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Welcome to ConceptDraw MINDMAP 16 for Windows

Computer Systems Odessa Corporation introduces you ConceptDraw MINDMAP - a powerful application for creating clear and visual Mind Maps for macOS and Windows platforms.

[Visual Thinking and Mind Mapping](#)

[Your Benefits](#)

[ConceptDraw Maintenance Assurance](#)

[Technical Support](#)

Visual Thinking and Mind Mapping

It is known that visual thinking is inherent and natural to human mind. That is why visual form is most effective for representing information of any sort: it provides clarity, facilitates perception and understanding, gives a general view which is especially important in planning, developing ideas and projects, studying complex material. Information in visual form is easier to remember, and effective to present and explain to others.

Mind Mapping is a technique for representing and organizing ideas and items of information in a visual form. It helps you express your ideas in an easy way and organize them one after another in the form of a tree. It reflects the natural mode of thinking:

- 1) the main topic is put in the center;
- 2) then it is developed in the topics;
- 3) which in their turn are further developed in the subtopics which are put as sub-topics.

In the sub-topics, the topic is divided into parts, specified and presented in more detail. Subtopics can also hold additional information, or some ideas formed by association. Moreover, there are conventional graphical signs which can be added to the topics to evaluate the ideas or show the attributes of the topics. This results in a clear graphical representation of the ideas (or items of information) and relations between them in the form of a Mind Map. In the Mind Map you can also reinforce the ideas by using graphics, colors, figures and connections. The main advantage of Mind Maps, in comparison with ordinary lists and tables, is that a Mind Map provides a view of the whole. You see the entire structure of the topic presented - this leads to better understanding, and you can discover new ideas and approaches.

ConceptDraw MINDMAP is a powerful and easy-to-use tool for Mind Mapping. Its advanced features will help you quickly organize your ideas and structure your concepts, plans, daily work, learning material and other information. This application makes work and learning more effective and facilitates idea generation.

Your Benefits

ConceptDraw MINDMAP combines the power of two technologies:

- the Mind Mapping technique which helps dividing the problem into several simpler parts and solve them effectively;
- and the ConceptDraw technology which helps you visualize the thinking process, and makes it easy to modify and develop the ideas and share them with others easily via the Internet.

ConceptDraw MINDMAP is effective and helpful in any tasks when you need to:

- generate, organize and evaluate ideas;
- structure some information;
- put some concepts in a clear and attractive way to persuade others.

So it proves helpful as a powerful and easy-to use tool for many purposes:

- o Planning
- o Teaching
- o Organizing
- o Note-taking
- o Outlining
- o Brainstorming
- o Decision-making
- o Presentations
- o Summaries
- o Project management

With ConceptDraw MINDMAP you can:

- o present processes, ideas, complicated relationships graphically - in the printed way or on the Internet;
- o visualize and analyze different factors in daily business decisions;
- o facilitate idea generation in the most creative mode of thinking - you allow ideas to flow freely before starting to organize them;
- o present your learning material in a logical and structured way to understand and remember it better;
- o create clear, appealing and persuasive Mind Maps which make your work or studies more effective;
- o visualize and structure the plans or ideas to help others working on a project understand it and to encourage creativity of their own.

ConceptDraw Maintenance Assurance

We have developed an innovative maintenance program that makes sure you stay up to date. At the time of your buy a ConceptDraw product, you are able to purchase [ConceptDraw Maintenance Assurance](#).

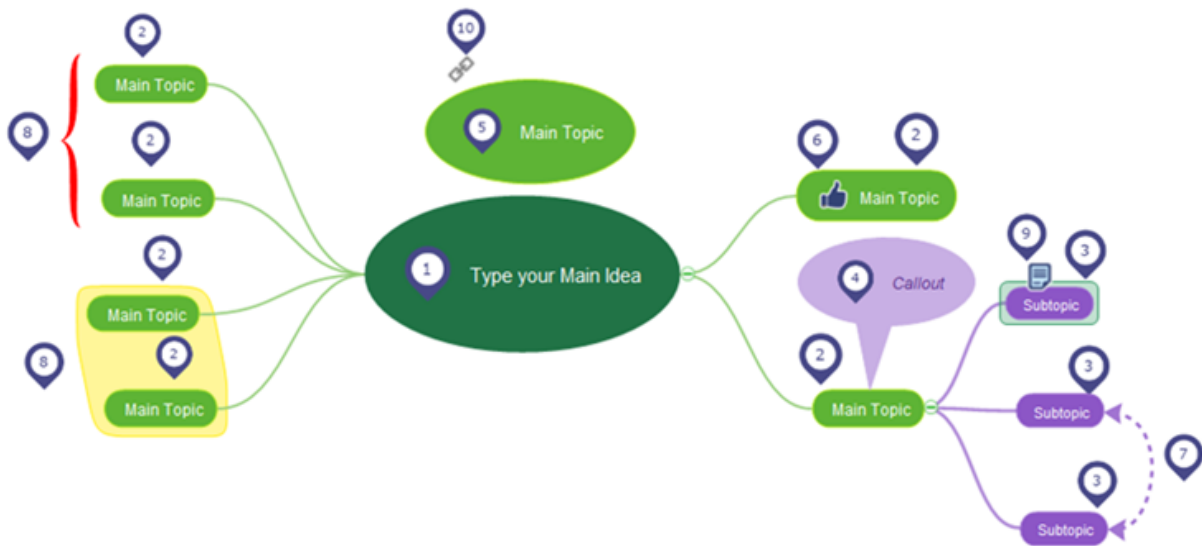
Technical Support

We offer unlimited free technical support for our users. Please, submit the [ticket](#) form in the Help Desk section on our Web site. Replies are normally sent within one business day. We are always happy to answer your questions and hear your feedback.

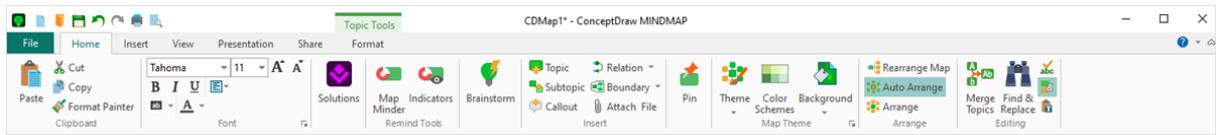
ConceptDraw MINDMAP Document Basic Elements

ConceptDraw MINDMAP provides a set of features for creating mind maps. Each individual's mind map is unique, but all mind maps are built using the following basic elements:

1. **Main Idea:** usually the key theme or title of a mind map. ConceptDraw MINDMAP supports the creation of [several independent Main Ideas](#) in a single mind map page. There are a set of [formatting options](#) to change the Main Idea's appearance.
2. **Main Topics:** key points that define the Main Idea. Main Topics are the next-level topics to the Main Idea. There are a set of [formatting options](#) to change the Main Topic's appearance.
3. **Subtopics:** next-level topics that detail the Main Topics. There are a set of [formatting options](#) to change the Subtopic's appearance.
4. **Callouts:** contain supplementary information about specific topics. There are a set of [formatting options](#) to change the Callout's appearance.
5. **Floating topics:** detached topics that contain additional information. Usually used as a container for uncategorized ideas. There are a set of [formatting options](#) to change the Floating Topic's appearance.
6. **Icons:** symbols that allow you to code mind map topics.
7. **Relations:** arrowed lines that visually link the related topics. There are a set of [formatting options](#) to change the Relation's appearance.
8. **Boundaries:** used to highlight or summarize several topics within a mind map. There are a set of formatting options to change the [Boundary's](#) appearance.
9. **Notes:** additional text notes to topics.
10. **Hyperlinks:** links to websites, other topics, and files directly from a mind map topic.



Toolbar Tour



The ConceptDraw MINDMAP toolbar provides quick access to functions that are commonly performed within the program.

[Quick Access](#)

[File](#)

[Home](#)

[Insert](#)

[View](#)

[Presentation](#)

[Share](#)








[Format](#)

[Help and Hide Ribbon Buttons](#)

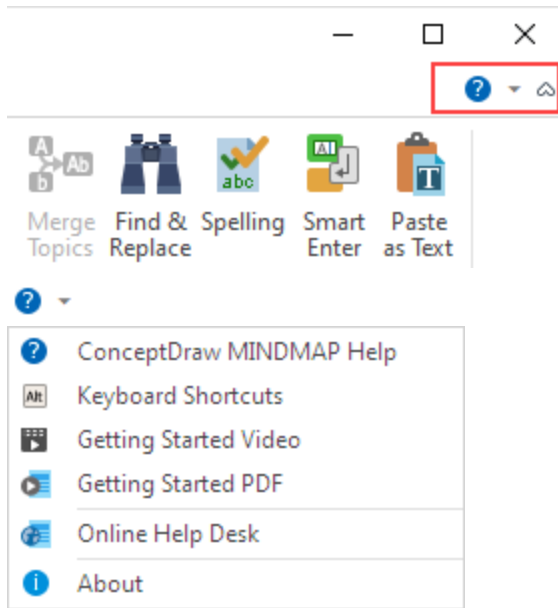
Quick Access



Quick Access menu facilitates access to the most frequently used functions. It is located at the top of [Toolbar](#).

-  New Start a new mind ma.p (Ctrl + N)
-  Open: Brings up the Open window, allowing you to load an existing document of supported formats stored on your computer. (Ctrl +O)
-  Save: Save the current document. (Ctrl +S)
-  Undo: Undo the last action (Ctrl +Z)
-  Redo: Redo the last undone action. (Ctrl +Y)
-  Quick Print: Send the map directly to the default printer without making changes.
-  Print Preview: Preview and make changes to pages before printing.

Help and Hide Ribbon Buttons



ConceptDraw MINDMAP Help: Calls the ConceptDraw MINDMAP Help System. It opens in a separate window where you can see a number of articles containing information on how to use the product. You can read or print the articles, search them for the needed information.

Keyboard Shortcuts: Calls the ConceptDraw MINDMAP ready-to-print list of the keyboard shortcuts in pdf format.

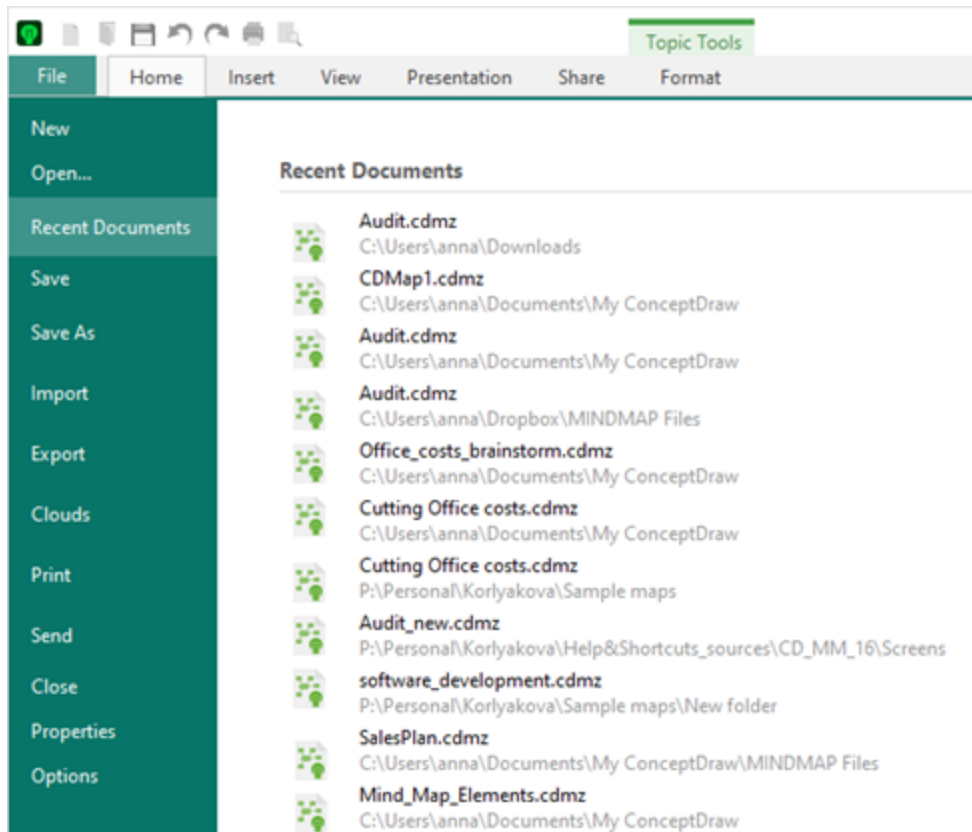
Getting Started PDF: Opens the Getting Started guide in the PDF format.

Online Help Desk: Allows you to ask a question to ConceptDraw MINDMAP Support Team.

About : Opens the About window, where you can see the information about the application version and developers.

⌵ Hide/Show Ribbon: Quick way to hide/unhide the ribbon. (Ctrl+Shift+H)

File



New: Create a new document

Open: Open an existing file

Recent Documents: See the list of the recently opened files

Save: Save the currently opened file

[Save As:](#) Save a copy of the document

[Import:](#) Create map file (cdmz) from other file types

[Export:](#) Save map file (cdmz) as other file type

[Print:](#) Preview and print the document

[Send:](#) Send a copy of current document in an email message as an attachment

Close: Close the currently opened document

[Properties:](#) Allows to configure the settings of the current document in the Document Properties dialog.

Options: Allows to configure the application settings in the [Options](#) dialog.

Save as

Save a copy of the document.



Document: Save as ConceptDraw MINDMAP document (cdmz)



Template: Save as ConceptDraw MINDMAP template (cdmtz)



Presentation: Save as ConceptDraw MINDMAP document (cdmz).
File opens as a presentation using slides from Slide Navigator.



Brainstorm: Save as ConceptDraw MINDMAP template (cdmtz).
File opens as a Brainstorming session



Save as ConceptDraw PROJECT: Save as ConceptDraw PROJECT document (cdpz)

Print

Print ConceptDraw MINDMAP document.



Print: Send the map directly to the default printer without making changes



Print Preview: Open [Print Preview](#) tab



Map: Preview and print the current mind map



Outline: Preview and print the current mind map as text outline



Notes: Preview and print text notes to the topics of the current map

Send

Send a copy of current ConceptDraw MINDMAP document in an email message as an attachment.














E-mail: Send the current mind map file via email as an attachment



E-mail Presentation: Send the current mind map file via email as an attachment
File will be automatically opened in the [presentation](#) mode













Import

The **Import** section provides the access to ConceptDraw MINDMAP import opportunities:

	Evernote	Create a mind map from Evernote note (ENEX)
	FreeMind	Open a XMind file (XMIND)
	Mindjet MindManager	Open a MindManager file (MMAP)
	MS Excel	Create a mind map from MS Excel document (XLSX)
	MS PowerPoint	Create a mind map from PowerPoint presentation (PPTX)
	MS Project	Create a mind map from MS Project document (MPP)
	MS Word	Create a mind map from MS Word document (DOCX)
	OPML	Create a mind map from Outline Processor Markup Language file (OPML)
	Text Indented Outline	Create a mind map from indented or numerated Text Outline (TXT)
	Text Numerated Outline	Create a mind map from indented or numerated Text Outline (TXT)
	XMind	Open a FreeMind file (MM)

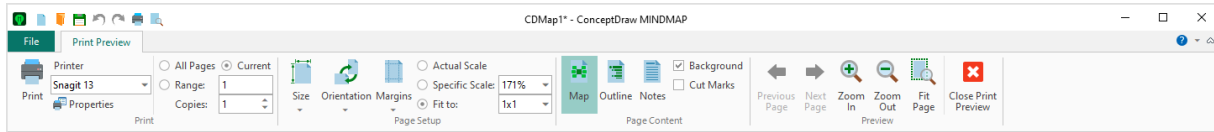
Export

The **Export** section provides the access to ConceptDraw MINDMAP export opportunities

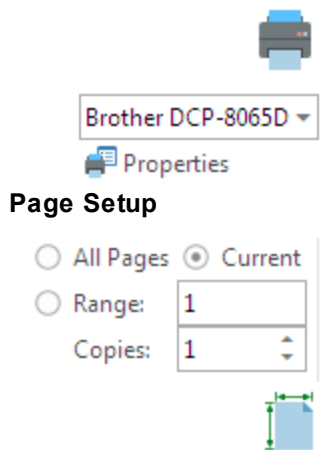
 Adobe PDF	Save a mind map as a Portable Document Format file (PDF)
 Images	Save a mind map as a graphic file (BMP, JPG, GIF, TIFF, PNG)
 Mindjet MindManager	Save a mind map as a MindManager file (MMAP)
 MS PowerPoint	Save a map as a MS PowerPoint presentation (PPTX)
 MS Project	Save a mind map as a MS Project file (XML)
 MS Word	Save a mind map as a MS Word file (DOCX)
 OPML	Save a mind map as an Outline Processor Markup Language file (OPML)
 RTF	Save a mind map as a Rich Text Format file (RTF)
 SVG	Save a mind map as a Scalable Vector Graphics file (SVG)
 Text Outline	Save a mind map as a text outline file (TXT),
 Web Page Map View	Save a mind map as a Web-page (HTML)
 Web Page Outline View	Save a mind map text outline as a Web-page (HTML)

Print Preview

Preview and make changes to pages before printing



Print



Print: Print the current document.

Printer: Choose printer and printer properties.

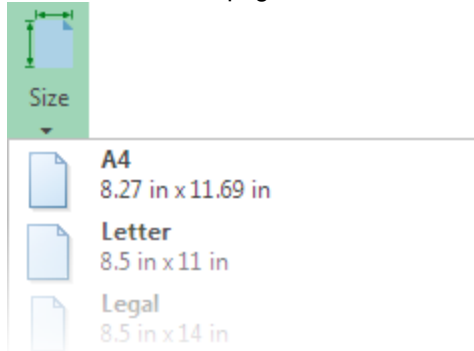
All Pages - print the entire document.

Current - print the current page.

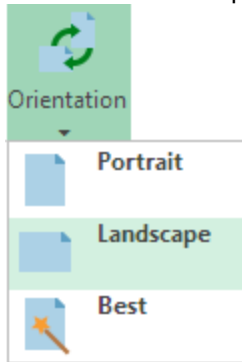
Range - type page numbers or page ranges, you want to print.

Copies - type number of copies.

Size - Choose the page size from the drop-down list.

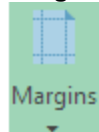


Orientation: Switch the pages between portrait and landscape layout. Choose " The Best " to automatically set orientation, which is fit to the current map size.





Margins: Set the margins for the current document.



Margins

Normal
 Top: 0.39 in Bottom: 0.39 in
 Left: 0.39 in Right: 0.39 in

Wide
 Top: 0.59 in Bottom: 0.59 in

Actual Scale
 Specific Scale: 71%
 Fit to: 1x1

Actual Scale - Print the document in zoom 100% of the actual size.

Specific Scale - Set the scale percentages of the actual size.

Fit to - set the number of pages , your map will be spitted.

Page Content

Select exactly the type of document you want to print



Map: Printing the map view



Outline: Printing the outline view



Notes: Printing Notes

- Background
- Cut Marks

Specify some visible options of your printed output

Preview



Previous page/Next Page: Navigate between pages on page preview



Zoom in: Zoom in the document print preview



Zoom out: Zoom out the document print preview

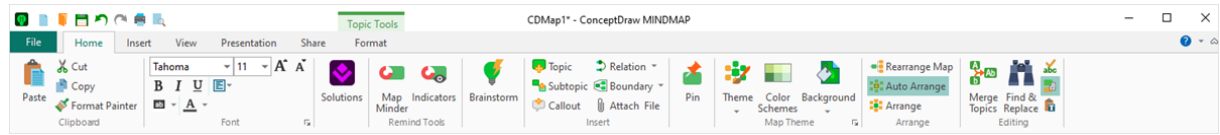


Fit Page: Zoom the document so that entire document fits one page



Close: Close the Print Preview window

Home



- [Clipboard](#)
- [Font](#)
- [Remind Tool](#)
- [Brainstorm](#)
- [Insert](#)
- [Pin](#)
- [Map Theme](#)
- [Arrange](#)
- [Editing](#)

Clipboard



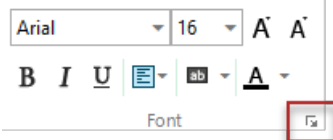
- Paste** Paste contents from the Clipboard.
- Cut** Cut selection and put it into Clipboard.
- Copy** Copy the selection and put it into the Clipboard.
- Format painter** Copy formatting from one place and apply it to another. Double-click this button to apply the same formatting to other places on the map.

Solutions



Open [Solutions](#) panel

Font



Select the topic that contains the text that you want to format. Click the font formatting buttons that you want to use. The [Font](#) dialog can be accessed by clicking the button in the lower right corner.

Remind Tools



Map Minder: Open [Map Minder](#) panel



Show Indicators: For the file tracked in with [Remind Tools](#) will show the time remaining until the scheduled start date of the tasks.

Brainstorm



Brainstorm: Switch the [Brainstorming](#) mode..

Insert



Topic: Add a [Topic](#) to the same level as the selected one. If no topic is selected, the topic is added to the Main Idea topic. If selected topic is disconnected with others (floating), a new disconnected topic is added below.



Subtopic: Add a [Topic](#) on the next level to selected one. If no topic is selected, the topic is added to the Main Idea topic.



Callout: Add [callout](#) to the selected topic.



Relation: Insert [Relations](#) to indicate logical dependence between topics (usually project tasks or milestones): Start-to-Start , Start-to-Finish, Finish-to-Start, or Finish-to-Finish). Insert Relations by dragging mouse between related topics. Relations have different styles.



Boundary: Add a [boundary](#) around a topic and all its subtopics. You can format the boundary line style and color.



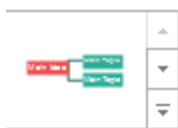
Attach File: Attach a file to selected topic.

Pin



Pin tool: When you pin a topic, subtopic or graphic image in the mind map window, it cannot be moved. The pinned element does not move either manually or when using any embedded arrangement and ordering tool.

Map Theme



Map Theme changing: Change the style of the entire mind map. ConceptDraw MINDMAP contains the embedded Basic Themes set on default. Additional pre-designed Map Themes come with some [Solutions](#). You can quickly change any of pre-installed Themes using the [Map Theme](#) and [Format](#) options. You can create your own Map Theme and save it as a new one.



Color Schemes change. You can customize your mind map appearance by changing the color palette of the current Map Theme.



Background: Change Background [color](#).



Map Theme button: Open [Map Theme](#) Attributes dialog.

Arrange



Rearrange map: Arrange selected branches of the mind map.



Auto-arrange: On/Off the Auto-arrange mode. The newly created mind maps has the Auto-arrange mod active on default.



Arrange: Activate the [Arrange](#) panel for the object selected..

Editing



Merge Topics: This option allows merging selected topics and subtopics into one large topic. The post-merge text preserves the hierarchy of the original topics.



Find: Find text in the map content.



Spelling: Check the spelling and grammar of text in the map and map notes.



Smart Enter: Smart Enter mode. This option allows entering new topic quickly.

ON: Enables using the "Enter" key to complete the topic editing and add the sibling topic at once.

OFF: Enables using the "Enter" key just to complete the topic editing.

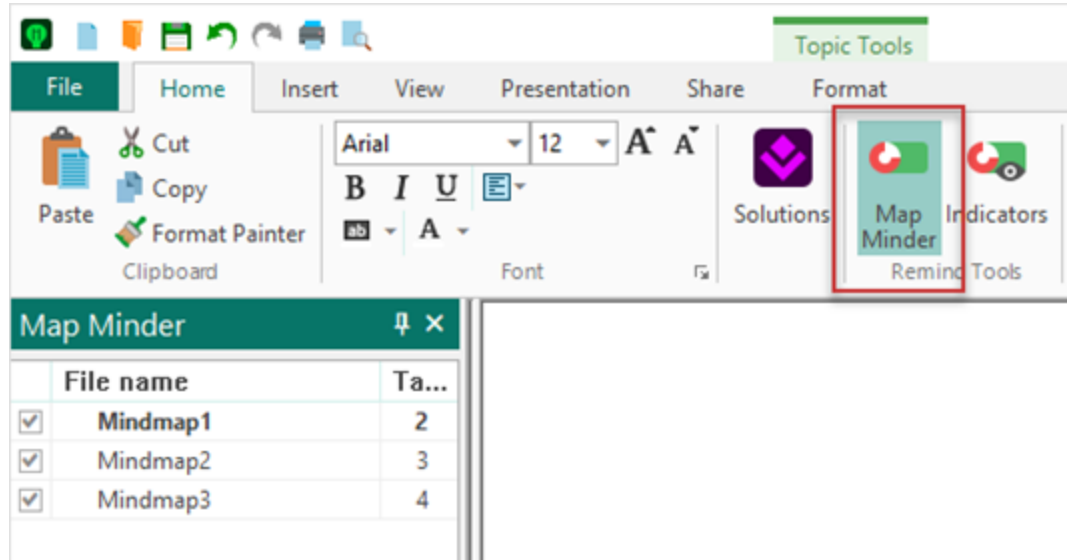


Paste as Text: Paste text from the clipboard as plain unformatted text.

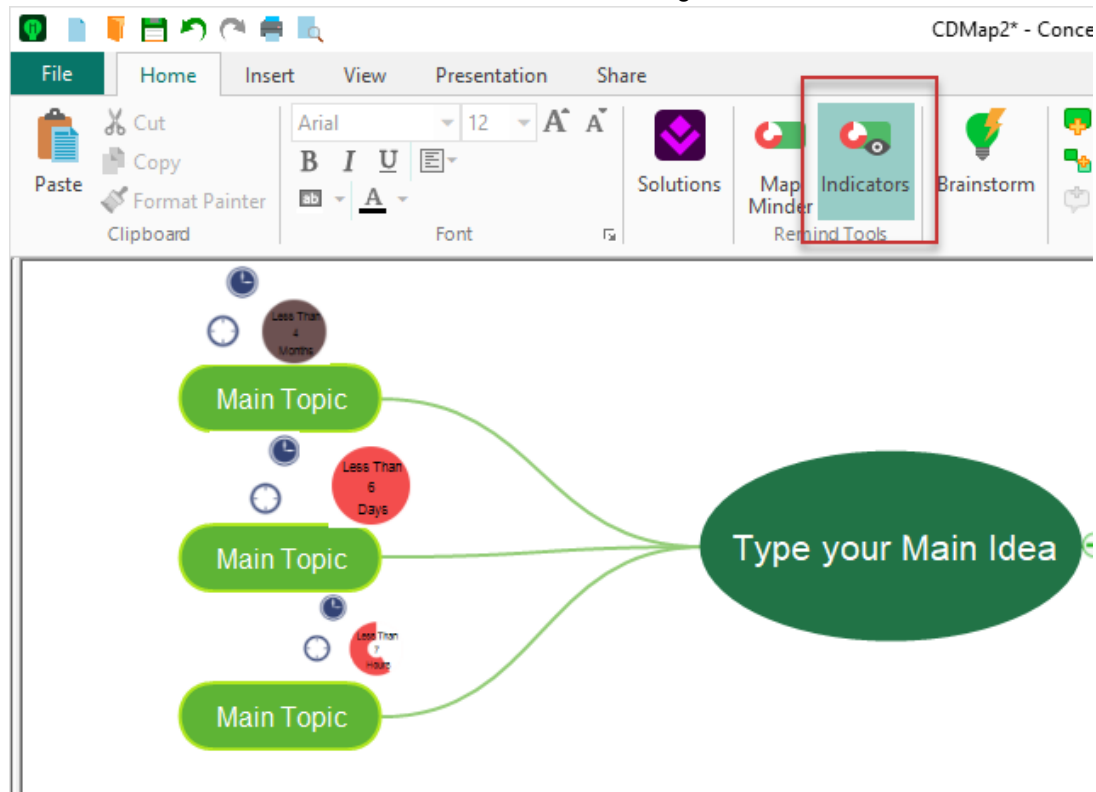
Remind Tools

You can create mind maps that contain topics with specific parameters: duration, dates, percentage of completion, assignees, and so on. Any topic in your mind map can be converted into a task by assigning it the [topic type](#) Task.


Turn the mind map into a reminder tool for your projects — the [Map Minder](#) panel will display a live data on the number of un-started tasks in the projects you choose to track.

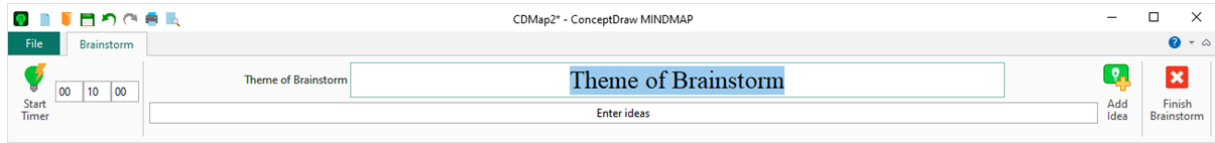


The Time Countdown Indicator will show the time remaining before the scheduled task start date.




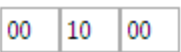
Brainstorm

Brainstorming in ConceptDraw MINDMAP is easy thanks to the special Brainstorming mode. Click the Brainstorm button  on the [Home](#) tab to activate the Brainstorm panel.

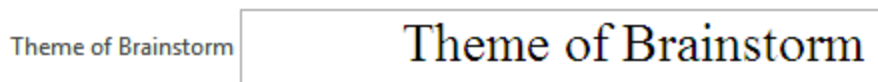


ConceptDraw MINDMAP provides you with different brainstorming options. Brainstorm panel allows you to specify the topic of the brainstorming session and record the ideas as a list. The Brainstorm mode allows to generate as much as possible ideas related to a specific theme for a limited amount of time.

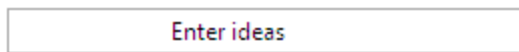
1.  Start the countdown / Pause the countdown.

2.  Enter hours., minutes and seconds.

3. Enter here the theme of brainstorm session. Then press the **Enter** key.



4. Enter here an idea. Then press **Enter** key or click the **Add Idea** button. 



5. Exit Brainstorm mode and start editing map.



Boundary

The Boundary tool can be accessed from the [Home](#), or from the [Insert](#) tab.

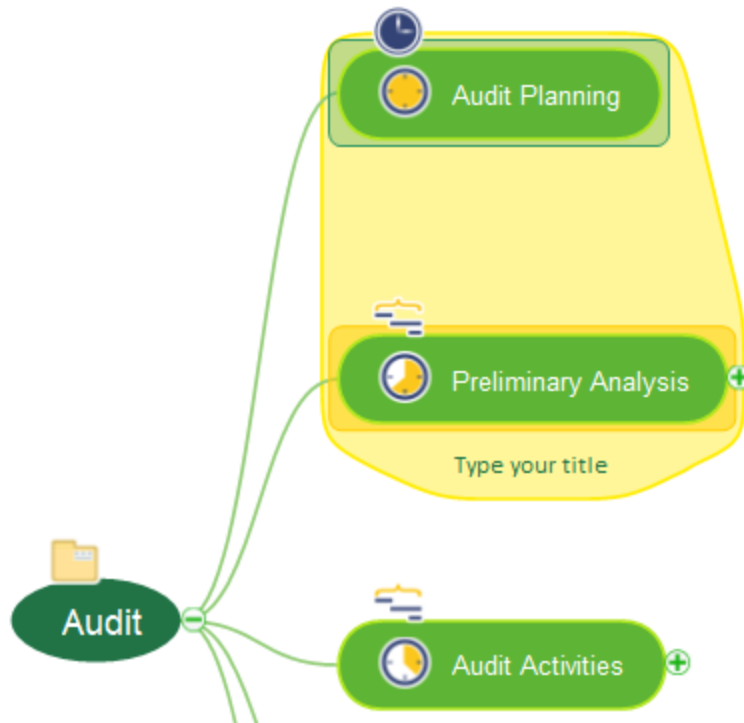


	Create Boundary
	Include to Boundary(ies)
	Exclude from Boundary(ies)

A Boundary tool is used to pick out visually the relationships between topics and subtopics. It looks like a polygon that joins particular topics and subtopics with a closed line and a background color. The boundary will change its shape and size automatically when the stuff it includes are rearranging. You can add a boundary within another boundary. The initial boundary line and fill type are determined by the default settings. You can manage the selected Boundary using the [context menu](#). You can change the boundaries' fill and line using [Format](#) tab. Boundaries are not shown in the Outline view.

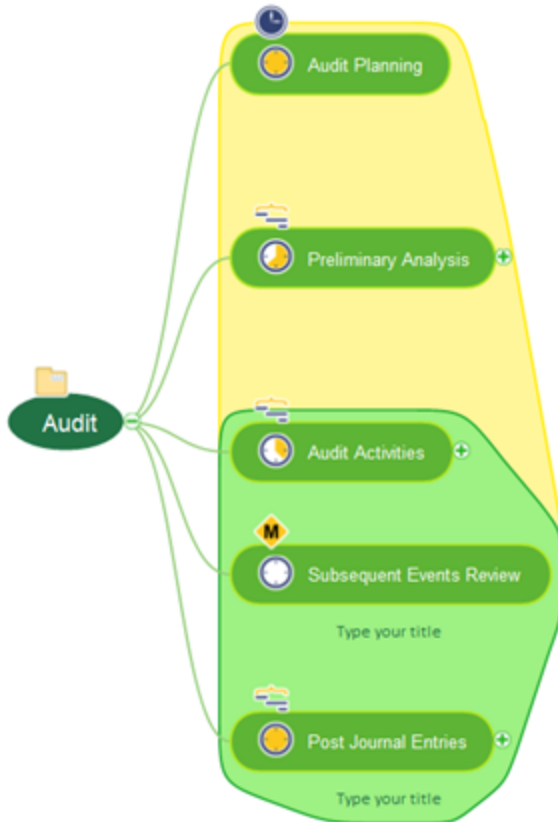
Create a new boundary

1. Select topics you want to group with the boundary.
2. On the Home tab, click the Boundary button, or select the Boundary item in the [context menu](#).
3. Type the Title of a Boundary.



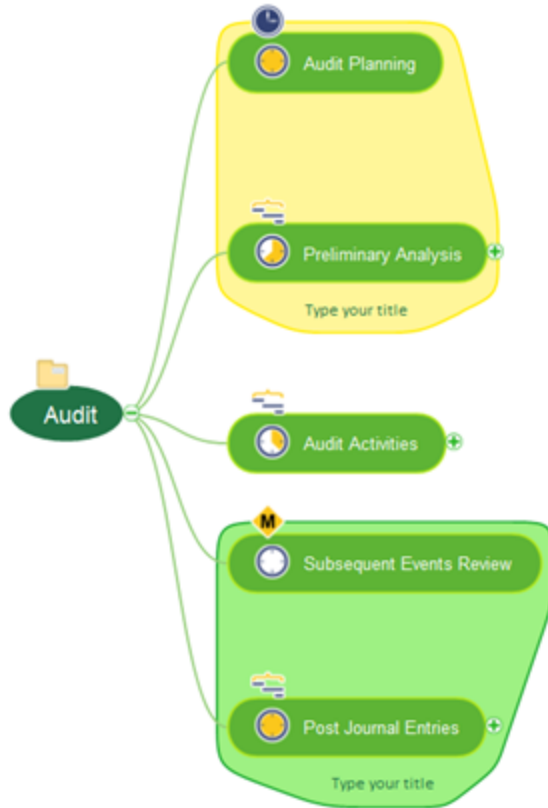
Add a Topic to an Existing Boundary

1. Select a topic and a Boundary(ies).
2. Open the Boundary button drop-down menu or topic [context menu](#).
3. Select "Include to Boundary(ies)."



Exclude a Topic From a Boundary

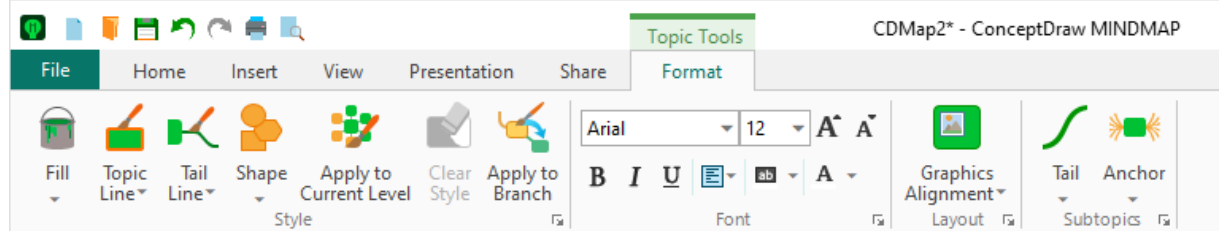
1. Select a topic.
2. Open the Boundary button drop-down menu, or topic [context menu](#).
3. Select "Exclude from Boundary(ies)".



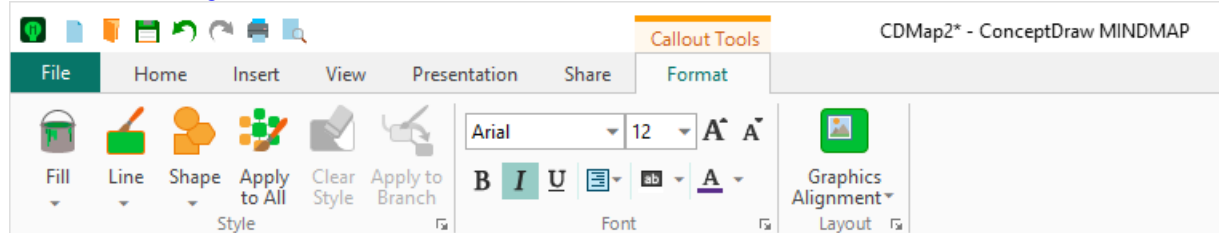
Format

ConceptDraw MINDMAP provides a variety of style and formatting options for your mind maps, that let you make them more informative without interfering with their readability. You can completely customize the style of your mind maps, including the style of [topics](#), [callouts](#), [relations](#), [drawn shapes](#), and even the format of [boundaries](#).

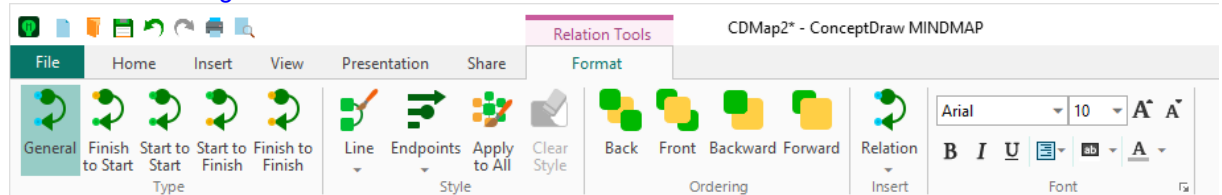
[Topic formatting tools](#)



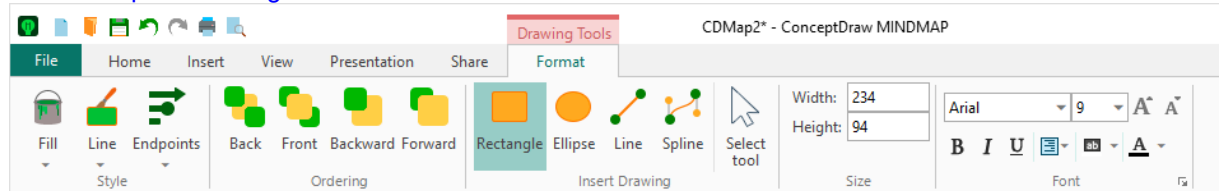
[Callout formatting tools](#)



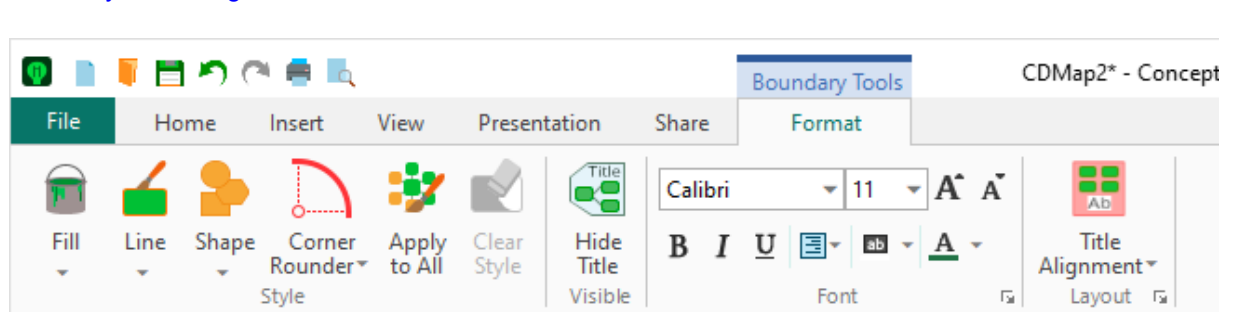
[Relation formatting tools](#)



[Drawn shape formatting tools](#)

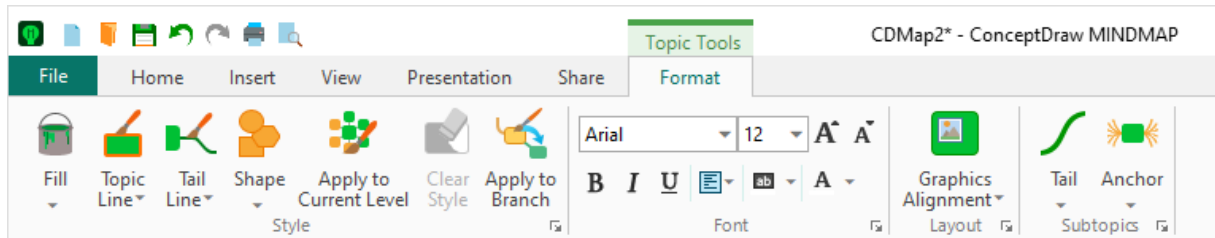


[Boundary formatting tools](#)




Format Topic


To access the topic format tab, select a topic and Format tab, or use [context menu](#).





- [Format Topic Style](#)
- [Format Topic Font](#)
- [Format Topic Layout](#)
- [Format Subtopics](#)


Format Topic Style


 **Fill:** Change the [fill color](#) of selected topic.
Also change gradient type and background color, as well as pattern ornament.

 **Line:** Change the [color](#) of the selected topic's outline and branch connection line.
Also change line style and weight.

 **Tail Line:** Change the [color](#), style, weight, and endpoint (anchor) placement for the lines between the selected topic and its parent topic.

 **Shape:** Change the [Shape](#) of selected topics, such as Rectangle, Circle, Hexagon, etc.
You can insert any image as topic background.

 **Apply to Branch:** Apply the style of the selected topic (subtopic) to the entire branch (the topic and its all-level subtopics). The inherited style is applied only to already existing topics. In order to extend it to the newly created topics, you must reuse the button.
Use the button at the right bottom corner to set some options using [Apply to Branch](#) dialog.

 **Apply to Current Level:** Apply the style changes to all topics on the current level.
The changes will be set as default style for the given level of the current map.

 **Clear Style:** Restore the latest default style of selected topics.



Format Topic Shape

Change the shape of selected topics, such as Rectangle, Circle, Hexagon, etc. You can insert any image as topic background.



Automatic: Change the shape of selected topics to the shape that is set as default for current Map Theme.

TEXT

None: No topic shape



Squirrel



Rounded Rectangle



Hexagon



Circle



Structure

TEXT

Line: Line on the bottom border of a topic



Rectangle



Rounded



Octagon



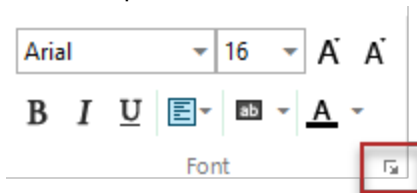
Oval



Custom Image

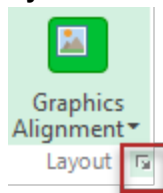
You can use any image as topic background
Select Image. Pick up a graphic file to apply as a topic background

Format Topic Font



Select the topic that contains the text that you want to format. Click the font formatting buttons that you want to use. Use the button at the right bottom corner of the group to open [Font](#) dialog.

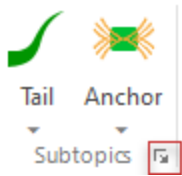
Layout



Graphics Alignment controls allow changing position of an image within the topic. The [Margins and Spacing](#) dialog can be accessed by clicking the button in the lower right corner.

- Left (top) - Align image at the top left corner of the topic.
- Left (center) - Center image vertically and align it to the left side of the topic.
- Left (bottom) - Align image to the bottom left corner of the topic.
- Right (top) - Align image at the top right corner of the topic.
- Right (center) - Center image vertically and align it to the right side of the topic.
- Right (bottom) - Align image to the bottom right corner of the topic.
- Top (left) - Align image at the top left corner of the topic.
- Top (center) - Center image and align it to the top of the topic
- Top (right) - Align image at the top right corner of the topic.
- Bottom (left) - Align image to the bottom left corner of the topic.
- Bottom (center) - Center image and align it to the bottom of the topic.
- Bottom (right) - Align image to the bottom right corner of the topic.

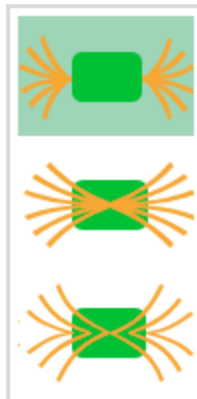
Format Subtopics



Tail: Change the shape of the connecting lines between the topic and its subtopics.



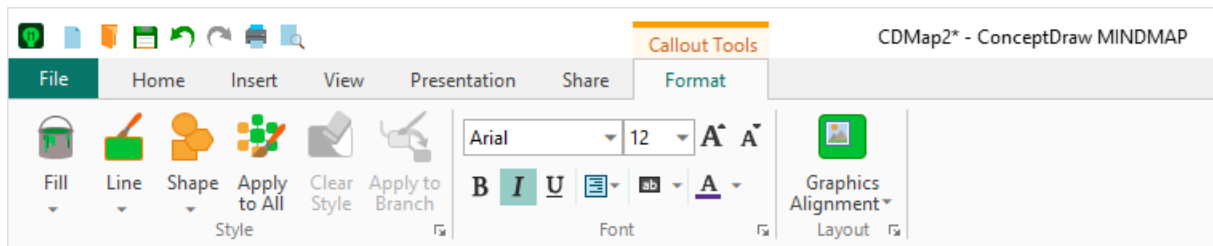
Anchor: Change the placement of the beginning point of the branch lines, and endpoint (anchor) placement for the lines between the selected topic and its subtopics.



The button at the right bottom corner of the group opens the [Margins and Spacing](#) dialog.

Format Callouts

To access the callout format tab, select a callout and Format tab or use [context menu](#).



[Format Callout Style](#)

[Format Callout Font](#)

[Format Callout Layout](#)

Format Callout Style



Fill: Change the [fill color](#) of selected callout.

Also change gradient type and background color, as well as pattern.



Line: Change the [color](#) of selected callout's outline.

Also change line style and weight.



Shape: Change the [shape](#) of selected callout, such as Cloud, Rectangle, Oval, etc.

You can also insert any image as a topic background.



Apply to All: Apply the Style changes to all callouts on the current map. The changes will be set as default style for all callouts of the current map.



Clear Style: Restore the latest default style of selected callouts.



Format Callout Shape

Change the shape of selected callout, such as Cloud, Rectangle, Oval, etc. You can also insert any image as a callout background.



Automatic: Change the shape of selected callout to the shape that is set as default for current Map Theme.

TEXT

No callout shape and outline

TEXT

Line



Rectangle balloon



Rounded Rectangle



Rounded balloon



Oval



Bubble



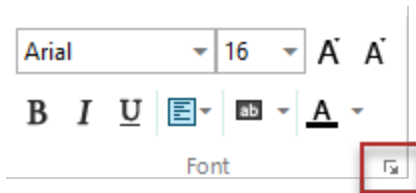
Highlight text of the callout



Cloudy

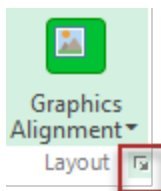
Select Image - Insert any image as callout background.

Format Callout Font



Select the callout that contains the text that you want to format. Click the font formatting buttons that you want to use. Use the button at the right bottom corner of the group to open [Font](#) dialog.

Format Callout Layout

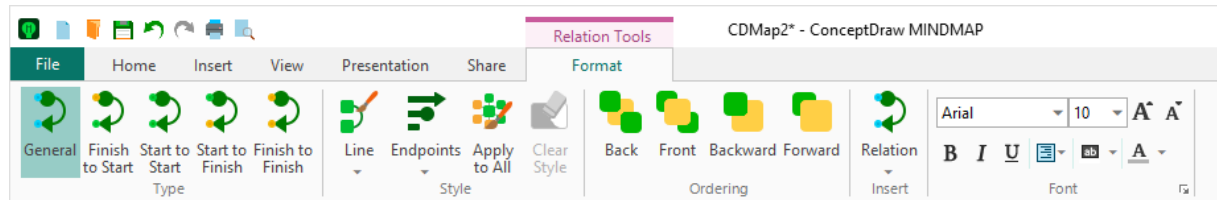


Graphics Alignment controls allow changing position of an image within the callout. The [Margins and Spacing](#) dialog can be accessed by clicking the button in the lower right corner.

- Left (top) - Align image at the top left corner of the topic.
- Left (center) - Center image vertically and align it to the left side of the topic.
- Left (bottom) - Align image to the bottom left corner of the topic.
- Right (top) - Align image at the top right corner of the topic.
- Right (center) - Center image vertically and align it to the right side of the topic.
- Right (bottom) - Align image to the bottom right corner of the topic.
- Top (left) - Align image at the top left corner of the topic.
- Top (center) - Center image and align it to the top of the topic
- Top (right) - Align image at the top right corner of the topic.
- Bottom (left) - Align image to the bottom left corner of the topic.
- Bottom (center) - Center image and align it to the bottom of the topic.
- Bottom (right) - Align image to the bottom right corner of the topic.






Format Relation

To access the relation format tab, select a relation and Format tab or use [context menu](#).





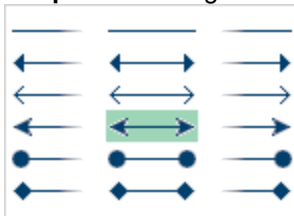
- [Format Relation Type](#)
- [Format Relation Style](#)
- [Format Relation Ordering](#)
- [Insert Relation](#)



Format Relation Type

-  **General:** Change the selected relation to default type. If you have changed the style of Endpoint's, you can save it as General type by clicking **Apply to All** button
-  **Finish to Start:** Change the selected relation to Finish-to-Start.
-  **Start to Start:** Change the selected relation to Start-to-Start.
-  **Start to Finish:** Change the selected relation to Start-to-Finish.
-  **Finish to Finish :** Change the selected relation to Finish-to-Finish.





Format Relation Style

- Line:**
 Change the [color](#), weight and style.
-  **Endpoints:** Change the shapes on the end points of a relation.








-  **Apply to All:** Apply the Style changes to all Styles relations and General Type relations. The changes will be set as General Type for all relations on the current map.
-  **Clear Style:** Restore the latest default style of relations.

Format Relation Ordering

-  Make Bottom Most - Send the selected relation behind all other objects.
-  Step Back - Send the selected relation one step toward the back.
-  Step Front - Bring the selected relation one step closer to the front.
-  Make Top Most - Bring the selected relation in front of all other objects, so that no part of it is hidden behind other objects.

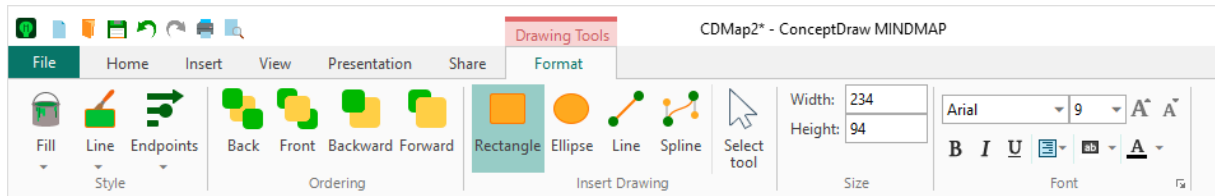
Insert Relation

Insert Relation - Insert Relations to indicate logical dependence between topics (usually project tasks or milestones): Start-to-Start , Start-to-Finish, Finish-to-Start, or Finish-to-Finish). Insert Relations by dragging mouse from one topic to another. Relations have different styles .

-  General Relation - Insert relation of default type.
-  Start to Start Relation - Insert Relation to indicate Start-to-Start dependency between topics.
-  Start to Finish Relation - Insert Relation to indicate Start-to-Finish dependency between topics.
-  Finish to Start Relation - Insert Relation to indicate Finish-to-Start dependency between topics.
-  Finish to Finish Relation - Insert Relation to indicate Finish-to-Finish dependency between topics.

Format Drawing

To access the shape format tab, select a shape and Format tab or use [context menu](#).



[Format Drawing Style](#)

[Format Drawing Ordering](#)

[Insert Drawing](#)

Format Drawing Style



Fill:

Change the [fill color](#) of selected topic.
Also change gradient type and background color, as well as pattern.



Line:

Change the shape line [color](#), weight and style.



End points:

Change line ends.

Format Drawing Ordering



Back: Send the selected shape behind all other objects.



Front: Send the selected shape one step toward the back.




Backward: Bring the selected shape one step closer to the front.




Forward: Bring the selected shape in front of all other objects, so that no part of it is hidden behind other objects.


Insert Drawing


 **Insert Rectangle** - Click in the upper left corner of where you want to place your rectangle and drag to the lower right corner to define the rectangle.

To draw a square, hold the Shift key down while dragging down and across the screen.

 **Insert Ellipse** - Click in the upper left corner of where you want to place your ellipse and Drag to the lower right corner to define the ellipse.

To draw a circle, hold the Shift key down while dragging down and across the screen.

 **Insert line** - Click in the where you want to place your line and drag to the selected endpoint. To constrain the line angle to a multiple of 45 degrees, hold down Shift key while dragging down.

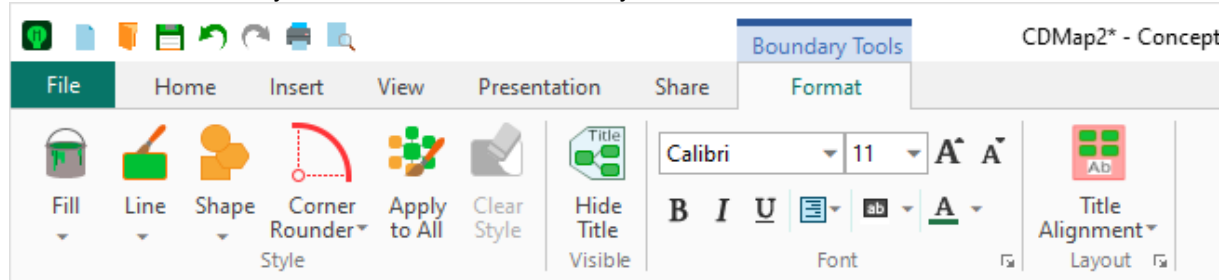
 **Insert Spline** - Click in the where you want to place your spline and drag to the selected endpoint. The path of mouse cursor will define the form of your spline.



Select text or objects in the mind map.

Format Boundary

To access the boundary format tab, select a boundary and Format tab or use [context menu](#)



Fill:

Change the [fill color](#) of selected boundary. Also change gradient type and background color, as well as pattern.







Line:

Change the boundary line [color](#), weight and style.



Shape:

Change the boundary shape. You can choose polygon , rectangle , or curly braces   as summarizing symbols.



Corner Rounder:

Changing the style of the boundary outline corner. The corners of the boundary outline can be straight or rounded, according to one of the built-in styles.



Apply to All:

Apply the Style changes to all callouts on the current map. The changes will be set as default style for all callouts of the current map.



Clear Style:

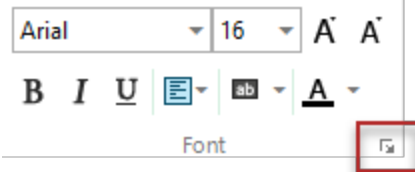
Restore the latest default style of the selected boundary.



Show/Hide Title:

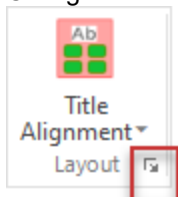
Manage the visibility of the title of the selected boundary.

Format Boundary Title Font Format

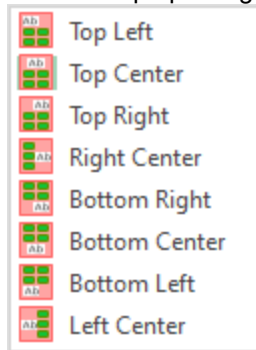


Select the boundary that contains the text that you want to format. Click the font formatting buttons that you want to use. Use the button at the right bottom corner of the group to open [Font](#) dialog.

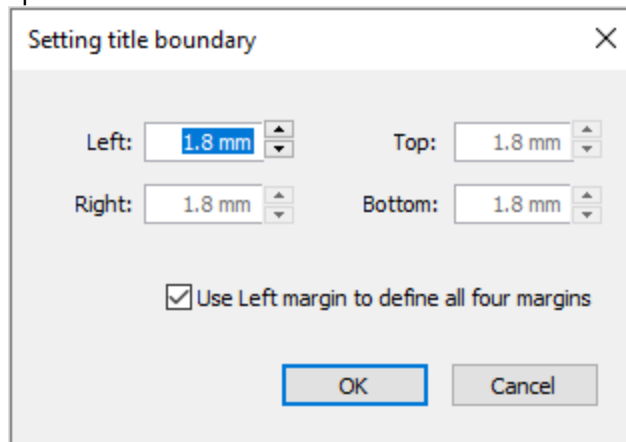
Change a boundary title alignment



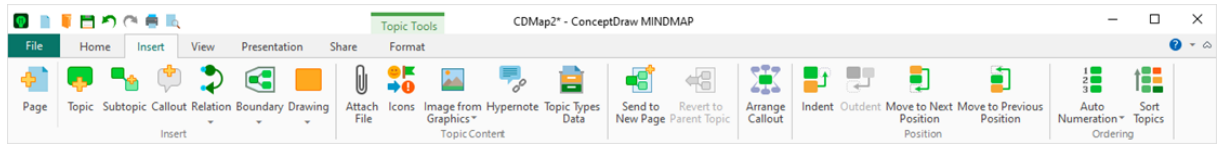
Select the boundary that contains the title that you want to format. Select the proper alignment from the drop down list.



Use the button at the right bottom corner of the group to set custom alignment options.










Insert








- [Insert](#)
- [Topic Content](#)
- [Position](#)
- [Ordering](#)

Insert

-  **Page:** Add new page. The new page will appear at the end of Page Navigator.
-  **Topic:** Add a topic to the same level as the selected one. If no topic is selected, the topic is added to the Main Idea topic. If selected topic is disconnected with others, a new disconnected topic is added below.
-  **Subtopic:** Add topic on the next level to selected one. If no topic is selected, the topic is added to the Main Idea topic.
-  **Callout:** Add a callout to selected topic.
-  **Relation:** Insert Relations to indicate logical dependence between topics (usually project tasks or milestones): Start-to-Start , Start-to-Finish, Finish-to-Start, or Finish-to-Finish). Insert Relation by dragging mouse between related topics. Relations have different styles.
-  **Add/Remove boundary:** Use Boundaries to draw attention to a specific section of a mind map.
-  **Drawing:** [Draw](#) ready-made shapes, such as Rectangle, Ellipse, Line, Spline. Draw objects on the empty space of map using mouse. Hold down the "Shift" key while drawing to make Square, Circle or Line at an angle that is multiple to 45 degrees (0,45,90...).

Topic Content

-  **Attach File:** Attach a file to selected topic
-  **Icons:** Insert [Icons](#) into selected topic.
Use Icons for visual representation and accenting topic content.
-  **Image from Graphics:** Insert the [image from Graphics](#) library, from file, or Import libraries from ConceptDraw DIAGRAM
-  **Hypernote:** Create a link to Topics, Callouts, Pages , Documents, Web pages, Email address. Hyperlink can be inserted into Topic or Callout in your document.
The Hyperlink can be easily added and edited within a [Hypernote](#) panel.
-  **Topic Types Data:** Assign and manage Topic Types using the Topic Types and Data panel.Type to a Topic.
The [Topic Type](#) can be easily assigned and edited within a floating dialog.



Send to New Page - Create a copy of selected topic on a blank page and move there a copy of the topic and all related subtopics. The initial topic and its copy will be automatically hyperlinked.



Revert to Parent Topic - The branch created by the **Send to New Page** command is reverted to its original position along with the changes and additions made. The cleared page is deleted.



Auto Callout - When enabling this option, the callouts circular arrangement around parent topics will be applied.

Position



Indent - Moves the topic to a lower level in the hierarchy.



Outdent - Moves the topic to a higher level in the hierarchy.



Move to Next Position - Moves the topic to the next position (based on the order the map is created).



Move to Previous Position - Moves the topic to the previous position (based on the order the map is created).

Ordering

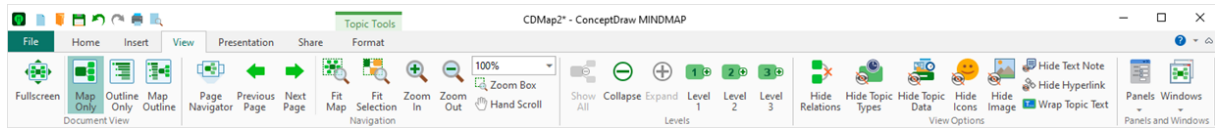


Auto Numeration: Number topics in order.
Clockwise from top is set by default



Sort Topics: [Sort](#) selected topics by priority levels.

View



[Document View](#)

[Navigation](#)

[Levels](#)

[View Options](#)

[Panels and Windows](#)

Document View



Full Screen: To use maximum screen size you can use the **Full Screen Mode**. All toolbars, dialogs and even the MS Windows task bar will be hidden. The program window will have scrollbars and page navigator letting you navigate the document in the bottom part of the window.



Map Only: View a document as a [mind map](#)



Outline Only: View a document as an [outline](#)



Map & Outline: View a document as an [outline and a mind map](#) simultaneously.

Navigation

Page navigator: Show/Hide [Page Navigator](#)

Previous Page: View the previous page of your document

Next Page: View the next page of your document

Fit Map: Zoom the page so that the entire document fits in the window

Fit Selection: Zoom the page so that the selected objects fit in the window

Zoom In: Zoom in on the document

Zoom Out: Zoom out of the document

Zoom Level: Choose a standard level within the 25% - 400% range, or set "Fit Selection" or "Fit Map".

Zoom Box: Zoom the map area so that currently selected topics fills the entire window. This can help you focus on specific map details.

Hand Scroll: Activates the Scroll Hand tool that allows one to easily move the page

Levels



Show All: Display all subtopics of selected topic.
If no topic is selected, the entire map will be displayed.



Collapse: Collapse all associated subtopics of a selected topic.
If no topic is selected, entire map will be collapsed up to Main Idea.



Expand: Display subtopics of selected topic except subtopics that were collapsed. If no topic is selected, the entire map will be displayed except subtopics that were collapsed.



Level 1-3: Display Topics by levels

View Options

A set of [View options](#) will help you better organize how your mind map will look at a glance when printed or presented.

Panels and Windows

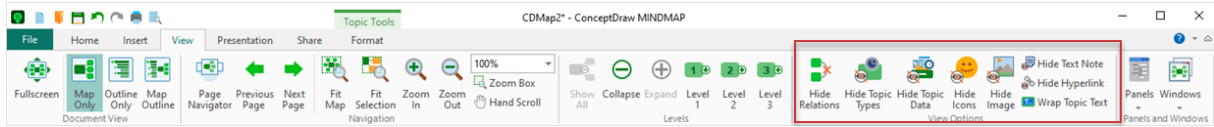


Windows - Switch to a different window that is currently open.











Panels - Open/Close Panels and Navigators. Use [Floating panels](#) to create and edit mind map content.

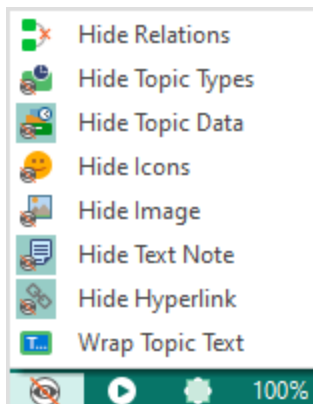
View Options



A set of View options will help you better organize how your mind map will look at a glance when printed, or presented.


- 
Hide Relations: Click this button to hide or show selected [relationship](#) lines between topics on the mind map page.
- 
Hide Topic Type: Click this button to hide or show on the mind map the Topic Type assigned to selected topics.
- 
Hide Topic Data: Click this button to hide or show on the mind map the [Topic Data](#) assigned to selected topics.
- 
Hide Icons: Click this button to hide or show on the mind map the [Icons](#) assigned to selected topics.
- 
Hide Image: Click this button to hide or show on the mind map the [Graphic Images](#) assigned to selected topics.
- 
Hide Text Notes: Click this button to hide or show on the mind map the [Text Notes](#) assigned to selected topics.
- 
Hide Hyperlinks: Click this button to hide or show on the mind map the [Hyperlinks](#) assigned to selected topics.
- 
Wrap Topic Text: Enable/disable text wrapping for mind map topics. Wrap Text is a feature that allows you to limit the size of text displayed in a topic "Extra" text will be hidden outside the topic borders and can be displayed by double-clicking.

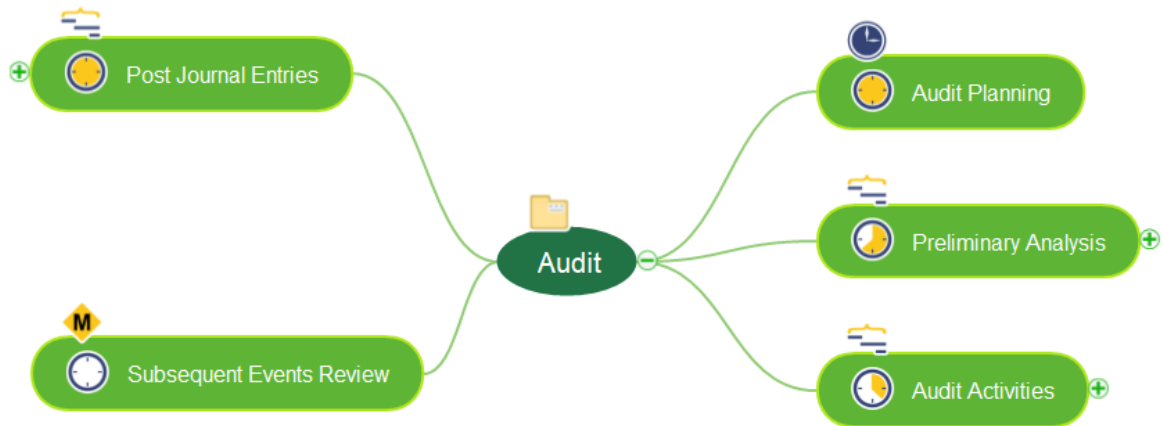
A special button on the status bar is designed for the convenience of managing the View Options. The button has a context menu. If at least one menu item is checked, this can be seen from the button appearance.




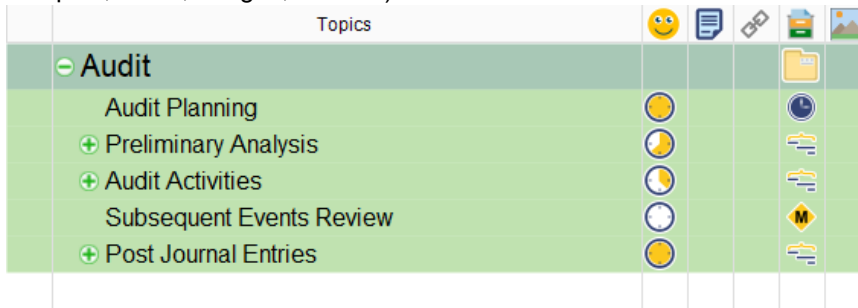
Document View


ConceptDraw MINDMAP allows you to present data both in the form of a mind map and an outline. Both mind maps and outlines are tools for representing structured data. [View](#) tab provides options for managing mind map views. Use the following buttons from the Document View section in the ribbon's View tab to switch between views of your map. You can make changes to your mind map in any of its view.

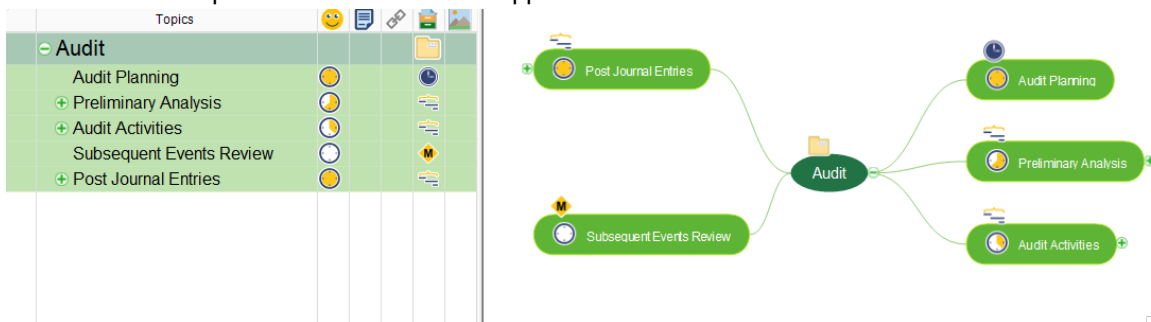
 View a document as a mind map only.



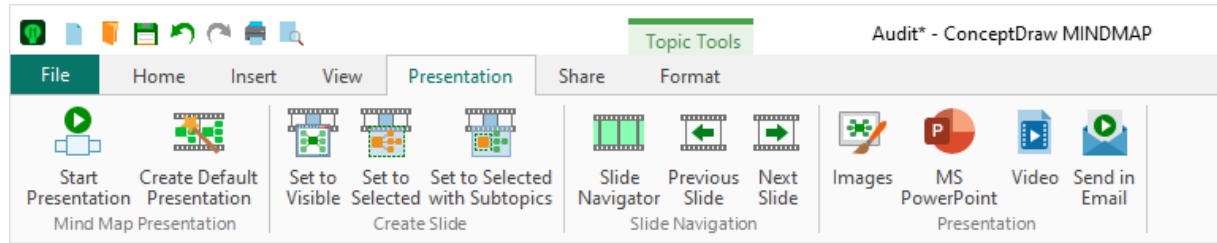
 View a document as an outline only. The outline view presents the contents of the mind map in a tree-like, hierarchical text structure. However, the visual elements, your mind map was enriched (types of topics, icons, images, borders) will be shown in this view as well.



 View mind map and text outline in one application window at the same time.



Presentation



- [Mind Map Presentation](#)
- [Create Slide](#)
- [Slide Navigation](#)
- [Presentation](#)

Mind Map Presentation



Start Presentation - Show full-screen slide presentation for this map, using slides from Slide Navigator.

If there are no slides in Slide Navigator, default presentation will be created from first-level topics and their subtopics. Click at the bottom of screen to access the presentation control panel.



Create Default Presentation - Create default set of slides for presenting the current mind map. Slides will be created from first-level topics and their subtopics.

You can preview slides using [Slide Navigator](#).

Create Slide (more details in the [Slide Navigator Panel](#))



Set to Visible - Create a slide as an immediate shot of the Application's current window.



Set to Selected - Create a slide focused on displaying the selected items.



Set to Selected with Subtopics - Create a slide focused on displaying the selected topics and their subtopics.

Slide Navigation



Slide Navigator - Show/Hide [Slide Navigator](#).



Previous Slide - Show previous slide.



Next Slide - Show next slide.

Presentation



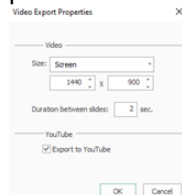
Images - Save presentation in [graphic](#) format.



MS Power Point - Save presentation as [Power Point](#) file.

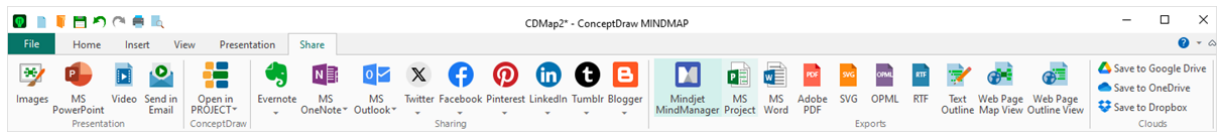


Video - Save presentation in MP4 format. The Default Presentation will be saved if a custom presentation has not been created. You can immediately upload it to your YouTube channel.



Send Via E-mail - Send the current mind map file via email as an attachment. File will be automatically opened in the [presentation](#) mode.

Share



Presentation



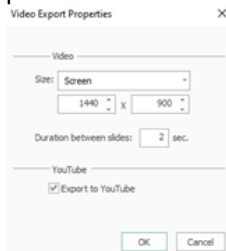
Images: Save presentation in [graphic](#) format.



MS Power Point: Save presentation as [MS Power Point](#) file.



Video: Save presentation in MP4 format. The Default Presentation will be saved if a custom presentation has not been created. You can immediately upload it to your YouTube channel.



Send Via E-mail: Send a copy of the mind map via e-mail as attachment. File opens as in the presentation mode, using slides from Slide Navigator.

ConceptDraw



Open in Project: Opens current document with ConceptDraw PROJECT, having closed it in ConceptDraw MINDMAP.

Sharing



Send to Evernote: Publish content from ConceptDraw MINDMAP to your Evernote account. **Note Exchange** solution is required.



Send to MS OneNote: Publish content from ConceptDraw MINDMAP to your MS OneNote notebook.



Send to MS Outlook: Create a message in MS Outlook, or task containing information from selected topics.



Twitter: Post the [Tweet](#) to your profile.



Facebook: Share the mind map on your [Facebook](#) feed.



Pinterest: Create a [Pinterest](#) Pin from your mind map.



LinkedIn: Share the mind map with your [LinkedIn](#) followers.













Tumblr: Post a mid map on [Tumblr](#).






Blogger: Post the mind map to your blog on the Blogger platform.

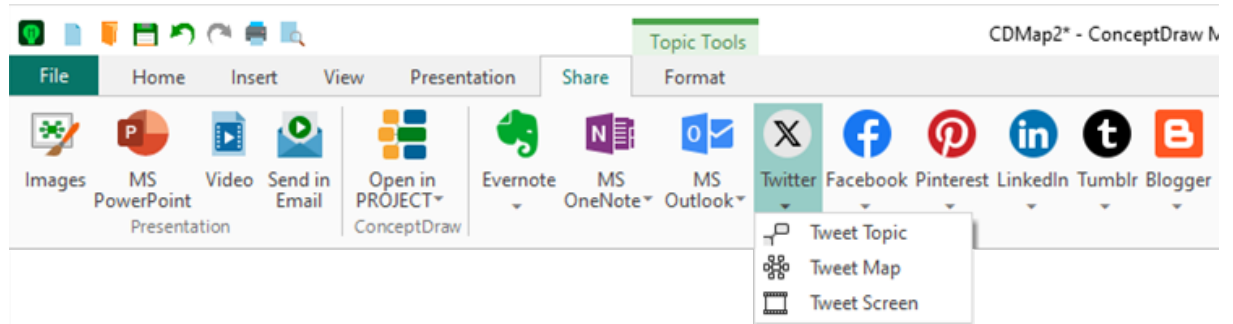
Exports


-  **Mindjet MindManager:** Save a mind map as a MindManager file (MMAP)
-  **MS Project:** Save a mind map as a MS Project file (XML)
-  **MS Word:** Save a mind map as a [MS Word](#) file (DOCX)
-  **Adobe PDF:** Save a mind map as a Portable Document Format file (PDF)
-  **SVG:** Save a mind map as a Scalable Vector Graphics file (SVG)
-  **OPML:** Save a mind map as an Outline Processor Markup Language file (OPML)
-  **RTF:** Save a mind map as a Rich Text Format file (RTF)
-  **Text Outline:** Save a mind map as [text outline](#) file (TXT),
-  **Web Page Map View:** Save a mind map as a [Web-page](#) (HTML)
-  **Web Page Outline View:** Save an outline of the mind map as a [Web-page](#) (HTML)




Clouds

-  **Save to Google Drive:** Upload the mind map to Google Drive storage
-  **Save to OneDrive:** Upload the mind map to OneDrive storage
-  **Save to Dropbox:** Upload the mind map to Dropbox storage

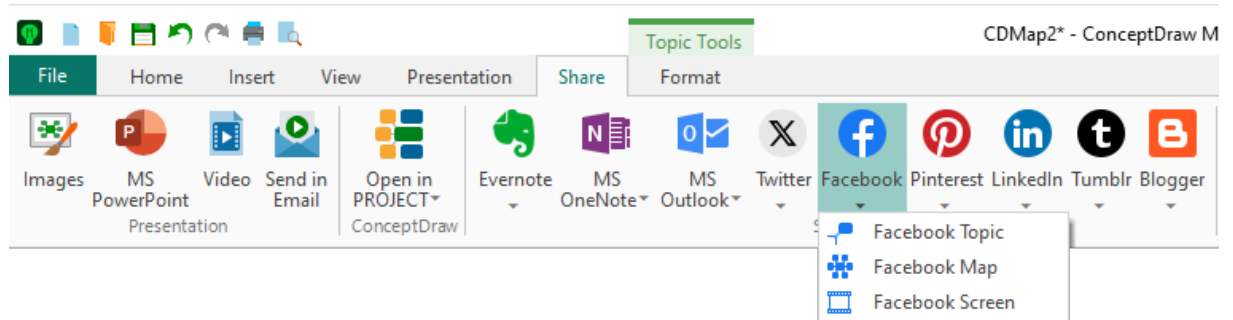
Twitter






 ConceptDraw MINDMAP allows you to post content to your account on Twitter from the mind map directly:

-  Tweet Topic - Tweet the topic content, including hyperlinks and embedded picture
-  Tweet Map - Tweet the entire mind map as picture;
-  Tweet Screen - Tweet the part of map currently visible on screen;

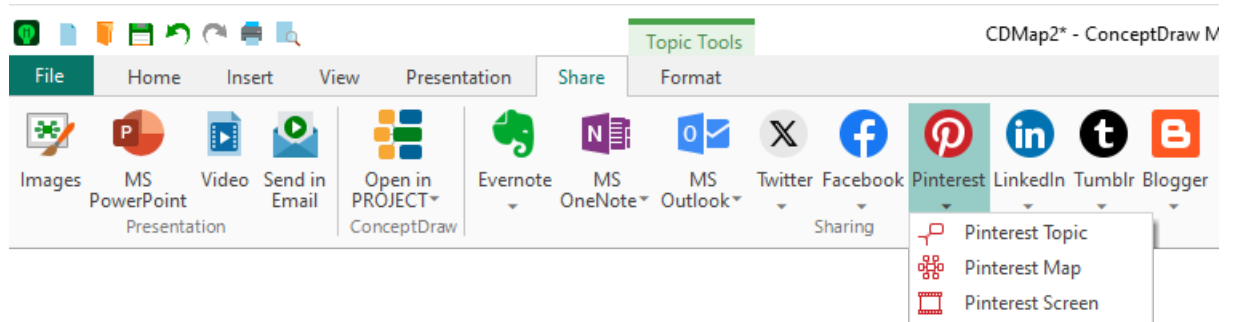
Facebook






ConceptDraw MINDMAP allows you to post content to your account on Facebook from the mind map directly:

-  Selected Topics - Post the topic content, including hyperlinks and embedded picture to your account on Facebook;
-  Tweet Map - Post the entire mind map as picture to your account on Facebook;
-  Tweet Screen - Post the part of map currently visible on screen to your account on Facebook;

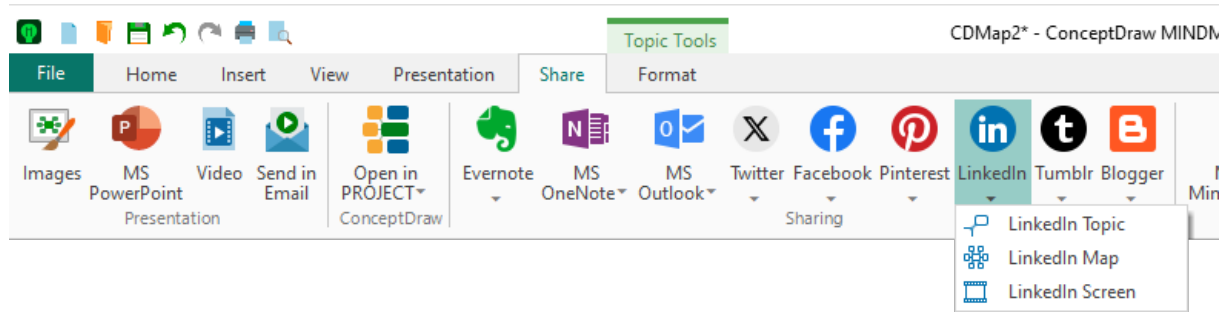
Pinterest






ConceptDraw MINDMAP allows you to post content to your account on Pinterest from the mind map directly:

-  Pinterest Topic - Post the topic content, including hyperlinks and embedded picture to your account on Pinterest;
-  Pinterest Map - Post the entire mind map as picture to your account on Pinterest;
-  Pinterest Screen - Post the part of map currently visible on screen to your account on Pinterest;

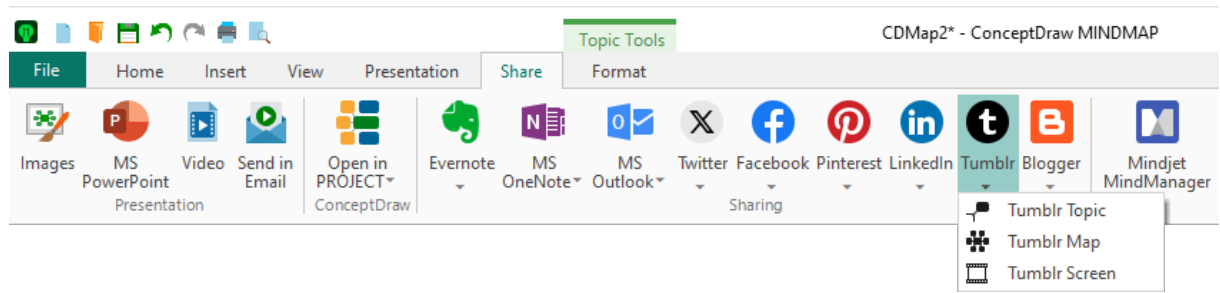
LinkedIn






ConceptDraw MINDMAP allows you to post content to your account on LinkedIn from the mind map directly:

-  LinkedIn Topic - Post the topic content, including hyperlinks and embedded picture to your account on LinkedIn;
-  LinkedIn Map - Post the entire mind map as picture to your account on LinkedIn;
-  LinkedIn Screen - Post the part of map currently visible on screen to your account on LinkedIn;

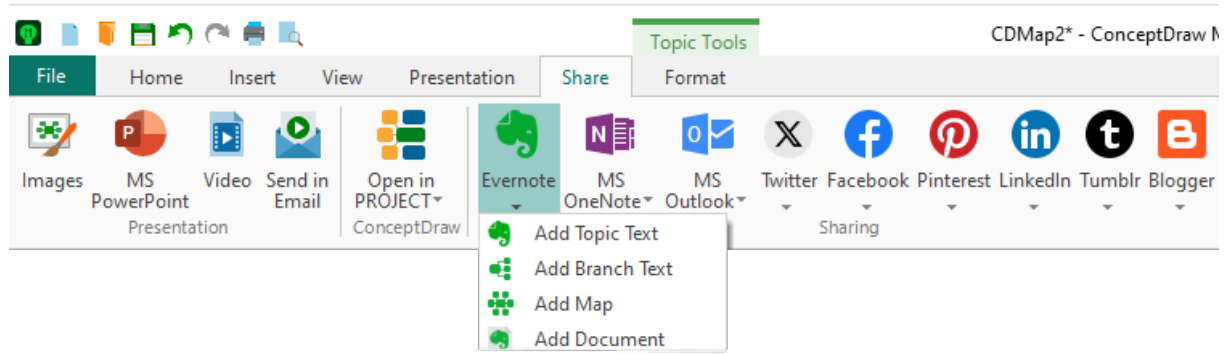
Tumblr



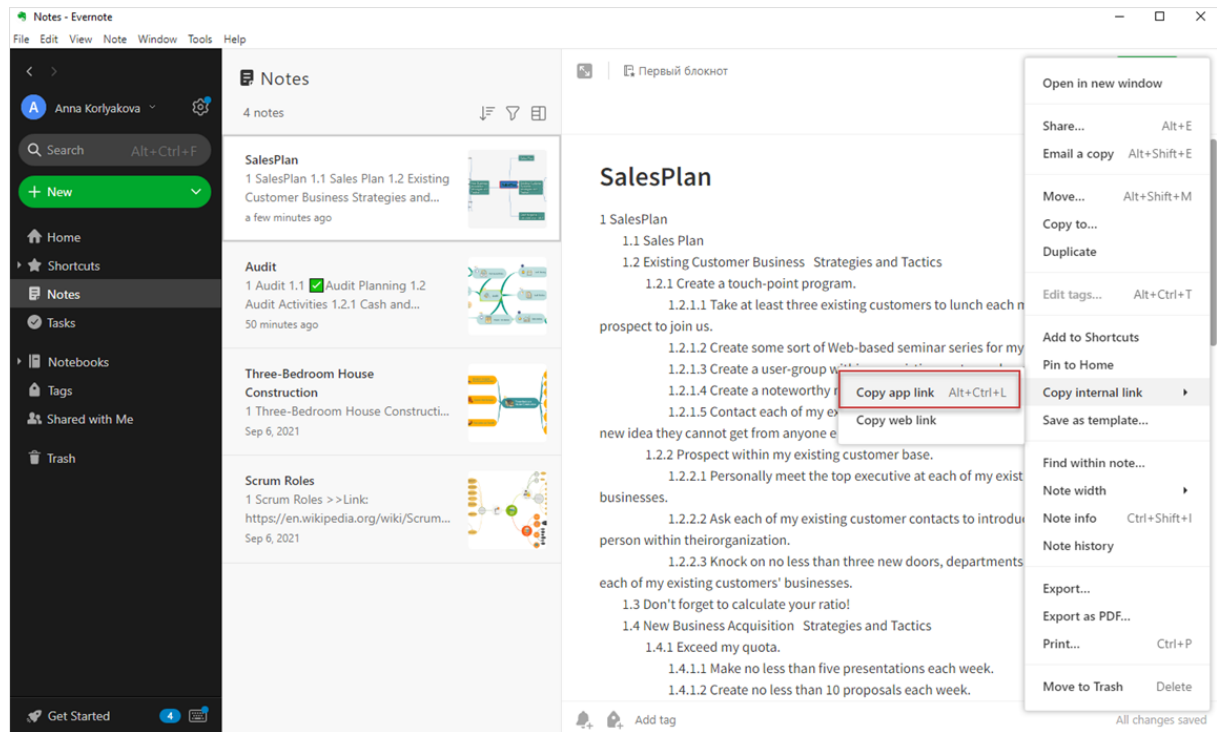
ConceptDraw MINDMAP allows you to post content to your account on Tumblr from the mind map directly:

-  Tumblr Topic - Post the topic content, including hyperlinks and embedded picture to your account on Tumblr;
-  Tumblr Map - Post the entire mind map as picture to your account on Tumblr;
-  Tumblr Screen - Post the part of map currently visible on screen to your account on Tumblr;

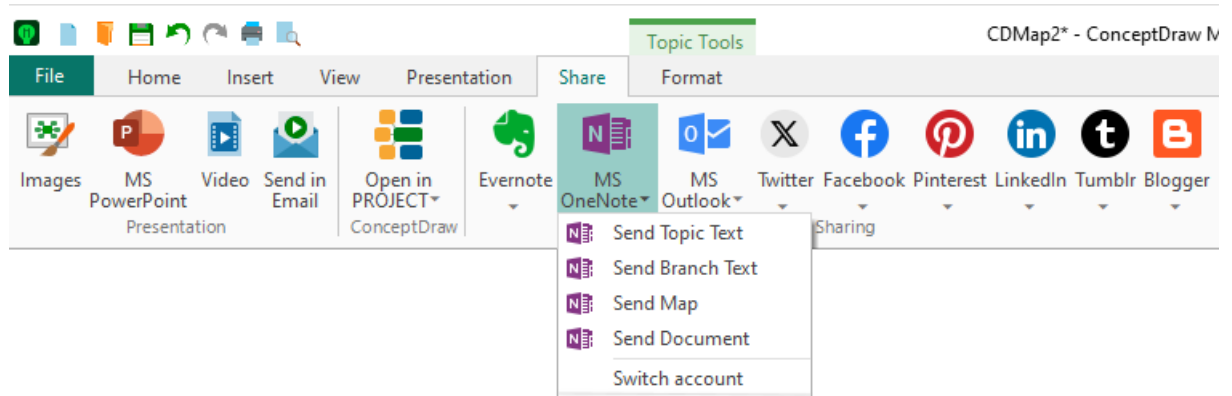
Add to Evernote



ConceptDraw MINDMAP allows you to save the entire mind map, or just a part of it to your Evernote notebook directly. Next, using the hyperlink generated using the "Copy app link command" you can organize instant access to any note in your Evernote notebook from a mind map. All you need is to attach a hyperlink to a topic using the [Hypernote](#) panel.



Send to MS OneNote

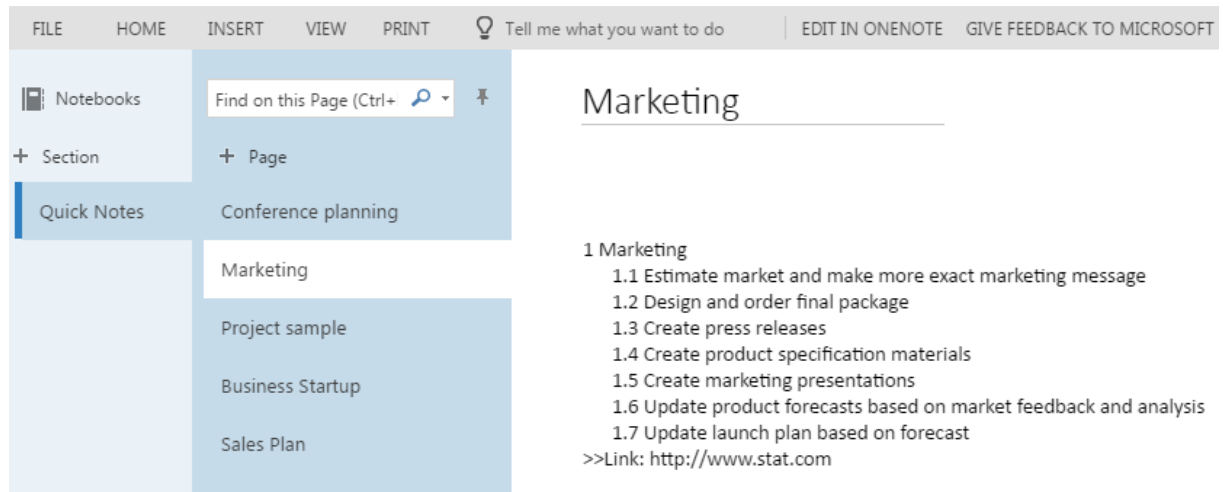


ConceptDraw MINDMAP allows you to publish content to your MS OneNote notebook from a mind map directly.

When publishing first mind map from ConceptDraw MINDMAP to OneNote notebook press "Sign In"

on the drop-down menu of MS OneNote  button and connect to your OneNote account.

Send Text : You will have an outline of the selected topic or branch added to your OneNote notebook.



Send Map: You will have a note, containing a mind map text outline and preview image, added to your OneNote notebook.

The screenshot displays the Microsoft OneNote interface. The top ribbon includes FILE, HOME, INSERT, VIEW, PRINT, and a search bar. The left sidebar shows a notebook structure with 'Business Startup' selected. The main content area contains a text outline of business startup steps and a corresponding mind map diagram.

Text Outline:

- 1 Business Startup
 - 1.1 Start Business Planning
 - 1.1.1 Idea Generation and Refining
 - 1.1.2 Select Business Focus Ideas
 - 1.2 Outline Business Plan
 - 1.2.1 Select Products & Services
 - >>Note: Organize brainstorm session to generate more ideas
 - 1.2.2 Establish Strategic Position
 - 1.2.3 Create Mission Statement
 - 1.2.4 Define Industry & Target Markets
 - 1.2.5 Identify the Competition
 - 1.2.6 Select a Location
 - 1.3 Initial Preparation
 - 1.3.1 Research Business & Trade Organizations
 - 1.3.2 Prepare Financial Statement & Balance Sheet
 - 1.3.3 Select Advisors & Support Consultants
 - 1.4 Establish an Advisory Board
 - 1.5 Operations Plan
 - 1.5.1 Shipping
 - 1.6 Personnel Plan
 - 1.7 Prepare for Opening
 - 1.7.1 Order opening inventories
 - 1.7.2 Set-up Office and Display Areas

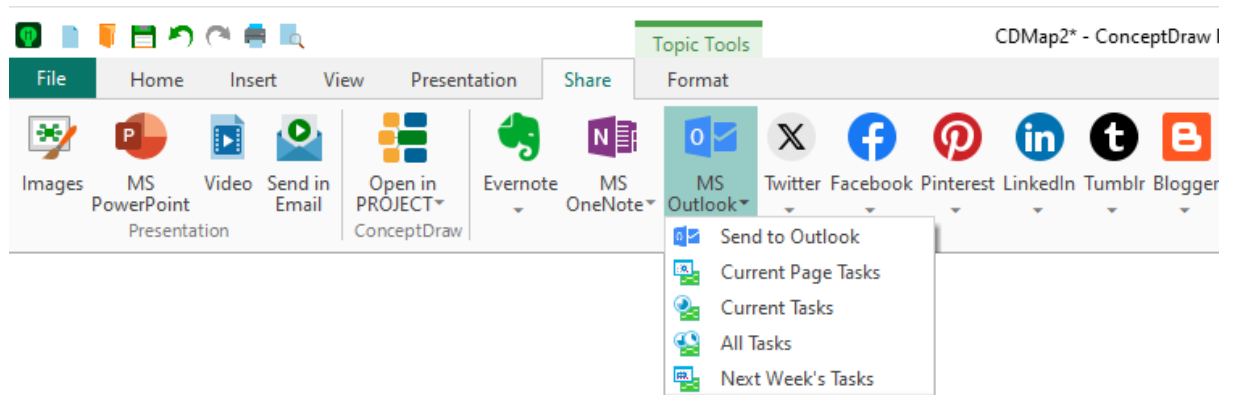
Send Document: You will have a note, containing a mind map text outline, preview image and a ready-to-download source ConceptDraw MINDMAP file (CDMZ), added to your OneNote notebook.

The screenshot shows the Microsoft OneNote interface. The top ribbon includes FILE, HOME, INSERT, VIEW, PRINT, and a search bar. The left sidebar shows a notebook with sections for 'Section' and 'Quick Notes', with 'Sales Plan' selected. The main content area displays the title 'Sales Plan' and a numbered list of tasks:



- 1 Sales Plan
 - 1.1 Existing Customer Business Strategies and Tactics
 - 1.1.1 Create a touch-point program.
 - 1.1.2 Prospect within my existing customer base.
 - 1.2 Don't forget to calculate your ratio!
 - 1.3 Obtain referrals from all my new customers.
 - 1.4 New Business Acquisition Strategies and Tactics
 - 1.4.1 Exceed my quota.
 - 1.4.2 Increase awareness in the marketplace of my products, services and solutions.
 - 1.4.3 Increase awareness in the community of my products, services and solutions.

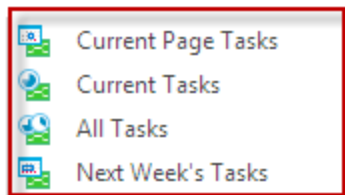
Below the list is a document icon labeled 'Sales Plan'. Underneath is a mind map diagram with 'Sales Plan' at the center. It branches into 'New Business Acquisition Strategies and Tactics' and 'Existing Customer Business Strategies and Tactics'. The 'New Business' branch includes 'Obtain referrals from all my new customers' and 'Increase awareness in the marketplace of my products, services and solutions.' (repeated twice). The 'Existing Customer' branch includes 'Create a touch-point program.', 'Prospect within my existing customer base.', and 'Don't forget to calculate your ratio!'.

Send to MS Outlook

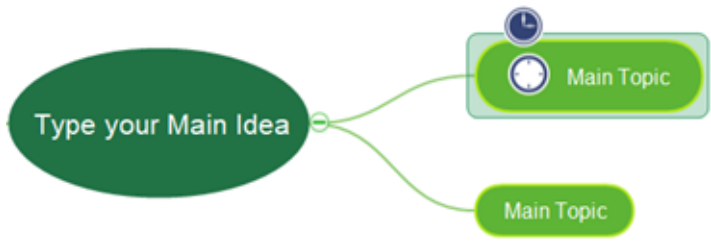


Integration capabilities between ConceptDraw MINDMAP and MS Outlook enable conversion of mind map topics that has Appointment, Email, or Task type into MS Outlook message or task depending on [Topic Type](#).

Using the following commands from the drop-down list, you can send topics of Task  type to the MS Outlook To Do List. Be note, that these commands does not perform any action for the topics of e-mail  type.



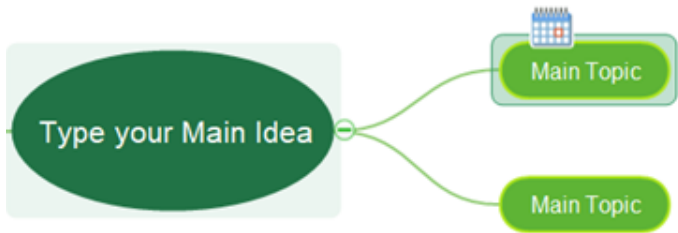
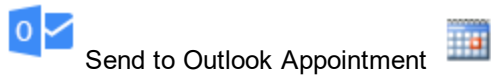
- Current Page Tasks - The topics of the Task type in the current page of your mind map will be converted into Tasks in the Outlook To Do List
- Current Tasks - The topics of the Task type in the current page having less than 100% complete will be converted into Tasks in the Outlook To Do List
- All Tasks - The topics of the Task type from all pages of your multipage mind map will be converted into Tasks in the Outlook To Do List
- Next Week Tasks - The topics of the Task type in the current page scheduled for next week will be converted into Tasks in the Outlook To Do List



A screenshot of the "Topic Types & Data" panel. It shows a "Solution:" dropdown set to "Project Management". Under "Topic Type:", a list includes "Effort Driven Task", "Idea", "Milestone", "Phase", "Recurring Task", "Split Task", and "Task", with "Task" selected. Below this, a "Task" configuration section is visible, including "Dates" with fields for "Start Date" (20.08.2024, 8:00 AM), "Due Date" (20.08.2024, 5:00 PM), "Duration" (1 day(s)), and "Deadline" (20.08.2024, 5:00 PM).

Selected topics of the Task type will be sent to MS Outlook as tasks.

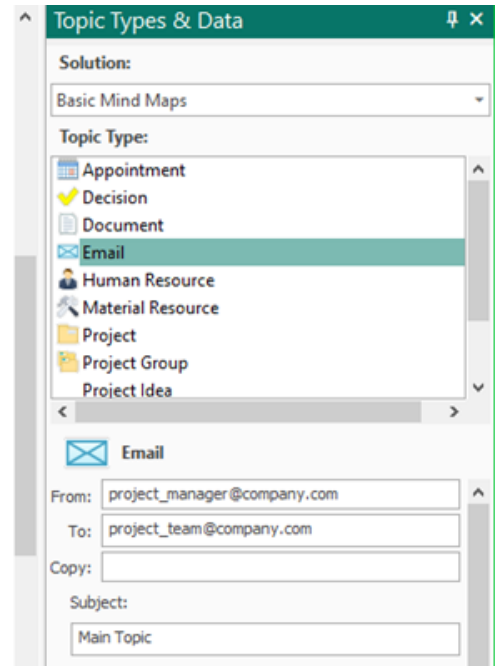
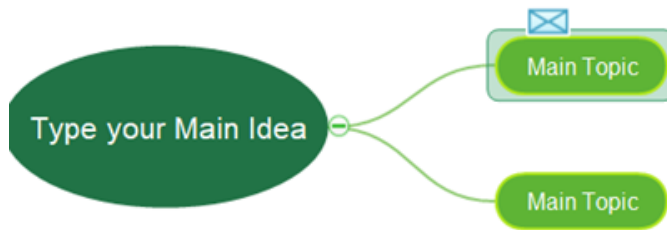
A screenshot of the Microsoft Outlook "Task" window. The title bar reads "Main Topic - Task". The ribbon includes "File", "Task", "Insert", "Format Text", "Review", and "Help". The "Task" ribbon has sections for "Actions" (Save & Close, Delete, Forward), "Show" (Task, Details), "Manage Task" (Mark Complete, Assign Task, Send Status Report), "Recurrence" (Recurrence), "Tags" (Categorize, Follow Up, Private, High Importance, Low Importance), and "Zoom". Below the ribbon, a "Due today." notification is shown. The task details include: Subject: "Main Topic"; Start date: "Tue 8/20/2024"; Status: "Not Started"; Due date: "Tue 8/20/2024"; Priority: "Normal"; % Complete: "0%"; Reminder: "None"; Owner: "Anna@csodessa.com".



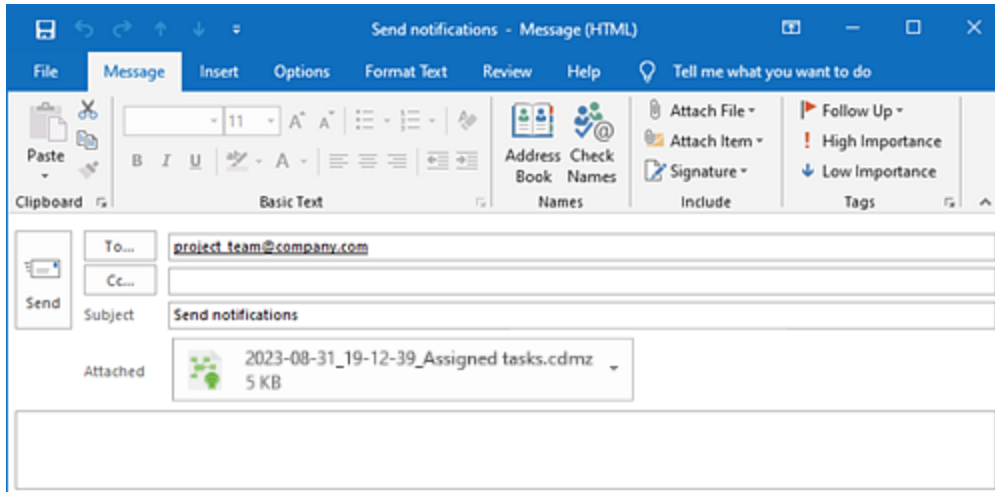
A screenshot of a software panel titled "Topic Types & Data". It features a "Solution:" dropdown menu set to "Basic Mind Maps". Below it is a "Topic Type:" list with several options: Appointment (selected), Decision, Document, Email, Human Resource, Material Resource, Project, Project Group, and Project Idea. Underneath the list is an "Appointment" configuration section with fields for "Start Time" and "End Time" (both set to 20.08.2024 at 12:00 AM), a checked "All Day Event" box, and an "Edit Message in Note Window" button.

Selected topics of the Appointment type will be converted to appointments in the MS Outlook calendar.

A screenshot of the Microsoft Outlook "Calendar" application. The window title is "Calendar (This computer only) - Anna@csodessa...". The ribbon shows "Appointment" with options like "Show As: Busy", "Reminder: 15 minutes", and "Recurrence". The main area displays a calendar for August 2025, with the 26th highlighted. Below the calendar, a "Results" pane shows "WEDNESDAY 26" with two "Planning approval" entries. A detailed view of one "Planning approval" appointment is shown, with a start time of 1:30 PM and an end time of 4:30 PM on 8/26/2025, and a 15-minute reminder.



Selected topics of the Email type will be converted to MS Outlook message.



Open in Project

The compatibility between ConceptDraw products allows you to migrate your documents from MINDMAP to PROJECT and vice versa. You can generate a project schedule from your mind map. Project file will be created from topics of Project Management type, which contain all project information. Notes will be opened as Notes to topics. Multiple hyperlinks will be also preserved in the [Hypernote](#) panel. File opened in ConceptDraw MINDMAP



The same file opened in ConceptDraw PROJECT

The screenshot displays the ConceptDraw PROJECT interface. On the left, a Gantt chart shows a project schedule from August 13, 2024, to August 31, 2024. The chart is organized into weekly columns: w34 (18 Aug 2024), w35 (25 Aug 2024), and w36 (01). A task bar for 'Ratio Analysis' is highlighted in orange, spanning from August 16 to August 17, 2024. Below the Gantt chart, a list of tasks and milestones is visible, including 'Tom Sheldon; Rich Gannon', 'Mike Grabowski; Pat O'Tormey; Katherine; Chris', and 'Hvac R Us; Mike Grabowski; Chris'. On the right, a 'Task' details panel is open, showing the following information:

- Info:** Name: Ratio Analysis; Duration: 1 Days; Complete: 100 %; Milestone: ; Priority: ★★★★★; Marker: No marker
- Costs:** Baseline: 0 \$; Actual: 400 \$
- Dates:** Start: 8/16/2024 8:00 AM; Finish: 8/16/2024 5:00 PM; Deadline: 8/16/2024 2:20 PM
- Scheduling:** Type: Fixed Units; Effort driven:
- Task types:** Types: Normal

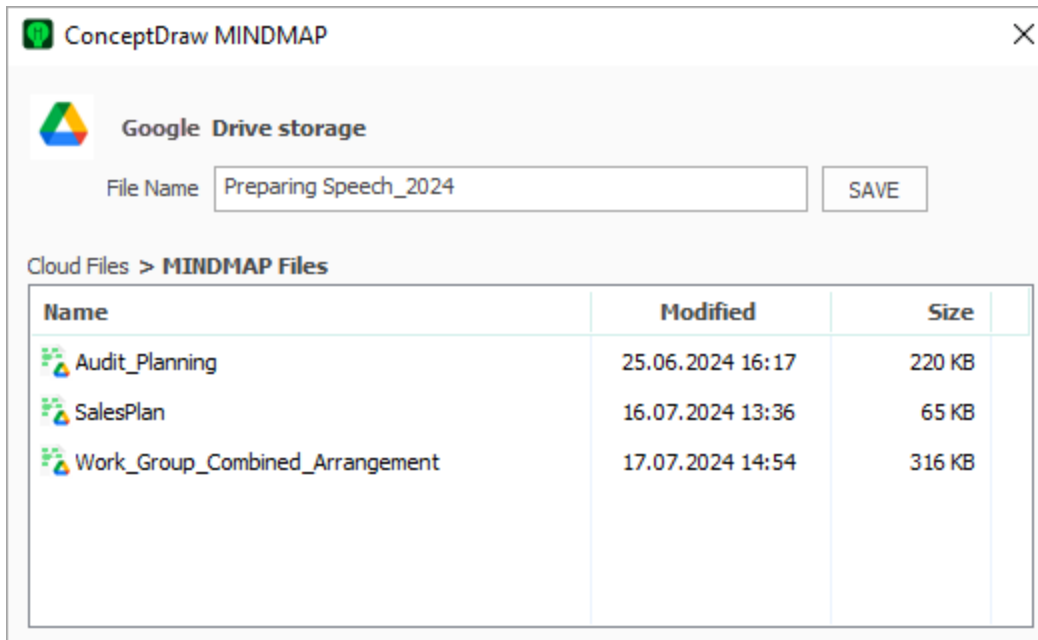
Clouds

You can use the cloud storage to deal with your ConceptDraw MINDMAP files. The Cloud menu lets you interact directly with Google Drive, OneDrive, and Dropbox from the application interface. To work successfully with the menu, you need to have a desktop application installed for the corresponding cloud service.

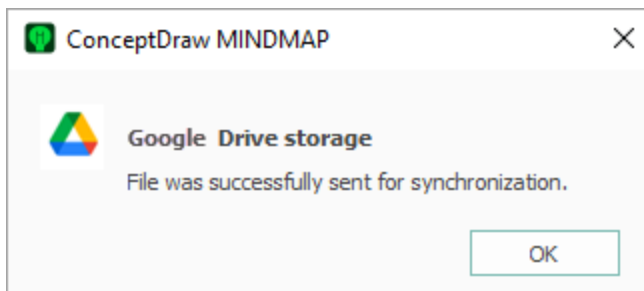


Google Drive:

Use the Save button to save the current mind map to the Google Drive folder on your computer.



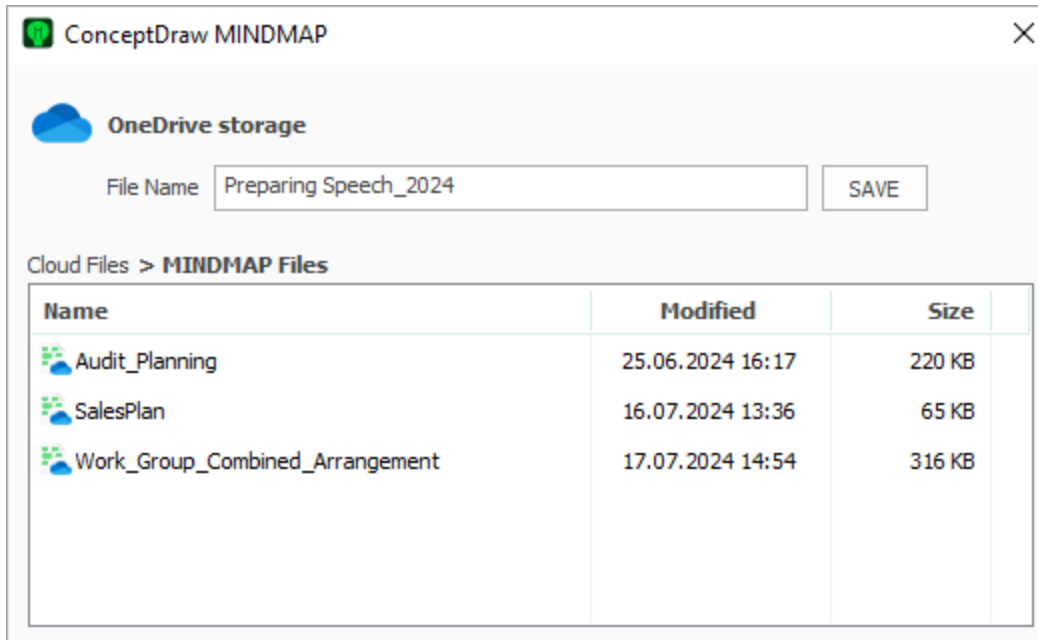
The file will be saved in the Google Drive folder on your computer and after synchronization will be available in the cloud.



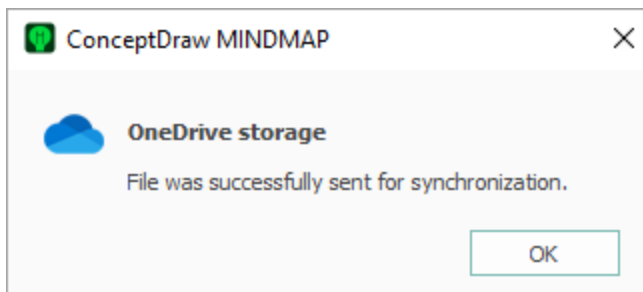


OneDrive:

Use the Save button to save the current mind map to the OneDrive folder on your computer.



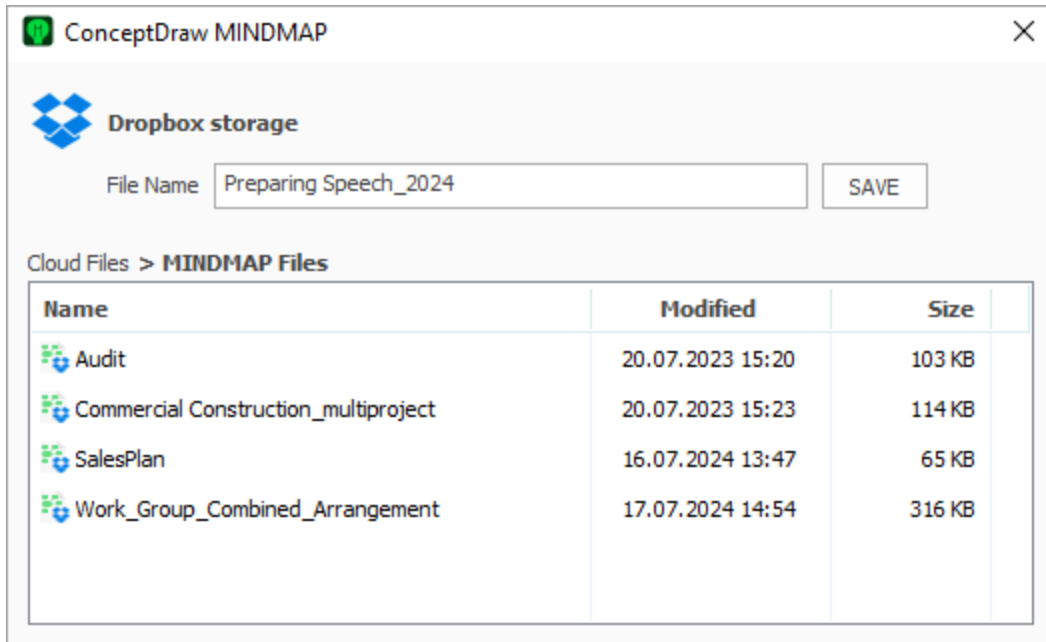
The file will be saved in the OneDrive folder on your computer and after synchronization will be available in the cloud.



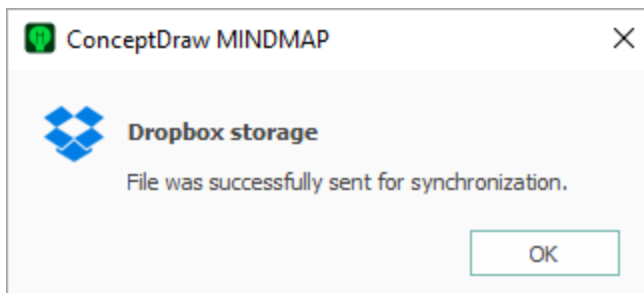


Dropbox:

Use the Savebutton to save the current mind map to the Dropbox folder on your computer.



The file will be saved in the Dropbox folder on your computer and after synchronization will be available in the cloud.



Dialogs

Dialogs are the main means of communication between the program and the user. They are used to set various components and properties of the program. Modal dialogs are mostly called from the menus, or by using the keyboard shortcuts. When this dialog is open, you can't work with other tools.

[Map Theme Style](#)

[Apply to Branch](#)

[Color](#)

[Font](#)

[Sort Topics](#)

[Options](#)

[Margins and Spacing](#)

[Properties](#)

[Export to Adobe PDF](#)

[Export to Power Point](#)

[Export to MS Word](#)

[Export to Images](#)

[Export to RTE](#)

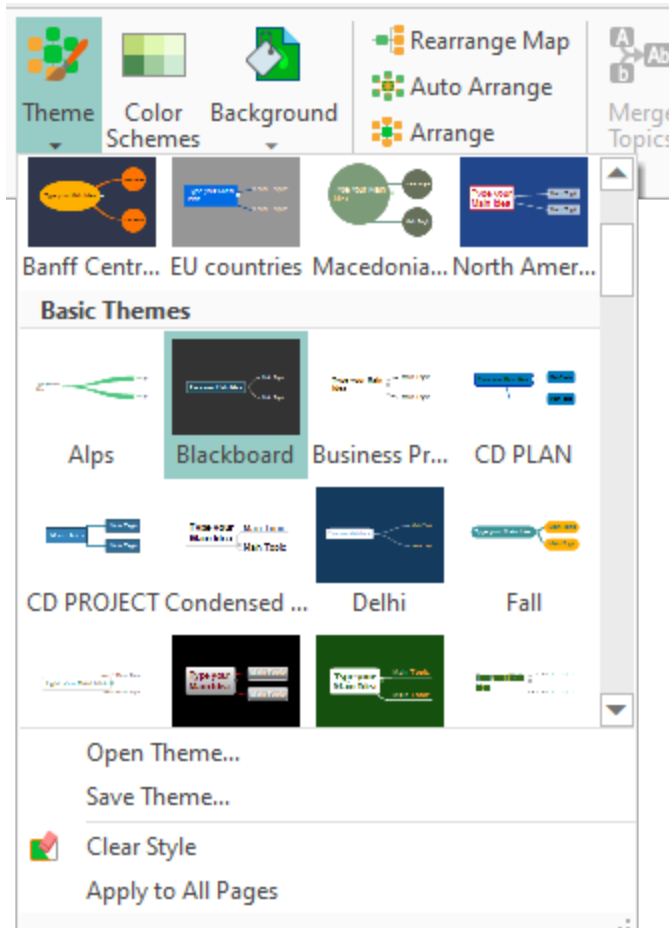
[Export to Text Outline](#)

[Export to Web page](#)

Map Theme Style

Open Map Theme Gallery available in the [Home](#) tab. Select the mind map style that includes preset options such as [topic shapes](#), background, [arrangement](#), etc. ConceptDraw MINDMAP comes with the embedded Basic Themes on default. Additional pre-designed Map Themes come with some [Solutions](#). You can create your own Map Theme using the options provided in the [Map Theme dialog](#) and [Format](#) menu. The [Color Schemes](#) tool helps to expand the color palette of Map Themes.

Map Theme Gallery



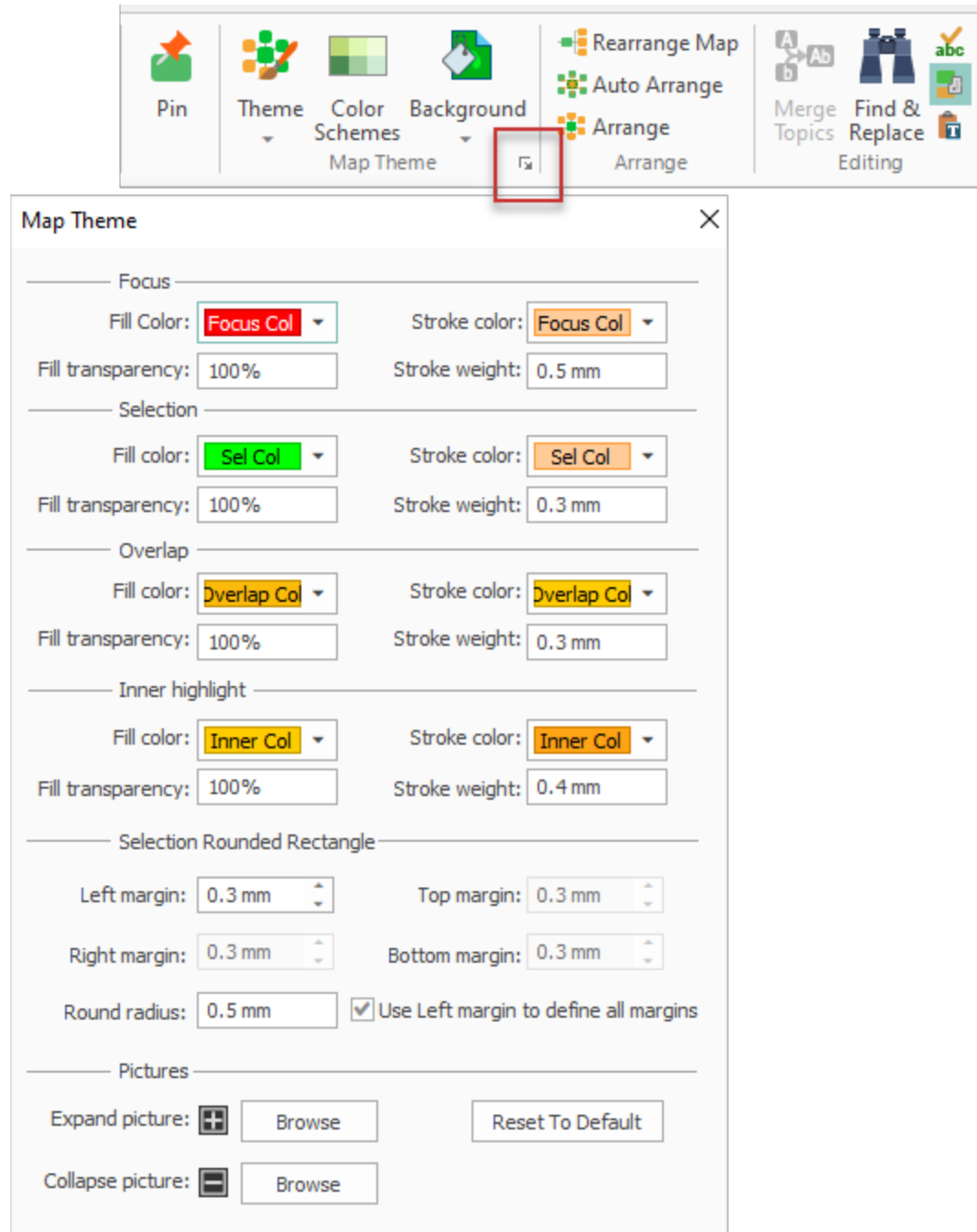
Open Theme - allows choosing the file from disk and apply the style saved in it.

Save Theme - save as a new style that can be later chosen and applied. By default, themes are located in the Themes folder of the program's root directory, in this case, the theme after saving will be displayed in the list of themes in the program.

Clear Style - Reset to the original mind map style after editing using [Format](#) or [Color Schemes](#) options.

Apply to All Pages - allows applying the style of the selected topics to all the pages of your multi page mind map.

Map Theme dialog

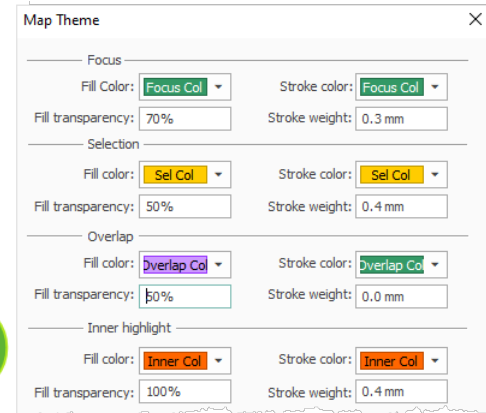
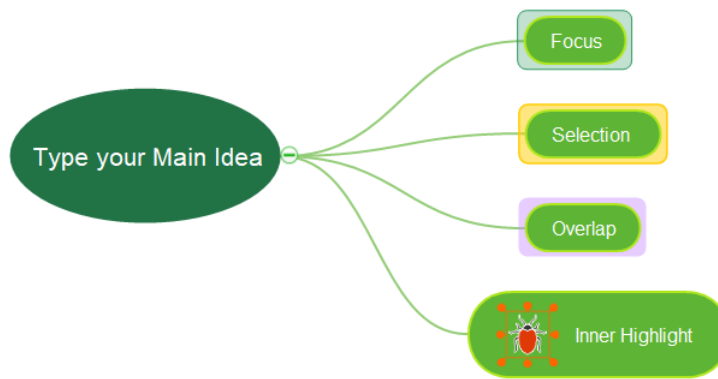
**Focus, Selection, Overlap and Inner Highlight frames**

Fill Color - Change the fill color of the frame.

Fill Transparency - Change the transparency of the frame.

Stroke Color - Change the outline color of the frame.

Stroke Weight - Change the weight of the outline of the frame.



Focus

Select a topic to get it focused. Now you can enter text - just start typing. If you have selected several topics at once, only the one you have selected first will be in focus.

Selection

A selection is an area of a mind map that you determine. Selections allow you to pick a specific area of the mind map to change.

If you have selected multiple topics, the one you selected first will be formatted corresponding to the Focus option.

Overlap

Allows you to visually track the movement of the mouse cursor on the mind map without selecting topics.

Inner Highlight

Selection of images and drawings insight mind map topics.

Selection Rounded Rectangle - Selected objects appear as surrounded by a colored frame. By default, the frame is a rounded rectangle.

Left Margin - Set the left margin.

Right Margin - Set the right margin.

Top Margin - Set the top margin.

Bottom Margin - Set the bottom margin.

Round Radius - Set the radius of rounded crooners

Use Left margin to define all margins - The settings of left margin will be applied to all margins.

Pictures

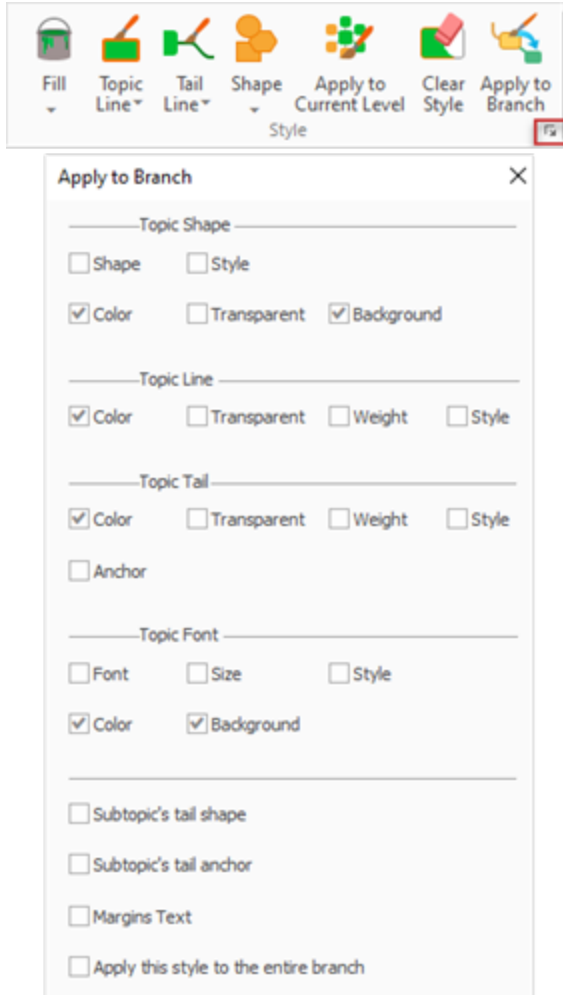
Expand Picture - Customize the Expand icon (+). Replace it with any picture from a file.

Collapse Picture - Customize the Collapse icon (-). Replace it with any picture from a file.

Reset to Default - Resets all dialog settings to default.

Apply to Branch

Allows to select the mind map style options that will be inherited when using the "Apply to Branch" command in the [Format Topic](#) tab.

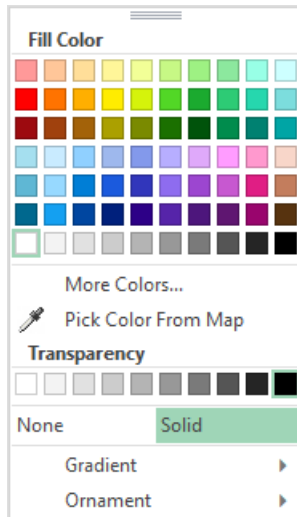


You can change various elements of the appearance of the mind map topics, such as shape, color, or line style. Changes for a single topic can be applied in whole or selectively for the entire mind map branch.

Using this dialog, you can determine which elements of the map should be considered.

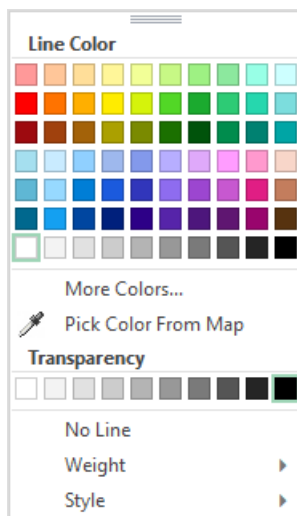
Color

Fill Color panel allows to set the fill style of topics, callouts and drawing shapes. The Fill Color dialog is available on the [Format](#) tabs of the above elements. Apply the style of the selected topic (subtopic) to the entire branch (the topic and its all-level subtopics).



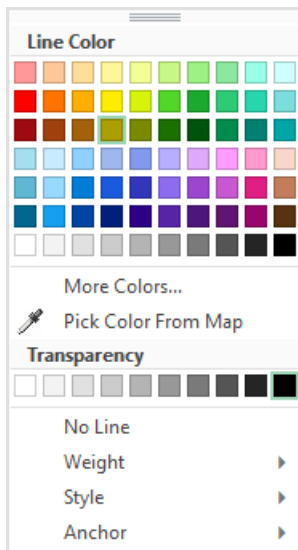
Topics Fill Color Panel


Line Color panel allows to set the style of lines for topics, callouts, relations and drawing shapes. Line Color dialog is available on the [Format](#) tabs of the above elements. You can select a color, weight and style for lines your mind map.

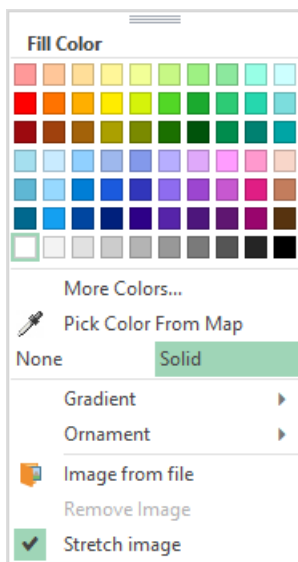


Line Color Panel

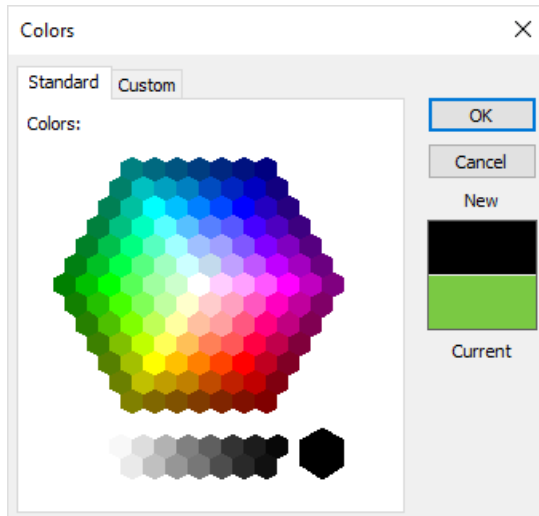
Tail Line Color Panel allows to set the style of the "tail" - the line that connects the topic to the parent topic. This dialog is available on the [Format](#) tab of the topic. You can select a color, weight, style, and change the placement of the end point of the line.

**Tail_Line Color Panel**

Background Colors dialog allows to set a background color. This dialog is available from the Background button  in the Map Theme section on the [Home](#) tab.

**Background Fill Color Panel**

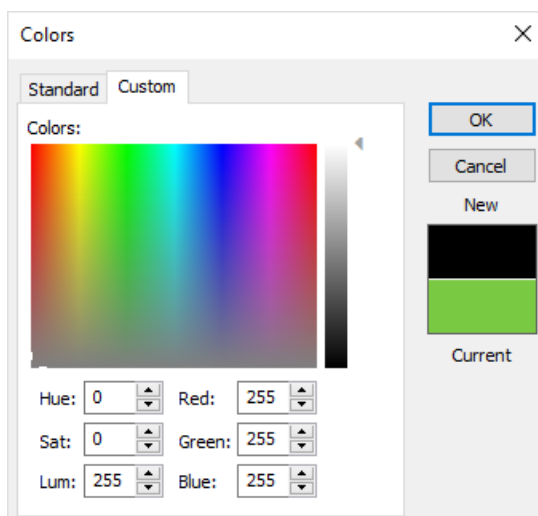
Advanced color management options available for the above objects. You can call this dialog by choosing the **More Colors** on the above color panels. The Standard tab allows you to choose the needed color by clicking on it with the mouse.



Using the Custom tab you can specify a color manually in one of the two available color schemes: RGB or CMYK. The currently chosen scheme is shown in the drop-down list:

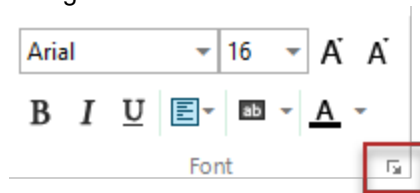
- *RGB Scheme*
- *CMYK Scheme*

The **R**(ed), **G**(reen), **B**(lue) or **C**(yan), **M**(agenta), **Y**(ellow), **(black)K** slide bars allow to change each component of the color scheme. **Note:** In the *RGB Scheme* the color components may range from 0 to 255; in the *CMYK Scheme* the components are shown in percents and may range from 0 to 100. A slider allows you to add transparency to your objects in order to make them more attractive or if you want to see objects located under. Move slider to the right to increase the transparency of the object and to the left to decrease it.

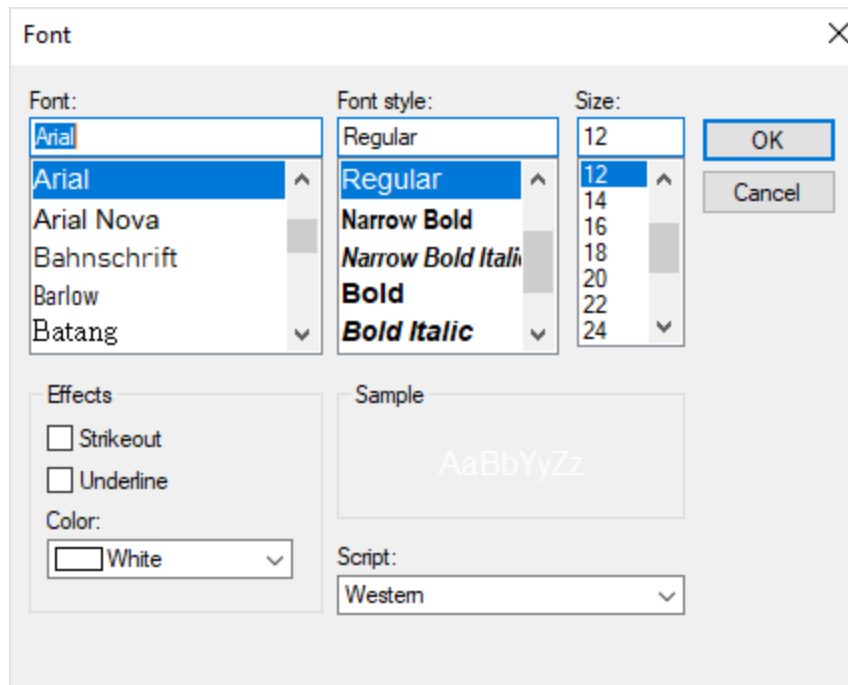


Font

To assist the user with selecting a font for an application, ConceptDraw MINDMAP provides the Font dialog box.



Use this dialog box to choose a font.



Font: Choose the name of the font. Use Control Panel to add and remove fonts from your system.


Font style: Choose the style of the font. Not all styles are available for all fonts.

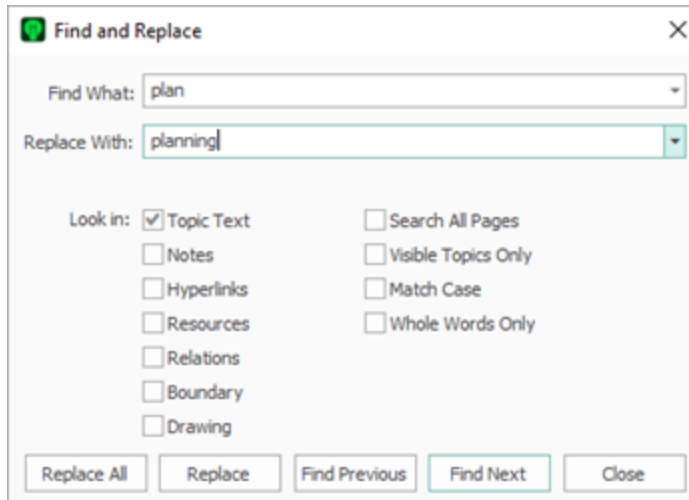
Size: Choose the font size. You can specify smaller sizes than available in the list by typing the size in the edit field.

The **Effects** group box is equipped with a Strikeout check box, an Underline check box, and a Color combo box. To apply a style, click its check box. To remove a style just uncheck it. To select a color, click the arrow of the Color combo box and select a color.

The **Script** combo box allows you to specify an alphabetic category. The options are Western (the default for a US-English computer), Greek, Turkish, Central European, and Cyrillic.

Find and Replace

ConceptDraw MINDMAP offers you advanced features for searching and replacing text in your documents. You can access the **Find and Replace** dialog using the  button in the [Home](#) tab .



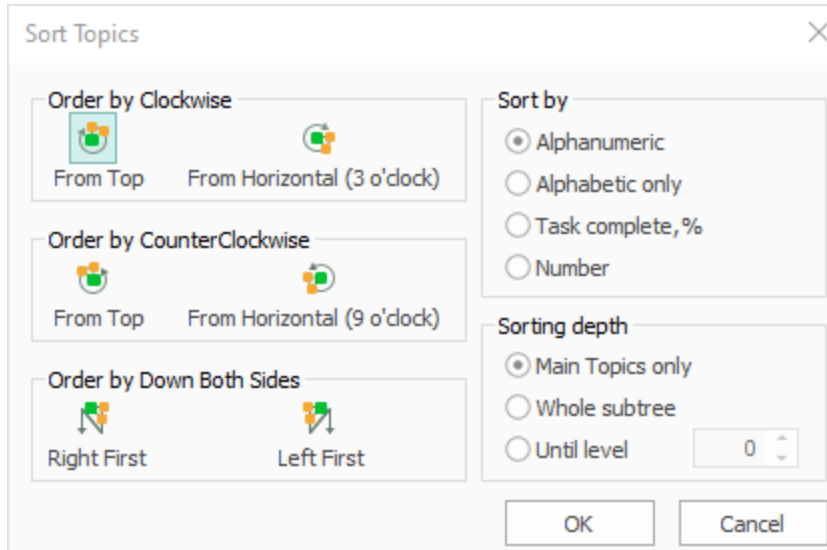
This dialog lets you specify the text line to be searched for, and also set the search parameters. In the Find box, enter the text to be found. To replace a text line for another one: specify the target text line in the Find box, and the new line in the Replace box. Click Next to start searching in the forward direction and Previous for searching in the reverse direction. When the needed text line is found, it will be selected in the document. If you need this item to be replaced, click Replace. Then you can use the Next or the Previous buttons to continue the search. To replace all the items found, use the Replace All button. After the operation is over, a message box will come up, showing how many items were replaced. Click the Replace & Find button to search and replace at once. You have several options for conducting the search:

- You can search within: All Topics, Visible Topics Only;
- Match Case - to make upper- and lowercase significant;
- Whole Word Only - to find only complete words.

The program first searches the current page, then other pages of the active document. The dialog preserves its latest settings and recent text lines, so you can use them further for another document. It is enough to select the recent text from the drop-down list in the Find or Replace box.

Sort Topics

ConceptDraw MINDMAP allows you to [sort topics](#) on the map by specific criteria. The **Sort Topics** dialog, available in the [Insert](#) tab, is used for this.



Ordering

You can change mind map topics ordering. By default topics are ordered clockwise beginning from the top.

To change the order of the topics select an ordering option from the list.

Sort by

Alphanumeric - Topics will be sorted in alphanumeric order.

Alphabetic only - Lets you sort topics in alphabetical order only.

Task percentage complete - Topics sorting according to the tasks percentage complete that is marked by symbols.

Number - Topics will be sorted according to the numeric symbols, located on them.

Sorting depth

Main Topics only - If this option is selected, only main topics will be sorted

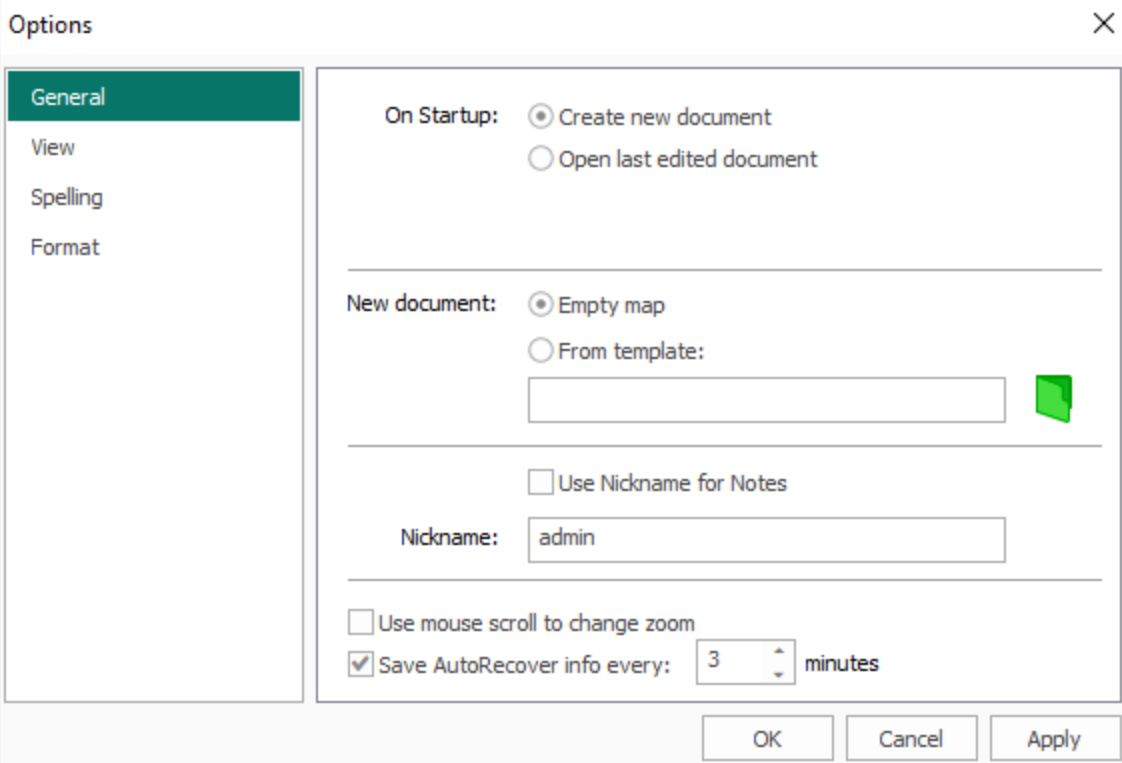
Whole sub tree - The sorting of the whole sub tree.

Until level - Lets you sort topics until some level, that you can choose or type a custom level.

Options

Can be accessed from the [File](#) tab. Contains options preferences related to the often used settings

General



The screenshot shows the 'Options' dialog box with the 'General' tab selected. The dialog has a title bar with 'Options' and a close button. On the left is a sidebar with 'General', 'View', 'Spelling', and 'Format'. The main area contains the following settings:

- On Startup:** Create new document, Open last edited document
- New document:** Empty map, From template: [text box] [green icon]
- Use Nickname for Notes
- Nickname:** [text box containing 'admin']
- Use mouse scroll to change zoom
- Save AutoRecover info every: [spin box with '3'] minutes

Buttons at the bottom: OK, Cancel, Apply.

On Startup - Always start work with this operation:

- Create new document - Open the blank page
- Open last edited document - Open the last edited document

New Document - Choose the default way of your "blank page":

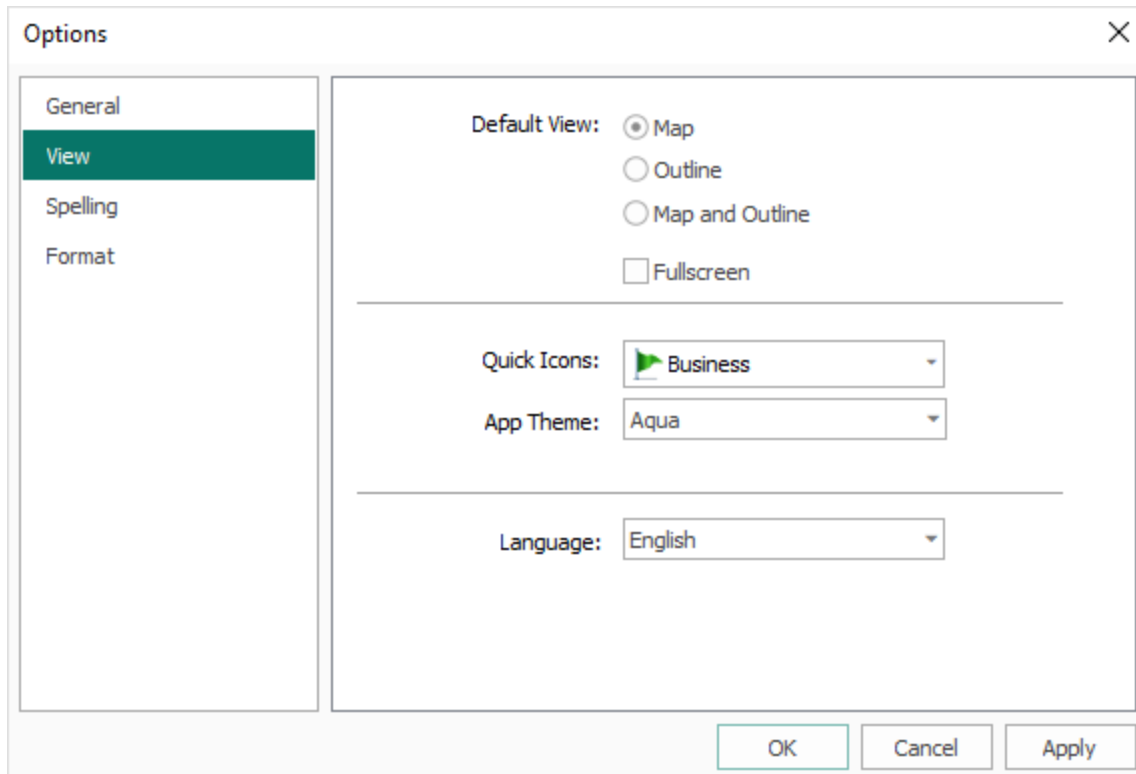
Empty map - Create document from the empty mind map page, which only contains the Main Idea..

From template - Create document from template.

Nickname - Display your Nickname at the Note panel.

Use mouse scroll to change zoom - checkbox to control this option.

Save AutoRecover info every ... minutes - On/Off the Auto saving in a fixed time interval.

View

Default View - Change how document content is displayed by default.

Map - Display Mind Map view.

Outline - Display Outline view.

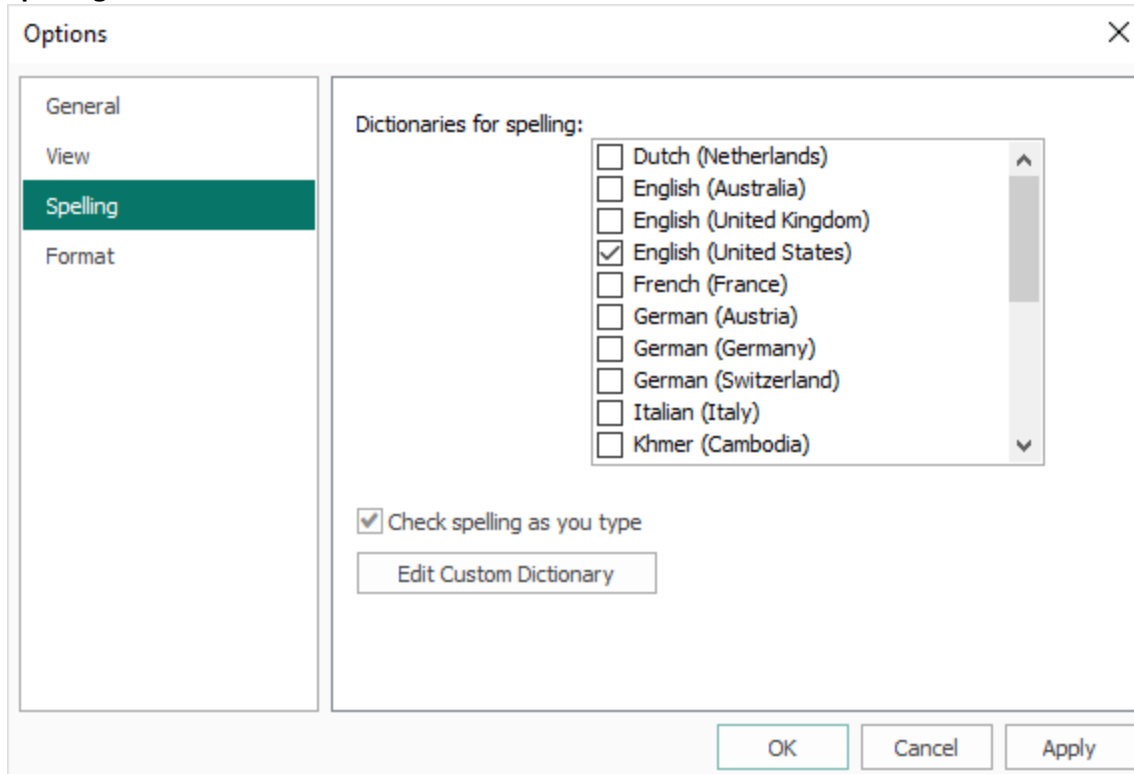
Map&Outline - Display both: mind map and Outline views.

Fullscreen - Display document in the Full Screen mode.

Quick Icons - Change the Icons library used by default .

Color Scheme - Customize the workspace color.

Language - Change the interface language user by default.

Spelling

Dictionaries for spelling - Check the languages for spelling.

Check spelling as you type - Check the spelling and grammar as you type.

Edit custom dictionary - Adding the custom specific words to a custom dictionary prevents the spelling checker from flagging them as mistakes.

Format

The screenshot shows the 'Format' dialog box with the following settings:

- Notes format:**
 - Font: Arial
 - Size: 10
 - Alignment: Align left
 - Font Color: Black
 - Background Color: White
- Map Theme:** Basic Themes / Productivity 2018
- Apply to All Pages
- Wrap Text Width:** 30.0 mm

Buttons: OK, Cancel, Apply

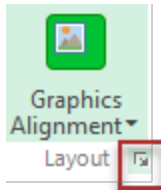
Notes format - Specify the Notes formatting: set the font, size, attributes and the color of the Notes.

Map theme - Set the default map style.

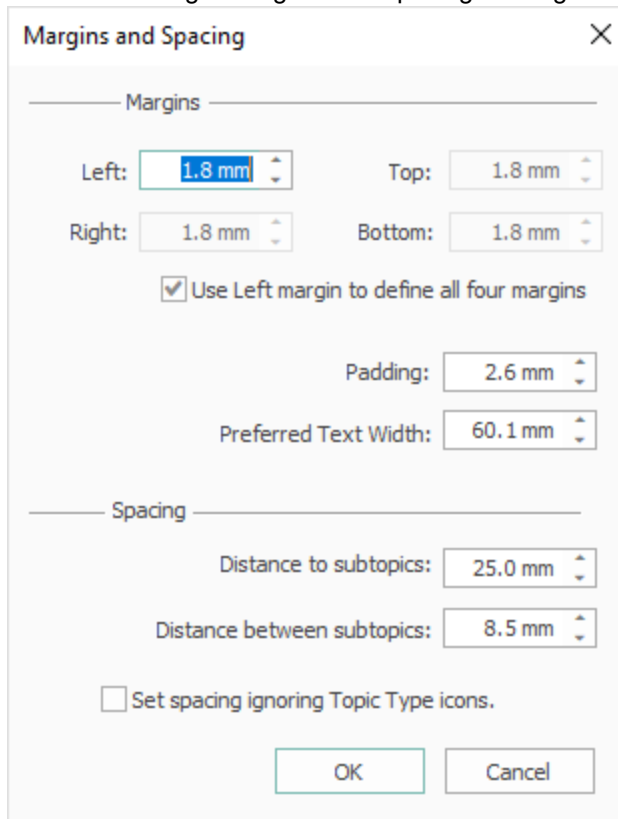
Wrap Text Width - The maximum width of a topic shape when [Wrap Text](#) mode is enabled.

Margins and Spacing

Can be accessed from the **Layout** section of [Format Topic](#) and [Formal Callouts](#) tab.



Allows to change Margins and Spacing settings



Margins

Left Margin - Set the left margin.

Right Margin - Set the right margin.

Top Margin - Set the top margin.

Bottom Margin - Set the bottom margin.

Use Left margin to define all four margins - The settings of left margin will be applied to all margins.

Padding - Set distance between the image that was inserted into the topic and topic's text.

Preferred text width - Set the preferred width of the text within topic.

Spacing

Distance to subtopic - Set the distance between selected topic and its subtopics

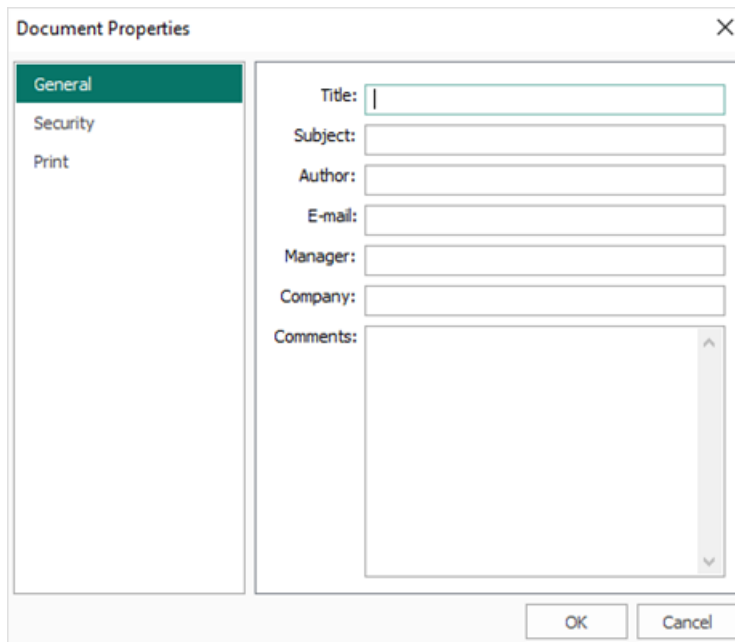
Distance between - subtopics. Set the distance between subtopics of the selected topic.

Set spacing ignoring Topic Type icons. - Specify whether to consider [Topic Type](#) icons when setting spacing.

Properties

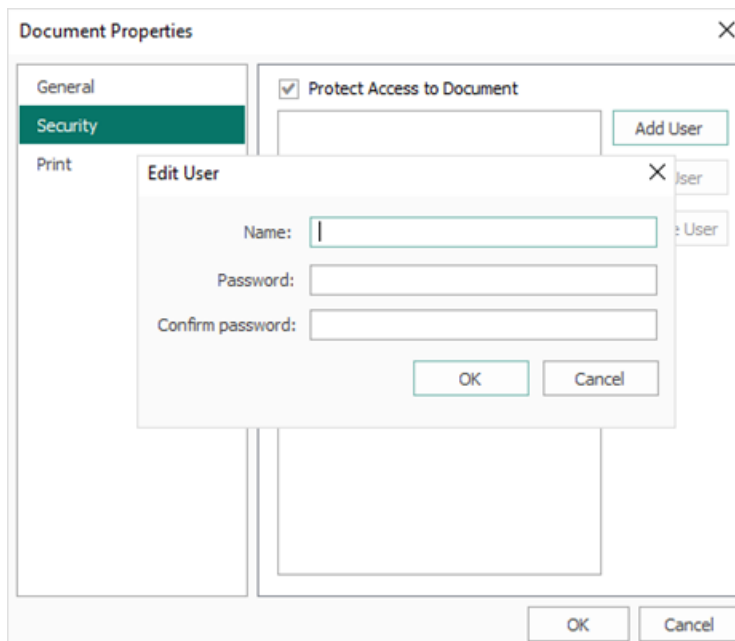
Can be accessed from the [File](#) tab. The Document Properties dialog allows you to configure some parameters that make working with the document more comfortable.

The General tab lets you set the following document properties: Title, Subject, Author, E-mail, Manager, Company, Comments.



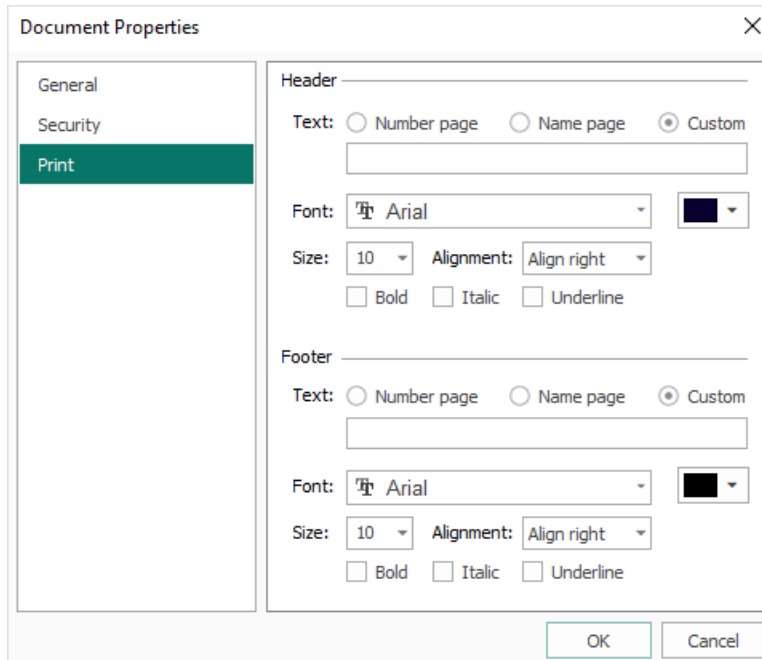
The screenshot shows the 'Document Properties' dialog box with the 'General' tab selected. The dialog has a title bar with a close button (X). On the left, there is a sidebar with three tabs: 'General' (selected), 'Security', and 'Print'. The main area contains several text input fields: 'Title', 'Subject', 'Author', 'E-mail', 'Manager', and 'Company'. Below these is a larger text area for 'Comments' with a vertical scrollbar. At the bottom right, there are 'OK' and 'Cancel' buttons.

The Security tab secures the document by specifying which users are allowed access and setting a password.



The screenshot shows the 'Document Properties' dialog box with the 'Security' tab selected. The 'Protect Access to Document' checkbox is checked. Below it, there is a list of users with an 'Add User' button. An 'Edit User' dialog box is open in the foreground, containing fields for 'Name', 'Password', and 'Confirm password', along with 'OK' and 'Cancel' buttons. The 'Document Properties' dialog also has 'OK' and 'Cancel' buttons at the bottom right.

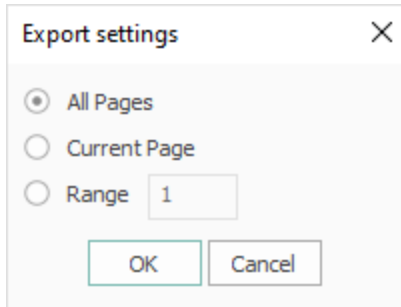
The Print tab provides some options for printing mind maps. To make your printed MINDMAP documents look clear and professional, you can add information such as page titles, page numbers, or project-related information to the header or footer of the printed view.



Export to Adobe PDF



You can generate a PDF file directly from the multipage mind map. The mind map is exported in [Map Only](#) view. Set the [View Options](#) to specify the map elements to export. Use the Export Settings dialog to specify exactly the range of pages you need to export.

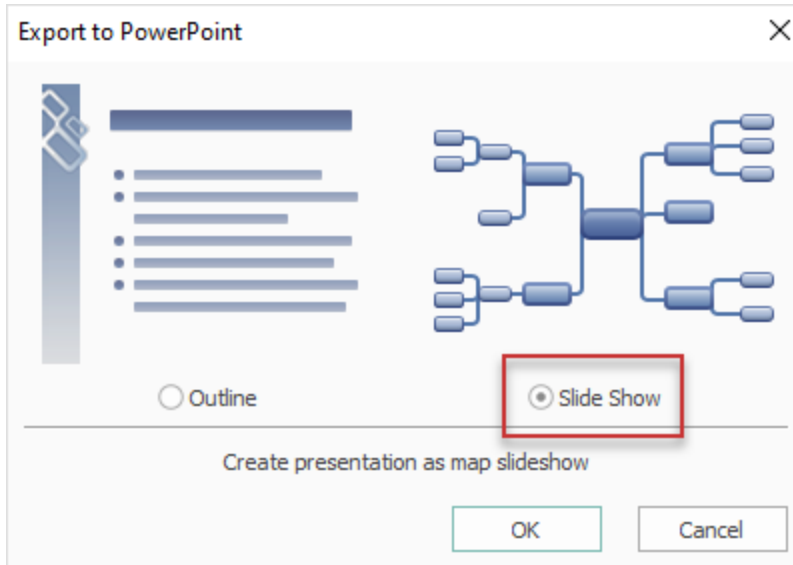


Export to MS PowerPoint

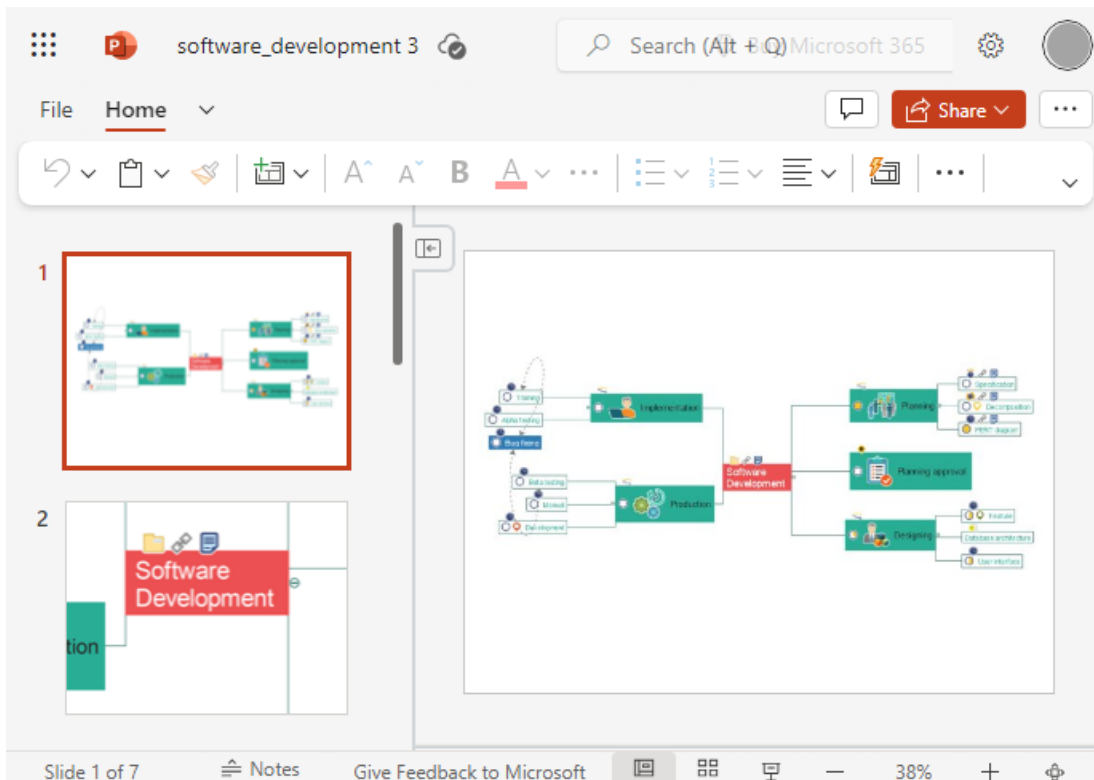


ConceptDraw MINDMAP allows export to the Microsoft PowerPoint .pptx file format. You can export your mind map as a text Outline or as a mind mapping Slide Show.

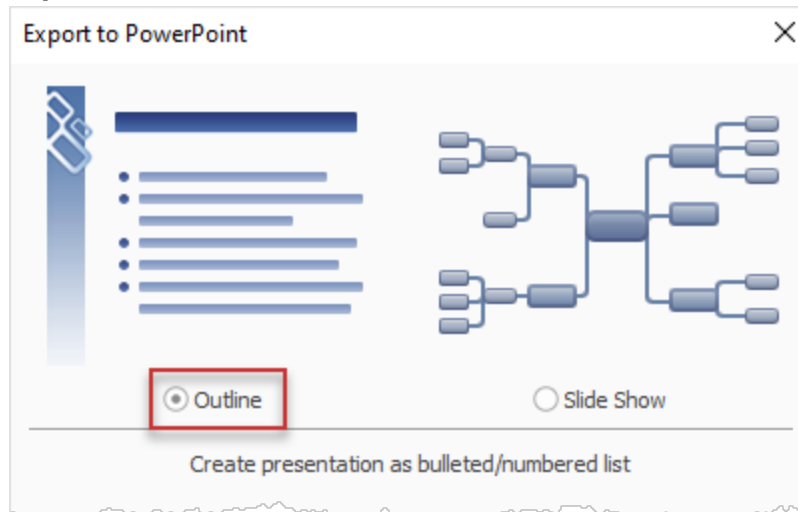
Export to Slide Show



Exporting presentation slides created using the [Presentation](#) menu.



Export Outline

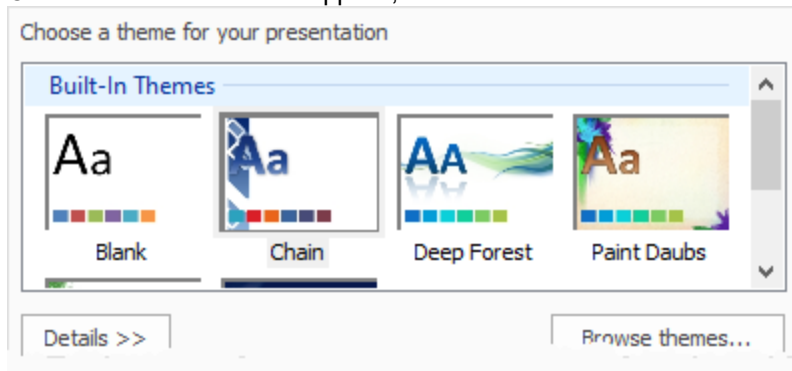


Outline mode exports mind map content into a text presentation.

Determine the appearance of the presentation. To do this, select one of the pre-designed themes.

Theme Map

Select a theme for your presentation from the list of themes preview, or by clicking Browse themes.... Once custom themes are applied, the last five themes used are retained for easy access.



Details

Click to manually select the following export parameters:

Export current page only - Export from the current displayed page;

Export floating topics as appendices - Export all floating topics from your mind map as appendices on a separate slide in within your presentation;

Export notes as PowerPoint notes - Export text notes from your mind map as PowerPoint notes;

Insert slide number - Insert slide numbers on each slide;

Bulleted list - Export bulleted list;

Numbered list - Export numbered list;

Create separate slides for - Choose the number of topic levels for separate slides;

Depth level in slide content - Choose the number of subtopic levels presented on the master topic slide;

Footer text - The Footer text field enables you to enter the text displayed in the footer.

The screenshot shows a dialog box titled '<< Details' with a 'Browse themes...' button in the top right. The dialog contains several options:

- Export current page only
- Export floating topics as appendices
- Insert slide number
- Export notes as PowerPoint notes

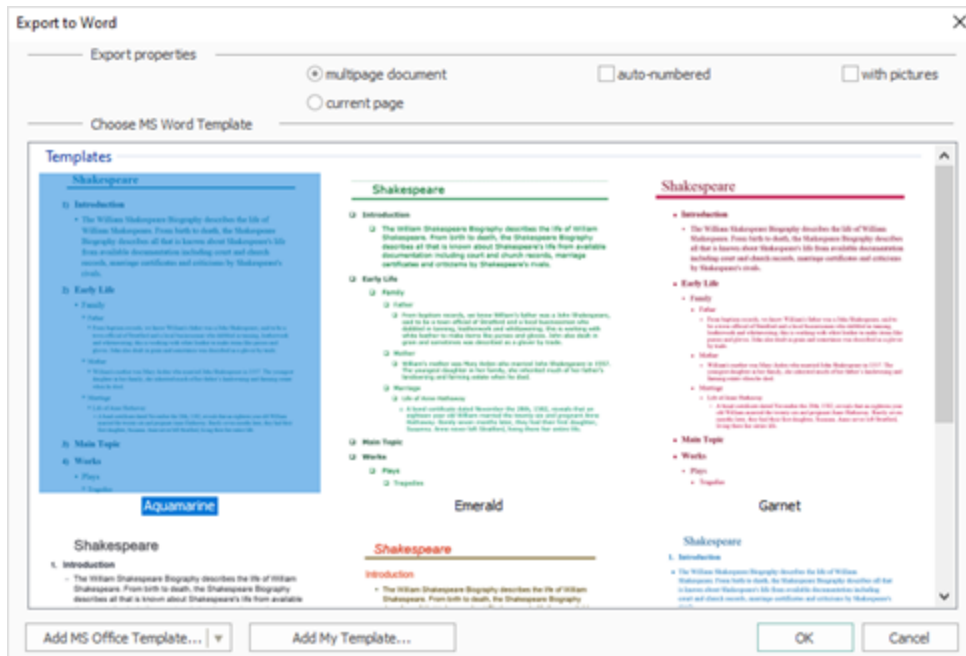
Below these are radio buttons for 'List: Bulleted Numbered'. There are two dropdown menus: 'Create separate slides for' set to '1 level' and 'Depth level inside the slide content' set to 'All levels'. At the bottom is a text field labeled 'Footer text:' and two buttons: 'OK' and 'Cancel'.

If MS PowerPoint is not installed on your computer, you will be able to open your presentation using the PowerPoint Online service. This means your document will be saved to the OneDrive cloud storage.

Export to MS Word



ConceptDraw MINDMAP offers several options of converting your mind maps to MS Word documents. Any mind map document can be converted to a MS Word structured document. .

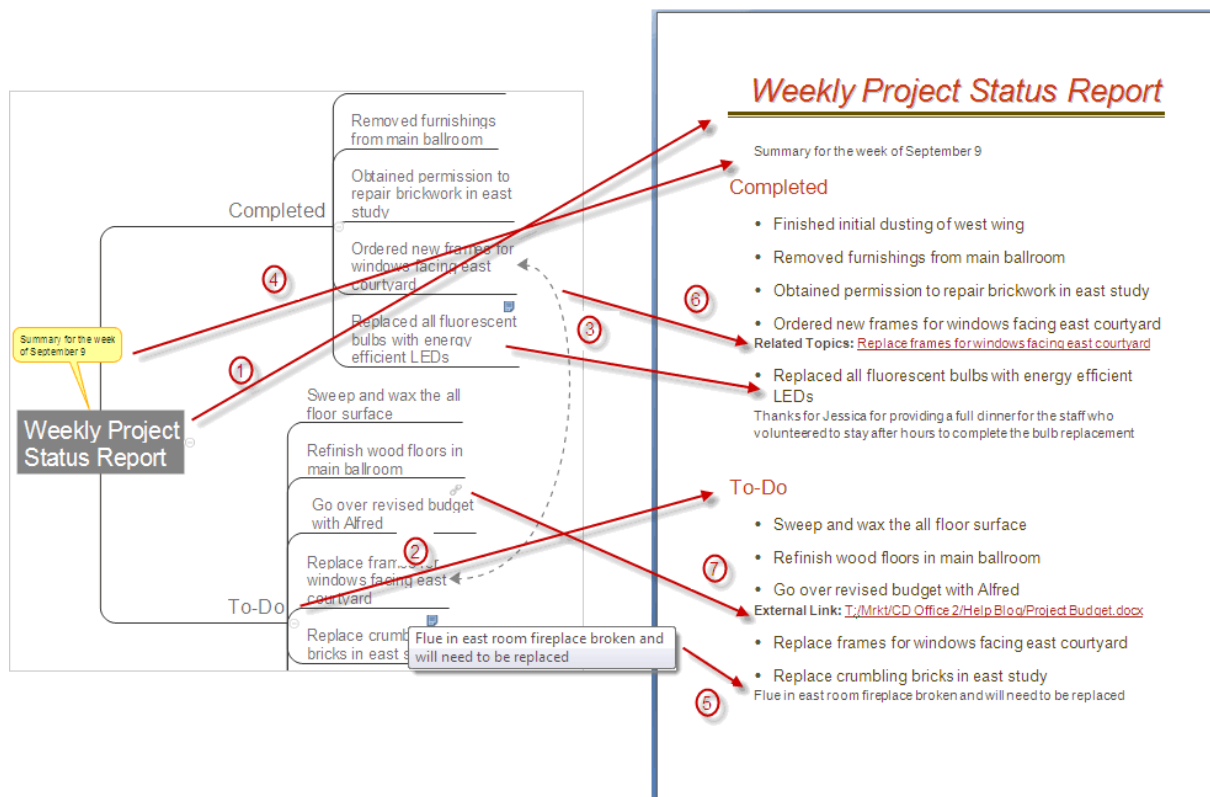


The Export Properties section enables options defining: export of all pages or only the current one, line numbering, and export of map content, including images or without them.

Using standard or custom templates, you will get ready to use formatted text. This method allows stylizing the resulting document by using a custom formatting.

Mind Map structure is transformed into the structure of the MS Word document in accordance with the MS Word Template styles.

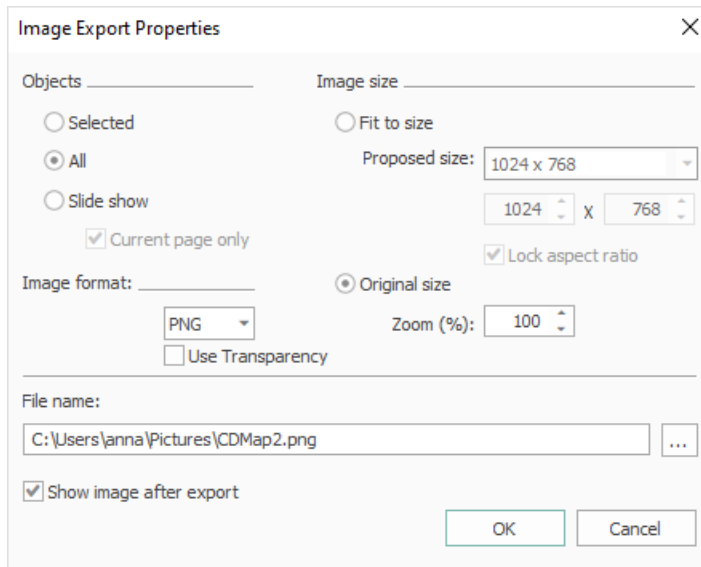
	ConceptDraw MINDMAP	MS Word Template style
1	Main Idea	Title
2	Main Topic	Heading 1
3	Subtopics of different levels	Heading 2 and higher (depending on the level)
4	Callout	Emphasis style paragraph, located below the topic
5	Text note	Normal style paragraph, located below the topic
6	Relations between topics	Normal style paragraph contains reference to related topic
7	Hyperlink	Normal style paragraph contains hyperlink



Export to Images



ConceptDraw MINDMAP allows you to save the whole map or its part in different graphic formats. This lets you illustrate your text documents with clear charts and schemes, and use ConceptDraw MINDMAP graphics in other applications



Objects

In the Objects section, you can specify which objects will be exported in the graphic file
 Selected - Export only the selected objects from the active page.

All - Export all the objects on the current page if there is checked the option Current page only, or all the objects of all the document pages if option is unchecked

Slide show - Export Images Slides for this map, using slides from Slide Navigator.

If there are no slides in Slide Navigator, default Slide Show will be created for export from the first-level topics and their subtopics.

Image Size - In the Image Size section, you can choose one of the two options

Fit to Size - The image fits in the size specified by the user (in pixels). You can choose one of the offered variants from the drop-down list. The Screen variant allows to export the image which dimensions will be coincide with current screen dimensions.

Lock aspect - When the one of the picture parameters was changed, the option Lock aspect ratio allows automatically change the value of the other parameter to lock the proportion accordingly the primary map dimensions.

Original Size - allows to export the image at its current zoom level. By default, the value of the export zoom coincide with zoom of the document. You can change this value into any desired.

Format

In the Format section you can choose one of the following graphic formats: BMP, JPG, GIF, TIFF or PNG. When choosing PNG format, you can check the Use Transparency option to obtain the fully transparent image background.

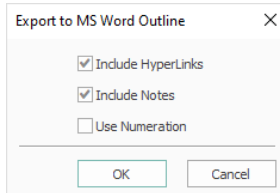
File name (Folder name)

The File name (Folder name) field lets you set the name of the exporting image or if you export more than one image, It's possible to open the image or the folder with images automatically after export. For this you need check accordingly the Show image after export or Open folder with images option.

Export to RTF



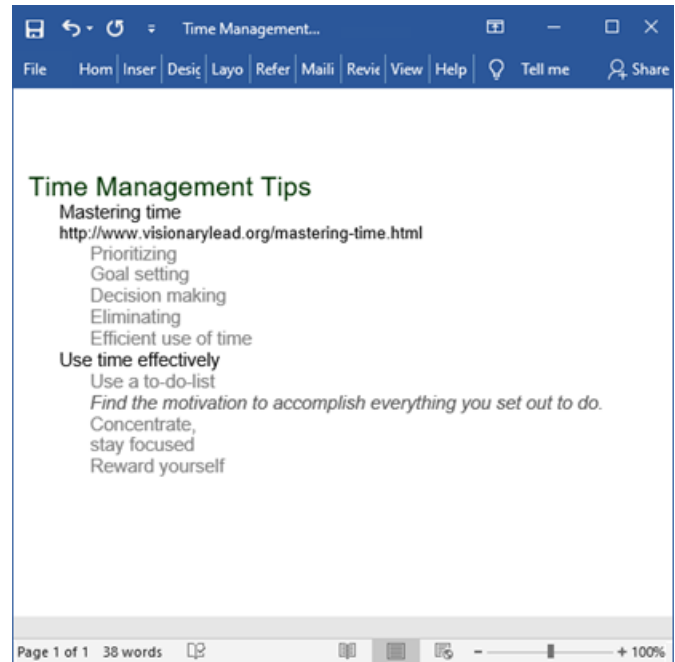
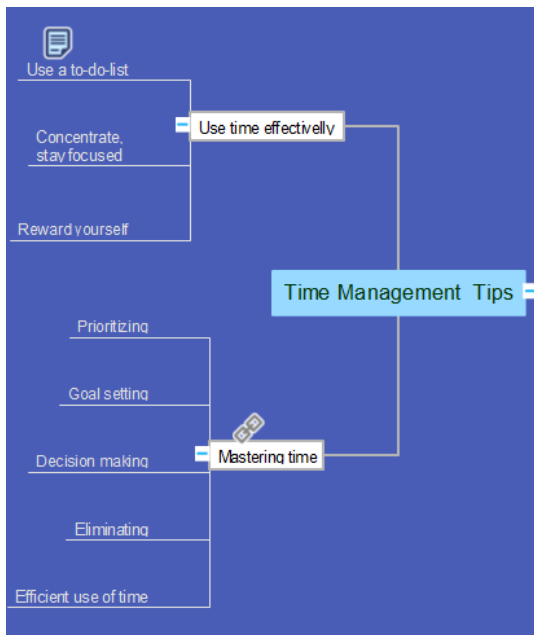
You can save ConceptDraw MINDMAP file (cdmz) as MS Word Outline in a Rich Text Format (rtf).



Include Hyperlinks - Allows to include the existing links to the document.

Use Numeration - Allows to use the numeration of the pages in the document

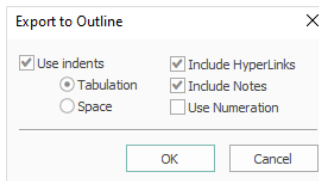
Include Notes - Allows enabling pop-up prompts.



Export to Text Outline



ConceptDraw MINDMAP lets you save the currently opened mind map in textual form - as Outline Data. You can save ConceptDraw MINDMAP file (cdmz) as txt file type.



Use indents - This section lets you check whether to use indents in the list of topics. Indents display the structure of the map and show the hierarchy of topics. When this option is on, you can set the type of indents .

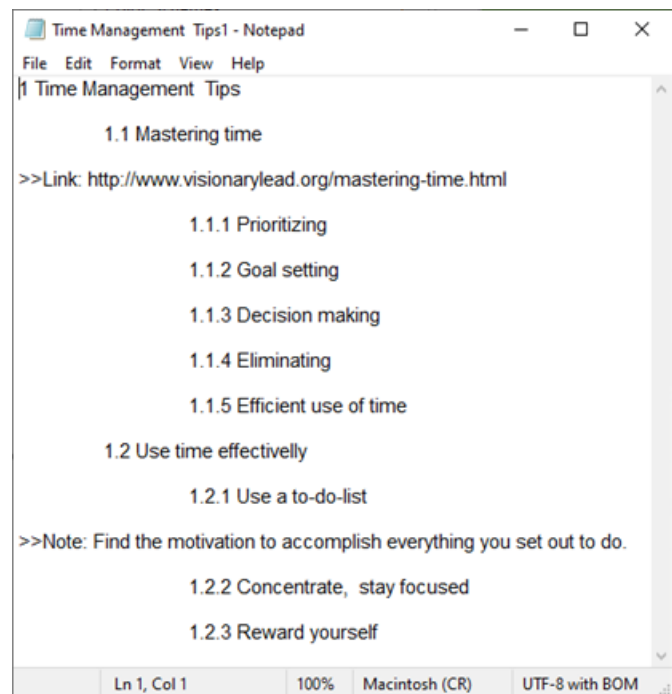
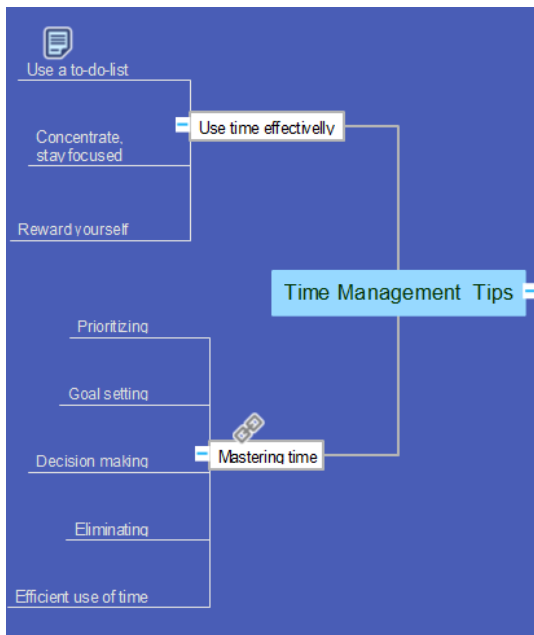
Tabulation - Displays topics' hierarchy by tabulation.

Space - Displays topics' hierarchy by spacing.

Include Hyperlinks - Shows the hyperlinks as a text.

Include Notes - Shows the Notes.

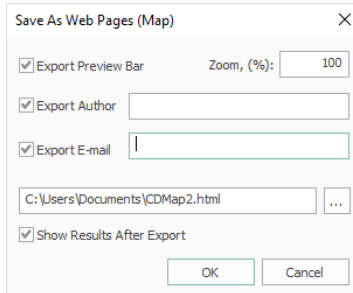
Use Numeration - Displays topics' hierarchy by numeration.



Export as Web page



Save the ConceptDraw MINDMAP cdmz file in html format as a mind map



Export Preview Bar - Show all pages preview at the Preview bar on the left of Web page.

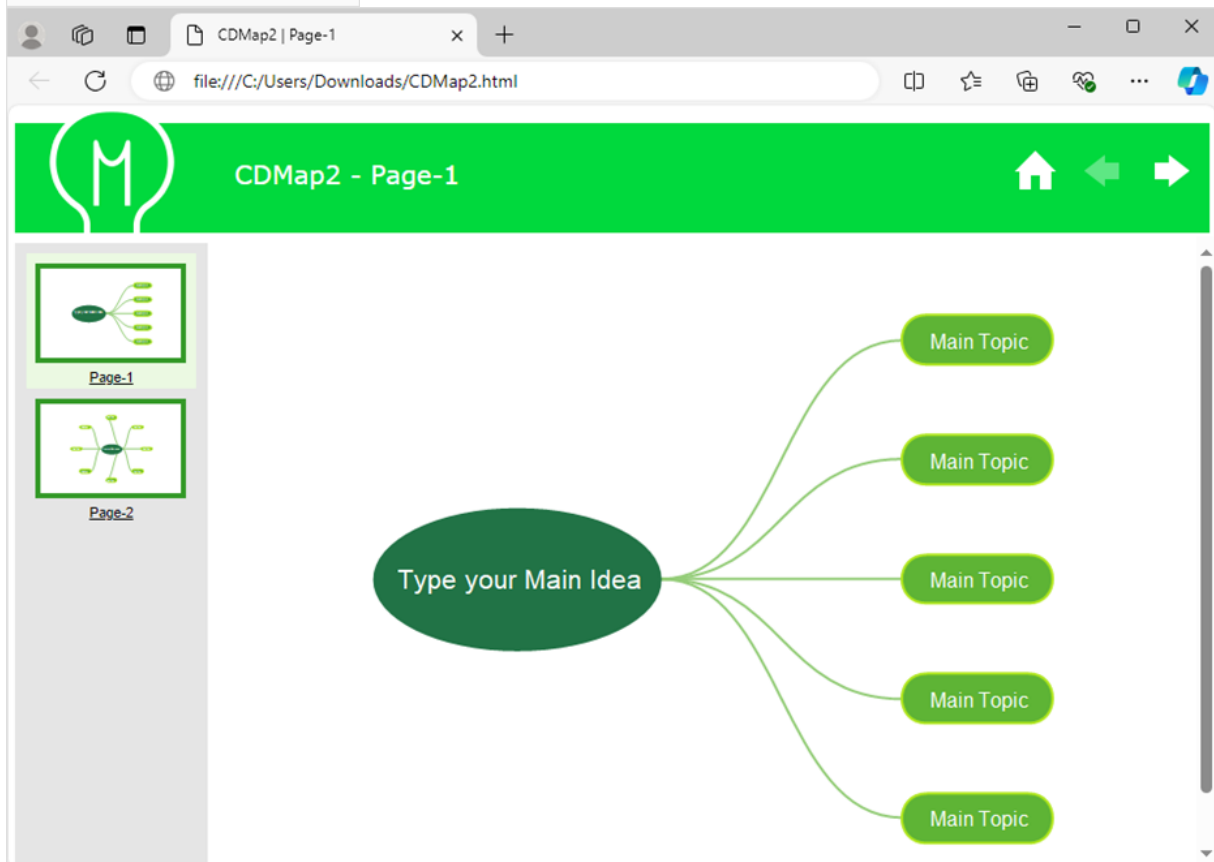
Pages preview are linked to the corresponding pages.

Export Author - Insert the name author into Web document.

Export E-mail - Insert the link to email into Web document.

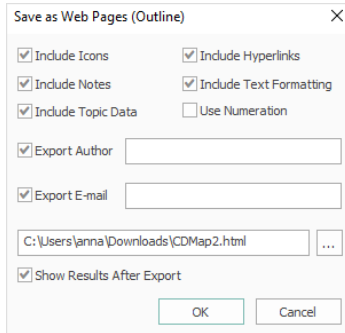
Zoom, (%) - change zoom of the map.

Choosing location button - Choose the location to save Web page.

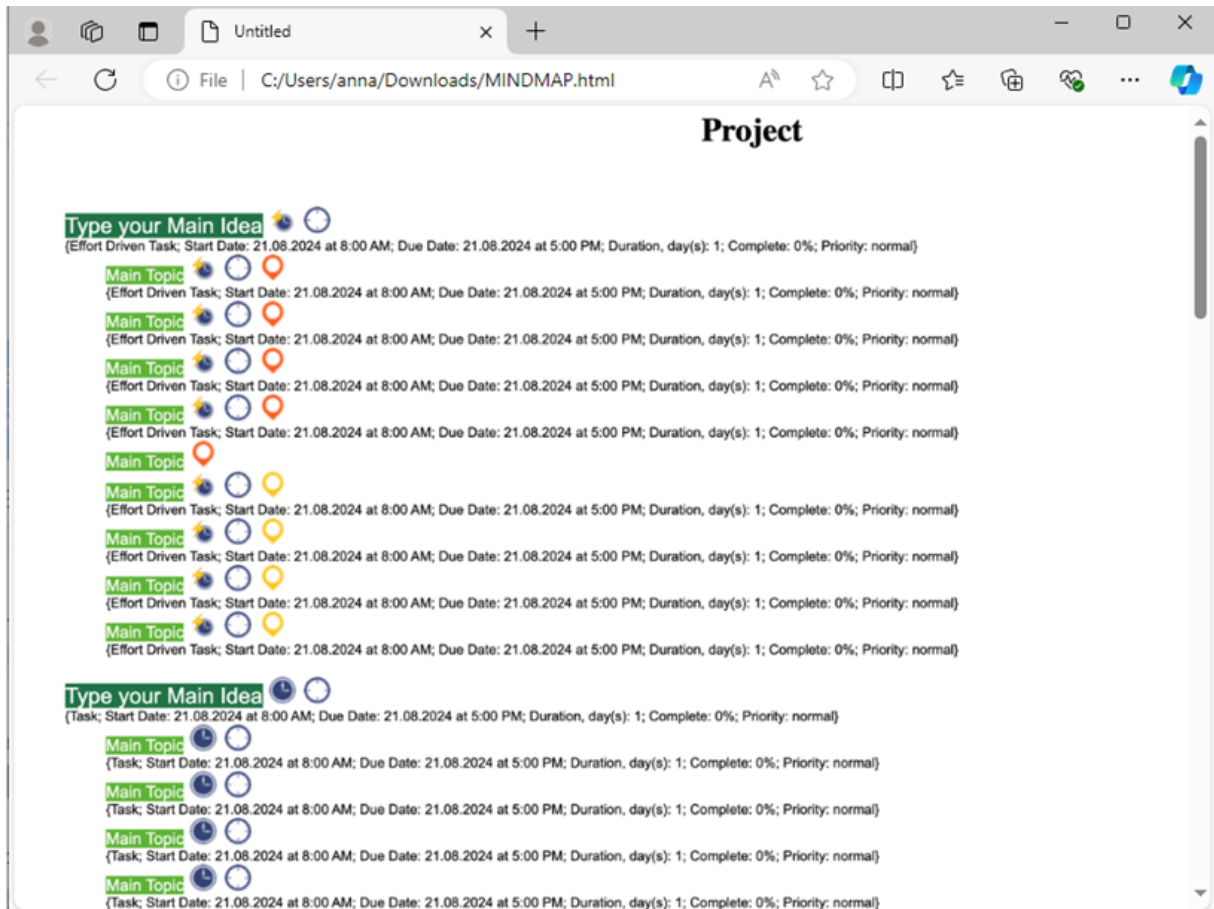




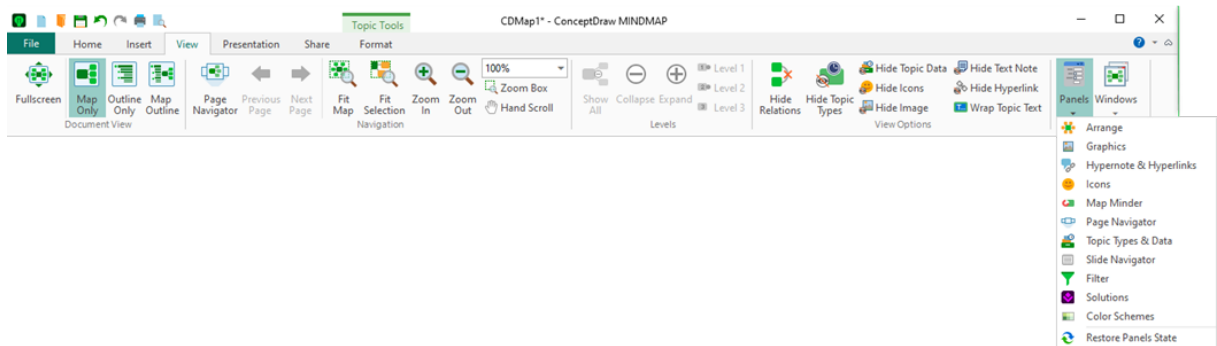
Save the ConceptDraw MINDMAP cdmz file in html format as an outline



- Include Icons - Show Icons
- Include Notes - Show Notes
- Include Topic Data - Show Topic Data
- Include Hyperlinks - Show active hyperlinks
- Include Text Formatting - Preserve the initial text formatting
- Use Numeration - Export as numerated outline
- Export Author - Insert the name author into Web document
- Export E-mail - Insert the link to email into Web document
- Choosing location button - Choose the location to save Web page



Floating Panels



Some tools and features in ConceptDraw MINDMAP are accessible from the floating panels. Floating panels can be accessed from the drop down list of the Panels button on the [View](#) tab.

[Floating Panels](#)

[Arrange](#)

[Graphics](#)

[Hypertext](#)

[Icons](#)

[Map Minder](#)

[Page Navigator](#)

[Topic Types & Data](#)

[Slide Navigator](#)


[Filter](#)

[Solutions](#)

[Color Schemes](#)

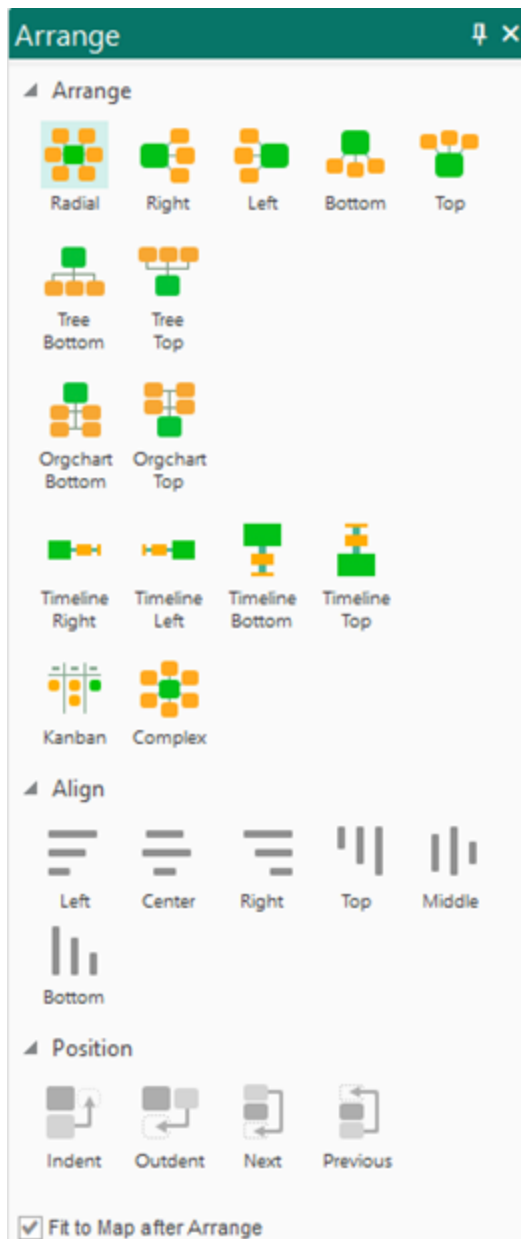
Arrange Panel

The options for map arrangement. It is used to arrange [topics](#), [drawings](#), [images](#) and [boundaries](#) quickly. You can access the panel using the following ways:

- You can activate the Arrange panel using the the Arrange button  on the [Home](#) tab;
- By selecting the Arrange panel from the drop-down list of the **Panels** button on the [View](#) tab;
- By clicking in the Arrange tab on the application's frame.

The panel view differs for mind map topics and inserted [objects](#).

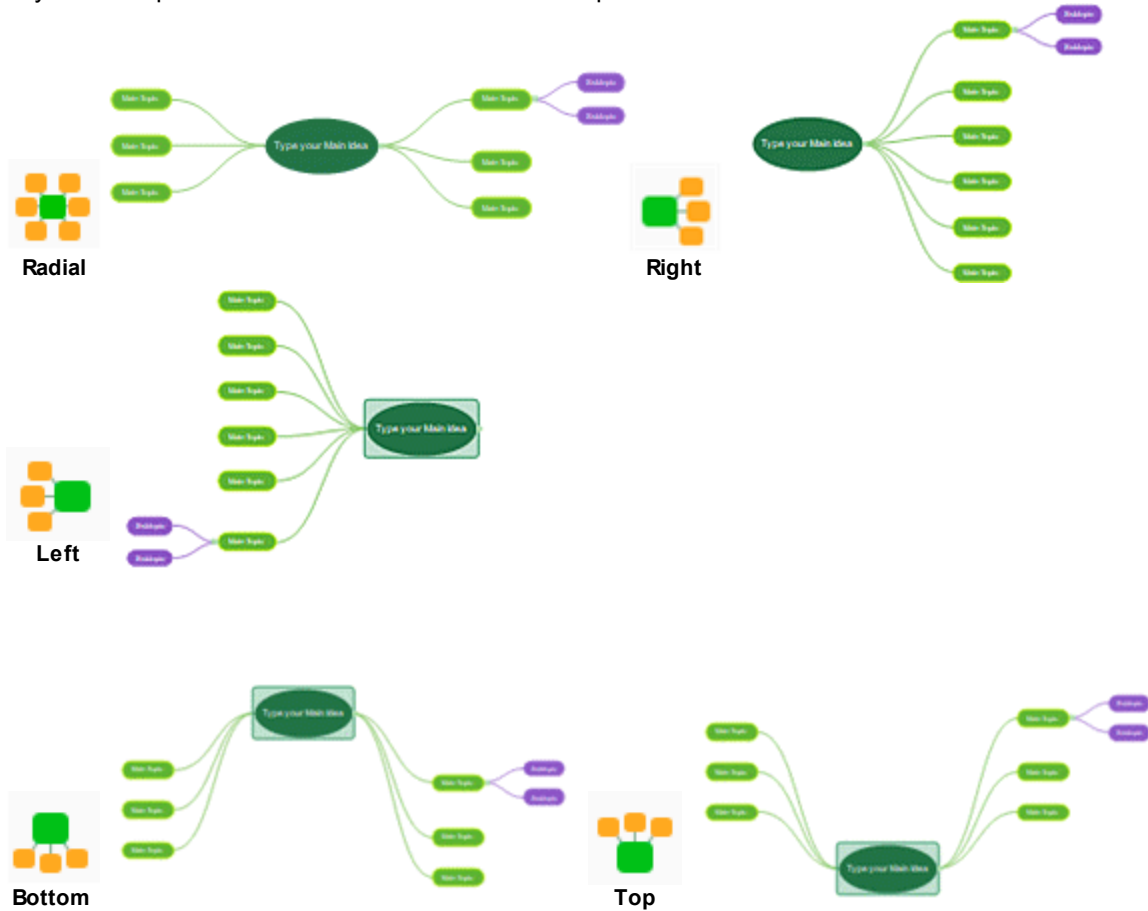
The default arrangement of mind map topics is **Radial**.



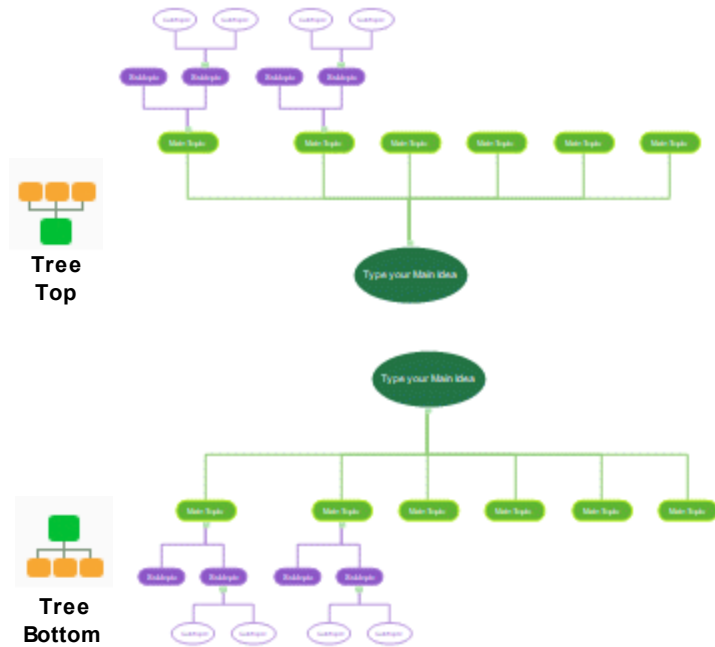
Arrange

You can select one option to change the default arrangement of topics. More arrangement options keep the original structure of your mind map.

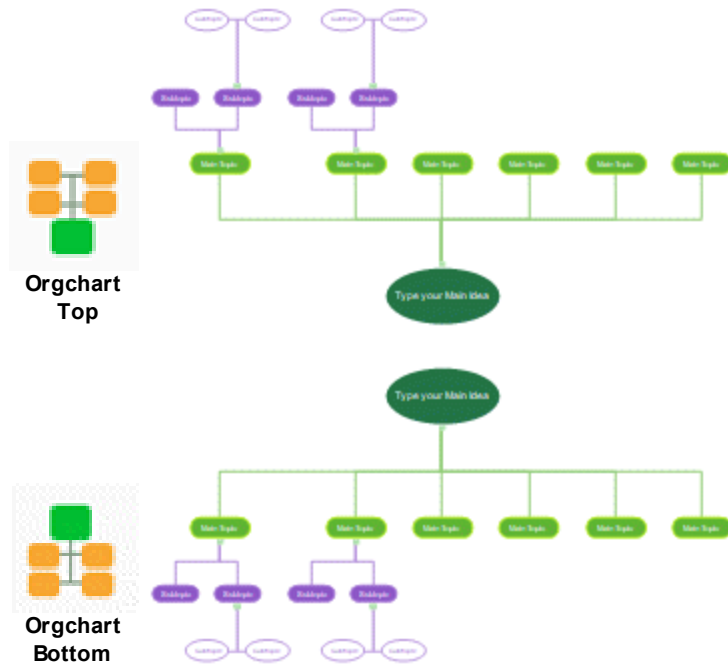
The Radial, Right, Left, Bottom, and Top. These are classic layouts of mind map topics. Apply them to any mind map to ensure it looks best on-screen or printed.



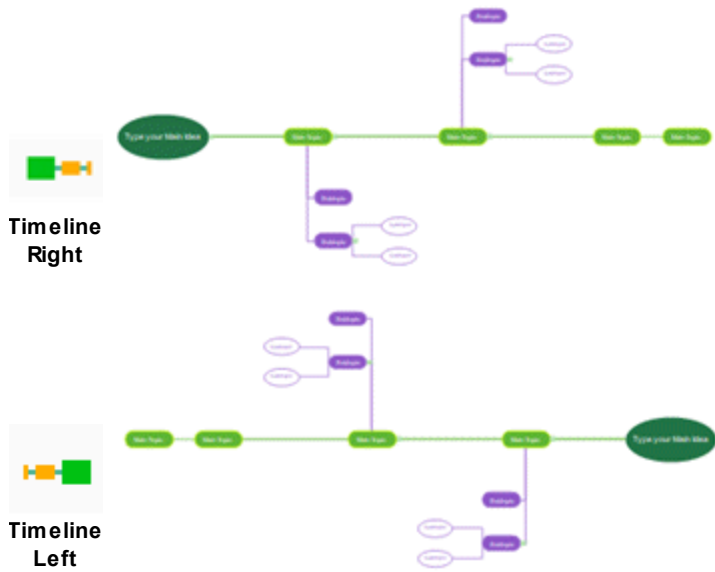
The Tree arrangement options can be used to visualize a tree-like structure.



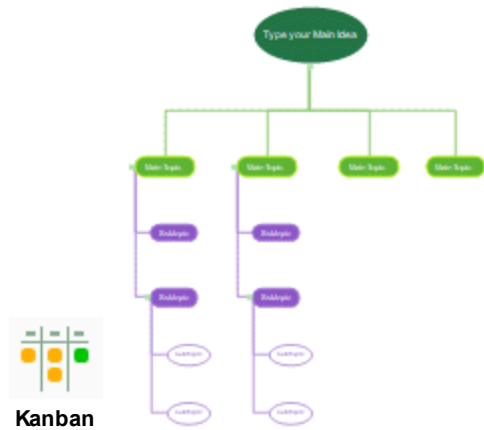
The Orgchart arrangement options allow you to transform a mind map into an organizational chart.



You can create a project timeline by starting with a mind map Timeline alignment.



The Kanban arrangement option enables you to create a mind map that can be effortlessly turned into a Kanban board.

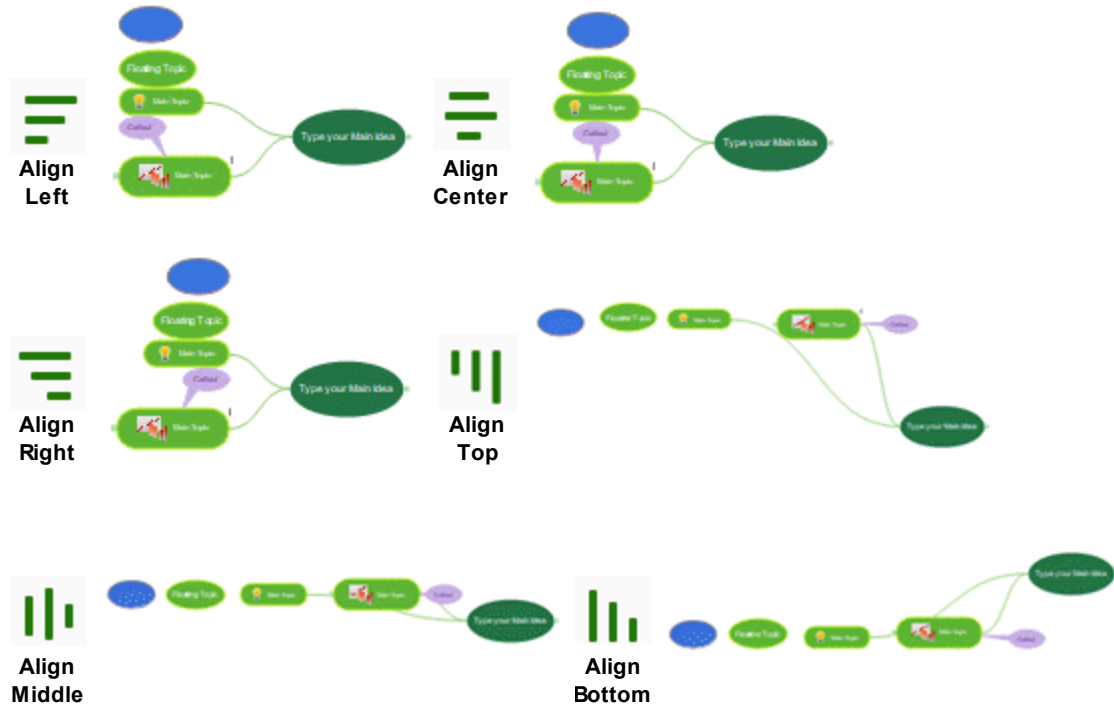


The Complex arrangement allows mind map topics to perfectly follow the design of classic radial diagrams. It combines the circular arrangement at the first level and subsequent topics arrangement — at an angle to the topics of the first level.







Align

The Align section is useful for aligning vertically and horizontally selected mind map entities: topics, floating topics, Images, and drawn objects.



Position

Arrangement panel contains some of the topic [Position](#) controls:

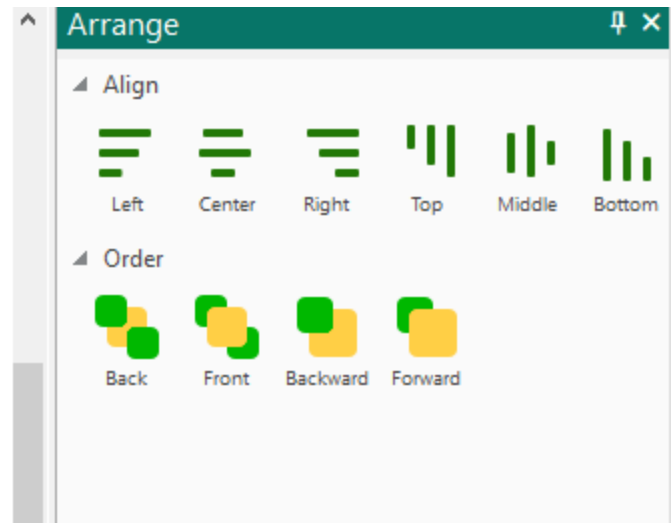
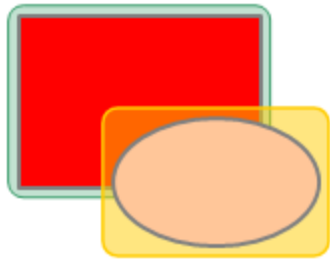
-  Indent - Moves the topic to a lower level in the hierarchy.
-  Outdent - Moves the topic to a higher level in the hierarchy.
-  Move to Next Position - Moves the topic to the next position (based on the order the map is created).
-  Move to Previous Position - Moves the topic to the previous position (based on the order the map is created).

Fit to map after Arrange

Fit to Map after Arrange

Enable/Disable the Fit to Map option. When enabled, your mind map will be automatically zoomed in/out to fit the document window.

Arrange panel for [Drawing objects](#) and pictures contains the [Ordering](#) and [Align](#) options. You can choose the order of the selected object you added into your mind map using the following options:



Graphics Panel

Use the graphics floating panel to insert clip art objects and custom images into your mind maps. You can access the Graphics side panel using the following methods:

- By clicking the **Images from Graphics** button  on the [Insert](#) tab;
- By selecting the Graphics panel from the drop-down list of the **Panels** button on the [View](#) tab;
- By clicking in the Graphics tab on the application's frame;
- Using [Context Menu](#).



Insert an Embedded Clip Art Image.

In Graphics View tab you can choose objects from the drop-down list of pre-drawn objects. The Basic Mind Maps Graphics library is available in the basic installation. Other graphics libraries can be previewed and downloaded via the [Solutions](#) panel. Graphics objects cover various kinds of activities. Only one group of the Graphics objects at a time can be active. Under the active group is displayed its content. The objects in the Graphics window are displayed as pictures.

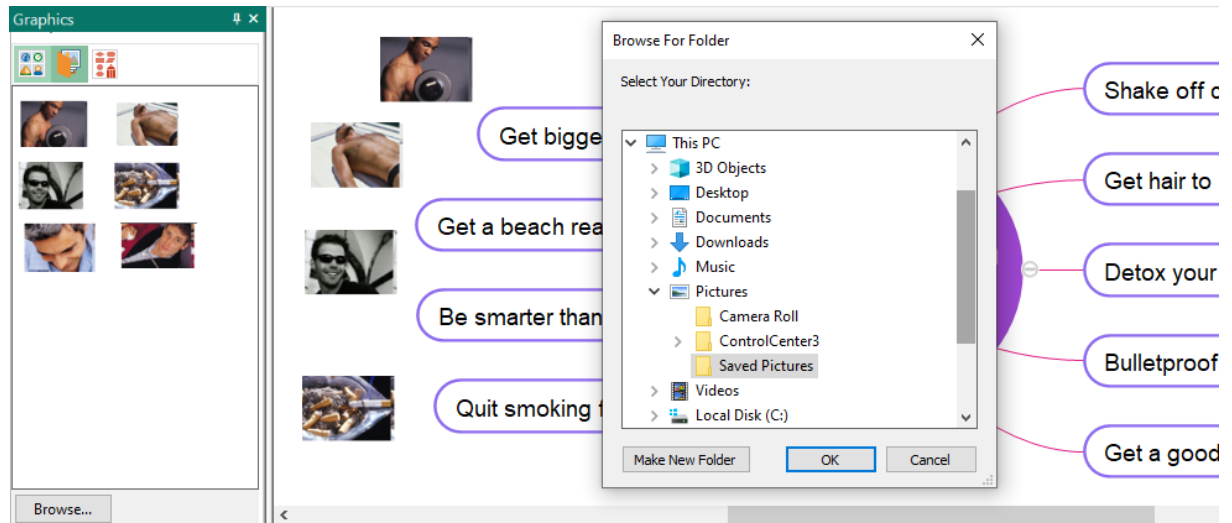




Insert a Picture from File.

In Picture View you can open your own objects. It's possible to insert here any folder from your computer.

To do this click the Browse... button in the Graphics panel. The Browse For Folder dialog will appear. Choose the needed folder and click OK. The folder contents will appear. Further you can work with these pictures as well as with clip art objects supplied with program.



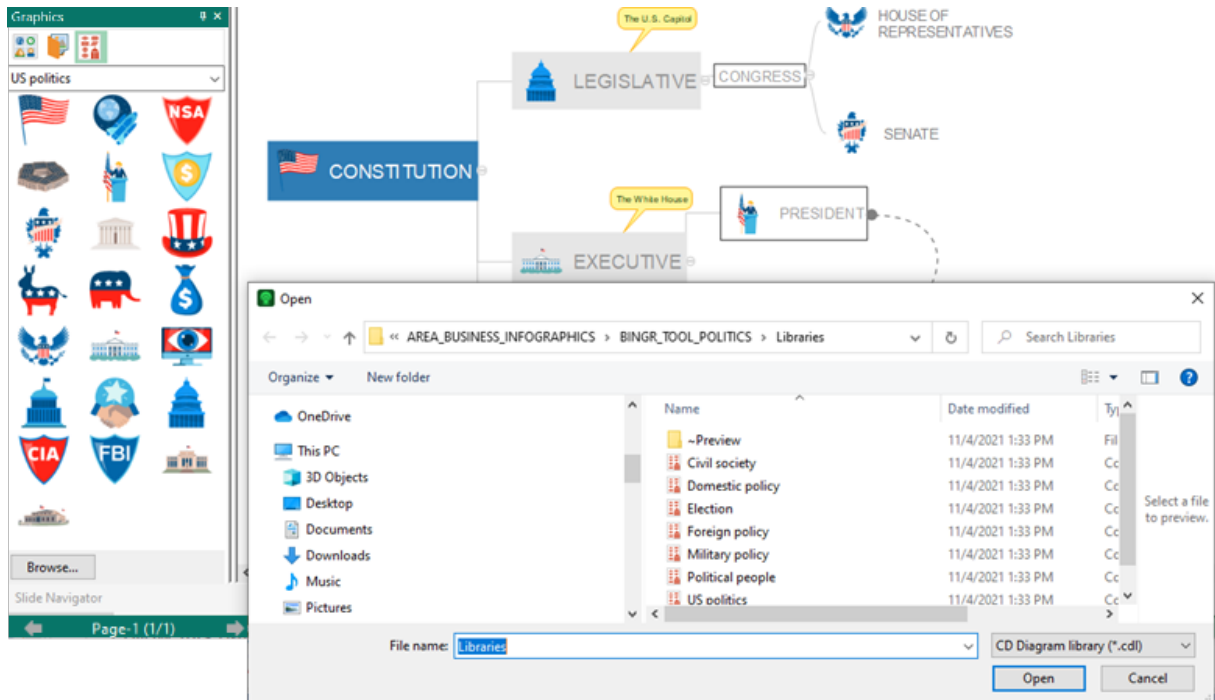
You can insert an image into your mind map by one of the following ways:

- By double-clicking the image preview on the Graphics panel;
- By drag & dropping them from the Graphics panel or from the File manager window to the document window;
- Copy and paste images using Keyboard Shortcuts: Ctrl+C and then Ctrl+V.



Import libraries from ConceptDraw DIAGRAM.

You can supplement your mind maps with vector graphic objects from the libraries supplied with Solutions for ConceptDraw DIAGRAM.



Follow this path to reveal the libraries available:

C:\ProgramData\ConceptDraw Solution Park\AREA...\Solution_name\Libraries


You can use custom libraries you may be created in ConceptDraw DIAGRAM.

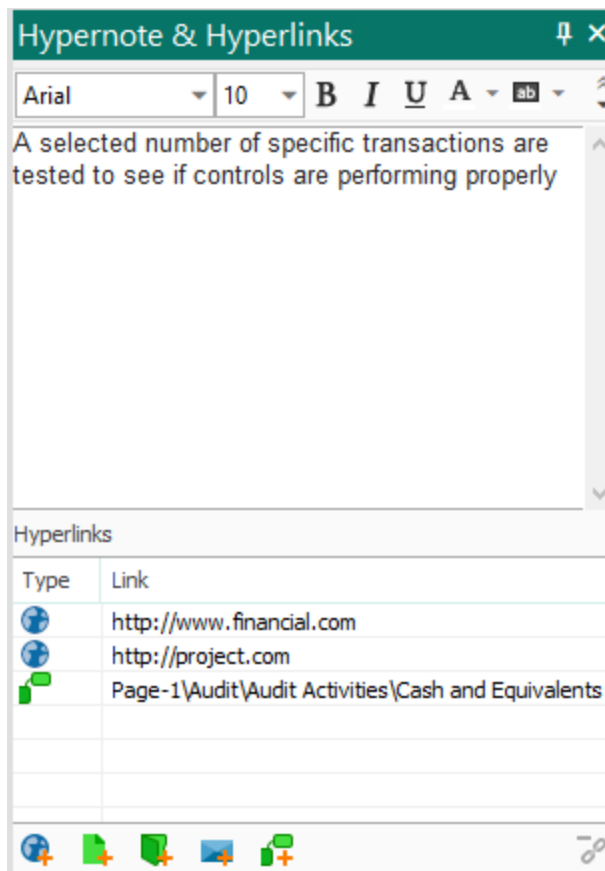
Follow this path to reveal your custom libraries:

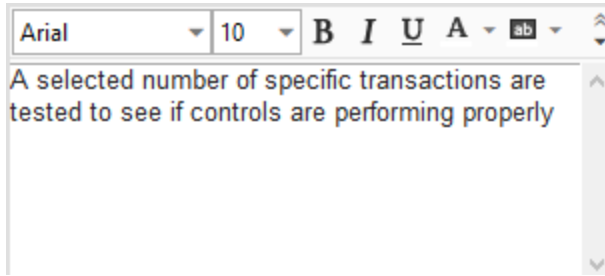
C:\Users\User_Name\Documents\My ConceptDraw

Hypernote Panel


Use this panel to create and manage both Text Notes and Hyperlinks. .You can access the panel using the following ways:

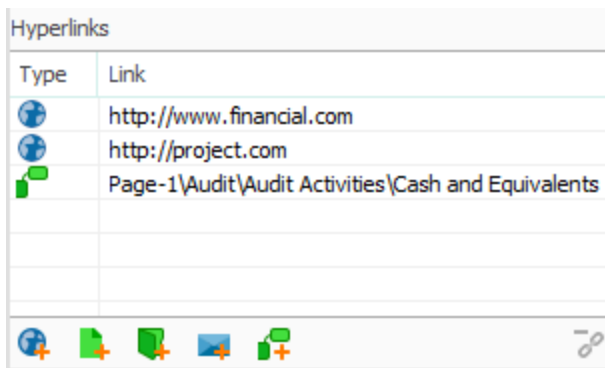
- By clicking the **Hypernote** button  on the [Insert](#) tab;
- By selecting the Hypernote panel from the drop-down list of the **Panels** button on the [View](#) tab;
- By clicking in the Hypernote tab on the application's frame;
- By pressing F11, or Ctrl + Shift + E on your keyboard;
- Using [Context Menu](#).







The Note section of the Hypernote panel displays the Note content for the currently selected topic. Enter here the text of your Note. You can change the appearance of Note text by selecting options in the Format panel. To delete a Note, select the topic and choose the Note / Remove item from the topic context menu.



The Note holds additional remarks concerning the topic. It is indicated by a Note icon  on the topic. The Note appears as a tool tip when you point to the Note icon with the mouse. At the adding the Note to the topic, the icon will appear. You can sign your notes with Nickname using the [Options](#) dialog.

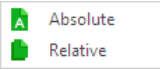


Use the Hyperlink section for assigning and editing hyperlinks. You can assign the following types of links:


Link to URL  - allows to assign the link on the Web page;

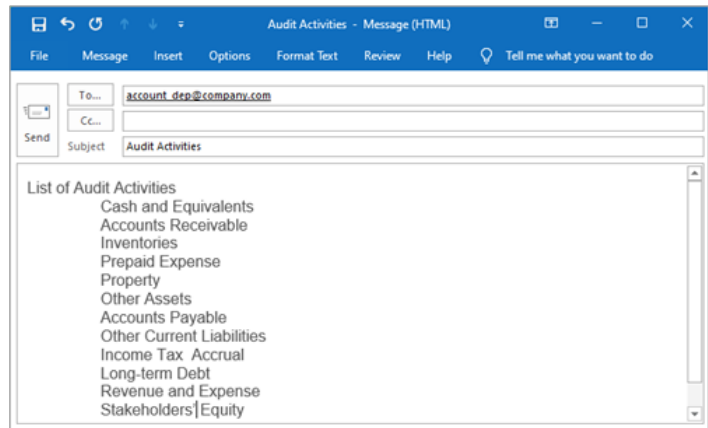
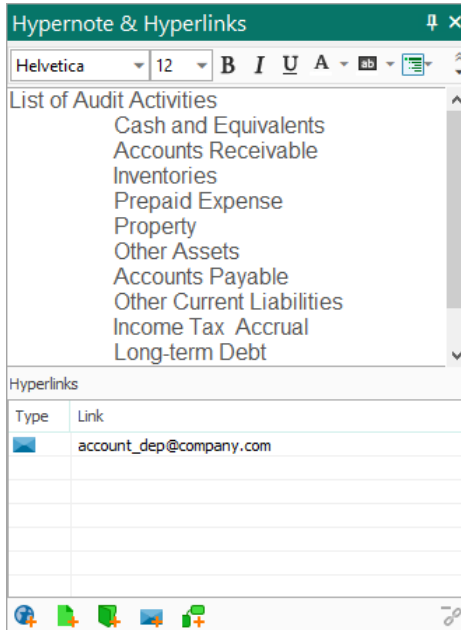
Link to Topic  - lets you assign the link on any document page or topic. To assign the link, choose the corresponding page or topic.


Link to File  and Link to Folder  - allow assign the link accordingly to any file on the disk or to a folder with files. You can enter in the text field or choose in browser the path to the file or folder, and also

check will be this path Relative or Absolute. Click the icon to select the path type.  By

default, the path is set as relative, i.e. if you, for example, will assign the link to any document and then will move the map and this document to another place of the disk, for keeping the link correct you need change its path. In the case of the absolute address the link will stay correct.

Link to E-mail  - allows to assign the link, which opening will automatically create message with set address. You can enter the address in the field or choose it from the drop-down list of recently used e-mail addresses. Double-click to create an email in the Outlook desktop or web application.




You can remove the selected link using the button .

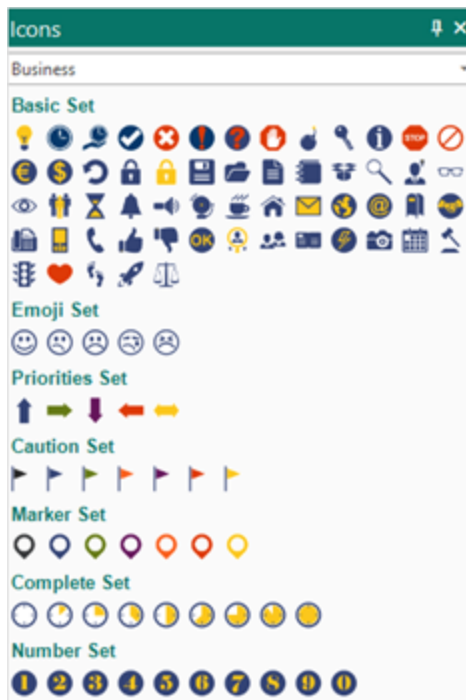
Icons Panel

Icons, (Symbols - in previous versions of ConceptDraw MINDMAP) are small visual elements that you can add to topics. Icons are used in mind mapping to mark the characteristics of the topic in visual form.

Icons can be used to depict priority, types of activities, tasks, and types of information and ideas. The Icons panel allows to add, change or remove icons in your map. There are three type of icon's style available: Business, Modern and Classic.

You can access them using the following methods:


- By clicking the Icons button  on the [Insert](#) tab;
- By selecting the Icons panel from the drop-down list of the **Panels** button on the [View](#) tab;
- By pressing F9 on your keyboard;
- Using [Context Menu](#).

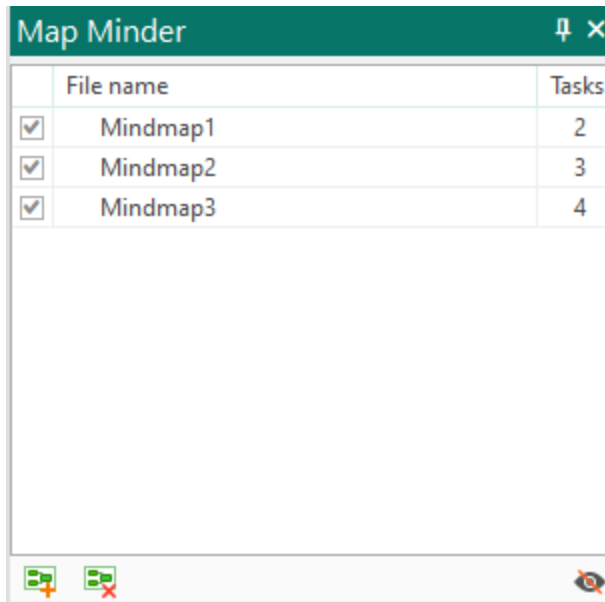


Click on the Icon to add it into selected topics. Also Drag&Drop can be used. The icons of priority, emotions, progress of the tasks and numbers can be cyclically switched by clicking mouse cursor on them. To remove icon from the active topic, click the selected icon again in the Icons panel. To remove all the icons from the active topic, choose the **Icons/Remove All** from the topic context menu.




Map Minder Panel

Track ConceptDraw MINDMAP files containing unstarted tasks in the topics of Task type. Using the [Remind Tools](#) in the [Home](#) tab you can track any mind map schedule keeping it always up-to-date. With the help of the Map Minder panel, choose To-Do or Project mind maps on your local computer - they all have topics of Task type.

- You can activate the Map Minder panel using the button  on the [Home](#) tab;
- By selecting the Map Minder panel from the drop-down list of the **Panels** button on the [View](#) tab;
- By clicking in the tab on the application's frame.




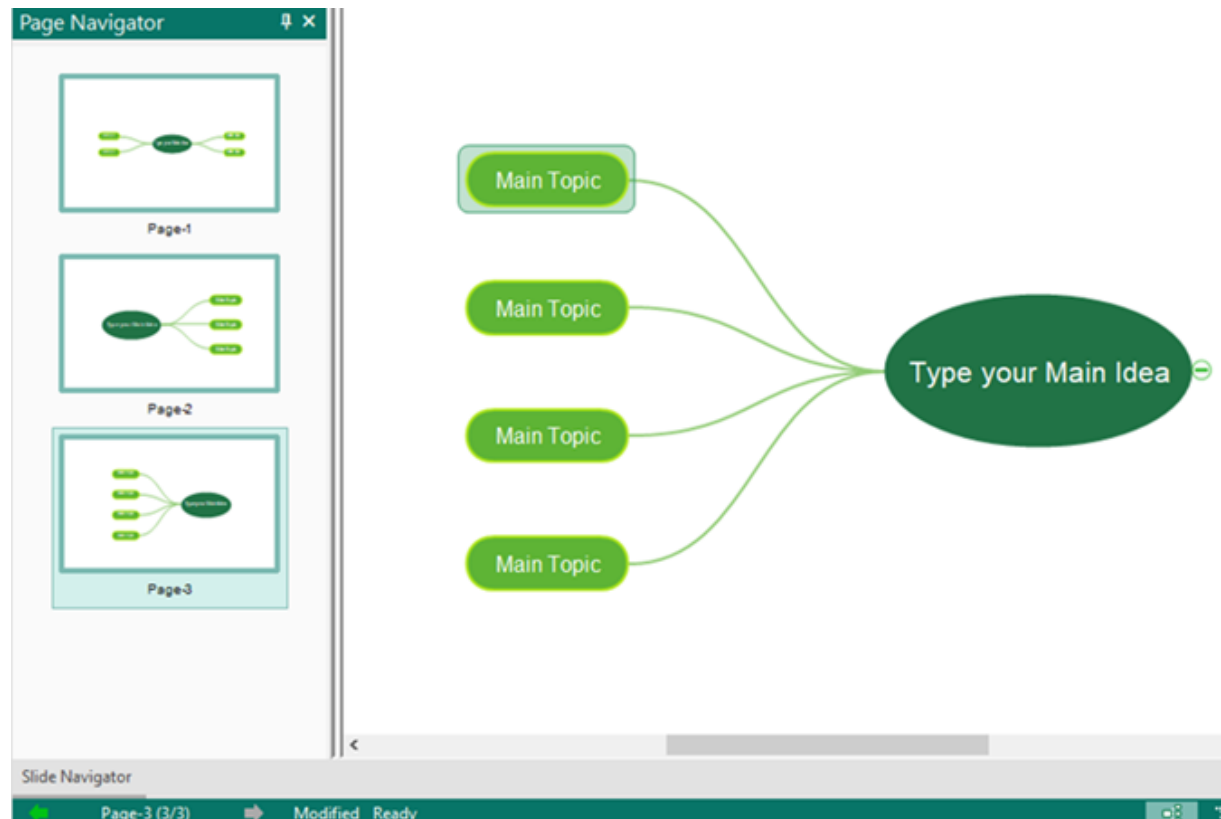
	File name	Tasks
<input checked="" type="checkbox"/>	Mindmap1	2
<input checked="" type="checkbox"/>	Mindmap2	3
<input checked="" type="checkbox"/>	Mindmap3	4

Add files to the tracking list using the  button. Remove files from the tracking list using the  button. Operate the tracking of files from the list using checkboxes. Show/Hide unchecked files using the  button. Every time you run MINDMAP, it scans the checked mind map files to find the number of Task type topics that are scheduled to the future period.

Page Navigator Panel

Provides the possibility to operate with pages in a current document. You can access the Page Navigator side panel using the following methods:

- By clicking the **Page Navigator** button  on the [View](#) tab;
- By selecting the Page Navigator panel from the drop-down list of the **Panels** button on the [View](#) tab;
- By clicking in the Page Navigator tab on the application's frame.



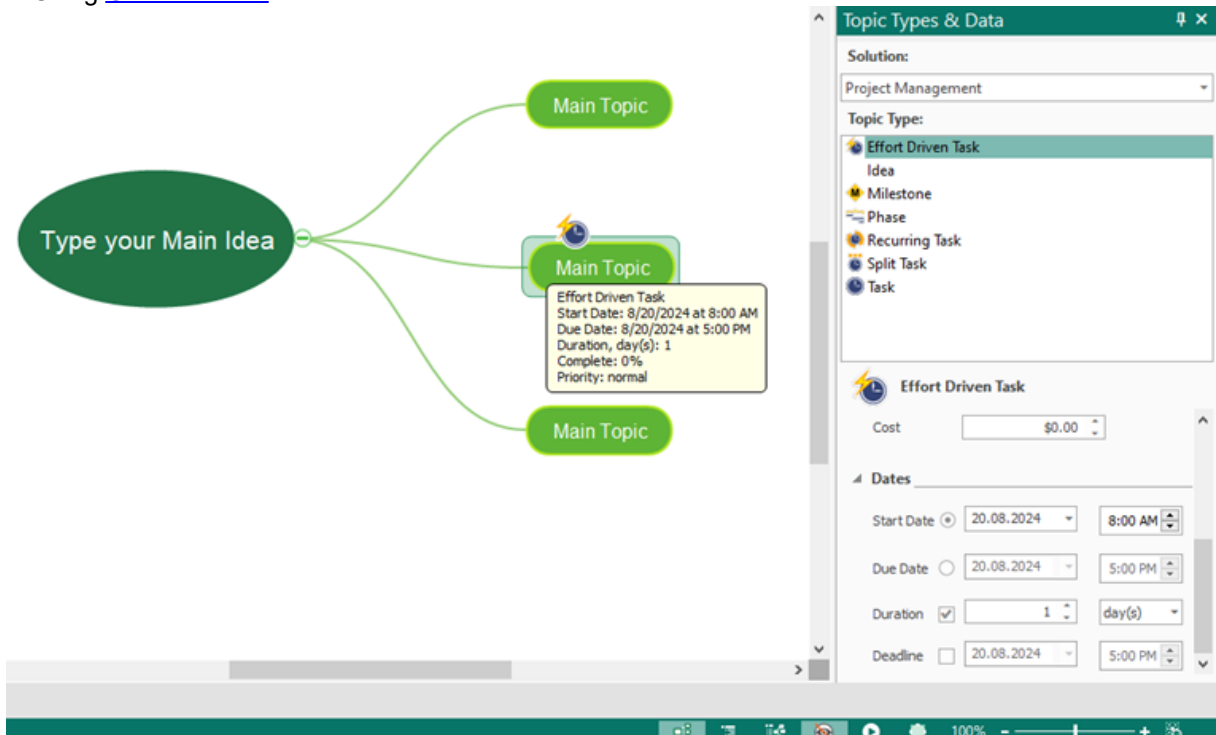
You can manage pages using context menu of the Page Navigator.

Add Page	Add a blank page into a current document;
Rename Page	Rename selected page;
Duplicate Page	Duplicate the selected page;
Delete Page	Delete the selected page;
Move Right	Delete the selected page;
Move Left	Reposition pages moving them left or right.

Topic Types & Data Panel

Use the Topic Types & Data panel for assigning and editing topic types and data. You can access the panel using the following ways:

- By clicking the **Topic Types Data** button in the [Insert](#) tab;
- By selecting the **Topic Types & Data** panel from the drop-down list of the Panels button on the [View](#) tab;
- By clicking in the **Topic Types & Data** tab on the application's frame;
- Using [Context Menu](#).




Each topic type supports the certain topic data - the set of information concerning to topic's content. For example the topic of Task type can contain such information as Start date, Due date, Duration, Complete percentage, Task priority etc. The number of topic types that you can use is determined by default topics types, which are supplied with application and plug-ins that you can additionally install on your computer. To assign topic type to selected topic follow these steps:

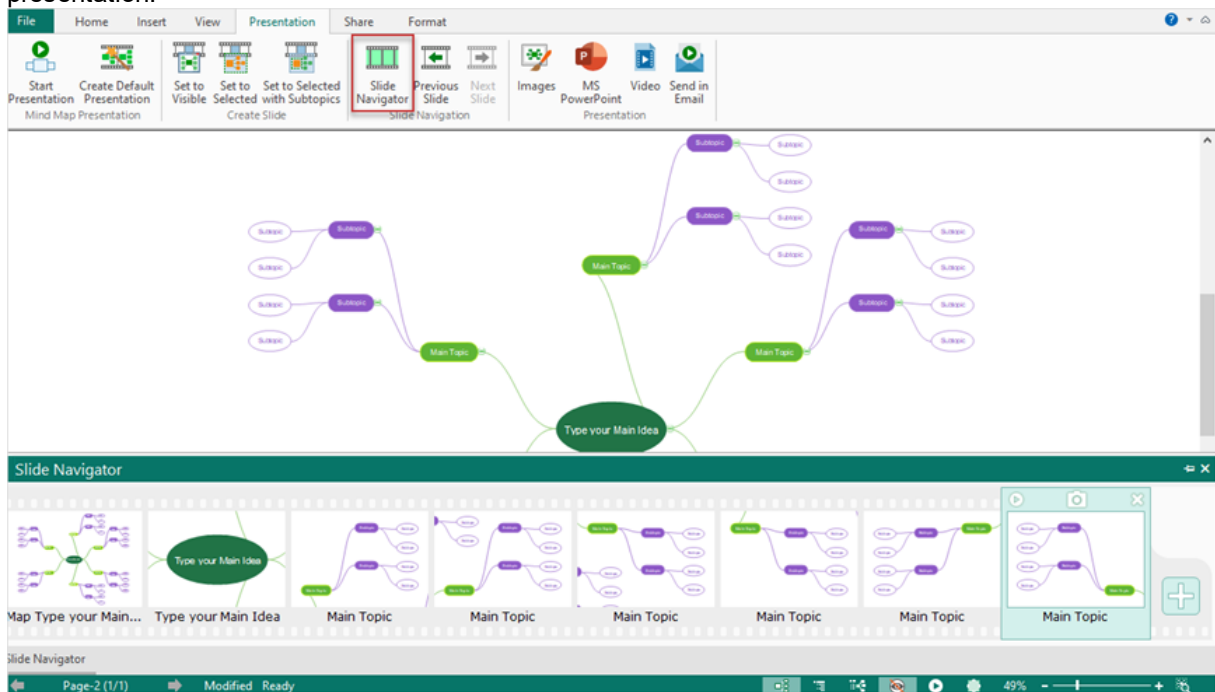
1. Open Topic Type Dialog;
2. Choose Activity from drop-down list of activities;
3. Click on the Topic Type you need to assign.

Slide Navigator Panel

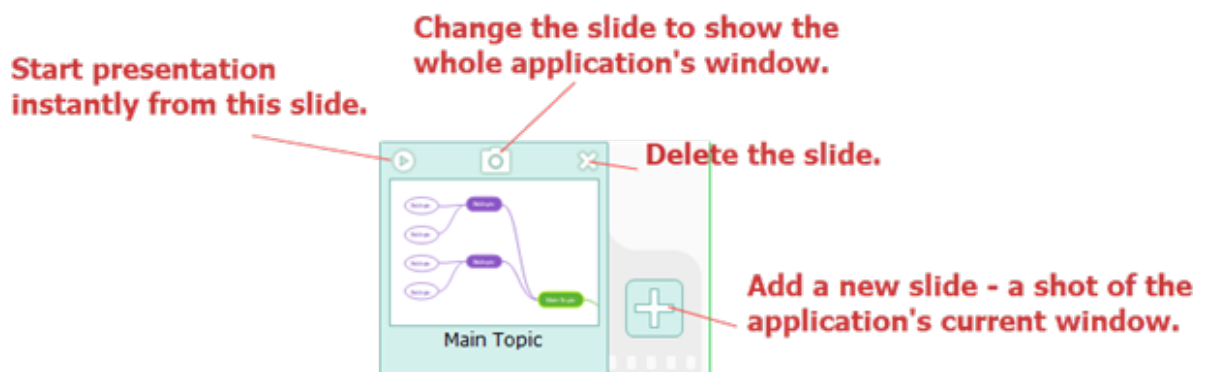
[Default presentation](#) slides are created from the first level topics and their subtopics. By using the Slide Navigator, you can rearrange content, omit information you do not want to include, and still keep all of your content in your source map. You can even save your settings for future presentations. You can access the Slide Navigator panel using the following ways:

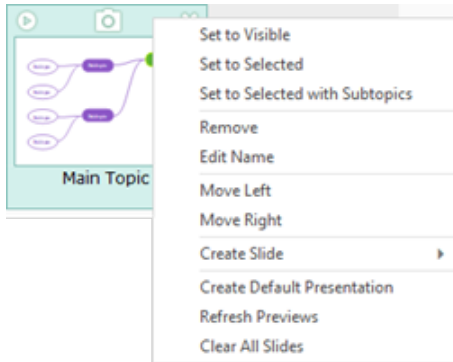
- By clicking the **Slide Navigator** button  on the [Presentation](#) tab;
- By selecting the Slide Navigator panel from the drop-down list of the **Panels** button on the [View](#) tab;
- By clicking in the Slide Navigator tab on the application's bottom frame.

Select the slide in the Slide Navigator - the content of the slide will be displayed in the main application window. Thus, using the keyboard arrows, you can view slide-by-slide the entire content of the presentation.



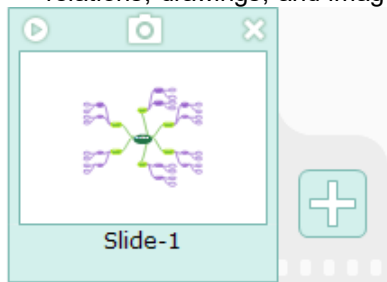
You can create new slides, customize existing slides, or delete unnecessary ones using the icons and context menu of Slide Navigator. You also can drag & drop slides to reorder them.





To create presentation slides, there is no need to model each slide individually in the application window. Select the elements of the mind map that you want to show on and create slides using the [Presentation](#) tab menu, or context menu of Slide Navigator. There are three types of slides.

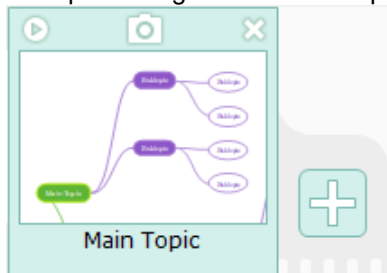
1. Visible: The slide captures the application's current window. It displays visible topics, callouts, relations, drawings, and images.



2. Selected: The slide is focused on just the selected items. Selected topics, callouts, relations, drawings and pictures will be shown in the presentation slide.

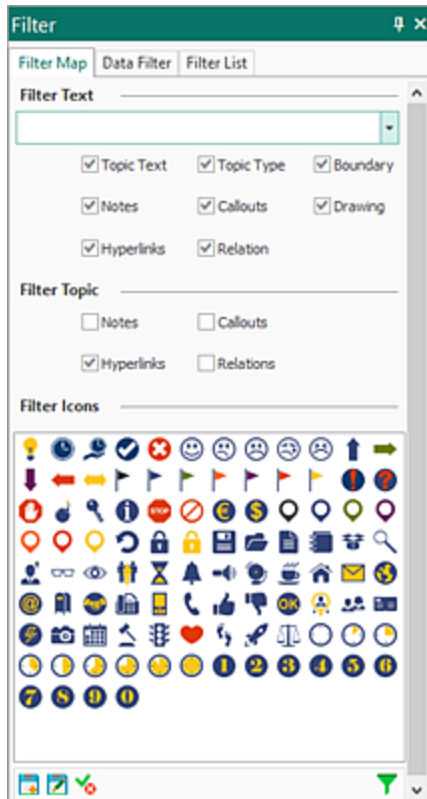






3. Selected with Subtopics: The slide shows selected items. Unlike type 2, the slide displays selected topics along with their subtopics, whether they were selected or not.



Filter Panel

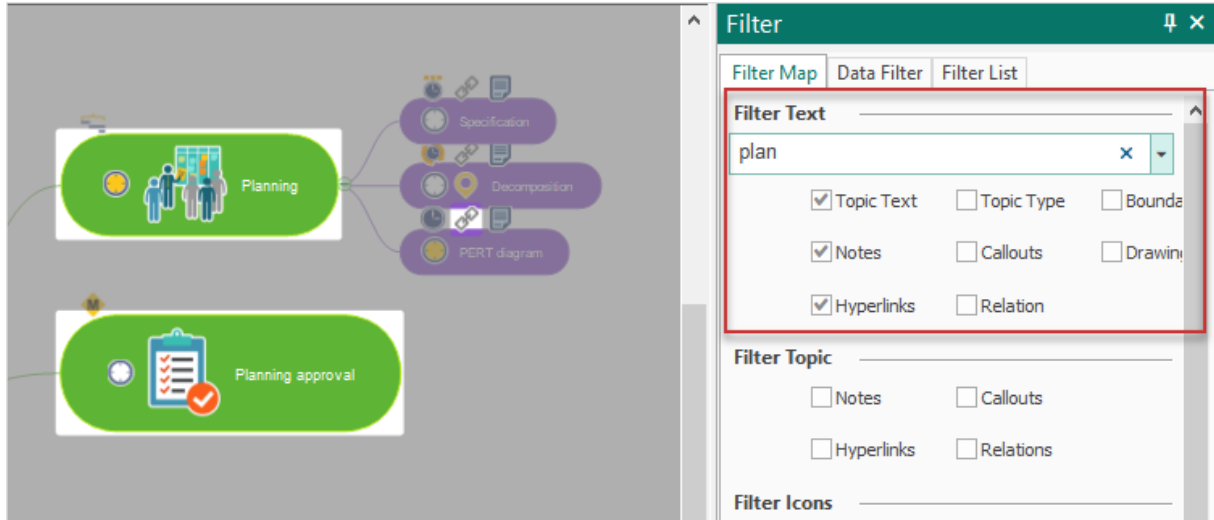
You can search and filter your currently opened mind map by keywords. The Filter panel allows you to filter mind map by topics content, text notes, relationships text, and icons, even including topic type icons.



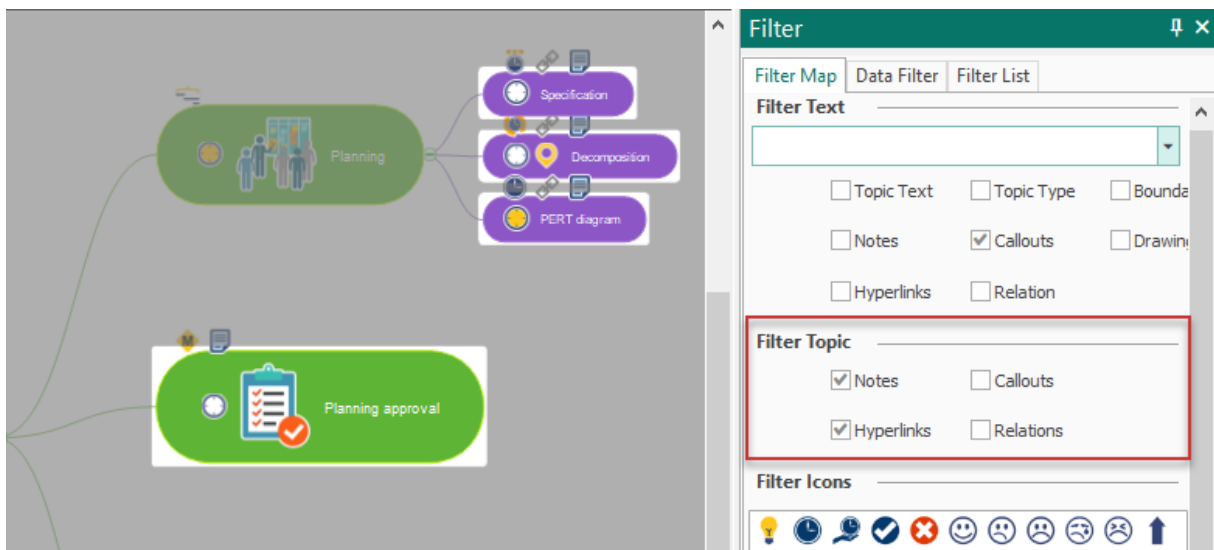
Use Filter button  to display relevant information by temporarily removing unnecessary entries from the view. You can save your custom filters for the current document using  button, save changes to current filter using  button, and clear filter data using  button. The Filter panel contains three tabs: Filter Map, Data Filter, and Filter List.

There are three types of filters in a **Filter Map** section:

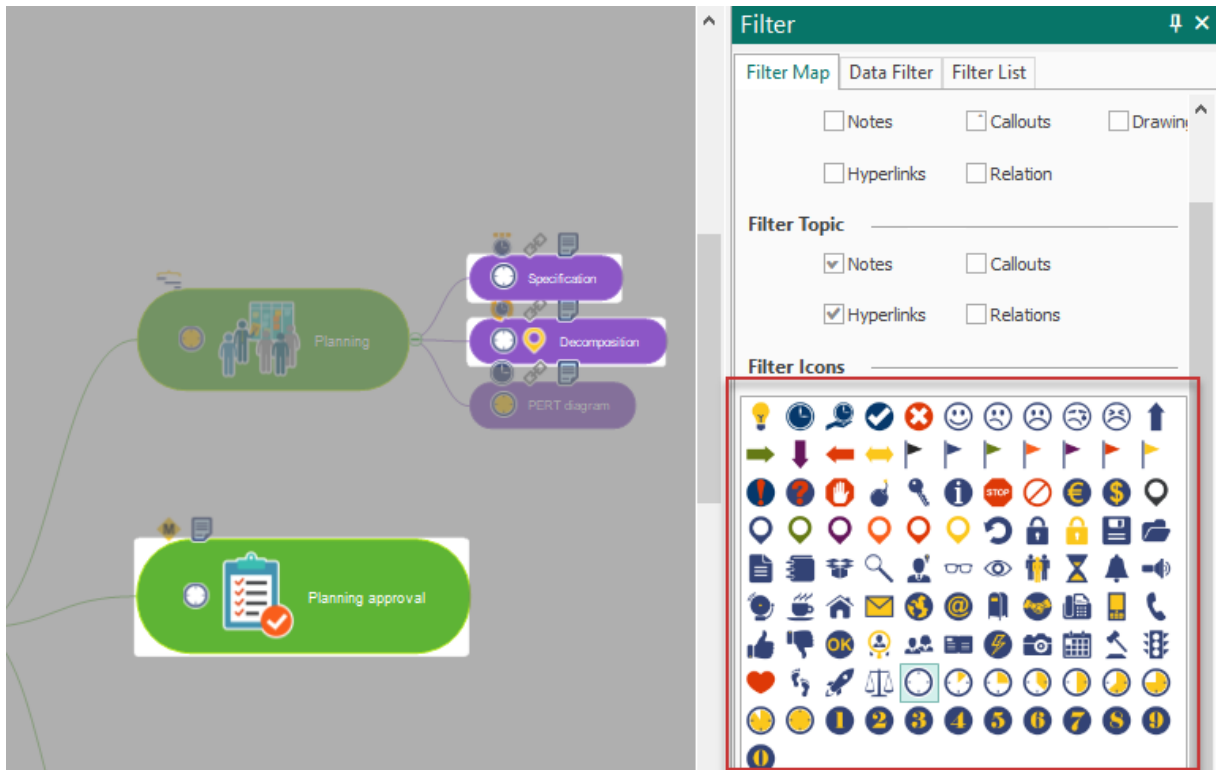
- Filter by the text contained in map elements checked. Enter your keywords into the search box. The search results will be highlighted.





- Filter by the topic accessories. Select required mind map elements: notes, callouts, hyperlinks, or relations. Topics with proper accessories will be highlighted.

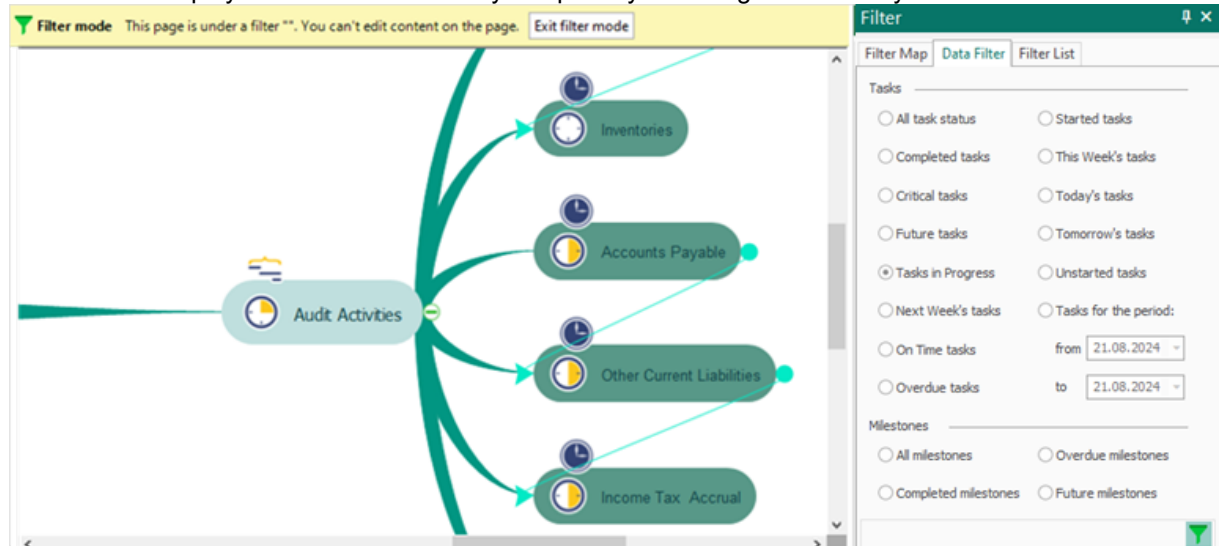




- Filter by icons. Select required icons. Topics supplied with proper icons will be highlighted.

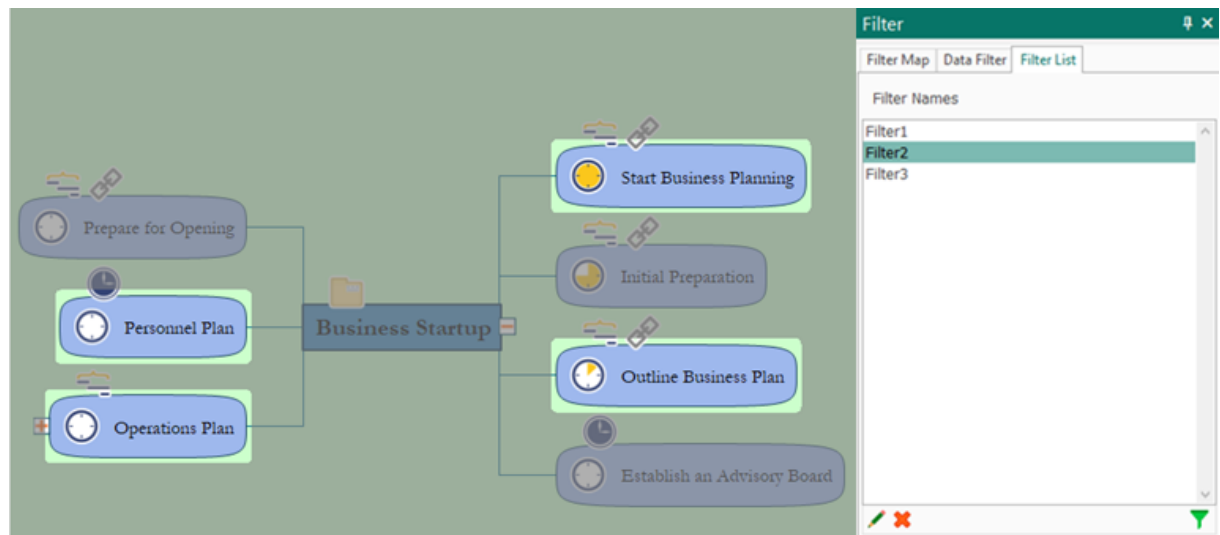


Use "Filter map"  button to display relevant information by temporarily removing unnecessary entries from the view. You can save your custom filters for the current document , save changes to current filter, and clear filter data using buttons at the bottom of the panel. Click the "Exit Filter Mode" button at the top of the window to bring the mind map to its original view.

The **Data Filter** is used to filter data associated with the Task and Milestones Topic Types. Use Filter button  to display relevant information by temporarily removing unnecessary entries from the view.




The **Filter List** contains the saved filters for the current document. You can rename your custom filters for the current document using  button, and remove filter from the list using  button.



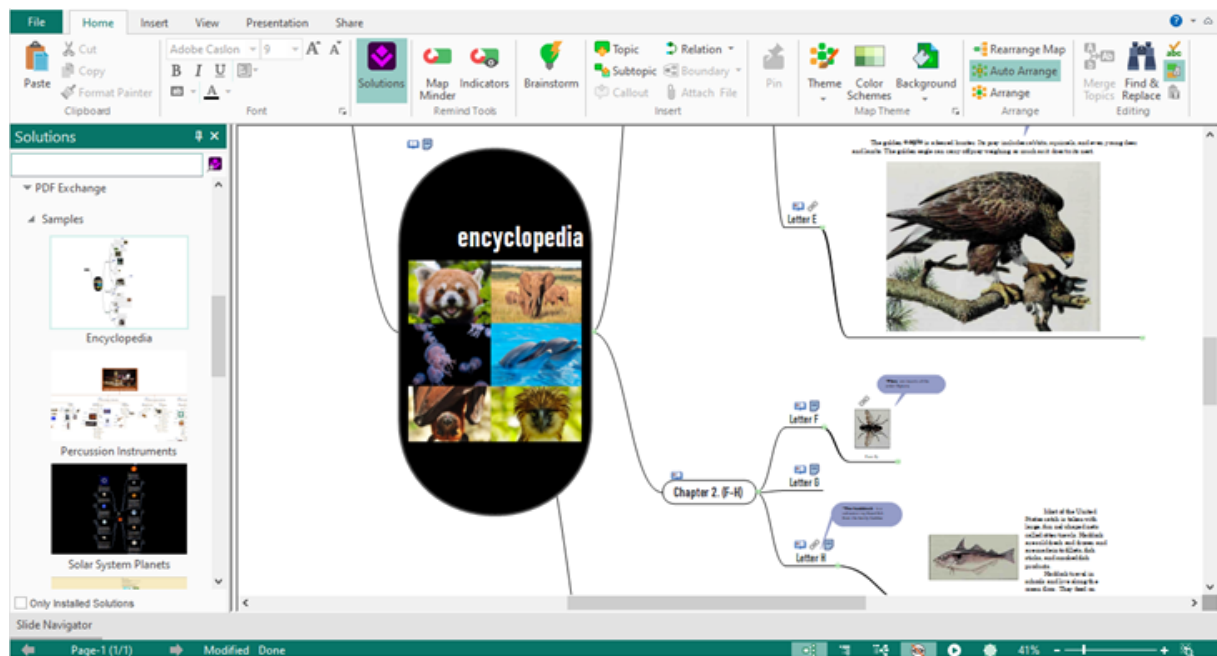
Solutions Panel

Solution panel contains a list of mind mapping solutions located in ConceptDraw Solutions. It provides direct access from the application to a content of any solution.

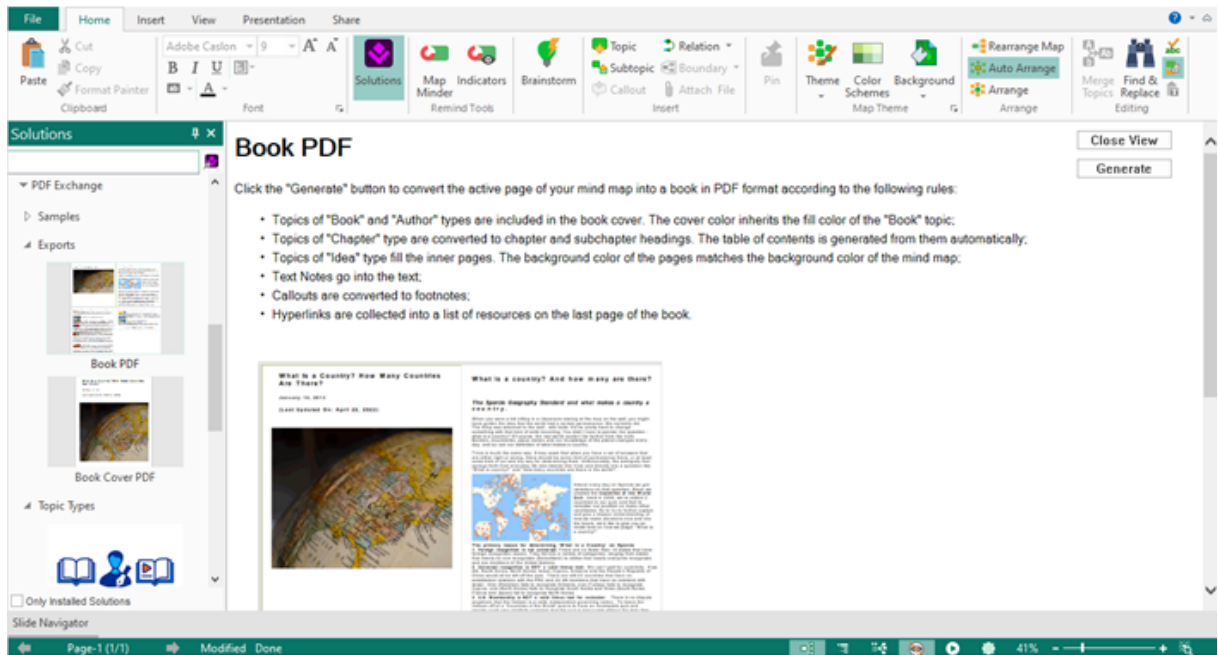
- You can activate the Solutions panel using the button  on the [Home](#) tab;
- By selecting the Solutions panel from the drop-down list of the **Panels** button on the [View](#) tab;
- By clicking in the tab on the application's frame.

Solution panel contains a list of mind mapping solutions. It provides direct access from the application to the content of any solution.


Open the example mind map to modify it, or generate a new mind map using the offered template using the Samples and Templates sections.

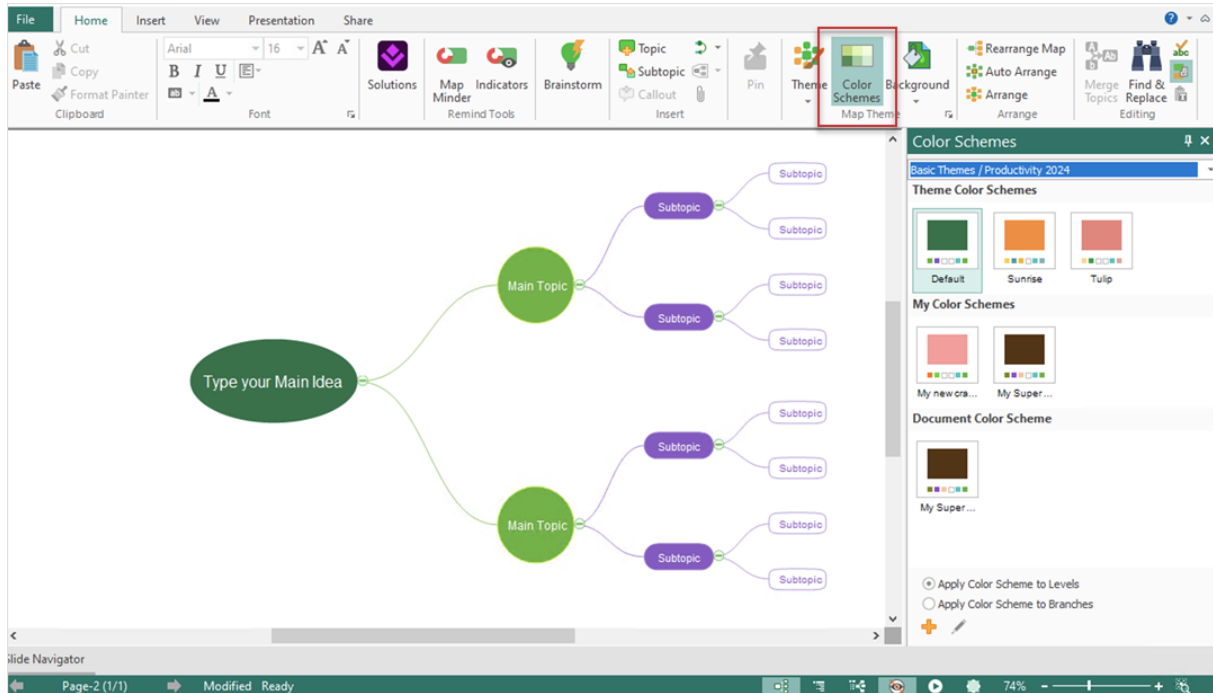


Export the mind map to other formats that is specific for your audience or task using the Export section of the certain solutions.



Color Schemes

Color Schemes are used to change the color palette of [Map Themes](#). Using Color Schemes expand customization options when designing a mind map. Click the Color Schemes button  on the [Home](#) tab to activate the Color Schemes panel.



There three possible sections in the Color Schemes gallery:

Theme Color Schemes

The **Theme Color Schemes** section contains the built-in color schemes that come with the [Basic Themes](#).

Choose the desired color scheme. Click “Yes” in the “Save Changes” message that appears when you close the document. This color scheme will be saved as a Document Color Scheme.

My Color Schemes

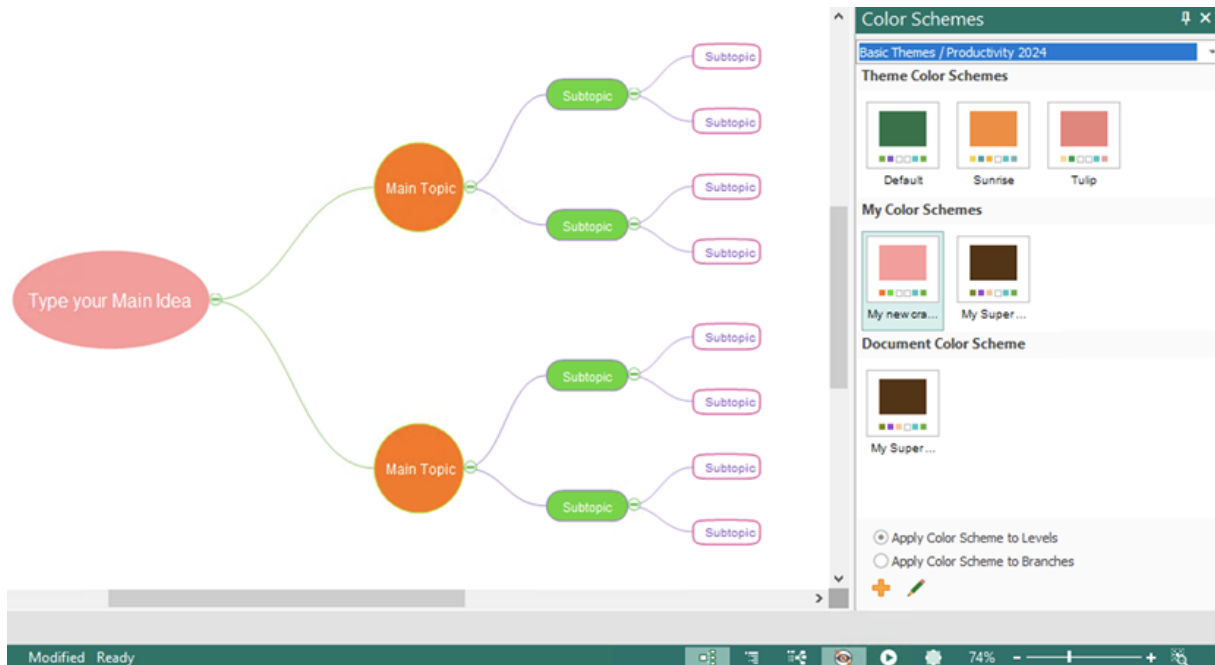
The **My Color Schemes** section will display custom color schemes you created for the current Map Theme. You can create up to 256 Color Schemes in one Theme.

Document Color Scheme

When you save the document after applying the color scheme, then at the next opening, the corresponding color scheme will be displayed in the **Document Color Scheme** section. This section always contains a single color scheme - the latest one used before saving the document. This scheme will come with the document when you share the document with others.


There are two options for applying color schemes:

Apply Color Scheme to Levels - In this case, you can create a separate color scheme for each topic level.



+ - Add a new Color Scheme to the Map Theme. You can create a new Color Scheme for the current Map Theme.

Follow these steps:

1. Open a blank mind map.
2. Choose a proper color style from [Theme Color Schemes](#).
3. Design a new mind map style using color options provided in the [Format](#) tab.
4. Select the mind map elements (topics, subtopics, callouts, and tail lines).
5. Press the "Apply to Current level/Apply to all" button  in the [Format](#) tab.


Note: By skipping this step, you will get a clone of the source's Color Scheme instead of a new one.

6. Press **+**.

7. Enter the name of a new Color Scheme and press "Save".

✎ - Redefine Color Scheme from Current Map. You can modify and re-save your custom color scheme.

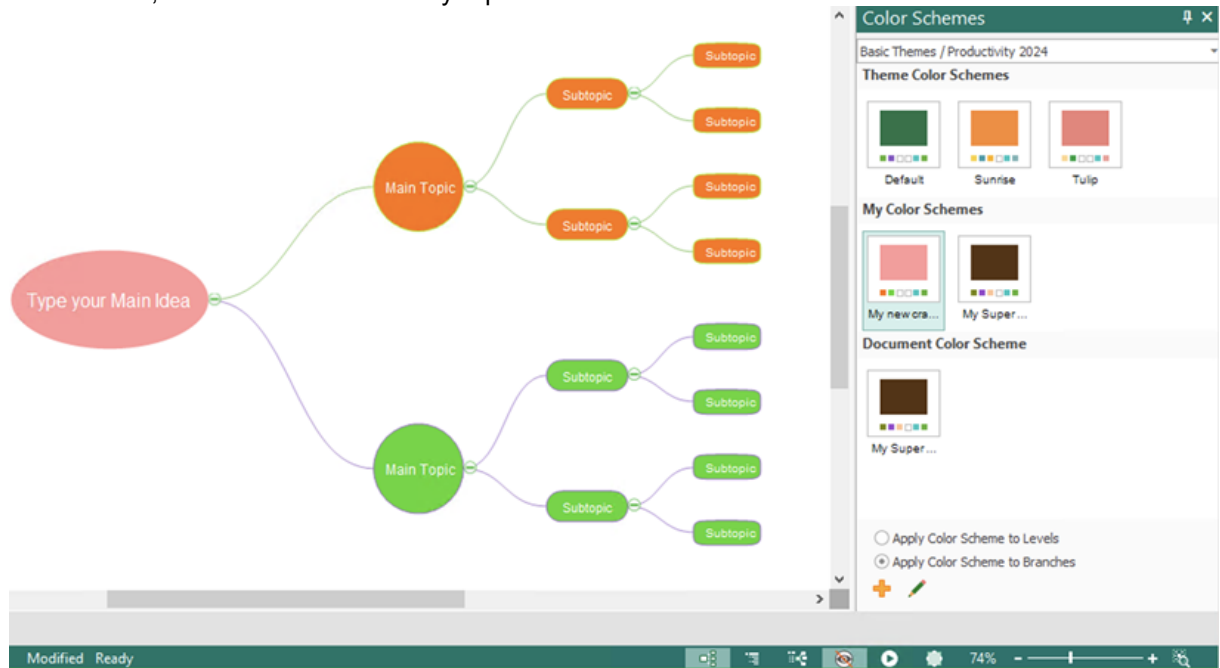
Follow these steps:

1. Open a blank mind map.
2. Choose a proper color style from [My Color Schemes](#).
3. Design a new mind map style using color options provided in the [Format](#) tab.
4. Select the mind map elements (topics, subtopics, callouts, and tail lines).
5. Press the "Apply to Current level/Apply to all" button  in the [Format](#) tab.

Note: By skipping this step, you will get a copy of the source's Color Scheme without changes applied.

6. Press **✎**.


Apply Color Scheme to Branches - In this case, you specify the color scheme of the main topic of each branch, which will be inherited by topics of the next levels.



+ - Add a new Color Scheme to the Map Theme. You can create a new Color Scheme for the current Map Theme.

Follow these steps:

1. Open a blank mind map.
2. Choose a proper color style from [Theme Color Schemes](#).
3. Design a new mind map style using color options provided in the [Format](#) tab.
4. Select the mind map elements (topics, subtopics, callouts, and tail lines).

5. Press the "Apply to Branch." button  in the [Format](#) tab.

Note: By skipping this step, you will get a clone of the source's Color Scheme instead of a new one.


6. Press **+**.

7. Enter the name of a new Color Scheme and press "Save".

✎ - Redefine Color Scheme from Current Map. You can modify and re-save your custom color schemes.

Follow these steps:

1. Open a blank mind map.
2. Choose a proper color style from [My Color Schemes](#).
3. Design a new mind map style using color options provided in the [Format](#) tab.
4. Select the mind map elements (topics, subtopics, callouts, and tail lines).

5. Press the "Apply to Branch." button  in the [Format](#) tab.

Note: By skipping this step, you will get a copy of the source's Color Scheme without changes applied.

6. Press **✎**.

Context Menu

ConceptDraw MINDMAP enables access to the most frequently used operations with objects via the context menu. This menu appears when you right-click on certain mind map elements. There are different types of context menus related to different pieces selected.

[Main Idea Context Menu.](#)

[Topic Context Menu Callout](#)

[Context Menu](#)

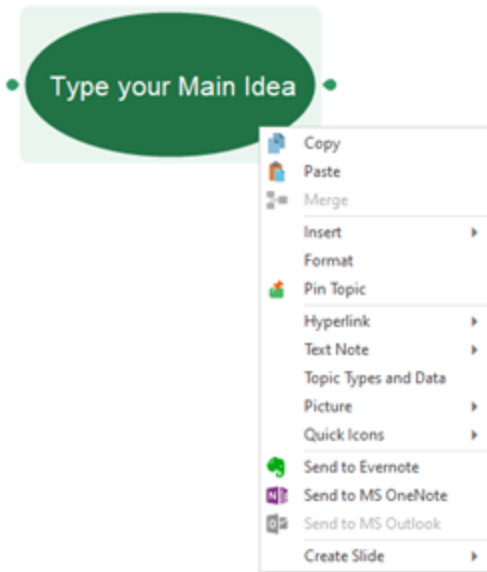
[Relation Context Menu](#)

[Images and Drawing Shape Context Menu](#)

[Workspace context menu](#)

Main Idea Context Menu

This menu appears when you right-click on a [Main Idea](#).

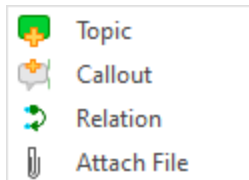


Copy - Copy the selection to clipboard;

Paste - paste from clipboard;

Merge - When you have different Main Ideas, you can merge them together. The text of the merged Main Ideas is formed from the text of the selected topics by the order of selection;

Insert - insert one of the following items:



Format - open [Format Topic](#) tab ;

Pin Topic - [pin](#) the Main Idea of your mind map to the document workspace;

Hyperlink - operate with hyperlinks using the [Hypernote](#) panel;

Text Note - operate with hyperlinks using the [Hypernote](#) panel;

TopicTypes and Data - activate the [Topic Types & Data](#) panel;

Picture - add or remove [images](#);

Quick Icons - add or remove [icons](#);

Send to Evernote - share mind map content via Evernote;

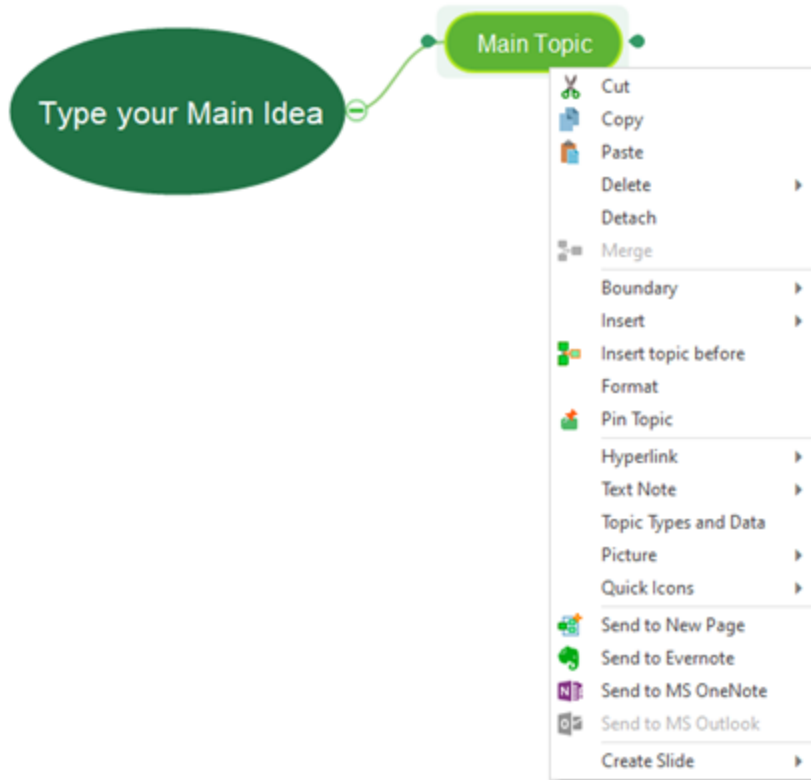
Send to MS OneNote - share mind map content via MS OneNote;

Send to MS Outlook - share mind map content via MS Outlook;

Create Slide - Create [presentation](#) slide.

Topic Context Menu

This menu appears when you right-click on a [Topic](#), or a picture inside a Topic.



Cut - cut the selection from the document and put it on the clipboard;

Copy - copy the contents of the selected topic: text or image to the clipboard;

Paste - paste the contents of the selected topic: text or image from clipboard;

Delete - delete the selection;

Detach - you can detach any topic in your mind map to make it a floating topic;

Merge - you can [merge](#) selected topics subtopics and callouts;

Note, that there is no command to unmerge. If you have not saved the document, use the Undo command to return the topics to their original view.

Boundary - Activate the [Boundary](#) tool:

Insert - insert new topic, callout, and relation, or attach a file.

Insert topic before - Insert a topic into a previously created chain of topics. Unlike the common way of adding a topic, in this case, a topic will be inserted into a chain of topics in the direction opposite to the common order of adding topics.

Format - open [Format Topic](#) tab ;

Pin Topic - [pin](#) the selected topic to the document workspace;

Hyperlink - operate with hyperlinks using the [Hypernote](#) panel;

Text Note - operate with hyperlinks using the [Hypernote](#) panel;

Topic Types and Data - activate the [Topic Types & Data](#) panel

Picture - Add or remove [images](#);

Quick Icons - add or remove [icons](#);;

Send to New Page - All topics that have been selected will be moved, along with their subtopics, to a separate page;

Send to Evernote - share mind map content via Evernote;

Send to MS OneNote - share mind map content via MS OneNote;

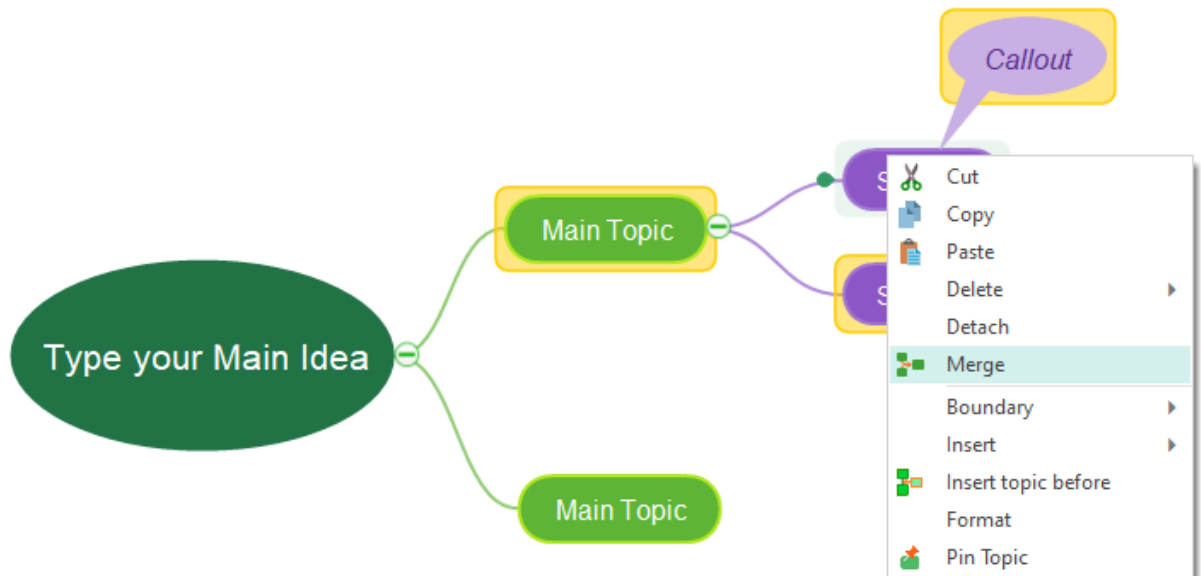
Send to MS Outlook - share mind map content via MS Outlook;

Create Slide - Create [presentation](#) slides.

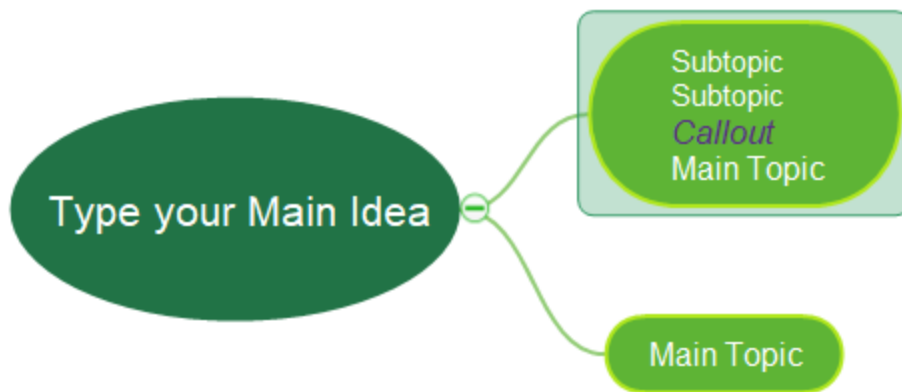
Merge

The Merge item, which can be found in the [Topic's](#) and [Callout's](#) context menus allows you to merge selected topics, subtopics, and callouts. The merged topic inherits the level of the senior topic. For example, if you merge Main Topics, Subtopics, and Callouts, you get a Main Topic. The text of the merged topic is formed from the text of the selected topics by the order of selection.

Before

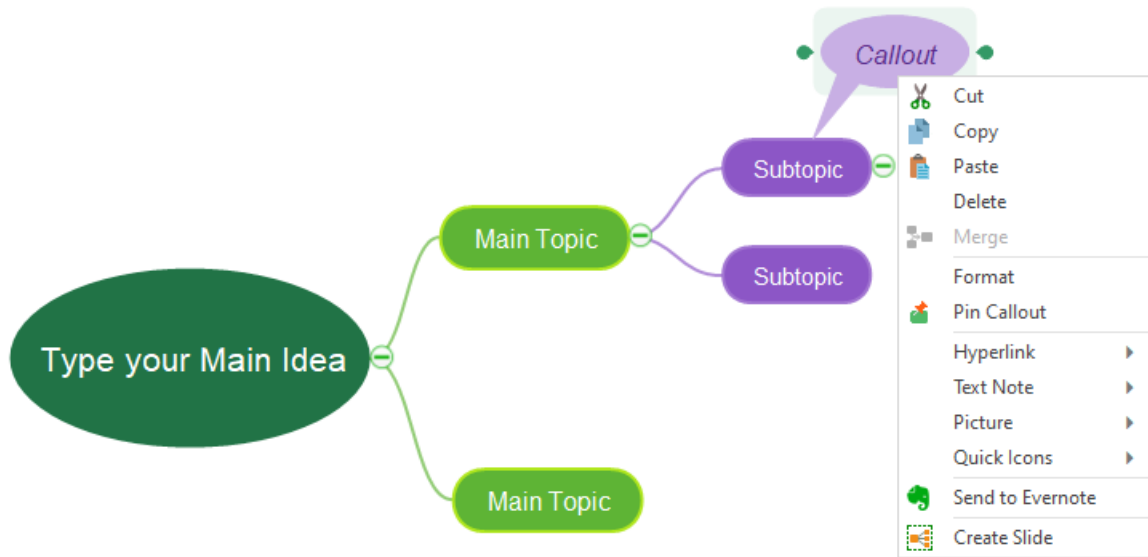


After



Callout Context Menu

This menu appears when you right-click on a [Callout](#).



Cut - cut the selection from the document and put it on the Clipboard;

Copy - Copy the selection to Clipboard;

Paste - paste from clipboard;

Delete - delete the selection;

Merge - You can [merge](#) selected callouts. The text of the merged callout is formed from the text of the selected topics by the order of selection;

Note, that there is no command to unmerge. If you have not saved the document, use the Undo command to return the callouts to their original view.

Format - open [Format Callouts](#) tab ;

Pin Callout - [pin](#) the selected callout to the document workspace;

Hyperlink - operate with hyperlinks using the [Hypernote](#) panel;

Text Note - operate with hyperlinks using the [Hypernote](#) panel;

Picture - Add or remove [images](#);

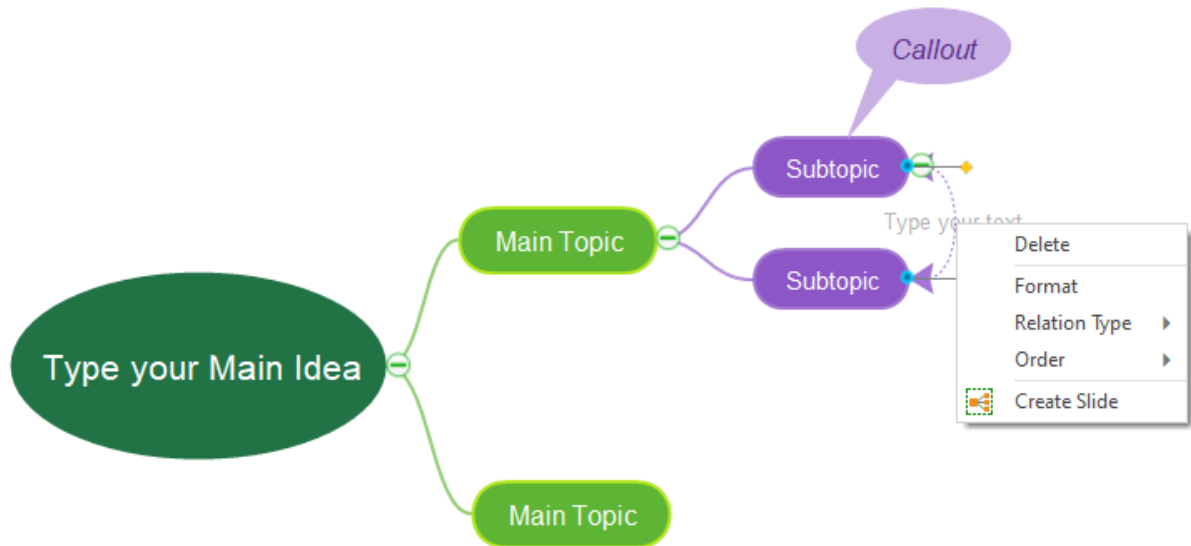
Quick Icons - add or remove [icons](#);

Send to Evernote - share mind map content via Evernote;

Create Slide - Create a [presentation](#) slide focused on the selected callout.

Relation Context Menu

This menu appears when you right-click on a [Relation](#).



Delete - delete the selection;

Format - open [Format Relation](#) tab ;

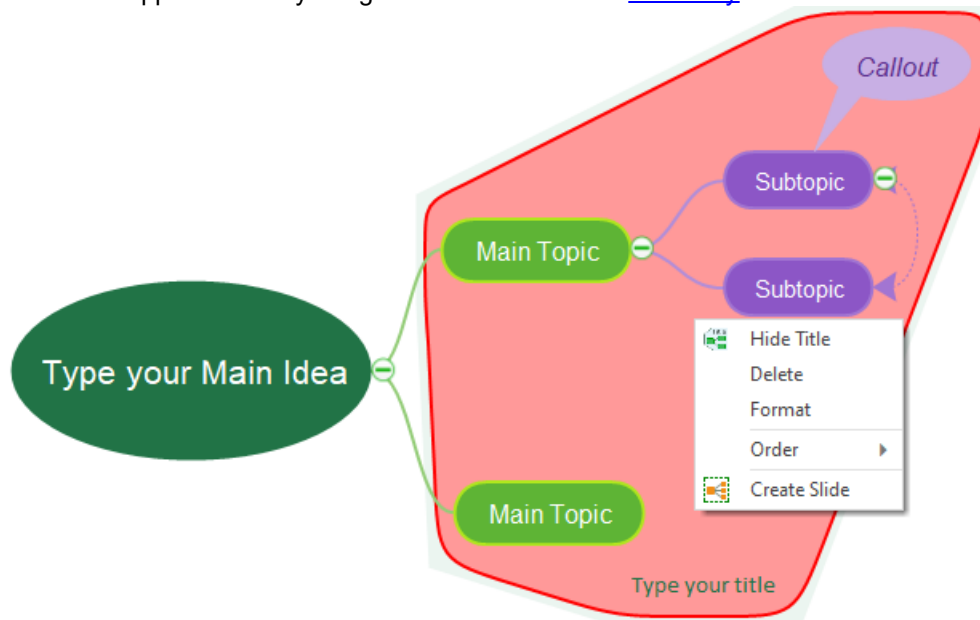
Relation Type - change a [type](#) of the selected relation;

Order - change the [relation order](#)

Create Slide - Create a [presentation](#) slides focused on the selected relation.

Boundary Context Menu

This menu appears when you right-click on a selected [Boundary](#).



Hide Title - Hide the Boundary's title;

Delete - delete the selected Boundary;

Format - open [Format Boundary](#) tab ;

Order - change the Boundary order relative to other Boundaries or [drawn](#) elements;



Make Bottom Most - Send the selected relation behind all other objects.



Step Back - Send the selected relation one step toward the back.



Step Front - Bring the selected relation one step closer to the front.

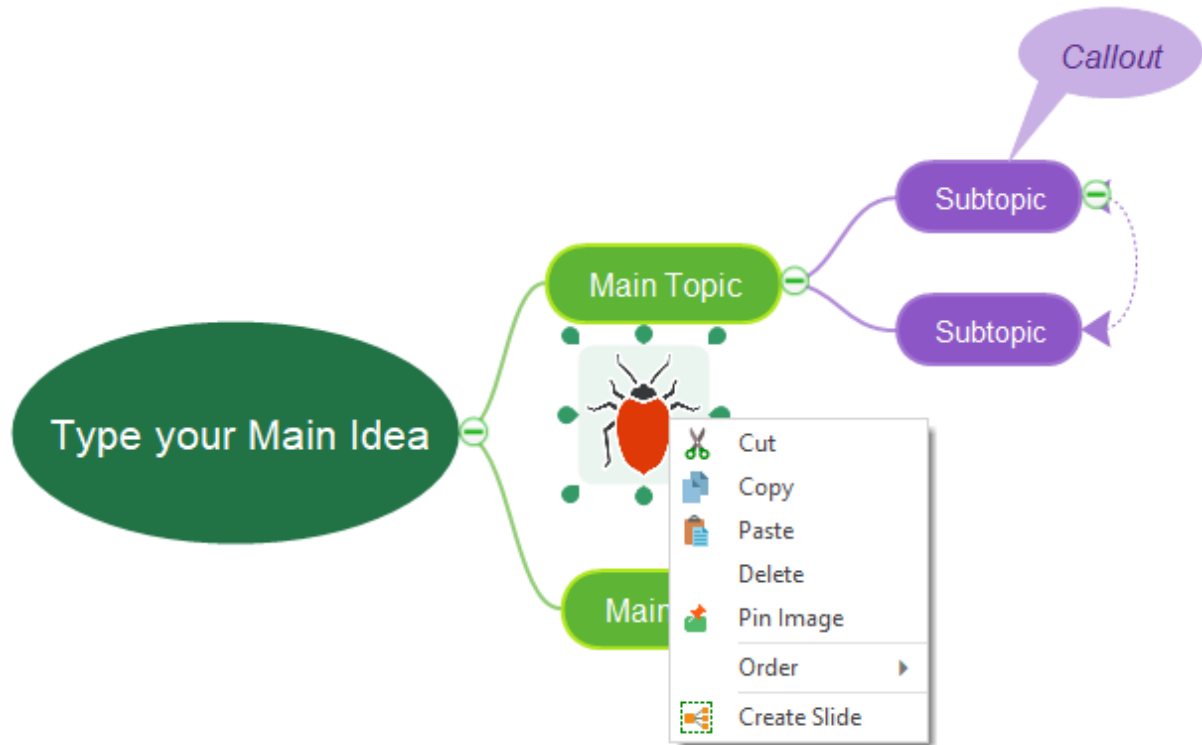


Make Top Most - Bring the selected relation in front of all other objects, so that no part of it is hidden behind other objects.

Create Slide - Create a [presentation](#) slide that focused on the selected Boundary.

Images and Drawing Shape Context Menu

This menu appears when you right-click on an [image](#) or a [drawn](#) object.



Cut - cut the selection from the document and put it on the Clipboard;

Copy - Copy the selection to Clipboard;

Paste - paste from clipboard;

Delete - delete the selection;

Pin Image - [pin](#) the selected image to the document workspace;

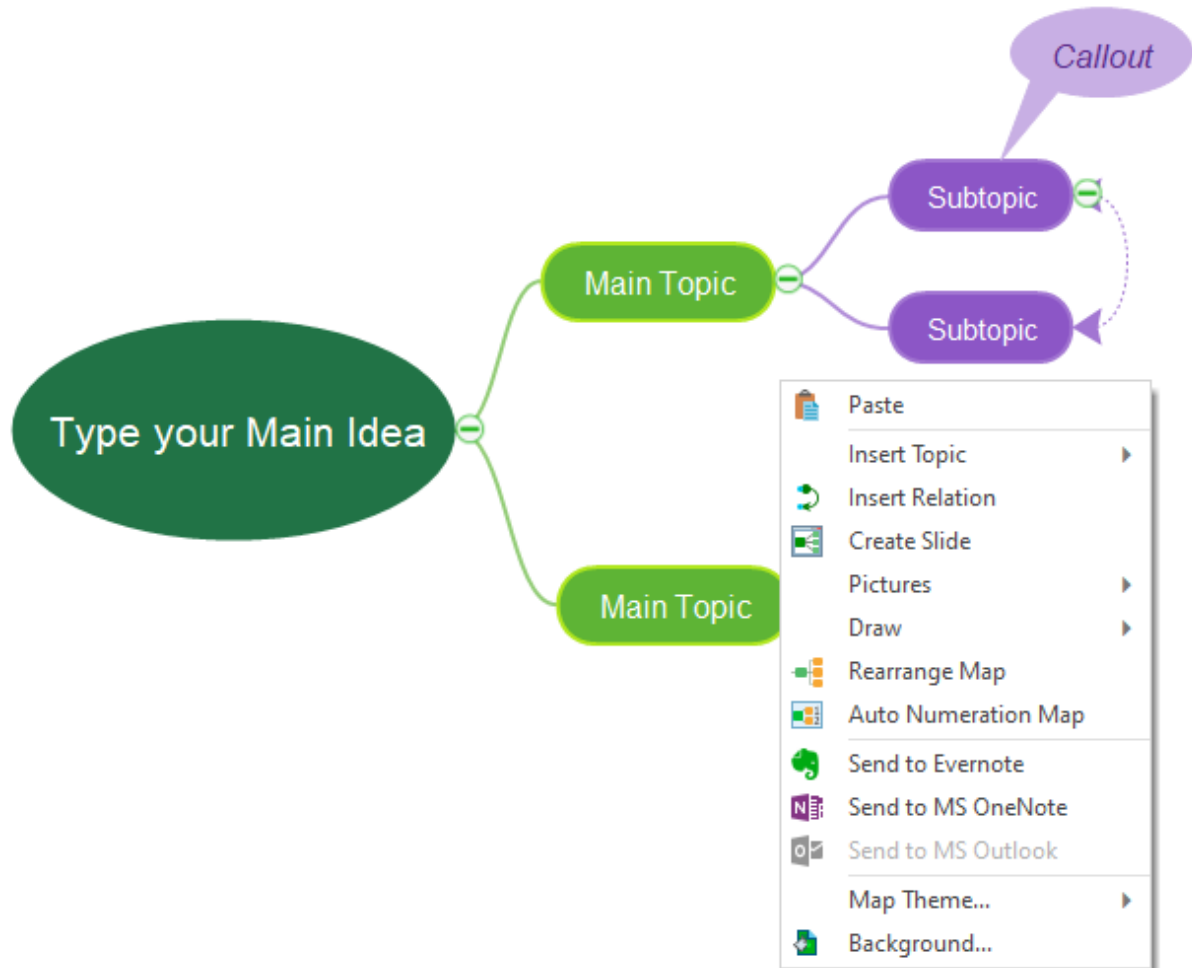
Format - open [Format Drawing](#) tab;

Order - change the [drawing shape order](#);

Create Slide - Create a [presentation](#) slide focused on the selected object.

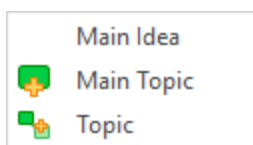
Workspace Context Menu

This menu appears when you right-click on an empty place inside the ConceptDraw MINDMAP document window.



Paste - paste from clipboard;

Insert Topic- insert one of the following items:



Insert Relations - Insert [Relations](#) to indicate logical dependence between topics.

Create Slide - Capture the current view of your mind map to a [presentation](#) slide;

Picture - insert [image](#);

Draw - [Draw](#) ready-made shapes, such as Rectangle, Ellipse, Line, and Spline;

Rearrange map - Arrange selected branches of the mind map;

Send to Evernote - share mind map content via Evernote;

Send to MS OneNote - share mind map content via MS OneNote;

Send to MS Outlook - share mind map content via MS Outlook;

Map Theme - change the style of your mind map to match the style of one of the samples supplied with [solutions](#);

Background - select the background's [color](#)