MindView 9 Documentation

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Introduction

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HSColorPickerSegmentedCell

Class to drawing a color picker control. Based on CLColorPickerSegmentedCell, 2002-2015 Volodymyr Boichentsov

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 topics represent your secondary thoughts, and so on. Special images or shapes can represent landmarks of interest or particularly relevant ideas.

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

The five essential characteristics of a mind map:

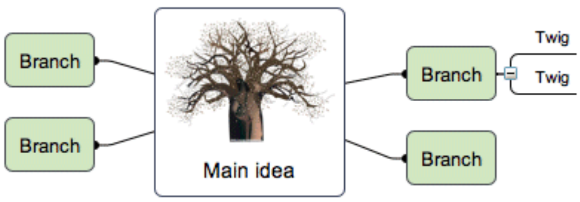
● The main idea, subject or focus is crystallized in a central image.

● The main themes radiate from the central image as 'topics'.

● The topics 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 topic.

● The topics form a connected nodal structure.



Mind Maps and MindView

MindView™ brings to mind mapping all of the following features:

● Information can be added as fast as you can type.

● Editing all aspects of the mind map is easy, without having to redo the whole mind map.

● Clip art, digital images, audio and video clips can be inserted.

● Colors can be added to words or topics 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.

● The mind map can be exported to all kinds of formats, including as a web site.

Mind Maps in education

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

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

● obscure the key words and information

● are not easily memorable

● waste time with the quantity of connecting words

● are not using all the cortical skills, and so do not creatively stimulate the brain

Mind Maps on the other hand:

● assist with the brain's ability to concentrate

● allow the essence of the material to become evident

● make visually apparent the relative order of information

● make connections between ideas easy to see

● boost our confidence in our ability to learn

And so mind maps keep the "love of learning" alive.

Achieving Curriculum Standards with MindView

National and state curriculum guidelines in every subject emphasize the importance of developing creative thinking and information management skills. These can be achieved in MindView through mind mapping, outlining and brainstorming. MindView'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.

MindView 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 clip art 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.

Mind Maps in business

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

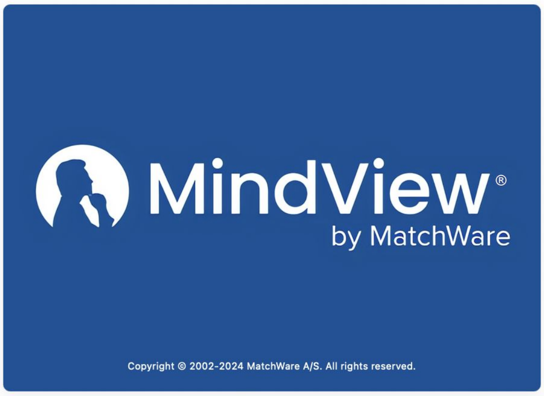
Mind Maps:

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

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

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

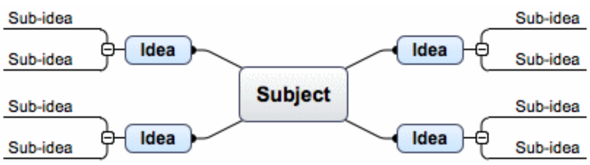
Overview



MindView 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, MindView generates illustrated **Mind Maps®** which you can use in presentations, study guides, web sites and more. With a range of export options such as HTML, Microsoft PowerPoint® and Microsoft Word®, MindView is an effective and versatile concept development tool.

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

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

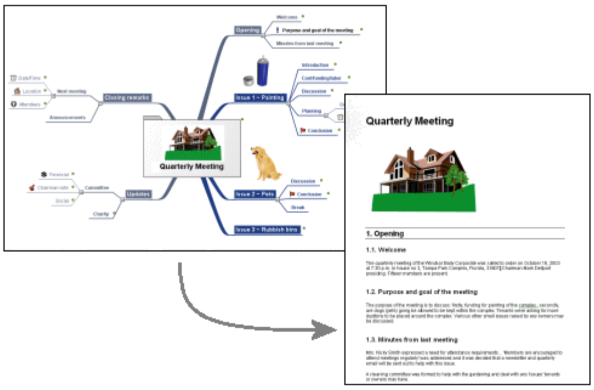


MindView lets you think and learn visually by creating mind maps. Mind maps have been demonstrated to increase organizational skills and creativity, to develop memory retention and deepen understanding of concepts. See "What is a mind map" for a more detailed description.

Outlining written documents

Mind Mapping is an ideal way to create an outline for written documents such as an essay or a research paper. MindView 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 MindView, as opposed to mind mapping on a piece of paper, is that MindView allows you to reorganize your ideas in the right order by dragging and dropping them in the mind map once you have finished brainstorming them.

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



Exporting

MindView allows you to use your mind map in various different ways by exporting it to HTML, Microsoft PowerPoint, Microsoft Word, RTF, XML or various picture formats. However, MindView has been optimized for storyboarding and planning web sites and multimedia presentations:

● When storyboarding presentations, a topic in your mind map represents a page (HTML) or a slide (PowerPoint) in your presentation, a sub-idea represents a sub-page or sub-slide and so on.

● You can attach files to topics in the mind map, such as pictures, text, sounds and videos. These files are included when you export to HTML and are displayed on their respective pages.

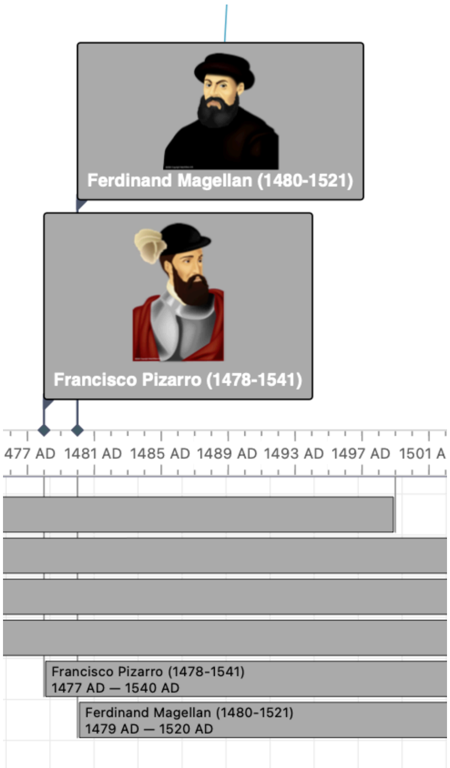
● MindView lets you create hyperlinks (which can be displayed as buttons), topic connections and other interactivity that is also included when exporting.

● When exporting to HTML you can choose from a range of ready-made templates offering different top bar and side bar navigation styles. You can customize these templates according to your needs.

● MindView allows basic web editing during the HTML export. You can for instance place the various elements where required on each individual page. No coding or scripting necessary!

Working with timelines

The MindView Timeline view is a great way of displaying your work. Simply add dates or times to your topics and switch to the Timeline view to see the information displayed along a horizontal time axis. You can zoom in or out, expand or contract the timeline scale, and condense empty stretches of the timeline by inserting break marks.



What's new in MindView 9

MindView 9 has many new features which are fully described in this documentation. Here is a brief description of the most important enhancements.

Interface and views

Kanban and Year Wheel view: MindView 9 offers two completely new views that are ideal for task management. The Kanban view displays all the topics of your document as tasks in swimlanes on a Kanban board, and the Year Wheel view gives you a quick visual overview of tasks that need to be completed during the year. For more information, see "Using the Kanban view" and "Using the Year Wheel view".

Updated Timeline view: The Timeline view has been improved with better and more intuitive layout and user-friendly zoom and expand/compress options that make it much easier to work with timelines. For more information, see "Using the Timeline view".

Editing, formatting and exporting

Integrated AI tools: You can now use artificial intelligence (AI) to research, create and edit documents. The AI feature lets you create map structures and text notes, and you can use it to edit, rephrase and translate text. For more information, see "Using AI".

Enhanced Capture toolbar: The Capture toolbar now lets you capture audio notes in addition to text and images. All captures are saved to the Research panel by default if you are online, allowing you to use your captures from MindView 9 and the MindView Assist app. For more information, see "Capturing text, pictures and audio".

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

Collaboration and compatibility

New Task System: MindView now includes a built-in Task System that gives you additional options for working with tasks. You can add tasks to the system from any MindView document and from the MindView Assist app, and you can assign tasks to other MindView users. For more information, see "Using the Task System" and "Working with tasks".

Assistive technology

Dark theme and redesigned icons: You can select to have the user interface displayed with the Mac dark background, making the application easier to use for visually impaired users. Several icons in the user interface have been optimized to support the dark theme.

DAC audited: MindView 9 has been audited by the Digital Accessibility Centre in line with WCAG 2.2 AA standards.

Important terms

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

Attachments and hyperlinks

MindView allows you to attach various objects to the topics of your mind map, such as text documents, pictures, videos, sounds, or URL links, which you can activate from within the mind map. These objects are listed in the Objects panel of the Document inspector, and can all be exported when exporting your map to a different format. See "Attaching objects" for more information.

Central topic

The central topic is the central block that appears when you create a new mind map. It represents the subject of the map. Any topic that you attach directly to the central topic is a main topic. See the definition of "Topic" in this list of important terms and "Inserting topics" for more information.

Comments

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

Document

Each MindView document you create opens in a separate window bearing the name of the document. A MindView document can contain several maps. You can keep several documents open at the same time in MindView. You can choose from several views when working with your document; see the definition of "view" in this list. MindView documents are saved with the extension .mvdx. See "Creating a mind map" and "Opening a mind map" for more information.

Document mode

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

Export

Once you have finished the design of your document, you can export it to other formats, such as a Microsoft® PowerPoint presentation, a Microsoft® Word or .RTF document, a Microsoft® Project XML document or a picture. You can also export to HTML and XML. See the "Exporting" section for more information.

Gantt view

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

Import

Not only can you export your document to PowerPoint, Word or Microsoft Project, but you can re-import the exported document into MindView as a new document, while preserving much of the additional work you might have done on the document in these external applications. You can also import into MindView documents originally created in PowerPoint, Word or Microsoft Project as well as XML documents. See the "Importing" section for more information.

Icons

MindView lets you place icons on the topics of your mind map to attract attention or illustrate a particular idea. Using icons, you can for instance represent visually the status of a particular topic, its importance and so on. See "Inserting icons" for more information.

Kanban view

This view displays all the topics of your document as tasks on a Kanban board arranged into swimlanes. The view gives you a quick visual indication of the status of each task and is well suited for managing tasks or simple projects. You can quickly and easily move tasks between swimlanes to update their status. For more information, see "Using the Kanban view".

Left/Right view

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

Main topic

The main topics are the topics that are directly connected to the central topic. They are the most important topics related to the subject of your mind map. See the definition of "Topic" in this list and "Inserting topics" for more information.

Mind Map

A mind map is made up of its central topic, all other topics and all inserted elements (icons, comments, text notes and so on) and attached objects (text files, picture files, video files, hyperlinks and so on). Note that MindView allows you to create several different maps in the same document.

Mind Map view

This is the default view when creating a new mind map. It represents the map with the central topic in the center, and all the other topics radiating from it in a clockwise direction. This is a good view to use when brainstorming ideas for a mind map without worrying about evaluating or structuring them. See "Using different views" for more information.

Outline view

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

Pack & Unpack

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

Parent topic

A parent topic is any topic that has one or more sub-topics. See the definition of "Topic" in this list and "Inserting topics" for more information.

Pre-topic

A pre-topic is a topic that you insert before the currently selected topic. See the definition of "Topic" in this list and "Inserting topics" for more information.

Project plan

A project plan is a series of interdependent tasks that need to be performed in a particular order. A project plan has a specific start date, corresponding to the start of the first task, and a specific end date, corresponding to the end of the last task and the completion of the project. If one task runs late, all the tasks that are dependent on the delayed task are affected and their dates are automatically recalculated. MindView lets you build, view and manage complex project plans in the Gantt view. See "Using the Gantt view" for more information about project plans and project management. MindView also supports the creation of task lists, which are much simpler than project plans. See the definition of a task list in this topic.

Sub-topic

Any topic belonging to a parent topic is called a sub-topic. Each sub-topic can have its own sub-topics, and they can be found at various levels. See the definition of "Topic" in this list and "Inserting topics" for more information.

Task

In MindView, you can use all topics as tasks, for example if you want to create task lists or manage projects using the Gantt view. You can also assign tasks to other MindView users through the online Task System. Just like topics, tasks can have sub-tasks; a task with one or more sub-tasks is called a summary task. For more information, see the definition of "Topic" in this list and "Using different views".

Task list

A task list is a series of individual tasks which are not connected to each other. If one task is delayed, this has no effect on any of the other tasks. MindView lets you add task information such as dates, priorities and resources to the topics of your document in order to create simple task lists. The application also includes several views that are well suited for managing tasks. See "Inserting task data" for more details. MindView also lets you build and manage project plans, which are more complex than task lists. See the definition of a project plan in this list.

Templates

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

Text notes

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

Timeline view

The Timeline view lets you see all the topics of your mind map that contain time information displayed in chronological order along a horizontal time axis. You can easily zoom your timeline to focus on particular events or periods, and the view is very useful for getting an overview of historical periods, simple projects or events. For more information, see "Using the Timeline view".

Top Down view

This view represents your mind map as a hierarchical pyramid, with the central topic at the top, the main topics underneath, the sub-topics below the main topics 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.

Topic

A topic is an element that contains information about the subject of the mind map. Main topics are connected directly to the central topic while sub-topics are located further down in the hierarchy. Topics can be displayed using many different views. For more information, see "Inserting topics" and the definitions of main topic, parent topic, pre-topic and sub-topic in this list.

Depending on the context, topics can be called different things. On a timeline, they are called *events*. In views that focus on projects or assignments, they are called *tasks*. In MindView, events, tasks and topics are fundamentally the same thing, and this documentation uses the terms interchangeably, depending on the context. The table below shows how the names of various levels of topics and tasks correspond to one another. Depending on the view you use, the same content can be a parent topic or a summary task, for example.

Topic	Task
Sub-topic	Sub-task
Parent topic	Summary task
Main topic	Summary task *

** Only if they have sub-tasks. If not, they are regular tasks.*

Topic connections

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

View

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

Year Wheel view

This view represents your mind map as a year wheel, giving you a quick visual overview of the tasks you need to accomplish during the year. To get more detail, you can click the year wheel to focus on a particular quarter or month, and you can scroll from year to year by clicking the center of the wheel. For more information, see "Using the Year Wheel view".

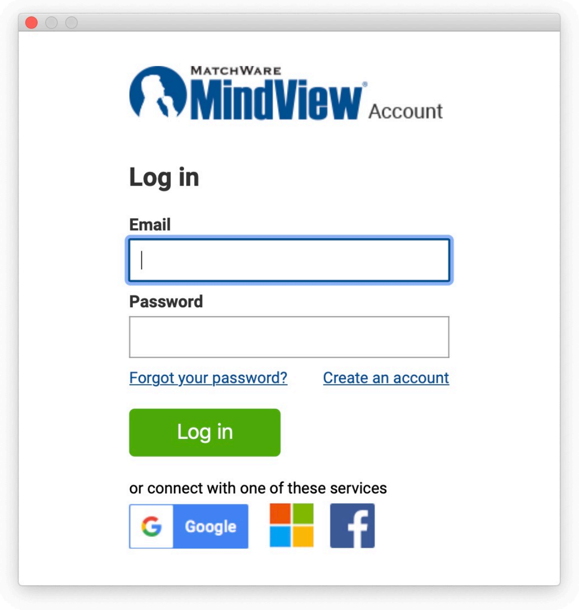
Setting up

Logging in

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

If you have received a license key from MatchWare, you can use this instead of logging in. For more information, see "Entering a license key" below. You will, however, need to log in to access MindView Drive.

You can access the MindView login dialog by choosing **Login** in the application menu. If you do not log in after launching MindView for the first time, you are taken directly to the login dialog every time you launch the application. You can also access the login dialog by clicking the **Login** button in the **License** panel of the MindView **Settings** dialog.



Logging in using your MatchWare account

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

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

● If you have forgotten your password, click **Forgot your password?** to request an e-mail containing your password.

● If you do not have a MatchWare account, click **Create an account** to create one.

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

You can disable this dialog; for more information, see Setting up your settings.

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

When you have logged in, all features of your MindView version are available. Your user name is shown in the title of a document window.

Logging in using another service

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

You can use the same third-party login for your desktop version of MindView, for MindView Online and for managing your MatchWare account on https://accounts.matchware.com. You can also use the same login for storing MindView files on third-party storage services such as Google Drive and Microsoft OneDrive, but you will be asked to log in again when accessing these services.

In order to log in using a third-party service, you must permit your MatchWare account to access basic information about you (such as your e-mail address, name, user name and picture) from the third-party service account. You can withdraw this permission at any time from the account management page of the third-party service. If you do so, you can no longer use that account to log into MindView.

➤ Click the logo of the third-party service that you would like to use.

➤ Log into the selected service in the dialog that opens, if you are not already logged in.

➤ Give MindView permission to access your account with the service.

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

Logging out

➤ Choose **Logout** in the application menu or click the **Logout** button in the **License** panel of the MindView **Settings** dialog.

MindView immediately reverts to read only mode.

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

Entering a license key

If you have received a license key from MatchWare, you can unlock MindView by entering this instead of logging in. You can access the dialog for entering your license key in the **License** panel of the MindView **Settings** dialog. You can also use this option to change the license key if needed.

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

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

Setting up your settings

The Settings dialog (**MindView > Settings**) lets you define global settings.

➤ Click the **General**, **Projects**, **Suggestions** or **License** tab to change the application settings that belong to these areas.

If you want to restore all the settings on this dialog to their original values, click **Restore All Defaults** at the bottom of the dialog.

The General panel

For New Documents: By default, when you create a new document, MindView displays a dialog allowing you to choose the view to use for the mind map, or to select one of the existing templates. This option lets you choose the view you would like to use straight away.

Default Zoom: Choose a zoom level that MindView will use to display mind maps until you change it manually.

Startup: Deselect this option if you do not want MindView to display the list of available templates on startup.

Inspector: Choose your preferred position for the inspector panels.

Updates: Select this option if you want MindView to check for program updates on startup.

Text Note Editor: Click the **Default Font** field to specify a different default font and point size for the text note editor. Click the **color** icons to change the default text and background colors.

Templates, **Styles** and **Audio Notes**: These fields display the locations of the relevant files. Click the **Change** button required to define another location.

The Projects panel

Default Calendar Options

These options let you modify the default working hours values used by MindView to schedule the tasks of a Gantt project.

Scheduling

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

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

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

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

Currency

These options relate to the costs you can associate with resources when working on the Gantt project. To find out how to do this, see "Assigning resources".

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

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

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

The Suggestions panel

This panel allows you to turn the Predictive Suggestions feature on and off and enable and disable the suggestion sources it uses. You may also add, edit and delete suggestion sources from your MindView installation.

Check the **Use Predictive Suggestions** option at the bottom of the dialog to turn the Predictive Suggestions feature on.

For more information, refer to the "Using predictive suggestions" and "Setting up suggestion sources" topics.

The License panel

This panel shows your license information and allows you to buy and manage licenses and open your MatchWare account page.

Buy License: Click to open a page showing the available license options.

Reset License: Click to clear all license related information for the current user. MindView will log out and reset the license key, and then open the Login dialog as on the first start.

Enter License Key: Click to open the serial number registration dialog if you have received a license key from MatchWare.

Login: Click to open the Login dialog.

Logout: Click to log out without resetting the license key, if you have one.

View Account: Click to open your MatchWare Account page to review or manage your personal data and licenses.

Don't show "Stay logged in?" dialog: When this option is enabled, you will not be asked if you want to save your login credentials when logging in. For more information see "Logging in".

The MindView workspace

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

The toolbar area

The toolbar area displays the principal MindView tools.

The main display

The mind map is contained in the main display area.

You can move a mind map within the display area by dragging its central topic to a new position. To go quickly to different parts of a large mind map, use the **Overview** panel.

Inspectors

The inspector icons allow you to switch between inspectors and hide the inspectors by clicking the icon of the active inspector. To display the inspectors again, click any inspector icon.

The inspectors allow you to:

● Change the properties of a selected item (for example, a topic or a picture). If nothing is selected the properties for the current view are displayed in the **Format** inspector.

● Change the properties of objects (for example, a link or a file) attached to a topic. See "Using the Objects inspector" for more information.

● Add time information or task data to a topic, for instance to create a timeline or a task list. For more information, see the topics "Inserting timeline data" and "Inserting task data".

● Apply filters to your mind map to restrict its display to topics meeting particular criteria. See "Filtering a mind map".

● Open the **Pictures** panel to open the Picture Collection, which contains an extensive bank of high quality clip art pictures which you can add to your map. See "Using the Pictures Collection" for more information.

● Open the **Research** panel to examine your research notes, created with the capture tool or the MindView Assist application. Fore more information, see "Capturing text, pictures and audio" and "Working with research notes".

See "Using the inspectors" for more information.

Text note editor

➤ Click the **Text Notes** icon of the toolbar to show (or hide) the **text note editor**.

The text note editor lets you add comprehensive notes to any topic of your map.

See "Inserting text notes" for more information.

Overview panel

➤ Click the **Overview** icon of the toolbar to show (or hide) the **Overview** panel.

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

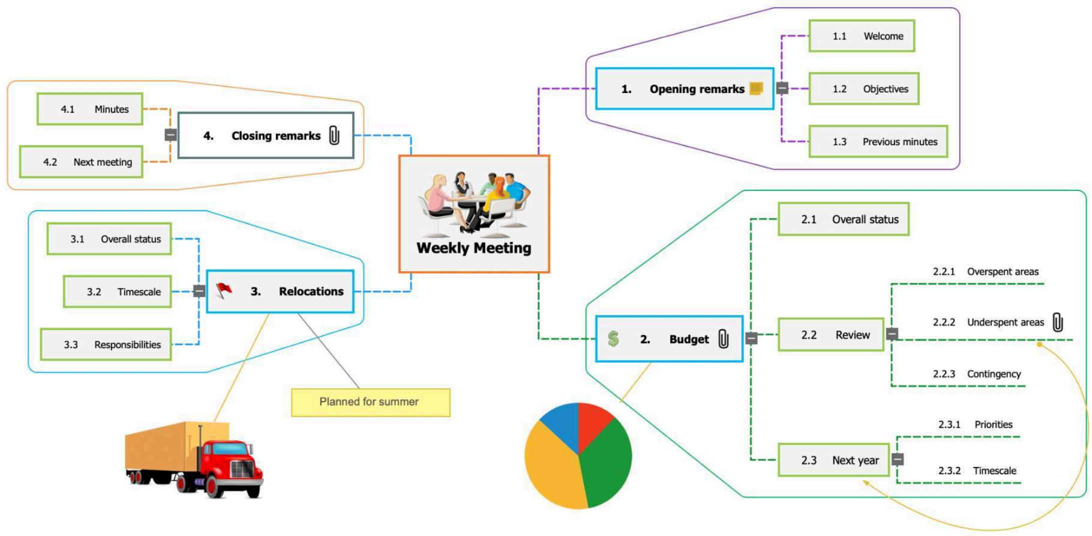
See "Using the Overview panel" for more information.

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.



➤ Choose **Help > Open Quick Start Document** in the main menu to open the complete mind map **Weekly Meeting.mvdx** in the "~/Documents/MindView QuickStart" folder.

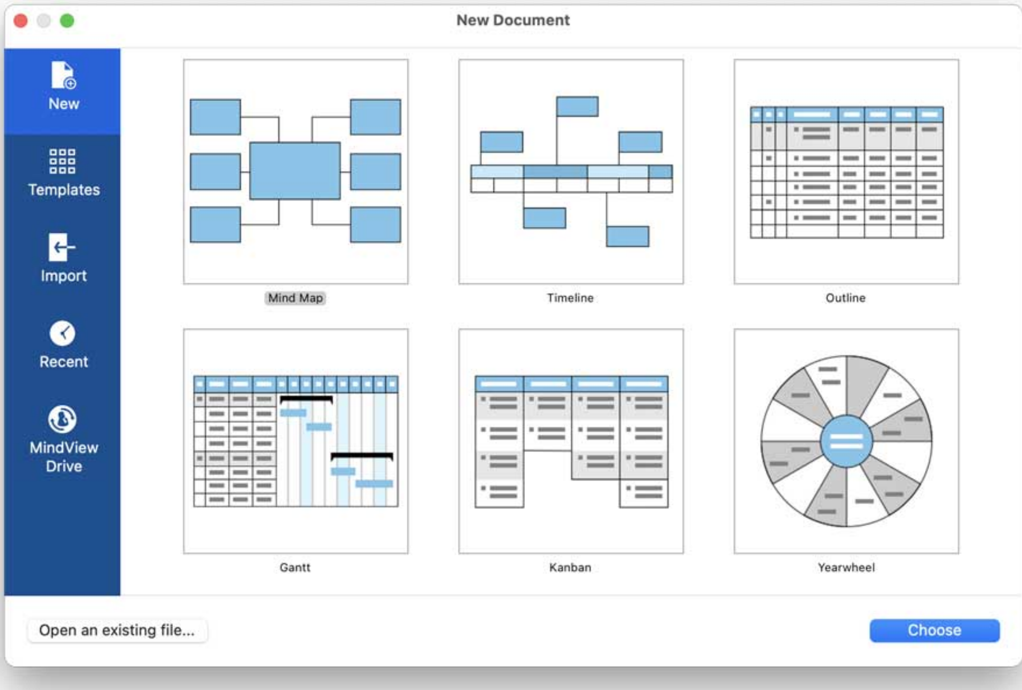
➤ Proceed to the first step: "Creating the Mind Map".

First step: Creating the mind map

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

We start by creating a new MindView document.

➤ Start MindView and choose **File > New**.



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

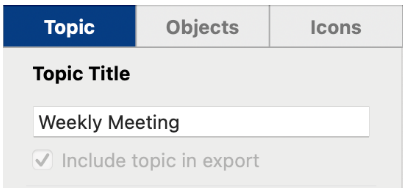
➤ Click **Choose**.

Your new map appears with the central topic ready for you to fill in.

Entering the subject

➤ Type "Weekly Meeting" and press ↵.

The name "Weekly Meeting" is now shown on the central topic and in **Topic** panel of the **Document** inspector:



➤ If the inspectors are not already visible, click any of the **Inspectors** icons in the toolbar to open them.

Inserting the main topics

We are now going to insert a few topics, 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 topic.

➤ With the central topic still selected, press ↵.

The first main topic is now visible. Its default label is "Subject".

➤ Type "Opening remarks" and press ↵.

➤ Press ↵ again to insert the second topic.

➤ Type "Budget" and press ↵.

➤ Insert two more topics by pressing ↵ and label them "Relocations" and "Closing remarks".

As you can see, topics are inserted in a clockwise direction around the central topic.

Inserting the sub-topics

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

➤ Click the Opening remarks topic to select it and press ⌘ ↵.

➤ Type "Welcome" and press ↵.

➤ Press ↵ again to add the second sub-topic.

➤ Type "Objectives" and press ↵.

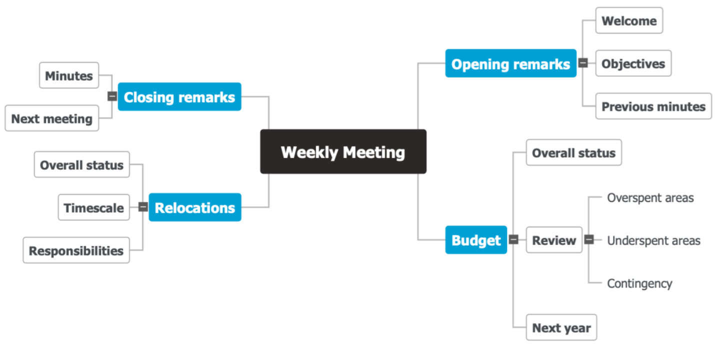
➤ Press ↵ again to add the third sub-topic.

➤ Type "Previous minutes" and press ↵.

➤ Now double-click the "Budget" topic to add its first sub-topic (double-clicking a topic has the same effect as selecting it and pressing ⌘ ↵).

➤ Type "Overall status" and press ↵.

➤ Continue in the same way until you have added all the other sub-topics shown below.



To correct typing errors, click the topic to select it and click the label to start editing. Make the necessary changes and press ↵.

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

➤ Choose **File > Save** or press ⌘ **S**.

➤ Choose a folder, enter a file name for your new mind map and click **Save**.

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

➤ Proceed to the second step: Enhancing the Mind Map.

Second step: Enhancing the mind map

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

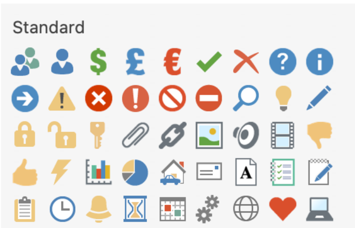
➤ If the inspectors are not already visible, click any of the **Inspectors** icons in the toolbar to open them.

Inserting icons

➤ Select the Budget topic.

➤ Click **Icons**  in the toolbar.

➤ Click an appropriate symbol in the icons panel.



The icon now appears next to the topic label name.

➤ Select the Relocations topic and add the clock icon to it to indicate an approaching deadline.

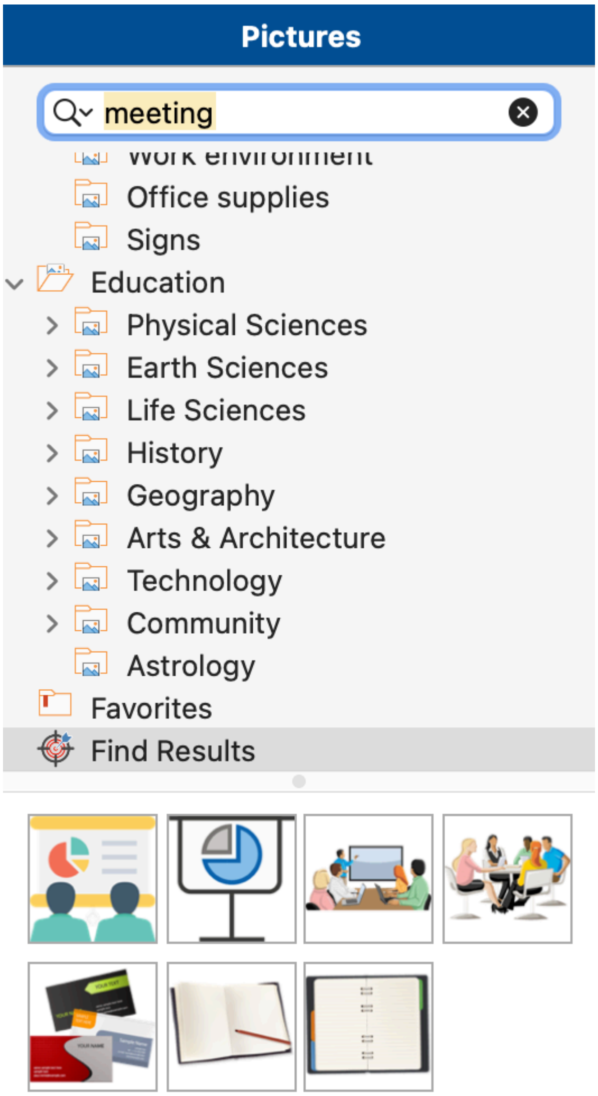
Inserting pictures

It is good mind mapping practice to insert a picture in the central topic to illustrate the theme of the map, so we are going to do just that:

➤ Choose **Tools > Pictures** in the main menu or click the **Pictures** inspector icon  to open the Pictures Collection.

➤ In the search box (at the top) type "meeting" and press ↵.

Various pictures appear in the Pictures Collection display area.

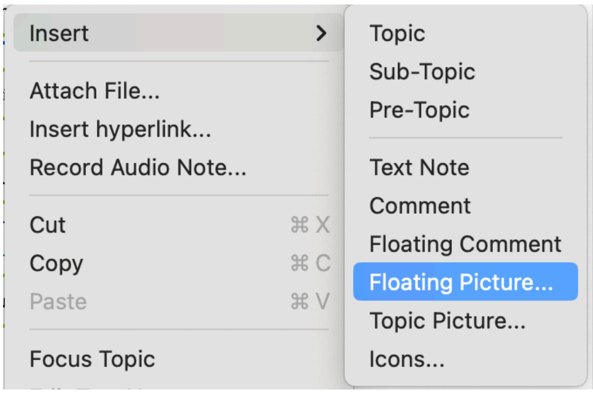


➤ Drag the picture of the meeting over the central topic and let go of the mouse button when the upper central blue box is highlighted.

The central topic now contains a picture of a meeting.

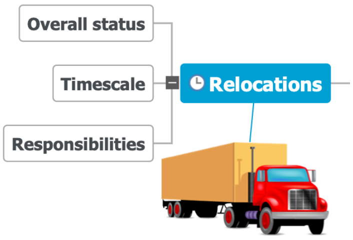
We also have a picture of a removal truck which we are going to use to illustrate the Relocations topic.

➤ Right-click the Relocations topic and choose **Insert > Floating Picture** in its local menu.



➤ Browse to the folder "MindView QuickStart" in your Documents folder, select the file "Truck.png" and click **Open**.

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



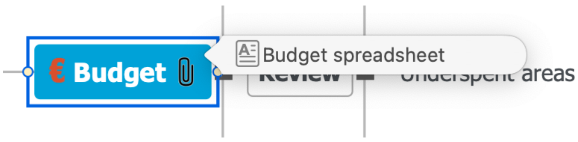
Attaching an object

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

➤ Right-click the Budget topic and choose **Attach File**.

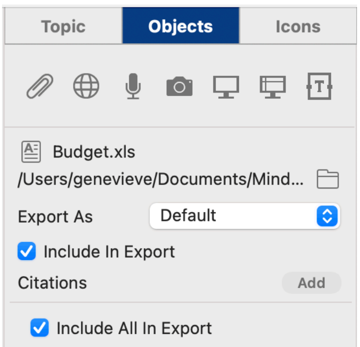
Browse to the folder "MindView QuickStart" in your Documents folder, select the file "Budget.xls" and click **Open**. A paperclip icon 📎 now appears to the right of the Budget topic label, indicating that this topic contains attached objects.

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



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

The hyperlink is also listed in the **Objects** panel of the Document inspector when the topic is selected.



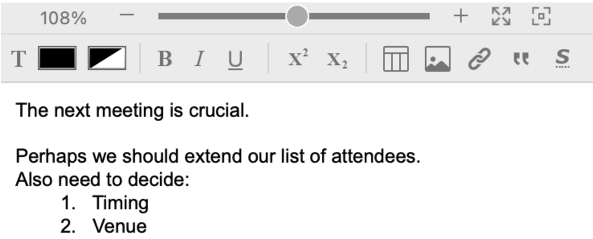
Inserting a text note

The MindView text note editor lets you add comprehensive text notes to any topic of your map.

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

➤ Select the Closing remarks topic.

➤ Click the **Text Notes** icon  in the toolbar and type the following text (or any other!) in the text note editor.



➤ Format the text to your liking and click outside the text note editor.

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

The text note also appears in the **Objects** panel of the Document inspector when the topic is selected.

Creating a topic connection

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

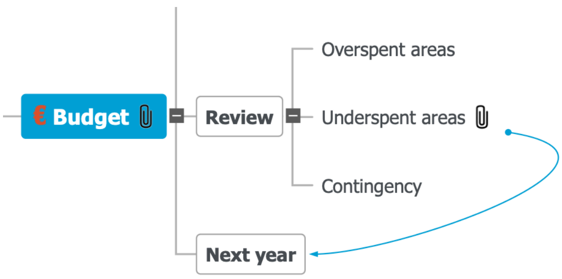
➤ Click the **Connection** icon  in the toolbar.

The mouse pointer changes shape.

➤ Move the pointer to the Underspent areas topic until the pointer changes again and click the topic.

➤ Move the pointer to the Next year topic until the pointer changes again and click the topic.

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



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

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

Inserting comments

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

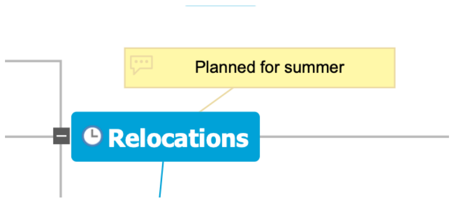
We start by adding a "floating comment" to the Relocations topic to indicate that the planning deadline is approaching. Floating comments stay visible on the screen at all times.

➤ Right-click the Relocations topic and choose **Insert > Floating Comment** in its local menu.

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

➤ Enter the text of the floating comment as shown below.

➤ (optional) Move the floating comment by dragging it wherever convenient.



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

➤ Right-click the Opening remarks topic and choose **Insert > Comment** in its local menu

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 topic label, indicating that this topic contains a pop-up comment. You can view the comment at any time by moving the mouse pointer over the icon. To edit it simply click inside it.

Adding colors

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

➤ If the Format inspector is not already visible, choose **Tools > Format Inspector** to open it.

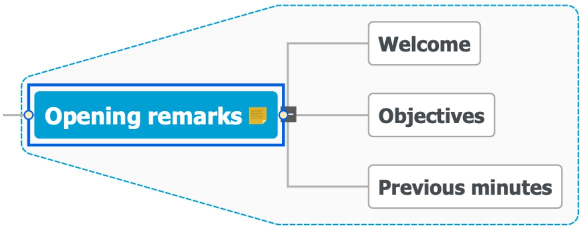
➤ Press ⇧ and select each of the main topics.

➤ In the first section of the format panel, choose your favorite shape for the subjects.

➤ In the next section, adjust font sizes and colors for the topic labels.

➤ In the next section, adjust the frame and fill colors for the topic label boxes.

➤ In the last section, check **Show topic boundary** and use the controls available to customize the boundary to apply to the topics and their sub-topics.



➤ Click the workspace, away from the map, to deselect the topics.

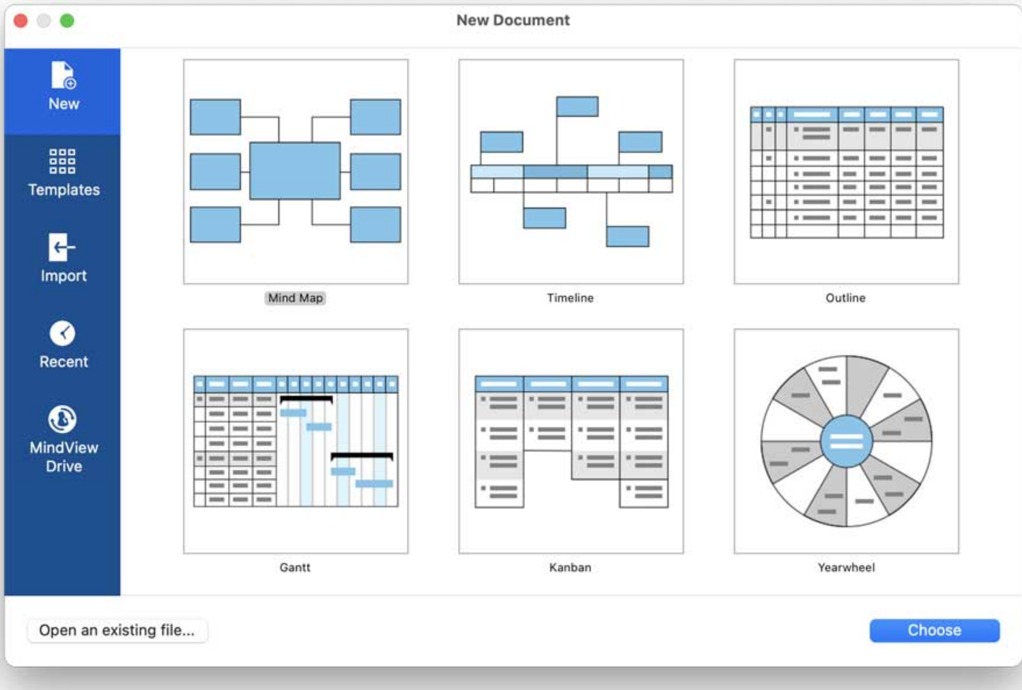
➤ Choose **File > Save** to save the map.

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

Basic tasks

Creating a mind map

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



Do one of the following and then click **Choose** at the bottom of the dialog to create the new document:

- Click **New** on the left and select the view to be used for the new mind map.
- Click **Templates** on the left, choose a category and select a template on the right.
- Click **Import** on the left to import a document from other formats. See Importing for more information.
- Click **Recent** on the left to open a document you have recently been working on.
- Click **Open an existing file** to browse for an existing MindView document.

If you have already started a MindView session, you can access the New Document dialog by:

- Choosing **File > New**, or
- Pressing ⌘ N.

Available views

To create an empty document, choose one of the available views, namely **Mind Map**, **Timeline**, **Outline**, **Gantt**, **Kanban** or **Year Wheel**. See "Using different views" for more information about these views.

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

The only exception to this rule is the Gantt view. Going to the Gantt view automatically enables project management features. This may have consequences for your data. See "Using the Gantt view" for more information.

Templates

Alternatively you can create a document based on one of over 90 educational, business and personal templates included in MindView. The curriculum-aligned educational templates cover a range of learning levels and are supported by over a thousand high quality clip art images created specifically to match all areas of the curriculum.

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

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

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

Opening a mind map

When you start MindView, the first screen you see is the **New Document** dialog. This dialog not only lets you create a new document, but also browse for an existing document, import from other formats or open recently edited document.

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

● Choosing **File > Open Recent** to open a recent document, or

● Choosing **File > Open**, or

● Pressing ⌘ O.

As well as opening standard MindView documents you can open:

● Documents created with MindView 8 and earlier for Mac (.mvd files).

● Documents created with MindView 8 and earlier for Windows (.mvdx files).

● Documents created with previous versions of MindView for Windows (.omp files) or Mac (.omd files).

You cannot save files in .omd, .omp or .mvd formats. Instead use **File > Save As** to create a new MindView 9 for Mac document (.mvdx file).

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

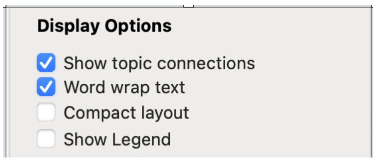
Entering the subject

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

Replacing the default label

➤ Select the central topic and type the text.

If the option **Word wrap text** is selected on the mind map's Format inspector, resize the central topic after typing the text to achieve the number of lines of wrapped text you want. (To open the view's Format inspector, click your mind map's background so that no element is selected, and then click the Format inspector icon.)



➤ To force the start a new line, for example if 'Word wrap text' is not selected, press ⌥ ↵.

➤ Press ↵ when you have finished typing, or click outside the topic.

Your map will be clearer if you keep your topic 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.

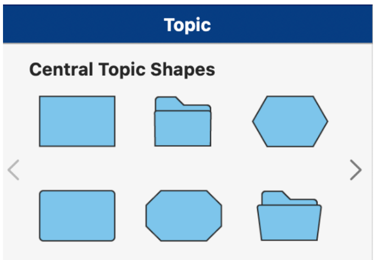
Editing the central topic

You can perform various operations on the central topic, 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 central topic behaves exactly like any topic or sub-topic.

See "Editing a topic" for more information.

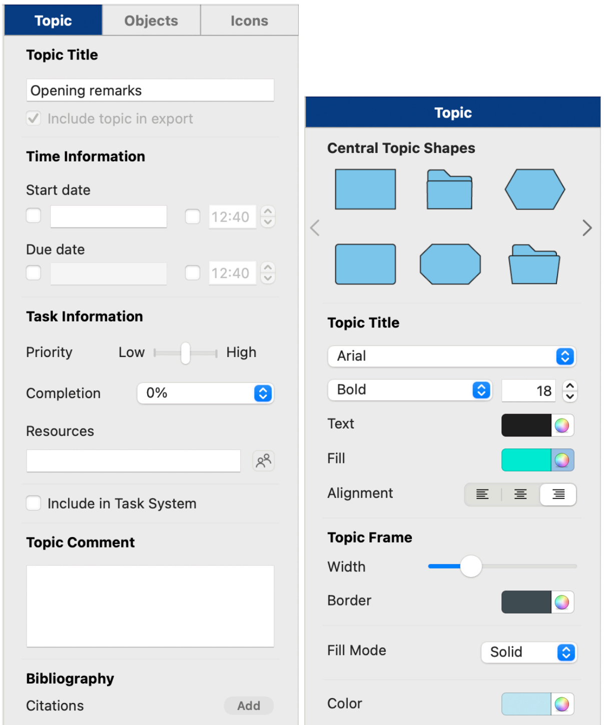
You can also replace the default central shape by a different one, as follows:

➤ Select the new shape in the **Format Inspector**.



Central topic properties

Like most MindView components, the central topic has its own properties, displayed in the Topic panel of the Document inspector and in the topic's Format inspector. You can use the inspectors to make any necessary changes to the central topic, as described in "Using the inspectors".



See "Central Topic properties" in the Reference section of this User Guide for a description of the general properties applicable to the central topic.

If the inspectors are not already visible, click any of the **Inspectors** icons in the toolbar to open them.

Inserting topics

MindView lets you insert main topics, sub-topics and pre-topics:

● A **main topic** is a topic directly connected to the central topic.

Main topics represent the main topics related to the subject of your mind map.

● A **sub-topic** is a topic belonging either to a main topic or to a sub-topic of higher level.

Sub-topics represent the various levels of sub-topics in your mind map.

● A **pre-topic** is a topic you insert in front of (nearer the central topic than) another topic.

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

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

Inserting a main topic

● **Double-click** the central topic, or

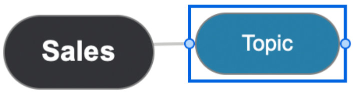
● Click the central topic to select it and press ↵, or

● Click the central topic to select it and choose **Insert > Topic** or **Insert > Sub-topic** in the main menu, or

● Right-click the central topic to select it and choose **Insert > Topic** in the local menu.

The new main topic is inserted after all the existing main topics.

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

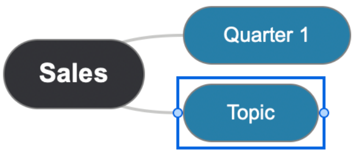


Inserting a topic at the same level as an existing topic

● Click the existing topic to select it and press ↵, or

● Click the existing topic to select it and choose **Insert > Topic** in the main menu, or

● Right-click the existing topic to select it and choose **Insert > Topic** in the local menu.



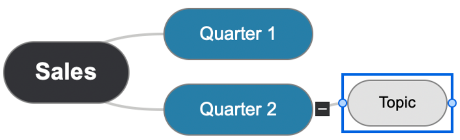
Inserting a sub-topic to an existing topic

● **Double-click** the existing topic, or

● Click the existing topic to select it and press ⌘ ↵, or

● Click the existing topic to select it and choose **Insert > Sub-topic** in the main menu, or

● Right-click the existing topic to select it and choose **Insert > Sub-topic** in its local menu.

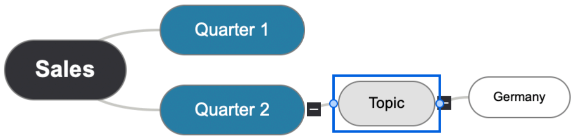


Inserting a pre-topic to an existing topic

● Click the existing topic to select it and press ⇧ ↵, or

● Click the existing topic to select it and choose **Insert > Pre-topic** in the main menu, or

● Right-click the existing topic to select it and choose **Insert > Pre-Topic** in its local menu.

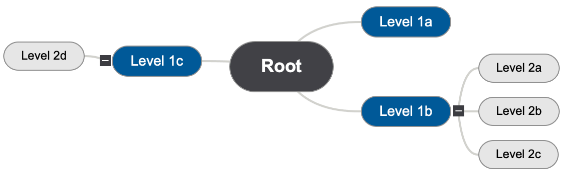


Copying and pasting topics from an external application

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

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

Will be pasted as this:



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

Expanding/Collapsing a topic

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

● Click the minus sign , or

● Click the higher-level topic and choose **View > Collapse** in the main menu, or

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

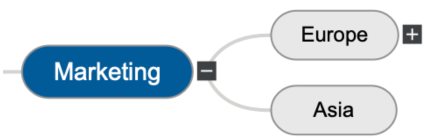
The sub-topic is now hidden, and the minus sign changes to a plus sign .

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

● Click the plus sign , or

● Click the higher-level topic and choose **View > Expand** in the main menu, or

● Right-click the higher-level topic and choose **Expand** in its local menu.



Expanding/Collapsing several topic levels

The **Levels** icon of the toolbar lets you collapse the entire mind map to just one level of topics, two levels, three levels or four levels. To show all levels, click the icon and choose **All Levels** from the pop-up menu.

You can also use the Filter inspector. See the topics "Filtering a mind map" and "Filter inspector".

Navigating between topics

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

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

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

Deleting a topic

There are several ways of doing this:

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

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

Remember that if you delete a topic by accident, you can always cancel the deletion by choosing **Edit > Undo** (**⌘ Z**).

Editing a topic

You can perform various operations on a topic, 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 topics at once.

See "Editing a topic" and "Moving a topic" for more information.

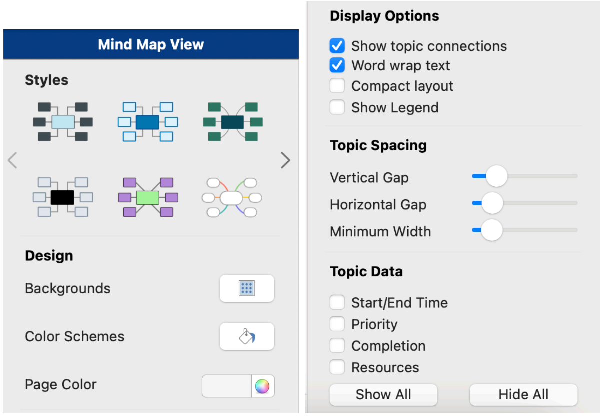
Focusing on a topic

As your map grows, you might find it useful to concentrate on a particular area by viewing only a chosen topic or set of topics. The **Focus Topic** icon of the toolbar  allows you to restrict the display to a particular topic. See "Focusing on a topic" for more information.

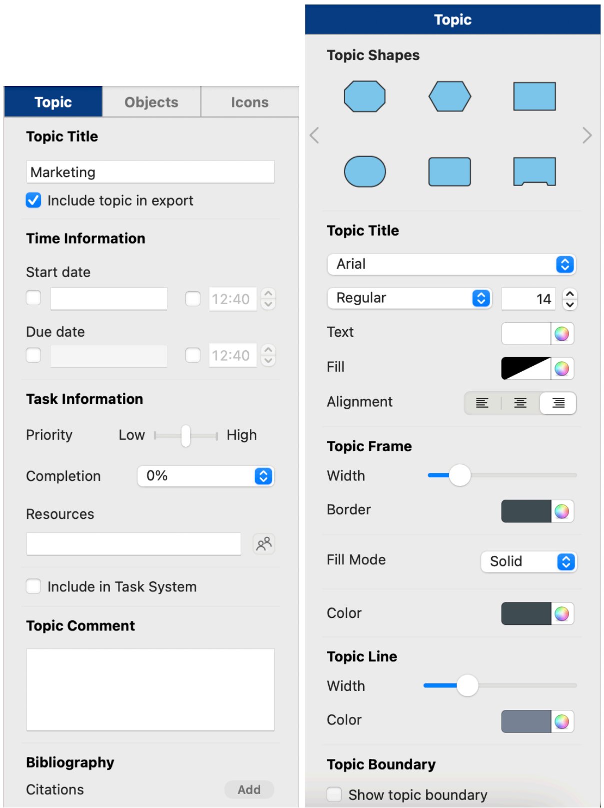
Topic properties

Topics have default properties defined in the relevant view's Format inspector. For a description of these default properties, see the descriptions of the views properties in the Reference section of this User Guide. See also "Using the inspectors" for some general information about inspectors.

If the inspectors are not already visible, click any of the **Inspectors** icons in the toolbar to open them.



In addition to these default properties, each topic has its own properties. You can use the Topic panel of the Document inspector and the topic's Format inspector to make any necessary changes to a selected topic. Changes made on these inspectors override default values set on the view's Format inspector.



See "[Topic properties]" in the Reference section of this User Guide for a description of the general properties applicable to a topic.

Navigating a mind map

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

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

➤ To scroll your map vertically, use the vertical scroll bar or the mouse wheel.

➤ To scroll your map horizontally, use the horizontal scroll bar or press ⇧ while using the mouse wheel.

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

➤ Drag the central topic to a new position.

➤ Press ⌥ 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 have the text of a selected element, such as a topic or a floating comment, read aloud:

➤ Click the **Narrate** icon in the toolbar, or

➤ Choose **Tools > Narrate**.

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

For text in text notes or comments right-click in the text and choose **Speech > Start speaking**.

There are other navigation options available to you:

● To zoom in and out press ⌥ while using the mouse wheel.

● The **Zoom** control at the lower left corner of the window, and the **Fit All** icon of the 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 **Levels** icon of the toolbar lets you collapse the entire mind map to just one level of topics, two levels, three levels or four levels. To show all levels, click the icon and choose **All Levels** in the pop-up menu.

● The **Focus Topic** icon of the toolbar allows you to restrict the display to a particular topic or set of topics. See "Focusing on a topic" for more information.

● In **Focus Mode**, when you click on a topic it automatically becomes centered in the display. See "Focusing on a topic" for more information.

● The **Filter** inspector lets you define criteria, and then display only the topics of your document that meet these criteria. Using filters, you can for instance display only topics containing a specific label or timeline events starting at a specific date.

See "Filtering a mind map" for more information.

● To view the map in Full Screen mode choose **View > Full Screen Mode** or press ⌥ ⌘ **F**. To return to the normal viewing mode, bring the mouse pointer to the top of the screen to redisplay the main menu, and then choose **View > Full Screen Mode** or press ⌥ ⌘ **F** again.

Inserting icons

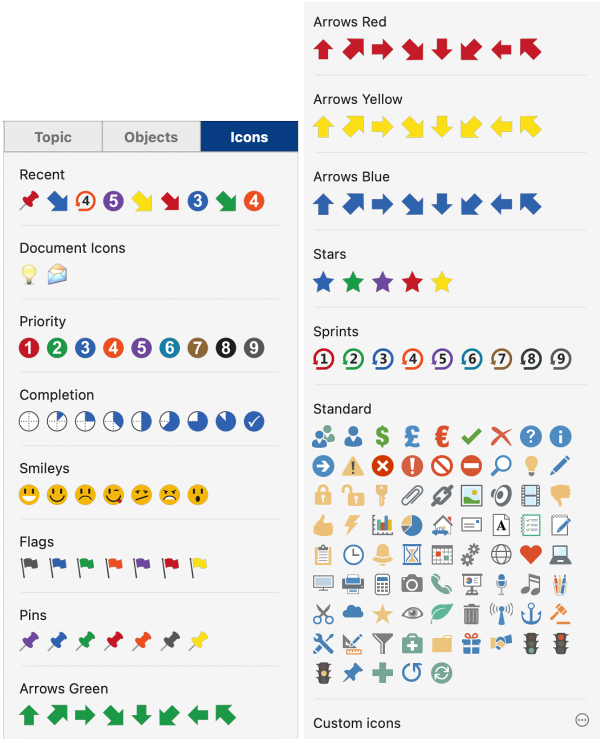
MindView comes with sets of icons which you can place on the topics of your mind map to attract attention or illustrate a particular idea.

You could for instance use the Conference icon for all the topics of your map involving getting information that you don’t possess from others, or the hourglass icon for all topics with a deadline. Make sure however that you use such icons consistently and sparingly to avoid overloading the map.

Inserting an icon on a topic

➤ Either select the topic to which you want to add an icon, open the **Document** inspector and click its **Icons** panel, or right-click the topic and choose **Insert > Icons** from the local menu.

➤ Click the icon you want in the Icons panel or in the pop-up panel with icons that appears next to the topic.



The selected icon appears on the left of the topic name.

You can choose as many icons as you like in the **Standard** set. However, for any one topic you can only choose one icon in each of the other ‘series’ sets.

There are two special sections for quick access in the Icons panel for quick access: **Recent** for recently used icons and **Document icons** for icons currently used in the document.

Removing or changing an icon

To remove or change an icon on a topic:

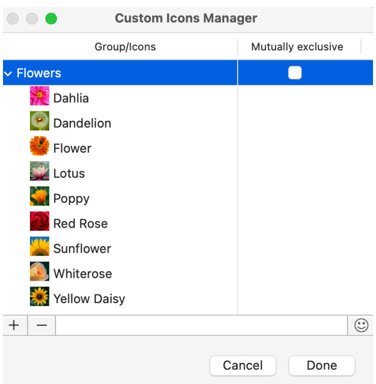
➤ Select the topic and click the icon. The icons panel appears.

● To remove an icon, click it in the icons panel to deselect it. To add a new icon, click it in the icons panel to select it.

● To change a ‘series’ icon to another in the series simply click the new version in the icons panel.

Custom topic icons

At the bottom of all preinstalled topic icons you can add your own topic icons.



Custom topic icons can be divided in groups. Each group can be **mutually exclusive** or not. Mutually exclusive means that when you select an icon from such a group, all previously selected icons from this group are automatically deselected.

Inserting pictures

MindView lets you add pictures to the workspace itself, or any topic or sub-topic.

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, or a particular topic.

● **Topic pictures**

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

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

● **Attached picture files**

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

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

Dragging a picture from the Pictures panel or other application

You can insert a picture on a topic by dragging it from the Pictures panel, the desktop, or another application such as the Finder. MindView recognizes the standard Mac picture file types: png, jpg, gif, tiff, and pdf.

Inserting a topic picture

➤ To add a picture as a topic picture, drag it onto the topic (see "Moving a picture" for information about positioning topic pictures).

➤ (optional) Resize the picture and topic by dragging any of the circular handles.

Inserting a floating picture

➤ To add a picture as a floating picture, drag it onto an empty area of the workspace.

➤ (optionally) Resize the picture by dragging any of its circular handles. You can also move the picture to a more convenient place by dragging it.

➤ (optionally) To establish a visual connection between the floating picture and a topic, drag it over the topic and release the mouse button. A gray line links the picture to the topic.

Floating pictures and export

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

➤ Select the picture(s).

➤ Open the **Format** inspector and click the **Color** icon in the **Connection Line** section.

➤ In the Color dialog, move the **Opacity** slider to zero or set the color to the same as the background.

Inserting a picture using the MindView menus

Inserting a floating picture on a topic

➤ Select the topic to which you want to add a floating picture and choose **Insert > Floating Picture** in the main menu or in the local menu.

➤ Choose the picture.

It appears on the screen, scaled down from its original size if necessary. To indicate a connection between the picture and the selected topic a thin gray line attaches the two.

➤ (optional) Resize the picture by dragging any of its circular handles. You can also move the picture to a more convenient place by dragging it or by using the arrow keys.

Inserting a floating picture on the workspace

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

➤ Choose the picture.

The picture appears on the workspace. It is not attached to anything and no connecting line is visible.

➤ (optional) Resize the picture by dragging any of its circular handles. You can also move the picture to a more convenient place by dragging it or by using the arrow keys.

➤ (optional) You can establish a visual connection between the floating picture and a topic by dragging it over the topic and releasing the mouse button. A thin gray line attaches the picture to the topic.

Inserting a topic picture on a topic

➤ Select the topic to which you want to add a topic picture and choose **Insert > Topic Picture** in the main menu or in the local menu.

➤ Choose the picture.

The picture is now inserted above the topic label.

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

Detaching a picture

Detaching a floating picture

➤ To detach a floating picture from a topic of your map, choose **Edit > Detach** in the main menu or by right-click it and choose **Detach** in its local menu. The picture now belongs to the workspace itself rather than to any of its topics.

Detaching a topic picture

➤ To detach a topic picture, select the topic to which it belongs and choose **Detach > Topic Picture** in its local menu. The picture becomes a floating picture, connected to the topic.

Deleting a picture

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.

Deleting a topic picture

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

If you press the Delete key by mistake, the whole topic will be deleted. You can restore it by choosing **Edit > Undo** or pressing ⌘ Z.

Picture properties

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

If the inspectors are not already visible, click any of the **Inspectors** icons in the toolbar to open them.

Inserting sounds

MindView lets you record sounds directly from the program and add them to the topic or sub-topic of your choice.

➤ Select the topic to which you want to attach the sound.

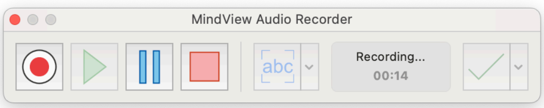
➤ Open the **MindView Audio Recorder** panel by:

● Choosing **Insert > Capture > Record Audio Note** from the main menu, or

● Right-clicking the topic and choosing **Record Audio Note** in the local menu, or

● Clicking the **Record Audio Note** icon in the **Objects** panel of the **Document** inspector.

The MindView Audio Recorder appears.



➤ Click **Record** to start recording.

➤ Click **Pause** to pause recording and **Record** to resume it.

➤ Click **Stop** to stop recording.

➤ (Optional) Click **Play** to review the recording.

➤ Click **Attach to document** to attach the recording to the selected topic.

You can also choose to save the recording in the Research panel by clicking the **Choose target** arrow of that button and choosing **Research** in its local menu.

See also "Attaching objects" and "Using the Objects inspector".

The Audio Recorder also lets you transcribe the sound recording to text using voice recognition. To do this:

➤ Click **Transcribe**.

The sound recording is transcribed into your system default language, and the **MindView Capture Editor** appears, letting you choose where to place the transcribed text. For more information about captures, see "Capturing text, pictures and audio".

You can also choose a different transcription language by clicking the **Select a transcription language** arrow of the **Transcribe** button.

Attaching objects

One of the strengths of MindView is that it allows you to attach objects to any topic or sub-topic of your mind map. This means that you can enhance your map with a variety of multimedia features, such as sounds or video sequences.

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

If you intend to distribute your mind map to others, or access it on a different machine, use the Pack feature to include all the attached files in the .mvdx file. See "Pack and unpack" for more information.

MindView lets you attach the following objects to the any topic of your map:

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

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

You can also attach files other than those listed above by using drag and drop (see below).

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

Hyperlinks are listed in the objects list of the topic they belong to, but are not represented visually on the topic. They will, however, be represented visually on the page if you export your map to another format such as HTML, and you will be able to click them directly in order to view the linked element.

Attaching an object to a topic

To attach a file:

➤ Select the required topic.

➤ Choose **Insert > Attach > File** in the main menu or **Attach File** in the local menu.

➤ Select the file to be attached.

To attach a hyperlink:

➤ Select the required topic.

➤ Choose **Insert > Attach > Hyperlink** in the main menu or **Insert Hyperlink** in the local menu.

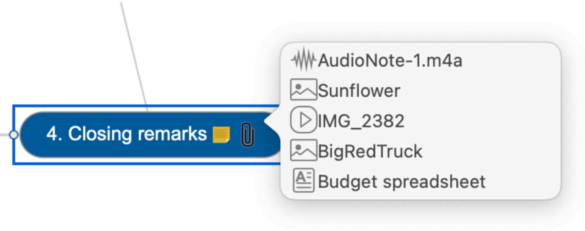
The Hyperlink dialog appears.

➤ Type a name to identify the object and the address (URL) of the web page.

You can use the **Objects** panel of the **Document** inspector to make changes to the object's properties. See "Object properties" for more information.

Instead of using the menus, you can drag a file from the Finder or the desktop and drop it on the required topic. If the file type is not one of the ones listed above its icon will be blank.

As soon as you add an object to a topic, 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.



Activating an object

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

● Display the objects pop-up list by moving the mouse pointer over the paperclip icon and click the object required.

● Right-click the object in the objects pop-up list and choose **Execute** in the local menu.

● Right-click the object in the **Objects** panel of the **Document** inspector and choose **Execute** in the local menu.

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

Deleting an object

To delete an object:

➤ Right-click the object in the objects pop-up list or in the **Objects** panel of the **Document** inspector and choose **Delete** in the local menu.

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

Inserting text notes

The MindView text note editor lets you add comprehensive text notes to any topic or sub-topic of your map. You can add as many different text notes as you like to any of these elements.

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

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

By default, the text note editor opens in a panel of the main window. You can resize it as needed.

Creating a text note

To add a text note to a topic:

➤ Select the topic.

➤ If the text note editor is not open, click the **Text Notes** icon in the toolbar or choose **Tools > Text Note Editor** to open it.

➤ Enter the text (see "Using the text note editor" below).

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

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

Adding further text notes

You can attach additional text notes to a topic as follows:

➤ Select the topic and choose **Insert > Text Note** in the main menu or local menu, or

➤ Select the topic and, in the text note editor, click the **Add Text Note** icon .

Using the text note editor

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

● To see what a toolbar icon does, move the mouse pointer over it to display a descriptive label.

● To see the editor's local menu, right-click anywhere in the editor. If a word is selected you will see additional search and lookup options.

● To navigate from one text note to another, click the arrow icons 

.

● To change font or to apply (or remove existing) attributes such as bolding, italics or underlining, select the text and click the relevant icon in the toolbar.

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

● To change text or background color, or to apply superscripts or subscripts, select the text and click the appropriate icon(s). To remove superscripts or subscripts, select the text and click the icon again.

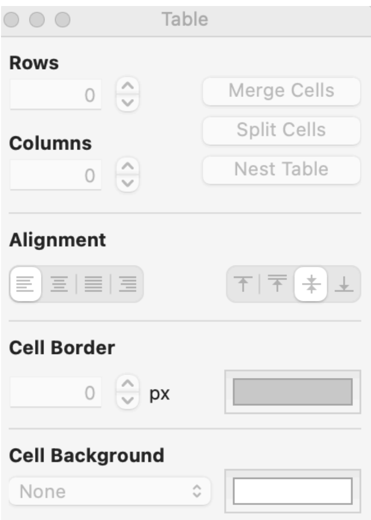
● To insert a picture, click the **Add Picture** icon or choose **Insert Picture** from the local menu, and select the picture you want using the **Select File** dialog that appears.

● To create a link to a web page, select the text that will activate the link and click the **Add Link** icon or choose **Add Link** from the local menu. Enter the destination for the link and click OK (you must include the 'http://' part). To activate a link, just click it.

● To insert a citation, click the **Add Citation** icon or choose **Citations** from the local menu. You should have a list of bibliography sources in your document to use citations. Refer to the topics "Using citations" and "Using sources" for more information.

● To check the spelling in your text, click the **Spelling** icon or choose **Spelling and Grammar** from the local menu.

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



● To change the height of table rows, or the width of table columns, drag the row or column dividers.

● To delete a table row, first use cut-and-paste to move the table text so that an empty row lies at the bottom of the table, then use the **Rows** control in the panel to reduce the number of rows by one. Similarly, to delete a column, use cut-and-paste so that an empty column lies at the right edge of the table, then use the **Columns** control in the panel to reduce the number of columns by one.

● To add a table row, first use the **Rows** control in the panel to increase the number of rows by one and then use cut-and-paste to move the table text so that the empty row, initially at the bottom of the table, lies where you want it. Similarly, to add a table column, first use the **Columns** control in the panel to increase the number of columns by one and then use cut-and-paste so that the empty column, initially at the right edge of the table, lies where you want it.

● To merge cells in a table, select them and choose **Merge Cells** in the Table panel.

● To split a previously merged cell back into its original cells, put the cursor into the cell and choose **Split Cells** in the Table panel.

● To change the background colors of table cells, use the **Cell Background** controls of the Table panel.

● To change the width and/or colors of table cell borders, select the cells and use the **Cell Border** controls of the Table panel.

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

Editing an existing text note

To edit a text note:

➤ Right-click the topic to which the text note belongs and choose **Edit Text Note** in its local menu.

➤ If the text note you want to edit is not displayed, navigate to it using the arrow icons.

➤ Make the necessary changes.

Alternatively, you can:

➤ Select the topic to which the text note belongs and click the **Text Notes** icon or

➤ Move the mouse pointer to the relevant topic and click the text note in the object pop-up list, or

➤ Right-click the text note in the **Objects** inspector or in the object pop-up list and choose **Execute** in its local menu.

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

Deleting a text note

To delete a text note:

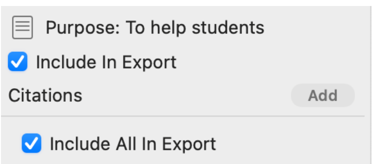
➤ Display the text note in the text note editor and click the **Delete Text Note** icon , or

➤ Right-click the text note in the **Objects** inspector or in the object pop-up list and choose **Delete** in its local menu.

Remember that if you delete a text note by accident, you can always cancel the deletion by choosing **Edit > Undo** (⌘ **Z**).

Text note properties

Each text note has its own properties, displayed in the **Objects** panel of the **Document** inspector.



See "Objects properties" in the Reference section of this User Guide for a description of the properties applicable to a text note and "Using the inspectors" for a general description of inspectors.

If the inspectors are not already visible, click any of the **Inspectors** icons in the toolbar to open them.

Inserting comments

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

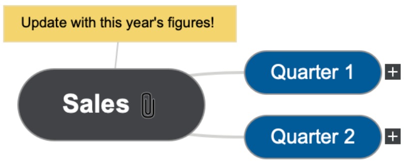
● Floating comments

● Pop-up comments

In addition to these types of comments, you can also associate longer text notes with the topics 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, or any topic of your map.



Inserting a floating comment

➤ Do one of the following:

● If you want the floating comment to be connected to a topic, select the topic and choose **Insert > Floating Comment** in the main menu or local menu. A thin gray line will connect your new comment with the topic you selected.

● If you do not want the comment to be connected to a topic, right-click in the workspace and choose **Insert > Floating Comment** in the local menu.

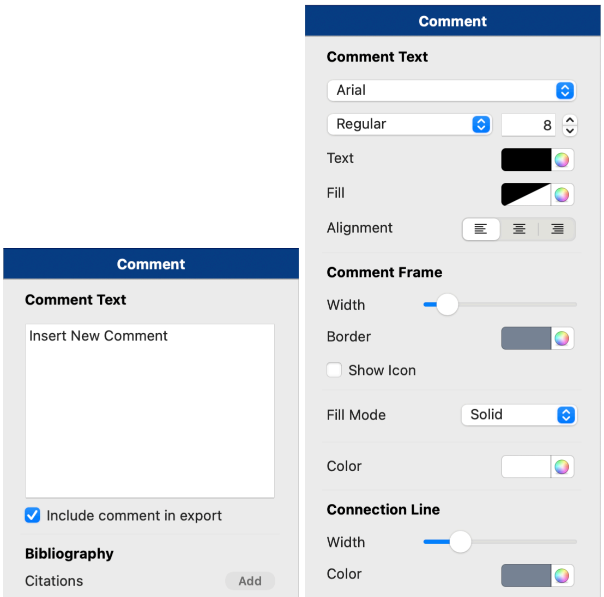
If you later want to connect an unconnected floating comment to a topic, drag it over the topic and release the mouse button.

➤ Type your comment text to replace the default text.

➤ Once you've finished typing, press ↵ or click outside the comment window.

If necessary, you can move your comment to a more convenient place by dragging it.

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



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

Exporting floating comments

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

➤ Select the comment(s).

➤ In the **Connection Line** section of the Format inspector, click the **Color** icon.

➤ In the Color dialog, move the **Opacity** slider to zero or set the color to be the same as the background.

Editing a floating comment

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

➤ To edit the existing comment, double-click it, place the cursor at the required position and make the necessary changes.

➤ When you have finished, press ↵ or click outside the comment window.

Detaching a floating comment

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

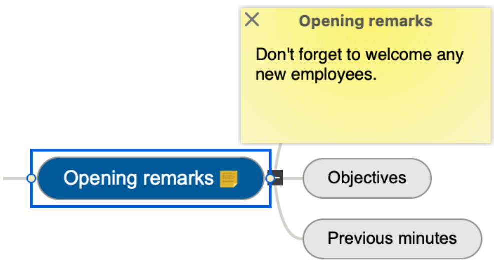
Deleting a floating comment

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 any topic 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 topic to list all the elements that you still need to add to that topic.



Inserting a pop-up comment

➤ Select a topic to which you want to add a pop-up comment and press ⇧ ⌘ **N** or choose **Insert > Comment** in the main menu or local menu.

The comment window opens to let you type your comment.

➤ (optional) Resize the comment window by dragging the handle at its bottom right corner.

➤ (optional) Move the comment window to a more convenient place by dragging its title bar with the mouse.

➤ Once you've finished typing, click outside the comment window.

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

Editing a pop-up comment

➤ Move the mouse pointer over the yellow comment icon to display the comment window.

➤ Place the cursor at the required position to edit the existing comment.

➤ When you have finished, click outside the comment window.

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

Deleting a pop-up comment

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

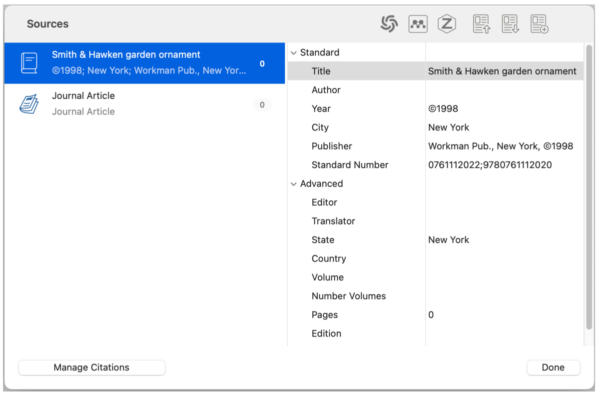
Using sources

If you are working on a research project or writing a paper, you will probably want to include a bibliography in your finished work. MindView can help you compile and maintain bibliography entries (known as **sources** in MindView) that you can use in your maps. When you export a map to Microsoft® Word, the sources used in the map are also exported and included in the resulting Word file as a bibliography.

If you want to add citations to particular elements of the map, you will have to create one or more sources first. It is not, however, necessary to use citations; you may create any number of sources without necessarily referring to them in any of the map elements, and just use them as a bibliography when you export your map. See "Using citations" for more information on inserting citations.

Adding a source by searching WorldCat

➤ Choose **Insert > Manage Sources**.



➤ Click the **Find Source in WorldCat** icon at the top of the panel.

➤ Enter a search text to locate the source or open the search pop-up menu to select a recent search text. This might be a book title, an author's name or an ISBN number.

➤ (Optional) On the search pop-up menu specify a language for the source or the type of source you are looking for (book, film, etc.).

➤ Press ↵.

➤ From the listed results choose the one that you want to use a as a source in your map and, if necessary, edit the information in the right hand panel.

You can also click the **Find Source in Mendeley** icon or the **Find Source in Zotero** icon to explore these bibliography services.

Adding a source manually

➤ Choose **Insert > Manage Sources**.

➤ Click the **Add New Source** icon at the top of the panel.

➤ Select the type of source you want to add (Book, Journal Article, Film or Internet Site).

➤ Enter the details of the source in the right hand panel

Importing sources

➤ Click the **Import Sources** icon at the top of the panel.

➤ Select the folder containing the bibliography sources you want to import.

➤ If necessary, click the **Show Options** button at the bottom of the dialog to select a particular file extension.

Exporting sources

➤ Click the **Export Sources** icon at the top of the panel.

➤ Specify the filename and the extension for the exported file.

Viewing and managing sources

➤ Choose **Insert > Manage Sources**. A list of the sources in your map is displayed.

➤ To edit the information for a source, select it and make the necessary changes in the right hand panel.

Using citations

A citation is a reference to a published work. Citations may be handled in a number of ways but the standard method is to provide a page number and the name or author(s) of the source cited in parentheses, possibly preceded by a direct quotation from the source in quotation marks as in the following example:

"Everyday life presents itself as a reality interpreted by men and subjectively meaningful to them as a coherent world" (Berger & Luckmann, 33)

The text in quotation marks is a quotation while the text in parentheses is a citation. Full details of the source cited must then be provided in the bibliography (as the basic information provided in parentheses is not sufficient to properly identify the book, or other work, cited).

MindView can be used to insert citations in text notes, for example to link a quotation to a source. You can also insert citations directly on the topics of the map, on attachments and on hyperlinks.

If you export your map to Microsoft® Word, all the citations you have added are automatically placed in the correct location of the Word document. The full details of the corresponding sources are included in the Bibliography section located at the end of the Word document.

To insert a citation you must first create a source in the map. See "Using sources" for more information.

Inserting a citation in a text note

➤ Open the text note where the citation is to be inserted.

➤ Place the cursor at the position where the citation is to be inserted in the note.

➤ (Optional) Type a quotation from the source.

➤ Right-click and choose **Citations**.

➤ Drag the appropriate source from the **Sources** area to the **Citations** area and add the location of the citation (for example page or chapter number) in the right hand column.

Inserting a citation on a topic

You can also insert citations directly on topics.

To do this, select the topic, then follow the procedure described above for text notes.

When inserting a citation on a topic, the citation is not visible on the topic itself.

Inserting a citation on an attachment or a hyperlink

You can also insert citations on attachments and hyperlinks.

To do this:

➤ Select the topic containing the attachment or hyperlink.

➤ Click the **Objects** tab of the **Document** inspector.

➤ Click the **Add** button next to the label **Citations** and follow the procedure described above for text notes.

As is the case for topics, citations inserted on attachments and hyperlinks are not visible.

Instead, the **Add** button next to the **Citations** label is now replaced with the number 1, indicating that a citation has been added to the object.

Viewing citations

To view the citations that have been added to a text note:

➤ Right-click anywhere in the text note and choose **Citations**.

To view the citations that have been added to a topic:

➤ Right-click the topic and choose **Manage Citations**.

To view the citations that have been added to an attachment or hyperlink:

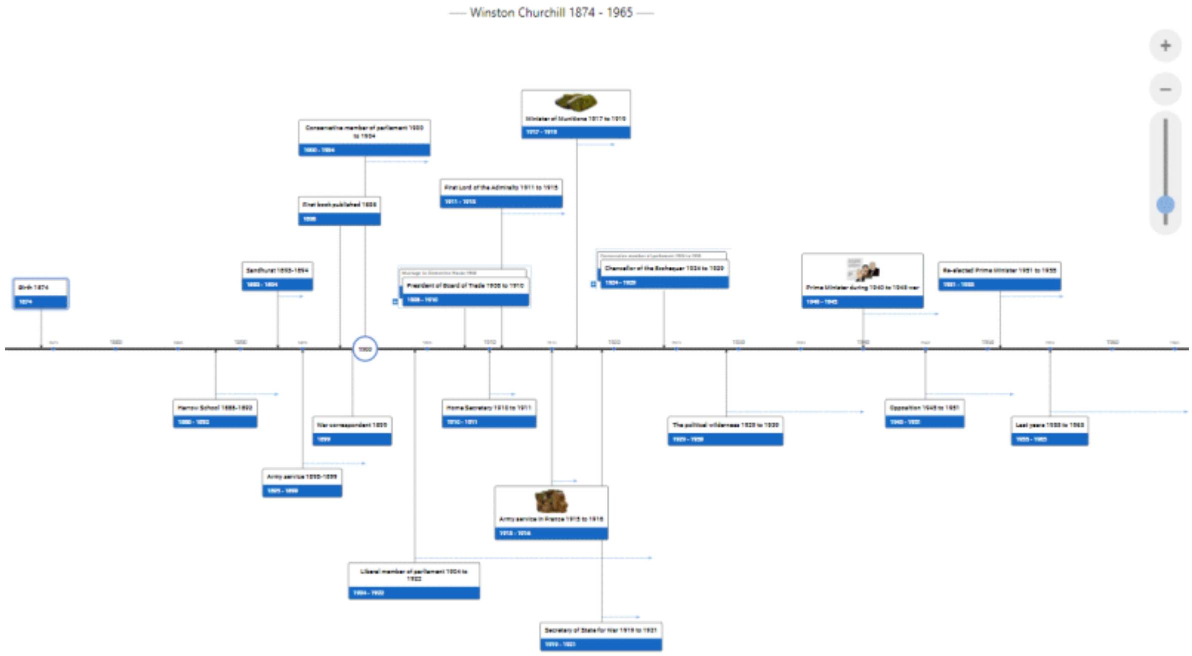
➤ Move the mouse pointer over the paperclip icon shown on the right of the topic label to indicate the presence of the attachment or hyperlink.

➤ Right-click the attachment or hyperlink in the pop-up list that opens and choose **Citations** .

Inserting timeline data

This topic explains how to enter time information on the topics of your document in order to create a timeline. For information about how to enter time information for a task list or a project plan, see "Inserting task data".

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



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

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

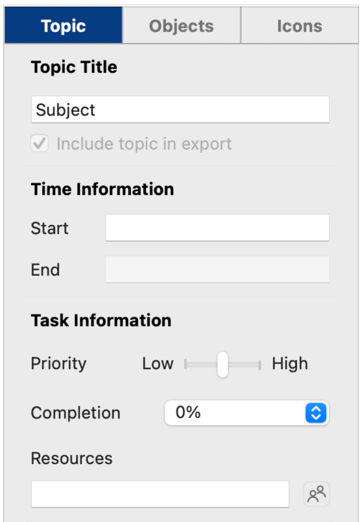
Entering dates and times

➤ Switch to **Timeline mode** as explained under "Selecting a different document mode" in "Using different views".

By doing so, you can insert events on a timescale from 5,000,000 BC to 3,000 AD. For more information on document modes, see "Using different views".

➤ Select a topic for which you want to add time information.

➤ Open the **Topic** panel of the **Document** inspector.



➤ Specify a **Start** and an **End** for the event in the panel by using the time picker. You do not have to make selections in all the boxes. For example, you can choose just a year, or just a year and month, without specifying an exact date or time.

Alternatively, you can just type the dates directly in the fields.

You can also specify a time after the date, separating the date and the time with a space.

You do not need to specify an end date 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 its start date.

➤ Repeat the procedure to add time information to other topics.

➤ (optional) To display the time information you just entered on all the topics of the map, choose **Tools > Show Topic Data** (or right-click the workspace and choose **Show Topic Data** in the local menu) and check **Start/End Time** in the pop-up menu.

You can hide or show the time information on individual topics by unchecking/checking **Show Topic Data > Start/End Time** in the topic's local menu.

As well as using this panel, you can also enter time information on topics 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.

Inserting task data

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

This topic explains how to enter task data on the topics of your document to create a simple task list or a project plan. For information about entering time data for a timeline, see "Inserting timeline data".

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

Building a task list

➤ Open the **Document** inspector for the view.

➤ Make sure the document type is **not** set to **Gantt mode**.

➤ Select a topic for which you want to add task data.

➤ Open the **Topic** panel of the **Document** inspector.

➤ (optional) Enter a **Start date**.

➤ (optional) Enter a **Due date**.

➤ (optional) Choose a **Priority** level.

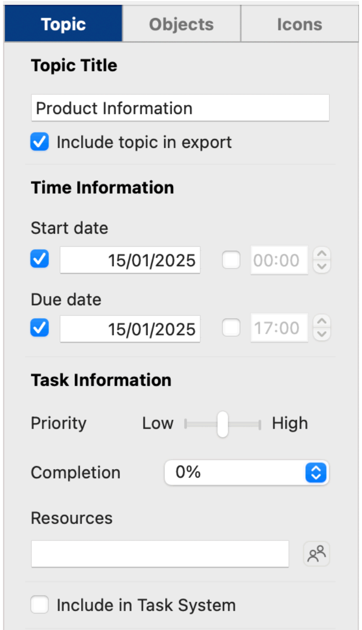
➤ (optional) Choose a percentage value to indicate how far the task has progressed to **Completion**.

➤ (optional) Assign **Resources** to the task by typing their names separated by semi-colons.

You can also click the Resources button next to the field. See "Assigning resources" for details about using this dialog and information on how to create a global resources list.

➤ (optional) Select **Include in Task System** to add the task to the online task system. For more information, see "Using the Task System".

➤ Repeat the procedure to add task data to other topics.



➤ (optional) To display the task data you just entered directly on the topics of the mind map, choose **Tools > Show Topic Data** (or right-click the workspace and choose **Show Topic Data**) and check the fields you want to see in the pop-up menu.

You can hide or show the fields on individual topics by clicking **Show Topic Data** in the topic's local menu.

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

Building a project plan

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

The MindView Gantt view is dedicated to the creation, editing and management of project plans according to the rules of project management. It is the best view to use when working on a project plan, since it allows you to visualize immediately the consequences on the overall plan of any changes you make.

There are two important differences between the way in which MindView handles a simple task list and the way in which it handles a project plan:

● In a project plan, all parent topics become summary tasks. The start dates, end dates and durations of summary tasks are calculated automatically from their sub-tasks and cannot be edited.

● In a project plan, tasks are only scheduled during working time, as defined by the project and resources calendars.

For a full description of the Gantt view, including how to set up, create and manage a project plan, see "Using the Gantt view" and the topics that follow it.

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

➤ Open the **Document** inspector for the view.

➤ Make sure the document type is set to **Gantt mode**.

➤ Select a topic for which you want to add task data.

➤ Open the **Topic** panel of the **Document** inspector.

➤ (optional) Enter a **Duration**, using the drop-down list on the right to choose between different duration types (minutes, hours, days, weeks, months).

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

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

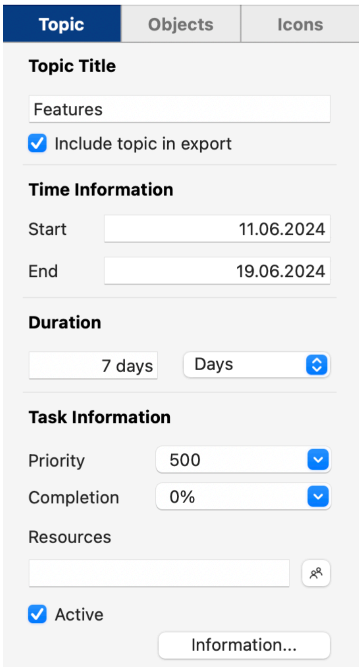
➤ (optional) Choose a **Priority** level.

➤ (optional) Choose a percentage value to indicate how far the task has progressed to **Completion**.

➤ (optional) Assign **Resources** to the task by typing their names separated by semi-colons.

You can also click the Resources button to the right of the field. See "Assigning resources" for details about using this dialog and information on how to create a global resources list.

➤ Repeat the procedure to add task data to other topics.



➤ (optional) To display the task data you just entered directly on the topics of the mind map, choose **Tools > Show Topic Data** (or right-click the workspace and choose **Show Topic Data**) and check the fields you want to see in the pop-up menu.

You can hide or show the fields on individual topics by clicking **Show Topic Data** in the topic's local menu.

It is also possible to format the task data displayed on the map in different ways. For more information, see "Editing a topic".

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

For more information about exporting and importing via the Microsoft Project XML format, see "Exporting to XML", "Importing from Microsoft Project" and "Importing from XML".

Saving a mind map

You can save your mind map in several ways:

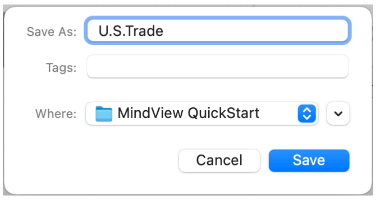
➤ Choose **File > Save** or press ⌘ **S** to save your mind map under its existing name and continue working in MindView.

➤ Choose **File > Save As** or press ⌘ ⌥ ⇧ **S** to save your mind map under a different name. This is also a way of creating a copy of your 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** or press ⌘ ⌥ S.



➤ Enter the name of your new template.

➤ (optional) Select a folder. The default folder is MindView Templates in your Documents folder. If you save the template in a different folder, it will not appear in the **New Document** dialog when you create a new document.

➤ Click **Save**.

Further tasks

Editing a topic

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

Editing a label

To replace the existing label:

➤ Click the topic to select it and start typing the new label.

➤ When you have finished, press ↩ or click outside the label.

To edit the existing label:

➤ Click the topic once to select it and click it again after a short time. Place the cursor at the required position and start typing.

➤ When you have finished, press ↩ or click outside the label.

Alternatively, select the topic and edit the label in the **Topic** panel of the **Document** inspector.

Remember that your map will be clearer if you keep the topic 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. For more information, see "Inserting text notes" and "Inserting comments"

Selecting several topics

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

You can select several topics in the usual way:

➤ Click the first topic, then press and hold down ⇧ while clicking the other topics one by one. Each of the topics you click becomes highlighted to indicate that it is selected.

➤ To deselect one or more topics simply click them again while holding down ⇧.

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

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

Formatting a topic

Use the **Format** inspector to change the format of a selected topic.

For example you can increase the width or color of the topic line, change the color of the label, resize a topic picture, change background color or define a boundary. If the topic has a topic picture, select the picture, and the options in the Format inspector will change to those appropriate for a picture.

Some properties apply only in certain circumstances. For example, the Topic Frame properties have no effect if the topic does not have a frame.

See "Format inspector", "Central Topic properties" and "Topic properties" for information about applying formatting to a topic.

To remove formatting from one or more topics and return to the basic settings for the mind map style:

➤ Select the topics.

➤ Choose **Format > Reset Style**.

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

➤ Switch to the view you want to copy formatting from, and select the relevant topic.

➤ Choose **Format > Copy Style** or press ^ ⌘ **C**.

➤ Switch to the view you want to copy formatting to, and select the relevant topic or topics.

➤ Choose **Format > Paste Style** or press ^ ⌘ **V**.

If you have added information on your topics such as time information or task data, you can display this data directly on the topics:

➤ Choose **Tools > Show Topic Data** or right-click the workspace and choose **Show Topic Data**, and then choose the data you want to see from the pop-up menu. You can also open the view's Format inspector and use the check boxes in the **Topic Data** section.

You can hide or show the fields on individual topics by right-clicking a topic, choosing **Show Topic Data** on its local menu, and then choosing the data you want to see.

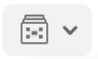
If you have chosen to display resource cost information on the topics (such as Cost, Actual Cost or Remaining Cost), you can define the currency symbol and the number of decimal digits to be used for the entire document. See "Currency options" in the topic "Setting up your settings".

You can also specify how this data should be represented.

Changing the look of a mind map

You can change the look of your mind map at any time. To change the basic view:

➤ Click the **Views** icon in the toolbar.

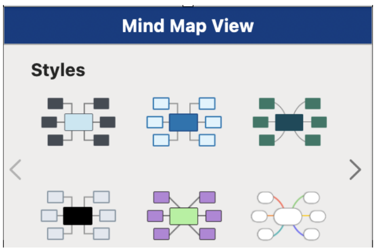


➤ Select a view.

For more information about these views, see "Using different views".

To change the overall style:

➤ Select a style in the view's **Format** inspector.



The style you choose here applies to the entire map. You can however apply different design options to selected topics. To find out how to do this, see "Editing a topic".

To create a custom style:

➤ Choose **Format > Create Custom Style**.

➤ Change the look of the sample map on the **Style Designer** view as appropriate.

➤ Choose **File > Save Style** to save the new style.

To change the overall color scheme:

➤ Click the **Color Schemes** icon in the toolbar.

➤ Select a color scheme from the list.

The color scheme you choose here applies to the entire map. You can however apply different colors to selected topics. To find out how to do this, see "Editing a topic".

To change the background of the mind map:

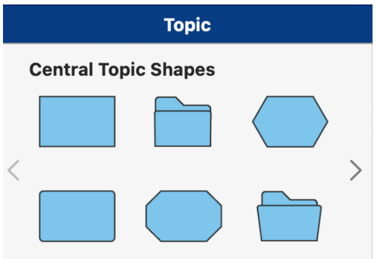
➤ Click the **Backgrounds** button in the view's **Format** inspector.

➤ Select a background from the list.

To change the shape of the central topic:

➤ Select the central topic.

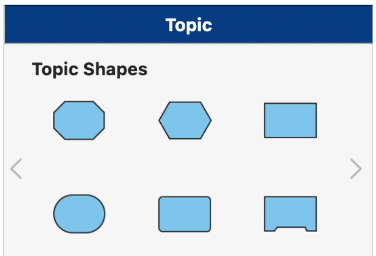
➤ Select a shape from the list in the central topic's **Format** inspector.



To change the shape of a topic:

➤ Select the topic.

➤ Select a shape from the list in the topic's **Format** inspector.

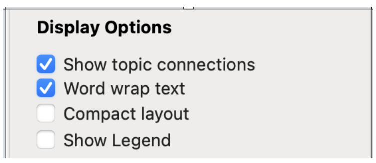


Compacting a mind map

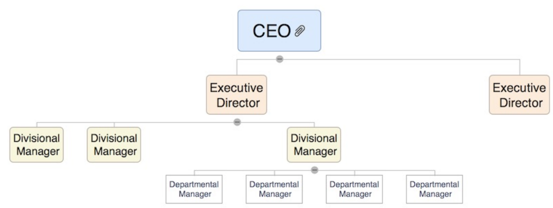
By default, MindView organizes the map so that the bounding areas containing the topics and their sub-topics do not overlap with each other. For some map layouts, this may create large empty spaces between topics which make the map harder to overview. In those cases, the Compact Map option may produce a better layout by bringing the topics as close to each other as possible, as shown in the examples below.

To compact a mind map:

➤ Select the **Compact layout** option in the view's **Format** inspector.



Mind map before compacting:



Mind map after compacting:

Moving a topic

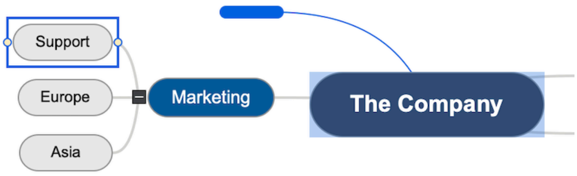
As your map grows and you start analyzing its various topics, you may realize that some of them don't in fact belong to the topic you first allocated them to. To move one or more topics, including any sub-topics and objects attached to them, to a different position:

➤ Select the topic or topics you want to move.

➤ While keeping the left mouse button pressed, drag the topic or topics to the new location, which may be a different topic or merely a different position at the same hierarchical level.

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

➤ Release the mouse button to insert the topic or topics at the new location.



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

Disabling Auto-layout

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

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

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

Note that this only applies to main topics. MindView always arranges sub-topics automatically.

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

Cutting, copying and pasting a topic

You can apply the standard Cut, Copy and Paste functions to any topic of your mind map. This allows you to copy or move an entire topic, including all its sub-topics 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 central topic itself. This allows you for instance to copy an entire map from one document and add it as a main topic or a sub-topic 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 and unpack".

➤ To cut a central topic or a topic with all its sub-topics and attached objects to the clipboard (in other words to place the topic on the clipboard while removing it from your map), select it and then:

● Choose **Edit > Cut** in the main menu, or

● Choose **Cut** in the local menu of the topic, or

● Press ⌘ **X**.

➤ To copy a topic and all its sub-topics and attached objects to the clipboard (in other words to place the topic on the clipboard while leaving it in place in your map), select it and then:

● Choose **Edit > Copy** in the main menu, or

● Choose **Copy** in the local menu of the topic, or

● Press ⌘ **C**.

➤ To paste a topic and all its sub-topics and attached objects, select its new location, either in the same document or in a different document, and then:

● Choose **Edit > Paste** in the main menu, or

● Choose **Paste** in the local menu of the destination topic, or

● Press ⌘ **V**.

The clipboard topic is added as a sub-topic of the destination topic you selected.

➤ To copy formatting (colors, fonts and so on) from one topic to another:

● Select the first topic and choose **Format > Copy Style** or press ^ ⌘ **C**.

● Select the target topic or topics and select **Format > Paste Style** or press ^ ⌘ **V**.

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

Moving a picture

To move a floating picture:

➤ Select the picture.

➤ Drag it to the new location, inside or outside a topic.

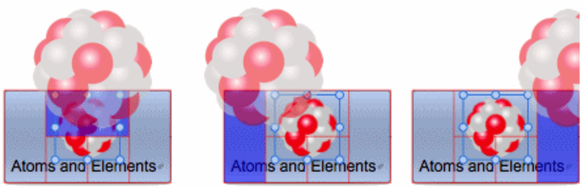
To move a topic picture:

➤ Select the picture. Be sure to select the picture itself, not just the topic.

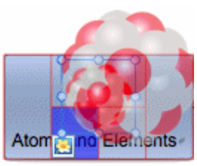
➤ Drag it to the new location, inside or outside the topic. If you move it outside the topic it will become an unattached floating picture. If you move it inside the topic, the destination depends on where you drop it.

Positioning a picture within a topic:

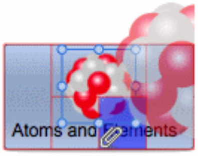
➤ Drop the picture in the blue highlight area above, to the left or to the right of the topic label to position it accordingly.



➤ Drop the picture in the lower left area to make the picture an attached floating picture.



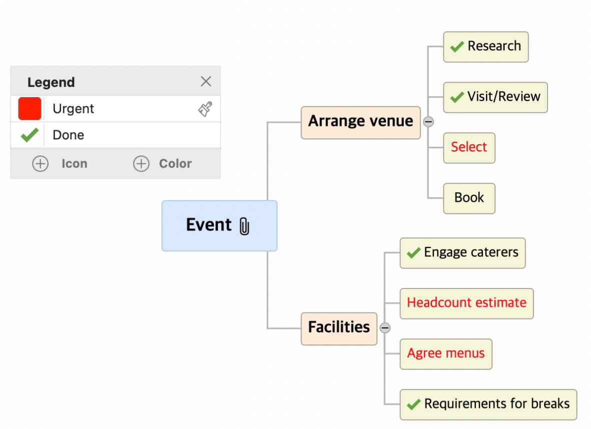
➤ Drop the picture in the lower right area to make the picture an attached picture object.



Creating a legend

Adding a legend to your map can make it much easier to read and interpret. You can for instance apply a particular color to some of the topics of your map, and then use a legend to give the meaning of this color.

In the example below showing the tasks to be considered when organizing an event, the tasks that have been completed have been tagged with a tick icon, and the next tasks that need to be done urgently have been highlighted using red text.



Creating a legend item

➤ If necessary, choose **Tools > Legend** (or right-click the workspace and choose **Legend**) to display the Legend panel.

➤ In the **Legend** panel, select **Color** or **Icon** depending on the type of legend you plan to use and choose the color or icon required.

➤ Edit the text box next to the legend item to provide a suitable description.

➤ (Optional) Repeat the procedure to add other legend items.

Applying a legend item

Once you have created a color or icon legend item, you can apply it to specific topics in one go:

➤ Select the topics that should have the color or icon defined in the legend.

➤ In the **Legend** panel, hover the mouse cursor over the legend item to be applied.

➤ Click the formatting brush icon next to the legend item to apply it to the selected topics.

To remove a legend item from specific topics, select them and repeat the steps above.

Filtering a mind map using legend items

➤ In the **Legend** panel, hover the mouse cursor over the legend item you want to use to filter the topics.

➤ Click the filter icon next to the legend item to filter the mind map so that only topics containing the color or icon are shown.

To remove the legend filter from the mind map and go back to the previous display, just repeat the steps above.

See "Filtering a mind map" for more information on filtering a mind map using various criteria.

Deleting a legend item

➤ In the **Legend** panel, select the legend item you want to delete and click the cross icon (or choose **Delete** in its local menu).

Filtering a mind map

The **Levels** icon of the toolbar allows you to collapse the entire mind map to just one level of topics, two levels, three levels, or four levels. Click **All Levels** to expand the mind map so that it shows all its topics down to the last level.

The **Filter** inspector lets you filter your map to display only topics that meet specific criteria. For example, you can show only the topics that contain the word "budget", or, if you are working on a timeline, events starting at a given date. You can also combine different criteria, so that only the topics that meet all or some of these criteria are shown.

All the filters you define are saved with the MindView document.

Defining a filter

To define a new filter, open the **Filter** inspector, and then:

➤ Click the **Manage Filters** button at the right of the **Custom Filters** name field and choose **New Filter** in the pop-up menu.

➤ For the first condition, select the items you want to test, for example **Topic text**, **End date**, or **Topic icons**. If for instance you want to restrict the display to all the topics on which you have placed a Priority 1 icon, select the entry "Topic icons" in the list.

➤ Select the criterion that will satisfy this condition, for example **Contains** or **Does not contain**. The list of criteria depends on the items being tested. In our example, you would choose the entry "Is equal to" or "Contains" (in case some topics contain more than one icon).

➤ Enter the text to be matched or, if you are testing for particular icon(s), select them. In our example, you would choose the Priority 1 icon in the icon gallery that opens.

If you have chosen Contains as the criterion for matching, and then enter text for matching, MindView will look for the text anywhere in the topic label, even in the middle of a word.

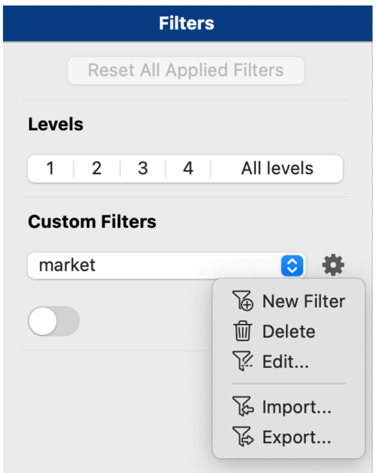
➤ To add another condition, click the **Add** button and repeat the previous steps.

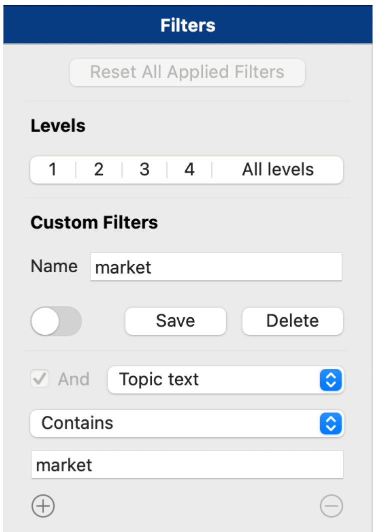
➤ Check the **And** option if you want both the first condition and this new condition to be satisfied. Otherwise, all topics that satisfy either conditions will be displayed.

➤ If you need to remove a condition, click the **Remove** button.

➤ Choose a name for your new filter and click **Save** to save it.

➤ Click the **Activate** button on the left of the Save button to apply the new filter.





The mind map now shows only the topics that meet the criteria you have defined.

If necessary, you can add further criteria to the filter by editing it (see below) or define new filters by repeating the procedure.

Managing filters

➤ To go back to the full map display, select the **Activate** button on the left of the Save button to disable it.

➤ When you have several filters, you can apply any one of them simply by selecting it in the Custom Filters list.

➤ To edit a filter, select it in the Custom Filters list and proceed as described above.

➤ To delete a filter permanently, select it in the Custom Filters list, click the **Manage Filters** button at the right of the **Custom Filters** name field and choose **Delete** in the pop-up menu.

Focusing on a topic

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

To restrict the display to a topic (and its sub-topics):

➤ Click the topic.

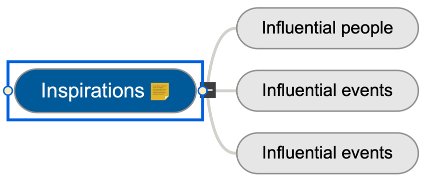
➤ Click the **Focus Topic** icon in the toolbar.

Or:

➤ Right-click the topic and choose **Focus Topic** in its local menu.

Only the selected topic, and its sub-topics if any, is now displayed on the workspace.

The **Focus Topic** icon changes to , to remind you that you are now viewing only part of the map. Any topic connections leading to topics outside the area being viewed are not displayed.



To display the entire map again:

● Click the **Focus Topic** icon in the toolbar again , or

● Right-click the topic and deselect **Focus Topic** in its local menu.

Another way to focus on part of your mind map is to use **Focus Mode**:

➤ Click the **Focus Mode** icon in the toolbar and choose a zoom level in its pop-up menu.

➤ Click the topic you want to concentrate on to center the map on that topic. To center the map on a different topic, click that topic.

➤ To return to the normal mode of working at the end of your presentation, click the **Focus Mode** icon again and select **Off** in its pop-up menu.

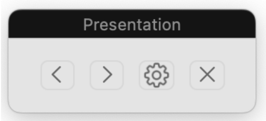
You can also collapse the entire mind map to just one level of topics, two levels, three levels or four levels by using the **Filter** inspector or by clicking the **Levels** icon on the toolbar and choosing the number of levels of topics that you want to display.

Presenting a mind map

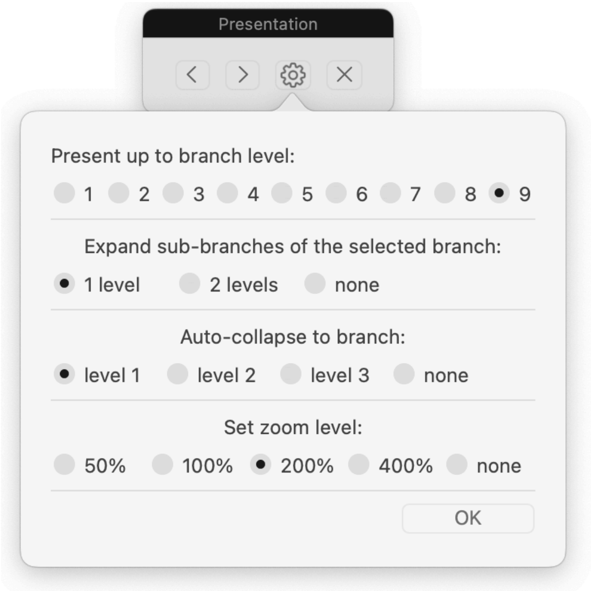
The MindView presentation mode lets you present your mind map to your audience topic by topic in full screen mode. To do this:

➤ Click the **Presentation** icon of the toolbar or choose **Tools > Presentation Mode**.

The document switches to full screen mode and the **Presentation** panel appears.



➤ On the **Presentation** panel, click the **Options** icon to open the options pop-up dialog:



Select the number of levels of your map that you want to present, how many levels of sub-topics you want to display below the selected topic, the number of levels of topics you want to keep on the screen at all times, and the zoom level.

➤ Click the or icons in the **Presentation** panel to move forwards (clockwise) or backwards (anticlockwise) round the mind map following the standard hierarchy.

You can still use the keyboard arrow keys to move from topic to topic in the usual way or click any other topic to center the display on it.

➤ To exit presentation mode, click in the **Presentation** panel.

Zooming in and out

The zoom features let you change the level of magnification of your mind map.

To zoom in:

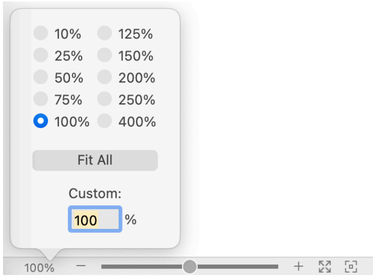
➤ Choose **View > Zoom In** or press ⇧ ⌘ **>** one or more times.

To zoom out:

➤ Choose **View > Zoom Out** or press ⇧ ⌘ **<** one or more times.

To specify a particular zoom factor:

➤ Click the **Zoom** control at the lower left corner of the window and select one of the predefined zoom factors, or enter your own value.



To fit the map to the dimensions of the window:

➤ Click the **Fit All** icon , or

➤ Choose **View > Fit All**, or

➤ Press ⌘ **=**.

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

➤ Choose **View > Actual size**.

To view the map in full screen mode:

➤ Choose **View > Full Screen Mode** or press ⌥ ⌘ **F**.

➤ To return to normal viewing mode, move the mouse pointer to the top of the screen, wait until the toolbar and menu bar appear, and then choose **View > Full Screen Mode**, or just press ⌥ ⌘ **F** again.

Using the inspectors

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

➤ If the inspectors are not already visible, click any of the **Inspectors** icons in the toolbar to open them.

By default, the inspectors display at the right of the workspace. You can change their position from the MindView Settings.

There are five inspectors in MindView.

● The **Document** inspector, which presents general properties of the document when there are no selected elements but changes to display properties specific to the particular element when this element becomes selected. For a topic, for example, the topic's own properties, assigned icons, and objects connected to it, will be displayed.

● The **Format** inspector allows you to change the appearance of the entire mind map as well as of its particular elements.

● The **Filter** inspector allows you to filter topics by various criteria. See Filtering a mind map for more information.

● The **Pictures** inspector gives you access to MindView's vast Pictures Collection.

● The **Research** inspector gives you access to your research notes from MindView Assist.

Inspectors change their appearance and behavior according to the current selection. For example, if you select a topic, the **Document** inspector appears with three panes: **Topic**, **Objects** and **Icons**. If nothing is selected, the properties of the document are shown.

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

You can make the same change to several elements at once by selecting all the elements required first. So if you want to change the topic frame color of three of your 10 topics, all you have to do is to select the three topics and then click the **Border color** icon in the **Topic Frame** section of the Format inspector.

Using the Pictures Collection

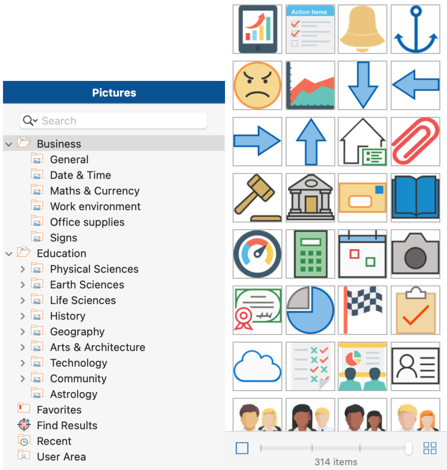
The Pictures Collection, accessed by clicking the **Pictures** inspector icon , contains a vast reserve of high quality clip art pictures organized in many different categories or themes.

As well as business and web-related pictures, the Pictures Collection contains a large number of pictures created specifically to support both the curriculum-aligned templates included in MindView and your own curriculum-based mind maps.

You can also store your own elements in the Pictures Collection. This enables you to re-use them whenever needed by dragging them from the Pictures Collection into your mind maps.

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

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



To open the Pictures Collection:

● Click the **Pictures** icon in the toolbar, or

● Choose **Tools > Pictures**, or

● Press ⌘ **4**.

To insert a Pictures Collection element into your mind map:

➤ Drag it from the inspector on to your mind map. If you drag it on to a topic it will be inserted as a topic picture, connected floating picture or picture object, depending on where you drop it (see "Moving a picture" for more information). Otherwise it will be inserted as a disconnected floating picture.

Overview of the Pictures Collection

The Pictures Collection elements are grouped in logical categories. As well as the two main categories, **Business** and **Education** and their sub-categories, the inspector includes the following categories:

● **Favorites:** Place in this category any element you want to be able to find again quickly.

● **Recent:** When you add a Pictures Collection element to your document, this element is automatically copied to the Recent category. This allows you to quickly find recently used pictures in case you want to use them again.

● **Find Results:** This category only appears once you have done a search in the Pictures Collection. It shows all the elements of the catalog that correspond to your search keyword.

● **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 Pictures Collection" below for more information.

Browsing the Pictures Collection

➤ Select a category to see its contents. Use the up or down arrow key on the keyboard to select the previous or next category.

➤ Click the right-pointing arrow ▶ next to a category name to see the sub-categories it contains. Alternatively, select the category and press the right arrow key on the keyboard.

➤ Click the arrow again to collapse the category. Alternatively, select it and press the left arrow key.

➤ Use the slider at the bottom of the inspector to change the size of the image previews in the Pictures Collection. To examine a particular picture more closely, double-click it.

Using the Favorites category

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

● Right-click the relevant element and choose **Add to Favorites** in its local menu.

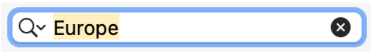
● Click the star icon at the bottom of the enlarged thumbnail obtained when double-clicking a picture.

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.

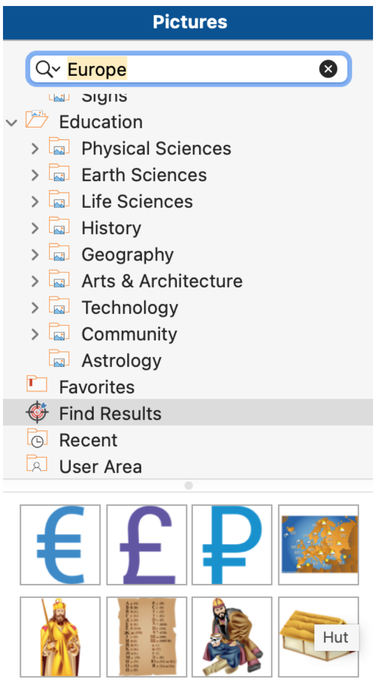
Searching the Pictures Collection

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

➤ Type a search word in the search box at the top of the Pictures inspector and press ↵. Results appear in the **Find Results** category.



➤ Scroll down until you find the image you require.



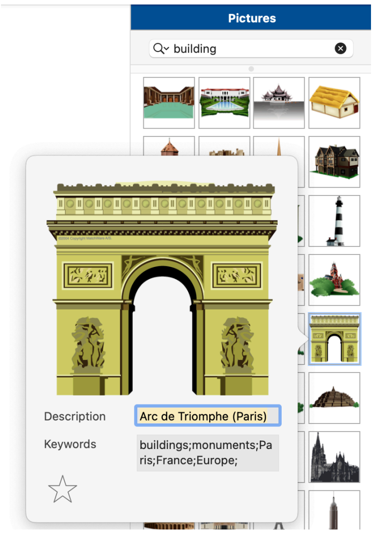
Searches in the Pictures Collection are keyword-based. Many different keywords have been associated with the Pictures Collection elements to help you find rapidly what you need. By way of example, here is a small selection of the many different keywords you can search for:

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

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

➤ Double-click the element in the Pictures inspector.

➤ In the enlarged thumbnail that appears, type the new keywords you want to associate with this element, separating them with semi-colons.



You can also edit or remove unwanted keywords or change the element's description.

Adding elements to the Pictures Collection

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

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

To add an element to the Pictures Collection:

➤ Select the category to which you want to add the element.

➤ Right-click the category and choose **Add Element** in the local menu.

➤ Browse for the element to be added in the window that appears, and click **Open**.

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

Renaming an element

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

➤ Double-click the element you wish to rename.

➤ In the enlarged thumbnail that appear, enter a new description for the element in the **Description** field.

The new description will appear whenever you move the mouse pointer over the element in the Pictures Collection.

Deleting an element

You can delete any element you have added to the Pictures Collection as follows:

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

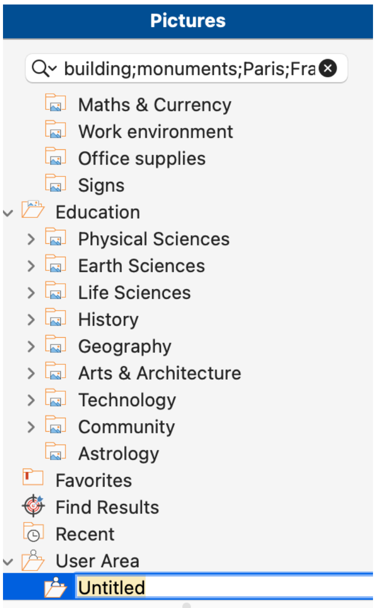
Creating a category within the User Area

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

➤ Right-click the **User Area** or the sub-category of the User Area in which you want to create a category.

➤ Choose **Create Category** in the local menu.

➤ Click the new category that appears and type a name for it.



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 the local menu.

Connecting a category to an external folder within the User Area

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

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

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

➤ Choose **Connect to Folder** in the local menu.

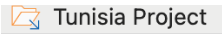
➤ Choose the folder you want to connect to in the dialog that opens.

➤ (optional) Choose the required filter by clicking the **Show Options** button at the bottom of the dialog. If for instance you only want to view the available videos, choose the Video filter.

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

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

A new category is now created within the User Area, 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 Pictures Collection, for instance if the connected folder is a shared network folder to which other users have access, you can refresh the connected category to make sure you see the latest contents.

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

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

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

➤ Right-click the connected category and choose **Modify** in the local menu.

➤ Choose a different path and/or a different filter as described above.

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

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

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

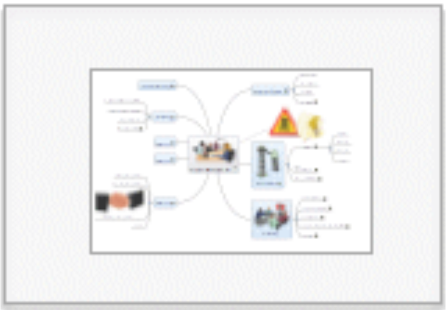
Resetting the Pictures Collection

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

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

Using the Overview panel

The **Overview** panel gives you a miniature view of your entire document. If your map is large, the overview panel provides a quick way of reaching its different areas.



The **Overview** panel is not available when you are working in the Outline or Gantt views.

To display the overview panel:

➤ Choose **Tools > Overview** in the main menu or click the **Overview** icon in the toolbar.

➤ Resize the panel as needed using the mouse wheel.

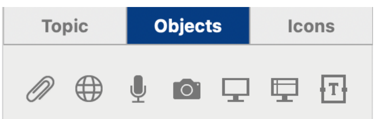
➤ Drag the rectangle contained in the panel in the direction of the map you want to explore.

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

You can achieve the same effect by using the workspace scroll bars, but using the **Overview** panel is quicker and has the advantage of giving you a complete representation of your map. You can also move the mind map within the display area by selecting its central topic and dragging it to a new position.

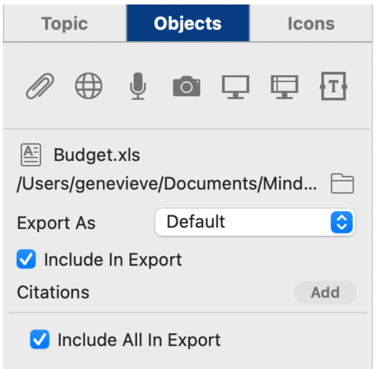
Using the Objects inspector

The **Objects** panel of the **Document** inspector gives you a complete overview of the objects you have placed on the selected topic. It allows you to perform various operations on the objects, such as selecting them, activating them, deleting them or displaying their properties.



If the inspectors are not already visible, click any of the **Inspectors** icons in the toolbar to open them.

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



Manipulating objects in the Objects inspector

The Objects inspector lets you perform the following actions:

● Edit an object's properties as required. See "Object properties" in the Reference section of this User Guide for information about object properties.

● Attach files, hyperlinks, audio files, capture camera images and screen shots and attach them to the selected topic by clicking the corresponding icon at the top of the panel.

● Activate an object by choosing **Execute** in its local menu.

● Delete an object by choosing **Delete** in its local menu.

● Add a citation to the object by clicking the **Add** button next to the label **Citations**. Refer to the topics "Using citations" and "Using sources" for more information.

Capturing text, pictures and audio

The **Capture** feature allows you to attach text, pictures and audio notes to the mind map easily.

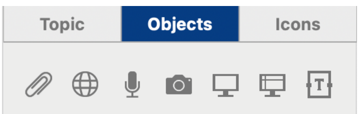
Capturing from MindView

Start by selecting the topic to which the capture should be attached, and then either:

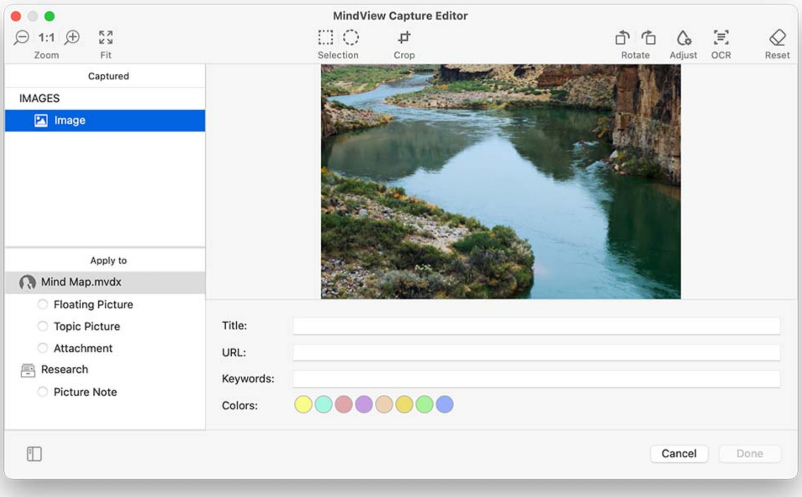
● Open the **Objects** panel of the **Document** inspector and click one of its capture icons, or

● Click the **Capture** icon of the toolbar, or

● Choose **Insert > Capture** in the main menu.



The **MindView Capture Editor** window appears, showing a preview of what has been captured (a picture in the example below).



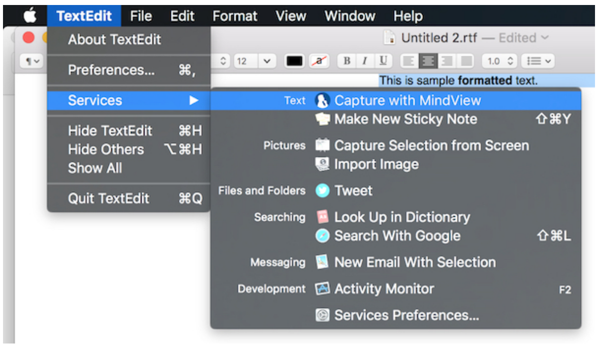
- Preview the captured image.
- If there are several representations of the captured image, choose from the **Captured** section.
- Crop or adjust the image as needed.
- Modify the **Title**, **URL**, and/or **Keywords** fields as required.
- Select how you want to insert the picture in the **Apply to** section.
- Click **Done** to attach/insert the picture.

Capturing from another application

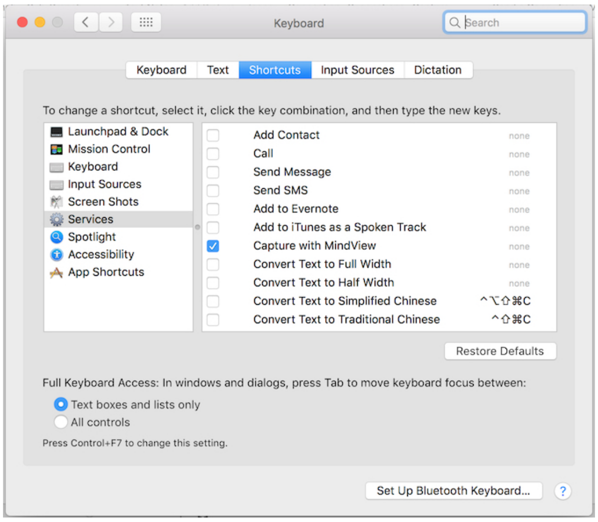
While working in another application you can use the **Services** option of its the main menu or local menu to capture content into MindView documents.

Make sure you have selected some text or a picture in the application to enable its **Services** option.

The default shortcut to **Capture with MindView** is ⇧ ⌘ **F8**. You can change it in the **Services** of the application.



If you don't see **Capture with MindView** in the **Services** menu of the application, make sure it is enabled in the **System Settings**.



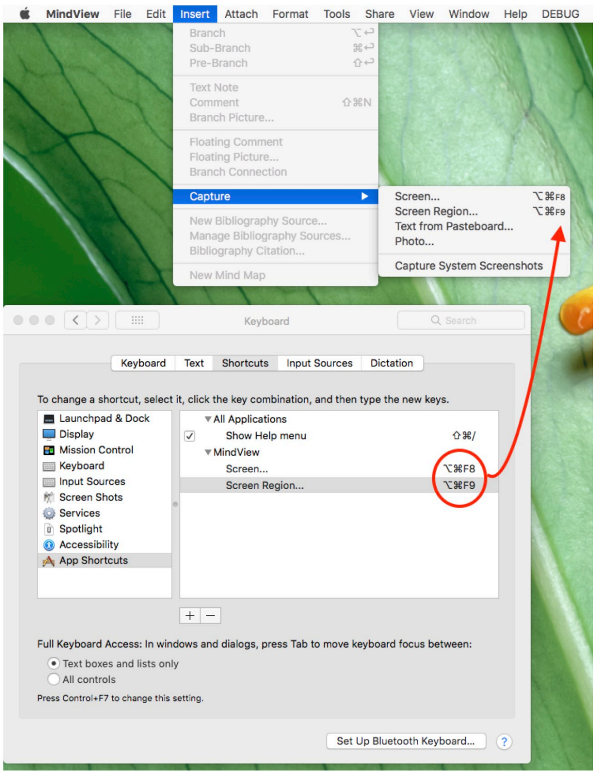
Capturing text from web pages

When capturing text from a web page using the Services menu MindView will copy additional information about this web page. In the Capture window you will see the page title and full URL. This information will be saved as citation in a text note or added to a topic as an attached object using the URL.

Capturing a screen while in another application

To capture a screen or screen region from another application, use the system global shortcuts
⌥ ⌘ F7 and **⌥ ⌘ F8**.

You can change these shortcuts in the **System Settings**.



➤ Choose **Insert > Capture > Capture System Screenshots** if you want to load all system screenshots into MindView by default.

Using AI

MindView lets you use artificial intelligence (AI) to create and edit content in your documents. This is a time-saving and potentially efficient way of doing preliminary research, completing brainstorms and editing your documents.

AI is a useful tool for generating and editing content, but you should use it with caution. Before using any AI tool, check if your organization, school or company has rules or regulations in place regarding the use of AI. If you do use AI, always double-check the results, suggestions or changes it provides. You should never assume that information provided by AI is accurate, and AI-powered language tools do not necessarily produce results that are accurate, correct or faithful to the source. Finally, AI tools evolve quickly and are dynamic by nature. No AI tool, including the AI feature in MindView, will ever produce the same results twice. This is another reason why you should not rely solely on AI as a trustworthy source of information.

Generating or editing content

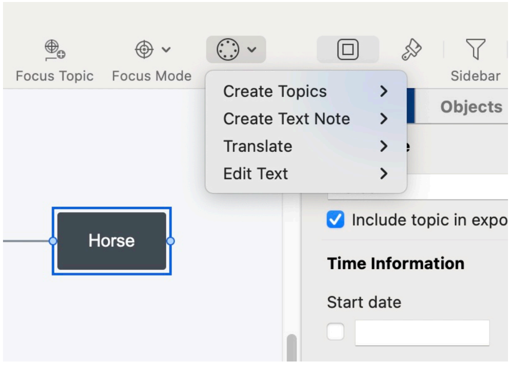
You can use AI to generate or edit content based on existing content in your document.

➤ Select a topic in your document or some text in a text note and do one of the following:

● Choose **Insert > AI Suggestions** in the main menu.

● Click the **AI** icon in the toolbar.

➤ Select the option you want to use (see below for a detailed description of each option).



If you use the feature from a text note, only the **Translate** and **Edit Text** options will be available.

The feature communicates with the AI engine and inserts the results at the selected location in the document. Depending on the complexity of the task, this communication may take a few moments. How the results are inserted depends on the location and on the option you selected; for more information, see below.

Create Topics

This option is suitable for idea generation. It generates new content based on your existing text. The content is inserted as topics (possibly with sub-topics) in your document.

● The **Brainstorm** sub-option creates a number of keywords, terms and issues relating to your text.

● The **Topics** sub-option creates a number of topics for your text, usually with more than one word in each.

● The **Questions** sub-option creates a number of questions about your text.

● The **Pros/Cons** sub-option lists a number of pros and cons in relation to your text.

Create Text Note

This option creates a new text note based on the selected text. You select how the text note should be worded:

● The **Definition** sub-option creates a definition of the key term or terms.

● The **Synopsis** sub-option creates a synopsis based on the selected text.

● The **Abstract** sub-option creates an abstract based on the selected text.

For more information about text notes, see "Inserting text notes".

Translate

This option translates the selected text into the language you select on the pop-up menu. The translation is inserted in the selected topic or text note, overwriting the original source text.

Edit Text

This option is suitable for editing existing text for various purposes.

● The **Fix Grammar** option reviews the selected text and corrects its grammar if necessary.

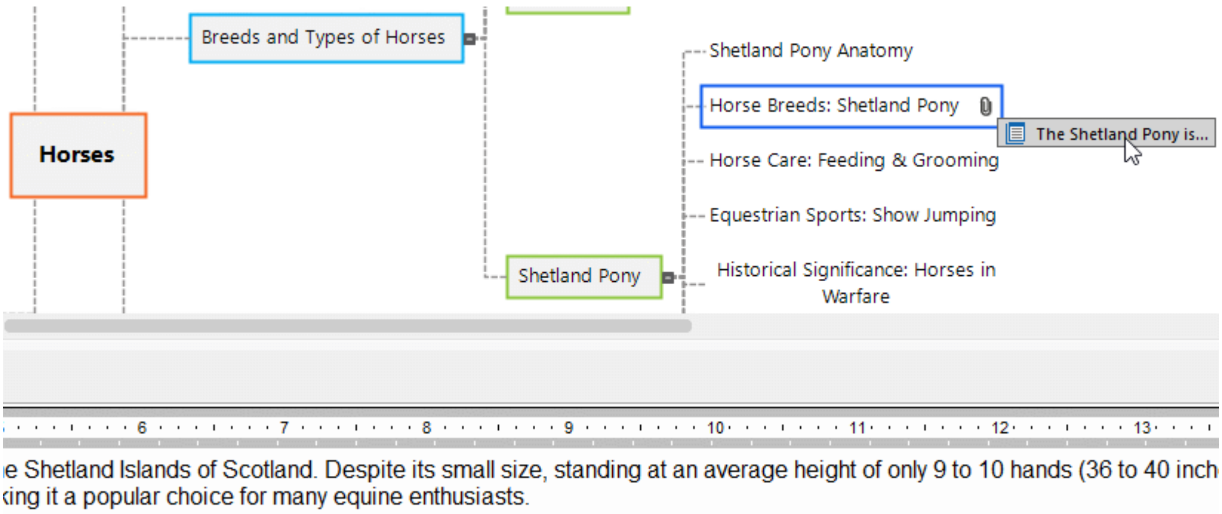
To check spelling, use the built-in spellchecker feature in MindView. For more information, see "Using the spellchecker".

● The **Rephrase** option puts the selected text in another way without changing the level of formality in the text.

● The **Simplify** option is particularly useful for lengthy text in text notes, as it shortens the text and makes it simpler to read.

● The **Expand** option makes the selected text longer and more detailed. If you use this option on a short topic label, the expanded text is inserted in a new text note.

Use AI to quickly drill down into the details of a subject by using the feature several times over on the results of your AI queries. For example, if you start with a brainstorm from the term "Horses", and the feature comes up with "Shetland Pony", you can use this as a starting point for further AI research. For example, you can ask the feature to come up with topics or questions regarding Shetland ponies, or you can ask the feature to provide more detail by expanding on the term in a text note.



Using the Task System

The online Task System in MindView makes it easy to share MindView tasks and access them on the go.

When you add a task to the Task System and synchronize it from MindView, it is synchronized with your MindView account, and you can also access and edit the task from the MindView Assist app. You can add tasks to the Task System from the Topic panel as described in "Inserting task data", directly from the Task System view as described below, or from MindView Assist as described in "Working with tasks".

Tasks that you add to the Task system are assigned to you by default, unless you have already entered one or more resources for the task. You can assign a task to another MindView user, and other users can assign tasks to you.

Tasks can only be synchronized by their owner and only if they are assigned to one person. The owner must have a MatchWare account associated with the e-mail address that was used when assigning the task.

You can create projects in the Task System to organize your tasks, for example to keep school assignment tasks separate from work-related tasks. Task System projects are organizational tools designed to help you keep track of tasks. They cannot be used for project management as in Gantt projects, for example. For more information on project management in MindView, see "Using the Gantt view".

If a task was originally created in a MindView document, you cannot assign it to a project. The Project column shows the name of the document the task came from.

Any topic in MindView can be considered a task, and used as a task, if it contains time information. See the definition of "Topic" in "Important terms".

Synchronizing tasks

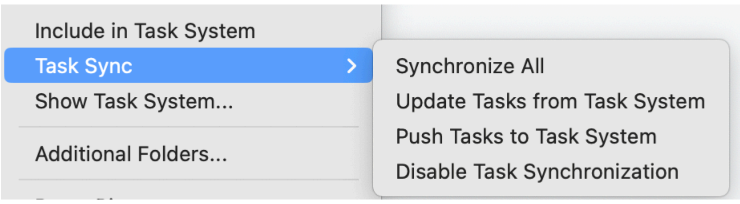
You must synchronize your tasks with the Task System manually.

● To synchronize all tasks, choose **Document > Task Sync > Synchronize All** in the main menu.

● To only synchronize tasks from MindView to the Task System or vice versa, choose the **Update** or **Push** option as required.

If you choose **Disable Task Synchronization**, all tasks in the document are removed from the Task System.

Choosing this option has the same effect as deselecting the **Include in Task System** check box on the **Topic** panel for all tasks in the document.



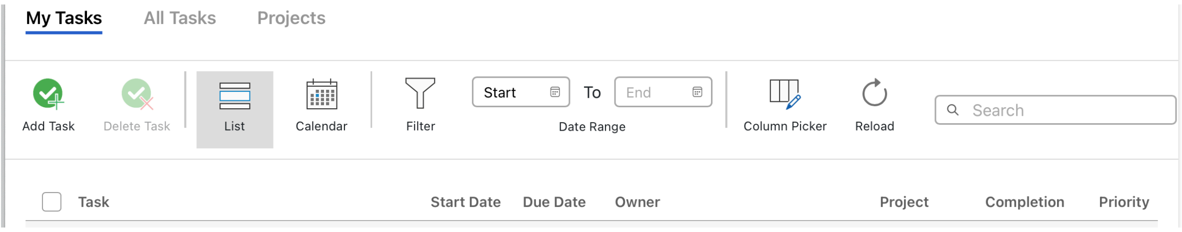
When tasks are synchronized, all information except task resources is synchronized.

In Gantt mode, start and end dates are not synchronized from the Task System to MindView. For more information on document modes, see "Using different views".

If you create a document with a number of tasks assigned to yourself, add them to the Task System and then send the document to another user, that user will not be able to synchronize your tasks. However, the user could add new tasks assigned to him or herself and synchronize them as normally.

Working with tasks from the Task System view

➤ To get a quick overview of tasks assigned to you, choose **Document > Show Task System** in the main menu to open the Task System view.



Viewing tasks or projects

➤ Click **My Tasks**, **All Tasks** or **Projects** at the top of the Task System view to see tasks assigned to you, all tasks that you have created or been assigned or projects you have created or are a member of.

● In the task views, you can opt to have tasks displayed on a list or in a calendar grid. For the calendar view, you can choose between a daily, weekly or monthly view.

● In the task views, you can filter the tasks displayed by date range.

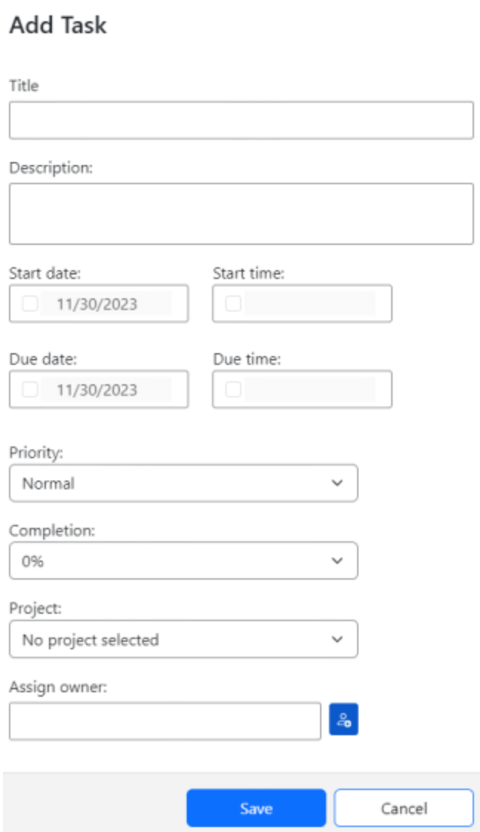
● In both task and project views, you can click **Reload** to manually synchronize the displayed items and refresh the view.

● In both task and project views, tasks that were created in a MindView document are shown with a MindView logo.

Adding a task

➤ On the **My Tasks** or **All Tasks** tab, click **Add Task**.

➤ In the dialog that opens, enter all necessary details about the task, for example title, start and due dates, priority and completion.



You can assign the task to a project; for more information, see below.

You can assign the task to a different owner. If you do this, the owner receives a notification e-mail and can access the task from his or her MindView account.

➤ Save the task to close the dialog. The new task appears on the tab.

Editing a task

➤ Click the task on the **My Tasks** or **All Tasks** tab.

➤ Edit the task in the dialog that opens, and save it.

If your document is in Gantt mode, you cannot edit the start and end times and durations of summary tasks directly, as summary tasks inherit this information from their sub-tasks.

Deleting a task

➤ Select the task on the **My Tasks** or **All Tasks** tab, and click **Delete Task**.

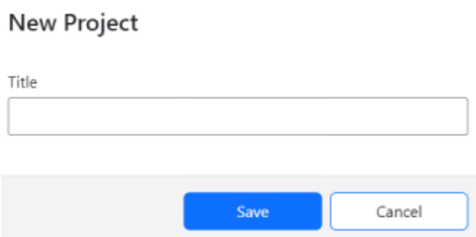
If you delete a task originally created in a MindView document from the Task System, it is not deleted from that document. However, the **Include in Task System** check box of its **Topic** panel will be unchecked automatically at the next synchronization. Conversely, if you delete a task from your document, it will be removed from the Task System during the next synchronization.

If the task is assigned to a project, you can also delete the task from there; see below.

Using projects

You can use projects in the Task System to organize tasks that you have created from the task system or from MindView Assist.

➤ To create a project, select the **Projects** tab and click **New Project**.



➤ Enter a title for the new project, and click **Save**.

When the project has been created, you can add tasks to it from the task editing dialog. You can also click the project to see a list of tasks in the project. From the list, you can click each task to edit it, or delete it as described above.

➤ To delete a project, select in on the list and click **Delete Project**.

If you delete a project, all tasks that it contained (if any) will be removed from the project. The tasks themselves are not deleted.

Finding and replacing text

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

● Topic names

● Floating comments

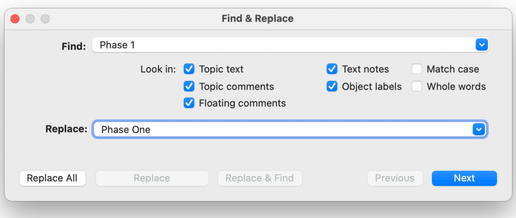
● Pop-up comments

● Text notes

● Object names

To find, and optionally replace, text:

➤ Choose **Edit > Find > Find** or press **⌘ F**.



➤ Enter the text that you want to search for in the **Find** field of the Find & Replace dialog.

➤ Under **Look in**, select the elements that you want MindView to search.

➤ (optional) Select **Match case** if you want the search to be case-sensitive.

➤ (optional) Select **Whole words** if you want the search to ignore matches that are not whole words.

➤ (optional) Enter text that you want to replace the found text with in the **Replace** field.

➤ Click **Next** to search forwards or **Previous** to search backwards.

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

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

If you entered a replacement text, click **Replace** to replace the current occurrence only, **Replace & Find** to replace the current occurrence and find the next occurrence, or **Replace All** to replace all occurrences throughout the document.

➤ Close the Find & Replace dialog and continue your work.

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

Using predictive suggestions

One of the great time-saving features of major web search engines is their ability to provide suggestions as you type. The Predictive Suggestions feature in MindView is a similar feature that provides suggestions as you type based on suggestion sources that you can define in advance. Predictive Suggestions can be used when entering topic labels and text notes.

How it works

The Predictive Suggestions feature monitors your keyboard input and searches one or more sources for suggestions that match that input. These sources may be web sites, MindView files or XML files.

You may activate or deactivate sources as needed from the **MindView Settings** dialog where you may also add, edit or delete sources. MindView comes with a set of example sources. For more information on predictive suggestion sources, see "Setting up suggestion sources".

The example sources listed are only included as a reference. You may need permission to use the suggestion source examples included in MindView.

The ability to select suggestion sources means that you can set up MindView to show suggestions based on your current needs. For example, you could set up an XML file containing business terminology for work projects and a MindView document with baseball statistics for private use. Depending on what you are using MindView for, you can then enable or disable suggestion sources as needed and only see suggestions that are relevant to your current activities.

The Predictive Suggestions feature is disabled by default. To enable it, choose **MindView > Settings**, click the **Suggestions** tab, and check **Use Predictive Suggestions** at the bottom of the list.

Setting up suggestion sources

MindView lets you enable and disable the suggestion sources used by the Predictive Suggestions feature. You may also add, edit and delete suggestion sources.

For more information on using the Predictive Suggestions feature, see "Using predictive suggestions".

There are three types of suggestion source. MindView includes examples of all three source types:

● **MindView Document:** A MindView document located on your computer or a network location to which you have access. Suggestions are based on the topic names in the referred document.

● **XML File:** A custom XML file located on your computer or a network location to which you have access.

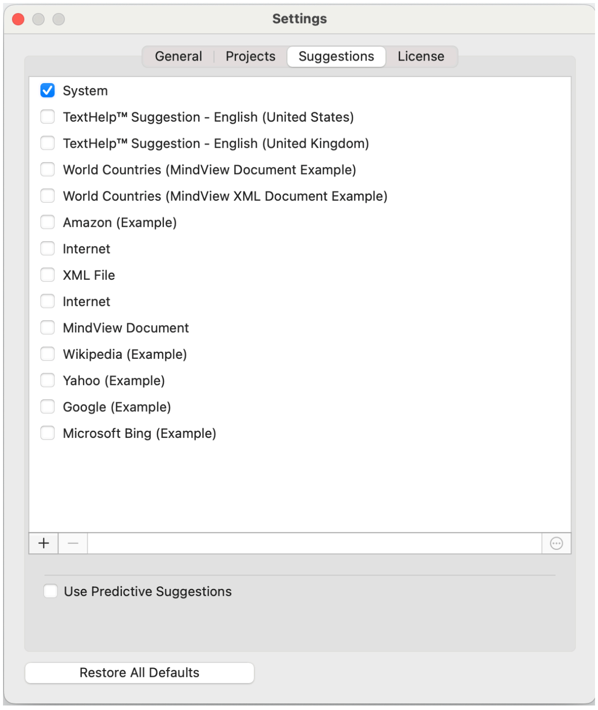
● **Internet:** A web site. MindView sends a GET request for data to the web site, and suggestions are based on the response from the site.

You may use the Texthelp suggestion source with no limitations. All example sources listed below Texthelp, however, are only included as a reference, and you may need permission to use them.

Accessing the list of suggestion sources

To access the list of suggestion sources:

➤ Choose **MindView > Settings** and click the **Suggestions** tab.



Enabling and disabling suggestion sources

To make one or more suggestion sources available to the Predictive Suggestions feature, simply select them in the list.

The Predictive Suggestions feature bases its suggestions on all selected sources. To filter the suggestions shown, only select sources that are relevant to your current task.

Deleting suggestion sources

To delete a suggestion source entirely from the MindView installation, select it in the list and click the "minus" button at the bottom left of the list.

Adding and editing suggestion sources

Do not attempt to add or edit internet or XML file suggestion sources unless you understand regular expressions and XML. Users without these skills are advised to only use the example sources provided or create sources based on MindView documents.

➤ Add or edit a suggestion source as follows:

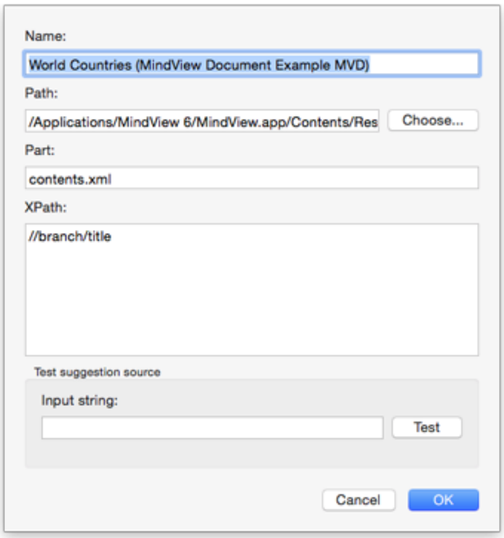
● To add a suggestion source, click the "plus" button at the bottom left of the list and choose the desired suggestion source type from the pop-up menu.

● To edit a suggestion source, select it in the list and click the "three dots" button at the bottom right of the list.

➤ In the dialog that opens, enter or update suggestion source settings as needed (see below).

➤ Click OK.

MindView document suggestion sources



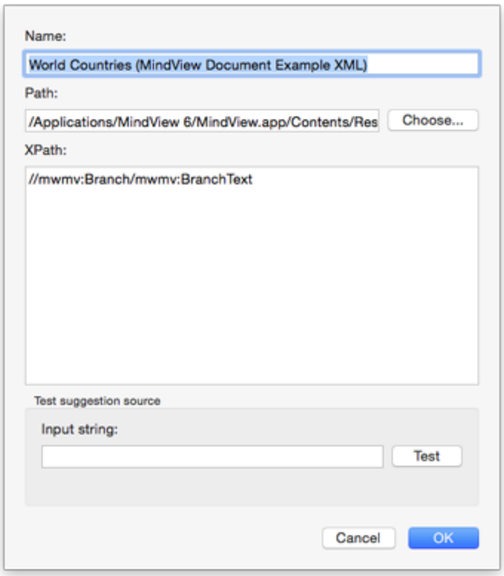
➤ Enter the name of the suggestion source.

➤ Enter the path to the MindView document that is to be used as a source, part of the document bundle that will be used, and XPath for the document suggestion source.

Always check that the MindView document in question actually contains the strings you would like to use for suggestions.

➤ Test the suggestion source by entering search text in the **Input string** field and clicking **Test**.

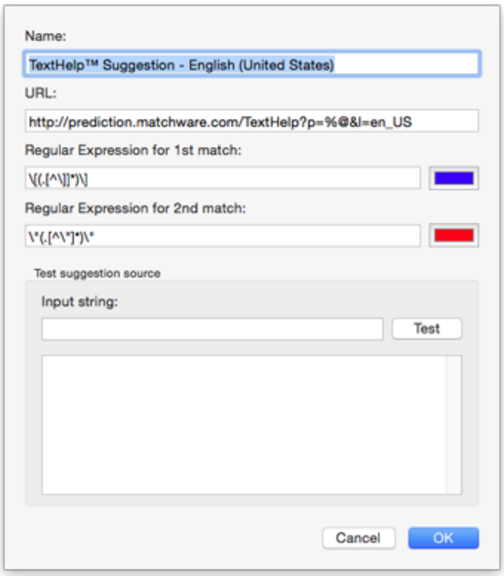
XML file suggestion sources



➤ Enter the name, path and XPath for the XML suggestion source.

➤ Test the suggestion source by entering search text in the **Input string** field and clicking **Test**.

Internet suggestion sources



➤ Enter the name and URL of the internet suggestion source.

➤ In the **Regular expression for 1st match** field, define a regular expression to match the content returned from the web site. You may select a color to be applied to the results.

➤ (Optional) In the **Regular expression for 2nd match** field, define a regular expression for substring matching if it is not possible to set up a regular expression that matches the right entries in the first match. Select a color to be applied to the results.

➤ Test the suggestion source by entering an input string and clicking **Test**.

Test results (including color-coding to indicate strings processed by the regular expressions) are displayed in the **Response** field.

Creating topic connections

MindView allows you to indicate visually that two or more topics of your map are conceptually related by adding topic connections between them.

You can create two types of topic connections:

● **Internal topic connections**, which connect two topics of the same map, or

● **External topic connections**, which connect two topics belonging to two different maps.

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

Creating a topic connection

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

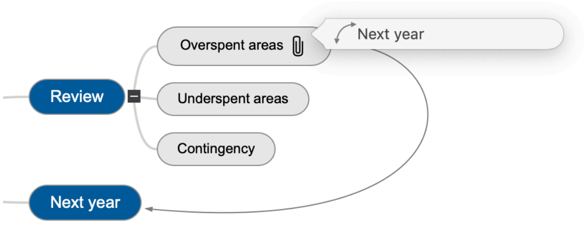
The mouse pointer changes to a different shape.

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

➤ Click the topic where you want the connection to end.

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

A paperclip icon  also appears to the right of the start topic 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. By default, the topic connection has the name of the end topic.

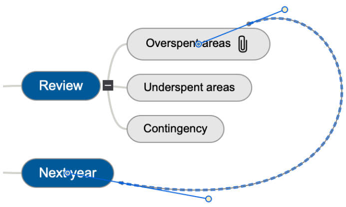


To create several topic connections quickly, keep the ⌥ key down while connecting the various topics. Release the ⌥ key before clicking the last topic. If necessary click the **Connection** icon again to quit this mode.

Changing the curve of a topic connection

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

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



➤ Click one of the handles and start dragging it.

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

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

Activating a topic connection

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

● Click the topic connection in the object list of the start topic, or

● Right-click the topic connection in the object list of the start topic and choose **Execute** in its local menu.

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

Making a topic connection start or end on a different topic

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

➤ Click the topic connection to select it, either directly on the map or in the Object list of the start topic.

● To make the topic connection start from a different topic, drag the dot at the start of the connection (in the center of the topic label) to the new start topic.

● To make the topic connection end on a different topic, drag the arrow placed at the end of the connection (in the center of the topic label) to the new end topic.

Deleting a topic connection

To delete a topic connection, do one of the following:

● Select it on the mind map and press **Delete**, or

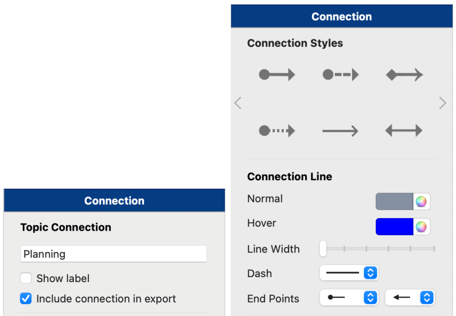
● Right-click the topic connection in the object list of the start topic and choose **Delete** in its local menu.

Remember that if you delete a topic connection by accident, you can always cancel the deletion by choosing **Edit >**

Undo (⌘ **Z**).

Topic connection properties

A topic connection has its own properties. You can use the Document and Format inspectors to make any necessary changes to the topic connection, as described in "Using the inspectors".



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

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

Inserting a new map

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

Inserting a new map in the view

To insert a new map:

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

● Choose **Insert > New Mind Map** in the main menu.

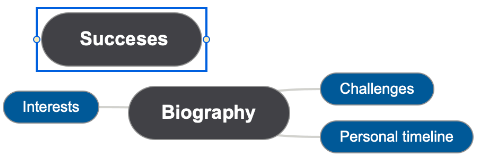
You can also create a new map by detaching a topic of your existing map, either to the same document or to a new document. See "Detaching a topic" for more information.

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 topic, drag its central topic to the original central topic.

● To attach it as a sub-topic, drag its central topic to the topic or sub-topic you want to attach it to.



Moving a map to a separate document

➤ Select the central topic of the map and choose **Cut** in its local menu or **Edit > Cut** in the main menu (or press ⌘ **X**).

➤ Open the second document or create a new document (**File > New** or ⌘ **N**).

➤ In the second document, right-click the workspace and choose **Paste** in its local menu or **Edit > Paste** in the main menu (or press ⌘ **V**).

➤ (optional) Delete the default central topic created automatically in the new document.

Detaching a topic

MindView allows you to create several maps in the same view by inserting several central topics, as described in "Inserting a new map". You can also create a second map by detaching an existing topic 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 does not in fact belong to your map, or if you want to consider a particular topic as the source of a new map.

Detaching a topic to the same document

Select the topic you want to detach, then either:

● Choose **Edit > Detach Topic** in the main menu, or

● Choose **Detach > Topic** from the topic's local menu.

Detaching a topic to a new document

Select the topic you want to detach, then either:

● Choose **Edit > Detach Topic as New Document** in the main menu, or

● Choose **Detach > Topic as New Document** from the topic's local menu.

In either case the selected topic and all its sub-topics, inserted elements and attached objects becomes a new mind map.

Checking spelling

To check the spelling of your mind map, use the options on the **Edit > Spelling** main menu.

The options available vary according to the version of OS X you are running, and the spelling options you may have installed.

Typical options are:

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

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

Printing a mind map

To preview and print your map:

➤ Click the **Print Preview** icon  in the toolbar, choose **File > Show Print View** or press ⌘ **P**.

➤ In the Print View inspector, set the scaling, the number of pages across which to print, and so on. See below for details.

➤ (optional) If necessary, move the map by dragging it. This allows you to determine where the joins between pages will fall.

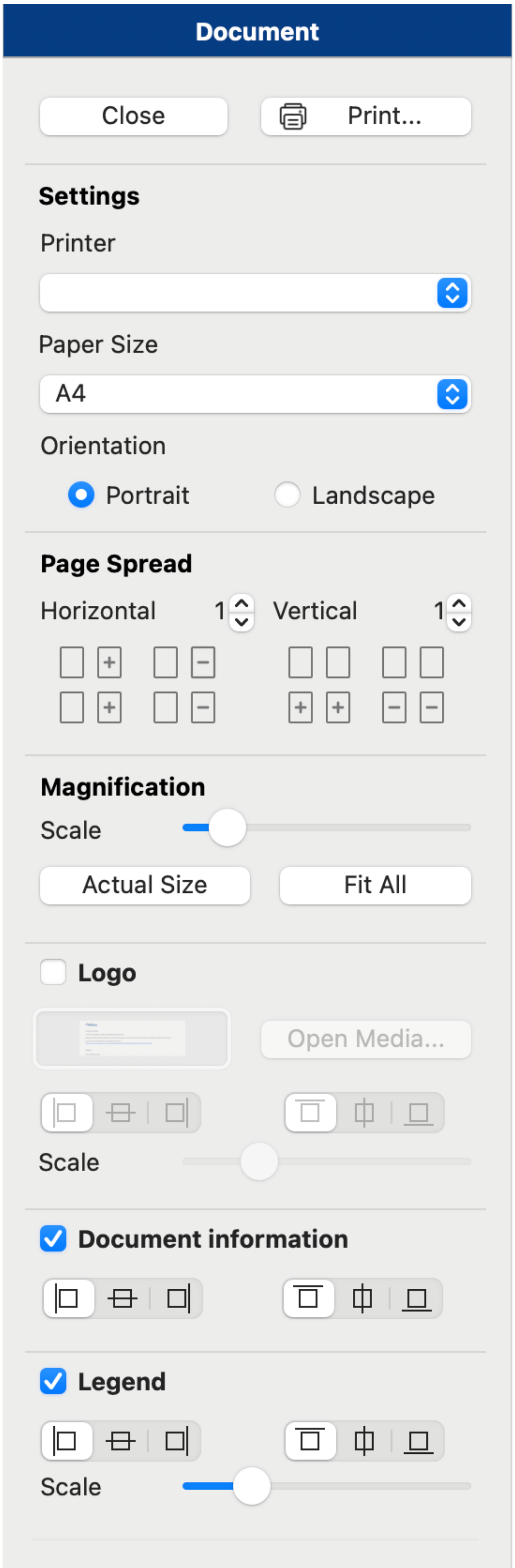
➤ When you are satisfied with the way the printed map will look, click **Print** in the Print View inspector to open the standard Print dialog.

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

Using the Print View

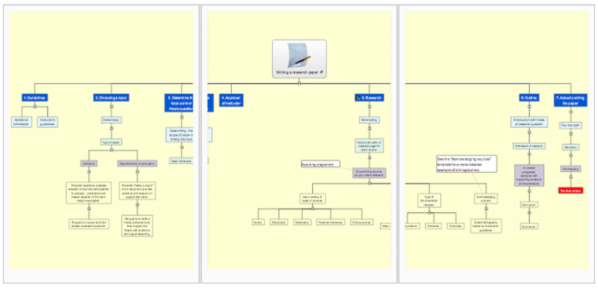
The Print View inspector shows you what your map will look like on paper. The preview of the map immediately reflects the changes you make in this dialog, allowing you to experiment with the various settings.

The Print View inspector contains the following options:



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

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



Magnification:

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

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

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

Logo: These options let you add a custom logo image to your printed map, at the size and position of your choice.

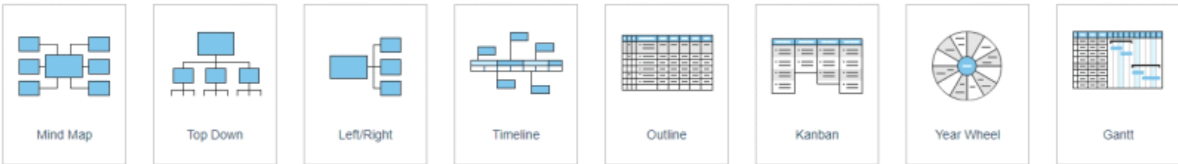
Document Information: These options let you print the name of the author and the date at which the map was last modified at the position of your choice. If you are printing the map on several pages, this information is shown on the last page in the range.

Legend: If you have added a legend to your mind map, these options let you print it at the size and position of your choice.

Views

Using different views

MindView allows you to view your mind map in different ways, depending on your personal preference, the nature of your data, and the use you want to make of it.



The first views, collectively referred to as "Map Views", are traditional Mind Mapping views:

- The **Mind Map** view represents the map with the central topic in the middle, and all the main topics radiating from it in a clockwise direction. See "Using the Mind Map view" for more information.

- The **Top Down** view represents your map as a hierarchical pyramid, with the central topic at the top, the main topics underneath, the sub-topics below the main topics, and so on. See "Using the Top Down view" for more information.

- The **Left** view represents your map as a list of topics placed on the left of the central topic. See "Using the Left/Right view" for more information.

- The **Right** view represents your map as a list of topics placed on the right of the central topic. See "Using the Left/Right view" for more information.

The remaining views are specific views adapted to a particular purpose:

- The **Timeline** view lets you display the topics of your map that contain time information in chronological order on a horizontal time axis. See "Using the Timeline view" for more information.

- The **Outline** view represents the map as a hierarchical task list which you can expand and collapse as required. See "Using the Outline view" for more information.

- The **Kanban** view displays all the topics of your document as tasks on a Kanban board arranged into swimlanes. See "Using the Kanban view" for more information.

- The **Year Wheel** view represents your mind map as a year wheel, giving you a quick visual overview of the tasks you need to accomplish during the year. See "Using the Year Wheel view" for more information.

- The **Gantt** view is dedicated to the creation, editing and management of project plans according to the rules of project management. See "Using the Gantt view" and all the topics that follow it for more information.

Views and document content

Going from one view to another only affects the way the document is displayed. The contents of the document are not modified, unless you edit them yourself while working in the new view. The only exception to this rule is the Gantt view. Going to the Gantt view automatically changes the document to Gantt mode, which may have consequences for your data; for more information, see below.

This gives you the flexibility to edit and present your data the way you want without inadvertently changing the data. For example, you can create a task list in the Outline view, and then switch to the Mind Map view in order to brainstorm new ideas, or to the Timeline or Year Wheel view to get a clear overview of the sequence of your tasks. Your data will not be affected by any of these operations.

Document modes

To make the most of some views, however, you can change the document mode. MindView has three different document modes:

● **Gantt mode** is the default setting when you create a new document in the Gantt view. In Gantt mode, project management rules are applied to your document. This means that tasks depend on one another, that you can only schedule tasks for working days (as defined in the project and resource calendars), and that you can insert tasks between 1984 and 2049. You can indicate task priority on a scale from 0 to 1000.

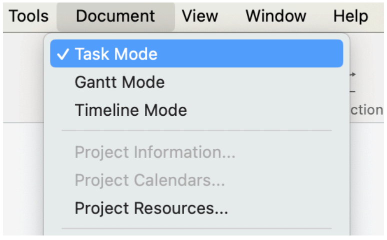
● **Task mode** is the default setting when you create a new document in any view except the Gantt or Timeline view. In Task mode, the tasks in your document are all independent of one another, and you can edit all information about each task. Like in Gantt mode, you can insert tasks between 1984 and 2049, and you can define the priority of each task as Low, Normal or High.

● **Timeline mode** is the default setting when you create a new document in the Timeline view. In Timeline mode, you can insert tasks and events in a time period ranging from 5,000,000 BC to 3,000 AD, and you can define the priority of each task as Low, Normal or High.

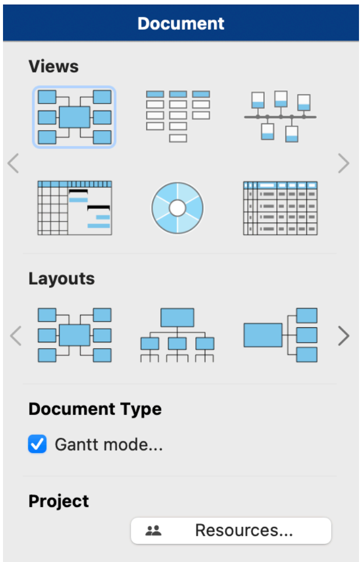
For full details about how data is handled in the three document modes, see "Overview of document modes" below.

Selecting a different document mode

➤ Choose **Document** in the main menu and select the mode you require.



You can also toggle between Gantt mode and Task mode by selecting or deselecting the **Gantt mode** check box in the Document inspector, or switch to Gantt mode by selecting the Gantt view.



➤ In the message that appears, check that the potential changes to your document listed are acceptable.

This is mostly relevant if you have already entered time or task information in the document.

Click OK to change the document mode, or Cancel to keep the existing mode.

MindView 9 supports all document modes. Earlier desktop versions and MindView Online may not support all modes.

Overview of document modes

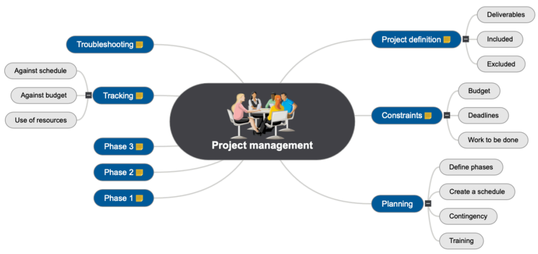
The table below sums up the most important features of the three document modes and describes the consequences if you switch from one to another.

Mode	Gantt mode	Task mode	Timeline mode

Task and time management	You cannot edit start dates, end dates and durations for parent topics manually. They are summary tasks and are therefore calculated automatically from their sub-tasks (sub-topics). You can only schedule tasks for working hours, as defined by the project and resource calendars. Task dates must be within the 1984 to 2049 range. You can indicate task priority om a scale from 0 to 1000.	You can edit the start and end dates of all topics independently. Parent topics do not inherit task information from sub-topics. You can schedule tasks for any day and time, as this document mode does not use calendars. Task dates must be within the 1984 to 2049 range. You can define the priority of each task as Low, Normal or High.	Event dates must be within 5,000,000 BC to 3,000 AD. You can define the priority of each task as Low, Normal or High.
Special features	Project Management calculation functions (ACTUALCOST, COMPLETION etc.) HTML reports Built-in filters: Overdue Tasks and Critical Tasks	None	None
Consequences of converting to this document mode	*If converting from Task mode:* ● All time information associated with parent topics is lost. They are now calculated from their sub-topics. ● Tasks can only be scheduled for working hours. As a consequence, a task scheduled to last 14 days in Task mode may have the same duration but only include 11 working days in Gantt mode because weekends and holidays are not included. *If converting from Timeline mode:* ● The Gantt mode timescale goes from 1984 to 2049. All timeline events within this range are converted to tasks with the same start and end dates. Timeline events with start or end dates outside this range are converted to tasks starting on today's date. If some events are within this range and others are not, the start date of the earliest event within the range is used for all converted tasks. ● The project start date is the earliest date within the 1984 to 2049 range, or today's date if no converted timeline events are within the range.	*If converting from Gantt mode:* ● Task links and constraints are lost. ● Tasks can be scheduled for any date and time, as calendars are not used. ● The built-in Overdue Tasks and Critical Tasks filters (and any conditional formatting based on them) are no longer available. ● Gantt mode calculation functions in the document are kept, but you cannot enter new Gantt mode calculation functions after converting from Gantt mode. *If converting from Timeline mode:* ● The Task mode timescale goes from 1984 to 2049. All timeline events within this range are converted to tasks with the same start and end dates. The start and end dates of timeline events outside this range are deleted.	All existing task information except for start and end dates is lost. *If converting from Gantt mode:* ● The built-in Overdue Tasks and Critical Tasks filters (and any conditional formatting based on them) are no longer available. ● Gantt mode calculation functions in the document are kept, but you cannot enter new Gantt mode calculation functions after converting from Gantt mode.
Notes	If you create a new document in the Gantt view or switch to the Gantt view from another view, this document mode is automatically selected.	If you create a new document in one of the map views or the Outline, Year Wheel or Kanban view, this document mode is automatically selected.	If you create a new document in the Timeline view, this document mode is automatically selected.

Using the Mind Map view

This view represents the map with the central topic in the center, and all the main topics radiating from it in a clockwise direction. This is a good view to collect all the ideas related to the main subject of the map without worrying about evaluating them or structuring them.



To display your mind map in this view, you can:

● Click the **Views** icon in the toolbar and select **Mind Map > Mind Map** in the pop-up menu, or

● Choose **View > Mind Map > Mind Map** in the main menu, or

● Right-click the workspace and choose **Mind Map > Mind Map**.

You can apply different looks to the map by selecting from various styles. See "[Changing the look of a mind map]".

Properties specific to the Mind Map view are displayed in the **Format** inspector when there are no elements selected on the workspace. See "[Mind Map view properties]" in the Reference section of this User Guide.

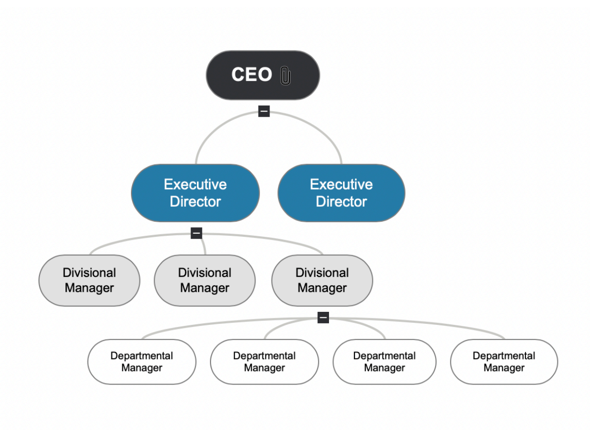
If the inspectors are not already visible, click any of the **Inspectors** icons in the toolbar to open them.

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

Using the Top Down view

These views represent your map as a hierarchical pyramid, with the central topic at the top, the main topics underneath, the sub-topics below the main topics, and so on. They are useful for displaying structured data that needs to be viewed in a hierarchical manner, in other words from the higher level to the lowest levels. MindView uses different colors to represent each level which allows you to identify quickly all the points listed at a particular level.

The Top Down Vertical view is the same as the regular Top Down view except that sub-topics are arranged vertically rather than horizontally.



To display your mind map in this view, you can:

● Click the **Views** icon in the toolbar and select **Mind Map > Top Down** or **Mind Map > Top Down Vertical** in the pop-up menu, or

● Choose **View > Mind Map > Top Down** or **View > Mind Map> Top Down Vertical** in the main menu, or

● Right-click the workspace and choose **Mind Map > Top Down** or **Mind Map > Top Down Vertical**.

You can apply different looks to the map by selecting from various styles. See "Changing the look of a mind map".

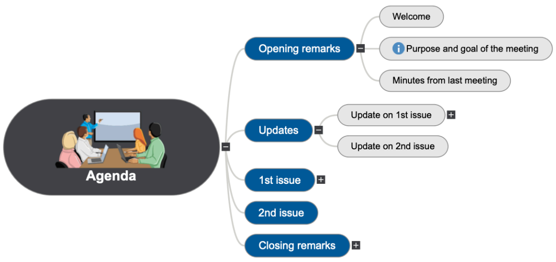
Properties specific to the Top Down views are displayed in the **Format** inspector when there are no elements selected on the workspace. See "Top Down view properties" in the Reference section of this User Guide.

If the inspectors are not already visible, click any of the **Inspectors** icons in the toolbar to open them.

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

Using the Left/Right view

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



To display your mind map in this view, you can:

● Click the **Views** icon in the toolbar and select **Mind Map > Left**, or **Mind Map > Right**, or

● Choose **View > Mind Map > Left** or **View > Mind Map > Right** in the main menu, or

● Right-click the workspace and choose **Mind Map > Left** or **Mind Map > Right**.

You can apply different looks to the map by selecting from various styles. See "Changing the look of a mind map".

Properties specific to the Left/Right View are displayed in the **Format** inspector when there are no elements selected on the workspace. See "Left/Right View properties" in the Reference section of this User Guide.

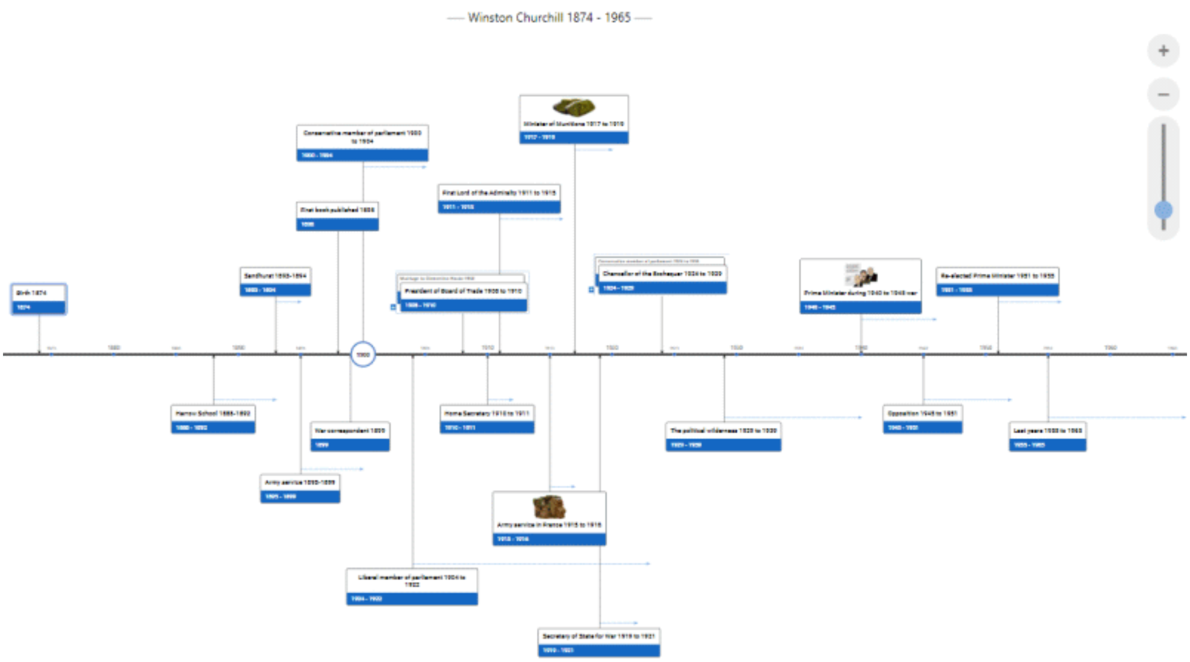
If the inspectors are not already visible, click any of the **Inspectors** icons in the toolbar to open them.

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 one of the Top Down views.

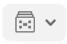
Using the Timeline view

If the topics in your document contain time information, you can use the Timeline view to display them in chronological order along a horizontal time axis. You can use the view to visualize a wide range of different events, processes or projects, for example the planning of a product launch, the life cycle of a bee or the rise and fall of an ancient civilization.

The date formats you see in MindView will depend on your computer settings.



To display your mind map in this view, you can:

● Click the **Views** icon  in the toolbar and select **Timeline**, or

● Choose **View > Timeline** in the main menu, or

● Right-click the workspace and choose **Timeline**.

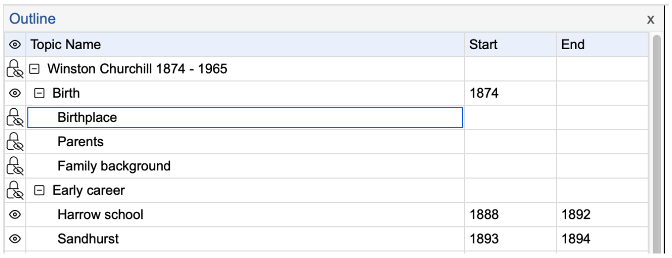
Elements of the Timeline view

As all the other views, the Timeline view is made up of several components:

● The **Outline panel**

This panel shows all the topics of your map as a hierarchical list which you can expand ⊞ and collapse ⊟ as required.

All topics are listed, including those that do not contain time information. You can click the eye icons in the column on the left to hide and show a topic on the timeline. Topics with no time information are shown with a lock icon and are not shown on the timeline. As soon as you add time information to a topic, it is shown on the timeline, and the lock icon changes to an eye icon. Topics that are hidden on the timeline stay visible in the outline.


Outline

Topic Name	Start	End
⊟ Winston Churchill 1874 - 1965		
⊟ Birth	1874	
Birthplace		
Parents		
Family background		
⊟ Early career		
Harrow school	1888	1892
Sandhurst	1893	1894

You can close the Outline by clicking its Close icon ✕. To re-open it, click the **Outline** tab to the left of the timeline.

● The **Timeline**

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

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

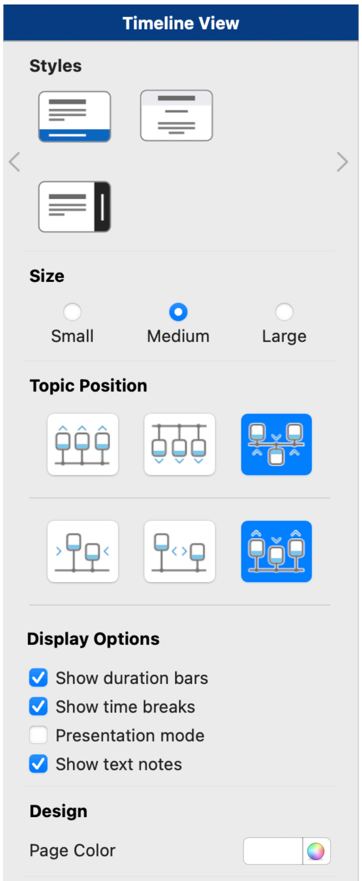
● The **Document inspector**

This inspector lets you enter time and task information and change the document mode.

For more information on these operations, see "Inserting timeline data", "Inserting task data" and "Using different views".

As well as using the Document inspector, you can also enter time information directly in the Outline as described below.

● The **Timeline View inspector**



This panel is shown in the **Format** inspector when your map is displayed in the Timeline view and no event is selected. Its options allow you to perform various actions on your timeline, as described below.

Using the Outline

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

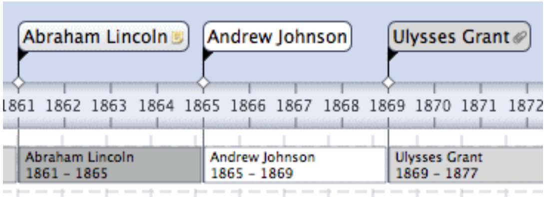
The topics are listed in the Outline in their order of creation. This means that if you created them in another view such as the Mind Map view, they will be listed in the Outline in the same order as in the Mind Map view (going clockwise from the top right), rather than in chronological order.

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

You can enter time information on a topic from the Outline by clicking the relevant **Start** or **End** cell.

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

Using the Timeline



Choosing a layout and style

MindView lets you define the visual aspect of your timeline at any time by applying design options to it.

➤ Ensure no event is selected and open the **Format** inspector to see the **Timeline View** inspector.

➤ Try the different **Styles** to choose your preferred style.

➤ Try the different choices for the **Topic Position** to choose your preferred layout.

You can undo your changes and return the entire timeline to the initial style by choosing **Format > Reset Style**.

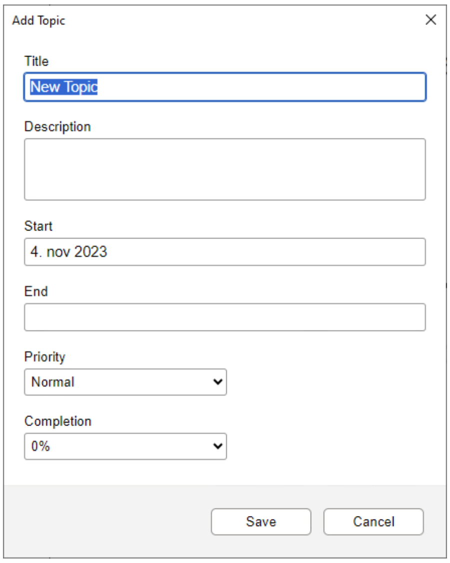
Inserting events

As well as using the Outline, you can enter events (topics) directly on the timeline itself:

➤ Place the cursor where you want the event to be located on the timeline, and double-click the workspace.

A vertical line next to the cursor helps you see where the event will be inserted.

➤ Fill in the relevant details in the dialog.

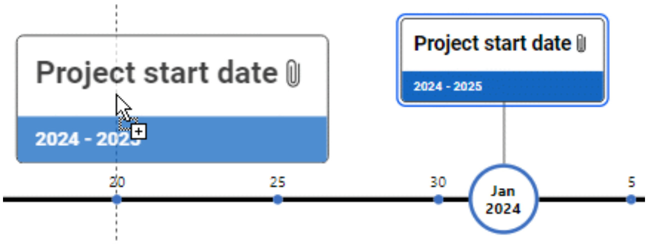


The options available in the dialog depend on the document mode. For more information on the differences between document modes, see "Using different views".

The topic is now inserted at the correct place in the timeline.

Moving events

MindView also lets you move events on the timeline by dragging them to a different start time. Note that if an end time had been specified for the event, this end time is also moved so that the duration remains the same.



For more precise positioning, edit the start and end dates using the **Outline** or the **Topic** panel of the **Document** inspector.

Adding objects and elements

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

➤ Select the required topic on the timeline.

➤ Choose the relevant command, using either the main menu or the local menu of the topic.

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

Viewing the Timeline

Zooming, scrolling and panning

● To scroll the timeline view vertically, use the mouse wheel.

● To pan the timeline, hold down ⇧ while using the mouse wheel.

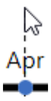
● To zoom in or out (making the timeline and all elements on it bigger or smaller), hold down ^ while using the mouse wheel.

You can also use the Zoom controls at the bottom left of the workspace. For more information on all zooming options, see "Zooming in and out".

Expanding and compressing

You can increase or decrease the level of detail on the time axis by doing one of the following:

● Move the cursor to the location you want to expand or compress and press ⇧ and ^ while using the mouse wheel.



● Use the slider or plus and minus buttons to expand or compress the view.

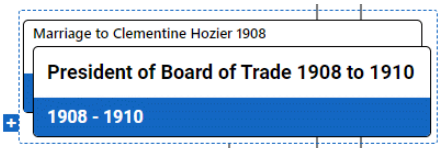
● Condense the timeline by checking **Presentation Mode** on the Timeline View inspector. This will remove empty periods.

● Insert time breaks on the time axis by choosing **Show time breaks** on the Timeline View inspector. This optimizes the use of the horizontal space when events are not evenly distributed along the timeline.

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.

Viewing the events

If two or more events are located at the same location on the timeline, you have several options for viewing them.



● Click one of the events towards the back to bring it to the front.

● To show the events side by side, click the plus icon .

You have a number of other viewing options:

● To display the start and end times of the timeline events underneath their label, choose **Tools > Show Topic Data** (or right-click the workspace and choose **Show Topic Data** in the local menu) and check **Start/End Time** in the pop-up menu.

You can hide or show the time information on individual topics by unchecking/checking **Show Topic Data > Start/End Time** in the topic's local menu.

● If you have entered both a start time and an end time for a particular event, you can show the duration of this event as a bar below the time axis by checking **Show duration bars** on the Timeline View inspector.

● You can show or hide the text notes on your events by checking **Show text notes** on the Timeline View inspector.

● The **Numbering** icon of the toolbar lets you apply sequential numbers to the topics of the timeline according to their order in the Outline. When your timeline has several levels of topics, it will help you identify which main topic the different sub-topics belong to.

● You can view attached objects by clicking the paperclip icon just as in the other views.

● As in the other views, you can also use the **Focus Topic** icon of the toolbar to restrict the display to a particular topic. Click the **Focus Topic** icon to view the entire timeline again. See "Focusing on a topic" for more information.

If the topic you selected does not have any sub-topics, or if its sub-topics do not contain time information, the timeline will be empty.

● Finally, the **Filter** inspector lets you hide all the timeline topics that do not meet the filter criteria you have defined. For more information about filtering, see "Filtering a mind map".

Printing the timeline

You can print your timeline in the same way as in the Map views.

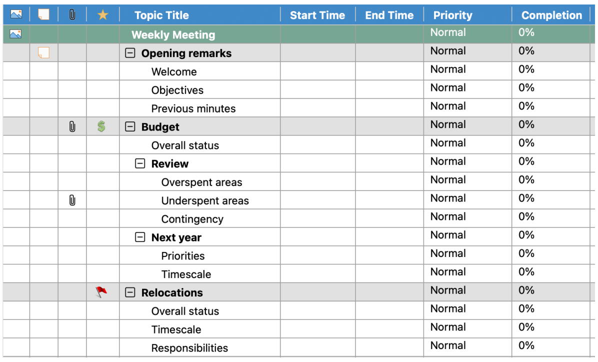
MindView enables you to spread your printout on several pages, which is very useful in the case of timelines. Increasing the horizontal page spread number, for instance, will allow you to create a legible printout of your entire timeline, spread over several pages.

For a full description of the printing options, see "Printing a mind map".

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.

It is particularly useful when building a task list, as you can view all the task properties in one glance and edit them quickly by clicking the relevant cell.



To display your mind map in this view, you can:

● Click the **Views** icon in the toolbar and select **Outline**, or

● Choose **View > Outline** in the main menu, or

● Right-click the workspace and choose **Outline**.

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.

Elements of the Outline view

The Outline view is made up of several columns:

● A **picture** icon in the first column denotes the presence of a topic picture. Just move the pointer over the icon to see a preview of the picture. Double-click the icon to display a larger image.

● A yellow **comment** icon in the next column indicates that the corresponding topic 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 topic contains one or more attached objects (text notes, text files, video files and so on) or that it is linked to another topic via a topic connection. To view an attached object, move the pointer over the icon to display the pop-up list of attached objects and click the object to open it.

● If you have inserted one or more **icons** from the Icons panel of the Document inspector on the corresponding topic, these are shown in the last column before the topic name (the column). To change the icon, double-click the image and select another icon in the pop-up view that appears.

● The topic names may be preceded by a number indicating their position in the map hierarchy. You can select various numbering styles, or no numbering, on the Document inspector.

● The column shown to the right of the view show the **Start** and **End** dates that you can associate with the topic to create a timeline or a task list. The columns **Priority**, **Completion** and **Resources** give additional task information. See "Inserting timeline data" and "Inserting task data" for more information.

● If you are working on a project plan, a **Duration** column also appears, as well as columns labeled **Work** and **Cost**. See "Using the Gantt view" for more information about project plans.

Using the Outline view

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

To customize the display of columns:

➤ Right-click the header at the top of the view.

➤ In the local menu, deselect columns you do not want to display.

➤ To automatically hide icon columns that have no entries, select **Autohide Empty Columns**.

You can display text notes in the main outline display, directly under the topics to which they belong. To do this:

➤ Right-click any topic in the display and choose **Show Text Notes** in its local menu.

Inserting and deleting topics

● You can **add** and **delete** main topics, pre-topics and sub-topics in the Outline view in the same way as in the mind map view, except that double-clicking a topic does not add a new sub-topic but rather activates edit mode for the topic label.

● You can also **expand** or **collapse** a particular topic or set of topics by clicking the plus or minus icons to the left of the topic name or by pressing the keys ⌘ right arrow to expand and ⌘ left arrow to collapse.

● As in all the other views, the **Levels** icon lets you collapse the entire outline to just one level of topics, two levels, three levels or four levels. To show all the topics down to the last level, click the icon and choose **All Levels** from the pop-up menu.

● You can use the **Numbering** icon of the toolbar to choose a sequential numbering scheme to apply to the topics.

● You can use the **Focus Topic** icon to restrict the display to a particular topic. The Focus Topic icon then changes to , reminding you that you are now viewing only part of the map. Click the icon again to view the entire outline.

For further information about any of these procedures, see "Inserting topics".

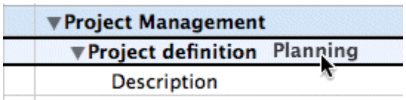
Moving a topic

You can move an entire topic, including any sub-topics and objects attached to it, to a different topic 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 it to the central topic, or allocate a sub-topic to a different main topic by moving it to a different main topic.

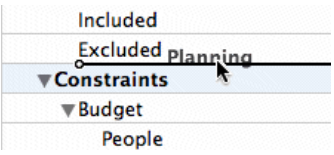
➤ Drag the topic you want to move to a different location.

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

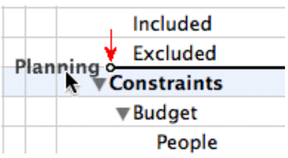
● When the topic is on top of another topic, that topic is highlighted. The moved topic will become a sub-topic of the highlighted topic.



● When the topic is between topics an indicator line with a small circle at its left end indicates the insertion position.



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



➤ Release the mouse button to insert the topic at the required location.

Cutting, copying and pasting topics

You can apply the standard Cut, Copy and Paste functions to any topic or set of topics of your outline. You can for instance copy or move an entire topic or set of topics, including all their sub-topics 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 topic with all its sub-topics 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 ⌘ **C** or ⌘ **X**.

➤ To paste the copied topic, you first need to select the topic 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 topic, or

● Press ⌘ **V**.

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

● To select a range of topics listed one after the other, select the first topic, press and hold down ⇧ and select the last topic in the range.

● To select several isolated topics, select the first topic, press and hold down ⇧ ⌘ and select the other topics one by one.

Adding objects and elements

You can add icons, text notes and pop-up comments on a topic 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".

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

You cannot create topic connections, although existing topic connections are listed in the pop-up list identified by the paperclip icon and can be activated from that list.

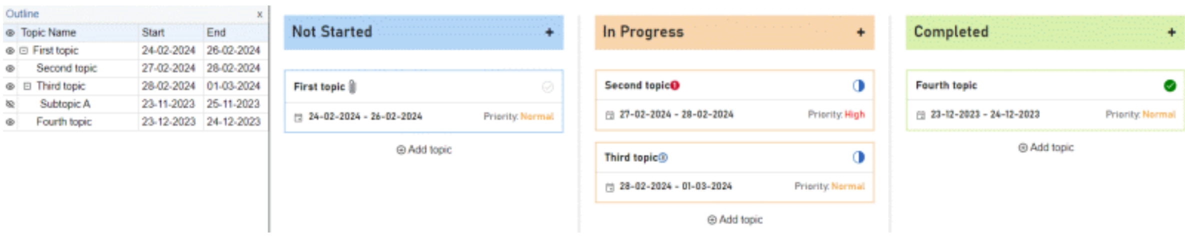
Properties

Properties specific to the Outine View are displayed in the **Format** inspector when there are no elements selected on the workspace. See "Outline View properties" in the Reference section of this User Guide.

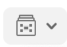
If the inspectors are not already visible, click any of the **Inspectors** icons in the toolbar to open them.

Using the Kanban view

The Kanban view displays all the topics of your document as tasks on a Kanban board. The tasks are arranged into swimlanes according to their status, giving you a quick visual overview of what you need to accomplish.



To display your mind map in this view, you can:

● Click the **Views** icon  in the toolbar and select **Kanban**, or

● Choose **View > Kanban** in the main menu, or

● Right-click the workspace and choose **Kanban**.

Elements of the Kanban view

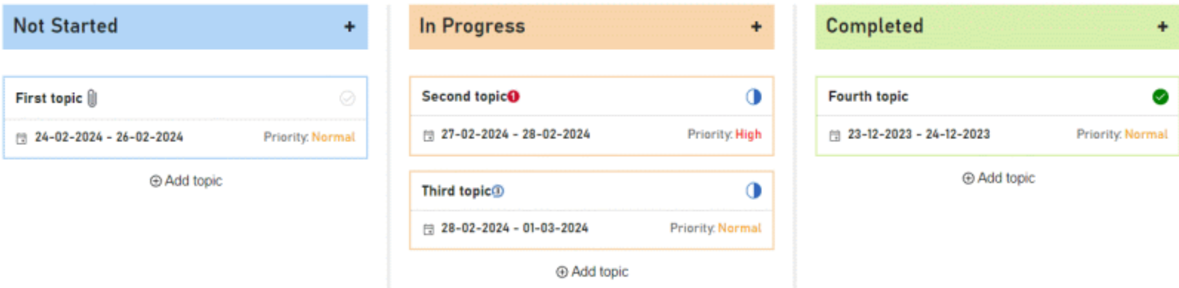
Like all other views, the Kanban view is made up of several components:

● The **Outline panel**

	Topic Name	Start	End
	⊟ First topic	24-02-2024	26-02-2024
	Second topic	27-02-2024	28-02-2024
	⊟ Third topic	28-02-2024	01-03-2024
	Subtopic A	23-11-2023	25-11-2023
	Fourth topic	23-12-2023	24-12-2023

This panel shows all the tasks of your map as a hierarchical list which you can expand ⊞ and collapse ⊟ as required.

● The **swimlanes**

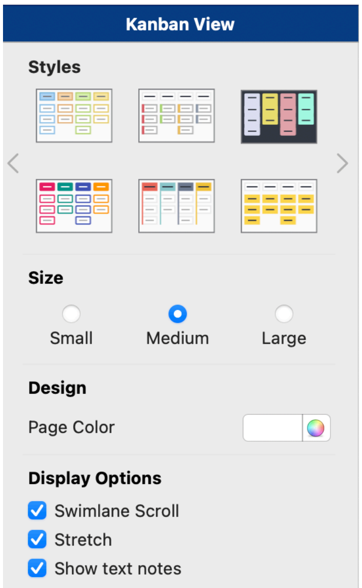


The swimlanes show tasks arranged according to their priority, completion or resources. By default, tasks are displayed according to completion, but you can select another layout in the **Document** inspector.

● The **Document inspector**

This panel lets you edit all the information about the selected task as described in "Inserting task data".

● The **Kanban View inspector**

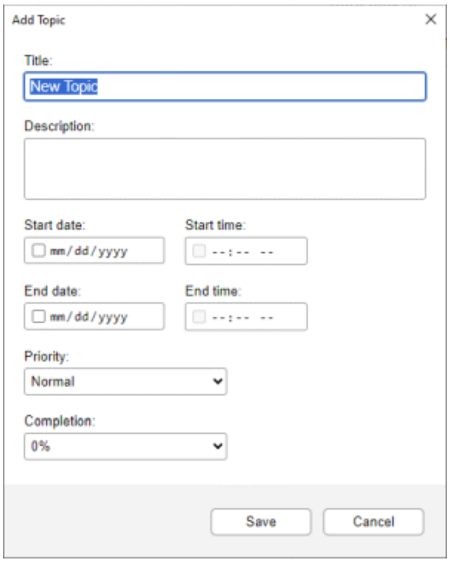


This panel is shown in the **Format** inspector when your map is displayed in the Kanban view and no task is selected. Its options allow you to perform various actions on your Kanban view, as described below.

Adding tasks

➤ To add a task in the Kanban view, do one of the following:

● Click the plus sign in the header of a swimlane or **Add topic** at the bottom of the swimlane, and enter task information in the dialog that opens.



● Select an existing task in the Outline panel or a swimlane, and use the commands on the **Insert** main menu or local menu to insert a task, pre-task or sub-task.

The new task appears in the Outline and the relevant swimlane.

If you added the task by clicking in a swimlane and did not specify a priority, completion or resources, the task has the default value of the selected lane and layout. If you added it to the **Completed** swimlane of the Completion layout, for example, the completion percentage of the new task will be 100. You can edit other details about the new task using the Outline panel or Topic panel as described in "Inserting task data".

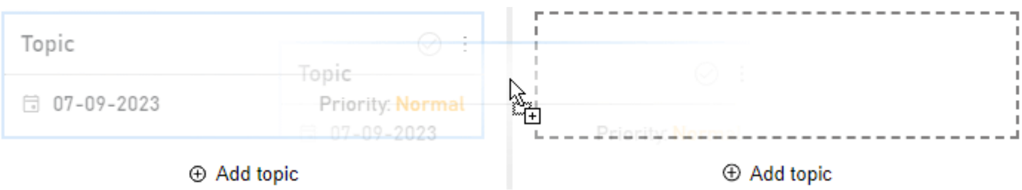
From the Topic panel, you can add tasks to the online Task System so you can access them from MindView Assist and assign them to other MindView users. For more information, see "Using the Task System".

Moving tasks between swimlanes

You can move tasks between swimlanes by doing one of the following:

● Edit the priority, completion or resources of each task from the Topic panel or by double-clicking the task in its swimlane to re-open the task dialog shown above. If the task belongs to a different swimlane as a result of your changes, it is automatically moved to the right lane.

● Use the mouse to drag tasks from swimlane to swimlane. The priority, completion or resources of the task that you move are automatically updated depending on the layout.



● In the Priority layout, task priority is updated depending on the swimlane.

● In the Completion layout, tasks that you move to the **In Progress** swimlane are automatically set to 50% completion. Tasks in the other two swimlanes are set to 0 and 100% completion, respectively.

● In the Resources layout, there is one swimlane per resource defined in the document, plus one swimlane for unassigned tasks. If you drag a task from one swimlane to another, its assigned resources are automatically updated accordingly. The resource of the original swimlane will no longer be assigned to the task; instead, the resource of the new swimlane will be assigned. Moving a task to the **Unassigned** swimlane removes all assigned resources from it.

You can use the Topic panel to assign several resources to one task as explained in "Assigning resources". If you do so, a copy of the task is created in each relevant swimlane. If you had originally assigned a task to resource A and then assign resource B to the same task, the task will appear in both swimlane A and B. You can remove one of these resources from the task again by simply dragging the copy in swimlane B to swimlane A, or vice versa.

Deleting tasks

➤ To delete a task, do one of the following:

● Select it in the Outline panel or swimlane, and choose **Edit > Delete** in the main menu.

● Right-click the task in its swimlane and choose **Delete > Entire Topic** in its local menu.

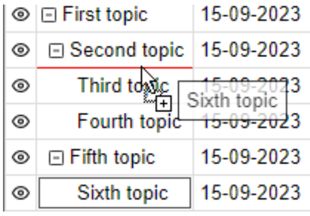
If the task is assigned to more than one resource, deleting it from one resource swimlane in the Resources view does not delete the task altogether but only removes that resource from the task.

Viewing options in the Kanban view

● The Outline shows all tasks, including tasks with no start or end dates. You can click the eye icons in the column on the left to hide and show a task in the swimlanes. Tasks that are hidden in the swimlanes stay visible in the Outline panel. You can expand and collapse sections of the task list to get a better overview of tasks and sub-tasks.

Selecting a task in the Outline automatically selects it in the swimlanes, and vice versa. If necessary, the swimlanes scroll to bring the selected task into view.

You can drag a task to a new position in the Outline panel using the mouse. The red line shows where the task will be located when you release the mouse button.



You can close the Outline panel by clicking its Close icon. To re-open it, click the **Outline** tab to the left of the swimlanes.

● You can scroll each swimlane individually to bring tasks at the bottom of the lane into view.

For quick reference, the priority and completion percentage is shown for each task name no matter which layout is selected: means 50% completion, for example, and means that the task is completed.

● Check the **Stretch** option on the Kanban View inspector to have the swimlanes take up all available space in the workspace. When this option is selected, the width of the swimlanes is automatically adjusted if you open or close the Topic panel or other panels, or if you adjust the width of the Outline.

● You can show or hide the text notes for your tasks by checking **Show text notes** on the Kanban View inspector.

● You can collapse the Kanban view to just one level of tasks, two levels, three levels or four levels by clicking the **Levels** icon in the toolbar and selecting the number of levels in the pop-up menu. To show all levels, click the icon and choose **All Levels** in the pop-up menu.

● The **Numbering** icon of the toolbar lets you apply sequential numbers to the tasks of your Kanban board according to their order in the Outline panel.

● As in the other views, you can also use the **Focus Topic** icon of the toolbar to restrict the display to a particular task. Click the **Focus Topic** icon to view the entire Kanban board again.

● Finally, the **Filter** inspector lets you hide all the tasks that do not meet the filter criteria you have defined.

If you have inserted comments, pop-up comments, floating pictures or topic connections on your tasks in another view, they are not visible in the Kanban view. You can view them by switching back to another view, for example the Mind Map view.

Choosing a style

MindView lets you define the visual aspect of your Kanban board at any time by applying design options to it.

➤ Ensure no task is selected and open the **Format** inspector to see the **Kanban View** inspector.

➤ Try the different **Styles** to choose your preferred style.

➤ (Optional) To further customize the visual aspect of your Kanban board, explore the other options available in this panel.

Using the Kanban view in Gantt mode

Working in Gantt mode affects how you use the Kanban view.

● You cannot edit the duration, start and end date and priority of summary tasks individually as they are the sum of their sub-tasks.

● If you insert a sub-task of an existing task in Gantt mode, the existing task becomes a summary task.

For more information on document modes, see "Using different views".

Printing the Kanban board

You can print your Kanban board in the same way as in the Map views.

MindView enables you to spread your printout on several pages, which is very useful in the case of Kanban boards with many tasks and lengthy swimlanes. For a full description of the printing options, see "Printing a mind map".

Using the Year Wheel view

 This view represents your mind map as a year wheel, giving you a quick visual overview of tasks that need to be completed during the year. To get more detail, you can zoom in on a particular quarter or month, and you can quickly scroll from year to year.

If your document contains tasks that start in different years, the earliest year is shown when you open the document, or switch to the Year Wheel view. For example, if your document contains tasks that start in 2024, 2025 and 2026, the Year Wheel view by default opens in 2024.

Elements of the Year Wheel view

Like all other views, the Year Wheel view is made up of several components:

● The **Outline panel**

Outline

Topic Name	Start	End
⊟ First topic	24-02-2024	26-02-2024
Second topic	27-02-2024	28-02-2024
⊟ Third topic	28-02-2024	01-03-2024
Subtopic A	23-11-2023	25-11-2023
Fourth topic	23-12-2023	24-12-2023

This panel shows all the tasks of your map as a hierarchical list which you can expand ⊞ and collapse ⊟ as required.

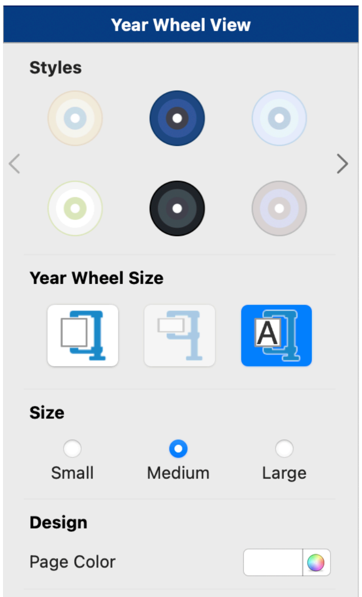
● The **Year Wheel**

The year wheel shows all tasks divided into quarters and months. Tasks are shown on the year wheel by start date.

● The **Document inspector**

This panel lets you edit all the information about the selected task as described in "Inserting task data".

● The **Year Wheel inspector**

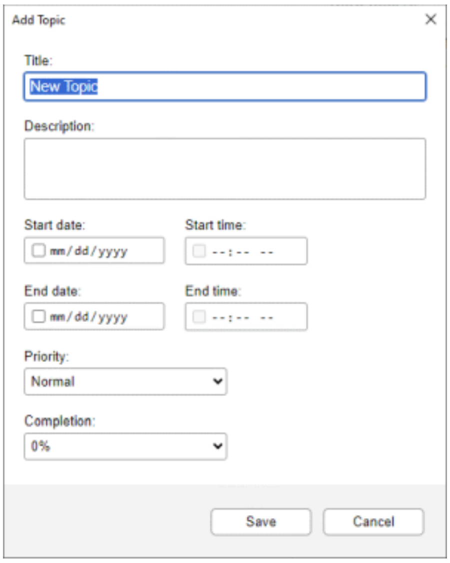


This panel is shown in the **Format** inspector when your map is displayed in the Year Wheel view and no task is selected. Its options allow you to perform various actions on your year wheel view, as described below.

Adding tasks

➤ To add a task in the Year Wheel view, do one of the following:

● Double-click the month where you want to add the task, and enter task information in the dialog that opens.



● Select an existing task in the Outline panel or on the year wheel, and use the commands on the **Insert** main menu or local menu to insert a task, pre-task or sub-task.

The new task appears in the Outline and on the year wheel. You can edit each task from the Topic panel as described in "Inserting task data" or by double-clicking the task to re-open the task dialog shown above.

From the Topic panel, you can add tasks to the online Task System so you can access them from MindView Assist and assign them to other MindView users. For more information, see "Using the Task System".

Deleting tasks

➤ To delete a task, do one of the following:

● Select it in the Outline panel or on the year wheel, and choose **Edit > Delete** in the main menu.

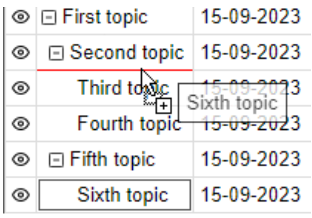
● Right-click the task on the year wheel and choose **Delete > Entire Topic** in its local menu.

Viewing options in the Year Wheel view

● The Outline shows all tasks, including tasks with no start or end dates. You can click the eye icons in the column on the left to hide and show a task on the year wheel. Tasks that are hidden on the year wheel stay visible in the Outline panel. You can expand ⊞ and collapse ⊟ sections of the task list to get a better overview of tasks and sub-tasks.

Selecting a task in the Outline automatically selects it on the year wheel, and vice versa.

You can drag a task to a new position in the Outline using the mouse. The red line shows where the topic will be located when you release the mouse button.

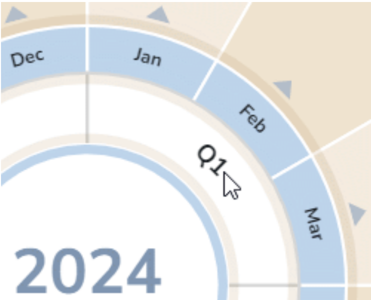


You can close the Outline by clicking its Close icon X. To re-open it, click **Outline** to the left of the year wheel.

● You can navigate the year wheel to focus on particular periods by clicking its elements.

Click the left and right arrows in the center of the year wheel to select another year.

Click the label of a quarter to focus on that quarter.



The year wheel now only shows the three months of the selected quarter, giving you a more detailed overview of your tasks.

Click the up arrow to go back to the year view.

● You can zoom in and out as explained in "Zooming in and out".

● You can collapse the Year Wheel view to just one level of tasks, two levels, three levels or four levels by clicking the **Levels** icon in the toolbar and selecting the number of levels in the pop-up menu. To show all levels, click the icon and choose **All Levels** in the pop-up menu.

● The **Numbering** icon of the toolbar lets you apply sequential numbers to the tasks of your year wheel according to their order in the Outline panel.

● As in the other views, you can also use the **Focus Topic** icon of the toolbar to restrict the display to a particular task. Click the **Focus Topic** icon to view the entire year wheel again.

If the topic you selected does not contain time information, the year wheel will be empty.

● Finally, the **Filter** inspector lets you hide all the tasks that do not meet the filter criteria you have defined.

If you have inserted comments, pop-up comments, floating pictures or topic connections on your tasks in another view, they are not visible on the year wheel. You can view them by switching back to another view, for example the Mind Map view.

Choosing a style

MindView lets you define the visual aspect of your year wheel by applying design options to it.

➤ Ensure no task is selected and open the **Format** inspector to see the **Year Wheel View** inspector.

➤ Try the different **Styles** to choose your preferred style.

➤ Choose your preferred size, from **Expand** to enlarge the year wheel in the workspace, **Compress** to make it smaller or **Auto** (the default setting) to automatically resize the year wheel according to the content.

Printing the year wheel

You can print your year wheel in the same way as in the Map views. For a full description of the printing options, see "Printing a mind map".

Using the Gantt view

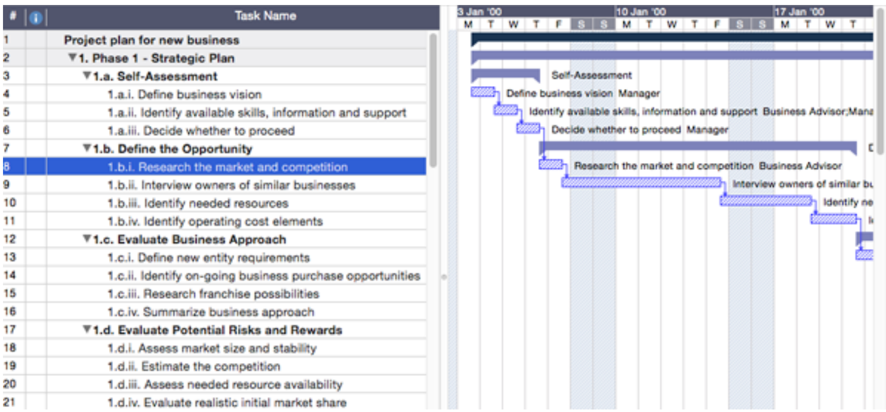
The MindView Gantt view is dedicated to the creation, editing and management of project plans according to the rules of project management.

A project plan is a series of interdependent tasks that need to be performed in a particular order. When moving into a new office for instance, you cannot start redesigning the office space before the lease agreement has been signed. Project plans have a specific start date, corresponding to the start of the first task (for instance defining the requirements for the new office), and a specific end date, corresponding to the end of the last task (for instance moving in).

Any change in the timing of a task affects all the tasks that depend on it. If a task runs ahead of schedule, MindView automatically recalculates the dates of all the tasks that depend on it in order to take advantage of the time gained. Conversely, if a task is delayed, all the tasks that depend on it are automatically rescheduled, which may or may not impact the overall end date of the project.

In project management, the Gantt chart is the most common and popular way of visualizing a project plan. It shows the tasks as horizontal bars, arranged against a background calendar display. MindView's Gantt view displays the topics of a mind map in this way, each topic or sub-topic representing a project task.

The date formats you see in MindView will depend on your computer's settings. In this documentation we use the most common international format, putting the day first, for example 1-Sept-2016, or 01/09/16.



By using the Gantt view you can build and manage complete project plans in this standard, well-defined format. You can easily add or remove tasks, set or adjust the duration of tasks (length of bars), link tasks (for example to make one task follow immediately after another), and add constraints (for example to specify that a task must end no later than a given date).

To help you get started, MindView includes various ready-made project plans for common business activities (organizing a tradeshow, producing a publication, launching a product and so on). You can use these for training purposes, or as a basis for your own project plans.

➤ To access one of these templates, choose **File > New**, click **Templates** on the left and explore the contents of the categories concerning the business use of MindView.

To find out how to set up and build a project plan, see "Setting up a project plan".

Accessing the Gantt view

You can access the Gantt view in different ways:

➤ To create a new Gantt project plan from scratch, choose **File > New**, click the **Gantt** thumbnail in the **New** category and click **Choose**.

To display an existing document in the Gantt view, you can either:

● Click the **Views** icon  of the toolbar and choose **Gantt**, or

● Choose **View > Gantt** in the main menu, or

● Right-click the workspace and choose **Gantt**, or

● Press ⌘ ⌥ **8**.

Going to the Gantt view automatically converts the document type to **Gantt mode** if this is not the case already. The main consequences of this are:

● All parent topics become summary tasks: their start dates, end dates and durations are calculated automatically from their sub-tasks and cannot be edited manually any longer. Any existing time information associated with parent topics is lost.

● Tasks are only scheduled during working time, as defined by the project calendars.

Project plans have other important rules regarding links and constraints that are all described in the following topics.

When you are working on a project plan, these project management rules apply even if you switch temporarily to another view than the Gantt view, for instance to brainstorm your plan in one of the Mind Mapping views, or to view it as a timeline in the Timeline view. This means that any change you make to the project plan tasks while in one of these other views will obey project management rules.

Elements of the Gantt view

As all the other views, the Gantt view is made up of several components:

● The **Gantt Outline**

This area, shown on the left of the Gantt view, presents all your project tasks as a hierarchical list which you can expand and collapse as required.

The tasks are listed in creation order, which means that if you created them in a different view such as the Mind Map view, they will be listed in the Gantt Outline in the same order as in the Mind Map view (going clockwise from the top right), rather than in chronological order.

● The **Gantt Chart**

The Gantt chart, shown on the right of the view, represents each project task graphically as a bar stretching from its start date to its end date. Week-ends and other non-working days are denoted by a hash pattern. Task relationships are represented by links joining the related tasks.

● The **Task Panel**

This panel gives you an alternative way of specifying task data such as duration, priority, completion level or resources.

The Task panel is described in detail in the topic "Inserting task data".

Using the Gantt Outline

The Gantt Outline is made up of several columns. Some of these only appear if one or more of the project tasks contains the corresponding element:

● The first column is the **Entry** column. It shows the unique entry number automatically allocated to each task. The entry numbers do not necessarily represent the order in which the tasks will be performed.

● A **picture** icon in the next column denotes the presence of a topic picture. Just move the pointer over the icon to see a preview of the picture. Double-click the icon to display a larger image.

● A **yellow comment** icon in the next column indicates that the corresponding task contains a pop-up comment. Just move the pointer over the icon to open the comment window.

● A **paperclip** icon in the next column indicates that the corresponding task contains attached objects (text notes, text files, video files and so on) or that it is linked to another task via a topic connection. To view an attached object, move the pointer over the icon to display the pop-up list of attached objects and click the required object to open it in the associated viewer.

● If you have inserted one or more **icons** on the corresponding topic, these are shown in the next column.

The Gantt Outline also contains columns that are specific to project management:

● **Indicators:** If you have applied a constraint to a task, for example to specify that it must end no later than a given date, a constraint icon is displayed in the column immediately before the Task Name column. Constraints are described in detail in "Using Constraints".

If you have made a task inactive to prevent it from affecting the scheduling of the project, the ⊘ is displayed in this column. For more information about inactive tasks, see "Making a task inactive" in the topic "Enhancing a project plan".

● **Task Name:** The name of each task. Tasks that contain one or more sub-tasks are shown in bold. These tasks (which correspond to parent topics in the Mind Map view) are called "summary tasks". Ordinary tasks (corresponding to topics without sub-topics in the Mind Map view) are shown in normal typeface and indented according to their level. See the paragraph "Grouping tasks" in "Entering and editing tasks".

● **Duration:** The amount of working time the task will take. Time units are indicated by letters: mins (minutes), hrs (hours), days, wks (weeks), mths (months). The letter **e** before the time unit indicates elapsed time, in which case the task will last exactly the time specified, regardless of what the project calendar defines as working and non-working time. A question mark means that the figure is still an estimate. By default, MindView assigns a duration of one day to new tasks or tasks without specified duration. For more information about calendars, see "Defining calendars".

The task bar of a summary task is automatically set to extend from the beginning of the earliest of its sub-tasks to the end of the last of its sub-tasks. You cannot change the duration of a summary task.

When expressed in days, weeks or months, the number shown in the Duration column (for instance "2 days") is linked to the default number of working hours per day, week of month set in the Project Information dialog (choose **Gantt > Project Information**).

For more information about durations, see "Entering a task duration" in the topic "Entering and editing tasks".

● **Start:** The current start date of the task. By default, MindView schedules new tasks to start on the project start date, as defined in the Project Information dialog (choose **Gantt > Project Information > General** tab).

Although you can set start dates explicitly, it is best to let MindView set them automatically according to the dependencies between the various tasks. See "Specifying start and end dates" in the topic "Entering and editing tasks" for more information.

The start date of a summary task is automatically set to be the start date of the earliest of its sub-tasks.

● **End:** The current end date of the task. MindView calculates the end date for a task from its start date and its duration, paying attention to the working and non-working time specified by the project calendar. Unless the duration is specified as "elapsed", MindView only schedules tasks during working time. For more information about calendars, see "Defining calendars".

Although you can set end dates explicitly, it is best to let MindView set them automatically according to the dependencies between the various tasks.

The end date of a summary task is automatically set to be the end date of the last of its sub-tasks.

● **Predecessors:** If a task is linked to one or more earlier (predecessor) tasks, this column shows the entry numbers of those earlier tasks. Task entry numbers are shown in the first column. See "Using links" for more information on task dependencies.

● **Completion:** The completion level of the task.

● **Priority:** The priority level of the task.

● **Resources:** If you have assigned resources to a task, they are listed in this column. See "Assigning resources".

● **Cost:** If you have assigned resources to a task and associated a cost with these resources, this column shows the overall cost of the resources that have been allocated to the task. See "Assigning resources".

● **Work:** If you have assigned resources to a task, this column shows the overall work value for the task. See "Assigning resources".

You can hide and show the columns of the Gantt Outline as you wish:

➤ Right-click the header at the top of the Gantt Outline view and select/deselect the column headers as required.

The Gantt Outline works exactly as the main Outline view. When working in the Gantt Outline, you can for instance:

● Add, delete, move, cut, copy and paste tasks in exactly the same way as in the main Outline view.

● Add topic pictures, icons, text notes and pop-up comments to any of your topics.

● Attach objects such as text files, video files, sound files, hyperlinks and so on.

● As in all the other views, the **Levels** icon lets you collapse the entire outline to just one level of topics, two levels, three levels or four levels. To show all the topics down to the last level, click the icon and choose **All Levels** from the pop-up menu.

● Use the **Numbering** icon in the toolbar to apply sequential numbers to the tasks and choose between various numbering styles.

● Use the **Focus Topic** icon of the toolbar to restrict the display to a particular task and click the icon again to get back to viewing the entire project plan.

For details on how to perform these operations, see "Using the Outline view".

Viewing the Gantt Chart

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

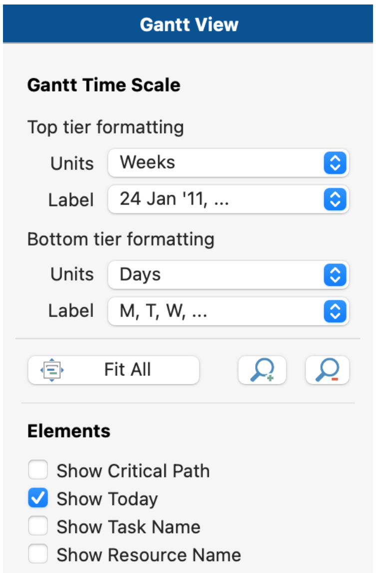
You can also view your chart in full screen mode, to give it as much screen space as possible:

➤ Choose **View > Full Screen Mode** or press ⌥ ⌘ **F**.

➤ To return to normal viewing mode, move the mouse pointer to the top of the screen, and choose **View > Full Screen Mode** again so that the checkmark disappears, or press **Esc**, or press ⌥ ⌘ **F** again.

You can also choose from a wider variety of combinations of calendar headings as follows:

➤ Open the **Format** inspector or right-click the Gantt chart header.



➤ Choose a unit and a label for the **top tier** (the top heading).

➤ Choose a unit and a label for the **bottom tier** (the bottom heading).

Note that the choices offered for the bottom tier depend on your choice of top tier.

If the task you want to view falls outside the time range shown on the Gantt chart, you can reveal that part of the project plan to view the relevant task bar as follows:

➤ Select the task in the Gantt Outline and choose **Gantt > Go to Selected** in the main menu.

To view the Gantt chart from the current date onwards, choose **Gantt > Go to Today's Date** in the main menu.

Customizing the Gantt Chart

MindView lets you define the visual aspect of your overall Gantt, as well as customize the display of individual task bars.

Customizing the overall display

➤ To choose a different color scheme for the entire chart, open the **Format** inspector when no task is selected and check the effect produced by the different styles options.

The **Gantt** menu lets you apply global effects to the Gantt chart:

● To display the task name and/or the resources names after the task bars, check **Task Names** and/or **Resource Names**.

● The **Horizontal Grid** and **Vertical Grid** options let you turn the horizontal and vertical grid lines of the Gantt chart on and off.

● To display a vertical line identifying the current date on the Gantt chart, check **Today's Date**. You can change the color of this line in the Format inspector.

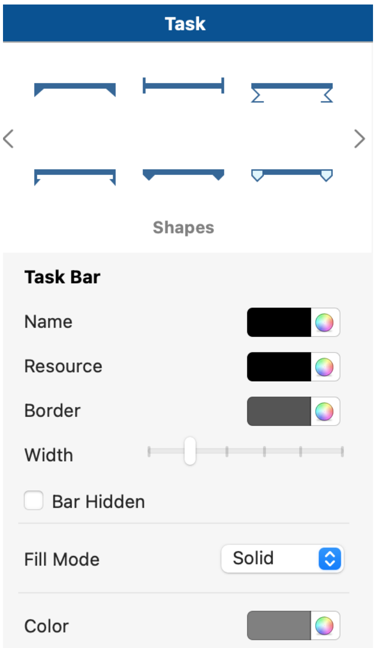
● To identify the tasks lying on the critical path, check **Critical Path**. You can change the color used for the critical path in the Format inspector.

Customizing the task bars

To customize tasks individually:

➤ Select the task(s) to customize.

➤ In the **Format** inspector, select the relevant options.



If necessary, you can undo your changes and return the task bar to the original style defined for the overall display by choosing **Format > Reset Style**.

If you have chosen to display the task name and/or the resource names after the task bars, you can set different colors for these labels by using the **Name** and **Resource** color cells.

For other ways of customizing the representation of your project plan on the Gantt chart, see "Enhancing a project plan".

Setting up a project plan

These are the typical steps you should follow when setting up, building, managing and revising a project plan.

➤ (optional) Start by brainstorming all the tasks that make up your project plan in one of the standard Mind Mapping views (Mind Map, Top Down or Left/Right), using the **Topic** panel of the **Document** inspector to enter preliminary task data.

➤ Define the project settings, such as its start date, end date and scheduling mode. For more information, see "Defining the global project settings".

➤ (optional) Define the project calendar. You may be able to bypass this step if you have already set up appropriate calendar defaults. See "Defining calendars" for more information.

➤ (optional) Create the global resources list. Although MindView lets you define the resources as you need them, it is usually quicker to start by setting up a global resources list from which you can then select resources to assign to the various project tasks. See "Assigning resources" for details.

➤ Enter or edit task names and durations. See "Entering and editing tasks".

➤ Assign resources to tasks. See "Assigning resources".

➤ Create links to specify the dependencies between the project tasks. See "Using links".

➤ Set constraints on the tasks as necessary. See "Using constraints".

➤ Make final adjustments to the project plan. See "Enhancing a project plan".

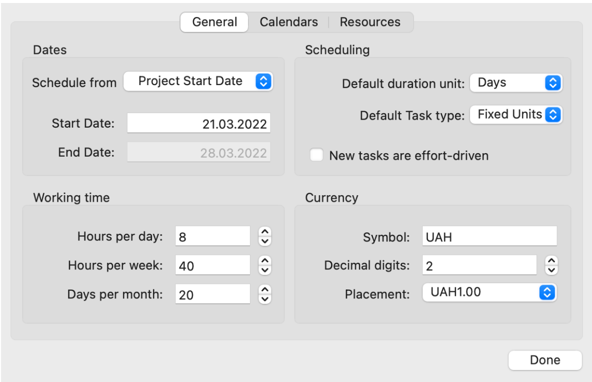
➤ Once the project has actually started, inspect it at regular intervals to detect potential problems or scheduling conflicts and make any corrections required. See "Reviewing a project plan".

➤ Finally you can export your project plan in different formats. For more information, see "Exporting a project plan".

Defining the global project settings

Before doing detailed scheduling work on the tasks of your project plan, it is worth considering its global settings, such as its start date and scheduling mode.

➤ To view these settings, choose **Gantt > Project Information** in the main menu.



This dialog contains general project information which is important in determining how the project tasks are scheduled.

Dates

Schedule from: Defines the scheduling mode for your project. The most common way of setting up a project is to schedule it from its start date. In this mode the default is for tasks to start as soon as possible, which means that the whole project finishes at the earliest possible date. When you plan backwards from the project end date, tasks are scheduled to start as late as possible so that the whole project finishes on the specified end date. Planning from the end date is not recommended as it does not allow any slack time between tasks. Even when you have a specific deadline for your project, planning from the start date is the most flexible approach as it ensures that each task is completed at the earliest possible date, leaving as much slack time as possible to deal with unplanned problems or delays.

Start date: Specifies the first day of the first task. By default, this field is set to today's date. If your project is due to start sometime in the future or if you are planning a project that has in fact already started, indicate the start date of the project in this field.

By default, all the tasks you create will be scheduled to start on the project start date, unless you assign specific timings to them or link them to other tasks.

If you are scheduling from the start date, MindView calculates the project end date automatically, based on the duration of the project tasks, their relationships, and the project calendar.

End date: Specifies the last day of the last task. If you are scheduling from the end date, MindView calculates the start date automatically, also by taking into consideration the duration of the project tasks, their relationships, and the project calendar.

Scheduling

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

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

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

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

Working time

Hours per day: Defines the number of working hours in a standard working day, for example 8. You can enter the value as a decimal number (e.g. enter 7.5 to specify 7 hours and 30 minutes). MindView uses this value to calculate task durations that are specified in days.

Advanced notes: This setting and the next two settings determine the amount of working time that MindView allocates to a task when you specify a duration in days, weeks or months.

When you enter durations, MindView always converts them to minutes and that is the number it stores behind the scenes. MindView uses standard values to convert hours to minutes: one hour equals 60 minutes. However when you specify a duration in days, weeks or months (provided you have not specified "**e**" for elapsed) MindView uses the number of working hours per day, week or month defined here to calculate the corresponding number of minutes to store.

From the working days and working times allowed by the project calendar it then works out the number of days required for the task and calculate its end date. For this reason, it is a good idea to make sure that the values you choose here match the working time allowed by the calendar as closely as possible, as it will make the entries in the Duration column of the Gantt Outline match the lengths of the task bars more closely.

Redefining these settings after having entered tasks does not alter their real durations (since they are stored in minutes) or the lengths of the task bars (since the amount of work has not changed), but the numbers for days, weeks and months in the Duration column will change.

For more information about durations, start dates and end dates, see "Entering and editing tasks".

Hours per week: Defines the number of working hours in a standard working week, for example 40. You can enter the value as a decimal number. MindView uses this value to calculate task durations that are specified in weeks.

Days per month: Defines the number of working days in a standard working month, for example 20. Enter a whole number value. MindView uses this value to calculate task durations that are specified in months.

Currency

These options relate to the costs you can associate with resources when working on the Gantt project. To find out how to do this, see "Assigning resources".

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

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

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

Defining calendars

Calendars and calendar settings provide the basic information about working and non-working time that MindView uses to schedule the tasks of a project plan. MindView does not allow work to happen on non-working days or at non-working times.

There are three types of calendar:

● The **default calendar**

The default calendar provides the initial settings for any new MindView project you create. By editing these defaults to values reflecting your company's normal working days and times, you can minimize the changes needed when you create a new project plan.

● The **project calendar**

Each project plan has its own project calendar. The settings it contains affect the way MindView schedules the project tasks. To start with, when you create a new file, the project calendar is identical to the default calendar.

The project calendar is saved with the rest of the project properties whenever you save the file.

● The **resource calendars**

These control the working and non-working time of the resources working on the project. Each resource has its own calendar. By default, they are identical to the project calendar.

Any changes you make to the project calendar are automatically transferred to all the resource calendars. However, specific changes you might have made to the working time of a particular resource are preserved.

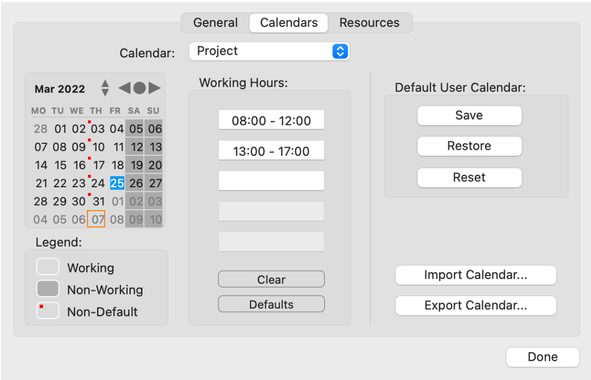
For more about resources and resource availability, see "Assigning resources".

Editing the default and project calendars

You can edit either calendar together with the relevant settings:

➤ To edit the **default calendar**, create a new Gantt project, choose **Gantt > Project Calendars**. Change the calendar settings as needed and click **Save** in the **Default User Calendar** group. Changes you make here only affect the initial settings for new files; they do not affect existing files.

➤ To edit the **project calendar**, open the project you want, and then choose **Gantt > Project Calendars** in the main menu. Changes you make here only affect the current file.



Working days are shown in white and non-working days are shown in grey.

● In the project calendar, a red dot on a particular day indicates that the working hours for that day are different from those set in the default calendar.

● In the default calendar, a red dot indicates that you have made a change to the working hours of that day since opening the dialog. These red dots disappear as soon as you save the default calendar.

Note that the distribution of red dots in your project calendars may change if you edit the default calendar. This does not mean that your project plans have changed, only that the differences between the default and project calendars have changed.

➤ To see the working hours for a particular day, select the day by clicking it.

The working hours appear in the boxes on the right of the calendar grid.

Displaying a particular day

If the day you want to examine is not currently visible on the calendar grid, you can browse to it in several ways by using the calendar header:

● Click the arrows until the correct month and year appear.

● Click the circle between the arrows to return to today's date.

Selecting one or more days

To change the working times defined by the calendar, start by selecting the day or days to be modified:

● To select one day only, just click it.

● To select several contiguous days, select the first day and drag the mouse until the last day in the range. You can also select the first day, press ⇧ and click the last day in the range.

● To select several non-contiguous days, select the first day and press ⌘ while selecting all the other days.

● To select all Fridays (for example), click FR in the column header. This selection applies to the whole duration of the project, not just the displayed month. You can also select several columns by using the keys ⇧ and ⌘.

Editing one or more days

➤ Select one or more days as described above.

If you select several days with different working hours, the boxes on the right show the working hours of the earliest day in the range.

You can now make changes:

● To change the working hours, enter new values in the boxes on the right.

● To make the day(s) non-working, click **Clear** to delete the time entries from the boxes.

● To reset the working times to the default calendar values, click **Default**.

Saving and restoring defaults

● To save the current project calendar as the new default calendar, open the **Project Calendars** dialog and click **Save** in the **Default User Calendar** group. Your existing default calendar will be overwritten.

● To return all project calendar settings to those of the default calendar, open the **Project Calendars** dialog and click **Restore**.

You can return the default calendar to the original MindView settings as follows:

➤ Choose **Gantt > Project Calendars**, and then click **Reset** in the **Default User Calendar** group.

Your current default calendar is overwritten with the original MindView default calendar.

Importing and exporting calendars

You can also import calendars from other projects or export your calendars for use by colleagues.

● To import a previously saved MindView calendar, click **Import Calendar**. Existing settings will be overwritten.

You can also import the calendar of an existing Microsoft Project document by exporting that document to XML from Microsoft Project, then choosing the exported XML document in this dialog.

● To export your current calendar for use on a different project for instance, click **Export Calendar**.

When exported, the MindView calendar is saved the MindView XML format.

Editing resource calendars

➤ Use the pop-up menu at the top of the **Project Calendars** dialog to select the calendar of the resource you want to edit.

➤ Make the changes required. The steps to follow to edit a resource calendar are exactly the same as for the project calendar.

For more about resources and resource availability, see "Assigning resources".

Entering and editing tasks

When working in the Gantt view, you can use the Gantt Outline to work on tasks exactly as in the main Outline view. You can for instance:

● Add, delete, move, cut, copy and paste tasks as in the main Outline view.

● Add topic pictures, icons, text notes and pop-up comments to any of your tasks.

● Attach objects such as text files, video files, sound files, hyperlinks and so on.

● Use the **Numbering** icons of the toolbar to apply sequential numbers to the tasks and choose between various numbering styles.

● Use the **Levels** icon of the toolbar to determine how many levels of tasks should be visible.

● Use the **Focus Topic** icon of the toolbar to restrict the display to a particular task and click the icon again to get back to the entire project plan.

● Use the **Filter** inspector to hide all the tasks that do not meet the filter criteria you have defined.

For details on how to perform these operations, see "Using the Outline view".

You can also create the tasks of your project plan in other ways:

● By importing a project from Microsoft Project via the Microsoft Project XML format.

For more information, see "Importing from Microsoft Project" and "Importing from XML".

● By copying a list of tasks from an external application such as Microsoft Excel, Microsoft Word or Microsoft Project and pasting it into the Gantt Outline.

By default, all the tasks you create in a Gantt project with MindView are given the scheduling task type **Fixed Units**. For more information about task types, see "Using scheduling task types".

Entering a task duration

By default, tasks have a duration of one day and are marked with a question mark, to indicate that the duration is only an estimate. As soon as you edit the duration, the question mark disappears. You can modify the duration of a task in various ways:

● On the Gantt chart, position the cursor at the end of the task bar until it changes to +|+, and drag the end of the bar to the right or left.

● In the Gantt Outline, type a number of days in the appropriate cell in the **Duration** column. You can follow the number with letter(s) to indicate time units other than days: **m** (minutes), **h** (hours), **d** (days, the default), **w** (weeks), **mo** (months). You can enter the letter **e** before the time unit (for instance "3ed") to indicate elapsed time, in which case the task will last exactly the time specified, regardless of what the project calendar defines as working and non-working time.

You can indicate that a duration is still an estimate by adding a question mark.

● Select the task and choose **Gantt > Task Information** in the main menu. In the dialog that appears, enter a value in the Duration field as described above.

You can also open the Task Information dialog by double-clicking the task bar on the Gantt chart.

● Select the task and, in the **Task** panel of the **Document** inspector, enter a value in the **Duration** field as described above.

The duration of the task is now indicated on the Gantt chart by a bar extending from its start date to its end date.

At this stage, although the task has a duration, it does not have any work associated with it, because you have not yet assigned any resources to it. Work represents the amount of effort the resource or resources will need to spend on the task to complete it. For more information about work, and the effect of adding resources to tasks, see "Assigning resources".

Advanced notes: When you enter durations, for example "4 hours", MindView converts them to minutes and that is the number it stores behind the scenes. MindView uses standard values to convert hours to minutes: one hour equals 60 minutes. However if you specify a duration in days, weeks or months (provided you have not specified "e" for elapsed) MindView uses the number of working hours per day, week or month set in the Project Information dialog (click **Information** in the **Project** section of the **Document** inspector), to calculate the corresponding number of minutes to store. See "Defining calendars" for more information about these settings.

While durations determine the amount of working time that you allocate to a task, the length of the task bar indicates how long the task will actually take. These are not necessarily the same. For example, because MindView does not schedule work on non-working days, any task bar spanning a week-end is automatically lengthened to take account of this. Similarly, if your working day is specified as having 8 hours, but the relevant section of the calendar restricts work to only 4 hours a day, a task with a duration of one day (8 hours) will actually take two days (4 hours each day) to complete.

The labels shown in the Duration column, for example "2 days", are calculated from the stored number of minutes for each task. For durations initially specified in days, weeks or months MindView uses once more the number of working hours per day, week or month set in the Project Information dialog to convert the stored number of minutes back to days, weeks or months.

Consequently if you redefine the number of working hours in a day, week or month set in that dialog, the numbers in the Duration column will change, but the underlying number of minutes, and consequently the length of the bars, will remain the same.

Specifying start and end dates

Although you might be tempted to enter specific start and end dates for your tasks, it is not recommended unless you understand the implications of doing so. A better practice is to link tasks so that they follow on logically from one another, and let MindView calculate the dates automatically. In MindView and similar project management applications, entering an explicit start date is equivalent to setting a 'Start No Earlier Than' constraint. Similarly, entering a specific end date is equivalent to setting a 'Finish No Earlier Than' constraint. Although applying constraints in this way is perfectly legitimate if your tasks must indeed obey these constraints, it is best to avoid them wherever possible as they limit the flexibility of your project plan. For more information on the different types of constraints and their effects, see "Using Constraints".

If you must enter a specific start date, you can do so in different ways:

● Move the cursor to the center of the task bar and drag the bar to the new position.

● Click the **Start Time** entry of the task in the Gantt Outline and type or select a date.

● Select the task. In the **Task** panel of the **Document** inspector, select a date in the **Start** date field.

● Select the task and choose **Gantt > Task Information** in the main menu. In the dialog that appears, select a date in the Start field.

You can also open the Task Information dialog by double-clicking the task bar on the Gantt chart.

You can enter an end date in the following ways:

● Click the **End Time** entry of the task in the Gantt Outline and type or select a date.

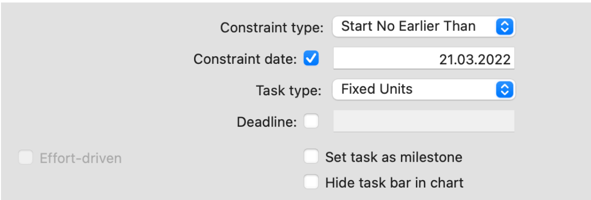
● Select the task. In the **Task** panel of the **Document** inspector, select a date in the **End** date field.

● Select the task and choose **Gantt > Task Information** in the main menu. In the dialog that appears, select a date in the End field.

When you enter a specific start or end date, a constraint icon appears next to the task name in the Gantt Outline. Hovering this icon with the mouse displays a tooltip with details about the constraint.

To remove the constraint set by entering an explicit start or end date:

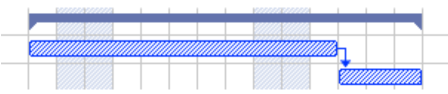
➤ Choose **Gantt > Task Information** and remove the check mark from the **Constraint date** field.



Grouping tasks

You can group tasks together by creating sub-tasks under a parent task, called a **summary task**. This allows you to divide your project into logical units, each with its own collection of tasks. The start dates, end dates and durations of summary tasks are calculated automatically from their sub-tasks.

A summary task is indicated on the Gantt chart by a solid bar extending from the beginning of the first sub-task to the end of the last one.



If you add sub-tasks to a task that already has a duration assigned to it, this assigned duration is automatically replaced by the new duration obtained from the sub-tasks. Once a task becomes a summary task, it is no longer possible to specify its start date, end date or duration manually. If you change the timing of a sub-task, the summary task duration is automatically adjusted to reflect the change.

The duration of a summary task is the number of available working days between its start and its end, regardless of whether work is actually happening on any given day. The figure is calculated from the available working hours between the two dates, as specified on the project calendar, and the 'Hours per day' figure set in the Project Information dialog. For more information about calendar settings, see "Defining calendars".

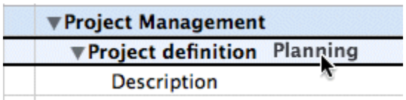
Sub-tasks are sub-topics, and you create them in the Gantt view in the same way as in any other view. The parent task is converted automatically to a summary task when you add its first sub-task.

You can convert an existing task to a sub-task or move it to a different level in the task hierarchy just as in the Outline view:

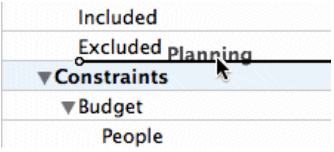
➤ Drag the task you want to move to a different location.

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

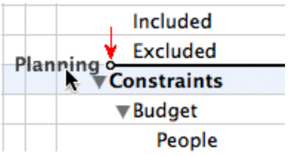
● When the topic is on top of another topic, that topic is highlighted. The moved topic will become a sub-topic of the highlighted topic.



● When the topic is between topics an indicator line with a small circle at its left end indicates the insertion position.



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



➤ Release the mouse button to insert the task at the required location.

The central topic of the mind map, the first task in the Gantt Outline, is a summary task extending across the whole of the project plan. The end of this summary task bar indicates the current end date of the project.

You can expand and collapse summary tasks just as in the main Outline view. See "Using the Outline view" for details. Collapsing summary tasks is a useful way of making large project plans easier to view.

Specifying other task properties

The tasks of your project plan can have many other properties. You can for instance:

● Define the task as a milestone.

● Set a deadline on the task.

● Give the task a priority.

● Specify a percentage completion for the task.

● Hide the task bar in the Gantt chart.

● Make the task inactive.

All these operations are described in detail in "Enhancing a project plan".

Assigning resources

MindView allows you to assign resources to your task lists and project plans. Resources are the people and materials needed to complete the tasks to be performed.

MindView lets you define two types of resources:

● **Work resources**

Work resources are the people who perform the work.

For each work resource, you can define their availability (i.e. how much of their working day they can devote to it), and their rate (i.e. how much they will need to be paid per unit of work).

Work resources also have their own calendar, defining their working and non-working time. By default, resource calendars are identical to the project calendar. For more information, see "Defining resource calendars" below.

● **Material resources**

Material resources are the consumable items (paper, electricity, nails, sand etc.) that you need to carry out the project.

You can also associate a unit cost to each material resource, so that you can track the overall cost of your project in human as well as in material resources.

If you are working on a simple task list in **Task mode** (i.e. when the document type shown when you choose **Document** in the main menu is "Task Mode"), all resources are assumed to be of type Work, and you cannot define their availability or rate. Adding resources to tasks when working in Task mode has no effect on the task duration.

If however you are working in **Gantt mode**, adding resources to a task may affect its duration. For more information on this, see "Understanding effort-driven scheduling" below.

All the resources used in your project are listed in the resource list for the entire project, called the **global resources list**. Although it is usually quicker to start by setting up the global resources list, from which you can then select the resources to assign to the different tasks, you can also create resources as you need them by assigning them to tasks.

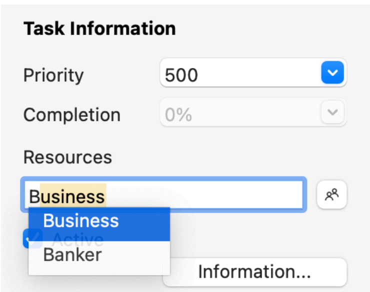
Assigning resources to tasks

You can assign resources to a task as follows:

➤ Select the task.

➤ In the **Task** panel of the **Document** inspector, type the resource names in the **Resources** field, separating them with semi-colons.

If the global resources list for the project already contains resources which names start from the text that you have typed, a pop-up menu appears so that you can select names from it.



Resources that are not already listed in the global resources list and that you create by entering them in this way are assumed to be of type **Work**, i.e. human resources. Resources of type **Material** need to be created in the global resources list, as described in "Setting up a global resources list" below.

The resources you have entered above are now assigned to the task, and added to the global resources list if they are not listed there already.

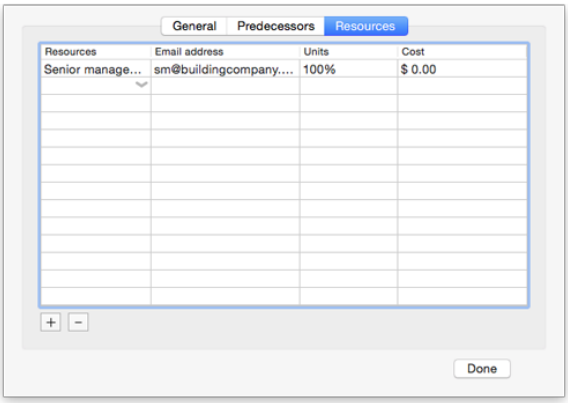
Where possible, it is better to select rather than type resource names. That way you don't run the risk of adding wrongly spelled entries to the global resources list.

To de-assign a resource, simply delete it from the field. Note that this removes the resource from the task, but not from the global resources list.

You can also assign resources to a task from its **Task Information** dialog:

➤ Click the **Resources** button  to the right of the Resources field.

➤ Click an empty row in the **Resources** dialog and enter the resource by typing it or selecting it in the list.



➤ (optional) The **Units** field indicates how much of the resource's available time is being used to work on the task. By default, resources are assumed to be able to devote 100% of their working time on the task. If the resource is only available part of the time, for instance because they also have other duties, specify here the percentage of their working time that they can spend on the task. You can also enter a higher value, for instance 300% if your resource is a "virtual" resource representing a group of three equivalent human resources.

The Units value is based on the availability of the resource as shown in its resource calendar. By default, all resource calendars are identical to the project calendar. If however you have modified the calendar of the resource to indicate a different work pattern, the units value will be based on that modified resource calendar. For more about resource calendars, see "Defining resource calendars" below.

If the resource is a material resource, enter the number of units that you will need for the task.

The **Cost** field is a calculated field which shows you the cost of the resource for that task. For human resources (type Work), it is based on the unit percentage specified in Units, the cost per unit of the resource (rate), and the duration of the task. For material resources (type Material), it is based on the number of units and the cost per unit. As the field Cost is a calculated field, it cannot be edited.

Note that the Cost field is not refreshed automatically when you edit the Units field. It is only updated when you close the dialog.

To see how to specify the cost per unit of a resource, refer to "Setting up a global resources list" below.

You can customize the symbol used to represent the cost, its placement and the number of decimal digits used. For more information, see "Setting up your settings".

The **Units**, **Cost** and **Work** fields are only available when working in Gantt mode.

To de-assign a resource, select it and click **Remove**. Note that this removes the resource from the task, but not from the global resources list.

If you are working on a project plan in the Gantt view, you can also enter resources in other ways:

● Select the task and choose **Gantt > Task Resources** in the main menu.

● Select the task and click **Information** in the **Task** panel of the **Document** inspector. Click the **Resources** tab in the dialog that opens.

● Click the **Resources** cell of the task at the far right of the Gantt Outline. Type the resource name(s), separating them with semi-colons.

Setting up a global resources list

Although MindView lets you define the resources as you need them as we have just seen, it is usually more efficient to start by setting up a global resources list from which you can then select resources to assign to the various tasks.

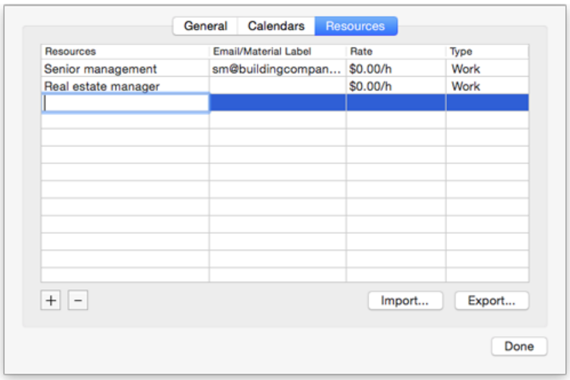
The global resources list associated with a task list or project plan is saved whenever you save the file. Each task list or project plan has its own global resources list.

You can access the global list of available resources in different ways:

● Click the **Resources** button in the **Project** section of the Document inspector.

● If you are working on a project plan in the Gantt view, choose **Gantt > Project Resources** in the main menu.

The **Project Resources** dialog lists all the resources that are currently assigned to tasks, as well as any that you import or type in directly.



➤ To add a new resource to the list, click the first empty field and enter the resource name.

➤ (optional) If you want to be able to track the overall cost of your project, you can specify the cost per unit of the resource in the **Rate** field. Although the default time unit is **h** (per hour), you can enter other time units: **m** (per minute), **d** (per day), **w** (per week), **mo** (per month), **y** (per year). To specify a rate of $320 per day for instance, you would enter 320/d.

You can customize the symbol used to represent the rate, its placement and the number of decimal digits used. For more information, see "Setting up your settings".

➤ (optional) By default, all resources are assumed to be of type Work, i.e. human resources. The column **Type** lets you change the type of a resource from Work to Material.

The rate of a material resource is its cost per unit.

The **Rate** and **Type** fields are only available when working in Gantt mode.

The **Resources** panel lets you perform other operations:

● To delete one or more resources, select them and click the minus button.

● To import a previously exported global resources list, click **Import** and select the required list.

You can also import the resources list of an existing Microsoft Project document by exporting that document to XML from Microsoft Project, then choosing the exported XML document in this dialog.

● To export the global resources list for use in other documents or for sharing with colleagues, click **Export**, and choose a folder and file name for your exported list.

When exported, the global resources list is saved in the MindView XML format.

Defining resource calendars

As soon as you create a new resource, MindView creates a resource calendar for it, defining the working and non-working time of the resource. By default, resource calendars are identical to the project calendar. If all your resources follow the work pattern defined by the project calendar, you do not need to edit any of their calendars. If on the other hand some of your resources only work part-time for instance, you can indicate this in their calendars, so that MindView can take this into account when scheduling tasks to which they have been allocated.

Any changes you make to the project calendar are automatically transferred to all the resource calendars. However, specific changes you might have made to the working time of a particular resource are preserved.

For more information about how to edit a resource calendar, see "Defining calendars".

Understanding effort-driven scheduling

Before you assign any resources to a task in a Gantt project, the task has no work associated with it. It is the process of assigning resources to a task that define its work value, which is the amount of effort the resource or resources will need to spend on the task to complete it.

For each resource, work is defined according to the scheduling formula : **Work = Duration x Units**.

The overall work value for the task is the sum of the work performed by each resource.

Therefore if you have just one resource working 100% of their time on the task, the work value for the task will be the same as the duration, as the example below shows.

Task Name	Duration	Start	End	Resources	Work
Subject	1 day	04.06.14	04.06.14		8 hrs
Task1	1 day	04.06.14	04.06.14	John	8 hrs

In general, the work value will differ from the duration only if you assign more than one resource to the task, or if the resource does not work full-time on the task.

The example below shows the effect of adding another resource, Bill, also working 100% of their time, on Task1. As Bill is also going to produce 8 hours of work, the overall work value for the task goes from 8 hours to 16 hours, but the duration is still only 1 day.

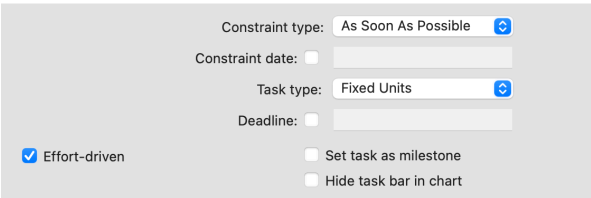
Task Name	Duration	Start	End	Resources	Work
Subject	1 day	04.06.14	04.06.14		16 hrs
Task1	1 day	04.06.14	04.06.14	John;Bill	16 hrs

You may however want to produce a different result and expect that by adding another full-time resource to the task, the amount of work needed to perform the task should remain constant, and it should therefore be completed in half the time. This scheduling method is known as **effort-driven scheduling**. By default, MindView does not apply effort-driven scheduling, but you can choose to activate this scheduling method on your tasks. With effort-driven scheduling activated, adding Bill to Task 1 in our 1st example would produce the result below:

Task Name	Duration	Start	End	Resources	Work
Subject	0.5 day	04.06.14	04.06.14		8 hrs
Task1	0.5 day	04.06.14	04.06.14	John;Bill	8 hrs

You can see that the amount of work has now remained constant at 8 hours, but the duration has decreased to half a day.

➤ To activate effort-driven scheduling for a task, open its **Task Information** dialog on its **General** tab and check the **Effort-driven** option.



Effort-driven scheduling only affects the scheduling of a task when you assign or remove resources from it, and is independent from the scheduling type of the task. For more information about task types, see "Using scheduling task types".

If you want MindView to apply effort-driven scheduling to all the tasks of the projects you create, you can specify this in the **MindView Settings**. For more information, see "Setting up your settings". You can also choose to activate effort-driven scheduling only for the new tasks of the open document. To do this, choose **Gantt > Project Information** and check the option **New tasks are effort-driven**.

Using scheduling task types

As we have seen in "Assigning resources", it is the process of assigning resources to a task in a Gantt project that define its work value, which is the amount of effort the resource or resources will need to spend on the task to complete it.

For each resource, work is defined according to the scheduling formula **Work = Duration x Units**, where **Duration** is the duration of the task and **Units** is the percentage of availability of the resource for the task.

The overall work value for the task is the sum of the work performed by each resource.

Understanding task types

Fixed Units tasks

By default, all the tasks you create in a Gantt project with MindView are given the task type **Fixed Units**. This means that the percentage of availability of each resource (**Units**) you defined when you assigned the resources to the task always remains the same, regardless of any changes you might make to the **Duration** or **Work** values.

● If for instance you increase the task's duration, the work value will be recalculated and increased accordingly.

● If you increase the task's work value, the duration is recalculated and increased accordingly.

In either case, the percentage of availability of the resources (units) remains unchanged.

Let us consider for instance a task of one day (**Duration** = 1 day), allocated to John and Bill, each working at 100% of their availability (**Units** = 100%).

The **Work** value of the task is therefore 16 hours (8 hours for John + 8 hours for Bill).

Task Name	Duration	Start	End	Resources	Work
Subject	1 day	04.06.14	04.06.14		16 hrs
Task1	1 day	04.06.14	04.06.14	John;Bill	16 hrs

● In the first example, we increase the duration from 1 day to 2 days. In consequence, the work value is increased automatically to 32 hours.

Task Name	Duration	Start	End	Resources	Work
Subject	2 days	04.06.14	05.06.14		32 hrs
Task1	2 days	04.06.14	05.06.14	John;Bill	32 hrs

● In the second example, we decrease the work value from 16 hours to 8 hours. In consequence, the duration is decreased automatically to half a day.

Task Name	Duration	Start	End	Resources	Work
Subject	0.5 day	04.06.14	04.06.14		8 hrs
Task1	0.5 day	04.06.14	04.06.14	John;Bill	8 hrs

In both cases, the units value for John and Bill has remained unchanged at 100%.

This default behavior may however not be what you would want to happen. For this reason, MindView supports two other task types, **Fixed Duration** and **Fixed Work**.

The fact that a task has the type Fixed Units does not mean that you cannot change the percentage of availability of its resources (units). It only defines what happens when you modify the other two values in the scheduling formula, i.e. Duration and Work.

Fixed Work tasks

In a **Fixed Work** task, when you change the task's **Units** or **Duration** value, MindView recalculates the other value accordingly.

● If for instance you increase the percentage of availability of the resource (units), the duration will be recalculated and decreased accordingly.

● If you increase the task's duration, the percentage of availability of the resource (units) is recalculated and decreased accordingly.

You can still change the Work value of Fixed Work tasks. This task type only defines what happens when you modify the other two values in the scheduling formula, i.e. Duration and Units.

Let us consider again a task of one day (**Duration** = 1 day), allocated to John and Bill, each working at 100% of their availability (**Units** = 100%).

The **Work** value of the task is 16 hours (8 hours for John + 8 hours for Bill).

Task Name	Duration	Start	End	Resources	Work
Subject	1 day	04.06.14	04.06.14		16 hrs
Task1	1 day	04.06.14	04.06.14	John;Bill	16 hrs

● In the first example, we decrease the percentage of availability (units) of both John and Bill to 50%. As the work value must remain fixed, the duration is increased automatically to 2 days.

Task Name	Duration	Start	End	Resources	Work
Subject	2 days	04.06.14	05.06.14		16 hrs
Task1	2 days	04.06.14	05.06.14	John[50%];Bill[50%]	16 hrs

● In the second example, we decrease the task duration from 1 day to 0.5 days. As the work value must remain fixed, the percentage of availability (units) of both John and Bill is increased automatically to 200%.

Task Name	Duration	Start	End	Resources	Work
Subject	0.5 day	04.06.14	04.06.14		16 hrs
Task1	0.5 day	04.06.14	04.06.14	John[200%];Bill[200%]	16 hrs

In both cases, the work value has remained fixed at 16 hours.

Fixed Duration tasks

In a **Fixed Duration** task, when you change the task's **Units** or **Work** value, MindView recalculates the other value accordingly.

● If for instance you increase the percentage of availability of the resource (units), the work value will be recalculated and increased accordingly.

● If you increase the task's work value, the percentage of availability of the resource (units) is recalculated and increased accordingly.

You can still change the Duration value of Fixed Duration tasks. This task type only defines what happens when you modify the other two values in the scheduling formula, i.e. Units and Work.

Let us consider again a task of one day (**Duration** = 1 day), allocated to John and Bill, each working at 100% of their availability (**Units** = 100%).

The **Work** value of the task is 16 hours (8 hours for John + 8 hours for Bill).

Task Name	Duration	Start	End	Resources	Work
Subject	1 day	04.06.14	04.06.14		16 hrs
Task1	1 day	04.06.14	04.06.14	John;Bill	16 hrs

● In the first example, we decrease the percentage of availability (units) of both John and Bill to 50%. As the duration value must remain fixed, the work value is decreased automatically to 8 hours.

Task Name	Duration	Start	End	Resources	Work
Subject	1 day	04.06.14	04.06.14		8 hrs
Task1	1 day	04.06.14	04.06.14	John[50%];Bill[50%]	8 hrs

● In the second example, we increase the work value from 16 hours to 32 hours. As the duration value must remain fixed, the percentage of availability (units) of both John and Bill is increased automatically to 200%.

Task Name	Duration	Start	End	Resources	Work
Subject	1 day	04.06.14	04.06.14		32 hrs
Task1	1 day	04.06.14	04.06.14	John[200%];Bill[200%]	32 hrs

In both cases, the duration has remained fixed at 1 day.

Summary

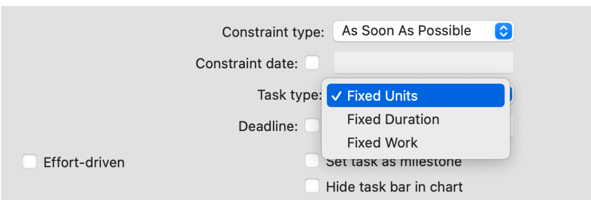
The effect of changing units, work and duration on a task of different types can be summarized by the table below:

TASK TYPE	**If you increase Units**	**If you increase Work**	**If you increase Duration**
Fixed Units	Duration decreases	Duration increases	Work increases
Fixed Work	Duration decreases	Duration increases	Units decrease
Fixed Duration	Work increases	Units increase	Work increases

Changing the task type

➤ To change the scheduling type of a task, select the task and choose **Gantt > Task Information** in the main menu.

You can also open the Task Information dialog by double-clicking the task bar on the Gantt chart.



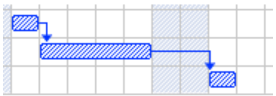
Setting a task type to Fixed Work automatically sets the Effort-driven option. Fixed Work tasks cannot have effort-driven scheduling turned off as their work value must remain fixed. For more information about effort-driven scheduling, see "Understanding effort-driven scheduling" in the topic "Assigning resources".

If you want MindView to apply the same task type to all the tasks of the documents you create, you can specify this in the **MindView Settings**. For more information, see "Setting up your settings". You can also choose to apply a particular task type only for the new tasks of the open document. To do this, choose **Gantt > Project Information** and set the **Default task type** option to your chosen task type.

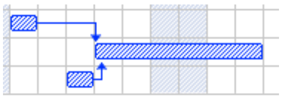
Using links

Project plans normally require tasks to be performed in a specific order. For instance, a publication must be written and proofread before it can be printed. To achieve this, MindView lets you link tasks so that they depend on each other. By default, tasks are linked in a 'Finish to Start' relationship (dependency), which means that the first task you select (the **predecessor** task) must end before the next task you select (the **successor** task) can start, and so on.

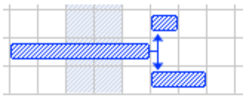
This is represented on the Gantt chart by lines with arrowheads joining each task to its successor. The arrowhead indicates the direction of the link: it goes from the predecessor to the successor.



A task can have more than one predecessor. In this case its start date is determined by the predecessor link that gives it the latest start date. As dates and times change during the course of the project, the predecessor link that determines the start date of the task may also change.



Similarly a task can have several successors. In this case the task determines the start date of all its successor tasks.



When you are scheduling a project plan from its start date (see "Defining the global project settings"), MindView calculates the end date of the project automatically, on the basis of the task durations, the task dependencies and the project calendar.

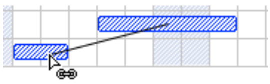
The possibility of linking tasks in this way is what makes project management software particularly powerful: you can change the duration of one or more tasks, add a task or remove a task from a chain of linked tasks, and all the dates are recalculated automatically so as to maintain the task dependencies you have defined.

Linking tasks

You can link tasks in the following ways:

● Select the tasks to be linked, in the order you want them to be linked, by ⇧-clicking them (for contiguous tasks) or ⌘-clicking them (for non-contiguous tasks), then choose **Gantt > Link Tasks**.

● Place the pointer on the bar of the predecessor task. When it changes to an icon with four arrows, drag the pointer downwards (or upwards) until a line emerges from the task bar and a link icon appears under the pointer. Continue dragging until the line reaches the bar of the successor task and release the mouse button.



● Select the task to be linked to. Click its **Predecessors** cell in the Gantt Outline and type the entry number(s) of the predecessor task(s). Separate multiple numbers by semi-colons.

● Select the task to be linked to and choose **Gantt > Task Information** in the main menu. Click the **Predecessors** tab and select the predecessor task(s).

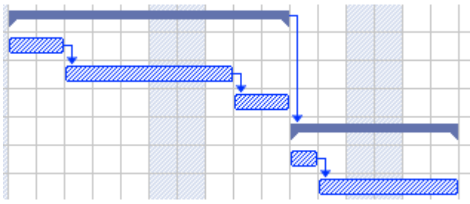
You can also open the Task Information dialog by double-clicking the task bar on the Gantt chart.

All these methods create the default task relationship, namely 'Finish to Start'. See below to find out how to create other types of relationships.

In the example below, the proofreading task (successor) has been linked to the writing task (predecessor). The proofreading task cannot start before the writing ends. If the writing task is delayed or takes longer than planned, the start date of the proofreading task is recalculated automatically so that the task relationship is always maintained.

You can link summary tasks in the same way as other tasks, but not to one of their own sub-tasks.

Linking a summary task to another summary task has the same effect as linking its last sub-task to all of the sub-tasks in the other summary task. To make your project plan easy to read, it is usually best to link summary tasks only to summary tasks and sub-tasks to sub-tasks (within the same summary task), like this:



A summary task can only be linked to its predecessors with a 'Finish to Start' or 'Start to Start' relationship.

Unlinking tasks

You can unlink tasks in the following ways:

● Select the tasks by ⇧ or ⌘-clicking them, then choose the **Gantt > Unlink Tasks** in the main menu.

● Select the task whose predecessors you want to remove. Click its **Predecessors** cell in the Gantt Outline and delete the number(s) of the predecessor(s) you want to remove.

● Select the task whose predecessors you want to remove and click **Information** in the **Task** panel of the Document inspector. In the dialog that appears, click the **Predecessors** tab, select each predecessor task you want to remove and click Delete.

Defining lead or lag time

By adding a **lead** or **lag** time you can extend a link backwards or forwards so that the successor task starts earlier or later than it otherwise would. For a default 'Finish to Start' link, this either introduces an overlap (lead time), so that the successor task starts before its predecessor ends, or it introduces a delay (lag time) that makes the successor task start some time after its predecessor ends.

When planning the production of a marketing brochure for instance, you could use lead time to make the creation of artwork start a few days before the writing phase is over. The two tasks are however still linked, which means that a delay of the writing phase will also delay the creation of the artwork.

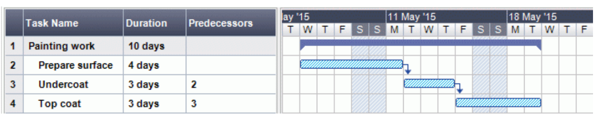
➤ Select the successor task and click **Information** in the **Task** panel of the Document inspector.

➤ Click the **Predecessors** tab.

➤ In the **Lag** column for the task, enter the appropriate lead or lag time. A positive value indicates a lag time (a delay); a negative value indicates a lead time (an overlap). You can follow the number with letter(s), for example w for weeks, as described in the paragraph "Entering a task duration" in "Entering and editing tasks".

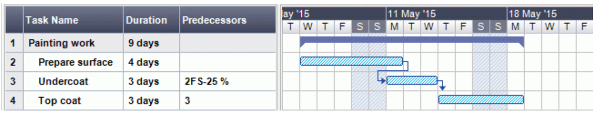
You can also enter percentage values, for example if you enter "-25%" the task will start 75% of the way through the predecessor task. Note that percentages relate to the duration of the predecessor task.

In the following example, we start with three linked tasks (to save space, the Start and End columns are not shown):



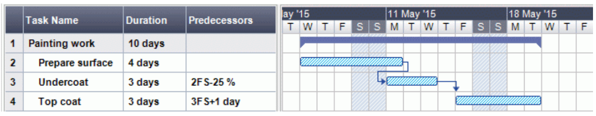
	Task Name	Duration	Predecessors
1	Painting work	10 days	
2	Prepare surface	4 days	
3	Undercoat	3 days	2
4	Top coat	3 days	3

Notice that the **Predecessors** column shows the number of each task's predecessor. Experience shows that we can actually start applying undercoat when surface preparation is three quarters complete, in other words when only 25% remains to be done. To give the desired overlap (lead time) we enter a lag of -25%, as described above:

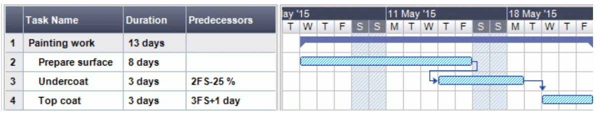


Because surface preparation has currently been allocated 4 working days, the undercoat task starts after the third working day. As usual, no work is scheduled during non-working days. Notice that the **Predecessors** column now includes the type of link (FS, or 'Finish to Start'), and the amount of lead time (-25%).

Now we want to allow a 1-day gap after the undercoat task to ensure that the undercoat is fully dry before the top coat is applied. To give the desired delay we enter a lag of 1 day, as described above:



If we now have to change the duration of the surface preparation task to 8 days, everything moves out. However, the 25% overlap (which now represents 2 working days) and the 1-day delay are preserved:



Although the example above shows tasks linked by the default 'Finish to Start' relationship, you can apply lead or lag time to any type of task relationship.

Moving linked bars by dragging does **not** set lead or lag times, but instead sets constraints which override the linking. See "Using constraints" for more information.

Using other task relationships

MindView supports four different relationships (dependencies) between tasks:

● **Finish to Start (FS) - the default:** The task cannot start before its predecessor ends, although it may start later. This is the most common type of relationship. Typically the successor starts as soon as the predecessor is complete. You can introduce an overlap or delay by using lead and lag times, but still, if the end date of the predecessor task moves, so will the start date of the successor.

● **Start to Start (SS):** The task cannot start until the predecessor starts, although it may start later. This can be useful if you have a task whose start date depends on the start date of another task.

● **Finish to Finish (FF):** The task cannot end before the predecessor ends, although it may end later.

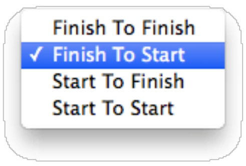
● **Start to Finish (SF):** The task cannot end before the predecessor starts, although it may end later. This task relationship is rarely used.

To change the relationship between two tasks:

➤ Select the successor task and click **Information** in the **Task** panel of the Document inspector.

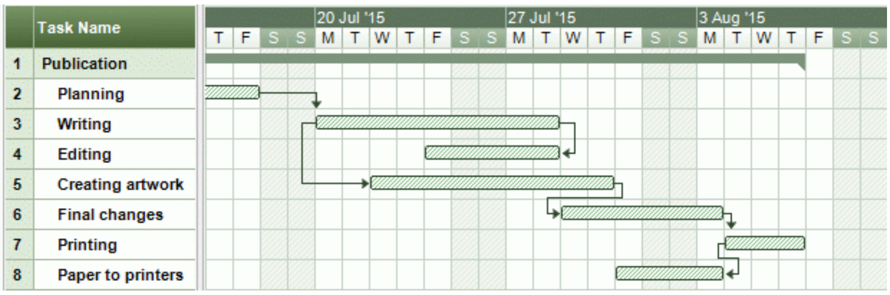
➤ Select the predecessor on the **Predecessors** tab.

➤ In the **Type** column, select the new relationship type.



Example

The following project plan for the preparation of a publication illustrates all these kinds of relationships.



In this example:

● The writing task follows on directly from the planning task. If the end date of planning changes, so will the start of writing. This is the normal **Finish to Start** relationship.

● The editing task starts some way through the writing task. The writers and the editors work together as a team until the text is complete. Their tasks effectively end at the same time. If the end date of writing changes, so will the end date of editing. This is a **Finish to Finish** relationship.

● The creation of artwork depends on the start of writing. In this case a lag has been introduced so that it doesn't start exactly when writing starts. Even so, if the start of writing changes, so will the start of artwork creation. This is a **Start to Start** relationship.

● The final changes task depends on the end of artwork creation, but an overlap is included so that it actually begins two working days before the end date of artwork creation. If artwork creation is delayed, so will be the start of final changes. This is the normal **Finish to Start** relationship.

● Printing starts after final changes are complete. This is also a **Finish to Start** relationship.

● The transferring of paper from the warehouse to the printers must be complete in order for printing to start, but is not related to any of the preceding tasks. The printers have limited storage capacity and do not want the paper to arrive until it is needed, so the start of printing drives the delivery of paper. If the start of printing changes for some reason, so will the end date for getting paper to the printers. This is a **Start to Finish** relationship.

Here each task has a single predecessor, the simplest arrangement. However, a task **can** have several predecessors. In such situations you will need to think carefully about possible undesirable consequences. For example, if you added another predecessor to the "Paper to printers" task above, it would be possible for that predecessor to push out "Paper to printers" so that its end date was later than the start of printing.

Using constraints

Constraints define the degree of flexibility available to MindView when scheduling or rescheduling a task by imposing restrictions on its start or end date.

MindView supports 8 types of task constraints, offering different degrees of flexibility.

Constraint types

Two "constraints" are actually so flexible that they are not generally regarded as constraints at all:

● **As Soon As Possible (ASAP):** This is the default constraint when you schedule your project from its start date, as is normally the case (see "Defining the global project settings"). You should try to keep this default whenever possible as it gives MindView the most scheduling flexibility. If you apply this constraint to an unlinked task, the task will be scheduled to start at the project start date. If you apply it to a linked task, it will start as soon as the dependencies with its predecessor tasks will allow.

● **As Late As Possible (ALAP):** This is the default constraint when you schedule your project from its end date. If you apply this constraint to an unlinked task, the task will be scheduled so that its end date coincides with the end date of the overall project. If you apply it to a task linked to a successor task, the task will be scheduled to end when the successor needs to start. On the whole, you should avoid this constraint as it does not leave any slack time to deal with possible problems. Any delay on the task is likely to impact the overall end date.

The following constraints all restrict MindView's flexibility when scheduling tasks. Although you might be tempted to use them if you are new to project management, you need to make sure you understand the implications. Keeping their use to a minimum (especially the last two) will allow you to take full advantage of MindView's automatic scheduling possibilities.

● **Start No Earlier Than (SNET) :** This means that the task, whether linked or not, may not start before the given date. However, MindView still has the flexibility to start the task later than the given date.

If you change a task's start date, for instance by typing a new date in the Gantt Outline or by moving its task bar on the Gantt chart, this constraint is automatically applied.

If you drag a linked task backwards, a SNET constraint is set for the start date corresponding to the new position of the task bar, but the bar immediately moves back to its original position. This is because the start date determined by the link comes later than the SNET date. The SNET date is therefore applied, but does not change the original scheduling of the task.

● **Start No Later Than (SNLT)** **:** This means that the task, whether linked or not, may not start later than the given date. However, MindView still has the flexibility to start the task earlier than the given date.

When you are scheduling your project from its end date, changing a task's start date automatically applies this constraint.

● **Finish No Earlier Than (FNET)** **:** This means that the task, whether linked or not, may not end before the given date. However, MindView still has the flexibility to end the task later than the given date.

If you change a task's end date, this constraint is automatically applied.

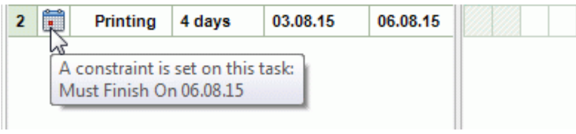
● **Finish No Later Than (FNLT)** **:** This means that the task, whether linked or not, may not end later than the given date. However, MindView still has the flexibility to end the task earlier than the given date.

When you are scheduling your project from its end date, changing a task's end date or moving its task bar on the Gantt chart automatically applies this constraint.

● **Must Start On (MSO)** **:** This rigid constraint means that the task, whether linked or not, must start on the given date. Even if the preceding task is completed earlier, MindView cannot pull in the constrained task to take advantage of the time gained.

● **Must Finish On (MFO)** **:** This rigid constraint means that the task, whether linked or not, must end on the given date. As above, even if the preceding task is completed earlier, MindView cannot pull in the constrained task to take advantage of the time gained.

When you apply one of these constraints to a task, a constraint icon appears next to its name in the Gantt Outline. Hovering this icon with the mouse displays a tooltip with details about the constraint.



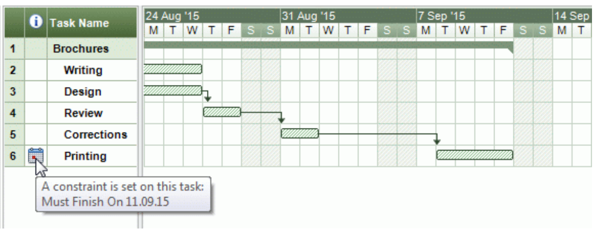
If you decide to apply one of these constraints to a task, it is good practice to attach a note or a comment to the task to explain why you did so. If the constraint causes scheduling conflicts later on as your project evolves, you will be able to refer to the note to decide whether to keep the constraint, change it or remove it altogether. Such notes also allow you to distinguish easily between the tasks you have constrained yourself deliberately and the tasks you may have constrained inadvertently by moving their task bar or editing their start or end date manually.

You can sometimes avoid using constraints by setting deadlines instead (see "Setting deadlines" in the topic "Enhancing a project plan"). If you have an important date to meet, it is usually better to set a deadline on the task rather than a constraint such as 'Must Finish On'. Not only this type of constraint restricts MindView's scheduling flexibility, but it may in fact increase the likelihood of missing the deadline, as the example below shows.

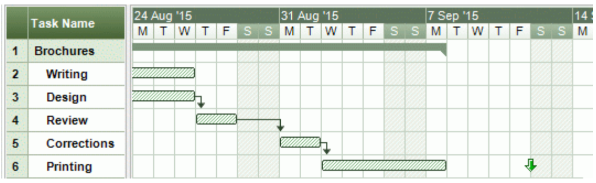
The effect of a constraint is not always obvious when you schedule your project plan from its end date, so take care to check that it does give the result you want.

Example

The following example shows some tasks in the preparation of a brochure for a mail shot. The mail shot is scheduled for September 14th. The tasks are linked, but we have set a 'Must Finish On' constraint on the printing task for September 11th, the latest date that will allow the mailing to go ahead on the following Monday, September 14th. The constraint, as usual, overrides the link. By setting a 'Must Finish On' constraint for September 11th, we have effectively moved the task out so that it ends exactly on September 11th, regardless of whether it could have been completed earlier or not.



The problem with this is that if the printing task takes longer than expected, the mailing date will be missed. It would be much better to take advantage of the unused time after the end of the corrections task to get started with printing. However, we still need to keep an eye on the September 11th deadline. To do this, we remove the constraint from the printing task, so that the link will determine its start date, and add a deadline marker instead.

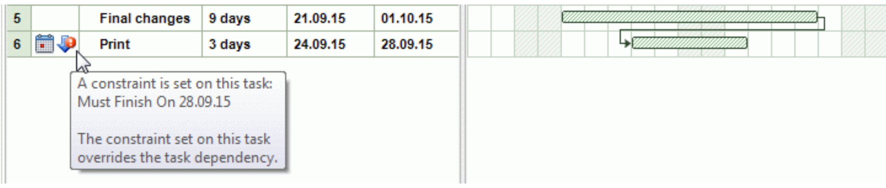


Now there is a useful gap between the end of printing and the deadline, and the deadline is clearly indicated. The printing task is now much less likely to appear on the critical path, and the deadline indicator will warn us if the task moves past its deadline.

Interaction between task dependency links and constraints

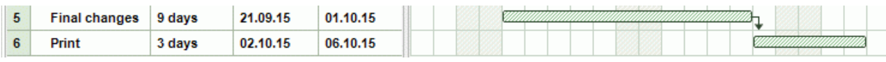
Constraints combine with task dependency links to affect the timing of tasks. In some cases, applying a constraint to a task in addition to a task relationship may create a scheduling conflict. When such a conflict arises, the constraint always takes precedence over the task dependency.

Let us consider the example below. Here the "Print" task is linked to the "Final changes" task with the default 'Finish to Start' relationship. The "Final changes" task ends on Oct 1st. In normal circumstances, this would mean that the "Print" task cannot start before Oct 2nd. However, because you imperatively need the printed materials on Sept 28th for a training session, you have set a 'Must Finish On' constraint on the "Print" task for Sept 28th, as evidenced by the constraint indicator. Since the constraint set on a task always overrides any relationship it may have with other tasks, the start date of the "Print" task has been rescheduled automatically to end on Sept 28th.



In this case the constraint has led to an illogical relationship with the predecessor task: printing is now scheduled to start before final changes are complete. Note that MindView conveniently flags this as a possible problem using the icon, which shows that a link has been overridden by a constraint.

If you later decide to remove the constraint, for instance because the training session has been postponed, the task dependency link is enforced again, as shown here:



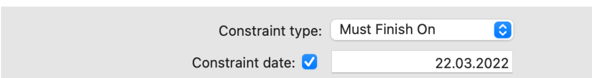
For more information about how to detect and solve potential scheduling conflicts, see "Reviewing a project plan".

Setting a constraint

You can apply a constraint to a task as follows:

➤ Select the task and choose **Gantt > Task Information** in the main menu to open the task's information dialog.

➤ Select the constraint type. For constraints other than 'As Soon as Possible' or 'As Late As Possible', you also need to set the constraint date required.



As mentioned above, changing a task's start date by editing it in the Gantt Outline or moving its task bar on the Gantt chart applies a 'Start No Earlier Than' constraint automatically (assuming you are scheduling from the project start date). Changing a task's end date applies a 'Finish No Earlier Than' constraint.

When scheduling from the end, changing a task's start date applies a 'Start No Later Than' constraint. Changing a task's end date applies a 'Finish No Later Than' constraint.

➤ To remove a rigid constraint, select 'As Soon as Possible' in the task's Information dialog (or 'As Late As Possible' if you are scheduling from the end).

Enhancing a project plan

There are various things you can do to make your project plan easier to use. For example:

● You can add explanatory notes to tasks. This is especially useful for tasks that have constraints. Constraints override links and can lead to illogicalities or schedule conflicts in the plan, so you will need to keep an eye on them.

● You can highlight the critical path in order to see at a glance the tasks that are currently directly affecting your project end date.

● You can set milestones or deadlines to mark key dates.

● You can give tasks priorities.

● You can show a percentage completion for any task, visible on the task bar.

● You can prevent some tasks from appearing on the Gantt chart by hiding their task bar.

● You can make some tasks inactive, so that they no longer affects the scheduling of the project.

● You can customize the display of the project plan on the Gantt chart.

All these operations are described in detail below.

Adding notes

You can add notes and comments to any task, just as in all the other MindView views. See "Inserting text notes" and "Inserting comments".

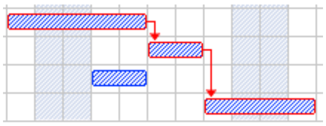
Viewing the critical path

In a project plan, the critical path corresponds to the tasks or chain of linked tasks that cannot be delayed without delaying the entire project. A task lies on the critical path if a change to its start date or duration affects the end date of the project (or the start date if you are scheduling from the end of the project).

Keeping a close eye on the status of your critical tasks at any time is therefore key to good project management. If the overall project duration is too long, the only way to make it shorter and bring in its end date is to shorten the critical path.

➤ To toggle the critical path on or off, choose **Gantt > Critical Path**. Tasks on the critical path are highlighted in red.

You can change the color used to highlight the critical tasks from the Color inspector.



Setting milestones

A milestone is a task with zero duration. It appears on the Gantt chart as a solid diamond. Milestones are generally used to indicate important dates on the project plan, often key events or goals. For example, you might use milestones to mark desired completion dates, or project review meetings.

As with any task, a milestone can be linked to other tasks. However, milestones are generally used as fixed markers and are therefore not normally linked.

To enter a milestone:

➤ Create a task and give it a duration of 0.

To convert a task to a milestone:

● Select the task and give it a duration of zero, or

● Select the task and choose **Gantt > Task Information** in the main menu to open the task's information dialog. Check the option **Set task as milestone**.

To convert a milestone to a task:

➤ Select the milestone and give it a non-zero duration.

Setting deadlines

You can add a deadline marker to any task. This does not affect any of MindView's Gantt calculations, but places a visible marker on the Gantt chart as a reminder.

If the task end date moves past the deadline, a missed deadline icon appears in the Indicators column of the Gantt Outline.

To add a deadline to a task:

➤ Select the task and choose **Gantt > Task Information** in the main menu to open the task's information dialog. In the **Deadline** field, select the deadline date.

To remove a deadline from a task, you open the Task Information dialog again and remove the check mark from the Deadline field.

Assigning priorities

You can assign a priority to a task in the following ways:

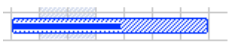
● Select the task and choose **Gantt > Task Information** in the main menu to open the task's information dialog. Enter a priority number in the **Priority** field.

● Select the task. On the **Task** panel of the Document inspector, enter a priority number in the **Priority** field.

Although priorities can range from 0 to 1000, you can use any convenient scale, for example 1 (highest priority) to 10 (lowest priority).

Setting completion values

You can indicate the progress that has been made towards completing a task by entering a % completion value. A thick line on the task bar indicates progress.



You can enter or modify a % completion value for a task in the following ways:

● Move the cursor to the left of the task bar (or to the right end of the completion line if the task already has a completion value) until it changes to and drag rightwards or leftwards until the appropriate completion position is reached.

● Select the task and choose **Gantt > Task Information** in the main menu to open the task's information dialog. Select a value in the **Completion (%)** field.

● Select the task. On the **Task** panel of the Document inspector, select a value in the **Completion (%)** field.

Hiding the bar of a task

If you are working on a large project plan, with many tasks, you might want to hide some of the task bars from the Gantt chart to improve its legibility and allow you to concentrate on some of the more important tasks.

To prevent the bar of a task to be displayed on the Gantt chart:

➤ Select the task and choose **Gantt > Task Information** in the main menu to open the task's information dialog. Check the option **Hide task bar in chart**.

The task stays listed in the Gantt Outline, but its bar is no longer shown in the Gantt chart.

Making a task inactive

If you want to keep a task in your project plan, but prevent it from affecting its scheduling, you can make it inactive. This can be useful for instance if you are forced to remove some tasks from your project for budget or deadline reasons, but want to keep a record of them, in case you may be able to re-introduce them later if you get additional funding or extra time.

Once inactive, a task is no longer taken into account by the scheduling engine, which means that its dates, duration and any resources allocated to it no longer have any impact on any of the other tasks of the project plan.

You can inactivate a task in different ways:

● Select the task and choose **Gantt > Task Information** in the main menu to open the task's information dialog. Check the option **Inactive**.

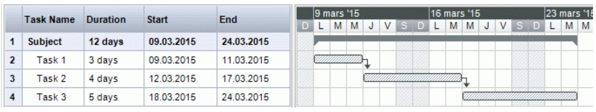
● Select the task and choose **Gantt > Task Active** in the main menu so that the checkmark disappears.

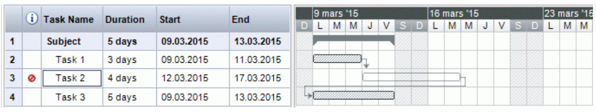
To reactivate an inactive task, just repeat one of these operations.

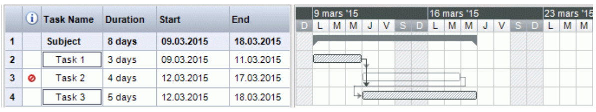
Inactive tasks are identified by a special indicator ⊘ in the Gantt Outline, and their task bar appears in white on the Gantt chart.

Inactivating a summary task automatically inactivates all its sub-tasks.

Be careful when inactivating a task that is linked to other tasks. If you inactivate a task with successors, the successors will be re-scheduled as if that task had been deleted. If you want to keep the link between two tasks after inactivating their connecting task, you will need to re-link the two tasks manually.







Customizing the Gantt chart display

For more information about this, refer to the paragraph "Customizing the Gantt Chart" in the topic "Using the Gantt view".

Reviewing a project plan

It's a good idea to review your project plan regularly in order to locate conflicts or other problems. You can then make appropriate changes to remove them.

Checking deadlines

Have any tasks overshot their deadline? If so, you will see red warning markers in the Indicators column:

To overcome the problem you may need to reschedule tasks. Alternatively, if the overshoot is acceptable, you can change the deadline by opening the Task Information dialog (double-click the task bar) and assigning a new date. To remove the deadline altogether, remove the check mark from the Deadline field.

Checking the project end date

Is the project on course? Check that the end date of your project looks reasonable.

When you are scheduling a project plan from its start date (see "Defining the global project settings"), MindView calculates the end date of the project automatically, on the basis of the task durations, the task dependencies and the project calendar.

You can check the project end date in several ways:

● View the end date of the first task in the project plan, either in the Gantt Outline or in the Gantt chart. This is the summary task that covers the whole project.

	Task Name	Duration	Start	End
1	Painting work	14 days	19.01.15	05.02.15

● View the end date of the last task in the project plan, either in the Gantt Outline or in the Gantt chart.

If the task bar of the last task is not visible in the Gantt chart, select the task in the Gantt Outline and choose **Gantt > Go to Selected** in the main menu.

● Choose **Gantt > Project Information** in the main menu to view the start and end date of the overall project.

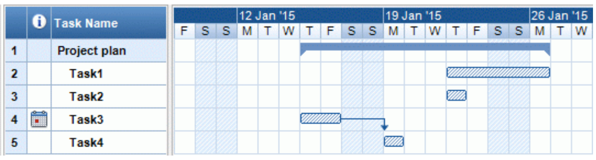
If the end date is too late, and the suggestions described in the following paragraphs cannot help, you may need to apply more resources to one or more tasks. For example, if you assign two people rather than one to a task, you should be able to halve its duration.

Checking the project start date

If unconstrained tasks start later than you expect them to, check the project start date (choose **Gantt > Project Information** in the main menu).

In the following example, Task1 and Task2 actually start on the project start date, as they should. However, Task3 has a 'Must Start On' constraint that is **earlier** than the project start date. This effectively extends the project backwards before its official start date. This also happens when a task is given a lead time that pushes its start date **before** the project start date.

The project start date is nevertheless maintained, and any new task you add is scheduled to start on the official start date.



Checking the dependencies

Are all the links between tasks necessary? By unlinking tasks that don't actually depend on each other, you will make use of all the slack time available, thereby shortening your schedule and maximizing its flexibility.

Alternatively, consider whether some tasks could overlap each other to reduce the overall duration of the project. If so, assign appropriate lead times (see "Defining lead or lag time" in the topic "Using links"). Another possibility is to redefine some of your 'Finish to Start' relationships to either 'Finish to Finish' or 'Start to Start' if the logic of your schedule allows it.

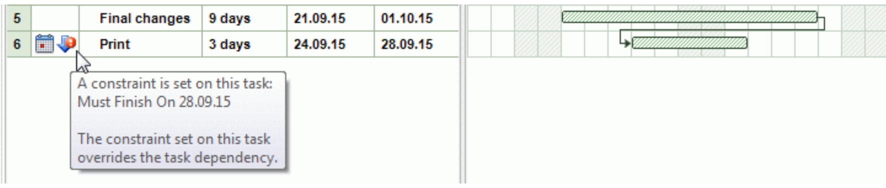
Checking the constraints

Are the constraints working as you expect? Look in the Indicators column of the Gantt Outline for tasks that have constraint markers . If you have been adding an explanatory note to every constraint you set, read the notes to check that your intentions are still being met. And look for tasks that have a constraint but no note: these may have been created inadvertently and be causing trouble.

Do the tasks that have constraints fall where you expect them to? Do they fit logically with the other tasks around them? Check that their start and end dates are neither too early nor too late.

Look for unexpected overlaps or gaps (see below) between linked tasks: often this is caused by a rigid constraint on one or other of the tasks, in which case you should see a constraint marker in the Indicators column. However, remember that overlaps and gaps can also be caused by intentional lead or lag times. Displaying the Predecessors column in the Gantt Outline will allow you to check for the presence of lead or lag time.

Because constraints override links, they can introduce schedule conflicts, identified by the icon in the Indicators column. For example, in the following case, final changes are taking longer than expected, but the 'Must Finish On' constraint set on the printing task prevents it from moving out. The result is that printing is now scheduled to begin well before the final changes are complete.



To resolve this problem, assuming that you want to maintain the end date of Sept 28th for printing:

➤ Double-click the task bar for the printing task to open its **Task Information** dialog.

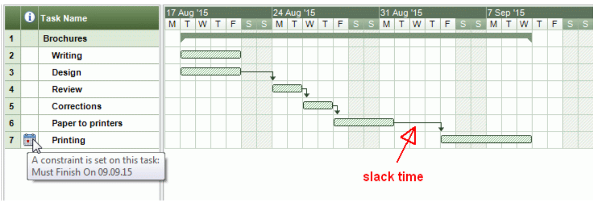
➤ Remove the rigid constraint by deselecting the **Constraint date** checkbox and revert to the default 'As Soon As Possible' constraint. The link from "Final changes" will now determine the start of printing.

➤ In the **Deadline** field, select 28.09.15 to put a deadline marker on the printing task so that you are reminded of the required completion date. The deadline marker is simply a marker: it does not apply a constraint of any sort. Click OK to close the dialog.

➤ Shorten the time allowed for final changes (or one of its predecessor tasks), for example by assigning more people to the task, so that printing finishes on or before the deadline.

Looking for gaps

Are there any gaps where work could be allocated but has not been? Gaps can occur when a rigid constraint has been applied to a task. The task's predecessor finishes early, leaving a gap (slack time). Because of the constraint, the task cannot move backwards to take advantage of the slack.

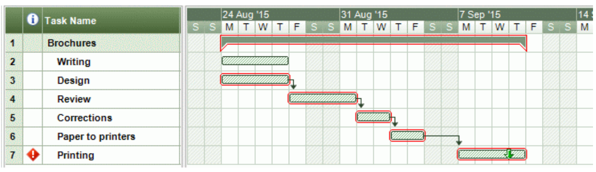


To overcome problems like this, and make use of the slack time, consider removing the rigid constraint and replacing it by the default 'As Soon As Possible'.

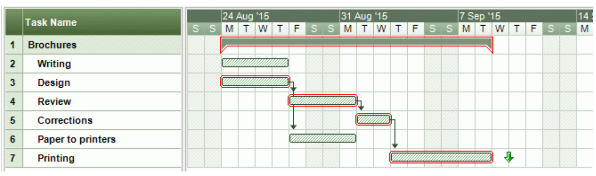
Checking the critical path

Are there tasks on the critical path that should not be there? A task is on the critical path if it directly contributes to the duration of the project. Removing a task from the critical path will shorten the overall project.

➤ Choose **Gantt > Critical Path** to highlight in red the tasks that are on the critical path.



In this example, the "Paper to printers" task is on the critical path, but actually it could be done in parallel with the other tasks. The printing task is overshooting its deadline (green arrow), hence the red exclamation mark indicator. Taking the "Paper to printers" task off the critical path reduces the overall duration of the project and meets the deadline for completion of printing:



Redefining a 'Finish to Start' relationship to either a 'Finish to Finish' or a 'Start to Start' relationship is also a useful way of taking a task off the critical path.

Exporting a project plan

All the export methods are available when working on a project plan. The export methods that are particularly relevant to project plans are the following:

Export to HTML: This export method is only available when you are viewing your project plan in a view other than the Gantt view. It lets you export your project plan as a standard web site. See "Exporting to HTML" for more information.

Export to XML: This method lets you export your project plan in three different XML formats, namely Microsoft Project XML, MindView XML and OPML. For more information, see "Exporting to XML".

Printing a project plan

You can print your project plan from the Gantt view in the same way as in the Map views.

MindView enables you to spread your printout on several pages, which is very useful in the case of project plans. Increasing both horizontal and vertical page spread values, for instance, will allow you to create a legible printout of your entire plan, spread over several pages.

For a full description of the printing options, see "Printing a mind map".

Exporting

Exporting: Introduction

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

● HTML (a web site)

● Microsoft® Word® .docx format (files can be opened in Pages® '08 or later)

● Microsoft PowerPoint® .pptx format (files can be opened in Keynote® '08 or later)

● Microsoft Project XML

● MindView XML

● OPML format

● RTF or RTFD format

● Various picture formats

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

Exports can be done in the following ways:

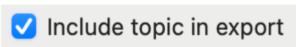
● Using **Quick Export**

● Using **Standard Export**

The export settings you choose for a particular export format (HTML, Word etc.) are saved with the MindView 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 topics 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 topics (and their sub-topics) from the export by deselecting their **Include topic in export** option in the **Topic** panel of the **Document** inspector.



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

Exporting to HTML

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

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

The exported HTML pages are placed in a folder which, by default, is given the name of the central topic of the mind map you are exporting.

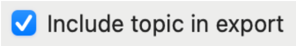
Pictures from the Multimedia Catalog that are included in your map are placed in a sub-folder of the export folder named 'img'. Pictures you have added from outside MindView are placed directly in the export folder. And pictures generated for by the export process are placed in a folder named 'mvfiles'.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

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

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

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

The topics 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 topics and sub-topics from the export by disabling their **Include topic in export** property in the **Topic** panel of the **Document** inspector.



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

Export modes

There are two export modes available:

- **Quick export**

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

- **Standard export**

Standard export lets you choose from a number of professional ready-made templates with various navigation layouts which you can customize to your liking. You can also specify the elements of your map to be exported and how they should be treated. Moreover, if you have created a particular folder structure for the external files used by your document, you can ensure that MindView 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 MindView document and used as the default next time you export your map to HTML. This means that you do not have to redefine them every time you make a small alteration to your map.

Relationship between MindView and HTML elements and objects

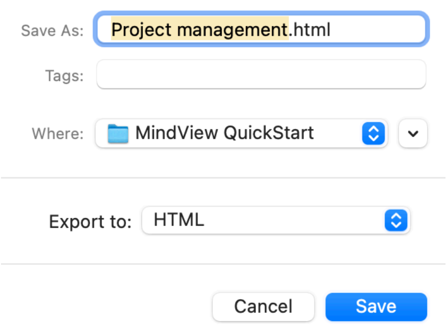
The following table indicates how the various MindView elements and objects are exported on the HTML page.

MindView element	Exported to HTML as
Topic name	Page title
Text note	Inserted as text
Topic picture	Inserted as a picture
Floating picture	If connected to a topic, inserted as a picture If not connected to a topic, not exported
Floating comment	If connected to a topic, inserted as text If not connected to a topic, not exported
Pop-up comment	Inserted as text
Topic connection	Inserted as hypertext link

MindView object	Exported to HTML as
Text file	Inserted as a hypertext link
Picture file	Inserted as a picture
Video file	Inserted as a video object
Sound file	Inserted as a sound object
Hyperlink	Inserted as a hypertext link or as a button, depending on your selection in the object list inspector
Flash file	Inserted as a Flash object

Exporting to HTML: Quick Export

➤ Choose **File > Quick Export**.



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

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

➤ In the **Export to** list, select HTML.

➤ Click **Save**.

The settings used for the export are:

● The settings you last used, if you have already done a standard export to HTML for your map. If your document contains several maps, one of these settings specifies the map to export.

● Or, if there are no last-used settings, the settings in a predefined MatchWare export template (with top and side navigation menu). If your document contains several maps (central topics), the first-created map will be exported; if you want to export a different one you will need to use the standard export procedure.

To view the exported project:

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

Exporting to HTML: Export dialog

To export to HTML:

➤ (optional) Before exporting, you may wish to review some parts of your mind map. Bear in mind the following:

● Floating pictures and floating comments are exported only if they are connected to a topic. If you want to export these items check that they are connected to appropriate topics. Note that the connection lines might be invisible, having the same color as the background or zero opacity. To see if such an item is connected, check if the **Detach** option of their local menu is active or not.

● If you have external folders that you want to include in the export, make sure that they contain only the files that you need to export. This will speed the export process and keep down the size of the exported project.

➤ Choose **File > Export to > HTML**.

➤ (optional) If your document contains more than one map (central topic), go to the **Options** panel and choose the one you want to export in the **Map to export** list.

➤ Select each of the four panels in turn and make selections and adjustments as necessary. The panels are described in detail below. They are:

The **Template** panel.

The **Preview** panel.

The **Options** panel.

The **Placement** panel.

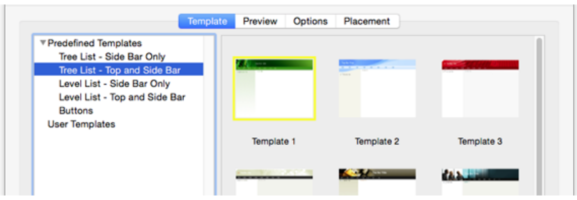
➤ Click **Export**.

➤ Choose a destination folder for your new web site and click **Save**.

➤ To open your exported project, double-click the file index.htm in the output folder.

Selecting a template

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

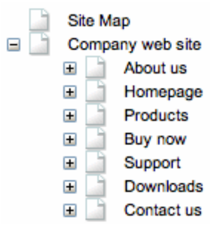


➤ If necessary, click **Template** to select the Template panel.

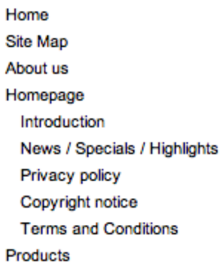
➤ Select a template design on the left and a specific template on the right.

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

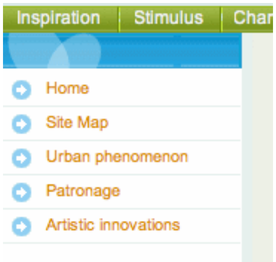
Tree List: With this design, the list of side links is shown as a tree whose levels you can expand and collapse. All the pages of the web site are available from the Tree List.



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



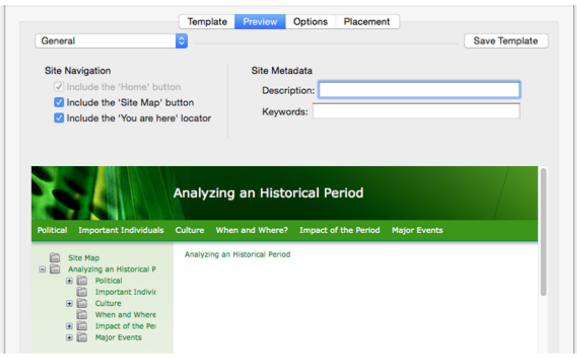
Buttons: In this design, the side bar contains a list of links, where each link represents a sub-topic of the topic corresponding to the current page.



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

Preview

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



➤ To make changes to the look of the page, select an option from the list at the top left.

➤ Review the properties and make changes if necessary. The properties are described below.

➤ Repeat the previous two steps as needed for other parts of the page.

The preview area reflects any changes you make.

Customizing the General properties (optional)

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

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

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

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

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

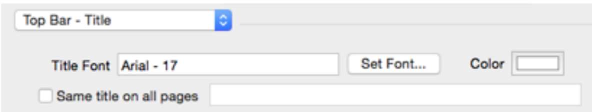
Include 'You are here' locator: This inserts a dynamic link on each page of the web site to show the complete path from the central topic web page to that particular page.

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

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

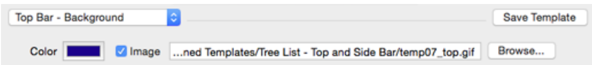
Customizing the Top Bar (optional)

➤ Select **Top Bar - Title**.



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

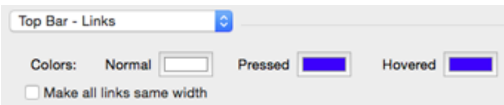
➤ Select **Top Bar - Background**.



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

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

➤ Select **Top Bar - Links**.



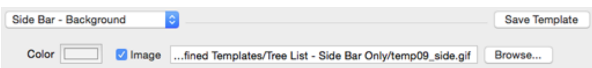
The Links option is only available if the top bar of the template chosen contains buttons or hyperlinks.

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

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

Customizing the Side Bar (optional)

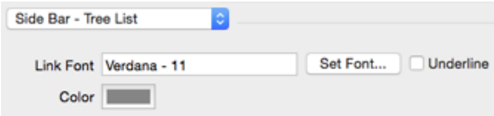
➤ Select **Side Bar - Background**.



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

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

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



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

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

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

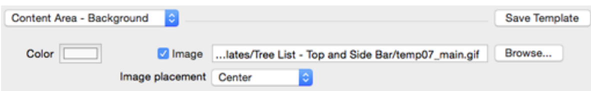
Here you can choose how many levels the list should show. You can also define the font and color of the links.

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

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

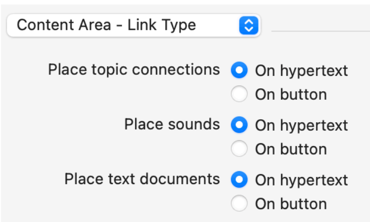
Customizing the Content Area (optional)

➤ Select **Content Area - Background**.



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

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



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

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

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

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

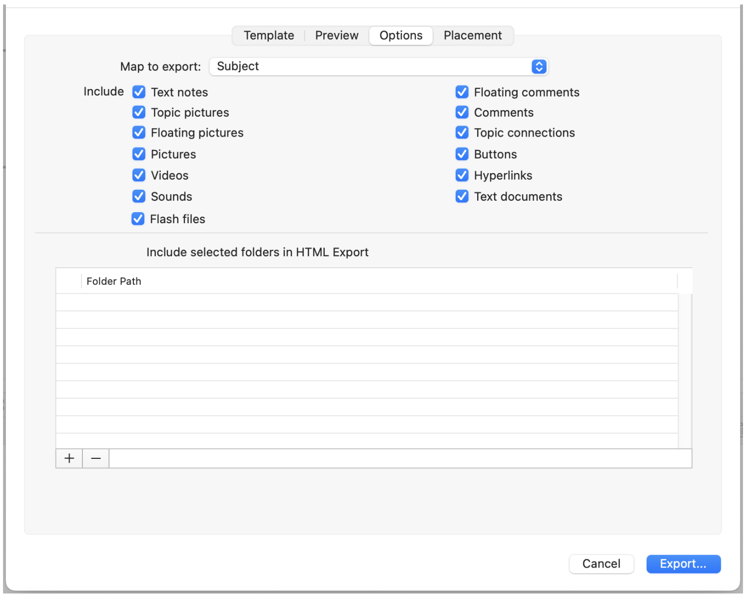
Scroll through the various buttons available to choose the one you prefer.

Saving the customized template (optional)

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

Options

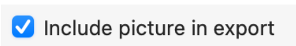
➤ Click **Options**.



➤ If your document contains more than one map (central topic), select the one you want to export.

➤ Select the MindView objects you want to export.

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



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

➤ (optional) The folders that contain objects referenced in your mind map are already listed. Click the plus button to add any other folders to the list and the minus button to remove folders from the list.

➤ Select each of the folders that you want to appear in your output.

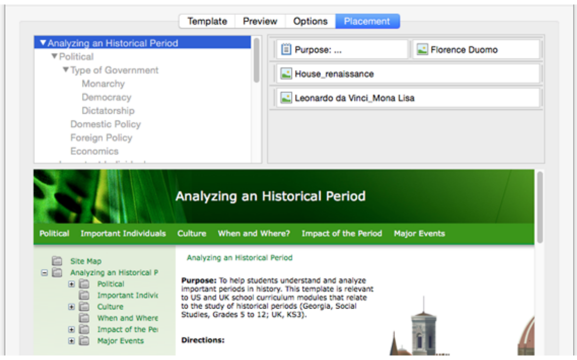
The folders you selected will be included in the output with their entire contents. Therefore you may want to check before exporting that the selected folder(s) do not include any files that do not need to be exported.

The list of folders is shared with the Pack function.

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

Placing the objects on the page

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



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

Pages that have objects, but which have not been viewed, are listed in bold type. Pages that have objects, but which have been viewed, are listed in ordinary type. Pages whose objects have changed since the last export are considered not to have been viewed, and are shown in bold type.

➤ Move and resize the objects in the positioning panel as necessary to achieve the page layout you want (see below).

➤ Repeat the procedure for the other pages.

Placement settings are saved when you save the document.

Moving and resizing objects

Using the mouse in the positioning panel, you can:

● Move an object up or down in the list.

● Move an object to the left or right of any other object in the list.

● Change the width of an object in the list by dragging its left or right edge. The full width of a row represents the full width of the page, so if you size an object to occupy 25% of the row width it will occupy 25% of the page width in the output.

● Introduce horizontal space at the left or right end of any row by dragging the outermost left or right edge.

● Move a horizontal space created as in the previous step to any other position within the row.

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

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

To remove a horizontal space:

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

Exporting to Word

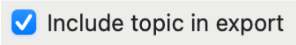
This export method lets you export your mind map as a Microsoft® Word .docx format document. If for instance you have created a mind map to brainstorm the structure of a report or essay, this export mode provides you with a ready-made outline of your map as a Word document, which you can then turn into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

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

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

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

The topics 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 topics and sub-topics from the export by disabling their **Include topic in export** property in the **Topic** panel of the **Document** inspector.



Export modes

There are two export modes available:

● **Quick export**

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

● **Standard export**

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

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

Relationship between MindView and Word elements and objects

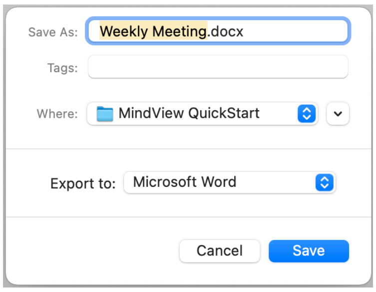
The following table indicates how MindView treats the various inserted elements and attached objects contained in your map when exporting it to Microsoft Word.

MindView element	Exported to Word as
Topic name	Heading at relevant level with hierarchical numbering (3 levels by default) Hierarchical numbering can be disabled in Standard Export.
Text note	Text inserted under the topic heading
Topic picture	Picture inserted under the topic heading
Floating picture	If connected to a topic, inserted under the topic heading If not connected to a topic, not exported
Floating comment	As for Floating picture
Pop-up comment	Word comment on the topic heading
Topic connection	Cross-reference prefixed by "See" under the start topic heading, pointing to the end topic heading

MindView object	Exported to Word as
Text file	Hyperlink
Picture file	Picture inserted in the Word document In Standard Export, you can choose instead to insert the file as a hyperlink.
Video file	Hyperlink
Sound file	Hyperlink
Hyperlink	Hyperlink
Flash file	Hyperlink

Quick export

➤ Choose **File > Quick Export**.



➤ Specify a folder and a file name for the new Word document.

➤ In the **Export to** list, select **Microsoft Word**.

➤ Click **Save**.

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

The settings used for the export are:

● The settings you last used, if you have already done a standard export to Word for your map. If your document contains several maps, one of these settings specifies the map to export.

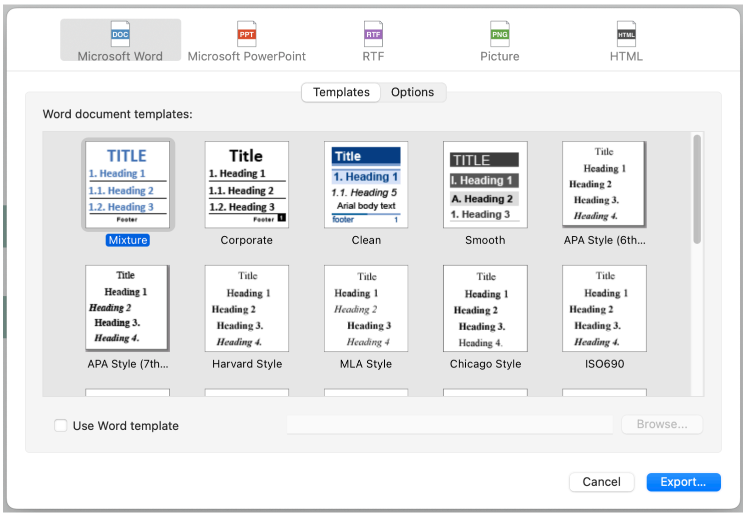
● Or, if there are no last-used settings, the settings in a predefined MatchWare export template. If your document contains several maps (central topics), the first-created map will be exported; if you want to export a different one you will need to use the standard export procedure.

Standard export

Before exporting, you may wish to review floating pictures and comments in your mind map. These are exported only if they are connected to a topic, so if you want to export them check that they are connected to appropriate topics. Note that the connection lines might be invisible, having the same color as the background or zero opacity. To see if such an item is connected, check if the **Detach** option of their local menu is active or not.

➤ Choose **File > Export to > Microsoft Word**.

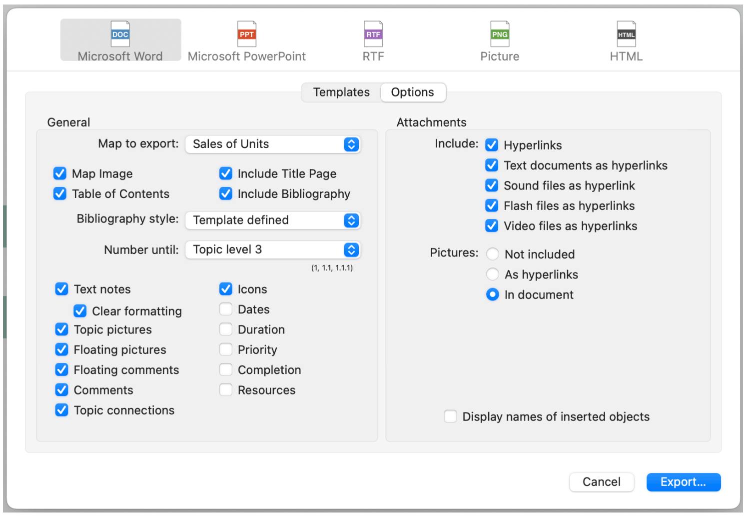
➤ Choose your preferred template in the **Templates** panel or select **Use Word template** and browse for a template of your own (Word .dotx format).



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

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

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

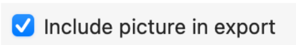


● If your document contains more than one map (central topic), select the one you want to export in the **Map to export** list.

● Select the level of numbering for headings, or **None** for no numbering of headings.

● Specify the elements and objects that are to be exported.

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



➤ Click **Export**.

➤ Specify a folder and a file name for the new Word document and click **Save**.

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

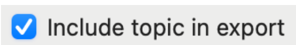
Exporting to PowerPoint

You can export your mind map as a presentation in PowerPoint .pptx format. If for instance you have created a mind map to brainstorm the structure of a business presentation, this export mode allows you to transfer it to another program such as PowerPoint® or Keynote®8 in order to refine it further before delivering it to your audience.

The central topic makes up the first slide, with the topic label as the slide heading, followed by a list of the main topics.

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

The topics 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 topics and sub-topics from the export by disabling their **Include topic in export** property in the **Topic** panel of the **Document** inspector.



Export modes

There are two export modes available:

● **Quick export**

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

● **Standard export**

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

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

Relationship between MindView and PowerPoint elements and objects

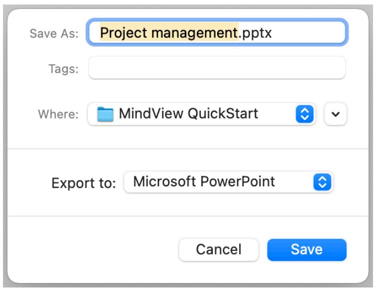
The following table indicates how MindView treats the various inserted elements and attached objects contained in your map when exporting it to PowerPoint.

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

MindView object	**Exported to PowerPoint as**
Text file	Hyperlink in a text object
Picture file	Picture on the right or at the bottom of the slide In Standard Export, you can choose instead to insert the file as a hyperlink in a text object
Video file	Hyperlink in a text object In Standard Export, you can choose instead to embed the video directly on the slide
Sound file	Hyperlink in a text object
Hyperlink	Hyperlink in a text object
Flash file	Hyperlink in a text object

Quick export

➤ Choose **File > Quick Export**.



➤ Specify a folder and a file name for the new document.

➤ In the **Export to** list, select **Microsoft PowerPoint**.

➤ Click **Save**.

The settings used for the export are:

● The settings you last used, if you have already done a standard export to PowerPoint for your map. If your document contains several maps, one of these settings specifies the map to export.

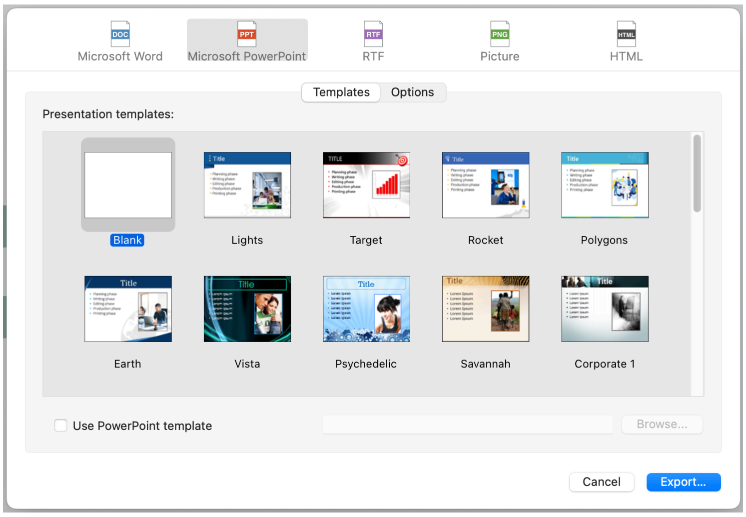
● Or, if there are no last-used settings, MindView's default settings. If your document contains several maps (central topics), the first-created map will be exported; if you want to export a different one you will need to use the standard export procedure.

Standard export

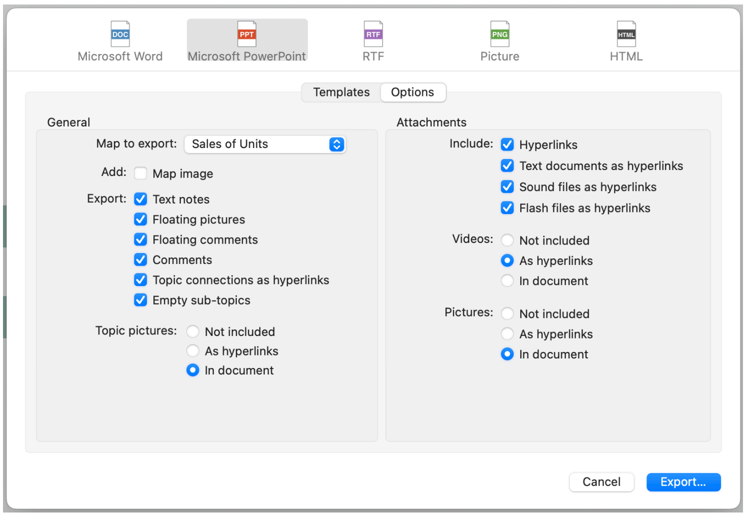
Before exporting, you may wish to review floating pictures and comments in your mind map. These are exported only if they are connected to a topic, so if you want to export them check that they are connected to appropriate topics. Note that the connection lines may be invisible, having the same color as the background or zero opacity. To see if such an item is connected, check if the **Detach** option of their local menu is active or not.

➤ Choose **File > Export to > Microsoft PowerPoint**.

➤ Choose your preferred template in the **Templates** panel or select **Use PowerPoint template** and browse for a template of your own (PowerPoint .potx format).



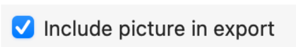
➤ In the **Options** panel, choose the required general export settings and specify which elements of your map you want to export.



● If your document contains more than one map (central topic), select the one you want to export in the **Map to export** list.

● Specify the elements and objects that are to be exported. A hyperlink will be exported as a button if 'Export as Button' is selected in its object list entry.

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



➤ Click **Export**.

➤ Specify a folder and a file name for the new PowerPoint document and click **Save**.

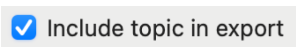
Exporting to RTF

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

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

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

The topics of the map are exported in the order in which they are displayed in the mind map view, starting from the top right in a clockwise direction. You can however exclude entire topics and sub-topics from the export by disabling their **Include topic in export** property in the **Topic** panel of the **Document** inspector.



Export modes

There are two export modes available:

● [Quick export]

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

● [Standard export]

Standard export allows you to specify the elements of your map to be exported and how they should be treated.

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

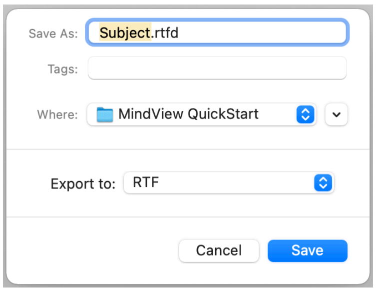
Relationship between MindView and RTF elements and objects

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

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

Quick export

➤ Choose **File > Quick Export**.



➤ Specify a folder and a file name for the new document.

➤ In the **Export to** list, select **RTF**.

➤ Click **Save**.

The settings used for the export are:

● The settings you last used, if you have already done a standard export to RTF for your map. If your document contains several maps, one of these settings specifies the map to export.

● Or, if there are no last-used settings, MindView's default settings. If your document contains several maps (central topics), the first-created map will be exported; if you want to export a different one you will need to use the standard export procedure.

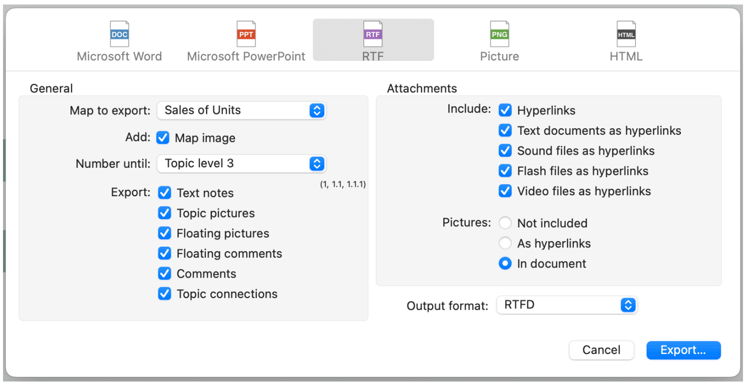
Standard export

Before exporting, you may wish to review floating pictures and comments in your mind map. These are exported only if they are connected to a topic, so if you want to export them check that they are connected to appropriate topics. Note that the connection lines may be invisible, having the same color as the background or zero opacity. To see if a floating item is connected, check if the **Detach** option of their local menu is active or not.

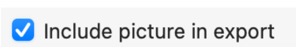
➤ Choose **File > Export to > RTF**.

➤ If your MindView view contains several maps (i.e. several central topics), choose the map you want to export in the **Map to export** list.

➤ Choose the required general export settings and specify the elements of the map to export.



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



➤ Select the **Output format**. 'RTFD' is typically used for Mac applications, 'RTF for MS Word' for applications that expect the Microsoft Word RTF format.

➤ Click **Export**.

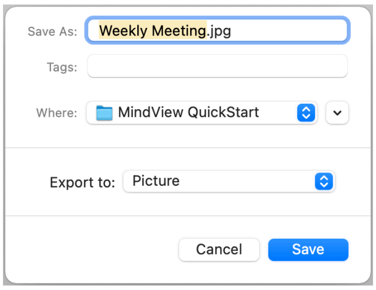
➤ Specify a folder and a file name for the new RTF document and click **Save**.

Exporting as picture

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

Quick export

➤ Choose **File > Quick Export**.



➤ Specify a folder and a file name for the new picture file.

➤ In the **Export to** list, select Picture.

➤ Click **Save**.

The settings used for the export are:

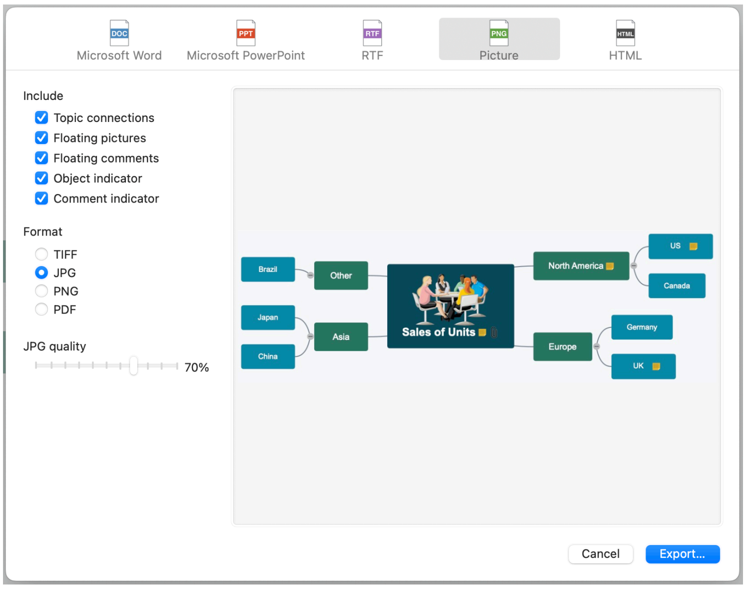
● The settings you last used, if you have already done a standard export to a picture for your map.

● Or, if there are no last-used settings, MindView's default settings.

Standard export

➤ Choose **File > Export to > Picture**.

➤ Select the elements to be included in the picture.



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

➤ Select the required picture format.

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

➤ Check the effect of your settings in the preview display and click **Export**.

➤ Specify a folder and a file name for the picture file and click **Save**.

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

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

Pack and unpack

Packing is useful if your mind map references external files. It creates a packed version of the mind map file that includes not only the original mind map document but also all the external files referenced by it. The packed file can then be sent easily via email or shared over the network.

➤ Open the MindView document.

➤ (optional) You can include other folders, and the files they contain, in the packed file. To do this, use the Additional Folders list (see below).

Files directly referenced by the MindView document, for example picture files and/or attached files, will always be included in the packed file: you do not have to use the additional folders list in order to include these.

➤ Choose **File > Pack**.

The packed file contains:

● The MindView document in Mac format (.mvdx file) with file references adjusted to the structure of the packed output.

● The picture files and attached external files. These are contained in folders with the same name as the original folders on your machine.

● Any external folders included on the additional folders list (see below), and the files they contain.

To access the packed document:

➤ Open the relevant version of the MindView document.

Additional folders

If you want to include other folders, and the files they contain, in the packed output, add them to the Additional Folders list:

➤ Choose **Document > Additional folders**.

➤ Click the plus button to add folders to the list. Click the minus button to remove folders from the list.

➤ Select each of the folders that you want to appear in your output.

To ensure that the packed file is no bigger than it needs to be, check that the selected folder(s) only include files that are actually needed in the output.

The list of folders is shared with the HTML Export function.

Merging packed mind maps into a master map

You can easily merge into a master map several mind maps that have been packed:

➤ Open your master map in MindView.

➤ Open each packed map in turn.

➤ Merge each packed map into your master map by copying its central topic (**Edit > Copy** or ⌘ C) and pasting it onto the relevant topic of your master map. See "Moving a topic" for more information about copying and pasting topics.

Exporting to XML

This export method lets you export your document in XML format.

MindView supports several XML export file types:

● **Microsoft Project XML:** This file type allows you to create a version of your MindView document that can be opened in Microsoft® Project with the standard File > Open command of that application. You can use the Microsoft Project XML export method even if you do not have Microsoft Project on your computer.

Only the elements of the MindView project plan that are supported by Microsoft Project are exported. This means that topic pictures, icons, attached objects and so on are not exported. Text notes are exported as Microsoft Project task notes. Pop-up comments are not exported.

● **MindView XML:** This file type allows MindView documents to be converted to other application formats after implementation of a transformation file.

● **Outline Processor Markup Language (OPML):** This option lets you export your MindView document in the OPML format.

Procedure

➤ Choose **File > Export to > Microsoft Project XML** (or **MindView XML** or **OPML**).

➤ Choose a file name and a destination for the exported file and click **Save**.

The property 'Include in export' of the various elements of the MindView document is ignored when exporting to XML.

Importing

Importing: Introduction

MindView lets you import documents from the following formats:

● Microsoft® Word® .docx format

● Microsoft PowerPoint® .pptx format

● MindManager XML

Elements of the MindManager file that do not have an equivalent in MindView are not imported. MindView supports MindManager XML files from versions X5 and 6.

● Microsoft Project XML

● Visual Mind XML

● MindView XML

● FreeMind XML

● OPML (Outline Processor Markup Language), an XML format for outlines

➤ To import such files, choose **File > Import from** and select the required format.

➤ To save a file after importing, use **File > Save As** to save it as a new MindView document.

Importing from Word

MindView lets you import Microsoft® Word .docx documents. If the Word format document was originally created by exporting from MindView, the new mind map will have the same topic structure and layout as the original mind map. Otherwise, in order to see a useful topic structure after importing, the document should be organized in paragraphs containing headings defined with the Microsoft Word heading styles "Heading 1" through to "Heading 9".

MindView imports each paragraph of the Word document as a topic at the relevant level. In other words paragraphs with a Heading 1 title become main topics, paragraphs with a Heading 2 title become sub-topics, paragraphs with a Heading 3 title become sub-sub-topics and so on.

If the Word document starts with a main heading with the style "Title", then this heading is used as the central topic name. Otherwise the name of the Word document is used as the central topic name.

Procedure

➤ Choose **File > Import from > Microsoft Word**.

➤ Select the Word document you want to import.

➤ Click **Open**.

There may be elements of the Word document that MindView cannot import. If this is the case, MindView displays a dialog listing these elements.

When exporting a mind map to Word, MindView inserts bookmarks in the Word document to keep track of how the various elements should be re-imported back into MindView if you choose to do so. You should take care not to delete these bookmarks, which are hidden by default. To make them visible while you work, select 'Show bookmarks' in Word > Settings (Mac) or Office button > Word Settings (PC).

Relationship between Word and MindView elements and objects

The following table indicates how MindView converts the various elements of your Word document to MindView elements and objects.

Word element	Imported in MindView as
Title (with Title style)	Central topic of the mind map If the Word document does not contain a Title heading at its very top, the name of the Word document is used as central topic name.
Heading 1 (with Heading 1 style)	Main topic
Heading 2 (with Heading 2 style)	Sub-topic of the corresponding higher level topic
And so on until…	
Heading 9 (with Heading 9 style)	Sub-topic of the corresponding higher level topic
Regular text (with Normal style)	Imported as a text note of the corresponding topic If the document was created by exporting an original MindView mind map, imported as text note or floating comment of the corresponding topic as in the original document
Picture embedded in paragraph heading	Floating picture of the corresponding topic
Picture embedded in body text	Imported as a picture embedded in a text note of the corresponding topic If the document was created by exporting an original MindView mind map, imported as topic picture, floating picture or attached picture file of the corresponding topic as in the original document
Comment	Pop-up comment for the corresponding topic

Importing from PowerPoint

MindView lets you import Microsoft® PowerPoint presentations saved using the .pptx file format.

● If the presentation was created by exporting a MindView document, the original topic structure of the MindView document is preserved, provided that you have not removed any slide. If you have added new slides, they are imported as main topics.

● Otherwise, the title of the first slide becomes the central topic name of the new MindView document. Each bulleted list item of the first slide becomes a new main topic. All the other slides are imported as further main topics. If a slide contains a bullet list, each bulleted list item becomes a sub-topic of the corresponding MindView topic.

Procedure

➤ Choose **File > Import from > Microsoft PowerPoint**.

➤ Select the pptx document you want to import.

➤ Click **Open**.

There may be elements of the PowerPoint presentation that MindView cannot import. If this is the case, MindView displays a dialog listing these elements.

Importing from Microsoft Project

MindView lets you import Microsoft® Project plans. This is particularly useful when for instance:

● You have started a project plan in Microsoft Project which you would like to expand using the brainstorming capabilities and features of MindView.

● You have exported a MindView project plan to Microsoft Project, starting adding tasks or editing existing ones, but then realized you need to review the structure of your plan in MindView before doing any further work in Microsoft Project.

In both cases, MindView allows you to import the Microsoft Project plan as a new project plan in the Gantt view.

You can only import Microsoft Project plans via XML.

MindView does not support versions of Microsoft Project XML prior to 2003.

Procedure

➤ Choose **File > Import from > XML** .

➤ Click **Show Options** at the bottom left of the dialog that opens.

➤ Click the **Import from** field and choose **Microsoft Project XML** in the pop-up menu.

➤ Select the Microsoft Project plan you want to import.

The imported project plan opens in the Gantt view.

Limitations

The MindView Gantt view does not support all the project management features offered by Microsoft Project. This means that only the elements of the Microsoft Project that have an equivalent in MindView will be imported:

● Task names, task types, dates, durations, lead and lag times, resources, work units, costs, priorities, completion levels, links, constraints and so on are all imported.

● Project and resource calendars are imported.

● Milestone tasks are imported, but their duration is set to zero.

● Task notes are imported as text notes.

● Other Microsoft Project information corresponding to features that are not supported in MindView (such as baselines, task calendars, work contours and so on) is not imported. Information derived from tracking and leveling operations in Microsoft Project is not imported.

In most cases, the tasks dates and scheduling information will be identical in MindView and in Microsoft Project. They may differ if advanced operations not supported by MindView (such as leveling or tracking) have been performed on the project in Microsoft Project.

Importing from XML

This import method lets you create MindView documents by importing files in various XML formats into MindView.

MindView supports the following XML import file types:

● **Microsoft Project XML:** This file type allows you to create a MindView project plan by importing a Microsoft® Project plan exported from Microsoft Project in the XML format. You can use the Microsoft Project XML import method even if you do not have Microsoft Project on your computer. For more information, see "Importing from Microsoft Project".

MindView does not support versions of Microsoft Project XML prior to 2003.

● **Visual Mind XML**

● **MindView XML:** This file type allows you to open MindView documents previously exported in the MindView XML format.

- **FreeMind XML**
- **OPML (Outline Processor Markup Language)**

Procedure

➤ Choose **File > Import from > XML** .

➤ Click **Show Options** at the bottom left of the dialog that opens.

➤ Click the **Import from** field and choose the file format you require in the pop-up menu.

➤ Select the file you want to import and click **Open**.

The imported file opens in the Mind Map view.

Using MindView Assist

Installing the app and logging in

With the MindView Assist app, you can create and edit several types of research notes and work with tasks in the MindView Task System.

MindView Assist and your MindView account

All research notes that you create in MindView Assist are automatically synchronized with your MindView account. You can therefore insert them in MindView and MindView Online on all devices where you log in using the same account.

Items that you save to the Research panel from the Capture toolbar as explained in "Capturing text, pictures and audio" are also synchronized with your MindView account. As a result, they are also available in MindView Assist.

The same applies to tasks that you create in MindView Assist: They are automatically synchronized with your account, and you can access them from MindView. Likewise, tasks that you add to the Task System in MindView are available in MindView Assist.

If you use different MindView accounts for different devices, your items will not be available across all of those devices. If you log into MindView Assist on your device with a different MindView account, data belonging to the original account is deleted from the device. It is not deleted from your account, however, and the next time you log in with the original account, it is synchronized to your device again.

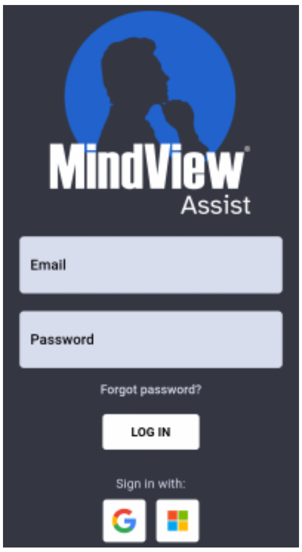
From MindView Assist, you can edit and delete research notes, tasks and Capture toolbar items. Changes are synchronized with your MindView account and automatically applied on all devices where you are logged in. If you delete an item from MindView Assist, for example, it is no longer available in the app, in MindView or in MindView Online. Items already inserted in your mind maps are not affected by such changes.

Depending on your device's notification settings, you may receive a notification when an item is deleted from MindView or MindView Online.

Installation and login

➤ Find MindView Assist in the app store that matches your device, and install it.

The app is available for iOS and Android. For a list of system requirements, see "MindView Assist system requirements" below.



➤ Open the app and log in using your MindView account.

If login with other services (such as your Google or Microsoft account) has been enabled for your account, you can tap the logo for the enabled service to log in.

You can now start creating and organizing notes as described in "Working with research notes" and "Working with folders, projects and sources", and you can manage tasks as described in "Working with tasks". For information on other app options, see "Navigating and setting up the app".

If the app cannot connect to the server when you open it, but you have previously been able to log in, you will see a **Continue offline** option on the login screen. Tap this option to use the app without logging in. Changes that you make in the app are stored on your device and synchronized when the connection to the server is restored.

MindView Assist system requirements

MindView Assist works on iOS or Android phones and tablets that meet the following requirements:

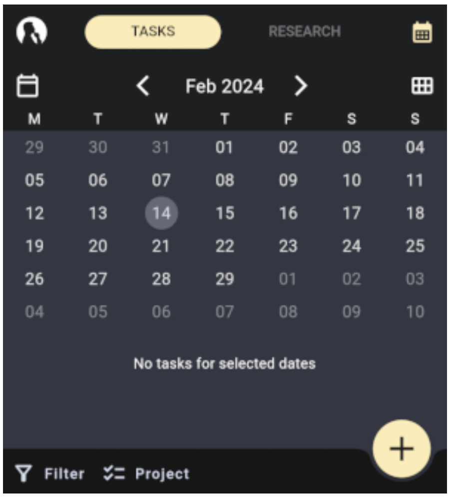
● iOS: 12.1 or higher, preferably 14.0 or higher (for a better user experience when sharing notes)

● Android: SDK 24 (Android 7.0) or higher

● Minimum screen width: 320px, preferably 480px. The app works in both Portrait and Landscape orientation.

Navigating and setting up the app

The home screen of MindView Assist shows your tasks, research notes and Capture toolbar items (if any).



● Tap **Tasks** or **Research** at the top of the screen to work with tasks or research notes as described in "Working with tasks" and "Working with research notes".

● Tap the MindView logo to open the **Settings** menu as described under "Selecting app settings" below.

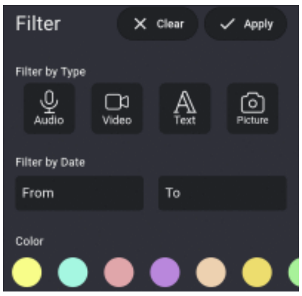
You can also open the Settings menu by swiping right from the left-hand side of your device screen.

Filtering items

You can filter items by various criteria.

➤ Tap **Filter** to open the filter menu.

The options in the menu are different depending on whether you are viewing the Research or Tasks tab.



➤ Select one or more criteria:

● You can filter research notes by item type (audio, video, text or picture), creation date and color. You can select several types and colors at once.

● You can filter tasks by start and end date, priority and status

➤ Tap **Apply** to filter your items.

The filter menu closes, and items (if any) that meet the selected filter criteria are displayed. The **Filter** button is highlighted, and on the Research tab, the criteria are shown at the top of the home screen.

Editing or clearing a filter

➤ Tap the displayed filter criteria or the **Filter** button to open the filter menu.

➤ Do one of the following:

● Select new criteria or update the existing ones, then tap **Apply** to update the filter and close the menu.

● Tap **Clear** to clear all filter criteria and close the menu.

Selecting app settings

The Settings menu shows your user name, the app version and the time of the most recent synchronization with your MindView account. Tap the items on the menu to view or change app settings:

● Tap **Sources** , **Folders** or **Projects** to manage sources, folders or projects on your device as explained in "Working with folders, projects and sources".

● Tap **Settings** to select general app options:

● Select a visual theme for the app. The **Custom** theme lets you choose brightness settings: bright, device default or dark. You can set the device default in the settings of your device.

● Choose your language and locale.

● Choose the text-to-speech settings that are used when you use the Read Aloud feature for text notes as explained in "Working with research notes".

● Choose the speech-to-text settings that are used when you use the transcription feature for audio notes as explained in "Working with research notes".

● Select an alternative font for the app user interface.

● Check the **Preserve mobile data** box to limit data transfers over mobile connections. This means that large files such as pictures and videos are only uploaded when a wi-fi connection is available; if only mobile data is available, the app uploads a thumbnail.

When wi-fi becomes available, the full version of the file is not uploaded if MindView Assist is not running. To upload the full version of the file, open the app.

● Set notifications for tasks to be reminded of the tasks on your mobile device. You can select to be reminded in advance of the start or due date of the task, and you can select how long in advance.

● Tap **Logout** to log out of MindView Assist.

● Tap the synchronization button to manually synchronize MindView Assist with your MindView account.

● Tap **Support** to open the MatchWare support page in your device's default browser.

● Tap **Terms of Service** to review the terms of service of the MindView Suite. The terms of service are also available in "MatchWare License Agreement".

● Tap **Software Licenses** to view a list of licenses used in the app.

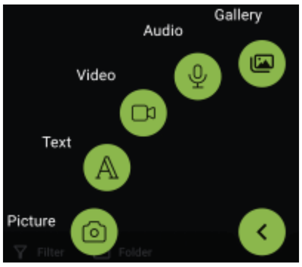
Close the Settings menu by swiping left or using your device's Back button.

Working with research notes

This topic explains how you create, edit and delete research notes from the Research tab of the home screen in MindView Assist. For a general introduction to the app, see "Installing the app and logging in".

Creating a research note

➤ Tap the plus sign  and select the note type you want.



➤ Provide content for the note and select optional settings if needed. For detailed information, see below.

➤ Save the research note by tapping the checkmark .

The note is saved and synchronized with your account. This generally happens quickly, but you can synchronize manually as explained in "Selecting app settings" in "Navigating and setting up the app".

You can limit data transfers over mobile connections. For more information, see "Selecting app settings" in "Navigating and setting up the app".

If you create new research notes while viewing a specific folder as explained under "Viewing items in a specific folder" below, the new notes are automatically placed in this folder.

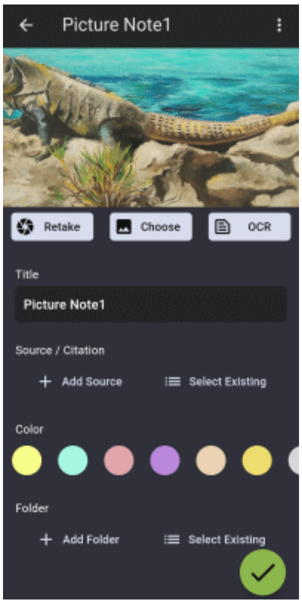
Options for specific research note types

Picture notes

➤ Use your device's camera to take a photo.

➤ Review the photo, and save or discard it using the options offered by your device. If you discard the photo, the camera opens again so you can take a new one.

After saving the photo, edit the note if needed:



● Tap **Retake**  to discard the current photo and take a new one.

● Tap **Choose**  to discard the current photo and select an existing image on your device instead.

Browse all media files on your device, or select a specific location using the drop-down at the top of the screen.

You can also tap **Open File** at the bottom of the screen and select a location on your device.

● Tap **OCR** to identify and extract text in the image.

The text is inserted in a new text note that you can edit and save as described below.

How successfully the OCR (optical character recognition) feature extracts text depends on the clarity of the text in the image. In general, typed letters are identified more accurately than handwriting.

● Tap **Title** to edit the title of the note.

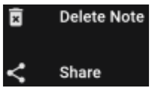
● Under **Source/Citation** and **Folder**, add a source for the note and/or place it in a folder. For more information, see "Working with folders, projects and sources".

If you add a source, a citation referencing the source is automatically added to the note. For book or journal sources, you can enter page numbers for the citation.

● Tap **Color** to change the background color of the note.

Choosing different background colors lets you filter your research notes by color as explained under "Filtering items" in "Navigating and setting up the app".

● Tap the three dots to delete the note (see below) or share it with others using the features available on your device.



See the documentation for your apps or device for more information on your sharing options.

Text notes

➤ Enter the text of the text note using your device's on-screen keyboard (or another input method such as dictation, if your device supports it).

➤ Tap the checkmark to save the text note.

After saving the note, edit it as needed:

● Tap the text to edit it, and tap the checkmark to save the updated text.

● Tap **Read Aloud** to have the note read aloud. You can select the language on the drop-down.

● Edit the title, create or select sources and folders, change the note color and/or delete or share the note as explained for picture notes above.

Video notes

➤ Use your device's camera to record a video.

➤ Review the video, and save or discard it using the options offered by your device. If you discard the video, the camera opens again so you can record a new one.

After saving the video, edit the note if needed:

● Tap **Retake** to discard the current video and record a new one.

● Tap **Choose** to discard the current video and select a video from your device instead.

● Edit the title, create or select sources and folders, change the note color and/or remove or share the note as explained for picture notes above.

Audio notes

➤ Tap **Record** to start recording audio from your device's microphone (or another audio source connected to your device).

You can pause recording by tapping **Pause** . Resume recording by tapping **Record** again.

➤ Tap the checkmark to end and save the recording.

After saving the recording, edit the note if needed:

● Tap **Play/Pause**   and **Stop** to play the recording.

● Tap **Record** to discard the current recording and record a new one.

● Tap **Transcribe** to transcribe the content of the audio note.

The transcribed text is inserted in a new text note that you can edit and save as described above.

The transcription feature can process recordings up to 60 seconds. How successfully it recognizes text depends on the quality of the recording. In general, carefully enunciated words and sentences recorded with high clarity and little background noise are identified more accurately than mumbling or noisy recordings.

● Edit the title, create or select sources and folders, change the note color and/or remove or share the note as explained for picture notes above.

Gallery notes

➤ Select an existing image on your device.

Browse all media files on your device, or select a specific location using the drop-down at the top of the screen.

You can also tap **Open File** at the bottom of the screen and select a location on your device.

When the note is saved, it works just like a picture note. You have the same editing options as for other picture notes.

Editing an item

When you have created and saved a research note, you can open it for editing. You can also edit items that you have created using the Capture toolbar and saved to the Research panel as explained in "Capturing text, pictures and audio".

➤ Tap the item on the list to open it for editing.

➤ Edit the item as required.

Your options when editing are the same as when creating research notes. For more information, see the descriptions for each note type above.

➤ Tap the checkmark to save your changes.

Searching items

➤ Tap the search icon to open a search field.

You can also open the search field by swiping downwards from the top of the list of items.

➤ Enter search text to search all items listed.

The feature searches all note titles and the content of text notes. As you type, the list of items is filtered to match your search.

➤ Tap the delete icon to clear the search field and show all items on the list.

You can hide the search field by tapping the search icon again.

Viewing items in a specific folder

➤ Tap **Folder** to open the folder menu, and select a folder.

If no folders have been created, you can only select items that have not been assigned to a folder. For more information on organizing items in folders, see "Working with folders, projects and sources".

The folder menu closes. Only items in the selected folder are displayed. The **Folder** button is highlighted.

If you create new research notes while viewing a specific folder, the new notes are automatically placed in this folder.

➤ To display all items, tap the displayed folder name or the **Folder** button to open the folder menu, and then tap the selected folder to deselect it.

Deleting an item

➤ Do one of the following:

● Swipe the item to the left and press **Delete** .

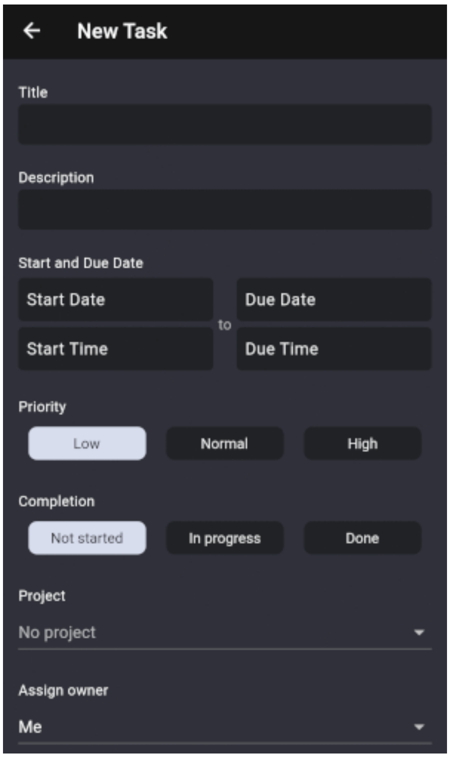
● Tap the item to open it, tap the three dots , and tap **Delete Note**.

Working with tasks

This topic explains how you create, edit and delete tasks from the Tasks tab of the home screen in MindView Assist. For a general introduction to the app, see "Installing the app and logging in".

Creating a task

➤ Tap the plus sign .



➤ Provide basic task details such as a title and start and due dates.

➤ (Optional) Assign the task to an existing project, or create a new one. By default, the task does not belong to any project.

For more information, see "Working with folders, projects and sources".

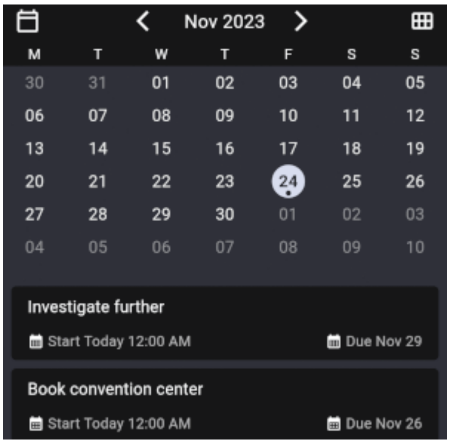
➤ (Optional) Assign the task to someone else. By default, the task is assigned to you.

➤ Save the task by tapping the checkmark .

The task is saved and synchronized with your account. This generally happens quickly, but you can synchronize manually as explained in "Selecting app settings" in "Navigating and setting up the app".

You can limit data transfers over mobile connections. For more information, see "Selecting app settings" in "Navigating and setting up the app".

The task is listed by start date under the calendar view of the Tasks tab on the home screen.



If you log into MindView using the same credentials as in MindView Assist, the task also appears in the Task System. For more information, see "Using the Task System".

You can set up notifications in MindView Assist to remind you of upcoming tasks. For more information, see "Navigating and setting up the app".

Editing a task

When you have created and saved a task, you can open it for editing. You can also edit tasks that you have added to the Task System as explained in "Using the Task System".

➤ Tap the task on the list to open it for editing.

➤ Edit the task as required.

If the task was originally created in MindView, you cannot edit its owner and project.

➤ Tap the checkmark to save your changes.

Task viewing options

● Tap the calendar button top right to show or hide the calendar.

● Tap the view selector button to switch between calendar views.

● Use the navigation buttons Nov 2023 to find the calendar date you need.

Tasks that were created in MindView are shown with a MindView logo .

Deleting a task

➤ Do one of the following:

● Swipe the task to the left and press **Delete** .

● Tap the task to open it, tap the three dots , and tap **Delete Task**.

Working with folders, projects and sources

You can organize your research notes and items created using the Capture toolbar in folders. Likewise, you can create projects to organize your tasks. You can also add sources to your items to document the origin of the information they contain.

Working with folders

Creating a folder

➤ Do one of the following:

● From the app home screen, open the settings menu, tap **Folders** , and tap the plus sign .

● At the bottom of the Research tab on the app home screen, tap **Folder**, and tap **Create Folder**.

● When creating a research note or editing a note or Capture toolbar item, tap **Add Folder** .

➤ Enter a title and (optionally) a description for the folder, and tap the checkmark .

If you created the new folder while creating or editing an item, the item is automatically placed in the new folder. You can use folders to filter your research notes in MindView Assist as explained under "Filtering items" in "Navigating and setting up the app".

Viewing folders

➤ From the app home screen, open the settings menu, and tap **Folders** .

All folders on the device are shown. For each folder, the number of notes in the folder (if any) is also displayed.

Selecting a folder for a research note

➤ To select an existing folder for a note that you are creating or editing, tap **Select Existing** under **Folder**, and tap the name of the folder.

If you create new research notes while viewing a specific folder as explained under "Viewing items in a specific folder" in "Working with research notes", the new notes are automatically placed in this folder.

Editing a folder

➤ Do one of the following:

● From the app home screen, open the settings menu, tap **Folders** , and tap the name of the folder you want to edit.

● If you are creating or editing an item and have not assigned it to a folder yet, tap **Select Existing** , and tap the pen button .

➤ Edit the folder title and/or description, and tap the checkmark .

Removing an item from a folder

➤ When creating or editing an item, tap **Remove** next to the folder name to remove the item from the folder. The folder itself is not deleted.

Removing a folder

➤ Do one of the following:

● From the app home screen, open the settings menu, tap **Folders** , and tap **Delete** next to the name of the folder you want to remove.

● If you are creating or editing an item and have not assigned it to a folder yet, tap **Select Existing** , and tap **Delete** next to the name of the folder you want to remove.

The folder is deleted. Notes in the folder (if any) are not deleted.

Working with projects

Projects in MindView Assist are organizational tools designed to help you keep track of tasks. They do not contain or require any project management features; they can simply be considered folders for tasks.

Creating a project

➤ Do one of the following:

● From the app home screen, open the settings menu, tap **Projects**, and tap the plus sign.

● At the bottom of the Tasks tab on the app home screen, tap **Project**, and tap **Create Project**.

● When creating a task, tap **Add Project**.

➤ Enter a title for the project, and tap the checkmark.

If you created the new project while creating or editing a task, the task is automatically assigned to the new project. You can sort your tasks by project in the Task System in MindView as explained in "Using the Task System".

Assigning a task to a project

➤ To select an existing project for a task that you are creating or editing, tap **Select Existing** under **Project**, and tap the name of the project.

Renaming a project

➤ Do one of the following:

● From the app home screen, open the settings menu, tap **Projects**, and tap the project you want to rename.

● If you are creating or editing a task and have not assigned it to a project yet, tap **Select Existing**, and tap the pen button.

➤ Enter the new name of the project, and tap the checkmark.

Removing a task from a project

➤ When creating or editing a task, tap **Remove** next to the project name to remove the task from the project. The project itself is not deleted.

Removing a project

➤ Do one of the following:

● From the app home screen, open the settings menu, tap **Projects**, and tap **Delete** next to the name of the project you want to remove.

● If you are creating or editing a task and have not assigned it to a project yet, tap **Select Existing**, and tap **Delete** next to the name of the project you want to remove.

The project is deleted. Tasks in the project (if any) are not deleted.

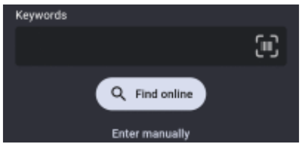
Managing sources

Creating a source

➤ Do one of the following:

● From the app home screen, open the settings menu, tap **Sources**, and tap the plus sign.

● When creating or editing an item, tap **Add Source**.



➤ Create a new source by doing one of the following:

● Search for a source online by entering one or more search terms, tapping **Find online** and selecting a source from the list of results.

● Add a book source by tapping the barcode button and scanning the barcode on the back of the book to get its ISBN or other identification number.

● Tap **Enter manually** to manually enter source details.

➤ On the subsequent screen, enter or review source information as needed.

You can enter or edit information such as type, title and authors. The fields available depend on the source type chosen.

➤ Tap the checkmark .

The source is created. If you created the new source while creating or editing an item, the source is automatically added to the item.

Viewing sources

➤ From the app home screen, open the settings menu, and tap **Sources** .

All sources on the device are shown. For each source, the number of references to that source (if any) in the items is also displayed.

Selecting a source for an item

➤ To select an existing source when creating or editing an item, tap **Select Existing** under **Source**, and tap the name of the source.

Editing a source

➤ Do one of the following:

● From the app home screen, open the settings menu, tap **Sources** , and tap the name of the source you want to edit.

● If you are creating or editing an item and have not added a source to it yet, tap **Select Existing** , and tap the pen button next to the source you want to edit.

➤ Edit the source by updating the fields as required, and tap the checkmark .

Removing a source from an item

➤ When creating or editing an item, tap **Remove** next to the source name to remove the source from the item. The source itself is not deleted.

Removing a source

➤ Do one of the following:

● From the app home screen, open the settings menu, tap **Sources** , and tap **Delete** next to the name of the source you want to remove.

● If you are creating or editing an item and have not added a source to it yet, tap **Select Existing** , and tap **Delete** next to the name of the source you want to remove.

The source is deleted. Items that referenced the source (if any) are not deleted.

Using folders and sources in other applications

Folder and source information is synchronized to your MindView account along with other note information. You can therefore use folders and sources in MindView and MindView Online:

● You can filter items by folder in the Research panel in MindView. You can also do this in MindView Online; for more information, see the documentation for MindView Online.

● Sources in your research notes are added to the list of sources in your MindView and MindView Online documents when you insert the notes in your mind maps. For more information on using sources in MindView, see "Using sources". For more information on using sources in MindView Online, see the documentation for MindView Online.

Using Voice Commands

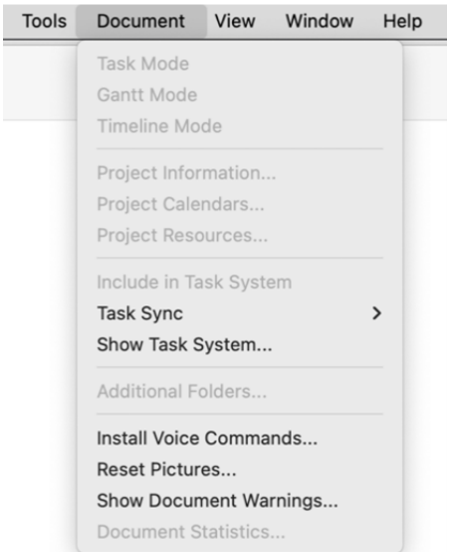
Importing voice commands (AT Edition only)

When you start MindView 9 AT Edition for the first time, you have the option of installing additional voice commands which you can use to control MindView with your voice.

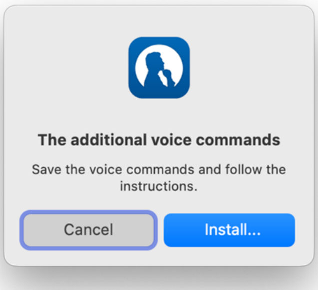
See "Working with voice commands" for a full list of the MindView voice commands you can use.

You can initiate the installation of the MindView voice commands yourself at any time:

➤ Choose **Document > Install Voice Commands** in the main menu.



➤ Click **Install** and follow the instructions.



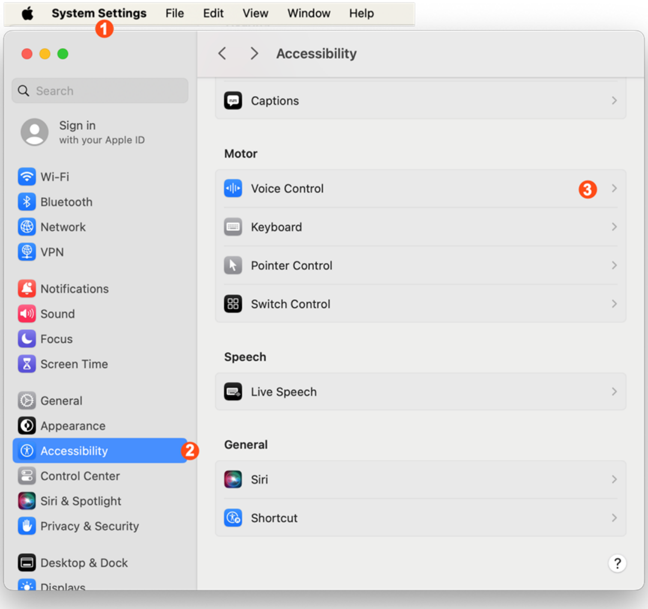
A dialog box appears prompting you to save the file "mindview9.voicecontrolcommands".

You can then import this file into the system as follows:

➤ Choose **System Settings** in the Apple menu.

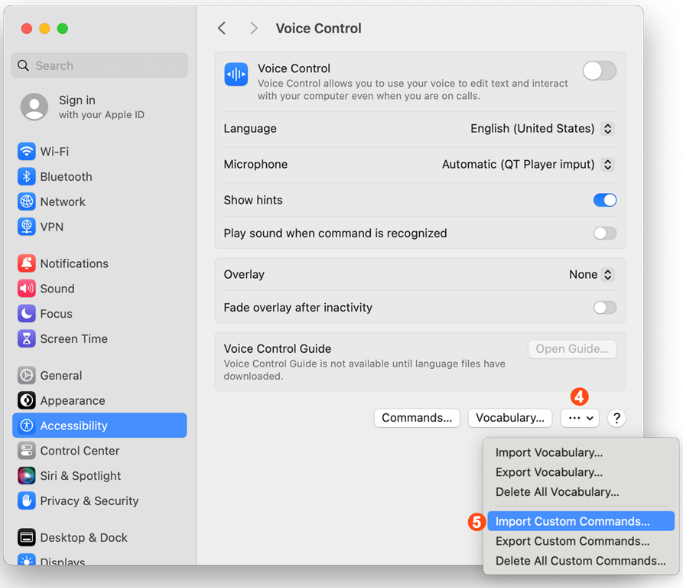
➤ Click **Accessibility** in the left sidebar.

➤ Click **Voice Control** on the right.

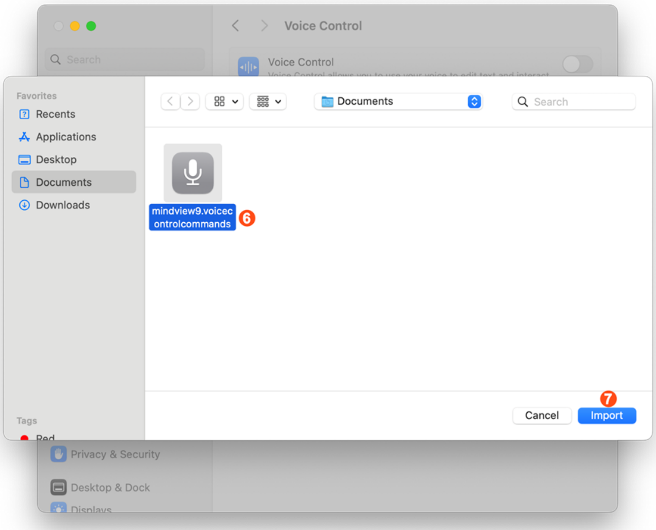


➤ Click […] in the bottom right corner.

➤ Choose **Import Custom Commands**.



➤ Select the file "mindview9.voicecontrolcommands" and click **Import**.



Working with voice commands (AT Edition only)

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

MindView is compatible with the system speech, letting you use your voice to create and edit your mind maps. Refer to the documentation for more information about the standard keyboard and mouse navigation speech commands supported by Voice Control.

Below is a list of all the additional commands you can use to control MindView with your voice. These commands are only available if the **MindView voice commands** have been installed. If these additional commands have not been installed, you can still use standard MacOS commands. To find out how to install the MindView voice commands, see "Importing voice commands".

The Dictate feature is available in all MindView editions and allows you to enter text in topic labels and text notes using the microphone.

Commands from the File menu

Voice command	Description
Save As Template	Save the current MindView document as a template
Pack	Pack the document into a single file containing all the files attached to it
Unpack	Unpack all the files included in the document in a folder of your choice

Commands from the Insert menu

Add Topic	Add a new topic at the same level as the selected topic
Add Sub-Topic	Add a new sub-topic to the selected topic
Add Pre-Topic	Add a new pre-topic to the selected topic
Insert Comment	Add a pop-up comment to the selected topic
New Text Note	Add a text note to the selected topic
Capture Screen	Make screenshot of all screens
Add Hyperlink	Add a hyperlink to the selected topic
Attach File	Add a file to the selected topic

Commands from the Format menu

Indent Item	Indent the selected topic or task
Outdent Item	Outdent the selected topic or task
Item Up	Move up the selected topic or task
Item Down	Move down the selected topic or task

Commands from the Tools menu

Document Panel	Display the Document inspector
Format Panel	Display the Format inspector
Filter Panel	Display the Filter inspector
Picture Panel	Display the Pictures inspector
Research Panel	Display the Research inspector
Toggle Overview	Show and hide the Overview panel
Text Note	Show and hide the Text Note editor window
Legend	Show and hide the Legend panel
Narrate	Read out the selected topic label, comment or text note
Focus Mode	Center the map on the selected topic
Focus Off	Turn the focus mode off
Presentation Mode	Present the map topic by topic in full view mode
Show Detail Level 1	Only show the central topic and the main topics
Show Detail Level 2	Only show the central topic, the main topics and one level of sub-topics
Show Detail Level 3	Only show the central topic, the main topics and two levels of sub-topics
Show Detail Level 4	Only show the central topic, the main topics and three levels of sub-topics
Show All Levels	Show the central topic, the main topics and all their sub-topics

Commands from the Document menu

Project Information	View and modify the global project settings
Project Calendars	View and modify the project calendars
Project Resources	View and modify the list of all the resources available for the project
Show Task System	View and modify the Task System

Commands from the View menu

Zoom In	Zoom in
Zoom Out	Zoom out
Actual Size	Zoom the document to 100%
Fit All	Zoom the document so that it fills the workspace
Expand	Expand the selected topic
Collapse	Collapse the selected topic
Show As Mind Map	Switch the document to the Mind Map view
Show As Top Down	Switch the document to the Mind Map Top Down view
Show As Right	Switch the document to the Mind Map Right view
Show As Left	Switch the document to the Mind Map Left view
Show As Outline	Switch the document to the Outline view
Show As Timeline	Switch the document to the Timeline view
Show As Gantt	Switch the document to the Gantt view
Show As Kanban	Switch the document to the Kanban view
Show As Year Wheel	Switch the document to the Year Wheel view

Reference

Inspectors: Overview

Many MindView components, such as the views, the topics and any attached objects have specific properties, displayed in one or other of the inspectors. You can use the inspectors to make any necessary changes to these properties, as described in "Using the inspectors."

The inspectors you see depend on what is selected. For example, the Topic panel of the Format inspector displays only if a topic is selected. If nothing is selected you will see the general properties of the view you are in, for example the Mind Map View properties or the Timeline View properties.

By default, the inspectors display at the right of the workspace. If you prefer to see the inspectors at the left, you can change their position settings in the **MindView Settings**. See "Setting up your settings."

You can show and hide each inspector by clicking the corresponding icon in the toolbar.

The topics in this section describe in detail the properties available on each of the MindView inspectors.

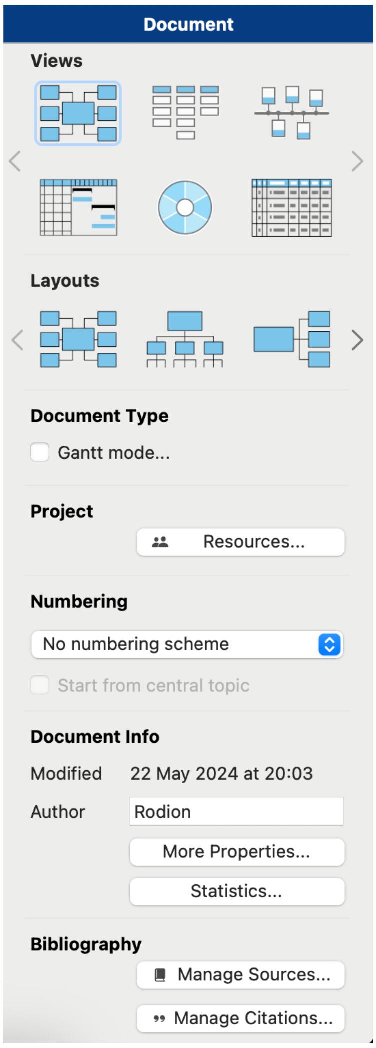
Document inspector

The options in the Document inspector change according to what is selected.

● If a topic is selected for instance, it shows three panels, **Topic**, **Objects** and **Icons**, with options relevant to the currently selected topic. The various options contained in these three panels when an element is selected are described in the Reference section of this documentation: see for example "Topic properties" for topic options, "Picture properties" for picture options and so on.

● When no element is selected, the Document inspector allows you to change the general properties of your document. Its contents, described below, are practically the same regardless of the view you are using.

➤ Check that no element is selected on the workspace and choose **Tools > Document Inspector** or press ⌘ 1 to show this inspector.



Views and layouts

➤ Select the view you want to use while working on your document. Depending on your choice, you will see different layouts you can also choose from. See "Using different views" for more information.

Document Type

➤ Choose the document mode you need depending on the work you intend to do. For more information on document modes, see "Selecting a different document mode" in "Using different views". The description below assumes you are working in Gantt mode.

Project

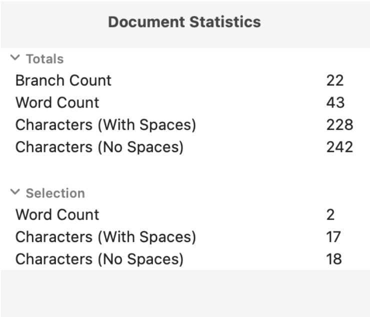
➤ Click the **Resources**, **Calendars** or **Information** button to open the Project Information dialog. For more information, see "Defining the global project settings", "Defining calendars", and "Assigning resources".

Numbering

➤ Use the pop-up menu to apply sequential numbers to the tasks and choose between various numbering styles.

Document Info

➤ View the document's last modification date and author name. Click **More Properties** to edit the document's title, subject, author, manager and company name, or to assign a category and keywords and provide general comments on the document. You can also click **Statistics** (or choose **Document > Document Statistics**) in the main menu to obtain statistics on the document and the currently selected element.



Bibliography

➤ Click **Manage Sources** or **Manage Citations** to work on your document's bibliography. For more information, see "Using sources" and "Using citations".

Format inspector

The options in the Format inspector change according to what is selected.

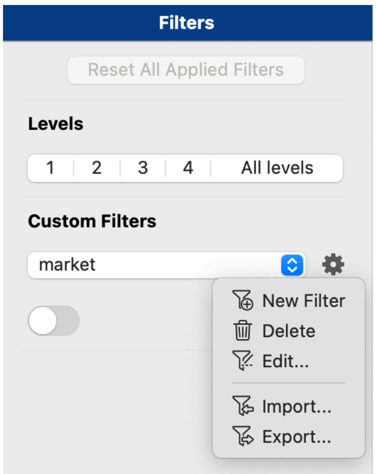
● If a topic is selected for instance, it shows formatting options relevant to the currently selected topic. The various options contained in this inspector when an element is selected are described in the Reference section of this documentation: see for example "Topic properties" for topic options, "Picture properties" for picture options and so on.

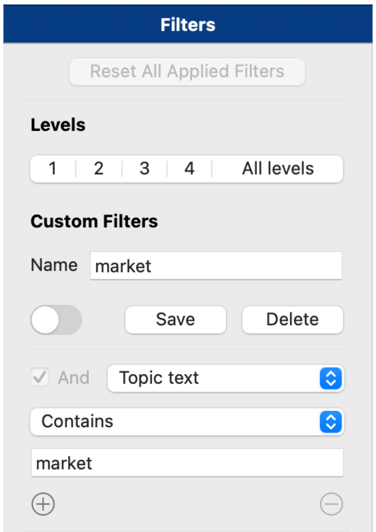
● If nothing is selected, options for the current view are shown. The various options are described in the Reference section of this documentation: see for example "Mind Map properties" for options relevant to the Mind Map view, "Gantt properties" for options relevant to the Gantt view and so on.

➤ Choose **Tools > Format Inspector** or press ⌘ 2 to show the Format inspector.

Filter inspector

This inspector allows you to display only those topics that satisfy conditions you specify.

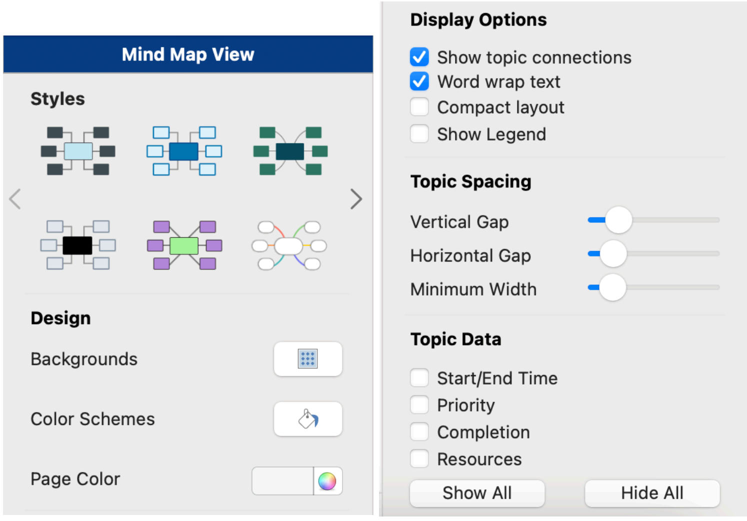




See "Filtering a mind map" for a description of how to use this filter.

Mind Map View properties

When you are viewing your document in the Mind Map view and no element is selected on the workspace, properties specific to this view are displayed in the **Format** inspector.



Styles

Select a style to apply it to your map.

Design

- Click the **Backgrounds** button to select a map background.
- Click the **Color Schemes** button to select a color scheme for the map.
- Click the **Page Color** button to select a page color for the map.

Display Options

Show topic connections: This box is selected by default. Deselect it if you do not want topic connections to be visually represented on your map. See "Creating topic connections" for more information.

Word wrap text: Select this option if you want the text to wrap automatically to the next line when you enter long topic names. This setting applies to all the topics of your document.

Compact layout: Select this option to position the mind map elements more closely to each other.

Show legend: Select this option to show the Legend panel on the workspace. For more information about legends, see "Creating a legend"

Topic Spacing

Vertical gap: The value determines the vertical spacing between each set of topics. The default value depends on the view used.

Horizontal gap: The value determines the horizontal spacing between each set of topics. The default value depends on the view used.

Minimum width: The value determines the minimum length of the horizontal part of the topic underlying the topic label. However if the topic label is longer than the minimum width defined here, MindView chooses a topic width sufficient to underline the entire label.

Topic Data

If you have added information on your topics such as task data, you can choose to display this data directly on the topics by selecting the corresponding checkboxes.

Left/Right View properties

When you are viewing your document in the Left/Right view and no element is selected on the workspace, properties specific to this view are displayed in the **Format** inspector.

The options available for the Left/Right view are identical to those available for the Mind Map view. For a full description of these options, see "Mind Map View properties".

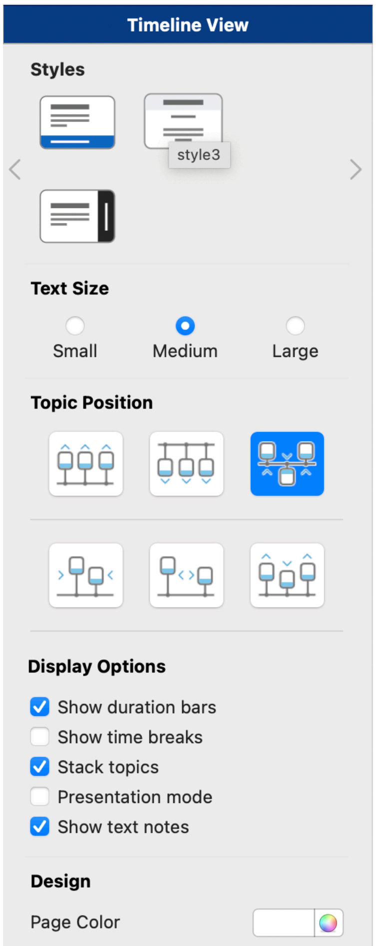
Top Down View properties

When you are viewing your document in the Top Down views and no element is selected on the workspace, properties specific to these views are displayed in the **Format** inspector.

The options available for the Top Down views are identical to those available for the Mind Map view. For a full description of these options, see "Mind Map View properties".

Timeline View properties

When you are viewing your document in the Timeline view and no element is selected on the workspace, properties specific to this view are displayed in the **Format** inspector.



Styles

Select a style to apply to your timeline.

Size

Select a size for the rows of the timeline outline.

Topic Position

This gallery lets you choose whether to display the events above or below the timeline axis, and how close they should be to each other horizontally.

Display Options

Show duration bars: By default, if you have entered both a start time and an end time for a particular event, the duration of the event is shown as a bar below the time axis. Deselect this property if you do not want to see these duration bars below the time axis.

Show time breaks: Select this option to replace empty space on the time axis with one or more break marks. This optimizes the use of the horizontal space when events are not evenly distributed along the timeline. For example, if you have a timeline of ancient history with some events before the year 2800 BC and the remaining events after the year 2000 BC, inserting breaks replaces the empty central section of the time axis with a break mark.

Stack topics: Select this option to stack events that have the same start date.

Presentation mode: Select this option to display the timeline in Presentation mode. For more information, see "Presenting a mind map".

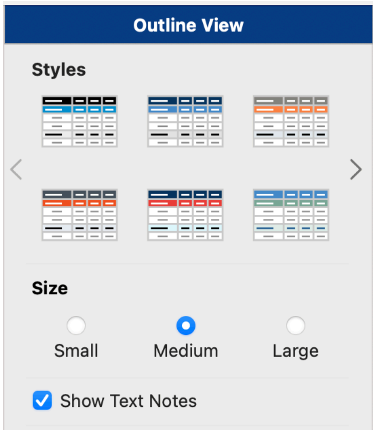
Show text notes: Select this option to display the notes belonging to the events directly on the timeline under the events to which they belong.

Design

Click the **Page Color** button to select a page color for the map.

Outline View properties

When you are viewing your document in the Outline view and no element is selected on the workspace, properties specific to this view are displayed in the **Format** inspector.



Styles

Select a style to apply to your map.

Size

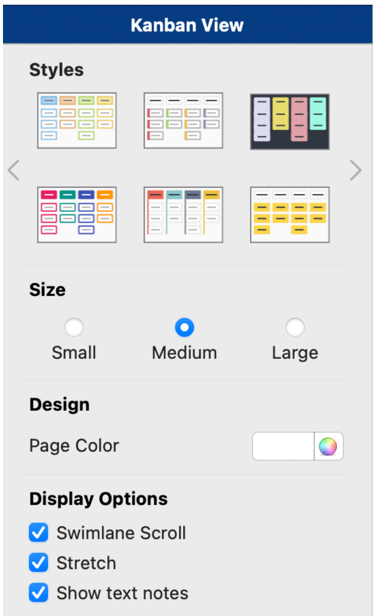
Select a size for the rows of the outline.

Notes

Check **Show text notes** to display the notes belonging to the topics directly on the view under the topics to which they belong.

Kanban View properties

When you are viewing your document in the Kanban view and no element is selected on the workspace, properties specific to this view are displayed in the **Format** inspector.



Styles

Select a style to apply to your Kanban board.

Size

Select a size for the rows of the Kanban outline.

Design

Click the **Page Color** button to select a page color for the Kanban board.

Display Options

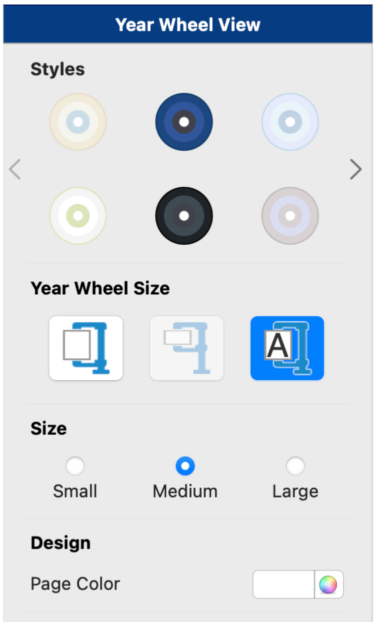
Swimlane scroll: Check this option to add a scroll bar to the right of each lane if necessary.

Stretch: Check this option to have the swimlanes take up all available space in the workspace. When this option is selected, the width of the swimlanes is automatically adjusted if you open or close the Topic panel or other panels, or if you adjust the width of the Outline.

Show text notes: Select this option to display the notes belonging to the tasks directly on the Kanban board under the tasks to which they belong.

Year Wheel View properties

When you are viewing your document in the Year Wheel view and no element is selected on the workspace, properties specific to this view are displayed in the **Format** inspector.



Styles

Select a style to apply to your year wheel.

Year Wheel Size

Choose your preferred size, from **Expand** to enlarge the year wheel in the workspace, **Compress** to make it smaller or **Auto** (the default setting) to automatically resize the year wheel according to the content.

Size

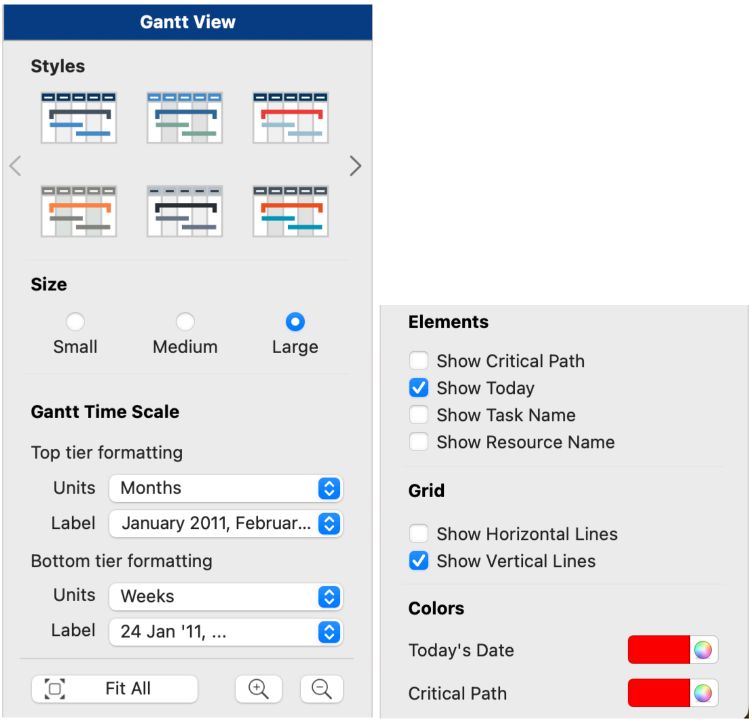
Select a size for the rows of the year wheel outline.

Design

Click the **Page Color** button to select a page color for the year wheel.

Gantt View properties

When you are viewing your document in the Gantt view and no element is selected on the workspace, properties specific to this view are displayed in the **Format** inspector.



Styles

Select a style to apply to your Gantt chart.

Size

Select a size for the rows of the Gantt chart.

Gantt Time Scale

Use the **Units** and **Label** pop-up menus to choose units and labels for the **top tier** (the top heading) and the **bottom tier** (the bottom heading). Note that the choices offered for the bottom tier depend on your choice of top tier.

Elements

Show Critical Path: Check this option to highlight the tasks or chain of linked tasks that cannot be delayed without delaying the entire project. See "Enhancing a project plan."

Show Today: Displays a vertical line identifying the current date on the Gantt chart.

Show Task Name: Displays the task name after the task bars.

Show Resource Name: Displays the resource name after the task bars.

Grid

Use the **Show Horizontal Lines** and **Show Vertical Lines** options to turn the horizontal and vertical grid lines of the Gantt chart on and off.

Colors

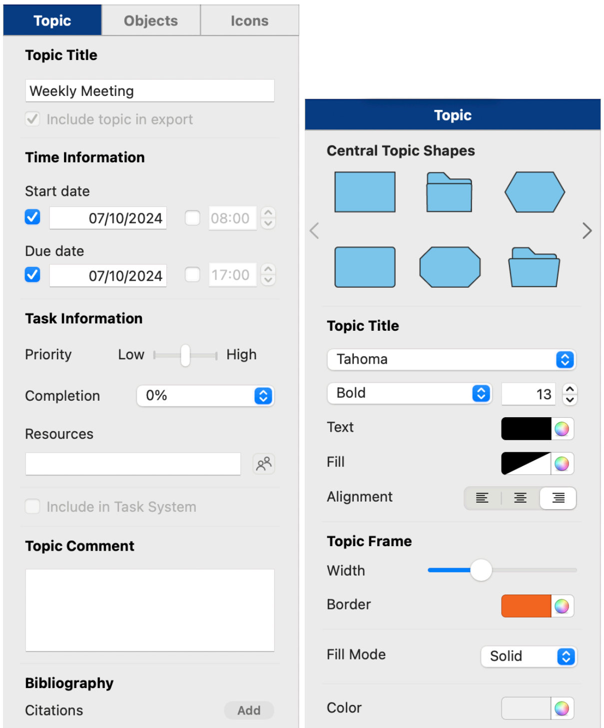
Today's Date: Click the color button to choose a different color for the vertical line displayed on the Gantt chart to highlight the current date (to display the current date, choose **Gantt > Today's Date**).

Critical Path: Click the color button to choose a different highlight color for the tasks when viewing the project's critical path (to display the critical path, choose **Gantt > Critical Path**).

Central Topic properties

These properties can be edited in the **Document** and **Format** inspectors when a central topic is selected.

Some properties apply only in certain circumstances.



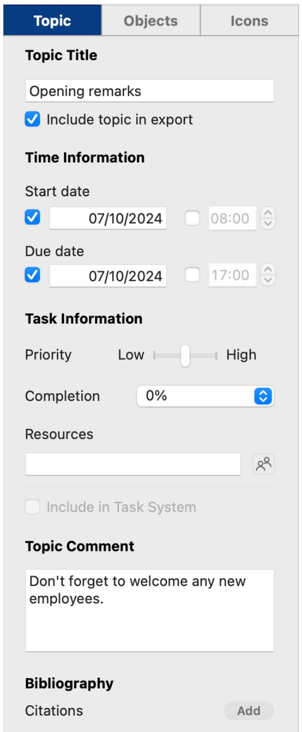
All the properties applicable to the central topic are also applicable to all the other topics.

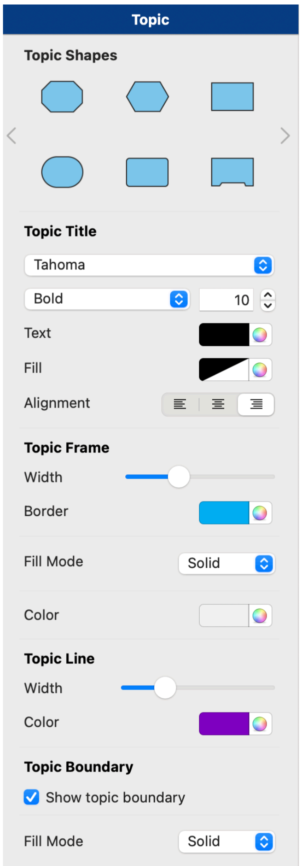
For a complete description of these properties, see "Topic properties".

Topic properties

These properties are available in the **Document** and **Format** inspectors when a topic or sub-topic is selected.

Some properties apply only in certain circumstances.





Options of the Document inspector

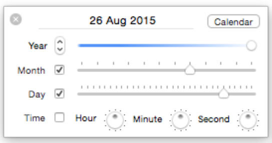
Topic Title

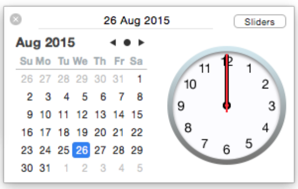
This field lets you edit the topic title or enter a new one. See "Entering the subject" for more information.

Include topic in export: This option is selected by default, so that the topic (and its sub-topics) will be included in any export to another format (HTML, Word, PowerPoint and so on). Disable it if you do not want the topic or its sub-topics to be exported.

Time Information

Start: If you are creating a timeline or a task list, you can enter a start time for the selected topic in this field. Type the date directly or use the slider and calendar of the assistant panel.





End: You can optionally enter an end time for the selected topic in this field.

See "Inserting timeline data" and "Inserting task data" for more information.

Task Information

These options let you add specific task data to a topic when you create a task list or a project.

See "Inserting task data" for more information.

Bibliography

The button shown at the right of the **Citations** label lets you add a citation to your topic or view the existing citations. For more information, see "[Using citations]".

Options of the Format inspector

Topic Shapes

This gallery lets you apply different shapes to the selected topic.

Topic Title

These options let you specify the font, text color, fill color and alignment of the topic.

Topic Frame

These options let you customize the topic frame.

Topic Line

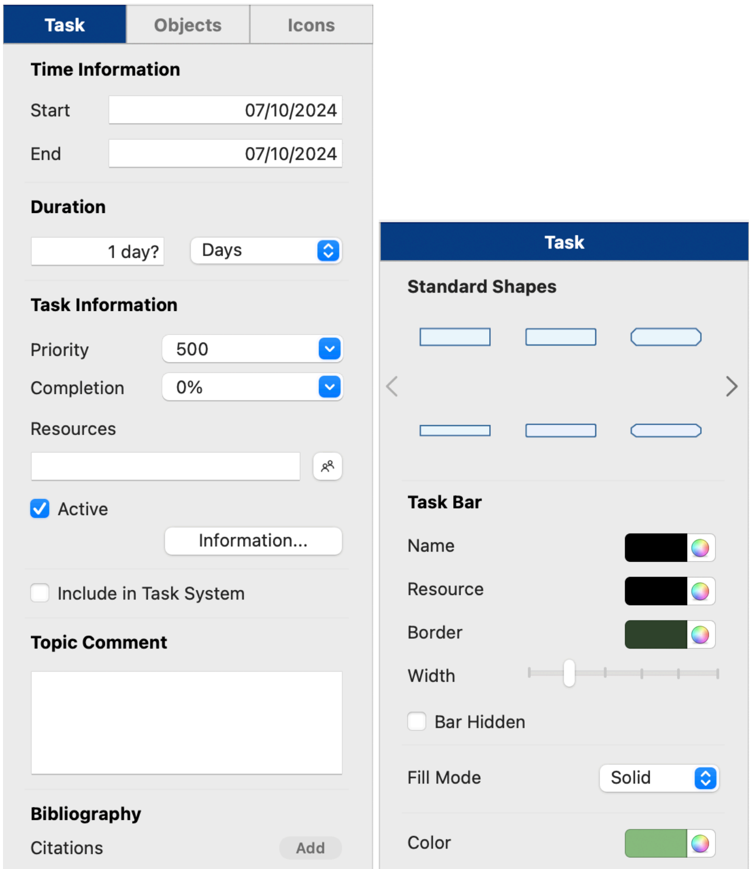
These options let you customize the line connecting the topic to its parent.

Topic Boundary

These options let you show and customize a boundary around the topic and its sub-topics.

Task properties

When a task is selected in the Gantt view, you can view and edit its properties using the **Task** panel of the **Document** inspector and the **Format** inspector.



Options of the Document inspector

Time Information

The **Start** and **End** fields show the task's start and end dates respectively. Although you can click these fields to add or change start dates and end dates of your project tasks, it is not recommended unless you understand the implications of doing so. It is normally better to let MindView calculate the start and end dates of the tasks automatically with reference to the project start date, the task durations, and the task links that you might have set up in the Gantt view. For detailed information about how MindView handles start and end dates in a project plan, refer to the paragraph "Specifying start and end dates" in "Entering and editing tasks".

Duration

Enter a **Duration**, using the pop-up menu on the right to choose between different duration types (minutes, hours, days, weeks, months).

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

Task Information

Priority: Define the task's priority.

Completion: Specify the degree of the task's completion.

For information on tasks' priority and completion levels refer to "Enhancing a project plan".

Resources: Lists resources assigned to this task. Click the button next to this field to manage the task's resources.

Active: Uncheck this option to make the task inactive, so that it no longer affects the project schedule. See the paragraph "Making a task inactive" in "Enhancing a project plan" for more information.

Include in Task System: Check this option to add the task to the online task system. For more information, see "Using the Task System".

Topic Comment

Add or edit a comment for the task.

Bibliography

The button shown at the right of the **Citations** label lets you add a citation to your task or view the existing citations. For more information, see "Using citations".

Options of the Format inspector

Shapes

Choose a shape for the task bar.

Task Bar

Click the **Name** and **Resource** color buttons to change the color used for the task name and resources in the Gantt chart.

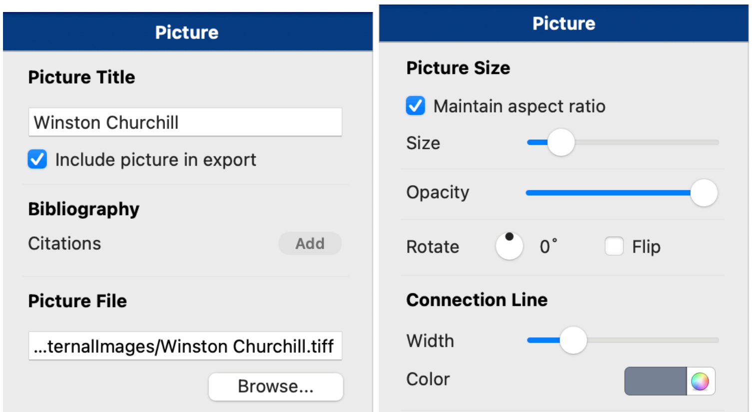
Use the **Border** color button and the **Width** slider to define the color and width of the task bar outline.

Check the **Bar Hidden** option to hide the bar representing the task from the Gantt chart. See the paragraph "Hiding the bar of a task" in "Enhancing a project plan" for more information.

Choose a **Fill Mode** and click the color buttons available to change the task bar color.

Picture properties

When a floating picture or a topic picture is selected, you can view and edit its properties with the **Document** and **Format** inspectors.



Options of the Document inspector

Picture Title

By default, the name of the picture is the name of the picture file. You can however replace it with a name of your choice.

If you export your document to HTML, this picture name will also be inserted in the Alt meta-tag for the picture in the .html file. When viewing the HTML page in the browser and moving the mouse pointer over the picture, you will therefore see the name of the picture appear in a small frame under the picture.

Include picture in export: This option is selected by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the picture to be exported. Note that floating pictures that are not connected to a topic are never exported.

Bibliography

The button shown at the right of the **Citations** label lets you add a citation to your picture or view the existing citations. For more information, see "Using citations".

Picture File

This section displays only if the picture is an external file, rather than a picture from the Pictures Collection.

You can enter a new folder and/or file name or click the **Browse** button to choose a different picture.

Options of the Format inspector

Picture Size

Maintain aspect ratio: This option is selected by default. Disable it if you do not want to preserve the proportions of the picture (in other words, the ratio between its width and its height) when resizing it.

● If you choose to preserve the aspect ratio, use the **Size** slider to adjust the size of the picture.

● If you choose not to preserve the aspect ratio, use the **Width** and/or **Height** sliders to adjust the width and/or height of the picture.

Use the **Opacity** slider to adjust the opacity from completely transparent (leftmost setting) to fully opaque (rightmost setting).

Use the **Rotate** and **Flip** options as needed.

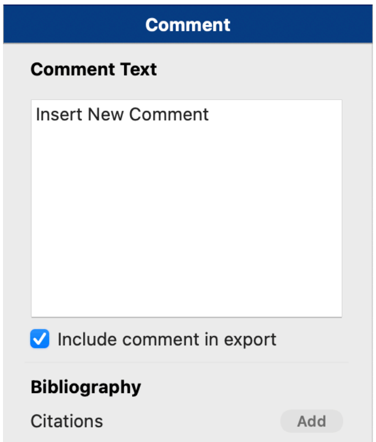
Connection Line

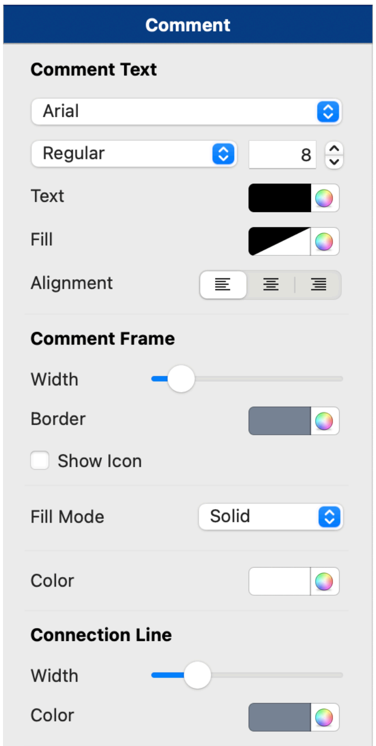
These options are displayed only in the case of a floating picture connected to a topic.

Use them to customize the line connecting the floating picture to the topic.

Floating Comment properties

When a floating comment is selected, you can view and edit its properties in the **Document** and **Format** inspectors.





Options of the Document inspector

Comment Text

You can edit the comment or enter a new one by typing in the input field. To force the start a new line press ⌥ ↩. When editing you can use the up and down arrow keys to move between lines.

Include comment in export: This option is selected by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the floating comment to be exported. Note that floating comments that are not connected to a topic are never exported.

Bibliography

The button shown at the right of the **Citations** label lets you add a citation to your floating comment or view the existing citations. For more information, see "Using citations".

Options of the Format inspector

Comment Text

Use the options of this group to customize the text of your floating comment.

Comment Frame

Use the options of this group to customize the frame surrounding your floating comment.

Check **Show Icon** to display a comment icon on the top left of your floating comment.

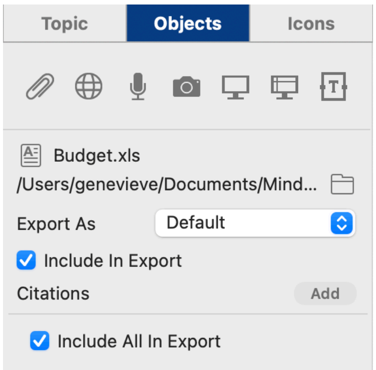
Connection Line

These options are only displayed if the floating comment is connected to a topic.

Use the options of this group to customize the line connecting the floating comment to the topic.

Object properties

The **Objects** inspector displays the properties of the objects attached to the currently selected topic. To open this panel, select a topic or sub-topic that has one or more attached objects and click the **Objects** tab of the **Document** inspector.



Each object listed is identified by its name and an icon indicating its type.

● You can change the name and/or path of each object by clicking the icon shown on the right of its path.

If you export your document to HTML, the name of picture objects is 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.

● If you intend to export your map to another format (HTML, Word, PowerPoint and so on), you can choose if a particular object should be exported as a hyperlink or as a button by clicking the relevant option in the **Export As** field.

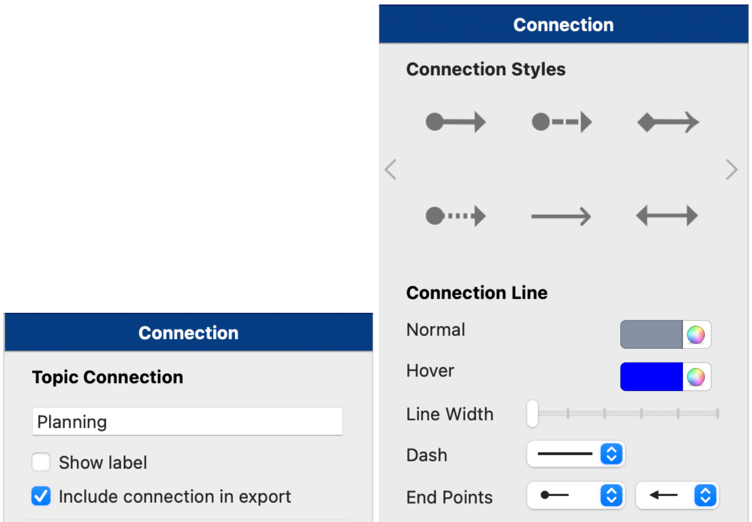
● By default, the checkbox **Include in Export** of each object is enabled. Disable it if you do not want a particular object to be exported.

Note that the **Include All in Export** checkbox shown at the bottom of the panel allows you to change the **Include in Export** setting for all the objects at once.

● You can add a citation to the object by clicking the To insert a citation, click the **Add** button next to the label **Citations**. You should have a list of bibliography sources in your document to use citations. Refer to the topics "Using citations" and "Using sources" for more information.

Topic Connection properties

When a topic connection is selected, you can view and edit its properties in the **Document** and **Format** inspectors.



Options of the Document inspector

Topic Connection

The name given to the topic connection is, by default, the name of the end topic. You can change this if necessary by editing the text here.

Click the **Show label** option to display the topic connection name on the line itself.

Include connection in export: This option is selected by default. Disable it if you intend to export your map to another format (HTML, Word and so on) but do not want the topic connection to be exported.

Options of the Format inspector

Connection Styles

Choose a style for the topic connection line.

Connection Line

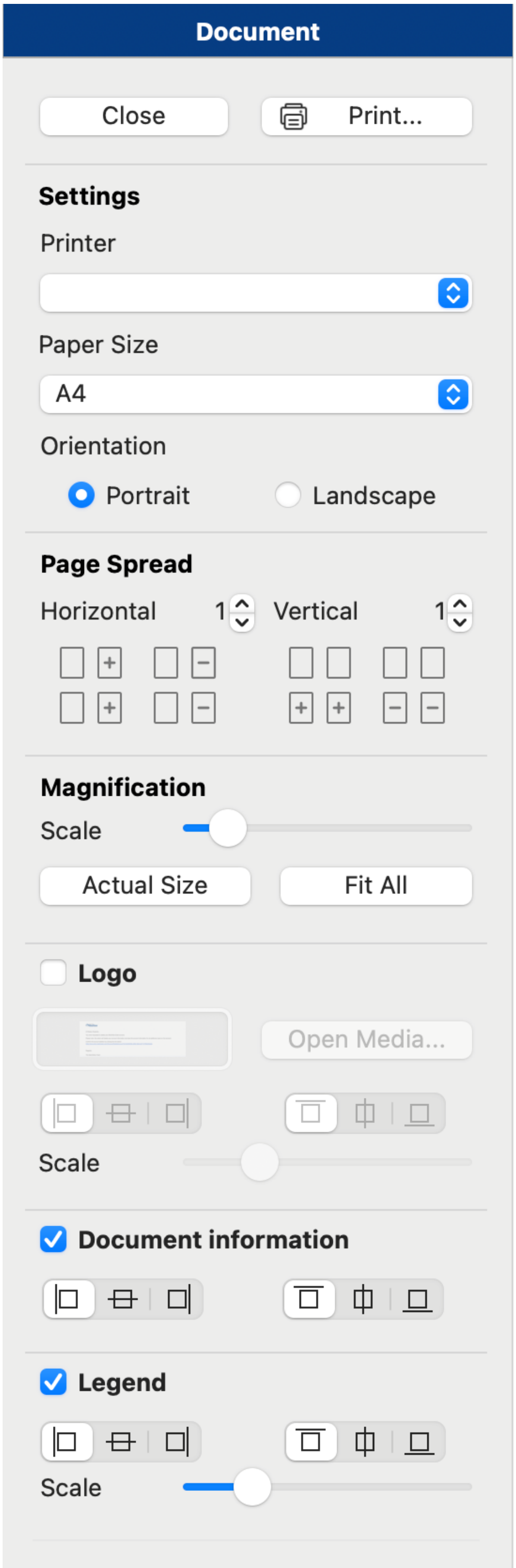
Normal: Click to choose a new color for the topic connection.

Hover: Click to choose a new hover color for the topic connection. This is the color taken by the topic connection when you just move the mouse pointer over it.

Use the other options of this group to customize the topic connection line.

Print View inspector

This inspector opens when you click the **Print Preview** icon in the toolbar or choose **File > Show Print Preview**. See "Printing a mind map" for a description of all the options available.



Keyboard shortcuts

The table below lists all the keyboard shortcuts provided by MindView.

Keyboard shortcut	**Description**
↩	Add a new topic at the same level as the selected topic
⌘ ↩	Add a new sub-topic to the selected topic
⌥ click and drag	Move the mind map in the workspace
⇧ ↩	Add a pre-topic to the selected topic
delete	Delete the selected topic or element
↑	Select the topic placed above the currently selected topic
⌥ ↑	Move the selected topic up (Mind Map, Left/Right and Outline views only)
↓	Select the topic placed below the currently selected topic
⌥ ↓	Move the selected topic down (Mind Map, Left/Right and Outline views only)
←	Select the topic to the left of the currently selected topic in the map. In the Outline view, collapse the selected topic.
⌥ ←	Move the selected topic left (Top Down view only)
→	Select the topic to the right of the currently selected topic in the map. In the Outline view, expand the selected topic.
⌥ →	Move the selected topic right (Top Down view only)
⌘ ⌥ 1	Mind Map view
⌘ ⌥ 2	Top Down Vertical view
⌘ ⌥ 3	Right view
⌘ ⌥ 4	Timeline view
⌘ ⌥ 5	Outline view
⌘ ⌥ 6	Kanban view
⌘ ⌥ 7	Year Wheel view
⌘ ⌥ 8	Gantt view
⌘ 1	Document Inspector

⌘ 2	Format Inspector
⌘ 3	Filter Inspector
⌘ 4	Pictures panel
⌘ 5	Research panel
⌘ A	Select all
⌘ B	Make selected text bold
⌘ I	Italicize selected text
⌘ U	Underline selected text
⌘ +	Increase size of selected text
⌘ -	Decrease size of selected text
⌘ ←	Expand or collapse the sub-topics below the selected topic
⌘ ⇧ C	Show the Colors dialog
⌘ ⇧ ?	Help
Space bar	Edit the name of the selected topic or the selected floating comment
⌘ :	Open the Spelling dialog
⌘ ;	Spell check the selected element
⌘ ,	Open the Settings dialog
⌘ ⇧ E	Open the Quick Export dialog
⌘ ⌥ E	Open the text note editor
⌘ ⌥ F	Toggle Full Screen mode
⌘ ⌥ O	Open the Overview panel
⌘ ⇧ N	Insert or edit a pop-up comment on the selected topic
⌘ F	Find and replace text in document
⌘ G	Find next
⌘ ⇧ G	Find previous

⌘ M	Minimize window
⌘ N	Create a new document
⌘ W	Close the active document
⌘ O	Open and browse for an existing document
⌘ P	Show the Print View inspector
⌘ S	Save the active document
⌘ ⌥ ⇧ S	Save the active document under a new name
⌘ ⌥ S	Save the active document as a template
⌘ ⇧ T	Activate the compact layout
⌘ Z	Undo the last action
⌘ ⇧ Z	Reverse the last Undo
⌘ C	Copy the selected data to the clipboard
⌘ ^ C	Copy the style to the clipboard
⌘ X	Cut the selected data to the clipboard
⌘ V	Paste the data from the clipboard to the selected destination
⌘ ^ V	Paste the style from the clipboard
⌘ =	Zoom to fit
⌘ ⇧ >	Zoom in
⌘ ⇧ <	Zoom out
⌘ `	Switch between open documents