

MindView User Guide

Table of Contents

Introduction	5
Trademarks	5
MindView Windows and macOS – End User License Agreement	6
Welcome	13
What's new in MindView 8.....	17
Important terms	19
Installation and login.....	22
Installing MindView	22
Logging in	24
Support	27
Getting help	27
Reporting a problem	28
Quick Start.....	29
First step: Creating the mind map	30
Second step: Enhancing the mind map.....	32
User Guide	38
Setting up.....	38
Setting up your workspace	38
Setting up your preferences.....	45
Basic tasks.....	50
Creating a mind map.....	50
Saving a mind map	52
Opening a mind map.....	54
Entering a branch label	55
Inserting branches	56
Designing a mind map	60
Viewing a mind map.....	63
Zooming in and out	67
Inserting text notes.....	69
Inserting comments.....	74
Inserting icons	77
Inserting pictures.....	80
Inserting task data.....	84
Inserting timeline data.....	87
Inserting calculation values.....	91

Printing a mind map	99
Further tasks.....	101
Formatting a branch.....	101
Editing branch data	104
Moving a branch	106
Focusing on a branch	108
Creating sub-maps of selected branches	110
Filtering a mind map	112
Using conditional formatting	115
Attaching objects.....	118
Inserting audio notes.....	120
Dictating text	122
Creating hyperlinks	124
Creating branch connections	126
Capturing text and images	128
Inserting items from the Research panel.....	131
Finding and replacing text.....	133
Using predictive suggestions	134
Setting up suggestion sources.....	136
Inserting a new root	141
Detaching a branch.....	141
Setting a password	143
Tracking changes.....	144
Working with legends.....	145
Presenting a mind map.....	147
Checking a mind map	149
Packing a mind map	150
Sending a mind map.....	152
Publishing a mind map.....	153
Creating project reports	155
Using the Picture Catalog	157
Using the Properties dialog.....	163
Using the Overview panel.....	165
Using the Object list.....	166
Using online workspaces.....	167
Understanding online workspaces.....	167
Managing online workspaces	168
Opening and saving online documents.....	170
Collaborating on a MindView Drive document.....	171
Managing files on MindView Drive.....	175
Views	179
Using different views.....	179

Understanding document types	181
Mind Mapping views	185
Timeline view	188
Outline view	194
Gantt view	198
Spellchecking	247
Using the spellchecker	247
Spellchecking options	250
Sources and citations	254
Managing sources	254
Importing and exporting sources	259
Using citations	261
Using MindView Assist	264
Installing the app and logging in	264
Navigating and setting up the app	266
Working with research notes	269
Working with folders and sources	272
Exporting	275
Introduction	275
Additional folders	276
Exporting to Microsoft Word	277
Exporting to Microsoft PowerPoint	283
Exporting to Microsoft Excel	287
Exporting to Microsoft Outlook task list	291
Exporting to Microsoft Project	295
Exporting to HTML	296
Exporting to PDF	318
Exporting to RTF	319
Exporting to XML	322
Exporting as picture	323
Importing	324
Introduction	324
Importing from Microsoft Word	325
Importing from Microsoft PowerPoint	328
Importing from Microsoft Excel	331
Importing from Microsoft Outlook	334
Importing from Microsoft Project	336
Importing from XML	337
Importing from other applications	338
Pen Mode	339
Working in Pen Mode	339
Speech Mode	344

Working in Speech Mode (AT Edition only).....	344
Touch Mode.....	349
Working in Touch Mode.....	349
Reference.....	351
Properties.....	352
Overview.....	352
View.....	353
Root.....	356
Branch.....	359
Branch Data.....	363
Text note.....	364
Floating comment.....	365
Floating picture.....	367
Attachment.....	369
Hyperlink.....	370
Branch connection.....	371
Task link connection.....	372
List of calculation functions.....	373
Keyboard shortcuts.....	378
Index.....	381

Introduction

Trademarks

MatchWare, MindView, MindView Drive, MindView Assist and MatchWare MindView Online are trademarks, pending trademarks or registered trademarks of MatchWare A/S.

Mind Map and Mind Mapping are registered trademarks of the Buzan Organisation.

Microsoft, Microsoft Office, Microsoft SharePoint, Microsoft OneDrive, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Project, Microsoft Outlook, Microsoft FrontPage, Microsoft Windows, Windows Media Player, Visual C++, Microsoft Edge and Internet Explorer are trademarks or registered trademarks of Microsoft Corporation.

Mac and macOS are trademarks of Apple Inc., registered in the U.S. and other countries.

IOS is a trademark or registered trademark of Cisco in the U.S. and other countries and is used by Apple Inc. under license.

The 2007 Microsoft Office Fluent User Interface is subject to protection under U.S. and international intellectual property laws and is used by MatchWare A/S under license from Microsoft.

WorldCat and the WorldCat logo are trademarks/service marks of OCLC Online Computer Library Center, Inc.

Mendeley is a trademark of Elsevier Ltd.

Zotero is a registered trademark of the Corporation for Digital Scholarship.

Nuance, the Nuance logos, the Dragon logos, Dragon NaturallySpeaking, NaturallySpeaking, DragonBar and Select-and-Say are trademarks or registered trademarks of Nuance Communications, Inc. or its affiliates in the United States and/or other countries.

Android, YouTube and Google Drive are trademarks of Google Inc.

Certain portions of Word Prediction copyright © Texthelp Ltd 2015

Other brand or product names are trademarks or registered trademarks of their respective holders.

This Product is copyrighted © 2002-2022 by MatchWare A/S. All rights reserved.

Information given in this documentation can be changed and represents no obligation on MatchWare, its Publishers or Agents. This documentation is copyrighted © 2002-2022 by MatchWare A/S. All rights reserved. This documentation is not to be copied, photocopied, reproduced, translated or transferred to an electronic media or machine sensible form without a written authorization from MatchWare or its Publishers.

IMPORTANT You should read the following MatchWare License Agreement (EULA) carefully. If you install, copy, download, or use this software Product, you agree to be bound by the terms of this agreement. If you do not agree with the conditions, you are not entitled to install and use the software, and should immediately return the software package and all other material in this package along with proof of payment, to the authorized dealer from whom you obtained it for a full refund of the price you paid. Do not make any illegal copies.

MindView Windows and macOS – End User License Agreement

These are the Terms of the End User License Agreement (Agreement) that govern Your rights to use the Product and the free trial of the Product. This Agreement, unless explicitly stated, also govern any additional features that may be added to the Product.

BY ACCEPTING THIS AGREEMENT, BY CLICKING A BOX INDICATING YOUR ACCEPTANCE OF THIS AGREEMENT, YOU AGREE TO THE TERMS OF THIS AGREEMENT. IF YOU ARE ENTERING INTO THIS AGREEMENT ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY AND ITS AFFILIATES TO THESE TERMS AND CONDITIONS, IN WHICH CASE THE TERMS "YOU" OR "YOUR" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, YOU MUST NOT ACCEPT THIS AGREEMENT AND MAY NOT USE THE SERVICES.

1. DEFINITIONS

"MatchWare" means the MatchWare company described in Section 13.3 (Who You Are Contracting With, Notices, Governing Law and Jurisdiction).

"Product" means the desktop versions of MindView for Windows and MindView for macOS and included services such as MindView Drive, MindView Assist and Public Maps.

"Subscription" means a subscription such as MindView Suite Subscription, Educational Subscription, or Enterprise Subscription purchased from MatchWare, which defines how many users are allowed to access the Product for the period of time covered by the Subscription.

"Free Trial" means the Product made available by MatchWare for testing purposes without any expense to You for a designated period of time. MatchWare reserves the right to determine the length of the trial period and to change the feature offering made available during such trial period.

"User Guide" means the online User Guide for the Product, as updated from time to time.

"Third Party Applications" mean any external applications that the Product is dependent on to perform specific functions such as, but not limited to, screen sharing and data management systems.

"You" or **"Your"** means you or the entity you represent by your acceptance of this Agreement.

"Your Data" or **"Content"** means documents created by You with the Product and electronic data or information submitted by You using included services.

2. USE OF THE PRODUCT

2.1 Subscription-Based Software License

If the Product is provided to You through a Subscription such as, but not limited to, a MindView Suite Subscription, subject to Your compliance with the Terms of this Agreement and the Terms of Service for the Subscription, MatchWare grants You a non-exclusive license to install and use the Product as long as Your Subscription is valid and used in accordance with the number of licenses purchased. Your Subscription lets You use the Product on multiple devices, but only one device at a time.

2.2 Device-Based License

MatchWare grants You a non-exclusive license of the Product subject to the Terms in this Agreement.

Prior to using the license to the Product You must assign it to a device, which becomes the "licensed device". A hardware partition, blade, external hard drive, Flash drive etc. is considered to be a separate device.

You may install and use one copy of the Product on the licensed device. Further, the primary user of the licensed device may install and use another copy of the Product on a second device.

The Product license can be reassigned to another computer or user, but not within 90 days of the last assignment, so long as there is no possibility of it being used by more than one person. However, in the event of a permanent hardware failure, it can be reassigned sooner.

When using Remote Desktop technologies You may access and use the Product provided that only the primary user of the device hosting the remote desktop session accesses and uses the Product with a remote access device. You are not permitted to use the Product on both the device hosting the remote desktop session and the access device at the same time.

2.3 Restrictions and Requirements

- a. You may not rent, lease, loan or license this Product or any copy.
- b. You may not reverse-engineer, disassemble, decompile, modify or create derivative work of this Product.
- c. You may not host or stream the Product. Nor make it available for third parties remotely.
- d. You must ensure that all copyrights, trademarks and other property notices appear on any copy of the Product You make.
- e. You may not install or deploy the Product outside of the country where You purchased the license unless permitted under a volume license program that You have entered with MatchWare. MatchWare may terminate Your license and end Your Subscription if MatchWare determines that You violate this section.
- f. If You have purchased an upgrade version of the Product, it constitutes a single product with the MatchWare Product that You upgraded. For instance, the upgrade and the Product that You upgraded cannot both be available for use by two different persons at the same time and cannot be transferred separately.

2.4 Terminal Server / Non-Activation Keys

A Terminal Server is a computer allowing other Client computers to run applications on the Terminal Server such as but not limited to a Microsoft Terminal Server and a Citrix Server. If the Product is installed on a Terminal Server You need a license for each user who has access to the Product.

A Named User means a license to 1 individual person. You may add users by paying for a separate license for each user You wish to add. When installing the Product on a server which allows multiple, concurrent users to access and run the Product, You must license (purchase) additional licenses for each named user.

If You are a Government entity or approved organization that has been granted a Non-Activation key that does not require activation You must purchase a license for each named user of the Product.

If You are using a Terminal Server /Non-Activation key then You are required to sign a "Terminal Server Solution and Non-Activation License Key Program Agreement". Please contact MatchWare to enroll.

Upon reasonable notice by MatchWare, MatchWare reserves the right to request an audit of any and all users accessing the Product deployed on a Terminal Server or via a Non-Activation key on a quarterly basis. This number of audited users must be in accordance with the number of licenses purchased by You. You are required to record the number of named users utilizing the Product.

Upon reasonable notice by MatchWare, You shall grant MatchWare, at MatchWare's expense, reasonable access to Your premises, but no more than once per calendar year, for the purpose of conducting an audit of the use of the Product pursuant to the terms of this Agreement. If such audit reveals improper use of the Product by You, then MatchWare shall be entitled to invoice You for such unauthorized use in accordance with MatchWare's standard fees and legal rights at the time of the completion of such audit.

3. ACTIVATION

You must activate Your license to the Product or validate Your Subscription. When activating the Product, or validating a Subscription, certain information about the Product and the device will be sent to MatchWare. By using the Product, You consent to the transmission of this information. Failure to activate the Product, failure to validate a Subscription, or fraudulent and unauthorized use determined by MatchWare may result in reduced functionality of the Product or a termination or suspension of the Subscription.

4. OTHER LICENSES

4.1 Educational Licenses

Commercial use of Educational Licenses of this Product is prohibited.

Some educational multi-user licenses offer home use rights for teachers (and students). Any additional licenses purchased to facilitate such home use may not be installed or used on the respective educational institution premises, buildings or campus.

If You are enrolled in the Educational Subscription program for the Product, the use of the Product is subject to the Subscription Agreement and this License Agreement.

4.2 OEM Versions

An OEM version is a license of the Product that is distributed with a hardware device by the device manufacturer. An OEM version of the Product is identified as an OEM version either on the cover of the physical media and/or in the main title bar within the Product.

You may transfer all of Your rights to use the OEM version of the Product to another party only with the licensed hardware device, provided that You transfer to that person the entire Product package, physical media, documentation, and this statement, and transfer or destroy all copies in any form. Once You transfer the Product You no longer have any rights to use it. The OEM version of the Product may not be transferred separately without the hardware device.

4.3 Not For Resale versions (NFR)

MatchWare may provide trial versions or demonstration versions of the Product (Not For Resale versions). You may install and use NFR versions for the purpose agreed with MatchWare.

5. SPECIFIC SOFTWARE TERMS AND CLIPART

5.1 MindView Public Maps Library

When publishing documents to the MindView Public Maps Library, You accept and agree to the Terms of Service to the Public Maps Library (https://link.matchware.com/tos_publicmaps). You understand and agree that the documents published and shared on the Public Maps Library are viewable for everyone and can be downloaded and used by other users according to the Terms of Service.

5.2 MindView Drive

When using MindView Drive to save, share, and collaborate on documents, You accept and agree to the Terms of Service to MindView Drive (https://link.matchware.com/tos_mindviewdrive).

5.3 MindView Assist

When using MindView Assist, You accept and agree to the Terms of Service to MindView Assist (https://link.matchware.com/tos_mindviewassist).

5.4 Clipart

This Product may contain clipart ("Clipart") such as images and icons etc. All intellectual copyright for the Clipart is owned by MatchWare A/S or licensed by MatchWare A/S.

MatchWare grants You a non-exclusive, non-sublicensable right to use the Clipart in documents and websites created with this Product. There is no royalty due for such use to MatchWare. The Clipart may not be sublicensed or made available to any person or entity that does not have a legal license of this Product.

6. PRIVACY AND DATA

In the event that MatchWare is a data processor or sub-data processor of personal data in connection with a Product or the provision of Professional Services, MatchWare treats Your personal data in compliance with applicable laws. For more information, see MatchWare's [Privacy Policy](#) and [Data Security Policy](#).

7. SUPPORT

MatchWare will provide online support (Level 1) for the Product at no additional charge.

To access the FAQ: <https://faq.matchware.com/en/>

Submit questions under the "Contact" tab.

Phone support (Level 1) is provided for technical issues (including Product defects), but not custom configurations, operational inquiries or general use. Phone support can be obtained at these offices during normal business hours:

MatchWare US: 1-800-880-2810, 9am to 6pm EST

MatchWare UK: +44 208 940 9700, 9am to 6pm GMT

MatchWare France: (0)810000172, 9am to 6pm GMT+1

MatchWare Germany: 040 543764, 9am to 6pm GMT+1

MatchWare DK: +4586208820, 9am to 5pm GMT+1

For Level 2 and 3 support, which includes custom configuration, operational inquiries, general use and training, You must purchase Support Packages.

MatchWare will use its best efforts to recreate and resolve defects with respects to the Product. However, You might be asked to validate Your issues in an isolated environment in order to proceed with a resolution. If MatchWare needs to access Your Data, You must provide MatchWare written consent and acceptance therefore.

Support is available in English, French, German, and Danish.

Business hours and languages supported are subject to change by MatchWare at any given time as long as the support level is not reduced.

8. INTELLECTUAL PROPERTY RIGHTS

MatchWare A/S or its affiliates own all intellectual property rights in and to the Product and the accompanying user documentation (including all enhancements, additions, modifications, or material alterations thereto and copies thereof). You acknowledge and agree that nothing in this Agreement shall, or shall be construed to, grant You any rights to patents, copyrights, trade secrets, trade names, trademarks, or service marks within, in, or associated with MatchWare or the Product, whether registered or unregistered. MatchWare A/S retains all rights not expressly granted.

8.1 Suggestions

MatchWare will have worldwide, irrevocable, royalty-free, perpetual license to use, develop and include in the Product any suggestions, recommendations or improvement requests or feedback from You, including users, to the Product.

9. CONFIDENTIALITY

9.1 Definition of Confidential Information

"Confidential Information" means information of value to the owner of such information, not generally known to the public, and treated as confidential. Confidential Information shall include Your Data, MatchWare Confidential Information shall include the Product, and Confidential Information may include Terms in this Agreement. For the avoidance of doubt, Confidential Information includes all proprietary software, documentation, and business information, including, but not limited to, software applications, software application releases, licensing, pricing, techniques, algorithms, processes, financial information, sales and marketing information.

However, Confidential Information (other than Your Data) does not include information that: (a) is publicly available prior to or at the time of disclosure, or later becomes publicly available through no act of the Receiving Party; (b) was, prior to disclosure hereunder, rightfully known to the Receiving Party (other than in connection with this Agreement) without confidentiality restriction; (c) is developed by the Receiving Party independently of any of the Confidential Information received in confidence from Disclosing Party, as evidenced by the Receiving Party's written records; or (d) is rightfully received by the Receiving Party from a third party without restriction and without breach of any obligations of confidentiality running to the Disclosing Party.

Each party acknowledges that, as a result of this Agreement, it may gain access to certain Confidential Information of the other party. For purposes of this Agreement, the party disclosing Confidential Information is considered the "Disclosing Party", and the party receiving such Confidential Information is considered the "Receiving Party".

During the term of this Agreement and for a period of five (5) years thereafter, each Receiving Party agrees:

- a. To hold the Disclosing Party's Confidential Information in strict confidence, using the same degree of (but no less than reasonable) care and protection that it exercises with its own Confidential Information of a similar nature;
- b. Not to reproduce, reverse engineer, decompile, or disassemble the Confidential Information by any means or for any purpose;
- c. Not to directly or indirectly disclose, distribute, or otherwise make available any Confidential Information of the Disclosing Party to a third party;
- d. Not to copy or use Disclosing Party's Confidential Information for any purpose other than as necessary to fulfill Receiving Party's obligations or exercise its rights under this Agreement;

- e. To disclose the other party's Confidential Information only to its employees with a need to know in order to fulfill such party's obligations hereunder and who have been informed of and have agreed to abide by the provisions of this Agreement; and
- f. To disclose Confidential Information of the Disclosing Party to the extent that such disclosure is approved in writing by the Disclosing Party or is required by law or by the order of a court or similar judicial or administrative body, provided that the Receiving Party notifies the Disclosing Party of such required disclosure promptly and in writing and cooperates with the Disclosing Party, at the Disclosing Party's reasonable request and expense, in any lawful action to contest or limit the scope of such required disclosure.

10. WARRANTIES AND DISCLAIMERS

10.1 Warranties

YOU AGREE TO AND UNDERSTAND THAT EXCEPT AS SUCH DISCLAIMER MAY BE LIMITED BY APPLICABLE LAW OR AS OTHERWISE SET FORTH HEREIN:

1. MATCHWARE EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT;
2. MATCHWARE MAKES NO WARRANTY WITH RESPECT TO PERFORMANCE, SECURITY, CAPABILITY, CURRENTNESS, OR THAT THE PRODUCT WILL MEET YOUR REQUIREMENTS;
3. MATCHWARE MAKES NO WARRANTY THAT THE PRODUCT WILL BE ERROR-FREE, SECURE AND UNINTERRUPTED, NOR THAT ERRORS WILL BE CORRECTED;
4. MATCHWARE MAKES NO WARRANTY FOR UNAUTHORIZED USE OF THE PRODUCT. USE OF THE PRODUCT IS AT YOUR OWN DISCRETION AND RISK, AND YOU WILL BE SOLELY RESPONSIBLE FOR ANY RISK.

11. LIMITATION OF LIABILITY

The entire and exclusive liability and remedy for breach of the foregoing limited warranty shall be limited to the amount You paid for the Product. In no event shall either party be liable to the other party for any special, indirect, consequential, exemplary, punitive, incidental, or similar damages, including but not limited to, loss of profit, data, or use of the Product, even if MatchWare has been advised of the possibility of such damages. MatchWare makes no representation or warranty that the Product or documentation are "error free" or meet any of the Users particular standards, requirements, or needs. In no event shall MatchWare's liability exceed the amount paid by You for the Product. To the extent that applicable law does not allow the exclusion or limitation of implied warranties or limitation of liability for incidental or consequential damages the above limitation or exclusion may not apply to You.

12. MUTUAL INDEMNIFICATION

12.1 Indemnification by MatchWare

MatchWare will, at its expense, indemnify, defend and hold You harmless against any and all action brought against You to the extent that it is based on a claim that the Product or any part thereof or any MatchWare trademark used in relation thereto, when used within the scope of this Agreement, infringes any trademark, copyright, trade secret, patent or other intellectual property right, and MatchWare will pay any costs, damages and/or attorneys' fees awarded against You in such action or payable pursuant to a settlement agreed to by MatchWare. The foregoing obligation shall be subject to You notifying MatchWare promptly in writing of the claim, giving MatchWare the exclusive control of the defense and settlement thereof, and providing all reasonable assistance in connection therewith.

12.2 Indemnification by You

You will, at Your expense, indemnify, defend and hold MatchWare harmless against any and all action brought against MatchWare by a third party alleging that (i) Your Data or MatchWare's transmission or hosting thereof infringes or violates the rights of the third party (ii) Your Data and transmission of Your Data infringes or violates the rights of the third party (iii) Your use of the Product infringes or violates the rights of the third party (iv) Your use of the Product failed to comply with applicable laws, rules or regulations in its performance of this Agreement. You will pay any costs, damages and/or attorneys' fees awarded against MatchWare in such action, or any

amounts paid by MatchWare under a court-approved settlement thereof, provided that MatchWare promptly give You written notification of the action and give You sole control of the defense and settlement of the claim against MatchWare.

13. GENERAL TERMS

13.1 Entire Agreement

This Agreement sets forth the entire agreement and understanding of the parties relating to the subject matter herein and supersedes all prior discussions between them. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, shall be effective unless in writing signed by both parties.

Neither this Agreement nor any of the rights, interests or obligations of either party shall be assigned or transferred by either party without the prior written consent of the other party, provided, however, that either party may assign this Agreement pursuant to a merger, acquisition, or similar transaction. All of the terms and conditions of this Agreement shall be binding upon, inure to the benefit of, and be enforceable by the respective successors and any permitted assigns of the parties.

13.2 Notices

Notices under this Agreement shall be sufficient only if personally delivered, delivered by a major commercial rapid delivery courier service, delivered by facsimile transmission confirmed by first class mail, or mailed by certified or registered mail, return receipt requested, to a party at its address set forth herein or as amended by notice pursuant to this subsection. If not received sooner, notice by mail shall be deemed received seven (7) days after deposit. Who You should direct notices to depends on where You are domiciled, see Section 13.3.

13.3 Governing Law and Who You Are Contracting With

Who You are contracting with depends on where You are domiciled along with the Governing Law and Jurisdiction:

Domiciled in:	MatchWare Entity	Notices sent to:	Governing Law
North, South or Central America, Australia and New Zealand	MatchWare Inc. 311 S. Brevard Ave. Tampa, FL 33606 USA	Legal Department Fax: + 1-813-254-6654	Florida and controlling United States Federal Law
Scandinavia	MatchWare A/S P. Hiort-Lorenzens Vej 2A 8000 Aarhus C Denmark	Legal Department Fax: +4587303501	Danish Law
Germany, Austria, Switzerland	MatchWare GmbH Anckelmannsplatz 1 20537 Hamburg Deutschland	Legal Department Fax: +4940543789	German Law
UK, France and Rest of the World	MatchWare Ltd. 3-5 Red Lion Street Richmond, TW9 1RJ, UK	Legal Department Fax: +442083322170	UK Law

13.4 Relationship of the Parties

The parties hereto are independent contractors. Neither party is, nor shall claim to be, a legal agent, representative, partner or employee of the other; neither shall contract in the name of the other nor assume or create any obligations, debts, or liabilities for the other. Neither party relies on any promises, inducements or representations made by the other except as expressly provided in

this Agreement. This Agreement is not intended to constitute, create, give effect to or otherwise recognize a joint venture, partnership, or formal business entity of any kind between the parties.

Either party may include the other party in a customer or vendor list. You also agree to consider the following upon request from MatchWare: (i) participate in case studies and in Return of Investment studies, (ii) serve as a reference, link exchange and use of Your logo as reference on MatchWare's website, (iii) collaborate on press releases announcing the relationship.

13.5 MatchWare User Experience Improvement Program

The MatchWare User Experience Improvement program can optionally be enabled in certain versions of the Product if You select "Send anonymous usage statistics" during installation or from the Options dialog. When this feature is enabled, the Product will track Your usage of the user interface and certain features and send the information anonymously to MatchWare. MatchWare uses this information to customize, measure and improve its products and services.

13.6 Upgrade and Training Webinar Emails

By accepting this Agreement You accept and agree that You will be receiving emails about upgrades to the Product and free training webinars. You can opt-out of the MatchWare email campaigns at any time.

13.7 No Waiver

No waiver of any term or condition of this Agreement shall be valid or binding on either party unless the same shall have been mutually assented to in writing by both parties. The failure of either party to enforce at any time any of the provisions of this Agreement, or the failure to require at any time performance by the other party of any of the provisions of this Agreement, shall in no way be construed to be a present or future waiver of such provisions, nor in any way effect the ability of either party to enforce each and every such provision thereafter.

13.8 Force Majeure

Nonperformance by either party shall be excused to the extent that performance is rendered impossible by strike, fire, flood, earthquake, governmental acts or orders or restrictions, failure of suppliers, or any other reason where failure to perform is beyond the control and not caused by the negligence of the non-performing party; provided that any such nonperformance shall be cause for termination by the other party if the nonperformance continues for more than one hundred and twenty (120) days.

13.9 Attorneys' Fees

The prevailing party in any legal action brought by one party against the other and arising out of this Agreement shall be entitled, in addition to any other rights and remedies it may have, to reimbursement for its expenses, including court costs and reasonable attorneys' fees.

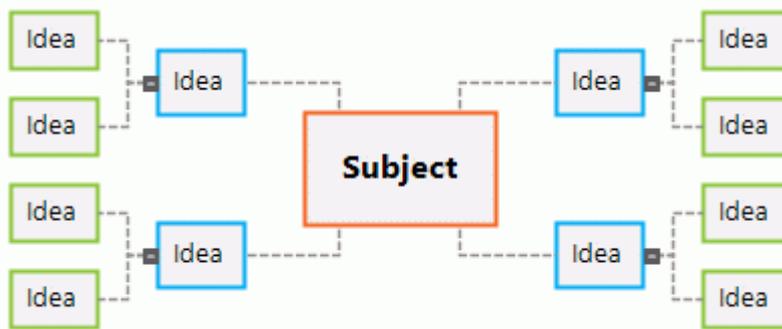
13.10 US. Government Restricted Rights

This Product and documentation are provided with RESTRICTED RIGHTS. The Product and documentation are developed at private expense and no part of them is in the public domain. Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subparagraph c(1) and (2) of the Commercial Computer Software Restricted Rights clause at FAR 52.277-19 or subparagraph c(1) (ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227 - 7013. Manufacturer is MatchWare A/S, P. Hiort-Lorenzens Vej 2A, 8000 Aarhus C, Denmark.

Welcome

Welcome to **MatchWare® MindView™**, the perfect tool for businesses, educators and students who need to organize information! Easy to learn and easy to use, MindView is a highly effective way of **brainstorming**, **developing** and **structuring ideas visually**. Ideal for use by individuals, small teams or large groups, MindView generates illustrated **mind maps®** which you can use in presentations, reports, web sites and more. With a comprehensive range of export options to Microsoft® Office applications, HTML and other formats, MindView is an effective and versatile concept development tool.

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



Mind maps have been demonstrated to help individuals and businesses achieve higher levels of performance by increasing productivity and organization skills.

Outlining written documents

Using the Mind Mapping technique makes it very easy to outline your written documents such as meeting agendas, proposals and marketing plans. MindView allows you to brainstorm ideas for your main topics in a completely free and non-linear way. One of the great benefits of using MindView, as opposed to brainstorming on a piece of paper, is that MindView allows you to reorganize your ideas in the right order by dragging and dropping them in the mind map once you have finished listing them.

When you export your mind map to **Microsoft® Word**, you can choose from a variety of creative templates designed to give your document a professional look instantly. Main ideas are exported as main headings, sub-ideas are exported as sub-headings and so on. All the text notes, comments, pictures and other elements which you have placed on the mind map are also exported. This means that you can actually start writing your report while brainstorming in MindView, as the complete text is included in the exported Word document.

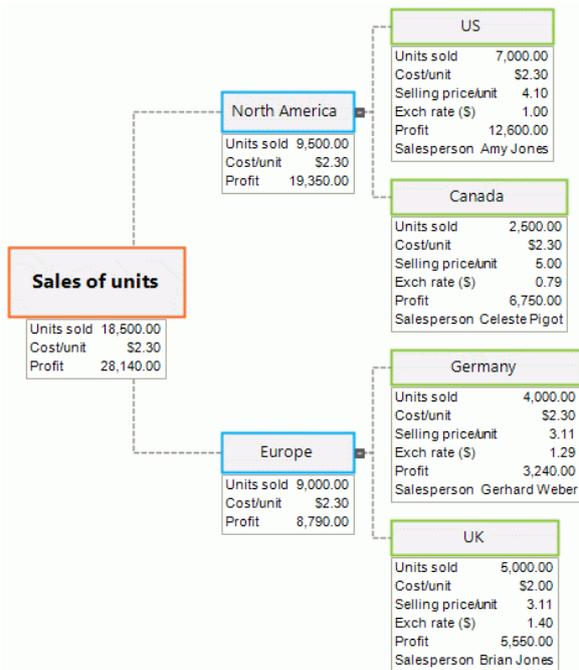
Once you start developing your document in Word, you may realize that you have forgotten some key ideas that you would like to brainstorm in MindView first. All you need to do in that case is to import your Word document back into MindView, add the new ideas to your mind map, and then re-export to Word.

Working with numbers

The **Calculation** module of MindView allows you to add numerical values to the branches of your mind map, for example sales numbers, costs, exchange rates and so on, as well as formulas to carry out calculations on the values. Built-in functions allow you to display values automatically rolled up from lower sub-branches to higher ones. You can also insert text values to add important information to your branches.

If for instance you have created a mind map to track worldwide sales, you can then export it as a **Microsoft® Excel** spreadsheet in order to continue working directly in Excel.

Conversely, you can also import an Excel spreadsheet in MindView. Numerical values and formulas (provided they are supported by MindView) will be preserved in the mind map created by this process.



Working with task lists

Use Mind Mapping to brainstorm, visualize and organize your tasks. Then convert your mind map into a detailed implementation plan by adding task information such as dates, resources, priorities and completion percentages.

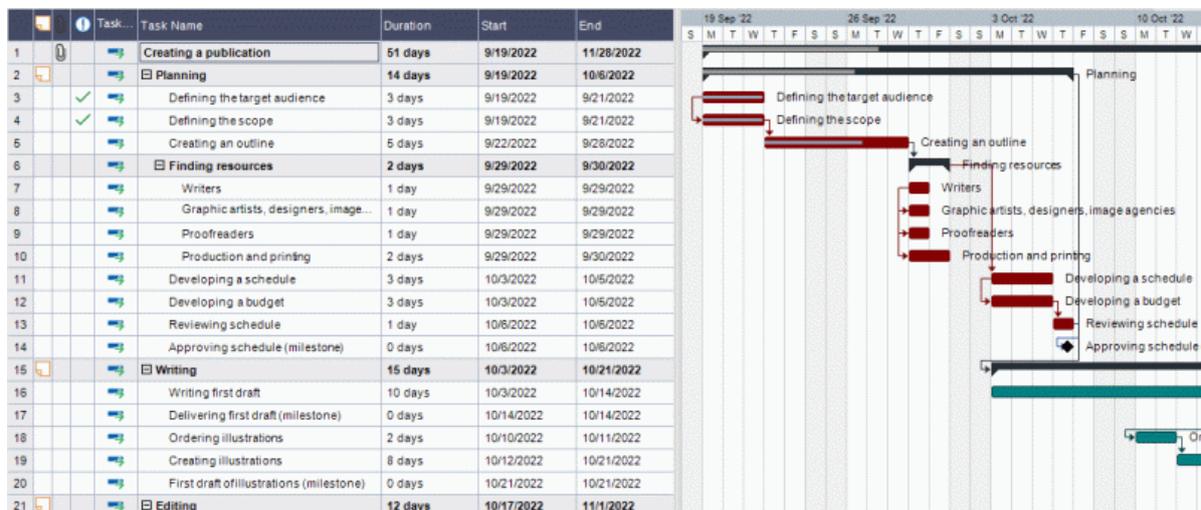
Task lists can be created in an instant and displayed in the Outline view or exported to **Microsoft® Outlook**. You can also import task lists from Outlook and synchronize information between MindView and Outlook to eliminate redundancies.

Working with project plans

The MindView Gantt view is a specialized view, dedicated to the creation, editing and management of project plans according to the rules of project management.

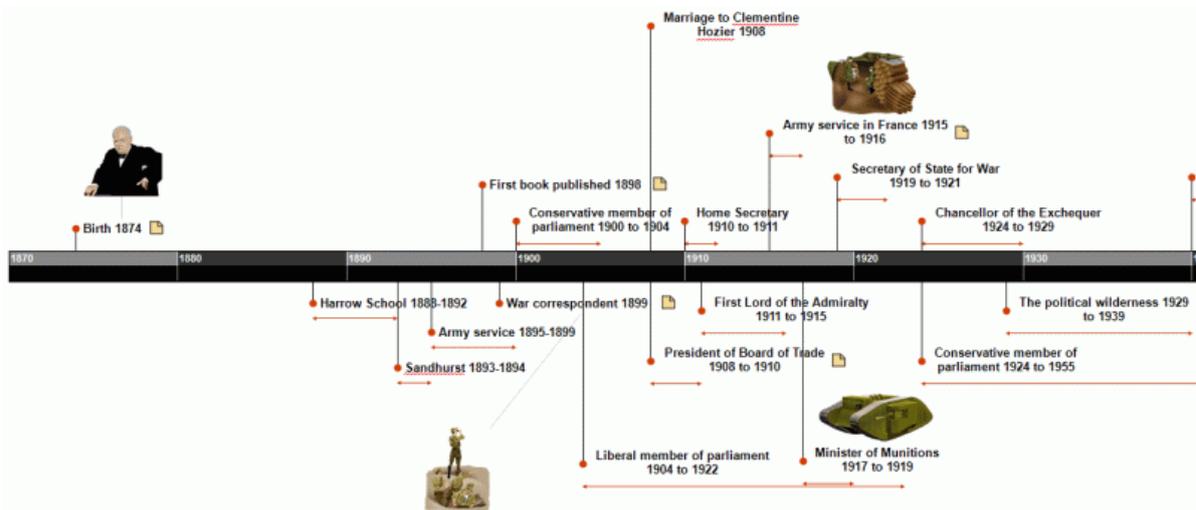
MindView lets you build, view and manage complex project plans in the Gantt view. Setup deadlines, milestones and dependencies while keeping an eye on the critical path to ensure your team delivers on time every time.

If necessary, you can easily export your project plan to **Microsoft® Project** to take advantage of its advanced project management capabilities. You can also import existing project plans directly from Microsoft Project or via the Microsoft Project XML format if you prefer to use the easy-to-understand, visual MindView interface.



Working with timelines

The MindView Timeline view is a great way of displaying time-related information such as company history, marketing plans, production plans and historical data. 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, weekly or daily) 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.



Working on presentations and web sites

MindView has been optimized for storyboarding and planning web sites and presentations, which you can then export to **Microsoft® PowerPoint** or **HTML**:

- When storyboarding presentations, an idea in your mind map represents a slide in your presentation, a sub-idea represents a sub-slide and so on.
- You can attach files to branches (ideas) in the mind map, such as pictures, text, sounds and videos. These files are included when you export to PowerPoint or HTML and displayed on their respective pages.
- MindView lets you create hyperlinks, branch connections and other interactivity that is also included when exporting.
- The Export Wizards include a range of ready-made templates with built-in navigation, which you are free to customize and save for further use.
- MindView 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!
- Once exported, you can import your PowerPoint presentation back into MindView if you need to storyboard more pages or slides.

Using the ready-made templates

MindView provides you with detailed business and educational templates for use in the standard Mind Mapping views, as well as ready-made project plans specific to the Gantt view, covering a range of common business activities.

You can base your own documents on any of these templates, and customize them as required to meet your particular needs. Comments and suggestions for expansion are given in their notes and pop-up comments.

Working online with the MindView suite

MindView gives you access to a wide range of online options. You can store your documents on online workspaces such as Google Drive and share them with other users to collaborate on projects, presentations and so forth. If you are using MindView Drive, you can even collaborate on documents simultaneously. MindView Drive is a MatchWare-specific workspace that is closely integrated with MindView. Along with MindView, it is part of the MindView suite of products which also includes MindView Online, a web-based version of MindView, MindView for Mac and the MindView Assist app for smartphones and tablets. Together, these applications and features give you extensive options for working online, collaborating and sharing with others, synchronizing content between devices and quickly creating material for your mind maps.

What's new in MindView 8



MindView 8 has many new features which are fully described in this documentation. Here is a brief description of the most important enhancements.

Collaboration and compatibility

Cross-platform mind mapping: Your MindView subscription gives you access to MindView 8 PC, MindView 8 Mac and MindView Online. Both desktop versions now use the .mvdX file format, allowing you to open, edit and save MindView 8 documents on both MacOS and Microsoft Windows computers. If you store documents on MindView Drive (see below), you can also open them in MindView Online. For more information, see the rest of this user guide and the user guides for MindView 8 Mac and MindView Online.

Note creation on the go with MindView Assist: With the MindView Assist app, you can quickly create research notes on your mobile device and insert them from the new Research panel in MindView. Research notes can contain text, images, audio or video, and they are automatically synchronized with your MindView account so you can use them from any device with MindView 8 PC and MindView Online. For more information, see "[Working with research notes](#)" and other topics in the "Using MindView Assist" section, and "[Inserting items from the Research panel](#)".

Cloud storage and real-time collaboration using MindView Drive: Your MindView subscription includes MindView Drive, a user-friendly cloud storage solution that lets you create and store mind maps wherever you are, share them with other MindView users and even edit them simultaneously with other users. You can manage your MindView Drive files directly from MindView 8. For more information, see "[Understanding online workspaces](#)".

Enhanced focus and collaboration with sub-maps: You can now use the Sub-Maps feature to create tabs showing different parts of your MindView document. This feature makes it much easier to focus on a particular part of the document, and it improves document collaboration. The feature can be combined with branch locking and MindView Drive for efficient online collaboration. For more information, see "[Creating sub-maps of selected branches](#)".

Editing, formatting and exporting

Conditional branch formatting: Branches can now be formatted automatically based on the criteria of the built-in and custom filters in MindView. For example, you can define a special format for branches containing the word "project" or for tasks that are overdue. For more information, see "[Using conditional formatting](#)".

New map styles ideal for presentations: With the updated selection of map styles in MindView, you can quickly create great-looking documents. The new styles have a crisp look that makes them ideal for presenting your mind maps. For more information, see "[Designing a mind map](#)".

Updated images: You can add professional-quality imagery to your mind maps with the updated images provided in MindView. For more information, see "[Inserting pictures](#)".

Dictating text in branch labels and text notes: You can now use the built-in Dictate feature to enter text in branch labels and text notes using the microphone of your computer. For more information, see "[Dictating text](#)".

AutoCorrect exceptions: You can now provide exceptions that the AutoCorrect feature should not correct. You can tell MindView to not correct lower-case letters after a full stop in certain cases, and to avoid correcting two initial upper-case letters, for example in acronyms. For more information, see "[Spellchecking options](#)".

Format tab for floating pictures and branch pictures: You can now use the Format tab to quickly and easily format floating pictures and branch pictures, for example to change picture size or rotation. For more information, see "[Inserting pictures](#)".

Printing specific date ranges of Gantt charts: You can now define date ranges when printing Gantt charts, allowing you to only print the part of the project plan that you currently need. For more information, see "[Printing a mind map](#)".

Text note export without styles: You can now strip all style information from text notes when exporting them to Microsoft Word documents. By doing so, you avoid formatting problems in your Word documents, and the text notes can be read by other document viewers than Word. For more information, see "[Exporting to Microsoft Word](#)".

Sources and citations

Importing sources from Mendeley and Zotero: You can now import bibliography entries from the reference manager applications Mendeley and Zotero into your MindView documents. For more information, see "[Importing and exporting sources](#)".

RIS format support: MindView 8 supports the RIS format, allowing you to exchange bibliographies between MindView and all applications that support this format, including RefWorks, Mendeley, Zotero and EndNote. For more information, see "[Importing and exporting sources](#)".

Importing Word bibliographies: You can now import bibliographies from Microsoft Word documents. For more information, see "[Importing from Microsoft Word](#)".

Wide selection of bibliography styles when exporting: You can now choose from a wide selection of styles when exporting bibliographies to Word so that your exported bibliography conforms to style regulations. For more information, see "[Exporting to Microsoft Word](#)".

More intuitive source and citation workflow: The dialogs for creating and managing sources and citations have been improved, giving you a much more intuitive workflow when working with sources and citations in branches and text notes. For more information, see "[Managing sources](#)" and "[Using citations](#)".

Interface and views

New design and new icons: The user interface has been redesigned with new icons.

User language selection: You can quickly change the language used in the user interface and application help, allowing users of different nationalities to work on MindView without having to reinstall the application. For more information, see "[Setting up your preferences](#)".

Improved inactive task display in Gantt view: In the Gantt view, inactive tasks are now shown with their names crossed out in the Gantt outline, and with transparent task bars in the Gantt chart. This makes it much easier for you to identify them at a glance. For more information, see "[Using the Gantt view](#)".

Enhanced branch movement: The icons shown when moving branches have been updated, and branch movement in the Top/down view has been improved.

Office 2019 ribbon display options: You can choose from several ribbon display options like those found in Microsoft Office 2019, giving you a familiar and efficient interface. For more information, see "[Selecting a ribbon display option](#)" in "[Setting up your workspace](#)".

Important terms

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

Attachments and hyperlinks

MindView allows you to attach various objects to the root or branches of your mind map, such as text documents, pictures, videos, sounds, or URL links, which you can activate from within the mind map. These objects are listed in the MindView Object list, and can all be exported when exporting your map to a different format. See "[Attaching objects](#)" and "[Creating hyperlinks](#)" for more information.

Branch

A branch is an element that contains information about the subject of the mind map. Main branches are connected directly to the root while sub-branches are located further down in the hierarchy. Even though branches are shown as list items or timeline entries in the Gantt, Outline and Timeline views, they are still called "branches". For more information, see "[Inserting branches](#)" or the definitions of main branch, parent branch, pre-branch and sub-branch in this topic.

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-headed line joining the source branch to the end branch. See "[Creating branch connections](#)" for more information.

Calculation values

MindView allows you to add values to the branches of your mind map, for example sales numbers, costs, exchange rates and so on, as well as formulas to carry out calculations on the values. You enter values using the Calculation panel, accessed from a tab on the right of the workspace.

For more information, see "[Inserting calculation values](#)".

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

Each MindView document you create opens in a separate tab bearing the name of the document. A MindView document can contain several maps. You can also keep several documents open at the same time in MindView. You can choose from several views when working with your document; see the definition of view in this topic. MindView documents are saved with the extension .mvdX. See "[Creating a mind map](#)" for more information.

Document type

You can choose from three different document types that decide how task and time information (such as start and end dates) is handled in your MindView document. The three types are Project Management, Task Management and Timeline. You can switch between them if needed, but this may affect time and task information you have entered in the document. For more information, see "[Understanding document types](#)".

Export

Once you have finished the design of your document, you can export it to other formats, such as a Microsoft® PowerPoint presentation, a Microsoft® Word or .RTF document, a Microsoft® Excel spreadsheet, a Microsoft® Project document, a Microsoft® Outlook task list or a picture. You can also export to HTML and XML.

See the "[Exporting](#)" section for more information.

Gantt view

The MindView Gantt view is dedicated to the creation, editing and management of project plans according to the rules of project management. The Gantt view is made of two parts, an Outline on the left which represents the project plan as a hierarchical list of tasks, and a Gantt chart on the right, which shows the tasks as horizontal bars arranged against a background calendar display.

See "[Using the Gantt view](#)" for more information about project plans and project management. See also the definition of a project plan in this topic.

Import

Not only can you export your document to PowerPoint, Word, Excel, Outlook or Microsoft Project, but you can re-import the exported document into MindView as a new document, while preserving much of the additional work you might have done on the document in these external applications. You can also import into MindView documents originally created in PowerPoint, Word, Excel or Microsoft Project as well as task lists from Outlook and XML documents.

See the "[Importing](#)" section for more information.

Icons

MindView lets you place icons on the branches of your mind map to attract attention or illustrate a particular idea. 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 a 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.

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 all inserted elements (icons, comments, text notes and so on) and attached objects (text files, picture files, video files, hyperlinks and so on). Note that MindView 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 branches radiating from it in a clockwise direction. This is a good view to use when brainstorming ideas for a mind map without worrying about evaluating or structuring them. See "[Using different views](#)" 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 & Unpack

This feature allows you to distribute your mind map to other users very easily. With a few mouse clicks, you can create a packed map containing all the pictures and files you may have attached to it, ready to be accessed over the network or distributed by email. See "[Packing a mind map](#)" for more information.

Parent branch

A parent branch is any branch that has one or more sub-branches.

Pre-branch

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

Project plan

A project plan is a series of interdependent tasks that need to be performed in a particular order. A project plan has a specific start date, corresponding to the start of the first task, and a specific end date, corresponding to the end of the last task and the completion of the project. If one task runs late, all the tasks that are dependent on the delayed task are affected and their dates are automatically recalculated. MindView lets you build, view and manage complex project plans in the

Gantt view. See "[Using the Gantt view](#)" for more information about project plans and project management.

MindView also supports the creation of task lists, which are much simpler than project plans. See the definition of a task list in this topic.

Root

The root is the central block that appears when you create a new mind map. It represents the subject of the map. Any branch that you attach directly to the root is a main branch. See "[Inserting branches](#)" 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.

Task list

A task list is a series of individual tasks which are not connected to each other. If one task is delayed, this has no effect on any of the other tasks. MindView lets you add task information such as dates, priorities and resources to the branches of your document in order to create simple task lists. See "[Inserting task data](#)" for more details.

MindView also lets you build and manage project plans, which are more complex than task lists. See the definition of a project plan in this topic.

Templates

MindView comes with a large number of educational, business and personal templates on which you can base your own mind maps. You can also save your own mind maps as templates for future use. See "[Saving a mind map](#)" for more information. Templates are saved with the extension .mvtx.

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. When combined with the Timeline document type, you can use different timescales (for example standard, geological and historic) to tailor the timeline to suit your needs. For more information on the Timeline, see "[Using the Timeline view](#)". See also the definition of document types in this topic.

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.

View

A view is a way of displaying the information in your MindView document. MindView includes traditional, multipurpose mind mapping views (Mind Map, Top/down and Left/Right) as well as the more specialized Timeline, Outline and Gantt views. For more information, see the definitions of the various views in this topic and "[Using different views](#)".

Installation and login

Installing MindView

Stand-alone installation

MindView comes as an installation package (*.exe file) that you download to your computer.

- Double-click the installation package.
- Follow the instructions on the screen when the MindView Install program starts.



You must select the language you want to use when installing MindView, but you can change the display language after installation. For more information, see "[Setting up your preferences](#)".

When you launch the application, you must log into your MindView account or enter a license key to get access to all features. For more information, see "[Logging in](#)".

For information about installing the MindView Assist app, see "[Installing the app and logging in](#)" in the "Using MindView Assist" section.

Administrative installation (system administrators only)

The Windows® Installer can create an administrative installation package of an application or product to a network for use by a workgroup. Alternatively, you can extract the contents of the .exe file so that you or the users in your organization can install MindView using the Windows Installer Package (.msi file; see below).

Creating an administrative installation package

You can create an administrative installation package from the command line as follows. The procedure extracts a complete source image of the application (similar to the source image found on a DVD).



MindView 8 requires Microsoft Visual C++ 2019 Redistributable and .NET Framework 4.5.1 or newer. Before creating an administrative installation package, make sure that these modules are installed on the destination computers.

- Choose **Start | Run**.



You can hold down the Windows button and press R.

- Use the **Browse** button to locate the downloaded MindView installation package.
- Insert the command line option `/a //` after the path to the installation package as in the example below:

```
C:\downloaded files\mindview8_<build>.exe /a //
```

- Click OK to start the Administrative Installation Wizard.
- Specify the following in the dialog that appears:
 - Where you want to unpack the package
 - The user name and organization name to use as default
 - (optional) The license key



If you enter a license key, MindView can be installed from the package and subsequently run without providing the license key. However, users will need to log in to access MindView Drive as described in "[Logging in](#)".

- (optional) Check 'Use simplified interface for younger students' if you want MindView to enable the simplified interface as default.



The above options are stored in a file called "admin.ini" in the destination folder. You can edit this file using a text editor like Notepad if you want to change the options without making a new administrative installation.

Extracting the .msi file and additional content

You can extract the .msi file and .cab files from the installer package using the command line option `/extract`.

- Choose **Start | Run**, and locate the downloaded MindView installation package as described above.
- Insert the `/extract` command line option after the path to the installation package. The examples below assume that you have downloaded the package to the Temp folder:

```
c:\temp\mindview8_<build>.exe /extract – extracts the package contents to the same folder as the .exe file
```

```
c:\temp\mindview8_<build>.exe /extract:c:\temp\msipackage – extracts the package content to a different folder
```

 In the second example, it is important to create the `msipackage` folder before running the command, as it will not be created automatically.

Administrative installation

After creating an administrative installation package or extracting the .msi file, you can install directly from the command line, push the installation to client computers in the domain using Group Policies or use a different installation methodology.

- The administrative installation package or extracted .msi file can be installed silently from the command prompt using the `/qn` command line option as in the following example:
`msiexec.exe /i setup_X.msi /qn`
- You can define the default installation language by using the `/qn TRANSFORMS` command line option and the correct language code (1030 for Danish, 1031 for German, 1033 for English (the default setting) and 1036 for French). The following example shows how to set the default language to German: `msiexec.exe /I setup_X.msi /qn TRANSFORMS=:1031`

To find out more about Windows® Installer and administrative installations, please refer to the Microsoft web site.

Troubleshooting

Changing the location of the activation file

By default, the activation data is stored in:

```
C:\ProgramData\mwas\MindView8.0.mwas
```

In some rare situations, client computers may be setup with restricted access to the above folder, and this will cause the activation file not to be saved. If you have a client server system setup in this way, you can move the activation file to another location by adding an entry to the `admin.ini` file as follows:

```
[Activation]
mwas=c:\different folder with write access\MindView8.0.mwas
```

Storing several activation files on the server

You can store several activation files in the same folder of the server by adding an entry to the `admin.ini` file as follows:

```
[Activation]
mwas=\\server\activations\MindView8.0_%COMPUTERNAME%.mwas
```

Where:

server = the name of the server

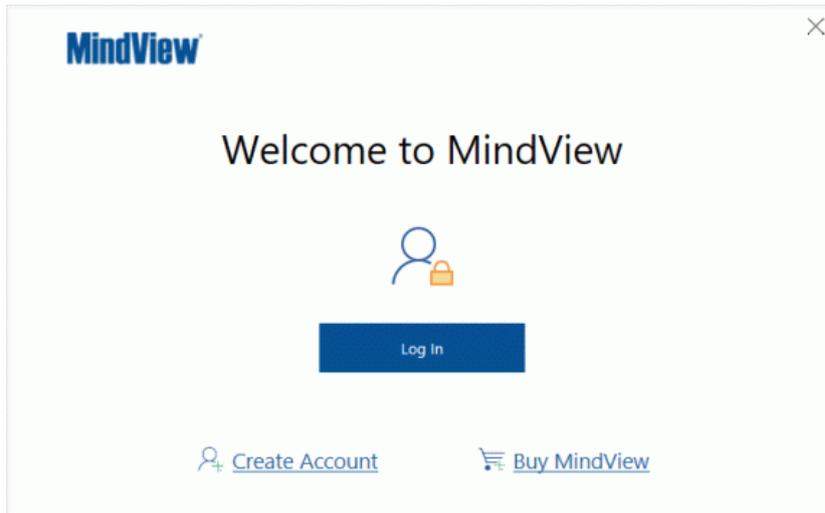
activations = the share name on the server

%COMPUTERNAME% will be replaced with the client computer name

Logging in

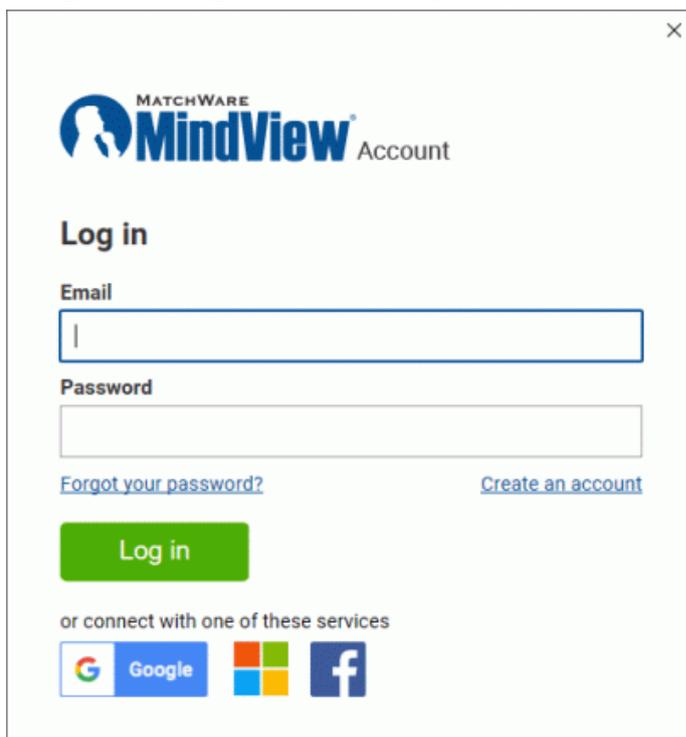
In order to use all the features available in MindView, you must log into your MindView account when launching the application. Unless you log in, you can only use the application in read mode to view and print existing mind maps.

 If you have received a license key from MatchWare, you can use this instead of logging in. For more information, see "[Entering a license key](#)" below. You will, however, need to log in to access MindView Drive; for more information on MindView Drive, see "[Understanding online workspaces](#)" and subsequent topics in the "Using online workspaces" section of this user guide.



You can access the MindView login dialog by clicking **Log In** in the **Welcome** dialog. This dialog is shown the first time you launch MindView. If you do not log in after launching MindView for the first time, you are taken directly to the login dialog every time you launch the application. You can also access the login dialog by clicking the Login icon  in the top right corner of the MindView window.

 If you reset the user interface as described in "[Setting up your preferences](#)", the Welcome dialog is shown again the next time you launch MindView.

A screenshot of the MindView application's account login dialog box. The window has a title bar with the MatchWare MindView Account logo on the left and a close button (X) on the right. The main content area features the text "Log in" in a bold, dark font. Below this text are two input fields: "Email" and "Password". Underneath the password field are two links: "Forgot your password?" and "Create an account". Below these links is a green button labeled "Log in". At the bottom of the dialog, there is a section titled "or connect with one of these services" with three icons: Google, Microsoft, and Facebook.

Logging in using your MindView account

- Enter your e-mail address and password, and click **Log in**.



You must have access to the internet in order to log in.

- If you have forgotten your password, click **Forgot your password** to request an e-mail containing your password.
- If you do not have a MindView account, click **Create an account** to create one.

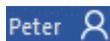
- In the dialog that opens, select if you want to stay logged in.



You can disable this dialog; for more information, see "[Setting up your preferences](#)".

If you stay logged in, you do not need to log in again the next time you launch the application. Your login is stored on your computer or device and is kept even if you do not have access to the internet.

When you have logged in, all features of your MindView version are available. Your user name is shown next to the Login icon in the top right corner of the window.



Logging in using another service

You can log in using the third-party services shown in the login dialog. If you use the same e-mail address for your MindView account and a third-party service, you can log in using this address with no further preparations. If you use a different e-mail address, you must first associate this e-mail address with your MindView account on <https://accounts.matchware.com>.

You can use the same third-party login for your desktop version of MindView, for MindView Online, for the MindView Assist app and for managing your MindView account on <https://accounts.matchware.com>. You can also use the same login for storing MindView files on third-party storage services such as Google Drive and Microsoft OneDrive, but you will be asked to log in again when accessing these services. For more information, see "[Managing online workspaces](#)".



In order to log in using a third-party service, you must permit your MindView account to access basic information about you (such as your e-mail address, name, user name and picture) from the third-party service account. You can withdraw this permission at any time from the account management page of the third-party service. If you do so, you can no longer use that account to log into MindView. You may also need to use the Microsoft Edge browser as embedded browser in MindView. For information on setting this up, see "[Advanced options](#)" in "[Setting up your preferences](#)".

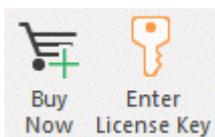
- Click the logo of the third-party service that you would like to use.
- Log into the selected service in the dialog that opens, if you are not already logged in.
- Give MindView permission to access your account with the service.

When you log in using a third-party service, you remain logged in as long as you are logged into the service used.

MindView account management options

Regardless of whether you have logged into MindView or not, you can access MindView account management options from MindView:

- While logged out of MindView, you can create a MindView account, enter a license key or buy the application from the **Welcome** dialog and from the **Home** tab.



- While logged into MindView using your MindView account, you can click the Login icon  in the top right corner of the window and select **Account settings** to manage your MindView account online.

Logging out

- Click the Login icon  in the top right corner of the window, and select **Logout**. MindView immediately reverts to read mode.

 *If you were working on a mind map with unsaved changes, you must log in again to save the mind map as you cannot save changes in read mode.*

Entering a license key

If you have received a license key from MatchWare, you can unlock MindView by entering this instead of logging in. You can access the dialog for entering your license key in one of the following ways:

- By choosing **Home | Product | Enter License Key**.
- By choosing **File | Options | Resources | Change License Key**.



You can also use this option to change the license key if needed.

Depending on the installation package you have received from MatchWare, you may also be able to enter your license key directly from the **Welcome** dialog.

You may have to restart MindView for the license key change to take effect.



License keys can be entered as part of an administrative installation; for more information, see "[Installing MindView](#)".

Support

Getting help

The MindView documentation is provided as online help in the program.

Online Help

You can access the online help system by pressing **F1** or by clicking the small question mark  on the top right of the MindView window.

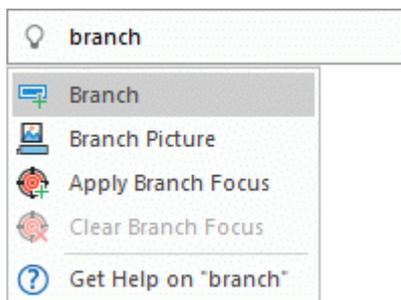
To obtain help on a particular dialog, click the small question mark  on the top right of the dialog in question. In many dialogs, you can also hover the mouse over the Information icon  shown next to a particular setting or option to view a description.

Tell Me bar

You can use the Tell Me bar to the right of the ribbon to quickly find and use features, or to get help on a particular feature. This can be helpful if you are not yet familiar with the application, or if you have selected to only display the tabs of the ribbon as explained in "[Setting up your workspace](#)".



- Enter a command you want to find, or a command or feature you want more information about.
- Select a search result in the drop-down that appears.



- If you select to get help, the online help system opens and lets you select from one or more help topics dealing with your search term.
- If you select a command from the drop-down (for example **Apply Branch Focus** in the example shown above), the command is executed.

 You can only access and execute commands that are currently available to you. For example, you will not be able to access the **Branch** command if you have not selected a root or branch. Commands that are not available to you are grayed out in the search results.

Quick Start panel

You can access tutorial videos and other content from MatchWare's YouTube channel from the Quick Start panel. For more information on showing and hiding MindView panels, see "[Setting up your workspace](#)".

The FAQ Knowledge Base

For additional information, please refer to our FAQ Knowledge Base: <https://faq.matchware.com>

As well as answering the most commonly asked technical questions concerning the MatchWare products, this database allows you to post comments and send questions to MatchWare.

Service Packs

If you encounter a problem that you are not able to solve by referring to the FAQ, check that you have installed the latest MindView service pack available. MatchWare releases service packs regularly to provide enhancements and correct errors reported by its users.

You can find service packs for MatchWare products at:

<http://www.matchware.com/en/support/default.htm>

MatchWare Web Site

The MatchWare web site contains extensive information on all the products offered, as well as tutorials, templates and reviews. Updates are posted regularly. To see what is currently available, please visit:

<http://www.matchware.com/en>

Reporting a problem

To report a problem, bug or any other error in MindView, please send a message to MatchWare via our FAQ Knowledge Base:

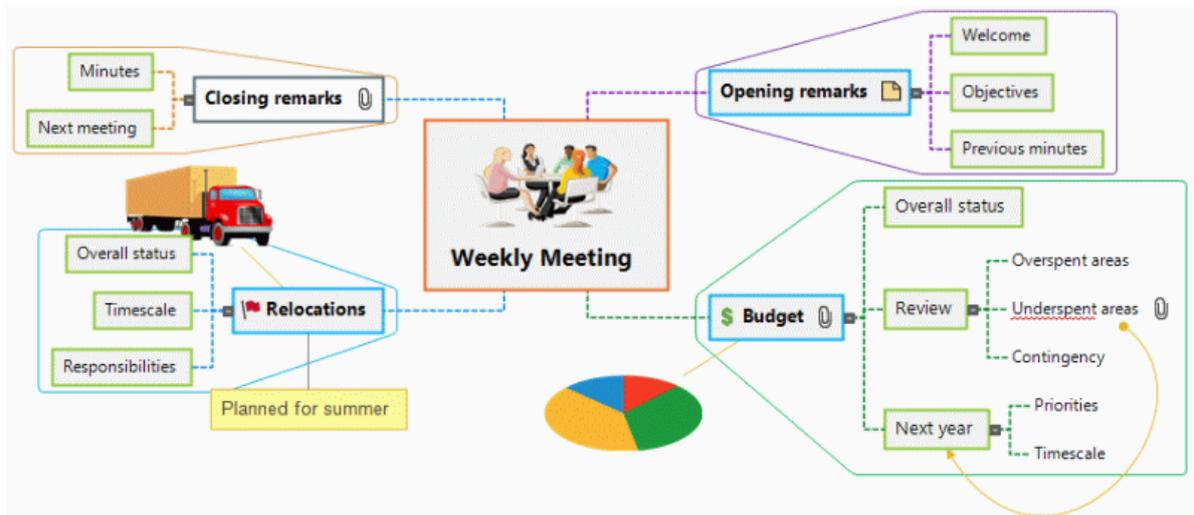
<https://faq.matchware.com>

MatchWare is registered with Microsoft. In the unfortunate event of an application failure, the Windows Error Reporting system will capture relevant product data and enable you to forward this data to MatchWare automatically.

Quick Start

This Quick Start takes you through all the basic steps required to build a mind map from scratch and enhance it with design effects, icons, comments, pictures, attachments and so on.

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



The complete mind map, "Weekly Meeting.mvdx", can be found in the MindView program folder, in "...\MatchWare\MindView 8.0\Language\English\QuickStart".

First step: Creating the mind map

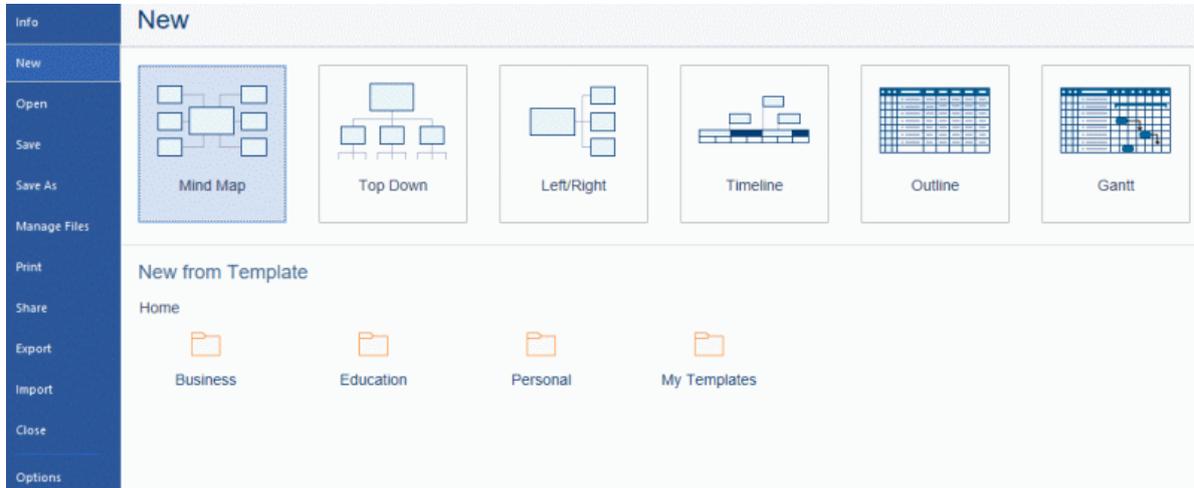
In this first step of our Quick Start example, we are going to create all the branches we require for our meeting agenda.

We start by creating a new MindView document.

- Start MindView and choose **Mind Map** under **New** in the Backstage view.

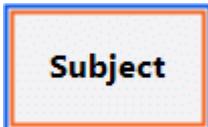


*If you have closed the Backstage view, you can re-open it by pressing **Ctrl + N**.*



In this Quick Start, we will use the Mind Map view, which is the default view in MindView.

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

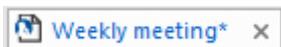


Entering the subject

- Type "Weekly Meeting" and press **Enter**.



The default file name "Weekly Meeting" is now shown on the document tab.



The asterisk to the right of the name indicates that the document contains data which has not yet been saved.

Inserting the main branches



We are now going to insert a few main 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 main branch.

- 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 main branch.
- Type "Budget" and press **Enter**.
- Insert two more main branches by pressing **Enter** and label them "Relocations" and "Closing remarks".

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

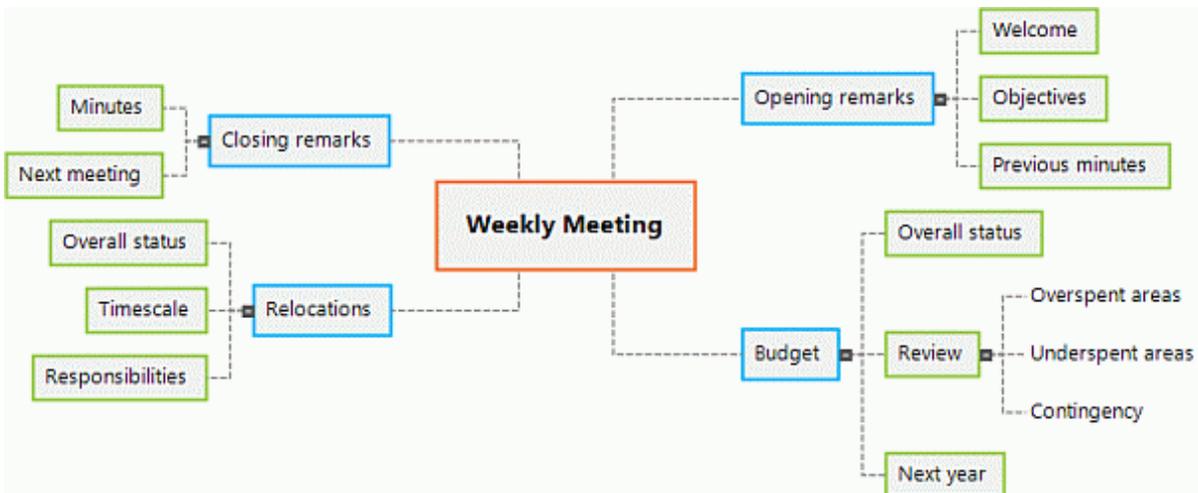


Inserting the sub-branches



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

- To add the first sub-branch to the Opening remarks topic, click the corresponding main branch to select it and press **Insert**.
- Type "Welcome" and press **Enter**.
- Press **Enter** again to add the second sub-branch.
- Type "Objectives" and press **Enter**.
- Type "Previous minutes" and press **Enter**.
- Now select the "Budget" main branch and press **Insert** to add its first sub-branch.
- Continue in the same way until you have added all the other sub-branches shown below.



To correct typing errors, select the relevant branch and click the label. Then place the cursor at the required position, press **Delete** or **Backspace** to remove the incorrect characters, type the correct ones and press **Enter**.

Saving the document

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

- Click the **Save Document** icon  in the Quick Access Toolbar or press **Ctrl + S**.
- In the Save As tab that opens, click **Browse** to choose a folder, enter a file name for your new mind map and click **Save**.

The default file name, derived from the subject of the map, is "Weekly Meeting.mvdx".

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 elements to it.

Choosing a style

MindView contains galleries of predefined layouts and styles, which allow you to apply branch shapes, branch colors and other coordinated attributes in one step.

- Click the **Design** tab in the main menu.

This tab contains all the design options applicable to the current view, in this case the Mind Map view.

- Browse through the **Layouts** gallery to choose your preferred layout.

As you browse through the options, MindView shows you an immediate preview of their effect on the map. To apply a particular option, just click it. As we are designing a standard mind map, we are going to keep the default layout.

- Browse through the **Styles** gallery to choose your preferred style.
- (optional) To further customize the visual aspect of your map, explore the options available in the **Effects** and **Properties** panels.

All the design options you choose here apply to the entire map. You can come back to this Design tab at any stage to change or add design options to your map. You might even prefer to leave the design phase to the end, once you have put in place all the contents of your map.

As well as specifying global design options, MindView lets you apply different design effects to individual branches of the map, as we will see at the end of this Quick Start.

Inserting pictures

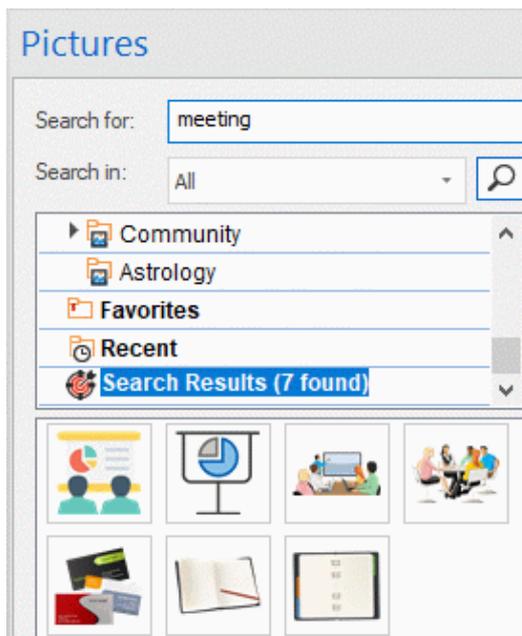


It is considered good Mind Mapping practice to insert a picture in the root block to illustrate the theme of the map, so we are going to do just that:

- Click the **View** tab in the main menu.
- Click **Show/Hide | Panels** and choose **Pictures**.

The Pictures panel opens.

- Click the **Search for** field of the Pictures panel and type "meeting". Various pictures appear in the Pictures panel 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.

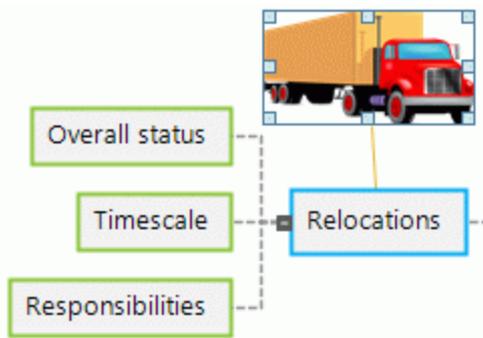
This type of picture, which "sits" on the branch to which it belongs, is called a "branch picture".



We also have a picture of a removal truck which we are going to insert as a "floating picture" to illustrate the Relocations main branch.

- Click the Relocations main branch to select it.
- Click the **Insert** tab in the main menu.
- Choose **Pictures | Floating Picture**.
- Browse to "...\MatchWare\MindView 8.0\Language\English\QuickStart" in the Program Files folder, select the file "Truck.png" and click Open.

A picture of a truck now appears on the map. You can move this picture wherever convenient by dragging it with the mouse. Note that a thin line connects it to the branch to which it belongs.



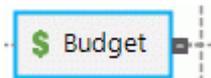
Inserting icons

Inserting icons on the map is a useful way of attracting attention or illustrating a particular idea.

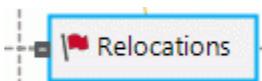
- Click the **View** tab in the main menu.
- Click **Show/Hide | Panels** and choose **Icons**.
Note that the Pictures panel disappears; only one right-hand panel can be visible at a time.
- Select the Budget main branch.
- Click the dollar sign icon in the Standard icon palette.



The icon now appears next to the branch label.



- Select the Relocations main branch and add the red flag icon to it to indicate that the deadline for the office move is approaching.



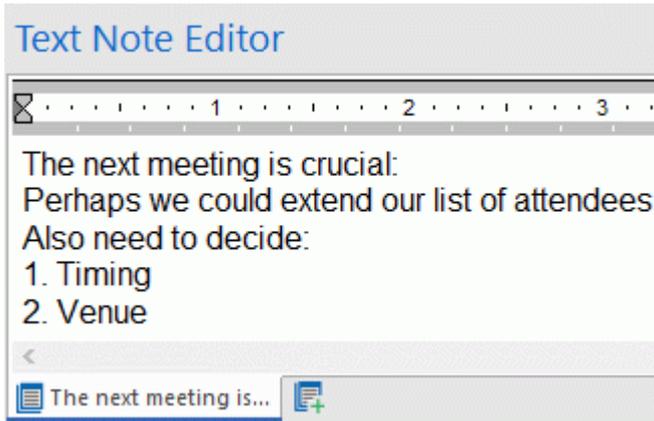
Inserting a text note



The MindView 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 main branch to explain why we might want to broaden the list of attendees for the next meeting.

- If it is not already visible, open the Text Note editor by choosing **View | Show/Hide | Panels | Text Note Editor**.
- Select the Closing remarks main branch and type the following text (or any other) in the Text Note editor.



As soon as you click the Text Note editor window, an **Edit** tab appears at the right of the ribbon to help you format your note.

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

A paperclip icon  now appears to the right of the Closing remarks branch label, indicating that this branch contains an object.



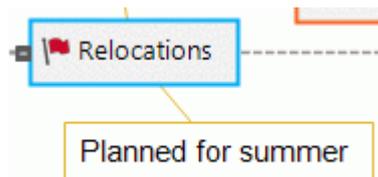
Inserting comments



We would also like to insert a couple of shorter comments and reminders in our map.

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

- Click the Relocations main branch to select it.
- Choose **Insert | Text | Floating Comment** in the main menu.
A floating comment box opens with the default text "Insert Floating Comment".
- Enter the text of the floating comment as shown below and press Enter.
- (optional) Move the floating comment by dragging it wherever convenient.

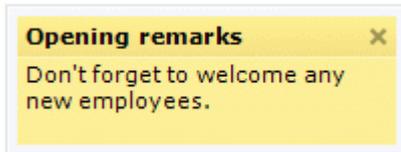


We are now going to insert a "pop-up" comment in our Opening remarks main branch as a reminder to welcome new staff. Pop-up comments are normally hidden.

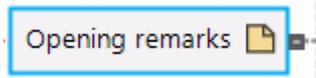
- Select the Opening remarks main branch. This time, rather than using the main menu, press **F11** (MindView's more commonly used commands have function key equivalents).

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, and edit it by clicking the icon.



Attaching a file



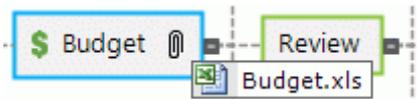
Since we have developed a spreadsheet to help us plan next year's budget, we are going to include it as a file attachment on our map.

- Click the Budget main branch to select it.
- Choose **Insert | Links | Attachment** in the main menu.
- Browse to "...MatchWare\MindView 8.0\Language\English\QuickStart", select "Budget.xls" and click OK.

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

- To view the attachment, move the pointer over the paperclip icon.

The object pop-up list appears.



Assuming Microsoft® Excel is installed on your computer, all you have to do to view the spreadsheet is to click the attachment in this list.

The attachment is also listed in the Object list for the branch.

- To view the Object list, choose **View | Show/Hide | Panels | Object List** in the main menu.



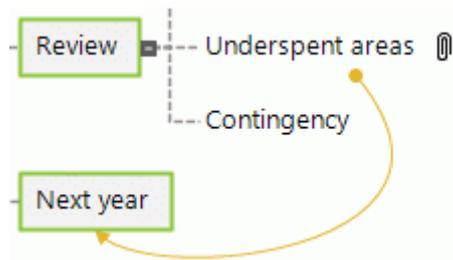
Creating a branch connection



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.

- Choose **Insert | Links | Branch Connection** in the main menu.
The mouse pointer changes shape.
- Move the mouse pointer to the Underspent areas branch, click it, drag the pointer to the Next year branch until it gets highlighted and let go of the mouse button.

A line now joins the Underspent areas branch to the Next year branch, indicating that the two branches are related.



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.



Formatting the branches



To finish off our map, we are going to add boundaries around the main branches.

At the start of this topic, we have seen how to choose global design options for the view using the **Design** tab.

If required, you can also apply specific design options to individual branches using the **Format** tab.

- Click the Opening remarks main branch to select it.
- Click the **Format** tab that appears at the right of the ribbon.
 - This tab contains all the commands that are specific to the selected object, in this case the Opening remarks main branch.
- Click the **Boundary** icon in the Boundary group.
- (optional) To choose a fill color for the boundary, click the small arrow under the **Fill Color** icon. This also lets you apply a color gradient, choose the direction of the gradient and change the start and end color of the gradient.
- (optional) To choose an outline style for the boundary, click the small arrow under the **Outline** icon. This lets you choose a different color for the outline, a different width or a different line type.

Properties	
General	
Text	
Text	Opening remarks
Fill Type	Solid
Fill Color 1	
Outline Color	
Outline Width	2
Line Color	
Line Width	1.5
Boundary	<input checked="" type="checkbox"/>
Boundary Fill Type	Solid
Boundary Fill Color 1	
Boundary Outline Color	
Boundary Outline Width	1
Boundary Outline Roundness	8
Boundary Outline Dash Style	Solid
Include in Export	<input checked="" type="checkbox"/>
Task Active	<input checked="" type="checkbox"/>

You can of course also use the Format tab to customize your branches further, by changing their shape, the color of their background and/or outline, the color and width of the line joining the branch to its parent branch and so on.



*If after experimenting with all these options, you want to restore your branches to the default style you chose for the view at the start of this topic, just press **Reset Style**.*

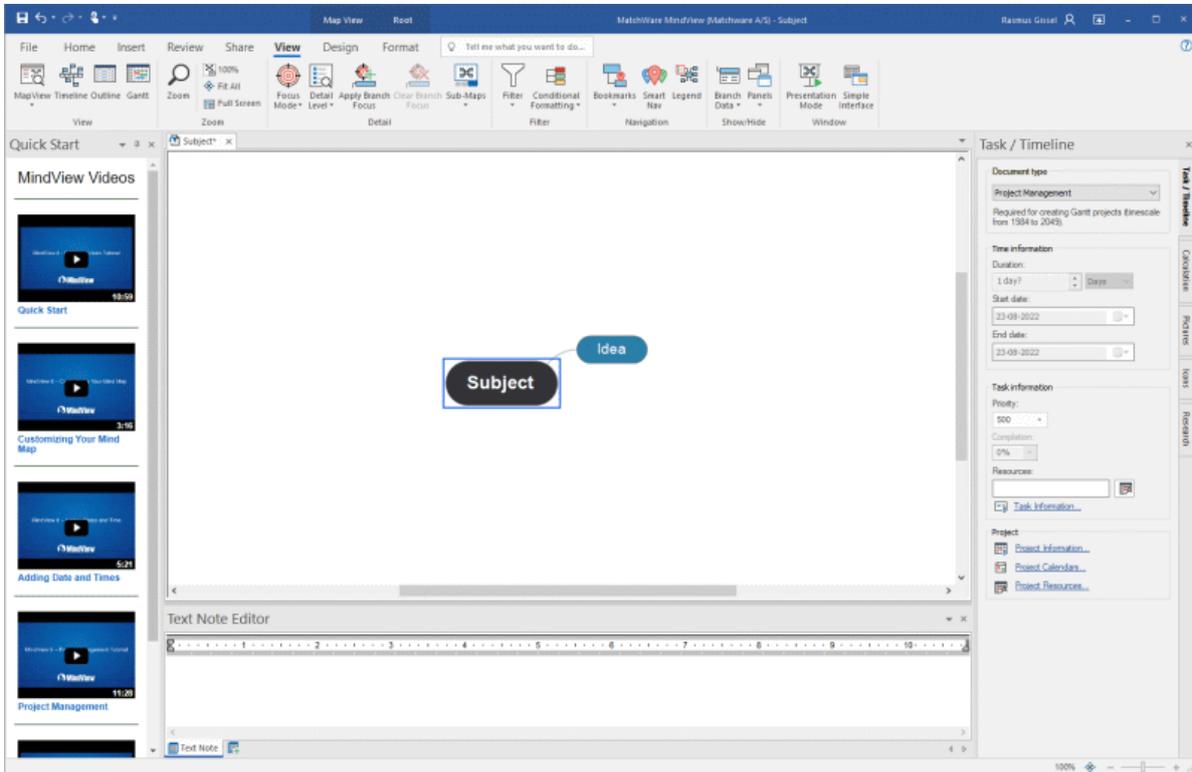
Our simple Quick Start example is now complete. In a very short time you have created and enhanced your first MindView mind map. You have also learnt the most common operations in MindView. Please refer to the User Guide for more information about any of the features described here.

User Guide

Setting up

Setting up your workspace

The MindView window is made up of several components:



- The **File** menu is displayed in the top left corner of the MindView window. It opens the Backstage view which contains commands affecting the entire document, such as New, Open, Save, Print or Export.
- The **Quick Access Toolbar** is a component of the Microsoft Office interface. It is a customizable toolbar that is available at all times, regardless of the menu tab currently open on the ribbon. By default, it is located in the top left corner of the MindView window.
- The **Ribbon** is also a component of the Microsoft Office interface. Its tabs, corresponding to the main activities in MindView, contain all the necessary commands, options and icons, organized in groups. It is designed to help you quickly find the commands that you need to complete a task.

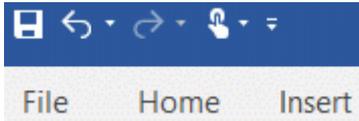
The **Design** tab that appears at the right of the ribbon is a special tab. It contains all the design options applicable to the current view.

When a particular branch or map element is selected, a **Format** tab may appear after the Design tab. It contains all the commands that are specific to the selected object.

- Five **Panels** can be displayed on the right of the MindView window. Note that only one of these panels can be visible at a time. In addition, MindView offers a number of other panels that you can show or hide and move around as needed in the MindView window.
- The **Workspace** is the area you use to design your document.
- The **options in the top right corner** of the MindView window enable you to log in and manage your MindView account, select a ribbon display option and get help (in addition to minimizing, restoring and closing the window). For more information, see "[Logging in](#)", "[Selecting a ribbon display option](#)" (below) and "[Getting help](#)".

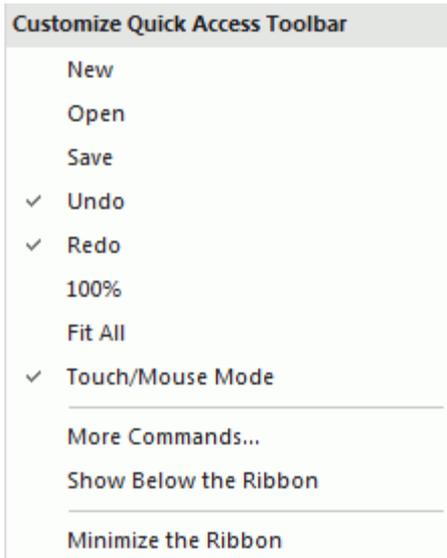
Customizing the Quick Access Toolbar

The Quick Access Toolbar contains the most frequently used commands. By default, it is located in the top left corner of the MindView window.



You can customize the Quick Access Toolbar by adding frequently used commands to it, or moving it closer to the workspace area:

- Click the **Customize Quick Access Toolbar** arrow  on the right of the toolbar.



- Select one or more of the commands listed to add them to the Quick Access Toolbar.
- Deselect one or more selected commands to remove them.
- Click **More Commands** to open a dialog where you can choose commands from any MindView ribbon and add them to the Quick Access Toolbar:
 - In the field **Choose commands from**, choose the ribbon tab containing the required command.
 - Choose the required command in the **Commands** field and click **Add**.

You can also add entire groups to the Quick Access Toolbar. Groups are denoted by a drop-down symbol .



A quicker way to add a command to the Quick Access Toolbar is to click the ribbon tab containing the command you want to add, right-click the command and choose Add to Quick Access Toolbar.

- Click **Show Below the Ribbon** to move the Quick Access Toolbar to under the ribbon.

Selecting a ribbon display option

MindView lets you select how you want the ribbon to be displayed:

- Click the **Ribbon Display Options** button  at the top right of the workspace. Depending on the display option currently selected, the button may be gray .
- Select a display option in the menu that opens:
 - **Auto-Hide Ribbon:** The ribbon is hidden when you are not using it. Click the bar at the top of the MindView window to display the ribbon and select a command. As soon as you have made your choice, the ribbon is automatically hidden again.
 - **Show Tabs:** Only the names of the ribbon tabs are displayed. To access a command, click the name of the tab where the command is located. The selected tab is now

displayed, allowing you to find and select the command. As soon as you have made your choice, the ribbon commands are automatically hidden again, and only the tab names are displayed.

 If you are not sure where a particular command is located, you can use the Tell Me bar to quickly find and execute it. For more information, see "[Getting help](#)".

- **Show Tabs and Commands:** All tabs and commands of the ribbon are displayed. This is the default option.

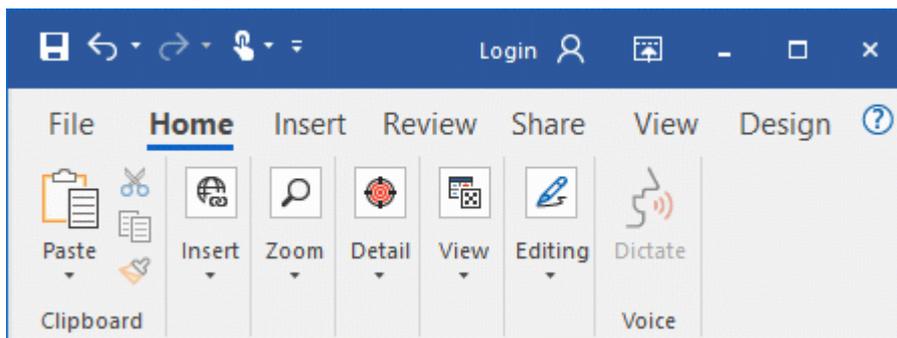
 You can toggle between **Show Tabs** and **Show Tabs and Commands** by double-clicking the current tab, by pressing Ctrl + F1 and by clicking the **Customize Quick Access Toolbar** arrow  and choosing **Minimize the Ribbon**.

No matter which display option you select, the **Ribbon Display Options** button is always visible, letting you select a different display option.

 You can reduce the number of tabs and commands shown in the ribbon by selecting the **Show simplified user interface** option. For more information, see "[Setting up your preferences](#)".

Ribbon layout when the MindView window is reduced

The layout of the commands, options and icons in the ribbon changes when the width of the MindView window is reduced. Controls normally represented by large icons may for instance now be represented by small icons. If the width of the window is greatly reduced, a group may be represented only by its icon.



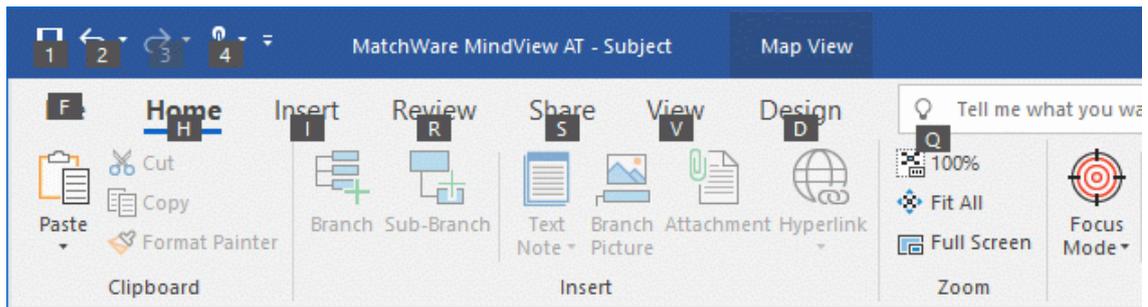
- To view the contents of such a collapsed group, just click its icon.

Using access keys and shortcut keys

To select a command from the ribbon, all you need to do is click the relevant tab to open it, then choose the command.

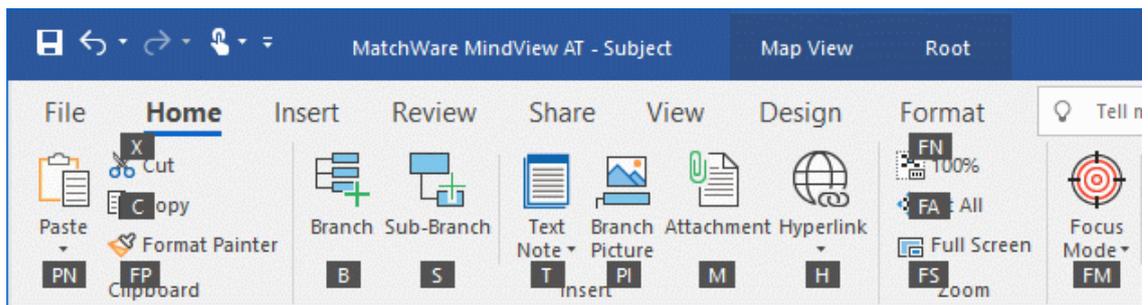
You can also use access keys for this purpose. Access keys are different from shortcut keys.

- **Access keys** are used to navigate through the interface and select its different commands using the keyboard. Each command shown in the File menu, the Quick Access Toolbar and the Ribbon has an access key.
 - **Shortcut keys** are key combinations such as F1 or Ctrl + O used to perform frequently used commands. Shortcut keys are not related to the organization of the commands in the interface. You will find a list of all the shortcut keys used in MindView in "[Keyboard shortcuts](#)".
- To select a command using an access key, start by pressing the **Alt** or **F10** key. You will now see the first layer of access keys you can use at that point displayed as small labels underneath each tab or command.



- Press the access key for the tab or command you require to see the second layer of access keys.

For instance, pressing **H** above will open the **Home** tab and display its access keys, as shown below.



- Press the key or keys corresponding to the command you want to select.

For instance, pressing **B** above will insert a branch in your map.

Using the MindView panels

Five panels can be opened on the right of the MindView window:

- The **Task/Timeline** panel
This panel lets you enter dates, times and other information on the branches of your mind map to create timelines, task lists or project plans.
For more information on this panel, see "[Inserting timeline data](#)" and "[Inserting task data](#)".
- The **Pictures** panel
This panel lets you access the Picture Catalog, an extensive collection of high-quality clipart pictures which you can add to your map to illustrate the topics.
See "[Inserting pictures](#)" and "[Using the Picture Catalog](#)" for more information.
- The **Icons** panel
This panel lets you insert icons in your map to illustrate the topics.
See "[Inserting icons](#)" for more information.
- The **Calculation** panel
This panel lets you enter and modify values on the branches of your mind map, for instance sales numbers, costs, exchange rates and so on, as well as formulas to carry out calculations on the values.
See "[Inserting calculation values](#)" for more information.
- The **Research** panel
This panel lets you insert research notes created using the MindView Assist app. You can also insert text and pictures created using the Capture toolbar if you have saved these items to the Research panel.
See "[Inserting items from the Research panel!](#)" for more information.

MindView includes other panels which you can show or hide using the **View | Show/Hide | Panels** command.

- **The Text Note editor**

The Text Note editor, which is placed by default at the bottom of the workspace, lets you associate comprehensive notes to the root or any branch of your map.

See "[Inserting text notes](#)" for more information.

- **The Object list**

This lists all the objects placed on the currently selected root or branch of your map.

See "[Using the Object list](#)" for more information.

- **The Properties dialog**

This dialog shows the properties of the MindView element currently selected, for example the root, a branch or a floating comment. If nothing is selected the properties of the current view are shown.

See "[Using the Properties dialog](#)" for more information.

- **The Overview panel**

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

See "[Using the Overview panel](#)" for more information.

- **The Changes panel**

This panel lists all the changes made to your map, by yourself or any other user who has access to it, provided that change tracking has been enabled.

See "[Tracking changes](#)" for more information.

- **The Timeline Outline**

This panel is only used in the Timeline view. It shows all the branches of your map as a hierarchical list which you can expand and collapse as required.

See "[Using the Timeline view](#)" for more information.

- **The Quick Start panel**

This panel gives you access to tutorial videos and other content from MatchWare's YouTube channel.

Resizing panels

- To resize a panel, move the pointer on one of its edges until it changes to a double arrow and drag with the mouse in the required direction.

Undocking panels

The Task/Timeline panel, the Pictures panel, the Icons panel, the Calculation panel and the Research panel are always anchored on the right of the workspace. Only one of these panels can be displayed at a time; when you open a new panel, the previous one is collapsed.

All the other panels open by default on the left of the workspace, except for the Text Note editor, which opens at the bottom.

You can however move any of these panels freely on the workspace or dock them to a different position:

- To undock a panel, just drag its title bar away from its current position until it is completely free, then let go of the mouse button.



You can also double-click the title bar of the panel to undock it and double-click it again to redock it. If you want to undock a panel and move it freely on the workspace without it "snapping" to a docked position, press the Ctrl key and hold it down while dragging the title bar of the panel.

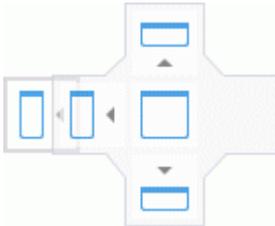
Docking panels

You can dock an undocked panel to the left, top or bottom edge of the workspace as follows:

- Drag the title bar of the panel and move it in the direction required until you see the arrow shapes left, up and down appear on the edges of the workspace.
- Drag the panel on top of the required arrow until you see a darker shade of blue outline the new position. Release the mouse button if you are happy with this new position, else continue dragging to the required position.

You can also dock a panel above, below or on the side of another panel. To do this:

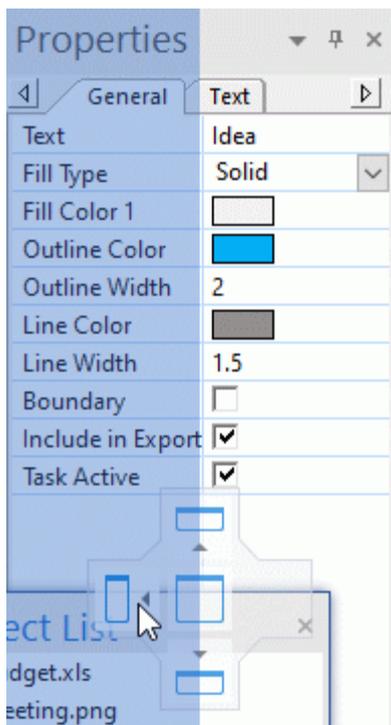
- Drag the title bar of the panel and move it in the direction of the target panel until you see a three-arrow shape appear.



You now have different possibilities:

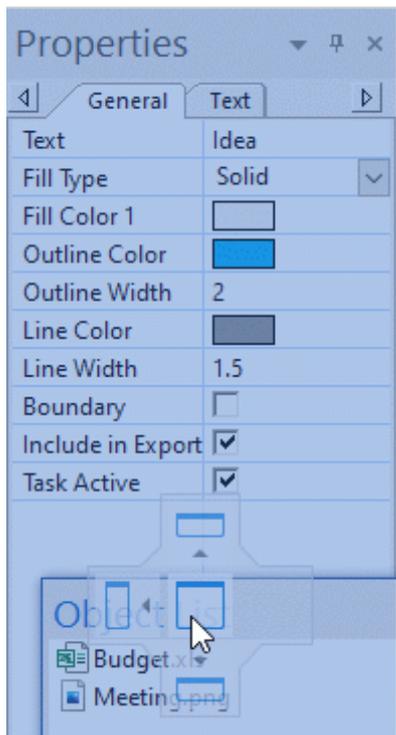
- Moving the panel over the left, up or down arrow will dock it on the corresponding side of the underlying panel.

Here for instance, the Object list is being docked to the left of the Properties dialog.

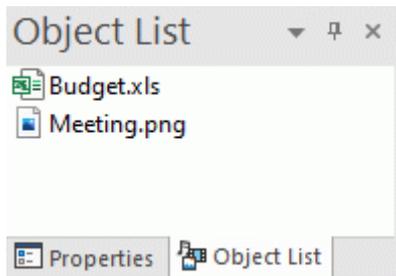


- Moving the panel to the middle square will integrate it as a tab of the underlying panel, converting it to a multi-tab panel.

Here, the Object list is being integrated with the Properties dialog as a tabbed panel.



- To free such a tabbed panel, drag it by clicking its tab, not its title bar.
To separate the Object list from the Properties dialog in the example below, you would therefore click the Object List tab.



Resetting panels to their default position

If necessary, you can reset all the panels to the default position they had when you first installed MindView:

- Click the **File** tab.
- Choose **Options**.
- Click **Preferences** on the left.
- Set **Reset Interface** to Yes.
- Click OK.

When using this command, note that other components, such as the Quick Access Toolbar or the list of recently opened files, are also restored to their defaults.

Setting up your preferences

The MindView Options dialog lets you customize your environment and gives you access to external web resources.

- Click the **File** tab.
- Click **Options**.

The MindView Options dialog that opens contains several panels, corresponding to different options.



You can also access the dialog by right-clicking the workspace and choosing **Options** in the shortcut menu.



In addition to the settings below, MindView uses the Windows locale settings for items like date formats and thousands separators. If you change the Windows locale while MindView is running, close and restart the application.

Document

This dialog contains options relating to the current document, and are only available if the document type is Project Management and if a document is open. For detailed information about these options, see "[Project Management options](#)" below.



Project Management is the default document type in MindView (except for the AT version where the document type is Task Management) but you can select a different document type from the Task/Timeline panel. If you create a new document in the Timeline view, the default document type is Timeline. For more information, see "[Understanding document types](#)"

Proofing

This dialog contains various options which you can set to determine the type of errors reported by the spellchecker.

It is described in detail in the topic "[Spellchecking options](#)".

Save

Create backup of document files: Creates a backup of the MindView file and saves it as a *.bak file. The *.bak file is a copy of the last saved version of your document. See "[Saving a mind map](#)" for more information on this feature.

Save auto-recovery info: MindView automatically saves a copy of your open documents at regular intervals in a temporary backup file. If a problem occurs that prevents MindView from closing properly, you can choose to auto-recover your file from this backup file when next starting MindView. This field allows you to set the interval between automatic saves.

Preferences

User Info options

Name and **Company:** These two options let you edit the name and company name used to identify the author when creating new MindView documents. The information is stored with the document and can be accessed as described under "[Viewing map statistics](#)" in "[Viewing a mind map](#)".



The name and company information in existing MindView documents is not updated if you edit the information shown in the MindView Options dialog. The edited information is only used when you create new documents.

Display options

Enable live preview: When this option is enabled, MindView shows a preview of how particular choices affect the map as you browse through them. When designing a mind map for instance, you can browse through the different styles shown in the Styles gallery to choose your favorite style. If this option is enabled, you see an immediate preview of the result on your mind map as you hover over each style.

Show Mini Toolbar: When this option is enabled, MindView displays a small floating toolbar above the right-click menu when you right-click the workspace, the root, a branch or a text note. The toolbar contains features relevant to the view you are in and saves you having to search for formatting commands or other options in the ribbon.

Draw map antialiased: Antialiasing improves the appearance of your map by smoothing its edges. This option is enabled by default. However, antialiasing makes a heavy use of the computer resources. If your computer has limited power, you might prefer to disable this option to speed up the display of the map.

Draw text antialiased: This option is disabled by default. However, text looks smoother when it is antialiased. Enable this option if your computer resources allow it.

Show Backstage view on startup: If you disable this option, MindView displays an empty workspace when starting rather than the Backstage view. See "[Creating a mind map](#)" for more information.

Show "Stay connected?" dialog during login: When this option is enabled (the default setting), you will be asked if you want to save your login credentials when logging in. For more information, see "[Logging in](#)".

Show Interactive Whiteboard Help dialog: This option is only relevant when you are working in pen mode using an interactive white board. When it is enabled, a help message appears every time you put a pen back in the tray if the workspace still contains ink data that has not yet been added to the document. For more information, see "[Working in Pen Mode](#)".

Show simplified user interface: This option, of particular interest to novice users and younger students, restricts the user interface to the most commonly used tabs and commands. You can return to the full interface at any time by disabling it. You can also switch to the simplified interface by choosing **View | Window | Simple Interface**.

Maximize MindView window on startup: When this option is set to Yes, the MindView window fills the entire screen when the program is started. If you set it to No, the MindView window keeps the size and position on the screen that it had the last time you exited the program.



Setting the option to No will still mean that the MindView window is maximized on startup if it was maximized the last time you exited the program.

Enable Windows Navigator: When this option is set to Yes, you can use the Windows Navigator feature to quickly view and switch between active tool windows and files by pressing Ctrl + Tab. See "[Viewing a mind map](#)" for more information.

Display Language: This option allows you to select a different display language for your MindView installation. The number of languages available depends on your edition of MindView. You must restart MindView for the change to take effect.



Selecting a different display language also changes the default language used for proofing new documents. For more information, see "[Spellchecking options](#)".

Reset Picture Catalog: Setting this to Yes restores the original contents of the Picture Catalog. Your User Area is left unchanged, but all the elements you might have added to any other category are removed. See "[Using the Picture Catalog](#)" for more information.

Reset Interface: Setting this to Yes resets all the panels to their default positions. When using this command, note that other components, such as the Quick Access Toolbar or the list of recently opened files, are also restored to their defaults. See "[Using the MindView panels](#)" in "[Setting up your workspace](#)" for more information on resizing and docking panels.

Animation options

These options allow you to disable the animation effects used by MindView if your computer is not powerful enough to produce a good result. If the animation effects appear slow and jerky rather than fast and smooth, you can disable them.

- **Comments:** This relates to the way the comment window opens when you insert or edit a yellow pop-up comment .

- **Object list pop-up:** This relates to the way the Object list pop-up opens when you move the mouse pointer over the paperclip icon  shown next to the label of any root or branch containing attached objects.
- **Zoom:** This relates to the way the map is displayed by increments when zooming in and out.
- **Animation time:** This is the time (in milliseconds) a scroll or zoom animation will take.
- **Animation distance factor:** This factor makes the duration of the scroll or zoom animation proportional to its distance. For instance, when scrolling from one branch to another branch placed some distance away on the screen, the higher this factor, the longer the animation will take.

Text Note editor options

Default font: This field lets you specify a default font, text style, text size and text color for all the text notes you enter using the Text Note editor. To access these options, just select the field and click the three dots that appear at its right end. You can of course change these settings for individual text notes when working in the editor. For more information about the Text Note editor, see "[Inserting text notes](#)".

Page color: This drop-down lets you select the default page color used in text notes. This option helps visually impaired users read the content of text notes by allowing for greater contrast between font color and page color. The page color setting is specific to your MindView installation. In other words, all text notes that you create, view or edit on your own computer are shown with the default page color you select here, but the same text notes will be shown using a different page color on a MindView installation with a different page color setting.

Project Management options

These options control the defaults MindView applies to any new document you create where the document type is Project Management. For more information, see "[Understanding document types](#)".



*You can change these options for a particular document by using the **Document** panel described above, or the **Document Properties** dialog (click the **File** tab and choose **Info | Properties**).*

Scheduling options

These options relate to the different ways in which MindView can schedule each task.

New tasks are effort-driven: This determines the effect of adding resources or removing resources from a task on the duration and work value of that task. For more information about effort-driven scheduling, see the topic "[Assigning resources](#)" and in particular the paragraph "[Understanding effort-driven scheduling](#)".

Default task mode: This setting lets you select the default scheduling mode when creating a task. The default setting is Auto Scheduled. For more information about manual task scheduling, see "[Using scheduling task modes](#)".

Default task type: This setting lets you choose a different default for the task type used by MindView to schedule each task. For more information about task types, see "[Using scheduling task types](#)".

Default duration unit: This setting lets you choose the duration unit to be used by default when you create a task.

Update manually scheduled tasks when editing links: This setting lets you choose whether manually scheduled tasks should be updated when editing links between tasks, for example when switching from Finish to Start (FS) to Start to Finish (SF). For more information about manual task scheduling, see "[Using scheduling task modes](#)".

Default start time: This setting lets you choose the standard start time for new tasks.

Default end time: This setting lets you choose the standard end time for new tasks.

Currency options

These options relate to the costs you can associate with resources. To find out how to do this, see ["Assigning resources"](#).

Symbol: This field lets you specify the currency symbol to be used when displaying resources costs on the mind map. You can enter any currency symbol or any other symbol of your choice.

Decimal digits: The number of digits after the decimal separator to be used when displaying resources costs. You can enter any value between 0 and 9.

Placement: Use the drop-down to choose the placement of the currency symbol in the cost fields.

Undo options

The Undo feature lets you reverse any operation you have performed on your map. This gives you the freedom to experiment, as you can easily undo the last change made by choosing **Undo**  in the Quick Access Toolbar (or **Ctrl + Z**), and reapply the change if necessary with **Redo**  or (**Ctrl + Y**).

Note that you can also click the arrow to the right of the Undo icon to select a number of changes to undo. Similarly, the Redo icon allows you to restore the last change or changes undone.

Undo levels: This field lets you specify the maximum number of changes that you want to be able to undo. If for instance you set the number of Undo levels to 5, you will be able to reverse up to 5 changes by selecting the changes in the Undo list  or pressing Ctrl + Z several times. Note that increasing the number of undo levels increases the amount of memory used.

Updates options

Check for program updates: This option allows MindView to check automatically for program updates on the MatchWare web site at the start of the program.

Advanced options

Send anonymous usage statistics: This option allows you to activate or deactivate the MatchWare User Experience Improvement Program for your MindView installation. When the option is set to Yes, anonymous statistics about your use of MindView is collected and sent to MatchWare in order to improve our products and services.



This option is only available if you allowed the collection of usage statistics when installing MindView.

Use new Microsoft Edge browser: If you enable this option, the new, Chromium-based Microsoft Edge browser will be used as the default embedded browser in MindView. This will give you a better user experience; for example, you may need this browser to log into your MindView account using a third-party service.



Check that the newest version of Microsoft Edge is installed before enabling this option. You must restart MindView for the enabled option to take effect.

Use shared Windows Speech to Text Recognition during dictation: This option allows you to select whether the Windows Speech Recognition toolbar should be shown when using the Dictate feature. For more information, see ["Dictating text"](#).

The next two options are only available in the AT Edition:

Enable Dragon Integration: Allows integration between MindView and Dragon NaturallySpeaking. When this option is enabled, you can use MindView commands such as "New branch" or "New text note" with Dragon; when the option is disabled, you can still use the standard Windows commands supported by Dragon. For more information, see ["Working in Speech Mode"](#).

Dragon Integration - Register Ribbon commands: Registers MindView ribbon commands with Dragon NaturallySpeaking so that you can access them using voice commands. As newer versions of Dragon NaturallySpeaking do not require this, the option is disabled by default.

Maximum Branches for Compacted Maps: This option allows you to set the maximum number of branches allowed in compacted maps. If the number set here is exceeded, the Compact Map feature is disabled to preserve application performance. This will improve load times for large mind maps. For more information, see ["Designing a mind map"](#).

Temporary Document folder: This option allows you to select the folder used for temporary documents.

Default Temp folder: This option allows you to select the folder used for creating temporary files.

User Data location: This option allows you to select the folder for data specific to you.

Picture Catalog location: This option allows you to select where the Picture Catalog and all associated files should be located.

Picture Catalog User Data location: This option allows you to select where the user data for the Picture Catalog should be located.



Always select a folder or location to which you always have read/write access when selecting storage locations.

Calendar

This tab is only relevant if you intend to create project plans for use in the Gantt view. It lets you modify the default calendar settings which provide the basic information about working and non-working time used by MindView to schedule the tasks of a project plan.

For details about how to use this dialog, see "[Defining calendars](#)" in the "Gantt view" chapter. For general information about the Gantt view, see "[Using the Gantt view](#)".

Suggestion Sources

This dialog lets you add, edit and remove suggestion sources for the Predictive Suggestions feature. For details about how to use this dialog, see "[Setting up suggestion sources](#)".

Pen Input

This dialog is only displayed if your operating system supports pen input. It lets you choose different input options when working in Pen Mode. For more information, see "[Working in Pen Mode](#)".

Resources

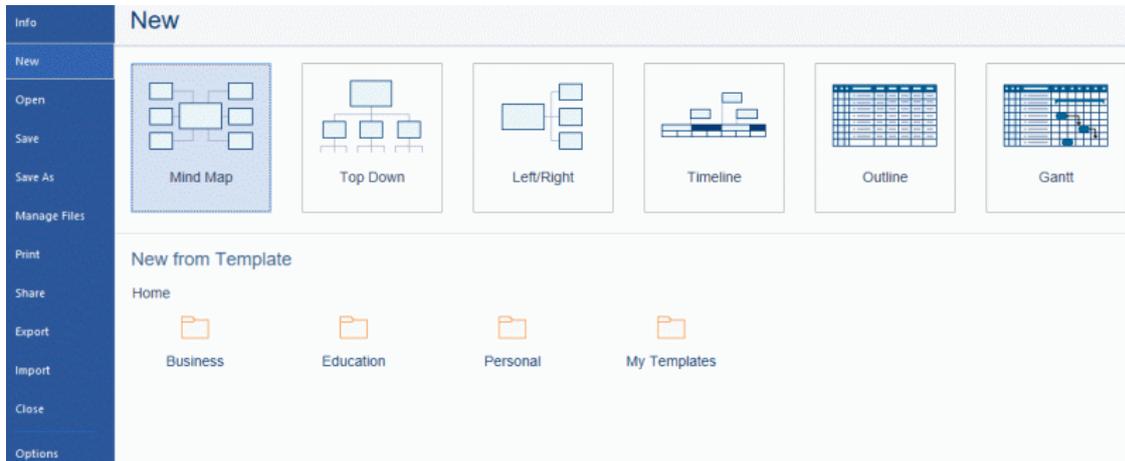
This dialog lets you access the MatchWare web site and obtain the latest product updates.

It also lets you enter a different license key, for instance for converting a demonstration version of MindView to a full version. If you have logged into MindView, you do not need to provide a license key. For more information, see "[Logging in](#)".

Basic tasks

Creating a mind map

When you start MindView, the first screen you see is the Backstage view.



Here you can select various commands to create, open, save and share mind maps and much more.



You can select whether the Backstage view should be shown when you start MindView in the MindView Options dialog. See "[Setting up your preferences](#)" for more information.

- Choose **New** to create a new mind map document, and select the view you want to use: **Mind Map**, **Top Down**, **Left/Right**, **Timeline**, **Outline** or **Gantt**.

If you have previously created a mind map using the same view, MindView will automatically apply the layout and style you selected for that mind map (if any). For more information, see "[Designing a mind map](#)".

If you select the Timeline view, the new document will automatically have the Timeline document type. For all other documents, the default document type will be used (Task Management for the AT Edition, Project Management otherwise). For more information, see "[Understanding document types](#)".



Although the topics in the "Basic tasks" and "Further tasks" sections of this user guide assume that you are using one of the standard Map views, namely Mind Map, Top Down or Left/Right, most of the procedures they describe apply equally to *all* views. Procedures that are specific to particular views are described in the topics dealing with these views in the "Views" section of this user guide. See "[Using different views](#)" for more information about each view.

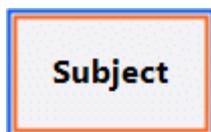


*If you have closed the Backstage view, you can also press **Ctrl + N**.*

Once you have created your document, you can display it at any time in another view by choosing that view in the **Home | View** or **View | View** panels in the main menu or by right-clicking the workspace and choosing **View Map As** in the local menu or selecting a different view in the floating toolbar displayed above the local menu.

Going from one view to another only affects the way the document is displayed. The contents of the document are not modified, unless you edit them yourself while working in the new view. The only exception to this rule is the Gantt view. Going to the Gantt view automatically enables project management features. This may have consequences for your data. See "[Using the Gantt view](#)" for more information.

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



See "[Entering a branch label](#)" to find out how to do this.

Using a template

The **New from Template** option of the Backstage view allows you to create a document based on one of the many educational, business and personal templates included in MindView, or on one of your own templates. 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.

MindView also includes various ready-made project plans for common business activities (organizing a tradeshow, producing a publication, launching a product and so on) for use in the Gantt view. You can use these for training purposes, or as a basis for your own project plans.

Once you have created your mind map from one of these templates, you can easily tailor it to meet your particular needs. Ideas and suggestions for expansion are given in text notes and pop-up comments.

Selecting a template

- Under **New from Template**, click one of the template category folder icons to browse the templates contained in it.

New from Template

Home



Business



Education



Personal



My Templates

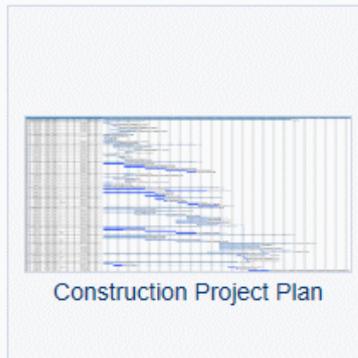
You can see a preview of each template. The **My Templates** folder contains templates that you have created; for more information on saving documents as templates, see "[Saving a mind map](#)".

New from Template

Home > Business > Project Management > Project Scheduling



Appraisal Portfolio



Construction Project Plan



Engineering Project Plan

- Click the desired template to create a document based on it.

You can delete a custom template by clicking the red cross icon at the top right of its thumbnail.

New from Template

Home > My Templates > Business



Saving a mind map

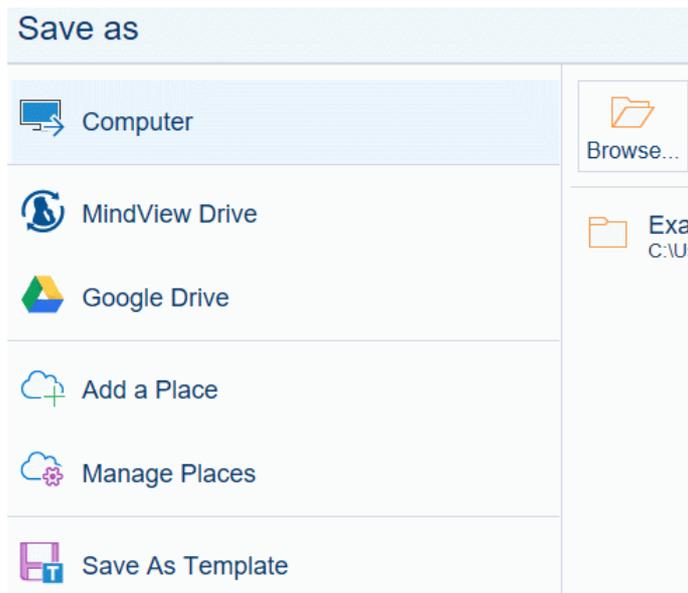
MindView documents are saved as .mvdX files that can be opened on PC and Mac versions of MindView and from MindView Online.

To save a document:

- Click the **File** tab.

You can now choose either:

- **Save** to save your document under its existing name and continue working in MindView.
- **Save As** to save your document under a different name, in a different location or as a template; see below. This is also a way of creating a copy of your document.



 To save your document, you can also just click the **Save** icon  in the Quick Access Toolbar or press **Ctrl + S**.

 You can get MindView to save the previous version of your document automatically as a .bak file by enabling **Create backup of document files** in the Save panel of the MindView Options dialog. For more information on that dialog, see "[Setting up your preferences](#)".

 From the Save as dialog, you can also save your document in an online workspace such as MindView Drive. MindView Drive automatically saves previous versions of your documents and lets you recycle deleted files; for more information, see "[Managing files on MindView Drive](#)". You can also add or manage other online workspaces. For more information, see "[Opening and saving online documents](#)" and "[Managing online workspaces](#)".

Saving documents created with previous versions of MindView

MindView 8 lets you open documents created with previous versions of MindView. However, once you make changes to the document and save it with MindView 8, features and data in the saved document may no longer be compatible with the previous version. You may therefore lose data if you then open the saved document in a previous version of MindView.

Saving your document as a template



You can also save your document as a custom template for future use. This allows you to create new documents based on your existing ones. To do this:

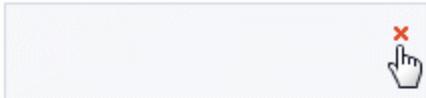
- Click the **File** tab.
- Choose **Save As | Save As Template**.
- Click **Save**.

Your template is saved with the extension .mvtx and is listed in the My Templates folder when you create a new mind map based on a template. For more information, see "[Creating a mind map](#)".

You can create any number of sub-folders in the My Templates folder from the **Save As** dialog or File Explorer. These sub-folders will be listed in the My Templates folder. You can also rename or delete sub-folders or templates as necessary from the **Save As** dialog or File Explorer. Another way of deleting a template is to choose **File | New | New from Template**, open the My Templates folder and click the red cross icon at the top right of the custom template.

New from Template

Home > My Templates > Business



 You can also save your templates elsewhere on your computer or network, but if you do so, they will not appear in the My Templates folder when you create a new mind map. To use a template saved in a different location, you will have to browse to this location and open it as a standard MindView file.

Recovering a backup file (*.bak)

If you save a document after having made some changes which you wish you had not made, you can restore the previous version of the document as follows:

- Click the **File** tab and choose **Open**.
- Browse to the folder containing your MindView document and enter the file name *.* in the Open dialog to view the list of all the files contained in that folder.
- Select the *filename*.bak file, where *filename* is the name of your MindView document and click Open.
- Click the **File** tab, choose **Save As**, and save the .bak file in its original location and under its original .mvdX name to overwrite the incorrect version of the document.

Auto-recovery

By default, a temporary copy of your document is also saved automatically at regular intervals to allow auto-recovery in the event of a program failure. To disable automatic saving of auto-recovery information, uncheck **Save auto-recovery info** in the Save panel of the MindView Options dialog.

Opening a mind map

MindView documents are saved as .mvdX files that can be opened on PC and Mac versions of MindView and from MindView Online. You can open an existing document as follows:

- Choose **File | Open** or press **Ctrl + O**.

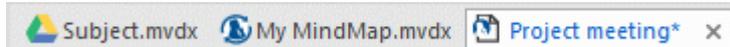
If MindView is already showing the Backstage view, for example because you have just started the application, you can just choose **Open**.

- Locate the mind map you want to open, and click it.



From the Open dialog, you can also open documents from online workspaces such as MindView Drive. You can also add or manage online workspaces. For more information, see "[Opening and saving online documents](#)" and "[Managing online workspaces](#)".

You can open several mind maps in MindView at the same time. Each one is displayed in a separate tab in the MindView workspace and is treated as a separate document. The icon shown on each tab indicates where the document is stored: on your computer or on an online workspace.



An asterisk on the right of the document name indicates that you have made changes to the document which you have not yet saved.



*You can easily go from one document to the other by clicking the relevant tab or pressing **Ctrl + Tab** to open the Windows Navigator. For more information on the Windows Navigator feature, see "[Viewing a mind map](#)".*

Notes:

- If you are trying to open a password-protected document, you will need to enter the password before proceeding.
- If the document you are opening was saved with a branch focus or a filter to restrict the display of the map to specific branches, a message warns you that you may be viewing only part of the map. Click the **Clear Branch Focus** or **Clear Filter** button next to the message to see the entire map. For more information about branch focus and filters, see "[Focusing on a branch](#)" and "[Filtering a mind map](#)" respectively.



- MindView also lets you open MindManager® files (with extension .mmap) from version X5 onwards.

Opening documents created with previous versions of MindView

MindView 8 lets you open documents created with previous versions of MindView. However, once you make changes to the document and save it with MindView 8, features and data in the saved document may no longer be compatible with the previous version. You may therefore lose data if you then open the saved document in a previous version of MindView.

Entering a branch label

By default, the root of a newly created mind map contains the label "Subject" and new branches appear with the label "Idea".

Replacing the default label

- Just click the root or branch to select it and start typing.



You can switch on the Predictive Suggestions feature to receive suggestions as you type, and you can dictate the branch label using the microphone of your computer. For more information, see "[Using predictive suggestions](#)" and "[Dictating text](#)".

- When you have finished, press **Enter** or click outside the root or branch.



Weekly meeting

Unless your label is quite short, a resizing handle appears when you hover the right side of the frame surrounding the label. You can use this handle to resize the branch label by dragging it in the direction required.



By default, the text wraps around automatically when you type long labels. If you want to force the next part of your label to start on a new line, press **Ctrl + Enter** at the end of the line. You can disable the automatic text wrapping by unchecking the relevant property in the View properties. See "[View properties: General tab](#)" for more information.



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 editor. 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.



Branch labels can be read aloud. To do this, click the branch to select it and choose **Review | Voice | Read Aloud A** (or press **F5**). You can stop the narrating by clicking the icon or pressing F5 again. To resume, hold down **Ctrl** while clicking the icon or pressing F5.

This feature is only available in the Assistive Technology Edition (AT Edition) of MindView.

Editing a label

- To replace the existing label, just click the branch to select it and start typing the new label.

You can also edit the existing label. Here are different ways of entering Edit mode:

- Select the branch and click the label, or
- Select the branch and press **F2**, or
- Right-click the branch and choose **Edit Text** in its local menu.

Once you are in Edit mode:

- Place the cursor at the required position and start typing.
- When you have finished, press **Enter** or click outside the label.



Pressing **Esc** while in Edit mode will leave the existing label unchanged.

Inserting branches

MindView lets you insert main branches, sub-branches and pre-branches in your mind map:

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

MindView 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. You can also move branches to other locations in the mind map. 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". The procedure for replacing the default label is the same as for the root. See "[Entering a branch label](#)" for more information.

Inserting a main branch

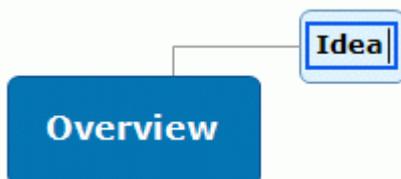


To insert a main branch:

- Click the root and press **Enter** or **Insert**.

You can also:

- **Double-click** the root, or
- Click the root and choose **Home | Insert | Branch** or **Home | Insert | Sub-Branch**, or
- Click the root and choose **Insert | Branches | Branch** or **Insert | Branches | Sub-Branch**, or
- Right-click the root and choose **Insert | Branch** or **Insert | Sub-Branch** in its local menu.



Inserting branches at the same level



To add a branch at the same level as an existing branch:

- Click the existing branch and press **Enter**.

You can also:

- Click the branch and choose **Home | Insert | Branch**, or
- Click the branch and choose **Insert | Branches | Branch**, or
- Right-click the branch and choose **Insert | Branch** in its local menu.



Inserting a sub-branch



To add a sub-branch to an existing branch:

- Click the existing branch and press **Insert**.

You can also:

- **Double-click** the branch, or
- Click the branch and choose **Home | Insert | Sub-Branch**, or
- Click the branch and choose **Insert | Branches | Sub-Branch**, or
- Right-click the branch and choose **Insert | Sub-Branch** in its local menu.

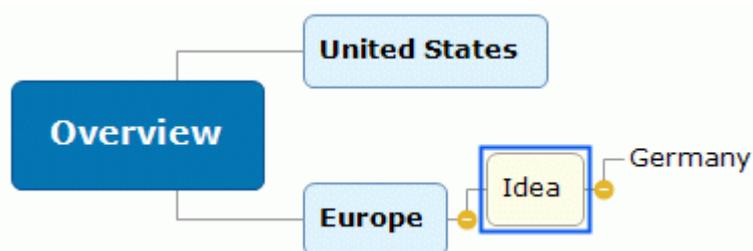


Inserting a pre-branch



To insert a branch between an existing branch and its parent branch (or the root), you can:

- Click the branch and press **Shift + Enter**, or
- Click the branch and choose **Insert | Branches | Pre-Branch**, or
- Right-click the branch and choose **Insert | Pre-Branch** in its local menu.



When you insert a pre-branch, all existing branches below the new branch are moved one level down. For example, if you insert a pre-branch before a main branch, the pre-branch becomes the new main branch while the old main branch becomes a sub-branch to the new main branch.

Formatting a branch

As soon as you insert a branch in the map, a **Format** tab appears at the right of the ribbon.

This tab lets you perform different operations on the branch, such as changing its shape, choosing a different fill color, defining a branch boundary, or selecting different text attributes. See "[Formatting a branch](#)" for more information.

To apply the same formatting attributes to all the branches, it is however much easier to use the **Design** tab, whose predefined styles and design options apply to the entire map. See "[Designing a mind map](#)" for more information.

Copying 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 Notepad text file or a Microsoft Excel spreadsheet, and pasting them into your MindView document. Any line indented with spaces or tabs in the external application will be inserted as a sub-branch of the higher-level line.

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

Expanding and collapsing a branch

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

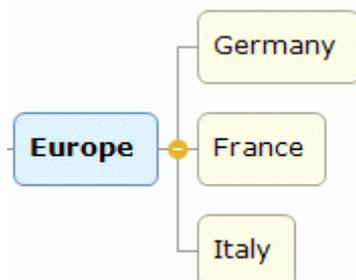
- Click the minus sign , or
- Right-click the higher-level branch and choose **Collapse** in its local menu, or
- Press **Ctrl + Shift + "-"**.

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



To redisplay the sub-branch with all its sub-branches, do one of the following:

- Click the plus sign , or
- Right-click the higher-level branch and choose **Expand** in its local menu, or
- Press **Ctrl + Shift + "+"**.



 The design of the minus and plus signs depends on the style of the mind map, and some styles do not include these buttons at all. For more information on styles, see "[Designing a mind map](#)".

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 **Home | Editing | 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. This causes the sub-branches to move up one level in the hierarchy to become sub-branches of the parent branch (or the root).



*Remember that if you delete a branch by accident, you can always cancel the deletion by clicking **Undo**  in the Quick Access Toolbar or pressing **Ctrl + Z**.*

Designing a mind map

You can customize the look of your map at any time by applying design options to it.

 Most design options give you a live preview of their effect on the map. It is therefore easier to judge the overall effect once you have entered a few main branches and sub-branches in the map.

- Click the **Design** tab at the right of the ribbon.

This tab contains all the design options applicable to the current view.



- Browse through the **Layouts** gallery to choose your preferred layout.

For more information about these views, see "[Using different views](#)".

 The layouts available depend on the view you are using. If you are using one of the Map views for instance, you can choose between the traditional Mind Map layout, the Left or Right layout or the Top Down layout.

- Browse through the **Styles** gallery to choose your preferred style.

MindView also lets you design your own style, using the Style Designer. For more information, see "Creating a custom style" below.

- (optional) To further customize the visual aspect of your map, explore the options available in the **Effects** and **Properties** panels.

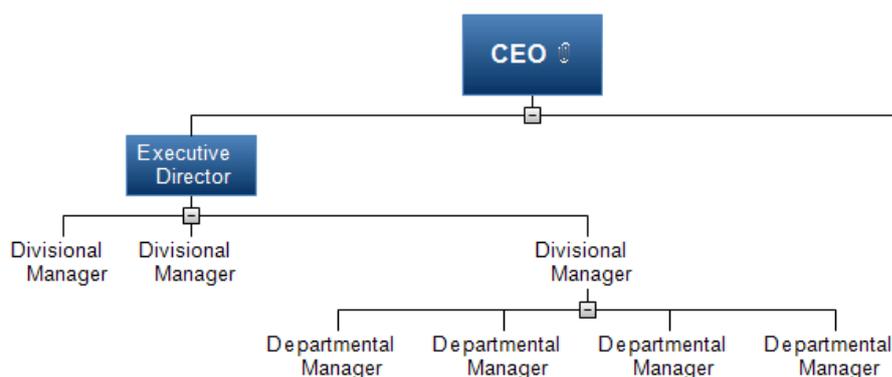
If necessary, you can undo your changes and return the map to the initial style by choosing **Effects | Reset Style**.

 All the design options you choose here apply to the entire map. You can however apply different design options to selected branches. To find out how to do this, refer to "[Formatting a branch](#)".

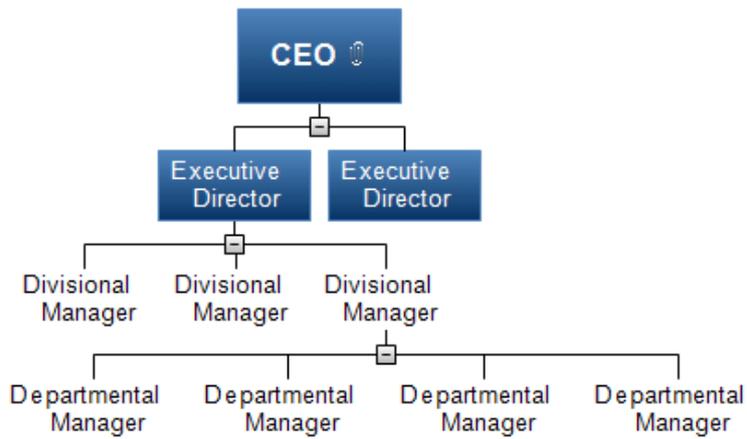
 MindView automatically applies the layout and style you select for your document the next time you create a new document using the same view. This helps you create new documents quickly, for example if you prefer to have the sub-branches of your Top Down views arranged horizontally, or if you prefer the Right view over the Left view.

 By default, MindView organizes the map so that the bounding areas containing the main branches and their sub-branches do not overlap with each other. For some map layouts, this may create large empty spaces between branches which make the map harder to overview. In those cases, the **Compact Map** option may produce a better layout by bringing the branches as close to each other as possible, as shown in the examples below. Note however that the compact mode is more demanding on computer performance; to fine-tune the Compact Map option to your computer, you can change the maximum number of branches allowed. For more information, see "[Setting up your preferences](#)".

Mind map before compacting:



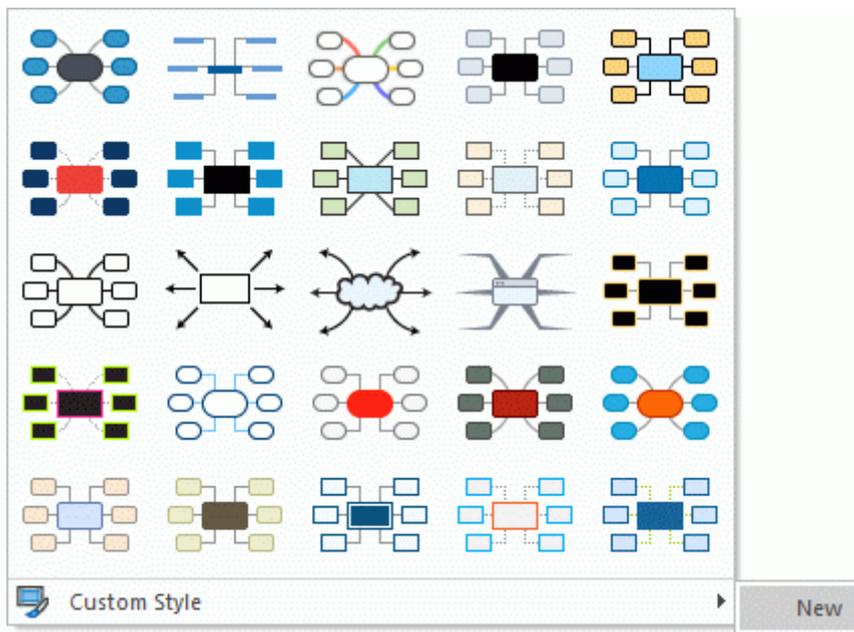
Mind map after compacting:



Creating a custom style

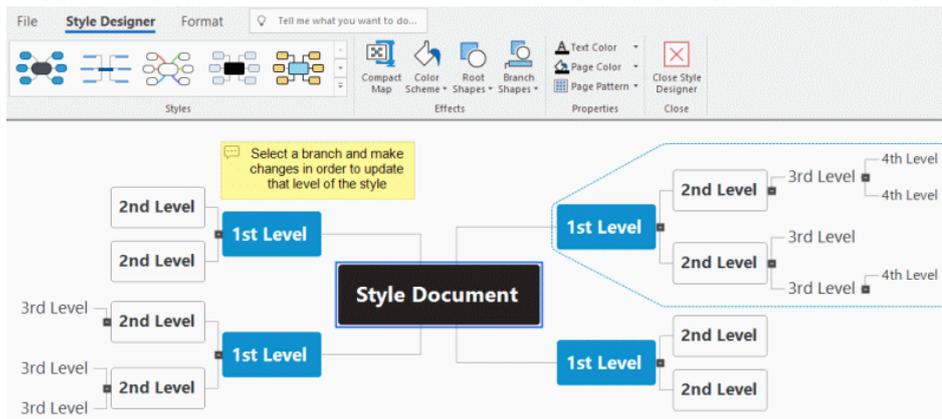
You can create your own custom style, for re-use later, as follows:

- Choose **Custom Style** at the bottom of the **Styles** gallery, and choose **New** in the menu that opens.

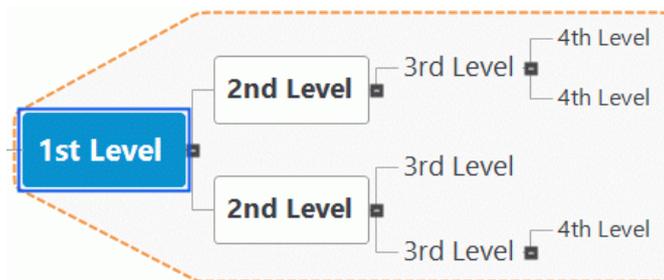


The **Style Designer** tab opens.

You can now make design changes applicable to the entire map, as described above. You can also make changes to specific branch levels, by selecting one branch at that level, and using the **Format** tab to choose the relevant attributes.



You can also customize the branch boundary shown around the first main branch by choosing a different fill color and outline for it. Just select the branch, click the **Format** tab, and select the required options in the **Boundary** panel. When applying this custom style to one of your maps in the future, branch boundaries will automatically adopt the boundary style created here.



Similarly, you can customize the floating comment shown by selecting it, and using the options of the **Format** tab. When applying this custom style in the future, all the floating comments of your map will automatically inherit the attributes you choose here.

- When you have finished, click **Close Style Designer** in the **Style Designer** tab. A message appears to ask you if you want to keep your new style.

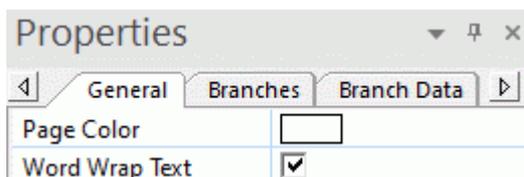
Once saved, your new custom style appears at the end of the Styles panel of the Design tab, after all the standard MindView styles. You can now select this custom style to apply it to your maps just as you would choose one of the standard styles.

You can return to your custom style at any time to edit it further by choosing **Custom Style | Edit**, or delete it with **Custom Style | Delete**.

View properties

In addition to the design options available on the Design tab, the view also has properties that you can edit in the Properties dialog. The Properties dialog always lists all the properties applicable to the element currently selected in the workspace.

- Click the workspace so that no other element is selected.
- Choose **View | Show/Hide | Panels | Properties** to open the Properties dialog.



See "[Using the Properties dialog](#)" for a general description of the Properties dialog.

See "[View properties: General tab](#)" in the "Reference" section for a detailed description of the general properties applicable the view and "[View properties: Branches tab](#)" for a description of the default properties applicable to branches.

Viewing a mind map

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

Scrolling the map

You can use the **scroll bars** or your **mouse scroll button** to bring parts of the mind map outside the display area back into view:

- To scroll your map vertically, use the vertical scroll bar or the scroll button of your mouse.
- To scroll your map horizontally, use the horizontal scroll bar or press **Shift** while using the scroll button of your mouse.

Panning the map

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

- Press the **Shift** key 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.

You can also easily move the map within the workspace by dragging its root to the position of your choice.

 In Touch Mode, you can pan the mind map by using your fingers on the touch screen of the computer. See "[Working in Touch Mode](#)" for more information.

Viewing map details

There are other viewing options available to you:

- You can use the **Zoom** slider  or the **Zoom** icons of the Home and View tabs to change the level of magnification of your map. See "[Zooming in and out](#)" for more information.
- You can view the map in full screen mode by choosing **View | Zoom | Full Screen** or **Home | Zoom | Full Screen**  or pressing **F9**. To return to normal viewing mode, choose **Close Full Screen** in the floating Full Screen toolbar, press **Esc** or press **F9** again.
- You can select the root in any map view by pressing **Ctrl + Home**. This is a convenient way of returning to the starting point in large mind maps.
- You can move the focus between the active tabs, panels or status bars in the mind map by pressing **F6**. Each time you press this key, the focus is moved to the next active item; pressing **Shift + F6** moves the focus in the reverse order.

 You can also use the Windows Navigator to quickly view and switch between active tool windows and files; see below.

- If you want to present your map to others, you can focus on one branch at a time while you discuss the issues related to that branch by choosing **View | Detail | Focus Mode** or **Home | Detail | Focus Mode**  or pressing **F3**. As soon as you click the branch you want to concentrate on, the map becomes centered on that branch. If necessary, you can select a different zoom factor for maximum legibility by clicking the lower part of the Focus Mode icon. To recenter the map on its root so that you can select other branches that may no longer be visible, just click anywhere on the workspace. To return to the normal mode of working at the end of your presentation, click the Focus Mode icon again to deselect it or press **F3**.
- You can collapse the entire mind map to just one level of branches, two levels, three levels or four levels by choosing **View | Detail | Detail Level**  and selecting the number of levels on the sub-menu. To show all levels, click the **Show All Levels** icon .

 You can also press **Ctrl + 1** to display just one level of branches, **Ctrl + 2** to show two levels etc. **Ctrl + 5** shows all levels.

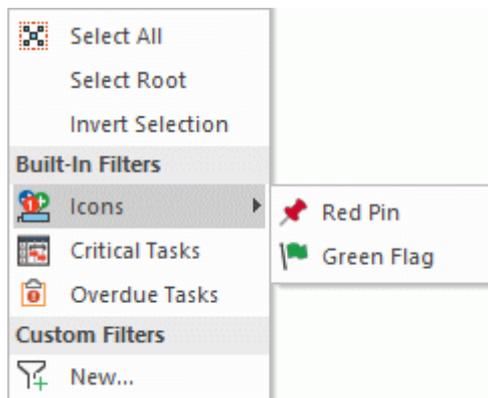
- The **Apply Branch Focus** icon  of the Home and View tabs allows you to restrict the display to a particular branch or set of branches. See "[Focusing on a branch](#)" for more information.
- The **Sub-Map** icon  of the Home and View tabs allows you to create sub-maps showing specific branches. See "[Creating sub-maps of selected branches](#)" for more information.
- The **Branch Data** icon of the View and Format tabs lets you select which data to show in the mind map.

Choose **View | Show/Hide | Branch Data** , and select the task information and calculation values that you want to display on all branches in the entire mind map. You can also choose whether branch connections and task link connections should be visible on the map or not.

Choose **Format | Show/Hide | Branch Data** , and select the task information and calculation values that you want to display on the selected root or branch.

For more information on branch connections and task link connections, see "[Creating branch connections](#)" and "[Using links](#)". For more information on calculation values, see "[Inserting calculation values](#)".

- The **Select** icon of the Home tab lets you quickly select branches in your mind map based on various predefined criteria. Choose **Home | Editing | Select** , and select the criterion you would like to use from the menu.

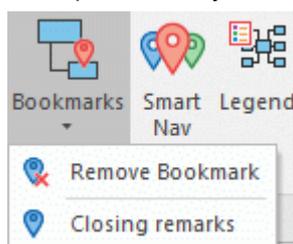


For example, if you select **Milestones** in the menu, all branches with milestone tasks are selected in the map, and if you select a particular icon from the **Icons** submenu, all branches containing that icon are selected.

You can invert your selection (that is, deselecting all currently selected branches and instead selecting all branches that were not selected). You can also choose to define a custom filter and select branches based on this filter. Filters that you define here are also available for filtering the mind map and using conditional formatting, and vice versa; for more information on creating filters, see "[Filtering a mind map](#)". For more information on conditional formatting, see "[Using conditional formatting](#)".

- The **Bookmarks** feature allows you to set bookmarks on your branches, in order to locate them quickly again in your map. To set a bookmark on a branch, select the branch, click the button **View | Navigation | Bookmarks**  and choose **Add Bookmark** in its drop-down menu (or right-click the branch and choose **Insert | Bookmark** in its local menu).

The Bookmark icon  appears on the branch, and the branch label is now shown in the list that opens when you click the **Bookmarks** button.

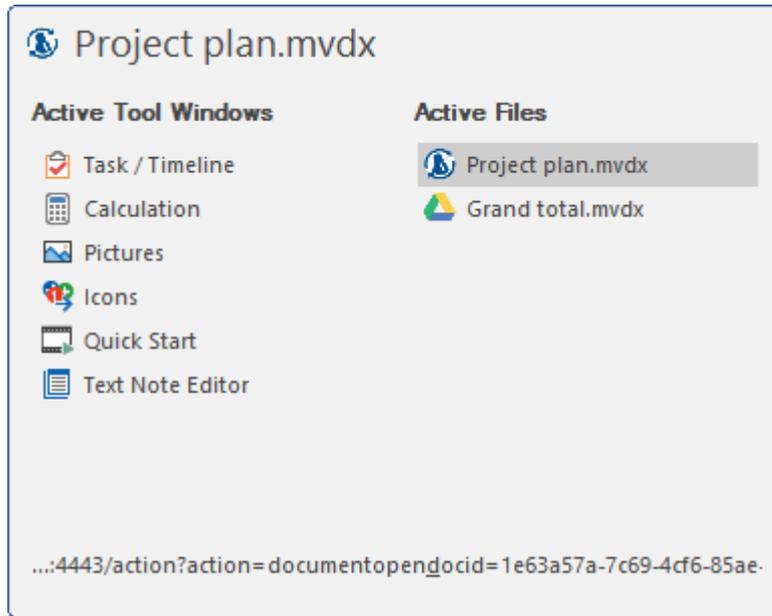


When you are viewing another part of the map, you can now quickly navigate to the bookmarked branch by clicking again the **Bookmarks** button and selecting the branch label in the list. This selects the branch, and re-centers the map on the branch.

To remove a branch from the list of bookmarked branches, select it on the map, click the **Bookmarks** button and choose **Remove Bookmark** (or right-click the branch and choose **Delete | Bookmark** in its local menu).

- The **Windows Navigator** feature allows you to get a quick overview of active tool windows and files, and switch between them.

To open the Windows Navigator, press **Ctrl + Tab** and hold down the Ctrl key.



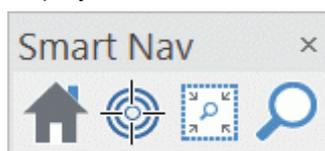
While holding down the Ctrl key, select the tool window or file that you want to switch to using the mouse or the arrow keys. When you release the Ctrl key, the Windows Navigator is closed, and MindView switches to the selected window or file.

 The icons shown next to the active files indicate whether the files are stored locally  or online, for example on MindView Drive . For more information on storing files online, see "[Opening and saving online documents](#)".

 The Windows Navigator does not include screen reader feedback and therefore may not be suitable for visually impaired users. You can disable the Windows Navigator in the MindView Options; for more information, see "[Setting up your preferences](#)". If the Windows Navigator is disabled, pressing Ctrl + Tab merely switches between the documents currently open in MindView, if there is more than one.

- The **Smart Nav** feature is a small toolbar containing four convenient options for quickly navigating large mind maps. It is always displayed on top of all other elements of the MindView user interface, providing you with easily accessible navigation tools. Smart Nav is only available in the Mind Map, Top Down, Left/Right and Timeline views.

To show Smart Nav, choose **View | Navigation | Smart Nav** . The Smart Nav toolbar is displayed on the screen.



To move Smart Nav, simply drag it to the desired location on your screen with the mouse. To hide Smart Nav, choose **View | Navigation | Smart Nav** again, or click the **Close** button at the top right of the Smart Nav toolbar.

To use one of the Smart Nav features, click it on the toolbar:

 Click **Home** to zoom the map size to 100%. If any other Smart Nav tools are active, they will be deactivated when you click **Home**.

 Select one or more branches and click **Focus Mode** to focus the map on the selected branches. The focus is moved to any branch you select thereafter until you click the icon again to deactivate Focus Mode.

 Click **Fence Zoom** and define a rectangular area with the mouse to zoom to the defined area.

 Click **Search** and enter a search text in the text field provided. If you start typing a search string that matches one or more branch labels in the mind map, MindView will show a list of suggestions, and the branches in question are highlighted. Use the Up, Down and Enter keys or the mouse to select a suggestion. The map view scrolls to the selected branch or branches.

- The **Numbering Scheme** icon  of the Home tab lets you apply sequential numbers to the branches of the mind map (starting from the top right in a clockwise direction) and choose between various numbering styles.
- The **Filter** icon  of the View tab lets you define criteria, and then locate the branches of your document that meet these criteria by hiding all the other branches. Using filters, you can for instance display only branches containing a specific label or timeline events starting at a specific date. You can also use the **Conditional Formatting** feature  to highlight branches that meet the filter criteria but still keep the rest of the branches visible.
See "[Filtering a mind map](#)" and "[Using conditional formatting](#)" for more information.
- The **Overview** panel allows you to concentrate on particular areas of your map. See "[Using the Overview panel](#)" for more information.
- Branch labels, text notes and comments can be read aloud. To do this, select the element and choose **Review | Voice | Read Aloud**  (or press **F5**). You can stop the narrating by clicking the icon or pressing F5 again. To resume, hold down **Ctrl** while clicking the icon or pressing F5.
 This feature is only available in the Assistive Technology Edition (AT Edition) of MindView.

Viewing map statistics

You can also find out general information about your map, such as its total number of branches, its word count and its character count. You can do this in two ways:

- Choose **Review | Proofing | Document Statistics** , or
- Click the **File** tab and choose **Info | Properties**.

The second method gives you additional information, such as the document's author, its creation date, and other document properties.

Zooming in and out



This topic describes the zoom features provided by MindView to let you change the level of magnification of your mind map.

The easiest way to change the level of magnification of your map is to use the **Zoom slider** shown in the bottom right of the workspace.



 In Touch Mode, you can zoom the mind map by using your fingers on the touch screen of the computer. See "[Working in Touch Mode](#)" for more information.

 For a description of other viewing options in MindView, see "[Viewing a mind map](#)".

Zooming in

There are several ways of zooming in on an area of your map:

- Click the **Zoom In** icon  of the Zoom slider shown in the bottom right of the workspace, or
- Press **Ctrl + "+"**, or
- Press **Ctrl** while scrolling your mouse wheel.

 The maximum zoom factor is 400%.

Zooming out

Conversely, you can zoom out in several ways:

- Click the **Zoom Out** icon  of the Zoom slider shown in the bottom right of the workspace, or
- Press **Ctrl + "-"**, or
- Press **Ctrl** while scrolling your mouse wheel.

 The minimum zoom factor is 10%.

Viewing the map at 100%

To view the map in its default zoom factor of 100%:

- Choose **View | Zoom | 100%**  in the main menu.

Fitting the map to the workspace

To make the best possible use of the space available, you can resize the map so that it completely fills the workspace:

- Choose **View | Zoom | Fit All** , or press **F4**.



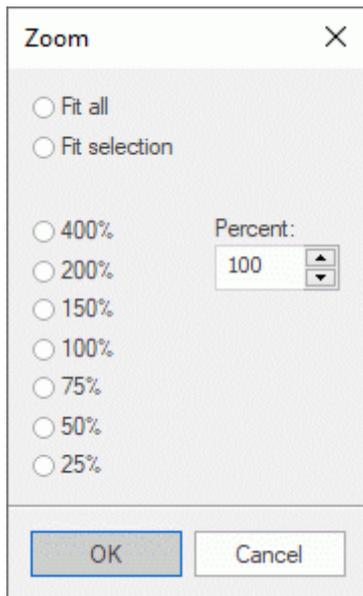
*You can also click **Fit All** on the Zoom slider.*

Selecting a zoom factor

You can also choose a predefined zoom factor or enter your own zoom factor as follows:

- Choose **View | Zoom | Zoom**  in the main menu.

The **Zoom** dialog opens.



- Choose one of the predefined zoom factors or enter your own value.
 - **Fit all** resizes the map so that it completely fills the workspace.
 - **Fit selection** resizes the map so that the selected branch together with its sub-branches completely fills the workspace.



You can also open the Zoom dialog by clicking the left part of the Zoom slider



Viewing the map in full screen mode

To give your map as much screen space as possible, you can temporarily hide all the menus and panels by viewing the map in full screen mode:

- Choose **View | Zoom | Full Screen** , or press **F9**.
- To return to normal viewing mode, choose **Close Full Screen** in the floating Full Screen toolbar, press **Esc** or press **F9** again.

Inserting text notes



The MindView Text Note editor is a powerful tool which lets you add comprehensive text notes to the root and any 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 already visible, choose **View | Show/Hide | Panels | Text Note Editor** to open it.



You can resize, dock and undock the Text Note editor according to your needs. See "[Using the MindView panels](#)" in the topic "[Setting up your workspace](#)" for more information.



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 **Home | Insert | Attachment** command. For more information on attaching text files, see "[Attaching objects](#)".



Once created, a text note can be read aloud. To do this, click the Text Note editor window containing your note and choose **Review | Voice | Read Aloud A** (or press **F5**). You can stop the narrating by clicking the icon or pressing F5 again. To resume, hold down **Ctrl** while clicking the icon or pressing F5.

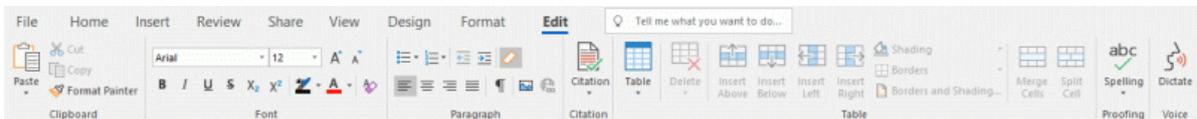
This feature is only available in the Assistive Technology Edition (AT Edition) of MindView.

Creating a text note

The easiest way to add a text note to a root or branch is as follows:

- Select the root or branch to which you want to add a text note.
- Click the Text Note editor window (or press **F8**) and start entering your note.

As soon as you click the Text Note editor window, an **Edit** tab appears at the right of the ribbon to help you format your note.



- You can now type text, paste text from the clipboard or even import text from an RTF file using the local menu.



You can use the Predictive Suggestions feature to look up suggestions for single words or entire phrases, and you can dictate text using the microphone of your computer. See "[Using predictive suggestions](#)" and "[Dictating text](#)" for more information.

- If necessary, click **Undo**  in the Quick Access Toolbar (or press **Ctrl + Z**) to undo the last change(s) made.
- Once you have finished editing your text, simply click outside the Text Note editor or select another element in the map.



Once you are out of text editing mode, clicking Undo will undo all the changes made in the text note since entering text editing mode.

As soon as you select another 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.



Text notes may also be added using the Capture toolbar; for more information, see "[Capturing text and images](#)".

Adding a text note

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

- Click the **New Text Note** tab  at the bottom of the Text Note editor or press **Ctrl + F8**.

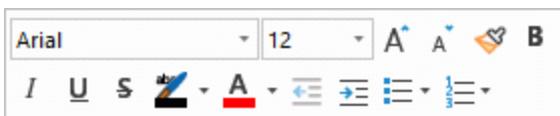
 When the Text Note editor is not visible, you can also enter a text note by selecting the relevant root or branch and choosing **Home | Insert | Text Note | New** or **Insert | Text | Text Note | New** in the main menu or **Insert | Text Note | New** in the local menu.

Formatting a text note

Text editing in MindView works in the same way as with most word processors and you will recognize many of the commands below.

 Some text note formatting may cause problems if you export your mind map to a Microsoft Word document. To avoid this problem, text note styles are cleared by default when exporting, but you can keep them if you wish; for more information, see "[Exporting to Microsoft Word](#)".

If you right-click the text note during editing, a floating toolbar with the most commonly used formatting tools will appear above the right-click menu. You can use the commands in the floating toolbar to format your text note without having to search for the right command in the ribbon.



- To see what a particular icon does, place the mouse pointer over it until you see its descriptive label appear.

 To select the entire contents of your text note, press **Ctrl + A**.

 The **Paste** button lets you insert the content of the Clipboard in the text note. Click the down arrow below the button to access the Paste Special command which lets you choose whether the Clipboard content should be inserted as unformatted text or in another format such as Rich Text Format (RTF).

 The **Format Painter** button lets you copy the formatting from one text section to another. Place the cursor in the text whose formatting you want to copy, click the **Format Painter** button, and then select the text you want to apply the formatting to.

  These fields let you view and change the **font** and **font size** of the currently selected text.

Note that you can set a default font, text size, text color and page color for all the text notes you enter in the MindView Options dialog. For more information, see "[Setting up your preferences](#)".

  These icons let you increase and decrease the **font size** from their current values. If a piece of text is selected, the size of each character is increased (or decreased) individually from its current value.

      These icons help you set and remove **formatting attributes** in the usual way. You can set the selected characters as superscript or subscript by clicking the relevant icon.

   The first of these icons let you change the **color** of the background of the selected text so that it looks highlighted. The second icon lets you change the color of the text itself. The third icon removes all formatting from the selected text, leaving only plain text.

  Use these icons to create **bulleted lists** or **numbered lists**. Place the pointer in the relevant paragraph or at the beginning of a new line and click the appropriate icon. Clicking the arrow next to the icon lets you choose between different bullet styles and numbering formats. Clicking the icon again removes the formatting.

  Use these icons to increase or decrease the **indent level** of the selected paragraph.

 To adjust margins and indents, click the **ruler** icon (if the ruler is not already displayed). Drag the margin markers   at the left and right ends of the ruler to change the left and right

margins. Drag the indent marker (which by default is shown directly below the left margin marker on the ruler) to set the indent margin. To indent an entire paragraph (including the first line), set the indent marker to the required position and type a tab character at the beginning of the paragraph. You can insert standard tab stops by clicking the ruler and then dragging them into position. To remove tab stops, drag them away from the ruler.



These icons let you **align** the current paragraph within the text note. You can align it to the left margin, center it, align it to the right margin or justify it so that it is aligned with both left and right margins.



Clicking this icon displays all the special **marks** and **symbols** within your text note, such as line feeds and spaces. Click it again to hide these symbols.



Click this icon to insert a **picture** in the text note.

Creating a hyperlink

- To convert the selected text to a **hyperlink**, click  or press **Ctrl + H**. This lets you create a link between the selected text and an external element such as a URL.



If you want to link to an online workspace instead, click the **Browse** button  in the **Hyperlink** dialog and select the workspace you would like to link to in the submenu. A dialog opens where you can enter login credentials for the online workspace.

- To edit the hyperlink, press **Ctrl + H** again or choose **Edit Hyperlink** in its local menu.
- To delete a hyperlink, choose **Delete Hyperlink** in its local menu.
- To activate a hyperlink, press **Ctrl** while clicking the link.

You can set the format of the selected hyperlink as default for all hyperlinks by choosing **Default Hyperlink Style** in its local menu.

The dialog box 'Default Hyperlink Style' has a title bar with a question mark and a close button. It contains several sections:

- Font:** A checkbox and a dropdown menu, with a 'Change All' button to the right.
- Size:** A checkbox, a numeric spinner set to '0', and a 'Color' checkbox with a blue color swatch and a dropdown menu.
- Italic:** Three radio buttons: 'No change' (selected), 'Set', and 'Clear'.
- Bold:** Three radio buttons: 'No change' (selected), 'Set', and 'Clear'.
- Underline:** Three radio buttons: 'No change' (selected), 'Set', and 'Clear'.

 At the bottom are 'OK' and 'Cancel' buttons.

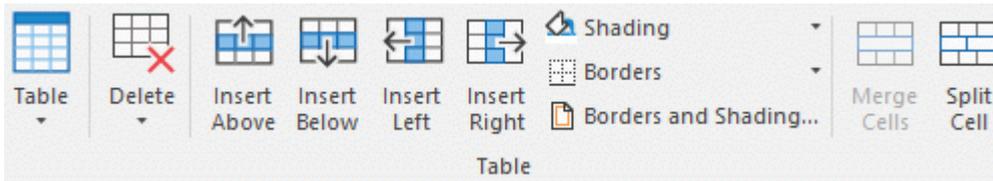
- If you select **No change**, the hyperlink keeps the current italic, bold or underline attribute.
- **Set** applies the relevant formatting (e.g. italic, bold or underline) to the hyperlink.
- **Clear** removes the relevant formatting from the hyperlink.

You can also select a font, size and color for the text by choosing a value and checking the box to the left of the relevant option to apply it.

The **Change All** button allows you to apply the options selected to all the existing hyperlinks.

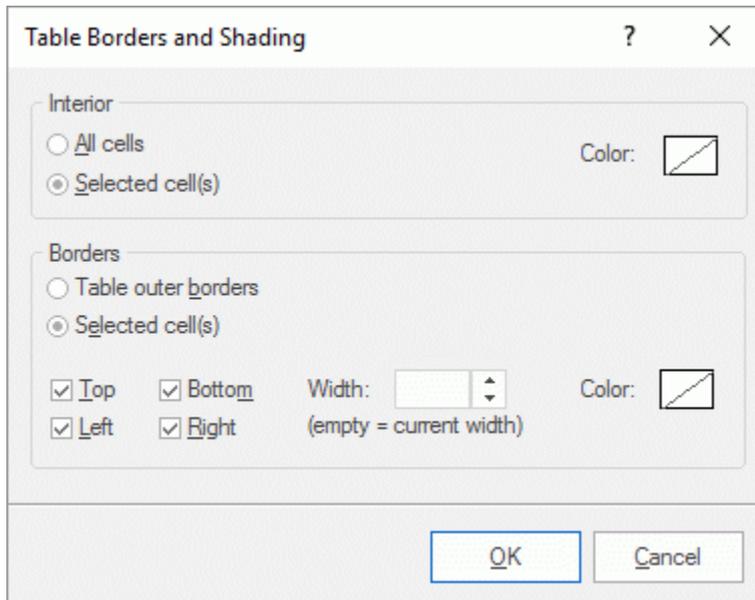
Creating a table

The next group of icons relates to tables.



- To insert a table in your text note, click the **Table** icon and choose the initial number of rows and columns required. The table is inserted at the cursor position. To change the height of table rows, or the width of table columns, drag the row or column dividers. You can add and remove rows and columns later using the Insert commands.
- To delete the entire table, click the upper part of the **Delete** icon.
- To delete the selected cell(s), row(s) or column(s), click the arrow in the lower part of the **Delete** icon and choose the relevant command.
- To insert a row or column, place the cursor at the point of insertion, and choose the relevant **Insert** command.
- To change the interior color of the selected cell(s), choose **Shading** and select your preferred color.
- To add and remove borders or change the border color, choose **Borders**.

You can also change the interior and border colors of the cells by choosing **Borders and Shading** to open the dialog below.



You can assign a background color to all the cells in the table or to the selected cells only. You can also assign a border width and color to the left, right, top or bottom edges of the entire table or to each of the selected cells. To keep the current border width, just leave the Width field empty. Similarly, to keep the current colors, leave the Color field(s) unchanged (diagonal line on a white background).

- To merge cells, select them and choose **Merge Cells**.
- To split a cell into two, select it and choose **Split Cell**.

Adding a citation

MindView lets you add citations in your text notes to refer to the bibliography sources you have been using. For more information on this, refer to "[Managing sources](#)" and "[Using citations](#)".

Spellchecking a text note



To check the spelling of the text contained in your text note, choose **Spelling**.

Clicking the lower part of the icon will enable you to choose a different language and set the spelling options. See "[Using the spellchecker](#)" for more information about this feature.

Selecting a text note

When several text notes are attached to a root or branch, you can display the one you want to view as follows:

- Click the tab corresponding to the required text note at the bottom of the Text Note editor, or
- Move the mouse pointer over the paperclip icon  to the right of the root or branch label and click the required text note in the pop-up list, or
- Click the required text note in the Object list of the root or branch.

Deleting a text note

- To delete a text note, move the mouse pointer over the paperclip icon  to the right of the root or branch label, select the required text note in the pop-up list and choose **Delete** in its local menu.

You can also select it in the Object list and press **Delete** or choose **Delete** in its local menu.

 *Remember that if you delete a text note by accident, you can always cancel the deletion by clicking **Undo**  in the Quick Access Toolbar or pressing **Ctrl + Z**.*

Inserting comments

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

- Floating comments
- Pop-up comments



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](#)".



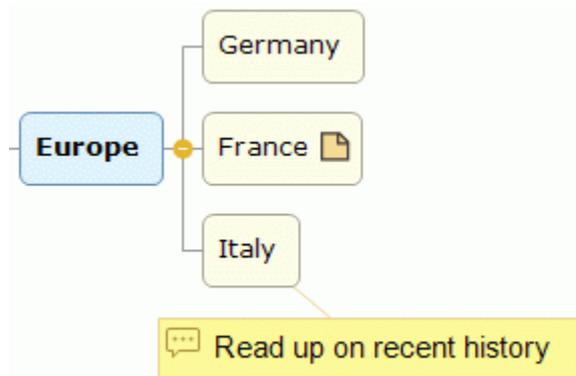
Once created, both types of comments can be read aloud. To do this, click the comment window and choose **Review | Voice | Read Aloud A** (or press **F5**). You can stop the narrating by clicking the icon or pressing F5 again. To resume, hold down **Ctrl** while clicking the icon or pressing F5.

This feature is only available in the Assistive Technology Edition (AT Edition) of MindView.

Floating comments



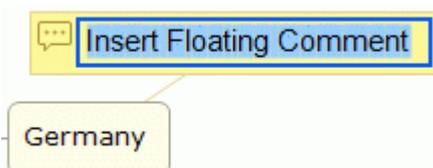
Floating comments are brief notes that stay visible on the screen at all times. You can add as many floating comments as you like to the workspace itself, the root or any branch of your map.



Inserting a floating comment on a root or branch

- Select the root or branch to which you want to add a floating comment and choose **Insert | Text | Floating Comment** in the main menu or **Insert | Floating Comment** in the local menu.

A small window opens to let you type your comment, and a **Format** tab specific to the comment appears at the right of the ribbon.



By default, the text wraps around automatically after a certain number of characters. If you want to force the next part of the comment to start on a new line, press **Ctrl + Enter** at the end of the first line.

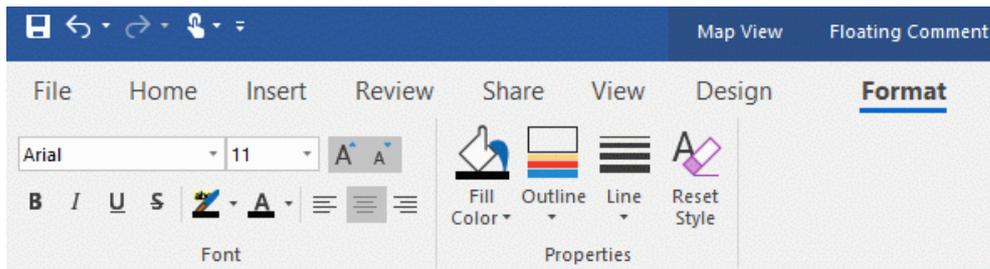
- Once you've finished typing, press **Enter** or click outside the comment window.

A thin line now connects your new comment with the root or branch you attached it to.

If necessary, you can move your comment to a more convenient place by dragging it with the mouse or by using the arrow keys of the keyboard.

- (optional) Click the **Format** tab at the right of the ribbon.

This tab contains formatting options applicable to the floating comment.



- Browse through the options available in the different panels, checking their effect on your floating comment as you go.

As well as the Format tab, you can also use the Properties dialog to make changes to the floating comment.

See "[Floating comment properties: General tab](#)" and "[Floating comment properties: Text tab](#)" in the "Reference" section for a detailed description of the properties applicable to a floating comment. For a general description of the Properties dialog, see "[Using the Properties dialog](#)".

Inserting a floating comment on the workspace

- Right-click the workspace and choose **Insert | Floating Comment** in its local menu.

When you add a floating comment to the workspace in this way, the comment is not attached to anything and no connecting line is visible.

If necessary, you can then move your comment by dragging it with the mouse or by using the arrow keys of the keyboard. You can even connect it to a particular branch by moving it on top of its label.

Editing a floating comment

- To replace the existing comment, just click it to select it and start typing the new comment.

You can also edit the existing comment. As for branch labels, there are several ways of entering Edit mode:

- Select the comment and click its text, or
- Select the comment and press **F2**, or
- Right-click the comment and choose **Edit Text** in its local menu.

Once you are in Edit mode:

- Place the cursor at the required position to edit the existing comment.
- When you have finished, press **Enter** or click outside the comment window.

 Pressing **Esc** while in Edit mode will leave the existing comment unchanged.

Detaching a floating comment

- To detach a floating comment from a root or branch, select the comment and choose **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 **Home | Editing | 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 choose **Insert | Text | Comment** in the main menu or **Insert | Comment** in the local menu.

 You can also just press **F11**.

The comment window opens to let you type your comment.

- (optional) Resize the comment window by placing the mouse pointer on one of its edges or corners and dragging in the required direction.
- Once you've finished typing, press **Esc**, 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 label, 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, MindView hides the comment window again.

If necessary, you can easily move your comment to a more convenient place by dragging its title bar with the mouse.

Editing a pop-up comment

There are several ways of entering Edit mode:

- Click the yellow comment icon on the right of the root or branch label, or
- Move the mouse pointer over the yellow comment icon and click the comment window, or
- Right-click the root or branch containing the pop-up comment and choose **Insert | Edit Comment** in its local menu.

 You can also just press **F11**.

Deleting a pop-up comment

There are two ways of doing this:

- Right-click the root or branch containing the comment and choose **Delete | Comment** in its local menu.
- Right-click the title bar of the comment window and choose **Delete** in its local menu.

Inserting icons

 MindView lets you place icons on the root and branches of your mind map to attract attention or illustrate a particular idea.

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

You can also insert Agile project management icons to identify project sprints in your mind map. For more information, see "[Using Agile project icons](#)" below.

Inserting a MindView icon

- Select the root or branch to which you want to add an icon.
- Click the Icons panel, or choose **View | Show/Hide | Panels | Icons** to open it.
- Click the required icon.



The selected icon appears on the left of the branch label.

 You can choose as many icons as you like in the Standard set. However, you can only choose one icon in each of the other sets. If for instance you have attached a Priority 3 icon to your branch, choosing a Priority 5 icon for the same branch will remove the Priority 3 icon and replace it with the Priority 5 icon.



Once you have inserted an icon from a set other than the Standard set on a branch, clicking that icon on the branch replaces it with the next icon in the set. If for instance you have inserted a Priority 3 icon on a branch, clicking it replaces it with the Priority 4 icon and so on until Priority 9, then Priority 1 again. You can also replace an icon with another icon in the same set by selecting the icon on the branch, right-clicking it, choosing **Replace Icon** in its local menu, and selecting the icon you want instead.

Deleting an icon

You can delete an icon in three ways:

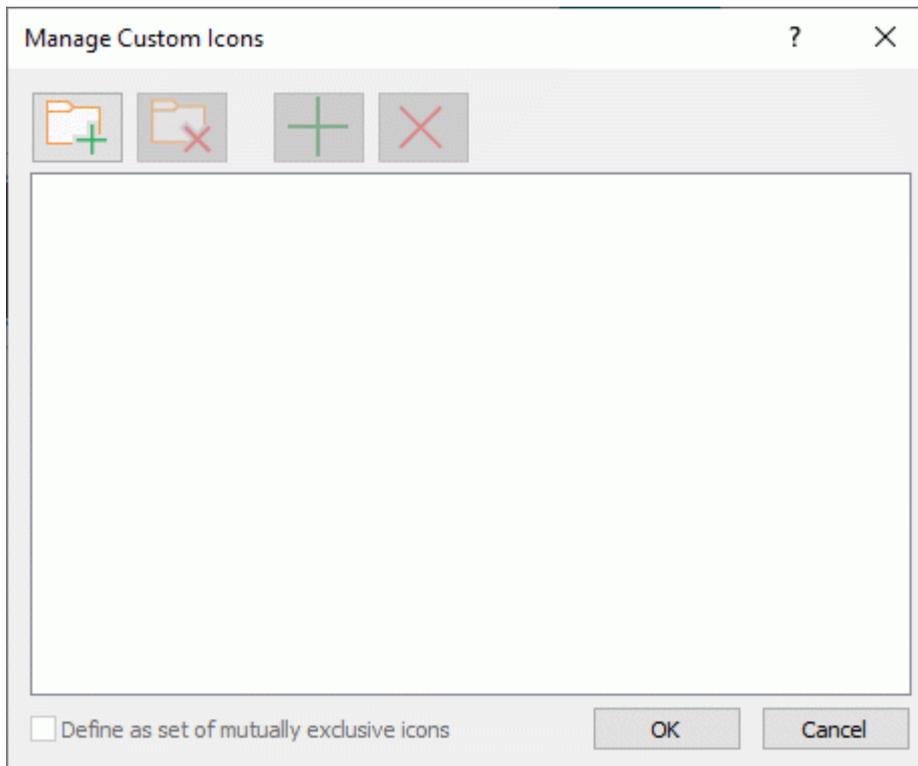
- Click the icon to select it, then choose **Delete Icon** in its local menu.
You can also choose **Delete All Icons** to remove all the icons from the root or branch.
- Right-click the root or branch, choose **Delete | Icons** and select the icon to be deleted, or choose **All** to remove all icons.
- Select the root or branch, then click the icon you want to delete in the Icons panel.

Managing your own sets of icons

MindView also lets you create and modify your own sets of icons.

- Click **Custom Icons** at the bottom of the Icons panel.

The Manage Custom Icons dialog appears.



- Click the **Create Set** icon  to create a new set of icons.
- (optional) If you want your new icon set to contain mutually exclusive icons (meaning that a particular branch can only contain one icon from the set), check **Define as set of mutually exclusive icons**.
- Click the **Add Icon** icon  to browse through your folders and select an icon to add to the set.
- (optional) To rename your custom icon, right-click it and choose **Rename**.

Your new set of icons now appears in the Icons panel.



If you distribute to other users a mind map in which you have inserted custom icons, the other users will be able to view the custom icons as usual when they open the mind map on their

computer. The custom icons are added to the bottom of the Icons panel in a special set called "Other Icons".

Using Agile project icons

If you are using Agile project management methods in your projects, you can insert icons identifying various branches as project sprints in your mind map.

Branches identified as sprints in this way are included in the Agile section when you create project reports. For more information, see "[Creating project reports](#)".

Inserting pictures

MindView lets you add pictures to the workspace itself, the root and any 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:

- **Branch pictures** 

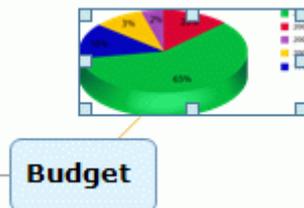
A branch picture "sits" on the root or branch to which it belongs. You can only add one branch picture to a particular root or branch.

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



- **Floating pictures** 

Unlike branch pictures, floating pictures can be moved wherever convenient on the workspace. Floating pictures can be connected to the root or particular branches, or just "float" freely on the workspace.



- **Attached picture files** 

MindView also allows you to attach various objects to the root and branches of your map, such as text files, picture files, video files and so on. Not only can you activate these objects from within MindView, 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.

Inserting a branch picture

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



You can also choose **Home | Insert | Branch Picture** in the main menu.

- Choose the picture required in the Open dialog.

The picture is now inserted by the root or branch label, at a position determined by the style applied to the map.



You can also paste a branch picture from the clipboard: select the root or branch, then choose **Paste** or press **Ctrl + V**. Branch pictures may also be inserted using the Capture toolbar; see "[Capturing text and images](#)" for more information.

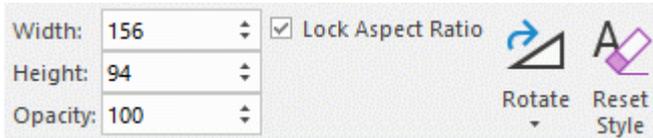
Resizing or formatting the picture

You can resize or format the picture as needed after inserting it:

- Resize the picture by selecting it, hovering the mouse over the required edge and then dragging the edge with the mouse.

If necessary, you can reset the picture to its original size by using its aspect ratio property. For more information, see "[Root properties: Picture tab](#)".

- Click the **Format** tab at the right of the ribbon to browse and use formatting options applicable to the picture.

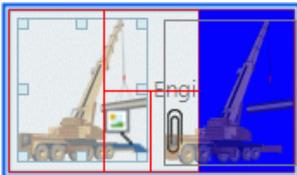


 Size or format changes that you apply in this way only apply as you view and work on your document in MindView. If you export the mind map, all pictures in the exported file have the same size as they did when they were inserted in the mind map, and any formatting changes you may have applied in MindView (such as rotation) are lost.

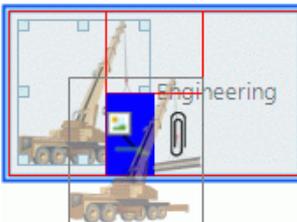
Positioning the picture relative to the branch label

You can change the position of the branch picture with respect to the branch label, so that instead of being shown above the branch label for example, the picture is shown on its right or on its left:

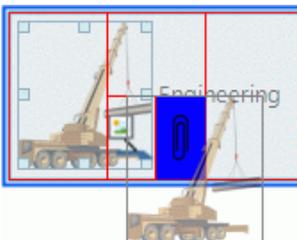
- Click the branch picture to select it, then drag it over the branch label, using the preview shown in the bounding area to determine its new position. Drop the picture in one of the blue areas on the right or on the left of the branch label to position it accordingly.



Dropping the picture in the left part of the blue area shown below the branch label converts it to a floating picture.



Dropping the picture in the right part of the blue area shown below the branch label converts it to an attached picture file.



You can also use this method to drag the branch picture to a different branch.

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 | Pictures | Floating Picture** in the main menu or **Insert | Floating Picture** in the local menu.
- Choose the picture required in the Open dialog.

The picture appears on the screen, scaled down from its original size if necessary.

- (optional) You can resize and format the picture as described above. You can also move the picture to a more convenient place by dragging it with the mouse or by using the arrow keys of the keyboard.

A thin line now connects your new picture with the root or branch you attached it to.

Inserting a floating picture on the workspace

- Click the workspace and choose **Insert | Pictures | Floating Picture** in the main menu or **Insert | Floating Picture** in the local menu.
- Choose the picture required in the Open dialog.

When you add a floating picture to the workspace in this way, the picture is not attached to anything and no connecting line is visible.

- (optional) As above, you can resize, format or move the picture as necessary. You can even connect it to a particular branch by moving it on top of the branch.

Dragging a picture

Instead of using the MindView commands described above, you can also add a picture by dragging it from the Pictures panel, File Explorer or the Windows Desktop.



For a full description of the Pictures panel and the Picture Catalog, see "[Using the Picture Catalog](#)".

Dragging a picture on a root or branch

- Just drag the picture from the Pictures panel, from File Explorer or from the Windows Desktop and drop it on the relevant root or branch when it becomes highlighted.

By default, this creates a branch picture. If necessary, you can convert this branch picture to a floating picture by right-clicking the branch picture and choosing **Detach | Branch Picture** in its local menu.

Dragging a picture on the workspace

- Just drag the picture from the Pictures panel, from File Explorer or from the Windows Desktop and drop it on the workspace at the required position.

Moving a picture

If necessary, you can easily move a picture from one branch to another branch:

- To move a branch picture to another branch, click the branch picture to select it, drag it to the other branch, and drop it in one of the blue areas of the preview bounding area described above, on the left, on the right or above the branch label.

You can also convert the branch picture to a floating picture by dropping it in the left part of the blue area shown below the branch label, or convert it to an attached picture file by dropping it in the right part of the blue area shown below the branch label.

Dragging a branch picture away from its branch and dropping it on an empty area of the workspace will create a freely floating picture not belonging to any of the branches.

- To move a floating picture from one branch to another branch, click the floating picture to select it, drag it to the other branch until the pointer changes shape, and drop it in the left part of the blue area shown below the branch label.

You can also convert the floating picture to a branch picture by dropping it in one of the blue areas on the left, on the right or above the branch label, or convert it to an attached picture file by dropping it in the right part of the blue area shown below the branch label.

Detaching a picture

Detaching a branch picture

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

Detaching a floating picture

- To detach a floating picture from a root or branch, select the picture and choose **Detach** in its local menu.

The picture now belongs to the workspace itself rather than to the root or any of its branches.

Replacing a picture

Replacing a branch picture

You can replace a branch picture by another picture as follows:

- Select the branch to which the picture belongs.
- Press the **Ctrl** key while double-clicking the branch picture.

The Open dialog appears, letting you choose a different picture.

Replacing a floating picture

- Double-click the floating picture.

The Open dialog appears, letting you choose a different picture.

Deleting a picture

Deleting a branch picture

You can delete a branch picture in two ways:

- Start by selecting the root or branch to which the picture belongs, and then either:
 - Click the branch picture itself (resizing handles appear around it) and press **Delete**, or
 - Choose **Delete | Branch Picture** in the local menu.



If you press the Delete key by mistake, the whole branch will be deleted. You can restore it by clicking Undo  in the Quick Access Toolbar or pressing Ctrl + Z.

Deleting a floating picture

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

- Press **Delete**, or
- Choose **Home | Editing | Delete**  in the main menu, or
- Choose **Delete** in its local menu.

Picture properties

Pictures have properties, which you can edit with the Properties dialog.

Roots and branches containing branch pictures have an extra Picture tab in their Properties dialog containing the picture properties. See "[Root properties: Picture tab](#)" for a detailed description of the properties applicable to branch pictures.

See "[Floating picture properties: General tab](#)" and "[Floating picture properties: Picture tab](#)" for a detailed description of the properties applicable to floating pictures.

See "[Using the Properties dialog](#)" for a general description of the Properties dialog.



*If the Properties dialog is not visible, choose **View | Show/Hide | Panels | Properties** to open it.*

Inserting task data



MindView lets you enter task and time-related information on the root and branches of your mind map in order to create documents such as timelines, task lists and project plans.

This topic explains how to enter task data on the root and branches of your document to create a simple task list or a project plan. For information about entering time data for a timeline, see "[Inserting timeline data](#)".

Although you can also enter task data directly in other views such as the Outline view (task lists and project plans) and the Gantt view (project plans only), the **Task/Timeline** panel described here allows you to enter task data on your root and branches while brainstorming your document in one of the standard Mind Mapping views.

Building a task list

- Click the **Task/Timeline** tab on the right of the workspace or choose **View | Show/Hide | Panels | Task/Timeline** to open the panel.
- Make sure the document type is set to **Task Management**.



The document type decides how time and task information is handled in the document. By selecting **Task Management**, you ensure that tasks can be inserted independently of one another. For more information, see "[Understanding document types](#)".

- Select the root or branch for which you want to add task data.
- (optional) Enter a **Start date**.
- (optional) Enter an **End date**.
- (optional) Choose a **Priority** level.
- (optional) Choose a percentage value to indicate how far the task has progressed to **Completion**.
- (optional) Assign **Resources** to the task by typing their names separated by semi-colons.

You can also click the Resources button to the right of the field to open the Task Resources dialog. See "[Assigning resources](#)" in the "Gantt view" chapter for details about using this dialog and information on how to create a global resources list.

- Repeat the procedure to add task data to other branches.

The screenshot shows the 'Task / Timeline' panel with the following settings:

- Document type:** Task Management (dropdown menu). Below it, text reads: 'Suitable for creating task lists (timescale from 1984 to 2049)'.
- Time information:**
 - Start date: 15-07-2021 (calendar icon)
 - End date: 22-07-2021 (calendar icon)
 - Button: Delete Times
- Task information:**
 - Priority: Normal (dropdown menu)
 - Completion: 50% (dropdown menu)
 - Resources: Adam Smith (text field with a resources icon button)
- At the bottom left, there is a button labeled 'Project Resources...'.

- (optional) To display, directly on the branches of the mind map, the task data you just entered, choose **View | Show/Hide | Branch Data**  (or right-click the workspace and choose **Show/Hide**) and check the fields you want to see in the sub-menu.



You can hide or show the fields on individual branches with the **Branch Data** icon of the **Format** tab (or the **Show/Hide** option in the branch local menu).

It is also possible to format the task data displayed on the map in different ways. For more information, see "[Formatting a branch](#)".

You can delete the time information inserted on a root or branch at any time by selecting it and clicking the **Delete Times** button.

Once you have finished brainstorming your task list, you can display it in grid format in the Outline view for a better overview and faster editing. You can also obtain a chronological display of the tasks along a horizontal axis by switching to the Timeline view. See "[Using the Outline view](#)" and "[Using the Timeline view](#)" for more information on these two views.

You can also import an existing task list from Microsoft Outlook or export your task list to it, as well as synchronize different versions of the same task list stored in both programs.

For more information on the procedures involved, see "[Exporting to Microsoft Outlook](#)" and "[Importing from Microsoft Outlook](#)".

Building a project plan

A project plan is a series of interdependent tasks that need to be performed in a particular order.

The MindView Gantt view is dedicated to the creation, editing and management of project plans according to the rules of project management. It is the best view to use when working on a project plan, since it allows you to visualize immediately the consequences on the overall plan of any changes you make. If you switch to the Gantt view, the document type is automatically changed to Project Management, if this was not already selected. For more details on the consequences of this, and on document types generally, see "[Understanding document types](#)".

For a full description of the Gantt view, including how to set up, create and manage a project plan, see "[Using the Gantt view](#)" and the topics that follow it in the "Gantt view" chapter.

The Task/Timeline panel described here gives you an alternative way of viewing and editing the information associated with the tasks of your project plan. It is useful if you want to brainstorm your project plan in one of the standard Mind Mapping views rather than using the Gantt view. Once you have finished brainstorming, switching to the Gantt view will enable you to take advantage of the full capabilities of the project management features offered by MindView.

- Click the **Task/Timeline** tab on the right of the workspace or choose **View | Show/Hide | Panels | Task/Timeline** to open the panel.
- If you are creating a new project plan, make sure the document type is set to **Project Management**.



By selecting **Project Management**, you ensure that tasks depend on one another and can only be scheduled for working hours. For more information, see "[Understanding document types](#)".

- Select the root or branch for which you want to add task data.
- (optional) Enter a **Duration**, using the drop-down list on the right to choose between different duration types (minutes, hours, days, weeks, months).

For detailed information about the different ways of entering a duration and how MindView uses this value to schedule tasks in a project plan, refer to the paragraph "[Entering a task duration](#)" in "[Entering and editing tasks](#)" (Gantt view).

Although you can add start dates and end dates to your project tasks, it is not recommended unless you understand the implications of doing so. It is normally better to let MindView calculate the start and end dates of the tasks automatically with reference to the project start date, the task durations, and the task links that you might have set up in the Gantt view. For detailed information about how MindView handles start and end dates in a project plan, refer to the paragraph "[Specifying start and end dates](#)" in "[Entering and editing tasks](#)" (Gantt view).

- (optional) Choose a **Priority** level.
- (optional) Choose a percentage value to indicate how far the task has progressed to **Completion**.
- (optional) Assign **Resources** to the task by typing their names separated by semi-colons.
You can also click the Resources button to the right of the field to open the Task Resources dialog. See "[Assigning resources](#)" (Gantt view) for details about using this dialog and information on how to create a global resources list.
- Repeat the procedure to add task data to other branches.

Task / Timeline

Document type

Project Management

Required for creating Gantt projects (timescale from 1984 to 2049).

Time information

Duration: 6 days Days

Start date: 15-07-2021

End date: 22-07-2021

Task information

Priority: 500

Completion: 50%

Resources: Adam Smith

[Task Information...](#)

Project

[Project Information...](#)

[Project Calendars...](#)

[Project Resources...](#)

- (optional) To display, directly on the branches of the mind map, the task data you just entered, choose **View | Show/Hide | Branch Data** (or right-click the workspace and choose **Show/Hide**) and check the fields you want to see in the sub-menu.



*You can hide or show the fields on individual branches with the **Branch Data** icon of the **Format** tab (or the **Show/Hide** option in the branch local menu).*

It is also possible to format the task data displayed on the map in different ways. For more information, see "[Formatting a branch](#)".

MindView lets you export your project plans to Microsoft Project for further work. You can also import existing Microsoft Project plans into the Gantt view, directly from Microsoft Project or via the Microsoft Project XML format.

For more information on exporting and importing directly from Microsoft Project, see "[Exporting to Microsoft Project](#)" and "[Importing from Microsoft Project](#)". For the export and import options using the XML format, see "[Exporting to XML](#)" and "[Importing from XML](#)".

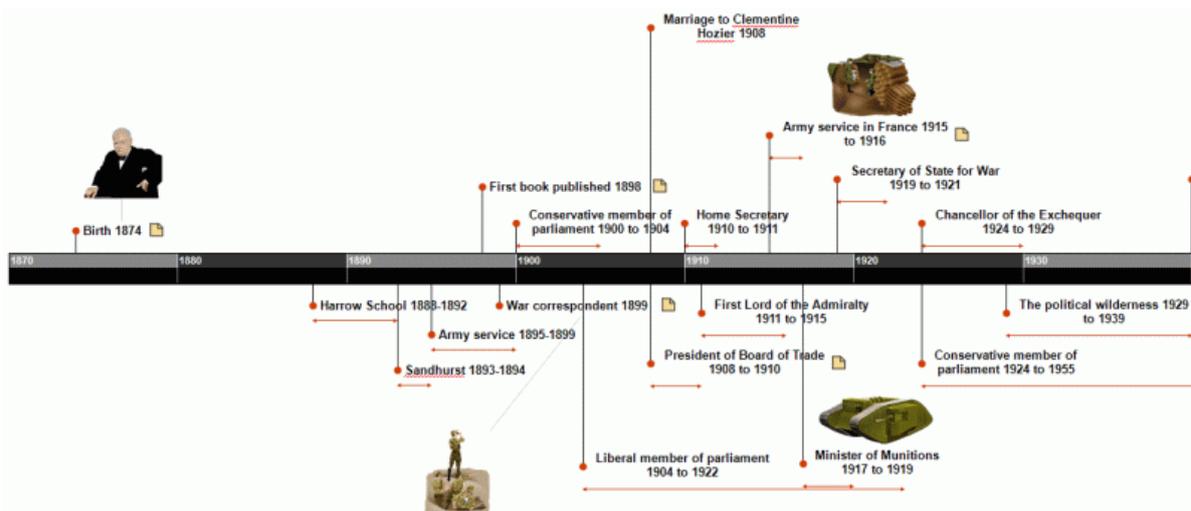
Inserting timeline data

MindView lets you enter time-related information on any of the branches of your mind map in order to create documents such as timelines, task lists and project plans.

This topic explains how to enter time information on the branches of your document in order to create a timeline.

For information about how to enter time information for a task list or a project plan, see "[Inserting task data](#)".

Entering time information on the branches of your document allows you to display these branches as chronological events along a horizontal axis in the Timeline view, as shown here:



For a full description of the Timeline view, see the topic "[Using the Timeline view](#)". This topic also explains how you can present and export your timelines.

Although you can work directly in the Timeline view when creating a timeline, the **Task/Timeline** panel described here allows you to enter time information on your branches while brainstorming your document in one of the standard Map views.

Choosing a timescale

Regardless of whether you are working in one of the Map views or in the Timeline view, you can define the timescale of your document if you select the Timeline document type. This allows you to select a specialized timescale that suits your purposes.

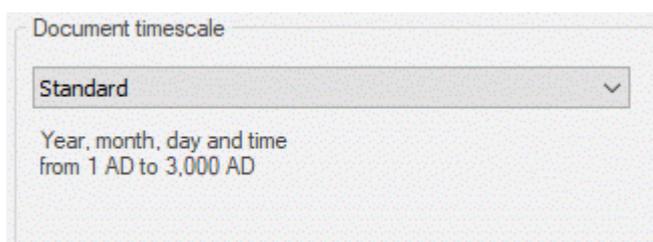


If you have already entered time or task information in your document, all existing information except start and end dates is lost if you switch to the Timeline document type. For more information, see "[Understanding document types](#)".



If you create a new document in the Timeline view, the Timeline document type is selected by default.

- Click the **Task/Timeline** tab on the right of the workspace or choose **View | Show/Hide | Panels | Task/Timeline** to open the panel.
- Choose the document type **Timeline** in the first field.
- Select a **timescale** for the document. The default timescale is Standard.



MindView lets you choose between several timescales to cater for different timeline 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.

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 $\pm 20,000,000,000$.

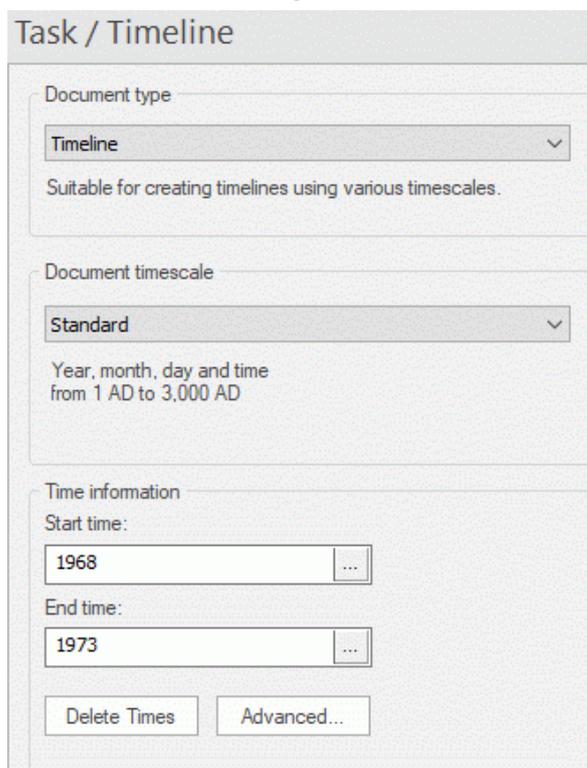
Daily: Use this timescale to plot time by day number, without reference to specific dates or days of the week. For example, you could use it to chart the life cycle of an insect or to map out a process. You can specify day number and time: Day 1 is the first day, Day 17 the seventeenth, Day -3 the third 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 $\pm 100,000$.

 *It is worth taking the 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. Note also that if you switch to a different document type after creating your timeline (for example because you want to turn your timeline into a project plan), time information beyond the default timescale of the selected document type will be lost or adjusted. For more information, see "[Understanding document types](#)".*

Entering dates and times

- Select a branch for which you want to add time information.
- Click the button at the right of the **Start time** field in the **Task/Timeline** panel (or press **F12**).



The screenshot shows the 'Task / Timeline' panel with three main sections:

- Document type:** A dropdown menu set to 'Timeline'. Below it, text reads 'Suitable for creating timelines using various timescales.'
- Document timescale:** A dropdown menu set to 'Standard'. Below it, text reads 'Year, month, day and time from 1 AD to 3,000 AD'.
- Time information:** Two input fields for 'Start time' (containing '1968') and 'End time' (containing '1973'). Each field has a small '...' button to its right. Below these fields are two buttons: 'Delete Times' and 'Advanced...'.

- Specify a **Start time** for the event in the dialog that opens. You do not have to make selections in all the boxes. For example, if you are using the Standard timescale, you can choose just a year, or just a year and month, without specifying an exact date or time.

If you make a mistake or enter a date that in hindsight is too specific for your needs, you can click **Reset** one or more times to undo your choices one by one. If for instance, you specify a date by selecting '2001', 'January' and '22', clicking Reset will remove the information about the day to leave the date as 'January 2001'.

Alternatively, you can just type in the date and time directly in the **Start time** field. You can use various shortcuts and abbreviations, depending on the timescale.

MindView interprets what you type and shows the results in pop-ups as you type: you can click one of these at any time to select it.

Here are some examples (displayed dates will depend on your machine's settings and so may be different from those shown here):

Standard:

'12 25 11', '12/25/11', '12-25-11' and '122511' all become Dec 25, 2011 (US settings);

'25 12 11', '25/12/11', '25-12-11' and '251211' all become 25 Dec 2011 (UK settings);

'3 3' becomes 3 Mar of the current year;

You can also specify a time after the date, separating the date and the time with a space. For instance, '2:00 pm' becomes 14:00.

Historic: '1211' becomes 1211 AD; '-490' becomes 490 BC;

Geological: '100m' becomes 100,000,000; '-5000' becomes -5,000 (i.e. 5,000 years ago); '50t' becomes 50,000.

Daily: '20' becomes Day 20; '-20' becomes Day -20; '2 10:pm' becomes Day 2, 22:00.

Weekly: '3' becomes Week 3; '3.0' becomes Week 3, Monday; '-2.6 3:' becomes Week -2, Sunday, 3:00.

- Click OK.
- If necessary, you can specify an **End time** by clicking the End time field or pressing **Ctrl + F12**. 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.
- Repeat the procedure to add time information to other branches.
- (optional) To display the time information you just entered on the branches of the map, choose **View | Show/Hide | Branch Data**  (or right-click the workspace and choose **Show/Hide**) and check **Start/End time** in the sub-menu.



*You can hide or show the time information on individual branches with the **Branch Data** icon  of the **Format** tab (or the **Show/Hide** option in the branch local menu).*

It is also possible to format the time information shown on the map in different ways. For more information, see "[Formatting a branch](#)".

You can delete the time information inserted on a branch at any time by selecting it and clicking the **Delete Times** button.



As well as using this panel, you can also enter time information on branches from the Outline view or from the Timeline Outline panel shown in the Timeline view. Just double-click the relevant Start Time or End Time cell and fill in the time picker as described above.

Defining end times

The **End Times Definitions** dialog which opens when you click the Advanced button at the bottom of the panel allows you to specify the way MindView should handle end times. These settings are only relevant when the document type is Timeline.

End Time Definitions ? X

End time year
 Is included
 Is not included

End time month
 Is included
 Is not included

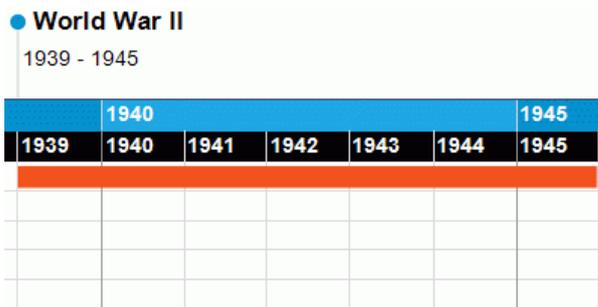
End time week
 Is included
 Is not included

End time day
 Is included
 Is not included

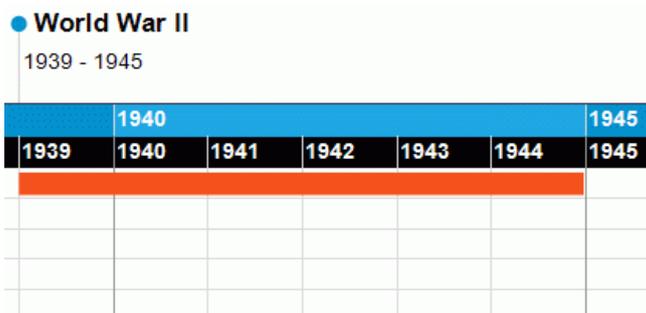
OK Cancel

The simplest way to explain how this works 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 the setting for **End time year** on this dialog is set to **Is included**, 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 the setting for **End time year** on this dialog is set to **Is not included**, 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.



The settings for the other time periods, namely month, week and day, work in the same way.

Important: The choices you make in this dialog will apply *only* to the end times you insert from now on, and *only* for the current timeline. The next time you create a timeline, the settings of this dialog will revert to their default values. You are therefore free to choose different options for different timelines.

Inserting calculation values

MindView lets you enter text and numerical data on the root and branches of your mind map. This allows you to display values, such as sales numbers, costs, exchange rates and so on, to display text strings such as project names, team members and so on, and to enter calculations. Built-in functions allow you to display numerical values automatically rolled up from sub-branches.

Entering numerical values on branches

To enter a value for, let us say, 'Units sold' on one or more branches:

- Select the branch(es).
- Click the **Calculation** tab on the right of the workspace or choose **View | Show/Hide | Panels | Calculation Panel** to open the panel.
- In the grid, click **<Insert New>** under **Name** and type "Units sold".

Name	Value
< Insert New >	

 If you have entered a value for 'Units sold' on the mind map before, you can skip this step as the 'Units sold' field will already exist.

- In the **Value** column enter the value, for example 2500.

Name	Value
Units sold	2,500.00
< Insert New >	

The value now appears below the branch on your mind map, and the 'Units sold' field (called a 'calculation field') becomes available for use in other branches.

Canada
Units sold: 2,500

 Calculation fields do not display on the mind map if they are empty. So, if a calculation field is created but no value is assigned (for example, if you omitted the final step in the above procedure), it will be available for use but not displayed anywhere. When you give it a value for a branch (other than zero) it will display on that branch.

Values you add directly on branches will override any default values you may have entered (see "Entering defaults" below). If you enter a branch value by mistake you can type **Ctrl + Z** to undo your entry, or right-click the value and choose **Reset to Default**.

 *Rather than adding values (or formulas) branch by branch, it is often quicker to add them using the Defaults and Formats dialog instead. See "Entering defaults" below.*

Entering text values on branches

 The default value type in MindView calculation fields is Number. Every time you enter text values in a calculation field using the following procedure, you will therefore be asked if you want to convert the value type to Text. To avoid having to do this repeatedly, for example because you need to enter many different text values, use the **Defaults and Formats** dialog to define text values; see "Entering defaults" below.

To enter a text value, let us say to display a salesperson's name, for one or more branches:

- Select the branch(es), and go to the Calculation panel as described above.
- In the grid, click **<Insert New>** under **Name** and type "Salesperson".
- In the **Value** column enter the value, for example "Amy Jones".

Name	Value
Salesperson	Amy Jones
< Insert New >	

- Click Yes in the dialog to confirm that you want to convert the value of the calculation field to text.

The text value now appears below the branch on your mind map, and the 'Salesperson' field becomes available for use in other branches.

 As with numerical values, calculation fields with text values are not displayed on the mind map if they are empty, and values that you add directly on a branch will override any default values you may have entered.

Editing values

To edit values on one or more branches:

- Click the **Calculation** tab to open the Calculation panel.
- Select the branch(es).
- On the Calculation panel, make the changes in the **Value** column. Any changes you make will overwrite existing values on all of the selected branch(es).

 Like other branch data, calculation values may also be edited directly under each branch. For more information, see "[Editing branch data directly](#)".

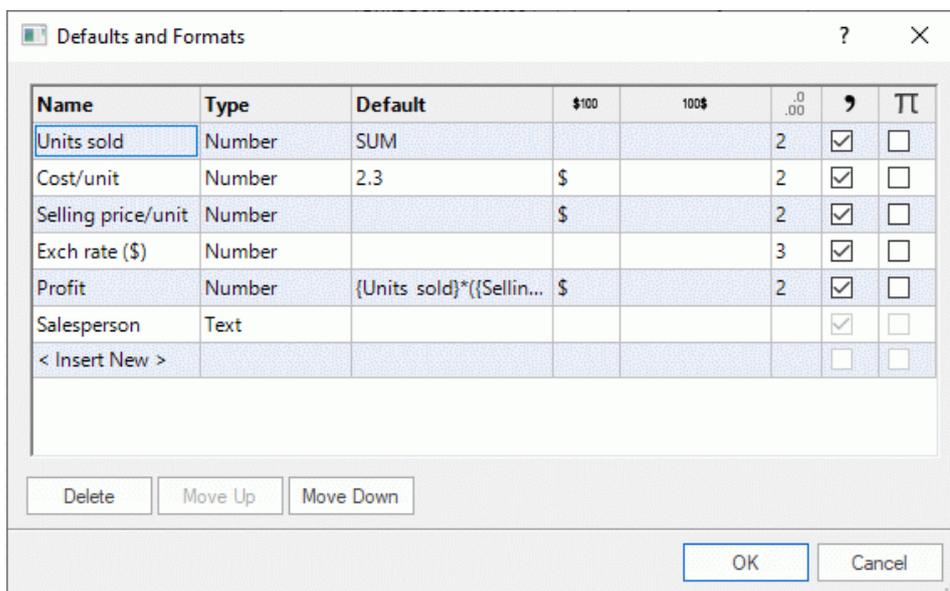
Entering defaults

To save unnecessary typing it is often useful to enter defaults for calculation fields. This is especially the case if you need to enter several text value fields. To do this:

- Click the **Calculation** tab to open the Calculation panel.
- Click **Defaults** to open the **Defaults and Formats** dialog.
- For each calculation field, use the **Type** column to indicate whether it is meant to contain Number or Text values.
- Enter values or formulas (see the next section) in the appropriate rows of the **Default** column.

The values or formulas you enter here will always be used unless you override them by making different entries for specific branches on the Calculation panel, as described above.

A blank entry in the **Default** column means that there is no default. For calculation purposes the value of a blank entry is taken to be zero. An entry explicitly set to zero is not regarded as blank but as a default set to zero.



Name	Type	Default	\$100	100\$.0	,	π
Units sold	Number	SUM			2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cost/unit	Number	2.3	\$		2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Selling price/unit	Number		\$		2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exch rate (\$)	Number				3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Profit	Number	{Units sold}*({Sellin...	\$		2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Salesperson	Text					<input checked="" type="checkbox"/>	<input type="checkbox"/>
< Insert New >						<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Delete, Move Up, Move Down, OK, Cancel

For each Number type calculation field, you can also specify one or more of the following:

- In the $\$100$ column enter text to precede the number or select a currency symbol on the drop-down, for example "\$" to indicate a dollar value.
- In the $100\$$ column enter text to follow the number, for example " 000s" to indicate thousands, or select a currency symbol on the drop-down.
- In the $.00$ column enter a number to specify the number of decimal places to be displayed.
- In the ' ' column, check the box to display thousands separators in large values.
- In the Π column, check the box to specify that the calculation field should be treated as a constant value. Constant values are not displayed on the branches of the mind map, but can be used in calculations using formulas.

In the example below showing a stationery order, a constant called Delivery has been defined to cover a fixed delivery cost of \$10, to be added to the \$100 order cost. Using a constant in this way makes it much easier to update the map if the supplier increases the delivery cost in the future.

Branch: "Stationery" ?	
Name	Value
Delivery	\$10.00
Cost	\$110.00
< Insert New >	

\$110.00
 100+{Delivery}

You can add a new calculation field to the mind map by entering its name in <Insert New>, or delete an existing field by selecting it and clicking **Delete**.

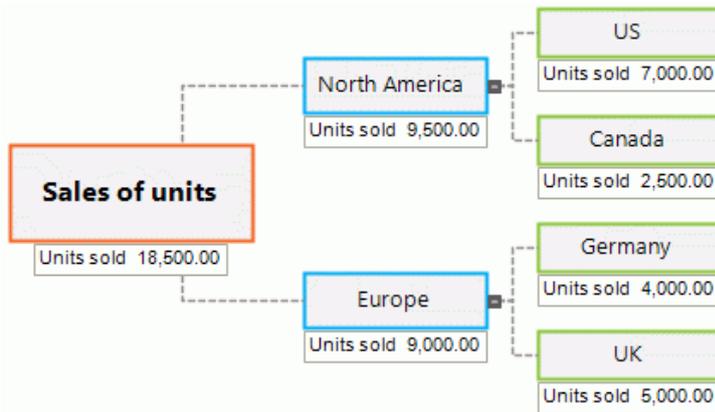
You can change the order in which the values display on the mind map, by moving the calculation fields up or down in this list by selecting them and clicking the **Move Up** or **Move Down** button.

Entering an automatic sum

You can use the built-in function SUM to add up numerical values entered on the outermost sub-branches, providing a grand total on the root and sub-totals on the intermediate branches. To do this for our 'Units sold' calculation field, proceed as follows:

- Click the **Calculation** tab to open the Calculation panel.
- Click **Defaults** to open the **Defaults and Formats** dialog.
If you haven't yet created 'Units sold', click **<Insert New>** and type "Units sold".
- Type **SUM** as the default value for 'Units sold'. Alternatively, you can select **Sub-Branches | SUM** on the drop-down at the right of the field.
The entry SUM is a simple formula comprising just one function. For more information about formulas see "Entering formulas" below.
- Click OK.

The result is shown below. Values entered for 'Units sold' in the outermost branches are progressively totaled to a grand total on the root.



Entering formulas

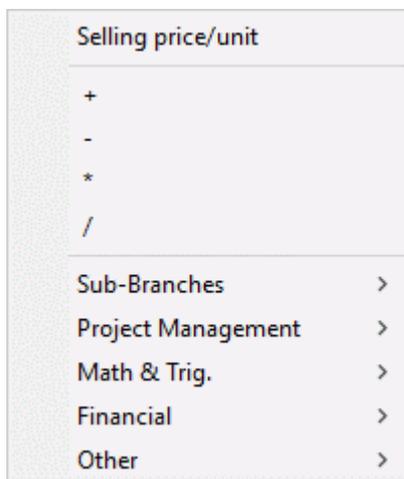
You can enter formulas directly on branches or as defaults. The procedures are the same as those described above, except that you enter a formula instead of a value.

You type the formula in the usual way, using values and any of the mathematical operators + - * / (). In addition, you can insert functions by clicking the **Function** icon  :

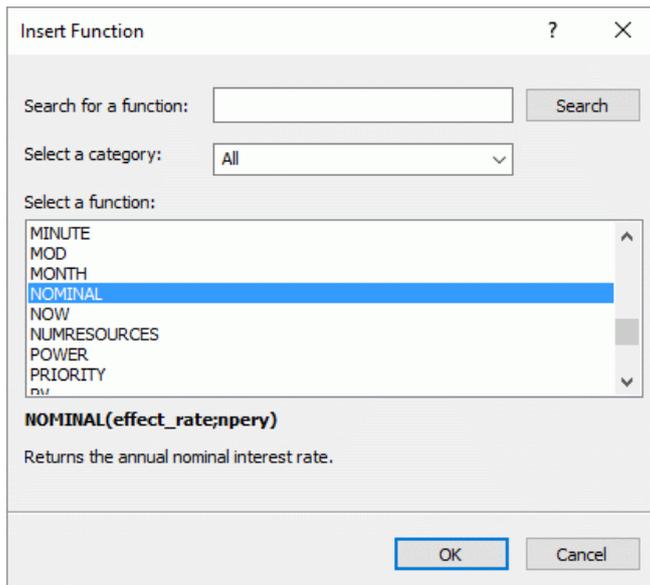
- Clicking the right-hand section opens a drop-down menu where you can select mathematical operators and functions to insert. The functions available are divided into separate groups. For a description of all functions, see "[List of calculation functions](#)".

 When entering functions with arguments, you need to use the correct list separator, or the function will not work. If the list separator is a comma, for example (the standard setting in the US), arguments for the POWER function need to be entered as POWER(56,7), not for example POWER(56;7). Check your computer's regional settings if you are in doubt.

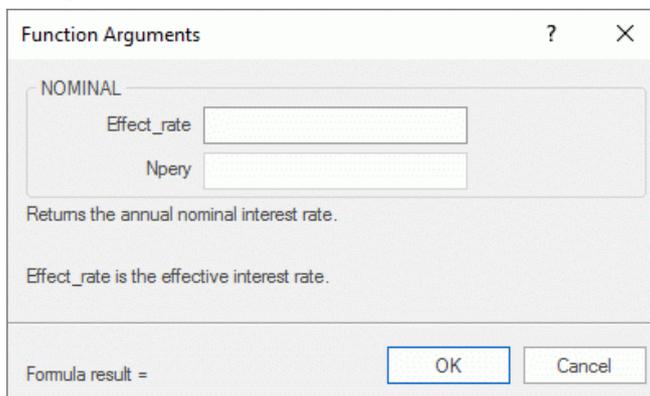
If you have created other calculation fields, they are shown at the top of the drop-down, and you can select them to reference them in the new calculation field.



- Clicking the left-hand section opens the **Insert Function** dialog where you can search for the function you want to insert.



Once you have selected a function, enter function arguments in the **Function Arguments** dialog.



The result of the formula (not the formula itself) is shown in the **Value** column. You can view or edit the underlying formula as needed by double-clicking it.

$1.25 * \{Productioncost\} + (ACTUALCOST * 1.08)$

- On the mind map itself, the formula never displays, always the result.
- If there is an error in a formula you will see the value #NAN or #NULL!:
 - The value **#NAN** indicates a division by zero, which leads to an invalid result. Check the divisor(s) in the formula to ensure that they cannot become zero.
 - The value **#NULL!** indicates that a value needed by the formula is missing. This can happen if you have deleted a calculation field referenced by the formula. If you have just deleted the field, you can restore it by pressing Ctrl + Z. To help identify missing fields, they are shown in black, rather than the usual green, in the formula. If you reinstate a previously deleted field, the error will disappear, but you may have to re-enter values for the field.
- If you reference any other calculation fields, the formula will use their current values at the relevant points in the calculation (if a field is blank, its value is taken to be zero).
- Field names appear in green and enclosed in curly brackets in the formula.
- Function names appear in blue capital letters in the formula.

Reviewing values

Current values are displayed directly on the mind map.

The **Calculation** panel shows further information about the values on a selected branch:

- A difference marker at the bottom left of a calculation field alerts you that its value is different from its default. This is useful because it is easy, while developing a mind map, to mistakenly overwrite a default value by entering a value or formula directly on a branch.



The difference marker relies on there being a default for the value: if there is no default (in other words a blank entry on the Defaults and Formats dialog), the marker never appears.

- If you move the cursor over an entry in the Values column the hover text will show you the value and, if it is generated by a formula, the formula as well.

Showing or hiding values

To display or hide calculation fields for the whole mind map:

- Click the **View** tab in the ribbon.
- Choose **Show/Hide | Branch Data** .
- Check (or uncheck) the calculation fields you want to show (or hide).



The menu also allows you to show or hide branch connections and task link connections. For more information on these, see "[Creating branch connections](#)" and "[Using links](#)".

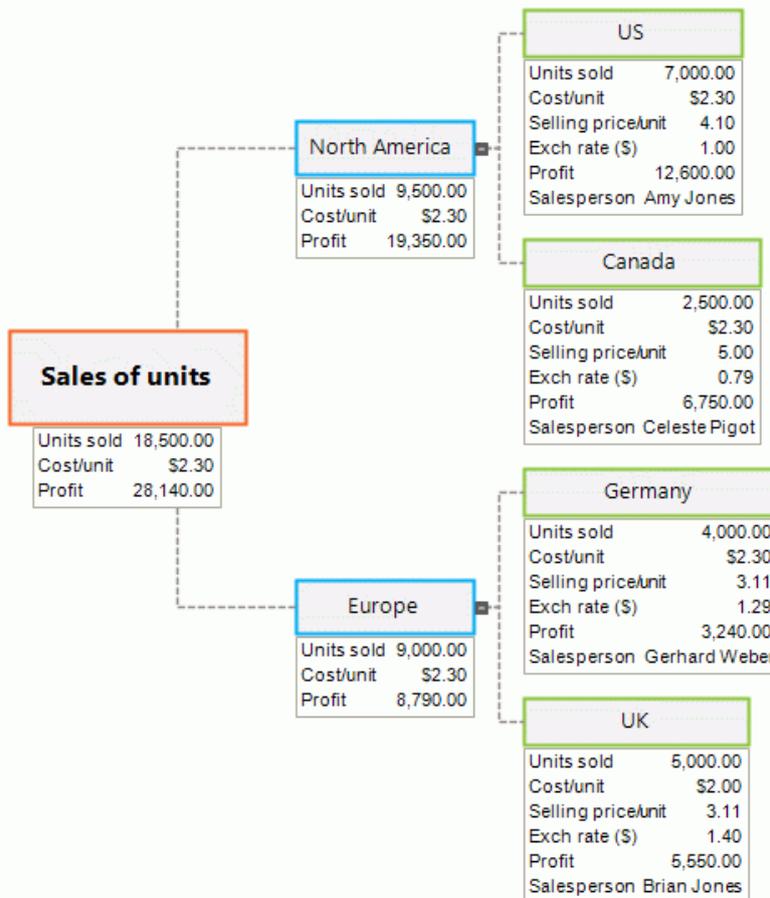
To display or hide calculation fields for a selected branch or branches:

- Select the branch(es).
- Click the **Format** tab in the ribbon.
- Choose **Show/Hide | Branch Data** .
- Check (or uncheck) the calculation fields you want to show (or hide). To show all calculation fields and branch data, select **Show all branch data**.

It is also possible to format the calculation values displayed on the map in different ways. For more information, see "[Formatting a branch](#)".

Example

Here is an example of part of a mind map that uses calculation fields.



The calculation fields are:

- **Units sold** For the outermost sub-branches, values are added branch by branch. A default value of SUM creates subtotals for the remaining branches and a grand total for the root.
- **Cost/unit** This is the cost of each unit in dollars: it is displayed only on the outermost sub-branches. In most cases the value is \$2.30, so this is entered as a default. A different value has been entered directly on one of the branches. In such cases, and wherever a value is different from its default, you will see a difference marker in the Calculation panel, as here:



- **Selling price/unit** This is the selling price of each unit in local currency: it is displayed only on the outermost sub-branches. It has no default value.
- **Exch rate (\$)** This is the exchange rate that converts local currency into dollars: it is displayed only on the outermost sub-branches. It has no default value.
- **Profit** On the outermost sub-branches this is calculated by a default formula. An overriding formula, SUM, is added to each of the remaining branches and the root to create subtotals and a grand total.
- **Salesperson** For each country, a Text calculation value has been added to show the name of the responsible salesperson. There is no default value for this field, but it would be possible to enter a default value (such as Sales Dept or similar) that would then be displayed for all branches unless overridden.

The default values and calculation field formats, accessed by clicking **Defaults** on the Calculation panel, are:

Units sold	Number	SUM			2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cost/unit	Number	2.3	\$		2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Selling price/unit	Number		\$		2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exch rate (\$)	Number				3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Profit	Number	{Units sold}*({Selling price/unit}-{Cost/unit)}	\$		2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Salesperson	Text					<input checked="" type="checkbox"/>	<input type="checkbox"/>

Using Quick Data

The Quick Data area is only useful when you select two or more branches. It shows you the results of common operations on the calculation field selected in the grid above for the selected branches.

- Select two or more branches.
- Select a calculation field in the grid at the top of the Calculation panel.
- View the results in the Quick Data area. Sum shows the total of the relevant values for the selected branches, Avg shows the average of the values, Min shows the minimum value, Max shows the maximum value, and Count shows the number of branches selected.

Quick Data	Profit
Sum:	28,140.00
Avg:	7,035.00
Min:	12,600.00
Max:	3,240.00
Count:	4

Printing a mind map



To print your map:

- Click the **File** tab.
- Choose **Print**.



You can also press **Ctrl + P**.

This opens the Print Preview window, which shows you what your map will look like on paper.

The preview of the map immediately reflects the changes you make in this window, allowing you to experiment with the various settings.

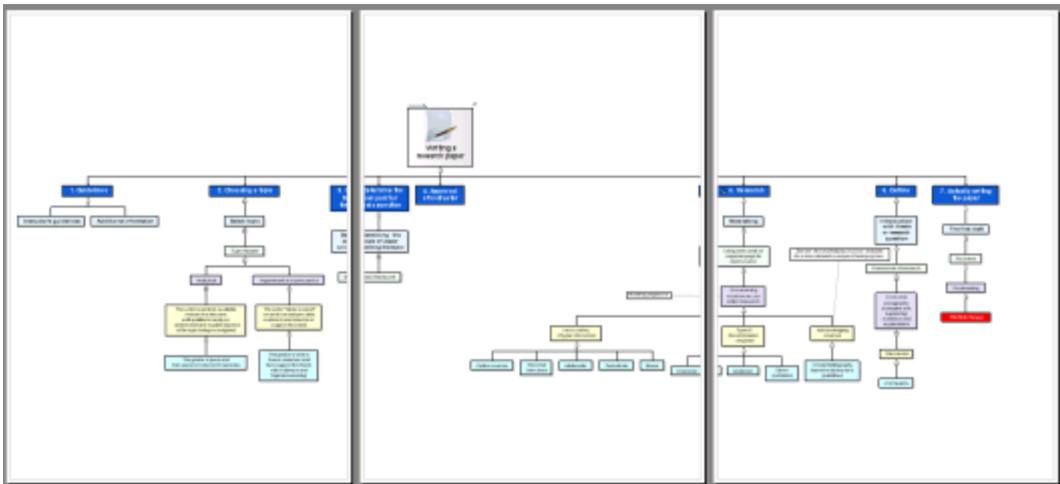


The preview area always shows the map exactly as it is shown on the workspace. This means that if you have restricted the display of the map in some way, for instance by showing only 2 levels of branches, focusing on a particular branch or using an advanced filter, only the part of the map shown in the preview area (and the workspace) will be printed. See "[Viewing a mind map](#)", "[Focusing on a branch](#)" and "[Filtering a mind map](#)" to learn more about these display options.

Customizing the printing

Apart from the usual print operations, the Print Preview window lets you choose settings to optimize the printing of your map.

Page Spread: These options allow you to spread your map on several pages, which is useful for large maps. If for instance your map is quite wide (as may be the case in Top Down view), you can click **+ Column** to add one or more pages horizontally, thereby ensuring that its entire contents will be easily legible. Similarly, if your map is quite tall, you can click **+ Row** to add one or more pages vertically. Whenever you increase or decrease the page spread, the map is automatically resized to occupy all the space available.



Magnification: These options allow you to increase or decrease the map size on the page or page spread, a handy feature in combination with the Page Spread options. If you click Fit to Page, the map will be resized so that its entire contents fit on the page or page spread chosen.

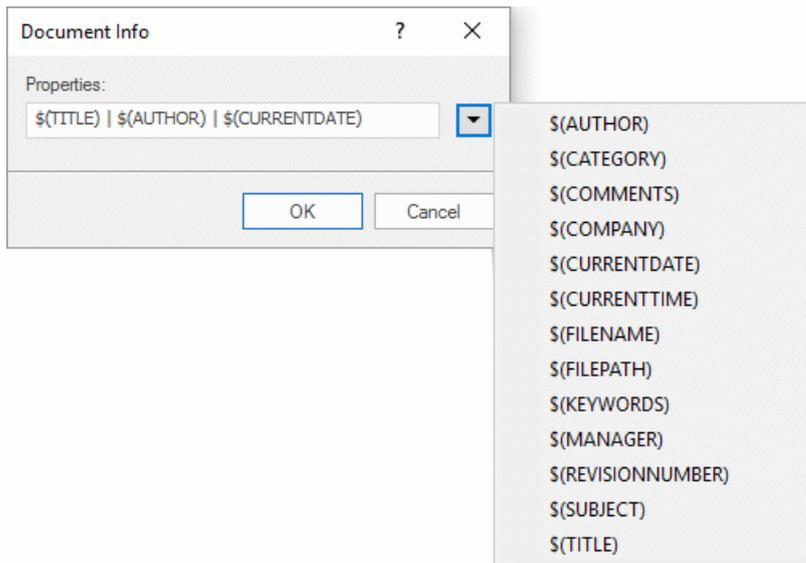
You can move the map within the page or page spread by dragging it with the mouse.

Logo: These options let you display a company logo or any other logo on the printed page or page spread, at the size and position defined by the icons shown to the right of the **Logo** button.

Info: These options let you display information about the document on the printed page or page spread, such as its title, its author and the current date, at the position defined by the placement icons shown to the right of the **Info** button.

You can customize this information as follows:

- Click the down arrow on the right of the **Properties** field to choose the data you want to display.



Each new piece of information is added to the right of the string. You can however rearrange the properties as you wish, and even enter your own free text to separate them. Note that most of the properties are taken from the data shown in the **Document Properties** dialog (click the **File** tab and choose **Info | Properties**).

Date Range: This option is only available when printing a Gantt chart. It lets you select a date range to be printed so you do not have to print the entire chart (which can be very wide).



- Select if you want to use a specific start and/or end date by selecting the check boxes in the two date fields.
- Select the start and/or end date if applicable.

If you do not specify a start date, the project start date is used; if you do not specify an end date, the project end date is used. You cannot select dates before the start date or after the end date.

Further tasks

Formatting a branch

MindView lets you perform various operations on the root of your map or any of its branches, such as changing their shape, choosing a different fill color, defining a branch boundary, or selecting different text attributes. All these formatting options help you add visual interest to your map.

- Select the root or branch you want to format.

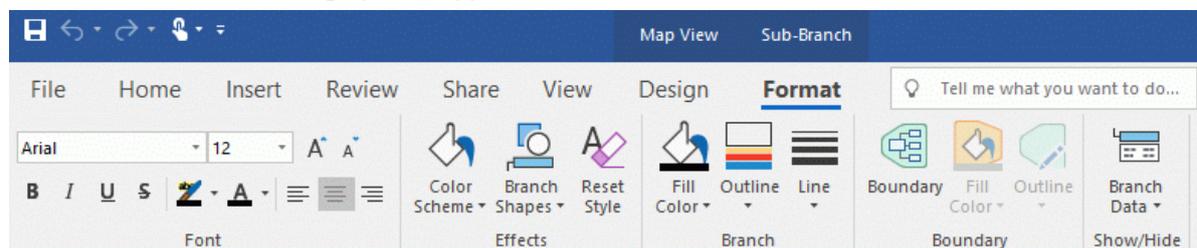


To apply the same formatting attributes to all the branches, it is much easier to use the **Design** tab, whose predefined styles and design options apply to the entire map. See "[Designing a mind map](#)" for more information.

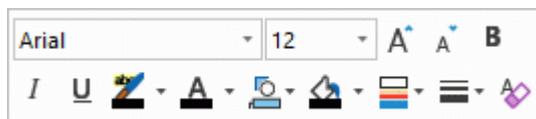
You can however select several branches to give them the same formatting attributes. See "[Selecting several branches](#)" below for more information.

- Click the **Format** tab that appears at the right of the ribbon.

This tab contains formatting options applicable to the selected root or branch.



If you right-click the branch, a floating toolbar with the most commonly used formatting tools will appear above the right-click menu. You can use the commands on the toolbar to format your branch without having to search for the right command in the ribbon.



- Browse through the options available in the **Format** tab or the floating toolbar, checking their effect on your branches as you go.



A quick way of copying the formatting attributes from one branch to another is to use the **Format Painter**. Select the branch whose formatting you want to copy and choose **Home | Clipboard | Format Painter** or press **Ctrl + Shift + C**. The cursor changes to a paintbrush icon. Click the branch you want to copy the formatting to. Pressing **Ctrl** while clicking the branch will let you continue copying the format to other branches by clicking each one in turn. To return the icon to its normal shape after the copying, click the **Format Painter** icon again.

If necessary, you can undo your changes and return the branch to the original map style defined in the **Design** tab by choosing **Effects | Reset Style**.



To return all the branches to the initial style, select them all (**Ctrl + A**), and choose **Effects | Reset Style** in the **Format** tab.



To return the entire map to the initial style (i.e. not only the branches, but also the global map properties such as page color or page pattern), choose **Effects | Reset Style** in the **Design** tab.



You can automatically apply a specific background color to all roots and branches that meet specific filter criteria. For more information, see "[Using conditional formatting](#)".

Selecting several branches

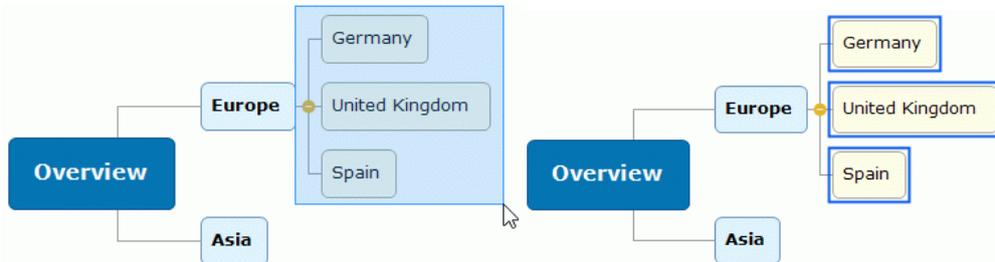
Selecting several branches at once allows you to apply the same change to all of them simultaneously.

- Click the first branch, then press and hold down the **Ctrl** key 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 the **Ctrl** key.

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



 Press **Ctrl + A** to select all branches.

 When you select several branches in this way, the header of the Format tab changes to **Multiple Branches**, indicating that any changes you make will apply to all the selected branches. If the branches you selected belong to different levels (for instance, some main branches as well as some sub-branches), only the options that the different levels have in common are shown in the Format tab.

Formatting branch data

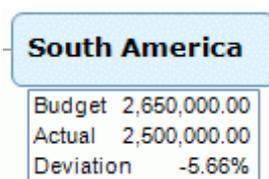
If you have added information on your branches such as task data or calculation values, you can display this data directly on the branches:

- Choose **View | Show/Hide | Branch Data**  (or right-click the workspace and choose **Show/Hide**) and check the fields you want to see in the sub-menu.

 You can hide or show the fields on individual branches with the **Branch Data** icon  of the Format tab (or the **Show/Hide** option in the branch local menu).

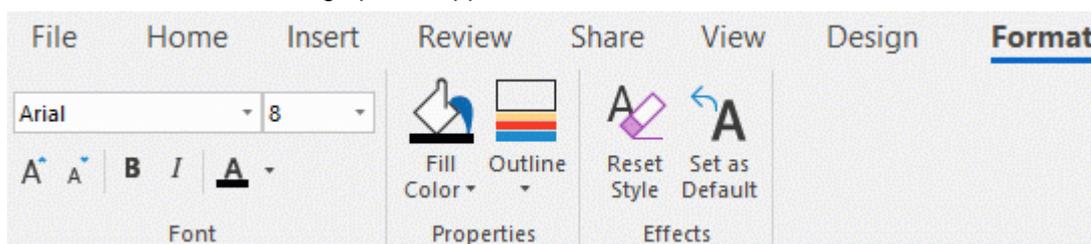
If you have chosen to display resource cost information on the branches (such as Cost, Actual Cost or Remaining Cost), you can define the currency symbol and the number of decimal digits to be used for the entire document. See "[Currency](#)" in the topic "[Setting up your preferences](#)".

You can also specify how this data should be represented.



- Select the branch whose data you want to format by clicking it.
- Click the block of branch data displayed below the branch.
- Click the **Format** tab that appears at the right of the ribbon.

This tab contains formatting options applicable to the branch data of the selected branch.



- Browse through the options available in the different panels, checking their effect on the branch data as you go.

You can also give specific text attributes to the different elements of the branch data. To do this, click the particular element within the block of branch data, and choose the required attributes in the Format tab.

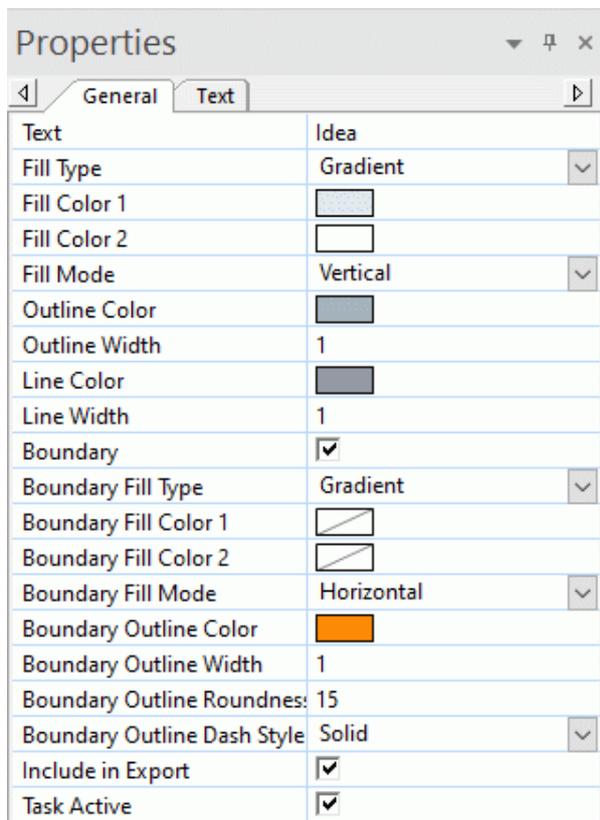


Once you have formatted the branch data to your liking, you can easily apply that formatting to the data of all the other branches by clicking the **Set as Default** icon.

Branch properties

As well as the Format tab, you can also use the Properties dialog to make changes to the selected root or branch. The Properties dialog always lists all the properties applicable to the element currently selected in the workspace.

- Select the root or branch you want to format, or the block of branch data you want to format.
- Choose **View | Show/Hide | Panels | Properties** to open the **Properties** dialog.



See "[Using the Properties dialog](#)" for a general description of the Properties dialog.

See "[Root properties: General tab](#)" and "[Branch properties: General tab](#)" in the "Reference" section for a detailed description of the general properties applicable to a root or branch.

See "[Root properties: Text tab](#)" and "[Branch properties: Text tab](#)" for a description of the properties applicable to the branch label.

See "[Branch data properties: General tab](#)" in the "Reference" section for a detailed description of the properties applicable to branch data.

Editing branch data

As described in "[Formatting a branch](#)", you can display information such as task data, resource information or calculation values directly on the branches of your mind map. The information is displayed in a box underneath the name of the branch, and you can edit much of it directly from this location.

The following branch data can be edited directly: Start date, End date, Duration (except for summary branches), Priority, Completion, Resources and Calculation values.

 **Be aware that branch data in MindView are often dependent on other branch data. For instance, calculation values may contain formulas that rely on input data from sub-branches, and task duration data may affect the schedule of the entire project if changed. Changing branch data may therefore have consequences for other branches in your mind map. Before editing any branch data in your mind map, make sure that you know how your changes will affect the rest of the mind map.**

Editing branch data

- Locate the branch data that you want to edit.
- Double-click the value next to the branch data label. You can also press Ctrl + Shift + B to select the block of branch data and use the arrow keys to select the value you wish to edit. The value becomes editable:
 - For Priority, Completion and similar task management related data, the value changes into a drop-down where you can select the desired value.
 - For Duration and similar project management related data, the value changes into a text field with a spin button where you can edit the value as needed.
 - For text fields such as resource names and Text calculation fields, a cursor is inserted allowing you to enter, update or delete text as needed.
 - For Number calculation fields, you can select different formulas or enter a different number value.

 If you change a calculation field name, the name change affects all branches using the same calculation field. See "[Inserting calculation values](#)" for more information on creating and editing calculation values.



The image displays two side-by-side screenshots of a branch data box for 'North America'. The left screenshot shows a dropdown menu for the 'Priority' field, with 'Normal' selected and 'High' highlighted by a mouse cursor. The right screenshot shows the 'Duration' field with a spin button set to '7 days'.

North America	
1/8/2015 - 1/16/2015	
Duration	7 days
Work	56 hrs
Actual Work	0 hrs
Remaining Work	56 hrs
Cost	kr. 0.00
Actual Cost	kr. 0.00
Remaining Cost	kr. 0.00
Priority	Normal
Completion	
Liam Cole	
Units sold	
Cost/unit	
Selling price/unit	\$0.00
Exch rate (\$)	0.000
Profit	\$0.00
Sales rep	

North America	
1/8/2015 - 1/16/2015	
Duration	7 days
Work	56 hrs
Actual Work	0 hrs
Remaining Work	56 hrs
Cost	kr. 0.00
Actual Cost	kr. 0.00
Remaining Cost	kr. 0.00
Priority	Normal
Completion	0%
Liam Cole	
Units sold	0.00
Cost/unit	\$2.30
Selling price/unit	\$0.00
Exch rate (\$)	0.000
Profit	\$0.00
Sales rep	

North America	
1/8/2015 - 1/16/2015	
Duration	7 days
Work	56 hrs
Actual Work	0 hrs
Remaining Work	56 hrs
Cost	kr. 0.00
Actual Cost	kr. 0.00
Remaining Cost	kr. 0.00
Priority	Normal
Completion	0%
Liam Cole	
Units sold	0.00
Cost/unit	\$2.30
Selling price/unit	\$0.00
Exch rate (\$)	0.000
Profit	\$0.00
Sales rep	

North America	
1/8/2015 - 1/16/2015	
Duration	7 days
Work	56 hrs
Actual Work	0 hrs
Remaining Work	56 hrs
Cost	kr. 0.00
Actual Cost	kr. 0.00
Remaining Cost	kr. 0.00
Priority	Normal
Completion	0%
Liam Cole	
Units sold	0.00
Cost/unit	\$2.30
Selling price/unit	\$0.00
Exch rate (\$)	0.000
Profit	\$0.00
Sales rep	SUM

➤ Edit the branch data as desired, and click anywhere outside the editable value to save it.



*If you edit branch data by mistake, you can type **Ctrl + Z** to undo your entry*

The value change takes effect immediately and may affect other branches in your mind map.

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, but should be moved to a different branch.

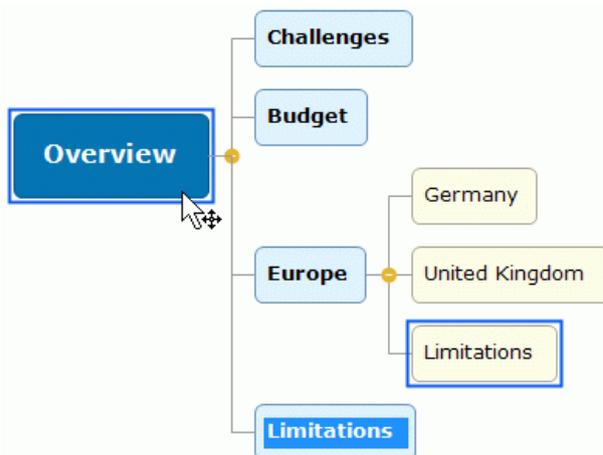
This topic describes how to perform the following operations:

- Moving a main branch or a sub-branch and inserting it at a different hierarchical level in the mind map
- Cutting, copying and pasting a branch in the same document or in another document
- Moving a main branch manually to a different position by disabling the Auto-layout mode

Moving a main branch or a sub-branch and inserting it at a different level

You can move an entire branch, including any sub-branches and objects attached to it, to a different branch of your map. 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 (thereby making it a main branch), or allocate a sub-topic to a different main topic by moving the corresponding sub-branch to a different main branch.

- Select the branch you want to move to a different location by clicking it with the left mouse button.
- While keeping the left mouse button down, drag the branch to the required location. The mouse pointer changes to a different shape and a line shows you where the branch will be inserted when you let go of the mouse button.
- Release the mouse button to insert the branch at the required location.



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

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 "[Packing a mind map](#)".

- 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), you first need to select it. You can then either:

- Choose **Home | Clipboard | Cut**  in the main menu, or
 - Choose **Cut** in the local menu of the branch, or
 - Press **Ctrl + 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), you first need to select it. You can then either:
- Choose **Home | Clipboard | Copy**  in the main menu, or
 - Choose **Copy** in the local menu of the branch, or
 - Press **Ctrl + C**.
- To paste a root or a branch and all its sub-branches and attached objects, you first need to select its new location, either in the same document or in a different document. You can then either:
- Choose **Home | Clipboard | Paste**  in the main menu, or
 - Choose **Paste** in the local menu of the destination branch, or
 - Press **Ctrl + V**.

The clipboard root or branch is added as a sub-branch of the destination branch you selected.



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.

Moving a main branch to a different position by disabling Auto-layout

By default, MindView 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.

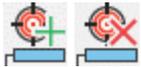
- Click the workspace so that no other element is selected.
- Choose **View | Show/Hide | Panels | Properties** to open the Properties dialog for the view.
- Click the **Branches** tab.
- Uncheck **Auto-layout**.

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. MindView always arranges sub-branches automatically.

Important: If you re-enable Auto-layout mode at any point while still working on your map, the main branches you repositioned will be placed back in their default position. You can, however, click **Undo**  in the Quick Access Toolbar (or press **Ctrl + Z**) to cancel the re-enabling of Auto-layout and revert the display of the main branches to your own positioning.

Focusing on 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 and other objects on the particular branch or set of branches you are viewing.



You can also concentrate on a particular branch of your mind map by viewing it in a sub-map; for more information, see "[Creating sub-maps of selected branches](#)". For an overview of other viewing options, see "[Viewing a mind map](#)".

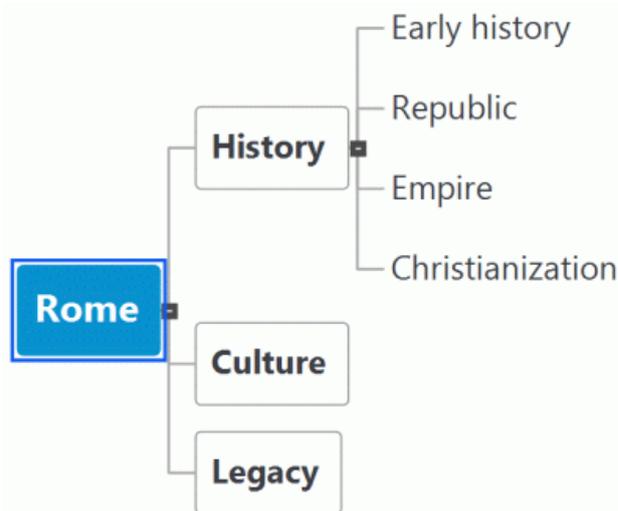
- Click the branch that you want to isolate.
- Choose **View | Detail | Apply Branch Focus**  in the main menu or **Apply Branch Focus** in its local menu.

You can also just press **Alt + F6**.

Now only the branch you selected is shown on the workspace, together with any sub-branches it may have.



To focus on one of the sub-branches, just select it and click **Apply Branch Focus** again.



Note that when restricting the display in that way, any branch connections leading to branches outside the area shown are not represented.

To display the entire map again, you can either:

- Click the **Clear Branch Focus** icon  in the main menu, or
- Select the branch again and choose **Clear Branch Focus** in its local menu, or
- Right-click the workspace and choose **Clear Branch Focus** in its local menu, or
- Press **Alt + Shift + F6**.



If you save and close a document to which you have applied a branch focus to concentrate on a specific branch or set of branches, next time you open the document, a message warns you that you may be viewing only part of the map. Click the **Clear Branch Focus** button next to the message to see the entire map again.



If you switch to a different view after applying branch focus, the branch focus is cleared automatically.



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  of the View tab. The **Show All Levels** icon  expands the mind map so that it shows all its branches down to the last level.



*You can also press **Ctrl + 1** to display just one level of branches, **Ctrl + 2** to show two levels etc. **Ctrl + 5** shows all levels.*

Creating sub-maps of selected branches



You can create one or more sub-maps showing specific branches of your mind map (and their sub-branches, if any). The sub-maps are organized into separate tabs shown at the bottom of the workspace, making it much easier for you and other users to focus on particular branches.

Sub-maps are not separate mind maps. They provide quick access to different areas within the same document. The feature is ideal for online collaboration on documents but also helps you navigate large and complex mind maps, for example if you have added several roots or built a detailed branch structure.



For an overview of other viewing and navigation options, see "[Viewing a mind map](#)".

Creating a sub-map

- Select the branch that you want to display in a sub-map.
If the branch has sub-branches, these will be included in the sub-map as well.
- Do one of the following:
 - Choose **Home | Detail | Sub-Maps** or **View | Detail | Sub-Maps**, and select **Create Sub-Map** on the menu.
 - Right-click the selected branch, and select **Create Sub-Map** on the shortcut menu.
 - Press Ctrl + Alt + F6.

Two tabs now appear at the bottom of the workspace: a tab showing the new sub-map (and named after the selected branch), and a tab showing the entire mind map labelled **Show All**. The tab showing the new sub-map is selected, and the workspace shows only this sub-map; in other words, only the branch you selected.



You can create more sub-maps as needed. Every time you do so, the new sub-map is shown on a tab, and that tab is selected.

Using sub-maps

When you have created one or more sub-maps, you can use them to quickly navigate and focus the workspace. You can go from sub-map to sub-map by doing one of the following:

- By clicking the tabs at the bottom of the workspace
- By choosing **Home | Detail | Sub-Maps** or **View | Detail | Sub-Maps** and selecting a sub-map on the menu

If you click the **Show All** tab, the entire mind map is shown.

Renaming a sub-map

- To rename a sub-map, double-click its tab label and enter the new name.



Renaming a sub-map does not affect the label of the branch that it was originally named after.

Online collaboration

The sub-maps feature can make online collaboration more efficient if you have saved your document on MindView Drive and shared it with other users:

- When you share the document with other users, you can include a custom message telling them which sub-map they should work on.
- If only particular users should be allowed to edit particular branches, you can use branch locking to lock the branches shown in your sub-maps. By doing so, you not only help users focus; you also make sure that they do not accidentally change parts of the mind map that they should not be working on.

For more information on saving documents online, see "[Opening and saving online documents](#)". For more information on simultaneous collaboration using MindView Drive (including document sharing and branch locking), see "[Collaborating on a MindView Drive document](#)".

Viewing and exporting a document with sub-maps

If you switch to a different view after creating sub-maps, the sub-maps are also available in the new view. If you had selected a sub-map before switching views, that sub-map also remains selected in the new view. For more information on views, see "[Using different views](#)".

If you export a mind map with sub-maps, and you have selected one of these sub-maps, only that sub-map is exported. To export the entire mind map, select the **Show All** tab or remove all sub-maps before exporting.

Removing a sub-map

To remove a sub-map, click the **Close** icon  to the right of the tab name.



You cannot close the **Show All** tab, but if you close all other tabs, this tab automatically disappears as well. When you close the last remaining sub-map tab, the mind map remains focused on the branch selected for that tab; you can clear this focus by choosing **View | Detail | Clear Branch Focus**. For more information on the Focus feature, see "[Focusing on a branch](#)".

Filtering a mind map



MindView lets you filter your map to only display branches that meet specific criteria. Using a filter, you can for instance show only the branches that contain the word "budget", or, if you are working on a timeline, events starting at a given date. You can also combine different criteria, so that only the branches that meet all or some of these criteria are shown. Using the built-in filters in MindView, you can also filter by icons, legends, resources or project management information such as milestones and tasks, if these elements are used in your mind map.

All the filters you define are saved with the MindView document. It is also possible to import and export filters for use in other MindView documents.



If you save and close a document to which you have applied a filter to show only specific branches, next time you open the document, a message warns you that you may be viewing only part of the map. Click the **Clear Filter** button next to the message to see the entire map again.



The filters you use or define as described here are also used elsewhere: You can use them to select roots or branches, and you can apply conditional formatting based on the filters. For more information, see "[Viewing a mind map](#)" and "[Using conditional formatting](#)". If you edit or delete a custom filter (as described in "[Editing a custom filter](#)" below), this change applies to both the Filter, Select and Conditional Formatting features. For example, if you delete a custom filter, you can no longer use it for selecting items on the Home tab, and if a conditional formatting rule is based on the filter, that conditional formatting rule is deleted.

Using the built-in filters

MindView automatically gives you the opportunity to filter by certain items if you have used them in your document. For example, if you have used icons or legends, there will be a built-in filter allowing you to filter by the icons or legends you have used. Depending on the items you have used on the branches of your mind map, and depending on the document type, you might see the following filters in the Filter menu:

-  **Icons:** Allows you to filter by icons used in the mind map. You can select the icon to filter by in a sub-menu.
-  **Legend:** Allows you to filter by legends used in the mind map. You can select the legend to filter by in a sub-menu.



You can also filter the mind map using legend items from the Legend window. For more information, see "[Working with legends](#)".

- **Completion:** Allows you to filter by the completion status of tasks in your mind map. You can select the completion level to filter by in a sub-menu.
-  **Priority:** Allows you to filter by the priority set for items in your mind map. You can select the priority to filter by in a sub-menu.
-  **Resources:** Allows you to filter by resources assigned to tasks in your mind map.

The following filters are only available if the document type is Project Management:

-  **Milestones:** Allows you to filter by project milestones.
-  **Critical Tasks:** Allows you to filter by critical tasks, i.e. tasks that are particularly important to the completion of the project.
-  **Overdue Tasks:** Allows you to filter by tasks where the completion value has not reached today's date.
-  **Auto Scheduled Tasks:** Allows you to filter by automatically scheduled tasks.
-  **Manually Scheduled Tasks:** Allows you to filter by manually scheduled tasks.

 The last two filters are only shown if the project contains both manually and automatically scheduled tasks. For more information, see "[Using scheduling task modes](#)".

Applying a built-in filter

- Choose **View | Filter** and click the down arrow at the bottom of the **Filter** icon.
- Select a filter under the **Built-In** heading in the sub-menu to apply it.

The mind map now shows the branch or branches that contain the elements you have filtered by, and the hierarchy from the root to the filtered branch or branches. If no branches in the mind map meet the filter criteria, the workspace will be empty.

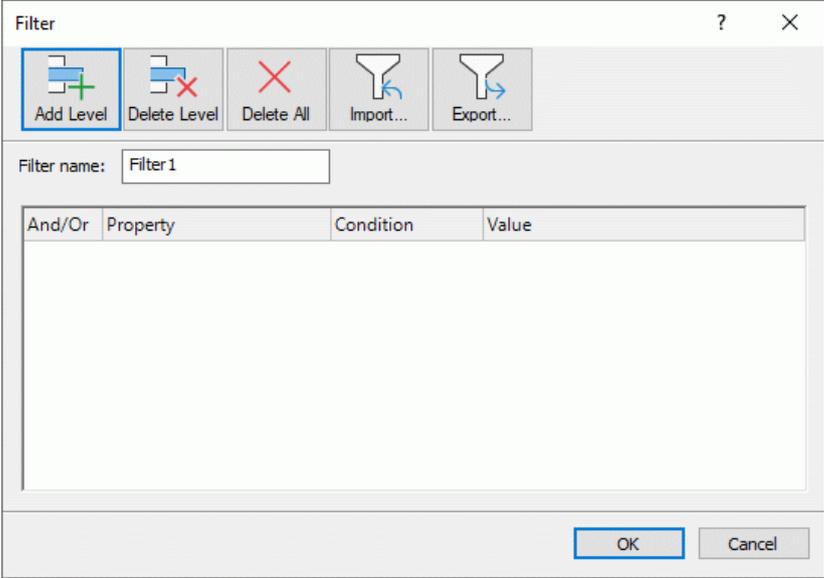
The **Filter** icon stays highlighted to remind you that you are only viewing part of the map.

 If you apply a built-in filter that is specific to the Project Management document type and then switch to a different document type that does not include this filter, the filter is no longer applied in the workspace. The **Filter** icon is still highlighted to remind you that a filter was applied before you switched document types. If you intend to keep using the new document type, click the **Filter** icon to select a different filter in the sub-menu or to switch off the Filter feature. For more information on the document types in MindView, see "[Understanding document types](#)".

Defining a custom filter

- Choose **View | Filter** and click the down arrow at the bottom of the **Filter** icon.
- Choose **New**  in the sub-menu.

The **Filter** dialog opens.



And/Or	Property	Condition	Value
--------	----------	-----------	-------

- Enter a name for your filter in the 'Filter name' field.
- Click **Add Level** to define your first condition.
- Click the **Property** field and choose the branch element that you want to use to filter the map. If for instance you want to restrict the display to all the branches on which you have placed a Priority 1 icon, select the entry "Branch icons" in the list.



For a definition of the property "Total slack", see "[Reviewing a project plan](#)".

- Click the **Condition** field and choose the required condition. In our example, you would choose the entry "Equal to" or "Contains" (in case some branches contain more than one icon).
- Click the **Value** field to define the condition to be applied to the branch. In our example, you would choose the Priority 1 icon in the icon gallery that opens when you click the Value field.

 The **Value** field is not case-sensitive. If you filter by branches labeled "Project status", for example, the filter will also include branches labeled "Project Status" or "project status".

- (optional) Click **Add Level** again to define a second condition, using the **And/Or** field to indicate whether both conditions must be met for the branch to display, or whether meeting just one of the two conditions is enough for the branch to display.
- (optional) Continue adding conditions as required and click OK.

The mind map now only shows the branches that meet the criteria you have defined.

The **Filter** icon stays highlighted to remind you that you are only viewing part of the map.

If necessary, you can add further criteria to the filter by editing it (see below) or define new filters.

The new filter is listed under the **Custom** heading in the sub-menu when you click the down arrow at the bottom of the **Filter** icon. It is also available when you use conditional formatting (for more information, see "[Using conditional formatting](#)"), and when you use the **Select** command from the Home tab (for more information, see "[Viewing a mind map](#)").

Clearing a filter

- To go back to the full map display, do one of the following:
 - Choose **View | Filter | Filter**.
 - (Custom filters only) Choose **View | Filter**, click the down arrow at the bottom of the **Filter** icon, and deselect the active filter in the sub-menu.



The second procedure is useful if you were not sure which filter was applied to the mind map, as it allows you to see the filter name.

The Filter icon goes back to its normal state, indicating that the map is no longer filtered.

Applying a custom filter

When you have several custom filters, you can apply any one of them as follows:

- Choose **View | Filter** and click the down arrow at the bottom of the **Filter** icon.
- Click the required filter from the list under the **Custom** heading in the sub-menu.

Editing a custom filter

- Choose **View | Filter** and click the down arrow at the bottom of the **Filter** icon.
- Choose **Edit**  in the sub-menu, select the custom filter you want to edit and proceed as described above.

Deleting a custom filter

You can also delete a custom filter previously defined permanently from the MindView document if you no longer need it:

- Choose **View | Filter** and click the down arrow at the bottom of the **Filter** icon.
- Choose **Delete**  in the sub-menu and select the required custom filter.

The built-in filters cannot be deleted.

Using conditional formatting



You can use conditional formatting in your MindView documents to automatically apply a specific background color to roots and branches that meet specific criteria. If you are working on a project plan, for example, you can automatically have critical or overdue tasks shown in yellow or red, making it much easier to immediately spot tasks that need to be prioritized.

Once you have defined one or more conditional formatting rules, they are applied automatically and continuously in the entire document until you deactivate or delete them. The rules are saved with the MindView document.

Conditional formatting and filters

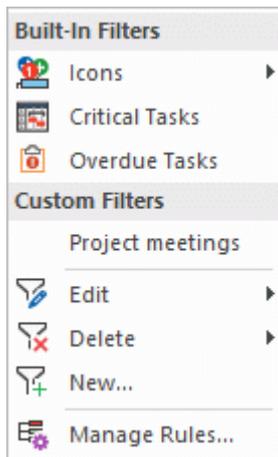
Conditional formatting rules are based on filters. If you want to use conditional formatting, one or more built-in or custom filters must therefore be available in your MindView document. You can use conditional formatting without applying filters, and vice versa. For more information on defining, applying, editing and deleting filters, see "[Filtering a mind map](#)".



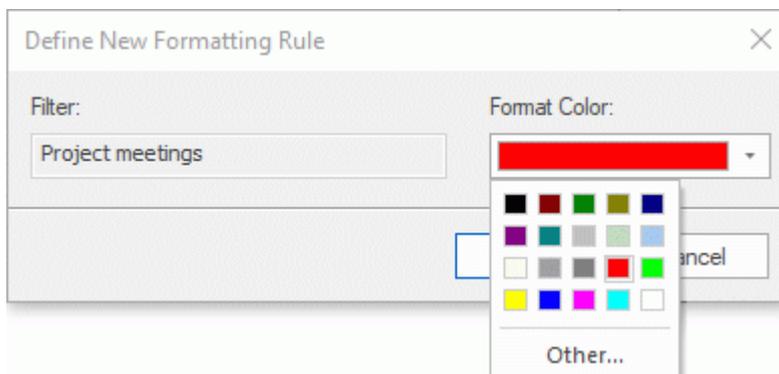
MindView uses the same filters for the Filter feature, the Select feature on the Home tab and the Conditional Formatting feature. Changes to custom filters therefore apply to all three features.

Creating and applying a conditional formatting rule

- Choose **View | Filter | Conditional Formatting**.



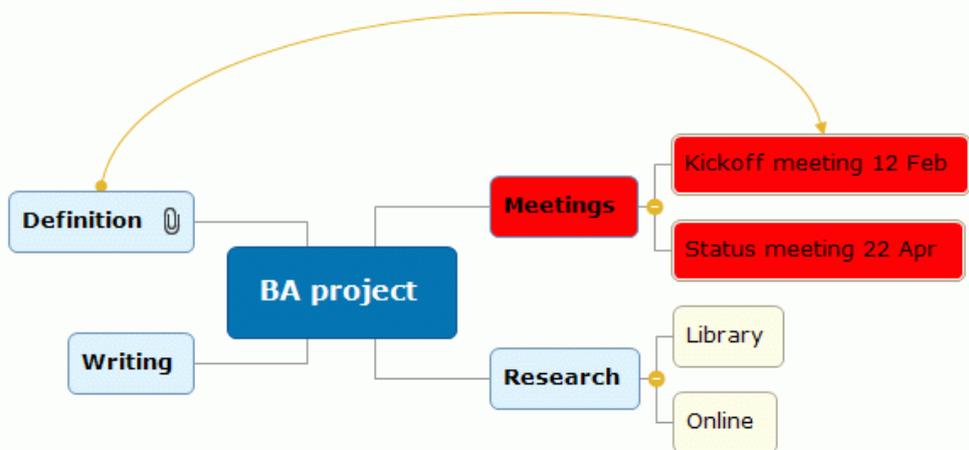
- Click the name of the built-in or custom filter that you want to use, or click **New** to define a new custom filter as described in "[Filtering a mind map](#)".
- In the dialog that opens, click the **Format Color** drop-down to select a color for the rule, or leave the default color unchanged.



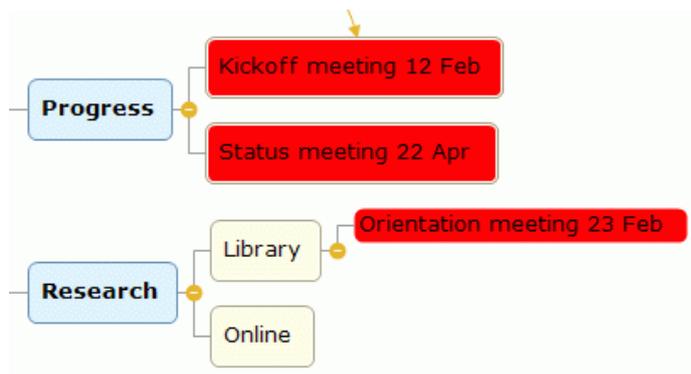
If you want to define a custom color for the rule, click **Other** to open the color picker dialog.

- Click OK. The new rule is applied automatically.

All roots and branches that meet the criteria of the selected filter are now colored using the selected format color. In the example below, all branch labels that contain the word "meeting" (as defined in the custom filter "Project meetings") are red.

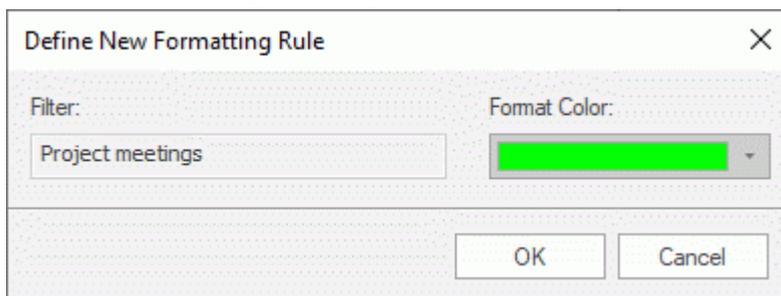


As you edit your MindView document, the conditional formatting is automatically updated: Branches that no longer meet the filter criteria lose their conditional formatting, and new or edited branches that now meet the criteria are formatted accordingly:



Creating more conditional formatting rules from the same filter

You can create a new conditional formatting rule from the same filter by clicking the filter name again in the **Conditional Formatting** menu and selecting a format color. You can create as many conditional formatting rules as you like.



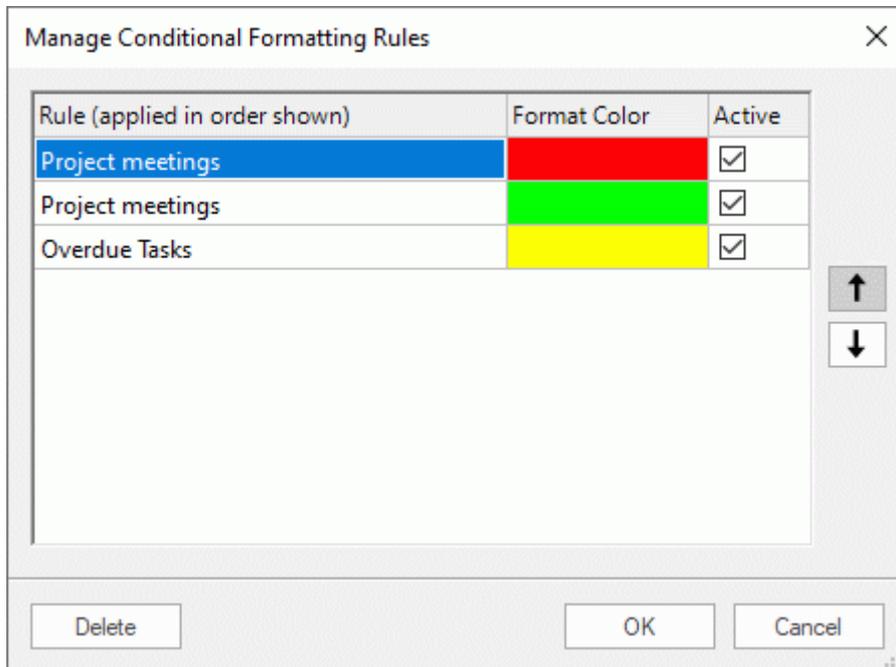
By default, the new rule is applied *after* the original rule and takes precedence over it. If we define a new rule for the "Project meetings" custom filter as shown above, all branches originally formatted red will now be light green, unless you change the order of rules as described below.

Managing conditional formatting rules

When you have defined one or more conditional formatting rules, you can change their colors, define the order in which they should be applied, and deactivate or delete them.

- Choose **View | Filter | Conditional Formatting**, and select **Manage Rules**.

A dialog shows all conditional formatting rules in the document. Rules always have the same names as the filters they are based on. If you have defined several rules based on the same filter, all of these rules will have the same name. If you want to rename a rule, you must rename the filter that it is based on as explained in "[Filtering a mind map](#)". This is only possible for custom filters.



Rules are applied in the order in which they appear in this dialog, from top to bottom. If a branch meets the criteria of the filter(s) used in several conditional formatting rules, it is formatted according to the rule that is *lowest* on the list (as rules applied later take precedence over rules applied earlier). In the example above, branches that meet the criteria of the **Project meetings** filter are light green unless they also meet the criteria of the **Overdue Tasks** filter, in which case they will be yellow.

- Do one or more of the following as needed:
 - Click the **Format Color** column for a rule to select a different color.
 - Select a rule and click the up or down arrow to move it up or down on the list. This changes the order in which the rules are applied and may therefore change the formatting of roots and branches in your document as explained above.
 - Deselect the check box in the **Active** column for a rule to deactivate it. Inactive rules are still available, but they are not used until you activate them again. If you deactivate a rule that is lower on the list than another, active rule based on the same filter, roots and branches that meet the criteria of the filter are now formatted according to that other rule instead.
 - Select a rule and click **Delete** to remove it.

 Deleting a rule does not delete the filter it is based on. Conversely, if you delete a custom filter, you also delete all conditional formatting rules based on that filter. Built-in filters cannot be deleted, but if you switch document types, they may become unavailable. For more information, see below.

- Click OK to close the dialog and apply your changes.

 If you switch to a different document type, one or more built-in filters may no longer be available. If you had based one or more conditional formatting rules on such a filter, the rules are not deleted or deactivated, but as the filter they are based on is not available, they no longer affect your mind map. If the built-in filter becomes available again because you go back to the original document type, the rules are automatically reapplied if they were active when you switched document types. For more information, see "[Filtering a mind map](#)" and "[Understanding document types](#)".

Attaching objects



One of the strengths of MindView is that it allows you to attach objects to the root or any branch of your mind map. This means that you can enhance your map with features such as video files as well as add all the relevant backing documents to each of your branches (e.g. Microsoft Excel spreadsheets, Microsoft Word documents, etc.)

Not only can you activate these objects from within MindView, but you can also choose to include them when exporting your map to a different format, such as a web site or a Microsoft PowerPoint presentation.



Although MindView does not apply any restriction on the type of files it is possible to attach to a root or branch, you will only be able to open an attached file from the mind map if a program associated with its file type (e.g. bmp, doc, xls etc.) is installed on your computer.



By default, when you attach a file in this way, it is added to the mind map as a link to the file stored on your hard disk. If you intend to distribute your mind map to others, you should first use the Pack feature to pack all the attached files into the mind map, thereby ensuring that your colleagues have access to all the files you are using. See "[Packing a mind map](#)" for more information. If you want to send your mind map by e-mail, you can use the **Email** feature to create this packed version automatically. See "[Sending a mind map](#)" for more information.

MindView also allows you to create a link between a root or branch and an external element such as a URL. See "[Creating hyperlinks](#)" for more information on links.

Attaching an object to a root or branch

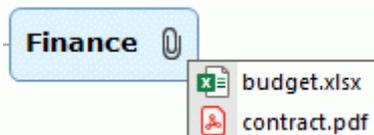
There are two ways of attaching an object:

- Select the required root or branch, choose **Home | Insert | Attachment** in the main menu or **Insert | Attachment** in the local menu, and select the object you want to add.
- Drag the required file from File Explorer and drop it on the root or branch.

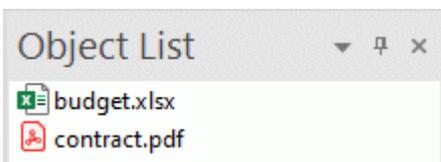


*You can also attach a picture from the clipboard: select the root or branch, press and keep the **Shift** key down, and choose **Paste**.*

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 attachment is also added to the Object list of the root or branch, giving you a complete overview of the objects you have attached to it.



See "[Using the Object list](#)" for more information.

Activating an object

Once attached, there are several ways to activate an object:

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

These actions all activate the object, which opens in the viewer associated with its extension. For instance, if the attached object is a Word document, it will open in Microsoft Word. If it is a video, it will open in the video playing software installed on your computer, and so on.

Moving an object

You can easily move or copy an attached object from one branch to another.

- To move an object, select it in the Object list of the original branch and drag it to the branch you want to move it to.
- To copy an object, select it in the Object list of the original branch, press the Ctrl key and drag it to the branch you want to copy it to while keeping the Ctrl key down.

Deleting an object

To delete an object, select it in the Object list and do one of the following:

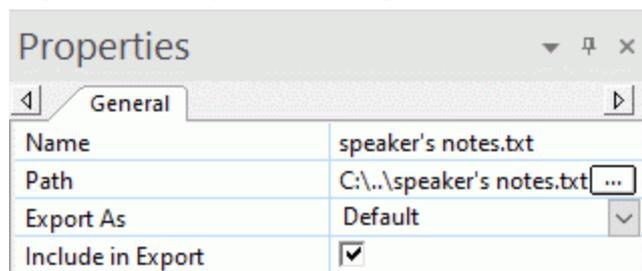
- Press **Delete**, or
- Choose **Delete** in its local menu.



*Remember that if you delete an attached object by accident, you can always cancel the deletion by clicking **Undo**  in the Quick Access Toolbar or pressing **Ctrl + Z**.*

Object properties

Objects have properties, which you can edit in the **Properties** dialog.



See "[Attachment properties: General tab](#)" for a detailed description of the properties applicable to objects and "[Using the Properties dialog](#)" for a general description of the Properties dialog.



*If the Properties dialog is not visible, choose **View | Show/Hide | Panels | Properties** to open it.*

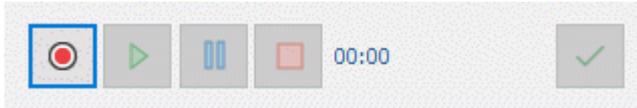
Inserting audio notes



MindView lets you record sounds directly from within the program and add them as audio notes to the root or a branch.

- Select the root or branch to which you want to add an audio note.
- Choose **Insert | Links | Audio Note**.

The **Audio Recording** toolbar appears.



- Press the **Record** button to start recording.
MindView records sounds from the default recording device configured on your computer, such as the built-in microphone or line in connection. Check your computer's device configuration if you get no sound on the recording.
- Press the **Play** button to play back and check your recording.
- When you are satisfied with your recording, press the **Save** button (on the right) to save it in the folder of your choice.



You can save audio notes in wave or MP3 format. Wave format files are not compressed and therefore allow for better dynamics (and sound quality) than MP3 files. As wave format files are not compressed, however, they are also larger than MP3 files, taking up more disk space. This may be an important point if you plan to export, publish or share your mind map.

A paperclip icon  now appears to the right of the 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.

The audio note is also added to the Object list of the root or branch, giving you a complete overview of the objects you have attached to it.

See "[Using the Object list](#)" for more information.

Playing an audio note

Once attached, there are several ways to play back an audio note:

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

Moving an audio note

You can easily move or copy an audio note from one branch to another.

- To move an audio note, select it in the Object list of the original branch and drag it to the branch you want to move it to.
- To copy an audio note, select it in the Object list of the original branch, press the Ctrl key and drag it to the branch you want to copy it to while keeping the Ctrl key down.

Deleting an audio note

To delete an audio note, select it in the Object list and do one of the following:

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



Remember that if you delete an audio note by accident, you can always cancel the deletion by clicking **Undo**  in the Quick Access Toolbar or pressing **Ctrl + Z**.

Audio note properties

Like all objects, audio notes have properties, which you can edit in the Properties dialog.

See "[Attachment properties: General tab](#)" for a detailed description of the properties applicable to audio notes and "[Using the Properties dialog](#)" for a general description of the Properties dialog.



If the Properties dialog is not visible, choose **View | Show/Hide | Panels | Properties** to open it.

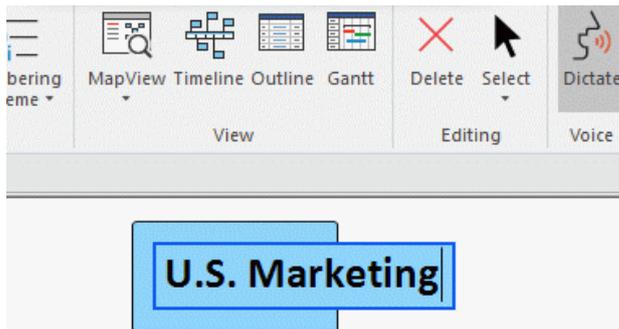
Dictating text



MindView lets you enter text in branch labels and text notes by dictating to the application.

Using the Dictate feature

- Select or edit a root or branch, or open a text note for editing.
- Choose **Home | Voice | Dictate** or **Review | Voice | Dictate**.
If you are editing a text note, you can also access the Dictate feature from the **Edit** tab.
- Dictate the content of the branch label or text note using the microphone of your computer.
MindView uses the Windows Speech Recognition service to convert your voice input to words in the branch label or text note.



- 🔊 Check the configuration of the microphone or headset if your voice input is not registered.
- End dictation by doing one of the following:
 - End branch label or text note editing as normally to save the dictated text and deactivate the Dictate feature.
 - 🔊 See "[Entering a branch label](#)" and "[Inserting text notes](#)" for more information.
 - Choose **Dictate** again to deactivate the Dictate feature. The branch label or text note remains in editing mode, allowing you to continue editing it using the keyboard.
- 💡 *You can leave the Dictate feature activated, entering text in a branch label or text note using both the microphone and the keyboard.*

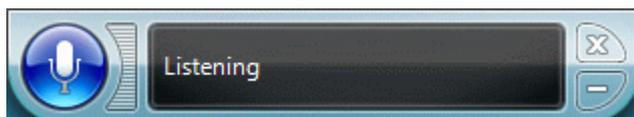
Editing dictated text

You can edit dictated text as normally using the keyboard. If you are using the Windows Speech Recognition toolbar, you may also be able to edit text using voice commands; see below.

The Windows Speech Recognition toolbar

If you want to use the Windows Speech Recognition toolbar with the Dictate feature, you can enable it from the MindView Options dialog as described in "[Setting up your preferences](#)". The toolbar allows you to do the following:

- If you are editing a text note, you can start dictating by activating speech recognition from the toolbar instead of clicking **Dictate** in the ribbon.



- 💡 *You may be able to activate and deactivate speech recognition using voice commands.*
- You may be able to edit the branch label or text note, or even create or edit other elements in your mind map, using voice commands supported by the Windows Speech Recognition service.

For more information on commands supported, and other possible uses of the Windows Speech Recognition service, see the Windows documentation.

Notes

- When the Windows Speech Recognition service interprets your voice input, the accuracy depends on your pronunciation and the language settings of the service. If it is set to use American English, for example, it may interpret words spoken in other regional English dialects erroneously. Check that the service is set up to use the correct language, and be aware that getting usable results may take practice.
- If you are using the AT Edition of MindView, you can control the application in Speech Mode using Dragon NaturallySpeaking. For more information, see "[Working in Speech Mode](#)".

Creating hyperlinks



The Hyperlink command lets you create a link between the root or a branch and external elements, such as a URL, an external file or an email address. Once the hyperlink is inserted, activating it automatically opens the viewer associated with the linked element on your computer (such as browser, application or email program). You can also create hyperlinks directly to files stored on online workspaces such as MindView Drive or Microsoft SharePoint.

Inserting a hyperlink on a root or branch

- Select the required root or branch and choose **Home | Insert | Hyperlink** in the main menu or **Insert | Hyperlink** in the local menu.

The **Hyperlink** dialog opens.

- Type a name for your hyperlink. If you export your map, this is the text that will make up the hyperlink.
- Enter the required URL. To enter other elements, click the down arrow at the right of the input field and choose the required prefix.
- If you want to link to an online workspace, click the **Browse** button  in the **Hyperlink** dialog and select the workspace you would like to link to in the submenu. A dialog opens where you can enter login credentials for the online workspace or add a new one. For more information on adding online workspaces, see "[Managing online workspaces](#)".



You can open this dialog again at any time to change its settings by choosing **Edit Link** in the hyperlink local menu.



To insert a web page hyperlink onto a root or branch, just drag the link from the web page displayed in your Internet browser. The Hyperlink dialog is then automatically filled in with the URL of the link.

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

The hyperlink is also added to the Object list of the root or branch, giving you a complete overview of the objects you have attached to it.

See "[Using the Object list](#)" for more information.



*If you want to create a link to an online workspace, you can also choose **Home | Insert** in the main menu, click the down arrow under the **Hyperlink** button, and click the name of the workspace you would like to link to.*

Activating a hyperlink

There are several ways of activating a link from within MindView:

- **Double-click** the hyperlink in the Object list, or
- Select the hyperlink in the Object list and choose **Execute** in its local menu, or
- Display the object pop-up list by moving the pointer over the paperclip icon  and click the hyperlink.

These actions all activate the linked element:

- If your hyperlink contains a URL, the web page opens in your default browser.
- If your hyperlink contains a path to a file, the application associated with the file type on your computer opens and displays the contents of the file.
- If your hyperlink contains an email address, a message window opens in your default email program, with the address supplied already filled in.

Moving a hyperlink

You can easily move or copy a hyperlink from one branch to another.

- To move a hyperlink, select it in the Object list of the original branch and drag it to the branch you want to move it to.
- To copy a hyperlink, select it in the Object list of the original branch, press the Ctrl key and drag it to the branch you want to copy it to while keeping the Ctrl key down.

Deleting a hyperlink

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

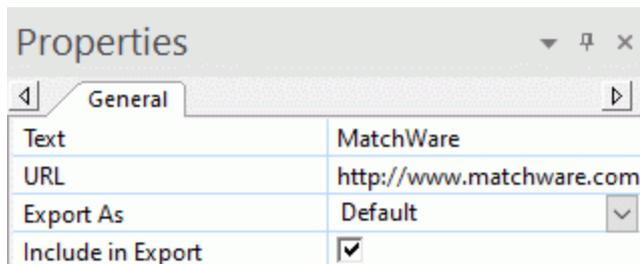
- Press **Delete**, or
- Choose **Delete** in its local menu.



*Remember that if you delete a hyperlink by accident, you can always cancel the deletion by clicking **Undo**  in the Quick Access Toolbar or pressing **Ctrl + Z**.*

Hyperlink properties

Hyperlinks have properties, which you can edit in the **Properties** dialog.



See "[Hyperlink properties: General tab](#)" for a detailed description of the properties applicable to hyperlinks and "[Using the Properties dialog](#)" for a general description of the Properties dialog.



*If the Properties dialog is not visible, choose **View | Show/Hide | Panels | Properties** to open it.*

Creating branch connections



MindView 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.



To create an external branch connection, both maps must be open. You must also make sure that the map where you want the connection to end has already been saved at least once.



By default, branch connections are always visible, but you can choose not to display them. For more information, see "[Viewing map details](#)" in "[Viewing a mind map](#)".

Creating a branch connection

- Choose **Insert | Links | Branch Connection**.

The mouse pointer changes to a different shape.

- Click the root or branch you want the connection to start from.

A thin line appears connecting the root or branch you selected and the mouse pointer.

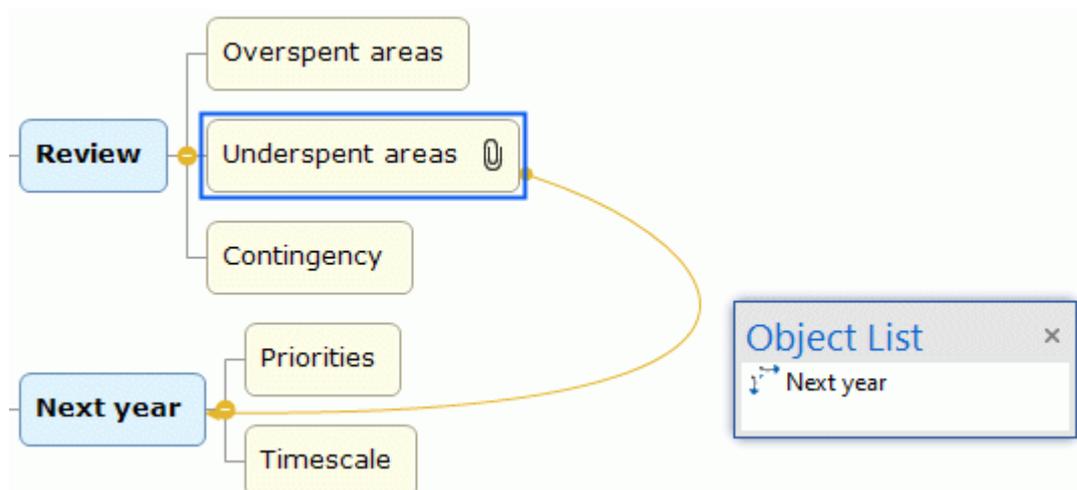
- Click the root or branch where you want the connection to end.



If you are creating an external branch connection, you will first need to click the tab of the second map in order to display it.

A line ending with an arrow now connects your start branch with your end branch.

A paperclip icon  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. The branch connection also appears in the Object list of the start branch. By default, its name is the name of the end branch.



- (optional) Click the **Format** tab that appears at the right of the ribbon. This tab contains formatting options applicable to the branch connection.
- Browse through the options available in the different panels, checking their effect on the branch connection as you go.

As well as the Format tab, you can also use the Properties dialog to make changes to the branch connection.



If you have inserted task links in your mind map using the Gantt view, the task links may also be shown in the Mind Mapping views. To make it easier to differentiate between the two types of links, it is advisable to format them differently. For more information on task links, see "[Using links](#)".

See "[Branch connection properties: General tab](#)" in the "Reference" section for a detailed description of the properties applicable to branch connections and "[Using the Properties dialog](#)" for a general description of the Properties dialog.



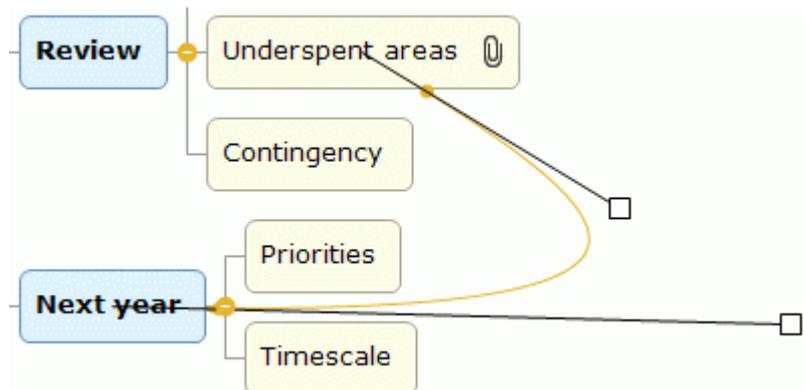
To create several branch connections quickly, keep the **Ctrl** key down while connecting the various branches.

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, either directly on the map or in the Object list of the start branch.

A handle appears at each end of the connection, made up of a straight line and a square.



- Click the square of 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 are working on a large map, you can quickly go to the end point of a branch connection as follows:

- Select the start branch, then:
 - **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, MindView opens it automatically in a separate tab.

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.
 - To make the branch connection start from a different branch, drag the dot placed at the start of the connection 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 to the new end branch.

Deleting a branch connection

To delete a branch connection, select it in the mind map and press **Delete**.



Remember that if you delete a branch connection by accident, you can always cancel the deletion by clicking **Undo**  in the Quick Access Toolbar or pressing **Ctrl + Z**.

Capturing text and images



The Capture toolbar in MindView provides you with a quick way of capturing images and existing text from a variety of sources, including documents and web sites, and adding them to your mind map. This feature is particularly useful if you need to quote existing text and indicate the exact source, or if you need to insert an image but do not have access to the image file.



Be aware that text and images found on the internet and in documents are often protected by copyright legislation. Always check that you have permission to copy and use images or text before capturing them with the Capture toolbar.

Captured images can be inserted as attachments or as branch pictures that you can move, replace and delete as normally. Captured text is inserted as text notes that you can edit as normally. The source of the captured image or text is automatically added to your list of sources. You can also save captured items to the Research panel so you can use them later and insert them from other applications in the MindView suite.

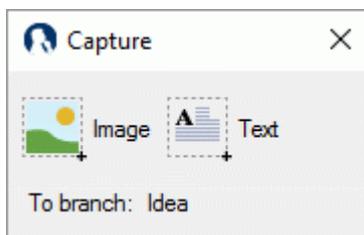


For more information on working with images, text notes and sources, see "[Inserting pictures](#)", "[Inserting text notes](#)" and "[Managing sources](#)". For more information on the Research panel, see "[Inserting items from the Research panel](#)".

Accessing the Capture toolbar

- Do one of the following:
 - Select the root or branch that the captured text or image is to be added to.
 - Deselect all roots and branches to save the captured item to the Research panel.
- Choose **Insert | Capture | Capture**.

The MindView window is minimized, and the Capture toolbar is displayed in the bottom right corner of the screen.



- You can drag the toolbar to another position on the screen if desired.
- At the bottom of the Capture toolbar, you can see where the captured text or image will be inserted or saved.

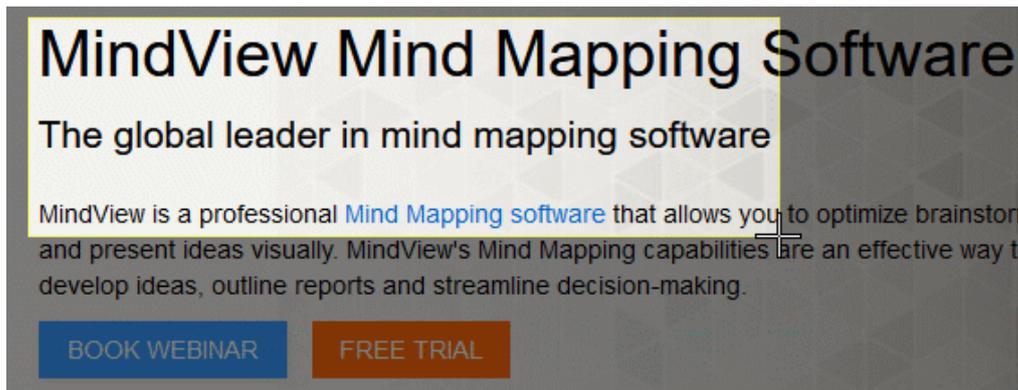
If you deselect the selected item in the workspace or select a different item, the save location is updated.



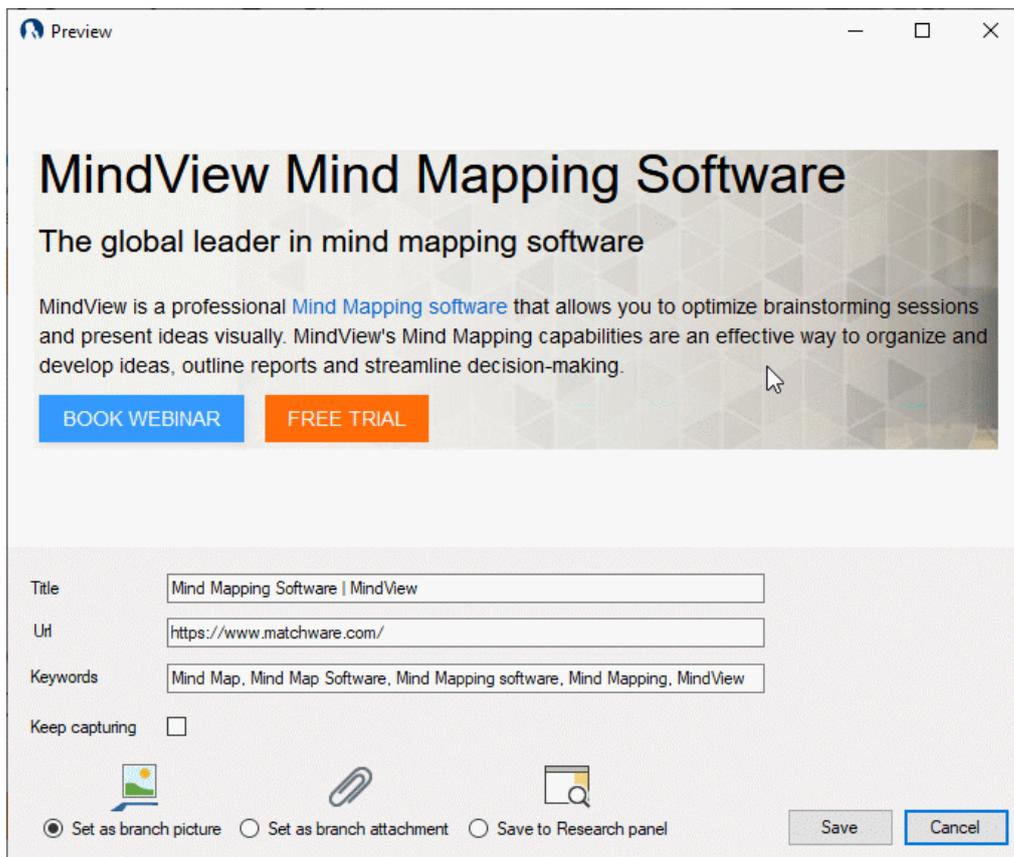
Capturing an image

- Locate the image that you would like to capture, for instance by switching to a different document window or opening another application.
- Click **Image** on the Capture toolbar.

The computer screen darkens.
- Use the mouse pointer to drag out a selection area around the image you would like to capture.



- Release the mouse button.
- The **Preview** dialog opens and shows the captured image.



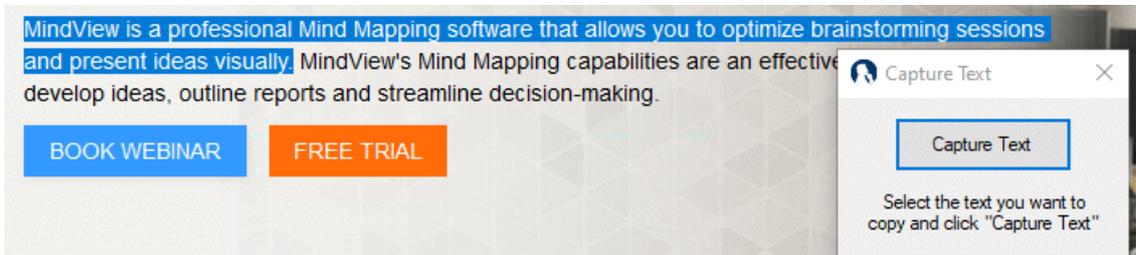
- (Optional) Edit the suggested title and URL of the captured image.
- (Optional) Enter or edit keywords for the captured image. Separate all keywords with commas.
- (Optional) Select the **Keep capturing** check box to keep the Capture toolbar open. If you do not select this check box, the toolbar closes when you have saved the captured item.
- If you have chosen to add the image to a root or branch, select whether it should be saved as a branch picture or an attachment or if it should be saved to the Research panel instead.
If you have chosen to save to the Research panel, you cannot choose a different save location at this point.
- Click **Save**.

The captured image is inserted in your mind map or saved to the Research panel.

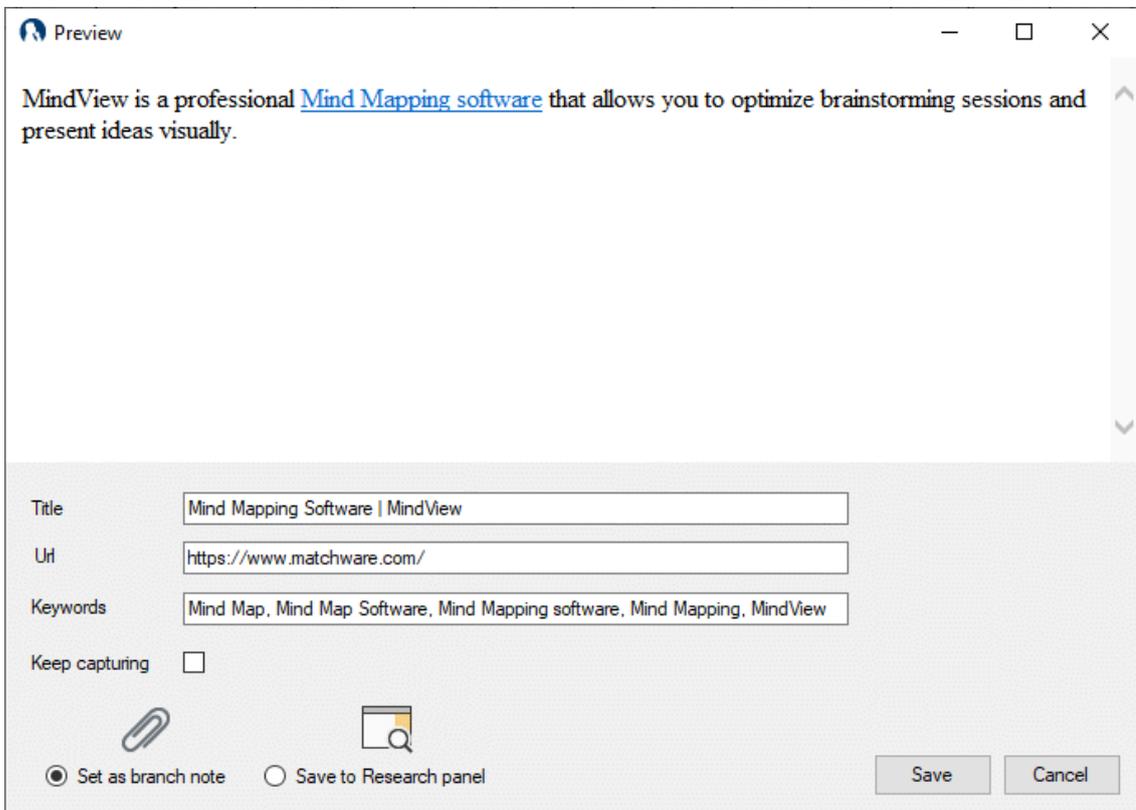


Capturing text

- Locate the text that you would like to capture, for instance by switching to a different document window or opening another application.
- Click **Text** on the Capture toolbar.
- Use the mouse pointer to select the text you want to capture.



- Click **Capture Text** on the Capture toolbar.
- The **Preview** dialog opens and shows the captured text.



- (Optional) As with image captures, edit the title, URL and keywords of the captured text, and keep the Capture toolbar open if needed. If you chose to save the text as a branch note, you can opt to save it to the Research panel instead.
- Click **Save**.

The captured text is inserted as a text note on the selected root or branch or saved to the Research panel.

Inserting items from the Research panel

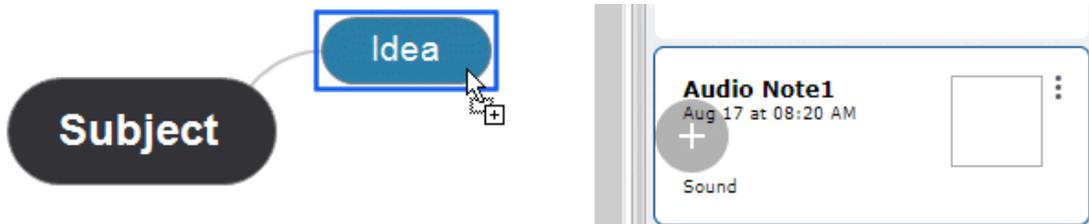
From the Research panel, you can insert research notes created using the MindView Assist app. You can also insert text and pictures created using the Capture toolbar if you have saved these items to the Research panel.

You can insert all types of Research panel items on roots and branches. You can also insert picture items as floating pictures on the workspace by dragging them to the desired location.

For more information on MindView Assist, see "[Installing the app and logging in](#)" and subsequent topics in the "Using MindView Assist" section. For more information on the Capture toolbar, see "[Capturing text and images](#)".

Inserting an item

- If the Research panel is not visible, open it by clicking it or by choosing **View | Show/Hide | Panels | Research**.
- Insert an item by doing one of the following:
 - Use the mouse to drag the item from the Research panel to the required location in your mind map.



- Select the root or branch where you want to add the item, hover the mouse over the item in the Research panel, and click the **Add**  button.

 If the item you want to insert is not shown, refresh the Research panel view or check that the item is not hidden because of filter settings. For more information, see "[Research panel options](#)" below.

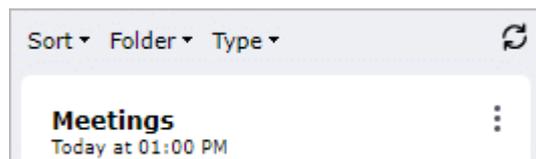
Text items are inserted as text notes, and you can view and edit them like other text notes; for more information, see "[Inserting text notes](#)". You can reposition, move and resize pictures like other pictures in your mind map; for more information, see "[Inserting pictures](#)". You can play audio or video files like other multimedia attachments; for more information, see "[Attaching objects](#)".

If an inserted item includes a source, the source is automatically added to the list of sources in your document. Items from the Capture toolbar by default have sources; for research notes, you can add a source manually in MindView Assist as explained in "[Working with folders and sources](#)". After inserting an item in your mind map, you can add more sources and citations for it as normally; for more information, see "[Managing sources](#)" and subsequent topics in the "Sources and citations" section.

You can remove Research panel items from your document like other inserted items. This does not remove them from the Research panel.

Research panel options

You have several options in the Research panel:



- Click an item to see a preview. Close the preview by clicking X in the top right corner.
- Click **Sort** to sort your items by creation date or item title. You can sort items in ascending or descending order.

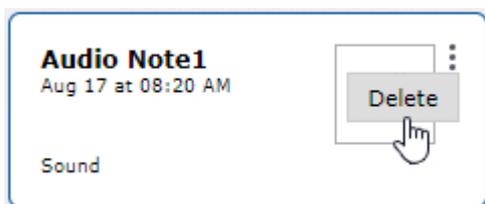
- Click **Folder** to filter your items by folder. For more information on organizing items in folders in MindView Assist, see "[Working with folders and sources](#)".
- Click **Type** to filter your items by type.
- Click **Refresh**  to refresh the Research panel view.

Items shown in the Research panel can be edited and deleted from MindView Assist as described in "[Working with research notes](#)", and the panel is updated frequently to show changes made in the app. If you have recently created, edited or deleted one or more items from the app but your changes are not shown in MindView yet, the **Refresh** button may speed up the update process.

 Items already inserted in your mind map are not affected by changes to items in the Research panel from MindView Assist.

Deleting an item from the Research panel

- Click the three dots to the right of the item in the Research panel, and choose **Delete** in the local menu.



The item is deleted from the Research panel. It is also deleted from your MindView account and is no longer available in MindView Online or MindView Assist.

 Deleting an item does not affect items already inserted in your mind maps.

Item properties

Inserted items have properties which you can edit with the Properties dialog. The properties available depend on the type of item:

- Text items have the same properties as text notes; for more information, see "[Text note properties: General tab](#)".
- Picture items inserted as an attached file have the same properties as other attachments; for more information, see "[Attachment properties: General tab](#)". If they are inserted as branch pictures or floating pictures, they have the same picture properties as a root picture; for more information, see "[Root properties: Picture tab](#)".
- Video and audio items have the same properties as attachments; for more information, see "[Attachment properties: General tab](#)".

See "[Using the Properties dialog](#)" for a general description of the Properties dialog. If the Properties dialog is not visible, choose **View | Show/Hide | Panels | Properties** to open it.

Finding and replacing text



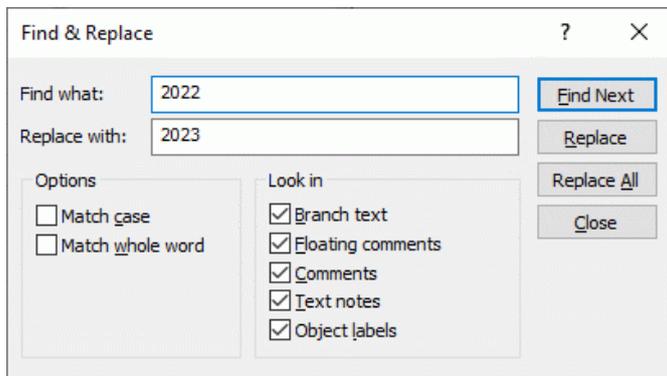
MindView lets you search for every occurrence of a specific word or phrase and replace these automatically with a new word or phrase you specify.

You can find and replace text in the following elements:

- Root and branch labels
- Floating comments
- Pop-up comments
- Text notes
- Object names

Finding text

- Choose **Review | Editing | Find/Replace** or press **Ctrl + F**.



- Enter the text that you want to search for in the **Find what** field of the Find dialog.
- Select the search options required in the **Options** group.
- Select the elements that you want MindView to search in the **Look in** group.
- Click **Find Next**.

MindView 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.

You can now:

- Close the Find dialog and continue your work.
- Look for the next occurrence of the text by clicking **Find Next**.
- Replace the text with another word or phrase you specify in the Find dialog.

Replacing text

- Type the replacement text in the **Replace with** field.
- Click **Replace** to replace the current occurrence only or **Replace All** to replace all occurrences throughout the document.



To cancel a search in progress, press **Esc**.

Desktop search

MindView supports Windows Search, letting you locate specific data within all the mind maps stored on your hard disk and identify the relevant files instantly. All the data contained within your MindView documents is searched, including root and branch labels, comments and searchable embedded files (such as Word documents).

For more information on how to use Windows Search to locate information stored in your documents, please refer to your Windows help system.

Using predictive suggestions



One of the great time-saving features of major web search engines is their ability to provide suggestions as you type. The Predictive Suggestions feature in MindView is a similar feature that provides suggestions as you type based on suggestion sources that you can define in advance. Predictive Suggestions can be used when entering branch labels and text notes.

How it works

The Predictive Suggestions feature monitors your keyboard input and searches one or more sources for suggestions that match that input. These sources may be web sites, databases, MindView files or XML files.

You can activate or deactivate sources as needed from the **MindView Options** dialog where you can also add, edit or delete sources. MindView comes with a set of example sources. For more information on predictive suggestion sources, see "[Setting up suggestion sources](#)".



The example sources listed are only included as a reference. You may need permission to use the suggestion source examples included in MindView.

The ability to select suggestion sources means that you can set up MindView to show suggestions based on your current needs. For example, you could set up an XML file containing business terminology for work projects and a MindView document with baseball statistics for private use. Depending on what you are using MindView for, you can then enable or disable suggestion sources as needed and only see suggestions that are relevant to your current activities.

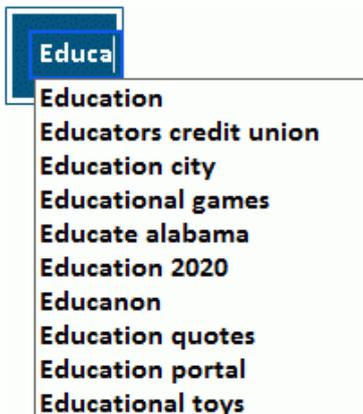


The Predictive Suggestions feature is disabled by default.

Using Predictive Suggestions for branch labels

- Choose **Review | Predictive Suggestions**.
- Start typing the branch label.

As you type, suggestions are shown below the branch label.



The suggestions are continuously updated if you keep typing. For example, if you type "mo", the feature may suggest "mortgage". If you keep typing, adding "on", the suggestions will be updated to entries including the word "moon".

- Use the Up and Down keys or the mouse to select and insert a given suggestion, or keep typing to disregard suggestions.
- To disable Predictive Suggestions, choose **Review | Predictive Suggestions** again.

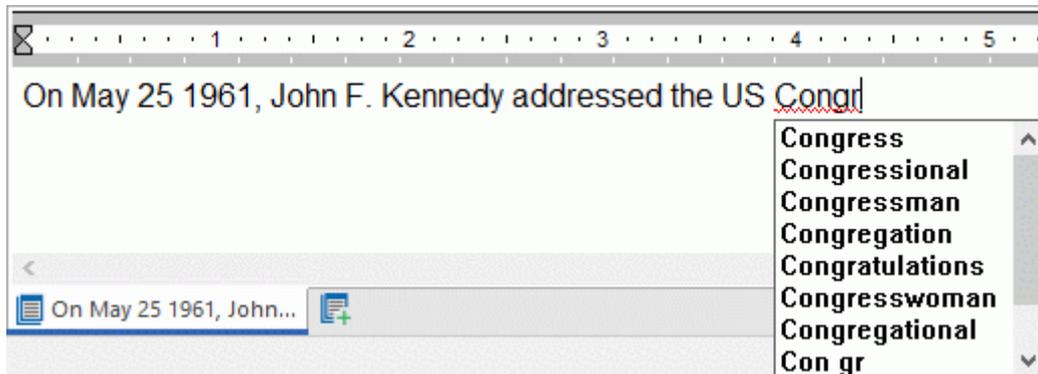


*You can enable predictive suggestions for the word you are currently typing by pressing **Ctrl + Space**.*

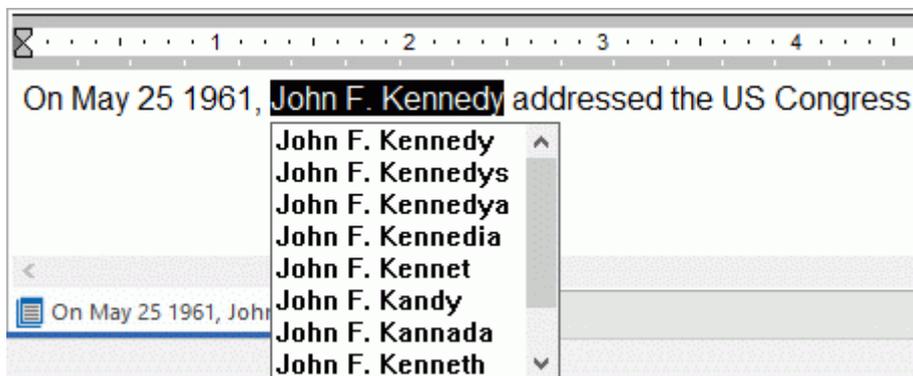
Using Predictive Suggestions in text notes

In text notes, Predictive Suggestions cannot be enabled constantly. However, you can use the feature to actively look for suggestions based on your input.

- Open a text note for editing. For more information on this, see "[Inserting text notes](#)".
- Look up suggestions in one of the following ways:
 - When typing a word for which you would like suggestions, press Ctrl + Space to see suggestions based on that word (or part of a word).



- Select one or more words and press Ctrl + Space to see suggestions based on those words.



- Use the Up and Down keys or the mouse to select and insert a given suggestion, or keep typing to disregard suggestions.

Setting up suggestion sources



You can enable and disable the suggestion sources used by the Predictive Suggestions feature. You can also add, edit and delete suggestion sources from your MindView installation.



For more information on using the Predictive Suggestions feature, see "[Using predictive suggestions](#)".

There are four types of suggestion source. MindView includes examples of all four source types:

-  **MindView Document:** A MindView document located on your computer or a network location to which you have access. Suggestions are based on the branch labels in the referred document.
-  **Internet:** A web site. MindView sends a GET request for data to the web site, and suggestions are based on the response from the site.
-  **Database:** A database located on your computer or a network location to which you have access. MindView sends a custom SQL query to the database, and suggestions are based on the response from the database.
-  **XML File:** A custom XML file located on your computer or a network location to which you have access.



You can use the Texthelp suggestion source with no limitations. All example sources listed below Texthelp, however, are only included as a reference, and you may need permission to use them.

Accessing the list of suggestion sources

Do one of the following to access the list of suggestion sources:

- Choose **File | Options**, and click **Suggestion Sources**.
- Choose **Review** in the ribbon, click the down arrow below the **Predictive Suggestions** button, and choose **Suggestion Sources** in the submenu.

-  TextHelp™ Suggestion - English (United States)
-  TextHelp™ Suggestion - English (United Kingdom)
-  World Countries (MindView Document Example)
-  World Countries (MindView XML Document Example)
-  Amazon (Example)
-  Wikipedia (Example)
-  Yahoo (Example)
-  Google (Example)
-  Microsoft Bing (Example)
-  English Dictionary (Example)
-  Diseases Database (Example)

Enabling and disabling suggestion sources

To make one or more suggestion sources available to the Predictive Suggestions feature, simply select them in the list.



The Predictive Suggestions feature bases its suggestions on all selected sources. To filter the suggestions shown, only select sources that are relevant to your current task. Being shown suggestions from a business terminology database, for example, is probably not relevant if you are creating a document with baseball statistics for your own amusement.

Deleting suggestion sources

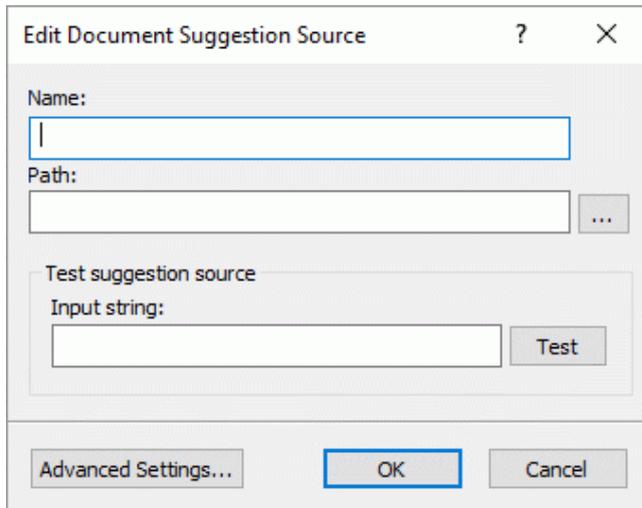
To delete a suggestion source entirely from the MindView installation, select it in the list and click **Delete**.

Adding and editing suggestion sources

 Do not attempt to add or edit internet, database or XML file suggestion sources unless you understand regular expressions, SQL queries and XML. Users without these skills are advised to only use the example sources provided or create sources based on MindView documents.

- Add or edit a suggestion source as follows:
 - To add a suggestion source, click **New** and select the desired suggestion source type in the submenu.
 - To edit a suggestion source, select it in the list and click **Edit**.
- In the dialog that opens, enter or update suggestion source settings as needed (see below).
- Click OK.

MindView document suggestion sources



- Enter the name of the suggestion source.
- Enter the path to the MindView document that is to be used as a source.
 -  *Always check that the MindView document in question actually contains the strings you would like to use for suggestions!*
- Test the suggestion source by entering search text in the **Input string** field and clicking **Test**.

Clicking the **Advanced Settings** button lets you specify XPath and Part settings. Only do this if you are an advanced user and know what you are doing.

Internet suggestion sources

The screenshot shows a dialog box titled "Edit Internet Suggestion Source". It contains the following fields and controls:

- Name:** A text input field.
- URL:** A text input field.
- Regular expression for 1st match:** A text input field with a blue color selection button and a dropdown arrow.
- Regular expression for 2nd match:** A text input field with a red color selection button and a dropdown arrow.
- Test suggestion source:** A section containing:
 - Input string:** A text input field.
 - Test:** A button.
 - Response:** A large text area for displaying results.
- OK** and **Cancel** buttons at the bottom.

- Enter the name and URL of the internet suggestion source.
- In the **Regular expression for 1st match** field, define a regular expression to match the content returned from the web site. You can select a color that indicates the results of the regular expression in the **Response** field below.
- (Optional) In the **Regular expression for 2nd match** field, define a regular expression for substring matching if it is not possible to set up a regular expression that matches the right entries in the first match. Select a color to indicate results in the **Response** field below.
- Test the suggestion source by entering an input string and clicking **Test**. Test results (including color-coding to indicate strings processed by the regular expressions) are displayed in the **Response** field.

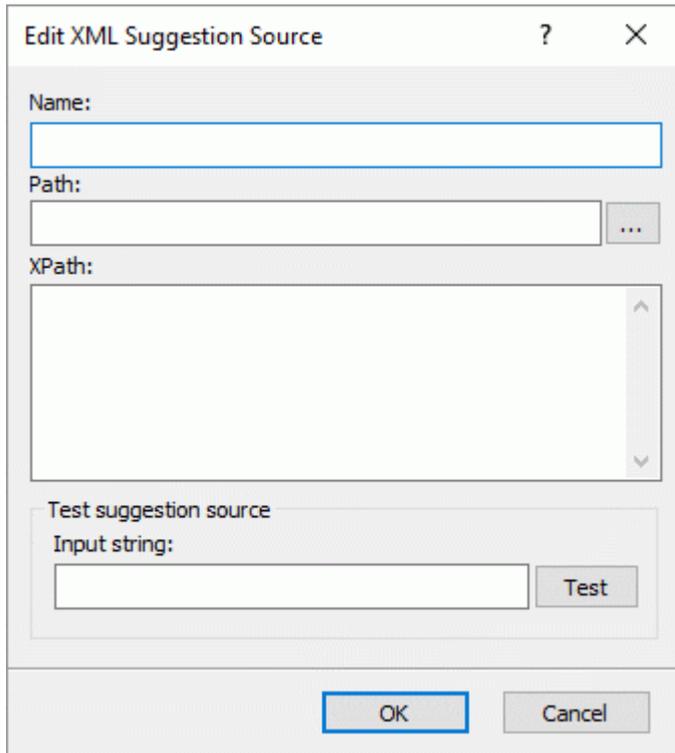
Database suggestion sources

The screenshot shows a dialog box titled "Edit Database Suggestion Source". It has a standard Windows window title bar with a question mark and a close button. The dialog is organized into several sections:

- Name:** A single-line text input field.
- Connection string:** A multi-line text area with vertical scrollbars.
- Test Connection** and **Setup...** buttons are located below the connection string field.
- SQL Query:** A multi-line text area with vertical scrollbars.
- Test suggestion source** section: Contains an **Input string:** label, a single-line text input field, and a **Test** button.
- OK** and **Cancel** buttons are at the bottom of the dialog.

- Enter the name and connection string for the database suggestion source.
 - Click **Setup** to open the Windows Select Data Source dialog to set up a connection to a database.
 - Click **Test Connection** to test the database connection.
- Define the SQL query which is sent to the database when typing.
 - 📌 If you need to use a single per cent sign (%), insert it as %%.
- Test the suggestion source by entering an input string and clicking **Test**.

XML file suggestion sources



The image shows a dialog box titled "Edit XML Suggestion Source" with a question mark and a close button in the title bar. The dialog contains the following fields and controls:

- Name:** A text input field.
- Path:** A text input field with a browse button (three dots) to its right.
- XPath:** A large text area with a vertical scrollbar on the right side.
- Test suggestion source:** A section containing an **Input string:** text input field and a **Test** button.
- At the bottom, there are **OK** and **Cancel** buttons.

- Enter the name, path and XPath for the XML suggestion source.
- Test the suggestion source by entering an input string and clicking **Test**.

Inserting a new root



MindView 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 even move them to new documents altogether, as described below.



This procedure is only relevant to the standard Map views, namely Mind Map, Top Down and Left/Right.

Inserting a new root in the view

You can do this in two ways:

- Choose **Insert | Branches | New Root** in the main menu, or
- Right-click the workspace and choose **Insert | New Root** in its local menu.

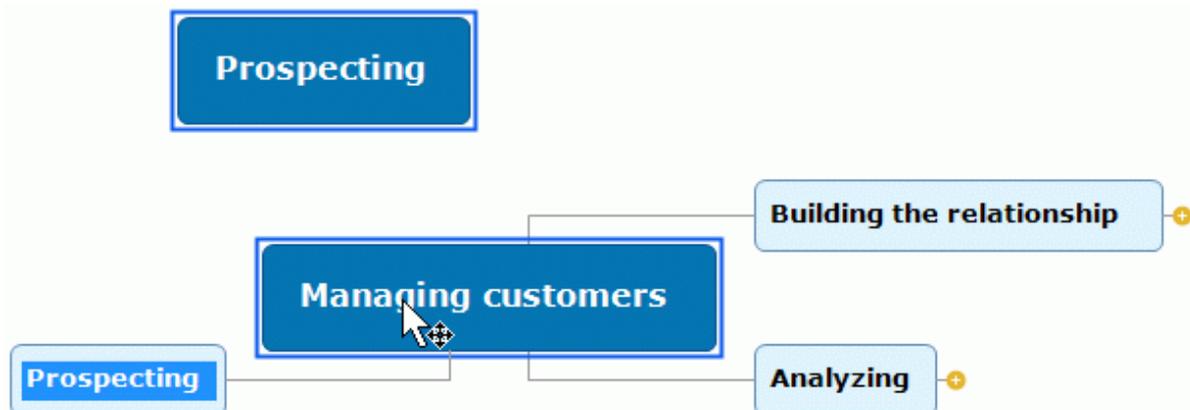


You can also create a new map by detaching a branch of your existing map, either to the same document or to a new document. See "[Detaching a branch](#)" for more information.

Attaching a newly created map to an existing map

If you have created a second map in your document by inserting a new root into it, 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 newly created map in a separate document

- Select the root of your new map and choose **Cut** in its local menu or **Home | Clipboard | Cut** in the main menu (or press **Ctrl + X**).
- Create a new document (click the **File** tab and choose **New** or press **Ctrl + N**).
- Once the new document tab opens, right-click the workspace and choose **Paste** in its local menu or **Home | Clipboard | Paste** in the main menu (or press **Ctrl + V**).
- (optional) Delete the default root created automatically in the new document.

Detaching a branch

MindView allows you to create several maps in the same view by inserting several roots, as described in "[Inserting a new root](#)". 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.



This procedure is only relevant to the standard Mind Map views, namely Mind Map, Top Down and Left/Right.

Detaching a branch to the same document

- Select the branch you want to detach and choose **Detach | Branch** in its local menu.

Detaching a branch to a new document

- Select the branch you want to detach and choose **Detach | Branch as New Document** in its local menu.

In both cases, the selected branch and all its sub-branches, inserted elements and attached objects becomes a new mind map.

Notes

- If you are using the Sub-Map or Branch Focus feature to only view the selected branch, you can only detach it within the same document. To detach it to a new document, you must display the entire mind map first. For more information, see "[Focusing on a branch](#)" and "[Creating sub-maps of selected branches](#)".
- If you detach a branch to a new document and then undo the detachment operation, the branch is restored to its original location in the original document and the new document containing the branch is also kept.
- If you detach a branch to a new document, this document is not automatically saved in the same location as the original. You must save it if you want to keep it. For more information, see "[Saving a mind map](#)" and "[Opening and saving online documents](#)".

Setting a password



MindView helps you to prevent unwanted access to your documents by protecting them with a password. Password-protected documents are also automatically encrypted. Longer passwords give a stronger level of encryption.

- Click the **File** tab.
- Choose **Info | Set Password**.

The **Set Password** dialog appears.

The image shows a 'Set Password' dialog box. The title bar contains the text 'Set Password', a question mark icon, and a close button (X). The dialog has two text input fields. The first is labeled 'Password:' and the second is labeled 'Confirm password:'. Below the fields are two buttons: 'OK' and 'Cancel'.

- Enter the password in the top field.
- Click the bottom field and enter exactly the same password. Confirm by clicking OK.

From now on, MindView will prompt you to enter the password every time you try to open the document.

You can change the password by entering a new password in the dialog.

To remove the password, clear both fields and save the document.



Do not lose your password! It is not possible to open a password-protected MindView document without entering the correct password.

Tracking changes



MindView lets you track all the changes that have been made to your document, by yourself or any other user who has access to it. This is particularly useful if you are sharing your document with other colleagues or students, or if you are working on an online document, as it allows you to review all the changes made by other people.

- To enable the tracking of changes, choose **Review | Track Changes**.
- (optional) Click the down arrow at the bottom of the Track Changes menu and choose **Show Changes** to display the Changes Review panel.

All the significant changes you make to your document from this point are now listed in this panel as soon as you complete them.

	Date	Description	User
	5/26/2020 12:20:2...	Delete Branch: Idea	Ri
	5/26/2020 12:19:2...	Edit Icon	Ri
	5/26/2020 12:19:3...	Edit Text: Canvassing	Ri
	5/26/2020 12:20:1...	Edit Text: Leads	Ri
	5/26/2020 12:20:0...	Edit Text: Prospects	Ri
	5/26/2020 12:20:0...	Insert Branch	Ri
	5/26/2020 12:19:3...	Insert Branch	Ri
	5/26/2020 12:19:5...	Insert Branch Connection	Ri

To see on the mind map what MindView element a particular change relates to, just click its entry in the Changes panel. You can also use the **Next** and **Previous** icons to navigate from one change to the other.

By default, new changes are added at the bottom of the Changes panel. You can however resort the list in reverse date order by clicking the arrow next to the Date header, or sort the list by Description or User.

As long as the tracking of changes is enabled, any change made to the document by anyone gets added to the Changes panel, even if the document is closed by its current user and re-opened by the same user or a different user at a later date. To stop the tracking of changes, you need to click **Review | Track Changes** again to disable it.

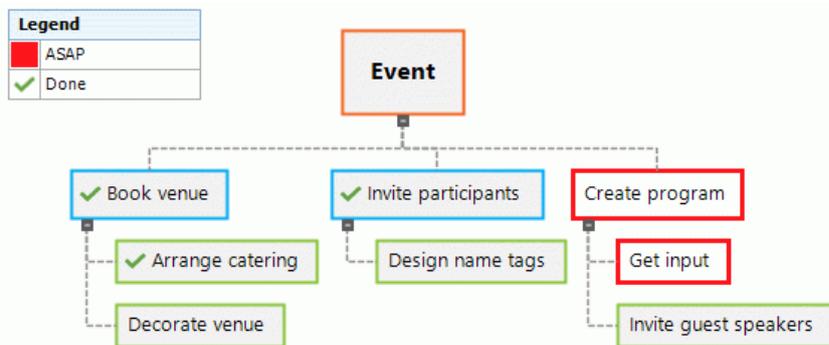
If you want to reset the list of changes, you can empty it by clicking the down arrow at the bottom of the Track Changes menu and choosing **Delete Changes History**.

Working with legends



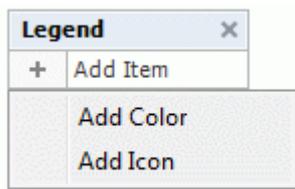
Adding a legend to your map can make it much easier to read and interpret. You can for instance apply a particular color to some of the branches of your map, and then use a legend to give the meaning of this color.

In the example below showing the tasks to be considered when organizing an event, the tasks that have been completed have been tagged with a tick icon, and the next tasks that need to be done urgently have been highlighted using a red outline.



Adding a legend item

- Choose **View | Navigation | Legend** to display the **Legend** window.
- Move the mouse cursor over the **Legend** window.
- Click **Add Item**.



- Choose **Add Color** or **Add Icon** depending on whether you want to define your legend item with a color or an icon.
- Choose the required color or icon in the dialogs that are open.
- Replace the default label with the label of your choice.

The legend now shows what the selected color or icon means in the root and branches of your mind map.

Applying legend items to selected branches

Once you have defined a color or icon, you can add that color or icon to your branches manually to improve the mind map. However, you can also do this automatically. This is particularly useful if you need to single out many branches with the same legend item in one go:

- Select the branches in the mind map that should have a specific color or icon defined in the legend.
- In the Legend window, hover the mouse cursor over the legend item to be applied.
- Click the formatting brush icon  next to the legend item to apply it to the selected branches.

Use the steps above to remove a legend item from selected branches in the mind map. When you remove legend colors from branches, the branches go back to using the default background color of the style used.

Filtering a mind map using legend items

In large mind maps, it can be a challenge to find specific branches, even when they have been singled out using legend items. You can get an overview by filtering the mind map by legend items.

- Hover the mouse cursor over the legend item you want to see in the mind map.
- Click the filter icon  next to the legend item to filter the mind map so that only branches containing the color or icon are shown.

Use the steps above to remove a filter from the mind map.

 See "[Filtering a mind map](#)" for more information on filtering a mind map using various criteria.

Removing a legend item

- To remove a legend item, just click the cross  shown to the right of its name in the Legend window.

Presenting a mind map



The MindView presentation mode lets you present your mind map to your audience branch by branch in full screen mode. To do this:

- Choose **View | Window | Presentation Mode**.

Your mind map is now displayed in full screen mode, and a small toolbar of icons appears.

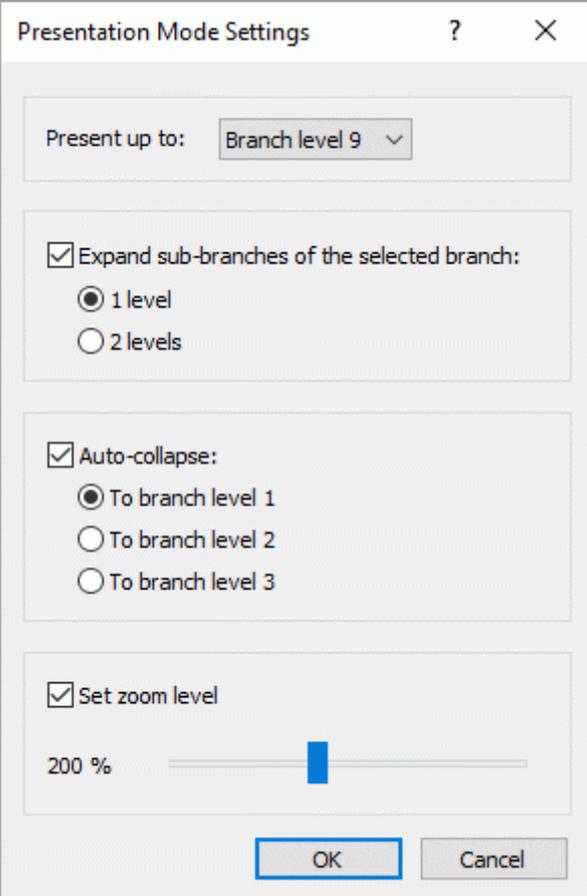


These icons let you perform the following actions:

- Clicking the **Back** icon  lets you present your mind map in reverse (anti-clockwise) branch order by displaying the branch preceding the selected branch in the hierarchy.
- Clicking the **Next** icon  lets you present your mind map in normal (clockwise) branch order by displaying the branch following the selected branch in the hierarchy.
- Clicking the **Settings** icon  lets you configure the presentation mode.
- Clicking the **Exit** icon  lets you return to the normal Mind Mapping design mode.

Configuring the presentation mode

When you click the **Settings** icon , the following dialog appears.



The dialog box is titled "Presentation Mode Settings" and contains the following options:

- Present up to:** Branch level 9 (dropdown menu)
- Expand sub-branches of the selected branch:**
 - 1 level
 - 2 levels
- Auto-collapse:**
 - To branch level 1
 - To branch level 2
 - To branch level 3
- Set zoom level**
 - 200 % (slider)

Buttons: **OK** and **Cancel**

Present up to: This field lets you specify the number of branch levels to present when using the Next and Back icons. For example, if you choose to present your mind map up to Branch level 2, clicking the Next icon will select all the main branches and their first level of sub-branches, one after the other, but not their second and further levels of sub-branches.

Expand sub-branches of the selected branch: This field lets you specify how many levels of sub-branches of a particular branch should be displayed when that branch is selected. For example, if you choose to expand the sub-branches of the selected branch by 2 levels, when you present a main branch (i.e. that main branch is currently selected), MindView automatically expands its sub-branches (the first level) and their own sub-branches (the second level).

Auto-collapse: This field lets you specify how much of the branches of the mind map *other than* the selected branch should be visible, in other words how many levels of their sub-branches should be displayed on the mind map at any time. For instance, if you choose to auto-collapse the branches to Branch level 3, MindView always displays 3 levels of branches for all the branches other than the selected branch (whose behavior is controlled by the "Expand sub-branches" parameter above). When you enter presentation mode, you will therefore see the root, the main branches and their first level of sub-branches.

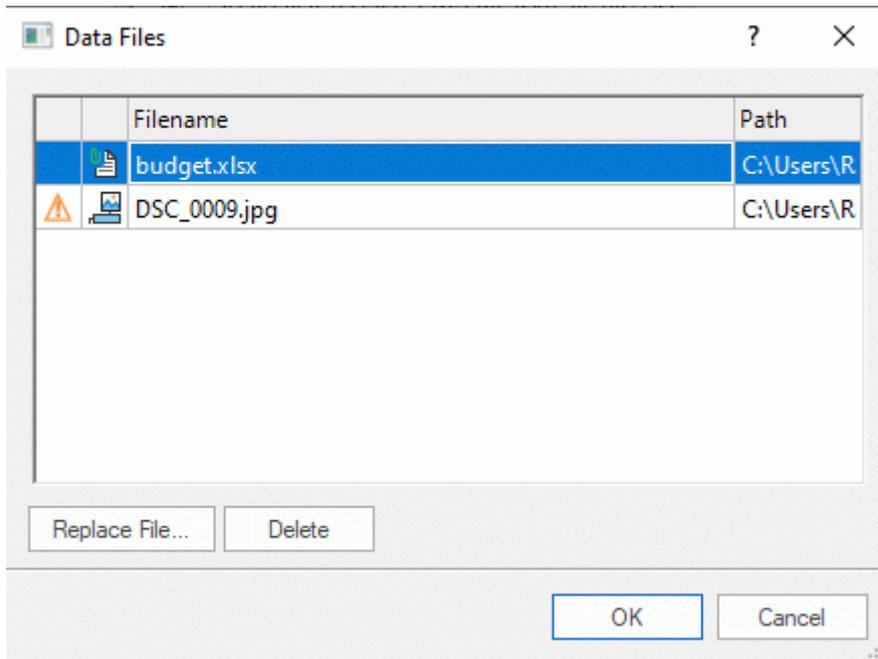
Set zoom level: This setting allows you to adapt the zoom factor used while presenting your mind map. If for instance you have chosen to present all the levels of sub-branches, lowering the zoom factor will ensure that all the branches to be presented are always visible on the screen, without any need for horizontal or vertical scrolling.

Checking a mind map



Before you export your map to other formats, or send it to colleagues, you may find it useful to check the list of all the files that you have included in it. This will also help you identify potential problems, for instance when a data file that you added to a particular branch as an attachment is no longer located in the folder you indicated when adding it.

- Click the **File** tab.
- Choose **Info | Data Files** to open the following dialog:



This dialog is made up of several columns:

- A Warning icon in the first column highlights a particular problem. Move your pointer on top of this icon to obtain more information about the problem.
 - The second column contains icons that represent the nature of the data files that are listed: branch picture, floating picture, attachment and so on.
 - The third column lists the names of the data files.
 - The fourth column lists their respective paths.
- To replace a file by another or change its location, select the file in the list and click **Replace File**. You can also just double-click the file name in the dialog and browse to the new file or location.

Packing a mind map



This feature makes it very easy to distribute your mind map to other users.

With a few mouse clicks, you can create a complete packed version of your mind map, ready to be sent via email, shared over the network or distributed via DVD or CD-ROM.

- Click the **File** tab.
- Choose **Info | Pack**.

As soon as you click OK in the message dialog that appears, MindView integrates all the external files that are attached to the mind map document (floating pictures, branch pictures, attachments and so on) within the .mvdX map file.

Once a map is packed, you can continue working with it as normal. Any attached file you activate from within the map opens in the relevant external application, letting you edit it as you wish. When you close this external application, all the changes you have made to the attachment are saved in the version of the attachment that is integrated to the .mvdX map file.

Notes:

- Once you have packed a mind map, all the files you subsequently add to it (floating pictures, branch pictures, attachments and so on) are automatically packed in the .mvdX map file.
- If you have used the Additional Folders command to specify a list of folders to include when exporting to HTML or packing, all the files contained in these folders are also integrated in the .mvdX file when packing the map. See "[Additional folders](#)" for more information about that command.
- If the MindView view contains several maps (i.e. several roots), they are all packed within the .mvdX file.
- When MindView opens a packed map, it starts by checking all the attached files that are packed in it. If the original version of any of these files has been updated since you packed the map, meaning that the version contained in the mind map is no longer the most up to date version, it displays a message to that effect, giving you the option of updating the mind map to the latest version.

Unpacking a mind map



Although you can work in a packed map as normal as mentioned above, you also have the possibility of unpacking it. This may be useful if you want to retrieve the individual files that may have been attached to it, or to reduce the size of the .mvdX map file.

To do this:

- Click the **File** tab.
- Choose **Info | Unpack**.
- Choose a folder in which to place all the files attached to the map.



If you have used the Additional Folders command before packing the map (see above) to specify a list of folders to include in the packed map, the additional folders are created automatically in the target folder when unpacking the map and the relevant external files placed in these folders.

Merging packed mind maps in a master map

You can easily merge into a master map several mind maps that have been packed using the Pack feature:

- Open your master map in MindView.
- Open each packed map in turn. Each document opens in a separate tab in MindView.

- Merge each packed map into your master map by copying its root (Ctrl + C) and pasting it onto the relevant branch of your master map. See "[Moving a branch](#)" for more information about copying and pasting branches.

 While performing this operation, make sure you do not close any of the packed maps before you have saved the master map.

Sending a mind map



This feature makes it very easy to send your mind map to other users via e-mail.

- Click the **File** tab.
- Choose **Share | Email**.

A message appears, asking you if you want the map to be packed into a single file before sending it:

- Choose **Yes** if you want to integrate all the external files that are attached to the mind map document (floating pictures, branch pictures, attachments and so on) within the .mvdX map file. For more information about the packing feature, see "[Packing a mind map](#)".
- Choose **No** if you only want to send the .mvdX map file, without the files that you may have attached to it.

A message is created in your default mail program, containing the mind map and a link to a free MindView viewer in case the recipients of your message do not have MindView installed on their computer. All you have to do is fill in the name of the recipients and the subject of your mail message before sending it.

Publishing a mind map



If you have logged into your MindView account as described in "[Logging in](#)", you can publish your mind map on the online MatchWare mind map library.

When you publish a map, anyone may view and download the mind map from the mind map library. You can also share the public map with other users through e-mail and social media.



Do not publish maps that contain sensitive information, as public maps are available to the general public. If you are in doubt which rules govern public maps, review the terms of service under "[MatchWare License Agreement](#)". Also be aware that even though you can unpublish a public map, thereby removing it from the online mind map library, other users may have downloaded and shared your public map before you unpublished it. Only publish a mind map if you are certain that the content is fit for publication and sharing.



If you publish a map that you have already published before, the existing public map will be overwritten. A message is shown to remind you of this when you start publishing the map.

Publishing a mind map

- Choose **File | Share | Publish**.

The screenshot shows the publishing interface for a mind map. On the left, there is a preview of a mind map titled "Timeline Churchill.mvdx". On the right, there is a form with the following fields:

- Title:** Timeline_Churchill.mvdx
- Category:** Education (dropdown menu)
- Language:** English (dropdown menu)
- Additional Tags:** (text input field with an "Add" button)
- Description:** (text area)

At the bottom right of the form is a "Publish" button.

- Edit the title if desired, and choose a category for your mind map.



Editing the title is particularly useful if you had originally used a generic working title such as "Subject". A better and more descriptive title increases the likelihood that other users will find and use the public mind map.

- (Optional) Indicate which language is used in your mind map.
- (Optional) Provide a description of your mind map.
- (Optional) Add tags that describe your mind map by entering the text for each tag (up to 20 characters) in the **Additional Tags** field and pressing Enter or clicking **Add**. You can delete an existing tag by clicking the red cross on the tag **Churchill** ✖.



The category, language and tag information you enter help users find mind maps that suit their requirements on the mind map library. The description you provide is shown when users click a mind map from the search results to view a particular mind map.

- Click **Publish**.

When the map has been published, you can view it online immediately by clicking the URL shown or by clicking **Open**. You can also copy the URL and use it for sharing your public mind map using social media or e-mail.

URL: <https://www.matchware.com/examples/mind-map/test-map/726>

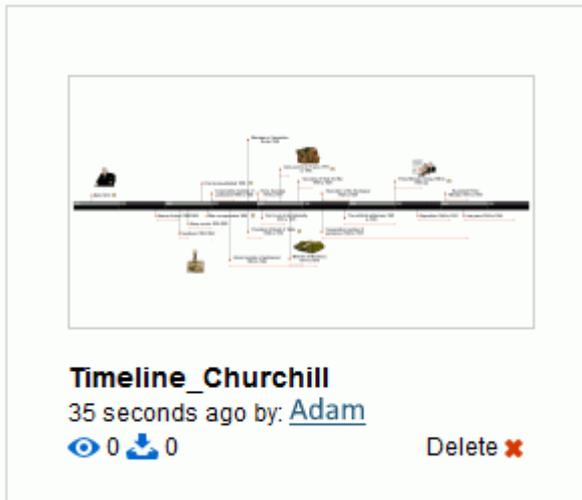
Copy

Open

Unpublishing a mind map

When you unpublish a public map, it is removed from the MindView online library and is no longer available to the general public.

- Click the Login icon, and choose **Account Management**.
- On the MindView account management page, go to the public maps section and locate the public map that you want to unpublish.



- Click **Delete**  to remove the mind map from the list of public mind maps.

 You can only unpublish maps that you have published yourself.

Creating project reports



When working on documents of the Project Management document type, you can create a set of HTML reports, such as Executive Reports, Task Status, Resources Workload and so on.

- Create the set of reports by doing one of the following:
 - Choose **File | Export | Project Reports**.
 - (Gantt view only) Choose **Gantt Tools | Project | Project Reports**.
- Choose a folder and file name for the reports.
- (Optional) Click **Settings** and select which pages you want to include in the report. If you do not do this, all pages are included in the report by default.

The 'Include' dialog box contains the following options, all of which are checked:

- Choose pages to include in report
- Executive Reports
- Summary Tasks
- Critical Tasks
- Milestones
- Calendar
- Task List
- Task Status
- Unstarted Tasks
- Tasks In Progress
- Completed Tasks
- Overdue Tasks
- Resource Allocation
- Resource Costs
- Workload
- Overallocated Days
- Accountability
- Baseline By Resource
- Baseline By Summary Task
- Baseline By Milestone

Buttons: OK, Cancel

The reports file opens in your Internet browser.

- Navigate through the options shown on the left-hand bar to display the corresponding report in the right-hand panel.

Conference preparations

ID	Task Name	Duration	Start	End	Resources	Predecessors	Constraints	Deadline	% Completion	Total Cost
	Conference preparations	14 days	27-04-2017	10-05-2017					32%	\$3,300.00
2	1 Create program	3 days	12-05-2017	16-05-2017	John Smith				10%	\$1,000.00
3	2 Invite speakers	1 day	27-04-2017	27-04-2017	Mose Allison				50%	\$240.00
4	3 Invite participants	1 day	27-04-2017	27-04-2017					55%	\$720.00
5	3.1 Early notification	1 day	27-04-2017	27-04-2017	John Smith		Start No Later Than 10-06-2017		100%	\$400.00
6	3.2 Formal invitation	1 day	27-04-2017	27-04-2017	Brian Jones				10%	\$320.00
7	4 Venue	7 days	27-04-2017	05-05-2017					29%	\$1,400.00
8	4.1 Find and book venue	1 day	27-04-2017	27-04-2017	John Smith				100%	\$200.00
9	4.2 Arrange catering	1 day	27-04-2017	27-04-2017	Eve Chen				40%	\$280.00
10	4.3 Hire staff	1 day	04-05-2017	05-05-2017	Rebecca White				20%	\$280.00
11	4.4 Decorations and equipment	2 days	27-04-2017	01-05-2017	Brian Jones				10%	\$640.00

Many of these reports are interactive and let you navigate from one to the other. In many reports for instance, clicking a summary task in the upper part of the window displays all its sub-tasks in the bottom part. Similarly, clicking a Task ID in the bottom part opens the Task List, highlighting that task.

You can use the Back button of your browser to get back to the last report you were viewing at any point.

Most reports are self-explanatory. The following notes may however be useful:

- The **Overdue Tasks** report relies on Completion (%) data being up to date. For information on setting completion values, see "[Enhancing a project plan](#)".
A task is regarded as on schedule if it is marked as 100% completed, or if it is still in progress but marked as completed up to today's date (i.e. the date of the report). Otherwise it is overdue by the number of days between the end of its completion bar and today's date. A task in progress is also regarded as overdue if it has a deadline prior to today's date.
- The **Days with Multiple Tasks** report lists all the resources that have been allocated more than one task during the same period. For each day of the period, it shows the details of the multiple tasks that have been allocated to the resource.
- The **Resources Workload** and **Resources Accountability** reports show, for each resource, the hours required to complete the tasks they have been allocated, the hours available according to the project and resource calendars, and the difference between these two figures. The **Workload Index** charted at the top of the report gives a measure of the resource overload when the number of hours available is less than the number of hours required. The Accountability report also shows the number of overdue tasks.
- The reports under the **Baseline** heading show project progress compared with the default baseline defined for the project (if any). For these reports to show the expected results, you need to make sure that the correct baseline has been set as the default. For more information, see "[Enhancing a project plan](#)".
- If you have added Agile project management icons to your project tasks, the **Agile [Kanbans]** heading contains a kanban board for each sprint in your project. The tasks are listed (with icons) in the relevant section of the kanban board (**Not Started**, **In Progress** and **Completed**). Click the sprint icons above the kanban board to display tasks for each sprint.

Kanbans



The screenshot shows a Kanban board interface. At the top, there are three sprint icons labeled 'Sprint 1', 'Sprint 2', and 'Sprint 3'. Below this, the 'Sprint 1' section is active. It contains a table with three columns: 'Not Started', 'In Progress', and 'Completed'. The 'In Progress' column contains one task named '4 Venue' with a completion percentage of 25%.

Not Started		In Progress		Completed	
Task Name	Completion	Task Name	Completion	Task Name	Completion
		4 Venue	25%		

For more information on using Agile icons, see "[Inserting icons](#)".

Using the Picture Catalog

 The Picture Catalog contains a vast collection of high-quality clipart pictures organized in two main categories, Business and Education, and many different sub-categories or themes.

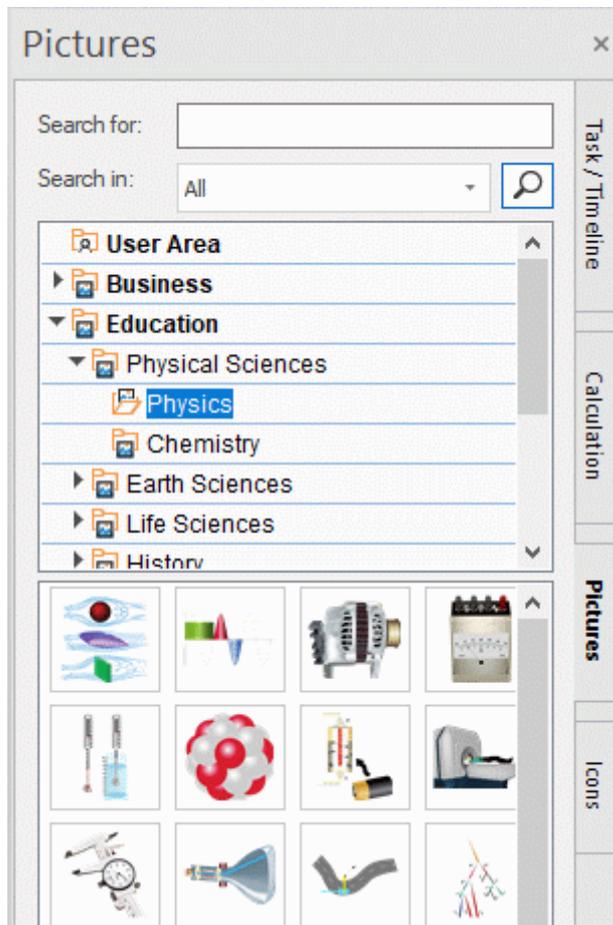
All Picture Catalog elements are free for you to use in your mind maps.

You access the contents of the Picture Catalog using the Pictures panel on the right of the MindView window. From the Pictures panel, you can also store your own elements in the Picture Catalog. This enables you to re-use them whenever needed by dragging them from the Pictures panel into your mind maps.

Finally, you can connect one or more of your User Area categories to one of your hard disk folders or to a shared network folder in order to view and use their contents. This feature is particularly useful when several users want to make use of the same 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 or sounds, which you can then drop onto your branches as attached objects.

- Click the **Pictures** tab on the right of the workspace or choose **View | Show/Hide | Panels | Pictures** to open the Pictures panel.



 You can resize the Pictures panel by placing the mouse pointer on one of its edges until it changes to a double arrow and dragging with the mouse.

Overview of the Pictures panel

The Pictures panel displays the contents of the Picture Catalog arranged in several categories. In addition to the main categories Business and Education and their sub-folders, the following categories are available:

- **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 Picture Catalog](#)" below for more information.

- **Favorites:** Place in this category any element you want to be able to find again quickly.
- **Recent:** When you add a Picture Catalog element to your document, this element is automatically copied to the Recent category. This allows you to quickly find recently used elements in case you want to use them again.
- **Search Results:** This category only appears once you have done a search in the Picture Catalog. It shows all the elements of the catalog that correspond to your search criteria.

Browsing the Picture Catalog

- To see the contents of a category, select it in the Pictures panel by clicking it or by pressing the up or down arrow key on the keyboard.

A right-pointing arrow next to a category name indicates that this category contains sub-categories.

- Click this arrow or press the right arrow key on the keyboard to show the list of sub-categories.



You can collapse a category again by clicking its arrow or by pressing the left arrow key on the keyboard.

- To examine a particular element more closely, place the mouse pointer over it. This shows an enlargement of the element as well as relevant information such as its name and size.



- To insert a Picture Catalog element in your mind map, just drag it from the Pictures panel.

Using the Favorites category

If you often use the same elements, placing them in the Favorites category allows you to find them again very 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 its Pictures panel category to the Favorites category.

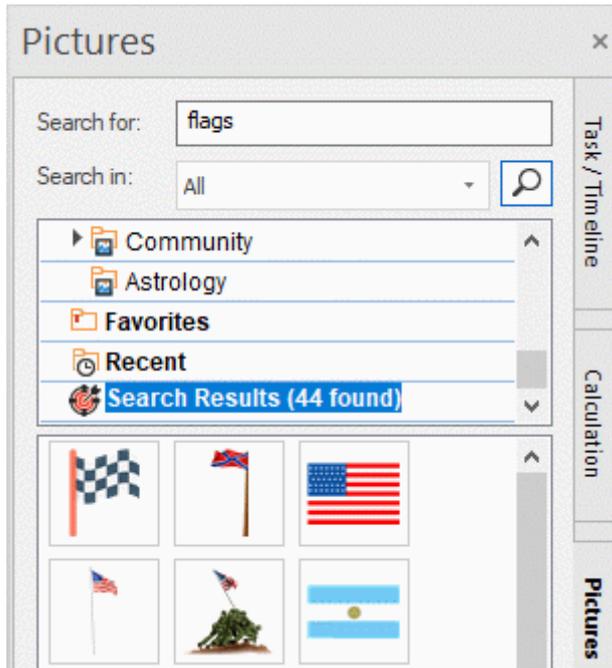
The element is now copied to the Favorites category. If you want to remove it from this category at a later stage, right-click it again and choose **Remove from Favorites** in its local menu.

Searching the Picture Catalog

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

- Type a search word in the **Search for** field. For instance, if you are working on a map describing various countries and want to insert their flags on the map, start typing the word "flags". As soon as you enter the 3rd character (i.e. the letter "a"), pictures of flags appear in the Search Results category.
- (optional) If you want to restrict the search to a particular category, select this category in the **Search in** field and click the **Search** icon  to restart the search.

- Scroll down the Search Results category until you find the flag you require.



 During a search, the Search icon briefly changes to . You can interrupt a search at any time by clicking this icon.

Searches in the Picture Catalog are keyword-based. Many different keywords have been associated with the Picture 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:

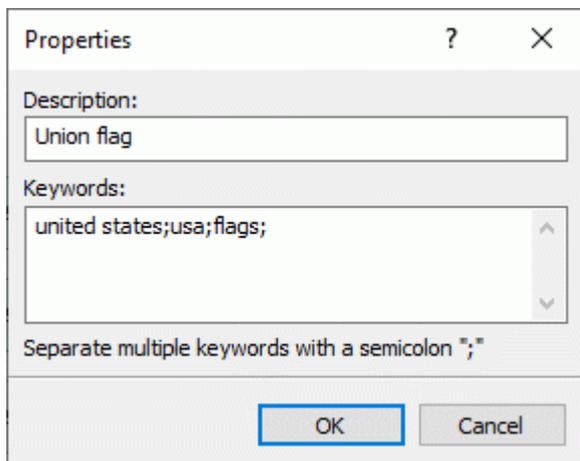
people, men, women, children, buildings, symbols, countries, maps, flags, animals, plants, computing, transport

When you enter the first few characters of a word or a full word in the 'Search for' field, MindView goes through all the keywords that have been associated with the Picture Catalog elements. All the elements which have one or more keywords containing the characters you entered appear in the Search Results category.

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

- Right-click the element in the Pictures panel display area.
- Choose **Properties** in its local menu.

The **Properties** dialog appears.



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



The Properties dialog also lets you edit or remove unwanted keywords or change the description that appears when you view an enlargement of the element.

Adding elements to the Picture Catalog

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

- Any element you add to one of the existing categories shown in the Pictures panel is identified by a small shortcut icon, indicating that the element is not actually copied to the Picture Catalog, but only inserted as a link to the actual element.



- Any element you add to one of the User Area categories is identified by a small gray arrow.



There are different ways of adding an element to the Picture Catalog. Here is one of them:

- In the Pictures panel, 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 Open dialog.

You can also add elements by dragging them from the File Explorer or the desktop.

Renaming an element

You can give relevant names to all the elements you add to the Picture 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 view the enlargement of the element.

Deleting an element

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

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

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.
- Type the new category name in the white box that appears.



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.

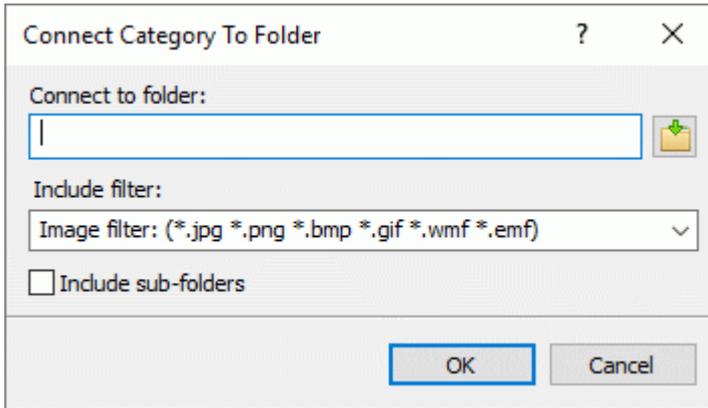
Connecting a category to an external folder within the User Area

MindView 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 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 or sounds, which you can then drop onto your branches as attached objects.

- Right-click the main User Area or one of its sub-categories.
- Choose **Connect to Folder** in its local menu.

The **Connect Category to Folder** dialog appears.



- Type the path of the folder you want to connect to or use the Browse button  to locate it.
- 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 (separating the formats with a semi-colon as shown here) to see only pictures using these file formats or *.* to view all the files contained in the connected folder.

- (optional) Check the **Include sub-folders** option 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, 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.

Desktop

If the contents of the connected folder are likely to change while you are working with the Picture 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.



If the connected folder is very large, the Refresh operation may take a long time. You can interrupt it by right-clicking the connected category and choosing Stop Refresh in its local menu.

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 in the Connect to Category Folder dialog 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.



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 Picture Catalog

You can restore the original contents of the Picture Catalog at any time as follows:

- Click the **File** tab.
- Choose **Options**.
- Click **Preferences** on the left.
- Set **Reset Picture Catalog** to Yes.
- Click OK.

This will leave your User Area untouched, but removes all the elements you might have added to any other category.

Using the Properties dialog

 The Properties dialog shows the properties of the MindView element currently selected, for example the root, a branch or a floating comment. If nothing is selected the properties of the current view are shown.

You can use the Properties dialog to make fine-tuning changes to these elements.

 *Rather than applying properties one by one to enhance the visual aspect of your branches, it is normally easier to use the **Format** tab shown at the right of the ribbon when the branch is selected. Using this tab, you can apply branch shapes, branch colors and other coordinated attributes in one step. Similarly, the **Design** tab lets you apply predefined layouts and styles to the entire map in one step.*

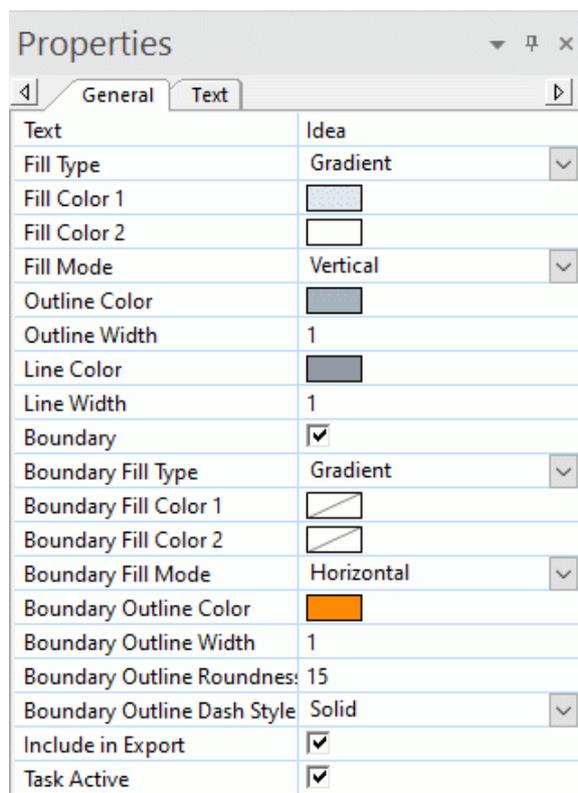
Notes:

- If the Properties dialog is not visible, choose **View | Show/Hide | Panels | Properties** to open it.
- The properties described are not always applicable to all views. The Properties dialog only lists the properties applicable to the selected element in the current view.

 *You can resize, dock and undock the Properties dialog according to your needs. See "[Using the MindView panels](#)" in the topic "[Setting up your workspace](#)" for more information.*

The Properties dialog shown below illustrates the general properties applicable to a branch. To see the properties applicable to the branch label, you would click its Text tab.

For a complete description of all the properties available for the various MindView elements, see the "Reference" section.



Properties	
General	
Text	Idea
Fill Type	Gradient
Fill Color 1	
Fill Color 2	
Fill Mode	Vertical
Outline Color	
Outline Width	1
Line Color	
Line Width	1
Boundary	<input checked="" type="checkbox"/>
Boundary Fill Type	Gradient
Boundary Fill Color 1	
Boundary Fill Color 2	
Boundary Fill Mode	Horizontal
Boundary Outline Color	
Boundary Outline Width	1
Boundary Outline Roundness	15
Boundary Outline Dash Style	Solid
Include in Export	<input checked="" type="checkbox"/>
Task Active	<input checked="" type="checkbox"/>

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 before choosing the color with the 'Fill color' property.

Editing properties in the Properties dialog

The way you edit a property depends on its type as follows:

- **Label:** Type in the new name or edit the existing name in the input field.
 - **Number:** Type in the new value in the input field.
 - **Check box:** Click the box to select it, click it again to deselect it.
 - **Path:** Type in a new folder and/or file name or edit the existing one, or click the Browse button  on the right side of the input field.
 - **Color:** Click the small rectangle and choose the new color in the Windows Color dialog. The upper left corner of the dialog shows all the predefined colors. To define your own color, click the required area of the color matrix on the right and use the slider on the extreme right of the dialog to adjust the color attributes. You can also enter the RGB values (Red, Green, Blue) or the Hue, Saturation and Luminosity values manually. The easiest way to experiment with different colors is to press and hold the mouse button and move the mouse pointer around the color matrix. To save a color for future use, click Add to Custom Colors.
- Once you have made the required change, press Enter to save the edited property.



*You can also use the **Up** and **Down** arrow keys to move between properties and press **Enter** to start editing.*

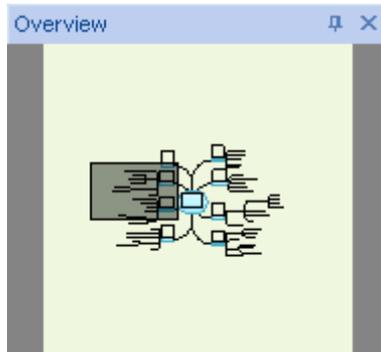
Using the Overview panel

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

- To display the Overview panel, choose **View | Show/Hide | Panels | Overview**.

 The Overview panel is not available in the Outline view or the Gantt view.

 You can resize, dock and undock the Overview panel according to your needs. See "[Using the MindView panels](#)" in the topic "[Setting up your workspace](#)" for more information.



If your map is very large, the Overview panel can be a very useful tool to reach its different areas.

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

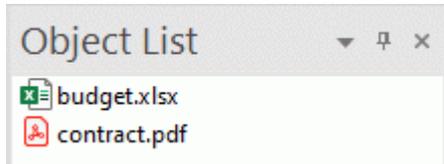
The workspace changes to reflect the new position of the blue rectangle. Note that the positions of the elevators in the workspace scroll bars also change accordingly.

 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.

Using the Object list

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

 If the Object list is not visible, choose **View | Show/Hide | Panels | Object List** to open it.



 You can resize, dock and undock the Object list according to your needs. See "[Using the MindView panels](#)" in the topic "[Setting up your workspace](#)" for more information.

Manipulating objects in the Object list

The Object list allows you to perform the following operations:

- Select an object by clicking its name.
The contents of the Properties dialog immediately changes to reflect the properties of the selected object, which you can then edit as required.
- Activate an object by double-clicking its name or choosing **Execute** in its local menu.
- Move an object up or down the list by drag and drop. This is only relevant if you intend to export your document and want the objects to be exported in a particular order, as it is the order of the objects in the Object list that dictates the order in which they are exported.
- Delete an object by choosing **Delete** in its local menu.

Using online workspaces

Understanding online workspaces



An online workspace is a remote site on the web where you can store your documents and access them from any internet-connected computer or device. MindView lets you store your files on several types of online workspace.

In addition to giving you access to your MindView files from anywhere, online workspaces help you work collaboratively. Other users, such as colleagues or fellow students, can also access your documents, provided they have your permission. If you use MindView Drive, you can even collaborate with other users on the same document simultaneously.

For general information on working with online workspaces, see "[Managing online workspaces](#)" and "[Opening and saving online documents](#)".

MindView Drive

This workspace, specific to MatchWare, is closely integrated with MindView. You can access files stored on MindView Drive from the PC version of MindView and from MindView Online. As soon as you have logged into your MindView account as described in "[Logging in](#)", you automatically have access to MindView Drive.

As stated above, MindView Drive lets you collaborate on the same document with other users simultaneously. Changes to the document are saved continuously as you work so that all users can immediately see the changes made. If necessary, you can assign permissions to individual branches of your own shared mind maps so that, for example, only particular users can make changes to particular branches. By combining this permission feature with the Sub-Maps feature, you can efficiently manage document collaboration.

For more information on using MindView Drive, see "[Collaborating on a MindView Drive document](#)" and "[Managing files on MindView Drive](#)"; for more information on the Sub-Maps feature, see "[Creating sub-maps of selected branches](#)".

Other online workspaces

The following online workspaces also allow you to store and open files and folders online, and share them with other users. However, they do not allow simultaneous multi-user editing. When you are working on a file stored on one of these workspaces, it is locked and cannot be accessed by other users while you are working on it.

For more information on managing and sharing files using these online workspaces, and on using the workspaces generally, see the documentation for the workspace in question.

- **Microsoft SharePoint**
- **Google Drive**
- **Microsoft OneDrive**



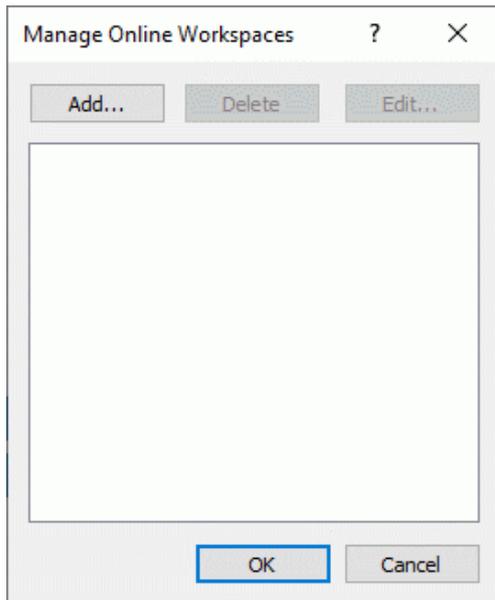
You can also collaborate with others using file synchronization services that synchronize files on your computer with other computers, web sites and devices. As you are creating, editing and saving documents on your own computer and rely on the synchronization service to share the files, such collaboration practices are not covered further by this documentation. See the documentation for the synchronization service used for instructions.

Managing online workspaces

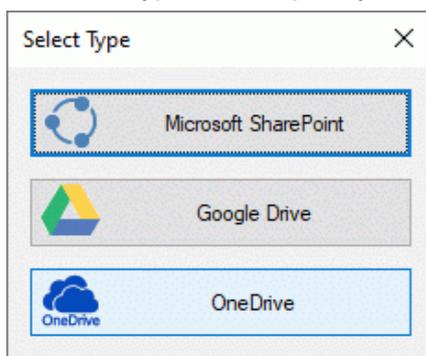
In order to use MindView Drive, all you need to do is log into your MindView account as described in "[Logging in](#)". In order to use other online workspaces, you must provide connection details as described in this topic. All online workspaces that you add in this way are listed so that you can select them when you open or save a document online from the Backstage view or the **Share** ribbon tab.

Adding connection details

- Do one of the following to open the **Manage Online Workspaces** dialog:
 - Click the **File** tab, choose **Open** or **Save As**, and choose **Manage Places**.
 - Click the **Share** tab, choose **Open Online** or **Save Online**, and choose **Manage Places**.



- Click **Add**.
- Select the type of workspace you want to add.



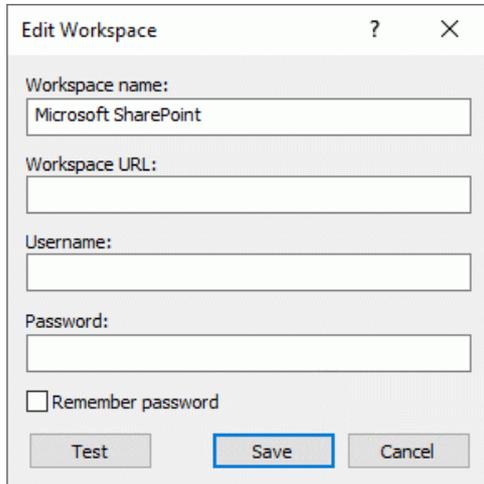
 You can only add one Google Drive or Microsoft OneDrive workspace, as the URL for the workspaces is always the same. By contrast, you can add as many Microsoft SharePoint workspaces as you like, as long as they have different URLs.

 You can also access the **Select Type** dialog directly by choosing **File | Open** or **Save As** and clicking **Add a Place**.

- Enter the required information:
 - For Microsoft SharePoint workspaces, enter the name, URL, user name and password for the workspace. Test the connection by clicking **Test**, and click **Save**.

 Make sure that the URL of the workspace is entered correctly, including the protocol (for example, HTTP or HTTPS). Using the wrong address or protocol may lead to connectivity issues.

- For Google Drive and Microsoft OneDrive workspaces, enter the name for the workspace. You will need to log in from a browser window when you access the workspace to save or open files.



- Click OK.

The workspace is added to your list of online workspaces, and you can access it as described in "[Opening and saving online documents](#)".

Managing or deleting connection details

- Open the **Manage Online Workspaces** dialog as described above.
- Select an existing workspace entry, and click **Edit** or **Delete**.

If you click **Edit**, you can edit the name and/or other connection details for the workspace.

If you click **Delete**, you will be asked to confirm that you want to delete the workspace.

 Deleting the connection details for a workspace does not delete the workspace itself or the files stored in it.

 To close the connection to MindView Drive, you must log out of your MindView account.

Managing folders or files on an online workspace

While working on a document stored on an online workspace, you can manage your files and folders on that workspace.

- Choose **Share | Online Workspace | Manage Files**.

If the document is stored on MindView Drive, you can also choose **File | Manage Files**.

You can only access these commands if a document stored on an online workspace is open.

A file and folder management page now opens:

- If the document is stored on MindView Drive, you are taken to the file and folder management page in the Backstage view. For more information, see "[Managing files on MindView Drive](#)".
- If the document is stored on a different online workspace, you are taken to a website on that workspace. For more information, see the documentation for the workspace in question.

 You are always taken to the management page of the online workspace where the currently open file is stored. If several online documents are open at the same time, and these documents are stored on different online workspaces, make sure that you select the right document (by clicking its tab at the top of the MindView workspace or by using the Windows Navigator, for example) before clicking **Manage Files**.

Opening and saving online documents



This topic explains how to open MindView documents stored on MindView Drive and other online workspaces and how to save documents on the workspace, whether they were initially located on the workspace or not.

Opening an online document

- Choose **File | Open** or **Share | Open Online**.



You can also open a file stored on MindView Drive by choosing **File | Manage Files** and clicking the row showing the file.

- Choose the relevant workspace. You may have to log in using a web browser.



If the workspace you want to use is not listed, you must log in or add connection details as described in "[Managing online workspaces](#)".

- If necessary, browse to the right folder on the chosen workspace, and select and open the file.

When you are working on an online document, a message reminding you of this is displayed at the top of the workspace.



This is an online document.

Using MindView Drive

The **My Maps** tab on MindView Drive shows your files and folders, and the **Shared With Me** tab shows all files and folders that other MindView Drive users have shared with you, if any. Files created in MindView Online (if any) are also shown and can be opened.

Name	Modified	Sharing
Work projects		
Brainstorm	9/5/2022 08:52 AM	
Project plan	8/30/2022 08:47 AM	

- Locate and click the file you want to open on the **My Maps** or **Shared With Me** tab.

If the file is shared with other users, several users can edit it simultaneously. For more information, see "[Collaborating on a MindView Drive document](#)".

In addition to opening files, you have several management options for folders and files. For more information on these options, and on the tabs shown, see "[Managing files on MindView Drive](#)".



If your documents are hosted on a different online workspace, please see the relevant documentation for information about how to use the interface.

Saving an online document

A document stored on MindView Drive is saved automatically whenever you make a change to it, so you do not need to save it explicitly, unless you want to save it under a different name or to a different folder. For all other workspaces, you need to explicitly save the document.

- Choose **File | Save As** or **Share | Save Online**.
- Select the relevant workspace as described above.
- Select the folder in which to save your document and supply a filename.
- Click **Save**.

Collaborating on a MindView Drive document

Any document stored on MindView Drive can be worked on from within MindView by several people at once, provided that the folder containing the document, or the document itself, has been shared by its owner and that all collaborating users have been given appropriate access rights.

Each time a user makes a change to the document using MindView, the change is automatically saved on MindView Drive and made visible to the other users of the document in MindView. Consequently, all users see the changes made by others as work progresses.

Access rights to MindView documents and folders are managed directly from MindView as follows.

Inviting others to collaborate on an online document from MindView



Before you can share a document with other users, you must save it on MindView Drive. In addition, the document must be opened.

- Choose **File | Share | Share** or **Share | Collaboration | Share**.

If you are not logged into your MindView account, or if the document is not already stored on MindView Drive, you will be prompted to do so before continuing. For more information, see "[Logging in](#)" and "[Opening and saving online documents](#)".

The following dialog appears. You can also access the dialog while managing MindView Drive files as explained in "[Managing files on MindView Drive](#)".

Name	Email	Access	Delete
------	-------	--------	--------

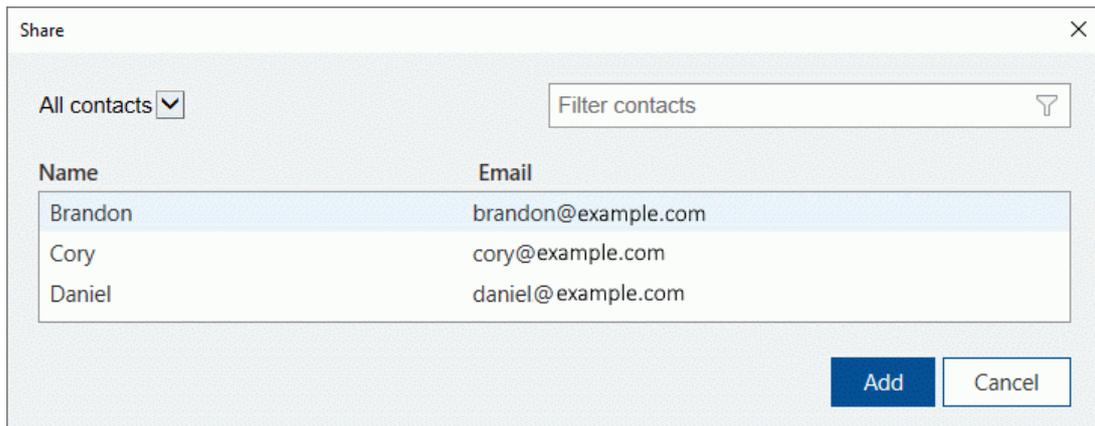
- Do one of the following to share the document with another user:

- Enter the name or e-mail address of the user in the field at the top of the dialog, and press Enter.



You can only add a user by entering the user's name if that user belongs to the same MindView account as you. If this is not the case, you must add users by entering their e-mail addresses.

- Click the Contact icon  to select one or more users from your MindView account.



You can filter the list of contacts using the Filter Contacts field or by clicking the **All Contacts** drop-down and selecting users, groups or all contacts.

- (Optional) Click the **Access** column to select an access level.
By default, users are given Read/Write access to shared files, but you can change this so that a given user only has Read access.
- (Optional) Enter a custom message for the users you have just added.

If you want the users to work on particular sub-maps of your mind map, you can tell them here. For more information, see "[Creating sub-maps of selected branches](#)".

- Click **Share** to share the document with the users listed.

The users invited can now open your MindView document from MindView Drive. If you have given them Read/Write access, they can also edit it as needed.

When more than one user is working on the shared document at the same time, an icon is shown next to the zoom slider on the status bar. You can hold the mouse pointer over the icon to see which users are currently working on the document.

Removing users from a shared document

- To remove one or more users so that the document is no longer shared with them, click **Delete** next to each user, and click **Share**.

Branch locking

In addition to giving other users access to your documents, you can assign permissions to individual branches of your mind map from within MindView, so that only particular users can make changes to particular branches.

Such restrictions are shown with a Lock icon to the right of the branch label. Moving the pointer over this icon gives you additional information about the editing restrictions in place on the branch.



- Open the document on MindView Drive. For more information, see "[Opening and saving online documents](#)".
- Select the relevant branch.
- Choose **Share | Branch Locking | Manage Locks**.

The **Branch Locking** dialog opens.

- Click **Add** and select the user or users you want to grant specific branch permissions.

Users	Email address	Document Access
Adam	adam@exam..	Write
Brady	brady@exam..	No Access
Brandon	brandon@ex..	Read Only

OK Cancel

 The **Document Access** column shows the access right that each user has to the document itself on MindView Drive. This access right must match the branch permission you intend to give to the selected users. Let us suppose you intend to grant Write permission to user Brandon for the branch. If Brandon only has Read access to the document, you can still grant him Write permission to the branch, but he will not be able to edit that branch until you give him Write access to the document.

- Click OK.
- In the **Branch Locking** dialog, give each user the appropriate permission, **Read Only** or **Write** (read/write). The permissions you assign apply to the branch you selected and all its sub-branches.

If you give a particular user Write permission on a branch, all other authorized users (except for yourself as the document owner) are automatically restricted to Read Only permission on that branch. There is therefore no need for you to give them each individually a Read Only permission.

You can of course grant Write permission to that same branch, or some of its sub-branches, to one or more other users individually. By doing so, you allow these users to work on the same branch at the same time, in true multi-editing mode.

As the owner of the document, you are not restricted by any Write permission given to other users, and are always able to edit the branch.

Name	Email address	Permission
Adam	adam@example.com	Write
 Brandon	brandon@example.com	Write

OK Cancel

 If a user does not have sufficient access rights to the document itself to grant him or her the branch permissions you have selected here, a warning icon  appears next to his or her name. As explained above, MindView allows you to grant such permissions, but they only become operational once you have given the required access rights to these users.

- Click OK.

The Lock icon  now appears to the right of the branch label. Hovering that icon shows you the permissions you have granted.

As owner, you can make changes to the permissions at any time by selecting the branch and clicking **Manage Locks**.

You can also remove all permissions on a locked branch at any time by selecting it and clicking **Remove All Locks** .



By creating one or more sub-maps showing the locked branches, you make it easier for other users to see which part of the map they should work on while ensuring that only these users can in fact edit the selected branches. For more information, see "[Creating sub-maps of selected branches](#)".

Document locking

As well as locking specific branches, you can lock the entire document by granting Write permission to the document to a particular user. This will prevent all other users from making any changes at all to the document, including inserting pictures and comments floating freely on the workspace.

As the owner of the document, you are not restricted by any Write permission given to other users, and are always able to edit the document. You can, however, prevent all other users from editing the document by giving yourself a Write permission to it. The procedure to follow is almost identical to the procedure described above:

- Open the document on MindView Drive.
- Click the workspace to make sure no branch is selected.
- Choose **Share | Branch Locking | Manage Locks**.
- Follow the rest of the procedure described above.

Managing files on MindView Drive

You can manage your files and folders on MindView Drive directly from the Backstage view in MindView.

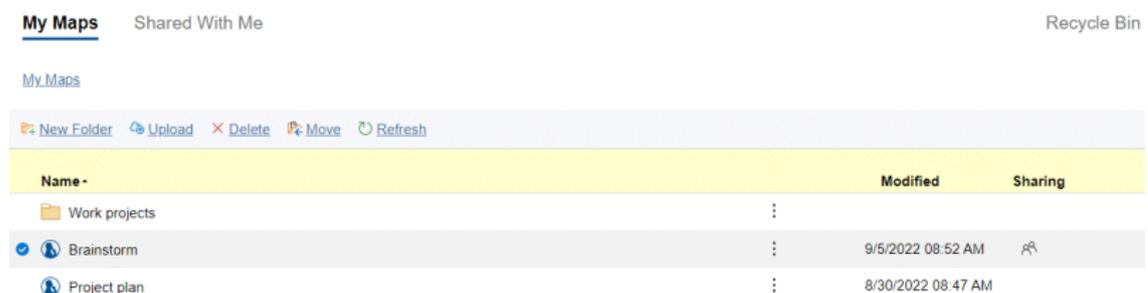
 For more information on managing files and folders on other online workspaces, see "[Managing online workspaces](#)".

➤ Choose **File | Manage Files**.

If you are working on a document stored on MindView Drive, you can also choose **Share | Online Workspace | Manage Files**.

A file and folder management page opens, showing all your files and folders on MindView Drive.

 If you have not logged into your MindView account, you cannot access the page.



The page is divided into three tabs.

- The **My Maps** tab shows your files and folders on MindView Drive, including files that you have shared with other users, if any. These files are marked with an icon  in the **Sharing** column.
- The **Shared With Me** tab shows all files and folders that other MindView Drive users have shared with you, if any.

 For more information on sharing files, see "[Collaborating on a MindView Drive document](#)".

- The **Recycle Bin** tab shows all files that you have deleted and lets you restore them as explained under "[Options on the Recycle Bin tab](#)" below unless they were deleted more than 30 days ago.

On the **My Maps** and **Shared With Me** tabs, you can select a file or folder by hovering the mouse pointer to the left of the file or folder name until a blue check mark  appears and then clicking the check mark. If you click the name of the file or folder, it is opened. On the **Recycle Bin** tab, you can select a file by clicking its name. To open the file, you first need to restore it.

Options on the My Maps tab

Creating a new folder

- Click **New Folder**  and enter the name of the folder.

Creating a new subfolder

- Open the folder where the new subfolder is to be placed.
- Click **New Folder**  and enter the name of the folder.

Uploading a file to MindView Drive

- Open the folder where the file is to be uploaded.
- Click **Upload**  and select the file on your computer or device.

The file is uploaded to MindView Drive and shown in the selected folder.

 The attachments of the original file will not be uploaded to MindView Drive unless you pack your mind map before uploading it. For more information, see "[Packing a mind map](#)". If you open the file on MindView Drive from the same computer where the original file is located, however, the attachments are available.

Deleting a file or folder

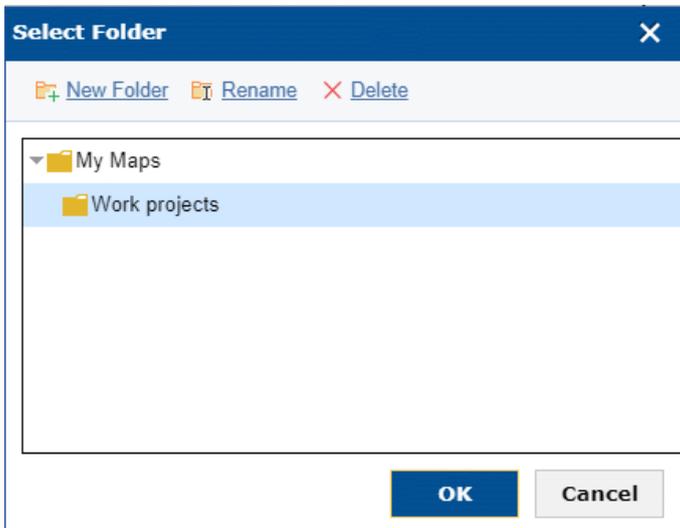
- Select the file or folder to be deleted.
- Click **Delete** .

Deleted files are moved to the recycle bin where you can restore them for a period of time. Deleted folders are removed permanently, unless you restore files that were located in those folders. For more information, see "[Options on the Recycle Bin tab](#)" below.

 You cannot delete an open mind map.

Moving a file or folder

- Select the file or folder to be moved.
- Click **Move** .
- Select a destination folder in the dialog that opens, and click **OK**.



You can create, rename and delete destination folders using the options in the dialog.

Refreshing the view

- Click **Refresh** .

Options for individual folders and files

- Click the three dots  to the right of the folder or file name, and then do one of the following:
 - Click **Rename**  and enter the new name to change the name of the folder or file.
 - Click **Delete**  to delete the folder or file.
 - Click **Share**  to share the folder or file with others as explained under "[Inviting others to collaborate on an online document from MindView](#)" in "[Collaborating on a MindView Drive document](#)".
 - (Files only) Click **Download**  to download a copy of the file, and select a storage location if prompted to do so.
 - (Files only) Click **Duplicate**  to create a copy of the file in the same folder on MindView Drive.

 This feature is handy for quickly creating copies of files, for example if you want to use a file as a template on MindView Drive.

- (Files only) Click **History**  to see a list of earlier versions of the file. Click **Restore** next to a specific version to restore that version of the file as a new document.

Version History		
No.	Modified	
15	9/5/2022 08:34 AM	Restore

[Close](#)

 New versions of a MindView document are created automatically when you close the document in MindView. If you are using MindView Online to edit the document, a new version is created automatically after a period of time when you have introduced one or more changes.

Options on the Shared With Me tab

On the **Shared With Me** tab, you can see a list of users who have shared files and folders with you, if any. If you click a user name, you will see all files and folders shared with you by that user.

My Maps **Shared With Me** Recycle Bin

[Shared > Thomas](#)

[Remove](#) [Refresh](#)

Name	Modified	Sharing
 Early American Civilizations	9/5/2022 11:19 AM	

You can open the file for editing, download or duplicate it and refresh the view as described above. When you duplicate a file shared with you, the duplicate is placed on the **My Maps** tab, not the **Shared With Me** tab. If you end the sharing relationship with a user as described below, any duplicates you have made of files shared with you by that user are therefore not deleted.

Ending a sharing relationship

If you no longer wish to have access to files shared with you by another user, you can remove that user from your **Shared With Me** tab, ending the sharing relationship with that user.

- From the list of users who have shared files and folders with you, select the user you want to remove, and click **Remove** .

 You must select the sharing user, not the individual shared files.

Notes

- The user you removed can continue sharing files with other users, and the files themselves are not deleted or removed.
- The user can re-share files and folders with you as needed.

Options on the Recycle Bin tab

Files shown on the **Recycle Bin** tab are deleted permanently 30 days after you moved them to the recycle bin. Until then, you can restore them by doing one of the following:

- Select the file and click **Restore** .
- Click the three dots  to the right of the file name and click **Restore** .

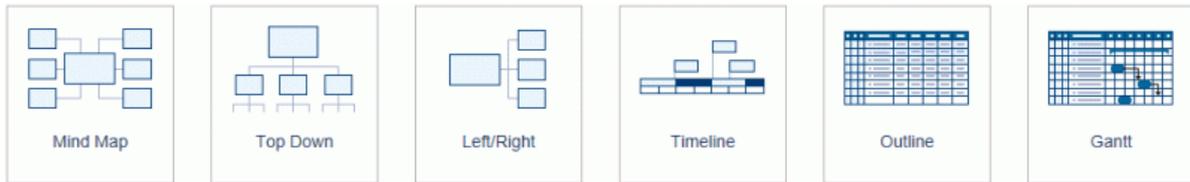
Files are restored to their original folder on MindView Drive. If you deleted the original folder after deleting the file, the folder is recreated along with the restored file. If you had deleted other files in the restored folder, these are not automatically restored, but you can do so manually if they have not been permanently deleted.

As on the other two tabs, you can click **Refresh**  to update the view.

Views

Using different views

MindView 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.



The first four views, collectively referred to as "Map Views", are traditional Mind Mapping views:

-  The **Mind Map** 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.
-  The **Top Down** 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.
-  The **Left** view represents your map as a list of topics placed on the left of the root. See "[Using the Left/Right view](#)" for more information.
-  The **Right** view represents your map as a list of topics placed on the right of the root. See "[Using the Left/Right view](#)" for more information.

The remaining views are specific views adapted to a particular purpose:

-  The **Timeline** 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.
-  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.
-  The **Gantt** view is dedicated to the creation, editing and management of project plans according to the rules of project management. See "[Using the Gantt view](#)" and all the topics that follow it for more information.

Once you have created your document, you can display it at any time in another view by doing one of the following:

- Choosing that view in the **Home | View** or **View | View** panels in the ribbon
- Right-clicking the workspace and choosing **View Map As** in the local menu
- Right-clicking the workspace and selecting the desired view in the floating toolbar that appears above the right-click menu.



The floating toolbar may also contain other options relevant to the selected view.

Views and document content

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

document type, which decides how time and task information is handled, is not changed when you switch views, either. (The only exception to this rule is the Gantt view. Going to the Gantt view automatically changes the document type to Project Management, which may have consequences for your data.)

This gives you the flexibility to edit and present your data the way you want without inadvertently changing the data. For example, you can create a task list in the Outline view and using the Task Management document type, and then switch to the Mind Map view in order to brainstorm new ideas, or to the Timeline view to get a clear overview of the sequence of your tasks. Your data will not be affected by any of these operations. If you change the document type, however, time and task information in your document may be affected; for more information, see "[Understanding document types](#)".

Understanding document types

The document type of a MindView document decides how task and time information (such as start and end dates) is handled in that document. You can choose from three different document types that are suitable for different purposes: **Project Management**, **Task Management** and **Timeline**.

The default document type in MindView is Project Management, except for the AT Edition where the default document type is Task Management. Also, if you create a new document in the Timeline view, the Timeline document type is used by default.

The importance of document types

If you do not use time or task information in MindView, the document type is usually not important. Basic actions such as inserting and editing branches, adding pictures and inserting hyperlinks and branch connections work equally well no matter which document type is selected. You can switch views without affecting the data in your document no matter which document type is selected; the only exception is the Gantt view which requires you to use the Project Management document type (which may affect your data if the document originally used a different document type).

If you do use time or task information, however, for example because you are creating a timeline, a task list or a project plan, selecting the right document type from the start can be important for two reasons:

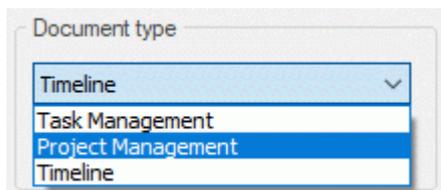
- **Specialized features:** By selecting a document type that suits your purpose, you get specialized features that help you complete your tasks faster and better. For example, the Timeline document type gives you access to specialized timescales such as Geological or Historical that are not available otherwise.
- **Correct time and task handling:** All document types handle time and task information differently. By selecting a suitable document type from the start, you ensure that time and task information is handled according to your needs throughout your project. If a document type turns out to be unsuitable for your purposes, you risk losing data if you then convert to a different document type.

It is therefore recommended to select the most suitable document type before adding any time or task information to the document.

 Selecting the right document type can also be important if you need to edit your document in other versions of MindView. All desktop versions of MindView 8 support MindView documents of any document type, but earlier versions or MindView Online may not support all document types.

Changing the document type

- Click the **Task/Timeline** tab on the right of the workspace, or choose **View | Show/Hide | Panels | Task/Timeline** to open the Task/Timeline panel.



- Select the desired document type on the list.
- In the dialog shown, check that the changes to your document are acceptable. This is mostly relevant if you have already entered time or task information in the document.
- Click **OK** to change the document type, or **Cancel** to keep the existing type.

 You can also switch to the Project Management document type by selecting the Gantt view, and you can create a new document with the Timeline document type by selecting the Timeline view when creating it.

Overview of document types

The table below sums up the most important features of the three document types and describes the consequences if you switch from one to another.

Document type	Project Management	Task Management	Timeline
<p>Task and time management</p>	<p>Tasks are stored with information about Start, End, Duration, Priority, Completion and Resources.</p> <p>You cannot edit start dates, end dates and durations for parent branches manually. They are summary tasks and are therefore calculated automatically from their sub-tasks (sub-branches).</p> <p>You can only schedule tasks for working hours, as defined by the project and resource calendars.</p> <p>Task dates must be within the 1984 to 2049 range.</p>	<p>Tasks are stored with information about Start, End, Priority, Completion and Resources.</p> <p>You can edit the start and end dates of all branches independently. Parent branches do not inherit task information from sub-branches.</p> <p>You can schedule tasks for any day and time, as this document type does not use calendars.</p> <p>Task dates must be within the 1984 to 2049 range.</p>	<p>Events are stored with Start and End dates. You can choose from several timescales.</p> <p>Task information is not supported.</p>
<p>Special features</p>	<p>Project Management calculation functions (ACTUALCOST, COMPLETION etc.)</p> <p>HTML reports</p> <p>Built-in filters: Overdue Tasks and Critical Tasks</p>	<p>None</p>	<p>Specialized timescales for a wide range of applications</p> <p>End time definitions</p>
<p>Consequences of converting to this document type</p>	<p><i>If converting from Task Management:</i></p> <ul style="list-style-type: none"> ● All time information associated with parent branches is lost. They are now calculated from their sub-branches. ● Tasks can only be scheduled for working hours. As a consequence, a task scheduled to last 14 days in Task Management may have the same duration but only include 11 working days in Project Management because weekends 	<p><i>If converting from Project Management:</i></p> <ul style="list-style-type: none"> ● Task links and constraints are lost. ● Tasks can be scheduled for any date and time, as calendars are not used. ● The built-in Overdue Tasks and Critical Tasks filters (and any conditional formatting based on them) are no longer available. ● Project Management calculation functions in the document are kept, but you cannot 	<p>All existing task information except for start and end dates is lost.</p> <p><i>If converting from Project Management:</i></p> <ul style="list-style-type: none"> ● The built-in Overdue Tasks and Critical Tasks filters (and any conditional formatting based on them) are no longer available. ● Project Management calculation functions in the document are kept, but you cannot enter new Project Management calculation functions

	<p>and holidays are not included.</p> <p><i>If converting from Timeline:</i></p> <ul style="list-style-type: none"> ● The range of the Project Management timescale is 1984 to 2049. All timeline events within this range from the Standard or Historic timescale are converted to tasks with the same start and end dates. Timeline events with start or end dates outside this range are converted to tasks starting on today's date. If some events are within this range and others are not, the start date of the earliest event within the range is used for all converted tasks. ● The project start date is the earliest date within the 1984 to 2049 range, or today's date if no converted timeline events are within the range. ● The start dates of events on the Geological, Daily and Weekly timescales are reset to today's date. 	<p>enter new Project Management calculation functions after converting from the Project Management document type.</p> <p><i>If converting from Timeline:</i></p> <ul style="list-style-type: none"> ● The range of the Task Management timescale is 1984 to 2049. All timeline events within this range from the Standard or Historic timescale are converted to tasks with the same start and end dates. The start and end dates of timeline events outside this range are deleted. ● The start and end dates of events on the Geological, Daily and Weekly timescales are deleted. 	<p>after converting from the Project Management document type.</p>
<p>Notes</p>	<p>This document type is the default in all MindView desktop versions except the AT Edition. It is not supported by MindView Online; if you open a document with this document type in MindView Online, it must be converted to Task Management before you can work with time and task</p>	<p>This document type is the default in MindView AT Edition.</p>	<p>If you create a new document in the Timeline view, this document type is automatically selected.</p>

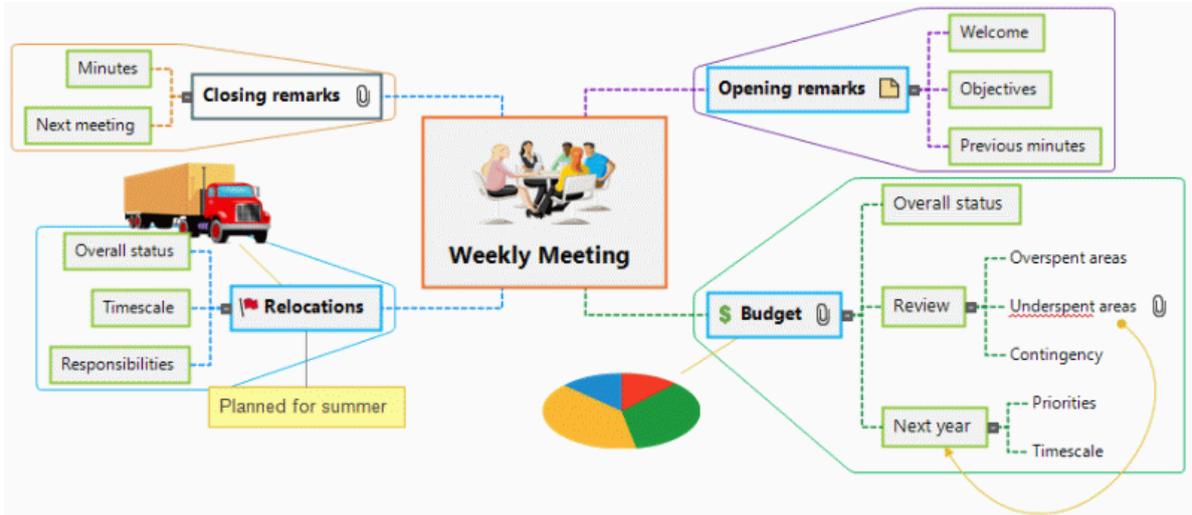
	<p>information in MindView Online.</p> <p>If you switch to the Gantt view, this document type is automatically selected.</p>		
More information	Using the Gantt view	Using the Outline view	Using the Timeline view

Mind Mapping views

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 when brainstorming all the ideas related to the main subject of the map without worrying about evaluating them or structuring them.



To display your mind map in this view, you can:

- Choose **View | MapView | Mind Map** in the **Home** or **View** tabs of the main menu, or
- Right-click the workspace and choose **View Map As Mind Map** in the local menu, or
- Press **Ctrl + Shift + 1**.

To find out how to use this view, refer to the "Basic tasks" and "Further tasks" sections of this user guide.

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.



To display your mind map in this view, you can:

- Choose **View | MapView | Top Down** in the **Home** or **View** tabs of the main menu, or
- Right-click the workspace and choose **View Map As Top Down** in the local menu, or
- Press **Ctrl + Shift + 2**.

To find out how to use this view, refer to the "Basic tasks" and "Further tasks" sections of this user guide.



While in that view, you can change the display so that the sub-branches are displayed vertically by choosing that display in the **Layout** gallery of the **Design** tab.



Using the Left/Right view



This view represents your map as a list of topics placed on the left or right of the root. It is a good choice when you need to present structured data in list form (for instance a list of steps) 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, you can:

- Choose **View | MapView | Left/Right** in the **Home** or **View** tabs of the main menu, or
- Right-click the workspace and choose **View Map As Left/Right** in the local menu, or
- Press **Ctrl + Shift + 3**.

To find out how to use this view, refer to the "Basic tasks" and "Further tasks" sections of this user guide.



While in that view, you can change the display from Right to Left or vice versa by choosing that orientation in the **Layout** gallery of the **Design** tab.



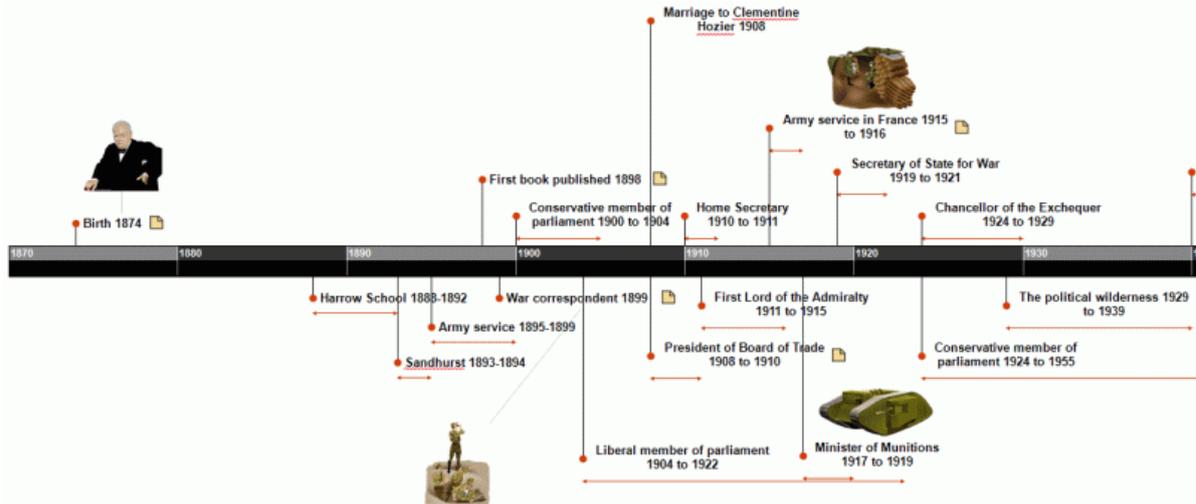
Timeline view



The Timeline view displays all the branches of your document that contain time information in chronological order along a horizontal time axis. When you combine the Timeline view with the Timeline document type, you can use the different timescales available (standard, historic, geological, daily and weekly) to 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.



The date formats you see in MindView will depend on your computer's settings.



Accessing the Timeline view

You can access the Timeline view in different ways:

- To create a new timeline from scratch, click the **File** tab and choose **New | Timeline**.
- Choose a timescale for your map in the **Select Timescale** dialog that opens. For information about the different timescales available, see "[Inserting timeline data](#)".

You can also display an existing map in timeline form in the Timeline view. To do this:

- Choose **Home | View | Timeline** or **View | View | Timeline** in the main menu, or
- Right-click the workspace and choose **View Map as Timeline** in the local menu, or
- Press **Ctrl + Shift + 4**.



Going to the Timeline view from another view 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 Timeline view. The document type is not automatically changed, either, so if you want to use the specialized timescales available for timelines, you must manually switch to the Timeline document type. This may affect time and task information already in your mind map. For more information, see "[Understanding document types](#)".

Elements of the Timeline view

As all the other views, the Timeline view is made up of several components:

- **The Timeline Outline**
This panel, which is displayed by default on the left 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.

Timeline Outline			
	Branch Name	Start Time	End Time
	Winston Churchill 1874 - 1965		
	[-] Birth 1874	1874	
	Place of birth		
	Parents		
	Family		
	[-] Early career		
	Harrow School 1888-1892	1888	1892
	Sandhurst 1893-1894	1893	1894
	[-] Army service 1895-1899	1895	1899
	Cuba		
	India		
	Omdurman		
	[-] First book published 1898	1898	

The Timeline Outline works exactly as the main Outline view.

You can close the Timeline Outline by clicking its Close icon . To re-open it, choose **View | Timeline Outline** in the Timeline Tools tab.

 You can also click the **Auto Hide** pin  to make the Timeline Outline only appear when you hover its tab on the left side of the workspace.

- **The Timeline**

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

All the branches and sub-branches that contain time information are represented, regardless of the hierarchical structure of the map.

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

- **The Task/Timeline Panel**

This panel is displayed on the right of the workspace. It lets you define the timescale of your document and enter time information on its branches.

Both of these operations are described in detail in the topic "[Inserting timeline data](#)".

As well as using the Task/Timeline panel, you can also enter time information for your branches directly in the Timeline Outline or in the main Outline view.

If the Task/Timeline panel is not visible, click the **Task/Timeline** tab on the right of the workspace or choose **View | Show/Hide | Panels | Task/Timeline**.

- **The Timeline Tools Tab**



This toolbar appears as soon as you switch to the Timeline view. Its icons allow you to perform various actions on your timeline, as described below.

Using 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 their order of creation. This means that if you created them in another view such as the Mind Map view, they will be 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.

The Timeline Outline looks and works exactly as the main Outline view. When working in the Timeline Outline, you can for instance:

- Add, delete, move, cut, copy and paste branches in exactly the same way as in the main Outline view.
- Add branch pictures, icons, text notes, audio notes and pop-up comments to any of your tasks.
- Attach objects such as text files, video files, sound files, hyperlinks and so on.

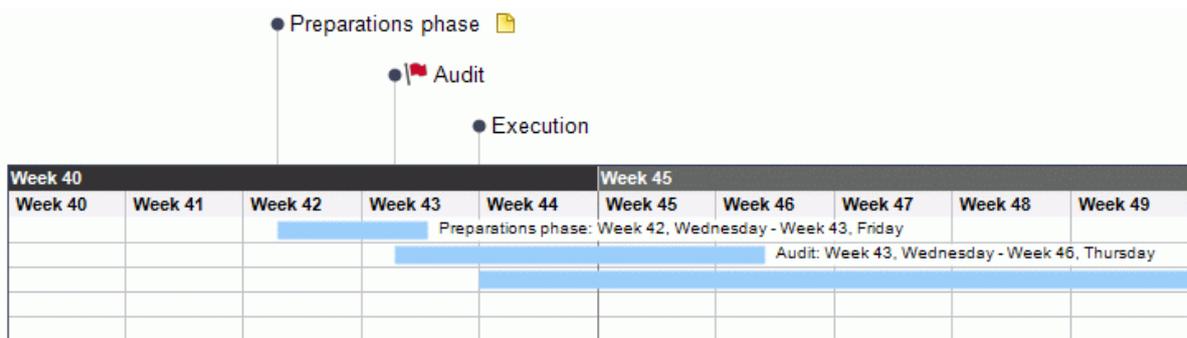
For a description of the Outline view and how to perform these operations, see "[Using the Outline view](#)".

You can enter time information on a branch from the Timeline Outline by double-clicking the relevant Start Time or End Time cell (or pressing **F12** or **Ctrl + F12** respectively) and filling in the time picker as described in "[Inserting timeline data](#)".

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

Using 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.



Choosing a layout and style

MindView lets you define the visual aspect of your timeline at any time by applying design options to it.

- Click the **Design** tab at the right of the ribbon.
- Browse through the **Layouts** gallery to choose your preferred layout.
- Browse through the **Styles** gallery to choose your preferred style.
- (optional) To further customize the visual aspect of your timeline, explore the options available in the **Properties** panel.
- (optional) Undo your changes and return the entire timeline to the initial style by choosing **Effects | Reset Style**.

Inserting branches

As well as using the Timeline Outline, you can enter events (branches) directly on the timeline itself:

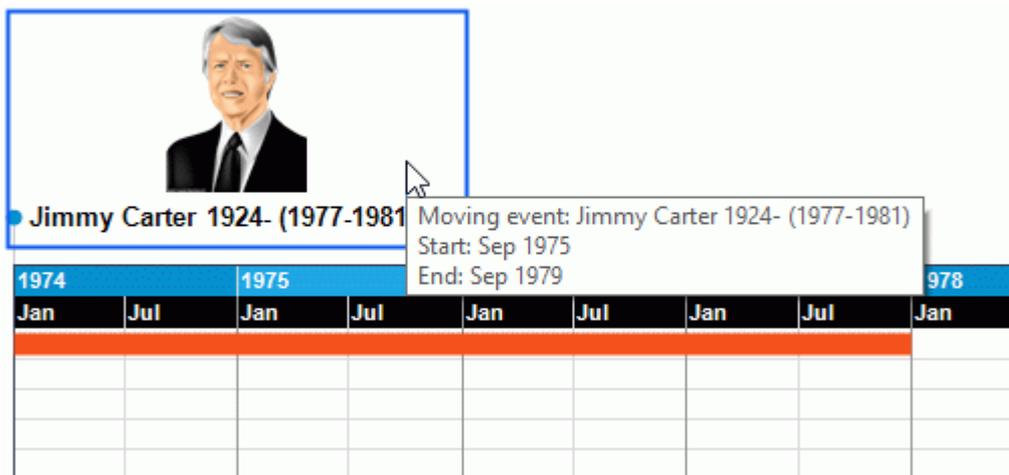
- Double-click the workspace.
- Fill in the relevant details in the **Insert Event** dialog and click OK.

The branch is now inserted at the correct place in the timeline.

Clicking *Next* instead of *OK* keeps the dialog open, ready for you to insert more branches.

Moving branches

MindView also lets you move branches on the timeline by dragging them to a different start time. Note that if an end time had been specified for the branch, this end time is also moved so that the duration remains the same.



For more precise positioning, double-click the relevant *Start Time* or *End Time* cell in the *Timeline Outline* (or press **F12** or **Ctrl + F12** respectively) to open the time picker.

Adding objects and elements

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"](#), ["Creating hyperlinks"](#) and ["Creating branch connections"](#).

Viewing the Timeline

Viewing the events

- To display the start and end times of the timeline events underneath their label, choose **View | Show/Hide | Branch Data**  (or right-click the workspace and choose **Show/Hide**) and check **Start/End time** in the sub-menu.



You can then hide or show the time information on individual branches with the **Branch Data** icon of the **Format** tab (or the **Show/Hide** option in the branch local menu).

- If you have entered both a start time and an end time for a particular event, you can show the duration of this event as a bar below the time axis by clicking **View | Show Duration Bars** in the **Timeline Tools** tab.
- You can view pop-up comments and attached objects by clicking the comment icon  or paperclip icon  just as in the other views.
- You can use the **Bookmarks**  feature to set bookmarks on your timeline in order to locate events quickly again. See "[Viewing a mind map](#)" for more information.
- You can use the **Smart Nav** toolbar to quickly navigate your timeline using four handy tools. See "[Viewing a mind map](#)" for more information.
- The **Numbering Scheme** icon  of the **Timeline Tools** tab or **Home** tab lets you apply sequential numbers to the branches of the Timeline according to their order in the **Timeline Outline**. When your timeline has several levels of branches, it will help you identify which main branch the different sub-branches belong to.
- As in the other views, you can also use the **Apply Branch Focus** icon  of the **View** tab to restrict the display to a particular branch. Click the **Clear Branch Focus** icon  to view the entire timeline again.



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.

For more information about this procedure, see the topic "[Focusing on a branch](#)" of the "Further tasks" section.

- Finally, the **Filter** icon  of the **View** tab lets you hide all the timeline branches that do not meet the filter criteria you have defined. You can also use the **Conditional Formatting** feature  to highlight tasks that meet the filter criteria but still keep the rest of the tasks visible. For more information about this procedure, see the topics "[Filtering a mind map](#)" and "[Using conditional formatting](#)" of the "Further tasks" section.

Zooming in and out

You can change the level of magnification of your entire timeline as follows:

- Click the **Zoom In** icon  of the **Zoom** slider shown in the bottom right of the workspace (or press **Ctrl + "+"**) to increase the level of magnification of your timeline. When you zoom in, everything gets bigger, including the text, the boxes and the pictures included on your timeline.
- Click the **Zoom Out** icon  (or press **Ctrl + "-"**) to decrease it. When you zoom out everything gets smaller.
- Choose **View | Zoom | Fit All**  or press **F4** to see the entire timeline.

You can also view your timeline in full screen mode, to give it as much screen space as possible:

- Choose **View | Zoom | Full Screen**  or press **F9**.
- To return to normal viewing mode, choose **Close Full Screen** in the floating **Full Screen** toolbar, press **Esc** or press **F9** again.

See "[Zooming in and out](#)" for more information on zooming.

Expanding and compressing

You can also increase or decrease the level of detail on the time axis as follows:

- To increase the scale on the time axis, click **View | Expand** in the Timeline Tools tab.
- To decrease the scale, click **View | Compress**.

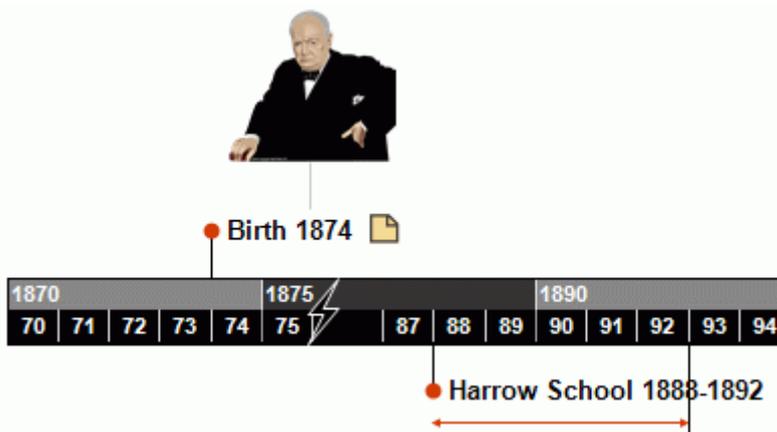
Expanding the scale makes the timeline less crowded as a given period of time occupies more horizontal space. As a result, you may start seeing more detail on the time axis. For instance, instead of having ticks every 5 years, you might now have a tick for every year. As you continue expanding the scale, 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 also replace empty space on the time axis with one or more break marks by clicking **View | Show Time Breaks** in the Timeline Tools tab.

This optimizes the use of the horizontal space when events are not evenly distributed along the timeline.



- To remove these time breaks, just click the icon again.

Printing the Timeline

You can print your timeline in the same way as in the Map views.

MindView enables you to spread your printout on several pages, which is very useful in the case of timelines. Increasing the horizontal page spread number, for instance, will allow you to create a legible printout of your entire timeline, spread over several pages.

For a full description of the printing options, see "[Printing a mind map](#)".

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.

It is particularly useful when building a task list, as you can view all the task properties in one glance and edit them quickly by clicking the relevant cell.

Accessing the Outline view

You can access the Outline view in different ways:

- To create a new outline from scratch, click the **File** tab and choose **New | Outline**.

To display an existing map in outline form in the Outline view, you can either:

- Choose **Home | View | Outline** or **View | View | Outline** in the main menu, or
- Right-click the workspace and choose **View Map as Outline** in the local menu, or
- Press **Ctrl + Shift + 5**.

Branch Name	Duration	Start	End	Priority	Completion	Resources	Work	Cost
Agenda	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Opening remarks	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Welcome	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Purpose and goal of meeting	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Minutes from last meeting	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Update on issues	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
1st issue	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Status	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Next steps	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Owner	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
2nd issue	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Discussion	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Budget	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Timeframe	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Closing remarks	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Next meeting	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00

Going to the Outline view from another view 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 Outline view.

Elements of the Outline view

The Outline view shown above is made up of several columns. Some of these only appear if one or more of the outline entries contains the corresponding element:

- (Documents stored on MindView Drive only) A **lock** icon  in the first column indicates that the branch has been locked, restricting access for one or more users. Move the pointer over the icon to see who has access to the branch. For more information on the branch locking feature and online collaboration, see "[Collaborating on a MindView Drive document](#)".
- A **bookmark** icon  in the next column indicates that the branch has been singled out using the Bookmark feature so that you can locate it quickly again within your map. For more information about this feature, see "[Viewing a mind map](#)".
- A **picture** icon  in the next 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 the picture in the image viewer associated with its file extension on your computer.
- 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 next column indicates that the corresponding branch contains 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 click the required object to open it in the associated viewer.

- If you have inserted one or more **icons** on the corresponding branch, these are shown in the last column before the branch label.
- By default, the columns on the right of the view show the **Start** and **End** dates you can associate with the branch to describe a task, as well as its **Priority**, **Completion** level and **Resources**. See "[Inserting task data](#)" for details about these fields.
- If you are working on a project plan, a **Duration** column also appears, as well as columns labeled **Work** and **Cost**. See "[Using the Gantt view](#)" for more information about project plans.
- If you are working on a timeline, the columns on the right of the view show the **Start Time** and **End Time** associated with each timeline event. See "[Inserting timeline data](#)" for details about these fields.

You can hide and show the columns of the Outline view as you wish:

- Click the **Outline Tools** tab.
- Choose **View | Columns**.
- Select or deselect the column headers as required.



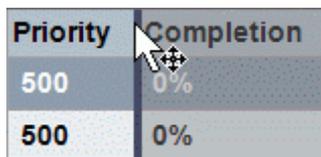
You can also right-click the header at the top of the Outline view and select/deselect the column headers as required.

Using the Outline

Changing the order of the columns

MindView lets you change the order of the columns by simply dragging and dropping them as needed.

- Click the header of the column you want to move, and hold down the left mouse button.
The mouse pointer changes shape  to indicate that the column can be moved.
- While keeping the left mouse button down, drag the column left or right to the required location.



Priority	Completion
500	0%
500	0%

A vertical black bar indicates where the column will be inserted when you let go of the mouse button.

Choosing a color scheme

MindView lets you apply different color schemes to your outline:

- To choose a different color scheme, click the **Design** tab and check the effect produced by the different options of the Color Scheme gallery before clicking your preferred option.

Inserting a branch

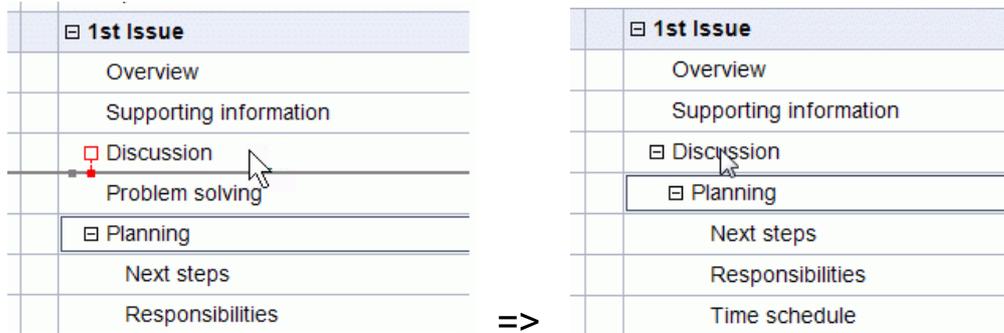
You can **add** and **delete** main branches, pre-branches and sub-branches in the Outline view in just the same way as in the Map views.

Moving a branch

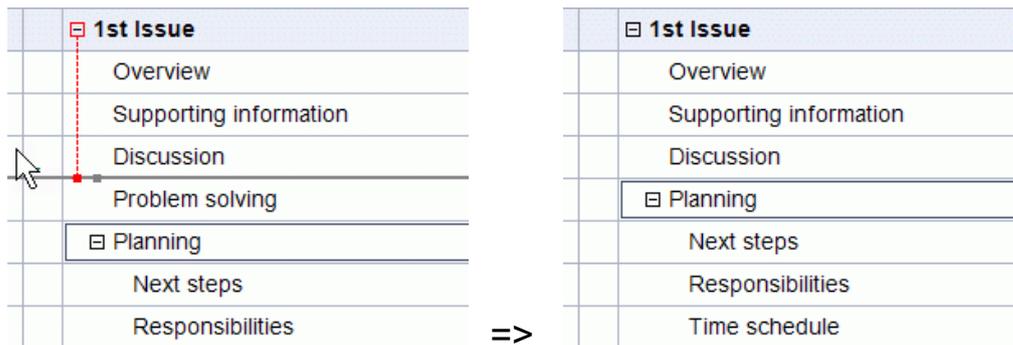
You can move an entire branch, including any sub-branches and objects attached to it, to a different branch of your outline. As you work on organizing your ideas, you can for instance decide to convert a sub-topic to a main topic by moving the corresponding sub-branch to the root, or allocate a sub-topic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

- Select the branch you want to move to a different location by clicking it with the left mouse button.
 - While keeping the left mouse button down, drag the branch to the required location. The mouse pointer changes to a different shape to show you where the branch will be inserted when you let go of the mouse button.
- In the example below, dropping the "Planning" branch at the position shown in red by the

Move icon  will make it a sub-branch of the "Discussion" branch.



Dragging the "Planning" branch to the left until the Move icon reaches the left dot will keep it at the same hierarchical level (i.e. as sub-branch of "1st Issue") and insert it between "Discussion" and "Problem solving".



- You can also choose the **Indent** icon  of the Outline Tools tab (or press the keys **Alt + Shift + right arrow**) to move the selected branch or branches to the next level down in the hierarchy, so that they become sub-branches of the preceding branch in the Outline.
- Conversely, you can choose the **Outdent** icon  (or press the keys **Alt + Shift + left arrow**) to move the selected branch or branches to the next level up in the hierarchy.
- Finally, you can choose the **Move Up**  and **Move Down**  icons (or press the keys **Ctrl + Up** or **Ctrl + Down**) to move the selected branch up or down within the same level.

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, as described in "[Moving a branch](#)". 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 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 the **Shift** key and select the last branch in the range.
- To select several isolated branches, select the first branch, press and hold down the **Ctrl** key and select the other branches one by one.

Adding objects and elements

You can add branch pictures, icons, text notes, audio notes and pop-up comments on a branch in the same way as in the Map views. For more information on these procedures, see the topics "[Inserting pictures](#)", "[Inserting icons](#)", "[Inserting text notes](#)" and "[Inserting comments](#)" in the "Basic tasks" section.

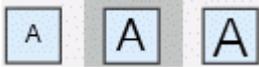
You can also attach objects such as text files, video files, sound files, hyperlinks and so on just as in the Map views. For more information, see "[Attaching objects](#)" and "[Creating hyperlinks](#)".

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

- You cannot add or view floating pictures.
- You cannot add or view floating comments.
- 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.

Viewing the Outline

- You can choose the text size to be used in the Outline view by clicking one of the **Text Size** icons of the Outline Tools tab.



- You can show or hide the text notes associated with each branch in the outline itself by choosing **View | Show Text Notes** in the Outline Tools tab. Longer text notes can be scrolled up and down by clicking the small icons  shown at the bottom of the note.
- You can **expand** or **collapse** a particular branch or set of branches by clicking the small plus  and minus  signs on the left of the branch label or by pressing the keys **Ctrl + right** arrow to expand and **Ctrl + left** arrow to collapse.
- The **Numbering Scheme** icon  of the Outline Tools tab or Home tab lets you apply sequential numbers to the branches of the outline and choose between various numbering styles.
- As in all the other views, the **Detail Level** icons  of the View tab 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 **Show All Levels** icon .

 You can also press **Ctrl + 1** to display just one level of branches, **Ctrl + 2** to show two levels etc. **Ctrl + 5** shows all levels.

- As in the other views, you can use the **Apply Branch Focus** icon  of the View tab to restrict the display to a particular branch. Click the **Clear Branch Focus** icon  to view the entire outline again.

For more information about this procedure, see the topic "[Focusing on a branch](#)" of the "Further tasks" section.

- Finally, the **Filter** icon  of the View tab lets you hide all the branches of the outline that do not meet the filter criteria you have defined. You can also use the **Conditional Formatting** feature  to highlight tasks that meet the filter criteria but still keep the rest of the tasks visible.

For more information about this procedure, see the topics "[Filtering a mind map](#)" and "[Using conditional formatting](#)" of the "Further tasks" section.

Printing the Outline

You can print your outline in the same way as in the Map views.

For a full description of the printing options available, see "[Printing a mind map](#)".

Gantt view



The MindView Gantt view is dedicated to the creation, editing and management of project plans according to the rules of project management.

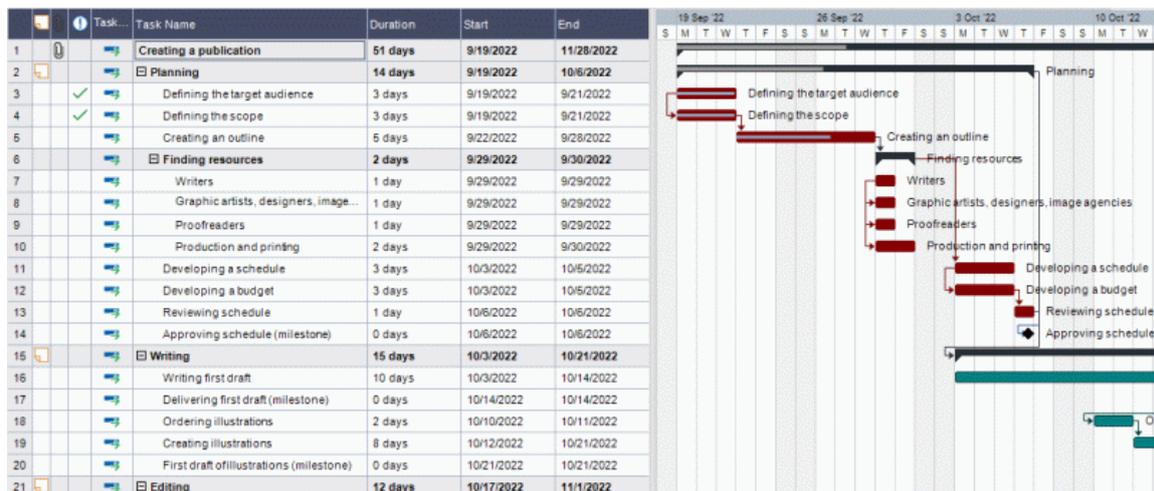
A project plan is a series of interdependent tasks that need to be performed in a particular order. When moving into a new office for instance, you cannot start redesigning the office space before the lease agreement has been signed. Project plans have a specific start date, corresponding to the start of the first task (for instance defining the requirements for the new office), and a specific end date, corresponding to the end of the last task (for instance moving in).

Any change in the timing of a task affects all the tasks that depend on it. If a task runs ahead of schedule, MindView automatically recalculates the dates of all the tasks that depend on it in order to take advantage of the time gained. Conversely, if a task is delayed, all the tasks that depend on it are automatically rescheduled, which may or may not impact the overall end date of the project.

In project management, the Gantt chart is the most common and popular way of visualizing a project plan. It shows the tasks as horizontal bars, arranged against a background calendar display. MindView's Gantt view displays the branches of a mind map in this way, each main branch or sub-branch representing a project task.



The date formats you see in MindView will depend on your computer's settings. In this documentation we use the most common international format, putting the day first, for example 1-Sept-2020, or 01/09/20.



By using the Gantt view you can build and manage complete project plans in this standard, well-defined format. You can easily add or remove tasks, set or adjust the duration of tasks (length of bars), link tasks (for example to make one task follow immediately after another), and add constraints (for example to specify that a task must end no later than a given date).

To help you get started, MindView includes various ready-made project plans for common business activities (organizing a tradeshow, producing a publication, launching a product and so on). You can use these for training purposes, or as a basis for your own project plans.

- To access one of these templates, click the **File** tab, choose **New | New from Template**, and browse through the Business category.

To find out how to set up and build a project plan, see "[Setting up a project plan](#)".

Accessing the Gantt view

You can access the Gantt view in different ways:

- To create a new Gantt project plan from scratch, click the **File** tab and choose **New | Gantt**.

To display an existing document in the Gantt view, you can either:

- Choose **Home | View | Gantt** or **View | View | Gantt** in the main menu, or
- Right-click the workspace and choose **View Map as Gantt** in the local menu, or
- Press **Ctrl + Shift + 6**.

 **Going to the Gantt view automatically converts the document type to Project Management if this is not the case already. The main consequences of this are:**

- All parent branches become summary tasks: their start dates, end dates and durations are calculated automatically from their sub-tasks and cannot be edited manually any longer. Any existing time information associated with parent branches is lost.
- Tasks are only scheduled during working time, as defined by the project calendars.

For more information, see "[Understanding document types](#)".

Project plans have other important rules regarding links and constraints that are all described in the following topics. When you are working on a project plan, these project management rules apply even if you switch temporarily to another view than the Gantt view, for instance to brainstorm your plan in one of the Mind Mapping views, or to view it as a timeline in the Timeline view. This means that any change you make to the project plan tasks while in one of these other views will obey project management rules.

Elements of the Gantt view

As all the other views, the Gantt view is made up of several components:

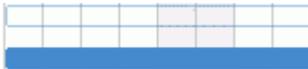
- **The Gantt Outline**

This area, shown on the left of the Gantt view, presents all your project tasks as a hierarchical list which you can expand and collapse as required.

The tasks are listed in creation order, which means that if you created them in a different view such as the Mind Map view, they will be listed in the Gantt Outline in the same order as in the Mind Map view (going clockwise from the top right), rather than in chronological order.

- **The Gantt Chart**

The Gantt chart, shown on the right of the view, represents each project task graphically as a bar stretching from its start date to its end date. Week-ends and other non-working days are denoted by a hash pattern. Task relationships are represented by links joining the related tasks. The task bars of inactive tasks are transparent, making it easy to distinguish them from active tasks (with solid-color task bars).



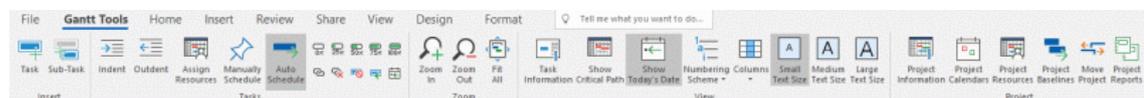
- **The Task/Timeline Panel**

This panel is displayed on the right of the workspace. It gives you an alternative way of specifying task data such as duration, priority, completion level or resources.

The Task/Timeline panel is described in detail in the topic "[Inserting task data](#)".

 If it is not visible, click the **Task/Timeline** tab on the right of the workspace or choose **View | Show/Hide | Panels | Task/Timeline**.

- **The Gantt Tools Tab**



This toolbar appears as soon as you switch to the Gantt view. Its icons allow you to perform various actions on your project tasks, as described in the next few topics.

Using the Gantt Outline

The Gantt Outline is made up of several columns. Some of these only appear if one or more of the project tasks contains the corresponding element:

- The first column is the **Entry** column. It shows the unique entry number automatically allocated to each task. The entry numbers do not necessarily represent the order in which the tasks will be performed.
- (Documents stored on MindView Drive only) A **lock** icon  in the next column indicates that the branch has been locked, restricting access for one or more users. Move the pointer over the icon to see who has access to the branch. For more information on the branch locking feature and online collaboration, see "[Collaborating on a MindView Drive document](#)".

- A **bookmark** icon  in the next column indicates that the branch has been singled out using the Bookmark feature so that you can locate it quickly again within your map. For more information about this feature, see "[Viewing a mind map](#)".
- A **picture** icon  in the next 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 the picture in the image viewer associated with its file extension on your computer.
- A **yellow comment** icon  in the next column indicates that the corresponding task contains a pop-up comment. Just move the pointer over the icon to open the comment window.
- A **paperclip** icon  in the next column indicates that the corresponding task contains attached objects (text notes, text files, video files and so on) or that it is linked to another task 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 click the required object to open it in the associated viewer.
- If you have inserted one or more **icons** on the corresponding branch, these are shown in the next column.

The Gantt Outline also contains columns that are specific to project management:

- **Indicators:** If you have applied a constraint to a task, for example to specify that it must end no later than a given date, a constraint icon  is displayed in the column immediately before the Task Mode column. Constraints are described in detail in "[Using Constraints](#)".

If you have made a task inactive to prevent it from affecting the scheduling of the project, the  is displayed in this column. For more information about inactive tasks, see "[Making a task inactive](#)" in the topic "[Enhancing a project plan](#)".

- **Task Mode:** This column shows whether a task is scheduled automatically  or manually . You can switch task mode for a task by clicking the icon in this column and selecting a different mode on the drop-down list.

 This topic assumes that the tasks of your project are scheduled automatically. For information about manual task scheduling, see "[Using scheduling task modes](#)".

- **Task Name:** The name of each task. Tasks that contain one or more sub-tasks are shown in bold. These tasks (which correspond to parent branches in the Mind Map view) are called "summary tasks". Ordinary tasks (corresponding to branches without sub-branches in the Mind Map view) are shown in normal typeface and indented according to their level. See the paragraph "[Grouping tasks](#)" in "[Entering and editing tasks](#)". The names of inactive tasks are crossed out (for example, ~~Idea~~).
- **Duration:** The amount of working time the task will take. Time units are indicated by letters: mins (minutes), hrs (hours), days, wks (weeks), mths (months). The letter **e** before the time unit indicates elapsed time, in which case the task will last exactly the time specified, regardless of what the project calendar defines as working and non-working time. A question mark means that the figure is still an estimate. By default, MindView assigns a duration of one day to new tasks or tasks without specified duration. For more information about calendars, see "[Defining calendars](#)".

The task bar of a summary task is automatically set to extend from the beginning of the earliest of its sub-tasks to the end of the last of its sub-tasks. You cannot change the duration of a summary task.

 When expressed in days, weeks or months, the number shown in the Duration column (for instance "2 days") is linked to the default number of working hours per day, week or month set in the Project Calendars Settings dialog (choose **Gantt Tools | Project | Project Calendars**).

For more information about durations, see "[Entering a task duration](#)" in the topic "[Entering and editing tasks](#)".

- **Start:** The current start date of the task. By default, MindView schedules new tasks to start on the project start date, as defined in the Project Information dialog (choose **Gantt Tools | Project | Project Information**).

Although you can set start dates explicitly, it is best to let MindView set them automatically according to the dependencies between the various tasks. See "[Specifying start and end dates](#)" in the topic "[Entering and editing tasks](#)" for more information.

The start date of a summary task is automatically set to be the start date of the earliest of its sub-tasks.

- **End:** The current end date of the task. MindView calculates the end date for a task from its start date and its duration, paying attention to the working and non-working time specified by the project calendar. Unless the duration is specified as "elapsed", MindView only schedules tasks during working time. For more information about calendars, see "[Defining calendars](#)".

Although you can set end dates explicitly, it is best to let MindView set them automatically according to the dependencies between the various tasks.

The end date of a summary task is automatically set to be the end date of the last of its sub-tasks.

- **Predecessors:** If a task is linked to one or more earlier (predecessor) tasks, this column shows the entry numbers of those earlier tasks. Task entry numbers are shown in the first column. See "[Using links](#)" for more information on task dependencies.
- **Completion:** The completion level of the task.
- **Priority:** The priority level of the task.
- **Resources:** If you have assigned resources to a task, they are listed in this column. See "[Assigning resources](#)".
- **Work:** If you have assigned resources to a task, this column shows the overall work value for the task. See "[Assigning resources](#)".
- **Cost:** If you have assigned resources to a task and associated a cost with these resources, this column shows the overall cost of the resources that have been allocated to the task. See "[Assigning resources](#)".

You can hide and show the columns of the Gantt Outline as you wish:

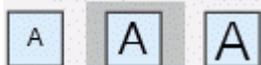
- Click the **Gantt Tools** tab.
- Choose **View | Columns**.
- Select or deselect the column headers as required.



You can also right-click the header at the top of the Gantt Outline view and select/deselect the column headers as required.

The Gantt Outline works exactly as the main Outline view. When working in the Gantt Outline, you can for instance:

- Add, delete, move, cut, copy and paste tasks in exactly the same way as in the main Outline view.
- Add branch pictures, icons, text notes, audio notes and pop-up comments to any of your branches.
- Attach objects such as text files, video files, sound files, hyperlinks and so on.
- Choose the text size to be used by clicking one of the **Text Size** icons of the Gantt Tools tab.



- Use the **Numbering Scheme** icon  of the Gantt Tools tab or Home tab to apply sequential numbers to the tasks and choose between various numbering styles.
- Use the **Detail Level** icons  of the View tab to determine how many levels of tasks should be visible.
- Use the **Apply Branch Focus** icon  of the View tab to restrict the display to a particular task and click the **Clear Branch Focus** icon  to view the entire project plan again.

- Use the **Filter** icon  of the View tab to hide all the tasks that do not meet the filter criteria you have defined. You can also use the **Conditional Formatting** feature  to highlight tasks that meet the filter criteria but still keep the rest of the tasks visible.

For details on how to perform these operations, see "[Using the Outline view](#)".

Viewing the Gantt Chart

You can manipulate the timescale shown at the top of the Gantt chart to view your tasks with more or less detail as follows:

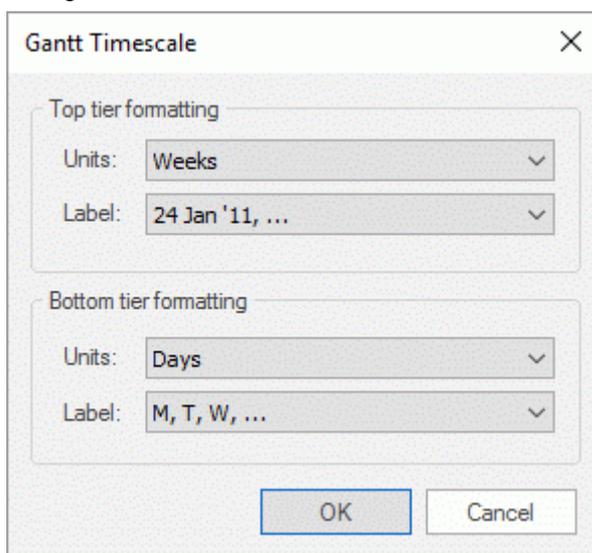
- Click the **Zoom In** icon  of the Gantt Tools tab (or press **Ctrl + "+"**) to view your schedule in more detail, going for instance from a Months/Weeks combination to a Days/Hours combination.
- Click the **Zoom Out** icon  (or press **Ctrl + "-"**) to show larger increments of time, going for instance from a Months/Weeks combination to a Years/Quarters combination.
- Choose **Fit All**  or press **F4** to let MindView choose the level of detail that allows the entire project plan to fit on the chart.

You can also view your chart in full screen mode, to give it as much screen space as possible:

- Choose **View | Zoom | Full Screen**  or press **F9**.
- To return to normal viewing mode, choose **Close Full Screen** in the floating Full Screen toolbar, press **Esc** or press **F9** again.

You can also choose from a wider variety of combinations of calendar headings as follows:

- Double-click the headings (tiers) at the top of the calendar display to open the **Gantt Timescale** dialog.



- Choose a unit and a label for the **top tier** (the top heading).
- Choose a unit and a label for the **bottom tier** (the bottom heading).

Note that the choices offered for the bottom tier depend on your choice of top tier.

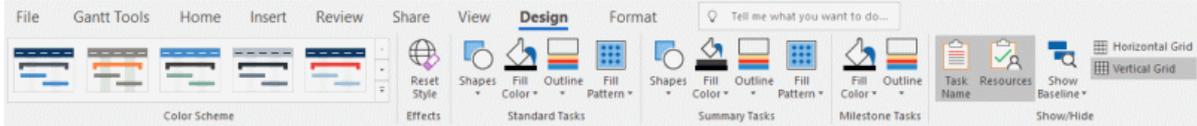
If the task you want to view falls outside the time range shown on the Gantt chart, you can reveal that part of the project plan to view the relevant task bar as follows:

- Select the task in the Gantt Outline and click the **Go to Selected Task** icon  on the Gantt Tools tab.

 To view the Gantt chart from the current date onwards, click the **Go to Today's Date** icon  on the Gantt Tools tab.

Customizing the Gantt Chart

MindView lets you define the visual aspect of your overall Gantt, as well as customize the display of individual task bars.



Customizing the overall display

- To choose a different color scheme for the entire chart, click the **Design** tab and check the effect produced by the different options of the Color Scheme gallery before clicking your preferred option.
- (optional) Undo your changes and return the entire chart to the initial style by choosing **Effects | Reset Style**.

The Design tab also lets you apply other global effects to the Gantt chart:

- To display the task name and/or the resources names after the task bars, check **Show/Hide | Task Name** and/or **Show/Hide | Resources**.
- The **Horizontal Grid** and **Vertical Grid** option let you switch the horizontal and vertical grid lines of the Gantt chart on and off.
- To display a vertical line identifying the current date on the Gantt chart, click **View | Show Today's Date** on the **Gantt Tools** tab.



You can change the color of this line in the Properties dialog. See "[View properties: General tab](#)" for more information.

- Finally, you can also change the color used to identify the tasks lying on the critical path (**View | Show Critical Path** in the **Gantt Tools** tab) as well as the height of task bars, summary bars and milestone bars in that same Properties dialog.

Customizing the task bars

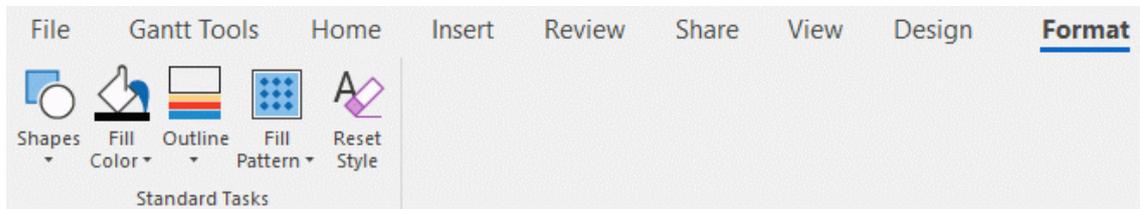
The Design tab also lets you modify the **shape**, **fill color**, **outline color** and **fill pattern** of both summary task bars and standard task bars in one operation:

- Click the **Design** tab at the right of the ribbon.
- Browse through the options shown in the Standard Tasks and Summary Tasks panels to choose your preferred style.

If you need to distinguish some tasks from others, you can also customize them individually:

- Select the task(s) to customize.
- Click the **Format** tab and choose the relevant options.

If necessary, you can undo your changes and return the task bar to the original style defined in the Design tab by choosing **Reset Style**.



If you have chosen to display the task name and/or the resource names after the task bars, you can set different colors for these labels by using the Properties dialog.

For other ways of customizing the representation of your project plan on the Gantt chart, see "[Enhancing a project plan](#)".

Setting up a project plan

These are the typical steps you should follow when setting up, building, managing and revising a project plan.

- (optional) Start by brainstorming all the tasks that make up your project plan in one of the standard Mind Mapping views (Mind Map, Top Down or Left/Right), using the Task/Timeline panel to enter preliminary task data.
- Define the project settings, such as its start date, end date and scheduling mode. For more information, see "[Defining the global project settings](#)".
- (optional) Define the project calendar. You may be able to bypass this step if you have already set up appropriate calendar defaults. See "[Defining calendars](#)" for more information.
- (optional) Create the global resources list. Although MindView lets you define the resources as you need them, it is usually quicker to start by setting up a global resources list from which you can then select resources to assign to the various project tasks. See "[Assigning resources](#)" for details.
- Enter or edit task names and durations. See "[Entering and editing tasks](#)".
- Assign resources to tasks. See "[Assigning resources](#)".
- Create links to specify the dependencies between the project tasks. See "[Using links](#)".
- Set constraints on the tasks as necessary. See "[Using constraints](#)".
- Make final adjustments to the project plan, and save a baseline for future use. See "[Enhancing a project plan](#)".
- Once the project has actually started, inspect it at regular intervals to detect potential problems or scheduling conflicts and make any corrections required. See "[Reviewing a project plan](#)".
- (optional) If you need to expand your project plan further, you can easily export it to Microsoft Project to take advantage of the advanced project management capabilities of this application. For more information, see "[Exporting to Microsoft Project](#)".
- You can also create various HTML reports from your project plan, export it to Microsoft Outlook as a series of tasks or export it in XML format. For more information, see "[Creating project reports](#)" and "[Exporting a project plan](#)".

Defining the global project settings



Before doing detailed scheduling work on the tasks of your project plan, it is worth considering its global settings, such as its start date and scheduling mode.

- To view these settings, choose **Project | Project Information** on the **Gantt Tools** tab.

The screenshot shows a dialog box titled "Project Information". It has a title bar with a question mark and a close button. The dialog contains three fields: "Schedule from:" with a dropdown menu set to "Project Start Date"; "Start date:" with a text box containing "9/19/2022" and a calendar icon; and "End date:" with a text box containing "11/28/2022" and a calendar icon. At the bottom are "OK" and "Cancel" buttons.

This dialog contains general project information which is important in determining how the project tasks are scheduled.

Schedule from: Defines the scheduling mode for your project. The most common way of setting up a project is to schedule it from its start date. In this mode the default is for tasks to start as soon as possible, which means that the whole project finishes at the earliest possible date. When you plan backwards from the project end date, tasks are scheduled to start as late as possible so that the whole project finishes on the specified end date. Planning from the end date is not recommended as it does not allow any slack time between tasks. Even when you have a specific deadline for your project, planning from the start date is the most flexible approach as it ensures that each task is completed at the earliest possible date, leaving as much slack time as possible to deal with unplanned problems or delays.

Start date: Specifies the first day of the first task. By default, this field is set to today's date. If your project is due to start sometime in the future or if you are planning a project that has in fact already started, indicate the start date of the project in this field.

By default, all the tasks you create will be scheduled to start on the project start date, unless you assign specific timings to them or link them to other tasks.

If you are scheduling from the start date, MindView calculates the project end date automatically, based on the duration of the project tasks, their relationships, and the project calendar.

End date: Specifies the last day of the last task. If you are scheduling from the end date, MindView calculates the start date automatically, also by taking into consideration the duration of the project tasks, their relationships, and the project calendar.

Defining calendars



Calendars and calendar settings provide the basic information about working and non-working time that MindView uses to schedule the tasks of a project plan. MindView does not allow work to happen on non-working days or at non-working times.

There are three types of calendar:

- The **default calendar**

The default calendar provides the initial settings for any new MindView project you create. By editing these defaults to values reflecting your company's normal working days and times, you can minimize the changes needed when you create a new project plan.

- The **project calendar**

Each project plan has its own project calendar. The settings it contains affect the way MindView schedules the project tasks. To start with, when you create a new file, the project calendar is identical to the default calendar.

The project calendar is saved with the rest of the project properties whenever you save the file.

- The **resource calendars**

These control the working and non-working time of the resources working on the project. Each resource has its own calendar. By default, they are identical to the project calendar.

Any changes you make to the project calendar are automatically transferred to all the resource calendars. However, specific changes you might have made to the working time of a particular resource are preserved.

For more about resources and resource availability, see "[Assigning resources](#)".



Resource calendars are not taken into consideration by manually scheduled tasks. For more information about manual task scheduling, see "[Using scheduling task modes](#)".

Editing the default and project calendars

You can edit either calendar together with the relevant settings:

- To edit the **default calendar**, click the **File** tab, choose **Options** and open the **Calendar** panel. Changes you make here only affect the initial settings for new files; they do not affect existing files.
- To edit the **project calendar**, choose **Project | Project Calendars** on the **Gantt Tools** tab. Changes you make here only affect the current file.

The two dialogs are almost identical: all the options are described below, but only the project calendar dialogs are illustrated.

Defining the calendar settings

A screenshot of the 'Project Calendars Settings' dialog box. The title bar says 'Project Calendars Settings' with a question mark and a close button. The main area is titled 'Calendar options for "Development process.mvdx"'. It contains three rows of settings: 'Hours per day:' with a spinner box set to '8,00'; 'Hours per week:' with a spinner box set to '40,00'; and 'Days per month:' with a spinner box set to '20'. Below these is a button labeled 'Project Calendars...'. At the bottom are 'OK' and 'Cancel' buttons.

Setting	Value
Hours per day:	8,00
Hours per week:	40,00
Days per month:	20

Hours per day: Defines the number of working hours in a standard working day, for example 8. You can enter the value as a decimal number (e.g. enter 7.5 to specify 7 hours and 30 minutes). MindView uses this value to calculate task durations that are specified in days.

Advanced notes: This setting and the next two settings determine the amount of working time that MindView allocates to a task when you specify a duration in days, weeks or months.

When you enter durations, MindView always converts them to minutes and that is the number it stores behind the scenes. MindView uses standard values to convert hours to minutes: one hour equals 60 minutes. However, when you specify a duration in days, weeks or months (provided you have not specified "e" for elapsed) MindView uses the number of working hours per day, week or month defined here to calculate the corresponding number of minutes to store.

From the working days and working times allowed by the project calendar it then works out the number of days required for the task and calculate its end date. For this reason, it is a good idea to make sure that the values you choose here match the working time allowed by the calendar as closely as possible, as it will make the entries in the Duration column of the Gantt Outline match the lengths of the task bars more closely.

Redefining these settings after having entered tasks does not alter their real durations (since they are stored in minutes) or the lengths of the task bars (since the amount of work has not changed), but the numbers for days, weeks and months in the Duration column will change.

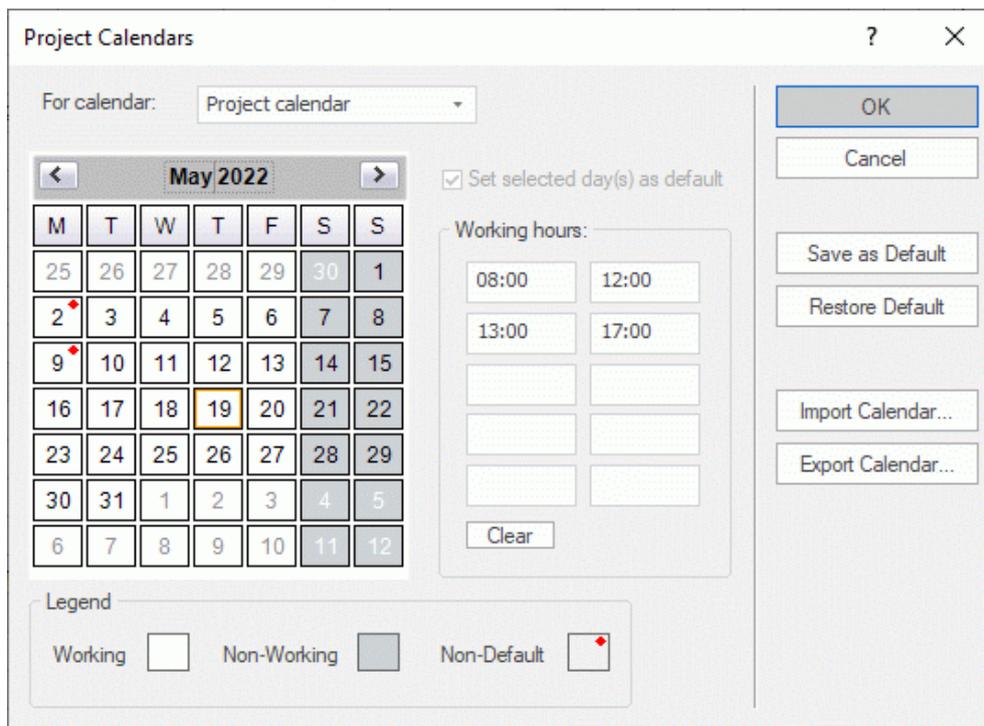
For more information about durations, start dates and end dates, see "[Entering and editing tasks](#)".

Hours per week: Defines the number of working hours in a standard working week, for example 40. You can enter the value as a decimal number. MindView uses this value to calculate task durations that are specified in weeks.

Days per month: Defines the number of working days in a standard working month, for example 20. Enter a whole number value. MindView uses this value to calculate task durations that are specified in months.

Modifying the calendars

- Click **Project Calendars** in the Project Calendars Settings dialog to access the calendar itself (or **Default Calendar** in the **Calendar** panel of the **MindView Options** if you are viewing the default calendar settings).



Working days are shown in white and non-working days are shown in grey.

- In the project calendar, a red dot on a particular day indicate that the working hours for that day are different from those set in the default calendar.
- In the default calendar, a red dot indicates that you have made a change to the working hours of that day since opening the dialog. These red dots disappear as soon as you save the default calendar.

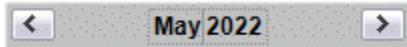
Note that the distribution of red dots in your project calendars may change if you edit the default calendar. This does not mean that your project plans have changed, only that the differences between the default and project calendars have changed.

- To see the working hours for a particular day, select the day by clicking it.

The working hours appear in the boxes on the right of the calendar grid.

Displaying a particular day

If the day you want to examine is not currently visible on the calendar grid, you can browse to it in several ways by using the calendar header:



- Click the arrows placed on each side of the header until the correct month and year appear.
- Click the year on the header and use the up and down arrows to reach the correct year.
- Click the month name on the header and choose the correct month in the drop-down list.

Selecting one or more days

To change the working times defined by the calendar, start by selecting the day or days to be modified:

- To select one day only, just click it.
- To select several contiguous days, select the first day and drag the mouse until the last day in the range. You can also select the first day, press the Shift key and click the last day in the range.
- To select several non-contiguous days, select the first day and press the Ctrl key while selecting all the other days.
- To select all Fridays (for example), click F in the column header. This selection applies to the whole duration of the project, not just the displayed month. You can select several columns by Shift- or Ctrl-clicking them.

Editing one or more days

- Select one or more days as described above.

If you select several days with different working hours, the boxes on the right show the working hours of the earliest day in the range.

You can now make changes:

- To change the working hours, enter new values in the boxes on the right.
- To make the day(s) non-working, click Clear to delete the time entries from the boxes.
- To reset the working times to the default calendar values, select "Set selected days as default".

Saving and restoring defaults

- To save the current project calendar as the new default calendar, open the **Project Calendars** dialog and click **Save as Default**. Your existing default calendar will be overwritten.
- To return all project calendar settings to those of the default calendar, open the **Project Calendars** dialog and click **Restore Default**.

You can return the default calendar to the original MindView settings as follows:

- Open the **Default Calendar** dialog (click the **File** tab, choose **Options** and open the **Calendar** panel).
- Click **Import Calendar**.
- Browse to:
C:\Program Files\MatchWare\MindView 8.0\UserData\Gantt

- Select the file **default.xml**.
Your current default calendar is overwritten with the original MindView default calendar.
- Click **Save** from the Default Calendar dialog to save the restored default calendar.

Importing and exporting calendars

You can also import calendars from other projects or export your calendars for use by colleagues.

- To import a previously saved MindView calendar, click **Import Calendar**. Existing settings will be overwritten.



You can also import the calendar of an existing Microsoft Project document by exporting that document to XML from Microsoft Project, then choosing the exported XML document in this dialog.

- To export your current calendar for use on a different project for instance, click **Export Calendar**.



When exported, the MindView calendar is saved the MindView XML format.

Editing resource calendars

- Use the drop-down list at the top of the **Project Calendars** dialog to select the calendar of the resource you want to edit.
- Make the changes required. The steps to follow to edit a resource calendar are exactly the same as for the project calendar.

For more about resources and resource availability, see "[Assigning resources](#)".

Entering and editing tasks



When working in the Gantt view, you can use the Gantt Outline to work on tasks exactly as in the main Outline view. You can for instance:

- Add, delete, move, cut, copy and paste tasks as in the main Outline view.
- Add branch pictures, icons, text notes, audio notes, and pop-up comments to any of your tasks.
- Attach objects such as text files, video files, sound files, hyperlinks and so on.
- Use the **Numbering Scheme** icon  of the Gantt Tools tab or Home tab to apply sequential numbers to the tasks and choose between various numbering styles.
- Use the **Detail Level** icons  of the View tab to determine how many levels of tasks should be visible.
- Use the **Apply Branch Focus** icon  of the View tab to restrict the display to a particular task and click the **Clear Branch Focus** icon  to view the entire project plan again.
- Use the **Filter** icon  of the View tab to hide all the tasks that do not meet the filter criteria you have defined. You can also use the **Conditional Formatting** feature  to highlight tasks that meet the filter criteria but still keep the rest of the tasks visible.

For details on how to perform these operations, see "[Using the Outline view](#)".



You can also create the tasks of your project plan in other ways:

- By importing a task list from Microsoft Outlook and converting it to a project plan.
For more information on the import procedure, see "[Importing from Microsoft Outlook](#)".
- By importing a project from Microsoft Project, either directly or via the Microsoft Project XML format.
For more information, see "[Importing from Microsoft Project](#)" and "[Importing from XML](#)".
- By copying a list of tasks from an external application such as Microsoft Excel, Microsoft Word or Microsoft Project and pasting it into the Gantt Outline.



By default, all tasks that you create in a Gantt project with MindView are given the scheduling task mode **Automatic Scheduling** and the scheduling task type **Fixed Units**. For more information about task modes and task types, see "[Using scheduling task modes](#)" and "[Using scheduling task types](#)". You can change these default settings from the MindView Options dialog; for more information, see "[Setting up your preferences](#)".

Entering a task duration

By default, automatically scheduled tasks have a duration of one day and are marked with a question mark, to indicate that the duration is only an estimate. As soon as you edit the duration, the question mark disappears.

You can modify the duration of a task in various ways:

- On the Gantt chart, position the cursor at the end of the task bar until it changes to \leftrightarrow , and drag the end of the bar to the right or left.
- In the Gantt Outline, type a number of days in the appropriate cell in the **Duration** column. You can follow the number with letter(s) to indicate time units other than days: **m** (minutes), **h** (hours), **d** (days, the default), **w** (weeks), **mo** (months). You can enter the letter **e** before the time unit (for instance "3ed") to indicate elapsed time, in which case the task will last exactly the time specified, regardless of what the project calendar defines as working and non-working time.
You can indicate that a duration is still an estimate by adding a question mark.
- Select the task and choose **View | Task Information**  on the Gantt Tools tab to open its Task Information dialog. Enter a value in the Duration field as described above.



You can also open the Task Information dialog by pressing **Shift + F2** or by double-clicking the task bar on the Gantt chart.

- Select the task and, in the **Task/Timeline** panel, enter a value in the Duration field as described above.

The duration of the task is now indicated on the Gantt chart by a bar extending from its start date to its end date.



If you are using manually scheduled tasks, you can also enter free text in the task Duration fields (for instance "a few days") or Start/End fields (for instance "tomorrow") in addition to the values and time units described above. For more information about manual task scheduling, see "[Using scheduling task modes](#)".



At this stage, although the task has a duration, it does not have any work associated with it, because you have not yet assigned any resources to it. Work represents the amount of effort the resource or resources will need to spend on the task to complete it. For more information about work, and the effect of adding resources to tasks, see "[Assigning resources](#)".

Advanced notes: When you enter durations, for example "4 hours", MindView converts them to minutes and that is the number it stores behind the scenes. MindView uses standard values to convert hours to minutes: one hour equals 60 minutes. However if you specify a duration in days, weeks or months (provided you have not specified "e" for elapsed) MindView uses the number of working hours per day, week or month set in the Project Calendars Settings dialog (choose Project | Project Calendars on the Gantt Tools tab), to calculate the corresponding number of minutes to store. See "[Defining calendars](#)" for more information about these settings.

While durations determine the amount of working time that you allocate to a task, the length of the task bar indicates how long the task will actually take. These are not necessarily the same. For example, because MindView does not schedule work on non-working days, any task bar spanning a week-end is automatically lengthened to take account of this. Similarly, if your working day is specified as having 8 hours, but the relevant section of the calendar restricts work to only 4 hours a day, a task with a duration of one day (8 hours) will actually take two days (4 hours each day) to complete.

The labels shown in the Duration column, for example "2 days", are calculated from the stored number of minutes for each task. For durations initially specified in days, weeks or months MindView uses once more the number of working hours per day, week or month set in the Project Calendars Settings dialog to convert the stored number of minutes back to days, weeks or months. Consequently, if you redefine the number of working hours in a day, week or month set in that dialog, the numbers in the Duration column will change, but the underlying number of minutes, and consequently the length of the bars, will remain the same.

Specifying start and end dates



Although you might be tempted to enter specific start and end dates for your tasks, it is not recommended unless you understand the implications of doing so. A better practice is to link tasks so that they follow on logically from one another, and let MindView calculate the dates automatically. In MindView and similar project management applications, entering an explicit start date for an automatically scheduled task is equivalent to setting a 'Start No Earlier Than' constraint. Similarly, entering a specific end date is equivalent to setting a 'Finish No Earlier Than' constraint. Although applying constraints in this way is perfectly legitimate if your tasks must indeed obey these constraints, it is best to avoid them wherever possible as they limit the flexibility of your project plan. For more information on the different types of constraints and their effects, see "[Using Constraints](#)".



If you want to be able to enter start and end dates freely on your tasks, without MindView applying constraints to them automatically, you can change the mode of these tasks from being automatically scheduled to being manually scheduled. For more information on manual task scheduling, see "[Using scheduling task modes](#)".

You can enter a specific start date in different ways:

- Move the cursor to the center of the task bar and drag the bar to the new position.

- Click the **Start** entry of the task in the Gantt Outline and type or select a date.
- Select the task. On the **Task/Timeline** panel, select a date in the Start date field.
- Select the task and choose **View | Task Information**  on the Gantt Tools tab to open its Task Information dialog. Select a date in the Start field.

 You can also open the Task Information dialog by pressing **Shift + F2** or by double-clicking the task bar on the Gantt chart.

You can enter an end date in the following ways:

- Click the **End** entry of the task in the Gantt Outline and type or select a date.
- Select the task. On the **Task/Timeline** panel, select a date in the End date field.
- Select the task and choose **View | Task Information**  on the Gantt Tools tab to open its Task Information dialog. Select a date in the End field.

 If you are using manually scheduled tasks, you can also enter free text in the task Duration fields (for instance "a few days") or Start/End fields (for instance "tomorrow"). For more information about manual task scheduling, see "[Using scheduling task modes](#)".

 When you enter a specific start or end date for an automatically scheduled task, a constraint icon  appears next to the task name in the Gantt Outline. Hovering this icon with the mouse displays a tooltip with details about the constraint.

To remove the constraint set by entering an explicit start or end date:

- Open the **Task Information** dialog and remove the check mark from the **Constraint date** field.



Specifying a fixed cost for a task

The cost of a task will often depend on the resources assigned to the task. For example, the cost may depend on the number of working hours spent, or on the amounts of raw materials such as timber or paint used to accomplish a given task. However, MindView also gives you the option of specifying a fixed cost for tasks that do not depend on resources. For example, if a subcontractor has quoted a fixed cost for work to be performed on the project, or if the cost of a task is otherwise known in advance, this amount could be entered as a fixed cost.

 For more information on assigning resources to your project, see "[Assigning resources](#)".

You can specify a fixed cost in two ways:

- Enter the fixed cost in the Fixed Cost column of the Gantt outline. The Fixed Cost column is not displayed by default; for more information on showing and hiding columns in the Gantt outline, see "[Using the Gantt view](#)".
- or
- Enter the cost in the Cost column without having any resources assigned. The cost is automatically copied to the Fixed Cost column.

Grouping tasks

You can group tasks together by creating sub-tasks under a parent task, called a **summary task**. This allows you to divide your project into logical units, each with its own collection of tasks. The start dates, end dates and durations of summary tasks are calculated automatically from their sub-tasks.

A summary task is indicated on the Gantt chart by a solid bar extending from the beginning of the first sub-task to the end of the last one.



If you add sub-tasks to a task that already has a duration assigned to it, this assigned duration is automatically replaced by the new duration obtained from the sub-tasks. Once a task becomes a summary task, it is no longer possible to specify its start date, end date or duration manually. If you change the timing of a sub-task, the summary task duration is automatically adjusted to reflect the change. If you want to be able to set the start date, end date or duration of your summary tasks freely, independently from the timing of their sub-tasks, you can change the mode of these summary tasks to be manually scheduled. For more information about manual task scheduling, see "[Using scheduling task modes](#)".

The duration of a summary task is the number of available working days between its start and its end, regardless of whether work is actually happening on any given day. The figure is calculated from the available working hours between the two dates, as specified on the project calendar, and the 'Hours per day' figure set in the Project Calendars Settings dialog. For more information about calendar settings, see "[Defining calendars](#)".

Sub-tasks are sub-branches, and you create them in the Gantt view in the same way as in any other view. The parent task is converted automatically to a summary task when you add its first sub-task.

You can convert an existing task to a sub-task or move it to a different level in the task hierarchy just as in the Outline view:

- Select the task you want to move to a different location by clicking it with the left mouse button.
- While keeping the left mouse button pressed, drag the task to the required location.

The mouse pointer changes to a different shape to show you where the task will be inserted when you let go of the mouse button.

In the example below, dropping the "3.c" task at the task position shown in red by the **Move**

icon  will make it a sub-task of the task "3.a".



Dragging the "3.c" task to the left until the Move icon reaches the left dot will keep it at the same hierarchical level (i.e. as sub-task of "3. Analyze" task) and insert it between the "3.a" and "3.b" tasks.



- You can also click the **Indent** icon  of the Gantt Tools tab (or press the keys **Alt + Shift + right arrow**) to move the selected task or tasks to the next level down in the hierarchy, so that they become sub-tasks of the preceding task in the Gantt Outline.
- Conversely, you can click the **Outdent** icon  (or press the keys **Alt + Shift + left arrow**) to move the selected task or tasks to the next level up in the hierarchy.

The root of the mind map, the first task in the Gantt Outline, is a summary task extending across the whole of the project plan. The end of this summary task bar indicates the current end date of the project.

You can expand and collapse summary tasks just as in the main Outline view. See "[Using the Outline view](#)" for details. Collapsing summary tasks is a useful way of making large project plans easier to view.

Specifying other task properties

The tasks of your project plan can have many other properties. You can for instance:

- Define the task as a milestone.
- Set a deadline on the task.
- Give the task a priority.
- Specify a percentage completion for the task.
- Hide the task bar in the Gantt chart.
- Make the task inactive.

All these operations are described in detail in "[Enhancing a project plan](#)".

Assigning resources



MindView allows you to assign resources to your task lists and project plans. Resources are the people and materials needed to complete the tasks to be performed.

MindView lets you define two types of resources:

- **Work resources**

Work resources are the people who perform the work.

For each work resource, you can define their availability (i.e. how much of their working day they can devote to it), and their rate (i.e. how much they will need to be paid per unit of work).



Work resources also have their own calendar, defining their working and non-working time. By default, resource calendars are identical to the project calendar. For more information, see "[Defining resource calendars](#)" below.

- **Material resources**

Material resources are the consumable items (paper, electricity, nails, sand etc.) that you need to carry out the project.

You can also associate a unit cost to each material resource, so that you can track the overall cost of your project in human as well as in material resources.



If you are working on a simple task list (i.e. when your document type is set to Task Management in the Task/Timeline panel), all resources are assumed to be of type Work, and you cannot define their availability or rate. Adding resources to tasks has no effect on the task duration.



If you are working on a project plan (i.e. when your document type is set to Project Management (typically on a Gantt project)), adding resources to a task may affect its duration. For more information on this, see "[Understanding effort-driven scheduling](#)" below.

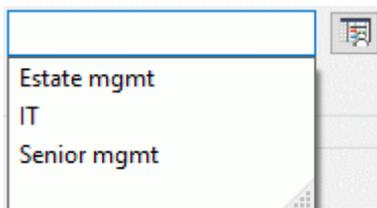
All the resources used in your project are listed in the resource list for the entire project, called the **global resources list**. Although it is usually quicker to start by setting up the global resources list, from which you can then select the resources to assign to the different tasks, you can also create resources as you need them by assigning them to tasks.

Assigning resources to tasks

You can assign resources to a task as follows:

- Select the task.
- In the **Task/Timeline** panel, type the resource names in the **Resources** field, separating them with semi-colons.

If the global resources list for the project already contains resources, a drop-down appears so that you can select names from it.



Resources that are not already listed in the global resources list and that you create by entering them in this way are assumed to be of type **Work**, i.e. human resources. Resources of type **Material** need to be created in the global resources list, as described in "[Setting up a global resources list](#)" below.

The resources you have entered above are now assigned to the task, and added to the global resources list if they are not listed there already.

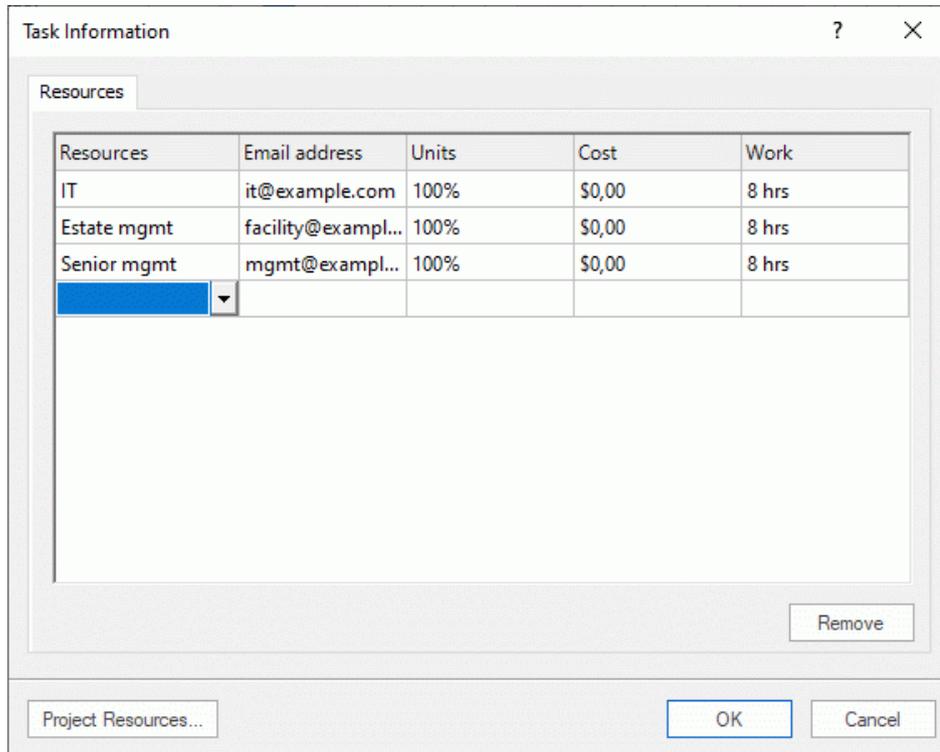


Where possible, it is better to select rather than type resource names. That way you don't run the risk of adding wrongly spelled entries to the global resources list.

To de-assign a resource, simply delete it from the field. Note that this removes the resource from the task, but not from the global resources list.

You can also assign resources to a task from its **Task Information** dialog:

- Click the **Resources** button  to the right of the Resources field.



Resources	Email address	Units	Cost	Work
IT	it@example.com	100%	\$0,00	8 hrs
Estate mgmt	facility@exampl...	100%	\$0,00	8 hrs
Senior mgmt	mgmt@exampl...	100%	\$0,00	8 hrs

- Click an empty row in the **Resources** dialog and enter the resource by typing it or by selecting it from the drop-down list.
- (optional) If you also intend to use MindView for task distribution, enter an email address for the resource. To know more, refer to "[Exporting to Microsoft Outlook task list](#)". This only applies to resources of type Work (i.e. human resources).

 Once entered, email addresses can only be edited by clicking **Project Resources** at the bottom of the dialog to access the global resources list.

- (optional) The **Units** field indicates how much of the resource's available time is being used to work on the task. By default, resources are assumed to be able to devote 100% of their working time on the task. If the resource is only available part of the time, for instance because they also have other duties, specify here the percentage of their working time that they can spend on the task. You can also enter a higher value, for instance 300% if your resource is a "virtual" resource representing a group of three equivalent human resources.

 The Units value is based on the availability of the resource as shown in its resource calendar. By default, all resource calendars are identical to the project calendar. If you have modified the calendar of the resource to indicate a different work pattern, however, the units value will be based on that modified resource calendar. For more about resource calendars, see "[Defining resource calendars](#)" below.

If the resource is a material resource, enter the number of units that you will need for the task.

The **Cost** field is a calculated field which shows you the cost of the resource for that task. For human resources (type Work), it is based on the unit percentage specified in Units, the cost per unit of the resource (rate), and the duration of the task. For material resources (type Material), it is based on the number of units and the cost per unit. As the field Cost is a calculated field, it cannot be edited.

Note that the Cost field is not refreshed automatically when you edit the Units field. It is only updated when you close the dialog.

To see how to specify the cost per unit of a resource, refer to "[Setting up a global resources list](#)" below.

 You can customize the symbol used to represent the cost, its placement and the number of decimal digits used. For more information, see "[Setting up your preferences](#)".

The **Work** field is a calculated field which shows you the total working hours of the selected human resource for that task. It is based on the unit percentage specified in Units, the resource calendar and the duration of the task. For material resources, the field is not relevant and is therefore always set to 0. Like the Cost field, Work is a calculated field that cannot be edited but is updated automatically when you close the dialog.

 The Units, Cost and Work fields are only available when the document type is Project Management.

To de-assign a resource, select it and click **Remove**. Note that this removes the resource from the task, but not from the global resources list.

If you are working on a project plan in the Gantt view, you can also enter resources in other ways:

- Select the task and choose **Tasks | Assign Resources**  on the Gantt Tools tab.
- Select the task and choose **View | Task Information**  on the Gantt Tools tab. Click the **Resources** tab in the Task Information dialog that opens.

 You can also open the Task Information dialog by pressing **Shift + F2** or by double-clicking the task bar on the Gantt chart.

- Click the **Resources** cell of the task at the far right of the Gantt Outline. Type the resource name(s), separating them with semi-colons.

 Once associated to a task, you can view the details of a particular resource simply by double-clicking its name in the **Resources** field of the **Task/Timeline** panel.

Setting up a global resources list

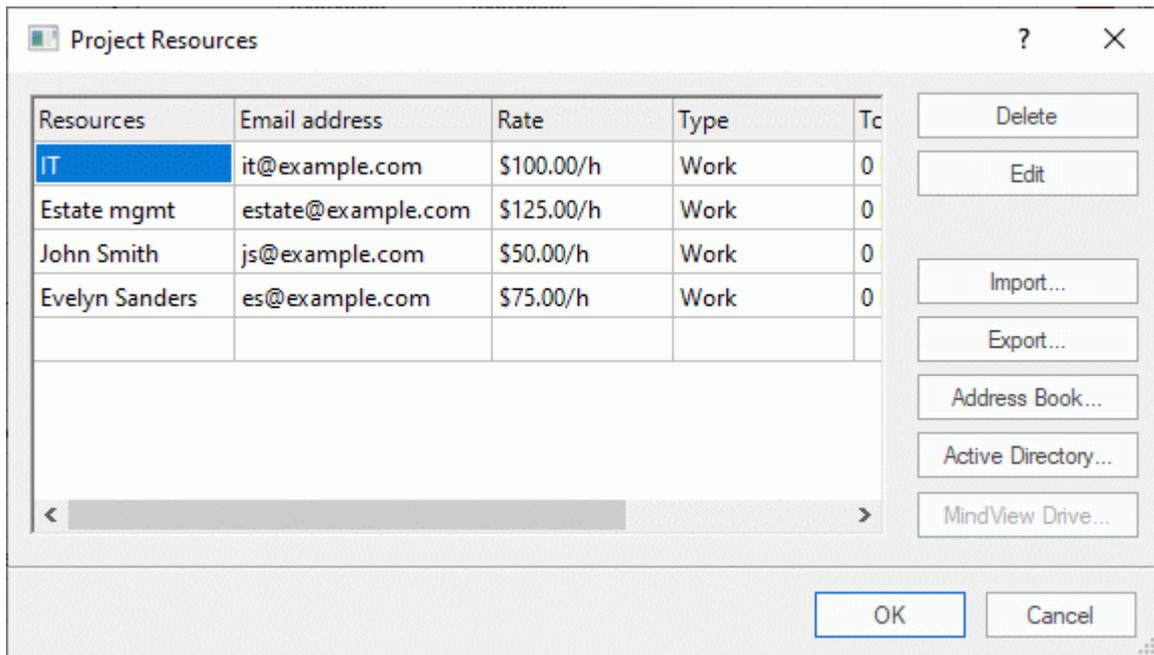
Although MindView lets you define the resources as you need them as we have just seen, it is usually more efficient to start by setting up a global resources list from which you can then select resources to assign to the various tasks.

The global resources list associated with a task list or project plan is saved whenever you save the file. Each task list or project plan has its own global resources list.

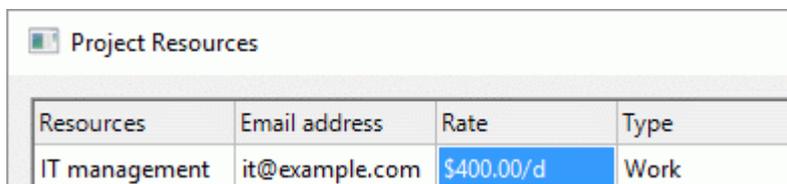
You can access the global list of available resources in different ways:

- Click the **Project Resources** link at the bottom of the **Task/Timeline** panel.
- Open the **Task Information** dialog of a task, click its **Resources** tab and click the **Project Resources** button in its bottom left corner.
- If you are working on a project plan in the Gantt view, choose **Project | Project Resources** on the Gantt Tools tab.

The **Project Resources** dialog lists all the resources that are currently assigned to tasks, as well as any that you import or type in directly.



- To add a new resource to the list, click the first empty field and enter the resource name. If you also intend to use MindView for task distribution, enter an email address for the resource. To know more, refer to "[Exporting to Microsoft Outlook task list](#)". This only applies to resources of type Work (i.e. human resources).
- (optional) If you want to be able to track the overall cost of your project, you can specify the cost per unit of the resource in the **Rate** field. Although the default time unit is **h** (per hour), you can enter other time units: **m** (per minute), **d** (per day), **w** (per week), **mo** (per month), **y** (per year). To specify a rate of \$320 per day for instance, you would enter 320/d.



You can customize the symbol used to represent the rate, its placement and the number of decimal digits used. For more information, see "[Setting up your preferences](#)".

- (optional) By default, all resources are assumed to be of type Work, i.e. human resources. The column **Type** lets you change the type of a resource from Work to Material. The rate of a material resource is its cost per unit. If you want to indicate a unit of measurement for a material resource (e.g. tons, cubic meters, boxes, etc.) you can do so by clicking the **Edit** button and entering this information in the **Material label** field of the dialog box that appears.

The Rate and Type fields are only available when the document type is Project Management.

The **Project Resources** dialog lets you perform other operations:

- To view the total working hours and cost accumulated by each project resource, view the entries in the **Total Work** and **Total Cost** columns. These columns are updated automatically as you assign resources to project tasks. For material resources, the Total Work column shows the total number of units used on the project.

Total Work	Total Cost
8 hrs	\$400.00

- To delete one or more resources, select them and click **Delete**.

 Use the **Shift** key to select contiguous resources and the **Ctrl** key to select non-contiguous resources.

- To import a previously exported global resources list, click **Import** and select the required list.

 You can also import the resources list of an existing Microsoft Project document by exporting that document to XML from Microsoft Project, then choosing the exported XML document in this dialog.

- To export the global resources list for use in other documents or for sharing with colleagues, click **Export**, and choose a folder and file name for your exported list.

 When exported, the global resources list is saved in the MindView XML format.

- To import one or more resources from your Microsoft Outlook Address Book, click **Address Book**, select the contact names you want to add as resources in the Outlook dialog, click the Add button and click OK.
- To import one or more resources from the Windows Active Directory database, click **Active Directory**. In the dialog box that opens, click the Advanced button, then the Find Now button. Select the user(s) you want to add as resources in the bottom part of the dialog, and click OK. The Active Directory is a centralized database maintained by Windows to store information relating to an organization's network (such as resources, services and users).
- If you are working on an online document stored on MindView Drive, clicking **MindView Drive** will allow you to select resources from the list of registered users in your account. For more information about MindView Drive, see "[Understanding online workspaces](#)".

Defining resource calendars

 Calendars are only used if the document type is Project Management.

As soon as you create a new resource, MindView creates a resource calendar for it, defining the working and non-working time of the resource. By default, resource calendars are identical to the project calendar. If all your resources follow the work pattern defined by the project calendar, you do not need to edit any of their calendars. If on the other hand some of your resources only work part-time for instance, you can indicate this in their calendars, so that MindView can take this into account when scheduling tasks to which they have been allocated.

 Resource calendars are not taken into consideration by manually scheduled tasks. For more information about manual task scheduling, see "[Using scheduling task modes](#)".

Any changes you make to the project calendar are automatically transferred to all the resource calendars. However, specific changes you might have made to the working time of a particular resource are preserved.

For more information about how to edit a resource calendar, see "[Defining calendars](#)".

Understanding effort-driven scheduling

 Effort-driven scheduling is only relevant for automatically scheduled tasks. For information about manual task scheduling, see "[Using scheduling task modes](#)".

Before you assign any resources to a task in a Gantt project, the task has no work associated with it. It is the process of assigning resources to a task that define its work value, which is the amount of effort the resource or resources will need to spend on the task to complete it.

For each resource, work is defined according to the scheduling formula: **Work = Duration x Units**.

The overall work value for the task is the sum of the work performed by each resource.

Therefore, if you have just one resource working 100% of their time on the task, the work value for the task will be the same as the duration, as the example below shows.

Task Name	Duration	Start	End	Resources	Work
Development process	1 day	6/14/2019	6/14/2019		8 hrs
Task1	1 day	6/14/2019	6/14/2019	John	8 hrs

In general, the work value will differ from the duration only if you assign more than one resource to the task, or if the resource does not work full-time on the task.

The example below shows the effect of adding another resource, Bill, also working 100% of their time, on Task1. As Bill is also going to produce 8 hours of work, the overall work value for the task goes from 8 hours to 16 hours, but the duration is still only 1 day.

Task Name	Duration	Start	End	Resources	Work
Development process	1 day	6/14/2019	6/14/2019		16 hrs
Task1	1 day	6/14/2019	6/14/2019	John;Bill	16 hrs

You may however want to produce a different result and expect that by adding another full-time resource to the task, the amount of work needed to perform the task should remain constant, and it should therefore be completed in half the time. This scheduling method is known as **effort-driven scheduling**. By default, MindView does not apply effort-driven scheduling, but you can choose to activate this scheduling method on your tasks. With effort-driven scheduling activated, adding Bill to Task 1 in our 1st example would produce the result below:

Task Name	Duration	Start	End	Resources	Work
Development process	0.5 day	6/14/2019	6/14/2019		8 hrs
Task1	0.5 day	6/14/2019	6/14/2019	John;Bill	8 hrs

You can see that the amount of work has now remained constant at 8 hours, but the duration has decreased to half a day.

- To activate effort-driven scheduling for a task, open its **Task Information dialog** on its **General** tab and check the **Effort-driven** option.

The screenshot shows the 'Task Information dialog' with the 'General' tab selected. The 'Constraint type' is set to 'As Soon As Possible' and the 'Constraint date' is '6/15/2019'. The 'Deadline' is also '6/15/2019'. The 'Task type' is 'Fixed Units' and the 'Effort-driven' checkbox is checked.

 Effort-driven scheduling only affects the scheduling of a task when you assign or remove resources from it, and is independent from the scheduling type of the task. For more information about task types, see "[Using scheduling task types](#)".

 If you want MindView to apply effort-driven scheduling to all the tasks of the projects you create, you can specify this in the **MindView Options**. For more information, see "[Setting up your preferences](#)". You can also choose to activate effort-driven scheduling only for the new tasks of the open document. To do this, click the **File** tab, choose **Info | Properties** and set the **New tasks are effort-driven** option to Yes.

Using scheduling task modes

By default, MindView tasks are automatically scheduled, which means that any change in the timing of a task affects all the tasks that depend on it. If a task runs ahead of schedule, MindView automatically recalculates the dates of all the tasks that depend on it in order to take advantage of the time gained. Conversely, if a task is delayed, all the tasks that depend on it are automatically rescheduled, which may or may not impact the overall end date of the project.

In some cases, however, you might prefer to insert tasks as "placeholders" without start, end or duration information, or only with incomplete information, and prevent MindView from moving them. This is particularly handy in the early phases of a project when the exact details of many tasks are not yet known. In cases such as this, manual task scheduling provides greater freedom. As it is a far less automatic way of handling tasks, however, it also requires you to manage the start, end and duration information of each manually scheduled task in greater detail than is necessary with automatic scheduling.

Switching to manual scheduling

You can convert any task selected in the Gantt Outline from being automatically scheduled to being manually scheduled in several ways:

- By clicking **Manually Schedule**  on the Gantt Tools tab
- By clicking **Task Information**  on the Gantt Tools tab and selecting **Manually scheduled** in the Task Information dialog
- By clicking the icon in the Task Mode column in the Gantt Outline and selecting **Manually Scheduled** on the drop-down

Manually scheduled tasks can be converted back to automatically scheduled tasks at any time by repeating this process but selecting automatic scheduling. See "Converting manually scheduled tasks to automatic scheduling" below for more information on the consequences of this.



You can set all new tasks to be manually scheduled from the MindView Options dialog. You can change this default setting for all projects created in MindView or for the current document only. For more information, see "[Setting up your preferences](#)".

Entering start, end and duration information

Manually scheduled tasks are often used as placeholders in the project plan until reliable information about the tasks becomes available. You therefore do not need to enter start, end or duration information for manually scheduled tasks, and you have the option of entering free text such as "a couple of days" or "after the kick-off meeting" in the Start, End and Duration fields.

You can enter start, end and duration information in the same way as for automatically scheduled tasks, including short date formats such as 1d and 4h. For more information on doing this, see "[Entering a task duration](#)" and "[Specifying start and end dates](#)" in "[Entering and editing tasks](#)".



Start, end and duration information is not used by MindView to schedule the project if the values are not in a recognizable format.

When scheduling information has been entered in a recognizable format, start/end markers are shown in the Gantt chart as shown below. When not, a question mark is shown over the **Manually Scheduled** icon in the Task Mode column of the Gantt Outline.

1		Development process	1 day?	5/26/2020	5/26/2020
2		Preparation	Depends	After kickoff...	ASAP

Manually scheduled summary tasks

Summary tasks can also be manually scheduled. When they are, they have the duration you have entered and do not necessarily summarize the durations of their sub-tasks.

The example below shows a manually scheduled task whose duration is shorter than the manually scheduled summary bar above it.

✦	Development process	7 days	5/26/2022	6/3/2022	
✦	Preparation	4 days	5/26/2022	5/31/2022	

The main summary bar represents the duration of the summary task you entered manually. The small bar placed underneath the main bar summarizes the sub-tasks in the usual way, to give you some indication of any possible discrepancy between the duration set by you for the summary task and the combined duration of its sub-tasks. When the duration of one or more sub-tasks of a manually scheduled summary task is longer than the duration of the summary task, the small summary bar turns red to alert you, as shown in the example below.

✦	Development process	3 days	5/26/2022	5/30/2022	
✦	Preparation	5 days	5/26/2022	6/1/2022	

Effect on links

If you change the start or end time or the duration of a manually scheduled task, this change will affect all successor tasks (unless they are manually scheduled too). Changing the start or end time or the duration of a predecessor task of a manually scheduled task, however, has no effect on the manually scheduled task.

Editing the link between a manually scheduled task and its predecessor (for example, changing the link type from Start to Finish (SF) to Finish to Start (FS) in the Task Information dialog) will affect the task if the option **Update manually scheduled tasks when editing links** has been set to Yes in the MindView Options dialog. For more information, see "[Setting up your preferences](#)".

Resources and calendars

You can assign resources to manually scheduled tasks, but resource calendars have no effect on manually scheduled tasks. Project calendars (in other words, the working and non-working time defined in them) do have an effect on manually scheduled tasks.

Constraints and task types

Constraints and task types are not relevant when working with manually scheduled tasks.

Converting manually scheduled tasks to automatic scheduling

Once all information about a manually scheduled task is known, you may want to convert it to automatic scheduling for easier project management.

- If you have provided sufficient recognizable scheduling information about the manually scheduled task, this information is unchanged when the task is converted.
- If you have not provided sufficient recognizable scheduling information, the task is converted to an automatically scheduled task with a duration of one day starting on the project start date.

Always double-check that the scheduling information of all manually scheduled tasks is correct before converting them to automatically scheduled tasks. This is particularly relevant for large projects with many tasks.

Using scheduling task types

 Task types are only relevant for automatically scheduled tasks. For information about manual task scheduling, see "[Using scheduling task modes](#)".

As we have seen in "[Assigning resources](#)", it is the process of assigning resources to a task in a Gantt project that define its work value, which is the amount of effort the resource or resources will need to spend on the task to complete it.

For each resource, work is defined according to the scheduling formula **Work = Duration x Units**, where Duration is the duration of the task and Units is the percentage of availability of the resource for the task.

The overall work value for the task is the sum of the work performed by each resource.

Understanding task types

Fixed Units tasks

By default, all the tasks you create in a Gantt project with MindView are given the task type **Fixed Units**. This means that the percentage of availability of each resource (units) you defined when you assigned the resources to the task always remains the same, regardless of any changes you might make to the Duration or Work values.

- If for instance you increase the task's duration, the work value will be recalculated and increased accordingly.
- If you increase the task's work value, the duration is recalculated and increased accordingly.

In either case, the percentage of availability of the resources (units) remains unchanged.

Let us consider for instance a task of one day (**Duration** = 1 day), allocated to John and Bill, each working at 100% of their availability (**Units** = 100%).

The **Work** value of the task is therefore 16 hours (8 hours for John + 8 hours for Bill).

Task Name	Duration	Start	End	Resources	Work
Development process	1 day	6/14/2019	6/14/2019		16 hrs
Task1	1 day	6/14/2019	6/14/2019	John;Bill	16 hrs

- In the first example, we increase the duration from 1 day to 2 days. In consequence, the work value is increased automatically to 32 hours.

Task Name	Duration	Start	End	Resources	Work
Development process	2 days	6/14/2019	6/17/2019		32 hrs
Task1	2 days	6/14/2019	6/17/2019	John;Bill	32 hrs

- In the second example, we decrease the work value from 16 hours to 8 hours. In consequence, the duration is decreased automatically to half a day.

Task Name	Duration	Start	End	Resources	Work
Development process	0.5 day	6/14/2019	6/14/2019		8 hrs
Task1	0.5 day	6/14/2019	6/14/2019	John;Bill	8 hrs

In both cases, the units value for John and Bill has remained unchanged at 100%.

This default behavior may however not be what you would want to happen. For this reason, MindView supports two other task types, **Fixed Duration** and **Fixed Work**.

 The fact that a task has the type Fixed Units does not mean that you cannot change the percentage of availability of its resources (units). It only defines what happens when you modify the other two values in the scheduling formula, i.e. Duration and Work.

Fixed Work tasks

In a **Fixed Work** task, when you change the task's Units or Duration value, MindView recalculates the other value accordingly.

- If for instance you increase the percentage of availability of the resource (units), the duration will be recalculated and decreased accordingly.
- If you increase the task's duration, the percentage of availability of the resource (units) is recalculated and decreased accordingly.



You can still change the Work value of Fixed Work tasks. This task type only defines what happens when you modify the other two values in the scheduling formula, i.e. Duration and Units.

Let us consider again a task of one day (**Duration** = 1 day), allocated to John and Bill, each working at 100% of their availability (**Units** = 100%).

The **Work** value of the task is 16 hours (8 hours for John + 8 hours for Bill).

Task Name	Duration	Start	End	Resources	Work
Development process	1 day	6/14/2019	6/14/2019		16 hrs
Task1	1 day	6/14/2019	6/14/2019	John;Bill	16 hrs

- In the first example, we decrease the percentage of availability (units) of both John and Bill to 50%. As the work value must remain fixed, the duration is increased automatically to 2 days.

Task Name	Duration	Start	End	Resources	Work
Development process	2 days	6/14/2019	6/17/2019		16 hrs
Task1	2 days	6/14/2019	6/17/2019	John[50%];Bill[50%]	16 hrs

- In the second example, we decrease the task duration from 1 day to 0.5 days. As the work value must remain fixed, the percentage of availability (units) of both John and Bill is increased automatically to 200%.

Task Name	Duration	Start	End	Resources	Work
Development process	0.5 day	6/14/2019	6/14/2019		16 hrs
Task1	0.5 day	6/14/2019	6/14/2019	John[200%];Bill[200%]	16 hrs

In both cases, the work value has remained fixed at 16 hours.

Fixed Duration tasks

In a **Fixed Duration** task, when you change the task's Units or Work value, MindView recalculates the other value accordingly.

- If for instance you increase the percentage of availability of the resource (units), the work value will be recalculated and increased accordingly.
- If you increase the task's work value, the percentage of availability of the resource (units) is recalculated and increased accordingly.



You can still change the Duration value of Fixed Duration tasks. This task type only defines what happens when you modify the other two values in the scheduling formula, i.e. Units and Work.

Let us consider again a task of one day (**Duration** = 1 day), allocated to John and Bill, each working at 100% of their availability (**Units** = 100%).

The **Work** value of the task is 16 hours (8 hours for John + 8 hours for Bill).

Task Name	Duration	Start	End	Resources	Work
Development process	1 day	6/14/2019	6/14/2019		16 hrs
Task1	1 day	6/14/2019	6/14/2019	John;Bill	16 hrs

- In the first example, we decrease the percentage of availability (units) of both John and Bill to 50%. As the duration value must remain fixed, the work value is decreased automatically to 8 hours.

Task Name	Duration	Start	End	Resources	Work
Development process	1 day	6/14/2019	6/14/2019		8 hrs
Task1	1 day	6/14/2019	6/14/2019	John[50%];Bill[50%]	8 hrs

- In the second example, we increase the work value from 16 hours to 32 hours. As the duration value must remain fixed, the percentage of availability (units) of both John and Bill is increased automatically to 200%.

Task Name	Duration	Start	End	Resources	Work
Development process	1 day	6/14/2019	6/14/2019		32 hrs
Task1	1 day	6/14/2019	6/14/2019	John[200%];Bill[200%]	32 hrs

In both cases, the duration has remained fixed at 1 day.

Summary

The effect of changing units, work and duration on a task of different types can be summarized by the table below:

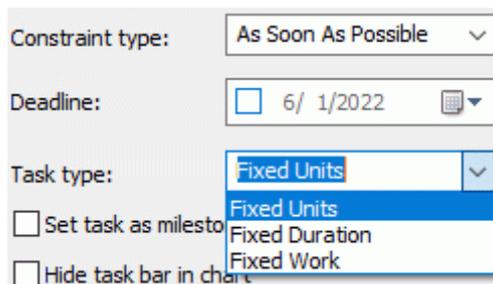
TASK TYPE	If you increase Units	If you increase Work	If you increase Duration
Fixed Units	Duration decreases	Duration increases	Work increases
Fixed Work	Duration decreases	Duration increases	Units decrease
Fixed Duration	Work increases	Units increase	Work increases

Changing the task type

- To change the scheduling type of a task, select the task and choose **View | Task Information**  on the Gantt Tools tab.



You can also open the Task Information dialog by pressing **Shift + F2** or by double-clicking the task bar on the Gantt chart.



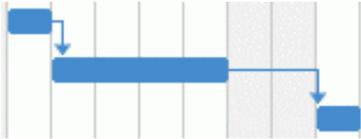
- Setting a task type to Fixed Work automatically sets the Effort-driven option. Fixed Work tasks cannot have effort-driven scheduling turned off as their work value must remain fixed. For more information about effort-driven scheduling, see "[Understanding effort-driven scheduling](#)" in the topic "[Assigning resources](#)".

- If you want MindView to apply the same task type to all the tasks of the documents you create, you can specify this in the **MindView Options**. For more information, see "[Setting up your preferences](#)". You can also choose to apply a particular task type only for the new tasks of the open document. To do this, click the **File** tab, choose **Info | Properties** and set the **Default task type** option to your chosen task type.

Using links

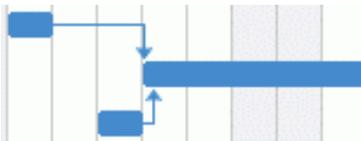
  Project plans normally require tasks to be performed in a specific order. For instance, a publication must be written and proofread before it can be printed. To achieve this, MindView lets you link tasks so that they depend on each other. By default, tasks are linked in a 'Finish to Start' relationship (dependency), which means that the first task you select (the **predecessor** task) must end before the next task you select (the **successor** task) can start, and so on.

This is represented on the Gantt chart by lines with arrowheads joining each task to its successor. The arrowhead indicates the direction of the link: it goes from the predecessor to the successor.

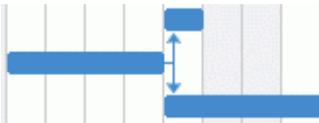


 You can also view task links in the Mind Mapping views. For more information, see "[Viewing links in a Mind Mapping view](#)" below.

A task can have more than one predecessor. In this case its start date is determined by the predecessor link that gives it the latest start date. As dates and times change during the course of the project, the predecessor link that determines the start date of the task may also change.



Similarly, a task can have several successors. In this case the task determines the start date of all its successor tasks.



When you are scheduling a project plan from its start date (see "[Defining the global project settings](#)"), MindView calculates the end date of the project automatically, on the basis of the task durations, the task dependencies and the project calendar.

The possibility of linking tasks in this way is what makes project management software particularly powerful: you can change the duration of one or more tasks, add a task or remove a task from a chain of linked tasks, and all the dates are recalculated automatically so as to maintain the task dependencies you have defined.

 If your project contains manually scheduled tasks, and you do not want any changes to the links between those tasks and their predecessors to have an impact on them, you can disable the option **Update manually scheduled tasks when editing links** in the MindView Options dialog. For more information, see "[Setting up your preferences](#)".

Linking tasks

You can link tasks in the following ways:

- Select the tasks to be linked, in the order you want them to be linked, by Shift-clicking them (for contiguous tasks) or Ctrl-clicking them (for non-contiguous tasks), then click the **Link** icon  on the Gantt Tools tab.



*You can also just press **Ctrl + F2**.*

- Place the pointer on the bar of the predecessor task. When it changes to an icon with four arrows, drag the pointer downwards (or upwards) until a line emerges from the task bar and a link icon appears under the pointer. Continue dragging until the line reaches the bar of the successor task and release the mouse button.

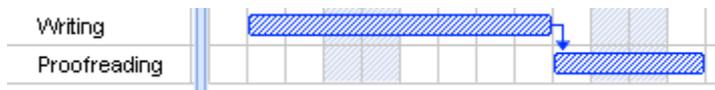


- Select the task to be linked to. Click its **Predecessors** cell in the Gantt Outline and type the entry number(s) of the predecessor task(s). Separate multiple numbers by semi-colons.
- Select the task to be linked to and choose **Task Information**  on the Gantt Tools tab to open its Task Information dialog. Click the Predecessors tab and select the predecessor task(s).

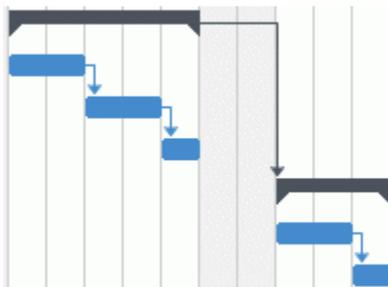
 You can also open the Task Information dialog by pressing **Shift + F2** or by double-clicking the task bar on the Gantt chart.

 All these methods create the default task relationship, namely 'Finish to Start'. See below to find out how to create other types of relationships.

In the example below, the proofreading task (successor) has been linked to the writing task (predecessor). The proofreading task cannot start before the writing ends. If the writing task is delayed or takes longer than planned, the start date of the proofreading task is recalculated automatically so that the task relationship is always maintained.



You can link summary tasks in the same way as other tasks, but not to one of their own sub-tasks. Linking a summary task to another summary task has the same effect as linking its last sub-task to all of the sub-tasks in the other summary task. To make your project plan easy to read, it is usually best to link summary tasks only to summary tasks and sub-tasks to sub-tasks (within the same summary task), like this:



Alternatively, you may prefer to restrict linking to regular tasks. Links from summary tasks to regular tasks tend to confuse the display.

 A summary task can only be linked to its predecessors with a 'Finish to Start' or 'Start to Start' relationship.

Unlinking tasks

You can unlink tasks in the following ways:

- Select the tasks by Shift- or Ctrl-clicking them, then click the **Unlink** icon  on the Gantt Tools tab.

 You can also just press **Ctrl + Shift + F2**.

- On the Gantt chart, right-click the link you want to remove and choose **Edit Link** in its local menu. This opens the Task Information dialog. Select the predecessor task you want to remove and click Delete.
- Select the task whose predecessors you want to remove. Click its **Predecessors** cell in the Gantt Outline and delete the number(s) of the predecessor(s) you want to remove.
- Select the task whose predecessors you want to remove and choose **Task Information**  on the Gantt Tools tab to open its Task Information dialog. Click the Predecessors tab, select each predecessor task you want to remove and click Delete.

Defining lead or lag time

By adding a **lead** or **lag** time you can extend a link backwards or forwards so that the successor task starts earlier or later than it otherwise would. For a default 'Finish to Start' link, this either introduces an overlap (lead time), so that the successor task starts before its predecessor ends, or it introduces a delay (lag time) that makes the successor task start some time after its predecessor ends.

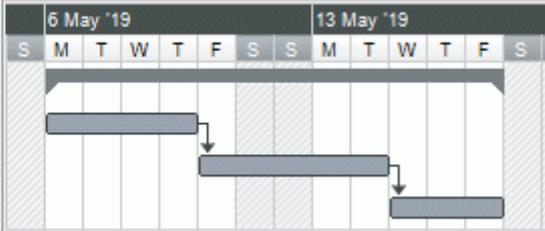
When planning the production of a marketing brochure for instance, you could use lead time to make the creation of artwork start a few days before the writing phase is over. The two tasks are however still linked, which means that a delay of the writing phase will also delay the creation of the artwork.

- Select the successor task and choose **Task Information**  to open its Task Information dialog.
- Click the **Predecessors** tab.
- In the **Lag** column for the task, enter the appropriate lead or lag time. A positive value indicates a lag time (a delay); a negative value indicates a lead time (an overlap). You can follow the number with letter(s), for example w for weeks, as described in the paragraph "[Entering a task duration](#)" in "[Entering and editing tasks](#)".

You can also enter percentage values, for example if you enter "-25%" the task will start 75% of the way through the predecessor task. Note that percentages relate to the duration of the predecessor task.

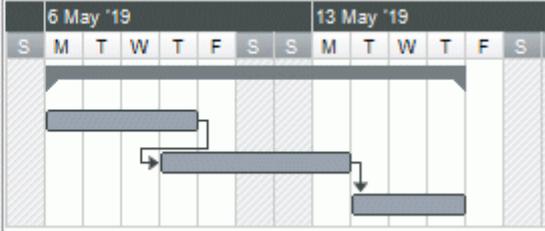
In the following example, we start with three linked tasks (to save space, the Start and End columns are not shown):

Task Name	Duration	Predecessors
Painting work	10 days	
Prepare surface	4 days	
Undercoat	3 days	2
Top coat	3 days	3



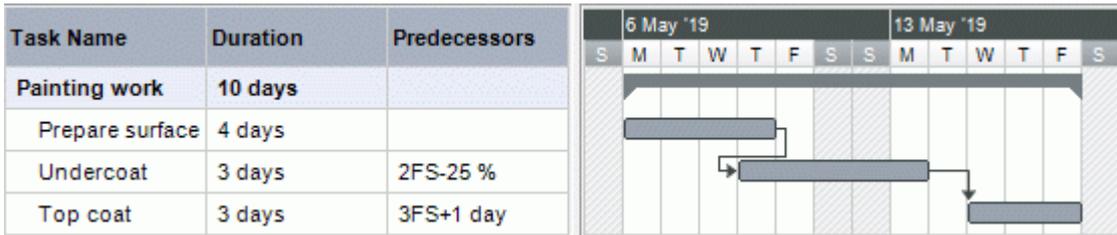
Notice that the Predecessors column shows the number of each task's predecessor. Experience shows that we can actually start applying undercoat when surface preparation is three quarters complete, in other words when only 25% remains to be done. To give the desired overlap (lead time) we enter a lag of -25%, as described above:

Task Name	Duration	Predecessors
Painting work	9 days	
Prepare surface	4 days	
Undercoat	3 days	2FS-25%
Top coat	3 days	3

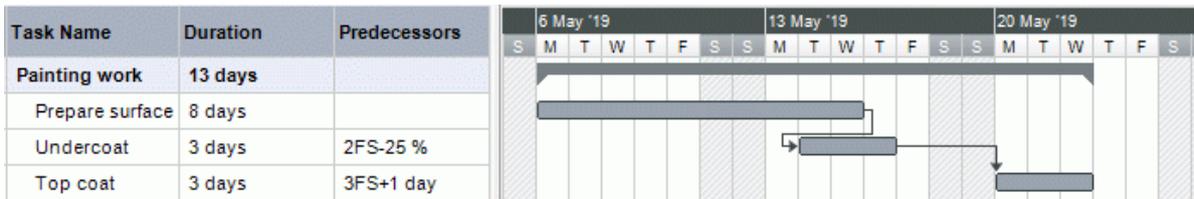


Because surface preparation has currently been allocated 4 working days, the undercoat task starts after the third working day. As usual, no work is scheduled during non-working days. Notice that the **Predecessors** column now includes the type of link (FS, or 'Finish to Start'), and the amount of lead time (-25%).

Now we want to allow a 1-day gap after the undercoat task to ensure that the undercoat is fully dry before the top coat is applied. To give the desired delay we enter a lag of 1 day, as described above:



If we now have to change the duration of the surface preparation task to 8 days, everything moves out. However, the 25% overlap (which now represents 2 working days) and the 1-day delay are preserved:



Although the example above shows tasks linked by the default 'Finish to Start' relationship, you can apply lead or lag time to any type of task relationship.

 *Moving linked bars by dragging does not set lead or lag times, but instead sets constraints which override the linking. See ["Using constraints"](#) for more information.*

Using other task relationships

MindView supports four different relationships (dependencies) between tasks:

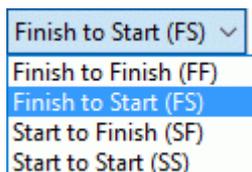
- **Finish to Start (FS) - the default:** The task cannot start before its predecessor ends, although it may start later. This is the most common type of relationship and the only link you can create by clicking the Link icon , as described above. Typically, the successor starts as soon as the predecessor is complete. You can introduce an overlap or delay by using lead and lag times, but still, if the end date of the predecessor task moves, so will the start date of the successor.
- **Start to Start (SS):** The task cannot start until the predecessor starts, although it may start later. This can be useful if you have a task whose start date depends on the start date of another task.
- **Finish to Finish (FF):** The task cannot end before the predecessor ends, although it may end later.
- **Start to Finish (SF):** The task cannot end before the predecessor starts, although it may end later. This task relationship is rarely used.

To change the relationship between two tasks:

- Select the successor task and choose **Task Information**  to open its Task Information dialog.

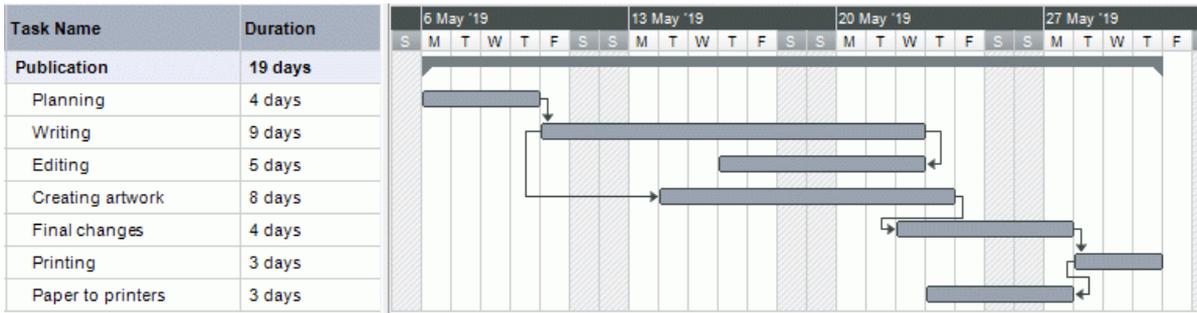
 *You can also just double-click the link between the predecessor and the successor task on the Gantt chart.*

- Select the predecessor on the **Predecessors** tab.
- In the **Type** column, select the new relationship type.



Example

The following project plan for the preparation of a publication illustrates all these kinds of relationships.



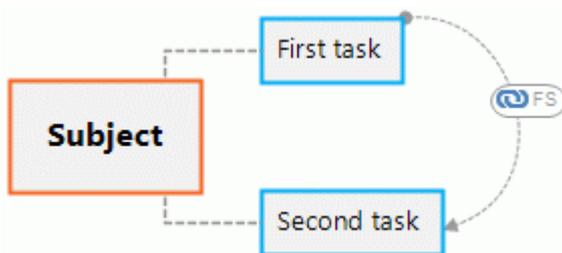
In this example:

- The writing task follows on directly from the planning task. If the end date of planning changes, so will the start of writing. This is the normal **Finish to Start** relationship.
- The editing task starts some way through the writing task. The writers and the editors work together as a team until the text is complete. Their tasks effectively end at the same time. This is a **Finish to Finish** relationship.
- The creation of artwork depends on the start of writing. In this case a lag has been introduced so that it doesn't start exactly when writing starts. Even so, if the start of writing changes, so will the start of artwork creation. This is a **Start to Start** relationship.
- The final changes task depends on the end of artwork creation, but an overlap is included so that it actually begins two working days before the end date of artwork creation. If artwork creation is delayed, so will be the start of final changes. This is the normal **Finish to Start** relationship.
- Printing starts after final changes are complete. This is also a **Finish to Start** relationship.
- The transferring of paper from the warehouse to the printers must be complete in order for printing to start, but is not related to any of the preceding tasks. The printers have limited storage capacity and do not want the paper to arrive until it is needed, so the start of printing drives the delivery of paper. If the start of printing changes for some reason, so will the end date for getting paper to the printers. This is a **Start to Finish** relationship.

Here each task has a single predecessor, the simplest arrangement. However, a task *can* have several predecessors. In such situations you will need to think carefully about possible undesirable consequences. For example, if you added another predecessor to the "Paper to printers" task above, it would be possible for that predecessor to push out "Paper to printers" so that its end date was later than the start of printing.

Viewing links in a Mind Mapping view

When you have defined a task link in the Gantt view, you can view it in the Mind Mapping views (Mind Map, Top Down and Left/Right). Task links are displayed as lines connecting the two branches representing the linked tasks. By default, a label indicating the task relationship is shown next to the connection line.



 Task link connections are not visible by default, but you can display them using the **Branch Data** command on the View tab. For more information, see "[Viewing a mind map](#)".

Task link connections shown in the Mind Mapping views are similar to branch connections, and you can edit them in a similar way:

- You can use the Format tab and the Properties dialog to format a task link connection.

- You can change the curve of a task link connection.
- You can delete a task link connection. Please note that by doing so, you delete the task link entirely (in all views including the Gantt view), not just the connection line.

For more information on these editing options, see "[Creating branch connections](#)" and "[Task link connection properties: General tab](#)". See "[Using the Properties dialog](#)" for a general description of the Properties dialog.



If your map also contains branch connections, it is advisable to format the task link connections differently to make it easier to differentiate between the two types of links.

Using constraints

 Constraints are only relevant for automatically scheduled tasks. For information about manual task scheduling, see "[Using scheduling task modes](#)".

Constraints define the degree of flexibility available to MindView when scheduling or rescheduling a task by imposing restrictions on its start or end date.

MindView supports 8 types of task constraints, offering different degrees of flexibility.

Constraint types

Two "constraints" are actually so flexible that they are not generally regarded as constraints at all:

- **As Soon As Possible (ASAP):** This is the default constraint when you schedule your project from its start date, as is normally the case (see "[Defining the global project settings](#)"). You should try to keep this default whenever possible as it gives MindView the most scheduling flexibility. If you apply this constraint to an unlinked task, the task will be scheduled to start at the project start date. If you apply it to a linked task, it will start as soon as the dependencies with its predecessor tasks will allow.
- **As Late As Possible (ALAP):** This is the default constraint when you schedule your project from its end date. If you apply this constraint to an unlinked task, the task will be scheduled so that its end date coincides with the end date of the overall project. If you apply it to a task linked to a successor task, the task will be scheduled to end when the successor needs to start. On the whole, you should avoid this constraint as it does not leave any slack time to deal with possible problems. Any delay on the task is likely to impact the overall end date.

The following constraints all restrict MindView's flexibility when scheduling tasks. Although you might be tempted to use them if you are new to project management, you need to make sure you understand the implications. Keeping their use to a minimum (especially the last two) will allow you to take full advantage of MindView's automatic scheduling possibilities.

- **Start No Earlier Than (SNET)** : This means that the task, whether linked or not, may not start before the given date. However, MindView still has the flexibility to start the task later than the given date.

 *If you change a task's start date, for instance by typing a new date in the Gantt Outline or by moving its task bar on the Gantt chart, this constraint is automatically applied.*

 *If you drag a linked task backwards, a SNET constraint is set for the start date corresponding to the new position of the task bar, but the bar immediately moves back to its original position. This is because the start date determined by the link comes later than the SNET date. The SNET date is therefore applied, but does not change the original scheduling of the task.*

- **Start No Later Than (SNLT)** : This means that the task, whether linked or not, may not start later than the given date. However, MindView still has the flexibility to start the task earlier than the given date.

 *When you are scheduling your project from its end date, changing a task's start date automatically applies this constraint.*

- **Finish No Earlier Than (FNET)** : This means that the task, whether linked or not, may not end before the given date. However, MindView still has the flexibility to end the task later than the given date.

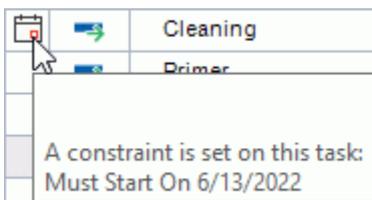
 *If you change a task's end date, this constraint is automatically applied.*

- **Finish No Later Than (FNLT)** : This means that the task, whether linked or not, may not end later than the given date. However, MindView still has the flexibility to end the task earlier than the given date.

 When you are scheduling your project from its end date, changing a task's end date or moving its task bar on the Gantt chart automatically applies this constraint.

- **Must Start On (MSO)**  : This rigid constraint means that the task, whether linked or not, must start on the given date. Even if the preceding task is completed earlier, MindView cannot pull in the constrained task to take advantage of the time gained.
- **Must Finish On (MFO)**  : This rigid constraint means that the task, whether linked or not, must end on the given date. As above, even if the preceding task is completed earlier, MindView cannot pull in the constrained task to take advantage of the time gained.

When you apply one of these constraints to a task, a constraint icon appears next to its name in the Gantt Outline. Hovering this icon with the mouse displays a tooltip with details about the constraint.



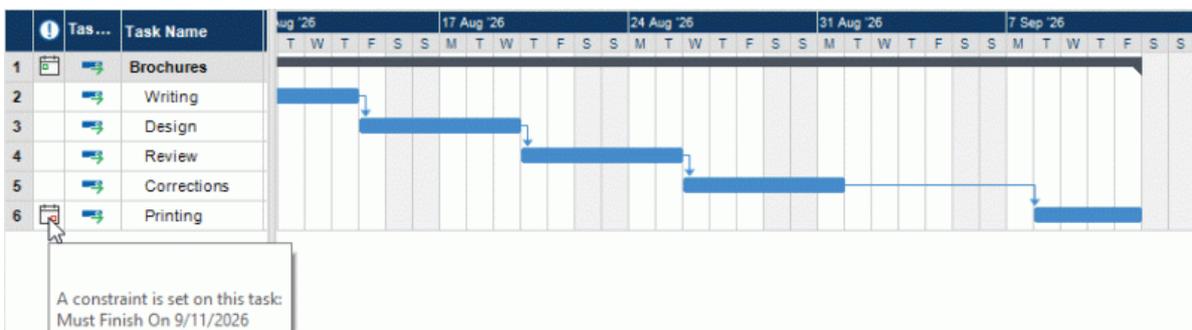
 If you decide to apply one of these constraints to a task, it is good practice to attach a note or a comment to the task to explain why you did so. If the constraint causes scheduling conflicts later on as your project evolves, you will be able to refer to the note to decide whether to keep the constraint, change it or remove it altogether. Such notes also allow you to distinguish easily between the tasks you have constrained yourself deliberately and the tasks you may have constrained inadvertently by moving their task bar or editing their start or end date manually.

You can sometimes avoid using constraints by setting deadlines instead (see "[Setting deadlines](#)" in the topic "[Enhancing a project plan](#)"). If you have an important date to meet, it is usually better to set a deadline on the task rather than a constraint such as 'Must Finish On'. Not only this type of constraint restricts MindView's scheduling flexibility, but it may in fact increase the likelihood of missing the deadline, as the example below shows.

 The effect of a constraint is not always obvious when you schedule your project plan from its end date, so take care to check that it does give the result you want.

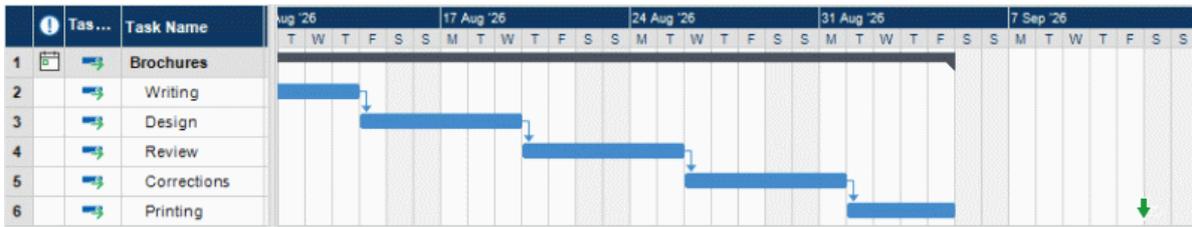
Example

The following example shows some tasks in the preparation of a brochure for a mail shot. The mail shot is scheduled for September 14th. The tasks are linked, but we have set a 'Must Finish On' constraint on the printing task for September 11th, the latest date that will allow the mailing to go ahead on the following Monday, September 14th. The constraint, as usual, overrides the link. By setting a 'Must Finish On' constraint for September 11th, we have effectively moved the task out so that it ends exactly on September 11th, regardless of whether it could have been completed earlier or not.



The problem with this is that if the printing task takes longer than expected, the mailing date will be missed. It would be much better to take advantage of the unused time after the end of the corrections task to get started with printing. However, we still need to keep an eye on the

September 11th deadline. To do this, we remove the constraint from the printing task, so that the link will determine its start date, and add a deadline marker instead.

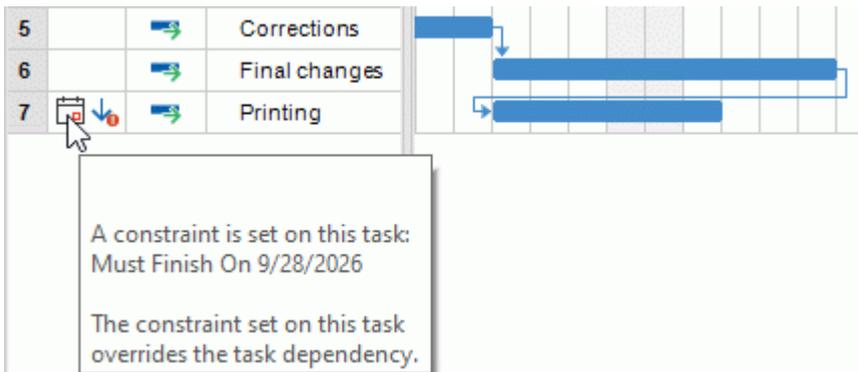


Now there is a useful gap between the end of printing and the deadline, and the deadline is clearly indicated. The printing task is now much less likely to appear on the critical path, and the deadline indicator will warn us if the task moves past its deadline.

Interaction between task dependency links and constraints

Constraints combine with task dependency links to affect the timing of tasks. In some cases, applying a constraint to a task in addition to a task relationship may create a scheduling conflict. When such a conflict arises, the constraint always takes precedence over the task dependency.

Let us consider the example below. Here the "Print" task is linked to the "Final changes" task with the default 'Finish to Start' relationship. The "Final changes" task ends on Oct 1st. In normal circumstances, this would mean that the "Print" task cannot start before Oct 2nd. However, because you imperatively need the printed materials on Sept 28th for a training session, you have set a 'Must Finish On' constraint on the "Print" task for Sept 28th, as evidenced by the constraint indicator. Since the constraint set on a task always overrides any relationship it may have with other tasks, the start date of the "Print" task has been rescheduled automatically to end on Sept 28th.



In this case the constraint has led to an illogical relationship with the predecessor task: printing is now scheduled to start before final changes are complete. Note that MindView conveniently flags this as a possible problem using the  icon, which shows that a link has been overridden by a constraint.

If you later decide to remove the constraint, for instance because the training session has been postponed, the task dependency link is enforced again, as shown here:



For more information about how to detect and solve potential scheduling conflicts, see "[Reviewing a project plan](#)".

Setting a constraint

You can apply a constraint to a task as follows:

- Select the task and choose **Task Information**  to open its Task Information dialog.
- Select the constraint type. For constraints other than 'As Soon as Possible' or 'As Late As Possible', you also need to set the constraint date required.

Constraint type: Constraint date: 10/ 2/2020 

As mentioned above, changing a task's start date by editing it in the Gantt Outline or moving its task bar on the Gantt chart applies a 'Start No Earlier Than' constraint automatically (assuming you are scheduling from the project start date). Changing a task's end date applies a 'Finish No Earlier Than' constraint.

When scheduling from the end, changing a task's start date applies a 'Start No Later Than' constraint. Changing a task's end date applies a 'Finish No Later Than' constraint.

- To remove a rigid constraint, select 'As Soon as Possible' in the **Task Information** dialog (or 'As Late As Possible' if you are scheduling from the end).

Enhancing a project plan

There are various things you can do to make your project plan easier to use. For example:

- You can add explanatory notes to tasks. This is especially useful for tasks that have constraints. Constraints override links and can lead to illogicalities or schedule conflicts in the plan, so you will need to keep an eye on them.
- You can highlight the critical path in order to see at a glance the tasks that are currently directly affecting your project end date.
- You can set milestones or deadlines to mark key dates.
- You can give tasks priorities.
- You can show a percentage completion for any task, visible on the task bar.
- You can prevent some tasks from appearing on the Gantt chart by hiding their task bar.
- You can make some tasks inactive, so that they no longer affect the scheduling of the project.
- You can customize the display of the project plan on the Gantt chart.
- You can save one or more project baselines for future use.

All these operations are described in detail below.

Adding notes

You can add notes and comments to any task, just as in all the other MindView views. See "[Inserting text notes](#)" and "[Inserting comments](#)".

Viewing the critical path

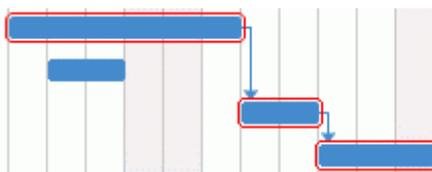
In a project plan, the critical path corresponds to the tasks or chain of linked tasks that cannot be delayed without delaying the entire project. A task lies on the critical path if a change to its start date or duration affects the end date of the project (or the start date if you are scheduling from the end of the project).

Keeping a close eye on the status of your critical tasks at any time is therefore key to good project management. If the overall project duration is too long, the only way to make it shorter and bring in its end date is to shorten the critical path.

- To toggle the critical path on or off, click **Show Critical Path**  on the Gantt Tools tab. Tasks on the critical path are highlighted in red.



You can change the color used to highlight the critical tasks from the Properties dialog. See "[View properties: General tab](#)" for more information.



Setting milestones

A milestone is a task with zero duration. It appears on the Gantt chart as a solid diamond. Milestones are generally used to indicate important dates on the project plan, often key events or goals. For example, you might use milestones to mark desired completion dates, or project review meetings.



As with any task, a milestone can be linked to other tasks. However, milestones are generally used as fixed markers and are therefore not normally linked.

To enter a milestone:

- Create a task and give it a duration of 0.

To convert a task to a milestone:

- Select the task and give it a duration of zero, or

- Select the task and choose **Task Information**  on the Gantt Tools tab to open its Task Information dialog. Check the option **Set task as milestone**.

To convert a milestone to a task:

- Select the milestone and give it a non-zero duration.

Setting deadlines

You can add a deadline marker to any task. This does not affect any of MindView's Gantt calculations, but places a visible marker on the Gantt chart as a reminder.



If the task end date moves past the deadline, a missed deadline icon appears in the Indicators column of the Gantt Outline.



To add a deadline to a task:

- Select the task and choose **Task Information**  to open its Task Information dialog. In the **Deadline** field, select the deadline date.

To remove a deadline from a task, you open the Task Information dialog again and remove the check mark from the Deadline field.

Assigning priorities

You can assign a priority to a task in the following ways:

- Select the task and choose **Task Information**  to open its Task Information dialog. Enter a priority number in the **Priority** field.
- Select the task. On the **Task/Timeline** panel, enter a priority number in the **Priority** field.

Priorities can range from 0 to 1000, where 0 is lowest and 1000 is the highest priority. You do not need to use the full range of this scale but can use any range convenient, for example from 1 to 10.

Setting completion values

You can indicate the progress that has been made towards completing a task by entering a % completion value. A thick line on the task bar indicates progress.



You can enter or modify a % completion value for a task in the following ways:

- Select the task and use one of the **Completion Level** icons      of the **Gantt Tools** tab.
- Move the cursor to the left of the task bar (or to the right end of the completion line if the task already has a completion value) until it changes to  and drag rightwards or leftwards until the appropriate completion position is reached.
- Select the task and choose **Task Information**  to open its Task Information dialog. Select a value in the **Completion (%)** field.
- Select the task. On the **Task/Timeline** panel, select a value in the **Completion (%)** field.

Hiding the bar of a task

If you are working on a large project plan, with many tasks, you might want to hide some of the task bars from the Gantt chart to improve its legibility and allow you to concentrate on some of the more important tasks.

To prevent the bar of a task to be displayed on the Gantt chart:

- Select the task and choose **Task Information**  to open its Task Information dialog. Check the option **Hide task bar in chart**.

The task stays listed in the Gantt Outline, but its bar is no longer shown in the Gantt chart.

Making a task inactive

If you want to keep a task in your project plan, but prevent it from affecting its scheduling, you can make it inactive. This can be useful for instance if you are forced to remove some tasks from your project for budget or deadline reasons, but want to keep a record of them, in case you may be able to re-introduce them later if you get additional funding or extra time.

Once inactive, a task is no longer taken into account by the scheduling engine, which means that its dates, duration and any resources allocated to it no longer have any impact on any of the other tasks of the project plan.

You can inactivate a task in different ways:

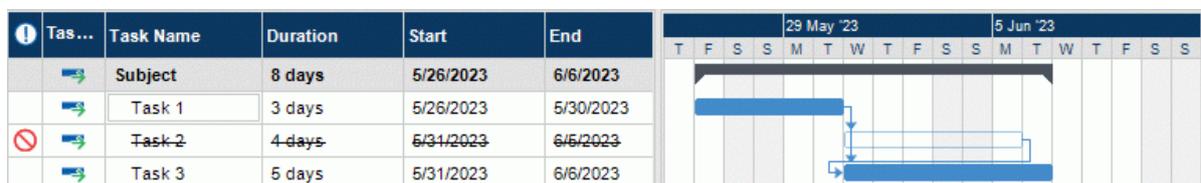
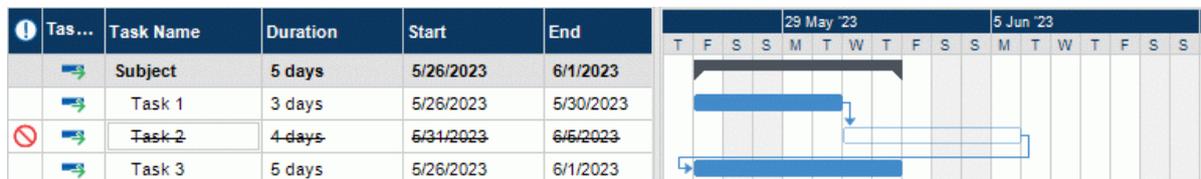
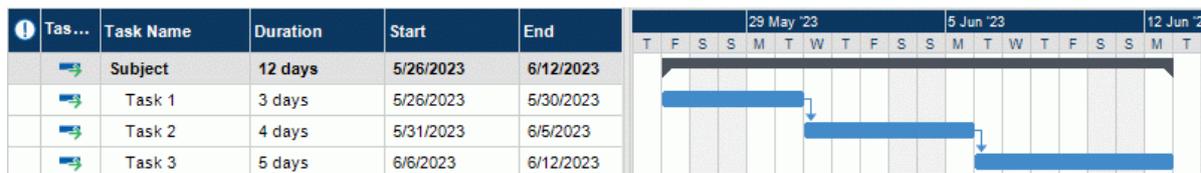
- Select the task and click the **Inactivate Task** icon  of the **Gantt Tools** tab.
- Select the task and choose **Task Information**  to open its Task Information dialog. Check the option **Inactive**.
- Right-click the task name in the Gantt Outline and choose **Inactivate Task** in its local menu.

To reactivate an inactive task, just repeat one of these operations.

Inactive tasks are identified by a special indicator  in the Gantt Outline. The task names are crossed out in the Gantt outline, and their task bars are transparent on the Gantt chart.

 Inactivating a summary task automatically inactivates all its sub-tasks.

 *Be careful when inactivating a task that is linked to other tasks. If you inactivate a task with successors, the successors will be re-scheduled as if that task had been deleted. If you want to keep the link between two tasks after inactivating their connecting task, you will need to re-link the two tasks manually.*



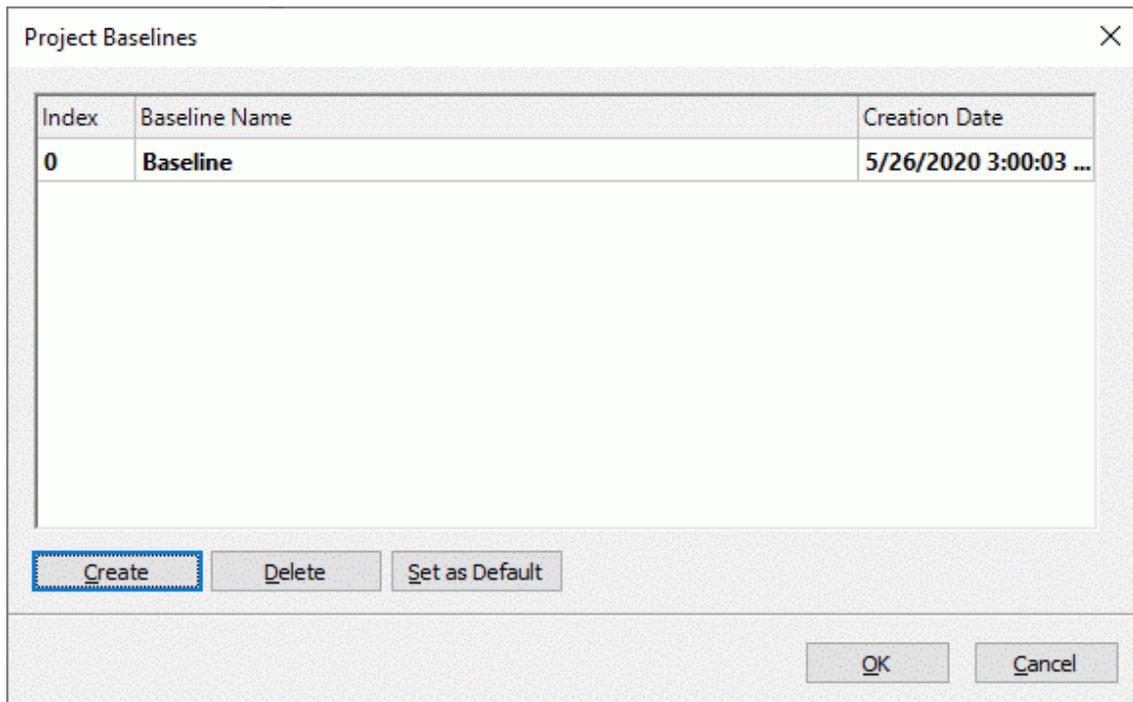
Customizing the Gantt chart display

For more information about this, refer to the paragraph "Customizing the Gantt Chart" in the topic "[Using the Gantt view](#)".

Saving a project baseline

Once your project plan is ready, you can save a project baseline. A baseline is a snapshot of your project including the original scope, cost and schedule. Saving an accurate baseline before the project starts (in other words, before any work has been done on it) gives you a reference point for tracking project progress later.

- Choose **Gantt Tools | Project | Project Baselines** , and click **Create**.



- (Optional) Click the baseline name to edit it.
- If you have created more than one baseline, select one baseline as the default by selecting it in the list of baselines and clicking **Set as Default**.

 This is important if you use project reports to track project progress or use calculation functions that rely on information from the selected baseline. For more information, see "[Creating project reports](#)", "[Inserting calculation values](#)" and "[List of calculation functions](#)".

You can create as many project baselines as you want, but be aware that adding many baselines will increase the file size of the mind map.

For more information about project baselines and tracking project progress, see "[Reviewing a project plan](#)".

Reviewing a project plan

It's a good idea to review your project plan regularly in order to locate conflicts or other problems. You can then make appropriate changes to remove them.

Checking deadlines

Have any tasks overshoot their deadline? If so, you will see warning markers in the Indicators column:



To overcome the problem, you may need to reschedule tasks. Alternatively, if the overshoot is acceptable, you can change the deadline by opening the Task Information dialog (double-click the task bar) and assigning a new date. To remove the deadline altogether, remove the check mark from the Deadline field.

Checking the project end date

Is the project on course? Check that the end date of your project looks reasonable.

When you are scheduling a project plan from its start date (see "[Defining the global project settings](#)"), MindView calculates the end date of the project automatically, on the basis of the task durations, the task dependencies and the project calendar.

You can check the project end date in several ways:

- View the end date of the first task in the project plan, either in the Gantt Outline or in the Gantt chart. This is the root summary task that covers the whole project.

Task Name	Duration	Start	End
Creating a publication	51 days	9/19/2022	11/28/2022

- View the end date of the last task in the project plan, either in the Gantt Outline or in the Gantt chart.



*If the task bar of the last task is not visible in the Gantt chart, select the task in the Gantt Outline and click **Go to Selected Task**  on the Gantt Tools tab.*

- Choose **Project | Project Information** on the Gantt Tools tab to view the start and end date of the overall project.

If the end date is too late, and the suggestions described in the following paragraphs cannot help, you may need to apply more resources to one or more tasks. For example, if you assign two people rather than one to a task, you should be able to halve its duration.



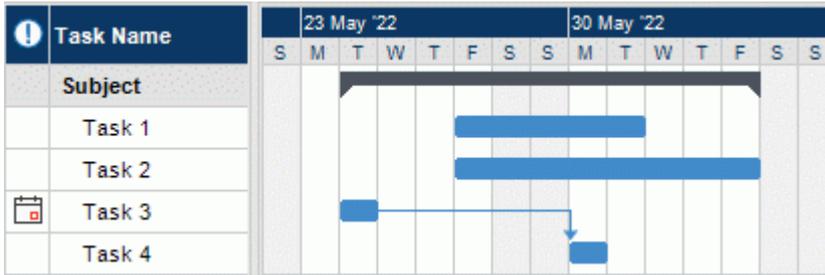
*If the project end date is no longer realistic, and you need to postpone the entire project, you can use the **Move Project** command. For more information, see "[Moving the project](#)" below.*

Checking the project start date

If unconstrained tasks start later than you expect them to, check the project start date (choose **Project | Project Information** on the Gantt Tools tab).

In the following example, Task 1 and Task 2 actually start on the project start date, as they should. However, Task 3 has a 'Must Start On' constraint that is *earlier* than the project start date. This effectively extends the project backwards before its official start date. This also happens when a task is given a lead time that pushes its start date *before* the project start date.

The project start date is nevertheless maintained, and any new task you add is scheduled to start on the official start date.



Checking the dependencies

Are all the links between tasks necessary? By unlinking tasks that don't actually depend on each other, you will make use of all the slack time available, thereby shortening your schedule and maximizing its flexibility.

Alternatively, consider whether some tasks could overlap each other to reduce the overall duration of the project. If so, assign appropriate lead times (see "[Defining lead or lag time](#)" in the topic "[Using links](#)"). Another possibility is to redefine some of your 'Finish to Start' relationships to either 'Finish to Finish' or 'Start to Start' if the logic of your schedule allows it.

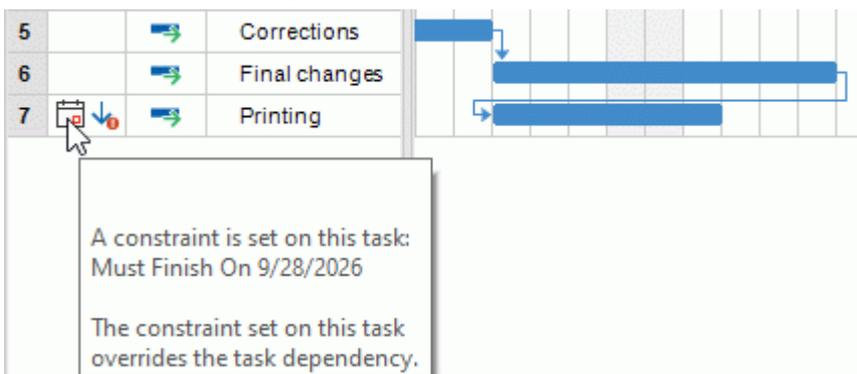
Checking the constraints

Are the constraints working as you expect? Look in the Indicators column of the Gantt Outline for tasks that have constraint markers . If you have been adding an explanatory note to every constraint you set, read the notes to check that your intentions are still being met. And look for tasks that have a constraint but no note: these may have been created inadvertently and be causing trouble.

Do the tasks that have constraints fall where you expect them to? Do they fit logically with the other tasks around them? Check that their start and end dates are neither too early nor too late.

Look for unexpected overlaps or gaps (see below) between linked tasks: often this is caused by a rigid constraint on one or other of the tasks, in which case you should see a constraint marker in the Indicators column. However, remember that overlaps and gaps can also be caused by intentional lead or lag times. Displaying the Predecessors column in the Gantt Outline will allow you to check for the presence of lead or lag time.

Because constraints override links, they can introduce schedule conflicts, identified by the icon in the Indicators column. For example, in the following case, final changes are taking longer than expected, but the 'Must Finish On' constraint set on the printing task prevents it from moving out. The result is that printing is now scheduled to begin well before the final changes are complete.



To resolve this problem, assuming that you want to maintain the end date of Sept 28th for printing:

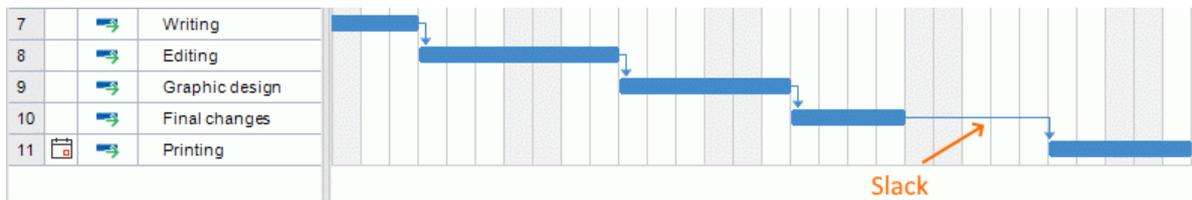
- Double-click the task bar for the printing task to open its **Task Information** dialog.
- Remove the rigid constraint by unchecking the **Constraint** date checkbox and revert to the default 'As Soon As Possible' constraint. The link from "Final changes" will now determine the start of printing.
- In the **Deadline** field, select September 28 to put a deadline marker on the printing task so that you are reminded of the required completion date. The deadline marker is simply a marker: it does not apply a constraint of any sort. Click OK to close the dialog.

- Shorten the time allowed for final changes (or one of its predecessor tasks), for example by assigning more people to the task, so that printing finishes on or before the deadline.



Looking for gaps

Are there any gaps where work could be allocated but has not been? Gaps can occur when a rigid constraint has been applied to a task. The task's predecessor finishes early, leaving a gap (slack time). Because of the constraint, the task cannot move backwards to take advantage of the slack.

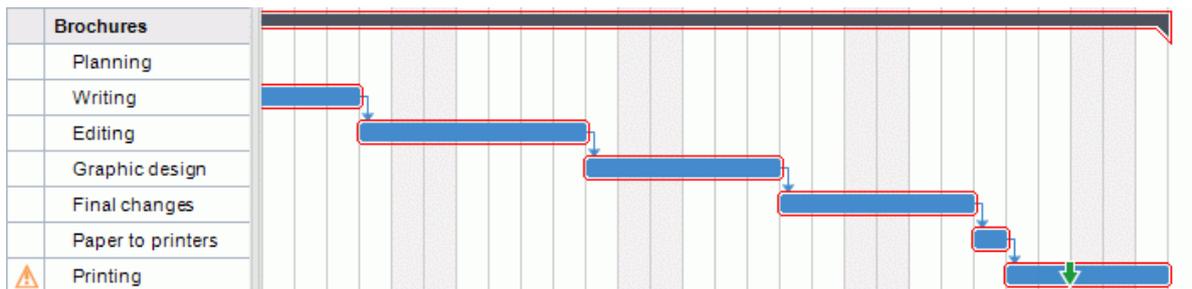


To overcome problems like this, and make use of the slack time, consider removing the rigid constraint and replacing it by the default 'As Soon As Possible'.

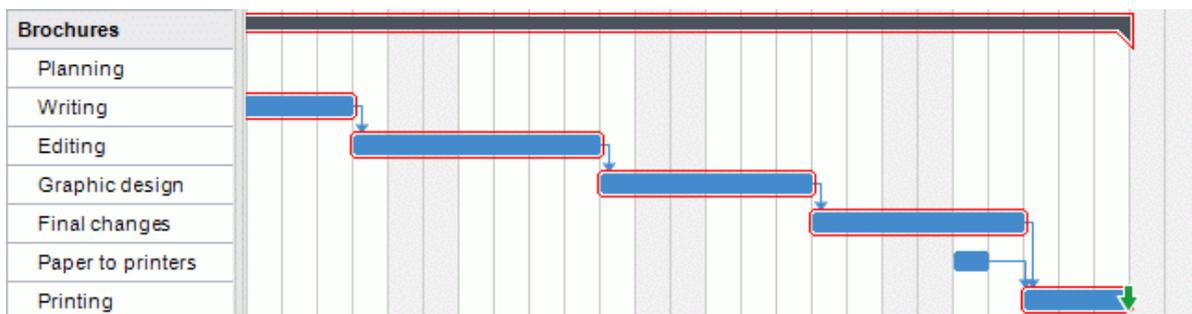
Checking the critical path

Are there tasks on the critical path that should not be there? A task is on the critical path if it directly contributes to the duration of the project. Removing a task from the critical path will shorten the overall project.

- Choose **Show Critical Path** to highlight in red the tasks that are on the critical path.



In this example, the "Paper to printers" task is on the critical path, but actually it could be done in parallel with the other tasks. The printing task is overshooting its deadline (green arrow), hence the exclamation mark indicator. Taking the "Paper to printers" task off the critical path reduces the overall duration of the project and meets the deadline for completion of printing:



Redefining a 'Finish to Start' relationship to either a 'Finish to Finish' or a 'Start to Start' relationship is also a useful way of taking a task off the critical path.

Comparing with a project baseline

If you created a project baseline after setting up the project plan (as described under "[Saving a project baseline](#)" in "[Enhancing a project plan](#)"), you can compare the current status of the project with this baseline.

Viewing the baseline in the Gantt chart

- Choose **Design | Show/Hide | Show Baseline** .

If you have created more than one baseline, select the baseline you want to show on the drop-down.



The selected baseline is now shown as a grey line underneath each individual task, allowing you to quickly see if your tasks are on track, too early or too late as compared with the initial plan.

Defining more baselines to document progress

During the course of your project, it can be useful to create new baselines at regular intervals to document project progress. For example, you might want to create new baselines every week or every month. The updated baselines will show how the project plan has evolved over time, for example as you add, edit, update and remove tasks in the project.

To add more project baselines, follow the procedure described in "[Enhancing a project plan](#)". Remember to select the right default project baseline for use in project reports (see below).



Give your baselines meaningful names (such as "23 March project follow-up") so that you can easily tell them apart and quickly select the right baseline for tracking progress in the Gantt chart.

Using the default baseline in project reports

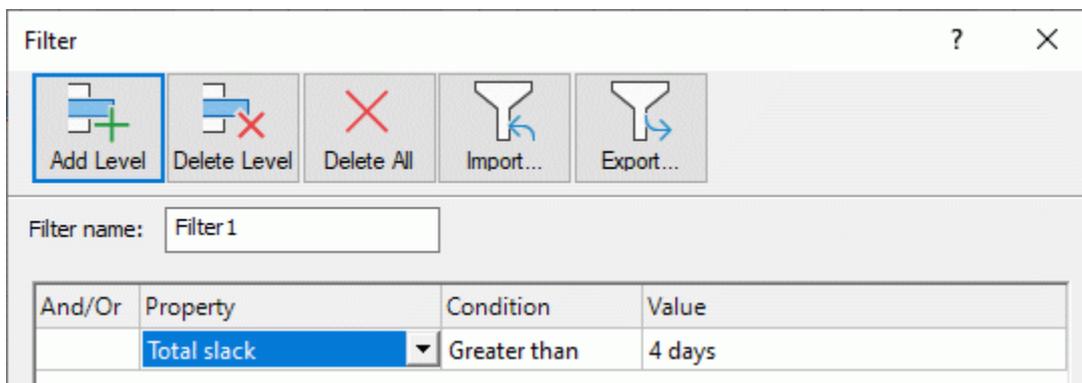
The default project baseline is used for tracking project progress in project reports. For more information, see "[Creating project reports](#)".

Filtering the tasks

One useful way of reviewing a project is to filter its tasks by appropriate criteria. For more information about how to define a filter, see "[Filtering a mind map](#)".

Using the Filter function, you can for instance display only the tasks that have a specific start or end date, duration, deadline, constraint, priority or completion level. You can also filter the project so that it only shows tasks involving particular resources. You can also use the **Conditional Formatting** feature to highlight tasks that meet the filter criteria but still keep the rest of the tasks visible. For more information, see "[Using conditional formatting](#)".

The **Total slack** parameter lets you list only the tasks that are on the critical path (by specifying a value of zero), or tasks that have some slack in them, in other words that could be extended or delayed without affecting the end date of the project. To give an example, the condition "Total slack greater than 4" would only show you the tasks which could be delayed by 5 days or more without affecting the end date of the project. This could be very useful in helping you optimize the resource allocation, for instance by moving resources from tasks that have the most slack to more critical tasks.



And/Or	Property	Condition	Value
	Total slack	Greater than	4 days

Moving the project

You can move the entire project by selecting a new start or end date. This is a quick way of rescheduling an entire project without having to update each individual task.

- Choose **Gantt Tools | Project | Move Project**.

Move Project

Original project start date: 9/ 2/2026

New project start date: 9/25/2026

Move deadlines

OK Cancel

- Select a new project start date.

 If the project is scheduled from the project end date, you will have the option to select a new project end date instead. For more information, see "[Defining the global project settings](#)".

- (optional) If you do not want to update project deadlines, deselect the **Move deadlines** checkbox.

The start and finish dates for all project tasks are adjusted to match the new start and end dates.

Exporting a project plan

All the export methods are available when working on a project plan. The export methods that are particularly relevant to project plans are the following:

Creating reports: Choosing this option lets you create a number of different HTML reports, such as Top Level Tasks, Critical Tasks, Tasks in Progress and so on. See "[Creating project reports](#)" for more information.

Export to HTML: This export method is only available when you are viewing your project plan in a view other than the Gantt view. It lets you export your project plan as a standard web site. See "[Exporting to HTML](#)" for more information.

Export to Microsoft Outlook Task List: This allows you to export your project plan as a series of tasks in the Outlook folder of your choice. For more information, see "[Exporting to Microsoft Outlook task list](#)".

Export to Microsoft Project: This allows you to take advantage of Microsoft Project's advanced project management capabilities to develop your project plan further. See "[Exporting to Microsoft Project](#)" for more information.

Export to XML: This method lets you export your project plan in two different XML formats, namely MindView XML and Microsoft Project XML. For more information, see "[Exporting to XML](#)".

Printing a project plan



You can print your project plan in the same way as in the Map views.

MindView enables you to spread your printout on several pages, which is very useful in the case of project plans. Increasing both horizontal and vertical page spread values, for instance, will allow you to create a legible printout of your entire plan, spread over several pages. When printing the Gantt chart, you can also select the date range to be printed.

For a full description of the printing options, see "[Printing a mind map](#)".

Spellchecking

Using the spellchecker



MindView allows you to find and correct spelling errors in your entire document as well as in the currently selected element. The MindView spellchecker is able to detect misspelled words and automatically correct common misspellings in the following elements:

- Root or branch labels
- Floating comments
- Pop-up comments
- Text notes
- Object names

In addition to looking up words in its own dictionaries, the spellchecker also references **custom dictionaries** to determine whether a particular word is correctly spelt or not. You can customize these dictionaries by adding, replacing or deleting words.

The spellchecker also uses an **AutoCorrect list** to correct common mistakes automatically. Again, you can customize this list by adding, replacing or deleting word pairs, and you can prevent the AutoCorrect feature from automatically correcting the capitalization of certain words.

Finally, the spellchecker allows you to spellcheck your documents in **several languages**, including American and British English, French, German, Italian, Spanish, Dutch and Danish.

Spellchecking as you type

By default, MindView checks for spelling errors as you type, underlining in red any mistakes found.

You have the option of correcting the mistake straight away by right-clicking the misspelled word and choosing Corrections in the local menu.

You can now choose any of the following:

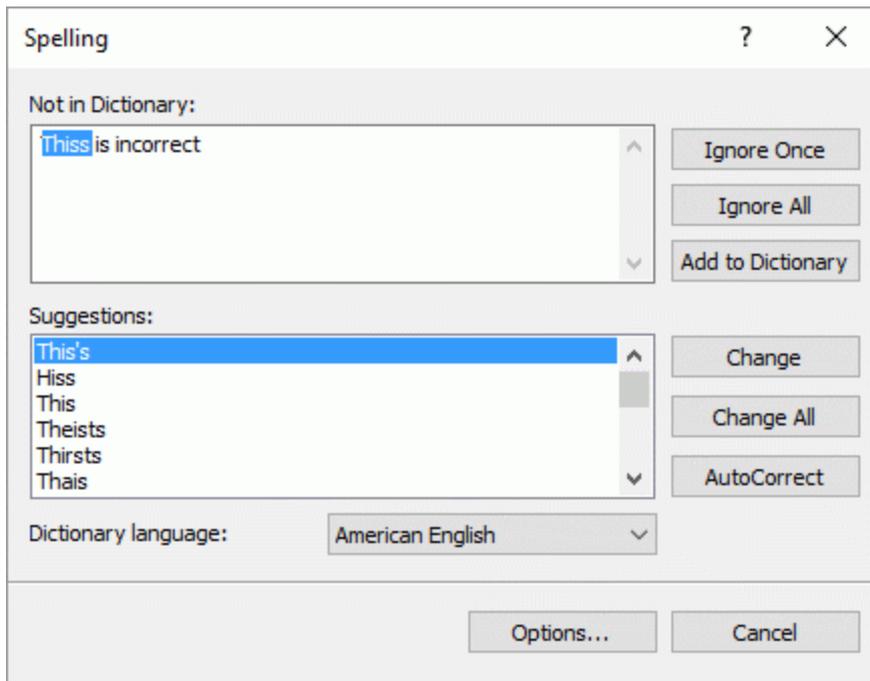
- Choose one of the suggestions listed, which then replaces the misspelled word.
- Choose **Ignore All** to ignore the currently highlighted occurrence of the word and all other such occurrences in the document and any other document opened during this MindView session.
- Choose **Add to Dictionary** to add the underlined word to your default custom dictionary, thereby making it a valid word which the spellchecker will no longer report as a mistake. See the topic "[Spellchecking options](#)" for more information on custom dictionaries.
- Choose **AutoCorrect** to choose one of the suggestions listed. In addition, the misspelled word and its corrected equivalent will be added to the AutoCorrect list. This means that whenever you type this misspelled word in the future, it will be automatically replaced by its corrected equivalent. See the topic "[Spellchecking options](#)" for more information on the AutoCorrect list.
- Choose **Spelling** to open the Spelling dialog, which allows you to spellcheck the entire selected element.

Spellchecking the document

- Choose **Review | Proofing | Spellcheck Document** or press **F7**.



MindView goes through your document, examining root and branch labels, floating comments, pop-up comments, text notes and object names for spelling mistakes. As soon as it detects a spelling mistake in one of these elements, MindView selects the element containing the mistake and opens the **Spelling** dialog.



The top field shows the phrase containing the misspelling, with the first misspelled word highlighted. The bottom field shows a list of suggestions from which you can choose an alternative spelling for the highlighted word.

You can choose one of the following options:

- **Ignore Once**
This will ignore the currently highlighted occurrence of the word.
- **Ignore All**
This will ignore the currently highlighted occurrence of the word as well as any other such occurrences during the entire MindView session.
- **Add to Dictionary**
This will add the misspelled word to your default custom dictionary.
- **Change**
If you have edited the misspelled word in the top field, this replaces it with the edited word. Otherwise the misspelled word is replaced by the alternative spelling chosen in the Suggestions field. Only this occurrence of the misspelled word is corrected. If you also want all following occurrences of the word replaced, click Change All.
- **Change All**
If you have edited the misspelled word in the top field, this replaces it with the edited word. Otherwise the misspelled word is replaced by the alternative spelling chosen in the Suggestions field. This replaces all the occurrences of the misspelled word in the entire document.
- **AutoCorrect**
This replaces the misspelled word by the alternative spelling chosen in the Suggestions field. In addition, the misspelled word and its corrected equivalent are added to the AutoCorrect list.
- **Dictionary language**
This lets you choose a different language for the spellchecker to use to check your document.
- **Options**
This opens the Spellchecking Options dialog, which lets you set various options to control the way the spellchecking is done. See the topic "[Spellchecking options](#)" for a full description of this dialog.

Spellchecking the currently selected element

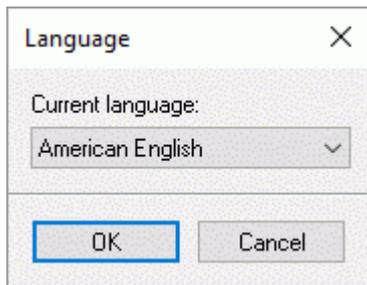
- Choose **Review | Proofing | Spellcheck Selection** or press **Ctrl + F7**.



MindView goes through the currently selected element, looking for spelling mistakes. As soon as it detects a spelling mistake, MindView selects the phrase containing the spelling error, highlights the error and opens the Spelling dialog described above.

Choosing a different dictionary

- Choose **Review | Proofing | Set Language** and select the language dictionary you would like to use to spellcheck your document.



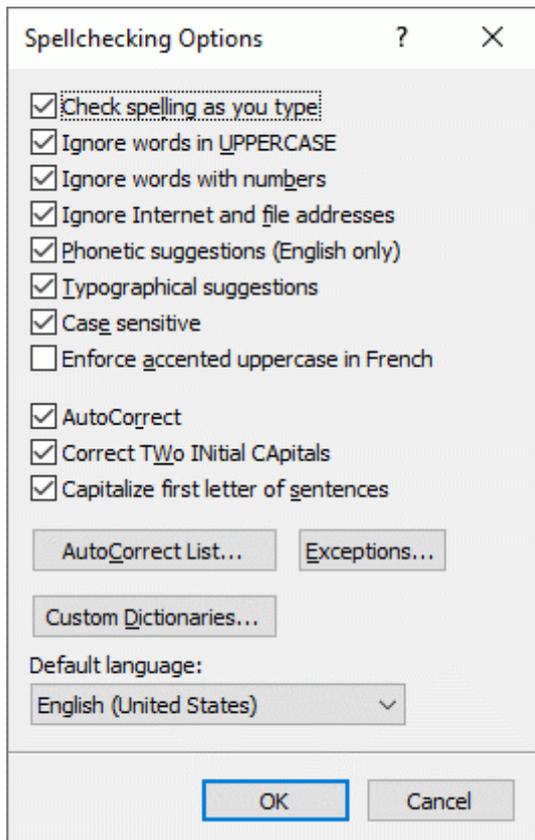
Spellchecking options



This dialog contains various options which you can set to determine the type of errors reported by the spellchecker.

You can access it in several ways:

- By choosing **Review | Proofing | Spelling Options**.
- By clicking **Options** in the **Spelling** dialog.
- By clicking the **File** tab, then **Options** and **Proofing**.



Check spelling as you type: If you disable this option, the misspelled words will not be automatically underlined in red as you type them. You will need to use the Spellcheck commands to spellcheck your mind map at a later stage.

Ignore words in uppercase: When enabled, this option causes any word written entirely in upper case to be ignored by the spellchecker and skipped. It is useful to keep this option enabled if your document contains many acronyms.

Ignore words with numbers: When enabled, this option causes any word containing numbers to be ignored by the spellchecker and skipped. It is useful to keep this option enabled if your document contains many words or symbols including numbers, such as Q4.

Ignore Internet and file addresses: When enabled, this option causes any words that appear to make up an Internet domain name, a URL or an email address to be ignored and skipped.

Phonetic suggestions (English only): When enabled, this option causes suggestions to be made on the basis of their phonetic similarity to the misspelled word. This option tends to improve suggestions for badly misspelled words.

Typographical suggestions: This is the default option. It causes suggestions to be made on the basis of the similarity of their spelling to that of the misspelled word. Note that the spellchecker does not offer suggestions if you disable both this option and the 'Phonetic suggestions' option.

Case sensitive: When enabled, this option causes the spellchecker to distinguish between capitalized and non-capitalized letters. The word "europe" for instance would be considered as a

mistake. If you disable this option, "europe" and "Europe" would be considered identical and both regarded as correct.

Enforce accented uppercase in French: When enabled, this option causes the spellchecker to flag as incorrectly spelled any word starting with an upper-case letter which should have been accented.

AutoCorrect: If you disable this option, even if a misspelled word is included together with its correct equivalent in the AutoCorrect list, the misspelled word will not be automatically replaced by its equivalent.

Correct two initial capitals: If you type the first two letters of a word in upper case, this option causes the 2nd letter to be automatically converted from upper case to lower case. The word "EUrope" for instance would be automatically replaced by "Europe".

Capitalize first letter of sentences: Automatically converts the 1st letter of a sentence to upper case.

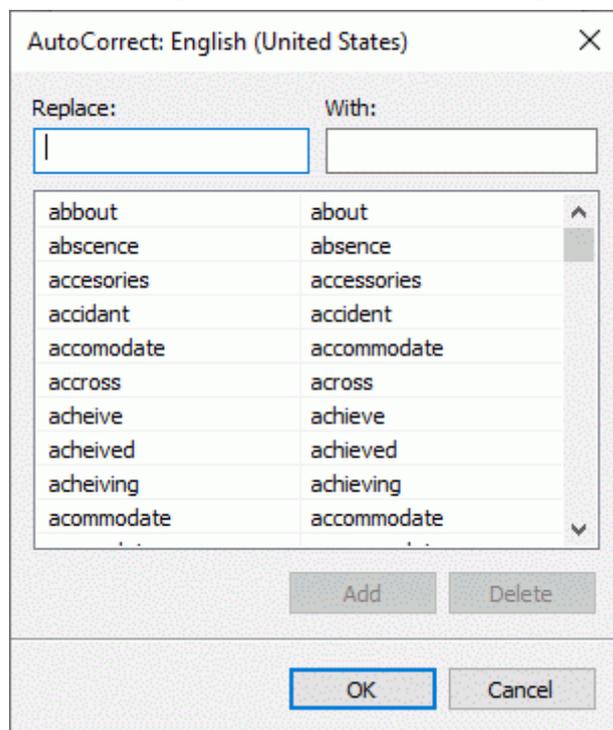
You can also click **AutoCorrect List**, **Exceptions** or **Custom Dictionaries** to open the corresponding dialogs. All dialogs are described below.

Default language: This lets you choose the default proofing language which you want the spellchecker to use to check your documents. By default, the proofing language is the same as the display language. If you choose a different default proofing language and later change the display language, the default proofing language is automatically changed again to match the selected display language. For more information on changing the display language, see "[Setting up your preferences](#)".

Using the AutoCorrect list

This list contains words that are frequently misspelled along with the correct spellings that should automatically be applied by the AutoCorrect feature described above. The list is pre-filled with commonly misspelled words for the spellchecker language; in addition, it is expanded when you add words to the list as described in "[Using the spellchecker](#)".

Each line is made up of the misspelled word in the 'Replace' column on the left, together with the correct spelling in the 'With' column on the right.



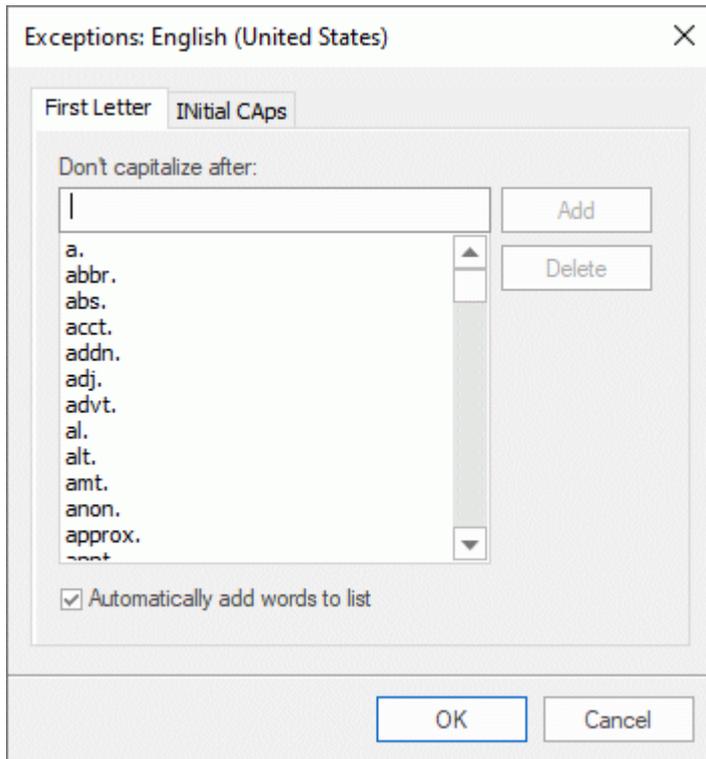
If you work with different languages, the spellchecker maintains one such AutoCorrect list per language.

You can customize the AutoCorrect list in various ways:

- You can add new AutoCorrect pairs by typing a commonly misspelled word in the 'Replace' field followed by its correct equivalent in the 'With' field and clicking **Add**.
- You can replace the correct equivalent of a misspelled word by selecting this misspelled word in the 'Replace' list, typing the new equivalent in the 'With' field and clicking **Replace**.
- You can delete an AutoCorrect pair by selecting the corresponding row in the list and clicking **Delete**.

Managing AutoCorrect exceptions

The AutoCorrect feature automatically capitalizes the first letter of words following a full stop, and it automatically corrects two initial capital letters in words to just one (changing "EUrope" to "Europe", for example). In some circumstances, however, these automatic corrections are wrong, for example if you are using abbreviations like "approx." or writing acronyms like "SOx". You can manage these exceptions by clicking **Exceptions** and doing one or more of the following in the dialog that opens.



- The **First Letter** tab is pre-filled with abbreviations that should *not* be followed by a capital first letter in the selected spellchecker language. You can add new abbreviations by entering them in the field at the top of the dialog and clicking **Add**. New items must be added one at a time.
- The **Initial CAPs** tab is empty by default. Here you can add words with several initial capital letters that should *not* be corrected.



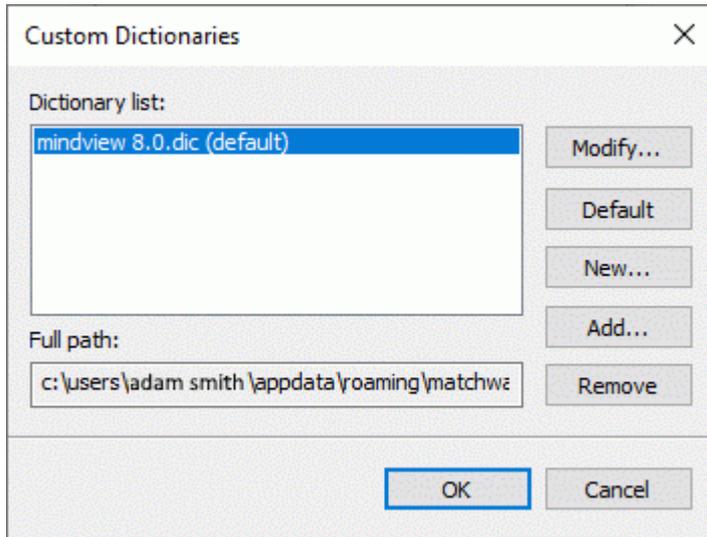
On both tabs, if **Automatically add words to list** is selected, words are added to the list when you overrule the AutoCorrect feature by pressing Ctrl+Z. If you type a word with two initial capitals that is not on the list, for example, AutoCorrect automatically changes it to one initial capital letter. If you then press Ctrl+Z to undo the correction, your original typing is reinstated, and the word is added to the list on the **Initial CAPs** tab.

- On both tabs, you can remove an item from the list by selecting it and clicking **Delete**.

Items removed in this way are no longer considered exceptions by the AutoCorrect feature. They will be automatically corrected whenever the spell checker encounters them in your mind maps. This applies to items that you have added and items that were pre-filled on the **First Letter** tab.

Using the custom dictionaries

This dialog contains a list of all your custom dictionaries as well as several buttons allowing you to customize them.



Custom dictionaries contain all the words reported as misspelled by the spellchecker that you decided to accept as valid by clicking Add to Dictionary during spellchecking. This means that a word included in any of the custom dictionaries is no longer reported as a misspelling by the spellchecker.

The Custom Dictionaries dialog allows you to:

- Modify one of the custom dictionaries by clicking it, then selecting **Modify**. You can then add new words to the dictionary or remove existing words.
- Set one of the custom dictionaries as default by selecting it and clicking **Default**. Any new word you now accept as valid by clicking Add to Dictionary while spellchecking will be automatically added to this dictionary.
- Create a new custom dictionary by clicking **New**.
- Add an existing custom dictionary by clicking **Add**.
- Remove an existing custom dictionary by selecting it and clicking **Remove**.

Sources and citations

Managing sources

If you are working on a research project or writing a paper, you will probably want to include a bibliography in your finished work. MindView can help you compile and maintain bibliography entries (known as **sources** in MindView) that you can use in your map.

If you want to add citations to particular elements of the map, you will have to create one or more sources first. It is not, however, necessary to use citations; you can create any number of sources without referring to them in any of the map elements, and just use them as a bibliography. See "[Using citations](#)" for more information on inserting citations.

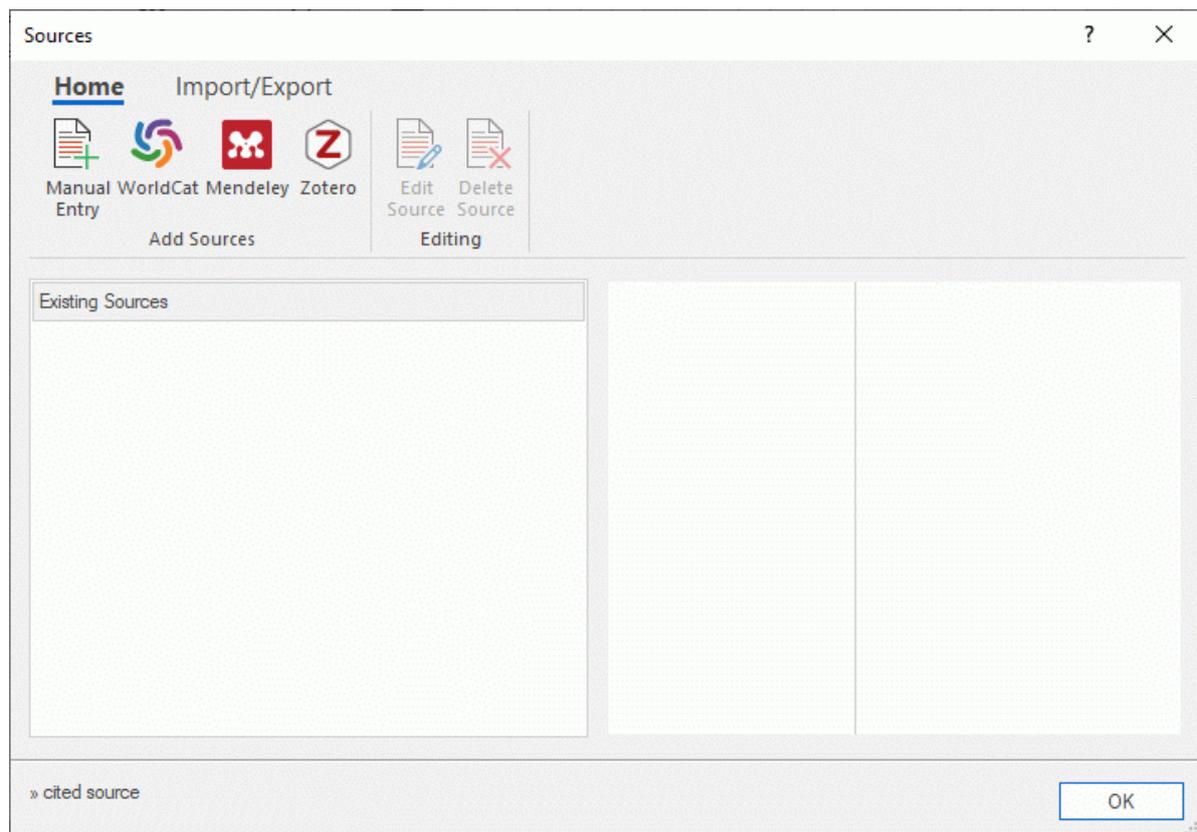
You can import sources into your mind map, and you can export sources in various formats for use elsewhere. For more information, see "[Importing and exporting sources](#)". If you export your mind map to a Microsoft Word document, you can include your sources as a bibliography in the exported document. For more information, see "[Exporting to Microsoft Word](#)".

If you use the Capture toolbar to capture text or images from web sites or other documents, the sources for the text or images that you capture are automatically added to the list of sources. See "[Capturing text and images](#)" for more information on using the Capture toolbar. If you use the MindView Assist app to create research notes, you can add sources to your notes. When you insert a note from the Research panel in your MindView document, the source is automatically added to the list of sources in the document. See "[Working with folders and sources](#)" for more information on working with sources in MindView Assist.



Adding sources

- Choose **Review | Sources | Manage Sources** to open the **Sources** dialog.



You can also access the dialog by choosing **Insert | Links | Citation** and selecting **Manage Sources** in the sub-menu, or by right-clicking an element of your mind map and selecting **Insert | Citation | Manage Sources** or **Citation | Manage Sources** in the shortcut menu.

You can now search for sources in the WorldCat online library catalog or enter source information manually.



For information on importing sources from a Mendeley or Zotero account or a file, see "[Importing and exporting sources](#)".

Searching for sources in the WorldCat catalog

- Click **WorldCat**.

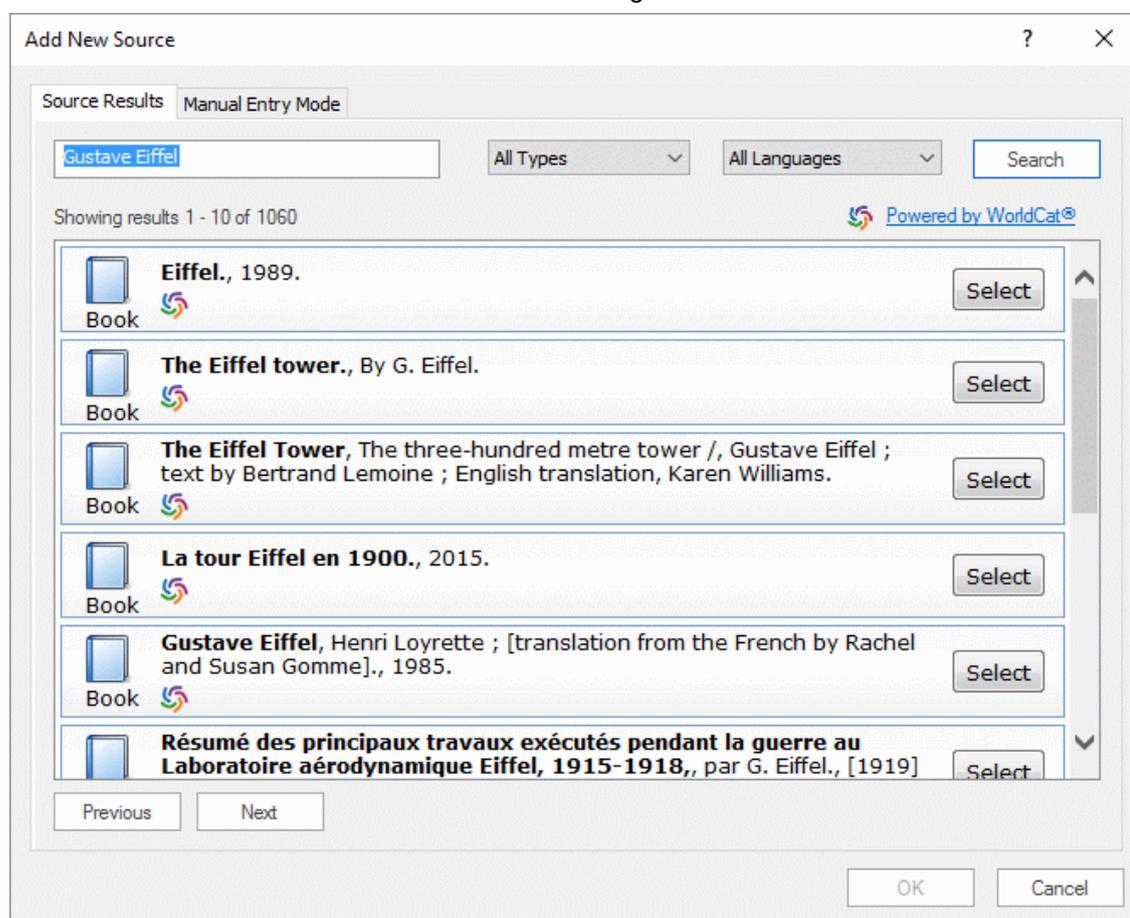
The **Add New Source** dialog opens on the **Source Results** tab.



You can also access this dialog while inserting citations by clicking **New Source** in the **Insert Citation** dialog and choosing **WorldCat** on the submenu.

- On the **Source Results** tab, enter search criteria (e.g. an author's name or a publication title) in the search field.
- Select the source type and source language to search for on the drop-down lists.
- Click **Search**.

Search results from WorldCat are shown in the dialog.



The source types found are indicated using icons:



Book



Film



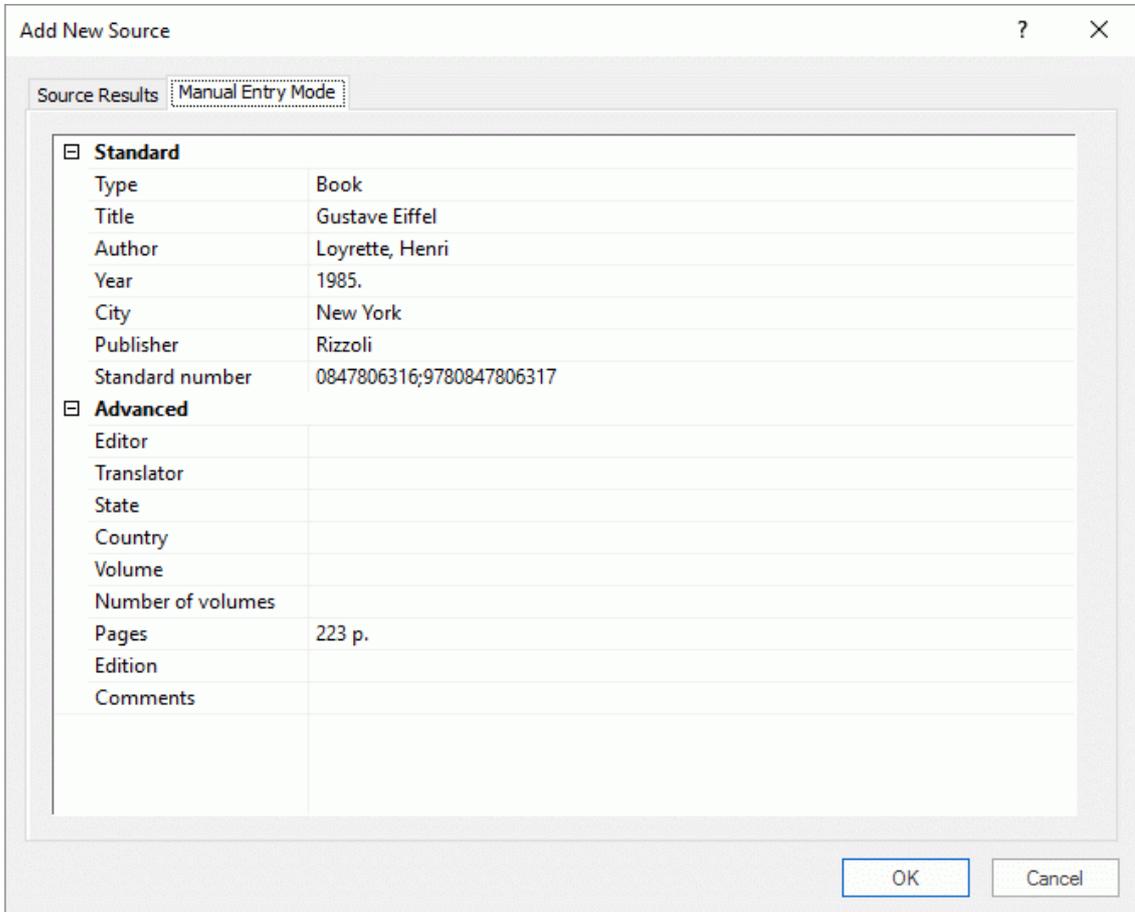
Journal article

- Use the **Previous** and **Next** buttons to navigate between result pages, if applicable.

- Click the **Select** button for the source you want to include.

 You can also click the **WorldCat** icon  to see the entry for the result on the WorldCat web site.

The application switches to the **Manual Entry Mode** tab where you can add information about the selected source.



The screenshot shows a dialog box titled "Add New Source" with a "Manual Entry Mode" tab selected. The dialog contains two sections: "Standard" and "Advanced".

Standard	
Type	Book
Title	Gustave Eiffel
Author	Loyrette, Henri
Year	1985.
City	New York
Publisher	Rizzoli
Standard number	0847806316;9780847806317

Advanced	
Editor	
Translator	
State	
Country	
Volume	
Number of volumes	
Pages	223 p.
Edition	
Comments	

At the bottom right of the dialog are "OK" and "Cancel" buttons.

- Click OK to add the source to the map.

 You can also switch to the **Manual Entry Mode** tab to enter source information manually without searching WorldCat first. For more information, see below.

Manually entering source information

- Click **Manual Entry**.

Manual Entry Mode	
<input type="checkbox"/> Standard	
Type	Book
Title	
Author	
Year	
City	
Publisher	
Standard number	
<input type="checkbox"/> Advanced	
Editor	
Translator	
State	
Country	
Volume	
Number of volumes	
Pages	
Edition	
Comments	

The **Edit Source** dialog opens.

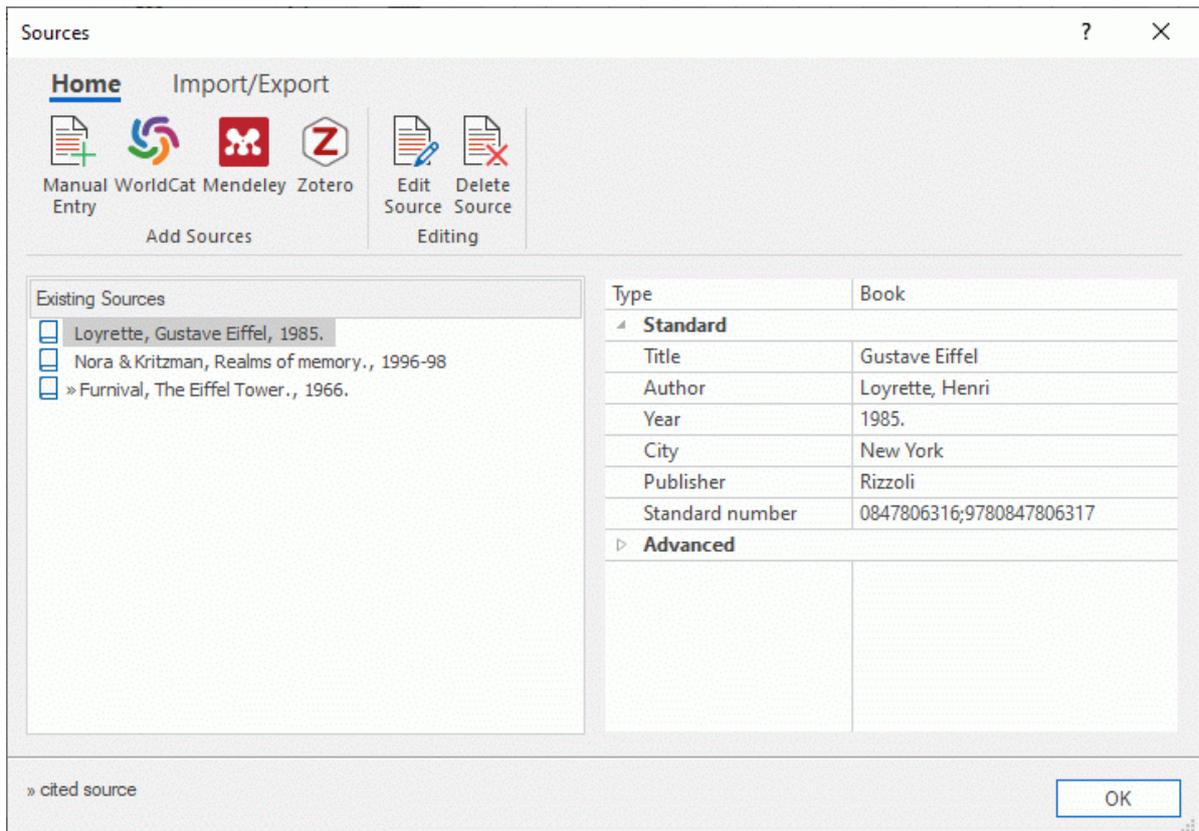


*You can also access this dialog while inserting citations by clicking **New Source** in the **Insert Citation** dialog and choosing **Manual Entry** on the submenu.*

- Select the source type to add on the **Type** drop-down list: **Book, Film, Web site, Journal article**.
- Enter the desired information about the new source in the fields below the drop-down list. The fields available depend on the source type chosen.
- Click OK to add the source to the map.

Viewing and managing sources

When you have added one or more sources, they are shown in the **Sources** dialog. If you have inserted citations in the document as described in "[Using citations](#)", the sources referenced by these citations are indicated using chevrons.



Editing a source

- Select the source to be edited under **Existing Sources**.
- Edit the source as needed in the pane on the right, or click **Edit Source** to open the **Edit Source** dialog and edit the source from there.
- Click OK to update the source in the map when you have finished editing all fields.



If you edit a source that you have imported from elsewhere, remember that the source update only applies to your MindView document. You may want to ensure that all your sources are consistent everywhere by exporting the edited source from MindView and importing it to your account on Mendeley, Zotero or elsewhere. For more information, see "[Importing and exporting sources](#)".

Deleting a source

- Select the source to be deleted in the **Sources** dialog.
- Click **Delete Source**.



If you delete a source that is cited on a branch or other element of the map, the actual citation is not deleted but the connection between citation and source is lost. If you then export the map to Microsoft® Word, the exported document will contain an error message because Word cannot find a source for the citations.

Importing and exporting sources

In addition to creating sources as described in "[Managing sources](#)", you can import sources from various file formats and from the Mendeley and Zotero online reference manager systems. This allows you to quickly add sources that you have compiled elsewhere to your mind map, saving you the trouble of searching for them again. In addition, you can export sources to various file formats in order to use them in other mind maps, import them to your Mendeley or Zotero account, or use them elsewhere. MindView supports various source file formats including RIS (Research Information Systems) and the Microsoft Word bibliography XML format.

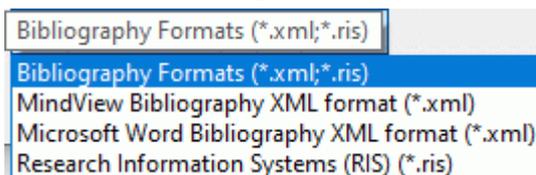
 If you export your mind map to a Microsoft Word document, you can include your sources as a bibliography in the exported document. For more information, see "[Exporting to Microsoft Word](#)".

Importing sources from files

- Choose **Review | Sources | Manage Sources** to open the **Sources** dialog, and click the **Import/Export** tab.

 You can also access the dialog by choosing **Insert | Links | Citation** and selecting **Manage Sources** in the sub-menu, or by right-clicking an element of your mind map and selecting **Insert | Citation | Manage Sources** or **Citation | Manage Sources** in the shortcut menu.

- Choose **Data | Import**.
- Select the file format you want to import on the drop-down.



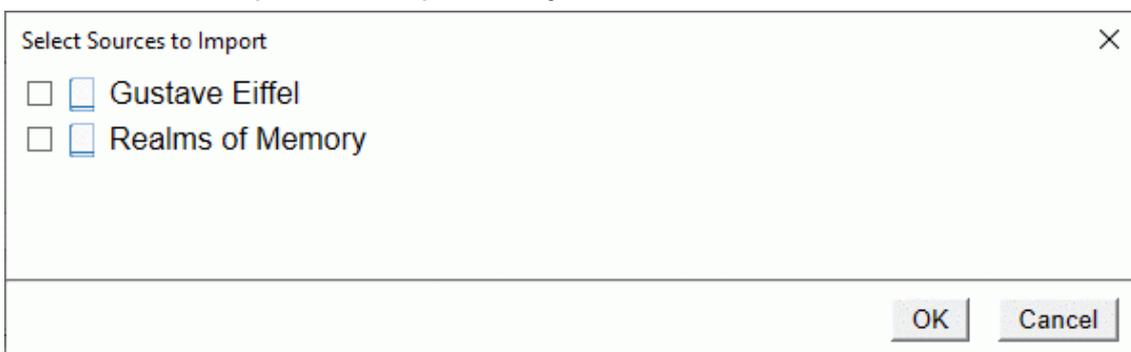
- Locate, select and open the file to be imported to add its contents to your list of sources.

 If you import a source that was already present in your mind map, both versions of the source are kept. For example, if you had manually added a specific journal article to your list of sources and then import the same journal article from a file, the same journal article will appear as two different entries on the list of sources. When importing sources, make sure that you do not end up with duplicate sources, and delete the redundant ones if necessary. This also applies when you import from Mendeley or Zotero as described below.

Importing sources from Mendeley or Zotero

- From the **Sources** dialog, click **Mendeley** or **Zotero**.
- In the dialog that opens, sign into the Mendeley or Zotero account you want to use, or confirm that you want to proceed with the current account if you had already signed in.

 You can also access this dialog while inserting citations by clicking **New Source** in the **Insert Citation** dialog and choosing **Mendeley** or **Zotero** on the submenu.



- Select the sources that you want to import, and click **OK**.

Exporting sources to files

- From the **Import/Export** tab of the **Sources** dialog, choose **Data | Export**.
- Select a location and file format for the exported file, and click **Save**.



If you want to import your exported sources into a reference manager application, consider using the RIS format which is a widely used research information file format.

Using citations

A citation is a reference to a source, typically a published work. Citations may be handled in a number of ways but the standard method is to provide a page number and the name or author(s) of the source cited in parentheses, possibly preceded by a direct quotation from the source in quotation marks as in the following example:

"Everyday life presents itself as a reality interpreted by men and subjectively meaningful to them as a coherent world" (Berger & Luckmann, 33)

Full details of the source cited must be provided in the bibliography (as the basic information provided in parentheses is not sufficient to properly identify the book (or other work) cited).

MindView cannot automatically insert quotations. If you need to enter a quotation (which is only possible in text notes), you must enter it manually. MindView can be used, however, to insert citations in text notes to link your quotation to a source. You can also insert citations directly on the root or branches of the map, on attachments and on hyperlinks.



You can also use the Capture toolbar to select text for quotations from documents or web sites. MindView automatically generates a source (but no citation) for the captured text. For more information, see "[Capturing text and images](#)".

If you export your map to Microsoft® Word, all the citations you have added are automatically placed in the correct location of the Word document. The full details of the corresponding sources are included in the Bibliography section located at the end of the Word document, if you choose to export them. For more information, see "[Exporting to Microsoft Word](#)".



To insert a citation, you must first create the source that it should refer to in the map. See "[Managing sources](#)" for more information.

Inserting a citation in a text note

- Open the text note where the citation is to be inserted.
- Place the cursor at the position where the citation is to be inserted in the note.
- (Optional) Type a quotation from the source.
- Do one of the following:
 - Choose **Edit | Citation | Citation** and click **Insert citation** in the submenu.
 - Choose **Insert | Links | Citation** and click **Insert Citation** in the submenu.

The **Insert Citation** dialog opens.

- Select a source in the **Existing Sources** list.



If you have not created any sources yet, you can click **New Source** to do so. See "[Managing sources](#)" for more information.

- (Optional; citations from books or articles only) Insert page numbers in the **Page numbers** field.
- Click **Insert**.
The citation is now inserted in the note.

Inserting a citation on the root or a branch

You can also insert citations directly on roots or branches.

To do this, select the root or branch, choose **Insert | Links | Citation**, click **Insert Citation** in the submenu and then follow the procedure described above for text notes.

 When inserting a citation on a root or branch, the citation is not visible on the root or branch itself. To see a list of the citations you have inserted on a root or branch, select the root or branch, choose **Insert | Links | Citation** and click **Manage Citations**.

Inserting a citation on an attachment or a hyperlink

You can also insert citations on attachments and hyperlinks.

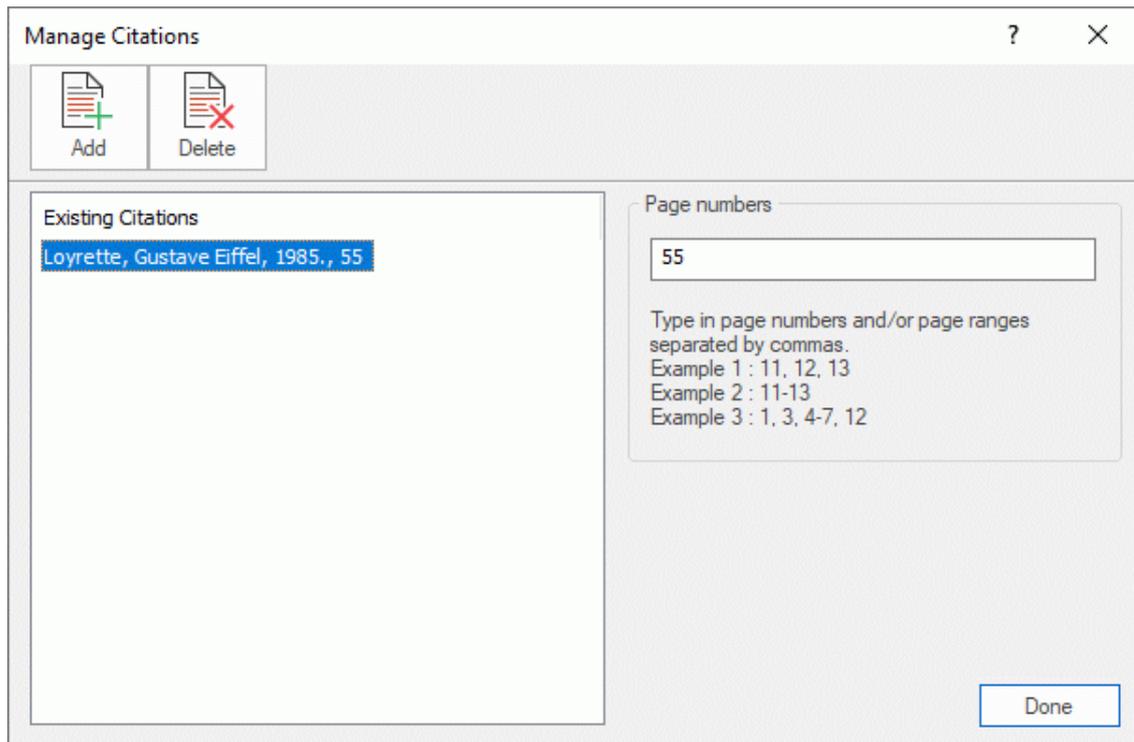
To do this:

- Select the root or branch containing the attachment or hyperlink.
- Move the mouse pointer over the paperclip icon  shown on the right of the branch label to indicate the presence of the attachment or hyperlink.
- Right-click the attachment or hyperlink in the pop-up list that opens and choose **Citation | Insert Citation** in the local menu.
- Follow the rest of the procedure described above for text notes.

 As is the case for roots and branches, citations inserted on attachments and hyperlinks are not visible. To see a list of the citations you have inserted on an attachment or a hyperlink, right-click that attachment or hyperlink and choose **Citation | Manage Citations** in its local menu.

Viewing and managing citations

- Select the element containing the citation as follows:
 - For text notes, roots and branches, choose **Insert | Links | Citation** and click **Manage Citations** in the submenu.
 - For attachments and hyperlinks, choose **Citation | Manage Citations** in the local menu.The **Manage Citations** dialog opens.



- You can now:
 - Add a new citation by clicking the **Add** button at the top of the dialog.
 - Remove a citation by selecting it, then clicking the **Delete** button at the top of the dialog.
 - 🔗 This deletes the citation, but does not delete the corresponding source, which stays included in the map.
 - Edit the citation's page numbers (books and articles only).
- Click **Done** to save your changes.

Using MindView Assist

Installing the app and logging in



With the MindView Assist app, you can create and edit several types of research notes.

MindView Assist and your MindView account

All research notes that you create in MindView Assist are automatically synchronized with your MindView account. You can therefore insert them in MindView and MindView Online on all devices where you log in using the same account. Items that you save to the Research panel from the Capture toolbar as explained in "[Capturing text and images](#)" are also synchronized with your MindView account. As a result, they are also available in MindView Assist.

If you use different MindView accounts for different devices, your research notes will not be available across all of those devices. If you log into MindView Assist on your device with a different MindView account, data belonging to the original account is deleted from the device. It is not deleted from your account, however, and the next time you log in with the original account, it is synchronized to your device again.

From MindView Assist, you can edit and delete both research notes and Capture toolbar items. Changes are synchronized with your MindView account and automatically applied on all devices where you are logged in. If you delete an item from MindView Assist, for example, it is no longer available in the app, in MindView or in MindView Online. Items already inserted in your mind maps are not affected by such changes.

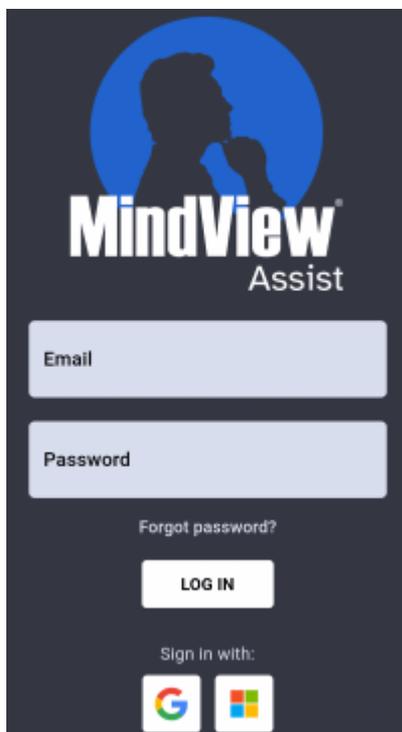


Depending on your device's notification settings, you may receive a notification when an item is deleted from MindView or MindView Online.

Installation and login

- Find MindView Assist in the app store that matches your device, and install it.

The app is available for iOS and Android. For a list of system requirements, see "[MindView Assist system requirements](#)" below.



- Open the app and log in using your MindView account.

If login with other services (such as your Google or Microsoft account) has been enabled for your account, you can tap the logo for the enabled service to log in.

You can now start creating and organizing notes as described in "[Working with research notes](#)" and "[Working with folders and sources](#)". For information on other app options, see "[Navigating and setting up the app](#)".



If the app cannot connect to the server when you open it, but you have previously been able to log in, you will see a **Continue offline** option on the login screen. Tap this option to use the app without logging in. Changes that you make in the app are stored on your device and synchronized when the connection to the server is restored.

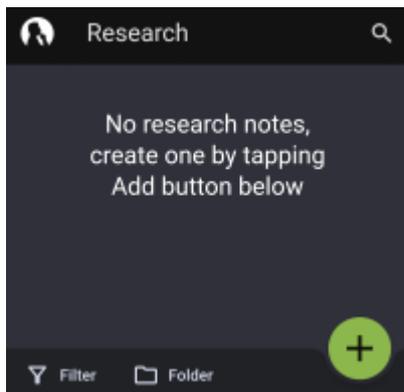
MindView Assist system requirements

MindView Assist works on iOS or Android phones and tablets that meet the following requirements:

- iOS: 12.1 or higher, preferably 14.0 or higher (for a better user experience when sharing notes)
- Android: SDK 24 (Android 7.0) or higher
- Minimum screen width: 320px, preferably 480px. The app works in both Portrait and Landscape orientation.

Navigating and setting up the app

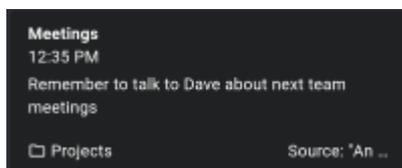
The home screen of MindView Assist shows your research notes and Capture toolbar items (if any). You have a range of options.



- Tap the plus sign  to create a new research note as described in "[Working with research notes](#)".
- Tap the MindView logo  to open the Settings menu as described under "[Selecting app settings](#)" below.

 *You can also open the Settings menu by swiping right from the left-hand side of your device screen.*

- Tap the search icon  to search the items listed as described below.
- Tap an existing item on the list to open it for editing as described under "[Editing an item](#)" in "[Working with research notes](#)".



If an item on the list is placed in a folder or has a source, this is indicated on the item.

- Tap **Filter**  or **Folder**  to filter the items shown as explained under "[Filtering items](#)" and "[Viewing items in a specific folder](#)" below.

Searching items

- Tap the search icon  to open a search field.



 *You can also open the search field by swiping downwards from the top of the list of items.*

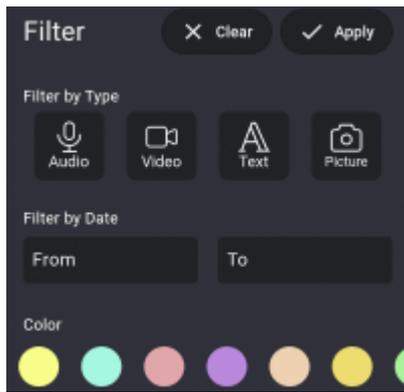
- Enter search text to search all items listed on the home screen.
The feature searches all note titles and the content of text notes. As you type, the list of items is filtered to match your search.
- Tap the delete icon  to clear the search field and show all items on the list.

You can hide the search field by tapping the search icon again.

Filtering items

You can filter items on the home screen by type, date and/or color.

- Tap **Filter**  to open the filter menu.

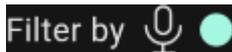


- Select one or more of the following criteria for the filter by tapping them:
 - Item type (audio, video, text or picture)
 - Creation date
 - Color

You can select several types and colors at once. For more information on changing the color of notes, see "[Working with research notes](#)".

- Tap **Apply**  to filter your items.

The filter menu closes, and items (if any) that meet the selected filter criteria are displayed. The criteria are shown at the top of the home screen, and the **Filter** button is highlighted.



Editing or clearing a filter

- Tap the displayed filter criteria or the **Filter** button to open the filter menu.
- Do one of the following:
 - Select new criteria or update the existing ones, then tap **Apply**  to update the filter and close the menu.
 - Tap **Clear**  to clear all filter criteria and close the menu.

Viewing items in a specific folder

- Tap **Folder**  to open the folder menu, and select a folder.

If no folders have been created, you can only select items that have not been assigned to a folder. For more information on organizing items in folders, see "[Working with folders and sources](#)".

The folder menu closes. Only items in the selected folder are displayed. The folder name is shown at the top of the home screen, and the **Folder** button is highlighted.



If you create new research notes while viewing a specific folder, the new notes are automatically placed in this folder.

- To display all items, tap the displayed folder name or the **Folder** button to open the folder menu, and then tap the selected folder to deselect it.

Selecting app settings

The Settings menu shows your user name, the app version and the time of the most recent synchronization with your MindView account. Tap the items on the menu to view or change app settings:

- Tap **Transcriptions**  to view a list of all transcriptions created from audio files on your device.

This option is only available if you have transcribed one or more audio recordings. For more information, see "[Working with research notes](#)".

- Tap **Sources**  to manage sources on your device as explained in "[Working with folders and sources](#)".
 - Tap **Folders**  to manage folders on your device as explained in "[Working with folders and sources](#)".
 - Tap **Settings**  to select general app options:
 - Select a visual theme for the app. The **Normal** theme lets you choose brightness settings: bright, device default or dark. You can set the device default in the settings of your device.

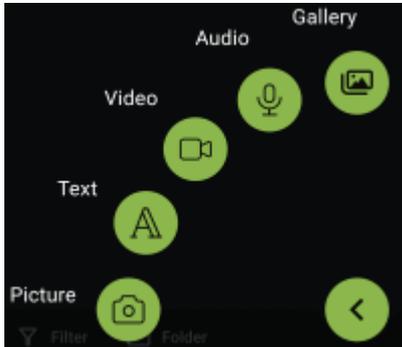
 - Choose your language and locale.
 - Choose the text-to-speech settings that are used when you use the Read Aloud feature for text notes as explained in "[Working with research notes](#)".
 - Select an alternative font for the app user interface.
 - Tap **Logout**  to log out of MindView Assist.
 - Tap the synchronization button  to manually synchronize MindView Assist with your MindView account.
 - Tap **Support**  to open the MatchWare support page in your device's default browser.
 - Tap **Terms of Service**  to review the terms of service of the MindView Suite. The terms of service are also available in "[MatchWare License Agreement](#)".
 - Tap **Software Licenses**  to view a list of licenses used in the app.
- Close the Settings menu by swiping left or using your device's Back button.

Working with research notes

This topic explains how you create, edit and delete research notes in MindView Assist. For a general introduction to the app, see "[Installing the app and logging in](#)".

Creating a research note

- From the home screen, tap the plus sign  and select the note type you want.



- Provide content for the note and select optional settings if needed. For detailed information, see below.
- Save the research note by tapping the checkmark .

The note is saved and synchronized with your account. This generally happens quickly, but you can synchronize manually as explained in "[Selecting app settings](#)" in "[Navigating and setting up the app](#)".

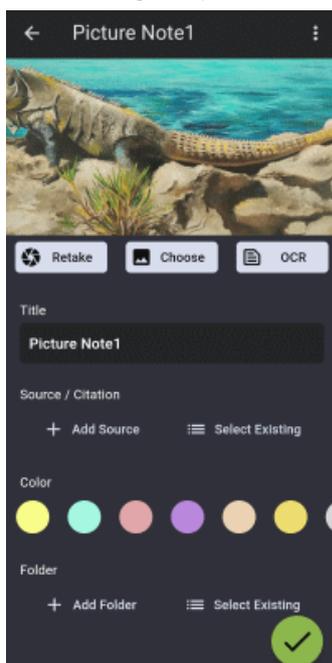
If you create new research notes while viewing a specific folder as explained under "[Viewing items in a specific folder](#)" in "[Navigating and setting up the app](#)", the new notes are automatically placed in this folder.

Options for specific research note types

Picture notes

- Use your device's camera to take a photo.
- Review the photo, and save or discard it using the options offered by your device. If you discard the photo, the camera opens again so you can take a new one.

After saving the photo, edit the note if needed:



- Tap **Retake**  to discard the current photo and take a new one.
- Tap **Choose**  to discard the current photo and select an existing image on your device instead.

Browse all media files on your device, or select a specific location using the drop-down at the top of the screen.



You can also tap **Open File**  at the bottom of the screen and select a location on your device.

- Tap **OCR**  to identify and extract text in the image. The text is inserted in a new text note that you can edit and save as described below.

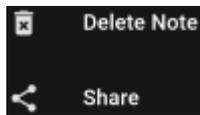
 How successfully the OCR (optical character recognition) feature extracts text depends on the clarity of the text in the image. In general, typed letters are identified more accurately than handwriting.

- Tap **Title** to edit the title of the note.
- Under **Source/Citation** and **Folder**, add a source for the note and/or place it in a folder. For more information, see "[Working with folders and sources](#)".

If you add a source, a citation referencing the source is automatically added to the note. For book or journal sources, you can enter page numbers for the citation.

- Tap **Color** to change the background color of the note. Choosing different background colors lets you filter your research notes by color as explained under "[Filtering items](#)" in "[Navigating and setting up the app](#)".

- Tap the three dots  to delete the note (see below) or share it with others using the features available on your device.



See the documentation for your apps or device for more information on your sharing options.

Text notes

- Enter the text of the text note using your device's on-screen keyboard (or another input method such as dictation, if your device supports it).
- Tap **Read Aloud**  to have the note read aloud. You can select the language on the drop-down.



- Tap the checkmark  to save the text.

After saving the text, edit the note if needed:

- Tap the text to edit it. Tap the checkmark to save the updated text.
- Tap **Read Aloud** to have the note read aloud.
- Edit the title, create or select sources and folders, change the note color and/or delete or share the note as explained for picture notes above.

Video notes

- Use your device's camera to record a video.
- Review the video, and save or discard it using the options offered by your device. If you discard the video, the camera opens again so you can record a new one.

After saving the video, edit the note if needed:

- Tap **Retake**  to discard the current video and record a new one.
- Tap **Choose**  to discard the current video and select a video from your device instead.
- Edit the title, create or select sources and folders, change the note color and/or remove or share the note as explained for picture notes above.

Audio notes

- Tap **Record**  to start recording audio from your device's microphone (or another audio source connected to your device).

You can pause recording by tapping **Pause** . Resume recording by tapping **Record** again.

- Tap the checkmark  to end and save the recording.

After saving the recording, edit the note if needed:

- Tap **Play/Pause**  and **Stop**  to play the recording.
- Tap **Record**  to discard the current recording and record a new one.
- Tap **Transcribe**  to transcribe the content of the audio note.

The transcribed text is inserted in a new text note that you can edit and save as described above.

 The transcription feature can process recordings up to 60 seconds. How successfully it recognizes text depends on the quality of the recording. In general, carefully enunciated words and sentences recorded with high clarity and little background noise are identified more accurately than mumbling or noisy recordings.

- Edit the title, create or select sources and folders, change the note color and/or remove or share the note as explained for picture notes above.

Gallery notes

- Select an existing image on your device.

Browse all media files on your device, or select a specific location using the drop-down at the top of the screen.



You can also tap **Open File**  at the bottom of the screen and select a location on your device.

When the note is saved, it works just like a picture note. You have the same editing options as for other picture notes.

Editing an item

When you have created and saved a research note, you can open it for editing from the home screen. You can also edit items that you have created using the Capture toolbar and saved to the Research panel as explained in "[Capturing text and images](#)".

- Tap the item on the list to open it for editing.
- Edit the item as required.

Your options when editing are the same as when creating research notes. For more information, see the descriptions for each note type above.

- Tap the checkmark  to save your changes.

Deleting an item

- Tap the item to open it, tap the three dots , and tap **Delete Note**.

Working with folders and sources

You can organize your research notes and items created using the Capture toolbar in folders. You can also add sources to your items to document the origin of the information they contain.

Working with folders

Creating a folder

- Do one of the following:
 - From the app home screen, open the settings menu, tap **Folders** , and tap the plus sign .
 - When creating a research note or editing a note or Capture toolbar item, tap **Add Folder** .
- Enter a title and (optionally) a description for the folder, and tap the checkmark .

If you created the new folder while creating or editing an item, the item is automatically placed in the new folder. You can use folders to filter your research notes in MindView Assist as explained under "[Filtering items](#)" in "[Navigating and setting up the app](#)".

Viewing folders

- From the app home screen, open the settings menu, and tap **Folders** . All folders on the device are shown. For each folder, the number of notes in the folder (if any) is also displayed.

Selecting a folder for a research note

- To select an existing folder for a note that you are creating or editing, tap **Select Existing**  under **Folder**, and tap the name of the folder.

If you create new research notes while viewing a specific folder as explained under "[Viewing items in a specific folder](#)" in "[Navigating and setting up the app](#)", the new notes are automatically placed in this folder.

Editing a folder

- Do one of the following:
 - From the app home screen, open the settings menu, tap **Folders** , and tap the name of the folder you want to edit.
 - If you are creating or editing an item and have not assigned it to a folder yet, tap **Select Existing** , and tap the pen button .
- Edit the folder title and/or description, and tap the checkmark .

Removing an item from a folder

- When creating or editing an item, tap **Remove**  next to the folder name to remove the item from the folder. The folder itself is not deleted.

Removing a folder

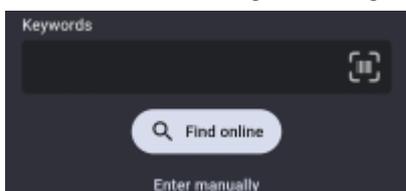
- Do one of the following:
 - From the app home screen, open the settings menu, tap **Folders** , and tap **Delete**  next to the name of the folder you want to remove.
 - If you are creating or editing an item and have not assigned it to a folder yet, tap **Select Existing** , and tap **Delete**  next to the name of the folder you want to remove.

The folder is deleted. Notes in the folder (if any) are not deleted.

Managing sources

Creating a source

- Do one of the following:
 - From the app home screen, open the settings menu, tap **Sources** , and tap the plus sign .
 - When creating or editing an item, tap **Add Source** .



- Create a new source by doing one of the following:
 - Search for a source online by entering one or more search terms, tapping **Find online** and selecting a source from the list of results.
 - Add a book source by tapping the barcode  button and scanning the barcode on the back of the book to get its ISBN or other identification number.
 - Tap **Enter manually** to manually enter source details.
- On the subsequent screen, enter or review source information as needed.

You can enter or edit information such as type, title and authors. The fields available depend on the source type chosen.
- Tap the checkmark .

The source is created. If you created the new source while creating or editing an item, the source is automatically added to the item.

Viewing sources

- From the app home screen, open the settings menu, and tap **Sources** .
- All sources on the device are shown. For each source, the number of references to that source (if any) in the items is also displayed.

Selecting a source for an item

- To select an existing source when creating or editing an item, tap **Select Existing**  under **Source**, and tap the name of the source.

Editing a source

- Do one of the following:
 - From the app home screen, open the settings menu, tap **Sources** , and tap the name of the source you want to edit.
 - If you are creating or editing an item and have not added a source to it yet, tap **Select Existing** , and tap the pen button  next to the source you want to edit.
- Edit the source by updating the fields as required, and tap the checkmark .

Removing a source from an item

- When creating or editing an item, tap **Remove**  next to the source name to remove the source from the item. The source itself is not deleted.

Removing a source

➤ Do one of the following:

- From the app home screen, open the settings menu, tap **Sources** , and tap **Delete**  next to the name of the source you want to remove.
- If you are creating or editing an item and have not added a source to it yet, tap **Select Existing** , and tap **Delete**  next to the name of the source you want to remove.

The source is deleted. Items that referenced the source (if any) are not deleted.

Using folders and sources in other applications

Folder and source information is synchronized to your MindView account along with other note information. You can therefore use folders and sources in MindView and MindView Online:

- You can filter items by folder in the Research panel in MindView as explained under "[Research panel options](#)" in "[Inserting items from the Research panel](#)". You can also do this in MindView Online; for more information, see the documentation for MindView Online.
- Sources in your research notes are added to the list of sources in your MindView and MindView Online documents when you insert the notes in your mind maps. For more information on using sources in MindView, see "[Managing sources](#)" and subsequent topics in the "Sources and citations" section. For more information on using sources in MindView Online, see the documentation for MindView Online.

Exporting

Introduction

MindView lets you export your document to other applications, including Microsoft® Word, Microsoft® PowerPoint, Microsoft® Excel, Microsoft® Outlook and Microsoft® Project. You can also export it to HTML or XML, as a picture, or as a PDF or RTF document.

These export possibilities mean that you can use MindView 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 FrontPage® (for HTML export), Microsoft® Word, Microsoft® PowerPoint, Microsoft® Project and so on.

You can control which elements of your document should be exported. For every element in the document (except the root, which is always exported), you can select or deselect the **Include in export** check box in the Properties dialog to select whether the element should be exported or not. In this way, you can keep certain information in your document from being distributed to other documents or users. For more information, see "[Using the Properties dialog](#)" and the "Properties" subsection of the "Reference" section.

Once you have exported your document and worked on it in one of these applications (for instance Word, PowerPoint, Excel, Outlook or Project), you can re-import it back into MindView if necessary, while preserving much of the work done in the external application. The branch structure, layout and contents of the original mind map is also preserved as far as possible. For more information about importing a document into MindView, see the "[Importing](#)" section of this documentation.

The export options offered by MindView are all described in detail in the next topics.

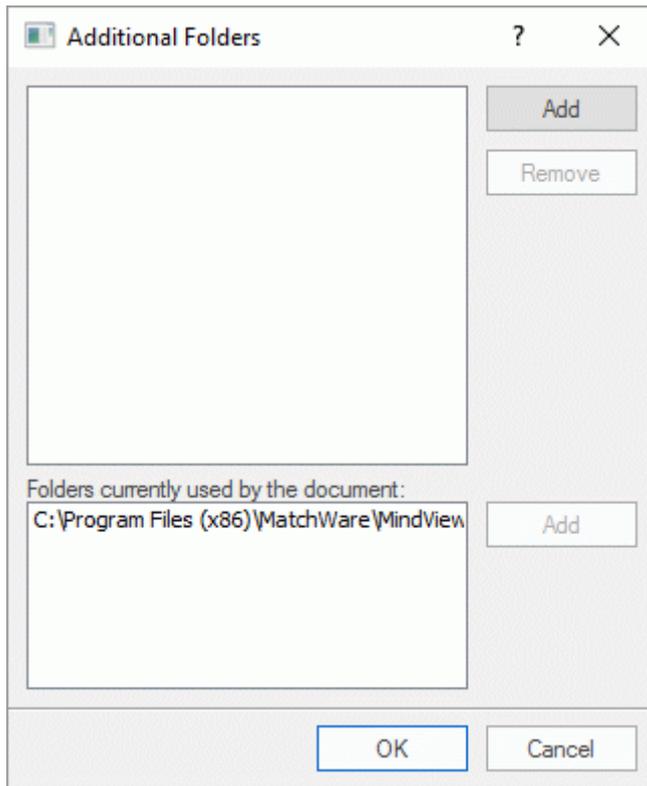
Additional folders



When you export your document to one of the export formats available, MindView automatically includes and references all the files you have used in the document.

If however you have created a particular folder structure for the external files used by your document, you can ensure that MindView preserves this structure when exporting to HTML or packing your document by specifying the list of folders that need to be included in the export folder or the packed map as follows:

- Click the **File** tab.
- Choose **Info | Additional Folders** to open the following dialog:



- Click the **Add** button and select the first folder you wish to include.
- Repeat for all the folders you would like to include.

Note that you can enlarge the dialog by dragging one of its corners if the folder paths are not fully visible.

In the exported version of your document, all references to external files are automatically modified to point to the correct output folder.

Exporting to Microsoft Word



This export method lets you export your mind map as a Microsoft® Word document. If for instance you have created a mind map to brainstorm the structure of a report, 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 report by working directly in Word.

If after working for some time on your Word document, you realize you need to review the structure of your map in MindView before doing any further work in Word, you can re-import it back into MindView without losing any new text or formatting you might have added in Word. See "[Importing from Microsoft Word](#)" for more information.



You do not need to have Microsoft Word installed on your computer in order to use this export mode. However, on versions of Windows prior to Windows 7, you need Word 2007 and above to open the exported document. You can also open the document in an earlier version of Word if you have installed the Microsoft Office Compatibility pack, available free from the Microsoft web site. From Windows 7 you can open .docx files directly in the default editor in Windows without having Word installed, although some of the more advanced content of the docx file cannot be shown.

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 Custom Export). Attached objects and inserted elements are listed below the heading.



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

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



If you add new headings to the document when working directly in Microsoft Word, you can easily update this Table of Contents by right-clicking it and choosing Update Field in the Word local menu. If you don't need the Table of Contents, you can delete it by selecting it and pressing Delete.

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 branches from the export by disabling their 'Include in export' property in the Properties dialog.

Include in Export	<input checked="" type="checkbox"/>
-------------------	-------------------------------------



Only the branches displayed on the workspace when you start the export procedure are exported. This means that if you are using the Branch Focus, Sub-Maps or Filter feature to only display selected branches, only the branches visible on the workspace will be exported. To export the entire map, you need to go back to the full display. For more information, see "[Focusing on a branch](#)", "[Creating sub-maps of selected branches](#)" and "[Filtering a mind map](#)".

Export modes

There are two export modes available:

- **Quick Export**

The Quick Export mode allows you to export your map quickly using the MindView defaults or the last Custom Export settings you chose if you have already used that mode.

- **Custom Export**

The Custom Export mode 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 in Custom Export are saved with the MindView document and re-used next time you export your map using Quick Export or Custom Export. 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.

 When exporting a mind map to Word, MindView inserts bookmarks in the Word document to keep track of how the various elements should be re-imported back into MindView 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, check 'Show bookmarks' in the Advanced panel of the Word Options dialog.

Relationship between MindView and Word elements and objects

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

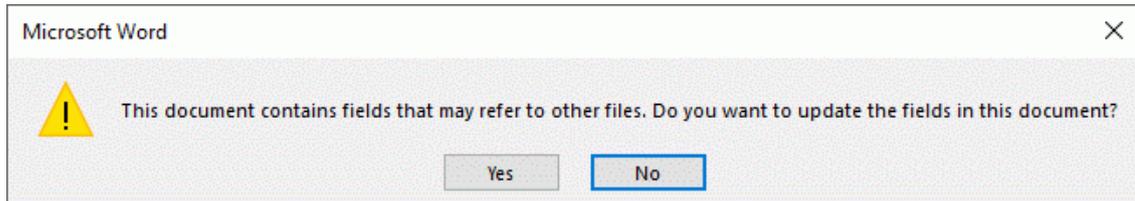
MindView element	Exported to Word as
Branch label	Heading at relevant level with hierarchical numbering (3 levels by default) Hierarchical numbering can be disabled in Custom Export.
Text note	Text inserted under the branch heading Some formatting attributes may not always be transferred to Word as expected, or exported formatting may cause the text note to be illegible in other viewers than Microsoft Word. By default, certain formatting elements are therefore removed from your text notes before exporting (so that text is exported in the default normal style of the chosen template), but you can choose to include text note formatting if required. See below for more information
Branch picture	Picture inserted under the branch heading
Floating picture	<ul style="list-style-type: none"> ● 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
Sources	Bibliography
MindView object	Exported to Word as
Text file	Hyperlink
Picture file	Picture inserted in the Word document In Custom Export, you can choose instead to insert the file as a hyperlink.
Video file	Hyperlink
Sound file	Hyperlink
Hyperlink	Hyperlink

Using Quick Export

- Click the **File** tab.
- Choose **Export | Microsoft Word | Quick Word Export**.
- If your MindView view contains several maps (i.e. several roots), choose the map you want to export in the 'Select Map to Export' dialog and click OK.
- Specify a folder and a file name for the new Word document in the Save As dialog.
MindView starts exporting your mind map to Microsoft Word and displays a message informing you that export is complete.

- Click OK in that dialog to open the document in Word.

Word then displays the following message, indicating that it needs to update the Table of Contents.

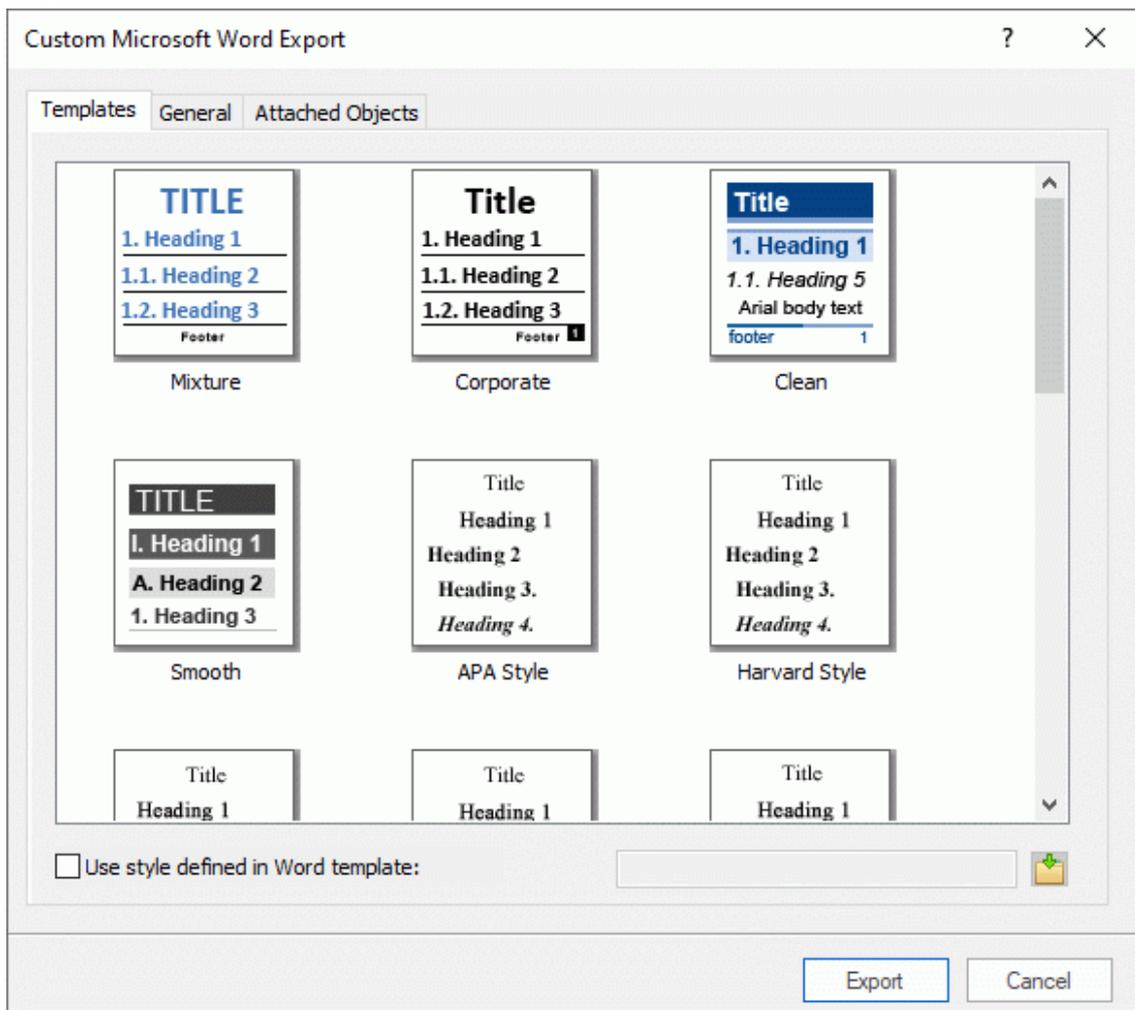


- Click **Yes** to update the Table of Contents.

You are now ready to work in your Word document.

Using Custom Export

- Click the **File** tab.
- Choose **Export | Microsoft Word | Custom Word Export**.
- If your MindView view contains several maps (i.e. several roots), choose the map you want to export in the 'Select Map to Export' dialog and click OK.
- Choose your preferred template in the **Templates** tab of the Custom Microsoft Word Export dialog or browse for one of the templates supplied with Microsoft Word or one of your own templates.

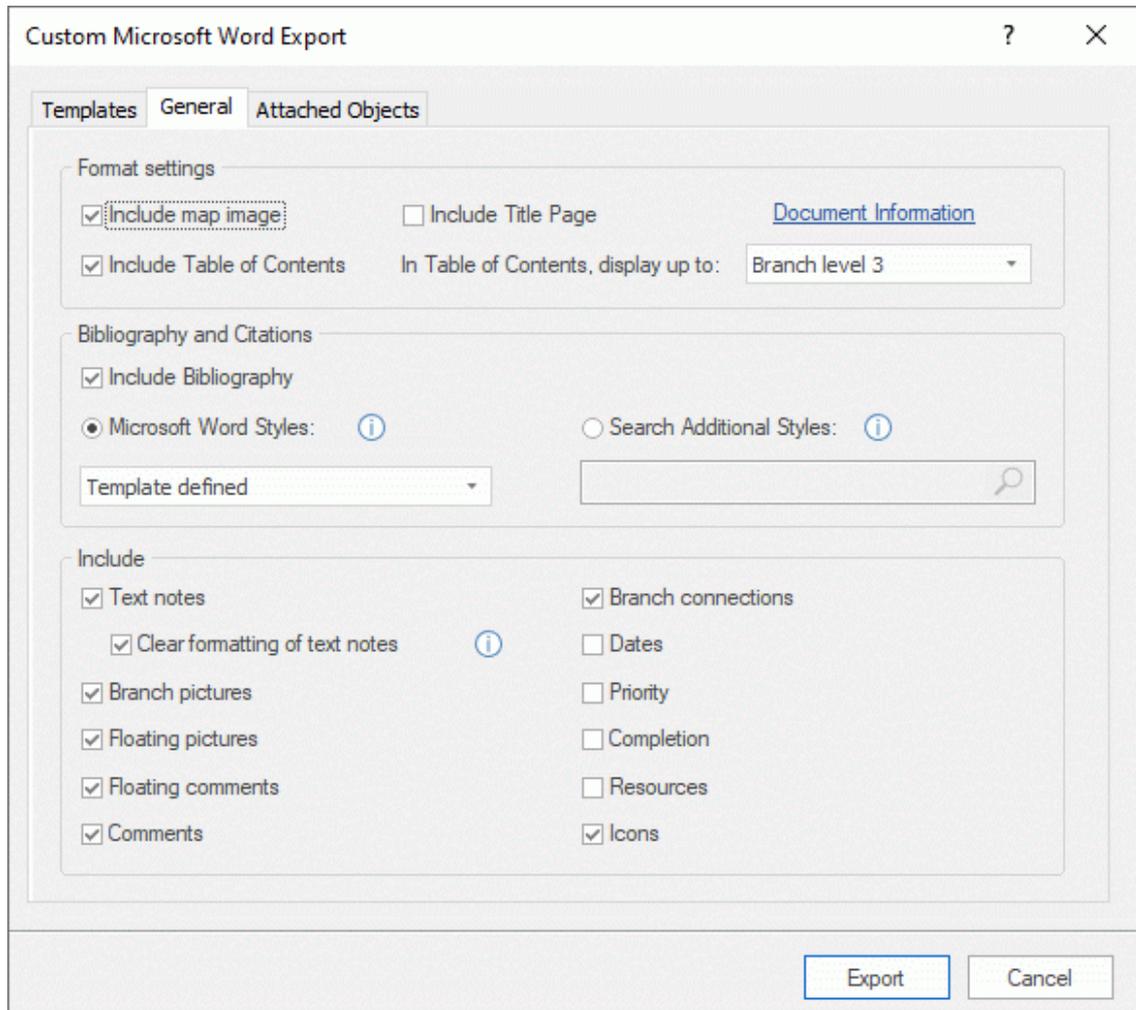


The APA and MLA templates supplied with MindView are designed to help you format your documents according to the APA (American Psychological Association) and MLA (Modern Language Association) standards, commonly used in the United States. The MLA template

contains further styles which you can use when finalizing your document, such as "block quotes" and "works cited".

 You can easily define your own Word template to be used when exporting from MindView. 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 or .docx). You must also make sure the template does not contain any text.

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



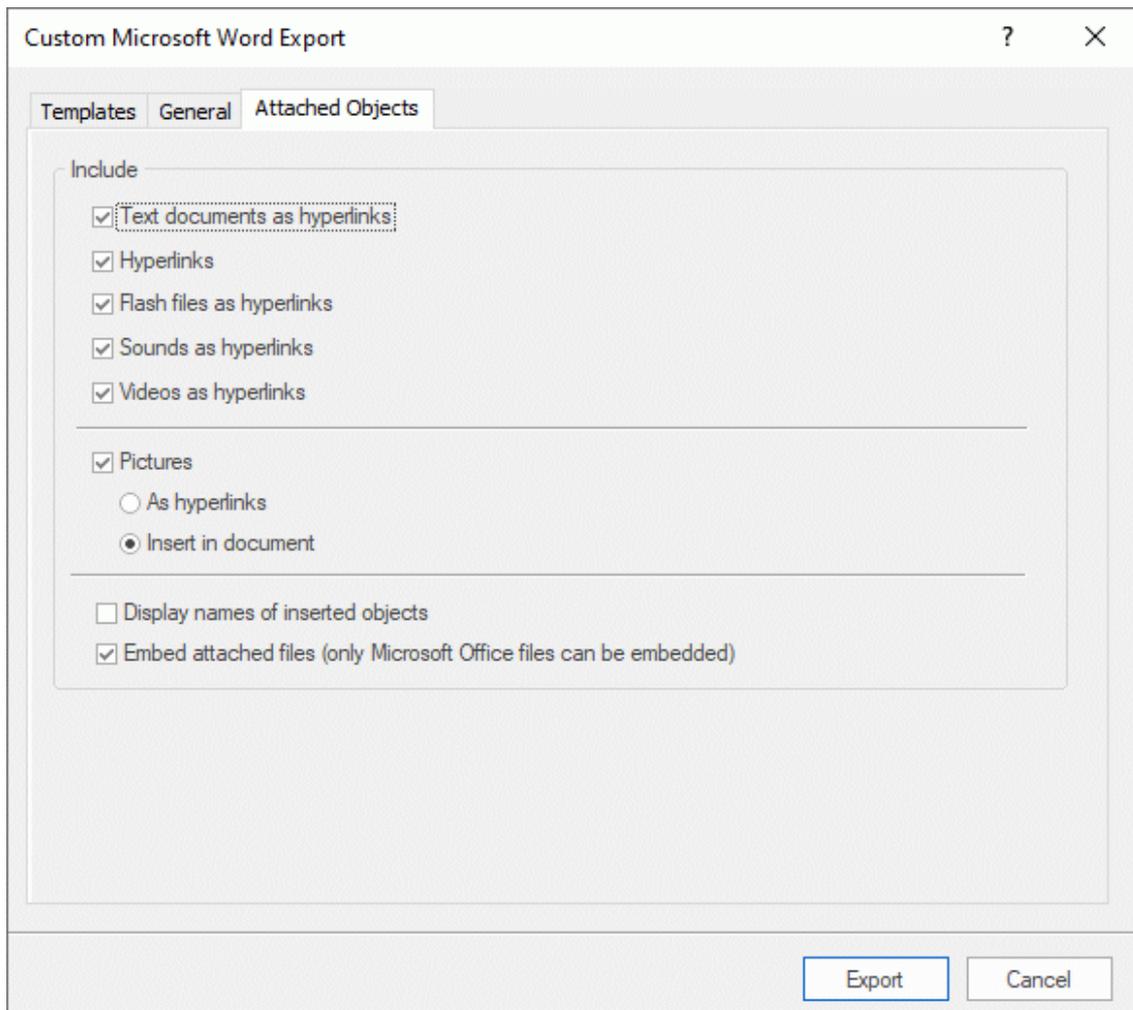
- To keep custom formatting in your text notes when exporting, deselect the **Clear formatting of text notes** check box. If you need to know which formatting is cleared, hover the mouse over the Information icon .
- You can select from several export styles for your bibliography and citations. For more information, see "[Selecting a style for bibliography and citations](#)" below.

 The export of bibliography sources and citations is only supported from Microsoft® Office 2007. For more information about this topic, see "[Managing sources](#)" and "[Using citations](#)".

 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 Properties dialog. 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.

Include in Export	<input checked="" type="checkbox"/>
-------------------	-------------------------------------

- Choose the required export settings for any attached object in the **Attached Objects** tab.



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

 If you had left the option **Embed attached files** above checked and your map contains attached files that cannot be embedded in the Word document, you will be prompted to choose a folder where to copy these attached files to avoid overwriting files with the same name in the destination folder.

As for Quick Export, MindView starts exporting your mind map to Microsoft Word as a new document and displays the same messages once the export is complete.

Selecting a style for bibliography and citations

If you include a bibliography and citations, they may need to have a specific layout, for example if you are working on an academic paper and need to follow a specific style guide. When including a bibliography and citations in the exported Word document, you can therefore select from several built-in or external styles.

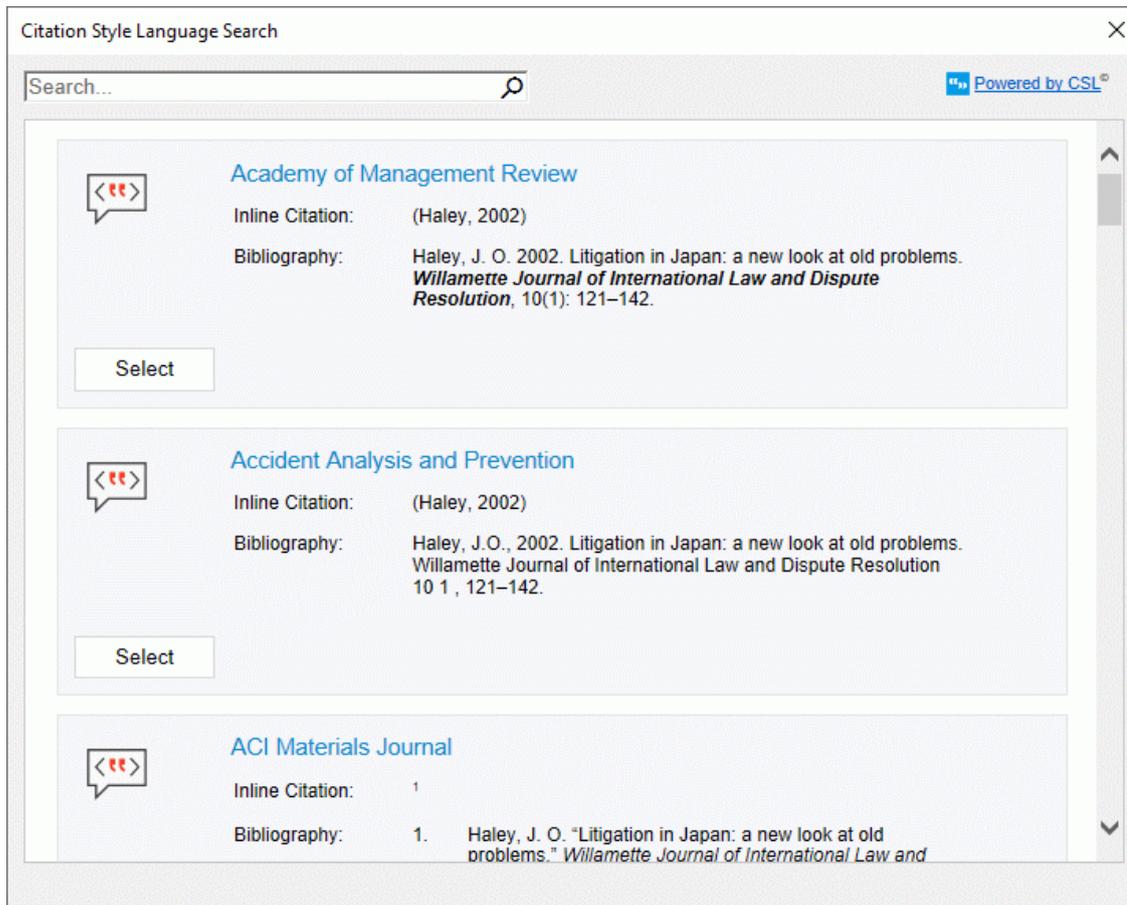
 You can select whether to include a bibliography in the exported document. If your MindView document contains citations, these are always exported.

Do one of the following:

- Select **Microsoft Word Styles** and select a style on the drop-down. This is the default option. You can choose from several predefined styles or use the style defined in the selected export template.

or

- Select **Search Additional Styles** and click the Search icon in the text field.
- In the dialog that opens, search for the style you need.



MindView searches online for available Citation Style Language (CSL) styles. Results are shown in the dialog; you can see examples of the layout of each style.

- Click **Select** to choose a particular style and close the dialog.

The selected style is shown in the text field and used when exporting your bibliography and citations.



Exporting to Microsoft PowerPoint



This export method lets you export your mind map as a Microsoft® PowerPoint presentation. 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 PowerPoint in order to refine it further before delivering it to your audience.

If after working for some time on your PowerPoint presentation, you realize you need to review the structure of your map in MindView before doing any further work in PowerPoint, you can re-import it back into MindView without losing the layout work done in PowerPoint. See "[Importing from Microsoft PowerPoint](#)" for more information.



MindView uses the Office Open XML file format (.pptx). You can view or edit the exported document using any application compatible with this file format, for example Microsoft PowerPoint or a third-party application.

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 branches from the export by disabling their 'Include in export' property in the Properties dialog.

Include in Export	<input checked="" type="checkbox"/>
-------------------	-------------------------------------



Only the branches displayed on the workspace when you start the export procedure are exported. This means that if you are using the Branch Focus, Sub-Maps or Filter feature to only display selected branches, only the branches visible on the workspace will be exported. To export the entire map, you need to go back to the full display. For more information, see "[Focusing on a branch](#)", "[Creating sub-maps of selected branches](#)" and "[Filtering a mind map](#)".

Export modes

There are two export modes available:

- **Quick Export**

The Quick Export mode allows you to export your map quickly using the MindView defaults or the last Custom Export settings you chose if you have already used that mode.

- **Custom Export**

The Custom Export mode lets you choose a PowerPoint template for your presentation. It also allows you to specify the elements of your map to be exported and how they should be treated.

The export settings you choose in Custom Export are saved with the MindView document and re-used next time you export your map using Quick Export or Custom Export. This means that you do not have to redefine them every time you make a small amendment to your map and want to export it again to PowerPoint.

Relationship between MindView and PowerPoint elements and objects

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

MindView element	Exported to PowerPoint as
Branch label	Slide heading
Text note	Text object Due to PowerPoint limitations, if the text note contains tables or bulleted lists, these elements will be exported as regular text.

	Similarly, if the text note contains a hyperlink, the formatting of the hyperlink will be preserved, but not the link itself.
Branch picture	Picture on the right of the slide In Custom Export, you can choose instead to insert the branch picture as a hyperlink.
Floating picture	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● If connected to a branch, inserted on the slide ● 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
MindView 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 Custom Export, you can choose instead to insert the file as a hyperlink in a text object
Video file	Hyperlink in a text object In Custom 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

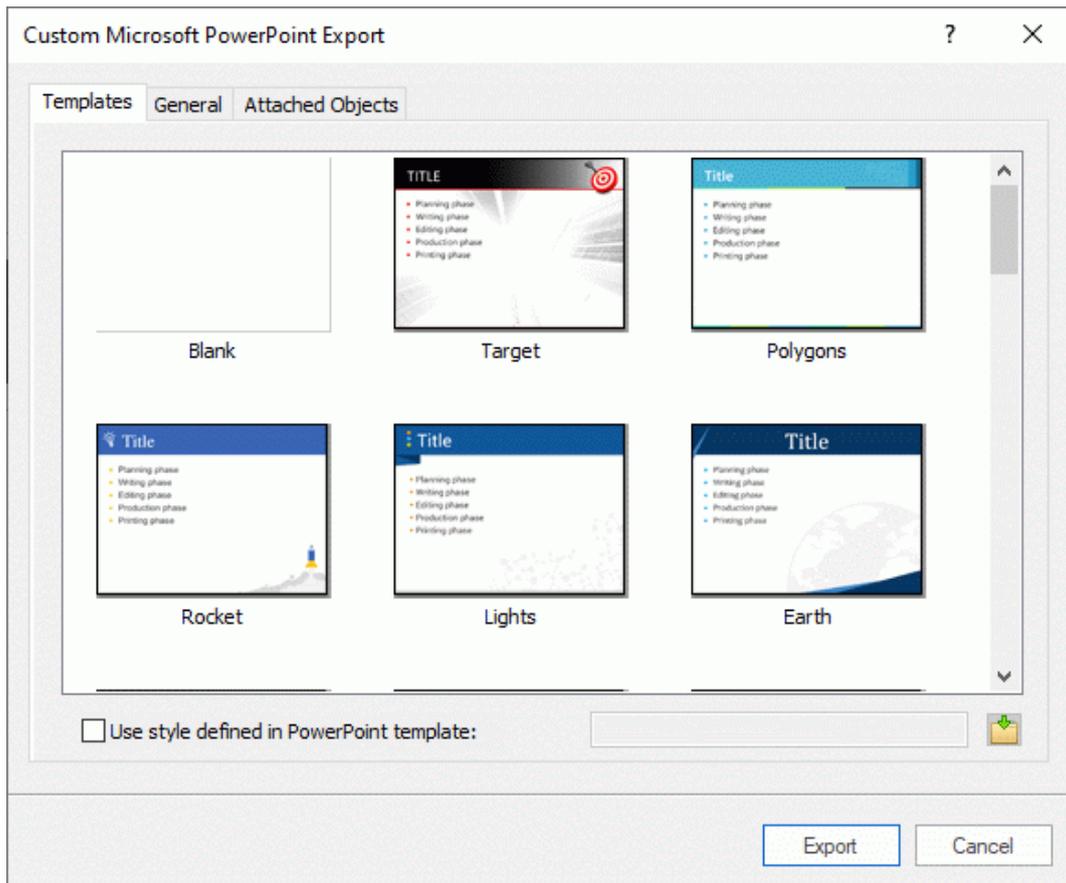
Using Quick Export

- Click the **File** tab.
- Choose **Export | Microsoft PowerPoint | Quick PowerPoint Export**.
- If your MindView view contains several maps (i.e. several roots), choose the map you want to export in the 'Select Map to Export' dialog and click OK.

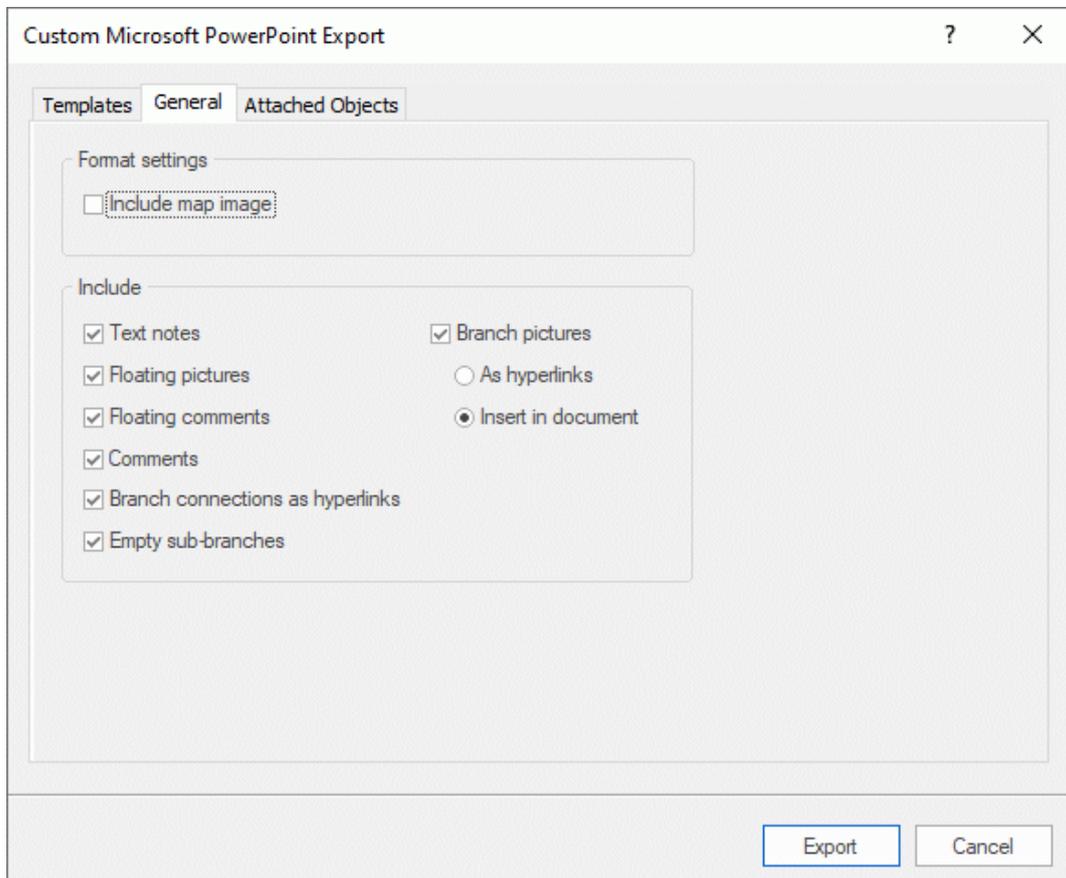
MindView starts exporting your mind map to Microsoft PowerPoint as a new presentation, and displays a message once the export is complete. You can then start working directly in PowerPoint on your new presentation and save it with the name of your choice.

Using Custom Export

- Click the **File** tab.
- Choose **Export | Microsoft PowerPoint | Custom PowerPoint Export**.
- If your MindView view contains several maps (i.e. several roots), choose the map you want to export in the 'Select Map to Export' dialog and click OK.
- Choose your preferred template in the **Templates** tab of the Custom Microsoft PowerPoint Export dialog or browse for one of the templates supplied with Microsoft PowerPoint.



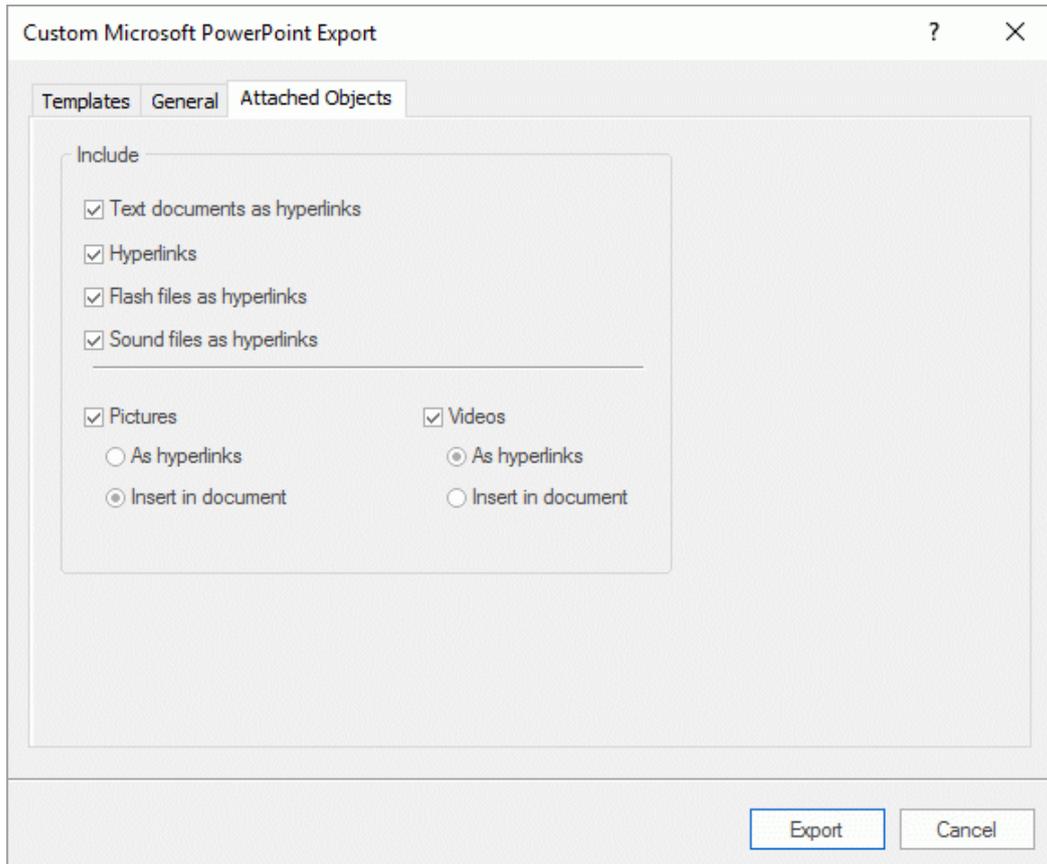
- In the **General** tab, choose the required general export settings and specify which elements of your map you want to export.



 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 Properties dialog. 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.

Include in Export	<input checked="" type="checkbox"/>
-------------------	-------------------------------------

- Choose the required export settings for any attached object in the **Attached Objects** tab.



- Click **Export**.

As for Quick Export, MindView starts exporting your mind map to PowerPoint as a new presentation, and displays a message once the export is complete.

Exporting to Microsoft Excel



This export method lets you export your mind map as a Microsoft® Excel spreadsheet document (*.xlsx).

If for instance you have created a mind map to track worldwide sales, this export mode provides you with a ready-made version of your map as an Excel spreadsheet, which you can then turn into a fully blown report by working directly in Excel.

After working in Excel, you can of course re-import the spreadsheet back into MindView: the re-imported mind map will reflect the changes you made in Excel. See "[Importing from Microsoft Excel](#)" for more information.



You must have Microsoft Excel 2003 or above installed on your computer in order to use this export mode. If you are using Excel 2010 or newer, you need to have the Microsoft .NET Client Framework 4.0 installed. If neither of these items are installed on your computer, you can export using the Microsoft Excel XML spreadsheet format; for more information, see "[Exporting to XML](#)".

Branch labels, text notes and calculation values are exported (see "[Inserting calculation values](#)" for information about calculation values; Number calculation values are exported as numbers, and Text calculation values are exported as text). If you use the Custom Export option, you can also export any or all of the standard task data fields such as Start, End, Duration, Completion, Priority, Resources and so on (see "[Inserting task data](#)" for more information on this topic).

The following are not exported: pictures, comments, attached objects, and dates before 1900 (which are not supported by Excel).



*If you are using the Branch Focus, Sub-Maps or Filter feature to only display selected branches, only the branches visible on the workspace will be visible in the Excel spreadsheet created. The same applies if you deselect the 'Include in Export' property in the Properties dialog for one or more branches. If you are using the Filter feature, the branches that are not visible on the workspace are exported (because they may contain data needed by calculations on the visible branches), but the rows containing them are hidden. You can display these rows using the standard Excel procedures, for example in Excel 2016 select the rows above and below the hidden one(s) choose **Home | Cells | Format** and then choose **Hide & Unhide | Unhide Rows** in the sub-menu. If you are using the Branch Focus or Sub-Maps feature, branches that are not visible are **not** exported. For more information on deactivating features that limit the branches displayed, see "[Focusing on a branch](#)", "[Creating sub-maps of selected branches](#)" and "[Filtering a mind map](#)".*

Export modes

There are two export modes available:

- **Quick Export**

The Quick Export mode allows you to export your map quickly using the MindView defaults or the last Custom Export settings you chose if you have already used that mode.

- **Custom Export**

The Custom Export mode allows you to choose a template for your Excel spreadsheet document. You can also specify the elements of your map to be exported and a layout for the output.

The export settings you choose in Custom Export are saved with the MindView document and re-used next time you export your map using Quick Export or Custom Export. 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 Excel.

Using Quick Export

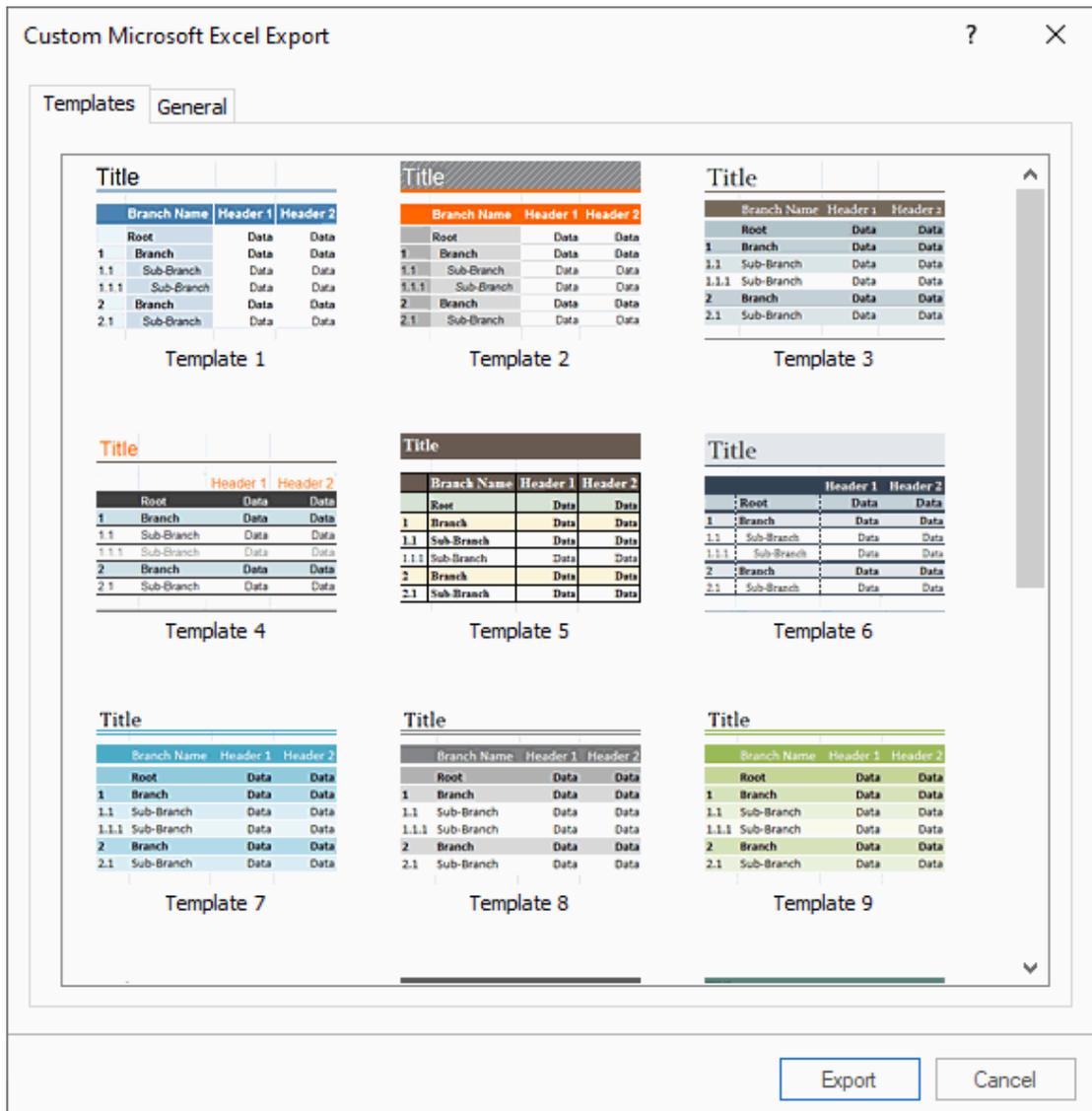
- Click the **File** tab.
- Choose **Export | Microsoft Excel | Quick Excel Export**.
- If your MindView view contains several maps (i.e. several roots), choose the map you want to export in the 'Select Map to Export' dialog and click OK.
- Specify a folder and a file name for the new Excel document in the Save As dialog.

MindView starts exporting your mind map to Microsoft Excel and displays a message informing you that export is complete.

- Click OK in that dialog to open the document in Excel.

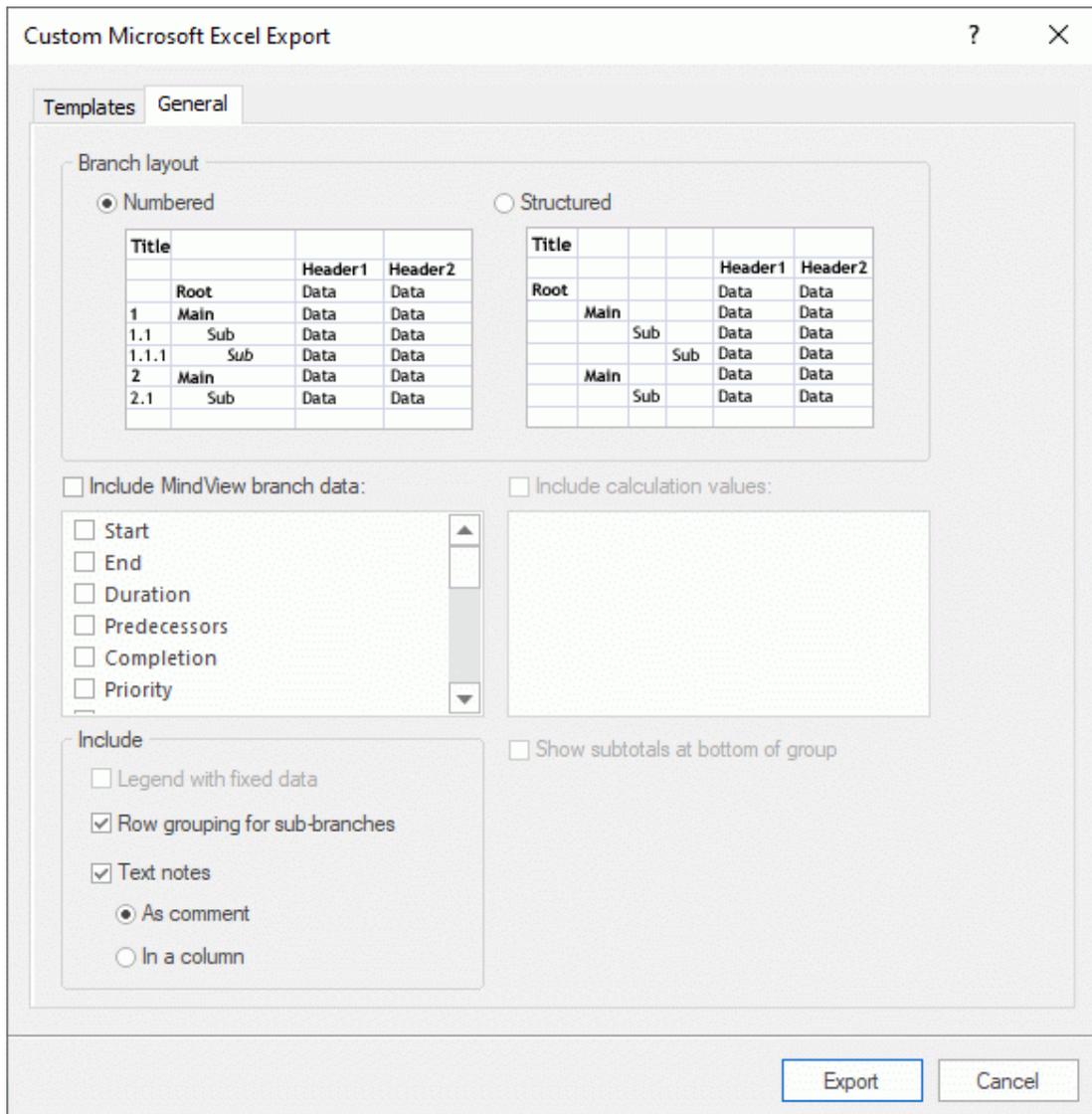
Using Custom Export

- Click the **File** tab.
- Choose **Export | Microsoft Excel | Custom Excel Export**.
- If your MindView view contains several maps (i.e. several roots), choose the map you want to export in the 'Select Map to Export' dialog and click OK.
- Choose your preferred template in the **Templates** tab of the Custom Microsoft Excel Export dialog.



- In the **General** tab, choose a layout for the Excel spreadsheet:
 - In the **Numbered** layout, numbers in the leftmost column indicate the mind map hierarchy.
 - In the **Structured** layout, branch labels are put into different columns according to the hierarchy of the branches in the mind map.

You can also specify the branch data and calculation values you want to export. In the **Include** box, select if you want to include a legend explaining the fixed data defined in your mind map, whether sub-branches should be grouped using the row grouping feature in Excel, and whether text notes should be included in the exported file (and if so: whether you want to include them as comments or in a separate column).



When exporting to Microsoft Excel, the root branch is normally listed first at the top of the spreadsheet, with the main branches listed before their sub-branches. This means that subtotals and totals appear *above* the data they are calculated from, like this:

		Units sold	Profit
Sales of Units		60,952	\$ 113,222
North America		27,956	\$ 49,946
	US	25,456	\$ 45,821
	Canada	2,500	\$ 4,125
Europe		12,884	\$ 30,273
	Germany	5,632	\$ 13,201
	UK	7,252	\$ 17,071
Asia		17,100	\$ 29,212
	Japan	8,100	\$ 17,062
	China	9,000	\$ 12,150
Other		3,012	\$ 3,792
	Brazil	3,012	\$ 3,792

If you want to see subtotals and totals *below* the data they are calculated from, select **Show subtotals at bottom of group**. The result looks like this:

		Units sold	Profit
	US	25,456	\$ 45,821
	Canada	2,500	\$ 4,125
North America		27,956	\$ 49,946
	Germany	5,632	\$ 13,201
	UK	7,252	\$ 17,071
Europe		12,884	\$ 30,273
	Japan	8,100	\$ 17,062
	China	9,000	\$ 12,150
Asia		17,100	\$ 29,212
	Brazil	3,012	\$ 3,792
Other		3,012	\$ 3,792
Sales of Units		60,952	\$ 113,222



The **Show subtotals at bottom of group** option is only active when your mind map contains calculation data.

- Click **Export**.
- Specify a folder and a file name for the new Excel document in the Save As dialog.

MindView starts exporting your mind map to Microsoft Excel and displays a message informing you that export is complete.

- Click OK in that dialog to open the document in Excel.

Exporting to Microsoft Outlook task list



MindView lets you export your document to a Microsoft® Outlook task list. If, for instance, you have brainstormed a task list in the Mind Map view or the Outline view, you can then export it to Microsoft Outlook if you prefer to track tasks from there.

As well as exporting the tasks into your own Outlook task folder, you can also choose to have them distributed automatically via email to the Outlook task folders of the other resources involved in the tasks, who can then accept or refuse them. This lets you use Outlook to track the status of all the exported tasks, just as you would if you had created the tasks directly in Outlook.

You can export your document to Microsoft Outlook even if the branches do not contain dates or other task information. This lets you brainstorm the task names in MindView and only add the rest of the task information once the document is transferred to Outlook.

 *Only the branches displayed on the workspace when you start the export procedure are exported. This means that if you are using the Branch Focus, Sub-Maps or Filter feature to only display selected branches, only the branches visible on the workspace will be exported. To export the entire map, you need to go back to the full display. For more information, see "[Focusing on a branch](#)", "[Creating sub-maps of selected branches](#)" and "[Filtering a mind map](#)".*

MindView also lets you import task lists from Microsoft Outlook. For more information, see "[Importing from Microsoft Outlook](#)".

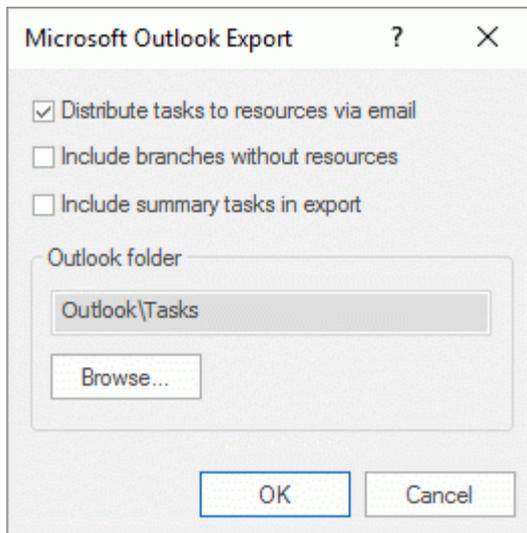
 You must have Microsoft Outlook 2000 or above installed on your computer in order to use this export mode.

Procedure

- Click the **File** tab.
- Choose **Export | Microsoft Outlook Task List | Export as New Tasks**.



If you have already exported the MindView document to Outlook previously, or if you have created the MindView document by importing an Outlook task list, you will be given the option of synchronizing the MindView document with the Outlook folder you specified at that time rather than creating new tasks. See below for more information on this procedure.



- (optional) Check **Distribute tasks to resources** if you want the tasks to be sent automatically via email to all the resources involved, who can then accept or refuse them, as they would any other task allocated to them directly from Outlook.



As task distribution relies on email, you need to ensure that you have specified an email address for each resource. If a resource has several email addresses, this needs to be their default email address. For more information about entering email addresses for resources, see "[Assigning resources](#)".

 When choosing this option and depending on the security settings of your computer, you may get a warning from Outlook which you will need to acknowledge to enable the procedure to complete.

- (optional) Indicate whether you want to export all the tasks (i.e. branches), or only those that contain resources.
- (optional) Indicate whether you want to export the summary tasks of your Gantt projects, or only the tasks themselves.
- Select the Outlook task folder or sub-folder where you want to export the tasks.

 If you have chosen to distribute the tasks to the resources, you need to export the tasks to the Outlook default task folder, and not a sub-folder. If you export the tasks to a task sub-folder, Outlook will not be able to track the status of the tasks.

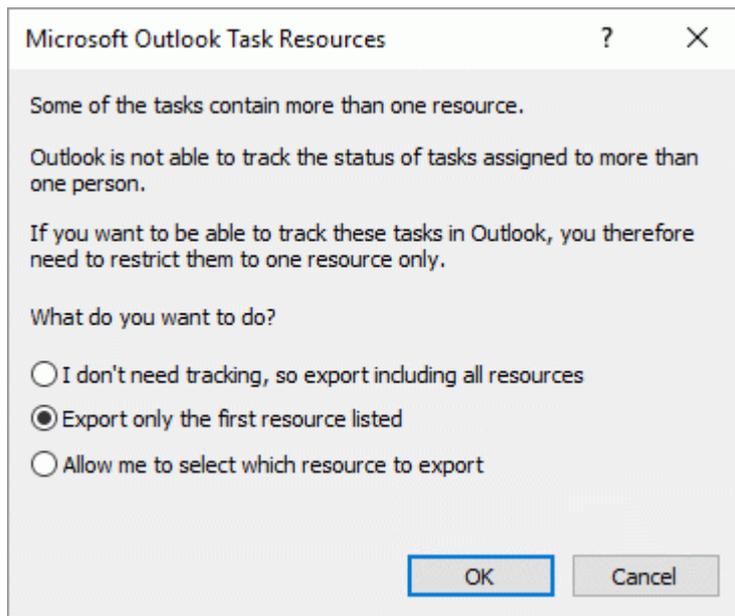
MindView exports your document to Microsoft Outlook as a series of tasks in the task folder you specified, and displays a message once the export is complete.

 You can exclude any branch from the export by disabling its 'Include in export' property in the Properties dialog.

Include in Export	<input checked="" type="checkbox"/>
-------------------	-------------------------------------

Tasks with multiple resources

One limitation of Outlook is that it is not able to track the status of tasks that are allocated to more than one person. For this reason, if some of your tasks are allocated to several resources, MindView displays a dialog asking you to choose how these tasks should be processed.



You have several choices:

- If you don't need to track the status of the tasks with Outlook, you can choose to export those tasks with all their resources anyway. All the resources will be listed in your Outlook task folder, but the tasks will not be sent to the resources themselves.
- When processing a task with multiple resources, you can get MindView to choose automatically the first resource listed for the task and send the task to that resource.
- You can also get MindView to let you choose which of the resources the task should be sent to. If you choose that option, MindView displays a further dialog listing all the tasks that have multiple resources, so that you can choose the resource to use in each case.

Limitations

When a MindView branch contains sub-branches, only the sub-branches are exported. Parent branches are not exported.

Only the elements of the MindView document that are supported in Microsoft Outlook are exported:

- Task names (i.e. branch labels), dates, durations, priority and completion values are exported in the Outlook task list.
- Text notes are exported as Outlook task notes.
- Pop-up comments are not exported.
- Other elements of the MindView document that are not supported by Microsoft Outlook (such as branch pictures, icons, attached objects and so on) are not exported.

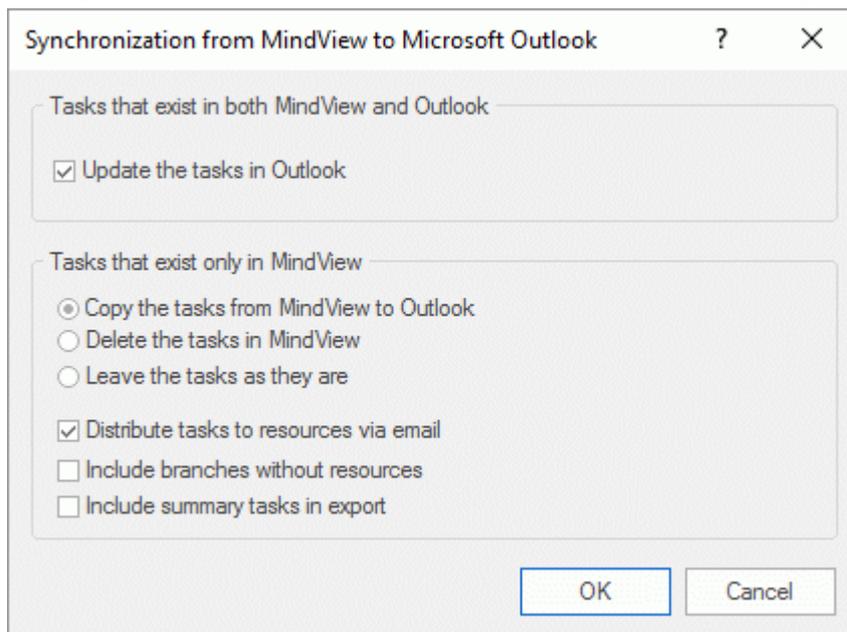
Synchronizing the MindView document and the Outlook task list

Once you have exported a MindView document to Microsoft Outlook, or conversely imported an Outlook task list into MindView, you can continue making changes to the tasks in MindView or in Outlook. You can even continue working on the task list in both applications independently. If at some point you want to re-align the two versions to make sure they contain identical data, you can use MindView's synchronization feature.

If you have made changes to your task list in MindView after having exported it to Outlook, you can export these latest changes to the Outlook version of the task list as follows:

- Click the **File** tab.
- Choose **Export | Microsoft Outlook Task List | Synchronize Tasks**.

The **Synchronization from MindView to Microsoft Outlook** dialog opens.



The top part of the dialog determines what will happen when the same task exists in both the MindView document and the Outlook task list in two different forms.

- To copy the task from the MindView document to the Outlook task list (thereby overwriting any other task information associated with the task in Outlook with the MindView version), check **Update the tasks in Outlook**.

The bottom part of the dialog lets you specify what should happen if a task present in the MindView document cannot be found in the Outlook task list. You have three choices:

- Copy the task from the MindView document to the Outlook task list
 - 💡 If you choose this option, you have the same choices listed at the bottom of the dialog as when exporting a MindView document to Outlook as a set of new tasks. See above for a description of these options.

- Delete the task from the MindView document, so that it does not exist any longer in either version
- Leave things as they are

If conversely you have made changes to your task list in Outlook after having exported it from MindView, you can re-import these changes into your MindView document. For more information about this procedure, see "[Importing from Microsoft Outlook](#)".

Exporting to Microsoft Project



MindView lets you export your document as a Microsoft® Project file (*.mpp). This may be useful when, for instance, having built and fine-tuned a project plan in the MindView Gantt view, you now want to take advantage of Microsoft Project's advanced project management capabilities.

All the task and scheduling information contained in the MindView project plan is exported to Microsoft Project.



This export method is only available when you are working on a project plan. See "[Inserting task data](#)" and "[Using the Gantt view](#)" for more information about project plans.

MindView also lets you import documents from Microsoft Project. For more information, see "[Importing from Microsoft Project](#)".



MindView does not support versions of Microsoft Project prior to 2003. You need to have Microsoft Project installed on your computer in order to use this export method. If Microsoft Project is not installed on your computer, you can export using the Microsoft Project XML format; for more information, see "[Exporting to XML](#)".

Procedure

- Click the **File** tab.
- Choose **Export | Microsoft Project**.
- Choose a file name and a destination for the exported file and click OK.

MindView starts exporting your document to Microsoft Project as a new project plan, and displays a message once the export is complete.

Notes



Only the elements of the MindView project plan that are supported by Microsoft Project are exported:

- Branch pictures, icons, attached objects and so on are not exported.
- Text notes are exported as Microsoft Project task notes.
- Number calculation values are exported as numbers, and Text calculation values are exported as text. For more information on calculation values, see "[Inserting calculation values](#)".
- Pop-up comments are not exported.



The property 'Include in export' of the Properties dialog is ignored when exporting to Microsoft Project.

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.



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. Among the web browsers supported by the MindView HTML export are Internet Explorer version 6.0 or above and Firefox 3.0 and above.

The exported HTML pages are placed in a sub-folder named 'MVHtmlExport' in the folder of your choice.

All the pictures you have included in your document are placed in a sub-folder of 'MVHtmlExport' named 'img', whereas the picture files used by the MindView export template are placed in a sub-folder named 'mvfiles'. All other external files used in your document are placed directly in 'MVHtmlExport'. As it creates the HTML pages, MindView automatically modifies all the references to external files contained in your document so that they point to the correct output folder.

Each branch, including the root, 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.

By default, a Home button taking you back to the root page is included on each HTML page. A Site Map button containing a link to an interactive picture of your entire map and a 'You are here' locator showing you the complete path from the root are also included on each HTML page.

Unless you define a different arrangement in the Export Wizard, 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 branches from the export by disabling their 'Include in export' property in the Properties dialog.



! If you are filtering the map to display only branches that meet specific criteria (see "[Filtering a mind map](#)"), only the branches visible on the workspace will be exported. To export the entire map, you need to go back to the full display by clearing the filter applied.



If you want a specific description to appear when the user hovers a picture from your map in the browser, you can enter this description in the Name property of the relevant picture (root picture, branch picture, floating picture or attached picture file). This description is then converted by MindView to an HTML Alt tag during the export.

Export modes

There are two export modes available:

- **Quick Export**

The [Quick Export](#) mode allows you to export your map quickly using the MindView defaults or the last export settings you chose.

- **Custom Export**

The [HTML Export Wizard](#) 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 MindView preserves this structure when exporting to HTML by specifying the list of folders that need to be included in the export folder. Finally, the Export Wizard lets you export your map as a SCORM (Sharable Content Object Reference Model)

compatible package and specify its characteristics such as name, title, description, keywords and manifest identifier.

The export settings you choose are saved with the MindView document and re-used 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 MindView and HTML elements and objects

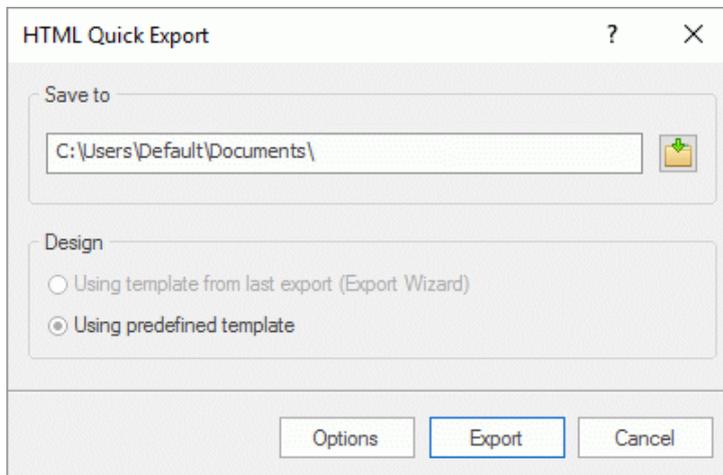
The following table indicates how the various MindView elements and objects are exported on the HTML page.

MindView element	Exported to HTML as
Branch label	Page title
Text note	Inserted as text
Branch picture	Inserted as picture
Floating picture	<ul style="list-style-type: none"> ● If connected to a branch, inserted as a picture ● If not connected to a branch, not exported
Floating comment	<ul style="list-style-type: none"> ● 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 in the export dialog, inserted as a button link or as a hyperlink
MindView object	Exported to HTML as
Text file	Depending on your choice in the export dialog, inserted as a button link or as a hyperlink
Picture file	Inserted as a picture
Video file	Inserted as a Media Player object
Sound file	Depending on your choice in the export dialog, inserted as a button link or as a hyperlink
Hyperlink	Inserted as a hyperlink

Exporting to HTML: Quick Export

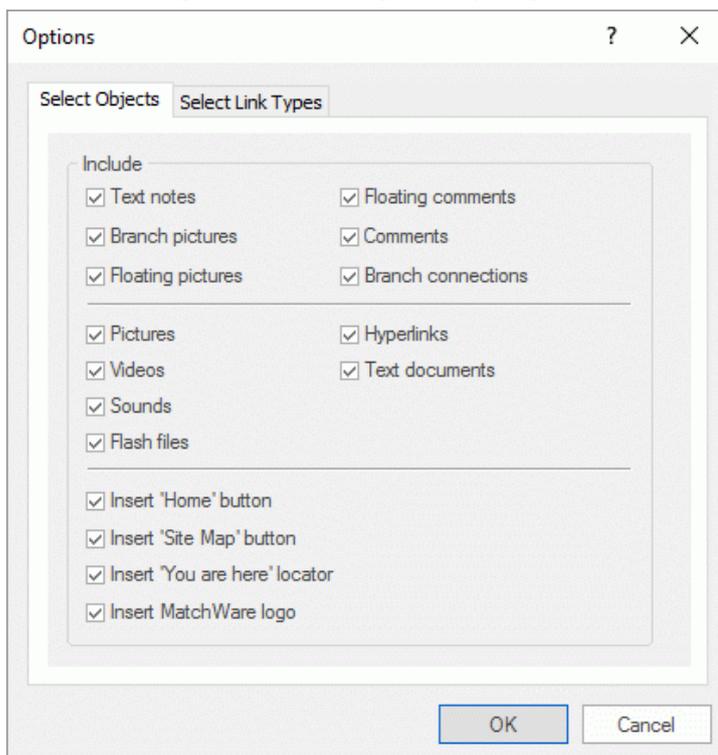
- Click the **File** tab.
- Choose **Export | HTML | Quick HTML Export**.
- If your MindView view contains several maps (i.e. several roots), choose the map you want to export in the 'Select Map to Export' dialog and click OK.

The **HTML Quick Export** dialog appears.



- Choose a path for your new web site.
MindView will create a sub-folder named 'MVHtmlExport' in the folder you specify, and place all the files making up your web site in this sub-folder.
- Choose whether to use:
 - The template you last used in the Export Wizard if you have already used that export mode for your map.
 - The MatchWare predefined export template (with top and side navigation menu)
- (optional) Click **Options** to define further export options:

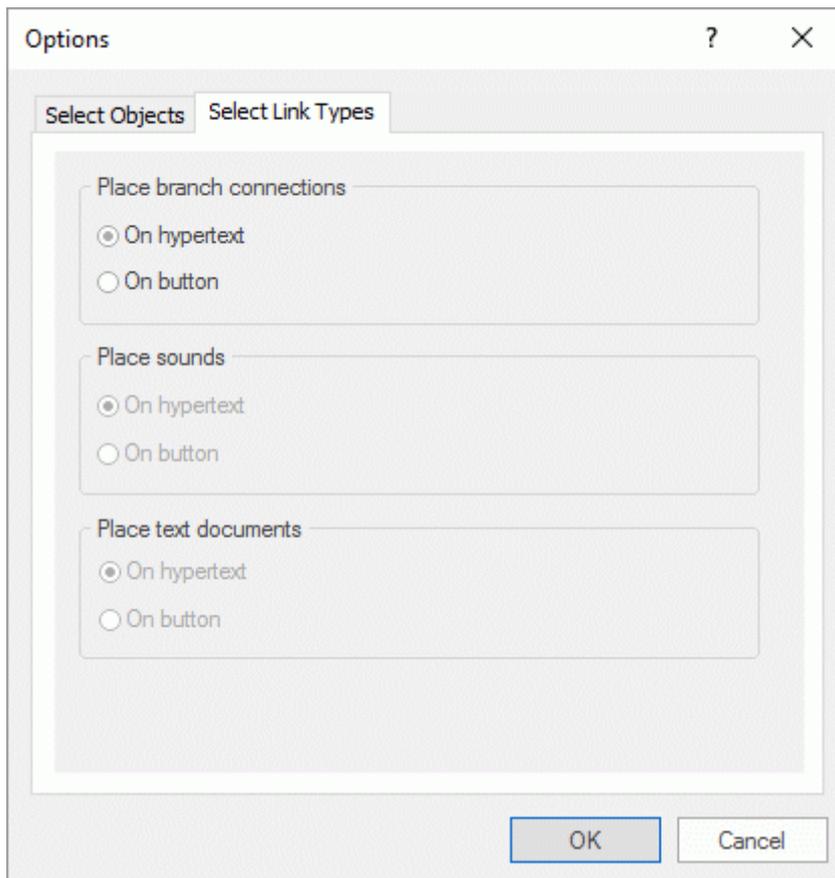
The **Select Objects** tab allows you to specify the elements of the map to include in the export.



 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 Properties dialog. 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.

Include in Export	<input checked="" type="checkbox"/>
-------------------	-------------------------------------

The **Select Link Types** tab only appears if your map contains branch connections and/or attached sound files or text files. It lets you choose whether these elements should be placed on HTML hyperlinks or buttons.



➤ Click **Export**.

Once the export is completed, MindView displays a dialog giving you the choice of immediately viewing your web site in your default browser or uploading it to Internet using the MatchWare FTP Upload Manager. For more information on this tool, see "[FTP Upload Manager](#)".

 To open your exported web site from within File Explorer at a later date, double-click the file index.htm in the sub-folder 'MVHtmlExport'.

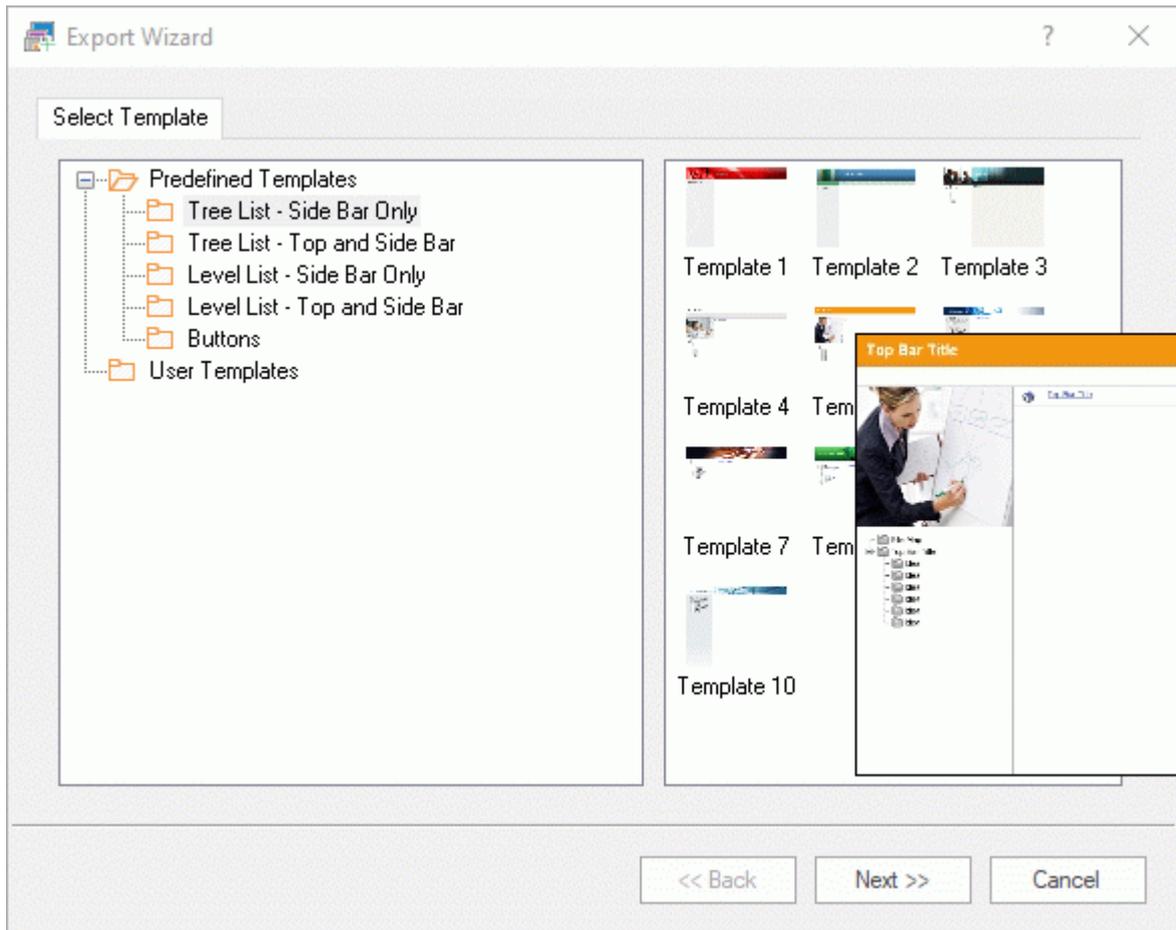
Exporting to HTML: Export Wizard

- Click the **File** tab.
- Choose **Export | HTML | Custom HTML Export**.
- If your MindView view contains several maps (i.e. several roots), choose the map you want to export in the 'Select Map to Export' dialog and click Next.

The Export Wizard now displays a series of dialogs, the first of which is the **Select Template** dialog.

Selecting a template

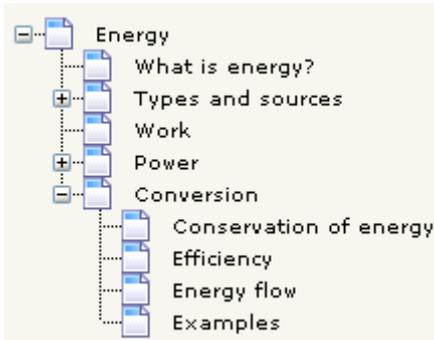
This dialog allows you to select a navigation layout for the pages of your web site.



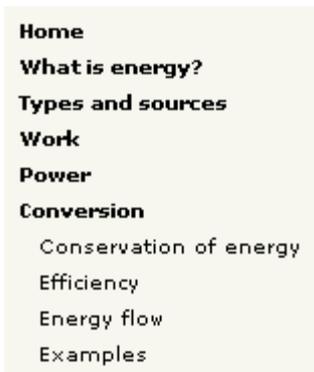
- **Predefined Templates:** This lets you choose one of the professional MindView export templates with ready-made top and side navigation.

These templates 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 as in File Explorer. 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.

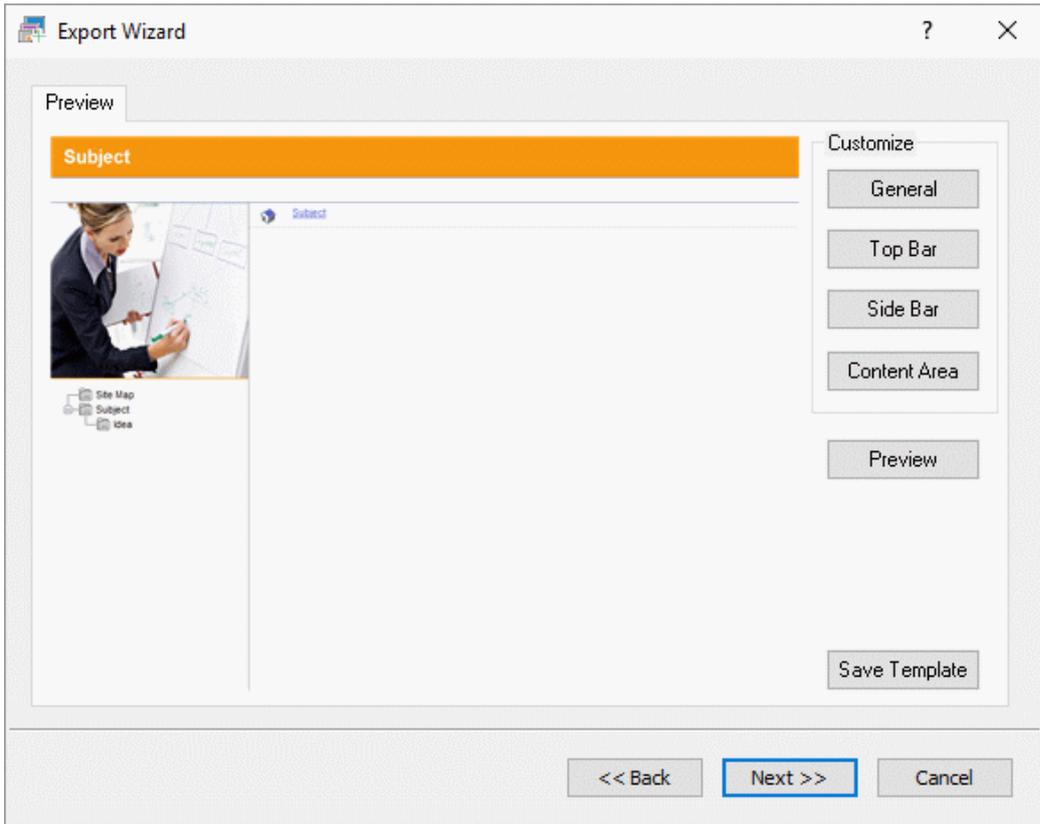
What is energy?	Types
Home	
Site Map	
Potential	
Kinetic	
Chemical	
Thermal	
Nuclear	
...other	

To see a larger preview of the templates shown on the right of the window, just place the mouse pointer over the relevant thumbnail. Note that you will be able to go back to this step of the wizard at any time to choose a different template if you are not satisfied with your original choice.

- **User Templates:** This lets you choose one of your own previously saved export templates. See further down for information on how to save your own export template.
- Select a template on the right and click Next.

Preview

The Export Wizard opens the **Preview** dialog, which lets you customize the various areas of the navigation layout chosen in the first step.



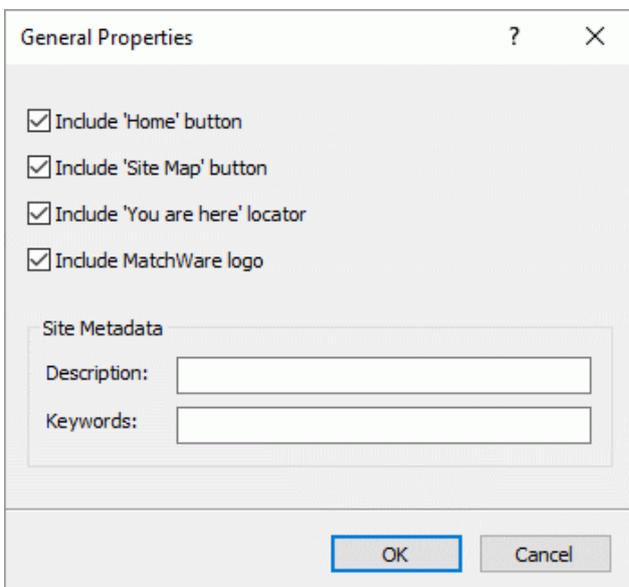
You can customize each area in turn by clicking the **Customize** buttons, namely:

- General
- Top Bar
- Side Bar
- Content Area

Feel free to experiment with the various customization options. At any time, you can obtain a full-size preview of your design reflecting any changes made by clicking the Preview button. Note however that this Preview does not allow you to navigate the site.

Customizing the General properties (optional)

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



This dialog gives you the following options:

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

This option is not available if you have chosen a Tree List design, as this design always allows you to return to the root of your map in one click. A 'Home' button is therefore superfluous in this case.

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 'Timeline' button: This option is only available if you are exporting a document from the Timeline view. It inserts a Timeline button on each of your web pages. Clicking it will display an interactive representation of the timeline as shown in the Timeline view. For more information about working with timelines, see "[Using the Timeline view](#)".

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.

You can also enter meta-tags for your web site as follows:

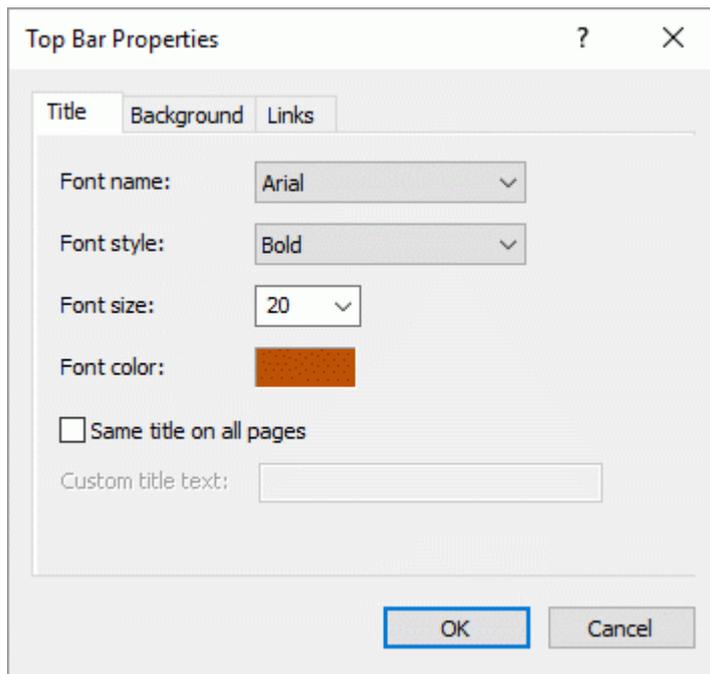
Description: Any text entered here will be inserted in the <description> tag of each of the HTML pages created.

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)

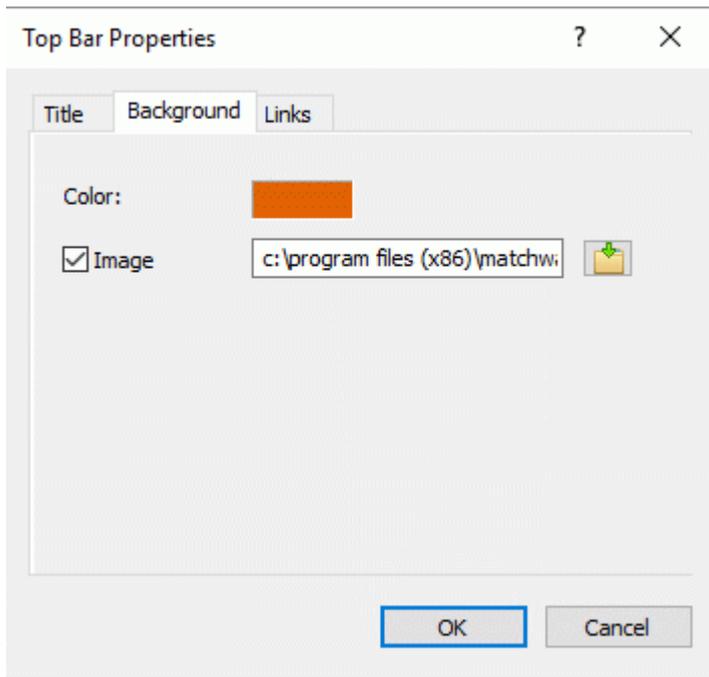
- Click the **Top Bar** button or double-click the top bar area in the Preview dialog.

The Top Bar Properties dialog opens on its **Title** tab.



By default, the title displayed on each web page is the branch label. 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.

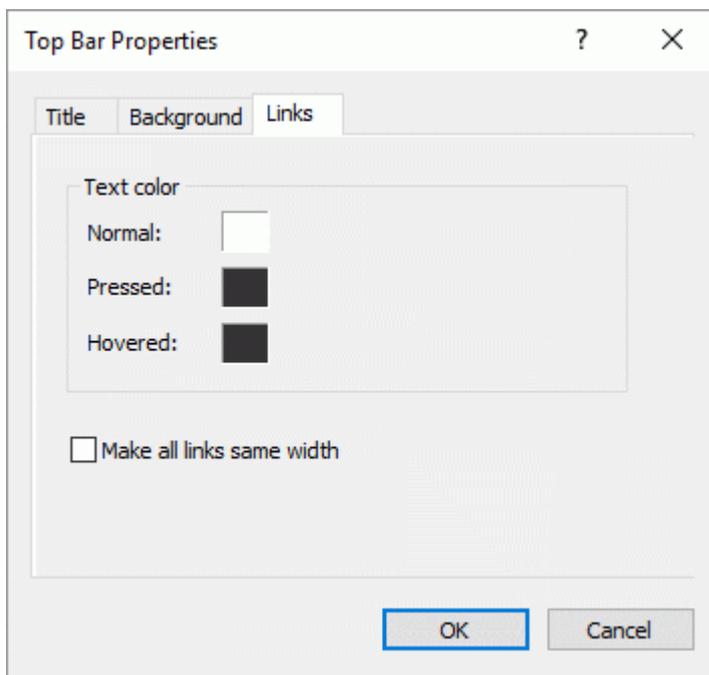
- Click the **Background** tab.



This tab lets you 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 and edit its design to suit your requirements, making sure that the picture size stays unchanged so that it still fits the template.

- Click the **Links** tab.



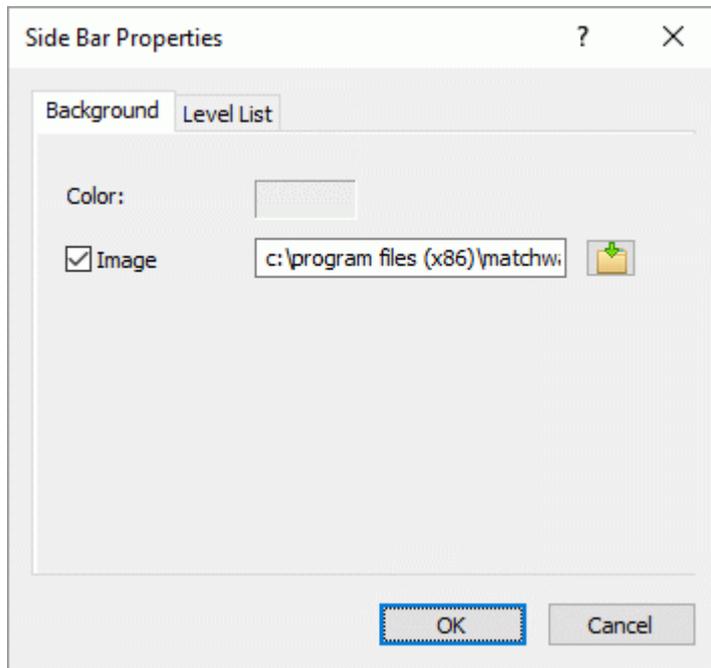
 The Links tab is only available if the top bar of the template chosen contains buttons or hyperlinks.

This tab lets you 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)

➤ Click the **Side Bar** button or double-click the side bar area in the Preview dialog. The Side Bar Properties dialog opens on its **Background** tab.



This tab lets you select a plain color or a different background picture for the side bar.

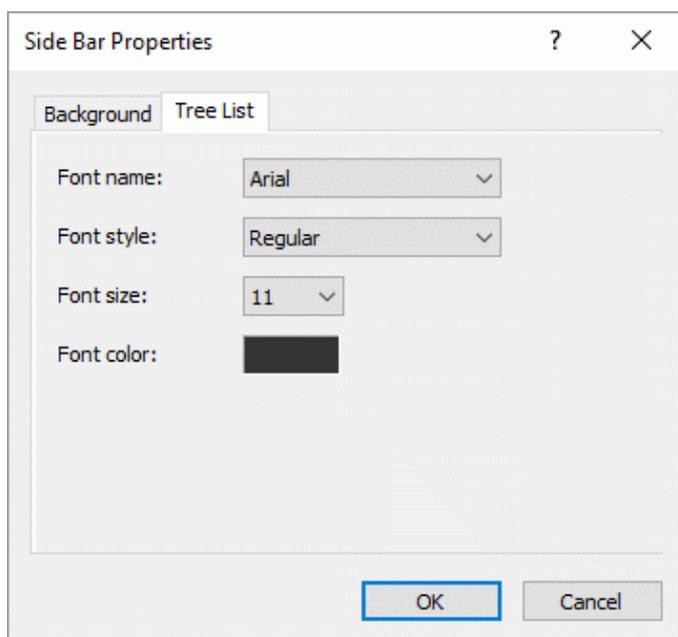
As for the top bar, the best approach if you want to change the background picture is to make a copy of the existing picture and edit its design to suit your requirements.

The second tab of the Side Bar Properties dialog varies depending on the type of navigation template you chose in the first screen of the Export Wizard. The three possibilities are:

- Tree list
- Level list
- Links

We will now look at each of these possibilities in turn.

Tree List

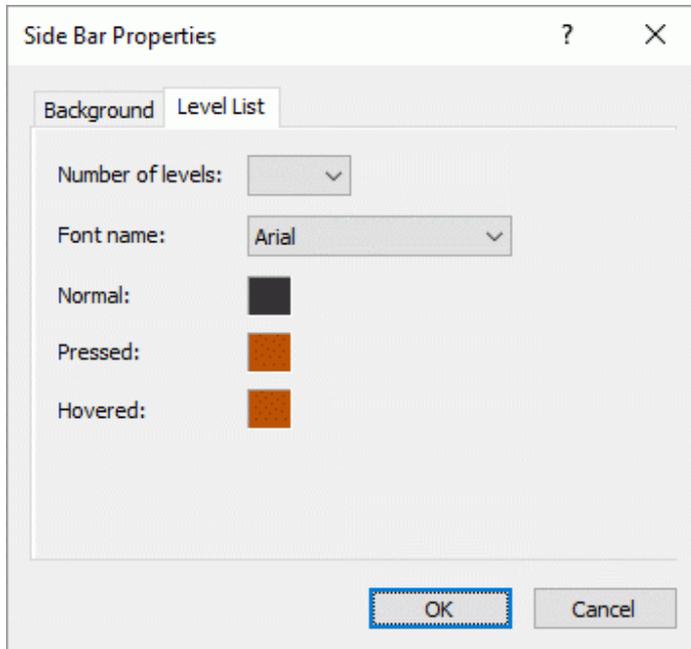


This is the tab displayed if you have chosen a Tree List design in the first step of the Export Wizard.

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

This tab lets you modify the default font, attributes, size and color of the links.

Level List

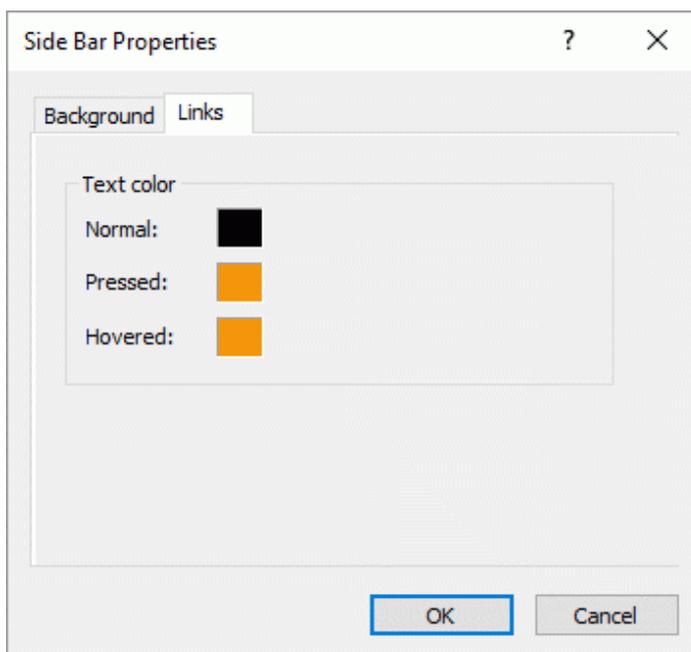


This tab is displayed if you have chosen a Level List design.

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.

The Level list tab lets you choose how many levels the list should show. You can also define the font and color of the links.

Links



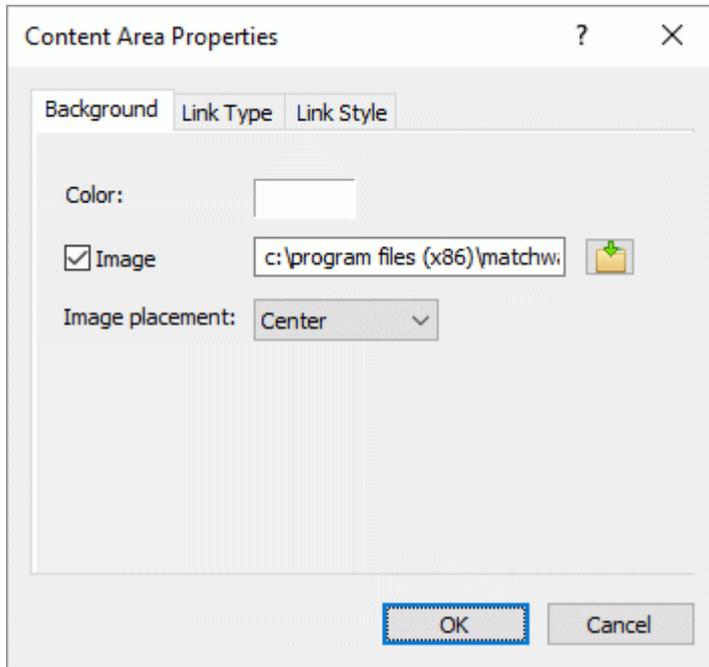
This tab is displayed if you have chosen a Buttons design in the first screen of the Export Wizard.

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. The Links tab lets you 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)

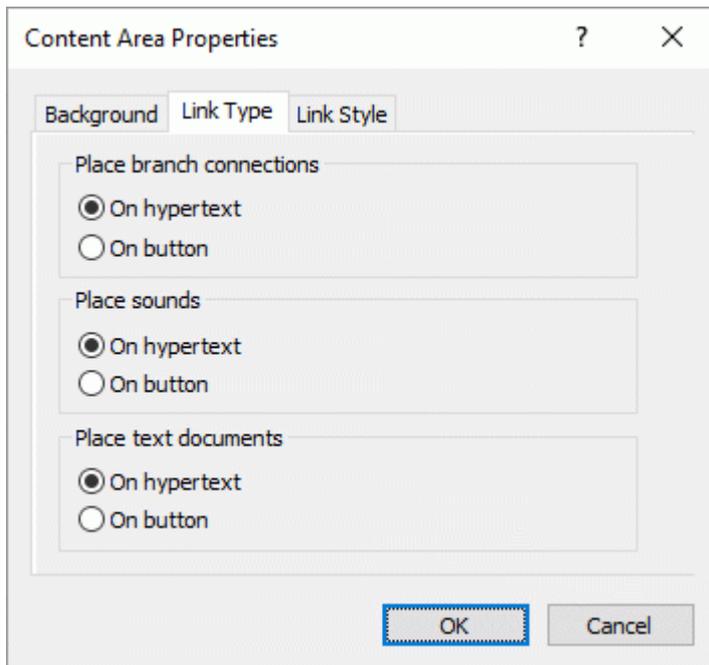
- Click the **Content Area** button or double-click the middle area in the Preview dialog.

The Content Area properties dialog opens on its **Background** tab.



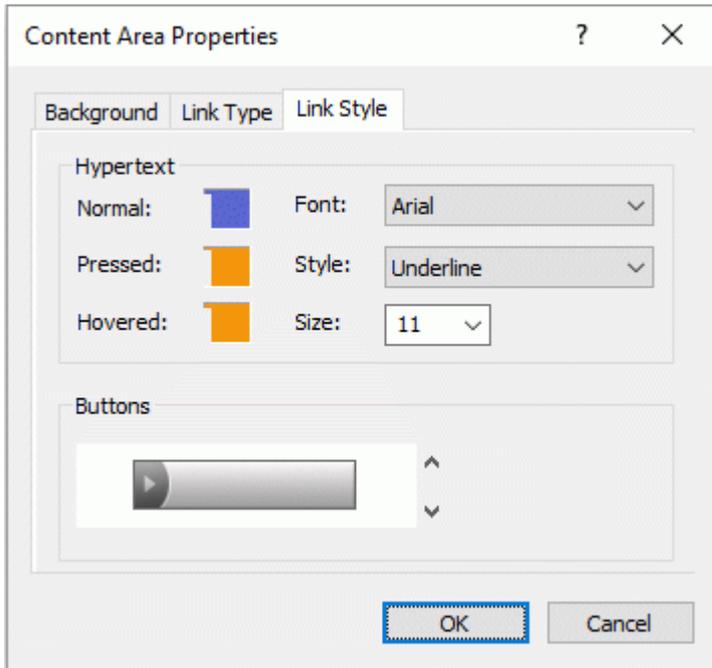
This tab lets you select a plain color or a different background picture for the body of the page. Feel free to experiment with the image placement options by checking the effect in the full-size preview.

- Click the **Link Type** tab.



If your map contains branch connections, sound files or attached text documents, this tab lets you decide whether you want to place these objects on hyperlinks or on buttons.

- Click the **Link Style** tab.



This tab lets you choose styles for any buttons or hyperlinks created on your web pages.

- Define the hyperlink 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 type you like best.

Previewing the customized template (optional)

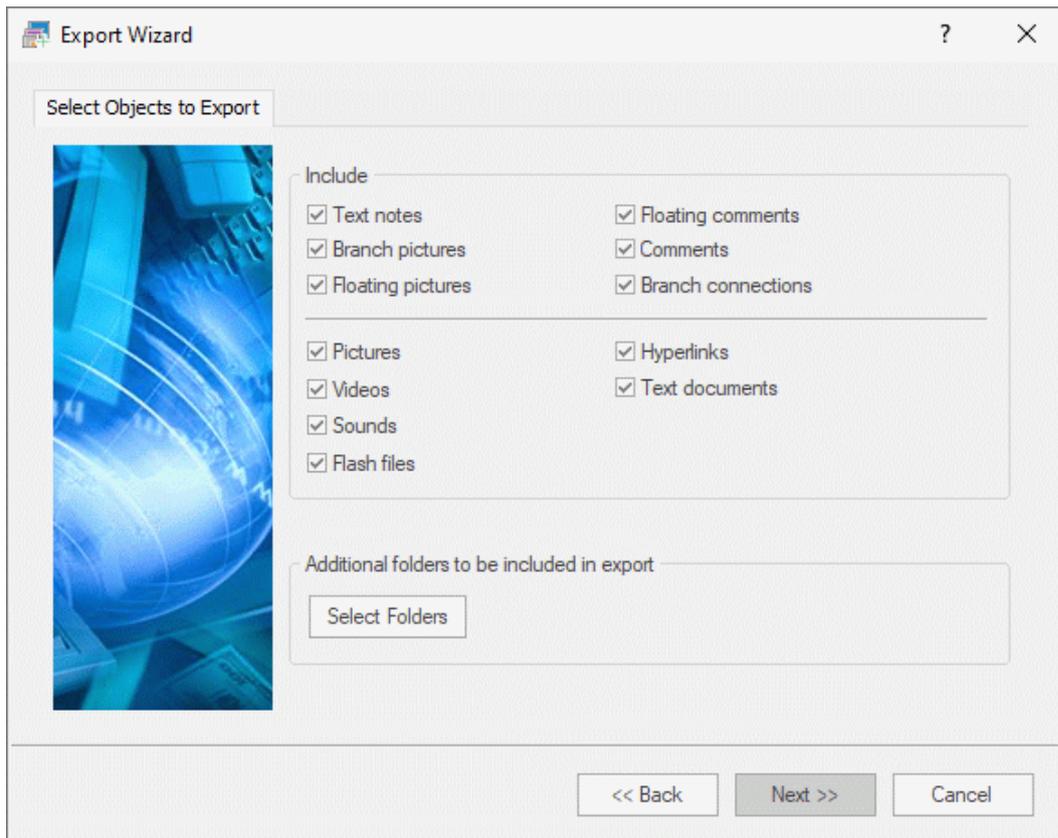
- Click the **Preview** button in the Preview dialog to obtain an 800x600 real-time preview of your design reflecting any changes made so far.
- Check how your web site will look in different browser resolutions by resizing the window. Reducing the window size might for instance cause the top buttons or hyperlinks to spread onto two rows. Conversely enlarging the window might cause them to arrange themselves on one row only.

Saving the customized template (optional)

- You can save your customized export template for later use by clicking the **Save Template** button of the Preview dialog. 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.
- Once you are satisfied with the design of all the page components, click Next.

Selecting the objects to export

The Export Wizard now opens the **Select Objects to Export** dialog.



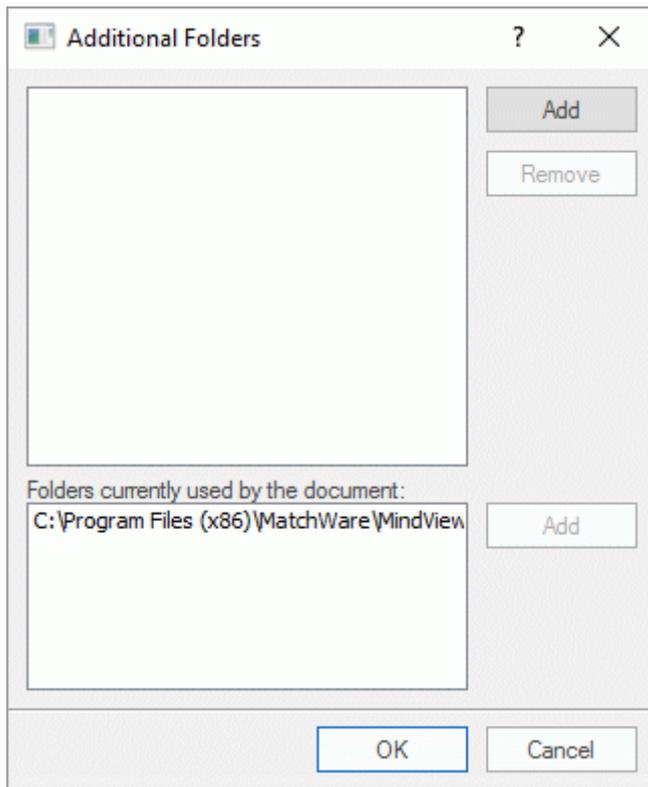
- Select the MindView objects which you want to export to HTML.

 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 Properties dialog. 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.

Include in Export	<input checked="" type="checkbox"/>
-------------------	-------------------------------------

If you have created a particular folder structure for the external files used by your document, you can ensure that MindView preserves this structure when exporting to HTML by specifying the list of folders that need to be included in the export folder as follows:

- Click the **Select Folders** button to open the following dialog:



- Click the **Add** button and select the first folder you wish to include in the export.
- Repeat for all the folders you would like to include.

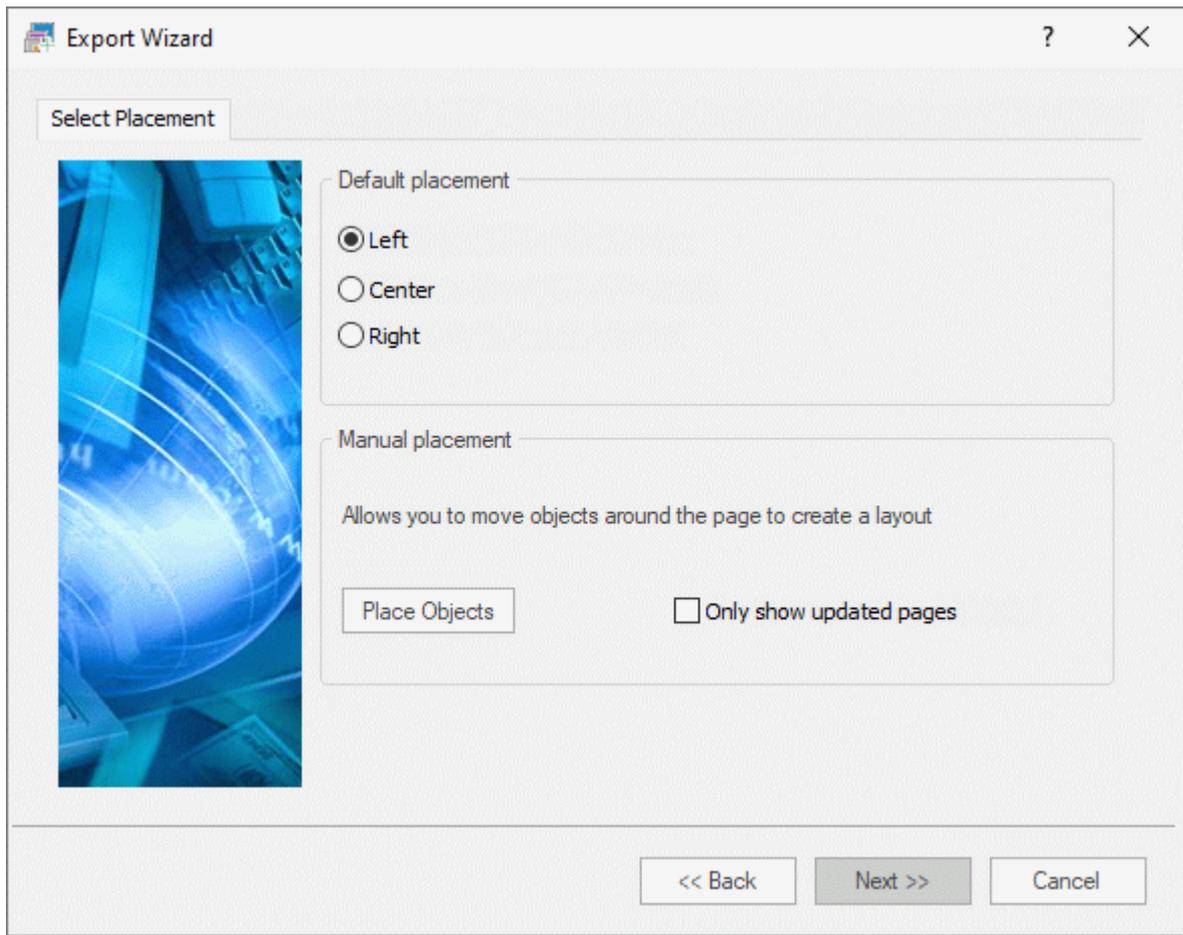
Note that you can enlarge the dialog by dragging one of its corners if the folder paths are not fully visible.

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

- Click Next.

Placing the objects on the page

The Export Wizard now opens the **Select Placement** dialog, which allows you to define where the various objects attached to each branch should be placed on the corresponding HTML page.



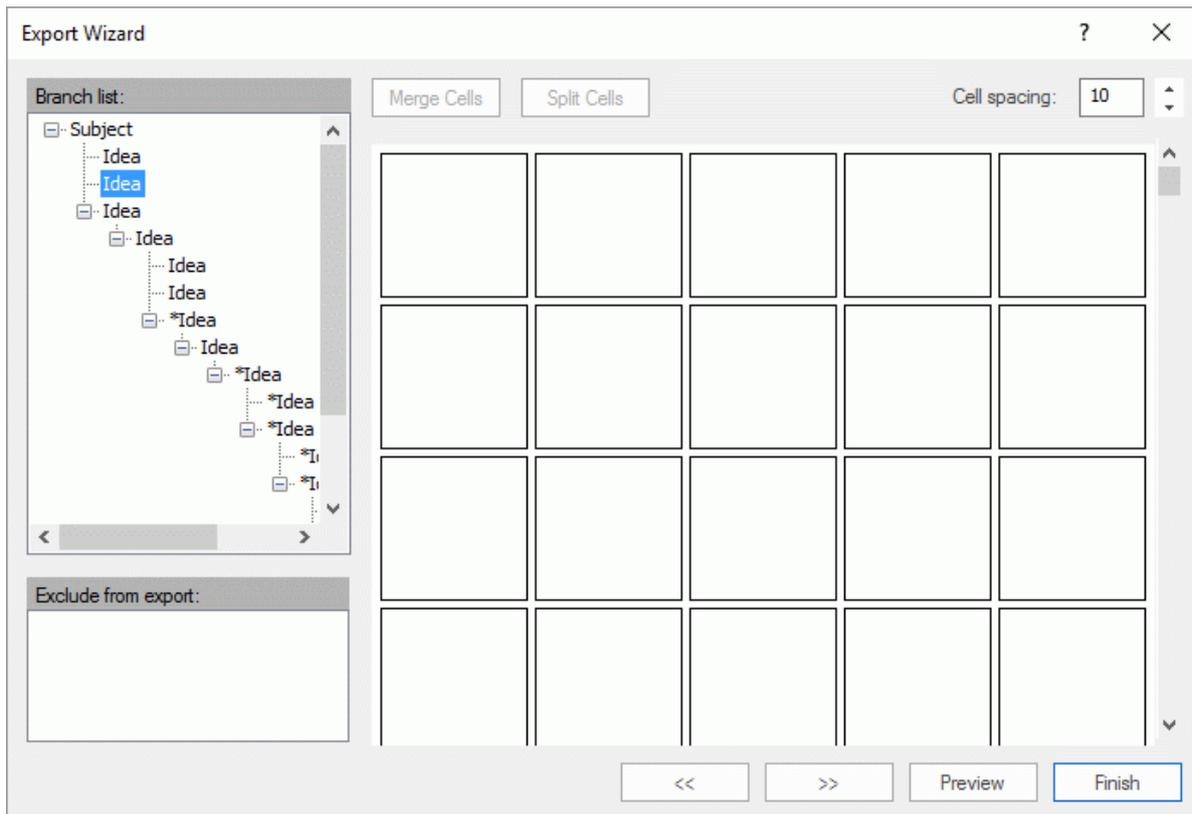
You can either:

- Choose a default placement of Left, Center or Right and click Next. In that case, the objects will be placed one after the other on each page according to their order in the Object list, either on the left, the center or the right of the page.
- Choose a default placement, and then click the **Place Objects** button to arrange the objects manually on the page as you wish.

 If you have already exported your map to HTML, you can check **Only show updated pages**. In that case, the Export Wizard only shows you the pages which you have edited since the last export. If your map contains a large number of branches, this saves time as you do not have to review the object positioning on all the unchanged pages.

Positioning the objects manually (optional)

If you have chosen to place the objects manually by clicking 'Place Objects' in the previous dialog, the Export Wizard now shows the Object Positioning window.



This is based on a default grid containing 5 columns, each representing 20% of the width of the HTML page, and divided in a number of cells.

All the objects associated with the first branch of your map are identified on the grid by a small icon bearing their name, in the default position chosen in the previous dialog. You can now reposition these objects or resize them by manipulating the grid cells as follows:

- To move an object on the page, drag it from one cell to the other.
- To resize a column on the grid, drag its edge until it reaches the required size.
- To merge two or more cells so that the object is stretched across them, select the cells by dragging the mouse pointer across them and click the **Merge Cells** button (or right-click and choose Merge Cells in its local menu).
- To split a cell made up of merged cells, select it and click **Split Cells** (or right-click it and choose Split Cells in the local menu).
- To align objects horizontally or vertically within a cell, select the relevant cells by dragging the mouse pointer across them, right-click and choose **Alignment** in the local menu. Then select an Alignment option by clicking a square in the menu (these represent top left alignment, top center alignment, top right alignment and so on). Note that you can also perform this operation on empty cells before moving objects into them.
- To add an empty row, right-click the row above which you want to insert a row and choose **Add Row** in its local menu.
- To delete a row, right-click it and choose **Delete Row** in its local menu.
- To increase or decrease the space between each cell, click the up or down arrows of the 'Cell spacing' option.

All the objects that are excluded from the export, either because you have disabled their 'Include in export' property or because you have chosen to exclude them in the 'Select Objects to Export' dialog described above, are listed in the 'Exclude from export' area in the bottom left of the grid. You are free to drag any of these objects back onto the HTML page.

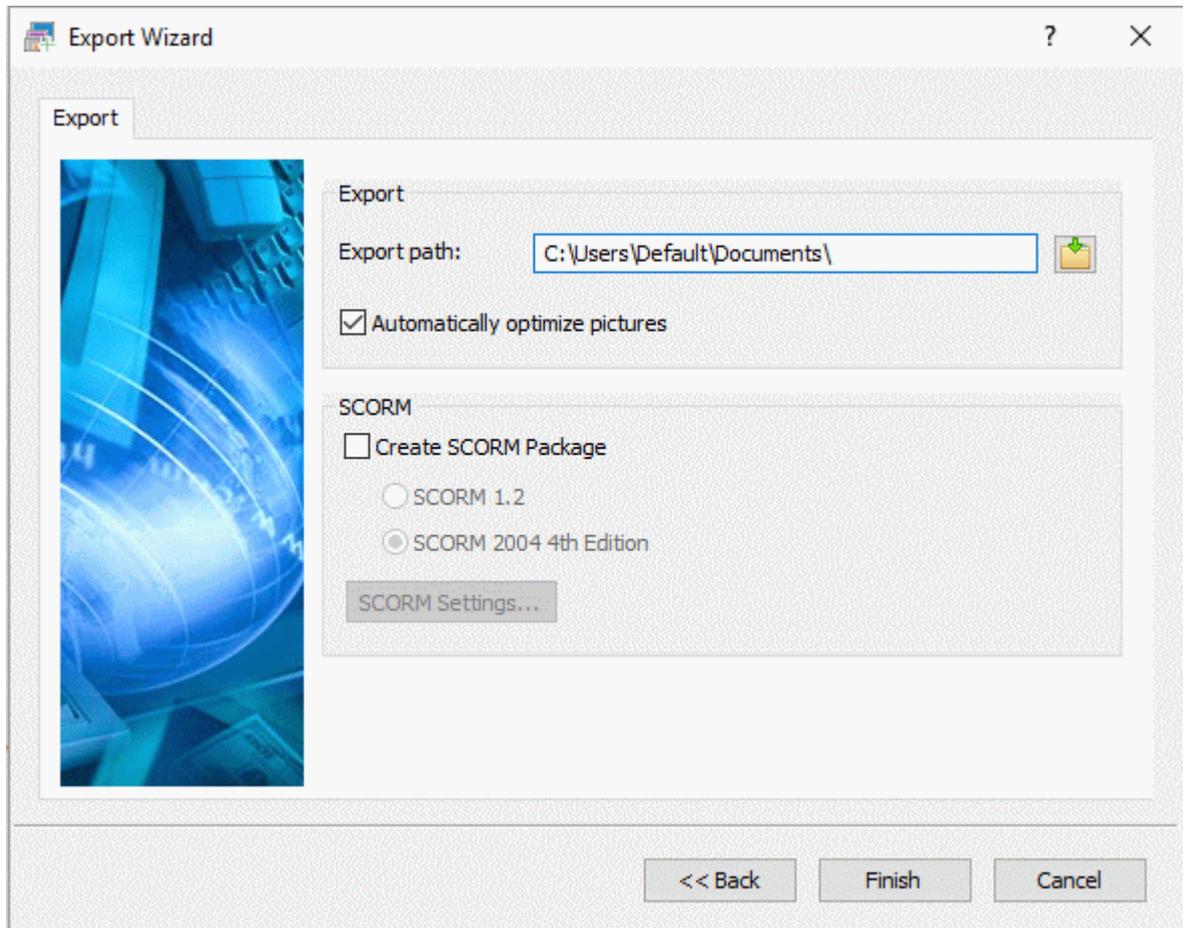
You can also exclude particular objects from the export by dragging them to the 'Exclude from export' area, and drag them back to the HTML page later if you change your mind.

- Click **Preview** to visualize the effect of your changes on the actual page.

- When you are satisfied with the positioning of the objects on the page, click the right double arrow button to go to the next page, or choose another page in the Branch list shown on the left of the dialog.
- Repeat the operation until you have reviewed all the pages that needed revisiting.
- Once you have reviewed all the pages, click **Finish**.

Exporting

You are now ready to export your map to HTML.



- Choose a destination folder for your new web site.
- (optional) You can optimize your pictures for web export by checking the option **Automatically optimize pictures**. This has two effects:
 - All .bmp pictures used on your map are converted to .jpg to reduce their file size.
 - Any .bmp or .jpg picture used on your map that is larger than the dimensions allocated to it on the HTML page is scaled down to these dimensions.
- (optional) To export the map as a SCORM package, check **Create SCORM Package** and select the relevant SCORM version.
- (optional) Click **SCORM Settings**.
The **SCORM Manifest Settings** dialog opens to let you specify additional information about the package.

The SCORM Manifest file is automatically created by MindView. Among other things, it includes details about the package that enable students and teachers to search for specific learning content with the use of keywords.

Catalog name: This specifies the name of the Learning Management System (LMS) group or category of courses (e.g. Maths, Physics, Chemistry, etc.) in which the SCORM package should be placed.

Course title: This specifies the name used to identify the course within the LMS.

Course description: This is used to provide a description of the course, and its intended use.

Comma separated keywords: This field can be used to enter keywords (which must be separated by commas) which the students and teachers will be able to use to locate the package once it is deployed on the LMS.

Manifest identifier: This compulsory ID uniquely identifies the package among all the other packages deployed on the LMS.

The output of the export will be a zip file containing all the HTML content and other SCORM related helper files. This package can then be uploaded to the LMS (which must be SCORM 1.2 or SCORM 2004 compliant). How the package is placed on the LMS depends on the specific LMS, but generally it is done by a teacher using the web-based interface of the LMS. Please refer to the documentation of the LMS in question for information about this.

➤ Click **Finish**.

Once the export is completed, MindView displays a dialog giving you the choice of immediately viewing your web site in your default browser or uploading it to Internet using the MatchWare FTP Upload Manager. For more information on this tool, see "[FTP Upload Manager](#)".

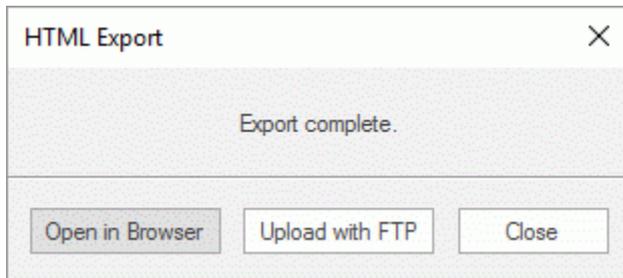
 To open your exported web site from within File Explorer at a later date, double-click the file index.htm in the sub-folder 'MVHtmlExport'.

FTP Upload Manager

To help you get your HTML site on the web as quickly and effortlessly as possible, MindView comes with a built-in FTP program, the MatchWare FTP Upload Manager.

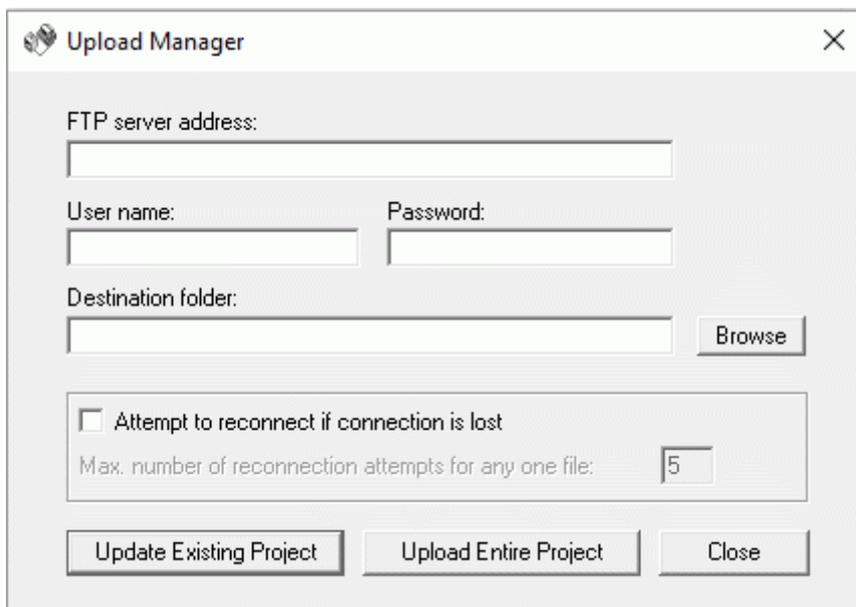
Starting the FTP Upload Manager

Before you can use the FTP Upload Manager you must export your MindView document to HTML (see "[Exporting to HTML: Quick Export](#)" or "[Exporting to HTML: Export Wizard](#)"). At the end of the export the following dialog appears:



- To open the FTP Upload Manager click **Upload with FTP**.

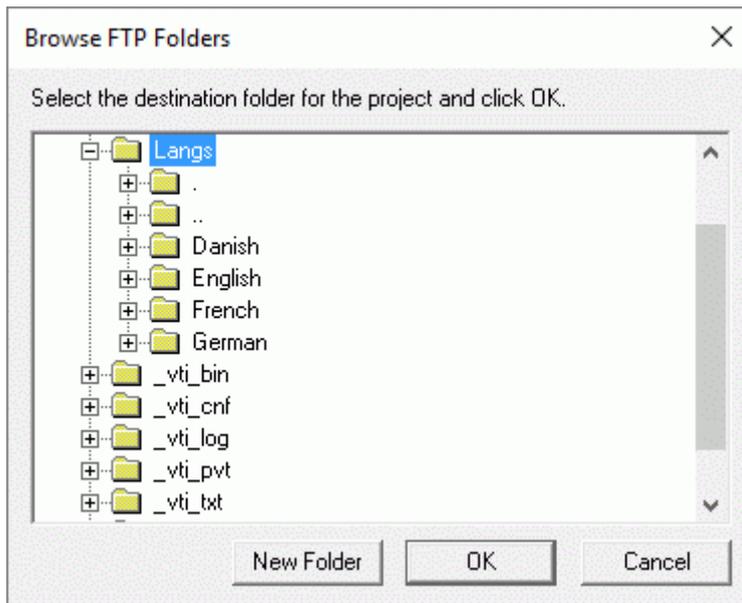
The FTP **Upload Manager** dialog appears.



- In the **FTP server address** field, enter the FTP upload address that you have received from your Internet Service Provider (ISP).
- Enter your **User name** and **Password** in their respective fields.

 *If you do not have an FTP address, user name or password or have lost them, contact your ISP.*

- Clicking the Browse button next to **Destination folder** will connect you to the Internet. Once online, search for the remote folder you wish to upload your web site to.



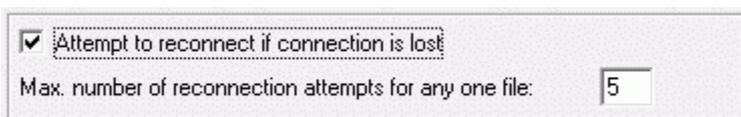
- Select the folder required and click OK to return to the Upload Manager dialog.
If you would like to upload the web site to a new folder, click New Folder to create a new remote folder on the server. Click OK to return to the Upload Manager dialog.



 *To quickly create a new remote folder, enter a forward slash and the name of the new folder in the Destination folder field.*



If your Internet connection goes down often, you are advised to check the option **Attempt to reconnect** in the Upload Manager dialog to guarantee a successful upload.

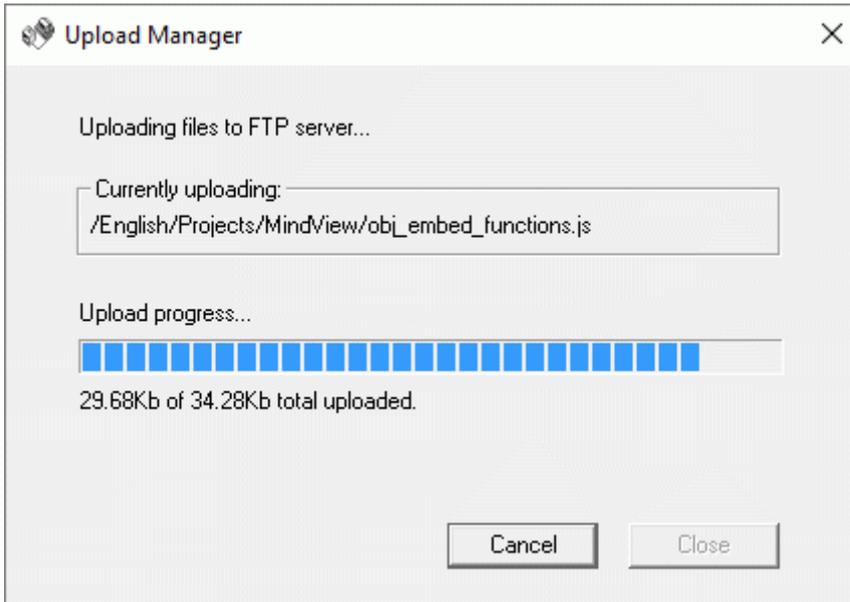


You can also set the number of reconnection attempts you want the Upload Manager to perform for a given file. If upload is still unsuccessful after this number of attempts, it is cancelled.

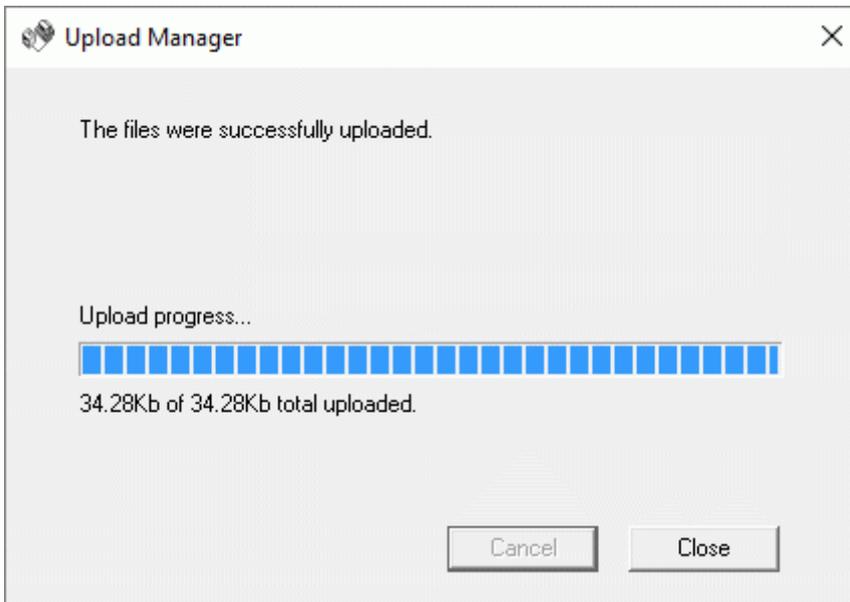
Uploading your web site

- If you are uploading your web site for the first time, click **Upload entire project** to connect to the FTP server and upload all the files.

You can follow the progress of the upload in the Upload dialog.



If upload is completed successfully, the following dialog appears:



- Click **Close** to return to MindView.

The FTP Upload Manager remembers your FTP address, Username, Password and Destination. If you make changes to your web site and would like to upload it again, click **Update existing project** to upload only the files that have changed since your last upload.

Exporting to PDF



This export method lets you export your mind map in PDF format.

It works in exactly the same way as the Microsoft Word export method. For more information, see ["Exporting to Microsoft Word"](#).

Exporting to RTF



This export method lets you export your mind map in RTF format. This may be useful if you want to process your document further in a word processor, but do not have Microsoft Word installed on your computer.

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 Custom Export). Attached objects and inserted elements are listed below the heading.

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

The branches of the map are exported to RTF 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 branches from the export by disabling their 'Include in export' property in the Properties dialog.

Include in Export	<input checked="" type="checkbox"/>
-------------------	-------------------------------------

 *Only the branches displayed on the workspace when you start the export procedure are exported. This means that if you are using the Branch Focus, Sub-Maps or Filter feature to only display selected branches, only the branches visible on the workspace will be exported. To export the entire map, you need to go back to the full display. For more information, see "[Focusing on a branch](#)", "[Creating sub-maps of selected branches](#)" and "[Filtering a mind map](#)".*

Export modes

There are two export modes available:

- **Quick Export**

The Quick Export mode allows you to export your map quickly using the MindView defaults or the last Custom Export settings you chose if you have already used that mode.

- **Custom Export**

The Custom Export mode allows you to specify the elements of your map to be exported and how they should be treated.

The export settings you choose in Custom Export are saved with the MindView document and re-used next time you export your map using Quick Export or Custom Export. This means that you do not have to redefine them every time you make a small amendment to your map and want to export it again to RTF.

Relationship between MindView and RTF elements and objects

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

MindView element	Exported to RTF as
Branch label	Heading at relevant level with hierarchical numbering (3 levels by default) Hierarchical numbering can be disabled in Custom Export.
Text note	Text inserted under the branch heading
Branch picture	Picture inserted under the branch heading
Floating picture	<ul style="list-style-type: none">● 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 prefixed by "See section" under the start branch heading, pointing to the end branch heading
MindView object	Exported to RTF as
Text file	Object name followed by hyperlink to file
Picture file	Picture embedded in the RTF document In Custom Export, you can choose instead to insert the file as an object name followed by a hyperlink to the file.
Video file	Object name followed by hyperlink to file
Sound file	Object name followed by hyperlink to file
Hyperlink	Object name followed by hyperlink to file

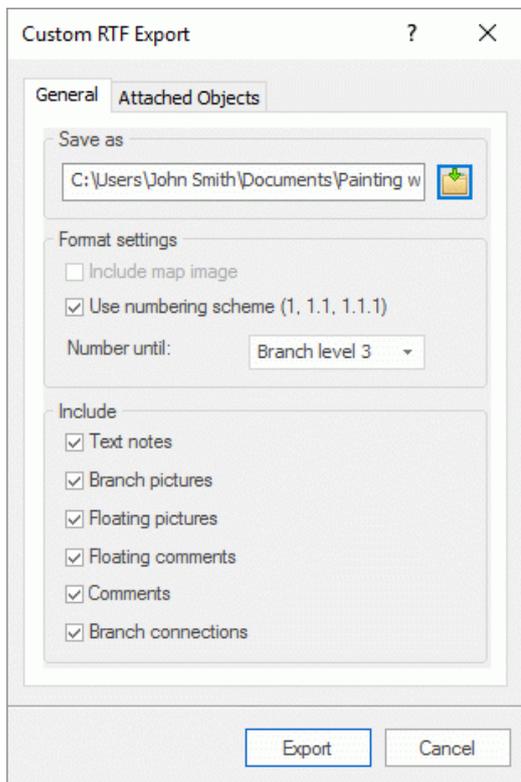
Using Quick Export

- Click the **File** tab.
- Choose **Export | RTF | Quick RTF Export**.
- If your MindView view contains several maps (i.e. several roots), choose the map you want to export in the 'Select Map to Export' dialog and click OK.
- Specify a folder and a file name for the new RTF document in the Save As dialog.

Once the export is complete, MindView lets you view the document in the viewer associated with the .RTF extension on your computer.

Using Custom Export

- Click the **File** tab.
- Choose **Export | RTF | Custom RTF Export**.
- If your MindView view contains several maps (i.e. several roots), choose the map you want to export in the 'Select Map to Export' dialog and click OK.
- In the **General** tab, choose the required general export settings and specify the elements of the map to export.

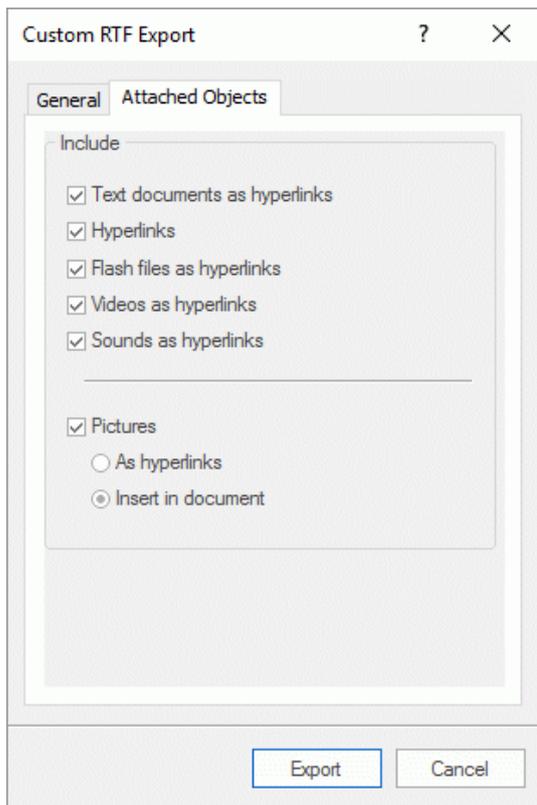




If you exclude some elements from the export by deselecting them here, none of the elements of this type will be exported, regardless of the value of their individual 'Include in export' property in the Properties dialog. Let's suppose for instance your map contains a floating picture whose 'Include 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.

Include in Export	<input checked="" type="checkbox"/>
-------------------	-------------------------------------

- Choose the required export settings for any attached object in the **Attached Objects** tab.



- Click **Export**.

As for Quick Export, MindView starts exporting your mind map to RTF as a new document. Once the export is complete, MindView lets you view the document in the viewer associated with the .RTF extension on your computer.

Exporting to XML



This export method lets you export your document in XML format.

MindView supports several XML export file types:

- **MindView XML:** This file type allows MindView documents to be converted to other application formats after implementation of a transformation file.
- **Microsoft Project XML:** This file type allows you to create a version of your MindView document that can be opened in Microsoft® Project with the standard File | Open command of that application. You can use the Microsoft Project XML export method even if you do not have Microsoft Project on your computer. It is therefore a useful alternative to exporting directly from MindView to Microsoft Project in the .mpp format, for which you do need to have Microsoft Project installed on your computer.

Only the elements of the MindView project plan that are supported by Microsoft Project are exported. This means that branch pictures, icons, attached objects and so on are not exported. Text notes are exported as Microsoft Project task notes. Pop-up comments are not exported.

- **Outline Processor Markup Language (OPML):** This file type allows you to export your MindView document in OPML format, a general outline format supported by MatchWare.

In addition, you can export your MindView document in XML formats compatible with Microsoft Excel.

Procedure

- Click the **File** tab.
- Choose **Export | XML**.
- Choose a file name and a destination for the exported file.
- Choose the required export file type in the Type field.
- Click OK.



The property 'Include in export' of the Properties dialog is ignored when exporting to XML.

Exporting as picture



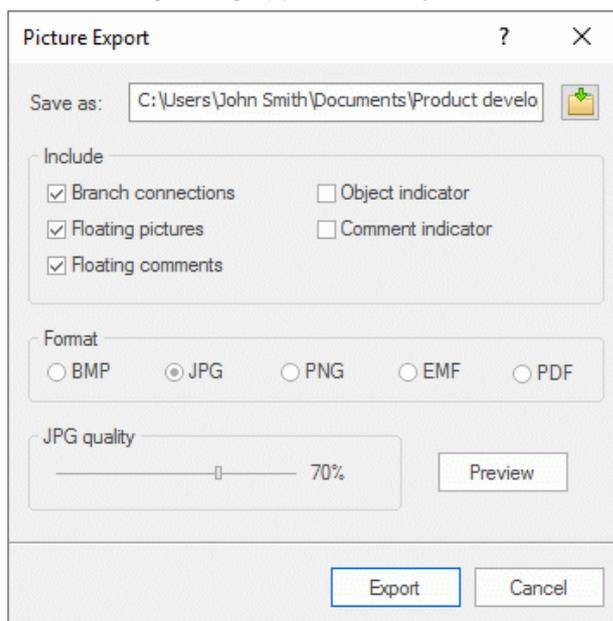
This export method lets you save your mind map as a picture file.



Only the branches displayed on the workspace when you start the export procedure are exported. This means that if you are using the Branch Focus, Sub-Maps or Filter feature to only display selected branches, only the branches visible on the workspace will be exported. To export the entire map, you need to go back to the full display. For more information, see "[Focusing on a branch](#)", "[Creating sub-maps of selected branches](#)" and "[Filtering a mind map](#)".

- Click the **File** tab.
- Choose **Export | Picture**.

The following dialog appears to let you choose the required export settings.



- Enter the path and file name for the picture in the 'Save as' field or click the Browse button to choose an existing path.
- If you do not want to display branch connections, floating pictures and floating comments in the picture, clear the corresponding check mark.



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 Properties dialog. Similarly, all branches will be visible, regardless of the value of their individual 'Include in export' property.

- If you want to display the object indicator  and/or the comment indicator  next to each branch containing attached objects and/or comments, click the relevant check box.
- Choose 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 level of quality increases the level of compression, and therefore reduces the file size.

- (optional) Preview the effect of your settings on the picture by clicking Preview.
- Click **Export**.

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 MindView 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.

Importing

Introduction

MindView lets you import documents from other applications, including Microsoft® Word, Microsoft® PowerPoint, Microsoft® Excel, Microsoft® Outlook and Microsoft® Project. You can also create MindView documents by importing XML files.

The import options offered by MindView are all described in detail in the next topics.

Importing from Microsoft Word



MindView lets you import Microsoft® Word documents.

This is particularly useful when:

- You have a Word document which you would like to restructure using the brainstorming capabilities and features of MindView before exporting it again to Word.
- You have exported a MindView mind map to Word, developed some of the topics in Word, but then realized you need to review the structure of your map in MindView before doing any further work in Word.

In both cases, MindView allows you to import the Word document into a new mind map, preserving the text added in Word together with its formatting as far as possible. Pictures, comments and hyperlinks added in Word are also preserved wherever possible.

If the Word document was created by exporting a MindView mind map to Word, the new mind map will have the same branch structure and layout as the original mind map.

If you then re-export the new mind map to Word after having made the required changes in MindView, any elements added in MindView are exported to the new document.

For more information about the elements that MindView is not able to preserve, see "[Limitations](#)" below.



You do not need to have Microsoft Word installed on your computer in order to import a Word document into MindView. MindView can import documents created with Microsoft Word 2007 and above in the .docx format. If you are using an earlier version of Word, you can use the free Microsoft Office Compatibility pack to convert the document from its .doc format to the newer .docx format prior to importing.

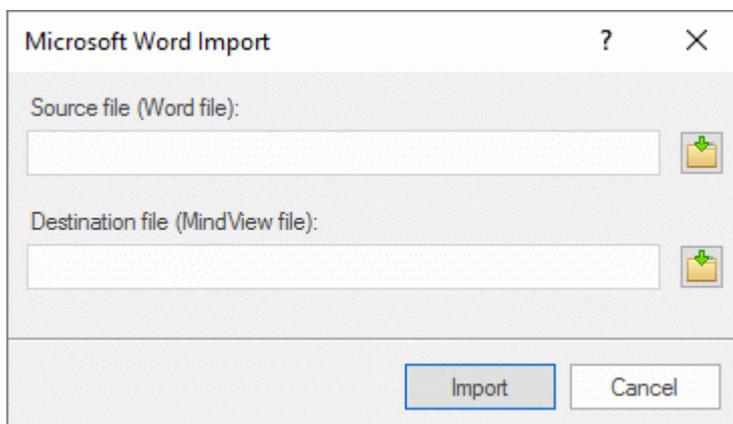
Although MindView can import any Word document, a useful branch structure can only be created if the document is organized in paragraphs containing headings defined with the Microsoft Word heading styles "Heading 1" through to "Heading 9".

MindView 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

- Click the **File** tab.
- Choose **Import | Microsoft Word**.
- Select the Word document you want to import.
- Specify a destination folder and file name for the MindView document to be created.



- Click **Import**.

There may be elements of the Word document that MindView is not able to import. If this is the case, MindView displays a Warning dialog listing these elements. See "[Limitations](#)" below for more information.



 *When exporting a mind map to Word, MindView inserts bookmarks in the Word document to keep track of how the various elements should be re-imported back into MindView 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, check 'Show bookmarks' in the Advanced panel of the Word Options dialog.*

Relationship between Word and MindView elements and objects

The following table indicates how MindView converts the various elements of your Word document to MindView elements and objects.

Word element	Imported in MindView as
Title (with Title style)	Root of the mind map <ul style="list-style-type: none"> ● 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. ● If the Word document contains more than one Title heading, each such heading is imported as a text note of the corresponding higher-level branch.
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	<ul style="list-style-type: none"> ● If the document was created in Word, imported as a text note of the corresponding branch ● If the document was created by exporting an original MindView 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
Picture embedded in body text	<ul style="list-style-type: none"> ● If the document was created in Word, imported as a picture embedded in a text note of the corresponding branch ● If the document was created by exporting an original MindView mind map, imported as branch picture, floating picture or attached picture file of the corresponding branch as in the original document
Comment	Pop-up comment for the corresponding branch

Intra-document cross reference to heading with style Title or Heading 1 to 9	Branch connection between the relevant branches
Hyperlink	Hyperlink in text note of the corresponding branch
Bibliography source	Source

Limitations

The following limitations apply when importing a Word document into MindView:

- Indexes, tables of contents, tables of authorities, tables of figures, headers and footers are not imported.
Note that you can choose to have the Table of Contents regenerated automatically when re-exporting the mind map to Word.
- Sounds and videos that are embedded in the Word document are not imported in MindView. To import such elements in the MindView mind map, make sure they are inserted in the Word document as hyperlinks.
- Mathematical symbols are not imported.

In addition, if you are importing a document created from an original MindView mind map, the following limitations apply:

- Pop-up comments will not retain their original size and position.
- Pictures embedded in the Word document as a result of the export from MindView do not retain their file name information. When re-importing the document, MindView creates new files for these pictures.
- If you chose to include a picture of the whole mind map in the Word document when exporting from MindView, this picture is not re-imported back into MindView.

Importing from Microsoft PowerPoint



MindView lets you import Microsoft® PowerPoint presentations from the Office Open XML file format (.pptx).

This is particularly useful when:

- You have a PowerPoint presentation which you would like to expand using the brainstorming capabilities and features of MindView before exporting it again to PowerPoint.
- You have exported a MindView mind map to PowerPoint, worked on the layout in PowerPoint, but then realized you need to review the structure of your map in MindView before doing any further work in PowerPoint.

In both cases, MindView allows you to import the PowerPoint presentation into a new mind map, preserving as much of the layout and contents of the PowerPoint presentation as possible.

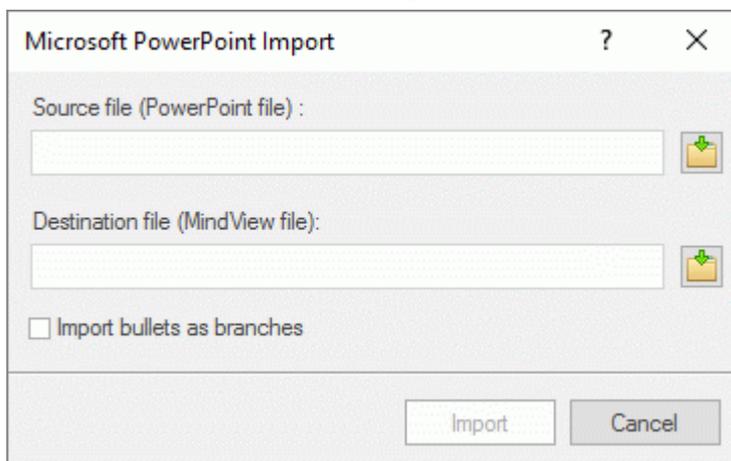
If the PowerPoint presentation was created by exporting a MindView mind map to PowerPoint, the new mind map will have the same branch structure and layout as the original mind map.

If you then re-export the new mind map to PowerPoint after having made the required changes in MindView, any elements added in MindView are exported to the new presentation.

For more information about the elements that MindView is not able to preserve, see "[Limitations](#)" below.

Procedure

- Click the **File** tab.
- Choose **Import | Microsoft PowerPoint**.
- Select the PowerPoint presentation you want to import.
- Select the destination folder, i.e. the folder for the MindView document created from the PowerPoint presentation.
- (optional) If you want to import the bullet lists that may be included on the PowerPoint slides as sub-branches of the corresponding branches, check **Import bullets as branches**. If you leave this box unchecked, the bullet lists that may be included on the PowerPoint slides are inserted as text notes on the corresponding MindView branches.



- Click **Import**.

Import modes

The Import operation has two modes depending on how the PowerPoint presentation was created:

- The PowerPoint presentation was originally created in PowerPoint
In this mode, the title of the first slide becomes the root name of the new MindView document. If you have checked the 'Import bullets as branches' option, each bullet list item of that first slide becomes a new main branch. If not, the entire bullet list is imported as a text note for the root.

All the other slides are imported as further main branches. If you have checked the 'Import bullets as branches' option and some of those slides contain bullet lists, each bullet list item becomes a sub-branch of the corresponding MindView branch. If not, the entire bullet list is imported as a text note for the branch.

- The PowerPoint presentation was created by exporting a MindView document
In this mode, the original branch structure of the MindView document is preserved, provided that you have not removed any slide. If you have added new slides, they are imported as main branches.

Relationship between PowerPoint and MindView elements and objects

The following table indicates how MindView converts the various elements of your PowerPoint presentation to MindView elements and objects.

PowerPoint element	Imported in MindView as
Slide	Branch
Slide title	Branch title
Slide sub-title	Text note
Slide body text	Text note
Slide bullet list	<ul style="list-style-type: none"> ● If the presentation was created in PowerPoint and you checked 'Import bullets as branches' in the Import dialog, each bullet is imported as a sub-branch. If you didn't check 'Import bullets as branches', the entire bullet list is imported as a text note for the branch. ● If the presentation was created by exporting an original MindView document, the branch structure of the mind map is recreated from the slide titles, not from the bullet list. The text of the bullet list is therefore ignored.
Slide comment	Floating comment
Slide notes	Pop-up comment
Embedded picture	<ul style="list-style-type: none"> ● If the presentation was created in PowerPoint, imported as an attached picture ● If the presentation was created by exporting an original MindView document, imported as a branch picture or floating picture as in the original document
Autoshape	Attached picture
Linked picture	Attached picture object pointing to the original path
Embedded video	Attached video object pointing to the original path
Embedded sound	Attached sound
Link to slide	Branch connection

Limitations

The following limitations apply when importing a PowerPoint presentation into MindView:

- The formatting of the slide title and of any slide notes included is not preserved.
- If the layout of the PowerPoint slide contains more than one bullet list, only the first bullet list is taken into account by the import.
- When importing bullets as branches, indented bullets within the main bullet list are imported as branches of the same level as the main bullets, not as sub-branches.
- PowerPoint master slides are not taken into account by MindView. Their contents are therefore not imported into the MindView document.

- Although hyperlinks contained in PowerPoint text objects are imported into the corresponding MindView text note, only their formatting is preserved. The links themselves are not preserved.
- Shapes, diagrams, OLE controls and objects are not imported.
- Tables are imported as plain text; rows and columns are not preserved.
- Text with text effects (WordArt) is imported as text notes without formatting.

In addition, if you are importing a presentation created by exporting a MindView document, the following limitations apply:

- If you delete one or more slides while working in PowerPoint, MindView is not able to recreate the branch structure exactly as in the original mind map:
 - If you delete the slide corresponding to the root branch, all the slides are imported as main branches, as if you had created the presentation from scratch in PowerPoint.
 - If you delete slides corresponding to branches with sub-branches, MindView cannot recreate the structure of these sub-branches.
- Similarly, if you rearrange the slides in a different order in PowerPoint, MindView does not take the new order into account.
- Since MindView uses the PowerPoint slide titles to recreate the branch structure, any changes you make to the bullet list text in PowerPoint will not be preserved in MindView.
- Pop-up comments will not retain their original size and position.
- Pictures embedded in the PowerPoint presentation as a result of the export from MindView do not retain their original file name or path information.
- If you chose to include a picture of the whole mind map in the PowerPoint presentation when exporting from MindView, the slide containing this picture is not re-imported back into MindView.

Importing from Microsoft Excel



MindView lets you import Microsoft® Excel spreadsheets (*.xlsx). The spreadsheet might be one that was previously exported from MindView, or one that you are bringing into MindView for the first time.



You must have Microsoft Excel 2003 or above installed on your computer in order to use this import mode. If you are using Excel 2010 or newer, you need to have the Microsoft .NET Client Framework 4.0 installed. If neither of these items are installed on your computer, you can import from the Microsoft Excel XML spreadsheet format; for more information, see "[Importing from XML](#)".

To ensure a successful import, your spreadsheet should have one of the following layouts:

Title		Header 1	Header 2
		Header 1	Header 2
	Root	Data	Data
1	Main	Data	Data
1.1	Sub	Data	Data
1.1.1	Sub	Data	Data
2	Main	Data	Data
2.1	Sub	Data	Data

Numbered

Title			Header 1	Header 2
			Header 1	Header 2
Root			Data	Data
	Main		Data	Data
		Sub	Data	Data
			Sub	Data
	Main		Data	Data
		Sub	Data	Data

Structured

Title		Header 1	Header 2
		Header 1	Header 2
Root	Data	Data	
Main	Data	Data	

Flat

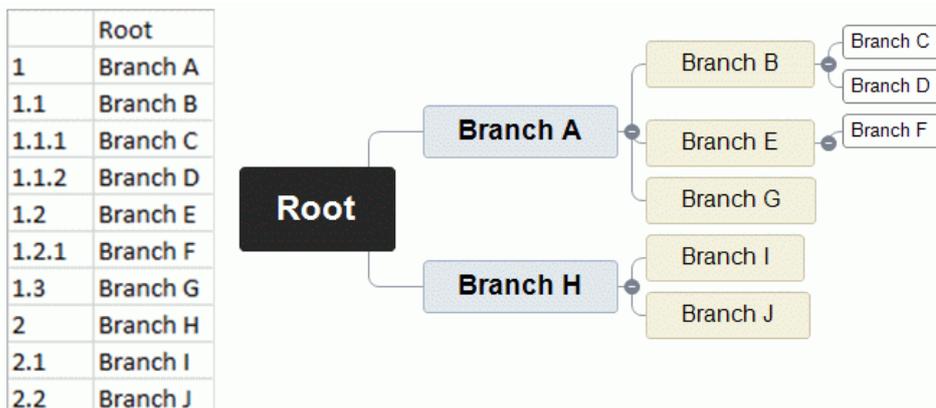
If your spreadsheet does not follow one of these layouts, MindView will nevertheless attempt to import it, following information you supply on the Import dialog (see below).



In addition to the layouts above, MindView is also able to re-import mind maps exported to Microsoft Excel using the "Show subtotals at bottom of group" option." See "[Exporting to Microsoft Excel](#)" for more information about this feature.

The diagrams above show how the contents of the spreadsheet will be imported to a mind map. For example, the contents of the cell labeled 'Root' provides the label for the root of the imported mind map. Whatever is in the cells labeled 'Main' in the diagram will be imported as main branches, and whatever is in the cells labeled 'Sub' will be imported as sub-branches. The contents of the cells labeled 'Data' will be imported as branch data, with the contents of the cells labeled 'Heading 1', 'Heading 2' and so on providing the labels for the data or calculation fields. If the headings are standard MindView task data headings (Start, End, Duration, Completion, Priority or Resources) the data will be imported to the appropriate locations in MindView. If the headings are not standard MindView headings the data will be imported as calculation values. See "[Inserting task data](#)" and "[Inserting calculation values](#)" for more information on these topics).

- In the **Numbered** layout you use the second column to contain the text that will become branch labels, while the numbers in the first column (which must also be formatted as text) indicate the hierarchy. The numbers take the form number.number.number..., the dots marking a change of level in the hierarchy. The following diagram shows how cells in an Excel document (left) import to a mind map (right):



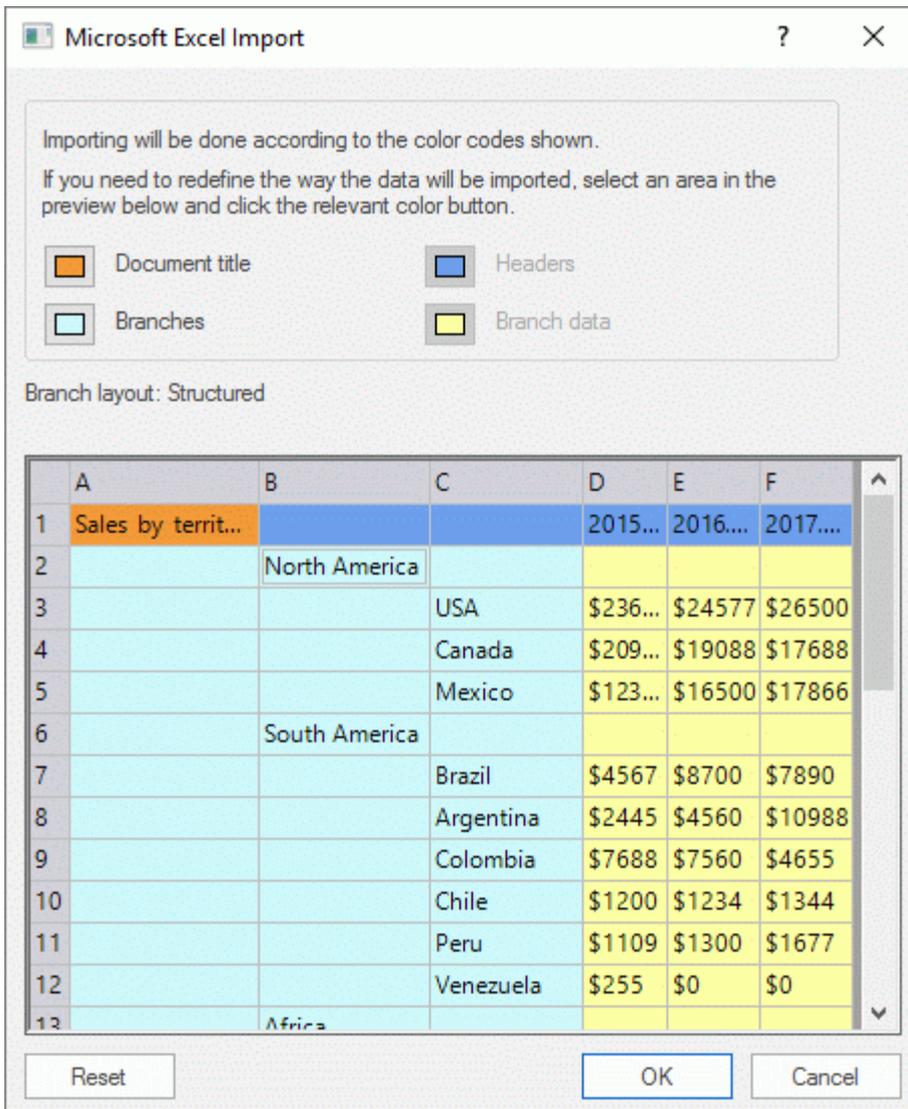
The root is not included in the numbering scheme.

- In the **Structured** layout you use the columns on the left to contain the text that will become root and branch labels, and also indicate the hierarchy. The first column contains the root, the second column the main branches, the third column first level sub-branches, and so on.
- In the **Flat** layout, the leftmost column contains the text that will become branch labels. After the root, each entry is imported as a main branch. No sub-branches are created.

If your spreadsheet does not have one of these layouts, you may nevertheless be able to import it by indicating manually on the import dialog which areas of the spreadsheet represent branch labels, which represent data fields and so on (see below).

Procedure

- Click the **File** tab.
- Choose **Import | Microsoft Excel**.
You will see a dialog box reminding you of the preferred layouts, described above.
- Select the Excel document you want to import and click OK.



- If necessary, adjust the colored areas that indicate how the spreadsheet contents will be mapped to the mind map. To do this, select an area and click the appropriate color button. You can resize the dialog if you need to.
 - The contents of the **orange** cell in the top left becomes the title of the mind map.
 - The contents of the cells in the **light blue** area become the root and branch labels. By adjusting this area, you can choose to import all branches or a subset of branches, but the

area must not contain any blank rows. If the leftmost column in the area contains just one filled cell, the content of that cell becomes the root label. If the leftmost column in the area contains more than one filled cell, the contents of those cells become first level branches under a root whose label is taken from the title cell.

- The contents of the cells in the **yellow** area become data values or calculation values, depending on the column headings (see below). By adjusting the yellow area, you can specify which data columns are to be imported.
- The contents of the **dark blue** area are headings for the data columns. If the headings are standard MindView task data headings (such as Start, End, Duration, Completion, Priority, Resources and so on) the data will be imported to the appropriate locations in MindView. If the headings are not standard MindView ones the data will be imported as calculation values. See "[Inserting task data](#)" and "[Inserting calculation values](#)" for more information on these topics).

If you select an area that MindView cannot interpret, you will see a message "Invalid branch layout". Common reasons for this message are:

- You have data in cells that should be empty.
- You have empty cells, for example blank rows, where data is expected.
- In a structured layout, you have skipped one or more levels.
- In a numbered layout, the first column does not contain text in the form of number(s) separated by dots. Every number in this column must be in text format, not in number format.
- In a numbered layout, the cell to the left of the root label is not blank.

To overcome the problem, adjust one or more of the colored areas, or click **Cancel**, adjust the layout of the source spreadsheet, and try importing again.

To reset the areas to their state when you opened the dialog, click **Reset**.

- Click OK.

The imported spreadsheet opens in the Mind Map view.

Importing from Microsoft Outlook



MindView lets you import Microsoft® Outlook task lists. This is particularly useful when for instance:

- You have started a task list in Microsoft Outlook which you would like to expand using the brainstorming capabilities and features of MindView.
- You have exported a MindView task list to Microsoft Outlook, started adding tasks or editing existing ones, but then realized you need to review the structure of your task list in MindView before doing any further work in Microsoft Outlook.

In both cases, MindView allows you to import the Microsoft Outlook task list as a new document in the Mind Map view.

Once you have made the required changes in MindView, you can either re-export the task list to Outlook as a new series of tasks, or synchronize the edited MindView version with the original Outlook version. For more information on exporting and synchronizing from MindView to Outlook, see "[Exporting to Microsoft Outlook task list](#)".



You must have Microsoft Outlook 2000 or above installed on your computer in order to use this import mode.

Procedure

- Click the **File** tab.
- Choose **Import | Microsoft Outlook | Import as New Document**.
- Select the Outlook task folder whose tasks you want to import.



If the Outlook folder contains tasks that you have already imported to a MindView document or exported from a MindView document previously, you might prefer to find the MindView document in question and synchronize the task folder with it rather than creating a new MindView document.

The imported task list opens in the Mind Map view.

Limitations

Only the elements of the Microsoft Outlook task list that have an equivalent in MindView are imported and shown in the Task/Timeline panel:

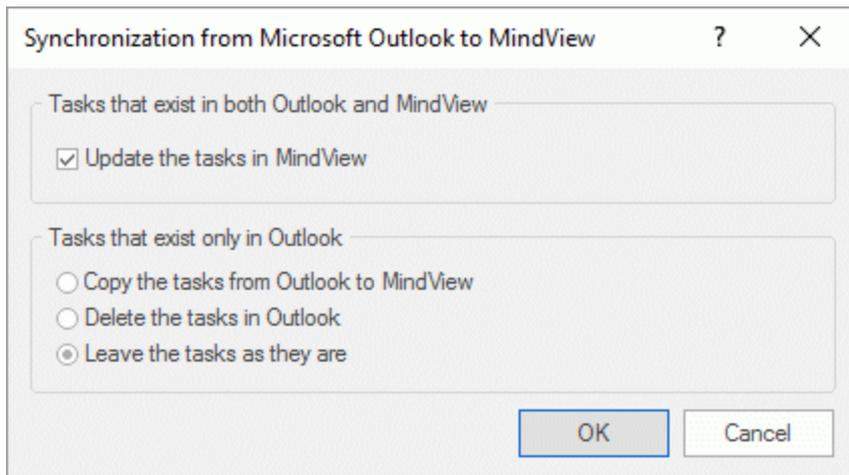
- Task names, dates, durations, priorities and completion levels are all imported.
- Other information corresponding to features that are not supported in MindView, such as status, reminders, categories and so on, as well as any user-defined field, is not imported.

Synchronizing the Outlook task list and the MindView document

If you have made changes to your task list in Outlook after having exported it from MindView, you can import these latest changes to the MindView version of the task list as follows:

- Click the **File** tab.
- Choose **Import | Microsoft Outlook | Synchronize Tasks**.

The **Synchronization from Microsoft Outlook to MindView** dialog opens.



The top part of the dialog determines what will happen when the same task exists in both the Outlook task list and the MindView document in two different forms.

- To copy the task from the Outlook task list to the MindView document, check **Update the tasks in MindView**.

The bottom part of the dialog lets you specify what should happen if a task present in the Outlook task list cannot be found in the MindView document. You have three choices:

- Copy the task from the Outlook task list to the MindView document
- Delete the task from the Outlook task list, so that it does not exist any longer in either version
- Leave things as they are

If conversely you have made changes to your MindView document after having exported it to Outlook, you can export these latest changes to the Outlook version of the task list. For more information about this procedure, see "[Exporting to Microsoft Outlook task list](#)".

Importing from Microsoft Project



MindView lets you import Microsoft® Project plans (*.mpp). This is particularly useful when for instance:

- You have started a project plan in Microsoft Project which you would like to expand using the brainstorming capabilities and features of MindView.
- You have exported a MindView project plan to Microsoft Project, starting adding tasks or editing existing ones, but then realized you need to review the structure of your plan in MindView before doing any further work in Microsoft Project.

In both cases, MindView allows you to import the Microsoft Project plan as a new project plan in the Gantt view.



MindView does not support versions of Microsoft Project prior to 2003. You need to have Microsoft Project installed on your computer in order to use this import method. If Microsoft Project is not installed on your computer, you can import from the Microsoft Project XML format; for more information, see "[Importing from XML](#)".

Procedure

- Click the **File** tab.
- Choose **Import | Microsoft Project**.
- Select the Microsoft Project plan you want to import.

The imported project plan opens in the Gantt view.

Limitations

The MindView Gantt view does not support all the project management features offered by Microsoft Project. This means that only the elements of the Microsoft Project that have an equivalent in MindView will be imported:

- Task names, task types, dates, durations, lead and lag times, resources, work units, costs, priorities, completion levels, links, constraints and so on are all imported.
- Project and resource calendars are imported.
- Milestone tasks are imported, but their duration is set to zero.
- Task notes are imported as text notes.
- Other Microsoft Project information corresponding to features that are not supported in MindView (such as baselines, task calendars, work contours and so on) is not imported. Information derived from tracking and leveling operations in Microsoft Project is not imported.

In most cases, the tasks dates and scheduling information will be identical in MindView and in Microsoft Project. They may differ if advanced operations not supported by MindView (such as leveling or tracking) have been performed on the project in Microsoft Project.

Importing from XML



This import method lets you create MindView documents by importing files in various XML formats into MindView.

MindView supports the following XML import file types:

- **MindView XML:** This file type allows you to open MindView documents previously exported in the MindView XML format.
- **Microsoft Project XML:** This file type allows you to create a MindView project plan by importing a Microsoft® Project plan exported from Microsoft Project in the XML format. You can use the Microsoft Project XML import method even if you do not have Microsoft Project on your computer. It is therefore a useful alternative to importing a Microsoft Project plan in the .mpp format, for which you do need to have Microsoft Project installed on your computer.

The same limitations apply when importing a Microsoft Project XML file as when importing a Microsoft Project .mpp file. For more information, see "[Importing from Microsoft Project](#)".



MindView does not support versions of Microsoft Project XML prior to 2003.

- **MindManager XML:** This file type allows you to create a MindView document by importing a MindManager® document exported from MindManager in the XML format. You can use the MindManager XML import method even if you do not have MindManager on your computer. Note that elements of the MindManager file that do not have an equivalent in MindView are not imported. MindView supports MindManager XML files from versions X5 and 6.
- **MindManager MMAP:** This file type allows you to create a MindView document by importing a MindManager® document in the .mmap format. You can use the MindManager MMAP import method even if you do not have MindManager on your computer. Note that elements of the MindManager file that do not have an equivalent in MindView are not imported.
- **Outline Processor Markup Language (OPML):** This file type allows you to import a document in OPML format, a general outline format supported by MatchWare.

In addition, you can import documents in XML formats compatible with MatchWare OpenMind 2, FreeMind, Visual Mind and Microsoft Excel.

Procedure

- Click the **File** tab.
- Choose **Import | XML**.
- Locate the file you want to import.
- Choose the required import file type in the Type field.



The Autodetect XML file type presented by default lets MindView detect automatically the type of the XML file you specify, provided that it is one of the supported XML file types.

- Click OK.

The imported file opens in the Mind Map view.

Importing from other applications



MindView lets you import documents from other Mind Mapping applications, namely Mindjet MindManager (from version X5 onwards) and FreeMind, so that you can develop them further in MindView.

- Click the **File** tab.
- Choose **Import | Other Mind Mapping Applications**.
- Choose **Import from Mindjet MindManager** or **Import from FreeMind**.
- Select the document you want to import.
- Specify a destination folder and file name for the MindView document to be created.

Pen Mode

Working in Pen Mode



MindView supports pen input as well as standard keyboard/mouse input, letting you insert digital ink data such as handwritten text and hand-drawn pictures on your branches. Although MindView's pen input features let you treat your computer mouse as a pen, they are designed for use with dedicated pen input devices such as tablet PCs, external digitizers, touch screens and interactive whiteboards. The only requirement is that the operating system on which MindView is installed must also support pen input.

Once attached to a branch, the ink data is treated just as any other branch element.



You can use pen input only in the standard Mind Map views, namely Mind Map, Top Down and Left/Right.



MindView also offers a dedicated Touch Mode for computers with touch screens. For more information, see "[Working in Touch Mode](#)".

Enabling pen input

Before you can use your mouse or pen as input device, you must enable pen input.

If your computer supports pen input, the MindView Options dialog contains an extra panel for the pen input options.

To access this tab:

- Click the **File** tab.
- Choose **Options**.
- Click the panel **Pen Input**.

Advanced options for working in Pen Mode.

Enable pen input
When pen input is enabled, you can switch to Pen Mode by clicking the Pen Mode button on the status bar

Enable pen gestures

Defaults for hand-drawn branch labels

Size (%):
50 e.g. choosing 50% will reduce the hand-drawn text to 50% of its size once used as branch label

Width (pixels):
400 Default edit box width for hand-drawn branch labels

Line height (pixels):
80 Default edit box height for hand-drawn branch labels

Default picture size (%) for hand-drawn floating pictures
75 e.g. choosing 50% will reduce the picture to 50% of its size once added to the branch

Default edit box size for hand-drawn pictures

Width (pixels): 200 Height (pixels): 150

Enable pen input: Check this box to enable pen input. When pen input is enabled, a Pen Mode button appears in the bottom right corner of the MindView status bar, allowing you to set Pen Mode on and off.



Enable gestures: When this option is enabled, you can perform the MindView actions listed in the paragraph "Using gestures" below by making the corresponding gesture with your input device.

Defaults for hand-drawn branch labels: When you use your pen to draw text for your branch labels, it is often easier to write using large characters. You can use the **Size (%)** field to define a factor which MindView will automatically use to reduce your hand-drawn text before inserting it on the branch as branch label. Conversely, when you click a hand-drawn branch label to edit it, MindView automatically expands the label if necessary to allow for easier editing. You can use the **Width** and **Line Height** fields to define the initial size of this edit box. If the hand-drawn branch label is wider or taller than the size chosen here, MindView automatically adjusts the size of the edit box to the size of the label.

Default picture size for hand-drawn floating pictures: When you use your pen to draw floating pictures, it is often easier to make large drawings. You can use this field to define a factor which MindView will automatically use to reduce your hand-drawn pictures before attaching them to the selected branch.

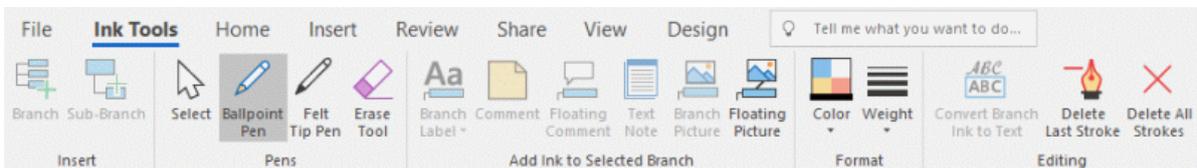
Default edit box size for hand-drawn pictures: When you double-click a hand-drawn picture to edit it, MindView automatically expands it to allow for easier editing. You can use the **Width** and **Height** fields to define the initial size of this edit box. If the hand-drawn picture is wider or taller than the size chosen here, MindView automatically adjusts the size of the edit box to the size of the picture.

Using Pen Mode

When pen input is enabled, a Pen Mode button is shown in the bottom right corner of the status bar.

- Click it to enable Pen Mode.

The **Ink Tools** tab appears in front of the Home tab on the ribbon.



You can now use your input device to start writing or drawing on the free space available in the view (i.e. not on top of a branch, floating comment, floating picture or other MindView element).

 Before you start writing or drawing, you can use your input device to select the branch to which you want to add the ink data. After your first stroke, you are free to draw anywhere on the workspace, including on top of branches or other MindView elements.

 *As you start writing or drawing, MindView attempts to interpret the ink data as text and displays the result in the "Ink to Text" field shown just below the ribbon. This lets you correct any misinterpretation by deleting the last stroke or strokes until you obtain the required result. You can also click the down arrow shown at the right of the field to view all the possible interpretations of the ink data and choose the relevant one. If you write more words than one, more fields may be shown.*



 When trying to interpret the ink data, MindView assumes that you are writing in the same language as that defined as your input language in the Windows settings of your computer. If you want your ink data to be interpreted using a different language, set your input language to that language in the Windows Control Panel.

 The Ink to Text feature only works if the correct modules are installed on your computer. See "[Getting help](#)" for more information.

Here is a short description of the tools contained in the **Ink Tools** tab:

- As in the Home and Insert tabs, the **Branch** icon  lets you add a branch at the same level as the selected branch, and the **Sub-Branch** icon  lets you add a sub-branch to the selected branch.
- The **Select** icon in the **Pens** group lets you select and/or move branches with your input device rather than write or draw. The other icons contained in the **Pens** group let you choose the pen to be used to write or draw: **Ballpoint Pen** lets you draw in black thin ink, **Felt Tip Pen** uses a thicker red, and the **Erase Tool** lets you select and delete any of the strokes.

 *Rather than trying to select the stroke to be deleted, an easier way of using the Erase tool is to drag the mouse across the workspace as you would use a rubber until the pointer hits the stroke. Unlike a rubber however, the Erase tool deletes the entire stroke.*

- The icons contained in the **Add Ink to Selected Branch** group let you convert and transfer the ink data to different elements of the map. Some of them are only enabled when you have selected a branch and drawn at least one stroke:

 **Branch Label:** Using this icon, you can choose to convert the ink data to text and use it as branch label for the selected branch (**Branch Label as Text**) or to keep the ink data and use it unchanged as branch label (**Branch Label as Ink**). If you choose to keep the ink data as is, you can convert it to text at any time by selecting the branch and clicking **Convert Branch Ink to Text**.

 **Comment:** Click this icon to convert the ink data to text and add it to the selected branch as pop-up comment.

 **Floating Comment:** Click this icon to convert the ink data to text and add it to the selected branch as floating comment. You can then move the floating comment on the workspace just as you would in standard mouse input mode.

 **Text Note:** Click this icon to convert the ink data to text and add it to the selected branch as text note.

 **Branch Picture:** This icon lets you convert the ink data to a picture (.png) and insert it on the selected branch as branch picture.

 **Floating Picture:** This icon lets you convert the ink data to a picture (.png) and add it to the selected branch as a floating picture. The picture is reduced by a predefined factor, which you can modify in the MindView Options dialog as described above in the paragraph "Enabling pen input". You can then move the floating picture on the workspace just as you would in standard mouse input mode.

 *In large or crowded maps, it is not always easy to find enough free space to draw. If this is the case, it may be easier to click the Branch Picture or Floating Picture icon before starting to draw. This causes MindView to open an edit box on top of the selected branch, in which you can draw freely. When you have finished, just click outside the box. The ink data is then automatically added to the branch.*

- The **Color** and **Weight** icons of the Format group let you redefine respectively the color and the width of the pen.
- To delete the last stroke drawn, click the **Delete Last Stroke** icon .
- The **Delete All Strokes** icon  removes from the workspace all the ink data that has not yet been converted to an element in MindView.

Using gestures

As well as using the commands above, you can use pen movements, also called "gestures", to perform particular actions on MindView elements (roots, ranches, sub-branches and so on). For this to work, you must enable gestures in the MindView Options dialog, as described above in the paragraph "Enabling pen input".

To use a gesture:

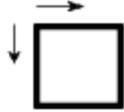
- Select the relevant MindView element. For example, if you want to insert a sub-branch select the parent branch; to delete a picture (which may have created by converting a pen tool drawing), select the picture.
- Use the pen tool to draw the gesture.



Gestures are only recognized when done as a first stroke. They are not available when you are editing ink data.

Here is a list of the gestures you can use:

Gesture	Name	Action	Drawing Method
	Scratch-out	Delete	Draw at least 3 strokes, as horizontal as possible.
	Curlicue	Cut	Draw the curlicue at an angle, from bottom left to top right.
	Double-Curlicue	Copy	Draw the double-curlicue at an angle, from bottom left to top right.
	Caret	Paste	Draw both sides with equal length, with a sharp angle. You can draw in either direction.
	Left-semicircle	Undo	Draw the semicircle from right to left. The two ends should be on the same horizontal line.
	Right-semicircle	Redo	Draw the semicircle from left to right. The two ends should be on the same horizontal line.
	Right	Insert Branch	Draw a single line from left to right.
	Down-right	Insert Sub-Branch	Start with the down stroke, without lifting the pen. Draw the two sides with equal length and at a right angle.

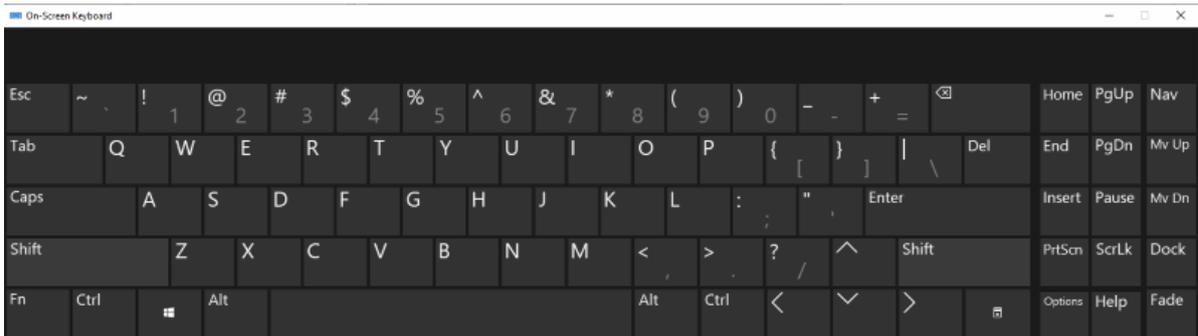
	Square	Insert New Root	Draw the square from the upper left corner, without lifting the pen. You can draw in either direction.
---	--------	-----------------	--

Using the On-Screen Keyboard

As well as using your pen to input and edit text on branch labels, text notes, comments and anywhere else in MindView, you can also use the Windows built-in On-Screen Keyboard.



On Windows versions prior to Windows 10, you can use the Tablet PC input panel.



For more information on finding, enabling and using the On-Screen Keyboard, refer to the Windows documentation.

Using an interactive whiteboard

MindView is able to detect and support interactive whiteboards. All the operations described above are supported.

If you are using a SMART Board, MindView automatically switches to Pen Mode when you pick up a pen from the pen tray. In addition, MindView automatically sets its pen color and width to the color and width of the pen you picked up. Picking up the SMART Board eraser automatically selects the Erase Tool in MindView. When no pen has been picked up, a default black color is used.

The pen can also be used to navigate the MindView ribbon and menus in the same way as when using a mouse.

To do a right click, you can press the right click button of the pen tray, use the SMART Board Tools menu, or do a slow click with the pen by pressing it and holding it down for a few seconds.

Speech Mode

Working in Speech Mode (AT Edition only)



This feature is only available in the Assistive Technology Edition (AT Edition) of MindView.

MindView is compatible with the speech recognition software Dragon NaturallySpeaking, letting you use your voice to create and edit your mind maps.

For more information about the standard keyboard and mouse navigation speech commands supported by Dragon NaturallySpeaking, refer to the documentation of your version of the NaturallySpeaking software or the Nuance support web site page:

<http://support.nuance.com/usersguides/default.asp?UsersGuidesProduct=naturallyspeaking>

You will find below a list of all the additional commands you can speak to control MindView. These commands are available if the **Enable Dragon Integration** option is activated (the default setting) in the Options dialog; for more information, see "[Setting up your preferences](#)". If the option is deactivated, you can still use standard Windows commands supported by Dragon.



The Dictate feature is available in all MindView editions and allows you to enter text in branch labels and text notes using the microphone. For more information, see "[Dictating text](#)".

MindView navigation commands

- To open the File menu, say **Click File** or **Show Main Menu**.
- To select a ribbon tab, say "**Click [tab name]**".
- To click a button or command in the ribbon, say "**Click [button name]**" or "**Click [command name]**".

Commands from the File menu

Speech command	Description
New Mind Map New Map	Create a new document in the Mind Map view
New Top Down	Create a new document in the Top Down view
New Left Right	Create a new document in the Left/Right view
New Timeline	Create a new document in the Timeline view
New Outline	Create a new document in the Outline view
New Gantt	Create a new document in the Gantt view
New From Template	Create a new document based on a ready-made template
Open	Open an existing MindView document
Save	Save the current MindView document
Save As	Save the current MindView document with a different name
Save As Template	Save the current MindView document as a template
Open Online	Open a MindView document online
Save Online	Save the MindView document online
Manage Online Workspaces Manage Places	Manage the online workspaces and add new ones
Set Password	Define a password for the current MindView document
Properties	View and edit the document properties
Additional Folders	Specify a list of folders to include in HTML export and packing
Pack	Pack the document into a single file containing all the files attached to it

Unpack	Unpack all the files included in the document in a folder of your choice
Data Files	List all the files used in the document and replace them if necessary
Send Email	Send a copy of the MindView document in an email message as an attachment
Quick Export to Word	Export to Microsoft Word using defaults or last settings used
Custom Export to Word	Export to Microsoft Word using customized settings
Quick Export to PowerPoint	Export to Microsoft PowerPoint using defaults or last settings used
Custom Export to PowerPoint	Export to Microsoft PowerPoint using customized settings
Quick Export to Excel	Export to Microsoft Excel using defaults or last settings used
Custom Export to Excel	Export to Microsoft Excel using customized settings
Export to Outlook	Export to Microsoft Outlook as a set of new tasks
Synchronize Tasks with Outlook	Synchronize and update the tasks from MindView to Microsoft Outlook
Export to Project	Export to Microsoft Project
Quick Export to HTML	Export to HTML using defaults or last settings used
Custom Export to HTML	Export to HTML using customized settings
Quick Export to PDF	Export to PDF using defaults or last settings used
Custom Export to PDF	Export to PDF using customized settings
Export to Project Reports	Create HTML reports for the project plan
Quick Export to RTF	Export to RTF using defaults or last settings used
Custom Export to RTF	Export to RTF using customized settings
Save As Picture	Save the current MindView document as a picture
Save As XML	Export the current MindView document in the XML format
Import from Word	Create a MindView document by importing a Microsoft Word document
Import from PowerPoint	Create a MindView document by importing a Microsoft PowerPoint presentation
Import from Excel	Create a MindView document by importing a Microsoft Excel spreadsheet
Import from Outlook	Create a MindView document by importing a Microsoft Outlook task list
Synchronize Tasks with MindView	Synchronize and update the tasks from Microsoft Outlook to MindView
Import from Project	Create a MindView document by importing a Microsoft Project plan
Import from XML	Create a MindView document by importing an XML document
Import from MindManager	Create a MindView document by importing a Mindjet MindManager document
Import from FreeMind	Create a MindView document by importing a FreeMind document
Print	Preview and print the current MindView document
Close	Close the current MindView document
MindView Options	View and modify MindView options and access online resources
Exit MindView	Quit the application

Commands from the Home tab

Speech command	Description
Paste	Paste the contents of the Clipboard
Cut	Cut the selection from the document and put it on the Clipboard
Copy	Copy the selection and put it on the Clipboard
Copy Format	Copy the formatting from one element using the Format Painter
Paste Format	Paste the formatting using the Format Painter
Insert Branch Add Branch New Branch Branch	Add a new branch at the same level as the selected branch
Insert Sub-Branch Add Sub-Branch New Sub-Branch Sub-Branch	Add a new sub-branch to the selected branch
New Text Note	Add a text note to the selected branch
Text Note	Toggle between selected branch and Text Note editor
Text Note Editor	Show and hide the Text Note editor window
Insert Comment Add Comment	Add a pop-up comment to the selected branch
Insert Branch Picture Add Branch Picture	Add a branch picture to the selected branch
Insert Attachment Add Attachment	Add a file to the selected branch
Insert Hyperlink Add Hyperlink	Add a hyperlink to the selected branch
Zoom 100 Per Cent	Zoom the document to 100%
Fit All	Zoom the document so that it fills the workspace
Full Screen	Display the document in full screen mode
Zoom In	Zoom in on the document
Zoom Out	Zoom out on the document
Focus Mode	Center the map on the selected branch
No Numbering Scheme	Do not apply automatic numbering to the branches of the document
Numbering Scheme 1	Choose numbering scheme 1
Numbering Scheme 2	Choose numbering scheme 2
Numbering Scheme 3	Choose numbering scheme 3
Numbering Scheme 4	Choose numbering scheme 4
Numbering Scheme 5	Choose numbering scheme 5
Numbering Scheme 6	Choose numbering scheme 6
Numbering Scheme 7	Choose numbering scheme 7
Start Numbering from Root	Start numbering the branches from the root of the document
Show as Mind Map	Display the document in the Mind Map view
Show as Top Down	Display the document in the Top Down view
Show as Left Right	Display the document in the Left Right view

Show as Timeline	Display the document in the Timeline view
Show as Outline	Display the document in the Outline view
Show as Gantt	Display the document in the Gantt view
Select All	Select all the branches in the document
Indent	Indent the selected branch or task
Outdent	Outdent the selected branch or task

Commands from the Review tab

Speech command	Description
Spellcheck Document	Spellcheck the entire document
Narrate	Read out the selected branch label, comment or text note
Find and Replace	Find and replace text in the document

Commands from the View tab

Speech command	Description
Show Detail Level 1	Only show the root and the main branches
Show Detail Level 2	Only show the root, the main branches and one level of sub-branches
Show Detail Level 3	Only show the root, the main branches and two levels of sub-branches
Show Detail Level 4	Only show the root, the main branches and three levels of sub-branches
Show All Levels	Show the root, the main branches and all their sub-branches
Add Bookmark	Bookmark the selected branch to be able to find it again quickly
Remove Bookmark	Remove the bookmark from the selected branch
Show Smart Nav	Show and hide the Smart Navigation toolbar
Show Legend	Show and hide the Legend panel
Presentation Mode	Present the map branch by branch in full view mode
Simple Interface	Switch to a simplified interface showing only the most commonly used commands

Other viewing commands

Speech command	Description
Show Main Menu Show Backstage Toggle Backstage Click File	Open the File menu
Show Task Timeline Panel Task Timeline Panel Toggle Task Timeline Panel Click Task Timeline	Show the Task/Timeline panel
Show Pictures Panel Pictures Panel Toggle Pictures Panel Click Pictures Show Multimedia Catalog Multimedia Catalog Toggle Multimedia	Show the Pictures panel

Catalog Click Multimedia Catalog	
Show Icons Panel Icons Panel Toggle Icons Panel Click Icons	Show the Icons panel
Show Calculation panel Calculation Panel Toggle Calculation Panel Click Calculation	Show the Calculation panel
Focus Outline	Focus on the Outline
Focus Timeline	Focus on the Timeline
Focus Gantt	Focus on the Gantt chart
Task Information	Open the Task Information dialog
Project Information	View and modify the global project settings
Project Calendars	View and modify the project calendars
Project Resources	View and modify the list of all the resources available for the project

Other editing and navigation commands

Speech command	Description
Capture	Capture text and images and place them on the selected branch
Home Select Root	Select the root of the map
Begin Edit Edit Label Edit Branch Edit Name	Edit the selected text
End Edit	Leave the editing mode
Delete	Delete the selected element
Undo	Undo the last action performed
Redo	Redo the last action undone
Collapse	Collapse the selected branch
Expand	Expand the selected branch
Left	Go left
Right	Go right
Up	Go up
Down	Go down
Next window	Move focus forwards between document, open panels and the ribbon
Previous window	Move focus backwards between document, open panels and the ribbon

Touch Mode

Working in Touch Mode

MindView supports touch screen technology and includes a number of features that increase user friendliness when using the application on a computer with a touch screen. You can access these features by switching to Touch Mode.

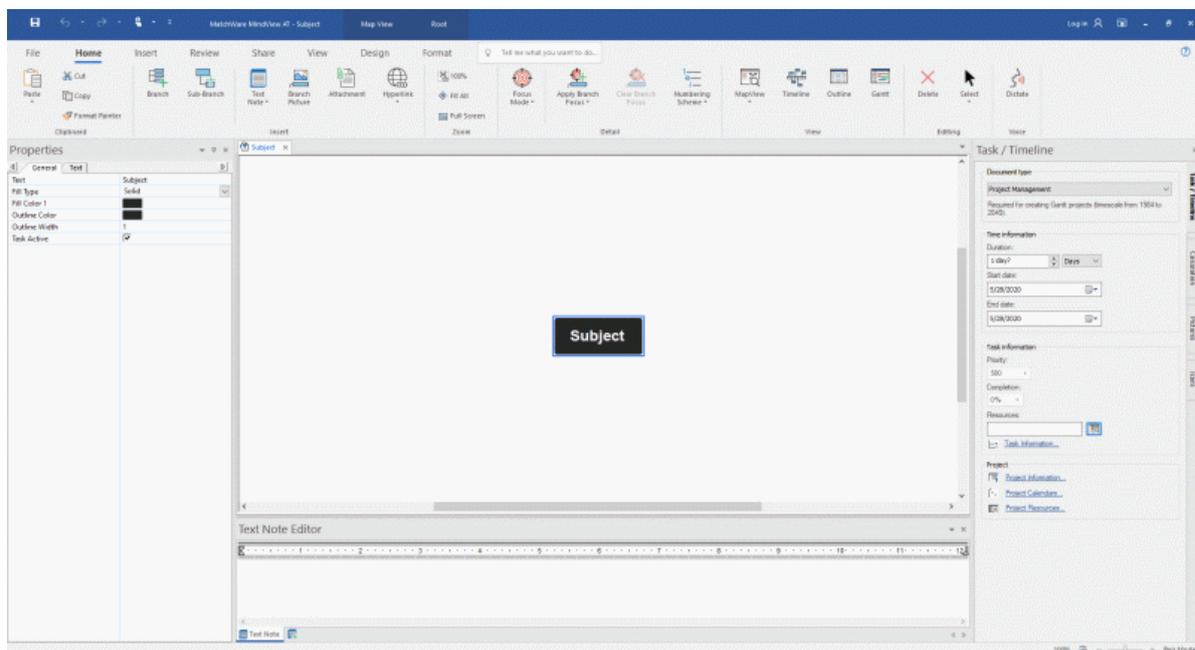
 The default setting in MindView is Mouse Mode.

Switching to Touch Mode

- Click the **Touch/Mouse Mode** icon on the Quick Access Toolbar, and select **Touch** in the submenu.

If the command is not visible on the Quick Access Toolbar, customize the toolbar to show it. See "[Setting up your workspace](#)" for more information on how to do this.

The user interface switches to Touch Mode.



Features in Touch Mode

The following features are available in Touch Mode:

Zoom

You can zoom the mind map using two fingertips.

- To zoom in, place two fingertips close together on the touch screen, and drag them apart.
- To zoom out, place two fingertips apart on the touch screen, and move them together.

Pan

You can pan your mind map using two fingertips.

- Place two fingertips close together on the touch screen, and drag them sideways.

Context menu access

You can tap with two fingers on branches and other mind map elements to open a context menu with relevant commands.

Ribbon Touch mode

The ribbon is larger than in Mouse Mode, making it easier to accurately hit the icons with your fingertips.



This setting differs from the simplified user interface in that all icons are still visible but are larger. This makes the workspace slightly smaller; when not working on computer with a touch screen it is therefore advisable to work in Mouse Mode. For more information on switching to the simplified interface, see "[Setting up your preferences](#)".

Switching back to Mouse Mode

- Click the **Touch/Mouse Mode** icon on the Quick Access Toolbar, and select **Mouse** in the submenu.

Reference

The Reference section contains a description of the following MindView features:

- Properties
These topics give a full description of the properties applicable to each of the MindView elements, such as the view itself, the root, the branches and the various objects.
- Calculation functions
This topic lists and describes all functions available in MindView calculation values.
- Shortcuts
This topic lists all the keyboard shortcuts provided by MindView.

Properties

Overview

 The **Properties** dialog shows the properties of the MindView element currently selected, for example the root, a branch or a floating comment. If nothing is selected the properties of the current view are shown.

You can use the Properties dialog to make fine-tuning changes to these elements, as described in "[Using the Properties dialog.](#)"

 *Rather than applying properties one by one to enhance the visual aspect of your branches, it is normally easier to use the **Format** tab shown at the right of the ribbon when the branch is selected. Using this tab, you can apply branch shapes, branch colors and other coordinated attributes in one step. Similarly, the **Design** tab lets you apply predefined layouts and styles to the entire map in one step.*

The topics of this section describe in detail the properties shown in the Properties dialog for the various MindView elements.

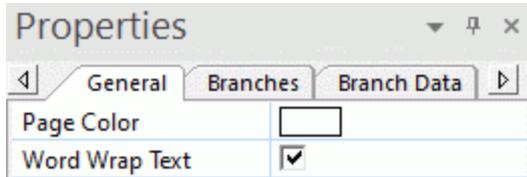
Notes:

- If the Properties dialog is not visible, choose **View | Show/Hide | Panels | Properties** to open it.
- The properties described are not always applicable to all views. The Properties dialog only lists the properties applicable to the selected element in the current view.

View

View properties: General tab

When you click the workspace (in other words away from the root or any branch), the following properties are shown in the Properties dialog.



Page Color: Click the small rectangle to choose a new color for the workspace.

Word Wrap Text: Check this box if you want the text to wrap automatically to the next line when you enter long branch labels. This setting applies to all the branches of your document.

Show Duration Bars: (Timeline view only) If you have entered both a start time and an end time for a particular event, you can use this property to show the duration of the event as a bar below the time axis.

Show Bar Text: (Timeline view only) Check this box to display the label of each branch at the end of the corresponding bar on the timeline. This option is only available for timeline designs showing duration bars under the time axis.

Show Title: (Timeline view only) By default, the timeline displays the root name as title, or, if you are focusing on a particular branch, the name of that branch. You can use this property to change the title position or to remove the default title altogether.

Show Time Breaks: (Timeline view only) You can use this property to replace any 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.

Critical Path Color: (Gantt view only) Click the small rectangle to choose a different color for the tasks highlighted when viewing the project's critical path (to display the critical path, choose Gantt Tools | View | Show Critical Path).

Today's Date Color: (Gantt view only) Click the small rectangle to choose a different color for the vertical line displayed on the Gantt chart to highlight the current date (to display the current date, choose Gantt Tools | View | Show Today's Date).

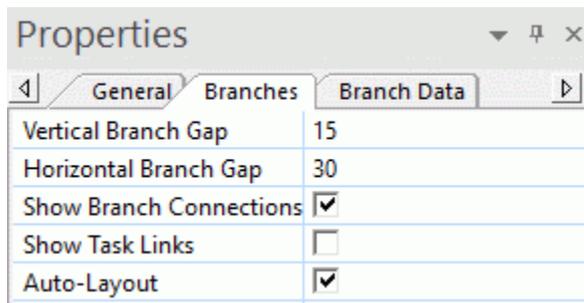
Task Bar Height: (Gantt view only) Enter a value between 1 and 40 to set the height of all task bars in the Gantt chart.

Summary Bar Height: (Gantt view only) Enter a value between 1 and 40 to set the height of all summary bars in the Gantt chart.

Milestone Bar Height: (Gantt view only) Enter a value between 1 and 40 to set the height of all milestone bars in the Gantt chart.

View properties: Branches tab

The Branches tab of the View properties dialog allows you to define default properties for the branches of your map.



Properties	
General Branches Branch Data	
Vertical Branch Gap	15
Horizontal Branch Gap	30
Show Branch Connections	<input checked="" type="checkbox"/>
Show Task Links	<input type="checkbox"/>
Auto-Layout	<input checked="" type="checkbox"/>

Vertical Branch Gap: This value represents the vertical spacing between each set of branches. The default value depends on the view used.

Horizontal Branch Gap: This value represents the horizontal spacing between each set of branches. The default value depends on the view used.

Show Branch Connections: This box is checked by default. Uncheck it if you do not want branch connections to be visually represented on your map. See "[Creating branch connections](#)" for more information.

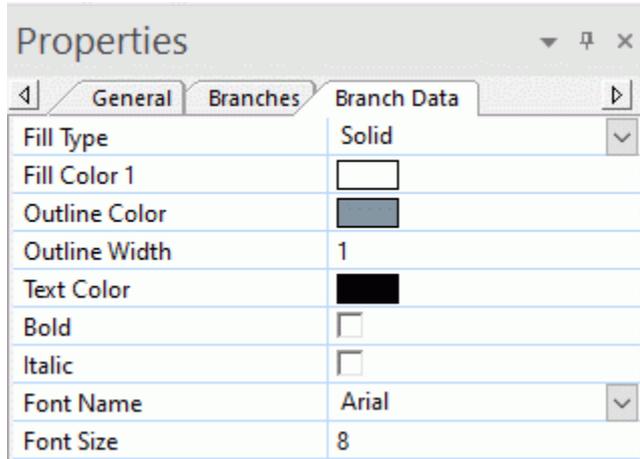
Show Task Links: This box is unchecked by default. Check it to display task link connections on your map. See "[Using links](#)" for more information.

Auto-Layout: By default, MindView 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 unchecking this box to disable the auto-layout mode. See "[Moving a branch](#)" for more information.

View properties: *Branch Data tab*

The Branch Data tab of the View properties dialog allows you to define the default properties of the branch data shown on the branches of your map.

The branch data is the block of data that may be displayed below particular branch labels on your map (containing for instance task details, timeline information or calculation values).

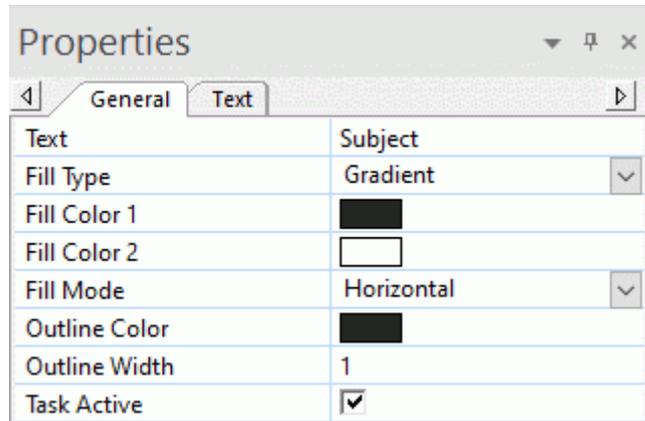


These properties behave in the same way as the properties of the branch itself. For more information, see "[Branch properties: General tab](#)" and "[Branch properties: Text tab](#)".

Root

Root properties: General tab

When you select the main root or any other root contained on your map, the following properties are shown in the Properties dialog.



Text: This property shows the label of the currently selected root. You can edit it or enter a new label by typing in the input field. If you have split a long label on several lines by pressing **Ctrl + Enter** at the end of each line when creating the branch (rather than let the label wrap automatically), this field will not be editable and will only contain the first line of the label.

Fill Type: Choose the fill type required for the space enclosed by the root outline.

Fill Color 1: Click the small rectangle to choose a new fill color.

Fill Color 2: This property only appears if you have chosen a gradient or hatch fill type. It lets you choose the end color for the gradient or the alternating color for the hatch.

Fill Mode: This property only appears if you have chosen a gradient or hatch fill type. It lets you choose the direction of the gradient or the hatch pattern.

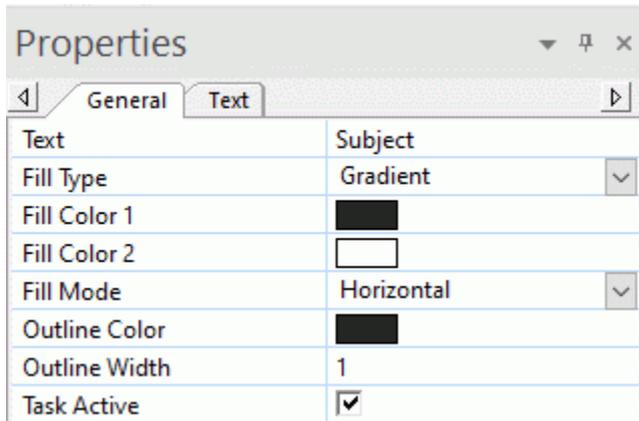
Outline Color: Click the small rectangle to choose a new outline color.

Outline Width: This value defines the width of the outline.

Task Active: (Gantt projects only) Uncheck this option to make the task inactive, so that it no longer affects the project schedule. See the paragraph "[Making a task inactive](#)" in the topic "[Enhancing a project plan](#)" for more information.

Root properties: Text tab

The Text tab of the Root properties dialog allows you to define all the properties related to the root label.



Font Name: Click this field to choose a new font for the label.

Font Size: Use this field to specify the font size.

Bold/Italic/Underline/Strikethrough: Check the relevant box to enable the corresponding effect.

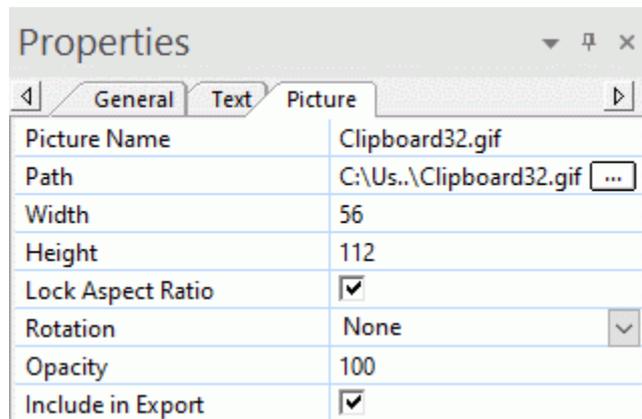
Text Highlight Color: Click the small rectangle to choose a new color for the label background.

Text Color: Click the small rectangle to choose a new color for the label.

Alignment: This property lets you right-align, left-align or center the label within the root shape.

Root properties: Picture tab

The Properties dialog of the root only contains a Picture tab if you have inserted a branch picture on the root. The Picture tab allows you to define the properties related to the branch picture.



Picture Name: By default, this field shows 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.

Path: This shows the path of the picture. Enter a new folder and/or file name or click the Browse button (...) to choose a different picture.

Width: This field shows the current width of the picture. You can resize the picture by entering a different value.

Height: This field shows the current height of the picture. You can resize the picture by entering a different value.

Lock Aspect Ratio: This box is checked by default. Uncheck 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.

To reset the picture to its initial size and aspect ratio, uncheck the box and check it again.

Rotation: This drop-down lets you select rotation for the picture. In addition to selecting a degree of rotation, you can flip the picture horizontally (FlipX). Some of the options allow you to combine rotation and horizontal flip.



As explained in "[Inserting pictures](#)", rotation changes only apply to the picture in the mind map and do not affect exported versions of the picture.

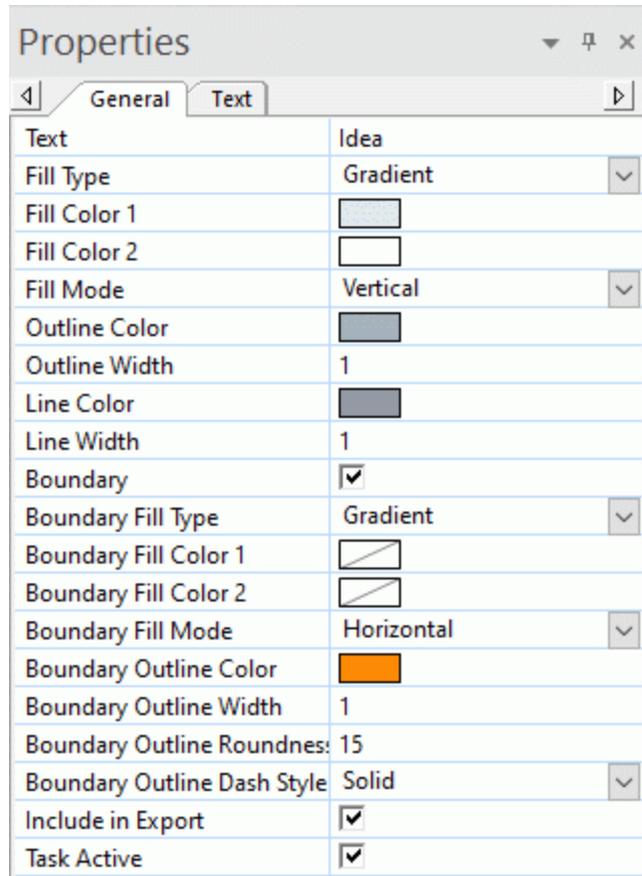
Opacity: By default, this field has the value 100, which means that the picture is 100% visible. You can give it a transparency effect by entering a lower value, thereby decreasing its opacity. The value 1 means that the picture is completely transparent.

Include in Export: This box is checked by default. Uncheck it if you intend to export your map to another format (HTML, Word and so on) but do not want the branch picture to be exported.

Branch

Branch properties: General tab

When you select a branch on your map, the following properties are shown in the Properties dialog.



Text	Idea
Fill Type	Gradient
Fill Color 1	
Fill Color 2	
Fill Mode	Vertical
Outline Color	
Outline Width	1
Line Color	
Line Width	1
Boundary	<input checked="" type="checkbox"/>
Boundary Fill Type	Gradient
Boundary Fill Color 1	
Boundary Fill Color 2	
Boundary Fill Mode	Horizontal
Boundary Outline Color	
Boundary Outline Width	1
Boundary Outline Roundness	15
Boundary Outline Dash Style	Solid
Include in Export	<input checked="" type="checkbox"/>
Task Active	<input checked="" type="checkbox"/>

Text: This property shows the label of the currently selected branch. You can edit it or enter a new label by typing in the input field. If you have split a long label on several lines by pressing **Ctrl + Enter** at the end of each line when creating the branch (rather than let the label wrap automatically), this field will not be editable and will only contain the first line of the label.

Fill Type: Choose the fill type required for the space enclosed by the branch outline.

Fill Color 1: Click the small rectangle to choose a new fill color.

Fill Color 2: This property only appears if you have chosen a gradient or hatch fill type. It lets you choose the end color for the gradient or the alternating color for the hatch.

Fill Mode: This property only appears if you have chosen a gradient or hatch fill type. It lets you choose the direction of the gradient or the hatch pattern.

Outline Color: Click the small rectangle to choose a new outline color.

Outline Width: This value defines the width of the outline.

Task Name Color: (Gantt view only) Click the small rectangle to choose a new color for the task name displayed after the task bar.

Task Resources Color: (Gantt view only) Click the small rectangle to choose a new color for the task resources names displayed after the task bar.

Bar Height: (Gantt view only) Enter a value between 1 and 40 to specify the height of the selected task bar in the Gantt chart.

Bar Hidden: (Gantt view and Timeline view only) Check this option to hide the bar representing the task or event from the chart or timeline. See the paragraph "[Hiding the bar of a task](#)" in the topic "[Enhancing a project plan](#)" for more information.

Line Color: Click the small rectangle to choose new color for the line connecting the branch to its parent branch.

Line Width: Enter a value between 1 and 5 to specify the width of the line connecting the branch to its parent branch.

Boundary: Check this box to show a boundary around the branch and all its sub-branches. The next fields only appear if you have checked the Boundary property.

Boundary Fill Type: Choose the fill type required for the space enclosed by the boundary.

Boundary Fill Color 1: Click the small rectangle to choose a new fill color.

Boundary Fill Color 2: This property only appears if you have chosen a gradient or hatch fill type. It lets you choose the end color for the gradient or the alternating color for the hatch.

Boundary Fill Mode: This property only appears if you have chosen a gradient or hatch fill type. It lets you choose the direction of the gradient or the hatch pattern.

Boundary Outline Color: Click the small rectangle to choose a new color for the boundary outline.

Boundary Outline Width: Enter a value between 1 and 5 to define the width of the boundary.

Boundary Outline Roundness: Enter a value between 1 and 50 to define how rounded the corners of the boundary should be.

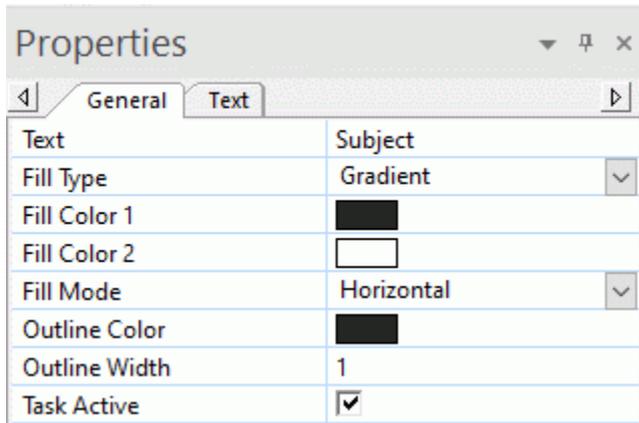
Boundary Outline Dash Style: Click the down arrow to choose a style for the boundary.

Include in Export: This box is checked by default. Uncheck it if you intend to export your map to another format (HTML, Word and so on) but do not want the branch and all its sub-branches to be exported.

Task Active: (Gantt projects only) Uncheck this option to make the task inactive, so that it no longer affects the project schedule. See the paragraph "[Making a task inactive](#)" in the topic "[Enhancing a project plan](#)" for more information.

Branch properties: Text tab

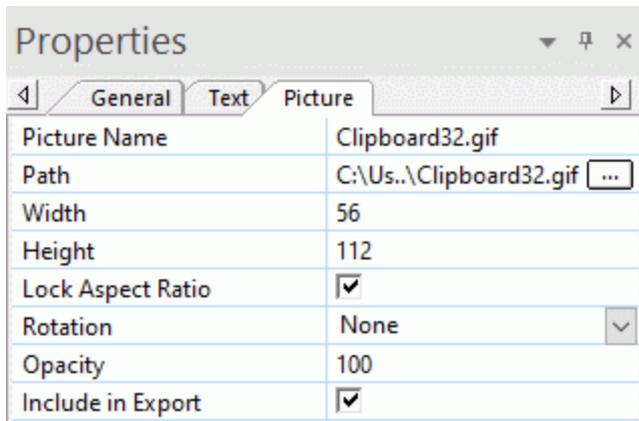
The Text tab of the Branch properties dialog allows you to define all the properties related to the branch label.



This tab is identical to the Text tab of the root. See "[Root properties: Text tab](#)" for more information.

Branch properties: Picture tab

The Properties dialog of a particular branch only contains a Picture tab if a branch picture has been inserted on the branch. The Picture tab allows you to define the properties related to the branch picture.

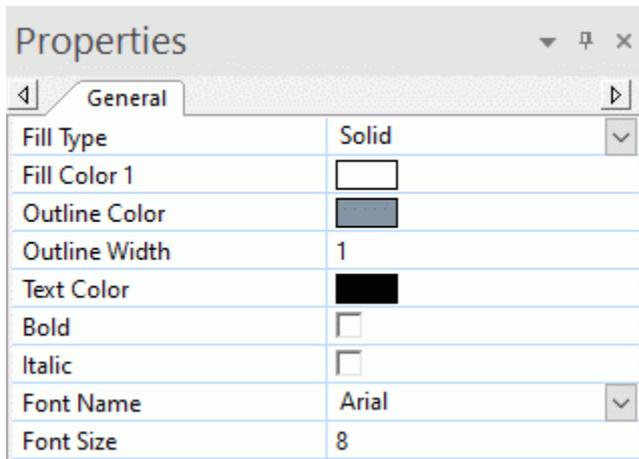


This tab is identical to the Picture tab of the root. See "[Root properties: Picture tab](#)" for more information.

Branch Data

Branch data properties: General tab

When you select the block of data displayed below a particular branch label on your map (such as task or timeline information, or again calculation values), the following properties are shown in the Properties dialog.

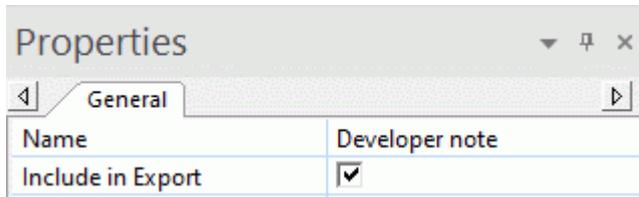


These properties behave in the same way as the properties of the branch itself. For more information, see "[Branch properties: General tab](#)" and "[Branch properties: Text tab](#)".

Text note

Text note properties: General tab

When you select a text note in the Object list of a branch, the following properties are shown in the Properties dialog.



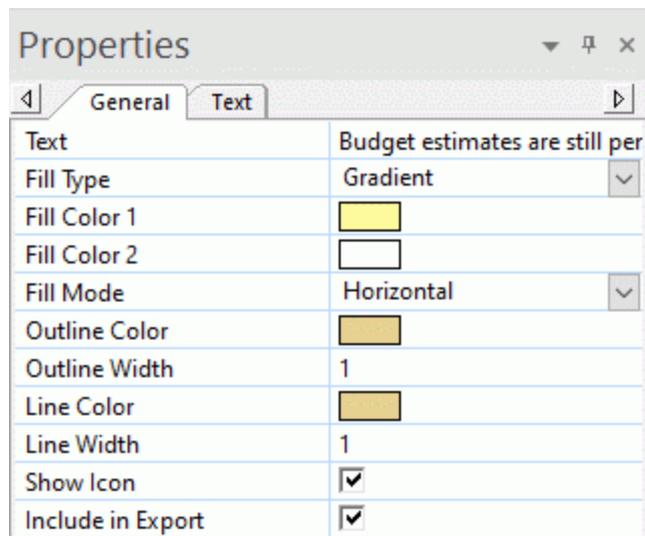
Name: This shows the default name of the text note. You can edit it or enter a different name to help you identify the text note.

Include in Export: This box is checked by default. Uncheck it if you intend to export your map to another format (HTML, Word and so on) but do not want the text note to be exported.

Floating comment

Floating comment properties: General tab

When you select a floating comment on the workspace, the following Properties dialog is shown.



Text: This shows the contents of the comment. You can edit it by typing in this field.

Fill Type: Choose the fill type required for the space enclosed by the comment outline.

Fill Color 1: Click the small rectangle to choose a new fill color.

Fill Color 2: This property only appears if you have chosen a gradient or hatch fill type. It lets you choose the end color for the gradient or the alternating color for the hatch.

Fill Mode: This property only appears if you have chosen a gradient or hatch fill type. It lets you choose the direction of the gradient or the hatch pattern.

Outline Color: Click the small rectangle to choose a new color for the frame surrounding the comment.

Outline Width: Edit this field to increase or decrease the width of the frame surrounding the comment.

The next properties only appear if the floating comment is connected to a branch.

Line Color: Click the small rectangle to choose a new color for the line connecting the comment to the branch.

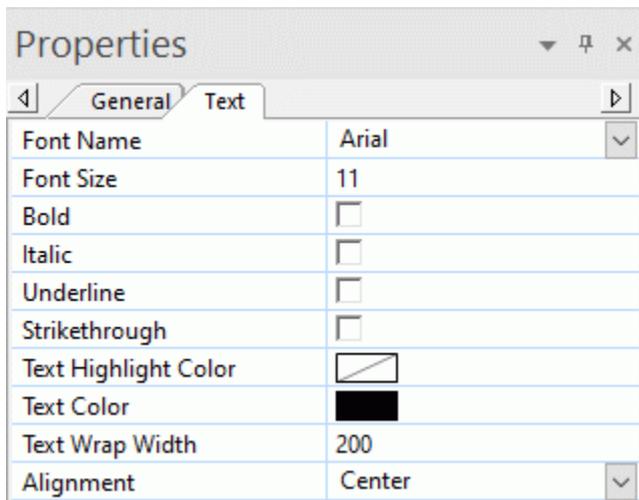
Line Width: Edit this field to increase or decrease the width of the line connecting the comment to the branch.

Show Icon: This box is checked by default. Uncheck it to prevent the display of the pin icon on the left side of the comment field

Include in Export: This box is checked by default. Uncheck it if you intend to export your map to another format (HTML, Word and so on) but do not want the floating comment to be exported.

Floating comment properties: Text tab

The Text tab of the Floating comment properties dialog allows you to define all the properties related to the comment text.



Font Name: Click this field to choose a new font for the comment.

Font Size: Use this field to specify the font size.

Bold/Italic/Underline/Strikethrough: Check the relevant box to enable the corresponding effect.

Text Highlight Color: Click the small rectangle to choose a new color for the comment background.

Text Color: Click the small rectangle to choose a new color for the comment text.

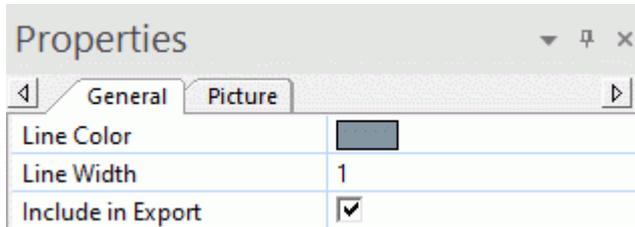
Text Wrap Width: This defines the length of text that can be typed before wrapping onto the next line.

Alignment: This property lets you right-align, left-align or center the text of the floating comment within its frame.

Floating picture

Floating picture properties: General tab

When you select a floating picture on the workspace, the following properties are shown in the Properties dialog, provided that the floating picture is connected to a branch. If the floating picture is not connected to any branch, the Properties dialog only shows the Picture tab.



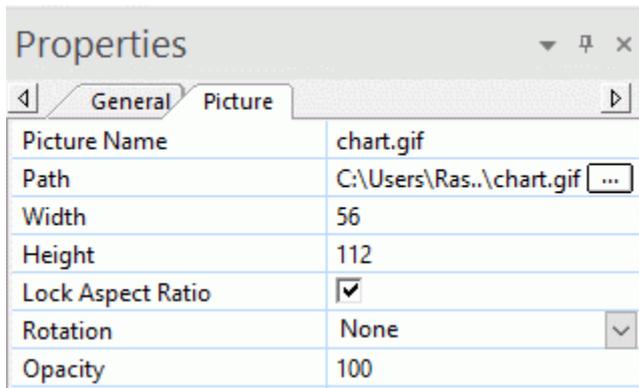
Line Color: Click the small rectangle to choose a new color for the line connecting the floating picture to the branch.

Line Width: Edit this field to increase or decrease the width of the line connecting the floating picture to the branch.

Include in Export: This box is checked by default. Uncheck it if you intend to export your map to another format (HTML, Word and so on) but do not want the floating picture to be exported.

Floating picture properties: Picture tab

Clicking the Picture tab of the Floating picture properties dialog shows the following dialog.

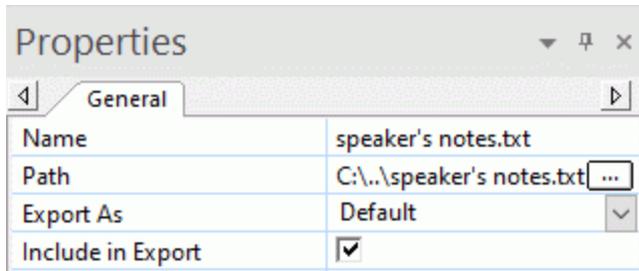


This tab is identical to the Picture tab of the root. See "[Root properties: Picture tab](#)" for more information.

Attachment

Attachment properties: General tab

When you select an attachment in the Object list of a branch, the following properties are shown in the Properties dialog.



Name: By default, this field shows the name of the attached file. You can however replace it with a name of your choice to help you identify the attachment.

If the attachment is a picture file, the 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.

Path: This shows the path of the attached file. Enter a new folder and/or file name or click the Browse button to choose a different file.

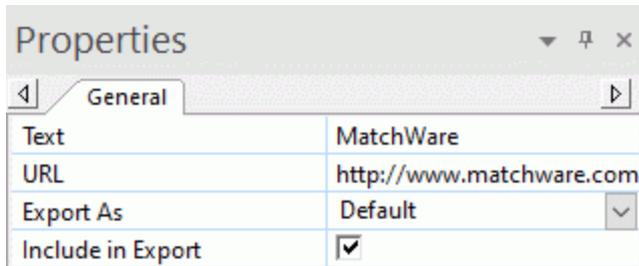
Export As: By default, the attachment is exported in the format you define during the export procedure for all attachments of this type. This property however gives you the option to export the selected attachment in a different format. If for instance you choose during the HTML export procedure to export all text attachments as buttons, you can override this choice for the selected attachment, and choose instead to export it as a hyperlink.

Include in Export: This box is checked by default. Uncheck it if you intend to export your map to another format (HTML, Word and so on) but do not want the attached file to be exported.

Hyperlink

Hyperlink properties: General tab

When you select a hyperlink in the Object list of a branch, the following properties are shown in the Properties dialog.



Text: By default, this field shows the name of the hyperlink. If you export your map, it is the text that will make up the hyperlink. You can replace it with any other text as required.

URL: This shows the URL of the hyperlink. You can edit this field as required or enter a new URL.

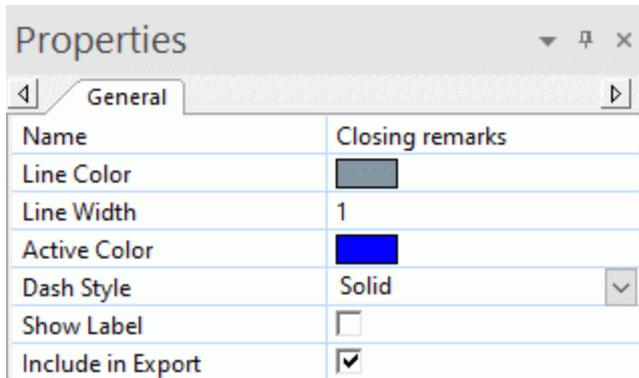
Export As: This property is only relevant when exporting to HTML. Leave the **Default** option unchanged to export this hyperlink using the default format (button or hyperlink) defined in the selected HTML export template. Select **Button** or **Hyperlink** to always export this hyperlink as a button or hyperlink regardless of the default setting in the selected template. For more information, see "[Exporting to HTML: Export Wizard](#)".

Include in Export: This box is checked by default. Uncheck it if you intend to export your map to another format (HTML, Word and so on) but do not want the hyperlink to be exported.

Branch connection

Branch connection properties: General tab

When you select a branch connection in the Object list of a branch, the following properties are shown in the Properties dialog.



The screenshot shows a 'Properties' dialog box with a 'General' tab. The dialog contains a table with the following properties:

Name	Closing remarks
Line Color	
Line Width	1
Active Color	
Dash Style	Solid 
Show Label	<input type="checkbox"/>
Include in Export	<input checked="" type="checkbox"/>

Name: This shows the name given to the branch connection, which by default is the name of the end branch.

Line Color: This defines the color of the branch connection. Click the small rectangle to choose a new color.

Line Width: Edit this field to increase or decrease the width of the branch connection.

Active Color: This defines the color of the branch connection when hovered.

Dash Style: This field lets you choose between various line styles.

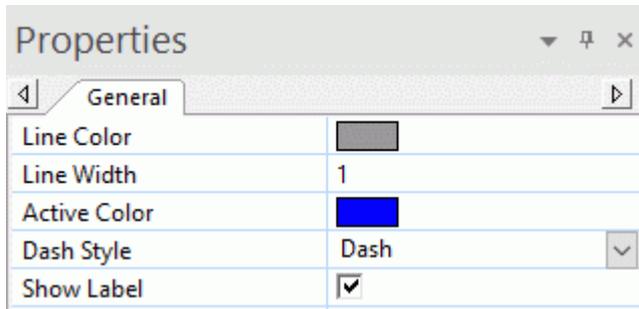
Show Label: This box is unchecked by default. Check it to show the branch connection label.

Include in Export: This box is checked by default. Uncheck 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.

Task link connection

Task link connection properties: General tab

When you select a task link connection in one of the Mind Mapping views, the following properties are shown in the Properties dialog.



Line Color: This defines the color of the task link connection. Click the small rectangle to choose a new color.

Line Width: Edit this field to increase or decrease the width of the task link connection.

Active Color: This defines the color of the task link connection when hovered.

Dash Style: This field lets you choose between various line styles.

Show label: This box is checked by default. Uncheck it to hide the task link connection label.

List of calculation functions

The sections below provide an overview of all calculation functions available in MindView. For more information on using functions in calculation values, see "[Entering formulas](#)" in "[Inserting calculation values](#)".

Functions in the Sub-Branches group

The functions in the **Sub-Branches** group automatically calculate a value based on values in the sub-branches:

- **AVG** gives the average of the values for this field from the sub-branches one level below the current one.
- **COUNT** gives the number of sub-branches one level below the current one.
- **MAX([argument],[argument])** gives the maximum value for this field from the sub-branches one level below the current one. If you specify two arguments (optional), the function returns the largest value of the two arguments.
- **MIN([argument],[argument])** gives the minimum value for this field from the sub-branches one level below the current one. If you specify two arguments (optional), the function returns the smallest value of the two arguments.
- **SUM** gives the total created by adding the values for this calculation field, from the sub-branches one level below the current one. It is useful for creating sub-totals throughout your mind map.

Functions in the Project Management group

The functions in the **Project Management** group are all related to Gantt projects and are therefore only available when your document type is set to Project Management in the Task/Timeline panel. If you select a different document type, you cannot use functions from this group when defining formulas. Existing formulas with functions from this group still work as normally, however. For more information about Gantt projects, see "[Using the Gantt view](#)", and in particular "[Assigning resources](#)". For more information on document types, see "[Understanding document types](#)".

The MindView date-time format

Several functions in the **Project Management** group and elsewhere return results in the MindView date-time format. This is a numerical format which shows how many seconds have elapsed from the year 1 until the date and time specified. As a consequence, numbers in the MindView date-time format are often quite large; for example, the MindView date-time value for 16 December 2018 is 63,680,515,200. Such numbers make little sense in themselves and are cumbersome to type. If you need to use a MindView date-time number as an argument in a function, it is more convenient to insert a function that provides the number you need.

For example, if you need to check the number of working days between the current time and the task end time, you can use the functions END and NOW (both of which provide the data you need in the MindView date-time format) as arguments for the WORKDAYS function and type WORKDAYS(END,NOW).

Conversely, a number of functions (such as MINUTE and YEAR) convert MindView date-time figures to date and time information. Again, typing MindView date-time figures as arguments for these functions would be cumbersome. Instead, consider using another function as an argument when using these functions; for example, YEAR(BASELINESTART) returns the year of the baseline start date of the current task.

Functions that rely on the default baseline

A number of functions in the **Project Management** group return the baseline values for start and end times, duration, work and cost for the selected task. These baseline values are retrieved from the default baseline defined for the project.

If a default baseline has not been defined, functions that return results in the MindView date-time format return 1. Functions that return results in other formats (for example BASELINEDURATION and BASELINECOST) return 0.

For more information on setting a default baseline, see "[Saving a project baseline](#)" in "[Enhancing a project plan](#)".

- **ACTUALCOST** gives you the cost incurred so far by the current task, on the basis of the overall fixed cost and resources cost and the percentage of completion of the task.
- **ACTUALWORK** gives you the amount of work performed so far, on the basis of the overall amount of work and the percentage of completion of the task.
- **BASELINECOST** gives you the baseline cost of the current task (fixed cost plus the total cost of all resources (human and material) allocated to the current task).
- **BASELINEDURATION** gives you the baseline duration of the current task in seconds.
- **BASELINEEND** gives you the baseline end time of the current task as a number in the MindView date-time format.
- **BASELINESTART** gives you the baseline start time of the current task as a number in the MindView date-time format.
- **BASELINEWORK** gives you the baseline amount of work to be performed on the current task by all its resources.
- **COMPLETION** gives you the completion percentage of the current task (from 0 to 100).
- **COST** gives you the overall cost of the current task (fixed cost plus the total cost of all resources (human and material) that have been allocated to the current task).
- **DURATION** gives you the duration of the current task in seconds.
- **END** gives you the end time of the current task as a number in the MindView date-time format.
- **FIXEDCOST** gives you the total fixed cost of the current task; in other words, cost not associated with resources.
- **NUMRESOURCES** gives you the number of resources (human and material) assigned to the current task.
- **PRIORITY** gives you the priority of the current task (from 0 to 1000, where 1000 is high priority).
- **REMAININGCOST** is the difference between the overall cost of the task (fixed cost plus resources cost) and the actual cost.
- **REMAININGWORK** is the difference between the overall amount of work and the actual work.
- **START** gives you the start time of the current task as a number in the MindView date-time format.
- **WORK** gives you the overall amount of work to be performed on the current task by all its resources.



The four work values are calculated and expressed in seconds.



If you are viewing your Gantt project in one of the standard Mind Map views, you can display these values directly on the branches of the mind map as explained under "[Showing or hiding values](#)" in "[Inserting calculation values](#)". You can also define the currency symbol and the number of decimal digits to be used. See "[Currency](#)" in the topic "[Setting up your preferences](#)".

Functions in the Math & Trig. group

The functions in the **Math & Trig.** group calculate a value based on values or field references which you enter:

- **ABS(number)** returns an absolute value, in other words a negative value becomes positive. For example, ABS({payment}) returns the value 200 if the value in the field {payment} is 200 or -200.
- **CEILING(number,[significance])** returns the value rounded up to the nearest multiple of significance. If you do not specify significance, in other words the value that the multiple should be calculated from, the number is rounded up to the nearest integer by removing any decimals. For example, CEILING(56.78) returns 57, as significance was not specified, and 56.78 is therefore rounded up to 57. CEILING(56.78,11) returns 66, as 56.78 is rounded up to the nearest multiple of 11, or 66.

- **FLOOR(number,[significance])** returns the value rounded down to the nearest multiple of significance. If you do not specify significance, the number is rounded down to the nearest integer by removing any decimals. For example, FLOOR(56.78) returns 56, as significance was not specified, and 56.78 is therefore rounded down to 56. FLOOR(56.78,11) returns the value 55, as 56.78 is rounded down to the nearest multiple of 11, or 55.
- **INT(number)** rounds down the number to the nearest whole number, or integer. For example, INT(3.9) returns the value 3.
- **LN(number)** returns the natural logarithm (log to base e) of a number. For example, LN(123.4) returns the value 4.82.
- **LOG(number,[base])** returns the logarithm of a number. You can specify the base of the logarithm; if you do not, 10 is used. For example, LOG(123.4) returns the value 2.09 (base 10), and LOG(123.4,5) returns the value 2.99 (base 5).
- **MOD(number,divisor)** returns the remainder after a number has been divided by a divisor. For example, MOD(14,3) returns the value 2; the remainder after dividing 14 by 3.
- **POWER(number,power)** returns the result of a number raised to a power. For example, POWER(6,2) returns the value 36 which is six squared.
- **SQRT(number)** returns the square root of a number. For example, SQRT(2) returns the value 1.41, the square root of two.

Functions in the Financial group

The functions in the **Financial** group also calculate a value based on values or field references which you enter:

- **EFFECT(nominal_rate,npery)** returns the effective yearly interest rate based on the nominal interest rate and the number of compounding periods in the year. Nominal_rate is the nominal interest rate and must be entered as a decimal figure. Npery is the number of compounding periods per year. For example, if you have a field called Rate that contains an interest rate of 0.05 (5%) and a field called Periods that contains 12, the number of compounding periods in the year, then EFFECT({Rate},{Periods}) returns 0.0511 (5.11%). In other words, an annual rate of 5% compounded monthly is equivalent to 5.11% if only a single annual interest payment is made. This function is the reverse of NOMINAL, below.
- **FV(rate,nper,pmt,[pv],[type])** returns the future value of a series of equal payments at a constant interest rate. Rate is the interest rate per period. It can be entered as a decimal figure (for example, entering 2.5% as 0.025) or as the result of an operation (for example, entering quarterly payments at 6% APR as 6/4*100). Nper is the total number of payment periods for the investment. Pmt is the payment made during each period; it must be entered as a negative figure and cannot change over the lifetime of the investment. You can also specify pv (the present value of the series of future payments) and type (whether payments are made at the beginning (1) or end (0) of each period); both of these optional arguments are automatically set to 0 if you do not specify them. For example, FV(0.025,5,-120) gives 630.76, the result of saving \$120 annually for 5 years at an interest rate of 2.5%. Note that the payment figure (money out) is negative whereas the end result (money in) is positive.
- **NOMINAL(effect_rate,npery)** returns the annual nominal interest rate based on the effective interest rate and the number of compounding periods in the year. Effect_rate is the effective interest rate and must be entered as a decimal figure. Npery is the number of compounding periods per year. For example, NOMINAL(0.0511,12) returns 0.05. In other words, a yearly return of 0.0511 (5.11%) is equivalent to 0.05 (5%) if compounding is done monthly. This function is the reverse of EFFECT, above.
- **PV(rate,nper,pmt,[fv],[type])** returns the amount you would need to invest today in order to match a series of future payments. The arguments are the same as for FV, above, except the optional argument fv which you can use to indicate the future value or cash balance you want to attain. As an example of how to use the PV function, suppose you have the choice of receiving a life insurance payout of \$10,000 now or 10 annual payments of \$1,200 a year. Which would be the better option, supposing the annual interest rate over the 10 years to be 4% (0.04)? The calculation PV(0.04,10,-1200) gives a result of \$9,733 which is the amount that would need to be invested today for 10 years in order to match the value of the 10 annual payments of \$1200,

assuming 4% interest. In other words, the lump sum of \$10,000 is better. Note that the payment figure (money out) is negative whereas the end result (money in) is positive.

Functions in the Other group

The functions in the **Other** group allow you to carry out logical tests of values or expressions, convert date and time entries to and from the MindView date-time format, and show the working hours or days for specific periods.



*To show dates and times without a thousands separator and decimals in the calculation fields, use the **Defaults** dialog as described under "[Entering defaults](#)" in "[Inserting calculation values](#)".*

- **DATE(year,month,day)** returns the date you enter as a number in the MindView date-time format.
- **DAY(number)** returns the day of the month (a number from 1 to 31) from a MindView date-time number.
- **DAYS(end_date,start_date)** returns the number of days between two dates. You can use other functions for the arguments start_date and end_date, or provide them in the MindView date-time format. For example, DAYS(TODAY,START) returns the number of days between the task start date and the current date.
- **DAYSPERMONTH** returns the number of default working days per month. The result is based on the working days defined in the project calendar.
- **HOURL(number)** returns the hour (a number from 0 (12:00 AM) to 23 (11:00 PM) from a MindView date-time number.
- **HOURSPERDAY** returns the number of default working hours per day in minutes. The result is based on the working hours defined in the project calendar.
- **HOURSPERWEEK** returns the number of default working hours per week in minutes. The result is based on the working hours defined in the project calendar.
- **IF(logical_test,value_if_true,value_if_false)** checks whether a condition is met. It returns one value if the condition is met and another if it is not. Logical_test is the logical test to be made, and the two value arguments specify what values should be returned if the logical test is true or false. Both value arguments are optional; if you do not specify these, the function returns 1 if true, and 0 if false. You can evaluate any value or expression using the logical test, and you can reference other calculation fields. For example, IF({sales price}>1000,50,25) returns 50 if the value of the calculation field {sales price} is above 1000, and 25 if the value is 1000 or lower.
- **MINUTE(number)** returns the minutes (a number from 0 to 59) from a MindView date-time number.
- **MONTH(number)** returns the month (a number from 1 to 12) from a MindView date-time number.
- **NOW** returns the current date and time (as provided by the system clock) as a MindView date-time number. Once the function is inserted in a calculation field, the value of the function is updated every time the document is opened, and whenever the calculation value or one of its dependencies changes.
- **SECOND(number)** returns the seconds (a number from 0 to 59) from a MindView date-time number.
- **TIME(hours,minutes,seconds)** converts hours, minutes and seconds to a MindView date-time number. Hours must be entered using the 24-hour system; in other words as a figure from 0 to 23. For example, TIME(16,22,56) returns the MindView date-time value for 22 minutes and 56 seconds past 4 PM.
- **TODAY** returns the current date (as provided by the system clock) as a MindView date-time number. Once the function is inserted in a calculation field, the value of the function is updated every time the document is opened.
- **WORKDAYS(end_date,start_date)** returns the number of working days between two dates. The number of working days is based on the project calendar. You can use other functions for the arguments start_date and end_date, or provide them in the MindView date-time format. For example, WORKDAYS(TODAY,START) returns the number of working days from the task start

date to the current date; the same period as defined for DAYS above but excluding non-working days such as weekends and holidays defined in the project calendar.

- **YEAR(number)** returns the year from a MindView date-time number. The year returned is between 1984 and 2049.

Keyboard shortcuts

The table below lists all the keyboard shortcuts provided by MindView.

Keyboard shortcut	Description
Enter	Add a new branch at the same level as the selected branch
Insert	Add a new sub-branch to the selected branch
Shift + Enter	Add a new pre-branch before the selected branch
Delete	Delete the selected branch or element
Ctrl + Shift + Delete	Delete the selected branch without deleting its sub-branches. The sub-branches become attached to the parent of the deleted branch.
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 in the map
Right	Select the branch to the right of the currently selected branch in the map
F1	Help
F2	Edit the label of the selected root or branch, or edit the selected floating comment
F3	Toggle Focus Mode on and off
F4	Resize the map so that it fits entirely in the workspace
F5	Read out aloud the selected root, branch, comment or text note (AT Edition only)
F6 / Shift + F6	Move the focus between the active tabs, panels or status bars in the mind map
Alt + F6	Apply branch focus to restrict the display to the selected branch
Alt + Shift + F6	Remove branch focus to display the entire map again
Ctrl + Alt + F6	Create sub-map
F7	Spellcheck the document
Ctrl + F7	Spellcheck the selected element
F8	Toggle between selected branch and Text Note editor
Ctrl + F8	Create a new text note
F9	Toggle Full Screen Mode on and off
F11	Insert or edit a pop-up comment on the selected root or branch
F12	Specify a start time for the selected root or branch
Ctrl + F12	Specify an end time for the selected root or branch
Ctrl + A	Select all roots and branches
Ctrl + F	Find and replace text in document
Ctrl + N	Create a new document
Ctrl + O	Open and browse for an existing document
Ctrl + P	Print the active document
Ctrl + S	Save the active document
Ctrl + Z	Undo the last action

Ctrl + Y	Reverse the last Undo
Ctrl + C	Copy the selected data to the clipboard
Ctrl + X	Cut the selected data to the clipboard
Ctrl + V	Paste the data contained in the clipboard to the selected destination
Ctrl + B	Toggle bold face on and off on branch labels and in the text note editor
Ctrl + I	Toggle <i>italics</i> on and off on branch labels and in the text note editor
Ctrl + U	Toggle <u>underlining</u> on and off on branch labels and in the text note editor
Ctrl + Shift + C	Copy the formatting from one element to another with the Format Painter
Ctrl + Shift + B	Select the branch data for editing
Ctrl + Tab	Open the Windows Navigator
Ctrl + F6	Go from one open document to the next
Ctrl + F8	Open the Text Note editor to create a new text note
Ctrl + Up	Move the selected floating image or floating comment up
Ctrl + Down	Move the selected floating image or floating comment down
Ctrl + Left	Move the selected floating image or floating comment left Collapses the selected branch (Outline view only)
Ctrl + Right	Move the selected floating image or floating comment right Expands the selected branch (Outline view only)
Ctrl + Home	Go to the root of the mind map
Ctrl + End	Go to the last cell of the Outline (Outline view, Timeline view, Gantt view)
Ctrl + "+" Ctrl + mouse wheel	Zoom in
Ctrl + "-" Ctrl + mouse wheel	Zoom out
Shift + mouse wheel	Scroll the workspace horizontally
Shift + drag	Navigate the mind map by panning the view within the workspace
Ctrl + Space	Toggle Predictive Suggestions on or off when editing branch labels or text notes
Ctrl + 1	Show only the main branches
Ctrl + 2, 3, 4	Show only two, three or four levels of branches
Ctrl + 5	Show all levels of branches
Ctrl + Shift + "+"	Expands the selected branch
Ctrl + Shift + "-"	Collapses the selected branch
Ctrl + Shift + 1	Display the document in Mind Map view
Ctrl + Shift + 2	Display the document in Top Down view
Ctrl + Shift + 3	Display the document in Left/Right view
Ctrl + Shift + 4	Display the document in Timeline view
Ctrl + Shift + 5	Display the document in Outline view

Ctrl + Shift + 6	Display the document in Gantt view
Ctrl + F2	Link tasks (Gantt view only)
Ctrl + Shift + F2	Unlink tasks (Gantt view only)
Shift + F2	Open the Task Information dialog (Gantt view only)
Alt + Shift + Right	Indent the selected branch (Outline view) or task (Gantt view)
Alt + Shift + Left	Outdent the selected branch (Outline view) or task (Gantt view)
Alt + Down / F4	Open the selected drop-down menu

Index

#NAN	91	comparing project progress with	240
#NULL!	91	saving	236
.msi file	22	using in project reports	155
.mvdX format	52	BASELINESTART	373
.mvtX format	52	BASELINEWORK	373
.ris format	259	Bibliography - see Sources	254
ABS	373	Bookmarks	63
Accelerators	378	Branch	56
Access keys	38	attaching objects	118
Account, MatchWare	24	auto-layout	106, 354
Activating	118	branch picture	80
a branch connection	126	citation	261
a hyperlink	124	collapsing	56
an object	118	copying	56, 106
Active documents, switching between	63	creating	56
ACTUALCOST - see also Resources cost 215, 373		cutting	56, 106
ACTUALWORK - see also Resources		data	101, 104, 363
work	215, 373	definition	19
Additional folders	150, 276, 300	deleting	56
Administrative installation	22	detaching	141
Agile project management	77, 155	editing	55, 101
Alt picture tag	296, 358, 362, 368	expanding	56
Android system requirements for MindView		finding text	133
Assist	264	focusing	54, 108
Animation (effect)	45	formatting	60, 101
Antialiasing	45	inserting	56
APA Word template	277	locking	171
App - see MindView Assist app	264	moving	106
Arranging	166	navigating	56
branches	106	pasting	56, 106
objects in the Object list	166	properties 163, 353, 354, 359, 361, 362, 363	
As Late As Possible	232	replacing text	133
As Soon As Possible	232	selecting several	101
Aspect ratio of a picture	358, 362, 368	shape	60, 101
Attaching objects	118	showing/hiding	56, 108, 112
Attachment - see Object	118	spellchecking	247
Audio notes	120	types of	19
copying	120	word wrapping	353
deleting	120	Branch connection	126
inserting	120	activating	126
moving	120	creating	126
playing	120	curve	126
properties	120, 163, 369	deleting	126
AutoCorrect	247	properties	163, 371
exceptions	250	showing/hiding	354
setting up	250	start and end branch	126
Auto-layout of branches	106, 354	Branch label	55
Automatic sum	91	narrating	55
Auto-recovery feature	45, 52	using predictive suggestions for	134
AVG	373	Branch picture	80
Backstage view	45, 50, 54, 175	deleting	80
Backup files	52	detaching	80
BASELINECOST	373	dragging	80
BASELINEDURATION	373	inserting	80
BASELINEEND	373	properties	163, 358, 362
Baselines	236	replacing	80
		Built-in filters	112

Bulleted lists	69	COUNT	373
Buttons navigation in HTML export	300	Creating	50
Calculation panel	91	a bibliography source	254
Calculation value	91	a branch	56
constants	91	a branch connection	126
default	91	a branch picture	80
display order	91	a calculation value	91
editing on branch	104	a citation	261
format	91	a filter	112
inserting	91	a floating comment	74
number or text	91	a floating picture	80
showing/hiding	91	a formula	91
Calendar	206	a hyperlink	124
default	206	a legend	145
project	206	a mind map	50, 141
resources	206, 215	a new root	141
Capture toolbar - see Capturing text and images	128	a PDF document	318
Capturing text and images	128	a pop-up comment	74
CEILING	373	a PowerPoint presentation	283
Changes	144	a project plan	84, 198, 204
Checking a mind map	149	a report	155
Citation	261	a resource list	215
adding	261	a RTF document	319
deleting	261	a spreadsheet	287
editing	261	a suggestion source	136
exporting	277	a task list	84
inserting	261	a text note	69
sources	254	a timeline	87, 188
Clipart	80, 157	a web site	296
Cloud storage	167	a Word document	277
Collapsing	56	an attachment	118
a branch	56	an Excel spreadsheet	287
a mind map	56, 63	an outline	194
Color dialog	163	Criteria, filter	112
Columns, rearranging in Outline view	194	applying conditional formatting based on	115
Comment (floating) - see Floating comment	74	Critical path	236, 240
Comment (pop-up) - see Pop-up comment	74	filtering	240
Compacting a mind map	60	showing/hiding	236, 240
COMPLETION	373	total slack	240
Completion status	84, 236	Currency options	45
using in filters	112	Custom dictionaries	247, 250
Compressing a mind map	150	Custom icons - see Icons	77
Conditional formatting	115	Custom Style Designer	60
Constants	91	Customizing	45
Constraints	232, 240	map styles	60
As Late As Possible	232	the Gantt chart	198, 236
As Soon As Possible	232	your preferences	45
Finish No Earlier Than	232	your workspace	38
Finish No Later Than	232	Cutting a branch	106
Must Finish On	232	Daily timescale	87
Must Start On	232	Data	104
Start No Earlier Than	232	editing branch	104
Start No Later Than	232	selecting for display in mind map	63
Context menu, accessing in Touch Mode	349	Data files	149
Conversion from older versions	54	Database, using a suggestion source	136
Copying a branch	56, 106	DATE	373
from an external application	56	Date range, printing in Gantt chart	99
from MindView	56, 106	Dates	84, 87, 188, 198
COST - see also Resources cost	215, 373	in a project plan	84, 198, 205, 210
		in a task list	84

in a timeline	87, 188	a floating comment	74
Date-time format - see MindView date-time		a hyperlink	124
format	373	a pop-up comment	74
DAY	373	a root	55, 101
DAYS	373	a task	210
DAYSPERMONTH	373	a text note	69
Deadline	232, 236	branch data	104
Default calendar	206	EFFECT	373
Default task mode	210	Effort-driven scheduling	215
Default value	91	END	373
Deleting	56	End times definitions	87, 188
a bibliography source	254	Entering and editing tasks	210
a branch	56	EULA - see License agreement	6
a branch connection	126	Excel - see Microsoft Excel	287, 331
a branch picture	80	Exceptions to AutoCorrect	250
a branch section	56	Expanding	56
a citation	261	a branch	56
a filter	112	a mind map	56, 63
a floating comment	74	Exporting	275
a floating picture	80	a calendar	206
a hyperlink	124	a project plan	245
a pop-up comment	74	a resources list	215
a suggestion source	136	a task list	291
a template	52	as picture	323
a text note	69	bibliography sources	259
an attachment	118	Export Wizard	275, 300
an icon	77	FTP Upload Manager	315
Dependencies - see Relationships	226	overview	275
Designing a mind map	60	packing	150
Desktop search	133	Quick Export	275, 298
Detaching	74, 80, 141	to HTML	296, 298, 300
a branch	141	to Microsoft Excel	287
a branch picture	80	to Microsoft Outlook	291
a floating comment	74	to Microsoft PowerPoint	283
a floating picture	80	to Microsoft Project	295
Dictionaries	247	to Microsoft Word	277
AutoCorrect list	247, 250	to PDF	318
custom	247, 250	to RTF	319
language	247	to XML	322
standard	247	Extracting installer package contents	22
Display language, changing	45	FAQ Knowledge Base	27
Display options	38	File version	175
Distributing a mind map	152, 153	restoring previous on MindView Drive	175
Docking panels	38, 45	saving backup of	45
Document - see Mind map	50	viewing history on MindView Drive	175
Document properties	45, 353, 354, 355	Filter	112
Document types	181	applying	112
Dragging a picture	80	applying conditional formatting based on	115
Dragon NaturallySpeaking	344	clearing	112
Duration	84, 87, 188, 198, 210	defining	112
of a task	84, 198, 210	deleting	112
of an event	87, 188	Filtering a Gantt chart	240
DURATION (function)	373	Filtering a mind map	54, 112
Duration bars	188, 198	Finding and replacing text	133
in the Gantt view	198, 210	in branch names	133
in the Timeline view	188	in floating comments	133
Editing	56	in object names	133
a bibliography source	254	in pop-up comments	133
a branch	55, 101	in text notes	133
a citation	261	Finish No Earlier Than	232

Finish No Later Than.....	232	DAY	373
Finish to Finish	226	DAYS.....	373
Finish to Start	226	DAYSPERMONTH.....	373
Fixed cost.....	210	DURATION.....	373
Fixed Duration task	223	EFFECT	373
Fixed Units task.....	223	END.....	373
Fixed Work task	223	FIXEDCOST.....	373
FIXEDCOST.....	373	FLOOR.....	373
Floating comment.....	74	FV.....	373
creating.....	74	HOUR.....	373
deleting.....	74	HOURSPERDAY.....	373
detaching.....	74	HOURSPERWEEK	373
editing.....	74	IF 373	
finding text.....	133	INT.....	373
formatting.....	74	LN.....	373
inserting.....	74	LOG.....	373
narrating.....	63, 74	MAX.....	373
properties.....	163, 365, 366	MIN.....	373
replacing text.....	133	MINUTE.....	373
spellchecking.....	247	MOD.....	373
Floating picture.....	80	MONTH.....	373
deleting.....	80	NOMINAL.....	373
detaching.....	80	NOW.....	373
dragging.....	80	NUMRESOURCES	373
inserting.....	80	POWER.....	373
properties.....	163, 367, 368	PRIORITY	373
replacing.....	80	PV.....	373
Floating toolbar	45, 69, 101, 179	REMAININGCOST.....	215, 373
FLOOR.....	373	REMAININGWORK.....	215, 373
Focus mode	63	SECOND.....	373
Focusing on a branch.....	54, 108	SQRT	373
Folder structure	150, 276, 300	START.....	373
Format Painter	69, 101	SUM.....	373
Formatting.....	101	TIME.....	373
a branch.....	101	TODAY.....	373
a comment.....	74	WORK.....	215, 373
a picture.....	80	WORKDAYS	373
a root or branch label.....	101	YEAR.....	373
a text note.....	69	FV.....	373
clearing from text notes	277	Gantt chart	198
conditional.....	115	customizing	198
Formula	91	filtering.....	240
FreeMind	338	printing date range in.....	99
FTP Upload Manager.....	315	reports	155
Full Screen mode	67	timescale	198
Functions.....	91	viewing	198
ABS.....	373	Gantt Tools tab	198
ACTUALCOST	215, 373	Gantt view	198
ACTUALWORK	215, 373	Geological timescale.....	87
AVG.....	373	Gestures	339
BASELINECOST	373	Google Drive	167
BASELINEDURATION	373	Help.....	27
BASELINEEND	373	Hiding a task.....	198, 236
BASELINESTART	373	Hiding/Showing - see Showing/Hiding.....	56
BASELINEWORK.....	373	Historic timescale.....	87
CEILING.....	373	HOUR.....	373
COMPLETION.....	373	HOURSPERDAY	373
COST.....	215, 373	HOURSPERWEEK	373
COUNT.....	373	HTML.....	296
DATE	373	exporting.....	296, 298, 300

Hyperlink	69, 124	timeline information	87, 188
activating	124	values	91
copying	124	Installation	22
creating	124	INT	373
deleting	124	Interactive whiteboard	339
editing	124	Introduction to MindView	13
in text notes	69	Inviting other users to collaborate	171
moving	124	iOS system requirements for MindView	
properties	163, 370	Assist	264
to online workspaces	69, 124	Kanban board	155
Icons	77	Keyboard shortcuts	378
deleting	77	Lag time	226
inserting	77	Language	45, 247
replacing	77	changing the dictionary	247
using in filters	112	changing the display	45
IF 373		Layouts	60
Image, capturing	128	Lead time	226
img folder	296	Learning Management System - see LMS	300
Important terms	19	Left/Right view	186
Importing	324	Legend	145
a calendar	206	applying to branches	145
a resources list	215	filtering by	145
a task list	334	using in filters	112
bibliography sources	259	Level List navigation in HTML export	300
from FreeMind	54, 337, 338	License agreement	6
from Microsoft Excel	331	License key	24
from Microsoft Outlook	334	Linking tasks	226
from Microsoft PowerPoint	328	LMS system	300
from Microsoft Project	336	LN	373
from Microsoft Word	325	Locale settings	45
from MindManager	54, 337, 338	Locking	171
from XML	337	a branch	171
overview	324	a document	171
Inactivating a task	198, 236	LOG	373
Include in export	275	Logging in	24
Indicators	198	Main branch - see Branch	56
constraints	232	Manual task scheduling	221
deadlines	236	Map - see Mind map	50
Initial capital letters, correction of	250	Map navigation	63
Ink data	339	Material resources - see Resources	215
Inserting	56	MAX	373
attachments	118	Mendeley	259
audio notes	120	Merging mind maps	150
branch connections	126	Microsoft Excel	287, 331
branch pictures	80	exporting	287
branches	56	importing	331
calculation values	91	Microsoft OneDrive	167
citations	261	Microsoft Outlook	291, 334
floating comments	74	exporting	291
floating pictures	80	importing	334
formulas	91	synchronizing	291, 334
functions	91	Microsoft PowerPoint	283, 328
hyperlinks	124	exporting	283
icons	77	importing	328
main branches	56	Microsoft Project	295, 336
pop-up comments	74	exporting	295, 322
pre-branches	56	importing	336, 337
sub-branches	56	Microsoft SharePoint	167
task data	84, 198	Microsoft Word	277, 325
text notes	69	APA template	277

citations.....	261	Mind Map view	185
clearing text note formatting when		MindManager	54
exporting to	277	importing a .mmap file	338
exporting	277	importing an .xml file	337
importing	325	opening a .mmap file	54
MLA template	277	MindView account.....	24
sources	254	MindView Assist app.....	264
Milestone	236	and MindView account.....	264
using in filters.....	112	creating and editing research notes in ...	269
MIN	373	folders and sources in	272
Mind map.....	50	installing	264
bibliography	254	logging in	264
citations.....	261	navigating	266
collaborating on	171	searching and filtering	266
collapsing.....	56, 63	setting up.....	266
compacting	60	system requirements	264
compressing	150	MindView date-time format	373
converting	54	MindView Drive	167
creating	50	accessing	24
data files	149	branch locking	171
designing	60	closing documents.....	170
distributing	150, 152	collaborating	171
expanding	56, 63	document locking	171
exporting	275	managing folders and files on	175
filtering	54, 63, 112	opening documents	170
focusing	63, 108	recycling files on.....	175
importing	324	saving documents	170
layouts	60	shared documents.....	175
legend	145	shared folders.....	175
locking.....	171	viewing file version history on	175
merging.....	150	Mini Toolbar - see Floating toolbar	45
navigating	63	MINUTE	373
numbering scheme	63	MLA Word template	277
online	167	mmap MindManager file	54, 337, 338
opening.....	54	MOD.....	373
packing	150	MONTH	373
password	143	Moving a branch	106
predictive suggestions in	134	auto-layout.....	106, 354
presenting	63, 147	Moving a project.....	240
printing.....	99	Multimapping - see Sub-maps	110
properties.....	60, 163, 353, 354, 355	Must Finish On	232
protecting	143	Must Start On	232
publishing.....	153	mvfiles folder.....	296
root.....	55	MVHtmlExport folder.....	296
saving	52	Narrating	55, 63
scrolling.....	63	Navigating a mind map	63
sending	152	expanding/collapsing.....	63
sharing	171	filtering	63, 112
showing task info	84	focusing	63, 108
showing timeline info	87	panning.....	63
sources	254	scrolling	63
spellchecking	247	zooming	63, 67
statistics	63	Navigation	63
styles.....	60	NOMINAL.....	373
tracking changes	144	Note - see Text note	69
unpacking	150	NOW	373
unpublishing	153	Number format	91
using as suggestion source	136	Numbered lists	69
viewing.....	63	Numbering scheme.....	63, 194, 198, 277
zooming	67	NUMRESOURCES	373

Object.....	118	Panning a mind map.....	63
activating.....	118	using your fingers in Touch Mode.....	349
attaching.....	118	Password.....	143
copying.....	118	Pasting a branch.....	56, 106
deleting.....	118	into an external application.....	56
moving.....	118	into MindView.....	56, 106
properties.....	163, 369	PDF.....	318
Object list.....	166	Pen input.....	339
using.....	166	Pen Mode.....	339
Object name.....	369	Picture.....	80
finding text.....	133	aspect ratio.....	358, 362, 368
replacing text.....	133	branch pictures.....	80, 358, 362
spellchecking.....	247	capturing using Capture toolbar.....	128
OneDrive - see Microsoft OneDrive.....	167	dragging.....	80
Online workspace.....	167	exporting.....	323
accessing.....	168	floating pictures.....	80, 367, 368
adding or editing connection details.....	168	formatting.....	80
closing documents.....	170	inserting.....	80
inviting others to collaborate using.....	171	moving.....	80
managing.....	168	name.....	358, 362, 368
managing folders and files on.....	168	opacity.....	358, 362, 368
opening documents.....	170	Picture Catalog.....	157
saving documents.....	170	picture objects.....	118, 369
On-Screen Keyboard.....	339	rotation.....	358, 362, 368
Opacity of a picture.....	358, 362, 368	Picture Catalog.....	80, 157
Opening.....	54	adding elements.....	157
a Microsoft PowerPoint file.....	328	browsing.....	157
a Microsoft Project file.....	336, 337	connecting a category.....	157
a Microsoft Word file.....	325	keywords.....	157
a mind map.....	54	overview.....	157
a MindManager file.....	54, 337	resetting.....	45, 157
an Excel spreadsheet.....	331	searching.....	157
an XML file.....	337	Pop-up comment.....	74
OPML format.....	322, 337	creating.....	74
Other icons - see Icons.....	77	deleting.....	74
Outline view.....	194	editing.....	74
Outlook - see Microsoft Outlook.....	291, 334	finding text.....	133
Overview panel.....	165	inserting.....	74
Packing a mind map.....	150	narrating.....	63, 74
Page color in text notes.....	45	replacing text.....	133
Page properties.....	60, 353, 354	resizing.....	74
Panels.....	38	spellchecking.....	247
Calculation.....	91	POWER.....	91
Changes.....	144	PowerPoint - see Microsoft PowerPoint.....	283, 328
docking/undocking.....	38, 45	Pre-branch - see Branch.....	56
Icons.....	77	Predecessors.....	226
Legend.....	145	Predictive suggestions.....	134
Object List.....	166	setting up.....	45, 136
Overview.....	165	using.....	134
Picture.....	157	Preferences.....	45
Properties.....	163	Presenting a mind map.....	63, 147
Quick Start.....	27	Preview.....	45
Research.....	131	Previous document versions.....	54
resetting.....	38, 45	Printing a mind map.....	99
resizing.....	38, 45	Priority.....	84, 236
showing/hiding.....	38, 45	using in filters.....	112
Task/Timeline panel.....	84, 198	Problems (reporting).....	28
Text Note editor.....	69	Project - see Microsoft Project.....	295, 336
Time(line) Info panel.....	87, 188	Project calendar.....	206
Timeline Outline.....	188		

Project management	198	Start to Start	226
Project Management (document type)	181	REMAININGCOST - see also Resources	
Project plan	198	cost	215, 373
baselines for	236	REMAININGWORK - see also Resources	
calendar	206	work	215, 373
creating	84, 198, 204	Replacing	77, 80
critical path	236, 240	a branch picture	80
deadlines	232, 236	a floating picture	80
end date	205, 240	an icon	77
enhancing	236	Replacing text	133
exporting	155, 291, 295, 322	in branch names	133
global settings	205	in floating comments	133
importing	334, 336, 337	in object names	133
milestones	236	in pop-up comments	133
moving	240	in text notes	133
printing	246	Reporting a problem	28
reports	155	Reports	155
resources	215	Research notes	269
reviewing	240	inserting from the Research panel	131
scheduling mode	205	Research panel	131
setting up	204	inserting items from	131
start date	205, 240	saving captured text and images to	128
task dates	210	Resetting	38, 45
tasks	210	the default calendar	206
viewing	198	the Picture Catalog	45, 157
Properties	163, 352	the project calendar	206
attachment	369	the workspace	38, 45
branch	353, 354, 359, 361, 362	Resources	84, 215
branch connection	371	accountability	155
branch data	355, 363	calendars	206, 215
branch picture	358, 362	cost	198, 215
document	353, 354	global list	215
floating comment	365, 366	material	215
floating picture	367, 368	rate	215
hyperlink	370	showing/hiding	198
mind map	353, 354	task distribution	291
object	369	type	215
page	353	units	215
root	356, 357, 358	using in filters	112
task link connection	372	work	198, 215
text note	364	workload	155
view	353, 354	Restoring - see Resetting	38, 45
workspace	353, 354	Ribbon display options	38
Properties dialog	163	Root	50, 55
Publishing a mind map	153	creating	50, 141
PV	373	editing	55, 101
Quick Access Toolbar	38	formatting	60, 101
customizing	38	properties	356, 357, 358
resetting	38	shape	60, 101
Quick Data	91	Rotation of a picture	358, 362, 368
Quick Start	29	RTF	319
Quick Start panel	27, 38	Rule, conditional formatting	115
Quotation - see Citation	261	Saving a mind map	52
Rate - see also Resources	215	Scheduling	205, 215, 221
Recognizer	339	effort-driven	215
Recycle Bin tab	175	manual and automatic task	221
Relationships	226	mode	205
Finish to Finish	226	options	215, 223
Finish to Start	226	task type	223
Start to Finish	226	SCORM package	300

Screen keyboard	339	text notes	247
Scrolling a mind map	63	Spreadsheet	287, 331
Searching and replacing text	133	Sprints	155
in branch names	133	SQRT	373
in floating comments	133	Standard task - see Task	84, 210
in object names	133	Standard timescale	87
in pop-up comments	133	START	373
in text notes	133	Start No Earlier Than	232
Searching the desktop	133	Start No Later Than	232
SECOND	373	Start to Finish	226
Selecting several branches	63, 101	Start to Start	226
Sending a mind map	152	Statistics	63
Serial number - see License key	24	Styles	60
Service Packs	27	selecting for bibliography export	277
Setting up	38	Sub-branch - see Branch	56
a project plan	204	Subject of the mind map	55
your preferences	45	Sub-maps	110
your workspace	38	Successors	226
SharePoint - see Microsoft SharePoint	167	Suggestion sources	45, 136
Sharing documents	171	adding and editing	136
Shortcut keys	38, 378	deleting	136
Showing/Hiding	56	enabling and disabling	136
branch connections	354	SUM	373
branches	56, 108, 112	Summary task	198, 210
calculation values	91	manually scheduled	221
critical path	198, 236	Support	27, 28
current date	198	Switching task mode	221
data in mind map	63	Synchronizing	167, 291
panels	38	MindView Assist with MindView account	264
resources	198	MindView files using third-party services	167
task bar	236	with Microsoft Outlook	291, 334
task data	84	System requirements for MindView Assist	264
task name	198	Tables	69
text notes	194	Tablet app - see MindView Assist app	264
timeline information	87, 188	Tablet PC	339
Signing in	24	Tabs showing parts of map - see Sub-	
Simplified interface	45	maps	110
Slack	240	Tags for published mind maps	153
SMART board	339	Task	84, 198
Smart Nav toolbar	63	bar	198, 210, 236
Smartphone app - see MindView Assist		color	198
app	264	completion	84, 236
Sounds - see Audio notes	120	constraint	232, 240
Sources	254	cost	215
citations for	261	creating	84, 210
creating in MindView	254	customizing	198
creating in MindView Assist	272	dates	84, 198, 210
exporting	259	deadline	232, 236
importing	259	dependency	226
Speech Mode	344	distributing	215, 291
Speech recognition	122	duration	84, 198, 210
Spellchecker	247, 250	effort-driven	215
options	250	exporting	215, 291
usage	247	filtering	240
Spellchecking	247	fixed cost	210
branch names	247	Fixed Duration	223
entire mind map	247	Fixed Units	223
floating comments	247	Fixed Work	223
object names	247	hiding	236
pop-up comments	247	importing	291

inactivating.....	198, 236	creating.....	69
lag time.....	226	default font.....	45
lead time.....	226	default page color in.....	45
linking.....	226	deleting.....	69
milestone.....	236	editing.....	69
mode.....	221	finding text.....	133
notes.....	236	inserting.....	69
pattern.....	198	narrating.....	63, 69
predecessors.....	226	properties.....	364
priority.....	84, 236	quotations.....	261
relationship.....	226	replacing text.....	133
resources.....	84, 215	spellchecking.....	247
scheduling type.....	223	using predictive suggestions for.....	134
shape.....	198	Text Note editor.....	69
successors.....	226	settings.....	45
summary.....	210	Third-party service, using to log in.....	24
synchronizing.....	291	TIME.....	373
total slack.....	240	Time breaks.....	188
units.....	215	Time(line) panel.....	87, 188
unlinking.....	226	using.....	87, 188
using in filters.....	112	Timeline.....	87, 188
work.....	215	compressing.....	188
Task data.....	84	creating.....	188
entering.....	84, 198	dates.....	87, 353
formatting.....	84	designing.....	188
showing/hiding.....	84	document type.....	181
Task link connection.....	226	duration bars.....	188, 353
creating.....	226	expanding.....	188
deleting.....	226	exporting to HTML.....	188, 300
properties.....	163, 372	filtering.....	188
viewing in Mind Mapping views.....	226	focusing.....	188
Task management.....	84	inserting time breaks.....	188, 353
Task Management (document type).....	181	numbering scheme.....	188
Task modes.....	221	printing.....	188
switching.....	221	timescale.....	87
Task name.....	198	title.....	188, 353
showing/hiding.....	198	viewing.....	188
Task panel.....	84, 198	zooming.....	188
using.....	84, 198	Timeline data.....	87, 188
Tell Me bar.....	27	entering.....	87, 188
Templates.....	50	formatting.....	87
academic use.....	50	showing/hiding.....	87
business use.....	50	Timeline Outline panel.....	188
customized.....	52	using.....	188
deleting.....	50	Timeline view.....	87, 188
export.....	277, 283, 287, 300	Timescale - Gantt chart.....	198
personal use.....	50	Timescales - Timelines.....	87
saving.....	52	Daily.....	87
using.....	50	Geological.....	87
Terminology.....	19	Historic.....	87
Terms of service - see License agreement.....	6	Standard.....	87
Text.....	133	Weekly.....	87
capturing using Capture toolbar.....	128	TODAY.....	373
entering scheduling information as.....	221	Today's date.....	198
finding.....	133	showing/hiding.....	198
replacing.....	133	Tool windows, switching between.....	63
Text note.....	69	Top Down view.....	185
citations.....	261	Total slack.....	240
clearing formatting when exporting to		Touch keyboard.....	339
Word.....	277	Touch Mode.....	349

Tracking changes	144	Timeline view	188
Trademarks	5	Top Down view	185
Transcription	269	Web site	296
Tree List navigation	300	using as suggestion source	136
in HTML export	300	Weekly timescale	87
Troubleshooting	27, 28, 45	Whiteboard	339
Types of branch	19	Windows Navigator	63
Types of document	181	Windows On-Screen Keyboard	339
Undo feature	45	Windows Speech Recognition	122
Undocking panels	38	Word - see Microsoft Word	277, 325
Units - see also Resources	215	Word wrapping	353
Unlinking tasks	226	WORK - see also Resources work	215, 373
Unpacking a mind map	150	Work resources - see Resources	215
Updates (program)	45	WORKDAYS	373
User interface language, changing	45	Workspace	38
Value - see Calculation value	91	properties	60, 353, 354
Version history	175	setting up	38
View	60, 179	WorldCat	254
designing	60	XML	322, 337
properties	60, 353, 354	exporting	322
Viewing area	63, 165	importing	337
Views	179	using as suggestion source	136
Gantt view	198	YEAR	373
Left/Right view	186	Zooming in and out	67
Mind Map view	185	using your fingers in Touch Mode	349
Outline view	194	Zotero	259