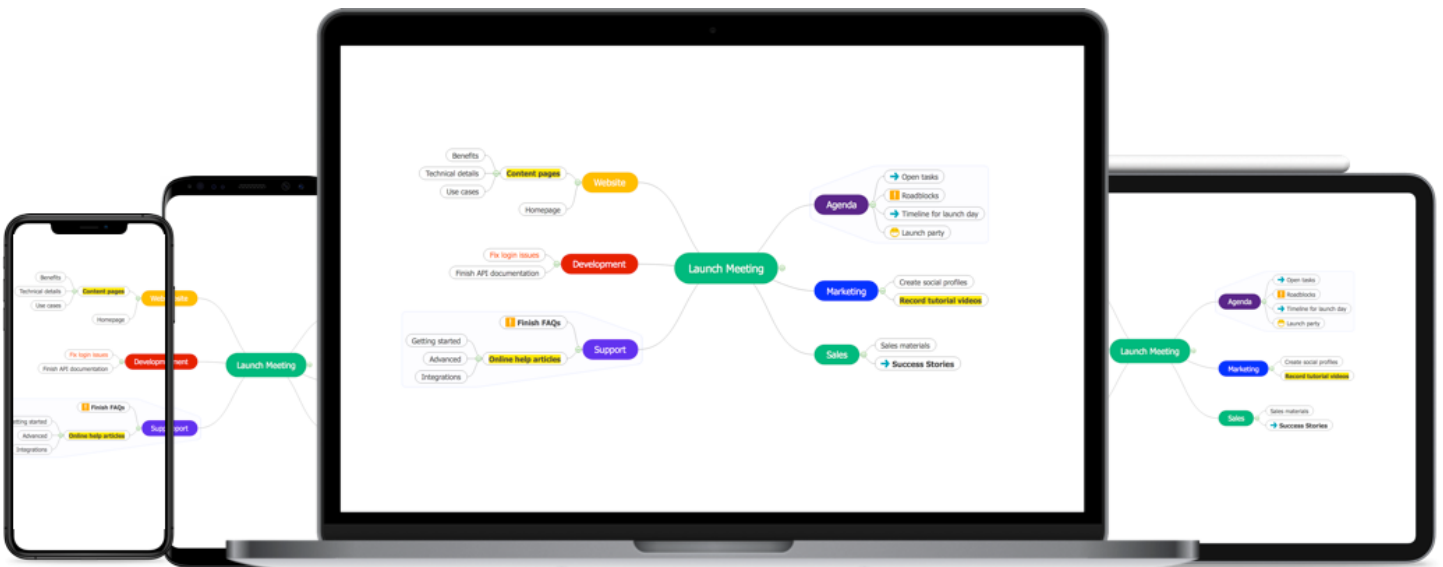




MindMaster

User Manual

Full-featured collaborative mind mapping and brainstorming tool



©2014 - 2020 EdrawSoft.

All right reserved.

MindMaster and MindMaster logo

are registered trademarks

of EdrawSoft.



Content

Chapter 1 Get Started with MindMaster	- 4 -
An Introduction of MindMaster	- 4 -
Install and Uninstall MindMaster	- 8 -
Activate and Deactivate MindMaster.....	- 8 -
Chapter 2 Quick Using MindMaster	- 10 -
Create Your First Mind Map.....	- 10 -
Change Mind Map Layout.....	- 12 -
Open/Import a Mind Map	- 15 -
Set Password for Mind Map.....	- 16 -
Save/Recover a Mind Map.....	- 17 -
Export a Mind Map	- 19 -
Print a Mind Map	- 21 -
Share a Mind Map.....	- 22 -
Chapter 3 Learn to Use Topics	- 24 -
Add/Delete Topics.....	- 24 -
Edit Topics.....	- 26 -
Select/Move Topics.....	- 26 -
Format Topics	- 29 -
Chapter 4 Insert/Add Elements	- 31 -
Insert Relationships/Callouts	- 31 -
Add a Boundary/Summary.....	- 33 -
Insert Illustrations	- 35 -
Add Annotations	- 39 -
Add Tags	- 43 -
Insert Formula.....	- 45 -
Chapter 5 Theme and Style.....	- 46 -
Change and Customize Theme	- 46 -
Change Background and Watermark.....	- 51 -
Change Shape Style.....	- 53 -



Change Branch Style.....	- 54 -
Change Text Style.....	- 55 -
Chapter 6 Presentation	- 57 -
Make Presentation Slides	- 57 -
Export/Print Slides.....	- 59 -
Traverse Your Mind Map.....	- 60 -
Chapter 7 Advanced Features	- 62 -
Make Gantt Charts	- 62 -
Brainstorming Mode.....	- 66 -
Find & Replace	- 67 -
Spelling Check.....	- 68 -
Font Symbol	- 69 -
Set Topic Margin	- 70 -
Chapter 8 View Mind Map.....	- 72 -
View Mind Map Outline	- 72 -
Display Branches	- 72 -
Center and Zoom	- 74 -
Chapter 9 Shortcut Keys.....	- 77 -
Shortcut Keys.....	- 77 -

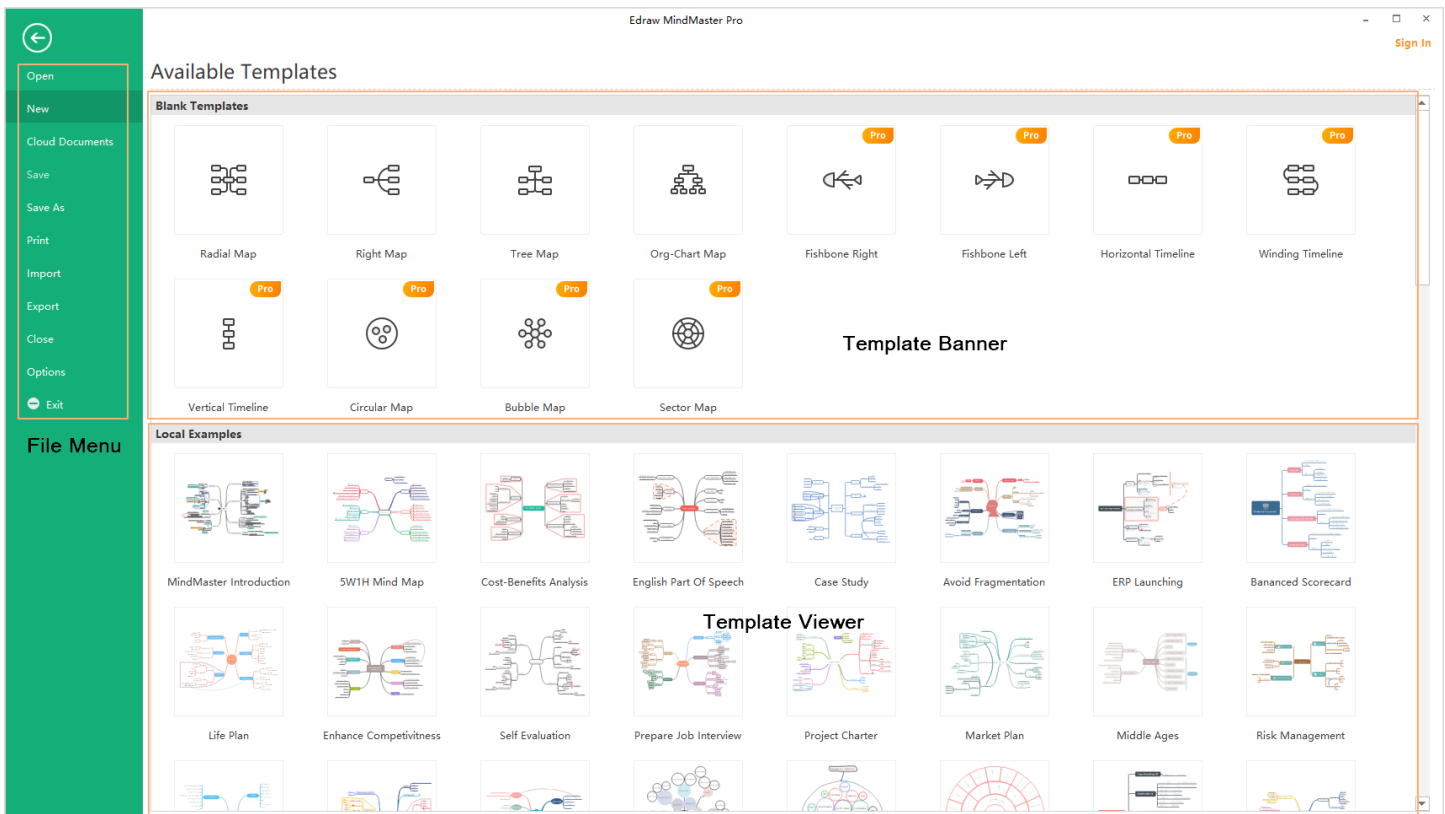


Chapter 1 Get Started with MindMaster

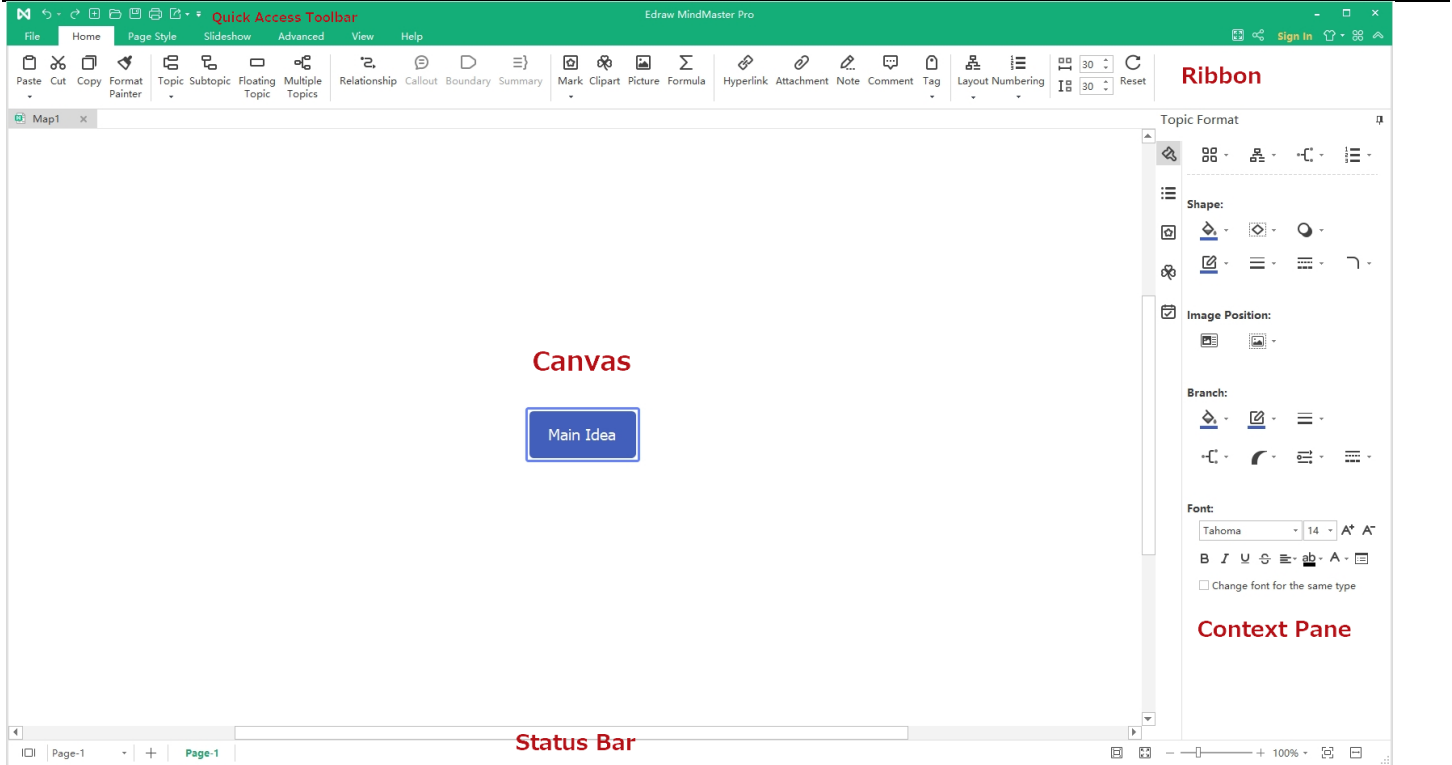
An Introduction of MindMaster

MindMaster is a useful tool that makes it possible for you to create a wide variety of mind maps. These are diagrams that use nodes and other visuals of different colors, like clipart and marks, to represent concepts, ideas, words, tasks, information, and more. They can show you how different things are related to each other and are often used for project management, team brainstorming, classroom instructions, and public presentations.

After opening MindMaster, you will find yourself on the template page where you can pick up your favorite mind map templates.



When you start to work with MindMaster, here you can see **Quick Access Toolbar**, **Ribbon**, **Canvas**, **Context Pane** and **Status Bar** in the workspace.

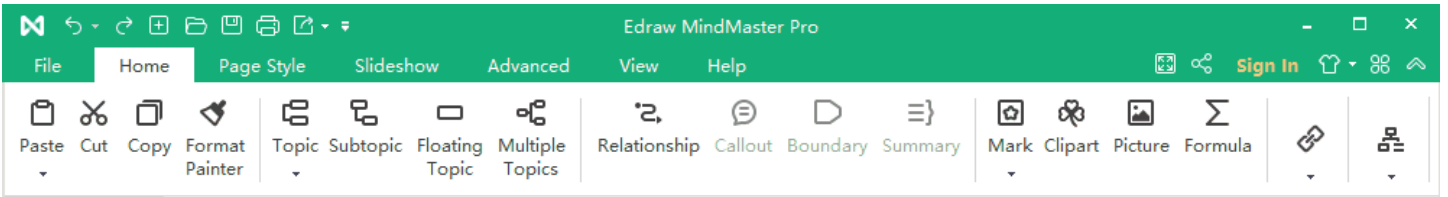


Quick Access Toolbar

On the quick access toolbar, there are quick commands: **Undo/Redo**, **New**, **Open**, **Save**, **Print** and **Export**. Click the triangle next to Export icon, you can customize the toolbar by adding or unchecking the preset options.



Ribbon



1. Home Tab

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

2. Page Style Tab



The **Page Style** tab is where you can format your mind maps. You can select a theme, make a custom 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 insert your own watermarks.

3. Slideshow Tab

On the **Slideshow** tab, you can create slides manually or auto-generate your slides. 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. Alternatively, you can choose to traverse your mind map topic by topic or branch by branch.

4. Advanced Tab

On the **Advanced** tab, you can create, edit and export Gantt Charts based on your mind map. 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. At present, MindMaster supports to set passwords for your documents.

5. View Tab

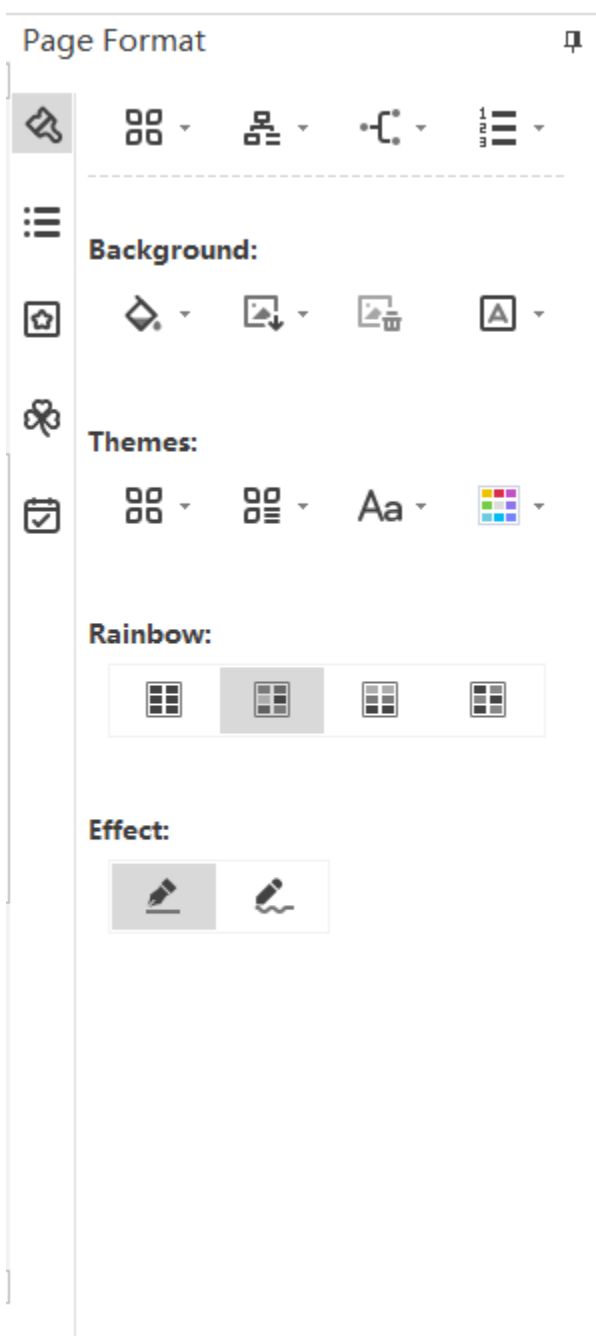
The **View** tab shows different view options for your work. You can display your maps on different levels or focus on a single topic or branch. Besides, you can zoom in or out your maps and make your maps fit the canvas.

6. Help Tab

On **Help** tab, you can easily find related guides for reference via **Tutorial**, **FAQ**, **Contact Us** and **Shortcut Key**. There are buttons for software activation, deactivation, check for updates. There also shows quick access to the mobile version of MindMaster and online collaboration.



Context Pane



1. Format Pane

The **Format** pane will be changed when you select different objects, so it includes **Page Format** pane, **Topic Format** pane, etc., where you can customize the styles of the selected objects.

2. Outline Pane



On the **Outline** pane, you can choose to see your maps in the 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 Pane

On **Mark** pane, 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 the **Mark Manager** button on the top right corner.

4. Clipart Pane

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

5. Task Pane

On the **Task** pane, you can 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.

Install and Uninstall MindMaster

Go to MindMaster Download page: <https://www.edrawsoft.com/download-mindmaster.html> and download MindMaster on your computer.

For Windows, Mac OS X, and Linux, you find different ways of installing and uninstalling MindMaster on the download page.

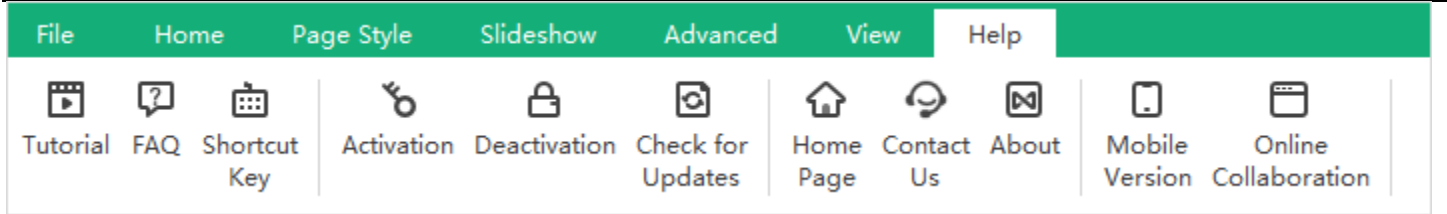
Activate and Deactivate MindMaster

Sign in MindMaster

If you have subscribed to MindMaster, you can click **Sign In** on the top right of the user interface and log in to your Edraw account. Then you can manage your account and work with MindMaster.

How to Activate?

To get the full features of MindMaster when you buy a license, you can activate the software and use the premium version. Run MindMaster with computer administrator privilege and navigate to **Help > Activate**.



The **Activation** window will open, where you can enter your license name and valid license code. Then just click **Activate** button to finish the process.

To get a license or buy a subscription plan, please go to the product purchase page:
<https://www.edrawsoft.com/pricing-mindmaster.html>

How to Deactivate?

Deactivation is necessary if you want to activate Edraw programs in another computer. Simply go to **Help** tab and click **Deactivate**. Once you deactivate the software, MindMaster on the first computer will turn into the unlicensed version, and you can activate it on another computer.

Note: Deactivation can only be done once every 30 days.



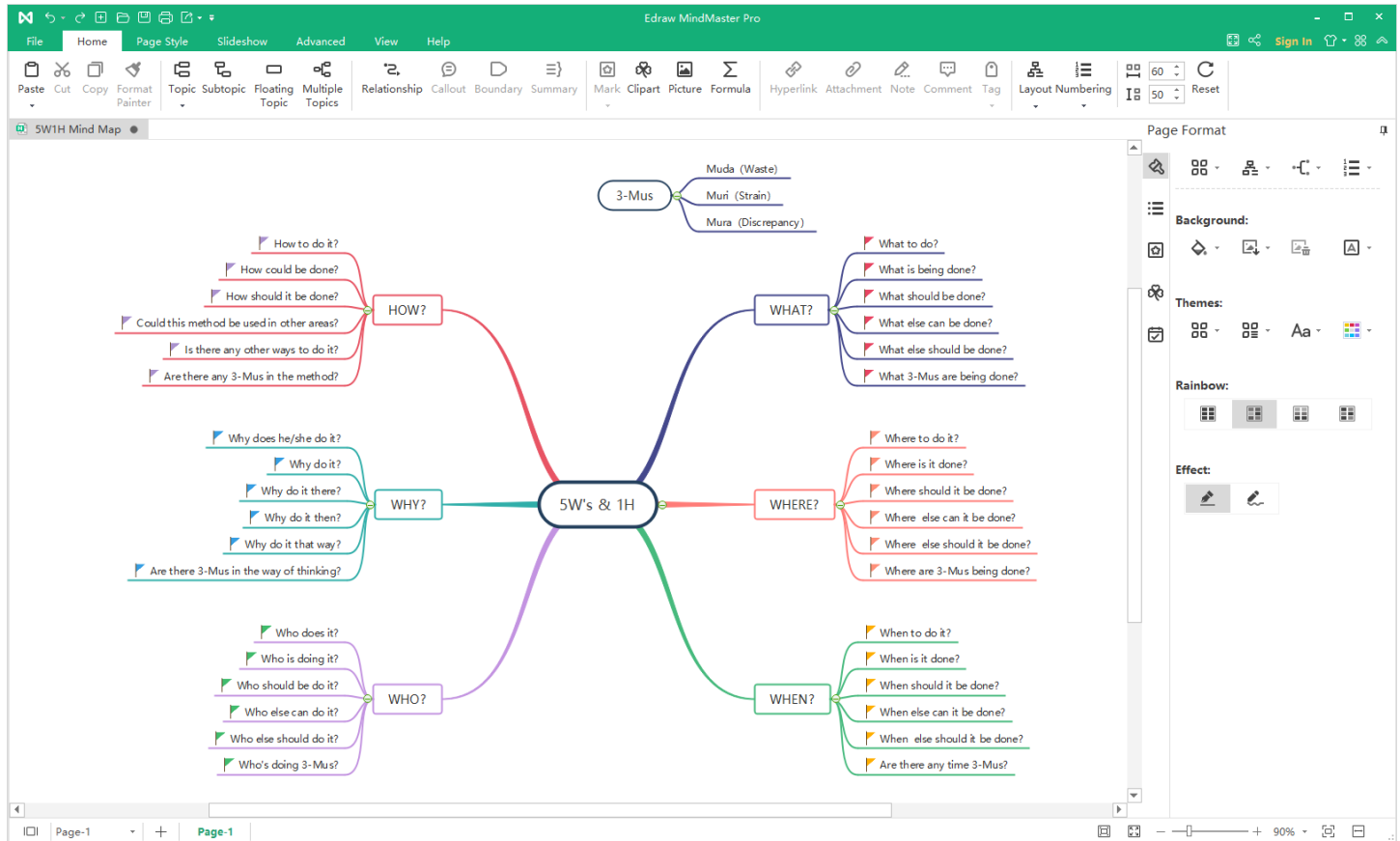
Chapter 2 Quick Using MindMaster

Create Your First Mind Map

Use a Template

Open MindMaster, you will see the template page at first. There are 12 different structures that you can choose on the template banner. Besides, you can save time by starting from a MindMaster template.

Once you find a template that you want to create, double-click the template thumbnail, then you will be redirected to the workspace, where you can edit and change the template as you like.

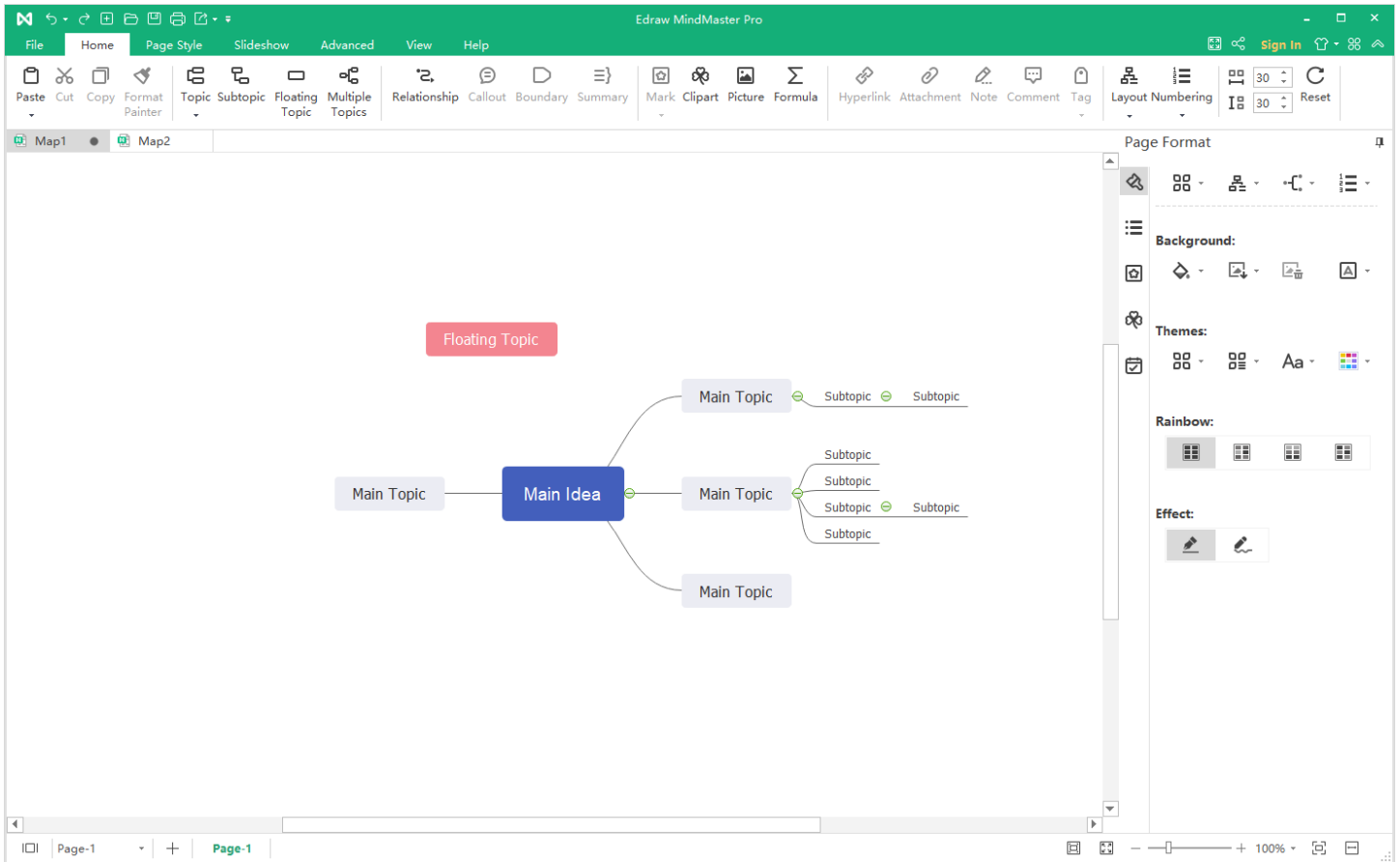




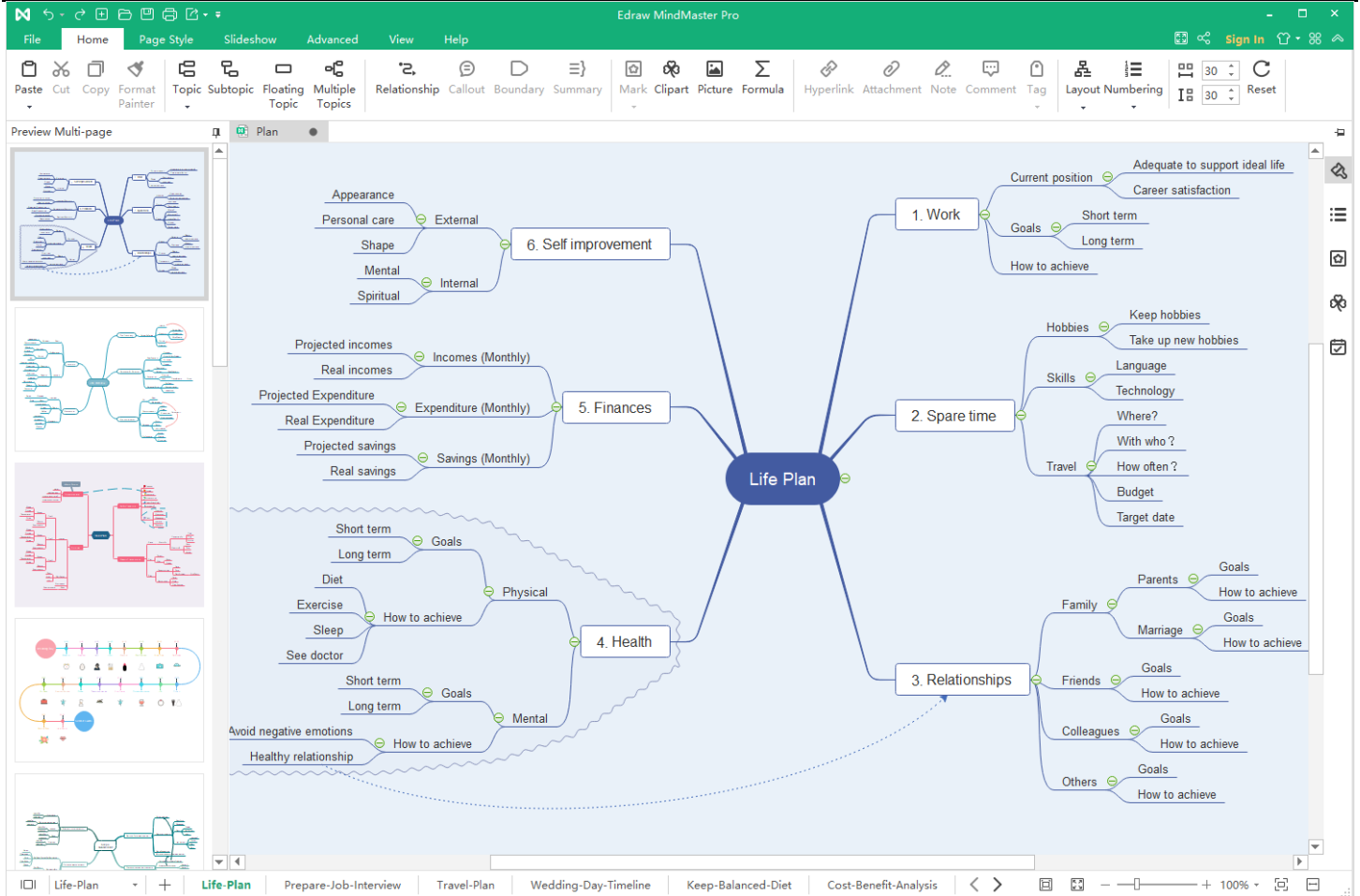
Start from Scratch

Click one of the icons on the template banner or click the **New** button on the Quick Access Toolbar, a blank document with the central node open in the workspace.

Use the commands of adding topics on the **Home** tab and insert different topics under the Main Idea. When you do that, you can edit the text on the topics and change the styles with formatting tools.



Now, MindMaster supports to add multiple pages in one mind map document. You can click the plus icon on the bottom of the canvas to add more pages. When you right-click on the page name, you can also choose to rename or copy the page on the context menu.

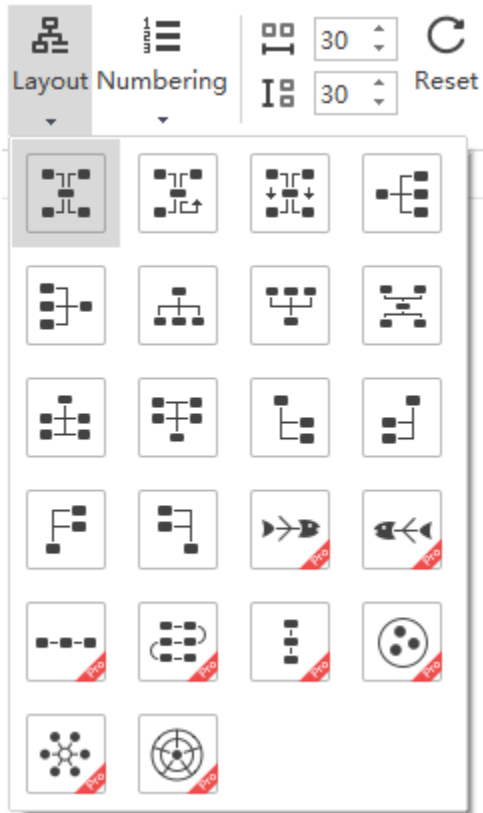


Besides, you can click the preview button on the bottom left of the interface to open the preview pane of the mind map, where you can see all the thumbnails of the pages.

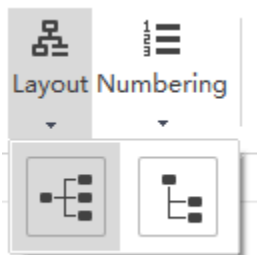
Change Mind Map Layout

Change the Layout

To change the layout of a mind map, select **Main Idea** or just select nothing, find the **Layout** button on the **Home** tab or **Page Format** pane and there are 22 different types of layouts on the drop-down menu.

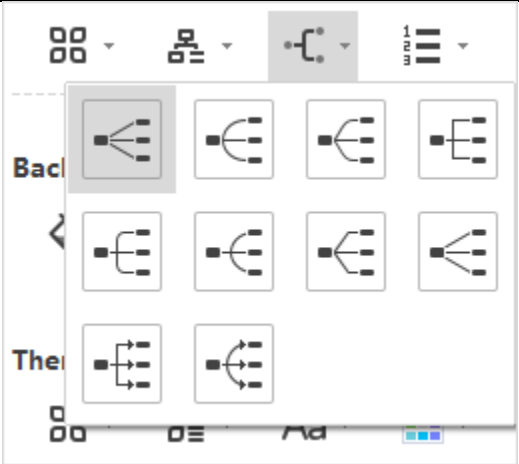


To change the layout of one branch, select the topic, click the **Layout** button on the **Home** tab or **Topic Format** pane. There are only 2 preset layout styles.



Change Connector Style

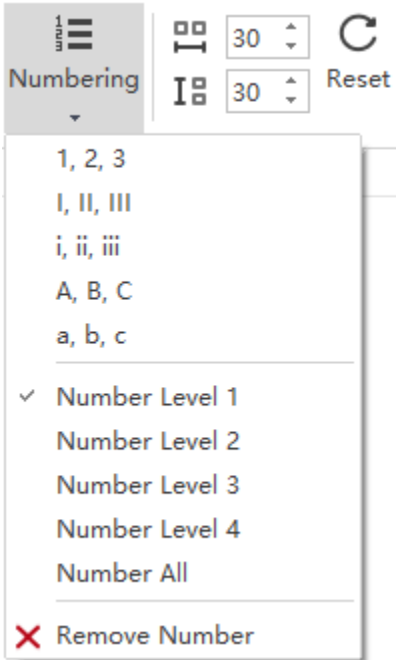
To change the connector style in your mind map, click the **Connector Style** button on the **Format** pane and choose the desired one in the drop-down menu.



If you don't select anything, the change of the connector style will only be achieved between the Main Idea and main topics. To change all connectors' style, you need to press **Ctrl + A** to select the whole map first.

Add Numbering

To add numbering on your mind map, select the topic that has subtopics, click the **Numbering** button on the **Home** tab or **Format** pane. Then choose the number format that you like and which level you want to add numbers on.





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 input the number, or click the up/down arrows to increase or decrease the amounts of horizontal and vertical distance.



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 branch in the map, select the topics first and then follow the steps above.

Open/Import a Mind Map

Open a Document

To open a mind map made by MindMaster, you can navigate to **File > Open**, then you can choose to open a mind map document from Recent Documents, Computer, Personal Cloud, Google Drive or Dropbox.

Import a Document

MindMaster allows users to import mind map files from MindManager, XMind, Edraw Max and FreeMind. Now, MindMaster also supports to create a mind map by importing well-structured Word, HTML and Markdown files.



	Import
Open	
New	
Cloud Documents	
Save	
Save As	
Print	
Import	
Export	
Close	
Options	
Exit	

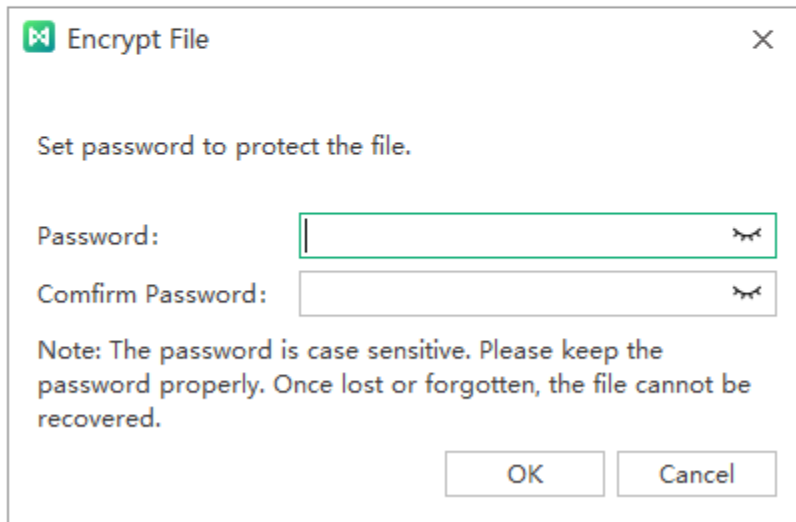
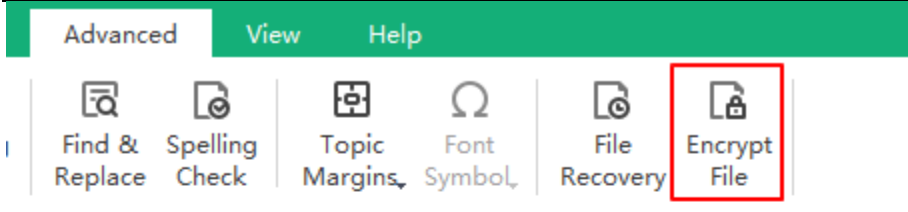
Icon	Import
	MindManager Import MindManager File Convert MindManager file into Edraw MindMaster file and then open it. It is not 100% compatible.
	XMind Import XMind File (include XMind Zen) Convert XMind file into MindMaster file and then open it. It is not 100% compatible.
	Edraw Max Import Edraw Max File Convert Edraw Max file into MindMaster file and then open it. It is not 100% compatible.
	FreeMind Import FreeMind File Convert FreeMind file into MindMaster file and then open it. It is not 100% compatible.
	Markdown Import Markdown File Convert Markdown file into MindMaster file and then open it. It is not 100% compatible.
	HTML Import HTML File Convert HTML file into MindMaster file and then open it. It is not 100% compatible.
	Word Import Word File Convert Word file into MindMaster file and then open it. It is not 100% compatible.

Notes:

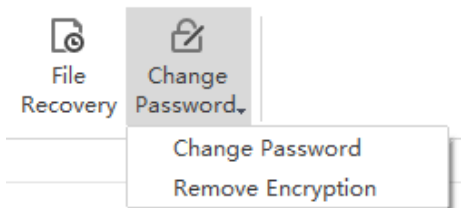
1. Your imported files might not be 100% identical as their original versions.
2. It may take much more minutes to import over-sized files.

Set Password for Mind Map

To set a password for your mind map, go to the **Advanced** tab and click **Encrypt File**. The **Encrypt File** window shows up, where you need to input and confirm a password that must contain 4 characters.



Once you finish setting the password, the button will turn into “Change Password”. You can change your password or remove encryption as you like.



Note: You must keep the password carefully. Once it's lost or forgotten, the file can't be recovered.

Save/Recover a Mind Map

Save a Mind Map

When you complete your mind map, you can press **Ctrl + S** or click the **Save** icon on the Quick Access Toolbar. Then type a name and choose a path to save your files.



Save As

- Computer
- Personal Cloud
- Google Drive
- Dropbox

Recover an Auto-Save Mind Map

MindMaster saves mind maps automatically in case users don't save files due to unexpected computer shutdown or software crash. Users can set a period for each auto-save, and the default setting is to save a file every 3 minutes.

Go to **File** tab, click **Options > General**. In Auto save for recovery option, input a new number.

The screenshot shows the 'Options' dialog box in MindMaster, with the 'General' tab selected. The 'Auto save for recovery' field is highlighted with a red box and set to 3 minutes. Other settings include Undo levels (60), Recently used file list (50 entries), and various display and update options.

Options

- General
- Format
- Network Proxy
- Language
- Shortcuts

General

Undo levels: 60

Recently used file list: 50 entries

Auto save for recovery: 3 minutes

Higher quality shape display (anti-aliasing)

Check for updates automatically

Always remind image compression

Show floating button to add sub shape

Always display the color bar under the software

Default date format: 2020-06-22

Default time format: 14:33

Default currency unit: USD[\$][US Dollar]

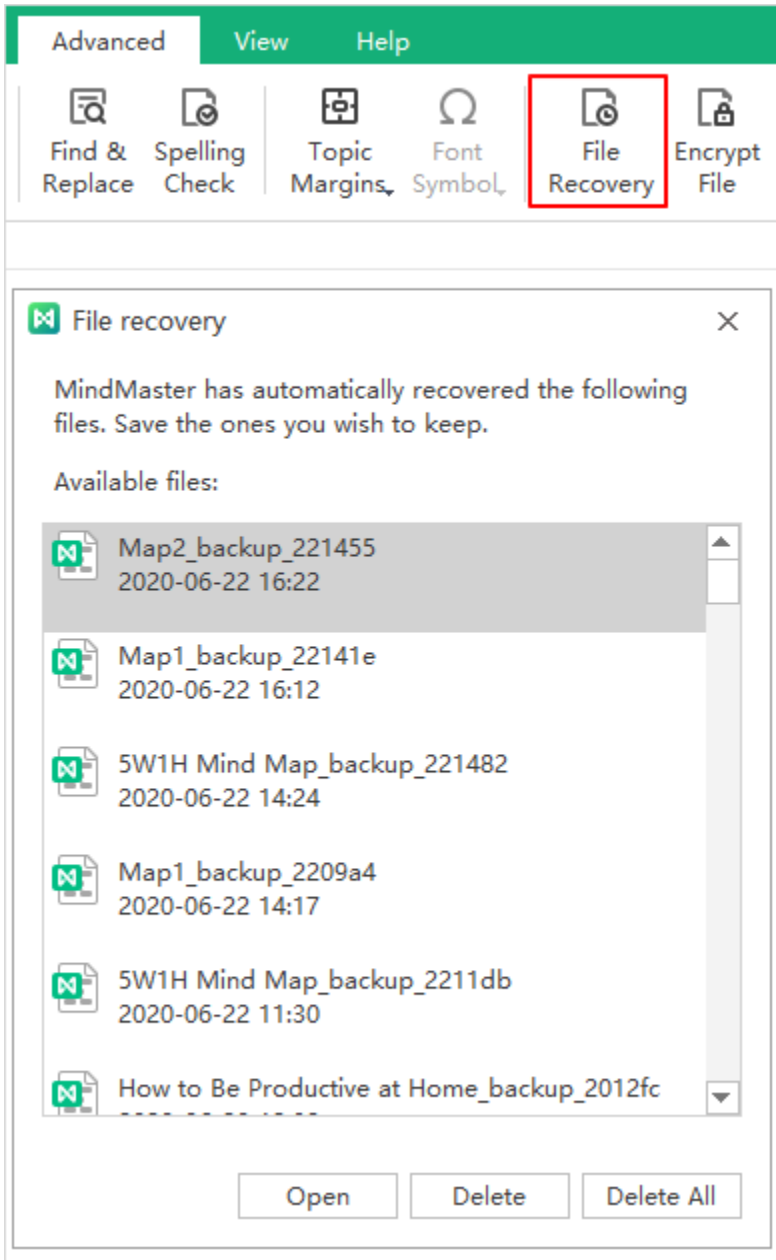
Notice: When the cloud document and community can be accessed successfully, please do not modify it!

OpenGL rendering method: Angle



Find an Auto-Saved Mind Map

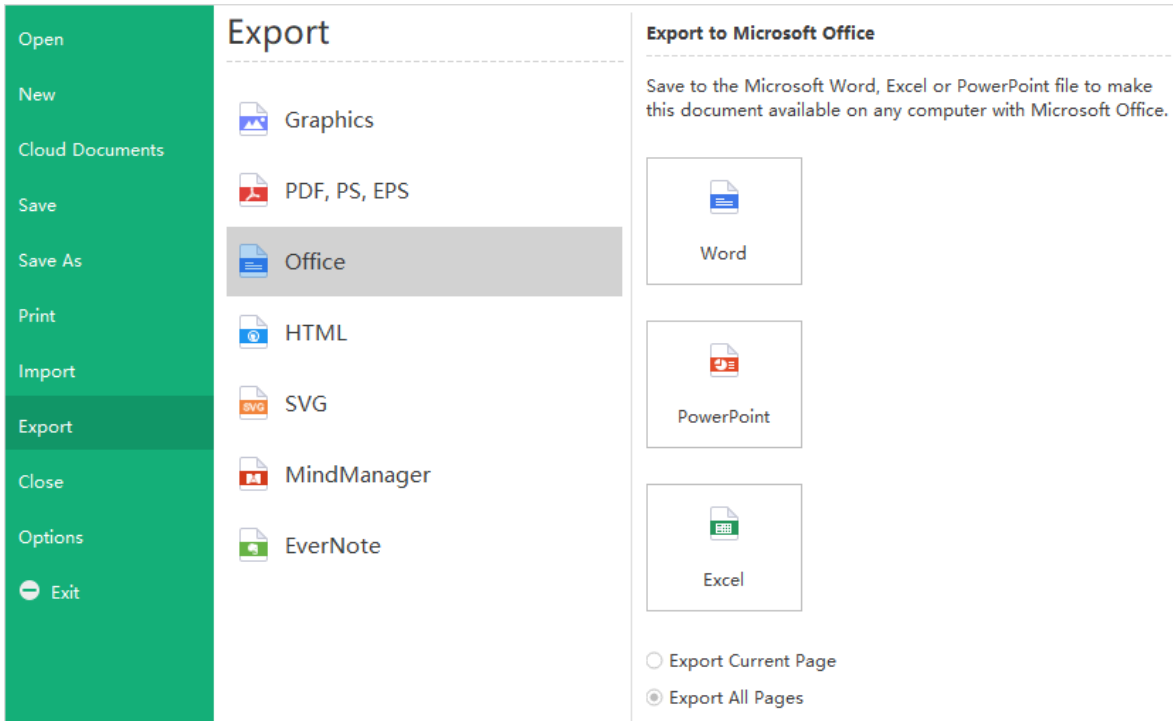
To find the auto-save mind map, go to **Advanced** tab > **File Recovery**, find your auto-saved files in the file recovery list and click **Open**.



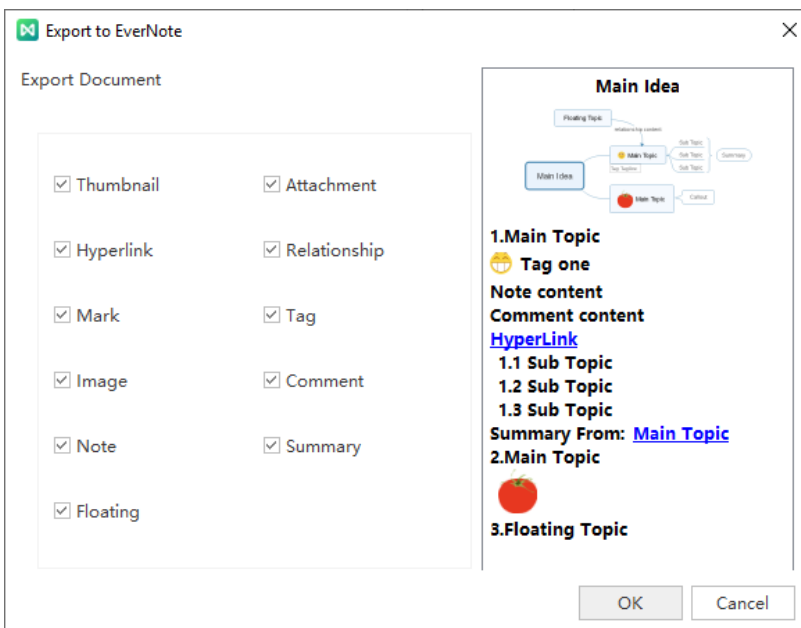
Export a Mind Map



When you make your mind map, you can export them in different formats for better sharing. Choose an export format and click on the thumbnail on the right panel. Determine the storage location and type a name for your mind map.



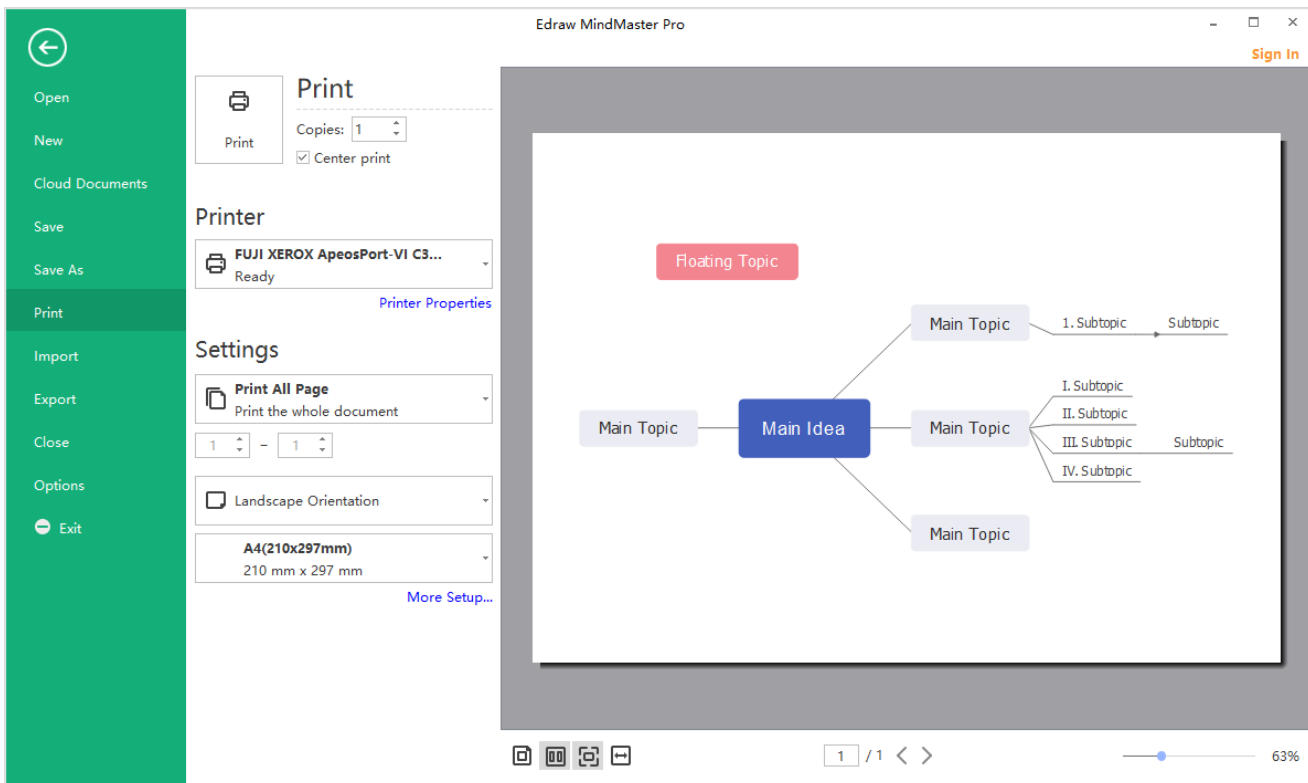
When you export your mind map to Evernote, you need to select which elements you want to remain on the exported file.





Print a Mind Map

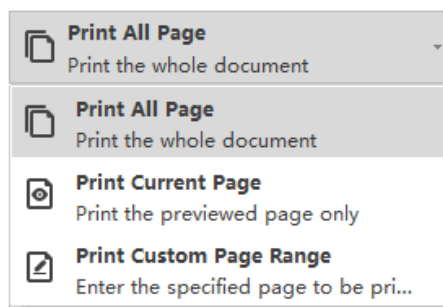
Go to **File > Print** and see the print preview interface. By default, the copy number is 1 and you can choose printers or check printer status in **Printer Properties**.



Print Settings

To decide which page(s) in your mind map will be printed, click the first box to choose the corresponding option. When you want custom print, don't forget to type specific page numbers.

Settings

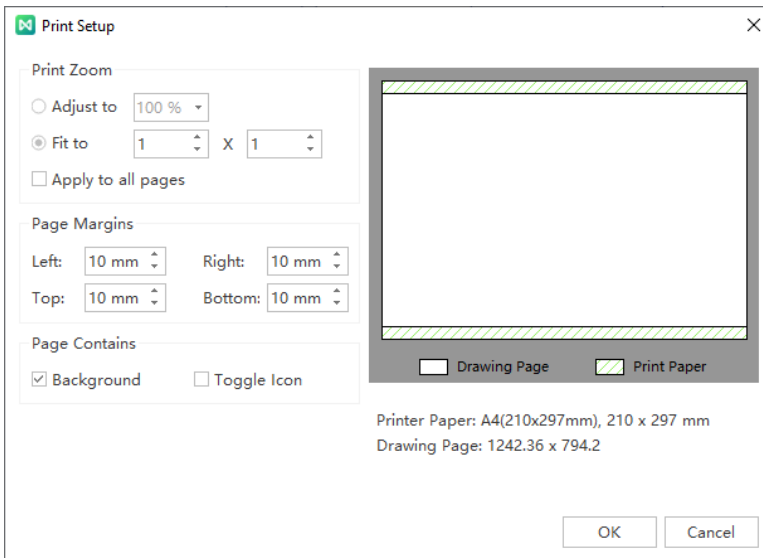


You can change page orientation between **Portrait** and **Landscape**, and change print page size.



More Print Setup

Click **More Print Setup...** to see whether the sizes of the drawing page and the printer paper meet your requirements. You can add grid or guideline and see the result in the preview window.



Adjust to: The percentage represents how the print size of the drawing page matches that of the print paper(s). 100% means that the drawing will be printed exactly on a paper. Less than 100% indicates that there will be extra space on the print paper that is not covered by the drawing. For more than 100%, the drawing should be divided into sections and printed by several papers.

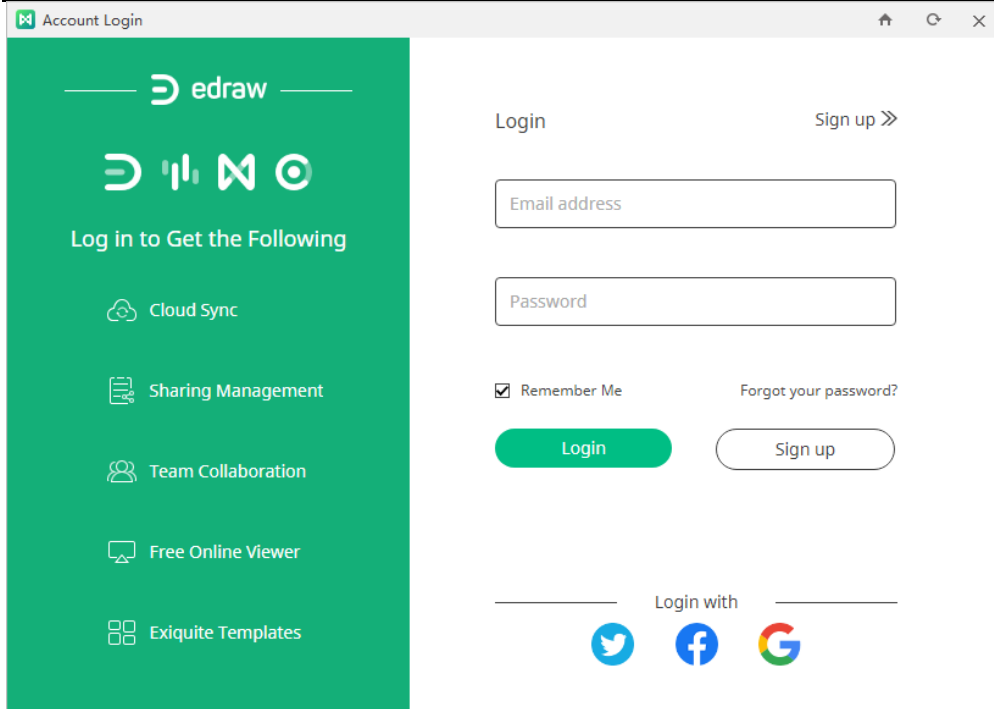
Fit to: The numbers will decide how many sheets will be used to print the whole drawings. The left means to add printer papers horizontally, while the right is to add papers vertically.

Share a Mind Map

Once you have created a mind map, you can share it with your team via links. Sharing mind map links is easy for people who don't use MindMaster to view mind maps.

Before sharing your mind map, you should log in to your Edraw account. If you don't have Edraw account, you can also sign in with your email address, Twitter, Facebook or Google account.

Click **Sign In** button on the top right of the interface and enter your account information in the pop-up window.



After you succeed logging in to MindMaster, click the **Share** button next to your username. The share window shows up, and you can copy the share link, or choose one of the supported social media to share your mind map.





Chapter 3 Learn to Use Topics

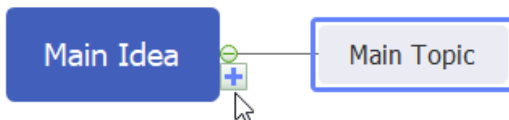
Add/Delete Topics

Keyboard Shortcuts to Add Topics

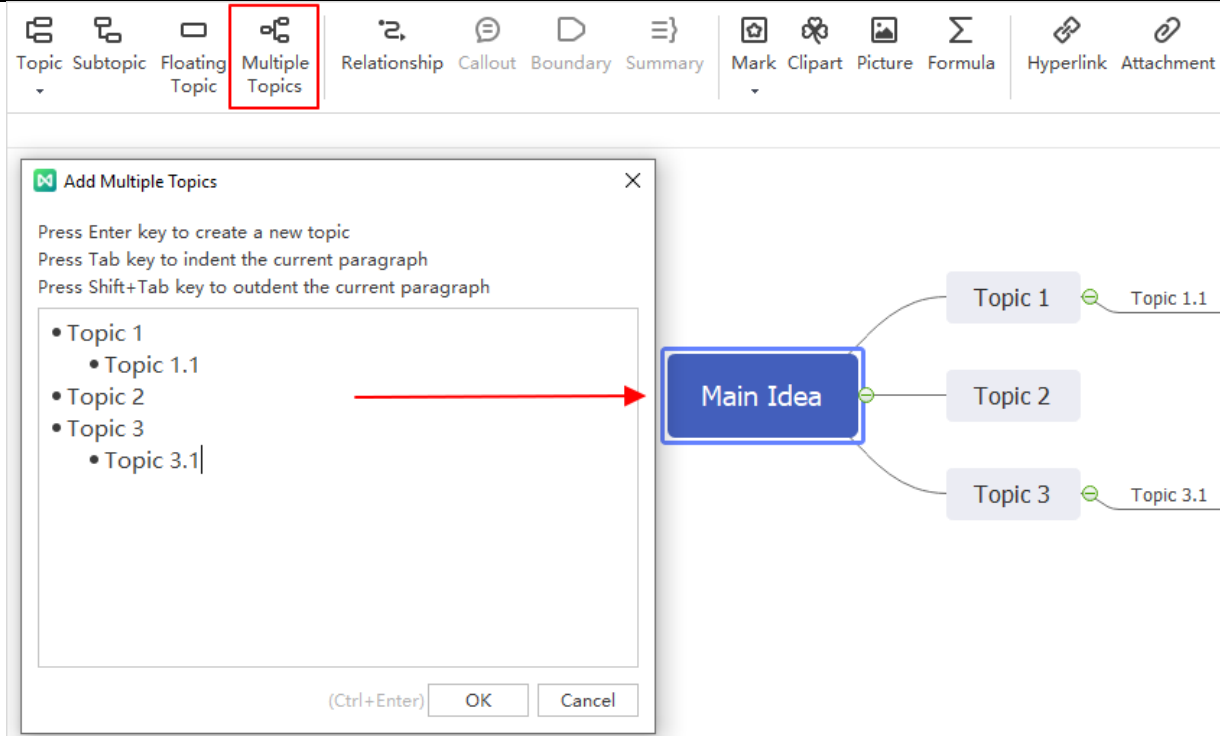
<i>To Insert</i>	<i>Shortcut(s)</i>
Main Idea (Central Topic)	Add Automatically
Topic / Sibling Topic	Enter
Topic before the selected topic	Shift + Enter
Subtopic	Insert or Ctrl + Enter
Parent Topic	Shift + Insert
Floating Topic	Alt + F
Multiple Topics	Ctrl + M

To add main topics, you can

- Press **Enter** key;
- Click the floating button beside the Main Idea;



- Click **Topic** button on the **Home** tab;
- Use **Multiple Topics** option.



To add subtopics, you can select a main topic,

- Press **Insert** or **Ctrl + Enter**;
- Click the floating plus button.
- Click **Subtopic** button on **Home** tab.
- Use **Multiple Topics** option.

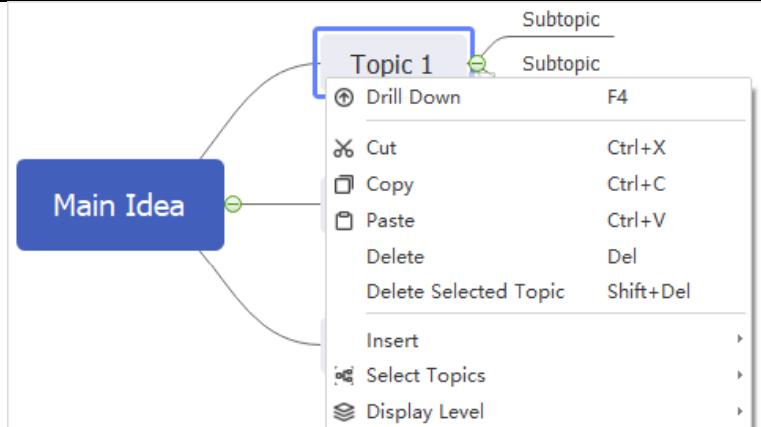
To insert floating topics, you can

- Press **Alt + F**, put the cursor on where you want to add a floating topic and hit the left mouse.
- Click **Floating Topic** button on **Home** tab and click on the canvas.

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

To only delete the selected topic, you can

1. Right-click the target topic.
2. Choose **Delete Selected Topic** on the context menu or press **Shift + Del**.
3. The selected topic will be deleted.
4. The reserved subtopics will be promoted up one level.



To delete the selected topic and its subtopics, you can right-click the selected topic and choose Delete on the context menu; or, press **Del** directly.

Edit Topics

You can double-click on a topic to edit the topic text. Below are shortcut keys to help you quickly edit topic content. Note that you need to select the topic first.

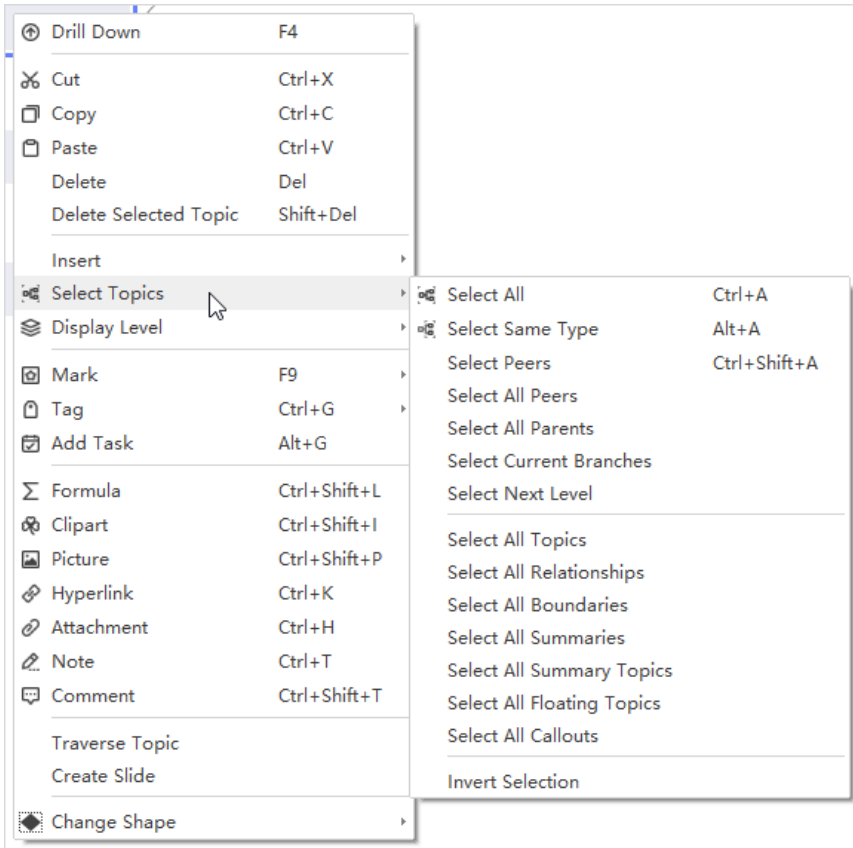
Action	Shortcut(s)
Start editing mode	F2
Move the cursor to the end of text and edit	Spacebar
Finish editing	Enter / Esc
Enter line breaks in text	Shift + Enter / Ctrl + Enter
Move to the beginning of the text	Ctrl + Home
Move to the end of the text	Ctrl + End
Cancel editing mode	Esc
Find	Ctrl + F
Spelling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

Select/Move Topics

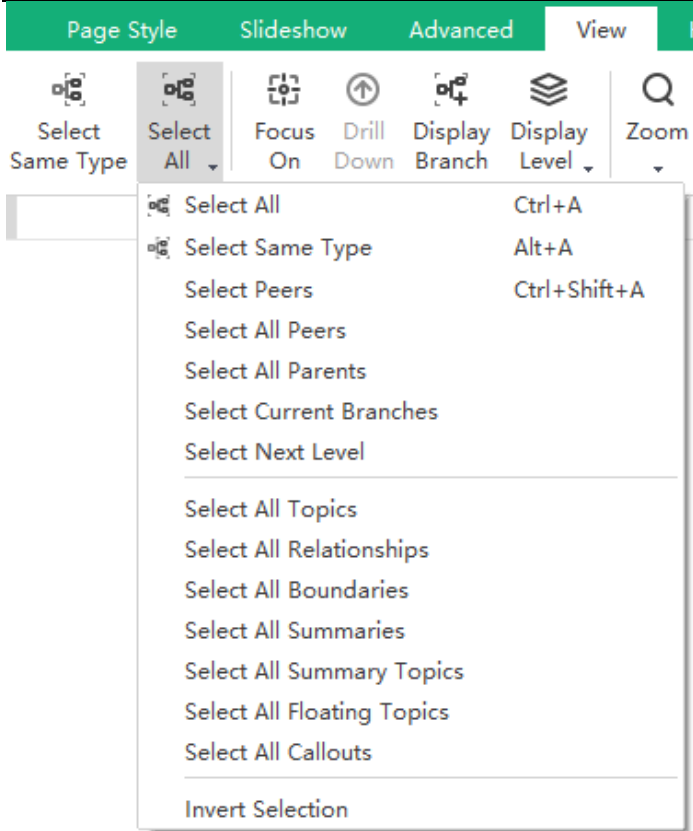


Select Topics

Right-click on any topic of your mind map. On the contextual menu, as you can see in the below picture, you can select topics according to their types or levels.



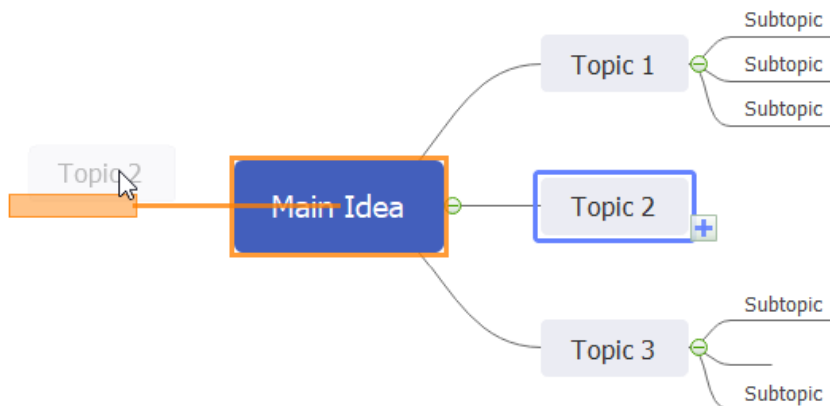
Alternatively, go to the **View** tab, click **Select All**, and there shows a drop-down menu of selection commands.



Move Topics

To move a topic, you can drag and drop it to the targeted position or use the shortcut keys to move the 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 show when the topic is moved. Any of your topics (except Main Idea) and the branches can be rearranged and moved among different levels.



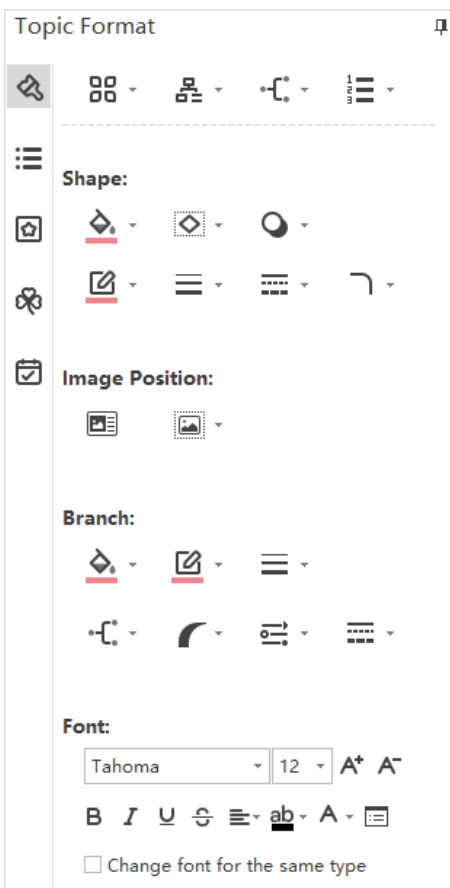


Below are shortcut keys for moving topics:

Action	Shortcut(s)
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

Format Topics

When you select a topic of your mind map, the right **Format** pane will turn into the **Topic Format** pane. On the **Topic Format** pane, you can





-
- **Shape:** change the shape of the node, fill color, shadow, line color, line weight, line type, and type of rounded corner.
 - **Image Position:** choose to insert images on the topic in 2 different ways.
 - **Branch:** change the styles of the branch (low level) that is related to the selected topic.
 - **Font:** change the font styles of the selected topic.



Chapter 4 Insert/Add Elements

Insert Relationships/Callouts

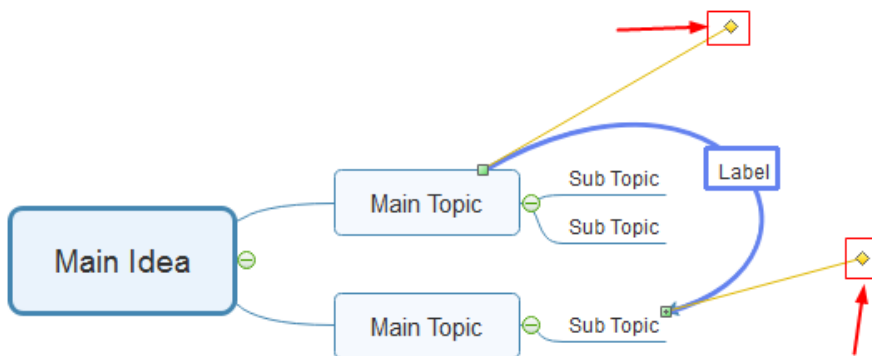
Insert Relationships

Some shapes aren't connected directly, but you can insert a relationship line between them.

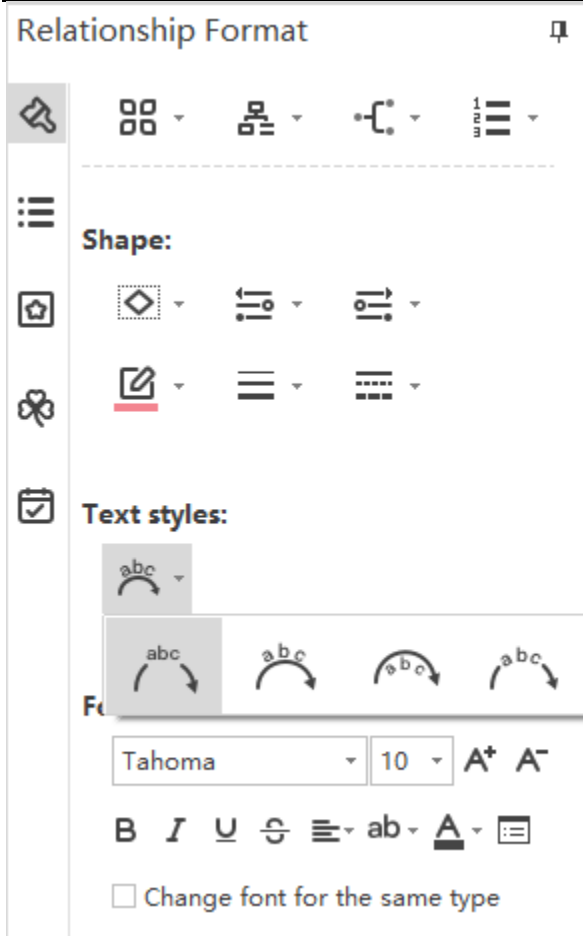
Select one of the topics that you want to add a relationship line, then

- Click **Relationship** on **Home** tab;
- Press **Ctrl + R**;
- Right-click and navigate to **Insert > Relationship** on the context menu.

Move the pointer to the other topic and click on it to add a relationship line. Double-click on the label to add and edit text. You can change the curvature of the line by moving the yellow handles.



To change the style of a relationship line, select the line and the **Format pane** will transform into the **Relationship Format** pane. You can adjust the line type, weight, color, etc. Besides, you can choose how to place the text on the line with 4 different options.



Insert Callouts

The callout is a visual element to let viewers have a better understanding of the mind maps. Select a topic that you want to add a callout, then

- Click **Callout** on **Home** tab;
- Press **Alt + Enter**;
- Right-click and navigate to **Insert > Callout** on the context menu

When you select a callout, you will see the **Callout Format** pane shown on the right side of the canvas. You can change the style of the callout shape, insert images in the callout, adjust the format of the branch.



The screenshot displays the MindMaster interface. On the left, a mind map is shown with a central blue node labeled "Main Idea". Three grey nodes labeled "Main Topic" branch out from it. The top "Main Topic" node has a blue callout box containing the word "Callout", with two lines labeled "Subtopic" extending from it. The bottom "Main Topic" node has three lines labeled "Subtopic" extending from it. On the right, the "Callout Format" panel is open, showing various formatting options for the callout box, including shape, image position, branch, and font settings.

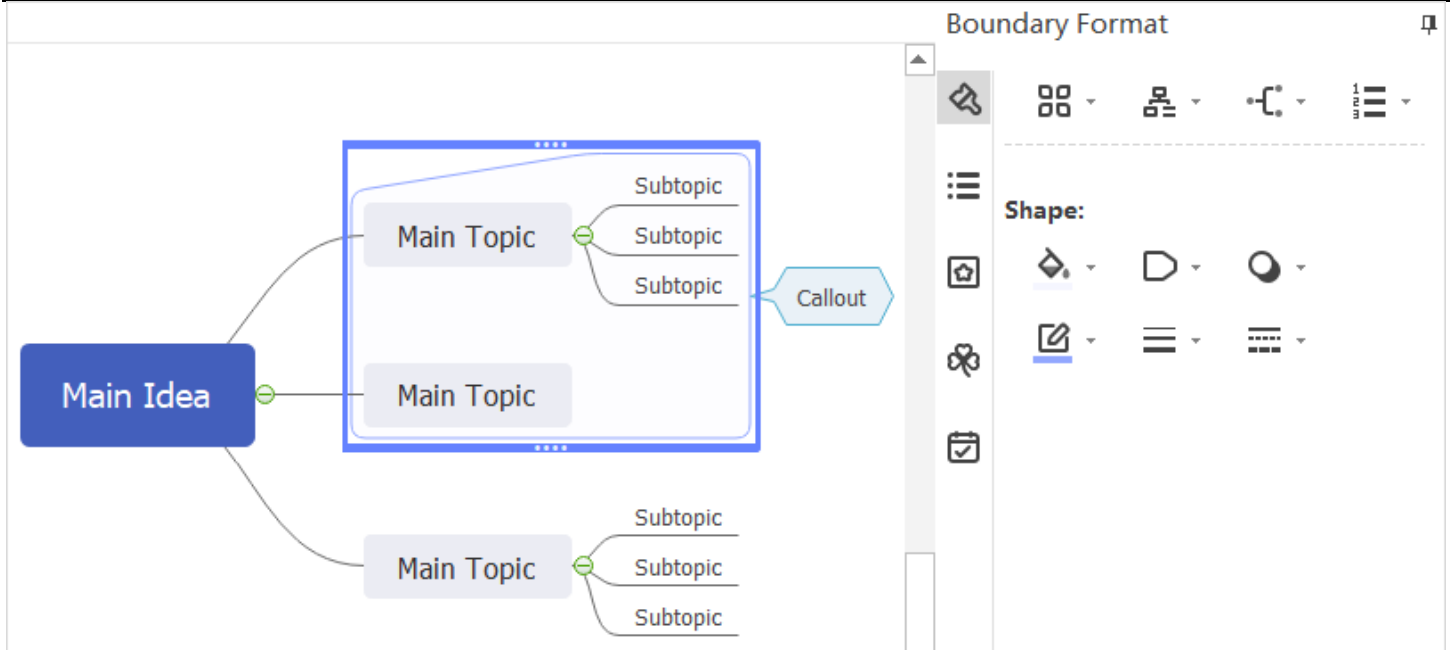
Add a Boundary/Summary

Add a Boundary

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

To create a boundary, select the topic whose subtopics you need to group with a boundary, then

- Click **Boundary** on **Home** tab;
- Press **Ctrl + Shift + B**;
- Right-click and navigate to **Insert > Boundary** on the context menu.



To change boundary formats, select the boundary, and the **Boundary Format** pane comes out. You can change the colors of the fill, alter the shape of the boundary, adjust the style of the boundary line.

To remove a boundary, select the boundary, right-click on the boundary and click **Delete**, or press **Delete** key.

Note: You can insert a callout after adding a boundary around the topics.

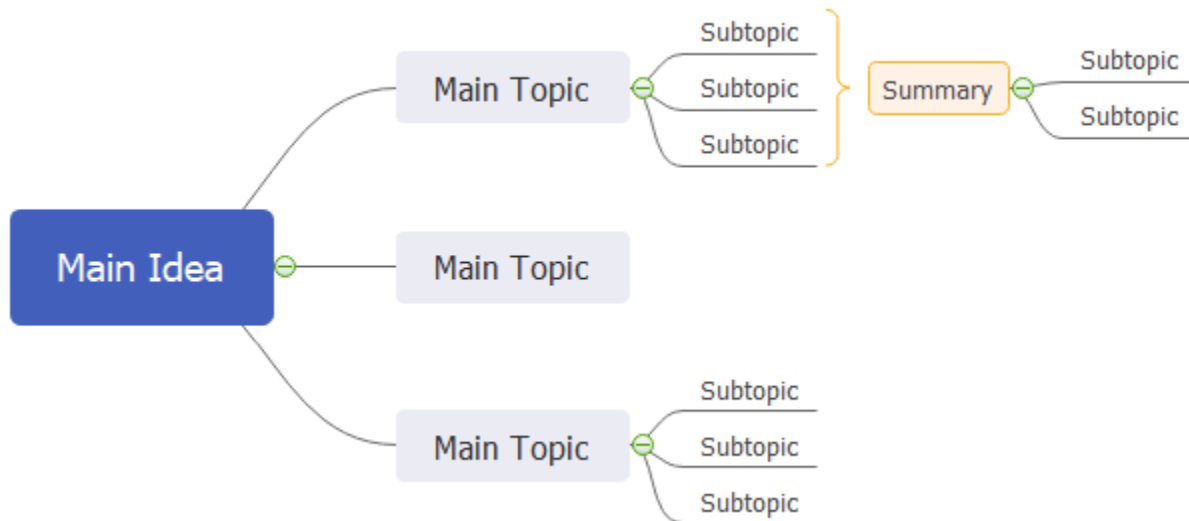
Add a Summary

To add a summary, select topics that need to be summarized, then

- Click **Summary** on **Home** tab;
- Press **Ctrl +]**;
- Right-click and go to **Insert > Summary** on the context menu.

What's more, you can add and edit the text in the summary topic; expand the summary topic by adding subtopics.

To remove a summary, select the summary bracket, right-click on the bracket and click **Delete**, or press **Delete** key.




Insert Illustrations

Insert Marks

Marks are used to avoiding monotony in the content and display key points in the mind map. You can add marks from the pre-defined mark groups and create your own mark group.


To insert a mark, select the topic, then

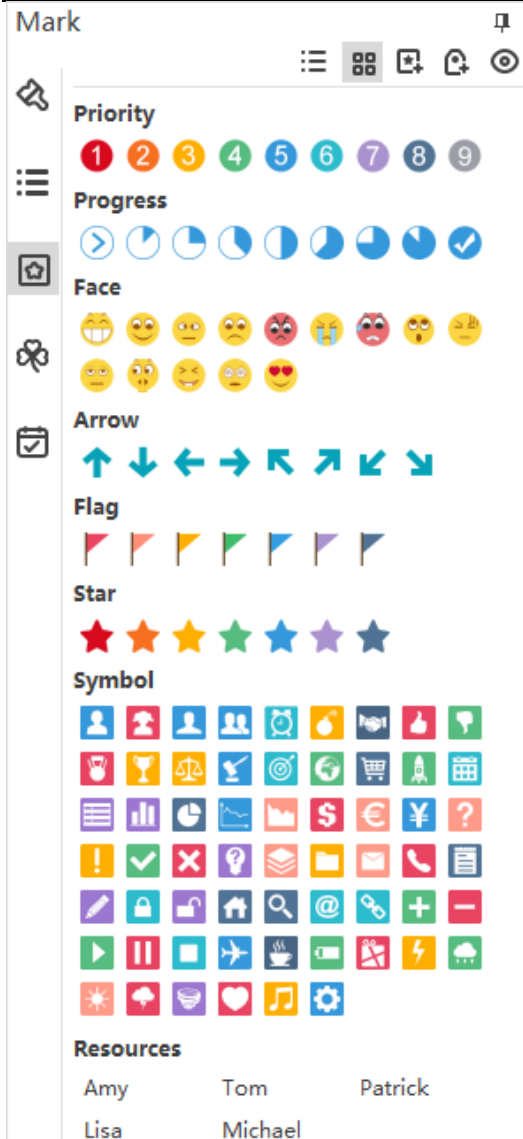
- Press **F9**;
- Go to **Home** tab > **Mark**;
- Right-click and choose **Mark** on the context menu;
- Click Mark icon  on the right sidebar to open the **Mark** pane.

Click any mark on **Mark** menu/pane to add it into the selected topic. After that, you can select the mark and switch it into another mark from the same group.


Only one mark from a group can be added on a topic, but multiple marks from different groups can be added on the same topic.

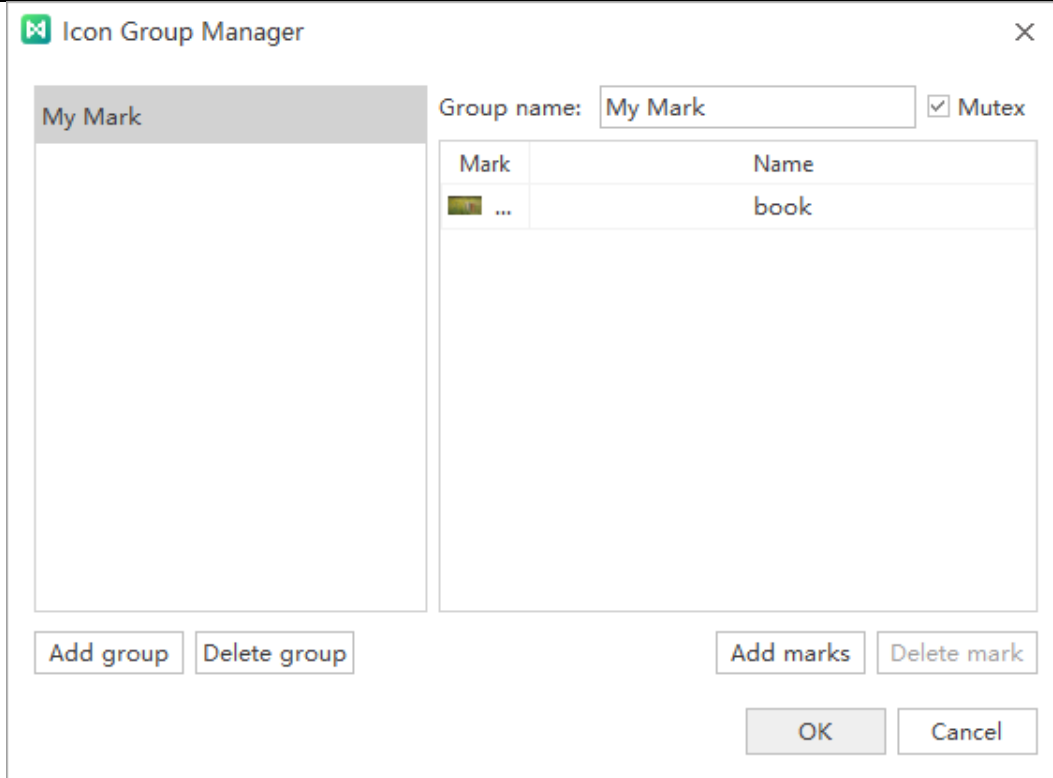
Click  on **Mark** pane to hide unused marks and only show frequently-used marks.

The default view for marks is the **icon tile view**. If you intend to turn into the **icon list view**, you can click the button .



To add a new mark group, you can

1. Click **Mark Manager** button  on the top of the **Mark** pane;
2. Click **Add group** and rename it.
3. Tick **Mutex** if the content of this group is mutually exclusive.
4. Click **Add marks** to insert marks from local storage to your group.
5. Click **Delete mark** if you want to remove a mark from the group.



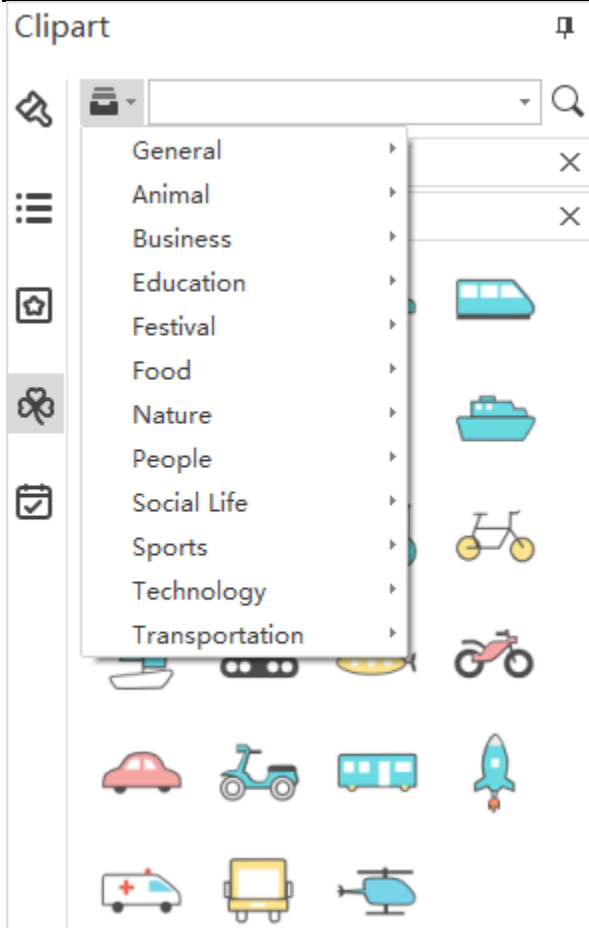
Insert Clipart

MindMaster offers a library of clipart for users. To insert clipart, select the topic, then

- Press **Ctrl + Shift + I**;
- Go to **Home** tab > **Clipart**;
- Right-click and choose **Clipart** on the context menu;
- Click Clipart icon on the right sidebar to open the **Clipart** pane.

Double-click on a clipart to add it into the selected topic; or drag and drop a clipart to the topic. In addition, you can also insert clipart into the canvas directly.

All the clipart are added as images, so you can change the style of clipart with the image formatting tools in MindMaster.



Insert Pictures

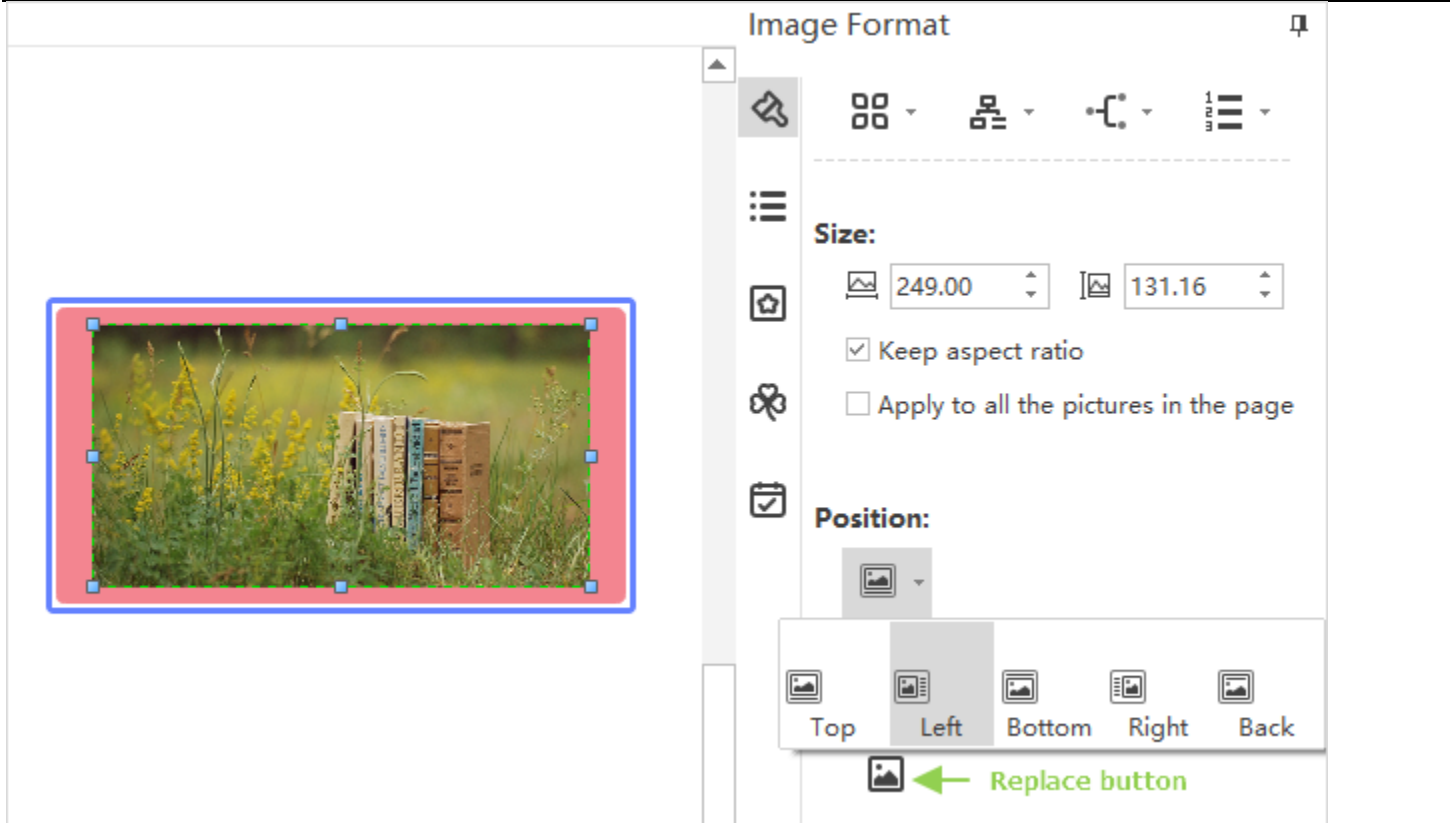
MindMaster allows you to insert pictures into topics. It supports extensive picture formats like GIF, JPG, JPEG, PNG, ICO, BMP, TIF, etc.

To insert a picture, you can

- Go to **Home** tab > **Picture**;
- Press **Ctrl + Shift + P**;
- Right-click on the topic and select **Picture** on the context menu.

Choose a picture from your device, click **Open**, and your image will be inserted into the topic. By default, the picture will be added on the left of text. You can drag the picture to change its position.

If you haven't selected any topic, the picture will be added into a floating topic.



Select the picture that is on the topic, you can drag the blue handles to adjust the size. Alternatively, you will see the **Image Format** pane comes out on the right side of the canvas.

You can adjust the picture size by inputting the specific numbers, change the position of the image, and replace the image with another one.

Add Annotations

Insert Hyperlinks

Hyperlinks are convenient for users to access other documents, applications or websites in a mind map.

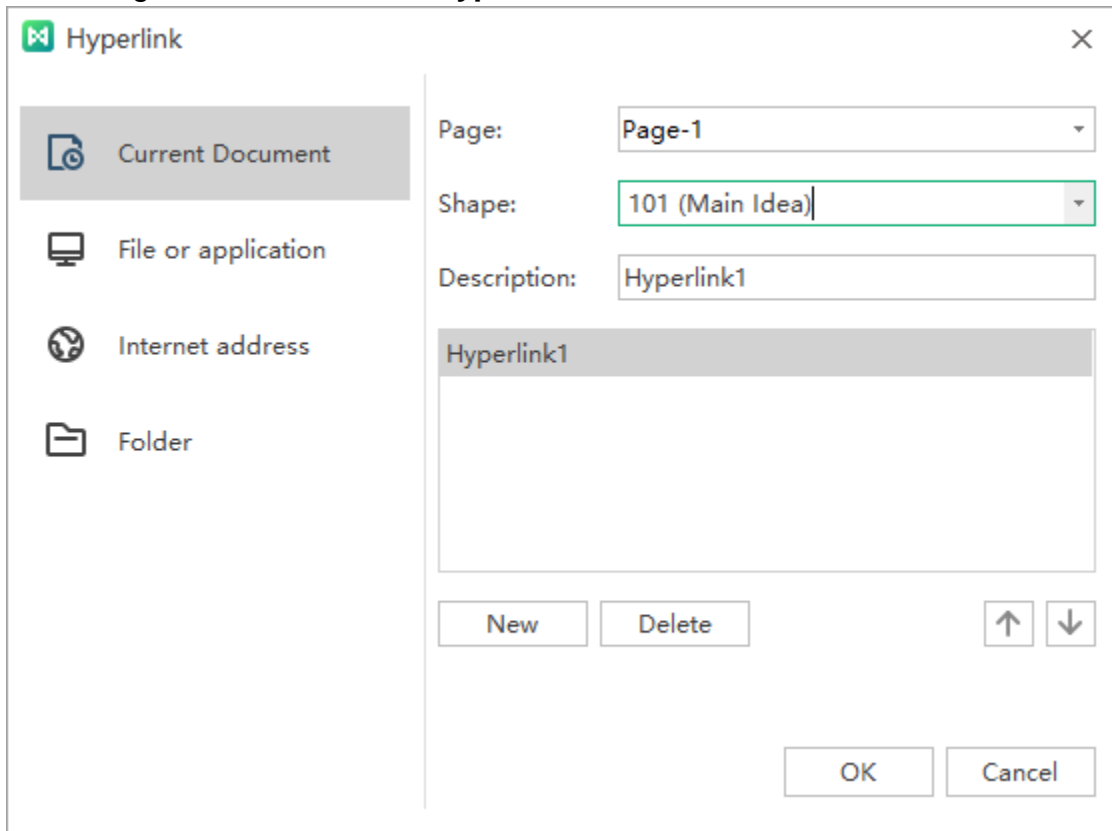
In MindMaster, you can link to:

- Another page or shape in the current document;
- A file or application;
- An Internet address;
- A folder.



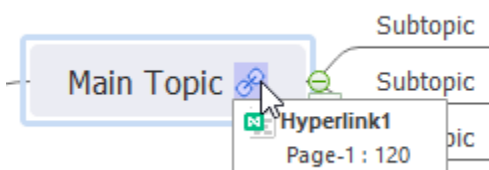
To insert a hyperlink in a mind map, select the topic, then

- Go to **Home** tab > **Hyperlink**;
- Press **Ctrl + K**;
- Right-click and choose **Hyperlink** on the context menu.



The **Hyperlink** window pops up and you can create a hyperlink in your mind map. The Hyperlink icon is on the right of the text. If you move the pointer to the icon, you will see the details.

Right-click on the icon, and you can choose to edit or remove the hyperlink.



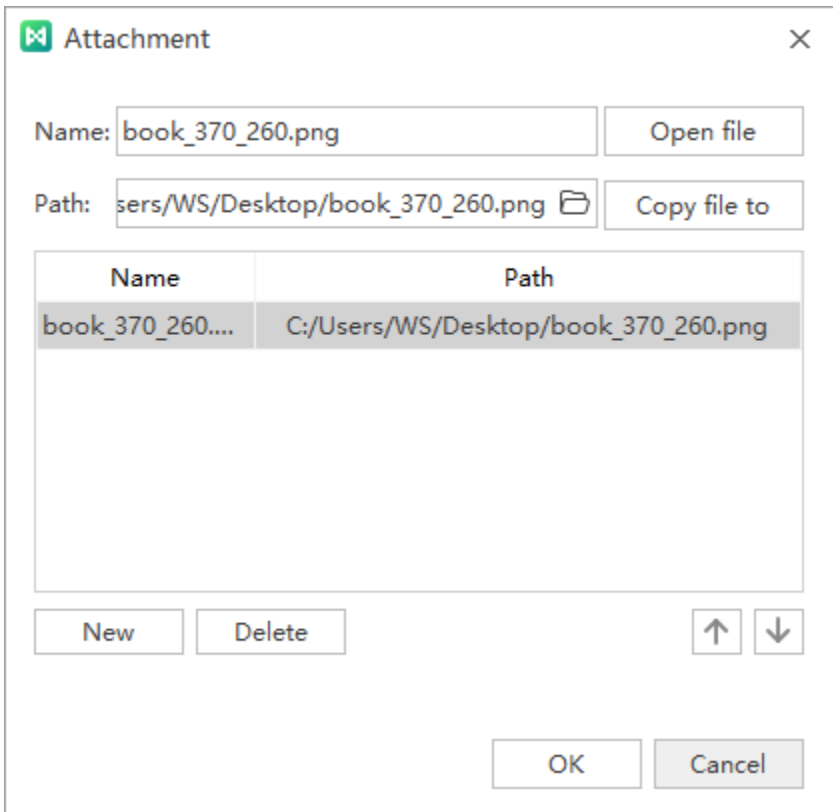
Insert Attachment

MindMaster supports to insert attachments, which can be saved automatically in mind maps.



To insert an attachment, select a topic, then

- Go to **Home** tab > **Attachment**;
- Press **Ctrl + H**;
- Right-click and choose **Attachment** on the context menu.



Click the folder icon to select an image, a file or anything that you want to attach. Click **New** to add more attachments. Click **Delete** to remove an attachment.



Insert Notes

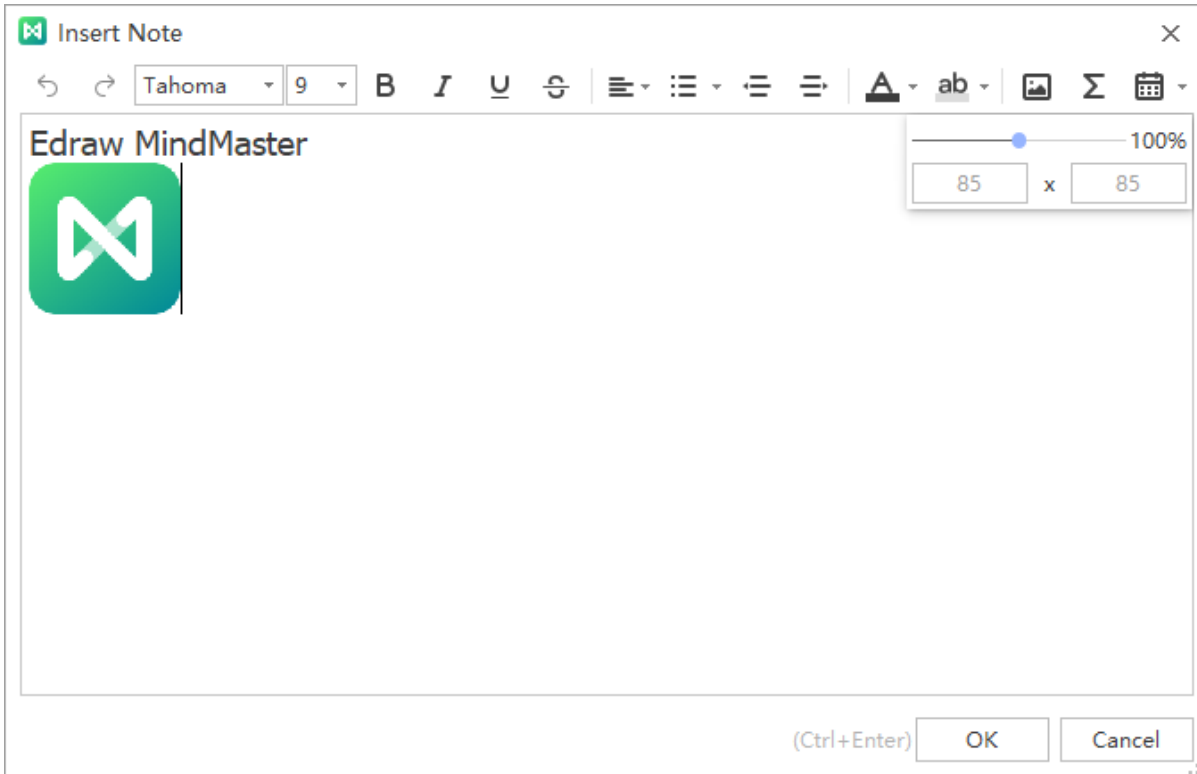
Sometimes details could not be shown entirely on the topics. Adding notes can solve this problem. You can insert notes in the format of texts, pictures, and tables to enrich your mind maps.

To insert a note, select a topic, then

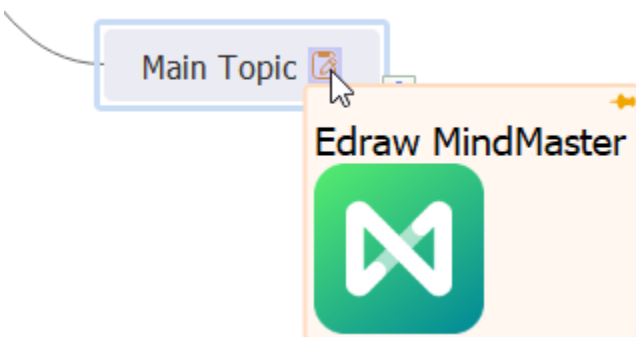
- Go to **Home** tab > **Note**;



- Press **Ctrl + T**;
- Right-click and choose **Note** on the context menu.



Add text, picture or formula in the pop-up **Note** window. You can adjust the inserted image with the simple zoom bar from 1%--200%. Besides, you can edit text with text formatting tools on the toolbar. To check your notes, put the cursor over **Note** icon and see how the note looks like.



Add Comments

Commenting on the topic or subtopic in a collaborative team is a highlight in MindMaster. You can receive praise and suggestions from your colleagues and supervisor directly.

MindMaster

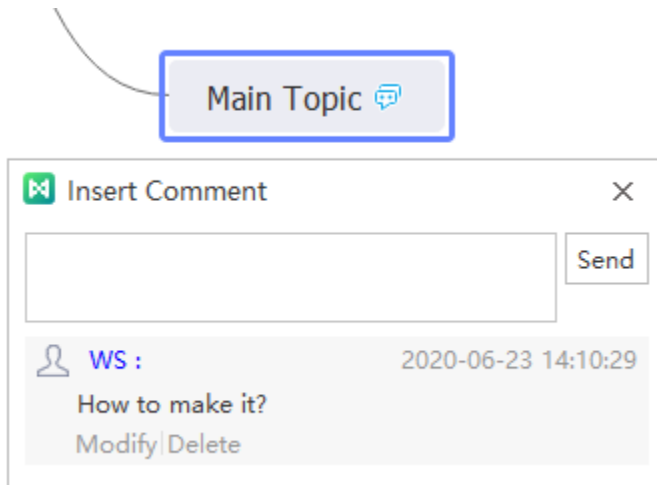
<https://www.edrawsoft.com>



To add a comment, select a topic, then

- Go to **Home** tab > **Comment**;
- Press **Ctrl + Shift + T**;
- Right-click and choose **Comment** on the context menu.

Type your comment into the dialog box and click **Send**. You can add more comments at the same topic.



Before commenting, make sure that you have signed in the MindMaster account. If not, the commenter's name will be the computer user's name.

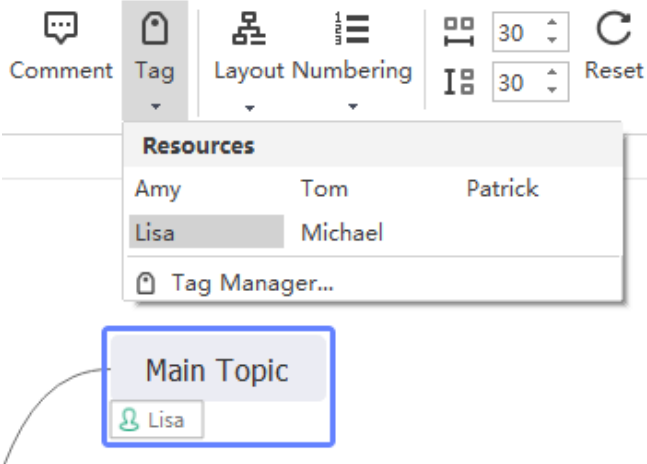
Add Tags

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

To add a tag, select the topic, then

- Go to **Home** tab > **Tag**, open the drop-down menu;
- Right-click and choose **Tag** on the context menu;
- Navigate to the Mark pane and find Resources on the bottom.

Click one of the tags and the name will show under the topic.

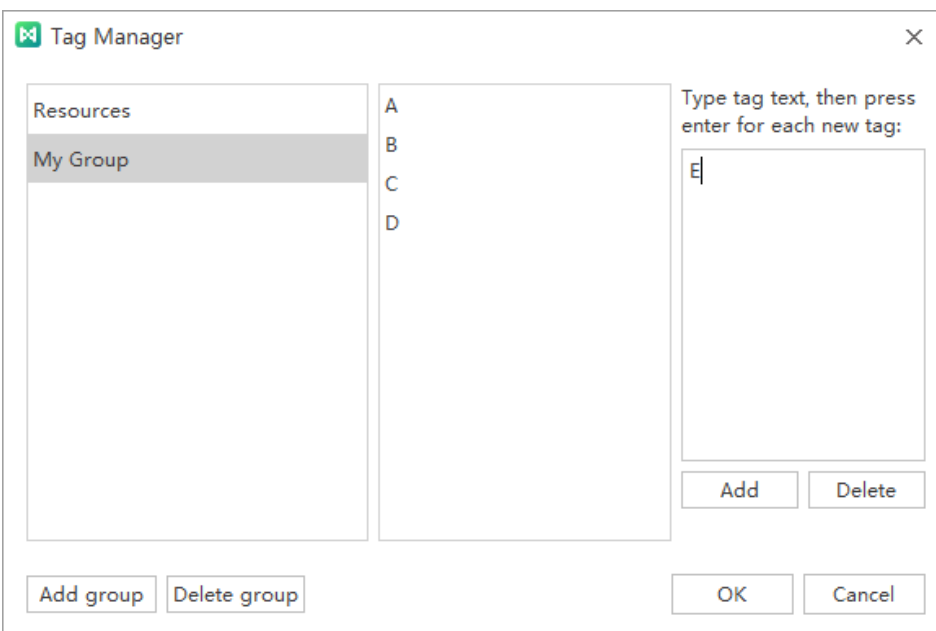


To manage your tags, select a topic, then

- Click **Tag Manager** on the drop-down menu of the **Tag** button;
- Right-click and choose **Tag > Tag Manager** on the context menu;
- Click tag manager button on the Mark pane.



Click **Add group** to create a new group. Type tag names in the rightmost box and click **Add** to add them into the middle box. When you add all your tags, click **OK**.



Finally, you can see your tags on the bottom of the **Mark** pane.



Resources		
Amy	Tom	Patrick
Lisa	Michael	

My Group		
A	B	C
D	E	

Insert Formula

To **insert a formula**, select a topic, then

- Go to **Home** tab > **Formula**;
- Right-click and choose **Formula** on the context menu;
- Press **Ctrl + Shift + L**.

The screenshot shows the software's top toolbar with the 'Formula' button highlighted in red. Below the toolbar, a formula editor window is open, displaying the formula $V_{cube} = a^3$. The editor includes a toolbar with various mathematical symbols and a grid of symbols for selection.

You can edit your formula in the formula editor, click **Confirm** and the formula will be exported as an image and inserted into the topic. The editor also supports to open files in latex and mml formats.



Chapter 5 Theme and Style

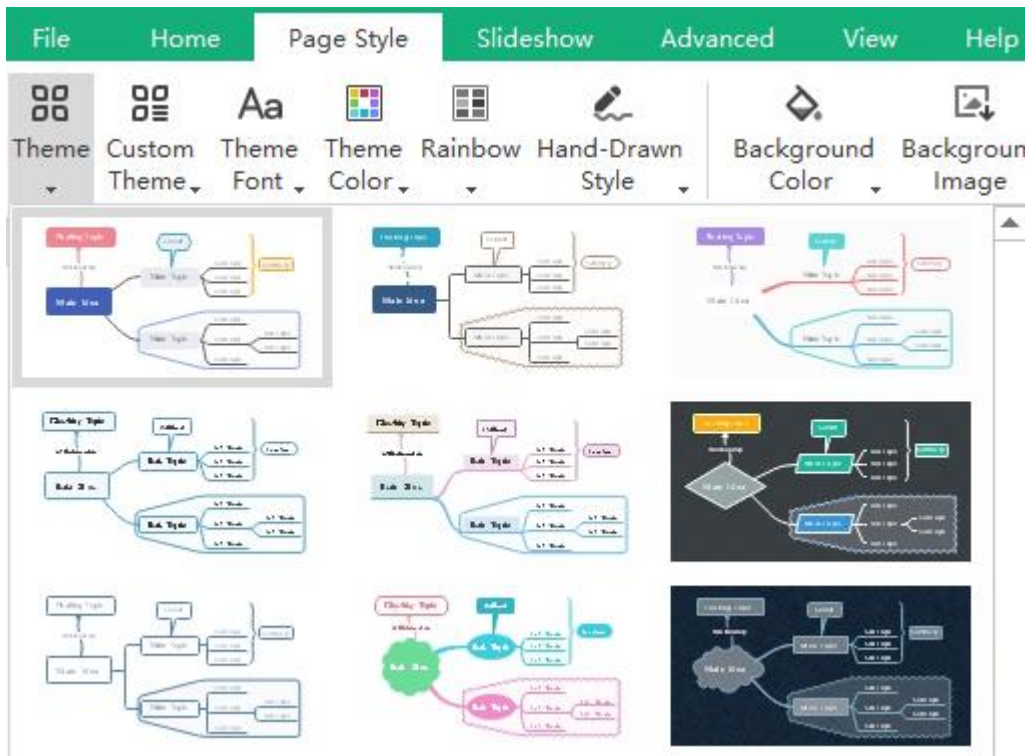
Change and Customize Theme

Apply a Theme

A mind map theme is a collection of the default format settings used for the various types of elements in your mind map, including theme colors, theme fonts (both heading and body text fonts), and theme effects (both lines and fill effects).

To find the **Theme** button and see all inbuilt themes, you can

- Go to **Page Style** tab > **Theme**, and open the drop-down menu;
- Navigate to **Format** pane and click the first icon on the top of the pane.



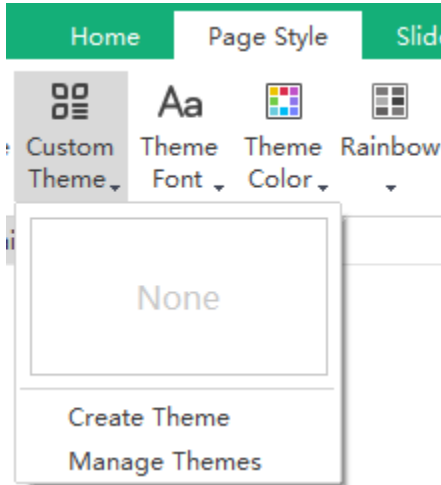
When you put the cursor on the thumbnails, the theme of the mind map will be changed correspondingly. Once you find your favorite theme, just click its thumbnail and the new theme should be shown on your mind map.



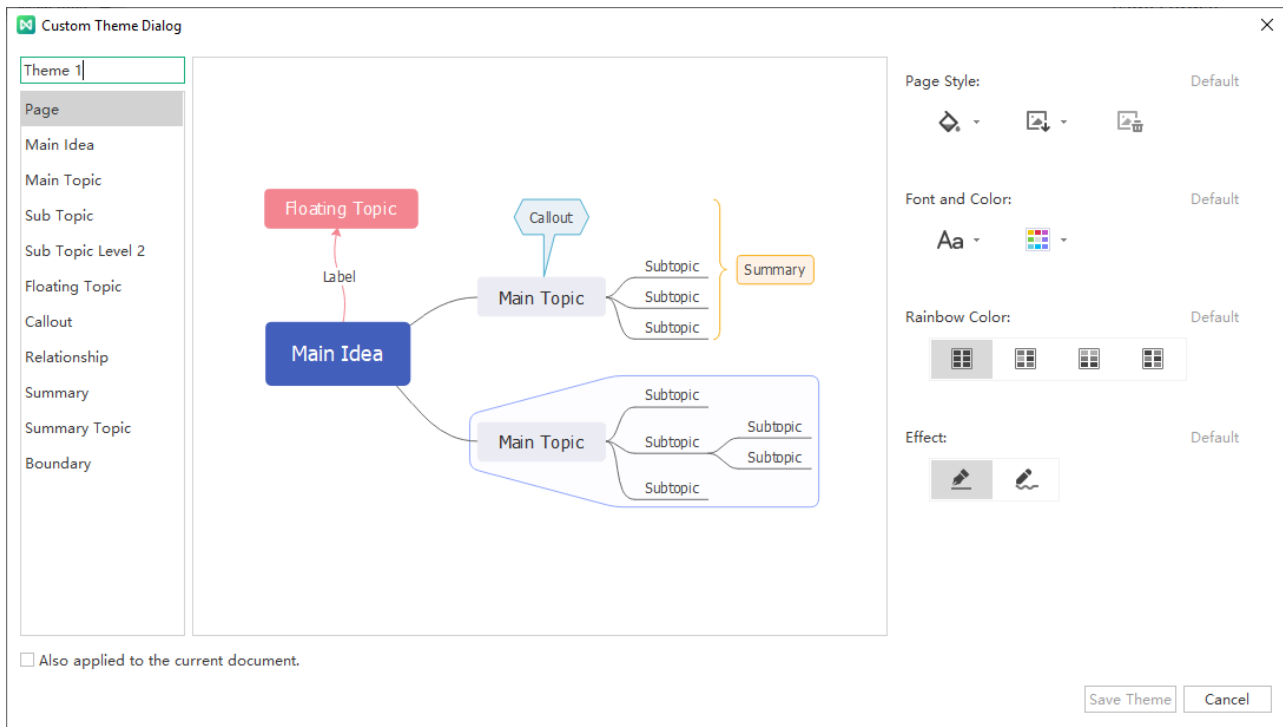
Create a Custom Theme

To create a custom theme in MindMaster, you can

1. Click **Custom Theme** button under **Page Style** tab or on the **Page Format** pane.



2. Click **Create Theme** on the drop-down menu;
3. Modify, format and style different elements of a mind map in the Custom Theme dialog box



4. Once it's done, edit a new name for the theme and click **Save Theme**.



When you create many custom themes, you can see and manage them. Click **Custom Theme > Manage Themes** to open the management window.

Change Theme Font and Color

After selecting a theme, you can also change the theme font and theme color. Click **Theme Font** and **Theme Color** buttons on **Page Style** tab or **Page Format** pane.

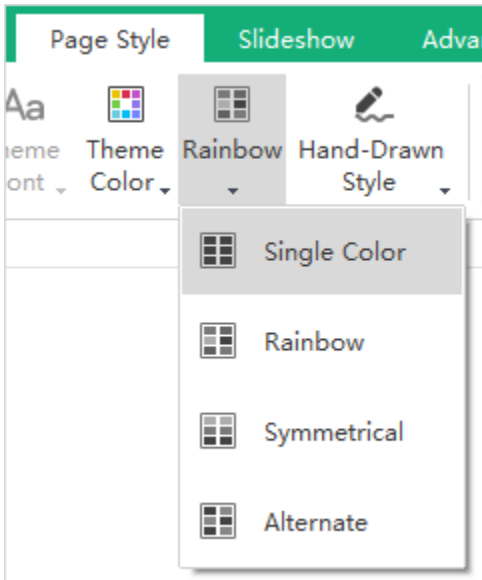
You can set a default font for your map and use the default font instead of the theme font. Go to **File > Options**, click **Format**, and tick **Use default font instead of theme font**, then choose a default font type for your map.



Rainbow Styles

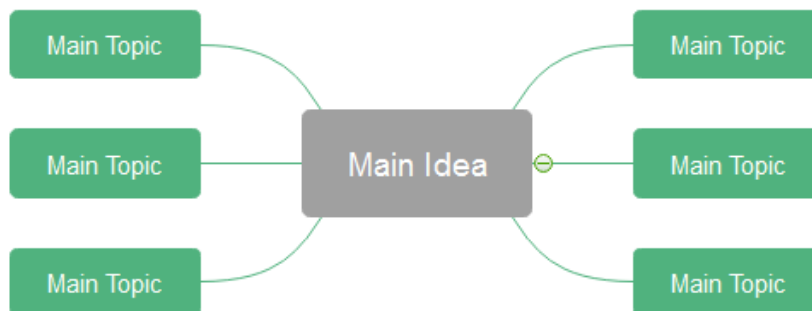
Rainbow Styles let you choose how to distribute the theme colors. There are 4 different rainbow styles: **Single Color**, **Rainbow**, **Symmetrical**, and **Alternate**.

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



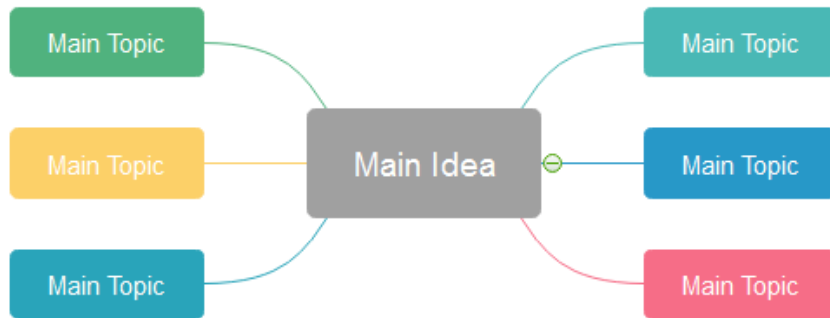
Single Color

Click **Single Color** button and apply a single color for all branches.



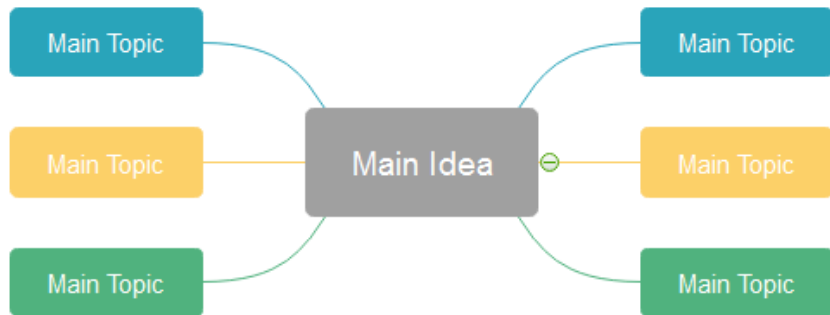
Rainbow

Click **Rainbow** button and apply different colors for each branch.



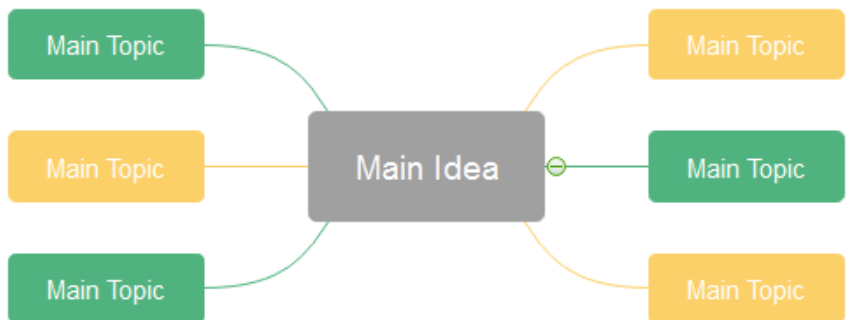
Symmetrical

Click **Symmetrical** button and apply bilateral symmetrical colors for branches.



Alternate

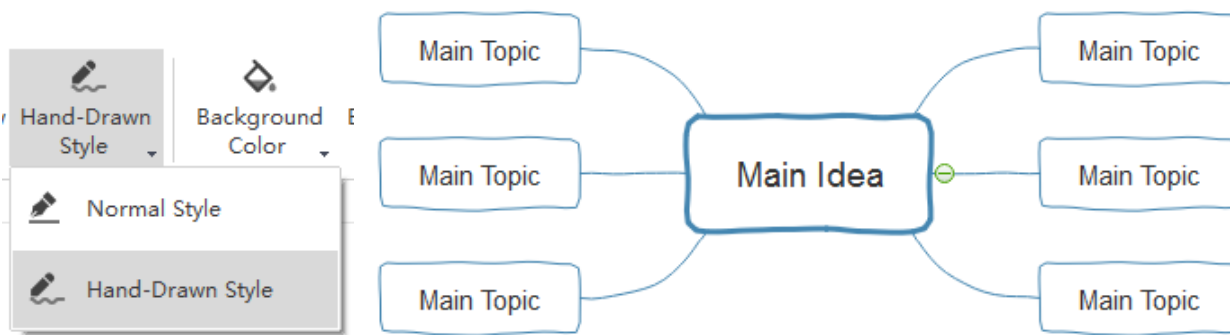
Click **Alternate** button and apply two alternate colors for branches.



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 and gives the map a hand-drawn look.

Go to **Page Style** tab or **Page Format** pane, click **Hand-Drawn Style** button.

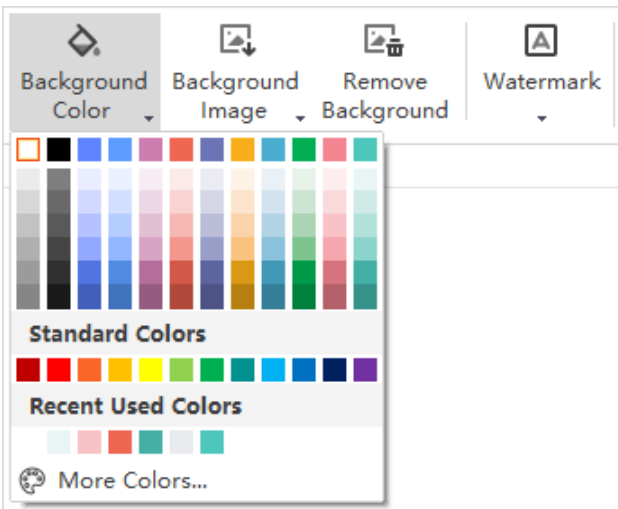


Change Background and Watermark

To set background in a mind map, you can use either a background color or a background image. You can also add a watermark in your mind map.

Change Background Color

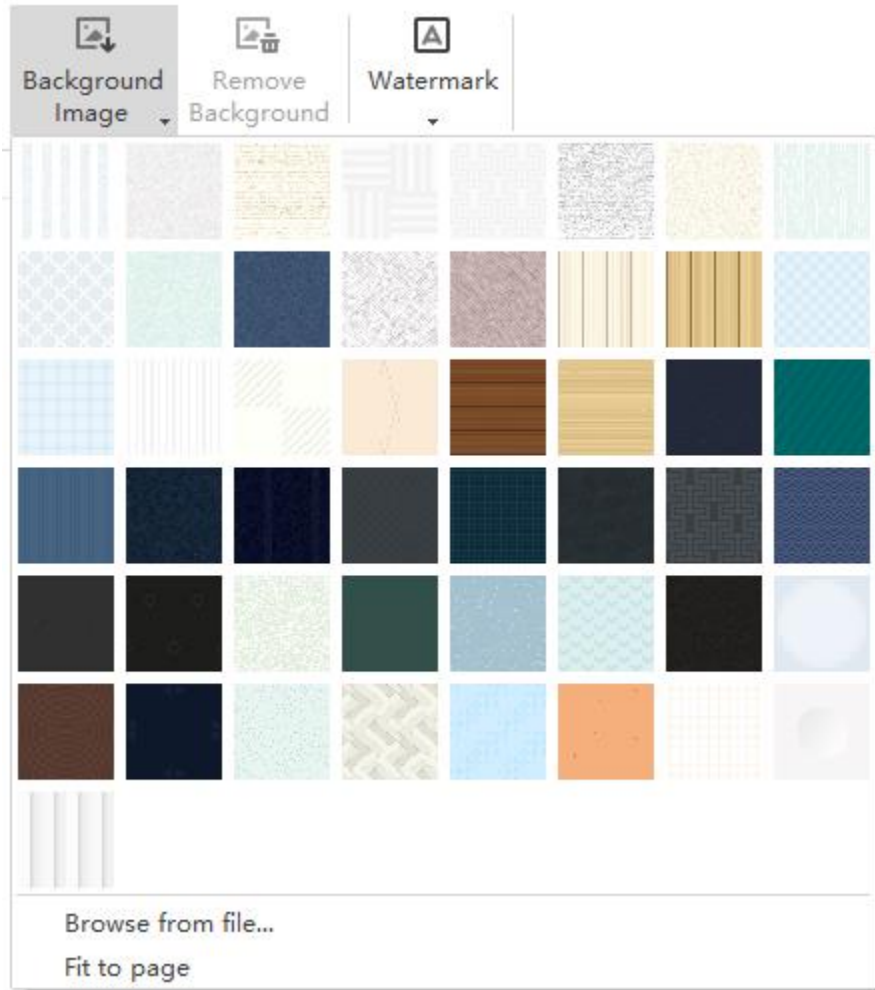
Go to **Page Style** tab or **Page Format** pane, click **Background Color** button to fill background with a single color.



Insert Background Image

You can add a background image from the built-in gallery or from local files. Click **Background Image** button on **Page Style** tab or **Page Format** pane.

You can choose the image from the preset gallery or use your own images.



If you tick **Fit to page**, the image will fit the whole page. If you don't tick this option, the image will keep its original size and tile the background with multiple copies.

Add Watermark

To add watermark in your mind map, you can

1. Click **Watermark** button under **Page Style** tab or **Page Format** pane.
2. Choose a pre-made watermark in the drop-down menu.
3. If you don't like the pre-made ones, click **Customize Watermark** to create your own ones.
4. In **Water Mark** window, adjust the text, font, size, color or layout of your watermark.
5. Click **Remove Watermark** when you don't need it.



Water Mark [X]

No watermark

Picture watermark

Select picture...

Scale: 100%

Text watermark

Text: .ASAP

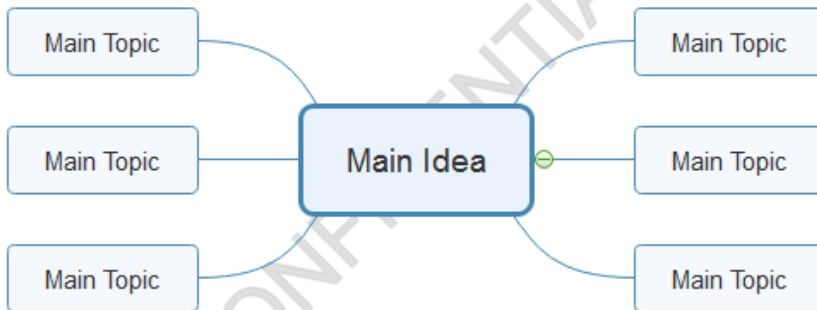
Font: Arial

Size: .Auto

Color: [Color Picker] Semitransparent

Layout: Horizontal Diagonal

OK Cancel Apply



Change Shape Style

When you add or insert different shapes in your mind map and select them, you will find the right **Format** pane will have differences as well.

Choose a topic: you can modify, format and style the topic in the **Topic Format** pane.



Topic Format

☰

☰ ☰ ☰ ☰ ☰

☰

Shape: Change topic shape

☒ ☒ ☒

☒ ☒ ☒ ☒

Image Position:

☒ ☒

Branch:

☒ ☒ ☒

☒ ☒ ☒ ☒

Font:

Tahoma 12 A⁺ A⁻

B I U ☒ ☒ ☒ ☒ ☒ ☒ ☒

Change font for the same type

In the meanwhile, when you choose a [relationship line](#), [callout](#), [boundary](#) or [summary bracket](#), you can change their style or shape in the corresponding format pane.

Change Branch Style

For All Branches

1. Select the central topic.



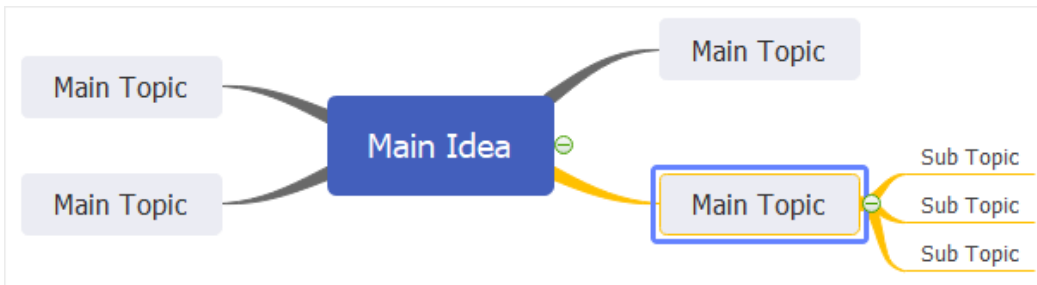
2. Go to **Format** pane > **Branch**, click on the buttons to change line colors, line weight, line types.



For Certain Branch

1. Select the main topic of the branch that you want to change.
2. Go to **Format** pane > **Branch**, click on the buttons to set line colors, line weight, and styles.

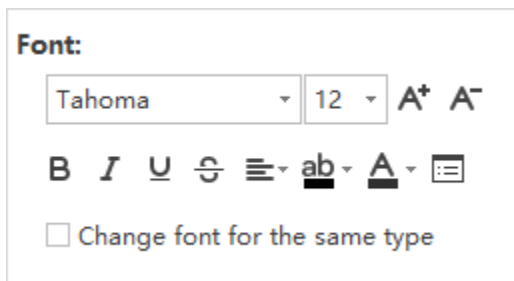
Changing branch line colors will change the colors of both connectors and shape borders.




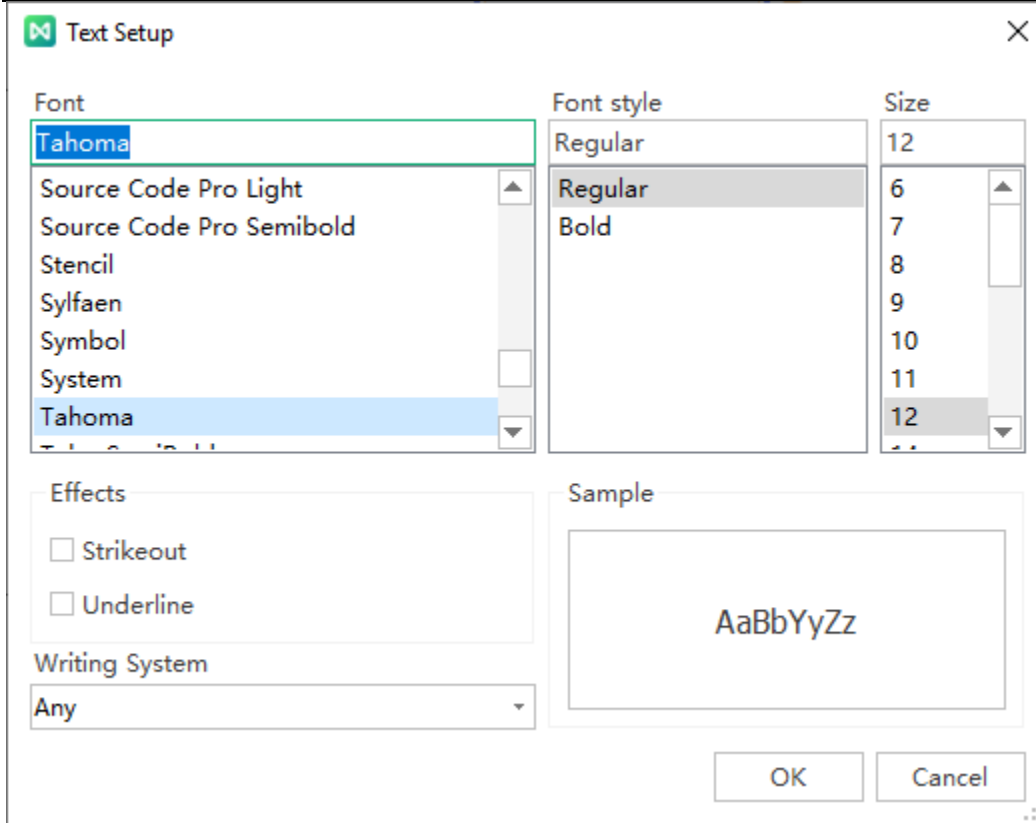
Change Text Style

To change the format of text font, you can:

1. Select a topic or multiple topics.
2. On **Format** pane > **Font**, change text font types, font sizes, alignment, boldness, line spacing, font colors, etc.



Click  to open the **Text Setup** window, where you can adjust the text setup with more options.



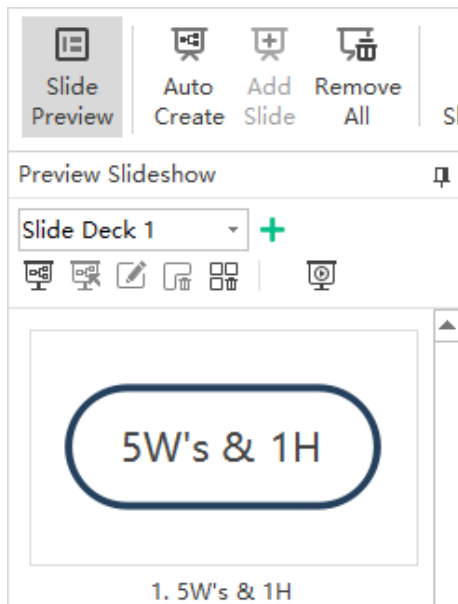


Chapter 6 Presentation

Make Presentation Slides

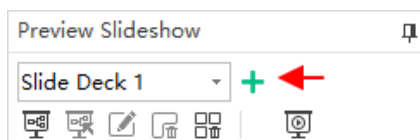
To create slides automatically, you can

1. Go to **Slideshow** tab and click **Auto Create** button.
2. See thumbnails of the auto-created slides on **Preview Slideshow** pane.

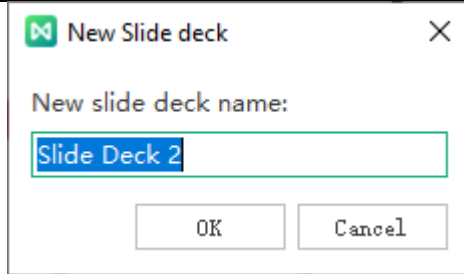


To create slides manually, you can

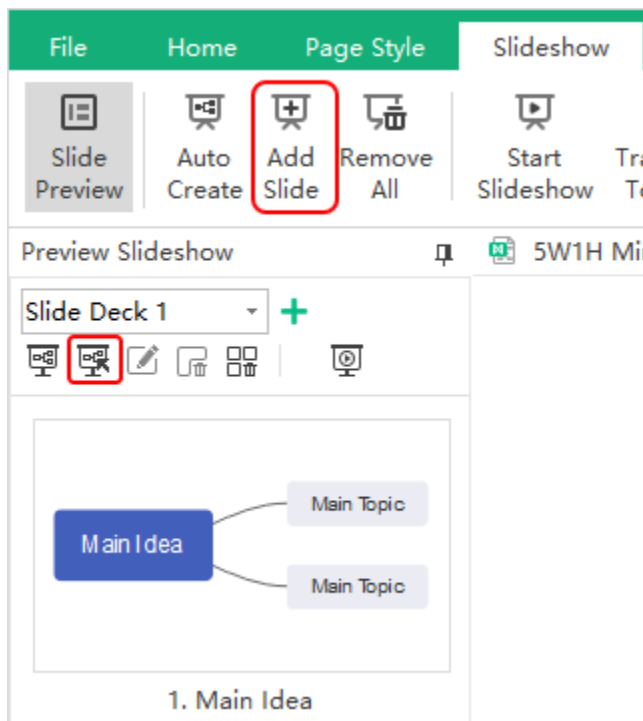
1. Click **Slide Preview** button to open **Preview Slideshow** pane.
2. Click the plus button on the pane.



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



4. Type the name of your new slide and click **OK**.
5. A new slide deck is created.
6. Select a topic from your mind map and click **Add Slide** under **Slideshow** tab.
7. The selected topic will become a slide and show on the **Preview Slideshow** pane.



To delete the entire slides, you can


- Click **Delete the entire slideshow** button.
- Right-click the slide on **Preview Slideshow** pane and choose **Delete the entire slideshow** in the context menu.
- Click **Remove All** button on **Slideshow** tab.

To delete the selected slide, you can

- Click **Delete the Selected Slide** button  on **Preview Slideshow** pane.
- Right-click the slide and choose **Delete the Selected Slide** in the context menu.

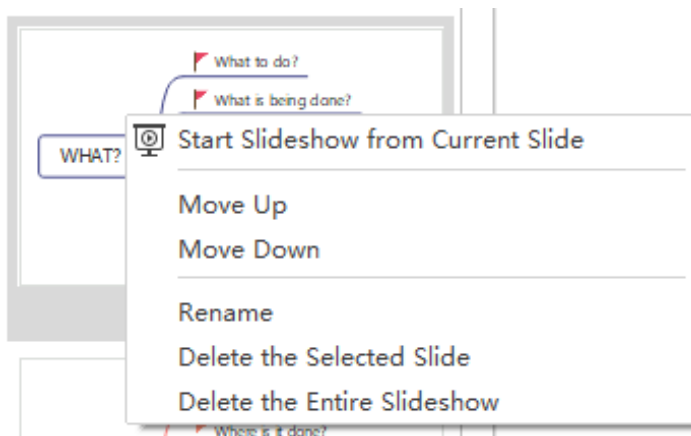


To rename a slide, you can

- Select a slide, click **Rename** button  on **Preview Slideshow** pane and type the new name.
- Double-click on the slide name and edit the name directly.
- Right-click a slide, choose **Rename** in the contextual menu and type the new name.

To reorder slides, you can

- Drag and drop slide thumbnails to reorder slides directly on **Preview Slideshow** pane.
- Right-click on the slide thumbnail and click **Move Up** or **Move Down**.



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

Click **Print Slides** button on **Slideshow** tab and you can see the print preview window. Set your [printing setups](#) and click **Print** button.



Edraw MindMaster Pro

Sign In

Print

Copies: 1

Center print

Printer: FUJI XEROX ApeosPort-VI C3... Ready

Settings

Print Current Page

Print the previewed page only

1 - 1

Landscape Orientation

A4(210x297mm)

210 mm x 297 mm

5W's & 1H

WHAT?

WHERE?

WHEN?

WHO?

WHY?

HOW?

3-Mus

Muda (Waste)

Muri (Strain)

Mura (Discrepancy)

19%

Traverse Your Mind Map

Apart from making a presentation by creating slides with MindMaster, you can try the other way to present your mind map - **Traverse**.

Slideshow Advanced View

Start Slideshow

Traverse Topics

Traverse Branches

Full Screen

To traverse topics, you can

- Click **Traverse Topics** under **Slideshow** tab;
- Press **F5**



To traverse branches, you can

- Click **Traverse Branches** under **Slideshow** tab;
- Press **Shift + F5**



Chapter 7 Advanced Features

Make Gantt Charts

The Gantt Chart is useful for monitoring project status and process with visual taskbars. You can modify and manage task information directly in the Gantt chart view. When you edit the task details in the Gantt chart, the related information will also be changed on the mind map.

Switch to Gantt Chart Mode

To open the Gantt chart pane in MindMaster, you can

- Go to **Advanced** tab and click **Gantt Chart** button.
- Navigate to **Task** pane and click **Create Gantt Chart** button.



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

Set Gantt Chart Options

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

To open Gantt Chart Option window, you can

- Go to **Advanced** tab and click **Gantt Chart Option** button.
- Navigate to **Task** pane and click **Set Gantt Chart Option** button.



Gantt Chart Options ×

Date Format:

Major Unit:

Minor Unit:

Start Date:

Finish Date:

Start Time:





Finish Time:

Monday Saturday
 Tuesday Sunday
 Wednesday
 Thursday
 Friday

Add or Remove Tasks

You can add task information to a topic and the information will be shown at the bottom of the topic.

Select a topic you intend to assign tasks. Open **Task** pane.

- 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: Amy

Priority: 3 Priority 3

Progress: 25%

Start date: 2020-06-24 08:00

End date: 2020-06-24 16:00

Duration: 1.0 Workda

Milestone:

Setting Task

+ - ☰ ☷

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

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

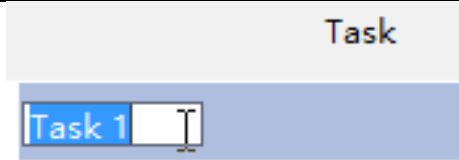
Note: You can create and manage resources by adding and managing tags.

Modify Task Info in Gantt Chart Pane

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 Chart pane.

1. Rename Task

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



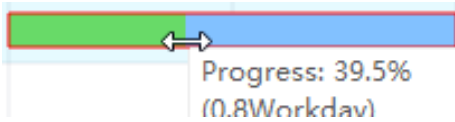
2. Change Task Start and End Date

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.



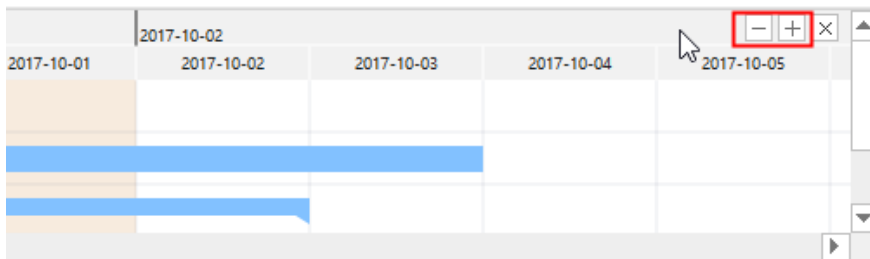
4. Build Task Dependency

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 Chart pane 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.

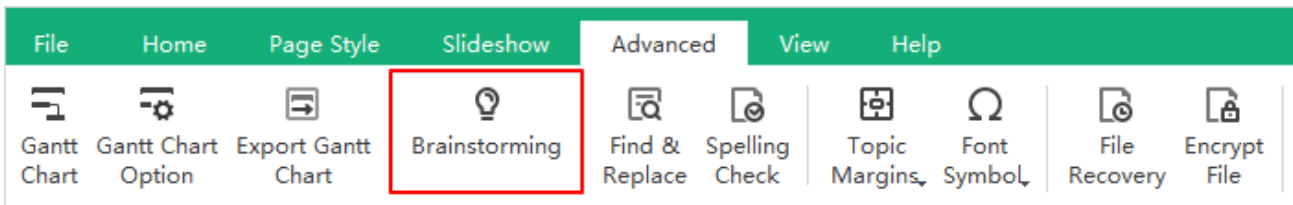
1. Go to **Advanced** tab and click **Export Gantt Chart** button.
2. Type a name for the Gantt chart in the saving window.
3. Click **Save**.



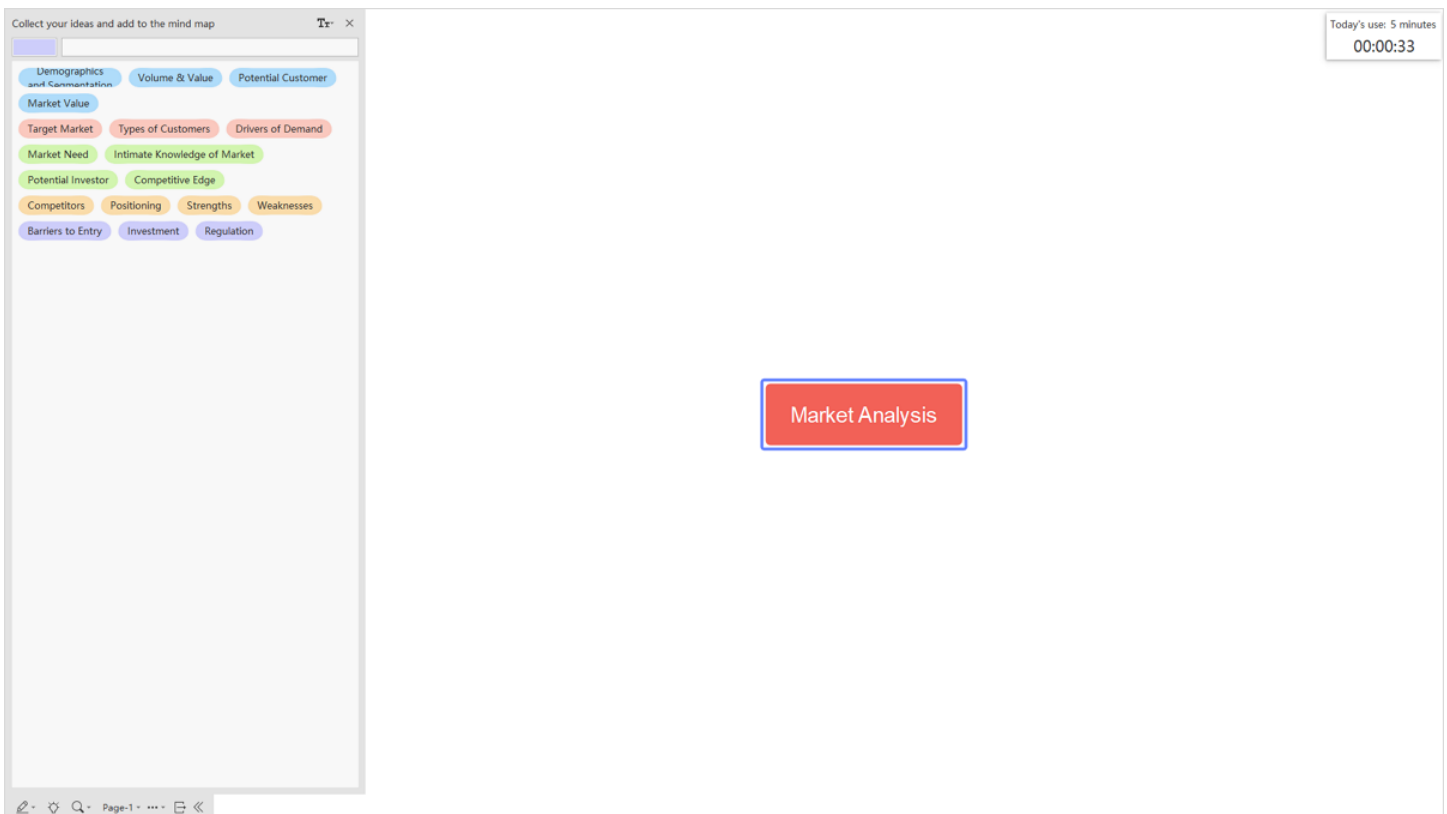
Brainstorming Mode

MindMaster has a powerful feature that supports users to run group brainstorming sessions and collect ideas effectively.

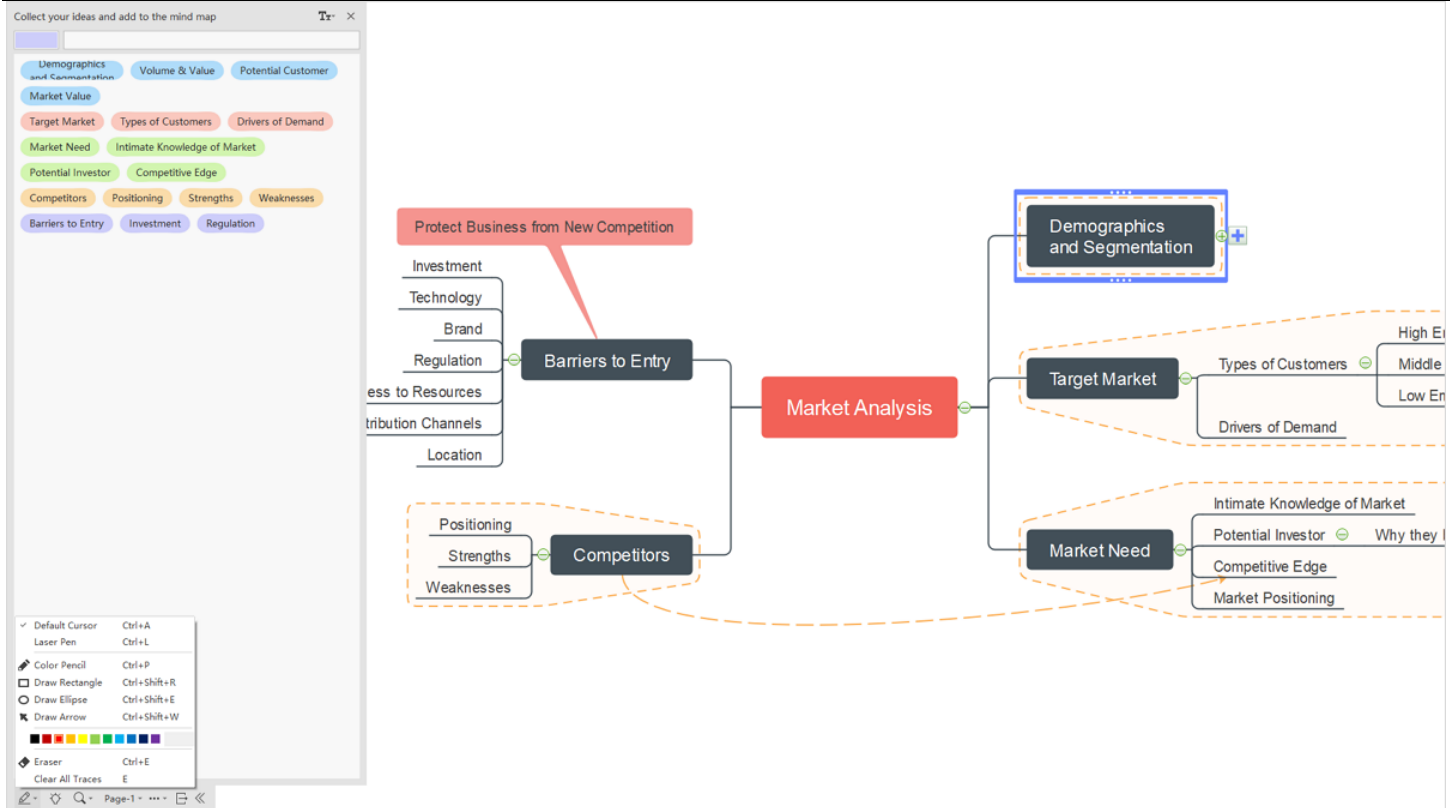
1. Start **Brainstorming** function and enter full-screen mode. Press F8 or click **Brainstorming** button under **Advanced** tab.



2. Write down the ideas (topics) and set a timer.



3. Collect ideas and add them to the mind map.



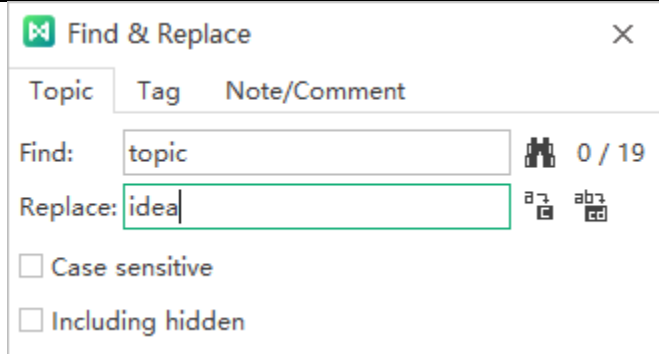
When you have collected enough ideas in the brainstorming session, you are able to use these ideas to make a mind map and style it with the formatting toolkit.

For more details, please see this video: <https://www.edrawsoft.com/video/mindmaster/brainstorm-ideas.html>

Find & Replace

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

1. Go to **Advanced** tab and click **Find & Replace** button or press **Ctrl + F**;
2. A pop-up dialog will show up;



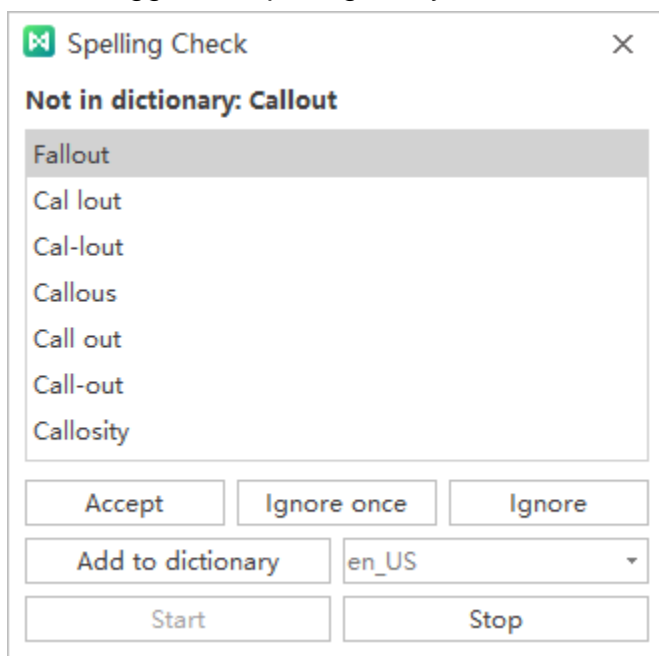
3. Type something that you intend to find in the Find column and click **Find** icon;
4. Type content you intend to replace in the replace column and click **Replace** icons.

If you want to filter capital words only, tick **Case sensitive** for precision. To find or replace the hidden content, tick **Including hidden**.

Spelling Check

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 or press **F7**.
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.

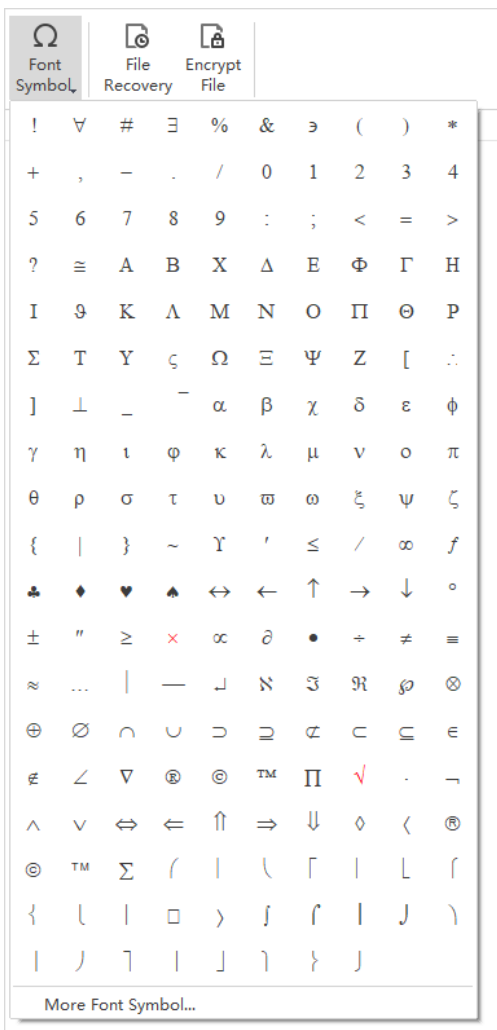


4. Once you click **Accept** or **Ignore**, it will jump to the next spelling mistake until there is no mistake.
5. For the word that is correct but not in the dictionary, you can click **Add to dictionary**, so that it won't be treated as the wrong word next time.

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.

Font Symbol

MindMaster offers abundant font symbols for you. Go to **Advanced** tab and click **Font Symbol** button. Select font symbols from the drop-down menu. Click **More font symbols...** to choose another type of font symbol from font symbol categories.

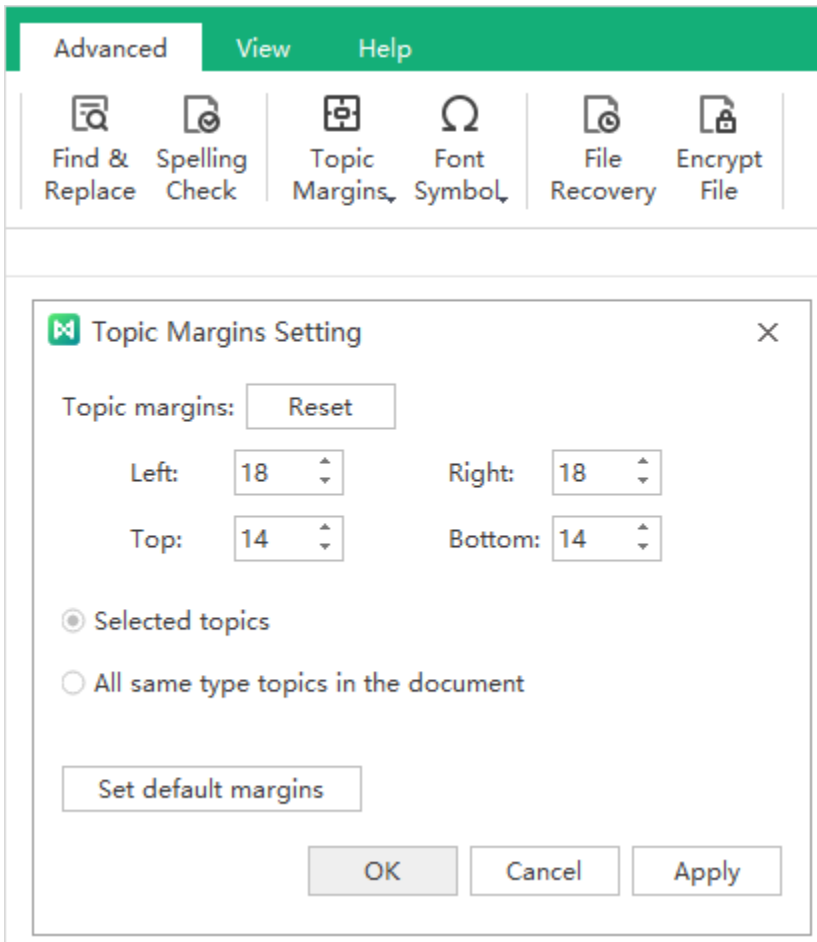




Set Topic Margin

Go to **Advanced** tab, click **Topic Margins**, and the **Topic Margins Setting** window comes out.

You can change the margins between the topic border and the text with 4 different directions.



Click **Set default margins**, and you will be redirected to the below interface, where you can change the default margin settings.



- Open
- New
- Cloud Documents
- Save
- Save As
- Print
- Import
- Export
- Close
- Options
- Exit

Options

General

Format

Network Proxy

Language

Shortcuts

Format

When creating a new page:

When theme applied:

Use default font instead of theme font

Default font:

When paste text in map:

When paste text in note:

Callout participate in the layout

Callout participate in the layout (Current document)

The width of a timeline turning: pixel

The width of a timeline turning (Current document): pixel

Topic margins:

Left: Right:

Top: Bottom:



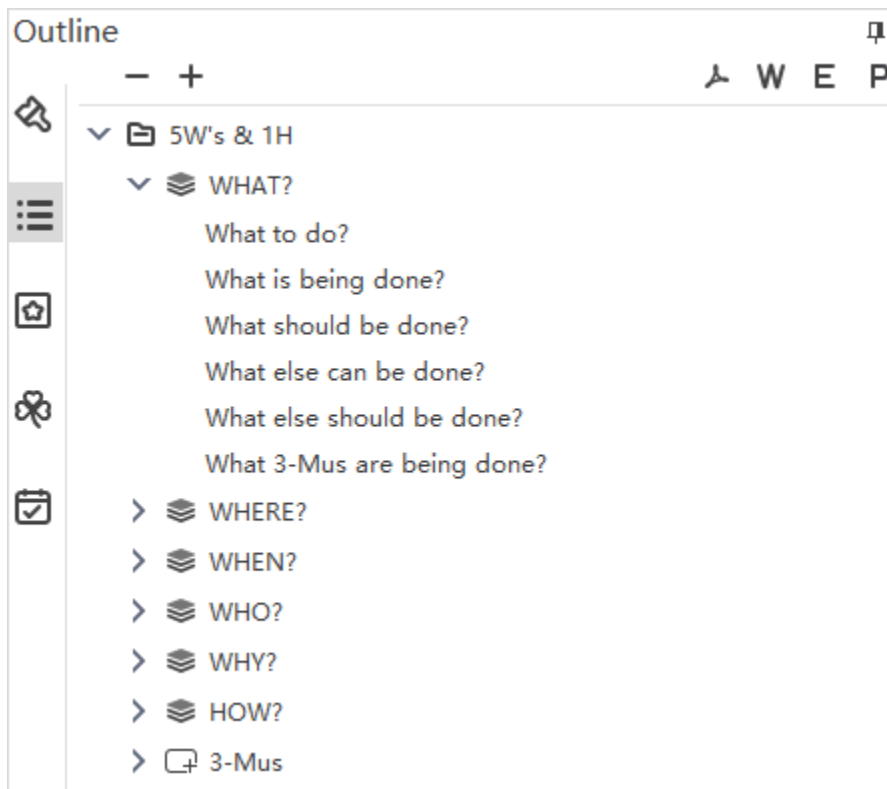
Chapter 8 View Mind Map

View Mind Map Outline

You can switch views between a mind map and an outline. Topics are linearly listed from top to bottom so you can read and navigate through the topics easily.

To open outline view pane, you can

- Click **Outline** button on **View** tab;
- Click **Outline** icon on the right sidebar;
- Press **F11**.

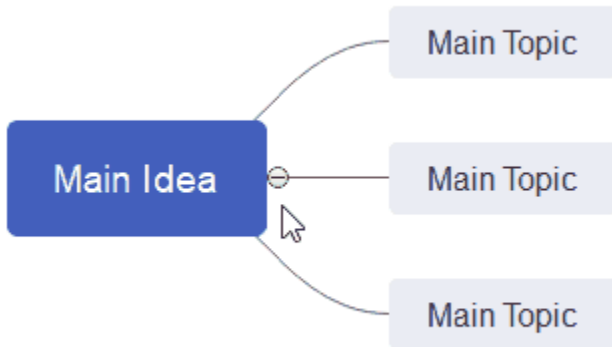


The outline can be exported as PDF, Word, Excel or PPT files. Simply click the corresponding buttons on the top right of the interface.

Display Branches



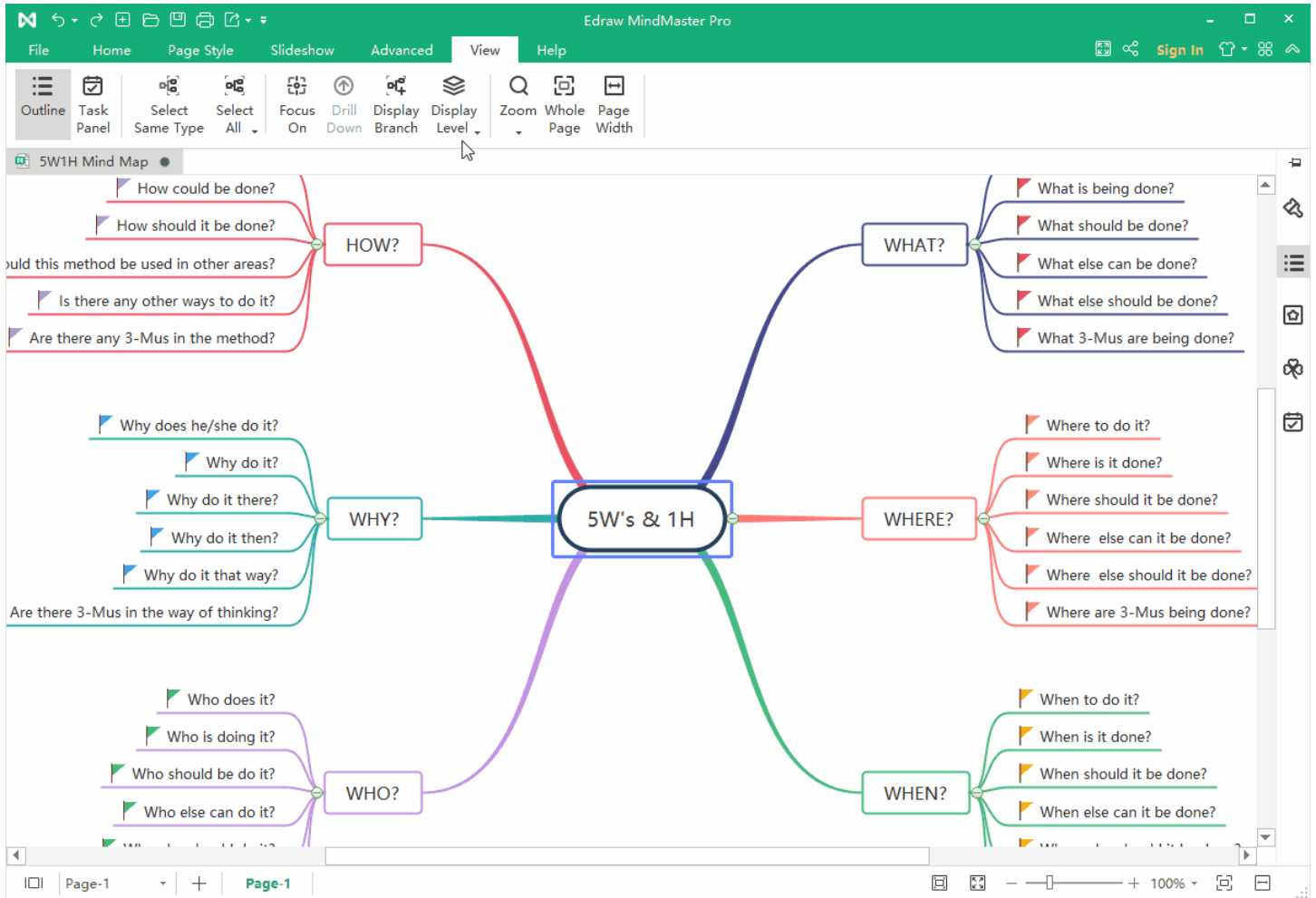
You can fold and expand the branches by clicking the plus and minus icons that appear on the right of the topic. To fold all subtopics (except the Main idea and main topics), press **Ctrl + F3**.



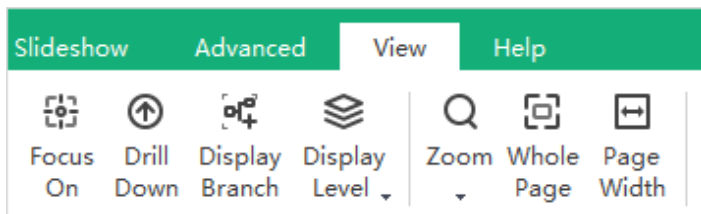
Go to **View** tab, click **Display Branch** button, and you can show your mind map with different branches. You can also select one topic and expand/fold its branch with this function.



Go to **View** tab, click **Display Level** button, and you will display your mind map with different levels.



Center and Zoom



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 mind map.

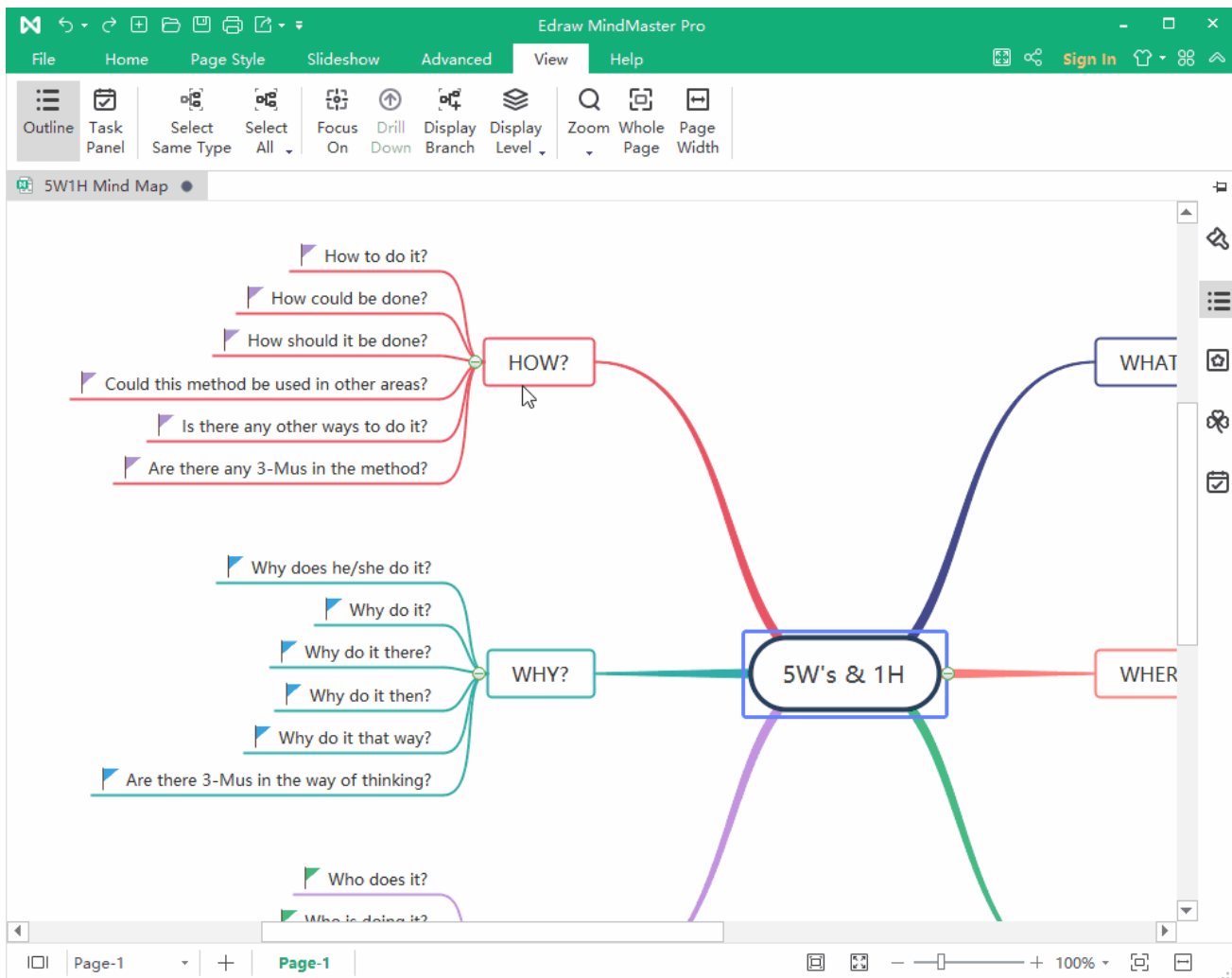


To drill a topic, select the topic (not Main idea), then

- Go to **View** tab and click **Drill Down** button.
- Right-click and choose **Drill Down** on the context menu.
- Press **F4**.

To stop drilling a topic, you can:

- Click the green arrow on the top right of the topic.
- Right-click the topic and click **Drill Up** on the context menu.
- Press **F4**.



Focus on Selected Topic

You can focus on a selected topic by clicking **Focus On** button on **View** tab. Then, the selected topic will be put in the center of the canvas.



Zoom

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

- Click **Zoom** button on **View** tab 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 and scroll the mouse wheel to zoom in and out.

Whole Page

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

Page Width

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 9 Shortcut Keys

Shortcut Keys

Navigate to **File > Options > Shortcuts**, you can find the list of shortcut keys and you are also able to set custom shortcuts to your liking.

The screenshot shows the 'Options' dialog box in Edraw MindMaster Pro, with the 'Shortcuts' tab selected. The left sidebar contains navigation options: Open, New, Cloud Documents, Save, Save As, Print, Import, Export, Close, Options (highlighted), and Exit. The main area is divided into 'General', 'Format', 'Network Proxy', 'Language', and 'Shortcuts' (selected). The 'Shortcuts' section includes a 'Custom shortcuts' button and a table of software shortcuts.

Software shortcuts:	
Common Operation	
Activate Window (Hotkey)	Ctrl+Shift+M
Create Document	Ctrl+N
Open	Ctrl+O
Save	Ctrl+S
Save As	F12
Save All	Ctrl+Shift+S
Close Document	Ctrl+F4
Close All Documents	Ctrl+Shift+F4
Switch Document	Ctrl+Tab
Print	Ctrl+P
Undo	Ctrl+Z ; Alt+Backspace
Redo	Ctrl+Y ; Alt+Shift+Backspace ; Ctrl+Shift+Z
Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Paste Special	Ctrl+Alt+V
Delete	Del ; Backspace
Delete Selected Topic	Shift+Del
Format Brush	Ctrl+Shift+C
Find	Ctrl+F
Find Tag	
Find Note or Comment	



Function	Shortcuts
Common Operations	
Activate Window (Hotkey)	Ctrl + Shift + M
Create a new document	Ctrl + N
Open	Ctrl + O
Find	Ctrl + F
Save	Ctrl + S
Save as	F12
Save all	Ctrl + Shift + S
Close current document	Ctrl + F4
Close all	Ctrl + Shift + F4
Switch document	Ctrl + Tab
Print	Ctrl + P
Undo	Ctrl + Z; Alt + Backspace
Redo	Ctrl + Y; Alt + Shift + Backspace; Ctrl + Shift + Z
Copy	Ctrl + C
Paste	Ctrl + V
Cut	Ctrl + X
Format Painter	Ctrl + Shift + C
Paste special	Ctrl + Alt + V
Delete	Delete; Backspace
Delete Selected Topic	Shift + Del
Add Topic and Related Elements	
Add Subtopic	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 + M
Add Relationship	Ctrl + R
Add Boundary	Ctrl + Shift + B
Add Summary	Ctrl +]
Add Picture	Ctrl + Shift + P
Add Priority Mark	Ctrl + 1, 2, 3...
Add Hyperlink	Ctrl + K
Add Attachment	Ctrl + H
Add Note	Ctrl + T
Add Comment	Ctrl + Shift + T
Add Number	Ctrl + Shift + U
Add Task	Alt + G
Select Topic and Topic Operations	



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 topic	Arrow keys
Select first topic in the same level	Home
Select last topic in the same level	End
Select Main Idea	Ctrl + Home
Move up topic	Ctrl + Shift + Up
Move down topic	Ctrl + Shift + Down
Move topic to top	Ctrl + Shift + Home
Move topic to bottom	Ctrl + Shift + End
Text Editing and Font Settings	
Edit topic text	F2
Edit and move cursor to text start	Shift + Spacebar
Edit and move cursor to text end	Spacebar
Add line break	Shift + Enter; Ctrl + Enter
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Increase font size	Ctrl + Shift + Period
Decrease font size	Ctrl + Shift + Comma
Set font color	Ctrl + Shift + D
Topic Traversal and Slides	
Traverse topics	F5
Traverse branches	Shift + F5
Display slide page	Ctrl+Shift+F5
Map View	
Show different levels	Alt + 1,2,3...
Show all levels	Alt + 0
Display branch	Alt + D
Focus on topic	F3
Drill/Stop drill	F4
Fit map to page width	Alt + F3
Fold	Ctrl + F3
Zoom to 100%	Ctrl + 0
Zoom in	Ctrl + =
Zoom out	Ctrl + -
Vertically move page	PageUp; PageDown



Horizontally move page	Ctrl + PageUp; Ctrl + PageDown
Full Screen Mode	
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)
Open Pane/Window	
Open tag manager	Ctrl + G
Open clipart pane	Ctrl + Shift + I
Open format pane	F6
Open spelling check pane	F7
Open mark pane	F9
Open task pane	F10
Open outline pane	F11
Other	
Cancel operation or close dialog	Esc
Video Tutorial	F1