



**Catalyst<sup>®</sup>**

# Quick-Start Guide

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Version 1.5.0

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## About this Guide

This Guide provides information for using Mindjet Catalyst through your web browser. For information on using Mindjet Catalyst with MindManager Version 9 for Windows, please consult the Mindjet MindManager for Windows Help and the [Mindjet MindManager for Windows User Guide](#).

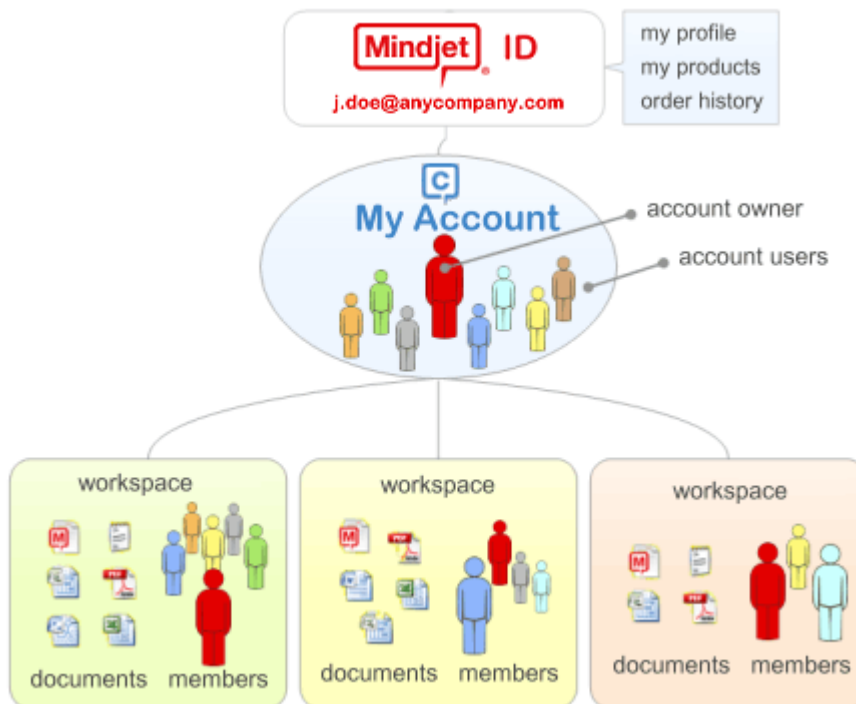
## Mindjet Catalyst Overview

Mindjet Catalyst is a complete online visual collaboration service that enables you to share maps and other documents in real time, and collaborate with other users. You can create or upload maps and files, and store your documents on the Mindjet Catalyst server, allowing you to access them using your browser, anytime.

When you create your Mindjet Catalyst account, you become the account Owner. As the Owner, you can give colleagues and friends access to your account by inviting them to join it. If you are invited to join an account, you become an account User. You can be an Owner and User of multiple Mindjet Catalyst accounts. Your account automatically includes access to Mindjet Catalyst's browser-based application for creating and sharing maps and other documents.

Using Mindjet Catalyst, account Owners and Users can create workspaces – discrete virtual areas within the account - and give access to the workspace to a select set of account Users. These are called the Workspace Members. You can assign each workspace member with an Access Level specific to that workspace. You can create multiple workspaces with different sets of members, or you can create workspaces for personal use, with no other members.

Creating new documents with Mindjet Catalyst is quick and easy. Workspace members can choose to add content to workspaces by creating new documents on the fly, or by uploading existing documents, including MindManager maps, Microsoft Office documents, and other files. Members can collaborate with each other by co-editing workspace maps and editing workspace files.



## Mindjet Catalyst Accounts

You can get access to the Mindjet Catalyst service in two ways:

- You can [create](#) your own Mindjet Catalyst account. You become the account **Owner**. You can then invite other Users to join your account.
- You can [accept](#) an invitation to join someone else's Mindjet Catalyst account. You become an account **User**.

You can be an Owner and User of multiple Mindjet Catalyst accounts.

Create and sign in to your Mindjet Catalyst account on the Catalyst home page at [Catalyst.Mindjet.com](https://Catalyst.Mindjet.com)

Once you sign in, get quick access to the account management pages by clicking



[My Account](#) in the Mindjet Catalyst sidebar menu.

## Create a Mindjet Catalyst account

When you create your first Mindjet Catalyst account you also automatically create a blanket Mindjet ID that contains information about you and about your registered Mindjet products and services. This account allows you to easily sign in to see all your Mindjet Catalyst accounts, and other Mindjet registered products and services.

You can create or join multiple Mindjet Catalyst accounts under your Mindjet ID. You are the account Owner of each Mindjet Catalyst account that you create.

### Create an account

In your browser, navigate to the Mindjet Catalyst page at [Catalyst.Mindjet.com](https://Catalyst.Mindjet.com).

Click [Sign Up for Free Trial](#) or [Buy Now](#).

You will be guided through three steps:

- 1st. Create a Mindjet ID and Catalyst Account.
- 2nd. Activate the Mindjet Catalyst Account – you will receive an email message from Mindjet with a link to activate your account. Click the link in the email, and your Mindjet Catalyst account is ready for use.
- 3rd. Invite users to join your account. This is optional – you can invite users to join at any time.

### Sign in to your account

To begin using Mindjet Catalyst, you must sign in.

1. In your browser, at [Catalyst.Mindjet.com](https://Catalyst.Mindjet.com), enter your Mindjet ID and password, and then click [Sign in](#).  
(You can bookmark this page for quick access.)
2. If you have more than one Mindjet Catalyst account, in the top title bar [Accounts](#) menu, select the account you want to use.

## Invite Users to join your Mindjet Catalyst account

When you create a Mindjet Catalyst account, you are its Owner, and you can add Users to your account by inviting them to join it.

Users you invite will receive an email invitation and instructions for accepting the invitation. You can invite new Users one at a time, or invite multiple Users in bulk from information in a file.

You must be the Owner of an account to invite Users to join it.

### Invite Users individually

1. In the sidebar menu, click **Invite users**.  
(If you have just confirmed your account, skip this step. You are taken to the invite users page automatically.)
2. On the **Invite Users** page enter the information for the User you want to invite.
3. Choose whether you want to allow this User to create workspaces within the account.  
**Note:** Account Users who do not have workspace creation rights cannot create their own workspaces, but they can be members of other workspaces and work collaboratively in them.
4. Then, click **Send Invitation**.

You'll see when Users have accepted your invitation on the **Manage Account** page. Users whom you have invited are shown as "Pending". Those who have accepted are shown as "Active".

## Invite multiple Users

You can invite a group of new Users using the **Invite Multiple Users** tab on the **Invite Users** page. This allows you to import Users' information in a .CSV (comma separated value) file using the following format:

First name, Last name, email address

For example:

```
Carmen, Garcia, carmen.garcia@raskinconsulting.com
Stefan, Moore, stefan.moore@raskinconsulting.com
Gregg, Patterson, gregg.patterson@raskinconsulting.com
Tomas, Bianchi, tomas.bianchi@raskinconsulting.com
```

From the **Invite Users** page:

1. Click the **Invite Multiple Users** tab.
2. Browse to the .csv file you have created with the list of users you want to invite, and select it.
3. The user information is imported into the form. If errors are found, they will appear in red, and you can correct them by editing the information in the form.
4. To assign workspace creation rights to one or more users, select their names in the form, click the **Rights** pull-down, and then select the rights you want to assign.

**Note:** Account Users who do not have workspace creation rights cannot create their own workspaces, but they can be members of other workspaces and work collaboratively in them. All Users in the file will be added with the same workspace creation rights. You can change this setting for individual Users later, if needed.

5. To eliminate a user from the group, select the name in the form, and then click **Remove**.
6. Customize the email message, and then click **Send Invitations**.

You'll see when Users have accepted your invitation on the **Manage Account** page. Users whom you have invited are shown as "Pending". Those who have accepted are shown as "Active".

You can assign rights for creating workspaces from this page at any time.

## Accept an invitation to an account

When you are invited to join a Mindjet Catalyst account you receive an email message from the account's Owner with a link to accept the invitation.

If you accept the invitation you become an account User.

1. Click the link in the invitation email.
2. Enter the information to create your Mindjet ID.  
**Note:** if you already have a Mindjet ID, you can [Sign In](#).
3. Click [Create ID and Join Account](#).

## Sign in to your account

To begin using Mindjet Catalyst, you must sign in.

1. In your browser, navigate to [Catalyst.Mindjet.com](https://Catalyst.Mindjet.com).  
(You can bookmark this page for quick access.)
2. Enter your Mindjet ID (email) and password, and then click [Sign In](#).

## Manage your accounts

As an account Owner or User you can manage your accounts using functions at the Mindjet Catalyst Account Management pages.

1. If you have more than one account, select it from the **Accounts** list on the title bar.
2. In the Mindjet Catalyst sidebar menu, click **My Account**.
3. Choose the account management function you want to use.

### Edit your Mindjet ID profile and information

- Change your email address, display name, and other profile information.

### Manage Account (account Owners only)


- Manage Users' account access - Change Users' workspace creation rights, or remove Users
- Change the account name and description

### Buy / Upgrade Mindjet Catalyst (account Owners only)

- Purchase your trial account
- Upgrade your account to add more Users, or storage

## Help and resources for Mindjet Catalyst Accounts

Mindjet offers a variety of resources to help you get the most out of using Mindjet Catalyst.

In the sidebar menu, click  **Support**.

## Using Mindjet Catalyst Online

When you subscribe to the Mindjet Catalyst service you automatically get access to the Mindjet Catalyst browser-based application for creating and sharing workspaces and maps.

Mindjet Catalyst online mapping is similar to its more powerful desktop cousin, MindManager for Windows. If you own MindManager for Windows you can use these online features to access your Mindjet Catalyst workspaces and documents from any computer.

This Guide provides information for using Mindjet Catalyst through your web browser. For information on using Mindjet Catalyst with MindManager Version 9 for Windows, please consult the Mindjet MindManager for Windows Help and the [Mindjet MindManager for Windows User Guide](#).

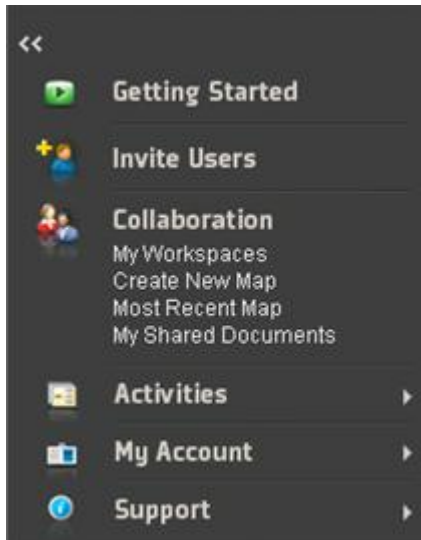
### Sign in

When you create a Mindjet Catalyst account or when you are invited as an account User, you'll create a Mindjet ID and Password to connect to your accounts. You sign in with this information when you want to use Catalyst.

1. Using your browser, navigate to [Catalyst.Mindjet.com](https://Catalyst.Mindjet.com), and then log in with your Mindjet ID (email) and Password.
2. Click **Sign in**.
3. If you have more than one account, choose the account you want to use in the **Account** menu on the Catalyst title bar.

## The Mindjet Catalyst menu

Once you have signed in you can begin mapping by using the commands in the Mindjet Catalyst sidebar menu to:



### **Create a new map –**

Under **Collaboration** click [Create New Map](#)



### **View workspaces –**

Under **Collaboration** click [My Workspaces](#).


### **Start a new map from a template –**

In the sidebar menu, click [Activities](#).

This menu also give you access to your [shared maps](#), [Account Management](#) functions, and [Support](#) resources.

You can collapse or expand the menu at any time using the buttons (  or  ) at the top of the menu.

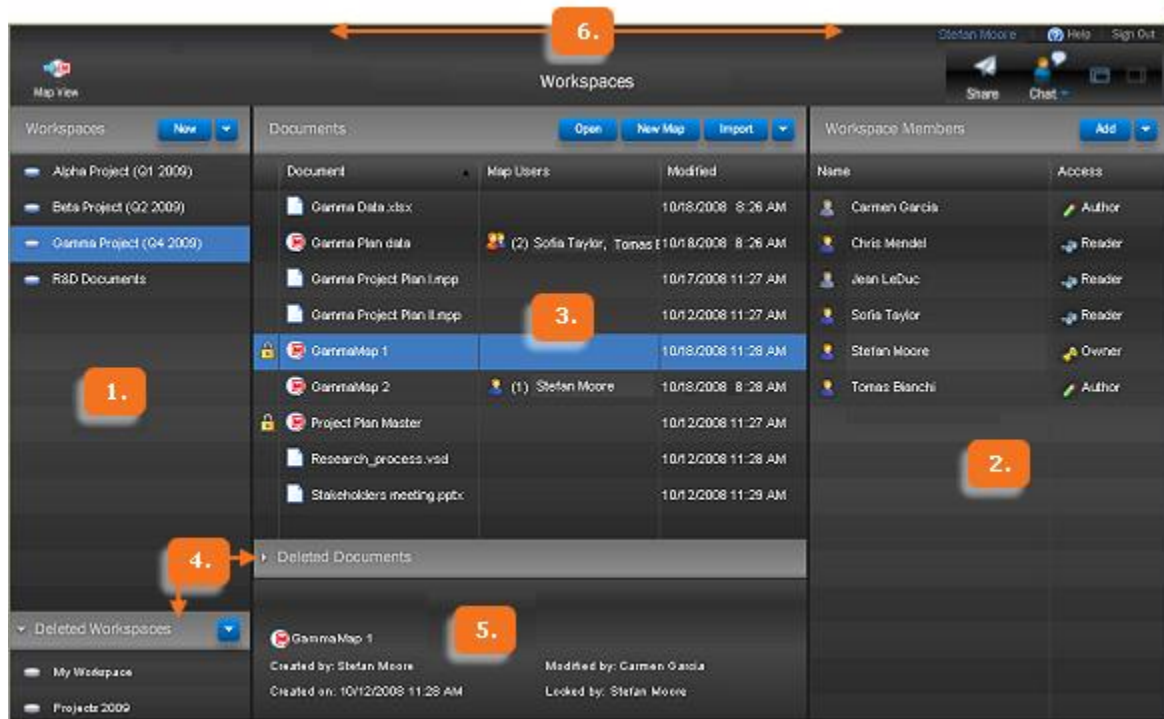
While using Mindjet Catalyst mapping features, you can hide the menu to use the whole screen for mapping.



- In the upper-right corner of the **Workspaces** or **Map View** window, on the Status Bar, click  to show or hide the menu.

## The Workspaces window

You can access your maps and workspaces in the Workspaces window.

- In the Mindjet Catalyst menu, under **Collaboration**, click **Workspaces**.



<p><b>1. Workspaces List</b></p>	<p>Shows all the workspaces where you are a member. When you select one of the workspaces in this list, the contents of that workspace appear in the Documents list. You can manage (create, rename, or delete) your workspaces here.</p>
<p><b>2. Workspace Members List</b></p>	<p>Displays all members of the selected workspace. Icons indicate their workspace access level.</p>
<p><b>3. Documents List</b></p>	<p>Shows the maps and files stored within the current workspace, current map users, and when they were last modified.</p>
<p><b>4. Deleted Workspaces and Documents Lists</b></p>	<p>Shows workspaces and documents in the current workspace marked for deletion, but not yet permanently removed (destroyed).</p>
<p><b>5. Document Properties Pane</b></p>	<p>Shows information about the selected workspace document.</p>
<p><b>6. Status Bar</b></p>	<ul style="list-style-type: none"> <li>• Switch between the Map View and Workspaces windows.</li> <li>• Use the Chat and Share functions.</li> <li>• Show or hide the Catalyst sidebar menu.</li> <li>• See the <a href="#">Mindjet Catalyst Help</a>  and <a href="#">How To</a>  videos .</li> </ul>

## Create a workspace and add members

If you want to set up a workspace with documents and members of your own choosing, you can create a new workspace.

**Note:** you may only create workspaces if you have been granted workspace creation rights by your Mindjet Catalyst account Owner.

### Create a new workspace




1. Click **New** at the top of the Workspaces list.
2. Enter its name, and then click **OK**.
3. The new workspace appears in the Workspaces list.

Now you can go on to [add workspace members](#) and [documents](#).

 See the [Mindjet Catalyst Help](#)  for more information on managing workspaces.

### Add workspace members

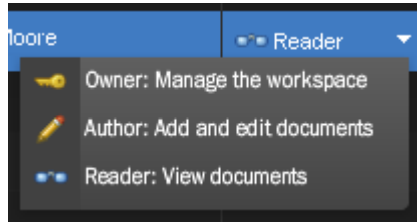
In order for other Users of your Mindjet Catalyst account to have access to the documents in the workspace, you must add them as workspace members. You must be the Owner of the workspace to add members to it.

1. Click **Add** at the top of the Workspace Members list.
2. Select from the list of account Users\* and choose an **Access level** for the new members:
  -  **Owners** have rights for access management and for adding and editing content. A workspace can have more than one Owner.
  -  **Authors** have rights for adding and editing content.
  -  **Reader** is lowest level, for viewing content.
3. Check **Notify new members via email** to send an email message to each new member.
4. Click **OK**.

The **Workspace Members** list shows the new members with icons indicating their Access level.


Workspace members have access to all documents in the workspace.

\* Account Users are people that the Mindjet Catalyst account Owner has already [invited](#) to join the account.



💡 Workspace Owners can manage members' access to the workspace by clicking on the member's Access icon.

## Remove a workspace member

1. In the Workspaces window, select a member in the Workspace Members list.
2. At the top of the list, click the pull-down , and then click **Remove Member**.

The workspace is removed from the member's Workspaces list, and they no longer have access to its content.

💡 You can also right-click on a name in the Workspace Members list to choose a different Access level or remove the member.

## Leave a workspace

If you are a member of a workspace but no longer need access to its contents, you can choose to leave it.


- In the Workspaces list, right-click on a workspace name, and then click **Leave Workspace**.

## Add documents to workspaces


Workspaces can contain a variety of documents including maps as well as other types of files like Microsoft Office documents, images, and text files. You can add documents to workspaces by creating new maps, or by uploading existing maps and other files.

**Note:** You can only add documents to workspaces if you have Owner or Author access rights to the workspace.


### Create a new map

1. At the top of the Documents list, click .
2. Enter the name for the new map, and then click **OK**.
3. A new map appears in the Documents list.



You can go on to edit the map to add content – see [Edit workspace maps](#).

 **Hint:** You can start a new map at any time from the Catalyst menu by clicking **Create New Map**.

### Upload a document



1. At the top of the Documents list, click .
2. Select the document, and then click **Open**.

The document is copied from your local system into the workspace on the server. The new workspace document is independent from the local version and is accessible by all workspace members.

 You can also link to a workspace document to include it in another workspace, move and duplicate workspace documents. See the [Mindjet Catalyst Help](#)  for more information.

### Documents list Columns

When you viewing the Workspaces window, you will see the following columns in the Documents list:

{document status}	
 	The document is locked or checked out for editing by a MindManager for Windows user. The document has been marked as important by a MindManager for Windows user.
Document	Document type and name
Map Users	Who is currently viewing or editing the map
Modified	Timestamp showing when the document was last changed

You can sort the list by clicking the column headings.

## Convert a document



You can convert workspace documents to other formats. There are three basic types of conversions available:

- Convert a map to a Word or Pages file.
- Convert a map to a PowerPoint or Keynote presentation.
- Convert a Word or Pages file to a map.

To convert a map or file:


1. In the **Workspaces** window **Documents** list, right-click the map or file name.
2. In the shortcut menu, click **Convert** to or **Convert to Mind Map**.
3. Enter the name for the new document you are creating.  
No need to include a filename extension - Catalyst will add it automatically.
4. If you are converting a map, select the format for the destination file from the **Destination Format** list.
5. Click **Convert**.
6. If you are converting a map, choose the options to use for the conversion, and then click **Convert**.

The new document will be created in the same workspace as the original. It will be locked until the conversion is complete.

 See the [Mindjet Catalyst Help](#)  for complete information on converting and managing workspace documents.

## Edit workspace maps

### Open a workspace map

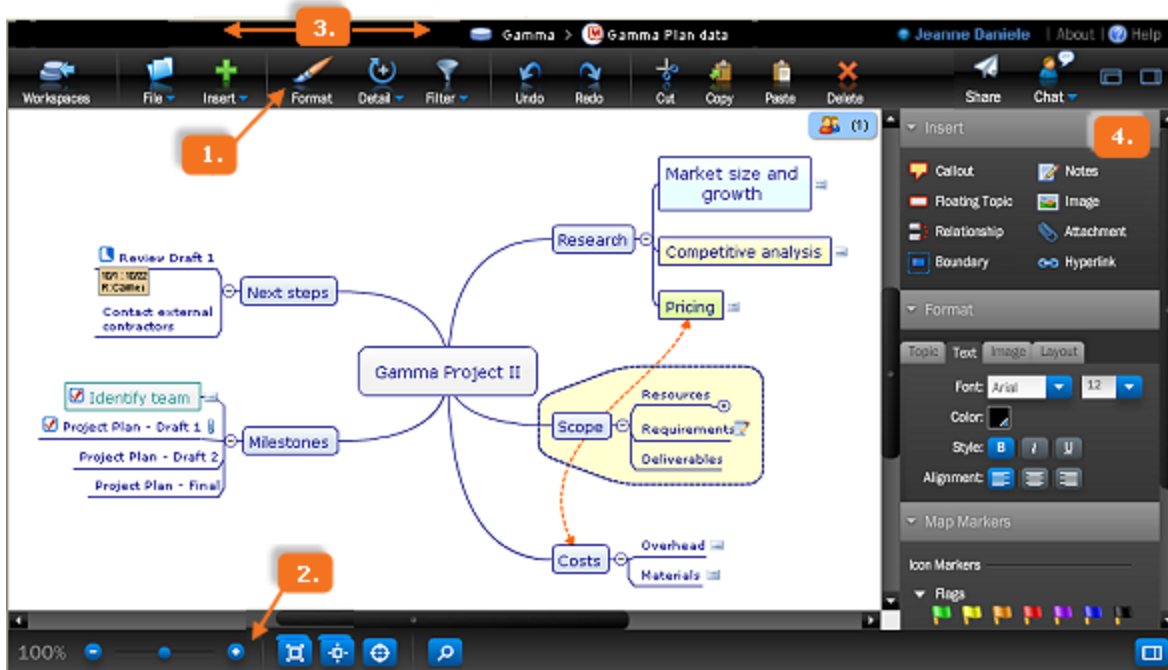
- In the Workspaces Window, select the map in the Documents list, and then click .



You can also double-click on a map name in the Documents list to open it. To open the last map you were working on, click **Most Recent Map** in the Catalyst sidebar menu.

### The Map View window

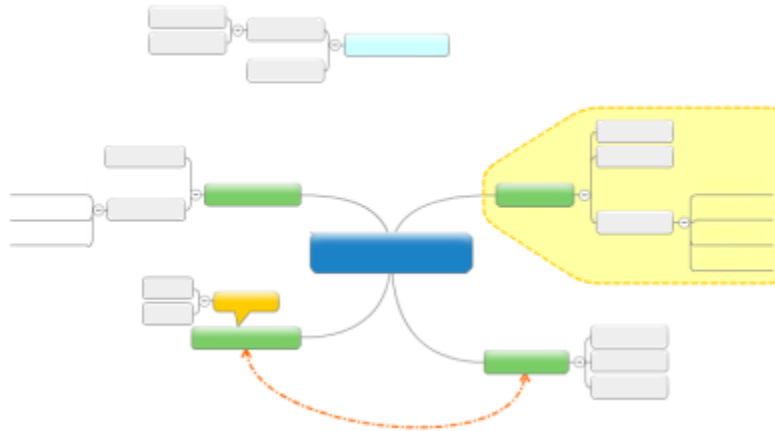
When you open a map, you see the Map View window shown on the following page.










<p><b>1. Top Toolbar</b></p>	<p>Switch between Map View and the Workspaces window.</p> <p>Commands for creating, formatting and viewing maps, sharing maps, and chatting with other users.</p> <p>Buttons to:</p> <ul style="list-style-type: none"> <li>• Hide the Catalyst menu for full-screen mapping, or show it again.</li> <li>• Open or close the Task Pane.</li> </ul>
<p><b>2. Bottom Toolbar</b></p>	<p>Commands for viewing and orienting the map and finding topic text.</p>
<p><b>3. Status Area</b></p>	<p>Displays the workspace location and name of the open map, and your username with an activity indicator.</p> <p>It also includes these buttons:</p> <ul style="list-style-type: none"> <li>• About – shows the Mindjet Catalyst version and a link to the Mindjet Feedback form.</li> <li>• Help – shows the Mindjet Catalyst Help.</li> </ul>
<p><b>4. Task Pane</b></p>	<p>Commands and resources to speed map creation and formatting.</p>







## Map topics and elements

Maps are composed of the following types of topics and elements:





	<a href="#"><u>Central topic</u></a>	The main theme or title of your map.
	<a href="#"><u>Main topics</u></a>	The major ideas that make up the theme.
	<a href="#"><u>Subtopics</u></a>	Details about a topic.
	<a href="#"><u>Callouts</u></a>	Additional information for a specific topic or relationship.
	<a href="#"><u>Floating topics</u></a>	Auxiliary information or text.
	<a href="#"><u>Boundaries</u></a>	For grouping or summarizing topics
	<a href="#"><u>Relationships</u></a>	For showing connections between topics

You can also add textual and visual information in the form of:

	<a href="#">Topic Notes</a>	For more extensive, detailed information.
	<a href="#">Attachments</a>	To attach documents to a topic.
	<a href="#">Hyperlinks</a>	That point to other locations
	<a href="#">Markers</a>	To classify or code topics.
	<a href="#">Task Information</a>	For planning and tracking projects
	<a href="#">Images</a>	For visual interest

Commands for adding topics and elements are found in the top toolbar and in the Task Pane.

To display or hide the Task Pane:

- Click  on the top toolbar.
- On the top toolbar, click  **Format** .

Mindjet Catalyst includes the following task panes:

**Insert** task pane for adding a variety of elements to your map: relationships, callouts, attachments, hyperlinks, boundaries, images, notes.


**Format** task pane for changing the appearance of topics and text, image placement and alignment within topics, and the map layout.

**Map Markers** pane for applying icon and text markers for coding map topics.

**Task Info** pane for assigning task information to topics.

## Co-edit a map

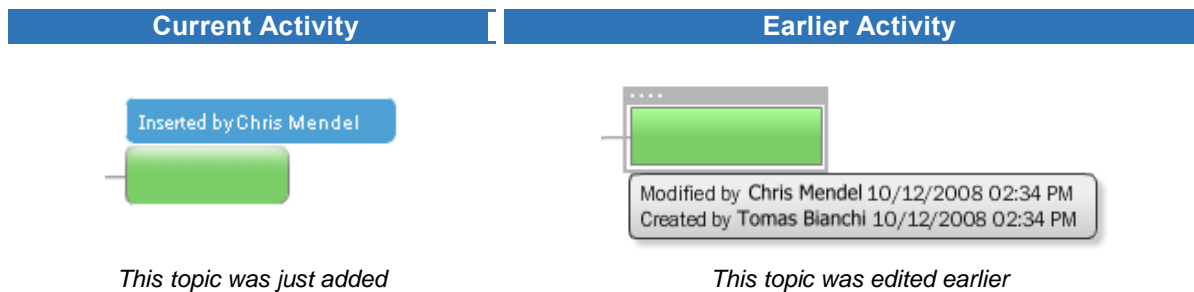
Mindjet Catalyst allows you to edit a map simultaneously with other users. This is called co-editing a map. Workspace Owners and Authors can edit maps that are not locked. (Workspace Readers can open maps as read-only documents that they can view, but not edit.)

When you open a map you will see the **Map Users** list in the upper-right corner of the **Map View**.  (3) This list shows who else is currently viewing or editing the map. Point to the list to see the names of the other users.

## Map Activity

As other users edit the map you will see their changes in real time if you are viewing that portion of the map. This is referred to as **Map Activity**.

Map Activity hints appear to show the current and previous actions of other users. Hints for current activity appear in real time, as changes are made. Hints for earlier activity appear when you point to a topic.



## Map Status

You cannot edit a map if:

- It is locked
- You have only [Reader](#) access to the workspace.

In these cases you can still open a map for viewing in Read Only mode. The **Map Status** indicator in the upper-left corner of the Map View window shows if this is the case.



*You cannot edit the map because you have only Reader access.*



*You cannot edit the map because it is locked.*

## Add and edit topics









### Central topic

When you start a new map the central topic appears with placeholder text.

1. Click to select the central topic, and type your map's theme or title.
2. Press **ENTER** when you are finished. (Press **RETURN** on Mac.)

### Other topics

You can add topics, subtopics, floating topics and callouts using the keyboard, or by clicking commands on the top toolbar. Select a topic, then:

To add...	Press ...	Or click toolbar command ...
Topic	<b>ENTER</b> <b>RETURN</b> (Mac)	 <b>Insert</b> >  <b>Topic</b>
Subtopic	<b>INSERT</b> or <b>CTRL+ENTER</b> <b>CONTROL+RETURN</b> (Mac)	 <b>Insert</b> >  <b>Subtopic</b>
Callout	- - -	 <b>Insert</b> >  <b>Callout</b>
Floating topic*	- - -	 <b>Insert</b> >  <b>Floating topic</b>

\* You do not have to select a topic to add a floating topic.




To add topics quickly you can right-click on a topic or on the map background.

### Enter topic text

New topics appear with placeholder text.

- While the topic is still selected, simply type to enter your own topic text.
- For a multi-line topic, press **SHIFT+ENTER** where you want a line break. (Press **SHIFT+RETURN** on Mac.)



See the [Mindjet Catalyst Help](#)  for a complete list of keyboard shortcuts.

Once you've added a topic you can go back and edit its text at any time. To make a topic stand out, you can format it with text and fill colors, or use a distinctive topic shape.

## Select topics

### *Select a single topic or object*

- Click the topic or object. A blue highlight appears to show that it is selected.

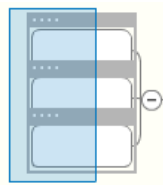


### *Select multiple topics and objects*

- Hold down the **CTRL** key (**⌘** on Mac), and click to select or de-select them.
- Hold down the **SHIFT** key and use the arrow keys to select additional topics.

### *Select all topics within a particular area on the map*

- Click and drag a rectangle. All topics that the rectangle touches will be selected.



### *De-select topics*

- To de-select individual topics press **CTRL** (**⌘** on Mac) and click them.
- To de-select all topics, click the map background.



See the [Mindjet Catalyst Help](#)  for a complete list of keyboard shortcuts.

## Edit topics

### *Replace a topic's text*


- Select the topic and type the new text.

### *Modify a topic's text*

1. Click the topic to select it.
2. Click again to start edit mode. The cursor appears in the topic text.
3. Once you are in edit mode, you can edit the text as you do in most applications.



### *Multi-line topics*

- For a multi-line topic, press **SHIFT+ENTER** where you want a line break. (Press **SHIFT+RETURN** on Mac)
- You can also drag the topic's sizing control  , or its left or right edge to control the way the topic text wraps.

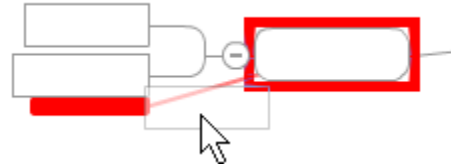


## Move, copy, and delete topics

### *Drag and drop topics*



You can move the topics on your map by simply clicking and dragging one or more topics to a new location.

Select the topic(s) and drag them to a new position on the map. A red visual cue appears showing where the topic(s) will be added.




### *Cut, Copy, and Paste topics*

Do one of the following:


- Select a topic, and then click  **Cut** or  **Copy** on the toolbar.
- Right-click a topic, and then click **Copy**.
- Select a topic, and then press **CTRL+C** (**CONTROL+C** on Mac).

Then, do one of the following:

- Select another topic, and then click  **Paste** on the toolbar.
- Right-click another topic, and then click **Paste**.
- Select another topic, or click the map background, and then press **CTRL+V** (**CONTROL+V** on Mac).


The cut or copied topic will be pasted as a subtopic of the selected topic.




See the [Mindjet Catalyst Help](#)  for a complete list of keyboard shortcuts.

### *Delete topics*

To delete topics, do any of the following:

- Select one or more topics, and then press **DEL** (**DELETE** on Mac).
- Select one or more topics, and then click  **Delete** on the top toolbar.
- Right-click a topic, and then click **Delete Topic**.





If you delete a topic in error you can click  **Undo** on the top toolbar.


## Add information



Map topics are most readable when they are kept short. For topics that need more detail, you can add topic notes to include more information. Topic notes can be formatted, and can include hyperlinks to Web pages.

### *Enter Notes text*

1. Select the topic.
2. Do one of the following:
  - On the toolbar, click  **Insert**, and then click **Notes**.
  - In the **Task Pane**, in the **Insert** group, click  **Notes**.
  - Right-click a topic, and then click **Notes**.
3. Enter the note in the Notes Pane below the map window. (You may need to drag the splitter up to see the window.) You can type the text or copy and paste it from another document.
4. Format the note as you desire by selecting text and using the formatting buttons in the Notes window.

A Notes icon  appears on the topic to show that it contains a note. The Notes text appears in the Note Pane whenever you select the topic.



### *Include a hyperlink in Notes*


1. Select some text in the Notes window.
2. Enter the link destination in the link location box after `http://`.  
For example: `www.mindjet.com`

## Topic Hyperlinks



You can add a link to a topic that points to a web address, or when activated, creates a new email message. You can also create hyperlinks that point to another topic, map, workspace document, or workspace.


1. Select a topic.
2. Do one of the following:
  - On the toolbar, click  **Insert**, and then click **Hyperlink**.
  - In the **Task Pane**, in the **Insert** group, click  **Hyperlink**.
  - Right-click a topic, and then click **Add Hyperlink**.
3. In the dialog, enter a link destination (a web page link with an `http://` address or an email link with a `mailto:` address)

You'll see a link icon  appear on the topic. When you click this icon, the link is activated and the web page or new email message opens in a new window.

### *Create a link to a topic on this map*

You can create a link to a topic on the current map using the Copy and Paste commands.

1. Right-click the topic you want to link to (the target topic), and then click **Copy as Hyperlink**.
2. Right-click the topic where you want to create the link, and then click **Paste as Hyperlink**.

You'll see a link icon  appear on the topic. When you click this icon, the link is activated and the target topic is selected.


### *Edit a hyperlink*

1. Right-click the hyperlink icon on the topic, and then click **Edit Hyperlink**.
2. Modify the link address, and then click **OK**.

### *Remove a hyperlink*

- Right-click the hyperlink icon, and then click **Delete Link**.



You can also create hyperlinks that point to other maps, workspace documents, and workspaces. See the **Mindjet Catalyst Help**  for more information.



## Attachments




You can attach a document to a topic, such as a Word document, a spreadsheet, a text file or other document type. The attached document becomes part of the map, independent from the original source document, and is saved with the map. You can add more than one attachment to a topic.

**Note:** You can view, but not edit attachments with Mindjet Catalyst. If you edit the attachment while you are viewing it your changes are not saved back to the server.

### *Add an attachment*

1. Select a topic.
2. Do one of the following:
  - On the toolbar, click  **Insert**, and then click **Attachment**.
  - In the **Task Pane**, in the **Insert** group, click  **Attachment**.
  - Right-click a topic, and then click **Add Attachment**.
3. In the dialog select a document, and then click **Open**.

You'll see an attachment icon  appear on the topic. When you point to this icon you will see the list of attachments.


### *View an attachment*



When you click the attachment icon on a topic, the attachment list opens. Click on the attachment that you want to view. It will open in its native application.

In order for you to open an attachment, the attachment's document type must be associated with an application on your system.

### *Remove an attachment*

1. Right-click the attachment icon  on the topic and then click **Delete Attachment**.
2. In the list of Attachments, click the attachment you want to delete from the topic.



## Add visual cues



### Relationships

Sometimes a relationship exists between two (or more) topics, and you want to illustrate this on your map. You can add a relationship line that connects two topics, and label it if you wish. You can change the look of the relationship using the Task Pane's Format settings.

#### Add a relationship

1. Do one of the following:
  - On the toolbar, click  **Insert**, and then click **Relationship**.
  - In the **Task Pane**, in the **Insert** group, click  **Relationship**.
  - Right-click a topic, and then click **Insert Relationship**.
2. Click the first topic, and then click the second.


The relationship line appears connecting the two topics.

#### Modify and format the relationship




When you select a relationship, handles appear so you can re-shape it or change its connection point.


#### Change the shape of the line

- Select the relationship, then drag the handles .



#### Connect to a different topic

- Select the relationship then drag the connection handle  to another topic.

#### Format the line's style and color


1. Select the relationship(s).
2. On the toolbar, click  **Format**.
3. On the **Task Pane**, **Format** group, **Relationship** tab select the settings you desire.

Add a callout (label) to the relationship

1. Select the relationship, and then, do one of the following:
  - On the toolbar, click  **Insert**, and then click **Callout**.
  - In the **Task Pane**, in the **Insert** group, click  **Callout**.
  - Right-click the relationship line, and then click **Insert Callout**.
2. When the generic callout appears, enter your text.
3. Format the callout using the **Topic** tab settings in the **Task Pane, Format** group.

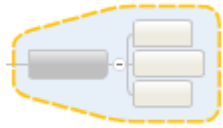
*Remove a relationship*

Do one of the following:

- Select the relationship, and then click  **Delete** on the toolbar.
- Right-click the relationship, and then click **Delete Relationship**.

## Boundaries

Boundaries come in two basic types: grouping boundaries and summary boundaries.





**Grouping boundaries** can emphasize the relationships between topics and subtopics using an outline surrounding an area on a map with your choice of line type and an optional fill color.



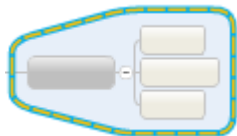
**Summary boundaries** can reduce a set of subtopics into a single summary topic and then allow this topic to grow again.

### Create a boundary

1. Select the topic whose subtopics you want to group with the boundary.
2. Do one of the following:
  - On the toolbar, click  **Insert**, and then click **Boundary**.
  - In the **Task Pane**, in the **Insert** group, click  **Boundary**.


You can add boundaries within boundaries.

### Format, modify, or copy a boundary





When you select a boundary, blue highlighting appears to show that it is selected. Then you can change the boundary's formatting.

### Format a boundary

1. Select the boundary.
2. On the toolbar, click  **Format**.
3. On the **Task Pane**, **Format** group, **Boundary** tab, choose the boundary attributes.


### Add a summary topic (callout) to a boundary

1. Select the boundary.
2. Do one of the following:
  - On the toolbar, click  **Insert**, and then click **Callout**.
  - In the **Task Pane**, in the **Insert** group, click  **Callout**.
  - Right-click the boundary, and then click **Insert Callout**.




3. Select the generic callout and enter your own text.
4. Format the callout using the **Task Pane Format** group **Topic** options.

You can expand the callout into a new topic tree by adding subtopics to it.

Remove a boundary

- Select the boundary, and then click  **Delete** on the toolbar.
- Right-click the boundary and then click **Delete Boundary**.

Move or copy a boundary



1. Select the boundary, and then click  **Cut** or  **Copy** on the toolbar.
2. Select a topic. The boundary will enclose this topic and its subtopics.
3. Click  **Paste** on the toolbar.

## Images



You can add images from JPG, GIF and PNG files to your map. You can add images to topics, subtopics, floating topics, and callouts.

### *Add an image*


1. Select a topic, or create a new topic, callout, or floating topic.
2. Do one of the following:
  - On the toolbar, click  **Insert**, and then click **Image**.
  - In the **Task Pane**, in the **Insert** group, click  **Image**.
  - Right-click a topic then click **Add Image**.

### *Position the image*

The Image Placement settings allow you to orient the image relative to the topic text.

1. Select the topic that contains the image.
2. In the **Task Pane**, on the **Format** group **Image** tab, choose the **Image Placement** and **Image Alignment** settings you want to use.

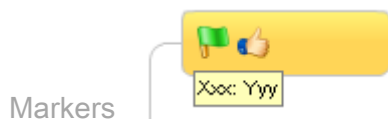
### *Re-size an image*

1. Select the image inside the topic.
2. Drag the corner handles  to re-size the image.
3. To return the image to its original size, right-click the image, and then click **Reset Image Size**.

### *Remove an image*



- Right-click the image inside the topic, and then click **Delete Image**.

## Code topics



You can add two types of markers to your maps - icon markers and text markers - using the **Task Pane Map Markers** group. An icon marker is a small image that gives information about a topic in a graphical, easily understood way. A text marker is a brief notation that gives information by displaying the text below the topic.

*See the available markers*

1. Select any topic.
2. In the **Task Pane**, open the **Map Markers** group.
3. Use the  and  controls to expand and collapse marker groups.

*Icon markers*

Mindjet Catalyst comes with a set of icon markers that you can use for coding your topics.

Apply icon markers to a topic

1. Select one or more topics.
2. Click on a marker in one of the **Icons** groups.

You can assign icons from several different groups to a single topic, but you may only use one icon from each group (except Symbols).

Copy or move icon markers

- Drag (to copy) or **CTRL**+drag (to move) the icon from one topic to another.

Change icon markers on a topic

1. Select the topic.
2. Do one of the following:
  - Click on a different icon in the same group as the icon you want to change.
  - Click the icon to cycle through other icons in that group.

Remove icon markers from a topic

1. Right-click the marker on the topic.
2. Then do one of the following:
  - Click **Remove** to remove this single marker from the topic.
  - Click **Remove All** to remove all the markers from the topic.

### Text markers

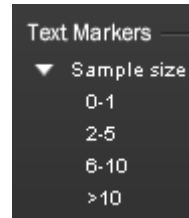
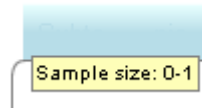
You can create your own groups of text markers to use. A group is usually a category or class, and the marker names within the group are its sub-categories.

*Example:*

*You want to classify some topics that represent test results by their sample size.*

You create the Text marker group "Sample size" with markers for the categories.

The markers display beneath the topics:



Create a new text marker group

1. In the **Task Pane**, open the **Map Markers** group.
2. Under **Text** click **Add Text Marker Group**.
3. Enter the **Group** name.
4. Click **Add**.

Add text markers to a group

You can add text markers to a new, empty group or to an existing group.

1. Right-click the group name, and then click **New Text Marker**.
2. Enter the **Name** for the marker, and then click **Add**.

Repeat these steps to add more markers.

Apply text markers to a topic

1. Select one or more topics.
2. Click on a marker in one of the **Text Markers** groups.

You can assign several text markers to a single topic, from one or more groups. (Markers within groups are not mutually exclusive.)

Remove text markers from a topic

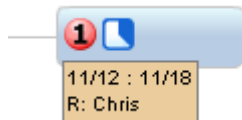
- Right-click the marker on the topic, and then click **Remove**.
- Select the topic, and then click the marker to remove in the **Markers** pane.

Rename or remove text markers from a group

1. In the **Task Pane**, right-click the marker you want to rename or remove.
2. Click **Rename Text Marker** or **Delete Text Marker**.

Rename or remove a text marker group

- In the **Task Pane**, right-click the group name and then click **Delete Text Marker Group**.
- In the **Task Pane**, right-click the group name, click **Rename Text Marker Group**, and then enter the new group name.



Task info

Task information is shown by marker icons (for priority and % complete), and as text displayed in a small window below the topic (for Resources, Duration, and Start and Due dates).

*Add task info to a topic*

1. Select a topic
2. In the **Task Pane**, open the **Task Info** group.
3. Select and enter the task info for the topic.
  - The **Show Task Information** and **Show year in dates** options apply to all task info on the map.

*Remove task info from a topic*

You can remove the textual task info displayed below a topic directly. (Task info icons can be [removed](#) in the same way as other icon markers.)

- Right-click the Task Info text, and then click **Remove**.

## Format a map

### Topic formatting

1. Select one or more topics.
2. On the toolbar, click **Format** to open the **Task Pane Format** group.
3. In the **Format** group, select the attributes for the topic and its text on the **Topic** tab and the **Text** tab.



You can also format a portion of the topic text by selecting it and then using the options on the **Text** tab.

### Number topics

1. Select the topic whose subtopics you want to number.
2. In the **Task Pane**, on the **Format Topic** tab, click **Numbering**.
3. Choose the numbering type.
4. Click **Depth**, and choose a level.

Numbering is dynamic - if you move or delete a numbered topic the numbering of the tree is automatically adjusted.

### Map layout

#### Topic layout

1. Select one or more topics.
2. In the **Task Pane**, in the **Format** group, select options on the **Layout** tab.
  - **Growth Direction** applies to the current topic and its subtopics.
  - **Line Style** applies to the lines from the current topic to its subtopics.
  - **Line Anchor** controls the location of the connecting point of lines from the current topic to its subtopics.

## Map background

### *Change map background color*

1. Right-click an empty place on the map, and then click **Background Color**.
2. Select a color, and then click **OK**.

## View and navigate


### Navigate, pan and zoom

For smaller maps navigation is straightforward when the map is displayed at full size with all topics shown. For larger maps you may find it helpful to zoom out or [change the level of detail](#) to focus on a specific part of the map.

### Navigate using the keyboard

- Use the arrow keys (left, right, up, down) to move between topics
- Press **TAB** to move to the next topic.

### Panning

To move the map use the scroll bars along the map side and bottom, or click and hold on the map background, and then drag it when the cursor  appears.

- Wheel mouse users can scroll using the wheel.

To center the map, click  **Center** on the bottom toolbar.

### Zooming

To adjust the Zoom factor use the slider on the bottom toolbar.



- Wheel mouse users can hold **CTRL** and use the wheel to zoom in or out.

To fit the map to the window, click  **Fit Map** on the bottom toolbar or right-click the map background, and then click **Fit Map**.

## Level of Detail


You can change the level of detail displayed for individual topic trees as well as for the entire map.

### Collapse and expand topics

You can collapse or expand topics interactively using the icons that appear on each topic with subtopics.

- Click ⊕ to expand the topic (see its subtopics)
- Click ⊖ to collapse the topic (hide its subtopics).


### Change the Level of Detail

1. Select a target:
  - To change the level of detail for the whole map select the central topic or select nothing (click the map background).
  - To change the level of detail for a topic tree, select the tree's parent topic.
2. Choose the level of detail:
  - On the toolbar, click the  **Detail** pull-down to choose the level of detail.
  - Click the top part of the button to toggle between the expanded (Show All Levels) and collapsed (Hide All Levels) state for the map or branch.
  - Click **Next Level** to expand the map or topic one level at a time.

## Focus on topic



The Focus on Topic command shows the selected topic centered and expanded to an optimum level. Its sibling topics and other main topics are collapsed.

### Focus on a topic

1. Select the topic.
2. On the bottom toolbar, click  **Focus on Topic**.








## Filter

You can use the Filter command to hide or show selected topics on your map. The Central Topic and the parents of displayed topics are always shown.

1. Select one or more topics.
2. On the top toolbar, click  **Filter**.
3. Choose whether to Hide the selected topic or hide all the other topics.
  - Filtering is cumulative: to filter the map further, repeat the Filter process again.
  - To remove the filter, click  **Filter** again.

## Find and Replace

You can find and optionally replace text in your map topics using the Find command. The command searches the map in a clockwise direction, starting with the topic at upper-right.

1. On the bottom status bar click  **Find**.
2. Enter the text to search for, and then click . The first topic with matching text will be selected.
3. Then, do any of the following:
  - To find the next matching topic (clockwise) click .
  - To find the previous matching topic click .
  - To replace the text with new text, click , then enter the new text in the **Replace with** field. Click  to change the text in the selected topic, or click  to change all matching text in the map to the new text.


**Note:** The **Find** command only searches through topic text, Text Markers, and Task Info Resources. It does not search text in topic Notes or in Attachments.

The **Replace** command can only be used to replace topic text.

## Print a map

You can print the current view of a map from the Map View. It will print with topics [expanded or collapsed](#), [hidden or visible](#), just as you see on your screen.


You can choose to print either the whole map or only the selected topic\* and its subtopics, or, you can click and drag to select an area of the map to print.

1. In Map View, click  **File** > **Print Map** or click **File** > **Print Selected Topic**.
2. In the Print Preview, choose the options you want to use.
  - If you only want to print a specific area of the map, click and drag on the map preview to select it.
3. Click **Print**.

The map prints to your default printer.

\* If you have multiple unconnected topics selected, the Print Selected Topic command uses only the first topic.



You can download a copy of any workspace map to create a MindManager map file on your local system. See the [Mindjet Catalyst Help](#)  for more information.

## Share a map

When you share a map, it is copied as a standalone, interactive Mindjet Player map into the My Shared Content area online. You can specify if you want to send a link to the published map to specific people, or post it on your favorite networking site or blog.



You must be a workspace Owner or Author to share maps.



Anyone who views the map can share it again using the Share command from the menu in the shared map.

By default, the shared map can be copied by anyone who views it using commands in the map's menu:

- Users can copy the map into a Mindjet Catalyst workspace and edit it using Mindjet Catalyst's browser-based mapping features, or using MindManager for Windows with Mindjet Catalyst (a Mindjet Catalyst account is required to copy the map).
- Users can download a local copy of the map to use independently with MindManager for Windows (a Mindjet Catalyst account is not required to use downloaded maps).

You can prevent people from making copies of your map at any time by disabling the copy permission after the map has been shared.

You can select a map to share from the Workspaces window, or share the current map from Map View.

1. Do one of the following:
  - From the Workspaces window:
    - In the Documents list, select a map.
    - Click  **Share** on the top toolbar, or in the Documents list pull-down menu, click **Share**.
    - Right-click the map name, and then click **Share**.
  - From Map View:
    - On the top toolbar, click  **Share**, or click **File > Share**.
2. You will be guided through the steps to share your map by using email, Instant Messaging, or by publishing a link to the map on a networking site.
3. If you want to prevent people from making copies of the shared map, disable the **Copies Allowed** setting for it on the [My Shared Documents](#) page.




Anyone who can access this link can click it to view and interact with the shared map in their browser - no other software is required. The map is displayed in the Mindjet Player, which includes commands for further sharing the map, and (if copy permission is enabled) for copying or downloading the map.

## Manage shared maps

- To see the content you have shared, in the Mindjet Catalyst menu under **Collaboration**, click **My Shared Documents**.



On the **My Shared Documents** page you see the following:


<b>Publication Name</b>	Click the map name to preview the map in Mindjet Player (as others will see it)
<b>Publication Date</b>	Shows when the map was first shared. This date does not change if you share the map again
<b>Copies Allowed</b>	Check this option to allow or prevent people who view the map to copy it into their own Mindjet Catalyst workspace or download a local copy using commands in the menu of the shared map.
<b>Share</b>	Click  to re-share a map that has already been shared (to post the link in a new place or send it to more people).
<b>Download</b>	Click  to download a copy of the map (in native .mmap format) to your local system. You can open this map with MindManager 8 for Windows or MindManager 8 for Mac.
<b>Delete</b>	Click  to remove the map from the list of shared content. The map will no longer be available. If you have already shared the map, when someone clicks on the link to see the map, they will instead see a "File not found" message.

You can sort your list of shared maps by clicking on the column headers.

## View workspace files


You can view files (non-map documents) that you have added to your workspace from the Workspaces window. The file will open in its native application for viewing.

In order for you to view the file, the file's document type must be associated with an application on your system.

- In the Workspaces window, **Documents** list do one of the following:
- Select the file, and then click  at the top of the **Documents** list.
- Double-click the file name.

The file will open in its native application for viewing.


**Note:** You can view, but not edit files with Mindjet Catalyst. If you edit the file while you are viewing it, your changes are not saved back to the server.

You can change the content of a workspace file by replacing it with a file from your local system. See the [Mindjet Catalyst Help](#)  for more information.

## Replace workspace files


If you have Owner or Author access to a workspace, you can replace a workspace file with a file from your local system. This provides a means for updating or changing the content of any workspace file.

**Note:** You can only replace workspace files, not workspace maps.

See the [Mindjet Catalyst Help](#)  for more information on replacing files.

## Chat

The Chat function is similar to other instant messaging functions. You can chat with any member of the current workspace who is signed in.

To begin chatting with a user, click  **Chat** on the Map View or Workspaces window top toolbar, and then choose the user you want to chat with.

