

MindView User Guide

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Introduction

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

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

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MindView Windows and macOS – End User License Agreement

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

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

1. DEFINITIONS

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

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

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

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

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

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

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

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

2. USE OF THE PRODUCT

2.1 Subscription-Based Software License

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

2.2 Device-Based License

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

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

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

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

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

2.3 Restrictions and Requirements

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

2.4 Terminal Server / Non-Activation Keys

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

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

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

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

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

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

3. ACTIVATION

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

4. OTHER LICENSES

4.1 Educational Licenses

Commercial use of Educational Licenses of this Product is prohibited.

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

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

4.2 OEM Versions

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

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

4.3 Not For Resale versions (NFR)

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

5. SPECIFIC SOFTWARE TERMS AND CLIPART

5.1 MindView Public Maps Library

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

5.2 MindView Drive

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

5.3 MindView Assist

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

5.4 Clipart

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

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

5.5 Using the AI Feature

This Service may include AI features based on OpenAI. When using the AI features You accept and agree to use them in a manner that does not violate OpenAI Policies (<https://openai.com/policies>). MatchWare reserves the right to limit the service for users making over extensive use of the AI service. By accepting the Agreement, You acknowledge that AI content is machine generated, not

copyrighted and does not represent MatchWare's views. The AI contents may not be correct and may need editing.

6. PRIVACY AND DATA

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

7. SUPPORT

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

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

Submit questions under the "Contact" tab.

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

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

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

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

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

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

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

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

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

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

8. INTELLECTUAL PROPERTY RIGHTS

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

8.1 Suggestions

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

9. CONFIDENTIALITY

9.1 Definition of Confidential Information

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

applications, software application releases, licensing, pricing, techniques, algorithms, processes, financial information, sales and marketing information.

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

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

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

- a. To hold the Disclosing Party's Confidential Information in strict confidence, using the same degree of (but no less than reasonable) care and protection that it exercises with its own Confidential Information of a similar nature;
- b. Not to reproduce, reverse engineer, decompile, or disassemble the Confidential Information by any means or for any purpose;
- c. Not to directly or indirectly disclose, distribute, or otherwise make available any Confidential Information of the Disclosing Party to a third party;
- d. Not to copy or use Disclosing Party's Confidential Information for any purpose other than as necessary to fulfill Receiving Party's obligations or exercise its rights under this Agreement;
- e. To disclose the other party's Confidential Information only to its employees with a need to know in order to fulfill such party's obligations hereunder and who have been informed of and have agreed to abide by the provisions of this Agreement; and
- f. To disclose Confidential Information of the Disclosing Party to the extent that such disclosure is approved in writing by the Disclosing Party or is required by law or by the order of a court or similar judicial or administrative body, provided that the Receiving Party notifies the Disclosing Party of such required disclosure promptly and in writing and cooperates with the Disclosing Party, at the Disclosing Party's reasonable request and expense, in any lawful action to contest or limit the scope of such required disclosure.

10. WARRANTIES AND DISCLAIMERS

10.1 Warranties

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

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

11. LIMITATION OF LIABILITY

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

12. MUTUAL INDEMNIFICATION

12.1 Indemnification by MatchWare

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

12.2 Indemnification by You

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

13. GENERAL TERMS

13.1 Entire Agreement

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

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

13.2 Notices

Notices under this Agreement shall be sufficient only if personally delivered, delivered by a major commercial rapid delivery courier service, delivered by facsimile transmission confirmed by first class mail, or mailed by certified or registered mail, return receipt requested, to a party at its address set forth herein or as amended by notice pursuant to this subsection. If not received sooner, notice

by mail shall be deemed received seven (7) days after deposit. Who You should direct notices to depends on where You are domiciled, see Section 13.3.

13.3 Governing Law and Who You Are Contracting With

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

Domiciled in:	MatchWare Entity	Notices sent to:	Governing Law
North, South or Central America, Australia and New Zealand	MatchWare Inc. 511 West Bay Street Suite 480 Tampa, FL 33606-2205 USA	Legal Department Fax: + 1-813-254-6654	Florida and controlling United States Federal Law
Scandinavia	MatchWare A/S Thomas Koppels Gade 30 8000 Aarhus C Denmark	Legal Department Fax: +4587303501	Danish Law
Germany, Austria, Switzerland	MatchWare GmbH Anckelmannsplatz 1 20537 Hamburg Deutschland	Legal Department Fax: +4940543789	German Law
UK, France and Rest of the World	MatchWare Ltd. 3-5 Red Lion Street Richmond, TW9 1RJ, UK	Legal Department Fax: +442083322170	UK Law

13.4 Relationship of the Parties

The parties hereto are independent contractors. Neither party is, nor shall claim to be, a legal agent, representative, partner or employee of the other; neither shall contract in the name of the other nor assume or create any obligations, debts, or liabilities for the other. Neither party relies on any promises, inducements or representations made by the other except as expressly provided in this Agreement. This Agreement is not intended to constitute, create, give effect to or otherwise recognize a joint venture, partnership, or formal business entity of any kind between the parties.

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

13.5 MatchWare User Experience Improvement Program

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

13.6 Upgrade and Training Webinar Emails

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

13.7 No Waiver

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

13.8 Force Majeure

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

13.9 Attorneys' Fees

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

13.10 US. Government Restricted Rights

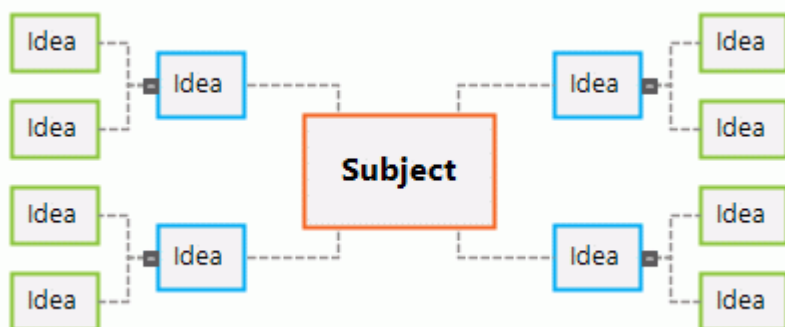
This Product and documentation are provided with RESTRICTED RIGHTS. The Product and documentation are developed at private expense and no part of them is in the public domain. Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subparagraph c(1) and (2) of the Commercial Computer Software Restricted Rights clause at FAR 52.277-19 or subparagraph c(1) (ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227 - 7013. Manufacturer is MatchWare A/S, Thomas Koppels Gade 30, DK-8000 Aarhus C, Denmark.

Welcome

Welcome to **MatchWare® MindView™**, the perfect tool for organizing information! Easy to learn and easy to use, MindView is a highly effective way of brainstorming, developing and structuring ideas visually. It is equally well suited for use in education, business and organizations.

It's your idea. What do you want to do with it?

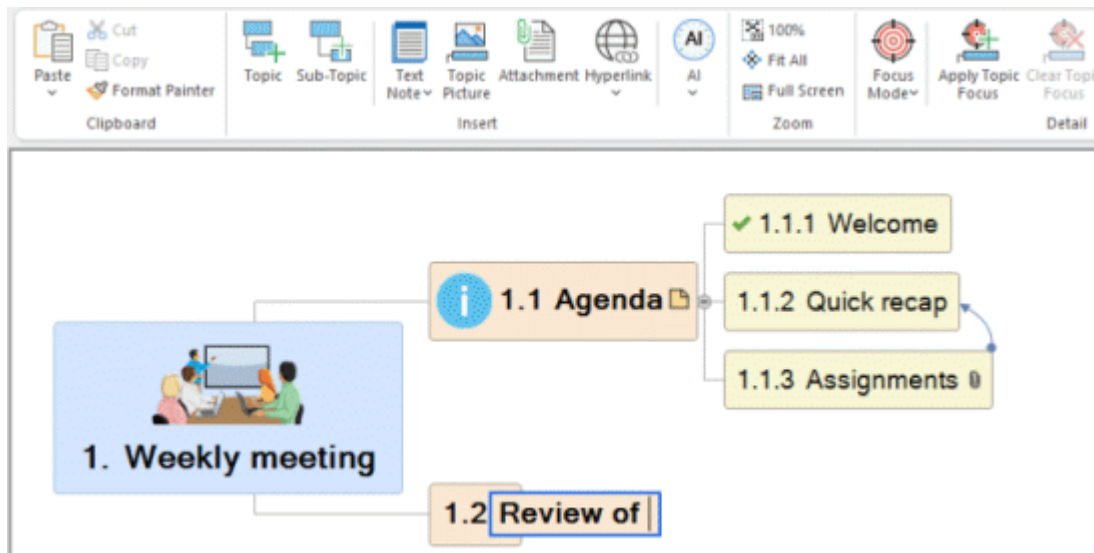
MindView is based on the concept of using **mind maps®**. A mind map consists of a central topic surrounded by other topics with relevant information related to the subject of the central topic. By organizing information in a visual and non-hierarchical manner, mind maps help individuals and businesses achieve higher levels of performance.



Using MindView, you can quickly create, edit and design mind maps to organize your ideas. But you are not limited to using only mind maps, and you have access to a wide range of features that give you a world of options for developing and using information. The premise is very simple: It's your idea. What do you want to do with it?

Quickly develop and edit your ideas

You can quickly create a new document based on a central topic and insert more topics with additional information. MindView contains a wide selection of ready-made templates, but you can also work from scratch and get results fast. You can quickly reorganize your ideas by dragging and dropping them.



You can insert icons and pictures that help you get an overview of your document. You can capture images and text from any source, and you can dictate ideas using your microphone. You can add numerical values to your topics and insert formulas that automatically carry out calculations on those values. MindView gives you built-in design and formatting options that help you quickly develop the visual aspect of your document, and you have many options for navigating and viewing your document down to the smallest detail.

Editing your topics is as easy as using a word processor. You can add comments and text notes with additional detail, and you can create a bibliography for your document and insert citations. If you need even more detail or reference material, you can add any file type as an attachment. And if you should run out of inspiration when creating or editing your document, the built-in AI feature helps you quickly create, edit and translate content, greatly speeding up your brainstorming processes.

View your content the way you want

Sometimes ideas simply make better sense when seen in a different view. With MindView, you can view your content as a mind map (including Top Down and Left/Right views) or as a timeline, an outline, a Kanban board, a year wheel or a Gantt chart.



Each view has its particular advantages. For example, the mind mapping views are great for brainstorming, the Kanban and Year Wheel views are ideal for task management, and the Gantt view is well suited for complex project management. But no matter which view you switch to, the content of your document is not affected (except in some cases when you switch to the Gantt view; for more information, see ["Using different views"](#)). Not sure if you need to use your content as a task list, a timeline or an organization chart? Try them all out: With MindView, you do not need to make a final decision.

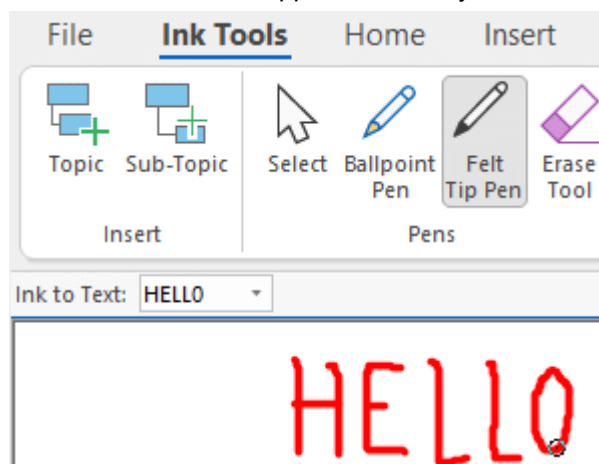
Connect and collaborate

MindView lets you store your documents in online workspaces such as Google Drive or Microsoft OneDrive and share them with other MindView users, and you can send your documents to other users via e-mail. If you log into your MatchWare account from MindView, you get full access to the extensive collaboration features available through the MindView suite:

- You can collaborate with other users in real time by storing documents on the MatchWare-specific workspace MindView Drive. Files stored here can also be opened from MindView Online and from MindView for Mac.
- You can publish your documents on the public MatchWare map library.
- You can use the Task System to easily share tasks with other MindView users.
- You can use the MindView Assist smartphone app to create research notes and tasks, and insert them in your documents in MindView.

Use MindView your way

The assistive technology features in MindView help any user use the application. In addition to using mouse and keyboard, you can use the application using pen, touch and speech input. You can dictate content to the application, and you can have the content of topics and notes read aloud.



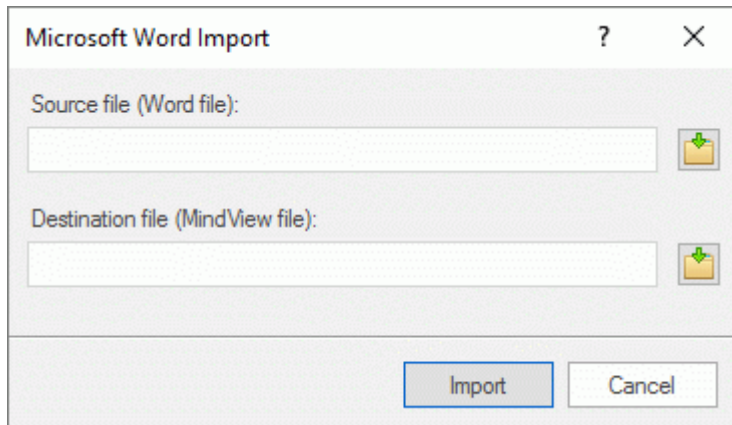


Some of these features are only available in the AT Edition.

The user interface can be displayed using a dark background that makes the application easier to use for visually impaired users. And MindView is audited by the Digital Accessibility Centre in line with WCAG 2.2 AA standards.

Import and export your documents

Would you like to start working on a project from an existing Microsoft Office file? Or import a task list from Outlook? No problem. Using MindView, you can easily import documents and task lists from several Microsoft Office applications, from an XML file and from other mind mapping applications. Simply select the file you want and let MindView do the rest. Text, numbers, images, slides and other content are automatically converted to topics and other elements in MindView.



When you have finished working on your MindView document, you can export it to Microsoft Office using a variety of creative templates, as a PDF, RTF or XML file, as a picture, or as a fully functional HTML-based web site that you can upload to an FTP server directly from MindView. You can synchronize task information between MindView and Outlook to eliminate redundancies. And if you are working on a Gantt chart, you can export it to Microsoft Project to take full advantage of the advanced project management capabilities of that application.

Ready to get started?

In short, MindView offers all the features you need to create and develop your ideas and use them for anything you want. Despite all the possibilities available, using MindView is very easy. For a quick tutorial on using MindView, see "[Quick Start](#)".

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](#)".

Office 2022 user interface: MindView 9 comes with the familiar user interface from Microsoft Office 2022, making it easier and more intuitive to complete your tasks quickly. New documents by default open in separate application windows, making it easier to switch between them using the Alt+Tab keys on the keyboard.

Updated Backstage view: The Backstage view in MindView has been updated to give you a quick overview of recent documents and upcoming tasks, in addition to letting you quickly create new documents. For more information, see "[Using the Backstage 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 "[Designing 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

More Read Aloud options: The Read Aloud feature in MindView 9 AT now lets you choose the desired language, set the reading speed and highlight words on the screen during reading. This makes it far easier to interface with the application. For more information, see "[Viewing a mind map](#)".

Improved dictation: The Dictation feature in MindView 9 AT has been improved, making it even easier to enter text in topic labels and text notes using the microphone of your computer. For more information, see "[Dictating text](#)".

New dark theme and redesigned icons: You can select to have the user interface displayed with a 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. For more information, see "[Display options](#)" in "[Setting up your preferences](#)".

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 Windows terminology. Some terms, however, are specific to MindView or related to the Mind Map concept and may be unfamiliar to you.

Attachments and hyperlinks

MindView allows you to attach various objects to the 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 MindView Object list, and can all be exported when exporting your map to a different format. See "[Attaching objects](#)" and "[Creating hyperlinks](#)" for more information.

Calculation values

MindView allows you to add values to the topics of your mind map, for example sales numbers, costs, exchange rates and so on, as well as formulas to carry out calculations on the values. You enter values using the Calculation panel, accessed from a tab on the right of the workspace. For more information, see "[Inserting calculation values](#)".

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 topic. MindView documents are saved with the extension .mvd. If you prefer, documents can be shown on different tabs in the same window instead of opening in separate windows. 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® Excel spreadsheet, a Microsoft® Project document, a Microsoft® Outlook task list or a picture. You can also export to HTML and XML. See the "[Exporting](#)" section for more information.

Gantt view

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

Import

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

Microsoft Project as well as task lists from Outlook and XML documents. See the "[Importing](#)" section for more information.

Icons

MindView lets you place icons on the 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 of important terms 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 of important terms 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 of important terms 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 of important terms 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](#)" below 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 of important terms.

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](#)".

Installation and login

Installing MindView

Stand-alone installation

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

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



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

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

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

Administrative installation (system administrators only)

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

Creating an administrative installation

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



MindView 9 requires Microsoft Visual C++ 2019 Redistributable, Microsoft Edge WebView2 Runtime and .NET Framework 4.5.1 or newer. Before creating an administrative installation, make sure that these modules are installed on the destination computers.

- Choose **Start | Run**.



You can hold down the Windows button and press R.

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

```
C:\downloaded files\mindview9_<build>.exe /a //
```

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



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

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



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

Extracting the .msi file and additional content

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

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

```
c:\temp\mindview9_<build>.exe /extract – extracts the package contents to the same folder as the .exe file
```

```
c:\temp\mindview9_<build>.exe /extract:c:\temp\msipackage – extracts the package content to a different folder
```



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

Administrative installation

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

- The administrative installation package or extracted .msi file can be installed silently from the command prompt using the `/qn` command line option as in the following example:

```
msiexec.exe /i setup_X.msi /qn
```
- You can define the default installation language by using the `/qn TRANSFORMS` command line option and the correct language code (1030 for Danish, 1031 for German, 1033 for English (the default setting) and 1036 for French). The following example shows how to set the default language to German:

```
msiexec.exe /I setup_X.msi /qn TRANSFORMS=:1031
```

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


Logging in

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



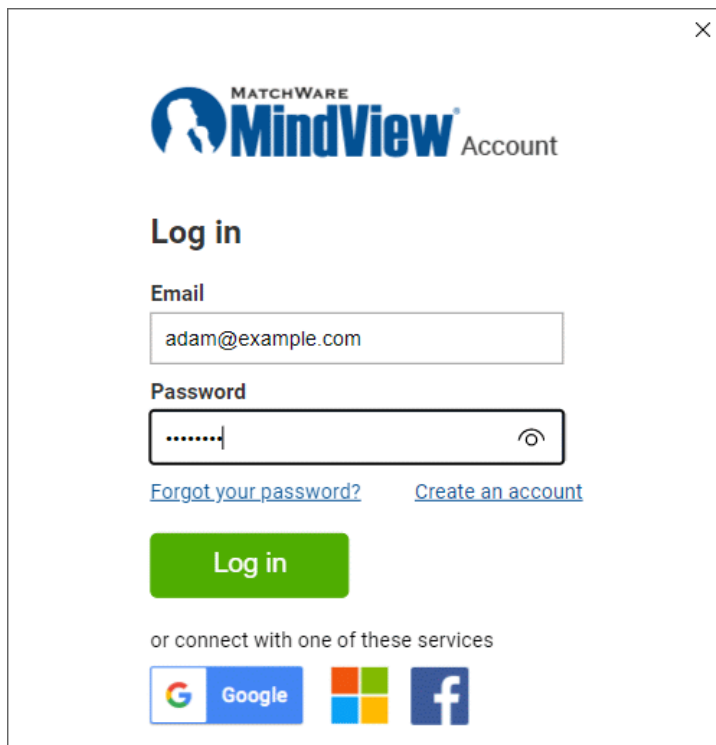
If you have received a license key from MatchWare, you can use this instead of logging in. For more information, see "[Entering a license key](#)" below. You will, however, need to log in to access MindView Drive and use the Task System; for more information, see "[Using the Task System](#)", "[Understanding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



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



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



Logging in using your MindView account

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



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



Click the eye icon in the **Password** field to view your password.

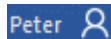
- If you have forgotten your password, click **Forgot your password** to request an e-mail containing your password.
 - If you do not have a MindView account, click **Create an account** to create one.
- In the dialog that opens, select if you want to stay logged in.



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

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

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



Logging in using another service

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

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



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

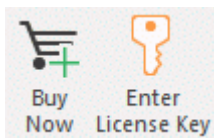
- Click the logo of the third-party service that you would like to use.
- Log into the selected service in the dialog that opens, if you are not already logged in.
- Give MindView permission to access your account with the service.

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

MindView account management options


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

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



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

Logging out

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



If you were working on a mind map with unsaved changes, you must log in again to save the mind map as you cannot save changes in read mode. For more information, see "[Saving a mind map](#)".

Entering a license key

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

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



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

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

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



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



Support

Getting help

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

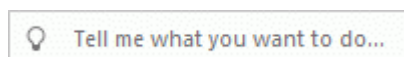
Online Help

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

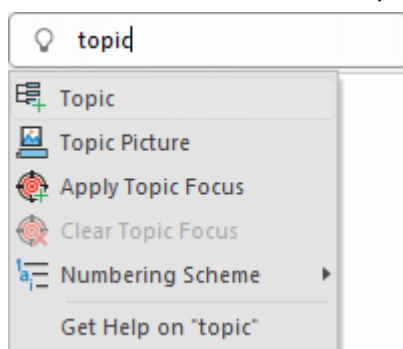
To obtain help on a particular dialog, click the small question mark  on the top right of the dialog in question. In many dialogs, you can also hover the mouse over the Information icon  shown next to a particular setting or option to view a description.

Tell Me bar


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



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



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

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

Quick Start panel

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

The FAQ Knowledge Base

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

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

Service Packs

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

You can find service packs for MatchWare products at:

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

MatchWare Web Site

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

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

Reporting a problem

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

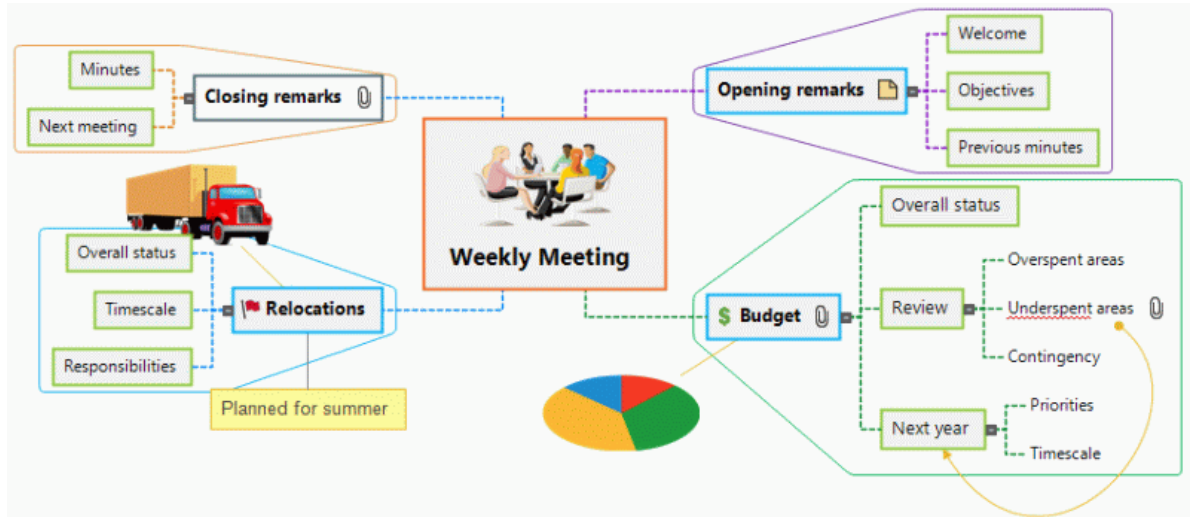
<https://faq.matchware.com>

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

Quick Start

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

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



The complete mind map, "Weekly Meeting.mvdx", can be found in the MindView program folder, in "...\MatchWare\MindView 9.0\Language\English\QuickStart".

First step: Creating the mind map

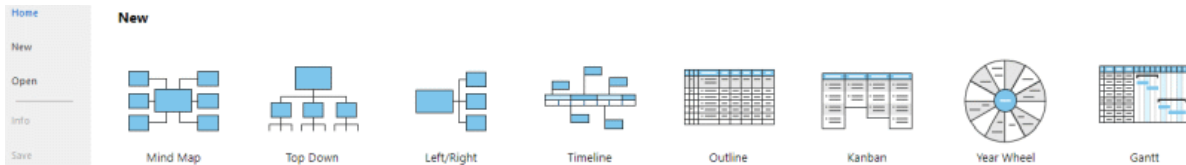
In this first step of our Quick Start example, we are going to create all the topics we require for our meeting agenda.

We start by creating a new MindView document.

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

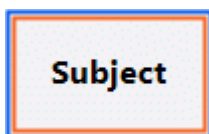


*If you have closed the Backstage view, you can re-open it by pressing **Ctrl + N**.*



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

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



Entering the subject

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



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

MatchWare MindView - [Weekly meeting]

Inserting the main topics



We are now going to insert a few main topics that we would like to include in our agenda, namely:

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

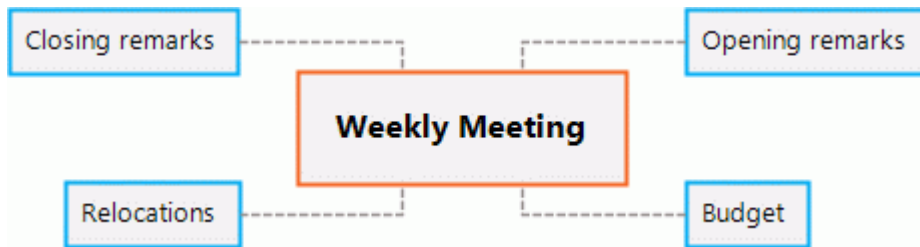
Let's start by inserting the first main topic.

- Press **Enter**.

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

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

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

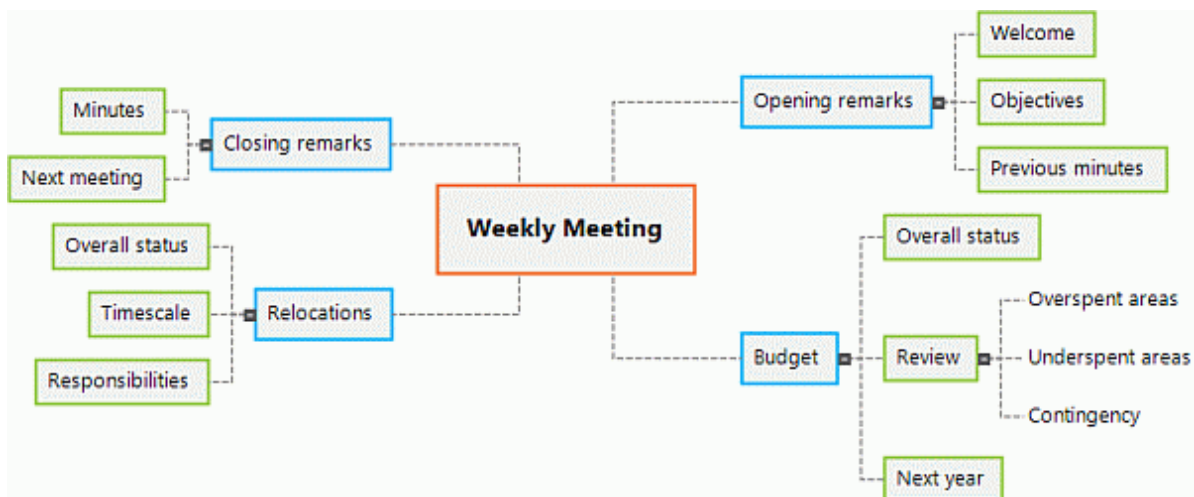


Inserting the sub-topics



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


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



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

Saving the document

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

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

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

Second step: Enhancing the mind map

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

Choosing a style

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

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

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

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

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

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

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

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

Inserting pictures



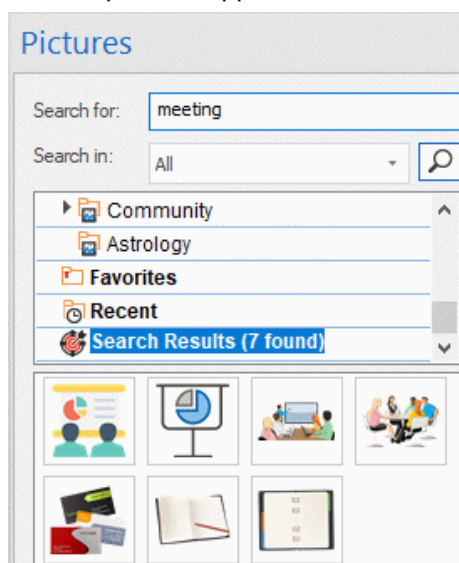
It is considered good Mind Mapping practice to insert a picture in the central topic to illustrate the theme of the map, so we are going to do just that:

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

The Pictures panel opens.

- Click the **Search for** field of the Pictures panel and type "meeting".

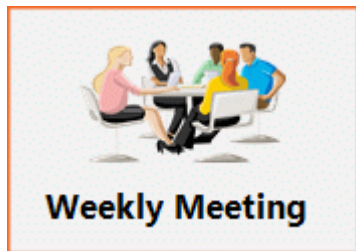
Various pictures appear in the Pictures panel display area.



- Drag the picture of the meeting over the central topic and let go of the mouse button.

The central topic now contains a picture of a meeting.

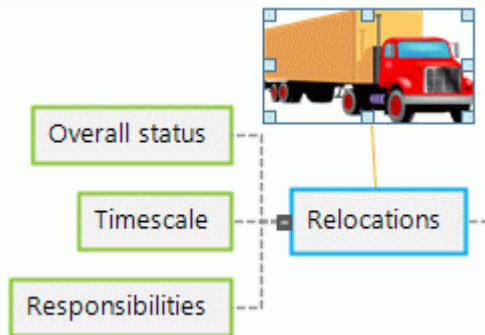
This type of picture, which "sits" on the topic to which it belongs, is called a "topic picture".



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

- Click the Relocations main topic to select it.
- Click the **Insert** tab in the main menu.
- Choose **Pictures | Floating Picture**.
- Browse to "...\\MatchWare\\MindView 9.0\\Language\\English\\QuickStart" in the Program Files folder, select the file "Truck.png" and click Open.

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



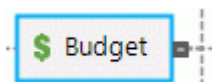
Inserting icons

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

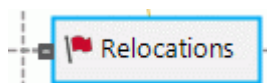
- Click the **View** tab in the main menu.
- Click **Show/Hide | Panels** and choose **Icons**.
Note that the Pictures panel disappears; only one right-hand panel can be visible at a time.
- Select the Budget main topic.
- Click the dollar sign icon in the Standard icon palette.



The icon now appears next to the topic label.



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



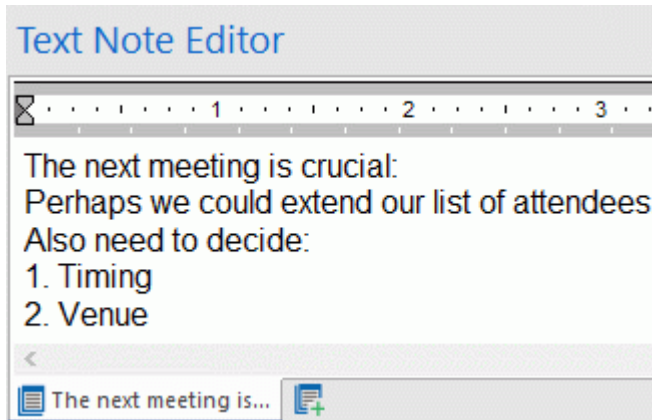
Inserting a text note



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


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

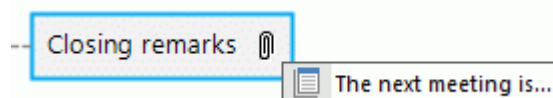
- If it is not already visible, open the Text Note editor by choosing **View | Show/Hide | Panels | Text Note Editor**.
- Select the Closing remarks main topic and type the following text (or any other) in the Text Note editor.



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

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

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



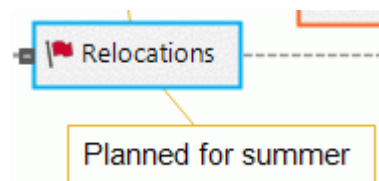
Inserting comments



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

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

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

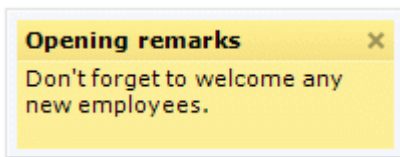



We are now going to insert a "pop-up" comment in our Opening remarks main topic as a reminder to welcome new staff. Pop-up comments are normally hidden.

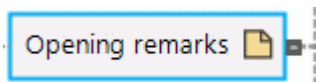
- Select the Opening remarks main topic. This time, rather than using the main menu, press **F11** (MindView's more commonly used commands have function key equivalents).

A yellow comment box opens.

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



The comment box disappears, but a yellow comment icon  now appears next to the 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, and edit it by clicking the icon.




Attaching a file



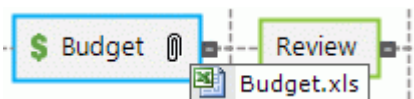
Since we have developed a spreadsheet to help us plan next year's budget, we are going to include it as a file attachment on our map.

- Click the Budget main topic to select it.
- Choose **Insert | Links | Attachment** in the main menu.
- Browse to "...\MatchWare\MindView 9.0\Language\English\QuickStart", select "Budget.xls" and click OK.

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

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

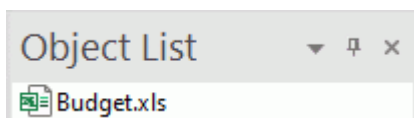
The object pop-up list appears.



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

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

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



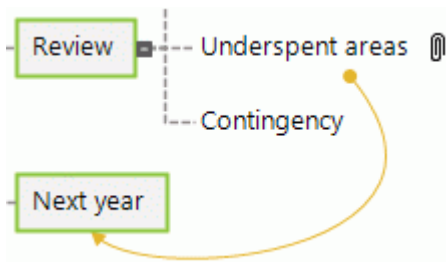
Creating a topic connection



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.

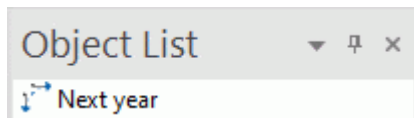
- Choose **Insert | Links | Topic Connection** in the main menu.
The mouse pointer changes shape.
- Move the mouse pointer to the Underspent areas topic, click it, drag the pointer to the Next year topic until it gets highlighted and let go of the mouse button.

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



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 bears the name of the topic where the connection ends.



Formatting the topics

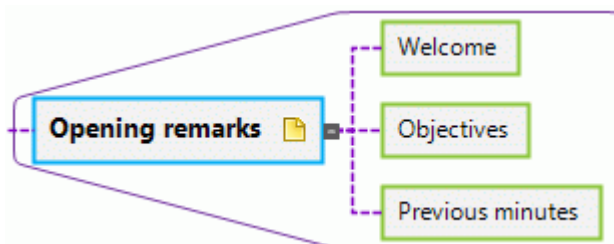


To finish off our map, we are going to add boundaries around the main topics.

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

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

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



You can of course also use the Format tab to customize your topics further, by changing their shape, the color of their background and/or outline, the color and width of the line joining the topic to its parent topic and so on. You can also customize the elements of your mind map from the Properties dialog; for more information, see "[Using the Properties dialog](#)".



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

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

User Guide

Setting up

Setting up your workspace

The MindView window is made up of several components:

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

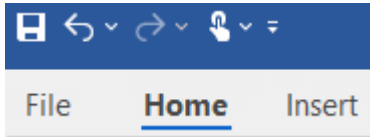
The **Design** tab that appears at the right of the ribbon is a special tab. It contains all the design options applicable to the current view.

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

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

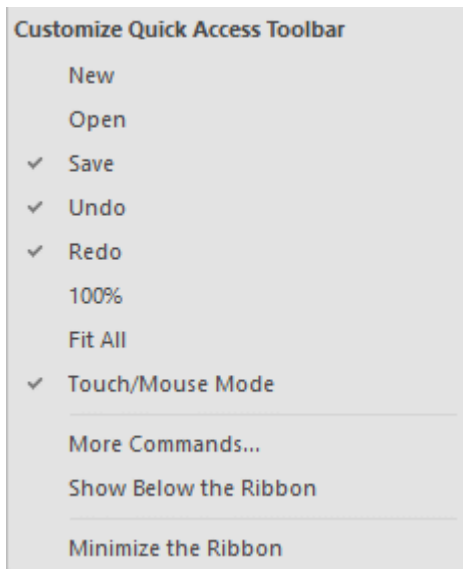
Customizing the Quick Access Toolbar

The Quick Access Toolbar contains the most frequently used commands.




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

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



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

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





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


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

Selecting a ribbon display option



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

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


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

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

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

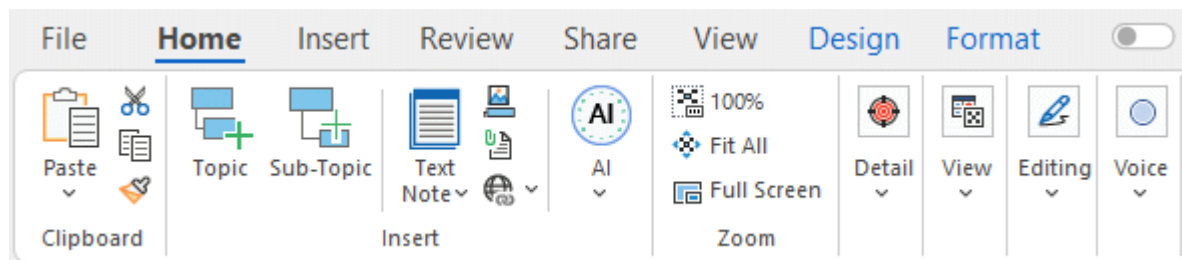
 You can toggle between **Show Tabs** and **Show Tabs and Commands** by double-clicking the current tab, by pressing Ctrl + F1 and by clicking the **Customize Quick Access Toolbar** arrow  and choosing **Minimize the Ribbon**.

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

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

Ribbon layout when the MindView window is reduced

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



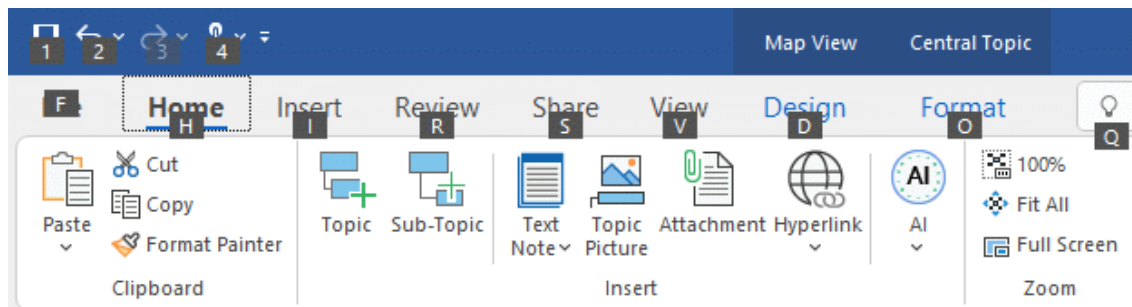
- To view the contents of such a collapsed group, just click its icon.

Using access keys and shortcut keys

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

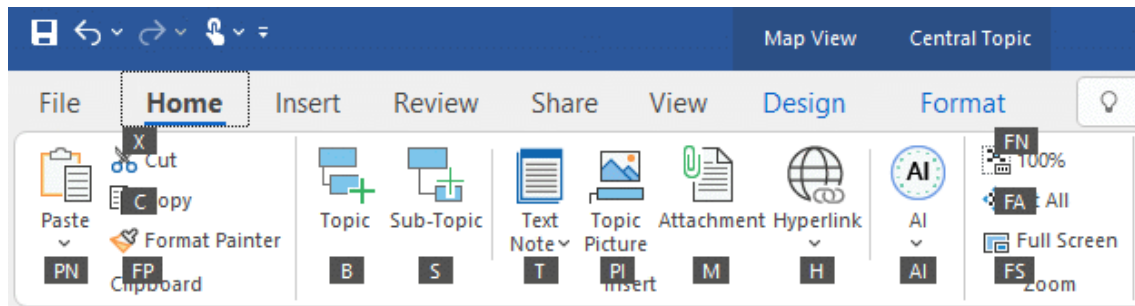
You can also use access keys for this purpose. Access keys are different from shortcut keys.

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



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

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



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

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

Using the MindView panels

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

- The **Task** panel

This panel lets you enter dates, times and other information on the topics of your mind map to create timelines, task lists or project plans.

For more information on this panel, see "[Inserting timeline data](#)" and "[Inserting task data](#)".
- The **Pictures** panel

This panel lets you access the Picture Catalog, an extensive collection of high-quality clipart pictures which you can add to your map to illustrate the topics.

See "[Inserting pictures](#)" and "[Using the Picture Catalog](#)" for more information.
- The **Icons** panel

This panel lets you insert icons in your map to illustrate the topics.

See "[Inserting icons](#)" for more information.
- The **Calculation** panel

This panel lets you enter and modify values on the topics of your mind map, for instance sales numbers, costs, exchange rates and so on, as well as formulas to carry out calculations on the values.

See "[Inserting calculation values](#)" for more information.
- The **Research** panel

This panel lets you insert research notes created using the MindView Assist app. You can also insert text and pictures created using the Capture toolbar if you have saved these items to the Research panel.

See "[Inserting items from the Research panel](#)" for more information.

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

- The **Text Note editor**

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

See "[Inserting text notes](#)" for more information.
- The **Object list**

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

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

- **The Properties dialog**
This dialog shows the properties of the MindView element currently selected, for example a topic or a floating comment. If nothing is selected the properties of the current view are shown.
See "[Using the Properties dialog](#)" for more information.
- **The Overview panel**
The Overview panel allows you to bring the different parts of your map into view.
See "[Using the Overview panel](#)" for more information.
- **The Changes panel**
This panel lists all the changes made to your map, by yourself or any other user who has access to it, provided that change tracking has been enabled.
See "[Tracking changes](#)" for more information.
- **The Outline panel**
This panel is only used in the Timeline, Kanban and Year Wheel views. It shows all the topics of your map as a hierarchical list which you can expand and collapse as required. It is a simpler version of the detailed outline used in the Outline view.
See "[Using the Timeline view](#)", "[Using the Kanban view](#)" and "[Using the Year Wheel view](#)" for more information.
- **The Quick Start panel**
This panel gives you access to tutorial videos and other content from MatchWare's YouTube channel.

Resizing panels

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

Undocking panels

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

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

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

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




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

Docking panels

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

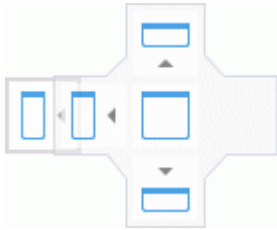
- Drag the title bar of the panel and move it in the direction required until you see the arrow

shapes left , up  and down  appear on the edges of the workspace.

- Drag the panel on top of the required arrow until you see a darker shade of blue outline the new position. Release the mouse button if you are happy with this new position, else continue dragging to the required position.

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

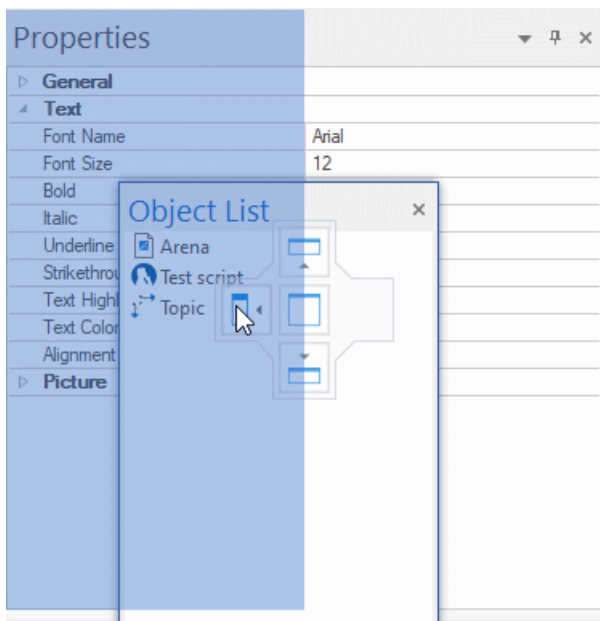
- Drag the title bar of the panel and move it in the direction of the target panel until you see a three-arrow shape appear.



You now have different possibilities:

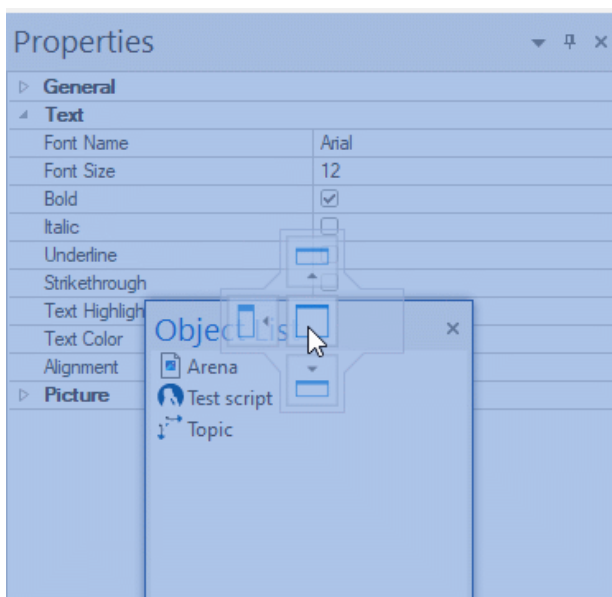
- Moving the panel over the left, up or down arrow will dock it on the corresponding side of the underlying panel.

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



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

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



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



Resetting panels to their default position

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

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

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

Setting up your preferences

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

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

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



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



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

Document

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



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

Proofing

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

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

Save

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

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

Preferences

User Info options

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



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

Display options

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

Show Mini Toolbar: When this option is enabled, MindView displays a small floating toolbar above the right-click menu when you right-click the workspace, topic or a text note. The toolbar contains

features relevant to the view you are in and saves you having to search for formatting commands or other options in the ribbon.

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

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

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

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

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

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

Document interface: This option controls if new MindView documents are opened in separate application windows (the default setting) or on separate tabs in the same application window. For more information, see "[Opening a mind map](#)".

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



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

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

MindView Interface Theme: This option allows you to choose between a white interface background (the default setting) and a dark background which can improve readability for visually impaired users.

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





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

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

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

Animation options

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

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

Text Note editor options

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

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

Project Management options

These options control the defaults MindView applies to any new document you create where the document is set to Gantt mode. For more information, see "[Using different views](#)".



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

Scheduling options

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

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

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

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

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

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

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

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

Currency options



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

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


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

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

Undo options

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

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

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

Updates options

Check for program updates: This option allows MindView to check automatically for program updates on the MatchWare web site at the start of the program. This includes both service packs (which require administrator privileges to install) and program functionality updates (which do not).

Auto-update program functionality: When this option is enabled, program functionality updates (which do not require administrator privileges) are automatically downloaded and installed as they become available.

Advanced options

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



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

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

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

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

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

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

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

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

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

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

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



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

Calendar

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

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

Suggestion Sources

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

Pen Input

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

Resources

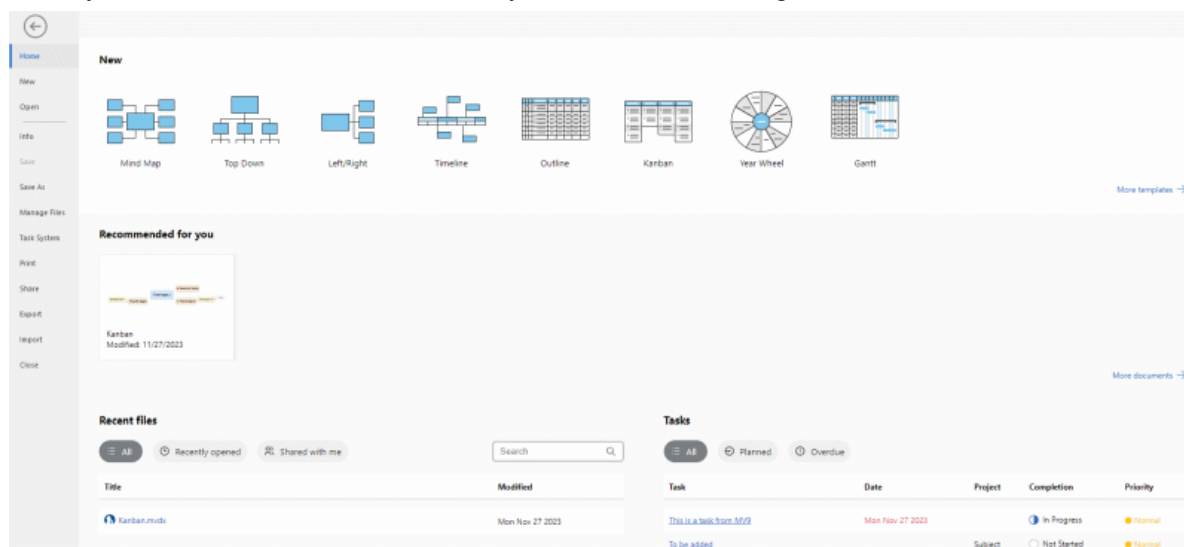
This dialog lets you access the MatchWare web site and obtain the latest product updates.

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

Basic usage

Using the Backstage view

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



Here you can create, open, save and share mind maps, get a quick overview of recent files and tasks, set up the application to your requirements, and much more. If you close the Backstage view, you can always open it again by clicking **File** in the ribbon.



If you do not want to see the Backstage view when you start MindView but go directly to the workspace, you can select this in the MindView Options dialog. See "[Setting up your preferences](#)" for more information.

- The **main window** of the Backstage view lets you quickly create a new MindView document using one of the built-in views. You can also see a list of recommendations based on your recent activity (if any), a list of your recent files and an overview of tasks assigned to you in the online Task System. For more information, see "[Creating a mind map](#)", "[Opening a mind map](#)" and "[Using the Task System](#)".
- The **menu** on the left of the Backstage view contains commands that let you carry out a wide range of actions on your documents and set up MindView to your requirements. For more information, see the topics in the "Setting up", "Basic usage", "Sharing and collaborating", "Presenting and sending", "Exporting" and "Importing" sections of this documentation.

Creating a mind map

- From the Backstage view, do one of the following:
 - Choose **Home**, and click the view you want to use.
 - Choose **New**, and select the view you want to use.

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

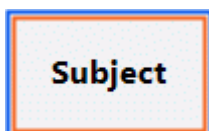


Although most of the topics in this user guide assume that you are using one of the standard Map views, namely Mind Map, Top Down or Left/Right, most of the procedures they describe apply equally to *all* views. Procedures that are specific to particular views are described in the topics dealing with these views in the "Using views" section of this user guide. Once you have created your document, you can display it at any time in another view without affecting the content. See "[Using different views](#)" for more information.



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

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



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

Using a template

The **New from Template** option of the Backstage view allows you to create a document based on one of the many educational, business and personal templates included in MindView, or on one of your own templates. The curriculum-aligned educational templates cover a range of learning levels and are supported by over a thousand high quality clipart images created specifically to match all areas of the curriculum.

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

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

Selecting a template

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

New from Template

Home



Business



Education



Personal

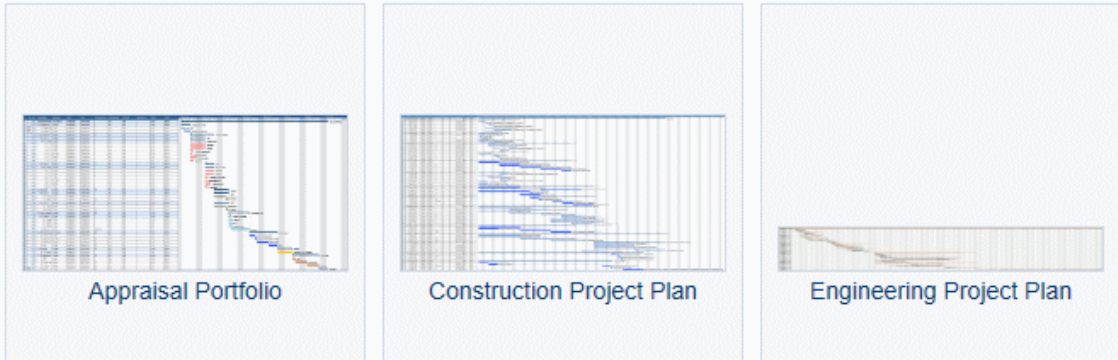


My Templates

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

New from Template

Home > Business > Project Management > Project Scheduling



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

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

New from Template

Home > My Templates > Business

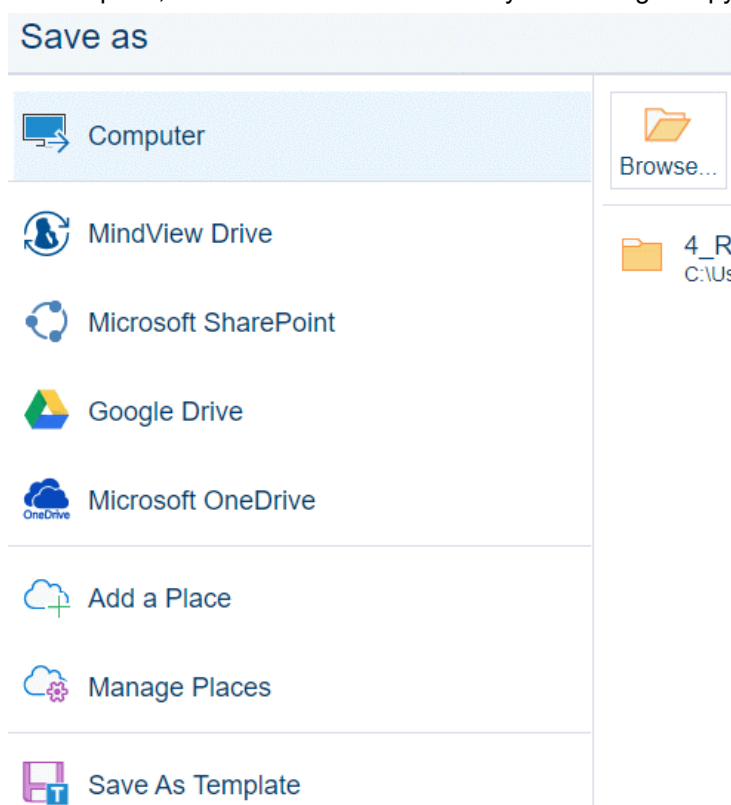




Saving a mind map


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


To save a document:

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



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

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

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

Saving documents created with previous versions of MindView

MindView 9 lets you open documents created with previous versions of MindView. However, once you make changes to the document and save it with MindView 9, features and data in the saved document may no longer be compatible with the previous version. You may therefore lose data if you then open the saved document in a previous version of MindView.

Logging out while working on an unsaved document

If you log out of MindView while working on a document with unsaved changes, you are asked if you want to save the changes first (unless the document is stored on MindView Drive, in which case it is saved automatically as you edit it). If you log out without saving, your changes are not discarded, and the document is not closed. You can view and navigate it in read mode, and you can log back in to edit and save it. If you exit MindView, however, the document is closed, and unsaved changes are discarded.

Saving your document as a template



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

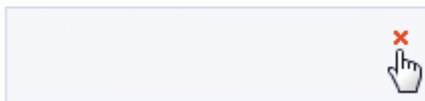
- Click the **File** tab.
- Choose **Save As | Save As Template**.
- Click **Save**.

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

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

New from Template

Home > My Templates > Business



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

Recovering a backup file (*.bak)

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

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

Auto-recovery

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

Opening a mind map

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

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

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

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



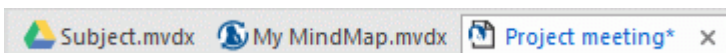
The Backstage view also shows lists of recommended and recent files. To open one of these files, simply click it on the list.



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



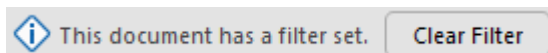
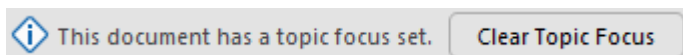
By default, each MindView document opens in a separate window, but you can change this setting so each document is displayed in a separate workspace tab in the same MindView window. If you use the tabs view, the icon shown on each tab indicates where the document is stored: on your computer or on an online workspace. If there is unsaved data in a mind map, this is indicated with an asterisk to the right of the tab name. For more information on changing general MindView settings, see "[Setting up your preferences](#)".



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

Notes:

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



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

Opening documents created with previous versions of MindView


MindView 9 lets you open documents created with previous versions of MindView. However, once you make changes to the document and save it with MindView 9, features and data in the saved document may no longer be compatible with the previous version. You may therefore lose data if you then open the saved document in a previous version of MindView.

Entering a topic label


By default, the central topic of a newly created mind map contains the label "Subject" and new topics appear with the label "Topic".

Replacing the default label

- Just click the topic to select it and start typing.


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


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




Weekly meeting

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

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

 Your map will be clearer if you keep your topic labels short. If you need to enter longer notes, use the Text Note editor. You can also enter comments to serve as reminders while you build up your map. See "[Inserting text notes](#)" and "[Inserting comments](#)" for more information.

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

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

Editing a label


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

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

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




Once you are in Edit mode:

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


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

Inserting topics

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

- A **main topic**  is a topic directly connected to the central topic.
Main topics are the most important topics related to the subject of your map.
- A **sub-topic**  is a topic belonging to a parent topic (a main topic or a sub-topic of higher level).
Sub-topics can be found at various levels in your map.
- A **pre-topic**  is a topic you insert before 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*. You can also move topics to other locations in the mind map. 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". The procedure for replacing the default label is the same as for the central topic. See "[Entering a topic label](#)" for more information.

 You can use AI to generate topics automatically. For more information, see "[Using AI](#)".

Inserting a main topic



To insert a main topic:

- Click the central topic and press **Enter** or **Insert**.

You can also:

- **Double-click** the central topic, or
- Click the central topic and choose **Home | Insert | Topic** or **Home | Insert | Sub-Topic**, or
- Click the central topic and choose **Insert | Topics | Topic** or **Insert | Topics | Sub-Topic**, or
- Right-click the central topic and choose **Insert | Topic** or **Insert | Sub-Topic** in its local menu.



Inserting topics at the same level



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

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

You can also:

- Click the topic and choose **Home | Insert | Topic**, or
- Click the topic and choose **Insert | Topic | Topic**, or
- Right-click the topic and choose **Insert | Topic** in its local menu.



Inserting a sub-topic



To add a sub-topic to an existing topic:

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

You can also:

- **Double-click** the topic, or
- Click the topic and choose **Home | Insert | Sub-Topic**, or
- Click the topic and choose **Insert | Topics | Sub-Topic**, or
- Right-click the topic and choose **Insert | Sub-Topic** in its local menu.



Inserting a pre-topic



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

- Click the topic and press **Shift + Enter**, or
- Click the topic and choose **Insert | Topics | Pre-Topic**, or
- Right-click the topic and choose **Insert | Pre-Topic** in its local menu.



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

Formatting a topic

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

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


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


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

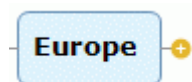
Similarly, you can copy a MindView topic structure to another application by copying it from MindView and pasting it in the external application.

Expanding and collapsing a topic


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

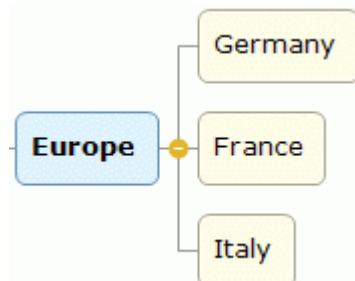
- Click the minus sign , or
- Right-click the higher-level topic and choose **Collapse** in its local menu, or
- Press **Ctrl + Shift + "-"**.


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



To redisplay the sub-topic with all its sub-topics, do one of the following:

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



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

Navigating between 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 **Home | Editing | Delete**  in the main menu, or
- Right-click the topic and choose **Delete | Entire Topic** in its local menu.


If a topic contains sub-topic, you can delete it without deleting its sub-topics by choosing **Delete | Topic Section** in its local 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 clicking **Undo**  in the Quick Access Toolbar or pressing **Ctrl + Z**.*

Designing a mind map

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


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

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

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



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


 The layouts available depend on the view you are using. If you are using one of the Map views for instance, you can choose between the traditional Mind Map layout, the Left or Right layout or the Top Down layout. For more information about views, see "[Using different views](#)".


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


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

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

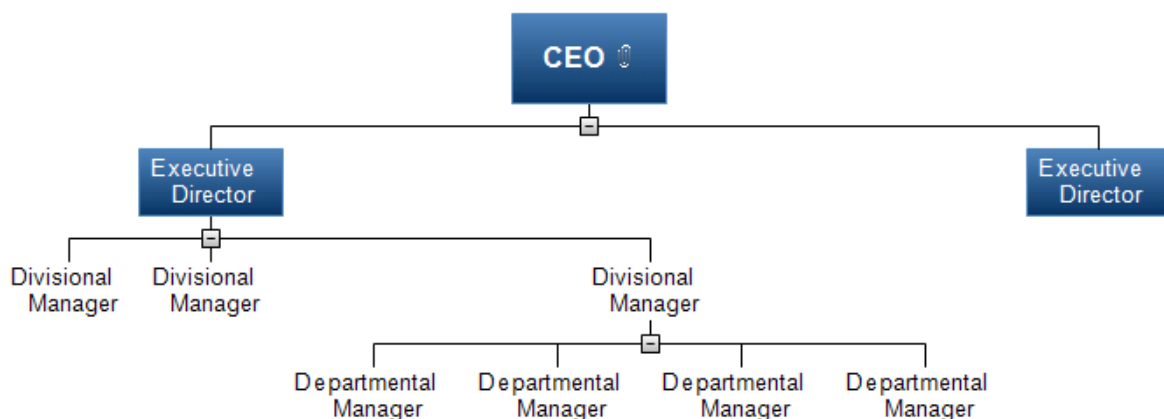
If necessary, you can undo your changes and return the map to the initial style by choosing **Effects | Reset Style**.

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

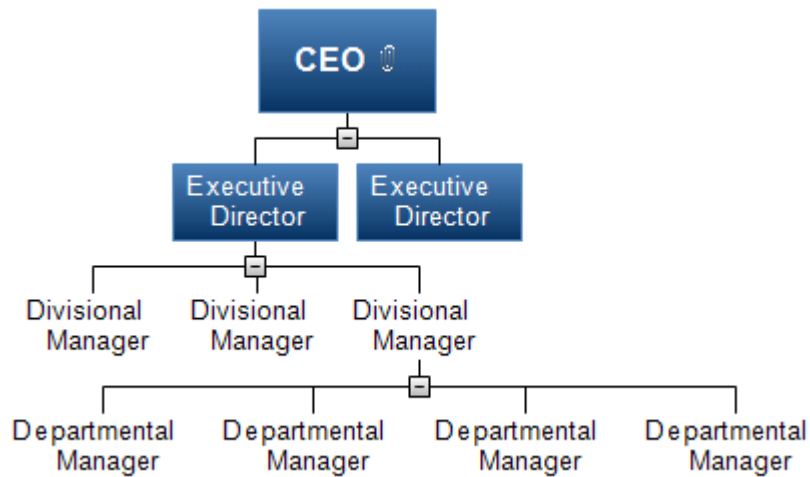
 MindView automatically applies the layout and style you select for your document the next time you create a new document using the same view. This helps you create new documents quickly, for example if you prefer to have the sub-topics of your Top Down views arranged horizontally, or if you prefer the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

 By default, MindView organizes the map so that the bounding areas containing the main 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. Note however that the compact mode is more demanding on computer performance; to fine-tune the Compact Map option to your computer, you can change the maximum number of topics allowed. For more information, see "[Setting up your preferences](#)".

Mind map before compacting:



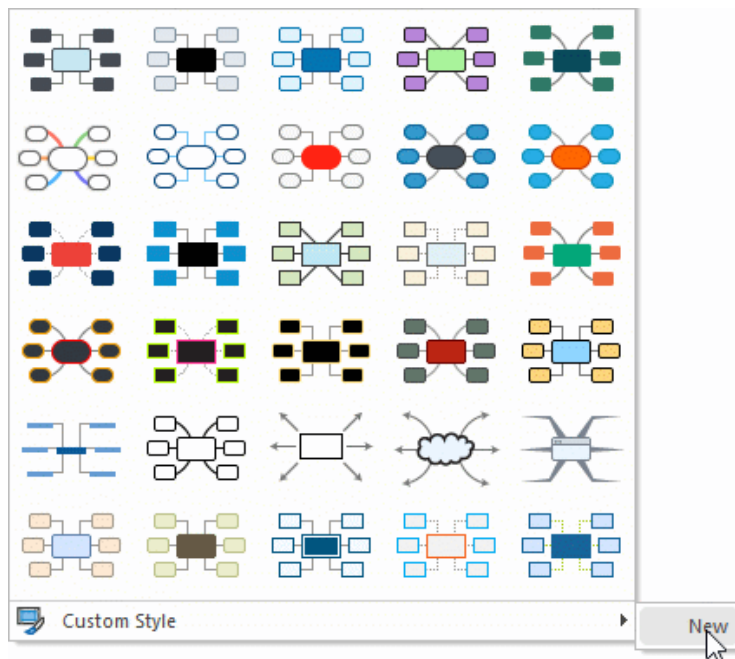
Mind map after compacting:



Creating a custom style

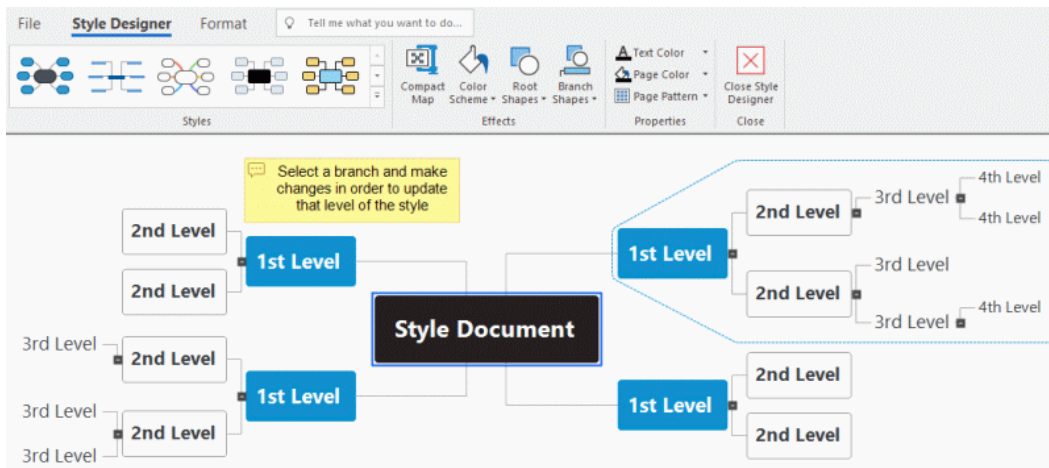
You can create your own custom style, for re-use later, as follows:

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

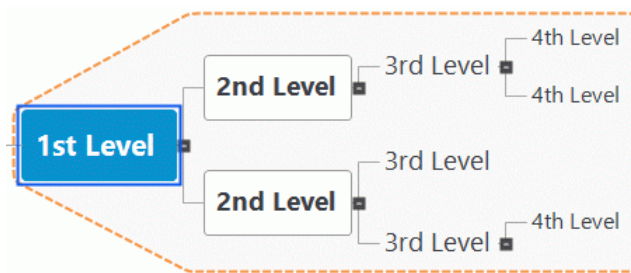


The **Style Designer** tab opens.

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



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



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

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

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

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

View properties

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

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



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

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

Viewing a mind map

MindView gives you a number of viewing options as described below.

Scrolling the map

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

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

Panning the map

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

- Press the **Shift** key and drag the area of the view that you want to reposition within the workspace.

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

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



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

Viewing map details


There are other viewing options available to you:



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





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

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


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

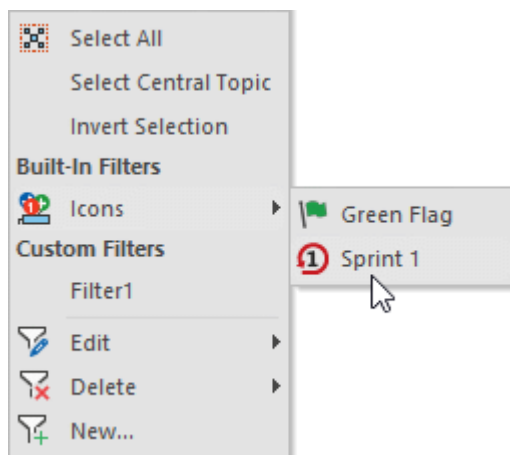
- The **Apply Topic Focus** icon  of the Home and View tabs allows you to restrict the display to a particular topic or set of topics. See "[Focusing on a topic](#)" for more information.
- The **Sub-Map** icon  of the Home and View tabs allows you to create sub-maps showing specific topics. See "[Creating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

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

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


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


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

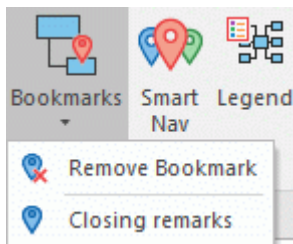


For example, if you select **Milestones** in the menu, all topics with milestone tasks are selected in the map, and if you select a particular icon from the **Icons** submenu, all topics containing that icon are selected.

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

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

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

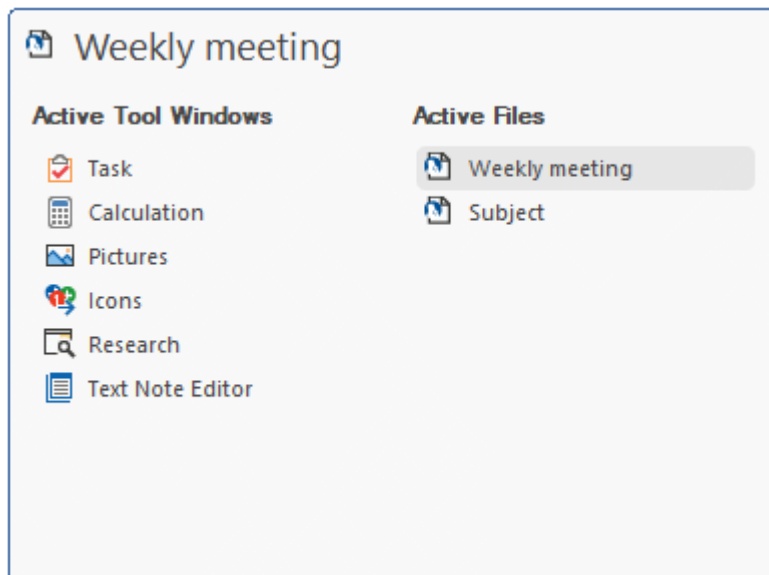


When you are viewing another part of the map, you can now quickly navigate to the bookmarked topic by clicking again the **Bookmarks** button and selecting the topic label in the list. This selects the topic, and re-centers the map on the topic. If you select a bookmark on a hidden topic, the topic becomes visible again.




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


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

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




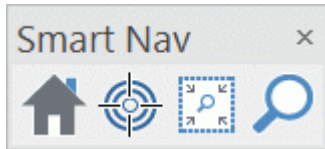
While holding down the Ctrl key, select the tool window or file that you want to switch to using the mouse or the arrow keys. When you release the Ctrl key, the Windows Navigator is closed, and MindView switches to the selected window or file.

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

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


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


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





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




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

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


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

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

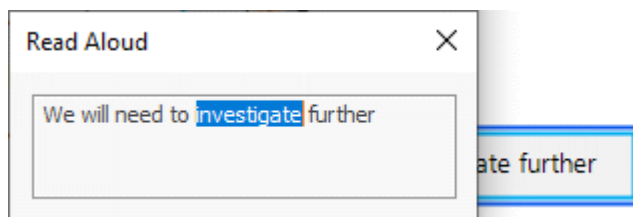
 Click **Search** and enter a search text in the text field provided. If you start typing a search string that matches one or more topic labels in the mind map, MindView will show a list of suggestions, and the topics in question are highlighted. Use the Up, Down and Enter keys or the mouse to select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

- The **Numbering Scheme** icon  of the Home tab lets you apply sequential numbers to the topics of the mind map (starting from the top right in a clockwise direction) and choose between various numbering styles.
- The **Filter** icon  of the View tab lets you define criteria, and then locate the topics of your document that meet these criteria by hiding all the other topics. Using filters, you can for instance display only topics containing a specific label or timeline events starting at a specific date. You can also use the **Conditional Formatting** feature  to highlight topics that meet the filter criteria but still keep the rest of the topics visible.

See "[Filtering a mind map](#)" and "[Using conditional formatting](#)" for more information.

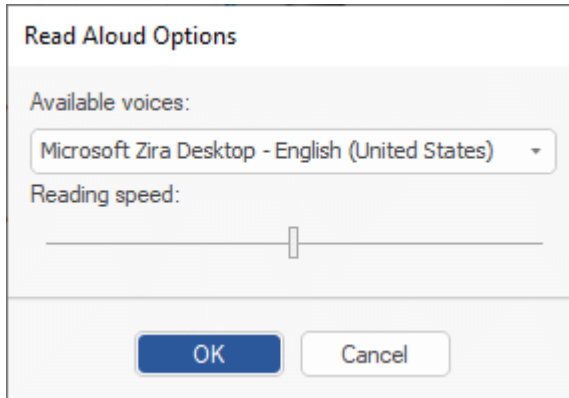
- The **Overview** panel allows you to concentrate on particular areas of your map. See "[Using the Overview panel](#)" for more information.
- Topic labels, text notes and comments can be read aloud. To do this, select the element and choose **Home | Voice | Read Aloud**  or **Review | Voice | Read Aloud** (or press **F5**). The feature highlights the words as they are being read aloud; topic labels are shown in a pop-up window.

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



You can stop the narrating by clicking the icon or pressing F5 again. To resume, hold down **Ctrl** while clicking the icon or pressing F5.


You can change the settings of the feature by clicking the arrow below the **Read Aloud** button. This opens a submenu where you can choose a narrator voice. You can also choose a narrator voice by clicking **Options** and selecting a voice on the drop-down in the dialog that opens. In the dialog, you can also set the reading speed by adjusting the slider.



The available narrator voices depend on the narrator voices installed in Windows.

Viewing map statistics

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

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

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

Zooming in and out



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

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




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



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

Zooming in

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


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



The maximum zoom factor is 400%.

Zooming out

Conversely, you can zoom out in several ways:


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



The minimum zoom factor is 10%.

Viewing the map at 100%

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

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

Fitting the map to the workspace

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

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



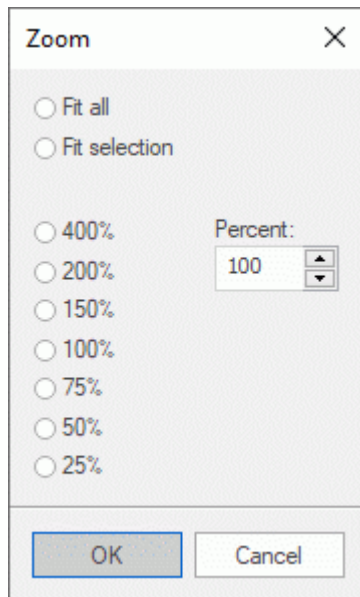
*You can also click **Fit All** on the Zoom slider.*

Selecting a zoom factor

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

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

The **Zoom** dialog opens.



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




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



Viewing the map in full screen mode

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

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

Printing a mind map



To print your map:

- From the Backstage view, choose **Print**.



You can also press **Ctrl + P**.

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

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

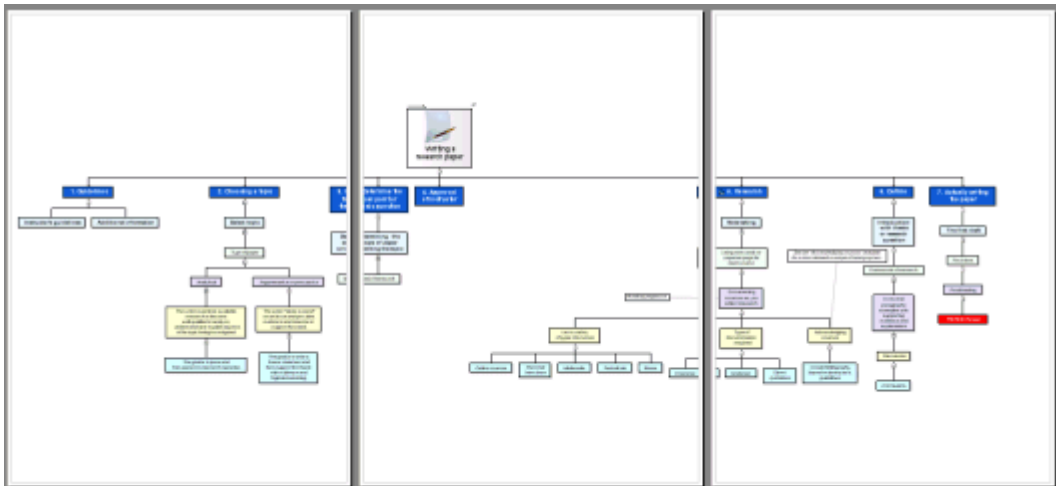


The preview area always shows the map exactly as it is shown on the workspace. This means that if you have restricted the display of the map in some way, for instance by showing only 2 levels of topics, focusing on a particular topic or using an advanced filter, only the part of the map shown in the preview area (and the workspace) will be printed. See "[Viewing a mind map](#)", "[Focusing on a topic](#)" and "[Filtering a mind map](#)" to learn more about these display options.

Customizing the printing

Apart from the usual print operations, the Print Preview window lets you choose settings to optimize the printing of your map.

Page Spread: These options allow you to spread your map on several pages, which is useful for large maps. If for instance your map is quite wide (as may be the case in the Top Down or Kanban view), you can click **+ Column** to add one or more pages horizontally, thereby ensuring that its entire contents will be easily legible. Similarly, if your map is quite tall, you can click **+ Row** to add one or more pages vertically. Whenever you increase or decrease the page spread, the map is automatically resized to occupy all the space available.



Magnification: These options allow you to increase or decrease the map size on the page or page spread, a handy feature in combination with the Page Spread options. If you click **Fit to Page**, the map will be resized so that its entire contents fit on the page or page spread chosen.

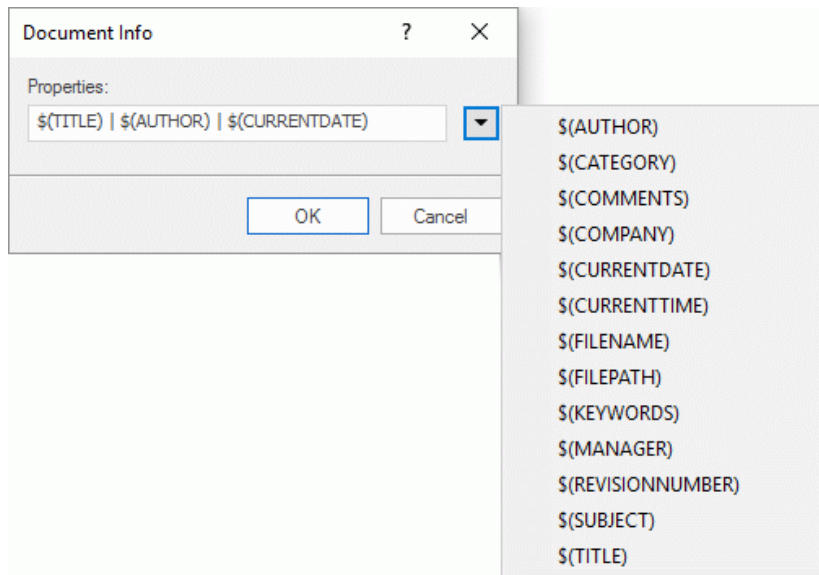
You can move the map within the page or page spread by dragging it with the mouse.

Logo: These options let you display a company logo or any other logo on the printed page or page spread, at the size and position defined by the icons shown to the right of the **Logo** button.

Info: These options let you display information about the document on the printed page or page spread, such as its title, its author and the current date, at the position defined by the placement icons shown to the right of the **Info** button.

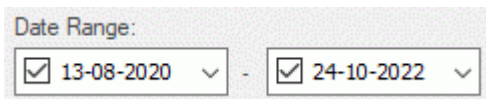
You can customize this information as follows:

- Click the down arrow on the right of the **Properties** field to choose the data you want to display.



Each new piece of information is added to the right of the string. You can however rearrange the properties as you wish, and even enter your own free text to separate them. Note that most of the properties are taken from the data shown in the **Document Properties** dialog (click the **File** tab and choose **Info | Properties**).

Date Range: This option is only available when printing a Gantt chart. It lets you select a date range to be printed so you do not have to print the entire chart (which can be very wide).



- Select if you want to use a specific start and/or end date by selecting the check boxes in the two date fields.
- Select the start and/or end date if applicable.

If you do not specify a start date, the project start date is used; if you do not specify an end date, the project end date is used. You cannot select dates before the start date or after the end date.

Inserting and adding items

Inserting text notes



The MindView Text Note editor is a powerful tool which lets you add comprehensive text notes to any topic of your map. You can add as many different text notes as you like to any of these elements, and you can generate and edit text note content quickly using AI.

- If the Text Note editor is not already visible, choose **View | Show/Hide | Panels | Text Note Editor** to open it.



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



In addition to text notes, you can also associate brief comments to the 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 **Home | Insert | Attachment** command. For more information on attaching text files, see "[Attaching objects](#)".



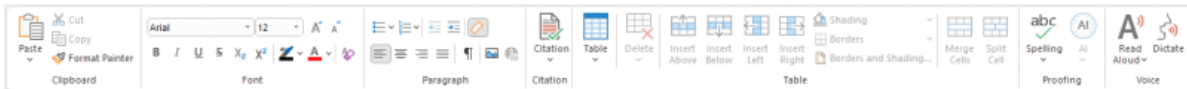
Once created, a text note can be read aloud. To do this, click the Text Note editor window containing your note and choose **Review | Voice | Read Aloud A** (or press **F5**). You can stop the narrating by clicking the icon or pressing F5 again. To resume, hold down **Ctrl** while clicking the icon or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

Creating a text note

The easiest way to add a text note to a topic is as follows:

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


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



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




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

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



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

As soon as you select another element in the map, the text note is automatically saved and added to the Object list of the 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.




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

Adding a text note


You can attach an additional text note to a topic as follows:

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

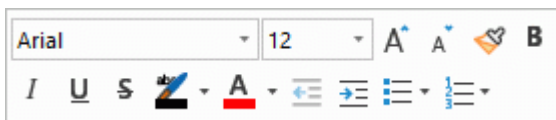
 When the Text Note editor is not visible, you can also enter a text note by selecting the relevant topic and choosing **Home | Insert | Text Note | New** or **Insert | Text | Text Note | New** in the main menu or **Insert | Text Note | New** in the local menu.

Formatting a text note

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

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

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




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



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





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







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



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



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

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



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

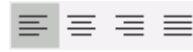



The first of these icons let you change the **color** of the background of the selected text so that it looks highlighted. The second icon lets you change the color of the text itself. The third icon removes all formatting from the selected text, leaving only plain text.


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

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




 To adjust margins and indents, click the **ruler** icon (if the ruler is not already displayed). Drag the margin markers  at the left and right ends of the ruler to change the left and right margins. Drag the indent marker (which by default is shown directly below the left margin marker on the ruler) to set the indent margin. To indent an entire paragraph (including the first line), set the indent marker to the required position and type a tab character at the beginning of the paragraph. You can insert standard tab stops by clicking the ruler and then dragging them into position. To remove tab stops, drag them away from the ruler.

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

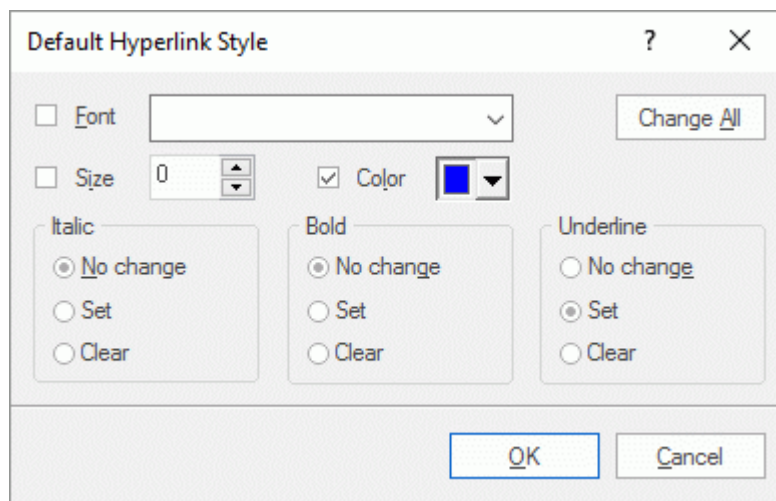
 Clicking this icon displays all the special **marks** and **symbols** within your text note, such as line feeds and spaces. Click it again to hide these symbols.

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

Creating a hyperlink

- To convert the selected text to a **hyperlink**, click  or press **Ctrl + H**. This lets you create a link between the selected text and an external element such as a URL.
 -  If you want to link to an online workspace instead, click the **Browse** button  in the **Hyperlink** dialog and select the workspace you would like to link to in the submenu. A dialog opens where you can enter login credentials for the online workspace.
- To edit the hyperlink, press **Ctrl + H** again or choose **Edit Hyperlink** in its local menu.
- To delete a hyperlink, choose **Delete Hyperlink** in its local menu.
- To activate a hyperlink, press **Ctrl** while clicking the link.

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



The dialog box titled "Default Hyperlink Style" has a title bar with a question mark and a close button. It contains several options for formatting hyperlinks:

- Font: A dropdown menu with a "Change All" button to its right.
- Size: A numeric input field showing "0" with up and down arrows.
- Color: A color selection dropdown menu showing a blue color.
- Italic** section:
 - No change
 - Set
 - Clear
- Bold** section:
 - No change
 - Set
 - Clear
- Underline** section:
 - No change
 - Set
 - Clear

At the bottom of the dialog are "OK" and "Cancel" buttons.

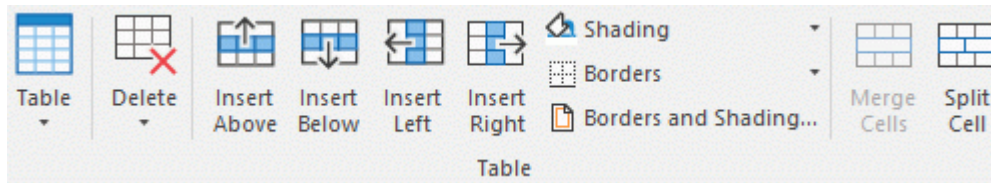
- If you select **No change**, the hyperlink keeps the current italic, bold or underline attribute.
- **Set** applies the relevant formatting (e.g. italic, bold or underline) to the hyperlink.
- **Clear** removes the relevant formatting from the hyperlink.

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

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

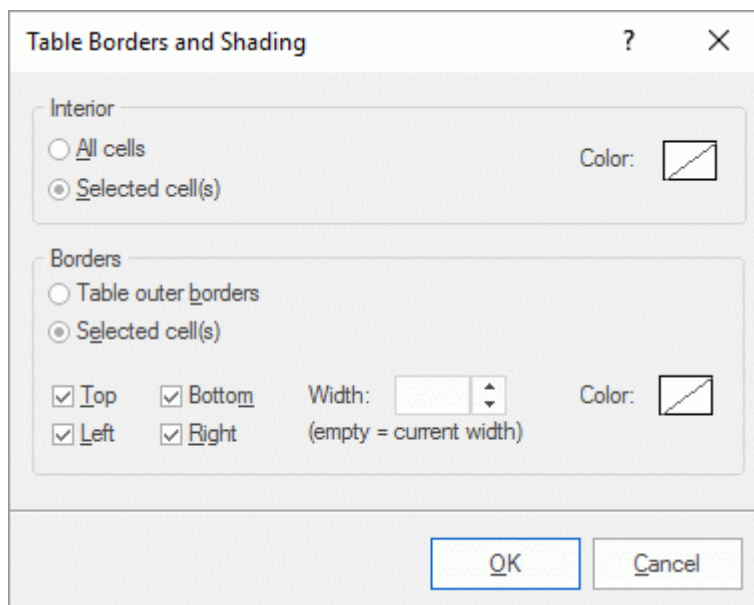
Creating a table

The next group of icons relates to tables.



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

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



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

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

Adding a citation

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

Spellchecking a text note



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


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

Using AI


You can use artificial intelligence (AI) to generate or edit text note content. For more information, see "[Using AI](#)".

Selecting a text note

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


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

Deleting a text note

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

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





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

Inserting comments

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


- Floating comments
- Pop-up comments

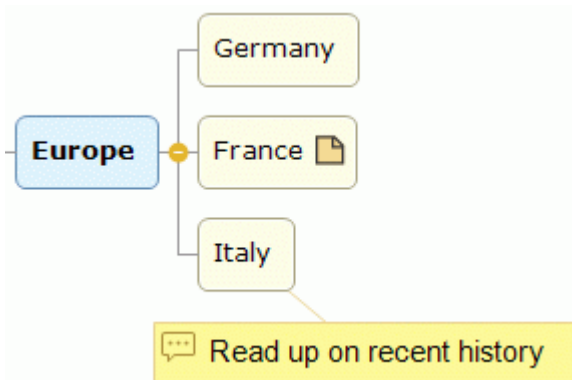
 In addition to these types of comments, you can also associate longer text notes with the topics of your map. For more information on text notes, see "[Inserting text notes](#)".

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

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

Floating comments

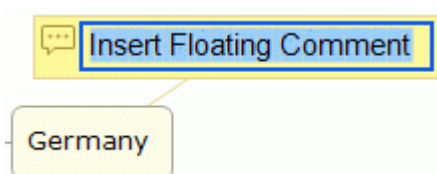
 Floating comments are brief notes that stay visible on the screen at all times. You can add as many floating comments as you like to the workspace itself or any topic of your map.




Inserting a floating comment on a topic

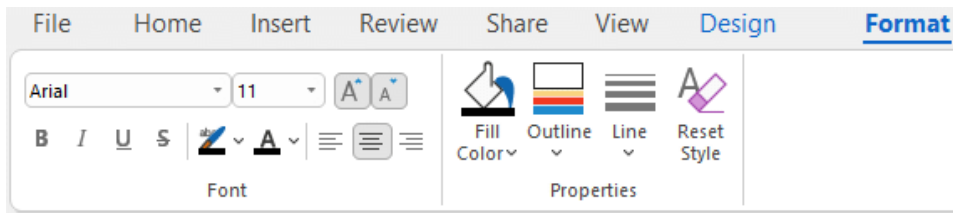
- Select the topic to which you want to add a floating comment and choose **Insert | Text | Floating Comment** in the main menu or **Insert | Floating Comment** in the local menu.

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



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

- Once you've finished typing, press **Enter** or click outside the comment window. A thin line now connects your new comment with the topic you attached it to. If necessary, you can move your comment to a more convenient place by dragging it with the mouse or by using the arrow keys of the keyboard.
- (optional) Click the **Format** tab at the right of the ribbon. This tab contains formatting options applicable to the floating comment.



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

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

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

Inserting a floating comment on the workspace

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

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

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

Editing a floating comment

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

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

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

Once you are in Edit mode:

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



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


Detaching a floating comment

- To detach a floating comment from a topic, select the comment and choose **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 **Home | Editing | Delete**  in the main menu, or
- Choose **Delete** in its local menu.

Pop-up comments




By contrast with floating comments, pop-up comments are normally hidden. You can add a pop-up comment to 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 the topic to which you want to add a pop-up comment choose **Insert | Text | Comment** in the main menu or **Insert | Comment** in the local menu.

 You can also just press **F11**.

The comment window opens to let you type your comment.

- (optional) Resize the comment window by placing the mouse pointer on one of its edges or corners and dragging in the required direction.
- Once you've finished typing, press **Esc**, click outside the comment window or click the **Close** icon in the top right corner of the comment window.


A yellow comment icon  now appears next to the topic label, 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.

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

Editing a pop-up comment

There are several ways of entering Edit mode:

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


 You can also just press **F11**.



Deleting a pop-up comment

There are two ways of doing this:

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

Inserting icons

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

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


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

Inserting a MindView icon

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



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

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



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

Deleting an icon

You can delete an icon in three ways:

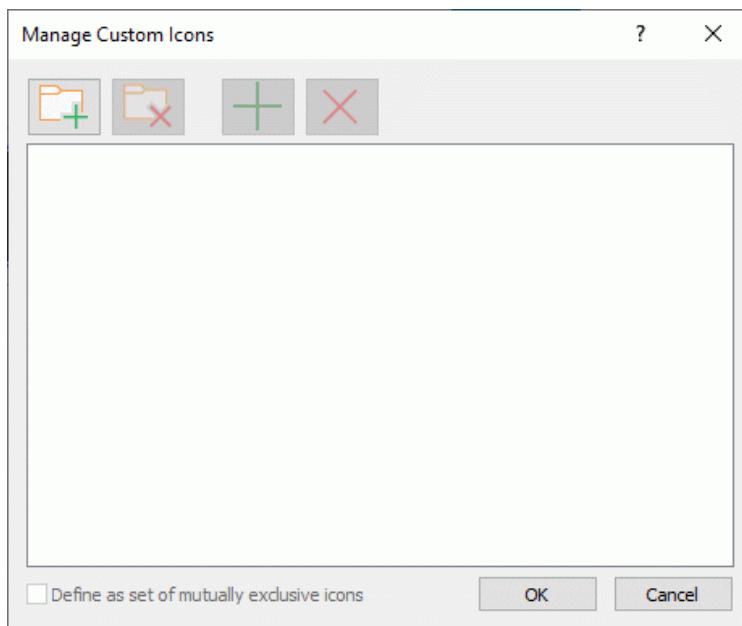
- Click the icon to select it, then choose **Delete Icon** in its local menu.
You can also choose **Delete All Icons** to remove all the icons from the topic.
- Right-click the topic, choose **Delete | Icons** and select the icon to be deleted, or choose **All** to remove all icons.
- Select the topic,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



Managing your own sets of icons

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

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

The Manage Custom Icons dialog appears.



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

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



If you distribute to other users a mind map in which you have inserted custom icons, the other users will be able to view the custom icons as usual when they open the mind map on their computer. The custom icons are added to the bottom of the Icons panel in a special set called "Other Icons".

Using Agile project icons

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

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

Inserting pictures

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

- **Topic pictures** 

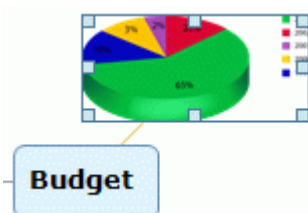
A topic picture "sits" on the topic to which it belongs. You can only add one topic picture to a particular topic.

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



- **Floating pictures** 

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



- **Attached picture files** 

MindView also allows you to attach various objects to the 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.

Inserting a topic picture

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



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

- Choose the picture required in the Open dialog.

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



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

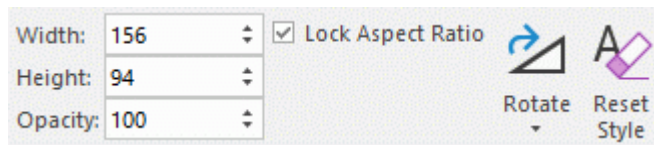
Resizing or formatting the picture


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

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

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

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



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

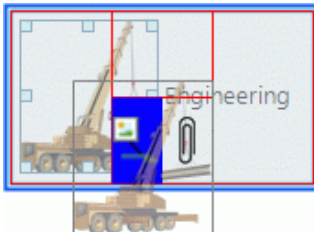
Positioning the picture relative to the topic label

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

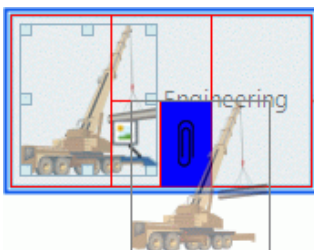
- Click the topic picture to select it, then drag it over the topic label, using the preview shown in the bounding area to determine its new position. Drop the picture in one of the blue areas on the right or on the left of the topic label to position it accordingly.



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



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



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

Inserting a floating picture on a topic

- Select the topic to which you want to add a floating picture and choose **Insert | Pictures | Floating Picture** in the main menu or **Insert | Floating Picture** in the local menu.
- Choose the picture required in the Open dialog.
The picture appears on the screen, scaled down from its original size if necessary.

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

A thin line now connects your new picture with the topic you attached it to.

Inserting a floating picture on the workspace

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

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

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

Dragging a picture

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



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

Dragging a picture on a topic

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

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

Dragging a picture on the workspace

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

Moving a picture

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

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

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

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

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

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

Detaching a picture

Detaching a topic picture

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

Detaching a floating picture

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

The picture now belongs to the workspace itself rather than to any of its topic.

Replacing a picture

Replacing a topic picture

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

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

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

Replacing a floating picture

- Double-click the floating picture.

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


Deleting a picture

Deleting a topic picture

You can delete a topic picture in two ways:


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



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

Deleting a floating picture

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

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

Picture properties

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

Topics containing topic pictures have an extra Picture section in their Properties dialog containing the picture properties. See "[Central topic properties: Picture](#)" for a detailed description of the properties applicable to topic pictures.

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

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



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

Inserting items from the Research panel

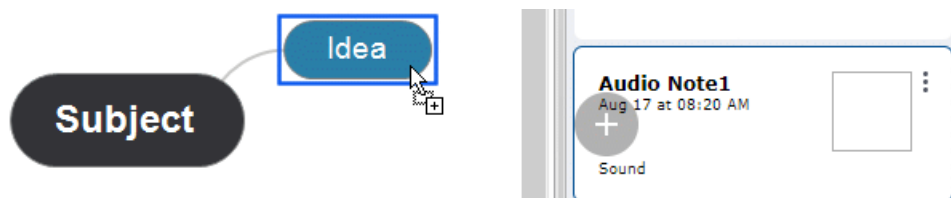
From the Research panel, you can insert research notes created using the MindView Assist app. You can also insert audio, text and pictures created using the Capture toolbar if you have saved these items to the Research panel.


You can insert all types of Research panel items in topics. You can also insert picture items as floating pictures on the workspace by dragging them to the desired location.


For more information on MindView Assist, see "[Installing the app and logging in](#)" and subsequent topics in the "Using MindView Assist" section. For more information on the Capture toolbar, see "[Capturing text, pictures and audio](#)".

Inserting an item

- If the Research panel is not visible, open it by clicking it or by choosing **View | Show/Hide | Panels | Research**.
- Insert an item by doing one of the following:
 - Use the mouse to drag the item from the Research panel to the required location in your mind map.



- Select the topic where you want to add the item, hover the mouse over the item in the Research panel, and click the **Add**  button.

 If the item you want to insert is not shown, refresh the Research panel view or check that the item is not hidden because of filter settings. For more information, see "[Research panel options](#)" below.

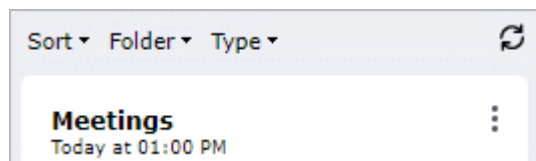
Text items are inserted as text notes, and you can view and edit them like other text notes; for more information, see "[Inserting text notes](#)". You can reposition, move and resize pictures like other pictures in your mind map; for more information, see "[Inserting pictures](#)". You can play audio or video files like other multimedia attachments; for more information, see "[Attaching objects](#)".

If an inserted item includes a source, the source is automatically added to the list of sources in your document. Items from the Capture toolbar by default have sources; for research notes, you can add a source manually in MindView Assist as explained in "[Working with folders, projects and sources](#)". After inserting an item in your mind map, you can add more sources and citations for it as normally; for more information, see "[Managing sources](#)" and subsequent topics in the "Using sources and citations" section.


You can remove Research panel items from your document like other inserted items. This does not remove them from the Research panel.

Research panel options


You have several options in the Research panel:



- Click an item to see a preview. Close the preview by clicking X in the top right corner.
- Click **Sort** to sort your items by creation date or item title. You can sort items in ascending or descending order.

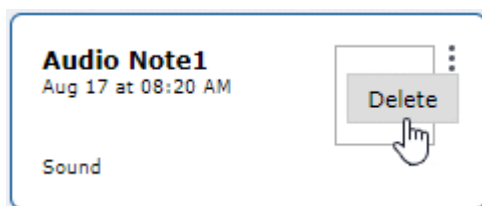
- Click **Folder** to filter your items by folder. For more information on organizing items in folders in MindView Assist, see "[Working with folders, projects and sources](#)".
- Click **Type** to filter your items by type.
- Click **Refresh**  to refresh the Research panel view.

Items shown in the Research panel can be edited and deleted from MindView Assist as described in "[Working with research notes](#)", and the panel is updated frequently to show changes made in the app. If you have recently created, edited or deleted one or more items from the app but your changes are not shown in MindView yet, the **Refresh** button may speed up the update process.


 Items already inserted in your mind map are not affected by changes to items in the Research panel from MindView Assist.

Deleting an item from the Research panel

- Click the three dots to the right of the item in the Research panel, and choose **Delete** in the local menu.



The item is deleted from the Research panel. It is also deleted from your MindView account and is no longer available in MindView Online or MindView Assist.

 Deleting an item does not affect items already inserted in your mind maps.

Item properties

Inserted items have properties which you can edit with the Properties dialog. The properties available depend on the type of item:

- Text items have the same properties as text notes; for more information, see "[Text note properties: General](#)".
- Picture items inserted as an attached file have the same properties as other attachments; for more information, see "[Attachment properties: General](#)". If they are inserted as topic pictures or floating pictures, they have the same picture properties as a central topic picture; for more information, see "[Central topic properties: Picture](#)".
- Video and audio items have the same properties as attachments; for more information, see "[Attachment properties: General](#)".

See "[Using the Properties dialog](#)" for a general description of the Properties dialog. If the Properties dialog is not visible, choose **View | Show/Hide | Panels | Properties** to open it.

Attaching objects



MindView allows you to attach objects to any topic of your mind map to enhance your map with features such as video files or relevant backing documents to each of your topics (e.g. Microsoft Excel spreadsheets, Microsoft Word documents, etc.)

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



Although MindView does not apply any restriction on the type of files it is possible to attach to a topic, you will only be able to open an attached file from the mind map if a program associated with its file type (e.g. bmp, doc, xls etc.) is installed on your computer.



By default, when you attach a file in this way, it is added to the mind map as a link to the file stored on your hard disk. If you intend to distribute your mind map to others, you should first use the Pack feature to pack all the attached files into the mind map, thereby ensuring that your colleagues have access to all the files you are using. See "[Packing a mind map](#)" for more information. If you want to send your mind map by e-mail, you can use the **Email** feature to create this packed version automatically. See "[Sending a mind map](#)" for more information.

MindView also allows you to create a link between a topic and an external element such as a URL. See "[Creating hyperlinks](#)" for more information on links.


Attaching an object to a topic

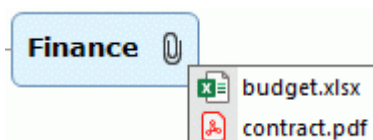
There are two ways of attaching an object:

- Select the required topic, choose **Home | Insert | Attachment** in the main menu or **Insert | Attachment** in the local menu, and select the object you want to add.
- Drag the required file from File Explorer and drop it on the topic.

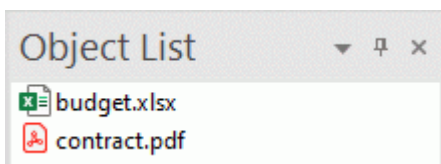


*You can also attach a picture from the clipboard: select the topic, press and keep the **Shift** key down, and choose **Paste**.*

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.




The attachment is also added to the Object list of the topic, giving you a complete overview of the objects you have attached to it.



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

Activating an object

Once attached, there are several ways to activate an object:

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

These actions all activate the object, which opens in the viewer associated with its extension. For instance, if the attached object is a Word document, it will open in Microsoft Word. If it is a video, it will open in the video playing software installed on your computer, and so on.

Moving an object

You can easily move or copy an attached object from one topic to another.


- To move an object, select it in the Object list of the original topic and drag it to the topic you want to move it to.
- To copy an object, select it in the Object list of the original topic, press the Ctrl key and drag it to the topic you want to copy it to while keeping the Ctrl key down.

Deleting an object

To delete an object, select it in the Object list and do one of the following:

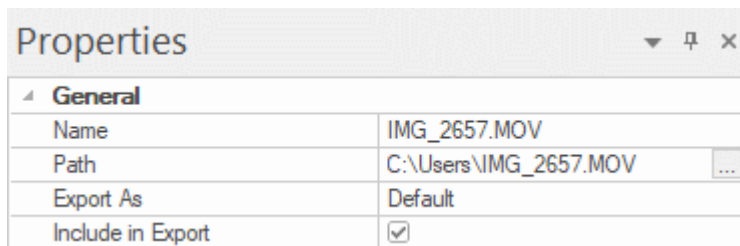
- Press **Delete**, or
- Choose **Delete** in its local menu.



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

Object properties

Objects have properties, which you can edit in the **Properties** dialog.



Properties	
General	
Name	IMG_2657.MOV
Path	C:\Users\IMG_2657.MOV ...
Export As	Default
Include in Export	<input checked="" type="checkbox"/>

See "[Attachment properties: General](#)" for a detailed description of the properties applicable to objects and "[Using the Properties dialog](#)" for a general description of the Properties dialog.



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

Creating hyperlinks




The Hyperlink command lets you create a link between a topic and external elements, such as a URL, an external file or an email address. Once the hyperlink is inserted, activating it automatically opens the viewer associated with the linked element on your computer (such as browser, application or email program). You can also create hyperlinks directly to files stored on online workspaces such as MindView Drive or Microsoft SharePoint.

Inserting a hyperlink on a topic

- Select the required topic and choose **Home | Insert | Hyperlink** in the main menu or **Insert | Hyperlink** in the local menu.

The **Hyperlink** dialog opens.

The screenshot shows a dialog box titled "Hyperlink". It contains a "Name:" label followed by an empty text input field. Below it is a "URL:" label followed by a dropdown menu currently showing "http://". To the right of the dropdown is a "Browse" button with a globe icon. At the bottom of the dialog are "OK" and "Cancel" buttons.


- Type a name for your hyperlink. If you export your map, this is the text that will make up the hyperlink.
- Enter the required URL. To enter other elements, click the down arrow at the right of the input field and choose the required prefix.
- If you want to link to an online workspace, click the **Browse** button  in the **Hyperlink** dialog and select the workspace you would like to link to in the submenu. A dialog opens where you can enter login credentials for the online workspace or add a new one. For more information on adding online workspaces, see "[Managing online workspaces](#)".



You can open this dialog again at any time to change its settings by choosing **Edit Link** in the hyperlink local menu.



To insert a web page hyperlink onto a topic, just drag the link from the web page displayed in your Internet browser. The Hyperlink dialog is then automatically filled in with the URL of the link.

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

The hyperlink is also added to the Object list of the topic, giving you a complete overview of the objects you have attached to it.

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




*If you want to create a link to an online workspace, you can also choose **Home | Insert** in the main menu, click the down arrow under the **Hyperlink** button, and click the name of the workspace you would like to link to.*

Activating a hyperlink

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

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

- Display the object pop-up list by moving the pointer over the paperclip icon  and click the hyperlink.

These actions all activate the linked element:

- If your hyperlink contains a URL, the web page opens in your default browser.
- If your hyperlink contains a path to a file, the application associated with the file type on your computer opens and displays the contents of the file.
- If your hyperlink contains an email address, a message window opens in your default email program, with the address supplied already filled in.

Moving a hyperlink

You can easily move or copy a hyperlink from one topic to another.


- To move a hyperlink, select it in the Object list of the original topic and drag it to the topic you want to move it to.
- To copy a hyperlink, select it in the Object list of the original topic, press the Ctrl key and drag it to the topic you want to copy it to while keeping the Ctrl key down.

Deleting a hyperlink

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

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



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

Hyperlink properties

Hyperlinks have properties, which you can edit in the **Properties** dialog.

Properties	
▲ General	
Text	Test script
URL	https://www.mindviewonline.com/...
Export As	Default
Include in Export	<input checked="" type="checkbox"/>

See "[Hyperlink properties: General](#)" for a detailed description of the properties applicable to hyperlinks and "[Using the Properties dialog](#)" for a general description of the Properties dialog.



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

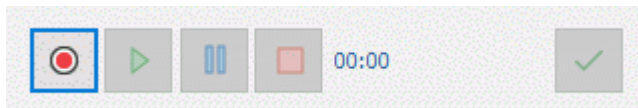
Inserting audio notes



MindView lets you record sounds directly from within the program and add them as audio notes to a topic.

- Select the topic to which you want to add an audio note.
- Choose **Insert | Links | Audio Note**.


The **Audio Recording** toolbar appears.



- Press the **Record** button to start recording.
MindView records sounds from the default recording device configured on your computer, such as the built-in microphone or line in connection. Check your computer's device configuration if you get no sound on the recording.
- Press the **Play** button to play back and check your recording.
- When you are satisfied with your recording, press the **Save** button (on the right) to save it in the folder of your choice.



You can save audio notes in wave or MP3 format. Wave format files are not compressed and therefore allow for better dynamics (and sound quality) than MP3 files. As wave format files are not compressed, however, they are also larger than MP3 files, taking up more disk space. This may be an important point if you plan to export, publish or share your mind map.

A paperclip icon  now appears to the right of the 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.


The audio note is also added to the Object list of the topic, giving you a complete overview of the objects you have attached to it. See "[Using the Object list](#)" for more information.



You can also use the Capture toolbar to record audio and make it available from the Research panel and the MindView Assist app. For more information, see "[Capturing text, pictures and audio](#)".

Playing an audio note

Once attached, there are several ways to play back an audio note:

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

Moving an audio note

You can easily move or copy an audio note from one topic to another.


- To move an audio note, select it in the Object list of the original topic and drag it to the topic you want to move it to.
- To copy an audio note, select it in the Object list of the original topic, press the Ctrl key and drag it to the topic you want to copy it to while keeping the Ctrl key down.

Deleting an audio note

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

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



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

Audio note properties

Like all objects, audio notes have properties, which you can edit in the Properties dialog.

See "[Attachment properties: General](#)" for a detailed description of the properties applicable to audio notes and "[Using the Properties dialog](#)" for a general description of the Properties dialog.



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

Creating topic connections



MindView allows you to indicate visually that two or more mind map topics 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 make sure that the map where you want the connection to end has already been saved.



By default, topic connections are always visible, but you can choose not to display them. For more information, see "[Viewing map details](#)" in "[Viewing a mind map](#)".

Creating a topic connection

- Choose **Insert | Links | Topic Connection**.

The mouse pointer changes to a different shape.

- Click the topic you want the connection to start from.

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

If you press and hold the Ctrl key, the Topic Connection tool stays active so you can create several topic connections after one another without choosing the tool again in the ribbon.

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




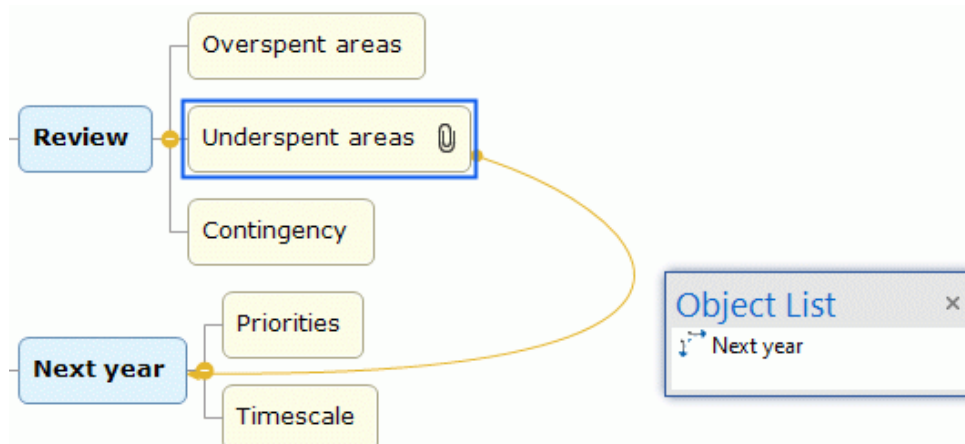
If you are creating an external topic connection, you will first need to click the window or tab of the second map in order to display it.



You can only create one topic connection going in the same direction between two topics, but you can connect the same two topics again with a topic connection going in the opposite direction.

The two topics are now connected. Internal topic connections are shown using a line ending with an arrow between your start topic and your end topic.

A paperclip icon  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. The topic connection also appears in the Object list of the start topic. By default, its name is the name of the end topic.



- (optional) Click the **Format** tab that appears at the right of the ribbon. This tab contains formatting options applicable to the topic connection.
- Browse through the options available in the different panels, checking their effect on the topic connection as you go.

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



If you have inserted task links in your mind map using the Gantt view, the task links may also be shown in the Mind Mapping views. To make it easier to differentiate between the two types of links, it is advisable to format them differently. For more information on task links, see "[Using links](#)".

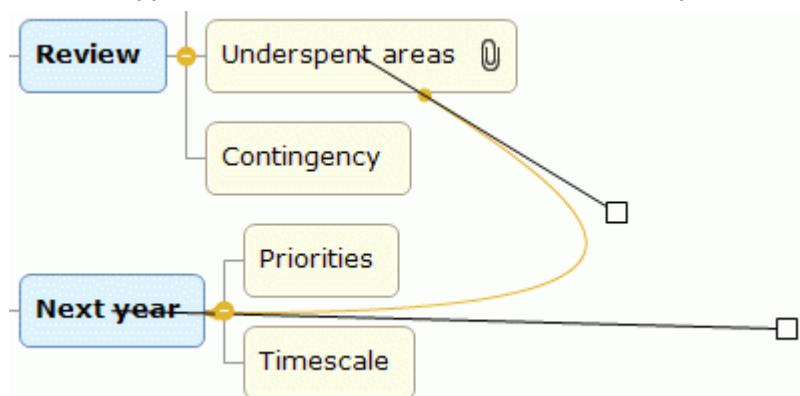
See "[Topic connection properties: General](#)" in the "Reference" section for a detailed description of the properties applicable to topic connections and "[Using the Properties dialog](#)" for a general description of the Properties dialog.

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, either directly on the map or in the Object list of the start topic.

A handle appears at each end of the connection, made up of a straight line and a square.



- Click the square of one of the handles and start dragging it.

The shape of the 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 are working on a large map, you can quickly go to the end point of a topic connection as follows:

- Select the start topic, then:
 - **Double-click** the topic connection in the Object list, or
 - Select the topic connection in the Object list and choose **Execute** in its local menu.

If the connection ends in a different map, MindView opens it automatically in a separate window.

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 placed at the start of the connection 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 to the new end topic.

Deleting a topic connection

To delete a topic connection, select it in the mind map and press **Delete**.



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

Inserting task data



MindView lets you enter task information on the topics of your mind map in order to create 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 Kanban or Outline view (task lists and project plans) and the Gantt view (project plans only), the **Task** panel described here allows you to enter task data on your topics while brainstorming your document in one of the standard Mind Mapping views.

You can share tasks with other MindView users through the Task System. For more information, see "[Using the Task System](#)".

Building a task list

- Click the **Task** tab on the right of the workspace or choose **View | Show/Hide | Panels | Task** to open the panel.

- If the **Gantt mode** check box is selected, deselect it to set the document to **Task mode**.

Gantt mode



By selecting **Task mode**, you ensure that tasks can be inserted independently of one another. For more information, see "[Using different views](#)".

- Select the topic for which you want to add task data.
- (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 to the right of the field to open the Task Resources dialog. See "[Assigning resources](#)" in the "Managing projects in Gantt mode" section 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.

Task

Time information

Start date: Start time:

Due date: Due time:

Task information

Priority:


Completion:

Resources:

Include in Task System

Gantt mode

[Document mode...](#)

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



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

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

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

You can also import an existing task list from Microsoft Outlook or export your task list to it, as well as synchronize different versions of the same task list stored in both programs. For more information on the procedures involved, see "[Exporting to Microsoft Outlook](#)" and "[Importing from Microsoft Outlook](#)".


Building a project plan

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

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

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

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

- Click the **Task** tab on the right of the workspace or choose **View | Show/Hide | Panels | Task** to open the panel.
- If you are creating a new project plan, make sure the document is set to **Gantt mode**.
 -  By selecting Gantt mode, you ensure that tasks depend on one another and can only be scheduled for working hours. For more information, see "[Using different views](#)".
- Select the topic for which you want to add task data.
- (optional) Enter a **Duration**, using the drop-down list on the right to choose between different duration types (minutes, hours, days, weeks, months).

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

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 to open the Task Resources dialog. 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, directly on the topics of the mind map, the task data you just entered, choose **View | Show/Hide | Topic Data** (or right-click the workspace and choose **Show/Hide**) and check the fields you want to see in the sub-menu.



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

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

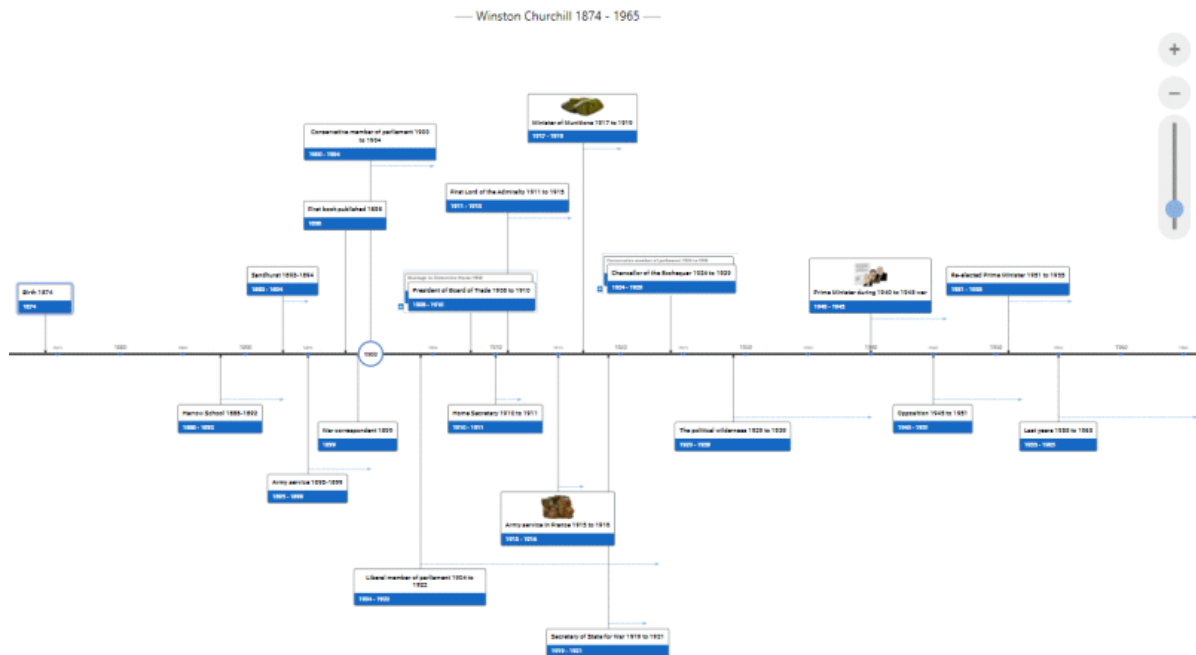
MindView lets you export your project plans to Microsoft Project for further work. You can also import existing Microsoft Project plans into the Gantt view, directly from Microsoft Project or via the Microsoft Project XML format. For more information on exporting and importing directly from Microsoft Project, see "[Exporting to Microsoft Project](#)" and "[Importing from Microsoft Project](#)". For the export and import options using the XML format, see "[Exporting to XML](#)" and "[Importing from XML](#)".

Inserting timeline data

MindView lets you enter time-related information on any of the topics of your mind map in order to create timelines.

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 **Task** 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.
- Click the button at the right of the **Start time** field in the **Task** panel (or press **F12**).

Task

Time information

Start time:

End time:

Delete Times

Task information

Priority: Normal

Completion: 0%

Resources:

[Document mode...](#)

- Specify a **Start time** for the event in the dialog that opens. You do not have to make selections in all the boxes. For example, you can choose just a year, or just a year and month, without specifying an exact date or time.

Time Picker

Year: AD

Month:

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Hours: Minutes: Seconds:

OK Cancel Reset

If you make a mistake or enter a date that in hindsight is too specific for your needs, you can click **Reset** one or more times to undo your choices one by one. If for instance, you specify a date by selecting '2001', 'January' and '22', clicking Reset will remove the information about the day to leave the date as 'January 2001'.


Alternatively, you can just type in the date and time directly in the **Start time** field. You can use various shortcuts and abbreviations, depending on the timescale. MindView interprets what you type and shows the results in pop-ups as you type: you can click one of these at any time to select it.

Here are some examples (displayed dates will depend on your machine's settings and so may be different from those shown here):


Standard:

'12 25 11', '12/25/11', '12-25-11' and '122511' all become Dec 25, 2011 (US settings);
'25 12 11', '25/12/11', '25-12-11' and '251211' all become 25 Dec 2011 (UK settings);
'3 3' becomes 3 Mar of the current year;

You can also specify a time after the date, separating the date and the time with a space. For instance, '2:00 pm' becomes 14:00.

- Click OK.
- If necessary, you can specify an **End time** by clicking the End time field or pressing **Ctrl + F12**. You do not need to specify an end time if your event has no extended duration. For example, to enter the date of an event that happened on a particular day, all you need to do is to specify the date as the Start time.
- Repeat the procedure to add time information to other topics.
- (optional) To display the time information you just entered on the topics of the map, choose **View | Show/Hide | Topic Data**  (or right-click the workspace and choose **Show/Hide**) and check **Start/End time** in the sub-menu.



*You can hide or show the time information on individual topics with the **Topic Data** icon  of the **Format** tab (or the **Show/Hide** option in the topic local menu).*

It is also possible to format the time information shown on the map in different ways. For more information, see "[Formatting a topic](#)".

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



As well as using this panel, you can also enter time information on 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 calculation values


MindView lets you enter text and numerical data on the topics of your mind map. This allows you to display values, such as sales numbers, costs, exchange rates and so on, to display text strings such as project names, team members and so on, and to enter calculations. Built-in functions allow you to display numerical values automatically rolled up from sub-topics.

Entering numerical values on topics

To enter a value for, let us say, 'Units sold' on one or more topics:

- Select the topic(s).
- Click the **Calculation** tab on the right of the workspace or choose **View | Show/Hide | Panels | Calculation Panel** to open the panel.
- In the grid, click **<Insert New>** under **Name** and type "Units sold".

Name	Value
< Insert New >	


 If you have entered a value for 'Units sold' on the mind map before, you can skip this step as the 'Units sold' field will already exist.

- In the **Value** column enter the value, for example 2500.


Name	Value
Units sold	2,500.00
< Insert New >	

The value now appears below the topic on your mind map, and the 'Units sold' field (called a 'calculation field') becomes available for use in other topics.


Canada
Units sold: 2,500

 Calculation fields do not display on the mind map if they are empty. So, if a calculation field is created but no value is assigned (for example, if you omitted the final step in the above procedure), it will be available for use but not displayed anywhere. When you give it a value for a topic (other than zero) it will display on that topic.

Values you add directly on topics will override any default values you may have entered (see "Entering defaults" below). If you enter a topic value by mistake you can type **Ctrl + Z** to undo your entry, or right-click the value and choose **Reset to Default**.

 *Rather than adding values (or formulas) topic by topic, it is often quicker to add them using the Defaults and Formats dialog instead. See "Entering defaults" below.*

Entering text values on topics

 The default value type in MindView calculation fields is Number. Every time you enter text values in a calculation field using the following procedure, you will therefore be asked if you want to convert the value type to Text. To avoid having to do this repeatedly, for example because you need to enter many different text values, use the **Defaults and Formats** dialog to define text values; see "Entering defaults" below.


To enter a text value, let us say to display a salesperson's name, for one or more topics:

- Select the topic(s), and go to the Calculation panel as described above.
- In the grid, click **<Insert New>** under **Name** and type "Salesperson".
- In the **Value** column enter the value, for example "Amy Jones".

Name	Value
Salesperson	Amy Jones
< Insert New >	

- Click Yes in the dialog to confirm that you want to convert the value of the calculation field to text.


The text value now appears below the topic on your mind map, and the 'Salesperson' field becomes available for use in other topics.

 As with numerical values, calculation fields with text values are not displayed on the mind map if they are empty, and values that you add directly on a topic will override any default values you may have entered.

Editing values

To edit values on one or more topics:

- Click the **Calculation** tab to open the Calculation panel.
- Select the topic(s).
- On the Calculation panel, make the changes in the **Value** column. Any changes you make will overwrite existing values on all of the selected topic(s).

 Like other topic data, calculation values may also be edited directly under each topic. For more information, see "[Editing topic data directly](#)".

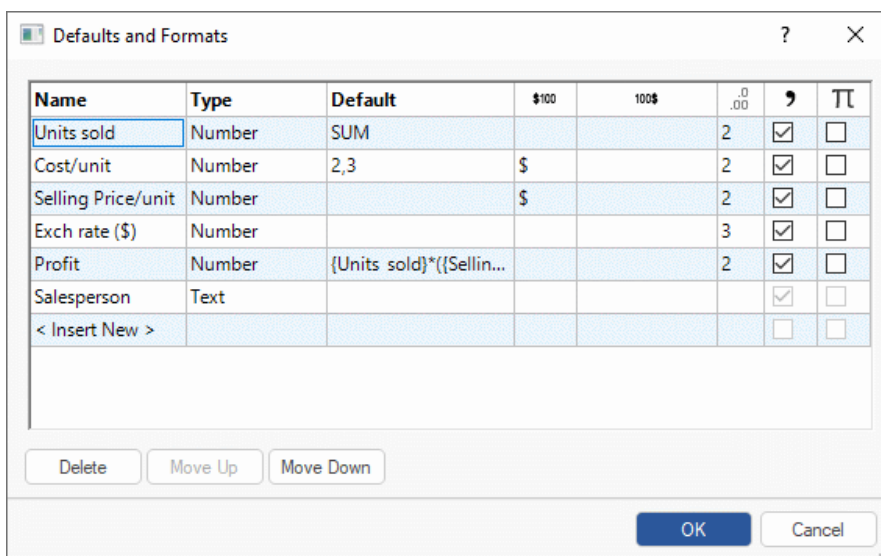
Entering defaults

To save unnecessary typing it is often useful to enter defaults for calculation fields. This is especially the case if you need to enter several text value fields. To do this:

- Click the **Calculation** tab to open the Calculation panel.
- Click **Defaults** to open the **Defaults and Formats** dialog.
- For each calculation field, use the **Type** column to indicate whether it is meant to contain Number or Text values.
- Enter values or formulas (see the next section) in the appropriate rows of the **Default** column.

The values or formulas you enter here will always be used unless you override them by making different entries for specific topics on the Calculation panel, as described above.

A blank entry in the **Default** column means that there is no default. For calculation purposes the value of a blank entry is taken to be zero. An entry explicitly set to zero is not regarded as blank but as a default set to zero.



Name	Type	Default	\$100	100\$.00	%	π
Units sold	Number	SUM			2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cost/unit	Number	2,3	\$		2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Selling Price/unit	Number		\$		2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exch rate (\$)	Number				3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Profit	Number	{[Units sold]*{[Sellin...			2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Salesperson	Text					<input checked="" type="checkbox"/>	<input type="checkbox"/>
< Insert New >						<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Delete, Move Up, Move Down, OK, Cancel

For each Number type calculation field, you can also specify one or more of the following:

- In the $\100 column enter text to precede the number or select a currency symbol on the drop-down, for example "\$" to indicate a dollar value.
- In the $^{100}\$$ column enter text to follow the number, for example " 000s" to indicate thousands, or select a currency symbol on the drop-down.
- In the $.^{00}$ column enter a number to specify the number of decimal places to be displayed.
- In the ' column, check the box to display thousands separators in large values.
- In the Π column, check the box to specify that the calculation field should be treated as a constant value. Constant values are not displayed on the topics of the mind map, but can be used in calculations using formulas.

In the example below showing a stationery order, a constant called Delivery has been defined to cover a fixed delivery cost of \$10, to be added to the \$100 order cost. Using a constant in this way makes it much easier to update the map if the supplier increases the delivery cost in the future.

Branch: "Stationery" ?	
Name	Value
Delivery	\$10.00
Cost	\$110.00
< Insert New >	

\$110.00
100+{Delivery}

You can add a new calculation field to the mind map by entering its name in <Insert New>, or delete an existing field by selecting it and clicking **Delete**.

You can change the order in which the values display on the mind map, by moving the calculation fields up or down in this list by selecting them and clicking the **Move Up** or **Move Down** button.

Entering an automatic sum

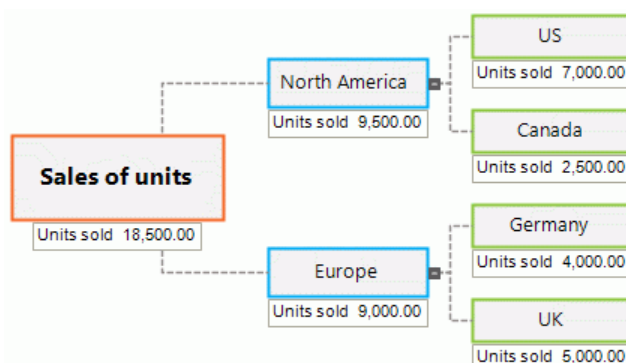
You can use the built-in function SUM to add up numerical values entered on the outermost sub-topics, providing a grand total on the central topic and sub-totals on the intermediate topics. To do this for our 'Units sold' calculation field, proceed as follows:

- Click the **Calculation** tab to open the Calculation panel.
- Click **Defaults** to open the **Defaults and Formats** dialog.
 - If you haven't yet created 'Units sold', click **<Insert New>** and type "Units sold".
- Type **SUM** as the default value for 'Units sold'. Alternatively, you can select **Sub-Topics | SUM** on the drop-down at the right of the field.

The entry SUM is a simple formula comprising just one function. For more information about formulas see "Entering formulas" below.

- Click OK.


The result is shown below. Values entered for 'Units sold' in the outermost topics are progressively totaled to a grand total on the central topic.




Entering formulas

You can enter formulas directly on topics or as defaults. The procedures are the same as those described above, except that you enter a formula instead of a value.

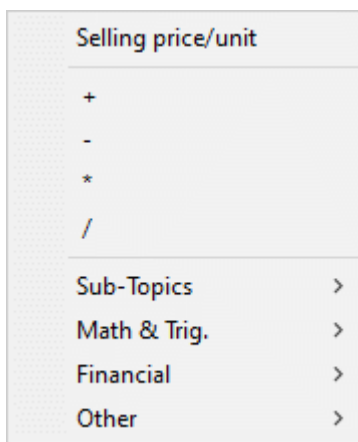
You type the formula in the usual way, using values and any of the mathematical operators + - * / ().

In addition, you can insert functions by clicking the **Function** icon  :

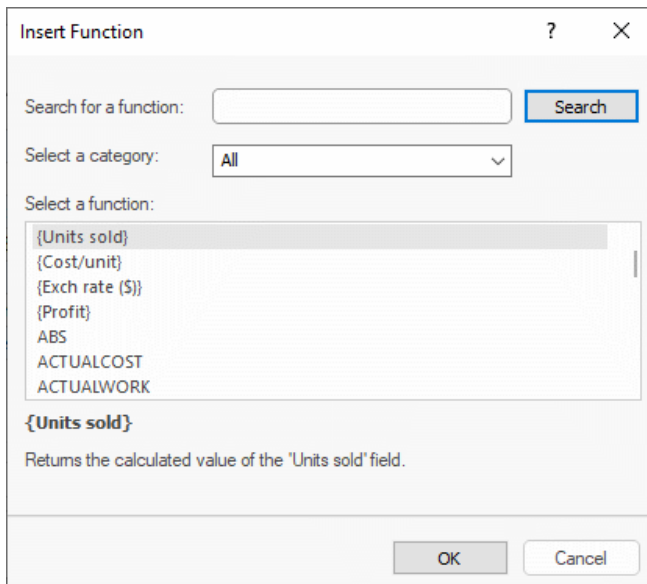
- Clicking the right-hand section opens a drop-down menu where you can select mathematical operators and functions to insert. The functions available are divided into separate groups. For a description of all functions, see "[List of calculation functions](#)".

 When entering functions with arguments, you need to use the correct list separator, or the function will not work. If the list separator is a comma, for example (the standard setting in the US), arguments for the POWER function need to be entered as POWER(56,7), not for example POWER(56;7). Check your computer's regional settings if you are in doubt.

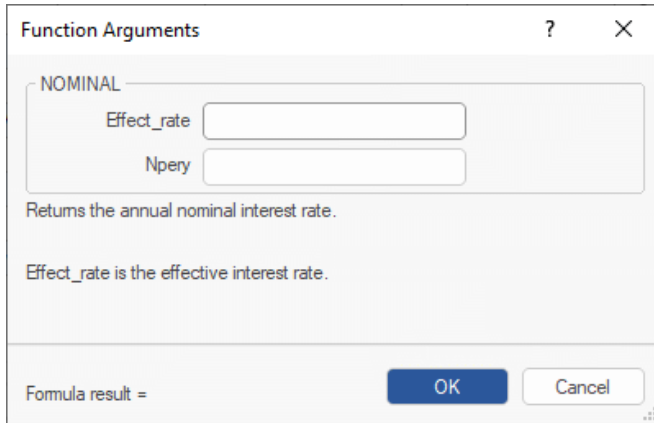
If you have created other calculation fields, they are shown at the top of the drop-down, and you can select them to reference them in the new calculation field.



- Clicking the left-hand section opens the **Insert Function** dialog where you can search for the function you want to insert.



Once you have selected a function, enter function arguments in the **Function Arguments** dialog.



The result of the formula (not the formula itself) is shown in the **Value** column. You can view or edit the underlying formula as needed by double-clicking it.

1.25*{Productioncost}+(ACTUALCOST*1.08)

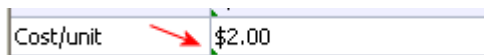
- On the mind map itself, the formula never displays, always the result.
- If there is an error in a formula you will see the value #NAN or #NULL!:
 - The value **#NAN** indicates a division by zero, which leads to an invalid result. Check the divisor(s) in the formula to ensure that they cannot become zero.
 - The value **#NULL!** indicates that a value needed by the formula is missing. This can happen if you have deleted a calculation field referenced by the formula. If you have just deleted the field, you can restore it by pressing Ctrl + Z. To help identify missing fields, they are shown in black, rather than the usual green, in the formula. If you reinstate a previously deleted field, the error will disappear, but you may have to re-enter values for the field.
- If you reference any other calculation fields, the formula will use their current values at the relevant points in the calculation (if a field is blank, its value is taken to be zero).
- Field names appear in green and enclosed in curly brackets in the formula.
- Function names appear in blue capital letters in the formula.

Reviewing values

Current values are displayed directly on the mind map.

The **Calculation** panel shows further information about the values on a selected topic:

- A difference marker at the bottom left of a calculation field alerts you that its value is different from its default. This is useful because it is easy, while developing a mind map, to mistakenly overwrite a default value by entering a value or formula directly on a topic.



- The difference marker relies on there being a default for the value: if there is no default (in other words a blank entry on the Defaults and Formats dialog), the marker never appears.
- If you move the cursor over an entry in the Values column the hover text will show you the value and, if it is generated by a formula, the formula as well.


Showing or hiding values

To display or hide calculation fields for the whole mind map:

- Click the **View** tab in the ribbon.
- Choose **Show/Hide | Topic Data**
- Check (or uncheck) the calculation fields you want to show (or hide).

The menu also allows you to show or hide topic connections and task link connections. For more information on these, see "[Creating topic connections](#)" and "[Using links](#)".

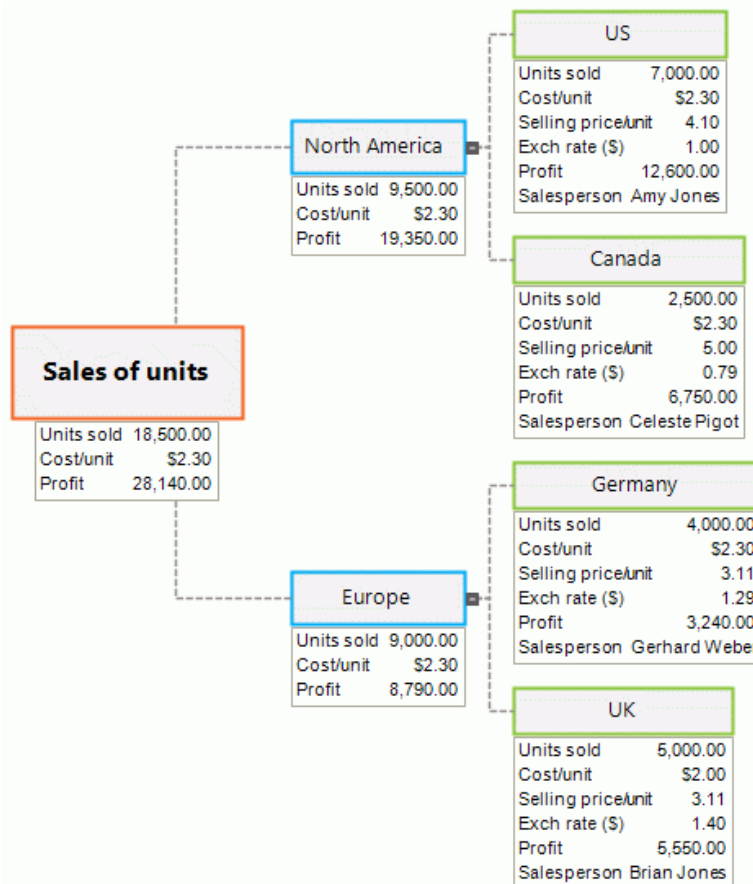
To display or hide calculation fields for a selected topic or topics:

- Select the topic(s).
- Click the **Format** tab in the ribbon.
- Choose **Show/Hide | Topic Data** .
- Check (or uncheck) the calculation fields you want to show (or hide). To show all calculation fields and topic data, select **Show all topic data**.

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

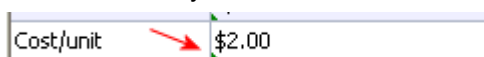
Example

Here is an example of part of a mind map that uses calculation fields.



The calculation fields are:

- **Units sold** For the outermost sub-topics, values are added topic by topic. A default value of SUM creates subtotals for the remaining topics and a grand total for the central topic.
- **Cost/unit** This is the cost of each unit in dollars: it is displayed only on the outermost sub-topics. In most cases the value is \$2.30, so this is entered as a default. A different value has been entered directly on one of the topics. In such cases, and wherever a value is different from its default, you will see a difference marker in the Calculation panel, as here:



- **Selling price/unit** This is the selling price of each unit in local currency: it is displayed only on the outermost sub-topics. It has no default value.
- **Exch rate (\$)** This is the exchange rate that converts local currency into dollars: it is displayed only on the outermost sub-topics. It has no default value.

- **Profit** On the outermost sub-topics this is calculated by a default formula. An overriding formula, SUM, is added to each of the remaining topics and the central topic to create subtotals and a grand total.
- **Salesperson** For each country, a Text calculation value has been added to show the name of the responsible salesperson. There is no default value for this field, but it would be possible to enter a default value (such as Sales Dept or similar) that would then be displayed for all topics unless overridden.

The default values and calculation field formats, accessed by clicking **Defaults** on the Calculation panel, are:

Units sold	Number	SUM			2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cost/unit	Number	2.3	\$		2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Selling price/unit	Number		\$		2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exch rate (\$)	Number				3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Profit	Number	{Units sold}*{(Selling price/unit)-(Cost/unit)}	\$		2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Salesperson	Text					<input checked="" type="checkbox"/>	<input type="checkbox"/>

Using Quick Data

The Quick Data area is only useful when you select two or more topics. It shows you the results of common operations on the calculation field selected in the grid above for the selected topics.

- Select two or more topics.
- Select a calculation field in the grid at the top of the Calculation panel.
- View the results in the Quick Data area. Sum shows the total of the relevant values for the selected topics, Avg shows the average of the values, Min shows the minimum value, Max shows the maximum value, and Count shows the number of topics selected.

Quick Data	Profit
Sum:	28,140.00
Avg:	7,035.00
Min:	12,600.00
Max:	3,240.00
Count:	4

Capturing text, pictures and audio



The Capture toolbar in MindView provides you with a quick way of capturing pictures, text and audio from a variety of sources and saving them to the Research panel so you can add them to your mind map. This feature is particularly useful if you need to quote existing text and indicate the exact source, or if you need to insert a picture but do not have access to the image file. It is also very useful for dictating ideas for later use.



Text, pictures and audio found on the internet and in documents are often protected by copyright legislation. Always check that you have permission to use these elements before capturing them with the Capture toolbar.

If you are online, captured items are saved to the Research panel so you can use them later and insert them from other applications in the MindView suite. If you are offline, or if your administrator has deactivated MindView Drive for your account, captured items are saved to the selected topic. The sources of captured pictures or text are automatically added to your list of sources. For more information, see "[Inserting items from the Research panel](#)", "[Understanding online workspaces](#)" and "[Managing sources](#)".

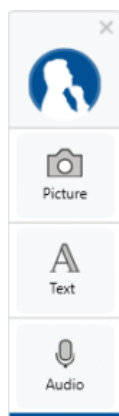
Accessing the Capture toolbar




If you are working offline or do not have access to MindView Drive, select the topic where you want to insert the captured item before accessing the toolbar.

- Choose **Insert | Capture | Capture**.

The MindView window is minimized, and the Capture toolbar is displayed in the bottom right corner of the screen.



You can drag the toolbar to another position on the screen.

The toolbar remains open until you close it manually by clicking the Close icon .

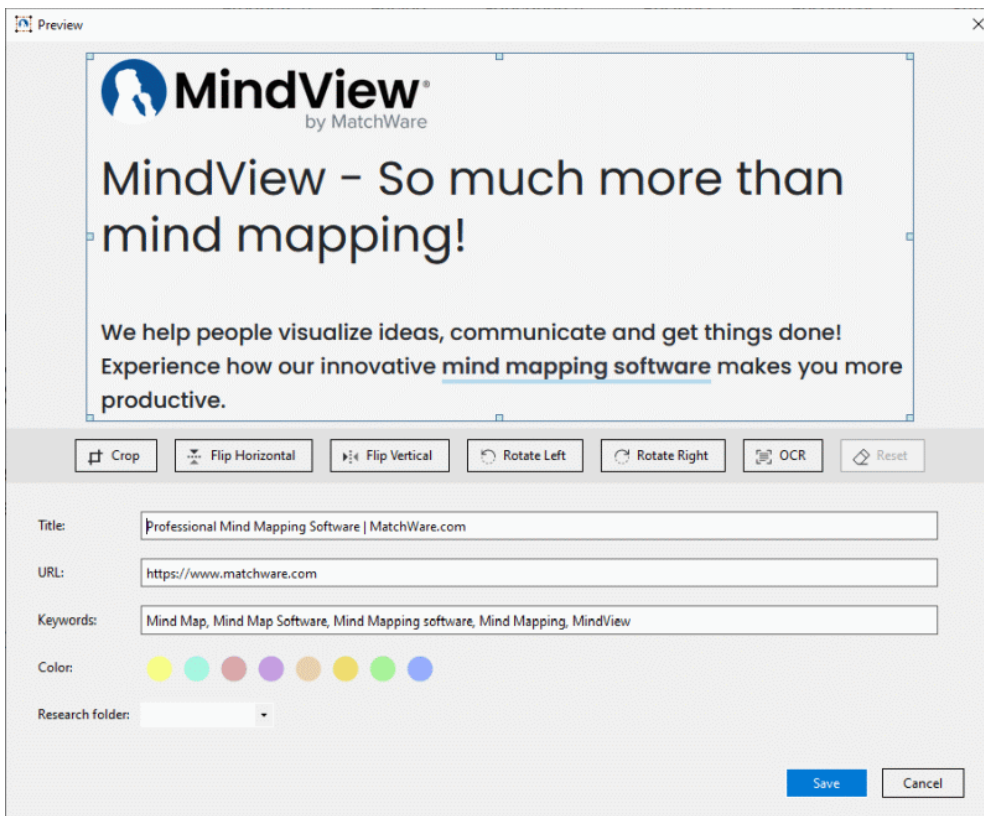


Capturing a picture

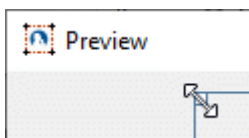
- Locate the picture that you would like to capture, for instance by switching to a different document window or opening another application.
- Click **Picture** on the Capture toolbar.
The computer screen darkens.
- Use the mouse pointer to drag out a selection area around the picture you would like to capture.




- Release the mouse button.
- The **Preview** dialog opens and shows the captured picture.



- (Optional) Edit the captured picture:
 - Crop the picture by dragging the boxes shown at the edges of the preview pane and clicking **Crop**.



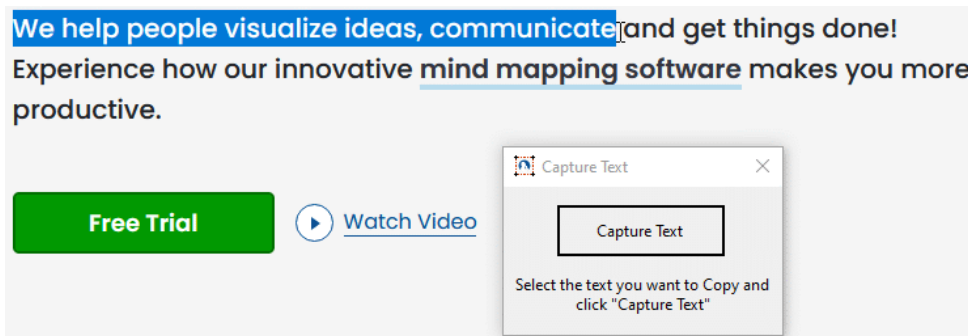
- Flip the picture along its horizontal or vertical axis.
- Rotate the picture 90 degrees to the left or right.
- Identify and extract text in the picture by clicking **OCR**. The text is displayed in a new Preview window where you can edit and save it as a text note as described under **Capturing text** 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.

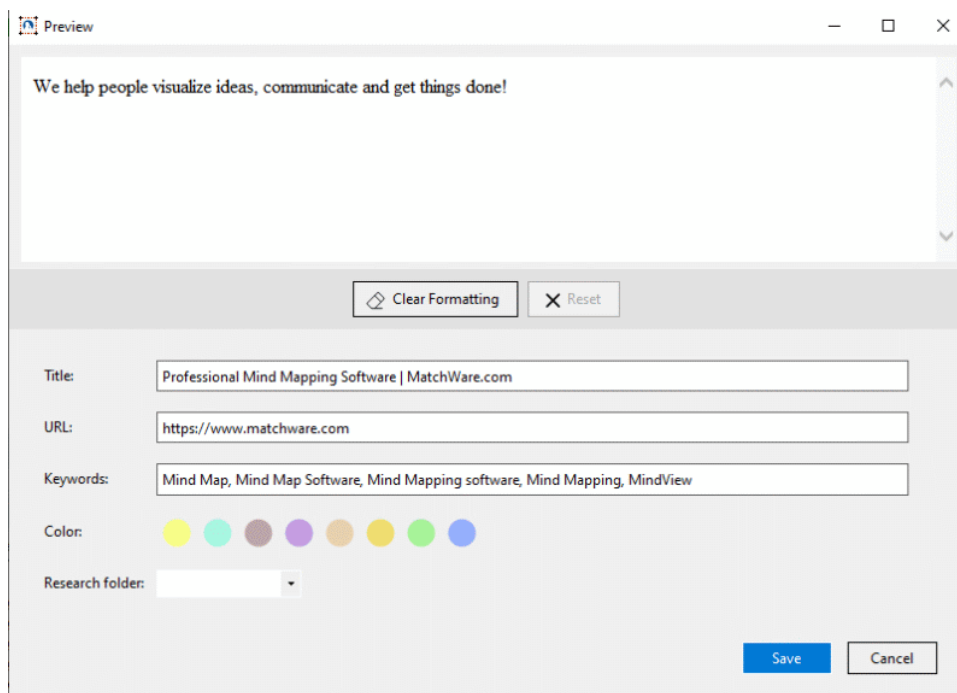
- Undo your picture edits by clicking **Reset**.
- (Optional) Edit the suggested title and URL of the captured picture.
- (Optional) Enter or edit keywords for the captured picture. Separate all keywords with commas.
- (Optional) Select a different background color for the note where the picture will be saved.
Choosing different background colors lets you filter your research notes by color in the MindView Assist app as explained under "[Filtering items](#)" in "[Navigating and setting up the app](#)".
- (Optional) Select a folder for the captured picture. If you do not selecting anything on the drop-down, the captured picture is saved in the root folder.
- Click **Save**.

A Capturing text

- Locate the text that you would like to capture, for instance by switching to a different document window or opening another application.
- Click **Text** on the Capture toolbar.
The Capture toolbar is reduced to a small dialog with a **Capture Text** button.
- Use the mouse to select the text you want to capture.



- Click **Capture Text**.
- The **Preview** dialog opens and shows the captured text.




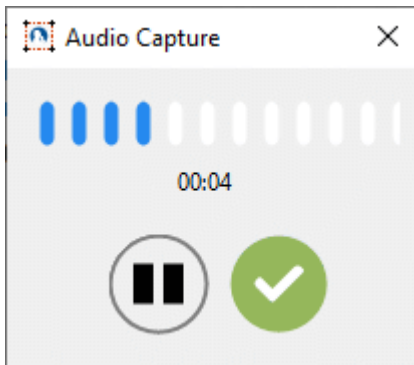
- (Optional) Remove formatting from the captured text by clicking **Clear Formatting**.

- (Optional) Edit the captured text in the Preview pane.
- (Optional) As with picture captures, edit the title, URL and keywords of the captured text, and select a background color and research folder.
- Click **Save**.






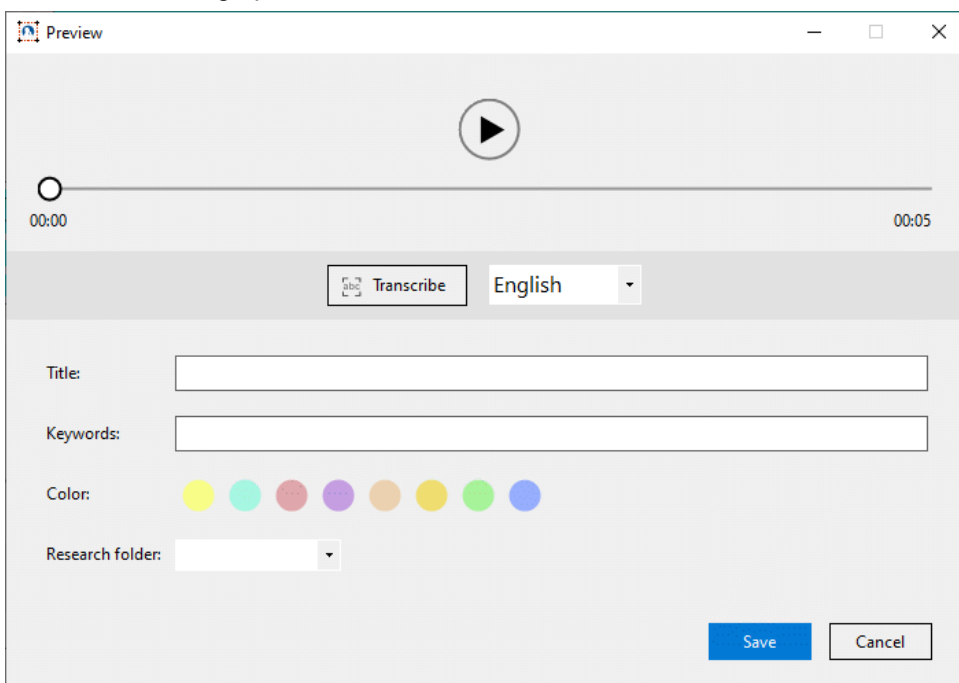
Capturing audio


- Click **Audio** on the Capture toolbar.
- The Capture toolbar is reduced to a small dialog with a recording button .
- Click the recording button to start recording.



MindView records sounds from the default recording device configured on your computer, usually the built-in microphone. Check your computer's device configuration if you get no sound on the recording.

- Pause  and resume  the recording as needed, and click the checkmark  when you have finished recording.
- The **Preview** dialog opens.



- (Optional) Listen to the recording by clicking the **Play**  button.
- (Optional) Transcribe the content of the recorded audio by clicking **Transcribe**. The text is displayed in a new Preview window where you can edit and save it as a text note as described under **Capturing text** above.

- To improve the accuracy of the transcription, you can indicate the language of the recording on the drop-down.
- How successfully the feature 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.
- (Optional) As with other captures, edit the title and keywords of the captured audio, and select a background color and research folder.
- Click **Save**.

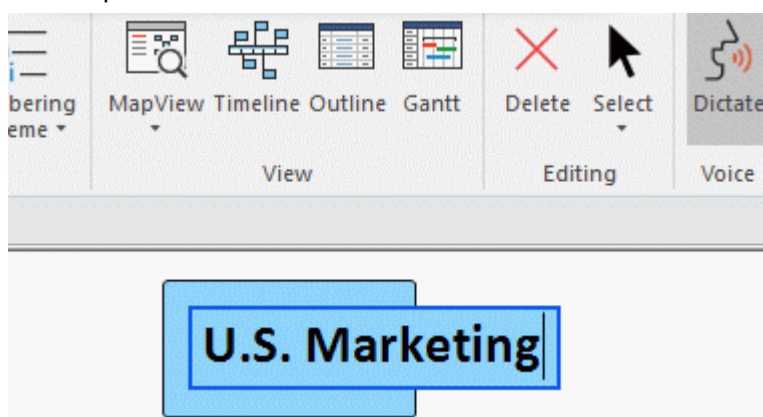
Dictating text



MindView lets you enter text in topic labels and text notes by dictating to the application.

Using the Dictate feature

- Select or edit a topic, or open a text note for editing.
- Choose **Home | Voice | Dictate** or **Review | Voice | Dictate**.
If you are editing a text note, you can also access the Dictate feature from the **Edit** tab.
- Dictate the content of the topic label or text note using the microphone of your computer.
MindView uses the Windows Speech Recognition service to convert your voice input to words in the topic label or text note.



- 💡 Check the configuration of the microphone or headset if your voice input is not registered.
- End dictation by doing one of the following:
 - End topic label or text note editing as normally to save the dictated text and deactivate the Dictate feature.
 - 💡 See "[Entering a topic label](#)" and "[Inserting text notes](#)" for more information.
 - Choose **Dictate** again to deactivate the Dictate feature. The topic label or text note remains in editing mode, allowing you to continue editing it using the keyboard.
- 💡 *You can leave the Dictate feature activated, entering text in a topic label or text note using both the microphone and the keyboard.*

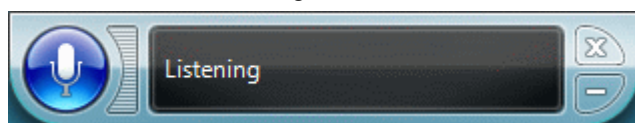
Editing dictated text

You can edit dictated text as normally using the keyboard. If you are using the Windows Speech Recognition toolbar, you may also be able to edit text using voice commands; see below.

The Windows Speech Recognition toolbar

If you want to use the Windows Speech Recognition toolbar with the Dictate feature, you can enable it from the MindView Options dialog as described in "[Setting up your preferences](#)". The toolbar allows you to do the following:

- If you are editing a text note, you can start dictating by activating speech recognition from the toolbar instead of clicking **Dictate** in the ribbon.



You may be able to activate and deactivate speech recognition using voice commands.

- You may be able to edit the topic label or text note, or even create or edit other elements in your mind map, using voice commands supported by the Windows Speech Recognition service.

For more information on commands supported, and other possible uses of the Windows Speech Recognition service, see the Windows documentation.

Notes

- When the Windows Speech Recognition service interprets your voice input, the accuracy depends on your pronunciation and the language settings of the service. If it is set to use American English, for example, it may interpret words spoken in other regional English dialects erroneously. Check that the service is set up to use the correct language, and be aware that getting usable results may take practice.
- If you are using the AT Edition of MindView, you can control the application in Speech Mode using Dragon NaturallySpeaking. For more information, see "[Working in Speech Mode](#)".

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.

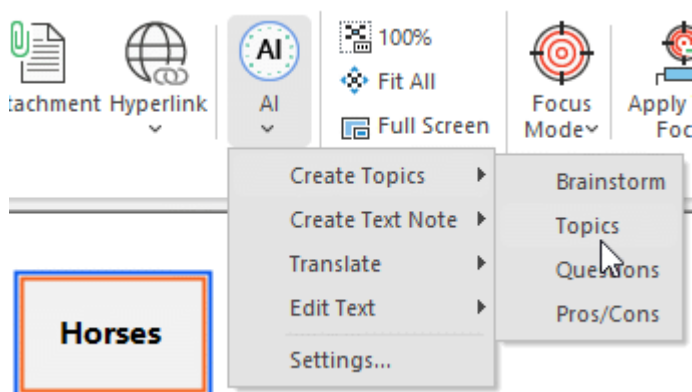


AI is a useful tool for generating and editing content, but you should use it with caution. Before using any AI tool, check if your organization, school or company has rules or regulations in place regarding the use of AI. If you do use AI, always double-check the results, suggestions or changes it provides. 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.

- Do one of the following:
 - Select a topic in your document or some text in a text note, and choose **Home | Insert | AI**.
 - Right-click a topic or selected text in a text note, and click **AI** in the shortcut menu.
- Select the option you want to use.



For more detailed information, see below.



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 sub-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.

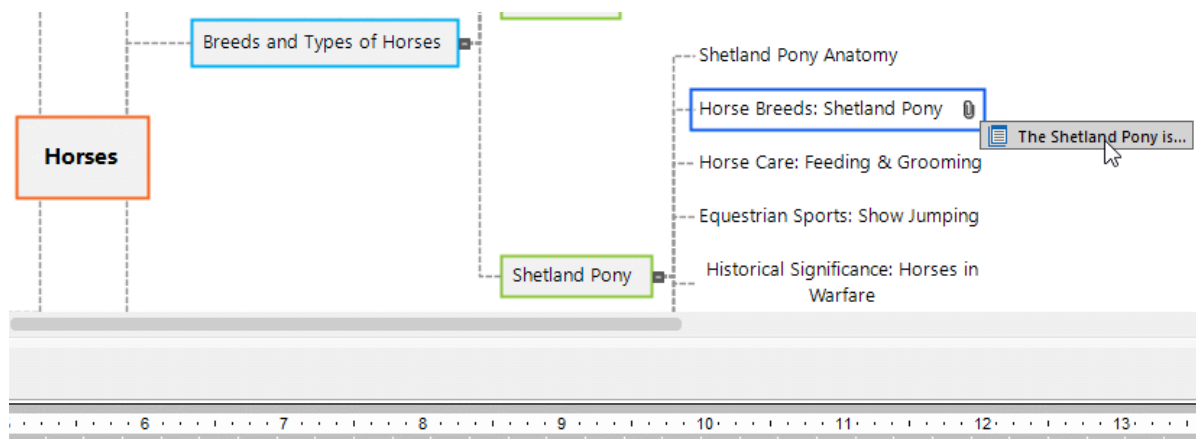


To check spelling, use the built-in spellchecker feature in MindView. For more information, see "[Using the spellchecker](#)".

- 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.



the Shetland Islands of Scotland. Despite its small size, standing at an average height of only 9 to 10 hands (36 to 40 inches), it is a popular choice for many equine enthusiasts.

Editing and proofing

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, but should be moved to a different topic.

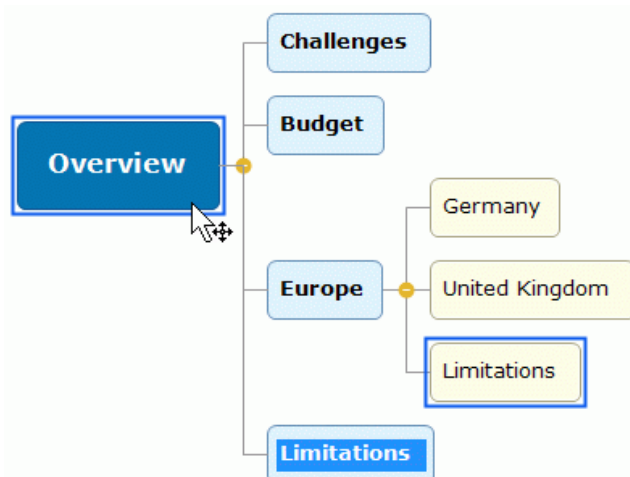
This topic describes how to perform the following operations:

- Moving a main topic or a sub-topic and inserting it at a different hierarchical level in the mind map
- Cutting, copying and pasting a topic in the same document or in another document
- Moving a main topic manually to a different position by disabling the Auto-layout mode

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

You can move an entire topic, including any sub-topics and objects attached to it, to a different topic of your map. As you work on organizing your ideas, you can for instance decide to convert a sub-topic to a main topic by moving it to the central topic (thereby making it a main topic), or allocate a sub-topic to a different main topic by moving it.

- Select the topic you want to move to a different location by clicking it with the left mouse button.
- While keeping the left mouse button down, drag the topic to the required location.
The mouse pointer changes to a different shape and a line shows you where the topic will be inserted when you let go of the mouse button.
- Release the mouse button to insert the topic at the required location.






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

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. 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 "[Packing a mind map](#)".

- To cut 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), you first need to select it. You can then either:
 - Choose **Home | Clipboard | Cut**  in the main menu, or
 - Choose **Cut** in the local menu of the topic, or
 - Press **Ctrl + 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), you first need to select it. You can then either:
 - Choose **Home | Clipboard | Copy**  in the main menu, or
 - Choose **Copy** in the local menu of the topic, or
 - Press **Ctrl + C**.
- To paste a topic and all its sub-topics and attached objects, you first need to select its new location, either in the same document or in a different document. You can then either:
 - Choose **Home | Clipboard | Paste**  in the main menu, or
 - Choose **Paste** in the local menu of the destination topic, or
 - Press **Ctrl + V**.

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



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 main topic to a different position by 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.

- Click the workspace so that no other element is selected.
- Choose **View | Show/Hide | Panels | Properties** to open the Properties dialog for the view.
- Uncheck **Auto-layout** in the Topics section.

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 while still working on your map, the main topics you repositioned will be placed back in their default position. You can, however, click Undo  in the Quick Access Toolbar (or press Ctrl + Z) to cancel the re-enabling of Auto-layout and revert the display of the main topics to your own positioning.

Formatting a topic

MindView lets you perform various operations on the topics of your map, such as changing their shape, choosing a different fill color, defining a topic boundary, or selecting different text attributes. All these formatting options help you add visual interest to your map.

- Select the topic you want to format.

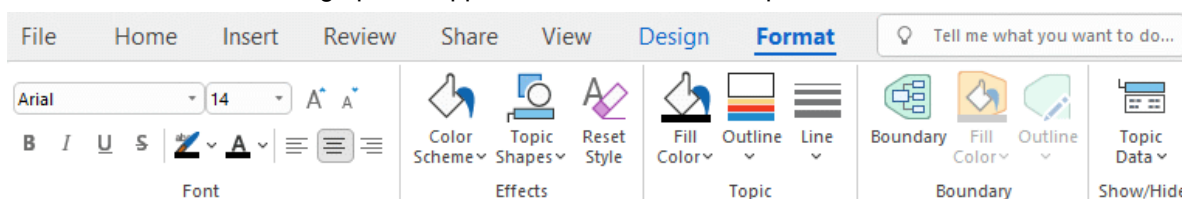


To apply the same formatting attributes to all the topics, it is much easier to use the **Design** tab, whose predefined styles and design options apply to the entire map. See "[Designing a mind map](#)" for more information.

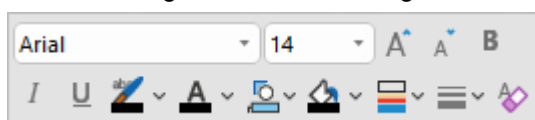
You can however select several topics to give them the same formatting attributes. See "Selecting several topics" below for more information.

- Click the **Format** tab that appears at the right of the ribbon.

This tab contains formatting options applicable to the selected topic.



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



- Browse through the options available in the **Format** tab or the floating toolbar, checking their effect on your topics as you go.



A quick way of copying the formatting attributes from one topic to another is to use the **Format Painter**. Select the topic whose formatting you want to copy and choose **Home | Clipboard | Format Painter** or press **Ctrl + Shift + C**. The cursor changes to a paintbrush icon. Click the topic you want to copy the formatting to. Pressing **Ctrl** while clicking the topic will let you continue copying the format to other topics by clicking each one in turn. To return the icon to its normal shape after the copying, click the **Format Painter** icon again.

If necessary, you can undo your changes and return the topic to the original map style defined in the **Design** tab by choosing **Effects | Reset Style**.



To return all the topics to the initial style, select them all (**Ctrl + A**), and choose **Effects | Reset Style** in the **Format** tab.



To return the entire map to the initial style (i.e. not only the topics, but also the global map properties such as page color or page pattern), choose **Effects | Reset Style** in the **Design** tab.



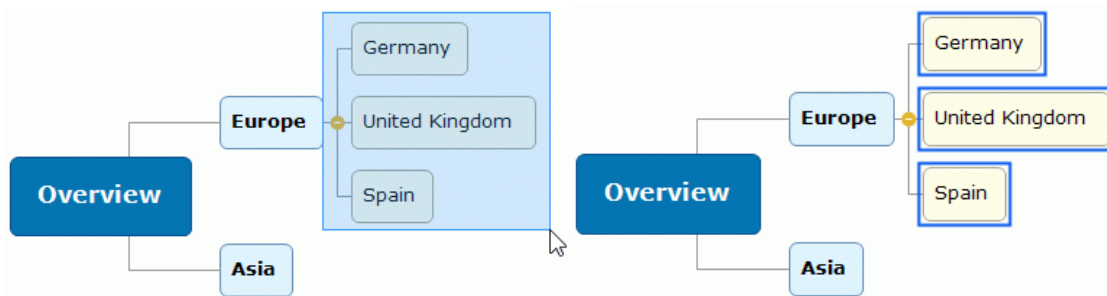
You can automatically apply a specific background color to all topics that meet specific filter criteria. For more information, see "[Using conditional formatting](#)".

Selecting several topics

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

- Click the first topic, then press and hold down the **Ctrl** key 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 the **Ctrl** key.

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




Press **Ctrl + A** to select all topics.




When you select several topics in this way, the header of the Format tab changes to **Multiple Topics**, indicating that any changes you make will apply to all the selected topics. If the topics you selected belong to different levels (for instance, some main topics as well as some sub-topics), only the options that the different levels have in common are shown in the Format tab.

Formatting topic data

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

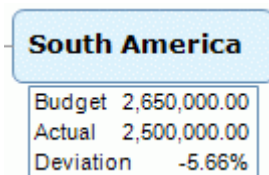
- Choose **View | Show/Hide | Topic Data**  (or right-click the workspace and choose **Show/Hide**) and check the fields you want to see in the sub-menu.



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

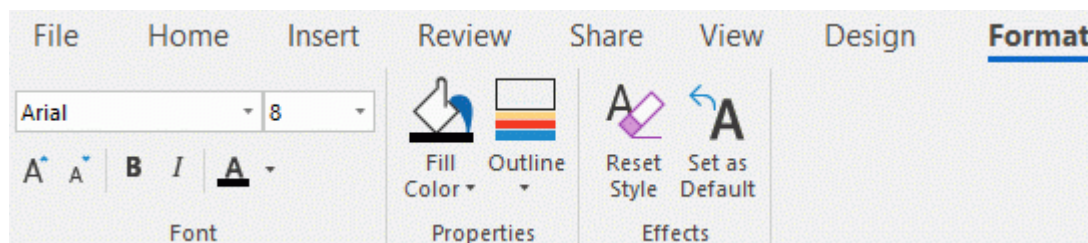
If you have chosen to display resource cost information on the topics (such as Cost, Actual Cost or Remaining Cost), you can define the currency symbol and the number of decimal digits to be used for the entire document. See "[Currency](#)" in the topic "[Setting up your preferences](#)".

You can also specify how this data should be represented.



- Select the topic whose data you want to format by clicking it.
- Click the block of topic data displayed below the topic.
- Click the **Format** tab that appears at the right of the ribbon.

This tab contains formatting options applicable to the topic data of the selected topic.



- Browse through the options available in the different panels, checking their effect on the topic data as you go.

You can also give specific text attributes to the different elements of the topic data. To do this, click the particular element within the block of topic data, and choose the required attributes in the Format tab.

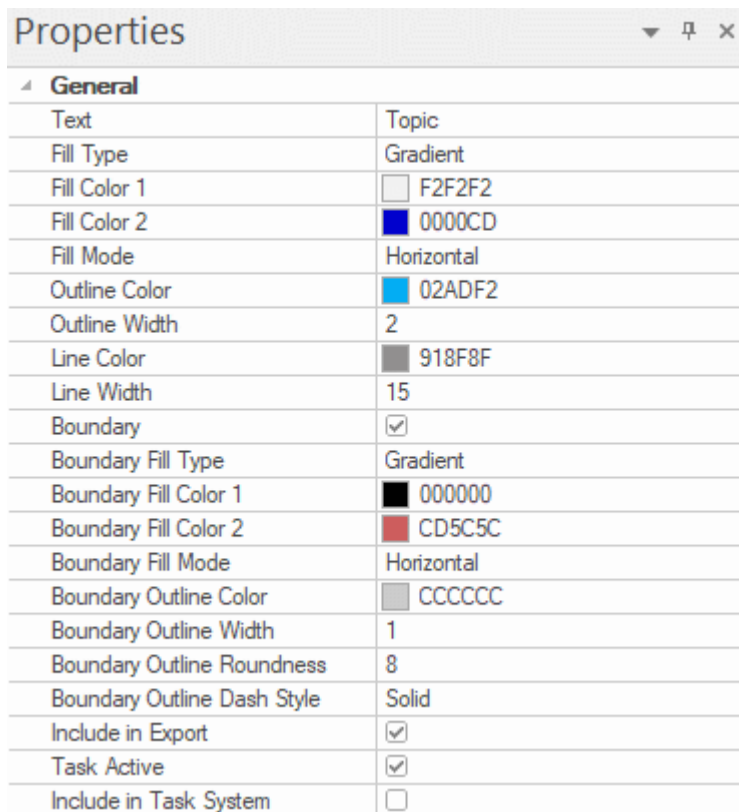


Once you have formatted the topic data to your liking, you can easily apply that formatting to the data of all the other topics by clicking the **Set as Default** icon.

Topic properties

As well as the Format tab, you can also use the Properties dialog to make changes to the selected topic. The Properties dialog always lists all the properties applicable to the element currently selected in the workspace.

- Select the topic you want to format, or the block of topic data you want to format.
- Choose **View | Show/Hide | Panels | Properties** to open the **Properties** dialog.



Properties	
General	
Text	Topic
Fill Type	Gradient
Fill Color 1	<input type="color" value="#F2F2F2"/> F2F2F2
Fill Color 2	<input type="color" value="#0000CD"/> 0000CD
Fill Mode	Horizontal
Outline Color	<input type="color" value="#02ADF2"/> 02ADF2
Outline Width	2
Line Color	<input type="color" value="#918F8F"/> 918F8F
Line Width	15
Boundary	<input checked="" type="checkbox"/>
Boundary Fill Type	Gradient
Boundary Fill Color 1	<input type="color" value="#000000"/> 000000
Boundary Fill Color 2	<input type="color" value="#CD5C5C"/> CD5C5C
Boundary Fill Mode	Horizontal
Boundary Outline Color	<input type="color" value="#CCCCCC"/> CCCCCCC
Boundary Outline Width	1
Boundary Outline Roundness	8
Boundary Outline Dash Style	Solid
Include in Export	<input checked="" type="checkbox"/>
Task Active	<input checked="" type="checkbox"/>
Include in Task System	<input type="checkbox"/>

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

See "[Central topic properties: General](#)" and "[Topic properties: General](#)" in the "Reference" section for a detailed description of the general properties applicable to a topic.

See "[Central topic properties: Text](#)" and "[Topic properties: Text](#)" for a description of the properties applicable to the topic label.

See "[Topic data properties: General](#)" in the "Reference" section for a detailed description of the properties applicable to topic data.

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 central topic](#)". 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.



This procedure is only relevant to the standard Mind Map views, namely Mind Map, Top Down and Left/Right.

Detaching a topic to the same document

- Select the topic you want to detach and choose **Detach | Topic** in its local menu.

Detaching a topic to a new document

- Select the topic you want to detach and choose **Detach | Topic as New Document** in its local menu.

In both cases, the selected topic and all its sub-topics, inserted elements and attached objects becomes a new mind map.

Notes

- If you are using the Sub-Map or Topic Focus feature to only view the selected topic, you can only detach it within the same document. To detach it to a new document, you must display the entire mind map first. For more information, see "[Focusing on a topic](#)" and "[Creating sub-maps of selected topics](#)".
- If you detach a topic to a new document and then undo the detachment operation, the topic is restored to its original location in the original document and the new document containing the topic is also kept.
- If you detach a topic to a new document, this document is not automatically saved in the same location as the original. You must save it if you want to keep it. For more information, see "[Saving a mind map](#)" and "[Opening and saving online documents](#)".


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 and other objects on the particular topic or set of topics you are viewing.



You can also concentrate on a particular topic of your mind map by viewing it in a sub-map; for more information, see "[Creating sub-maps of selected topics](#)". For an overview of other viewing options, see "[Viewing a mind map](#)".

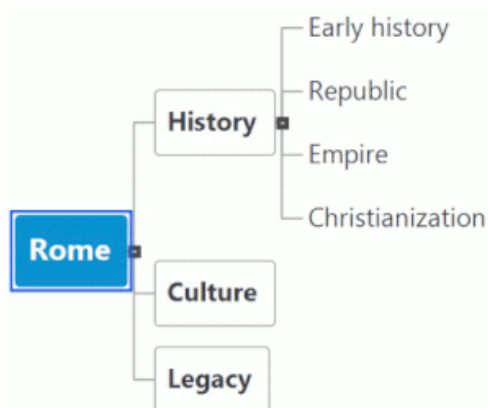
- Click the topic that you want to isolate.
- Choose **View | Detail | Apply Topic Focus**  in the main menu or **Apply Topic Focus** in its local menu.

You can also just press **Alt + F6**.

Now only the topic you selected is shown on the workspace, together with any sub-topics it may have.




To focus on one of the sub-topics, just select it and click **Apply Topic Focus** again.



Note that when restricting the display in that way, any topic connections leading to topics outside the area shown are not represented.

To display the entire map again, you can either:

- Click the **Clear Topic Focus** icon  in the main menu, or
- Select the topic again and choose **Clear Topic Focus** in its local menu, or
- Right-click the workspace and choose **Clear Topic Focus** in its local menu, or
- Press **Alt + Shift + F6**.



If you save and close a document to which you have applied a topic focus to concentrate on a specific topic or set of topics, next time you open the document, a message warns you that you may be viewing only part of the map. Click the **Clear Topic Focus** button next to the message to see the entire map again.





This document has a topic focus set.

Clear Topic Focus



If you switch to a different view after applying topic focus, the topic focus is cleared automatically.



You can also collapse the entire mind map to just one level of topics, two levels, three levels or four levels by using the **Detail Level** icons  of the View tab. The **Show All Levels** icon  expands the mind map so that it shows all its topics down to the last level.



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

Filtering a mind map



MindView lets you filter your map to only display topics that meet specific criteria. Using a filter, you can for instance 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. Using the built-in filters in MindView, you can also filter by icons, legends, resources or project management information such as milestones and tasks, if these elements are used in your mind map.

All the filters you define are saved with the MindView document. It is also possible to import and export filters for use in other MindView documents.



If you save and close a document to which you have applied a filter to show only specific topics, next time you open the document, a message warns you that you may be viewing only part of the map. Click the **Clear Filter** button next to the message to see the entire map again.



This document has a filter set.



Clear Filter



The filters you use or define as described here are also used elsewhere: You can use them to select topics, and you can apply conditional formatting based on the filters. For more information, see "[Viewing a mind map](#)" and "[Using conditional formatting](#)". If you edit or delete a custom filter (as described in "[Editing a custom filter](#)" below), this change applies to both the Filter, Select and Conditional Formatting features. For example, if you delete a custom filter, you can no longer use it for selecting items on the Home tab, and if a conditional formatting rule is based on the filter, that conditional formatting rule is deleted.




Using the built-in filters

MindView automatically gives you the opportunity to filter by certain items if you have used them in your document. For example, if you have used icons or legends, there will be a built-in filter allowing you to filter by the icons or legends you have used. Depending on the items you have used on the topics of your mind map, and depending on the document mode, you might see the following filters in the Filter menu:






-  **Icons:** Allows you to filter by icons used in the mind map. You can select the icon to filter by in a sub-menu.
-  **Legend:** Allows you to filter by legends used in the mind map. You can select the legend to filter by in a sub-menu.




You can also filter the mind map using legend items from the Legend window. For more information, see "[Working with legends](#)".

-  **Completion:** Allows you to filter by the completion status of tasks in your mind map. You can select the completion level to filter by in a sub-menu.
-  **Priority:** Allows you to filter by the priority set for items in your mind map. You can select the priority to filter by in a sub-menu.
-  **Resources:** Allows you to filter by resources assigned to tasks in your mind map.

The following filters are only available if the document is set to Gantt mode:

-  **Milestones:** Allows you to filter by project milestones.
-  **Critical Tasks:** Allows you to filter by critical tasks, i.e. tasks that are particularly important to the completion of the project.
-  **Overdue Tasks:** Allows you to filter by tasks where the completion value has not reached today's date.
-  **Auto Scheduled Tasks:** Allows you to filter by automatically scheduled tasks.
-  **Manually Scheduled Tasks:** Allows you to filter by manually scheduled tasks.


 The last two filters are only shown if the project contains both manually and automatically scheduled tasks. For more information, see "[Using scheduling modes](#)".

Applying a built-in filter


- Choose **View | Filter** and click the down arrow at the bottom of the **Filter** icon.
- Select a filter under the **Built-In** heading in the sub-menu to apply it.

The mind map now shows the topic or topics that contain the elements you have filtered by, and the hierarchy from the central topic to the filtered topic or topics. If no topics in the mind map meet the filter criteria, the workspace will be empty.

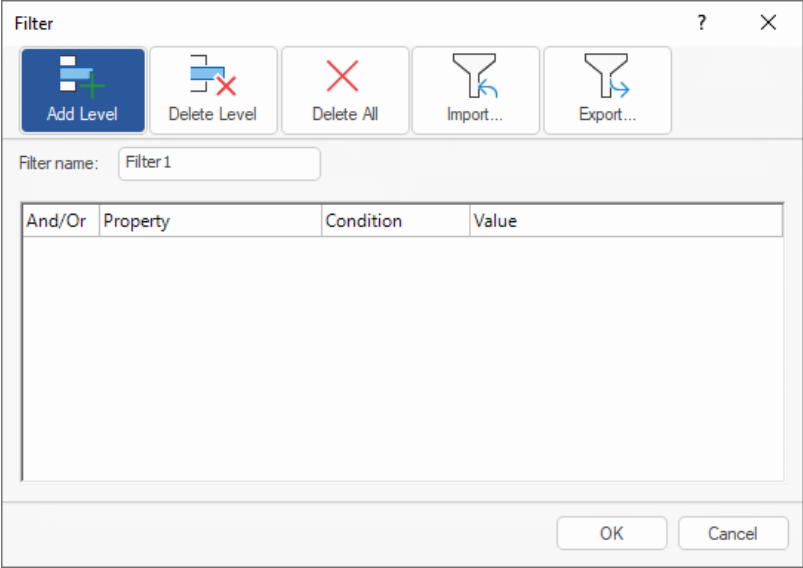
The **Filter** icon stays highlighted to remind you that you are only viewing part of the map.

 If you apply a built-in filter that is specific to the Gantt document mode and then switch to a different document mode that does not include this filter, the filter is no longer applied in the workspace. The **Filter** icon is still highlighted to remind you that a filter was applied before you switched document modes. If you intend to keep using the new document mode, click the **Filter** icon to select a different filter in the sub-menu or to switch off the Filter feature. For more information on the document modes in MindView, see "[Using different views](#)".

Defining a custom filter

- Choose **View | Filter** and click the down arrow at the bottom of the **Filter** icon.
- Choose **New**  in the sub-menu.

The **Filter** dialog opens.



And/Or	Property	Condition	Value
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- Enter a name for your filter in the 'Filter name' field.
- Click **Add Level** to define your first condition.
- Click the **Property** field and choose the topic element that you want to use to filter the map. 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.



For a definition of the property "Total slack", see "[Reviewing a project plan](#)".

- Click the **Condition** field and choose the required condition. In our example, you would choose the entry "Equal to" or "Contains" (in case some topics contain more than one icon).
- Click the **Value** field to define the condition to be applied to the topic. In our example, you would choose the Priority 1 icon in the icon gallery that opens when you click the Value field.



The **Value** field is not case-sensitive. If you filter by topics labeled "Project status", for example, the filter will also include topics labeled "Project Status" or "project status".

- (optional) Click **Add Level** again to define a second condition, using the **And/Or** field to indicate whether both conditions must be met for the topic to display, or whether meeting just one of the two conditions is enough for the topic to display.
- (optional) Continue adding conditions as required and click OK.

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

The **Filter** icon stays highlighted to remind you that you are only viewing part of the map.

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

The new filter is listed under the **Custom** heading in the sub-menu when you click the down arrow at the bottom of the **Filter** icon. It is also available when you use conditional formatting (for more information, see "[Using conditional formatting](#)"), and when you use the **Select** command from the Home tab (for more information, see "[Viewing a mind map](#)").

Clearing a filter

- To go back to the full map display, do one of the following:
 - Choose **View | Filter | Filter**.
 - (Custom filters only) Choose **View | Filter**, click the down arrow at the bottom of the **Filter** icon, and deselect the active filter in the sub-menu.



The second procedure is useful if you were not sure which filter was applied to the mind map, as it allows you to see the filter name.


The Filter icon goes back to its normal state, indicating that the map is no longer filtered.

Applying a custom filter

When you have several custom filters, you can apply any one of them as follows:


- Choose **View | Filter** and click the down arrow at the bottom of the **Filter** icon.
- Click the required filter from the list under the **Custom** heading in the sub-menu.

Editing a custom filter

- Choose **View | Filter** and click the down arrow at the bottom of the **Filter** icon.
- Choose **Edit**  in the sub-menu, select the custom filter you want to edit and proceed as described above.

Deleting a custom filter

You can also delete a custom filter previously defined permanently from the MindView document if you no longer need it:

- Choose **View | Filter** and click the down arrow at the bottom of the **Filter** icon.
- Choose **Delete**  in the sub-menu and select the required custom filter.

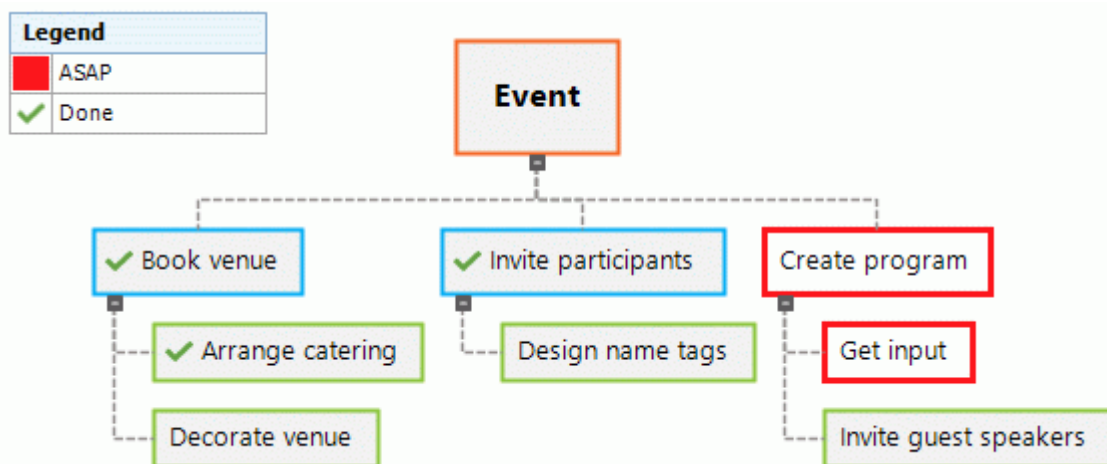
The built-in filters cannot be deleted.

Working with legends



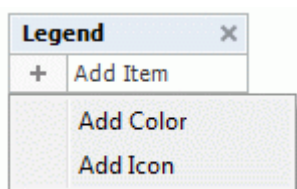
Adding a legend to your map can make it much easier to read and interpret. You can for instance apply a particular color to some of the topics of your map, and then use a legend to give the meaning of this color.

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 a red outline.



Adding a legend item

- Choose **View | Navigation | Legend** to display the **Legend** window.
- Move the mouse cursor over the **Legend** window.
- Click **Add Item**.




- Choose **Add Color** or **Add Icon** depending on whether you want to define your legend item with a color or an icon.
- Choose the required color or icon in the dialogs that are open.
- Replace the default label with the label of your choice.

The legend now shows what the selected color or icon means in the topics of your mind map.

Applying legend items to selected topics


Once you have defined a color or icon, you can add that color or icon to your topics manually to improve the mind map. However, you can also do this automatically. This is particularly useful if you need to single out many topics with the same legend item in one go:

- Select the topics in the mind map that should have a specific color or icon defined in the legend.
- In the Legend window, hover the mouse cursor over the legend item to be applied.
- Click the formatting brush icon  next to the legend item to apply it to the selected topics.

Use the steps above to remove a legend item from selected topics in the mind map. When you remove legend colors from topics, the topics go back to using the default background color of the style used.

Filtering a mind map using legend items

In large mind maps, it can be a challenge to find specific topics, even when they have been singled out using legend items. You can get an overview by filtering the mind map by legend items.


- Hover the mouse cursor over the legend item you want to see in the mind map.
- Click the filter icon  next to the legend item to filter the mind map so that only topics containing the color or icon are shown.

Use the steps above to remove a filter from the mind map.



See "[Filtering a mind map](#)" for more information on filtering a mind map using various criteria.

Removing a legend item

- To remove a legend item, just click the cross  shown to the right of its name in the Legend window.

Using conditional formatting



You can use conditional formatting in your MindView documents to automatically apply a specific background color to topics that meet specific criteria. If you are working on a project plan, for example, you can automatically have critical or overdue tasks shown in yellow or red, making it much easier to immediately spot tasks that need to be prioritized.

Once you have defined one or more conditional formatting rules, they are applied automatically and continuously in the entire document until you deactivate or delete them. The rules are saved with the MindView document.

Conditional formatting and filters

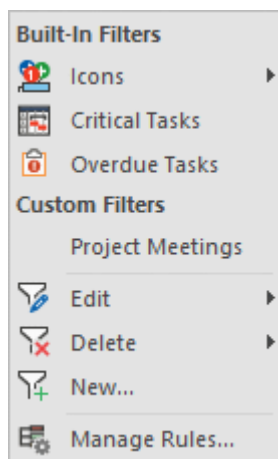
Conditional formatting rules are based on filters. If you want to use conditional formatting, one or more built-in or custom filters must therefore be available in your MindView document. You can use conditional formatting without applying filters, and vice versa. For more information on defining, applying, editing and deleting filters, see "[Filtering a mind map](#)".



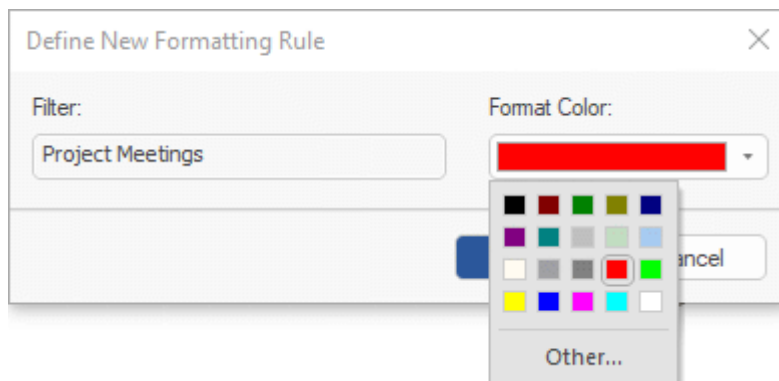
MindView uses the same filters for the Filter feature, the Select feature on the Home tab and the Conditional Formatting feature. Changes to custom filters therefore apply to all three features.

Creating and applying a conditional formatting rule

- Choose **View | Filter | Conditional Formatting**.



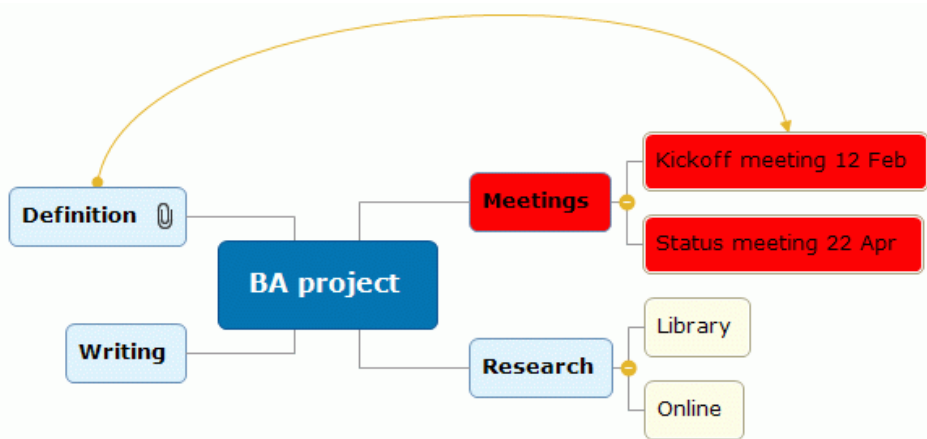
- Click the name of the built-in or custom filter that you want to use, or click **New** to define a new custom filter as described in "[Filtering a mind map](#)".
- In the dialog that opens, click the **Format Color** drop-down to select a color for the rule, or leave the default color unchanged.



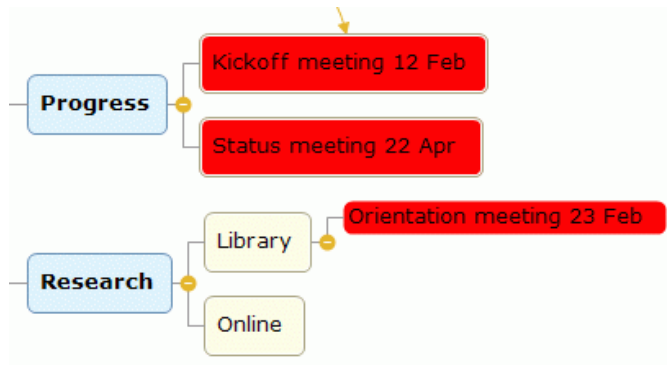
If you want to define a custom color for the rule, click **Other** to open the color picker dialog.

- Click OK. The new rule is applied automatically.

All topics that meet the criteria of the selected filter are now colored using the selected format color. In the example below, all topic labels that contain the word "meeting" (as defined in the custom filter "Project meetings") are red.

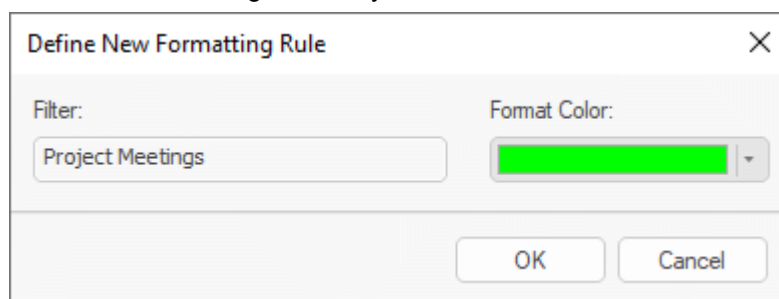


As you edit your MindView document, the conditional formatting is automatically updated: Topics that no longer meet the filter criteria lose their conditional formatting, and new or edited topics that now meet the criteria are formatted accordingly:



Creating more conditional formatting rules from the same filter

You can create a new conditional formatting rule from the same filter by clicking the filter name again in the **Conditional Formatting** menu and selecting a format color. You can create as many conditional formatting rules as you like.



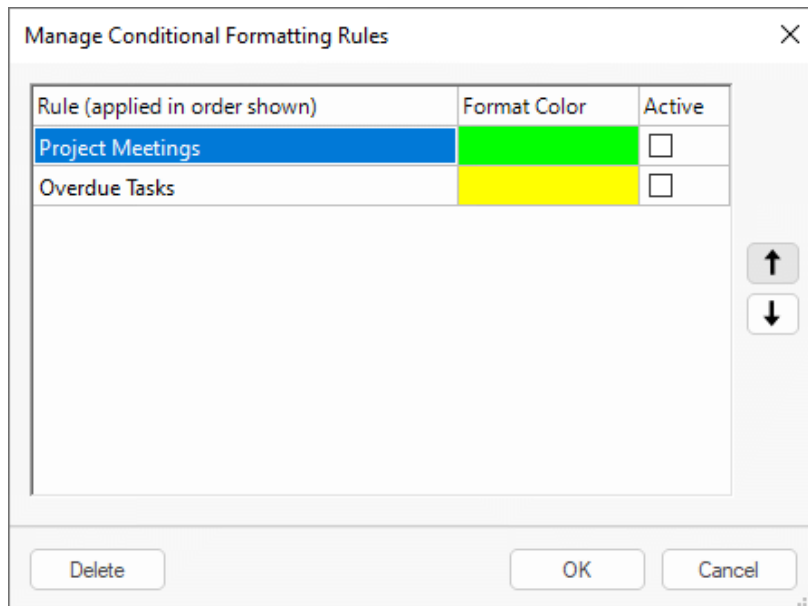
By default, the new rule is applied *after* the original rule and takes precedence over it. If we define a new rule for the "Project meetings" custom filter as shown above, all topics originally formatted red will now be light green, unless you change the order of rules as described below.

Managing conditional formatting rules

When you have defined one or more conditional formatting rules, you can change their colors, define the order in which they should be applied, and deactivate or delete them.

- Choose **View | Filter | Conditional Formatting**, and select **Manage Rules**.


A dialog shows all conditional formatting rules in the document. Rules always have the same names as the filters they are based on. If you have defined several rules based on the same filter, all of these rules will have the same name. If you want to rename a rule, you must rename the filter that it is based on as explained in "[Filtering a mind map](#)". This is only possible for custom filters.




Rules are applied in the order in which they appear in this dialog, from top to bottom. If a topic meets the criteria of the filter(s) used in several conditional formatting rules, it is formatted according to the rule that is *lowest* on the list (as rules applied later take precedence over rules applied earlier). In the example above, topics that meet the criteria of the **Project meetings** filter are light green unless they also meet the criteria of the **Overdue Tasks** filter, in which case they will be yellow.

➤ Do one or more of the following as needed:

- Click the **Format Color** column for a rule to select a different color.
- Select a rule and click the up or down arrow to move it up or down on the list. This changes the order in which the rules are applied and may therefore change the formatting of topics in your document as explained above.
- Deselect the check box in the **Active** column for a rule to deactivate it. Inactive rules are still available, but they are not used until you activate them again. If you deactivate a rule that is lower on the list than another, active rule based on the same filter, topics that meet the criteria of the filter are now formatted according to that other rule instead.
- Select a rule and click **Delete** to remove it.

 Deleting a rule does not delete the filter it is based on. Conversely, if you delete a custom filter, you also delete all conditional formatting rules based on that filter. Built-in filters cannot be deleted, but if you switch document modes, they may become unavailable. For more information, see below.

➤ Click OK to close the dialog and apply your changes.

 If you switch to a different document mode, one or more built-in filters may no longer be available. If you had based one or more conditional formatting rules on such a filter, the rules are not deleted or deactivated, but as the filter they are based on is not available, they no longer affect your mind map. If the built-in filter becomes available again because you go back to the original document mode, the rules are automatically reapplied if they were active when you switched document modes. For more information, see "[Filtering a mind map](#)" and "[Using different views](#)".

Finding and replacing text



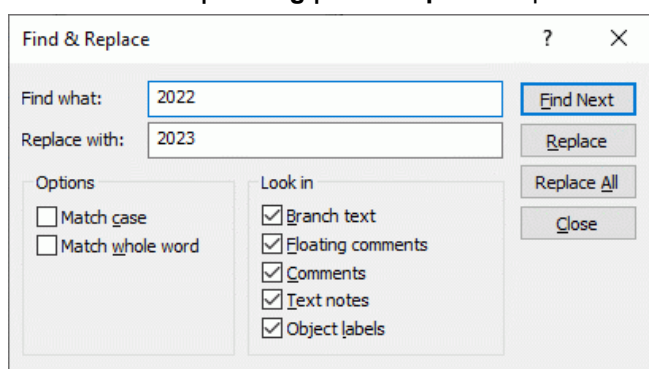
MindView lets you search for every occurrence of a specific word or phrase and replace these automatically with a new word or phrase you specify.

You can find and replace text in the following elements:

- Topic labels
- Floating comments
- Pop-up comments
- Text notes
- Object names

Finding text

- Choose **Review | Editing | Find/Replace** or press **Ctrl + F**.



- Enter the text that you want to search for in the **Find what** field of the Find dialog.
- Select the search options required in the **Options** group.
- Select the elements that you want MindView to search in the **Look in** group.
- Click **Find Next**.

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

You can now:

- Close the Find dialog and continue your work.
- Look for the next occurrence of the text by clicking **Find Next**.
- Replace the text with another word or phrase you specify in the Find dialog.

Replacing text

- Type the replacement text in the **Replace with** field.
- Click **Replace** to replace the current occurrence only or **Replace All** to replace all occurrences throughout the document.



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

Desktop search

MindView supports Windows Search, letting you locate specific data within all the mind maps stored on your hard disk and identify the relevant files instantly. All the data contained within your MindView documents is searched, including topic labels, comments and searchable embedded files (such as Word documents).

For more information on how to use Windows Search to locate information stored in your documents, please refer to your Windows help system.

Using the spellchecker



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

- Topic labels
- Floating comments
- Pop-up comments
- Text notes
- Object names

In addition to looking up words in its own dictionaries, the spellchecker also references **custom dictionaries** to determine whether a particular word is correctly spelt or not. You can customize these dictionaries by adding, replacing or deleting words.

The spellchecker also uses an **AutoCorrect list** to correct common mistakes automatically. Again, you can customize this list by adding, replacing or deleting word pairs, and you can prevent the AutoCorrect feature from automatically correcting the capitalization of certain words.

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

Spellchecking as you type

By default, MindView checks for spelling errors as you type, underlining in red any mistakes found.

You have the option of correcting the mistake straight away by right-clicking the misspelled word and choosing Corrections in the local menu.

You can now choose any of the following:

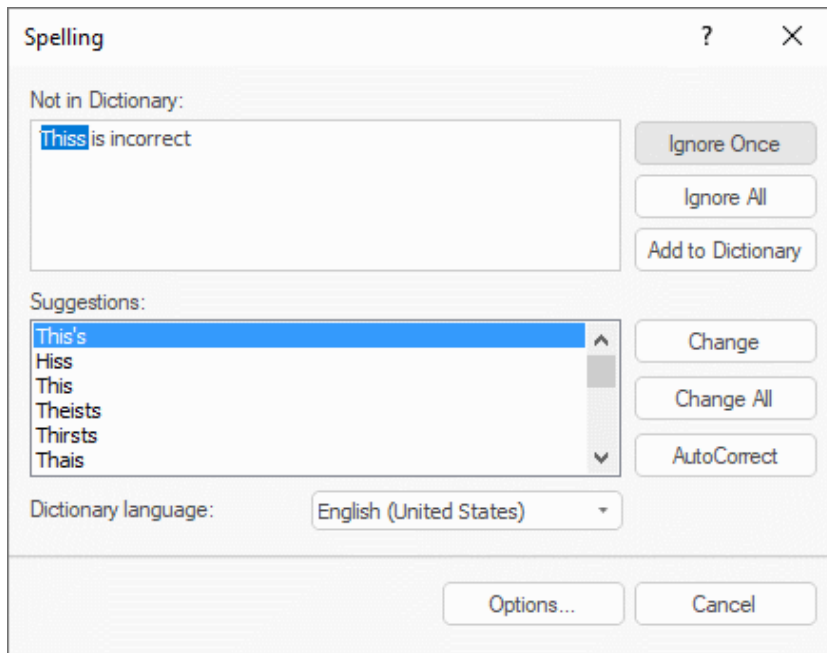
- Choose one of the suggestions listed, which then replaces the misspelled word.
- Choose **Ignore All** to ignore the currently highlighted occurrence of the word and all other such occurrences in the document and any other document opened during this MindView session.
- Choose **Add to Dictionary** to add the underlined word to your default custom dictionary, thereby making it a valid word which the spellchecker will no longer report as a mistake. See the topic "[Spellchecking options](#)" for more information on custom dictionaries.
- Choose **AutoCorrect** to choose one of the suggestions listed. In addition, the misspelled word and its corrected equivalent will be added to the AutoCorrect list. This means that whenever you type this misspelled word in the future, it will be automatically replaced by its corrected equivalent. See the topic "[Spellchecking options](#)" for more information on the AutoCorrect list.
- Choose **Spelling** to open the Spelling dialog, which allows you to spellcheck the entire selected element.

Spellchecking the document

- Choose **Review | Proofing | Spellcheck Document** or press **F7**.



MindView goes through your document, examining topic labels, floating comments, pop-up comments, text notes and object names for spelling mistakes. As soon as it detects a spelling mistake in one of these elements, MindView selects the element containing the mistake and opens the **Spelling** dialog.



The top field shows the phrase containing the misspelling, with the first misspelled word highlighted. The bottom field shows a list of suggestions from which you can choose an alternative spelling for the highlighted word.

You can choose one of the following options:

- **Ignore Once**
This will ignore the currently highlighted occurrence of the word.
- **Ignore All**
This will ignore the currently highlighted occurrence of the word as well as any other such occurrences during the entire MindView session.
- **Add to Dictionary**
This will add the misspelled word to your default custom dictionary.
- **Change**
If you have edited the misspelled word in the top field, this replaces it with the edited word. Otherwise the misspelled word is replaced by the alternative spelling chosen in the Suggestions field. Only this occurrence of the misspelled word is corrected. If you also want all following occurrences of the word replaced, click Change All.
- **Change All**
If you have edited the misspelled word in the top field, this replaces it with the edited word. Otherwise the misspelled word is replaced by the alternative spelling chosen in the Suggestions field. This replaces all the occurrences of the misspelled word in the entire document.
- **AutoCorrect**
This replaces the misspelled word by the alternative spelling chosen in the Suggestions field. In addition, the misspelled word and its corrected equivalent are added to the AutoCorrect list.
- **Dictionary language**
This lets you choose a different language for the spellchecker to use to check your document.
- **Options**
This opens the Spellchecking Options dialog, which lets you set various options to control the way the spellchecking is done. See the topic "[Spellchecking options](#)" for a full description of this dialog.

Spellchecking the currently selected element

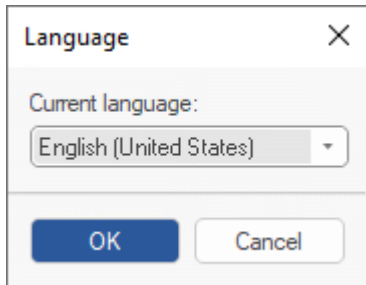
- Choose **Review | Proofing | Spellcheck Selection** or press **Ctrl + F7**.



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

Choosing a different dictionary

- Choose **Review | Proofing | Set Language** and select the language dictionary you would like to use to spellcheck your document.



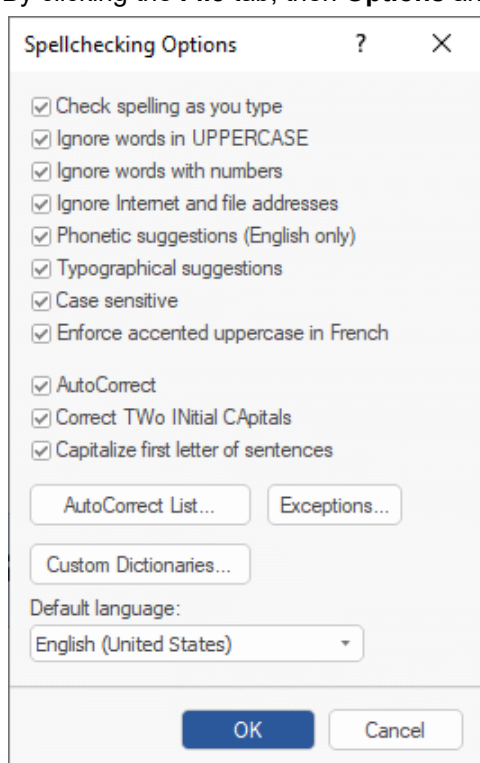
Spellchecking options

abc

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

You can access it in several ways:

- By choosing **Review | Proofing | Spelling Options**.
- By clicking **Options** in the **Spelling** dialog.
- By clicking the **File** tab, then **Options** and **Proofing**.



Check spelling as you type: If you disable this option, the misspelled words will not be automatically underlined in red as you type them. You will need to use the Spellcheck commands to spellcheck your mind map at a later stage.

Ignore words in uppercase: When enabled, this option causes any word written entirely in upper case to be ignored by the spellchecker and skipped. It is useful to keep this option enabled if your document contains many acronyms.

Ignore words with numbers: When enabled, this option causes any word containing numbers to be ignored by the spellchecker and skipped. It is useful to keep this option enabled if your document contains many words or symbols including numbers, such as Q4.

Ignore Internet and file addresses: When enabled, this option causes any words that appear to make up an Internet domain name, a URL or an email address to be ignored and skipped.

Phonetic suggestions (English only): When enabled, this option causes suggestions to be made on the basis of their phonetic similarity to the misspelled word. This option tends to improve suggestions for badly misspelled words.

Typographical suggestions: This is the default option. It causes suggestions to be made on the basis of the similarity of their spelling to that of the misspelled word. Note that the spellchecker does not offer suggestions if you disable both this option and the 'Phonetic suggestions' option.

Case sensitive: When enabled, this option causes the spellchecker to distinguish between capitalized and non-capitalized letters. The word "europe" for instance would be considered as a mistake. If you disable this option, "europe" and "Europe" would be considered identical and both regarded as correct.

Enforce accented uppercase in French: When enabled, this option causes the spellchecker to flag as incorrectly spelt any word starting with an upper-case letter which should have been accented.

AutoCorrect: If you disable this option, even if a misspelled word is included together with its correct equivalent in the AutoCorrect list, the misspelled word will not be automatically replaced by its equivalent.

Correct two initial capitals: If you type the first two letters of a word in upper case, this option causes the 2nd letter to be automatically converted from upper case to lower case. The word "EUrope" for instance would be automatically replaced by "Europe".

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

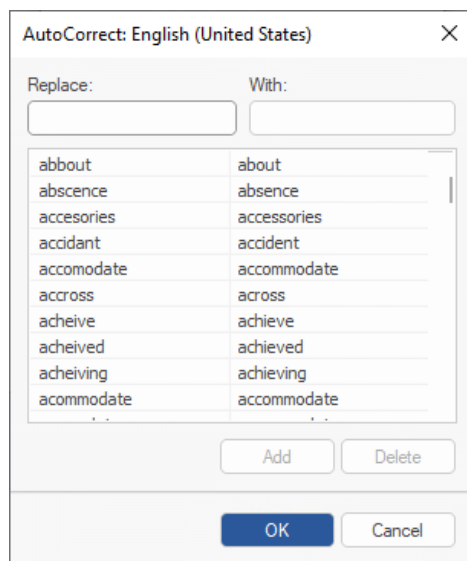
You can also click **AutoCorrect List**, **Exceptions** or **Custom Dictionaries** to open the corresponding dialogs. All dialogs are described below.

Default language: This lets you choose the default proofing language which you want the spellchecker to use to check your documents. By default, the proofing language is the same as the display language. If you choose a different default proofing language and later change the display language, the default proofing language is automatically changed again to match the selected display language. For more information on changing the display language, see "[Setting up your preferences](#)".

Using the AutoCorrect list

This list contains words that are frequently misspelled along with the correct spellings that should automatically be applied by the AutoCorrect feature described above. The list is pre-filled with commonly misspelled words for the spellchecker language; in addition, it is expanded when you add words to the list as described in "[Using the spellchecker](#)".

Each line is made up of the misspelled word in the 'Replace' column on the left, together with the correct spelling in the 'With' column on the right.



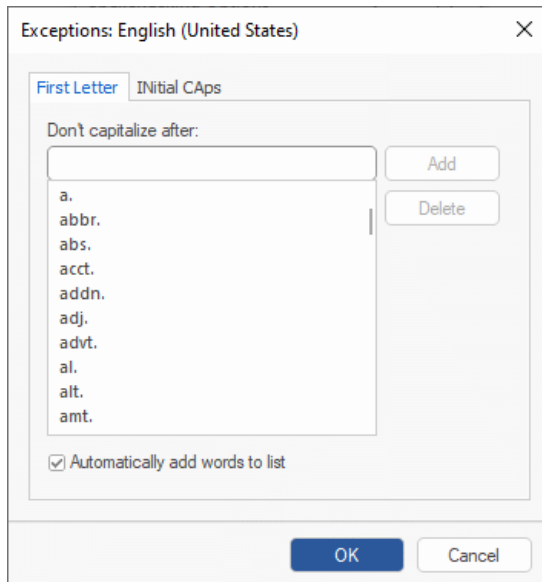
If you work with different languages, the spellchecker maintains one such AutoCorrect list per language.

You can customize the AutoCorrect list in various ways:

- You can add new AutoCorrect pairs by typing a commonly misspelled word in the 'Replace' field followed by its correct equivalent in the 'With' field and clicking **Add**.
- You can replace the correct equivalent of a misspelled word by selecting this misspelled word in the 'Replace' list, typing the new equivalent in the 'With' field and clicking **Replace**.
- You can delete an AutoCorrect pair by selecting the corresponding row in the list and clicking **Delete**.

Managing AutoCorrect exceptions

The AutoCorrect feature automatically capitalizes the first letter of words following a full stop, and it automatically corrects two initial capital letters in words to just one (changing "EUrope" to "Europe", for example). In some circumstances, however, these automatic corrections are wrong, for example if you are using abbreviations like "approx." or writing acronyms like "SOx". You can manage these exceptions by clicking **Exceptions** and doing one or more of the following in the dialog that opens.



- The **First Letter** tab is pre-filled with abbreviations that should *not* be followed by a capital first letter in the selected spellchecker language. You can add new abbreviations by entering them in the field at the top of the dialog and clicking **Add**. New items must be added one at a time.
- The **Initial Caps** tab is empty by default. Here you can add words with several initial capital letters that should *not* be corrected.

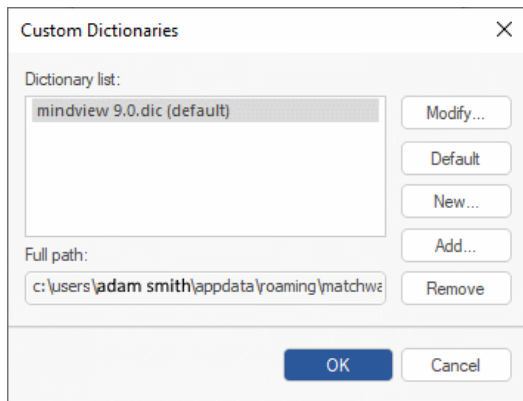


On both tabs, if **Automatically add words to list** is selected, words are added to the list when you overrule the AutoCorrect feature by pressing Ctrl+Z. If you type a word with two initial capitals that is not on the list, for example, AutoCorrect automatically changes it to one initial capital letter. If you then press Ctrl+Z to undo the correction, your original typing is reinstated, and the word is added to the list on the **Initial Caps** tab.

- On both tabs, you can remove an item from the list by selecting it and clicking **Delete**. Items removed in this way are no longer considered exceptions by the AutoCorrect feature. They will be automatically corrected whenever the spell checker encounters them in your mind maps. This applies to items that you have added and items that were pre-filled on the **First Letter** tab.

Using the custom dictionaries

This dialog contains a list of all your custom dictionaries as well as several buttons allowing you to customize them.



Custom dictionaries contain all the words reported as misspelled by the spellchecker that you decided to accept as valid by clicking Add to Dictionary during spellchecking. This means that a word included in any of the custom dictionaries is no longer reported as a misspelling by the spellchecker.

The Custom Dictionaries dialog allows you to:

- Modify one of the custom dictionaries by clicking it, then selecting **Modify**. You can then add new words to the dictionary or remove existing words.
- Set one of the custom dictionaries as default by selecting it and clicking **Default**. Any new word you now accept as valid by clicking Add to Dictionary while spellchecking will be automatically added to this dictionary.
- Create a new custom dictionary by clicking **New**.
- Add an existing custom dictionary by clicking **Add**.
- Remove an existing custom dictionary by selecting it and clicking **Remove**.

Inserting a new central topic



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 (i.e. topics). Once you have decided how they should be related, you can convert your new maps into topics of your existing map, or even move them to new documents altogether, as described below.



This procedure is only relevant to the standard Map views, namely Mind Map, Top Down and Left/Right.

Inserting a new central topic in the view

You can do this in two ways:

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

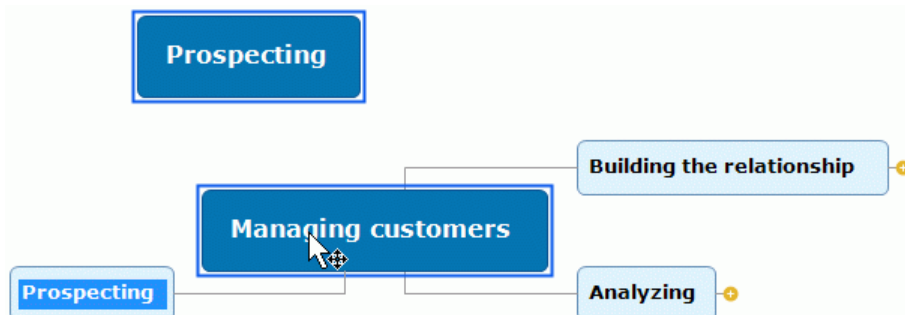


You can also create a new map by detaching a topic of your existing map, either to the same document or to a new document. See "[Detaching a topic](#)" for more information.

Attaching a newly created map to an existing map

If you have created a second map in your document by inserting a new central topic into it, 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 newly created map in a separate document

- Select the central topic of your new map and choose **Cut** in its local menu or **Home | Clipboard | Cut** in the main menu (or press **Ctrl + X**).
- Create a new document (click the **File** tab and choose **New** or press **Ctrl + N**).
- Once the new document opens, right-click the workspace and choose **Paste** in its local menu or **Home | Clipboard | Paste** in the main menu (or press **Ctrl + V**).
- (optional) Delete the default central topic created automatically in the new document.

Editing topic data


As described in "[Formatting a topic](#)", you can display information such as task data, resource information or calculation values directly on the topics of your mind map. The information is displayed in a box underneath the name of the topic, and you can edit much of it directly from this location.

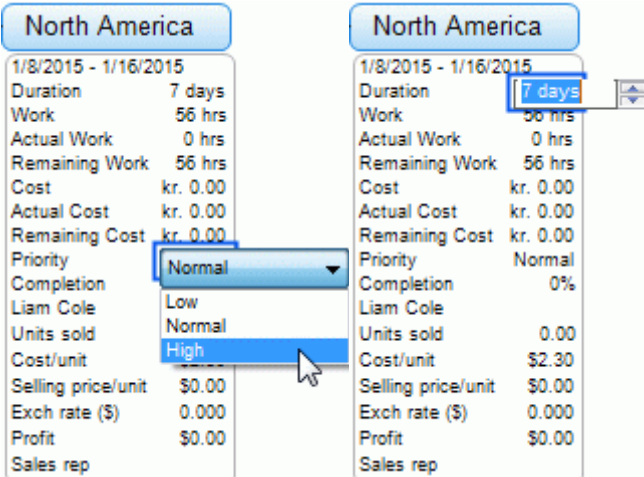
The following topic data can be edited directly: Start date, End date, Duration (except for summary topics), Priority, Completion, Resources and Calculation values.

 *Be aware that topic data in MindView are often dependent on other topic data. For instance, calculation values may contain formulas that rely on input data from sub-topics, and task duration data may affect the schedule of the entire project if changed. Changing topic data may therefore have consequences for other topics in your mind map. Before editing any topic data in your mind map, make sure that you know how your changes will affect the rest of the mind map.*

Editing topic data

- Locate the topic data that you want to edit.
- Double-click the value next to the topic data label. You can also press Ctrl + Shift + B to select the block of topic data and use the arrow keys to select the value you wish to edit. The value becomes editable:
 - For Priority, Completion and similar task management related data, the value changes into a drop-down where you can select the desired value.
 - For Duration and similar project management related data, the value changes into a text field with a spin button where you can edit the value as needed.
 - For text fields such as resource names and Text calculation fields, a cursor is inserted allowing you to enter, update or delete text as needed.
 - For Number calculation fields, you can select different formulas or enter a different number value.

 If you change a calculation field name, the name change affects all topics using the same calculation field. See "[Inserting calculation values](#)" for more information on creating and editing calculation values.



North America	
1/8/2015 - 1/16/2015	
Duration	7 days
Work	56 hrs
Actual Work	0 hrs
Remaining Work	56 hrs
Cost	kr. 0.00
Actual Cost	kr. 0.00
Remaining Cost	kr. 0.00
Priority	Normal
Completion	
Liam Cole	
Units sold	
Cost/unit	
Selling price/unit	\$0.00
Exch rate (\$)	0.000
Profit	\$0.00
Sales rep	

North America	
1/8/2015 - 1/16/2015	
Duration	7 days
Work	56 hrs
Actual Work	0 hrs
Remaining Work	56 hrs
Cost	kr. 0.00
Actual Cost	kr. 0.00
Remaining Cost	kr. 0.00
Priority	Normal
Completion	0%
Liam Cole	
Units sold	0.00
Cost/unit	\$2.30
Selling price/unit	\$0.00
Exch rate (\$)	0.000
Profit	\$0.00
Sales rep	

North America	
1/8/2015 - 1/16/2015	
Duration	7 days
Work	56 hrs
Actual Work	0 hrs
Remaining Work	56 hrs
Cost	kr. 0.00
Actual Cost	kr. 0.00
Remaining Cost	kr. 0.00
Priority	Normal
Completion	0%
Liam Cole	
Units sold	0.00
Cost/unit	\$2.30
Selling price/unit	\$0.00
Exch rate (\$)	0.000
Profit	\$0.00
Sales rep	

North America	
1/8/2015 - 1/16/2015	
Duration	7 days
Work	56 hrs
Actual Work	0 hrs
Remaining Work	56 hrs
Cost	kr. 0.00
Actual Cost	kr. 0.00
Remaining Cost	kr. 0.00
Priority	Normal
Completion	0%
Liam Cole	
Units sold	0.00
Cost/unit	\$2.30
Selling price/unit	\$0.00
Exch rate (\$)	0.000
Profit	
Sales rep	

➤ Edit the topic data as desired, and click anywhere outside the editable value to save it.



*If you edit topic data by mistake, you can type **Ctrl + Z** to undo your entry*

The value change takes effect immediately and may affect other topics in your mind map.

Creating sub-maps of selected topics



You can create one or more sub-maps showing specific topics of your mind map (and their sub-topics, if any). The sub-maps are organized into separate tabs shown at the bottom of the workspace, making it much easier for you and other users to focus on particular topics.

Sub-maps are not separate mind maps. They provide quick access to different areas within the same document. The feature is ideal for online collaboration on documents but also helps you navigate large and complex mind maps, for example if you have added several central topics or built a detailed topic structure.



For an overview of other viewing and navigation options, see "[Viewing a mind map](#)".

Creating a sub-map

- Select the topic that you want to display in a sub-map.
If the topic has sub-topics, these will be included in the sub-map as well.
- Do one of the following:
 - Choose **Home | Detail | Sub-Maps** or **View | Detail | Sub-Maps**, and select **Create Sub-Map** on the menu.
 - Right-click the selected topic, and select **Create Sub-Map** on the shortcut menu.
 - Press Ctrl + Alt + F6.

Two tabs now appear at the bottom of the workspace: a tab showing the new sub-map (and named after the selected topic), and a tab showing the entire mind map labelled **Show All**. The tab showing the new sub-map is selected, and the workspace shows only this sub-map; in other words, only the topic you selected.



You can create more sub-maps as needed. Every time you do so, the new sub-map is shown on a tab, and that tab is selected.

Using sub-maps

When you have created one or more sub-maps, you can use them to quickly navigate and focus the workspace. You can go from sub-map to sub-map by doing one of the following:

- By clicking the tabs at the bottom of the workspace
- By choosing **Home | Detail | Sub-Maps** or **View | Detail | Sub-Maps** and selecting a sub-map on the menu

If you click the **Show All** tab, the entire mind map is shown.

Renaming a sub-map

- To rename a sub-map, double-click its tab label and enter the new name.



Renaming a sub-map does not affect the label of the topic that it was originally named after.

Online collaboration

The sub-maps feature can make online collaboration more efficient if you have saved your document on MindView Drive and shared it with other users:

- When you share the document with other users, you can include a custom message telling them which sub-map they should work on.
- If only particular users should be allowed to edit particular topics, you can use topic locking to lock the topics shown in your sub-maps. By doing so, you not only help users focus; you also make sure that they do not accidentally change parts of the mind map that they should not be working on.

For more information on saving documents online, see "[Opening and saving online documents](#)". For more information on simultaneous collaboration using MindView Drive (including document sharing and topic locking), see "[Collaborating on a MindView Drive document](#)".


Viewing and exporting a document with sub-maps

If you switch to a different view after creating sub-maps, the sub-maps are also available in the new view. If you had selected a sub-map before switching views, that sub-map also remains selected in the new view. For more information on views, see "[Using different views](#)".

If you export a mind map with sub-maps, and you have selected one of these sub-maps, only that sub-map is exported. To export the entire mind map, select the **Show All** tab or remove all sub-maps before exporting.

Removing a sub-map

To remove a sub-map, click the **Close** icon  to the right of the tab name.

 You cannot close the **Show All** tab, but if you close all other tabs, this tab automatically disappears as well. When you close the last remaining sub-map tab, the mind map remains focused on the topic selected for that tab; you can clear this focus by choosing **View | Detail | Clear Topic Focus**. For more information on the Focus feature, see "[Focusing on a topic](#)".

Using predictive suggestions



The Predictive Suggestions feature in MindView 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, databases, MindView files or XML files.

You can activate or deactivate sources as needed from the **MindView Options** dialog where you can also add, edit or delete sources. MindView comes with a set of example sources. For more information on predictive suggestion sources, see "[Setting up suggestion sources](#)".



The example sources listed are only included as a reference. You may need permission to use the suggestion source examples included in MindView.

The ability to select suggestion sources means that you can set up MindView to show suggestions based on your current needs. For example, you could set up an XML file containing business terminology for work projects and a MindView document with baseball statistics for private use. Depending on what you are using MindView for, you can then enable or disable suggestion sources as needed and only see suggestions that are relevant to your current activities.

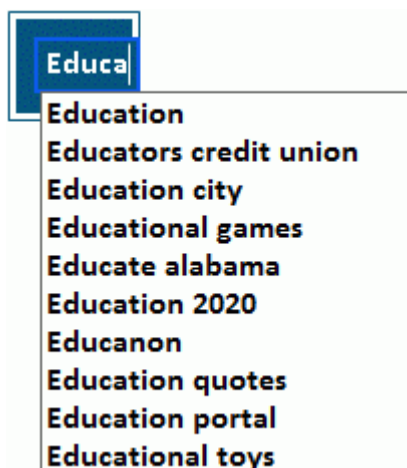


The Predictive Suggestions feature is disabled by default.

Using Predictive Suggestions for topic labels

- Choose **Review | Predictive Suggestions**.
- Start typing the topic label.

As you type, suggestions are shown below the topic label.



The suggestions are continuously updated if you keep typing. For example, if you type "mo", the feature may suggest "mortgage". If you keep typing, adding "on", the suggestions will be updated to entries including the word "moon".

- Use the Up and Down keys or the mouse to select and insert a given suggestion, or keep typing to disregard suggestions.
- To disable Predictive Suggestions, choose **Review | Predictive Suggestions** again.

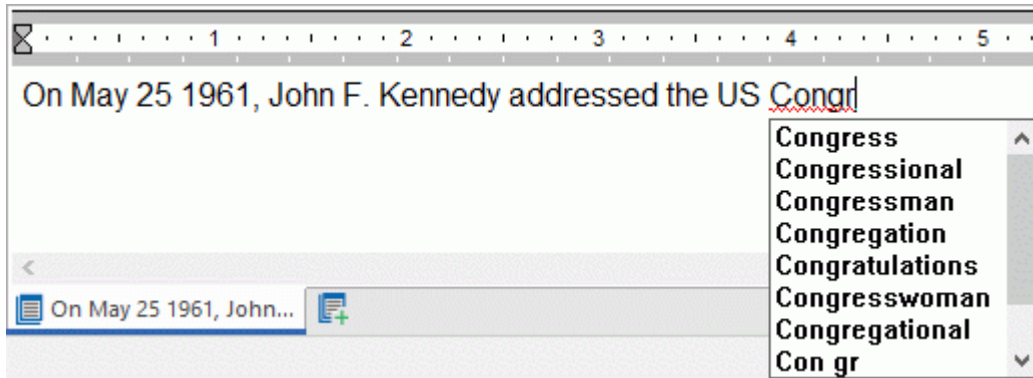


*You can enable predictive suggestions for the word you are currently typing by pressing **Ctrl + Space**.*

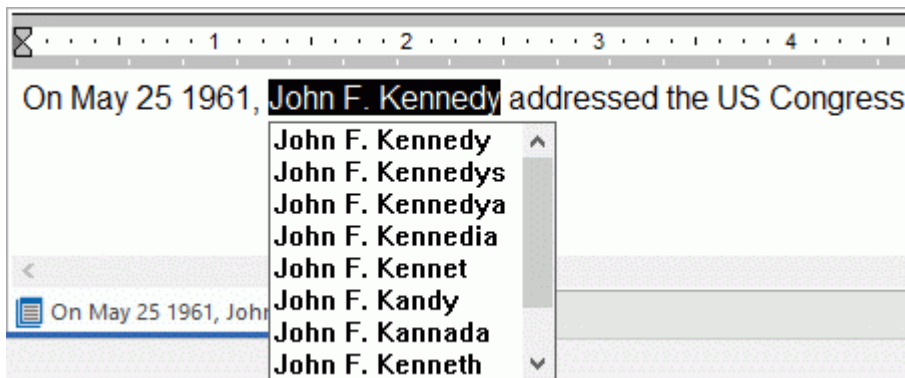
Using Predictive Suggestions in text notes

In text notes, Predictive Suggestions cannot be enabled constantly. However, you can use the feature to actively look for suggestions based on your input.

- Open a text note for editing. For more information on this, see "[Inserting text notes](#)".
- Look up suggestions in one of the following ways:
 - When typing a word for which you would like suggestions, press Ctrl + Space to see suggestions based on that word (or part of a word).



- Select one or more words and press Ctrl + Space to see suggestions based on those words.



- Use the Up and Down keys or the mouse to select and insert a given suggestion, or keep typing to disregard suggestions.

Setting up suggestion sources







You can enable and disable the suggestion sources used by the Predictive Suggestions feature. You can also add, edit and delete suggestion sources from your MindView installation.



For more information on using the Predictive Suggestions feature, see "[Using predictive suggestions](#)".

There are four types of suggestion source. MindView includes examples of all four source types:

-  **MindView Document:** A MindView document located on your computer or a network location to which you have access. Suggestions are based on the topic labels in the referred document.
-  **Internet:** A web site. MindView sends a GET request for data to the web site, and suggestions are based on the response from the site.
-  **Database:** A database located on your computer or a network location to which you have access. MindView sends a custom SQL query to the database, and suggestions are based on the response from the database.
-  **XML File:** A custom XML file located on your computer or a network location to which you have access.



You can use the Texthelp suggestion source with no limitations. All example sources listed below Texthelp, however, are only included as a reference, and you may need permission to use them.

Accessing the list of suggestion sources

Do one of the following to access the list of suggestion sources:

- Choose **File | Options**, and click **Suggestion Sources**.
- Choose **Review** in the ribbon, click the down arrow below the **Predictive Suggestions** button, and choose **Suggestion Sources** in the submenu.

-  TextHelp™ Suggestion - English (United States)
-  TextHelp™ Suggestion - English (United Kingdom)
-  World Countries (MindView Document Example)
-  World Countries (MindView XML Document Example)
-  Amazon (Example)
-  Wikipedia (Example)
-  Yahoo (Example)
-  Google (Example)
-  Microsoft Bing (Example)
-  English Dictionary (Example)
-  Diseases Database (Example)

Enabling and disabling suggestion sources

To make one or more suggestion sources available to the Predictive Suggestions feature, simply select them in the list.




The Predictive Suggestions feature bases its suggestions on all selected sources. To filter the suggestions shown, only select sources that are relevant to your current task. Being shown suggestions from a business terminology database, for example, is probably not relevant if you are creating a document with baseball statistics for your own amusement.

Deleting suggestion sources

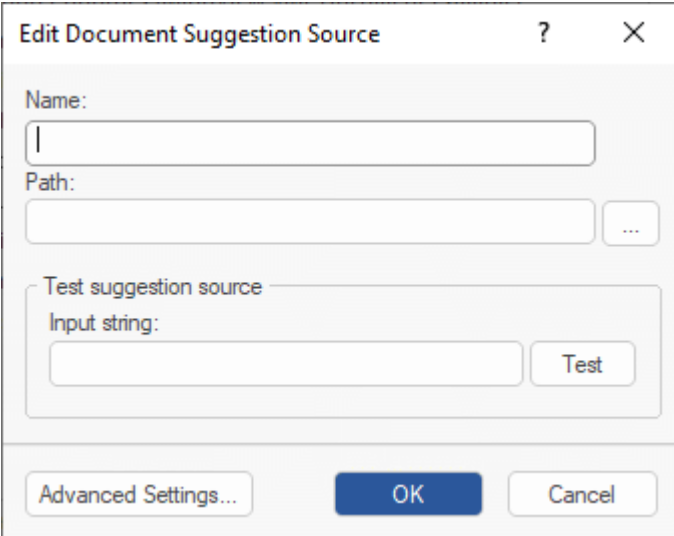
To delete a suggestion source entirely from the MindView installation, select it in the list and click **Delete**.

Adding and editing suggestion sources


 Do not attempt to add or edit internet, database or XML file suggestion sources unless you understand regular expressions, SQL queries and XML. Users without these skills are advised to only use the example sources provided or create sources based on MindView documents.

- Add or edit a suggestion source as follows:
 - To add a suggestion source, click **New** and select the desired suggestion source type in the submenu.
 - To edit a suggestion source, select it in the list and click **Edit**.
- In the dialog that opens, enter or update suggestion source settings as needed (see below).
- Click OK.

MindView document suggestion sources



- Enter the name of the suggestion source.
- Enter the path to the MindView document that is to be used as a source.

 *Always check that the MindView document in question actually contains the strings you would like to use for suggestions!*

- Test the suggestion source by entering search text in the **Input string** field and clicking **Test**.

Clicking the **Advanced Settings** button lets you specify XPath and Part settings. Only do this if you are an advanced user and know what you are doing.

Internet suggestion sources

Edit Internet Suggestion Source ? X

Name:

URL:

Regular expression for 1st match:
 ▼

Regular expression for 2nd match:
 ▼

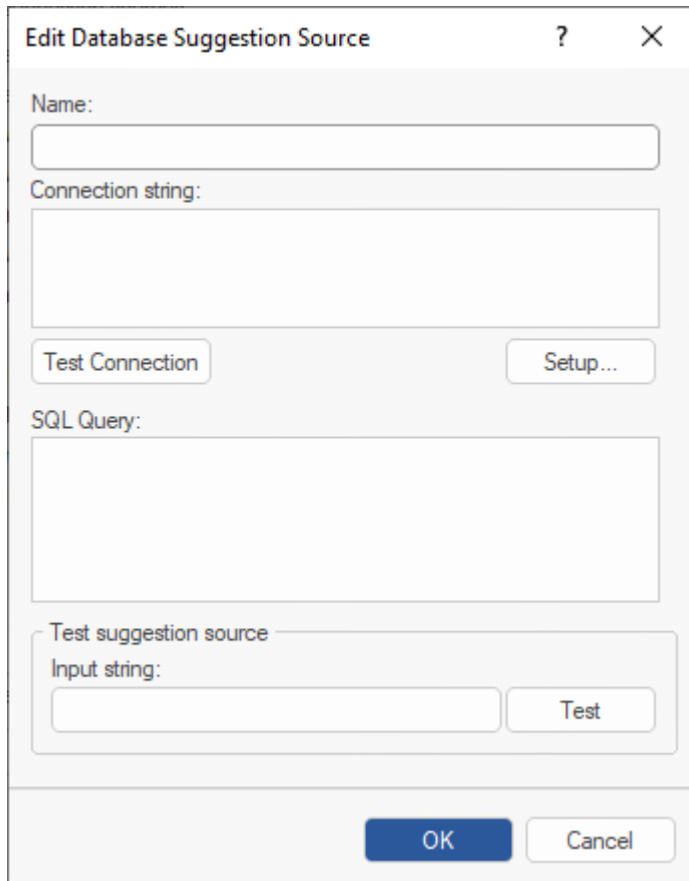
Test suggestion source

Input string:

Response:

- Enter the name and URL of the internet suggestion source.
- In the **Regular expression for 1st match** field, define a regular expression to match the content returned from the web site. You can select a color that indicates the results of the regular expression in the **Response** field below.
- (Optional) In the **Regular expression for 2nd match** field, define a regular expression for substring matching if it is not possible to set up a regular expression that matches the right entries in the first match. Select a color to indicate results in the **Response** field below.
- Test the suggestion source by entering an input string and clicking **Test**. Test results (including color-coding to indicate strings processed by the regular expressions) are displayed in the **Response** field.

Database suggestion sources

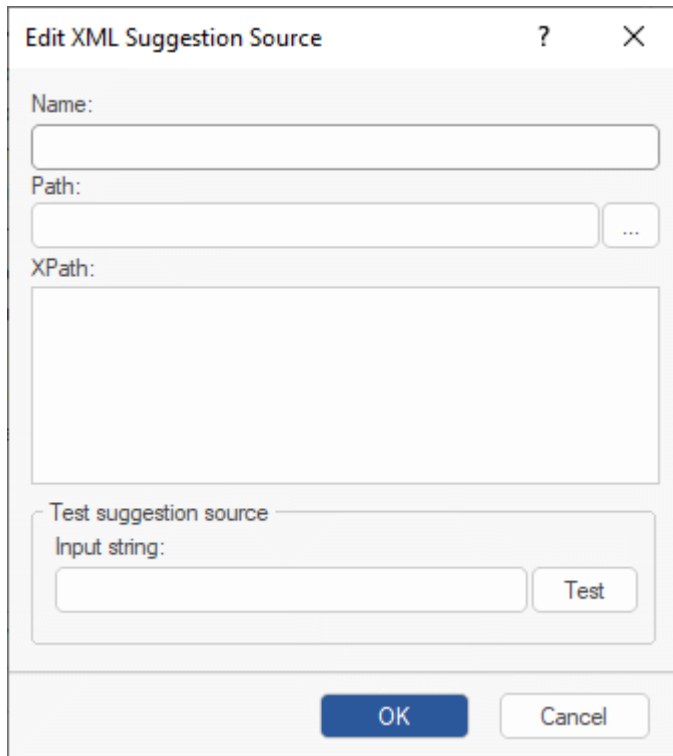


The screenshot shows a dialog box titled "Edit Database Suggestion Source". It features a title bar with a question mark and a close button. The main area contains the following elements:

- Name:** A text input field.
- Connection string:** A larger text input field.
- Test Connection** and **Setup...** buttons.
- SQL Query:** A text input field.
- Test suggestion source** section containing:
 - Input string:** A text input field.
 - Test** button.
- OK** and **Cancel** buttons at the bottom.

- Enter the name and connection string for the database suggestion source.
 - Click **Setup** to open the Windows Select Data Source dialog to set up a connection to a database.
 - Click **Test Connection** to test the database connection.
- Define the SQL query which is sent to the database when typing.
 - 🔗 If you need to use a single per cent sign (%), insert it as %%.
- Test the suggestion source by entering an input string and clicking **Test**.

XML file suggestion sources



The image shows a dialog box titled "Edit XML Suggestion Source" with a question mark and a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Name:** A text input field.
- Path:** A text input field followed by a browse button (three dots).
- XPath:** A large text area for entering an XPath expression.
- Test suggestion source:** A section containing:
 - Input string:** A text input field.
 - Test:** A button to execute the test.
- OK:** A blue button at the bottom center.
- Cancel:** A button at the bottom right.

- Enter the name, path and XPath for the XML suggestion source.
- Test the suggestion source by entering an input string and clicking **Test**.

Tracking changes



MindView lets you track all the changes that have been made to your document, by yourself or any other user who has access to it. This is particularly useful if you are sharing your document with other colleagues or students, or if you are working on an online document, as it allows you to review all the changes made by other people.

- To enable the tracking of changes, choose **Review | Track Changes**.
- (optional) Click the down arrow at the bottom of the Track Changes menu and choose **Show Changes** to display the Changes Review panel.

All the significant changes you make to your document from this point are now listed in this panel as soon as you complete them.

	Date	Description	Us
	27-11-2023 15:19:33	Edit Text: This is incorr...	Ra
	27-11-2023 15:19:39	Insert Topic	Ra
	27-11-2023 15:19:46	Edit Icon	Ra
	27-11-2023 15:20:02	Insert Topic Connection	Ra
	27-11-2023 15:20:10	Delete Topic: New Topic	Ra

To see on the mind map what MindView element a particular change relates to, just click its entry in the Changes panel. You can also use the **Next** and **Previous** icons to navigate from one change to the other.

By default, new changes are added at the bottom of the Changes panel. You can however resort the list in reverse date order by clicking the arrow next to the Date header, or sort the list by Description or User.

As long as the tracking of changes is enabled, any change made to the document by anyone gets added to the Changes panel, even if the document is closed by its current user and re-opened by the same user or a different user at a later date. To stop the tracking of changes, you need to click **Review | Track Changes** again to disable it.

If you want to reset the list of changes, you can empty it by clicking the down arrow at the bottom of the Track Changes menu and choosing **Delete Changes History**.

Setting a password



MindView helps you to prevent unwanted access to your documents by protecting them with a password. Password-protected documents are also automatically encrypted. Longer passwords give a stronger level of encryption.

- Click the **File** tab.
- Choose **Info | Set Password**.

The **Set Password** dialog appears.

The screenshot shows a standard Windows-style dialog box titled "Set Password". It has a title bar with a question mark and a close button (X). The main area contains two text input fields. The first is labeled "Password:" and the second is labeled "Confirm password:". Below the fields are two buttons: "OK" and "Cancel".

- Enter the password in the top field.
- Click the bottom field and enter exactly the same password. Confirm by clicking OK.

From now on, MindView will prompt you to enter the password every time you try to open the document.

You can change the password by entering a new password in the dialog.

To remove the password, clear both fields and save the document.



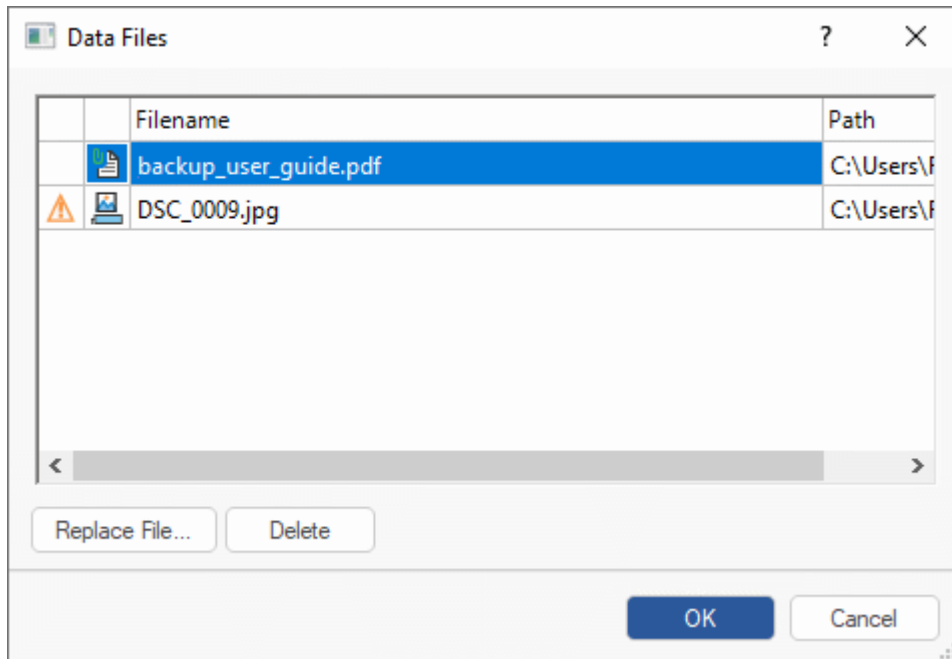
Do not lose your password! It is not possible to open a password-protected MindView document without entering the correct password.

Checking a mind map



Before you export your map to other formats, or send it to colleagues, you may find it useful to check the list of all the files that you have included in it. This will also help you identify potential problems, for instance when a data file that you added to a particular topic as an attachment is no longer located in the folder you indicated when adding it.

- Click the **File** tab.
- Choose **Info | Data Files** to open the following dialog:



This dialog is made up of several columns:

- A Warning icon ⚠ in the first column highlights a particular problem. Move your pointer on top of this icon to obtain more information about the problem.
- The second column contains icons that represent the nature of the data files that are listed: topic picture, floating picture, attachment and so on.
- The third column lists the names of the data files.
- The fourth column lists their respective paths.
- To replace a file by another or change its location, select the file in the list and click **Replace File**. You can also just double-click the file name in the dialog and browse to the new file or location.

Using sources and citations

Managing sources

If you are working on a research project or writing a paper, you will probably want to include a bibliography in your finished work. MindView can help you compile and maintain bibliography entries (known as **sources** in MindView) that you can use in your map.

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

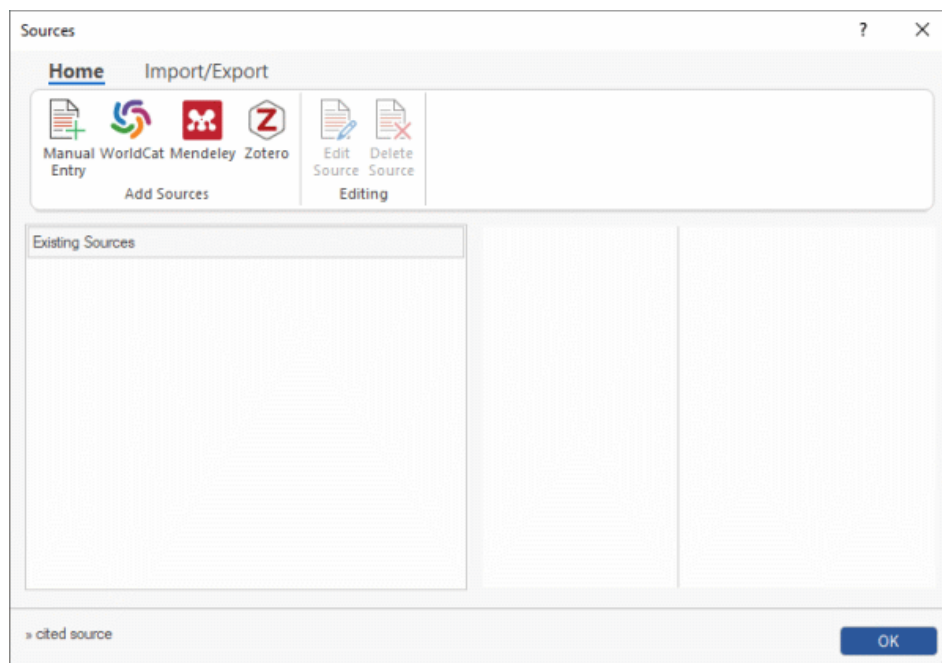
You can import sources into your mind map, and you can export sources in various formats for use elsewhere. For more information, see "[Importing and exporting sources](#)". If you export your mind map to a Microsoft Word document, you can include your sources as a bibliography in the exported document. For more information, see "[Exporting to Microsoft Word](#)".

If you use the Capture toolbar to capture text or images from web sites or other documents, the sources for the text or images that you capture are automatically added to the list of sources. See "[Capturing text and images](#)" for more information on using the Capture toolbar. If you use the MindView Assist app to create research notes, you can add sources to your notes. When you insert a note from the Research panel in your MindView document, the source is automatically added to the list of sources in the document. See "[Working with folders, projects and sources](#)" for more information on working with sources in MindView Assist.



Adding sources

- Choose **Review | Sources | Manage Sources** to open the **Sources** dialog.



You can also access the dialog by choosing **Insert | Links | Citation** and selecting **Manage Sources** in the sub-menu, or by right-clicking an element of your mind map and selecting **Insert | Citation | Manage Sources** or **Citation | Manage Sources** in the shortcut menu.

You can now search for sources in the WorldCat online library catalog or enter source information manually.




For information on importing sources from a Mendeley or Zotero account or a file, see "[Importing and exporting sources](#)".

Searching for sources in the WorldCat catalog

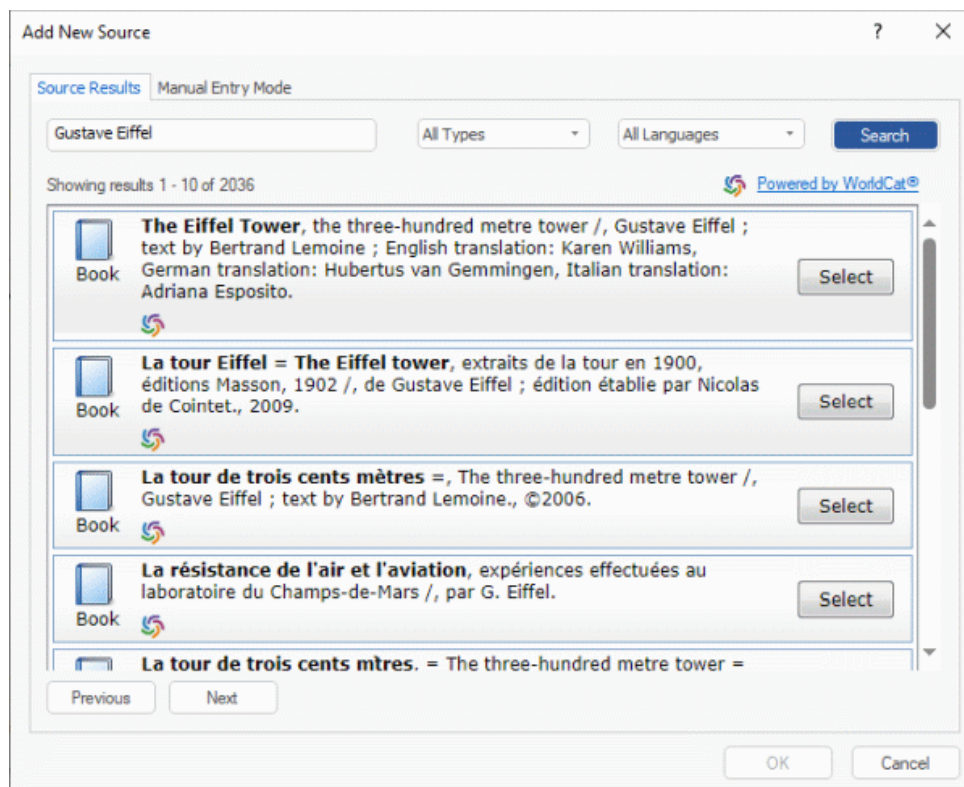
- Click **WorldCat**.

The **Add New Source** dialog opens on the **Source Results** tab.

 You can also access this dialog while inserting citations by clicking **New Source** in the **Insert Citation** dialog and choosing **WorldCat** on the submenu.

- On the **Source Results** tab, enter search criteria (e.g. an author's name or a publication title) in the search field.
- Select the source type and source language to search for on the drop-down lists.
- Click **Search**.

Search results from WorldCat are shown in the dialog.



The source types found are indicated using icons:



- Use the **Previous** and **Next** buttons to navigate between result pages, if applicable.
- Click the **Select** button for the source you want to include.

 You can also click the **WorldCat** icon  to see the entry for the result on the WorldCat web site.

The application switches to the **Manual Entry Mode** tab where you can add information about the selected source.


Add New Source

Source Results **Manual Entry Mode**

Standard	
Type	Book
Title	Gustave Eiffel
Author	Loyrette, Henri
Year	1985.
City	New York
Publisher	Rizzoli
Standard number	0847806316;9780847806317
Advanced	
Editor	
Translator	
State	
Country	
Volume	
Number of volumes	
Pages	223 p.
Edition	
Comments	

OK Cancel

- Click OK to add the source to the map.

 You can also switch to the **Manual Entry Mode** tab to enter source information manually without searching WorldCat first. For more information, see below.

Manually entering source information

- Click **Manual Entry**.

Edit Source

Manual Entry Mode

Standard	
Type	Book
Title	
Author	
Year	
City	
Publisher	
Standard number	
Advanced	
Editor	
Translator	
State	
Country	
Volume	
Number of volumes	
Pages	
Edition	
Comments	

OK Cancel

The **Edit Source** dialog opens.

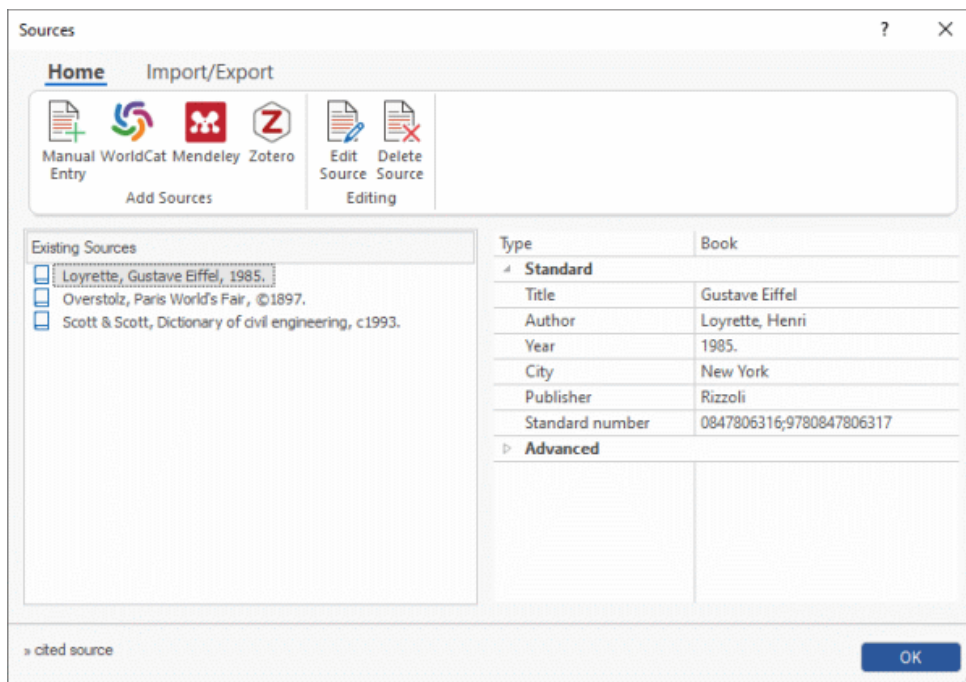


You can also access this dialog while inserting citations by clicking **New Source** in the **Insert Citation** dialog and choosing **Manual Entry** on the submenu.

- Select the source type to add on the **Type** drop-down list: **Book**, **Film**, **Web site**, **Journal article**.
- Enter the desired information about the new source in the fields below the drop-down list. The fields available depend on the source type chosen.
- Click OK to add the source to the map.

Viewing and managing sources

When you have added one or more sources, they are shown in the **Sources** dialog. If you have inserted citations in the document as described in "[Using citations](#)", the sources referenced by these citations are indicated using chevrons.



Editing a source

- Select the source to be edited under **Existing Sources**.
- Edit the source as needed in the pane on the right, or click **Edit Source** to open the **Edit Source** dialog and edit the source from there.
- Click OK to update the source in the map when you have finished editing all fields.



If you edit a source that you have imported from elsewhere, remember that the source update only applies to your MindView document. You may want to ensure that all your sources are consistent everywhere by exporting the edited source from MindView and importing it to your account on Mendeley, Zotero or elsewhere. For more information, see "[Importing and exporting sources](#)".

Deleting a source


- Select the source to be deleted in the **Sources** dialog.
- Click **Delete Source**.



If you delete a source that is cited in a topic or other element of the map, the actual citation is not deleted but the connection between citation and source is lost. If you then export the map to Microsoft® Word, the exported document will contain an error message because Word cannot find a source for the citations.


Importing and exporting sources

In addition to creating sources as described in "[Managing sources](#)", you can import sources from various file formats and from the Mendeley and Zotero online reference manager systems. This allows you to quickly add sources that you have compiled elsewhere to your mind map, saving you the trouble of searching for them again. In addition, you can export sources to various file formats in order to use them in other mind maps, import them to your Mendeley or Zotero account, or use them elsewhere. MindView supports various source file formats including RIS (Research Information Systems) and the Microsoft Word bibliography XML format.

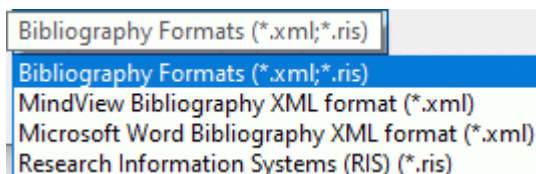
 If you export your mind map to a Microsoft Word document, you can include your sources as a bibliography in the exported document. For more information, see "[Exporting to Microsoft Word](#)".

Importing sources from files


- Choose **Review | Sources | Manage Sources** to open the **Sources** dialog, and click the **Import/Export** tab.

 You can also access the dialog by choosing **Insert | Links | Citation** and selecting **Manage Sources** in the sub-menu, or by right-clicking an element of your mind map and selecting **Insert | Citation | Manage Sources** or **Citation | Manage Sources** in the shortcut menu.

- Choose **Data | Import**.
- Select the file format you want to import on the drop-down.




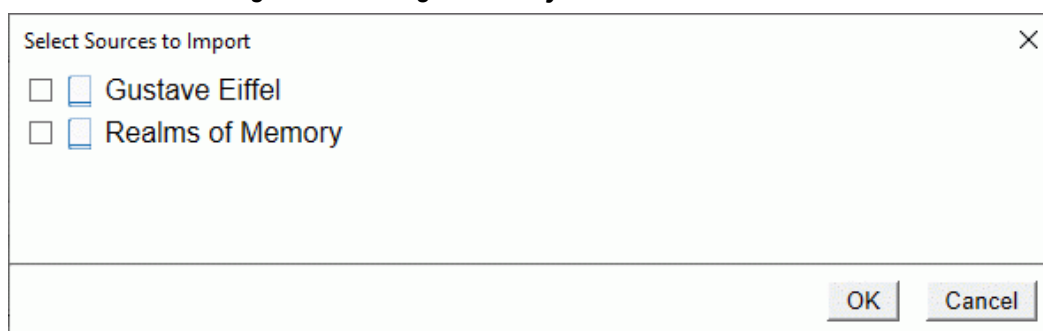
- Locate, select and open the file to be imported to add its contents to your list of sources.

 If you import a source that was already present in your mind map, both versions of the source are kept. For example, if you had manually added a specific journal article to your list of sources and then import the same journal article from a file, the same journal article will appear as two different entries on the list of sources. When importing sources, make sure that you do not end up with duplicate sources, and delete the redundant ones if necessary. This also applies when you import from Mendeley or Zotero as described below.

Importing sources from Mendeley or Zotero

- From the **Sources** dialog, click **Mendeley** or **Zotero**.
- In the dialog that opens, sign into the Mendeley or Zotero account you want to use, or confirm that you want to proceed with the current account if you had already signed in.

 You can also access this dialog while inserting citations by clicking **New Source** in the **Insert Citation** dialog and choosing **Mendeley** or **Zotero** on the submenu.



- Select the sources that you want to import, and click **OK**.

Exporting sources to files

- From the **Import/Export** tab of the **Sources** dialog, choose **Data | Export**.
- Select a location and file format for the exported file, and click **Save**.



If you want to import your exported sources into a reference manager application, consider using the RIS format which is a widely used research information file format.

Using citations

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

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

Full details of the source cited must be provided in the bibliography (as the basic information provided in parentheses is not sufficient to properly identify the book (or other work) cited).

MindView cannot automatically insert quotations. If you need to enter a quotation (which is only possible in text notes), you must enter it manually. MindView can be used, however, to insert citations in text notes to link your quotation to a source. You can also insert citations directly on the topics of the map, on attachments and on hyperlinks.



You can also use the Capture toolbar to select text for quotations from documents or web sites. MindView automatically generates a source (but no citation) for the captured text. For more information, see "[Capturing text and images](#)".

If you export your map to Microsoft® Word, all the citations you have added are automatically placed in the correct location of the Word document. The full details of the corresponding sources are included in the Bibliography section located at the end of the Word document, if you choose to export them. For more information, see "[Exporting to Microsoft Word](#)".



To insert a citation, you must first create the source that it should refer to in the map. See "[Managing sources](#)" for more information.

Inserting a citation in a text note

- Open the text note where the citation is to be inserted.
- Place the cursor at the position where the citation is to be inserted in the note.
- (Optional) Type a quotation from the source.
- Do one of the following:
 - Choose **Edit | Citation | Citation** and click **Insert citation** in the submenu.
 - Choose **Insert | Links | Citation** and click **Insert Citation** in the submenu.

The **Insert Citation** dialog opens.

- Select a source in the **Existing Sources** list.




*If you have not created any sources yet, you can click **New Source** to do so. See "[Managing sources](#)" for more information.*

- (Optional; citations from books or articles only) Insert page numbers in the **Page numbers** field.
- Click **Insert**.
The citation is now inserted in the note.

Inserting a citation on a topic

You can also insert citations directly on topics.


To do this, select the topic, choose **Insert | Links | Citation**, click **Insert Citation** in the submenu and then follow the procedure described above for text notes.


 When inserting a citation on a topic, the citation is not visible on the topic itself. To see a list of the citations you have inserted on a topic, select the topic, choose **Insert | Links | Citation** and click **Manage Citations**.

Inserting a citation on an attachment or a hyperlink

You can also insert citations on attachments and hyperlinks.

To do this:

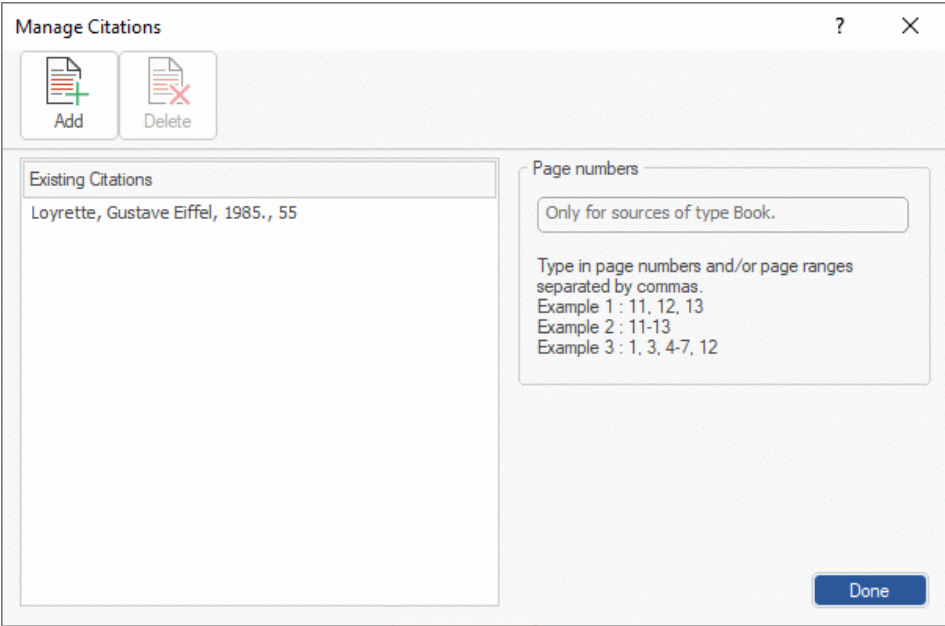
- Select the topic containing the attachment or hyperlink.
- Move the mouse pointer over the paperclip icon  shown on the right of the topic label to indicate the presence of the attachment or hyperlink.
- Right-click the attachment or hyperlink in the pop-up list that opens and choose **Citation | Insert Citation** in the local menu.
- Follow the rest of the procedure described above for text notes.


 As is the case for topics, citations inserted on attachments and hyperlinks are not visible. To see a list of the citations you have inserted on an attachment or a hyperlink, right-click that attachment or hyperlink and choose **Citation | Manage Citations** in its local menu.

Viewing and managing citations

- Select the element containing the citation as follows:
 - For text notes and topics, choose **Insert | Links | Citation** and click **Manage Citations** in the submenu.
 - For attachments and hyperlinks, choose **Citation | Manage Citations** in the local menu.


The **Manage Citations** dialog opens.



- You can now:
 - Add a new citation by clicking the **Add** button at the top of the dialog.
 - Remove a citation by selecting it, then clicking the **Delete** button at the top of the dialog.
 -  This deletes the citation, but does not delete the corresponding source, which stays included in the map.
 - Edit the citation's page numbers (books and articles only).
- Click **Done** to save your changes.

Using panels and dialogs

Using the Picture Catalog

 The Picture Catalog contains a vast collection of high-quality clipart pictures organized in two main categories, Business and Education, and many different sub-categories or themes.

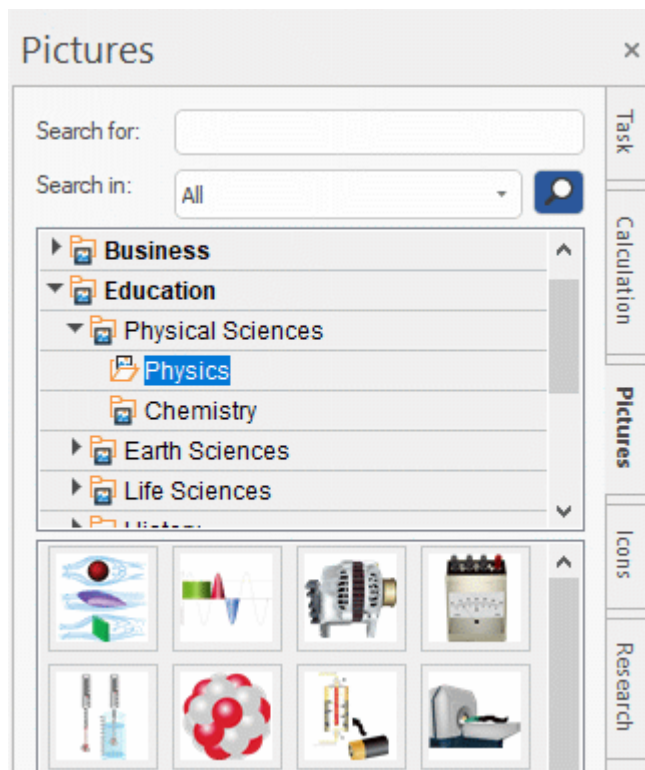
All Picture Catalog elements are free for you to use in your mind maps.

You access the contents of the Picture Catalog using the Pictures panel on the right of the MindView window. From the Pictures panel, you can also store your own elements in the Picture Catalog. This enables you to re-use them whenever needed by dragging them from the Pictures panel into your mind maps.

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

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

- Click the **Pictures** tab on the right of the workspace or choose **View | Show/Hide | Panels | Pictures** to open the Pictures panel.



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

Overview of the Pictures panel

The Pictures panel displays the contents of the Picture Catalog arranged in several categories. In addition to the main categories Business and Education and their sub-folders, the following categories are available:

- **User Area:** This area is reserved for your own use. You can add or drag any element to it, create as many sub-categories as needed and even connect one or more of your user categories to an external folder. See "[Adding elements to the Picture Catalog](#)" below for more information.

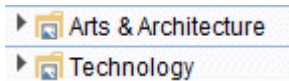
- **Favorites:** Place in this category any element you want to be able to find again quickly.
- **Recent:** When you add a Picture Catalog element to your document, this element is automatically copied to the Recent category. This allows you to quickly find recently used elements in case you want to use them again.
- **Search Results:** This category only appears once you have done a search in the Picture Catalog. It shows all the elements of the catalog that correspond to your search criteria.

Browsing the Picture Catalog

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

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

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



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

- To examine a particular element more closely, place the mouse pointer over it.

This shows an enlargement of the element as well as relevant information such as its name and size.



- To insert a Picture Catalog element in your mind map, just drag it from the Pictures panel.

Using the Favorites category


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

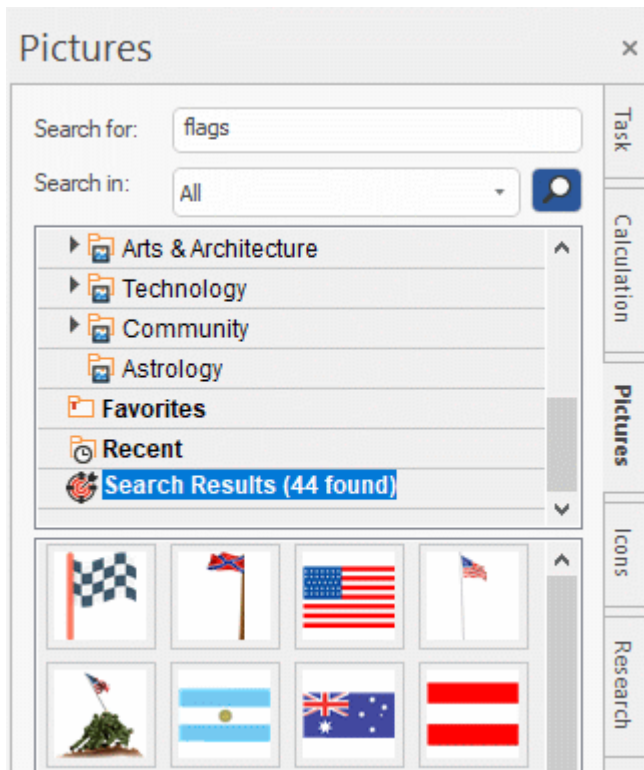
- Right-click the relevant element and choose **Add to Favorites** in its local menu.
- Drag the element from its Pictures panel category to the Favorites category.



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

Searching the Picture Catalog

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

- Type a search word in the **Search for** field. For instance, if you are working on a map describing various countries and want to insert their flags on the map, start typing the word "flags". As soon as you enter the 3rd character (i.e. the letter "a"), pictures of flags appear in the Search Results category.
- (optional) If you want to restrict the search to a particular category, select this category in the **Search in** field and click the **Search** icon  to restart the search.
- Scroll down the Search Results category until you find the flag you require.



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

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

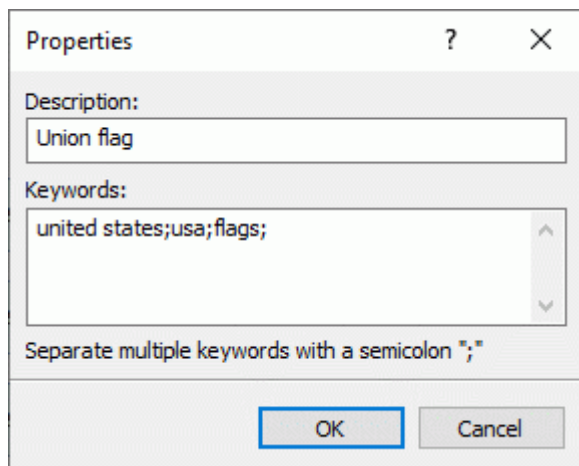
people, men, women, children, buildings, symbols, countries, maps, flags, animals, plants, computing, transport

When you enter the first few characters of a word or a full word in the 'Search for' field, MindView goes through all the keywords that have been associated with the Picture Catalog elements. All the elements which have one or more keywords containing the characters you entered appear in the Search Results category.

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

- Right-click the element in the Pictures panel display area.
- Choose **Properties** in its local menu.

The **Properties** dialog appears.



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



The Properties dialog also lets you edit or remove unwanted keywords or change the description that appears when you view an enlargement of the element.

Adding elements to the Picture Catalog

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

- Any element you add to one of the existing categories shown in the Pictures panel is identified by a small shortcut icon, indicating that the element is not actually copied to the Picture Catalog, but only inserted as a link to the actual element.



- Any element you add to one of the User Area categories is identified by a small gray arrow.



There are different ways of adding an element to the Picture Catalog. Here is one of them:

- In the Pictures panel, select the category to which you want to add the element.
- Right-click the category and choose **Add Element** in its local menu.
- Choose the required element in the Open dialog.

You can also add elements by dragging them from the File Explorer or the desktop.

Renaming an element

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

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

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

Deleting an element

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

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

Creating a category within the User Area

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

- Right-click the User Area or the sub-category of the User Area in which you want to create a category.
- Choose **Create Category** in the local menu.
- Type the new category name in the white box that appears.



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

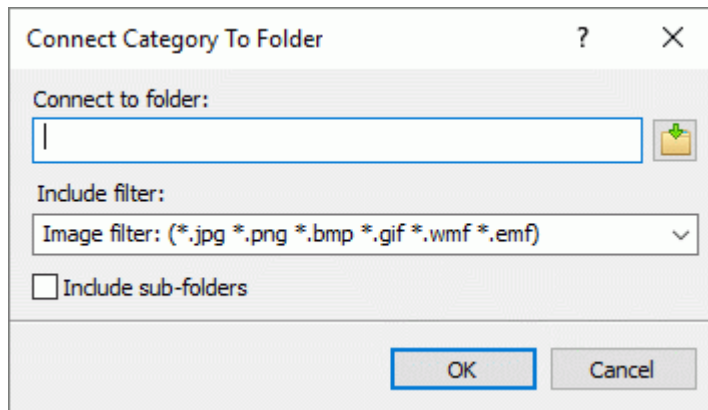
Connecting a category to an external folder within the User Area


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

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

- Right-click the main User Area or one of its sub-categories.
- Choose **Connect to Folder** in its local menu.

The **Connect Category to Folder** dialog appears.



- Type the path of the folder you want to connect to or use the Browse button  to locate it.
- Choose the required filter. If for instance you only want to view the available videos, choose the Video filter.
Note that you can also type your own filter, such as *.bmp; *.jpg (separating the formats with a semi-colon as shown here) to see only pictures using these file formats or *.* to view all the files contained in the connected folder.
- (optional) Check the **Include sub-folders** option if you also want to see the contents of all the sub-folders of the connected folder.

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

Desktop

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

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

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



If the connected folder is very large, the Refresh operation may take a long time. You can interrupt it by right-clicking the connected category and choosing Stop Refresh in its local menu.

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

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

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

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



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

Resetting the Picture Catalog

You can restore the original contents of the Picture Catalog at any time as follows:

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

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

Using the Properties dialog

The Properties dialog shows the properties of the MindView element currently selected, for example the central topic, a text note or a floating comment. If nothing is selected the properties of the current view are shown.

You can use the Properties dialog to make fine-tuning changes to these elements.



*Rather than applying properties one by one to enhance the visual aspect of your topics, it is normally easier to use the **Format** tab shown at the right of the ribbon when the topic is selected. Using this tab, you can apply topic shapes, topic colors and other coordinated attributes in one step. Similarly, the **Design** tab lets you apply predefined layouts and styles to the entire map in one step.*

Notes:

- If the Properties dialog is not visible, choose **View | Show/Hide | Panels | Properties** to open it.
- The properties described are not always applicable to all views. The Properties dialog only lists the properties applicable to the selected element in the current view.



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

The Properties dialog shown below illustrates the general properties applicable to a topic. Depending on the element you have selected, the Properties dialog may include more sections with properties applicable to other parts of the element, for example a topic label or topic picture. All sections in the dialog are visible by default, but you can collapse or expand sections as needed by clicking the arrows next to the section titles.


For a complete description of all the properties available for the various MindView elements, see the "Reference" section.

Properties	
General	
Text	Topic
Fill Type	Gradient
Fill Color 1	<input type="color" value="#F2F2F2"/> F2F2F2
Fill Color 2	<input type="color" value="#0000CD"/> 0000CD
Fill Mode	Horizontal
Outline Color	<input type="color" value="#02ADF2"/> 02ADF2
Outline Width	2
Line Color	<input type="color" value="#918F8F"/> 918F8F
Line Width	15
Boundary	<input checked="" type="checkbox"/>
Boundary Fill Type	Gradient
Boundary Fill Color 1	<input type="color" value="#000000"/> 000000
Boundary Fill Color 2	<input type="color" value="#CD5C5C"/> CD5C5C
Boundary Fill Mode	Horizontal
Boundary Outline Color	<input type="color" value="#CCCCCC"/> CCCCCC
Boundary Outline Width	1
Boundary Outline Roundness	8
Boundary Outline Dash Style	Solid
Include in Export	<input checked="" type="checkbox"/>
Task Active	<input checked="" type="checkbox"/>
Include in Task System	<input type="checkbox"/>

You can make the same change to several elements at once by selecting all the elements required first. Let's suppose for instance that you want to change the topic color of three of your 10 topics. All you have to do is to select the three topics before choosing the color with the 'Fill color' property.

Editing properties in the Properties dialog


The way you edit a property depends on its type as follows:

- **Label:** Type in the new name or edit the existing name in the input field.
 - **Number:** Type in the new value in the input field.
 - **Check box:** Click the box to select it, click it again to deselect it.
 - **Path:** Type in a new folder and/or file name or edit the existing one, or click the Browse button  on the right side of the input field.
 - **Color:** Click the small rectangle and choose the new color in the Windows Color dialog. The upper left corner of the dialog shows all the predefined colors. To define your own color, click the required area of the color matrix on the right and use the slider on the extreme right of the dialog to adjust the color attributes. You can also enter the RGB values (Red, Green, Blue) or the Hue, Saturation and Luminosity values manually. The easiest way to experiment with different colors is to press and hold the mouse button and move the mouse pointer around the color matrix. To save a color for future use, click Add to Custom Colors.
- Once you have made the required change, press Enter to save the edited property.





*You can also use the **Up** and **Down** arrow keys to move between properties and press **Enter** to start editing.*

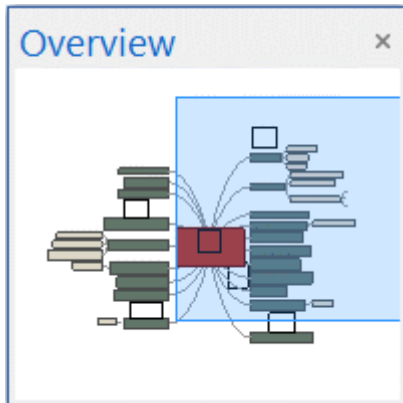
Using the Overview panel

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

- To display the Overview panel, choose **View | Show/Hide | Panels | Overview**.

 The Overview panel is only available in the Mind Mapping views.


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




If your map is very large, the Overview panel can be a very useful tool to reach its different areas.

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

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

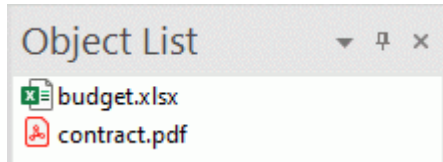
 You can achieve the same effect by using the workspace scroll bars, but the Overview panel has the advantage of giving you a complete representation of your map.

Using the Object list

 The Object list gives you a complete overview of the objects placed on the selected topic. It allows you to perform various operations on them, such as activating them, deleting them or displaying their properties in the Properties dialog.



If the Object list is not visible, choose **View | Show/Hide | Panels | Object List** to open it.



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

Manipulating objects in the Object list

The Object list allows you to perform the following operations:

- Select an object by clicking its name.
The contents of the Properties dialog immediately changes to reflect the properties of the selected object, which you can then edit as required.
- Activate an object by double-clicking its name or choosing **Execute** in its local menu.
- Move an object up or down the list by drag and drop. This is only relevant if you intend to export your document and want the objects to be exported in a particular order, as it is the order of the objects in the Object list that dictates the order in which they are exported.
- Delete an object by choosing **Delete** in its local menu.





Using 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.

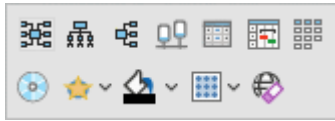
Selecting a different view

- To create a new document in a particular view, choose **File | New** and select the view you want, or simply click the view from the **Home** tab of the Backstage view.

Once you have created your document, you can display it at any time in another view by doing one of the following:

- Choosing that view in the **Home | View** or **View | View** panels in the ribbon

- Right-clicking the workspace and choosing **View Map As** in the local menu
- Right-clicking the workspace and selecting the desired view in the floating toolbar that appears above the right-click menu.



The floating toolbar may also contain other options relevant to the selected view.

- Pressing Ctrl + Shift + the number corresponding to the view you want:
 - 1: Mind Map, 2: Top Down, 3: Left/Right, 4: Timeline, 5: Outline, 6: Kanban, 7: Year Wheel and 8: Gantt

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:

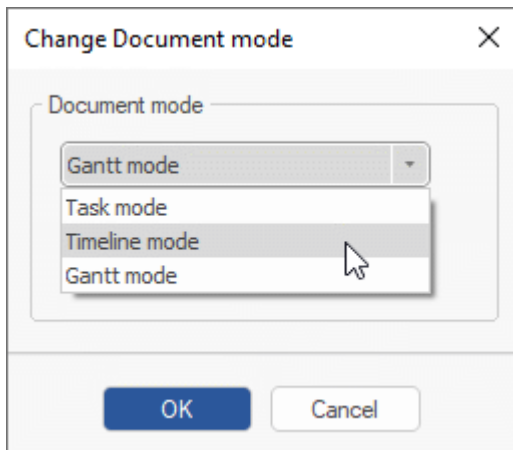
- **Gantt mode** is the default setting when you create a new document in the Gantt view. In Gantt mode, project management rules are applied to your document. This means that tasks depend on one another, that you can only schedule tasks for working days (as defined in the project and resource calendars), 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


- Click the **Task** tab on the right of the workspace or choose **View | Show/Hide | Panels | Task** to open the panel.
- Click **Document mode**, select the mode you want in the dialog that opens, and click OK.



 You can also toggle between Gantt mode and Task mode by selecting or deselecting the **Gantt mode** check box in the Task panel, or switch to Gantt mode by selecting the Gantt view.

Gantt mode

- In the dialog shown, check that the changes to your document are acceptable. This is mostly relevant if you have already entered time or task information in the document.
- Click OK to change the document 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.

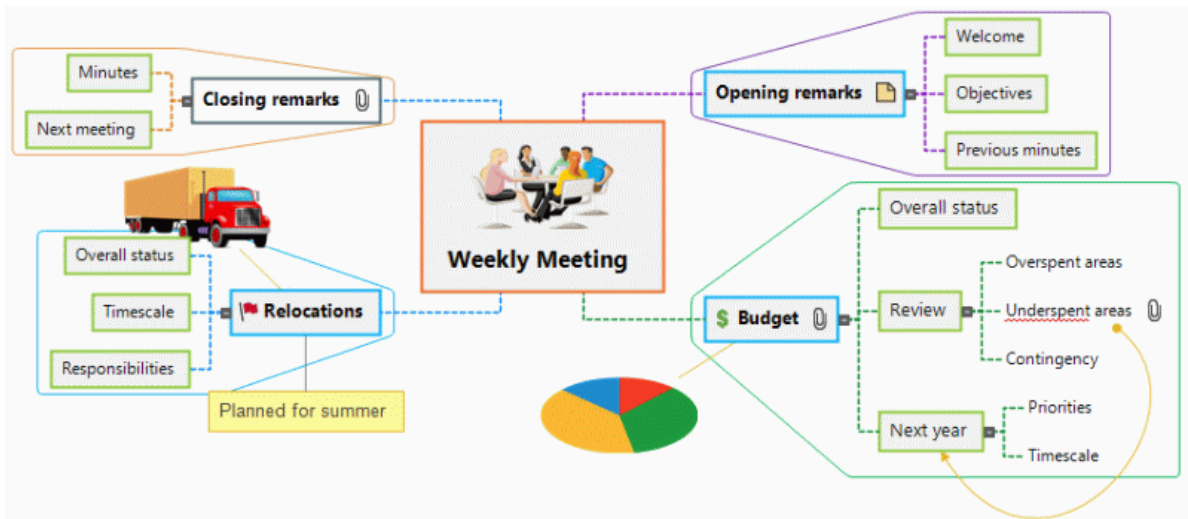
Mode	Gantt mode	Task mode	Timeline mode
Task and time management	<p>You cannot edit start dates, end dates and durations for parent topics manually. They are summary tasks and are therefore calculated automatically from their sub-tasks (sub-topics).</p> <p>You can only schedule tasks for working hours, as defined by the project and resource calendars.</p> <p>Task dates must be within the 1984 to 2049 range.</p> <p>You can indicate task priority on a scale from 0 to 1000.</p>	<p>You can edit the start and end dates of all topics independently. Parent topics do not inherit task information from sub-topics.</p> <p>You can schedule tasks for any day and time, as this document mode does not use calendars.</p> <p>Task dates must be within the 1984 to 2049 range.</p> <p>You can define the priority of each task as Low, Normal or High.</p>	<p>5,000,000 BC to 3,000 AD.</p> <p>You can define the priority of each task as Low, Normal or High.</p>
Special features	<p>Project Management calculation functions (ACTUALCOST, COMPLETION etc.)</p> <p>HTML reports</p> <p>Built-in filters: Overdue Tasks and Critical Tasks</p>	None	None
Consequences of converting to this document mode	<p>If converting from Task mode:</p> <ul style="list-style-type: none"> 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. <p>If converting from Timeline mode:</p>	<p>If converting from Gantt mode:</p> <ul style="list-style-type: none"> Task links and constraints are lost. Tasks can be scheduled for any date and time, as calendars are not used. The built-in Overdue Tasks and Critical Tasks filters (and any conditional formatting based on them) are no longer available. Gantt mode calculation functions in the document are kept, but you cannot enter new Gantt mode calculation functions after 	<p>All existing task information except for start and end dates is lost.</p> <p>If converting from Gantt mode:</p> <ul style="list-style-type: none"> The built-in Overdue Tasks and Critical Tasks filters (and any conditional formatting based on them) are no longer available. Gantt mode calculation functions in the document are kept, but you cannot enter new Gantt mode calculation functions after converting from Gantt mode.

	<ul style="list-style-type: none"> • 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. 	<p>converting from Gantt mode.</p> <p>If converting from Timeline mode:</p> <ul style="list-style-type: none"> • 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. 	
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 middle, and all the main topics radiating from it in a clockwise direction. This is a good view to use when brainstorming all the ideas related to the main subject of the map without worrying about evaluating them or structuring them.



Most of the topics in this user guide assume that you are using one of the standard Map views, namely Mind Map, Top Down or Left/Right. See the other topics in the "Using views" section for more information on procedures that are specific to particular views in MindView. For more information about using and selecting views, see "[Using different views](#)".

Using the Top Down view



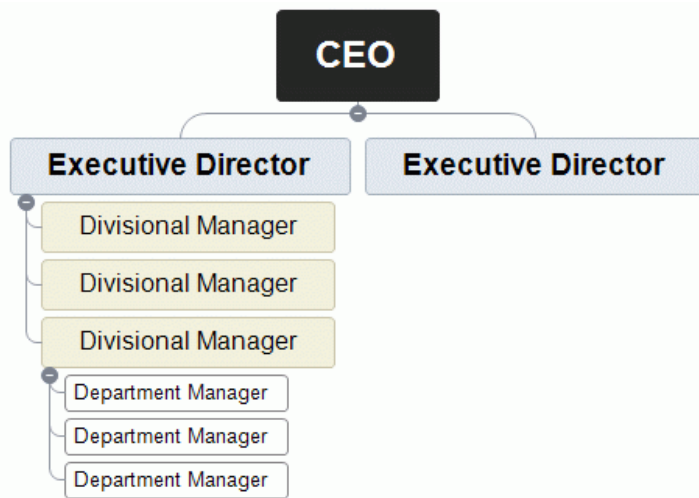
This view represents your map as a hierarchical pyramid, with the central topic at the top, the main topics underneath, the sub-topics below the main topics, and so on. It is a useful representation for structured data which needs to be viewed in a hierarchical manner, in other words from the higher level to the lowest levels.



Most of the topics in this user guide assume that you are using one of the standard Map views, namely Mind Map, Top Down or Left/Right. See the other topics in the "Using views" section for more information on procedures that are specific to particular views in MindView. For more information about using and selecting views, see "[Using different views](#)".



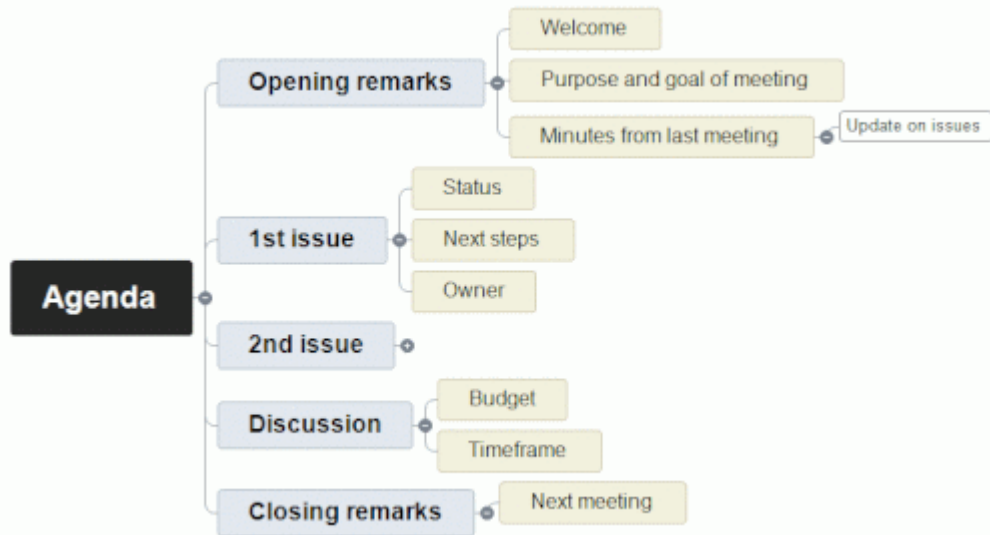
While in that view, you can change the display so that the sub-topics are displayed vertically by choosing that display in the **Layout** gallery of the **Design** tab.



Using the Left/Right view



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



Most of the topics in this user guide assume that you are using one of the standard Map views, namely Mind Map, Top Down or Left/Right. See the other topics in the "Using views" section for more information on procedures that are specific to particular views in MindView. For more information about using and selecting views, see "[Using different views](#)".



While in that view, you can change the display from Right to Left or vice versa by choosing that orientation in the **Layout** gallery of the **Design** tab.



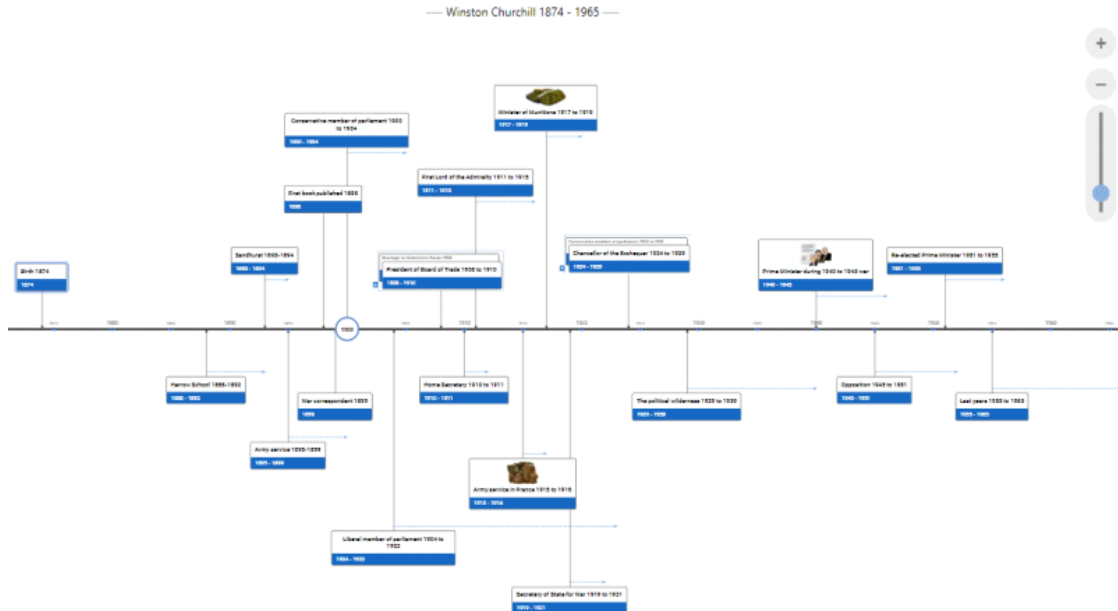
Using the Timeline view



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's settings.
















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 x			
	Topic Name	Start	End
	 First event	06-09-2024	19-10-2024
	Third event	09-09-2024	18-09-2024
	 Second event	17-10-2024	02-01-2025
	 Fourth event		
	 Fifth event		

You can close the Outline by clicking its Close icon . To re-open it, choose **Outline | Show Outline** in the Timeline Tools tab, or click **Outline 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.

All the topics and sub-topics that contain time information are represented, regardless of the hierarchical structure of the map.

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

- **The Task Panel**

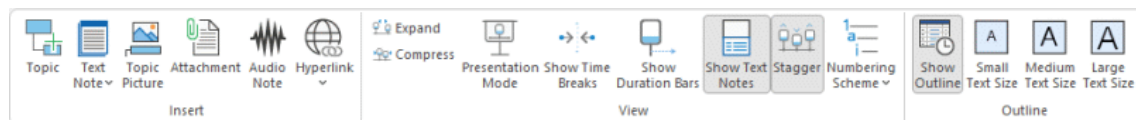
This panel is displayed on the right of the workspace. It lets you enter time and task information and change the document mode.

For more information on these operations, see "[Inserting timeline data](#)", "[Inserting task data](#)" and "[Using different views](#)".

As well as using the Task panel, you can also enter time information directly in the Outline as described below.

If the Task panel is not visible, click the **Task** tab on the right of the workspace or choose **View | Show/Hide | Panels | Task**.

- **The Timeline Tools Tab**



This toolbar appears as soon as you switch to the Timeline view. Its icons allow you to perform various actions on your timeline, as described below.

Using the Outline

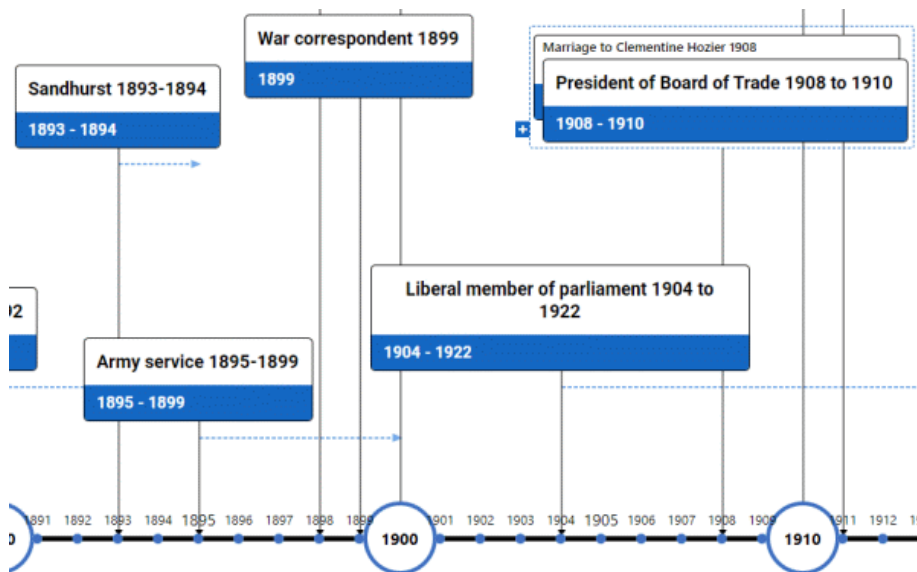
The Outline shows all the topics of your map, including those that do not contain time information. The timeline itself however only shows the topics containing time information.

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 branch 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.

- Click the **Design** tab at the right of the ribbon.
- Browse through the **Layouts** gallery to choose your preferred layout.
- Browse through the **Styles** gallery to choose your preferred style.
- (optional) To further customize the visual aspect of your timeline, explore the options available in the **View** and **Properties** panels.
- (optional) Undo your changes and return the entire timeline to the initial style by choosing **Effects | 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 'Add Topic' dialog box is shown with the following fields and values:

- Title: New Topic
- Description: (empty)
- Start: 4. nov 2023
- End: (empty)
- Priority: Normal
- Completion: 0%

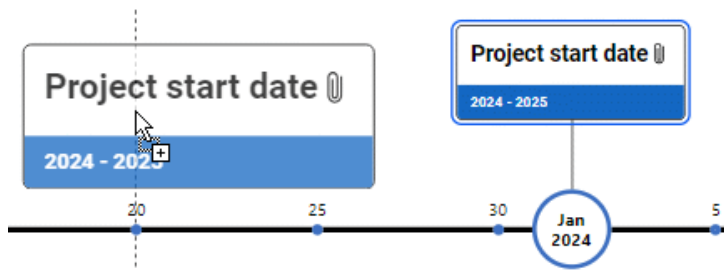
Buttons: Save, Cancel

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 branch 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 Task panel.

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](#)", "[Creating hyperlinks](#)" and "[Creating topic connections](#)".

Viewing the Timeline

Zooming, scrolling and panning

You can easily zoom, scroll and pan your timeline using the mouse and/or keyboard:

- To scroll the timeline view vertically, use the mouse wheel.
- To pan the timeline, hold down the Shift button while using the mouse wheel.
- To zoom in or out (making the timeline and all elements on it bigger or smaller), hold down the Ctrl button while using the mouse wheel.

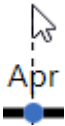


You can also use the Zoom icon at the bottom right of the workspace or press Ctrl +/- . For more information on all zooming options, see "[Zooming in and out](#)".

Expanding and compressing

You can increase or decrease the level of detail on the time axis by doing one of the following:

- Increase or decrease the scale on the time axis by choosing **View | Expand** or **View | Compress** on the Timeline Tools tab.
- Move the cursor to the location you want to expand or compress and hold down the Shift and Ctrl buttons while using the mouse wheel.



- Use the slider or plus and minus buttons to expand or compress the view.

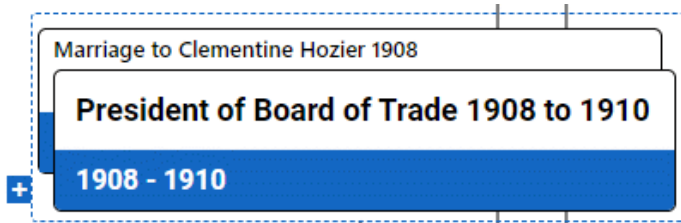



- Condense the timeline by choosing **Presentation Mode** on the Timeline Tools tab. This will remove empty periods.
- Insert time breaks on the time axis by choosing **Time Breaks** on the Timeline Tools tab. This optimizes the use of the horizontal space when events are not evenly distributed along 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 **View | Show/Hide | Topic Data**  (or right-click the workspace and choose **Show/Hide**) and check **Start/End time** in the sub-menu.

 You can then hide or show the time information on individual branches with the **Topic Data** icon of the **Format** tab (or the **Show/Hide** option in the topic local menu).

- If you have entered both a start time and an end time for a particular event, you can show the duration of this event as a bar below the time axis by clicking **View | Show Duration Bars** in the **Timeline Tools** tab.
- You can show or hide the text notes on your events by clicking **View | Show Text Notes** on the **Timeline Tools** tab.
- You can display the events on your timeline in a staggered pattern (so they are not horizontally aligned) by clicking **View | Stagger** on the **Timeline Tools** tab.
- The **Numbering Scheme** icon  of the **Timeline Tools** tab or **Home** tab 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.
- You can use the **Bookmarks**  feature to set bookmarks on your timeline in order to locate events quickly again. See "[Viewing a mind map](#)" for more information.
- You can use the **Smart Nav** toolbar to quickly navigate your timeline using four handy tools. See "[Viewing a mind map](#)" for more information.
- As in the other views, you can also use the **Apply Topic Focus** icon  of the **View** tab to restrict the display to a particular topic. Click the **Clear Topic Focus** icon  to view the entire timeline again.

 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.

For more information about this procedure, see "[Focusing on a topic](#)".

- Finally, the **Filter** icon  of the **View** tab lets you hide all the timeline topics that do not meet the filter criteria you have defined. You can also use the **Conditional Formatting** feature  to highlight tasks that meet the filter criteria but still keep the rest of the tasks visible.

For more information about this procedure, see "[Filtering a mind map](#)" and "[Using conditional formatting](#)".

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 task 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. You can share tasks with other MindView users through the Task System. For more information, see "[Using the Task System](#)".

Branch Name	Duration	Start	End	Priority	Completion	Resources	Work	Cost
Agenda	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
 Opening remarks	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Welcome	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
 Purpose and goal of meeting	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Minutes from last meeting	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Update on issues	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
 1st issue	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Status	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Next steps	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Owner	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
 2nd issue	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Discussion	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
 Budget	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Timeframe	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
 Closing remarks	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00
Next meeting	1 day?	5/26/2020	5/26/2020	500	0%		0 hrs	\$0.00

Going to the Outline view from another view only affects the way the mind map is displayed. The contents of the mind map are not modified, unless you edit them yourself while working in the Outline view.

Elements of the Outline view

The Outline view shown above is made up of several columns. Some of these only appear if one or more of the outline entries contains the corresponding element:

- (Documents stored on MindView Drive only) A **lock icon**  in the first column indicates that the topic has been locked, restricting access for one or more users. Move the pointer over the icon to see who has access to the topic. For more information on the topic locking feature and online collaboration, see "[Collaborating on a MindView Drive document](#)".
- A **bookmark icon**  in the next column indicates that the topic has been singled out using the Bookmark feature so that you can locate it quickly again within your map. For more information about this feature, see "[Viewing a mind map](#)".
- A **picture icon**  in the next column denotes the presence of a topic picture. Just move the pointer over the icon to see a preview of the picture. Double-click the icon to display the picture in the image viewer associated with its file extension on your computer.
- A **yellow comment icon**  in the next column indicates that the corresponding topic 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 topic contains 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 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 last column before the topic label.
- By default, the columns on the right of the view show the **Start** and **End** dates you can associate with the topic to describe a task, as well as its **Priority**, **Completion** level and **Resources**. See "[Inserting task data](#)" for details about these fields.

- If you are working on a project plan, a **Duration** column also appears, as well as columns labeled **Work** and **Cost**. See "[Using the Gantt view](#)" for more information about project plans.
- If you are working on a timeline, the columns on the right of the view show the **Start Time** and **End Time** associated with each timeline event. See "[Inserting timeline data](#)" for details about these fields.

You can hide and show the columns of the Outline view as you wish:

- Click the **Outline Tools** tab.
- Choose **View | Columns**.
- Select or deselect the column headers as required.




You can also right-click the header at the top of the Outline view and select/deselect the column headers as required.

Using the Outline

Changing the order of the columns

MindView lets you change the order of the columns by simply dragging and dropping them as needed.

- Click the header of the column you want to move, and hold down the left mouse button.
The mouse pointer changes shape  to indicate that the column can be moved.
- While keeping the left mouse button down, drag the column left or right to the required location.

Priority	Completion
500	0%
500	0%

A vertical black bar indicates where the column will be inserted when you let go of the mouse button.

Choosing a color scheme

MindView lets you apply different color schemes to your outline:

- To choose a different color scheme, click the **Design** tab and check the effect produced by the different options of the Color Scheme gallery before clicking your preferred option.

Inserting a topic

You can **add** and **delete** main topics, pre-topics and sub-topics in the Outline view in just the same way as in the Map views.


Moving a topic

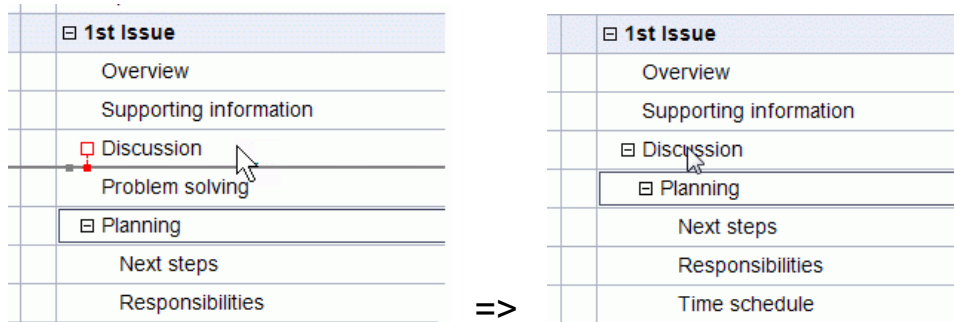
You can move an entire topic, including any sub-topics and objects attached to it, to a different topic of your outline. As you work on organizing your ideas, you can for instance decide to convert a sub-topic to a main topic by moving it to the central topic, or allocate a sub-topic to a different main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

- Select the topic you want to move to a different location by clicking it with the left mouse button.
- While keeping the left mouse button down, drag the topic to the required location.

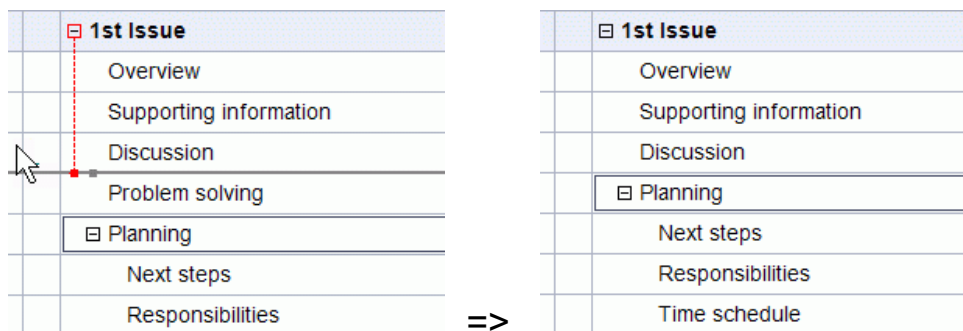
The mouse pointer changes to a different shape to show you where the topic will be inserted when you let go of the mouse button.





In the example below, dropping the "Planning" topic at the position shown in red by the **Move**

icon  will make it a sub-topic of the "Discussion" topic.



Dragging the "Planning" topic to the left until the Move icon reaches the left dot will keep it at the same hierarchical level (i.e. as sub-topic of "1st Issue") and insert it between "Discussion" and "Problem solving".



- You can also choose the **Indent** icon  of the Outline Tools tab (or press the keys **Alt + Shift + right arrow**) to move the selected topic or topics to the next level down in the hierarchy, so that they become sub-topics of the preceding topic in the Outline.
- Conversely, you can choose the **Outdent** icon  (or press the keys **Alt + Shift + left arrow**) to move the selected topic or topics to the next level up in the hierarchy.
- Finally, you can choose the **Move Up**  and **Move Down**  icons (or press the keys **Ctrl + Up** or **Ctrl + Down**) to move the selected topic up or down within the same level.

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, as described in "[Moving a topic](#)". 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 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 the **Shift** key and select the last topic in the range.
- To select several isolated topics, select the first topic, press and hold down the **Ctrl** key and select the other topics one by one.

Adding objects and elements

You can add topic pictures, icons, text notes, audio notes and pop-up comments on a topic in the same way as in the Map views. For more information on these procedures, see the topics "[Inserting pictures](#)", "[Inserting icons](#)", "[Inserting text notes](#)" and "[Inserting comments](#)" in the "Inserting and adding items" section.

You can also attach objects such as text files, video files, sound files, hyperlinks and so on just as in the Map views. For more information, see "[Attaching objects](#)" and "[Creating hyperlinks](#)".

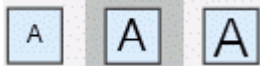
There are however some limitations that apply when you work in the Outline view:







- You cannot add or view floating pictures.
- You cannot add or view floating comments.


- You cannot create 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.

Viewing the Outline

- You can choose the text size to be used in the Outline view by clicking one of the **Text Size** icons of the Outline Tools tab.





- You can show or hide the text notes associated with each topic in the outline itself by choosing **View | Show Text Notes** in the Outline Tools tab. Longer text notes can be scrolled up and down by clicking the small icons  shown at the bottom of the note.
- You can **expand** or **collapse** a particular topic or set of topic by clicking the small plus  and minus  signs on the left of the topic label or by pressing the keys **Ctrl + right** arrow to expand and **Ctrl + left** arrow to collapse.
- The **Numbering Scheme** icon  of the Outline Tools tab or Home tab lets you apply sequential numbers to the topics of the outline and choose between various numbering styles.
- As in all the other views, the **Detail Level** icons  of the View tab let you collapse the entire outline to just one level of topics, two levels, three levels or four levels. To show all the topics down to the last level, click the **Show All Levels** icon .

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

- As in the other views, you can use the **Apply Topic Focus** icon  of the View tab to restrict the display to a particular topic. Click the **Clear Topic Focus** icon  to view the entire outline again.

For more information about this procedure, see "[Focusing on a topic](#)".

- Finally, the **Filter** icon  of the View tab lets you hide all the topics of the outline that do not meet the filter criteria you have defined. You can also use the **Conditional Formatting** feature  to highlight tasks that meet the filter criteria but still keep the rest of the tasks visible.

For more information about this procedure, see the topics "[Filtering a mind map](#)" and "[Using conditional formatting](#)".

Printing the Outline

You can print your outline in the same way as in the Map views.

For a full description of the printing options available, see "[Printing a mind map](#)".

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.

The screenshot shows the Kanban view interface. On the left is the 'Outline' panel with a table of topics. To the right are three swimlanes: 'Not Started' (blue), 'In Progress' (orange), and 'Completed' (green). Each swimlane contains task cards with details like topic name, dates, and priority.

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

Elements of the Kanban view

Like all other views, the Kanban view is made up of several components:

- The **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 topics of your map as a hierarchical task list.

- The **swimlanes**

The screenshot shows the swimlanes in detail. The 'Not Started' swimlane has one task card. The 'In Progress' swimlane has two task cards. The 'Completed' swimlane has one task card. Each card shows the topic name, dates, and priority.

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 by choosing **Design | Layouts**.

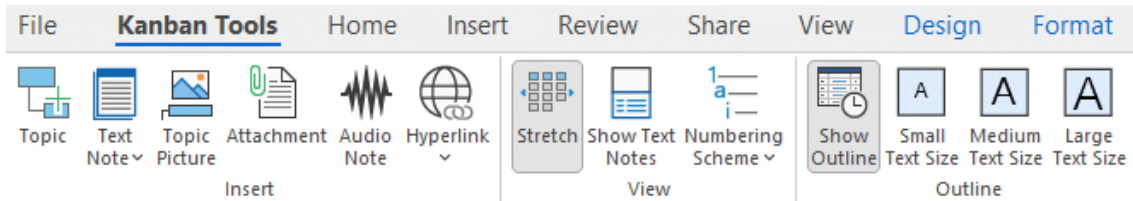


- The **Task panel**

This panel is displayed on the right of the workspace. It lets you edit all information about the selected task as described in "[Inserting task data](#)".

If the Task panel is not visible, click the **Task** tab on the right of the workspace or choose **View | Show/Hide | Panels | Task**.

- The **Kanban Tools** tab




This toolbar appears as soon as you switch to the Kanban view. Its icons allow you to perform various actions on your Kanban board, 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 a swimlane, press Insert to insert a new sub-task, 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 **Home** or **Insert** tab of the ribbon to insert a task, pre-task, sub-task or new central topic.

The new task appears in the Outline and the relevant swimlane.

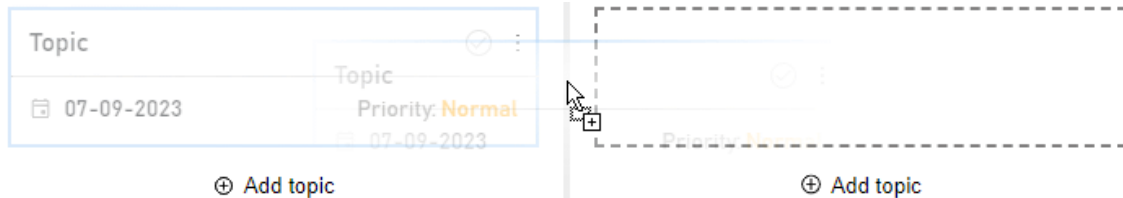
 If you added the task by clicking in a swimlane and did not specify a priority, completion or resources, the task has the default value of the selected lane and layout. If you added it to the **Completed** swimlane of the Completion layout, for example, the completion percentage of the new task will be 100. You can edit other details about the new task using the Outline panel or Task panel as described in "[Inserting task data](#)".

From the Task 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 Task 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 Task 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 press **Delete** or choose **Home | Editing | Delete** .
 - Right-click the task in its swimlane and choose **Delete | Entire Topic** in the shortcut 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 topic will be located when you release the mouse button.

🔍	☐ First topic	15-09-2023
🔍	☐ Second topic	15-09-2023
🔍	Third topic	15-09-2023
🔍	Fourth topic	15-09-2023
🔍	☐ Fifth topic	15-09-2023
🔍	☐ Sixth topic	15-09-2023



You can close the Outline panel by clicking its Close icon . To re-open it, click **Outline** to the left of the swimlanes. You can also show or hide the Outline by choosing **Kanban Tools | Outline | Show Outline**.



- 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.






Priority: **High**




- Choose **Kanban Tools | View | Stretch** or **Design | Properties | Stretch** 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 Task panel or other panels, or if you adjust the width of the Outline.
- Show or hide text notes for your tasks by choosing **Kanban Tools | View | Show Text Notes** or **Design | Properties | Show Text Notes**.
- You can collapse the Kanban view to just one level of tasks, two levels, three levels or four levels by choosing **View | Detail | Detail Level**  and selecting the number of levels on the sub-menu. To show all levels, click the **Show All Levels** icon .



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

- The **Numbering Scheme** icon  of the Kanban Tools tab 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 **Apply Topic Focus** icon  of the View tab to restrict the display to a particular topic. Click the **Clear Topic Focus** icon  to view the entire Kanban board again.

For more information about this procedure, see "[Focusing on a topic](#)".

- The **Sub-Map** icon  of the Home and View tabs allows you to create sub-maps showing specific tasks. See "[Creating sub-maps of selected topics](#)" for more information.
- Finally, the **Filter** icon  of the View tab lets you hide all tasks that do not meet the filter criteria you have defined. You can also use the **Conditional Formatting** feature  to highlight tasks that meet the filter criteria but still keep the rest of the tasks visible.

For more information about this procedure, see the topics "[Filtering a mind map](#)" and "[Using conditional formatting](#)".



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 by applying design options to it.

- Click the **Design** tab at the right of the ribbon.
- Browse through the **Styles** gallery to choose your preferred style.
- (Optional) To further customize the visual aspect of your Kanban board, explore the options available in the **Properties** 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

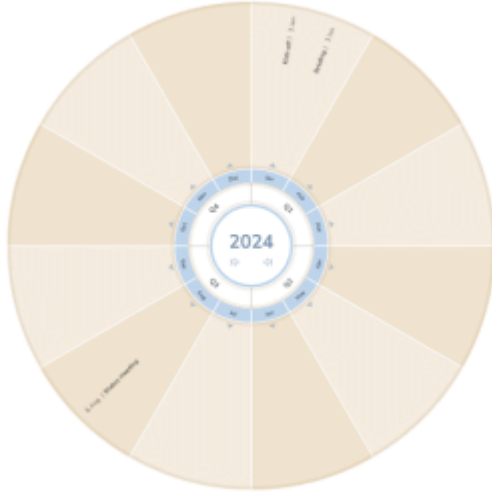
You can print your Kanban board in the same way as in the Map views.

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**

Outline			
	Topic Name	Start	End
<input checked="" type="radio"/>	<input type="checkbox"/> First topic	24-02-2024	26-02-2024
<input checked="" type="radio"/>	Second topic	27-02-2024	28-02-2024
<input checked="" type="radio"/>	<input type="checkbox"/> Third topic	28-02-2024	01-03-2024
<input checked="" type="radio"/>	Subtopic A	23-11-2023	25-11-2023
<input checked="" type="radio"/>	Fourth topic	23-12-2023	24-12-2023

This panel shows all the topics of your map as a hierarchical task list.

- The **year wheel**



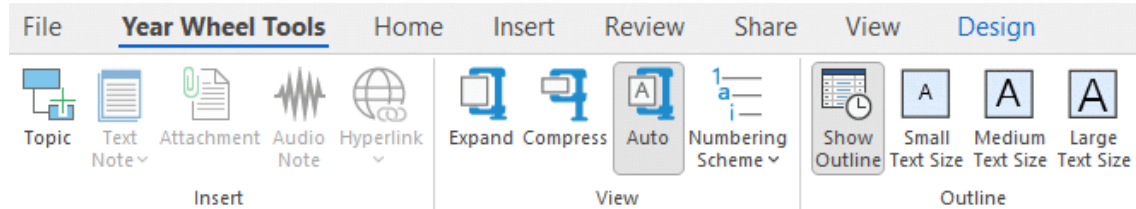
The year wheel shows all tasks divided into quarters and months. Tasks are shown on the year wheel by start date.

- The **Task panel**

This panel is displayed on the right of the workspace. It lets you edit all information about the selected topic as described in "[Inserting task data](#)".

If the Task panel is not visible, click the **Task** tab on the right of the workspace or choose **View | Show/Hide | Panels | Task**.

- The **Year Wheel Tools** tab

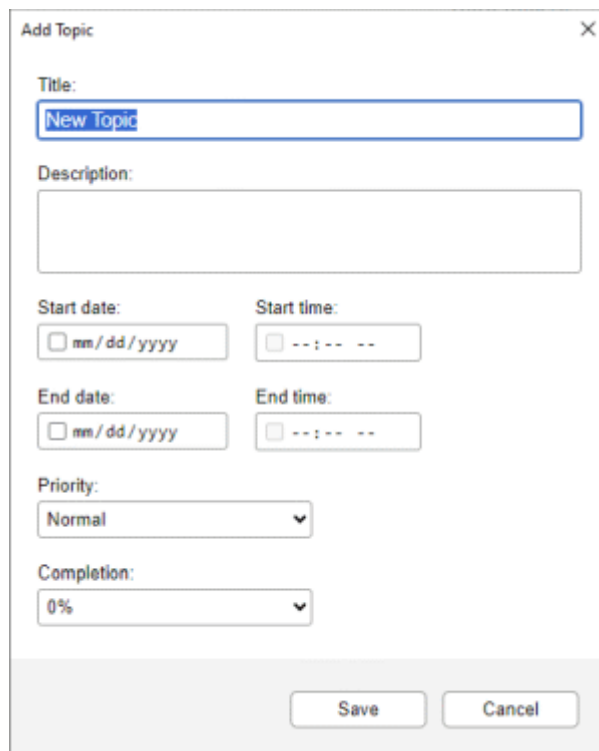


This toolbar appears as soon as you switch to the Year Wheel view. Its icons allow you to perform various actions on your year wheel, as described below.

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 on the year wheel, press Insert to insert a new sub-task, and enter task information in the dialog that opens.
- Select an existing task in the Outline or on the year wheel, and use the commands on the **Home** or **Insert** tab of the ribbon to insert a task, pre-task, sub-task or new central topic.





The new task appears in the Outline and on the year wheel. You can edit each task from the Task panel as described in "[Inserting task data](#)" or by double-clicking the task to re-open the task dialog shown above.

From the Task 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 or on the year wheel, and press **Delete** or choose **Home | Editing | Delete** .
 - Right-click the task on the year wheel and choose **Delete | Entire Topic** in the shortcut 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.

		First topic	15-09-2023
		Second topic	15-09-2023
		Third topic	15-09-2023
		Fourth topic	15-09-2023
		Fifth topic	15-09-2023
		Sixth topic	15-09-2023

You can close the Outline by clicking its Close icon . To re-open it, click **Outline** to the left of the year wheel. You can also show or hide the Outline by choosing **Year Wheel Tools | Outline | Show Outline**.

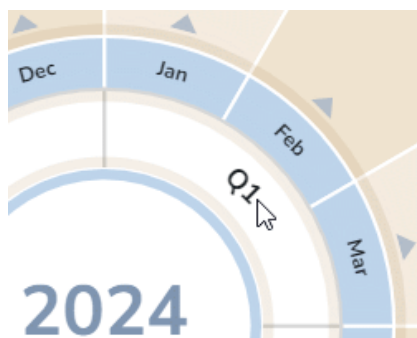


- You can navigate the year wheel to focus on particular periods by clicking its elements. Click the left and right arrows in the center of the year wheel to select another year.

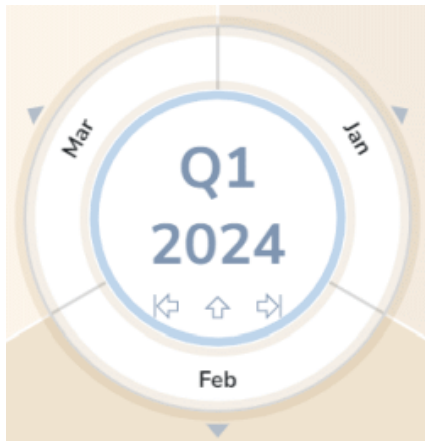
2024





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 choosing **View | Detail | Detail Level**  and selecting the number of levels on the sub-menu. To show all levels, click the **Show All Levels** icon .






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

- The **Numbering Scheme** icon  of the Year Wheel Tools tab lets you apply sequential numbers to the tasks of your year wheel according to their order in the Outline.
- As in the other views, you can also use the **Apply Topic Focus** icon  of the View tab to restrict the display to a particular topic. Click the **Clear Topic Focus** icon  to view the entire year wheel again.



If the topic you selected does not contain time information, the year wheel will be empty.

For more information about this procedure, see "[Focusing on a topic](#)".

- The **Sub-Map** icon  of the Home and View tabs allows you to create sub-maps showing specific tasks. See "[Creating sub-maps of selected topics](#)" for more information.
- Finally, the **Filter** icon  of the View tab lets you hide all tasks that do not meet the filter criteria you have defined. You can also use the **Conditional Formatting** feature  to highlight tasks that meet the filter criteria but still keep the rest of the tasks visible.

For more information about this procedure, see the topics "[Filtering a mind map](#)" and "[Using conditional formatting](#)".



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.

- Click the **Design** tab at the right of the ribbon.
- Browse through the **Styles** gallery to choose your preferred style.
- In the **Properties** group, select **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.



*No matter which option you have selected in the **Properties** group, you can press F4 to fit the year wheel in the available workspace.*

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.

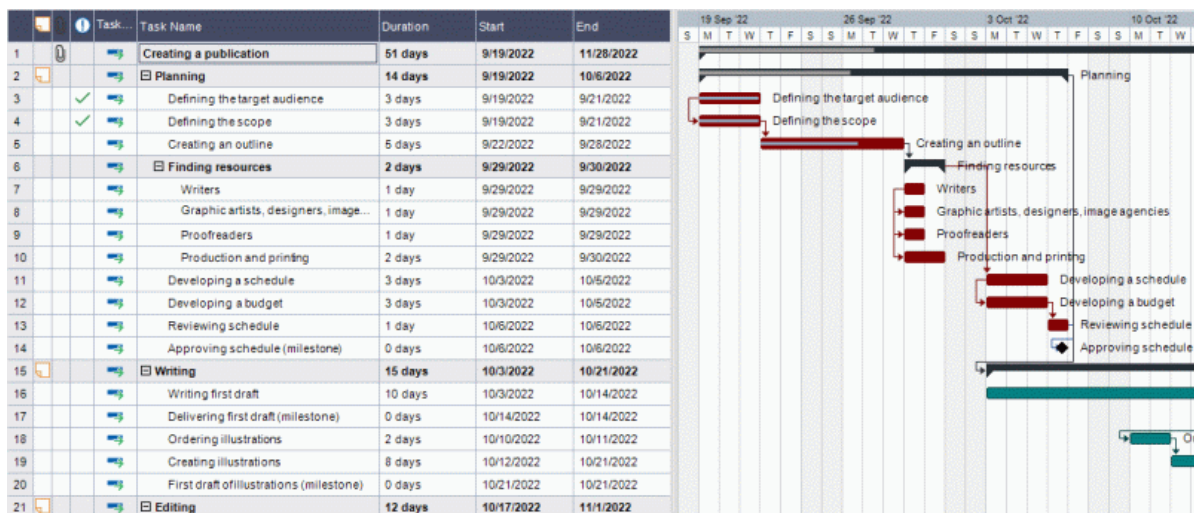
A project plan is a series of interdependent tasks that need to be performed in a particular order. When moving into a new office for instance, you cannot start redesigning the office space before the lease agreement has been signed. Project plans have a specific start date, corresponding to the start 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 main 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-2020, or 01/09/20.



By using the Gantt view you can build and manage complete project plans in this standard, well-defined format. You can easily add or remove tasks, set or adjust the duration of tasks (length of bars), link tasks (for example to make one task follow immediately after another), and add constraints (for example to specify that a task must end no later than a given date).

To help you get started, MindView includes various ready-made project plans for common business activities (organizing a tradeshow, producing a publication, launching a product and so on). You can use these for training purposes, or as a basis for your own project plans.

- To access one of these templates, click the **File** tab, choose **New | New from Template**, and browse through the Business category.

To find out how to set up and build a project plan, see "[Setting up a project plan](#)".

Accessing the Gantt view

Going to the Gantt view automatically converts the document 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.

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

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, Kanban board or year wheel. This means that any change you make to the project plan tasks while in one of these other views will obey project management rules.

Elements of the Gantt view

As all the other views, the Gantt view is made up of several components:

- **The Gantt Outline**

This area, shown on the left of the Gantt view, presents all your project tasks as a hierarchical list which you can expand and collapse as required.

The tasks are listed in creation order, which means that if you created them in a different view such as the Mind Map view, they will be listed in the Gantt Outline in the same order as in the Mind Map view (going clockwise from the top right), rather than in chronological order.

- **The Gantt Chart**

The Gantt chart, shown on the right of the view, represents each project task graphically as a bar stretching from its start date to its end date. Week-ends and other non-working days are denoted by a hash pattern. Task relationships are represented by links joining the related tasks. The task bars of inactive tasks are transparent, making it easy to distinguish them from active tasks (with solid-color task bars).



- **The Task Panel**

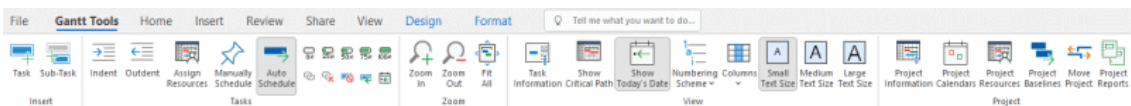
This panel is displayed on the right of the workspace. It gives you an alternative way of specifying task data such as duration, priority, completion level or resources.

The Task panel is described in detail in the topic "[Inserting task data](#)".



If it is not visible, click the **Task** tab on the right of the workspace or choose **View | Show/Hide | Panels | Task**.



- **The Gantt Tools Tab**






This toolbar appears as soon as you switch to the Gantt view. Its icons allow you to perform various actions on your project tasks, as described in the next few topics.


Using the Gantt Outline


The Gantt Outline is made up of several columns. Some of these only appear if one or more of the project tasks contains the corresponding element:



- The first column is the **Entry** column. It shows the unique entry number automatically allocated to each task. The entry numbers do not necessarily represent the order in which the tasks will be performed.
- (Documents stored on MindView Drive only) A **lock** icon  in the next column indicates that the topic has been locked, restricting access for one or more users. Move the pointer over the icon to see who has access to the topic. For more information on the topic locking feature and online collaboration, see "[Collaborating on a MindView Drive document](#)".
- A **bookmark** icon  in the next column indicates that the topic has been singled out using the Bookmark feature so that you can locate it quickly again within your map. For more information about this feature, see "[Viewing a mind map](#)".


- A **picture** icon  in the next column denotes the presence of a topic picture. Just move the pointer over the icon to see a preview of the picture. Double-click the icon to display the picture in the image viewer associated with its file extension on your computer.
- A **yellow comment** icon  in the next column indicates that the corresponding task contains a pop-up comment. Just move the pointer over the icon to open the comment window.
- A **paperclip** icon  in the next column indicates that the corresponding task contains attached objects (text notes, text files, video files and so on) or that it is linked to another task via a 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 Scheduling Mode column. Constraints are described in detail in "[Using Constraints](#)".

If you have made a task inactive to prevent it from affecting the scheduling of the project, the  is displayed in this column. For more information about inactive tasks, see "[Making a task inactive](#)" in the topic "[Enhancing a project plan](#)".


- **Scheduling Mode:** This column shows whether a task is scheduled automatically  or manually . You can switch scheduling mode for a task by clicking the icon in this column and selecting a different mode on the drop-down list.

 This topic assumes that the tasks of your project are scheduled automatically. For information about manual task scheduling, see "[Using scheduling modes](#)".

- **Task Name:** The name of each task. Tasks that contain one or more sub-tasks are shown in bold. These tasks (which correspond to parent 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](#)". The names of inactive tasks are crossed out (for example, ~~Idea~~).

- **Duration:** The amount of working time the task will take. Time units are indicated by letters: mins (minutes), hrs (hours), days, wks (weeks), mths (months). The letter **e** before the time unit indicates elapsed time, in which case the task will last exactly the time specified, regardless of what the project calendar defines as working and non-working time. A question mark means that the figure is still an estimate. By default, MindView assigns a duration of one day to new tasks or tasks without specified duration. For more information about calendars, see "[Defining calendars](#)".

The task bar of a summary task is automatically set to extend from the beginning of the earliest of its sub-tasks to the end of the last of its sub-tasks. You cannot change the duration of a summary task.

 When expressed in days, weeks or months, the number shown in the Duration column (for instance "2 days") is linked to the default number of working hours per day, week or month set in the Project Calendars Settings dialog (choose **Gantt Tools | Project | Project Calendars**).

For more information about durations, see "[Entering a task duration](#)" in the topic "[Entering and editing tasks](#)".

- **Start:** The current start date of the task. By default, MindView schedules new tasks to start on the project start date, as defined in the Project Information dialog (choose **Gantt Tools | Project | Project Information**).

Although you can set start dates explicitly, it is best to let MindView set them automatically according to the dependencies between the various tasks. See "[Specifying start and end dates](#)" in the topic "[Entering and editing tasks](#)" for more information.

The start date of a summary task is automatically set to be the start date of the earliest of its sub-tasks.

- **End:** The current end date of the task. MindView calculates the end date for a task from its start date and its duration, paying attention to the working and non-working time specified by the project calendar. Unless the duration is specified as "elapsed", MindView only schedules tasks during working time. For more information about calendars, see "[Defining calendars](#)".

Although you can set end dates explicitly, it is best to let MindView set them automatically according to the dependencies between the various tasks.

The end date of a summary task is automatically set to be the end date of the last of its sub-tasks.

- **Predecessors:** If a task is linked to one or more earlier (predecessor) tasks, this column shows the entry numbers of those earlier tasks. Task entry numbers are shown in the first column. See "[Using links](#)" for more information on task dependencies.
- **Completion:** The completion level of the task.
- **Priority:** The priority level of the task.
- **Resources:** If you have assigned resources to a task, they are listed in this column. See "[Assigning resources](#)".
- **Work:** If you have assigned resources to a task, this column shows the overall work value for the task. See "[Assigning resources](#)".
- **Cost:** If you have assigned resources to a task and associated a cost with these resources, this column shows the overall cost of the resources that have been allocated to the task. See "[Assigning resources](#)".

You can hide and show the columns of the Gantt Outline as you wish:

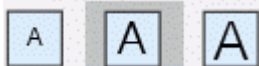
- Click the **Gantt Tools** tab.
- Choose **View | Columns**.
- Select or deselect the column headers as required.









You can also right-click the header at the top of the Gantt Outline view and select/deselect the column headers as required.

The Gantt Outline works exactly as the main Outline view. When working in the Gantt Outline, you can for instance:

- Add, delete, move, cut, copy and paste tasks in exactly the same way as in the main Outline view.
- Add topic pictures, icons, text notes, audio notes and pop-up comments to any of your topics.
- Attach objects such as text files, video files, sound files, hyperlinks and so on.
- Choose the text size to be used by clicking one of the **Text Size** icons of the Gantt Tools tab.






- Use the **Numbering Scheme** icon  of the Gantt Tools tab or Home tab to apply sequential numbers to the tasks and choose between various numbering styles.
- Use the **Detail Level** icons  of the View tab to determine how many levels of tasks should be visible.
- Use the **Apply Topic Focus** icon  of the View tab to restrict the display to a particular task and click the **Clear Topic Focus** icon  to view the entire project plan again.
- Use the **Filter** icon  of the View tab to hide all the tasks that do not meet the filter criteria you have defined. You can also use the **Conditional Formatting** feature  to highlight tasks that meet the filter criteria but still keep the rest of the tasks visible.


For details on how to perform these operations, see "[Using the Outline view](#)".

Viewing the Gantt Chart

You can manipulate the timescale shown at the top of the Gantt chart to view your tasks with more or less detail as follows:

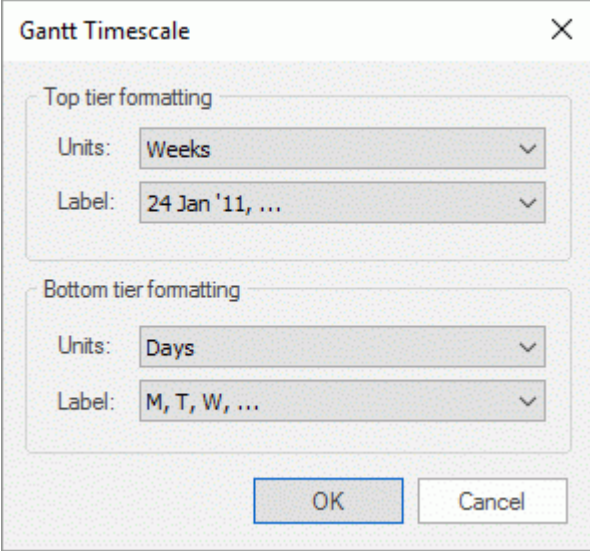
- Click the **Zoom In** icon  of the Gantt Tools tab (or press **Ctrl + "+"**) to view your schedule in more detail, going for instance from a Months/Weeks combination to a Days/Hours combination.
- Click the **Zoom Out** icon  (or press **Ctrl + "-"**) to show larger increments of time, going for instance from a Months/Weeks combination to a Years/Quarters combination.
- Choose **Fit All**  or press **F4** to let MindView choose the level of detail that allows the entire project plan to fit on the chart.

You can also view your chart in full screen mode, to give it as much screen space as possible:

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

You can also choose from a wider variety of combinations of calendar headings as follows:

- Double-click the headings (tiers) at the top of the calendar display to open the **Gantt Timescale** dialog.



The Gantt Timescale dialog box is titled "Gantt Timescale" and has a close button (X) in the top right corner. It is divided into two sections: "Top tier formatting" and "Bottom tier formatting".

Top tier formatting:

- Units: Weeks (dropdown menu)
- Label: 24 Jan '11, ... (dropdown menu)

Bottom tier formatting:


- Units: Days (dropdown menu)
- Label: M, T, W, ... (dropdown menu)

At the bottom of the dialog are two buttons: "OK" and "Cancel".


- Choose a unit and a label for the **top tier** (the top heading).
- Choose a unit and a label for the **bottom tier** (the bottom heading).

Note that the choices offered for the bottom tier depend on your choice of top tier.

If the task you want to view falls outside the time range shown on the Gantt chart, you can reveal that part of the project plan to view the relevant task bar as follows:

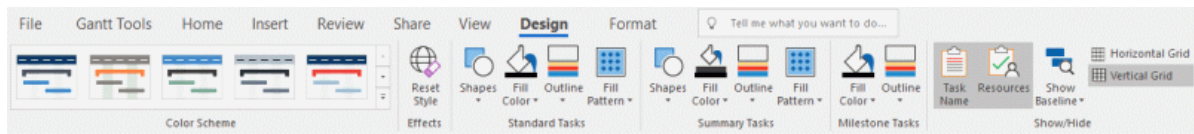
- Select the task in the Gantt Outline and click the **Go to Selected Task** icon  on the Gantt Tools tab.



To view the Gantt chart from the current date onwards, click the **Go to Today's Date** icon  on the Gantt Tools tab.

Customizing the Gantt Chart

MindView lets you define the visual aspect of your overall Gantt, as well as customize the display of individual task bars.



Customizing the overall display

- To choose a different color scheme for the entire chart, click the **Design** tab and check the effect produced by the different options of the Color Scheme gallery before clicking your preferred option.
- (optional) Undo your changes and return the entire chart to the initial style by choosing **Effects | Reset Style**.

The Design tab also lets you apply other global effects to the Gantt chart:

- To display the task name and/or the resources names after the task bars, check **Show/Hide | Task Name** and/or **Show/Hide | Resources**.
- The **Horizontal Grid** and **Vertical Grid** option let you switch the horizontal and vertical grid lines of the Gantt chart on and off.
- To display a vertical line identifying the current date on the Gantt chart, click **View | Show Today's Date** on the **Gantt Tools** tab.



You can change the color of this line in the Properties dialog. See "[View properties: General](#)" for more information.

- Finally, you can also change the color used to identify the tasks lying on the critical path (**View | Show Critical Path** in the **Gantt Tools** tab) as well as the height of task bars, summary bars and milestone bars in that same Properties dialog.

Customizing the task bars

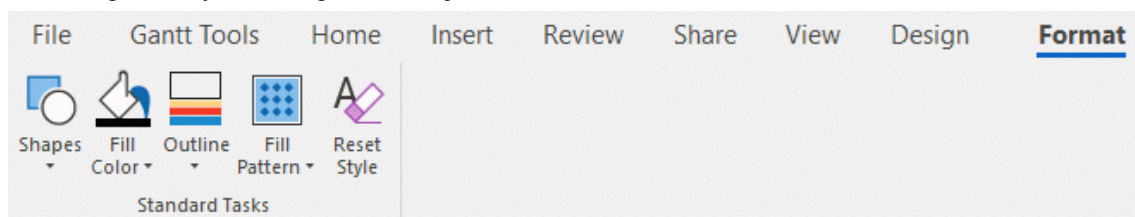
The Design tab also lets you modify the **shape**, **fill color**, **outline color** and **fill pattern** of both summary task bars and standard task bars in one operation:

- Click the **Design** tab at the right of the ribbon.
- Browse through the options shown in the Standard Tasks and Summary Tasks panels to choose your preferred style.

If you need to distinguish some tasks from others, you can also customize them individually:

- Select the task(s) to customize.
- Click the **Format** tab and choose the relevant options.

If necessary, you can undo your changes and return the task bar to the original style defined in the Design tab by choosing **Reset Style**.



If you have chosen to display the task name and/or the resource names after the task bars, you can set different colors for these labels by using the Properties dialog.

For other ways of customizing the representation of your project plan on the Gantt chart, see "[Enhancing a project plan](#)".

Managing projects in Gantt mode

Setting up a project plan

These are the typical steps you should follow when setting up, building, managing and revising a project plan.

- (optional) Start by brainstorming all the tasks that make up your project plan in one of the standard Mind Mapping views (Mind Map, Top Down or Left/Right), using the Task panel to enter preliminary task data.
- Define the project settings, such as its start date, end date and scheduling mode. For more information, see "[Defining the global project settings](#)".
- (optional) Define the project calendar. You may be able to bypass this step if you have already set up appropriate calendar defaults. See "[Defining calendars](#)" for more information.
- (optional) Create the global resources list. Although MindView lets you define the resources as you need them, it is usually quicker to start by setting up a global resources list from which you can then select resources to assign to the various project tasks. See "[Assigning resources](#)" for details.
- Enter or edit task names and durations. See "[Entering and editing tasks](#)".
- Assign resources to tasks. See "[Assigning resources](#)".
- Create links to specify the dependencies between the project tasks. See "[Using links](#)".
- Set constraints on the tasks as necessary. See "[Using constraints](#)".
- Make final adjustments to the project plan, and save a baseline for future use. See "[Enhancing a project plan](#)".
- Once the project has actually started, inspect it at regular intervals to detect potential problems or scheduling conflicts and make any corrections required. See "[Reviewing a project plan](#)".
- (optional) If you need to expand your project plan further, you can easily export it to Microsoft Project to take advantage of the advanced project management capabilities of this application. For more information, see "[Exporting to Microsoft Project](#)".
- You can also create various HTML reports from your project plan, export it to Microsoft Outlook as a series of tasks or export it in XML format. For more information, see "[Creating project reports](#)" and "[Exporting a project plan](#)".

Defining the global project settings



Before doing detailed scheduling work on the tasks of your project plan, it is worth considering its global settings, such as its start date and scheduling mode.

- To view these settings, choose **Project | Project Information** on the **Gantt Tools** tab.

The screenshot shows a dialog box titled "Project Information". It has a title bar with a question mark and a close button. The dialog contains three input fields: "Schedule from:" with a dropdown menu set to "Project Start Date"; "Start date:" with a text box containing "9/19/2022" and a calendar icon; and "End date:" with a text box containing "11/28/2022" and a calendar icon. At the bottom are "OK" and "Cancel" buttons.

This dialog contains general project information which is important in determining how the project tasks are scheduled.

Schedule from: Defines the scheduling mode for your project. The most common way of setting up a project is to schedule it from its start date. In this mode the default is for tasks to start as soon as possible, which means that the whole project finishes at the earliest possible date. When you plan backwards from the project end date, tasks are scheduled to start as late as possible so that the whole project finishes on the specified end date. Planning from the end date is not recommended as it does not allow any slack time between tasks. Even when you have a specific deadline for your project, planning from the start date is the most flexible approach as it ensures that each task is completed at the earliest possible date, leaving as much slack time as possible to deal with unplanned problems or delays.

Start date: Specifies the first day of the first task. By default, this field is set to today's date. If your project is due to start sometime in the future or if you are planning a project that has in fact already started, indicate the start date of the project in this field.

By default, all the tasks you create will be scheduled to start on the project start date, unless you assign specific timings to them or link them to other tasks.

If you are scheduling from the start date, MindView calculates the project end date automatically, based on the duration of the project tasks, their relationships, and the project calendar.

End date: Specifies the last day of the last task. If you are scheduling from the end date, MindView calculates the start date automatically, also by taking into consideration the duration of the project tasks, their relationships, and the project calendar.

Defining calendars



Calendars and calendar settings provide the basic information about working and non-working time that MindView uses to schedule the tasks of a project plan. MindView does not allow work to happen on non-working days or at non-working times.

There are three types of calendar:

- The **default calendar**

The default calendar provides the initial settings for any new MindView project you create. By editing these defaults to values reflecting your company's normal working days and times, you can minimize the changes needed when you create a new project plan.

- The **project calendar**

Each project plan has its own project calendar. The settings it contains affect the way MindView schedules the project tasks. To start with, when you create a new file, the project calendar is identical to the default calendar.

The project calendar is saved with the rest of the project properties whenever you save the file.

- The **resource calendars**

These control the working and non-working time of the resources working on the project. Each resource has its own calendar. By default, they are identical to the project calendar.

Any changes you make to the project calendar are automatically transferred to all the resource calendars. However, specific changes you might have made to the working time of a particular resource are preserved.

For more about resources and resource availability, see "[Assigning resources](#)".



Resource calendars are not taken into consideration by manually scheduled tasks. For more information about manual task scheduling, see "[Using scheduling modes](#)".

Editing the default and project calendars

You can edit either calendar together with the relevant settings:

- To edit the **default calendar**, click the **File** tab, choose **Options** and open the **Calendar** panel. Changes you make here only affect the initial settings for new files; they do not affect existing files.
- To edit the **project calendar**, choose **Project | Project Calendars** on the **Gantt Tools** tab. Changes you make here only affect the current file.

The two dialogs are almost identical: all the options are described below, but only the project calendar dialogs are illustrated.

Defining the calendar settings

A screenshot of the 'Project Calendars Settings' dialog box. The title bar says 'Project Calendars Settings' with a question mark and a close button. The main area is titled 'Calendar options for "Development process.mvdx"'. It contains three rows of settings: 'Hours per day:' with a value of 8,00; 'Hours per week:' with a value of 40,00; and 'Days per month:' with a value of 20. Each row has a text box and a small up/down arrow icon. At the bottom left is a button labeled 'Project Calendars...'. At the bottom right are 'OK' and 'Cancel' buttons.

Setting	Value
Hours per day:	8,00
Hours per week:	40,00
Days per month:	20

Hours per day: Defines the number of working hours in a standard working day, for example 8. You can enter the value as a decimal number (e.g. enter 7.5 to specify 7 hours and 30 minutes). MindView uses this value to calculate task durations that are specified in days.

Advanced notes: This setting and the next two settings determine the amount of working time that MindView allocates to a task when you specify a duration in days, weeks or months.

When you enter durations, MindView always converts them to minutes and that is the number it stores behind the scenes. MindView uses standard values to convert hours to minutes: one hour equals 60 minutes. However, when you specify a duration in days, weeks or months (provided you have not specified "e" for elapsed) MindView uses the number of working hours per day, week or month defined here to calculate the corresponding number of minutes to store.

From the working days and working times allowed by the project calendar it then works out the number of days required for the task and calculate its end date. For this reason, it is a good idea to make sure that the values you choose here match the working time allowed by the calendar as closely as possible, as it will make the entries in the Duration column of the Gantt Outline match the lengths of the task bars more closely.

Redefining these settings after having entered tasks does not alter their real durations (since they are stored in minutes) or the lengths of the task bars (since the amount of work has not changed), but the numbers for days, weeks and months in the Duration column will change.

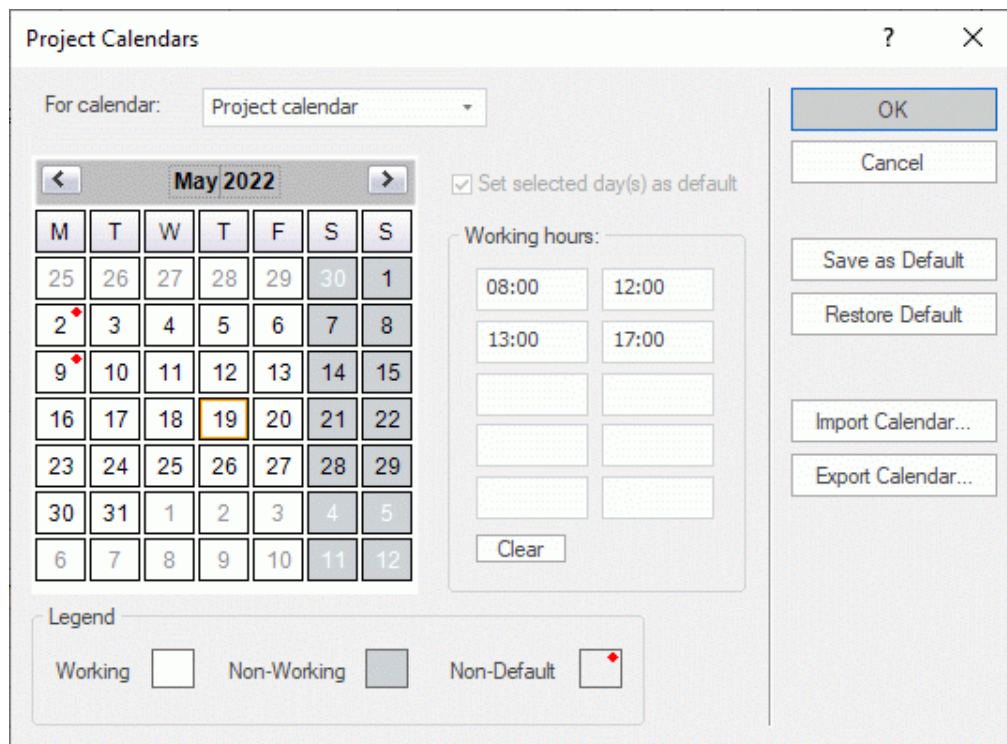
For more information about durations, start dates and end dates, see ["Entering and editing tasks"](#).

Hours per week: Defines the number of working hours in a standard working week, for example 40. You can enter the value as a decimal number. MindView uses this value to calculate task durations that are specified in weeks.

Days per month: Defines the number of working days in a standard working month, for example 20. Enter a whole number value. MindView uses this value to calculate task durations that are specified in months.

Modifying the calendars

- Click **Project Calendars** in the Project Calendars Settings dialog to access the calendar itself (or **Default Calendar** in the **Calendar** panel of the **MindView Options** if you are viewing the default calendar settings).



Working days are shown in white and non-working days are shown in grey.

- In the project calendar, a red dot on a particular day indicate that the working hours for that day are different from those set in the default calendar.
- In the default calendar, a red dot indicates that you have made a change to the working hours of that day since opening the dialog. These red dots disappear as soon as you save the default calendar.

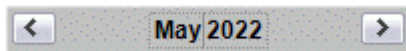
Note that the distribution of red dots in your project calendars may change if you edit the default calendar. This does not mean that your project plans have changed, only that the differences between the default and project calendars have changed.

- To see the working hours for a particular day, select the day by clicking it.

The working hours appear in the boxes on the right of the calendar grid.

Displaying a particular day

If the day you want to examine is not currently visible on the calendar grid, you can browse to it in several ways by using the calendar header:



- Click the arrows placed on each side of the header until the correct month and year appear.
- Click the year on the header and use the up and down arrows to reach the correct year.
- Click the month name on the header and choose the correct month in the drop-down list.

Selecting one or more days

To change the working times defined by the calendar, start by selecting the day or days to be modified:

- To select one day only, just click it.
- To select several contiguous days, select the first day and drag the mouse until the last day in the range. You can also select the first day, press the Shift key and click the last day in the range.
- To select several non-contiguous days, select the first day and press the Ctrl key while selecting all the other days.
- To select all Fridays (for example), click F in the column header. This selection applies to the whole duration of the project, not just the displayed month. You can select several columns by Shift- or Ctrl-clicking them.

Editing one or more days

- Select one or more days as described above.

If you select several days with different working hours, the boxes on the right show the working hours of the earliest day in the range.

You can now make changes:

- To change the working hours, enter new values in the boxes on the right.
- To make the day(s) non-working, click Clear to delete the time entries from the boxes.
- To reset the working times to the default calendar values, select "Set selected days as default".

Saving and restoring defaults

- To save the current project calendar as the new default calendar, open the **Project Calendars** dialog and click **Save as Default**. Your existing default calendar will be overwritten.
- To return all project calendar settings to those of the default calendar, open the **Project Calendars** dialog and click **Restore Default**.

You can return the default calendar to the original MindView settings as follows:

- Open the **Default Calendar** dialog (click the **File** tab, choose **Options** and open the **Calendar** panel).
- Click **Import Calendar**.
- Browse to:
C:\Program Files\MatchWare\MindView 9.0\UserData\Gantt

- Select the file **default.xml**.
Your current default calendar is overwritten with the original MindView default calendar.
- Click **Save** from the Default Calendar dialog to save the restored default calendar.

Importing and exporting calendars

You can also import calendars from other projects or export your calendars for use by colleagues.

- To import a previously saved MindView calendar, click **Import Calendar**. Existing settings will be overwritten.



You can also import the calendar of an existing Microsoft Project document by exporting that document to XML from Microsoft Project, then choosing the exported XML document in this dialog.

- To export your current calendar for use on a different project for instance, click **Export Calendar**.



When exported, the MindView calendar is saved the MindView XML format.

Editing resource calendars







- Use the drop-down list at the top of the **Project Calendars** dialog to select the calendar of the resource you want to edit.
- Make the changes required. The steps to follow to edit a resource calendar are exactly the same as for the project calendar.

For more about resources and resource availability, see "[Assigning resources](#)".

Entering and editing tasks



When working in the Gantt view, you can use the Gantt Outline to work on tasks exactly as in the main Outline view. You can for instance:

- Add, delete, move, cut, copy and paste tasks as in the main Outline view.
- Add topic pictures, icons, text notes, audio notes, and pop-up comments to any of your tasks.
- Attach objects such as text files, video files, sound files, hyperlinks and so on.
- Use the **Numbering Scheme** icon  of the Gantt Tools tab or Home tab to apply sequential numbers to the tasks and choose between various numbering styles.
- Use the **Detail Level** icons  of the View tab to determine how many levels of tasks should be visible.
- Use the **Apply Topic Focus** icon  of the View tab to restrict the display to a particular task and click the **Clear Topic Focus** icon  to view the entire project plan again.
- Use the **Filter** icon  of the View tab to hide all the tasks that do not meet the filter criteria you have defined. You can also use the **Conditional Formatting** feature  to highlight tasks that meet the filter criteria but still keep the rest of the tasks visible.

For details on how to perform these operations, see "[Using the Outline view](#)".



You can also create the tasks of your project plan in other ways:

- By importing a task list from Microsoft Outlook and converting it to a project plan.
For more information on the import procedure, see "[Importing from Microsoft Outlook](#)".
- By importing a project from Microsoft Project, either directly or via the Microsoft Project XML format.
For more information, see "[Importing from Microsoft Project](#)" and "[Importing from XML](#)".
- By copying a list of tasks from an external application such as Microsoft Excel, Microsoft Word or Microsoft Project and pasting it into the Gantt Outline.



By default, all tasks that you create in a Gantt project with MindView are given the scheduling mode **Automatic Scheduling** and the task type **Fixed Units**. For more information about scheduling modes and task types, see "[Using scheduling modes](#)" and "[Using task types](#)". You can change these default settings from the MindView Options dialog; for more information, see "[Setting up your preferences](#)".



You can share tasks with other MindView users through the Task System. For more information, see "[Using the Task System](#)".


Entering a task duration

By default, automatically scheduled tasks have a duration of one day and are marked with a question mark, to indicate that the duration is only an estimate. As soon as you edit the duration, the question mark disappears.

You can modify the duration of a task in various ways:

- On the Gantt chart, position the cursor at the end of the task bar until it changes to \pm , and drag the end of the bar to the right or left.
- In the Gantt Outline, type a number of days in the appropriate cell in the **Duration** column. You can follow the number with letter(s) to indicate time units other than days: **m** (minutes), **h** (hours), **d** (days, the default), **w** (weeks), **mo** (months). You can enter the letter **e** before the time unit (for instance "3ed") to indicate elapsed time, in which case the task will last exactly the time specified, regardless of what the project calendar defines as working and non-working time.

You can indicate that a duration is still an estimate by adding a question mark.

- Select the task and choose **View | Task Information**  on the Gantt Tools tab to open its Task Information dialog. Enter a value in the Duration field as described above.



*You can also open the Task Information dialog by pressing **Shift + F2** or by double-clicking the task bar on the Gantt chart.*

- Select the task and, in the **Task** panel, enter a value in the Duration field as described above.

The duration of the task is now indicated on the Gantt chart by a bar extending from its start date to its end date.



If you are using manually scheduled tasks, you can also enter free text in the task Duration fields (for instance "a few days") or Start/End fields (for instance "tomorrow") in addition to the values and time units described above. For more information about manual task scheduling, see "[Using scheduling modes](#)".



At this stage, although the task has a duration, it does not have any work associated with it, because you have not yet assigned any resources to it. Work represents the amount of effort the resource or resources will need to spend on the task to complete it. For more information about work, and the effect of adding resources to tasks, see "[Assigning resources](#)".

Advanced notes: When you enter durations, for example "4 hours", MindView converts them to minutes and that is the number it stores behind the scenes. MindView uses standard values to convert hours to minutes: one hour equals 60 minutes. However if you specify a duration in days, weeks or months (provided you have not specified "e" for elapsed) MindView uses the number of working hours per day, week or month set in the Project Calendars Settings dialog (choose Project | Project Calendars on the Gantt Tools tab), to calculate the corresponding number of minutes to store. See "[Defining calendars](#)" for more information about these settings.

While durations determine the amount of working time that you allocate to a task, the length of the task bar indicates how long the task will actually take. These are not necessarily the same. For example, because MindView does not schedule work on non-working days, any task bar spanning a week-end is automatically lengthened to take account of this. Similarly, if your working day is specified as having 8 hours, but the relevant section of the calendar restricts work to only 4 hours a day, a task with a duration of one day (8 hours) will actually take two days (4 hours each day) to complete.

The labels shown in the Duration column, for example "2 days", are calculated from the stored number of minutes for each task. For durations initially specified in days, weeks or months MindView uses once more the number of working hours per day, week or month set in the Project Calendars Settings dialog to convert the stored number of minutes back to days, weeks or months.

Consequently, if you redefine the number of working hours in a day, week or month set in that dialog, the numbers in the Duration column will change, but the underlying number of minutes, and consequently the length of the bars, will remain the same.

Specifying start and end dates





Although you might be tempted to enter specific start and end dates for your tasks, it is not recommended unless you understand the implications of doing so. A better practice is to link tasks so that they follow on logically from one another, and let MindView calculate the dates automatically. In MindView and similar project management applications, entering an explicit start date for an automatically scheduled task is equivalent to setting a 'Start No Earlier Than' constraint. Similarly, entering a specific end date is equivalent to setting a 'Finish No Earlier Than' constraint. Although applying constraints in this way is perfectly legitimate if your tasks must indeed obey these constraints, it is best to avoid them wherever possible as they limit the flexibility of your project plan. For more information on the different types of constraints and their effects, see "[Using Constraints](#)".




If you want to be able to enter start and end dates freely on your tasks, without MindView applying constraints to them automatically, you can change the mode of these tasks from being automatically scheduled to being manually scheduled. For more information on manual task scheduling, see "[Using scheduling modes](#)".


You can enter a specific start date in different ways:



- Move the cursor to the center of the task bar and drag the bar to the new position.
- Click the **Start** entry of the task in the Gantt Outline and type or select a date.
- Select the task. On the **Task** panel, select a date in the Start date field.
- Select the task and choose **View | Task Information**  on the Gantt Tools tab to open its Task Information dialog. Select a date in the Start field.

 You can also open the Task Information dialog by pressing **Shift + F2** or by double-clicking the task bar on the Gantt chart.

You can enter an end date in the following ways:

- Click the **End** entry of the task in the Gantt Outline and type or select a date.
- Select the task. On the **Task** panel, select a date in the End date field.
- Select the task and choose **View | Task Information**  on the Gantt Tools tab to open its Task Information dialog. Select a date in the End field.

 If you are using manually scheduled tasks, you can also enter free text in the task Duration fields (for instance "a few days") or Start/End fields (for instance "tomorrow"). For more information about manual task scheduling, see "[Using scheduling modes](#)".

 When you enter a specific start or end date for an automatically scheduled task, a constraint icon  appears next to the task name in the Gantt Outline. Hovering this icon with the mouse displays a tooltip with details about the constraint.


To remove the constraint set by entering an explicit start or end date:

- Open the **Task Information** dialog and remove the check mark from the **Constraint date** field.

Constraint type: Constraint date: 5/26/2022 

Specifying a fixed cost for a task

The cost of a task will often depend on the resources assigned to the task. For example, the cost may depend on the number of working hours spent, or on the amounts of raw materials such as timber or paint used to accomplish a given task. However, MindView also gives you the option of specifying a fixed cost for tasks that do not depend on resources. For example, if a subcontractor has quoted a fixed cost for work to be performed on the project, or if the cost of a task is otherwise known in advance, this amount could be entered as a fixed cost.

 For more information on assigning resources to your project, see "[Assigning resources](#)".

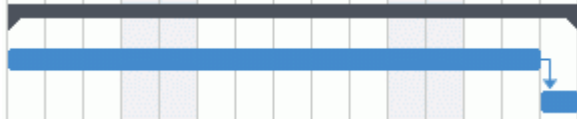
You can specify a fixed cost in two ways:

- Enter the fixed cost in the Fixed Cost column of the Gantt outline. The Fixed Cost column is not displayed by default; for more information on showing and hiding columns in the Gantt outline, see "[Using the Gantt view](#)".
- or
- Enter the cost in the Cost column without having any resources assigned. The cost is automatically copied to the Fixed Cost column.

Grouping tasks

You can group tasks together by creating sub-tasks under a parent task, called a **summary task**. This allows you to divide your project into logical units, each with its own collection of tasks. The start dates, end dates and durations of summary tasks are calculated automatically from their sub-tasks.

A summary task is indicated on the Gantt chart by a solid bar extending from the beginning of the first sub-task to the end of the last one.



If you add sub-tasks to a task that already has a duration assigned to it, this assigned duration is automatically replaced by the new duration obtained from the sub-tasks. Once a task becomes a summary task, it is no longer possible to specify its start date, end date or duration manually. If you change the timing of a sub-task, the summary task duration is automatically adjusted to reflect the change. If you want to be able to set the start date, end date or duration of your summary tasks freely, independently from the timing of their sub-tasks, you can change the mode of these summary tasks to be manually scheduled. For more information about manual task scheduling, see "[Using scheduling modes](#)".

The duration of a summary task is the number of available working days between its start and its end, regardless of whether work is actually happening on any given day. The figure is calculated from the available working hours between the two dates, as specified on the project calendar, and the 'Hours per day' figure set in the Project Calendars Settings dialog. For more information about calendar settings, see "[Defining calendars](#)".


Sub-tasks are sub-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.

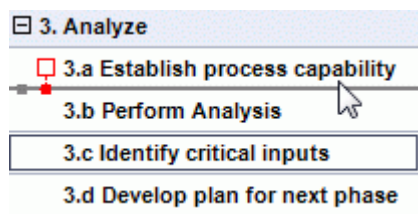
You can convert an existing task to a sub-task or move it to a different level in the task hierarchy just as in the Outline view:

- Select the task you want to move to a different location by clicking it with the left mouse button.
- While keeping the left mouse button pressed, drag the task to the required location.

The mouse pointer changes to a different shape to show you where the task will be inserted when you let go of the mouse button.



In the example below, dropping the "3.c" task at the task position shown in red by the **Move**

icon  will make it a sub-task of the task "3.a".



Dragging the "3.c" task to the left until the Move icon reaches the left dot will keep it at the same hierarchical level (i.e. as sub-task of "3. Analyze" task) and insert it between the "3.a" and "3.b" tasks.



- You can also click the **Indent** icon  of the Gantt Tools tab (or press the keys **Alt + Shift + right arrow**) to move the selected task or tasks to the next level down in the hierarchy, so that they become sub-tasks of the preceding task in the Gantt Outline.
- Conversely, you can click the **Outdent** icon  (or press the keys **Alt + Shift + left arrow**) to move the selected task or tasks to the next level up in the hierarchy.

The 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 (i.e. when your document is in Task mode), all resources are assumed to be of type Work, and you cannot define their availability or rate. Adding resources to tasks has no effect on the task duration.



If you are working on a project plan (i.e. when your document is in Gantt mode (typically on a Gantt project)), adding resources to a task may affect its duration. For more information on this, see "[Understanding effort-driven scheduling](#)" below.

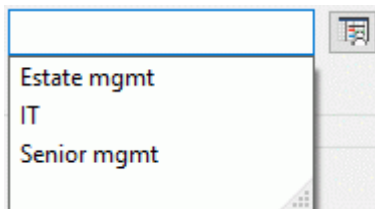
All the resources used in your project are listed in the resource list for the entire project, called the **global resources list**. Although it is usually quicker to start by setting up the global resources list, from which you can then select the resources to assign to the different tasks, you can also create resources as you need them by assigning them to tasks.

Assigning resources to tasks

You can assign resources to a task as follows:

- Select the task.
- In the **Task** panel, type the resource names in the **Resources** field, separating them with semi-colons.

If the global resources list for the project already contains resources, a drop-down appears so that you can select names from it.



Resources that are not already listed in the global resources list and that you create by entering them in this way are assumed to be of type **Work**, i.e. human resources. Resources of type **Material** need to be created in the global resources list, as described in "[Setting up a global resources list](#)" below.

The resources you have entered above are now assigned to the task, and added to the global resources list if they are not listed there already.

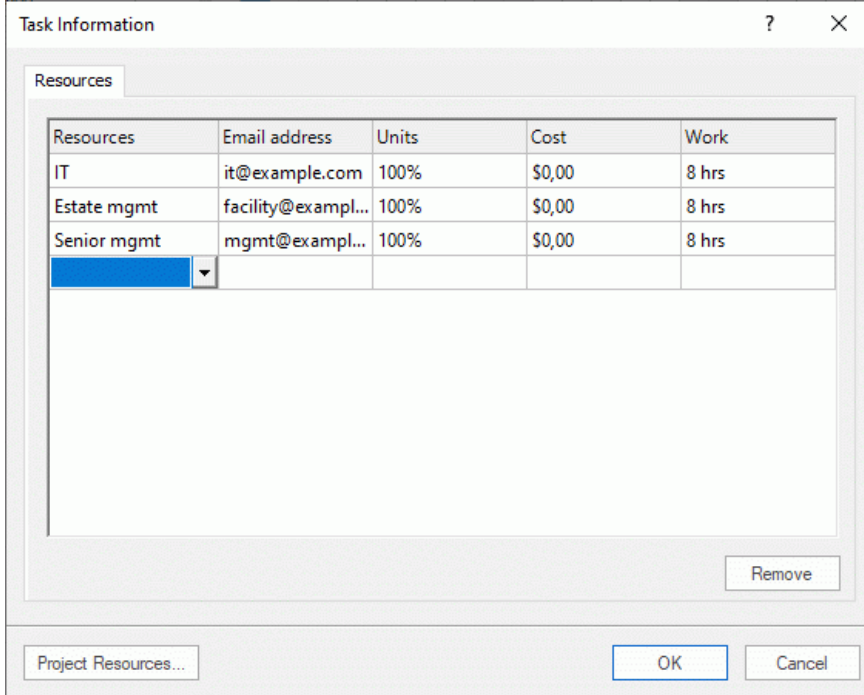


Where possible, it is better to select rather than type resource names. That way you don't run the risk of adding wrongly spelled entries to the global resources list.

To de-assign a resource, simply delete it from the field. Note that this removes the resource from the task, but not from the global resources list.

You can also assign resources to a task from its **Task Information** dialog:

- Click the **Resources** button  to the right of the Resources field.



Resources	Email address	Units	Cost	Work
IT	it@example.com	100%	\$0,00	8 hrs
Estate mgmt	facility@exempl...	100%	\$0,00	8 hrs
Senior mgmt	mgmt@exempl...	100%	\$0,00	8 hrs

- Click an empty row in the **Resources** dialog and enter the resource by typing it or by selecting it from the drop-down list.
- (optional) If you also intend to use MindView for task distribution, enter an email address for the resource. To know more, refer to "[Exporting to Microsoft Outlook task list](#)". This only applies to resources of type Work (i.e. human resources).



Once entered, email addresses can only be edited by clicking **Project Resources** at the bottom of the dialog to access the global resources list.

- (optional) The **Units** field indicates how much of the resource's available time is being used to work on the task. By default, resources are assumed to be able to devote 100% of their working time on the task. If the resource is only available part of the time, for instance because they also have other duties, specify here the percentage of their working time that they can spend on the task. You can also enter a higher value, for instance 300% if your resource is a "virtual" resource representing a group of three equivalent human resources.



The Units value is based on the availability of the resource as shown in its resource calendar. By default, all resource calendars are identical to the project calendar. If you have modified the calendar of the resource to indicate a different work pattern, however, the units value will be based on that modified resource calendar. For more about resource calendars, see "[Defining resource calendars](#)" below.

If the resource is a material resource, enter the number of units that you will need for the task.

The **Cost** field is a calculated field which shows you the cost of the resource for that task. For human resources (type Work), it is based on the unit percentage specified in Units, the cost per unit of the resource (rate), and the duration of the task. For material resources (type Material), it is based on the number of units and the cost per unit. As the field Cost is a calculated field, it cannot be edited.

Note that the Cost field is not refreshed automatically when you edit the Units field. It is only updated when you close the dialog.

To see how to specify the cost per unit of a resource, refer to "[Setting up a global resources list](#)" below.



You can customize the symbol used to represent the cost, its placement and the number of decimal digits used. For more information, see "[Setting up your preferences](#)".



The **Work** field is a calculated field which shows you the total working hours of the selected human resource for that task. It is based on the unit percentage specified in Units, the resource calendar and the duration of the task. For material resources, the field is not relevant and is therefore always set to 0. Like the Cost field, Work is a calculated field that cannot be edited but is updated automatically when you close the dialog.



The Units, Cost and Work fields are only available when the document is set to 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 **Tasks | Assign Resources**  on the Gantt Tools tab.
- Select the task and choose **View | Task Information**  on the Gantt Tools tab. Click the **Resources** tab in the Task Information dialog that opens.



*You can also open the Task Information dialog by pressing **Shift + F2** or by double-clicking the task bar on the Gantt chart.*

- Click the **Resources** cell of the task at the far right of the Gantt Outline. Type the resource name(s), separating them with semi-colons.



*Once associated to a task, you can view the details of a particular resource simply by double-clicking its name in the **Resources** field of the **Task** panel.*

Setting up a global resources list

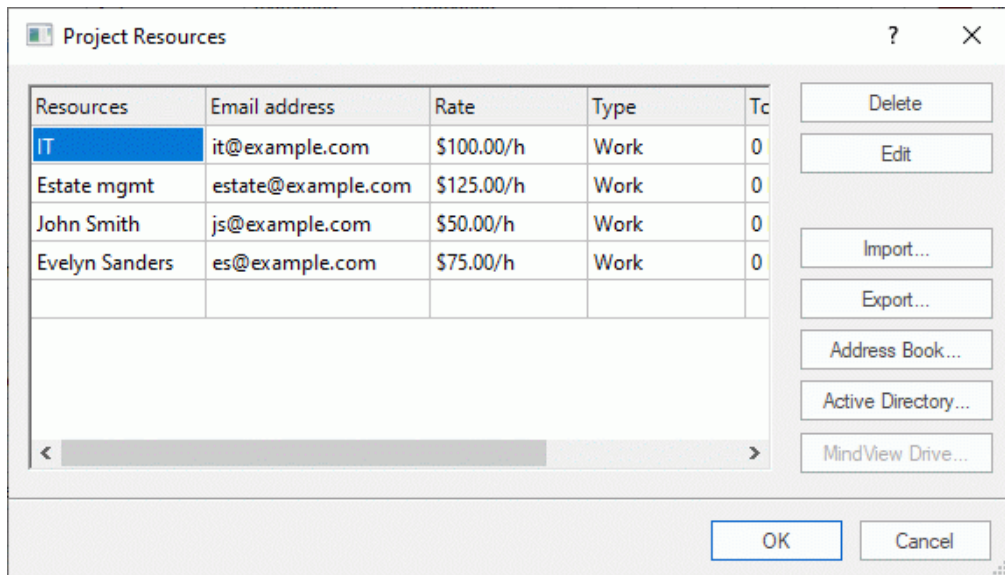
Although MindView lets you define the resources as you need them as we have just seen, it is usually more efficient to start by setting up a global resources list from which you can then select resources to assign to the various tasks.

The global resources list associated with a task list or project plan is saved whenever you save the file. Each task list or project plan has its own global resources list.

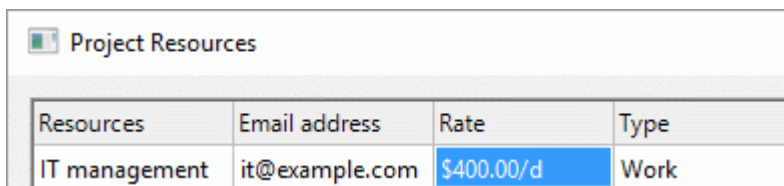
You can access the global list of available resources in different ways:

- Click the **Project Resources** link at the bottom of the **Task** panel.
- Open the **Task Information** dialog of a task, click its **Resources** tab and click the **Project Resources** button in its bottom left corner.
- If you are working on a project plan in the Gantt view, choose **Project | Project Resources** on the Gantt Tools tab.

The **Project Resources** dialog lists all the resources that are currently assigned to tasks, as well as any that you import or type in directly.



- To add a new resource to the list, click the first empty field and enter the resource name. If you also intend to use MindView for task distribution, enter an email address for the resource. To know more, refer to "[Exporting to Microsoft Outlook task list](#)". This only applies to resources of type Work (i.e. human resources).
- (optional) If you want to be able to track the overall cost of your project, you can specify the cost per unit of the resource in the **Rate** field. Although the default time unit is **h** (per hour), you can enter other time units: **m** (per minute), **d** (per day), **w** (per week), **mo** (per month), **y** (per year). To specify a rate of \$320 per day for instance, you would enter 320/d.



- 📌 You can customize the symbol used to represent the rate, its placement and the number of decimal digits used. For more information, see "[Setting up your preferences](#)".
- (optional) By default, all resources are assumed to be of type Work, i.e. human resources. The column **Type** lets you change the type of a resource from Work to Material. The rate of a material resource is its cost per unit. If you want to indicate a unit of measurement for a material resource (e.g. tons, cubic meters, boxes, etc.) you can do so by clicking the **Edit** button and entering this information in the **Material label** field of the dialog box that appears.


📌 The Rate and Type fields are only available when the document is set to Gantt mode.

The **Project Resources** dialog lets you perform other operations:


- To view the total working hours and cost accumulated by each project resource, view the entries in the **Total Work** and **Total Cost** columns. These columns are updated automatically as you assign resources to project tasks. For material resources, the Total Work column shows the total number of units used on the project.

Total Work	Total Cost
8 hrs	\$400.00


- To delete one or more resources, select them and click **Delete**.

 Use the **Shift** key to select contiguous resources and the **Ctrl** key to select non-contiguous resources.

- To import a previously exported global resources list, click **Import** and select the required list.


 You can also import the resources list of an existing Microsoft Project document by exporting that document to XML from Microsoft Project, then choosing the exported XML document in this dialog.

- To export the global resources list for use in other documents or for sharing with colleagues, click **Export**, and choose a folder and file name for your exported list.


 When exported, the global resources list is saved in the MindView XML format.

- To import one or more resources from your Microsoft Outlook Address Book, click **Address Book**, select the contact names you want to add as resources in the Outlook dialog, click the Add button and click OK.
- To import one or more resources from the Windows Active Directory database, click **Active Directory**. In the dialog box that opens, click the Advanced button, then the Find Now button. Select the user(s) you want to add as resources in the bottom part of the dialog, and click OK. The Active Directory is a centralized database maintained by Windows to store information relating to an organization's network (such as resources, services and users).
- If you are working on an online document stored on MindView Drive, clicking **MindView Drive** will allow you to select resources from the list of registered users in your account. For more information about MindView Drive, see "[Understanding online workspaces](#)".

Defining resource calendars

 Calendars are only used if the document is set to Gantt mode.


As soon as you create a new resource, MindView creates a resource calendar for it, defining the working and non-working time of the resource. By default, resource calendars are identical to the project calendar. If all your resources follow the work pattern defined by the project calendar, you do not need to edit any of their calendars. If on the other hand some of your resources only work part-time for instance, you can indicate this in their calendars, so that MindView can take this into account when scheduling tasks to which they have been allocated.

 Resource calendars are not taken into consideration by manually scheduled tasks. For more information about manual task scheduling, see "[Using scheduling modes](#)".

Any changes you make to the project calendar are automatically transferred to all the resource calendars. However, specific changes you might have made to the working time of a particular resource are preserved.

For more information about how to edit a resource calendar, see "[Defining calendars](#)".

Understanding effort-driven scheduling

 Effort-driven scheduling is only relevant for automatically scheduled tasks. For information about manual task scheduling, see "[Using scheduling modes](#)".

Before you assign any resources to a task in a Gantt project, the task has no work associated with it. It is the process of assigning resources to a task that define its work value, which is the amount of effort the resource or resources will need to spend on the task to complete it.

For each resource, work is defined according to the scheduling formula: **Work = Duration x Units**.

The overall work value for the task is the sum of the work performed by each resource.

Therefore, if you have just one resource working 100% of their time on the task, the work value for the task will be the same as the duration, as the example below shows.

Task Name	Duration	Start	End	Resources	Work
Development process	1 day	6/14/2019	6/14/2019		8 hrs
Task1	1 day	6/14/2019	6/14/2019	John	8 hrs

In general, the work value will differ from the duration only if you assign more than one resource to the task, or if the resource does not work full-time on the task.

The example below shows the effect of adding another resource, Bill, also working 100% of their time, on Task1. As Bill is also going to produce 8 hours of work, the overall work value for the task goes from 8 hours to 16 hours, but the duration is still only 1 day.

Task Name	Duration	Start	End	Resources	Work
Development process	1 day	6/14/2019	6/14/2019		16 hrs
Task1	1 day	6/14/2019	6/14/2019	John;Bill	16 hrs


You may however want to produce a different result and expect that by adding another full-time resource to the task, the amount of work needed to perform the task should remain constant, and it should therefore be completed in half the time. This scheduling method is known as **effort-driven scheduling**. By default, MindView does not apply effort-driven scheduling, but you can choose to activate this scheduling method on your tasks. With effort-driven scheduling activated, adding Bill to Task 1 in our 1st example would produce the result below:


Task Name	Duration	Start	End	Resources	Work
Development process	0.5 day	6/14/2019	6/14/2019		8 hrs
Task1	0.5 day	6/14/2019	6/14/2019	John;Bill	8 hrs

You can see that the amount of work has now remained constant at 8 hours, but the duration has decreased to half a day.

- To activate effort-driven scheduling for a task, open its **Task Information dialog** on its **General** tab and check the **Effort-driven** option.

The screenshot shows the 'Task Information dialog' with the 'General' tab selected. The 'Constraint type' is set to 'As Soon As Possible', the 'Constraint date' is '6/15/2019', the 'Deadline' is '6/15/2019', and the 'Task type' is 'Fixed Units'. The 'Effort-driven' checkbox is checked.

 Effort-driven scheduling only affects the scheduling of a task when you assign or remove resources from it, and is independent from the scheduling type of the task. For more information about task types, see "[Using task types](#)".

 If you want MindView to apply effort-driven scheduling to all the tasks of the projects you create, you can specify this in the **MindView Options**. For more information, see "[Setting up your preferences](#)". You can also choose to activate effort-driven scheduling only for the new tasks of the open document. To do this, click the **File** tab, choose **Options**, click **Preferences** in the dialog that opens, and set the **New tasks are effort-driven** option to Yes under **Gantt Mode | Scheduling**.



Using scheduling modes

By default, MindView tasks are automatically scheduled, which means that any change in the timing of a task affects all the tasks that depend on it. If a task runs ahead of schedule, MindView automatically recalculates the dates of all the tasks that depend on it in order to take advantage of the time gained. Conversely, if a task is delayed, all the tasks that depend on it are automatically rescheduled, which may or may not impact the overall end date of the project.

In some cases, however, you might prefer to insert tasks as "placeholders" without start, end or duration information, or only with incomplete information, and prevent MindView from moving them. This is particularly handy in the early phases of a project when the exact details of many tasks are not yet known. In cases such as this, manual task scheduling provides greater freedom. As it is a far less automatic way of handling tasks, however, it also requires you to manage the start, end and duration information of each manually scheduled task in greater detail than is necessary with automatic scheduling.

Switching to manual scheduling

You can convert any task selected in the Gantt Outline from being automatically scheduled to being manually scheduled in several ways:

- By clicking **Manually Schedule**  on the Gantt Tools tab
- By clicking **Task Information**  on the Gantt Tools tab and selecting **Manually scheduled** in the Task Information dialog
- By clicking the icon in the Scheduling Mode column in the Gantt Outline and selecting **Manually Scheduled** on the drop-down

Manually scheduled tasks can be converted back to automatically scheduled tasks at any time by repeating this process but selecting automatic scheduling. See "Converting manually scheduled tasks to automatic scheduling" below for more information on the consequences of this.



You can set all new tasks to be manually scheduled from the MindView Options dialog. You can change this default setting for all projects created in MindView or for the current document only. For more information, see "[Setting up your preferences](#)".

Entering start, end and duration information



Manually scheduled tasks are often used as placeholders in the project plan until reliable information about the tasks becomes available. You therefore do not need to enter start, end or duration information for manually scheduled tasks, and you have the option of entering free text such as "a couple of days" or "after the kick-off meeting" in the Start, End and Duration fields.

You can enter start, end and duration information in the same way as for automatically scheduled tasks, including short date formats such as 1d and 4h. For more information on doing this, see "[Entering a task duration](#)" and "[Specifying start and end dates](#)" in "[Entering and editing tasks](#)".



Start, end and duration information is not used by MindView to schedule the project if the values are not in a recognizable format.

When scheduling information has been entered in a recognizable format, start/end markers are shown in the Gantt chart as shown below. When not, a question mark is shown over the **Manually Scheduled** icon in the Scheduling Mode column of the Gantt Outline.

1		Development process	1 day?	5/26/2020	5/26/2020
2		Preparation	Depends	After kickoff...	ASAP

Manually scheduled summary tasks

Summary tasks can also be manually scheduled. When they are, they have the duration you have entered and do not necessarily summarize the durations of their sub-tasks.

The example below shows a manually scheduled task whose duration is shorter than the manually scheduled summary bar above it.

✦	Development process	7 days	5/26/2022	6/3/2022	
✦	Preparation	4 days	5/26/2022	5/31/2022	

The main summary bar represents the duration of the summary task you entered manually. The small bar placed underneath the main bar summarizes the sub-tasks in the usual way, to give you some indication of any possible discrepancy between the duration set by you for the summary task and the combined duration of its sub-tasks. When the duration of one or more sub-tasks of a manually scheduled summary task is longer than the duration of the summary task, the small summary bar turns red to alert you, as shown in the example below.

✦	Development process	3 days	5/26/2022	5/30/2022	
✦	Preparation	5 days	5/26/2022	6/1/2022	

Effect on links

If you change the start or end time or the duration of a manually scheduled task, this change will affect all successor tasks (unless they are manually scheduled too). Changing the start or end time or the duration of a predecessor task of a manually scheduled task, however, has no effect on the manually scheduled task.

Editing the link between a manually scheduled task and its predecessor (for example, changing the link type from Start to Finish (SF) to Finish to Start (FS) in the Task Information dialog) will affect the task if the option **Update manually scheduled tasks when editing links** has been set to Yes in the MindView Options dialog. For more information, see "[Setting up your preferences](#)".

Resources and calendars

You can assign resources to manually scheduled tasks, but resource calendars have no effect on manually scheduled tasks. Project calendars (in other words, the working and non-working time defined in them) do have an effect on manually scheduled tasks.

Constraints and task types

Constraints and task types are not relevant when working with manually scheduled tasks.

Converting manually scheduled tasks to automatic scheduling

Once all information about a manually scheduled task is known, you may want to convert it to automatic scheduling for easier project management.

- If you have provided sufficient recognizable scheduling information about the manually scheduled task, this information is unchanged when the task is converted.
- If you have not provided sufficient recognizable scheduling information, the task is converted to an automatically scheduled task with a duration of one day starting on the project start date.

Always double-check that the scheduling information of all manually scheduled tasks is correct before converting them to automatically scheduled tasks. This is particularly relevant for large projects with many tasks.

Using task types



Task types are only relevant for automatically scheduled tasks. For information about manual task scheduling, see "[Using scheduling modes](#)".

As we have seen in "[Assigning resources](#)", it is the process of assigning resources to a task in a Gantt project that define its work value, which is the amount of effort the resource or resources will need to spend on the task to complete it.

For each resource, work is defined according to the scheduling formula **Work = Duration x Units**, where Duration is the duration of the task and Units is the percentage of availability of the resource for the task.

The overall work value for the task is the sum of the work performed by each resource.

Understanding task types

Fixed Units tasks

By default, all the tasks you create in a Gantt project with MindView are given the task type **Fixed Units**. This means that the percentage of availability of each resource (units) you defined when you assigned the resources to the task always remains the same, regardless of any changes you might make to the Duration or Work values.

- If for instance you increase the task's duration, the work value will be recalculated and increased accordingly.
- If you increase the task's work value, the duration is recalculated and increased accordingly.

In either case, the percentage of availability of the resources (units) remains unchanged.

Let us consider for instance a task of one day (**Duration** = 1 day), allocated to John and Bill, each working at 100% of their availability (**Units** = 100%).

The **Work** value of the task is therefore 16 hours (8 hours for John + 8 hours for Bill).

Task Name	Duration	Start	End	Resources	Work
Development process	1 day	6/14/2019	6/14/2019		16 hrs
Task1	1 day	6/14/2019	6/14/2019	John;Bill	16 hrs

- In the first example, we increase the duration from 1 day to 2 days. In consequence, the work value is increased automatically to 32 hours.

Task Name	Duration	Start	End	Resources	Work
Development process	2 days	6/14/2019	6/17/2019		32 hrs
Task1	2 days	6/14/2019	6/17/2019	John;Bill	32 hrs

- In the second example, we decrease the work value from 16 hours to 8 hours. In consequence, the duration is decreased automatically to half a day.

Task Name	Duration	Start	End	Resources	Work
Development process	0.5 day	6/14/2019	6/14/2019		8 hrs
Task1	0.5 day	6/14/2019	6/14/2019	John;Bill	8 hrs

In both cases, the units value for John and Bill has remained unchanged at 100%.

This default behavior may however not be what you would want to happen. For this reason, MindView supports two other task types, **Fixed Duration** and **Fixed Work**.



The fact that a task has the type Fixed Units does not mean that you cannot change the percentage of availability of its resources (units). It only defines what happens when you modify the other two values in the scheduling formula, i.e. Duration and Work.

Fixed Work tasks

In a **Fixed Work** task, when you change the task's Units or Duration value, MindView recalculates the other value accordingly.

- If for instance you increase the percentage of availability of the resource (units), the duration will be recalculated and decreased accordingly.
- If you increase the task's duration, the percentage of availability of the resource (units) is recalculated and decreased accordingly.



You can still change the Work value of Fixed Work tasks. This task type only defines what happens when you modify the other two values in the scheduling formula, i.e. Duration and Units.

Let us consider again a task of one day (**Duration** = 1 day), allocated to John and Bill, each working at 100% of their availability (**Units** = 100%).

The **Work** value of the task is 16 hours (8 hours for John + 8 hours for Bill).

Task Name	Duration	Start	End	Resources	Work
Development process	1 day	6/14/2019	6/14/2019		16 hrs
Task1	1 day	6/14/2019	6/14/2019	John;Bill	16 hrs

- In the first example, we decrease the percentage of availability (units) of both John and Bill to 50%. As the work value must remain fixed, the duration is increased automatically to 2 days.

Task Name	Duration	Start	End	Resources	Work
Development process	2 days	6/14/2019	6/17/2019		16 hrs
Task1	2 days	6/14/2019	6/17/2019	John[50%];Bill[50%]	16 hrs

- In the second example, we decrease the task duration from 1 day to 0.5 days. As the work value must remain fixed, the percentage of availability (units) of both John and Bill is increased automatically to 200%.

Task Name	Duration	Start	End	Resources	Work
Development process	0.5 day	6/14/2019	6/14/2019		16 hrs
Task1	0.5 day	6/14/2019	6/14/2019	John[200%];Bill[200%]	16 hrs

In both cases, the work value has remained fixed at 16 hours.

Fixed Duration tasks

In a **Fixed Duration** task, when you change the task's Units or Work value, MindView recalculates the other value accordingly.

- If for instance you increase the percentage of availability of the resource (units), the work value will be recalculated and increased accordingly.
- If you increase the task's work value, the percentage of availability of the resource (units) is recalculated and increased accordingly.



You can still change the Duration value of Fixed Duration tasks. This task type only defines what happens when you modify the other two values in the scheduling formula, i.e. Units and Work.

Let us consider again a task of one day (**Duration** = 1 day), allocated to John and Bill, each working at 100% of their availability (**Units** = 100%).

The **Work** value of the task is 16 hours (8 hours for John + 8 hours for Bill).

Task Name	Duration	Start	End	Resources	Work
Development process	1 day	6/14/2019	6/14/2019		16 hrs
Task1	1 day	6/14/2019	6/14/2019	John;Bill	16 hrs

- In the first example, we decrease the percentage of availability (units) of both John and Bill to 50%. As the duration value must remain fixed, the work value is decreased automatically to 8 hours.

Task Name	Duration	Start	End	Resources	Work
Development process	1 day	6/14/2019	6/14/2019		8 hrs
Task1	1 day	6/14/2019	6/14/2019	John[50%];Bill[50%]	8 hrs

- In the second example, we increase the work value from 16 hours to 32 hours. As the duration value must remain fixed, the percentage of availability (units) of both John and Bill is increased automatically to 200%.

Task Name	Duration	Start	End	Resources	Work
Development process	1 day	6/14/2019	6/14/2019		32 hrs
Task1	1 day	6/14/2019	6/14/2019	John[200%];Bill[200%]	32 hrs


In both cases, the duration has remained fixed at 1 day.

Summary

The effect of changing units, work and duration on a task of different types can be summarized by the table below:

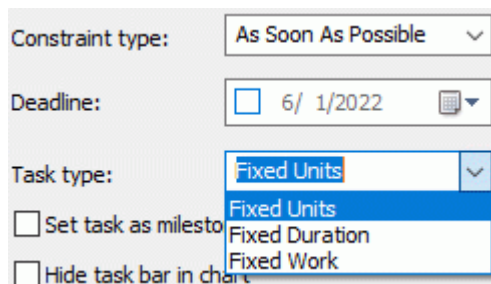
TASK TYPE	If you increase Units	If you increase Work	If you increase Duration
Fixed Units	Duration decreases	Duration increases	Work increases
Fixed Work	Duration decreases	Duration increases	Units decrease
Fixed Duration	Work increases	Units increase	Work increases

Changing the task type

- To change the task type, select the task and choose **View | Task Information**  on the Gantt Tools tab.




You can also open the Task Information dialog by pressing **Shift + F2** or by double-clicking the task bar on the Gantt chart.



- Setting a task type to Fixed Work automatically sets the Effort-driven option. Fixed Work tasks cannot have effort-driven scheduling turned off as their work value must remain fixed. For more information about effort-driven scheduling, see "[Understanding effort-driven scheduling](#)" in the topic "[Assigning resources](#)".

- If you want MindView to apply the same task type to all the tasks of the documents you create, you can specify this in the **MindView Options**. For more information, see "[Setting up your preferences](#)". You can also choose to apply a particular task type only for the new tasks of the open document. To do this, click the **File** tab, choose **Info | Properties** and set the **Default task type** option to your chosen task type.

Using links

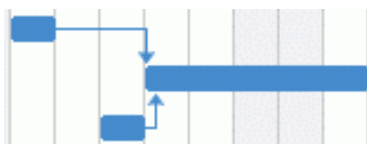
 Project plans normally require tasks to be performed in a specific order. For instance, a publication must be written and proofread before it can be printed. To achieve this, MindView lets you link tasks so that they depend on each other. By default, tasks are linked in a 'Finish to Start' relationship (dependency), which means that the first task you select (the **predecessor** task) must end before the next task you select (the **successor** task) can start, and so on.

This is represented on the Gantt chart by lines with arrowheads joining each task to its successor. The arrowhead indicates the direction of the link: it goes from the predecessor to the successor.



 You can also view task links in the Mind Mapping views. For more information, see "[Viewing links in a Mind Mapping view](#)" below.

A task can have more than one predecessor. In this case its start date is determined by the predecessor link that gives it the latest start date. As dates and times change during the course of the project, the predecessor link that determines the start date of the task may also change.




Similarly, a task can have several successors. In this case the task determines the start date of all its successor tasks.




When you are scheduling a project plan from its start date (see "[Defining the global project settings](#)"), MindView calculates the end date of the project automatically, on the basis of the task durations, the task dependencies and the project calendar.

The possibility of linking tasks in this way is what makes project management software particularly powerful: you can change the duration of one or more tasks, add a task or remove a task from a chain of linked tasks, and all the dates are recalculated automatically so as to maintain the task dependencies you have defined.

 If your project contains manually scheduled tasks, and you do not want any changes to the links between those tasks and their predecessors to have an impact on them, you can disable the option **Update manually scheduled tasks when editing links** in the MindView Options dialog. For more information, see "[Setting up your preferences](#)".

Linking tasks

You can link tasks in the following ways:


- Select the tasks to be linked, in the order you want them to be linked, by Shift-clicking them (for contiguous tasks) or Ctrl-clicking them (for non-contiguous tasks), then click the **Link** icon  on the Gantt Tools tab.





*You can also just press **Ctrl + F2**.*

- Place the pointer on the bar of the predecessor task. When it changes to an icon with four arrows, drag the pointer downwards (or upwards) until a line emerges from the task bar and a link icon appears under the pointer. Continue dragging until the line reaches the bar of the successor task and release the mouse button.



- Select the task to be linked to. Click its **Predecessors** cell in the Gantt Outline and type the entry number(s) of the predecessor task(s). Separate multiple numbers by semi-colons.
- Select the task to be linked to and choose **Task Information**  on the Gantt Tools tab to open its Task Information dialog. Click the Predecessors tab and select the predecessor task(s).

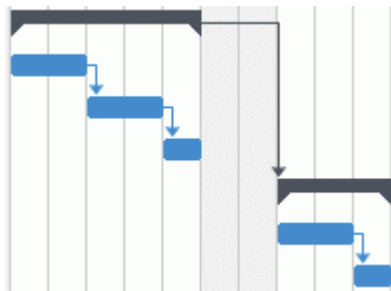
 You can also open the Task Information dialog by pressing **Shift + F2** or by double-clicking the task bar on the Gantt chart.

 All these methods create the default task relationship, namely 'Finish to Start'. See below to find out how to create other types of relationships.

In the example below, the proofreading task (successor) has been linked to the writing task (predecessor). The proofreading task cannot start before the writing ends. If the writing task is delayed or takes longer than planned, the start date of the proofreading task is recalculated automatically so that the task relationship is always maintained.



You can link summary tasks in the same way as other tasks, but not to one of their own sub-tasks. Linking a summary task to another summary task has the same effect as linking its last sub-task to all of the sub-tasks in the other summary task. To make your project plan easy to read, it is usually best to link summary tasks only to summary tasks and sub-tasks to sub-tasks (within the same summary task), like this:




Alternatively, you may prefer to restrict linking to regular tasks. Links from summary tasks to regular tasks tend to confuse the display.


 A summary task can only be linked to its predecessors with a 'Finish to Start' or 'Start to Start' relationship.

Unlinking tasks

You can unlink tasks in the following ways:

- Select the tasks by Shift- or Ctrl-clicking them, then click the **Unlink** icon  on the Gantt Tools tab.


 You can also just press **Ctrl + Shift + F2**.

- On the Gantt chart, right-click the link you want to remove and choose **Edit Link** in its local menu. This opens the Task Information dialog. Select the predecessor task you want to remove and click Delete.
- Select the task whose predecessors you want to remove. Click its **Predecessors** cell in the Gantt Outline and delete the number(s) of the predecessor(s) you want to remove.
- Select the task whose predecessors you want to remove and choose **Task Information**  on the Gantt Tools tab to open its Task Information dialog. Click the Predecessors tab, select each predecessor task you want to remove and click Delete.

Defining lead or lag time

By adding a **lead** or **lag** time you can extend a link backwards or forwards so that the successor task starts earlier or later than it otherwise would. For a default 'Finish to Start' link, this either introduces an overlap (lead time), so that the successor task starts before its predecessor ends, or it introduces a delay (lag time) that makes the successor task start some time after its predecessor ends.

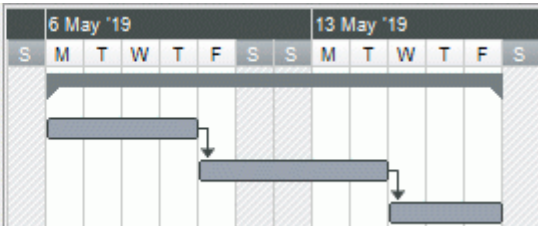
When planning the production of a marketing brochure for instance, you could use lead time to make the creation of artwork start a few days before the writing phase is over. The two tasks are however still linked, which means that a delay of the writing phase will also delay the creation of the artwork.

- Select the successor task and choose **Task Information**  to open its Task Information dialog.
- Click the **Predecessors** tab.
- In the **Lag** column for the task, enter the appropriate lead or lag time. A positive value indicates a lag time (a delay); a negative value indicates a lead time (an overlap). You can follow the number with letter(s), for example w for weeks, as described in the paragraph "[Entering a task duration](#)" in "[Entering and editing tasks](#)".

You can also enter percentage values, for example if you enter "-25%" the task will start 75% of the way through the predecessor task. Note that percentages relate to the duration of the predecessor task.

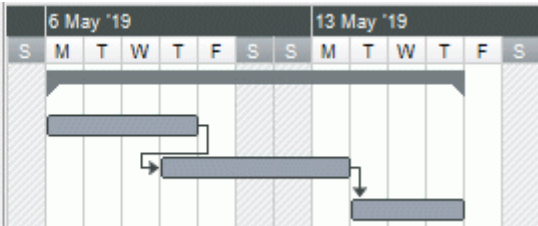
In the following example, we start with three linked tasks (to save space, the Start and End columns are not shown):

Task Name	Duration	Predecessors
Painting work	10 days	
Prepare surface	4 days	
Undercoat	3 days	2
Top coat	3 days	3



Notice that the Predecessors column shows the number of each task's predecessor. Experience shows that we can actually start applying undercoat when surface preparation is three quarters complete, in other words when only 25% remains to be done. To give the desired overlap (lead time) we enter a lag of -25%, as described above:

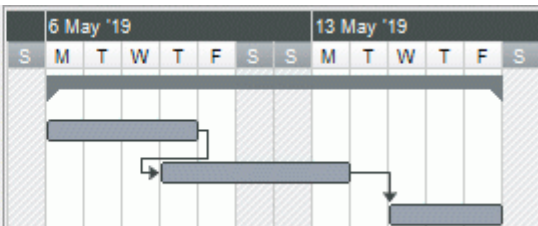
Task Name	Duration	Predecessors
Painting work	9 days	
Prepare surface	4 days	
Undercoat	3 days	2FS-25 %
Top coat	3 days	3



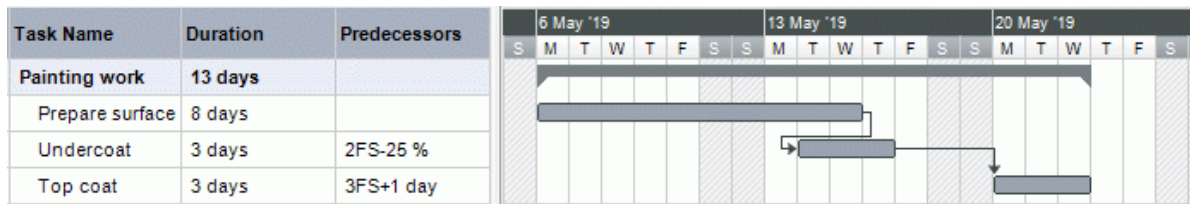
Because surface preparation has currently been allocated 4 working days, the undercoat task starts after the third working day. As usual, no work is scheduled during non-working days. Notice that the **Predecessors** column now includes the type of link (FS, or 'Finish to Start'), and the amount of lead time (-25%).

Now we want to allow a 1-day gap after the undercoat task to ensure that the undercoat is fully dry before the top coat is applied. To give the desired delay we enter a lag of 1 day, as described above:


Task Name	Duration	Predecessors
Painting work	10 days	
Prepare surface	4 days	
Undercoat	3 days	2FS-25 %
Top coat	3 days	3FS+1 day



If we now have to change the duration of the surface preparation task to 8 days, everything moves out. However, the 25% overlap (which now represents 2 working days) and the 1-day delay are preserved:




Although the example above shows tasks linked by the default 'Finish to Start' relationship, you can apply lead or lag time to any type of task relationship.

 Moving linked bars by dragging does not set lead or lag times, but instead sets constraints which override the linking. See "[Using constraints](#)" for more information.


Using other task relationships

MindView supports four different relationships (dependencies) between tasks:

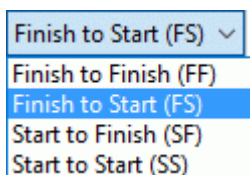
- **Finish to Start (FS) - the default:** The task cannot start before its predecessor ends, although it may start later. This is the most common type of relationship and the only link you can create by clicking the Link icon , as described above. Typically, the successor starts as soon as the predecessor is complete. You can introduce an overlap or delay by using lead and lag times, but still, if the end date of the predecessor task moves, so will the start date of the successor.
- **Start to Start (SS):** The task cannot start until the predecessor starts, although it may start later. This can be useful if you have a task whose start date depends on the start date of another task.
- **Finish to Finish (FF):** The task cannot end before the predecessor ends, although it may end later.
- **Start to Finish (SF):** The task cannot end before the predecessor starts, although it may end later. This task relationship is rarely used.

To change the relationship between two tasks:

- Select the successor task and choose **Task Information**  to open its Task Information dialog.

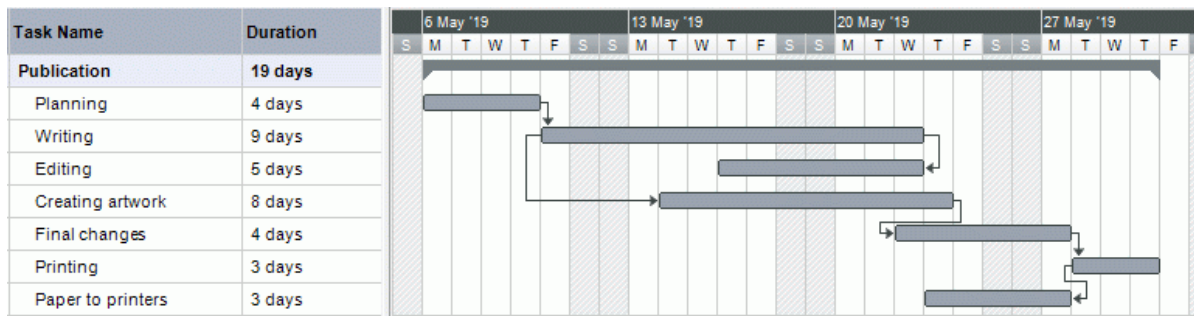
 You can also just double-click the link between the predecessor and the successor task on the Gantt chart.

- Select the predecessor on the **Predecessors** tab.
- In the **Type** column, select the new relationship type.



Example

The following project plan for the preparation of a publication illustrates all these kinds of relationships.



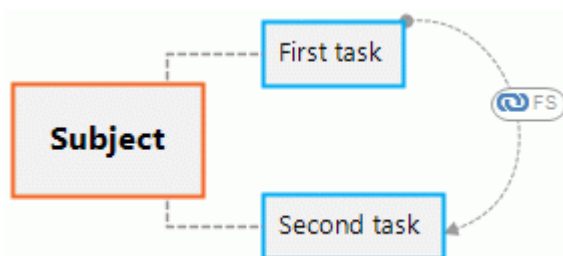
In this example:


- The writing task follows on directly from the planning task. If the end date of planning changes, so will the start of writing. This is the normal **Finish to Start** relationship.
- The editing task starts some way through the writing task. The writers and the editors work together as a team until the text is complete. Their tasks effectively end at the same time. 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.

Viewing links in a Mind Mapping view

When you have defined a task link in the Gantt view, you can view it in the Mind Mapping views (Mind Map, Top Down and Left/Right). Task links are displayed as lines connecting the two topics representing the linked tasks. By default, a label indicating the task relationship is shown next to the connection line.



 Task link connections are not visible by default, but you can display them using the **Topic Data** command on the View tab. For more information, see "[Viewing a mind map](#)".

Task link connections shown in the Mind Mapping views are similar to topic connections, and you can edit them in a similar way:

- You can use the Format tab and the Properties dialog to format a task link connection.

- You can change the curve of a task link connection.
- You can delete a task link connection. Please note that by doing so, you delete the task link entirely (in all views including the Gantt view), not just the connection line.

For more information on these editing options, see "[Creating topic connections](#)" and "[Task link connection properties: General](#)". See "[Using the Properties dialog](#)" for a general description of the Properties dialog.



If your map also contains topic connections, it is advisable to format the task link connections differently to make it easier to differentiate between the two types of links.

Using constraints



Constraints are only relevant for automatically scheduled tasks. For information about manual task scheduling, see "[Using scheduling modes](#)".

Constraints define the degree of flexibility available to MindView when scheduling or rescheduling a task by imposing restrictions on its start or end date.


MindView supports 8 types of task constraints, offering different degrees of flexibility.

Constraint types

Two "constraints" are actually so flexible that they are not generally regarded as constraints at all:

- **As Soon As Possible (ASAP):** This is the default constraint when you schedule your project from its start date, as is normally the case (see "[Defining the global project settings](#)"). You should try to keep this default whenever possible as it gives MindView the most scheduling flexibility. If you apply this constraint to an unlinked task, the task will be scheduled to start at the project start date. If you apply it to a linked task, it will start as soon as the dependencies with its predecessor tasks will allow.
- **As Late As Possible (ALAP):** This is the default constraint when you schedule your project from its end date. If you apply this constraint to an unlinked task, the task will be scheduled so that its end date coincides with the end date of the overall project. If you apply it to a task linked to a successor task, the task will be scheduled to end when the successor needs to start. On the whole, you should avoid this constraint as it does not leave any slack time to deal with possible problems. Any delay on the task is likely to impact the overall end date.

The following constraints all restrict MindView's flexibility when scheduling tasks. Although you might be tempted to use them if you are new to project management, you need to make sure you understand the implications. Keeping their use to a minimum (especially the last two) will allow you to take full advantage of MindView's automatic scheduling possibilities.


- **Start No Earlier Than (SNET)** : This means that the task, whether linked or not, may not start before the given date. However, MindView still has the flexibility to start the task later than the given date.



If you change a task's start date, for instance by typing a new date in the Gantt Outline or by moving its task bar on the Gantt chart, this constraint is automatically applied.




If you drag a linked task backwards, a SNET constraint is set for the start date corresponding to the new position of the task bar, but the bar immediately moves back to its original position. This is because the start date determined by the link comes later than the SNET date. The SNET date is therefore applied, but does not change the original scheduling of the task.

- **Start No Later Than (SNLT)** : This means that the task, whether linked or not, may not start later than the given date. However, MindView still has the flexibility to start the task earlier than the given date.





When you are scheduling your project from its end date, changing a task's start date automatically applies this constraint.



- **Finish No Earlier Than (FNET)** : This means that the task, whether linked or not, may not end before the given date. However, MindView still has the flexibility to end the task later than the given date.



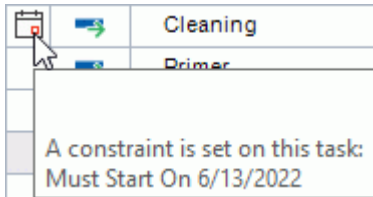
If you change a task's end date, this constraint is automatically applied.


- **Finish No Later Than (FNLT)** : This means that the task, whether linked or not, may not end later than the given date. However, MindView still has the flexibility to end the task earlier than the given date.

 When you are scheduling your project from its end date, changing a task's end date or moving its task bar on the Gantt chart automatically applies this constraint.


- **Must Start On (MSO)**  : This rigid constraint means that the task, whether linked or not, must start on the given date. Even if the preceding task is completed earlier, MindView cannot pull in the constrained task to take advantage of the time gained.
- **Must Finish On (MFO)**  : This rigid constraint means that the task, whether linked or not, must end on the given date. As above, even if the preceding task is completed earlier, MindView cannot pull in the constrained task to take advantage of the time gained.

When you apply one of these constraints to a task, a constraint icon appears next to its name in the Gantt Outline. Hovering this icon with the mouse displays a tooltip with details about the constraint.



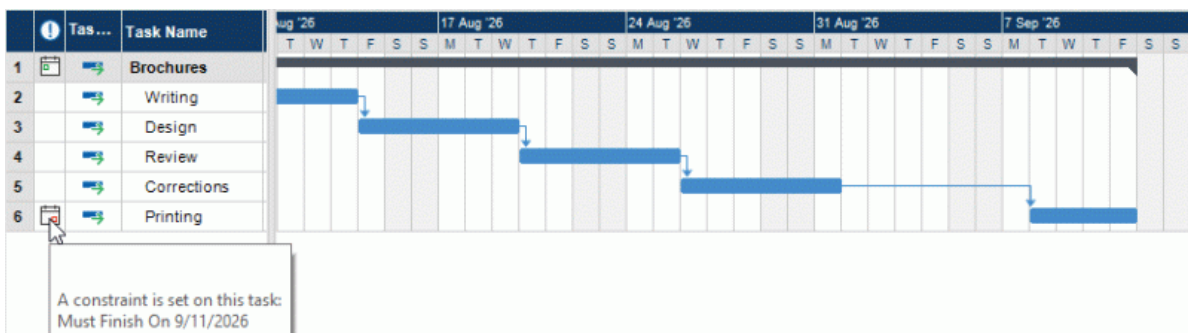
 If you decide to apply one of these constraints to a task, it is good practice to attach a note or a comment to the task to explain why you did so. If the constraint causes scheduling conflicts later on as your project evolves, you will be able to refer to the note to decide whether to keep the constraint, change it or remove it altogether. Such notes also allow you to distinguish easily between the tasks you have constrained yourself deliberately and the tasks you may have constrained inadvertently by moving their task bar or editing their start or end date manually.

You can sometimes avoid using constraints by setting deadlines instead (see "[Setting deadlines](#)" in the topic "[Enhancing a project plan](#)"). If you have an important date to meet, it is usually better to set a deadline on the task rather than a constraint such as 'Must Finish On'. Not only this type of constraint restricts MindView's scheduling flexibility, but it may in fact increase the likelihood of missing the deadline, as the example below shows.

 The effect of a constraint is not always obvious when you schedule your project plan from its end date, so take care to check that it does give the result you want.

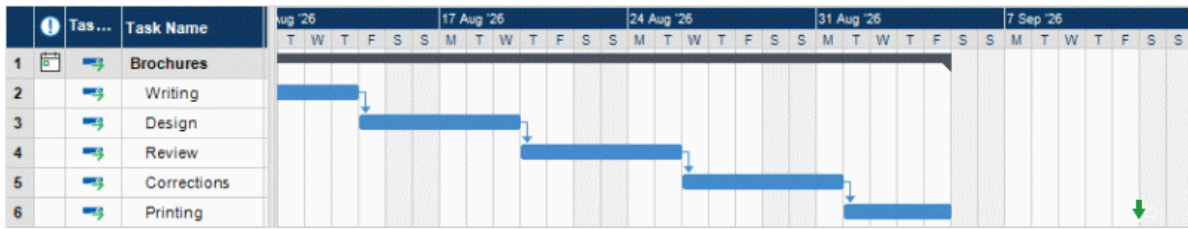
Example

The following example shows some tasks in the preparation of a brochure for a mail shot. The mail shot is scheduled for September 14th. The tasks are linked, but we have set a 'Must Finish On' constraint on the printing task for September 11th, the latest date that will allow the mailing to go ahead on the following Monday, September 14th. The constraint, as usual, overrides the link. By setting a 'Must Finish On' constraint for September 11th, we have effectively moved the task out so that it ends exactly on September 11th, regardless of whether it could have been completed earlier or not.



The problem with this is that if the printing task takes longer than expected, the mailing date will be missed. It would be much better to take advantage of the unused time after the end of the corrections task to get started with printing. However, we still need to keep an eye on the September

11th deadline. To do this, we remove the constraint from the printing task, so that the link will determine its start date, and add a deadline marker instead.

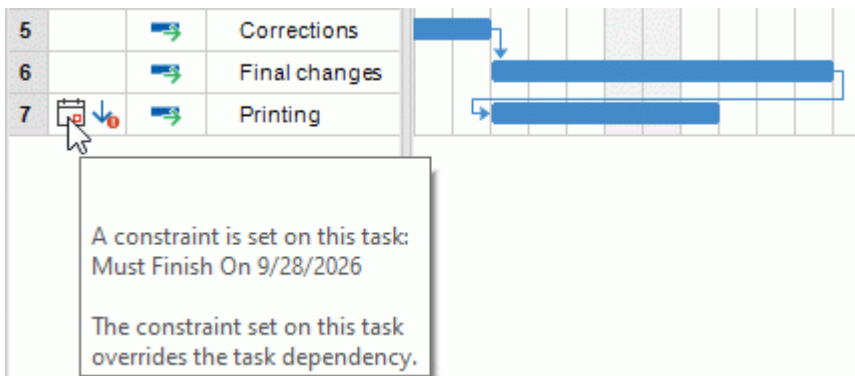



Now there is a useful gap between the end of printing and the deadline, and the deadline is clearly indicated. The printing task is now much less likely to appear on the critical path, and the deadline indicator will warn us if the task moves past its deadline.

Interaction between task dependency links and constraints

Constraints combine with task dependency links to affect the timing of tasks. In some cases, applying a constraint to a task in addition to a task relationship may create a scheduling conflict. When such a conflict arises, the constraint always takes precedence over the task dependency.

Let us consider the example below. Here the "Print" task is linked to the "Final changes" task with the default 'Finish to Start' relationship. The "Final changes" task ends on Oct 1st. In normal circumstances, this would mean that the "Print" task cannot start before Oct 2nd. However, because you imperatively need the printed materials on Sept 28th for a training session, you have set a 'Must Finish On' constraint on the "Print" task for Sept 28th, as evidenced by the constraint indicator. Since the constraint set on a task always overrides any relationship it may have with other tasks, the start date of the "Print" task has been rescheduled automatically to end on Sept 28th.



In this case the constraint has led to an illogical relationship with the predecessor task: printing is now scheduled to start before final changes are complete. Note that MindView conveniently flags this as a possible problem using the  icon, which shows that a link has been overridden by a constraint.


If you later decide to remove the constraint, for instance because the training session has been postponed, the task dependency link is enforced again, as shown here:



For more information about how to detect and solve potential scheduling conflicts, see "[Reviewing a project plan](#)".

Setting a constraint

You can apply a constraint to a task as follows:

- Select the task and choose **Task Information**  to open its Task Information dialog.
- Select the constraint type. For constraints other than 'As Soon as Possible' or 'As Late As Possible', you also need to set the constraint date required.

Constraint type: Constraint date: 10/ 2/2020

As mentioned above, changing a task's start date by editing it in the Gantt Outline or moving its task bar on the Gantt chart applies a 'Start No Earlier Than' constraint automatically (assuming you are scheduling from the project start date). Changing a task's end date applies a 'Finish No Earlier Than' constraint.

When scheduling from the end, changing a task's start date applies a 'Start No Later Than' constraint. Changing a task's end date applies a 'Finish No Later Than' constraint.

- To remove a rigid constraint, select 'As Soon as Possible' in the **Task Information** dialog (or 'As Late As Possible' if you are scheduling from the end).

Enhancing a project plan

There are various things you can do to make your project plan easier to use. For example:

- You can add explanatory notes to tasks. This is especially useful for tasks that have constraints. Constraints override links and can lead to illogicalities or schedule conflicts in the plan, so you will need to keep an eye on them.
- You can highlight the critical path in order to see at a glance the tasks that are currently directly affecting your project end date.
- You can set milestones or deadlines to mark key dates.
- You can give tasks priorities.
- You can show a percentage completion for any task, visible on the task bar.
- You can prevent some tasks from appearing on the Gantt chart by hiding their task bar.
- You can make some tasks inactive, so that they no longer affect the scheduling of the project.
- You can customize the display of the project plan on the Gantt chart.
- You can save one or more project baselines for future use.

All these operations are described in detail below.

Adding notes

You can add notes and comments to any task, just as in all the other MindView views. See "[Inserting text notes](#)" and "[Inserting comments](#)".

Viewing the critical path

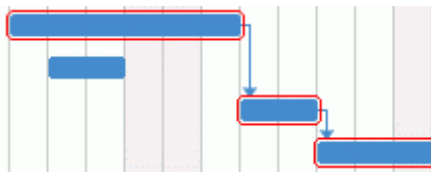
In a project plan, the critical path corresponds to the tasks or chain of linked tasks that cannot be delayed without delaying the entire project. A task lies on the critical path if a change to its start date or duration affects the end date of the project (or the start date if you are scheduling from the end of the project).

Keeping a close eye on the status of your critical tasks at any time is therefore key to good project management. If the overall project duration is too long, the only way to make it shorter and bring in its end date is to shorten the critical path.

- To toggle the critical path on or off, click **Show Critical Path**  on the Gantt Tools tab. Tasks on the critical path are highlighted in red.



You can change the color used to highlight the critical tasks from the Properties dialog. See "[View properties: General](#)" for more information.



Setting milestones

A milestone is a task with zero duration. It appears on the Gantt chart as a solid diamond. Milestones are generally used to indicate important dates on the project plan, often key events or goals. For example, you might use milestones to mark desired completion dates, or project review meetings.




As with any task, a milestone can be linked to other tasks. However, milestones are generally used as fixed markers and are therefore not normally linked.

To enter a milestone:

- Create a task and give it a duration of 0.

To convert a task to a milestone:

- Select the task and give it a duration of zero, or
- Select the task and choose **Task Information**  on the Gantt Tools tab to open its Task Information dialog. Check the option **Set task as milestone**.

To convert a milestone to a task:

- Select the milestone and give it a non-zero duration.

Setting deadlines

You can add a deadline marker to any task. This does not affect any of MindView's Gantt calculations, but places a visible marker on the Gantt chart as a reminder.



If the task end date moves past the deadline, a missed deadline icon appears in the Indicators column of the Gantt Outline.




To add a deadline to a task:

- Select the task and choose **Task Information**  to open its Task Information dialog. In the **Deadline** field, select the deadline date.

To remove a deadline from a task, you open the Task Information dialog again and remove the check mark from the Deadline field.

Assigning priorities

You can assign a priority to a task in the following ways:

- Select the task and choose **Task Information**  to open its Task Information dialog. Enter a priority number in the **Priority** field.
- Select the task. On the **Task** panel, enter a priority number in the **Priority** field.








Priorities can range from 0 to 1000, where 0 is lowest and 1000 is the highest priority. You do not need to use the full range of this scale but can use any range convenient, for example from 1 to 10.

Setting completion values

You can indicate the progress that has been made towards completing a task by entering a % completion value. A thick line on the task bar indicates progress.



You can enter or modify a % completion value for a task in the following ways:

- Select the task and use one of the **Completion Level** icons      of the **Gantt Tools** tab.
- Move the cursor to the left of the task bar (or to the right end of the completion line if the task already has a completion value) until it changes to  and drag rightwards or leftwards until the appropriate completion position is reached.
- Select the task and choose **Task Information**  to open its Task Information dialog. Select a value in the **Completion (%)** field.
- Select the task. On the **Task** panel, select a value in the **Completion (%)** field.

Hiding the bar of a task

If you are working on a large project plan, with many tasks, you might want to hide some of the task bars from the Gantt chart to improve its legibility and allow you to concentrate on some of the more important tasks.

To prevent the bar of a task to be displayed on the Gantt chart:

- Select the task and choose **Task Information**  to open its Task Information dialog. Check the option **Hide task bar in chart**.



The task stays listed in the Gantt Outline, but its bar is no longer shown in the Gantt chart.

Making a task inactive


If you want to keep a task in your project plan, but prevent it from affecting its scheduling, you can make it inactive. This can be useful for instance if you are forced to remove some tasks from your project for budget or deadline reasons, but want to keep a record of them, in case you may be able to re-introduce them later if you get additional funding or extra time.

Once inactive, a task is no longer taken into account by the scheduling engine, which means that its dates, duration and any resources allocated to it no longer have any impact on any of the other tasks of the project plan.


You can inactivate a task in different ways:

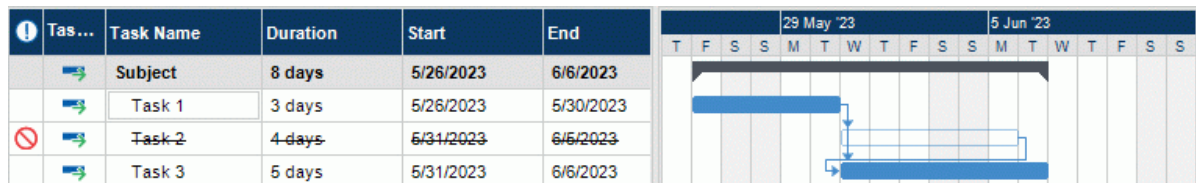
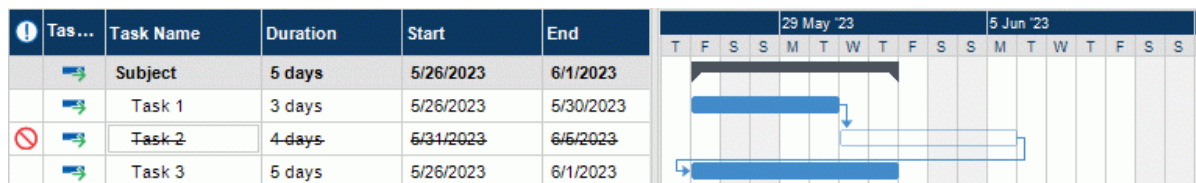
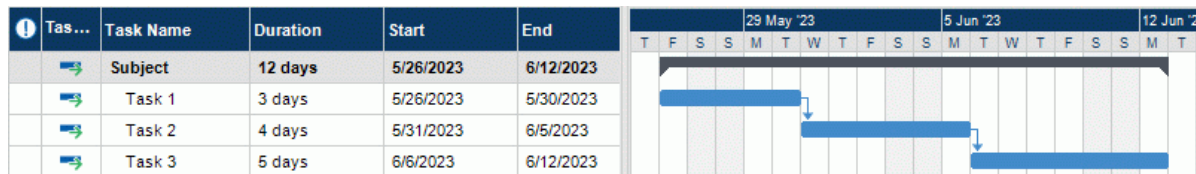
- Select the task and click the **Inactivate Task** icon  of the **Gantt Tools** tab.
- Select the task and choose **Task Information**  to open its Task Information dialog. Check the option **Inactive**.
- Right-click the task name in the Gantt Outline and choose **Inactivate Task** in its local menu.

To reactivate an inactive task, just repeat one of these operations.

Inactive tasks are identified by a special indicator  in the Gantt Outline. The task names are crossed out in the Gantt outline, and their task bars are transparent on the Gantt chart.

 Inactivating a summary task automatically inactivates all its sub-tasks.

 *Be careful when inactivating a task that is linked to other tasks. If you inactivate a task with successors, the successors will be re-scheduled as if that task had been deleted. If you want to keep the link between two tasks after inactivating their connecting task, you will need to re-link the two tasks manually.*



Customizing the Gantt chart display

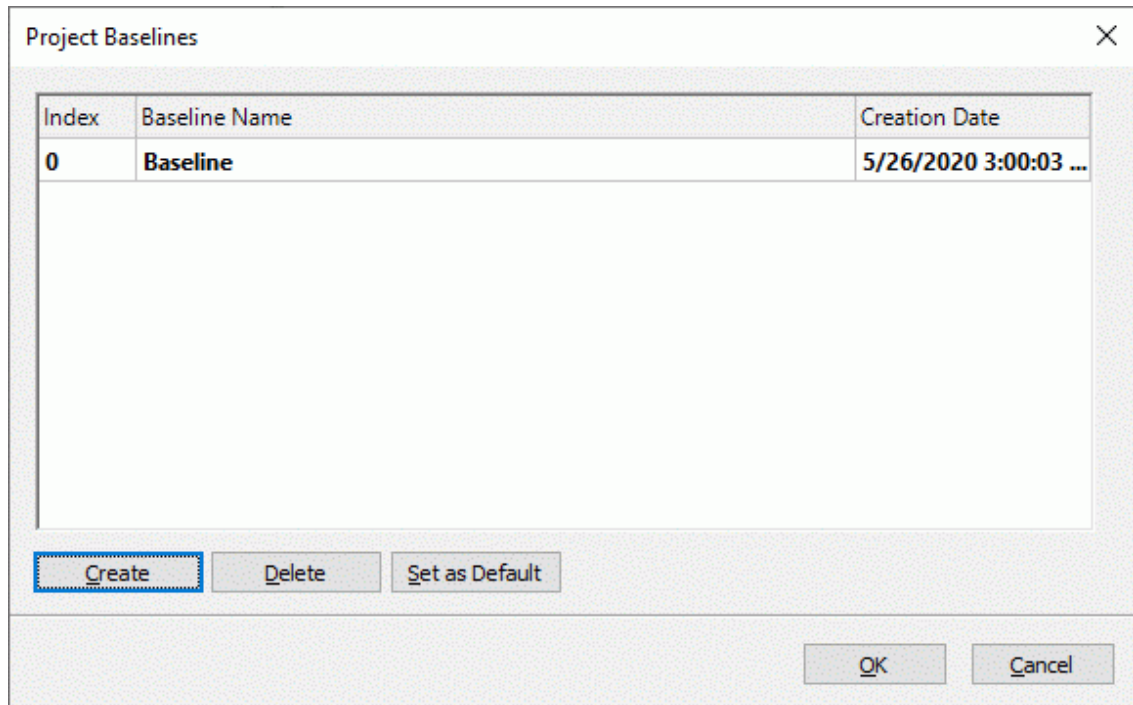
For more information about this, refer to the paragraph "Customizing the Gantt Chart" in the topic "[Using the Gantt view](#)".

Saving a project baseline


Once your project plan is ready, you can save a project baseline. A baseline is a snapshot of your project including the original scope, cost and schedule. Saving an accurate baseline before the

project starts (in other words, before any work has been done on it) gives you a reference point for tracking project progress later.

- Choose **Gantt Tools | Project | Project Baselines** , and click **Create**.



- (Optional) Click the baseline name to edit it.
- If you have created more than one baseline, select one baseline as the default by selecting it in the list of baselines and clicking **Set as Default**.

 This is important if you use project reports to track project progress or use calculation functions that rely on information from the selected baseline. For more information, see "[Creating project reports](#)", "[Inserting calculation values](#)" and "[List of calculation functions](#)".

You can create as many project baselines as you want, but be aware that adding many baselines will increase the file size of the mind map.

For more information about project baselines and tracking project progress, see "[Reviewing a project plan](#)".

Reviewing a project plan

It's a good idea to review your project plan regularly in order to locate conflicts or other problems. You can then make appropriate changes to remove them.

Checking deadlines

Have any tasks overshoot their deadline? If so, you will see warning markers in the Indicators column:



To overcome the problem, you may need to reschedule tasks. Alternatively, if the overshoot is acceptable, you can change the deadline by opening the Task Information dialog (double-click the task bar) and assigning a new date. To remove the deadline altogether, remove the check mark from the Deadline field.

Checking the project end date

Is the project on course? Check that the end date of your project looks reasonable.

When you are scheduling a project plan from its start date (see "[Defining the global project settings](#)"), MindView calculates the end date of the project automatically, on the basis of the task durations, the task dependencies and the project calendar.


You can check the project end date in several ways:

- View the end date of the first task in the project plan, either in the Gantt Outline or in the Gantt chart. This is the root summary task that covers the whole project.

Task Name	Duration	Start	End
Creating a publication	51 days	9/19/2022	11/28/2022

- View the end date of the last task in the project plan, either in the Gantt Outline or in the Gantt chart.



*If the task bar of the last task is not visible in the Gantt chart, select the task in the Gantt Outline and click **Go to Selected Task**  on the Gantt Tools tab.*

- Choose **Project | Project Information** on the Gantt Tools tab to view the start and end date of the overall project.

If the end date is too late, and the suggestions described in the following paragraphs cannot help, you may need to apply more resources to one or more tasks. For example, if you assign two people rather than one to a task, you should be able to halve its duration.



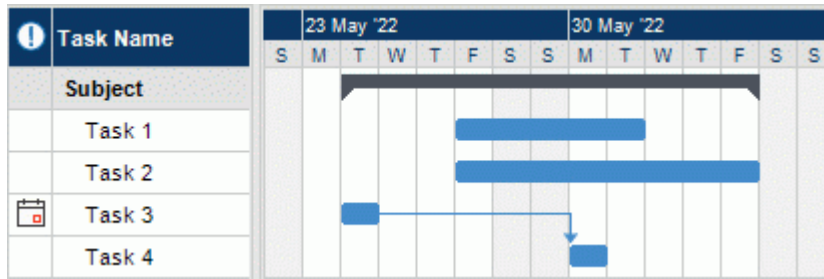
*If the project end date is no longer realistic, and you need to postpone the entire project, you can use the **Move Project** command. For more information, see "[Moving the project](#)" below.*

Checking the project start date

If unconstrained tasks start later than you expect them to, check the project start date (choose **Project | Project Information** on the Gantt Tools tab).

In the following example, Task 1 and Task 2 actually start on the project start date, as they should. However, Task 3 has a 'Must Start On' constraint that is *earlier* than the project start date. This effectively extends the project backwards before its official start date. This also happens when a task is given a lead time that pushes its start date *before* the project start date.

The project start date is nevertheless maintained, and any new task you add is scheduled to start on the official start date.



Checking the dependencies

Are all the links between tasks necessary? By unlinking tasks that don't actually depend on each other, you will make use of all the slack time available, thereby shortening your schedule and maximizing its flexibility.

Alternatively, consider whether some tasks could overlap each other to reduce the overall duration of the project. If so, assign appropriate lead times (see "[Defining lead or lag time](#)" in the topic "[Using links](#)"). Another possibility is to redefine some of your 'Finish to Start' relationships to either 'Finish to Finish' or 'Start to Start' if the logic of your schedule allows it.

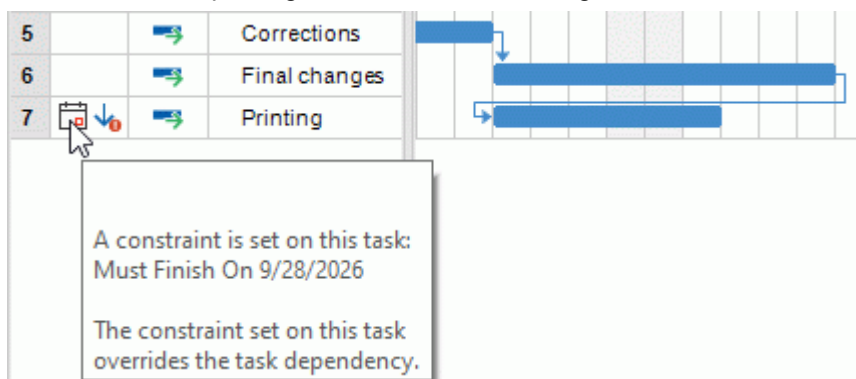
Checking the constraints

Are the constraints working as you expect? Look in the Indicators column of the Gantt Outline for tasks that have constraint markers . If you have been adding an explanatory note to every constraint you set, read the notes to check that your intentions are still being met. And look for tasks that have a constraint but no note: these may have been created inadvertently and be causing trouble.

Do the tasks that have constraints fall where you expect them to? Do they fit logically with the other tasks around them? Check that their start and end dates are neither too early nor too late.

Look for unexpected overlaps or gaps (see below) between linked tasks: often this is caused by a rigid constraint on one or other of the tasks, in which case you should see a constraint marker in the Indicators column. However, remember that overlaps and gaps can also be caused by intentional lead or lag times. Displaying the Predecessors column in the Gantt Outline will allow you to check for the presence of lead or lag time.

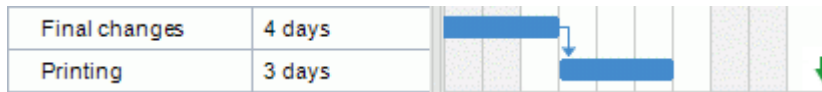
Because constraints override links, they can introduce schedule conflicts, identified by the icon in the Indicators column. For example, in the following case, final changes are taking longer than expected, but the 'Must Finish On' constraint set on the printing task prevents it from moving out. The result is that printing is now scheduled to begin well before the final changes are complete.



To resolve this problem, assuming that you want to maintain the end date of Sept 28th for printing:

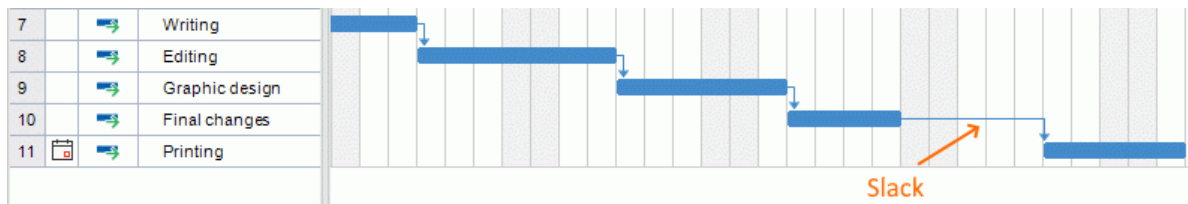
- Double-click the task bar for the printing task to open its **Task Information** dialog.
- Remove the rigid constraint by unchecking the **Constraint** date checkbox and revert to the default 'As Soon As Possible' constraint. The link from "Final changes" will now determine the start of printing.

- In the **Deadline** field, select September 28 to put a deadline marker on the printing task so that you are reminded of the required completion date. The deadline marker is simply a marker: it does not apply a constraint of any sort. Click OK to close the dialog.
- Shorten the time allowed for final changes (or one of its predecessor tasks), for example by assigning more people to the task, so that printing finishes on or before the deadline.



Looking for gaps

Are there any gaps where work could be allocated but has not been? Gaps can occur when a rigid constraint has been applied to a task. The task's predecessor finishes early, leaving a gap (slack time). Because of the constraint, the task cannot move backwards to take advantage of the slack.

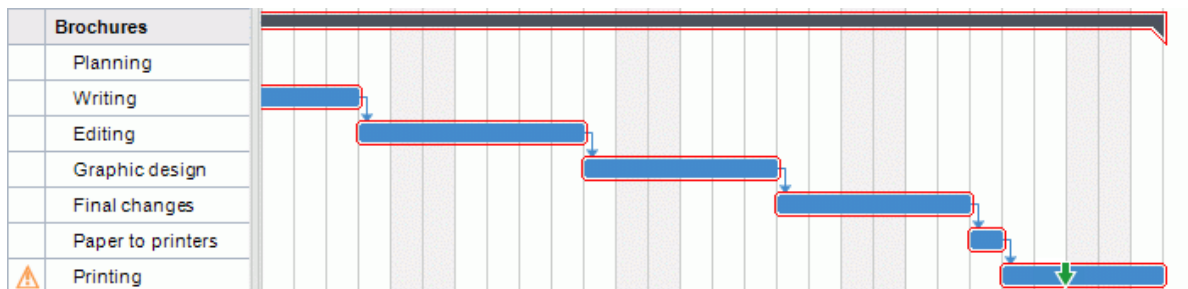


To overcome problems like this, and make use of the slack time, consider removing the rigid constraint and replacing it by the default 'As Soon As Possible'.

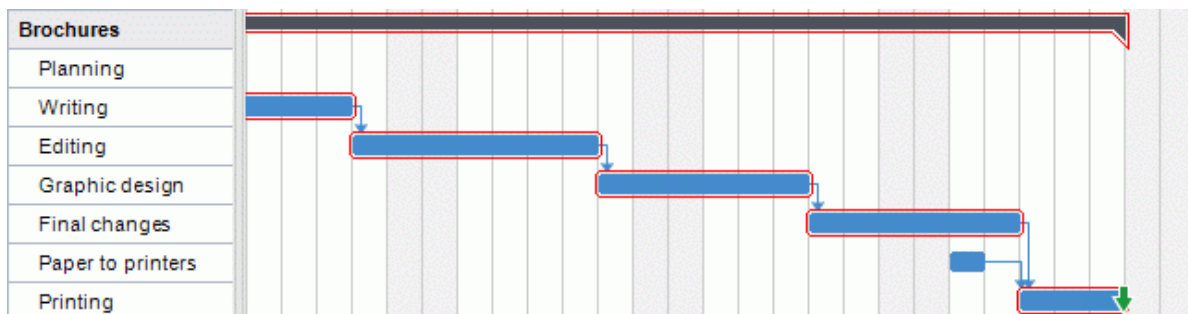
Checking the critical path

Are there tasks on the critical path that should not be there? A task is on the critical path if it directly contributes to the duration of the project. Removing a task from the critical path will shorten the overall project.

- Choose **Show Critical Path** to highlight in red the tasks that are on the critical path.



In this example, the "Paper to printers" task is on the critical path, but actually it could be done in parallel with the other tasks. The printing task is overshooting its deadline (green arrow), hence the exclamation mark indicator. Taking the "Paper to printers" task off the critical path reduces the overall duration of the project and meets the deadline for completion of printing:



Redefining a 'Finish to Start' relationship to either a 'Finish to Finish' or a 'Start to Start' relationship is also a useful way of taking a task off the critical path.

Comparing with a project baseline

If you created a project baseline after setting up the project plan (as described under "[Saving a project baseline](#)" in "[Enhancing a project plan](#)"), you can compare the current status of the project with this baseline.

Viewing the baseline in the Gantt chart

- Choose **Design | Show/Hide | Show Baseline** .

If you have created more than one baseline, select the baseline you want to show on the drop-down.



The selected baseline is now shown as a grey line underneath each individual task, allowing you to quickly see if your tasks are on track, too early or too late as compared with the initial plan.

Defining more baselines to document progress

During the course of your project, it can be useful to create new baselines at regular intervals to document project progress. For example, you might want to create new baselines every week or every month. The updated baselines will show how the project plan has evolved over time, for example as you add, edit, update and remove tasks in the project.

To add more project baselines, follow the procedure described in "[Enhancing a project plan](#)". Remember to select the right default project baseline for use in project reports (see below).



Give your baselines meaningful names (such as "23 March project follow-up") so that you can easily tell them apart and quickly select the right baseline for tracking progress in the Gantt chart.

Using the default baseline in project reports

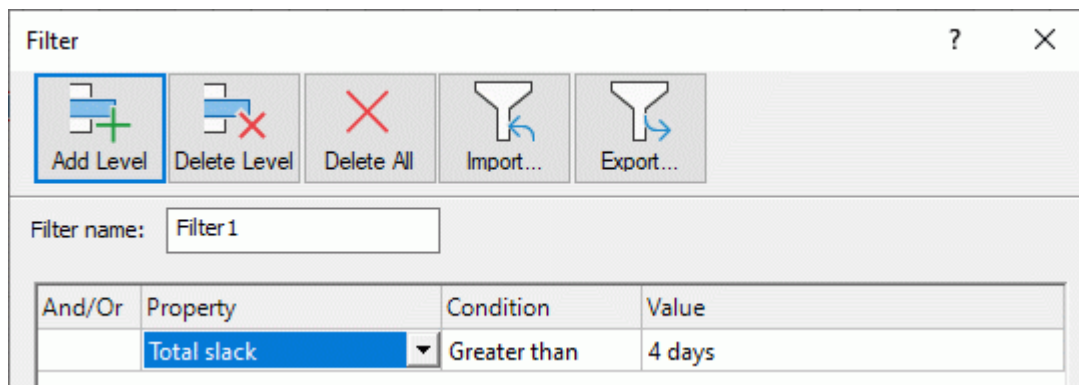
The default project baseline is used for tracking project progress in project reports. For more information, see "[Creating project reports](#)".

Filtering the tasks

One useful way of reviewing a project is to filter its tasks by appropriate criteria. For more information about how to define a filter, see "[Filtering a mind map](#)".

Using the Filter function, you can for instance display only the tasks that have a specific start or end date, duration, deadline, constraint, priority or completion level. You can also filter the project so that it only shows tasks involving particular resources. You can also use the **Conditional Formatting** feature to highlight tasks that meet the filter criteria but still keep the rest of the tasks visible. For more information, see "[Using conditional formatting](#)".

The **Total slack** parameter lets you list only the tasks that are on the critical path (by specifying a value of zero), or tasks that have some slack in them, in other words that could be extended or delayed without affecting the end date of the project. To give an example, the condition "Total slack greater than 4" would only show you the tasks which could be delayed by 5 days or more without affecting the end date of the project. This could be very useful in helping you optimize the resource allocation, for instance by moving resources from tasks that have the most slack to more critical tasks.

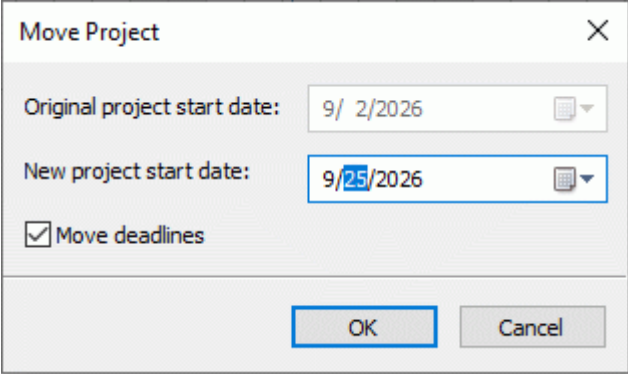


And/Or	Property	Condition	Value
	Total slack	Greater than	4 days


Moving the project

You can move the entire project by selecting a new start or end date. This is a quick way of rescheduling an entire project without having to update each individual task.

- Choose **Gantt Tools | Project | Move Project**.



The screenshot shows a 'Move Project' dialog box. It has a title bar with the text 'Move Project' and a close button (X). The dialog contains two date input fields. The first field is labeled 'Original project start date:' and contains the text '9/ 2/2026'. The second field is labeled 'New project start date:' and contains the text '9/25/2026'. Below these fields is a checkbox labeled 'Move deadlines' which is checked. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

- Select a new project start date.
 -  If the project is scheduled from the project end date, you will have the option to select a new project end date instead. For more information, see "[Defining the global project settings](#)".
- (optional) If you do not want to update project deadlines, deselect the **Move deadlines** checkbox.

The start and finish dates for all project tasks are adjusted to match the new start and end dates.

Exporting a project plan

All the export methods are available when working on a project plan. The export methods that are particularly relevant to project plans are the following:

Creating reports: Choosing this option lets you create a number of different HTML reports, such as Top Level Tasks, Critical Tasks, Tasks in Progress and so on. See "[Creating project reports](#)" for more information.

Export to HTML: This export method is only available when you are viewing your project plan in a view other than the Gantt view. It lets you export your project plan as a standard web site. See "[Exporting to HTML](#)" for more information.

Export to Microsoft Outlook Task List: This allows you to export your project plan as a series of tasks in the Outlook folder of your choice. For more information, see "[Exporting to Microsoft Outlook task list](#)".

Export to Microsoft Project: This allows you to take advantage of Microsoft Project's advanced project management capabilities to develop your project plan further. See "[Exporting to Microsoft Project](#)" for more information.

Export to XML: This method lets you export your project plan in two different XML formats, namely MindView XML and Microsoft Project XML. For more information, see "[Exporting to XML](#)".

Printing a project plan



You can print your project plan in the same way as in the Map views.

MindView enables you to spread your printout on several pages, which is very useful in the case of project plans. Increasing both horizontal and vertical page spread values, for instance, will allow you to create a legible printout of your entire plan, spread over several pages. When printing the Gantt chart, you can also select the date range to be printed.

For a full description of the printing options, see "[Printing a mind map](#)".


Sharing and collaborating

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 Task panel as described in "[Inserting task data](#)", directly from the Backstage 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.

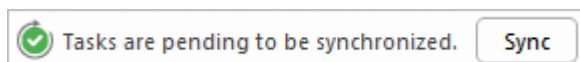
You can create projects in the Task System to organize your tasks, for example to keep school assignment tasks separate from work-related tasks. Task System projects are organizational tools designed to help you keep track of tasks. They cannot be used for project management as in Gantt projects, for 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](#)".

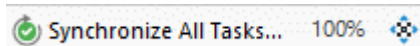
Synchronizing tasks

You must synchronize your tasks with the Task System manually. When you have added or edited one or more tasks and saved your document, but the changes have not yet been synchronized, MindView shows you a reminder at the top of the workspace.




The reminder is also shown as an exclamation point on the **Task Sync** button  on the Share tab.

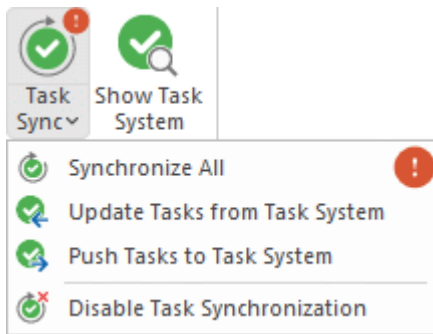
- To synchronize all tasks, choose **Share | Tasks | Task Sync**, click **Synchronize All Tasks** on the status bar, or click the **Sync** button in the reminder shown at the top of the workspace.




- To only synchronize tasks from MindView to the Task System or vice versa, click the arrow at the bottom of the **Task Sync** button and choose the option you want.


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 Task panel for all tasks in the document.*



When tasks are synchronized, all information except task resources is synchronized.

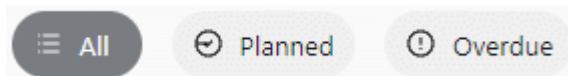
 In Gantt mode, start and end dates are not synchronized from the Task System to MindView. For more information on document modes, see "[Using different views](#)".

 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 Backstage view


- To get a quick overview of tasks assigned to you, choose **File** to open the Backstage view and check the Tasks section in the bottom right corner.

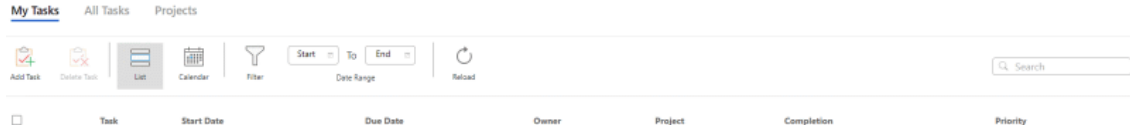
You can click the buttons to show only planned tasks (non-completed tasks with a due date that is equal to or greater than today's date) or overdue tasks (non-completed tasks that were due earlier than today's date).





For more information on the Backstage view, see "[Using the Backstage view](#)".

From the Backstage view, you can also view, edit and delete tasks in the Task System.

- Choose **File | Task System** or **Share | Tasks | Show Task System** .



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.

Add Task

Title

Description:


Start date: Start time:

Due date: Due time:

Priority:

Completion:

Project:

Assign owner:
 

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 from the Task System, and the task was originally created in a MindView document, it is not deleted from that document. However, the **Include in Task System** check box will be unchecked in the Task panel for the document during 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 Backstage view or from MindView Assist.

- To create a project, select the **Projects** tab and click **New Project**.

New Project

Title

- 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.

Understanding online workspaces



An online workspace is a remote site on the web where you can store your documents and access them from any internet-connected computer or device. MindView lets you store your files on several types of online workspace.

In addition to giving you access to your MindView files from anywhere, online workspaces help you work collaboratively. Other users, such as colleagues or fellow students, can also access your documents, provided they have your permission. If you use MindView Drive, you can even collaborate with other users on the same document simultaneously.

For general information on working with online workspaces, see "[Managing online workspaces](#)" and "[Opening and saving online documents](#)".

MindView Drive

This workspace, specific to MatchWare, is closely integrated with MindView. You can access files stored on MindView Drive from the PC version of MindView and from MindView Online. As soon as you have logged into your MindView account as described in "[Logging in](#)", you automatically have access to MindView Drive.

As stated above, MindView Drive lets you collaborate on the same document with other users simultaneously. Changes to the document are saved continuously as you work so that all users can immediately see the changes made. If necessary, you can assign permissions to individual topics of your own shared mind maps so that, for example, only particular users can make changes to particular topics. By combining this permission feature with the Sub-Maps feature, you can efficiently manage document collaboration.

For more information on using MindView Drive, see "[Collaborating on a MindView Drive document](#)" and "[Managing files on MindView Drive](#)"; for more information on the Sub-Maps feature, see "[Creating sub-maps of selected topics](#)".

Other online workspaces

The following online workspaces also allow you to store and open files and folders online, and share them with other users. However, they do not allow simultaneous multi-user editing. When you are working on a file stored on one of these workspaces, it is locked and cannot be accessed by other users while you are working on it.

For more information on managing and sharing files using these online workspaces, and on using the workspaces generally, see the documentation for the workspace in question.

- **Microsoft SharePoint**
- **Google Drive**
- **Microsoft OneDrive**



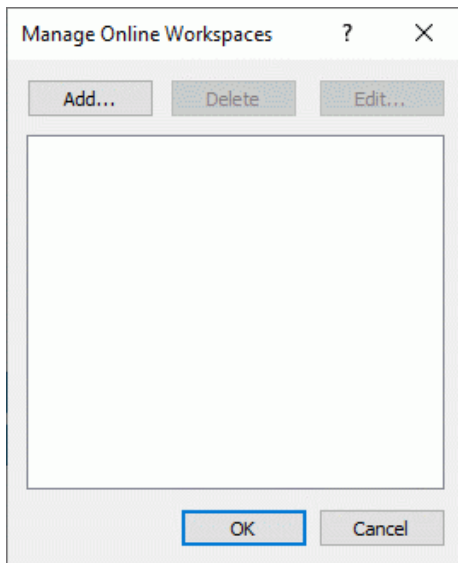
You can also collaborate with others using file synchronization services that synchronize files on your computer with other computers, web sites and devices. As you are creating, editing and saving documents on your own computer and rely on the synchronization service to share the files, such collaboration practices are not covered further by this documentation. See the documentation for the synchronization service used for instructions.

Managing online workspaces

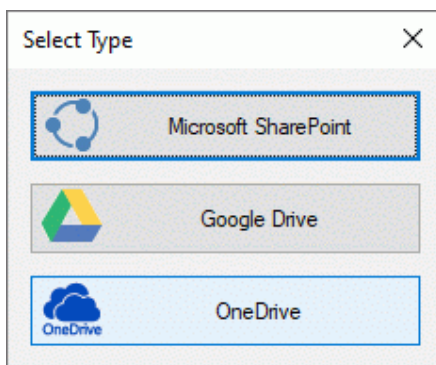
In order to use MindView Drive, all you need to do is log into your MindView account as described in "[Logging in](#)". In order to use other online workspaces, you must provide connection details as described in this topic. All online workspaces that you add in this way are listed so that you can select them when you open or save a document online from the Backstage view or the **Share** ribbon tab.


Adding connection details


- Do one of the following to open the **Manage Online Workspaces** dialog:
 - Click the **File** tab, choose **Open** or **Save As**, and choose **Manage Places**.
 - Click the **Share** tab, choose **Open Online** or **Save Online**, and choose **Manage Places**.




- Click **Add**.
- Select the type of workspace you want to add.



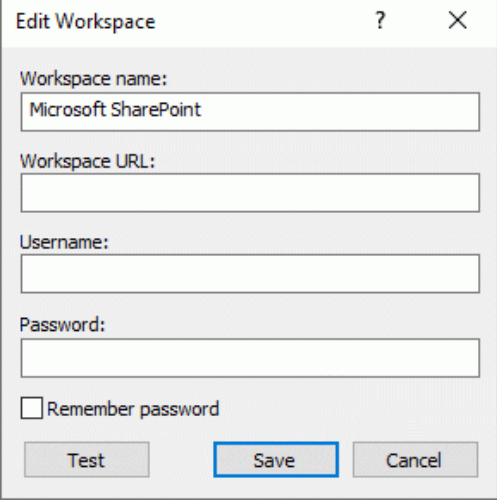
 You can only add one Google Drive or Microsoft OneDrive workspace, as the URL for the workspaces is always the same. By contrast, you can add as many Microsoft SharePoint workspaces as you like, as long as they have different URLs.

 You can also access the **Select Type** dialog directly by choosing **File | Open** or **Save As** and clicking **Add a Place**.

- Enter the required information:
 - For Microsoft SharePoint workspaces, enter the name, URL, user name and password for the workspace. Test the connection by clicking **Test**, and click **Save**.

 Make sure that the URL of the workspace is entered correctly, including the protocol (for example, HTTP or HTTPS). Using the wrong address or protocol may lead to connectivity issues.

- For Google Drive and Microsoft OneDrive workspaces, enter the name for the workspace. You will need to log in from a browser window when you access the workspace to save or open files.





- Click OK.

The workspace is added to your list of online workspaces, and you can access it as described in "[Opening and saving online documents](#)".

Managing or deleting connection details

- Open the **Manage Online Workspaces** dialog as described above.
- Select an existing workspace entry, and click **Edit** or **Delete**.
 - If you click **Edit**, you can edit the name and/or other connection details for the workspace.
 - If you click **Delete**, you will be asked to confirm that you want to delete the workspace.

 Deleting the connection details for a workspace does not delete the workspace itself or the files stored in it.

 To close the connection to MindView Drive, you must log out of your MindView account.


Managing folders or files on an online workspace

While working on a document stored on an online workspace, you can manage your files and folders on that workspace.

- Choose **Share | Online Workspace | Manage Files**.
 - If the document is stored on MindView Drive, you can also choose **File | Manage Files**.
 - You can only access these commands if a document stored on an online workspace is open.

A file and folder management page now opens:

- If the document is stored on MindView Drive, you are taken to the file and folder management page in the Backstage view. For more information, see "[Managing files on MindView Drive](#)".
- If the document is stored on a different online workspace, you are taken to a website on that workspace. For more information, see the documentation for the workspace in question.

 You are always taken to the management page of the online workspace where the currently open file is stored. If several online documents are open at the same time, and these documents are stored on different online workspaces, make sure that you select the right document (by switching to the right application window or by using the Windows Navigator, for example) before clicking **Manage Files**.

Opening and saving online documents



This topic explains how to open MindView documents stored on MindView Drive and other online workspaces and how to save documents on the workspace, whether they were initially located on the workspace or not.

Opening an online document

- Choose **File | Open** or **Share | Open Online**.



You can also open a file stored on MindView Drive by choosing **File | Manage Files** and clicking the row showing the file.

- Choose the relevant workspace. You may have to log in using a web browser.



If the workspace you want to use is not listed, you must log in or add connection details as described in "[Managing online workspaces](#)".

- If necessary, browse to the right folder on the chosen workspace, and select and open the file.

When you are working on an online document, a message reminding you of this is displayed at the top of the workspace.



This is an online document.

Using MindView Drive

The **My Maps** tab on MindView Drive shows your files and folders, and the **Shared With Me** tab shows all files and folders that other MindView Drive users have shared with you, if any. Files created in MindView Online (if any) are also shown and can be opened.

Name	Modified	Sharing
Work projects		
Brainstorm	9/5/2022 08:52 AM	
Project plan	8/30/2022 08:47 AM	

- Locate and click the file you want to open on the **My Maps** or **Shared With Me** tab.

If the file is shared with other users, several users can edit it simultaneously. For more information, see "[Collaborating on a MindView Drive document](#)".

In addition to opening files, you have several management options for folders and files. For more information on these options, and on the tabs shown, see "[Managing files on MindView Drive](#)".



If your documents are hosted on a different online workspace, please see the relevant documentation for information about how to use the interface.

Saving an online document

A document stored on MindView Drive is saved automatically whenever you make a change to it, so you do not need to save it explicitly, unless you want to save it under a different name or to a different folder. For all other workspaces, you need to explicitly save the document.

- Choose **File | Save As** or **Share | Save Online**.
- Select the relevant workspace as described above.
- Select the folder in which to save your document and supply a filename.
- Click **Save**.

Collaborating on a MindView Drive document

Any document stored on MindView Drive can be worked on from within MindView by several people at once, provided that the folder containing the document, or the document itself, has been shared by its owner and that all collaborating users have been given appropriate access rights.

Each time a user makes a change to the document using MindView, the change is automatically saved on MindView Drive and made visible to the other users of the document in MindView. Consequently, all users see the changes made by others as work progresses.

Access rights to MindView documents and folders are managed directly from MindView as follows.

Inviting others to collaborate on an online document from MindView

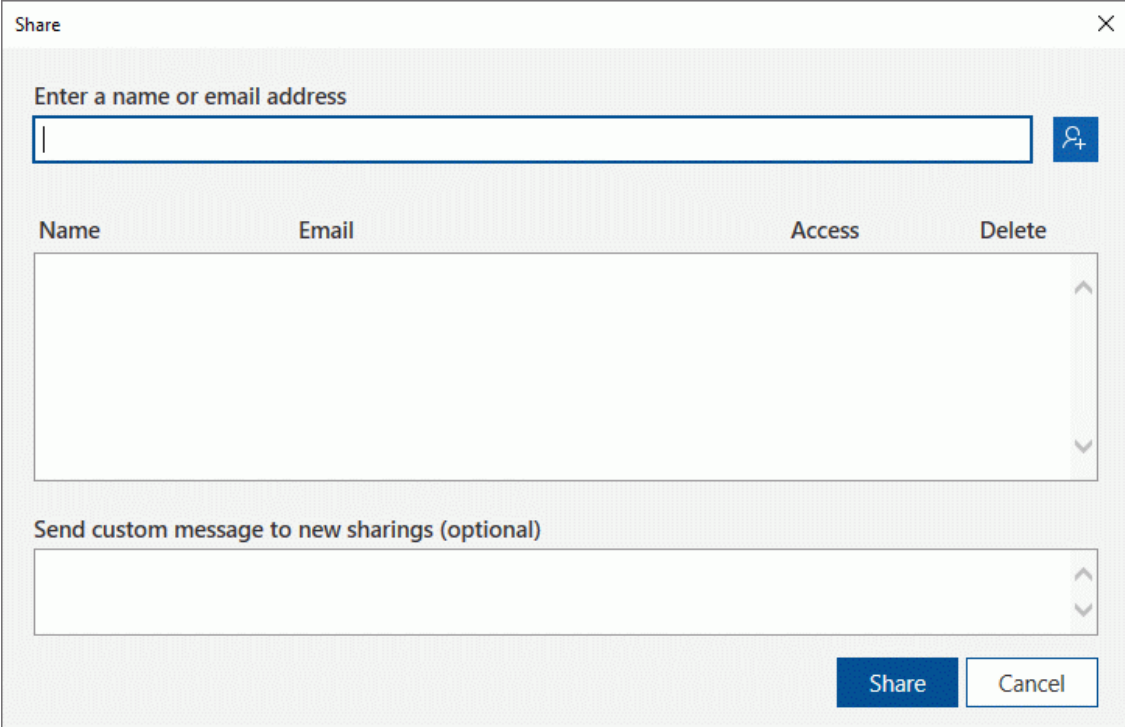


Before you can share a document with other users, you must save it on MindView Drive. In addition, the document must be opened.

- Do one of the following:
 - Choose **File | Share | Share**.
 - Choose **Share | Collaboration | Share**.
 - Choose **File | Manage Files**, and share the file as explained under "[Options for individual folders and files](#)" in "[Managing files on MindView Drive](#)".

If you are not logged into your MindView account, or if the document is not already stored on MindView Drive, you will be prompted to do so before continuing. For more information, see "[Logging in](#)" and "[Opening and saving online documents](#)".

The following dialog appears.




The dialog box is titled "Share" and has a close button (X) in the top right corner. It contains the following elements:

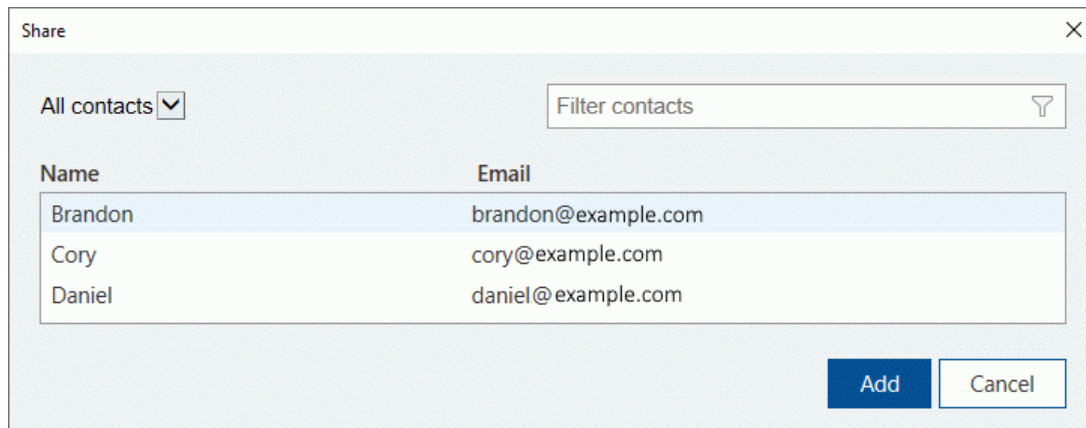
- A text input field with the placeholder text "Enter a name or email address". To the right of the field is a blue square icon with a white person silhouette and a plus sign.
- A table with four columns: "Name", "Email", "Access", and "Delete". The table body is currently empty.
- A text input field with the placeholder text "Send custom message to new sharings (optional)".
- At the bottom right, there are two buttons: a blue "Share" button and a white "Cancel" button with a blue border.

- Do one of the following to share the document with another user:
 - Enter the name or e-mail address of the user in the field at the top of the dialog, and press Enter.



You can only add a user by entering the user's name if that user belongs to the same MindView account as you. If this is not the case, you must add users by entering their e-mail addresses.

- Click the Contact icon  to select one or more users from your MindView account.



You can filter the list of contacts using the **Filter Contacts** field or by clicking the **All Contacts** drop-down and selecting users, groups or all contacts.

- (Optional) Click the **Access** column to select an access level.
By default, users are given Read/Write access to shared files, but you can change this so that a given user only has Read access.
- (Optional) Enter a custom message for the users you have just added.

If you want the users to work on particular sub-maps of your mind map, you can tell them here. For more information, see "[Creating sub-maps of selected topics](#)".

- Click **Share** to share the document with the users listed.

The users invited can now open your MindView document from MindView Drive. If you have given them Read/Write access, they can also edit it as needed.

When more than one user is working on the shared document at the same time, an icon is shown next to the zoom slider on the status bar. You can hold the mouse pointer over the icon to see which users are currently working on the document.

Removing users from a shared document

- To remove one or more users so that the document is no longer shared with them, click **Delete** next to each user, and click **Share**.

Topic locking



In addition to giving other users access to your documents, you can assign permissions to individual topics of your mind map from within MindView, so that only particular users can make changes to particular topics.

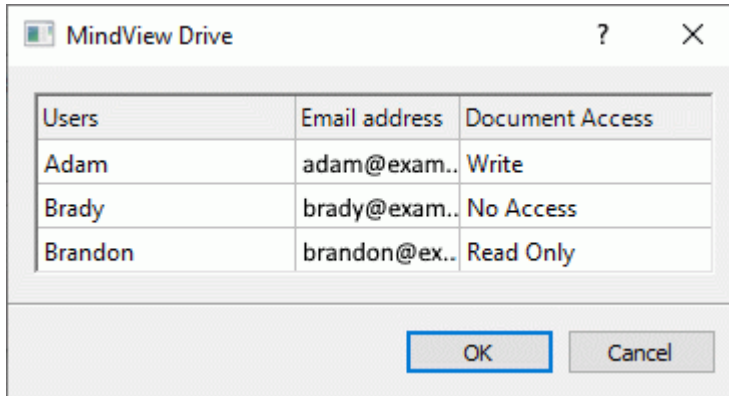
Such restrictions are shown with a Lock icon to the right of the topic label. Moving the pointer over this icon gives you additional information about the editing restrictions in place on the topic.



- Open the document on MindView Drive. For more information, see "[Opening and saving online documents](#)".
- Select the relevant topic.
- Choose **Share | Topic Locking | Manage Locks**.

The **Topic Locking** dialog opens.

- Click **Add** and select the user or users you want to grant specific topic permissions.

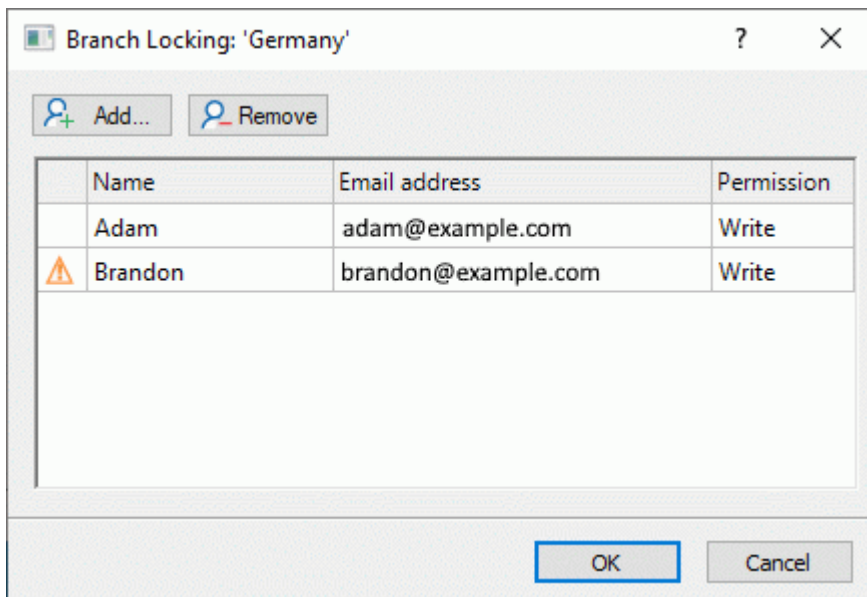


The **Document Access** column shows the access right that each user has to the document itself on MindView Drive. This access right must match the topic permission you intend to give to the selected users. Let us suppose you intend to grant Write permission to user Brandon for the topic. If Brandon only has Read access to the document, you can still grant him Write permission to the topic, but he will not be able to edit that topic until you give him Write access to the document.

- Click OK.
- In the **Topic Locking** dialog, give each user the appropriate permission, **Read Only** or **Write** (read/write). The permissions you assign apply to the topic you selected and all its sub-topics. If you give a particular user Write permission on a topic, all other authorized users (except for yourself as the document owner) are automatically restricted to Read Only permission on that topic. There is therefore no need for you to give them each individually a Read Only permission.


You can of course grant Write permission to that same topic, or some of its sub-topics, to one or more other users individually. By doing so, you allow these users to work on the same topic at the same time, in true multi-editing mode.

As the owner of the document, you are not restricted by any Write permission given to other users, and are always able to edit the topic.





If a user does not have sufficient access rights to the document itself to grant him or her the topic permissions you have selected here, a warning icon appears next to his or her name. As explained above, MindView allows you to grant such permissions, but they only become operational once you have given the required access rights to these users.

- Click OK.

The Lock icon  now appears to the right of the topic label. Hovering that icon shows you the permissions you have granted.

As owner, you can make changes to the permissions at any time by selecting the topic and clicking **Manage Locks**.

You can also remove all permissions on a locked topic at any time by selecting it and clicking **Remove All Locks** .

 *By creating one or more sub-maps showing the locked topics, you make it easier for other users to see which part of the map they should work on while ensuring that only these users can in fact edit the selected topics. For more information, see "[Creating sub-maps of selected topics](#)".*

Document locking


As well as locking specific topics, you can lock the entire document by granting Write permission to the document to a particular user. This will prevent all other users from making any changes at all to the document, including inserting pictures and comments floating freely on the workspace.

As the owner of the document, you are not restricted by any Write permission given to other users, and are always able to edit the document. You can, however, prevent all other users from editing the document by giving yourself a Write permission to it. The procedure to follow is almost identical to the procedure described above:

- Open the document on MindView Drive.
- Click the workspace to make sure no topic is selected.
- Choose **Share | Topic Locking | Manage Locks**.
- Follow the rest of the procedure described above.

Managing files on MindView Drive

You can manage your files and folders on MindView Drive directly from the Backstage view in MindView.

 For more information on managing files and folders on other online workspaces, see "[Managing online workspaces](#)".

➤ Choose **File | Manage Files**.

If you are working on a document stored on MindView Drive, you can also choose **Share | Online Workspace | Manage Files**.


A file and folder management page opens, showing all your files and folders on MindView Drive.


 If you have not logged into your MindView account, you cannot access the page.




Name	Modified	Sharing
Work projects		
Brainstorm	9/5/2022 08:52 AM	
Project plan	8/30/2022 08:47 AM	

The page is divided into three tabs.

- The **My Maps** tab shows your files and folders on MindView Drive, including files that you have shared with other users, if any. These files are marked with an icon  in the **Sharing** column.
- The **Shared With Me** tab shows all files and folders that other MindView Drive users have shared with you, if any.


 For more information on sharing files, see "[Collaborating on a MindView Drive document](#)".

- The **Recycle Bin** tab shows all files that you have deleted and lets you restore them as explained under "[Options on the Recycle Bin tab](#)" below unless they were deleted more than 30 days ago.


On the **My Maps** and **Shared With Me** tabs, you can select a file or folder by hovering the mouse pointer to the left of the file or folder name until a blue check mark  appears and then clicking the check mark. If you click the name of the file or folder, it is opened. On the **Recycle Bin** tab, you can select a file by clicking its name. To open the file, you first need to restore it.

Options on the My Maps tab


Creating a new folder

- Click **New Folder**  and enter the name of the folder.


Creating a new subfolder

- Open the folder where the new subfolder is to be placed.
- Click **New Folder**  and enter the name of the folder.


Uploading a file to MindView Drive

- Open the folder where the file is to be uploaded.
- Click **Upload**  and select the file on your computer or device.

The file is uploaded to MindView Drive and shown in the selected folder.

 The attachments of the original file will not be uploaded to MindView Drive unless you pack your mind map before uploading it. For more information, see "[Packing a mind map](#)". If you open the file on MindView Drive from the same computer where the original file is located, however, the attachments are available.


Deleting a file or folder

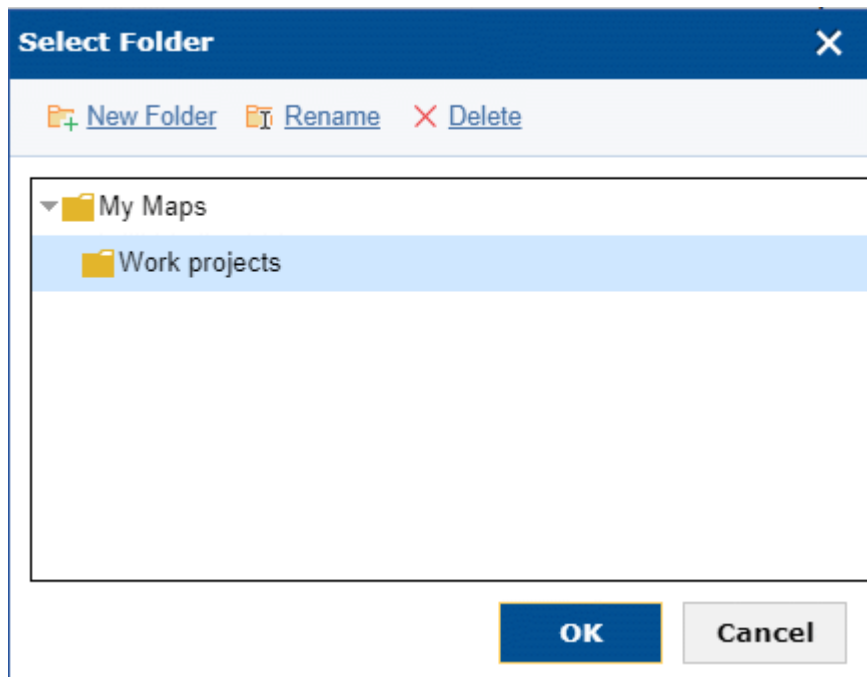
- Select the file or folder to be deleted.
- Click **Delete** .

Deleted files are moved to the recycle bin where you can restore them for a period of time. Deleted folders are removed permanently, unless you restore files that were located in those folders. For more information, see "[Options on the Recycle Bin tab](#)" below.

 You cannot delete an open mind map.

Moving a file or folder

- Select the file or folder to be moved.
- Click **Move** .
- Select a destination folder in the dialog that opens, and click **OK**.









You can create, rename and delete destination folders using the options in the dialog.

Refreshing the view

- Click **Refresh** .


Options for individual folders and files

- Click the three dots  to the right of the folder or file name, and then do one of the following:
 - Click **Rename**  and enter the new name to change the name of the folder or file.
 - Click **Delete**  to delete the folder or file.
 - Click **Share**  to share the folder or file with others as explained under "[Inviting others to collaborate on an online document from MindView](#)" in "[Collaborating on a MindView Drive document](#)".

- (Files only) Click **Download**  to download a copy of the file, and select a storage location if prompted to do so.
- (Files only) Click **Duplicate**  to create a copy of the file in the same folder on MindView Drive.



This feature is handy for quickly creating copies of files, for example if you want to use a file as a template on MindView Drive.

- (Files only) Click **History**  to see a list of earlier versions of the file. Click **Restore** next to a specific version to restore that version of the file as a new document.

Version History			X
No.	Modified		
15	9/5/2022 08:34 AM	Restore	

Close



New versions of a MindView document are created automatically when you close the document in MindView. If you are using MindView Online to edit the document, a new version is created automatically after a period of time when you have introduced one or more changes.

Options on the Shared With Me tab

On the **Shared With Me** tab, you can see a list of users who have shared files and folders with you, if any. If you click a user name, you will see all files and folders shared with you by that user.

My Maps **Shared With Me** Recycle Bin

Shared > Thomas


[Remove](#) [Refresh](#)

Name	Modified	Sharing
 Early American Civilizations	9/5/2022 11:19 AM	

You can open the file for editing, download or duplicate it and refresh the view as described above. When you duplicate a file shared with you, the duplicate is placed on the **My Maps** tab, not the **Shared With Me** tab. If you end the sharing relationship with a user as described below, any duplicates you have made of files shared with you by that user are therefore not deleted.

Ending a sharing relationship

If you no longer wish to have access to files shared with you by another user, you can remove that user from your **Shared With Me** tab, ending the sharing relationship with that user.

- From the list of users who have shared files and folders with you, select the user you want to remove, and click **Remove** .






You must select the sharing user, not the individual shared files.

Notes

- The user you removed can continue sharing files with other users, and the files themselves are not deleted or removed.
- The user can re-share files and folders with you as needed.

Options on the Recycle Bin tab

Files shown on the **Recycle Bin** tab are deleted permanently 30 days after you moved them to the recycle bin. Until then, you can restore them by doing one of the following:

- Select the file and click **Restore** .
- Click the three dots  to the right of the file name and click **Restore** .

Files are restored to their original folder on MindView Drive. If you deleted the original folder after deleting the file, the folder is recreated along with the restored file. If you had deleted other files in the restored folder, these are not automatically restored, but you can do so manually if they have not been permanently deleted.

As on the other two tabs, you can click **Refresh**  to update the view.

Presenting and sending

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:

- Choose **View | Window | Presentation Mode**.

Your mind map is now displayed in full screen mode, and a small toolbar of icons appears.

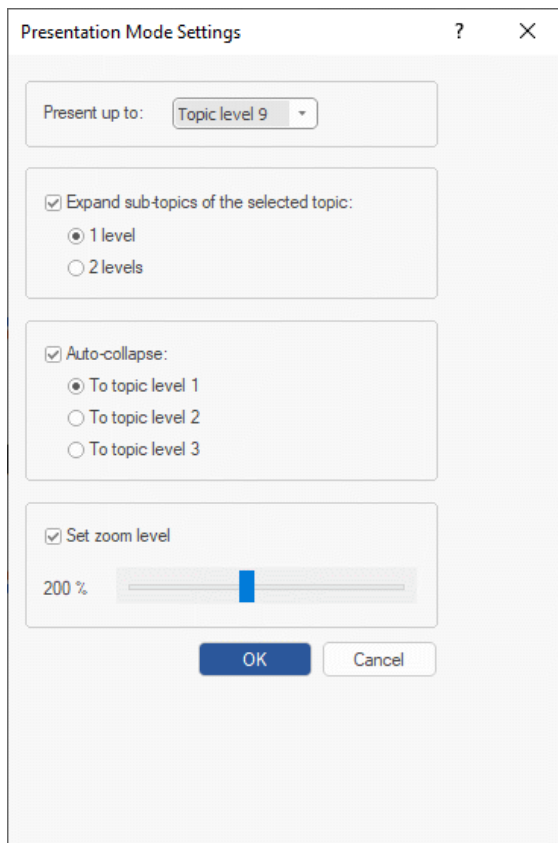


These icons let you perform the following actions:

- Clicking the **Back** icon  lets you present your mind map in reverse (anti-clockwise) topic order by displaying the topic preceding the selected topic in the hierarchy.
- Clicking the **Next** icon  lets you present your mind map in normal (clockwise) topic order by displaying the topic following the selected topic in the hierarchy.
- Clicking the **Settings** icon  lets you configure the presentation mode.
- Clicking the **Exit** icon  lets you return to the normal Mind Mapping design mode.

Configuring the presentation mode

When you click the **Settings** icon , the following dialog appears.



The dialog box, titled "Presentation Mode Settings", contains the following configuration options:

- Present up to:** A dropdown menu set to "Topic level 9".
- Expand sub-topics of the selected topic:** A checked checkbox with two radio button options: "1 level" (selected) and "2 levels".
- Auto-collapse:** A checked checkbox with three radio button options: "To topic level 1" (selected), "To topic level 2", and "To topic level 3".
- Set zoom level:** A checked checkbox with a slider control. The slider is positioned at 200%.

At the bottom of the dialog are "OK" and "Cancel" buttons.

Present up to: This field lets you specify the number of topic levels to present when using the Next and Back icons. For example, if you choose to present your mind map up to topic level 2, clicking the Next icon will select all the main topics and their first level of sub-topics, one after the other, but not their second and further levels of sub-topics.

Expand sub-topics of the selected topic: This field lets you specify how many levels of sub-topics of a particular topic should be displayed when that topic is selected. For example, if you choose to expand the sub-topics of the selected topic by 2 levels, when you present a main topic (i.e. that main topic is currently selected), MindView automatically expands its sub-topics (the first level) and their own sub-topics (the second level).

Auto-collapse: This field lets you specify how much of the topics of the mind map *other than* the selected topic should be visible, in other words how many levels of their sub-topics should be displayed on the mind map at any time. For instance, if you choose to auto-collapse the topics to topic level 3, MindView always displays 3 levels of topics for all the topics other than the selected topic (whose behavior is controlled by the "Expand sub-topics" parameter above). When you enter presentation mode, you will therefore see the central topic, the main topics and their first level of sub-topics.

Set zoom level: This setting allows you to adapt the zoom factor used while presenting your mind map. If for instance you have chosen to present all the levels of sub-topics, lowering the zoom factor will ensure that all the topics to be presented are always visible on the screen, without any need for horizontal or vertical scrolling.

Packing a mind map



This feature makes it very easy to distribute your mind map to other users.

With a few mouse clicks, you can create a complete packed version of your mind map, ready to be sent via email, shared over the network or distributed via a USB flash drive.

- Click the **File** tab.
- Choose **Info | Pack**.

As soon as you click OK in the message dialog that appears, MindView integrates all the external files that are attached to the mind map document (floating pictures, topic pictures, attachments and so on) within the .mvdX map file.

Once a map is packed, you can continue working with it as normal. Any attached file you activate from within the map opens in the relevant external application, letting you edit it as you wish. When you close this external application, all the changes you have made to the attachment are saved in the version of the attachment that is integrated to the .mvdX map file.

Notes:

- Once you have packed a mind map, all the files you subsequently add to it (floating pictures, topic pictures, attachments and so on) are automatically packed in the .mvdX map file.
- If you have used the Additional Folders command to specify a list of folders to include when exporting to HTML or packing, all the files contained in these folders are also integrated in the .mvdX file when packing the map. See "[Additional folders](#)" for more information about that command.
- If the MindView view contains several maps (i.e. several central topics), they are all packed within the .mvdX file.
- When MindView opens a packed map, it starts by checking all the attached files that are packed in it. If the original version of any of these files has been updated since you packed the map, meaning that the version contained in the mind map is no longer the most up to date version, it displays a message to that effect, giving you the option of updating the mind map to the latest version.

Unpacking a mind map



Although you can work in a packed map as normal as mentioned above, you also have the possibility of unpacking it. This may be useful if you want to retrieve the individual files that may have been attached to it, or to reduce the size of the .mvdX map file.

To do this:

- Click the **File** tab.
- Choose **Info | Unpack**.
- Choose a folder in which to place all the files attached to the map.



If you have used the Additional Folders command before packing the map (see above) to specify a list of folders to include in the packed map, the additional folders are created automatically in the target folder when unpacking the map and the relevant external files placed in these folders.

Merging packed mind maps in a master map

You can easily merge into a master map several mind maps that have been packed using the Pack feature:

- Open your master map in MindView.
- Open each packed map in turn.
- Merge each packed map into your master map by copying its central topic (Ctrl + C) and pasting it onto the relevant topic of your master map. See "[Moving a topic](#)" for more information about copying and pasting topics.



While performing this operation, make sure you do not close any of the packed maps before you have saved the master map.

Sending a mind map



This feature makes it very easy to send your mind map to other users via e-mail.

- Click the **File** tab.
- Choose **Share | Email**.

A message appears, asking you if you want the map to be packed into a single file before sending it:

- Choose **Yes** if you want to integrate all the external files that are attached to the mind map document (floating pictures, topic pictures, attachments and so on) within the .mvdX map file.
For more information about the packing feature, see "[Packing a mind map](#)".
- Choose **No** if you only want to send the .mvdX map file, without the files that you may have attached to it.

A message is created in your default mail program, containing the mind map and a link to a free MindView viewer in case the recipients of your message do not have MindView installed on their computer. All you have to do is fill in the name of the recipients and the subject of your mail message before sending it.

Publishing a mind map



If you have logged into your MindView account as described in "[Logging in](#)", you can publish your mind map on the online MatchWare mind map library.

When you publish a map, anyone may view and download the mind map from the mind map library. You can also share the public map with other users through e-mail and social media.



Do not publish maps that contain sensitive information, as public maps are available to the general public. If you are in doubt which rules govern public maps, review the terms of service under "[MatchWare License Agreement](#)". Also be aware that even though you can unpublish a public map, thereby removing it from the online mind map library, other users may have downloaded and shared your public map before you unpublished it. Only publish a mind map if you are certain that the content is fit for publication and sharing.



If you publish a map that you have already published before, the existing public map will be overwritten. A message is shown to remind you of this when you start publishing the map.

Publishing a mind map

- Choose **File | Share | Publish**.

The screenshot shows the publishing interface for a mind map. On the left, there is a preview of a mind map titled "Timeline_Churchill.mvdx". On the right, there is a form with the following fields:

- Title:** Timeline_Churchill.mvdx
- Category:** Education (dropdown menu)
- Language:** English (dropdown menu)
- Additional Tags:** (text input field with an "Add" button)
- Description:** (text area)

At the bottom right of the form, there is a "Publish" button.

- Edit the title if desired, and choose a category for your mind map.



Editing the title is particularly useful if you had originally used a generic working title such as "Subject". A better and more descriptive title increases the likelihood that other users will find and use the public mind map.

- (Optional) Indicate which language is used in your mind map.
- (Optional) Provide a description of your mind map.
- (Optional) Add tags that describe your mind map by entering the text for each tag (up to 20 characters) in the **Additional Tags** field and pressing Enter or clicking **Add**. You can delete an existing tag by clicking the red cross on the tag



The category, language and tag information you enter help users find mind maps that suit their requirements on the mind map library. The description you provide is shown when users click a mind map from the search results to view a particular mind map.

- Click **Publish**.

When the map has been published, you can view it online immediately by clicking the URL shown or by clicking **Open**. You can also copy the URL and use it for sharing your public mind map using social media or e-mail.

URL:

<https://www.matchware.com/examples/mind-map/test-map/726>

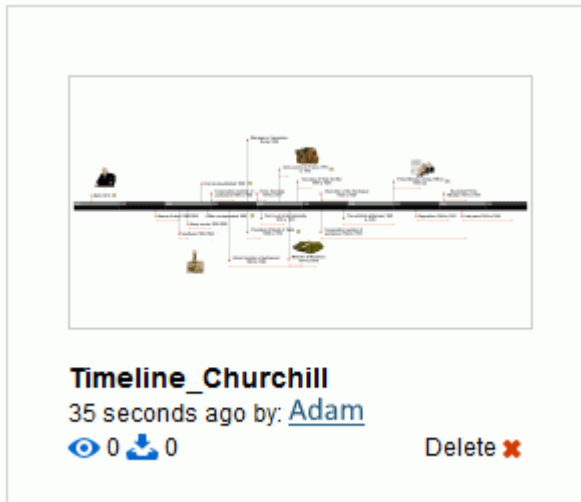
Copy


Open

Unpublishing a mind map

When you unpublish a public map, it is removed from the MindView online library and is no longer available to the general public.

- Click the Login icon, and choose **Account Management**.
- On the MindView account management page, go to the public maps section and locate the public map that you want to unpublish.



- Click **Delete**  to remove the mind map from the list of public mind maps.



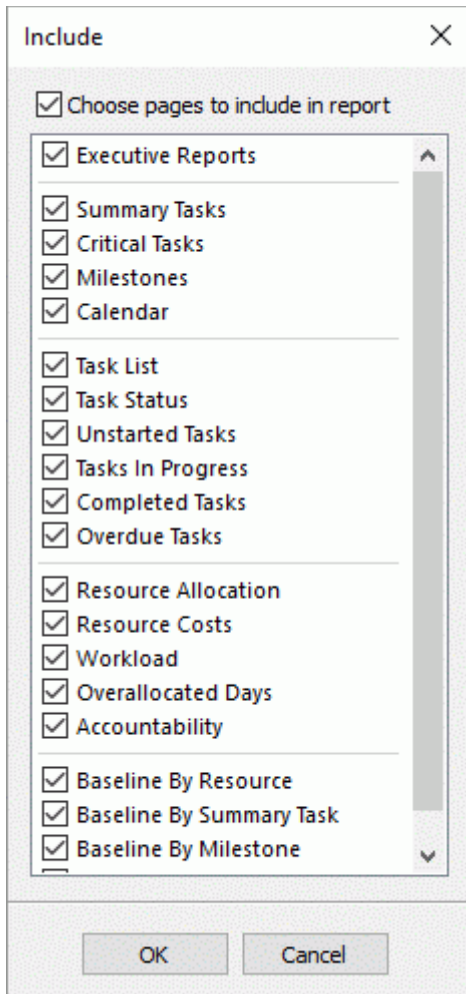
You can only unpublish maps that you have published yourself.

Creating project reports



When working on documents in Gantt mode, you can create a set of HTML reports, such as Executive Reports, Task Status, Resources Workload and so on.

- Create the set of reports by doing one of the following:
 - Choose **File | Export | Project Reports**.
 - (Gantt view only) Choose **Gantt Tools | Project | Project Reports**.
- Choose a folder and file name for the reports.
- (Optional) Click **Settings** and select which pages you want to include in the report. If you do not do this, all pages are included in the report by default.



The reports file opens in your Internet browser.

- Navigate through the options shown on the left-hand bar to display the corresponding report in the right-hand panel.

Conference preparations

ID	Task Name	Duration	Start	End	Resources	Predecessors	Constraints	Deadline	% Completion	Total Cost
	Conference preparations	14 days	27-04-2017	16-05-2017					32%	\$3,300.00
2	1 Create program	3 days	12-05-2017	16-05-2017	John Smith	4			10%	\$1,000.00
3	2 Invite speakers	1 day	27-04-2017	27-04-2017	Mose Allison				50%	\$240.00
4	3 Invite participants	1 day	27-04-2017	27-04-2017					55%	\$720.00
5	3.1 Early notification	1 day	27-04-2017	27-04-2017	John Smith		Start No Later Than 10-06-2017		100%	\$400.00
6	3.2 Formal invitation	1 day	27-04-2017	27-04-2017	Brian Jones				100%	\$320.00
7	4 Venue	7 days	27-04-2017	05-05-2017					29%	\$1,400.00
8	4.1 Find and book venue	1 day	27-04-2017	27-04-2017	John Smith				100%	\$200.00
9	4.2 Arrange catering	1 day	27-04-2017	27-04-2017	Eve Chan				40%	\$280.00
10	4.3 Hire staff	1 day	04-05-2017	05-05-2017	Rebecca White	8			20%	\$280.00
11	4.4 Decorations and equipment	2 days	27-04-2017	01-05-2017	Brian Jones	8			10%	\$640.00




Many of these reports are interactive and let you navigate from one to the other. In many reports for instance, clicking a summary task in the upper part of the window displays all its sub-tasks in the bottom part. Similarly, clicking a Task ID in the bottom part opens the Task List, highlighting that task.

You can use the Back button of your browser to get back to the last report you were viewing at any point.

Most reports are self-explanatory. The following notes may however be useful:

- The **Overdue Tasks** report relies on Completion (%) data being up to date. For information on setting completion values, see "[Enhancing a project plan](#)".
A task is regarded as on schedule if it is marked as 100% completed, or if it is still in progress but marked as completed up to today's date (i.e. the date of the report). Otherwise it is overdue by the number of days between the end of its completion bar and today's date. A task in progress is also regarded as overdue if it has a deadline prior to today's date.
- The **Days with Multiple Tasks** report lists all the resources that have been allocated more than one task during the same period. For each day of the period, it shows the details of the multiple tasks that have been allocated to the resource.
- The **Resources Workload** and **Resources Accountability** reports show, for each resource, the hours required to complete the tasks they have been allocated, the hours available according to the project and resource calendars, and the difference between these two figures. The **Workload Index** charted at the top of the report gives a measure of the resource overload when the number of hours available is less than the number of hours required. The Accountability report also shows the number of overdue tasks.
- The reports under the **Baseline** heading show project progress compared with the default baseline defined for the project (if any). For these reports to show the expected results, you need to make sure that the correct baseline has been set as the default. For more information, see "[Enhancing a project plan](#)".
- If you have added Agile project management icons to your project tasks, the **Agile [Kanbans]** heading contains a Kanban board for each sprint in your project. The tasks are listed (with icons) in the relevant section of the Kanban board (**Not Started**, **In Progress** and **Completed**). Click the sprint icons above the Kanban board to display tasks for each sprint.

Kanbans

 Sprint 1  Sprint 2  Sprint 3

 Sprint 1

Not Started		In Progress		Completed	
Task Name	Completion	Task Name	Completion	Task Name	Completion
		d Venue	29%		

For more information on using Agile icons, see "[Inserting icons](#)".



The Kanban board in project reports should not be confused with the Kanban view. For more information, see "[Using the Kanban view](#)".

Exporting

Introduction

MindView lets you export your document to other applications, including Microsoft® Word, Microsoft® PowerPoint, Microsoft® Excel, Microsoft® Outlook and Microsoft® Project. You can also export it to HTML or XML, as a picture, or as a PDF or RTF document.

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

You can control which elements of your document should be exported. For every element in the document (except the central topic, which is always exported), you can select or deselect the **Include in export** check box in the Properties dialog to select whether the element should be exported or not. In this way, you can keep certain information in your document from being distributed to other documents or users. For more information, see "[Using the Properties dialog](#)" and the "Properties" subsection of the "Reference" section.

Once you have exported your document and worked on it in one of these applications (for instance Word, PowerPoint, Excel, Outlook or Project), you can re-import it back into MindView if necessary, while preserving much of the work done in the external application. The topic structure, layout and contents of the original mind map is also preserved as far as possible. For more information about importing a document into MindView, see the "[Importing](#)" section of this documentation.

The export options offered by MindView are all described in detail in the next topics.

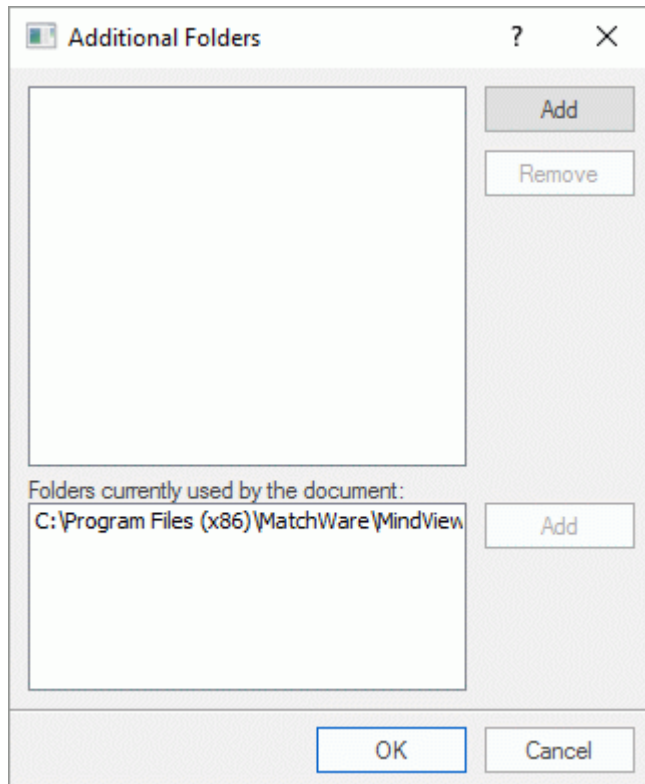
Additional folders



When you export your document to one of the export formats available, MindView automatically includes and references all the files you have used in the document.

If however you have created a particular folder structure for the external files used by your document, you can ensure that MindView preserves this structure when exporting to HTML or packing your document by specifying the list of folders that need to be included in the export folder or the packed map as follows:

- Click the **File** tab.
- Choose **Info | Additional Folders** to open the following dialog:



- Click the **Add** button and select the first folder you wish to include.
- Repeat for all the folders you would like to include.

Note that you can enlarge the dialog by dragging one of its corners if the folder paths are not fully visible.

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

Exporting to Microsoft Word



This export method lets you export your mind map as a Microsoft® Word document. If for instance you have created a mind map to brainstorm the structure of a report, this export mode provides you with a ready-made outline of your map as a Word document, which you can then turn into a fully blown report by working directly in Word.

If after working for some time on your Word document, you realize you need to review the structure of your map in MindView before doing any further work in Word, you can re-import it back into MindView without losing any new text or formatting you might have added in Word. See "[Importing from Microsoft Word](#)" for more information.



You do not need to have Microsoft Word installed on your computer in order to use this export mode. However, on versions of Windows prior to Windows 7, you need Word 2007 and above to open the exported document. You can also open the document in an earlier version of Word if you have installed the Microsoft Office Compatibility pack, available free from the Microsoft web site. From Windows 7 you can open .docx files directly in the default editor in Windows without having Word installed, although some of the more advanced content of the docx file cannot be shown.

Each 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 Custom 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.



If you add new headings to the document when working directly in Microsoft Word, you can easily update this Table of Contents by right-clicking it and choosing Update Field in the Word local menu. If you don't need the Table of Contents, you can delete it by selecting it and pressing Delete.

The 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 topics from the export by disabling their 'Include in export' property in the Properties dialog.

Include in Export	<input checked="" type="checkbox"/>
-------------------	-------------------------------------



Only the topics displayed on the workspace when you start the export procedure are exported. This means that if you are using the Topic Focus, Sub-Maps or Filter feature to only display selected topics, only the topics visible on the workspace will be exported. To export the entire map, you need to go back to the full display. For more information, see "[Focusing on a topic](#)", "[Creating sub-maps of selected topics](#)" and "[Filtering a mind map](#)".

Export modes

There are two export modes available:

- **Quick Export**

The Quick Export mode allows you to export your map quickly using the MindView defaults or the last Custom Export settings you chose if you have already used that mode.

- **Custom Export**

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

The export settings you choose in Custom Export are saved with the MindView document and re-used next time you export your map using Quick Export or Custom Export. This means you do not have to redefine them every time you make a small alteration to your map and want to export it again to Word.



When exporting a mind map to Word, MindView inserts bookmarks in the Word document to keep track of how the various elements should be re-imported back into MindView if you choose to do so. You should take care not to delete these bookmarks, which are hidden by default. To make them visible while you work, check 'Show bookmarks' in the Advanced panel of the Word Options dialog.

Relationship between MindView and Word elements and objects

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

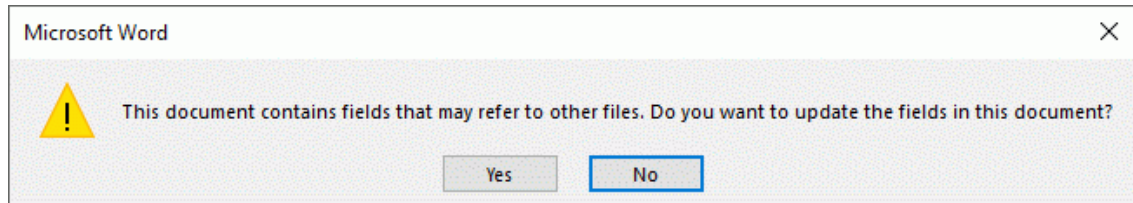
MindView element	Exported to Word as
Topic label	Heading at relevant level with hierarchical numbering (3 levels by default) Hierarchical numbering can be disabled in Custom Export.
Text note	Text inserted under the topic heading Some formatting attributes may not always be transferred to Word as expected, or exported formatting may cause the text note to be illegible in other viewers than Microsoft Word. By default, certain formatting elements are therefore removed from your text notes before exporting (so that text is exported in the default normal style of the chosen template), but you can choose to include text note formatting if required. See below for more information
Topic picture	Picture inserted under the topic heading
Floating picture	<ul style="list-style-type: none"> ● 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
Sources	Bibliography
MindView object	Exported to Word as
Text file	Hyperlink
Picture file	Picture inserted in the Word document In Custom Export, you can choose instead to insert the file as a hyperlink.
Video file	Hyperlink
Sound file	Hyperlink
Hyperlink	Hyperlink

Using Quick Export

- Click the **File** tab.
- Choose **Export | Microsoft Word | Quick Word Export**.
- If your MindView view contains several maps (i.e. several central topics), choose the map you want to export in the 'Select Map to Export' dialog and click OK.
- Specify a folder and a file name for the new Word document in the Save As dialog.
MindView starts exporting your mind map to Microsoft Word and displays a message informing you that export is complete.

- Click OK in that dialog to open the document in Word.

Word then displays the following message, indicating that it needs to update the Table of Contents.

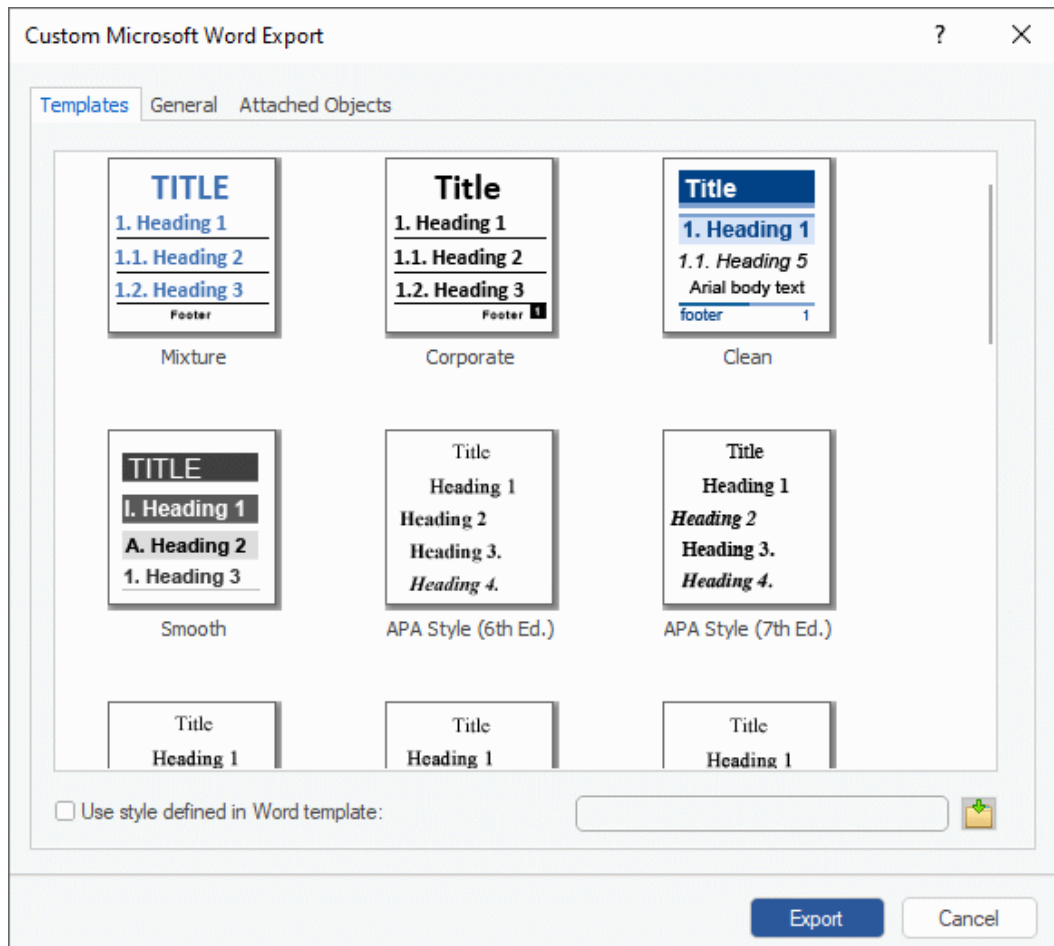


- Click **Yes** to update the Table of Contents.


You are now ready to work in your Word document.

Using Custom Export


- Click the **File** tab.
- Choose **Export | Microsoft Word | Custom Word Export**.
- If your MindView view contains several maps (i.e. several central topics), choose the map you want to export in the 'Select Map to Export' dialog and click OK.
- Choose your preferred template in the **Templates** tab of the Custom Microsoft Word Export dialog or browse for one of the templates supplied with Microsoft Word or one of your own templates.





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

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

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

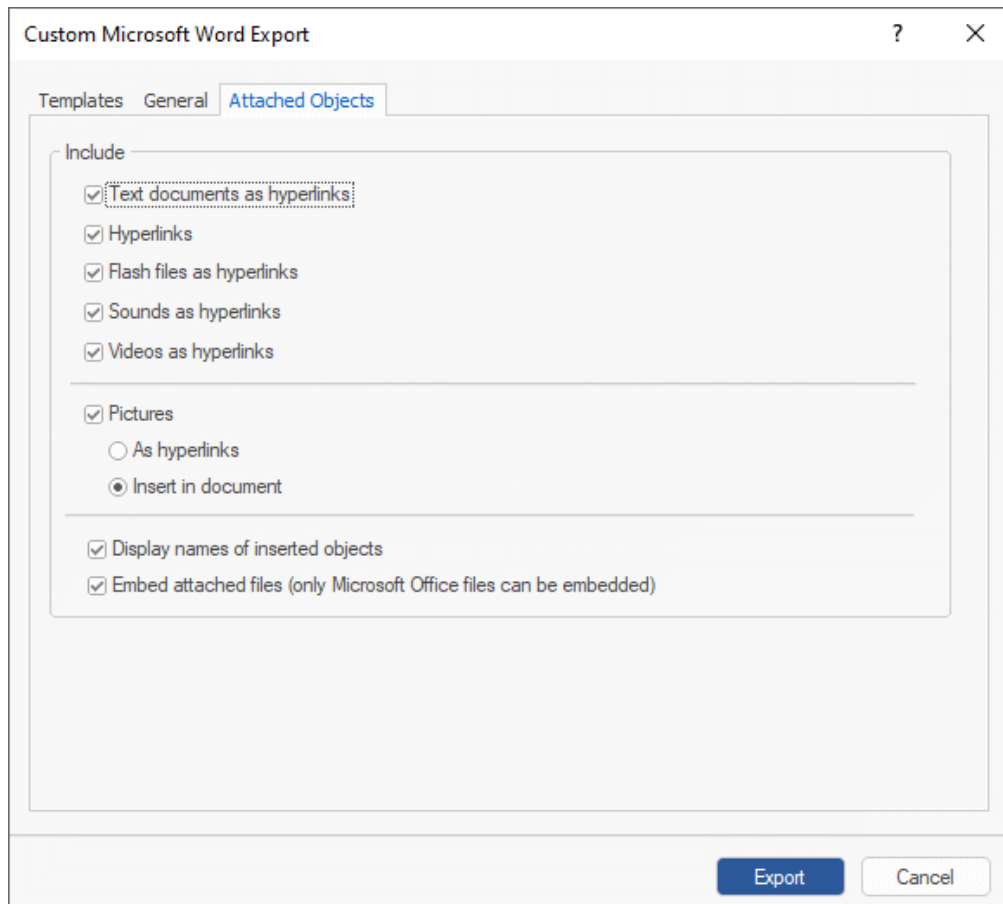
- To keep custom formatting in your text notes when exporting, deselect the **Clear formatting of text notes** check box. If you need to know which formatting is cleared, hover the mouse over the Information icon .
- You can select from several export styles for your bibliography and citations. For more information, see "[Selecting a style for bibliography and citations](#)" below.

 The export of bibliography sources and citations is only supported from Microsoft® Office 2007. For more information about this topic, see "[Managing sources](#)" and "[Using citations](#)".


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

Include in Export

- Choose the required export settings for any attached object in the **Attached Objects** tab.




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

 If you had left the option **Embed attached files** above checked and your map contains attached files that cannot be embedded in the Word document, you will be prompted to choose a folder where to copy these attached files to avoid overwriting files with the same name in the destination folder.

As for Quick Export, MindView starts exporting your mind map to Microsoft Word as a new document and displays the same messages once the export is complete.

Selecting a style for bibliography and citations

If you include a bibliography and citations, they may need to have a specific layout, for example if you are working on an academic paper and need to follow a specific style guide. When including a bibliography and citations in the exported Word document, you can therefore select from several built-in or external styles.

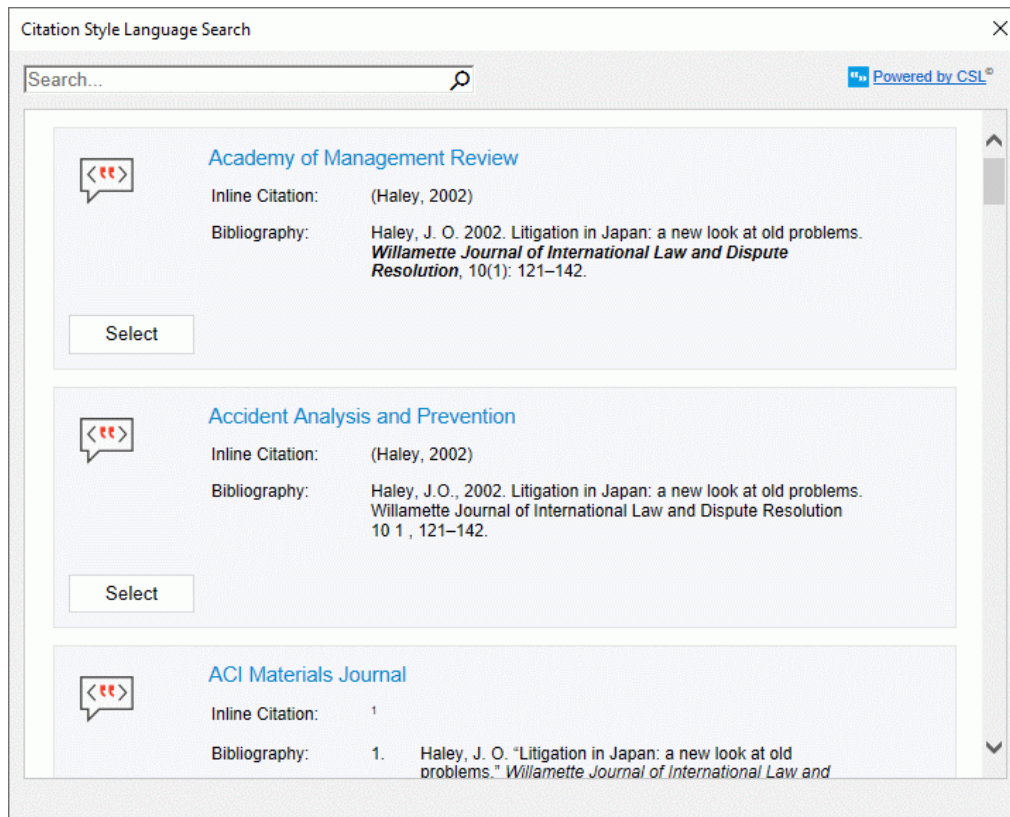
 You can select whether to include a bibliography in the exported document. If your MindView document contains citations, these are always exported.

Do one of the following:

- Select **Microsoft Word Styles** and select a style on the drop-down. This is the default option. You can choose from several predefined styles or use the style defined in the selected export template.

or

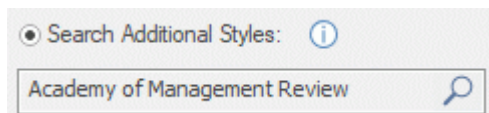
- Select **Search Additional Styles** and click the Search icon in the text field.
- In the dialog that opens, search for the style you need.



MindView searches online for available Citation Style Language (CSL) styles. Results are shown in the dialog; you can see examples of the layout of each style.

- Click **Select** to choose a particular style and close the dialog.

The selected style is shown in the text field and used when exporting your bibliography and citations.



Exporting to Microsoft PowerPoint



This export method lets you export your mind map as a Microsoft® PowerPoint presentation. If for instance you have created a mind map to brainstorm the structure of a business presentation, this export mode allows you to transfer it to PowerPoint in order to refine it further before delivering it to your audience.

If after working for some time on your PowerPoint presentation, you realize you need to review the structure of your map in MindView before doing any further work in PowerPoint, you can re-import it back into MindView without losing the layout work done in PowerPoint. See "[Importing from Microsoft PowerPoint](#)" for more information.



MindView uses the Office Open XML file format (.pptx). You can view or edit the exported document using any application compatible with this file format, for example Microsoft PowerPoint or a third-party application.

The central topic makes up the first slide, with the central 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 topics from the export by disabling their 'Include in export' property in the Properties dialog.

Include in Export	<input checked="" type="checkbox"/>
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Only the topics displayed on the workspace when you start the export procedure are exported. This means that if you are using the Topic Focus, Sub-Maps or Filter feature to only display selected topics, only the topics visible on the workspace will be exported. To export the entire map, you need to go back to the full display. For more information, see "[Focusing on a topic](#)", "[Creating sub-maps of selected topics](#)" and "[Filtering a mind map](#)".

Export modes

There are two export modes available:

- **Quick Export**

The Quick Export mode allows you to export your map quickly using the MindView defaults or the last Custom Export settings you chose if you have already used that mode.

- **Custom Export**

The Custom Export mode lets you choose a PowerPoint template for your presentation. It also allows you to specify the elements of your map to be exported and how they should be treated.

The export settings you choose in Custom Export are saved with the MindView document and re-used next time you export your map using Quick Export or Custom Export. This means that you do not have to redefine them every time you make a small amendment to your map and want to export it again to PowerPoint.

Relationship between MindView and PowerPoint elements and objects

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

MindView element	Exported to PowerPoint as
Topic label	Slide heading
Text note	Text object Due to PowerPoint limitations, if the text note contains tables or bulleted lists, these elements will be exported as regular text.

	Similarly, if the text note contains a hyperlink, the formatting of the hyperlink will be preserved, but not the link itself.
Topic picture	Picture on the right of the slide In Custom Export, you can choose instead to insert the topic picture as a hyperlink.
Floating picture	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● If connected to a topic, inserted on the slide ● 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 Custom Export, you can choose instead to insert the file as a hyperlink in a text object
Video file	Hyperlink in a text object In Custom Export, you can choose instead to embed the video directly on the slide
Sound file	Hyperlink in a text object
Hyperlink	Hyperlink in a text object

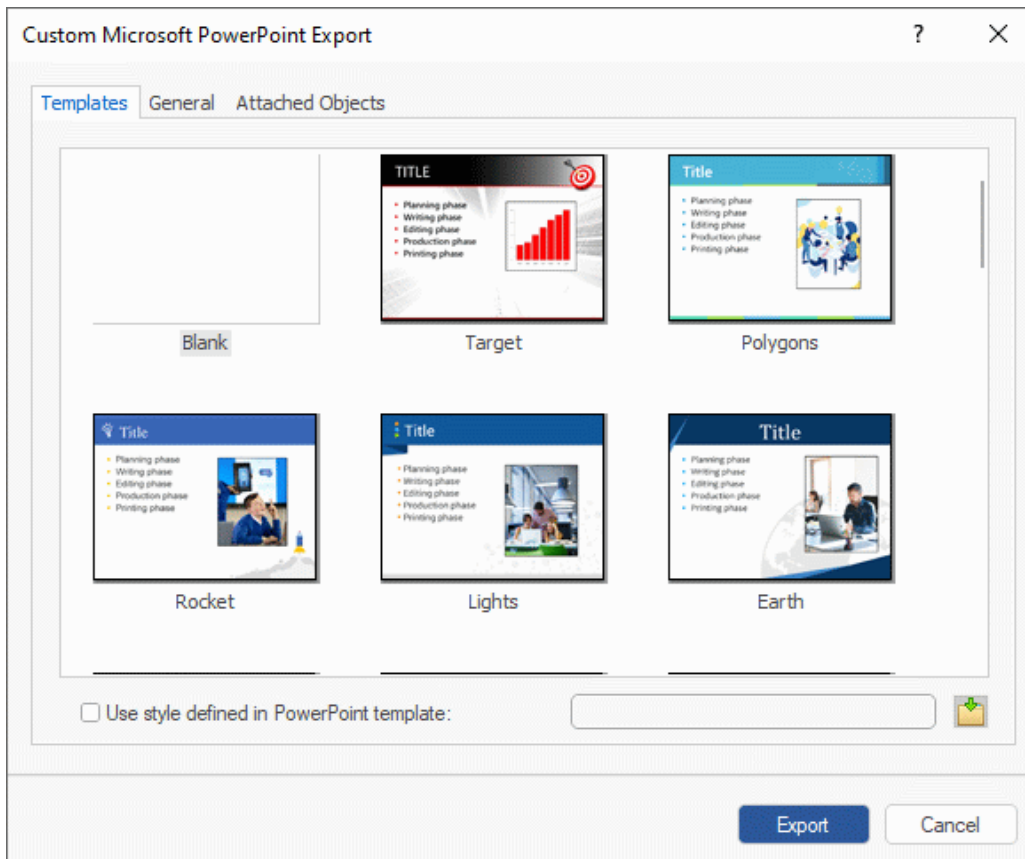
Using Quick Export

- Click the **File** tab.
- Choose **Export | Microsoft PowerPoint | Quick PowerPoint Export**.
- If your MindView view contains several maps (i.e. several central topics), choose the map you want to export in the 'Select Map to Export' dialog and click OK.

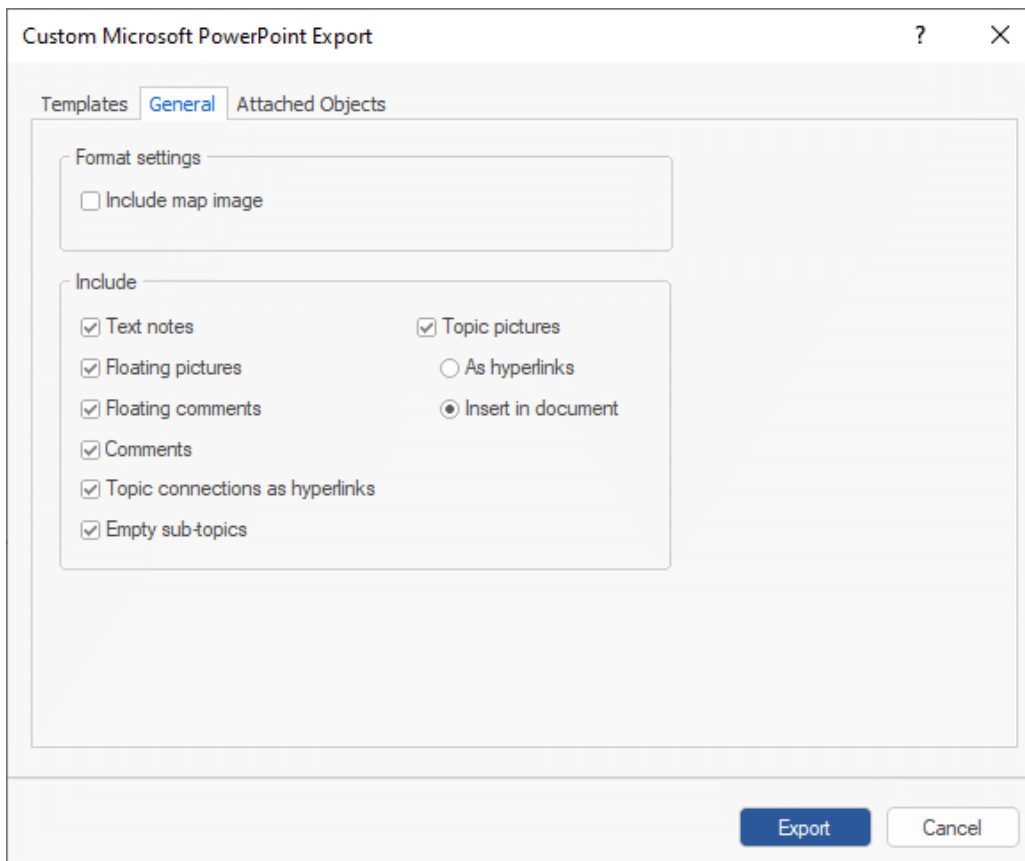
MindView starts exporting your mind map to Microsoft PowerPoint as a new presentation, and displays a message once the export is complete. You can then start working directly in PowerPoint on your new presentation and save it with the name of your choice.


Using Custom Export

- Click the **File** tab.
- Choose **Export | Microsoft PowerPoint | Custom PowerPoint Export**.
- If your MindView view contains several maps (i.e. several central topics), choose the map you want to export in the 'Select Map to Export' dialog and click OK.
- Choose your preferred template in the **Templates** tab of the Custom Microsoft PowerPoint Export dialog or browse for one of the templates supplied with Microsoft PowerPoint.



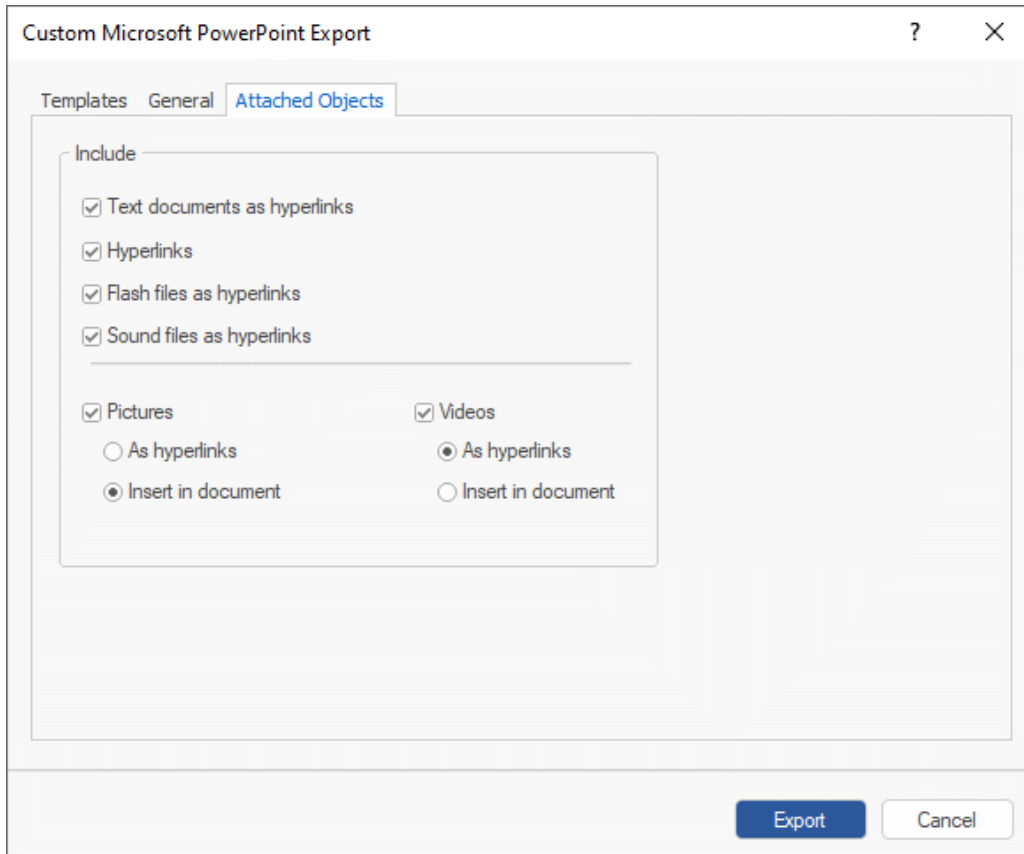
- In the **General** tab, choose the required general export settings and specify which elements of your map you want to export.



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

Include in Export

- Choose the required export settings for any attached object in the **Attached Objects** tab.



- Click **Export**.

As for Quick Export, MindView starts exporting your mind map to PowerPoint as a new presentation, and displays a message once the export is complete.

Exporting to Microsoft Excel



This export method lets you export your mind map as a Microsoft® Excel spreadsheet document (*.xlsx).

If for instance you have created a mind map to track worldwide sales, this export mode provides you with a ready-made version of your map as an Excel spreadsheet, which you can then turn into a fully blown report by working directly in Excel.

After working in Excel, you can of course re-import the spreadsheet back into MindView: the re-imported mind map will reflect the changes you made in Excel. See "[Importing from Microsoft Excel](#)" for more information.

Topic labels, text notes and calculation values are exported (see "[Inserting calculation values](#)" for information about calculation values; Number calculation values are exported as numbers, and Text calculation values are exported as text). If you use the Custom Export option, you can also export any or all of the standard task data fields such as Start, End, Duration, Completion, Priority, Resources and so on (see "[Inserting task data](#)" for more information on this topic).

The following are not exported: pictures, comments, attached objects, and dates before 1900 (which are not supported by Excel).



*If you are using the Topic Focus, Sub-Maps or Filter feature to only display selected topics, only the topics visible on the workspace will be visible in the Excel spreadsheet created. The same applies if you deselect the 'Include in Export' property in the Properties dialog for one or more topics. If you are using the Filter feature, the topics that are not visible on the workspace are exported (because they may contain data needed by calculations on the visible topics), but the rows containing them are hidden. You can display these rows using the standard Excel procedures, for example in Excel 2016 select the rows above and below the hidden one(s) choose **Home | Cells | Format** and then choose **Hide & Unhide | Unhide Rows** in the sub-menu. If you are using the Topic Focus or Sub-Maps feature, topics that are not visible are **not** exported. For more information on deactivating features that limit the topics displayed, see "[Focusing on a topic](#)", "[Creating sub-maps of selected topics](#)" and "[Filtering a mind map](#)".*

Export modes

There are two export modes available:

- **Quick Export**

The Quick Export mode allows you to export your map quickly using the MindView defaults or the last Custom Export settings you chose if you have already used that mode.

- **Custom Export**

The Custom Export mode allows you to choose a template for your Excel spreadsheet document. You can also specify the elements of your map to be exported and a layout for the output.

The export settings you choose in Custom Export are saved with the MindView document and re-used next time you export your map using Quick Export or Custom Export. This means you do not have to redefine them every time you make a small alteration to your map and want to export it again to Excel.

Using Quick Export

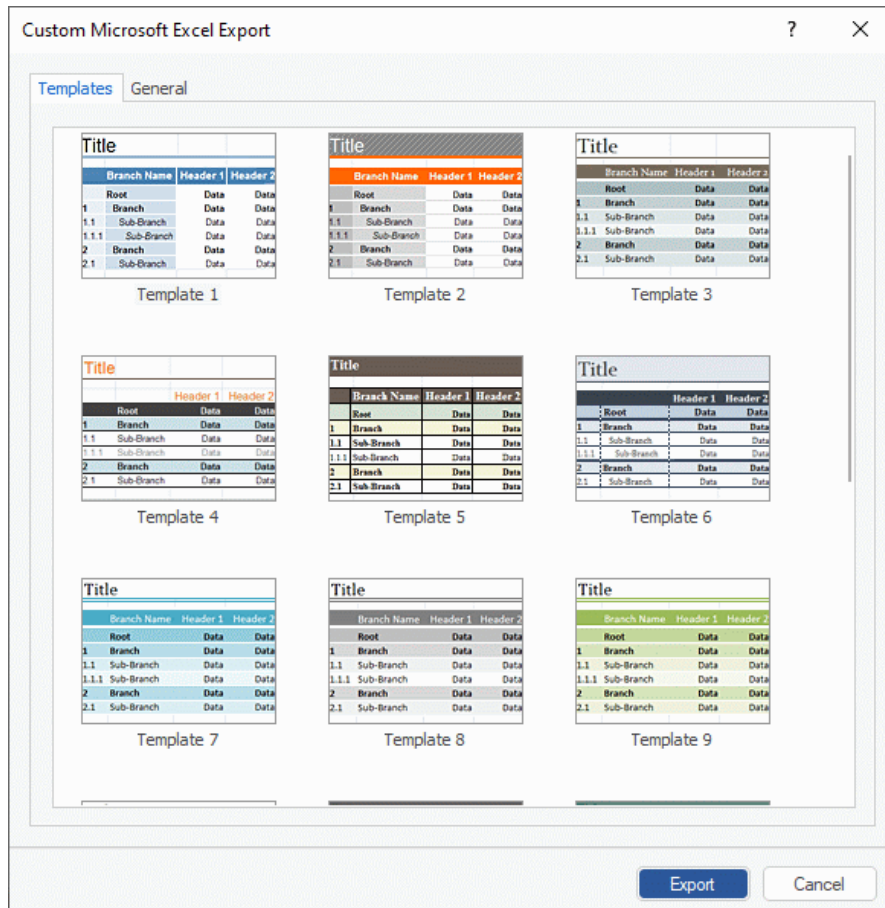
- Click the **File** tab.
- Choose **Export | Microsoft Excel | Quick Excel Export**.
- If your MindView view contains several maps (i.e. several central topics), choose the map you want to export in the 'Select Map to Export' dialog and click OK.
- Specify a folder and a file name for the new Excel document in the Save As dialog.

MindView starts exporting your mind map to Microsoft Excel and displays a message informing you that export is complete.

- Click OK in that dialog to open the document in Excel.

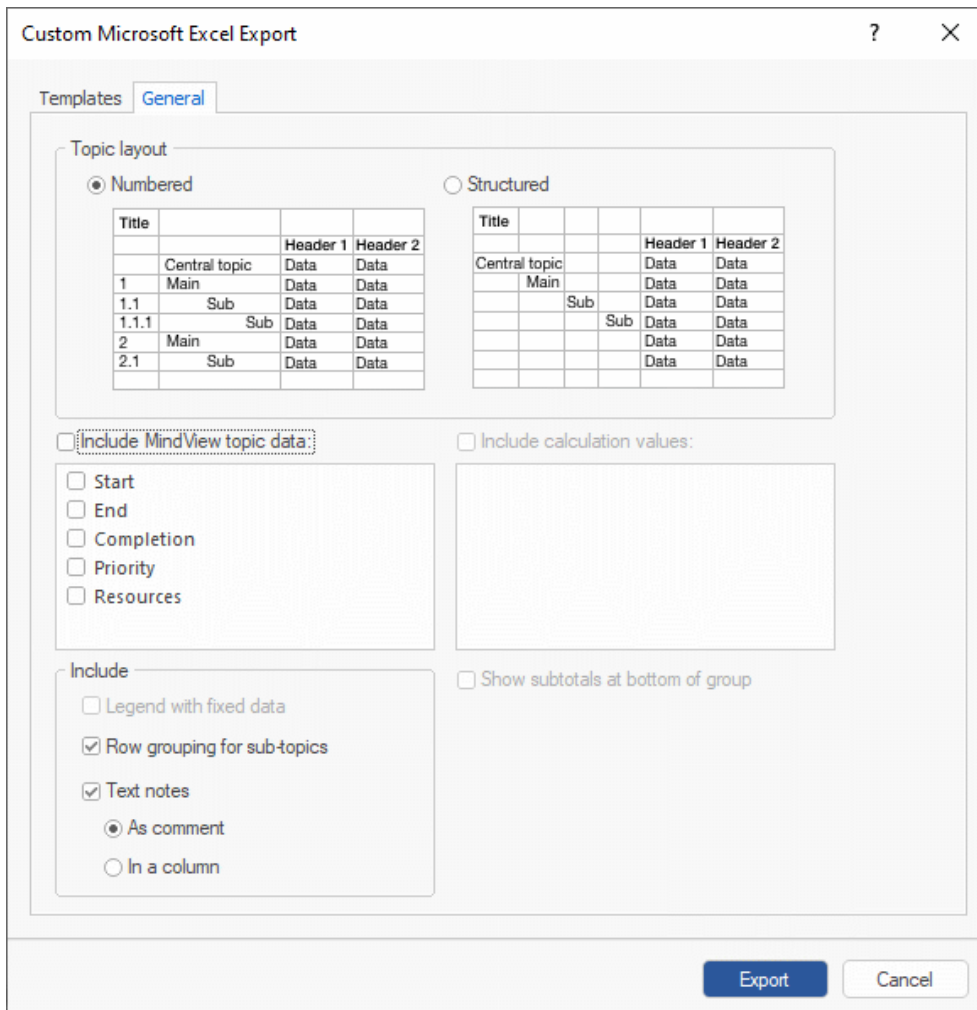
Using Custom Export

- Click the **File** tab.
- Choose **Export | Microsoft Excel | Custom Excel Export**.
- If your MindView view contains several maps (i.e. several central topics), choose the map you want to export in the 'Select Map to Export' dialog and click OK.
- Choose your preferred template in the **Templates** tab of the Custom Microsoft Excel Export dialog.



- In the **General** tab, choose a layout for the Excel spreadsheet:
 - In the **Numbered** layout, numbers in the leftmost column indicate the mind map hierarchy.
 - In the **Structured** layout, topic labels are put into different columns according to the hierarchy of the topics in the mind map.

You can also specify the topic data and calculation values you want to export. In the **Include** box, select if you want to include a legend explaining the fixed data defined in your mind map, whether sub-topics should be grouped using the row grouping feature in Excel, and whether text notes should be included in the exported file (and if so: whether you want to include them as comments or in a separate column).



When exporting to Microsoft Excel, the central topic is normally listed first at the top of the spreadsheet, with the main topics listed before their sub-topics. This means that subtotals and totals appear *above* the data they are calculated from, like this:

		Units sold	Profit
Sales of Units		60,952	\$ 113,222
	North America	27,956	\$ 49,946
	US	25,456	\$ 45,821
	Canada	2,500	\$ 4,125
	Europe	12,884	\$ 30,273
	Germany	5,632	\$ 13,201
	UK	7,252	\$ 17,071
	Asia	17,100	\$ 29,212
	Japan	8,100	\$ 17,062
	China	9,000	\$ 12,150
	Other	3,012	\$ 3,792
	Brazil	3,012	\$ 3,792

If you want to see subtotals and totals *below* the data they are calculated from, select **Show subtotals at bottom of group**. The result looks like this:

		Units sold	Profit
	US	25,456	\$ 45,821
	Canada	2,500	\$ 4,125
North America		27,956	\$ 49,946
	Germany	5,632	\$ 13,201
	UK	7,252	\$ 17,071
Europe		12,884	\$ 30,273
	Japan	8,100	\$ 17,062
	China	9,000	\$ 12,150
Asia		17,100	\$ 29,212
	Brazil	3,012	\$ 3,792
Other		3,012	\$ 3,792
Sales of Units		60,952	\$ 113,222

 The **Show subtotals at bottom of group** option is only active when your mind map contains calculation data.

- Click **Export**.
- Specify a folder and a file name for the new Excel document in the Save As dialog.

MindView starts exporting your mind map to Microsoft Excel and displays a message informing you that export is complete.

- Click OK in that dialog to open the document in Excel.

Exporting to Microsoft Outlook



MindView lets you export your document to a Microsoft® Outlook task list. If, for instance, you have brainstormed a task list in the Mind Map view or the Outline view, you can then export it to Microsoft Outlook if you prefer to track tasks from there.

As well as exporting the tasks into your own Outlook task folder, you can also choose to have them distributed automatically via email to the Outlook task folders of the other resources involved in the tasks, who can then accept or refuse them. This lets you use Outlook to track the status of all the exported tasks, just as you would if you had created the tasks directly in Outlook.

You can export your document to Microsoft Outlook even if the topics do not contain dates or other task information. This lets you brainstorm the task names in MindView and only add the rest of the task information once the document is transferred to Outlook.



Only the topics displayed on the workspace when you start the export procedure are exported. This means that if you are using the Topic Focus, Sub-Maps or Filter feature to only display selected topics, only the topics visible on the workspace will be exported. To export the entire map, you need to go back to the full display. For more information, see "[Focusing on a topic](#)", "[Creating sub-maps of selected topics](#)" and "[Filtering a mind map](#)".

MindView also lets you import task lists from Microsoft Outlook. For more information, see "[Importing from Microsoft Outlook](#)".



You must have Microsoft Outlook 2000 or above installed on your computer in order to use this export mode.



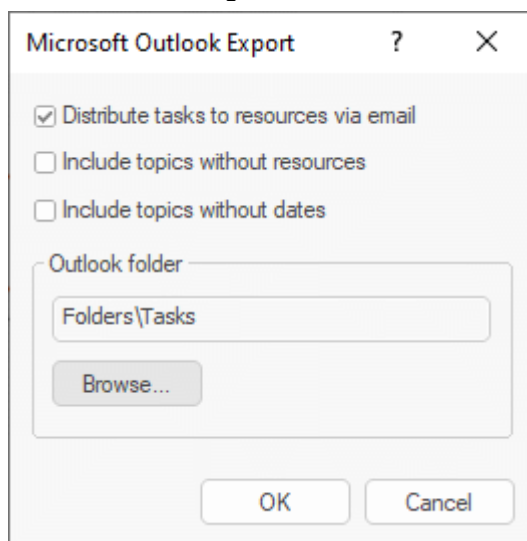
You can also work with tasks using the Task System in MindView. For more information, see "[Using the Task System](#)".

Procedure


- Click the **File** tab.
- Choose **Export | Microsoft Outlook Task List | Export as New Tasks**.




If you have already exported the MindView document to Outlook previously, or if you have created the MindView document by importing an Outlook task list, you will be given the option of synchronizing the MindView document with the Outlook folder you specified at that time rather than creating new tasks. See below for more information on this procedure.




- (optional) Check **Distribute tasks to resources** if you want the tasks to be sent automatically via email to all the resources involved, who can then accept or refuse them, as they would any other task allocated to them directly from Outlook.


 As task distribution relies on email, you need to ensure that you have specified an email address for each resource. If a resource has several email addresses, this needs to be their default email address. For more information about entering email addresses for resources, see "[Assigning resources](#)".

 When choosing this option and depending on the security settings of your computer, you may get a warning from Outlook which you will need to acknowledge to enable the procedure to complete.

- (optional) Indicate whether you want to export all the tasks (i.e. topics), or only those that contain resources.
- (optional) Indicate whether you want to export the summary tasks of your Gantt projects, or only the tasks themselves.
- Select the Outlook task folder or sub-folder where you want to export the tasks.

 If you have chosen to distribute the tasks to the resources, you need to export the tasks to the Outlook default task folder, and not a sub-folder. If you export the tasks to a task sub-folder, Outlook will not be able to track the status of the tasks.

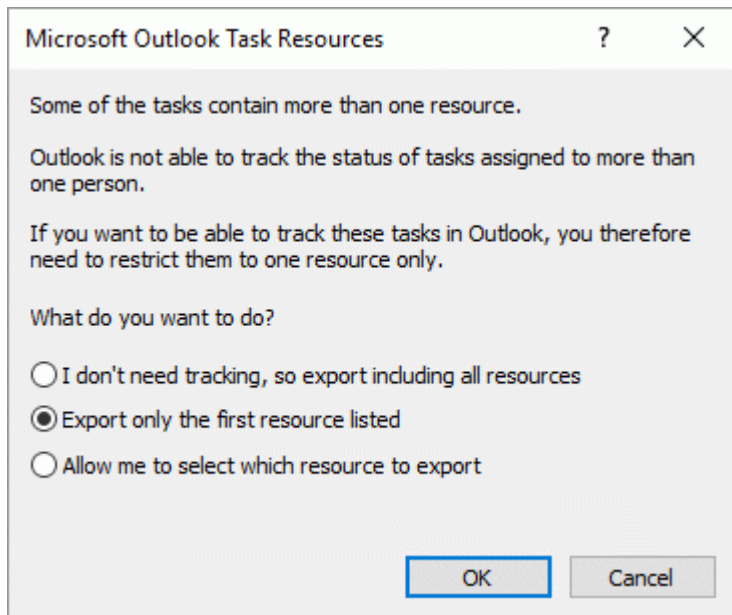
MindView exports your document to Microsoft Outlook as a series of tasks in the task folder you specified, and displays a message once the export is complete.

 You can exclude any topic from the export by disabling its 'Include in export' property in the Properties dialog.

Include in Export	<input checked="" type="checkbox"/>
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Tasks with multiple resources

One limitation of Outlook is that it is not able to track the status of tasks that are allocated to more than one person. For this reason, if some of your tasks are allocated to several resources, MindView displays a dialog asking you to choose how these tasks should be processed.



You have several choices:

- If you don't need to track the status of the tasks with Outlook, you can choose to export those tasks with all their resources anyway. All the resources will be listed in your Outlook task folder, but the tasks will not be sent to the resources themselves.
- When processing a task with multiple resources, you can get MindView to choose automatically the first resource listed for the task and send the task to that resource.

- You can also get MindView to let you choose which of the resources the task should be sent to. If you choose that option, MindView displays a further dialog listing all the tasks that have multiple resources, so that you can choose the resource to use in each case.

Limitations

When a MindView topic contains sub-topics, only the sub-topics are exported. Parent topics are not exported.

Only the elements of the MindView document that are supported in Microsoft Outlook are exported:

- Task names (i.e. topic labels), dates, durations, priority and completion values are exported in the Outlook task list.
- Text notes are exported as Outlook task notes.
- Pop-up comments are not exported.
- Other elements of the MindView document that are not supported by Microsoft Outlook (such as topic pictures, icons, attached objects and so on) are not exported.

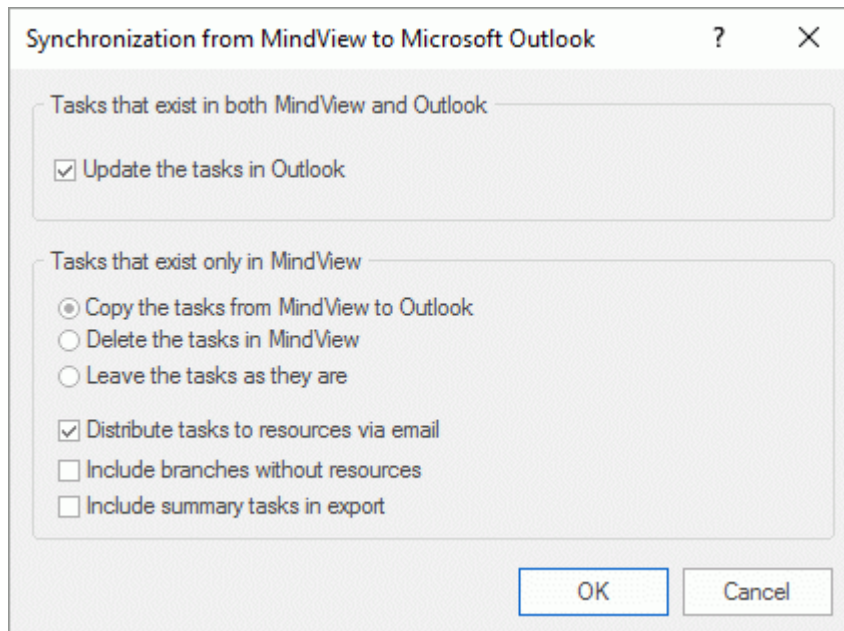
Synchronizing the MindView document and the Outlook task list

Once you have exported a MindView document to Microsoft Outlook, or conversely imported an Outlook task list into MindView, you can continue making changes to the tasks in MindView or in Outlook. You can even continue working on the task list in both applications independently. If at some point you want to re-align the two versions to make sure they contain identical data, you can use MindView's synchronization feature.

If you have made changes to your task list in MindView after having exported it to Outlook, you can export these latest changes to the Outlook version of the task list as follows:

- Click the **File** tab.
- Choose **Export | Microsoft Outlook Task List | Synchronize Tasks**.

The **Synchronization from MindView to Microsoft Outlook** dialog opens.



The top part of the dialog determines what will happen when the same task exists in both the MindView document and the Outlook task list in two different forms.

- To copy the task from the MindView document to the Outlook task list (thereby overwriting any other task information associated with the task in Outlook with the MindView version), check **Update the tasks in Outlook**.

The bottom part of the dialog lets you specify what should happen if a task present in the MindView document cannot be found in the Outlook task list. You have three choices:

- Copy the task from the MindView document to the Outlook task list



If you choose this option, you have the same choices listed at the bottom of the dialog as when exporting a MindView document to Outlook as a set of new tasks. See above for a description of these options.

- Delete the task from the MindView document, so that it does not exist any longer in either version
- Leave things as they are

If conversely you have made changes to your task list in Outlook after having exported it from MindView, you can re-import these changes into your MindView document. For more information about this procedure, see "[Importing from Microsoft Outlook](#)".

Exporting to Microsoft Project



MindView lets you export your document as a Microsoft® Project file (*.mpp). This may be useful when, for instance, having built and fine-tuned a project plan in the MindView Gantt view, you now want to take advantage of Microsoft Project's advanced project management capabilities.

All the task and scheduling information contained in the MindView project plan is exported to Microsoft Project.



This export method is only available when you are working on a project plan. See "[Inserting task data](#)" and "[Using the Gantt view](#)" for more information about project plans.

MindView also lets you import documents from Microsoft Project. For more information, see "[Importing from Microsoft Project](#)".



MindView does not support versions of Microsoft Project prior to 2003. You need to have Microsoft Project installed on your computer in order to use this export method. If Microsoft Project is not installed on your computer, you can export using the Microsoft Project XML format; for more information, see "[Exporting to XML](#)".

Procedure

- Click the **File** tab.
- Choose **Export | Microsoft Project**.
- Choose a file name and a destination for the exported file and click OK.

MindView starts exporting your document to Microsoft Project as a new project plan, and displays a message once the export is complete.

Notes



Only the elements of the MindView project plan that are supported by Microsoft Project are exported:

- Topic pictures, icons, attached objects and so on are not exported.
- Text notes are exported as Microsoft Project task notes.
- Number calculation values are exported as numbers, and Text calculation values are exported as text. For more information on calculation values, see "[Inserting calculation values](#)".
- Pop-up comments are not exported.



The property 'Include in export' of the Properties dialog is ignored when exporting to Microsoft Project.

Exporting as picture



This export method lets you save your mind map as a picture file.



Only the topics displayed on the workspace when you start the export procedure are exported. This means that if you are using the Topic Focus, Sub-Maps or Filter feature to only display selected topics, only the topics visible on the workspace will be exported. To export the entire map, you need to go back to the full display. For more information, see "[Focusing on a topic](#)", "[Creating sub-maps of selected topics](#)" and "[Filtering a mind map](#)".

- Click the **File** tab.
- Choose **Export | Picture**.

The following dialog appears to let you choose the required export settings.

Picture Export

Save as: C:\Users\Public\Pictures\test.jpg

Include

- Topic connections
- Object indicator
- Floating pictures
- Comment indicator
- Floating comments

Format

- BMP
- JPG
- PNG
- EMF
- PDF

JPG quality: 70%



Preview

Export Cancel

- Enter the path and file name for the picture in the 'Save as' field or click the Browse button to choose an existing path.
- If you do not want to display topic connections, floating pictures and floating comments in the picture, clear the corresponding check mark.



Since this export method creates a picture of your entire map, all elements chosen above are displayed on the picture, regardless of the value of their individual 'Include in export' property in the Properties dialog. Similarly, all topics will be visible, regardless of the value of their individual 'Include in export' property.

- If you want to display the object indicator  and/or the comment indicator  next to each topic containing attached objects and/or comments, click the relevant check box.
- Choose the required picture format.

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

- (optional) Preview the effect of your settings on the picture by clicking Preview.
- Click **Export**.

Note that icons and 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.

Exporting to PDF



This export method lets you export your mind map in PDF format.

It works in exactly the same way as the Microsoft Word export method. For more information, see "[Exporting to Microsoft Word](#)".

Exporting to RTF



This export method lets you export your mind map in RTF format. This may be useful if you want to process your document further in a word processor, but do not have Microsoft Word installed on your computer.


Each 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 Custom Export). Attached objects and inserted elements are listed below the heading.

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

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

You can however exclude topics from the export by disabling their 'Include in export' property in the Properties dialog.

Include in Export	<input checked="" type="checkbox"/>
-------------------	-------------------------------------

 *Only the topics displayed on the workspace when you start the export procedure are exported. This means that if you are using the Topic Focus, Sub-Maps or Filter feature to only display selected topics, only the topics visible on the workspace will be exported. To export the entire map, you need to go back to the full display. For more information, see "[Focusing on a topic](#)", "[Creating sub-maps of selected topics](#)" and "[Filtering a mind map](#)".*

Export modes

There are two export modes available:

- **Quick Export**

The Quick Export mode allows you to export your map quickly using the MindView defaults or the last Custom Export settings you chose if you have already used that mode.

- **Custom Export**

The Custom Export mode allows you to specify the elements of your map to be exported and how they should be treated.

The export settings you choose in Custom Export are saved with the MindView document and re-used next time you export your map using Quick Export or Custom Export. This means that you do not have to redefine them every time you make a small amendment to your map and want to export it again to RTF.

Relationship between MindView and RTF elements and objects

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

MindView element	Exported to RTF as
Topic label	Heading at relevant level with hierarchical numbering (3 levels by default) Hierarchical numbering can be disabled in Custom Export.
Text note	Text inserted under the topic heading
Topic picture	Picture inserted under the topic heading
Floating picture	<ul style="list-style-type: none">● 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 prefixed by "See section" under the start topic heading, pointing to the end topic heading
MindView object	Exported to RTF as
Text file	Object name followed by hyperlink to file
Picture file	Picture embedded in the RTF document In Custom Export, you can choose instead to insert the file as an object name followed by a hyperlink to the file.
Video file	Object name followed by hyperlink to file
Sound file	Object name followed by hyperlink to file
Hyperlink	Object name followed by hyperlink to file

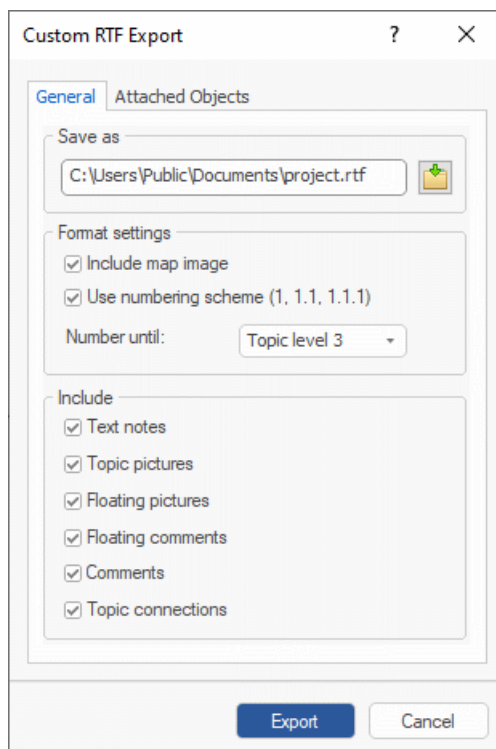
Using Quick Export


- Click the **File** tab.
- Choose **Export | RTF | Quick RTF Export**.
- If your MindView view contains several maps (i.e. several central topics), choose the map you want to export in the 'Select Map to Export' dialog and click OK.
- Specify a folder and a file name for the new RTF document in the Save As dialog.

Once the export is complete, MindView lets you view the document in the viewer associated with the .RTF extension on your computer.

Using Custom Export

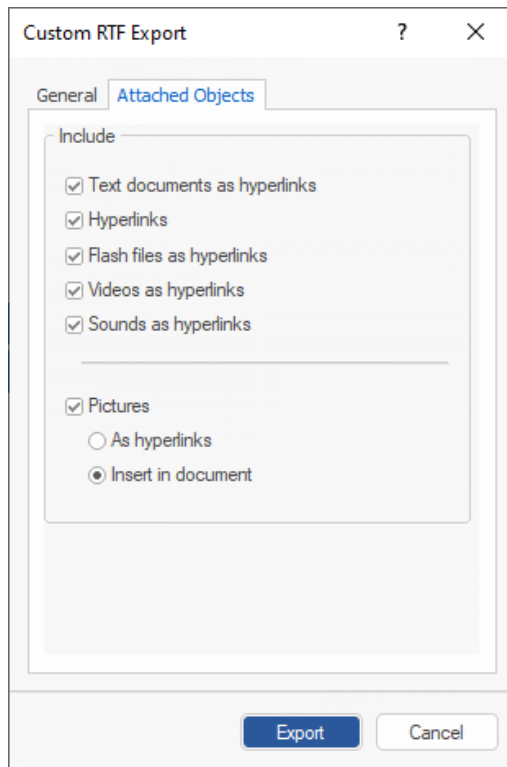
- Click the **File** tab.
- Choose **Export | RTF | Custom RTF Export**.
- If your MindView view contains several maps (i.e. several central topics), choose the map you want to export in the 'Select Map to Export' dialog and click OK.
- In the **General** tab, choose the required general export settings and specify the elements of the map to export.



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

Include in Export	<input checked="" type="checkbox"/>
-------------------	-------------------------------------

- Choose the required export settings for any attached object in the **Attached Objects** tab.



- Click **Export**.

As for Quick Export, MindView starts exporting your mind map to RTF as a new document. Once the export is complete, MindView lets you view the document in the viewer associated with the .RTF extension on your computer.

Exporting to XML



This export method lets you export your document in XML format.

MindView supports several XML export file types:

- **MindView XML:** This file type allows MindView documents to be converted to other application formats after implementation of a transformation file.
- **Microsoft Project XML:** This file type allows you to create a version of your MindView document that can be opened in Microsoft® Project with the standard File | Open command of that application. You can use the Microsoft Project XML export method even if you do not have Microsoft Project on your computer. It is therefore a useful alternative to exporting directly from MindView to Microsoft Project in the .mpp format, for which you do need to have Microsoft Project installed on your computer.

Only the elements of the MindView project plan that are supported by Microsoft Project are exported. This means that 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.

- **Outline Processor Markup Language (OPML):** This file type allows you to export your MindView document in OPML format, a general outline format supported by MatchWare.

In addition, you can export your MindView document in XML formats compatible with Microsoft Excel.

Procedure

- Click the **File** tab.
- Choose **Export | XML**.
- Choose a file name and a destination for the exported file.
- Choose the required export file type in the Type field.
- Click OK.



The property 'Include in export' of the Properties dialog is ignored when exporting to XML.

Exporting to HTML

Overview



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



Although you do not need to have a web browser installed on your machine in order to use this export method, you obviously need one to view the web site created. Among the web browsers supported by the MindView HTML export are Internet Explorer version 6.0 or above and Firefox 3.0 and above.

The exported HTML pages are placed in a sub-folder named 'MVHtmlExport' in the folder of your choice.

All the pictures you have included in your document are placed in a sub-folder of 'MVHtmlExport' named 'img', whereas the picture files used by the MindView export template are placed in a sub-folder named 'mvfiles'. All other external files used in your document are placed directly in 'MVHtmlExport'. As it creates the HTML pages, MindView automatically modifies all the references to external files contained in your document so that they point to the correct output folder.

Each topic, including the central 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.

By default, a Home button taking you back to the central topic page is included on each HTML page. A Site Map button containing a link to an interactive picture of your entire map and a 'You are here' locator showing you the complete path from the central topic are also included on each HTML page.

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

The topic 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 topics from the export by disabling their 'Include in export' property in the Properties dialog.

Include in Export	<input checked="" type="checkbox"/>
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If you are filtering the map to display only topics that meet specific criteria (see "[Filtering a mind map](#)"), only the topics visible on the workspace will be exported. To export the entire map, you need to go back to the full display by clearing the filter applied.



If you want a specific description to appear when the user hovers a picture from your map in the browser, you can enter this description in the Name property of the relevant picture (topic picture, floating picture or attached picture file). This description is then converted by MindView to an HTML Alt tag during the export.

Export modes

There are two export modes available:

- **Quick Export**

The [Quick Export](#) mode allows you to export your map quickly using the MindView defaults or the last export settings you chose.

- **Custom Export**

The [HTML Export Wizard](#) lets you choose from a number of professional ready-made templates with various navigation layouts which you can customize to your liking. You can also specify the elements of your map to be exported and how they should be treated. Moreover, if you have created a particular folder structure for the external files used by your document, you can ensure that MindView preserves this structure when exporting to HTML by specifying the list of folders that need to be included in the export folder. Finally, the Export Wizard lets you export you map as a SCORM (Sharable Content Object Reference Model) compatible

package and specify its characteristics such as name, title, description, keywords and manifest identifier.

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

Relationship between MindView and HTML elements and objects

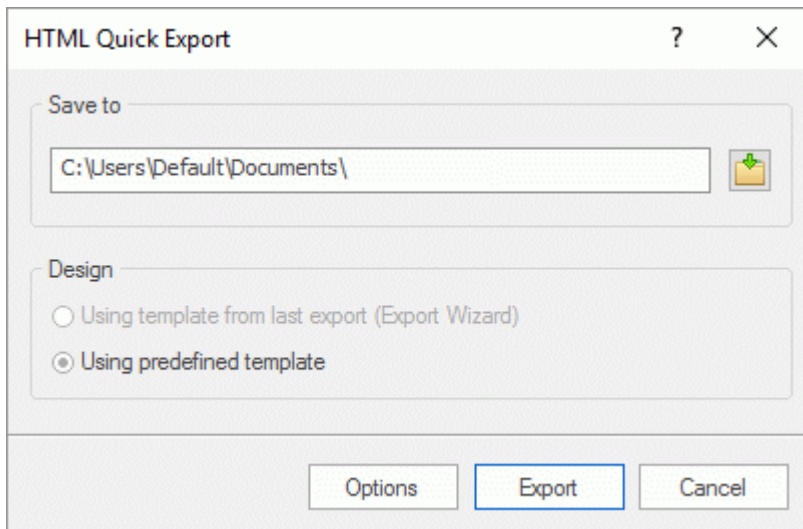
The following table indicates how the various MindView elements and objects are exported on the HTML page.

MindView element	Exported to HTML as
Topic label	Page title
Text note	Inserted as text
Topic picture	Inserted as picture
Floating picture	<ul style="list-style-type: none"> ● If connected to a topic, inserted as a picture ● If not connected to a topic, not exported
Floating comment	<ul style="list-style-type: none"> ● If connected to a topic, inserted as text ● If not connected to a topic, not exported
Pop-up comment	Inserted as text
Topic connection	Depending on your choice in the export dialog, inserted as a button link or as a hyperlink
MindView object	Exported to HTML as
Text file	Depending on your choice in the export dialog, inserted as a button link or as a hyperlink
Picture file	Inserted as a picture
Video file	Inserted as a Media Player object
Sound file	Depending on your choice in the export dialog, inserted as a button link or as a hyperlink
Hyperlink	Inserted as a hyperlink

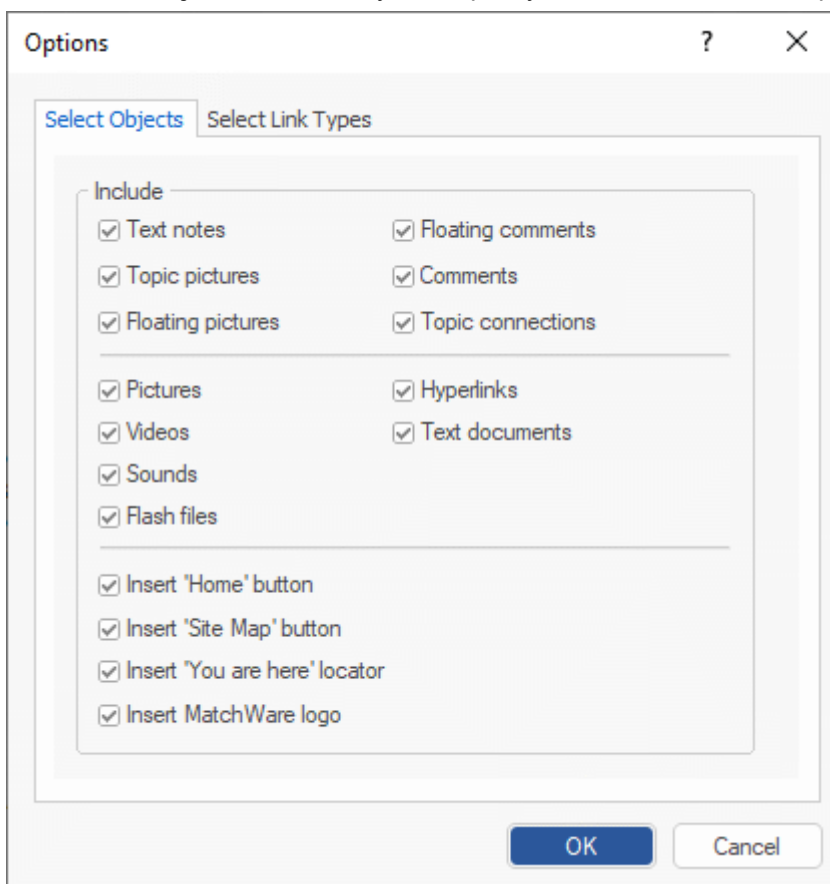
Exporting to HTML: Quick Export

- Click the **File** tab.
- Choose **Export | HTML | Quick HTML Export**.
- If your MindView view contains several maps (i.e. several central topics), choose the map you want to export in the 'Select Map to Export' dialog and click OK.

The **HTML Quick Export** dialog appears.



- Choose a path for your new web site.
MindView will create a sub-folder named 'MVHtmlExport' in the folder you specify, and place all the files making up your web site in this sub-folder.
- Choose whether to use:
 - The template you last used in the Export Wizard if you have already used that export mode for your map.
 - The MatchWare predefined export template (with top and side navigation menu)
- (optional) Click **Options** to define further export options:
The **Select Objects** tab allows you to specify the elements of the map to include in the export.

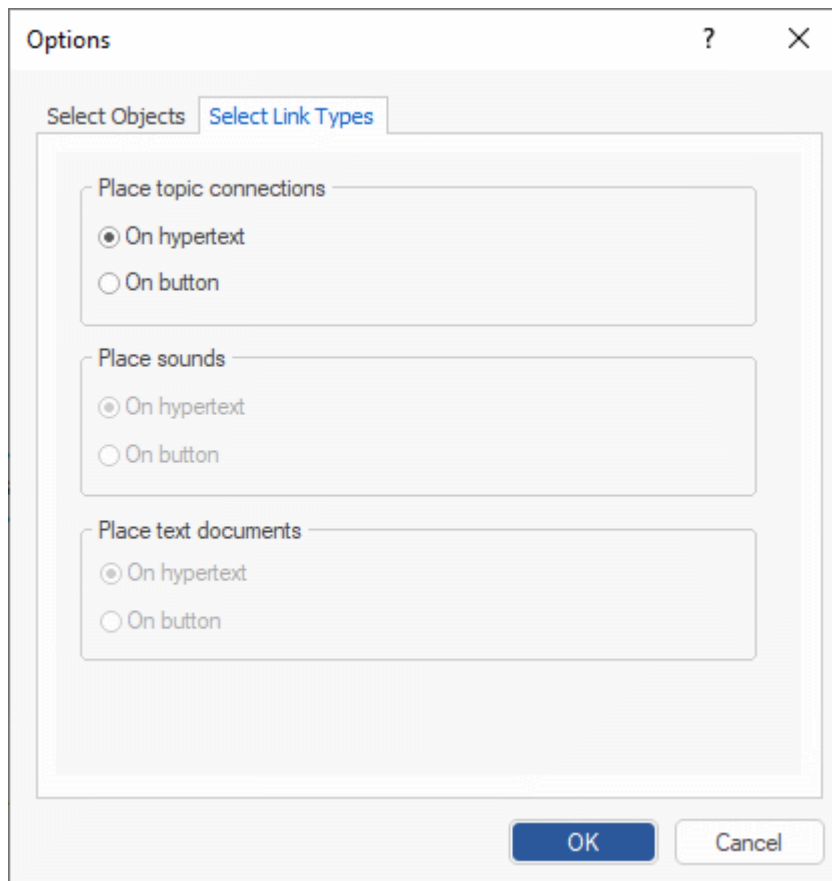


 If you exclude some elements from the export by deselecting them here, none of the elements of this type will be exported, regardless of the value of their individual 'Include in

export' property in the Properties dialog. Let's suppose for instance your map contains a floating picture whose 'Include in export' property is enabled. If you choose to exclude floating pictures from the export here, your floating picture will not be exported. Conversely, if you specify here that floating pictures should be exported, only the floating pictures whose 'Include in export' property is enabled will be exported.

Include in Export	<input checked="" type="checkbox"/>
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The **Select Link Types** tab only appears if your map contains topic connections and/or attached sound files or text files. It lets you choose whether these elements should be placed on HTML hyperlinks or buttons.



➤ **Click Export.**

Once the export is completed, MindView displays a dialog giving you the choice of immediately viewing your web site in your default browser or uploading it to Internet using the MatchWare FTP Upload Manager. For more information on this tool, see "[FTP Upload Manager](#)".



To open your exported web site from within File Explorer at a later date, double-click the file index.htm in the sub-folder 'MVHtmlExport'.

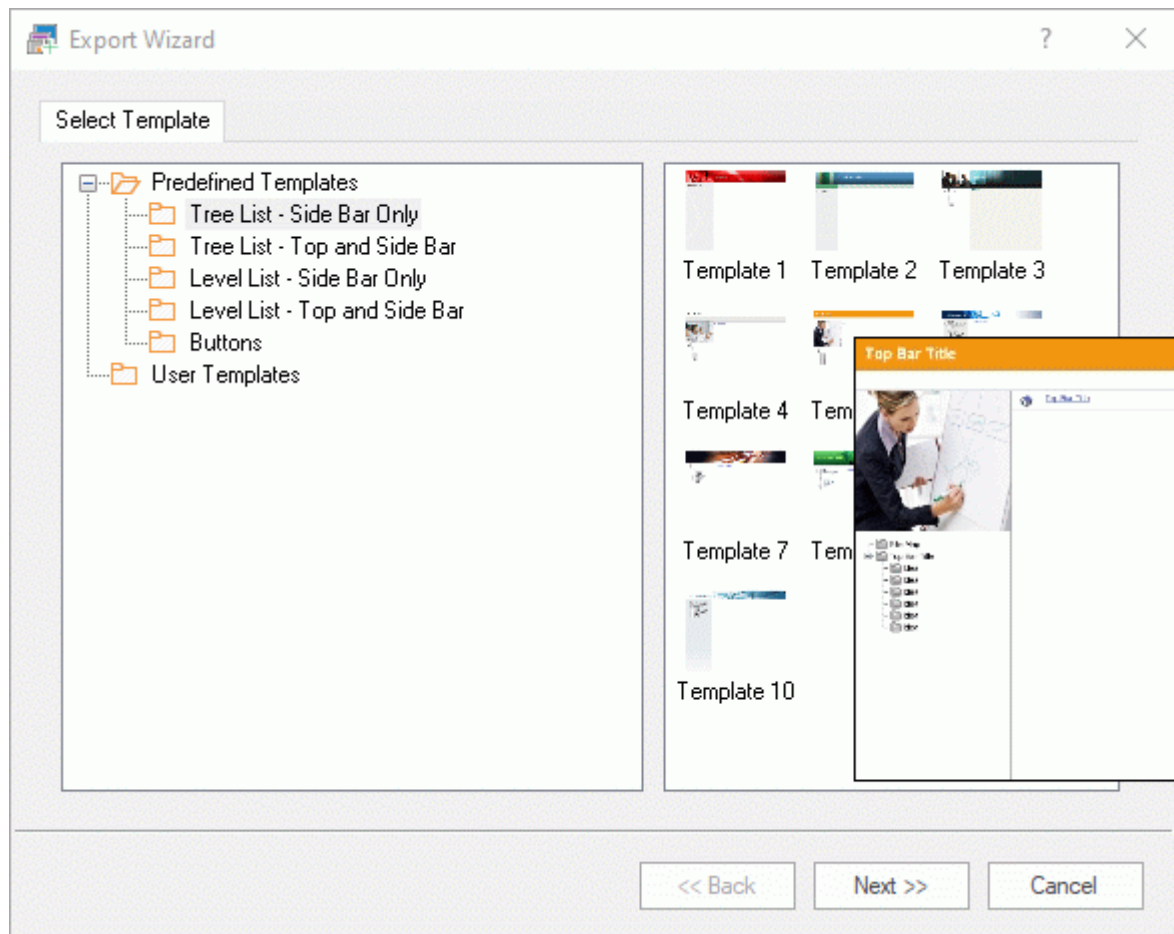
Exporting to HTML: Export Wizard

- Click the **File** tab.
- Choose **Export | HTML | Custom HTML Export**.
- If your MindView view contains several maps (i.e. several central topics), choose the map you want to export in the 'Select Map to Export' dialog and click Next.

The Export Wizard now displays a series of dialogs, the first of which is the **Select Template** dialog.

Selecting a template

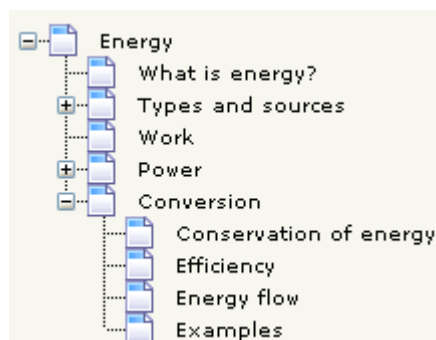
This dialog allows you to select a navigation layout for the pages of your web site.



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

These templates are available in the following navigation styles:

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



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

Home
What is energy?
Types and sources
Work
Power
Conversion
Conservation of energy
Efficiency
Energy flow
Examples

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.

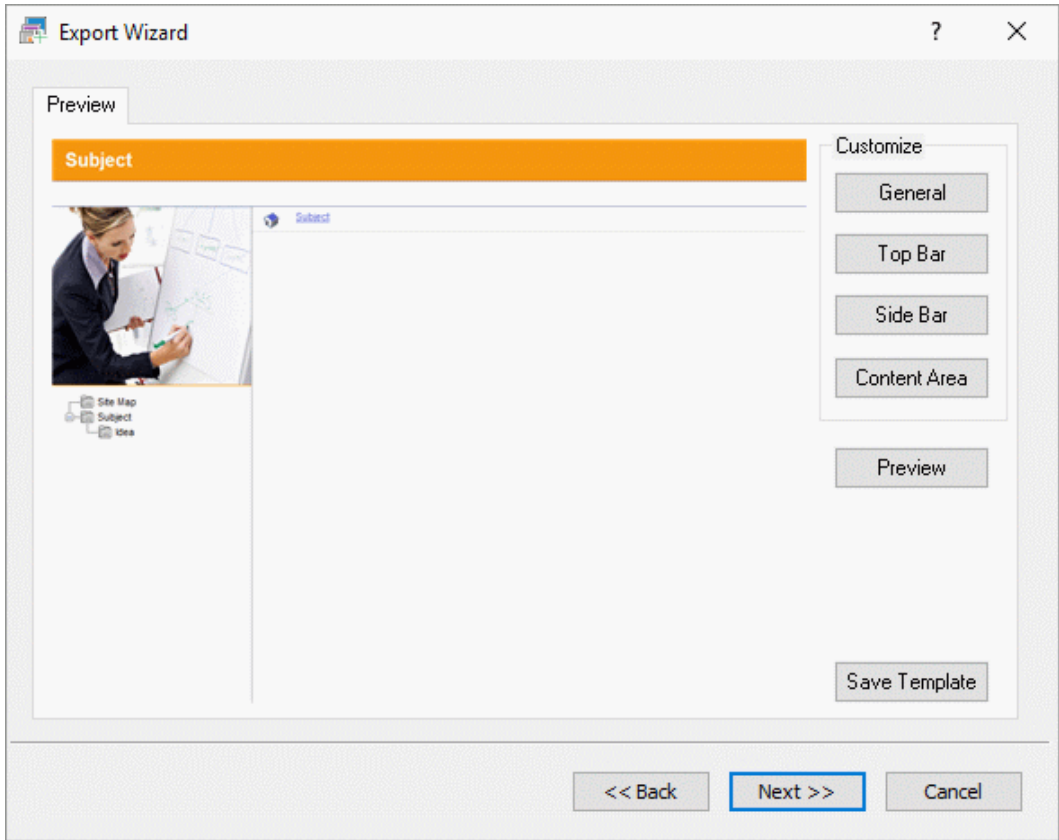
What is energy?	Types
Home	
Site Map	
Potential	
Kinetic	
Chemical	
Thermal	
Nuclear	
...other	

To see a larger preview of the templates shown on the right of the window, just place the mouse pointer over the relevant thumbnail. Note that you will be able to go back to this step of the wizard at any time to choose a different template if you are not satisfied with your original choice.

- **User Templates:** This lets you choose one of your own previously saved export templates. See further down for information on how to save your own export template.
- Select a template on the right and click Next.

Preview

The Export Wizard opens the **Preview** dialog, which lets you customize the various areas of the navigation layout chosen in the first step.



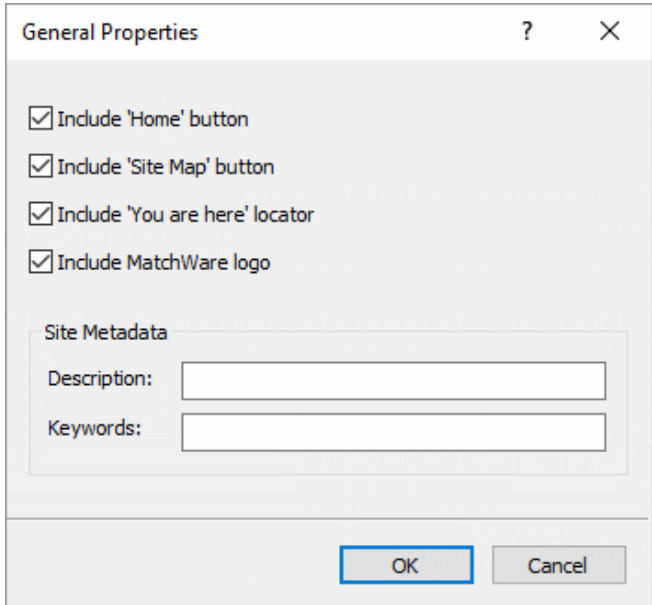
You can customize each area in turn by clicking the **Customize** buttons, namely:

- General
- Top Bar
- Side Bar
- Content Area

Feel free to experiment with the various customization options. At any time, you can obtain a full-size preview of your design reflecting any changes made by clicking the Preview button. Note however that this Preview does not allow you to navigate the site.

Customizing the General properties (optional)

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



This dialog gives you the following options:

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

This option is not available if you have chosen a Tree List design, as this design always allows you to return to the central topic of your map in one click. A 'Home' button is therefore superfluous in this case.

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

Include 'Timeline' button: This option is only available if you are exporting a document from the Timeline view. It inserts a Timeline button on each of your web pages. Clicking it will display an interactive representation of the timeline as shown in the Timeline view. For more information about working with timelines, see "[Using the Timeline view](#)".

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

You can also enter meta-tags for your web site as follows:

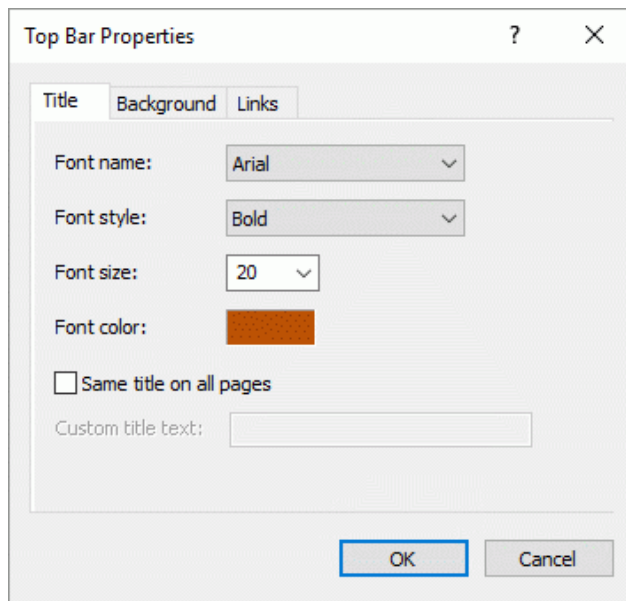
Description: Any text entered here will be inserted in the <description> tag of each of the HTML pages created.

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

Customizing the Top Bar (optional)

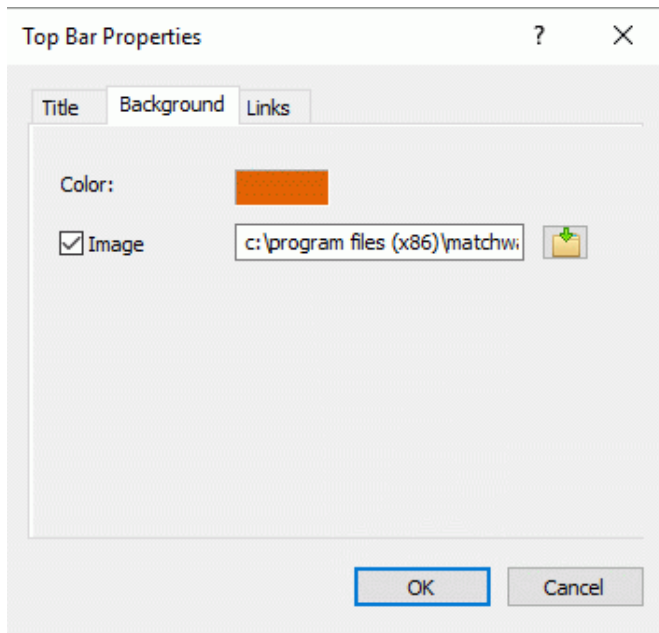
- Click the **Top Bar** button or double-click the top bar area in the Preview dialog.

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



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

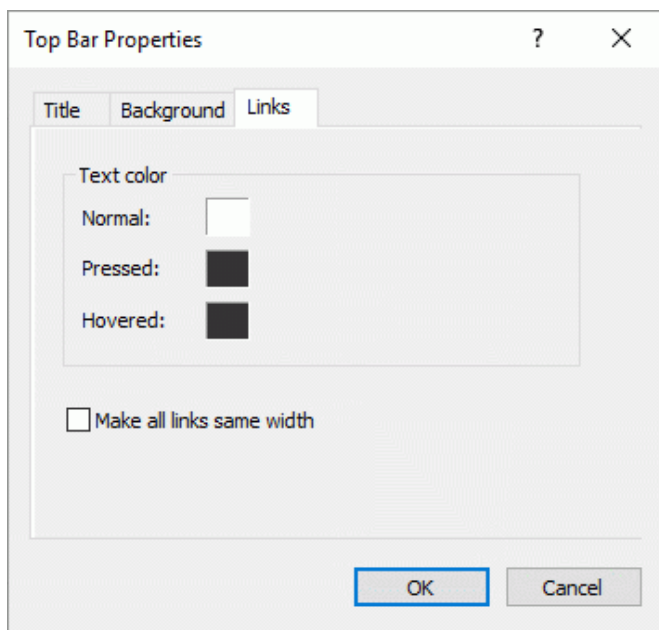
- Click the **Background** tab.




This tab lets you select a plain color or a different background picture for the top bar.

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

- Click the **Links** tab.



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

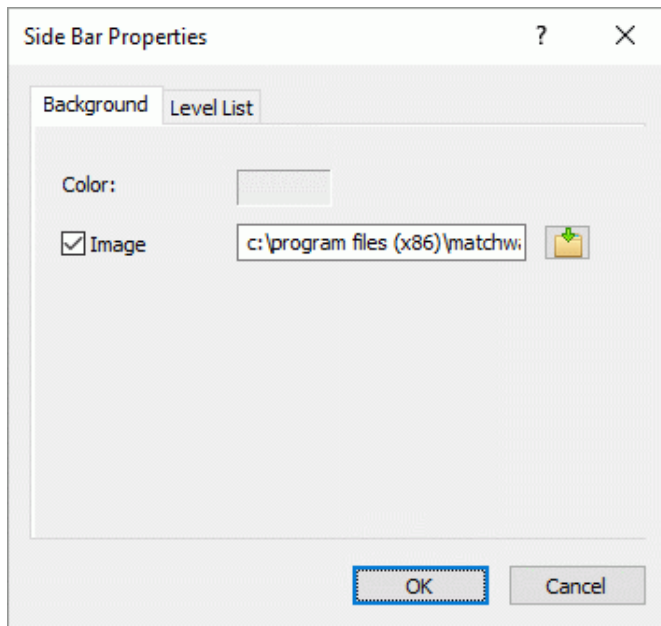
This tab lets you select different colors for the top bar links depending on their state, i.e. "Normal", "Pressed" (the link is clicked) or "Hovered" (the mouse pointer is placed on the link).

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

Customizing the Side Bar (optional)

- Click the **Side Bar** button or double-click the side bar area in the Preview dialog.

The Side Bar Properties dialog opens on its **Background** tab.



This tab lets you select a plain color or a different background picture for the side bar.

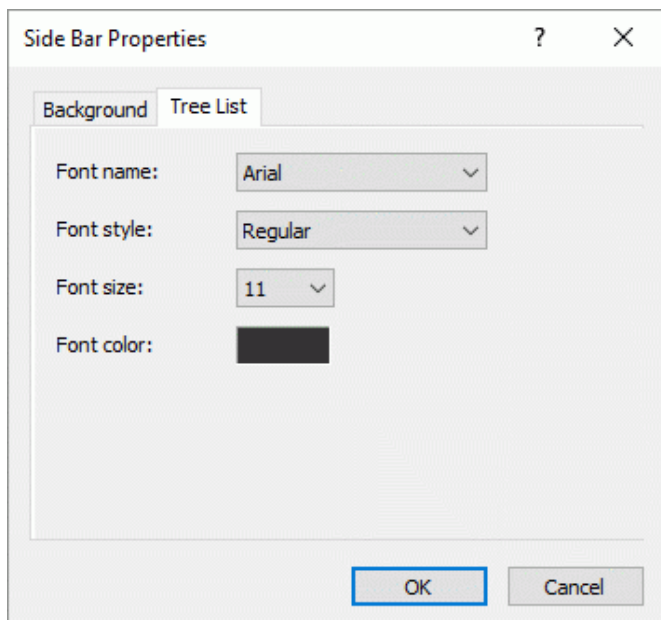
As for the top bar, the best approach if you want to change the background picture is to make a copy of the existing picture and edit its design to suit your requirements.

The second tab of the Side Bar Properties dialog varies depending on the type of navigation template you chose in the first screen of the Export Wizard. The three possibilities are:

- Tree list
- Level list
- Links

We will now look at each of these possibilities in turn.

Tree List

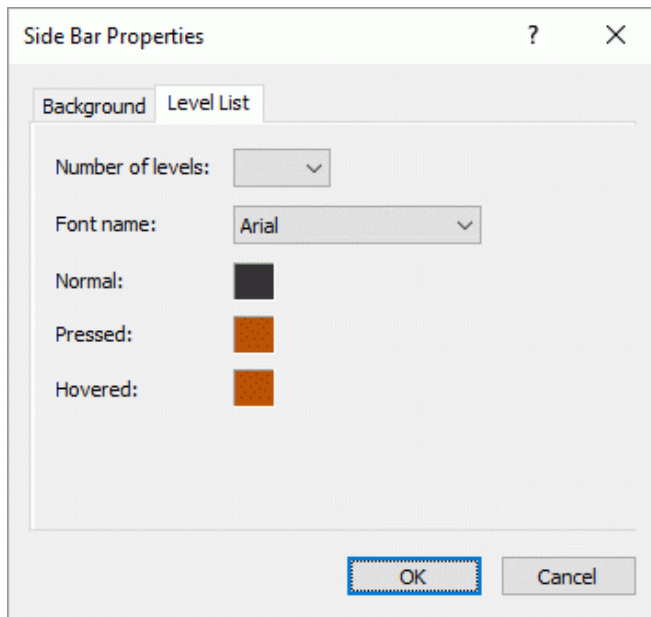


This is the tab displayed if you have chosen a Tree List design in the first step of the Export Wizard.

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

This tab lets you modify the default font, attributes, size and color of the links.

Level List

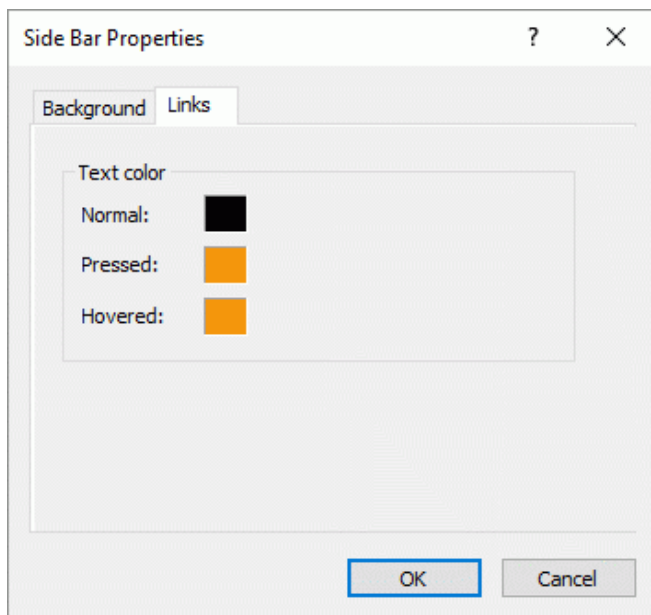


This tab is displayed if you have chosen a Level List design.

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

The Level list tab lets you choose how many levels the list should show. You can also define the font and color of the links.

Links



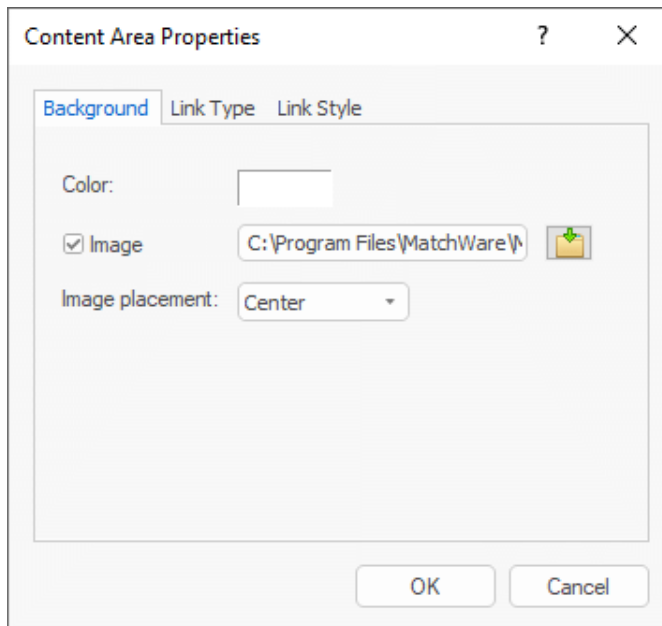
This tab is displayed if you have chosen a Buttons design in the first screen of the Export Wizard.

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

Customizing the Content Area (optional)

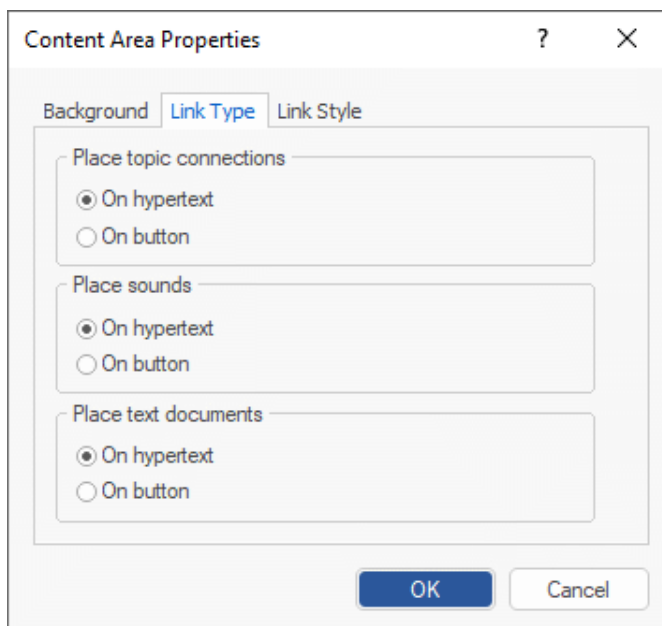
- Click the **Content Area** button or double-click the middle area in the Preview dialog.

The Content Area properties dialog opens on its **Background** tab.



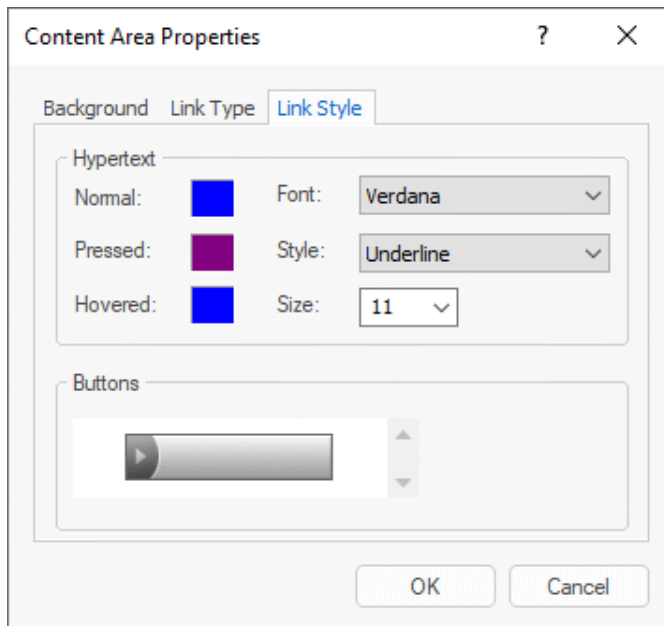
This tab lets you select a plain color or a different background picture for the body of the page. Feel free to experiment with the image placement options by checking the effect in the full-size preview.

- Click the **Link Type** tab.



If your map contains topic connections, sound files or attached text documents, this tab lets you decide whether you want to place these objects on hyperlinks or on buttons.

- Click the **Link Style** tab.



This tab lets you choose styles for any buttons or hyperlinks created on your web pages.

- Define the hyperlink style required by selecting a font, attribute and size. You can also define different colors depending on the state of the hyperlink, i.e. "Normal", "Pressed" (the link is clicked) or "Hovered" (the mouse pointer is placed on the link).
- Scroll through the various buttons available to choose the type you like best.

Previewing the customized template (optional)

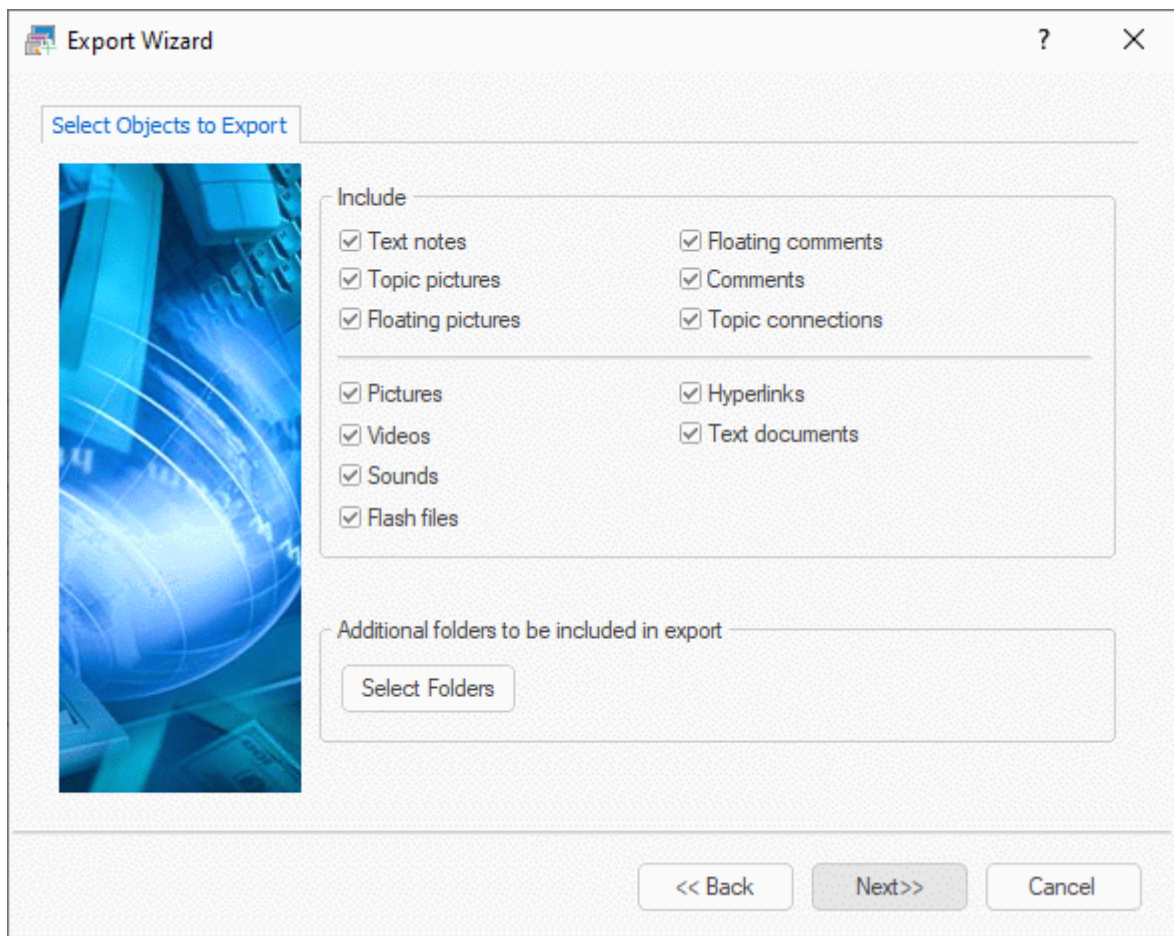
- Click the **Preview** button in the Preview dialog to obtain an 800x600 real-time preview of your design reflecting any changes made so far.
- Check how your web site will look in different browser resolutions by resizing the window. Reducing the window size might for instance cause the top buttons or hyperlinks to spread onto two rows. Conversely enlarging the window might cause them to arrange themselves on one row only.

Saving the customized template (optional)

- You can save your customized export template for later use by clicking the **Save Template** button of the Preview dialog. The Save User Template dialog that opens contains a list of the export templates you have already saved. Enter the name of your new export template and click Save.
- Once you are satisfied with the design of all the page components, click Next.

Selecting the objects to export

The Export Wizard now opens the **Select Objects to Export** dialog.



- Select the MindView objects which you want to export to HTML.

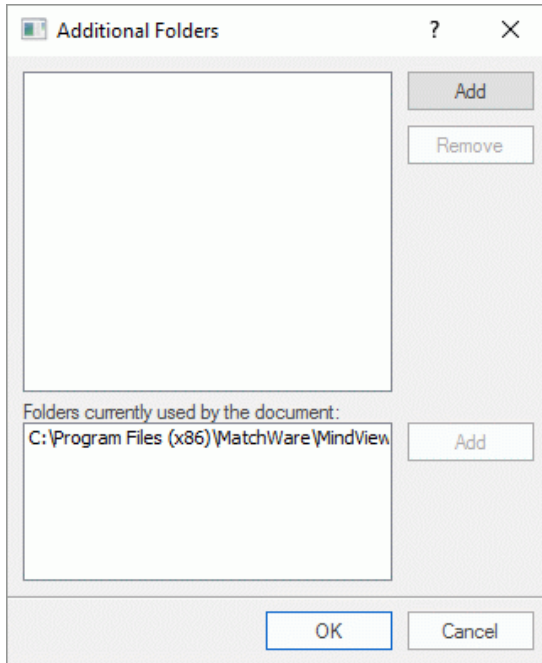


If you exclude some elements from the export by deselecting them here, none of the elements of this type will be exported, regardless of the value of their individual 'Include in export' property in the Properties dialog. Let's suppose for instance your map contains a floating picture whose 'Include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

Include in Export

If you have created a particular folder structure for the external files used by your document, you can ensure that MindView preserves this structure when exporting to HTML by specifying the list of folders that need to be included in the export folder as follows:

- Click the **Select Folders** button to open the following dialog:



- Click the **Add** button and select the first folder you wish to include in the export.
- Repeat for all the folders you would like to include.

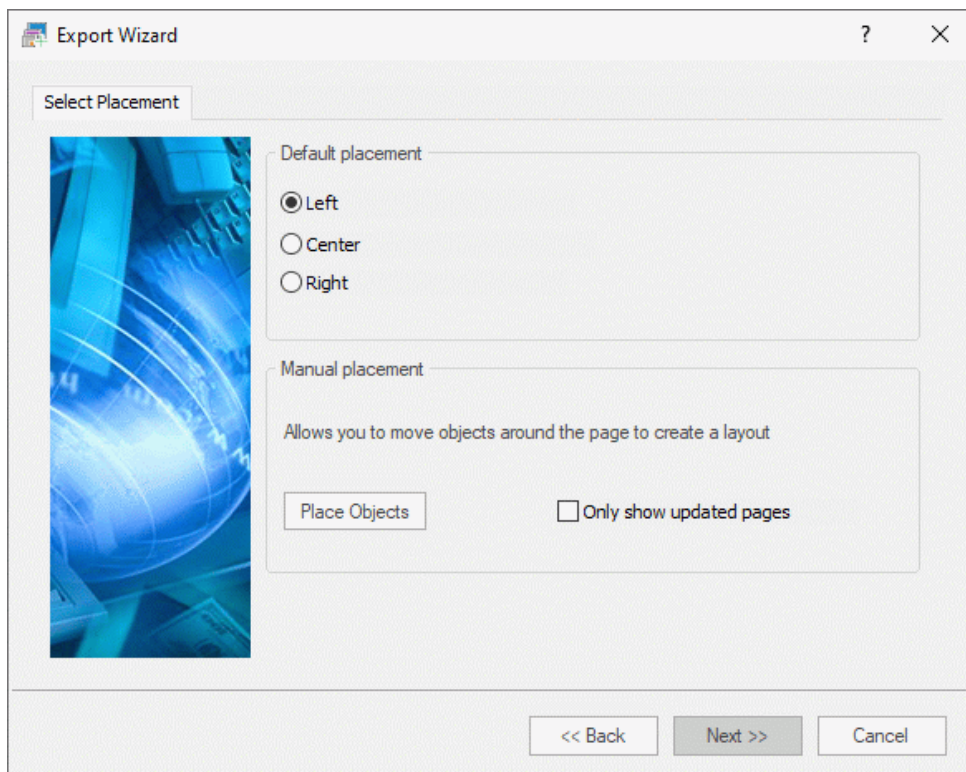
Note that you can enlarge the dialog by dragging one of its corners if the folder paths are not fully visible.

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

- Click Next.


Placing the objects on the page

The Export Wizard now opens the **Select Placement** dialog, which allows you to define where the various objects attached to each topic should be placed on the corresponding HTML page.



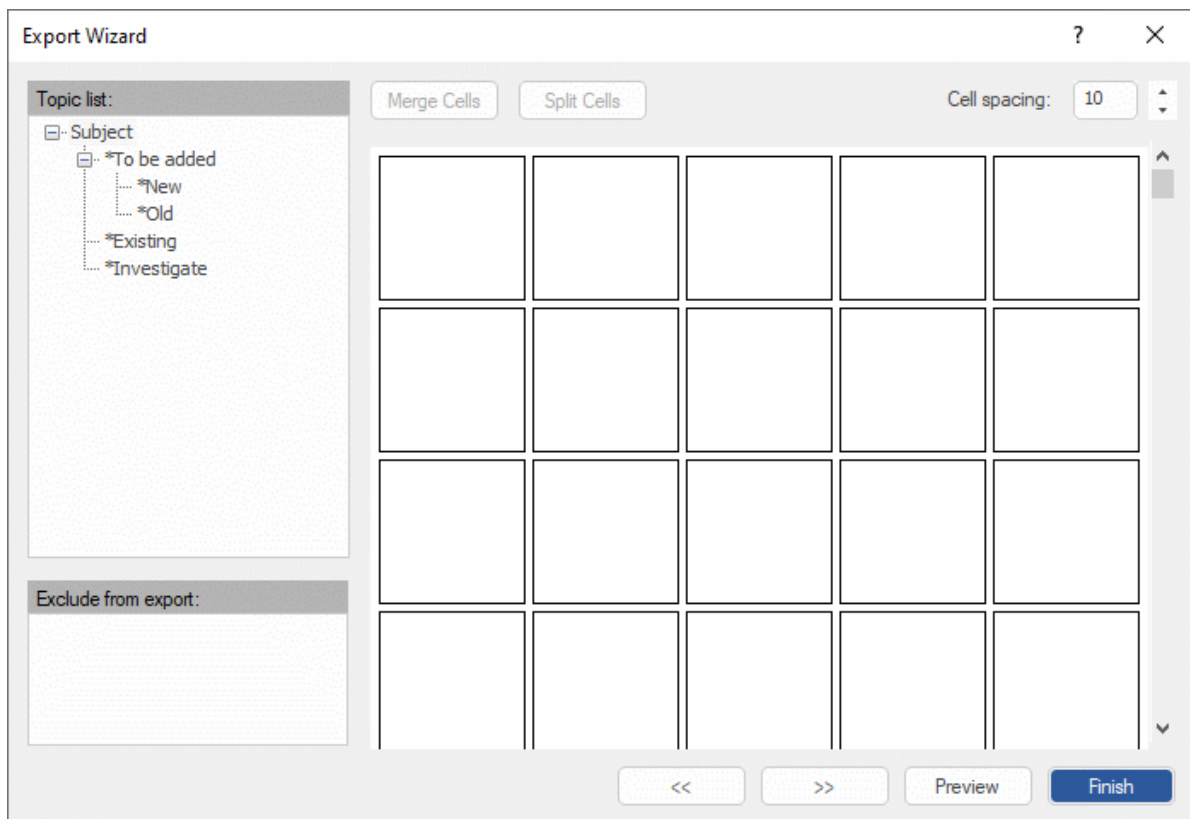
You can either:

- Choose a default placement of Left, Center or Right and click Next. In that case, the objects will be placed one after the other on each page according to their order in the Object list, either on the left, the center or the right of the page.
- Choose a default placement, and then click the **Place Objects** button to arrange the objects manually on the page as you wish.

 If you have already exported your map to HTML, you can check **Only show updated pages**. In that case, the Export Wizard only shows you the pages which you have edited since the last export. If your map contains a large number of topics, this saves time as you do not have to review the object positioning on all the unchanged pages.

Positioning the objects manually (optional)

If you have chosen to place the objects manually by clicking 'Place Objects' in the previous dialog, the Export Wizard now shows the Object Positioning window.



This is based on a default grid containing 5 columns, each representing 20% of the width of the HTML page, and divided in a number of cells.

All the objects associated with the first topic of your map are identified on the grid by a small icon bearing their name, in the default position chosen in the previous dialog. You can now reposition these objects or resize them by manipulating the grid cells as follows:

- To move an object on the page, drag it from one cell to the other.
- To resize a column on the grid, drag its edge until it reaches the required size.
- To merge two or more cells so that the object is stretched across them, select the cells by dragging the mouse pointer across them and click the **Merge Cells** button (or right-click and choose Merge Cells in its local menu).
- To split a cell made up of merged cells, select it and click **Split Cells** (or right-click it and choose Split Cells in the local menu).
- To align objects horizontally or vertically within a cell, select the relevant cells by dragging the mouse pointer across them, right-click and choose **Alignment** in the local menu. Then select an Alignment option by clicking a square in the menu (these represent top left alignment, top

center alignment, top right alignment and so on). Note that you can also perform this operation on empty cells before moving objects into them.

- To add an empty row, right-click the row above which you want to insert a row and choose **Add Row** in its local menu.
- To delete a row, right-click it and choose **Delete Row** in its local menu.
- To increase or decrease the space between each cell, click the up or down arrows of the 'Cell spacing' option.

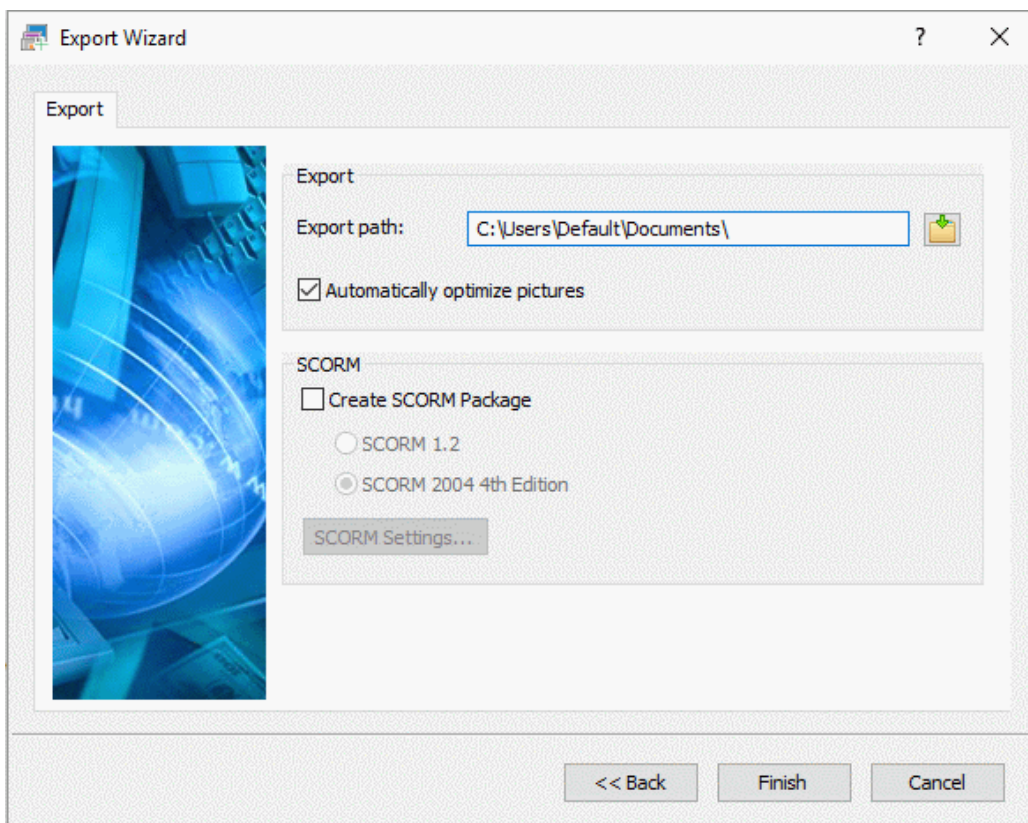
All the objects that are excluded from the export, either because you have disabled their 'Include in export' property or because you have chosen to exclude them in the 'Select Objects to Export' dialog described above, are listed in the 'Exclude from export' area in the bottom left of the grid. You are free to drag any of these objects back onto the HTML page.

You can also exclude particular objects from the export by dragging them to the 'Exclude from export' area, and drag them back to the HTML page later if you change your mind.

- Click **Preview** to visualize the effect of your changes on the actual page.
- When you are satisfied with the positioning of the objects on the page, click the right double arrow button to go to the next page, or choose another page in the Topic list shown on the left of the dialog.
- Repeat the operation until you have reviewed all the pages that needed revisiting.
- Once you have reviewed all the pages, click **Finish**.

Exporting

You are now ready to export your map to HTML.



- Choose a destination folder for your new web site.
- (optional) You can optimize your pictures for web export by checking the option **Automatically optimize pictures**. This has two effects:
 - All .bmp pictures used on your map are converted to .jpg to reduce their file size.
 - Any .bmp or .jpg picture used on your map that is larger than the dimensions allocated to it on the HTML page is scaled down to these dimensions.

- (optional) To export the map as a SCORM package, check **Create SCORM Package** and select the relevant SCORM version.
- (optional) Click **SCORM Settings**.

The **SCORM Manifest Settings** dialog opens to let you specify additional information about the package.

The SCORM Manifest file is automatically created by MindView. Among other things, it includes details about the package that enable students and teachers to search for specific learning content with the use of keywords.

Catalog name: This specifies the name of the Learning Management System (LMS) group or category of courses (e.g. Maths, Physics, Chemistry, etc.) in which the SCORM package should be placed.

Course title: This specifies the name used to identify the course within the LMS.

Course description: This is used to provide a description of the course, and its intended use.

Comma separated keywords: This field can be used to enter keywords (which must be separated by commas) which the students and teachers will be able to use to locate the package once it is deployed on the LMS.

Manifest identifier: This compulsory ID uniquely identifies the package among all the other packages deployed on the LMS.

The output of the export will be a zip file containing all the HTML content and other SCORM related helper files. This package can then be uploaded to the LMS (which must be SCORM 1.2 or SCORM 2004 compliant). How the package is placed on the LMS depends on the specific LMS, but generally it is done by a teacher using the web-based interface of the LMS. Please refer to the documentation of the LMS in question for information about this.

- Click **Finish**.

Once the export is completed, MindView displays a dialog giving you the choice of immediately viewing your web site in your default browser or uploading it to Internet using the MatchWare FTP Upload Manager. For more information on this tool, see "[FTP Upload Manager](#)".



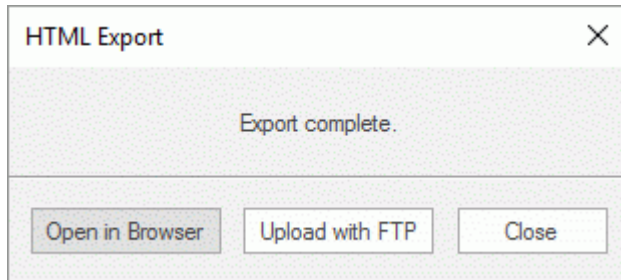
To open your exported web site from within File Explorer at a later date, double-click the file index.htm in the sub-folder 'MVHtmlExport'.

FTP Upload Manager

To help you get your HTML site on the web as quickly and effortlessly as possible, MindView comes with a built-in FTP program, the MatchWare FTP Upload Manager.

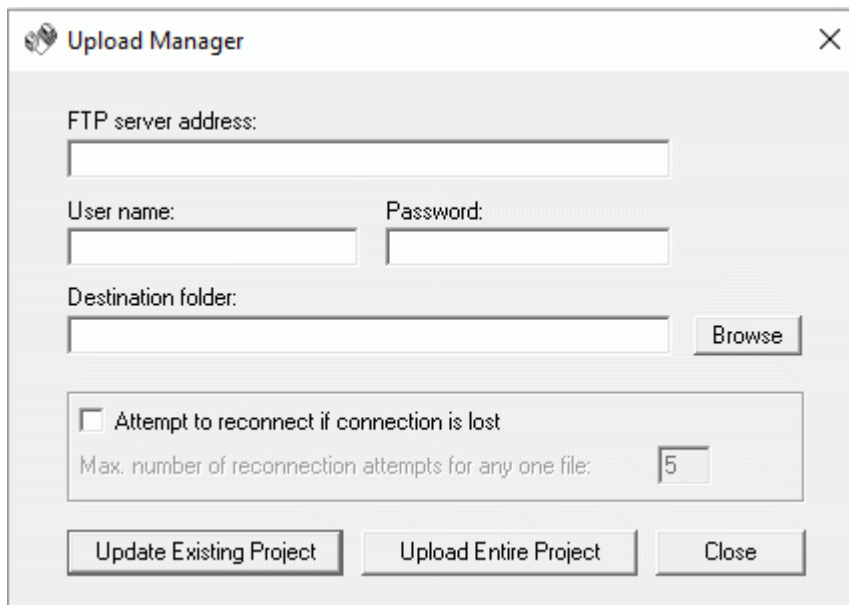
Starting the FTP Upload Manager


Before you can use the FTP Upload Manager you must export your MindView document to HTML (see "[Exporting to HTML: Quick Export](#)" or "[Exporting to HTML: Export Wizard](#)"). At the end of the export the following dialog appears:

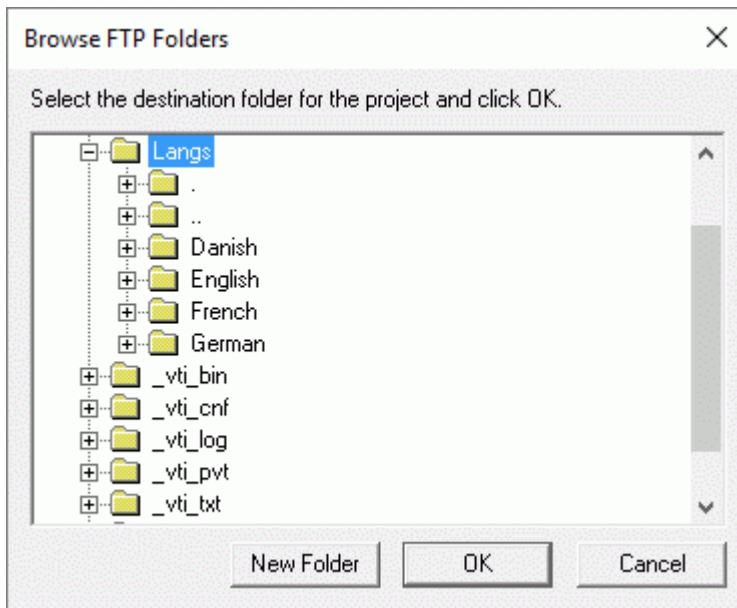


- To open the FTP Upload Manager click **Upload with FTP**.

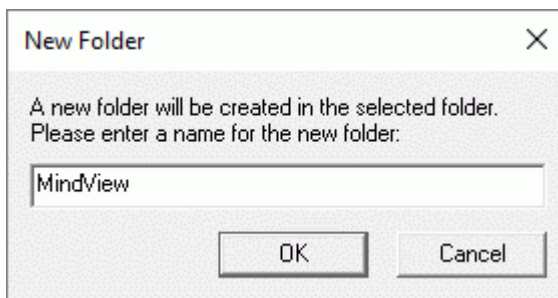
The FTP **Upload Manager** dialog appears.




- In the **FTP server address** field, enter the FTP upload address that you have received from your Internet Service Provider (ISP).
- Enter your **User name** and **Password** in their respective fields.
 -  *If you do not have an FTP address, user name or password or have lost them, contact your ISP.*
- Clicking the Browse button next to **Destination folder** will connect you to the Internet. Once online, search for the remote folder you wish to upload your web site to.



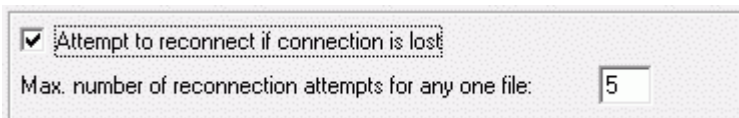
- Select the folder required and click OK to return to the Upload Manager dialog. If you would like to upload the web site to a new folder, click New Folder to create a new remote folder on the server. Click OK to return to the Upload Manager dialog.



 To quickly create a new remote folder, enter a forward slash and the name of the new folder in the Destination folder field.



If your Internet connection goes down often, you are advised to check the option **Attempt to reconnect** in the Upload Manager dialog to guarantee a successful upload.

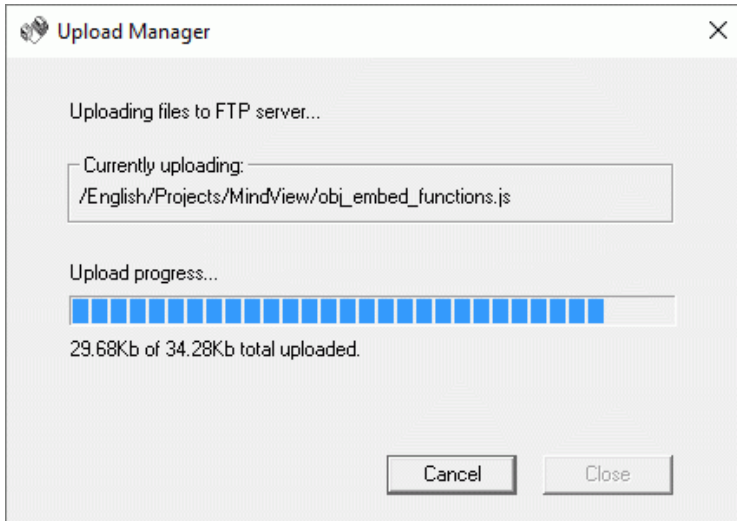


You can also set the number of reconnection attempts you want the Upload Manager to perform for a given file. If upload is still unsuccessful after this number of attempts, it is cancelled.

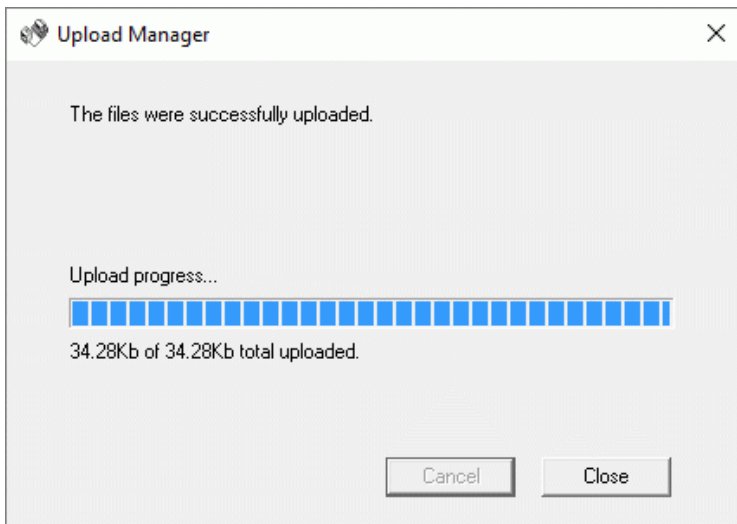
Uploading your web site

- If you are uploading your web site for the first time, click **Upload entire project** to connect to the FTP server and upload all the files.

You can follow the progress of the upload in the Upload dialog.



If upload is completed successfully, the following dialog appears:



- Click **Close** to return to MindView.

The FTP Upload Manager remembers your FTP address, Username, Password and Destination. If you make changes to your web site and would like to upload it again, click **Update existing project** to upload only the files that have changed since your last upload.

Importing

Introduction

MindView lets you import documents from other applications, including Microsoft® Word, Microsoft® PowerPoint, Microsoft® Excel, Microsoft® Outlook and Microsoft® Project. You can also create MindView documents by importing XML files.

The import options offered by MindView are all described in detail in the next topics.

Importing from Microsoft Word



MindView lets you import Microsoft® Word documents.

This is particularly useful when:

- You have a Word document which you would like to restructure using the brainstorming capabilities and features of MindView before exporting it again to Word.
- You have exported a MindView mind map to Word, developed some of the topics in Word, but then realized you need to review the structure of your map in MindView before doing any further work in Word.

In both cases, MindView allows you to import the Word document into a new mind map, preserving the text added in Word together with its formatting as far as possible. Pictures, comments and hyperlinks added in Word are also preserved wherever possible.

If the Word document was created by exporting a MindView mind map to Word, the new mind map will have the same topic structure and layout as the original mind map.

If you then re-export the new mind map to Word after having made the required changes in MindView, any elements added in MindView are exported to the new document.

For more information about the elements that MindView is not able to preserve, see "[Limitations](#)" below.



You do not need to have Microsoft Word installed on your computer in order to import a Word document into MindView. MindView can import documents created with Microsoft Word 2007 and above in the .docx format. If you are using an earlier version of Word, you can use the free Microsoft Office Compatibility pack to convert the document from its .doc format to the newer .docx format prior to importing.

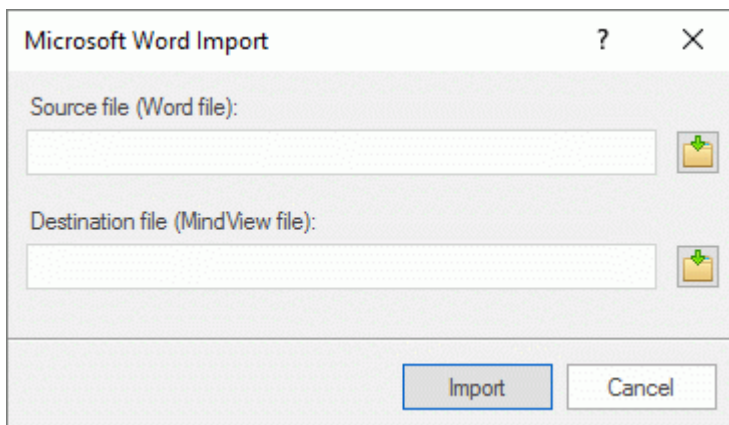
Although MindView can import any Word document, a useful topic structure can only be created if the document is organized in paragraphs containing headings defined with the Microsoft Word heading styles "Heading 1" through to "Heading 9".

MindView imports each paragraph of the Word document as a 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


- Click the **File** tab.
- Choose **Import | Microsoft Word**.
- Select the Word document you want to import.
- Specify a destination folder and file name for the MindView document to be created.



➤ Click **Import**.

There may be elements of the Word document that MindView is not able to import. If this is the case, MindView displays a Warning dialog listing these elements. See "[Limitations](#)" below for more information.



 *When exporting a mind map to Word, MindView inserts bookmarks in the Word document to keep track of how the various elements should be re-imported back into MindView if you choose to do so. You should take care not to delete these bookmarks, which are hidden by default. To make them visible while you work, check 'Show bookmarks' in the Advanced panel of the Word Options dialog.*

Relationship between Word and MindView elements and objects

The following table indicates how MindView converts the various elements of your Word document to MindView elements and objects.

Word element	Imported in MindView as
Title (with Title style)	Central topic of the mind map <ul style="list-style-type: none"> ● If the Word document does not contain a Title heading at its very top, the name of the Word document is used as central topic name. ● If the Word document contains more than one Title heading, each such heading is imported as a text note of the corresponding higher-level topic.
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	<ul style="list-style-type: none"> ● If the document was created in Word, 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	<ul style="list-style-type: none"> ● If the document was created in Word, imported as a picture embedded in a text note of the corresponding 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
Intra-document cross reference to heading with style Title or Heading 1 to 9	Topic connection between the relevant topics
Hyperlink	Hyperlink in text note of the corresponding topic
Bibliography source	Source

Limitations

The following limitations apply when importing a Word document into MindView:

- Indexes, tables of contents, tables of authorities, tables of figures, headers and footers are not imported.
Note that you can choose to have the Table of Contents regenerated automatically when re-exporting the mind map to Word.
- Sounds and videos that are embedded in the Word document are not imported in MindView. To import such elements in the MindView mind map, make sure they are inserted in the Word document as hyperlinks.
- Mathematical symbols are not imported.

In addition, if you are importing a document created from an original MindView mind map, the following limitations apply:

- Pop-up comments will not retain their original size and position.
- Pictures embedded in the Word document as a result of the export from MindView do not retain their file name information. When re-importing the document, MindView creates new files for these pictures.
- If you chose to include a picture of the whole mind map in the Word document when exporting from MindView, this picture is not re-imported back into MindView.

Importing from Microsoft PowerPoint



MindView lets you import Microsoft® PowerPoint presentations from the Office Open XML file format (.pptx).

This is particularly useful when:

- You have a PowerPoint presentation which you would like to expand using the brainstorming capabilities and features of MindView before exporting it again to PowerPoint.
- You have exported a MindView mind map to PowerPoint, worked on the layout in PowerPoint, but then realized you need to review the structure of your map in MindView before doing any further work in PowerPoint.

In both cases, MindView allows you to import the PowerPoint presentation into a new mind map, preserving as much of the layout and contents of the PowerPoint presentation as possible.

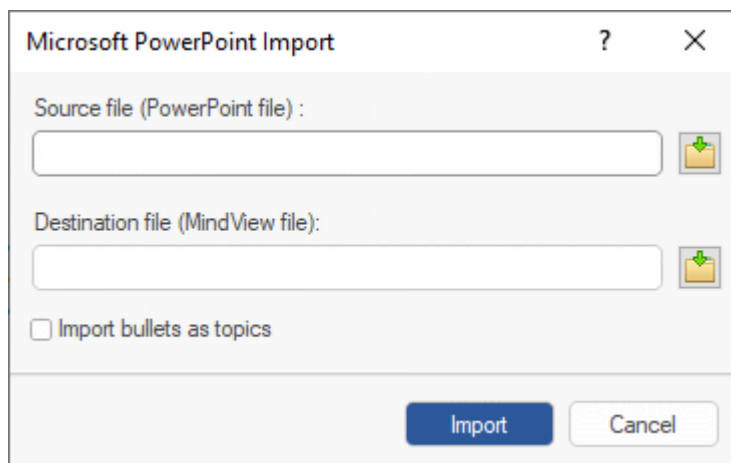
If the PowerPoint presentation was created by exporting a MindView mind map to PowerPoint, the new mind map will have the same topic structure and layout as the original mind map.

If you then re-export the new mind map to PowerPoint after having made the required changes in MindView, any elements added in MindView are exported to the new presentation.

For more information about the elements that MindView is not able to preserve, see "[Limitations](#)" below.

Procedure

- Click the **File** tab.
- Choose **Import | Microsoft PowerPoint**.
- Select the PowerPoint presentation you want to import.
- Select the destination folder, i.e. the folder for the MindView document created from the PowerPoint presentation.
- (optional) If you want to import the bullet lists that may be included on the PowerPoint slides as sub-topics of the corresponding topics, check **Import bullets as topics**. If you leave this box unchecked, the bullet lists that may be included on the PowerPoint slides are inserted as text notes on the corresponding MindView topics.



- Click **Import**.

Import modes

The Import operation has two modes depending on how the PowerPoint presentation was created:

- The PowerPoint presentation was originally created in PowerPoint
In this mode, the title of the first slide becomes the central topic name of the new MindView document. If you have checked the 'Import bullets as topics' option, each bullet list item of that first slide becomes a new main topic. If not, the entire bullet list is imported as a text note for the central topic.

All the other slides are imported as further main topics. If you have checked the 'Import bullets as topics' option and some of those slides contain bullet lists, each bullet list item becomes a sub-topic of the corresponding MindView topic. If not, the entire bullet list is imported as a text note for the topic.

- The PowerPoint presentation was created by exporting a MindView document
In this mode, 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.

Relationship between PowerPoint and MindView elements and objects

The following table indicates how MindView converts the various elements of your PowerPoint presentation to MindView elements and objects.

PowerPoint element	Imported in MindView as
Slide	Topic
Slide title	Topic title
Slide sub-title	Text note
Slide body text	Text note
Slide bullet list	<ul style="list-style-type: none"> ● If the presentation was created in PowerPoint and you checked 'Import bullets as topics' in the Import dialog, each bullet is imported as a sub-topic. If you didn't check 'Import bullets as topics', the entire bullet list is imported as a text note for the topic. ● If the presentation was created by exporting an original MindView document, the topic structure of the mind map is recreated from the slide titles, not from the bullet list. The text of the bullet list is therefore ignored.
Slide comment	Floating comment
Slide notes	Pop-up comment
Embedded picture	<ul style="list-style-type: none"> ● If the presentation was created in PowerPoint, imported as an attached picture ● If the presentation was created by exporting an original MindView document, imported as a topic picture or floating picture as in the original document
Autoshape	Attached picture
Linked picture	Attached picture object pointing to the original path
Embedded video	Attached video object pointing to the original path
Embedded sound	Attached sound
Link to slide	Topic connection

Limitations

The following limitations apply when importing a PowerPoint presentation into MindView:

- The formatting of the slide title and of any slide notes included is not preserved.
- If the layout of the PowerPoint slide contains more than one bullet list, only the first bullet list is taken into account by the import.
- When importing bullets as topics, indented bullets within the main bullet list are imported as topics of the same level as the main bullets, not as sub-topics.
- PowerPoint master slides are not taken into account by MindView. Their contents are therefore not imported into the MindView document.

- Although hyperlinks contained in PowerPoint text objects are imported into the corresponding MindView text note, only their formatting is preserved. The links themselves are not preserved.
- Shapes, diagrams, OLE controls and objects are not imported.
- Tables are imported as plain text; rows and columns are not preserved.
- Text with text effects (WordArt) is imported as text notes without formatting.

In addition, if you are importing a presentation created by exporting a MindView document, the following limitations apply:

- If you delete one or more slides while working in PowerPoint, MindView is not able to recreate the topic structure exactly as in the original mind map:
 - If you delete the slide corresponding to the central topic, all the slides are imported as main topics, as if you had created the presentation from scratch in PowerPoint.
 - If you delete slides corresponding to topics with sub-topics, MindView cannot recreate the structure of these sub-topics.
- Similarly, if you rearrange the slides in a different order in PowerPoint, MindView does not take the new order into account.
- Since MindView uses the PowerPoint slide titles to recreate the topic structure, any changes you make to the bullet list text in PowerPoint will not be preserved in MindView.
- Pop-up comments will not retain their original size and position.
- Pictures embedded in the PowerPoint presentation as a result of the export from MindView do not retain their original file name or path information.
- If you chose to include a picture of the whole mind map in the PowerPoint presentation when exporting from MindView, the slide containing this picture is not re-imported back into MindView.

Importing from Microsoft Excel



MindView lets you import Microsoft® Excel spreadsheets (*.xlsx). The spreadsheet might be one that was previously exported from MindView, or one that you are bringing into MindView for the first time.

To ensure a successful import, your spreadsheet should have one of the following layouts:

Title		Header 1	Header 2	Title				Header 1	Header 2	Title	Header 1	Header 2
	Central topic	Data	Data	Central topic				Data	Data	Central topic	Data	Data
1	Main	Data	Data		Main			Data	Data	Main	Data	Data
1.1	Sub	Data	Data			Sub		Data	Data	Main	Data	Data
1.1.1	Sub	Data	Data				Sub	Data	Data	Main	Data	Data
2	Main	Data	Data		Main			Data	Data	Main	Data	Data
2.1	Sub	Data	Data			Sub		Data	Data	Main	Data	Data

Numbered

Structured

Flat

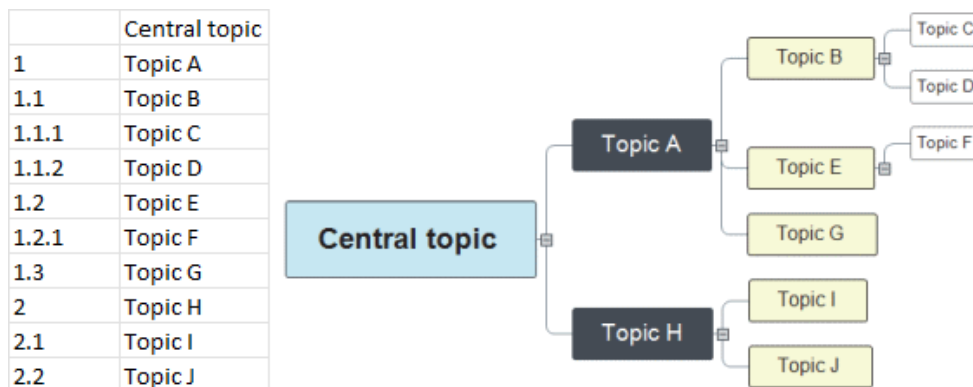
If your spreadsheet does not follow one of these layouts, MindView will nevertheless attempt to import it, following information you supply on the Import dialog (see below).



In addition to the layouts above, MindView is also able to re-import mind maps exported to Microsoft Excel using the "Show subtotals at bottom of group" option." See "[Exporting to Microsoft Excel](#)" for more information about this feature.

The diagrams above show how the contents of the spreadsheet will be imported to a mind map. For example, the contents of the cell labeled 'Central topic' provides the label for the central topic of the imported mind map. Whatever is in the cells labeled 'Main' in the diagram will be imported as main topics, and whatever is in the cells labeled 'Sub' will be imported as sub-topics. The contents of the cells labeled 'Data' will be imported as topic data, with the contents of the cells labeled 'Heading 1', 'Heading 2' and so on providing the labels for the data or calculation fields. If the headings are standard MindView task data headings (Start, End, Duration, Completion, Priority or Resources) the data will be imported to the appropriate locations in MindView. If the headings are not standard MindView headings the data will be imported as calculation values. See "[Inserting task data](#)" and "[Inserting calculation values](#)" for more information on these topics).

- In the **Numbered** layout you use the second column to contain the text that will become topic labels, while the numbers in the first column (which must also be formatted as text) indicate the hierarchy. The numbers take the form number.number.number..., the dots marking a change of level in the hierarchy. The following diagram shows how cells in an Excel document (left) import to a mind map (right):



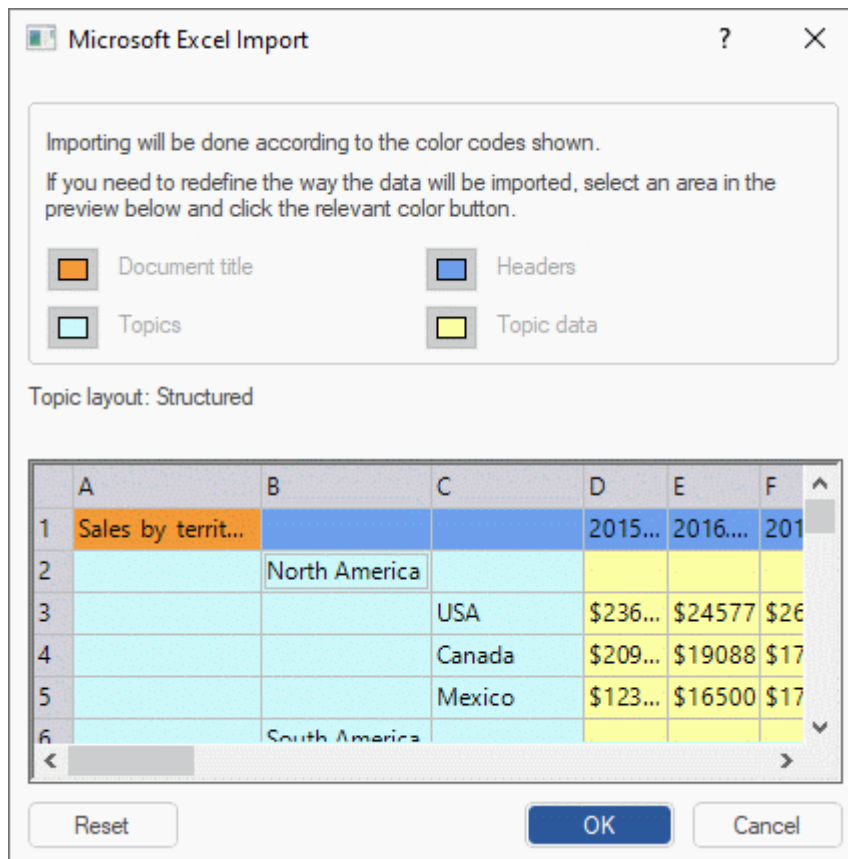
The central topic is not included in the numbering scheme.

- In the **Structured** layout you use the columns on the left to contain the text that will become topic labels, and also indicate the hierarchy. The first column contains the central topic, the second column the main topics, the third column first level sub-topics, and so on.
- In the **Flat** layout, the leftmost column contains the text that will become topic labels. After the central topic, each entry is imported as a main topic. No sub-topics are created.

If your spreadsheet does not have one of these layouts, you may nevertheless be able to import it by indicating manually on the import dialog which areas of the spreadsheet represent topic labels, which represent data fields and so on (see below).

Procedure

- Click the **File** tab.
- Choose **Import | Microsoft Excel**.
You will see a dialog box reminding you of the preferred layouts, described above.
- Select the Excel document you want to import and click OK.



- If necessary, adjust the colored areas that indicate how the spreadsheet contents will be mapped to the mind map. To do this, select an area and click the appropriate color button. You can resize the dialog if you need to.
 - The contents of the **orange** cell in the top left becomes the title of the mind map.
 - The contents of the cells in the **light blue** area become the topic labels. By adjusting this area, you can choose to import all topics or a subset of topics, but the area must not contain any blank rows. If the leftmost column in the area contains just one filled cell, the content of that cell becomes the central topic label. If the leftmost column in the area contains more than one filled cell, the contents of those cells become first level topics under a central topic whose label is taken from the title cell.
 - The contents of the cells in the **yellow** area become data values or calculation values, depending on the column headings (see below). By adjusting the yellow area, you can specify which data columns are to be imported.
 - The contents of the **dark blue** area are headings for the data columns. If the headings are standard MindView task data headings (such as Start, End, Duration, Completion, Priority, Resources and so on) the data will be imported to the appropriate locations in MindView. If the headings are not standard MindView ones the data will be imported as calculation values. See "[Inserting task data](#)" and "[Inserting calculation values](#)" for more information on these topics).

If you select an area that MindView cannot interpret, you will see a message "Invalid topic layout". Common reasons for this message are:

- You have data in cells that should be empty.
- You have empty cells, for example blank rows, where data is expected.
- In a structured layout, you have skipped one or more levels.
- In a numbered layout, the first column does not contain text in the form of number(s) separated by dots. Every number in this column must be in text format, not in number format.
- In a numbered layout, the cell to the left of the central topic label is not blank.

To overcome the problem, adjust one or more of the colored areas, or click **Cancel**, adjust the layout of the source spreadsheet, and try importing again.

To reset the areas to their state when you opened the dialog, click **Reset**.

- Click OK.

The imported spreadsheet opens in the Mind Map view.

Importing from Microsoft Outlook



MindView lets you import Microsoft® Outlook task lists. This is particularly useful when for instance:

- You have started a task list in Microsoft Outlook which you would like to expand using the brainstorming capabilities and features of MindView.
- You have exported a MindView task list to Microsoft Outlook, started adding tasks or editing existing ones, but then realized you need to review the structure of your task list in MindView before doing any further work in Microsoft Outlook.

In both cases, MindView allows you to import the Microsoft Outlook task list as a new document in the Mind Map view.

Once you have made the required changes in MindView, you can either re-export the task list to Outlook as a new series of tasks, or synchronize the edited MindView version with the original Outlook version. For more information on exporting and synchronizing from MindView to Outlook, see "[Exporting to Microsoft Outlook](#)".



You must have Microsoft Outlook 2000 or above installed on your computer in order to use this import mode.



You can also work with tasks using the Task System in MindView. For more information, see "[Using the Task System](#)".

Procedure

- Click the **File** tab.
- Choose **Import | Microsoft Outlook | Import as New Document**.
- Select the Outlook task folder whose tasks you want to import.



If the Outlook folder contains tasks that you have already imported to a MindView document or exported from a MindView document previously, you might prefer to find the MindView document in question and synchronize the task folder with it rather than creating a new MindView document.

The imported task list opens in the Mind Map view.

Limitations

Only the elements of the Microsoft Outlook task list that have an equivalent in MindView are imported and shown in the Task panel:

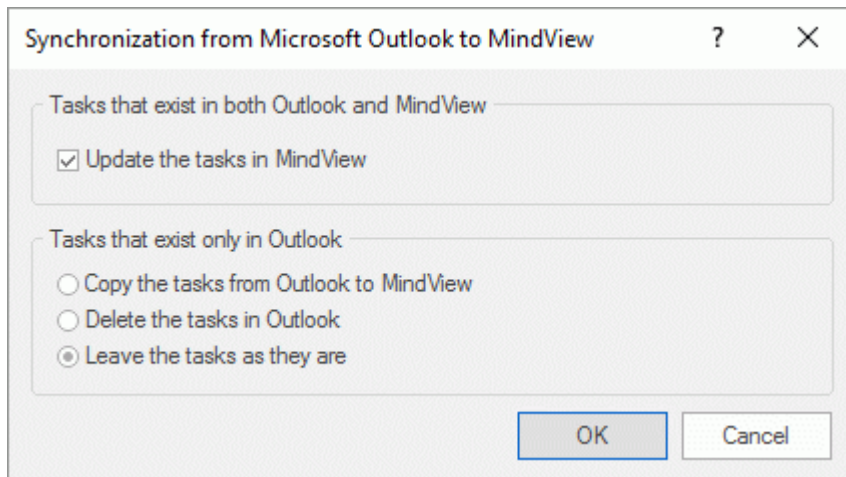
- Task names, dates, durations, priorities and completion levels are all imported.
- Other information corresponding to features that are not supported in MindView, such as status, reminders, categories and so on, as well as any user-defined field, is not imported.

Synchronizing the Outlook task list and the MindView document

If you have made changes to your task list in Outlook after having exported it from MindView, you can import these latest changes to the MindView version of the task list as follows:

- Click the **File** tab.
- Choose **Import | Microsoft Outlook | Synchronize Tasks**.

The **Synchronization from Microsoft Outlook to MindView** dialog opens.



The top part of the dialog determines what will happen when the same task exists in both the Outlook task list and the MindView document in two different forms.

- To copy the task from the Outlook task list to the MindView document, check **Update the tasks in MindView**.

The bottom part of the dialog lets you specify what should happen if a task present in the Outlook task list cannot be found in the MindView document. You have three choices:

- Copy the task from the Outlook task list to the MindView document
- Delete the task from the Outlook task list, so that it does not exist any longer in either version
- Leave things as they are

If conversely you have made changes to your MindView document after having exported it to Outlook, you can export these latest changes to the Outlook version of the task list. For more information about this procedure, see "[Exporting to Microsoft Outlook](#)".

Importing from Microsoft Project



MindView lets you import Microsoft® Project plans (*.mpp). This is particularly useful when for instance:

- You have started a project plan in Microsoft Project which you would like to expand using the brainstorming capabilities and features of MindView.
- You have exported a MindView project plan to Microsoft Project, starting adding tasks or editing existing ones, but then realized you need to review the structure of your plan in MindView before doing any further work in Microsoft Project.

In both cases, MindView allows you to import the Microsoft Project plan as a new project plan in the Gantt view.



MindView does not support versions of Microsoft Project prior to 2003. You need to have Microsoft Project installed on your computer in order to use this import method. If Microsoft Project is not installed on your computer, you can import from the Microsoft Project XML format; for more information, see "[Importing from XML](#)".

Procedure

- Click the **File** tab.
- Choose **Import | Microsoft Project**.
- Select the Microsoft Project plan you want to import.

The imported project plan opens in the Gantt view.

Limitations

The MindView Gantt view does not support all the project management features offered by Microsoft Project. This means that only the elements of the Microsoft Project that have an equivalent in MindView will be imported:

- Task names, task types, dates, durations, lead and lag times, resources, work units, costs, priorities, completion levels, links, constraints and so on are all imported.
- Project and resource calendars are imported.
- Milestone tasks are imported, but their duration is set to zero.
- Task notes are imported as text notes.
- Other Microsoft Project information corresponding to features that are not supported in MindView (such as baselines, task calendars, work contours and so on) is not imported. Information derived from tracking and leveling operations in Microsoft Project is not imported.

In most cases, the tasks dates and scheduling information will be identical in MindView and in Microsoft Project. They may differ if advanced operations not supported by MindView (such as leveling or tracking) have been performed on the project in Microsoft Project.

Importing from XML



This import method lets you create MindView documents by importing files in various XML formats into MindView.

MindView supports the following XML import file types:

- **MindView XML:** This file type allows you to open MindView documents previously exported in the MindView XML format.
- **Microsoft Project XML:** This file type allows you to create a MindView project plan by importing a Microsoft® Project plan exported from Microsoft Project in the XML format. You can use the Microsoft Project XML import method even if you do not have Microsoft Project on your computer. It is therefore a useful alternative to importing a Microsoft Project plan in the .mpp format, for which you do need to have Microsoft Project installed on your computer. The same limitations apply when importing a Microsoft Project XML file as when importing a Microsoft Project .mpp file. For more information, see "[Importing from Microsoft Project](#)".



MindView does not support versions of Microsoft Project XML prior to 2003.

- **MindManager XML:** This file type allows you to create a MindView document by importing a MindManager® document exported from MindManager in the XML format. You can use the MindManager XML import method even if you do not have MindManager on your computer. Note that elements of the MindManager file that do not have an equivalent in MindView are not imported. MindView supports MindManager XML files from versions X5 and 6.
- **MindManager MMAP:** This file type allows you to create a MindView document by importing a MindManager® document in the .mmap format. You can use the MindManager MMAP import method even if you do not have MindManager on your computer. Note that elements of the MindManager file that do not have an equivalent in MindView are not imported.
- **Outline Processor Markup Language (OPML):** This file type allows you to import a document in OPML format, a general outline format supported by MatchWare.

In addition, you can import documents in XML formats compatible with MatchWare OpenMind 2, FreeMind, Visual Mind and Microsoft Excel.

Procedure

- Click the **File** tab.
- Choose **Import | XML**.
- Locate the file you want to import.
- Choose the required import file type in the Type field.



The Autodetect XML file type presented by default lets MindView detect automatically the type of the XML file you specify, provided that it is one of the supported XML file types.

- Click OK.

The imported file opens in the Mind Map view.

Importing from other applications



MindView lets you import documents from other Mind Mapping applications, namely Mindjet MindManager (from version X5 onwards) and FreeMind, so that you can develop them further in MindView.

- Click the **File** tab.
- Choose **Import | Other Mind Mapping Applications**.
- Choose **Import from Mindjet MindManager** or **Import from FreeMind**.
- Select the document you want to import.
- Specify a destination folder and file name for the MindView document to be created.

Using input modes

Working in Pen Mode



MindView supports pen input as well as standard keyboard/mouse input, letting you insert digital ink data such as handwritten text and hand-drawn pictures on your topics. Although MindView's pen input features let you treat your computer mouse as a pen, they are designed for use with dedicated pen input devices such as tablet PCs, external digitizers, touch screens and interactive whiteboards. The only requirement is that the operating system on which MindView is installed must also support pen input.

Once attached to a topic, the ink data is treated just as any other topic element.



You can use pen input only in the standard Mind Map views, namely Mind Map, Top Down and Left/Right.



MindView also offers a dedicated *Touch Mode* for computers with touch screens. For more information, see "[Working in Touch Mode](#)".

Enabling pen input

Before you can use your mouse or pen as input device, you must enable pen input.

If your computer supports pen input, the MindView Options dialog contains an extra panel for the pen input options.

To access this tab:

- Click the **File** tab.
- Choose **Options**.
- Click the panel **Pen Input**.

Advanced options for working in Pen Mode.

Enable pen input
When pen input is enabled, you can switch to Pen Mode by clicking the Pen Mode button on the status bar

Enable pen gestures

Defaults for hand-drawn topic labels

Size (%):
50 e.g. choosing 50% will reduce the hand-drawn text to 50% of its size once used as topic label

Width (pixels):
400 Default edit box width for hand-drawn topic labels

Line height (pixels):
80 Default edit box height for hand-drawn topic labels

Default picture size (%) for hand-drawn floating pictures
75 e.g. choosing 50% will reduce the picture to 50% of its size once added to the topic

Default edit box size for hand-drawn pictures

Width (pixels): 200 Height (pixels): 150

Enable pen input: Check this box to enable pen input. When pen input is enabled, a Pen Mode button appears in the bottom right corner of the MindView status bar, allowing you to set Pen Mode on and off.



Enable gestures: When this option is enabled, you can perform the MindView actions listed in the paragraph "Using gestures" below by making the corresponding gesture with your input device.

Defaults for hand-drawn topic labels: When you use your pen to draw text for your topic labels, it is often easier to write using large characters. You can use the **Size (%)** field to define a factor which MindView will automatically use to reduce your hand-drawn text before inserting it on the topic as topic label. Conversely, when you click a hand-drawn topic label to edit it, MindView automatically expands the label if necessary to allow for easier editing. You can use the **Width** and **Line Height** fields to define the initial size of this edit box. If the hand-drawn topic label is wider or taller than the size chosen here, MindView automatically adjusts the size of the edit box to the size of the label.

Default picture size for hand-drawn floating pictures: When you use your pen to draw floating pictures, it is often easier to make large drawings. You can use this field to define a factor which MindView will automatically use to reduce your hand-drawn pictures before attaching them to the selected topic.

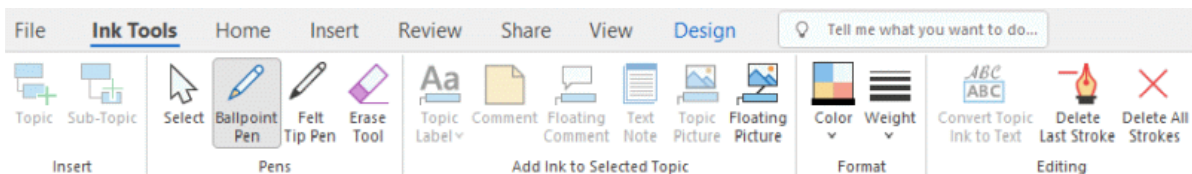
Default edit box size for hand-drawn pictures: When you double-click a hand-drawn picture to edit it, MindView automatically expands it to allow for easier editing. You can use the **Width** and **Height** fields to define the initial size of this edit box. If the hand-drawn picture is wider or taller than the size chosen here, MindView automatically adjusts the size of the edit box to the size of the picture.

Using Pen Mode

When pen input is enabled, a Pen Mode button is shown in the bottom right corner of the status bar.

- Click it to enable Pen Mode.

The **Ink Tools** tab appears in front of the Home tab on the ribbon.



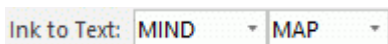
You can now use your input device to start writing or drawing on the free space available in the view (i.e. not on top of a topic, floating comment, floating picture or other MindView element).



Before you start writing or drawing, you can use your input device to select the topic to which you want to add the ink data. After your first stroke, you are free to draw anywhere on the workspace, including on top of topics or other MindView elements.



As you start writing or drawing, MindView attempts to interpret the ink data as text and displays the result in the "Ink to Text" field shown just below the ribbon. This lets you correct any misinterpretation by deleting the last stroke or strokes until you obtain the required result. You can also click the down arrow shown at the right of the field to view all the possible interpretations of the ink data and choose the relevant one. If you write more words than one, more fields may be shown.





When trying to interpret the ink data, MindView assumes that you are writing in the same language as that defined as your input language in the Windows settings of your computer. If you want your ink data to be interpreted using a different language, set your input language to that language in the Windows Control Panel.



The Ink to Text feature only works if the correct modules are installed on your computer. See "[Getting help](#)" for more information.

Here is a short description of the tools contained in the **Ink Tools** tab:

- As in the Home and Insert tabs, the **Topic** icon  lets you add a topic at the same level as the selected topic, and the **Sub-Topic** icon  lets you add a sub-topic to the selected topic.

- The **Select** icon in the **Pens** group lets you select and/or move topics with your input device rather than write or draw. The other icons contained in the **Pens** group let you choose the pen to be used to write or draw: **Ballpoint Pen** lets you draw in black thin ink, **Felt Tip Pen** uses a thicker red, and the **Erase Tool** lets you select and delete any of the strokes.



Rather than trying to select the stroke to be deleted, an easier way of using the Erase tool is to drag the mouse across the workspace as you would use a rubber until the pointer hits the stroke. Unlike a rubber however, the Erase tool deletes the entire stroke.

- The icons contained in the **Add Ink to Selected Topic** group let you convert and transfer the ink data to different elements of the map. Some of them are only enabled when you have selected a topic and drawn at least one stroke:



Topic Label: Using this icon, you can choose to convert the ink data to text and use it as topic label for the selected topic (**Topic Label as Text**) or to keep the ink data and use it unchanged as topic label (**Topic Label as Ink**). If you choose to keep the ink data as is, you can convert it to text at any time by selecting the topic and clicking **Convert Topic Ink to Text**.



Comment: Click this icon to convert the ink data to text and add it to the selected topic as pop-up comment.



Floating Comment: Click this icon to convert the ink data to text and add it to the selected topic as floating comment. You can then move the floating comment on the workspace just as you would in standard mouse input mode.



Text Note: Click this icon to convert the ink data to text and add it to the selected topic as text note.





Topic Picture: This icon lets you convert the ink data to a picture (.png) and insert it on the selected topic as topic picture.



Floating Picture: This icon lets you convert the ink data to a picture (.png) and add it to the selected topic as a floating picture. The picture is reduced by a predefined factor, which you can modify in the MindView Options dialog as described above in the paragraph "Enabling pen input". You can then move the floating picture on the workspace just as you would in standard mouse input mode.



In large or crowded maps, it is not always easy to find enough free space to draw. If this is the case, it may be easier to click the Topic Picture or Floating Picture icon before starting to draw. This causes MindView to open an edit box on top of the selected topic, in which you can draw freely. When you have finished, just click outside the box. The ink data is then automatically added to the topic.

- The **Color** and **Weight** icons of the Format group let you redefine respectively the color and the width of the pen.
- To delete the last stroke drawn, click the **Delete Last Stroke** icon .
- The **Delete All Strokes** icon  removes from the workspace all the ink data that has not yet been converted to an element in MindView.

Using gestures

As well as using the commands above, you can use pen movements, also called "gestures", to perform particular actions on MindView elements (topics, sub-topics and so on). For this to work, you must enable gestures in the MindView Options dialog, as described above in the paragraph "Enabling pen input".

To use a gesture:

- Select the relevant MindView element. For example, if you want to insert a sub-topic select the parent topic; to delete a picture (which may have created by converting a pen tool drawing), select the picture.
- Use the pen tool to draw the gesture.



Gestures are only recognized when done as a first stroke. They are not available when you are editing ink data.

Here is a list of the gestures you can use:

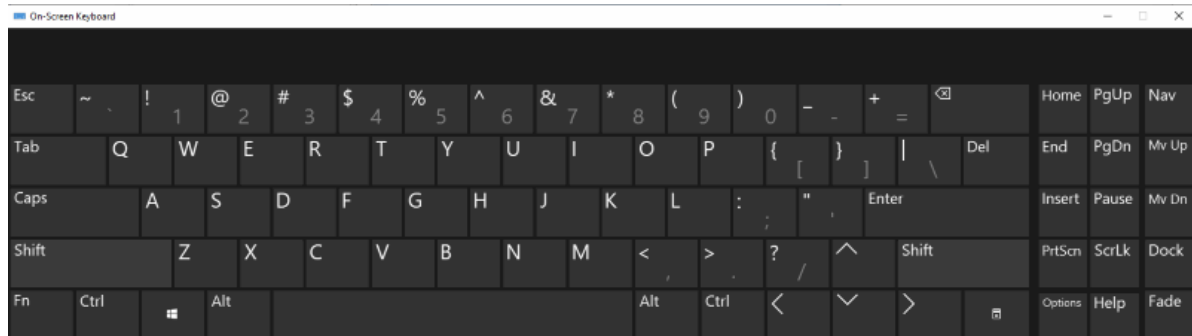
Gesture	Name	Action	Drawing Method
	Scratch-out	Delete	Draw at least 3 strokes, as horizontal as possible.
	Curlicue	Cut	Draw the curlicue at an angle, from bottom left to top right.
	Double-Curlicue	Copy	Draw the double-curlicue at an angle, from bottom left to top right.
	Caret	Paste	Draw both sides with equal length, with a sharp angle. You can draw in either direction.
	Left-semicircle	Undo	Draw the semicircle from right to left. The two ends should be on the same horizontal line.
	Right-semicircle	Redo	Draw the semicircle from left to right. The two ends should be on the same horizontal line.
	Right	Insert Topic	Draw a single line from left to right.
	Down-right	Insert Sub-Topic	Start with the down stroke, without lifting the pen. Draw the two sides with equal length and at a right angle.
	Square	Insert New Central Topic	Draw the square from the upper left corner, without lifting the pen. You can draw in either direction.

Using the On-Screen Keyboard

As well as using your pen to input and edit text on topic labels, text notes, comments and anywhere else in MindView, you can also use the Windows built-in On-Screen Keyboard.



On Windows versions prior to Windows 10, you can use the Tablet PC input panel.



For more information on finding, enabling and using the On-Screen Keyboard, refer to the Windows documentation.

Using an interactive whiteboard

MindView is able to detect and support interactive whiteboards. All the operations described above are supported.

If you are using a SMART Board, MindView automatically switches to Pen Mode when you pick up a pen from the pen tray. In addition, MindView automatically sets its pen color and width to the color and width of the pen you picked up. Picking up the SMART Board eraser automatically selects the Erase Tool in MindView. When no pen has been picked up, a default black color is used.

The pen can also be used to navigate the MindView ribbon and menus in the same way as when using a mouse.

To do a right click, you can press the right click button of the pen tray, use the SMART Board Tools menu, or do a slow click with the pen by pressing it and holding it down for a few seconds.

Working in Speech Mode (AT Edition only)



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

MindView is compatible with the speech recognition software Dragon NaturallySpeaking, letting you use your voice to create and edit your mind maps.

For more information about the standard keyboard and mouse navigation speech commands supported by Dragon NaturallySpeaking, refer to the documentation of your version of the NaturallySpeaking software or the Nuance support web site.

You will find below a list of all the additional commands you can speak to control MindView. These commands are available if the **Enable Dragon Integration** option is activated (the default setting) in the Options dialog; for more information, see "[Setting up your preferences](#)". If the option is deactivated, you can still use standard Windows commands supported by Dragon.



The Dictate feature is available in all MindView editions and allows you to enter text in topic labels and text notes using the microphone. For more information, see "[Dictating text](#)".

MindView navigation commands

- To open the File menu, say **Click File** or **Show Main Menu**.
- To select a ribbon tab, say "**Click [tab name]**".
- To click a button or command in the ribbon, say "**Click [button name]**" or "**Click [command name]**".

Commands from the File menu

Speech command	Description
New Mind Map New Map	Create a new document in the Mind Map view
New Top Down	Create a new document in the Top Down view
New Left Right	Create a new document in the Left/Right view
New Timeline	Create a new document in the Timeline view
New Outline	Create a new document in the Outline view
New Kanban	Create a new document in the Kanban view
New Year Wheel	Create a new document in the Year Wheel view
New Gantt	Create a new document in the Gantt view
New From Template	Create a new document based on a ready-made template
Open	Open an existing MindView document
Save	Save the current MindView document
Save As	Save the current MindView document with a different name
Save As Template	Save the current MindView document as a template
Open Online	Open a MindView document online
Save Online	Save the MindView document online
Manage Online Workspaces Manage Places	Manage the online workspaces and add new ones
Set Password	Define a password for the current MindView document
Properties	View and edit the document properties
Additional Folders	Specify a list of folders to include in HTML export and packing
Pack	Pack the document into a single file containing all the files attached to it

Unpack	Unpack all the files included in the document in a folder of your choice
Data Files	List all the files used in the document and replace them if necessary
Send Email	Send a copy of the MindView document in an email message as an attachment
Quick Export to Word	Export to Microsoft Word using defaults or last settings used
Custom Export to Word	Export to Microsoft Word using customized settings
Quick Export to PowerPoint	Export to Microsoft PowerPoint using defaults or last settings used
Custom Export to PowerPoint	Export to Microsoft PowerPoint using customized settings
Quick Export to Excel	Export to Microsoft Excel using defaults or last settings used
Custom Export to Excel	Export to Microsoft Excel using customized settings
Export to Outlook	Export to Microsoft Outlook as a set of new tasks
Synchronize Tasks with Outlook	Synchronize and update the tasks from MindView to Microsoft Outlook
Export to Project	Export to Microsoft Project
Quick Export to HTML	Export to HTML using defaults or last settings used
Custom Export to HTML	Export to HTML using customized settings
Quick Export to PDF	Export to PDF using defaults or last settings used
Custom Export to PDF	Export to PDF using customized settings
Export to Project Reports	Create HTML reports for the project plan
Quick Export to RTF	Export to RTF using defaults or last settings used
Custom Export to RTF	Export to RTF using customized settings
Save As Picture	Save the current MindView document as a picture
Save As XML	Export the current MindView document in the XML format
Import from Word	Create a MindView document by importing a Microsoft Word document
Import from PowerPoint	Create a MindView document by importing a Microsoft PowerPoint presentation
Import from Excel	Create a MindView document by importing a Microsoft Excel spreadsheet
Import from Outlook	Create a MindView document by importing a Microsoft Outlook task list
Synchronize Tasks with MindView	Synchronize and update the tasks from Microsoft Outlook to MindView
Import from Project	Create a MindView document by importing a Microsoft Project plan
Import from XML	Create a MindView document by importing an XML document
Import from MindManager	Create a MindView document by importing a Mindjet MindManager document
Import from FreeMind	Create a MindView document by importing a FreeMind document
Print	Preview and print the current MindView document
Close	Close the current MindView document
MindView Options	View and modify MindView options and access online resources
Exit MindView	Quit the application

Commands from the Home tab

Speech command	Description
Paste	Paste the contents of the Clipboard
Cut	Cut the selection from the document and put it on the Clipboard
Copy	Copy the selection and put it on the Clipboard
Copy Format	Copy the formatting from one element using the Format Painter
Paste Format	Paste the formatting using the Format Painter
Insert Topic Add Topic New Topic Topic	Add a new topic at the same level as the selected topic
Insert Sub-Topic Add Sub-Topic New Sub-Topic Sub-Topic	Add a new sub-topic to the selected topic
New Text Note	Add a text note to the selected topic
Text Note	Toggle between selected topic and Text Note editor
Text Note Editor	Show and hide the Text Note editor window
Insert Comment Add Comment	Add a pop-up comment to the selected topic
Insert Topic Picture Add Topic Picture	Add a topic picture to the selected topic
Insert Attachment Add Attachment	Add a file to the selected topic
Insert Hyperlink Add Hyperlink	Add a hyperlink to the selected topic
Zoom 100 Per Cent	Zoom the document to 100%
Fit All	Zoom the document so that it fills the workspace
Full Screen	Display the document in full screen mode
Zoom In	Zoom in on the document
Zoom Out	Zoom out on the document
Focus Mode	Center the map on the selected topic
No Numbering Scheme	Do not apply automatic numbering to the topic of the document
Numbering Scheme 1	Choose numbering scheme 1
Numbering Scheme 2	Choose numbering scheme 2
Numbering Scheme 3	Choose numbering scheme 3
Numbering Scheme 4	Choose numbering scheme 4
Numbering Scheme 5	Choose numbering scheme 5
Numbering Scheme 6	Choose numbering scheme 6
Numbering Scheme 7	Choose numbering scheme 7
Start Numbering from Central Topic	Start numbering the topics from the central topic of the document
Show as Mind Map	Display the document in the Mind Map view
Show as Top Down	Display the document in the Top Down view
Show as Left Right	Display the document in the Left Right view

Show as Timeline	Display the document in the Timeline view
Show as Outline	Display the document in the Outline view
Show as Kanban	Display the document in the Kanban view
Show as Year Wheel	Display the document in the Year Wheel view
Show as Gantt	Display the document in the Gantt view
Select All	Select all the topics in the document
Indent	Indent the selected topic or task
Outdent	Outdent the selected topic or task

Commands from the Review tab

Speech command	Description
Spellcheck Document	Spellcheck the entire document
Narrate	Read out the selected topic label, comment or text note
Find and Replace	Find and replace text in the document

Commands from the View tab

Speech command	Description
Show Detail Level 1	Only show the 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
Add Bookmark	Bookmark the selected topic to be able to find it again quickly
Remove Bookmark	Remove the bookmark from the selected topic
Show Smart Nav	Show and hide the Smart Navigation toolbar
Show Legend	Show and hide the Legend panel
Presentation Mode	Present the map topic by topic in full view mode
Simple Interface	Switch to a simplified interface showing only the most commonly used commands

Other viewing commands

Speech command	Description
Show Main Menu Show Backstage Toggle Backstage Click File	Open the File menu
Show Task Panel Task Panel Toggle Task Panel Click Task	Show the Task panel
Show Pictures Panel Pictures Panel Toggle Pictures Panel Click Pictures Show Multimedia Catalog	Show the Pictures panel

Multimedia Catalog Toggle Multimedia Catalog Click Multimedia Catalog	
Show Icons Panel Icons Panel Toggle Icons Panel Click Icons	Show the Icons panel
Show Calculation panel Calculation Panel Toggle Calculation Panel Click Calculation	Show the Calculation panel
Focus Outline	Focus on the Outline
Focus Timeline	Focus on the Timeline
Focus Gantt	Focus on the Gantt chart
Task Information	Open the Task Information dialog
Project Information	View and modify the global project settings
Project Calendars	View and modify the project calendars
Project Resources	View and modify the list of all the resources available for the project

Other editing and navigation commands

Speech command	Description
Capture	Capture text and images and place them on the selected topic
Home Select Central Topic	Select the central topic of the map
Begin Edit Edit Label Edit Topic Edit Name	Edit the selected text
End Edit	Leave the editing mode
Delete	Delete the selected element
Undo	Undo the last action performed
Redo	Redo the last action undone
Collapse	Collapse the selected topic
Expand	Expand the selected topic
Left	Go left
Right	Go right
Up	Go up
Down	Go down
Next window	Move focus forwards between document, open panels and the ribbon
Previous window	Move focus backwards between document, open panels and the ribbon

Working in Touch Mode

MindView supports touch screen technology and includes a number of features that increase user friendliness when using the application on a computer with a touch screen. You can access these features by switching to Touch Mode.

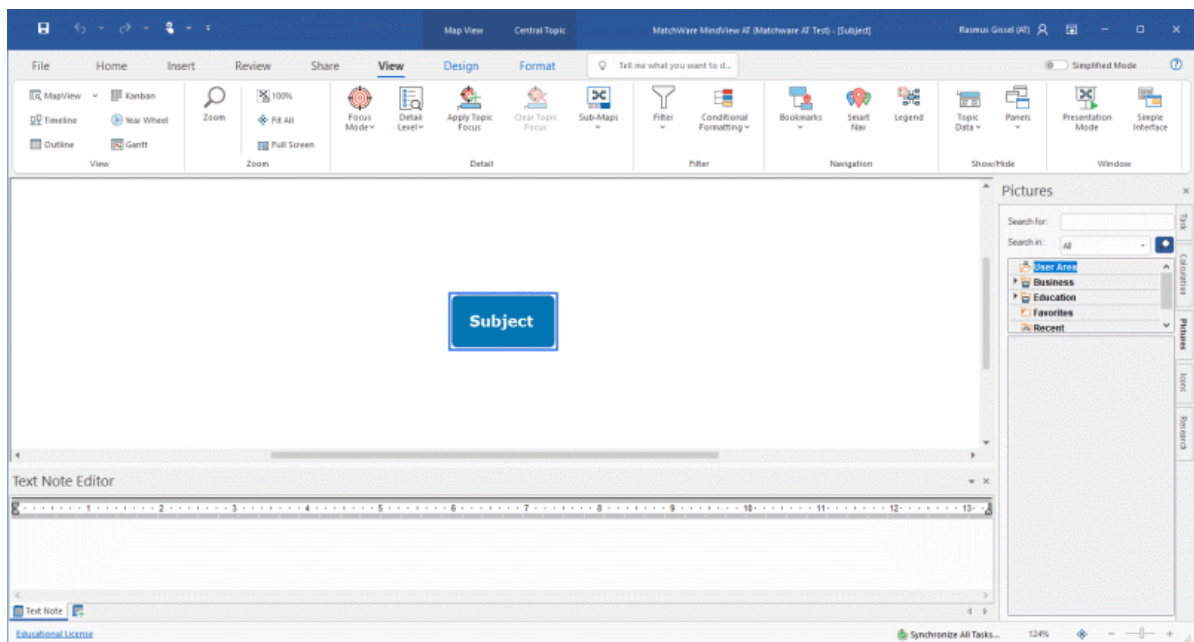
 The default setting in MindView is Mouse Mode.

Switching to Touch Mode

- Click the **Touch/Mouse Mode** icon on the Quick Access Toolbar, and select **Touch** in the submenu.

If the command is not visible on the Quick Access Toolbar, customize the toolbar to show it. See "[Setting up your workspace](#)" for more information on how to do this.

The user interface switches to Touch Mode.



Features in Touch Mode

The following features are available in Touch Mode:

Zoom

You can zoom the mind map using two fingertips.

- To zoom in, place two fingertips close together on the touch screen, and drag them apart.
- To zoom out, place two fingertips apart on the touch screen, and move them together.

Pan

You can pan your mind map using two fingertips.


- Place two fingertips close together on the touch screen, and drag them sideways.

Context menu access

You can tap with two fingers on topics and other mind map elements to open a context menu with relevant commands.

Ribbon Touch mode

The ribbon is larger than in Mouse Mode, making it easier to accurately hit the icons with your fingertips.

 This setting differs from the simplified user interface in that all icons are still visible but are larger. This makes the workspace slightly smaller; when not working on computer with a touch screen it is therefore advisable to work in Mouse Mode. For more information on switching to the simplified interface, see "[Setting up your preferences](#)".

Switching back to Mouse Mode

- Click the **Touch/Mouse Mode** icon on the Quick Access Toolbar, and select **Mouse** in the submenu.

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.

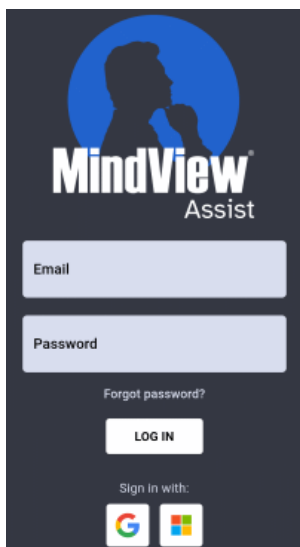


Depending on your device's notification settings, you may receive a notification when an item is deleted from MindView or MindView Online.

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 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.

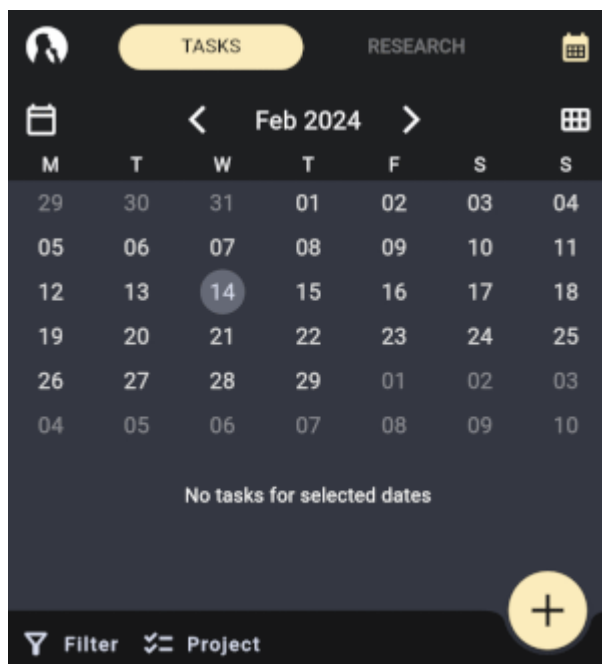
MindView Assist system requirements


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.

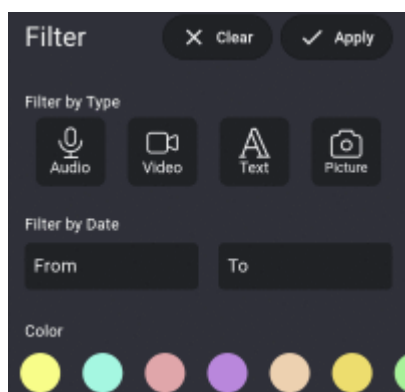
 You can also open the Settings menu by swiping right from the left-hand side of your device screen.

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.

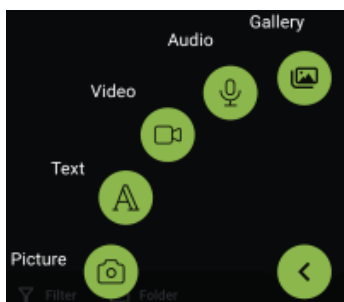
Close the Settings menu by swiping left or using your device's Back button.


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](#)".

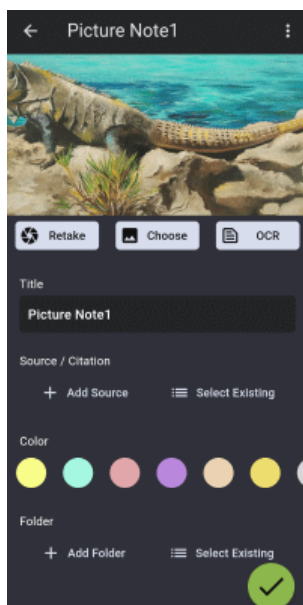
If you create new research notes while viewing a specific folder as explained under "[Viewing items in a specific folder](#)" below, the new notes are automatically placed in this folder.



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.

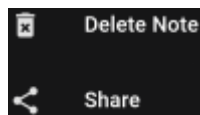


You can also tap **Open File**  at the bottom of the screen and select a location on your device.

- 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 **Read Aloud**  to have the note read aloud. You can select the language on the drop-down.



- Tap the checkmark  to save the text.



After saving the text, edit the note if needed:

- Tap the text to edit it. Tap the checkmark to save the updated text.
- Tap **Read Aloud** to have the note read aloud.
- Edit the title, create or select sources and folders, change the note color and/or delete or share the note as explained for picture notes above.


Video notes

- Use your device's camera to record a video.
- Review the video, and save or discard it using the options offered by your device. If you discard the video, the camera opens again so you can record a new one.

After saving the video, edit the note if needed:

- Tap **Retake**  to discard the current video and record a new one.
- Tap **Choose**  to discard the current video and select a video from your device instead.
- Edit the title, create or select sources and folders, change the note color and/or remove or share the note as explained for picture notes above.





Audio notes

- Tap **Record**  to start recording audio from your device's microphone (or another audio source connected to your device).


You can pause recording by tapping **Pause** . Resume recording by tapping **Record** again.

- Tap the checkmark  to end and save the recording.

After saving the recording, edit the note if needed:

- Tap **Play/Pause**  and **Stop**  to play the recording.
- Tap **Record**  to discard the current recording and record a new one.
- Tap **Transcribe**  to transcribe the content of the audio note.

The transcribed text is inserted in a new text note that you can edit and save as described above.

 The transcription feature can process recordings up to 60 seconds. How successfully it recognizes text depends on the quality of the recording. In general, carefully enunciated words and sentences recorded with high clarity and little background noise are identified more accurately than mumbling or noisy recordings.


- Edit the title, create or select sources and folders, change the note color and/or remove or share the note as explained for picture notes above.

Gallery notes

- Select an existing image on your device.

Browse all media files on your device, or select a specific location using the drop-down at the top of the screen.



You can also tap **Open File**  at the bottom of the screen and select a location on your device.

When the note is saved, it works just like a picture note. You have the same editing options as for other picture notes.

Editing an item

When you have created and saved a research note, you can open it for editing. 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.

New project

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

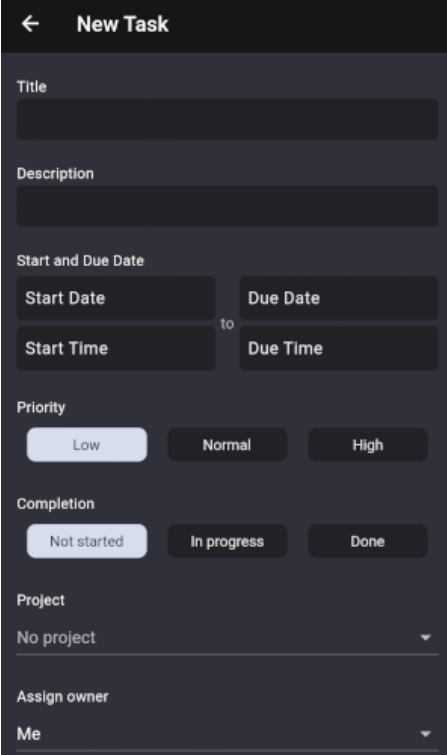
- Do one of the following:
 - Swipe the item to the left and press **Delete** .
 - Tap the item to open it, tap the three dots , and tap **Delete Note**.


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 .

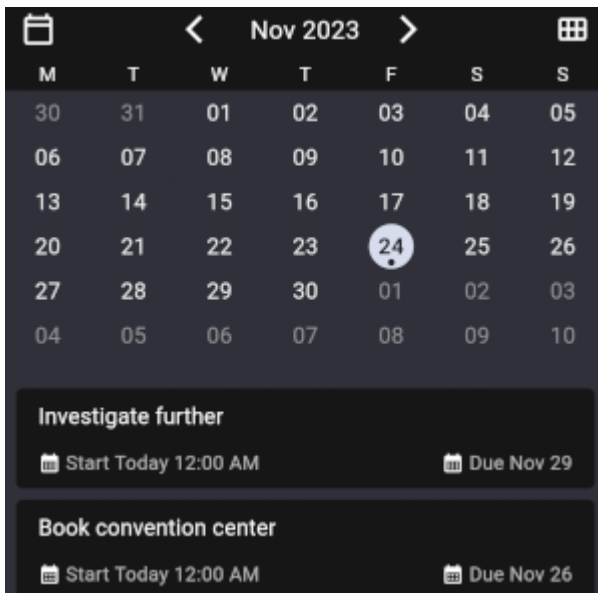


- Provide basic task details such as a title and start and due dates.
- (Optional) Assign the task to an existing project, or create a new one. By default, the task does not belong to any project.
For more information, see "[Working with folders, projects and sources](#)".
- (Optional) Assign the task 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  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

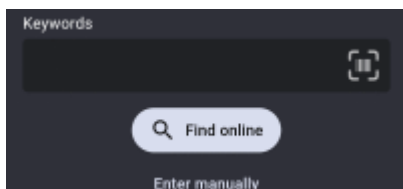
- Do one of the following:
 - From the app home screen, open the settings menu, tap **Projects** , and tap **Delete**  next to the name of the project you want to remove.
 - If you are creating or editing a task and have not assigned it to a project yet, tap **Select Existing** , and tap **Delete**  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 as explained under "[Research panel options](#)" in "[Inserting items from the Research panel](#)". You can also do this in MindView Online; for more information, see the documentation for MindView Online.
- Sources in your research notes are added to the list of sources in your MindView and MindView Online documents when you insert the notes in your mind maps. For more information on using sources in MindView, see "[Managing sources](#)" and subsequent topics in the "Sources and citations" section. For more information on using sources in MindView Online, see the documentation for MindView Online.


Reference

The Reference section contains a description of the following MindView features:

- Properties
These topics give a full description of the properties applicable to each of the MindView elements, such as the view itself, the topics and the various objects.
- Calculation functions
This topic lists and describes all functions available in MindView calculation values.
- Shortcuts
This topic lists all the keyboard shortcuts provided by MindView.

Properties

Overview

 The **Properties** dialog shows the properties of the MindView element currently selected, for example the central topic, a text note or a floating comment. If nothing is selected the properties of the current view are shown.

You can use the Properties dialog to make fine-tuning changes to these elements, as described in "[Using the Properties dialog.](#)"



*Rather than applying properties one by one to enhance the visual aspect of your topics, it is normally easier to use the **Format** tab shown at the right of the ribbon when the topic is selected. Using this tab, you can apply topic shapes, topic colors and other coordinated attributes in one step. Similarly, the **Design** tab lets you apply predefined layouts and styles to the entire map in one step.*

The topics of this section describe in detail the properties shown in the Properties dialog for the various MindView elements.

Notes:

- If the Properties dialog is not visible, choose **View | Show/Hide | Panels | Properties** to open it.
- The properties described are not always applicable to all views. The Properties dialog only lists the properties applicable to the selected element in the current view.

View properties: General

When you click the workspace (in other words away from any topic), the following properties are shown in the Properties dialog.



Page Color: Click the small rectangle to choose a new color for the workspace.

Word Wrap Text: (Map views only) Check this box if you want the text to wrap automatically to the next line when you enter long topic labels. This setting applies to all the topics of your document.

Text Color: (Timeline, Kanban and Year Wheel view only): Select a different text color for the workspace.

Font Name: (Outline and Gantt views only) Select a different font for the workspace.

Show Duration Bars: (Timeline view only) If you have entered both a start time and an end time for a particular event, you can use this property to show the duration of the event as a bar below the time axis.

Show Bar Text: (Timeline view only) Check this box to display the label of each topic at the end of the corresponding bar on the timeline. This option is only available for timeline designs showing duration bars under the time axis.

Show Title: (Timeline view only) By default, the timeline displays the central topic name as title, or, if you are focusing on a particular topic, the name of that topic. You can use this property to change the title position or to remove the default title altogether.

Show Time Breaks: (Timeline view only) You can use this property to replace any empty space on the time axis with one or more break marks. This optimizes the use of the horizontal space when events are not evenly distributed along the timeline.

Critical Path Color: (Gantt view only) Click the small rectangle to choose a different color for the tasks highlighted when viewing the project's critical path (to display the critical path, choose Gantt Tools | View | Show Critical Path).

Today's Date Color: (Gantt view only) Click the small rectangle to choose a different color for the vertical line displayed on the Gantt chart to highlight the current date (to display the current date, choose Gantt Tools | View | Show Today's Date).

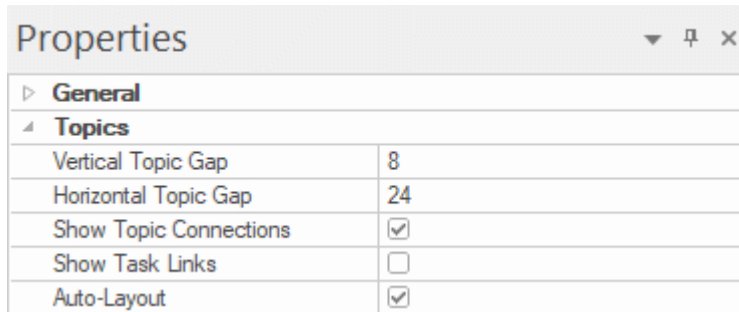
Task Bar Height: (Gantt view only) Enter a value between 1 and 40 to set the height of all task bars in the Gantt chart.

Summary Bar Height: (Gantt view only) Enter a value between 1 and 40 to set the height of all summary bars in the Gantt chart.

Milestone Bar Height: (Gantt view only) Enter a value between 1 and 40 to set the height of all milestone bars in the Gantt chart.

View properties: Topics

The Topics section of the View properties dialog allows you to define default properties for the topics of your map.



Properties	
▷ General	
◀ Topics	
Vertical Topic Gap	8
Horizontal Topic Gap	24
Show Topic Connections	<input checked="" type="checkbox"/>
Show Task Links	<input type="checkbox"/>
Auto-Layout	<input checked="" type="checkbox"/>

Vertical Topic Gap: This value represents the vertical spacing between each set of topics. The default value depends on the view used.

Horizontal Topic Gap: This value represents the horizontal spacing between each set of topics. The default value depends on the view used.

Show Topic Connections: This box is checked by default. Uncheck it if you do not want topic connections to be visually represented on your map. See "[Creating topic connections](#)" for more information.

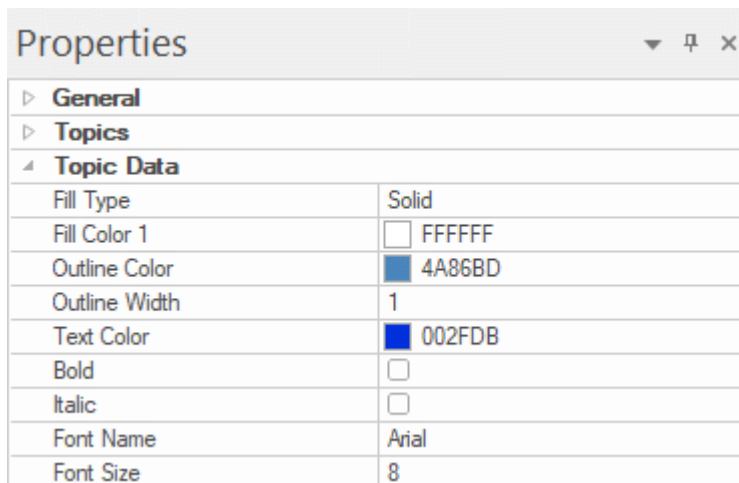
Show Task Links: This box is unchecked by default. Check it to display task link connections on your map. See "[Using links](#)" for more information.

Auto-Layout: By default, MindView automatically arranges the main topics as you insert them to prevent any overlap. You can however choose to reposition the main topics yourself after their insertion by unchecking this box to disable the auto-layout mode. See "[Moving a topic](#)" for more information.

View properties: Topic Data

The Topic Data section of the View properties dialog allows you to define the default properties of the topic data shown on the topics of your map.

The topic data is the block of data that may be displayed below particular topic labels on your map (containing for instance task details, timeline information or calculation values).



Properties	
▷ General	
▷ Topics	
◀ Topic Data	
Fill Type	Solid
Fill Color 1	<input type="checkbox"/> FFFFFFFF
Outline Color	<input checked="" type="checkbox"/> 4A86BD
Outline Width	1
Text Color	<input checked="" type="checkbox"/> 002FDB
Bold	<input type="checkbox"/>
Italic	<input type="checkbox"/>
Font Name	Arial
Font Size	8

These properties behave in the same way as the properties of the topic itself. For more information, see "[Topic properties: General](#)" and "[Topic properties: Text](#)".

Central topic

Central topic properties: General

When you select the main central topic or any other central topic contained on your map, the following properties are shown in the Properties dialog.

Properties	
▲ General	
Text	Subject
Fill Type	Gradient
Fill Color 1	<input type="checkbox"/> F2F2F2
Fill Color 2	<input checked="" type="checkbox"/> 0000CD
Fill Mode	Horizontal
Outline Color	<input checked="" type="checkbox"/> F46521
Outline Width	2
Task Active	<input checked="" type="checkbox"/>
Include in Task System	<input type="checkbox"/>

Text: This property shows the label of the currently selected central topic. You can edit it or enter a new label by typing in the input field. If you have split a long label on several lines by pressing **Ctrl + Enter** at the end of each line when creating the central topic (rather than let the label wrap automatically), this field will not be editable and will only contain the first line of the label.

Fill Type: Choose the fill type required for the space enclosed by the central topic outline.

Fill Color 1: Click the small rectangle to choose a new fill color.

Fill Color 2: This property only appears if you have chosen a gradient or hatch fill type. It lets you choose the end color for the gradient or the alternating color for the hatch.

Fill Mode: This property only appears if you have chosen a gradient or hatch fill type. It lets you choose the direction of the gradient or the hatch pattern.

Outline Color: Click the small rectangle to choose a new outline color.

Outline Width: This value defines the width of the outline.

Task Active: (Gantt projects only) Uncheck this option to make the task inactive, so that it no longer affects the project schedule. See the paragraph "[Making a task inactive](#)" in the topic "[Enhancing a project plan](#)" for more information.

Include in Task System: If this option is selected, the central topic is synchronized with the task system. For more information, see "[Using the Task System](#)".



If the topic has more than one resource, or the topic has a resource without a valid e-mail address, this option is not available. For more information, see "[Using the Task System](#)" and "[Using different views](#)".

Central topic properties: Text

The Text section of the Central topic properties dialog allows you to define all the properties related to the central topic label.

Properties	
▷ General	
◀ Text	
Font Name	Arial
Font Size	12
Bold	<input checked="" type="checkbox"/>
Italic	<input type="checkbox"/>
Underline	<input type="checkbox"/>
Strikethrough	<input type="checkbox"/>
Text Highlight Color	■ 000000
Text Color	■ 000000
Alignment	Center

Font Name: Click this field to choose a new font for the label.

Font Size: Use this field to specify the font size.

Bold/Italic/Underline/Strikethrough: Check the relevant box to enable the corresponding effect.

Text Highlight Color: Click the small rectangle to choose a new color for the label background.

Text Color: Click the small rectangle to choose a new color for the label.

Alignment: This property lets you right-align, left-align or center the label within the central topic shape.

Central topic properties: Picture

The Properties dialog of the central topic only contains a Picture section if you have inserted a topic picture on the central topic. The Picture section allows you to define the properties related to the topic picture.

Properties	
▷ General	
▷ Text	
◀ Picture	
Picture Name	Arena
Path	c:\program files\matchware\mi... <input type="button" value="..."/>
Width	118
Height	54
Lock Aspect Ratio	<input checked="" type="checkbox"/>
Rotation	None
Opacity	100
Include in Export	<input checked="" type="checkbox"/>

Picture Name: By default, this field shows the name of the picture file. You can however replace it with a name of your choice. If you export your document to HTML, this picture name will also be inserted in the Alt meta-tag for the picture in the .html file. When viewing the HTML page in the browser and moving the mouse pointer over the picture, you will therefore see the name of the picture appear in a small frame under the picture.

Path: This shows the path of the picture. Enter a new folder and/or file name or click the Browse button to choose a different picture.

Width: This field shows the current width of the picture. You can resize the picture by entering a different value.

Height: This field shows the current height of the picture. You can resize the picture by entering a different value.

Lock Aspect Ratio: This box is checked by default. Uncheck it if you do not want to preserve the proportions of the picture (in other words, the ratio between its width and its height) when resizing it.



To reset the picture to its initial size and aspect ratio, uncheck the box and check it again.

Rotation: This drop-down lets you select rotation for the picture. In addition to selecting a degree of rotation, you can flip the picture horizontally (FlipX). Some of the options allow you to combine rotation and horizontal flip.



As explained in "[Inserting pictures](#)", rotation changes only apply to the picture in the mind map and do not affect exported versions of the picture.

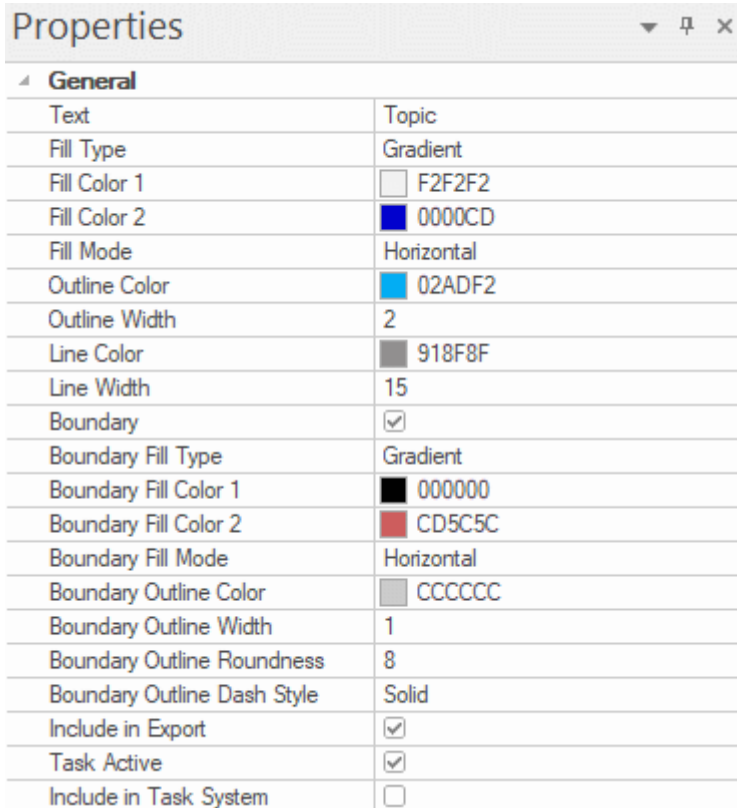
Opacity: By default, this field has the value 100, which means that the picture is 100% visible. You can give it a transparency effect by entering a lower value, thereby decreasing its opacity. The value 1 means that the picture is completely transparent.

Include in Export: This box is checked by default. Uncheck it if you intend to export your map to another format (HTML, Word and so on) but do not want the topic picture to be exported.

Topic

Topic properties: General

When you select a topic on your map, the following properties are shown in the Properties dialog.



Properties	
General	
Text	Topic
Fill Type	Gradient
Fill Color 1	<input type="color" value="#F2F2F2"/> F2F2F2
Fill Color 2	<input type="color" value="#0000CD"/> 0000CD
Fill Mode	Horizontal
Outline Color	<input type="color" value="#02ADF2"/> 02ADF2
Outline Width	2
Line Color	<input type="color" value="#918F8F"/> 918F8F
Line Width	15
Boundary	<input checked="" type="checkbox"/>
Boundary Fill Type	Gradient
Boundary Fill Color 1	<input type="color" value="#000000"/> 000000
Boundary Fill Color 2	<input type="color" value="#CD5C5C"/> CD5C5C
Boundary Fill Mode	Horizontal
Boundary Outline Color	<input type="color" value="#CCCCCC"/> CCCCCCC
Boundary Outline Width	1
Boundary Outline Roundness	8
Boundary Outline Dash Style	Solid
Include in Export	<input checked="" type="checkbox"/>
Task Active	<input checked="" type="checkbox"/>
Include in Task System	<input type="checkbox"/>

Text: This property shows the label of the currently selected topic. You can edit it or enter a new label by typing in the input field. If you have split a long label on several lines by pressing **Ctrl + Enter** at the end of each line when creating the topic (rather than let the label wrap automatically), this field will not be editable and will only contain the first line of the label.

Fill Type: Choose the fill type required for the space enclosed by the topic outline.

Fill Color 1: Click the small rectangle to choose a new fill color.

Fill Color 2: This property only appears if you have chosen a gradient or hatch fill type. It lets you choose the end color for the gradient or the alternating color for the hatch.

Fill Mode: This property only appears if you have chosen a gradient or hatch fill type. It lets you choose the direction of the gradient or the hatch pattern.

Outline Color: Click the small rectangle to choose a new outline color.

Outline Width: This value defines the width of the outline.

Task Name Color: (Gantt view only) Click the small rectangle to choose a new color for the task name displayed after the task bar.

Task Resources Color: (Gantt view only) Click the small rectangle to choose a new color for the task resources names displayed after the task bar.

Bar Height: (Gantt view only) Enter a value between 1 and 40 to specify the height of the selected task bar in the Gantt chart.

Bar Hidden: (Gantt view and Timeline view only) Check this option to hide the bar representing the task or event from the chart or timeline. See the paragraph "[Hiding the bar of a task](#)" in the topic "[Enhancing a project plan](#)" for more information.

Line Color: Click the small rectangle to choose new color for the line connecting the topic to its parent topic.

Line Width: Enter a value between 1 and 5 to specify the width of the line connecting the topic to its parent topic.

Boundary: Check this box to show a boundary around the topic and all its sub-topics.

The next fields only appear if you have checked the Boundary property.

Boundary Fill Type: Choose the fill type required for the space enclosed by the boundary.

Boundary Fill Color 1: Click the small rectangle to choose a new fill color.

Boundary Fill Color 2: This property only appears if you have chosen a gradient or hatch fill type. It lets you choose the end color for the gradient or the alternating color for the hatch.

Boundary Fill Mode: This property only appears if you have chosen a gradient or hatch fill type. It lets you choose the direction of the gradient or the hatch pattern.

Boundary Outline Color: Click the small rectangle to choose a new color for the boundary outline.

Boundary Outline Width: Enter a value between 1 and 5 to define the width of the boundary.

Boundary Outline Roundness: Enter a value between 1 and 50 to define how rounded the corners of the boundary should be.

Boundary Outline Dash Style: Click the down arrow to choose a style for the boundary.

Include in Export: This box is checked by default. Uncheck it if you intend to export your map to another format (HTML, Word and so on) but do not want the topic and all its sub-topics to be exported.

Task Active: (Gantt projects only) Uncheck this option to make the task inactive, so that it no longer affects the project schedule. See the paragraph "[Making a task inactive](#)" in the topic "[Enhancing a project plan](#)" for more information.

Include in Task System: If this option is selected, the topic is synchronized with the task system. For more information, see "[Using the Task System](#)".



If the topic has more than one resource, or the topic has a resource without a valid e-mail address, this option is not available. In Gantt mode, it is only available for topics without sub-topics. For more information, see "[Using the Task System](#)" and "[Using different views](#)".

Topic properties: Text

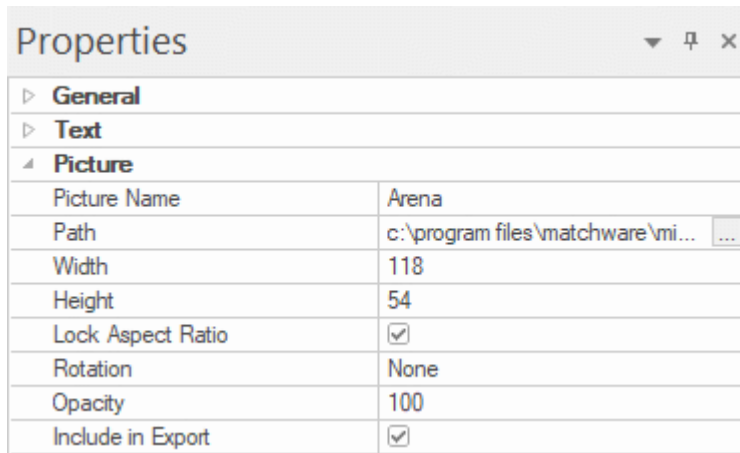
The Text section of the topic properties dialog allows you to define all the properties related to the topic label.

Properties	
▶ General	
▲ Text	
Font Name	Arial
Font Size	12
Bold	<input checked="" type="checkbox"/>
Italic	<input type="checkbox"/>
Underline	<input type="checkbox"/>
Strikethrough	<input type="checkbox"/>
Text Highlight Color	■ 000000
Text Color	■ 000000
Alignment	Center

This section is identical to the Text section of the central topic. See "[Central topic properties: Text](#)" for more information.

Topic properties: Picture

The Properties dialog of a particular topic only contains a Picture section if a topic picture has been inserted on the topic. The Picture section allows you to define the properties related to the topic picture.



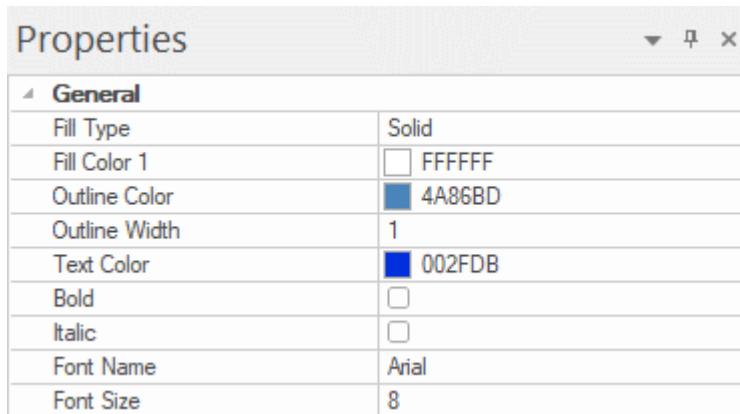
Properties	
▷	General
▷	Text
◀	Picture
Picture Name	Arena
Path	c:\program files\matchware\mi... <input type="button" value="..."/>
Width	118
Height	54
Lock Aspect Ratio	<input checked="" type="checkbox"/>
Rotation	None
Opacity	100
Include in Export	<input checked="" type="checkbox"/>

This section is identical to the Picture section of the central topic. See "[Central topic properties: Picture](#)" for more information.

Topic Data

Topic data properties: General

When you select the block of data displayed below a particular topic label on your map (such as task or timeline information, or calculation values), the following properties are shown in the Properties dialog.



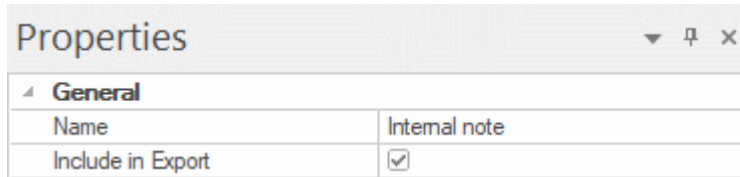
General	
Fill Type	Solid
Fill Color 1	<input type="checkbox"/> FFFFFFFF
Outline Color	<input checked="" type="checkbox"/> 4A86BD
Outline Width	1
Text Color	<input checked="" type="checkbox"/> 002FDB
Bold	<input type="checkbox"/>
Italic	<input type="checkbox"/>
Font Name	Arial
Font Size	8

These properties behave in the same way as the properties of the topic itself. For more information, see "[Topic properties: General](#)" and "[Topic properties: Text](#)".

Text note

Text note properties: General

When you select a text note in the Object list of a topic, the following properties are shown in the Properties dialog.



The screenshot shows a dialog box titled "Properties" with a close button (X) and a help icon (H). The "General" tab is selected. It contains a table with two rows:

Name	Internal note
Include in Export	<input checked="" type="checkbox"/>

Name: This shows the default name of the text note. You can edit it or enter a different name to help you identify the text note.

Include in Export: This box is checked by default. Uncheck it if you intend to export your map to another format (HTML, Word and so on) but do not want the text note to be exported.

Floating comment

Floating comment properties: General

When you select a floating comment on the workspace, the following Properties dialog is shown.

Properties	
General	
Text	Important note
Fill Type	Gradient
Fill Color 1	<input type="color" value="#FFF999"/> FFF999
Fill Color 2	<input type="color" value="#FFFFFF"/> FFFFFFFF
Fill Mode	Horizontal
Outline Color	<input type="color" value="#E6D291"/> E6D291
Outline Width	1
Line Color	<input type="color" value="#E6D291"/> E6D291
Line Width	1
Show Icon	<input checked="" type="checkbox"/>
Include in Export	<input checked="" type="checkbox"/>

Text: This shows the contents of the comment. You can edit it by typing in this field.

Fill Type: Choose the fill type required for the space enclosed by the comment outline.

Fill Color 1: Click the small rectangle to choose a new fill color.

Fill Color 2: This property only appears if you have chosen a gradient or hatch fill type. It lets you choose the end color for the gradient or the alternating color for the hatch.

Fill Mode: This property only appears if you have chosen a gradient or hatch fill type. It lets you choose the direction of the gradient or the hatch pattern.

Outline Color: Click the small rectangle to choose a new color for the frame surrounding the comment.

Outline Width: Edit this field to increase or decrease the width of the frame surrounding the comment.

The next properties only appear if the floating comment is connected to a topic.

Line Color: Click the small rectangle to choose a new color for the line connecting the comment to the topic.

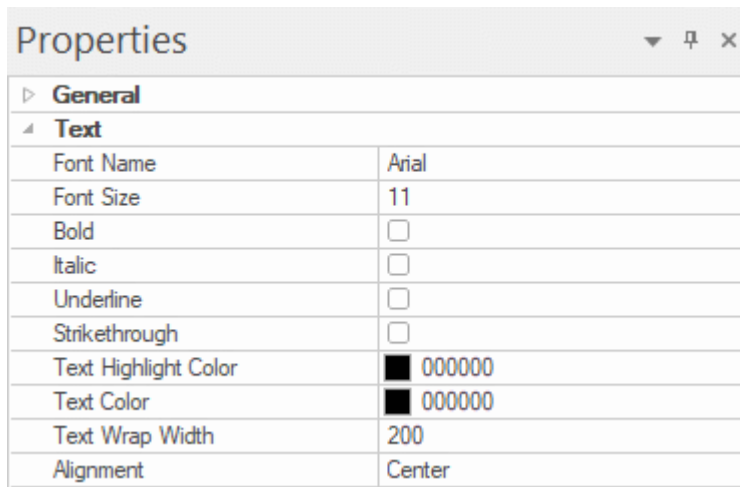
Line Width: Edit this field to increase or decrease the width of the line connecting the comment to the topic.

Show Icon: This box is checked by default. Uncheck it to prevent the display of the pin icon on the left side of the comment field

Include in Export: This box is checked by default. Uncheck it if you intend to export your map to another format (HTML, Word and so on) but do not want the floating comment to be exported.

Floating comment properties: Text

The Text section of the Floating comment properties dialog allows you to define all the properties related to the comment text.



Properties	
▷ General	
▲ Text	
Font Name	Arial
Font Size	11
Bold	<input type="checkbox"/>
Italic	<input type="checkbox"/>
Underline	<input type="checkbox"/>
Strikethrough	<input type="checkbox"/>
Text Highlight Color	■ 000000
Text Color	■ 000000
Text Wrap Width	200
Alignment	Center

Font Name: Click this field to choose a new font for the comment.

Font Size: Use this field to specify the font size.

Bold/Italic/Underline/Strikethrough: Check the relevant box to enable the corresponding effect.

Text Highlight Color: Click the small rectangle to choose a new color for the comment background.

Text Color: Click the small rectangle to choose a new color for the comment text.

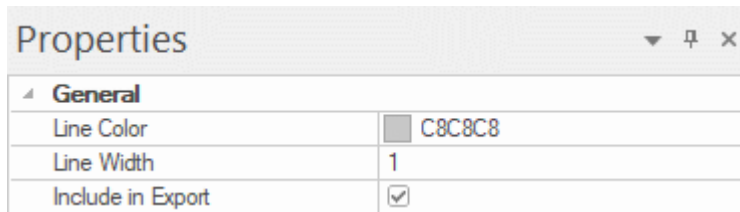
Text Wrap Width: This defines the length of text that can be typed before wrapping onto the next line.

Alignment: This property lets you right-align, left-align or center the text of the floating comment within its frame.

Floating picture

Floating picture properties: General

When you select a floating picture on the workspace, the following properties are shown in the Properties dialog, provided that the floating picture is connected to a topic. If the floating picture is not connected to any topic, the Properties dialog only shows the Picture section.



Properties	
▲ General	
Line Color	<input type="color" value="C8C8C8"/> C8C8C8
Line Width	1
Include in Export	<input checked="" type="checkbox"/>

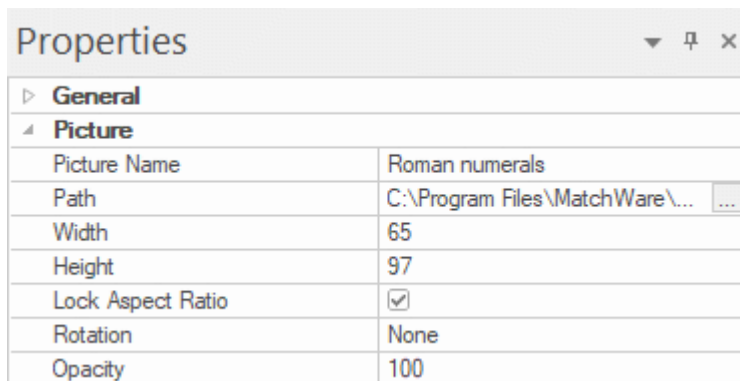
Line Color: Click the small rectangle to choose a new color for the line connecting the floating picture to the topic.

Line Width: Edit this field to increase or decrease the width of the line connecting the floating picture to the topic.

Include in Export: This box is checked by default. Uncheck it if you intend to export your map to another format (HTML, Word and so on) but do not want the floating picture to be exported.

Floating picture properties: Picture

The Picture section of the Floating picture properties dialog contains the following options.



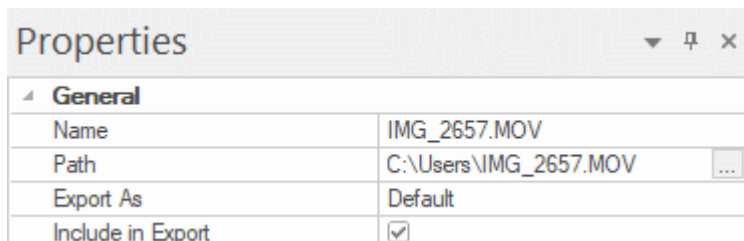
Properties	
▶ General	
▲ Picture	
Picture Name	Roman numerals
Path	C:\Program Files\MatchWare\... <input type="button" value="..."/>
Width	65
Height	97
Lock Aspect Ratio	<input checked="" type="checkbox"/>
Rotation	None
Opacity	100

This section is identical to the Picture section of the central topic. See "[Central topic properties: Picture](#)" for more information.

Attachment

Attachment properties: General

When you select an attachment in the Object list of a topic, the following properties are shown in the Properties dialog.



The screenshot shows a 'Properties' dialog box with a 'General' tab selected. The dialog has a title bar with a dropdown arrow, a maximize button, and a close button. The 'General' tab is expanded, showing a table of properties:

General	
Name	IMG_2657.MOV
Path	C:\Users\IMG_2657.MOV ...
Export As	Default
Include in Export	<input checked="" type="checkbox"/>

Name: By default, this field shows the name of the attached file. You can however replace it with a name of your choice to help you identify the attachment.

If the attachment is a picture file, the name will also be inserted in the Alt meta-tag for the picture in the .html file. When viewing the HTML page in the browser and moving the mouse pointer over the picture, you will therefore see the name of the picture appear in a small frame under the picture.

Path: This shows the path of the attached file. Enter a new folder and/or file name or click the Browse button to choose a different file.

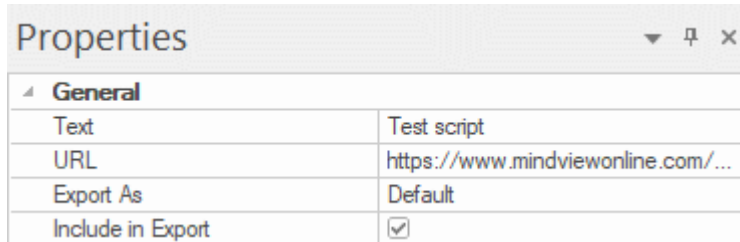
Export As: By default, the attachment is exported in the format you define during the export procedure for all attachments of this type. This property however gives you the option to export the selected attachment in a different format. If for instance you choose during the HTML export procedure to export all text attachments as buttons, you can override this choice for the selected attachment, and choose instead to export it as a hyperlink.

Include in Export: This box is checked by default. Uncheck it if you intend to export your map to another format (HTML, Word and so on) but do not want the attached file to be exported.

Hyperlink

Hyperlink properties: General

When you select a hyperlink in the Object list of a topic, the following properties are shown in the Properties dialog.



General	
Text	Test script
URL	https://www.mindviewonline.com/...
Export As	Default
Include in Export	<input checked="" type="checkbox"/>

Text: By default, this field shows the name of the hyperlink. If you export your map, it is the text that will make up the hyperlink. You can replace it with any other text as required.

URL: This shows the URL of the hyperlink. You can edit this field as required or enter a new URL.

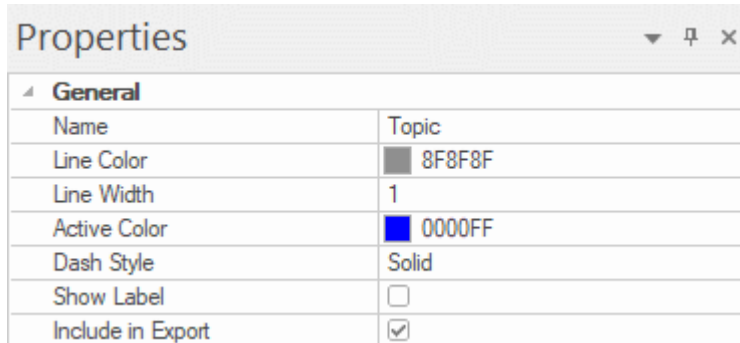
Export As: This property is only relevant when exporting to HTML. Leave the **Default** option unchanged to export this hyperlink using the default format (button or hyperlink) defined in the selected HTML export template. Select **Button** or **Hyperlink** to always export this hyperlink as a button or hyperlink regardless of the default setting in the selected template. For more information, see "[Exporting to HTML: Export Wizard](#)".

Include in Export: This box is checked by default. Uncheck it if you intend to export your map to another format (HTML, Word and so on) but do not want the hyperlink to be exported.

Topic connection

Topic connection properties: General

When you select a topic connection in the Object list of a topic, the following properties are shown in the Properties dialog.



Properties	
General	
Name	Topic
Line Color	8F8F8F
Line Width	1
Active Color	0000FF
Dash Style	Solid
Show Label	<input type="checkbox"/>
Include in Export	<input checked="" type="checkbox"/>

Name: This shows the name given to the topic connection, which by default is the name of the end topic.

Line Color: This defines the color of the topic connection. Click the small rectangle to choose a new color.

Line Width: Edit this field to increase or decrease the width of the topic connection.

Active Color: This defines the color of the topic connection when hovered.

Dash Style: This field lets you choose between various line styles.

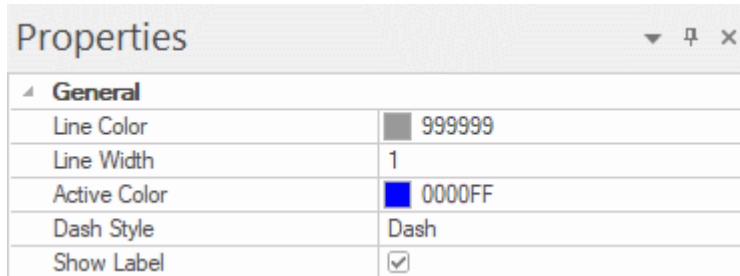
Show Label: This box is unchecked by default. Check it to show the topic connection label.

Include in Export: This box is checked by default. Uncheck it if you intend to export your map to another format (HTML, Word and so on) but do not want the topic connection to be exported.

Task link connection

Task link connection properties: General

When you select a task link connection in one of the Mind Mapping views, the following properties are shown in the Properties dialog.



General	
Line Color	999999
Line Width	1
Active Color	0000FF
Dash Style	Dash
Show Label	<input checked="" type="checkbox"/>

Line Color: This defines the color of the task link connection. Click the small rectangle to choose a new color.

Line Width: Edit this field to increase or decrease the width of the task link connection.

Active Color: This defines the color of the task link connection when hovered.

Dash Style: This field lets you choose between various line styles.

Show label: This box is checked by default. Uncheck it to hide the task link connection label.

Calculation functions

The sections below provide an overview of all calculation functions available in MindView. For more information on using functions in calculation values, see "[Entering formulas](#)" in "[Inserting calculation values](#)".

Functions in the Sub-Topics group

The functions in the **Sub-Topics** group automatically calculate a value based on values in the sub-topics:

- **AVG** gives the average of the values for this field from the sub-topics one level below the current one.
- **COUNT** gives the number of sub-topics one level below the current one.
- **MAX([argument],[argument])** gives the maximum value for this field from the sub-topics one level below the current one. If you specify two arguments (optional), the function returns the largest value of the two arguments.
- **MIN([argument],[argument])** gives the minimum value for this field from the sub-topics one level below the current one. If you specify two arguments (optional), the function returns the smallest value of the two arguments.
- **SUM** gives the total created by adding the values for this calculation field, from the sub-topics one level below the current one. It is useful for creating sub-totals throughout your mind map.

Functions in the Project Management group

The functions in the **Project Management** group are all related to Gantt projects and are therefore only available when your document is set to Gantt mode in the Task panel. If you select a different document mode, you cannot use functions from this group when defining formulas. Existing formulas with functions from this group still work as normally, however. For more information about Gantt projects, see "[Using the Gantt view](#)", and in particular "[Assigning resources](#)". For more information on document modes, see "[Using different views](#)".

The MindView date-time format

Several functions in the **Project Management** group and elsewhere return results in the MindView date-time format. This is a numerical format which shows how many seconds have elapsed from the year 1 until the date and time specified. As a consequence, numbers in the MindView date-time format are often quite large; for example, the MindView date-time value for 16 December 2018 is 63,680,515,200. Such numbers make little sense in themselves and are cumbersome to type. If you need to use a MindView date-time number as an argument in a function, it is more convenient to insert a function that provides the number you need.

For example, if you need to check the number of working days between the current time and the task end time, you can use the functions END and NOW (both of which provide the data you need in the MindView date-time format) as arguments for the WORKDAYS function and type WORKDAYS(END,NOW).

Conversely, a number of functions (such as MINUTE and YEAR) convert MindView date-time figures to date and time information. Again, typing MindView date-time figures as arguments for these functions would be cumbersome. Instead, consider using another function as an argument when using these functions; for example, YEAR(BASELINESTART) returns the year of the baseline start date of the current task.

Functions that rely on the default baseline

A number of functions in the **Project Management** group return the baseline values for start and end times, duration, work and cost for the selected task. These baseline values are retrieved from the default baseline defined for the project.

If a default baseline has not been defined, functions that return results in the MindView date-time format return 1. Functions that return results in other formats (for example BASELINEDURATION and BASELINECOST) return 0.

For more information on setting a default baseline, see "[Saving a project baseline](#)" in "[Enhancing a project plan](#)".

- **ACTUALCOST** gives you the cost incurred so far by the current task, on the basis of the overall fixed cost and resources cost and the percentage of completion of the task.
- **ACTUALWORK** gives you the amount of work performed so far, on the basis of the overall amount of work and the percentage of completion of the task.
- **BASELINECOST** gives you the baseline cost of the current task (fixed cost plus the total cost of all resources (human and material) allocated to the current task).
- **BASELINEDURATION** gives you the baseline duration of the current task in seconds.
- **BASELINEEND** gives you the baseline end time of the current task as a number in the MindView date-time format.
- **BASELINESTART** gives you the baseline start time of the current task as a number in the MindView date-time format.
- **BASELINEWORK** gives you the baseline amount of work to be performed on the current task by all its resources.
- **COMPLETION** gives you the completion percentage of the current task (from 0 to 100).
- **COST** gives you the overall cost of the current task (fixed cost plus the total cost of all resources (human and material) that have been allocated to the current task).
- **DURATION** gives you the duration of the current task in seconds.
- **END** gives you the end time of the current task as a number in the MindView date-time format.
- **FIXEDCOST** gives you the total fixed cost of the current task; in other words, cost not associated with resources.
- **NUMRESOURCES** gives you the number of resources (human and material) assigned to the current task.
- **PRIORITY** gives you the priority of the current task (from 0 to 1000, where 1000 is high priority).
- **REMAININGCOST** is the difference between the overall cost of the task (fixed cost plus resources cost) and the actual cost.
- **REMAININGWORK** is the difference between the overall amount of work and the actual work.
- **START** gives you the start time of the current task as a number in the MindView date-time format.
- **WORK** gives you the overall amount of work to be performed on the current task by all its resources.



The four work values are calculated and expressed in seconds.



If you are viewing your Gantt project in one of the standard Mind Map views, you can display these values directly on the topics of the mind map as explained under "[Showing or hiding values](#)" in "[Inserting calculation values](#)". You can also define the currency symbol and the number of decimal digits to be used. See "[Currency](#)" in the topic "[Setting up your preferences](#)".

Functions in the Math & Trig. group

The functions in the **Math & Trig.** group calculate a value based on values or field references which you enter:

- **ABS(number)** returns an absolute value, in other words a negative value becomes positive. For example, ABS({payment}) returns the value 200 if the value in the field {payment} is 200 or -200.
- **CEILING(number,[significance])** returns the value rounded up to the nearest multiple of significance. If you do not specify significance, in other words the value that the multiple should be calculated from, the number is rounded up to the nearest integer by removing any decimals. For example, CEILING(56.78) returns 57, as significance was not specified, and 56.78 is therefore rounded up to 57. CEILING(56.78,11) returns 66, as 56.78 is rounded up to the nearest multiple of 11, or 66.

- **FLOOR(number,[significance])** returns the value rounded down to the nearest multiple of significance. If you do not specify significance, the number is rounded down to the nearest integer by removing any decimals. For example, FLOOR(56.78) returns 56, as significance was not specified, and 56.78 is therefore rounded down to 56. FLOOR(56.78,11) returns the value 55, as 56.78 is rounded down to the nearest multiple of 11, or 55.
- **INT(number)** rounds down the number to the nearest whole number, or integer. For example, INT(3.9) returns the value 3.
- **LN(number)** returns the natural logarithm (log to base e) of a number. For example, LN(123.4) returns the value 4.82.
- **LOG(number,[base])** returns the logarithm of a number. You can specify the base of the logarithm; if you do not, 10 is used. For example, LOG(123.4) returns the value 2.09 (base 10), and LOG(123.4,5) returns the value 2.99 (base 5).
- **MOD(number,divisor)** returns the remainder after a number has been divided by a divisor. For example, MOD(14,3) returns the value 2; the remainder after dividing 14 by 3.
- **POWER(number,power)** returns the result of a number raised to a power. For example, POWER(6,2) returns the value 36 which is six squared.
- **SQRT(number)** returns the square root of a number. For example, SQRT(2) returns the value 1.41, the square root of two.

Functions in the Financial group

The functions in the **Financial** group also calculate a value based on values or field references which you enter:

- **EFFECT(nominal_rate,npery)** returns the effective yearly interest rate based on the nominal interest rate and the number of compounding periods in the year. Nominal_rate is the nominal interest rate and must be entered as a decimal figure. Npery is the number of compounding periods per year. For example, if you have a field called Rate that contains an interest rate of 0.05 (5%) and a field called Periods that contains 12, the number of compounding periods in the year, then EFFECT({Rate},{Periods}) returns 0.0511 (5.11%). In other words, an annual rate of 5% compounded monthly is equivalent to 5.11% if only a single annual interest payment is made. This function is the reverse of NOMINAL, below.
- **FV(rate,nper,pmt,[pv],[type])** returns the future value of a series of equal payments at a constant interest rate. Rate is the interest rate per period. It can be entered as a decimal figure (for example, entering 2.5% as 0.025) or as the result of an operation (for example, entering quarterly payments at 6% APR as 6/4*100). Nper is the total number of payment periods for the investment. Pmt is the payment made during each period; it must be entered as a negative figure and cannot change over the lifetime of the investment. You can also specify pv (the present value of the series of future payments) and type (whether payments are made at the beginning (1) or end (0) of each period); both of these optional arguments are automatically set to 0 if you do not specify them. For example, FV(0.025,5,-120) gives 630.76, the result of saving \$120 annually for 5 years at an interest rate of 2.5%. Note that the payment figure (money out) is negative whereas the end result (money in) is positive.
- **NOMINAL(effect_rate,npery)** returns the annual nominal interest rate based on the effective interest rate and the number of compounding periods in the year. Effect_rate is the effective interest rate and must be entered as a decimal figure. Npery is the number of compounding periods per year. For example, NOMINAL(0.0511,12) returns 0.05. In other words, a yearly return of 0.0511 (5.11%) is equivalent to 0.05 (5%) if compounding is done monthly. This function is the reverse of EFFECT, above.
- **PV(rate,nper,pmt,[fv],[type])** returns the amount you would need to invest today in order to match a series of future payments. The arguments are the same as for FV, above, except the optional argument fv which you can use to indicate the future value or cash balance you want to attain. As an example of how to use the PV function, suppose you have the choice of receiving a life insurance payout of \$10,000 now or 10 annual payments of \$1,200 a year. Which would be the better option, supposing the annual interest rate over the 10 years to be 4% (0.04)? The calculation PV(0.04,10,-1200) gives a result of \$9,733 which is the amount that would need to be invested today for 10 years in order to match the value of the 10 annual payments of \$1200, assuming 4% interest. In other words, the lump sum of \$10,000 is better.

Note that the payment figure (money out) is negative whereas the end result (money in) is positive.

Functions in the Other group

The functions in the **Other** group allow you to carry out logical tests of values or expressions, convert date and time entries to and from the MindView date-time format, and show the working hours or days for specific periods.



To show dates and times without a thousands separator and decimals in the calculation fields, use the **Defaults** dialog as described under "[Entering defaults](#)" in "[Inserting calculation values](#)".

- **DATE(year,month,day)** returns the date you enter as a number in the MindView date-time format.
- **DAY(number)** returns the day of the month (a number from 1 to 31) from a MindView date-time number.
- **DAYS(end_date,start_date)** returns the number of days between two dates. You can use other functions for the arguments start_date and end_date, or provide them in the MindView date-time format. For example, DAYS(TODAY,START) returns the number of days between the task start date and the current date.
- **DAYSPERMONTH** returns the number of default working days per month. The result is based on the working days defined in the project calendar.
- **HOURL(number)** returns the hour (a number from 0 (12:00 AM) to 23 (11:00 PM) from a MindView date-time number.
- **HOURSPERDAY** returns the number of default working hours per day in minutes. The result is based on the working hours defined in the project calendar.
- **HOURSPERWEEK** returns the number of default working hours per week in minutes. The result is based on the working hours defined in the project calendar.
- **IF(logical_test,value_if_true,value_if_false)** checks whether a condition is met. It returns one value if the condition is met and another if it is not. Logical_test is the logical test to be made, and the two value arguments specify what values should be returned if the logical test is true or false. Both value arguments are optional; if you do not specify these, the function returns 1 if true, and 0 if false. You can evaluate any value or expression using the logical test, and you can reference other calculation fields. For example, IF({sales price}>1000,50,25) returns 50 if the value of the calculation field {sales price} is above 1000, and 25 if the value is 1000 or lower.
- **MINUTE(number)** returns the minutes (a number from 0 to 59) from a MindView date-time number.
- **MONTH(number)** returns the month (a number from 1 to 12) from a MindView date-time number.
- **NOW** returns the current date and time (as provided by the system clock) as a MindView date-time number. Once the function is inserted in a calculation field, the value of the function is updated every time the document is opened, and whenever the calculation value or one of its dependencies changes.
- **SECOND(number)** returns the seconds (a number from 0 to 59) from a MindView date-time number.
- **TIME(hours,minutes,seconds)** converts hours, minutes and seconds to a MindView date-time number. Hours must be entered using the 24-hour system; in other words as a figure from 0 to 23. For example, TIME(16,22,56) returns the MindView date-time value for 22 minutes and 56 seconds past 4 PM.
- **TODAY** returns the current date (as provided by the system clock) as a MindView date-time number. Once the function is inserted in a calculation field, the value of the function is updated every time the document is opened.
- **WORKDAYS(end_date,start_date)** returns the number of working days between two dates. The number of working days is based on the project calendar. You can use other functions for the arguments start_date and end_date, or provide them in the MindView date-time format. For

example, `WORKDAYS(TODAY,START)` returns the number of working days from the task start date to the current date; the same period as defined for `DAYS` above but excluding non-working days such as weekends and holidays defined in the project calendar.

- **YEAR(number)** returns the year from a MindView date-time number. The year returned is between 1984 and 2049.

Keyboard shortcuts

The table below lists all the keyboard shortcuts provided by MindView.

Keyboard shortcut	Description
Enter	Add a new topic at the same level as the selected topic
Insert	Add a new sub-topic to the selected topic
Shift + Enter	Add a new pre-topic before the selected topic
Delete	Delete the selected topic or element
Ctrl + Shift + Delete	Delete the selected topic without deleting its sub-topic. The sub-topics become attached to the parent of the deleted topic.
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 in the map
Right	Select the topic to the right of the currently selected topic in the map
F1	Help
F2	Edit the label of the selected topic, or edit the selected floating comment
F3	Toggle Focus Mode on and off
F4	Resize the map so that it fits entirely in the workspace
F5	Read out aloud the selected topic, comment or text note (AT Edition only)
F6 / Shift + F6	Move the focus between the active tabs, panels or status bars in the mind map
Alt + F6	Apply topic focus to restrict the display to the selected topic
Alt + Shift + F6	Remove topic focus to display the entire map again
Ctrl + Alt + F6	Create sub-map
F7	Spellcheck the document
Ctrl + F7	Spellcheck the selected element
F8	Toggle between selected topic and Text Note editor
Ctrl + F8	Create a new text note
F9	Toggle Full Screen Mode on and off
F11	Insert or edit a pop-up comment on the selected topic
F12	Specify a start time for the selected topic
Ctrl + F12	Specify an end time for the selected topic
Ctrl + A	Select all topics
Ctrl + F	Find and replace text in document
Ctrl + N	Create a new document
Ctrl + O	Open and browse for an existing document
Ctrl + P	Print the active document
Ctrl + S	Save the active document
Ctrl + Z	Undo the last action

Ctrl + Y	Reverse the last Undo
Ctrl + C	Copy the selected data to the clipboard
Ctrl + X	Cut the selected data to the clipboard
Ctrl + V	Paste the data contained in the clipboard to the selected destination
Ctrl + B	Toggle bold face on and off on topic labels and in the text note editor
Ctrl + I	Toggle <i>italics</i> on and off on topic labels and in the text note editor
Ctrl + U	Toggle <u>underlining</u> on and off on topic labels and in the text note editor
Ctrl + Shift + C	Copy the formatting from one element to another with the Format Painter
Ctrl + Shift + B	Select the topic data for editing
Ctrl + Tab	Open the Windows Navigator
Ctrl + F6	Go from one open document to the next
Ctrl + F8	Open the Text Note editor to create a new text note
Ctrl + Up	Move the selected floating image or floating comment up
Ctrl + Down	Move the selected floating image or floating comment down
Ctrl + Left	Move the selected floating image or floating comment left Collapses the selected topic (Outline view only)
Ctrl + Right	Move the selected floating image or floating comment right Expands the selected topic (Outline view only)
Ctrl + Home	Go to the central topic of the mind map
Ctrl + End	Go to the last cell of the Outline (Outline view, Timeline view, Gantt view)
Ctrl + "+" Ctrl + mouse wheel	Zoom in
Ctrl + "-" Ctrl + mouse wheel	Zoom out
Shift + mouse wheel	Scroll the workspace horizontally
Shift + drag	Navigate the mind map by panning the view within the workspace
Ctrl + Space	Toggle Predictive Suggestions on or off when editing topic labels or text notes
Ctrl + 1	Show only the main topics
Ctrl + 2, 3, 4	Show only two, three or four levels of topics
Ctrl + 5	Show all levels of topics
Ctrl + Shift + "+"	Expand the selected topic
Ctrl + Shift + "-"	Collapse the selected topic
Ctrl + Shift + 1	Display the document in Mind Map view
Ctrl + Shift + 2	Display the document in Top Down view
Ctrl + Shift + 3	Display the document in Left/Right view
Ctrl + Shift + 4	Display the document in Timeline view
Ctrl + Shift + 5	Display the document in Outline view
Ctrl + Shift + 6	Display the document in Gantt view

Ctrl + F2	Link tasks (Gantt view only)
Ctrl + Shift + F2	Unlink tasks (Gantt view only)
Shift + F2	Open the Task Information dialog (Gantt view only)
Alt + Shift + Right	Indent the selected topic (Outline view) or task (Gantt view)
Alt + Shift + Left	Outdent the selected topic (Outline view) or task (Gantt view)
Alt + Down / F4	Open the selected drop-down menu

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