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''''Introducing

''''ConceptDraw MINDMAP

# Contents

<b>Introducing ConceptDraw MINDMAP .....</b>	<b>1</b>
<b>What is ConceptDraw MINDMAP? .....</b>	<b>5</b>
What are The Output Capabilities of ConceptDraw MINDMAP? .....	5
What are the Presentation Capabilities of ConceptDraw MINDMAP? .....	5
What are the Input Capabilities of ConceptDraw MINDMAP? .....	5
<b>Benefits of ConceptDraw MINDMAP .....</b>	<b>6</b>
New Presentation Styles Make You the Master of Your Presentations .....	6
Presentation Styles .....	6
Presentation Features.....	7
ConceptDraw MINDMAP Supports a Variety of Inputs and Outputs .....	7
After you create your content, sharing it becomes your next goal. ....	8
<b>Strengths of ConceptDraw MINDMAP .....</b>	<b>9</b>
ConceptDraw MINDMAP Supports Common Business Activities .....	9
Creating Presentations .....	9
Decision Making .....	9
Documenting .....	10
Creating Reports.....	10
Communicating with Teams.....	10
Advanced Technology Makes Sharing Your Work Easy .....	10
Inputs and Outputs .....	10
Importing and Exporting .....	11
Intelligent Topics .....	11
ConceptDraw Solution Park .....	11
<b>ConceptDraw MINDMAP at a Glance .....</b>	<b>12</b>
<b>What is MIND MAPPING 2.0? .....</b>	<b>13</b>
Do You Make Maps Only for Yourself? .....	13
One-to-Many Communication .....	13
ConceptDraw MINDMAP Introduces MINDMAPPING 2.0 —	
Many-to-Many Communication.....	14

<b>Why Do Mind Map Inputs and Outputs Matter?</b>	15
What are Inputs and Outputs?	15
What Types of Inputs Does ConceptDraw MINDMAP Support?	16
What Types of Output Can You Create with ConceptDraw MINDMAP?	16
Kicking Off the Next Round of Action	17
Sharing Made Easy	17
ConceptDraw Solution Park Extends ConceptDraw MINDMAP Functionality	17
<b>Why Do Mind Map Inputs and Outputs Matter?</b>	18
What are Inputs and Outputs?	18
What Types of Inputs Does ConceptDraw MINDMAP Support?	19
What Types of Output Can You Create with ConceptDraw MINDMAP?	19
Kicking Off the Next Round of Action	20
Sharing Made Easy	20
ConceptDraw Solution Park Extends ConceptDraw MINDMAP Functionality	20
<b>Why Do Mind Map Inputs and Outputs Matter?</b>	21
What are Inputs and Outputs?	21
What Types of Inputs Does ConceptDraw MINDMAP Support?	22
What Types of Output Can You Create with ConceptDraw MINDMAP?	22
Kicking Off the Next Round of Action	23
Sharing Made Easy	23
ConceptDraw Solution Park Extends ConceptDraw MINDMAP Functionality	23
<b>What is an Automatic Document Generation Tool?</b>	24
<b>Change the Way You Create Presentations</b>	25
Full Screen Edit Mode	25
Default Presentation	25
Advanced Presentations	26
Leveraging Selected Topics for Presentations	26
Keywords Offer Other Presentation Options	26
Data Updates	27
Microsoft PowerPoint Presentations	27
With the ConceptDraw MINDMAP Presentations' Solution, you are in charge of your presentations.	28
Whenever you need quick presentations, the ability to choose specific content, the ability to focus on specific stakeholder needs, update data, or create polished slide decks — ConceptDraw MINDMAP provides a presentation solution for you.	28
<b>Interactive Presentations</b>	29
Using a Mind Map as a Presentation Platform	29

ConceptDraw MINDMAP Offers Next Generation of Mind Map Presentation ..... 30

Full Screen Edit Mode Promotes Interaction ..... 30

ConceptDraw MINDMAP Lets You Choose Your Presentation Style ..... 30

**ConceptDraw MINDMAP Extra Value Points .....33**

**Using ConceptDraw MINDMAP Daily .....34**

Monday ..... 34

Tuesday..... 35

Wednesday ..... 36

Thursday ..... 37

Friday ..... 38

The Week in Review ..... 38

**Security Matters .....39**

What is the issue?.....39

**Reference Information .....40**

# What is ConceptDraw MINDMAP?

ConceptDraw MINDMAP produces documents and presentations automatically from mind maps so you can present and explain your ideas to any audience or have discussions with your team. ConceptDraw MINDMAP also has extended features for quickly inputting data into a mind map.

## What are The Output Capabilities of ConceptDraw MINDMAP?

ConceptDraw MINDMAP offers a variety of outputs, making it easy to share map content in the appropriate format. Creating output is simple; just one click allows you to output to other applications, such as Microsoft Project, Excel, PowerPoint, or Word. You can generate text and tables that are pertinent to your work. The output capability of ConceptDraw MINDMAP unlocks the information in your maps to build documents.

With one click, you can communicate status, update tasks, write articles, and build presentations from your map, choosing the appropriate document type and template. For example, you can generate a task list with one click.

## What are the Presentation Capabilities of ConceptDraw MINDMAP?

ConceptDraw MINDMAP offers a set of tools to create presentations from a map. With one click, you can generate a slide show. You can build multiple presentations and store them in a single map.

Different audiences require different types of presentations. You do not want to make a different map for each presentation. ConceptDraw MINDMAP can create many types of presentations from a single map. Using the product's View Navigator, you can select the map parts you want to present, sequence your slides, and preview the presentation.

## What are the Input Capabilities of ConceptDraw MINDMAP?

ConceptDraw MINDMAP supports inputting external data into a map with one click. Input capabilities are critical because it makes your data visual. After the data is visual, you can manage and communicate your data using newly generated documents or presentations.

Data comes in many formats. You can input your data from Microsoft Word, Excel, Outlook, Project, the web, and many other sources. You can input data as a task list, resource list, or Gantt chart. You can also input brainstorming or search results.

# Benefits of ConceptDraw MINDMAP

ConceptDraw MINDMAP offers a variety of presentation, input, and output solutions that make creating and sharing map content simple and effective. Whether you are incorporating input into a map, preparing presentations, or sharing your mind maps with others, ConceptDraw MINDMAP helps you save time and address your information management needs.

## New Presentation Styles Make You the Master of Your Presentations

Whether you are pressed for time, need to share only specific content with your audience, or want to create a polished presentation narrative, ConceptDraw MINDMAP has the appropriate presentation style. You are in charge of your content, instead of being a slave of your presentation tool.

Every presentation has to satisfy a specific need — sometimes you need to focus on a particular audience or topic, sometimes you need a traditional slide presentation. Trying to use one tool or presentation method for each situation does not work — you end up investing a lot of time to create an imperfect message. In addition, when you build slide show presentations the traditional way, you spend unnecessary time creating a presentation that is quickly out of date.

ConceptDraw MINDMAP addresses both issues — you can now create presentations with one click from your mind map and your content stays relevant, saving you time.

## Presentation Styles

The simplest presentation style is the default presentation style. To use this method, click a button and ConceptDraw MINDMAP creates a presentation for you. The default presentation style is ideal when you have no time to prepare a presentation and want to share a map's entire content.

If you have only five minutes, and you want to customize the presentation, you have several options. The default presentation style supports using the Image Navigator to select and sequence the content you want to share. Using your mouse and right clicking, highlight only the map branches and topics you want to present. Alternatively, create an instant presentation using Keywords in the filter field to instantly highlight all instances of a term in a map.

ConceptDraw MINDMAP introduces another presentation mode based on Intelligent Topics, which bring data into the map from external sources. When you present from these topics, you have the most current data. Use Intelligent Topics to create presentations that are repeatable, such as financial and status reports.

## Presentation Features

Each presentation style in ConceptDraw MINDMAP is simple to prepare and present.

ConceptDraw MINDMAP View Navigator window allows you to drag and drop presentation screens so you can arrange and preview your content. While you are presenting, navigation is simple — advance your presentation one click at a time. You can easily zoom in and out, allowing you to further focus on specific ideas. While presenting, the application spotlights current topics and to further focus your presentation.

One of the most powerful new presentation solutions is Full Screen Edit Mode. In this mode, you can project the entire map, hide the application interface, and continue to edit. This solution gives the presentation polish, focuses attention on the content, not the tool, and allows you to incorporate feedback instantly into your map. Full Screen Edit Mode supports shortcuts and mouse-clicks to control editing, so you don't have to toggle out of your presentation to edit and then launch presentation again. This feature also supports all other presentation styles.

Sometimes you need the power of a polished slide presentation — an impromptu presentation will not do — and you want to construct a slide by slide narrative. For this scenario, ConceptDraw MINDMAP provides a comprehensive export to Microsoft PowerPoint solution.

If you need more presentation power, ConceptDraw Solution Park provides a range of presentation functionalities you can download to your application. Many of these solutions are free and as more of them become available, you can download them from the ConceptDraw Solution Park using the ConceptDraw Solution Browser.

ConceptDraw MINDMAP reduces the amount of time you need to prepare your presentation. You can, focus on the content that matters; navigate and incorporate content easily, and maintain all of your data in one source document. You can preplan the presentation with your current map data by saving your presentation settings.

## ConceptDraw MINDMAP Supports a Variety of Inputs and Outputs

The value of your presentations depends on the quality of your content inputs and outputs. ConceptDraw MINDMAP makes inputting and outputting data intuitive. You can gather information from multiple sources and share them in a way that works best for you and your audience. The flow of information from input to output is seamless, which saves you time and allow you to focus on other matters.

ConceptDraw MINDMAP supports numerous map inputs, including importing content from external sources such as Microsoft PowerPoint, Word, Excel, Project, and Outlook.

Even more importantly, ConceptDraw MINDMAP supports the most important inputs to mind maps — input from your teams and your own thoughts and analyses. Numerous brainstorming options and usability improvements make inputting content easier than ever.

**After you create your content, sharing it becomes your next goal.**

In addition to the presentation styles described in ConceptDraw MINDMAP, you can share map content using automatic document generation features, using intelligent topics, and exporting to other Microsoft Office products. Visit the CS Odessa ConceptDraw Solution Park section of the web for more input and output solutions.



# Strengths of ConceptDraw MINDMAP

ConceptDraw MINDMAP delivers a rich set of solutions to support your work, including built-in functionality and product extensions. ConceptDraw MINDMAP solutions support your daily work in ways that make sense to you — whether you are creating presentations, making decisions, documenting, creating reports, or communicating with teams.

These solutions include different features for incorporating information into your mind maps, updating data, and creating output.

Many solutions use functionality built into ConceptDraw MINDMAP to extend its usability through ConceptDraw Solution Park.

## ConceptDraw MINDMAP Supports Common Business Activities

Whatever your task, ConceptDraw MINDMAP makes gathering and incorporating information into maps, updating maps, and sharing maps, quick, easy, and effective.

### Creating Presentations

Because your needs for presentations vary depending on your audience and context, ConceptDraw MINDMAP provides different methods for creating them. Getting content into your maps is easy because of the variety of inputs the product supports — importing and updating data from external sources, capturing input from teams, and making simple things like copy and paste work the way you want them to.

Creating a presentation flows naturally from your content. You can choose from many different presentation styles with one click. You do not need to create a separate presentation document, and at any time you can update your data to update your presentation.

### Decision Making

ConceptDraw MINDMAP supports the entire decision-making process — from gathering input, to structuring the decision-making process, to documenting the outcome. Using different brainstorming techniques, you can work with your teams to define important decision input. It is also simple to import data or to structure specific types of data.

After you have all the information in the map you are using, you can start the decision-making process, updating your information as you proceed. ConceptDraw MINDMAP has a fishbone diagram solution for formal decision making that can be exported to ConceptDraw PRO. By the time you finish, the entire process is documented; from information gathering and analysis to your final decisions and next steps.

## **Documenting**

Although tracking information is core to everyone's work, creating a central place for information can be challenging. ConceptDraw MINDMAP helps you centralize your data so you can keep track of it and update it automatically so you always have your key information at your fingertips. You can do the same for teams too by creating mind maps that collect relevant input for quick reference.

After you develop this content, you can easily create presentations and reports, sparing you the time and trouble of creating and synchronizing multiple documents and presentations.

## **Creating Reports**

Many of us have to create multiple weekly status reports. We collect data from external sources, creating the status report, and then distributing it. ConceptDraw MINDMAP helps you create these reports automatically. Just update status and information, and then produce the report with one click.

## **Communicating with Teams**

Effective team communication depends on having the correct information, at the correct time, and in the correct format. Customizing content for each need risks getting information out of synch and consumes time. Not taking the time to choose the correct communication method risks creating misunderstandings.

Because ConceptDraw MINDMAP allows you to input and maintain information in one document and then to output to different document and presentation options, you can always choose what you need for your team.

## **Advanced Technology Makes Sharing Your Work Easy**

ConceptDraw MINDMAP technology helps you get your work done, provides you with many input and output options and intelligent topics to structure data; allowing you to extend the product with ConceptDraw Solution Park additions.

## **Inputs and Outputs**

Getting content into your map is fundamental to its effectiveness. If you struggle to get the information you need or cannot organize it the way you want, you will not be able to communicate its meaning to other people. ConceptDraw MINDMAP eliminates the struggle of gathering and organizing input so you can focus on your ideas instead of learning about the tool.

Many forms of input are human — such as brainstorming or incorporating feedback. Because ConceptDraw MINDMAP provides you with different brainstorming options and supports editing content when you are making presentations, gathering input is easy. Other types of input, such as copy and paste, do not always work the way you want, so you end up reformatting information. ConceptDraw MINDMAP makes this process seamless.

## Importing and Exporting

ConceptDraw MINDMAP has highly specialized forms of inputs and outputs that make it possible for you to add rich data to your maps. ConceptDraw MINDMAP supports importing and exporting to many Microsoft Office products, including Word, PowerPoint, Project, Visio, Excel, and Outlook. This functionality frees your data from being trapped in multiple documents and formats.

## Intelligent Topics

Many types of information are highly structured. A project task typically includes start and stop dates, resources, and milestones that must be complete.

For structured types of data, ConceptDraw MINDMAP introduces intelligent topics, enabling you to structure data for its specific purpose. Then, when you need to import or export data, intelligent topics are designed to manage that information. Updating intelligent topics is easy, so you always have current information with one click.

## ConceptDraw Solution Park

In addition to the technology built into ConceptDraw MINDMAP, you can also use the many business solutions in ConceptDraw Solution Park. These solutions extend ConceptDraw MINDMAP functionality and can address one specific task or provide support for knowledge domains such as project management or writing.

Many of these solutions are available for free download, others for purchase. All the solutions integrate with the current version of ConceptDraw MINDMAP, so you do not need to wait for a new release to extend your functionality.

**We always welcome your ideas on how to make ConceptDraw MINDMAP work for you.**

# ConceptDraw MINDMAP at a Glance

## What is MIND MAPPING 2.0?

How many times does the medium not support the message? With early Mind Map 1.0 technology, sharing map content was difficult because of ineffective output capabilities, low rates of mapping adoption, and because of difficulties of understanding what an author wanted to communicate.

ConceptDraw MINDMAP solves the fundamental limitations of Mind Mapping 1.0, making it easier to share new content and meaning across an organization.

### Do You Make Maps Only for Yourself?

In its earliest form, Mind Mapping 1.0 focused on personal use — maps were hand-written on paper, integrating color, images, and limited text. Authors used mind maps to produce outlines for a speech or to remember a complex set of ideas.

As useful as these maps were for authors, they did not support content sharing with others — the author possessed the only copy of the map, and getting anyone other than the author to understand the meaning of the map was often quite difficult.

### One-to-Many Communication

Creating mind maps with software significantly increased their usefulness. It became easy for the author of a map to share content with many people by placing the maps on network drives or emailing them. Collaboration could occur by projecting a map onto a wall; a map author could share ideas with a team and gather input. However, even electronically produced maps often require the author to explain the meaning of the map to people who did not participate in the process.

Whatever the case was, Mind Map 1.0 maps, paper-based or electronic maps, often had important information trapped inside that never was shared. The MINDMAP 1.0 paradigm failed at rapid adoption because of the audience's inability to understand what the author meant.

## ConceptDraw MINDMAP Introduces MIND MAPPING 2.0 — Many-to-Many Communication

ConceptDraw MINDMAP enables efficient and effective many-to-many communications.

- **Multiple Outputs**

ConceptDraw MINDMAP supports the creation of multiple outputs from a single map with one click, making it possible to choose the specific document type that is appropriate for an audience, situation, or task.

- **Variety of Inputs**

ConceptDraw MINDMAP supports many types of inputs, making it simple to organize and update information.

- **Intelligent Topics**

ConceptDraw MINDMAP structures data to support domain-specific activities using intelligent topics to structure data for specific business processes.

Together, these attributes in ConceptDraw MINDMAP make it possible for a map to be a pivotal point in managing organizational knowledge. The multiple forms of input bring rich data into a map, enabling the map author to organize and share the content in a variety of outputs. Many people can contribute to the map content through the input process, and a map's effectiveness is enhanced by the quality of this data.

The bottom line is that ConceptDraw MINDMAP makes it easy to communicate information clearly, quickly, and effectively. test drive the first mind mapping 2.0 product, ConceptDraw MINDMAP .

# Why Do Mind Map Inputs and Outputs Matter?

Imagine the following scenario — at your fingertips you have a wealth of information related to what you are working on. Synthesizing all that information is tricky, and sharing it with other people is challenging. Even if the others have access to the same information, they do not have your inputs and insights to guide them. How do you make this information relevant to them?

Now imagine another scenario — suppose you could gather all the input sources you have, put the input into one document, and then organize the input quickly and easily. Next, imagine adding your own thoughts and sharing them with other people in a way that is meaningful to them. Think about it-- your work would be much easier and more effective.

ConceptDraw MINDMAP gives you just what you need — an extendable tool that allows you to input data from many inputs, organize the data easily so it makes sense to you, and then create output to share with others.

## What are Inputs and Outputs?

The terms “inputs” and “outputs” refer to much more than importing and exporting content. Inputs into a mind map include all means of adding content to a map — copying and pasting from other applications, adding your own ideas to a map, recording brainstorming sessions, and also importing content.

The distinction between importing and exporting, versus input and output is important. If we only emphasize the technological dimension of importing and exporting, we overlook the value of human inputs. Capturing and organizing the best thoughts from you, your teams, and your colleagues are what mind maps are for. ConceptDraw MINDMAP focuses on making it simple to capture that input.

Sharing content effectively with people has greater value than simply exporting it. ConceptDraw MINDMAP includes a variety of ways to share content — not only by exporting or publishing mind maps in other formats, also by creating useful ways to share content that is appropriate for specific business activities, such as presentations.

## **What Types of Inputs Does ConceptDraw MINDMAP Support?**

As a mind mapping application, ConceptDraw MINDMAP supports one of the most valuable inputs you have — input from colleagues, teams, and customers. ConceptDraw MINDMAP provides different types of brainstorming activities so you can easily capture and organize ideas from other people, ideas that are easily lost using applications that do not support brainstorming. During presentations, you can also edit mind maps keeping them up to date.

ConceptDraw MINDMAP product designers focused on the easiest form of input — copy and paste. When you cut and paste content from external sources, it is ready to use without any restructuring.

ConceptDraw MINDMAP also supports importing content from other document formats such as Microsoft Word, Excel, Outlook, Visio, and Project.

Finally, your own input is also extremely important. Mind mapping helps you organize your thoughts. Because you can input information from many sources, your own thinking also improves.

## **What Types of Output Can You Create with ConceptDraw MINDMAP?**

After all your information in a mind map, you need to share it with others. How do you do that? Not everyone has ConceptDraw MINDMAP, and not everyone is familiar with mind maps, even if they have the product. Taking the time to rework your content in other formats is not an option because of time so, you need to create output that works outside of your mind map.

Creating output using ConceptDraw MINDMAP, means sharing in an appropriate manner that is specific for your audience or task. Simply exporting content or republishing a map in another format does not necessarily mean the communication is effective.

ConceptDraw MINDMAP lets you choose the output that is correct — be it a presentation, a map or subset of a map, copying or pasting into another document, or exporting to another application.

You can create a variety of presentations with one click. You can define just how you want to present the content — which portion of a map, which view, and for which audience. From within the map, you can create different presentations and save them so you do not need to recreate them repeatedly.

ConceptDraw MINDMAP now has tools to automatically generate specific document types, such as a two-week task list. These automatically generated documents save you time and effort.

ConceptDraw MINDMAP provides a variety of export capabilities, including Microsoft PowerPoint, Word, Visio, HTML, or MS Project.



## **Kicking Off the Next Round of Action**

After you share your content, you trigger all types of important activities. People provide you feedback, take action, and provide new data for you to include in your next round of presentations. It matters how you gather that information, track it, measure it, and share the results. Creating new documents is too much work and makes it difficult for people to track how ideas and processes evolve.

ConceptDraw MINDMAP helps you maintain information because adding information to a mind map is simple. Updating status and presenting the results allows you to capture and manage this data in one place so when you need to start the process over again, all of the information is there waiting for you.

## **Sharing Made Easy**

ConceptDraw MINDMAP makes the process of creating and sharing content fast and effective. You can gather inputs from a variety of sources, organize and synthesize your thoughts, and share them with others using import/export tools, copying and pasting, using presentation features, and automatically generating documents.

ConceptDraw MINDMAP makes inputting and outputting data an intuitive process that meets your needs. The process is simple, and the information appears as you would expect, saving you the time and trouble of reformatting and reworking your ideas. Content is not limited by document formats and the flow of information from input source to output content is seamless.

In these ways, mind maps deliver on the promise of becoming a pivotal part of your information management strategy.

## **ConceptDraw Solution Park Extends ConceptDraw MINDMAP Functionality**

CS Odessa's ConceptDraw Solution Park contains many input and output options for ConceptDraw MINDMAP. ConceptDraw MINDMAP is capable of downloading additional functionality from CS Odessa or third parties for company and individual users. Company users can integrate ConceptDraw MINDMAP into their environment because of the product's extensibility. With ConceptDraw MINDMAP, you can customize input and output functionality to easily and economically solve unique work situations.

# Why Do Mind Map Inputs and Outputs Matter?

Imagine the following scenario — at your fingertips you have a wealth of information related to what you are working on. Synthesizing all that information is tricky, and sharing it with other people is challenging. Even if the others have access to the same information, they do not have your inputs and insights to guide them. How do you make this information relevant to them?

Now imagine another scenario — suppose you could gather all the input sources you have, put the input into one document, and then organize the input quickly and easily. Next, imagine adding your own thoughts and sharing them with other people in a way that is meaningful to them. Think about it-- your work would be much easier and more effective.

ConceptDraw MINDMAP gives you just what you need — an extendable tool that allows you to input data from many inputs, organize the data easily so it makes sense to you, and then create output to share with others.

## What are Inputs and Outputs?

The terms “inputs” and “outputs” refer to much more than importing and exporting content. Inputs into a mind map include all means of adding content to a map — copying and pasting from other applications, adding your own ideas to a map, recording brainstorming sessions, and also importing content.

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Sharing content effectively with people has greater value than simply exporting it. ConceptDraw MINDMAP includes a variety of ways to share content — not only by exporting or publishing mind maps in other formats, also by creating useful ways to share content that is appropriate for specific business activities, such as presentations.

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ConceptDraw MINDMAP product designers focused on the easiest form of input — copy and paste. When you cut and paste content from external sources, it is ready to use without any restructuring.

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## **ConceptDraw Solution Park Extends**

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Finally, your own input is also extremely important. Mind mapping helps you organize your thoughts. Because you can input information from many sources, your own thinking also improves.

## **What Types of Output Can You Create with ConceptDraw MINDMAP?**

After all your information in a mind map, you need to share it with others. How do you do that? Not everyone has ConceptDraw MINDMAP, and not everyone is familiar with mind maps, even if they have the product. Taking the time to rework your content in other formats is not an option because of time so, you need to create output that works outside of your mind map.

Creating output using ConceptDraw MINDMAP, means sharing in an appropriate manner that is specific for your audience or task. Simply exporting content or republishing a map in another format does not necessarily mean the communication is effective.

ConceptDraw MINDMAP lets you choose the output that is correct — be it a presentation, a map or subset of a map, copying or pasting into another document, or exporting to another application.

You can create a variety of presentations with one click. You can define just how you want to present the content — which portion of a map, which view, and for which audience. From within the map, you can create different presentations and save them so you do not need to recreate them repeatedly.

ConceptDraw MINDMAP now has tools to automatically generate specific document types, such as a two-week task list. These automatically generated documents save you time and effort.

ConceptDraw MINDMAP provides a variety of export capabilities, including Microsoft PowerPoint, Word, Visio, HTML, or MS Project.

## **Kicking Off the Next Round of Action**

After you share your content, you trigger all types of important activities. People provide you feedback, take action, and provide new data for you to include in your next round of presentations. It matters how you gather that information, track it, measure it, and share the results. Creating new documents is too much work and makes it difficult for people to track how ideas and processes evolve.

ConceptDraw MINDMAP helps you maintain information because adding information to a mind map is simple. Updating status and presenting the results allows you to capture and manage this data in one place so when you need to start the process over again, all of the information is there waiting for you.

## **Sharing Made Easy**

ConceptDraw MINDMAP makes the process of creating and sharing content fast and effective. You can gather inputs from a variety of sources, organize and synthesize your thoughts, and share them with others using import/export tools, copying and pasting, using presentation features, and automatically generating documents.

ConceptDraw MINDMAP makes inputting and outputting data an intuitive process that meets your needs. The process is simple, and the information appears as you would expect, saving you the time and trouble of reformatting and reworking your ideas. Content is not limited by document formats and the flow of information from input source to output content is seamless.

In these ways, mind maps deliver on the promise of becoming a pivotal part of your information management strategy.

## **ConceptDraw Solution Park Extends ConceptDraw MINDMAP Functionality**

CS Odessa's ConceptDraw Solution Park contains many input and output options for ConceptDraw MINDMAP. ConceptDraw MINDMAP is capable of downloading additional functionality from CS Odessa or third parties for company and individual users. Company users can integrate ConceptDraw MINDMAP into their environment because of the product's extensibility. With ConceptDraw MINDMAP, you can customize input and output functionality to easily and economically solve unique work situations.

# What is an Automatic Document Generation Tool?

Imagine using your diploma as a CV? The problem with doing this is people expect something different.

Your daily work includes many files copying and pasting from these files, emails, keyboard entry, and searches. Your daily work requires you to be proactive when responding to people and situations.

Using the proper communication format for your audience and situation makes you more effective and makes your audience happier. Sometimes you need a quick presentation, other times you need reports, or you need to rapidly distribute meeting notes. The wrong medium causes confusion and wastes time in a business. Remember using the diploma as a CV? You need a proper CV to be successful.

ConceptDraw MINDMAP output, an important capability of ConceptDraw MINDMAP gives you the correct output at the correct time for the correct audience. Use ConceptDraw MINDMAP output to manage your daily work with presentations, reports, project information, team communication, miscellaneous documents, meeting agendas, meeting notes, decision making, and more.



# Change the Way You Create Presentations

When creating presentations, you must decide how to best represent data without spending much time. Most presentation tools impose limits on your work — you can present the information in only one way. The information is locked in other data sources, and you must spend lots of time reentering the information to make slides that are quickly it outdated.

Using ConceptDraw MINDMAP, you can quickly and effectively generate, change, and update your presentation in the style that best meets your needs with one click.

## Full Screen Edit Mode

Anyone who has ever presented a slide show knows that after you launch a presentation, you cannot edit your slides. When you get valuable feedback from your audience, you are not able to incorporate it into your presentation, and you often lose track of the input.

With ConceptDraw MINDMAP Full Screen Edit mode, you can use keyboard shortcuts and mouse clicks to edit your content immediately. With this capability, you can present information in a polished, professional way without having to stop the presentation, go into edit mode, and then switch back again.

With Full Screen Edit mode, you can continue to leverage one of mind mapping's core strengths — the ability to capture feedback and incorporate it immediately. Your presentation becomes collaborative and interactive; and your data has the professional look and feel you want.

## Default Presentation

The default presentation output is perfect for you when you need a presentation now and have no time to prepare it. It does not need to be a polished presentation, just one you can automatically generate immediately. With the default presentation, just one button click generates the slide show for you. As you present, just keep clicking to advance from one point to the next. The sequence of content is linear, logical, and easy to follow. Because you are generating this presentation directly from your mind map, your content is current and complete.

You can easily zoom in on important topics in whatever presentation mode you are using. ConceptDraw MINDMAP spotlights your topic making it easy to focus your audience's attention. Default presentations give you instant presentations with effective presentation delivery tools.

## Advanced Presentations

Sometimes you want to prepare your content for a specific audience or to address a particular issue, and you do not have much time to prepare. You still want to generate the content directly from your mind map, and you want to rearrange the content and maybe spend a time rehearsing and reviewing before you begin.

For this scenario, you can still use the default presentation. By using the View Navigator, you can rearrange content, omit information you do not want to include, and still keep all of your content in your source map. You can even save your settings for future presentations. This presentation approach gives you quick results and also gives you the ability to focus your presentation.

## Leveraging Selected Topics for Presentations

Sometimes you know in advance which content you want to share. If you have a weekly meeting with specific stakeholders, for example, you might want to address only a few issues every week. You also do not want to keep updating slides, and you want to make sure the information is current. More importantly, because you need to share this type of data frequently, you want to invest minimal time preparing these presentations.

By using your cursor with a right click to select map branches or topics, you can preselect the content you want to present. After you choose your topics, use the View Navigator to arrange the presentation sequence without changing your source map. You can also save your presentation settings for future use.

Using the cursor to select topics allows you to share current information with a specific audience quickly. You free yourself from having to maintain slides and your audience's needs are effectively met.

## Keywords Offer Other Presentation Options

Using keywords to filter content allows you to create very specific presentations instantly. If you are in a meeting and an issue arises that requires analysis, you can type keywords and ConceptDraw MINDMAP spotlights all occurrences of those words on a map and grays out other content so you and your team have all the related information to tackle the issue. As you discuss the issue, you can also incorporate feedback into the map and capture the results of your analysis. Using keywords allows you to quickly focus attention, capture results, and move onto other matters without requiring a separate meeting or preparing a different presentation.

## Data Updates

Some presentation scenarios involve presenting the same type of data repeatedly. If the data you need to present resides in external sources, you do not want to have to return to external data sources and update your map content — you want an automatic way to refresh your data. Some of the presentation types with these requirements include financial and status reports, experimental results, client proposals, or performance metrics.

For this type of presentation, you can use Intelligent Topics to control how this data is refreshed each time you open your mind map, according to a schedule, or when you prompt the refresh.

Using ConceptDraw MINDMAP to update data also allows you to aggregate content from multiple sources, so you can place different types of information side by side for discussion and analysis.

Using data updates, you can monitor the status of your data, synchronize your map and map outputs with source data, and act quickly on your data results. You can also customize your presentation for specific audiences from within a single mind map.

## Microsoft PowerPoint Presentations

Sometimes you need a PowerPoint presentation. If you want to distribute content to a wide audience, they might only have PowerPoint, and you want to serve their needs. PowerPoint is also extremely effective at presenting linear narratives.

You do not limit yourself by creating content in ConceptDraw MINDMAP so you never have to start from scratch to build your PowerPoint presentation, and the content you use is always current.

You have many choices for generating slides from a mind map. You can export a sequence of map images to PowerPoint, or you can export map topics in editable, bulleted format. You can drag and drop content in the View Navigator to select, sequence, and preview what you want to export. You can save your settings for subsequent exports, too. The export process allows you to choose many templates available from ConceptDraw MINDMAP.

By using PowerPoint export capabilities ConceptDraw MINDMAP, you can share your content with people who neither have ConceptDraw MINDMAP nor understand mind maps while still keeping your content in one place and leveraging the advantages of mind mapping.

**With the ConceptDraw MINDMAP Presentations' Solution, you are in charge of your presentations.**

Whenever you need quick presentations, the ability to choose specific content, the ability to focus on specific stakeholder needs, update data, or create polished slide decks — ConceptDraw MINDMAP provides a presentation solution for you.

# Interactive Presentations

Many of us think of presentations as lectures. Someone stands at the front of the room, often behind a podium, projecting slide after slide onto a screen. The flow of communication is unidirectional — from the presenter to the audience. Even if the presenter engages the audience in a dialog, the results of the interaction are not easily edited during presentations.

All of us are asked to present information regularly. We just do not think about them as presentations. Most of the time, we distribute printouts or project source files onto a screen. We use documents, spreadsheets, and Gantt charts to share this information. However, because, authoring tools are not presentation tools, the communication remains unidirectional and not interactive.

This limitation ultimately represents a great loss. Presentations have a limited ability to incorporate feedback immediately to advance team efforts. New presentations must be developed and new meetings must be called to present the information you could have developed and shared immediately.

What if you could develop and present content with a single authoring tool? What if this tool was designed to input content, help you organize it, and then to present it to audiences in such a way that their input could be easily incorporated? What if you could leave a presentation, and it already contains the updated information? What if everyone was better equipped to resume their work, knowing they all shared common content of what was just discussed?

## Using a Mind Map as a Presentation Platform

Most people who use mind maps know that they offer the potential for interactive presentations. With a mind map, you can easily brainstorm, add status updates, expand a topic, and add content.

Although mind maps offer a rich presentation platform, challenges still to be overcome. How difficult is it to input data from external sources to a map? How difficult is it to update that content? After you add your input and shape a map to reflect your thinking, sharing the content can be difficult.

What if your audience does not use or understand mind maps? Generating specific content for a presentation still requires developing presentation content separate from its source. What if you want to share only a portion of a map during a presentation? Mind maps must become even better presentation media to truly capitalize on the value of interactive presentations.

## **ConceptDraw MINDMAP Offers Next Generation of Mind Map Presentation**

ConceptDraw MINDMAP builds on the power of presenting with mind maps and overcomes their limitations. Inputting data, whether from external sources or team input has never been easier. As a result, your mind map presentations offer rich relevant data.

However, the real differentiator is the variety of presentation styles. Because you have a variety of presentation options, you can choose the type of presentation that meets your needs.

Now you can create default presentations with one click, navigating logically bit by bit through your map. By using the Image Navigator, you can select, order, and review content from a default presentation for a specific audience. By using Mouse Selections or Keywords, you create custom presentations for a specific audience or focus on specific issues. Using Intelligent Topics mode allows you to update data from external sources for financial reporting or other data-driven information.

## **Full Screen Edit Mode Promotes Interaction**

The most important breakthrough for interactive presentations is the ability to edit presentations when you are in Full Screen presentation mode. Full Screen presentations accomplish three things — they give your presentation a professional polish, they focus on content and not on the application, and they present a large image. However, many presentation tools do not support editing in Full Screen mode. With these tools, you must exit the presentation; make a change, and relaunch. This does not promote interactive presentations.

ConceptDraw MINDMAP solves this limitation with Full Screen Edit Mode. Now you can still use a full screen display using keyboard shortcuts and mouse clicks to input feedback from your audience. Combined with the choice of presentation solutions now available to you, you can create truly interactive presentations that meet your audience's needs, share just the content you require, and edit the presentation immediately from a single source map without having to develop separate presentation collateral.

## **ConceptDraw MINDMAP Lets You Choose Your Presentation Style**

Presentations that channel information only from the speaker to an audience are a dead end. Information is shared; however, active ownership of that information is not necessarily transferred to your audience. There remains a gap between the state of the presentation's source file and the outcome of a discussion.

With traditional presentation tools, you cannot prepare presentations from your source document, and because you need much time to prepare, you invest less time delivering content that is appropriate for your audience. Reusing traditional presentations is impossible because the information you use is constantly evolving.

Interactive presentations engage your audience, improve your communication, reduce ambiguity, and increase buy-in. As a presenter, you can tap into your audience's knowledge and immediately incorporate their feedback. ConceptDraw MINDMAP makes creating interactive presentations quick and easy by providing you with the power to convey just the correct information to your target audience without reconfiguring or redeveloping your content.





# ConceptDraw MINDMAP Extra Value Points

# Using ConceptDraw MINDMAP Daily

The person in the cubicle next to me recently asked me how I am able to get so much work done so quickly with all the correct details and without losing track of changes. My answer was easy — ConceptDraw MINDMAP provides me with tools that help me get work done faster. I can create presentations, track and report status, make decisions, and organize my thoughts and activities.

After thinking about it some more, I realized that the biggest time saver is not one specific feature. I use a mind map for just about everything. I do not have to generate document after document — I create all of my outputs from a common source. I do not lose track of changes and I can spend my time getting work done instead of generating content.

The following are some examples of what I accomplished with ConceptDraw MINDMAP in one week.

## Monday

Mondays are when I get organized and plan for the week. The first thing I do is open my time management map and generate my task list, produce status report, and review my personal goals list.

This simple feature is one of my favorites. I always add new tasks to my map and track them; however, to have a clear overview of what I need to get done, I generate a two week task list. I get a table of what I need to accomplish each day for the next two weeks, so I do not forget what I need to do, and I can plan my time effectively.

### Reporting Status

I like to create my status reports early in the week, so I can really focus on what I need to do. From the same map, I use for my two week task list, I also generate a status report and output it to Microsoft Word. Creating this report uses many of the different project management solutions I can download from ConceptDraw MINDMAP. The report lists my tasks, my percent complete, and my specific notes for each task. My manager is always impressed with the level of detail and the fact that nothing falls off my radar screen.

### Reviewing My Personal Growth Plan

In daily work, it is easy to forget my long term goals. So I just make time every week to track them and make sure I am not straying from my goals. This review also uses my time management map, and I can review where I am and make sure I'm progressing the way I want to.

All of this work takes less than an hour, and I can generate all of this output with one click. By the time I'm ready for my next cup of coffee, I know exactly what I need to do this week and where I am going.

## Tuesday

On Tuesday, I worked on project management issues. First , I needed to write an report analyzing resource allocations and budgets for long-term planning. Second , I needed to determine the impact of adding new requirements for one project.

### Creating Analysis Report

Over the years, I have written dozens of analysis reports. I had to dig through old project charts and spreadsheets and spend days recompiling data in new spreadsheets to do my analysis. The analytical work took less time than consolidating data. Formatting slides to share with people added even more time to the effort.

With ConceptDraw MINDMAP, I input that data into a map and began to organize it in one document, so I got to the actual analysis part much faster than in previous years.

After a morning's work, I had a rich outline and initial conclusions I could share with my manager. I exported the map content to PowerPoint so I could show my manager how to present the results to the management team.

I updated this report easily using a one click data refresh, reviewing the data, and generating a new report. I suggested we generate this report bi-weekly so we can analyze our resource loads and schedule progress and take quick corrective action if necessary.

### Determining the Impact of a Change Requirement

Our business analysts determined that we must add a significant feature set to a product under development. Our competition announced comparable functionality, and we need to stay competitive. I sent email last week to team leads asking for their input, including risks, costs, and schedule impacts.

Tuesday afternoon, I started inputting their data. Gathering information from their spreadsheets, I combined all the cost impacts into one topic on the map. Similarly , I quickly analyzed the resources required to absorb the change. I also input scheduling information from Gantt charts. I input all of this data with one click. I was also able to copy and paste comments from email and Word documents; and then consolidate overlapping information.

When I was done, I knew what the impact was. I gave my manager the project plan in a Word document outputted with ConceptDraw MINDMAP. Next week we will present the results to the change management board. For that meeting, I will present directly from ConceptDraw MINDMAP because I want the team to see all the data in context and PowerPoint is too limited for that type of group analysis.

## Wednesday

Wednesdays are my day to get ready for Thursday's team meeting. By now, I have everyone's status reports, and I can create the agenda. The meetings follow a standard agenda:

- **Create the agenda**
- **Share status from the previous week**
- **Review action items**
- **Look ahead for the next two weeks**
- **New issues**
- **Assign action items**

### Creating the Agenda

This first step is easy — I just open the map from last week's meeting. I can reorganize content or copy and paste, and my new agenda is ready. I can save last week's meeting as a separate topic too — if I need to open it up during the meeting, I have this content.

### Updating Project Tasks and Reviewing Action Items

Most of my work is updating my project map. My new version of ConceptDraw MINDMAP uses Intelligent Topics, which structure data for specific types of information, such as tasks, and supports one click data input. Updating intelligent topics is fast and simple.

I drag last week's new action items onto the review action item list, update the information from my team's status reports or update the list during the meeting.

### Resolving Issues

I can see we will have to spend about 20 minutes resolving issues. I like doing this in the team meetings because everyone is there.

I leave a topic for new action items. My agenda is ready to go in less than 15 minutes. I also look forward to using my project map to record information during tomorrow's meeting.

### Sending Out the Agenda

When I'm done, I can output the map to Word and email it directly to my team.

## Thursday

On Thursdays, I have my 10 am team meeting. Because I was prepared, I spent the first hour of the day answering email.

### Leading Team Meetings with ConceptDraw MINDMAP

Because I know that my project map contains all the data I need, plus my agenda. I present from the map by adding having selected the topics I wanted to display ahead of time. Then , ConceptDraw MINDMAP produces slides, and I can click from slide to slide during a presentation.

### Full Screen Mode Lets Me Edit During Presentations

What I really like, is that I can show these slides in Full Screen Mode and still edit the map. When a team member says something I want to record, I add it to the map without exiting the presentation.

### Creating Instant Presentations Using Keywords

In the course of discussing an issue, I like to focus on a key idea. When this happens, I instantly create a presentation without preparing slides. I save much time and I can respond quickly to discussion points. I enter a Keyword onto a toolbar and ConceptDraw MINDMAP highlights all occurrences of that keyword on the map, so we can quickly review all relevant data.

### Making Decisions with ConceptDraw MINDMAP Project Management Solutions

I often initiate quick brainstorming sessions to resolve issues and make decisions. I start a timed brainstorming session and, after about 15 minutes, we are ready to weigh two different options. I also like to use a fishbone diagram solution from the ConceptDraw Solution Park. We get results during the meeting, when everyone is there, without having to call another meeting.

### Two Week Planning

At the end of the meeting, I generate a two week agenda. We can see exactly what needs to be done, by whom, and by when and status of each task. People leave the room knowing exactly what to expect.

### Distributing Notes

My favorite part of leading meetings with ConceptDraw MINDMAP is the final step. I output to Word, email the document to the team, and then I save my map. My agenda, updates, decisions, and new action items are all in one document. Next Wednesday I can open it up again and plan my next meeting. Managing project data from one document is fast.

## Friday

Friday is my “clean up” and one-on-one meeting day.

### Leading One-On-One Meetings

ConceptDraw MINDMAP has made it very easy for me to stay on top of my one-on-one meetings. Instead of maintaining agendas and information in a new document every week for each team member, I use filters from my project map and highlight specific tasks assigned to a person or review key issues using keyword presentations.

During the meeting, I discuss and update status, add new information, and track issues. When I share this map with the team or other members, I filter out specific information to, so I am always able to focus on what is important without generating new documents.

### Reviewing the Week’s Progress

After my one-on-one meetings, I have the most current information. I regenerate and review my two week task list. If items at require attention before the weekend, I generate a quick memo from the map and email it to the team.

## The Week in Review

Whether I am working with an individual, a team, or by myself, I use ConceptDraw MINDMAP to input and output data, organize my thoughts, make presentations, and lead meetings. The input capabilities make it easy to stay on top of everything, and the flexible output and presentation solutions allow me to create output with one click. Full Screen Edit Mode also enables me to capture input during a meeting and add it to the map.

As a result, all of my data is current. I am on top of everything, and I get more work done then I could without ConceptDraw MINDMAP.

# Security Matters

## What is the issue?

Documents important IP for your company

Electronic documents such as business plans, spreadsheets, and sales proposals are the life blood of any company. Documents that exit your company unofficially are detrimental to the health of your company. The importance of this issue has steadily increased year over year because of news about how internal breaches of security have caused embarrassment to many companies.

Looking at how documents could leave your company

There are many ways for documents to inadvertently leave your company. The potential for unauthorized documents to leave your company should be minimized. There are many ways that a critical document can accidentally leave your premises via email.

Many mind mapping products have the ability to embed documents inside their file structure and be mailed to recipients outside of your firewall. Many people in your organization have the ability Word documents, spreadsheets, presentations can be embedded into a mind map and mailed in one neat package. These are documents that you may want to share with others outside of your organization, but on rare occasions they can be documents that you would rather not pass to the outside.

Why is this important?

- **Help people to support your security policies**
- **Protects the company from loss of valuable information**

What is the value of mind mapping to your organization?

- **Improved individual productivity**
- **Improved team productivity**
- **Better communications flow and information management**

What is the solution to your predicament?

- **Control at the point of the application**
- **We help you with your security issues**

# Reference Information

## Outputs/Inputs

### One Click Reports

One Click - Map: All Tasks Status  
 One Click - Map: Completed Tasks  
 One Click - Map: Tasks in Progress  
 One Click - Map: Unstarted Tasks  
 One Click - Map: Critical Tasks  
 One Click - Map: Overdue Tasks  
 One Click - Map: Started Tasks  
 One Click - Map: On Time Tasks  
 One Click - Map: Today's Tasks  
 One Click - Map: Tomorrow's Tasks  
 One Click - Map: Future Tasks  
 One Click - Map: This Week Tasks  
 One Click - Map: Next Week Tasks  
 One Click - Map: All Milestones  
 One Click - Map: Completed Milestones  
 One Click - Map: Overdue Milestones  
 One Click - Map: Future Milestones  
 One Click - Word Doc: Two Week Task  
 Checklist\*  
 One Click - Word Doc: Outline\*  
 One Click - CD PRO: Work Breakdown  
 Structure (WBS)\*  
 One Click - CD PRO: Fishbone\*  
 One Click - CD PRO: Project Gantt Chart\*  
 One Click - CD PRO: Organization Chart\*  
 One Click: CD PRO: PERT Chart\*  
 One Click - CD PRO: UML Use Case\*  
 One Click - CD PRO: UML Design Mode\*  
 One Click - CD PRO: UML Sequence  
 Diagram\*  
 Additional solutions and One Click  
 Reports can be found at  
**ConceptDraw Solution Park\***  
**Outputs to other software**

## Copy-and-Paste

Column from MS Word creates same  
 level topics  
 Columns from MS Excel creates same  
 level topics  
 Rows from MS Excel become parent-  
 child relationship  
 Any section of map can be pasted into  
 CD PROJECT to Gantt View  
 CD MINDMAP maps can be pasted into  
 CD PRO, topics remain linked  
 Tasks from CD PROJECT can be pasted  
 into CD MINDMAP

## Imports & Exports

Import/Export MindManager vv7-14  
 Import/Export from OPML  
 Import/Export Outlook 2007/2010/2013  
 Import/Export MS Project  
 2007/2010/2013  
 Import CSV wizard  
 Export map as BMP, JPG, GIF, TIFF,  
 PNG, PDF  
 Export to MS Word, MS PowerPoint,  
 (pdf) Adobe Acrobat, iCal, or as  
 (rtf) Rich Text Format  
 Export to HTML

## Brainstorming

Powerful Brainstorming Modes provide  
 you with  
 situational brainstorming, timer

## Multiple Page Maps

Multiple-page support, break up maps by  
 placing topics on separate  
 pages, manage  
 multi-projects  
 Page Navigator - displays thumbnails  
 of other  
 pages inside map

## Themes and Templates

Map themes - instantly change map  
 appearance,  
 or build your own  
 Map templates - templates come  
 with product  
 or build your own  
 Collaboration  
 Google Wave plug-in for real time  
 mind mapping  
 collaboration  
 Files and application work with Microsoft  
 SharePoint, and many online collaboration  
 and meeting tools

## Editing & Formatting

### Topics

900+ pieces of clip art in MINDMAP,  
 200+ QuickSymbols  
 20000+ CD PRO clip art pieces available  
 through CD PRO  
 Notes, embed tables and text  
 Automatic and manual topic positioning  
 Map topic directional control, Topic look  
 configurable

### Topic Types

Included CD MM - General, Project,  
 Task, Resource, Phase, Milestone,  
 Documents (embedding),  
 Additional extensible topic types at

### ConceptDraw Solution Park

### Topic Attributes

Topic Relationships - General,  
 Start-to-Start, Finish -to-Finish,  
 Start-to-Finish, Finish-to-Start  
 Call outs  
 Floating or attached



Auto numeration  
 Copy-and-paste attributes  
 Filtering, Sorting & Searching  
 Sort - Alphanumeric, Alphabetic,  
 Task Percentage Complete, Number,  
 Main Topics Only, Entire sub tree,  
 Forwards-Backwards  
 Filter for content  
 Find and Replace - Topic text, notes,  
 hyperlinks, resources  
 Spotlight - Mac OS; Google Desktop -  
 Windows  
 Visual Work Layouts  
 Map View  
 Outline View  
 Map & Outline side-by-side view  
 Full Screen Mode - eliminates tool bars  
 from view

## Presentations

Default Presentation - Automatic for  
 instant presentation  
 Default Presentation Edited - Manual for  
 quick presentation preparation  
 Filtered Presentations use only  
 selected criteria for presentation  
 Full-Screen Mode presents larger view  
 of map information without toolbars  
 Mouse selected-defined presentation  
 Identifies key topics  
 ViewNavigator provides easy access to  
 preview, organize, and export options  
 Direct export of map parts to  
 PowerPoint document  
 Direct export of map text to  
 PowerPoint document

## Miscellaneous

Automatic save  
 Spell check  
 Shape drawing tools  
 Extensive Keyboard Shortcuts

Ribbon interface - Windows  
 Shared file format with CD Project  
 License per User for Macintosh  
 & Windows  
 Undo/Redo  
 Send via e-mail, includes .png image  
 file of map  
 Map themes - instantly change map  
 appearance, or build your own  
 Map templates - templates come with  
 product or build your own  
 Print outline, map or notes  
 Print Portrait or Landscape  
 Print cut marks  
 Print background  
 Fit to 1,2,4,8,16 pages  
 Auto save  
 Specify default map theme  
 Save to FTP server  
 No charge technical support

## ConceptDraw Solution Park

Need a new ConceptDraw MINDMAP  
 Output or Input Solution? Looking for  
 additional productivity tools? Want to  
 know what 3rd party developers have  
 released for ConceptDraw MINDMAP?

Visit [ConceptDraw Solution Park](#) for  
 the latest productivity add-ons that  
 are focused on making you more  
 productive each and every  
 day. Come to the ConceptDraw  
 Solution Park to see what free and  
 paid solutions are available to you. We  
 are constantly adding new solutions.

## 3rd Party/ Corporate Developers

Development api available

## Macintosh®

OS: Mac OS X 10.9 or later  
 CPU: Intel  
 RAM: 1024 Mb  
 HDD: 650 Mb

## Windows®

OS: Microsoft® Windows® 7/8 (32-bit &  
 64 bit  
 certified)  
 CPU: Intel Pentium® 4, 1.8 GHz or higher  
 RAM: 1024 Mb  
 HDD: 540 Mb disk space (1.5 GB  
 during the  
 installation)

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