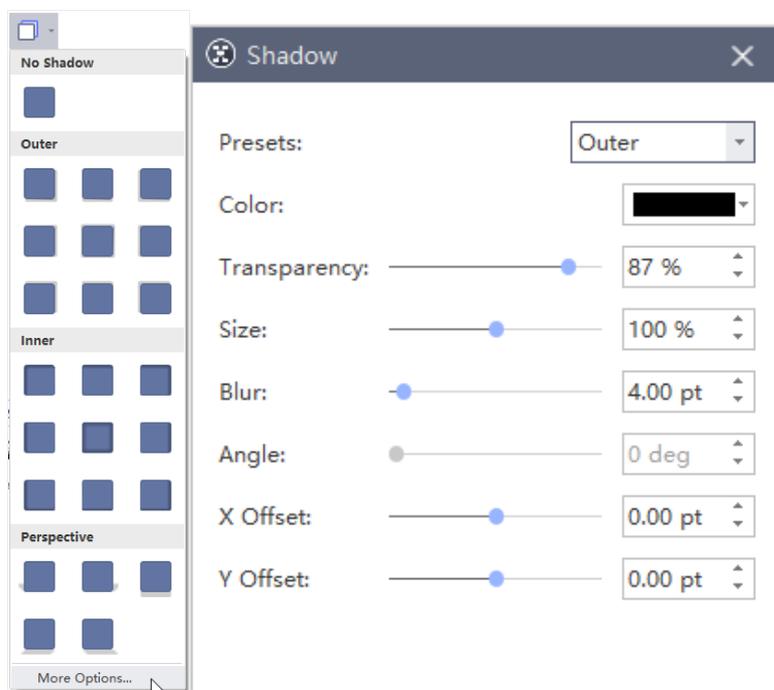


## Change Border Color and Style

1. Select the topic shape you want to change.
  2. On **Format** panel, in **Shape** group, you can change border color, line weight, dash type and line round.
- To change the border color, click **Line Color** button  , and then choose your preferred border color.
  - To change the border weight, click **Weight** button  , and then choose your preferred line thickness.
  - To change the border dash style, click **Dashes** button  , and then click your preferred line style.
  - To change the shape corner roundness, click **Line Round** button  , and then click your preferred line roundness.

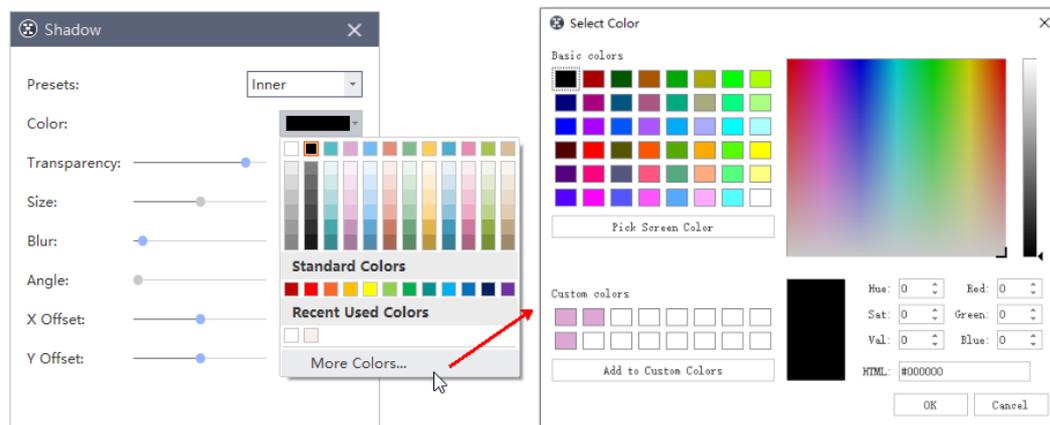
## Shadow

On **Format** panel, click **Shadow** button  , and then choose your preferred shadow effects.



If you cannot find your preferred ones above, click **More Options...** to create customized shadow. This function lets you set customized shadow colors, effects, or offsets.

**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 the degree that you can see 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 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 changing **Angle and Offset** options together, you can place the shadow anywhere relative to the shape.

**Shadow Offset:** To set a distance for an angle of the shadow, please enter offset values in the box next to the slider.

## Text

To change the format of text font, you can:

1. Select a topic or multiple topics.
2. On **Format** panel, in **Font** group, you can change text font types, font sizes, alignment, bullet points, boldness, line spacing, text colors, etc.

Click the following buttons to achieve corresponding font effects:

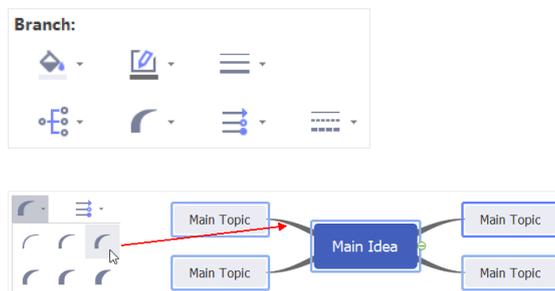
- **B** : Emphasize the selected text.
- **I** : Italicize the selected text.
- **U** : Underline the selected text.

-  : Draw a line through the middle of the selected text.
-  : Align selected text to a special edge.
-  : Highlight the selected text.
-  : Change the text color.
-  : Increase font size.
-  : Decrease font size.

## Branch

### For All Branches

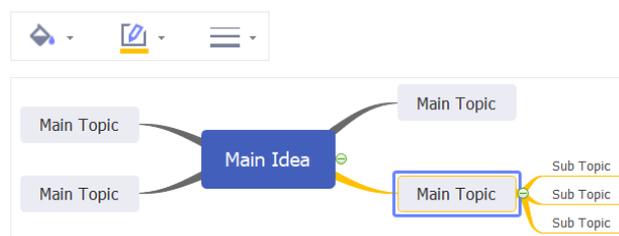
1. Select the central topic.
2. Go to **Format** panel, in **Branch** group, click on the buttons to set branch fill colors, line colors, line weight, arrows, dashes and styles.



### For Certain Branch

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

**Tip:** Changing branch line colors will change the colors of both connectors and shape borders of the branch.



## Chapter 7 Slideshow

On **Slideshow** tab, you can create or manage a set of slides for a map. Each slide can expand or collapse branches or sub-branches of your map. This feature can help viewers focus on a specific part of your map and you can present the whole map branch by branch in the slideshow.

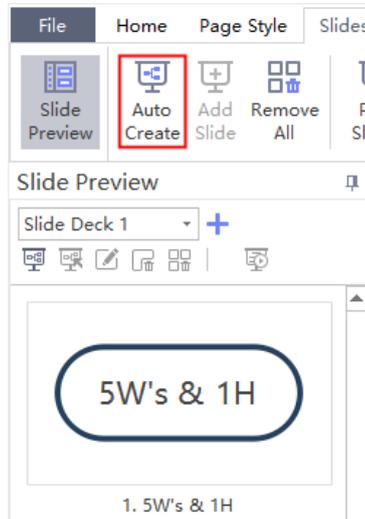
Once you have created slides, you can display, print, or export them into PPT format.

### Create Slides

#### Create Slides 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.

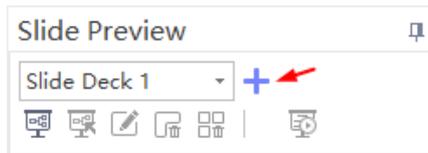
1. Go to **Slideshow** tab and click **Auto Create** button  .
2. When the slides are created, you can see thumbnails of the auto-created slides on **Slide Preview** panel. The first slide is **Main idea** and the rest of the slides are the branches.



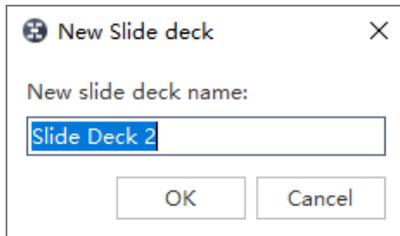
#### Create Slides Manually

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

1. Open Slide Preview panel and click  button.



2. A pop-up dialog box will show and let you name the new slide deck.



3. Type the name of your new slide and click **OK**.
4. A new slide deck is created.

## Slide Preview

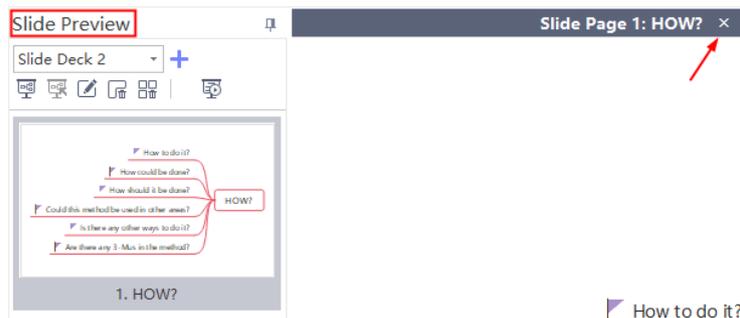
### Slide Preview Panel

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

the panel by clicking **Slide Preview** button  on **Slideshow** tab.

Click slide thumbnails on the panel and you can preview all the slides. Besides, you can click

 button to exit from viewing each slide on the right page.



### Delete Whole Slides

To delete the whole slides, you can:

- Click **Remove the Whole Slides** button  .
- Right-click the slide on **Slide Preview** panel and click **Remove the Whole Slides** in the context menu.

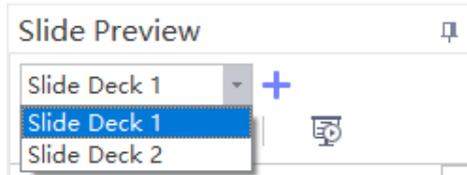
- Click **Remove All** button on **Slideshow** tab.

## Slide Operations

### Add Slides

Once you have created a slide deck, you can add new slides to the deck.

1. On **Slide Preview** panel, select the slide deck you need to add slides.



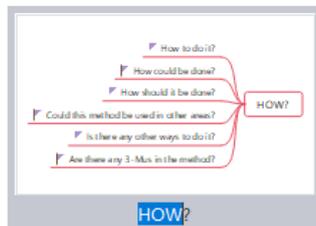
2. Select a branch or topic, and click **Add Slide** button  on **Slideshow** tab. You can also right-click the branch or topic and choose **Create Slide from the Selected Topic**.
3. When the branch or topic is added as a slide, you can see it on **Slide Preview** panel.



### Rename Slides

To rename a slide, you can:

- Select a slide from **Slide Preview** panel, click **Rename** button  on **Slide Preview** panel and type the new name.
- Double-click on the slide name and edit the name directly.

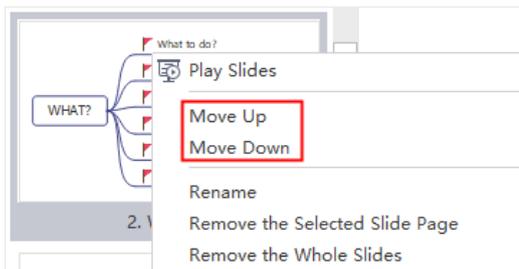


- Right-click a slide on **Slide Preview** panel, choose **Rename** in the contextual menu and type the new name.

## Reorder Slides

To reorder slides, you can:

1. On **Slide Preview** panel, drag and drop slide thumbnails to reorder slides directly.
2. Right-click on the slide thumbnail, and click **Move Up** or **Move Down**.



## Delete Slides

To delete a slide, you can:

- Select a slide on **Slide Preview** panel and click **Remove the Selected Slide Page** button



- Right-click the slide on **Slide Preview** panel and choose **Remove the Selected Slide Page** in the context menu.

## Display Slides

### Play Slides

Click **Play Slides** button on **Slideshow** tab or on **Slide Preview** panel to play slides. When the slides are in a slideshow mode, to navigate slides, you can:

- Press the **Down** or **Right** arrow on your keyboard to jump to the next slide and press the **Up** or **Left** arrow to go back to the previous slide.
- Click the right area on the screen to jump to the next slide and click the left area on the screen to go back to the previous slide.
- Move the cursor to the lower part of the canvas, a toolbar with 6 buttons will appear. Click the arrows keys to navigate your slides.



Click the following buttons to achieve corresponding effects:

- : Go to the previous slide
- : Go to the next slide
- : Zoom in
- : Zoom out
- : Fit to view
- : Exit slideshow

## Traverse Topics or Branches

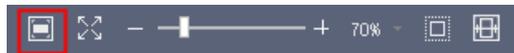
*(F5, Shift + F5)*

You can navigate and highlight specific topics or branches with the direction keys.

- Click **Traverse Topics** or **Traverse Branches** button to navigate your map.



- Click the full screen mode icon at the left corner of the bottom toolbar, then you can traverse and edit your map in the full screen mode.



## Export/Print Slides

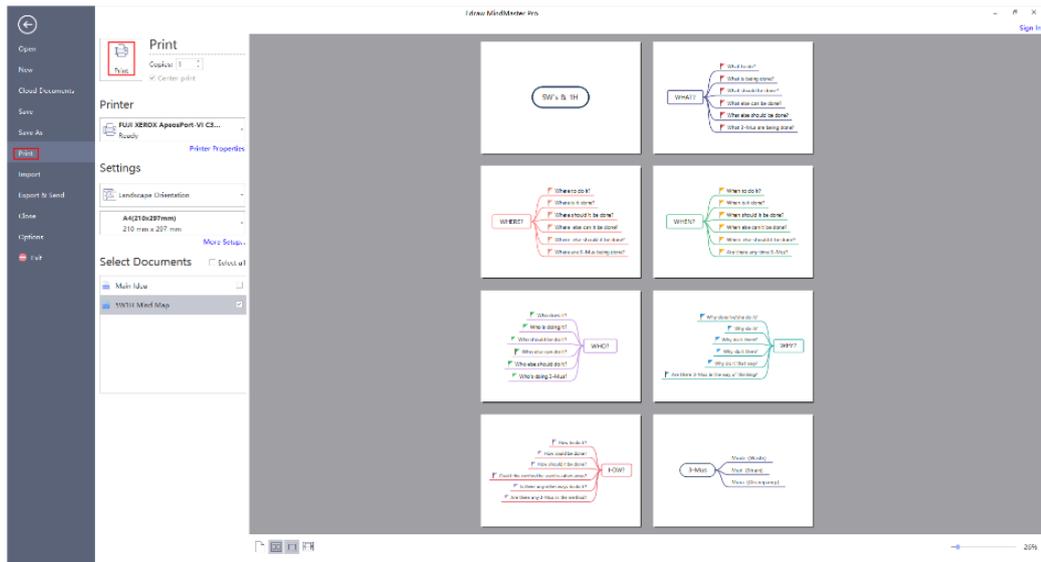
### Export Slides

You can export the slides to PowerPoint or PDF files by clicking **Export PPT** or **Export PDF** button on **Slideshow** tab.

**Note:** The exported pptx files can only be opened in MS PowerPoint 2013 or above version.

### Print Slides

1. Click **Print Slides** button on **Slideshow** tab and you can see the print preview window.



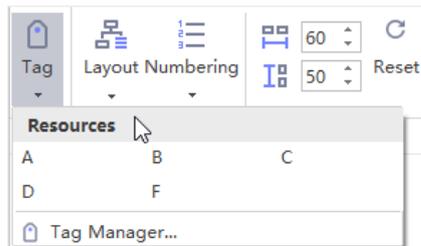
2. Set your printing options and then click **Print** button.

# Chapter 8 Task Management

## Resources

*(Ctrl + G)*

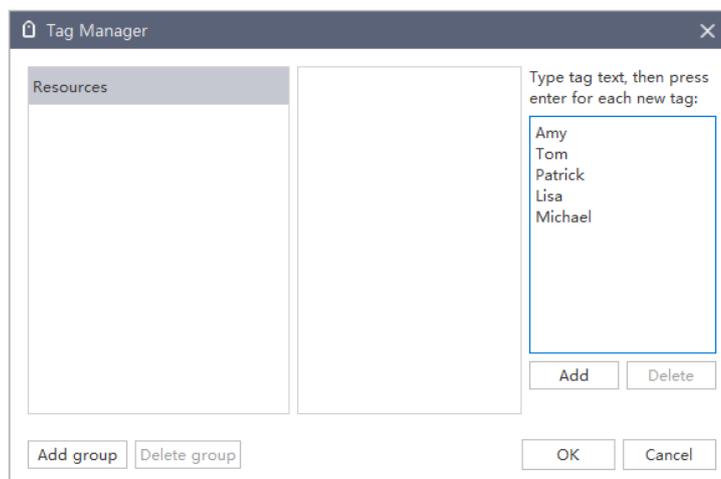
In MindMaster, resources for completing tasks are treated as a special tag group, so you can create and manage resources on **Tag Manager** panel.



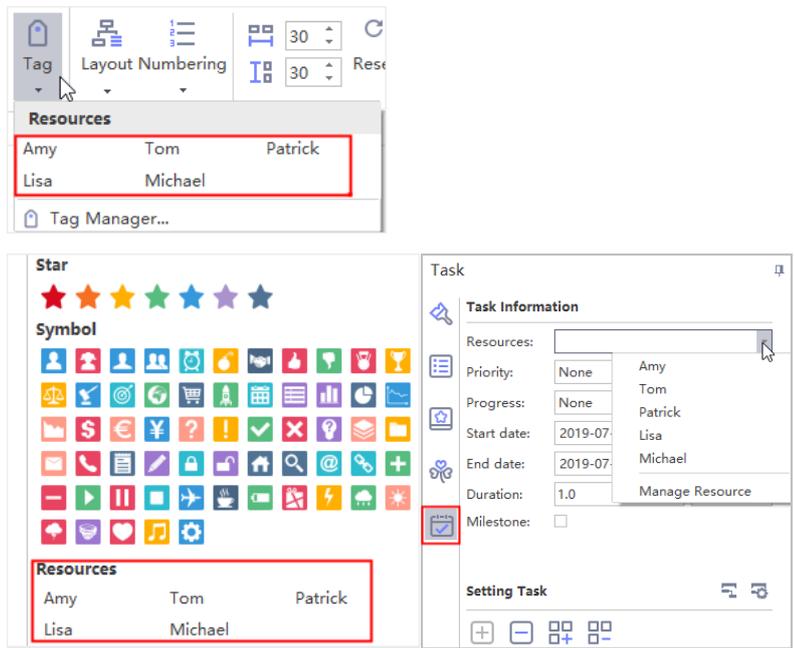
### Create/Delete Resources

You can create resources in **Resources** group.

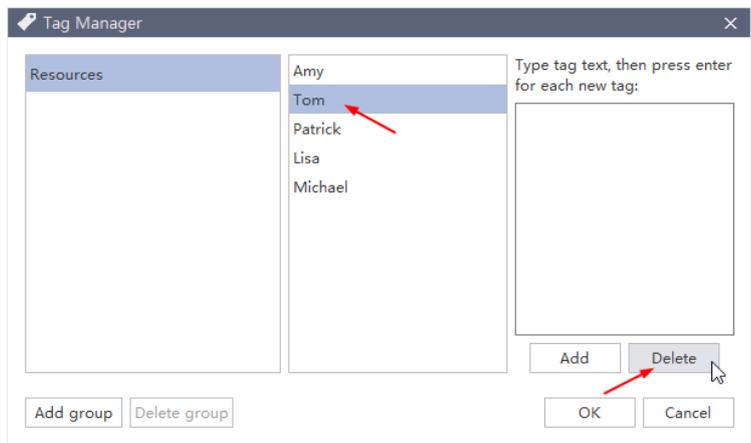
1. Select a topic.
2. Click **Tag** button on **Home** tab or select **Tag** on the right-clicking menu to open **Tag Manager** window.
3. You can see the **Resources** group already in **Tag Manager** window as a default tag group.
4. Click to select the **Resources** group (if there is no other tag group, this resource group will be selected automatically).
5. Type resource names in the right text box.
6. Click **Add** and then click **OK** after finishing adding all names.



7. The created resources will appear in the drop-down menu of Tag, Resource list of **Task** panel, and **Resource** group of **Mark** panel.



8. To remove resources from Resource group, open **Tag Manager** window, select a resource, then click **Delete** button.

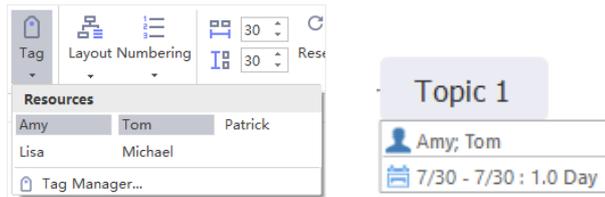


## Add/Delete Resources to Topics

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

1. Select a topic you want to add resources.
2. Choose a resource from:
  - Drop-down menu of Tag
  - Resource group on **Mark** panel
  - Resource list on **Task** panel

- When a resource is added to a topic, it will be marked with a person icon.



- To remove resources from a topic, simply uncheck the names on the menu or list.

## Tasks

### Add or Remove Tasks

(F10)

Tasks can be allocated to each topic of a mind map. You can add different task information to a topic such as start and end time, priority, progress, resources, tags, etc. And task information will be shown at the bottom of the topic.

- Select a topic you intend to assign tasks.
- Open **Task Panel** on the right sidebar or on **View** tab.
- 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.
- Click **Delete task info**  button to remove the task from a topic, or click the **Delete all task info**  button to delete tasks from all topics.

Task ✖

**Task Information**

Resources:

Priority:

Progress:

Start date:

End date:

Duration:

Milestone:

**Setting Task** ⚙️






## Edit Task Information

On **Task Panel**, you can edit task information with the provided task info options.

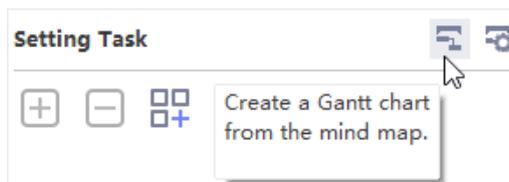
1. Click the drop-down **Resource** list and select resources.
2. Select task priority level in the drop-down **Priority** list.
3. Select a progress icon in the drop-down **Progress** list.
4. Set project start and end date by selecting dates in the drop-down calendar.
5. Duration will be generated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

## 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 Gantt Chart Panel

1. There are 2 ways to open **Gantt Chart** panel.
  - Click **Advanced** tab and then click **Gantt Chart** button .
  - Go to **Task panel** on the right sidebar and then click the icon of **Gantt Chart View**.



2. Click any of the above buttons again and you can close **Gantt Chart** panel.

### Set Gantt Chart Options

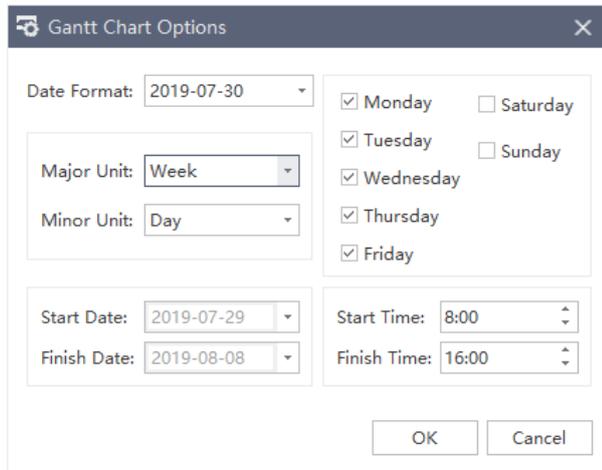
On Gantt chart option menu, you can set date format, major and minor unit, select workdays, set the start and finish time of the whole project.

1. To open the Gantt chart setting dialogue, you can:
  - Go to **Advanced** tab and then click **Gantt Chart Option** button .
  - Go to **Task panel** on the right sidebar and then click the icon of **Gantt Chart Options**.



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

- Select date format in the drop-down **Date Format** menu.
- Select workdays.
- Select **Major Unit** and **Minor Unit**.
- Set **Start Time** and **Finish Time**.



## Modify Task Info in Gantt View

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

### 1. Rename Task

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



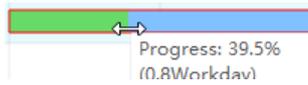
### 2. Change Task Start and End Date

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 Percentage

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 bar means how much the task has been completed.



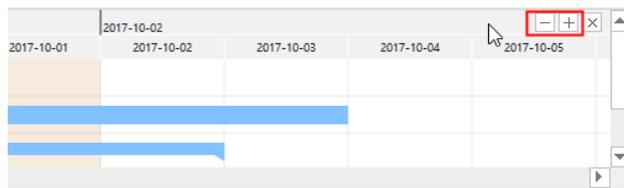
#### 4. Build Task Dependency

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



#### 5. Change Date Unit

Click + and - button on the top right corner of Gantt view panel to change date unit.



## Export Gantt Chart

The Export function will help you save Gantt charts as PDF files, which is convenient for you to print or share Gantt charts with others.

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

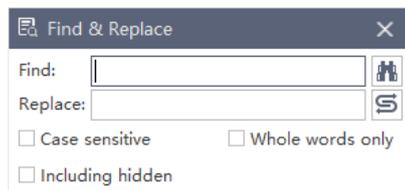
## Chapter 9 Text Operations

### Find and Replace

*(Ctrl + F)*

The **Find & Replace** command helps you check specific words within the whole map, including topics, boundary, notes, comments, task info, etc.

1. Go to **Advanced** tab and click **Find & Replace** button and a pop-up dialog will show up.
2. Type something that 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 **Replace** icon .



#### Tips:

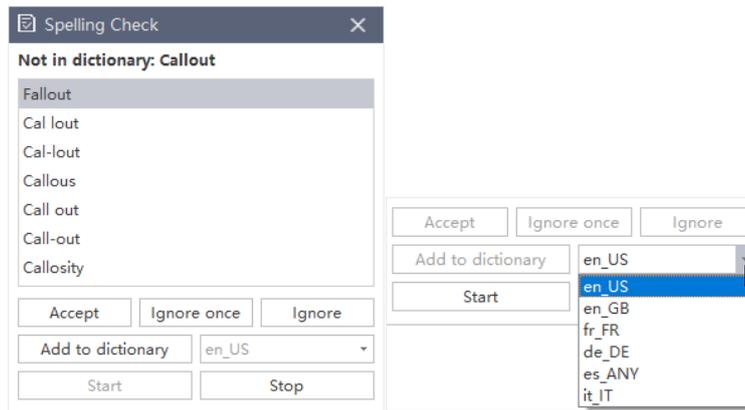
1. If you want to filter capital words only, tick **Case sensitive** for precision.
2. If you want to reduce the scope of finding, tick **Whole words only**.
3. If you want to find or replace the hidden content, tick **Including hidden**.

### Spelling Check

*(F7)*

The **Spelling Check** function helps you find spelling mistakes and offer suggestions for correcting spellings.

1. Go to **Advanced** tab and click **Spelling Check** button .
2. If there are mistakes in your file, the **Spelling Check** dialogue will show up and there will be some suggested spellings for you.
3. Choose one of them and click **Accept** or **Ignore** it if the word is not wrong.
4. Once you click **Accept** or **Ignore**, it will jump to the next spelling mistake until there is no mistake.
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 the 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.

## Other Common Features

### Add Font Symbols

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

1. Go to **Advanced** tab and click **Font Symbol** button.
2. Select font symbols from the drop-down list.
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 is used to reverse your last action. Click **Undo** button  on the quick access toolbar, or press **Ctrl + Z**.

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

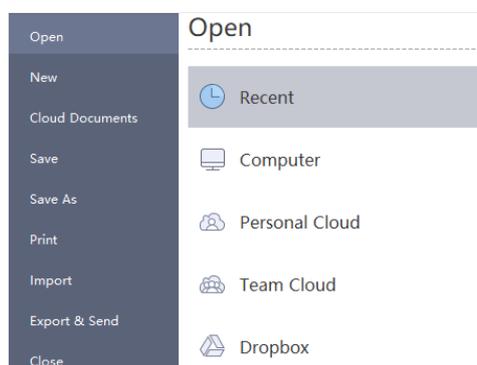
# Chapter 10 File Operations

## Open/Import a Mind Map

### Open a Mind Map

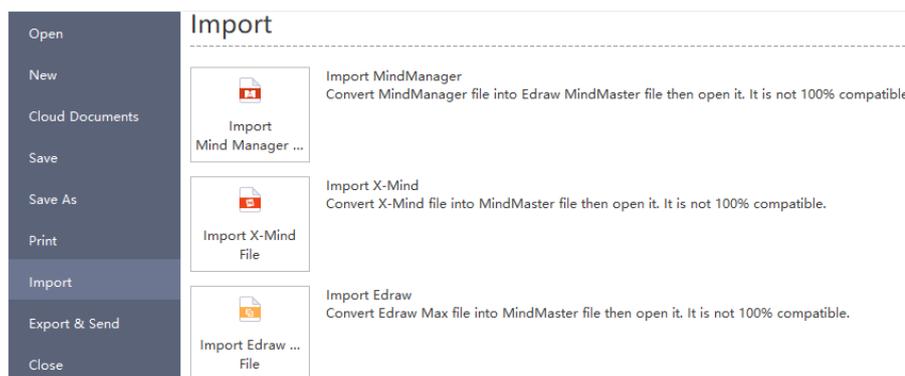
To open a mind map made by MindMaster, you can:

1. Go to **File** tab and click **Open**, then you can choose to open a mind map from Recent Documents, Computer, Personal Cloud, Team Cloud or Dropbox.
2. Drag a mind map and drop it into the program.



### Import Files

MindMaster supports to import files from Mind Manager, Xmind, or Edraw Max.



1. Go to **File** tab and choose **Import** option.
2. Select your preferred format to import.
3. Find the target files from your computer or cloud.
4. Click **Open** to import.

#### Notes:

1. Your imported files might not be 100% identical as their original versions.

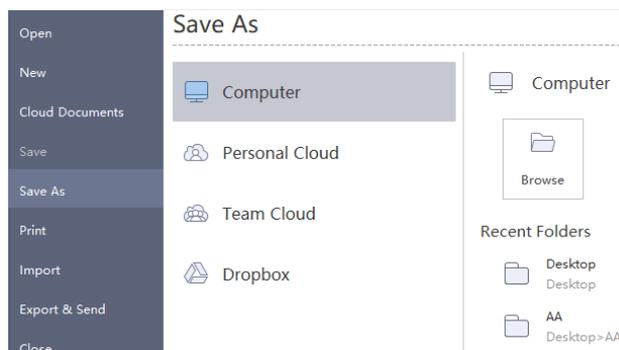
2. It may take much more minutes to import over-sized files.

## Save/Recover a Mind Map

### Save a Mind Map

*(Ctrl + S; Ctrl + Shift + S)*

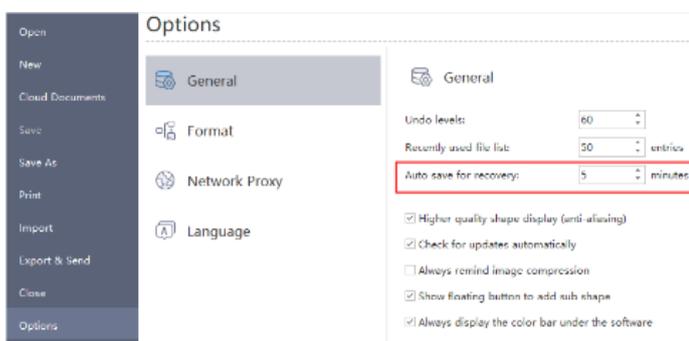
You can save your mind maps with **Save** or **Save As** commands. Go to **File** tab and click **Save** or **Save As**. Then enter a name and choose a path to save your files.



### Recover an Auto-Saved Mind Map

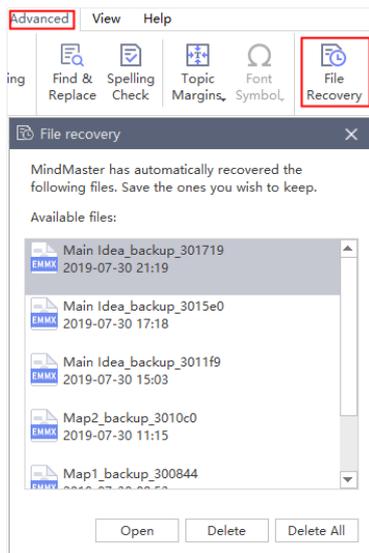
MindMaster save mind maps automatically for users in case that they don't save files due to unexpected computer shutdown or software crash. Users can set a time period for each auto-save and the default setting is to save a file in every 5 minutes.

1. Go to **File** tab, click **Options** and then click **General**.
2. In **Auto Save for recovery** option, input a new time period.



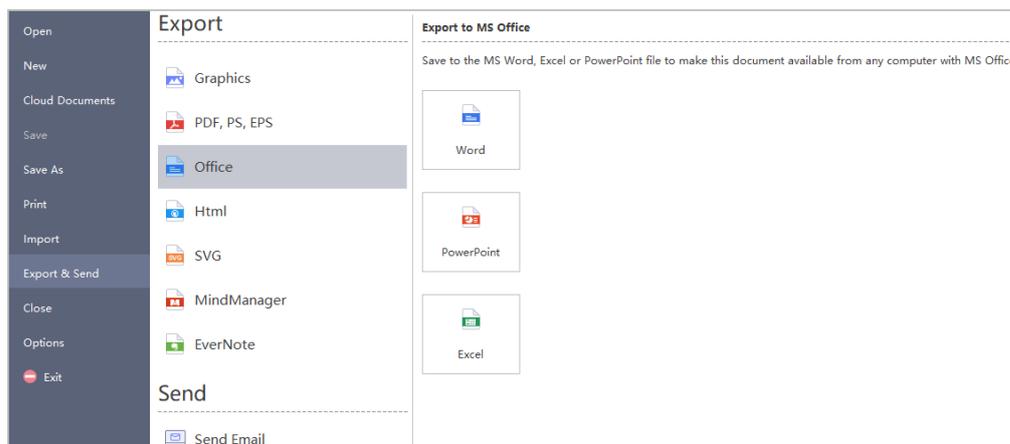
### Find an Auto Saved Mind Map

1. Go to **Advanced** tab, click **File Recovery** button.
2. Find your auto-saved files in the file recovery list.



## Export a Mind Map

You can export your maps in different formats including PDF, Microsoft Office, Graphics, Html, Mind Manager, EverNote, 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 **File** tab.
2. Click **Export & Send**.
3. Click **Graphics** option.
4. In **Save as type** list, choose the desired graphic format and click **Save**.

## Export to PDF

1. Go to **File** tab.
2. Click **Export & Send**.
3. Click **PDF, PS, EPS** option.
4. Choose **PDF Vector Format** to export mind maps as PDF files.

## Export to Editable MS Office File

This feature lets you export mind maps as editable MS Office file.

1. Go to **File** tab.
2. Click **Export & Send**.
3. Click **Office** option.
4. Choose a desired option to export mind maps.

## Export to HTML

1. Go to **File** tab.
2. Click **Export & Send**.
3. Click **Html** option.
4. Tick **Export title** or **Embed images** into file if you needed.

## Export to SVG

1. Go to **File** tab.
2. Click **Export & Send**.
3. Click **SVG** option.
4. Choose between **Export whole page** and **Export selected branches**.

## Export to MindManager

You can export mind map in the MindManager format so that it can be opened and edited by people who are using MindManager.

1. Go to **File** tab.
2. Click **Export & Send**.
3. Click **MindManager** option.
4. Find the saving path and click **Save**.

## Export to EverNote

You can export mind map in the EverNote format so that it can be opened and edited by people who are using EverNote.

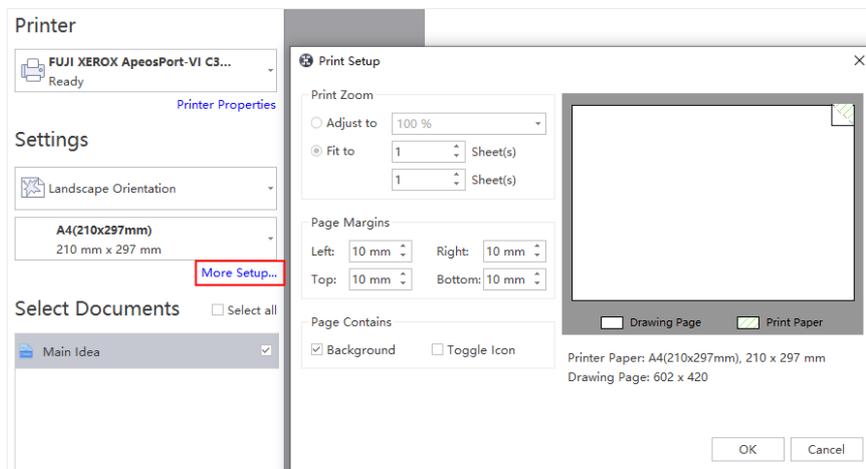
1. Go to **File** tab.
2. Click **Export & Send**.
3. Click **EverNote** option.
4. Find the saving path and click **Save**.

## Print a Mind Map

Go to **File** tab, click **Print** button to see print preview and click **More Setup...** to set print options.

**Orientation:** To specify the paper orientation as portrait or landscape.

**Paper Size:** To specify the paper sizes are supported by the current printer as well as the industry-standard sizes.



**Adjust to:** 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:** Fits each drawing in the print job on the length and width of the specified number of sheets. The drawing will be enlarged or reduced according to the number of pages and the margins you specified. If the length and width of pages are not proportional to the drawing's dimensions, only those sheets that are needed to maintain the drawing's proportion will be used.

## Share a Mind Map

Once you have created a mind map, you can share it with your colleagues and friends via links.

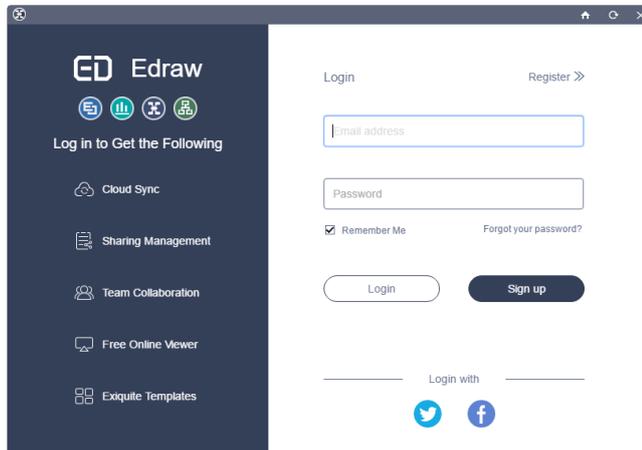
Sharing mind map links is easy for people who have not downloaded MindMaster to view mind maps anywhere and anytime.

## Sign Up a MindMaster Account

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



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



## Share Your Mind Map

1. Click **Share** button on the top right of the interface.
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.



# Chapter 11 View Mind Map

## Outline View

### Outline View Panel

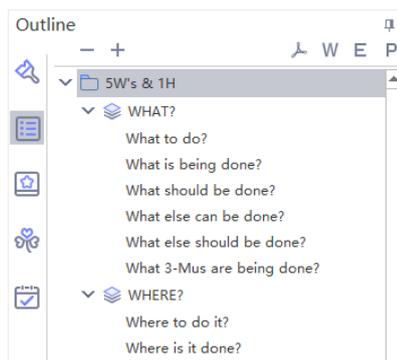
(F11)

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

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

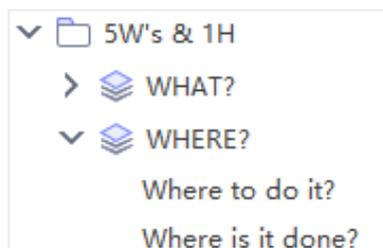


2. The **Outline** panel will appear on the right side.
3. To close the panel, simply click **Outline** button again, or click **Hide Panel**  .

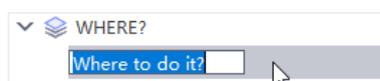


#### Note:

1. You can fold the subtopics by clicking the triangle icon on **Outline** panel.

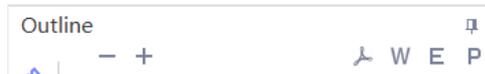


2. You can double-click to edit titles in outline mode.



## Export Outline

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



## Topic Display Options

### Fold and Expand Branches

You can fold and expand the branches of topics interactively by clicking  and  icons that appear on the right side of parent topic that has sub topics.

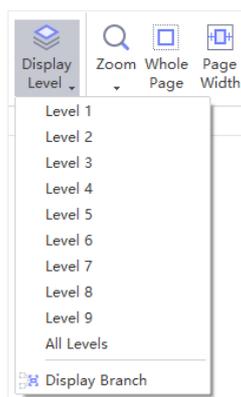


**Note:** You can fold all subtopics (except the Main idea and main topics) by pressing **Ctrl + F3**.

### Display Topics by Levels

You can choose to display topic on different levels.

1. Go to **View** tab and click **Display Level** button.
2. Choose the levels you want to display.

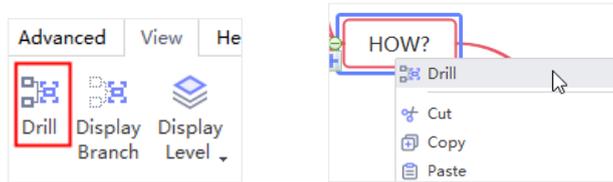


### Drill Topics

When presenting a mind map, you can click **Drill** button to focus on one topic. It enables viewers to see the only topic without being distracted by the rest of the map.

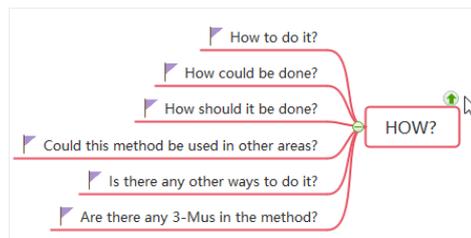
To drill topics, you can:

1. Select the topic or branch you need to focus on firstly (not Main idea).
2. Go to **View** tab and click **Drill** button, or right click and choose **Drill** option, or press **F4**.



To stop drilling topics, you can:

1. After drilling a certain topic, you will see a green arrow on the top right corner of the topic, click it and the whole map will show up.
2. Or right-click the topic to open the context menu, and then click **Stop Drill**.



## Focus on Selected Topic

*(F3)*

You can focus on a selected topic or branch by clicking **Focus On** button on **View** tab and locate it in the center of screen.



## Page Display Options

### Zoom

*(Ctrl + +/-; Ctrl + Mouse Scroll Wheel)*

The zooming function allows you to zoom in or out your mind maps. There are 4 ways to zoom in or out your maps.

- On **View** tab, click **Zoom** button and choose a zoom percentage on the drop-down list.
- Drag the zoom slider on the status bar.
- Press **Ctrl+ +** for zooming in; press **Ctrl+ -** for zooming out.
- Press **Ctrl** key while scrolling the mouse wheel to zoom in and out.

## Whole Page

**Whole Page** means the whole map fits into the drawing canvas. You can click **Whole Page** button on **View** tab or the status bar.



## Page Width

*(Alt+F3)*

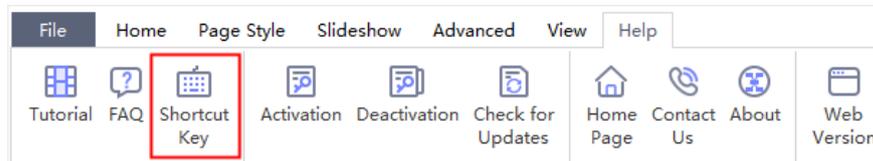
**Page Width** means the width of the map matches the width of the canvas. You can click **Page Width** button on **View** tab or the status bar.



# Chapter 12 Appendix

## Keyboard Shortcuts

You can find the list of keyboard shortcuts on **Help** tab by clicking **Shortcut Key** button.



Function	Shortcuts
<b>Common Operations</b>	
Create a new map	Ctrl + N
Open a map	Ctrl + O
Search map	Ctrl + F
Save the current map	Ctrl + S
Save as	F12
Save all maps	Ctrl + Shift + S
Close current map	Ctrl + W
Close all maps	Ctrl + Shift + F4
Switch documents	Ctrl + Tab
Print the current map	Ctrl + P
Undo	Ctrl + Z; Alt + Backspace
Redo	Ctrl + Y; Alt + Shift + Backspace; Ctrl + Shift + Z
Paste	Ctrl + V
Cut	Ctrl + X
Copy	Ctrl + C
Format Painter	Ctrl + Shift + C
Paste as special formats	Ctrl + Alt + V
Delete	Delete; Backspace
Find	Ctrl + F
<b>Add Topic and Shape</b>	
Add Sub topic	Tab; Insert; Ctrl + Enter
Add Topic	Enter
Add Topic Before	Shift + Enter
Add Parent Topic	Shift + Insert
Add Callout	Alt + Enter
Add Floating Topic	Alt + F

Add Multiple Topic	Ctrl + Shift + M
Add Relationship line	Ctrl + R
Add Boundary	Ctrl + Shift + B
Add Summary	Ctrl + Right Bracket
Add Picture	Ctrl + Shift + P
Add Priority Icon	Ctrl + 1, 2, 3...
Add Attachment	Ctrl + H
Add Note	Ctrl + T
Add Comment	Ctrl + Shift + T
Add Number	Ctrl + Shift + U
<b>Select Topic and Topic Operations</b>	
Select all topics	Ctrl + A
Select same type	Alt + A
Select more topics	Shift + Arrow keys
Select more levels	Shift + Alt + Arrow keys
Select same level	Ctrl + Shift + A
Select next level	Ctrl + Alt + A
Select topic	Arrow keys
Select first level	Home
Select last level	End
Select Main Idea	Ctrl + Home
Topic move prior	Ctrl + Shift + Up
Topic move next	Ctrl + Shift + Down
Topic move top	Ctrl + Shift + Home
Topic move bottom	Ctrl + Shift + End
Delete the selected topic	Shift + Delete
<b>Text Editing and Font Settings</b>	
Edit topic text	F2
Edit and move cursor to text start	Shift + Spacebar
Edit and move cursor to text end	Spacebar
Add Text line break	Shift + Enter; Ctrl + Enter
Font Bold	Ctrl + B
Font italic	Ctrl + I
Font underline	Ctrl + U
Increase font size	Ctrl + Shift + Period
Decrease font size	Ctrl + Shift + Comma
Set font color	Ctrl + Shift + D
<b>Topic Traversal and Slides</b>	

Traverse topics	F5
Traverse branches	Shift + F5
Display slide page	Ctrl+Shift+F5
<b>Map View</b>	
Show different levels	Alt + 1,2,3...
Show all levels	Alt + 0
Display branch	Alt + D
Focus on topic	F3
Drill/Stop drill	F4
Map fit to page width	Alt + F3
Map fold centered	Ctrl + F3
Zoom to 100%	Ctrl + 0
Map zoom in	Ctrl + Equal
Map zoom out	Ctrl + Minus
Vertically move page	PageUp; PageDown
Horizontally move page	Ctrl + PageUp; Ctrl + PageDown
<b>Full Screen Mode</b>	
Start brainstorming	F8
Full screen (editable)	Ctrl+F5
Laser pointer	Ctrl + L
Color pencil	Ctrl + P
Draw rectangle	Ctrl + Shift + R
Draw oval/ellipse	Ctrl + Shift + E
Draw arrow	Ctrl + Shift + W
Eraser	Ctrl + E
Eraser all traces	E (Capital)
<b>Function panel display</b>	
Display Tag Manager	Ctrl + G
Display clipart panel	Ctrl + Shift + I
Display spelling check panel	F7
Display mark panel	F9
Display task panel	F10
Display outline panel	F11
<b>Other</b>	
Cancel operation or close dialog	Esc
Video Tutorial	F1
Close MindMaster	Alt + F4