MindView 5 Documentation

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Introduction

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What is a mind map?

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

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

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

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

The five essential characteristics of a mind map:

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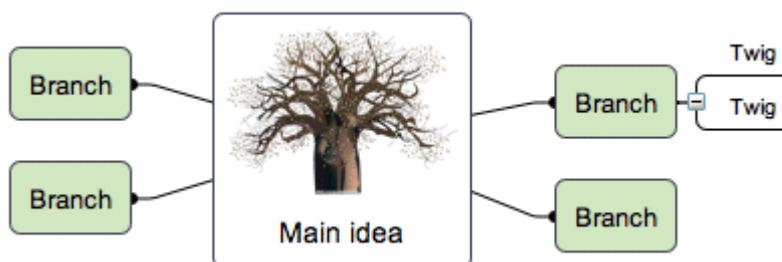
Mind Maps and MindView

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

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

Mind maps in education

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

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

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

Mind Maps on the other hand:

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

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

Achieving Curriculum Standards with MindView

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

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

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

Mind maps in business

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

Mind Maps:

- organize and clarify thinking about an idea
- save time
- generate new ideas
- make fresh connections between ideas

- concentrate and keep track of a topic
- provide an excellent overview
- help you to remember far more far better
- make sharing ideas easier, faster and more fun

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

In summary, mind mapping® has a whole range of advantages that help make your life easier and more successful. The mind map helps you to gather more information, organize the information and gain immediate access to that information when you need it again.
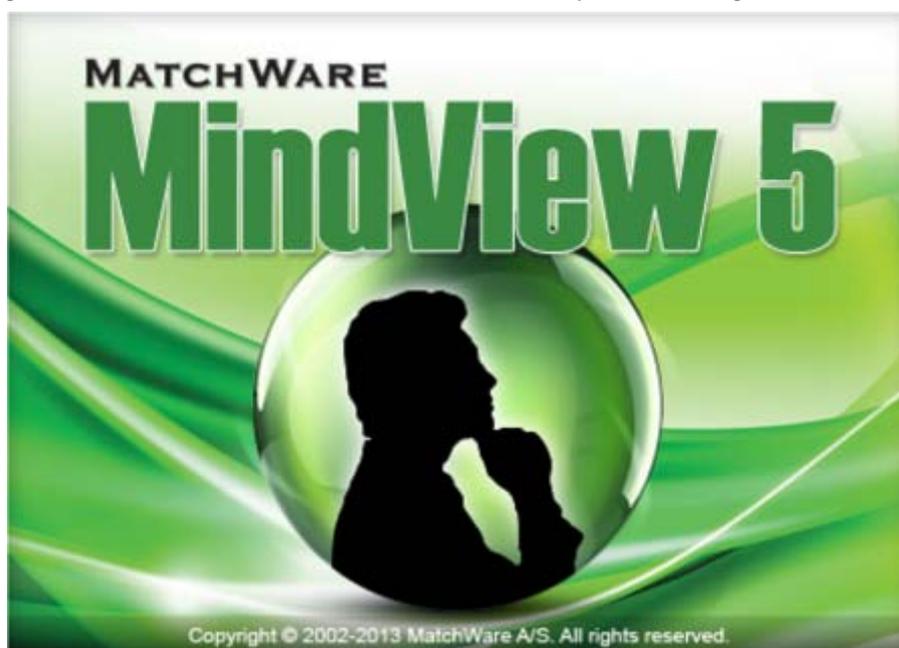
MindView 5 is a highly effective way of **brainstorming ideas visually, developing them** and **increasing the comprehension of complex concepts**. Ideal for use by individuals, small teams or large groups, MindView generates illustrated **Mind Maps®** which you can use in presentations, study guides, web sites and more. With a range of export options such as HTML, Microsoft PowerPoint® format and Microsoft Word® format, MindView is an effective and versatile concept development tool.

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

Mind Maps are illustrated frameworks of organized, prioritized, linked ideas that develop or relate to a subject or concept.
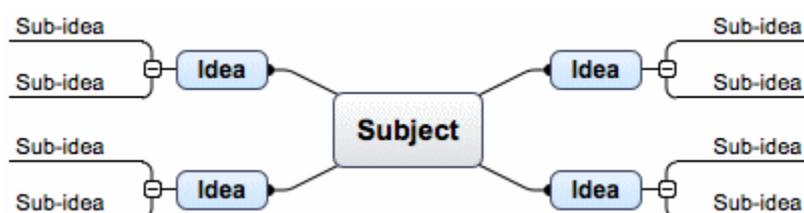
MindView lets you think and learn visually by creating mind maps. Mind maps have been demonstrated to increase organizational skills and creativity, to develop memory retention and deepen understanding of concepts. See "What is a mind map" for a more detailed description.

Outlining written documents

Mind Mapping is an ideal way to create an outline for written documents such as an essay or a research paper. MindView allows you to brainstorm ideas for your chapters in a completely free and

non-linear way. **It is important to keep in mind that when you later export your mind map to Word, main ideas are exported as main headings, sub-ideas as sub-headings and so on.** One of the great benefits of using MindView, as opposed to mind mapping on a piece of paper, is that MindView allows you to reorganize your ideas in the right order by dragging and dropping them in the mind map once you have finished brainstorming them.

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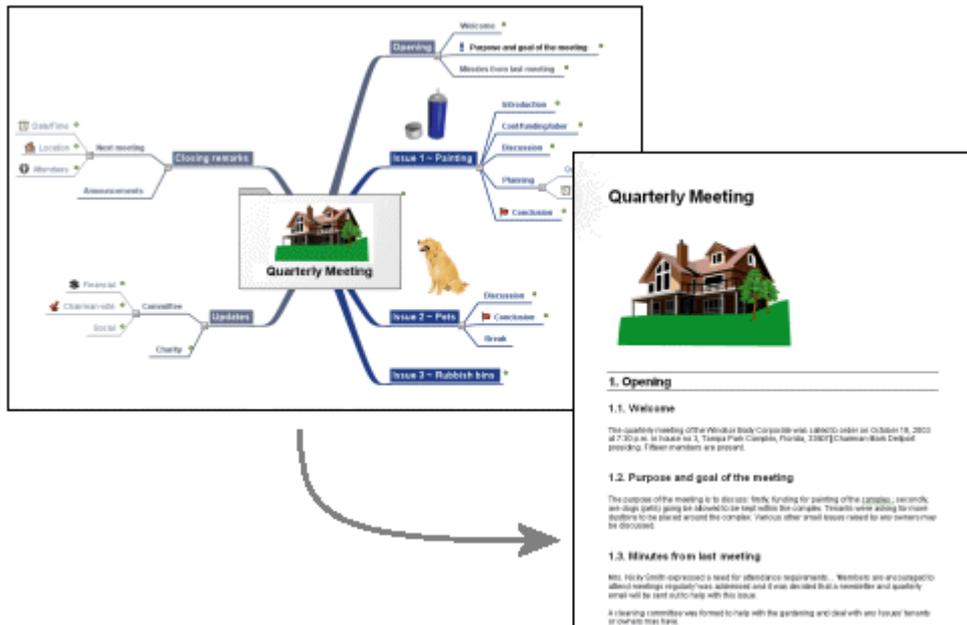
Exporting

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

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

Working with timelines

The MindView Timeline view is a great way of displaying your work. Simply add dates or times to your branches and switch to the Timeline view to see the information displayed along a horizontal time axis. Different timescales (for example standard, geological and historic) let you tailor the timeline to suit your needs. You can zoom in or out, expand or contract the timeline scale, and

condense empty stretches of the timeline by inserting break marks. A structured display lets you see one level of branches at a time while accessing the sub-branches through hierarchical lists.
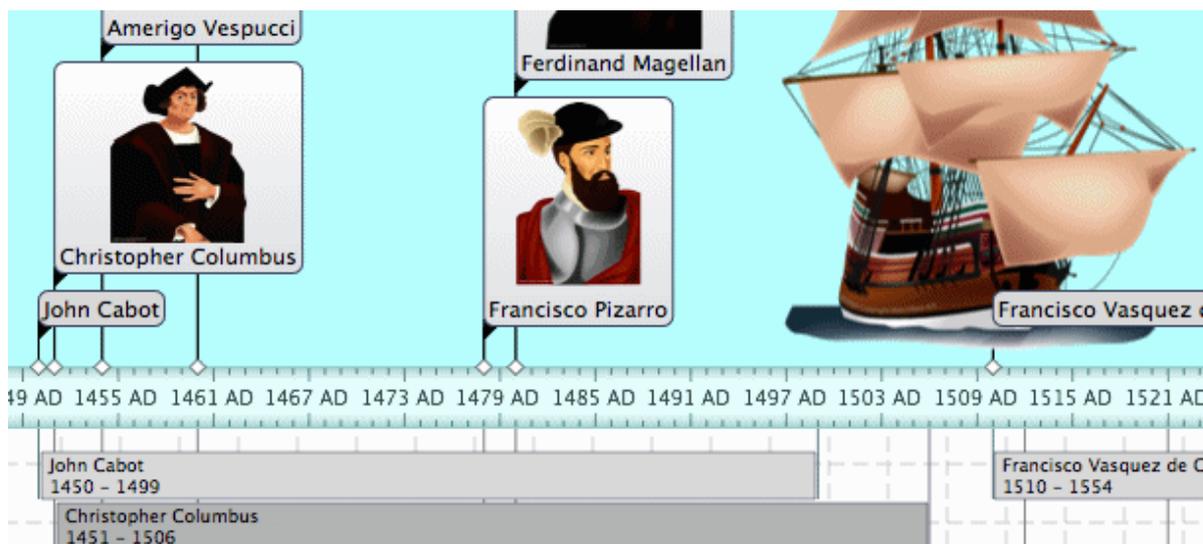
What's new?

MindView 5 has many new features, which are fully described in the User Guide part of this documentation. Here is a brief description of the most important enhancements.

Formatting

Templates: MindView 5 includes new customized templates for project management and study skills, on which to base your own projects. For more information about templates, see "Creating a mind map".

Styles: MindView 5 includes new map styles that have been optimized for specific project types, letting you change the overall look of the map and apply branch shapes, branch colors and other coordinated attributes in one step.

MindView 5 also lets you define your own customized styles. Just make your own changes, and save the style as a custom style for re-use later. See "Changing the look of a mind map".

Citations and sources

MindView has partnered with WorldCat.org, the world's largest online source catalogue, allowing easy access to 1.5 billion documented sources which you can add to your map as bibliography. MindView also lets you insert citations referring to these sources to branches, text notes and other elements of the map. 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. See "Using sources" and "Using citations" for more information.

Presentation options

Legend: MindView 5 now lets you add legends to your maps, to make them easier to read and interpret. You can for instance associate a particular color or a particular icon to some of the branches of your map to single them out, and then apply a legend to give the meaning of this color or icon. For more information, see "Creating a legend".

Text to Speech: MindView 5 now supports a narrating function. Just select a branch label, a text note or a comment and click the Narrate button to have that element read aloud. For more information, see "Navigating a mind map".This feature is only available in the Assistive Technology Edition (AT Edition) of MindView.

Outline view

It is now possible to show the text notes associated with the branches in the outline itself, just underneath each branch. See "Using the Outline view".

Export options

When exporting your document to Microsoft Word, you can choose from a variety of bibliography styles, such as APA, MLA, Chicago and more, to reference your sources and citations. For more information about adding sources and citations in your documents, see Using sources" and "Using citations".

Using MindView 5 purchased from the App Store

Since mid-2012, to enhance security for applications downloaded from the App Store, Apple has introduced OS X sandboxing. This means that some restrictions are placed on access to external files.

This affects MindView 5 in the following ways:

- The packed file format is always used, so there is no **Pack** option on the File menu. If you open a file from an earlier version of MindView, one that has external resources, you will see the following dialog:

Click **Open & Pack** to open the file and convert it into the packed format.

- You will need to grant access when opening, importing, exporting or executing external resources. For example, when importing external resources, you will see the following dialog box:
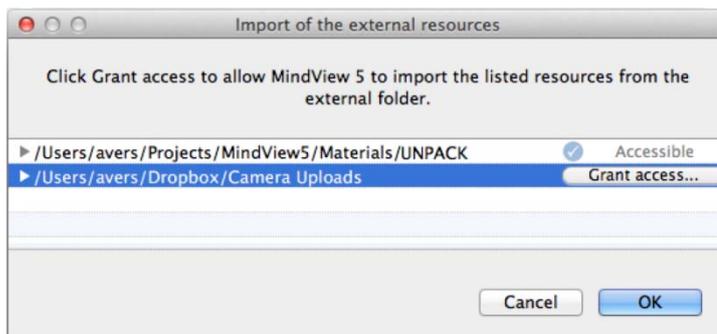
Provided you are satisfied that the external files are trustworthy, click **Grant access** and then **OK**.

- There is a 100Mb limit on the size of attachments that can be imported into a packed file.
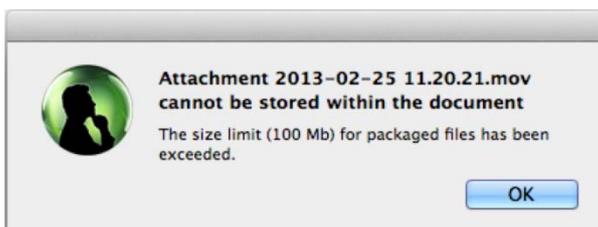
- If you open a file that includes, as an attachment, an executable file larger than the above limit, you will be given the option to run the file by choosing **Execute**.
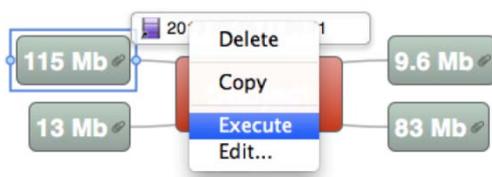
You will then need to grant access by clicking a **Grant access** button as described above.

- HTML export allows external files to be included. You will need to grant access to any folder you include in the export that contains external files by clicking a **Grant access** button as described above.

- You can save copies of the resources contained in a packed MindView document to a folder on your machine by choosing **File > Unpack resources**. The packed file is not modified: the resources remain in the file.

Important terms

Many of the terms used in MindView are standard terminology. Some, however, are specific to MindView or relate to the mind map concept and may be unfamiliar to you.

Auto-layout mode

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

Brainstorm mode

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

Branch connections

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

Comments

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

Document

The command File > New creates a MindView document, which opens in a separate window. A MindView document can contain several maps. See "Creating a mind map" for more information.

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, a MatchWare Mediator document or a picture. You can also export to HTML and XML.

See the section "Exporting" for more information.

Gantt view

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

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

Import

Not only can you export your document to PowerPoint, Word, Excel, Microsoft Project or Mediator, 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, Microsoft Project or Mediator as well as XML documents.

See the section "Importing" for more information.

Icons

MindView includes icons which you can attach to the branches of your mind map. Using icons, you can for instance represent visually the status of a particular topic, its importance, and so on. See "Inserting icons" for more information.

Left/Right view

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

Links

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

Main branch

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

Mind Map

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

Mind Map view

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

Objects

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

Outline view

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

Pack and unpack

This feature allows you to distribute your mind map to other users very easily. With just one mouse click, you can add to your mind map (mvd) file all the external files it references, ready to be accessed over the network or distributed by email or CD. See "Pack and unpack" for more information.

Pre-branch

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

Properties

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

Root

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

Sub-branch

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

Templates

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.

Text notes

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

Timeline view

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

Top Down view

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

Quick Start

Quick Start

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

The map we are going to create here is about planning a weekly meeting.
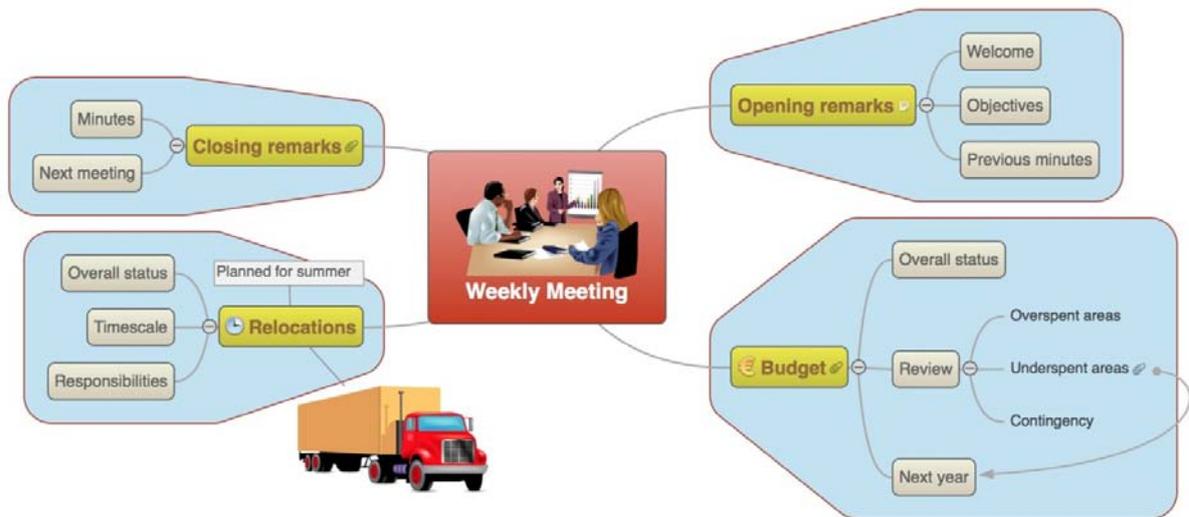
You will find the complete mind map, Weekly Meeting.mvd, in the subfolder MindView 5/QuickStart in your Applications folder.

First step: Creating the mind map

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

We start by creating a new MindView document.

➤ Start MindView or, if it is already open, choose **File > New**.
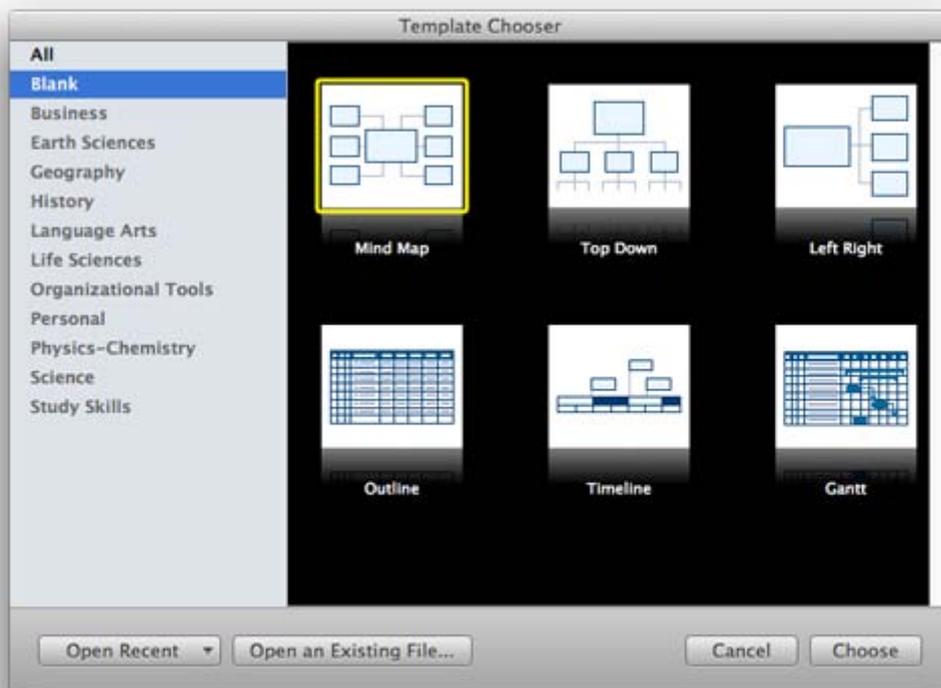
➢ Select 'Mind Map' in the dialog. Notice that you can also choose from many ready-made templates to get you started with creating a mind map. For now, however, we'll stick with a standard empty mid map view.

➢ Click **Choose**.

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

Entering the subject

➢ Type "Weekly Meeting" and press Enter.

The name "Weekly Meeting" is now shown on the root branch and in the Root Branch inspector:
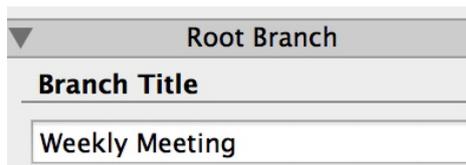
➢ If the inspectors are not already visible, click the **Inspector** icon 🛈 in the toolbar to open them.

Inserting the main branches

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

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

Let's start by inserting the first branch.

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

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

➤ Type "Opening remarks" and press **Enter**.

➤ Press **Enter** again to insert the second branch.

➤ Type "Budget" and press **Enter**.

➤ Insert two more branches by pressing **Enter** and label them "Relocations" and "Closing remarks".

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

Inserting the sub-branches

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

➤ Click the Opening remarks topic to select it and press ⌥ **Enter**.

➤ Type "Welcome" and press **Enter**.

➤ Press **Enter** again to add the second sub-branch.

➤ Type "Objectives" and press **Enter**.

➤ Press **Enter** again to add the third sub-branch.

➤ Type "Previous minutes" and press **Enter**.

➤ Now double-click the "Budget" branch to add its first sub-branch (double-clicking a branch has the same effect as selecting it and pressing ⌥ **Enter**).

➤ Type "Overall status" and press **Enter**.

➤ Continue in the same way until you have added all the other sub-branches shown below.
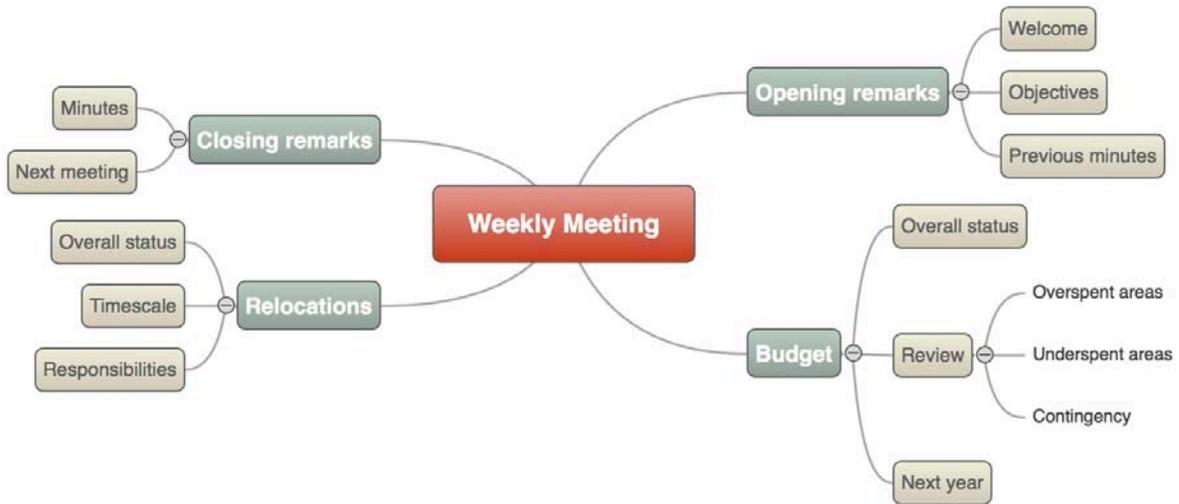
💡 *To correct typing errors, click the branch to select it and click the label to start editing. Make the necessary changes and press Enter.*

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

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

➤ Choose a folder, enter a file name for your new mind map and click **Save**. The default file name is the subject of the map, "Weekly Meeting".

Second step: Enhancing the mind map

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

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

Inserting icons

➤ Select the Budget branch.

➤ Click **Icons** in the toolbar, 🖼️ .

➤ Click an appropriate symbol in the icons panel.

💲 £ € ¥
💡 ✏️ ⊗ ✖️

The icon now appears next to the branch label name.

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

Inserting pictures

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

➤ Choose **Tools > Multimedia Catalog** in the main menu or press ⌘⌥ **M** to open the Multimedia Catalog.

➤ In the search box (lower right) type "meeting" and click the magnifying glass icon or press Enter.

Various pictures appear in the Multimedia Catalog display area.
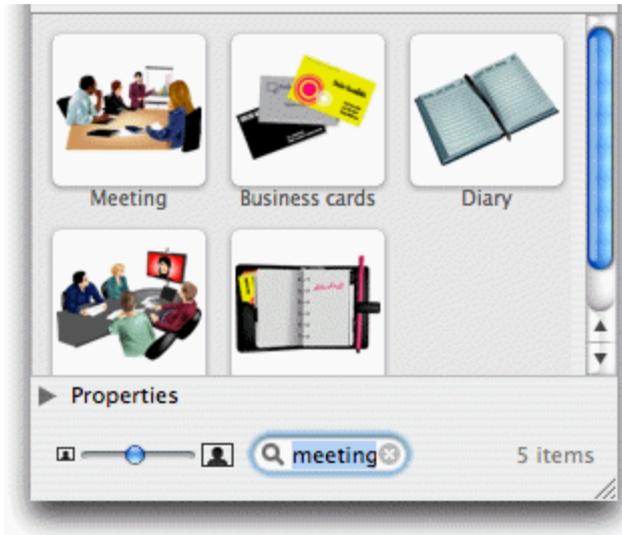
➤ Drag the picture of the meeting over the root block and let go of the mouse button when the upper central blue box is highlighted.

The root block now contains a picture of a meeting.

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

➤ Right-click the Relocations branch and choose the Insert command in its local menu.

➤ Choose Floating Picture in the sub-menu that appears.
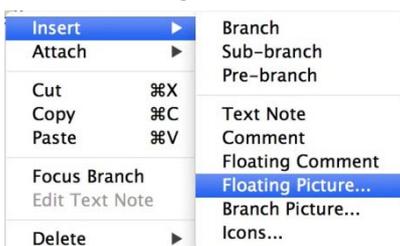
➤ Browse to the folder MindView 5/Quick Start in your Applications folder, select the file "Truck.png" and click Open.

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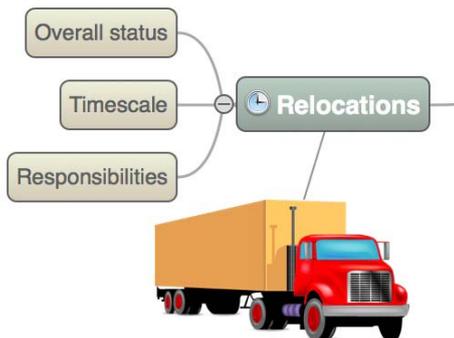
Attaching a hyperlink object

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

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

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

➢ In the Object List inspector you see the properties for the link. Enter a name for the object to replace the "(untitled)" label, for example "Budget spreadsheet".
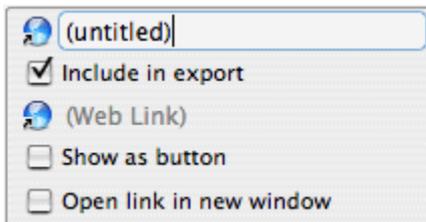
➢ Click the default Web Link icon and select "Link to File" as the link type.

➢ Click the browse icon to the right to select Budget.xls. It's in the subfolder MindView 5/QuickStart in your Applications folder.
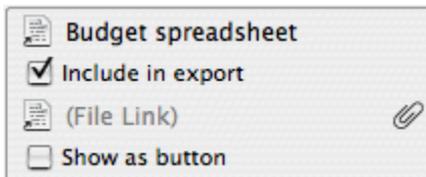
➢ To view the hyperlink, move the pointer over the paperclip icon. The object pop-up list appears.
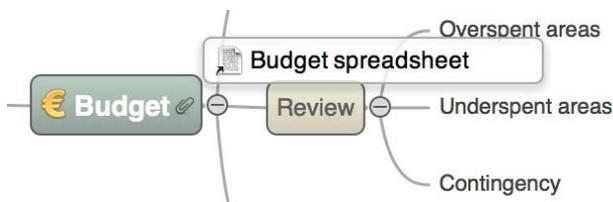
If a suitable spreadsheet program is installed on your computer all you have to do to view the spreadsheet is to double-click the hyperlink in this list.

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

Inserting a text note

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

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

➢ Select the Closing remarks branch.

> ➤ Click the **Text Notes** icon and type the following text (or any other!) in the text note editor.
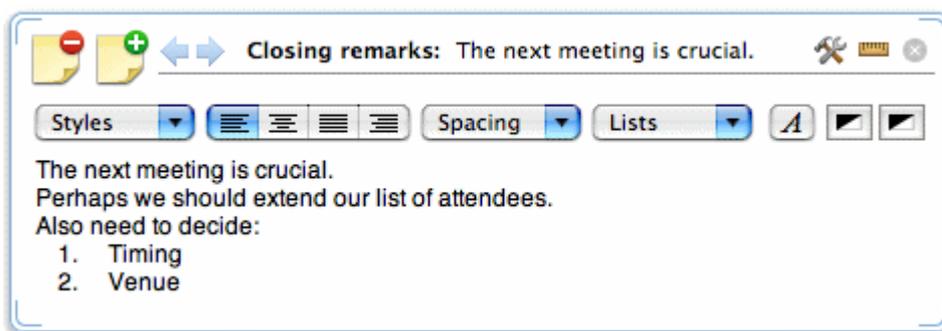
> ➤ Format the text to your liking and click outside the text note editor.

As before, a paperclip icon now appears to the right of the Closing remarks branch label, indicating that it contains an object.
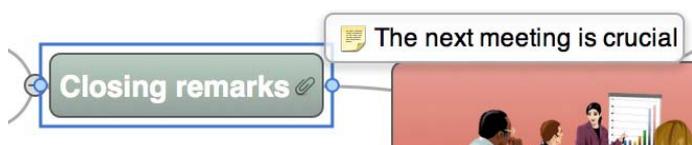
The text note also appears in the object list inspector when the branch is selected.

Creating a branch connection

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

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

The mouse pointer changes shape.

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

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

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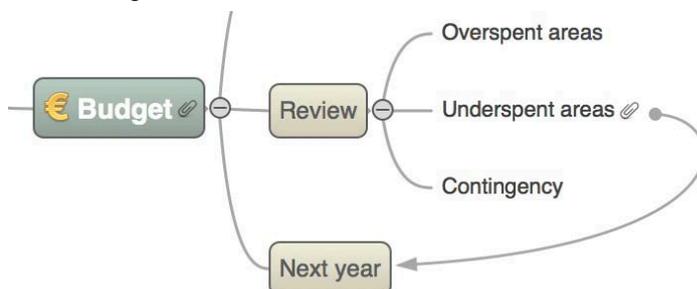
The paperclip icon appears to the right of the Underspent areas branch, denoting the presence of the branch connection.

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

Inserting comments

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

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

➤ Right-click the Relocations branch and choose the Insert command in its local menu.

➤ Choose Floating Comment in the sub-menu that appears.

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

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

➤ (optional) Move the floating comment by dragging it wherever convenient.
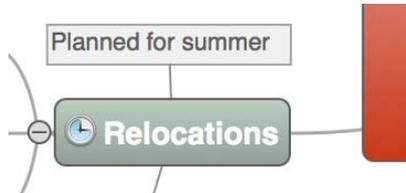
We are now going to insert a "pop-up" comment in our Opening remarks branch as a reminder to welcome new staff. Pop-up comments are normally hidden.

➤ Select the Opening remarks branch. This time, rather than choosing Insert and then Comment in the local menu, which you could do, press ⌥ ⌘ N (MindView's more commonly used commands have keyboard equivalents).

A yellow comment box opens.

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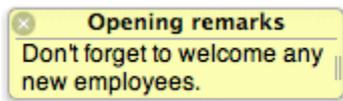
The comment box disappears, but a yellow comment icon 🗎 now appears next to the branch label, indicating that this branch contains a pop-up comment. You can view the comment at any time by moving the mouse pointer over the icon. To edit it simply click inside it.

Adding colors

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

➤ If the format bar is not already visible, choose Format > Show Format Bar to open it.

➤ Press ⇧ and select each of the main branches.

➤ In the first section of the format bar, adjust font sizes and colors for the branch label.

➤ In the second section, adjust the frame and fill colors for the branch label box.

➤ In the fourth section, adjust the shadow settings.

➤ In the fifth section select 'Boundary' and then use the other controls to choose a suitable line color, width and style, and a boundary fill color.
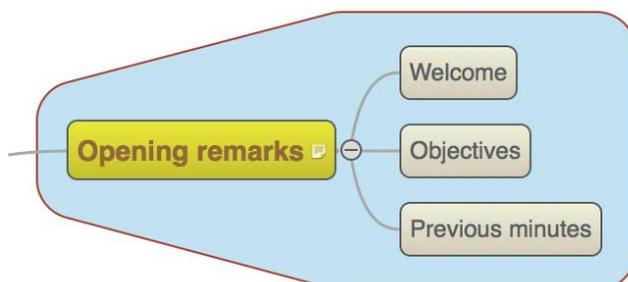
➢ Click the workspace, away from the map, to deselect the branches.

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

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

User Guide

Setting up

Setting up your preferences

The Preferences dialog (**MindView > Preferences**) lets you define global preferences. Click the **General** tab or the **Business** tab to change the application's settings that belong to these areas.

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

The General pane

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

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

Document: You can choose how often MindView automatically saves a document as you work on it. Select a time period from the list (the default is "Every 5 minutes").

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

Startup: If you do not want MindView to display the Template Chooser on startup, select this option.

New document: Use the checkbox to automatically apply the last used style to new documents.

The Business pane

Defaul Calendar Options

Modify the default calendar settings which provide the basic information about working time used by MindView to schedule the tasks of a project plan.

Scheduling options

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

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

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

Effort-driven: This determines the effect of adding 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 paragraphe "Understanding effort-driven scheduling".

Currency options

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

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

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

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

The MindView workspace

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

The toolbar area

The toolbar area comprises the main toolbar which displays the principal MindView tools and options, and, below it, a format bar which provides formatting options for the current selection. See "Format bar" for information. You can show (or hide) the format bar from the Format menu.

The main display

The mind map is contained in the main display area.

You can move a mind map within the display area by dragging its root to a new position. To go quickly to different parts of a large mind map, use the overview panel (see below).

MindView has two display modes:

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

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

Inspectors

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

The inspectors allow you to:

- Change the properties of a selected item (for example, a branch or a picture). If nothing is selected the properties for the current view are displayed in the relevant View inspector.
- Change the properties of objects (for example, a link or a file) attached to a branch. See "Using the object list inspector" for more information.
- Add time information to a branch or change existing time information. You will need to do this if you plan to create a timeline. For more information on entering time information and creating a timeline, see the topics "Inserting time information" and "Using the Timeline view".

See "Using the inspectors" for more information.

Multimedia Catalog

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

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

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

Text note editor

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

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

See "Inserting text notes" for more information.

Overview panel

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

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

See "Using the Overview panel" for more information.

Basic tasks

Creating a mind map

When you start MindView, the first screen you see is the Template Chooser.
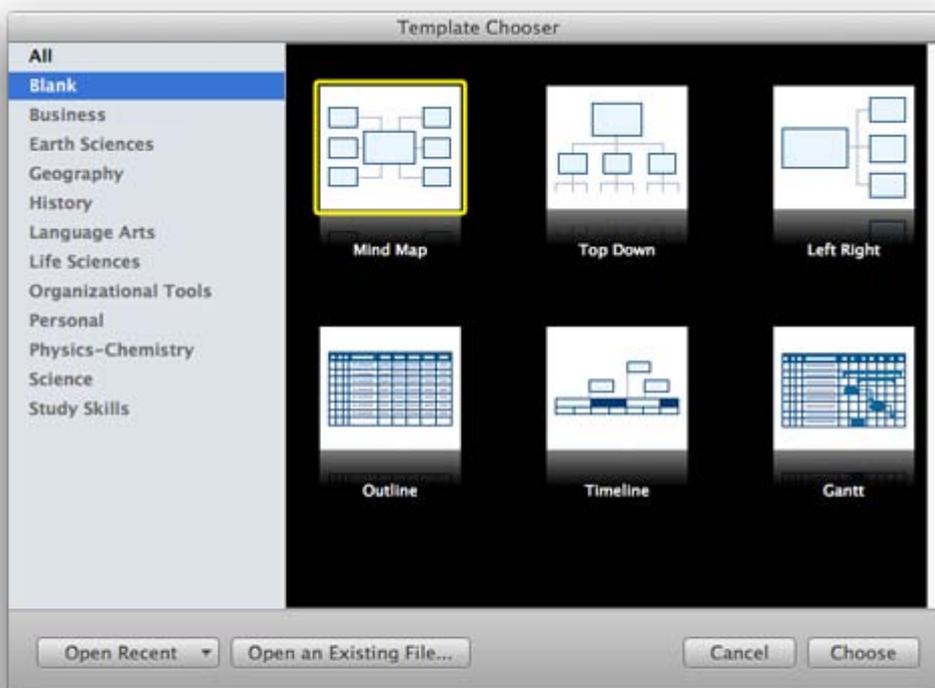
Do one of the following:

- ➤ Choose a category on the left, select a template on the right and click **Choose** to create the new mind map document, or
- ➤ Click **Open an Existing File** to browse for an existing MindView document, or
- ➤ Click **Open Recent** to open a document you have recently been working on.

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

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

Blank templates

To create an empty document, choose one of the templates in the Blank category. There is one for each of MindView's views (Mind Map, Top Down, Top Down Vertical, Left/Right, Timeline and Outline). In MindView 5 Business Edition an additional view is available - the Gantt view. See "Using different views" for more information about these views.

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

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

Other templates

Alternatively you can create a document based on one of over 80 educational, business and personal templates included in MindView. The curriculum-aligned educational templates cover a range of learning levels and are supported by over a thousand high quality clip art images created specifically to match all areas of the curriculum.

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

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

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

Opening a mind map

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

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

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

As well as opening standard MindView documents you can open:

- Documents created with MindView 5 for Windows (.mvdx files).
- Documents created with previous versions of MindView for Windows (.omp files) or Mac (.omd files).

If you open a document created with MindView Business Edition in the standard version of MindView, any data relating to MindView Business Edition features which are not supported in the standard version (such as task data or calculation values) will not be visible. If you then save the file in the standard version of MindView, this data will be lost. If the file has been password-protected in MindView Business Edition, this password will also be removed when saving the file in the standard version.

You cannot save files in .omd, .omp or .mvdx formats. Instead use File > Save As to create a new MindView 5 for Mac document (.mvd file).

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

Entering the subject

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

Replacing the default label

➤ Select the root and type the text.

   If 'Word wrap text' is selected on the View inspector, resize the root after typing the text to achieve the number of lines of wrapped text you want.

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

➤ Press **Enter** when you have finished typing, or click outside the root.

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

Editing the root

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

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

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

➢ Click and select the new shape.

Root properties

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

The default text color for the root is defined on the relevant View inspector, for example the Mind Map View inspector. This is overridden by any change made on the Root Branch inspector.
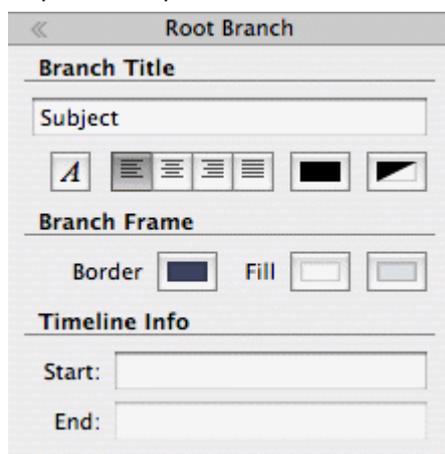
See "Root Branch inspector" in the Reference section of this User Guide for a description of the general properties applicable to the root.

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

Inserting branches

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

- A **main branch** is a branch directly connected to the root.

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

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

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

- A **pre-branch** is a branch you insert in front of (nearer the root than) another branch.

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

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

Inserting a main branch

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

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

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

Inserting a branch at the same level as an existing branch

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

The new branch is inserted after the selected existing branch.
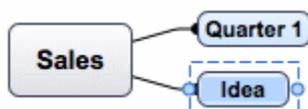

Inserting a sub-branch to an existing branch

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

The new sub-branch is inserted after all the existing sub-branches.
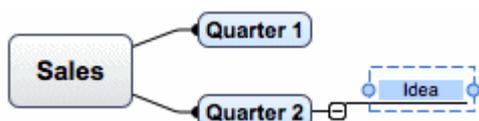
Inserting a pre-branch to an existing branch

- ➤ Click the existing branch to select it and press ⇧ **Enter**, or
- ➤ Click the existing branch to select it and choose **Insert > Pre-branch** in the main menu, or
- ➤ Right-click the existing branch to select it and choose **Insert > Pre-Branch** in its local menu.
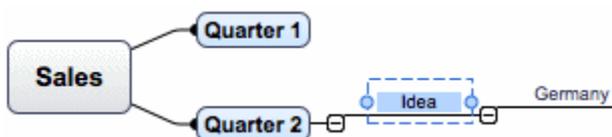
Copying and pasting branches from an external application

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

Will be pasted as this:
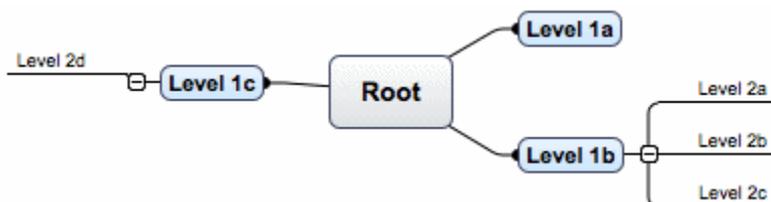
Similarly, you can copy a MindView branch structure to another application by copying it from MindView and pasting it in the external application.

Expanding/Collapsing a branch

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

➤ Click the minus sign , or

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

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

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

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

➤ Click the plus sign , or

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

➤ Right-click the higher-level branch and choose **Expand** in its local menu.
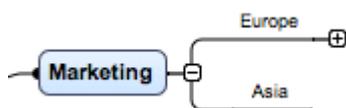
Expanding/Collapsing several branch levels

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

Navigating between branches

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

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

Up   Select the branch placed above the currently selected branch.

Down   Select the branch placed below the currently selected branch.

Left   Select the branch to the left of the currently selected branch.

Right   Select the branch to the right of the currently selected branch.

Deleting a branch

There are several ways of doing this:

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

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

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

Editing a branch

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

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

Focusing on a branch

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

Branch properties

Branches have default properties defined in the relevant View inspector (the Mind Map View inspector is shown below). For a description of these default properties, see the descriptions of the View inspectors in the Reference section of this User Guide. See also "Using the inspectors" for some general information about inspectors.
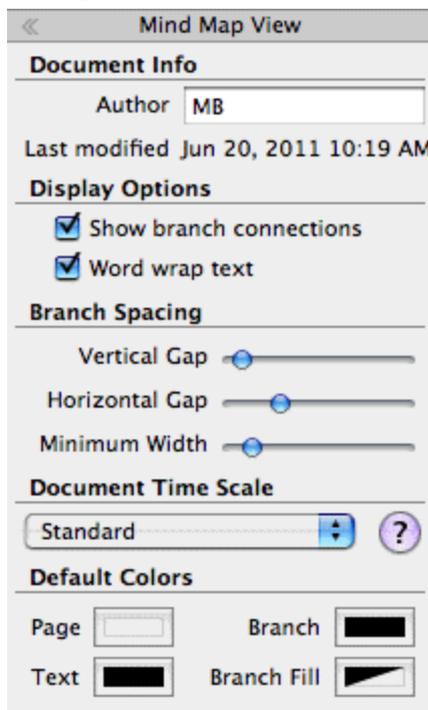
In addition to these default properties, each branch has its own properties. You can use the Branch inspector to make any necessary changes to a selected branch. Changes made on the Branch inspector override default values set on the View inspector.

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

Navigating a mind map

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

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

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

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

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

➤ Drag the root to a new position.

➤ Press ⌥ and drag the area of the view that you want to reposition within the workspace.

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

You can have the text of a selected element, such as a branch or a floating comment, read aloud:

➤ Click the Narrate icon 🔊, or

➤ Choose **Tools > Narrate**.

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

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

There are other navigation options available to you:

● To zoom in and out press ⌥ while using the mouse wheel.
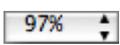
● The **Zoom** control 97% at the lower left corner of the window, and the **Zoom to Fit** icon let you change the level of magnification of your map. See "Zooming in and out" for more information.

● The **Overview** panel allows you to concentrate on particular areas of your map. See "Using the overview panel" for more information.

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

1 2 3 4 All

● The **Focus Branch** icon allows you to restrict the display to a particular branch or set of branches. See "Focusing on a branch" for more information.

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

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

See "Filtering a mind map" for more information.

● To view the map in Full Screen mode choose **View > Full Screen Mode On** or press ⌥ ⌘ **F**. To return to the normal viewing mode, click the icon again or press ⌥ ⌘ **F** again.

Using brainstorm mode

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

➤ Select the root or branch to which you wish to add your ideas.

➤ Do one of the following:

● Click the **Brainstorm** icon 💡, or

● Choose **Tools > Brainstorm Mode**, or

● Press ⌥ ⌘ **B**.

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

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

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

➤ To quit brainstorm mode do one of the following:

- Click anywhere outside a branch, or
- Press **Esc**, or
- Click the **Brainstorm** icon 💡 again, or
- Choose **Tools > Brainstorm Mode** again, or
- Press ⌥ ⌘ **B**.

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

Inserting icons

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

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

Inserting an icon on a branch

➤ Either select the branch to which you want to add an icon and click **Icons** 🎖, or right-click the branch and choose **Insert > Icons** on the local menu.

➤ Click the required icon.
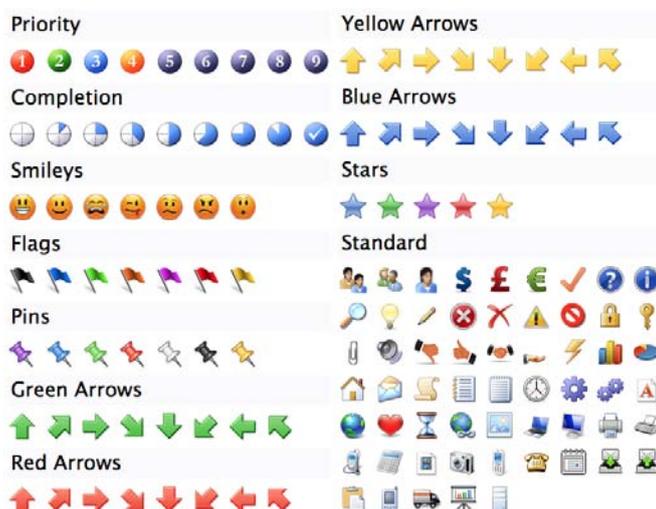
The selected icon appears on the left of the branch name.

📌 You can choose as many icons as you like in the Standard set. However, for any one branch you can only choose one icon in each of the other 'series' sets.

Removing or changing an icon

To remove or change an icon on a branch:

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

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

➢ To change a 'series' icon to another in the series simply click the new version in the icons panel.

Inserting pictures

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

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

Three different types of pictures are available:

● **Floating pictures**

A floating picture is visible on the screen at all times and can be moved wherever convenient. You can add as many floating pictures as you like to the workspace, the root or a particular branch.
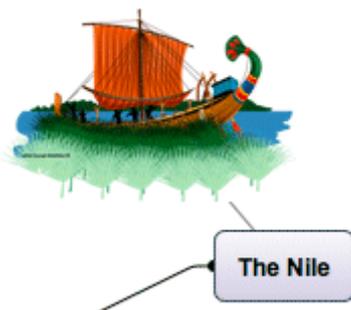
To establish a visual connection between the floating picture and a branch (or root), drag it over the branch and release the mouse button. A line links the picture to the root or branch (as above).

● **Branch pictures**

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

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

● **Attached picture files**

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

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

Dragging a picture from the Multimedia Catalog or other application

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

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

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

Optionally, for branch pictures:

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

Optionally, for floating pictures:

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

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

Floating pictures and export

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

➤ Select the picture(s).

➤ In the **Connection line** section of the Picture inspector, click the **Color** icon.

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

Inserting a picture using the MindView menus

Inserting a floating picture on a root or branch

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

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

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

Inserting a floating picture on the workspace

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

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

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

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

Inserting a branch picture on a root or branch

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

➤ Choose the picture.

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

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

Detaching a floating picture

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

Deleting a floating picture

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

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

Detaching a branch picture

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

Deleting a branch picture

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

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

Picture properties

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

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

Recording an audio note

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

> ➤ Choose **Attach** in the main menu or the local menu and select **Record Audio Note**. The Record Audio Note panel appears.
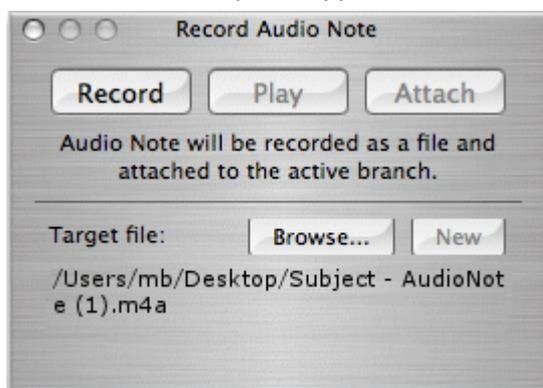
> ➤ Click **Browse** to select a name and destination for the sound file.
> ➤ Click **Record** to start recording.

➤ Click **Stop** to stop recording and save it to the specified file.

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

➤ Select a branch and click **Attach** to attach the recorded sound file to the selected branch.

➤ (Optional) Click **New** and repeat the previous steps to record a new audio note.

See also "Attaching objects" and "Using the object list".

Attaching objects

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

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

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

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

 Hyperlink

 Text file (for example .doc, .rtf, .txt, .htm, .html)

 Picture file (for example .png, .jpg, .gif, .bmp, .tif, .pdf)

 Video file (for example .mp4, .m4v)

 Sound file (for example mp3, .aiff, .snd, .m4a)

 Flash file (.swf)

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

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

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

Attaching an object to a root or branch

To attach an object:

➤ Select the required root or branch.

➤ Choose **Attach** in the main menu or the local menu and select the type of object to be attached.

➤ If the object is a file, select the file. If the object is a Hyperlink, use the Object List inspector to enter details of the target (for example a web address). See "Creating links" for more information.

➤ (optional) Use the object list inspector to make changes to the object's properties. See "Object list inspector" for more information.

Alternatively:

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

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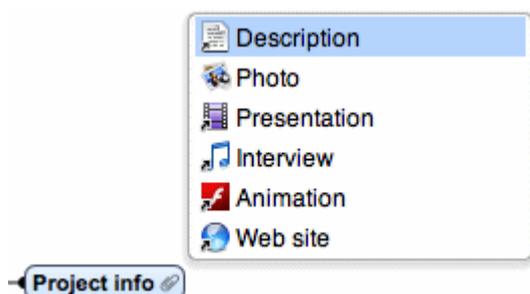
The object list inspector

The object list inspector lists each of the objects you have attached on a particular branch. Each object has its own properties, displayed in the object list inspector. See "Object list inspector".

See "Using the object list inspector" for more information.

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

Activating an object

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

- Display the object pop-up list by moving the mouse pointer over the paperclip icon ✏ and double-click the object required, or
- Right-click the object list inspector and choose **Execute**.

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

Deleting an object

To delete an object:

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

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

Inserting text notes

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

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

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

Display options

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

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

Creating a text note

To add a text note to a root or branch:

➤ Select the root or branch.

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

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

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

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

Adding further text notes

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

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

➤ Select the root or branch and, in the text note editor, click the new text note icon ![icon].

Using the text note editor

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

- To display (or hide) the toolbar or the ruler for the text note editor, click the toolbar icon ✕ or the ruler icon ▭ in the editor's header.

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

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

- To navigate from one text note to another, click the arrow icons ◁▷.

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

  ![A B I U icons]

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

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

  ![color and script icons]

- To change the alignment of text, put the cursor in the relevant paragraph (which may be empty) and click the appropriate alignment icon.

  ![alignment icons]

- To create a numbered or bulleted list item, put the cursor in the relevant paragraph (which may be empty) and select the appropriate style under **Lists**. You can create a custom style by selecting 'Other'. Select 'None' to remove a list style from the current paragraph.

- To create a link to a web page, select the text that will activate the link and click the **Link** icon ⌨ or choose **Link** in the local menu. Enter the destination for the link and click OK (you must include the 'http://' part). To activate a link, double-click it or right click and choose **Open Link**.

- To check the spelling in your text, click the **Check Spelling** icon ⌨ or choose **Spelling > Check Spelling** in the local menu.

- To insert a picture, click the **Picture** icon ⌨ or choose **Insert Picture** in the local menu.

- To adjust margins and indents, click the **Ruler** icon ⌨ if the ruler is not already displayed. Put the cursor in the paragraph whose margins you want to change (or select several paragraphs) and drag the margin markers at the left and right ends of the ruler to change the margins. Drag the indent marker (which by default has the same position as the left margin marker) to set the indent margin. You can insert standard tab stops by clicking on the ruler line and then dragging them into position. To remove tab stops, drag them away from the ruler.

- To create a table, move the cursor to the location in the text where you want the table inserted and click the **Table** icon ⌨ to open the table panel (shown below). Type your text in the table cells and make any necessary changes to the format using the Table panel and the text editor toolbar.
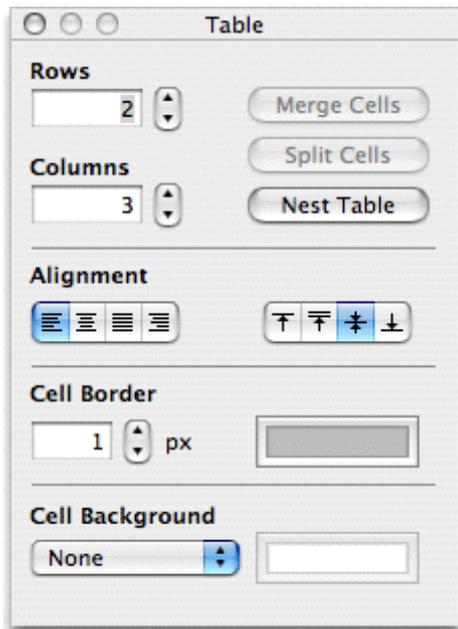
- To change the height of table rows, or the width of table columns, drag the row or column dividers.

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

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

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

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

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

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

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

Editing an existing text note

To edit a text note:

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

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

➢ Make the necessary changes.

Alternatively, you can:

➢ Select the branch to which the text note belongs and click the text note icon, , or

➢ Move the mouse pointer to the relevant branch and double-click the text note in the object pop-up list, or

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

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

Deleting a text note

To delete a text note:

➢ Display the text note in the text note editor and click the delete text note icon , or

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

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

Text note properties

Each text note has its own properties, displayed in the object list inspector.
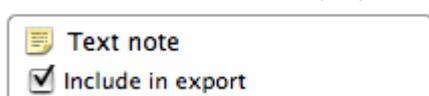
📃 Text note
☑ Include in export

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

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

Inserting comments

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

- Floating comments
- Pop-up comments

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

Floating comments

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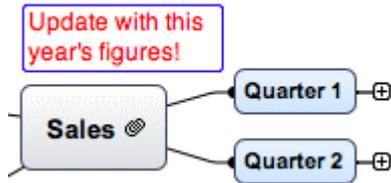
Inserting a floating comment

➤ Do one of the following:

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

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

  Note: If you later want to connect an unconnected floating comment to a branch (or root), drag it over the branch or root and release the mouse button.

➤ Type your comment text to replace the default text "(new comment)".

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

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

You can use the format bar or the Floating Comment inspector to format your comment. For example, you can change its font, choose a different background or text color, or add a frame. Note that any such change you make applies to the whole comment.
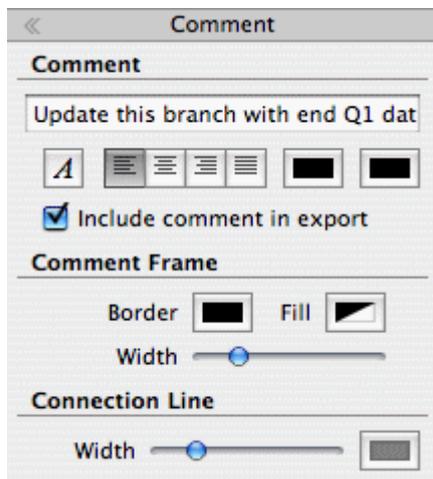
See "Floating Comment inspector" in the Reference section of this User Guide for a description of the properties applicable to a floating comment. For a general description of the inspectors, see "Using the inspectors".

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

Floating comments and export

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

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

Editing a floating comment

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

Detaching a floating comment

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

Deleting a floating comment

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

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

Pop-up comments

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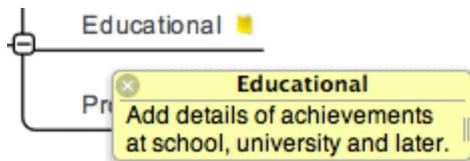
Inserting a pop-up comment

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

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

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

Editing a pop-up comment

- Move the mouse pointer over the yellow comment icon to display the comment window.
- Place the cursor at the required position to edit the existing comment.
- (optional) Resize the comment window by dragging the handle near the right edge.

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

➤ When you have finished, click outside the comment window or click the **Close** icon.

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

Deleting a pop-up comment

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

Using sources

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

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

Adding a source by searching

➤ Choose **Insert > New bibliography source**.

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

➤ (Optional) On the search submenu specify a language for the source or specify a type of source you are looking for (book, film, etc).
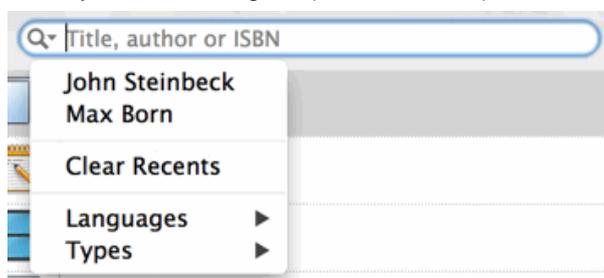
➤ Press **Enter**.

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

➤ Click **Add**.

Adding a source manually

➤ Choose **Insert > New bibliography source**.

➤ Select the type of source in the left column (Book, Journal Article, Film or Internet Site).

➤ Enter details of the source in the right hand panel

➤ Click **Add**.

Viewing and managing sources

To view or edit a source:

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

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

➤ Click **Close**.

Using citations

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

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

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

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

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

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

Inserting a citation in a text note

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

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

➤ (Optional) Type a quotation from the source.

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

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

➤ Click **Close**.

Inserting a citation on a branch

You can also insert citations directly on branches.

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

When inserting a citation on a branch, the citation is not visible on the branch itself. To see a list of the citations you have inserted on a branch, right-click the branch and choose Bibliography Citation.

Viewing citations

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

➤ Right-click the branch and choose **Bibliography citation**.

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

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

Inserting timeline data

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

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

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

Entering time information on the branches of your document allows you to display these branches as chronological events along a horizontal axis in the Timeline view, as shown here:
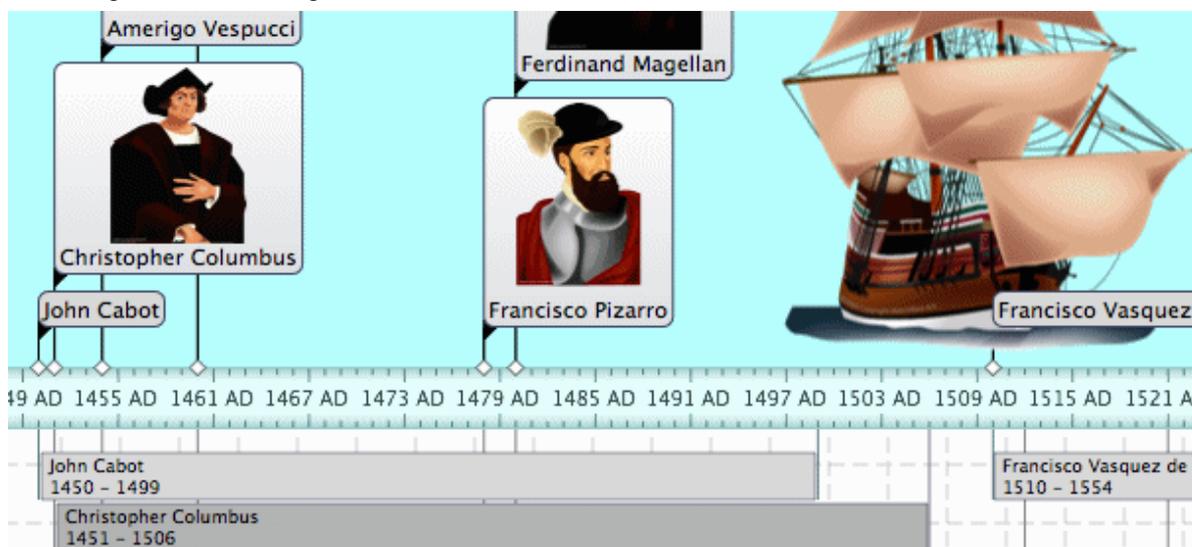
For a full description of the Timeline view, see the topic "Using the Timeline view". That topic also explains how you can present and export your timelines.

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

Choosing a timescale

Before you begin entering any time information on a mind map, you should review the timescale of your document as the default timescale (Standard) may not be suitable for your subject.

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

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

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

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

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

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

To change the timescale:

➤ Choose **Timeline** from the pop-up menu in the **Document Info** pane of the view's inspector.

➤ In the **Document Time Scale** section of the **View** inspector, select a timescale from the list. The choices are Standard, Daily, Weekly, Historic, and Geological. The question mark icon opens this Help page at the "Timescales" section.
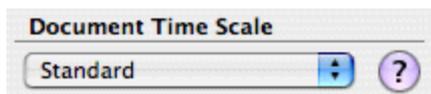
Caution: It is worth taking trouble to choose the timescale that is most appropriate for your subject. If you change the timescale later, you will have to re-enter the time information on all the branches.

To enter time information on a root or branch:

➤ Select the root or branch.

➤ In the **Time Information** section of the Root Branch or Branch inspector, or in the Outline view below the main display, click the **Start** field.

➤ Specify a start time for the event. When entering a date you can simply type it into the box and MindView will interpret what you type if it can. Alternatively you can use the assistant panel which displays automatically.
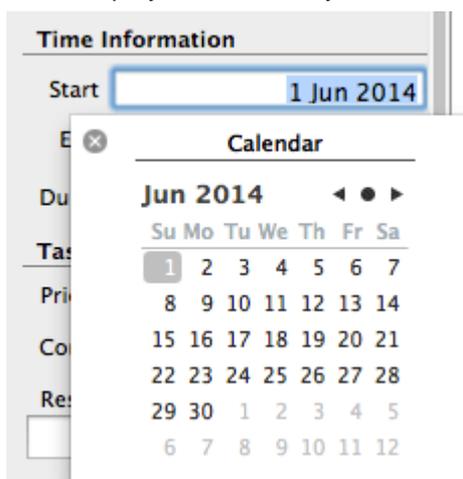
The precision with which you specify the date and/or time will depend on your subject. For example, for a historical subject, if you are using the Standard timescale, you might choose just a year, or just a year and month, without specifying an exact date or time. For a specific incident, however, you might choose a specific date and even a specific time of day. You can drag the hands of the clock to set a particular time.

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

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

➤ Press **Enter**.

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

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

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

➤ (optional) To display the time information you just entered on the branches of the map, choose **Tools > Show Branch Data > Start/End Time** (or right-click the workspace, choose **Show Branch Data**), and then choose **Start/End Time** from the submenu so that a checkmark appears.

*You can hide or show the time information on individual branches by right-clicking a branch, choosing **Show Branch Data** from the shortcut menu, and them choosing **Start/End Time**.*

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

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

'Include … in the period' checkbox

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

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

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

World War II

1939	1940	1941	1942	1943	1944	1945	1946

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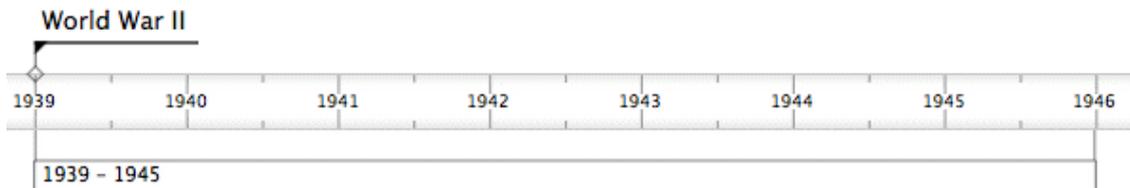
● If 'Include 1945 in the period' is not selected, the end time will be the *beginning* of 1945. In other words the duration bar will stretch from the beginning of 1939 to the beginning of 1945.

World War II

1939	1940	1941	1942	1943	1944	1945	1946

1939 – 1945
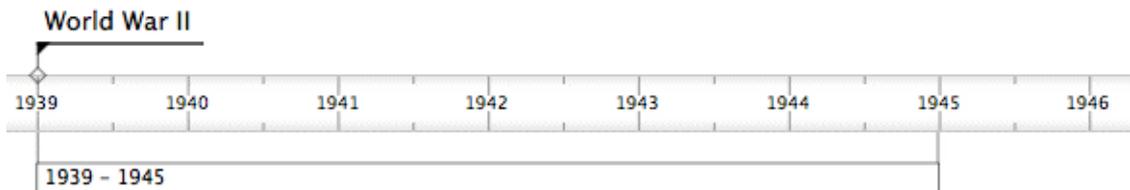
Inserting task data

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

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

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

Building a task list

➤ Make sure the document type is set to **Task Management** in the Gantt View inspector.

➤ Open the **Task** inspector.

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

➤ (optional) Enter a **Start date**.

➤ (optional) Enter an **End date**.

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

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

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

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

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

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

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

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

For more information on the procedures involved, see "Exporting to Microsoft Outlook" and "Importing from Microsoft Outlook".

Building a project plan

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

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

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

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

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

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

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

➤ Open the **Task** inspector.

➤ If you are creating a new project plan, make sure the document type is set to **Project Management**.

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

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

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

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

- ➤ (optional) Choose a **Priority** level.
- ➤ (optional) Choose a percentage value to indicate how far the task has progressed to **Completion**.
- ➤ (optional) Assign **Resources** to the task by typing their names separated by semi-colons.

    You can also click the Resources button to the right of the field. See "Assigning resources" (Gantt view) for details about using this dialog and information on how to create a global resources list.
- ➤ Repeat the procedure to add task data to other branches.

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

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

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

MindView lets you export your project plans to Microsoft Project for further work.

For the export options using the XML format, see "Exporting to XML".

Saving a mind map

You can save your mind map in several ways:

- ➤ Choose **File > Save** or press ⌘ **S** to save your mind map under its existing name and continue working in MindView.
- ➤ Choose **File > Save As** or press ⇧⌘ **S** to save your mind map under a different name. This is also a way of creating a copy of your document.

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

Saving your map as a template

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

➤ Choose **File > Save as Template**.

| Save As: | U.S. Trade |
| Where: | User Templates |

Cancel   Save
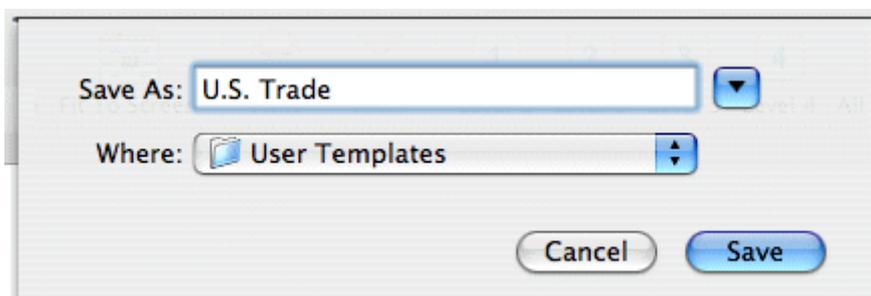
➤ Enter the name of your new template.

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

➤ Click **Save**.

Further tasks

Editing a root or branch

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

Editing a label

To replace the existing label:

➤ Click the root or branch to select it and start typing the new label.

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

To edit the existing label:

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

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

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

Pressing ⌘ **Z** while editing will restore the original label.

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

Selecting several branches

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

You can select several branches in the usual way:

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

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

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

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

Formatting a branch

Use the format bar to change the format of a selected root or branch.

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

Alternatively you can use the Root Branch or Branch inspector, or the Picture inspector if the branch has a branch picture.

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

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

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

➤ Select the branches.

➤ Choose **Format > Reset Style**.

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

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

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

➤ Switch to the view you want to copy formatting to, and select the relevant branch or branches.

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

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

● If you have added information on your branches such as task data or calculation values, you can display this data directly on the branches:

➤ Choose **Tools > Show Branch Data** (or right-click the workspace and choose **Show Branch Data**) and choose data you want to see from the submenu so that checkmarks appear.

 *You can hide or show the fields on individual branches by right-clicking a branch, choosing **Show Branch Data** from the shortcut menu, and then choosing data you want to see.*

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

You can also specify how this data should be represented.

Changing the look of a mind map

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

➢ Click the **Views** icon.

➢ Select a view.

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

To change the overall style:

➢ Click the **Styles** icon.

➢ Select a style from the list.

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

To create a custom style:

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

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

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

To change the overall color scheme:

➢ Click the **Color Schemas** icon.

➢ Select a color scheme from the list.

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

To change the mind map background:

➢ Click the **Backgrounds** icon.

➢ Select a background from the list.

To change the design of the root branch:

➢ Select the root branch.

➢ Click the **Root Shapes** icon.

➢ Select a shape from the list.

To change the design of a branch:

➢ Select the branch.

➢ Click the **Branch Shapes** icon.

➢ Select a shape from the list.

Compacting a mind map

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

To compact a mind map:

➢ Click the **Compact Map** icon.

Mind map before compacting:
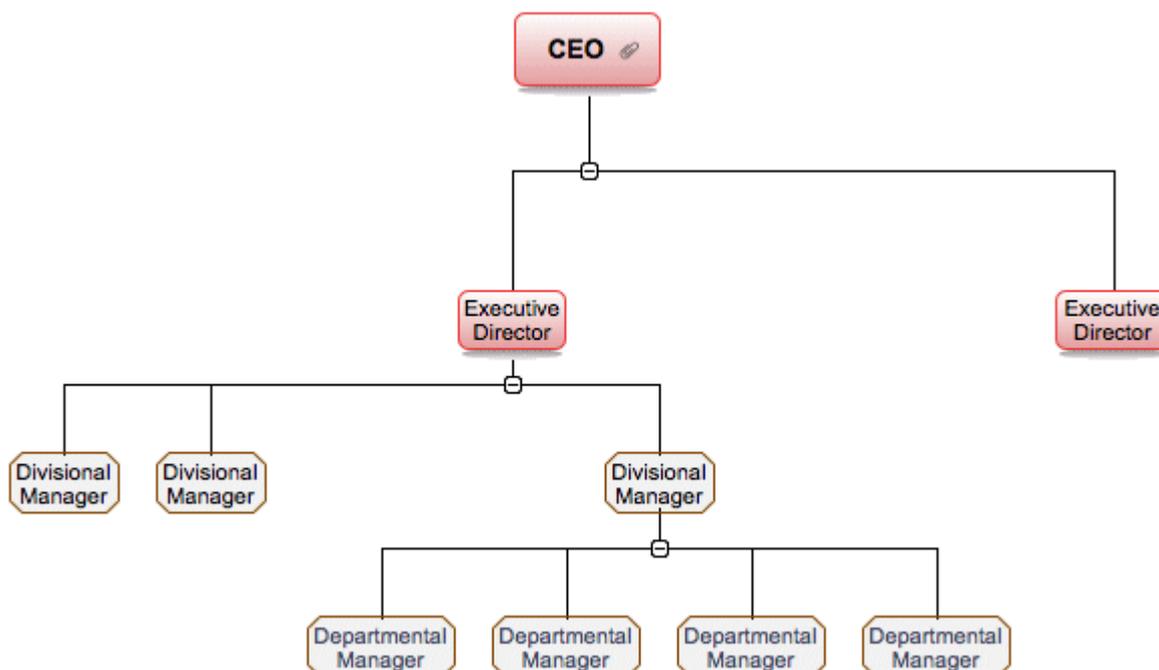
Mind map after compacting:
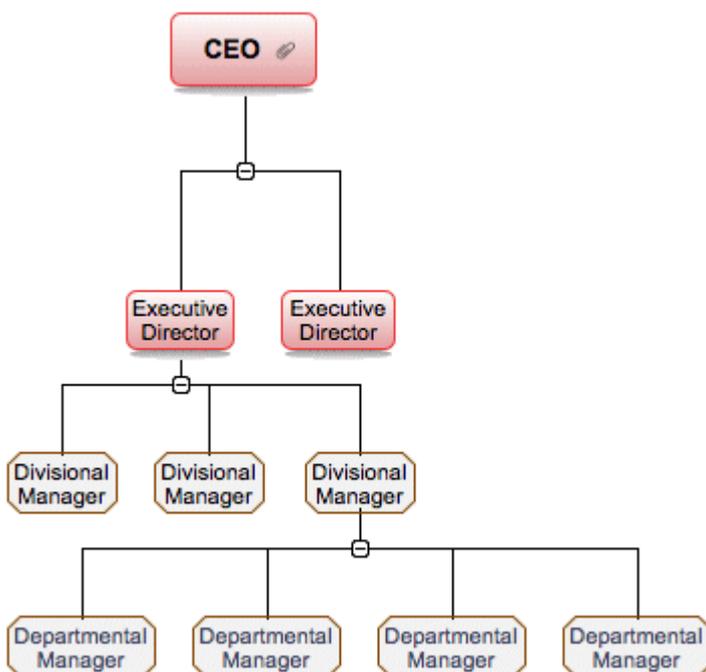
Moving a branch

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

➤ Select the branch or branches you want to move.

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

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

➤ Release the mouse button to insert the branch or branches at the new location.
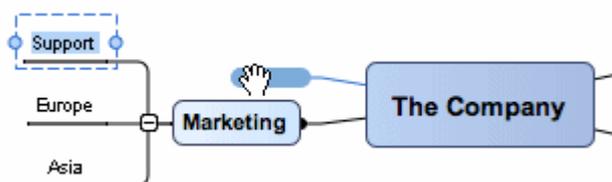
> *If you are viewing your map in the mind map or Left/Right views, you can also use the ⌥ Up and ⌥ Down keyboard shortcuts to move the currently selected branch up or down in the map. Similarly, the ⌥ Right and ⌥ Left keyboard shortcuts allow you to move a branch right or left in the Top Down view.*

Disabling Auto-layout

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

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

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

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

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

Cutting, copying and pasting a branch

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

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

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

  • Choose **Edit > Cut** in the main menu, or
  • Choose **Cut** in the local menu of the branch, or
  • Press ⌘ **X**.

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

  • Choose **Edit > Copy** in the main menu, or
  • Choose **Copy** in the local menu of the branch, or
  • Press ⌘ **C**.

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

  • Choose **Edit > Paste** in the main menu, or
  • Choose **Paste** in the local menu of the destination branch, or
  • Press ⌘ **V**.

The clipboard root or branch is added as a sub-branch of the destination branch you selected.

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

- Select the first branch and choose **Format > Copy Style** or press ⌥ ⌘ **C**.
- Select the target branch or branches and select **Format > Paste Style** or press ⌥ ⌘ **V**.

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

Moving a picture

To move a floating picture:

➢ Select the picture.

➢ Drag it to the new location, inside or outside a branch.

To move a branch picture:

➢ Select the picture. Be sure to select the picture itself, not just the branch.

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

Positioning a picture within a branch:

➢ Drop the picture in the blue highlight area above, to the left or to the right of the branch label to position it accordingly.
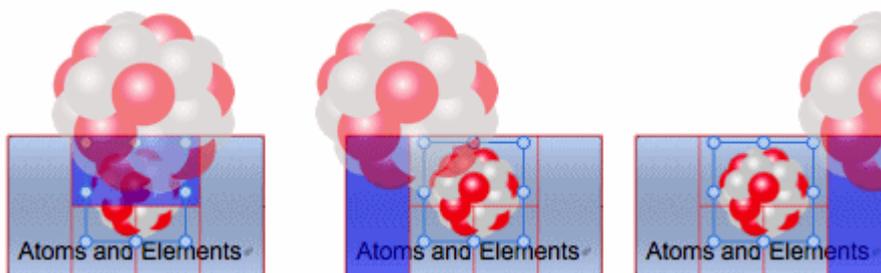
➢ Drop the picture in the lower left area to make the picture an attached floating picture.
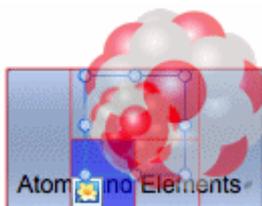
➢ Drop the picture in the lower right area to make the picture an attached picture object.
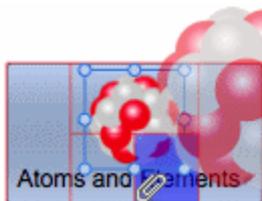
Creating a legend

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

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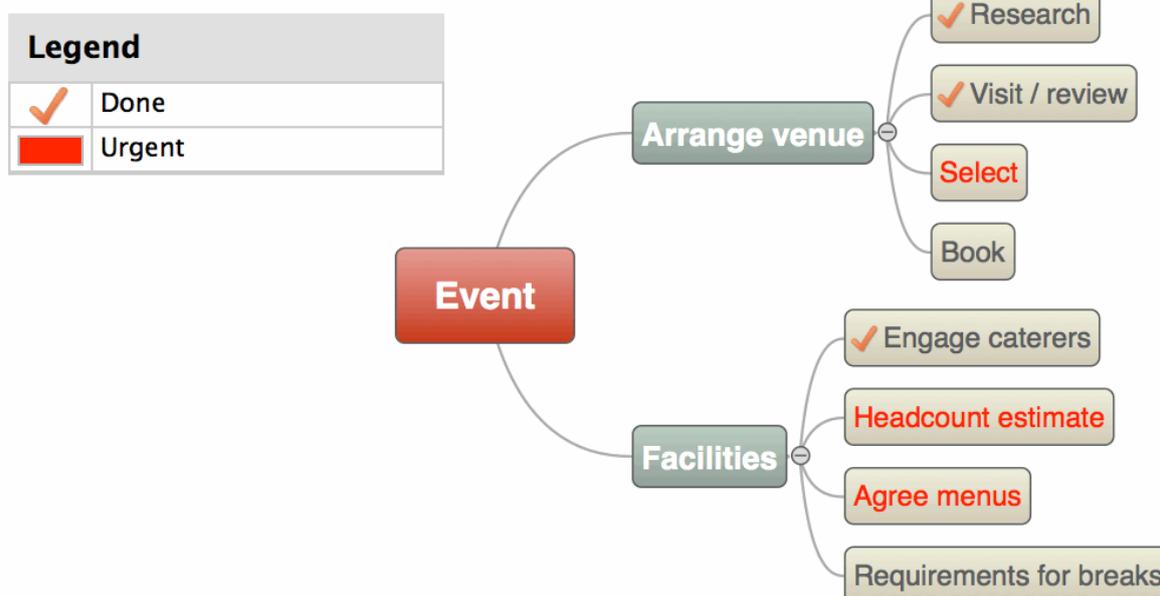
To add a legend:

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

> - In the Legend panel, select **Color** or **Icon**, depending on the type of legend you plan to use.

> - Click the plus icon (+) to add the legend.

> - Edit the text box next to the legend to provide a suitable description.

> - (Optional) Repeat the procedure to add other legends.

To remove a legend:

> - In the Legend panel, select the legend you want to remove and click the minus icon (-).

Filtering a mind map

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

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

Defining a filter

In the Power Filter inspector:

> - Select **New Filter** in the drop down list.

> - Enter a name for the filter in the **Filter** box.

> - Select **any**, **all** or **none** to specify how the condition or conditions you create are to be satisfied. For example, if you choose 'any' then branches that satisfy any one of the conditions will be displayed, even though they may not satisfy other conditions.

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

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

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

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

➢ To add another condition, click the plus icon (**+**) and repeat the previous three steps.

➢ If you need to remove a condition, click the relevant minus icon (**-**).

➢ Click **Reapply** or click in the workspace to apply the new filter.

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

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

Other filter operations

➢ To go back to the full map display, select **No Filter** in the drop down list in the Power Filter inspector.

➢ When you have several filters, you can apply any one of them simply by selecting it in the drop down list in the Power Filter inspector.

➢ To edit a filter, select it in the drop down list in the Power Filter inspector and proceed as described in "Defining a filter", above.

➢ To delete a filter permanently, select it in the drop down list in the Power Filter inspector and click **Delete**.

Focusing on a branch

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

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

➢ Click the branch.

➢ Click the **Focus Branch** icon .

Or:

➢ Right-click the branch.

➢ Select **Focus Branch** in the local menu.

The Focus Branch icon changes, , to remind you that you are now viewing only part of the map. Any branch connections leading to branches outside the area being viewed are not displayed.
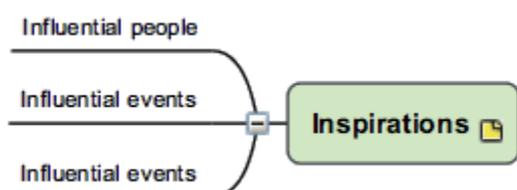
To display the entire map again:

➢ Click the **Focus Branch** icon , or

➢ Right-click the branch and deselect **Focus** in its local menu.

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

➢ Click the **Focus Mode** icon .

➢ (Optional) Click the triangle to the right of the Focus Mode icon to select a different zoom level.

➤ Click the branch you want to concentrate on, and the map becomes centered on that branch. Click on another branch to make it the center of the display.

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

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

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

Presenting a mind map

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

➤ Click the presentation mode icon .

➤ On the presentation mode toolbar, click to open the Presentation Options dialog:
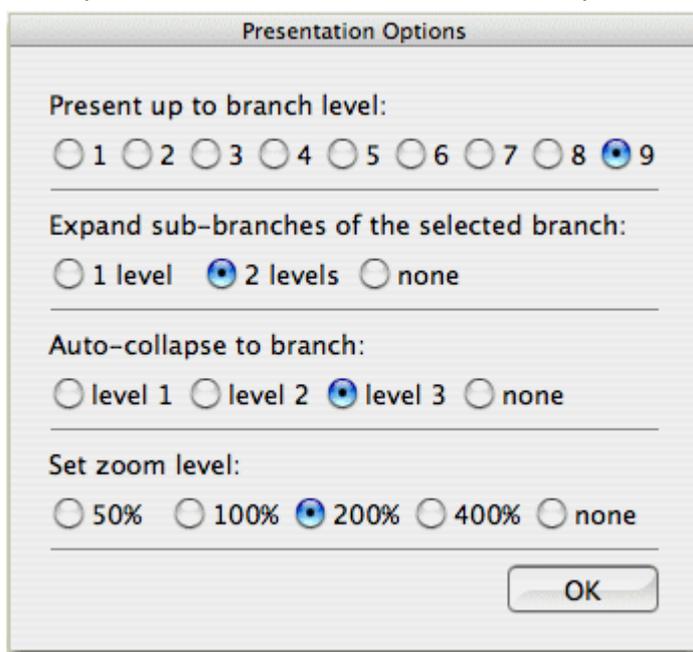
Select the number of levels of your map that you want to present; how many levels of sub-branches you want to display below the branch that currently has focus; how many levels to auto-collapse the map; and the zoom level.

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

➤ Click the arrow keys to move from branch to branch in the usual way.

➤ Click any branch to jump to another part of the mind map.

➤ To exit presentation mode, click in the toolbar.

Zooming in and out

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

To zoom in:

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

To zoom out:

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

To specify a particular zoom factor:
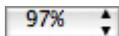
➤ Click the **Zoom Control** 97% at the lower left of the window and select one of the predefined zoom factors, or

➤ Click the **Zoom Control**, select **Custom** and enter your own value.

```
      25%
      50%
      75%
   ✓  100%
      125%
      150%
      200%
      300%
      400%
      800%
      Custom...
      Size to fit
```
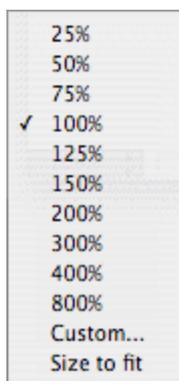
To fit the map to the dimensions of the window:

➤ Click the **Zoom to Fit** icon , or

➤ Choose **View > Zoom to Fit**, or

➤ Press ⌘ **=**.

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

➤ Choose **View > Actual size**.

To view the map in Full Screen mode:

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

➤ (optional) Press the toolbar display button at the top right of the window to hide the toolbar.

➤ (optional) Choose **Format > Hide Format Bar, or press** ⇧ ⌘ **R** to hide the format bar.

➤ To return to normal viewing mode choose **View > Full Screen Mode** or press ⌥ ⌘ **F** again.

Using the Multimedia Catalog

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

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

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

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

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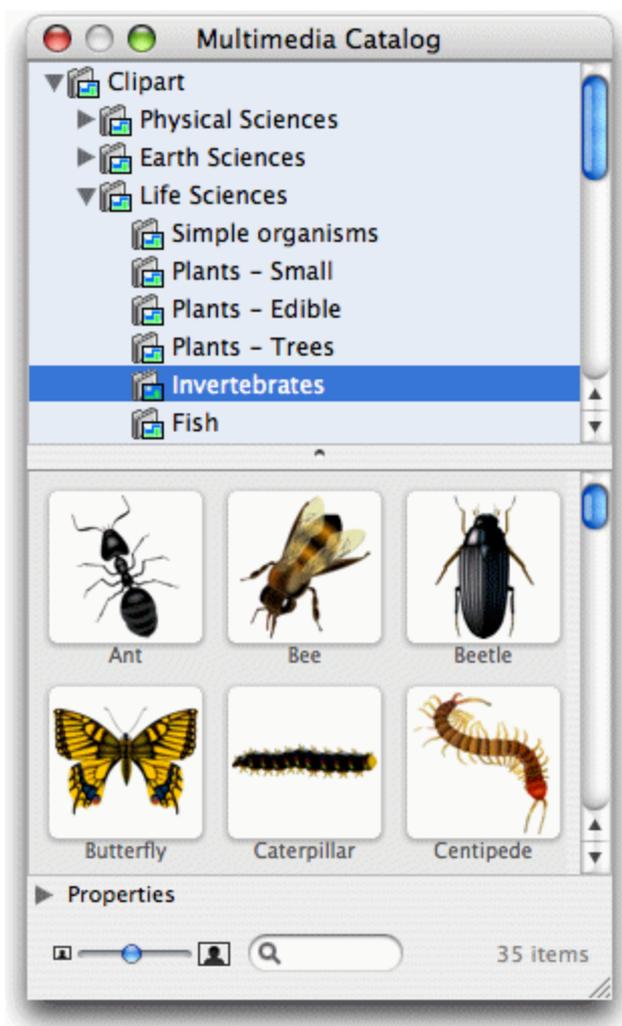
To open the Multimedia Catalog:

➢ Click , or

➢ Choose **Tools > Multimedia Catalog**, or

➢ Press ⌥ ⌘ **M**.

To insert a Multimedia Catalog element into your mind map:

➢ Drag it from the catalog on to your mind map. If you drag it on to a branch it will be inserted as a branch picture. Otherwise it will be inserted as a floating picture.

Overview of the Multimedia Catalog

● **Clipart:** Contains more than 1500 high quality illustrations covering many different educational fields, as well as business and web-related illustrations.

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

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

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

● **User Area:** This area is reserved for your own use. You can add or drag any element to it, create as many sub-categories as needed and even connect one or more of your user categories to an external folder. See "Adding elements to the Multimedia Catalog" below for more information.

Browsing the Multimedia Catalog

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

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

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

➤ Use the slider 🖼 ─○─ 🖼 to change the size of the images in the Multimedia Catalog. To examine a particular picture more closely, double-click it.

Using the Favorites category

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

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

● Drag the element from one of the Multimedia Catalog categories to the Favorites category.

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

Searching the Multimedia Catalog

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

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

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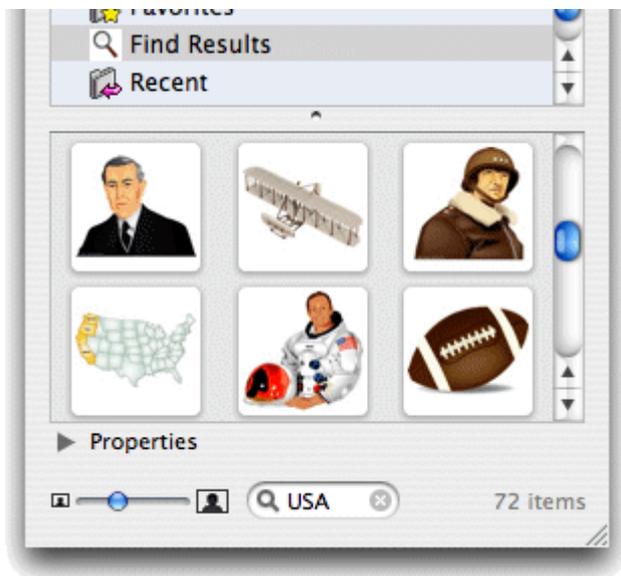
Searches in the Multimedia Catalog are keyword-based. Many different keywords have been associated with the Multimedia Catalog elements to help you find rapidly what you need. By way of example, here is a small selection of the many different keywords you can search for:

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

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

➤ Select the element in the Multimedia Catalog display area.

➤ Click the **Properties** arrow ▶ below the display area, or

➤ Choose **Properties** in its local menu.

The Properties panel appears.

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

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

Adding elements to the Multimedia Catalog

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

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

To add an element to the Multimedia Catalog:

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

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

> Choose the required element in the Finder.

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

Renaming an element

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

> Right-click the element you wish to rename and choose **Properties** in its local menu.

> Enter a new description for the element.

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

Deleting an element

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

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

Creating a category within the User Area

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

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

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

> A new untitled category appears.

> Double-click the new category, type a name for it and press **Enter**.
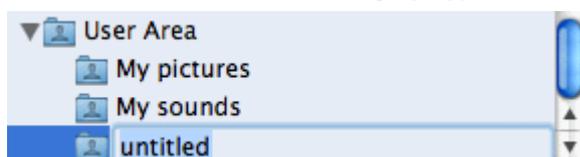
You can also rename or delete any category in the User Area by right-clicking it and choosing **Rename Category** or **Delete Category** respectively in its local menu.

Connecting a category to an external folder within the User Area

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 multimedia elements stored on a shared network folder.

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

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

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

➤ Choose the folder you want to connect to.

➤ Choose the required filter. If for instance you only want to view the available videos, choose the Video filter.

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

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

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

 Pictures

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

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

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

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

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

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

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

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

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

Resetting the Multimedia Catalog

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

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

Using the overview panel

The overview panel gives you a miniature view of your entire document. If your map is large, the overview panel provides a quick way of reaching its different areas.
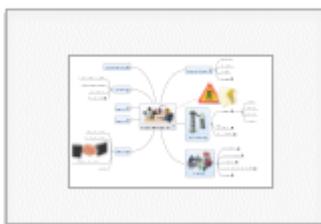
The overview panel is not available when you are working in the Outline view.

To display the overview panel:

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

➢ You can resize the overview panel using the mouse wheel.

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

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

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

Using the inspectors

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

➢ Click the Inspector icon in the toolbar to display or hide the inspectors.

In many situations you should be able to work without displaying the inspectors as the format bar, directly above the workspace area, provides access to most of the formatting options for the current selection. See "Format bar".

By default, the inspectors display at the left of the workspace. To expand or collapse an inspector click the disclosure triangles (▶ or ▼) at the left of its title bar.

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

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

You can make the same change to several elements at once by selecting all the elements required first. So if you want to change the branch color of three of your 10 branches, all you have to do is to select the three branches and then click the color icon in the Branch Line section of the Branch inspector.

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

Displaying inspectors in separate windows

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

➢ Choose **MindView > Preferences** and change the **Layout** selection to **Multiple Windows**.

➢ Restart MindView.

When displayed in separate windows the inspectors are, by default, joined together in a single group:
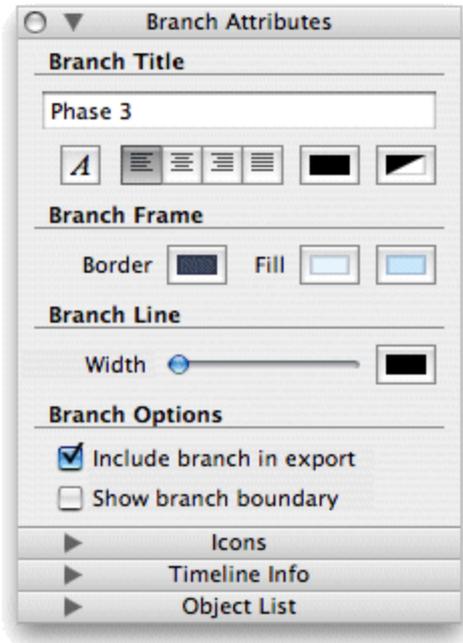
However, you can drag them apart and position them separately if you want to:
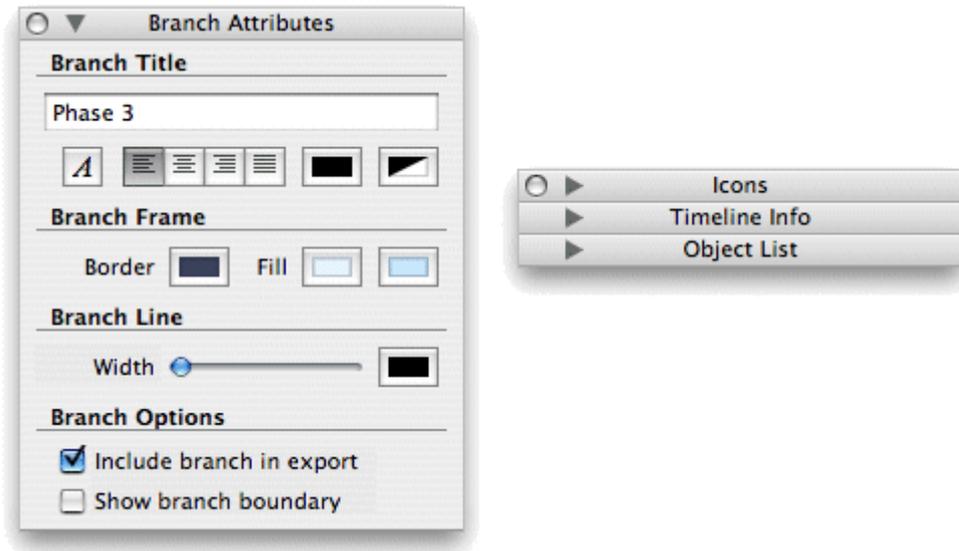
To reconnect them (in a different order if you like) just drag the top of one near to the bottom of another and they will snap together. Similarly, if you bring together the headers of two inspectors side by side they will automatically align horizontally.

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

Using the object list

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

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

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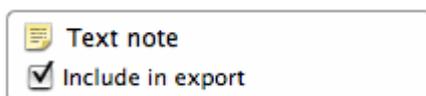
Manipulating objects in the object list inspector

In the object list inspector you can:

- Edit the properties as required. See "Object list inspector" in the Reference section of this User Guide for information about object properties.

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

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

- If the object contains a link (e.g. Hyperlink or Picture), change the link type or its properties. See "Creating links" for more information.

Finding and replacing text

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:

- Branch names

- Floating comments

- Pop-up comments

- Text notes

- Object names

To find, and optionally replace, text:

➢ Choose **Edit > Find > Find** or press ⌘ **F**.
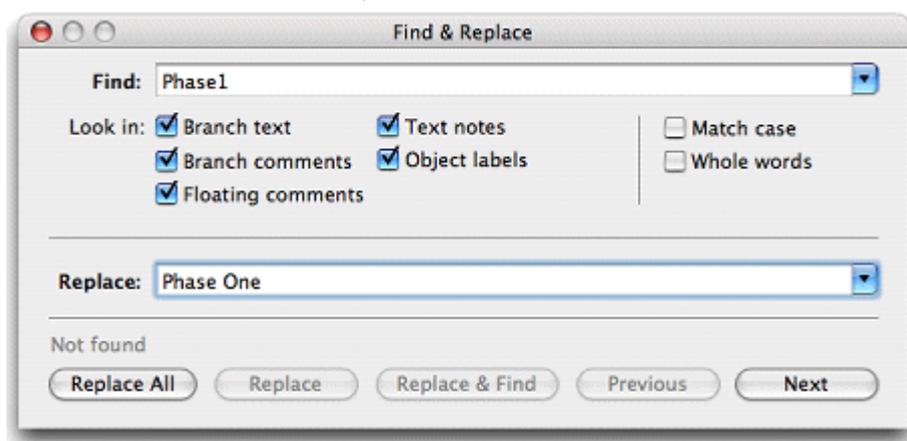
➢ Enter the text that you want to search for in the **Find** field of the Find & Replace dialog.

➢ Under **Look in**, select the elements that you want MindView to search.

➢ (optional) Select **Match case** if you want the search to be case-sensitive.

➢ (optional) Select **Whole words** if you want the search to ignore matches that are not whole words.

➢ (optional) Enter text that you want to replace the found text with in the **Replace** field.

➢ Click **Next** to search forwards or **Previous** to search backwards.

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

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

➢ Do one of the following:

- Look for the next occurrence of the text by clicking **Next** or **Previous**.

- (optional) If you entered text in the Replace field, click **Replace** to replace the current occurrence only, **Replace & Find** to replace the current occurrence and find the next occurrence, or **Replace All** to replace all occurrences throughout the document.
- Close the Find & Replace dialog and continue your work.

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

Creating branch connections

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

You can create two types of branch connections:

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

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

Creating a branch connection

➤ Click the **Connection** icon .

   The mouse pointer changes to a different shape.

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

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

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

The branch connection appears in the object list for the start branch. By default, its name is the name of the end branch. A paperclip icon ✐ also appears to the right of the start branch label to indicate the presence of an attached object. Moving the mouse pointer over this paperclip icon displays a pop-up list of all the objects attached.
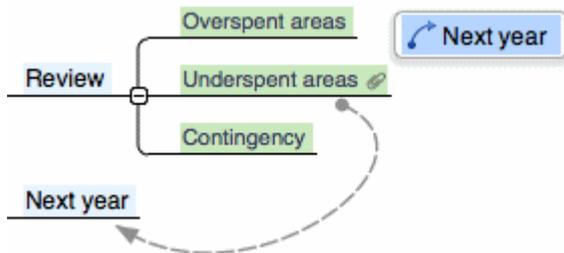
To create several branch connections quickly, keep the ⌥ key down while connecting the various branches. Release the ⌥ key before clicking the last branch. If necessary click the Connection icon again to quit this mode.

Changing the curve of a branch connection

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

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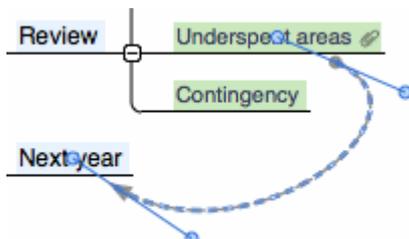
➤ Click one of the handles and start dragging it.

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

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

Activating a branch connection

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

➤ **Double-click** the branch connection in the object list, or

➤ Select the branch connection in the object list and choose **Execute** in its local menu.

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

Making a branch connection start or end on a different branch

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

➤ Click the branch connection to select it, either directly on the map or in the Object list of the start branch.

➤ Do one of the following:

● To make the branch connection start from a different branch, drag the dot at the start of the connection (in the center of the branch label) to the new start branch.

● To make the branch connection end on a different branch, drag the arrow placed at the end of the connection (in the center of the branch label) to the new end branch.

Deleting a branch connection

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

➤ Press **Delete**, or

➤ Choose **Delete** in its local menu.

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

Branch connection properties

A branch connection has its own properties. You can use the Connection inspector to make any necessary changes to the branch connection, as described in "Using the inspectors".
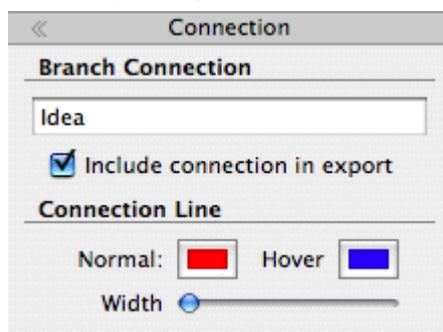
See "Connection inspector" in the Reference section of this User Guide for a description of the properties applicable to a branch connection.

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

Creating links

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

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

Inserting a Hyperlink on a branch

Start by selecting the required branch, and then:

➢ Choose **Attach** in the main menu or the local menu, and select **Hyperlink**.

➢ In the Object List inspector, type a name for the new untitled hyperlink or button. If you intend to export your map, this is the text that will make up the hyperlink or appear on the button.

➢ Click the default **Web Link** icon and choose one of the link types described below.

➢ If you want the hyperlink to appear as a button rather than hypertext in the exported output, select 'Show as button'.

File link

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

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

Folder link

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

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

Web link

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

➢ Next to the link icon, type the address (URL) of the web page.

➢ Select 'Open link in new window' if you want the target of the link to open in a new browser window.

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

Email link

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

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

Activating a Hyperlink

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

● Select the hyperlink in the object list inspector and choose **Execute** in its local menu, or

● Display the object pop-up list by moving the pointer over the paperclip icon ✍ on the relevant branch and double-click the icon of the hyperlink.

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

Inserting a link to a Picture object on a branch

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

To add a link to a picture object:

➢ Click the picture object in the object list inspector to open its Properties panel.

➢ Click the link icon at the bottom of the panel to choose the link type.

➢ Enter the link path as described above.

Object properties

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

Inserting a new map

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

Inserting a new map in the view

To insert a new map:

➢ Right-click the workspace and choose **Insert > New Map** in its local menu, or

➢ Choose **Insert > New mind map** in the main menu.

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

Attaching a newly created map to an existing map

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

● To attach it as a main branch, drag its root to the original root.

● To attach it as a sub-branch, drag its root to the branch or sub-branch you want to attach it to.
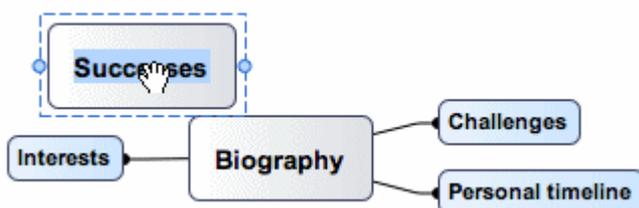
Moving a map to a separate document

➢ Select the root of the map and choose **Cut** in its local menu or **Edit > Cut** in the main menu (or press ⌘ **X**).

➢ Open the other document or create a new document (**File > New** or ⌘ **N**).

➢ In the other document, right-click the workspace and choose **Paste** in its local menu or **Edit > Paste** in the main menu (or press ⌘ **V**).

➢ (optional) Delete the default root created automatically in the new document.

Detaching a branch

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

Detaching a branch to the same document

➢ Select the branch you want to detach, then either:

● Choose **Edit > Detach Branch** in the main menu, or
● Choose **Detach > Branch** in its local menu.

Detaching a branch to a new document

➢ Select the branch you want to detach, then either:

● Choose **Edit > Detach Branch as New Document** in the main menu, or
● Choose **Detach > Branch as New Document** in its local menu.

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

Views

Using different views

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. You can change from one view to another at any time.
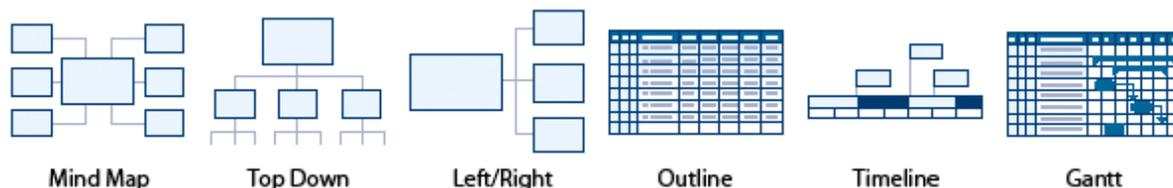
Mind Map   Top Down   Left/Right   Outline   Timeline   Gantt

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

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

➢ Switch to the view you want to copy formatting from, and select the relevant branch.
➢ Choose **Format > Copy Style** or press ⌥ ⌘ **C**.
➢ Switch to the view you want to copy formatting to, and select the relevant branch or branches.
➢ Choose **Format > Paste Style** or press ⌥ ⌘ **V**.

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

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

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

The available views are:

- **Mind Map view:** This view represents the map with the root in the center, and all the main branches radiating from it in a clockwise direction. See "Using the mind map view" for more information.

- **Top Down view:** This view represents your map as a hierarchical pyramid, with the root at the top, the main branches underneath, the sub-branches below the main branches, and so on. See "Using the Top Down views" for more information.

- **Top Down Vertical view:** This view is the same as the top down view except that sub-branches are arranged vertically rather than horizontally. See "Using the Top Down views" for more information.

- **Left/Right view:** This view represents your map as a list of topics placed either on the right of the root (Right view) or on the left of the root (Left view). See "Using the Left/Right view" for more information.

- **Outline view:** The Outline view represents the map as a hierarchical list which you can expand and collapse as required. See "Using the Outline view" for more information.

- **Timeline view:** This view lets you display the branches of your map that contain time information in chronological order on a horizontal time axis. See "Using the Timeline view" for more information.

- **The Gantt** view is dedicated to the creation, editing and management of project plans according to the rules of project management. This view is available only in Business Edition. See "Using the Gantt view" and all the topics that follow it for more information.

Using the mind map view

This view represents the map with the root in the center, and all the main branches radiating from it in a clockwise direction. This is a good view to use in Brainstorm mode, when collecting all the ideas related to the main subject of the map without worrying about evaluating them or structuring them. See "Using brainstorm mode" for more information about brainstorming.
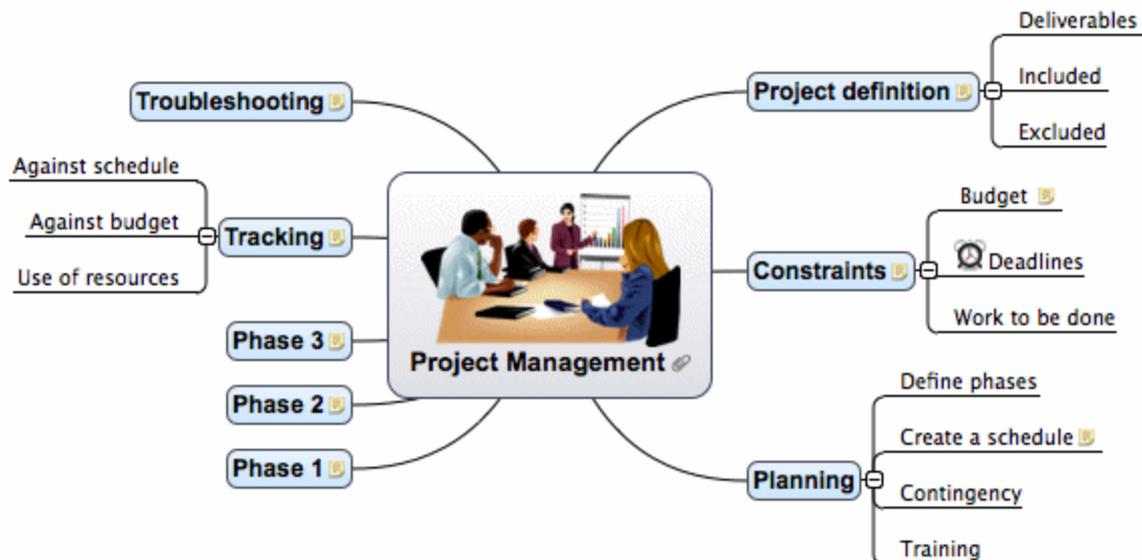
- To display your mind map in this view click the **Views** icon ⌗ and select **Mind Map**, or
- Choose **View > mind map** in the main menu, or
- Right-click the workspace and choose **Mind Map**.

You can apply different looks to the map by selecting from various styles. See "Changing the look of a mind map".

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

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

Using the Top Down views

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

The Top Down Vertical view is the same as the regular Top Down view except that sub-branches are arranged vertically rather than horizontally.
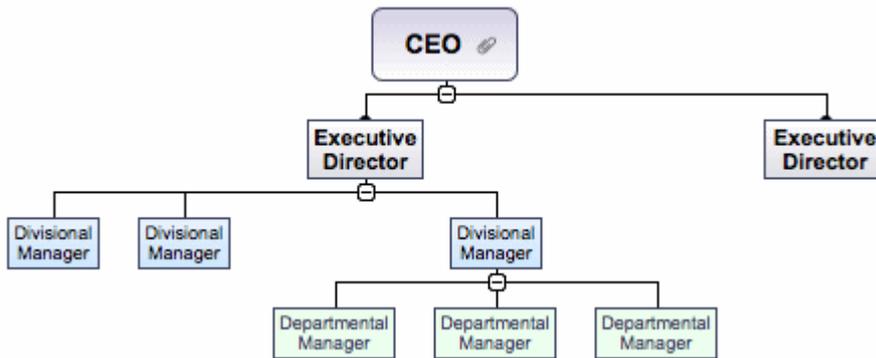
> To display your mind map in this view click the **Views** icon and select **Top Down**, or

> Choose **View > Top Down** or **View > Top Down Vertical** in the main menu, or

> Right-click the workspace and choose **Top Down** or **Top Down Vertical**.

You can apply different looks to the map by selecting from various styles. See "Changing the look of a mind map".

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

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

Using the Left/Right view

This view represents your map as a list of topics placed either on the right of the root (Right view) or on the left of the root (Left view). It is a good choice when you need to present structured data in list form (for instance a list of steps or a family tree) and want to be able to fully explore each point in the list before going on to the next point.
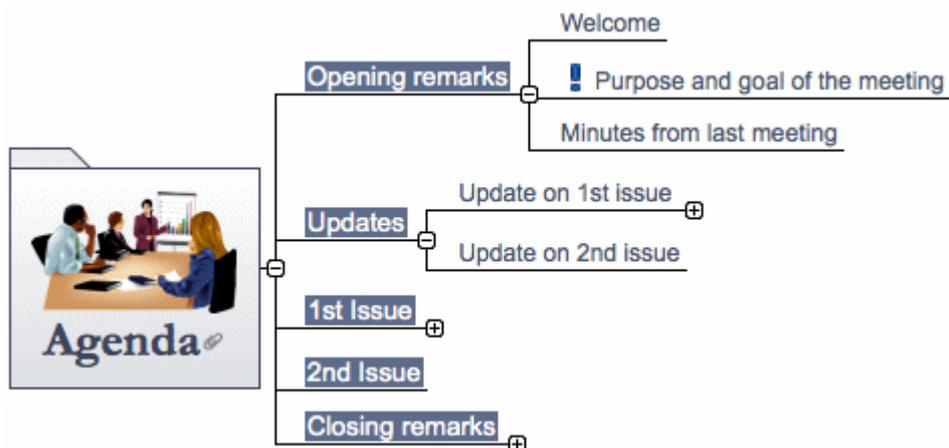
- To display your mind map in this view click the **Views** icon and select **Left/Right**, or
- Choose **View > Left/Right** in the main menu, or
- Right-click the workspace and choose **Left/Right**.

You can apply different looks to the map by selecting from various styles. See "Changing the look of a mind map".

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

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

Using the Timeline view

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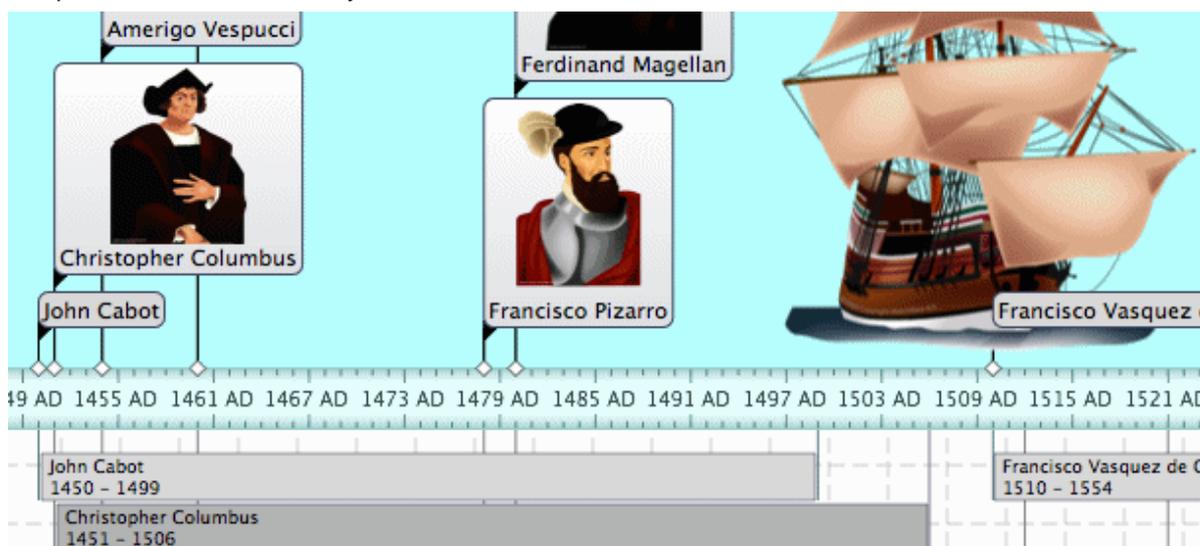
To display your mind map as a timeline:

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

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

The Timeline view has two components:

- **The Timeline Outline**

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

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

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

  The Timeline Outline works exactly as the main Outline view.

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

- **The Timeline**

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

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

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

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

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

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

Working in the Timeline Outline

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

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

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

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

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

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

Viewing the timeline

Viewing the events

By default, the timeline shows all the branches of your map that contain time information arranged in chronological order along a time axis. If you have entered both a start time and an end time for a particular event, the duration of this event is shown as a bar below the time axis.
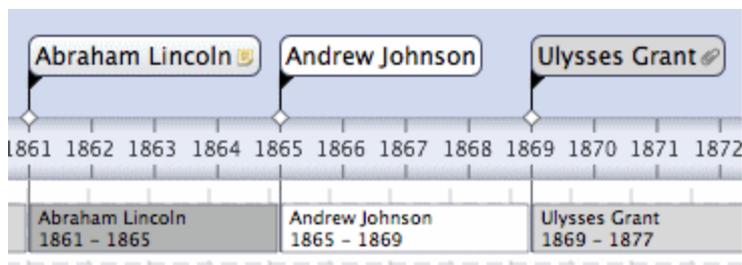
- If you don't want to see these duration bars under the time axis, you can disable them by deselecting 'Show duration bars'. See "Timeline View inspector" in the Reference section of this User Guide for more information about the properties applicable to a timeline.

- To display the start and end times of the timeline events underneath their label, choose **Tools > Show Branch Data** (or Control-click the workspace and choose **Show Branch Data**) and check **Start/End time** in the submenu.

  *You can then hide or show the time information on individual branches by Control-clicking a branch, choosing **Show Branch Data**, and then deselecting or selecting an option you want.*

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

- The Power Filter inspector lets you hide all the timeline branches that do not meet the filter criteria you have defined.

  For more information about this procedure, see the topic "Filtering a mind map" of the " Further tasks" section.

Zooming in and out

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

Expanding and compressing

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

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

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

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

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

Inserting time breaks

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

- Select **Show time breaks** in the Timeline View inspector.
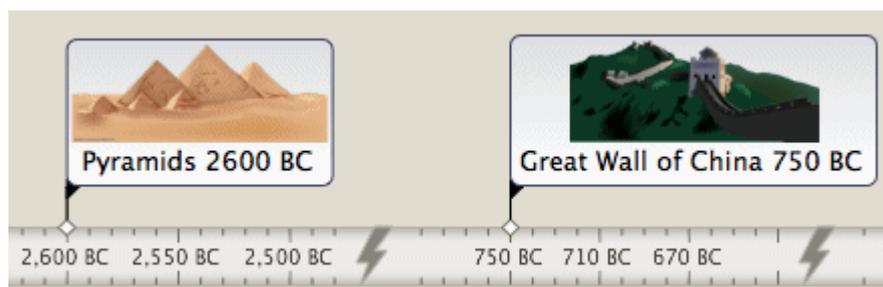
> To remove time breaks, deselect **Show time breaks**.

Focusing on part of the timeline

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

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

> Click the **Focus** icon 🎯 or right-click the branch and choose Focus in its local menu. The Focus icon changes to 🎯 to remind you that you are now viewing only part of the map.

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

> To return to the full view, click the **Focus** icon again or right-click the focused branch in the Timeline Outline and deselect **Focus** in its local menu.

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

Timeline viewing modes

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

Flat display

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

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

Level display

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

> Make sure branch focus is off by clicking 🎯 if necessary.
> Select **Level display** in the Timeline View inspector.

To display the branches immediately under a particular branch:

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

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

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

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

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

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

Working in the timeline

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

➢ Select the required branch on the timeline.

➢ Choose the relevant command, using either the main menu or the local menu of the branch.

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

Exporting the timeline

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

● Export to HTML

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

● Export to picture

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

Using the Outline view

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

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.

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

➢ To display your mind map in this view click the **Views** icon and select **Outline**, or

➢ Choose **View > Outline** in the main menu, or

➢ Right-click the workspace and choose **Outline**.

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

The Outline view is made up of several columns:

● A picture icon 🖼 in the first column denotes the presence of a branch picture. Just move the pointer over the icon to see a preview of the picture. Double-click the icon to display a larger image.

- A yellow comment icon ⬜ in the next column indicates that the corresponding branch contains a pop-up comment. Just move the pointer over the icon to open the comment window.

- A paperclip icon ⧉ in the third column indicates that the corresponding branch contains one or more attached objects (text notes, text files, video files and so on) or that it is linked to another branch via a branch connection. To view an attached object, move the pointer over the icon to display the pop-up list of attached objects and double-click the object to open it.

- If you have inserted one or more icons from the Icon palette on the corresponding branch, these are shown in the last column before the branch name.

- The branch names may be preceded by a number indicating their position in the map hierarchy. You can select various numbering styles, or no numbering, on the Outline View inspector.

- The Start Time and End Time columns show the time information you may have associated with the branch. See "Inserting time information" to find out how to do this.

- By default, the columns on the right of the view show the **Start** and **End** dates you can associate with the branch to describe a task, as well as its **Priority**, **Completion** level and **Resources**. See "Inserting task data" for details about these fields.

- If you are working on a project plan, a **Duration** column also appears, as well as columns labeled **Work** and **Cost**. See "Using the Gantt view" for more information about project plans.

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

To customize the display of columns:

➤ Right-click the header at the top of the view.

➤ In the local menu, deselect columns you do not want to display.

➤ To automatically hide icon columns that have no entries, select **Autohide Empty Columns**.

You can display text notes in the main outline display, directly under the branches to which they belong. To do this:

➤ Select any branch in the display.

➤ Right-click and choose **Embedded text notes**.

Inserting and deleting branches

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

- You can also **expand** or **collapse** a particular branch or set of branches by clicking the icons ▶ and ▼ to the left of the branch name or by pressing the keys ⌥ right arrow to expand and ⌥ left arrow to collapse.

- As in all the other views, the **Detail level** icons let you collapse the entire outline to just one level of branches, two levels, three levels or four levels. To show all the branches down to the last level, click the **All** icon.

  [1] [2] [3] [4] [All]

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

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

Moving a branch

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

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

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

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

● When the branch is between branches an indicator line with a small circle at its left end indicates the insertion position.
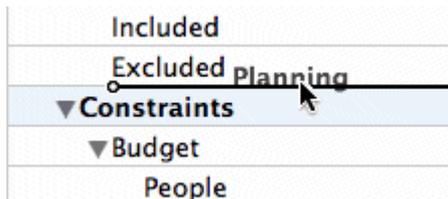
If the branch above and below the indicator line are at different levels, you can use the mouse to move the indicator left and right. The position of the circle shows what level the moved branch will have: the level of the branch above it or the level of the branch below it.
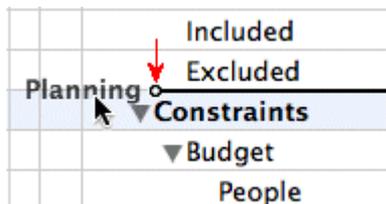
➤ Release the mouse button to insert the branch at the required location.

Cutting, copying and pasting branches

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

➤ To copy or cut a branch with all its sub-branches and attached objects, you first need to select it. You can then either:

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

● Choose **Copy** or **Cut** in its local menu, or

● Press ⌘ **C** or ⌘ **X**.

➤ To paste the copied branch, you first need to select the branch to which it should now belong. You can then either:

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

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

● Press ⌘ **V**.

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

● To select a range of branches listed one after the other, select the first branch, press and hold down ⇧ and select the last branch in the range.

● To select several isolated branches, select the first branch, press and hold down ⇧ ⌘ and select the other branches one by one.

Adding objects and elements

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

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

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

- You cannot create branch connections, although existing branch connections are listed in the pop-up list identified by the paperclip icon and can be activated from that list.

- Although you can add floating pictures and floating comments, they are visible only when you switch to another view.

Properties

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

Using the Gannt view

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 branches of a mind map in this way, each branch or sub-branch representing a project task.

The date formats you see in MindView will depend on your computer's settings. In this documentation we use the most common international format, putting the day first, for example 1-Sept-2012, or 01/09/12.
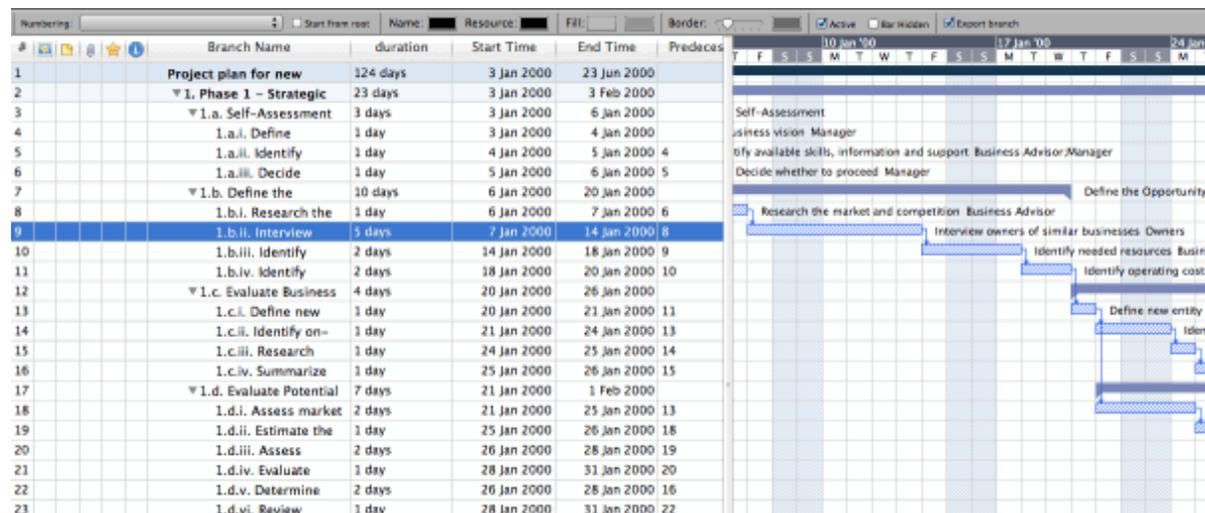
By using the Gantt view you can build and manage complete project plans in this standard, well-defined format. You can easily add or remove tasks, set or adjust the duration of tasks (length of bars), link tasks (for example to make one task follow immediately after another), and add constraints (for example to specify that a task must end no later than a given date).

To help you get started, MindView includes various ready-made project plans for common business activities (organizing a tradeshow, producing a publication, launching a product and so on). You can use these for training purposes, or as a basis for your own project plans.

➤ To access one of these templates, choose **File > New**. In the **Template Chooser** that appears, click the **Business** category and browse it.

To find out how to set up and build a project plan, see "Setting up a project plan".

Accessing the Gantt view

You can access the Gantt view in different ways:

➤ To create a new Gantt project plan from scratch, choose **File > New**, select **Gantt** in the **Blank** category, and then click **Choose**.

To display an existing document in the Gantt view, you can either:

- Click the **Views** icon and select **Gantt**, or
- Choose **View > Gantt** in the main menu, or
- Right-click the workspace and choose **Gantt**, or
- Press ⌥⌘**8**.

⚠ *Going to the Gantt view automatically converts the document to a Gantt project if this is not the case already. The main consequences of this are:*

- All parent branches become summary tasks: their start dates, end dates and durations are calculated automatically from their sub-tasks and cannot be edited manually any longer. Any existing time information associated with parent branches is lost.
- Tasks are only scheduled during working time, as defined by the project calendars.

Project plans have other important rules regarding links and constraints that are all described in the following topics.

When you are working on a project plan, these project management rules apply even if you switch temporarily to another view than the Gantt view, for instance to brainstorm your plan in one of the Mind Mapping views, or to view it as a timeline in the Timeline view. This means that any change you make to the project plan tasks while in one of these other views will obey project management rules.

Elements of the Gantt view

As all the other views, the Gantt view is made up of several components:

- The **Gantt Outline**

  This area, shown on the left of the Gantt view, presents all your project tasks as a hierarchical list which you can expand and collapse as required.

  The tasks are listed in creation order, which means that if you created them in a different view such as the Mind Map view, they will be listed in the Gantt Outline in the same order as in the Mind Map view (going clockwise from the top right), rather than in chronological order.

- The **Gantt Chart**

  The Gantt chart, shown on the right of the view, represents each project task graphically as a bar stretching from its start date to its end date. Week-ends and other non-working days are denoted by a hash pattern. Task relationships are represented by links joining the related tasks.

- The **Task Inspector**

  This inspector gives you an alternative way of specifying task data such as duration, priority, completion level or resources.

The Task inspector is described in detail in the topic "Inserting task data".

If it is not visible, click the disclosure triangle next to the word **Task** on the left of the workspace in **Inspector**.

Using the Gantt Outline

The Gantt Outline is made up of several columns. Some of these only appear if one or more of the project tasks contains the corresponding element:

* The first column is the **Entry** column. It shows the unique entry number automatically allocated to each task. The entry numbers do not necessarily represent the order in which the tasks will be performed.

* A **picture** icon   in the next column denotes the presence of a branch picture. Just move the pointer over the icon to see a preview of the picture. Double-click the icon to display the picture in the image viewer associated with its file extension on your computer.

* A **yellow comment** icon in the next column indicates that the corresponding task contains a pop-up comment. Just move the pointer over the icon to open the comment window.

* A **paperclip** icon in the next column indicates that the corresponding task contains attached objects (text notes, text files, video files and so on) or that it is linked to another task via a branch connection. To view an attached object, move the pointer over the icon to display the pop-up list of attached objects and click the required object to open it in the associated viewer.

* If you have inserted one or more **icons** on the corresponding branch, these are shown in the next column.

The Gantt Outline also contains columns that are specific to project management:

* **Indicators:** If you have applied a constraint to a task, for example to specify that it must end no later than a given date, a constraint icon is displayed in the column immediately before the Task Name column. Constraints are described in detail in "Using Constraints".

  If you have made a task inactive to prevent it from affecting the scheduling of the project, the is displayed in this column. For more information about inactive tasks, see "Making a task inactive" in the topic "Enhancing a project plan".

* **Task Name:** The name of each task. Tasks that contain one or more sub-tasks are shown in bold. These tasks (which correspond to parent branches in the Mind Map view) are called "summary tasks". Ordinary tasks (corresponding to branches without sub-branches in the Mind Map view) are shown in normal typeface and indented according to their level. See the paragraph "Grouping tasks" in "Entering and editing tasks".

* **Duration:** The amount of working time the task will take. Time units are indicated by letters: mins (minutes), hrs (hours), days, wks (weeks), mths (months). The letter **e** before the time unit indicates elapsed time, in which case the task will last exactly the time specified, regardless of what the project calendar defines as working and non-working time. A question mark means that the figure is still an estimate. By default, MindView assigns a duration of one day to new tasks or tasks without specified duration. For more information about calendars, see "Defining calendars".

  The task bar of a summary task is automatically set to extend from the beginning of the earliest of its sub-tasks to the end of the last of its sub-tasks. You cannot change the duration of a summary task.

  When expressed in days, weeks or months, the number shown in the Duration column (for instance "2 days") is linked to the default number of working hours per day, week of month set in the Project Information dialog (choose **Gantt > Project Information**).

  For more information about durations, see "Entering a task duration" in the topic "Entering and editing tasks".

- **Start:** The current start date of the task. By default, MindView schedules new tasks to start on the project start date, as defined in the Project Information dialog (choose **Gantt > Project Information > General** tab).

  Although you can set start dates explicitly, it is best to let MindView set them automatically according to the dependencies between the various tasks. See "Specifying start and end dates" in the topic "Entering and editing tasks" for more information.

  The start date of a summary task is automatically set to be the start date of the earliest of its sub-tasks.

- **End:** The current end date of the task. MindView calculates the end date for a task from its start date and its duration, paying attention to the working and non-working time specified by the project calendar. Unless the duration is specified as "elapsed", MindView only schedules tasks during working time. For more information about calendars, see "Defining calendars".

  Although you can set end dates explicitly, it is best to let MindView set them automatically according to the dependencies between the various tasks.

  The end date of a summary task is automatically set to be the end date of the last of its sub-tasks.

- **Predecessors:** If a task is linked to one or more earlier (predecessor) tasks, this column shows the entry numbers of those earlier tasks. Task entry numbers are shown in the first column. See "Using links" for more information on task dependencies.

- **Completion:** The completion level of the task.

- **Priority:** The priority level of the task.

- **Resources:** If you have assigned resources to a task, they are listed in this column. See "Assigning resources".

- **Cost:** If you have assigned resources to a task and associated a cost with these resources, this column shows the overall cost of the resources that have been allocated to the task. See "Assigning resources".

- **Work:** If you have assigned resources to a task, this column shows the overall work value for the task. See "Assigning resources".

You can hide and show the columns of the Gantt Outline as you wish:

➤ Right-click the header at the top of the Gantt Outline view and select/deselect the column headers as required.

The Gantt Outline works exactly as the main Outline view. When working in the Gantt Outline, you can for instance:

- Add, delete, move, cut, copy and paste tasks in exactly the same way as in the main Outline view.

- Add branch pictures, icons, text notes and pop-up comments to any of your branches.

- Attach objects such as text files, video files, sound files, hyperlinks and so on.

- As in all the other views, the **Detail level** icons let you collapse the entire outline to just one level of branches, two levels, three levels or four levels. To show all the branches down to the last level, click the **All** icon.

- Use the **Numbering** menu on the toolbar or in Inspector to apply sequential numbers to the tasks and choose between various numbering styles.

- Use the **Apply Branch Focus** icon of the View tab to restrict the display to a particular task and click the **Clear Branch Focus** icon to view the entire project plan again.

For details on how to perform these operations, see "Using the Outline view".

Viewing the Gantt Chart

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

You can also view your chart in full screen mode, to give it as much screen space as possible:

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

> ➤ To return to normal viewing mode, move the mouse pointer to the top of the screen, and choose **View > Full Screen Mode** again so that the checkmark disappears, or press **Esc,** or press ⌥⌘**F** again.

You can also choose from a wider variety of combinations of calendar headings as follows:

> ➤ Make sure the Inspector is open and the **Gantt Time Scale** pane is visible.

Gantt Time Scale
Top tier formatting
Units: Months
Label: January 2011, Februar...
Bottom tier formatting
Units: Days
Label: 24 Jan '11, ...
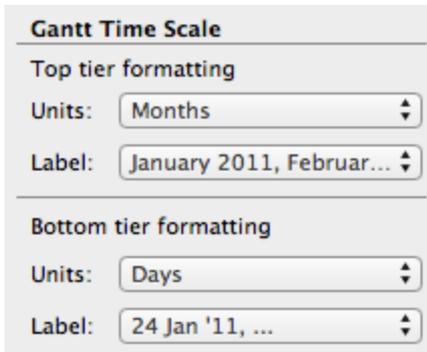
> ➤ Choose a unit and a label for the **top tier** (the top heading).

> ➤ Choose a unit and a label for the **bottom tier** (the bottom heading).

> Note that the choices offered for the bottom tier depend on your choice of top tier.

If the task you want to view falls outside the time range shown on the Gantt chart, you can reveal that part of the project plan to view the relevant task bar as follows:

> ➤ Select the task in the Gantt Outline and choose **View > Go to Selected** in the main menu.

💡 *To view the Gantt chart from the current date onwards, choose* **Go to Today's Date** *in the main menu.*

Customizing the Gantt Chart

MindView lets you define the visual aspect of your overall Gantt, as well as customize the display of individual task bars.

The **Gantt** menu lets you apply global effects to the Gantt chart:

- To display the task name and/or the resources names after the task bars, check **Task Names** and/or **Resource Names**.

- The **Horizontal Grid** and **Vertical Grid** options let you turn the horizontal and vertical grid lines of the Gantt chart on and off.

- To display a vertical line identifying the current date on the Gantt chart, choose **Gantt > Today's Date**.

  💡 *You can change the color of this line in the Colors inspector.*

- Finally, you can also change the color used to identify the tasks lying on the critical path (**Gantt > Critical Path**) in the same way.

Customizing the task bars

The **Format** bar also lets you modify the **fill color**, **fill pattern**, and **outline color** and **thickness** of summary task bars and standard task bars:

> ➤ Select the task(s) to customize.

> ➤ In the **Format** tab, select the relevant options.

Name: ▮	Resource: ▮	Fill: ☐ ▢	Border: ◯▭ ▮
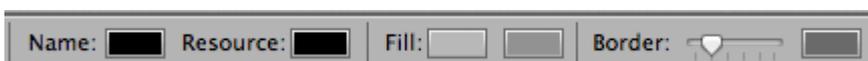
If you have chosen to display the task name and/or the resource names after the task bars, you can set different colors for these labels by using the **Task Bar** section of the **Task** inspector or Name and Resource color wells in the Format bar.

For other ways of customizing the representation of your project plan on the Gantt chart, see "Enhancing a project plan".

Setting up a project plan

These are the typical steps you should follow when setting up, building, managing and revising a project plan.

> ➤ (optional) Start by brainstorming all the tasks that make up your project plan in one of the standard Mind Mapping views (Mind Map, Top Down or Left/Right), using the Branch inspector to enter preliminary task data.

> ➤ Define the project settings, such as its start date, end date and scheduling mode. For more information, see "Defining the global project settings".

> ➤ (optional) Define the project calendar. You may be able to bypass this step if you have already set up appropriate calendar defaults. See "Defining calendars" for more information.

> ➤ (optional) Create the global resources list. Although MindView lets you define the resources as you need them, it is usually quicker to start by setting up a global resources list from which you can then select resources to assign to the various project tasks. See "Assigning resources" for details.

> ➤ Enter or edit task names and durations. See "Entering and editing tasks".

> ➤ Assign resources to tasks. See "Assigning resources".

> ➤ Create links to specify the dependencies between the project tasks. See "Using links".

> ➤ Set constraints on the tasks as necessary. See "Using constraints".

> ➤ Make final adjustments to the project plan. See "Enhancing a project plan".

> ➤ Once the project has actually started, inspect it at regular intervals to detect potential problems or scheduling conflicts and make any corrections required. See "Reviewing a project plan".

> ➤ You can also export it in XML format. For more information, see "Exporting a project plan".

Defining the global project settings

Before doing detailed scheduling work on the tasks of your project plan, it is worth considering its global settings, such as its start date and scheduling mode.

> ➤ To view these settings, choose **Gantt > Project Information** in the main menu.

This dialog contains general project information which is important in determining how the project tasks are scheduled.

Schedule from: Defines the scheduling mode for your project. The most common way of setting up a project is to schedule it from its start date. In this mode the default is for tasks to start as soon as possible, which means that the whole project finishes at the earliest possible date. When you plan backwards from the project end date, tasks are scheduled to start as late as possible so that the whole project finishes on the specified end date. Planning from the end date is not recommended as it does not allow any slack time between tasks. Even when you have a specific deadline for your project, planning from the start date is the most flexible approach as it ensures that each task is completed at the earliest possible date, leaving as much slack time as possible to deal with unplanned problems or delays.

Start date: Specifies the first day of the first task. By default, this field is set to today's date. If your project is due to start sometime in the future or if you are planning a project that has in fact already started, indicate the start date of the project in this field.

By default, all the tasks you create will be scheduled to start on the project start date, unless you assign specific timings to them or link them to other tasks.

If you are scheduling from the start date, MindView calculates the project end date automatically, based on the duration of the project tasks, their relationships, and the project calendar.

End date: Specifies the last day of the last task. If you are scheduling from the end date, MindView calculates the start date automatically, also by taking into consideration the duration of the project tasks, their relationships, and the project calendar.

Scheduling

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

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

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

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

Defining working hours

Hours per day: Defines the number of working hours in a standard working day, for example 8. You can enter the value as a decimal number (e.g. enter 7.5 to specify 7 hours and 30 minutes). MindView uses this value to calculate task durations that are specified in days.

> **Advanced notes:** This setting and the next two settings determine the amount of working time that MindView allocates to a task when you specify a duration in days, weeks or months.
>
> When you enter durations, MindView always converts them to minutes and that is the number it stores behind the scenes. MindView uses standard values to convert hours to minutes: one hour equals 60 minutes. However when you specify a duration in days, weeks or months (provided you have not specified "**e**" for elapsed) MindView uses the number of working hours per day, week or month defined here to calculate the corresponding number of minutes to store.
>
> From the working days and working times allowed by the project calendar it then works out the number of days required for the task and calculate its end date. For this reason, it is a good idea to make sure that the values you choose here match the working time allowed by the calendar as closely as possible, as it will make the entries in the Duration column of the Gantt Outline match the lengths of the task bars more closely.
>
> Redefining these settings after having entered tasks does not alter their real durations (since they are stored in minutes) or the lengths of the task bars (since the amount of work has not changed), but the numbers for days, weeks and months in the Duration column will change.

For more information about durations, start dates and end dates, see "Entering and editing tasks".

Hours per week: Defines the number of working hours in a standard working week, for example 40. You can enter the value as a decimal number. MindView uses this value to calculate task durations that are specified in weeks.

Days per month: Defines the number of working days in a standard working month, for example 20. Enter a whole number value. MindView uses this value to calculate task durations that are specified in months.

Currency options

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

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

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

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

Defining calendars

Calendars and calendar settings provide the basic information about working and non-working time that MindView uses to schedule the tasks of a project plan. MindView does not allow work to happen on non-working days or at non-working times.

There are three types of calendar:

- The **default calendar**

  The default calendar provides the initial settings for any new MindView project you create. By editing these defaults to values reflecting your company's normal working days and times, you can minimize the changes needed when you create a new project plan.

- The **project calendar**

  Each project plan has its own project calendar. The settings it contains affect the way MindView schedules the project tasks. To start with, when you create a new file, the project calendar is identical to the default calendar.

  The project calendar is saved with the rest of the project properties whenever you save the file.

- The **resource calendars**

  These control the working and non-working time of the resources working on the project. Each resource has its own calendar. By default, they are identical to the project calendar.

  Any changes you make to the project calendar are automatically transferred to all the resource calendars. However, specific changes you might have made to the working time of a particular resource are preserved.

  For more about resources and resource availability, see "Assigning resources".

Editing the default and project calendars

You can edit either calendar together with the relevant settings:

- To edit the **default calendar**, create a new Gantt project, choose **Gantt > Project Calendars**. Change the calendar settings as needed and click **Save** in the **Default User Calendar** group. Changes you make here only affect the initial settings for new files; they do not affect existing files.

- To edit the **project calendar**, open the project you want, and then choose **Gantt > Project Calendars** in the main menu. Changes you make here only affect the current file.

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).
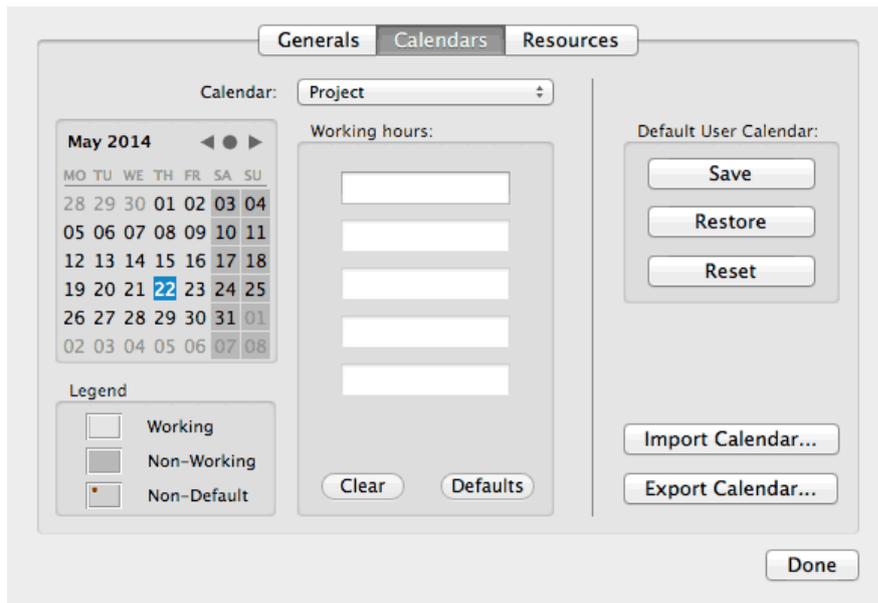
Working days are shown in white and non-working days are shown in grey.

- In the project calendar, a red dot on a particular day indicates that the working hours for that day are different from those set in the default calendar.

- In the default calendar, a red dot indicates that you have made a change to the working hours of that day since opening the dialog. These red dots disappear as soon as you save the default calendar.

Note that the distribution of red dots in your project calendars may change if you edit the default calendar. This does not mean that your project plans have changed, only that the differences between the default and project calendars have changed.

➤ To see the working hours for a particular day, select the day by clicking it.

The working hours appear in the boxes on the right of the calendar grid.

Displaying a particular day

If the day you want to examine is not currently visible on the calendar grid, you can browse to it in several ways by using the calendar header:

- Click the arrows until the correct month and year appear.
- Click the circle between the arrows to return to today's date.

Selecting one or more days

To change the working times defined by the calendar, start by selecting the day or days to be modified:

- To select one day only, just click it.

- To select several contiguous days, select the first day and drag the mouse until the last day in the range. You can also select the first day, press the Shift key and click the last day in the range.

- To select several non-contiguous days, select the first day and press the Command key while selecting all the other days.

- To select all Fridays (for example), click FR in the column header. This selection applies to the whole duration of the project, not just the displayed month. You can select several columns by Shift- or Command-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, click Default.

Saving and restoring defaults

- To save the current project calendar as the new default calendar, open the **Project Calendars** dialog and click **Save** in the **Default User Calendar** group. Your existing default calendar will be overwritten.
- To return all project calendar settings to those of the default calendar, open the **Project Calendars** dialog and click **Restore**.

You can return the default calendar to the original MindView settings as follows:

➢ Choose **Gantt > Project Calendars**, and then click **Reset** in the **Default User Calendar** group.

Your current default calendar is overwritten with the original MindView default calendar.

Importing and exporting calendars

You can also import calendars from other projects or export your calendars for use by colleagues.

- To import a previously saved MindView calendar, click **Import Calendar**. Existing settings will be overwritten.

  💡 *You can also import the calendar of an existing Microsoft Project document by exporting that document to XML from Microsoft Project, then choosing the exported XML document in this dialog.*

- To export your current calendar for use on a different project for instance, click **Export Calendar**.

🔎 When exported, the MindView calendar is saved the MindView XML format.

Editing resource calendars

➢ Use the pop-up menu at the top of the **Project Calendars** dialog to select the calendar of the resource you want to edit.

➢ Make the changes required. The steps to follow to edit a resource calendar are exactly the same as for the project calendar.

For more about resources and resource availability, see "Assigning resources".

Entering and editing tasks

When working in the Gantt view, you can use the Gantt Outline to work on tasks exactly as in the main Outline view. You can for instance:

- Add, delete, move, cut, copy and paste tasks as in the main Outline view.
- Add branch pictures, icons, text notes and pop-up comments to any of your tasks.
- Attach objects such as text files, video files, sound files, hyperlinks and so on.
- Use the **Numbering** pop-up menu from the Format bar to apply sequential numbers to the tasks and choose between various numbering styles.
- Use the **Detail level** icons 1 2 3 4 All to determine how many levels of tasks should be visible.
- Use the **Apply Branch Focus** icon 🌐 to restrict the display to a particular task and click the **Clear Branch Focus** icon 🌐 to view the entire project plan again.

For details on how to perform these operations, see "Using the Outline view".

By default, all the tasks you create in a Gantt project with MindView are given the scheduling task type **Fixed Units**. For more information about task types, see "Using scheduling task types".

Entering a task duration

By default, tasks have a duration of one day and are marked with a question mark, to indicate that the duration is only an estimate. As soon as you edit the duration, the question mark disappears. You can modify the duration of a task in various ways:

- On the Gantt chart, position the cursor at the end of the task bar until it changes to ◄│►, and drag the end of the bar to the right or left.

- In the Gantt Outline, type a number of days in the appropriate cell in the **Duration** column. You can follow the number with letter(s) to indicate time units other than days: **m** (minutes), **h** (hours), **d** (days, the default), **w** (weeks), **mo** (months). You can enter the letter **e** before the time unit (for instance "3ed") to indicate elapsed time, in which case the task will last exactly the time specified, regardless of what the project calendar defines as working and non-working time.

  You can indicate that a duration is still an estimate by adding a question mark.

- Select the task and choose **Gantt > Task Information** in the main menu. In the dialog that appears, enter a value in the Duration field as described above.

- Select the task and, in the **Task** inspector, enter a value in the Duration field as described above.

The duration of the task is now indicated on the Gantt chart by a bar extending from its start date to its end date.

At this stage, although the task has a duration, it does not have any work associated with it, because you have not yet assigned any resources to it. Work represents the amount of effort the resource or resources will need to spend on the task to complete it. For more information about work, and the effect of adding resources to tasks, see "Assigning resources".

Advanced notes: When you enter durations, for example "4 hours", MindView converts them to minutes and that is the number it stores behind the scenes. MindView uses standard values to convert hours to minutes: one hour equals 60 minutes. However if you specify a duration in days, weeks or months (provided you have not specified "e" for elapsed) MindView uses the number of working hours per day, week or month set in the Project Information dialog (click **Settings** in the Project pane of the Inspector), to calculate the corresponding number of minutes to store. See "Defining calendars" for more information about these settings.

While durations determine the amount of working time that you allocate to a task, the length of the task bar indicates how long the task will actually take. These are not necessarily the same. For example, because MindView does not schedule work on non-working days, any task bar spanning a week-end is automatically lengthened to take account of this. Similarly, if your working day is specified as having 8 hours, but the relevant section of the calendar restricts work to only 4 hours a day, a task with a duration of one day (8 hours) will actually take two days (4 hours each day) to complete.

The labels shown in the Duration column, for example "2 days", are calculated from the stored number of minutes for each task. For durations initially specified in days, weeks or months MindView uses once more the number of working hours per day, week or month set in the Project 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 is equivalent to setting a 'Start No Earlier Than' constraint. Similarly, entering a specific end

date is equivalent to setting a 'Finish No Earlier Than' constraint. Although applying constraints in this way is perfectly legitimate if your tasks must indeed obey these constraints, it is best to avoid them wherever possible as they limit the flexibility of your project plan. For more information on the different types of constraints and their effects, see "Using Constraints".

If you must enter a specific start date, you can do so in different ways:

- Move the cursor to the center of the task bar and drag the bar to the new position.
- Click the **Start Time** entry of the task in the Gantt Outline and type or select a date.
- Select the task. In the **Task** inspector, select a date in the Start date field.
- Select the task and choose **Gantt > Task Information** in the main menu. In the dialog that appears, select a date in the Start field.

You can enter an end date in the following ways:

- Click the **End Time** entry of the task in the Gantt Outline and type or select a date.
- Select the task. In the **Task** inspector, select a date in the End date field.
- Select the task and choose **Gantt > Task Information** in the main menu. In the dialog that appears, select a date in the End field.

When you enter a specific start or end date, a constraint icon appears next to the task name in the Gantt Outline. Hovering this icon with the mouse displays a tooltip with details about the constraint.

To remove the constraint set by entering an explicit start or end date:

- Choose **Gantt > Task Settings** and remove the check mark from the **Constraint date** field.
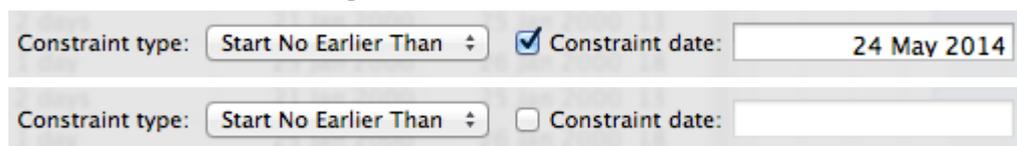
Grouping tasks

You can group tasks together by creating sub-tasks under a parent task, called a **summary task**. This allows you to divide your project into logical units, each with its own collection of tasks. The start dates, end dates and durations of summary tasks are calculated automatically from their sub-tasks.

A summary task is indicated on the Gantt chart by a solid bar extending from the beginning of the first sub-task to the end of the last one.
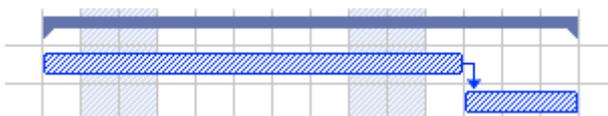
If you add sub-tasks to a task that already has a duration assigned to it, this assigned duration is automatically replaced by the new duration obtained from the sub-tasks. Once a task becomes a summary task, it is no longer possible to specify its start date, end date or duration manually. If you change the timing of a sub-task, the summary task duration is automatically adjusted to reflect the change.

The duration of a summary task is the number of available working days between its start and its end, regardless of whether work is actually happening on any given day. The figure is calculated from the available working hours between the two dates, as specified on the project calendar, and the 'Hours per day' figure set in the Project Information dialog. For more information about calendar settings, see "Defining calendars".

Sub-tasks are sub-branches, and you create them in the Gantt view in the same way as in any other view. The parent task is converted automatically to a summary task when you add its first sub-task.

You can convert an existing task to a sub-task or move it to a different level in the task hierarchy just as in the Outline view:

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

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

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

- When the branch is between branches an indicator line with a small circle at its left end indicates the insertion position.
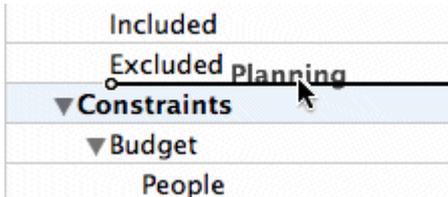
  If the branch above and below the indicator line are at different levels, you can use the mouse to move the indicator left and right. The position of the circle shows what level the moved branch will have: the level of the branch above it or the level of the branch below it.
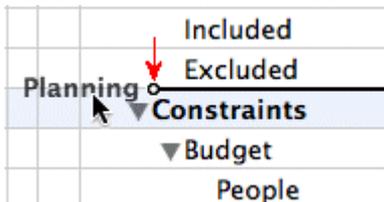
➢ Release the mouse button to insert the task at the required location.

The root of the mind map, the first task in the Gantt Outline, is a summary task extending across the whole of the project plan. The end of this summary task bar indicates the current end date of the project.

You can expand and collapse summary tasks just as in the main Outline view. See "Using the Outline view" for details. Collapsing summary tasks is a useful way of making large project plans easier to view.

Specifying other task properties

The tasks of your project plan can have many other properties. You can for instance:

- Define the task as a milestone.
- Set a deadline on the task.
- Give the task a priority.
- Specify a percentage completion for the task.
- Hide the task bar in the Gantt chart.
- Make the task inactive.

All these operations are described in detail in "Enhancing a project plan".

Assigning resources

MindView allows you to assign resources to your task lists and project plans. Resources are the people and materials needed to complete the tasks to be performed.

MindView lets you define two types of resources:

- **Work resources**

  Work resources are the people who perform the work.

  For each work resource, you can define their availability (i.e. how much of their working day they can devote to it), and their rate (i.e. how much they will need to be paid per unit of work).

Work resources also have their own calendar, defining their working and non-working time. By default, resource calendars are identical to the project calendar. For more information, see "Defining resource calendars" below.

- **Material resources**

  Material resources are the consumable items (paper, electricity, nails, sand etc.) that you need to carry out the project.

  You can also associate a unit cost to each material resource, so that you can track the overall cost of your project in human as well as in material resources.

If you are working on a simple task list in Task Management mode (i.e. when your document type is set to "Task Management" in the Gantt View inspector), all resources are assumed to be of type Work, and you cannot define their availability or rate.

Adding resources to tasks when working in Task Management mode has no effect on the task duration. If however you are working in Project Management 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 Information** panel of the Task inspector, type the resource names in the **Resources** field, separating them with semi-colons.

If the global resources list for the project already contains resources which names start from the text that you have typed, a pop-up menu appears so that you can select names from it.
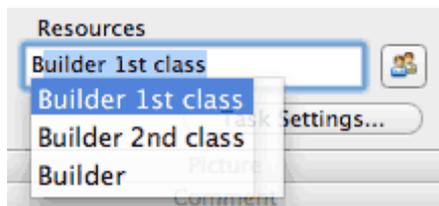
Resources that are not already listed in the global resources list and that you create by entering them in this way are assumed to be of type **Work**, i.e. human resources. Resources of type **Material** need to be created in the global resources list, as described in "Setting up a global resources list" below.

The resources you have entered above are now assigned to the task, and added to the global resources list if they are not listed there already.

Where possible, it is better to select rather than type resource names. That way you don't run the risk of adding wrongly spelled entries to the global resources list.

To de-assign a resource, simply delete it from the field. Note that this removes the resource from the task, but not from the global resources list.

You can also assign resources to a task from its **Task Information** dialog:

- Click the **Resources** button to the right of the Resources field.

➤ Click an empty row in the **Resources** dialog and enter the resource by typing it.

➤ (optional) If you also intend to use MindView for task distribution and task tracking, enter an email address for the resource. To know more about these features, refer to "Exporting to Microsoft Outlook" and "Managing and tracking tasks". 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 however you have modified the calendar of the resource to indicate a different work pattern, the units value will be based on that modified resource calendar. For more about resource calendars, see "Defining resource calendars" below.

If the resource is a material resource, enter the number of units that you will need for the task.

The **Cost** field is a calculated field which shows you the cost of the resource for that task. For human resources (type Work), it is based on the unit percentage specified in Units, the cost per unit of the resource (rate), and the duration of the task. For material resources (type Material), it is based on the number of units and the cost per unit. As the field Cost is a calculated field, it cannot be edited.

Note that the Cost field is not refreshed automatically when you edit the Units field. It is only updated when you close the dialog.

To see how to specify the cost per unit of a resource, refer to "Setting up a global resources list" below.

🔵 You can customize the symbol used to represent the cost, its placement and the number of decimal digits used. For more information, see "Setting up your preferences".

🔵 The Units and Cost fields are only available when working in Project Management mode.

To de-assign a resource, select it and click **Remove**. Note that this removes the resource from the task, but not from the global resources list.

If you are working on a project plan in the Gantt view, you can also enter resources in other ways:

- Select the task and choose **Gantt > Task Resources** in the main menu.
- Select the task and click **Settings** in the Task inspector. Click the **Resources** tab in the dialog that opens.
- Click the **Resources** cell of the task at the far right of the Gantt Outline. Type the resource name(s), separating them with semi-colons.

Setting up a global resources list

Although MindView lets you define the resources as you need them as we have just seen, it is usually more efficient to start by setting up a global resources list from which you can then select resources to assign to the various tasks.

The global resources list associated with a task list or project plan is saved whenever you save the file. Each task list or project plan has its own global resources list.

You can access the global list of available resources in different ways:

- Click the **Resources** button at the Project pane of the Inspector.
- If you are working on a project plan in the Gantt view, choose **Gantt > Project Resources** in the main menu.

The **Project Resources** dialog lists all the resources that are currently assigned to tasks, as well as any that you import or type in directly.

> To add a new resource to the list, double-click the field which has gray words **Add Resource** in it and enter the resource name.

➤ (optional) If you want to be able to track the overall cost of your project, you can specify the cost per unit of the resource in the **Rate** field. Although the default time unit is **h** (per hour), you can enter other time units: **m** (per minute), **d** (per day), **w** (per week), **mo** (per month), **y** (per year). To specify a rate of $320 per day for instance, you would enter 320/d.

You can customize the symbol used to represent the rate, its placement and the number of decimal digits used. For more information, see "Setting up your 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 working in Project Management mode.

The **Project Resources** dialog lets you perform other operations:

● To delete one or more resources, select them and click **Delete**.

*Use the **Shift** key to select contiguous resources and the **Command** 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.

Defining resource calendars

As soon as you create a new resource, MindView creates a resource calendar for it, defining the working and non-working time of the resource. By default, resource calendars are identical to the project calendar. If all your resources follow the work pattern defined by the project calendar, you do not need to edit any of their calendars. If on the other hand some of your resources only work part-time for instance, you can indicate this in their calendars, so that MindView can take this into account when scheduling tasks to which they have been allocated.

Any changes you make to the project calendar are automatically transferred to all the resource calendars. However, specific changes you might have made to the working time of a particular resource are preserved.

For more information about how to edit a resource calendar, see "Defining calendars".

Understanding effort-driven scheduling

Before you assign any resources to a task in a Gantt project, the task has no work associated with it. It is the process of assigning resources to a task that define its work value, which is the amount of effort the resource or resources will need to spend on the task to complete it.

For each resource, work is defined according to the scheduling formula : **Work = Duration x Units**.

The overall work value for the task is the sum of the work performed by each resource.

Therefore if you have just one resource working 100% of their time on the task, the work value for the task will be the same as the duration, as the example below shows.

Task Name	Duration	Start	End	Resources	Work
Subject	1 day	04.06.14	04.06.14		8 hrs
Task1	1 day	04.06.14	04.06.14	John	8 hrs

In general, the work value will differ from the duration only if you assign more than one resource to the task, or if the resource does not work full-time on the task.

The example below shows the effect of adding another resource, Bill, also working 100% of their time, on Task1. As Bill is also going to produce 8 hours of work, the overall work value for the task goes from 8 hours to 16 hours, but the duration is still only 1 day.

Task Name	Duration	Start	End	Resources	Work
Subject	1 day	04.06.14	04.06.14		16 hrs
Task1	1 day	04.06.14	04.06.14	John;Bill	16 hrs

You may however want to produce a different result and expect that by adding another full-time resource to the task, the amount of work needed to perform the task should remain constant, and it should therefore be completed in half the time. This scheduling method is known as **effort-driven scheduling**. By default, MindView does not apply effort-driven scheduling, but you can choose to activate this scheduling method on your tasks. With effort-driven scheduling activated, adding Bill to Task 1 in our 1st example would produce the result below:

Task Name	Duration	Start	End	Resources	Work
Subject	0.5 day	04.06.14	04.06.14		8 hrs
Task1	0.5 day	04.06.14	04.06.14	John;Bill	8 hrs

You can see that the amount of work has now remained constant at 8 hours, but the duration has decreased to half a day.

➢ To activate effort-driven scheduling for a task, open its **Task Information dialog** on its **General** tab and check the **Effort-driven** option.

Effort-driven scheduling only affects the scheduling of a task when you assign or remove resources from it, and is independent from the scheduling type of the task. For more information about task types, see "Using scheduling task types".

Using scheduling task types

As we have seen in "Assigning resources", it is the process of assigning resources to a task in a Gantt project that define its work value, which is the amount of effort the resource or resources will need to spend on the task to complete it.

For each resource, work is defined according to the scheduling formula **Work = Duration x Units**, where Duration is the duration of the task and Units is the percentage of availability of the resource for the task.

The overall work value for the task is the sum of the work performed by each resource.

Understanding task types

Fixed Units tasks

By default, all the tasks you create in a Gantt project with MindView are given the task type **Fixed Units**. This means that the percentage of availability of each resource (units) you defined when you assigned the resources to the task always remains the same, regardless of any changes you might make to the Duration or Work values.

- If for instance you increase the task's duration, the work value will be recalculated and increased accordingly.

- If you increase the task's work value, the duration is recalculated and increased accordingly.

In either case, the percentage of availability of the resources (units) remains unchanged.

Let us consider for instance a task of one day (**Duration** = 1 day), allocated to John and Bill, each working at 100% of their availability (**Units** = 100%).

The **Work** value of the task is therefore 16 hours (8 hours for John + 8 hours for Bill).

Task Name	Duration	Start	End	Resources	Work
Subject	1 day	04.06.14	04.06.14		16 hrs
Task1	1 day	04.06.14	04.06.14	John;Bill	16 hrs

- In the first example, we increase the duration from 1 day to 2 days. In consequence, the work value is increased automatically to 32 hours.

Task Name	Duration	Start	End	Resources	Work
Subject	2 days	04.06.14	05.06.14		32 hrs
Task1	2 days	04.06.14	05.06.14	John;Bill	32 hrs

- In the second example, we decrease the work value from 16 hours to 8 hours. In consequence, the duration is decreased automatically to half a day.

Task Name	Duration	Start	End	Resources	Work
Subject	0.5 day	04.06.14	04.06.14		8 hrs
Task1	0.5 day	04.06.14	04.06.14	John;Bill	8 hrs

In both cases, the units value for John and Bill has remained unchanged at 100%.

This default behavior may however not be what you would want to happen. For this reason, MindView supports two other task types, **Fixed Duration** and **Fixed Work**.

The fact that a task has the type Fixed Units does not mean that you cannot change the percentage of availability of its resources (units). It only defines what happens when you modify the other two values in the scheduling formula, i.e. Duration and Work.

Fixed Work tasks

In a **Fixed Work** task, when you change the task's Units or Duration value, MindView recalculates the other value accordingly.

- If for instance you increase the percentage of availability of the resource (units), the duration will be recalculated and decreased accordingly.

- If you increase the task's duration, the percentage of availability of the resource (units) is recalculated and decreased accordingly.

You can still change the Work value of Fixed Work tasks. This task type only defines what happens when you modify the other two values in the scheduling formula, i.e. Duration and Units.

Let us consider again a task of one day (**Duration** = 1 day), allocated to John and Bill, each working at 100% of their availability (**Units** = 100%).

The **Work** value of the task is 16 hours (8 hours for John + 8 hours for Bill).

Task Name	Duration	Start	End	Resources	Work
Subject	1 day	04.06.14	04.06.14		16 hrs
Task1	1 day	04.06.14	04.06.14	John;Bill	16 hrs

- In the first example, we decrease the percentage of availability (units) of both John and Bill to 50%. As the work value must remain fixed, the duration is increased automatically to 2 days.

Task Name	Duration	Start	End	Resources	Work
Subject	2 days	04.06.14	05.06.14		16 hrs
Task1	2 days	04.06.14	05.06.14	John[50%];Bill[50%]	16 hrs

- In the second example, we decrease the task duration from 1 day to 0.5 days. As the work value must remain fixed, the percentage of availability (units) of both John and Bill is increased automatically to 200%.

Task Name	Duration	Start	End	Resources	Work
Subject	0.5 day	04.06.14	04.06.14		16 hrs
Task1	0.5 day	04.06.14	04.06.14	John[200%];Bill[200%]	16 hrs

In both cases, the work value has remained fixed at 16 hours.

Fixed Duration tasks

In a **Fixed Duration** task, when you change the task's Units or Work value, MindView recalculates the other value accordingly.

- If for instance you increase the percentage of availability of the resource (units), the work value will be recalculated and increased accordingly.

- If you increase the task's work value, the percentage of availability of the resource (units) is recalculated and increased accordingly.

You can still change the Duration value of Fixed Duration tasks. This task type only defines what happens when you modify the other two values in the scheduling formula, i.e. Units and Work.

Let us consider again a task of one day (**Duration** = 1 day), allocated to John and Bill, each working at 100% of their availability (**Units** = 100%).

The **Work** value of the task is 16 hours (8 hours for John + 8 hours for Bill).

Task Name	Duration	Start	End	Resources	Work
Subject	1 day	04.06.14	04.06.14		16 hrs
Task1	1 day	04.06.14	04.06.14	John;Bill	16 hrs

- In the first example, we decrease the percentage of availability (units) of both John and Bill to 50%. As the duration value must remain fixed, the work value is decreased automatically to 8 hours.

Task Name	Duration	Start	End	Resources	Work
Subject	1 day	04.06.14	04.06.14		8 hrs
Task1	1 day	04.06.14	04.06.14	John[50%];Bill[50%]	8 hrs

- In the second example, we increase the work value from 16 hours to 32 hours. As the duration value must remain fixed, the percentage of availability (units) of both John and Bill is increased automatically to 200%.

Task Name	Duration	Start	End	Resources	Work
Subject	1 day	04.06.14	04.06.14		32 hrs
Task1	1 day	04.06.14	04.06.14	John[200%];Bill[200%]	32 hrs

In both cases, the duration has remained fixed at 1 day.

Summary

The effect of changing units, work and duration on a task of different types can be summarized by the table below:

TASK TYPE	If you increase Units	If you increase Work	If you increase Duration
Fixed Units	Duration decreases	Duration increases	Work increases
Fixed Work	Duration decreases	Duration increases	Units decrease
Fixed Duration	Work increases	Units increase	Work increases

Changing the task type

➤ To change the scheduling type of a task, select the task and choose **Gantt > Task Information** in the main menu.
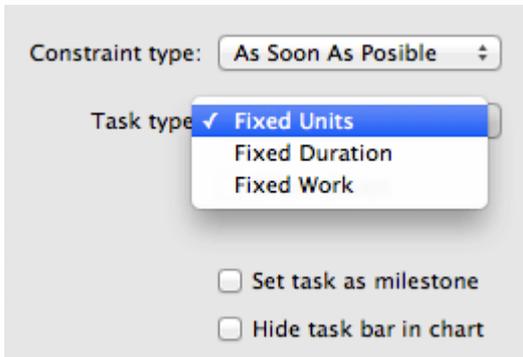
Setting a task type to Fixed Work automatically sets the Effort-driven option. Fixed Work tasks cannot have effort-driven scheduling turned off as their work value must remain fixed. For more information about effort-driven scheduling, see "Understanding effort-driven scheduling" in the topic "Assigning 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** preferences. 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, choose **Gantt > Project Information** and set the **Default task type** option to your chosen task type.

Using links

Project plans normally require tasks to be performed in a specific order. For instance, a publication must be written and proofread before it can be printed. To achieve this, MindView lets you link tasks so that they depend on each other. By default, tasks are linked in a 'Finish to Start' relationship (dependency), which means that the first task you select (the **predecessor** task) must end before the next task you select (the **successor** task) can start, and so on.

This is represented on the Gantt chart by lines with arrowheads joining each task to its successor. The arrowhead indicates the direction of the link: it goes from the predecessor to the successor.
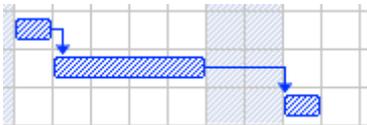
A task can have more than one predecessor. In this case its start date is determined by the predecessor link that gives it the latest start date. As dates and times change during the course of the project, the predecessor link that determines the start date of the task may also change.
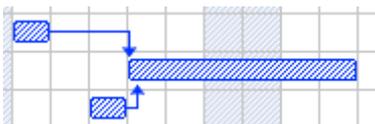
Similarly a task can have several successors. In this case the task determines the start date of all its successor tasks.
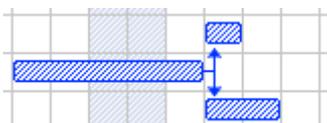
When you are scheduling a project plan from its start date (see "Defining the global project settings"), MindView calculates the end date of the project automatically, on the basis of the task durations, the task dependencies and the project calendar.

The possibility of linking tasks in this way is what makes project management software particularly powerful: you can change the duration of one or more tasks, add a task or remove a task from a chain of linked tasks, and all the dates are recalculated automatically so as to maintain the task dependencies you have defined.

Linking tasks

You can link tasks in the following ways:

- Select the tasks to be linked, in the order you want them to be linked, by Shift-clicking them (for contiguous tasks) or Command-clicking them (for non-contiguous tasks), then choose **Gantt > Link Tasks**.

- Place the pointer on the bar of the predecessor task. When it changes to an icon with four arrows, drag the pointer downwards (or upwards) until a line emerges from the task bar and a link icon appears under the pointer. Continue dragging until the line reaches the bar of the successor task and release the mouse button.
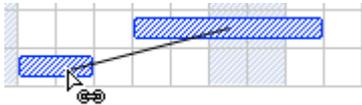
- Select the task to be linked to. Click its **Predecessors** cell in the Gantt Outline and type the entry number(s) of the predecessor task(s). Separate multiple numbers by semi-colons.

- Select the task to be linked to and choose **Gantt > Task Settings** in the main menu. Click the Predecessors tab and select the predecessor task(s).

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:
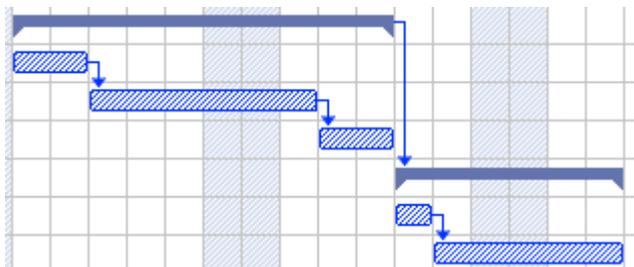
Alternatively you may prefer to restrict linking to regular tasks. Links from summary tasks to regular tasks tend to confuse the display.

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 Command-clicking them, then choose the **Gantt > Unlink Tasks** in the main menu.

- On the Gantt chart, Control-click the link you want to remove and choose **Edit Link** in its local menu. This opens the task information dialog to the Predecessors. 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.

Defining lead or lag time

By adding a **lead** or **lag** time you can extend a link backwards or forwards so that the successor task starts earlier or later than it otherwise would. For a default 'Finish to Start' link, this either introduces an overlap (lead time), so that the successor task starts before its predecessor ends, or it introduces a delay (lag time) that makes the successor task start some time after its predecessor ends.

When planning the production of a marketing brochure for instance, you could use lead time to make the creation of artwork start a few days before the writing phase is over. The two tasks are however still linked, which means that a delay of the writing phase will also delay the creation of the artwork.

➤ Select the successor task and click **Task Settings** in the Task inspector.

➤ Click the **Predecessors** tab.

➤ In the **Lag** column for the task, enter the appropriate lead or lag time. A positive value indicates a lag time (a delay); a negative value indicates a lead time (an overlap). You can follow the number with letter(s), for example w for weeks, as described in the paragraph "Entering a task duration" in "Entering and editing tasks".

  You can also enter percentage values, for example if you enter "-25%" the task will start 75% of the way through the predecessor task. Note that percentages relate to the duration of the predecessor task.

In the following example, we start with three linked tasks (to save space, the Start and End columns are not shown):
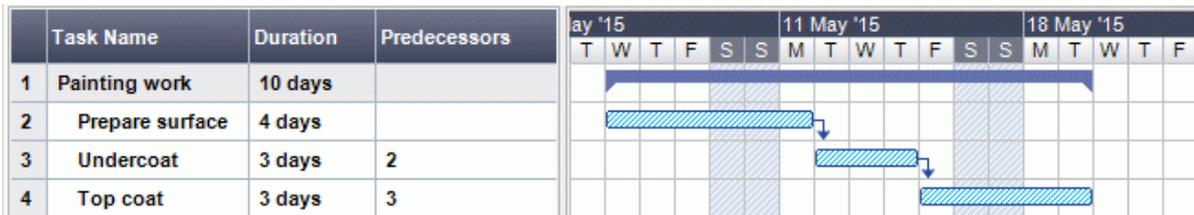
Notice that the Predecessors column shows the number of each task's predecessor. Experience shows that we can actually start applying undercoat when surface preparation is three quarters complete, in other words when only 25% remains to be done. To give the desired overlap (lead time) we enter a lag of -25%, as described above:
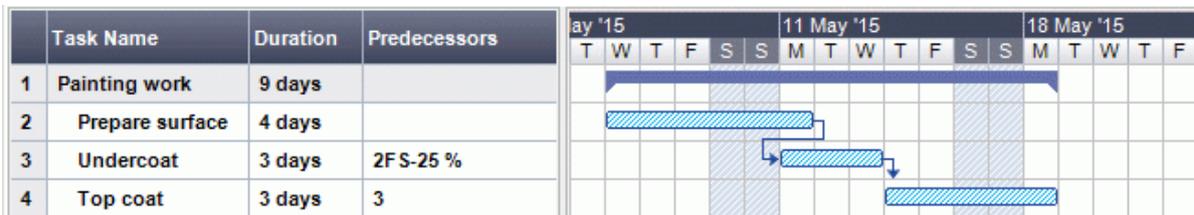
Because surface preparation has currently been allocated 4 working days, the undercoat task starts after the third working day. As usual, no work is scheduled during non-working days. Notice that the **Predecessors** column now includes the type of link (FS, or 'Finish to Start'), and the amount of lead time (-25%).

Now we want to allow a 1-day gap after the undercoat task to ensure that the undercoat is fully dry before the top coat is applied. To give the desired delay we enter a lag of 1 day, as described above:

	Task Name	Duration	Predecessors
1	Painting work	10 days	
2	Prepare surface	4 days	
3	Undercoat	3 days	2FS-25 %
4	Top coat	3 days	3FS+1 day
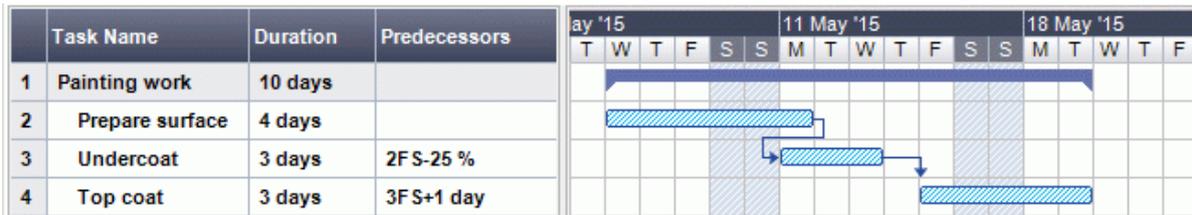
If we now have to change the duration of the surface preparation task to 8 days, everything moves out. However, the 25% overlap (which now represents 2 working days) and the 1-day delay are preserved:

	Task Name	Duration	Predecessors
1	Painting work	13 days	
2	Prepare surface	8 days	
3	Undercoat	3 days	2FS-25 %
4	Top coat	3 days	3FS+1 day
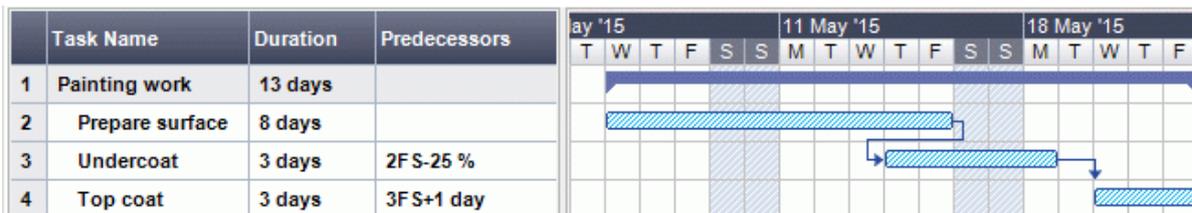
Although the example above shows tasks linked by the default 'Finish to Start' relationship, you can apply lead or lag time to any type of task relationship.

⚠ *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 click **Task Settings** in the Task inspector to open the task's 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.

> Finish To Finish
> ✓ Finish To Start
> Start To Finish
> Start To Start
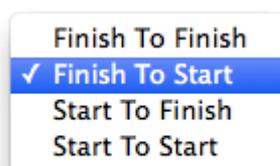
Example

The following project plan for the preparation of a publication illustrates all these kinds of relationships.
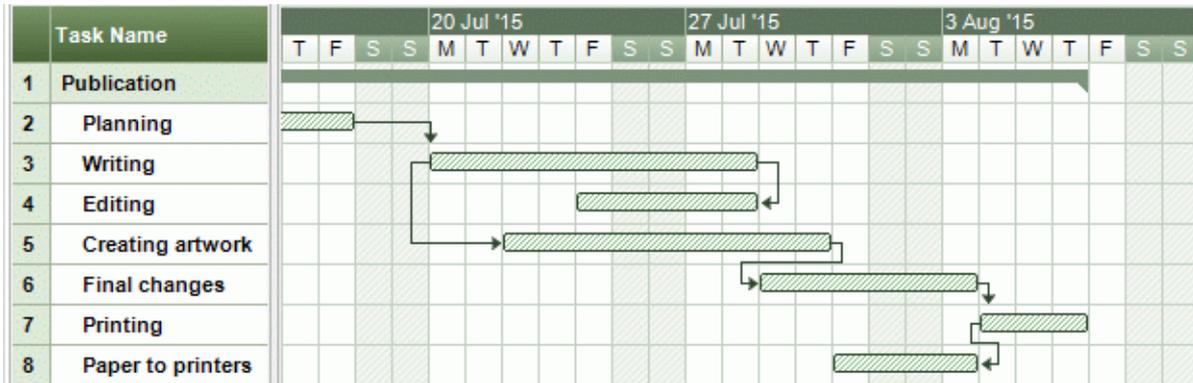
In this example:

- The writing task follows on directly from the planning task. If the end date of planning changes, so will the start of writing. This is the normal **Finish to Start** relationship.

- The editing task starts some way through the writing task. The writers and the editors work together as a team until the text is complete. Their tasks effectively end at the same time. If the end date of writing changes, so will the end date of editing. This is a **Finish to Finish** relationship.

- The creation of artwork depends on the start of writing. In this case a lag has been introduced so that it doesn't start exactly when writing starts. Even so, if the start of writing changes, so will the start of artwork creation. This is a **Start to Start** relationship.

- The final changes task depends on the end of artwork creation, but an overlap is included so that it actually begins two working days before the end date of artwork creation. If artwork creation is delayed, so will be the start of final changes. This is the normal **Finish to Start** relationship.

- Printing starts after final changes are complete. This is also a **Finish to Start** relationship.

- The transferring of paper from the warehouse to the printers must be complete in order for printing to start, but is not related to any of the preceding tasks. The printers have limited storage capacity and do not want the paper to arrive until it is needed, so the start of printing drives the delivery of paper. If the start of printing changes for some reason, so will the end date for getting paper to the printers. This is a **Start to Finish** relationship.

Here each task has a single predecessor, the simplest arrangement. However, a task *can* have several predecessors. In such situations you will need to think carefully about possible undesirable consequences. For example, if you added another predecessor to the "Paper to printers" task above, it would be possible for that predecessor to push out "Paper to printers" so that its end date was later than the start of printing.

Using constraints

Constraints define the degree of flexibility available to MindView when scheduling or rescheduling a task by imposing restrictions on its start or end date.

MindView supports 8 types of task constraints, offering different degrees of flexibility.

Constraint types

Two "constraints" are actually so flexible that they are not generally regarded as constraints at all:

- **As Soon As Possible (ASAP):** This is the default constraint when you schedule your project from its start date, as is normally the case (see "Defining the global project settings"). You should try to keep this default whenever possible as it gives MindView the most scheduling flexibility. If you apply this constraint to an unlinked task, the task will be scheduled to start at the project start date. If you apply it to a linked task, it will start as soon as the dependencies with its predecessor tasks will allow.

- **As Late As Possible (ALAP):** This is the default constraint when you schedule your project from its end date. If you apply this constraint to an unlinked task, the task will be scheduled so that its end date coincides with the end date of the overall project. If you apply it to a task linked to a successor task, the task will be scheduled to end when the successor needs to start. On the whole, you should avoid this constraint as it does not leave any slack time to deal with possible problems. Any delay on the task is likely to impact the overall end date.

The following constraints all restrict MindView's flexibility when scheduling tasks. Although you might be tempted to use them if you are new to project management, you need to make sure you understand the implications. Keeping their use to a minimum (especially the last two) will allow you to take full advantage of MindView's automatic scheduling possibilities.

- **Start No Earlier Than (SNET) :** This means that the task, whether linked or not, may not start before the given date. However, MindView still has the flexibility to start the task later than the given date.

  ⚠ *If you change a task's start date, for instance by typing a new date in the Gantt Outline or by moving its task bar on the Gantt chart, this constraint is automatically applied.*

  ⚠ *If you drag a linked task backwards, a SNET constraint is set for the start date corresponding to the new position of the task bar, but the bar immediately moves back to its original position. This is because the start date determined by the link comes later than the SNET date. The SNET date is therefore applied, but does not change the original scheduling of the task.*

- **Start No Later Than (SNLT) :** This means that the task, whether linked or not, may not start later than the given date. However, MindView still has the flexibility to start the task earlier than the given date.

  ⚠ *When you are scheduling your project from its end date, changing a task's start date automatically applies this constraint.*

- **Finish No Earlier Than (FNET) :** This means that the task, whether linked or not, may not end before the given date. However, MindView still has the flexibility to end the task later than the given date.

  ⚠ *If you change a task's end date, this constraint is automatically applied.*

- **Finish No Later Than (FNLT) :** This means that the task, whether linked or not, may not end later than the given date. However, MindView still has the flexibility to end the task earlier than the given date.

  ⚠ *When you are scheduling your project from its end date, changing a task's end date or moving its task bar on the Gantt chart automatically applies this constraint.*

- **Must Start On (MSO) :** This rigid constraint means that the task, whether linked or not, must start on the given date. Even if the preceding task is completed earlier, MindView cannot pull in the constrained task to take advantage of the time gained.

- **Must Finish On (MFO) :** This rigid constraint means that the task, whether linked or not, must end on the given date. As above, even if the preceding task is completed earlier, MindView cannot pull in the constrained task to take advantage of the time gained.

When you apply one of these constraints to a task, a constraint icon appears next to its name in the Gantt Outline. Hovering this icon with the mouse displays a tooltip with details about the constraint.

| 2 | 📅 | Printing | 4 days | 03.08.15 | 06.08.15 | | | | |

A constraint is set on this task:
Must Finish On 06.08.15
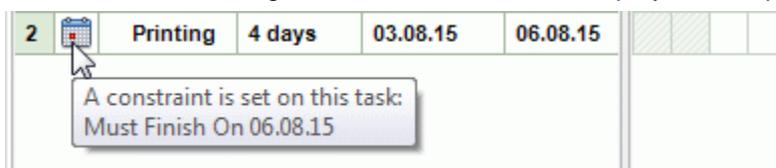
💡 *If you decide to apply one of these constraints to a task, it is good practice to attach a note or a comment to the task to explain why you did so. If the constraint causes scheduling conflicts later on as your project evolves, you will be able to refer to the note to decide whether to keep the constraint, change it or remove it altogether. Such notes also allow you to distinguish easily between the tasks you have constrained yourself deliberately and the tasks you may have constrained inadvertently by moving their task bar or editing their start or end date manually.*

You can sometimes avoid using constraints by setting deadlines instead (see "Setting deadlines" in the topic "Enhancing a project plan"). If you have an important date to meet, it is usually better to set a deadline on the task rather than a constraint such as 'Must Finish On'. Not only this type of constraint restricts MindView's scheduling flexibility, but it may in fact increase the likelihood of missing the deadline, as the example below shows.

⚠️ *The effect of a constraint is not always obvious when you schedule your project plan from its end date, so take care to check that it does give the result you want.*

Example

The following example shows some tasks in the preparation of a brochure for a mail shot. The mail shot is scheduled for September 14th. The tasks are linked, but we have set a 'Must Finish On' constraint on the printing task for September 11th, the latest date that will allow the mailing to go ahead on the following Monday, September 14th. The constraint, as usual, overrides the link. By setting a 'Must Finish On' constraint for September 11th, we have effectively moved the task out so that it ends exactly on September 11th, regardless of whether it could have been completed earlier or not.
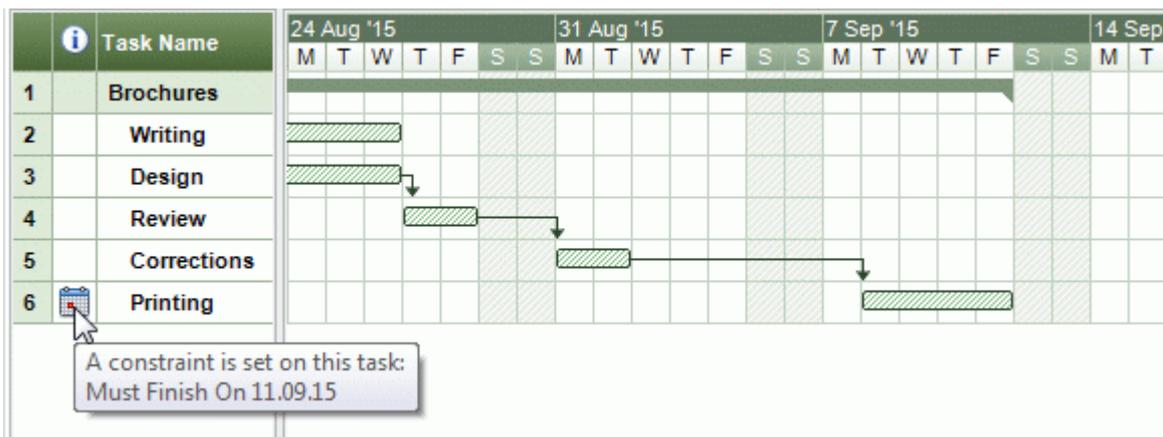
The problem with this is that if the printing task takes longer than expected, the mailing date will be missed. It would be much better to take advantage of the unused time after the end of the corrections task to get started with printing. However, we still need to keep an eye on the September 11th deadline. To do this, we remove the constraint from the printing task, so that the link will determine its start date, and add a deadline marker instead.
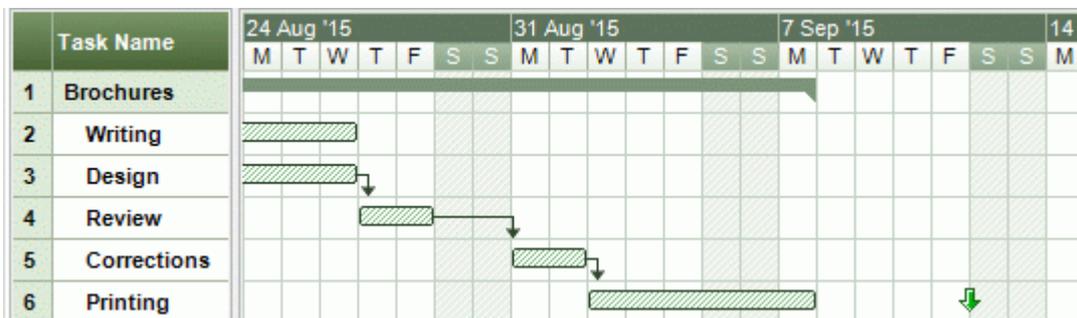
Now there is a useful gap between the end of printing and the deadline, and the deadline is clearly indicated. The printing task is now much less likely to appear on the critical path, and the deadline indicator will warn us if the task moves past its deadline.

Interaction between task dependency links and constraints

Constraints combine with task dependency links to affect the timing of tasks. In some cases, applying a constraint to a task in addition to a task relationship may create a scheduling conflict. When such a conflict arises, the constraint always takes precedence over the task dependency.

Let us consider the example below. Here the "Print" task is linked to the "Final changes" task with the default 'Finish to Start' relationship. The "Final changes" task ends on Oct 1st. In normal circumstances, this would mean that the "Print" task cannot start before Oct 2nd. However, because you imperatively need the printed materials on Sept 28th for a training session, you have set a 'Must Finish On' constraint on the "Print" task for Sept 28th, as evidenced by the constraint indicator. Since the constraint set on a task always overrides any relationship it may have with other tasks, the start date of the "Print" task has been rescheduled automatically to end on Sept 28th.
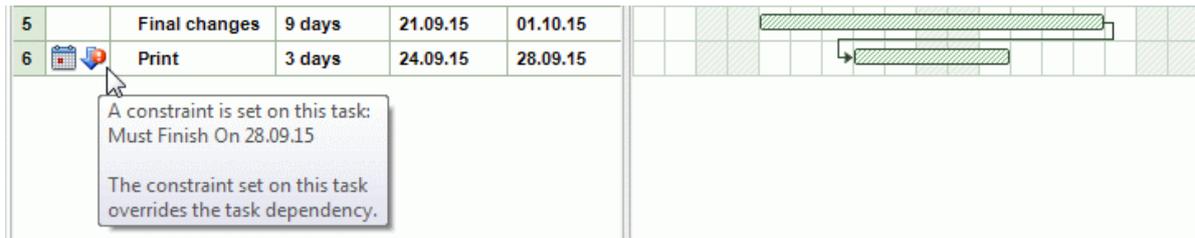
In this case the constraint has led to an illogical relationship with the predecessor task: printing is now scheduled to start before final changes are complete. Note that MindView conveniently flags this as a possible problem using the icon, which shows that a link has been overridden by a constraint.

If you later decide to remove the constraint, for instance because the training session has been postponed, the task dependency link is enforced again, as shown here:
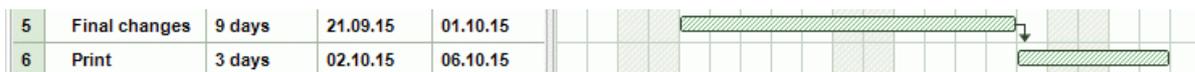
For more information about how to detect and solve potential scheduling conflicts, see "Reviewing a project plan".

Setting a constraint

You can apply a constraint to a task as follows:

➤ Select the task and choose **Gantt > Task Information** in the main menu to open the task's information dialog.

➤ Select the constraint type. For constraints other than 'As Soon as Possible' or 'As Late As Possible', you also need to set the constraint date required.

As mentioned above, changing a task's start date by editing it in the Gantt Outline or moving its task bar on the Gantt chart applies a 'Start No Earlier Than' constraint automatically (assuming you are scheduling from the project start date). Changing a task's end date applies a 'Finish No Earlier Than' constraint.

When scheduling from the end, changing a task's start date applies a 'Start No Later Than' constraint. Changing a task's end date applies a 'Finish No Later Than' constraint.

➤ To remove a rigid constraint, select 'As Soon as Possible' in the task's Information dialog (or 'As Late As Possible' if you are scheduling from the end).

Enhancing a project plan

There are various things you can do to make your project plan easier to use. For example:

● You can add explanatory notes to tasks. This is especially useful for tasks that have constraints. Constraints override links and can lead to illogicalities or schedule conflicts in the plan, so you will need to keep an eye on them.

- You can highlight the critical path in order to see at a glance the tasks that are currently directly affecting your project end date.
- You can set milestones or deadlines to mark key dates.
- You can give tasks priorities.
- You can show a percentage completion for any task, visible on the task bar.
- You can prevent some tasks from appearing on the Gantt chart by hiding their task bar.
- You can make some tasks inactive, so that they no longer affects the scheduling of the project.
- You can customize the display of the project plan on the Gantt chart.

All these operations are described in detail below.

Adding notes

You can add notes and comments to any task, just as in all the other MindView views. See "Inserting text notes" and "Inserting comments".

Viewing the critical path

In a project plan, the critical path corresponds to the tasks or chain of linked tasks that cannot be delayed without delaying the entire project. A task lies on the critical path if a change to its start date or duration affects the end date of the project (or the start date if you are scheduling from the end of the project).

Keeping a close eye on the status of your critical tasks at any time is therefore key to good project management. If the overall project duration is too long, the only way to make it shorter and bring in its end date is to shorten the critical path.

➢ To toggle the critical path on or off, choose **Gantt > Critical Path**. Tasks on the critical path are highlighted in red.

💡 *You can change the color used to highlight the critical tasks from the Color inspector.*
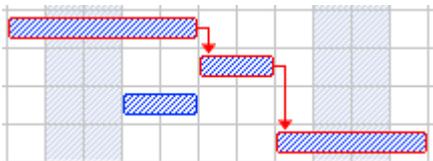
Setting milestones

A milestone is a task with zero duration. It appears on the Gantt chart as a solid diamond. Milestones are generally used to indicate important dates on the project plan, often key events or goals. For example, you might use milestones to mark desired completion dates, or project review meetings.
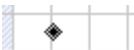
As with any task, a milestone can be linked to other tasks. However, milestones are generally used as fixed markers and are therefore not normally linked.

To enter a milestone:

➢ Create a task and give it a duration of 0.

To convert a task to a milestone:

- Select the task and give it a duration of zero, or
- Select the task and choose **Gantt > Task Information** in the main menu to open the task's information dialog. Check the option **Set task as milestone**.

To convert a milestone to a task:

➢ Select the milestone and give it a non-zero duration.

Setting deadlines

You can add a deadline marker to any task. This does not affect any of MindView's Gantt calculations, but places a visible marker on the Gantt chart as a reminder.

If the task end date moves past the deadline, a missed deadline icon appears in the Indicators column of the Gantt Outline.

To add a deadline to a task:

➢ Select the task and choose **Gantt > Task Information** in the main menu to open the task's information dialog. In the **Deadline** field, select the deadline date.

To remove a deadline from a task, you open the Task Information dialog again and remove the check mark from the Deadline field.

Assigning priorities

You can assign a priority to a task in the following ways:

● Select the task and choose **Gantt > Task Information** in the main menu to open the task's information dialog. Enter a priority number in the **Priority** field.

● Select the task. On the **Task/Branch** panel, enter a priority number in the **Priority** field.

Although priorities can range from 0 to 1000, you can use any convenient scale, for example 1 (highest priority) to 10 (lowest priority).

Setting completion values

You can indicate the progress that has been made towards completing a task by entering a % completion value. A thick line on the task bar indicates progress.

You can enter or modify a % completion value for a task in the following ways:

● Move the cursor to the left of the task bar (or to the right end of the completion line if the task already has a completion value) until it changes to and drag rightwards or leftwards until the appropriate completion position is reached.

● Select the task and choose **Gantt > Task Information** in the main menu to open the task's information dialog. Select a value in the **Completion (%)** field.

● Select the task. On the **Task/Branch** 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 **Gantt > Task Information** in the main menu to open the task's information dialog. Check the option **Hide task bar in chart**.

The task stays listed in the Gantt Outline, but its bar is no longer shown in the Gantt chart.

Making a task inactive

If you want to keep a task in your project plan, but prevent it from affecting its scheduling, you can make it inactive. This can be useful for instance if you are forced to remove some tasks from your project for budget or deadline reasons, but want to keep a record of them, in case you may be able to re-introduce them later if you get additional funding or extra time.

Once inactive, a task is no longer taken into account by the scheduling engine, which means that its dates, duration and any resources allocated to it no longer have any impact on any of the other tasks of the project plan.

You can inactivate a task in different ways:

- Select the task and choose **Gantt > Task Information** in the main menu to open the task's information dialog. Check the option **Inactive**.
- Select the task and choose **Gantt > Task Active** in the main menu so that the checkmark disappears.

To reactivate an inactive task, just repeat one of these operations.

Inactive tasks are identified by a special indicator ⊘ in the Gantt Outline, and their task bar appears in white on the Gantt chart.

Inactivating a summary task automatically inactivates all its sub-tasks.

Be careful when inactivating a task that is linked to other tasks. If you inactivate a task with successors, the successors will be re-scheduled as if that task had been deleted. If you want to keep the link between two tasks after inactivating their connecting task, you will need to re-link the two tasks manually.

	Task Name	Duration	Start	End
1	Subject	12 days	09.03.2015	24.03.2015
2	Task 1	3 days	09.03.2015	11.03.2015
3	Task 2	4 days	12.03.2015	17.03.2015
4	Task 3	5 days	18.03.2015	24.03.2015

	ⓘ	Task Name	Duration	Start	End
1		Subject	5 days	09.03.2015	13.03.2015
2		Task 1	3 days	09.03.2015	11.03.2015
3	⊘	Task 2	4 days	12.03.2015	17.03.2015
4		Task 3	5 days	09.03.2015	13.03.2015

	ⓘ	Task Name	Duration	Start	End
1		Subject	8 days	09.03.2015	18.03.2015
2		Task 1	3 days	09.03.2015	11.03.2015
3	⊘	Task 2	4 days	12.03.2015	17.03.2015
4		Task 3	5 days	12.03.2015	18.03.2015

Customizing the Gantt chart display

For more information about this, refer to the paragraph "Customizing the Gantt Chart" in the topic "Using the Gantt view".

Reviewing a project plan

It's a good idea to review your project plan regularly in order to locate conflicts or other problems. You can then make appropriate changes to remove them.

Checking deadlines

Have any tasks overshot their deadline? If so, you will see red warning markers in the Indicators column:

❗	Production	6 days		

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
1	Painting work	14 days	19.01.15	05.02.15

● View the end date of the last task in the project plan, either in the Gantt Outline or in the Gantt chart.

*If the task bar of the last task is not visible in the Gantt chart, select the task in the Gantt Outline and choose **Gantt > Go to Selected** in the main menu.*

● Choose **Gantt > Project Information** in the main menu to view the start and end date of the overall project.

If the end date is too late, and the suggestions described in the following paragraphs cannot help, you may need to apply more resources to one or more tasks. For example, if you assign two people rather than one to a task, you should be able to halve its duration.

Checking the project start date

If unconstrained tasks start later than you expect them to, check the project start date (choose **Gantt > Project Information** in the main menu).

In the following example, Task1 and Task2 actually start on the project start date, as they should. However, Task3 has a 'Must Start On' constraint that is *earlier* than the project start date. This effectively extends the project backwards before its official start date. This also happens when a task is given a lead time that pushes its start date *before* the project start date.

The project start date is nevertheless maintained, and any new task you add is scheduled to start on the official start date.

		Task Name	12 Jan '15								19 Jan '15								26 Jan '15		
			F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
1		Project plan																				
2		Task1																				
3		Task2																				
4		Task3																				
5		Task4																				
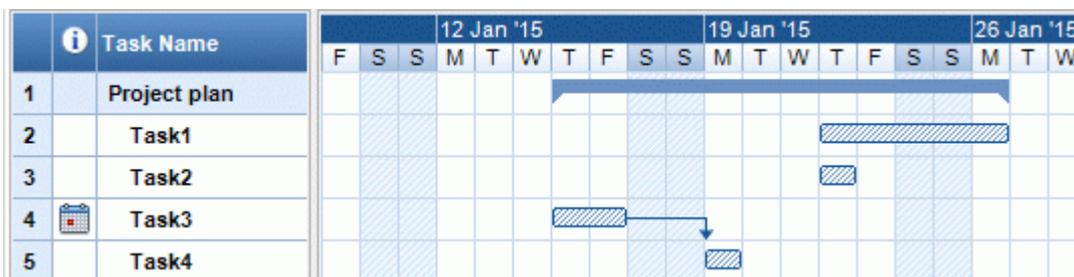
Checking the dependencies

Are all the links between tasks necessary? By unlinking tasks that don't actually depend on each other, you will make use of all the slack time available, thereby shortening your schedule and maximizing its flexibility.

Alternatively, consider whether some tasks could overlap each other to reduce the overall duration of the project. If so, assign appropriate lead times (see "Defining lead or lag time" in the topic "Using links"). Another possibility is to redefine some of your 'Finish to Start' relationships to either 'Finish to Finish' or 'Start to Start' if the logic of your schedule allows it.

Checking the constraints

Are the constraints working as you expect? Look in the Indicators column of the Gantt Outline for tasks that have constraint markers 🗓️ 🗓️. If you have been adding an explanatory note to every constraint you set, read the notes to check that your intentions are still being met. And look for tasks that have a constraint but no note: these may have been created inadvertently and be causing trouble.

Do the tasks that have constraints fall where you expect them to? Do they fit logically with the other tasks around them? Check that their start and end dates are neither too early nor too late.

Look for unexpected overlaps or gaps (see below) between linked tasks: often this is caused by a rigid constraint on one or other of the tasks, in which case you should see a constraint marker in the Indicators column. However, remember that overlaps and gaps can also be caused by intentional lead or lag times. Displaying the Predecessors column in the Gantt Outline will allow you to check for the presence of lead or lag time.

Because constraints override links, they can introduce schedule conflicts, identified by the icon 🔻 in the Indicators column. For example, in the following case, final changes are taking longer than expected, but the 'Must Finish On' constraint set on the printing task prevents it from moving out. The result is that printing is now scheduled to begin well before the final changes are complete.

To resolve this problem, assuming that you want to maintain the end date of Sept 28th for printing:

➤ Double-click the task bar for the printing task to open its **Task Information** dialog.

➤ Remove the rigid constraint by deselecting the **Constraint date** checkbox and revert to the default 'As Soon As Possible' constraint. The link from "Final changes" will now determine the start of printing.

➤ In the **Deadline** field, select 28.09.15 to put a deadline marker on the printing task so that you are reminded of the required completion date. The deadline marker is simply a marker: it does not apply a constraint of any sort. Click OK to close the dialog.

➤ Shorten the time allowed for final changes (or one of its predecessor tasks), for example by assigning more people to the task, so that printing finishes on or before the deadline.

Looking for gaps

Are there any gaps where work could be allocated but has not been? Gaps can occur when a rigid constraint has been applied to a task. The task's predecessor finishes early, leaving a gap (slack time). Because of the constraint, the task cannot move backwards to take advantage of the slack.
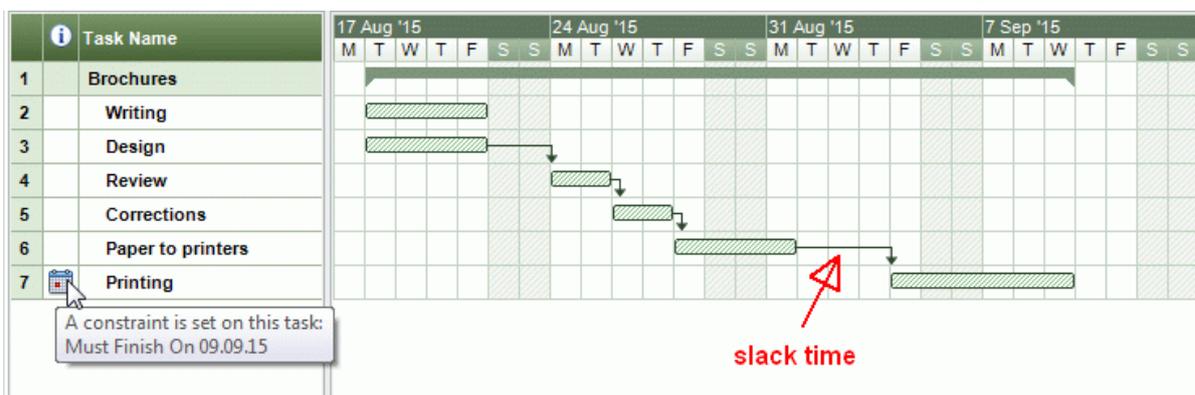
To overcome problems like this, and make use of the slack time, consider removing the rigid constraint and replacing it by the default 'As Soon As Possible'.

Checking the critical path

Are there tasks on the critical path that should not be there? A task is on the critical path if it directly contributes to the duration of the project. Removing a task from the critical path will shorten the overall project.

➤ Choose **Gantt > Critical Path** to highlight in red the tasks that are on the critical path.
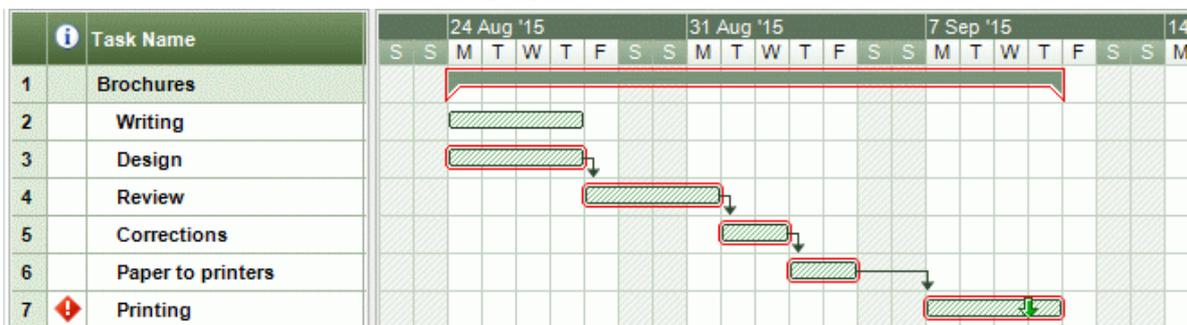
In this example, the "Paper to printers" task is on the critical path, but actually it could be done in parallel with the other tasks. The printing task is overshooting its deadline (green arrow), hence the red exclamation mark indicator. Taking the "Paper to printers" task off the critical path reduces the overall duration of the project and meets the deadline for completion of printing:
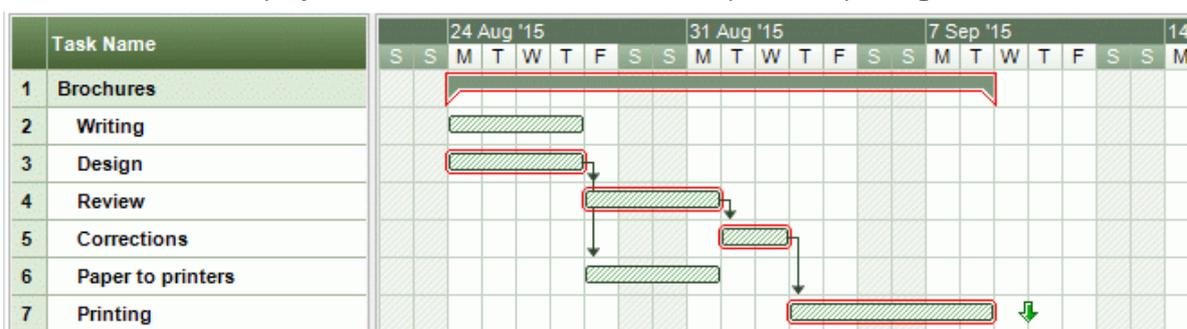
Redefining a 'Finish to Start' relationship to either a 'Finish to Finish' or a 'Start to Start' relationship is also a useful way of taking a task off the critical path.

Exporting a project plan

All the export methods are available when working on a project plan. The export methods that are particularly relevant to project plans are the following:

Export to HTML: This export method is only available when you are viewing your project plan in a view other than the Gantt view. It lets you export your project plan as a standard web site. See "Exporting to HTML" for more information.

Export to XML: This method lets you export your project plan in 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.

For a full description of the printing options, see "Printing a mind map".

Spellchecking

Checking spelling

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

Typical options are:

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

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

Printing

Printing a mind map

To preview and print your map:

➤ Click the **Print Preview** icon 🖶, choose **File > Show Print View** or press ⇧⌘ **P**.

➤ In the Print View, set the scaling, the number of pages across which to print, and so on. See "Using the Print View", below, for details.

➤ (optional) If necessary, move the map by dragging it. This allows you to determine where the joins between pages will fall.

➤ When you are satisfied with the way the printed map will look, click **Print** in the Print View inspector to open the standard Print dialog.

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

To print your timeline without previewing:

➤ Choose **File > Print** or press ⌘ **P** to open the standard Print dialog.

Using the Print View

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

The Print View inspector contains the following options:
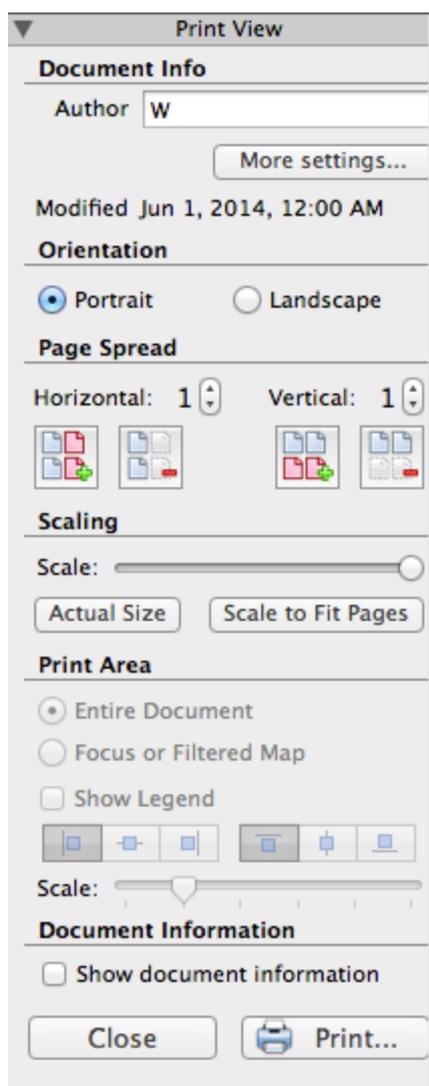
Orientation: Choose Portrait to print on vertically oriented page(s) or Landscape to print on horizontally oriented page(s).

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

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

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

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

Print Area: These options are available if only part of the map is displayed as a result of focusing (see "Focusing on a branch") or filtering (see "Filtering a mind map"). Select 'Entire Document' to print the entire map or 'Focused or Filtered Map' to print only the partial map displayed as a result of focusing or filtering.

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

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

Exporting

Exporting: introduction

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

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

These export possibilities mean that you can use 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 Dreamweaver® (for HTML export), Keynote, Pages, Word or PowerPoint.

Exports can be done in the following ways:

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

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

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

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

☑ Include branch in export

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

Exporting to HTML

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.

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

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

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

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

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

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

☑ Include branch in export

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

Export modes

There are two export modes available:

- **Quick export**

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

- **Standard export**

  Standard export lets you choose from a number of professional ready-made templates with various navigation layouts which you can customize to your liking. You can also specify the elements of your map to be exported and how they should be treated. Moreover, if you have created a particular folder structure for the external files used by your document, you can

ensure that MindView preserves this structure when exporting to HTML by specifying the list of folders that need to be included in the export folder.

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

Relationship between MindView and HTML elements and objects

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

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

Exporting to HTML: quick export

➤ Choose **File > Quick Export**.
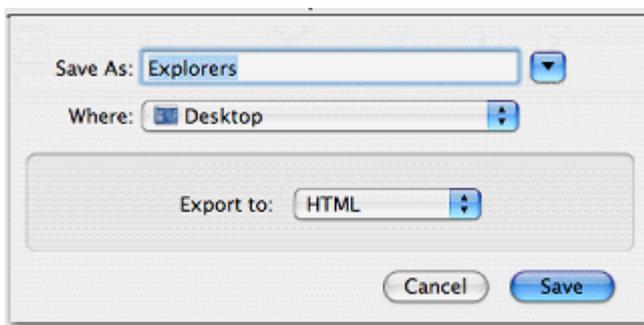
➤ Enter a name and choose a location for your new web site.

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

➤ In the **Export to** list, select HTML.

➤ Click **Save**.

The settings used for the export are:

● The settings you last used, if you have already done a standard export to HTML for your map. If your document contains several maps, one of these settings specifies the map to export.

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

To view the exported project:

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

Exporting to HTML: standard export

To export to HTML:

➤ (optional) Before exporting, you may wish to review some parts of your mind map. Bear in mind the following:

● Floating pictures and floating comments are exported only if they are connected to a branch. If you want to export these items check that they are connected to appropriate branches. Note that the connection lines might be invisible, having the same color as the background or zero opacity. To see if such an item is connected, look for Detach as an active option in its local menu.

● If you have external folders that you want to include in the export, make sure that they contain only the files that you need to export. This will speed the export process and keep down the size of the exported project.

➤ Choose **File > Export**.

➤ In the Export dialog, select **HTML**.

➤ (optional) If your document contains more than one map (root), go to the Options panel and choose the one you want to export in the 'Select map to export' list.

➤ Select each of the four panels in turn and make selections and adjustments as necessary. The panels are described in detail below. They are:

The **Template** panel.

The **Preview** panel.

The **Options** panel.

The **Placement** panel.

➤ Click **Export**.

➤ Choose a destination folder for your new web site and click **Save**.

➤ (optional) To open your exported project, double-click the file index.htm in the output folder.

Selecting a template

This panel allows you to select a navigation layout for the pages of your web site.
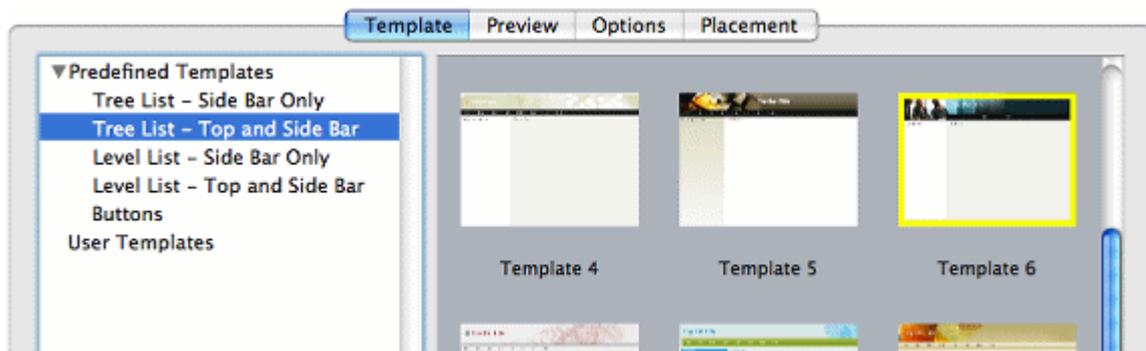
➤ If necessary, click **Template** to select the Template panel.

➤ Select a template design on the left and a specific template on the right.

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

Tree List: With this design, the list of side links is shown as a tree whose levels you can expand and collapse. All the pages of the web site are available from the Tree List.
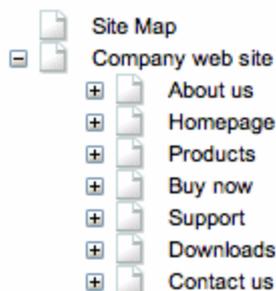
Level List: With this type of navigation, you only see a maximum of three levels of links on the side: the current page, any pages at the level just above it, and any pages at the level just below it.
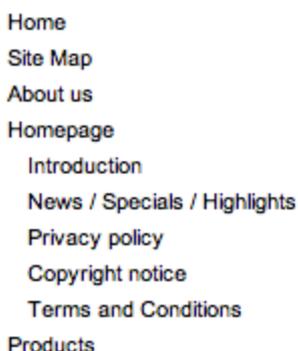
Buttons: In this design, the side bar contains a list of links, where each link represents a sub-branch of the branch corresponding to the current page.
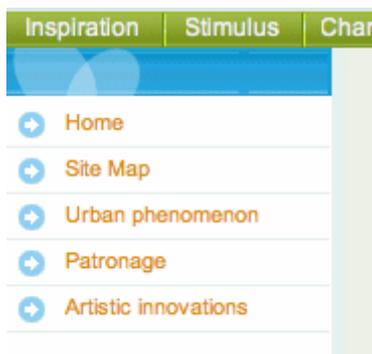
If you have previously saved an export template you can also choose from **User Templates**. See "Saving the customized template", below, for information on how to save your own export template.

Preview

➤ Click **Preview** to select the Preview panel. You will see a preview of the opening page of the web site in the area at the bottom of the panel. Above the preview area are properties that relate to whatever is selected in the list at the top left of the panel.
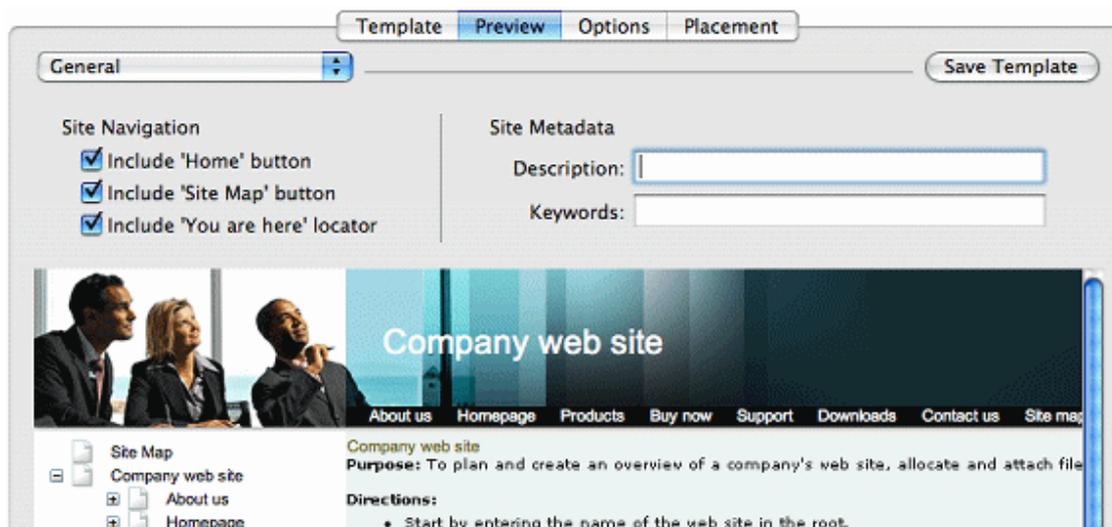
➤ To make changes to the look of the page, select an option from the list at the top left.

➤ Review the properties and make changes if necessary. The properties are described below.

➤ Repeat the previous two steps as needed for other parts of the page.

The preview area reflects any changes you make.

Customizing the General properties (optional)

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

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

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

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

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

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

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

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

Customizing the Top Bar (optional)

➤ Select **Top Bar - Title**.

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

➤ Select **Top Bar - Background**.
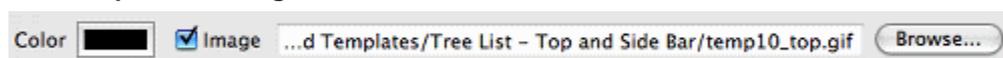
Here you can select a plain color or a different background picture for the top bar.

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

➤ Select **Top Bar - Links**.

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

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

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

Customizing the Side Bar (optional)

➢ Select **Side Bar - Background**.
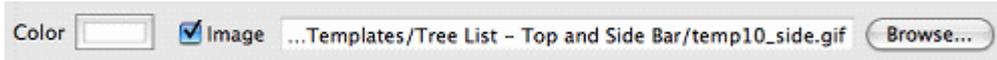
Here you can select a plain color or a different background picture for the side bar.

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

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

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

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

➢ If you have chosen a Level List design select **Side Bar – Level List**.
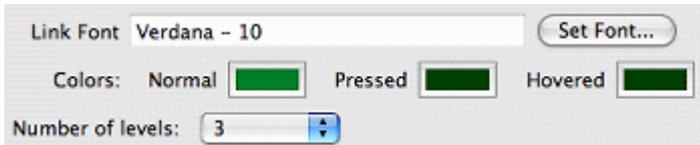
Here you can choose how many levels the list should show. You can also define the font and color of the links.

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

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

Customizing the Content Area (optional)

➢ Select **Content Area - Background**.
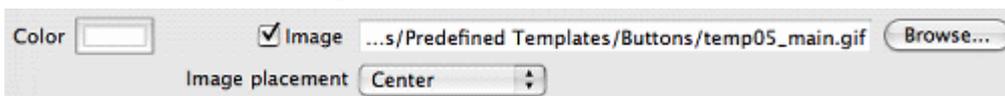
Here you can select a plain color or a different background picture for the body of the page.

➢ Select **Content Area - Link Type**.
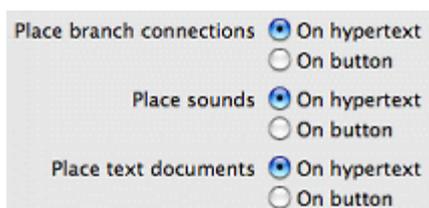
If your map contains branch connections, sound files or attached text documents, these options let you decide whether you want to place these objects on hypertext links or on buttons.

➤ Select **Content Area - Link Style**.
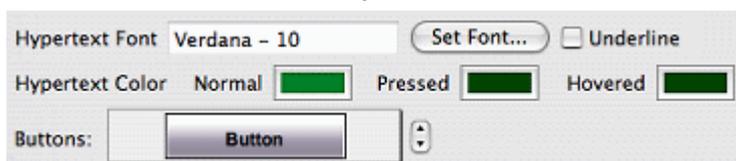
Here you can choose styles for any buttons or hyperlinks contained in your map.

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

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

Saving the customized template (optional)

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

Options

➤ Click **Options**.
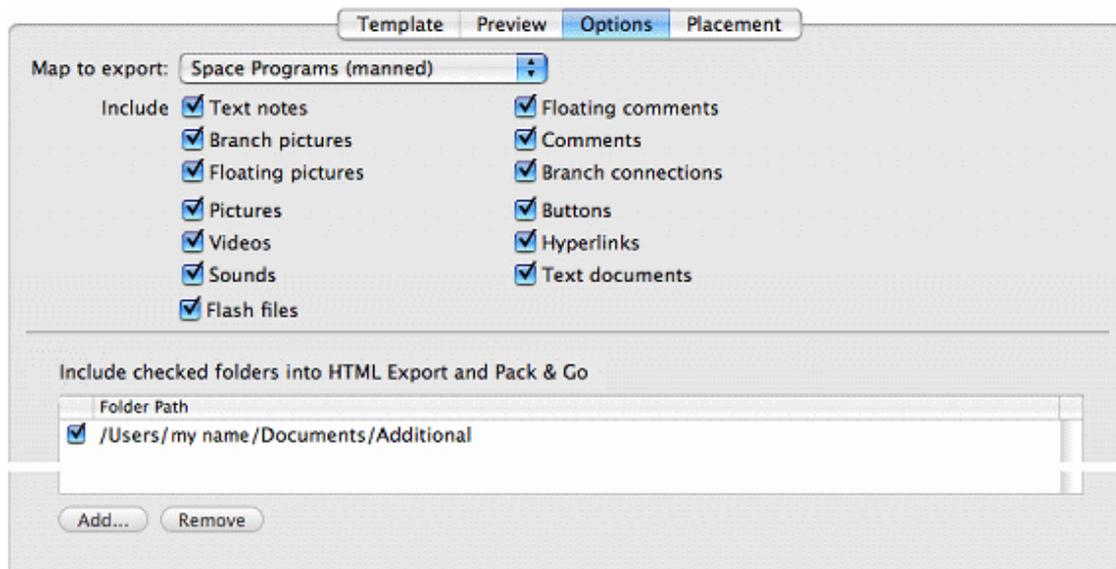
➤ If your document contains more than one map (root), select the one you want to export.

➤ Select the MindView objects you want to export.

Note: If you exclude some elements from the export by deselecting them here, none of the elements of this type will be exported, regardless of the value of their individual 'Include in export' property in the relevant inspector. Let's suppose for instance your map contains a floating picture whose 'Include in export' property is enabled. If you choose to exclude floating pictures from the export here, your floating picture will not be exported. Conversely, if you specify here that floating pictures should be exported, only the floating pictures whose 'Include in export' property is enabled will be exported.
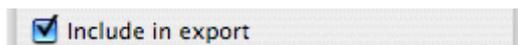
External files attached to branches will normally be put into the main folder of the HTML output. However, if you have created a particular folder structure for the external files, you can ensure that MindView preserves this structure in the output by specifying the folders that need to be included in the export folder as follows:

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

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

 If you purchased MindView 5 from the App Store, you will need to grant access to any external folder. See Using MindView 5 purchased from the App Store.

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

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

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

Placing the objects on the page

➤ Click **Placement**. On the Placement panel you determine where the various objects attached to each branch are to be placed on the corresponding HTML page.
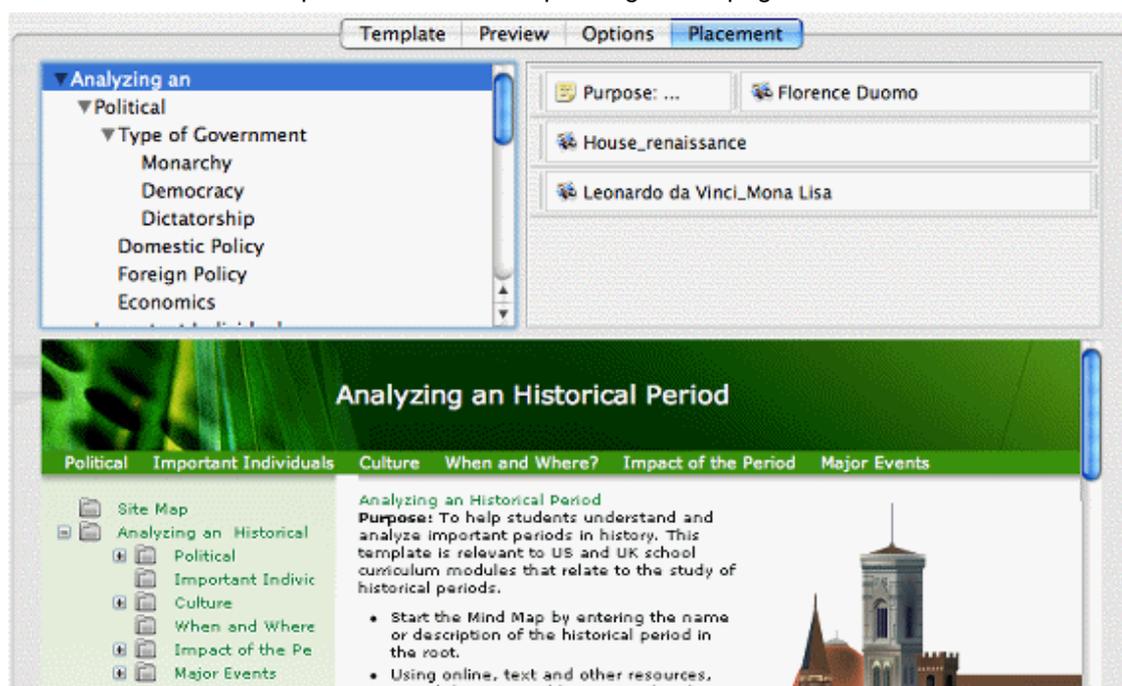
➤ Select a page (branch) on the list at upper left. The objects associated with that page, if any, are then shown in a positioning panel at upper right, and a preview in the lower part of the dialog shows how the page will look. The arrangement of objects in the positioning panel determines how they will be arranged on the HTML page. By default they are positioned one above the other and occupy the full width of the page.

 Note: Pages that have objects, but which *have not been viewed*, are listed in bold type. Pages that have objects, but which *have been viewed*, are listed in ordinary type. Pages that do not have objects are listed in gray. Pages whose objects have changed since the last export are considered not to have been viewed, and are shown in bold type.

➤ Move and resize the objects in the positioning panel as necessary to achieve the page layout you want (see below).

➢ Repeat the procedure for the other pages.

Placement settings are saved when you save the document.

Moving and resizing objects

Using the mouse in the positioning panel, you can:

● Move an object up or down in the list.

● Move an object to the left or right of any other object in the list.

● Change the width of an object in the list by dragging its left or right edge. The full width of a row represents the full width of the page, so if you size an object to occupy 25% of the row width it will occupy 25% of the page width in the output.

● Introduce horizontal space at the left or right end of any row by dragging the outermost left or right edge.

● Move a horizontal space created as in the previous step to any other position within the row.

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

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

To remove a horizontal space:

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

Exporting to Word

Exporting to Word format

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

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

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

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

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

Export modes

There are two export modes available:

● **Quick export**

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

● **Standard export**

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

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

Relationship between MindView and Word elements and objects

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

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

Quick export

➢ Choose **File > Quick Export**.
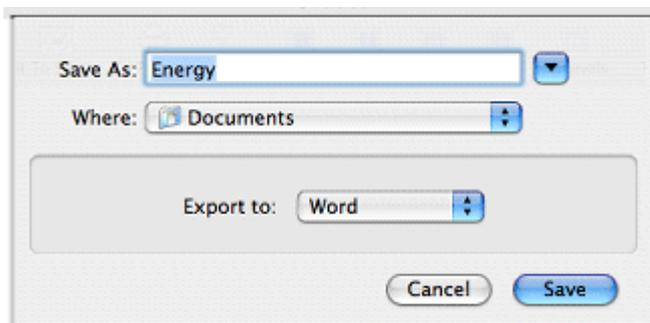
➢ Specify a folder and a file name for the new Word document.
➢ In the **Export to** list, select Word.
➢ Click **Save**.

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

The settings used for the export are:

- The settings you last used, if you have already done a standard export to Word for your map. If your document contains several maps, one of these settings specifies the map to export.

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

Standard export

➤ (optional) Before exporting, you may wish to review floating pictures and comments in your mind map. These are exported only if they are connected to a branch, so if you want to export them check that they are connected to appropriate branches. Note that the connection lines might be invisible, having the same color as the background or zero opacity. To see if such an item is connected, look for Detach as an active option in its local menu.

➤ Choose **File > Export**.

➤ In the Export dialog, select **Word**.

➤ Choose your preferred template in the **Templates** panel or select **Use Word 2008 template** and browse for a template of your own (Word .dotx format).
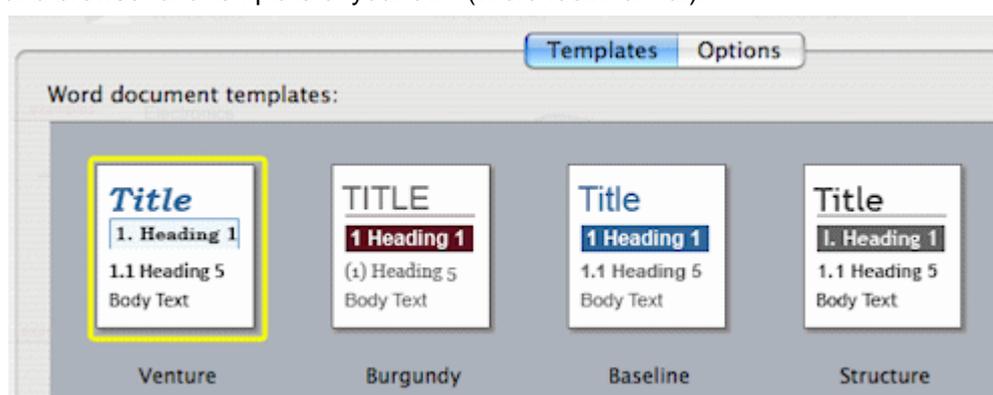
The APA and MLA templates supplied with MindView are designed to help you format your documents according to the APA (American Psychological Association) and MLA (Modern Language Association) standards, commonly used in the United States. The MLA template contains further styles which you can use when finalizing your document, such as "block quotes" and "works cited".

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

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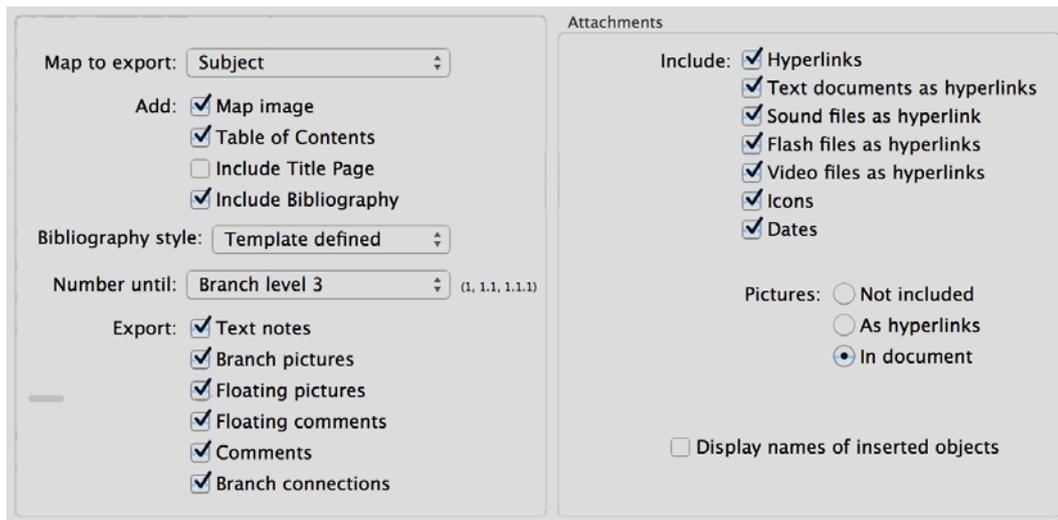
- If your document contains more than one map (root), select the one you want to export in the 'Map to export' list.
- Select the level of numbering for headings, or **None** for no numbering of headings.
- Specify the elements and objects that are to be exported.

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

➢ Click **Export**.

➢ Specify a folder and a file name for the new Word document and click **Save**.

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

Exporting to PowerPoint

Exporting to PowerPoint format

You can export your mind map as a presentation in PowerPoint .pptx format. If for instance you have created a mind map to brainstorm the structure of a business presentation, this export mode allows you to transfer it to another program such as PowerPoint® or Keynote®8 in order to refine it further before delivering it to your audience.

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

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

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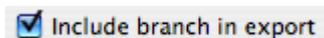
Export modes

There are two export modes available:

- **Quick export**

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

- **Standard export**

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

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

Relationship between MindView and PowerPoint elements and objects

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

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

Quick export

➤ Choose **File > Quick Export**.
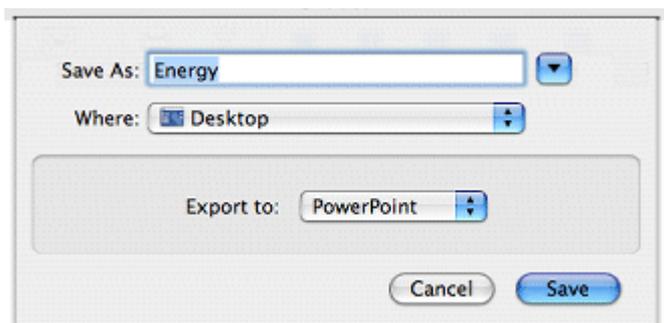
➤ Specify a folder and a file name for the new document.

➤ In the **Export to** list, select **PowerPoint**.

➤ Click **Save**.

The settings used for the export are:

● The settings you last used, if you have already done a standard export to PowerPoint for your map. If your document contains several maps, one of these settings specifies the map to export.

● Or, if there are no last-used settings, MindView's default settings. If your document contains several maps (roots), the first-created map will be exported; if you want to export a different one you will need to use the standard export procedure.

Standard export

➤ (optional) Before exporting, you may wish to review floating pictures and comments in your mind map. These are exported only if they are connected to a branch, so if you want to export them check that they are connected to appropriate branches. Note that the connection lines may be invisible, having the same color as the background or zero opacity. To see if such an item is connected, look for Detach as an active option in its local menu.

➤ Choose **File > Export**.

➤ In the Export dialog, select **PowerPoint**.

➤ In the **Templates** panel, choose your preferred template or browse for a template of your own (PowerPoint .potx format).
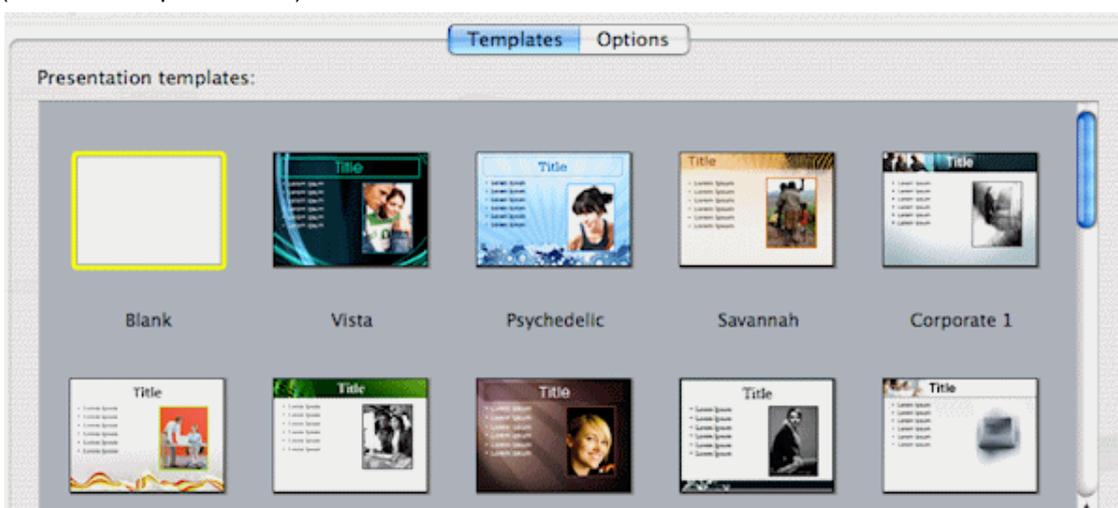
➤ In the **Options** panel, choose the required general export settings and specify which elements of your map you want to export.
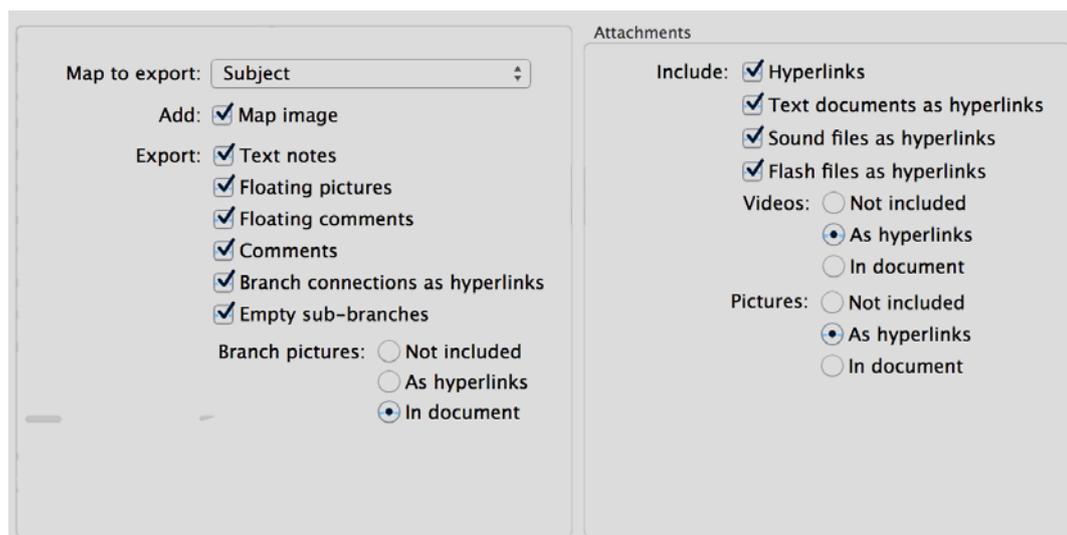
- If your document contains more than one map (root), select the one you want to export in the 'Map to export' list.

- Specify the elements and objects that are to be exported. A hyperlink will be exported as a button if 'Show as button' is selected in its object list entry.

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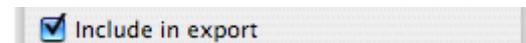
➤ Click **Export**.

➤ Specify a folder and a file name for the new PowerPoint document and click **Save**.

Exporting to RTF

Exporting to RTF

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

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

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

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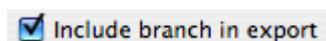
Export modes

There are two export modes available:

- **Quick export**

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

● **Standard export**

Standard export allows you to specify the elements of your map to be exported and how they should be treated.

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

Relationship between MindView and RTF elements and objects

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

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

Quick export

➢ Choose **File > Quick Export**.
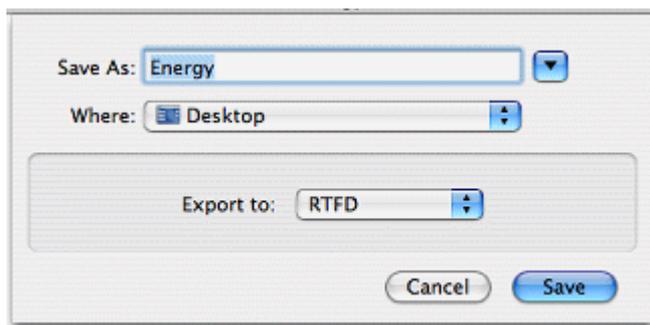
> ➤ Specify a folder and a file name for the new document.
> ➤ In the **Export to** list, select **RTF**.
> ➤ Click **Save**.

The settings used for the export are:

- The settings you last used, if you have already done a standard export to RTF for your map. If your document contains several maps, one of these settings specifies the map to export.

- Or, if there are no last-used settings, MindView's default settings. If your document contains several maps (roots), the first-created map will be exported; if you want to export a different one you will need to use the standard export procedure.

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

Standard export

> ➤ (optional) Before exporting, you may wish to review floating pictures and comments in your mind map. These are exported only if they are connected to a branch, so if you want to export them check that they are connected to appropriate branches. Note that the connection lines may be invisible, having the same color as the background or zero opacity. To see if a floating item is connected, look for Detach as an active option in its local menu.

> ➤ Choose **File > Export**.

> ➤ In the Export dialog, select **RTF**.

> ➤ If your MindView view contains several maps (i.e. several roots), choose the map you want to export in the 'Map to export' list.

> ➤ Choose the required general export settings and specify the elements of the map to export.
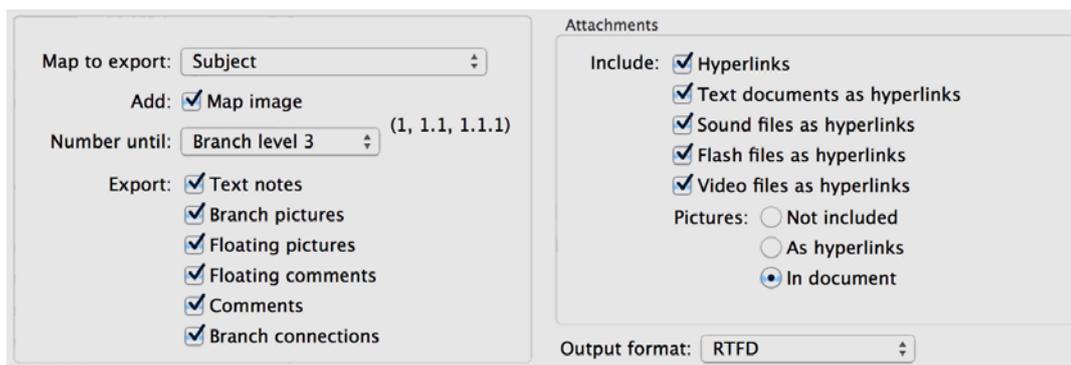
Note: If you exclude some elements from the export by deselecting them here, none of the elements of this type will be exported, regardless of the value of their individual 'Include in export' property in the relevant inspector. Let's suppose for instance your map contains a floating picture whose 'Include in export' property is enabled. If you choose to exclude floating pictures from the export here, your floating picture will not be exported. Conversely, if you specify here that floating pictures should be exported, only the floating pictures whose 'Include in export' property is enabled will be exported.
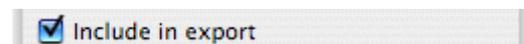
> ➤ Select the **Output format**. 'RTFD' is typically used for Mac applications, 'RTF for MS Word' for applications that expect the Microsoft Word RTF format.

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➤ Click **Export**.

➤ Specify a folder and a file name for the new RTF document and click **Save**.

Exporting to XML

Exporting to XML

This export method lets you export your document in XML format.

● The **Microsoft Project XML** file type allows you to create a version of your MindView document that can be opened in Microsoft® Project with the standard File > Open command of that application. You can use the Microsoft Project XML export method even if you do not have Microsoft Project on your computer.

Only the elements of the MindView project plan that are supported by Microsoft Project are exported. This means that branch pictures, icons, attached objects and so on are not exported. Text notes are exported as Microsoft Project task notes. Pop-up comments are not exported.

Procedure

➤ Choose **File > Export to MS Project XML.**

➤ Choose a file name and a destination for the exported file.

➤ Click **Save.**

The property 'Include in export' of the Properties dialog is ignored when exporting to XML.

Exporting as picture

Exporting as picture

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

Quick export

➤ Choose **File > Quick Export**.
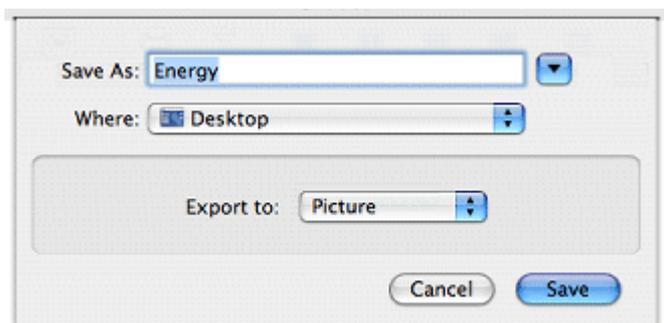
➤ Specify a folder and a file name for the new picture file.

➤ In the **Export to** list, select Picture.

➤ Click **Save**.

The settings used for the export are:

● The settings you last used, if you have already done a standard export to a picture for your map.

● Or, if there are no last-used settings, MindView's default settings.

Standard export

➤ Choose **File > Export**.

➤ Select the **Picture** panel.
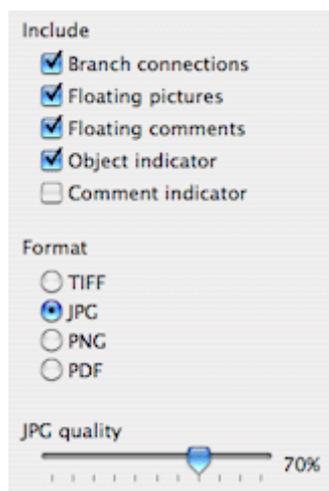
> If you do not want to include branch connections, floating pictures, floating comments, object indicators or comment indicators in the picture, clear the corresponding check marks.

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

> Select the required picture format.

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

> Check the effect of your settings in the preview display and click **Export**.

> Specify a folder and a file name for the picture file and click **Save**.

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

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

Pack and unpack

Pack and unpack

If you purchased MindView 5 from the App Store, pack and unpack will work rather differently. In particular, the packed file format is always used. See Using MindView 5 purchased from the App Store.

Packing is useful if your mind map references external files. It creates a packed version of the mind map file that includes not only the original mind map document but also all the external files referenced by it. The packed file can be sent via email, shared over the network or distributed via CD-ROM.

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

> Open the MindView document.

> (optional) You can include other folders, and the files they contain, in the packed file. To do this, use the Additional Folders list (see below).

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

> Choose **File > Pack**.

> Choose **File > Save** to save the packed file.

The packed file contains:

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

To access the packed document:

➤ Open the relevant version of the MindView document.

Additional folders

If you want to include other folders, and the files they contain, in the packed output, add them to the Additional Folders list:

➤ Choose **Tools > Additional folders**.

➤ Click **Add** to add folders to the list. Click **Remove** to remove a selected (highlighted) folder from the list.

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

   Note: To ensure that the packed file is no bigger than it needs to be, check that the selected folder(s) only include files that are actually needed in the output.

The list of folders is shared with the HTML Export function.

Merging packed mind maps into a master map

You can easily merge into a master map several mind maps that have been packed:

➤ Open your master map in MindView.

➤ Open each packed map in turn. Each document opens in a separate window.

➤ Merge each packed map into your master map by copying its root (Edit > Copy or ⌘ C) and pasting it onto the relevant branch of your master map. See "Moving a branch" for more information about copying and pasting branches.

Importing

Importing: introduction

MindView lets you import documents from the following formats:

- Microsoft® Word® .docx format.
- Microsoft PowerPoint® .pptx format.
- Microsoft Project XML .xml format.

To import such files simply use File > Open. See "Opening a mind map" for more information.

To save a file after importing, use File > Save As to save it as a new MindView document.

Importing from Word

Importing from Word format

MindView lets you import Microsoft® Word .docx documents. If the Word format document was originally created by exporting from MindView, the new mind map will have the same branch structure and layout as the original mind map. Otherwise, in order to see a useful branch structure after importing, the document should be organized in paragraphs containing headings defined with the Microsoft Word heading styles "Heading 1" through to "Heading 9".

MindView imports each paragraph of the Word document as a branch at the relevant level. In other words paragraphs with a Heading 1 title become main branches, paragraphs with a Heading 2 title become sub-branches, paragraphs with a Heading 3 title become sub-sub-branches and so on.

If the Word document starts with a main heading with the style "Title", then this heading is used as the root name. Otherwise the name of the Word document is used as the root name.

Procedure

➤ Choose **File > Open** or press ⌘ **O**.

➤ Select the Word document you want to import.

➤ Click **Open**.

There may be elements of the Word document that MindView cannot import. If this is the case, MindView displays a dialog listing these elements.

⚠ When exporting a mind map to Word, MindView inserts bookmarks in the Word document to keep track of how the various elements should be re-imported back into MindView if you choose to do so. You should take care not to delete these bookmarks, which are hidden by default. To make them visible while you work, select 'Show bookmarks' in Word > Preferences (Mac) or Office button > Word Preferences (PC).

Relationship between Word and MindView elements and objects

The following table indicates how MindView converts the various elements of your Word document to MindView elements and objects.

Word element	Imported in MindView as
Title (with Title style)	Root of the mind map If the Word document does not contain a Title heading at its very top, the name of the Word document is used as root name.
Heading 1 (with Heading 1 style)	Main branch
Heading 2 (with Heading 2 style)	Sub-branch of the corresponding higher level branch
And so on until…	
Heading 9 (with Heading 9 style)	Sub-branch of the corresponding higher level branch
Regular text (with Normal style)	Imported as a text note of the corresponding branch If the document was created by exporting an original MindView mind map, imported as text note or floating comment of the corresponding branch as in the original document
Picture embedded in paragraph heading	Floating picture of the corresponding branch
Picture embedded in body text	Imported as a picture embedded in a text note of the corresponding branch If the document was created by exporting an original MindView mind map, imported as branch

	picture, floating picture or attached picture file of the corresponding branch as in the original document
Comment	Pop-up comment for the corresponding branch

Importing from PowerPoint

Importing from PowerPoint format

MindView lets you import Microsoft® PowerPoint presentations saved using the .pptx file format.

- If the presentation was created by exporting a MindView document, the original branch structure of the MindView document is preserved, provided that you have not removed any slide. If you have added new slides, they are imported as main branches.

- Otherwise, the title of the first slide becomes the root name of the new MindView document. Each bulleted list item of the first slide becomes a new main branch. All the other slides are imported as further main branches. If a slide contains a bullet list, each bulleted list item becomes a sub-branch of the corresponding MindView branch.

Procedure

➢ Choose **File > Open**.

➢ Select the pptx document you want to import.

➢ Click **Open**.

There may be elements of the PowerPoint presentation that MindView cannot import. If this is the case, MindView displays a dialog listing these elements.

Reference

Format bar

The format bar lies directly above the workspace and allows you change format settings for the current selection without accessing the relevant inspector.

This means that in most situations you can benefit from an enlarged workspace area by hiding the inspectors.

The options in the format bar change according to what is selected. If nothing is selected, options for the current workspace are shown. The various options are described in the Reference section of this documentation: for example, see "Branch inspector" for branch options, "Picture inspector" for picture options and so on.

➤ Choose **Format > Show/Hide Format Bar**, or press ⇧ ⌘ **R**, to show or hide the format bar

➤ Click show or hide the inspectors, which are needed for non-format operations such as entering time information.

Inspectors and properties: Overview

Many MindView components, such as the views, the root, the branches and any attached objects have specific properties, displayed in one or other of the inspectors. You can use the inspectors to make any necessary changes to these properties, as described in "Using the inspectors."

The inspectors you see depend on what is selected. For example, the Branch inspector displays only if a branch is selected. If nothing is selected you will see the view inspector for the view you are in, for example the Mind Map View inspector or the Timeline View inspector.

By default, the inspectors display at the left of the workspace. To expand or collapse an inspector click the chevrons (▶ or ▼) at the left of its title bar. If you prefer to see the inspectors in a separate window, you can change MindView's display mode. See "The MindView workspace."

Display of the inspectors can be toggled on or off by clicking the Inspector icon .

The topics in this section describe in detail the properties available on each of the MindView inspectors.

Branch inspector

This inspector displays when a branch or sub-branch is selected. In Multiple Windows mode you can choose Tools > Branch to display the inspector (see "The MindView workspace").

Some properties apply only in certain circumstances. For example, the Branch Frame properties have no effect if the branch does not have a frame, as is the case if you use the Left/Right or Top Down views, or Style 12 in the Mind Map view. And branch text size cannot be changed in the Timeline view.

Title

You can edit the title or enter a new one by typing in the input field. If 'Word wrap text' is selected on the View inspector for the current view, your text will automatically be wrapped when you finish

editing. To force the start a new line, for example if 'Word wrap text' is not selected, press ⌥ Enter. Only one line can be displayed at a time in the inspector. When editing you can use the up and down arrow keys to move between lines.

Below the title text are icons that allow you change its font, alignment (you can resize the frame of a branch by dragging the left or right edge, so it can be wider than the title text) and/or color. The second color icon changes the text background color.

> *To copy formatting (colors, fonts and so on) from one branch to another, select the first branch and choose Format > Copy Style or press ⌥ ⌘ C. Then select the target branch or branches and select Format > Paste Style or press ⌥ ⌘V.*

Frame

Border: Click to choose a new color for the border surrounding the branch shape.

Fill: Click the first color icon to choose a new color for the background of the currently selected branch. Click the second color icon if you want to choose a second color in order to achieve a gradient effect.

Line

Width: Use the slider to adjust the width of the line connecting the branch to its parent.

Color: To the right of the slider is a color icon that lets you change the color of the line.

Timeline Info

Start: If you are creating a timeline, you can enter a start time for the selected branch in this field. An assistant panel displays automatically. You can continue typing the data directly and MindView will interpret what you type if it can, or you can use the assistant panel. Click **Sliders** or **Calendar** to see different versions of the panel.
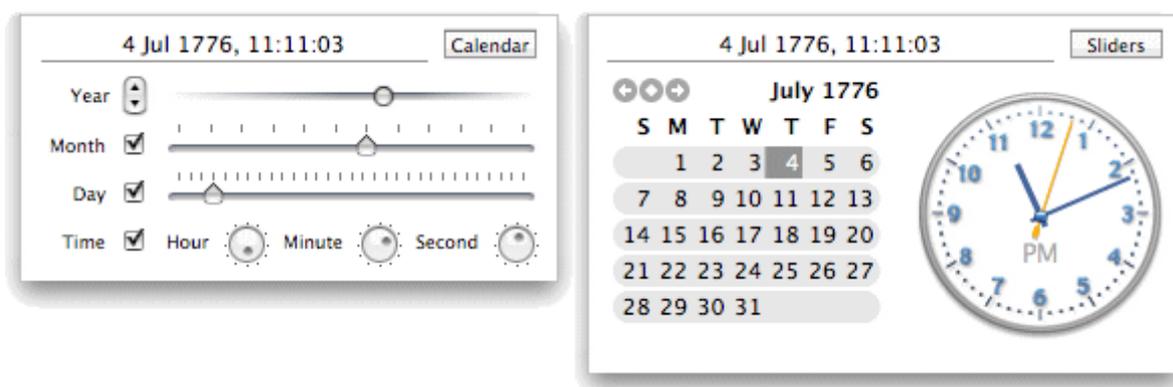
How precisely you specify the date and/or time will depend on your subject. For example, for a historical subject, if you are using the Standard timescale, you might choose just a year, or just a year and month, without specifying an exact date or time. See "Inserting time information" in the Basic Tasks section of this User Guide for information about timescales and entering dates and times.

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

End: You can optionally enter an end time for the selected branch in this field. You do not need to specify an end time if your event has no extended duration. For example, to enter the date of an event that happened on a particular day, all you need to do is to specify the date as the Start time.

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

You can also enter time information directly in the Outline view or the Timeline Outline panel shown in the Timeline view.

Options

Include branch in export: This option is selected by default, so that the branch (and its sub-branches) will be included in any export to another format (HTML, Word, PowerPoint and so on). Disable it if you do not want the branch or its sub-branches to be exported.

Show branch boundary: Select this box to show a boundary around the branch and all its sub-branches.

Boundary

These options are displayed only if 'Show branch boundary' is selected.

Line: Click to choose a new color for the boundary line.

Fill: Click to choose a new color for the space within the boundary.

Line style: Click to choose a style for the boundary.

Width: Use the slider to adjust the width of the boundary line.

Roundness: Use the slider to determine how rounded the corners of the boundary should be.

Connection inspector

This inspector displays when a branch connection is selected.
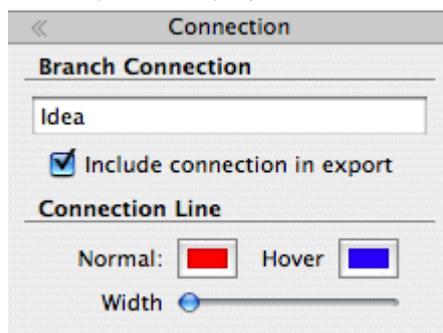
Branch Connection

The name given to the branch connection is, by default, the name of the end branch. You can change this if necessary by editing the text here.

Include connection in export: This option is selected by default. Disable it if you intend to export your map to another format (HTML, Word and so on) but do not want the branch connection to be exported.

Connection Line

Normal: Click to choose a new color for the branch connection.

Hover: Click to choose a new hover color for the branch connection. This is the color taken by the branch connection when you just move the mouse pointer over it.

Width: Edit this field to increase or decrease the width of the branch connection.

Floating Comment inspector

This inspector displays when a floating comment is selected.
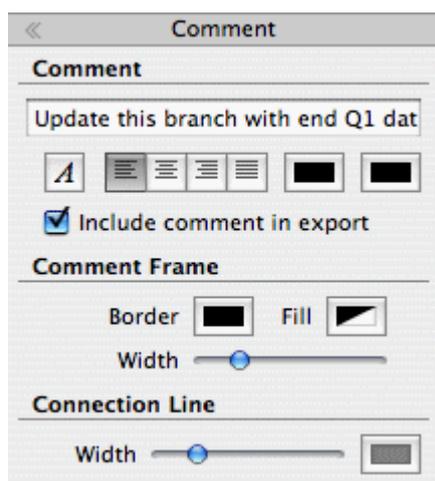
Comment

You can edit the comment or enter a new one by typing in the input field. To force the start a new line press ⌥ Enter. Only one line can be displayed at a time in the inspector. When editing you can use the up and down arrow keys to move between lines.

Below the comment text are icons that allow you change its font, alignment and/or color. The second color icon changes the background color.

Include comment in export: This option is selected by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the floating comment to be exported. **Note:** Floating comments that are not connected to a branch are never exported, except to picture files.

Comment Frame

Border: Click the small rectangle to choose a new color for the frame surrounding the comment.

Fill: Click the small rectangle to choose a new frame fill color.

Width: Use the slider to increase or decrease the width of the frame surrounding the comment.

Connection Line

These options are displayed only if the comment is attached to a branch.

Width: Edit this field to increase or decrease the width of the line connecting the floating comment to the branch.

Color: Click the color icon to choose a new color for the line connecting the floating comment to the branch.

Left/Right View inspector

This inspector displays when the Left or Right View is selected.
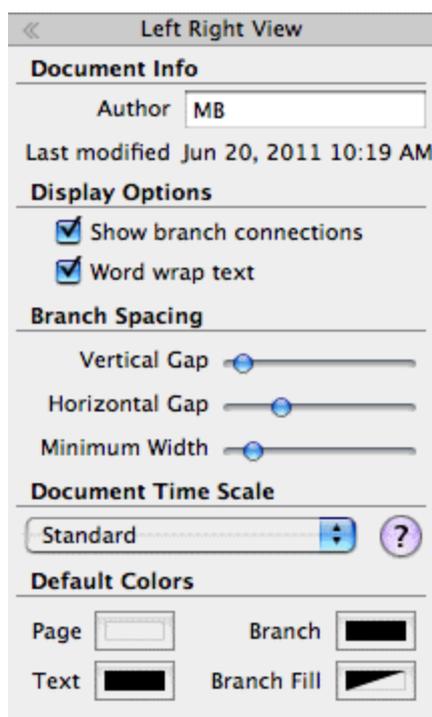
Document Info

Author: The name of the author of the document. You can edit this as necessary.

Display Options

Show branch connections: This box is selected by default. Deselect it if you do not want branch connections to be visually represented on your map. See "Creating branch connections" for more information.

Word wrap text: Select this option if you want the text to wrap automatically to the next line when you enter long branch names. This setting applies to all the branches of your document.

Orientation: Select **Left** to display the mind map from left to right (with the root on the left) or **Right** to display the mind map from right to left.

Branch Spacing

Vertical gap: The value determines the vertical spacing between each set of branches. The default value depends on the view used.

Horizontal gap: The value determines the horizontal spacing between each set of branches. The default value depends on the view used.

Minimum width: The value determines the minimum length of the horizontal part of the branch underlying the branch label. However if the branch label is longer than the minimum width defined here, MindView chooses a branch width sufficient to underline the entire label.

Document Time Scale

Here you select a timescale for the document. See "Inserting time information" in the Basic Tasks section of this User Guide for information about timescales.

Caution: If you change the timescale of a document you will lose any time data that it already contains.

Default Colors

The colors specified here apply to the Left/Right view only.

Page: Click to choose a new color for the page (i.e. the workspace).

Text: Click to choose a new default color for root and branch labels. This is the text color that is used for all new branches and for all existing branches in the Left/Right view, **except** those that have been assigned a different text color by the current style or by using the Root or Branch inspector.

Branch: Click to choose a new default color for the branches and sub-branches of your map. This is the color that is used for all new branches and for all existing branches in the Left/Right view, **except** those that have been assigned a different color by the current style or by using the Root or Branch inspector.

Branch fill: Click to choose a new default color for the label background of all the branches and sub-branches of your map. This is the fill color that is used for all new branches and for all existing branches in the Left/Right view, **except** those that have been assigned a different fill color by the current style or by using the Root or Branch inspector.

Mind Map View inspector

This inspector displays when the Mind Map View is selected.

Document Info

Author: The name of the author of the document. You can edit this as necessary.

Display Options

Show branch connections: This box is selected by default. Deselect it if you do not want branch connections to be visually represented on your map. See "Creating branch connections" for more information.

Word wrap text: Select this option if you want the text to wrap automatically to the next line when you enter long branch names. This setting applies to all the branches of your document.

Branch Spacing

Vertical gap: The value determines the vertical spacing between each set of branches. The default value depends on the view used.

Horizontal gap: The value determines the horizontal spacing between each set of branches. The default value depends on the view used.

Minimum width: The value determines the minimum length of the horizontal part of the branch underlying the branch label. However if the branch label is longer than the minimum width defined here, MindView chooses a branch width sufficient to underline the entire label.

Document Time Scale

Here you select a timescale for the document. See "Inserting time information" in the Basic Tasks section of this User Guide for information about timescales.

Caution: If you change the timescale of a document you will lose any time data that it already contains.

Default Colors

The colors specified here apply to the mind map view only.

Page: Click to choose a new color for the page (i.e. the workspace).

Text: Click to choose a new default color for root and branch labels. This is the text color that is used for all new branches and for all existing branches in the mind map view, **except** those that have been assigned a different text color by the current style or by using the Root or Branch inspector.

Branch: Click to choose a new default color for the branches and sub-branches of your map. This is the color that is used for all new branches and for all existing branches in the mind map view, **except** those that have been assigned a different color by the current style or by using the Root or Branch inspector.

Branch fill: Click to choose a new default color for the label background of all the branches and sub-branches of your map. This is the fill color that is used for all new branches and for all existing branches in the mind map view, **except** those that have been assigned a different fill color by the current style or by using the Root or Branch inspector.

Object list inspector

This inspector displays properties for objects attached to a root, branch or sub-branch. To display this inspector, select a root, branch or sub-branch that has one or more attached objects.

Include All in Export: This checkbox allows you to change the 'Include in export' settings for all objects at once. You can also change them individually (see below).

Text note object

By default, the name of the object is the first few words of its initial text. You can change it if you want to.

The setting 'Include in export' is enabled by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the object to be exported.

Text file object

By default, the name of the object is the text file name. You can change it if you want to.

The setting 'Include in export' is enabled by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the object to be exported.

The path of the attached text file is shown. You can enter a new folder and/or file name or click the Browse icon ✐ to choose a different text file.

Picture file object

By default, the name of the object is the picture file name. You can change it if you want to. If you export your document to HTML, this picture name will also be inserted in the Alt meta-tag for the picture in the .html file. When viewing the HTML page in the browser and moving the mouse pointer over the picture, you will therefore see the name of the picture appear in a small frame under the picture.

The setting 'Include in export' is enabled by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the object to be exported.

The path of the attached picture file is shown. You can enter a new folder and/or file name or click the Browse icon ◎ to choose a different picture file.

If you intend to export to HTML, and you want to use the picture to activate a link, click the link icon at the bottom to choose (or change) the link type. The icon changes to indicate the link type, and the inspector now lists additional properties:

- For a file link (🗎) or folder link (📁), you can edit the path of the file link or enter a different path.
- For a Web link (🌐), you can edit the URL of the link or enter a different web address. Select 'Open link in new window' if you want the link to open in a new browser window.
- For an Email link (✉) you can edit the email address of the link or enter a different address.

Video file object

By default, the name of the object is the video file name. You can change it if you want to.

The setting 'Include in export' is enabled by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the object to be exported.

The path of the attached video file is shown. You can enter a new folder and/or file name or click the Browse icon ◎ to choose a different video file.

Sound file object
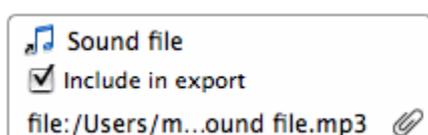
By default, the name of the object is the sound file name. You can change it if you want to.

The setting 'Include in export' is enabled by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the object to be exported.

The path of the attached sound file is shown. You can enter a new folder and/or file name or click the Browse icon ◎ to choose a different sound file.

See also "Inserting sounds".

Flash file object

By default, the name of the object is the Flash file name. You can change it if you want to.

The setting 'Include in export' is enabled by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the object to be exported.

The path of the attached Flash file is shown. You can enter a new folder and/or file name or click the Browse icon 📑 to choose a different Flash file.

Hyperlink

By default, the hyperlink is untitled. Enter a suitable name for it. The setting 'Include in export' is enabled by default. Disable it if you do not want this object to be exported if you export the map.

Click the link icon to choose (or change) the link type. You can edit the link properties as necessary.

- For a file link (📑) or folder link (📁), you can edit the path of the file link or enter a different path.

- For a Web link (🌐), you can edit the URL of the link or enter a different web address. Select 'Open link in new window' if you want the link to open in a new browser window.

- For an Email link (✉) you can edit the email address of the link or enter a different address.

Options for HTML output:

- Select 'Show as button' if you want the link to be displayed as a button rather than hypertext.

- Select 'Open link in new window' if you want the target of the link to open in a new browser window.

Outline View inspector

This inspector displays when the Outline View is selected.
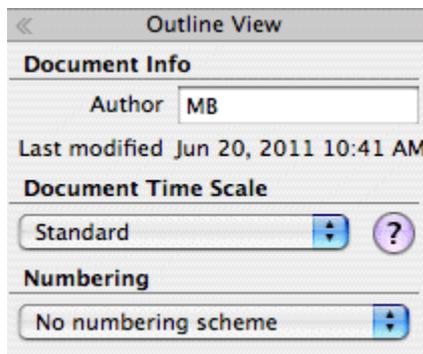
Document Info

Author: The name of the author of the document. You can edit this as necessary.

Document Time Scale

Here you select a timescale for the document. See "Inserting time information" in the Basic Tasks section of this User Guide for information about timescales.

Caution: If you change the timescale of a document you will lose any time data that it already contains.

Numbering

If you want branches in the Outline View to be numbered, select a numbering style from the list.

Picture inspector

This inspector displays when a floating picture, or a branch that has a branch picture, is selected.
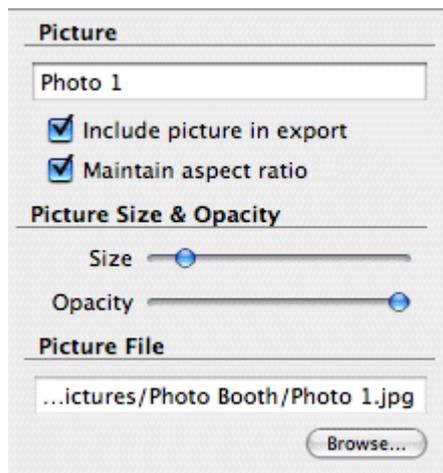
Picture

By default, the name of the picture is the name of the picture file. You can however replace it with a name of your choice.

If you export your document to HTML, this picture name will also be inserted in the Alt meta-tag for the picture in the .html file. When viewing the HTML page in the browser and moving the mouse pointer over the picture, you will therefore see the name of the picture appear in a small frame under the picture.

Include picture in export: This option is selected by default. Disable it if you intend to export your map to another format (HTML, Word, PowerPoint and so on) but do not want the picture to be exported. **Note:** Floating pictures that are not connected to a branch are never exported, except to picture files.

Maintain aspect ratio: This option is selected by default. Disable it if you do not want to preserve the proportions of the picture (in other words, the ratio between its width and its height) when resizing it.

Picture Size & Opacity

Opacity: Use the slider to adjust the opacity from completely transparent (leftmost setting) to fully opaque (rightmost setting).

If 'Maintain aspect ratio' **is** selected:

Size: Use the slider to adjust the size of the picture.

If 'Maintain aspect ratio' is **not** selected:

Width: Use the slider to adjust the width of the picture.

Height: Use the slider to adjust the height of the picture.

Connection Line

These options are displayed only if the picture is attached to a branch.

Width: Edit this field to increase or decrease the width of the line connecting the floating picture to the branch.

Color: Click the color icon to choose a new color for the line connecting the floating picture to the branch.

Picture File

This section displays only if the branch picture is an external file, rather than a picture from the Multimedia Catalog.

You can enter a new folder and/or file name or click the Browse button to choose a different picture.

Power Filter inspector

This inspector allows you to display only those branches that satisfy conditions you specify (see "Filtering a mind map"). By default it displays in a collapsed form: click the icon at top right to expand it.
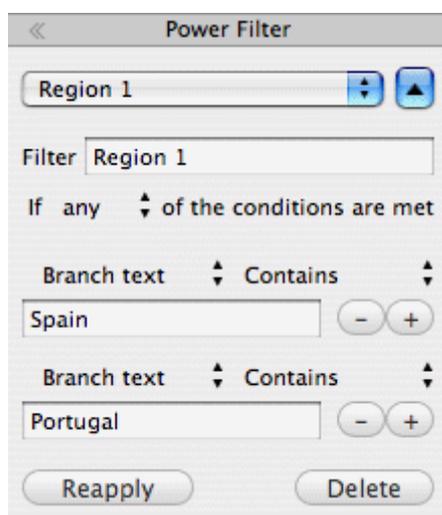
Drop down list: Select **New Filter** to create a new filter, **No Filter** to switch off filtering, or the name of an existing filter you want to apply.

Name: A suitable name for the filter.

The 'If' line: The selector on this line specifies how the conditions are to be applied. You can choose **any** (if any one condition is satisfied the filter will select the branch for display), **all** (only if all conditions are satisfied will the filter select the branch for display), or **none** (only if none of the conditions is satisfied will the filter select the branch for display).

The conditions: The lower part of the inspector displays the condition or conditions. Each comprises:

➢ The branch element to be tested, for example **Branch text** or **Branch icons**.

➢ How the condition will be satisfied, for example **Contains** (the condition will be satisfied if the branch element contains the specified text or item) or **Is equal to** (the condition will be satisfied if the branch element is the same as the specified value).

➢ The text, value or item that is to be compared with the branch element to be tested, for example a word that is to be matched against the branch text, a date that is to be matched against the branch end or start date, or an icon that is to be matched against the icons on the branch.

Buttons:

➢ Click **+** to the right of a condition to add a new condition.

➢ Click **–** to the right of a condition to delete that condition.

> ➤ Click **Reapply** to apply a new or edited filter to the mind map.
> ➤ Click **Delete** to permanently delete the current filter.

Print View inspector

This inspector displays when you click the Print Preview icon 🖨 or choose **File > Print preview**. See "Printing a mind map" for more information.
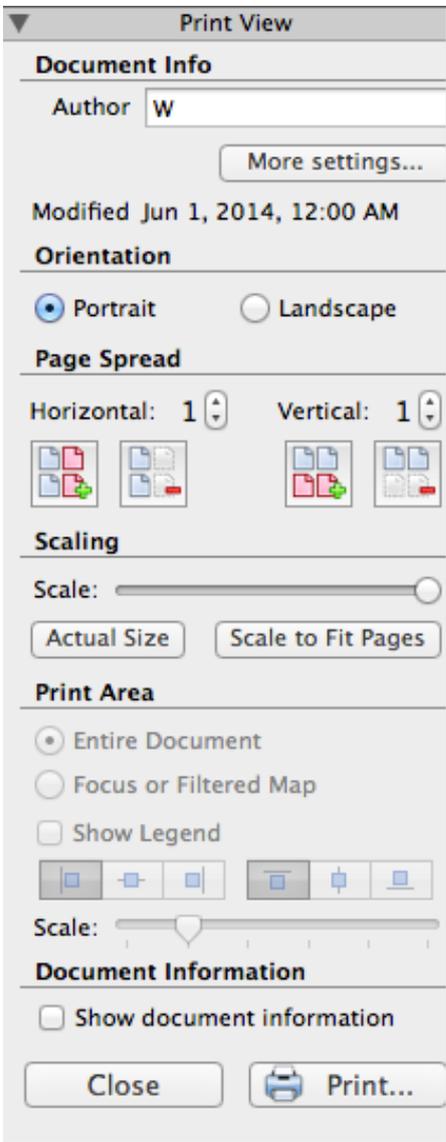
Author

If necessary enter or edit the author name.

Orientation

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

Page Spread

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

Scaling

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

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

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

Print Area

These options are available if the map is focused on a particular branch (see "Focusing on a branch"). Select 'Entire Document' to print the entire map or 'Focused Map' to print only the focused branch and its sub-branches.

Document Information

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

Root Branch inspector

This inspector displays when a root branch is selected.

Some properties apply only in certain circumstances. For example, in the Timeline view, text properties for the root branch cannot be changed.

Title

You can edit the title or enter a new one by typing in the input field. If 'Word wrap text' is selected on the View inspector for the current view, your text will automatically be wrapped when you finish editing. To force the start a new line, for example if 'Word wrap text' is not selected, press ⌥Enter. Only one line can be displayed at a time in the inspector. When editing you can use the up and down arrow keys to move between lines.

Below the title text are icons that allow you change its font, alignment (you can resize the frame of a branch by dragging the left or right edge, so it can be wider than the title text) and/or color. The second color icon changes the text background color.

Frame

Border: Click to choose a new color for the border surrounding the root shape.

Fill: Click the first color icon to choose a new color for the background of the selected root. Click the second color icon if you want to choose a second color in order to achieve a gradient effect.

Timeline Info

Start: If you are creating a timeline, you can enter a start time for the root branch in this field. You can type directly in the box, or make selections in the **Sliders** or **Calendar** assistant panels which display automatically.
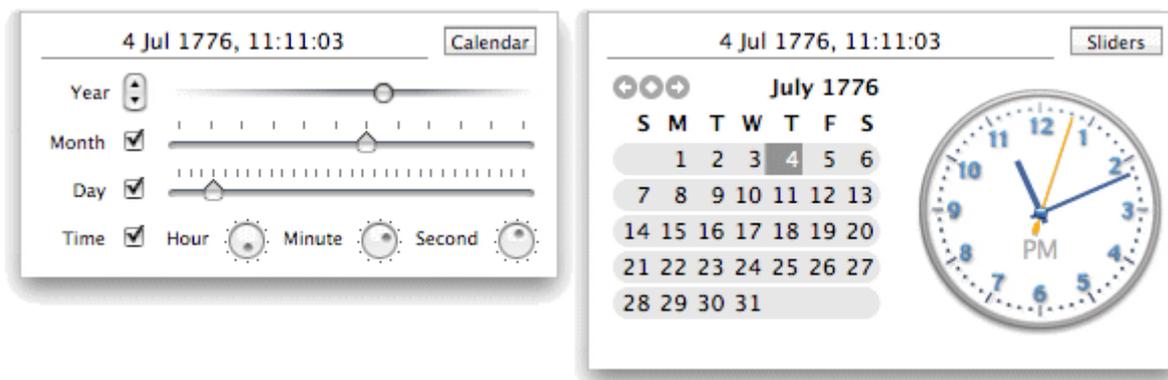
How precisely you specify the date and/or time will depend on your subject. For example, for a historical subject, if you are using the Standard timescale, you might choose just a year, or just a year and month, without specifying an exact date or time. See "Inserting time information" in the Basic Tasks section of this User Guide for information about timescales and entering dates and times.

End: You can optionally enter an end time for the selected branch in this field. You do not need to specify an end time if your event has no extended duration. For example, to enter the date of an event that happened on a particular day, all you need to do is to specify the date as the Start time.

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

You can also enter time information directly in the Outline view or the Timeline Outline panel shown in the Timeline view.

Timeline View inspector

This inspector displays when the Timeline View is selected.
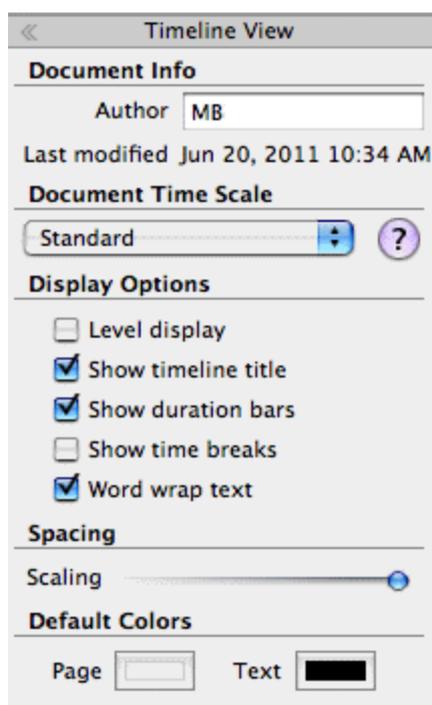
Document Info

Author: The name of the author of the document. You can edit this as necessary.

Document Time Scale

Here you select a timescale for the document. See "Inserting time information" in the Basic Tasks section of this User Guide for information about timescales.

Caution: If you change the timescale of a document you will lose any time data that it already contains.

Display Options

Show timeline title: By default, the timeline displays the root name as title, or, if you are focusing on a branch, the name of that branch. Deselect this property if you don't want to see a title, or if you prefer to create your own title by inserting a floating comment in the timeline.

Show duration bars: By default, if you have entered both a start time and an end time for a particular event, the duration of the event is shown as a bar below the time axis. Deselect this property if you do not want to see these duration bars below the time axis.

Show time breaks: Select this option to replace empty space on the time axis with one or more break marks. This optimizes the use of the horizontal space when events are not evenly distributed along the timeline. For example, if you have a timeline of ancient history with some events before the year 2800 BC and the remaining events after the year 2000 BC, inserting breaks replaces the empty central section of the time axis with a break mark.

Word wrap text: Select this option if you want the text to wrap automatically to the next line when you enter long branch names. This setting applies to all the branches of your document.

Spacing

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

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

Default Colors

The colors specified here apply to the Timeline view only.

Page: Click to choose a new color for the page (i.e. the workspace).

Text: Click to choose a new default color for root and branch labels. This is the text color that is used for all new branches and for all existing branches in the Timeline view, **except** those that have been assigned a different text color using the Root or Branch inspector.

Gantt View inspector

This inspector is available when you are working in the Gantt view.

Document Info

Display the name of the document's author. Click **More Settings** to change the document's title, subject, author, manager, and company name, as well as to assign a category and keywords and provide general comments on the document.

Document Type

Choose a working mode you need. For example, in Task Management mode all resources are assumed to be of the Work type, and adding resources to tasks has no effect on the task's duration. In Project Management mode, however, adding resources may affect the task's duration.

Project

Click the **Calendars**, **Resources**, or **Settings** button to open the project information dialog with corresponding pane active. For more information, see "Defining the global project settings", "Defining calendars", and "Assigning resources".

Colors

Critical: Click the color well to choose a different color for the tasks highlighted when viewing the project's critical path (to display the critical path, choose Gantt > Critical Path).

Today: Click the color well to choose a different color for the vertical line displayed on the Gantt chart to highlight the current date (to display the current date, choose Gantt > Today's Date).

Gantt Time Scale

Use **Units** and **Label** pop-up menus to choose units and labels for the **top tier** (the top heading) and the **bottom tier** (the bottom heading). Note that the choices offered for the bottom tier depend on your choice of top tier.

Numbering

Use the pop-up menu to apply sequential numbers to the tasks and choose between various numbering styles.

Task inspector

This inspector is available when a task is selected in the Gantt view.

Time Information

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

Task Bar

Name text field: Type the task name. The name appears both in the Gantt Outine and the Gantt Chart.

Click the **Task Name** and **Resource** color wells to change color in which task name and task resource are displayed in the Gantt Chart.

Task Frame

Use the **Border** color well and a slider next to it to define color and width of the task bar's outline.

The **Fill** color wells allow you to change the task bar's color.

Task Active: Uncheck this option to make the task inactive, so that it no longer affects the project schedule. See the paragraph "Making a task inactive" in the topic "Enhancing a project plan" for more information.

Bar Hidden: 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.

Duration: Enter a **Duration**, using the pop-up menu on the right to choose between different duration types (minutes, hours, days, weeks, months).

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

Task Information

Priority: Define the task's priority.

Completion: Specify the degree of the task's completion.

For information on tasks' priority and completion levels refer to the "Enhancing a project plan" topic.

Resources: Lists resources assigned to this task. Click the button next to this field to manage the task's resources.

Settings: Click this button to open the task's information dialog. Use the dialog to change settings which are not present in the Task inspector, such as the task's predecessors and constraints.

Top Down View inspectors

The Top Down or Top Down Vertical inspector displays when one of the top down views is selected.

Document Info

Author: The name of the author of the document. You can edit this as necessary.

Display Options

Show branch connections: This box is selected by default. Deselect it if you do not want branch connections to be visually represented on your map. See "Creating branch connections" for more information.

Word wrap text: Select this option if you want the text to wrap automatically to the next line when you enter long branch names. This setting applies to all the branches of your document.

Branch Spacing

Vertical gap: The value determines the vertical spacing between each set of branches. The default value depends on the view used.

Horizontal gap: The value determines the horizontal spacing between each set of branches. The default value depends on the view used.

Minimum width: The value determines the minimum length of the horizontal part of the branch underlying the branch label. However if the branch label is longer than the minimum width defined here, MindView chooses a branch width sufficient to underline the entire label.

Document Time Scale

Here you select a timescale for the document. See "Inserting time information" in the Basic Tasks section of this User Guide for information about timescales.

Caution: If you change the timescale of a document you will lose any time data that it already contains.

Default Colors

The colors specified here apply to the Top Down view only.

Page: Click to choose a new color for the page (i.e. the workspace).

Text: Click to choose a new default color for root and branch labels. This is the text color that is used for all new branches and for all existing branches in the Top Down view, **except** those that have been assigned a different text color by the current style or by using the Root or Branch inspector.

Branch: Click to choose a new default color for the branches and sub-branches of your map. This is the color that is used for all new branches and for all existing branches in the Top Down view, **except** those that have been assigned a different color by the current style or by using the Root or Branch inspector.

Branch fill: Click to choose a new default color for the label background of all the branches and sub-branches of your map. This is the fill color that is used for all new branches and for all existing branches in the Top Down view, **except** those that have been assigned a different fill color by the current style or by using the Root or Branch inspector.

Shortcuts

Keyboard shortcuts

The table below lists all the keyboard shortcuts provided by MindView.

Keyboard shortcut	Description
Enter	Add a new branch at the same level as the selected branch
⌥**Enter**	Add a new sub-branch to the selected branch
⌥ **drag**	Move the display.
⇧**Enter**	Add a pre-branch to the selected branch
Delete	Delete the selected branch or element
Up	Select the branch placed above the currently selected branch
⌥ **Up**	Move the selected branch up (Mind Map, Left/Right and Outline views only)
Down	Select the branch placed below the currently selected branch
⌥ **Down**	Move the selected branch down (Mind Map, Left/Right and Outline views only)
Left	Select the branch to the left of the currently selected branch in the map. In the Outline view, collapse the selected branch.
⌥ **Left**	Move the selected branch left (Top Down view only)
Right	Select the branch to the right of the currently selected branch in the map. In the Outline view, expand the selected branch.
⌥ **Right**	Move the selected branch right (Top Down view only)
⌥ ⌘ **1**	Mind Map view
⌥ ⌘ **2**	Top down view
⌥ ⌘ **3**	Top down vertical view
⌥ ⌘ **4**	Right view
⌥ ⌘ **5**	Left view
⌥ ⌘ **6**	Outline view
⌥ ⌘ **7**	Timeline view
⌥ ⌘ **8**	Gantt view
⌘ **A**	Select all
⌘ **B**	Make selected text bold
⌘ **I**	Italicize selected text

⌘ U	Underline selected text
⌘ +	Increase size of selected text
⌘ -	Decrease size of selected text
⌘ Right	Expand or collapse the sub-branches below the selected branch.
⇧ ⌘ C	Show Colors dialog
⌘ ?	Help
Spacebar	Edit the name of the selected branch or the selected floating comment
⌥ ⌘ B	Toggle Brainstorm mode
⌘ =	Resize the map so that it fits entirely in the workspace
⌘ :	Spelling dialog
⌘ ;	Spell check the selected element
⌘ ,	Preferences dialog
⌘ E	Export dialog
⌥ ⌘ E	Display text note editor panel or window
⌥ ⌘ F	Toggle Full Screen mode
⌥ ⌘ I	Display or hide inspectors
⌥ ⌘ O	Display overview panel or window
⌥ ⌘ N	Insert or edit a pop-up comment on the selected branch
⌥ ⌘ [	Specify a start time for the selected branch
⌥ ⌘]	Specify an end time for the selected branch
⌘ F	Find and replace text in document
⌘ G	Find next
⇧ ⌘ G	Find previous
⌘ M	Minimize window
⌥ ⌘ M	Open the Multimedia Catalog
⌘ N	Create a new document
⌘ W	Close the active document
⌘ O	Open and browse for an existing document
⌘ P	Print the active document
⇧ ⌘ P	Print preview
⌘ S	Save the active document
⇧ ⌘ S	Save the active document under a new name
⌥ ⌘ T	Special characters
⌘ Z	Undo the last action
⇧ ⌘ Z	Reverse the last Undo
⌘ C	Copy the selected data to the clipboard

⌥⌘ C	Copy style to the clipboard
⌘ X	Cut the selected data to the clipboard
⌘ V	Paste the data contained in the clipboard to the selected destination
⌥ ⌘ V	Paste style from the clipboard
⌘=	Zoom to Fit
⇧ ⌘ >	Zoom in
⇧ ⌘ <	Zoom out
⇧ ⌘ R	Show/Hide format bar.
⌘`	Switch between open documents

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