



MindManager 8

for Mac®

User Quick Start Guide

MindManager for Mac, version 8, is a visual productivity tool enabling you to organize, manage and communicate ideas and information to solve problems, drive innovations and make consistent progress toward your goals. Use MindManager for Mac to create maps for personal task management, plan and run effective meetings and initiate your important projects. You'll have all the details you need at your fingertips without being overwhelmed with the big picture.

MAP BASICS

The basics of mapping are just that, basic.

Use the keys you already know – Command and Enter – to build out a map structure that will work for all your needs.

Start with a New Blank map.

- Begin typing the title for your map
- Choosing either the 'Insert' button on the top ribbon or the Command key to insert a new topic
- Type immediately after you insert the sub-topic to name it
- Use the Return key on your keyboard or the 'Insert' button in the top ribbon to add sibling topics
- Click on any misplaced topic and drag/drop the topic to the desired map location
- Continue inserting topics and sub-topics and organizing them with the drag and drop feature until all your information is in your map

Zoom/Fit

- Choose the 'Zoom' button on the top ribbon
- Scroll down to the function you need

ADDING VALUE

Add value quickly by combine all the needed data in one map. Using top ribbon buttons make this process simple.

Attach files/documents

- Click 'Attach file' in the top ribbon
- Choose the location of the file from the drop down
- Click on the document and click 'Open'

Insert Hyperlinks

- Click 'Hyperlink' in the top ribbon
- Choose the 'link to' type
- Enter the URL needed and click 'Ok'

Include Images

- Choose 'Library' from the top ribbon
- Pull down the Image type
- Click on the image and drag/drop it to the desired location

Add Notes

- Click 'Notes' in the top ribbon
- Enter notes in the notes pane
- Click 'Notes' again to exit

ADDING EFFICIENCY

Now that you have all the data in your map, you need to make it efficient and actionable. With MindManager you can keep on top of even the smallest of details easily.

Assigning Resources and Dates

- Choose 'Inspector' from the top ribbon
- Click the 'Clock' icon
- Add a start and/or end date
- Choose the item priority
- Enter the duration to complete the task
- Type in a resource
- Drop down the completion level of the task

Enter Comments via Callouts

- Click 'Callout' in the top ribbon
- Begin typing to personalize the comment

Draw Relationships

- Highlight the first relational topic
- Click on the 'Relationship' button in the top ribbon
- Drag the cursor from the first to the second topic and click

ADDING WOW

Personalize your map by adding colors, choosing map styles and changing your fonts. All of this can be done using the top navigational bar in MindManager for Mac version 8. Select format and 'Style' to change your map style from the 'Chooser' or click 'Font' to play around with the font sizes. Add interesting map backgrounds by clicking on Format and 'Background' then adding an image of your choice. Finally, balance your map and your view by clicking 'View' from the top navigation bar and selecting 'Balance Map'. It's just that easy.