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

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# Foreword

As you read about the nature and workings of your memory and about your brain's other major functions, you will realize the extraordinary extent of its capacity and potential. The *Mind Map* is a tool used to entice, delight, stimulate and challenge you. You will discover some astonishing facts about your brain and its function, and you will take the first major steps on the path to freedom of the mind.

## What is a Mind Map®?

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

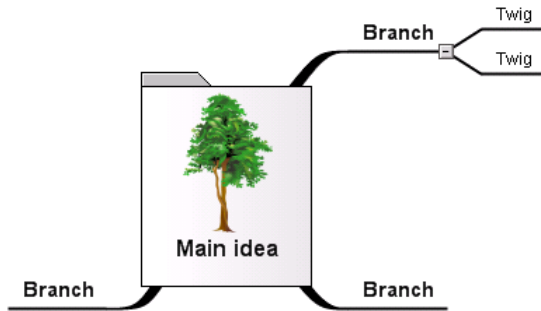
All Mind Maps have some things in common. They have a natural organizational structure that radiates from the center and use lines, symbols, words, color and images according to simple, brain-friendly concepts. A Mind Map converts a long list of monotonous information into a colorful, memorable and highly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

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

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

The five essential characteristics of a Mind Map:

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



## The brain's natural architecture and foundation of Mind Maps

Radiant Thinking® - a clearer, more natural and more efficient way of using our brains

What happens in your brain when you taste a ripe pear, smell flowers, listen to music, watch a stream, touch a loved one, or simply reminisce? The answer is both simple and amazingly complex. Each bit of information entering your brain, every sensation, memory or thought, which incorporates every word, number, code, food, fragrance, line, color, image, beat, note and texture can be represented as a central sphere from which radiate tens, hundreds, thousands, even millions of hooks. Each hook represents an association, and each association has its own infinite array of links and connections. From this gigantic information processing ability and learning capacity derives the concept of *Radiant Thinking* of which the Mind Map is a manifestation. Your brain's *Radiant Thinking* pattern may thus be seen as a gigantic Branching Association Machine - a super bio computer with lines of thought *radiating* from a virtually infinite number of data nodes.

### State-of-the-Art Research into the Left and Right Hemispheres

Almost the moment Mind Maps came into use another major piece of scientific research confirmed their validity as a brain-compatible thinking method. In California, Dr. Roger Sperry, who won a Nobel Prize for his research, confirmed that the evolutionarily latest part of the brain, the 'thinking cap' of the Cerebral Cortex, was divided into two major hemispheres, and those hemispheres performed a comprehensive range of intellectual tasks, called cortical skills. The tasks included: Logic, Rhythm, Lines, Color, Lists, Daydreaming, Numbers, Imagination, Word, Gestalt (seeing the whole picture). Sperry's own research confirmed that the more these activities were integrated, the more the brain's performance became co-operative, with each intellectual skill enhancing the performance of other intellectual areas. When you are Mind Mapping®, you are not only practicing and exercising the fundamental memory powers and information processing, you are also using your entire range of cortical skills.

The Mind Map is made even more powerful by the use of all the left and right brain-thinking tools, which enhance the clarity, structure and organization of your thinking. And because the Mind Map constructively uses the tools of *Imagination*, *Association* and *Location*, as well as the tools of the left and right brain, you can consider the Mind Map the ultimate thinking tool that incorporates all the significant and potent ways of thinking into its own structure.

## The Power of Images

If the *Radiant Thinking* ability of the brain can be applied to the 'left cortical skill' of words, can the same power be applied to the 'right cortical skill' of imagination and images? In 1970 *Scientific American* magazine published Ralph Haber's research showing that individuals have a recognition accuracy of images between 85 and 95 percent. There is a well-known quote, "A picture is worth a thousand words". We associate and remember images because they make use of a massive range of your cortical skills, especially imagination. Images can be more evocative than words, more precise and potent in triggering a wide range of associations, thereby enhancing creative thinking and memory. These findings support the argument that the Mind Map is a uniquely appropriate tool. It not only uses images, it is an image.

## What are the applications and advantages of Mind Maps?

Mind Maps can be applied to every aspect of life where improved learning and clearer thinking will enhance human performance.

## Education

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

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

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

Mind Maps on the other hand:

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

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

## **Business**

It is easy to see how placing any word/image in the center of a page, and then allowing the Radiant Thinking associations to occur, quickly generates a vast and unique collection of related ideas. As classical brainstorming provides a great diversity of ideas, each individual involved in creating a Mind Map becomes an extremely valuable part of the process. It is therefore the perfect tool for business people to share ideas and build-up information for a particular subject.

Mind Maps:

- organize and clarify thinking about an idea
- save time
- generate new ideas
- make fresh connections between ideas
- concentrate and keep track of a topic
- give a good overview
- remember far more far better
- make sharing ideas easier, faster and more fun

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

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

## Computers, Mind Maps and OpenMind

The advent of the personal computer has caused a revolution in how we work and think. An endless number of tasks that were once carried out on paper can now be done with a PC, and the creation of Mind Maps is no exception. Features that make Mind Mapping on a computer so attractive are:

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

OpenMind™ is a Mind Mapping software tool that makes use of all of the features listed above, with the added dimension of Multimedia and Web distribution. It is a pleasure to see a software program that follows the Mind Map theory built into a great-looking interface. What I find fascinating about using OpenMind is that I can brainstorm an idea following the Mind Map theory, add text, pictures, sounds, even videos, and then distribute that Mind Map to Microsoft® Word, Mediator™, or even make my own web site. And all these choices are easy to use with professional results.

It is this ability to combine the Mind Map theory with the potential of multimedia and the web that make OpenMind such an attractive product to work with. I feel this combination provides a tremendously valuable tool for teachers and students to expand their educational horizons and also have fun doing it. I am particularly and personally proud of the effort and intelligence that has gone into OpenMind to make it comply with the Mind Map theory. Furthermore, I am extremely impressed by the way MatchWare® has applied Mind Map theory to the planning and structuring of multimedia and web resources. OpenMind is an educational tool of exceptional potential. The ultimate accolade I can give to any new product is that I use it.



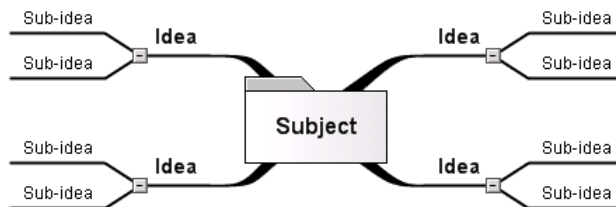
  
Tony Buzan  
Originator of Mind Maps®

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# Welcome

Welcome to MatchWare® **OpenMind™**, the perfect tool for educators, students and businesses who need to organize information! Easy to learn and easy to use, OpenMind is a highly effective way of **brainstorming ideas visually, developing them and increasing the comprehension of complex concepts**. Ideal for use by individuals, small teams or large groups, OpenMind generates illustrated **Mind Maps®** which you can use in presentations, study guides, web sites and more. With a comprehensive range of export options such as HTML, Mediator, PowerPoint and outlining in Word, OpenMind 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.



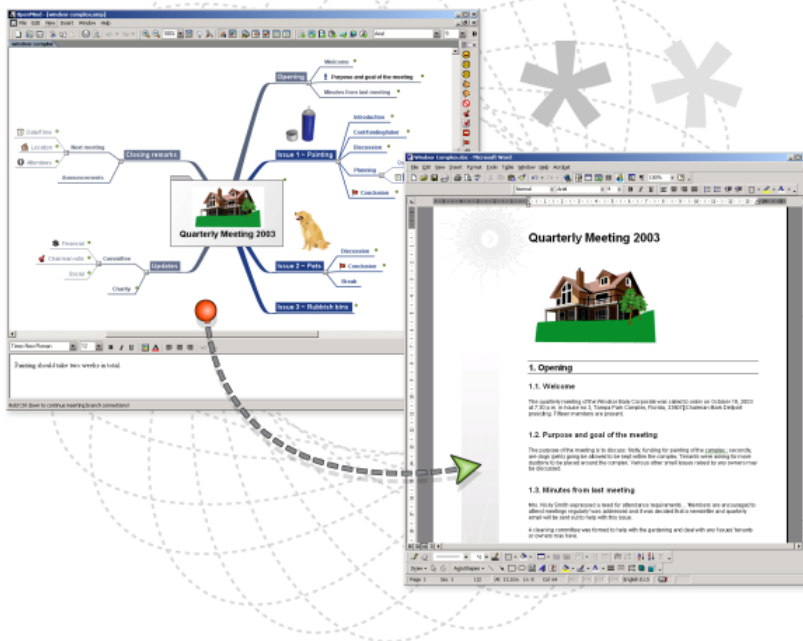
OpenMind lets you think and learn visually by creating Mind Maps. Mind Maps have been demonstrated to increase organizational skills and creativity, to develop memory retention and deepen understanding of concepts (see the foreword for a more detailed description).

## Outlining written documents

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

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

If, while working on your document in Word, you realize that you have forgotten some key ideas that you would like to brainstorm in OpenMind first, you can import your Word document back into OpenMind, add the new ideas to your Mind Map, and then re-export to Word.

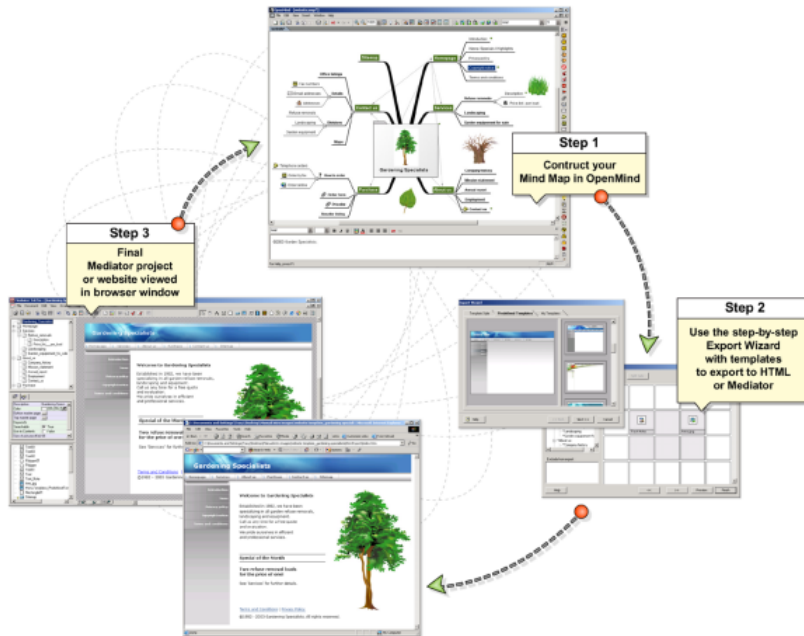


## Exporting to PowerPoint, HTML and Mediator

OpenMind allows you to use your Mind Map in various different ways by exporting it to Mediator, HTML, PowerPoint, Word or RTF or by saving it as a picture. However, OpenMind has been optimized for storyboarding and planning web sites and multimedia presentations:

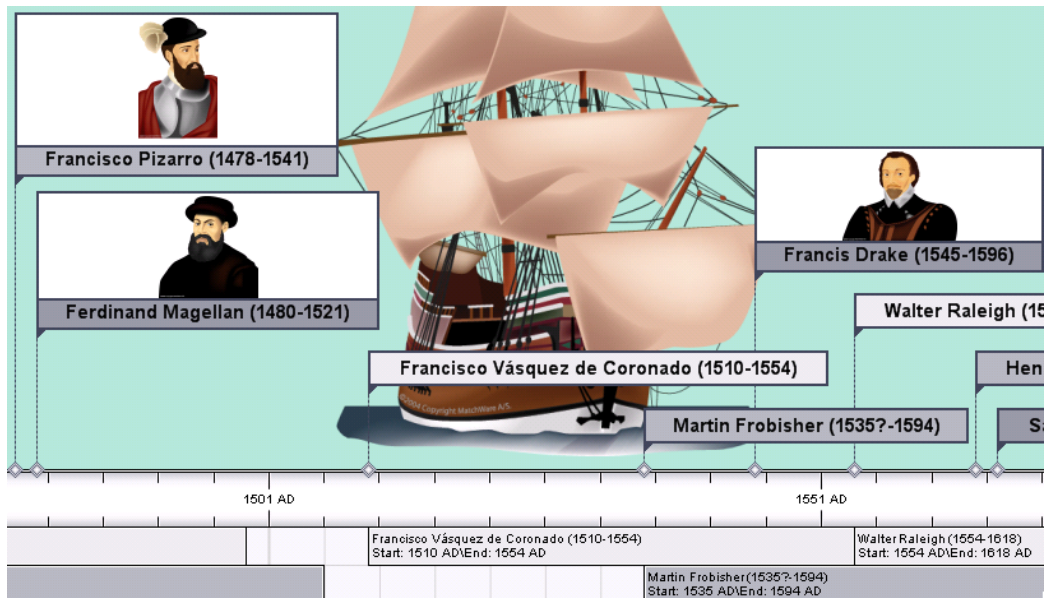
- When storyboarding presentations, an idea in your Mind Map represents a page (Mediator) or a slide (PowerPoint) in your presentation, a sub-idea represents a sub-page or sub-slide and so on.
- You can attach files to branches (ideas) in the Mind Map, such as Flash files, pictures, text, sounds and videos. These files are included when you export to Mediator, HTML or PowerPoint and displayed on their respective pages.
- OpenMind lets you create hyperlinks, buttons, branch connections and other interactivity that is also included when exporting.

- The Export Wizard for Mediator and HTML includes a range of ready-made templates offering different top bar and side bar navigation styles. You are free to customize these templates according to your needs and save them for further use.
- OpenMind allows basic web editing during the HTML export. You can for instance place the various elements where required on each individual page. No coding or scripting necessary!
- Once exported, you can import your PowerPoint or Mediator presentation back into OpenMind if you need to storyboard more pages or slides.



## Working with timelines

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



## Achieving Curriculum Standards with OpenMind

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

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

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

---

# What's new in OpenMind 2

OpenMind 2 has many new features, which are fully described in the appropriate sections of this documentation. Here is a brief description of the most important new features. OpenMind 2 also includes a number of other enhancements, which are all described in detail in this documentation.

**Panels and toolbars:** The OpenMind 2 interface has been enhanced with a new panel system and several new toolbars. See "Setting up your workspace" in the User Guide part of this documentation for more information.

**Templates:** OpenMind 2 includes many curriculum-aligned educational templates for Language Arts, Sciences and Social Studies including History and Geography. They cover a range of learning levels and are supported by over a thousand high quality clipart images created specifically to suit all areas of the curriculum. You can base your own Mind Maps on any of these templates, and customize them as required to meet your particular study needs, whether in the home or the classroom. Ideas and suggestions for expansion are given in their many notes and pop-up comments. To access a template choose **File | New**, then click the **Templates** tab and choose the template you want to use from the appropriate category.

For a detailed description of each template, please refer to the separate "Educational Template Guide".

**Outline view:** OpenMind's new 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" in the User Guide part of this documentation.

**Timeline view:** The OpenMind 2 Timeline view is a great new way of displaying your work. Simply add dates or times to your branches and use the Timeline view to see the information displayed along a horizontal time axis. Different timescales (for example standard, geological and historic) let you tailor the timeline to suit your needs. You can zoom in or out, expand or contract the timeline scale, and condense empty stretches of the timeline by inserting break marks. If you want to view parts of your data in more detail you can apply filtering to view a particular branch. A structured display lets you see one level of branches at a time while accessing the sub-branches through drop-down hierarchical lists. For more information on the Timeline, see "Using the Timeline view" in the User Guide part of this documentation.

**Multimedia Catalog:** OpenMind 2 includes a new Multimedia Catalog with an enhanced interface. It now contains 1500 high quality clipart illustrations created specifically for education and business use, as well as several root shapes you can choose from. You can also use the Multimedia Catalog to store your own elements, connect one of its categories to a separate folder and perform searches throughout the entire Catalog on the basis of keywords. See "Using the Multimedia Catalog" in the User Guide part of this documentation for more information.



**Spellchecker:** OpenMind 2 allows you to find and correct spelling errors in your entire document as well as in the currently selected element. The OpenMind Spellchecker supports several languages, including American and British English, French, German, Italian, Spanish, Dutch and Danish. See "Using the Spellchecker" in the User Guide part of this documentation for more information.

**Find & Replace:** OpenMind now lets you search for every occurrence of a specific word or phrase and replace these automatically with the new word or phrase you specify. See "Finding and replacing text" in the User Guide part of this documentation for more information.

**Text Note editor:** When adding text notes to your branches, you can now set margins and indents, create different styles of bulleted and numbered lists, insert and format tables and create hyperlinks. For more information on the new features of the Text Note editor, see "Inserting text notes" in the User Guide part of this documentation.

**Full Screen mode:** To give your map as much screen space as possible, you can now view it in Full Screen mode, where all the toolbars and panels are hidden. See "Zooming in and out" for more information.

**Hand tool:** The OpenMind 2 Hand tool lets you pan the workspace to reach different areas of the Mind Map quickly. For more information, see "Navigating a Mind Map" in the User Guide part of this documentation.

**Filter toolbar:** In OpenMind 2, a new Filter toolbar replaces the Branch list of the previous version. The Filter icon  allows you to concentrate on a particular branch or set of branches, whereas the Detail level icons  let you expand or collapse the Mind Map so that it shows only one level of branches, two, three or four levels. See "Filtering a branch" and "Navigating a Mind Map" for more information.

**Branch connections:** Branch connections are now represented by a curve linking the two branches. You can change the shape, color and width of this curve and choose a different hover color. You can also move the start or end point of a branch connection directly by dragging it with the mouse. See "Creating branch connections" in the User Guide part of this documentation for more information.

**Comments:** You can now resize branch pop-up comments as you wish. The text you enter wraps automatically to adapt to the new size. For more information about comments, see "Inserting comments" in the User Guide part of this documentation.

**HTML and Mediator Export:** OpenMind 2 comes with a host of new professional export templates offering different styles of navigation, such as tree view, level list or standard links and buttons. The interface of the Export Wizard has been redesigned to allow for easier customization. Moreover, if you have created a particular folder structure for the external files used by your document, you can ensure that OpenMind preserves this structure when exporting to HTML by specifying the list of folders that need to be included in the export folder.

For more information about the new features of the HTML and Mediator export, see "Exporting to HTML" and "Exporting to Mediator" in the User Guide part of this documentation.

**Microsoft Word Import:** OpenMind 2 now lets you re-import into OpenMind a Mind Map previously exported to Microsoft Word, including any new text you might have added in Word together with its formatting. The branch structure and layout of the original Mind Map is retained, as well as pictures, comments and hyperlinks you might have added while working in Word. You can of course also import original Word documents into OpenMind. In that case, the branch structure of the new Mind Map is based on the paragraph structure of the original Word document. See "Importing from Microsoft Word" in the User Guide part of this documentation for more information on the procedure and its limitations.

**Microsoft PowerPoint Import:** Similarly, you can now re-import into OpenMind a Mind Map previously exported to Microsoft PowerPoint, including any slides, pictures and comments you might have added while working in PowerPoint. Any layout work done in PowerPoint is preserved as far as possible, together with the branch structure and layout of the original Mind Map. You can also import into OpenMind a presentation originally created in PowerPoint. See "Importing from Microsoft PowerPoint" in the User Guide part of this documentation for more information on the procedure and its limitations.

**MatchWare Mediator Import:** Finally you can also re-import into OpenMind a Mind Map previously exported to Mediator, including any new pages added directly in Mediator. The branch structure and layout of the original Mind Map are preserved wherever possible. Elements specific to Mediator (such as events and actions or Mediator objects that have no equivalent in OpenMind) are also preserved when re-exporting the Mind Map to Mediator provided that the original Mediator presentation remains accessible. You can of course import original Mediator presentations into OpenMind. See "Importing from Mediator" in the User Guide part of this documentation for more information on the procedure and its limitations.

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# Important terms

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

## **Auto-layout mode**

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

## **Brainstorm mode**

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

## **Branch connections**

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

## **Comments**

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

## **Document**

The command File | New creates an OpenMind document, which opens in a separate tab bearing the name of the document. An OpenMind document can contain several maps. You can also keep several documents open at the same time in OpenMind. OpenMind documents are saved with the extension .omp. See "Creating a Mind Map" for more information.

## **Export**

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

## **Import**

Not only can you export your Mind Map to Mediator, PowerPoint or Word, but you can re-import the exported document into OpenMind as a new Mind Map, while preserving much of the additional work you might have done on the document in these external applications. You can also import into OpenMind documents originally created in Mediator, PowerPoint or Word. This conversion process is referred to as "import". See the section "Importing" for more information.

## **Icons**

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

## **Left/Right view**

This view represents your Mind Map as a list of topics placed either on the right of the root (Right view) or on the left of the root (Left view). It is a good choice when you need to present data in 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.

## **Links**

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

## **Main branch**

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

## **Mind Map**

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

## **Mind Map view**

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

## **Objects**

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

## **Outline view**

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

## **Pack & Go**

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

## **Pre-branch**

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

## **Properties**

Many OpenMind components, including the document itself, the root, the branches and all attached objects have their own properties, displayed in the Properties dialog. See "Using the Properties dialog" for more information.

## **Root**

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

## **Sub-branch**

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

## **Templates**

OpenMind comes with a large number of educational, business and personal templates on which you can base your own Mind Maps. Please refer to the separate "Educational Template Guide" for a full description of each template. 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 .omt.

## **Text notes**

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

## **Timeline view**

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

## **Top Down view**

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



# Installation

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# OpenMind Installation

## Stand-alone installation

- Insert the CD-ROM in the CD-ROM drive.
- Follow the instructions on the screen when the OpenMind Install program starts.

If the OpenMind Install program does not start automatically:

- Choose Start - Run.
- Type the following:

X:\start.exe

where X represents the CD-ROM drive letter.

## Administrative installation (system administrators only)

The Windows® Installer can perform an administrative installation of an application or product to a network for use by a workgroup. An administrative installation installs a source image of the application onto the network that is similar to a source image on a CD-ROM. The administrative installation package can then be pushed by system administrators to client computers in a domain via Group Policies. This is only possible from Windows 2000 Server onwards.

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

### Creating an administrative installation

Administrators can create an administrative installation from the command line by using the /a command line option.

- Choose Start - Run.
- Type the following:

msiexec.exe /a X:\install\setup.msi

where X represents the CD-ROM drive letter.

- Specify where you want to unpack the .msi file in the dialog that appears.

## Entering a serial number from the command line

Example:

- Choose Start - Run.
- Type the following:

```
msiexec.exe /i X:\install\setup.msi PRODUCTID="1111-1111-1111"
```

## Entering multiple serial numbers during installation

You can enter multiple serial numbers as follows:

- Create an administrative installation as described above.
- Go to the network folder where you unpacked the .msi file:  
`<network folder>\Program Files\<OpenMind Install name>\`
- Open the sn.ini file and enter the product code(s) as follows:

```
[Reg]
```

```
1=1111-1111-1111
```

```
2=2222-2222-2222
```

```
etc.
```

- To install use the administrative installation file with the following command line argument:

```
msiexec.exe /i <setup.msi> ENTERSERIAL=0
```

where the parameter ENTERSERIAL tells the installer not to overwrite the sn.ini file.

## Applying a patch package to an administrative installation

- Choose Start - Run.
- Type:

```
msiexec.exe /p <path to .msp file> /a <path to administrative .msi file>
```

Members of the workgroup using OpenMind must then reinstall the application from the new administrative source image to receive the update.

To completely reinstall the application and cache the updated .msi file on their computer, users may enter either of the following commands:

- `msiexec.exe /fvomus //server/<administrative .msi file>`
- `msiexec.exe /I //server/<administrative .msi file> REINSTALL=ALL  
REINSTALLMODE=vomus`

## Troubleshooting

### Problem applying a patch

Q. Nothing happens when I double-click the patch file (ex. patch.msp).

A. The .msp file extension may be allocated to an application other than the Windows installer.

In this case, you can apply the patch as follows:

- Chose Start - Run.
- Type the following command:

```
msiexec.exe /p c:\temp\patch.msp
```

(assuming that you have copied the .msp file to c:\temp)

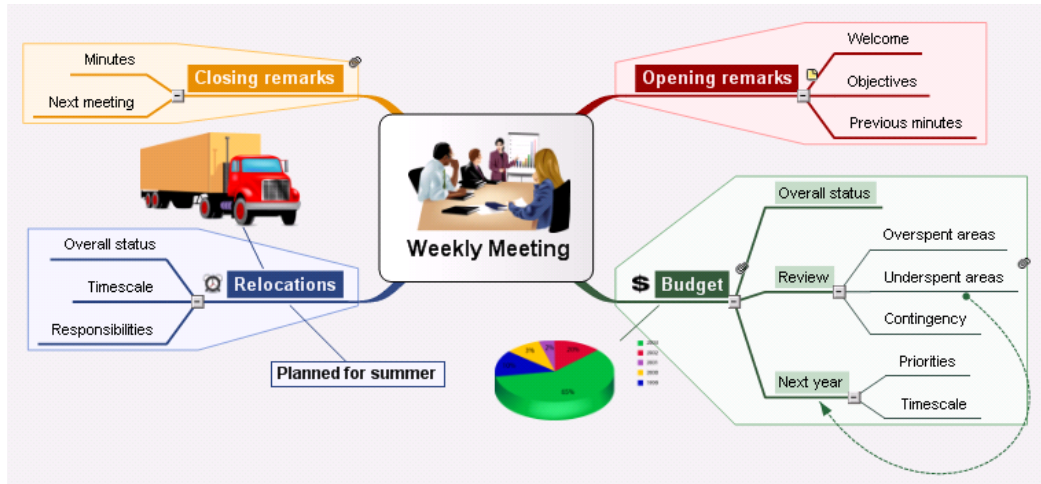


# Quick Start

# Quick Start

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

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



The complete Mind Map, "Weekly Meeting.omp", can be found in the OpenMind program folder, in "...\MatchWare\OpenMind 2.0\QuickStart".


---

# First step: Creating the Mind Map

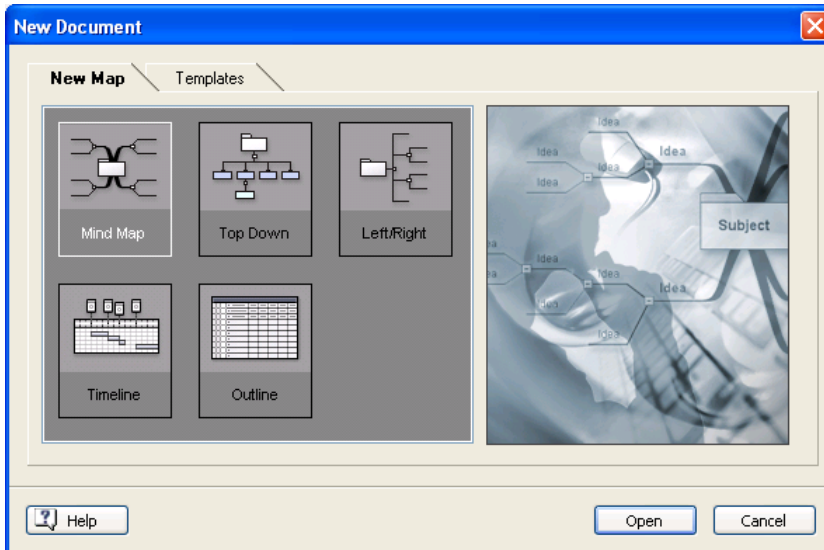
In this first step of our Quick Start example, we are going to create all the branches we require for our meeting agenda.

We start by creating a new OpenMind document.

- Start OpenMind and choose 'New document' in the Welcome dialog.

**Note:** If you have closed the Welcome dialog, create a new document by clicking the New Document icon .

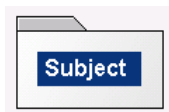
The New Document dialog opens.



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

- On the New Map tab, select the Mind Map thumbnail and click Open.

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 changes which have not yet been saved.



## Inserting the main branches

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

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

Let's start by inserting the first branch.

- Press Enter.

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

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

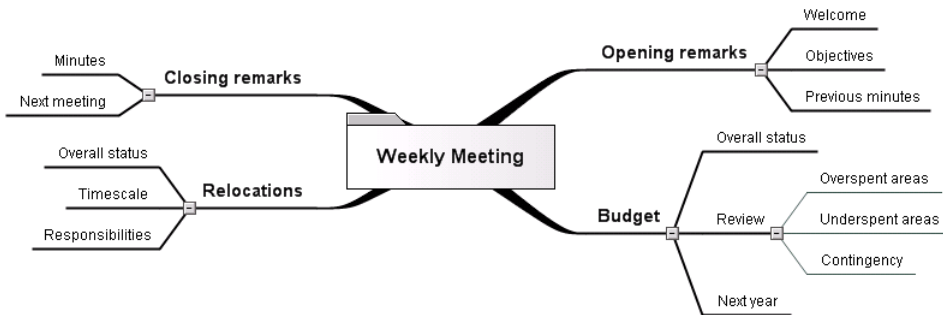
As you can see, branches are inserted in a clockwise direction around the root.



## Inserting the sub-branches

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

- To add the first sub-branch to the Opening remarks topic, click the corresponding 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" 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.



*Tip: To correct typing errors, click the branch label and press F2. Then place the cursor at the required position, press Delete or Backspace to remove the incorrect characters, type the correct ones and press Enter.*

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

➤ Click the Save Document icon .

In the Save As dialog that opens, 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.omp".

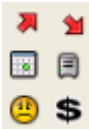
---

## Second step: Enhancing the Mind Map

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

### Inserting icons

- Click the **Multimedia** tab on the right of the workspace to open the panel containing the Multimedia Catalog and the Icon palette.
- Select the Budget branch.
- Click the dollar sign icon in the Icon palette.



The icon now appears next to the branch label name.



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

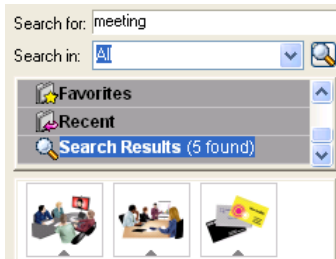


### Inserting pictures

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

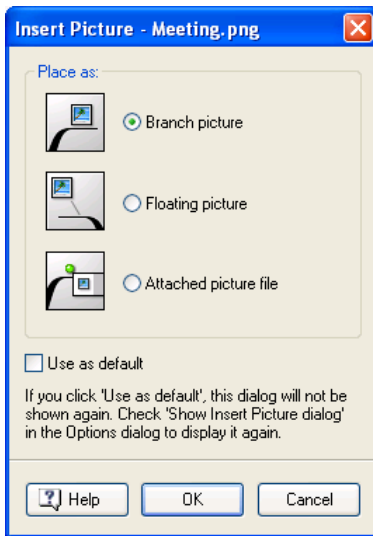
- Click the 'Search for' field of the Multimedia Catalog and type "meeting".

Various pictures appear in the Multimedia Catalog display area.



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

The Insert Picture dialog appears.



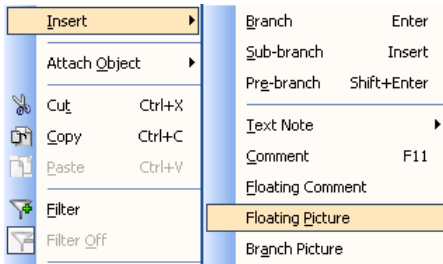
- Check the 'Branch picture' option and click OK.

The root block now contains a picture of a meeting.



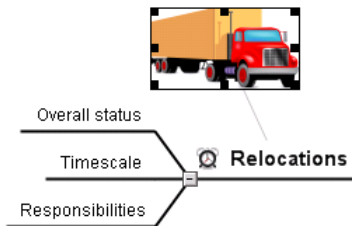
We also have a picture of a removal truck which we are going to use to illustrate the Relocations branch.

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



- Browse to "...\MatchWare\OpenMind 2.0\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.



## Attaching a hyperlink object

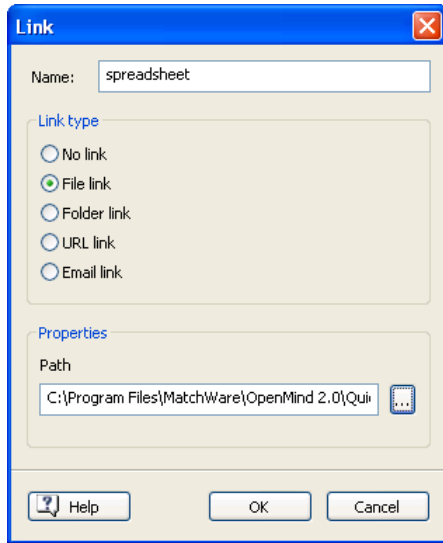
Since we have developed a spreadsheet to help us plan next year's budget, we are going to include it as a link on our map.


- If it is not already visible, display the Object toolbar by choosing **View | Toolbars | Objects**.
- Click the Budget branch to select it.
- Click the Attach Hyperlink icon in the Object toolbar.



The Link dialog opens.

- Fill in the Name field, browse to "...\MatchWare\OpenMind 2.0\QuickStart" as shown below, 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 hyperlink, 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 hyperlink in this list.

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

If the Object list is not already visible, click the General tab on the right of the workspace to open the corresponding panel.

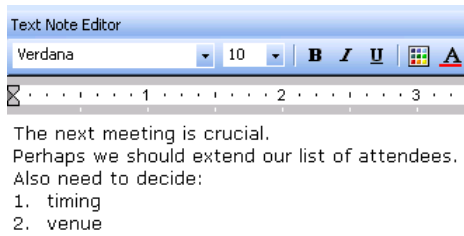


## Inserting a text note

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

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

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

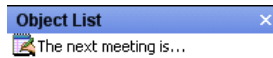


- Format the text to your liking and click outside the Text Note editor.

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



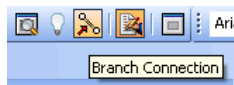
The Text Note also appears in the Object list for the branch.



## Creating a branch connection

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

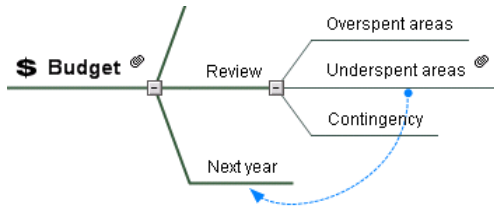
- Click the Branch Connection icon in the Display toolbar.



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.



## Inserting comments

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

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

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

A floating comment box opens with the default text "Insert comment".

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

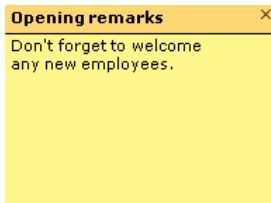



We are now going to insert a "pop-up" comment in our Opening remarks branch as a reminder to welcome new staff. Pop-up comments are normally hidden.

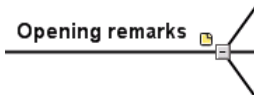
- Select the Opening remarks branch. This time, rather than choosing Insert and then Comment in the local menu, which you could do, press F11 (OpenMind's more commonly used commands have function key equivalents).

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.

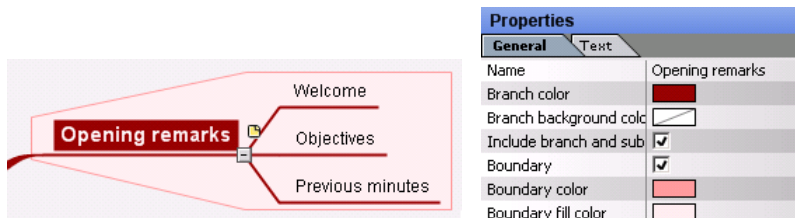



## Adding colors

In the final map, we have added colors to make it more visually attractive.

You can do this by selecting each branch in turn and choosing the required colors in its Properties dialog, as shown below.

- If the Properties dialog is not already visible, click the General tab on the right of the workspace to display it.
- To select a color, just click the color field required and choose a color in the Colors dialog which opens.



- Click the Save Document icon  to save the map.

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





# User Guide


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# Setting up

## Setting up your workspace

The OpenMind window is made up of a menu bar, various toolbars, a workspace area displaying your Mind Map and several panels, which together give you a complete overview of the Mind Map.

Three panels are permanently displayed on the right of the workspace unless you close them:

- **General**
  - **Multimedia**
  - **Time Info**
- To open one of these panels, just click the relevant tab.
- To close them, click the Close icon  on the top right of the panel, or click the tab name again.

The **General** panel contains the following elements:

- **The Object list**

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

See "Using the Object list" for more information.
- **The Properties dialog**

This dialog shows the properties of the OpenMind component currently selected, for example the root, a branch or an attached object. If nothing is selected the properties of the document itself are shown.

See "Using the Properties dialog" for more information.

The **Multimedia** panel contains the following elements:

- The **Multimedia Catalog**

This catalog contains an extensive collection of high quality clipart pictures which you can add to your map, as well as different root shapes you can choose from.

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

- The **Icon palette**

This palette contains various icons which you can place on the branches of your Mind Map to attract attention or illustrate a particular idea.

See "Inserting icons" for more information.

The **Time Info** panel contains all the options needed to associate dates and times to the branches of your document to create a complete timeline for display in the Timeline view.

For more information on entering time information and creating a timeline, see the topics "Inserting time information" and "Using the Timeline view".

In addition, OpenMind includes two more panels which you can display or hide using the **View | 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 **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.

## Customizing the workspace

The **View | Toolbars** and **View | Panels** commands allow you to customize the OpenMind window by hiding or showing the various toolbars and panels. A checkmark next to the name of a toolbar in the menu means that the toolbar in question is currently open and visible on the screen.

All the OpenMind toolbars are floating toolbars, which means that you can detach them, move them on the workspace and resize them as necessary.

You can increase or decrease the width of the OpenMind panels displayed on the right of the workspace as follows:

- Move the mouse pointer over the left edge until it changes to a double arrow.
- Click the edge and drag with the mouse until the panel reaches the required size while keeping the left mouse button down.
- Release the mouse button.

You can also increase or decrease the height of individual panels by dragging their horizontal separators up and down in the same way.

## Advanced docking

By default, the main panels are anchored (docked) to the right of the workspace.

You can however move any of the panels freely on the workspace or dock them to a different position by enabling Advanced docking. You will need to restart OpenMind before this feature can take effect.

- Choose **Tools | Options** and check **Enabled advanced docking**.
- Click OK in the message dialog that appears.
- Click Apply, then close and restart OpenMind.

You can now turn any of the panels into floating windows that you can place freely on the workspace. There are two ways to do this:

- Double-click the required panel tab or title bar and move the floating window obtained to your preferred position, or
- Click the panel tab or title bar and drag it to your preferred position.

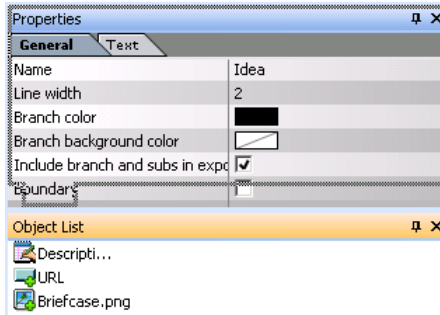
To redock a floating panel, just double-click its title again.

You can also dock a panel at a different position:

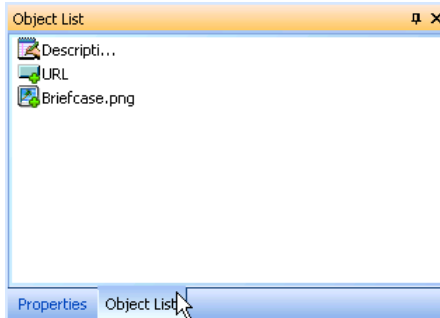
- Drag the panel's tab or title bar until it reaches the edge of the workspace or the edge of another panel. When you see the outline of the panel "snap" to one of these edges, either release the mouse button if you are happy with the new position of the panel, or continue dragging it until it snaps to the required position.

Finally you can dock a panel in such a way that it becomes a tab of another panel:

- Click the panel tab or title bar and drag it under the target panel. Keep moving the mouse pointer upwards until it reaches the title bar of the target panel. When you see the outline of your tabbed panel or when the name of your tab appears at the bottom of the target panel, release the mouse button. In the example below, the Object list is being made a tab of the Properties dialog.



- To release a panel docked in this way, 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

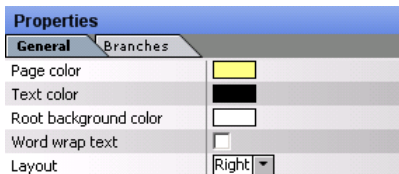
- To reset all the panels to their default position, choose **Tools | Reset Interface**.

Note that this also restores other defaults such as the positions of the toolbars and the list of recently opened files.

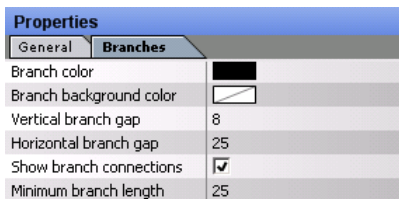
## Document properties

As most OpenMind components, the document has its own properties, displayed in the Properties dialog. You can use the Properties dialog to make any necessary changes to the global document parameters, as described in "Using the Properties dialog".

See "Document properties: General tab" in the Reference section for a detailed description of the general properties applicable to the document.



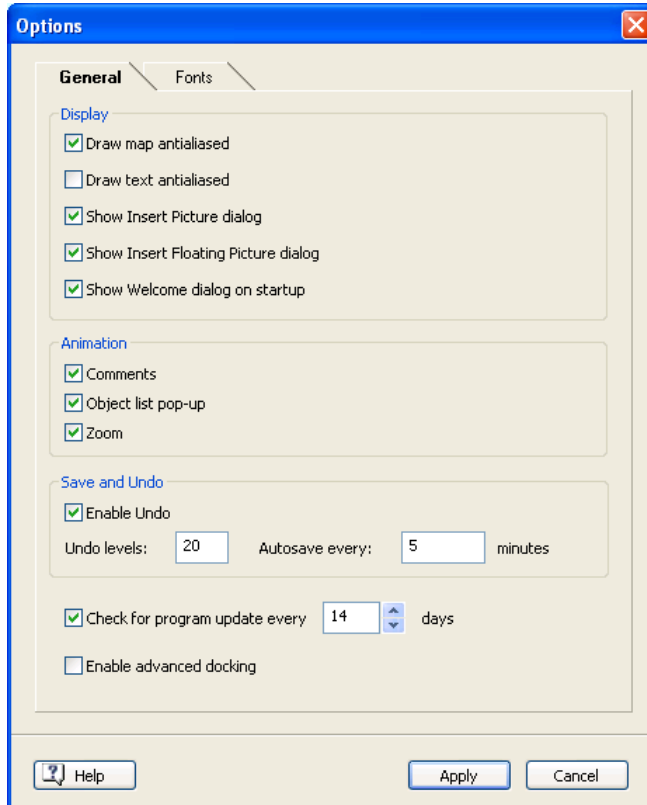
For a description of the default properties applicable to branches, see "Document properties: Branches tab".



**Note:** If the Properties dialog is not already visible, click the **General** tab on the right of the workspace to open the corresponding panel.

# Setting up your preferences

The Options dialog (**Tools | Options**) lets you define global preferences:



## Display options

**Draw map antialiased:** Antialiasing improves the appearance of your map by smoothing its edges. This option is checked by default. However, antialiasing makes a heavy use of the computer resources. If your computer is not very powerful, you might prefer to disable this option to speed up the display of the map.

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



**Show Insert Picture dialog:** Remove the checkmark to disable the display of the Insert Picture dialog, or check this option to display it again. See "Dragging a picture from the Multimedia Catalog or Windows" in the topic "Inserting pictures" for more information.

**Show Insert Floating Picture dialog:** Remove the checkmark to disable the display of the Insert Floating Picture dialog, or check this option to display it again. See "Dragging a picture from the Multimedia Catalog or Windows" in the topic "Inserting pictures" for more information.

**Show Welcome dialog on startup:** If you disable this option, OpenMind displays an empty workspace when starting rather than the Welcome dialog. See "Creating a Mind Map" for more information.



## Animation options


These options allow you to disable the animation effects used by OpenMind 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 the following options:

- **Comment:** 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 branch containing attached objects.
- **Zoom:** This relates to the way the map is displayed by increments when zooming in and out.

## Save and Undo options

**Enable Undo:** Check this box if you want to be able to undo 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 using Edit | Undo (Ctrl + Z), and reapply the change if necessary with Edit | Redo (Ctrl + Shift + Z or Ctrl + Y).

Note that you can also use the Undo icon  to undo the last change, or 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 redo 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 choosing Edit | Undo (Ctrl + Z) several times. Note that increasing the number of undo levels increases the amount of memory used.

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

## Program updates

**Check for program update every:** This option allows OpenMind to check automatically for program updates on the MatchWare web site when OpenMind starts. You can set the frequency of the checks in the time field, or disable the feature by removing the check mark.

## Advanced docking

**Enable advanced docking:** By default, the main panels are anchored (docked) to the right of the workspace. You can however move any of the panels freely on the workspace or dock them to a different position by enabling this feature. You will need to restart OpenMind before it can take effect.

To restore all the panels and toolbars to their default positions, choose **Tools | Reset Interface** in the main menu.

For more information about advanced docking, see "Setting up your workspace".

## Text Note editor

**Fonts:** The Fonts tab of the Options dialog lets you specify a default font, text size and color for all the text notes you enter using the Text Note editor. 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".

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# Basic tasks

## Creating a Mind Map



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



### Welcome dialog

Here you can select to:

- Create a new document
- Open an existing document
- Open a recently used document

**Note:** You can check 'Do not show this dialog again' to bypass this dialog next time you start OpenMind. If you want to show the Welcome dialog again at a later stage, click 'Show Welcome dialog on startup' in **Tools | Options**.

➤ Click 'New document' to create a new Mind Map document.

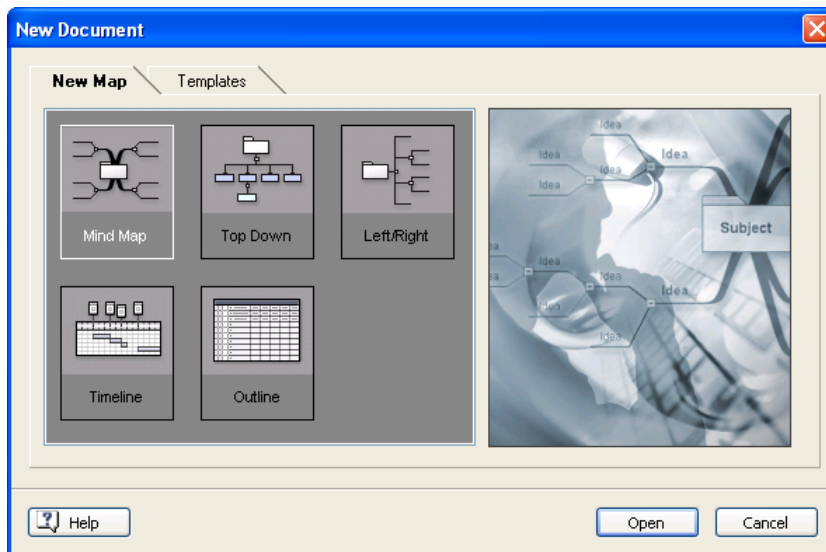
If you have closed the Welcome dialog, you can create a new document by:

- Clicking the **New Document** icon , or

- Choosing **File | New**, or
- Pressing **Ctrl + N**.

## New Document dialog

The New Document dialog appears.



It contains two tabs:

- **New Map**

This allows you to create an empty document based on one of the five views provided, namely Mind Map, Top Down, Left/Right, Timeline and Outline. See "Using different views" for more information about these views.

Note that you can go from one view to another at any time by choosing **View | View Map As** in the main menu or by right-clicking the workspace and choosing that same command in the local menu.

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

- **Templates**

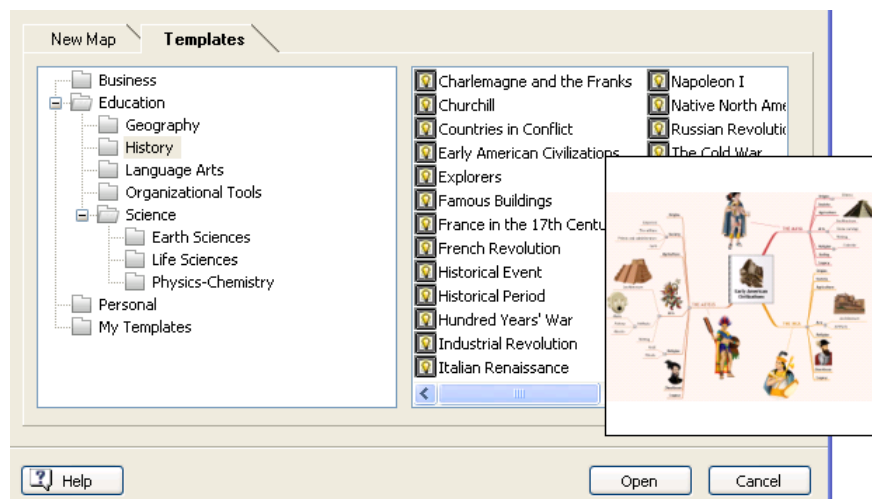
This allows you to create a document based on one of over 80 educational, business and personal templates included in OpenMind. The curriculum-aligned educational templates

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

See the separate "Educational Template Guide" for a complete description of each template.

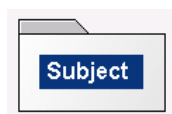
If you have already created and saved your own templates, you can base your new Mind Map on one of them by selecting it in the My Templates category. See "Saving a Mind Map" for more information on how to save templates.

You can see a preview of each template by moving the pointer over its name on the right part of the dialog.



- Click one of the thumbnails or templates.
- Click **Open**.

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



See "Entering the subject" to find out how to do this.

**Note:** Although most of the procedures described apply equally to all OpenMind views, the topics of the "Basic tasks" and "Further tasks" sections of this documentation assume that you are using one of the standard Mind Mapping views, namely Mind Map, Top Down or Left/Right.


For a description of the procedures that are specific to the Outline and Timeline views, please refer to "Using the Outline view" and "Using the Timeline view".

## Opening a Mind Map



When you start OpenMind, the first screen you see is the Welcome dialog. This dialog lets you browse for an existing document or select a recently used document.

If you have closed the Welcome dialog, you can open an existing document by:

- Clicking the **Open Document** icon , or
- Choosing **File | Open**, or
- Pressing **Ctrl + O**.

Note that you can open several Mind Maps in OpenMind at the same time. Each one is displayed in a separate tab in the OpenMind view and is treated as a separate document.

Weekly Meeting.omp | Biography\* | **Project Management**

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

*Tip: You can easily go from one document to the other by clicking the relevant tab or pressing **Ctrl + Tab**.*

## Opening documents created in the previous version of OpenMind

OpenMind 2 lets you open documents created with the previous version of OpenMind. However once you make changes to the document and save it with OpenMind 2, the document is no longer compatible with the previous version.

For this reason, OpenMind 2 starts by making a copy of the old document, saving it with the suffix `_v1`.

If your OpenMind 1 document was particularly large, you may find that its branches are arranged slightly differently in OpenMind 2. All you need to do if this happens is to adjust them manually.

## Entering the subject

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

### Replacing the default label

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



To enter several lines of text:

- Type each line, then press **Ctrl + Enter** to start the next line.
- Press **Enter** when you have finished typing.

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

### Editing the root

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

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

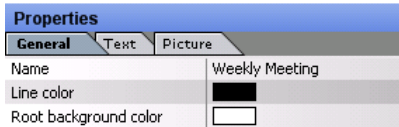
You can also replace the default root shape by one of the other root shapes provided in the Multimedia Catalog as follows:

- If the Multimedia Catalog is not visible, click the Multimedia tab on the right of the workspace to open the corresponding panel.
- Open the "Root shapes" category and drag the new shape to the root of your map.

For more information about the Multimedia Catalog, see "Using the Multimedia Catalog".

## Root properties

As most OpenMind components, the root has its own properties, displayed in the Properties dialog. You can use the Properties dialog to make any necessary changes to the root, as described in "Using the Properties dialog".



See "Root properties: General tab" in the Reference section for a detailed description of the general properties applicable to the root and "Root properties: Text tab" for a description of the properties applicable to the root label.

**Note:** If the Properties dialog is not already visible, click the **General** tab on the right of the workspace to open the corresponding panel.

## Inserting branches

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

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

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

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

## Inserting a main branch

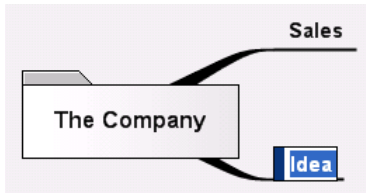
This can be done in several ways.

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



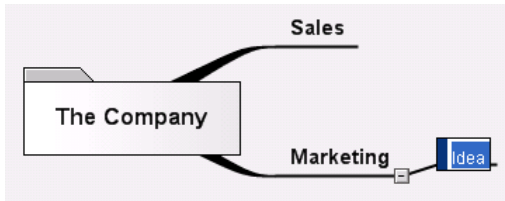
## Inserting a branch at the same level as another branch

- Click the required branch to select it and press **Enter**, or
- Click it once to select it and choose **Insert | Branch** in the main menu, or
- Right-click it and choose **Insert | Branch** in its local menu.



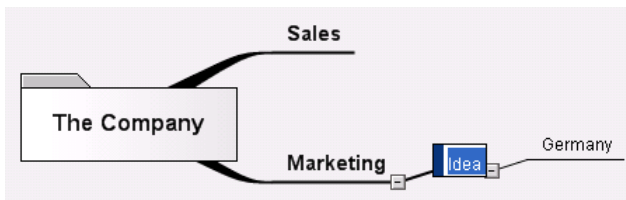
## Inserting a sub-branch on an existing branch

- **Double-click** the branch, or
- Click it once to select it and press **Insert**, or
- Click it once to select it and choose **Insert | Sub-branch** in the main menu, or
- Right-click it and choose **Insert | Sub-branch** in its local menu.



## Inserting a pre-branch on an existing branch

- Click the required branch to select it and choose **Insert | Pre-branch** in the main menu, or
- Click it once to select it and press **Shift + Enter**, or
- Right-click it and choose **Insert | Pre-Branch** in its local menu.





## Copying and pasting branches from an external application

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



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

## Expanding/Collapsing a branch

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


- Click the minus sign , or
- Click the higher-level branch and choose **View | Collapse** in the main menu, or

- Right-click the higher-level branch and choose **Collapse** in its local menu.

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





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

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



## Expanding/Collapsing several branch levels

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

**Note:** If the Filter toolbar is not visible, choose **View | Toolbars | Filter** in the main menu to display it.

## Navigating between branches

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

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


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

## Deleting a branch

There are several ways of doing this:

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

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



*Tip: Remember that if you delete a branch by accident, you can always cancel the deletion by pressing the Undo icon  or choosing Edit | Undo (Ctrl + Z).*

## Editing a branch

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

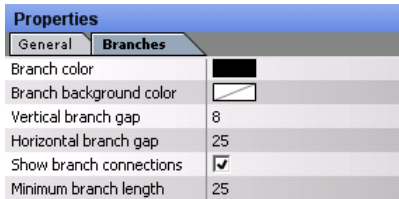
See "Editing a root or branch" and "Moving a branch" for more information.

## Filtering a branch

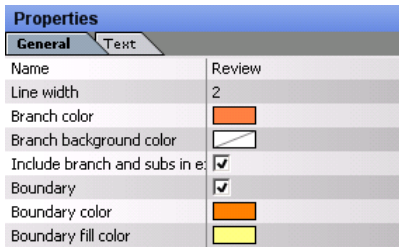
As your map grows, you might find it useful to concentrate on a particular area by viewing only a chosen branch or set of branches. The Filter icon  of the Filter toolbar  allows you to restrict the display to a particular branch. See "Filtering a branch" for more information.

## Branch properties

Branches have default properties, defined in the Properties dialog of the document. You can use this Properties dialog to make any necessary changes to the default properties of branches. See "Document properties: Branches tab" in the Reference section for a detailed description of these default properties and "Using the Properties dialog" for a general description of the Properties dialog.



In addition to these default properties, each branch has its own properties. You can use the Properties dialog of a particular branch to make any necessary changes to the branch.



See "Branch properties: General tab" in the Reference section for a detailed description of the general properties applicable to a branch and "Branch properties: Text tab" for a description of the properties applicable to the branch label.

**Note:** If the Properties dialog is not already visible, click the **General** tab on the right of the workspace to open the corresponding panel.

## Navigating a Mind Map

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

You can use the **scroll bars** or your **mouse scroll button** to bring them 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 Ctrl while using the scroll button of your mouse.



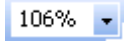



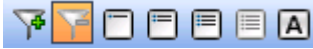
You can also **pan the view** to reach different areas as follows:

- 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.

There are other navigation options available to you:

- The **Zoom** icons    of the Display toolbar let you change the level of magnification of your map. See "Zooming in and out" for more information.
- The **Overview** panel allows you to concentrate on particular areas of your map. See "Using the Overview panel" for more information.
- The **Detail level** icons  of the Filter toolbar let you collapse the entire Mind Map to just one level of branches, two levels, three levels or four levels. To show all levels, click the **All Levels** icon .
- The **Filter** icon  of the Filter toolbar  allows you to restrict the display to a particular branch or set of branches. See "Filtering a branch" for more information.
- You can view the map in **Full Screen** mode by choosing View | Full Screen Mode or pressing F9. To return to normal viewing mode, choose Exit in the floating Full Screen toolbar, press Esc or press F9 again.


## Using brainstorm mode



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

### Activating brainstorm mode

You can activate brainstorm mode in several ways:

- Click the **Brainstorm Mode** icon , or
- Choose **View | Brainstorm mode**, or
- Press **F3**.

As soon as brainstorm mode is activated, OpenMind inserts a branch in your map, with the default label "Idea". The position of the new branch in the hierarchy is determined by the position of the branch that is selected when you activate brainstorm mode.

- If the root is selected, the branch is added as a main branch.
- If a main branch is selected, the branch is added as a sub-branch of the selected branch.
- If a sub-branch is selected, the branch is added as a sub-branch of the selected sub-branch.


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

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

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



## Deactivating brainstorm mode

You can leave brainstorm mode in several ways:

- Click anywhere outside a branch, or
- Press **Esc**, or
- Click the **Brainstorm Mode** icon  again, or
- Choose **View | Brainstorm mode** again, or
- Press **F3**.

## Inserting icons

OpenMind comes with an **Icon palette** containing various icons which you can place on the branches of your Mind Map to attract attention or illustrate a particular idea.

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

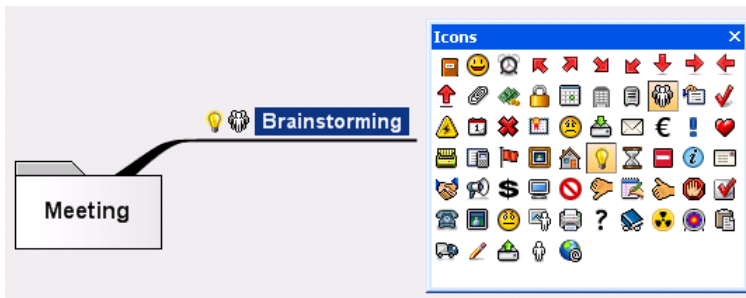
## Inserting an icon on a branch

- Select the branch to which you want to add an icon.
- Click the Multimedia tab on the right of the workspace to open the corresponding panel.
- Click the required icons in the Icon palette.



The selected icons appear on the left of the branch name.

They are also highlighted in the Icon palette.



## Deleting an icon

You can either:

- Click the branch from which you want to delete an icon and click the icon in the Icon palette to deselect it, or
- Right-click the branch and choose **Delete | Icons** in its local menu. Then select the icon to be deleted or choose **All** to delete all the icons inserted on the branch.



## Undocking the Icons palette

To ensure that the various OpenMind panels occupy as little space as possible, they are normally anchored (docked) to the right of the screen.

You can however move any of the panels freely on the workspace or dock them to a different position by enabling Advanced docking. See "Advanced docking" in the topic "Setting up your workspace" for more information.

## Inserting pictures

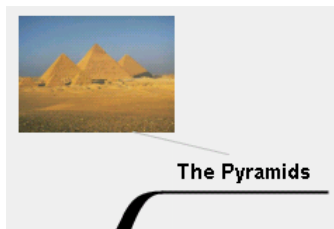
OpenMind lets you add pictures to the workspace itself, the root and any branch or sub-branch.

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

Three different types of pictures are available:

- **Floating pictures**

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



- **Branch pictures**

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

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



- **Attached picture files**

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

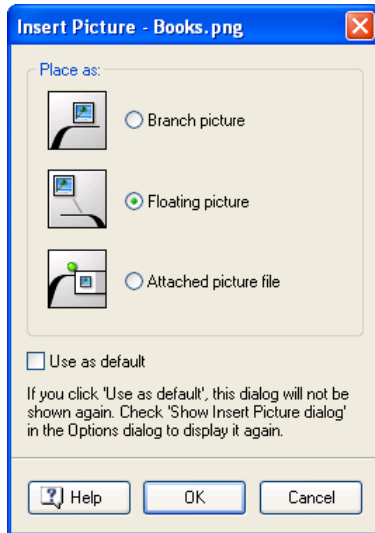
You can add these different types of pictures by dragging the relevant picture from the Multimedia Catalog, Windows® Explorer or the Windows® Desktop, or by using the OpenMind menus. These methods are all described below. For a full description of the Multimedia Catalog, see "Using the Multimedia Catalog".

## **Dragging a picture from the Multimedia Catalog or Windows**

You can insert a picture on a root or on a branch by dragging it from the Multimedia Catalog, Windows Explorer or the Windows Desktop. Extensions recognized by OpenMind are .bmp, .jpg, .gif, .png, .wmf and .emf.

- Drag the relevant picture onto the root or branch and drop it once the root or branch is highlighted.

The following dialog appears, letting you choose the type of picture you want to add.



➤ Choose the type of picture you want to add and click OK.

**Note:** If you drag several pictures together from Windows Explorer or the Windows desktop, the Insert Picture dialog appears for every picture, letting you choose how you want to add it to the map. The name of the picture is indicated in the title bar of the dialog.

You can also insert a floating picture by dragging it directly onto the workspace rather than on a root or branch. As soon as you drop the picture, the following dialog appears.



- To insert the floating picture on the workspace, click No.
- To insert the floating picture on a branch, click Yes. The mouse pointer then changes to a cross, letting you select the branch to which the floating picture should be added.

- (optional) Resize the picture by moving the mouse pointer on the required edge until it changes to a double arrow and drag with the mouse until the picture reaches the correct size. 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.

**Note:** You can choose a default action and disable the display of either or both of these dialogs by clicking 'Use as default'. If at a later stage, you want OpenMind to display the dialogs again, check the 'Show Insert Picture dialog' and/or 'Show Insert Floating Picture dialog' options in the Options dialog. See "Setting up your preferences" for more information.

## Inserting a picture using the OpenMind menus

### Inserting a floating picture on a root or branch

- Select the root or branch to which you want to add a floating picture and choose **Insert | Floating Picture** in the main menu or in the local menu.
- Choose the picture required in the Open dialog.

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

- (optional) Resize the picture by moving the mouse pointer on the required edge until it changes to a double arrow and drag with the mouse until the picture reaches the correct size. 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 gray line now connects your new picture with the root or branch you attached it to.

### Inserting a floating picture on the workspace

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

The mouse pointer changes to a cross, letting you choose where you want to place the picture. 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.

If necessary, you can then move your floating picture 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 the branch.

### Inserting a branch picture on a root or branch

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

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

- (optional) Resize the picture as necessary by moving the mouse pointer on the required edge until it changes to a double arrow and drag with the mouse until the picture reaches the correct size.

## Detaching a floating picture

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

## Deleting a floating picture

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

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

## Detaching a branch picture

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

## Deleting a branch picture

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

*Tip: If you press the Delete key by mistake, the whole branch will be deleted. You can restore it by choosing **Edit | Undo** or pressing **Ctrl + Z**.*

## Picture properties

Floating pictures have their own properties, which you can edit with the Properties dialog. See "Floating picture properties: General tab" and "Floating picture properties: Picture tab" for a detailed description of the properties applicable to floating pictures and "Using the Properties dialog" for a general description of the Properties dialog.

Branches containing branch pictures have an extra Picture tab in their Properties dialog, which you can use to edit their path name, width or height. See "Branch properties: Picture tab" for a detailed description of the properties applicable to branch pictures.

**Note:** If the Properties dialog is not already visible, click the **General** tab on the right of the workspace to open the corresponding panel.








## Attaching objects



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

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

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

-  Text file (extension .doc, .rtf, .txt, .htm or .html)
-  Picture file (extension .bmp, .jpg, .gif, .png, .wmf or .emf)
-  Video file (extension .avi, .mpg, .wmv or .mov)
-  Sound file (extension .wav or .mp3)
-  Hyperlink
-  Button
-  Flash file (extension .swf)

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

## Attaching an object to a root or branch

There are several ways of attaching an object:

- You can click an object in the Object toolbar to attach it to the selected root or branch.


**Note:** If the Object toolbar is not visible, choose **View | Toolbars | Objects** in the main menu.

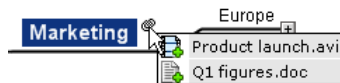
- You can select the required root or branch, choose **Insert | Attach Object** in the main menu or **Attach Object** in the local menu, and select the object you want to add to the branch.
- You can also drag a file with a known file extension from Windows Explorer and drop it on the required root or branch.

Note that if the file extension is not recognized on your system, OpenMind creates instead a hyperlink pointing to the file.

An Open dialog appears to let you choose the file you want to attach. You can preview picture files and video files by clicking the Preview option on the right side of the dialog.

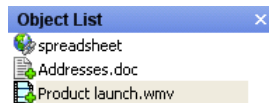
**Note:** If you are creating a Hyperlink or a Button, instead of displaying the Open dialog, OpenMind shows the Link dialog. See "Creating links" for more information on how to fill in this dialog.

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.



## Viewing the Object list

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




See "Using the Object list" for more information.

**Note:** If the Object list is not already visible, click the **General** tab on the right of the workspace to open the corresponding panel.

## 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 is then displayed in the viewer associated with its extension type. 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.

## 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.

*Tip: Remember that if you delete an attached object by accident, you can always cancel the deletion by clicking the Undo icon  or choosing Edit | Undo (Ctrl + Z).*

## Object properties

Each object has its own properties, displayed in the Properties dialog. You can use the Properties dialog to make any necessary changes to the object, as described in "Using the Properties dialog".



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

**Note:** If the Properties dialog is not already visible, click the **General** tab on the right of the workspace to open the corresponding panel.

## Inserting text notes



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

If the Text Note editor is not open, choose **View | Panels | Text Note Editor** in the main menu or click the Toggle Text Note Editor icon  in the Display toolbar.


*Tip: You can resize the Text Note editor window by placing the mouse pointer on one of its edges until it changes to a double arrow and dragging with the mouse.*

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

## 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.
- Enter the text in the Text Note editor (see the next section, "Using the Text Note editor").

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

You can also enter a text note by selecting the root or branch to which you want to add a text note and choosing **Insert | Text Note | New** in the main menu or local menu.

## Adding further text notes











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

- Select the root or branch and choose **Insert | Text Note | New** in the main menu or local menu.




## Using the Text Note editor

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



- To see what a toolbar icon does, move the mouse pointer over it to display a descriptive label.
- To see the editor's local menu, right-click anywhere in the editor.
- To change font, select the text and choose the appropriate font and/or font size  on the toolbar. Note that you can set a default font, text size and color for all the text notes you enter by choosing **Tools | Options** and clicking the **Fonts** tab.
- To apply (or remove existing) bolding, italics, underlining , superscripts or subscripts , select the text and click the appropriate icon(s). If you do not select any text the attributes are applied to the text you type next. Click the icon(s) again to switch the attributes off.
- To right-align or center text, put the cursor in the relevant paragraph (which may be empty) and click the appropriate icon . Clicking the icon again, or clicking the left-align icon  reverts to left alignment.
- To create a numbered or bulleted list item, put the cursor in the relevant paragraph (which may be empty) and click the appropriate icon . Clicking the icon again removes the formatting. To use a style of numbers or bullets other than the default, choose **Bullets and Numbering** in the local menu rather than the bullet or number icon. You can change the bullet or number style of existing bulleted or numbered items, by first selecting them and then using this option.
- To create a hyperlink, for example to a web page, select the text and click the **Hyperlink** icon  or choose **Hyperlink** in the local menu. See "Creating links" for information about the Link dialog box.
- To check the spelling in your text, click the **Check Spelling** icon  or choose **Spelling** in the local menu. See "Using the Spellchecker" for more information about this feature.
- 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 on the ruler and then dragging them into position. To remove tab stops, drag them away from the ruler.

- To create a table, move the cursor to the location in the text where you want the table inserted, click the **Table** icon  and select the required initial number of rows and columns (you can add more later). Then type your text in the table cells. You can use the toolbar icons to apply formatting.
  - To change the height of table rows, or the width of table columns, drag the row or column dividers.
  - To delete a table row or column, put the cursor into the row or column to be deleted and choose **Table | Delete Row** or **Table | Delete Column** in the local menu. To delete the entire table, put the cursor somewhere in the table and choose **Table | Delete Table**.
  - To add a table row or column, put the cursor into the row or column next to the one to be added and choose one of the **Table | Insert** options from the local menu.
  - To merge cells in a table, select them and choose **Table | Merge Selected Cells** in the local menu.
  - To split a cell in a table, put the cursor into the cell and choose **Table | Split Selected Cell** in the local menu.
  - To change the background colors or borders of cells in a table, select the cells and choose **Table | Borders and Shading** in the local menu. 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).
- In addition, there is an **Undo** icon  to correct mistyping or wrong selections, and a **Redo** icon  to re-apply changes removed by Undo.

## Editing an existing text note

If there is only one text note attached to a root or branch, OpenMind displays it automatically in the Text Note editor as soon as the root or branch is selected.

If the root or branch contains several text notes, you first need to select the text note you want to edit:

- Click the required text note in the Object list of the root or branch, 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.

If the Text Note editor is not open, you can open it as follows:


- **Double-click** the required note in the Object list, or
- Right-click the required text note in the Object list and choose **Execute** in its local menu.

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

## Deleting a text note

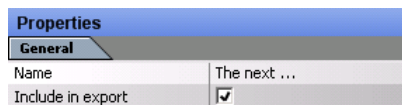
To delete a text note, select it in the Object list and do one of the following:

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

*Tip: Remember that if you delete a text note by accident, you can always cancel the deletion by pressing the Undo icon  or choosing Edit | Undo (Ctrl + Z).*

## Text note properties

Each text note has its own properties, displayed in the Properties dialog. You can use the Properties dialog to make any necessary changes to the text note, as described in "Using the Properties dialog".



See "Text note properties: General tab" in the Reference section for a detailed description of the properties applicable to a text note.

**Note:** If the Properties dialog is not already visible, click the **General** tab on the right of the workspace to open the corresponding panel.

## Undocking the Text Note editor

The Text Note editor window is normally anchored (docked) at the bottom of the workspace.

You can however turn it into a floating window that you can place at the position of your choice on the workspace. There are two ways to do this:

- Double-click the top of its frame and move the floating window obtained to your preferred position, or
- Click the top of its frame and drag it to your preferred position.

To redock a floating Text Note editor window, just double-click the top of its frame again.

You can also dock the window at a different position:

- Click the top of its frame and drag it until you reach one of the edges of the workspace. When you see the outline of the frame "snap" to one of these edges, either release the mouse button if you are happy with the new position of the window, or continue dragging it until it snaps to the required position.

Finally you can dock the Text Note editor in such a way that it becomes a tab of another panel by enabling Advanced docking. See "Advanced docking" in the topic "Setting up your workspace" for more information.

## Inserting comments

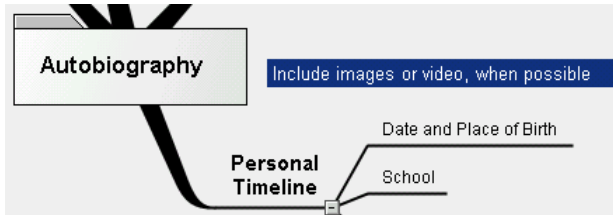
OpenMind lets you associate comments with the elements of your map, including the workspace itself, the root and any branch or sub-branch. There are two kinds of comments:

- Floating comments
- Pop-up comments

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

### Floating comments

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



## Inserting a floating comment on a root or branch

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

A small window opens to let you type your comment.



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

You can see that a thin gray 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.

You can use the commands of the Formatting toolbar to format your comment, change its font name or point size or choose a different background or text color. Note that any such change you make applies to the whole comment.



You can also format the comment, change the color and size of the connecting line or add a frame around the comment box with its Properties dialog. 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.

The mouse pointer changes to a cross, letting you choose where you want to place the comment. 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:

- Click the comment once to select it and press **F2**, or
  - Click the comment once to select it and click it again after a short time, or
  - Click the comment and choose **Edit | Edit Text** in the main menu, or
  - Right-click the comment and choose **Edit Text** in its local menu.
- Place the cursor at the required position to edit the existing comment.
  - When you have finished, press **Enter** or click outside the comment window.

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

### Detaching a floating comment

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

### Deleting a floating comment

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

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

### Pop-up comments

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

instance insert a pop-up comment on a branch to list all the elements that you still need to add to that branch.




### Inserting a pop-up comment

- Select the root or branch to which you want to add a pop-up comment and press **F11** or choose **Insert | Comment** in the main menu or local menu.

The comment window opens to let you type your comment.

- (optional) Resize the comment window by 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 name, indicating that there is a comment associated with this branch. Moving the mouse pointer over this yellow comment icon re-opens the comment window so that you can read the comment. As soon as you move the mouse pointer away from it, OpenMind hides the comment window again.

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 name, or
  - Move the mouse pointer over the yellow comment icon and click the comment window, or
  - Select the root or branch containing the pop-up comment and press **F11** or choose **Insert | Edit Comment** in the main menu or in the local menu.
- Place the cursor at the required position to edit the existing comment.

- (optional) Resize the comment window by placing the mouse pointer on one of its edges or corners and drag in the required direction.
- When you have finished, press **Esc**, click outside the comment window or click the **Close** icon.

## Deleting a pop-up comment

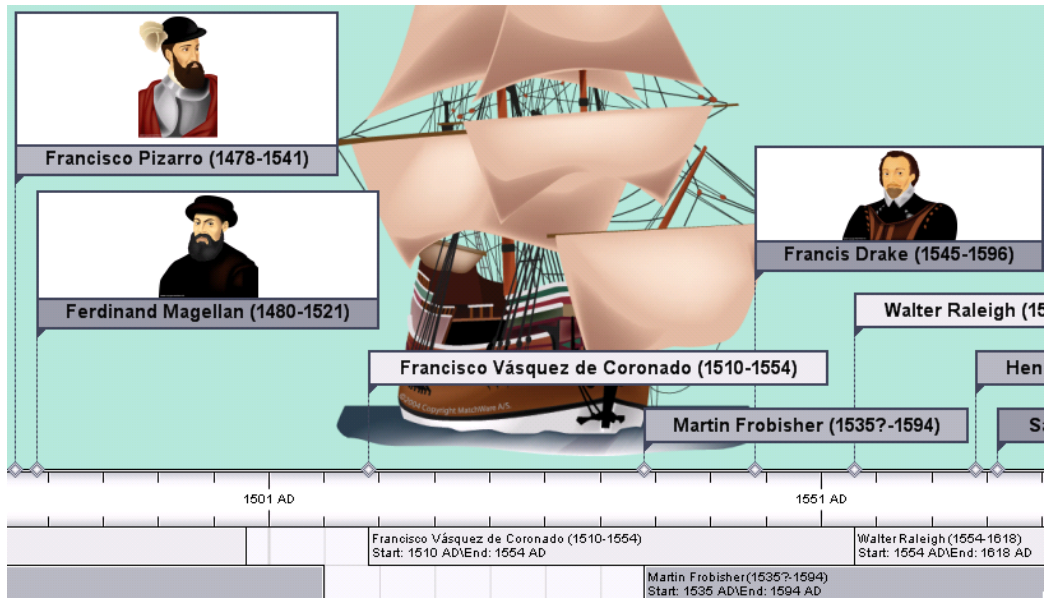
There are two ways of doing this:

- Right-click the 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 time information

OpenMind lets you enter time information on any of the branches of your document in order to create a timeline.

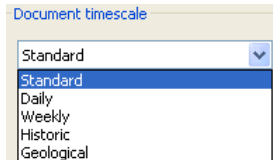
An OpenMind timeline is a view that displays events in chronological order on a horizontal axis, as shown here:



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.

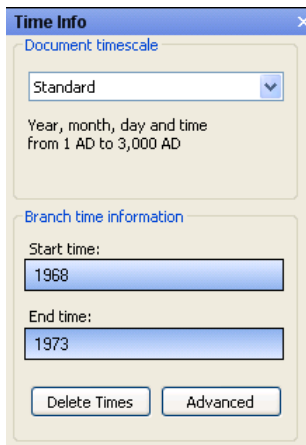
Regardless of whether you are working in one of the Mind Mapping views or in the Timeline view, the first thing you need to do before you can enter time information on a branch is to define the timescale of your document.

- Click the **Time Info** tab on the right side of the workspace.
- In the **Time Info** panel, select a **timescale** for the document (see the next section for a description of all the timescales available). The default timescale is Standard.



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

- Select a branch for which you want to add time information.
- In the Time Info panel, click the **Start time** field.



- 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'.

- Click OK.

- If necessary, you can specify an **End time** in the same way. 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.

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

**Note:** As well as using this Time Info 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.

## Timescales

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

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

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

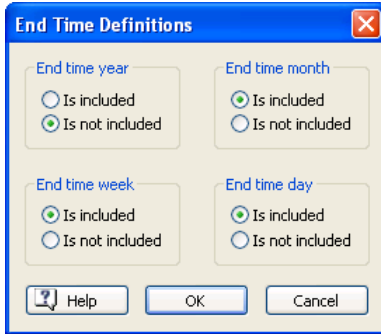
**Weekly:** Use this timescale to plot time by week number, without reference to specific dates. You can specify week number, day (Monday to Sunday) and time. The range is  $\pm 100,000$ .

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

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

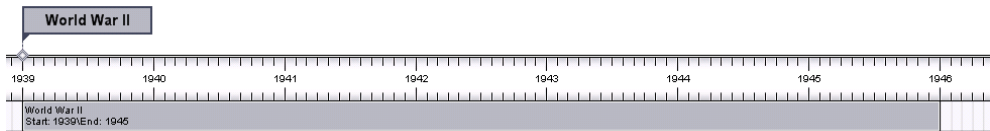
## Advanced options

The **End Times Definitions** dialog which opens when you click the Advanced button in the Time Info panel allows you to specify the way OpenMind should handle end times. These settings are only relevant when viewing the document in the Timeline view.

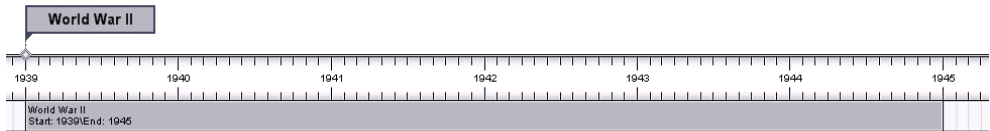


The simplest way to explain how this works is by means of an example. Suppose you are entering dates for a branch concerning World War II. As start date you specify 1939, so the branch displayed on the timeline will start at the beginning of 1939. As end date you enter 1945. There are now two possibilities:

- 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.

# Saving a Mind Map



You can save your Mind Map in several ways:

- Click the **Save** icon .
- Choose **File | Save** or press **Ctrl + S** to save your Mind Map under its existing name and continue working in OpenMind.
- Choose **File | Save as** to save your Mind Map under a different name. This is also a way of creating a copy of your document.

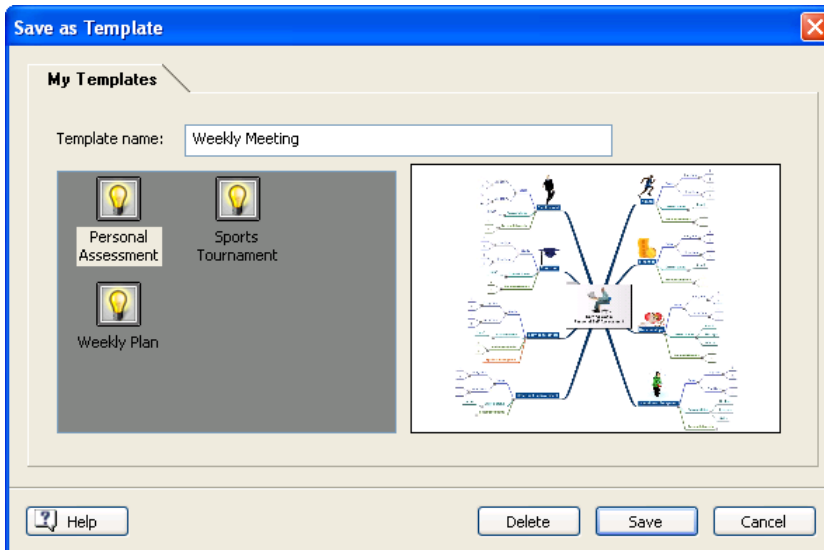
**Note:** The first time you save a new document, choosing File | Save opens the Save As dialog to allow you to enter a file name for your new document.

## Saving your map as a template

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

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

The Save as Template dialog appears. Its left part contains a list of the templates you've already saved. Clicking one of these templates gives you a preview of it on the right part of the dialog.



To create a new template:

- Enter the name of your new template and click **Save**.

To overwrite an existing template:

- Select an existing template and click **Save** to overwrite it with your new template.

To delete an existing template:

- Select an existing template and click **Delete**.

**Note:** Custom templates are saved with the extension .omt in your Document and Settings folder.

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## Further tasks

### Editing a root or branch

OpenMind lets you perform different operations on the root of your map or any of its branches, such as editing their label, choosing a different color for the text, changing the color of the background and so on.

Most of these operations can be applied to several branches at once. All you need to do is to start by selecting all the branches you want to modify, as described further down.

### Editing a label

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

You can also edit the existing label. There are several ways of entering Edit mode:

- Click the label once to select it and press **F2**, or
  - Click the label once to select it and click it again after a short time, or
  - Click the label and choose **Edit | Edit Text** in the main menu, or
  - Right-click the label and choose **Edit Text** in its local menu.
- Place the cursor at the required position and start typing.
- When you have finished, press **Enter** or click outside the label.



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

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

### Selecting several branches

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

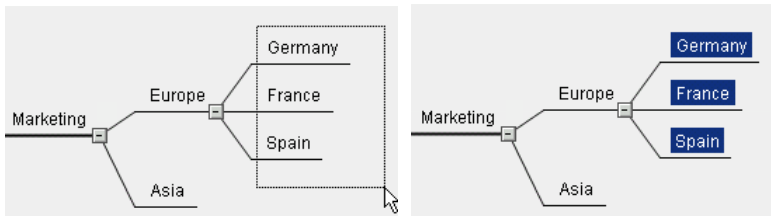
You can select several branches in the same way as you select several files in Windows Explorer:

- 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 small frame around them with the mouse. All the branches contained within the frame become selected.



## Formatting a label

You can use the commands of the Formatting toolbar to apply formatting attributes to a root or branch label, change its font name or point size or choose a different background or text color. Note that any such change you make applies to the whole label.



*Tip: You can also define these formatting attributes using the Properties dialog of the relevant root or branch, as described in "Root properties: Text tab" and "Branch properties: Text tab".*

## Formatting a branch

There are many formatting options available to modify the appearance of a branch, thus adding visual interest to your map. You can for instance increase the width of the branch line, change its color, change the color of the background, define a boundary for the branch, change the color of the text and so on.

In way of example, the graphic below shows a branch where the line width has been increased to 4, the branch color has been changed to pink and the background color has been made dark blue. In addition, a light blue frame with a dark blue outline was added to the branch, and the text color was changed to yellow.



*Tip: You can also define these options using the Properties dialog of the branch. See "Branch properties: General tab".*

## 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
- Moving a main branch manually to a different position by disabling the Auto-layout mode
- Cutting, copying and pasting a branch in the same document or in another document

These operations can be applied to several branches at once. All you need to do is to start by selecting all the branches you want to modify, as described in the paragraph "Selecting several branches" of the topic "Editing a root or branch".

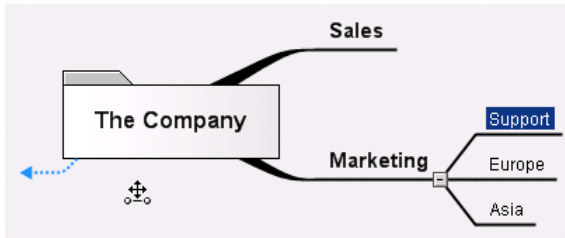
### Moving a main branch or a sub-branch and inserting it at a different level

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, 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 blue dotted 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.



*Tip: 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.*


## Moving a main branch to a different position by disabling Auto-layout

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

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

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

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

**Important:** If you re-enable Auto-layout mode at any point by choosing View | Auto-layout again while still working on your map, the main branches you repositioned will be placed back in their default position. You can however use the Undo feature  to cancel the re-enabling of Auto-layout and revert the display of the main branches to your own positioning.

## Cutting, copying and pasting a branch

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

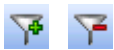
You can also apply the Cut, Copy and Paste functions to the root itself. This allows you for instance to copy an entire map from one document and add it as a main branch or a sub-branch in a different document. This is a very useful feature if you need to consolidate several different documents into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

- To cut a root or a branch with all its sub-branches and attached objects to the clipboard (in other words to place the root or branch on the clipboard while removing it from your map), you first need to select it. You can then either:
  - Choose **Edit | 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 **Edit | 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 **Edit | 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.

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

## Filtering a branch





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

To restrict the display to a branch or set of branches, you use the Filter toolbar

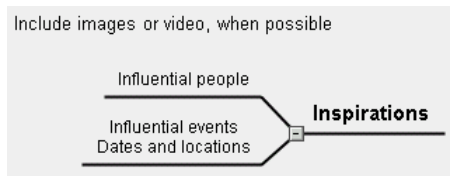


**Note:** If the Filter toolbar is not visible, choose **View | Toolbars | Filter** in the main menu.


- Click a branch of your map to view only that branch together with any sub-branches it may have.
- Click the **Filter** icon  in the Filter toolbar.

The Filter icon  is now highlighted, reminding you that you are now viewing only part of the map.

Note that when restricting the display in that way, any branch connections leading to branches outside the area being viewed will not be represented.

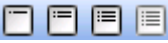



To display the entire map again, you can either:

- Click the **Remove Filter** icon , or
- Right-click the workspace and choose **Filter Off** in its local menu

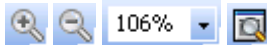
You can also filter a branch by right-clicking it and choosing **Filter** in its local menu. Choose **Filter Off** to remove the filter.

If you decide to print your map (choose File | Print or press Ctrl + P) while a branch is filtered in this way, the default action is to print only that branch together with its sub-branches. See "Printing a Mind Map" for more information.

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


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

## Zooming in and out




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

### Zooming in the area currently shown by one level

- Click the **Zoom In** icon , or
- Choose **View | Zoom In**, or
- Press **Ctrl + "+"**.

**Note:** The maximum zoom factor is 400%.

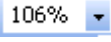
### Zooming out the area currently shown by one level

- Click the **Zoom Out** icon , or
- Choose **View | Zoom Out**, or
- Press **Ctrl + "-"**.

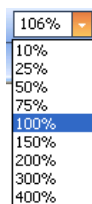
**Note:** The minimum zoom factor is 5%.

### Selecting a specific zoom factor


You can also choose a predefined zoom factor or enter your own zoom factor with the **Zoom**

**Specific** icon  as follows:

- Click the arrow to the right of the Zoom Specific icon and choose one of the predefined zoom factors in the pull-down menu, or
- Click the Zoom Specific icon and enter your own value.



## Fitting the map to the dimensions of the screen

- Click the **Fit to Screen** icon , or
- Choose **View | Fit to Screen**, or
- Press **F4**.

## Viewing the map in Full Screen mode

- Choose **View | Full Screen Mode**, or
- Press **F9**.

All the toolbars and panels are now hidden, giving your map as much screen space as possible.

- To return to normal viewing mode, choose **Exit** in the floating Full Screen toolbar, press **Esc** or press **F9** again.

## Using the Multimedia Catalog

The Multimedia Catalog, which is displayed by default on the right of the OpenMind workspace, contains a vast collection of high quality clipart pictures organized in many different categories or themes.

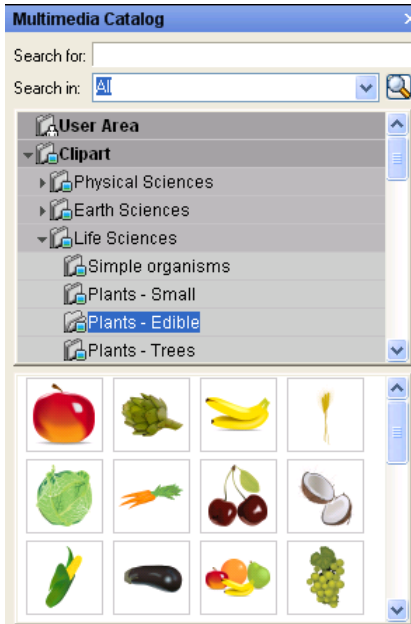
As well as business and web-related pictures, the Multimedia Catalog contains a large number of pictures created specifically to support both the curriculum-aligned templates included in OpenMind and your own curriculum-based Mind Maps.

All the Multimedia Catalog elements are free for you to use in your Mind Maps.

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

Finally, you can 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 multimedia elements stored on a shared network folder.

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



**Note:** If the Multimedia Catalog is not visible, click the **Multimedia** tab on the right of the workspace to open the corresponding panel.

*Tip: You can resize the Multimedia Catalog window 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 Multimedia Catalog

- **User Area:** This area is reserved for your own use. You can add or drag any element to it, create as many sub-categories as needed and even connect one or more of your user categories to an external folder. See "Adding elements to the Multimedia Catalog" below for more information.
- **Clipart:** Contains more than 1500 high quality illustrations covering many different educational fields, as well as business and web-related illustrations.
- **Root shapes:** This category contains different root shapes which you can choose from to replace the default root shape of your map.
- **Favorites:** Place in this category any element you want to be able to find again quickly.
- **Recent:** When you add a Multimedia Catalog element to your document, this element is automatically copied to the Recent category. This allows you to quickly find recently used multimedia elements in case you want to use them again.

- **Search Results:** This category only appears once you have done a search in the Multimedia Catalog. It shows all the elements of the catalog that correspond to your search criteria.

## Undocking the Multimedia Catalog

To ensure that the various OpenMind panels occupy as little space as possible, they are normally anchored (docked) to the right of the screen.

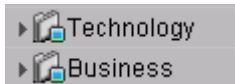
You can however move any of the panels freely on the workspace or dock them to a different position by enabling Advanced docking. See "Advanced docking" in the topic "Setting up your workspace" for more information.

## Browsing the Multimedia Catalog

- To see the contents of a category, select it by clicking it or by pressing the up or down arrow key on the keyboard.

A small right-pointing arrow next to a category name indicates that this category contains sub-categories.

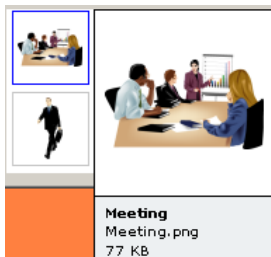
- Click this arrow or press the right arrow key on the keyboard to show the list of sub-categories.



You can collapse a category again by clicking its arrow or by pressing the left arrow key on the keyboard.

- To examine a particular multimedia 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 Multimedia Catalog element in your Mind Map, just drag it from the catalog.

## 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 one of the Multimedia Catalog categories to the Favorites category.


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

## Searching the Multimedia Catalog

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

- Type a search word in the **Search 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.



*Tip: During a search, the Search icon changes to . You can interrupt a search at any time by clicking this icon.*

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

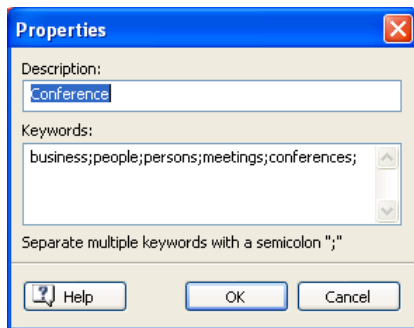
people, men, women, children, buildings, symbols, countries, maps, flags, animals, plants, computing, transport

When you enter the first few characters of a word or a full word in the 'Search for' field, OpenMind goes through all the keywords that have been associated with the Multimedia 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 Multimedia Catalog 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.

**Note:** 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 Multimedia Catalog

You can keep your own elements in the Multimedia Catalog for future use, either in an existing category or in the User Area. You 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 of the Multimedia Catalog is identified by a small shortcut icon, indicating that the element is not actually copied to the Multimedia 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 Multimedia Catalog. Here is one of them:

- 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 Windows Explorer or the desktop.

## Renaming an element

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

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

The new description will appear whenever you view the enlargement of the element.

## Deleting an element

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

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

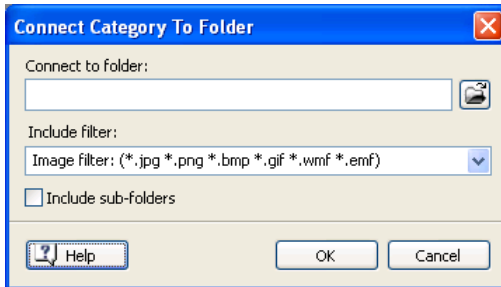
## Connecting a category to an external folder within the User Area


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

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

- Right-click the main User Area or one of its 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.



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

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

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

*Tip: 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.

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

## Resetting the Multimedia Catalog

You can restore the original contents of the Multimedia Catalog at any time by choosing **Tools | Reset Multimedia Catalog** in the main menu.

This will leave your User Area untouched, but will remove all the elements you might have added to any other category.

## Using the Overview panel

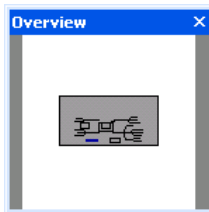


The Overview panel gives you a miniature view of your entire document.

- To display the Overview panel, choose **View | Panels | Overview** in the main menu or click the **Toggle Overview Panel** icon  in the Display toolbar.

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

*Tip:* You can resize the Overview panel by placing the mouse pointer on one of its edges until it changes to a double arrow and dragging with the mouse.



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 gray 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 main view changes to reflect the new position of the gray rectangle. Note that the positions of the elevators in the workspace scroll bars also change accordingly.

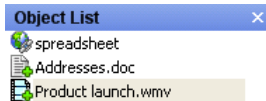
**Note:** You can achieve the same effect by using the workspace scroll bars, but the Overview panel has the advantage of giving you a complete representation of your map.

## Using the Object list

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

**Note:** If the Object list is not already visible, click the **General** tab on the right of the workspace to open the corresponding panel.

Each object listed in the Object list is identified by its name and represented by the same icon as in the Object toolbar.



*Tip: You can resize the Object list by placing the mouse pointer on one of its edges until it changes to a double arrow and dragging with the mouse.*

## 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.
- Delete an object by choosing **Delete** in its local menu.
- If the object contains a link (e.g. Hyperlink, Button or Picture), change the link type or its properties by choosing **Edit Link** in its local menu. See "Creating links" for more information.

## Undocking the Object list

To ensure that the various OpenMind panels occupy as little space as possible, they are normally anchored (docked) to the right of the screen.

You can however move any of the panels freely on the workspace or dock them to a different position by enabling Advanced docking. See "Advanced docking" in the topic "Setting up your workspace" for more information.

## Using the Properties dialog

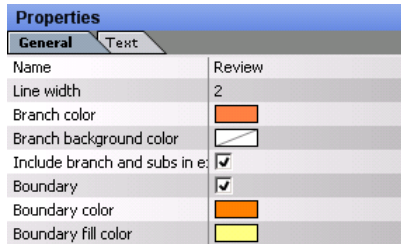
Many OpenMind components, such as the document itself, the root, the branches, attached objects, text notes and so on have specific properties, displayed in the Properties dialog. You can use the Properties dialog to make any necessary changes to these elements.

**Note:** If the Properties dialog is not already visible, click the **General** tab on the right of the workspace to open the corresponding panel.

*Tip: You can resize the Properties dialog by placing the mouse pointer on one of its edges until it changes to a double arrow and dragging with the mouse.*

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 dialogs available, see the Reference section.



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 'Branch color' property.

Note that if you select several elements of different type, only the properties that are common to all of them are listed in the Properties dialog. If for instance you select a floating picture and a floating comment together in order to edit their properties, you will only be able to modify their 'Line color' and 'Line width' properties from within the Properties dialog.

## 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.

- **Font:** Click the font name and choose a new font, font style and point size in the Windows Font dialog.
- **Alignment:** Click the input field and select Left, Right or Center.
- Once you have made the required change, press Enter to save the edited property.

Note that you can also use the up and down arrow keys to move between properties and press Enter to start editing.

The Tab key allows you to move from one tab to the other.

## Undocking the Properties dialog

To ensure that the various OpenMind panels occupy as little space as possible, they are normally anchored (docked) to the right of the screen.

You can however move any of the panels freely on the workspace or dock them to a different position by enabling Advanced docking. See "Advanced docking" in the topic "Setting up your workspace" for more information.

## Finding and replacing text

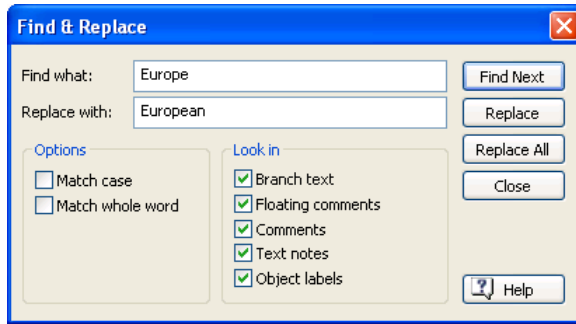
OpenMind lets you search for every occurrence of a specific word or phrase and replace these automatically with a new word or phrase you specify.

You can find and replace text in the following elements:

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

### Finding text

- Choose **Edit | 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 OpenMind to search in the **Look in** group.
- Click **Find Next**.

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

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.

**Note:** To cancel a search in progress, press Esc.

## Creating branch connections



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

You can create two types of branch connections:

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

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

## Creating a branch connection

- Click the **Branch Connection** icon .

The mouse pointer changes to a different shape.

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


A thin line appears connecting the branch you selected and the mouse pointer.

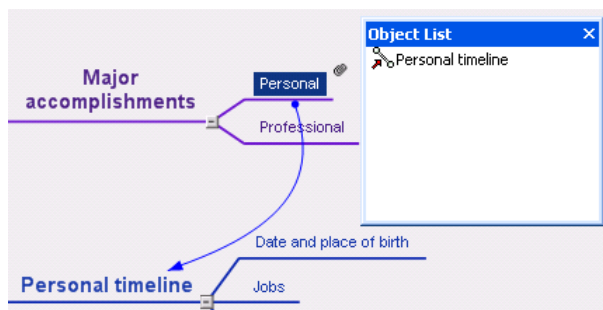
- Click the branch where you want the connection to end.

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 dotted line ending with an arrow now connects your start branch with your end branch.

*Tip: You can also just highlight the start branch and drag the mouse to your end branch while keeping the left mouse button down.*

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



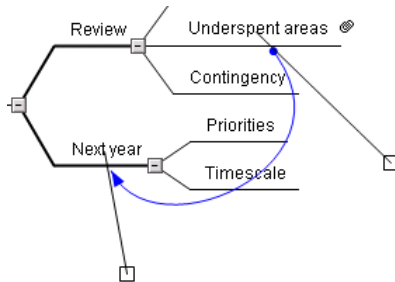
*Tip: To create several branch connections quickly, keep the Ctrl key down while connecting the various branches.*

## 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 have selected a branch that has a branch connection leading to another branch, you can quickly select that other branch as follows:

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

If the connection ends in a different map, OpenMind opens it automatically 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 Object list and do one of the following:

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

*Tip: Remember that if you delete a branch connection by accident, you can always cancel the deletion by pressing the Undo icon  or choosing Edit | Undo (Ctrl + Z).*

## Branch connection properties

A branch connection has its own properties, displayed in the Properties dialog. You can use the Properties dialog to make any necessary changes to the branch connection, as described in "Using the Properties dialog".

Properties	
General	
Name	Next year
Line color	
Line width	1
Hover color	
Include in export	<input checked="" type="checkbox"/>

See "Branch connection properties: General tab" in the Reference section for a detailed description of the properties applicable to a branch connection.

**Note:** If the Properties dialog is not already visible, click the **General** tab on the right of the workspace to open the corresponding panel.

# Creating links





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

Hyperlinks and buttons are listed in the Object list of the branch they belong to, but are not represented visually on the branch. This means that unless you intend to export your map to another format, it does not matter whether you choose to host your link on a hyperlink or a button.

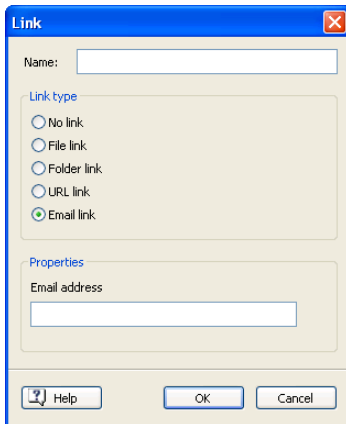
If however you decide to export your map to another format such as HTML, the hyperlink or button will be represented visually on the page, and you will be able to click either of them directly in order to view the linked element. Note that you can also associate such links with attached picture files, as described below.

## Inserting a Hyperlink or Button on a branch

You can do this in two ways. Start by selecting the required branch, and then:

- Click the **Hyperlink** icon  or the **Button** icon  in the Object toolbar, or
- Choose **Insert | Attach Object** in the main menu or **Attach Object** in the local menu, and select **Hyperlink** or **Button**.

A dialog appears to let you choose the element to link to.



- Type a name for your hyperlink or button. If you intend to export your map, this is the text that will make up the hyperlink or appear on the button.
- Choose one of the link types described below.

**Note:** You can open this dialog again at any time to change its settings by choosing **Edit Link** in the object's local menu.

### No link

Use this option if you intend to export your map to a different format (for instance as a web site or a Mediator document) but prefer not to define the link in OpenMind. This way, you can create various hyperlinks and buttons in OpenMind, but only determine their functionality later, using for instance FrontPage® or Mediator.

### File link

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

- Type the name of the file to link to in the Path field (or click the Browse button).

### Folder link

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

- Type the path for the folder to link to in the Path field (or click the Browse button).

### URL link

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

- Type the URL of the web page to link to in the Path field.


### Email link

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

- Type the email address to link to in the Address field.

## Activating a Hyperlink or Button

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

- **Double-click** the hyperlink or button in the Object list, or
- Select the hyperlink or button 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 object required.

These actions all activate the linked element, which is then displayed in the viewer associated with its extension type.

## Inserting a link to a Picture object on a branch

With OpenMind, it is also possible to add any of the link types described above to a picture object attached to a branch. Note however that you will not be able to display the linked element in OpenMind by activating the picture object, as this displays the picture itself. For this reason, adding a link to a picture object is only useful if you intend to export your map to a different format, such as HTML or Mediator.

To add a link to a picture object:

- Select the picture object in the Object list.
- Choose **Edit Link** in its local menu.
- Fill in the Link dialog as described above.

## Object properties

Hyperlinks, buttons and picture objects have their own properties, displayed in the Properties dialog. You can use the Properties dialog to make any necessary changes to the object, as described in "Using the Properties dialog".

Properties	
General	
Name	Address
Email address	sales@matchware.com
Include in export	<input checked="" type="checkbox"/>

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

**Note:** If the Properties dialog is not already visible, click the **General** tab on the right of the workspace to open the corresponding panel.

## Inserting a new map

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

### Inserting a new map in the view

You can do this in two ways:

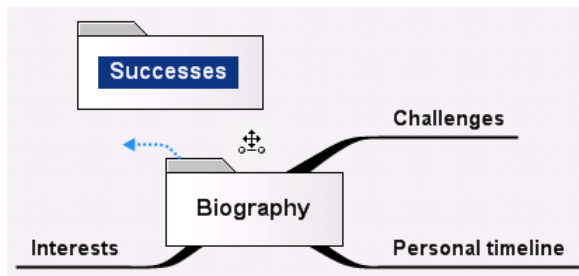
- Choose **Insert | New Map** in the main menu, or
- Right-click the workspace and choose **Insert | New Map** in its local menu.

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

### Attaching a newly created map to an existing map

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

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



### Moving a newly created map in a separate document

- Select the root of your new map and choose **Cut** in its local menu or **Edit | Cut** in the main menu (or press **Ctrl + X**).
- Create a new document (**File | New** or **Ctrl + N**).

- Once the new document tab opens, right-click the workspace and choose **Paste** in its local menu or **Edit | Paste** in the main menu (or press **Ctrl + V**).
- (optional) Delete the default root created automatically in the new document.

## Detaching a branch

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

### Detaching a branch to the same document

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

### Detaching a branch to a new document

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

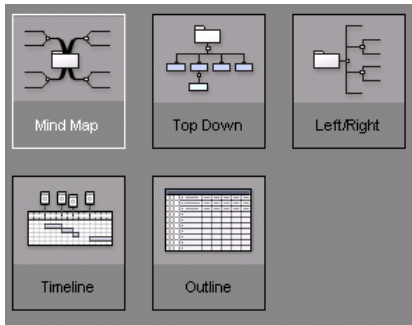
In both cases, the selected branch and all its sub-branches, inserted elements and attached objects becomes a new Mind Map.

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# Views

## Using different views

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



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

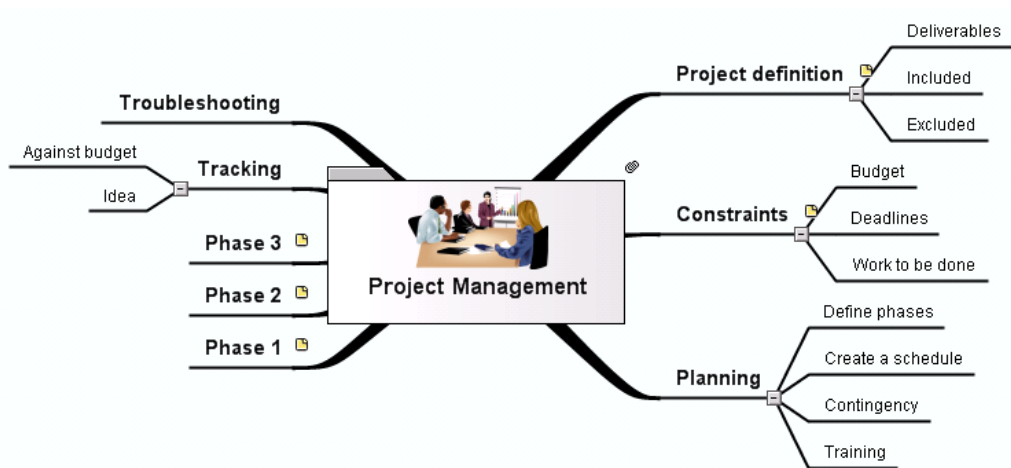
The five views available in the **View | View Map As** menu are:

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

*Tip: You can also change from one view to the other by right-clicking the workspace and choosing View Map As in its local menu.*

## Using the Mind Map view

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

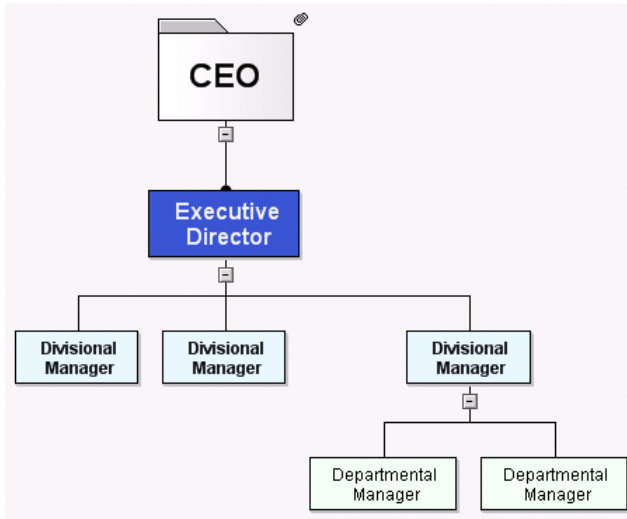


- To display your Mind Map in this view, choose **View | View Map as Mind Map** in the main menu or right-click the workspace and choose that same command in the local menu.

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

## Using the Top Down view

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

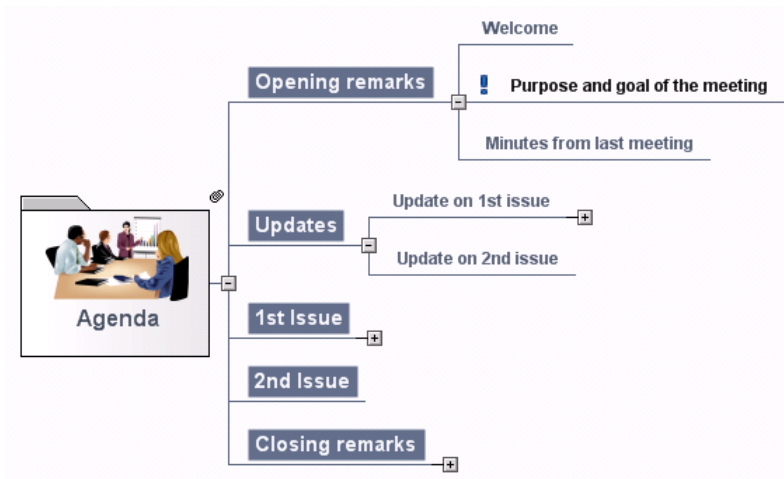


- To display your Mind Map in this view, choose **View | View Map as Top Down** in the main menu or right-click the workspace and choose that same command in the local menu.

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

## Using the Left/Right view

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



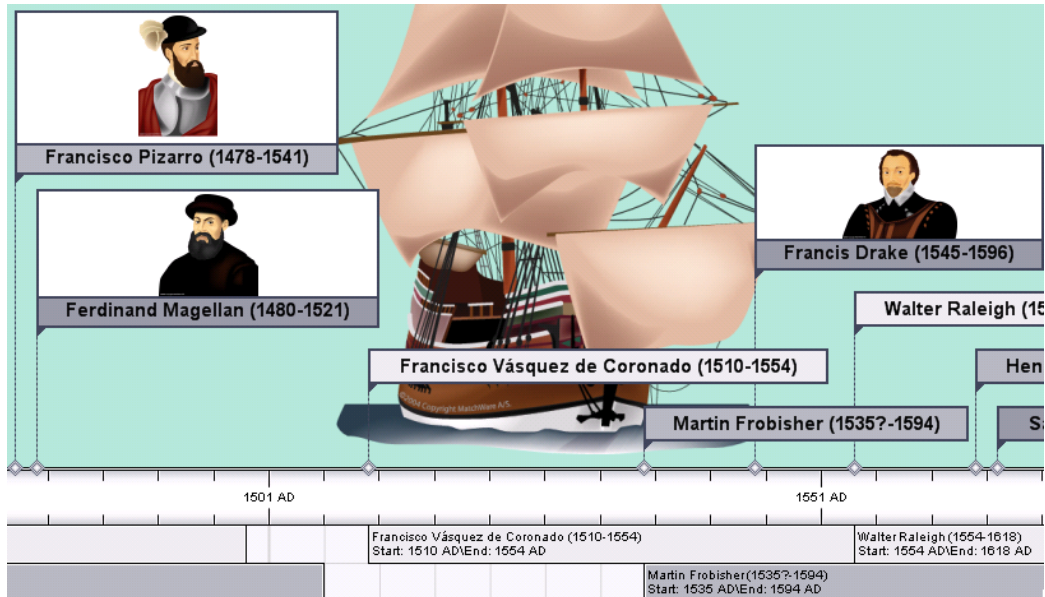
- To display your Mind Map in this view, choose **View | View Map as Left/Right** in the main menu or right-click the workspace and choose that same command in the local menu.

While in that view, you can change the display from Right to Left and vice-versa by using the Layout property on the General tab of the document. See "Document properties: General tab" for more information.

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

## Using the Timeline view

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



- To display your Mind Map as a timeline, choose **View | View Map as Timeline** in the main menu or right-click the workspace and choose that same command in the local menu.

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

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
<b>Winston Churchill</b>		
<input type="checkbox"/> Birth 1874	1874	
Birthplace		
Parents		
Family background		
<input type="checkbox"/> Early career	1888	1899
Harrow school 1888-1892	1888	1892
Sandhurst 1893-1894	1893	1894
<input type="checkbox"/> Army service 1895-1899	1895	1899

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, click the **Timeline Outline** 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.

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

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

- **The Time Info 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 time information".

As well as using the Time Info panel, you can also enter time information for your branches directly in the Timeline Outline or in the main Outline view.

If the Time Info panel is not visible, click the **Time Info** tab on the right of the workspace.

- **The Timeline Toolbar**



This toolbar appears as soon as you switch to the Timeline view. It contains icons that are specific to the timeline. These icons are described in detail below.

## Undocking the panels

The Timeline Outline is anchored (docked) by default to the left of the workspace, while the Time Info panel is anchored to the right.

You can however move these panels freely on the workspace or dock them to a different position by enabling Advanced docking. See "Advanced docking" in the topic "Setting up your workspace" for more information.

## Working in the Timeline Outline

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

The branches are listed in the Timeline Outline in their order of creation. This means that if you created them in one of the other views 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.

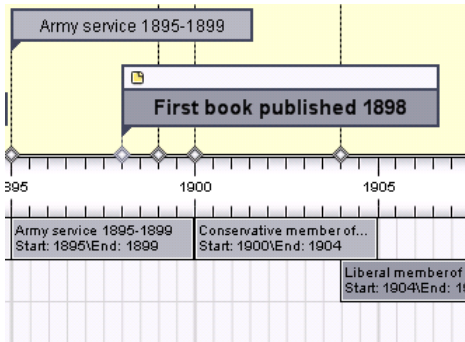
When working in the Timeline Outline, you can add, delete, move, cut, copy and paste branches in exactly the same way as in the main Outline view. You can also add text notes and attach objects such as text files, video files, sound files, buttons and so on. See "Using the Outline view" for more information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

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



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

## Viewing the timeline

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





If you don't want to see these duration bars under the time axis, you can disable them by unchecking the 'Show duration bars' property for the Document. See "Document properties: General tab" in the Reference section for more information about the general properties applicable to the timeline.

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



## Zooming in and out

You can change the level of magnification of your entire timeline as follows:

- Click the **Zoom In** icon  of the Display toolbar  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  to decrease it.

When you zoom out everything gets smaller.

- Click **Fit to Screen**  to see the entire timeline.

See "Zooming in and out" for more information on zooming.

## Full screen mode




You can also view your timeline in Full Screen mode, to give it as much screen space as possible:

- Choose **View | Full Screen Mode**, or
- Press **F9**.

To return to normal viewing mode, choose Exit in the floating Full Screen toolbar, press Esc or press F9 again.

## 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 the **Expand** icon  of the Timeline toolbar .
- To decrease the scale, click the **Compress** icon .

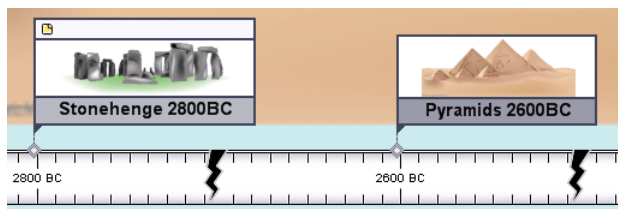
Expanding the scale makes the timeline less crowded as a given period of time occupies more horizontal space. As a result, you may start seeing more detail on the time axis. For instance, instead of having ticks every 5 years, you might now have a tick for every year. As you continue expanding the scale,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

This optimizes the use of the horizontal space when events are not evenly distributed along the timeline. For example, if you have a timeline showing an event in the year 2800 BC and another event in the year 2600 BC, inserting breaks replaces the empty central section of the time axis with a break mark.



- To remove these time breaks, just click the icon again.

## Filtering the timeline

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


- Select the branch you want to isolate by clicking it either in the Timeline Outline or in the timeline itself.

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


**Note:** You can also right-click the branch and choose Filter in its local menu.

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

**Caution:** 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.

The Filter icon  is highlighted, reminding you that you are now viewing only part of the map.

To display the entire map again, you can either:

- Click the **Remove Filter** icon , or
- Right-click the workspace and choose **Filter Off** in its local menu, or
- Right-click the filtered branch and choose **Filter Off** in its local menu.

## Timeline viewing modes

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



### Flat display

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

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


## Level display

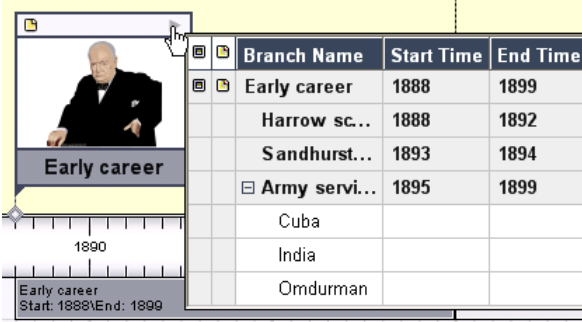
In this mode, the branches are shown on the timeline in more detail, one level at a time.

- To view your timeline in the Level mode, click the **Level Display** icon  in the Timeline Toolbar .

The timeline now only shows the main branches of your map. Main branches that do not contain time information are not represented.

**Caution:** If none of the main branches contain time information, the timeline will be empty.

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



The screenshot shows a software interface with a timeline on the left and a table on the right. The timeline has a yellow bar for 'Early career' from 1888 to 1899, with a tick mark for 1890. A mouse cursor is pointing at a small arrow icon on the top right of the 'Early career' bar. The table has the following data:

Branch Name	Start Time	End Time
Early career	1888	1899
Harrow sc...	1888	1892
Sandhurst...	1893	1894
<input type="checkbox"/> Army servi...	1895	1899
Cuba		
India		
Omdurman		


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

To move to the next level of branches, you use filtering:

- Right-click the main branch that you wish to explore either in the timeline itself or in the Timeline Outline and choose **Filter**.

All the sub-branches of the filtered branch are now shown on the timeline, provided that they contain time information. You can now continue to explore further sub-levels in the same way,

or remove the filter by clicking the **Remove Filter** icon  and explore another branch by applying a new filter to it.

- To view the timeline in Flat mode again, click the **Flat Display** icon .

## Working in the timeline

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

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

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

## Exporting the timeline

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

- **Export to HTML**

This export method works in exactly the same way as when you export the document from one of the standard Mind Mapping views. The only difference is that the Home page of your web site will contain an interactive view of the timeline, allowing you to display each of its pages with a simple click wherever the mouse pointer changes to a hand. A Timeline button is inserted in all the pages of the site to let you return quickly to this interactive view.



The screenshot shows a web page with a blue header containing the title "Stonehenge 2800BC" and a circular icon. Below the header is a green navigation bar with the text "Famous Buildings > Stonehenge 2800BC". On the left side, there is a vertical timeline with a tree view showing a hierarchy: "Timeline" (root), "Famous Buildings", "Stonehenge 2800BC", "Location", "Builders/Architec", "Function", "...other", "Pyramids 2600BC", "Great Wall of China 7", "Parthenon 450BC", "Pont du Gard 15BC", "Colosseum 75", "Pantheon 110", and "Hagia Sophia 535". To the right of the timeline, there is a text prompt: "Complete the sub-branches to provide some information about Stonehenge. Provide similar sub-branches for the other buildings." Below this text is a 3D rendering of the Stonehenge monument on a green base.


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

- **Export to picture**

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

## Printing the timeline

You can print your timeline in one of the following ways:

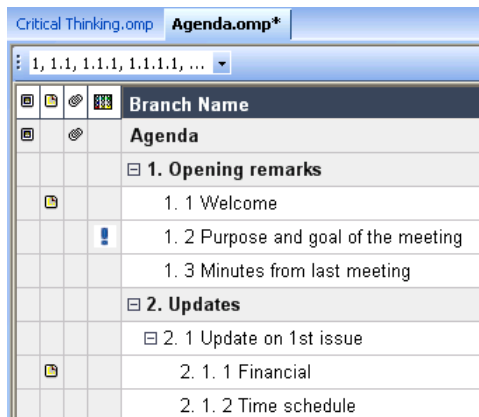
- Click the **Print** icon , or
- Choose **File | Print**, or
- Press **Ctrl + P**.

## Using the Outline view


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



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

- To display your Mind Map in outline form, choose **View | View Map as Outline** in the main menu or right-click the workspace and choose that same command in the local menu.










The Outline view is made up of several columns:

- A picture icon  in the first column denotes the presence of a branch picture. Just move the pointer over the icon to see a preview of the picture. Double-click the icon to display 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 third 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 from the Icon palette on the corresponding branch, these are shown in the last column before the branch name.
- The Start Time and End Time columns show the time information you may have associated with the branch. See "Inserting time information" to find out how to do this.

**Note:** You can hide any of these columns by right-clicking the Branch Name header at the top of the Outline view and deselecting the columns you do not want to display in the local menu.

## Inserting and deleting branches

- You can **add** and **delete** main branches, pre-branches and sub-branches in the Outline view in just the same way as in the Mind Map view.
- You can also **expand** or **collapse** a particular branch or set of branches by clicking the small plus  and minus  signs on the left of the branch name or by pressing the keys Ctrl + right arrow to expand and Ctrl + left arrow to collapse.
- As in all the other views, the **Detail level** icons  of the Filter toolbar let you collapse the entire outline to just one level of branches, two levels, three levels or four levels. To show all the branches down to the last level, click the **All Levels** icon .
- You can also use the **Filter** icon  of the Filter toolbar  to restrict the display to a particular branch. Click the **Remove Filter** icon  to view the entire outline again.

**Note:** If the Filter toolbar is not visible, choose View | Toolbars | Filter in the main menu to display it.

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

## Moving a branch

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

- 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.

- A small right arrow  $\rightarrow$  indicates that the branch will become a sub-branch of the branch containing the arrow.
- A small up arrow  $\uparrow$  indicates that the branch will be inserted above the branch containing the arrow, at the same level.
- A small down arrow  $\downarrow$  indicates that the branch will be inserted below the branch containing the arrow, at the same level.
- Release the mouse button to insert the branch at the required location.

## Cutting, copying and pasting branches

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

- To copy or cut a branch with all its sub-branches and attached objects, you first need to select it. You can then either:
  - Choose **Edit | Copy** or **Cut** in the main menu, or
  - Choose **Copy** or **Cut** in its local menu, or
  - Press **Ctrl + C** or **Ctrl + X**.

- To paste the copied branch, you first need to select the branch to which it should now belong. You can then either:
  - Choose **Edit | Paste** in the main menu, or
  - Choose **Paste** in the local menu of the destination branch, or
  - Press **Ctrl + V**.

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

- To select a range of branches listed one after the other, select the first branch, press and hold down 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 icons, text notes and pop-up comments on a branch in the same way as in the Mind Map view. For more information on these procedures, see the topics "Inserting icons", "Inserting text notes" and "Inserting comments" in the "Basic tasks" section.

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

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

- You cannot add branch pictures or floating pictures.
- You cannot add or view floating comments.
- You cannot create branch connections, although existing branch relations are listed in the pop-up list identified by the paperclip icon and can be activated from that list.

## Properties


When you are working in the Outline view, the Properties dialog displayed in the General tab placed on the right of the workspace only shows the properties that are relevant to that view.

In particular, since it is not possible to see the effect of these parameters in the Outline view, the formatting properties normally available when viewing the document in one of the Mind Mapping views are not accessible.

For more information about the Properties dialog in general, see "Using the Properties dialog".

## Printing the outline

You can print your outline in one of the following ways:

- Click the **Print** icon , or
- Choose **File | Print**, or
- Press **Ctrl + P**.

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# Spellchecking

## Using the Spellchecker

OpenMind allows you to find and correct spelling errors in your entire document as well as in the currently selected element. The OpenMind Spellchecker is able to detect misspelled words and automatically correct common misspellings in the following elements:

- Branch names
- 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 **auto-correct list** to correct common mistakes automatically. Again, you can customize this list by adding, replacing or deleting word pairs.

Finally the Spellchecker allows you to spell check your documents in **several languages**, including American and British English, French, German, Italian, Spanish, Dutch and Danish.

## Spellchecking as you type

By default, OpenMind 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.

This opens the local menu, in which you can choose any of the following commands:

- **Corrections**

This lets you choose one of the suggestions listed, which then replaces the misspelled word.

- **Ignore All**

Choose this command to accept without change the currently highlighted occurrence of the word and all other such occurrences in the document and any other document opened during this OpenMind session.

- **Add to Dictionary**

Choose this command 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.

- **AutoCorrect**

This lets you 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.

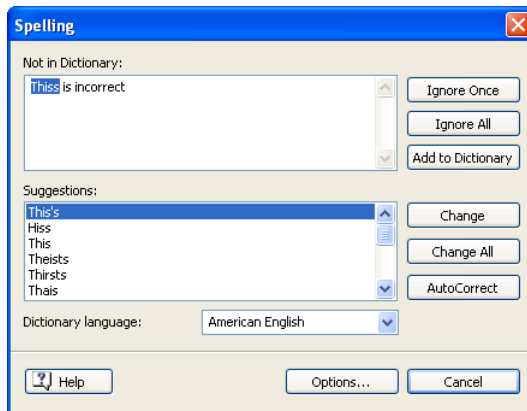
- **Spelling**

This opens the Spelling dialog, which allows you to spell check the entire selected element.

## Spellchecking the document

➤ Choose **Tools | Spellcheck Document** or press **F7**.

OpenMind goes through your document, examining branch names, 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, OpenMind 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 accept without change the currently highlighted occurrence of the word.

- **Ignore All**

This will accept without change the currently highlighted occurrence of the word as well as any other such occurrences during the entire OpenMind 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 Spell Checking Options dialog, which lets you set various options to control the way the spell checking is done. See the topic "Spellchecking options" for a full description of this dialog.

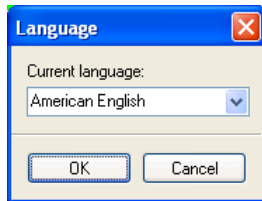
## Spellchecking the currently selected element

- Choose **Tools | Spellcheck Selection** or press **Ctrl + F7**.

OpenMind goes through the currently selected element, looking for spelling mistakes. As soon as it detects a spelling mistake, OpenMind selects the phrase containing the spelling error, highlights the error and opens the Spelling dialog described above.

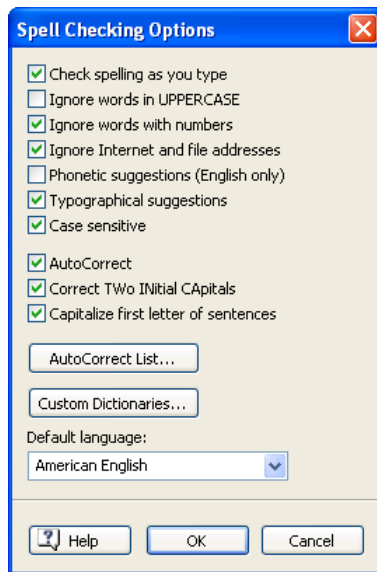
## Choosing a different dictionary

- Choose **Tools | Language** and select the language dictionary you would like to use to spell check your document.



## Spellchecking options

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



**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 Spell Check commands to spell check 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.

**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".

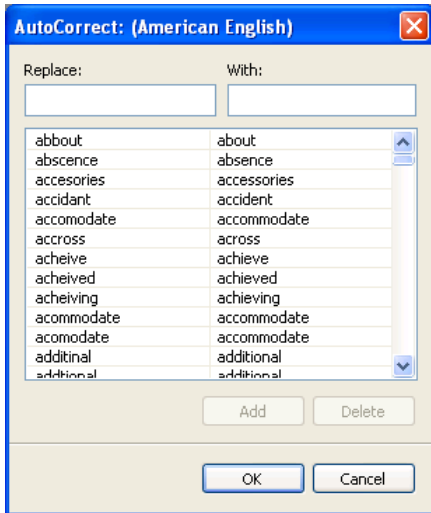
**Capitalize first letter of sentences:** Automatically converts the 1st letter of a sentence to upper case.

You can also click **AutoCorrect List** or **Custom Dictionaries** to open the corresponding dialogs. Both dialogs are described below.

**Default language:** This lets you choose the default language which you want the Spellchecker to use to check your documents.

## AutoCorrect list

As well as pre-defined standard auto-corrections, this list contains all the misspelled words which you have corrected by using the AutoCorrect feature described above. Each line is made up of the originally misspelled word in the 'Replace' column on the left, together with the suggestion you chose to replace it with in the 'With' column on the right.



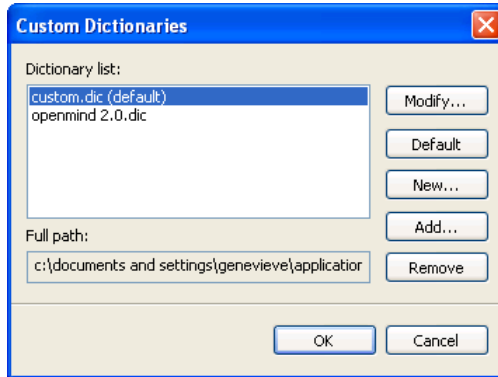
If you work with different languages, the Spellchecker maintains one such AutoCorrect list per language.

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**.

## 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 spell checking. 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 spell checking 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**.

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# Printing



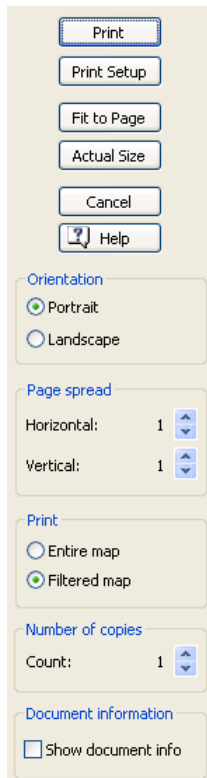
- To print your map, click the **Print** icon , choose **File | Print** or press **Ctrl + P**.

This opens the Print Preview dialog, which shows you what your map will look like on paper.

The preview of the map immediately reflects the changes you make in this dialog, allowing you to experiment with the various settings.

## Using the Print Preview dialog buttons and options

The Print Preview dialog contains the following buttons and options:



**Print:** Click to print the entire map or the filtered branches only as shown in the Preview area.

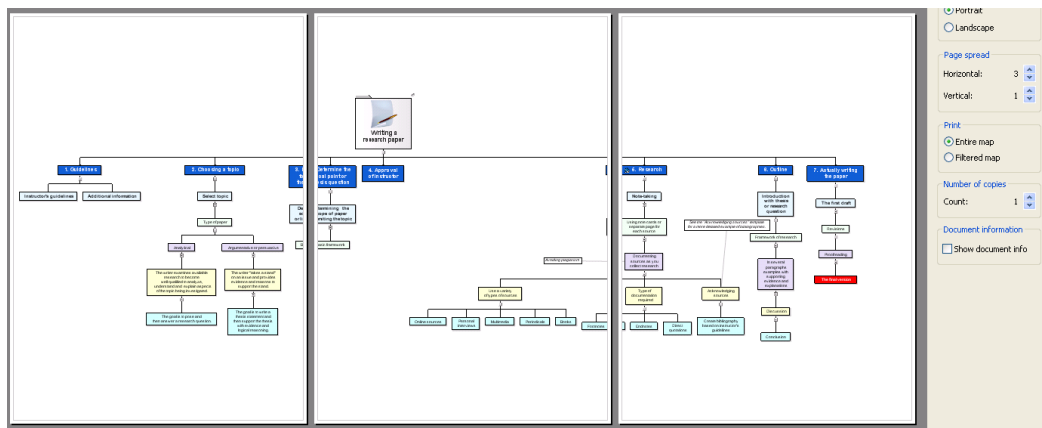
**Print Setup:** Click to choose a different printer and set the usual printing parameters, such as paper size, print quality and so on.

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

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

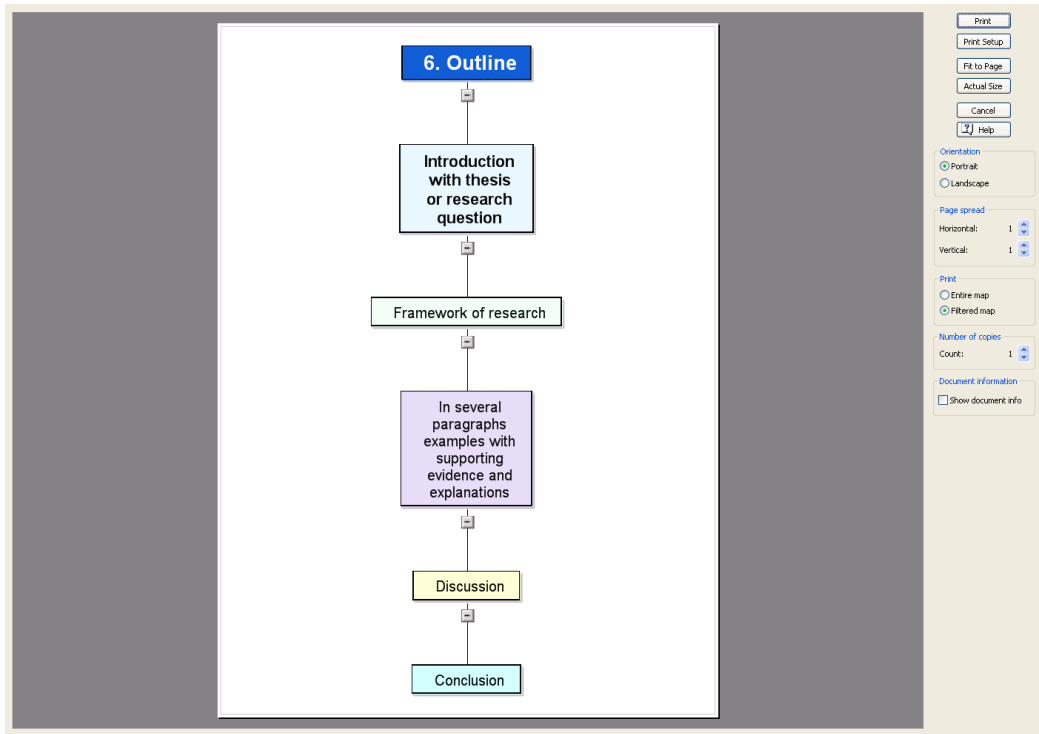
**Orientation :** Choose Portrait to print your map vertically or Landscape to print it horizontally.

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



**Print entire map:** This option allows you to print the entire map.

**Print filtered map:** Check this box if you have restricted the display of your map to a particular branch or set of branches with the Filter icon (see "Filtering a branch") and only want to print that particular branch or set of branches.

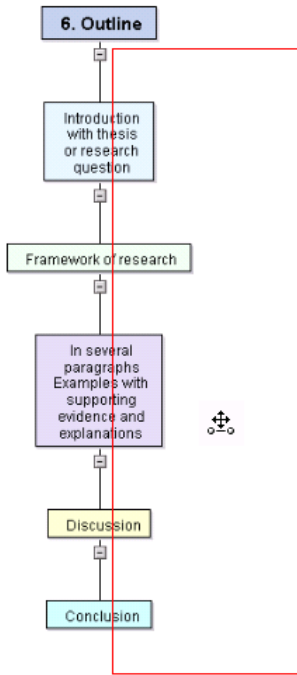


**Number of copies:** Specify how many copies of your map you would like to print.

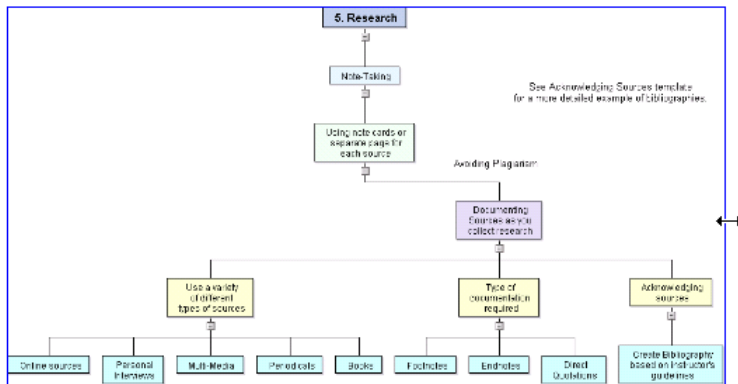
**Show document info:** If you check this box, the name of the author and the date at which the map was last modified will be shown in the lower right corner of the printed page. If you are using the 'Page spread' option to print the map on several pages, this information is shown on the last page in the range.

## Moving or resizing the map within the Preview area

When moving the mouse pointer over the map in the Preview area, a red outline appears around it. You can move the map within the page or page spread by dragging the outlined area with the mouse.



You can also resize the map within the page or page spread by moving the mouse pointer to one of its edges until it becomes a double arrow (the red outline becomes a blue outline), and dragging the edge in the direction required.



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# Exporting

## Introduction

OpenMind lets you convert your map into many other formats, such as a Mediator document, a web site, a Microsoft® Word document, a Microsoft® PowerPoint presentation or a simple picture. If you do not have Microsoft Word installed on your machine, you can also convert your map as an .RTF document, which will allow you to open it in other word processing programs.

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

Once you have exported your document and worked on it in one of these applications (Mediator, Word or PowerPoint), you can re-import it back into OpenMind 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 OpenMind, see the "Importing" section of this documentation.

Apart from the Export to Picture function, all exports can be done in two modes:

- Using **Quick Export**
- Using **Advanced Export** or the **Export Wizard**

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

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

You can exclude entire branches and sub-branches from the export by disabling the 'Include branch and subs in export' property of their Properties dialog.

Include branch and subs in export

**Note:** If you choose to exclude some of the elements from the export in the Export dialogs, 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 in the relevant Export dialog, your floating picture will not be exported.

Conversely, if you specify in the Export dialog that floating pictures should be exported, only the floating pictures whose 'Include in export' property is enabled will be exported.

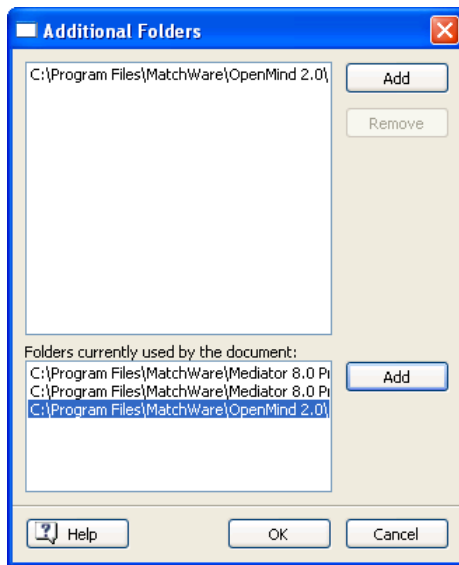
Include in export

## Additional folders

When you export your document to one of the export formats available, OpenMind 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 OpenMind preserves this structure when exporting to HTML or using the Pack & Go feature by specifying the list of folders that need to be included in the export folder as follows:

- Choose **Tools | Additional Folders** 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.

In the exported version of your document, all references to external files are automatically modified to point to the correct output folder.

## Exporting to Mediator: Overview

This export method lets you export your Mind Map as a Mediator document.

Combining OpenMind and Mediator is a powerful way to create web sites and multimedia presentations. Once you have finished brainstorming and organizing your ideas in OpenMind, you can export your map to Mediator and turn it into an interactive CD presentation or a set of dynamic Flash or HTML pages by adding Mediator events and actions to it.

If after working for some time on your Mediator presentation, you realize you need to review the structure of your map in OpenMind before doing any further work in Mediator, you can re-import it back into OpenMind without losing the work already done in Mediator. See "Importing from Mediator" for more information.

**Note:** You do not need to have Mediator installed on your computer to use this export mode. However, Mediator version 8 with Service Pack 3 or above is needed to view the exported Mediator document. This free update is available on the MatchWare web site at:

<http://www.matchware.com/en/support/servicepacks/mediator8.htm>

The exported Mediator document is placed in the folder of your choice, and all relevant external files are placed in a sub-folder named MD8 within that folder.

Each branch, including the root, is exported as a Mediator page of the same name as the branch. The sub-branches belonging to a particular branch are exported as sub-pages of the corresponding Mediator page.

By default, a Home button, taking you back to the root page, and a Back button, taking you back to the previous page, are included in all the pages of your Mediator document.

All the objects attached to a particular branch are listed in the Mediator Object list of the corresponding Mediator page and tiled on the page on top of each other.

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

You can however exclude entire branches and sub-branches from the export by disabling their 'Include branch and subs in export' property in the Properties dialog.

Include branch and subs in export |

**Note:** If your OpenMind document was created by importing a Mediator presentation, a dialog might appear at the end of the export procedure, listing all the branches corresponding to pages created directly in Mediator. Because you might not want to change the appearance of these pages in the new Mediator presentation, you can deselect them in this dialog to indicate that the export template should not be applied to them.

**Warning:** When exporting the Mind Map to Mediator, OpenMind places special tags formatted with # signs in the Notes tab of the Properties dialog of particular elements of the new Mediator presentation, including the pages themselves. These tags contain information required by OpenMind to re-import the Mediator presentation, should you decide to do so at a later stage. You should take care not to delete these tags if you want to preserve the structure and layout of the original 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 OpenMind defaults or the last export settings you chose.

- **Export Wizard**

The Mediator Export Wizard lets you choose from a number of professional ready-made templates with various navigation layouts which you can customize as you wish. You can also specify the elements of your map to be exported and how they should be treated.

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

## Relationship between OpenMind and Mediator elements and objects

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

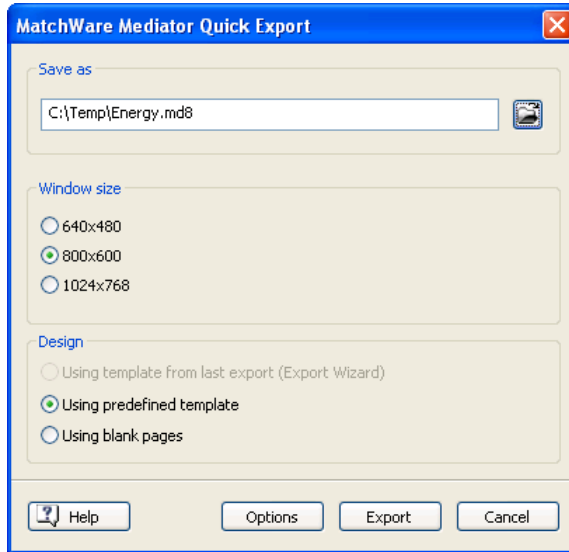
<b>OpenMind element</b>	<b>Exported to Mediator as</b>
Branch name	Page description. If the branch name is unique, the branch name is also the page name. Otherwise, page names are numbered sequentially, i.e. Idea, Idea01, Idea02 and so on.
Text note	Mediator text object  Note that if the OpenMind text note contains one or more hyperlinks, these hyperlinks retain their color and underline attributes in the Mediator text object, but are not converted to Mediator hypertext objects. This means that they do not retain their link information.
Branch picture	Mediator picture object

Floating picture	<ul style="list-style-type: none"> <li>• If connected to a branch, inserted as a Mediator picture object on the page</li> <li>• If not connected to a branch, not exported</li> </ul>
Floating comment	<ul style="list-style-type: none"> <li>• If connected to a branch, inserted as a Mediator text object on the page</li> <li>• If not connected to a branch, not exported</li> </ul>
Pop-up comment	Text note in the Notes tab of the Properties dialog for the page
Branch connection	Mediator button, looking either like a standard button or like a hypertext link, depending on your choice
<b>OpenMind object</b>	<b>Exported to Mediator as</b>
Text file	Mediator button, looking either like a standard button or like a hypertext link, depending on your choice
Picture file	Mediator picture object
Video file	Mediator Media Player object
Sound file	Mediator button, looking either like a standard button or like a hypertext link, depending on your choice
Button	Mediator button
Hyperlink	Mediator button
Flash file	Mediator Flash object

## Exporting to Mediator: Quick Export

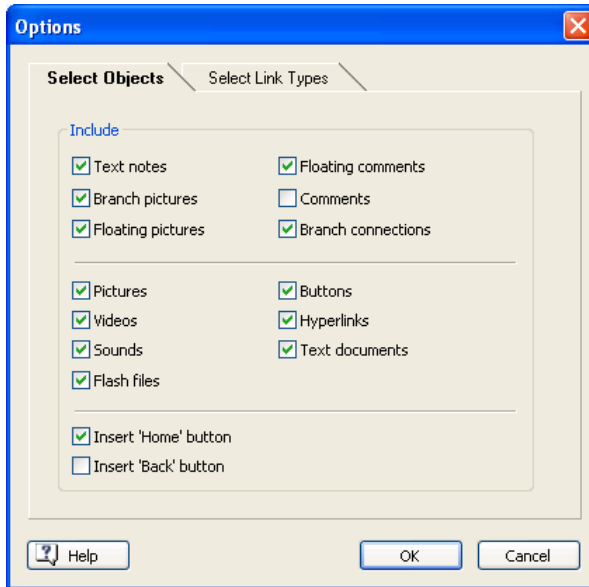
- Choose **File | Export to MatchWare Mediator | Quick Export**.
- If your OpenMind view contains several maps (i.e. several roots), choose the map you want to export in the 'Select Map to Export' dialog and click OK.

The MatchWare Mediator Quick Export dialog appears.



- Choose a path and file name for your new Mediator document.
- Choose the window size that corresponds to your screen resolution or the screen resolution of the intended users of your Mediator document.
- Choose whether to use:
  - The template you last used in the Export Wizard if you have already used that export mode for your map. If you choose this option, the window size options become inactive as the window size is already defined.
  - The MatchWare predefined export template (with top and side menu)
  - Blank pages (without any menu structure or graphic design elements)
- (optional) Click **Options** to define further export options:

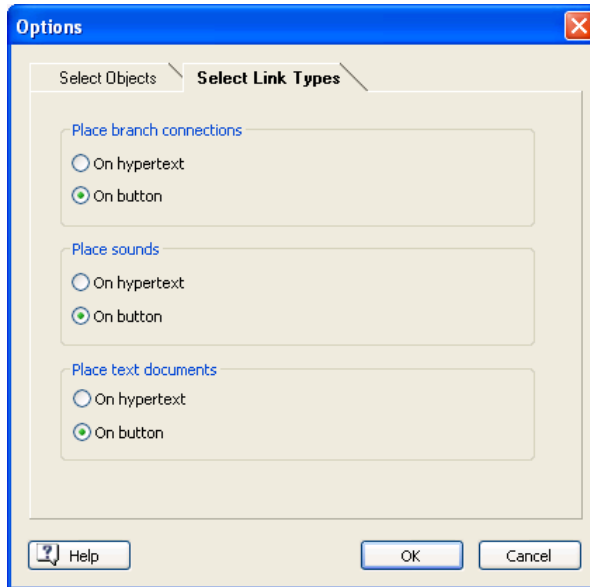
The **Select Objects** tab allows you to specify the elements of the map to include in the export. You can also disable 'Insert Home button' and/or 'Insert Back button' if you do not want these buttons on the pages of your Mediator document.



**Note:** If you exclude some elements from the export by deselecting them here, none of the elements of this type will be exported, regardless of the value of their individual 'Include in export' property in the 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

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 Mediator hypertext or button objects.



➤ Click **Export**.

**Note:** If your OpenMind document was created by importing a Mediator presentation, a dialog might appear at this point, listing all the branches corresponding to pages created directly in Mediator. Because you might not want to change the appearance of these pages in the new Mediator presentation, you can deselect them in this dialog to indicate that the export template should not be applied to them.

Once the export is completed, OpenMind lets you either view your project straight away in Mediator or continue working in OpenMind.

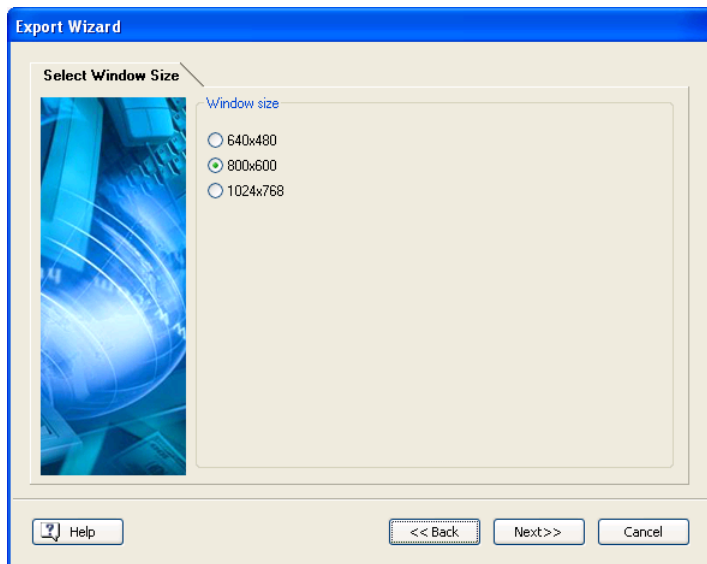
**Warning:** When exporting the Mind Map to Mediator, OpenMind places special tags formatted with # signs in the Notes tab of the Properties dialog of particular elements of the new Mediator presentation, including the pages themselves. These tags contain information required by OpenMind to re-import the Mediator presentation, should you decide to do so at a later stage. You should take care not to delete these tags if you want to preserve the structure and layout of the original Mind Map.

## Exporting to Mediator: Export Wizard

- Choose **File | Export to MatchWare Mediator | Export Wizard**.
- If your OpenMind 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 Window Size** dialog.

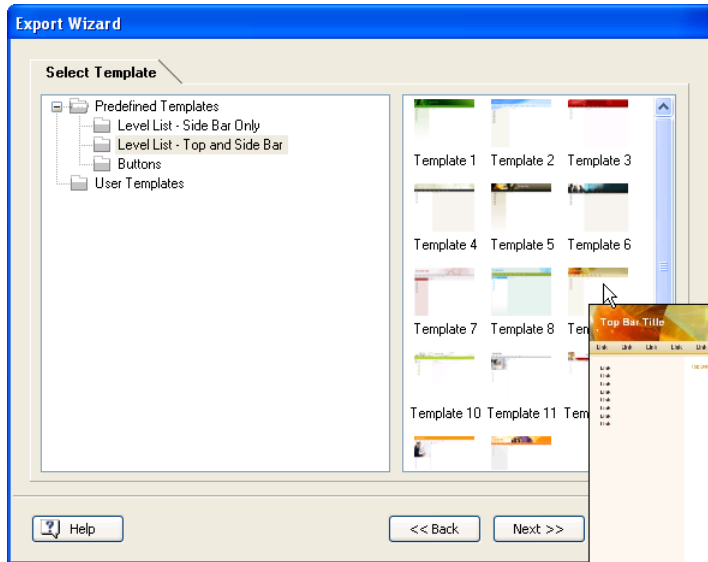
### Selecting the window size



- Choose the window size corresponding to your screen resolution or the screen resolution of the intended users of your Mediator document and click Next.

### Selecting a template

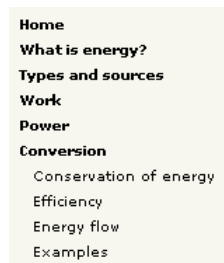
This dialog allows you to select a navigation layout for the pages of your Mediator document.



- **Predefined Templates:** This lets you choose one of the professional OpenMind export templates with ready-made top and side navigation.

These templates are available in the following navigation styles:

**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.

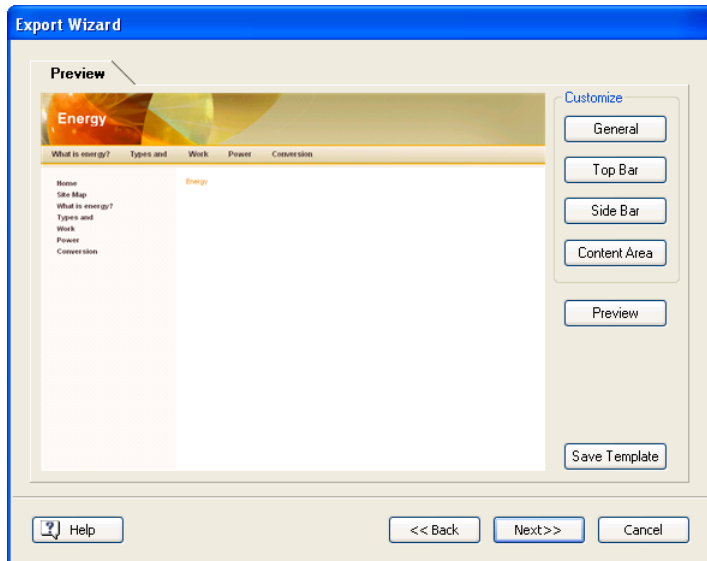
What is energy?	Types
Home	
Site Map	
Potential	
Kinetic	
Chemical	
Thermal	
Nuclear	
...other	

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.



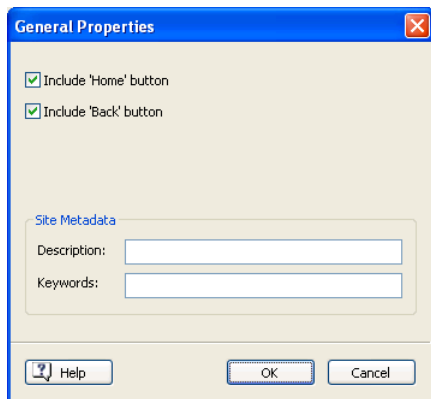
You can customize each area in turn by clicking the **Customize** buttons, namely:

- 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 document.

### 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 Mediator pages, allowing you to return to the page corresponding to the root of your map in just one click.

**Include 'Back' button:** This inserts a Back hyperlink or button on each of your Mediator pages, enabling you to go back to the last page visited.

You can also enter meta-tags for your Mediator document as follows:

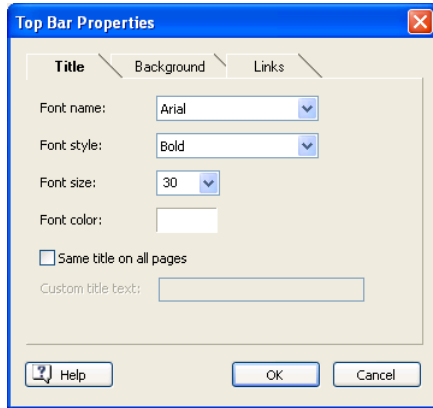
**Description:** Any text entered here will be inserted in the Description tag of the Mediator document (visible by clicking the HTML tab of the Document Properties dialog in Mediator).

**Keywords:** Similarly, any keywords entered here (separated by commas) will be inserted in the Keywords tag of the Mediator document (also visible by clicking the HTML tab of the Document Properties dialog in Mediator).

## Customizing the Top Bar (optional)

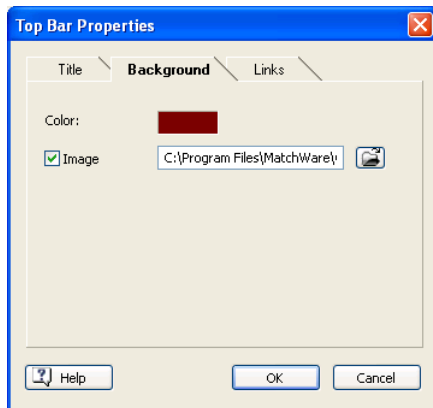
- Click the **Top Bar** button or double-click the top bar area in the Preview dialog.

The Top Bar Properties dialog opens on its **Title** tab.



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

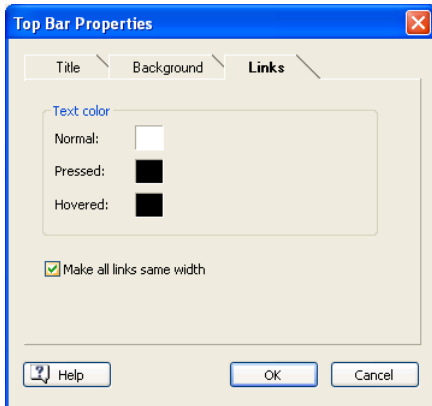
- Click the **Background** tab.



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.



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

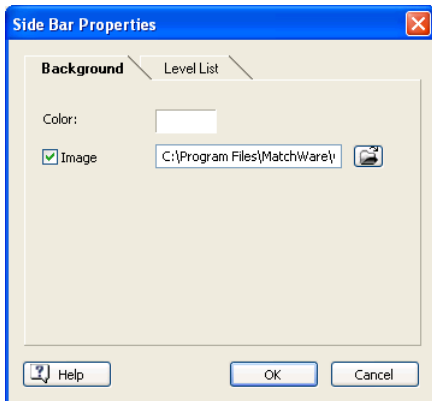
This tab lets you select different colors for the top bar links depending on their state, i.e. "Normal", "Pressed" (the link is clicked) or "Hovered" (the mouse pointer is placed on the link).

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.

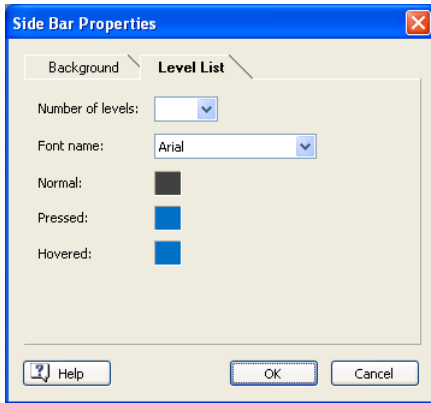
As for the top bar, the best approach if you want to change the background picture is to make a copy of the existing picture and edit its design to suit your requirements.

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 possibilities are:

- Level list
- Links

We will now look at each of these possibilities in turn.

### Level List

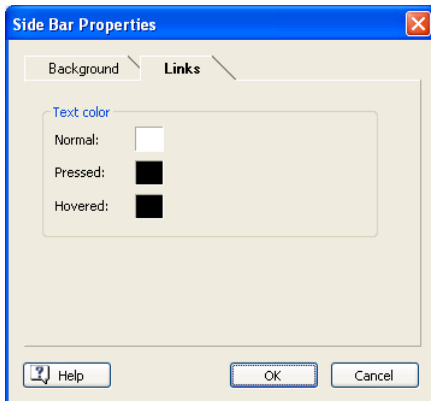


This tab is displayed if you have chosen a Level List design.

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



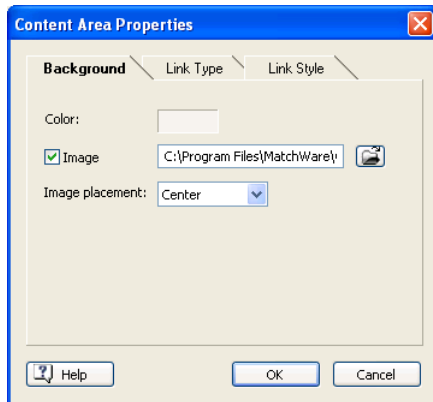
This tab is displayed if you have chosen a Buttons design in the first screen of the Export Wizard.

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)

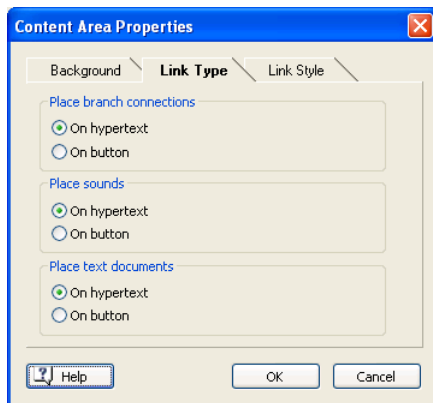
- Click the **Content Area** button or double-click the middle area in the Preview dialog.

The Content Area properties dialog opens on its **Background** tab.



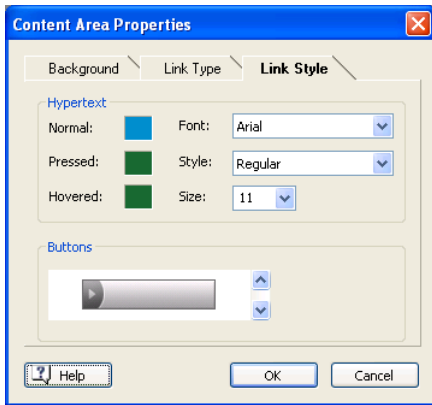
This tab lets you select a plain color or a different background picture for the body of the page. Feel free to experiment with the image placement options by checking the effect in the Full Size Preview.

- 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 Mediator hypertext or button objects.

- Click the **Link Style** tab.



This tab lets you choose styles for any buttons or hyperlinks contained in your map.

- Define the hypertext style required by selecting a font, attribute and size. You can also define different colors depending on the state of the hyperlink, i.e. "Normal", "Pressed" (the link is clicked) or "Hovered" (the mouse pointer is placed on the link).
- Scroll through the various buttons available to choose the type you like best.

### Previewing the customized template (optional)

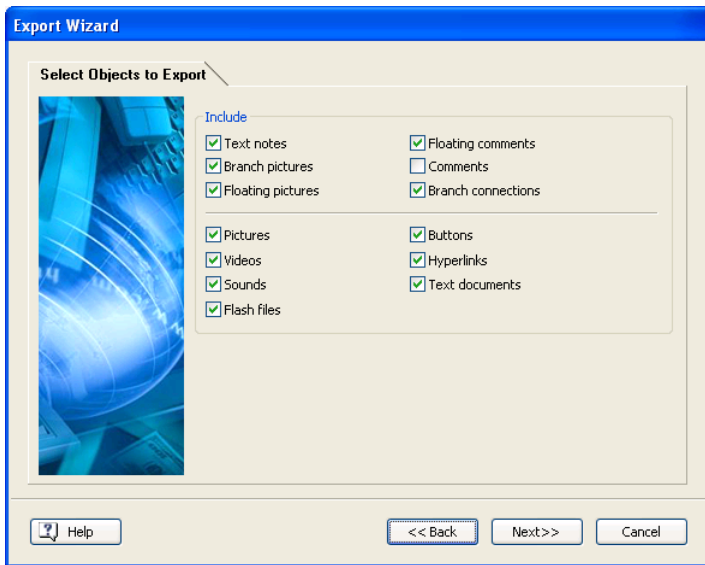
- Click the **Preview** button in the Preview dialog to obtain a real-time preview of your design reflecting any changes made so far.

### 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 OpenMind objects which you want to export to Mediator.

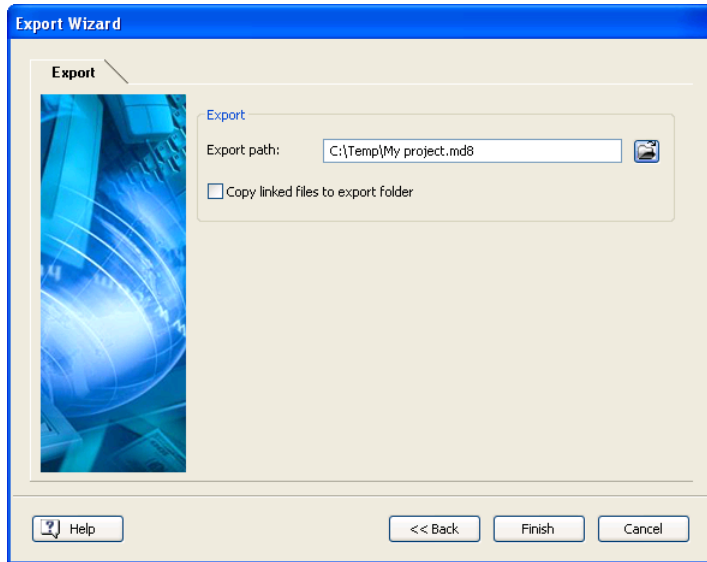
**Note:** If you exclude some elements from the export by deselecting them here, none of the elements of this type will be exported, regardless of the value of their individual 'Include in export' property in the Properties dialog. Let's suppose for instance your map contains a floating picture whose '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

- Click Next.

## Exporting

You are now ready to export your map to Mediator.



- Choose a path and file name for your new Mediator project.
- If you want OpenMind to place a copy of all the external files used in your map (such as text files, sound files, video files and so on) in the export folder, check the option 'Copy linked files to export folder'. Such files will then be placed in the sub-folder named MD8 of your export folder. This will allow you to distribute or transfer your Mediator project easily by copying the actual Mediator file as well as the entire MD8 sub-folder.
- Click **Finish**.

**Note:** If your OpenMind document was created by importing a Mediator presentation, a dialog might appear at this point, listing all the branches corresponding to pages created directly in Mediator. Because you might not want to change the appearance of these pages in the new Mediator presentation, you can deselect them in this dialog to indicate that the export template should not be applied to them.

Once the export is completed, OpenMind lets you either view your project straight away in Mediator or continue working in OpenMind.

**Warning:** When exporting the Mind Map to Mediator, OpenMind places special tags formatted with # signs in the Notes tab of the Properties dialog of particular elements of the new Mediator presentation, including the pages themselves. These tags contain information required by OpenMind to re-import the Mediator presentation, should you decide to do so at a later stage. You should take care not to delete these tags if you want to preserve the structure and layout of the original Mind Map.

## Exporting to HTML: Overview

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

**Note:** Although you do not need to have a web browser installed on your machine in order to use this export method, you obviously need one to view the web site created. Among the web browsers supported by the OpenMind HTML export are Internet Explorer version 5.0 or above, Firefox 1.0.4 and above and Opera 8.02 and above.

The exported HTML pages are placed in a sub-folder named 'OMHtmlExport' in the folder of your choice.

All the pictures you have included in your document are placed in a sub-folder of 'OMHtmlExport' named 'img', whereas the picture files used by the OpenMind export template are placed in a sub-folder named 'omfiles'. All other external files used in your document are placed directly in 'OMHtmlExport'. As it creates the HTML pages, OpenMind automatically modifies all the references to external files contained in your document so that they point to the correct output folder.

Each branch, 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 entire branches and sub-branches from the export by disabling their 'Include branch and subs in export' property in the Properties dialog.

Include branch and subs in export

Note that 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 OpenMind 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 OpenMind defaults or the last export settings you chose.

- **Export Wizard**

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 OpenMind preserves this structure when exporting to HTML by specifying the list of folders that need to be included in the export folder.

The export settings you choose are saved with the OpenMind document and 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 OpenMind and HTML elements and objects

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

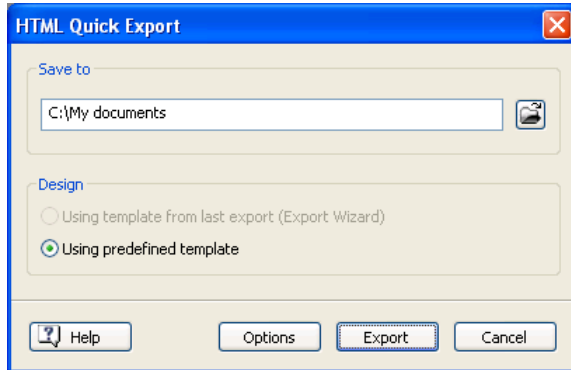
<b>OpenMind element</b>	<b>Exported to HTML as</b>
Branch name	Page title
Text note	Inserted as text
Branch picture	Inserted as picture
Floating picture	<ul style="list-style-type: none"><li>• If connected to a branch, inserted as a picture</li><li>• If not connected to a branch, not exported</li></ul>
Floating comment	<ul style="list-style-type: none"><li>• If connected to a branch, inserted as text</li><li>• If not connected to a branch, not exported</li></ul>
Pop-up comment	Inserted as text
Branch connection	Depending on your choice, inserted as a button link or hypertext link

<b>OpenMind object</b>	<b>Exported to HTML as</b>
Text file	Depending on your choice, inserted as a button link or hypertext link
Picture file	Inserted as a picture
Video file	Inserted as a Media Player object
Sound file	Depending on your choice, inserted as a button link or hypertext link
Button	Inserted as a button link
Hyperlink	Inserted as a hypertext link
Flash file	Inserted as a Flash file (embedded)

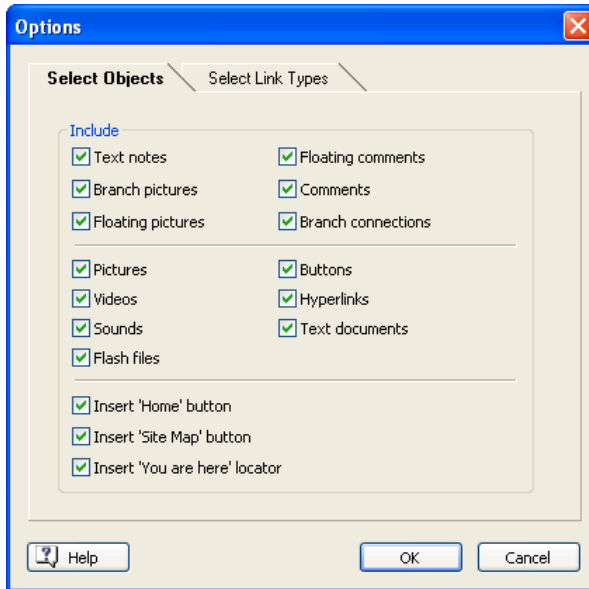
## Exporting to HTML: Quick Export

- Choose **File | Export to HTML | Quick Export**.
- If your OpenMind 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.



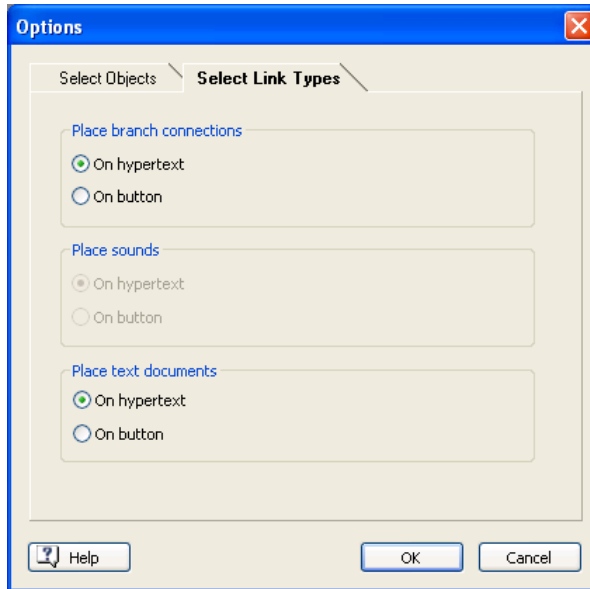
- Choose a path for your new web site.  
OpenMind will create a sub-folder named 'OMHtmlExport' in the folder you specify, and place all the files making up your web site in this sub-folder.
- Choose whether to use:
  - The template you last used in the Export Wizard if you have already used that export 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.



**Note:** If you exclude some elements from the export by deselecting them here, none of the elements of this type will be exported, regardless of the value of their individual 'Include in export' property in the 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

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, OpenMind 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".

**Note:** To open your exported project from within Windows Explorer at a later date, double-click the file index.htm in the sub-folder 'OMHtmlExport'.

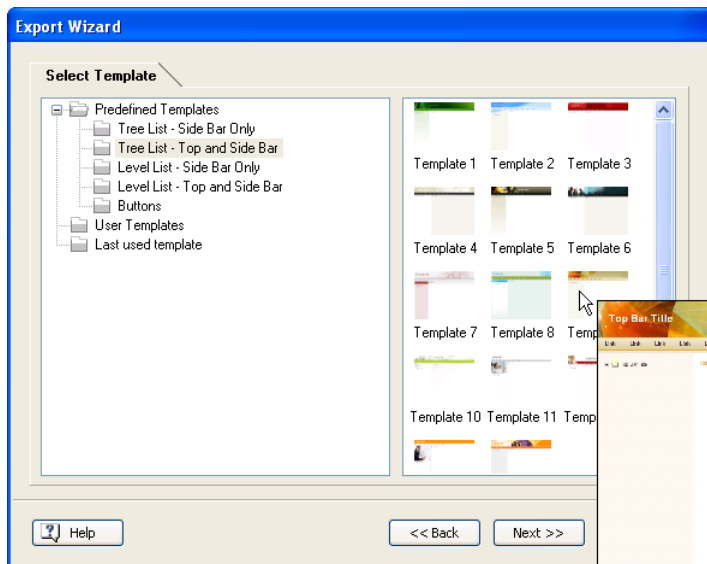
## Exporting to HTML: Export Wizard

- Choose **File | Export to HTML | Export Wizard**.
- If your OpenMind 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

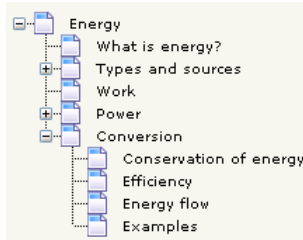
This dialog allows you to select a navigation layout for the pages of your web site.



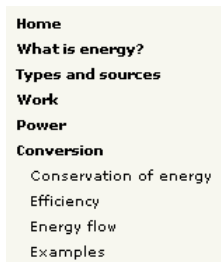
- **Predefined Templates:** This lets you choose one of the professional OpenMind export templates with ready-made top and side navigation.

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 Windows 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.

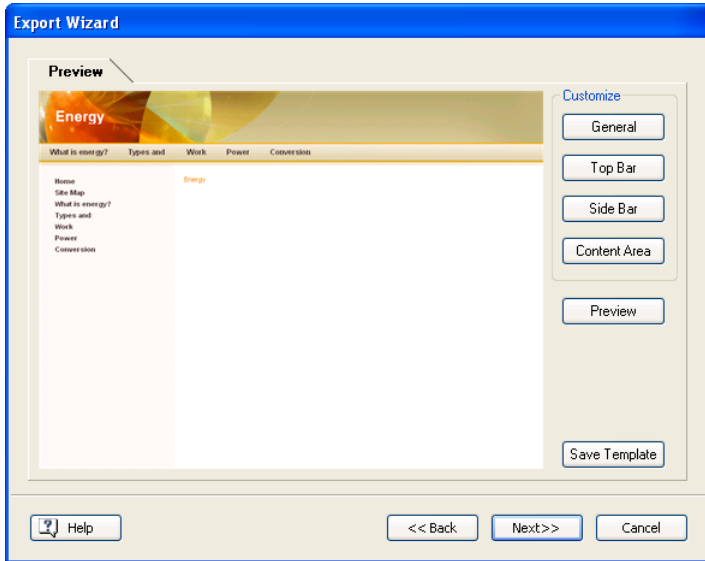
What is energy?	Types
Home	
Site Map	
Potential	
Kinetic	
Chemical	
Thermal	
Nuclear	
...other	

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.



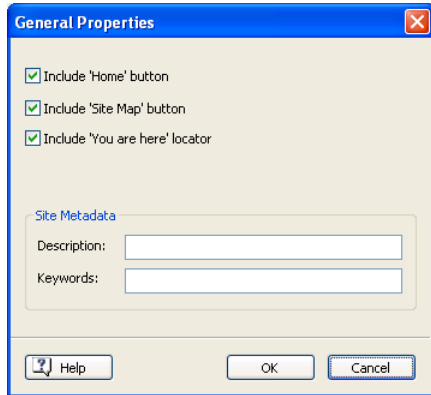
You can customize each area in turn by clicking the **Customize** buttons, namely:

- 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:

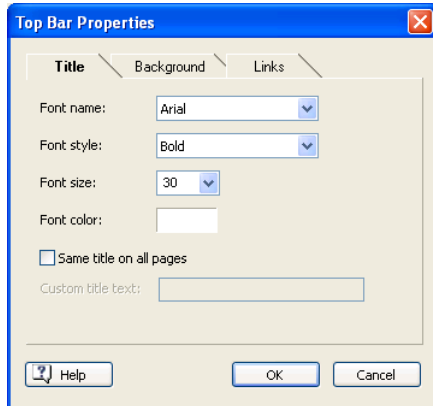
**Description:** Any text entered here will be inserted in the <description> tag of each of the HTML pages created.

**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)

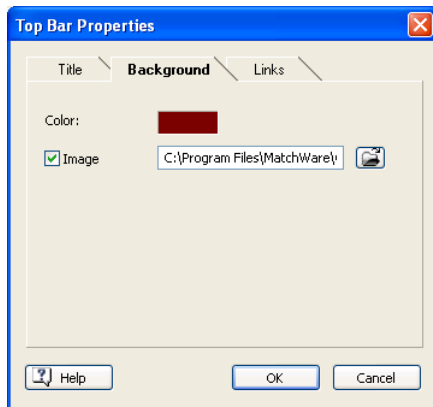
- Click the **Top Bar** button or double-click the top bar area in the Preview dialog.

The Top Bar Properties dialog opens on its **Title** tab.



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

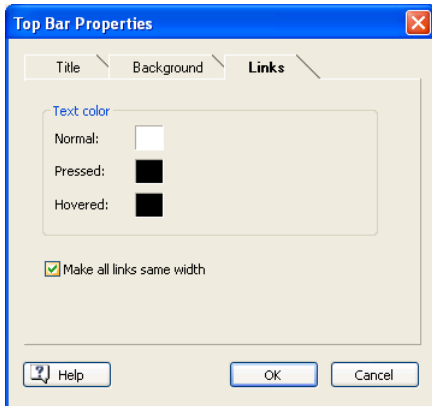
- Click the **Background** tab.



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.



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

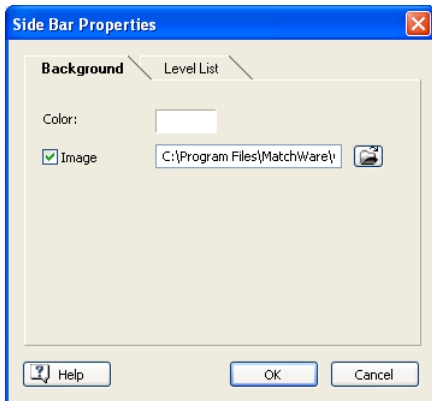
This tab lets you select different colors for the top bar links depending on their state, i.e. "Normal", "Pressed" (the link is clicked) or "Hovered" (the mouse pointer is placed on the link).

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.

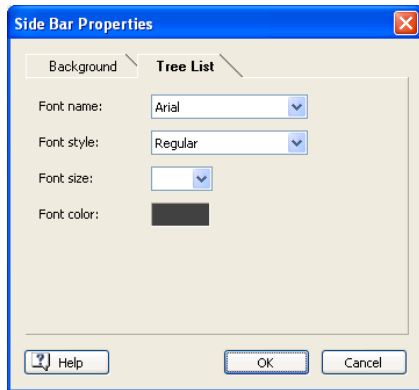
As for the top bar, the best approach if you want to change the background picture is to make a copy of the existing picture and edit its design to suit your requirements.

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

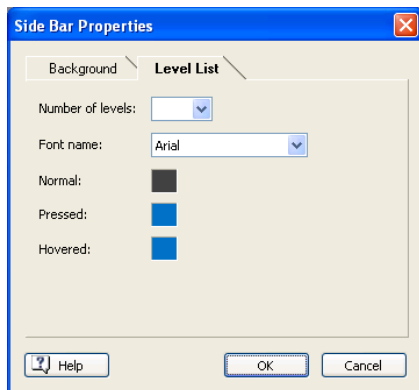


This is the tab displayed if you have chosen a Tree List design in the first step of the Export.

With this design, the list of side page links is shown as a tree whose levels you can expand and collapse as in Windows 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

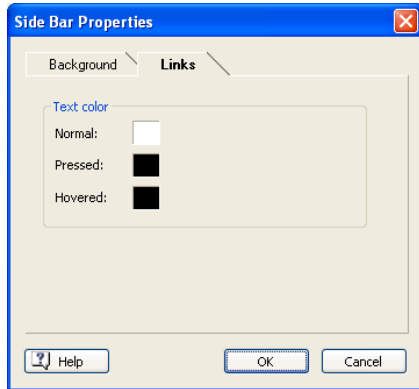


This tab is displayed if you have chosen a Level List design.

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



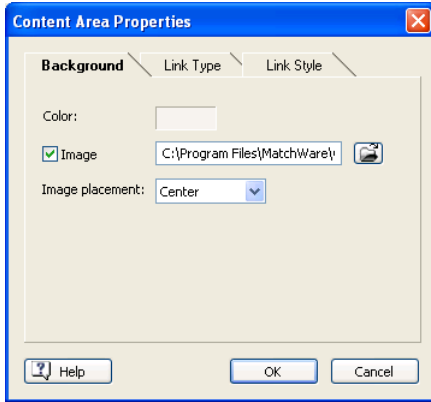
This tab is displayed if you have chosen a Buttons design in the first screen of the Export Wizard.

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)

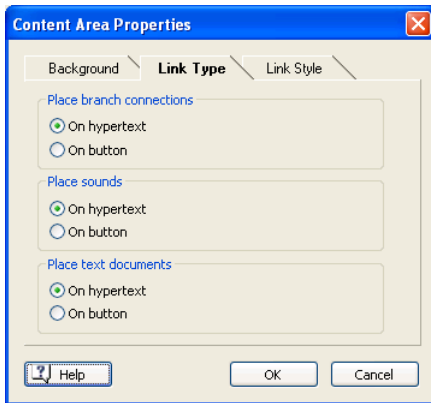
- Click the **Content Area** button or double-click the middle area in the Preview dialog.

The Content Area properties dialog opens on its **Background** tab.



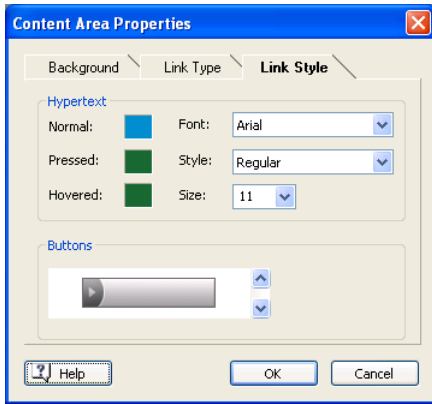
This tab lets you select a plain color or a different background picture for the body of the page. Feel free to experiment with the image placement options by checking the effect in the Full Size Preview.

- 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 hypertext links or on buttons.

- Click the **Link Style** tab.



This tab lets you choose styles for any buttons or hyperlinks contained in your map.

- Define the hypertext style required by selecting a font, attribute and size. You can also define different colors depending on the state of the hyperlink, i.e. "Normal", "Pressed" (the link is clicked) or "Hovered" (the mouse pointer is placed on the link).
- Scroll through the various buttons available to choose the type you like best.

### Previewing the customized template (optional)

- Click the **Preview** button in the Preview dialog to obtain a 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.

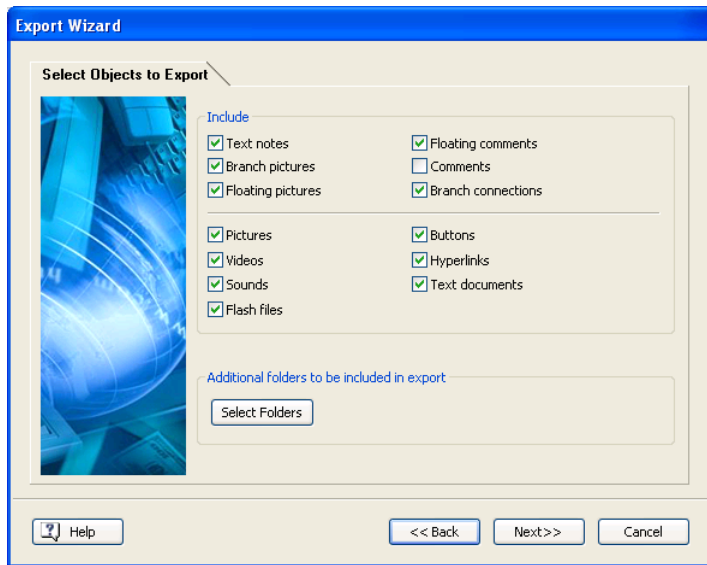
Reducing the window size might for instance cause the top buttons or hyperlinks to spread onto two rows. Conversely enlarging the window might cause them to arrange themselves on one row only.

### 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.



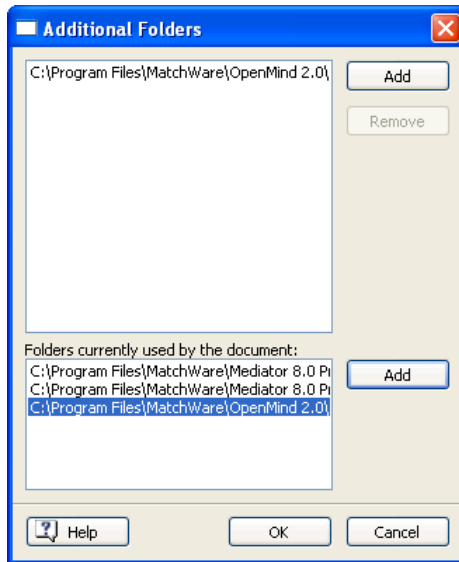
- Select the OpenMind objects which you want to export to HTML.

**Note:** If you exclude some elements from the export by deselecting them here, none of the elements of this type will be exported, regardless of the value of their individual 'Include in export' property in the 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

If you have created a particular folder structure for the external files used by your document, you can ensure that OpenMind preserves this structure when exporting to HTML by specifying the list of folders that need to be included in the export folder 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.

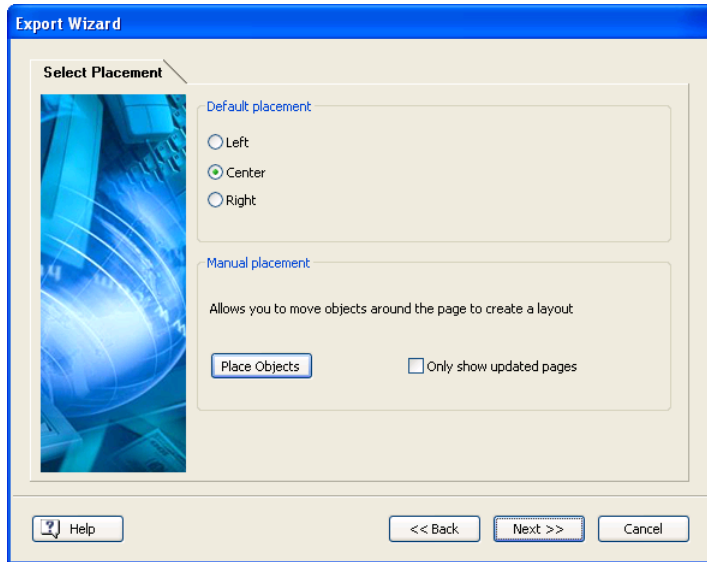
Note that you can enlarge the dialog by dragging one of its corners if the folder paths are not fully visible.

As it creates the HTML pages, OpenMind 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.



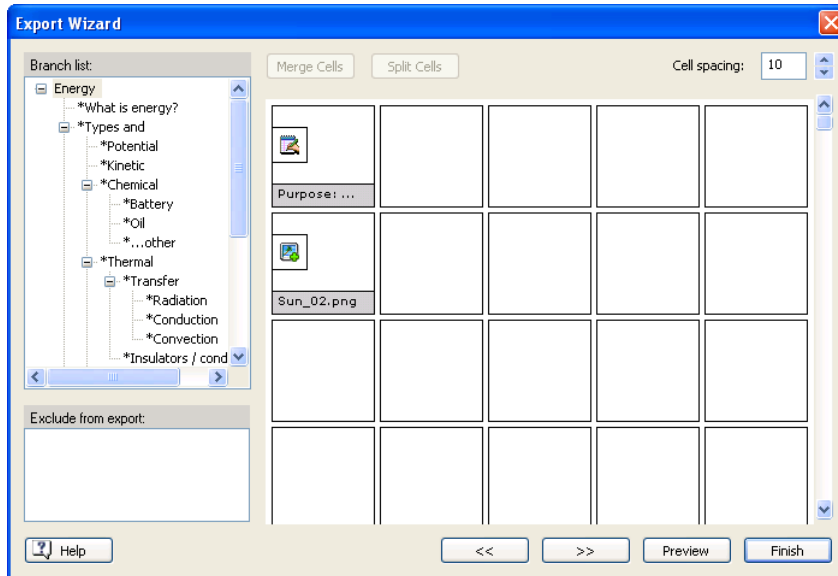
You can either:

- 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.

**Note:** 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.

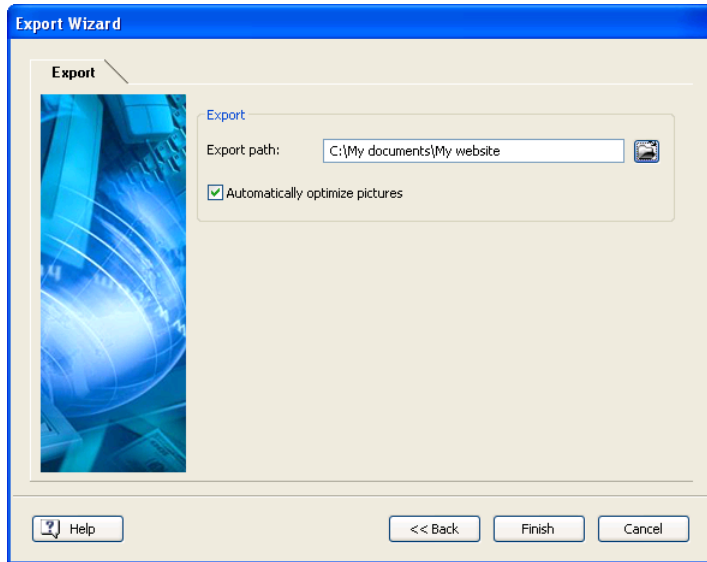
You can also exclude particular objects from the export by dragging them to the 'Exclude from export' area, and drag them back to the HTML page later if you change your mind.

- 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.
- Click **Finish**.



Once the export is completed, OpenMind 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".

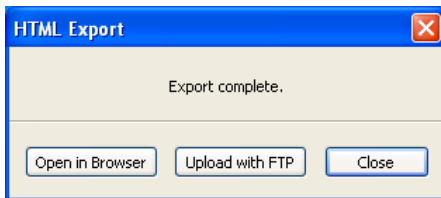
**Note:** To open your exported project from within Windows Explorer at a later date, double-click the file index.htm in the sub-folder 'OMHtmlExport'.

# FTP Upload Manager

To help you get your HTML site on the web as quickly and effortlessly as possible, OpenMind comes with a built-in FTP program, the MatchWare FTP Upload Manager.

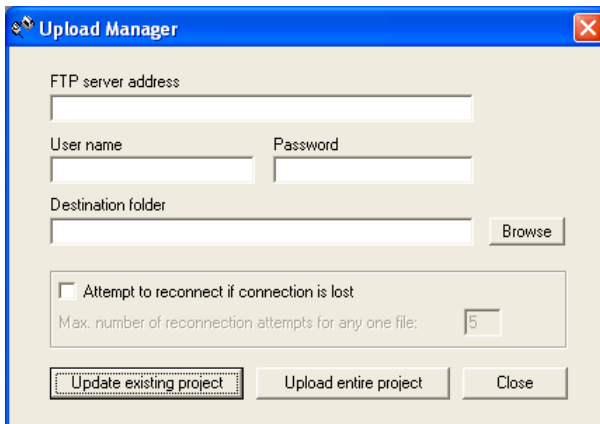
## Starting the FTP Upload Manager

Before you can use the FTP Upload Manager you must export your OpenMind 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.

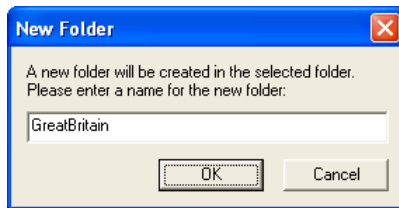
**Note:** If you do not have an FTP address, user name or password or have lost them, contact your ISP.

- 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.

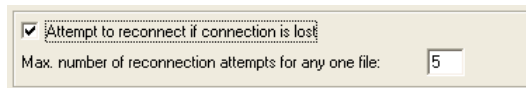
If you would like to upload the web site to a new folder, click New Folder to create a new remote folder on the server. Click OK to return to the Upload Manager dialog.



*Tip: 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.

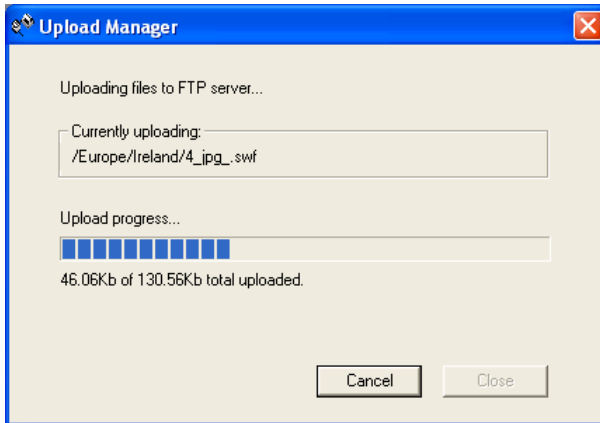


You can also set the number of reconnection attempts you want the Upload Manager to perform for a given file. If upload is still unsuccessful after this number of attempts, it is cancelled.

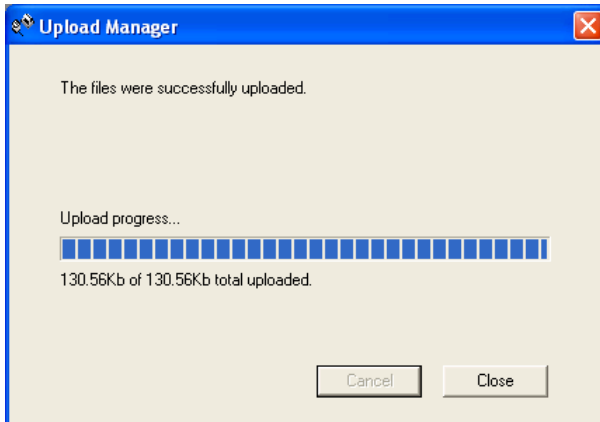
## Uploading your web site

- 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 OpenMind.

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 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 an essay, this export mode provides you with a ready-made outline of your map as a Word document, which you can then turn into a fully blown essay by working directly in Word.

If after working for some time on your Word document, you realize you need to review the structure of your map in OpenMind before doing any further work in Word, you can re-import it back into OpenMind without losing any new text or formatting you might have added in Word. See "Importing from Microsoft Word" for more information.

**Note:** You need to have Microsoft Word installed on your computer in order to use this export mode. OpenMind supports all Microsoft Word versions from 2000 onwards.

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 Advanced Export). Attached objects and inserted elements are listed below the heading.

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

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

*Tip: 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 entire branches and sub-branches from the export by disabling their 'Include branch and subs in export' property in the Properties dialog.

Include branch and subs in export

### Export modes

There are two export modes available:

- **Quick Export**

The Quick Export mode allows you to export your map quickly using the OpenMind defaults or the last Advanced Export settings you chose if you have already used that mode.

- **Advanced Export**

The Advanced 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 Advanced Export are saved with the OpenMind document and re-used next time you export your map using Quick Export or Advanced 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.

**Warning:** When exporting a Mind Map to Word, OpenMind inserts bookmarks in the Word document to keep track of how the various elements should be re-imported back into OpenMind if you choose to do so. You should take care not to delete these bookmarks, which are hidden by default. To make them visible while you work, check 'Show bookmarks' in the View tab of the Tools | Options dialog in Word.

## **Relationship between OpenMind and Word elements and objects**

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

<b>OpenMind element</b>	<b>Exported to Word as</b>
Branch name	Heading at relevant level with hierarchical numbering (3 levels by default)  Hierarchical numbering can be disabled in Advanced 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"><li>• If connected to a branch, inserted under the branch heading</li><li>• If not connected to a branch, not exported</li></ul>
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

<b>OpenMind object</b>	<b>Exported to Word as</b>
Text file	Hyperlink
Picture file	Picture inserted in the Word document  In Advanced Export, you can choose instead to insert the file as a hyperlink.
Video file	Hyperlink  In Advanced Export, you can choose instead to insert the file directly in the Word document.
Sound file	Hyperlink  In Advanced Export, you can choose instead to insert the file directly in the Word document.
Button	Hyperlink
Hyperlink	Hyperlink
Flash file	Hyperlink

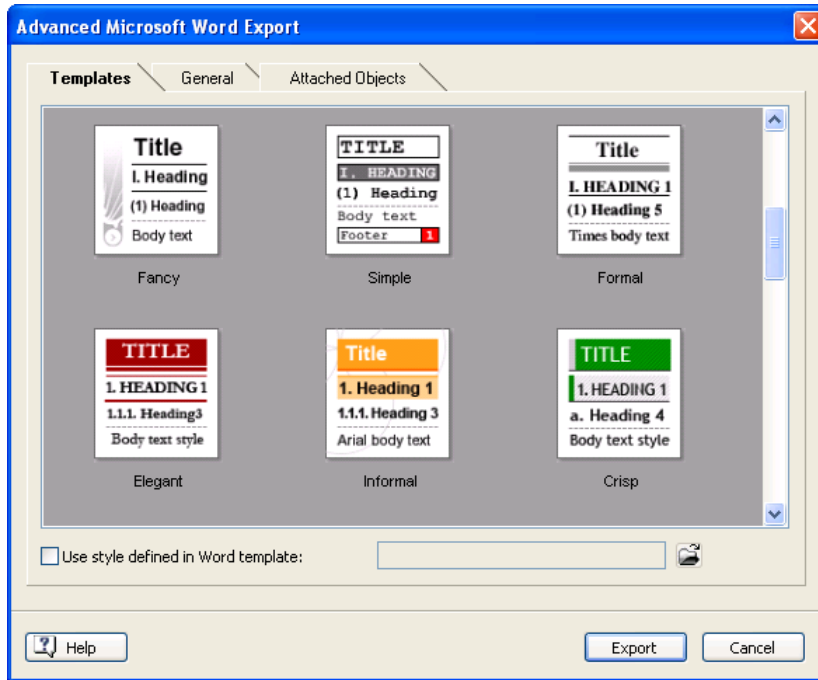
## Using Quick Export

- Choose **File | Export to Microsoft Word | Quick Export**.
- If your OpenMind 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.

OpenMind starts exporting your Mind Map to Microsoft Word. Once export is complete, you can start working directly in Word on your new document.

## Using Advanced Export

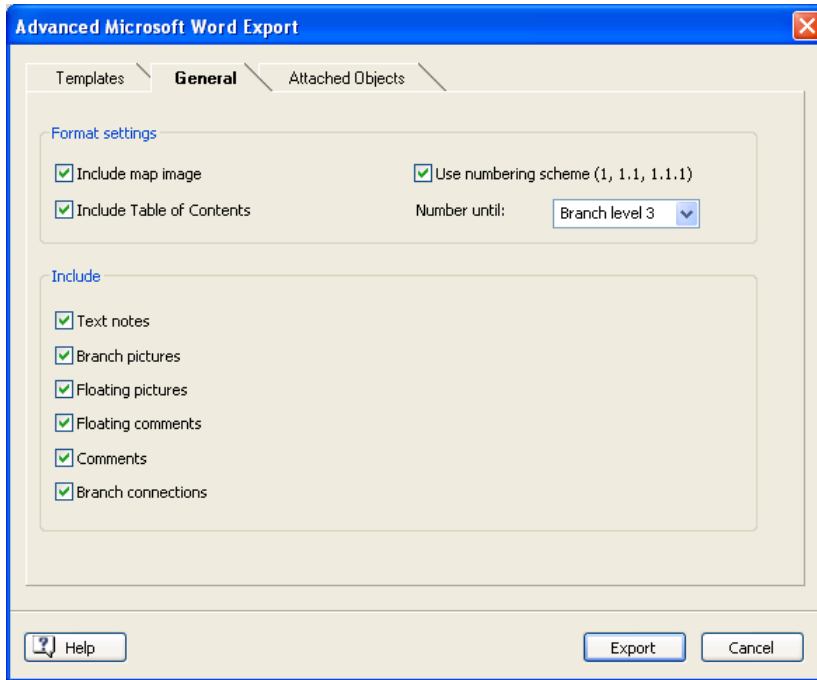
- Choose **File | Export to Microsoft Word | Advanced Export**.
- If your OpenMind view contains several maps (i.e. several roots), choose the map you want to export in the 'Select Map to Export' dialog and click OK.
- Choose your preferred template in the **Templates** tab of the Advanced Microsoft 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 OpenMind are designed to help you format your documents according to the APA (American Psychological Association) and MLA (Modern Language Association) standards, commonly used in the United States. The MLA template contains further styles which you can use when finalizing your document, such as "block quotes" and "works cited".

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

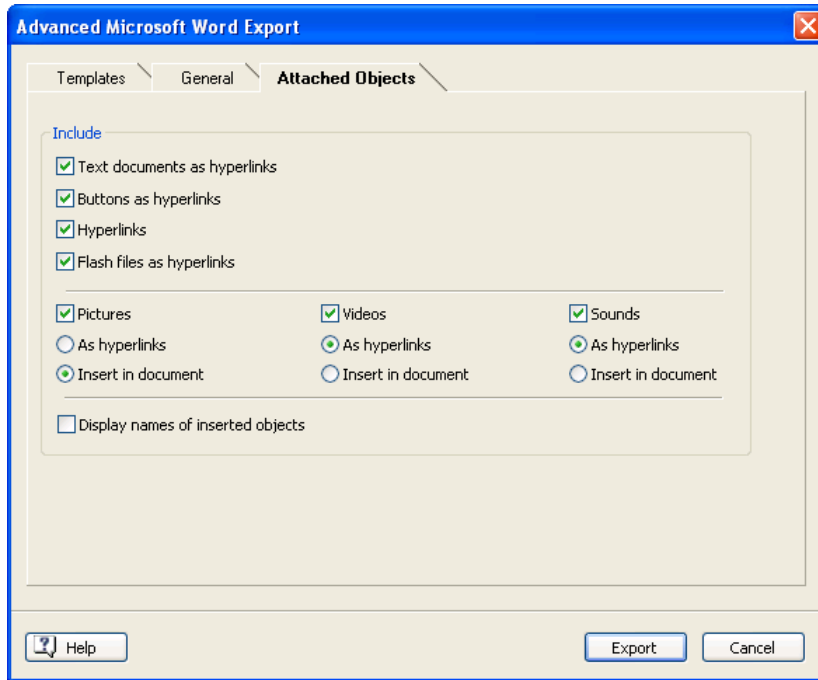
- In the **General** tab, choose the required general export settings and specify which elements of your map you want to export.



**Note:** If you exclude some elements from the export by deselecting them here, none of the elements of this type will be exported, regardless of the value of their individual 'Include in export' property in the 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

- Choose the required export settings for any attached object in the **Attached Objects** tab.



Note that if you choose 'Insert in document' for Videos and Sounds, these objects will only be embedded directly in the Word document if Word supports their extension type.

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

As for Quick Export, OpenMind starts exporting your Mind Map to Microsoft Word as a new document and displays a message once the export is complete.

## 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 OpenMind before doing any further work in PowerPoint, you can re-import it back into OpenMind without losing the layout work done in PowerPoint. See "Importing from Microsoft PowerPoint" for more information.

**Note:** You need to have Microsoft PowerPoint installed on your computer in order to use this export mode. OpenMind supports all Microsoft PowerPoint versions from 2000 onwards.

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

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

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

You can however exclude entire branches and sub-branches from the export by disabling their 'Include branch and subs in export' property in the Properties dialog.

Include branch and subs in export

### Export modes

There are two export modes available:

- **Quick Export**

The Quick Export mode allows you to export your map quickly using the OpenMind defaults or the last Advanced Export settings you chose if you have already used that mode.

- **Advanced Export**

The Advanced 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 Advanced Export are saved with the OpenMind document and re-used next time you export your map using Quick Export or Advanced 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 OpenMind and PowerPoint elements and objects

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

<b>OpenMind element</b>	<b>Exported to PowerPoint as</b>
Branch name	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 Advanced Export, you can choose instead to insert the branch picture as a hyperlink.
Floating picture	<ul style="list-style-type: none"> <li>• If connected to a branch, inserted as a picture on the right or at the bottom of the slide</li> <li>• If not connected to a branch, not exported</li> </ul>
Floating comment	<ul style="list-style-type: none"> <li>• If connected to a branch, inserted on the slide as a PowerPoint comment</li> <li>• If not connected to a branch, not exported</li> </ul>
Pop-up comment	PowerPoint note in the bottom Notes pane
Branch connection	Hyperlink in a text object

<b>OpenMind object</b>	<b>Exported to PowerPoint as</b>
Text file	Hyperlink in a text object
Picture file	Picture on the right or at the bottom of the slide  In Advanced Export, you can choose instead to insert the file as a hyperlink in a text object
Video file	Hyperlink in a text object  In Advanced Export, you can choose instead to embed the video directly on the slide
Sound file	Hyperlink in a text object
Button	Hyperlink in a text object
Hyperlink	Hyperlink in a text object
Flash file	Hyperlink in a text object

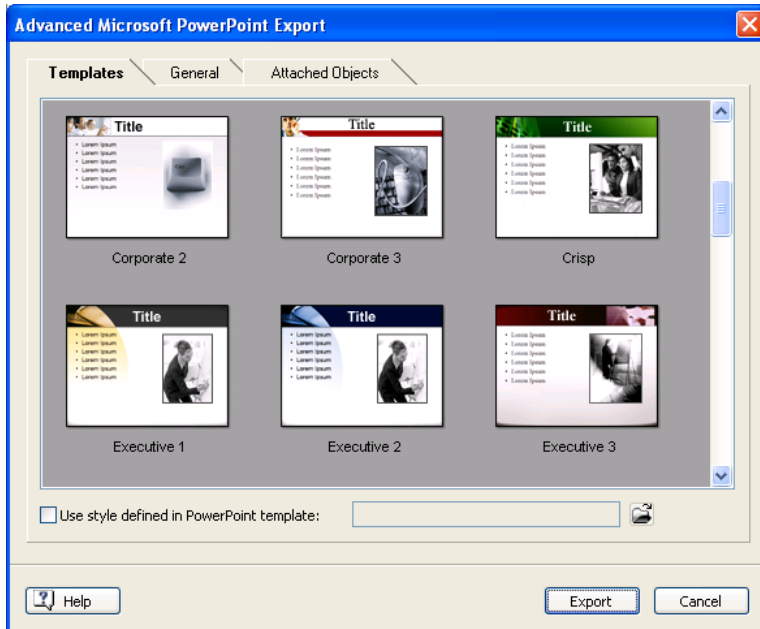
## Using Quick Export

- Choose **File | Export to Microsoft PowerPoint | Quick Export**.
- If your OpenMind 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.

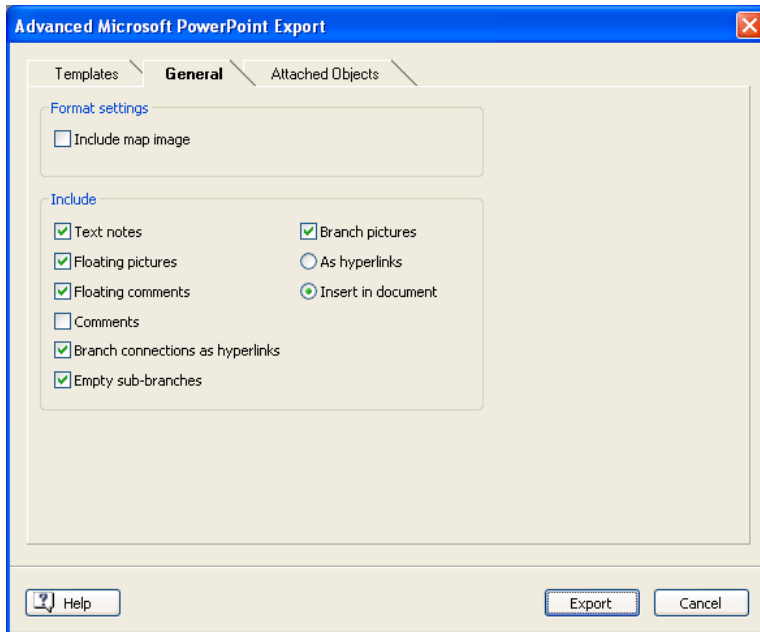
OpenMind starts exporting your Mind Map to Microsoft PowerPoint as a new presentation, and displays a message once the export is complete. You can then start working directly in PowerPoint on your new presentation and save it with the name of your choice.

## Using Advanced Export

- Choose **File | Export to Microsoft PowerPoint | Advanced Export**.
- If your OpenMind 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 Advanced Microsoft PowerPoint Export dialog or browse for one of the templates supplied with Microsoft PowerPoint.



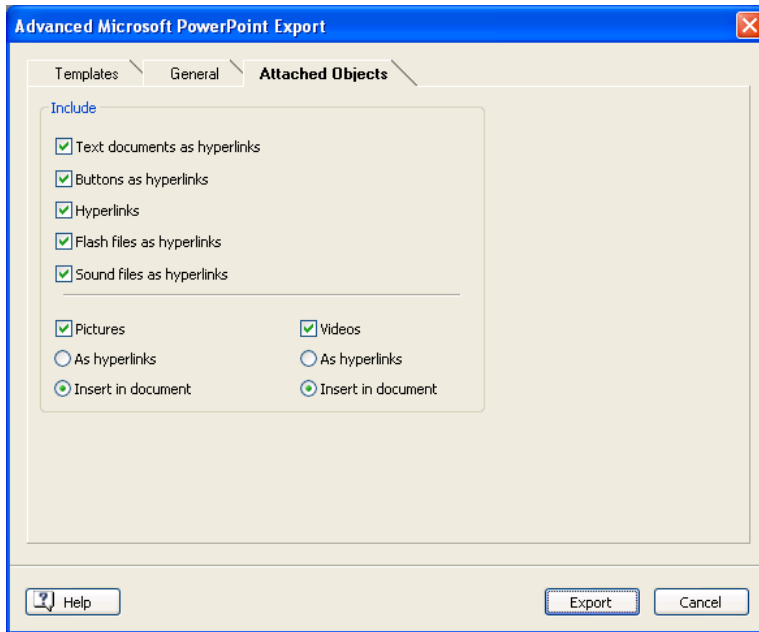
- In the **General** tab, choose the required general export settings and specify which elements of your map you want to export.



**Note:** If you exclude some elements from the export by deselecting them here, none of the elements of this type will be exported, regardless of the value of their individual 'Include in export' property in the 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

- Choose the required export settings for any attached object in the **Attached Objects** tab.



- Click **Export**.

As for Quick Export, OpenMind starts exporting your Mind Map to PowerPoint as a new presentation, and displays a message once the export is complete.

## 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 Advanced Export). Attached objects and inserted elements are listed below the heading.

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

The branches of the map are exported 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 entire branches and sub-branches from the export by disabling their 'Include branch and subs in export' property in the Properties dialog.

Include branch and subs in export

## Export modes

There are two export modes available:

- **Quick Export**

The Quick Export mode allows you to export your map quickly using the OpenMind defaults or the last Advanced Export settings you chose if you have already used that mode.

- **Advanced Export**

The Advanced 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 Advanced Export are saved with the OpenMind document and re-used next time you export your map using Quick Export or Advanced 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 OpenMind and RTF elements and objects

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

<b>OpenMind element</b>	<b>Exported to RTF as</b>
Branch name	Heading at relevant level with hierarchical numbering (3 levels by default)  Hierarchical numbering can be disabled in Advanced 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"> <li>• If connected to a branch, inserted under the branch heading</li> <li>• If not connected to a branch, not exported</li> </ul>
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
<b>OpenMind object</b>	<b>Exported to RTF as</b>
Text file	Object name followed by hyperlink to file
Picture file	Picture embedded in the RTF document  In Advanced 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
Button	Object name followed by hyperlink to file
Hyperlink	Object name followed by hyperlink to file
Flash file	Object name followed by hyperlink to file

## Using Quick Export

- Choose **File | Export to RTF | Quick Export**.
- If your OpenMind 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.

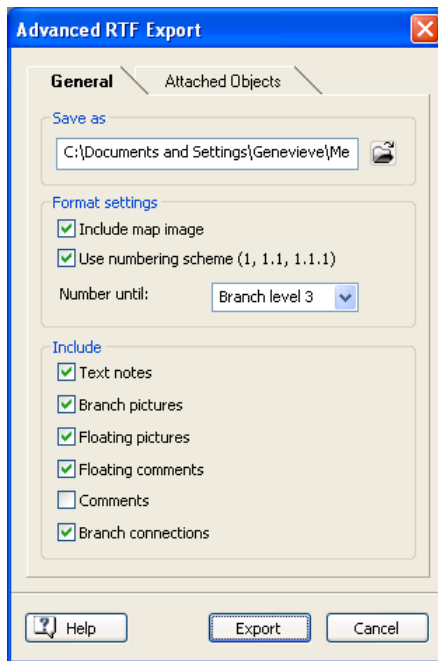
The Save As dialog opens.

- Choose a folder, type a file name for the RTF document and click Save.

Once the export is complete, OpenMind lets you view the document in the viewer associated with the .RTF extension on your computer.

## Using Advanced Export

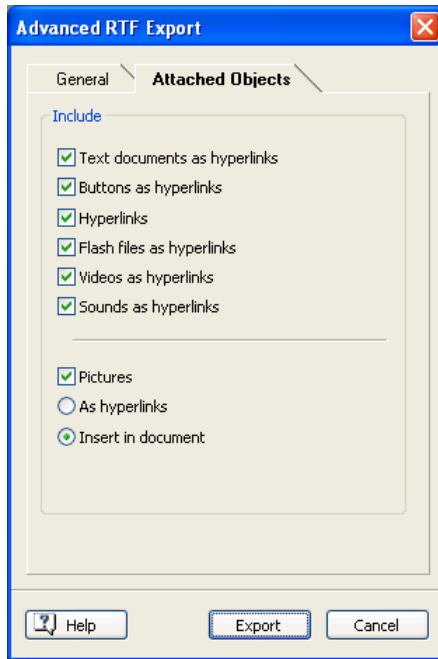
- Choose **File | Export to RTF | Advanced Export**.
- If your OpenMind view contains several maps (i.e. several roots), choose the map you want to export in the 'Select Map to Export' dialog and click OK.
- In the **General** tab, choose the required general export settings and specify the elements of the map to export.



**Note:** If you exclude some elements from the export by deselecting them here, none of the elements of this type will be exported, regardless of the value of their individual 'Include in export' property in the 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

- Choose the required export settings for any attached object in the **Attached Objects** tab.



- Click **Export**.

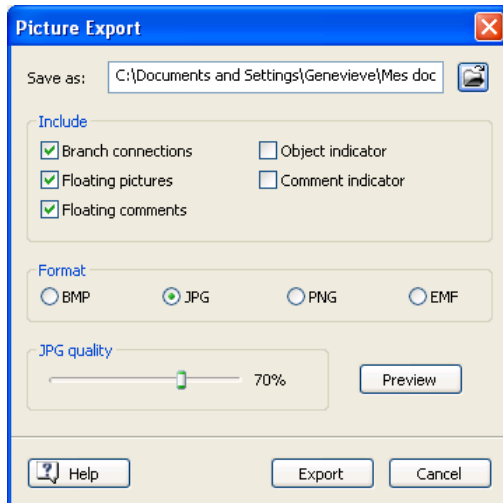
As for Quick Export, OpenMind starts exporting your Mind Map to RTF as a new document. Once the export is complete, OpenMind lets you view the document in the viewer associated with the .RTF extension on your computer.

## Exporting as picture

This export method lets you save your Mind Map as a picture file. The picture file formats supported are .bmp, .jpg, .png and .emf.



- Choose **File | Export to 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.

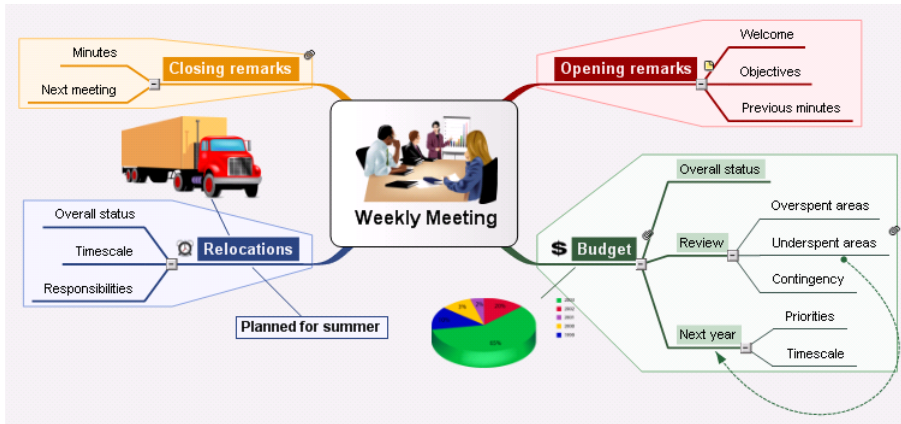
**Note:** Since this export method creates a picture of your entire map, all elements chosen above are displayed on the picture, regardless of the value of their individual 'Include in export' property in the Properties dialog. Similarly, all branches will be visible, regardless of the value of their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

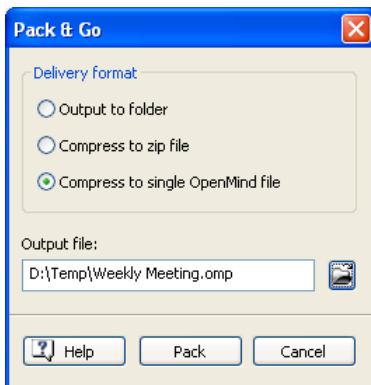
Note that icons and branch pictures are always displayed and that it is not possible to display text notes.



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

## Pack & Go

This feature allows you to distribute your Mind Map to other users very easily. It is for instance ideal for students who need to send their assignments to their teacher, so that he or she can consolidate them in a master map.



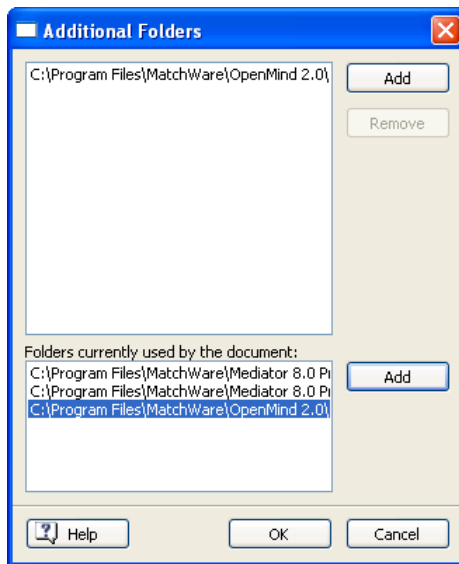
With just one mouse click, you can create a complete packed version of your Mind Map, ready to be sent via email, shared over the network or distributed via CD-ROM.

Note that if the OpenMind view contains several maps (i.e. several roots), they are all packed when using Pack & Go.

## Additional folders

If you have created a particular folder structure for the external files used by your document, you can ensure that OpenMind copies this structure when creating the packed version by specifying the list of folders that need to be included as follows:

- Choose **Tools | Additional Folders** to open the following dialog:



- Click the **Add** button and select the first folder you wish to include in the packed version.
- 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.

## Packing a Mind Map

There are three packing possibilities:

- **Output to folder** copies the entire OpenMind document to the output folder you specify, including all external files referenced by attached objects and any additional folders listed in the Additional Folders dialog. All references to external files are automatically modified to point to the correct output folder.
- **Compress to zip file** performs the same operations as 'Output to folder', but the entire folder is then zipped. This allows you to distribute it very easily by email, CD-ROM and so on. The recipients can then unzip it in the folder of their choice.
- **Compress to single OpenMind file** creates a new Mind Map document integrating all the external files referenced in the original Mind Map document within the .omp file and places the new document in the output folder specified.

When you open an OpenMind document compressed in this way, OpenMind starts by prompting you for a folder name where to extract the integrated files and automatically modifies all the references to point to the extraction folder chosen.

This is the easiest way to distribute a Mind Map to other users. If however the external files used by your map are rather large, the single OpenMind file obtained with this packing method may be too big to be distributed easily. It might also take quite a while for OpenMind to open it for the first time, as the entire file needs to be read in memory. In this case, it is preferable to use the second packing method, "Compress to zip file".

Note that this packing method is not available if you have specified any additional folders in the Additional Folders dialog.

Once the operation has completed, OpenMind lets you open straight away the folder into which the files have been copied.

## Merging packed Mind Maps in a master map

You can easily merge into a master map several Mind Maps that have been packed using Pack & Go:

- Open your master map in OpenMind.
- Open each packed map in turn. Each document opens in a separate tab in OpenMind.
- Merge each packed map into your master map by copying its root (Edit | Copy or 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.

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# Importing

## Introduction

OpenMind lets you import documents from Mediator, Microsoft® Word and Microsoft® PowerPoint.

This is possible regardless of how the document being imported was created. There are two cases:

- **The document was created directly in the external application**

In this case, OpenMind imports as much of the structure and contents of the original document as possible. If you then re-export the OpenMind document to the external application, any elements added in OpenMind are exported to the new document. The layout and contents of the original document are also preserved wherever possible.

- **The document was created by exporting an OpenMind document**

In this case, the branch structure, layout and contents of the original Mind Map are preserved as far as possible. Any additional work done in the external application after the export from OpenMind is also preserved wherever possible.

For more information about exporting a Mind Map document to one of these formats, see the "Exporting" section of this documentation.

## Importing from Mediator

OpenMind lets you import Mediator presentations. This is particularly useful when:

- You have a Mediator presentation which you would like to expand using the brainstorming capabilities and features of OpenMind before exporting it again to Mediator.
- You have exported an OpenMind Mind Map to Mediator, added interactivity to it in Mediator using events and actions, but then realized you need to review the structure of your map in OpenMind before doing any further work in Mediator.

In both cases, OpenMind allows you to import the Mediator presentation into a new Mind Map, preserving as much of the structure and contents of the Mediator presentation as possible.

If the Mediator presentation was created by exporting an OpenMind Mind Map to Mediator, the new Mind Map will have the same branch structure and layout as the original Mind Map.

If you re-export the new Mind Map to Mediator after having made the required changes in OpenMind, any elements added in OpenMind are exported to the new presentation. Note that although OpenMind creates a new Mediator presentation when re-exporting, the original Mediator document must remain accessible. If it is no longer accessible, OpenMind cannot preserve the elements of the original presentation that are specific to Mediator (such as events and actions or Mediator objects that have no equivalent in OpenMind).

For more information about the elements that OpenMind is not able to preserve, see "Limitations" below.

**Note:** You need to have Mediator 8 with Service Pack 3 or above installed on your computer in order to import a Mediator presentation into OpenMind.

This free update is available on the MatchWare web site at:

<http://www.matchware.com/en/support/servicepacks/mediator8.htm>

OpenMind imports the first Mediator page as the root of the new OpenMind document, and all the other Mediator pages of the same level as further main branches. Mediator sub-pages become sub-branches of the corresponding OpenMind branch and so on.

## Procedure

- Make sure the Mediator presentation to be imported is not already open in Mediator.
- Choose **File | Import from MatchWare Mediator**.
- Select the Mediator presentation and click Open.

OpenMind creates a new document and import the Mediator presentation into it.

## Relationship between Mediator and OpenMind elements and objects

The following table indicates how OpenMind converts the various elements of your Mediator presentation to OpenMind elements and objects.

<b>Mediator element</b>	<b>Imported in OpenMind as</b>
Page	Branch  Note that the Mediator page description is used as the branch name. If the Description field is empty, then the page name is used.
Page note (Notes tab of the Properties dialog)	Pop-up comment

Picture object	<ul style="list-style-type: none"> <li>• If the presentation was created in Mediator, imported as an attached picture object</li> <li>• If the presentation was created by exporting an original OpenMind document, imported as a branch picture, floating picture or attached picture object as in the original document</li> </ul>
Text object	<ul style="list-style-type: none"> <li>• If the presentation was created in Mediator, imported as a text note for the branch</li> <li>• If the presentation was created by exporting an original OpenMind document, imported as a text note or as a floating comment as in the original document</li> </ul>
Hypertext object	Text note
Button object	<ul style="list-style-type: none"> <li>• If the presentation was created in Mediator, imported as a button</li> <li>• If the presentation was created by exporting an original OpenMind document, imported as a button, a branch connection, an attached text object or an attached sound object as in the original document</li> </ul>
Flash object	Attached Flash object
Media Player object	Attached video object
All other Mediator objects and elements	These are not imported. They are however preserved if you re-export the OpenMind document to Mediator, provided that the original Mediator document is still accessible.

## Limitations

The following limitations apply when importing a Mediator presentation into OpenMind:

- If the first page in the Mediator presentation contains sub-pages, these sub-pages are not imported.
- When importing a Mediator hypertext object into OpenMind, the hypertext object is converted to a text note. This means that any events and actions that may be associated with it in the original Mediator presentation are not preserved when re-exporting the OpenMind document to Mediator.
- Once the presentation is imported into OpenMind, if you change the name of a branch and re-export the presentation, the Description field of the corresponding Mediator page will be changed to the new name, but the Page name will remain unchanged.

In addition, if you are importing a Mediator presentation created by exporting an original OpenMind Mind Map to Mediator, the following limitations apply:

- When exporting a Mind Map to Mediator, OpenMind places special tags formatted with # signs in the Notes tab of the Properties dialog of particular elements of the new Mediator presentation, including the pages themselves. These tags contain information required by OpenMind to re-import the Mediator presentation. If you delete one or more of these tags by accident, OpenMind will not be able to recreate the corresponding element(s) exactly as in the original Mind Map.
- When exporting a Mind Map to Mediator, OpenMind buttons, hyperlinks, branch connections, attached text files and attached sound files are converted to Mediator buttons containing the relevant events and actions. An attached sound object in the OpenMind document for instance becomes a button with a Mouse Click event and a Sound action in the Mediator presentation. If you delete or move these events and actions while working in Mediator, although OpenMind will be able to recreate the original object, the link path will be lost.

## Importing from Microsoft Word

OpenMind 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 OpenMind before exporting it again to Word.
- You have exported an OpenMind Mind Map to Word, developed some of the topics in Word, but then realized you need to review the structure of your map in OpenMind before doing any further work in Word.

In both cases, OpenMind allows you to import the Word document into a new Mind Map, preserving the text added in Word together with its formatting. Pictures, comments and hyperlinks added in Word are also preserved wherever possible.

If the Word document was created by exporting an OpenMind 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 OpenMind, any elements added in OpenMind are exported to the new document.

For more information about the elements that OpenMind is not able to preserve, see "Limitations" below.

**Note:** You need to have Microsoft Word installed on your computer in order to import a Word document into OpenMind. OpenMind supports all Microsoft Word versions from 2000 onwards.

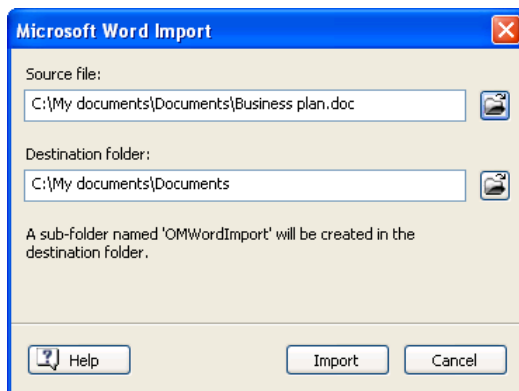
Although OpenMind can import any Word document, a useful branch structure can only be created if the document is organized in paragraphs containing headings defined with the Microsoft Word heading styles "Heading 1" through to "Heading 9".

OpenMind imports each paragraph of the Word document as a branch at the relevant level. In other words paragraphs with a Heading 1 title become main branches, paragraphs with a Heading 2 title become sub-branches, paragraphs with a Heading 3 title become sub-sub-branches and so on.

If the Word document starts with a main heading with the style "Title", then this heading is used as the root name. Otherwise the name of the Word document is used as the root name.

## Procedure

- Choose **File | Import from Microsoft Word**.
- Select the Word document you want to import.
- Select the destination folder, i.e. the folder for the OpenMind document created from the Word document.

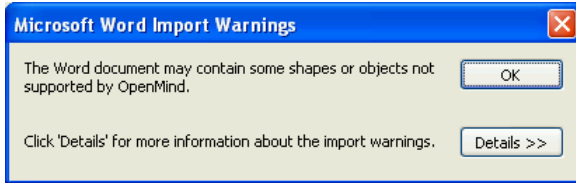


- Click **Import**.

**Note:** During the import procedure, the display may flicker a few times. This is normal.

OpenMind creates a sub-folder named 'OMWordImport' within the destination folder and places in it the new OpenMind document as well as any picture that might have been embedded in the Word document.

There may be elements of the Word document that OpenMind is not able to import. If this is the case, OpenMind displays a Warning dialog listing these elements. See "Limitations" below for more information.



**Warning:** When exporting a Mind Map to Word, OpenMind inserts bookmarks in the Word document to keep track of how the various elements should be re-imported back into OpenMind if you choose to do so. You should take care not to delete these bookmarks, which are hidden by default. To make them visible while you work, check 'Show bookmarks' in the View tab of the Tools | Options dialog in Word.

## Relationship between Word and OpenMind elements and objects

The following table indicates how OpenMind converts the various elements of your Word document to OpenMind elements and objects.

Word element	Imported in OpenMind as
Title (with Title style)	Root of the Mind Map <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
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"> <li>• If the document was created in Word, imported as a text note of the corresponding branch</li> <li>• If the document was created by exporting an original OpenMind Mind Map, imported as text note or floating comment of the corresponding branch as in the original document</li> </ul>
Picture embedded in paragraph heading	Floating picture of the corresponding branch
Picture embedded in body text	<ul style="list-style-type: none"> <li>• If the document was created in Word, imported as a picture embedded in a text note of the corresponding branch</li> <li>• If the document was created by exporting an original OpenMind Mind Map, imported as branch picture, floating picture or attached picture file of the corresponding branch as in the original document</li> </ul>
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

## Limitations

The following limitations apply when importing a Word document into OpenMind:

- 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 OpenMind. To import such elements in the OpenMind Mind Map, make sure they are inserted in the Word document as hyperlinks.
- Editable Word shapes such as AutoShapes, Text Effects (WordArt) and diagrams are imported in the OpenMind document as pictures. This means that when re-exported to Word, they become standard pictures and do not keep their original editable properties.

- If the Word document contains mathematical symbols and the Word equation editor is not installed, you may be prompted to install it. You will need to restart the import procedure after having installed the equation editor.

In addition, if you are importing a document created from an original OpenMind 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 OpenMind do not retain their file name information. When re-importing the document, OpenMind creates new files for these pictures in the 'OMWordImport' folder.
- Re-import of sounds and videos is only possible if you originally chose to export them from OpenMind to Word as "hyperlinks" rather than "inserted in document" (in the Attached Objects tab of the Advanced Microsoft Word Export dialog). Sounds and videos that are embedded in the Word document cannot be re-imported back into OpenMind.
- If you chose to include a picture of the whole Mind Map in the Word document when exporting from OpenMind, this picture is not re-imported back into OpenMind.

## Importing from Microsoft PowerPoint

OpenMind lets you import Microsoft® PowerPoint presentations. This is particularly useful when:

- You have a PowerPoint presentation which you would like to expand using the brainstorming capabilities and features of OpenMind before exporting it again to PowerPoint.
- You have exported an OpenMind Mind Map to PowerPoint, worked on the layout in PowerPoint, but then realized you need to review the structure of your map in OpenMind before doing any further work in PowerPoint.

In both cases, OpenMind 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 an OpenMind Mind Map to PowerPoint, the new Mind Map will have the same branch structure and layout as the original Mind Map.

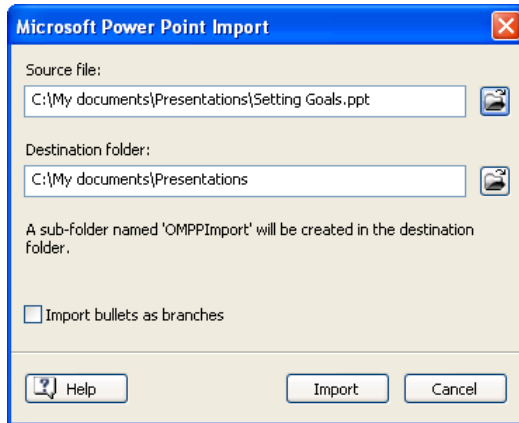
If you then re-export the new Mind Map to PowerPoint after having made the required changes in OpenMind, any elements added in OpenMind are exported to the new presentation.

For more information about the elements that OpenMind is not able to preserve, see "Limitations" below.

**Note:** You need to have Microsoft PowerPoint installed on your computer in order to import a PowerPoint presentation into OpenMind. OpenMind supports all Microsoft PowerPoint versions from 2000 onwards.

## Procedure

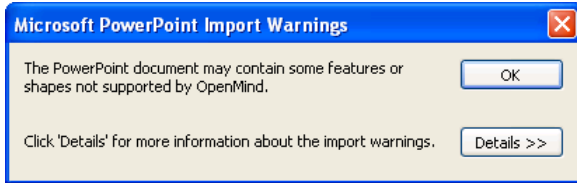
- Choose **File | Import from Microsoft PowerPoint**.
- Select the PowerPoint presentation you want to import.
- Select the destination folder, i.e. the folder for the OpenMind document created from the PowerPoint presentation.
- (optional) If you want to import the bullet lists that may be included 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 OpenMind branches.



- Click **Import**.

OpenMind creates a sub-folder named 'OMPPImport' within the destination folder and places in it the new OpenMind document as well as any pictures or other objects such as sounds or videos embedded in the PowerPoint presentation.

There may be elements of the PowerPoint presentation that OpenMind is not able to import. If this is the case, OpenMind displays a 'PowerPoint Import Warnings' dialog listing these elements. See "Limitations" below for more information.



## 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 OpenMind 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 OpenMind branch. If not, the entire bullet list is imported as a text note for the branch.

- **The PowerPoint presentation was created by exporting an OpenMind document**

In this mode, the original branch structure of the OpenMind document is preserved, provided that you have not removed any slide. If you have added new slides, they are imported as main branches.

## Relationship between PowerPoint and OpenMind elements and objects

The following table indicates how OpenMind converts the various elements of your PowerPoint presentation to OpenMind elements and objects.

<b>PowerPoint element</b>	<b>Imported in OpenMind as</b>
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"> <li>• 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.</li> <li>• If the presentation was created by exporting an original OpenMind 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.</li> </ul>
Slide comment	Floating comment
Slide notes	Pop-up comment
Embedded picture	<ul style="list-style-type: none"> <li>• If the presentation was created in PowerPoint, imported as an attached picture object stored in the 'OMPPIImport' folder</li> <li>• If the presentation was created by exporting an original OpenMind document, imported as a branch picture or floating picture as in the original document</li> </ul>
Autoshape	Attached picture object stored in the 'OMPPIImport' folder
Linked picture	Attached picture object pointing to the original path
Embedded video	Attached video object pointing to the original path
Embedded sound	Attached sound object stored in the 'OMPPIImport' folder
Link to slide	Branch connection

## Limitations

The following limitations apply when importing a PowerPoint presentation into OpenMind:

- 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 OpenMind. Their contents are therefore not imported into the OpenMind document.

- Although hyperlinks contained in PowerPoint text objects are imported into the corresponding OpenMind text note, only their formatting is preserved. The links themselves are not preserved.
- The following PowerPoint objects are imported as pictures in the OpenMind document and listed in the 'PowerPoint Import Warnings' dialog:
  - AutoShapes
  - OLE controls, embedded OLE objects and linked OLE objects
  - Diagrams
  - Tables
  - Text Effects (WordArt)

All other unknown shapes also cause the display of the 'PowerPoint Import Warnings' dialog, but are otherwise ignored.

- If you are using PowerPoint 2003 and above, the picture files that are created in the 'OMPPImport' folder have the .PNG extension. This means they can be stretched with antialiasing, resulting in higher quality. With PowerPoint 2000, the picture file format used is .GIF. This file format cannot be stretched with antialiasing.

In addition, if you are importing a presentation created by exporting an OpenMind document, the following limitations apply:

- If you delete one or more slides while working in PowerPoint, OpenMind 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, OpenMind cannot recreate the structure of these sub-branches.
- Similarly, if you rearrange the slides in a different order in PowerPoint, OpenMind does not take the new order into account.
- Since OpenMind 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 OpenMind.
- Pop-up comments will not retain their original size and position.

- Pictures embedded in the PowerPoint presentation as a result of the export from OpenMind do not retain their original file name or path information. When re-importing the presentation, OpenMind creates new files for these pictures in the 'OMPPIimport' folder.
- If you chose to include a picture of the whole Mind Map in the PowerPoint presentation when exporting from OpenMind, the slide containing this picture is not re-imported back into OpenMind.

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# Support

## Getting help

You will find different help options and forums for all MatchWare products on our web site. More forums and help options are added as necessary. For an overview of the current options, please visit:

<http://www.matchware.com>

You can select any of the forums and read its entries, even search for a topic or keyword. To ask questions or add a comment to a topic, you need to register as a MatchWare product user.

## The Discussion forum

This is a valuable source of information. You will find a lot of discussion topics about OpenMind, Mediator and other MatchWare products. You will get feedback from other MatchWare product users as well as MatchWare staff. The purpose of this forum is to ask questions about specific solutions and possibilities not described in the documentation. It is not for reporting issues you found in the program.

If you do require support from MatchWare directly, please address your questions to [support@matchware.com](mailto:support@matchware.com) and we will do our best to answer them as quickly as possible.

## Reporting a problem

To report a problem, bug or any other error in OpenMind, please send a message to [support@matchware.com](mailto:support@matchware.com).

## MatchWare BugBuster™

This is a small program that runs in the unfortunate event of an OpenMind crash. If this happens, BugBuster™ displays a form pre-filled with specific information about the problem. Enter a description of the circumstances of the crash and give as many details as possible. A step-by-step description will help us to quickly locate and fix the bug.

BugBuster will help us make OpenMind more stable, which in turn will benefit you.

**Note:** If the crash is particularly severe, BugBuster may not work.



# Reference

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# Reference

The reference section contains a description of the following OpenMind features:

- Properties

These topics give a full description of the properties applicable to each of the OpenMind elements, such as the document itself, the root, the branches and the various objects.

- Shortcuts

This topic lists all the keyboard shortcuts provided by OpenMind.

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# Properties

## Overview

Many OpenMind components, such as the document itself, the root, the branches and any attached objects have specific properties, displayed in the Properties dialog. You can use the Properties dialog to make any necessary changes to these components, as described in "Using the Properties dialog."

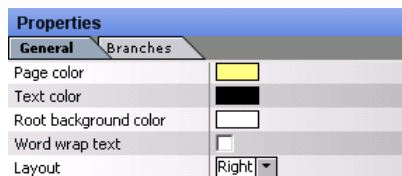
**Note:** If the Properties dialog is not already visible, click the **General** tab on the right of the workspace to open the corresponding panel.

The topics of this section describe in detail the properties applicable to each OpenMind component.

## Document

### Document properties: General tab

A click on the workspace (in other words away from the root or any branch) displays this Properties dialog.



**Page color:** Click the small rectangle to choose a new color for the page (i.e. the workspace).

**Text color:** Click the small rectangle to choose a new color for the text displayed on the page (in other words the root label and branch labels).

**Root background color:** Click the small rectangle to choose a new color for the background of your main root and any other roots contained on the page.

**Show duration bars:** This property only appears when you are viewing the map in the Timeline view. By default, if you have entered both a start time and an end time for a particular event, the duration of the event is shown as a bar below the time axis. Uncheck this property if you do not want to see these duration bars below the time axis.



**Show title:** This property only appears when you are viewing the map in the Timeline view. By default, the timeline displays the root name as title, or, if you have applied a filter to a branch, the name of that branch. Uncheck this property if you don't want to see a title, or if you prefer to create your own title by inserting a floating comment in the timeline.

**Word wrap text:** Check this option if you want the text to wrap automatically to the next line when you enter long branch names. This setting applies to all the branches of your document.

**Layout:** This property only appears when you are viewing the map in the Left/Right view. Click the arrow and choose Right to display all the branches on the right of the root, or Left to display them on the left of the root. See "Using the Left/Right view" for more information.

## Document properties: Branches tab

The Branches tab of the Document properties dialog allows you to define default properties for the branches of your map.

Properties	
General	Branches
Branch color	
Branch background color	
Vertical branch gap	8
Horizontal branch gap	25
Show branch connections	<input checked="" type="checkbox"/>
Minimum branch length	25

**Branch color:** Click the small rectangle to choose a new color for all the branches and sub-branches of your map.

**Branch background color:** Click the small rectangle to choose a new color for the label background of all the branches and sub-branches of your map.

**Vertical branch gap:** The value you enter in this field represents the vertical spacing between each set of branches. The default value depends on the view used.

**Horizontal branch gap:** The value you enter in this field represents the horizontal spacing between each set of branches. The default value depends on the view used.

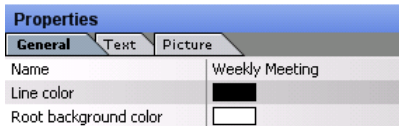
**Show branch connections:** This box is checked by default. Uncheck it if you do not want branch connections to be visually represented on your map. See "Creating branch connections" for more information.

**Minimum branch length:** This field indicates the minimum length of the horizontal part of the branch underlying the branch label. However if the branch label is longer than the minimum width defined here, OpenMind chooses a branch width sufficient to underline the entire label.

# Root

## Root properties: General tab

When you select the main root or any other root contained on your map, the following Properties dialog is shown.



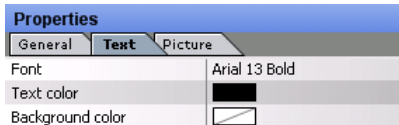
**Name:** This property shows the label of the currently selected root. You can edit it or enter a new label by typing in the input field. Note that if your label contains several lines (which you enter by pressing Ctrl + Enter at the end of each line), only the first line is displayed in this field.

**Line color:** Click the small rectangle to choose a new color for the border surrounding the root shape.

**Root background color:** Click the small rectangle to choose a new color for the background of the currently selected root.

## 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:** Click this field to choose a new font, attribute (e.g. bold, italics etc.) or point size for the label.

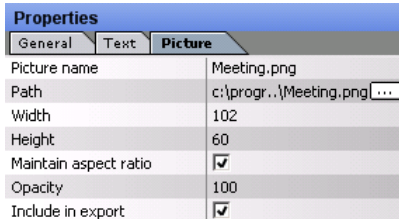
**Alignment:** This field only appears if the currently selected root has a multi-line label (which you can create by pressing Ctrl + Enter at the end of each line). You can choose to right-align, left-align or center all the lines making up the label.

**Text color:** Click the small rectangle to choose a new color for the label of the currently selected root.

**Background color:** Click the small rectangle to choose a new color for the label background.

## 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.
- Similarly, if you export your document to Mediator, the picture name will be inserted in the Notes tab of the Properties dialog of the picture in Mediator.

**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.

**Maintain aspect ratio:** This option is checked by default. Disable it if you do not want to preserve the proportions of the branch picture (in other words, the ratio between its width and its height) when resizing it.

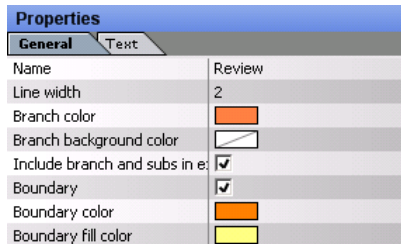
**Opacity:** By default, this field has the value 100, which means that the picture is 100% visible. You can give it a transparency effect by entering a lower value in this field, thereby decreasing its opacity. The value 1 means that the picture is completely transparent.





**Include in export:** This option is checked by default. Disable it if you intend to export your map to another format (HTML, Mediator, Word and so on) but do not want the branch picture to be exported.

# Branch

## Branch properties: General tab

When you select a branch or sub-branch on your map, the following Properties dialog is shown.



Properties	
General	Text
Name	Review
Line width	2
Branch color	
Branch background color	
Include branch and subs in e:	<input checked="" type="checkbox"/>
Boundary	<input checked="" type="checkbox"/>
Boundary color	
Boundary fill color	

**Name:** 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. Note that if your label contains several lines (which you enter by pressing Ctrl + Enter at the end of each line), only the first line is displayed in this field.

**Line width:** (only for sub-branches) This field, which is only displayed if the currently selected branch is a sub-branch, indicates the width of the line connecting the sub-branch to its parent branch. The value must be included between 1 and 5.

**Branch color:** Click the small rectangle to choose a new color for the branch.

**Branch background color:** Click the small rectangle to choose a new color for the background of the currently selected branch.

**Include branch and subs in export:** This option is checked by default. Disable it if you intend to export your map to another format (HTML, Mediator, Word and so on) but do not want the branch and all its sub-branches to be exported.

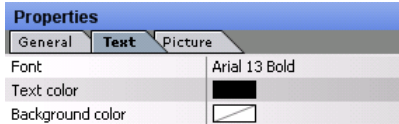
**Boundary:** Check this box to show a boundary around the branch and all its sub-branches.

**Boundary color:** This field is only displayed if you have checked the Boundary property. Click the small rectangle to choose a new color for the boundary.

**Boundary fill color:** This field is only displayed if you have checked the Boundary property. Click the small rectangle to choose a new color for the space within the boundary.

## Branch properties: Text tab

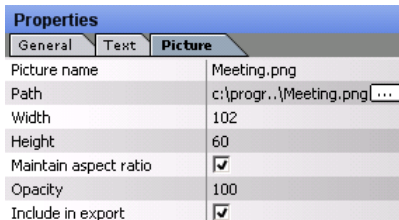
The Text tab of the Branch properties dialog allows you to define all the properties related to the branch label.



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.

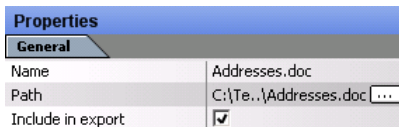


This tab is identical to the Picture tab of the root. See "Root properties: Picture tab" for more information.

## Text object

### Text object properties: General tab

When you select a text object in the Object list of a branch, the following Properties dialog is shown.



**Name:** By default, this field shows the name of the attached text file. You can however replace it with a name of your choice.

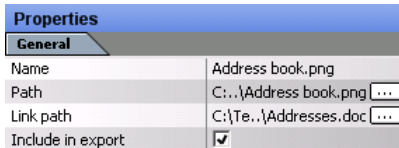
**Path:** This shows the path of the attached text file. Enter a new folder and/or file name or click the Browse button  to choose a different text file.

**Include in export:** This option is checked by default. Disable it if you intend to export your map to another format (HTML, Mediator, Word and so on) but do not want the text object to be exported.

## Picture object

### Picture object properties: General tab

When you select a picture object in the Object list of a branch, the following Properties dialog is shown.



**Name:** By default, this field shows the name of the attached 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.
- Similarly, if you export your document to Mediator, the picture name will be inserted in the Notes tab of the Properties dialog of the picture in Mediator.

**Path:** This shows the path of the attached picture file. Enter a new folder and/or file name or click the Browse button  to choose a different picture file.

**Include in export:** This option is checked by default. Disable it if you intend to export your map to another format (HTML, Mediator, Word and so on) but do not want the picture object to be exported.

If you have placed a link on the picture, the Properties dialog lists additional properties which vary according to the link type as follows:

#### URL link

**URL:** You can edit the URL of the link or enter a different URL by typing in this field.

**Open link in new window (HTML):** Check this box if you intend to export your map to HTML and want the link to open in a new browser window.

## File or Folder link

**Link path:** You can edit the path of the file link or enter a different path by typing in this field.

## Email link

**Email address:** You can edit the email address of the email link or enter a different address by typing in this field.

# Video object

## Video object properties: General tab

When you select a video object in the Object list of a branch, the following Properties dialog is shown.



**Name:** By default, this field shows the name of the attached video file. You can however replace it with a name of your choice.

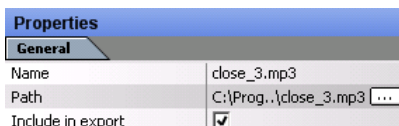
**Path:** This shows the path of the attached video file. Enter a new folder and/or file name or click the Browse button  to choose a different video file.

**Include in export:** This option is checked by default. Disable it if you intend to export your map to another format (HTML, Mediator, Word and so on) but do not want the video object to be exported.


# Sound object

## Sound object properties: General tab

When you select a sound object in the Object list of a branch, the following Properties dialog is shown.



**Name:** By default, this field shows the name of the attached sound file. You can however replace it with a name of your choice.

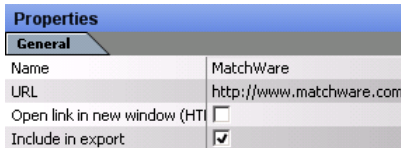
**Path:** This shows the path of the attached sound file. Enter a new folder and/or file name or click the Browse button  to choose a different sound file.

**Include in export:** This option is checked by default. Disable it if you intend to export your map to another format (HTML, Mediator, Word and so on) but do not want the sound object to be exported.

## Button

### Button properties: General tab

When you select an attached button in the Object list of a branch, the following Properties dialog is shown.



Properties	
General	
Name	MatchWare
URL	http://www.matchware.com
Open link in new window (HTML)	<input type="checkbox"/>
Include in export	<input checked="" type="checkbox"/>

**Name:** You can edit the button name or enter a different name by typing in this field.

**Include in export:** This option is checked by default. Disable it if you intend to export your map to another format (HTML, Mediator, Word and so on) but do not want the button to be exported.

The remaining properties vary according to the type of the link that has been placed on the button as follows:

#### URL link

**URL:** You can edit the URL of the link or enter a different URL by typing in this field.

**Open link in new window (HTML):** Check this box if you intend to export your map to HTML and want the link to open in a new browser window.

#### File or Folder link

**Link path:** You can edit the path of the file link or enter a different path by typing in this field.

#### Email link

**Email address:** You can edit the email address of the email link or enter a different address by typing in this field.

# Hyperlink

## Hyperlink properties: General tab

When you select an attached hyperlink in the Object list of a branch, the following Properties dialog is shown.

Properties	
General	
Name	Address
Email address	sales@matchware.com
Include in export	<input checked="" type="checkbox"/>

This tab is identical to the General tab for buttons. See "Button properties: General tab" for more information.

# Flash object

## Flash object properties: General tab

When you select a Flash object in the Object list of a branch, the following Properties dialog is shown.

Properties	
General	
Name	Flash animation.swf
Path	C:\Flash animation.swf ...
Include in export	<input checked="" type="checkbox"/>

**Name:** By default, this field shows the name of the attached Flash file. You can however replace it with a name of your choice.

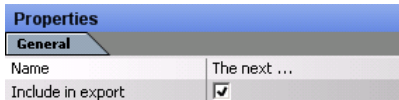
**Path:** This shows the path of the attached Flash file. Enter a new folder and/or file name or click the Browse button  to choose a different Flash file.

**Include in export:** This option is checked by default. Disable it if you intend to export your map to another format (HTML, Mediator, Word and so on) but do not want the Flash object to be exported.

# Text note

## Text note properties: General tab

When you select a text note in the Object list of a branch, the following Properties dialog is shown.



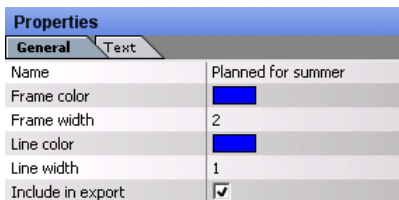
**Name:** This shows the default name of the text note. You can edit it or enter a different name by typing in this field.

**Include in export:** This option is checked by default. Disable it if you intend to export your map to another format (HTML, Mediator, 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.



**Name:** This shows the contents of the comment. You can edit it by typing in this field.

**Frame color:** Click the small rectangle to choose a new color for the frame surrounding the comment.

**Frame width:** Edit this field to increase or decrease the width of the frame surrounding the comment.

The next two 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.

**Include in export:** This option is checked by default. Disable it if you intend to export your map to another format (HTML, Mediator, 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:** Click this field to choose a new font, attribute (e.g. bold, italics etc.) or point size for the comment text.

**Alignment:** This field only appears if the selected comment contains several lines (which you can create by pressing Ctrl + Enter at the end of each line). You can choose to right-align, left-align or center all the lines making up the comment.

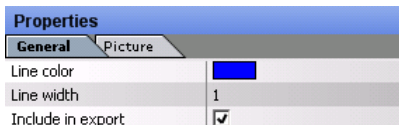
**Text color:** Click the small rectangle to choose a new color for the comment text.

**Background color:** Click the small rectangle to choose a new color for the comment background.

## Floating picture

### Floating picture properties: General tab

When you select a floating picture on the workspace, the following Properties dialog is shown.



The following two properties only appear if the floating picture is connected to a branch.

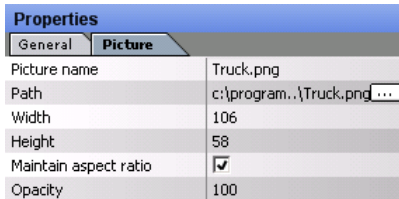
**Line color:** Click the small rectangle to choose a new color for the line connecting the floating picture to the branch.

**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 option is checked by default. Disable it if you intend to export your map to another format (HTML, Mediator, 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.



**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.
- Similarly, if you export your document to Mediator, the picture name will be inserted in the Notes tab of the Properties dialog of the picture in Mediator.

**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.



**Maintain aspect ratio:** This option is checked by default. Disable it if you do not want to preserve the proportions of the branch picture (in other words, the ratio between its width and its height) when resizing it.

**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 in this field, thereby decreasing its opacity. The value 1 means that the picture is completely transparent.

# Branch connection

## Branch connection properties: General tab

When you select a branch connection in the Object list of a branch, the following Properties dialog is shown.

Properties	
General	
Name	Next year
Line color	
Line width	1
Hover color	
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:** Click the small rectangle to choose a new color for the branch connection.

**Line width:** Edit this field to increase or decrease the width of the branch connection.

**Hover color:** This refers to the color taken by the branch connection when you select it or when you just move the mouse pointer over it. Click the small rectangle to choose a new hover color for the branch connection.

**Include in export:** This option is checked by default. Disable it if you intend to export your map to another format (HTML, Mediator, Word and so on) but do not want the branch connection to be exported.

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# Keyboard shortcuts

The table below lists all the keyboard shortcuts provided by OpenMind.

<b>Keyboard shortcut</b>	<b>Description</b>
<b>Enter</b>	Add a new branch at the same level as the selected branch
<b>Insert</b>	Add a new sub-branch to the selected branch
<b>Shift + Enter</b>	Add a new branch just before the selected branch
<b>Delete</b>	Delete the selected branch or element
<b>Up</b>	Select the branch placed above the currently selected branch
<b>Down</b>	Select the branch placed below the currently selected branch
<b>Left</b>	Select the branch to the left of the currently selected branch in the map
<b>Right</b>	Select the branch to the right of the currently selected branch in the map
<b>F1</b>	Help
<b>F2</b>	Edit the name of the selected branch or the selected floating comment
<b>F3</b>	Toggle Brainstorm mode
<b>F4</b>	Resize the map so that it fits entirely in the workspace
<b>F7</b>	Spell check the document
<b>F9</b>	Toggle Full Screen mode
<b>F11</b>	Insert or edit a pop-up comment on the selected branch
<b>Ctrl + F</b>	Find and replace text in document
<b>Ctrl + N</b>	Create a new document
<b>Ctrl + O</b>	Open and browse for an existing document
<b>Ctrl + P</b>	Print the active document
<b>Ctrl + S</b>	Save the active document
<b>Ctrl + Z</b>	Undo the last action

<b>Ctrl + Shift + Z</b>	Reverse the last Undo
<b>Ctrl + Y</b>	
<b>Ctrl + C</b>	Copy the selected data to the clipboard
<b>Ctrl + Insert</b>	
<b>Ctrl + X</b>	Cut the selected data to the clipboard
<b>Shift + Delete</b>	
<b>Ctrl + V</b>	Paste the data contained in the clipboard to the selected destination
<b>Shift + Insert</b>	
<b>Ctrl + "+"</b>	Zoom in
<b>Ctrl + "-"</b>	Zoom out
<b>Ctrl + F7</b>	Spell check the selected element
<b>Ctrl + Tab</b>	Switch between open documents
<b>Ctrl + Up</b>	Move the selected branch up (Mind Map, Left/Right and Outline views only)
<b>Ctrl + Down</b>	Move the selected branch down (Mind Map, Left/Right and Outline views only)
<b>Ctrl + Left</b>	Move the selected branch left (Top Down view only)
	Collapses the selected branch (Outline view only)
<b>Ctrl + Right</b>	Move the selected branch right (Top Down view only)
	Expands the selected branch (Outline view only)
<b>Shift + drag</b>	Navigate the Mind Map by panning the view within the workspace

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