

OpenMind for Mac – User Guide

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Special thanks to Marcia Daniels for helping to create some of the OpenMind curriculum-based templates.

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Introduction

What is a Mind Map?

A Mind Map is a highly effective way of getting information in and out of your brain - it is a creative and logical means of note-taking and note-making that literally "maps out" your ideas.

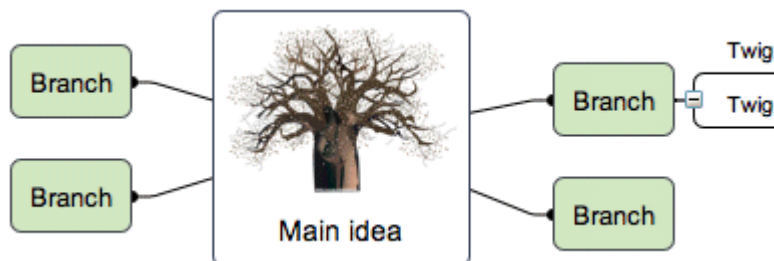
All Mind Maps have some things in common. They have a natural organizational structure that radiates from the center and use lines, symbols, words, color and images according to simple, brain-friendly concepts. A Mind Map converts a long list of monotonous information into a colorful, memorable and highly organized diagram that works in line with your brain's natural way of doing things.

One simple way to understand a Mind Map is comparing it to a map of a city. The city center represents the main idea; the main roads leading from the center represent the key thoughts in your thinking process; the secondary roads or branches represent your secondary thoughts, and so on. Special images or shapes can represent landmarks of interest or particularly relevant ideas.

The Mind Map is the external mirror of your own natural thinking facilitated by a powerful graphic process, which provides the universal key to unlock the dynamic potential of the brain.

The five essential characteristics of a Mind Map:

- The main idea, subject or focus is crystallized in a central image.
- The main themes radiate from the central image as 'branches'.
- The branches comprise a key image or key word drawn or printed on its associated line.
- Topics of lesser importance are represented as 'twigs' of the relevant branch.
- The branches form a connected nodal structure.



Mind Maps and OpenMind

OpenMind™ brings to Mind Mapping all of the following features:

- Information can be added as fast as you can type.
- Editing all aspects of the Mind Map is easy, without having to redo the whole Mind Map.
- Clipart, digital images, audio and video clips can be inserted.
- Colors can be added to words or branches to highlight associations.
- Connections are shown with easily generated links or arrows.
- A large Mind Map can be divided and linked to a new Mind Map file.
- A Mind Map does not have to be limited to the boundaries of a printed page.
- Multimedia and Web distribution is supported.

Mind Maps in education

Students of all ages have discovered the advantages of applying Mind Maps to their studies. Whether you are *note-taking* from a teacher, a book, a computer or a video, or *note-making* for an essay, a report, or a web site, the simple, flexible collection of the key data facilitates the processes of learning, thinking, ordering, creating and remembering. Furthermore, all subjects areas and textbooks can be Mind Mapped.

Mind Maps are also brilliant route-maps for the memory, allowing you to organize facts and thoughts in such a way that your brain's natural way of working is engaged right from the start. Traditional note-taking methods:

- obscure the key words and information
- are not easily memorable
- waste time with the quantity of connecting words
- are not using all the cortical skills, and so do not creatively stimulate the brain

Mind Maps on the other hand:

- assist with the brain's ability to concentrate
- allow the essence of the material to become evident
- make visually apparent the relative order of information
- make connections between ideas easy to see
- boost our confidence in our ability to learn

And so Mind Maps keep the "love of learning" alive.

Achieving Curriculum Standards with OpenMind

National and state curriculum guidelines in every subject emphasize the importance of developing creative thinking and information management skills. These can be achieved in OpenMind through mind mapping, outlining and brainstorming. OpenMind's Mind Maps are highly effective guides that empower students to plan and organize their work, structure research or analyze complex topics. These important skills are critical for improving academic performance and for future success as business professionals.

Mind Map development improves the performance of students of every ability level. Research points to a significant increase in understanding and retention when oral discussions and presentations are supported and enhanced by visual and hands-on learning opportunities. It is critical in this "age of Information" to train both learners and workers to extract, organize and prioritize the most important information from large quantities of written material. Mind Map development is ideal for individual, small team or large group activities.

OpenMind provides you with detailed **curriculum-aligned templates** for Language Arts, Sciences and Social Studies including History and Geography. They cover a range of learning levels and are supported by over a thousand high quality clipart images created specifically to suit all areas of the curriculum. You can base your own Mind Maps on any of these templates, and customize them as required to meet your particular study needs, whether in the home or the classroom. Ideas and suggestions for expansion are given in their many notes and pop-up comments.

A separate "Template Guide", a .pdf file, describes each template.

Mind Maps in business

As classical brainstorming provides a great diversity of ideas, each individual involved in creating a Mind Map becomes an extremely valuable part of the process. It is therefore the perfect tool for business people to share ideas and build-up information for a particular subject.

Mind Maps:

- organize and clarify thinking about an idea

- save time
- generate new ideas
- make fresh connections between ideas
- concentrate and keep track of a topic
- give a good overview
- help you to remember far more far better
- make sharing ideas easier, faster and more fun

This means workers can operate far more effectively, generate more stimulating ideas and essentially, people become more effective in their jobs.

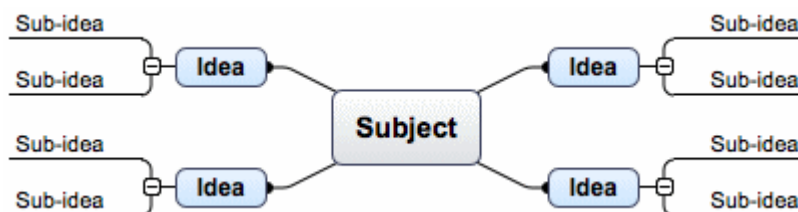
In summary, Mind Mapping® has a whole range of advantages that help make your life easier and more successful. The Mind Map helps you to gather more information, organize the information and gain immediate access to that information when you need it again.

Overview

OpenMind 2 is a highly effective way of **brainstorming ideas visually, developing them and increasing the comprehension of complex concepts**. Ideal for use by individuals, small teams or large groups, OpenMind generates illustrated **Mind Maps®** which you can use in presentations, study guides, web sites and more. With a range of export options such as HTML, Microsoft PowerPoint® format and Microsoft Word® format, OpenMind is an effective and versatile concept development tool.

Mind Maps can be applied to every aspect of life where improved learning and clearer thinking will enhance human performance. They are particularly useful in the areas of education and business. See "Mind Maps in education" and "Mind Maps in business".

Mind Maps are illustrated frameworks of organized, prioritized, linked ideas that develop or relate to a subject or concept.

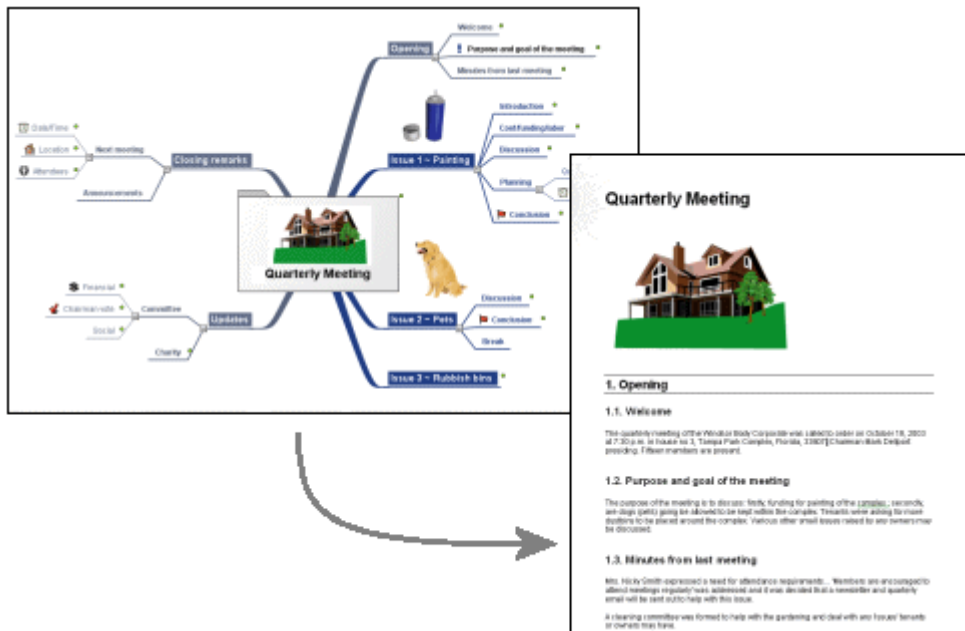


OpenMind lets you think and learn visually by creating Mind Maps. Mind Maps have been demonstrated to increase organizational skills and creativity, to develop memory retention and deepen understanding of concepts. See "What is a Mind Map" for a more detailed description.

Outlining written documents

Mind Mapping is an ideal way to create an outline for written documents such as an essay or a research paper. OpenMind allows you to brainstorm ideas for your chapters in a completely free and non-linear way. **It is important to keep in mind that when you later export your Mind Map to Word, main ideas are exported as main headings, sub-ideas as sub-headings and so on.** One of the great benefits of using OpenMind, as opposed to Mind Mapping on a piece of paper, is that OpenMind allows you to reorganize your ideas in the right order by dragging and dropping them in the Mind Map once you have finished brainstorming them.

When exporting to Microsoft Word format you can include the text notes, comments, pictures and other elements which you have placed on your Mind Map. This means that you can actually start writing your paper while brainstorming in OpenMind, as the text will be included in the exported document.



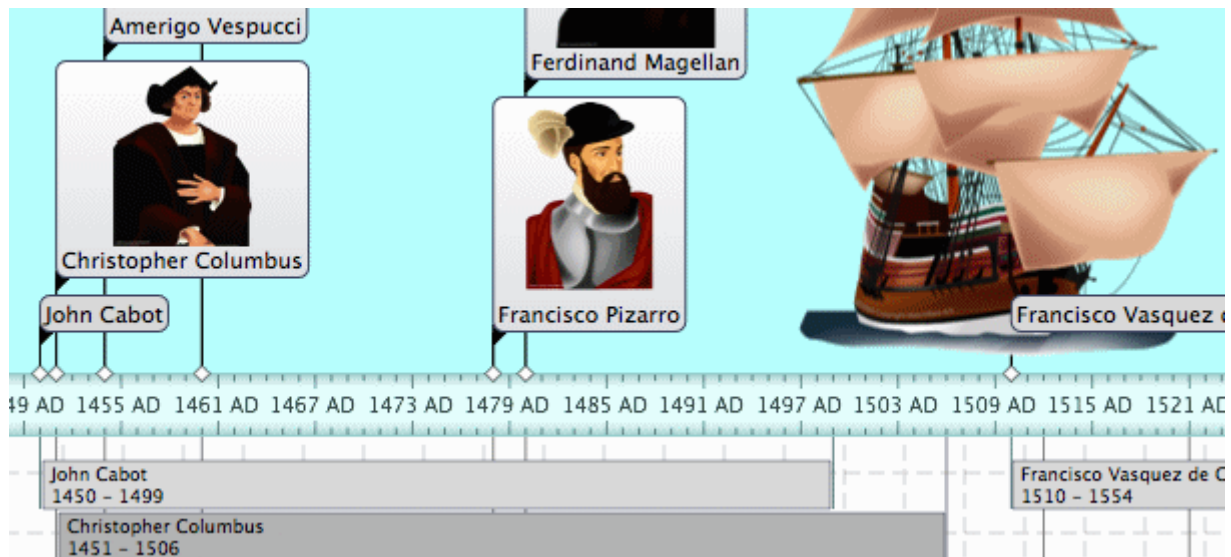
Exporting

OpenMind allows you to use your Mind Map in various different ways by exporting it to HTML, PowerPoint format, Word format (see the previous section), RTF format or various picture formats. However, OpenMind has been optimized for storyboarding and planning web sites and multimedia presentations:

- When storyboarding presentations, an idea in your Mind Map represents a page (HTML) or a slide (PowerPoint) in your presentation, a sub-idea represents a sub-page or sub-slide and so on.
- You can attach files to branches (ideas) in the Mind Map, such as Flash files, pictures, text, sounds and videos. These files are included when you export to HTML and are displayed on their respective pages.
- OpenMind lets you create hyperlinks (which can be displayed as buttons), branch connections and other interactivity that is also included when exporting.
- When exporting to HTML you can choose from a range of ready-made templates offering different top bar and side bar navigation styles. You can customize these templates according to your needs.
- OpenMind allows basic web editing during the HTML export. You can for instance place the various elements where required on each individual page. No coding or scripting necessary!

Working with timelines

The OpenMind Timeline view is a great way of displaying your work. Simply add dates or times to your branches and switch to the Timeline view to see the information displayed along a horizontal time axis. Different timescales (for example standard, geological and historic) let you tailor the timeline to suit your needs. You can zoom in or out, expand or contract the timeline scale, and condense empty stretches of the timeline by inserting break marks. A structured display lets you see one level of branches at a time while accessing the sub-branches through hierarchical lists.



Important terms

Many of the terms used in OpenMind are standard terminology. Some, however, are specific to OpenMind or relate to the Mind Map concept and may be unfamiliar to you.

Auto-layout mode

Normally, OpenMind arranges the branches of your map automatically as you insert them to prevent any overlap. This default mode is called the auto-layout mode. Disabling auto-layout allows you to position the main branches of your map yourself. See "Moving a branch" for more information.

Brainstorm mode

Brainstorm mode lets you enter the main topics (branches) and sub-topics (sub-branches) of your map very fast as you explore all the ideas related to the subject of your map, without worrying about evaluating them or structuring them. See "Using brainstorm mode" for more information.

Branch connections

A branch connection is used to indicate visually that two branches are conceptually related. This relationship is identified on a map by an arrow pointing from the source branch to the target branch. See "Creating branch connections" for more information.

Comments

Comments are short notes that you can add to the root of your map, to a branch or to the workspace itself. See "Inserting comments" for more information.

Document

The command File > New creates an OpenMind document, which opens in a separate window. An OpenMind document can contain several maps. See "Creating a Mind Map" for more information.

Export

Once you have finished designing your Mind Map, you can convert it to other formats, such as a Word format document, a PowerPoint format presentation, a set of web pages, an RTF document or a simple picture. This conversion process is referred to as "export". See the section "Exporting" for more information.

Import

You can also open documents created in certain other programs such as PowerPoint or Word. This is referred to as "importing". See the section "Importing" for more information.

Icons

OpenMind has an Icons inspector containing various icons which you can attach to the branches of your Mind Map. Using icons, you can for instance represent visually the status of a particular topic, its importance, and so on. See "Inserting icons" for more information.

Left/Right view

This view represents your Mind Map as a list of topics placed either on the right of the root (Right view) or on the left of the root (Left view). It is a good choice when you need to present data in list form and want to be able to fully explore each point in the list before going on to the next point. See "Using different views" for more information.

Links

OpenMind allows you to create links between particular branches of your Mind Map and external elements, such as files or web pages. To do this, you first need to attach a hyperlink object or a picture to the branch in question. You then specify the type of link you require. You can follow these links in OpenMind by activating the corresponding object. Once your map is exported, for instance to HTML, all you have to do to activate the link is to click the picture or hyperlink (which can be displayed as a button). See "Creating links" for more information.

Main branch

The main branches are the branches that are directly connected to the root. They represent the main topics related to the subject of your Mind Map. See "Inserting branches" for more information.

Mind Map

A Mind Map is made up of its root, all its branches and sub-branches and all inserted elements (icons, comments, text notes and so on) and attached objects (text files, picture files, video files and so on). Note that OpenMind allows you to create several different maps in the same document.

Mind Map view

This is the default view when creating a new Mind Map. It represents the map with the root in the center, and all the main branches radiating from it in a clockwise direction, starting at the upper right. This is a good view to use in Brainstorm mode, when collecting all the ideas related to the subject of the map without worrying about evaluating or structuring them. See "Using different views" for more information.

Objects

OpenMind allows you to attach various objects to the root or branches of your Mind Map, such as text documents, pictures, videos, sounds, Flash™ files or links to external elements. These objects are listed in the Object List inspector, and can all be exported when exporting your map to a different format. See "Attaching objects" for more information.

Outline view

The Outline view represents the map as a hierarchical list which you can expand and collapse as required. It allows easy navigation through the document from top to bottom and gives you another way to brainstorm ideas. For detailed information about working in the Outline view, see "Using the Outline view".

Pack & Go

This feature allows you to distribute your Mind Map to other users very easily. With just one mouse click, you can create a single file containing your map and all the external files it references, ready to be accessed over the network or distributed by email or CD. See "Pack & Go" for more information.

Pre-branch

A pre-branch is a branch that you insert before the currently selected branch. See "Inserting branches" for more information.

Properties

Most OpenMind components, including the document itself, the views, the root, the branches and all attached objects have their own properties. These are displayed in the OpenMind inspectors. See "Using the inspectors" for more information.

Root

The root, or root branch, is the central block that appears when you create a new Mind Map or choose Insert > New Mind Map in the main menu. It represents the subject of your Mind Map. Any branch that you attach directly to the root is a main branch. See "Entering the subject" for more information.

Sub-branch

Any branch belonging to a main branch is called a sub-branch. Each sub-branch can have its own sub-branches. Sub-branches represent various levels of sub-topics. See "Inserting branches" for more information.

Templates

OpenMind comes with a large number of educational, business and personal templates on which you can base your own Mind Maps. A separate "Template Guide", a .pdf file, describes each template. You can also save your own Mind Maps as templates for future use. See "Saving a Mind Map" for more information.

Text notes

Text notes, unlike comments, are comprehensive notes that you can enter using the Text Note editor and associate with the root or any branch of your map. See "Inserting text notes" for more information.

Timeline view

The Timeline view lets you see all the branches of your Mind Map that contain time information displayed in chronological order along a horizontal time axis. Different timescales (for example standard, geological and historic) let you tailor the timeline to suit your needs. For more information on the Timeline, see "Using the Timeline view".

Top Down view

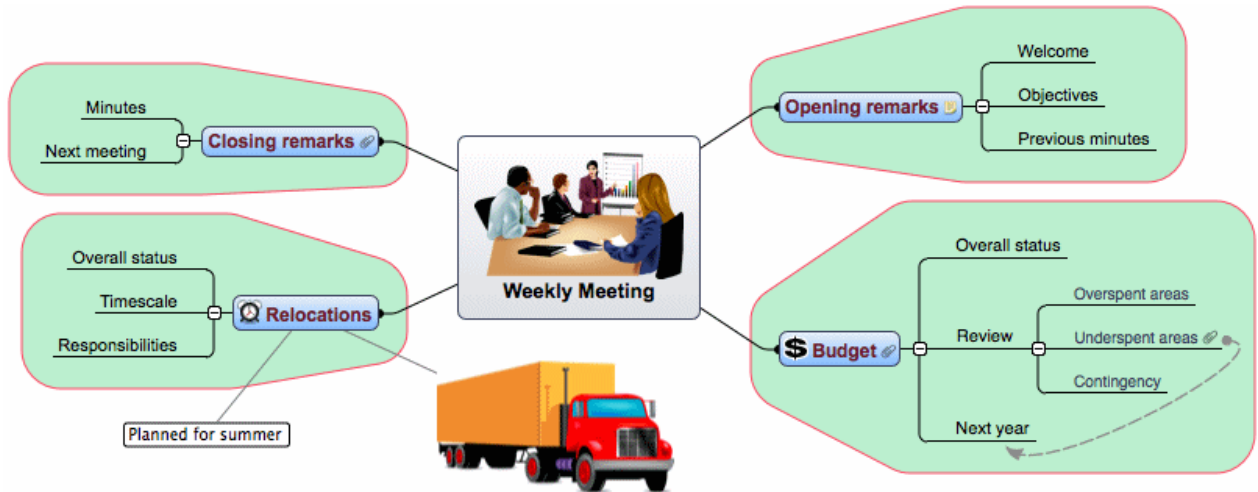
This view represents your Mind Map as a hierarchical pyramid, with the root at the top, the main branches underneath, the sub-branches below the main branches and so on. It is a useful representation for structured data which needs to be viewed in a hierarchical manner, in other words from the higher level to the lowest levels. See "Using different views" for more information.

Quick Start

Quick Start

This Quick Start takes you through all the basic steps required to build a Mind Map from scratch and enhance it with colors, icons, comments, pictures, links and so on.

The map we are going to create here is about planning a weekly meeting.



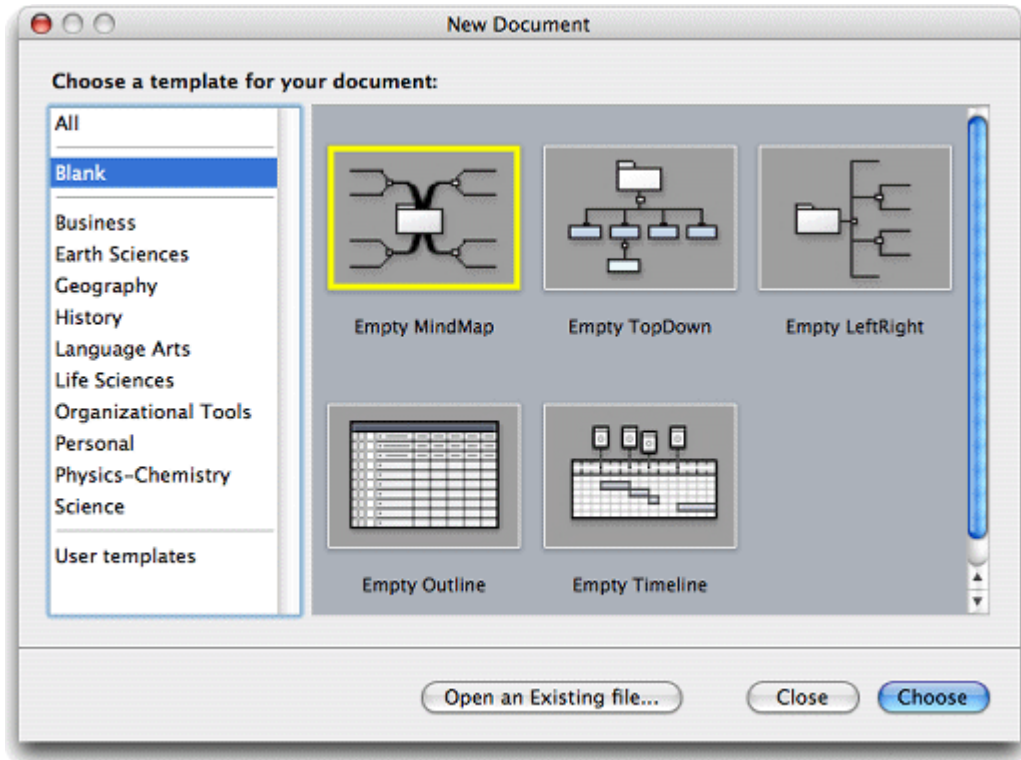
You will find the complete Mind Map, Weekly Meeting.omd, in the subfolder OpenMind 2/QuickStart in your Applications folder.

First step: Creating the Mind Map

In this first step of our Quick Start example, we are going to create all the branches we require for our meeting agenda.

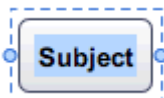
We start by creating a new OpenMind document.

- Start OpenMind or, if it is already open, choose **File > New**.



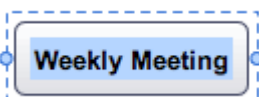
- Select 'Empty Mind Map' in the dialog. Notice that you can also choose from many ready-made templates to get you started with creating a Mind Map. For now, however, we'll stick with a standard empty Mind Map view.
- Click **Choose**.

Your new map appears with the root block ready for you to fill in.

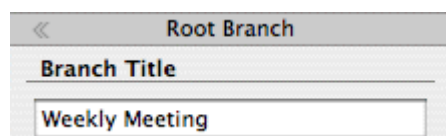



Entering the subject

- Type "Weekly Meeting" and press Enter.



The name "Weekly Meeting" is now shown on the root branch and in the Root Branch inspector:



- If the inspectors are not already visible, click the **Inspector** icon  in the toolbar to open them.

Inserting the main branches

We are now going to insert a few branches, corresponding to various topics we would like to include in our agenda, namely:

- A section for the opening remarks
- A section on budget issues
- A section on the upcoming office relocations
- A section for the closing remarks

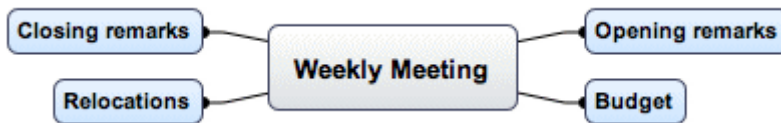
Let's start by inserting the first branch.

- With the root branch still selected, press **Enter**.

The first main branch is now visible. Its default label is "Idea".

- Type "Opening remarks" and press **Enter**.
- Press Enter again to insert the second branch.
- Type "Budget" and press **Enter**.
- Insert two more branches by pressing **Enter** and label them "Relocations" and "Closing remarks".

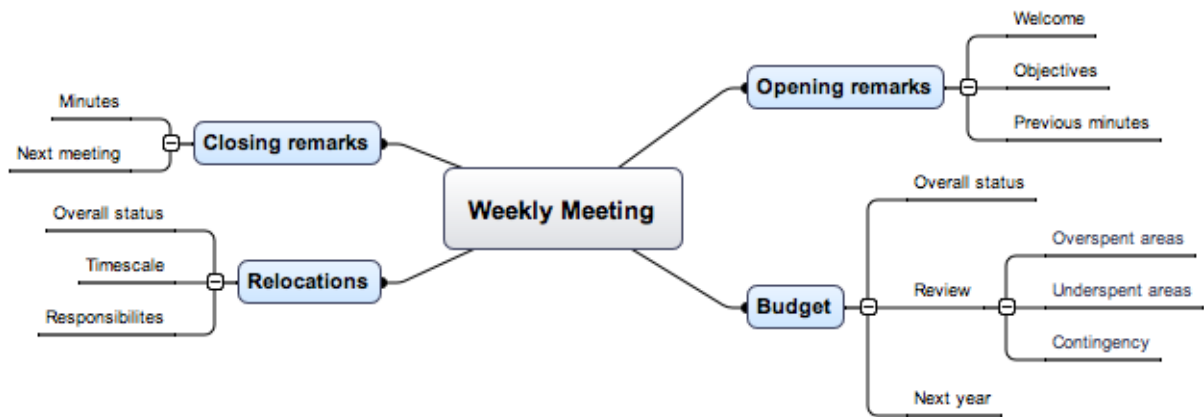
As you can see, branches are inserted in a clockwise direction around the root.



Inserting the sub-branches

We now want to insert some sub-branches, corresponding to the sub-topics of our main topics.

- Click the Opening remarks topic to select it and press [**Option**] **Enter**.
- Type "Welcome" and press **Enter**.
- Press Enter again to add the second sub-branch.
- Type "Objectives" and press **Enter**.
- Press Enter again to add the third sub-branch.
- Type "Previous minutes" and press **Enter**.
- Now double-click the "Budget" branch to add its first sub-branch (double-clicking a branch has the same effect as selecting it and pressing [**Option**] **Enter**).
- Type "Overall status" and press **Enter**.
- Continue in the same way until you have added all the other sub-branches shown below.




Tip: To correct typing errors, click the branch to select it and click the label to start editing. Make the necessary changes and press Enter.

Let us save the work we have done so far before going on to the second step.

- Choose **File > Save** or press [**Command**] **S**.
- Choose a folder, enter a file name for your new Mind Map and click **Save**. The default file name is the subject of the map, "Weekly Meeting".

Second step: Enhancing the Mind Map

In this second step of our Quick Start example, we are going to enhance our meeting agenda by adding a variety of visual elements and multimedia objects to it.

- If the inspectors are not already visible, click the **Inspector** icon  in the toolbar to open them.

Inserting icons

- Select the Budget branch.
- Click the dollar sign icon in the Icon inspector.



The icon now appears next to the branch label name.




- Select the Relocations branch and add the clock icon to it to indicate an approaching deadline.

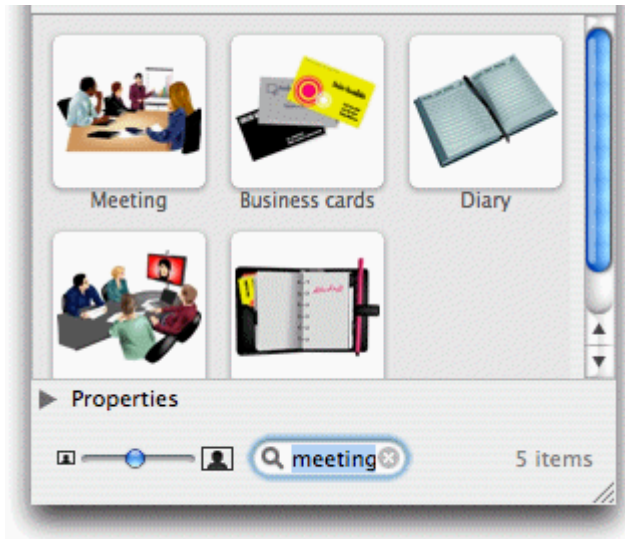


Inserting pictures

It is good Mind Mapping practice to insert a picture in the root block to illustrate the theme of the map, so we are going to do just that:

- Click the **Media** icon  in the toolbar to open the Multimedia Catalog.
- In the search box (lower right) type "meeting" and click the magnifying glass icon or press Enter.

Various pictures appear in the Multimedia Catalog display area.



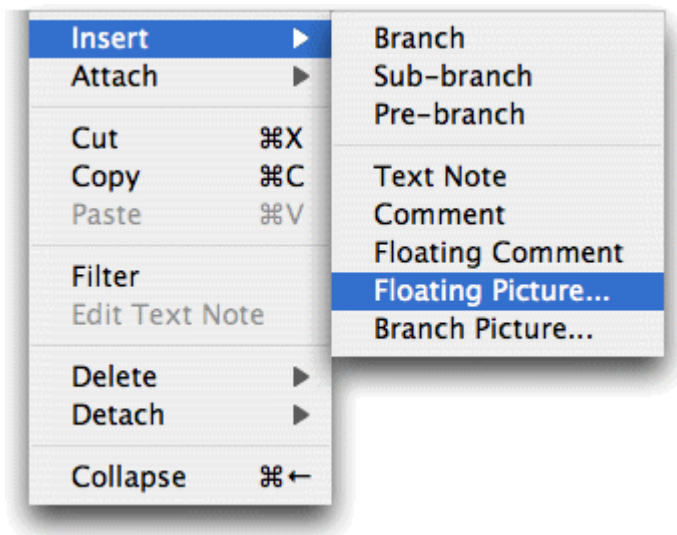
- Drag the picture of the meeting over the root block and let go of the mouse button.

The root block now contains a picture of a meeting.



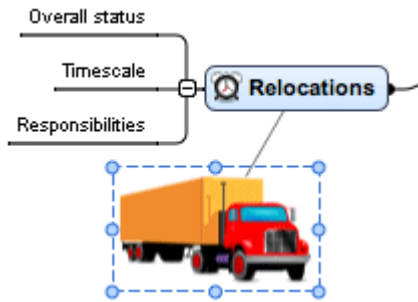
We also have a picture of a removal truck which we are going to use to illustrate the Relocations branch.

- Right-click the Relocations branch and choose the Insert command in its local menu.
- Choose Floating Picture in the sub-menu that appears.



- Browse to the folder OpenMind 2/Quick Start in your Applications folder, select the file "Truck.png" and click Open.


A picture of a truck now appears on the map, and a line connects it to the branch to which it belongs. You can move this picture wherever convenient by dragging it with the mouse (you can also move the whole map by dragging the root block with the mouse).

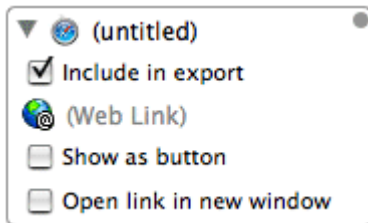


Attaching a hyperlink object

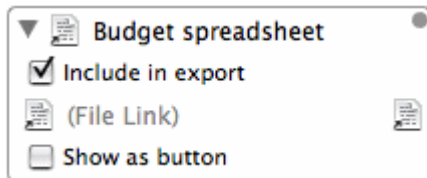
Since we have developed a spreadsheet to help us plan next year's budget, we are going to include it as a link on our map.

- Right-click the Budget branch and choose **Attach > Hyperlink**.

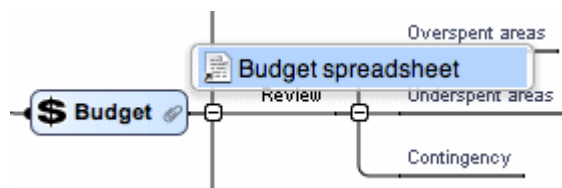
A paperclip icon  now appears to the right of the Budget branch label, indicating that this branch contains attached objects.



- In the Object List inspector you see the properties for the link. Enter a name for the object to replace the "(untitled)" label, for example "Budget spreadsheet".
- Click the default Web Link icon and select "Link to File" as the link type.
- Click the browse icon to the right to select Budget.xls. It's in the subfolder OpenMind 2/QuickStart in your Applications folder.

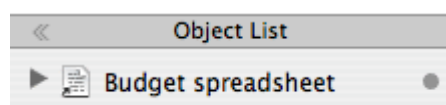


- To view the hyperlink, move the pointer over the paperclip icon. The object pop-up list appears.



If a suitable spreadsheet program is installed on your computer all you have to do to view the spreadsheet is to double-click the hyperlink in this list.


As we have seen, the hyperlink is also listed in the Object List inspector when the branch is selected.

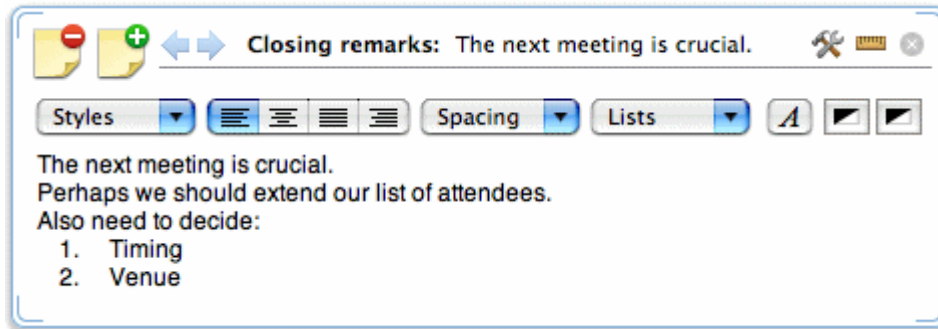


Inserting a text note

The OpenMind Text Note editor lets you add comprehensive text notes to any branch of your map.

We want to add a note to the Closing remarks branch to explain why we might want to broaden the list of attendees for the next meeting.

- Select the Closing remarks branch.
- Click the **Text Notes** icon  and type the following text (or any other!) in the Text Note editor.

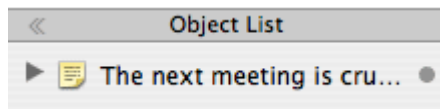


- Format the text to your liking and click outside the Text Note editor.

As before, a paperclip icon now appears to the right of the Closing remarks branch label, indicating that it contains an object.



The Text Note also appears in the Object List inspector when the branch is selected.



Creating a branch connection

Since we want to consider this year's underspent areas when planning next year's budget, we want to create a visual link between the two topics on the map.

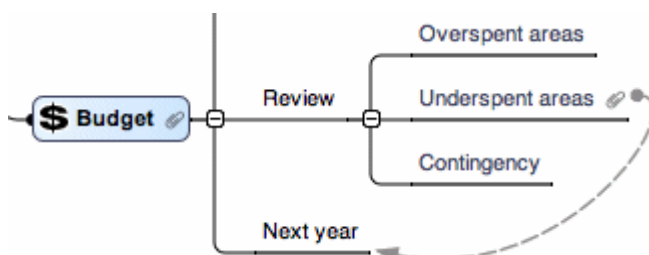
- Click the **Connection** icon in the toolbar.



The mouse pointer changes shape.

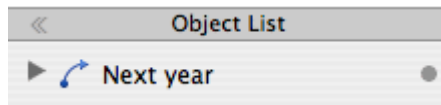
- Move the pointer to the Underspent areas branch until the pointer changes again and click the branch.
- Move the pointer to the Next year branch until the pointer changes again and click the branch.

An arrow now joins the Underspent areas branch to the Next year branch, indicating that the two branches are related. If you want you can adjust the shape of the branch connection by selecting it and moving the handles at either end.



The paperclip icon appears to the right of the Underspent areas branch, denoting the presence of the branch connection.

If you select the Underspent areas branch again, you will notice that the branch connection is also listed in its Object list. By default, it bears the name of the branch where the connection ends.



Inserting comments

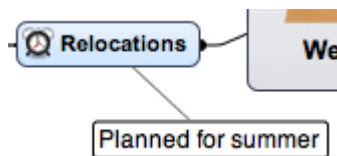
We would like to insert a couple of comments in our map.

We start by adding a "floating comment" to the Relocations branch to indicate that the planning deadline is approaching. Floating comments stay visible on the screen at all times.

- Right-click the Relocations branch and choose the Insert command in its local menu.
- Choose Floating Comment in the sub-menu that appears.

A floating comment box opens with the default text "(new comment)".

- Enter the text of the floating comment as shown below.
- (optional) Move the floating comment by dragging it wherever convenient.

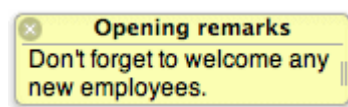



We are now going to insert a "pop-up" comment in our Opening remarks branch as a reminder to welcome new staff. Pop-up comments are normally hidden.

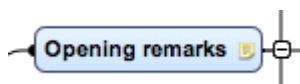
- Select the Opening remarks branch. This time, rather than choosing Insert and then Comment in the local menu, which you could do, press [Option] [Command] N (OpenMind's more commonly used commands have keyboard equivalents).

A yellow comment box opens.

- Enter the text of the comment as shown below and click outside the yellow box.




The comment box disappears, but a yellow comment icon  now appears next to the branch label, indicating that this branch contains a pop-up comment. You can view the comment at any time by moving the mouse pointer over the icon. To edit it simply click inside it.

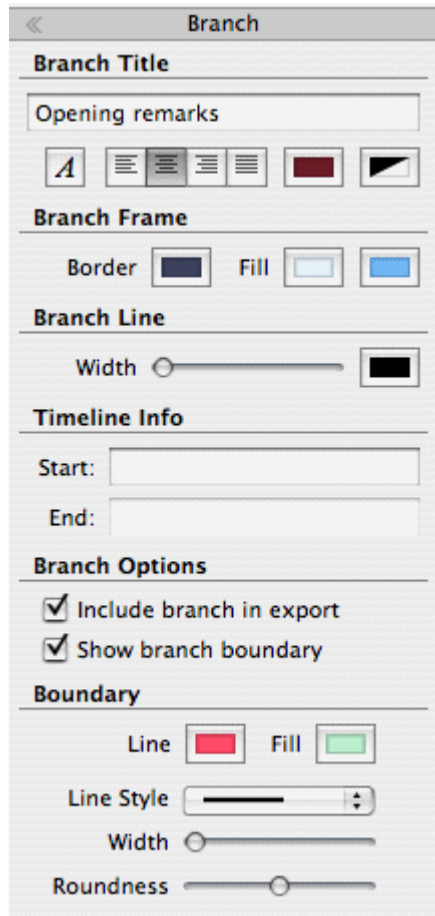
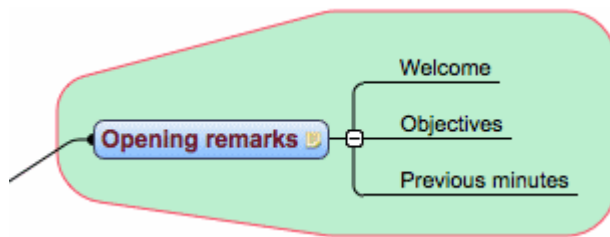


Adding colors

Finally, you can change font sizes, add boundaries and choose different colors to make the map more visually attractive:

- If the inspectors are not already visible, click the **Inspector** icon  in the toolbar to open them.
- Press [Shift] and select each of the main branches.
- In the **Branch Title** section of the Branch inspector adjust font sizes and colors.

- In the **Branch Options** section select 'Show branch boundary'.
- In the **Boundary** section click the Line and Fill fields and choose suitable colors in the Colors dialog.



- Click the workspace, away from the map, to deselect the branches.
- Choose **File > Save** to save the map.

Our simple Quick Start example is now complete. In a very short time you have created and enhanced your first OpenMind Mind Map. You have also learnt the most common operations in OpenMind.

Setting up

Setting up your preferences

The Preferences dialog (**OpenMind > Preferences**) lets you define global preferences.

Layout: The default setting is **All-in-One**. The inspectors, Overview panel, and Text Note Editor are displayed within the OpenMind workspace. If you prefer, you can display these items in separate windows by selecting **Multiple Windows**. You must restart OpenMind before the change will take effect.

Text Note Editor: Click **Set Font** to specify a different default font and point size for the text note editor. Click the color icon to change the default text color for the text note editor.

Document: You can choose how often OpenMind automatically saves a document as you work on it. Select a time period from the list (the default is Never).

Update: If you want OpenMind to check for program updates on start up, select the option here.

Reset to Defaults: Click to restore all the settings on this dialog to their original values.

The OpenMind workspace

The OpenMind document window is made up of a toolbar, a workspace area that displays your Mind Map and several inspectors and panels, which together give you a complete overview of the Mind Map. See "Setting up your preferences" for information about display options.

The main display

The Mind Map is contained in the main display area.

You can move a Mind Map within the display area by dragging its root to a new position. To go quickly to different parts of a large Mind Map, use the Overview Panel (see below).

OpenMind has two display modes:

- **All-in-One:** This is the default mode. The inspectors, the Overview panel and the Text Note Editor are displayed inside the OpenMind workspace.
- **Multiple Windows:** The inspectors, the Overview panel and the Text Note Editor are displayed in separate windows.

To change mode choose **OpenMind > Preferences** and change the **Layout** selection. You must restart OpenMind before the change will take effect.

Inspectors

➤ Click the **Inspector** icon to show (or hide) the inspectors.

The inspectors allow you to:

- Change the properties of a selected item (for example, a branch or a picture). If nothing is selected the properties for the current view are displayed in the relevant View inspector.
- Change the properties of objects (for example, a link or a file) attached to a branch. See "Using the Object List inspector" for more information.
- Add icons to or remove icons from your branches. Icons are used to attract attention or illustrate a particular idea. See "Inserting icons" for more information.

- Add time information to a branch or change existing time information. You will need to do this if you plan to create a timeline. For more information on entering time information and creating a timeline, see the topics "Inserting time information" and "Using the Timeline view".

See "Using the inspectors" for more information.

Multimedia Catalog

- Click the **Media** icon to open the **Multimedia Catalog**.

The Multimedia Catalog contains an extensive collection of high quality clipart pictures which you can add to your map.

See "Inserting pictures" and "Using the Multimedia Catalog" for more information.

Text Note editor

- Click the **Text Notes** icon to show (or hide) the **Text Note editor**.

The Text Note editor lets you add comprehensive notes to the root or any branch of your map.

See "Inserting text notes" for more information.

Overview panel

- Click the **Overview** icon to show (or hide) the **Overview Panel**.

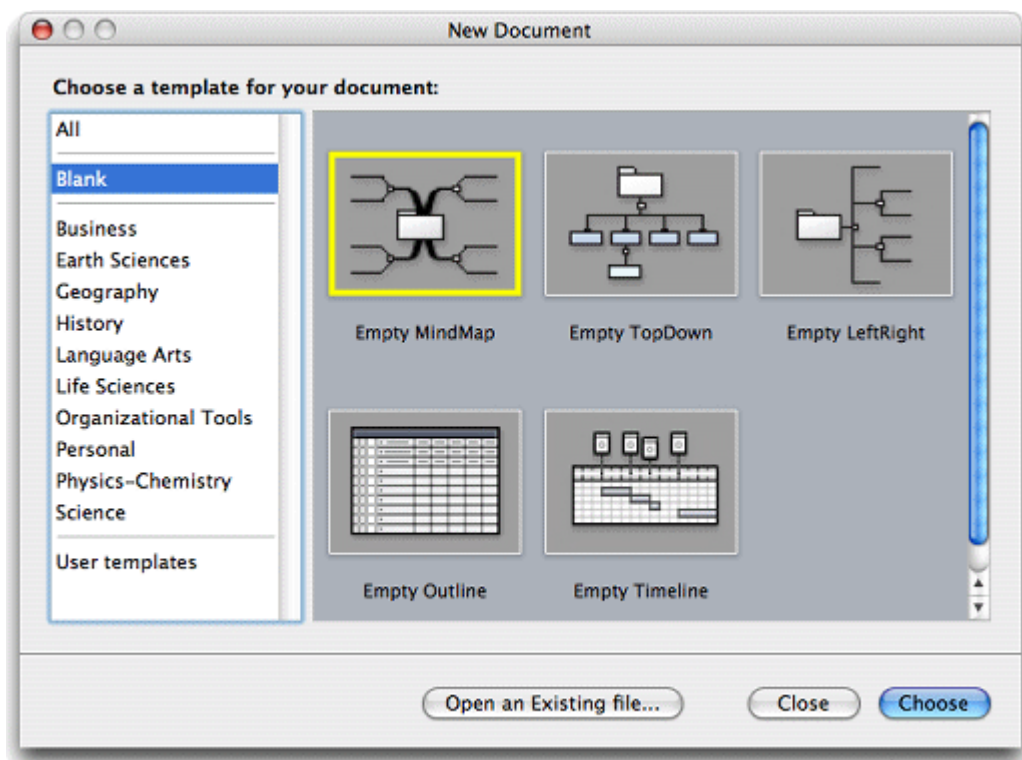
The Overview panel allows you to bring the different parts of your map quickly into view.

See "Using the Overview panel" for more information.

Basic tasks

Creating a Mind Map

When you start OpenMind, the first screen you see is the New Document dialog.



Do one of the following:

- Choose a category on the left, select a template on the right and click **Choose** to create the new Mind Map document, or
- Click **Open an Existing File** to browse for an existing OpenMind document, or
- Click **Close** to close the dialog. You can then choose **File > Open Recent** to open a document you have recently been working on.

If you have already started an OpenMind session, you can access the New Document dialog by:

- Choosing **File > New**, or
- Pressing [**Command**] **N**.

Blank templates

To create an empty document, choose one of the templates in the Blank category. There is one for each of OpenMind's five views (Mind Map, Top Down, Left/Right, Timeline and Outline). See "Using different views" for more information about these views.

Although the opening view of the new document will be that of the template you chose, you can switch to another view at any time by choosing **Views** or by clicking the **Views** icon and selecting a different view. Going from one view to another only affects the way the Mind Map is displayed. The contents of the Mind Map are not modified, unless you edit them yourself while working in the new view.

Other templates

Alternatively you can create a document based on one of over 80 educational, business and personal templates included in OpenMind. The curriculum-aligned educational templates cover a range of learning levels and are supported by over a thousand high quality clipart images created specifically to match all areas of the curriculum. Once you have created your Mind Map from one of these templates, you can easily tailor it to meet your particular needs, whether in the home or the classroom. Ideas and suggestions for expansion are given in text notes and pop-up comments.

A separate "Template Guide", a .pdf file, describes each template.

If you have already created and saved your own templates, you can base your new Mind Map on one of them by selecting it in the 'User templates' category. See "Saving a Mind Map" for more information on how to save templates.

Opening a Mind Map

When you start OpenMind, the first screen you see is the New Document dialog. This dialog not only lets you create a new document, but also browse for an existing document.

When working in OpenMind you can open an existing document by:

- Choosing **File > Open Recent** to open a recent document, or
- Choosing **File > Open**, or
- Pressing [**Command**] **O**.

You can also use File > Open to import files from other programs into OpenMind. See "Importing" for more information.

Opening documents created in other versions of OpenMind

You can open documents created with OpenMind 2 for Windows (.omp files), but you cannot save them directly. Instead use File > Save As to create a new OpenMind 2 for Mac document (.omd file).

Note: To ensure that all elements of the Mind Map are included, use OpenMind 2 updated with the latest service pack to create the omp file.

To open files created with OpenMind 1 for Windows you must first open them and resave using OpenMind 2 for Windows.

Entering the subject

By default, any root you create contains the label "Subject".

Replacing the default label

- Select the root and type the text.
 - If 'Word wrap text' is selected on the View inspector, resize the root after typing the text to achieve the number of lines of wrapped text you want.
- To force the start a new line, for example if 'Word wrap text' is not selected, press **[Option] Enter**.
- Press **Enter** when you have finished typing, or click outside the root.


Tip: Your map will be clearer if you keep your root and branch labels short. If you need to enter longer notes, use the Text Note feature. You can also enter Comments to serve as reminders while you build up your map. See "Inserting text notes" and "Inserting comments" for more information.

Editing the root

You can perform various operations on the root, such as editing or formatting its label, moving it to a different location in your map or cutting and pasting it. In this respect, the root behaves exactly like any branch or sub-branch.

See "Editing a root or branch" for more information.

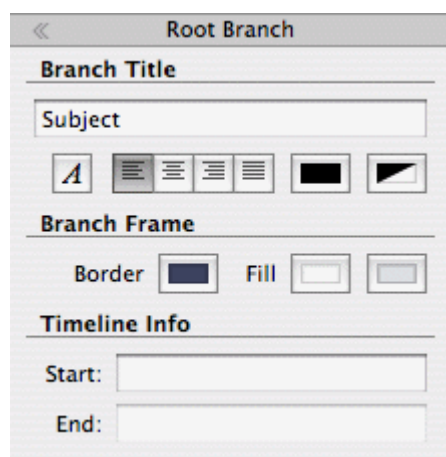
You can also replace the default root shape by a different one, as follows:

- Click  and select the new shape.


Root properties

Like most OpenMind components, the root has its own properties, displayed in the Root Branch inspector. You can use the inspector to make any necessary changes to the root, as described in "Using the inspectors".

The default text color for the root is defined on the relevant View inspector, for example the Mind Map View inspector, that appears when nothing is selected on the workspace. This is overridden by any change made on the Root Branch inspector.



See "Root Branch inspector" in the Reference section of this User Guide for a description of the general properties applicable to the root.

Note: If the inspectors are not already visible, click the Inspector icon  in the toolbar to open them.

Inserting branches

OpenMind lets you insert main branches, sub-branches and pre-branches:

- A **main branch** is a branch directly connected to the root.
Main branches represent the main topics related to the subject of your Mind Map.
- A **sub-branch** is a branch belonging either to a main branch or to a sub-branch of higher level.
Sub-branches represent the various levels of sub-topics in your Mind Map.
- A **pre-branch** is a branch you insert in front of (nearer the root than) another branch.

OpenMind automatically arranges the main branches, sub-branches and pre-branches as you insert them to prevent any overlap. You can however choose to reposition the main branches yourself after their insertion by disabling Auto-layout mode. See "Moving a branch" for more information.

As soon as you add a branch, sub-branch or pre-branch, the new branch appears with the default label 'Idea'. This label is selected automatically, so that you can replace it straight away by overwriting it. The procedure for entering a branch label is the same as for the root. See "Entering the subject" for more information.

Inserting a main branch

- **Double-click** the root, or
- Click the root to select it and press **Enter**, or
- Click the root to select it and choose **Insert > Branch** or **Insert > Sub-branch** in the main menu, or
- Right-click the root to select it and choose **Insert > Main Branch** in the local menu.

The new main branch is inserted after all the existing main branches.

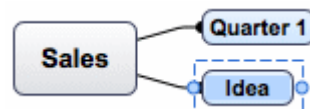
You can also insert a main branch by first selecting another main branch. See the next section.



Inserting a branch at the same level as an existing branch

- Click the existing branch to select it and press **Enter**, or
- Click the existing branch to select it and choose **Insert > Branch** in the main menu, or
- Right-click the existing branch to select it and choose **Insert > Branch** in the local menu.

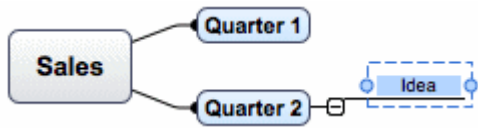
The new branch is inserted after the selected existing branch.



Inserting a sub-branch to an existing branch

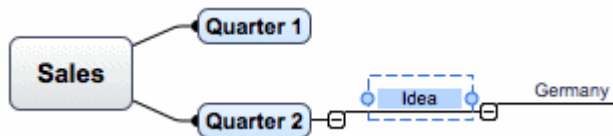
- **Double-click** the existing branch, or
- Click the existing branch to select it and press **[Option] Enter**, or
- Click the existing branch to select it and choose **Insert > Sub-branch** in the main menu, or
- Right-click the existing branch to select it and choose **Insert > Sub-branch** in its local menu.

The new sub-branch is inserted after all the existing sub-branches.



Inserting a pre-branch to an existing branch

- Click the existing branch to select it and press **[Shift] Enter**, or
- Click the existing branch to select it and choose **Insert > Pre-branch** in the main menu, or
- Right-click the existing branch to select it and choose **Insert > Pre-Branch** in its local menu.

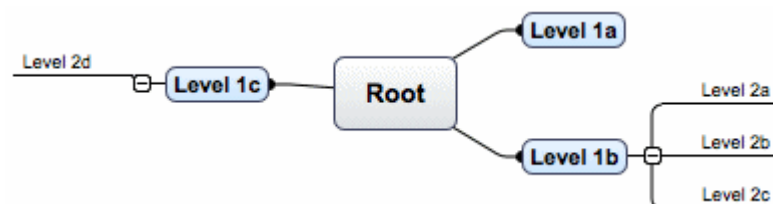


Copying and pasting branches from an external application

You can easily create a branch structure with main branches and sub-branches by copying several lines of text from an external document, such as a Microsoft Word document, a text file or a Microsoft Excel spreadsheet, and pasting them into your OpenMind document. Any line indented with spaces or tabs in the external application will be inserted as a sub-branch of the higher level line. For example this:


Root		
	Level 1a	
	Level 1b	
		Level 2a
		Level 2b
		Level 2c
	Level 1c	
		Level 2d


Will be pasted as this:





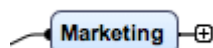
Similarly, you can copy an OpenMind branch structure to another application by copying it from OpenMind and pasting it in the external application.

Expanding/Collapsing a branch


As soon as you add a sub-branch to a main branch or to another sub-branch, a small minus sign  appears between it and the higher-level branch. This allows you to hide the newly inserted sub-branch and any further sub-branches or objects you might add to it if you want to concentrate on the higher-level branches. There are several ways to do this:

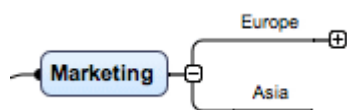
- Click the minus sign , or
- Click the higher-level branch and choose **View > Collapse** in the main menu, or
- Right-click the higher-level branch and choose **Collapse** in its local menu.

The sub-branch is now hidden, and the minus sign  changes to a plus sign .



To show again the sub-branch and all its further sub-branches and attached objects, do one of the following:

- Click the plus sign , or
- Click the higher-level branch and choose **View > Expand** in the main menu, or
- Right-click the higher-level branch and choose **Expand** in its local menu.



Expanding/Collapsing several branch levels

The **Detail level** icons let you collapse the entire Mind Map to just one level of branches, two levels, three levels or four levels. To show all levels, click the **All** icon.



Navigating between branches

To select a branch, all you need to do is click its label.

The following keyboard shortcuts allow you to navigate easily from one branch to the other:

- Up** Select the branch placed above the currently selected branch.
- Down** Select the branch placed below the currently selected branch.
- Left** Select the branch to the left of the currently selected branch.
- Right** Select the branch to the right of the currently selected branch.

Deleting a branch

There are several ways of doing this:

- Click the branch you want to delete and press **Delete**, or
- Click the branch and choose **Edit > Delete** in the main menu, or
- Right-click the branch and choose **Delete > Entire Branch** in its local menu.

If a branch contains sub-branches, you can delete it without deleting its sub-branches by choosing **Delete > Branch Section** in its local menu or **Edit > Delete Branch Section** in the main menu. This causes the sub-branches to move up one level in the hierarchy to become sub-branches of the parent branch.


*Tip: Remember that if you delete a branch by accident, you can always cancel the deletion by choosing **Edit > Undo** ([Command] Z).*

Editing a branch

You can perform various operations on a branch, such as editing and formatting its label, moving it to a different location in your map or cutting and pasting it. Most of these editing operations can be applied to several branches at once.

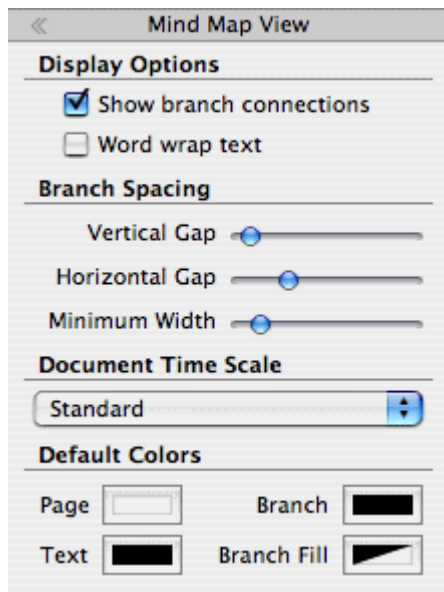
See "Editing a root or branch" and "Moving a branch" for more information.

Filtering a branch

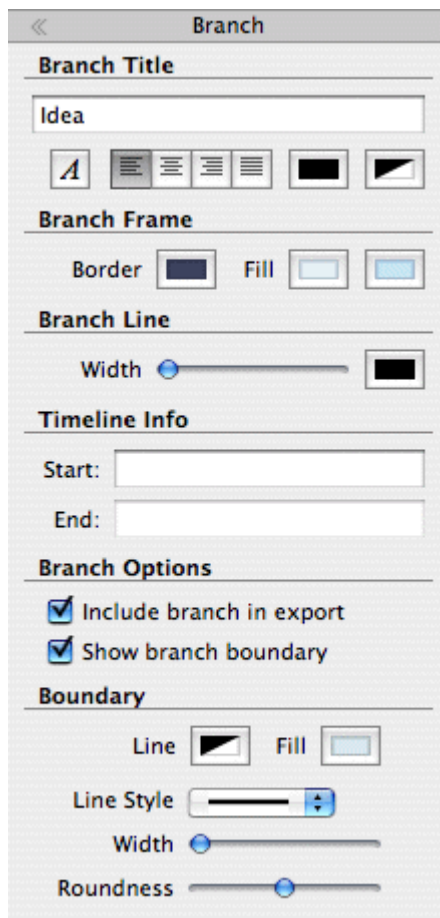
As your map grows, you might find it useful to concentrate on a particular area by viewing only a chosen branch or set of branches. The Filter icon  allows you to restrict the display to a particular branch. See "Filtering a branch" for more information.

Branch properties

Branches have default properties defined in the relevant View inspector (the Mind Map View inspector is shown below). For a description of these default properties, see the descriptions of the View inspectors in the Reference section of this User Guide. See also "Using the inspectors" for some general information about inspectors.



In addition to these default properties, each branch has its own properties. You can use the Branch inspector to make any necessary changes to a selected branch. Changes made on the Branch inspector override default values set on the View inspector.



See "Branch inspector" in the Reference section of this User Guide for a description of the general properties applicable to a branch.

Navigating a Mind Map

As your map grows, parts of it may fall outside the display area and no longer be visible.

You can use the **scroll bars** or the **mouse wheel** to bring them back into view:

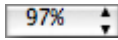

- To scroll your map vertically, use the vertical scroll bar or the mouse wheel.
- To scroll your map horizontally, use the horizontal scroll bar or press [Shift] while using the mouse wheel.

You can also **pan the view** to reach different areas as follows:



- Drag the root to a new position.
- Press [Option] and drag the area of the view that you want to reposition within the workspace.

When you pan the view in this way, you will notice that the shape of the mouse pointer changes from an arrow to a hand.

There are other navigation options available to you:

- To zoom in and out press [**Option**] while using the mouse wheel.
- The **Zoom** control  at the lower left corner of the window, and the **Zoom to Fit**  icon let you change the level of magnification of your map. See "Zooming in and out" for more information.
- The **Overview** panel allows you to concentrate on particular areas of your map. See "Using the Overview panel" for more information.
- The **Detail level** icons let you collapse the entire Mind Map to just one level of branches, two levels, three levels or four levels. To show all levels, click the **All** icon.





- The **Filter** icon  allows you to restrict the display to a particular branch or set of branches. See "Filtering a branch" for more information.
- The **Full Screen** icon  allows you to view the map in Full Screen mode. Alternatively, you can choose **View > Full Screen Mode On** or press [**Option**] [**Command**] **F**. To return to the normal viewing mode, click the icon again or press [**Option**] [**Command**] **F** again.

Using brainstorm mode

When working in Mind Map, Top Down or Left/Right view, the brainstorm mode lets you enter the main topics (branches) and sub-topics (sub-branches) of your map very fast as you explore all the ideas related to your theme. Using brainstorm mode, you can record your thoughts as they occur, leaving the task of structuring them and analyzing them in detail for later.


- Select the root or branch to which you wish to add your ideas.
- Do one of the following:

- Click the **Brainstorm** icon , or
- Choose **Tools > Brainstorm Mode**, or
- Press [**Option**] [**Command**] **B**.

OpenMind inserts a branch in your map, at the level below the root or branch you first selected, with the default label "Idea", and the Brainstorm icon changes  to indicate that the mode is active.

- Type a label for the new branch and press **Enter**. Every time you press Enter, a new branch is added at the same level, ready for you to replace its default label. Just continue entering your ideas and pressing Enter until you have created all the topics you require at a given level.



To start adding sub-branches to a different branch (or the root) select the branch in question (or the root).

- To quit brainstorm mode do one of the following:
 - Click anywhere outside a branch, or
 - Press **Esc**, or
 - Click the **Brainstorm** icon  again, or
 - Choose **Tools > Brainstorm Mode** again, or
 - Press **[Option] [Command] B**.

Note: You cannot apply any formatting attributes to the branches or their labels in brainstorm mode. Similarly, it is not possible to insert elements such as icons, comments, pictures and so on or attach objects while in brainstorm mode.

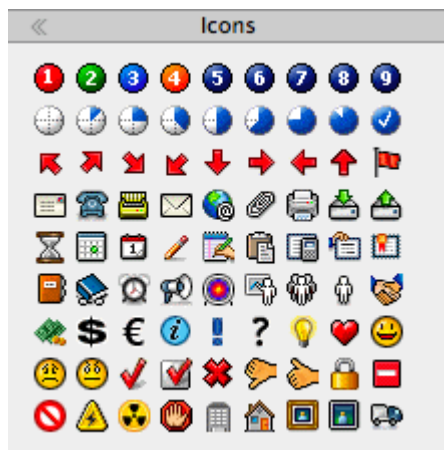
Inserting icons

OpenMind comes with a set of icons which you can place on the branches of your Mind Map to attract attention or illustrate a particular idea.

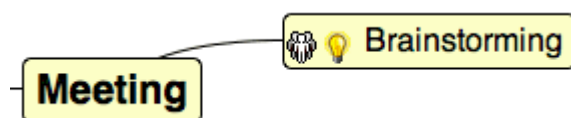
You could for instance use the Conference icon  for all the topics of your map involving a discussion with others, or the Alarm-clock icon  for all topics with a deadline. Make sure however that you use such icons consistently and sparingly to avoid overloading the map.

Inserting an icon on a branch

- Select the branch to which you want to add an icon.
- In the Icons inspector click the required icon.



You can add more than one icon to a branch. The selected icons appear on the left of the branch name. They are also highlighted in the Icons inspector.



Removing an icon

To remove an icon from a branch do any of the following:

- Select the branch and click the icon in the Icons inspector to deselect it.
- Select the branch, choose **Edit > Delete Branch Icons** in the main menu and then select the icon to be removed or choose **All** to remove all the icons inserted on the branch.
- Right-click the branch and choose **Delete > Icons** in its local menu and then select the icon to be removed or choose **All** to remove all the icons inserted on the branch.

Inserting pictures

OpenMind lets you add pictures to the workspace itself, the root and any branch or sub-branch.

As all the research done in this area indicates that the use of pictures significantly enhances memory retention, you should try to use pictures wherever possible to illustrate your map.

Three different types of pictures are available:

- **Floating pictures**

A floating picture is visible on the screen at all times and can be moved wherever convenient. You can add as many floating pictures as you like to the workspace, the root or a particular branch.



- **Branch pictures**

A branch picture is also visible on the screen at all times, but it "sits" on the root or branch to which it belongs. You can only add one branch picture to a particular root or branch.

It is considered good practice to insert a branch picture on the root to illustrate the subject of a map, as shown below.



- **Attached picture files**

OpenMind allows you to attach various objects to the root and branches of your map, such as text files, picture files, video files, Flash files and so on. Not only can you activate these objects from within OpenMind, but you can also choose to include them when exporting your map to a different format, such as HTML. See "Attaching objects" for more information on attached picture files.

You can add these different types of pictures by dragging the relevant picture from the Multimedia Catalog, the Desktop, another application such as the Finder, or by using the OpenMind menus. These methods are all described below. For a full description of the Multimedia Catalog, see "Using the Multimedia Catalog".

Dragging a picture from the Multimedia Catalog or other application

You can insert a picture on a root or on a branch by dragging it from the Multimedia Catalog, the Desktop, or another application such as the Finder. OpenMind recognizes the standard Mac picture file types: png, jpg, gif, bmp, tiff, and pdf.

- To add a picture as a branch picture, drag it onto the root or branch, or
- To add a picture as a floating picture, drag it onto an empty area of the workspace.

Optionally, for branch pictures:

- Resize the picture and branch by dragging any of the circular handles.

Optionally, for floating pictures:

- Resize the picture by dragging any of its circular handles. You can also move the picture to a more convenient place by dragging it or by using the arrow keys.
- To establish a visual connection between the floating picture and a branch (or root), drag it over the branch and release the mouse button. A gray line links the picture to the root or branch.

Floating pictures and export

If you intend to export the document (see the section "Exporting"), note that *connected* floating pictures are exported with the branch to which they belong while *unconnected* floating pictures are not exported. If you want to export unconnected pictures, you must first connect them to branches, as described above. You can make them appear unconnected in the Mind Map by making the connection lines invisible. To do this:

- Select the picture(s).
- In the **Connection line** section of the Picture inspector, click the **Color** icon.
- In the Color dialog, move the **Opacity** slider to zero or set the color to the same as the background.

Inserting a picture using the OpenMind menus

Inserting a floating picture on a root or branch

- Select the root or branch to which you want to add a floating picture and choose **Insert > Floating Picture** in the main menu or in the local menu.
- Choose the picture. It appears on the screen, scaled down from its original size if necessary. To indicate a connection between the picture and the selected branch a thin gray line attaches the two.
- (optional) Resize the picture by dragging any of its circular handles. You can also move the picture to a more convenient place by dragging it or by using the arrow keys.

Inserting a floating picture on the workspace

- Right-click the workspace and choose **Insert > Floating Picture** in its local menu.
- Choose the picture. The picture appears on the workspace. It is not attached to anything and no connecting line is visible.
- (optional) Resize the picture by dragging any of its circular handles. You can also move the picture to a more convenient place by dragging it or by using the arrow keys.
- (optional) You can establish a visual connection between the floating picture and a branch (or root) by dragging it over the branch and releasing the mouse button. A thin gray line attaches the picture to the root or branch.

Inserting a branch picture on a root or branch

- Select the root or branch to which you want to add a branch picture and choose **Insert > Branch Picture** in the main menu or in the local menu.
- Choose the picture.

The picture is now inserted above the root or branch label.

- (optional) Resize the picture by dragging any of the circular handles.

Detaching a floating picture

If you have attached a floating picture to the root or to a branch of your map, you can detach it by choosing **Edit > Detach** in the main menu or by right-clicking it and choosing **Detach** in its local menu. The picture now belongs to the workspace itself rather than to the root or any of its branches.

Deleting a floating picture

To delete a floating picture, select it and do one of the following:

- Press **Delete**, or
- Choose **Edit > Delete** in the main menu, or
- Choose **Delete** in its local menu.

Detaching a branch picture

- To detach a branch or root picture, select the branch to which it belongs and choose **Detach > Branch Picture** in its local menu. The picture becomes a floating picture, connected to the branch or root.


Deleting a branch picture

- To delete a branch picture, select the branch to which it belongs and choose **Delete > Branch Picture** in its local menu or **Edit > Delete Branch Picture** in the main menu.

Tip: If you press the Delete key by mistake, the whole branch will be deleted. You can restore it by choosing Edit > Undo or pressing [Command] Z.

Picture properties

Pictures have their own properties, which you can edit with the Picture inspector. See "Picture inspector" for a description of the properties applicable to pictures and "Using the inspectors" for a general description of inspectors and properties.







Note: If the inspectors are not already visible, click the Inspector icon  in the toolbar to open them.

Attaching objects

One of the strengths of OpenMind is that it allows you to attach objects to the root or any branch or sub-branch of your Mind Map. This means that you can enhance your map with a variety of multimedia features, such as sounds, video sequences or Flash animations.

Not only can you activate these objects from within OpenMind, but you can also choose to include them when exporting your map to a different format, such as HTML for a web site.

OpenMind lets you attach the following objects to the root or to any branch of your map:

-  Hyperlink
-  Text file (for example .doc, .rtf, .txt, .htm, .html)
-  Picture file (for example .png, .jpg, .gif, .bmp, .tif, .pdf)
-  Video file (for example .mp4, .m4v)
-  Sound file (for example mp3, .aiff, .snd, .m4a)
-  Flash file (.swf)

OpenMind supports all picture, sound and video formats that are supported by your system. These will depend on the components, for example QuickTime components, that you have installed on your machine.

Hyperlink objects, which can be displayed as buttons when exported, allow you to create links between a specific branch and external elements, such as a file, a web address, a folder or an email address. Once these objects are inserted, activating them automatically opens the viewer associated with the linked element (e.g. text editor, web browser, email program and so on). Note that links can also be associated with picture files. See "Creating links" for more information on links.


Attaching an object to a root or branch

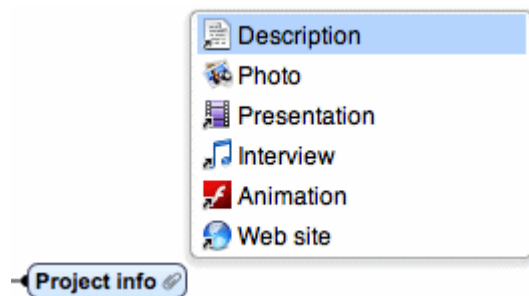
To attach an object:

- Select the required root or branch.
- Choose **Attach** in the main menu or the local menu and select the type of object to be attached.
- If the object is a file, select the file. If the object is a Hyperlink, use the Object List inspector to specify the type of link, whether it is to be displayed as a button in the output, and to enter details of the target (for example a web address). See "Creating links" for more information.
- (optional) Use the Object List inspector to make changes to the object's properties. See "Object List inspector" for more information.

Alternatively:

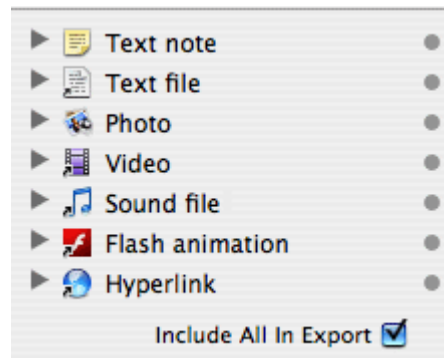
- Instead of using the menus, drag a file from Finder or the Desktop and drop it on the required root or branch. If the file type is not one of the ones listed above its icon will be blank.

As soon as you add an object to a root or branch, a paperclip icon  appears to the right of its label to indicate the presence of the attached object. Moving the mouse pointer over this paperclip icon displays a pop-up list of all the objects attached.




The Object List inspector

The Object List inspector gives you a complete overview of the objects you have attached on a particular branch.




See "Using the Object List inspector" for more information.

Note: If the inspectors are not already visible, click the Inspector icon  in the toolbar to open them.

Activating an object

Once attached, there are two ways of activating an object:

- Display the object pop-up list by moving the mouse pointer over the paperclip icon  and double-click the object required, or
- Select the object in the Object List inspector or in the object pop-up list and choose **Execute** in its local menu.

The object is displayed in the viewer associated with its extension type. For instance, if the attached object is a text document, it will generally open in TextEdit. If it is a video, it will open in the video playing software installed on your computer, and so on.

Deleting an object

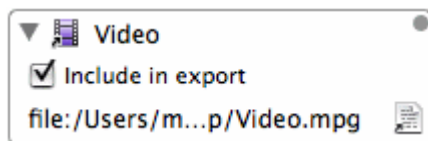
To delete an object:

- Right-click the object in the Object List inspector or in the object pop-up list and choose **Delete** in its local menu.


*Tip: Remember that if you delete an attached object by accident, you can always cancel the deletion by choosing **Edit > Undo** ([Command] Z).*

Object properties

Each object has its own properties, displayed in the Object List inspector. You can use the inspector to make any necessary changes to the object, as described in "Using the inspectors".




See the Reference section of this User Guide for a full description of the properties applicable to each type of object.

Note: If the inspectors are not already visible, click the Inspector icon  in the toolbar to open them.

Inserting text notes

The OpenMind Text Note editor lets you add comprehensive text notes to the root and any branch or sub-branch of your map. You can add as many different text notes as you like to any of these elements.

If the Text Note editor is not open, click the **Text Notes** icon  in the toolbar or choose **Tools > Text Note Editor** in the main menu.

Note: In addition to text notes, you can also associate brief comments to the branches of your map. For more information on comments, see "Inserting comments". You can also attach an entire text file to a branch by using the Attach command. For more information on attaching text files, see "Attaching objects".


Display options


The default display mode for the Text Note editor is as a panel within the main window. You can move it by dragging any of its edges, and resize it by dragging any of its corners.

If you would prefer the Text Note editor to be displayed as a separate window, choose Multiple Windows as the Layout option in Preferences. See "Setting up your preferences" for more information.

Creating a text note

To add a Text Note to a root or branch:


- Select the root or branch.
- If the Text Note editor is not open, click  in the toolbar or choose **Tools > Text Note Editor** to open it.
- Enter the text (see "Using the Text Note editor", below).

As soon as you select another branch or element in the map, the text note is automatically saved and added to the Object list of the root or branch. A paperclip icon  also appears to the right of the root or branch label to indicate the presence of an attached object. Moving the mouse pointer over the icon displays a pop-up list of all the objects attached.

You can also enter a text note by selecting the relevant root or branch and choosing **Insert > Text Note** in the local menu or main menu.

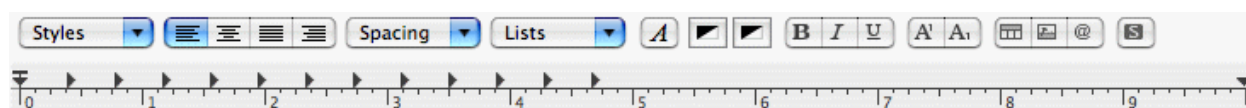
Adding further text notes




You can attach additional text notes to a root or branch as follows:

- Select the root or branch and choose **Insert > Text Note** in the main menu or local menu, or
- Select the root or branch and, in the Text Note editor, click the new text note icon .

Using the Text Note editor







You can use the editing features of the Text Note editor toolbar to format your text, change the font or point size, choose a color for the text or the background, and so on.



- To display (or hide) the toolbar or the ruler for the Text Note editor, click the toolbar icon  or the ruler icon  in the editor's header.
- To see what a toolbar icon does, move the mouse pointer over it to display a descriptive label.
- To see the editor's local menu, right-click anywhere in the editor. If a word is selected you will see additional search and lookup options.
- To navigate from one text note to another, click the arrow icons .
- To change font or to apply (or remove existing) attributes such as bolding, italics or underlining, select the text and click the relevant icon, on the toolbar.




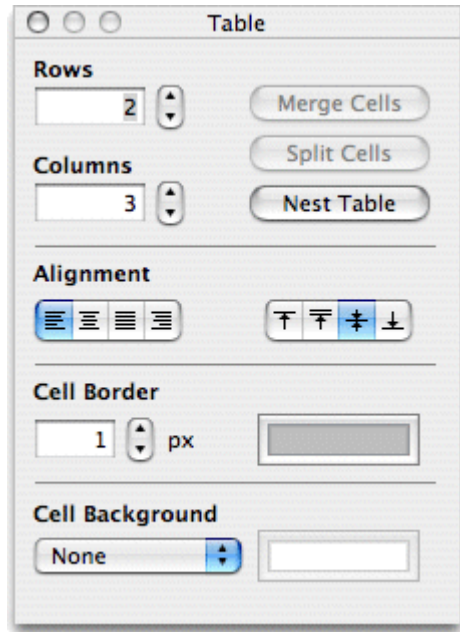
You can set a default font, text size and color for all the text notes you enter by choosing **OpenMind > Preferences**.

- To change text or background color, or to apply superscripts or subscripts, select the text and click the appropriate icon(s). To remove superscripts or subscripts, select the text and click the icon again.
- 
- To change the alignment of text, put the cursor in the relevant paragraph (which may be empty) and click the appropriate alignment icon.
- 
- To create a numbered or bulleted list item, put the cursor in the relevant paragraph (which may be empty) and select the appropriate style under **Lists**. You can create a custom style by selecting 'Other'. Select 'None' to remove a list style from the current paragraph.
 - To create a link to a web page, select the text that will activate the link and click the **Link** icon  or choose **Link** in the local menu. Enter the destination for the link and click OK (you must include the 'http://' part). To activate a link, double-click it or right click and choose **Open Link**.
 - To check the spelling in your text, click the **Check Spelling** icon  or choose **Spelling > Check Spelling** in the local menu.
 - To insert a picture, click the **Picture** icon  or choose **Insert Picture** in the local menu.
 - To adjust margins and indents, click the **Ruler** icon  if the ruler is not already displayed. Put the cursor in the paragraph whose margins you want to change (or select several paragraphs) and drag the margin markers at the left and right ends of the ruler to change the margins. Drag the indent marker (which by default has the

same position as the left margin marker) to set the indent margin. You can insert standard tab stops by clicking on the ruler line and then dragging them into position. To remove tab stops, drag them away from the ruler.



- To create a table, move the cursor to the location in the text where you want the table inserted and click the **Table** icon  to open the table panel (shown below). Type your text in the table cells and make any necessary changes to the format using the Table panel and the text editor toolbar.




- To change the height of table rows, or the width of table columns, drag the row or column dividers.
- To delete a table row, first use cut-and-paste to move table text so that an empty row lies at the bottom of the table, then use the Rows control in the panel to reduce the number of rows by one. Similarly, to delete a column, use cut-and-paste so that an empty column lies at the right edge of the table, then use the Columns control in the panel to reduce the number of columns by one.
- To add a table row, first use the Rows control in the panel to increase the number of rows by one and then use cut-and-paste to move table text so that the empty row, initially at the bottom of the table, lies where you want it. Similarly, to add a table column, first use the Columns control in the panel to increase the number of columns by one and then use cut-and-paste so that the empty column, initially at the right edge of the table, lies where you want it.
- To merge cells in a table, select them and choose **Merge Cells** in the Table panel.
- To split a previously merged cell back into its original cells, put the cursor into the cell and choose **Split Cells** in the Table panel.
- To change the background colors of table cells, use the **Cell Background** controls on the Table panel.
- To change the width and/or colors of table cell borders, select the cells and use the **Cell Border** controls on the Table panel.

To correct mistyping or wrong selections you can choose **Edit > Undo**. To re-apply changes removed by Undo choose **Edit > Redo**.


Editing an existing text note

To edit a text note:

- Right-click the branch to which the text note belongs and choose **Edit Text Note**.

- If the text note you want to edit is not displayed, navigate to it using the arrow icons .
- Make the necessary changes.


Alternatively, you can:

- Select the branch to which the text note belongs and click the text note icon, , or
- Move the mouse pointer to the relevant branch and double-click the text note in the object pop-up list, or
- Right-click the text note in the Object List inspector or in the object pop-up list and choose **Execute** in its local menu.

This opens the Text Note editor and displays the text note, ready for editing.

Deleting a text note

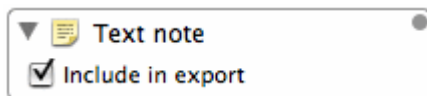
To delete a text note:

- Display the text note in the Text Note editor and click the delete text note icon , or
- Right-click the text note in the Object List inspector or in the object pop-up list and choose **Delete** in its local menu.


Tip: Remember that if you delete a text note by accident, you can always cancel the deletion by choosing Edit > Undo ([Command] Z).

Text note properties

Each text note has its own properties, displayed in the Object List inspector.



See "Object List inspector" in the Reference section of this User Guide for a description of the properties applicable to a text note.

Note: If the inspectors are not already visible, click the Inspector icon  in the toolbar to open them.

Inserting comments

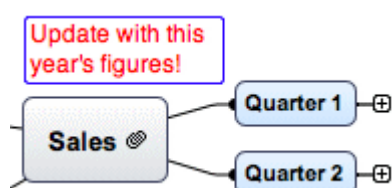
OpenMind lets you associate comments with the elements of your map, including the workspace itself, the root and any branch or sub-branch. There are two kinds of comments:

- Floating comments
- Pop-up comments

Note: In addition to these types of comments, you can also associate longer text notes with the branches of your map. For more information on text notes, see "Inserting text notes".

Floating comments

Floating comments are brief notes that stay visible on the screen at all times. You can add as many floating comments as you like to the workspace itself, the root or any branch of your map.

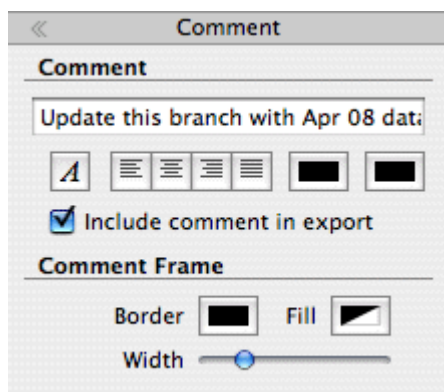


Inserting a floating comment

- Do one of the following:
 - If you want the floating comment to be connected to a root or a branch, select the root or branch and choose **Insert > Floating Comment** in the main menu or local menu. A thin gray line will connect your new comment with the root or branch you selected.
 - If you do not want the comment to be connected to a root or a branch, right-click in the workspace and choose **Insert > Floating Comment** in the local menu.
- Note:** If you later want to connect an unconnected floating comment to a branch (or root), drag it over the branch or root and release the mouse button.
- Type your comment text to replace the default text "(new comment)".
 - Once you've finished typing, press **Enter** or click outside the comment window.

If necessary, you can move your comment to a more convenient place by dragging it or by using the arrow keys. You can resize it by dragging either of the circular handles.

You can use the Floating Comment inspector to format your comment. For example, you can change its font, choose a different background or text color, or add a frame. Note that any such change you make applies to the whole comment.



See "Floating Comment inspector" in the Reference section of this User Guide for a description of the properties applicable to a floating comment. For a general description of the inspectors, see "Using the inspectors".

- To establish a visual connection between the floating comment and a branch (or root), drag it over the branch and release the mouse button. A gray line links the comment to the root or branch.

Floating comments and export

If you intend to export the document (see the section "Exporting"), note that *connected* floating comments are exported with the branch to which they belong while *unconnected* floating comments are not exported. If you want to export unconnected comments, you must first connect them to branches, as described in the Note above. You can make them appear unconnected in the Mind Map by making the connection lines invisible. To do this:

- Select the comment(s).
- In the **Connection line** section of the Comment inspector, click the **Color** icon.
- In the Color dialog, move the **Opacity** slider to zero or set the color to be the same as the background.

Editing a floating comment

- To replace the existing comment, just click it to select it and start typing the new comment.
- To edit the existing comment, double-click it, place the cursor at the required position and make the necessary changes.
- When you have finished, press **Enter** or click outside the comment window.

Detaching a floating comment

If you have attached a floating comment to the root or to a branch of your map, you can detach it by right-clicking it and choosing **Detach** in its local menu. The comment now belongs to the workspace itself rather than to the root or any of its branches.

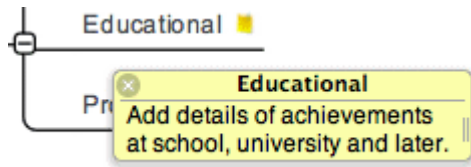
Deleting a floating comment

To delete a floating comment, select it and do one of the following:

- Press **Delete**, or
- Choose **Edit > Delete** in the main menu, or
- Choose **Delete** in its local menu.

Pop-up comments

By contrast with floating comments, pop-up comments are normally hidden. You can add a pop-up comment to the root or to any branch of your map, but not to the workspace itself. This type of comment can be very useful as a "designer note" while you build your map. You could for instance insert a pop-up comment on a branch to list all the elements that you still need to add to that branch.




Inserting a pop-up comment

- Select the root or branch to which you want to add a pop-up comment and press **[Option] [Command] N** or choose **Insert > Comment** in the main menu or local menu.

The comment window opens to let you type your comment.

- (optional) Resize the comment window by dragging the handle near the right edge.
- (optional) Move the comment window to a more convenient place by dragging its title bar with the mouse.
- Once you've finished typing, click outside the comment window or click the **Close** icon in the top right corner of the comment window.

A yellow comment icon  now appears next to the branch name, indicating that there is a comment associated with this branch. Moving the mouse pointer over this yellow comment icon re-opens the comment window so that you can read the comment. As soon as you move the mouse pointer away from it, OpenMind hides the comment window again.

Editing a pop-up comment

- Move the mouse pointer over the yellow comment icon to display the comment window.
- Place the cursor at the required position to edit the existing comment.
- (optional) Resize the comment window by dragging the handle near the right edge.
- (optional) Move the comment window to a more convenient place by dragging its title bar with the mouse.
- When you have finished, click outside the comment window or click the **Close** icon.

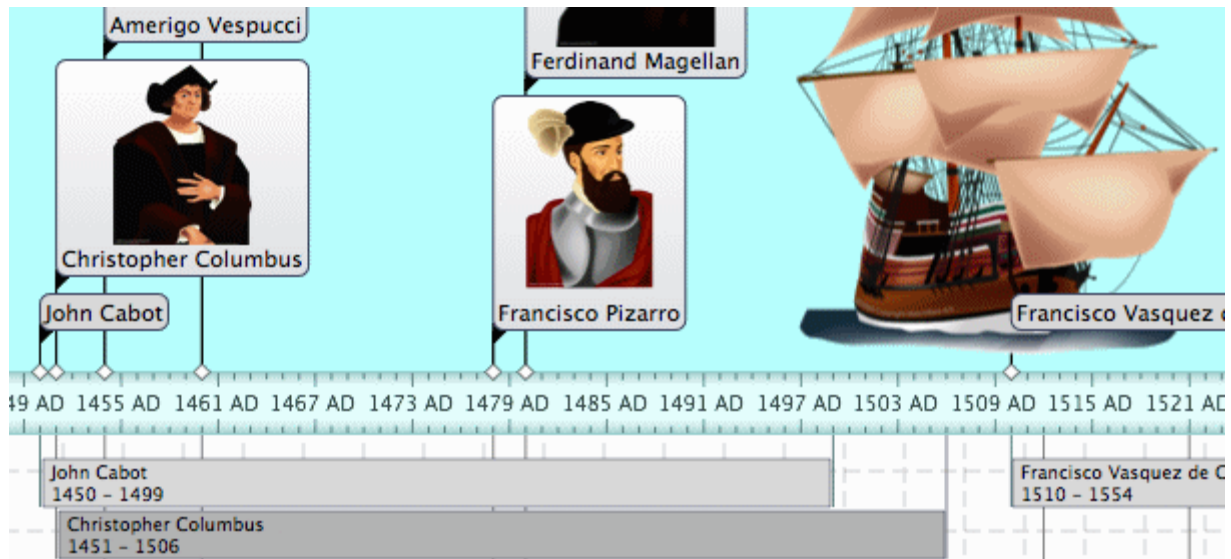
Another way of entering edit mode is to select the root or branch containing the pop-up comment and then choose **Insert > Comment** in the main menu or local menu.

Deleting a pop-up comment

- Right-click the branch containing the comment and choose **Delete > Comment** in its local menu or **Edit > Delete Branch Comment** in the main menu.

Inserting time information

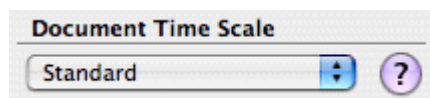
OpenMind lets you enter time information on any of the branches of your document in order to create a timeline. An OpenMind timeline is a view that displays events in chronological order on a horizontal axis, like this:



For a full description of the Timeline view, see the topic "Using the Timeline view". That topic also explains how you can present and export your timelines.

Before you begin entering any time information on a Mind Map, you should review the timescale of your document as the default timescale (Standard) may not be suitable for your subject. See "Timescales", below. To change the timescale:

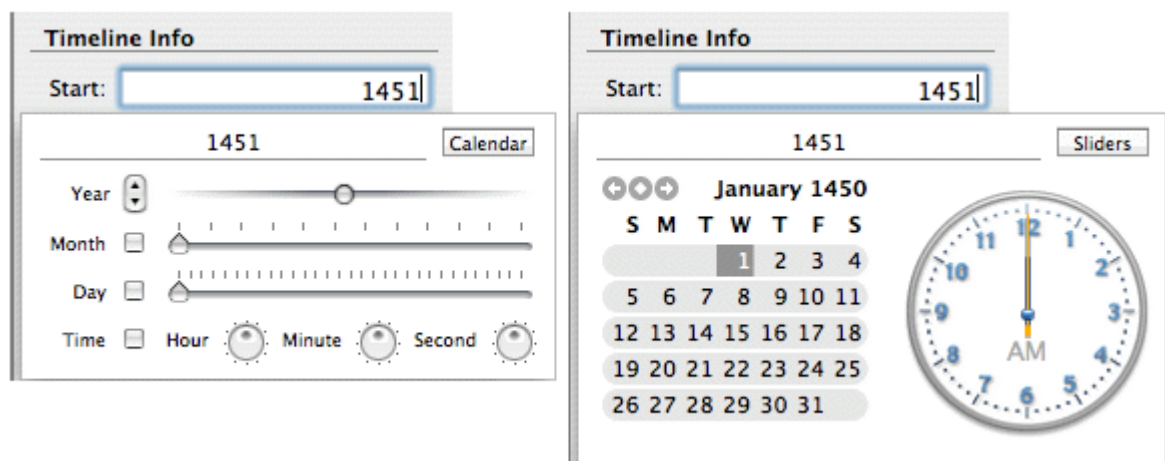
- In the **Document Time Scale** section of the **View** inspector, select a timescale from the list. The choices are Standard, Daily, Weekly, Historic, and Geological. The question mark icon opens this Help page at the "Timescales" section.



Caution: It is worth taking trouble to choose the timescale that is most appropriate for your subject. If you change the timescale later, you will have to re-enter the time information on all the branches.

To enter time information on a root or branch:

- Select the root or branch.
- In the **Timeline Info** section of the Root Branch or Branch inspector, click the **Start** field.



- Specify a start time for the event. When entering a date you can simply type it into the box and OpenMind will interpret what you type if it can. Alternatively you can use the assistant panel which displays automatically when you start typing. Click **Calendar** or **Sliders** to move from one version of the panel to another.

The precision with which you specify the date and/or time will depend on your subject. For example, for a historical subject, if you are using the Standard timescale, you might choose just a year, or just a year and month, without specifying an exact date or time. For a specific incident, however, you might choose a specific date and even a specific time of day. You can drag the hands of the clock to set a particular time.

The controls on the assistant panels vary according to the document's timescale. The ones shown above are for the Standard timescale.

If you are working in the Geological timescale, you can use decimals. So, if millions is selected, -1.45 will mean 1,450,000 years ago. The abbreviations 'ty' and 'my' are used for thousands of years and millions of years.

- Press **Enter**.
- To specify an end time, click the **End** field. You do not need to specify an end time if your event has no extended duration. For example, to enter the date of an event that happened on a particular day, all you need to do is to specify the date as the Start time.

The assistant panels for the End field usually display a checkbox 'Include ... in the period'. If the box is selected the timeline bar will run to the end of the End time you entered; if the box is not selected the timeline bar will run to the beginning of the End time you entered. See below for more details.

- Repeat the procedure to add time information to other branches.

You can remove time information for a selected branch simply by deleting it from the Start and/or End fields of the Outline view, or the Timeline Info section of the Root Branch or Branch inspector.

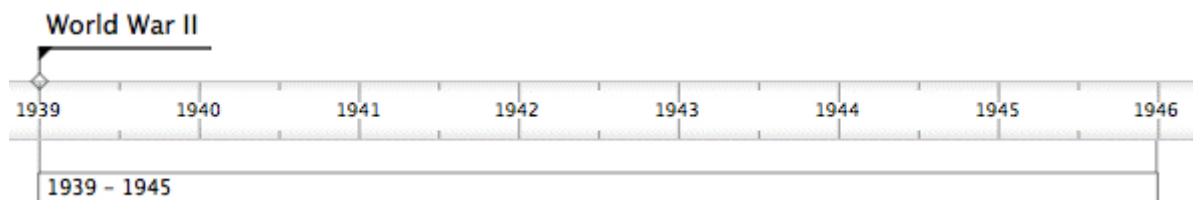
Note: As well as using the Branch inspector, you can enter time information directly on branches in the Outline view or the Timeline Outline panel shown in the Timeline view. Just double-click the relevant Start Time or End Time cell and enter the time as described above.

'Include ... in the period' checkbox

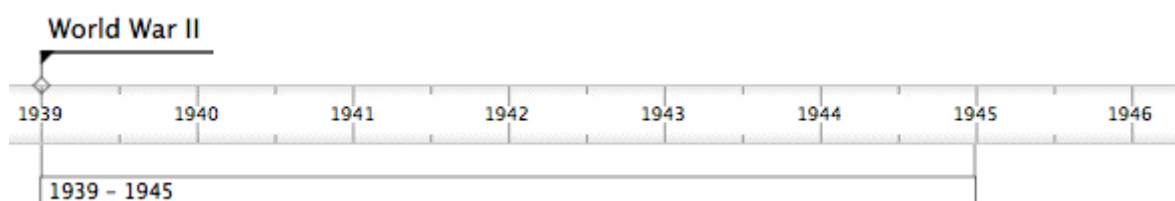
If you are entering an end date the assistants will usually also have a checkbox 'Include ... in the period'. If the box is selected the timeline bar will run to the end of the End time you entered; if the box is not selected the timeline bar will run to the beginning of the End time you entered.

The simplest way to explain this is by means of an example. Suppose you are entering dates for a branch concerning World War II. As start date you specify 1939, so the branch displayed on the timeline will start at the beginning of 1939. As end date you enter 1945. There are now two possibilities:

- If 'Include 1945 in the period' is selected, the end time will be the *end* of 1945. In other words the duration bar for the World War II branch will stretch from the beginning of 1939 to the end of 1945.



- If 'Include 1945 in the period' is not selected, the end time will be the *beginning* of 1945. In other words the duration bar will stretch from the beginning of 1939 to the beginning of 1945.



Timescales

OpenMind lets you choose between several timescales to cater for different projects:

Standard: Use this timescale for normal dates and times. It is also suitable for historical times where you do not need to show BC dates. You can specify the year, month, day and time. The range is 1 AD to 3,000 AD.

Daily: Use this timescale to plot time by day number, without reference to specific dates or days of the week. For example, you could use it to chart the life cycle of an insect or to map out a process. You can specify day number and time: Day 1 is the first day, Day 17 the seventeenth, Day -3 the third day before the first day, and so on. The range is $\pm 1,000,000$.

Weekly: Use this timescale to plot time by week number, without reference to specific dates. You can specify week number, day (Monday to Sunday) and time. The range is $\pm 100,000$.

Historic: Use this timescale for historical dates. You can specify the year (BC or AD), month and day (not the time). The range is 5,000,000 BC to 3,000 AD.

Geological: Use this for plotting astronomical, geological or prehistoric events. You can specify dates in thousands or millions of years. Decimal numbers are allowed. The range is $\pm 20,000,000,000$.

Saving a Mind Map

You can save your Mind Map in several ways:

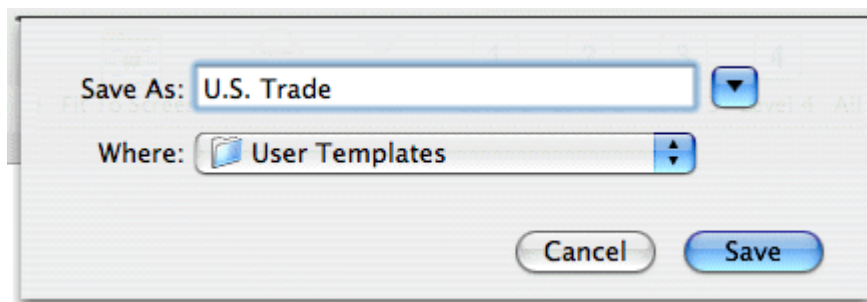
- Choose **File > Save** or press [**Command**] **S** to save your Mind Map under its existing name and continue working in OpenMind.
- Choose **File > Save As** or press [**Shift**] [**Command**] **S** to save your Mind Map under a different name. This is also a way of creating a copy of your document.

Note: The first time you save a new document, choosing File > Save opens the Save As dialog to allow you to enter a file name for your new document.

Saving your map as a template

You can also save your map as a custom template for future use. This allows you to create new Mind Maps on the basis of your existing Mind Maps. To do this:

- Choose **File > Save as Template**.



- Enter the name of your new template.
- (optional) Select a folder. The default folder is User Templates, under Documents/OpenMind in your home folder. If you save the template in a different folder, it will not appear in the New Document dialog when you create a new document.
- Click **Save**.

Further tasks

Editing a root or branch

You can change many properties of a root or branch. For example you can edit its label, choose a different color for the text or background, or change the width of a branch line. Many of these operations can be applied to several branches at once. All you need to do is to start by selecting all the branches you want to modify, as described below.

Editing a label

To replace the existing label:

- Click the root or branch to select it and start typing the new label.
- When you have finished, press **Enter** or click outside the label.

To edit the existing label:

- Click the root or branch once to select it and click it again after a short time. Place the cursor at the required position and start typing.
- When you have finished, press **Enter** or click outside the label.

Alternatively, select the root or branch and edit the label in the Root Branch or Branch inspector.

Note: Pressing [**Command**] **Z** while editing will restore the original label.

Tip: Remember that your map will be clearer if you keep the branch labels short. If you have additional information to enter, create a text note rather than trying to fit it on the label. You can also enter comments to serve as reminders while you build up your map.

Selecting several branches

Selecting several branches at once allows you to apply the same change to all of them simultaneously.

You can select several branches in the usual way:

- Click the first branch, then press and hold down [**Shift**] while clicking the other branches one by one. Each of the branches you click becomes highlighted to indicate that it is selected.
- To deselect one or more branches simply click them again while holding down [**Shift**].

You can also select several branches by dragging a frame around them with the mouse. All the branches contained within the frame become selected.

Caution: Remember that any changes you make using the inspectors will apply to *all* selected branches.

Formatting a branch

You can use the Root Branch or Branch inspector to change the format properties of a root or branch. For example you can increase the width or color of the branch line, change the color of the label, resize a branch picture, change background color or define a boundary.

Note: Some properties apply only in certain circumstances. For example, the Branch Frame properties have no effect if the branch does not have a frame.

See "Root Branch inspector" and "Branch inspector" for information about applying formatting to a root or branch.

To remove formatting from one or more branches and return to the basic settings for the Mind Map style:

- Select the branches.
- Choose **Format > Reset Style**.

Format properties (colors, fonts and so on) are stored separately for each view. This means that for each view, you can apply formatting that is tailored specifically for that view. If necessary you can copy formatting information from a branch on one view to one or more branches on another view:

- Switch to the view you want to copy formatting from, and select the relevant branch.
- Choose **Format > Copy Style** or press **[Option] [Command] C**.
- Switch to the view you want to copy formatting to, and select the relevant branch or branches.
- Choose **Format > Paste Style** or press **[Option] [Command] V**.

Note: Only formatting that applies in the new view will be pasted. For example, text font and/or color will be pasted to a branch in the Left/Right view, but frame properties, such as fill color, will not because branch frames are not applicable to the Left/Right view.

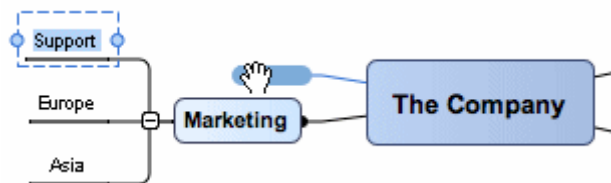
Moving a branch

As your map grows and you start analyzing its various topics, you may realize that some of them don't in fact belong to the branch you first allocated them to. To move one or more branches, including any sub-branches and objects attached to them, to a different position:

- Select the branch or branches you want to move.
- While keeping the left mouse button pressed, drag the branch or branches to the new location, which may be a different branch or merely a different position at the same hierarchical level.

The mouse pointer changes to a different shape and a blue marker shows you where the branch will be inserted when you let go of the mouse button.

- Release the mouse button to insert the branch or branches at the new location.



Tip: If you are viewing your map in the Mind Map or Left/Right views, you can also use the **[Option] Up** and **[Option] Down** keyboard shortcuts to move the currently selected branch up or down in the map. Similarly, the **[Option] Right** and **[Option] Left** keyboard shortcuts allow you to move a branch right or left in the Top Down view.

Disabling Auto-layout

By default, OpenMind automatically arranges the main branches as you insert them to prevent any overlap. You can however choose to reposition the main branches yourself after their insertion by disabling Auto-layout mode.

- To disable Auto-layout mode, choose **Format > Auto-layout** in the main menu to remove the tick mark next to the command name.

You can now position the main branches of your map as you wish by dragging them with the mouse.

Note that this only applies to main branches. OpenMind always arranges sub-branches automatically.

Important: If you re-enable Auto-layout mode at any point by choosing **Format > Auto-layout** again while still working on your map, the main branches you repositioned will be placed back in their default positions. You can however choose **Edit > Undo** (or press **[Command] Z**) to revert to your own positioning.

Cutting, copying and pasting a branch

You can apply the standard Cut, Copy and Paste functions to any branch of your Mind Map. This allows you to copy or move an entire branch, including all its sub-branches and attached objects, to a different part of your map, at the same hierarchical level or at a higher or lower level, in the same document or in a different document.

You can also apply the Cut, Copy and Paste functions to the root itself. This allows you for instance to copy an entire map from one document and add it as a main branch or a sub-branch in a different document. This is a very useful feature if you need to consolidate several different documents into a master document, as described in "Pack & Go".


- To cut a root or a branch with all its sub-branches and attached objects to the clipboard (in other words to place the root or branch on the clipboard while removing it from your map), select it and then:
 - Choose **Edit > Cut** in the main menu, or
 - Choose **Cut** in the local menu of the branch, or
 - Press **[Command] X**.
 - To copy a root or a branch and all its sub-branches and attached objects to the clipboard (in other words to place the root or branch on the clipboard while leaving it in place in your map), select it and then:
 - Choose **Edit > Copy** in the main menu, or
 - Choose **Copy** in the local menu of the branch, or
 - Press **[Command] C**.
 - To paste a root or a branch and all its sub-branches and attached objects, select its new location, either in the same document or in a different document, and then:
 - Choose **Edit > Paste** in the main menu, or
 - Choose **Paste** in the local menu of the destination branch, or
 - Press **[Command] V**.
- The clipboard root or branch is added as a sub-branch of the destination branch you selected.
- To copy formatting (colors, fonts and so on) from one branch to another:
 - Select the first branch and choose **Format > Copy Style** or press **[Option] [Command] C**.
 - Select the target branch or branches and select **Format > Paste Style** or press **[Option] [Command] V**.

Note: If you cut and paste a branch that is the starting point of a branch connection (see "Creating branch connections"), the branch connection will be moved with the branch. However if you cut and paste a branch that is the end point of a branch connection, the branch connection is not kept.

Filtering a branch


As your map grows, you might find it useful to concentrate on a particular area by viewing only a chosen branch or set of branches. This also gives you more workspace to add comments, text notes, icons, objects and so on to the particular branch or set of branches you are viewing.

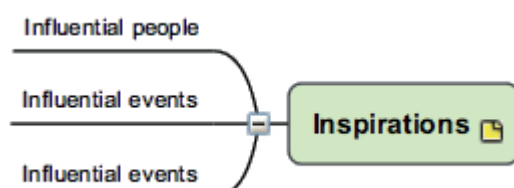
To restrict the display to a branch (and its sub-branches):

- Click the branch.
- Click the **Filter** icon .


Or:

- Right-click the branch.
- Select **Filter** in the local menu.

The Filter icon changes, , to remind you that you are now viewing only part of the map. Any branch connections leading to branches outside the area being viewed are not displayed.



To display the entire map again:

- Click the **Filter** icon , or
- Right-click the branch and deselect **Filter** in its local menu, or
- Right-click the workspace and deselect **Filter** in its local menu.

Note: You can also collapse the entire Mind Map to just one level of branches, two levels, three levels or four levels by using the **Detail level** icons:



The **All** icon expands the Mind Map so that it shows all its branches down to the last level.

Changing the Mind Map style

You can change the look of your Mind Map at any time:

- Click the **Styles** icon.



- Select a style from the list.

Note: Depending on the style you choose, you may find that some branch properties are not editable.

You can also change the design of the root branch:

- Click the **Root Shapes** icon.



- Select a shape from the list.

Zooming in and out

The zoom features let you change the level of magnification of your Mind Map.

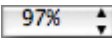
To zoom in:

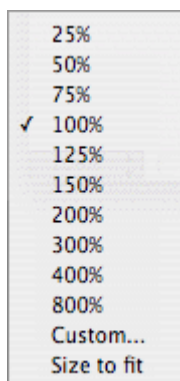
- Choose **View > Zoom In** or press **[Shift] [Command] >** one or more times.

To zoom out:


- Choose **View > Zoom Out** or press **[Shift] [Command] <** one or more times.

To specify a particular zoom factor:

- Click the **Zoom Control**  at the lower left of the window and select one of the predefined zoom factors, or
- Click the **Zoom Control**, select **Custom** and enter your own value.





To fit the map to the dimensions of the window:

- Click the **Zoom to Fit** icon , or
- Choose **View > Zoom to Fit**, or
- Press [**Command**] =.

To view the map at its original size (zoom factor of 100%):

- Choose **View > Actual Size**.

To view the map in Full Screen mode:

- Click the **Full Screen** icon , choose **View > Full Screen Mode On** or press [**Option**] [**Command**] **F**.
- (optional) Press the toolbar display button at the top right of the window to hide the toolbar.
- To return to normal viewing mode, click the **Full Screen** icon  again or press [**Option**] [**Command**] **F** again.

Using the Multimedia Catalog

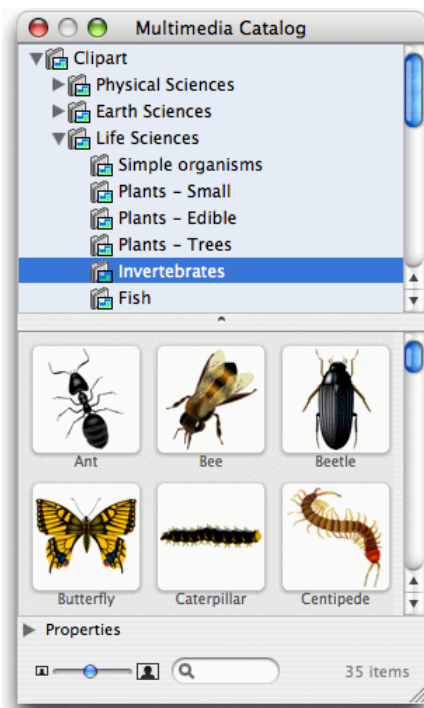
The Multimedia Catalog, accessed by clicking , contains a vast collection of high quality clipart pictures organized in many different categories or themes.

As well as business and web-related pictures, the Multimedia Catalog contains a large number of pictures created specifically to support both the curriculum-aligned templates included in OpenMind and your own curriculum-based Mind Maps.


You can also store your own elements in the Multimedia Catalog. This enables you to re-use them whenever needed by dragging them from the Multimedia Catalog into your Mind Maps.

Finally, you can create your own "User Area" categories and link them to hard disk folders or to shared network folders in order to view and use their contents. This feature is particularly useful when several users want to make use of the same multimedia elements stored on a shared network folder.

You can for instance connect one of your user categories to a folder containing different types of elements, such as videos, sounds or Flash files, which you can then drop onto your branches as attached objects.



To open the Multimedia Catalog:

- Click , or
- Choose **Tools > Multimedia Catalog**, or
- Press [**Option**] [**Command**] **M**.



To insert a Multimedia Catalog element into your Mind Map:

- Drag it from the catalog on to your Mind Map. If you drag it on to a branch it will be inserted as a branch picture. Otherwise it will be inserted as a floating picture.

Overview of the Multimedia Catalog

- **User Area:** This area is reserved for your own use. You can add or drag any element to it, create as many sub-categories as needed and even connect one or more of your user categories to an external folder. See "Adding elements to the Multimedia Catalog" below for more information.
- **Clipart:** Contains more than 1500 high quality illustrations covering many different educational fields, as well as business and web-related illustrations.
- **Favorites:** Place in this category any element you want to be able to find again quickly.
- **Recent:** When you add a Multimedia Catalog element to your document, this element is automatically copied to the Recent category. This allows you to quickly find recently used multimedia elements in case you want to use them again.
- **Find Results:** This category only appears once you have done a search in the Multimedia Catalog. It shows all the elements of the catalog that correspond to your search keyword.

Browsing the Multimedia Catalog

- Select a category to see its contents. Use the up or down arrow key on the keyboard to select the previous or next category.
- Click the right-pointing arrow  next to a category name to see the sub-categories it contains. Alternatively, select the category and press the right arrow key on the keyboard.
- Click the arrow again to collapse the category. Alternatively, select it and press the left arrow key.
- Use the slider  to change the size of the images in the Multimedia Catalog. To examine a particular picture more closely, double-click it.

Using the Favorites category

If you often use the same elements, placing them in the Favorites category allows you to find them again quickly. You can do this in two ways:

- Right-click the relevant element and choose **Add to Favorites** in its local menu.
- Drag the element from one of the Multimedia Catalog categories to the Favorites category.

The element is now copied to the Favorites category. If you want to remove it from this category at a later stage, right-click it again and choose **Remove from Favorites** in its local menu.

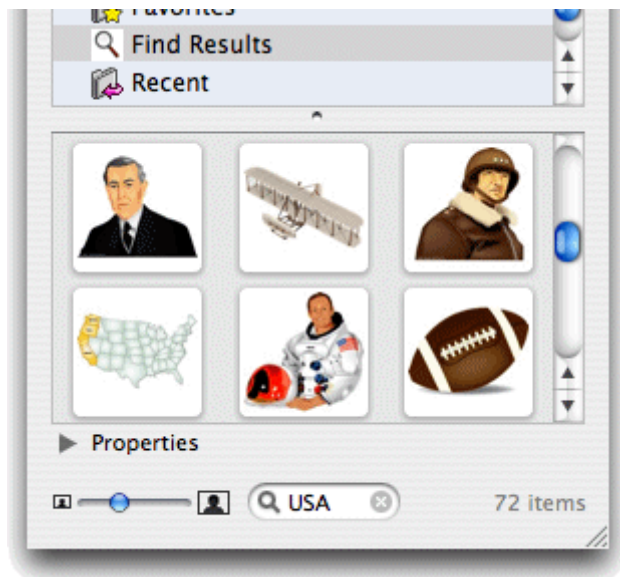
Searching the Multimedia Catalog

If you need a picture related to a particular theme (for instance Europe), you can search the entire catalog for that theme:

- Type a search word in the search box at the bottom of the Multimedia Catalog window and press **Enter**. Results appear in the Find Results category.



- Scroll down until you find the image you require.



Searches in the Multimedia Catalog are keyword-based. Many different keywords have been associated with the Multimedia Catalog elements to help you find rapidly what you need. By way of example, here is a small selection of the many different keywords you can search for:

people, men, women, children, buildings, symbols, countries, maps, flags, animals, plants, computing, transport

You can view the keywords associated with a particular element, and even add your own, as follows:

- Select the element in the Multimedia Catalog display area.
- Click the **Properties** arrow ► below the display area, or
- Choose **Properties** in its local menu.

The Properties panel appears.



- Type the new keywords you want to associate with this element, separating them with semi-colons.

Note: The Properties panel also lets you edit or remove unwanted keywords or change the element's description.

Adding elements to the Multimedia Catalog

You can keep your own elements in the Multimedia Catalog for future use, either in an existing category or in the User Area. You can also create your own categories within the User Area, rename them or delete them.

When you add an element to the Multimedia Catalog, the element is not copied or moved but added as a shortcut.

To add an element to the Multimedia Catalog:

- Select the category to which you want to add the element.
- Right-click the category and choose **Add Element** in its local menu.
- Choose the required element in the Finder.

You can also add elements by dragging them from the Finder or the desktop to the relevant category in the Multimedia Catalog.

Renaming an element

You can give relevant names to all the elements you add to the Multimedia Catalog or rename existing elements as follows:

- Right-click the element you wish to rename and choose **Properties** in its local menu.
- Enter a new description for the element.

The new description will appear whenever you move the mouse pointer over the element in the Multimedia Catalog.

Deleting an element

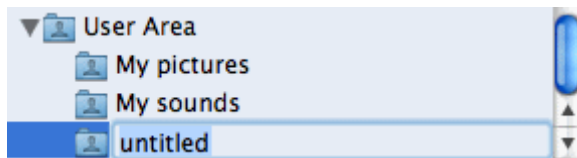
You can delete any element you have added to the Multimedia Catalog as follows:

- Right-click it and choose **Delete** in its local menu.

Creating a category within the User Area

You can create your own categories within the User Area as follows:

- Right-click the User Area or the sub-category of the User Area in which you want to create a category.
- Choose **Create Category** in the local menu.
- A new untitled category appears.
- Double-click the new category, type a name for it and press **Enter**.



You can also rename or delete any category in the User Area by right-clicking it and choosing **Rename Category** or **Delete Category** respectively in its local menu.

Connecting a category to an external folder within the User Area

OpenMind allows you to connect one or more of your user categories to one of your hard disk folders or a shared network folder. This feature is particularly useful when several users want to make use of the same multimedia elements stored on a shared network folder.

You could also connect one of your user categories to a folder containing different types of elements, such as videos, sounds or Flash files, which you can then drop onto your branches as attached objects.

- Right-click the main User Area or one of its categories.
- Choose **Connect to Folder** in its local menu.
- Choose the folder you want to connect to.
- Choose the required filter. If for instance you only want to view the available videos, choose the Video filter.

Note that you can also type your own filter, such as `*.bmp *.jpg *.gif` (separating the elements of the filter with spaces) to see only pictures using these file formats.

- (optional) Select 'Include sub-folders' if you also want to see the contents of all the sub-folders of the connected folder.

A new category is now created within the User Area (or User Area category), filled with all the contents of the connected folder that match the filter you specified. The new category takes the name of the folder that you connected it to. It is identified by a special icon to show that it is a connected category.



If the contents of the connected folder are likely to change while you are working with the Multimedia Catalog, for instance if the connected folder is a shared network folder to which other users have access, you can refresh the connected category to make sure you see the latest contents.

- Right-click the connected category and choose **Refresh** in its local menu.

Note that you can also refresh any of the sub-folders of the connected category.

Finally you can change the filter used to view the contents or even change the connection by connecting to a different folder as follows:

- Right-click the connected category and choose **Modify** in its local menu.
- Choose a different path and/or a different filter as described above.

You can disconnect a connected category at any time as follows:

- Right-click the connected category and choose **Disconnect** in its local menu.

Note: Disconnecting a connected category removes the link between your User Area and the folder you connected to, but does not affect the external folder or its contents in any way.


Resetting the Multimedia Catalog

You can restore the original contents of the Multimedia Catalog at any time by choosing **Tools > Reset Multimedia Catalog** in the main menu. This removes all shortcuts and categories you may have created.

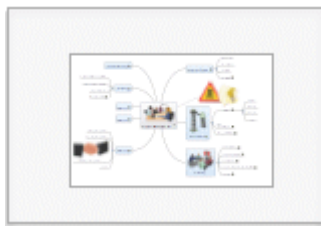
Note: This operation deletes shortcuts and categories only. It does not delete the files that were the targets of the shortcuts.

Using the Overview panel

The Overview panel gives you a miniature view of your entire document.

- To display the Overview panel, choose **Tools > Overview** in the main menu or click the **Overview** icon  in the toolbar.
- You can resize the Overview panel using the mouse wheel.

Note: The Overview panel is not available when you are working in the Outline view.



If your map is large, the Overview panel provides a quick way of reaching its different areas.


- Move the mouse pointer over the rectangle contained in the Overview panel.
- Drag it in the direction of the map you want to explore and release the mouse button.

The main view changes to reflect the new position of the rectangle.

Note: You can achieve the same effect by using the workspace scroll bars, but the Overview panel has the advantage of giving you a complete representation of your map. You can also move the Mind Map within the display area by selecting its root and dragging it to a new position.

Using the inspectors

Many OpenMind components, such as the views, the root, the branches, attached objects, text notes and so on have specific properties, displayed in the inspectors. You can use the inspectors to make any necessary changes to these.

Note: If the inspectors are not already visible, click the Inspector icon  in the toolbar to open them.

By default, the inspectors display at the left of the workspace. To expand or collapse an inspector click the chevrons (>> or <<) at the left of its title bar.

Only inspectors relevant to the current selection are active. For example, if you select a branch that has a picture as well as an attached text file, the Branch, Picture, Icons, and Object List inspectors will be active as well as the inspector for the current view. If nothing is selected, only the inspector relevant to the current view will be active.

For a complete description of all the properties available on the inspectors, see the Reference section of this User Guide.

You can make the same change to several elements at once by selecting all the elements required first. Let's suppose for instance that you want to change the branch color of three of your 10 branches. All you have to do is to select the three branches and then click the color icon in the Branch Line section of the Branch inspector.

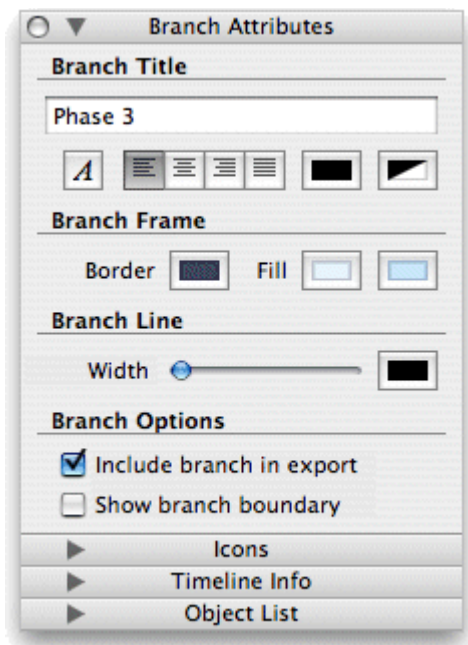
Note that if you select several elements of different type, only those properties that are common to all of them can be changed in the inspectors.

Displaying inspectors in separate windows

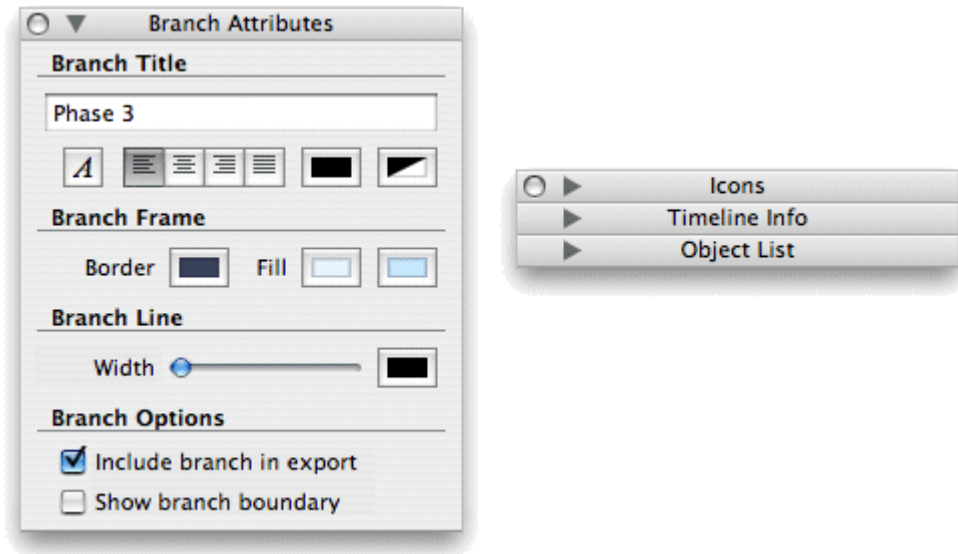
To display the inspectors, the text note editor and the overview panel in separate windows:

- Choose **OpenMind > Preferences** and change the **Layout** selection.
- Restart OpenMind.

When displayed in separate windows the inspectors are, by default, joined together in a single group:



However, you can drag them apart and position them separately if you want to:




To reconnect them (in a different order if you like) just drag the top of one near to the bottom of another and they will snap together. Similarly, if you bring together the headers of two inspectors side by side they will automatically align horizontally.

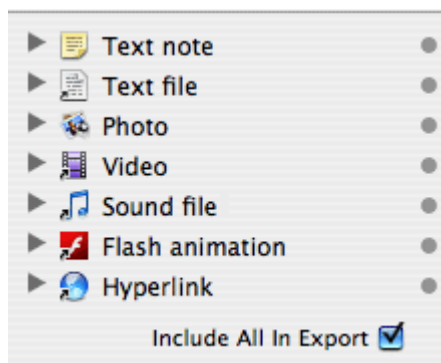
➤ To reset the inspectors to their default positions, choose **Tools > Reset Inspectors**.

Using the Object List inspector

The Object list inspector gives you a complete overview of the objects you have placed on the currently selected branch. It allows you to perform various operations on the objects, such as selecting them, activating them, deleting them or displaying their properties.

Note: If the inspectors are not already visible, click the Inspector icon  in the toolbar to open them.

Each object listed in the inspector is identified by its name and an icon to indicate its type.



Manipulating objects in the Object List inspector

In the Object List inspector you can:

- Click ► to the left of an object to open its Properties panel. You can then edit the properties as required. See "Object List inspector" in the Reference section of this User Guide for information about object properties.
- Activate an object by choosing **Execute** in its local menu.
- Delete an object by choosing **Delete** in its local menu.
- If the object contains a link (e.g. Hyperlink or Picture), change the link type or its properties. See "Creating links" for more information.

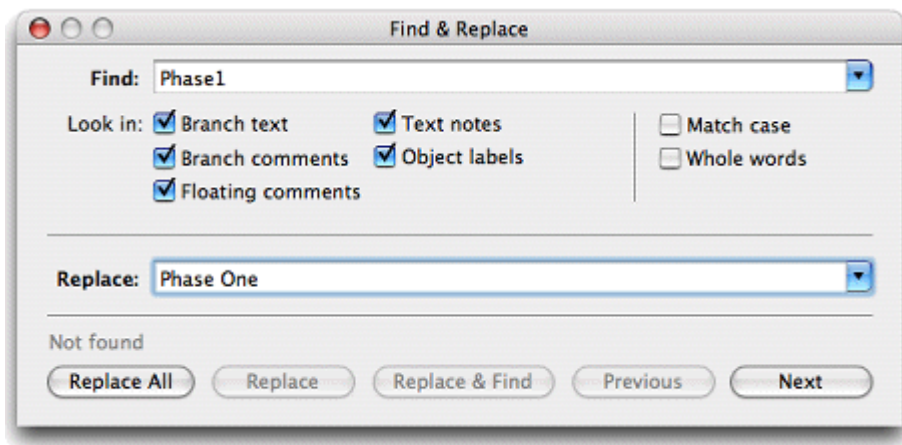
Finding and replacing text

OpenMind lets you search for every occurrence of a specific word or phrase and replace these automatically with a new word or phrase you specify. You can find and replace text in the following elements:

- Branch names
- Floating comments
- Pop-up comments
- Text notes
- Object names

To find, and optionally replace, text:

- Choose **Edit > Find > Find** or press **[Command] F**.



- Enter the text that you want to search for in the **Find** field of the Find & Replace dialog.
- Under **Look in**, select the elements that you want OpenMind to search.
- (optional) Select **Match case** if you want the search to be case-sensitive.
- (optional) Select **Whole words** if you want the search to ignore matches that are not whole words.
- (optional) Enter text that you want to replace the found text with in the **Replace** field.
- Click **Next** to search forwards or **Previous** to search backwards.

OpenMind goes through your document, looking for the text you specified in the elements you selected. As soon as it finds an occurrence of the text, it selects the element containing the text and highlights it.

Note: If the dialog disappears unexpectedly, that is probably because the main window has been brought in front of it so that the highlighted element can be seen. Move the main window to reveal the dialog.

- Do one of the following:
 - Look for the next occurrence of the text by clicking **Next** or **Previous**.
 - (optional) If you entered text in the Replace field, click **Replace** to replace the current occurrence only, **Replace & Find** to replace the current occurrence and find the next occurrence, or **Replace All** to replace all occurrences throughout the document.
 - Close the Find & Replace dialog and continue your work.

After closing the dialog you can find the next occurrence of the text you last searched for by choosing **Find > Find Next** or pressing **[Command] G**. And **Find > Find Previous** or **[Shift] [Command] G** will find the previous occurrence.

Creating branch connections

OpenMind allows you to indicate visually that two or more branches of your map are conceptually related by adding branch connections between them.

You can create two types of branch connections:

- **Internal branch connections**, which connect two branches of the same map, or
- **External branch connections**, which connect two branches belonging to two different maps.

Note: To create an external branch connection, both maps must be open. You must also save first the map where you want the connection to end.


Creating a branch connection

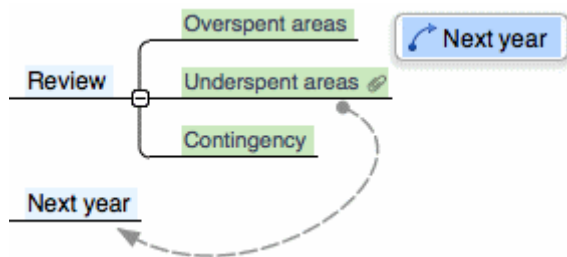
- Click the **Connection** icon .

The mouse pointer changes to a different shape.

- Click the branch or sub-branch you want the connection to start from.
- Click the branch where you want the connection to end.

A dotted line ending with an arrow now connects the start branch to the end branch.

The branch connection appears in the Object List for the start branch. By default, its name is the name of the end branch. A paperclip icon  also appears to the right of the start branch label to indicate the presence of an attached object. Moving the mouse pointer over this paperclip icon displays a pop-up list of all the objects attached.

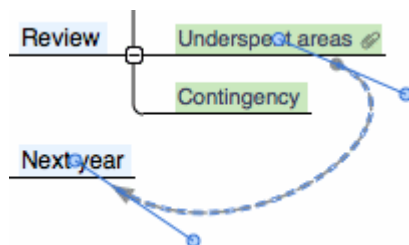


Tip: To create several branch connections quickly, keep the [Option] key down while connecting the various branches. Release the [Option] key before clicking the last branch. If necessary click the Connection icon again to quit this mode.

Changing the curve of a branch connection

You can change the curve of a branch connection as follows:

- Click the branch connection to select it. A handle appears at each end of the connection, made up of a straight line and a circular 'handle'.



- Click one of the handles and start dragging it.

The shape of the branch connection changes as you move the handle. As you extend the handle, the branch connection becomes more curved. Conversely, if you reduce the length of the handle, the branch connection becomes flatter.

- Move each handle in turn until you are satisfied with the shape of the branch connection curve.

Activating a branch connection

If you have a branch with a branch connection leading to another branch, you can quickly select that other branch as follows:

- **Double-click** the branch connection in the Object list, or
- Select the branch connection in the Object list and choose **Execute** in its local menu.

If the connection ends in a different map, OpenMind opens it automatically.

Making a branch connection start or end on a different branch

You can easily change the start or end point of a branch connection without having to delete the existing branch connection and create a new one. To do this:

- Click the branch connection to select it, either directly on the map or in the Object list of the start branch.
- Do one of the following:
 - To make the branch connection start from a different branch, drag the dot at the start of the connection (in the center of the branch label) to the new start branch.
 - To make the branch connection end on a different branch, drag the arrow placed at the end of the connection (in the center of the branch label) to the new end branch.

Deleting a branch connection

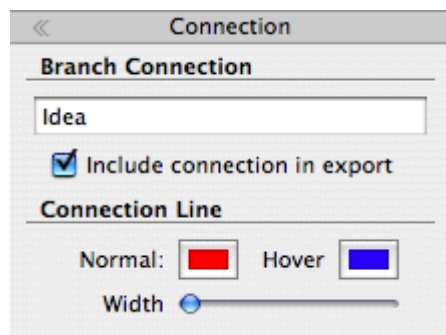
To delete a branch connection, select it in the Object list and do one of the following:

- Press **Delete**, or
- Choose **Delete** in its local menu.


*Tip: Remember that if you delete a branch connection by accident, you can always cancel the deletion by choosing **Edit > Undo** ([Command] Z).*

Branch connection properties

A branch connection has its own properties. You can use the Connection inspector to make any necessary changes to the branch connection, as described in "Using the inspectors".



See "Connection inspector" in the Reference section of this User Guide for a description of the properties applicable to a branch connection.

Note: If the inspectors are not already visible, click the Inspector icon  in the toolbar to open them.

Creating links

Hyperlink objects, which can be displayed as buttons in the exported output, allow you to create links between a particular branch of your map and external elements, such as a file, a Web link (URL), a folder or an email address. Once the hyperlink is inserted, activating it will automatically open the viewer associated with the linked element on your computer (for instance your default text editor, browser or email program).

Hyperlinks are listed in the Object List inspector for the branch they belong to, but are not represented visually on the branch. They will, however, be represented visually on the page if you export your map to another format such as HTML, and you will be able to click them directly in order to view the linked element. Note that you can also associate such links with attached picture files, as described below.

Inserting a Hyperlink on a branch

Start by selecting the required branch, and then:

- Choose **Attach** in the main menu or the local menu, and select **Hyperlink**.
- In the Object List inspector, type a name for the new untitled hyperlink or button. If you intend to export your map, this is the text that will make up the hyperlink or appear on the button.
- Click the default **Web Link** icon and choose one of the link types described below.
- If you want the hyperlink to appear as a button rather than hypertext in the exported output, select 'Show as button'.

File link

This allows you to link a file to your hyperlink or button. When you activate the link, the file specified will automatically open in the viewer associated with its extension type on your computer.

- Type the name of the file to link to next to the link icon (or click the Browse button).

Folder link

This allows you to create a link to a folder of your hard disk. When you activate the link, the specified folder will open.

- Type the path for the folder to link to next to the link icon (or click the Browse button).

Web link

This allows you to link a web page to your hyperlink or button. When you activate the link, the web page specified will be automatically displayed in your default web browser.

- Next to the link icon, type the address (URL) of the web page.
- Select 'Open link in new window' if you want the target of the link to open in a new browser window.

Tip: You can use this option if you intend to export your map but prefer not to define the link in OpenMind. Just leave the field for the web address blank. This way, you can create various hyperlinks and buttons in OpenMind, but only determine their functionality later.


Email link

This allows you to specify an email address to link to your hyperlink or button. When you activate the link, a new message window will automatically open in your default email program, with the address supplied below already filled in.

- Type the email address to link to next to the link icon.

Activating a Hyperlink

There are two ways of activating a link from within OpenMind:

- Select the hyperlink in the Object List inspector and choose **Execute** in its local menu, or
- Display the object pop-up list by moving the pointer over the paperclip icon  on the relevant branch and double-click the icon of the hyperlink.

The linked element is then displayed in the application associated with its extension type.

Inserting a link to a Picture object on a branch

It is also possible to add any of the link types described above to a picture object attached to a branch. This is useful if you intend to export to HTML and you want to use the picture to activate a link. Note however that activating the picture object within OpenMind will always display the picture, not the target of the link.

To add a link to a picture object:

- Click the picture object in the Object List inspector to open its Properties panel.
- Click the link icon at the bottom of the panel to choose the link type.
- Enter the link path as described above.

Object properties

See "Object List inspector" in the Reference section of this User Guide for a full description of the properties applicable to each type of object.

Inserting a new map

OpenMind allows you to create several maps in the same view by inserting several roots in it. This can be useful if, while working on your map, you have ideas as yet unrelated to your existing topics (i.e. branches). Once you have decided how they should be related, you can convert your new maps into branches of your existing map, or move them to new documents altogether, as described below.

Inserting a new map in the view

To insert a new map:

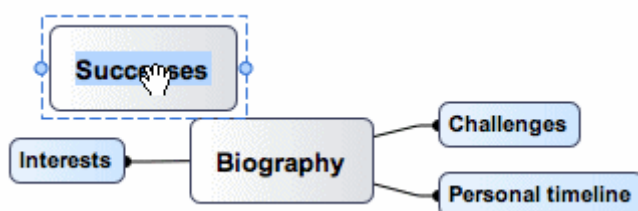
- Right-click the workspace and choose **Insert > New Map** in its local menu, or
- Choose **Insert > New Mind Map** in the main menu.

Note: You can also create a new map by detaching a branch of your existing map, either to the same document or to a new document. See "Detaching a branch" for more information.

Attaching a newly created map to an existing map

If you have created a second map, you can integrate it to your original map as follows:

- To attach it as a main branch, drag its root to the original root.
- To attach it as a sub-branch, drag its root to the branch or sub-branch you want to attach it to.



Moving a map to a separate document

- Select the root of the map and choose **Cut** in its local menu or **Edit > Cut** in the main menu (or press **[Command] X**).
- Open the other document or create a new document (**File > New** or **[Command] N**).
- In the other document, right-click the workspace and choose **Paste** in its local menu or **Edit > Paste** in the main menu (or press **[Command] V**).
- (optional) Delete the default root created automatically in the new document.

Detaching a branch

OpenMind allows you to create several maps in the same view by inserting several roots, as described in "Inserting a new map". You can also create a second map by detaching an existing branch of your Mind Map, either to the same document, or to a new document. This can be useful when you realize that one of your existing topics (i.e. branch) does not in fact belong to your map, or if you want to consider a particular branch as the source of a new map.

Detaching a branch to the same document

- Select the branch you want to detach, then either:
 - Choose **Edit > Detach Branch** in the main menu, or
 - Choose **Detach > Branch** in its local menu.

Detaching a branch to a new document

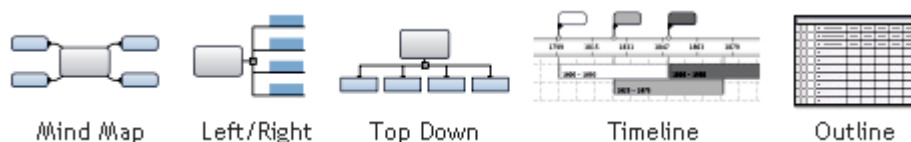
- Select the branch you want to detach, then either:
 - Choose **Edit > Detach Branch as New Document** in the main menu, or
 - Choose **Detach > Branch as New Document** in its local menu.

In either case the selected branch and all its sub-branches, inserted elements and attached objects becomes a new Mind Map.

Views

Using different views

OpenMind allows you to view your Mind Map in different ways, depending on your personal preference, the nature of your data and the use you want to make of it. You can change from one view to another at any time.




Going from one view to another only affects the way the Mind Map is displayed. The *contents* of the Mind Map are not modified, unless you edit them yourself while working in the new view.

However, most *properties* are stored separately for each view. This means that for each view, you can apply colors, fonts, picture positions and so on that are tailored specifically for that view. If necessary you can copy format information from a branch in one view to branches in another view:

- Switch to the view you want to copy formatting from, and select the relevant branch.
- Choose **Format > Copy Style** or press **[Option] [Command] C**.
- Switch to the view you want to copy formatting to, and select the relevant branch or branches.
- Choose **Format > Paste Style** or press **[Option] [Command] V**.

Note: Only formatting that applies in the new view will be pasted. For example, text font and/or color will be pasted to a branch in the Left/Right view, but frame properties, such as fill color, will not because branch frames are not applicable to the Left/Right view.

You can switch from one view to another in any of the following ways:

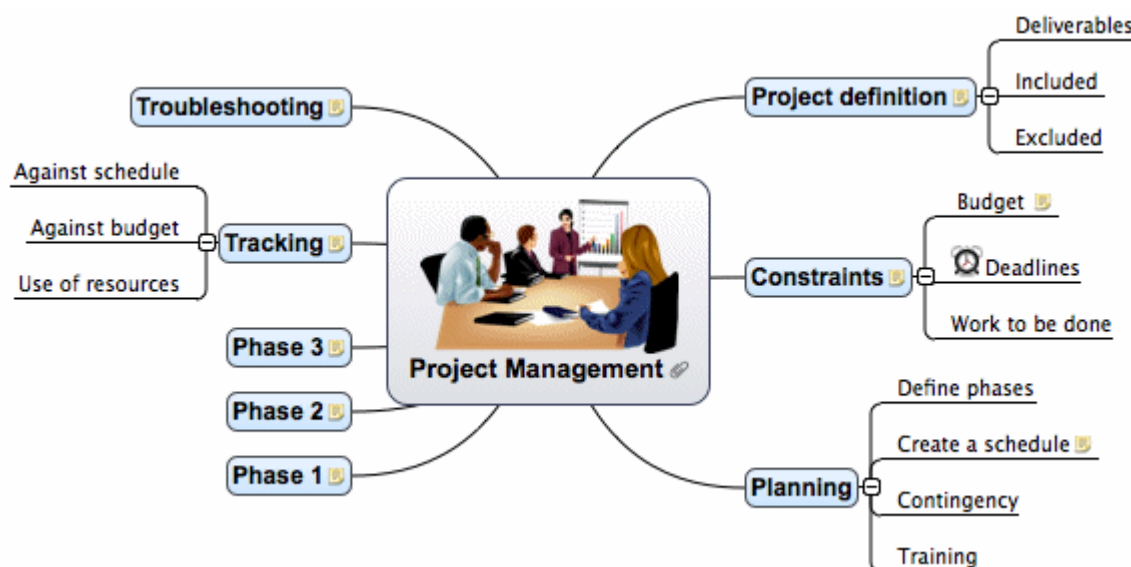
- Click  and select the view you want, or
- Right-click the workspace away from any Mind Map element and select a view from the local menu, or
- Choose **View** on the main menu and select a view.


The five available views are:

- **Mind Map view:** This view represents the map with the root in the center, and all the main branches radiating from it in a clockwise direction. See "Using the Mind Map view" for more information.
- **Top Down view:** This view represents your map as a hierarchical pyramid, with the root at the top, the main branches underneath, the sub-branches below the main branches, and so on. See "Using the Top Down view" for more information.
- **Left/Right view:** This view represents your map as a list of topics placed either on the right of the root (Right view) or on the left of the root (Left view). See "Using the Left/Right view" for more information.
- **Outline view:** The Outline view represents the map as a hierarchical list which you can expand and collapse as required. See "Using the Outline view" for more information.
- **Timeline view:** This view lets you display the branches of your map that contain time information in chronological order on a horizontal time axis. See "Using the Timeline view" for more information.

Using the Mind Map view

This view represents the map with the root in the center, and all the main branches radiating from it in a clockwise direction. This is a good view to use in Brainstorm mode, when collecting all the ideas related to the main subject of the map without worrying about evaluating them or structuring them. See "Using brainstorm mode" for more information about brainstorming.



- To display your Mind Map in this view click the **Views** icon  and select **Mind Map**, or
- Choose **View > Mind Map** in the main menu, or
- Right-click the workspace and choose **Mind Map**.

You can apply different looks to the map by selecting from various styles:

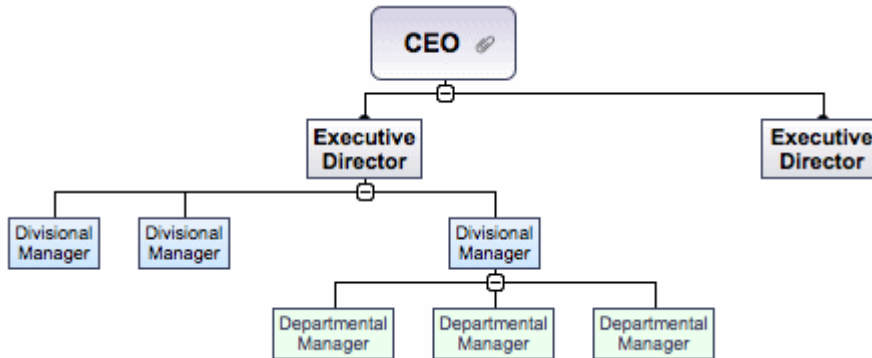
- Click the **Styles** icon, , and select a style.


Properties specific to the Mind Map View are displayed in the Mind Map View inspector. See "Mind Map View inspector" in the Reference section of this User Guide.

Note: Most of the procedures described in the "Basic tasks" and "Further tasks" sections of this documentation assume that you are using this view, the Top Down view or the Left/Right view.


Using the Top Down view

This view represents your map as a hierarchical pyramid, with the root at the top, the main branches underneath, the sub-branches below the main branches, and so on. It is a useful representation for structured data which needs to be viewed in a hierarchical manner, in other words from the higher level to the lowest levels. OpenMind uses different colors to represent each level which allows you to identify quickly all the points listed at a particular level.



- To display your Mind Map in this view click the **Views** icon  and select **Top Down**, or
- Choose **View > Top Down** in the main menu, or
- Right-click the workspace and choose **Top Down**.

You can apply different looks to the root and main branches of the map by selecting from various styles:

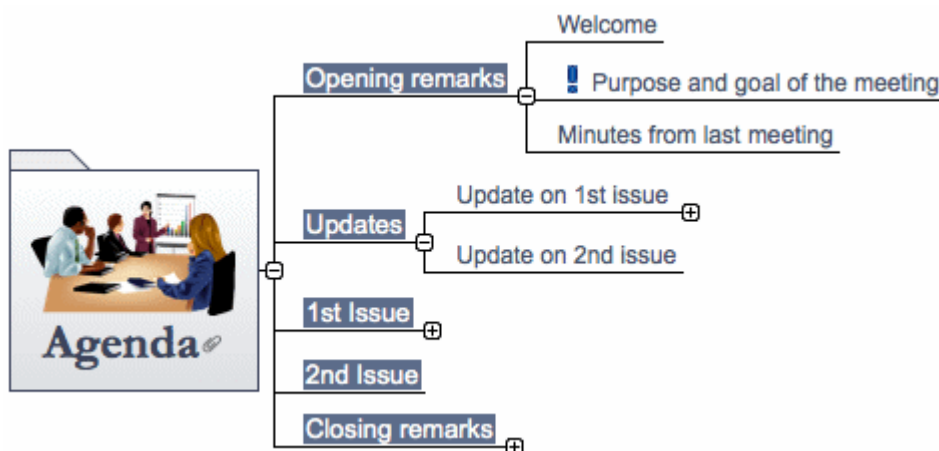
- Click the **Styles** icon, , and select a style.


Properties specific to the Top Down View are displayed in the Top Down View inspector. See "Top Down View inspector" in the Reference section of this User Guide.

Note: Most of the procedures described in the "Basic tasks" and "Further tasks" sections of this documentation assume that you are using this view, the Mind Map view or the Left/Right view.

Using the Left/Right view

This view represents your map as a list of topics placed either on the right of the root (Right view) or on the left of the root (Left view). It is a good choice when you need to present structured data in list form (for instance a list of steps or a family tree) and want to be able to fully explore each point in the list before going on to the next point.



- To display your Mind Map in this view click the **Views** icon  and select **Left/Right**, or
- Choose **View > Left/Right** in the main menu, or

- Right-click the workspace and choose **Left/Right**.

You can apply different looks to the root and main branches of the map by selecting from various styles:

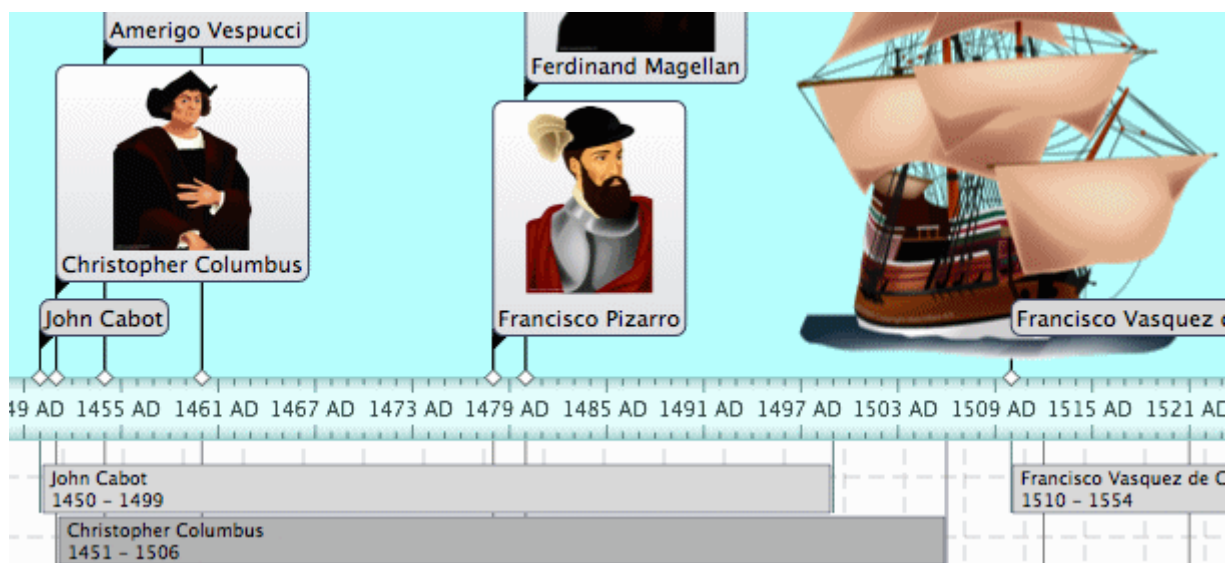
- Click the **Styles** icon, , and select a style.

Properties specific to the Left/Right View are displayed in the Left/Right View inspector. See "Left/Right View inspector" in the Reference section of this User Guide. For example, you can change the display from Right to Left and vice-versa by changing the **Orientation** property.


Note: Most of the procedures described in the "Basic tasks" and "Further tasks" sections of this documentation assume that you are using this view, the Mind Map view or the Top Down view.

Using the Timeline view

The Timeline view displays all the branches of your Mind Map that contain time information in chronological order along a horizontal time axis. The different timescales available (standard, daily, weekly, historic and geological) let you represent a variety of different events, such as the planning of a product launch, the life cycle of a bee or the rise and fall of an ancient civilization.



To display your Mind Map as a timeline:

- Click the **Views** icon  and select **Timeline**, or
- Choose **View > Timeline** in the main menu, or
- Right-click the workspace and choose **Timeline** in the local menu.

Going from one view to another only affects the way the Mind Map is displayed. The contents of the Mind Map are not modified, unless you edit them yourself while working in the new view.

The Timeline view has two components:

- **The Timeline Outline**

This panel, which is displayed at the bottom of the Timeline view, shows all the branches of your map as a hierarchical list which you can expand and collapse as required.

All the branches are listed, including those that do not contain time information.

Branch Name	Start Time	End Time
▼ Explorers		
▼ Zhang Qian [Chang Ch'ien] (121 BC)	121 BC	
Nationality		
Achievements		
Biography		
St Brendan (486?-578)	486 AD	578 AD
Leif Eriksson (980?-1020?)	980 AD	1020
Marco Polo (1254-1324)	1254	1324

The Timeline Outline works exactly as the main Outline view.

You can resize or close the Timeline Outline by dragging its upper edge.


- **The Timeline**

The Timeline area shows all the branches of your map that contain time information, arranged in chronological order along a time axis.

By default, the timeline is shown in a **Flat Display**, meaning that all the branches and sub-branches that contain time information are represented, regardless of the hierarchical structure of the map.

Note: If none of your branches contain time information when you switch to the Timeline view, the timeline will be empty.

Properties specific to the Timeline View, including the timescale of your document, are displayed in the Timeline View inspector. See "Timeline View inspector" in the Reference section of this User Guide.

To add time information to branches, use the Branch or Root Branch inspector. See "Inserting time information" for details. If the inspectors are not already visible, click the Inspector icon  in the toolbar to open them.

You can also enter time information for your branches directly in the Timeline Outline or in the main Outline view.

Working in the Timeline Outline

The Timeline Outline shows all the branches of your map, including those that do not contain time information. The timeline itself however only shows the branches containing time information.

The branches are listed in the Timeline Outline in the same order as in the Mind Map view (going clockwise from the top right), rather than in chronological order.

Selecting a branch in the Timeline Outline automatically selects it on the timeline. If necessary, the timeline is scrolled to bring the branch into view. Conversely, selecting a branch on the timeline selects it in the Timeline Outline.

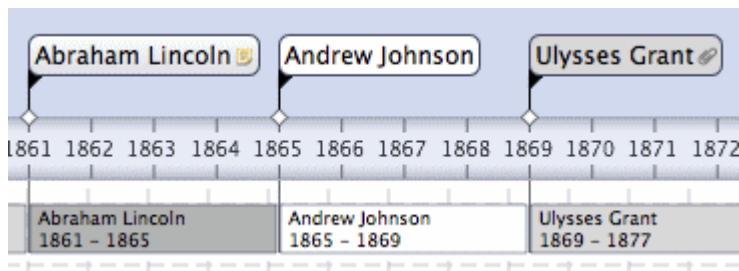
When working in the Timeline Outline, you can add, delete, move, cut, copy and paste branches in exactly the same way as in the main Outline view. You can also add text notes and attach objects such as text files, video files, sound files, hyperlinks and so on. See "Using the Outline view" for more information about these operations.

You can also enter time information on a branch from the Timeline Outline by double-clicking the relevant Start Time or End Time cell and entering the time information as described in "Inserting time information".



Any change you make in the Timeline Outline is immediately reflected on the timeline itself.

Viewing the timeline

By default, the timeline shows all the branches of your map that contain time information arranged in chronological order along a time axis. If you have entered both a start time and an end time for a particular event, the duration of this event is shown as a bar below the time axis.



If you don't want to see these duration bars under the time axis, you can disable them by deselecting 'Show duration bars'. See "Timeline View inspector" in the Reference section of this User Guide for more information about the properties applicable to a timeline.

You can view pop-up comments and attached objects by clicking the comment icon  or paperclip icon  just as in all the other views.

Zooming in and out

You can change the level of magnification of your entire timeline using the methods described in "Zooming in and out".

Expanding and compressing

To increase or decrease the level of detail on the time axis:

- To increase the scale on the time axis, move the **Scaling** slider on the Timeline View inspector to the right.
- To decrease the scale on the time axis, move the **Scaling** slider on the Timeline View inspector to the left.

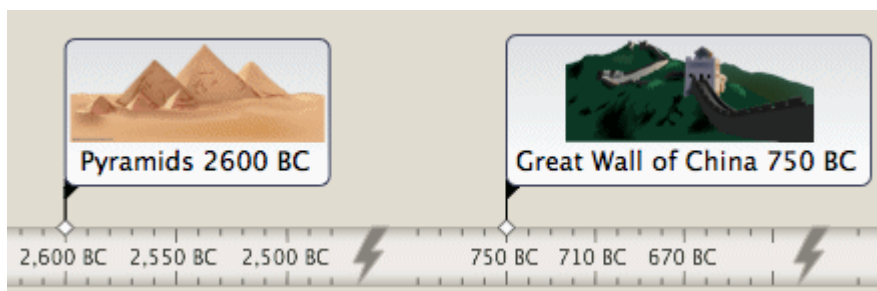
Expanding the scale makes the timeline less crowded as a given period of time occupies more horizontal space. As a result, you may start seeing more detail on the time axis. For instance, instead of having ticks every 5 years, you might now have a tick for every year. As you continue expanding the scale, you might see months and days appear on the time axis.

Events on the timeline do not change size when you expand the scale: they move apart horizontally, and they may also move vertically nearer the time axis as more space becomes available. Contracting the scale has the reverse effect.

Inserting time breaks

You can replace empty space on the time axis with one or more break marks. This optimizes the use of the horizontal space when events are not evenly distributed along the timeline.



- Select **Show time breaks** in the Timeline View inspector.



- To remove time breaks, deselect **Show time breaks**.

Filtering the timeline

As in the other views, you can concentrate on a particular area by viewing only a branch or set of branches.

- Select the branch you want to isolate by clicking it either in the Timeline Outline or in the timeline itself.
- Click the **Filter** icon  or right-click the branch and choose Filter in its local menu. The Filter icon changes to  to remind you that you are now viewing only part of the map.

The Timeline Outline and the timeline itself now show only the branch you selected together with any sub-branches it may have.

- To turn off filtering, click the **Filter** icon again or right-click the filtered branch in the Timeline Outline and deselect **Filter** in its local menu.

Note: If the branch you selected does not have any sub-branches, or if its sub-branches do not contain time information, the timeline will be empty.

Timeline viewing modes

All timelines can be viewed in two different display modes, described below. These modes only affect the way the timeline is represented, and have no effect on its contents. You can therefore go from one display mode to the other at any time.


Flat display

This is the default display. In this mode, all the branches and sub-branches that contain time information are represented on the timeline, regardless of the hierarchical structure of the map.

This display is well suited to timelines which do not have many levels of branches and sub-branches.

Level display

Level mode allows you to display only the branches immediately under the root or immediately under a selected branch. To display the branches immediately under the root:

- Make sure filtering is off by clicking  if necessary.
- Select **Level display** in the Timeline View inspector.


To display the branches immediately under a particular branch:

- Right-click the branch and select **Filter**.
- Select **Level display** in the Timeline View inspector.

All the branches immediately under the root, or the filtered branch, are now shown on the timeline, provided that they contain time information. Repeat the procedure to explore further branches in the same way.

Note: If none of the branches contain time information, the timeline will be empty.

- To view the timeline in Flat mode again, deselect **Level display** in the Timeline View inspector.

On the timeline, branches that have sub-branches are identified by an arrow icon  at the right. Clicking this arrow opens a hierarchical list giving you access to all the sub-branches of the branch in question, *including* those that have no time information.

You can use this hierarchical list exactly as the Timeline Outline to view the comments and pictures attached to the sub-branches and even add or modify their time information.

Working in the timeline

When working in the Timeline view, you can add icons, pictures, text notes, comments and branch connections on any of the branches displayed in the timeline, just as in all the other views. You can also attach objects such as text files, video files, sound files and hyperlinks.

- Select the required branch on the timeline.
- Choose the relevant command, using either the main menu or the local menu of the branch.

For more information on these procedures, see the topics "Inserting icons", "Inserting pictures", "Inserting text notes", "Inserting comments", "Attaching objects" and "Creating branch connections".

Exporting the timeline

When working in the Timeline view, the only two export methods available are:


- Export to HTML. For more information about this export method, see "Exporting to HTML".











- Export to picture. For more information about this export method, see "Exporting as picture".

Using the Outline view




The Outline view represents the map as a hierarchical list which you can expand and collapse as required. It allows easy navigation through the document from top to bottom and gives you another way to brainstorm ideas.

Going from one view to another only affects the way the Mind Map is displayed. The contents of the Mind Map are not modified, unless you edit them yourself while working in the new view.

- To display your Mind Map in this view click the **Views** icon  and select **Outline**, or
- Choose **View > Outline** in the main menu, or
- Right-click the workspace and choose **Outline**.

		Branch Name	Start Time	End Time
		▼ Project Management		
		▼ 1. Project definition		
		1.1. Deliverables		
		1.2. Included		
		1.3. Excluded		
		▼ 2. Constraints		
		2.1. Budget		
		2.2. Deadlines		
		2.3. Work to be done		
		▼ 3. Planning		

The Outline view is made up of several columns:

- A picture icon  in the first column denotes the presence of a branch picture. Just move the pointer over the icon to see a preview of the picture. Double-click the icon to display a larger image.
- A yellow comment icon  in the next column indicates that the corresponding branch contains a pop-up comment. Just move the pointer over the icon to open the comment window.
- A paperclip icon  in the third column indicates that the corresponding branch contains one or more attached objects (text notes, text files, video files and so on) or that it is linked to another branch via a branch connection. To view an attached object, move the pointer over the icon to display the pop-up list of attached objects and double-click the object to open it.
- If you have inserted one or more icons from the Icon palette on the corresponding branch, these are shown in the last column before the branch name.
- The branch names may be preceded by a number indicating their position in the map hierarchy. You can select various numbering styles, or no numbering, on the Outline View inspector.
- The Start Time and End Time columns show the time information you may have associated with the branch. See "Inserting time information" to find out how to do this.

You can resize a column by dragging its right-hand dividing line left or right using the mouse.

To customize the display of columns:



- Right-click the header at the top of the view.
- In the local menu, deselect columns you do not want to display.
- To automatically hide icon columns that have no entries, select **Autohide Empty Columns**.

Inserting and deleting branches

- You can **add** and **delete** main branches, pre-branches and sub-branches in the Outline view in the same way as in the Mind Map view, **except that** double-clicking a branch does not add a new sub-branch but rather activates edit mode for the branch label.

- You can also **expand** or **collapse** a particular branch or set of branches by clicking the icons ► and ▼ to the left of the branch name or by pressing the keys [Option] right arrow to expand and [Option] left arrow to collapse.
- As in all the other views, the **Detail level** icons let you collapse the entire outline to just one level of branches, two levels, three levels or four levels. To show all the branches down to the last level, click the **All** icon.



- You can use the **Filter** icon  to restrict the display to a particular branch. The Filter icon is then highlighted, , reminding you that you are now viewing only part of the map. Click the icon again to view the entire outline.

For further information about any of these procedures, see the topic "Inserting branches" in the "Basic tasks" section.

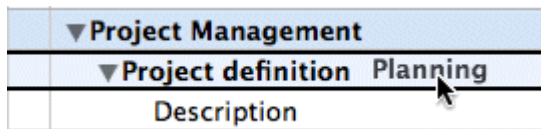
Moving a branch

You can move an entire branch, including any sub-branches and objects attached to it, to a different branch of your outline. As you work on organizing your ideas, you can for instance decide to convert a sub-topic to a main topic by moving the corresponding sub-branch to the root, or allocate a sub-topic to a different main topic by moving the corresponding sub-branch to a different main branch.

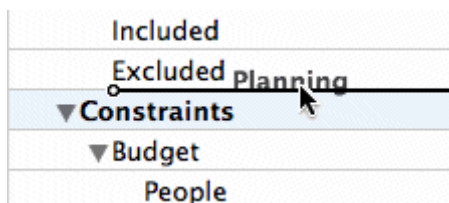
- Drag the branch you want to move to a different location.

As you drag, you can see where the branch will be inserted when you let go of the mouse button:

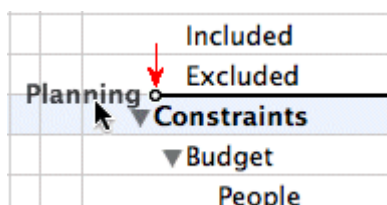
- When the branch is on top of another branch, that branch is highlighted. The moved branch will become a sub-branch of the highlighted branch.



- When the branch is between branches an indicator line with a small circle at its left end indicates the insertion position.



If the branch above and below the indicator line are at different levels, you can use the mouse to move the indicator left and right. The position of the circle shows what level the moved branch will have: the level of the branch above it or the level of the branch below it.



- Release the mouse button to insert the branch at the required location.

Cutting, copying and pasting branches

You can apply the standard Cut, Copy and Paste functions to any branch or set of branches of your outline. You can for instance copy or move an entire branch or set of branches, including all their sub-branches and attached objects, to a different part of the outline, at the same hierarchical level or at a higher or lower level.

- To copy or cut a branch with all its sub-branches and attached objects, you first need to select it. You can then either:
 - Choose **Edit > Copy** or **Cut** in the main menu, or
 - Choose **Copy** or **Cut** in its local menu, or
 - Press **[Command] C** or **[Command] X**.
- To paste the copied branch, you first need to select the branch to which it should now belong. You can then either:
 - Choose **Edit > Paste** in the main menu, or
 - Choose **Paste** in the local menu of the destination branch, or
 - Press **[Command] V**.

To perform these operations on a set of branches, you first need to select them:

- To select a range of branches listed one after the other, select the first branch, press and hold down **[Shift]** and select the last branch in the range.
- To select several isolated branches, select the first branch, press and hold down **[Shift] [Command]** and select the other branches one by one.

Adding objects and elements

You can add icons, text notes and pop-up comments on a branch in the same way as in the Mind Map view. For more information on these procedures, see the topics "Inserting icons", "Inserting text notes" and "Inserting comments" in the "Basic tasks" section.

You can also attach objects such as text files, video files, sound files, hyperlinks and so on just as in the Mind Map view. For more information, see "Attaching objects".

There are however some limitations that apply when you work in the Outline view:

- You cannot create branch connections, although existing branch connections are listed in the pop-up list identified by the paperclip icon and can be activated from that list.
- Although you can add floating pictures and floating comments, they are visible only when you switch to another view.

Properties

Properties specific to the Outline View are displayed in the Outline View inspector. See "Outline View inspector" in the Reference section of this User Guide.

Spellchecking

To check the spelling of your Mind Map, use the options on the **Edit > Spelling** submenu. They vary according to the version of Mac OS you are running, and the spelling options you may have installed.

For Mac OS X 10.4 (Tiger) the standard options are:

- **Spelling.** This opens the Spelling dialog without starting a spell check. Here you can change dictionary language, or add or remove words from the dictionary.
- **Check Spelling.** This opens the Spelling dialog and starts a spell check. Misspelled words are presented for correction one after the other.
- **Check Spelling as You Type.** This switches on (or off) the underlining of misspelled words. Right-click a red-underlined word to see correction options. If you change the status of this option (on or off) you will not see the red underlining change until you reopen the file (or switch temporarily to another view).


For Mac OS X 10.5 (Leopard) the standard options are:

- **Show Spelling and Grammar,** which shows a dialog for setting parameters such as dictionary language.

- Check Spelling, which runs a spell check of the document.

Printing a Mind Map

To preview and print your map:

- Click the **Print Preview** icon , choose **File > Show Print View** or press **[Shift] [Command] P**.
- In the Print View, set the scaling, the number of pages across which to print, and so on. See "Using the Print View", below, for details.
- (optional) If necessary, move the map by dragging it. This allows you to determine where the joins between pages will fall.
- When you are satisfied with the way the printed map will look, click **Print** in the Print View inspector to open the standard Print dialog.

To close the Print View at any time and return to the previous view, click the **Print Preview** icon again, click **Close** in the inspector, or choose **File > Hide Print View**.

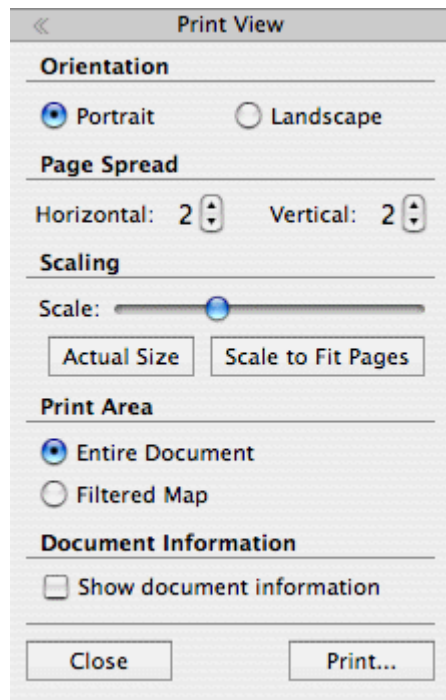
To print your timeline without previewing:

- Choose **File > Print** or press **[Command] P** to open the standard Print dialog.

Using the Print View

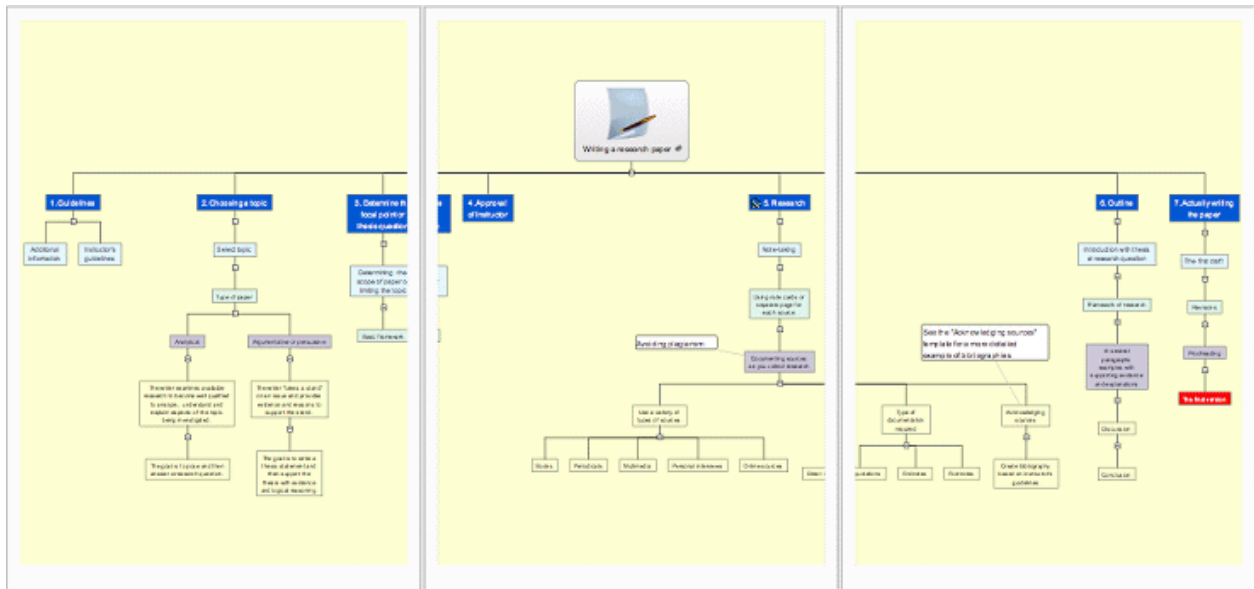
The Print View shows you what your map will look like on paper. The preview of the map immediately reflects the changes you make in this dialog, allowing you to experiment with the various settings.

The Print View inspector contains the following options:



Orientation: Choose Portrait to print on vertically oriented page(s) or Landscape to print on horizontally oriented page(s).

Page Spread: These options allow you to spread your map on several pages. This is very useful for large maps. If for instance your map is quite wide (as may be the case in Top Down view), you can increase the horizontal page spread number to ensure that its entire contents will be printed at a suitable size.



Scale: Use the slider to resize the print image on the page(s).

Actual Size: Click to print the map at its actual size. If your map is large, this may mean that some part of it will be outside the print area.

Scale to Fit Pages: Click to resize the map so that its entire contents fit on the single page or page spread chosen.

Print Area: These options are available if the map is being filtered on a particular branch (see "Filtering a branch"). Select 'Entire Document' to print the entire map or 'Filtered Map' to print only the filtered branch and its sub-branches.

Document Information: If you select this box, the name of the author and the date at which the map was last modified will be shown in the lower right corner of the printed page. If you are printing the map on several pages, this information is shown on the last page in the range.

Print: Click to print the map as shown in the Preview area.

Exporting

Introduction

OpenMind lets you convert your map into any of the following formats:

- HTML (a web site)
- Microsoft® Word® .docx format (files can be opened in Pages® '08)
- Microsoft PowerPoint® .pptx format (files can be opened in Keynote® '08)
- RTF or RTFD format
- Various picture formats

These export possibilities mean that you can use OpenMind to brainstorm your ideas, organize them visually and collect all the associated material, and then convert the map into the format you require. In this way, you immediately obtain a professional-looking document, which you can process further if necessary using tools such as Dreamweaver® (for HTML export), Keynote, Pages, Word or PowerPoint.

Exports can be done in the following ways:

- Using **Quick Export**
- Using **Standard Export**

The export settings you choose for a particular export format (HTML, Word etc.) are saved with the OpenMind document itself and re-used for the next export in that format. This means that you do not need to specify your preferred settings every time you want to re-export your map to a particular format after making alterations to it.

The branches of the map are exported in the order in which they are displayed in the Mind Map view, starting from the top right in a clockwise direction.

You can exclude entire branches (and their sub-branches) from the export by deselecting 'Include branch in export' in the Branch inspector.

Include branch in export

Note: If you choose to exclude some of the elements from the export in the Export dialog, none of the elements of this type will be exported, regardless of the value of their individual 'Include in export' property in the relevant inspector.

Exporting to HTML

Overview

This export method lets you export your Mind Map as a set of web pages in HTML format. It allows you to obtain a professional-looking web site very quickly, without having to worry about web design techniques.

Note: Although you do not need to have a web browser installed on your machine in order to use this export method, you obviously need one to view the web site created.

The exported HTML pages are placed in a folder which, by default, is given the name of the root branch of the Mind Map you are exporting.

Pictures from the Multimedia Catalog that are included in your map are placed in a sub-folder of the export folder named 'img'. Pictures you have added from outside OpenMind are placed directly in the export folder. And pictures generated for by the export process are placed in a folder named 'omfiles'. As it creates the HTML pages, OpenMind automatically modifies all the references to external files contained in your document so that they point to the correct output folder.

Each branch is exported as a HTML page of the same name as the branch, and each page contains a menu of all its sub-branches and optionally, a menu of the main branches. The root is exported as a file 'index.htm'.

A Site Map button containing a link to an interactive picture of your entire map, a 'You are here' locator showing you the complete path from the root, and a Home button are included by default on each HTML page. You can deselect any of them if you want to.

Unless you define a different arrangement in the Export dialog, all the objects attached to a branch are exported below each other and left aligned on the page.

The branches of the map are exported to HTML in the order in which they are displayed in the Mind Map view, starting from the top right in a clockwise direction. You can however exclude entire branches and sub-branches from the export by disabling their 'Include branch in export' property in the Branch inspector.

Include branch in export

If you want a specific description to appear when the user moves the mouse pointer over a picture in the browser, enter the description as the name of the picture in the appropriate inspector (Root, Branch, Floating Picture or Object List). The description is converted to an HTML Alt tag during the export.

Export modes

There are two export modes available:

- **Quick export**

Quick export allows you to export your map quickly using the OpenMind defaults or the last export settings you used for an HTML export.

- **Standard export**

Standard export lets you choose from a number of professional ready-made templates with various navigation layouts which you can customize to your liking. You can also specify the elements of your map to be exported and how they should be treated. Moreover, if you have created a particular folder structure for the external files used by your document, you can ensure that OpenMind preserves this structure when exporting to HTML by specifying the list of folders that need to be included in the export folder.

The export settings you choose are saved with the OpenMind document and used as the default next time you export your map to HTML. This means that you do not have to redefine them every time you make a small alteration to your map.

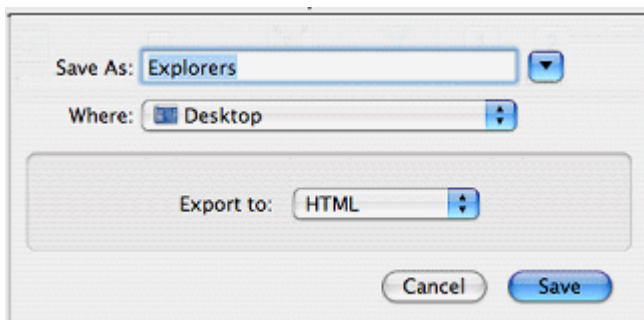
Relationship between OpenMind and HTML elements and objects

The following table indicates how the various OpenMind elements and objects are exported on the HTML page.

OpenMind element	Exported to HTML as
Branch name	Page title
Text note	Inserted as text
Branch picture	Inserted as a picture
Floating picture	If connected to a branch, inserted as a picture If not connected to a branch, not exported
Floating comment	If connected to a branch, inserted as text If not connected to a branch, not exported
Pop-up comment	Inserted as text
Branch connection	Depending on your choice, inserted as a button link or hypertext link
OpenMind object	Exported to HTML as
Text file	Depending on your choice, inserted as a button link or hypertext link
Picture file	Inserted as a picture
Video file	Inserted as a video object
Sound file	Depending on your choice, inserted as a button link or hypertext link
Hyperlink	Inserted as a hypertext link or as a button, depending on your selection in the Object List inspector
Flash file	Inserted as a Flash object

Quick export

- Choose **File > Quick Export**.



- Enter a name and choose a location for your new web site.

OpenMind will create a folder with the name you enter in the location you specify, and place all the files making up your web site in this folder.

- In the **Export to** list, select **HTML**.
- Click **Save**.

The settings used for the export are:

- The settings you last used, if you have already done a standard export to HTML for your map. If your document contains several maps, one of these settings specifies the map to export.
- Or, if there are no last-used settings, the settings in a predefined MatchWare export template (with top and side navigation menu). If your document contains several maps (roots), the first-created map will be exported; if you want to export a different one you will need to use the standard export procedure.

To view the exported project:

- Double-click 'index.htm' in the project folder.

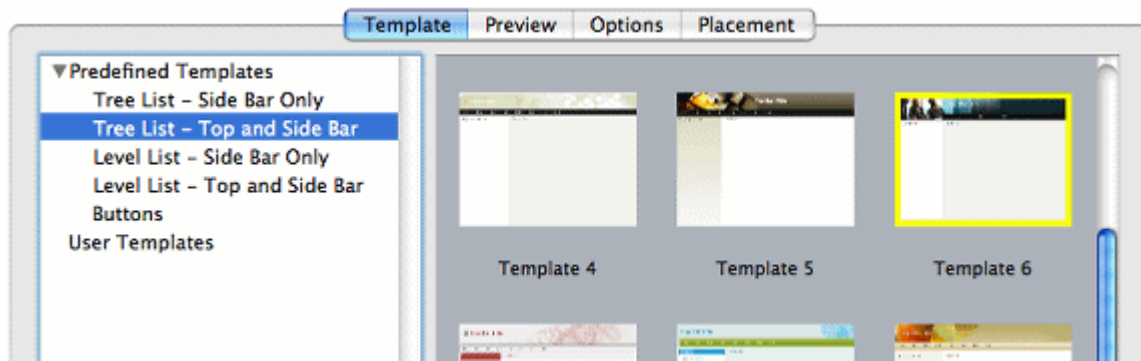
Standard export

To export to HTML:

- (optional) Before exporting, you may wish to review some parts of your Mind Map. Bear in mind the following:
 - Floating pictures and floating comments are exported only if they are connected to a branch. If you want to export these items check that they are connected to appropriate branches. Note that the connection lines might be invisible, having the same color as the background or zero opacity. To see if such an item is connected, look for **Detach** as an active option in its local menu.
 - If you have external folders that you want to include in the export, make sure that they contain only the files that you need to export. This will speed the export process and keep down the size of the exported project.
- Choose **File > Export**.
- In the Export dialog, select **HTML**.
- (optional) If your document contains more than one map (root), go to the Options panel and choose the one you want to export in the 'Select map to export' list.
- Select each of the four panels in turn and make selections and adjustments as necessary. The panels are described in detail below. They are:
 - The **Template** panel
 - The **Preview** panel
 - The **Options** panel
 - The **Placement** panel
- Click **Export**.
- Choose a destination folder for your new web site and click **Save**.
- (optional) To open your exported project, double-click the file index.htm in the output folder.

Selecting a template

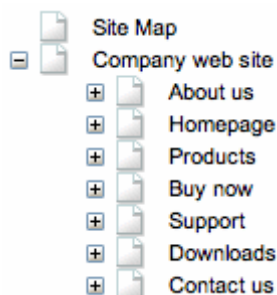
This panel allows you to select a navigation layout for the pages of your web site.



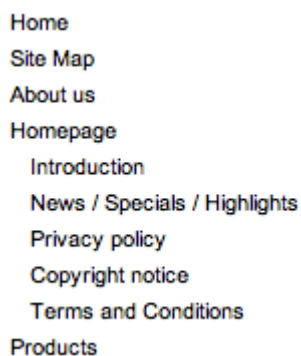
- If necessary, click **Template** to select the Template panel.
- Select a template design on the left and a specific template on the right.

You can choose from many Predefined Templates. These are professional OpenMind export templates with ready-made top and side navigation. They are available in the following navigation styles:

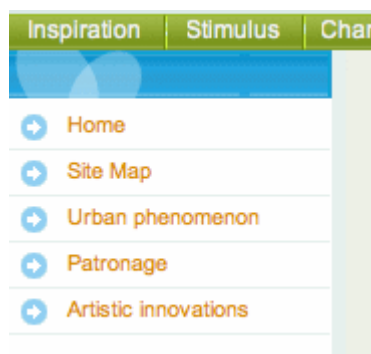
Tree List: With this design, the list of side links is shown as a tree whose levels you can expand and collapse. All the pages of the web site are available from the Tree List.



Level List: With this type of navigation, you only see a maximum of three levels of links on the side: the current page, any pages at the level just above it, and any pages at the level just below it.



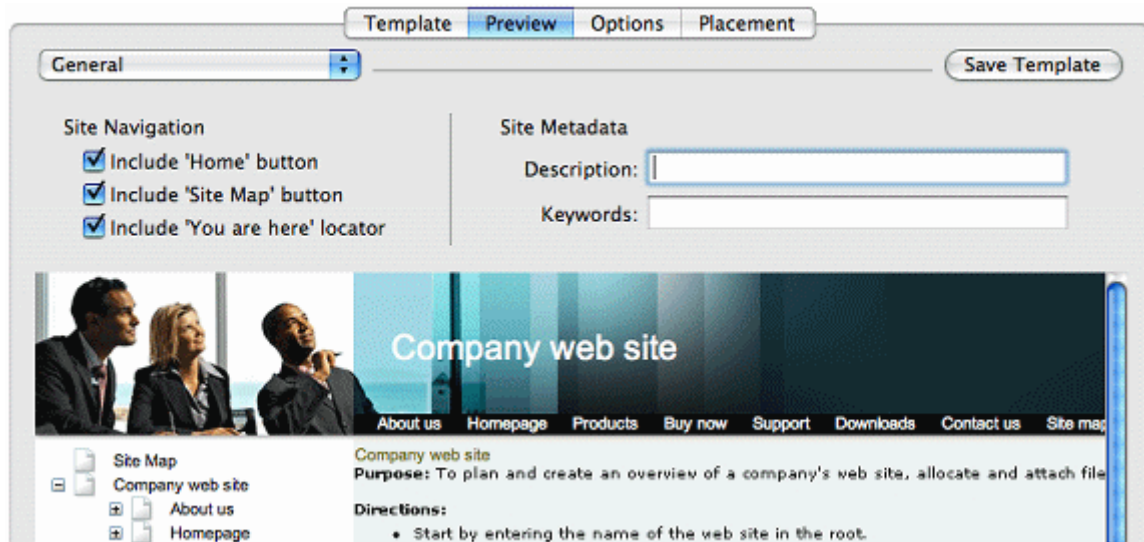
Buttons: In this design, the side bar contains a list of links, where each link represents a sub-branch of the branch corresponding to the current page.



If you have previously saved an export template you can also choose from **User Templates**. See “Saving the customized template”, below, for information on how to save your own export template.

Preview

- Click **Preview** to select the Preview panel. You will see a preview of the opening page of the web site in the area at the bottom of the panel. Above the preview area are properties that relate to whatever is selected in the list at the top left of the panel.



- To make changes to the look of the page, select an option from the list at the top left.
- Review the properties and make changes if necessary. The properties are described below.
- Repeat the previous two steps as needed for other parts of the page.

The preview area reflects any changes you make.

Customizing the General properties (optional)

- Select **General** in the Preview dialog.

The properties are shown in the illustration above. They are:

Include 'Home' button: This inserts a Home hyperlink or button on each of your web pages, allowing you to return to the main page (root) of your map in just one click.

This option is inactive if you have chosen a Tree List design, as this design always allows you to return to the root of your map with one click, making a 'Home' button superfluous.

Include 'Site Map' button: This inserts a Site Map hyperlink or button on each of your web pages. Clicking it will display an interactive picture of the entire web site.

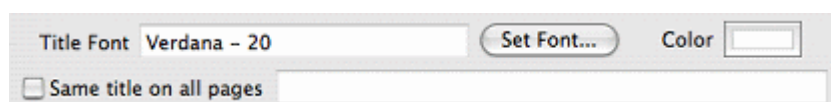
Include 'You are here' locator: This inserts a dynamic link on each page of the web site to show the complete path from the root web page to that particular page.

Description: Any text entered here will be inserted in the <description> tag of each of the HTML pages created.

Keywords: Similarly, any keywords entered here (separated by commas) will be inserted in the <keywords> tag of each of the HTML pages created.

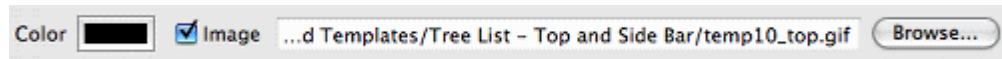
Customizing the Top Bar (optional)

- Select **Top Bar - Title**.



By default, the title displayed on each web page is the branch name. Here you can change the font, attributes and color for this title or even enter your own title, which will be displayed on all the pages of the web site.

- Select **Top Bar - Background**.



Here you can select a plain color or a different background picture for the top bar.

If you want to change the background picture, the best approach is to make a copy of the existing picture in the exported HTML output and edit its design to suit your requirements, making sure that the picture size stays unchanged so that it still fits the template.

- Select **Top Bar - Links**.



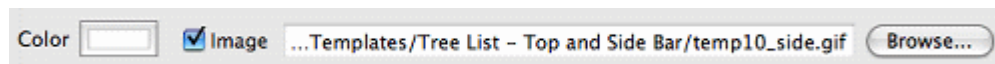
Note: The Links option is only available if the top bar of the template chosen contains buttons or hyperlinks.

Here you can select different colors for the top bar links depending on their state, i.e. "Normal", "Pressed" (the link is clicked) or "Hovered" (the mouse pointer is placed on the link).

You can also choose to make all the links the same width, or have their width vary according to the length of their label.

Customizing the Side Bar (optional)

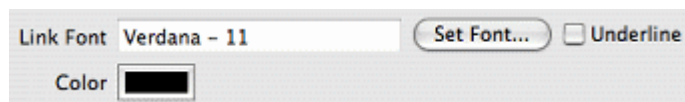
- Select **Side Bar - Background**.



Here you can select a plain color or a different background picture for the side bar.

As for the top bar, the best approach if you want to change the background picture is to make a copy of the existing picture in the exported HTML output and edit its design to suit your requirements.

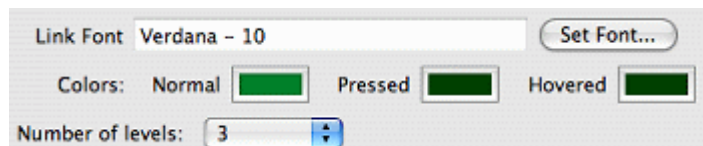
- If you have chosen a Tree List design select **Side Bar – Tree List**.



With this design, the list of side page links is shown as a tree whose levels you can expand and collapse. All the pages of the web site are available from the Tree List.

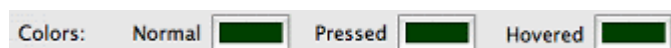
Here you can modify the default font, attributes, size and color of the links.

- If you have chosen a Level List design select **Side Bar – Level List**.



Here you can choose how many levels the list should show. You can also define the font and color of the links.

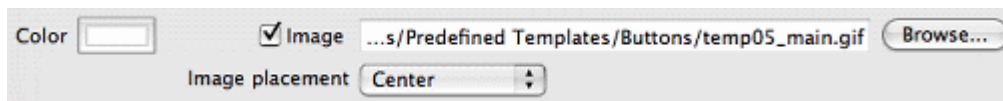
- If you have chosen a Buttons design select **Side Bar – Links**.



With this design, the side bar contains a list of links, where each link represents a sub-branch of the branch corresponding to the current page. Here you can select different colors for the side bar links depending on their state, i.e. "Normal", "Pressed" (the link is clicked) or "Hovered" (the mouse pointer is placed on the link).

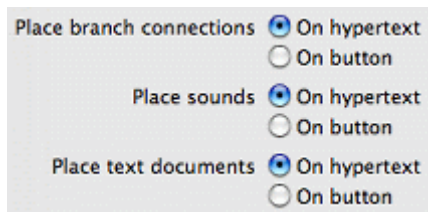
Customizing the Content Area (optional)

- Select **Content Area - Background**.



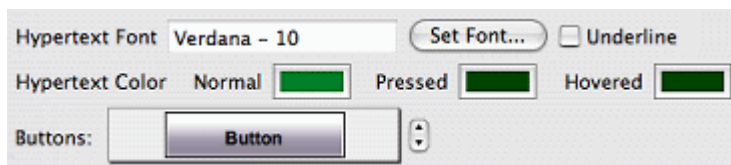
Here you can select a plain color or a different background picture for the body of the page.

- Select **Content Area - Link Type**.



If your map contains branch connections, sound files or attached text documents, these options let you decide whether you want to place these objects on hypertext links or on buttons.

- Select **Content Area - Link Style**.



Here you can choose styles for any buttons or hyperlinks contained in your map.

Define the hypertext style required by selecting a font, attribute and size. You can also define different colors depending on the state of the hyperlink, i.e. "Normal", "Pressed" (the link is clicked) or "Hovered" (the mouse pointer is placed on the link).

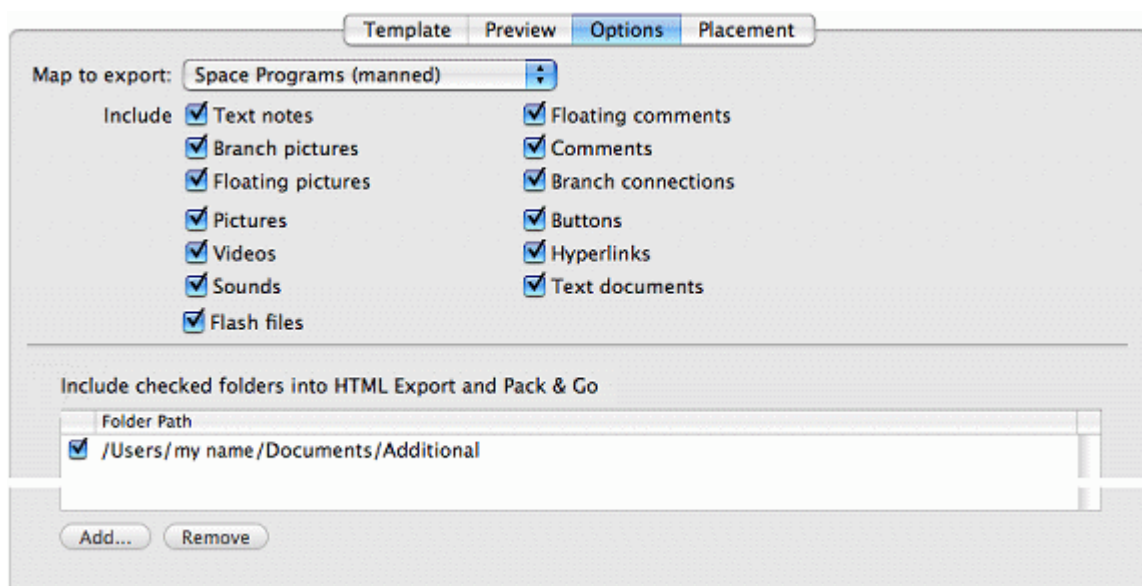
Scroll through the various buttons available to choose the one you prefer.

Saving the customized template (optional)

- You can save your customized export template for later use by clicking **Save Template**. The Save User Template dialog that opens contains a list of the export templates you have already saved. Enter the name of your new export template and click **Save**.

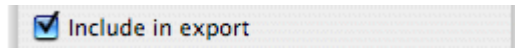
Options

- Click **Options**.



- If your document contains more than one map (root), select the one you want to export.
- Select the OpenMind objects you want to export.

Note: If you exclude some elements from the export by deselecting them here, none of the elements of this type will be exported, regardless of the value of their individual 'Include in export' property in the relevant inspector. Let's suppose for instance your map contains a floating picture whose 'Include in export' property is enabled. If you choose to exclude floating pictures from the export here, your floating picture will not be exported. Conversely, if you specify here that floating pictures should be exported, only the floating pictures whose 'Include in export' property is enabled will be exported.



External files attached to branches will normally be put into the main folder of the HTML output. However, if you have created a particular folder structure for the external files, you can ensure that OpenMind preserves this structure in the output by specifying the folders that need to be included in the export folder as follows:

- (optional) The folders that contain objects referenced in your Mind Map are already listed. Click **Add** to add any other folders to the list. Click **Remove** to remove folders from the list.

Note: The list of folders is shared with the Pack & Go function.

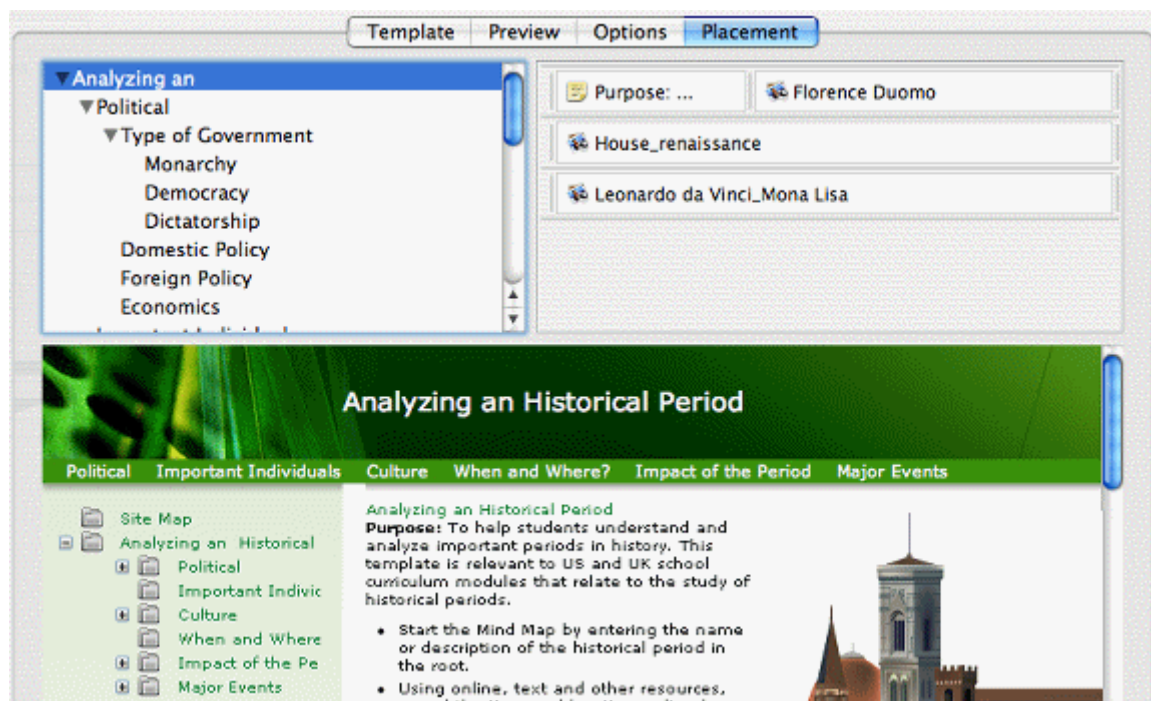
- Select each of the folders that you want to appear in your output. Deselect any folders you do not want to appear in the output. The folders you selected, *and their contents*, will be included in the output.

Note: Before exporting you may want to check that the selected folder(s) do not include any files that do not need to be exported.

As it creates the HTML pages, OpenMind automatically modifies all the references to external files contained in your document so that they point to the correct output folder.

Placing the objects on the page

- Click **Placement**. On the Placement panel you determine where the various objects attached to each branch are to be placed on the corresponding HTML page.



- Select a page (branch) on the list at upper left. The objects associated with that page, if any, are then shown in a positioning panel at upper right, and a preview in the lower part of the dialog shows how the page will look. The arrangement of objects in the positioning panel determines how they will be arranged on the HTML page. By default they are positioned one above the other and occupy the full width of the page.

Note: Pages that have objects, but which *have not been viewed*, are listed in bold type. Pages that have objects, but which *have been viewed*, are listed in ordinary type. Pages that do not have objects are listed in

gray. Pages whose objects have changed since the last export are considered not to have been viewed, and are shown in bold type.

- Move and resize the objects in the positioning panel as necessary to achieve the page layout you want (see below).
- Repeat the procedure for the other pages.

Placement settings are saved when you save the document.

Moving and resizing objects

Using the mouse in the positioning panel, you can:

- Move an object up or down in the list.
- Move an object to the left or right of any other object in the list.
- Change the width of an object in the list by dragging its left or right edge. The full width of a row represents the full width of the page, so if you size an object to occupy 25% of the row width it will occupy 25% of the page width in the output.
- Introduce horizontal space at the left or right end of any row by dragging the outermost left or right edge.
- Move a horizontal space created as in the previous step to any other position within the row.

To change the horizontal or vertical alignment of an object, or hide it:

- Right-click the object and choose one of the options in the local menu.

To remove a horizontal space:

- Right-click it and select **Delete**.

Exporting to Word format

This export method lets you export your Mind Map as a Microsoft® Word .docx format document. If for instance you have created a Mind Map to brainstorm the structure of a report or essay, this export mode provides you with a ready-made outline of your map as a Word document, which you can then turn into a fully blown essay by working directly in another program such as Word® 2008 or Pages® '08.

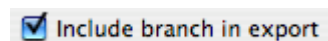
Note: The .docx format (XML) is relatively new. If you cannot open the .docx file directly, you can use Microsoft's free Office Open XML File Converter to convert it to the earlier .doc format. To download the converter go to the Microsoft download site (<http://www.microsoft.com/mac/downloads.msp>) and select Office 2004. The converter produces a .rtf file which includes Word's special tags, so that styles are preserved when you open the file in Word 2004 for Mac and earlier versions. When you have opened the .rtf file in Word or a compatible application, you can save it as a .doc file.

Each branch is exported as a paragraph heading at the relevant level, in other words Heading 1 for main branches, Heading 2 for sub-branches, Heading 3 for sub-sub-branches and so on, using hierarchical numbering (unless you disable it in Standard Export). Attached objects and inserted elements are listed below the heading.

As Microsoft Word only supports 9 heading levels, any OpenMind branch deeper than 9 levels is exported as Heading 9.

By default, OpenMind automatically includes an overall picture of your map on the first page of the document, followed by a Table of Contents.

The branches of the map are exported to Word in the order in which they are displayed in the Mind Map view, starting from the top right in a clockwise direction. You can however exclude entire branches and sub-branches from the export by disabling their 'Include branch in export' property in the Branch inspector.



Export modes

There are two export modes available:

- **Quick export**

Quick export allows you to export your map quickly using either the last settings you chose if you have already used Standard Export to Word, or the OpenMind defaults.

- **Standard export**

Standard export allows you to choose a template for your Word document. You can also specify the elements of your map to be exported and how they should be treated.

The export settings you choose are saved with the OpenMind document and used as the default next time you export your map to Word. This means you do not have to redefine them every time you make a small alteration to your map and want to export it again to Word.

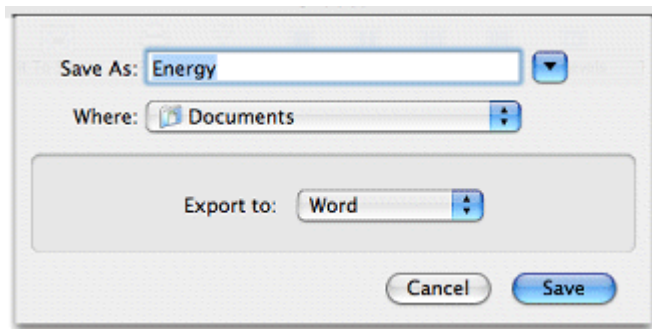
Relationship between OpenMind and Word elements and objects

The following table indicates how OpenMind treats the various inserted elements and attached objects contained in your map when exporting it to Microsoft Word.

OpenMind element	Exported to Word as
Branch name	Heading at relevant level with hierarchical numbering (3 levels by default) Hierarchical numbering can be disabled in Standard Export.
Text note	Text inserted under the branch heading
Branch picture	Picture inserted under the branch heading
Floating picture	If connected to a branch, inserted under the branch heading If not connected to a branch, not exported
Floating comment	As for Floating picture
Pop-up comment	Word comment on the branch heading
Branch connection	Cross-reference prefixed by "See" under the start branch heading, pointing to the end branch heading
OpenMind object	Exported to Word as
Text file	Hyperlink
Picture file	Picture inserted in the Word document In Standard Export, you can choose instead to insert the file as a hyperlink.
Video file	Hyperlink
Sound file	Hyperlink
Hyperlink	Hyperlink
Flash file	Hyperlink

Quick export

- Choose **File > Quick Export**.



- Specify a folder and a file name for the new Word document.
- In the **Export to** list, select Word.
- Click **Save**.

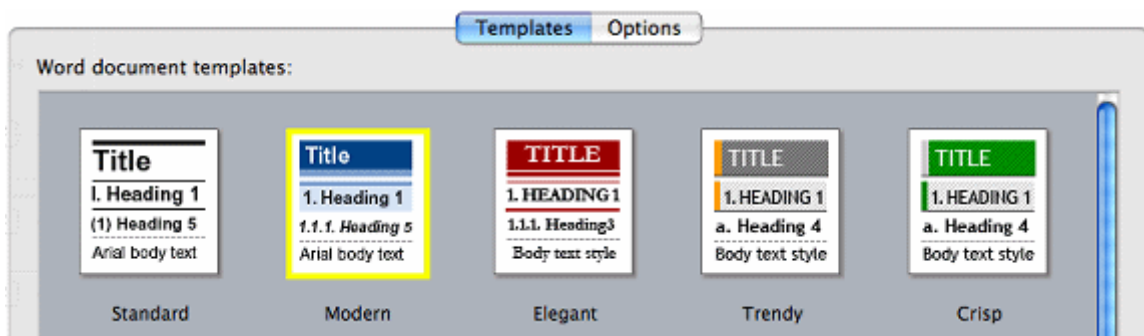
Note: When opening the exported .docx file in Word, if you see a message telling you that some fields may refer to external files and asking if you want to update them, choose Yes, otherwise you will not see a table of contents.

The settings used for the export are:

- The settings you last used, if you have already done a standard export to Word for your map. If your document contains several maps, one of these settings specifies the map to export.
- Or, if there are no last-used settings, the settings in a predefined MatchWare export template. If your document contains several maps (roots), the first-created map will be exported; if you want to export a different one you will need to use the standard export procedure.

Standard export

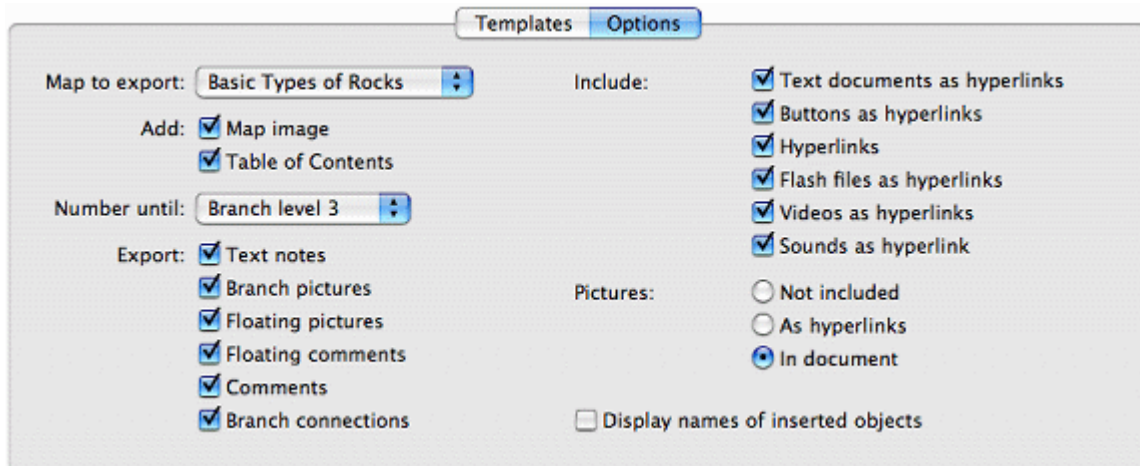
- (optional) Before exporting, you may wish to review floating pictures and comments in your Mind Map. These are exported only if they are connected to a branch, so if you want to export them check that they are connected to appropriate branches. Note that the connection lines might be invisible, having the same color as the background or zero opacity. To see if such an item is connected, look for Detach as an active option in its local menu.
- Choose **File > Export**.
- In the Export dialog, select **Word**.
- Choose your preferred template in the **Templates** panel or browse for a template of your own (Word .dotx format).



The APA and MLA templates supplied with OpenMind are designed to help you format your documents according to the APA (American Psychological Association) and MLA (Modern Language Association) standards, commonly used in the United States. The MLA template contains further styles which you can use when finalizing your document, such as "block quotes" and "works cited".

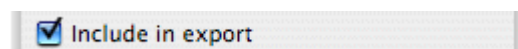
Note: You can easily define your own Word template to be used when exporting from OpenMind. All you need to do is to define the Title style as well as styles for Headings 1 to 9 and save the document as a Word template (.dotx). You must also make sure the template does not contain any text.

- In the **Options** panel, choose the required general export settings and specify which elements of your map you want to export.



- If your document contains more than one map (root), select the one you want to export in the 'Map to export' list.
- Select the level of numbering for headings, or **None** for no numbering of headings.
- Specify the elements and objects that are to be exported.

Note: If you exclude some elements from the export by deselecting them here, none of the elements of this type will be exported, regardless of the value of their individual 'Include in export' property in the Branch inspector. Let's suppose for instance your map contains a floating picture whose 'Include in export' property is enabled. If you choose to exclude floating pictures from the export here, your floating picture will not be exported. Conversely, if you specify here that floating pictures should be exported, only the floating pictures whose 'Include in export' property is enabled will be exported.



- Click **Export**.
- Specify a folder and a file name for the new Word document and click **Save**.

Note: When opening the exported .docx file in Word, if you see a message telling you that some fields may refer to external files and asking if you want to update them, choose Yes, otherwise you will not see a table of contents.

Exporting to PowerPoint format

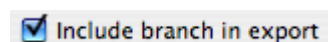
You can export your Mind Map as a presentation in PowerPoint .pptx format. If for instance you have created a Mind Map to brainstorm the structure of a business presentation, this export mode allows you to transfer it to another program such as PowerPoint® 2008 or Keynote® '08 in order to refine it further before delivering it to your audience.

Note: The .pptx format (XML) is relatively new. If you cannot open the .pptx file directly, you can use Microsoft's free Office Open XML File Converter to convert it to the earlier .ppt format. To download the converter go to the Microsoft download site (<http://www.microsoft.com/mac/downloads.mspx>) and select Office 2004.

The root makes up the first slide, with the root label as the slide heading, followed by a list of the main branches.

Each branch is then exported as a slide, with any sub-branches listed below the slide heading. Inserted elements and hyperlinks are placed on the right side or at the bottom of the slide.

The branches of the map are exported to PowerPoint in the order in which they are displayed in the Mind Map view, starting from the top right in a clockwise direction. You can however exclude entire branches and sub-branches from the export by disabling their 'Include branch in export' property in the Branch inspector.



Export modes

There are two export modes available:

- **Quick export**

Quick export allows you to export your map quickly using either the last settings you chose if you have already exported to PowerPoint, or the OpenMind defaults.

- **Standard export**

Standard export allows you to choose a template for your PowerPoint document. You can also specify the elements of your map to be exported and how they should be treated.

The export settings you choose are saved with the OpenMind document and used as the default next time you export your map to PowerPoint. This means you do not have to redefine them every time you make a small alteration to your map and want to export it again to PowerPoint.

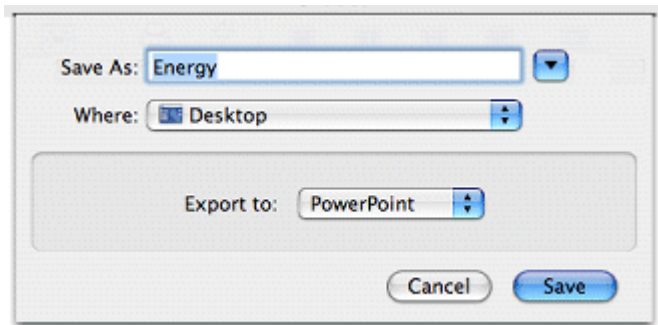
Relationship between OpenMind and PowerPoint elements and objects

The following table indicates how OpenMind treats the various inserted elements and attached objects contained in your map when exporting it to PowerPoint.

OpenMind element	Exported to PowerPoint as
Branch name	Slide heading
Text note	Text object Due to PowerPoint limitations, if the text note contains tables, these elements will be exported as regular text. Similarly, if the text note contains a hyperlink, it will be exported as text.
Branch picture	Picture on the right of the slide In Standard Export, you can choose instead to insert the branch picture as a hyperlink.
Floating picture	If connected to a branch, inserted as a picture on the right or at the bottom of the slide If not connected to a branch, not exported
Floating comment	If connected to a branch, inserted on the slide as a PowerPoint comment If not connected to a branch, not exported
Pop-up comment	PowerPoint note in the bottom Notes pane
Branch connection	Hyperlink in a text object
OpenMind object	Exported to PowerPoint as
Text file	Hyperlink in a text object
Picture file	Picture on the right or at the bottom of the slide In Standard Export, you can choose instead to insert the file as a hyperlink in a text object
Video file	Hyperlink in a text object In Standard Export, you can choose instead to embed the video directly on the slide
Sound file	Hyperlink in a text object
Hyperlink	Hyperlink in a text object
Flash file	Hyperlink in a text object

Quick export

- Choose **File > Quick Export**.



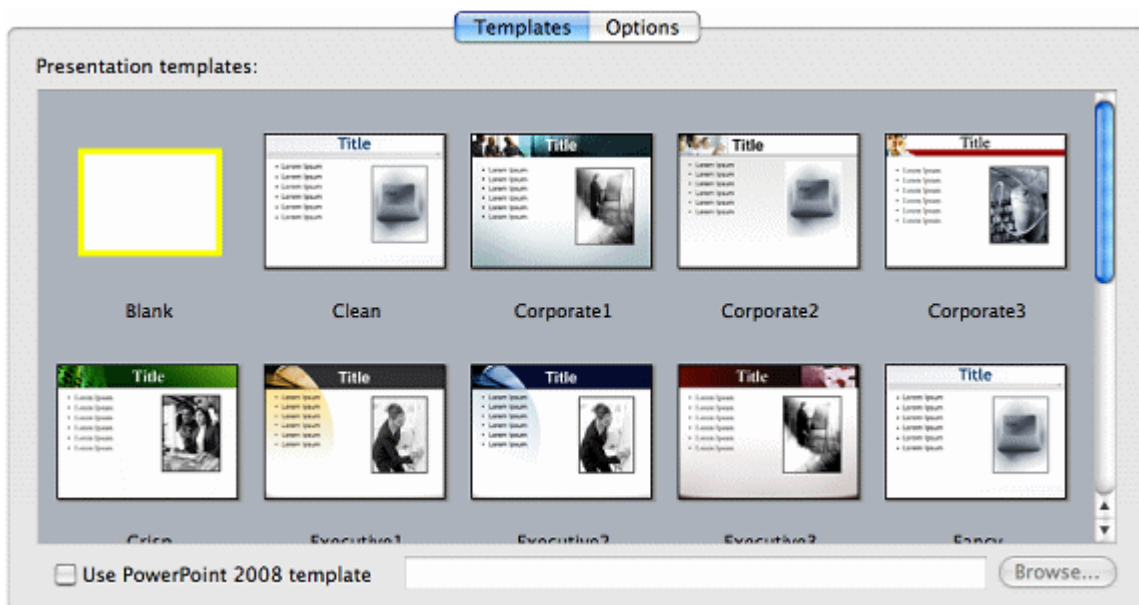
- Specify a folder and a file name for the new document.
- In the **Export to** list, select **PowerPoint**.
- Click **Save**.

The settings used for the export are:

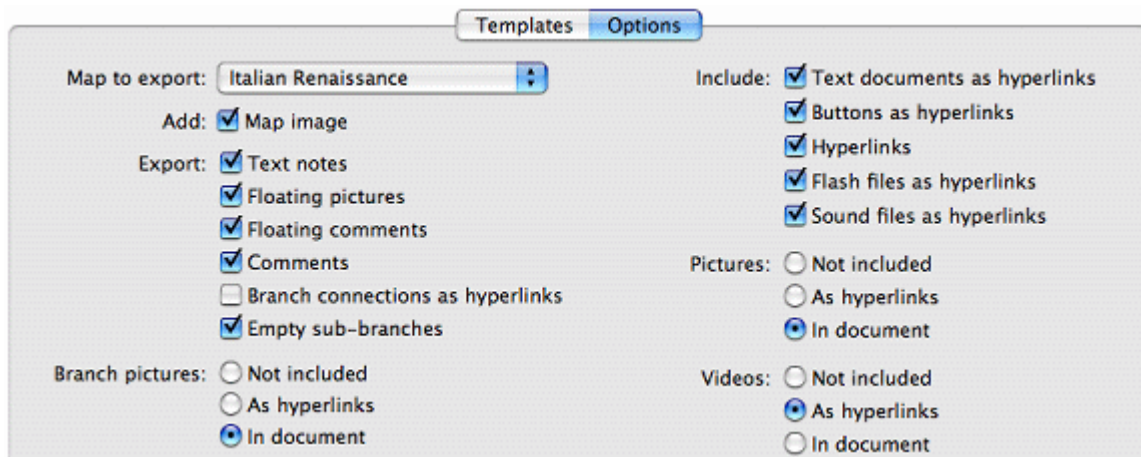
- The settings you last used, if you have already done a standard export to PowerPoint for your map. If your document contains several maps, one of these settings specifies the map to export.
- Or, if there are no last-used settings, OpenMind's default settings. If your document contains several maps (roots), the first-created map will be exported; if you want to export a different one you will need to use the standard export procedure.

Standard export

- (optional) Before exporting, you may wish to review floating pictures and comments in your Mind Map. These are exported only if they are connected to a branch, so if you want to export them check that they are connected to appropriate branches. Note that the connection lines may be invisible, having the same color as the background or zero opacity. To see if such an item is connected, look for **Detach** as an active option in its local menu.
- Choose **File > Export**.
- In the Export dialog, select **PowerPoint**.
- In the **Templates** panel, choose your preferred template or browse for a template of your own (PowerPoint .potx format).

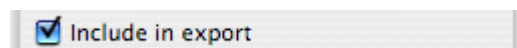


- In the **Options** panel, choose the required general export settings and specify which elements of your map you want to export.



- If your document contains more than one map (root), select the one you want to export in the 'Map to export' list.
- Specify the elements and objects that are to be exported.

Note: If you exclude some elements from the export by deselecting them here, none of the elements of this type will be exported, regardless of the value of their individual 'Include in export' property in the relevant inspector. Let's suppose for instance your map contains a floating picture whose 'Include in export' property is enabled. If you choose to exclude floating pictures from the export here, your floating picture will not be exported. Conversely, if you specify here that floating pictures should be exported, only the floating pictures whose 'Include in export' property is enabled will be exported.



- Click **Export**.
- Specify a folder and a file name for the new PowerPoint document and click **Save**.

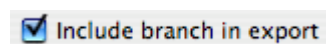
Exporting to RTF

Exporting your Mind Map to RTF (or RTFD) format is useful if you want to process your document further in a word processor, but do not have access to a program that can open Word .docx files.

Each branch is exported as a paragraph heading at the relevant level, in other words Heading 1 for main branches, Heading 2 for sub-branches, Heading 3 for sub-sub-branches and so on, using hierarchical numbering (unless you disable it in Standard Export). Attached objects and inserted elements appear below the heading.

By default, OpenMind automatically includes an overall picture of your map on the first page of the document.

The branches of the map are exported in the order in which they are displayed in the Mind Map view, starting from the top right in a clockwise direction. You can however exclude entire branches and sub-branches from the export by disabling their 'Include branch in export' property in the relevant inspector.



Export modes

There are two export modes available:

- **Quick export**
Quick export allows you to export your map quickly using either the last settings you chose if you have already exported to RTF, or the OpenMind defaults.
- **Standard export**
Standard export allows you to specify the elements of your map to be exported and how they should be treated.

The export settings you choose are saved with the OpenMind document and used as the default next time you export your map to RTF. This means you do not have to redefine them every time you make a small alteration to your map and want to export it again to RTF.

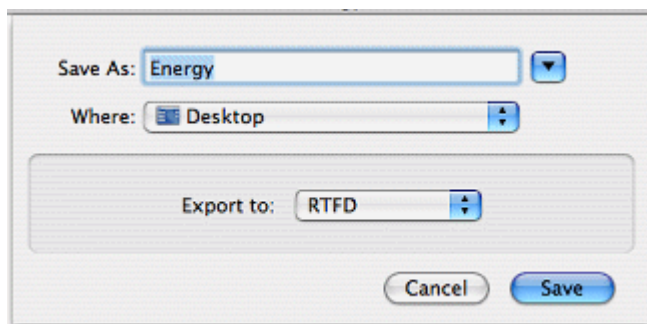
Relationship between OpenMind and RTF elements and objects

The following table indicates how OpenMind treats the various inserted elements and attached objects contained in your map when exporting it to RTF.

OpenMind element	Exported to RTF as
Branch name	Heading at relevant level with hierarchical numbering (3 levels by default) Hierarchical numbering can be disabled in Standard Export.
Text note	Text inserted under the branch heading
Branch picture	Picture inserted under the branch heading
Floating picture	If connected to a branch, inserted under the branch heading If not connected to a branch, not exported
Floating comment	As for Floating picture
Pop-up comment	Text under the branch heading
Branch connection	Cross-reference under the start branch heading, pointing to the end branch heading
OpenMind object	Exported to RTF as
Text file	Cross-reference to the file
Picture file	Picture embedded in the RTF document In Standard Export, you can choose instead to insert a cross-reference to the file.
Video file	Cross-reference to the file
Sound file	Cross-reference to the file
Hyperlink	Cross-reference to the file
Flash file	Cross-reference to the file

Quick export

- Choose **File > Quick Export**.



- Specify a folder and a file name for the new document.
- In the **Export to** list, select **RTF**.
- Click **Save**.

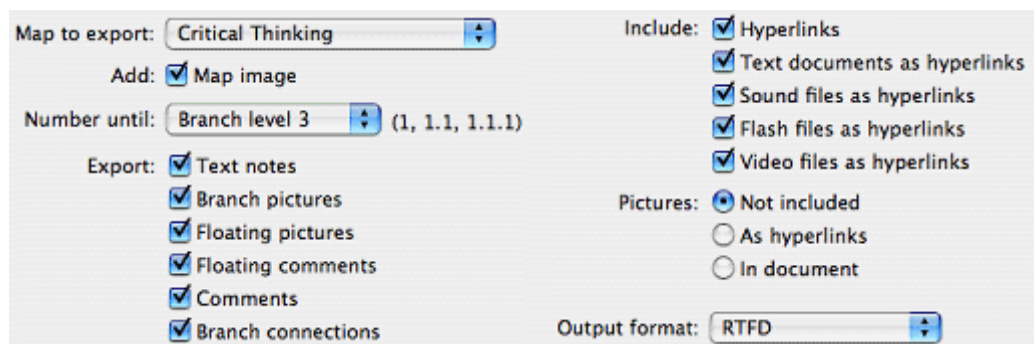
The settings used for the export are:

- The settings you last used, if you have already done a standard export to RTF for your map. If your document contains several maps, one of these settings specifies the map to export.
- Or, if there are no last-used settings, OpenMind's default settings. If your document contains several maps (roots), the first-created map will be exported; if you want to export a different one you will need to use the standard export procedure.

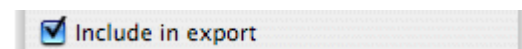
Once export is complete, you can start working directly on your new document.

Standard export

- (optional) Before exporting, you may wish to review floating pictures and comments in your Mind Map. These are exported only if they are connected to a branch, so if you want to export them check that they are connected to appropriate branches. Note that the connection lines may be invisible, having the same color as the background or zero opacity. To see if a floating item is connected, look for Detach as an active option in its local menu.
- Choose **File > Export**.
- In the Export dialog, select **RTF**.
- If your OpenMind view contains several maps (i.e. several roots), choose the map you want to export in the 'Map to export' list.
- Choose the required general export settings and specify the elements of the map to export.



Note: If you exclude some elements from the export by deselecting them here, none of the elements of this type will be exported, regardless of the value of their individual 'Include in export' property in the relevant inspector. Let's suppose for instance your map contains a floating picture whose 'Include in export' property is enabled. If you choose to exclude floating pictures from the export here, your floating picture will not be exported. Conversely, if you specify here that floating pictures should be exported, only the floating pictures whose 'Include in export' property is enabled will be exported.



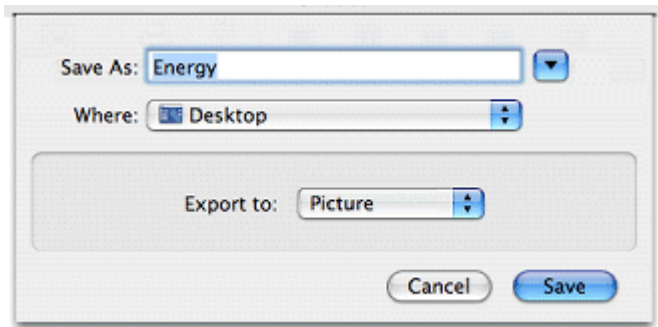
- Select the **Output format**. 'RTFD' is typically used for Mac applications, 'RTF for MS Word' for applications that expect the Microsoft Word RTF format.
- Click **Export**.
- Specify a folder and a file name for the new RTF document and click **Save**.

Exporting as picture

This export method lets you save the contents of your workspace, whether it contains one map or several, as a picture file. The picture file formats supported are tiff, jpg, png and pdf.

Quick export

- Choose **File > Quick Export**.



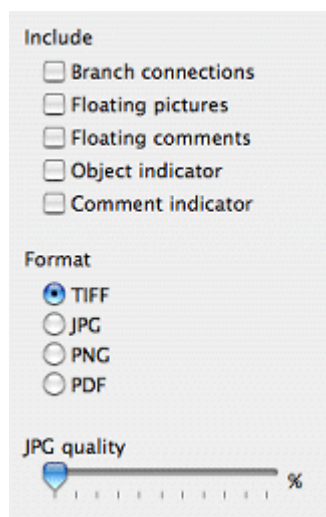
- Specify a folder and a file name for the new picture file.
- In the **Export to** list, select Picture.
- Click **Save**.

The settings used for the export are:

- The settings you last used, if you have already done a standard export to a picture for your map.
- Or, if there are no last-used settings, OpenMind's default settings.

Standard export

- Choose **File > Export**.
- Select the **Picture** panel.



- If you do not want to include branch connections, floating pictures, floating comments, object indicators or comment indicators in the picture, clear the corresponding check marks.

Note: Since this export method creates a picture of your entire map, all elements chosen above are displayed on the picture, regardless of the value of their individual 'Include in export' property in the relevant inspectors. Similarly, all branches will be visible, regardless of the value of their individual 'Include branch in export' property.

- Select the required picture format.

If you choose the .jpg format, you can use the 'JPG quality' slider to define the level of quality needed. Note that decreasing the quality level increases the level of compression, and therefore reduces the file size.

- Check the effect of your settings in the preview display and click **Export**.
- Specify a folder and a file name for the picture file and click **Save**.

Note that icons and branch pictures are always displayed and that it is not possible to display text notes.

The export settings you choose are saved with the OpenMind document. This means that you will not have to specify these settings again if you make changes to the map and want to re-export it as a picture with the same settings.

Pack & Go

Pack & Go is useful if your Mind Map references external files. It creates an archive (zipped) file that includes not only the original Mind Map document but also all the external files referenced by it. The Pack & Go archive can be sent via email, shared over the network or distributed via CD-ROM.

Pack & Go is for instance ideal for students who need to send their assignments to their teacher, so that he or she can consolidate them in a master map.

- Open the OpenMind document.
- (optional) You can include other folders, and the files they contain, in the Pack & Go zip file. To do this, use the Additional Folders list (see below).

Note: Files directly referenced by the OpenMind document, for example picture files and/or attached files, will always be included in the Pack & Go zip: you do not have to use the additional folders list in order to include these.

- Choose **File > Pack & Go**.
- Enter a name for the file and select a destination folder.
- Click **Save**.

The created archive file contains:

- The OpenMind document in Mac format (.omd file) with file references adjusted to the structure of the Pack & Go output.
- The OpenMind document in Windows format (.omp file) with file references adjusted to the structure of the Pack & Go output.
- The picture files and attached external files. These are contained in folders with the same name as the original folders on your machine.
- Any external folders included on the additional folders list (see below), and the files they contain.

To access the packed document:

- Open or unzip the archive file.
- Open the relevant version of the OpenMind document.

Additional folders

If you want to include other folders, and the files they contain, in the Pack & Go output, add them to the Additional Folders list:

- Choose **Tools > Additional folders**.
- Click **Add** to add folders to the list. Click **Remove** to remove a selected (highlighted) folder from the list.
- Select each of the folders that you want to appear in your output. Deselect any folders you do not want to appear in the output. The folders you selected, and their contents, will be included in the output.

Note: To ensure that the archive file created by Pack & Go is no bigger than it needs to be, check that the selected folder(s) only include files that are actually needed in the output.

The list of folders is shared with the HTML Export function.

Merging packed Mind Maps into a master map

You can easily merge into a master map several Mind Maps that have been packed using Pack & Go:

- Open your master map in OpenMind.
- Open each packed map in turn. Each document opens in a separate window.
- Merge each packed map into your master map by copying its root (Edit > Copy or [Command] C) and pasting it onto the relevant branch of your master map. See "Moving a branch" for more information about copying and pasting branches.

Importing

Introduction

OpenMind lets you import documents from the following formats:

- Microsoft® Word® .docx format.
- Microsoft PowerPoint® .pptx format.

To import such files simply use **File > Open**. See "Opening a Mind Map" for more information.

To save a file after importing, use **File > Save As** to save it as a new OpenMind document.

Importing from Word format

OpenMind lets you import Microsoft® Word .docx documents. If the Word format document was originally created by exporting from OpenMind, the new Mind Map will have the same branch structure and layout as the original Mind Map. Otherwise, in order to see a useful branch structure after importing, the document should be organized in paragraphs containing headings defined with the Microsoft Word heading styles "Heading 1" through to "Heading 9".

OpenMind imports each paragraph of the Word document as a branch at the relevant level. In other words paragraphs with a Heading 1 title become main branches, paragraphs with a Heading 2 title become sub-branches, paragraphs with a Heading 3 title become sub-sub-branches and so on.

If the Word document starts with a main heading with the style "Title", then this heading is used as the root name. Otherwise the name of the Word document is used as the root name.

Procedure

- Choose **File > Open** or press [Command] O.
- Select the .docx document you want to import.
- Click **Open**.

There may be elements of the Word document that OpenMind cannot import. If this is the case, OpenMind displays a dialog listing these elements.

Warning: When exporting a Mind Map to Word, OpenMind inserts bookmarks in the Word document to keep track of how the various elements should be re-imported back into OpenMind if you choose to do so. You should take care not to delete these bookmarks, which are hidden by default. To make them visible while you work, select 'Show bookmarks' in the View tab of the Tools > Options dialog in Word. In Word 2007 click the Office button (top left) then select Word Options, Advanced, 'Show bookmarks'.

Relationship between Word and OpenMind elements and objects

The following table indicates how OpenMind converts the various elements of your Word document to OpenMind elements and objects.

Word element	Imported in OpenMind as
Title (with Title style)	Root of the Mind Map If the Word document does not contain a Title heading at its very top, the name of the Word document is used as root name.
Heading 1 (with Heading 1 style)	Main branch
Heading 2 (with Heading 2 style)	Sub-branch of the corresponding higher level branch
and so on until...	
Heading 9 (with Heading 9 style)	Sub-branch of the corresponding higher level branch
Regular text (with Normal style)	Imported as a text note of the corresponding branch If the document was created by exporting an original OpenMind Mind Map, imported as text note or floating comment of the corresponding branch as in the original document
Picture embedded in paragraph heading	Floating picture of the corresponding branch If the document was created by exporting an original OpenMind Mind Map, imported as branch picture, floating picture or attached picture file of the corresponding branch as in the original document
Picture embedded in body text	Imported as a picture embedded in a text note of the corresponding branch
Comment	Pop-up comment for the corresponding branch

Importing from PowerPoint format

OpenMind lets you import Microsoft® PowerPoint presentations saved using the .pptx file format.

- If the presentation was created by exporting an OpenMind document, the original branch structure of the OpenMind document is preserved, provided that you have not removed any slide. If you have added new slides, they are imported as main branches.
- Otherwise, the title of the first slide becomes the root name of the new OpenMind document. Each bulleted list item of the first slide becomes a new main branch. All the other slides are imported as further main branches. If a slide contains a bullet list, each bulleted list item becomes a sub-branch of the corresponding OpenMind branch.

Procedure

- Choose **File > Open**.
- Select the .pptx document you want to import.
- Click **Open**.


Note: There may be elements of the PowerPoint presentation that OpenMind cannot import. If this is the case, OpenMind displays a dialog listing these elements.

Inspectors and properties: Overview

Many OpenMind components, such as the views, the root, the branches and any attached objects have specific properties, displayed in one or other of the inspectors. You can use the inspectors to make any necessary changes to these properties, as described in "Using the inspectors."

The inspectors you see depend on what is selected. For example, the Branch inspector displays only if a branch is selected. If nothing is selected you will see the view inspector for the view you are in, for example the Mind Map View inspector or the Timeline View inspector.

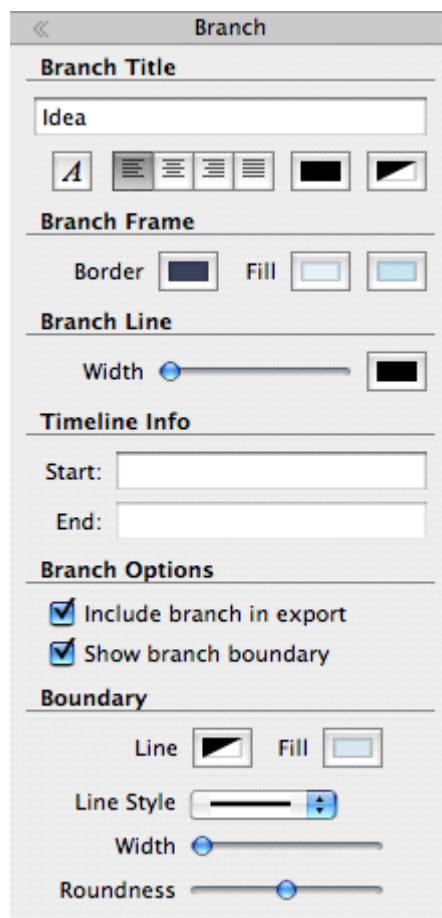
By default, the inspectors display at the left of the workspace. To expand or collapse an inspector click the chevrons (>> or <<) at the left of its title bar. If you prefer to see the inspectors in a separate window, you can change OpenMind's display mode. See "The OpenMind workspace."

Display of the inspectors can be toggled on or off by clicking the Inspector icon .

The topics in this section describe in detail the properties available on each of the OpenMind inspectors.

Branch inspector

This inspector displays when a branch or sub-branch is selected. In Multiple Windows mode you can choose Tools > Branch to display the inspector (see "The OpenMind workspace").



Note: Some properties apply only in certain circumstances. For example, the Branch Frame properties have no effect if the branch does not have a frame, as is the case if you use the Left/Right or Top Down views, or Style 12 in the Mind Map view. And branch text size cannot be changed in the Timeline view.

Title

You can edit the title or enter a new one by typing in the input field. If 'Word wrap text' is selected on the View inspector for the current view, your text will automatically be wrapped when you finish editing. To force the start a new line, for example if 'Word wrap text' is not selected, press [Option] Enter. Only one line can be displayed at a time in the inspector. When editing you can use the up and down arrow keys to move between lines.

Below the title text are icons that allow you change its font, alignment (you can resize the frame of a branch by dragging the left or right edge, so it can be wider than the title text) and/or color. The second color icon changes the text background color.

*Tip: To copy formatting (colors, fonts and so on) from one branch to another, select the first branch and choose **Format > Copy Style** or press [Option] [Command] C. Then select the target branch or branches and select **Format > Paste Style** or press [Option] [Command] V.*

Frame

Border: Click to choose a new color for the border surrounding the branch shape.

Fill: Click the first color icon to choose a new color for the background of the currently selected branch. Click the second color icon if you want to choose a second color in order to achieve a gradient effect.

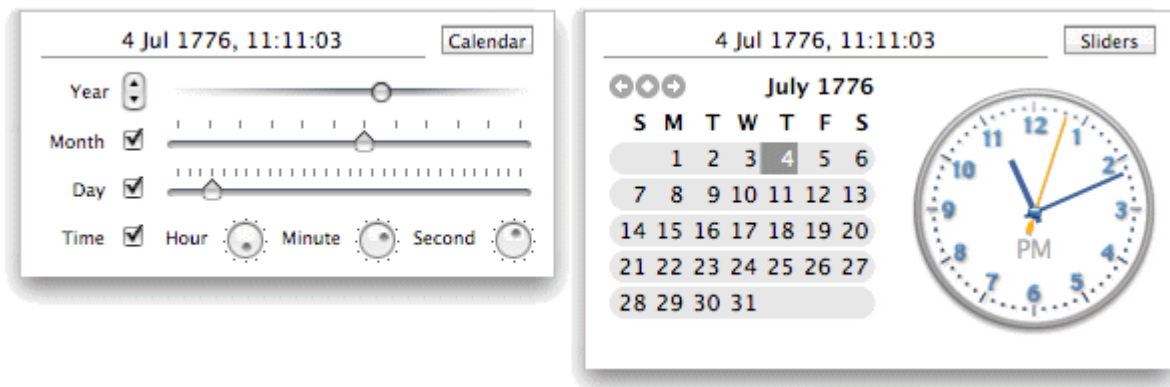
Line

Width: Use the slider to adjust the width of the line connecting the branch to its parent.

Color: To the right of the slider is a color icon that lets you change the color of the line.

Timeline Info

Start: If you are creating a timeline, you can enter a start time for the selected branch in this field. When you start typing an assistant panel displays automatically. You can continue typing the data directly and OpenMind will interpret what you type if it can, or you can use the assistant panel. Click **Sliders** or **Calendar** to see different versions of the panel.



How precisely you specify the date and/or time will depend on your subject. For example, for a historical subject, if you are using the Standard timescale, you might choose just a year, or just a year and month, without specifying an exact date or time. See "Inserting time information" in the Basic Tasks section of this User Guide for information about timescales and entering dates and times.

If you are working in the Geological timescale, you can use decimals. So, if millions is selected, -1.45 will mean 1,450,000 years ago. The abbreviations 'ty' and 'my' are used for thousands of years and millions of years.

End: You can optionally enter an end time for the selected branch in this field. You do not need to specify an end time if your event has no extended duration. For example, to enter the date of an event that happened on a particular day, all you need to do is to specify the date as the Start time.

The assistant panels for the End field usually display a checkbox 'Include ... in the period'. If the box is selected the timeline bar will run to the end of the End time you entered; if the box is not selected the timeline bar will run to the beginning of the End time you entered. See "Inserting time information" for more details.

Note: You can also enter time information directly in the Outline view or the Timeline Outline panel shown in the Timeline view.

Options

Include branch in export: This option is selected by default, so that the branch (and its sub-branches) will be included in any export to another format (HTML, Word, PowerPoint and so on). Disable it if you do not want the branch or its sub-branches to be exported.

Show branch boundary: Select this box to show a boundary around the branch and all its sub-branches.

Boundary

These options are displayed only if 'Show branch boundary' is selected.

Line: Click to choose a new color for the boundary line.

Fill: Click to choose a new color for the space within the boundary.

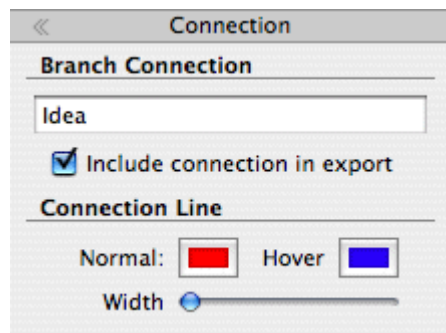
Line style: Click to choose a style for the boundary.

Width: Use the slider to adjust the width of the boundary line.

Roundness: Use the slider to determine how rounded the corners of the boundary should be.

Connection inspector

This inspector displays when a branch connection is selected.



Branch Connection

The name given to the branch connection is, by default, the name of the end branch. You can change this if necessary by editing the text here.

Include connection in export: This option is selected by default. Disable it if you intend to export your map to another format (HTML, Word and so on) but do not want the branch connection to be exported.

Connection Line

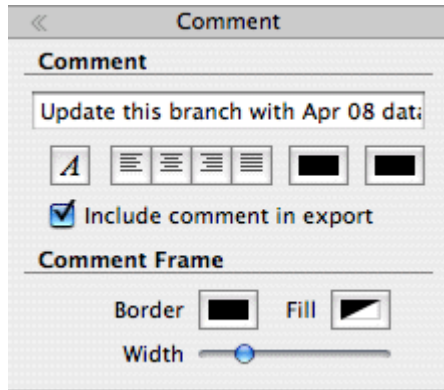
Normal: Click to choose a new color for the branch connection.

Hover: Click to choose a new hover color for the branch connection. This is the color taken by the branch connection when you just move the mouse pointer over it.

Width: Edit this field to increase or decrease the width of the branch connection.

Floating Comment inspector

This inspector displays when a floating comment is selected.



Comment

You can edit the comment or enter a new one by typing in the input field. To force the start a new line press [Option] Enter. Only one line can be displayed at a time in the inspector. When editing you can use the up and down arrow keys to move between lines.

Below the comment text are icons that allow you change its font, alignment and/or color. The second color icon changes the background color.

Include comment in export: This option is selected by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the floating comment to be exported.

Note: Floating comments that are not connected to a branch are never exported, except to picture files.

Comment Frame

Border: Click the small rectangle to choose a new color for the frame surrounding the comment.

Fill: Click the small rectangle to choose a new frame fill color.

Width: Use the slider to increase or decrease the width of the frame surrounding the comment.

Connection Line

These options are displayed only if the comment is attached to a branch.

Width: Edit this field to increase or decrease the width of the line connecting the floating comment to the branch.

Color: Click the color icon to choose a new color for the line connecting the floating comment to the branch.

Icon inspector

This inspector displays when a branch or sub-branch is selected. It displays a palette of icons that can be selected for display on the branch or sub-branch.

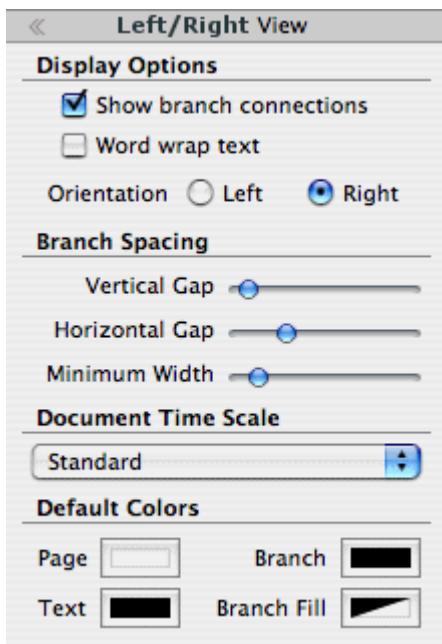


Select an icon to display it on the selected branch or root. Deselect an icon to remove it from the selected branch or root.

See "Inserting icons" for more information.

Left/Right View inspector

This inspector displays when the Left/Right View is selected.



Document Info

Author: The name of the author of the document. You can edit this as necessary.

Display Options

Show branch connections: This box is selected by default. Deselect it if you do not want branch connections to be visually represented on your map. See "Creating branch connections" for more information.

Word wrap text: Select this option if you want the text to wrap automatically to the next line when you enter long branch names. This setting applies to all the branches of your document.

Orientation: Select **Left** to display the Mind Map from left to right (with the root on the left) or **Right** to display the Mind Map from right to left.

Branch Spacing

Vertical gap: The value determines the vertical spacing between each set of branches. The default value depends on the view used.

Horizontal gap: The value determines the horizontal spacing between each set of branches. The default value depends on the view used.

Minimum width: The value determines the minimum length of the horizontal part of the branch underlying the branch label. However if the branch label is longer than the minimum width defined here, OpenMind chooses a branch width sufficient to underline the entire label.

Document Time Scale

Here you select a timescale for the document. See "Inserting time information" in the Basic Tasks section of this User Guide for information about timescales.

Caution: If you change the timescale of a document you will lose any time data that it already contains.

Default Colors

The colors specified here apply to the Left/Right view only.

Page: Click to choose a new color for the page (i.e. the workspace).

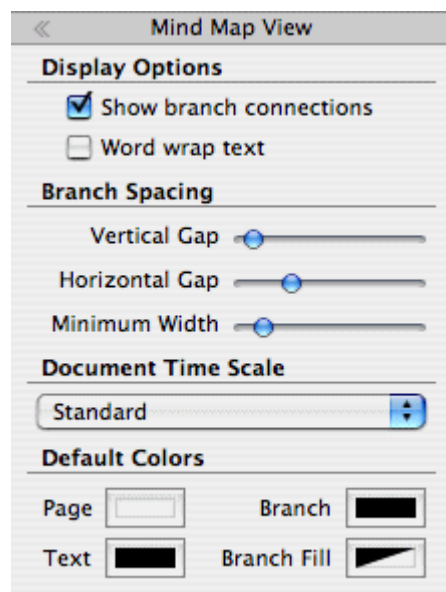
Text: Click to choose a new default color for root and branch labels. This is the text color that is used for all new branches and for all existing branches in the Left/Right view, **except** those that have been assigned a different text color by the current style or by using the Root or Branch inspector.

Branch: Click to choose a new default color for the branches and sub-branches of your map. This is the color that is used for all new branches and for all existing branches in the Left/Right view, **except** those that have been assigned a different color by the current style or by using the Root or Branch inspector.

Branch fill: Click to choose a new default color for the label background of all the branches and sub-branches of your map. This is the fill color that is used for all new branches and for all existing branches in the Left/Right view, **except** those that have been assigned a different fill color by the current style or by using the Root or Branch inspector.

Mind Map View inspector

This inspector displays when the Mind Map View is selected.



Document Info

Author: The name of the author of the document. You can edit this as necessary.

Display Options

Show branch connections: This box is selected by default. Deselect it if you do not want branch connections to be visually represented on your map. See "Creating branch connections" for more information.

Word wrap text: Select this option if you want the text to wrap automatically to the next line when you enter long branch names. This setting applies to all the branches of your document.

Branch Spacing

Vertical gap: The value determines the vertical spacing between each set of branches. The default value depends on the view used.

Horizontal gap: The value determines the horizontal spacing between each set of branches. The default value depends on the view used.

Minimum width: The value determines the minimum length of the horizontal part of the branch underlying the branch label. However if the branch label is longer than the minimum width defined here, OpenMind chooses a branch width sufficient to underline the entire label.

Document Time Scale

Here you select a timescale for the document. See "Inserting time information" in the Basic Tasks section of this User Guide for information about timescales.

Caution: If you change the timescale of a document you will lose any time data that it already contains.

Default Colors

The colors specified here apply to the Mind Map view only.

Page: Click to choose a new color for the page (i.e. the workspace).

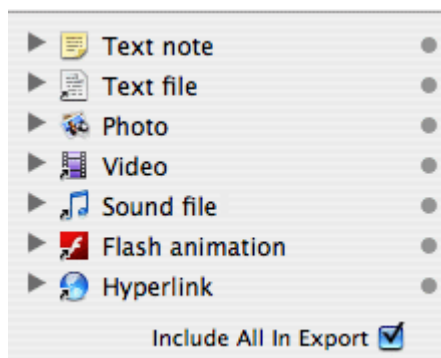
Text: Click to choose a new default color for root and branch labels. This is the text color that is used for all new branches and for all existing branches in the Mind Map view, **except** those that have been assigned a different text color by the current style or by using the Root or Branch inspector.

Branch: Click to choose a new default color for the branches and sub-branches of your map. This is the color that is used for all new branches and for all existing branches in the Mind Map view, **except** those that have been assigned a different color by the current style or by using the Root or Branch inspector.

Branch fill: Click to choose a new default color for the label background of all the branches and sub-branches of your map. This is the fill color that is used for all new branches and for all existing branches in the Mind Map view, **except** those that have been assigned a different fill color by the current style or by using the Root or Branch inspector.

Object List inspector

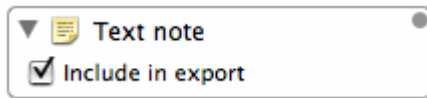
This inspector displays properties for objects attached to a root, branch or sub-branch. To display this inspector, select a root, branch or sub-branch that has one or more attached objects.



Include all in export: This checkbox allows you to change the 'Include in export' settings for all objects at once. You can also change them individually (see below). The circle to the right of each object indicates whether the property is enabled for that object (●) or not (○).

Click the icon of an object to display and/or modify its properties.

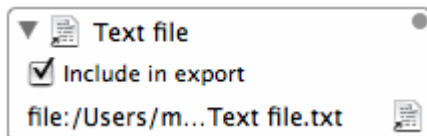
Text note object



By default, the name of the object is the first few words of its initial text. You can change it if you want to.


The setting 'Include in export' is enabled by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the object to be exported.

Text file object

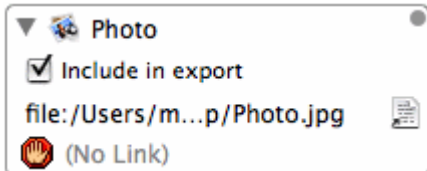


By default, the name of the object is the text file name. You can change it if you want to.

The setting 'Include in export' is enabled by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the object to be exported.


The path of the attached text file is shown. You can enter a new folder and/or file name or click the Browse icon  to choose a different text file.

Picture file object







By default, the name of the object is the picture file name. You can change it if you want to. If you export your document to HTML, this picture name will also be inserted in the Alt meta-tag for the picture in the .html file. When viewing the HTML page in the browser and moving the mouse pointer over the picture, you will therefore see the name of the picture appear in a small frame under the picture.

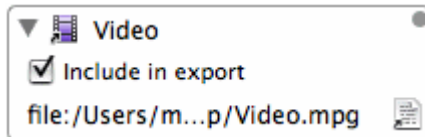
The setting 'Include in export' is enabled by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the object to be exported.

The path of the attached picture file is shown. You can enter a new folder and/or file name or click the Browse icon  to choose a different picture file.

If you intend to export to HTML, and you want to use the picture to activate a link, click the link icon at the bottom to choose (or change) the link type. The icon changes to indicate the link type, and the inspector now lists additional properties:


- For a file link () or folder link (), you can edit the path of the file link or enter a different path.
- For a Web link (), you can edit the URL of the link or enter a different web address. Select 'Open link in new window' if you want the link to open in a new browser window.
- For an Email link () you can edit the email address of the link or enter a different address.

Video file object

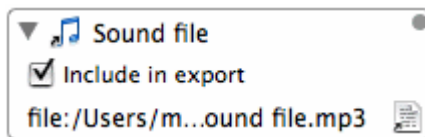


By default, the name of the object is the video file name. You can change it if you want to.

The setting 'Include in export' is enabled by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the object to be exported.


The path of the attached video file is shown. You can enter a new folder and/or file name or click the Browse icon  to choose a different video file.

Sound file object

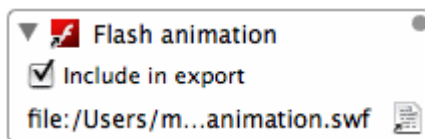


By default, the name of the object is the sound file name. You can change it if you want to.

The setting 'Include in export' is enabled by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the object to be exported.


The path of the attached sound file is shown. You can enter a new folder and/or file name or click the Browse icon  to choose a different sound file.

Flash file object

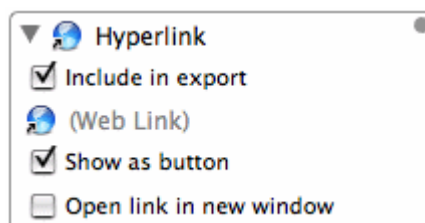


By default, the name of the object is the Flash file name. You can change it if you want to.

The setting 'Include in export' is enabled by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the object to be exported.

The path of the attached Flash file is shown. You can enter a new folder and/or file name or click the Browse icon  to choose a different Flash file.



Hyperlink



By default, the hyperlink is untitled. Enter a suitable name for it. If you export your map to another format (HTML, Word and so on) this text will appear as hypertext or on a button.

The setting 'Include in export' is enabled by default. Disable it if you do not want this object to be exported if you export the map.

Click the link icon to choose (or change) the link type. You can edit the link properties as necessary.

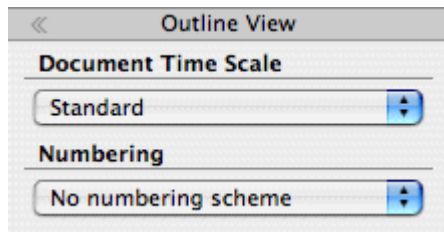
- For a file link () or folder link (), you can edit the path of the file link or enter a different path.

- For a Web link (🌐), you can edit the URL of the link or enter a different web address. Select 'Open link in new window' if you want the link to open in a new browser window.
- For an Email link (✉), you can edit the email address of the link or enter a different address.

Select 'Show as button' if you want the link to be displayed as a button rather than hypertext in exported output.

Outline View inspector

This inspector displays when the Outline View is selected.



Document Info

Author: The name of the author of the document. You can edit this as necessary.

Document Time Scale

Here you select a timescale for the document. See "Inserting time information" in the Basic Tasks section of this User Guide for information about timescales.

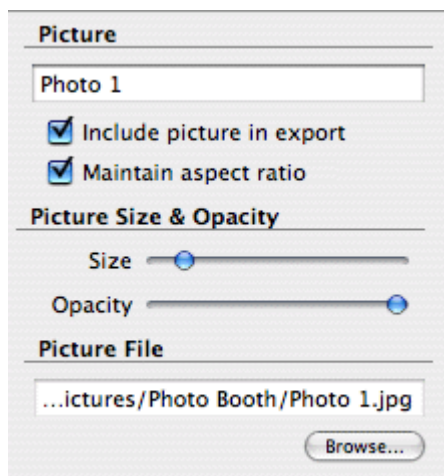
Caution: If you change the timescale of a document you will lose any time data that it already contains.

Numbering

If you want branches in the Outline View to be numbered, select a numbering style from the list.

Picture inspector

This inspector displays when a floating picture, or a branch that has a branch picture, is selected.



Picture

By default, the name of the picture is the name of the picture file. You can however replace it with a name of your choice.

If you export your document to HTML, this picture name will also be inserted in the Alt meta-tag for the picture in the .html file. When viewing the HTML page in the browser and moving the mouse pointer over the picture, you will therefore see the name of the picture appear in a small frame under the picture.

Include picture in export: This option is selected by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the picture to be exported. **Note:** Floating pictures that are not connected to a branch are never exported, except to picture files.

Maintain aspect ratio: This option is selected by default. Disable it if you do not want to preserve the proportions of the picture (in other words, the ratio between its width and its height) when resizing it.

Picture Size & Opacity

Opacity: Use the slider to adjust the opacity from completely transparent (leftmost setting) to fully opaque (rightmost setting).

If 'Maintain aspect ratio' is selected:

Size: Use the slider to adjust the size of the picture.

If 'Maintain aspect ratio' is **not** selected:

Width: Use the slider to adjust the width of the picture.

Height: Use the slider to adjust the height of the picture.

Connection Line

These options are displayed only if the picture is attached to a branch.

Width: Edit this field to increase or decrease the width of the line connecting the floating picture to the branch.


Color: Click the color icon to choose a new color for the line connecting the floating picture to the branch.

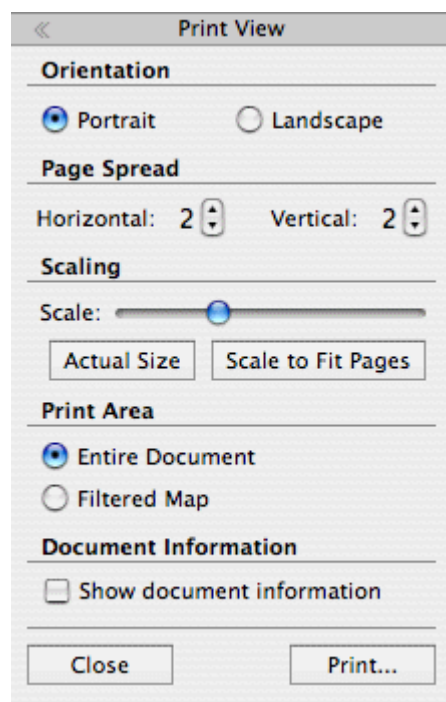
Picture File

This section displays only if the branch picture is an external file, rather than a picture from the Multimedia Catalog.

You can enter a new folder and/or file name or click the Browse button to choose a different picture.

Print View inspector

This inspector displays when you click the Print Preview icon  or choose **File > Print preview**. See "Printing a Mind Map" for more information.



Orientation

Choose Portrait to print on vertically oriented page(s) or Landscape to print on horizontally oriented page(s).

Page Spread

These options allow you to spread your map on several pages. This is very useful for large maps. If for instance your map is quite wide (as may be the case in Top Down view), you can increase the horizontal page spread number to ensure that its entire contents will be printed at a suitable size.

Scaling

Scale: Use the slider to resize the print image on the page(s).

Actual Size: Click to print the map at its actual size. If your map is large, this may mean that some part of it will be outside the print area.

Scale to Fit Pages: Click to resize the map so that its entire contents fit on the single page or page spread chosen.

Print Area

These options are available if the map is being filtered on a particular branch (see "Filtering a branch"). Select 'Entire Document' to print the entire map or 'Filtered Map' to print only the filtered branch and its sub-branches.

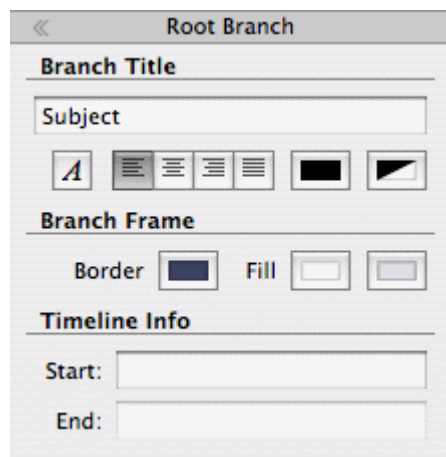
Document Information

If you select 'Show document information', the name of the author and the date at which the map was last modified will be shown in the lower right corner of the printed page. If you are printing the map on several pages, this information is shown on the last page in the range.

Root Branch inspector

This inspector displays when a root branch is selected.

Note: Some properties apply only in certain circumstances. For example, in the Timeline view, text properties for the root branch cannot be changed.



Title

You can edit the title or enter a new one by typing in the input field. If 'Word wrap text' is selected on the View inspector for the current view, your text will automatically be wrapped when you finish editing. To force the start a new line, for example if 'Word wrap text' is not selected, press [Option] Enter. Only one line can be displayed at a time in the inspector. When editing you can use the up and down arrow keys to move between lines.

Below the title text are icons that allow you change its font, alignment (you can resize the frame of a branch by dragging the left or right edge, so it can be wider than the title text) and/or color. The second color icon changes the text background color.

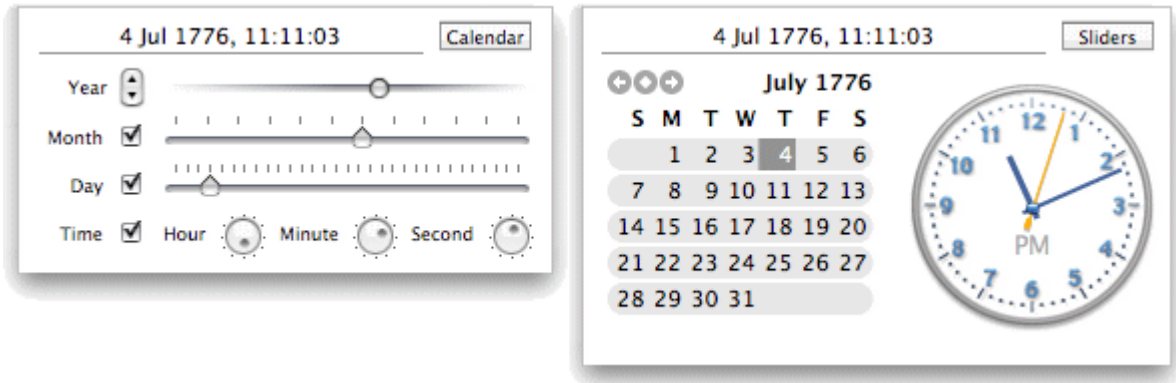
Frame

Border: Click to choose a new color for the border surrounding the root shape.

Fill: Click the first color icon to choose a new color for the background of the selected root. Click the second color icon if you want to choose a second color in order to achieve a gradient effect.

Timeline Info

Start: If you are creating a timeline, you can enter a start time for the root branch in this field. You can type directly in the box, or make selections in the **Sliders** or **Calendar** assistant panels which display automatically.



How precisely you specify the date and/or time will depend on your subject. For example, for a historical subject, if you are using the Standard timescale, you might choose just a year, or just a year and month, without specifying an exact date or time. See "Inserting time information" in the Basic Tasks section of this User Guide for information about timescales and entering dates and times.

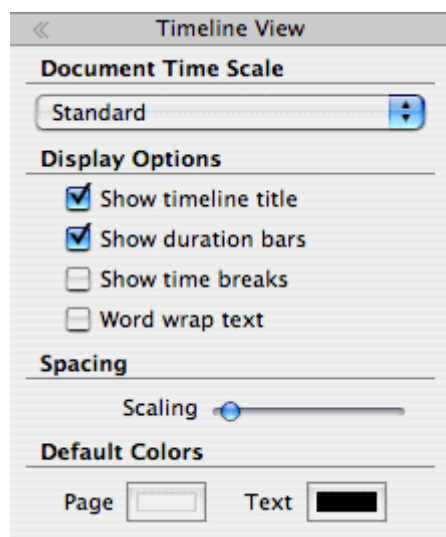
End: You can optionally enter an end time for the selected branch in this field. You do not need to specify an end time if your event has no extended duration. For example, to enter the date of an event that happened on a particular day, all you need to do is to specify the date as the Start time.

The assistant panels for the End field usually display a checkbox 'Include ... in the period'. If the box is selected the timeline bar will run to the end of the End time you entered; if the box is not selected the timeline bar will run to the beginning of the End time you entered. See "Inserting time information" for more details.

Note: You can also enter time information directly in the Outline view or the Timeline Outline panel shown in the Timeline view.

Timeline View inspector

This inspector displays when the Timeline View is selected.



Document Info

Author: The name of the author of the document. You can edit this as necessary.

Document Time Scale

Here you select a timescale for the document. See "Inserting time information" in the Basic Tasks section of this User Guide for information about timescales.

Caution: If you change the timescale of a document you will lose any time data that it already contains.

Display Options

Show timeline title: By default, the timeline displays the root name as title, or, if you have applied a filter to a branch, the name of that branch. Deselect this property if you don't want to see a title, or if you prefer to create your own title by inserting a floating comment in the timeline.

Show duration bars: By default, if you have entered both a start time and an end time for a particular event, the duration of the event is shown as a bar below the time axis. Deselect this property if you do not want to see these duration bars below the time axis.

Show time breaks: Select this option to replace empty space on the time axis with one or more break marks. This optimizes the use of the horizontal space when events are not evenly distributed along the timeline. For example, if you have a timeline of ancient history with some events before the year 2800 BC and the remaining events after the year 2000 BC, inserting breaks replaces the empty central section of the time axis with a break mark.

Word wrap text: Select this option if you want the text to wrap automatically to the next line when you enter long branch names. This setting applies to all the branches of your document.

Spacing

Scaling: The slider increases or decreases the level of detail on the time axis. Expanding the scale makes the timeline less crowded as a given period of time occupies more horizontal space. As a result, you may start seeing more detail on the time axis. For instance, instead of having ticks every 5 years, you might now have a tick for every year. As you continue expanding the scale, you might see months and days appear on the time axis.

Events on the timeline do not change size when you expand the scale: they move apart horizontally, and they may also move vertically nearer the time axis as more space becomes available. Contracting the scale has the reverse effect.

Default Colors

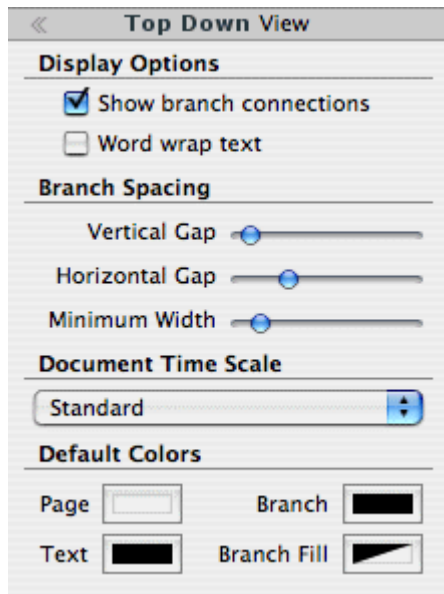
The colors specified here apply to the Timeline view only.

Page: Click to choose a new color for the page (i.e. the workspace).

Text: Click to choose a new default color for root and branch labels. This is the text color that is used for all new branches and for all existing branches in the Timeline view, **except** those that have been assigned a different text color using the Root or Branch inspector.

Top Down View inspector

This inspector displays when the Top Down View is selected.



Document Info

Author: The name of the author of the document. You can edit this as necessary.

Display Options

Show branch connections: This box is selected by default. Deselect it if you do not want branch connections to be visually represented on your map. See "Creating branch connections" for more information.

Word wrap text: Select this option if you want the text to wrap automatically to the next line when you enter long branch names. This setting applies to all the branches of your document.

Branch Spacing

Vertical gap: The value determines the vertical spacing between each set of branches. The default value depends on the view used.

Horizontal gap: The value determines the horizontal spacing between each set of branches. The default value depends on the view used.

Minimum width: The value determines the minimum length of the horizontal part of the branch underlying the branch label. However if the branch label is longer than the minimum width defined here, OpenMind chooses a branch width sufficient to underline the entire label.

Document Time Scale

Here you select a timescale for the document. See "Inserting time information" in the Basic Tasks section of this User Guide for information about timescales.

Caution: If you change the timescale of a document you will lose any time data that it already contains.

Default Colors

The colors specified here apply to the Top Down view only.

Page: Click to choose a new color for the page (i.e. the workspace).

Text: Click to choose a new default color for root and branch labels. This is the text color that is used for all new branches and for all existing branches in the Top Down view, **except** those that have been assigned a different text color by the current style or by using the Root or Branch inspector.

Branch: Click to choose a new default color for the branches and sub-branches of your map. This is the color that is used for all new branches and for all existing branches in the Top Down view, **except** those that have been assigned a different color by the current style or by using the Root or Branch inspector.

Branch fill: Click to choose a new default color for the label background of all the branches and sub-branches of your map. This is the fill color that is used for all new branches and for all existing branches in the Top Down view, **except** those that have been assigned a different fill color by the current style or by using the Root or Branch inspector.

Keyboard shortcuts

The table below lists all the keyboard shortcuts provided by OpenMind.

Keyboard shortcut	Description
Enter	Add a new branch at the same level as the selected branch
[Option] Enter	Add a new sub-branch to the selected branch
[Shift] Enter	Add a pre-branch to the selected branch
Delete	Delete the selected branch or element
Up	Select the branch placed above the currently selected branch
[Option] Up	Move the selected branch up (Mind Map, Left/Right and Outline views only)
Down	Select the branch placed below the currently selected branch
[Option] Down	Move the selected branch down (Mind Map, Left/Right and Outline views only)
Left	Select the branch to the left of the currently selected branch in the map. In the Outline view, collapse the selected branch.
[Option] Left	Move the selected branch left (Top Down view only)
Right	Select the branch to the right of the currently selected branch in the map. In the Outline view, expand the selected branch.
[Option] Right	Move the selected branch right (Top Down view only)
[Option] [Command] 1	Mind Map view
[Option] [Command] 2	Top down view
[Option] [Command] 3	Left/Right view
[Option] [Command] 4	Outline view
[Option] [Command] 5	Timeline view
[Command] A	Select all
[Command] B	Make selected text bold
[Command] I	Italicize selected text
[Command] U	Underline selected text
[Command] +	Increase size of selected text
[Command] -	Decrease size of selected text
[Command] Right	Expand or collapse the sub-branches below the selected branch.

[Shift] [Command] C	Show Colors dialog
[Command] ?	Help
Spacebar	Edit the name of the selected branch or the selected floating comment
[Option] [Command] B	Toggle Brainstorm mode
[Option] [Command] =	Resize the map so that it fits entirely in the workspace
[Command] :	Spelling dialog
[Command] ;	Spell check the selected element
[Command] ,	Preferences dialog
[Command] E	Export dialog
[Option] [Command] E	Display text note editor panel or window
[Option] [Command] F	Toggle Full Screen mode
[Option] [Command] O	Display overview panel or window
[Option] [Command] N	Insert or edit a pop-up comment on the selected branch
[Option] [Command] [Specify a start time for the selected branch
[Option] [Command]]	Specify an end time for the selected branch
[Command] F	Find and replace text in document
[Command] G	Find next
[Shift] [Command] G	Find previous
[Command] M	Minimize window
[Option] [Command] M	Open the Multimedia Catalog
[Command] N	Create a new document
[Command] W	Close the active document
[Command] O	Open and browse for an existing document
[Command] P	Print the active document
[Shift] [Command] P	Print preview
[Command] S	Save the active document
[Shift] [Command] S	Save the active document under a new name
[Option] [Command] T	Special characters
[Command] Z	Undo the last action
[Shift] [Command] Z	Reverse the last Undo
[Command] C	Copy the selected data to the clipboard
[Option] [Command] C	Copy style to the clipboard
[Command] X	Cut the selected data to the clipboard
[Command] V	Paste the data contained in the clipboard to the selected destination
[Option] [Command] V	Paste style from the clipboard
[Command] =	Zoom to Fit

[Shift] [Command] >	Zoom in
[Shift] [Command] <	Zoom out
[Command] `	Switch between open documents

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